



Cauvery Education and Research Trust Mandya (Regd)

CAUVERY INSTITUTE OF TECHNOLOGY

(Approved by AICTE, New Delhi, Affiliated to VTU, BELGAUM)

Mysore Bangalore National High way ,Sundahalli, Mandya Karnataka State INDIA

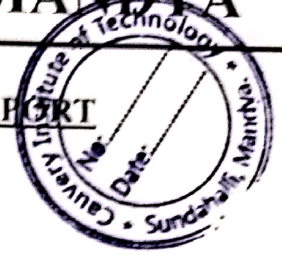
Ph: 08232-297162, FAX: 08232-291777

web site:citmandya.in, E Mail:principal@citmandya.in

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GRIEVANCE REDRESSAL CELL COMMITTEE REPORT

ACADEMIC YEAR 2024-25

Introduction:

As suggested by University Grants Commission, New Delhi, the College has established a Grievance Redressal Cell, to provide a mechanism for redressed of student's grievances and ensure the transparency in admission, and prevention of unfair practices, etc. The function of the cell is to look into the complaints lodged by any student, and judge its merit. The Grievance cell is also empowered to look into matters of harassment.

Objective:

The objective of the Grievance Cell is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute. A Grievance Cell should be constituted for the Redressal of the problems reported by the students of the college with the following objectives:

- Upholding the dignity of the college by ensuing free atmosphere in the college through promoting cordial Student-Student and Student-Teacher relationship etc.
- Encouraging the students to express their grievances freely and frankly, without any fear of being victimized.
- 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.
- Advising all the students to refrain from inciting students against other students, teachers and college administration.
- Advising all staffs to be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- Ragging in the form is strictly prohibited in and outside the institution. Any violation of ragging and disciplinary rules should be urgently brought t the notice of the principal.
- The cell will deal with Grievances received in writing from the students about any of the following matters:
 - Academic Matters: Related to timely issue of duplicate Mark sheets, Transfer Certificates, Conduct Certificates related matters.
 - Financial Matters: Related to dues and payments for various items from library etc.





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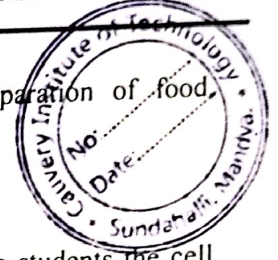
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Other Matters: Related to certain misgiving about conditions of sanitation, preparation of food, availability of transport, victimization by teachers etc.



Functions:

- The cases will be attended promptly on receipt of written grievances from the students the cell formally will review all cases and will act accordingly as per the management policy.
- The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

Procedure for lodging complaints:

- The students may feel free to put up a grievance in writing a letter to the concerned In-Charge. The Grievance Cell will act upon those cases which have been forwarded along with necessary documents.
- The grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.

Follow up and covering:

- Grievance Redressal Cell shall coordinate, cover and insure Redressal within the requested time.
- Depending upon the soberness of grievance the Grievance Redressal Cell will follow them up regularly till their final disposal.

Exclusion:

Student Grievance Cell shall not entertain following issues:

1. Decisions of the Academic Council/ Board of studies and other academic/ administrative committees constituted by the college.
2. Decisions with regard to award of scholarship/ fee concessions/award/medals.
3. Decisions made by the college under the Discipline Rules and Misconduct.
4. Decisions of the college in admissions of courses.
5. Decisions of the Component authority on assessment and examination result.





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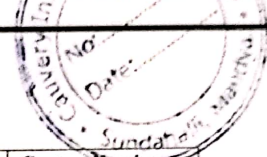
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Committee Members:

