



Shri Madhwa Vadiraja Institute of Technology and Management
(A Unit of Shri Sode Vadiraja Mutt Education Trust®)
Vishwothama Nagar, Bantakal – 574 115, Udupi District, Karnataka, INDIA

19 July 2018

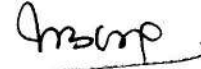
Meeting Notice

A meeting of the **Institutional Grievance Redressal Cell** is convened on Thursday, 19 July 2018 at 12.30pm in the Board room to discuss the grievance reported by the students. All the members of the cell are requested to attend the meeting.



Convener

Ms. Sandhya



Principal

SHRI MADHWA VADIRAJA
INSTITUTE OF TECHNOLOGY & MANAGEMENT
Vishwothama Nagar Udupi Dist.
BANTAKAL - 574 115

Members:

Mr. Anand V R , HOD of Civil Engineering

Prof.Dr.H.V. Balachandra Achar, HOD of ECE

Prof.Dr.Sudarshan Rao K, HOD of ME

Prof.Dr.Vasudeva, HOD of CSE

Prof.Dr. Reena Kumari, HOD of Chemistry

Dr. Ravindra H J, HOD of Physics

Dr. Lolita Priya Castelino, HOD of Mathematics

Ms. Raviprbha K , SWO

Principal

SHRIMADHWAS VADIRAJA
INSTITUTE OF TECHNOLOGY & MANAGEMENT
Vishwathama Nagar, Udupi Dist.
KARNATAKA - 575 115

A meeting of the Institutional Grievance Redressal cell is convened on Thursday, 19 July 2018 at 12:30pm in the Board room to discuss the grievance reported by the students.

Attendance sheet

1. Sandhya Sandhya
2. Vasudera W/O Reg.
3. Balachandra Achar Ach
4. Lolita Priya castelino Priya
5. Ravindra H.F Ravindra
6. Raviprabha K. Rav
19/7/18
7. Resna Kumari P.D Resna
Received

A Request letter has been by the management from the Committee of CR and class committee members (without date and signature) requesting for reduction of ~~working~~ class hours till 3:30 or 3:55.

It is been discussed and decided that

1. Since time tabling process has been already started for odd semester of the academic ~~calendar~~ year 2018-19, it may not be feasible to consider the request this semester.
2. To discuss the issue and the amicable solution with the CRs and ^{class} committee members ^{of previous year} which may be implemented in the ~~committee~~ even semester.

Prasop

Principal

Sandhya -



Shri Madhwa Vadiraja Institute of Technology and Management
(A Unit of Shri Sode Vadiraja Mutt Education Trust®)
Vishwothama Nagar, Bantakal – 574 115, Udupi District, Karnataka, INDIA

9 August 2018

Meeting Notice

A meeting of the **Institutional Grievance Redressal Cell** is convened on Friday, 10 August 2018 at 12.30pm in the Board room. All the members of the cell are requested to attend the meeting.

Sandhya

Convener

Ms. Sandhya

Prasanna

Principal
SHRI MADHWA VADIRAJA
INSTITUTE OF TECHNOLOGY & MANAGEMENT
Vishwothama Nagar Udupi Dist.
BANTAKAL - 574 115

A meeting of the Institutional Grievance Redressal cell is convened on Thursday, 19 July 2018 at 12:30pm in the Board room to discuss the grievance reported by the students.

Attendance sheet

1. Sandhya *Sandhya*
2. Vasudeva *W/M def:*
3. Balachandra Achar *ADP*
4. Lolita Priya castelino *Priya*
5. Ravindra. H.F. *Ravindra*
6. Raviprabha K. *Poo 19/7/18*
7. Leena Kumari P.D. *Poo reviewed*

A Request letter has been by the management from the Committee of CR and class committee members (without date and signature) requesting for reduction of ~~working~~ class hours till 3:30 or 3:55.

It is been discussed and decided that

1. Since time tabling process has been already started for odd semester of the academic ~~calendar~~ year 2018-19, it may not be feasible to consider the request this semester.
2. To discuss the issue and the amicable solution with the CRs and ^{class} committee members ^{of previous year} which may be implemented in the ~~committee~~ even semester.

Sandhya

Principal

A meeting of the Institutional Grievance Redressal Cell is convened on Friday, 10th August 2018 at 12:30pm in the Board room.

