



**SHRI MADHWA VADIRAJA
INSTITUTE OF TECHNOLOGY AND MANAGEMENT**

A Unit of Shri Sode Vadiraja Mutt Education Trust, Udupi
Vishwothama Nagar, Bantakal - 574 115, Udupi District, Karnataka, INDIA

Committee Name: Institutional Grievance Redressal Cell (IGRC)

Academic year: 2018-2019

Committee Coordinator: Ms. Sandhya

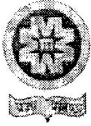
Department: Physics

Committee members:

S. No.	Name	Department
1	Ms. Sandhya (Convener)	Asst. Professor, Dept. of Physics
2	Mr. Anand V R (Member)	HOD, Dept. of CVE
3	Prof. Dr. Vasudeva (Member)	HOD, Dept. of CSE
4	Prof. Dr. H.V. Balachandra Achar(Member)	HOD, Dept. of ECE
5	Prof. Dr. Sudarshan Rao K(Member)	HOD, Dept. of ME
6	Prof. Dr. Reena Kumari P D(Member)	HOD, Dept. of Chemistry
7	Dr. Ravindra H J(Member)	HOD, Dept. of Physics
8	Dr. Lolita Priya Castelino(Member)	HOD, Dept. of Mathematics
9	Ms. Raviprabha K(Member)	Asst. Professor, Chemistry
10	Mr. Kiran Bhat(Member)	Asst. Professor, ME
11	Mr. Farees Ahmed Shaikh (Member)	I BE (CSE)
12	Ms. Sriraksha K (Member)	IBE (ECE)

Principal

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Committee Objectives

An Institutional Grievance Redressal Cell is constituted in the institution for the redressal of the grievances reported by the Students/staff of the College with the following objectives:

- Upholding the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student-Student relationship and Student-teacher relationship.
- Encouraging the Students to express their grievance freely and frankly, without any fear of being victimized.
- To ensure effective solution to the students/staffs grievances with an impartial and fair approach.
- Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.

Committee Roles and Responsibility

- To make all necessary arrangements for receiving grievances from students relating to academic, non-academic and any other problems relating to the functioning of a student in the college.
- To attend the cases promptly on receipt of grievances from the students.
- To review all cases formally and will act accordingly as per the Management policy.
- To forward the grievances related to examination and evaluation to the Registrar (Evaluation)
- To monitor status and progress of grievance redressal and to furnish the monthly report on grievance redressal position to the Principal and upload the same in the AICTE (All India council for Technical Education) online portal.

Signature of the committee coordinator

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Approved by AICTE, New Delhi & Recognized by Govt. of Karnataka
Vishwothama Nagar, Bantakal - 574115, Udupi District, Karnataka.

Committee Name: Institute Grievance Redressal Cell

Academic Year: 2019-2020

List of Committee Members:

Sl.No.	Name of Committee Members
1	Ombudsman- VTU Nominee
2	Dr. Thirumaleshwara Bhat (Principal, SMVITM)
3	Dr. Ganesh Aithal (Vice Principal)
4	Dr. Sudharshan Rao (HOD, Dept. of Mechanical Engg.)
5	Dr. Vasudeva (HOD, Dept. of Computer Science)
6	Dr. Balachandra Achar H. V. (HOD, Dept. of Electronics & Communication Engg.)
7	Dr. Anand V.R. (HOD, Dept. of Civil Engg.)
8	Dr. Lolita Priya Castelino (HOD, Dept. of Mathematics)
9	Kiran N. Bhat (Coordinator, Asst. Prof., Dept. of Mechanical Engg.)
10	Shreyas S. (Student Member)
11	Prafulla Nayak (Student Member)

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Committee Roles and Responsibilities:

- To make all necessary arrangements for receiving grievances form students, relating to academic, non-academic and any other problems relating to the functioning of a student in the college
- To attend the cases promptly on receipt of grievances from the students
- To review all cases formally and act accordingly as per the Management policy
- To forward the grievances related to examination and evaluation to the registrar (evaluation)
- To monitor the status and progress of grievance redressal

Standard Operating Procedure

1. Submission of grievance

An aggrieved student will submit his/her grievance along with necessary documents, if any, in any of the following modes:

- Submitting a signed hard copy of the grievance in person to the Convener of the Institutional Grievance Redressal Cell (IGRC)
- Register the grievance in the Grievance Register kept with the convener of IGRC
- An aggrieved student, who wants to remain anonymous, shall submit his/her grievance in writing and drop it in the suggestion/complaint boxes installed at different places in the Institution. Suggestion/complaint boxes will be checked once in a month by the convener in presence of IGRC members
- e-mail to igrc@sode-edu.in
- visit <http://sode-edu.in/associations/grievance-redressal-cell/>
- A helpline (7483031200) is provided by the institution to report the grievances, which requires immediate solution
- Students are encouraged to express any of their grievances during class committee meetings (held twice in a semester)
- Grievances related to the hostels can also be submitted to the Hostel committee
- Students can also express or discuss their grievances with their Teacher guardian/Faculty advisor; in turn the teacher guardian/faculty advisor will convey each of the grievance to IGRC
- Students can represent the grievances orally to the members of IGRC and oral grievances will not be recorded as per the request by the students


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Prof. Dr. Thirumaleshwara Bhat

BE, M.Tech., Ph.D., MISTE

PRINCIPAL

15 October 2020

Ref.No: 2020/PRIN/53

Circular – Institutional Grievance Redressal Cell

An Institutional Grievance Redressal cell is formed with the following members, to listen the grievance from the student and redress the same.

Sl.No	Name	Designation	Contact Number
1.	Dr. Ravindra H J, Dept. of Physics	Convener	9886755578
2.	Dr. Sandeep Nayak, Dept. of Civil Engg.	Member	9663653738
3.	Dr. Nagaraja Bhat, Dept. of CSE. Engg.	Member	9964304006
4.	Dr. Sachi Bhat, Dept. of ECE	Member	9480789514
5.	Dr. Gajanana Anne, Dept. of Mech. Engg	Member	9743506565
6.	Dr. Reena Kumari P D, Dept. of Chemistry	Member	9448912040
7.	Dr. Lolita Priya Castelino, Dept. of Mathematics	Member	9741968818
8.	Dr. C K Manjunath, Student Welfar Officer	Member	9742503226
9.	Ms. Shetty Laxmi Rajeev, Dept.of ECE.Eng	Member	9538714224
10.	Mr. Kiran Bhat, Dept of Mech.Engg	Member	8762326459
11.	Mr. Sudhakar Salian, Security Officer	Member	7483110035

Please note the following:

- The committee shall meet at least once in a month, preferably last Friday afternoon at 3 pm of every calendar month, discuss and address the student Grievances. Also the minutes of the meeting to be maintained.
- Mr. Kiran Bhat is responsible for communicating/ uploading the details to VTU/AICTE portal from time to time

Thirumaleshwara Bhat

Principal

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Prof. Dr. Thirumaleshwara Bhat
BE, M.Tech., Ph.D., MISTE
PRINCIPAL

02 March 2022

Ref. No: 2022/PRIN/19


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4.	Dr. Sachin Bhat, Dept. of ECE	Member	9480789514
5.	Dr. Gajanan Anne, Dept. of Mech. Engg	Member	9743506565
6.	Dr. Reena Kumari P D, Dept. of Chemistry	Member	9448912040
7.	Dr. Lolita Priya Castelino, Dept. of Mathematics	Member	9741968818
8.	Dr. C K Manjunath, Student Welfare Officer	Member	9742503226
9.	Ms. Swathi, Dept. of Civil Engg.	Member	6362341058
10.	Mr. Karthik, Dept. of Mech. Engg	Member	8970941008
11.	Mr. Sudhakar Salian, Security Officer	Member	7483110035

Please note the following:

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Institutional Grievance Redressal Cell

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IGRC committee members 2021-22

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[Signature]

Principal

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Grievance form/Feedback

Online portal for Student/staff to submit grievance

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PRINCIPAL

31 March 2023

Ref. No: 2023/PRIN/29a

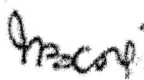
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4.	Dr. Sachin Bhat, Dept. of ECE	Member	9480789514
5.	Dr. Raja Yateesh Yadav, Dept. of Mech. Engg	Member	9964281896
6.	Dr. Subbulakshmi N Karanth, Dept. of Chemistry	Member	9449612014
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9.	Dr. Raviprabha K, Dept. of Chemistry	Member	9844990322
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