Sl No	Name & Designation	Role	Gender	E-mail	Contact Number
1	Dr.Srikantappa A S Principal	Chairman	Male	citmandya@gmail.com	9448085223
2	Dr. Siddaraju B P Dept. of Chemistry	Member	Male	bpsiddaraju@yahoo.co.in	9008272697
3	Prof.Akshatha T M Dept. of CSE	Member Secretary	Female	akshuprasanna@gmail.com	9620545857
4	Prof. Kirana U N Dept. of ECE	Member	Male	Kiranun97@gmail.com	9900505633
5	Mrs. Sowjanya N B Dept. of ECE	Member	Female	sowjugowda2016@gmail.com	9902703354
6	Prof. Priya B S Dept. of CVE	Member	Female	bspriya6@gmail.com	9164601227
7	Prof.Bhaskar k S Dept. of MCA	Member	Male	ksbhaskar0226@gmail.com	8884124861
8	Mr. Raghunandan C M	Member	Male	raghunandangowda014@gmail.com	8197285339
9	Ms.Harshithashree M C 1 st semester MCA	Member	Female	harshithashreemc@gmail.com	6363669520
10	Ms. Chandana P K 4 th Semester ECE	Member	Female	chandana050804@gmail.com	8147915206
11	Mr. Jeevan K S 4 th Semester ECE	Member	Male	jeevanks1508@gmail.com	8431031425
12	Mr.Yathin D 7 th semester ME	Member	Male	Yathind2003@gmail.com	8095261903
13	Mr. Vivek S 5 th semester CVE	Member	Male	vivek96631@gmail.com	6360875297





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14	Ms. Harshitha M 4 th Semester CSE	Member	Female	mharshics22@gmail.com	998554366
15	Ms. Poornima K 4 th Semester CSE	Member	Female	poornimapoorni312@gmail.com	8088731800

Meeting Dates:

The meeting of the committee met on the below dates to discuss various problems faced by our students and find the solution for the same.

SL NO.	Dates of Meeting	Venue
1.	30/09/2024	Principal Chamber
2.	08/10/2024	Principal Chamber
3.	10/12/2024	Principal Chamber

Consolidated Issues Discussed and Action Taken Report:

	Problems Identified	Action Taken
1.	Formation /any changes of SGRC committee	Reconstituted Committee
2.	To assign the roles and responsibilities of the members	<ol style="list-style-type: none">1. To accept grievance from students related to system.2. To solve grievance related to academics and administration problems.3. To co-ordinate students department to redress the grievance
3.	Request for the drinking additional water point in the new block.	Regarding the students grievance i.e requesting for additional drinking water point, was resolved with the help of Department of Maintenance.
4.	Requirement of the new almirahs for new faculty members.	For making provision for arrangement of academic documents for the respective semester in the department, with the help of Member Secretary and In charge of Maintenance Department, the grievance of the





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		and In charge of Maintenance Department, the grievance of the faculty members has been resolved.
5.	Assistance to the newly admitted students to apply for various scholarships.	Scholarship In Charge persons are informed to convey the details of various scholarship schemes.
6.	Monitoring the status of the classrooms.	Taken initiatives on regular time basis such that student will get good atmosphere while attending the classes.

Approval Details:

Approval Authority	Committee Members
Administrator	Principal
Approved on	12/12/2024


Member Secretary [SGRC]
 Prof. AKSHATHA T M
 Assistant Professor & Engineering
 HOD, OS & Engineering
 Department of Institute of Technology
 Cauvery Institute of Technology
 CIT Mandya MANDYA.

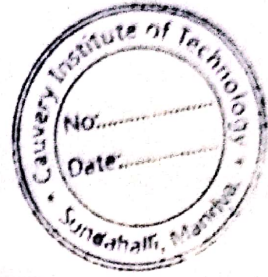

Chairman [SGRC]
 Dr. SRIKANTAPPA A S
 Principal
 CIT Mandya
Principal
 Cauvery Institute of Technology
 Mandya-571 402.



from,

Disha H.D, Divyashree AS

computer Science and Engineering department
CIT, Mandya.



TO,
HOD of CSE department
CIT, Mandya

Respected Sir/Madam

Date: 03/12/24

Subject: Requesting of the guidance to apply for scholarship

As per the above mentioned subject, scholarship plays a important role in student's life. So, if we get information about all the scholarships which are applicable for engineering students, it will be applicable for engineering students, it will be very helpful, so requesting to guide the information about scholarships. Hope you will respond to our topic very soon.

Thank you

your obedient student

Divyashree AS
Disha H.D.

Will discussed with
SLRC chairman

At
HOD, CS & Engineering
Cauvery Institute of Technology
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Principal

Principal
Cauvery Institute of Technology
Mandya-571 402.