Attendance sheet:

Sandhya

Sandhya

Mr. Anand VR

AV

Prof. Dr. H.V. Balachandra Achar

ACHAR

Prof. Dr. Sudarshan Rao

Sudarshan

Prof. Dr. Vasudeva

Vasudeva

Prof. Dr. Reena Kumari

Reena

Dr. Ravindra H.J

Ravindra

Dr. Lolita Priya Castelino

Lolita

Ms. Raviprabha K.

Raviprabha

- Discussed about the modifications required for the mode of submission of grievances. Several modification has been suggested by the members.
- Decided to provide, helpline, online mechanism for submitting grievances through college website.

Principal

Principal

SHRI MADHWA VADIRAJA

INSTITUTE OF TECHNOLOGY & MANAGEMENT

Vishwothama Nagar Udupi Dist.

BANTAKAL - 574 115

Members:

Mr. Anand V R , HOD of Civil Engineering *AVR*

Prof.Dr.H.V. Balachandra Achar, HOD of ECE *H.V.*

Prof.Dr.Sudarshan Rao K, HOD of ME *S.R.K.*

Prof.Dr.Vasudeva, HOD of CSE *V.*

Prof.Dr. Reena Kumari, HOD of Chemistry *Reena*

Dr. Ravindra H J, HOD of Physics *R.H.J.*

Dr. Lolita Priya Castelino, HOD of Mathematics *L.P.C.*

Ms. Raviprbha K , SWO *R.K.*

Arzoo

INSTITUTIONAL
TRANSPORTATION UNIT
INSTITUTE OF TECHNOLOGY
K. J. Somaiya Institute of Engineering & Information Technology
Wagle Estate, Powai, Mumbai - 400 072

SHRI MADHWA VADIRAJA INSTITUTE OF TECHNOLOGY AND MANAGEMENT

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Vishwothama Nagar, Bantakal - 574115, Udupi District, Karnataka.



CIRCULAR:

Date: 18-11-2019

A MEETING OF IGRC COMMITTEE MEMBERS IS DECIDED TO BE HELD ON 21ST NOVEMBER,2019. THE CONSOLIDATED IGRC REPORT WILL BE DISCUSSED DURING MEETING. SO IT IS KINDLY INFORMED TO ALL IGRC MEMBERS TO ATTEND,THE MEETING.

Venue: Board room, Admin Block

Time: 12.30 pm


IGRC CONVENOR


Principal
SHRI MADHWA VADIRAJA
INSTITUTE OF TECHNOLOGY & MANAGEMENT
Vishwothama Nagar Udupi Dist.
BANTAKAL - 574 115

COPY TO:

ALL IGRC MEMBERS

PRINCIPAL

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SMVIT

MINUTES OF MEETING:

Date: 21-11-2019

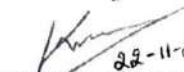
Venue: Board room, Admin Block

Time: 12.30 pm

Agenda:

1. Welcome
2. Discussions on IGRC report
3. Discussions on mechanism of mode of submission of grievances and solving methods
4. Vote of thanks

Agenda No.	Discussion and Action to be taken	Responsibility	Target date
1	The coordinator welcomed all the members of IGRC for the meeting and discussion started at 12.35 pm	IGRC coordinator	-----
2.	Coordinator listed all the grievances submitted to IGRC and also explained the status of grievances	IGRC coordinator	-----
3.	<ul style="list-style-type: none">• The various ways of obtaining the grievances were discussed.• Principal insisted to regularly check the suggestion boxes installed in various places of institute. He also asked the Chief Warden to take care of problems related to hostels.• It was decided to solve all the grievances as soon as possible and create a conducive environment in institute.• The students members were informed to provide the grievances through suggestion box, email, class committee meetings, formal letter or by telephone without any fear or hesitation	IGRC Members	-----
4.	Vote of thanks: Coordinator thanked the committee members for attending the meeting and for providing wonderful support	IGRC coordinator	-----


22-11-2019
IGRC Coordinator


Principal
SHRI MADHWA VADIRAJA
INSTITUTE OF TECHNOLOGY & MANAGEMENT
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BANTAKAL - 574 115

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SMVIT

List of Attendance of IGRC meeting held on 21-11-2019

Sl.No.	Name of Committee Members	Signature
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)	

Principal

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INSTITUTE OF TECHNOLOGY & MANAGEMENT
Vishwothama Nagar Udupi Dist.
BANTAKAL - 574 115

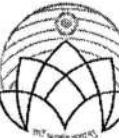
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SMVIT

Dr. Ravindra H.J M.Sc, Ph.D
IGRC Convener

24 March 2021

Ref.No/2020-2021/IGRC/10

CIRCULAR

A meeting of the IGRC committee members is convened on 26 March 2021 to discuss the grievances reported. All the IGRC members are requested to attend the meeting.

