



**ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY**  
Shobhavana Campus, MIJAR-574225, Moodbidri, D.K.,  
Karnataka  
Phone: 08258-262725, Fax: 08258-262726

REF: AIET/GRC/2022-23/02

Date: 12.10.2022

### **CIRCULAR**

The members of the Grievance Redress Committee are hereby informed to attend a meeting on 15<sup>th</sup> October 2022, Saturday at 10:30 AM.

**Agenda:**

1. To discuss on roles and responsibilities of GRC
2. Discussion to set frequency of meetings.
3. Any other matter if any

Venue: Board Room

Dr. Ramaprasad A T  
Member Convener

Dr. PETER FERNANDES  
Principal & Chairman  
**PRINCIPAL**

**e's Institute of Engg. & Technology,  
Mijar. MOODBIDRI - 574 225, D.K.**

Copy to:

Principal's Office  
Members of GRC



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Phone: 08258-262725, Fax: 08258-262726

REF: AIET/GRC/2022-23/03

Date: 15.10.2022

**Minutes of Meeting**

**Agenda:**

- 1.To discuss on roles and responsibilities of GRC
- 2.Discussion to set frequency of meetings.
- 3.Any other matter.

Name	Appointed as	Signature.
Dr. Peter Fernandes Principal, AIET	Chairperson	
<b>MEMBERS</b>		
Dr. Ramaprasad A T Associate professor & HoD Dept. of Physics	Member Convener	
Dr. Dattathreya Sr. Professor & IQAC coordinator Dept. of ECE	Member	
Mr. Harish Kunder Associate Professor & HoD Dept. of AIML	Member	
Mrs. Nisha Kumari Asst. Professor, Dept. of Mathematics	Member	
Mr. Nikhil Alva Administrative Officer, AIET	Member	
Ms. Priti V Shetty 4AL21BA060 2nd year MBA student, Dept. of Business administration	Student Member	
Mr. Adwaith P 4AL19ISE004 4th year BE Student, Dept. of ISE	Student Member	





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President of the cell welcomed all the members to the meeting and briefed the purpose of the meeting. The member convener has suggested that GRC members should go through the policy and SOP of GRC. The members should handle the grievance judiciary as per SOP.

It is decided in the meeting, as per policy and SOP, the complaint/suggestion boxes will be opened every 15 days (alternate Saturday). While opening the box at least one student member and one faculty member along with member convener should present.

The grievance might be received to committee members or through a complaint box/online using link present in the website/email to GRC@aiet.org.in. Meeting of this committee will be called if grievance received in any one of the mode as mentioned earlier to address such issues. It is decided to have an awareness session to first year students.

Meeting concluded with vote thanks from member convener.

Dr. Ramaprasad A T  
Member Convener

Dr. PETER FERNANDES  
Principal & Chairman  
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REF: AIET/GRC/2022-23/04

Date: 20.02.2023


### **CIRCULAR**


The members of the Grievance Redress Committee are hereby informed to attend a meeting on 21<sup>st</sup> Feb, Tuesday at 11:00 AM.

Agenda:

1. To discuss online grievances received from student.
2. Any other discussion

Venue: Board Room

  
Dr. RAMAPRASAD A T  
Member Convener

  
Dr. PETER FERNANDES  
Principal & Chairman  
PRINCIPAL

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Mijar. MOODBIDRI - 574 225, D.K

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Members of GRC





REF: AIET/GRC/2022-23/05

Date: 21.02.2023

### Minutes of Meeting

**Agenda:**

1. To discuss grievances received by students.
2. Any other discussion

Name	Appointed as	Signature.
Dr. Peter Fernandes Principal, AIET	Chairperson	
<b>MEMBERS</b>		
Dr. Ramaprasad A T Associate professor & HoD Dept. of Physics	Member Convener	
Dr. Dattathreya Sr. Professor & IQAC coordinator Dept. of ECE	Member	
Mr. Harish Kunder Associate Professor & HoD Dept. of AIML	Member	
Mrs. Nisha Kumari Asst. Professor, Dept. of Mathematics	Member	
Mr. Nikhil Alva Administrative Officer, AIET	Member	
Ms. Priti V Shetty 4AL21BA060 2 <sup>nd</sup> year MBA student, Dept. of Business administration	Student Member	
Mr. Adwaith P 4AL19ISE004 4 <sup>th</sup> year BE Student, Dept. of ISE	Student Member	



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Chairman of the GRC, welcomed all members and explained the purpose of the meeting.

Member convener brought to the notice of the members regarding the online grievance received on working condition of computer mouse in the Room No. 417.

**Action Taken:**

Convener informed to GRC members that, since matter urgent requirement of class room, it is brought to the notice of system admin and it is rectified. All members appreciated the timely redressal of the issue.

The meeting concluded by thanking all the members.

Dr. RAMAPRASAD A T  
Member Convener

Dr. PETER FERNANDES  
Principal & Chairman

**PRINCIPAL**  
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Members of GRC



2/26/23, 3:13 PM



AIET Mijar <grc@alet.org.in>

## Grievance form submitted by ANANTHESH D KAMATH

3 messages

Alva's Institute of Engineering & Technology (AIET) <info@alet.org.in>  
Reply-To: ME\_ananthesh@gmail.com  
To: grc@alet.org.in

Mon, Feb 20, 2023 at 10:24 AM

Name of the student/faculty: ANANTHESH D KAMATH

USN/Faculty ID: I26

Email ID: ME\_ananthesh@gmail.com

Contact No: 9538889876

Grievance: Dear Sir,

In our class room No 417, computer mouse is not working. I request you to kindly rectify the same.

Yours sincerely

Ananthesh

Grievance AIET <grc@alet.org.in>  
To: shreekanthsuvama@alet.org.in

Mon, Feb 20, 2023 at 4:40 PM

Dear Sir,

Kindly look into the matter.

With Regards

Dr. Ramaprasad A T  
Coordinator  
Grievance redressal committee  
[Quoted text hidden]

Shreekanth Suvarna <shreekanthsuvama@alet.org.in>  
To: Grievance AIET <grc@alet.org.in>  
Cc: Principalaiet Aiet <principalaiet08@gmail.com>, mnikhilalva@alet.org.in

Mon, Feb 20, 2023 at 4:42 PM

Dear Sir,

The problem has been resolved and this is for your kind information.

[Quoted text hidden]