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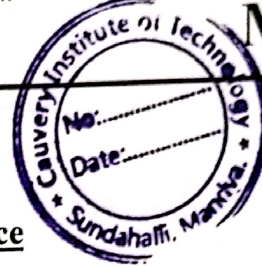
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Ref: CIT/Aca/SGRC/2024-25/04



Date: 09/12/2024

Meeting Notice

The Student Grievances Redressal Committee is organized on 10/12/2024 at 2:00PM in Principal Chamber to discuss various issues pertaining to student grievances. All the staff and students of Grievance Redressal Committee are informed to attend the meeting without fail. The agenda of the meeting are:

Agenda of the meeting:

1. Review of the previous meeting
2. Assistance to the newly admitted students to apply for various scholarships
3. Monitoring the status of the classrooms
4. Any other points for discussions with the permission of chairman

Principal

Dr. Srikantappa A S

Chairman, SGRC

Cauvery Institute of Technology
Mandya-571 402.

Copy to:

1. Vice Principal
2. Member Secretary
3. The Members
4. Student Representatives in the committee
5. File





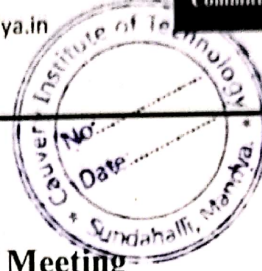
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CIT/Aca/SGRC/2024-25/03

Date: 10/12/2024

Minutes of Meeting

The Grievance Redressal Committee Meeting was conducted on 10th December 2024, Tuesday at 2:00 PM in the Principal Chamber. The following members were present:

1. Dr. Srikantappa A S : Principal of the college/Chairman
2. Dr. B P Siddaraju: Professor & HOD – Chemistry- Member *Siddaraju B P*
3. Prof. Akshatha T M : Assistant Professor & HOD – CSE- Member Secretary *Akshatha T M*
4. Prof. Kirana U N: Assistant Professor – ECE – Member *Kirana U N*
5. Prof. Sowjanya N B : Assistant Professor – ECE – Member *Sowjanya N B*
6. Prof. Priya B S: Assistant Professor – CVE – Member
7. Prof. Bhaskar K S: Assistant Professor – MCA- Member *Bhaskar K S*

Student Representatives:

1. Ms. Harshithashree M C – 3rd Semester MCA *Harshithashree M. C*
2. Ms. Harshitha M – 5th Semester CSE *Harshitha - M*
3. Ms. Poornima K – 5th Semester CSE *Poornima K*
4. Mr. Jeevan K S – 5th Semester ECE *Jeevan. K. S*
5. Mr. Yathin D – 7th Semester ME *Yathin. D*
6. Mr. Vivek S – 5th Semester CVE *Vivek S*

Dr. Srikantappa A S Principal & Chairman of the Student Redressal Committee welcomed all the faculty & student members. The following agenda were taken into discussion with the permission of the Chairman.

Agenda 1: Review of the Previous Meeting

With reference to the Serial 1 /Agenda 1, all the respective grievances has been resolved by the Committee & the same is informed to the students and the faculty members.

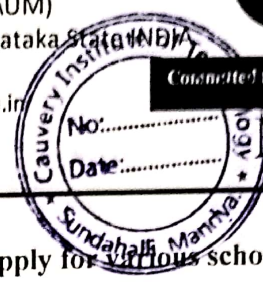




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Agenda 2: Assistance to the newly admitted students to apply for various scholarships

With reference to the Serial 2 /Agenda 2, Prof. Shwetha M V Assistant Professor Department of Chemist giving complete details about the various schemes which are there in Student scholarship like *St scholarship, Nationals Scholarship, Karnataka Labour Welfare Scholarship and Dharmastala Scholarshi* such that newly admitted student get the valuable information about the scholarships and get benefited by same.