Venue: Board room, Admin Block

Time: 3 pm


24/3/21
IGRC CONVENOR

Department of Physics
Shri Madhwa Vadiraja Institute of
Technology and Management,
Bantakal - 574 115

COPY TO:

ALL IGRC MEMBERS

PRINCIPAL

* To communicate the copy through whatsapp



Principal

SHRI MADHWA VADIRAJA
INSTITUTE OF TECHNOLOGY & MANAGEMENT
Vishwothama Nagar, Udupi Dist.
BANTAKAL - 574 115

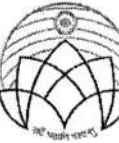
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SMVIT

MINUTES OF MEETING:

Date: 26-03-2021

Venue: Board room, Admin Block

Time: 10.00 am

Agenda:

1. Welcome
2. Discussions on IGRC report
3. Discussions on addressed grievances and mechanism of mode of submission of grievances
4. Vote of thanks

No.	Discussion and Action to be taken	Responsibility	Target date
1	The coordinator welcomed all the members of IGRC for the meeting and discussion started at 10.00 am	IGRC convener	----
2.	Coordinator listed all the grievances submitted to IGRC and also explained the status of grievances	IGRC convener	-----
3.	<ul style="list-style-type: none">• The various ways of obtaining the grievances were discussed.• The grievances reported on 10/3/21 have been already addressed and the outcome has been updated to members by IGRC convener.• The principal instructed all the members of IGRC to attend to the grievances of students and staff as soon as possible and create a conducive environment in institute.• Principal informed the Chief Warden to take care of problems related to hostels and resolve the same with the help of maintenance department.• Regular interaction of TG with their respective mentees and awareness to be given to 1st year students to report their grievances.	IGRC Members	-----
4.	Vote of thanks: Convener thanked the Principal and IGRC committee members for attending the meeting and for providing wonderful support	IGRC convener	-----


26/3/21

Department of Physics
Shri Madhwa Vadiraja Institute of
Technology and Management



Principal
SHRI MADHWA VADIRAJA
INSTITUTE OF TECHNOLOGY & MANAGEMENT
Vishwothama Nagar, Udupi Dist.
BANTAKAL - 574 115

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SMVITM

Attendance of IGRC meeting held on 26-03-2021

Sl.No.	Name of Committee Members	Signature
1	Dr. Thirumaleshwara Bhat (Principal, SMVITM)	
2	Dr. Ganesh Aithal (Vice Principal)	
3	Dr. Ravindra H J (Convenor, IGRC)	
3	Dr. Gajanana Anne (HOD, Dept. of Mech. Eng)	
4	Dr. Nagaraj Bhat (HOD, Comp Sci & Eng)	
5	Dr. Sachin Bhat (HOD, Dept. of Electronics & Communication Engg.)	
6	Dr. Sandeep Nayak (HOD, Dept. of Civil Engg.)	
7	Dr. Lolita Priya Castelino (HOD, Dept. of Mathematics)	
8	Dr. Reena Kumari (HOD, Dept of Chemistry)	
9	Ms. Laxmi Shetty (Dept. of ECE)	
10	Dr. Manjunath (SWO)	
11	Kiran N. Bhat (Coordinator, Asst. Prof., Dept. of Mechanical Engg.)	ABSENT
12	Mr. Sudhakar Salian (Security officer)	

Principal

SHRI MADHWA VADIRAJA
INSTITUTE OF TECHNOLOGY & MANAGEMENT

Vishwothama Nagar, Udupi Dist.

BANTAKAL - 574115



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SMVIT

Academic Year: 2020-2021

Report of Institutional Grievance Redressal Cell :

