



# VIVEKANANDA INSTITUTE OF TECHNOLOGY

AN INSTITUTE OF JANATHA EDUCATION SOCIETY  
Recognised by GOK, Affiliated to VTU & Approved by AICTE, New Delhi.

## Grievance Redressal Cell (GRC)

Date: 18/02/2022

### Meeting Notice

The members of Grievance Redressal Cell are informed that meeting is scheduled on 19/02/2022 at 12:30pm in Principal's Office.

The following members are requested to attend the meeting.

Sl. No	Name	Designation
1.	Dr. Padmanabha S Principal	Chairman
2.	Dr. D V Chandrashekar, Vice-Principal	Vice-Chairman
3	Dr. Vidya A, Prof & Head, Dept. of CSE	Member
4.	Dr. Chandrashekar Principal SKSJTI Govt. Engg. College Bangalore	External Member
5.	Dr. Dinesh S Assoc. Prof. CSE	Member

Agenda:

1. To read and confirm the minutes of the previous meeting.
2. To review grievances if any.
4. Miscellaneous by permission of Chairman

Chairman-GRC

  
Principal  
Principal  
VIVEKANANDA INSTITUTE OF TECHNOLOGY  
Bangalore - 560 074

19/02/2022

## Grievance Redressal Cell

Minutes of Grievance Redressal Committee Meeting held on 19/02/2022

Agenda Topics		Duration / People Responsible / Deadline
Meeting attended by:	Principal, Vice Principal, Members of the Committee	
Absent from meeting:	Dr. Chandrashekar Principal SKSJTI Govt. Engg. College Bangalore	
Date:	Saturday, February, 19 <sup>th</sup> , 2022	
Time:	12:30 pm to 1 PM	
Location:	Principal's Office	
<b>Agenda #1:</b> Welcome and Introduction Principal has welcomed all the members of the committee present. Principal has emphasized about the purpose and work of the GRC to members.		Duration 10 Minutes
<b>Agenda #2:</b> To read and confirm the minutes of the previous meeting. Principal has read the minutes of the previous meeting of the Grievance Redressal Cell of the institution held.		Duration 5 Minutes
<b>Agenda #3:</b> To review grievances if any. Principal has shared that, Girl students have complained about Internet issues at Hostel and he has instructed System Admin to look into the matter and solve the issue at the earliest. Chairman has thanked all the members and meeting was adjourned.		Duration 5 Minutes
<b>Agenda #3:</b> Miscellaneous by the permission of Principal: The members are happy to learn that the issue of minor complaints are dealt at concerned departments effectively and any complains if not dealt, should be forwarded to Grievance Redressal cell. The meeting concluded with vote of thanks.		Duration 10 Minutes

Sl. No.	Name of the student/ staff	Department	Grievances	Action taken	remarks
1	Nil	-	1	yes	----

  
**Principal** 19/2/22  
Principal  
VIVEKANANDA INSTITUTE OF TECHNOLOGY  
Bangalore - 560 074



# VIVEKANANDA INSTITUTE OF TECHNOLOGY

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## GRIEVANCE REDRESSAL CELL (GRC)

Date: 12.05.2022

### MEETING NOTICE

The members of Grievance Redressal Cell are informed that meeting is scheduled on 14.05.2022 at 12.30 pm in Principal's office.


The following members are requested to attend the meeting

Sl. No.	Name	Designation
1	Dr. Padmanabha S, Principal, VKIT	Chairman
2	Dr. D.V Chandrashekhar, Vice-Principal	Vice-Chairman
3	Dr. Vidya A, Prof. & HOD, CSE Dept.	Member
4	Dr. Chandrashekar Principal, SKSJTI Govt. Engg. College, B'lore	External Member
5	Dr. Dinesh S Assoc. Prof. CSE Dept.	Member

### Agenda:

1. Formation of grievance redressal cell to handle grievances of students, staffs and faculty.
2. Mechanism of redressal of grievances & Time bond redressal of grievances received if any.
3. Miscellaneous, by permission of Principal

Chairman- GRC

  
Principal  
Vivekananda Institute of Technology  
Gudimavu, Kumbalaguda, Ken.  
Bangalore - 560 074  
Principal  
VIVEKANANDA INSTITUTE OF TECHNOLOGY  
Bangalore - 560 074

## Grievance Redressal Cell

Minutes of Grievance Redressal Committee Meeting held on 14/05/2022

Agenda Topics		Duration / People Responsible / Deadline
Meeting attended by:	Principal, Vice Principal, Members of the Committee	
Absent from meeting:	Dr. Chandrashekar Principal SKSJTI Govt. Engg. College Bangalore	
Date:	Saturday, May, 14 <sup>th</sup> , 2022	
Time:	12:30 pm to 1:00 PM	
Location:	Principal's Office	
<b>Agenda #1: Welcome and Introduction</b> Principal has welcomed all the members of the committee present. Principal has emphasized about the purpose and work of the GRC to members. <b>Highlights of his deliberations:</b> (i) Formation of grievance redressal cell to handle grievances of students, staffs and faculty. (ii) Redressal of girl Student, lady staff and lady faculty to be handled separately. (iii) Grievances to be addressed promptly. (iv) Use positive friendly ways to resolve the crisis than punitive steps. (v) Ensure that there is proper investigation of facts and figures related to the problem. The members shown full of their enthusiasm to deliver the very purpose of constituting this committee, and thanked the Principal for such initiative in the best interest of all the stakeholders.		Duration 10 Minutes
<b>Agenda #2: The mechanism of redressal of grievances and its regulation was discussed:</b> Following are the highlights of the discussion: 1. Grievance redressal committee shall consider only individual grievances of specific nature of students and staffs. 2. The GRC shall not consider any grievance in of general applicability or of collective nature of raised collectively by more than one employee/student. 3. After receiving complaint/application the committee will decide on the merit of case regarding scope of further discussion/investigation. 4. GRC will meet only as and when required. If required, it meets more frequently otherwise not. 5. The GRC may mediate between complainant and defendant against who the complaint has been made, it required.		Duration 10 Minutes

6. Time bond redressal of grievances would be appreciable.	
7. The grievances must be submitted in writing to chairman GRC.	
<b>Agenda #3:</b> Miscellaneous by the permission of Principal: The members are happy to learn that the issue of minor complaints are dealt at concerned departments effectively and any complains if not dealt, should be forwarded to Grievance Redressal cell. The meeting concluded with vote of thanks.	Duration 10 Minutes

Sl. No.	Name of the student/ staff	Department	Grievances	Action taken	remarks
1	Nil	-	Nil	-	---

  
Principal 14/5/22

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Bangalore - 560 074