Photo: Prof. Shwetha M V Assistant Professor, Department of Chemistry, insisted the newly admitted students about the various schemes in scholarship

Agenda 3: Monitoring the status of the classrooms

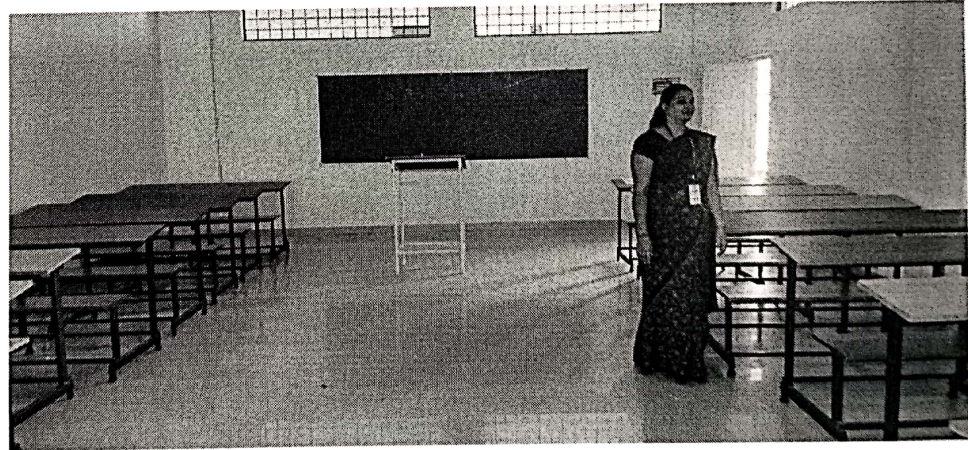


Photo: Prof. Akshatha T M Assistant Professor & HOD, Member Secretary SGRC Committee monitoring the Status of the Classrooms

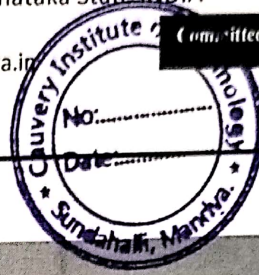


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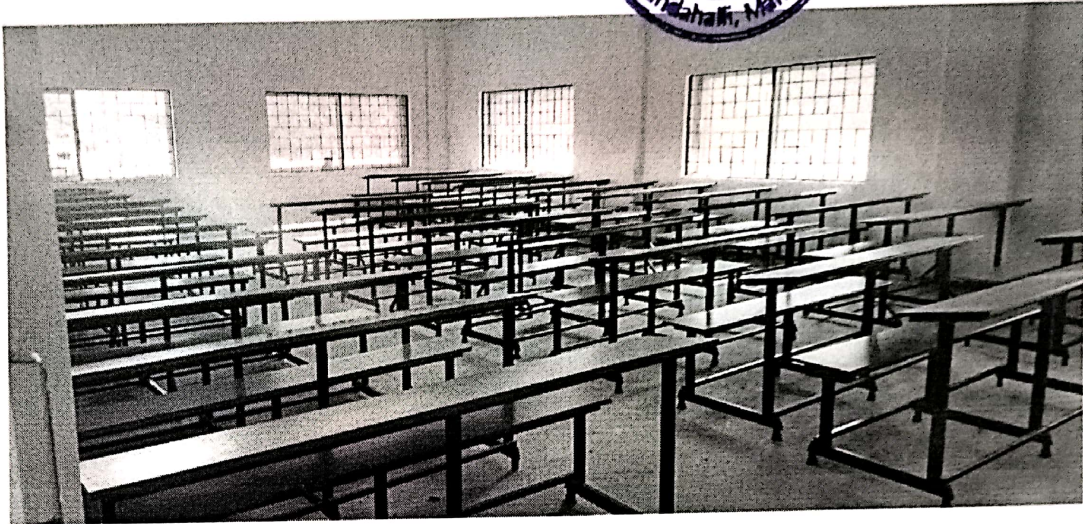


Photo 1 & 2 : Status of Cleanliness maintained in the classrooms

With reference to Serial 3/Agenda 3, Member Secretary and all the members of SGRC, taken initiatives regular time basis such that student will get good atmosphere while attending the classes.