Sl. No	Date on which Grievance Received	Date on which Grievance redressed	Type of grievance received	Action taken
1	9-2-2021	12-2-2021	Academic related: Record and assignment book availability and cost	Meeting conducted with supplier and the Principal has instructed the supplier to keep sufficient quantity of record and assignment books. Depending on the requirement the number pages can be reduced in record book to reduce the cost.
2	9-2-2021 & 10-2-21	12-2-2021	Facility: Mobile locker availability for 1 year BE students	Mobile locker facility was made available for the first year students. First year coordinator to convey the information to the needy students
3	9-2-2021 & 10-2-21	12-2-2021	Bus facility: Request for new bus routes	Depending on the number of students registered for bus facility the facility may be made available in the future. Bus coordinator to collected the information and report to principal
4	9-2-2021 & 10-2-21	12-2-2021	Housekeeping and maintenance: Issue with cleanliness of glass cups and water cooler	Principal instructed the maintenance engineer to look after the issues related to cooler and the house keeping in-charge to monitor the house keeping work on regular basis
5	10-3-2021	15-3-2021	Maintenance and housekeeping: Cleanliness of toilets (ladies)	housekeeping in-charge to monitor the work on regular basis
6	10-3-2021	15-3-2021	Food and hot water: Issue with rice, hot water facility	Principal informed to Mr. Prakash to resolve the issue and to maintain the quality of food. Hot water facility is made available at canteen and hostels, wardens of the hostel should pass this information to students regarding the facility made available.
7	10-3-2021	15-3-2021	Hostel : Weekend relaxation for hostels students	Due to the current pandemic situation request not been considered. However depending on the case to case basis warden may allow the students for purchasing essential things during the weekend.

Prakash
26/3/21
Principal
(ZBRC Convenor)

Shri Madhwa Vadiraja Institute of
Technology and Management,
Bantakal - 574 115



Prakash
Principal

SHRI MADHWA VADIRAJA
INSTITUTE OF TECHNOLOGY & MANAGEMENT
Vishwothama Nagar, Udupi Dist.
BANTAKAL - 574 115

Prakash

Principal
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SMVIT

Dr. Ravindra H.J M.Sc, Ph.D

IGRC Convener

5 March 2021

Ref.No/2020-2021/IGRC/09

CIRCULAR

All the IGRC members are requested to report the grievances received to the IGRC convener on or before **23 March 2021** to conduct IGRC meeting on **26 March 2021** to discuss the grievances and possible amicable resolutions.

IGRC CONVENOR

Department of Physics

Shri Madhwa Vadiraja Institute of

Technology and Management.

Bantakal - 574 115

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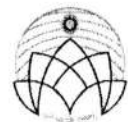
ALL IGRC MEMBERS

PRINCIPAL

* To communicate the copy through whatsapp

Principal

SHRI MADHWA VADIRAJA
INSTITUTE OF TECHNOLOGY & MANAGEMENT
Vishwothama Nagar, Udupi Dist.
BANTAKAL - 574115



Report of the second class committee meeting

Date: 10/03/2021(Physics and Chemistry cycle)

Venue: Board Room (Admin Block)

Time: 1:00 pm

Attendance: As per the list enclosed

Agenda:

1. Welcome
2. Academic related issues
3. Any other issues
4. Vote of thanks

Agenda No.	Discussion and action to be taken	Action to be taken
1.	<ul style="list-style-type: none">• Program Coordinator Dr.Reena Kumari P D. welcomed all the committee members.• The action taken report for the grievances reported in the first class committee meeting was briefed in detail to all the committee members.	--
2.	Academic related issues: <ul style="list-style-type: none">• No issues	--
3.	Other points discussed: <ul style="list-style-type: none">• Program coordinator advised the students regarding the importance of IA tests/marks and VTU end semester examination timetable.	
4.	<ul style="list-style-type: none">• Program coordinator thanked the attendees and the meeting concluded by 1:45 pm.	--

Arzoo

Principal

SHRI MADHWA VADIRAJA
INSTITUTE OF TECHNOLOGY & MANAGEMENT
Vishwothama Nagar, Udupi Dist.
BANTAKAL - 574115

Reena
Program Coordinator

I BE Programme - Co ordinator
Shri Madhwa Vadiraja Institute
of Technology & Management
Bantakal - 574 115

	3. Girls wash rooms are not clean (Civil Block)	Forwarded to IGRC
	4. Drinking water cups are not cleaned frequently	Forwarded to IGRC
	Hostel related issues 1. Requested for hot water facility 2. Weekend outing for essential needs purchase 3. Food related issues (hard rice)	Forwarded to IGRC
3.	SWO advised the importance of academics to students. Finally, the program coordinator thanked the attendees and the meeting concluded by 1:30 pm.	--

IGRC

Principal

SHRI MADHWA VADIRAJA
INSTITUTE OF TECHNOLOGY & MANAGEMENT
Vishwothama Nagar, Udupi Dist.
BANTAKAL - 574 115

[Signature]
Program Coordinator

I BE Programme - Co ordinator
Shri Madhwa Vadireja Institute
of Technology & Management
Bantakal - 574 115

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SMVIT

Dr. Ravindra H.J M.Sc, Ph.D
IGRC Convener

23 February 2021

Ref.No/2020-2021/IGRC/08

CIRCULAR

A meeting of IGRC committee members is convened on 25th February 2021. The grievances reported and consolidated IGRC report will be discussed during meeting. All the IGRC members are requested to attend the meeting.

