Shridevi Institute of Engineering and Technology

(Recognized by Govt of Karnataka, Affiliated to VTU, Belagavi& Approved by AICTE, New Delhi)

Sira Road, Tumakuru – 572 106

GRIEVANCES REDRESSAL CELL

An ISO 9001:2015 Certified Institution

Ref: SIET/GRC/2021-22/ 71(1) **Date:** 23/11/2021

MINUTES OF THE MEETING

A meeting of the Grievances Redressal Committee (GRC) Members was convened by the Principal Dr. Narendra Viswanath, on 22nd November 2021, in his Chamber at 3-00 pm.

The meeting was attended by the following members:

1. Mr B H Vasudevamurthy – HOD of Mech Engg
2. Mr Prashanth S – Assistant Professor, Dept of ME
3. Mrs Swetha T M – Assistant Professor, Dept of EEE
4. Mr Kiran G M – Assistant Professor, Dept of CSE
5. Mrs. Amthul Naseeb – Assistant Professor, Dept of MBA
6. Mr Raghavendra – System Admin

Following are the Proceedings:

2. The meeting commenced with a welcome note by the Principal.
3. The Principal who is also the Chairman of the GRC formally announced that the GRC constituted for the Academic Year 2021 – 22 is as follows:

Sl No	Name of the Faculty	Designation	Position	Contact Details
1	Dr Narendra Viswanath	Principal	Chairman	9686114899
2	Mr B H Vasudevamurthy	HOD – ME	Chief Coordinator	9611859047
3	Mrs Swetha T M	AP – EE	Member	9611870989
4	Mr Kiran G M	AP – CSE	Member	6360575459
5	Mrs. Amthul Naseeb	AP – MBA	Member	9916827697
6	Mr Raghavendra	System Admin	Member	9886144733

4. The Principal notified the detailed description with regard to the Functions and Objectives of GRC, Procedure to lodge the Grievances by the Stakeholders and Procedure to Redress the Grievances by the GRC as follows:

a. Functions:

The function of the GRC is to look into the Grievances lodged by any stakeholder and provide suitable redressals for the aggrieved stakeholder.

b. Objectives:

i. To encourage the Stakeholders to express their grievances freely and frankly, without any fear of being victimized.
ii. To develop a responsive and accountable attitude towards the stakeholders in order to provide a good educational atmosphere in the institute.
iii. To develop cordiality between the Institute and its stakeholders

c. Procedure for lodging the grievances by the stakeholders:

i. The students and their parents are considered as the stakeholders of the Institute.

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ii. The stakeholders can approach any member of the GRC in person and lodge his/her Grievances.
iii. If the stakeholders are hesitant to approach in person, they can drop their written grievances in the Letter / Suggestion Box installed at the Main Entrance of the Administrative Block of the Institute.
iv. If the stakeholders are inconvenient with the above two possibilities they can lodge their grievances through on-line mechanism provided by the Institute.

d. Procedure for redressing the Grievances by GRC:

i. The awareness about the GRC setup in the Institution will be given to its stake holders through widely publication and hence they a given free hand to lodge their grievances.
ii. The receipt of the Grievances will be checked on a daily basis by the Chief Coordinator.
iii. On receipt of the Grievances the Chief Coordinator will prepare an action plan to redress the Grievances and bring the same to the notice of the Chairman.
iv. The Chairman along with his team of members will implement the action plan and finally redresses the Grievances.

All the members agreed to abide by the policies of the GRC and the meeting concluded with a vote of hanks by the Principal.

(Dr . Narendra Viswanath)
Principal

Copy to: The Hon'ble Managing Trustee – for kind information.
The Hon'ble Director (HR & IT) – for kind information
Dean Academics
Heads of the Departments of: CV / ME / EEE / ECE / CSE / ISE / MBA / Phy / Chem / Maths / T&P / Library / OS