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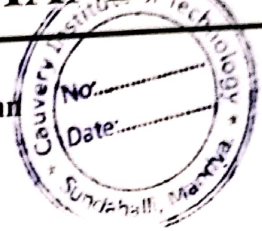
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Agenda 4: Any other points for discussions with the permission of chairman


There were no other points for discussion.

Meeting concluded with Vote of Thanks by Prof. Akshatha T M Assistant Professor & HOD Department Computer Science & Engineering, Member Secretary, SGRC.


Member Secretary [SGRC]

Prof. AKSHATHA T M
Assistant Professor & HOD
Department of CSE
CIT Mandya

HOD, CS & Engineering
Cauvery Instit of Technology
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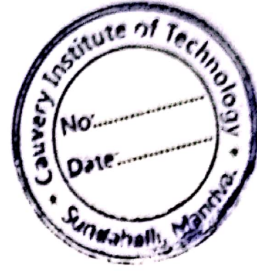

Chairman [SGRC]
Dr. SRIKANTAPPA A S
Professor & Principal

CIT Mandya
Principal
Cauvery Institute of Technology
Mandya-571 402.



From,
Kethana CT, chethana J
3rd Sem Stud

Computer science and Engineering department
CIT, Mandya



To
HOD of CSE Department
CIT, Mandya

Respected sir/madam.

Date : 27/09/2024

Subject :- Requesting for water filter in D block.

As per the above subject, we the students of 3rd Sem CSE Department. Due to the scarcity of water, students are not able to get fresh, clean water. So we are kindly requesting for the water filter tank and also to keep maintain the filter tank. Treat this as most urgent as soon as possible because it is also related to health of students.

I hope you will accept our request.

Thanking you

Your Sincere/Obedient Student

Chethana J

Date: 27/09/2024
Place: Mandya
At: HOD, CS & Engineering
Cauvery Institute of Technology
MANDYA.

for mandya

Principal
Cauvery Institute of Technology
Mandya-571 402.

Kethana CT





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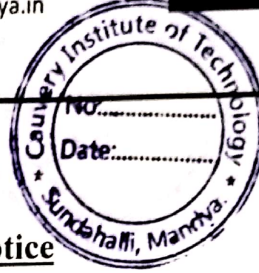
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Ref: CIT/Aca/SGRC/2024-25/02

Date: 04/10/2024

Meeting Notice

The Student Grievances Redressal Committee is organized on 08/10/2024 at 2:00PM in Principal Chamber discuss various issues pertaining to student grievances. All the staff and students of Grievance Redress Committee are informed to attend the meeting without fail. The agenda of the meeting are:

Agenda of the meeting:

1. Review of the previous meeting
2. Request for the drinking additional water point in the new block
3. Requirement of the new almiraahs for new faculty members
4. Any other points for discussions with the permission of chairman

Principal

Dr. Srikantappa A S

Chairman, SGRC

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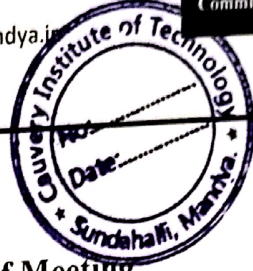
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Date: 08/10/2024

CIT/Aca/SGRC/2024-25/03

Minutes of Meeting

The Grievance Redressal Committee Meeting was conducted on 8th October 2024, Tuesday at 2:00 PM in the Principal Chamber. The following members were present:

1. Dr. Srikanthappa A S : Principal of the college/Chairman
2. Dr. B P Siddaraju: Professor & HOD – Chemistry- Member
3. Prof. Akshatha T M : Assistant Professor & HOD – CSE- Member Secretary
4. Prof. Kirana U N: Assistant Professor – ECE – Member
5. Prof. Sowjanya N B : Assistant Professor – ECE – Member
6. Prof. Priya B S: Assistant Professor – CVE – Member
7. Prof. Bhaskar K S: Assistant Professor – MCA- Member

Student Representatives:

1. Ms. Harshithashree M C – 3rd Semester MCA Harshithashree M.C
2. Ms. Harshitha M – 5th Semester CSE Harshitha . M.
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4. Mr. Jeevan K S – 5th Semester ECE Jeevan. k.S
5. Mr. Yathin D – 7th Semester ME YATHIN.D
6. Mr. Vivek S – 5th Semester CVE Vivek S

Dr. Srikanthappa A S Principal & Chairman of the Student Redressal Committee welcomed all the faculty and student members. The following agenda were taken into discussion with the permission of the Chairman

Agenda 1: Review of the Previous Meeting

With reference to the previous meeting held on 28th September 2024, reformation of the committee has been made. Insisted all faculty members and students representatives in the committee that importance and functions of the committee, roles and responsibilities members to solve the grievances.