Venue: Board room, Admin Block

Time: 10.30 AM


IGRC CONVENER

Department of Physics

Shri Madhwa Vadiraja Institute of
Technology and Management,

Bantakal - 574 115

COPY TO:

ALL IGRC MEMBERS

PRINCIPAL

* To communicate the copy through whatsapp



Principal

SHRI MADHWA VADIRAJA
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MINUTES OF MEETING:

Date: 25-02-2021

Venue: Board room, Admin Block

Time: 10.30 am

Agenda:

1. Welcome
2. Discussions on IGRC report
3. Discussions on addressed grievances and mechanism of mode of submission of grievances
4. Vote of thanks

No.	Discussion and Action to be taken	Responsibility	Target date
1.	The coordinator welcomed all the members of IGRC for the meeting and discussion started at 10.35 pm	IGRC convener	-----
2.	Coordinator listed all the grievances submitted to IGRC and also explained the status of grievances	IGRC convener	-----
3.	<ul style="list-style-type: none">• The various ways of obtaining the grievances were discussed.• Principal informed the Chief Warden to take care of problems related to hostels.• The grievances reported on 9/2/21 and 10/2/21 were already addressed• The principal instructed all the members of IGRC to attend to the grievances of students and staff as soon as possible and create a conducive environment in institute.• Awareness program to be conducted for 1st year students members to report their grievances through suggestion box, email, formal letter or by telephone without any fear or hesitation	IGRC Members	-----
4.	Vote of thanks: Convener thanked the committee members for attending the meeting and for providing wonderful support	IGRC convener	-----

Barth

Prasop

Arjuna

Principal

SHRI MADHWA VADIRAJA
INSTITUTE OF TECHNOLOGY & MANAGEMENT
Vishwothama Nagar, Udupi Dist.

SHRI MADHWA VADIRAJA
INSTITUTE OF TECHNOLOGY & MANAGEMENT
Vishwothama Nagar, Udupi Dist.
BANTAKAL - 574 115



List of Attendance of IGRC meeting held on 25-02-2021

Sl.No.	Name of Committee Members	Signature
1	Dr. Thirumaleshwara Bhat (Principal, SMVITM)	
2	Dr. Ganesh Aithal (Vice Principal)	
3	Dr. Ravindra H J (Convenor, IGRC)	
	Dr. Gajanana Anne (HOD, Dept. of Mech. Eng)	
4	Dr. Nagaraj Bhat (HOD, Comp Sci & Eng)	
5	Dr. Sachin Bhat (HOD, Dept. of Electronics & Communication Engg.)	
6	Dr. Sandeep Nayak (HOD, Dept. of Civil Engg.)	
7	Dr. Lolita Priya Castelino (HOD, Dept. of Mathematics)	
8	Dr. Reena Kumari (HOD, Dept of Chemistry)	
9	Ms. Laxmi Shetty (Dept. of ECE)	
10	Dr. Manjunath (SWO)	
11	Kiran N. Bhat (Coordinator, Asst. Prof., Dept. of Mechanical Engg.)	
12	Mr. Sudhakar Salian (Security officer)	

Principal

SHRI MADHWA VADIRAJA

INSTITUTE OF TECHNOLOGY & MANAGEMENT

Vishwothama Nagar, Udupi Dist.

BANTAKAL - 574 115



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SMVITM

Report of the class committee meeting

Date: 9/02/2020 (chemistry cycle) and 10/02/2021 (Physics cycle)

Venue: Board Room (Admin Block)

Time: 1:00pm – 1:30 pm

Attendance: As per the list enclosed

Agenda:

1. Welcome
2. Academic related issues
3. Any other issues
4. Vote of thanks

First report

Agenda No.	Discussion and action to be taken	Action to be taken
1.	First year program coordinator Dr. Reena Kumari P D welcomed all the class committee members.	--
	Academic related issues:	
	1. Assignment books are not available readily in the stationary	Informed the concerned person at the stationary to take needed action.
	2. Record books are expensive. (Rs. 130 /200 page book)	Informed concerned person to contact the first year coordinator before taking the order for record books.
2	Other points discussed:	
	1. Raised issue related to the mobile lockers	Discussed with the principal and as per the sir's direction suitable action will be taken immediately to resolve this issue.
	2. Seats are not available to all bus commuters in the college bus.	Discussed with principal and sir suggested bus coordinator to look into this matter.