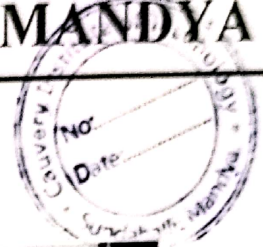
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Agenda 2: Request for the drinking additional water point in the new block

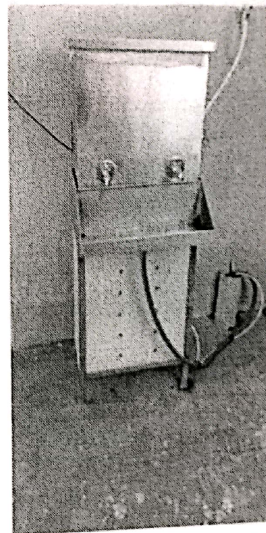
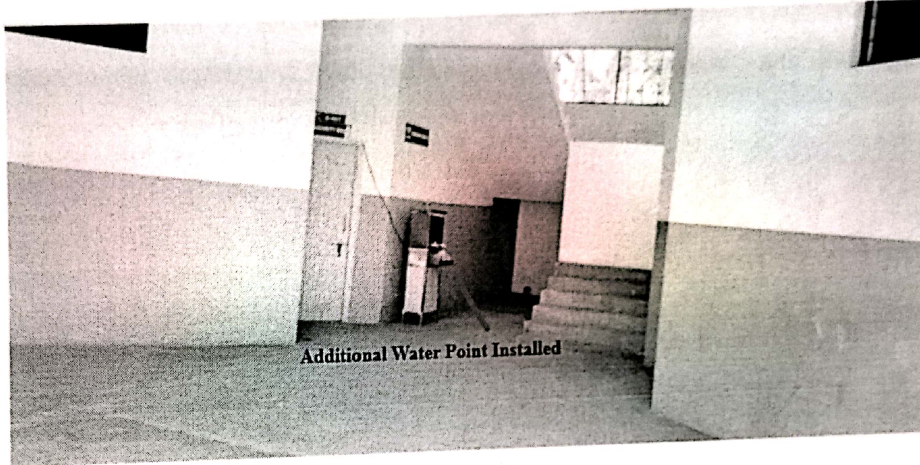


Photo: New block with additional Water point. Student Grievance of Agenda 2, water point has been provided

Regarding the students grievance of Agenda 2/ Serial 2 on was resolved with the help of Mr. Mahad
Department of Maintenance, CIT Mandya





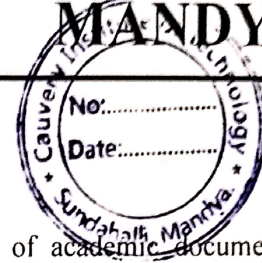
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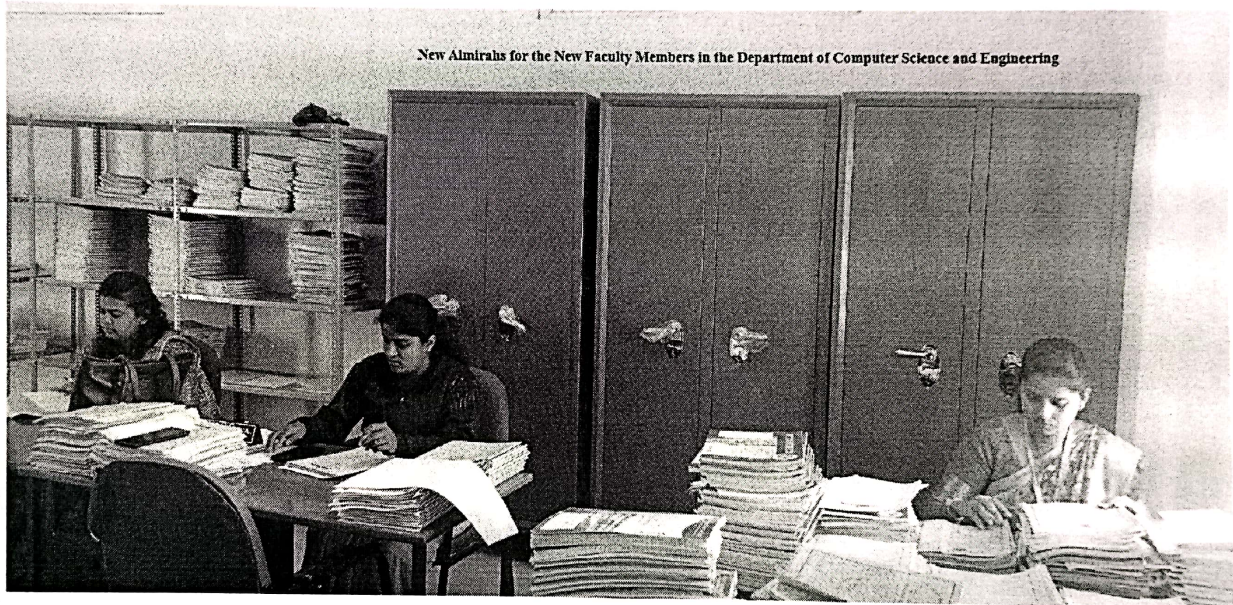
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Agenda 3: Requirement of the new almirahs for new faculty members

With reference to the Agenda 3, for making provision for arrangement of academic documents for respective semester in the department, with the help of Member Secretary and Incharge of Maintenance Department, the grievance of the faculty members has been resolved.



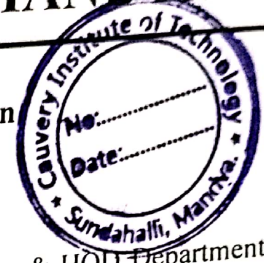
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Agenda 4: Any other points for discussions with the permission of chairman

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Computer Science & Engineering, Member Secretary, SGRC.


Member Secretary [SGRC]

Prof. AKSHATHA T M
Assistant Professor & HOD
Department of CSE
CIT Mandya

HOD, CS & Engineering
Cauvery Institute of Technology
MANDYA.


Chairman [SGRC]

Dr. SRIKANTAPPA A S

Professor & Principal

Principal
CIT Mandya

Cauvery Institute of Technology
Mandya-571 402.



Dr.Srikantappa.A.S

M.Tech, PhD, L.L.B, F.I.E, M.I.S.T.E.,
Principal

Ref: CIT/Aca/SGRC/2024-25/01


Date: 28/09/2024

CIRCULAR

The meeting of Student Grievance Redressal Committee will be held on 30th sept 2024 at 12.45PM in principal's office to discuss the following points.

Agenda of the meeting:

- **Formation /any changes of SGRC committee**
- **To assign the roles and responsibilities of the members**
- **To insist the members to look after any grievances among the students with reference to the academic.**


Signature of the Convener

[Prof. AKSHATHA T M]

HOD, CS & Engineering
Cauvery Institute of Technology
MANDYA.


Signature of the Chairman

[Dr. SRIKANTAPPA A S]
Principal

Cauvery Institute of Technology
Mandya-571 402



Cauvery Education and Research Trust Mandya (Regd)

CAUVERY INSTITUTE OF TECHNOLOGY

(Approved by AICTE, New Delhi, Affiliated to VTU, BEL
Mysore Bangalore National High way, Sundahalli, Mandya Karnataka State INDIA
Ph: 08232-297162, FAX: 08232-291777
web site: citmandya.in, E Mail: principal@citmandya.in

CIT

Committed for Imparting Quality Technical Education

MANDYA

Date: 30/09/2024

MINUTES OF STUDENT GRIEVANCE REDRESSAL COMMITTEE MEETING

Minutes of student grievance meeting is held on 30th Sept 2024 at 2.30PM in Principal's office.