Principal

SHRI MADHWA VADIRAJA
INSTITUTE OF TECHNOLOGY & MANAGEMENT
Vishwothama Nagar, Udupi Dist.
BANTAKAL - 574 115


Program Coordinator

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SMVIT

Dr. Ravindra H.J. M.Sc, Ph.D
IGRC Convener

15 February 2022
Ref.No/2021-2022/IGRC/02

CIRCULAR

A MEETING OF IGRC COMMITTEE MEMBERS IS CONVENED ON 19TH FEBRUARY 2022. THE CONSOLIDATED IGRC REPORT WILL BE DISCUSSED DURING MEETING. ALL IGRC MEMBERS ARE REQUESTED TO ATTEND THE MEETING.

Venue: Principal chamber
Time: 10.30 am


15/2/22
IGRC CONVENER

Department of Physics
Shri Madhwa Vadiraja Institute of
Technology and Management,
Bantakal - 574 115
COPY TO:

PRINCIPAL
IGRC MEMBERS

* To communicate the copy through whatsapp group


Principal
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SMVIT

MINUTES OF MEETING:

Date: 19-02-2022

Venue: Principal chamber

Time: 10.30 am

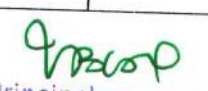
Agenda:

1. Welcome
2. Discussions on IGRC report
3. Discussions on addressed grievances and mechanism of mode of submission of grievances
4. Vote of thanks

No.	Discussion and Action to be taken	Responsibility	Target date
1.	The coordinator welcomed all the members of IGRC for the meeting and discussion started at 10.35 pm	IGRC convener	-----
2.	Coordinator listed all the grievances submitted to IGRC and also explained the status of grievances	IGRC convener	-----
3.	<ul style="list-style-type: none">• The various ways of obtaining the grievances were discussed.• Principal informed the Chief Warden to take care of problems related to hostels.• The grievances reported on 28/12/21 and 29/12/21 was already addressed. Regarding bus facility. Grievances reported in the month of January and February 2022 is addressed.• The principal informed that the ESI scheme for non-teaching staff has been approved by the management and will be implemented soon.• Awareness program to be conducted for 1st year students members to report their grievances through suggestion box, email, formal letter or by telephone without any fear or hesitation	IGRC Members	-----
4.	Vote of thanks: Convener thanked the committee members for attending the meeting and for providing wonderful support	IGRC convener	-----


IGRC convener

Department of Physics
Shri Madhwa Vadiraja Institute of
Technology and Management,
Bantakal - 574115


Principal

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Vishwothama Nagar, Udupi Dist.
BANTAKAL - 574115



List of Attendance of IGRC meeting held on 19-02-2022

Sl.No.	Name of Committee Members	Signature
1	Dr. Thirumaleshwara Bhat (Principal, SMVITM)	
2	Dr. Ganesh Aithal (Vice Principal)	
3	Dr. Ravindra H J(Convenor, IGRC)	
3	HOD, Dept. of Mech. Eng	For N.Y. Yadav.
4	HOD, Comp Sci & Eng	
5	HOD, Dept. of Electronics & Communication Engg.	
6	HOD, Dept. of Civil Engg.	
7	HOD, Dept. of Mathematics	
8	HOD, Dept of Chemistry	
10	Dr. Manjunath (SWO)	
12	Mr. Sudhakar Salian (Security officer)	





GIRLS HOSTEL MEETING

To
 \$ GRC - Coordinator
 11/12/2021

Date: 29 December 2021 (Wednesday)
Venue: Mechanical Engineering Block (ME001)
Time: 05:15 PM to 06:30 PM
Attendance: As per the list enclosed

Agenda:

1. Welcome
2. To inform students about hostel rules/guidelines and to discuss various issues in the hostel
3. Vote of thanks