After discussing the agenda,

1. The committee was restructured as follows:

Sl No	Name & Designation	Role	Gender	E-mail	Contact Number	Signature
1	Dr.Srikantappa A S Principal	Chairman	Male	citmandya@gmail.com	9448085223	
2	Dr. Siddaraju B P Dept. of Chemistry	Member	Male	bpsiddaraju@yahoo.co.in	9008272697	
3	Prof.Akshatha T M Dept. of CSE	Member Secretary	Female	akshuprasanna@gmail.com	9620545857	
4	Prof. Kirana U N Dept. of ECE	Member	Male	Kiranun97@gmail.com	9900505633	
5	Mrs. Sowjanya N B Dept. of ECE	Member	Female	sowjugowda2016@gmail.com	9902703354	
6	Prof. Priya B S Dept. of CVE	Member	Female	bspriya6@gmail.com	9164601227	
7	Prof.Bhaskar k S Dept. of MCA	Member	Male	ksbhaskar0226@gmail.com	8884124861	
8	Mr. Raghunandan C M	Member	Male	raghunandangowda014@gmail.com	8197285339	
9	Ms.Harshithashree M C 1 st semester MCA	Member	Female	harshithashreemc@gmail.com	6363669520	
10	Ms. Chandana T K 4 th Semester ECE	Member	Female	chandana050804@gmail.com	8147915206	





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11	Mr. Jeevan K S 4 th Semester ECE	Member	Male	jeevanks1508@gmail.com	8431031425	Jeevan.k.s
12	Mr.Yathin D 7 th semester ME	Member	Male	Yathind2003@gmail.com	8095261903	YATHIND
13	Mr. Vivek S 5 th semester CVE	Member	Male	vivek96631@gmail.com	6360875297	Vivek
14	Ms. Harshitha M 4 th Semester CSE	Member	Female	mharshics22@gmail.com	9901354366	Harshitha
15	Ms. Poornima K 4 th Semester CSE	Member	Female	poornimapoorni312@gmail.com	8088731800	Poornima.k

- Assigned roles and responsibilities to members of committee
 - To accept grievance from students related to system
 - To solve grievance related to academics and administration problems.
 - To co-ordinate students department to redress the grievance
- Insisted the members to look after any grievances among the students with reference to the academic an administration.

Copy To:

Principal, CIT Mandya

SGRC Member Secretary


Signature of the Member Secretary

[Prof. AKSHATHA T M]
HOD, CS & Engineering
Cauvery Institute of Technology
MANDYA.


Signature of the Chairman

[Dr. SRIKANTAPPA A S]
Principal
Cauvery Institute of Technology
Mandya-571 402.





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Dr.Srikantappa.A.S

M.Tech, PhD, L.L.B, F.I.E, M.I.S.T.E.,

Principal

Ref: CIT/COMMITTEE/Constitution of SGRC/2024-25

28-09-2024

Name of the Institute: CAUVERY INSTITUTE OF TECHNOLOGY, MANDYA				
SL No	Name of the Committee Member	Designation	Contact Number	Email ID
1	Dr. Srikantappa A S	Principal	9448085223	citmandya@gmail.com
2	Dr.Siddaraju B P	Professor	9008272697	bpsiddaraju@yahoo.co.in
3	Prof. Akshatha T M	Assistant Professor	9620545857	akshuprasanna@gmail.com
4	Prof. Kirana U N	Assistant Professor	9900505633	kiranun97@gmail.com
5	Prof. Priya B S	Assistant Professor	9164601227	bspriya6@gmail.com
6	Prof. Sowjanya N B	Assistant Professor	9902703354	sowjugowda2016@gmail.com
7	Ms Chandana P K	5 th Semester ECE	8147915206	chandana050804@gmail.com
8	Mr. Jeevan K S	5 th Semester ECE	8431031425	jeevanks1508@gmail.com
9	Ms. Harshitha M	5 th Semester CSE	9901354366	mharshics22@gmail.com
10	Ms. Poornima K	5 th Semester CSE	8088731800	poornimapoorni312@gmail.com



Dr. Srikantappa A.S.
Principal
Cauvery Institute of Technology



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