Agenda No.	Discussion and Action to be taken	Responsibility	Target date
1.	<u>Welcome:</u> The Chief Warden welcomed all the hostel students to the meeting and introduced the Hostel Committee members and their responsibilities to the gathering. The meeting has started at 05.15 PM.	Mr. Karthik V (Chief Warden)	---
2.	<u>Instructions/Information provided to the students:</u> <ul style="list-style-type: none"> • Chief Warden informed students about the issues that are received in the previous meeting have been addressed and remaining works will be addressed at the earliest. • To write the reason properly in check in and check out register book that is maintained at the entrance of the Hostel Unit 02 when a student goes home and gets back to hostel. • To wear face mask, and keep sanitizers in their respective room. 	Mr. Karthik V (Chief Warden) Ms. Sharada (Girls hostel care taker)	On daily basis
	<ul style="list-style-type: none"> • To keep the attendance record of students. • To register complaints if any grievances in the complaint register book this is maintained separately at the entrance of the hostel unit 02 and inform the same with Ms. Sharada. • To have a personal lock and keys and Mop/Broom stick (Sharing between 2 rooms) for safety to their belongings and to keep the room clean/hygiene respectively. 	Ms. Sharada (Girls hostel care taker) Hostel Committee	On daily basis
	<ul style="list-style-type: none"> • To avoid visiting to neighboring rooms unnecessarily. • Not to entertain seniors to visit the rooms in the first year hostel unit. • To be in their respective rooms and study/write during the study hours from 08:30 PM to 10:30 PM. 	Ms. Sharada (Girls hostel care taker)	On daily basis

Prisco

Principal



<p>Grievances of students:</p> <ul style="list-style-type: none">• Soap stand/hangers in bathroom in the ground and 2nd floors.• To set sports channels.• To repair taps in the bathroom/hostel mess to avoid leakages.• To repair flush leakage in the first floor toilet.• To provide mat near drinking water area to avoid slippery.• To provide Wi-Fi facility.• To relocate aqua guard drinking water from the washroom.• To fix a latch to the toilet room door in the first floor.• To fix a tube light in the corridor area.• To repair water sinks in the mess.• To schedule a proper timing to play indoor games.• To relax the entry time in the evening.	<p>Mr. Vinayak Bhat (Maintenance Department)</p> <p>Ms. Sharada (Girls hostel care taker)</p> <p>Mr. Karthik V (Chief Warden)</p>	<p>As early as possible</p>
<p>Vote of Thanks: The Chief Warden thanked all the attendees. The meeting was concluded at 06:30 PM.</p>	<p>Mr. Karthik V (Chief Warden)</p>	<p>Nil</p>

Enclosure: Attendance record

24-12-2021

(Mr. Karthik V)
Chief Warden

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BOYS HOSTEL MEETING

Date: 28 December 2021 (Tuesday)
Venue: Mechanical Engineering Block (ME001)
Time: 05:15 PM to 06:15 PM
Attendance: As per the list enclosed

Agenda:

1. Welcome
2. To inform students about the issues addressed, discuss hostel related issues/provide information about hostel committee
3. Vote of thanks

Agenda No.	Discussion and Action to be taken	Responsibility	Target date
1.	Welcome: The Chief Warden welcomed all the hostel students to the meeting and introduced the Hostel Committee members and their responsibilities to the gathering. The meeting has started at 05.15 PM.	Mr. Karthik V (Chief Warden)	---
2.	Instructions/Information provided to the students: <ul style="list-style-type: none"> • Chief Warden informed students that most of the issues that are received in the previous meeting have been addressed and remaining few works will be addressed at the earliest. • To write the reason properly in check in and check out register book that is maintained at the entrance of the Hostel Unit 02 when a student goes home and gets back to hostel. • To wear face mask, and keep sanitizers in their respective room. 	Mr. Karthik V (Chief Warden)	On daily basis
	<ul style="list-style-type: none"> • To keep the attendance record of students. • To register complaints if any grievances in the complaint register book this is maintained separately at the entrance of the hostel unit 02 and inform the same with Mr. Rajesh. • To have a personal lock and keys and Mop/Broom stick (Sharing between 2 rooms) for safety to their belongings and to keep the room clean/hygiene respectively. 	Mr. Karthik V (Chief Warden) Mr. Rajesh (Boys hostel care taker) Hostel Committee	On daily basis
	<ul style="list-style-type: none"> • To avoid visiting to neighboring rooms unnecessarily. • Not to entertain seniors to visit the rooms in the first year hostel unit. • To be in their respective rooms and study/write during the study hours from 08:30 PM to 10:30 PM. 	Mr. Rajesh (Boys hostel care taker)	On daily basis
	Grievances of students: <ul style="list-style-type: none"> • To change the location for disposal of plastic and other wastes. • To provide Wi-Fi facility. • To relocate aqua guard drinking water from the washroom. 	Mr. Rajesh (Boys hostel care taker)	(As early as possible)

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Arzoon

Principal
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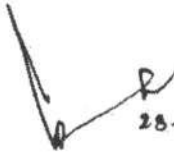
Vishwothama Nagar, Bantakal, Udupi- 574 115, Udupi District, Karnataka, INDIA



SMVITM

	<ul style="list-style-type: none">To extend entry time in the evening.To provide lights on the terrace.To replace tube lights in the toilet room, repair the doors of toilet and bathrooms, provide a seat to a commode, provide a mirror in the first floor near bathroom and repair exhaust fans. (Unit 02)To clear extra metal rods on the terrace and provide facility to hang clothes as the threads are tied very close to the floor on the terrace. (First year block)	Mr. Karthik V (Chief Warden)	
3.	Note of Thanks: The Chief Warden thanked all the attendees. The meeting was concluded at 06:15 PM.	Mr. Karthik V (Chief Warden)	----

Enclosure: Attendance record



28-12-2021

(Mr. Karthik V)
Chief Warden

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SMVIT

Dr. Ravindra H.J M.Sc, Ph.D
IGRC Convener

8 May 2023

Ref.No/2022-2023/IGRC/01

CIRCULAR

A MEETING OF IGRC COMMITTEE MEMBERS IS CONVENED ON 15 May 2023. THE CONSOLIDATED IGRC REPORT WILL BE DISCUSSED DURING MEETING. ALL IGRC MEMBERS ARE REQUESTED TO ATTEND THE MEETING.

Venue: Principal chamber

Time: 10.30 am


IGRC CONVENER

Department of Physics
Shri Madhwa Vadiraja Institute of
Technology and Management,
Bantakal - 574115

COPY TO:

PRINCIPAL

ALL IGRC MEMBERS

* To communicate the copy through whatsapp group


Principal
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SMVIT

MINUTES OF MEETING:

Date: 15-05-2023

Venue: Board room

Time: 10.30 am

Agenda:

1. Welcome
2. Discussions on IGRC report
3. Discussions on addressed grievances
4. Vote of thanks

No.	Discussion and Action to be taken	Responsibility	Target date
1	The coordinator welcomed all the members of IGRC for the meeting and discussion started at 10.35 pm	IGRC convener	-----
2.	Coordinator listed all the grievances submitted to IGRC and also explained the status of grievances	IGRC convener	-----
3.	<ul style="list-style-type: none">• Principal informed the Chief Warden to take care of problems related to hostel food and facilities.• Grievances reported during class committee meeting are already addressed by concerned HOD's/first year B.E coordinator• The grievances reported till the meeting date in which few were resolved (ESI scheme and raise of salary to non-teaching staff members)• The principal instructed all the members of IGRC to attend to the grievances of students and staff	IGRC Members	-----
4.	Vote of thanks: Convener thanked the committee members for attending the meeting and for providing support	IGRC convener	-----

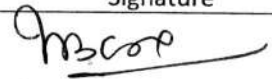
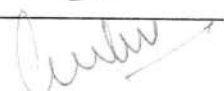

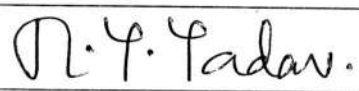
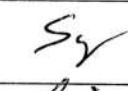

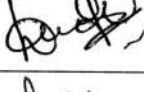
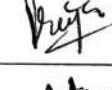


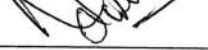

15/5/23

Department of Physics
Shri Madhwa Vadiraja Institute of
Technology and Management,
Bantakal - 574 115


Principal

SHRI MADHWA VADIRAJA
INSTITUTE OF TECHNOLOGY & MANAGEMENT
Vishwothama Nagar, Udupi Dist.
BANTAKAL - 574 115

List of Attendance of IGRC meeting held on 15-05-2023

Sl.No.	Name of Committee Members	Signature
1	Dr. Thirumaleshwara Bhat (Principal, SMVITM)	
2	Dr. Ganesh Aithal (Vice Principal)	
3	Dr. Ravindra H J (Convenor, IGRC)	
3	HOD, Dept. of Mech. Eng	
4	HOD, Comp Sci & Eng	
5	HOD, Dept. of Electronics & Communication Engg.	
6	HOD, Dept. of Civil Engg.	
7	HOD, Dept. of Mathematics	
8	HOD, Dept of Chemistry	
10	Dr. Manjunath (SWO)	
12	Mr. Sudhakar Salian (Security officer)	




Principal
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