



**ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY**  
Shobhavana Campus, MIJAR-574225, Moodbidri, D.K.,  
Karnataka

Phone: 08258-262725, Fax: 08258-262726

REF: AIET/GRC/2023-24/02

Date: 21.08.2023


### **CIRCULAR**

The members of the Grievance Redressal Committee are hereby informed to attend a meeting on 09<sup>th</sup> September 2023, 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

Copy to:  
Principal's Office  
Members of GRC

  
Dr. PETER FERNANDES  
Principal & Chairman  
PRINCIPAL

Alva's Institute of Engg. & Technology,  
MIJAR, MOODBIDRI - 574 225, D.K

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Karnataka

Phone: 08258-262725, Fax: 08258-262726

REF: AIET/GRC/2023-24/03

Date: 09.09.2023

**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	
Mr. Pruthvi M 4AL21CV008 Student Dept. of Civil Engg	Student Member	
Mr. Pranava Swaroop 4AL22BA061 Student, Dept of Business Administration	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 two faculty member along with member convene 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](mailto:GRC@aiet.org.in). As per SOP convener will take the action against the grievance received. Meeting of this committee will be called to review the grievance received 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/2023-24/05

Date: 07.11.2023

**CIRCULAR**


The members of the Grievance Redress Committee are hereby informed to attend a meeting on 11<sup>th</sup> November, Saturday at 11:00 AM.

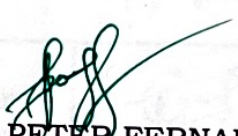
**Agenda:**

1. To discuss online grievances received.

2. Any other discussion

Venue: Board Room

  
Dr. RAMAPRASAD A T  
Member Convener

  
Dr. PETER FERNANDES  
Principal & Chairman

**PRINCIPAL**

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Phone: 08258-262725, Fax: 08258-262726

REF: AIET/GRC/2023-24/06

Date: 07.11.2023

To,  
**Administrative Officer,**  
Alva's Institute of Engineering & Technology,  
Moodbidri-574225.

Sir,

**SUB:** Maintenance requirement-reg.

With reference to the above subject, I would like to bring to your notice that,

Following grievance were received,

- 1) Working condition of ceiling in the Room No. 411.
- 2) Broken partition between room number 416 and 417
- 3) Urgent requirement of computer table for Room No. 416 and 304

In this regard requesting you to make the necessary arrangement. Kindly do the needful at the earliest.

Thanking you,

Yours sincerely,

Member Convener

**Copy to:**

Principal's office

Administrative officer



Q Search in mail



Compose



Inbox

3

Starred

Snoozed

Sent

Drafts

More

Labels

Regarding Non-Functioning of Fan in Classroom 411 Inbox x**SOWMYA DEVADIGA** <sowmyabdevadiga22@aiet.org.in>  
to me

Sat, Nov 4, 2023, 12:51

Respected Sir,

In room number 411 of the main building , there is a problem with the ceiling fan.I request you to kindly look in needful.

with regards,  
Sowmya  
Asst.Professor  
Dept. of Mathematics  
AIET,Mijar

**Grievance AIET** <grc@aiet.org.in>  
to Nikhil

Tue, Nov 7, 2023, 4:27

Dear Sir,

Kindly look into the matter.

With regards

GRC Coordinator



AIET Mijar <grc@aiet.org.in>

## Maintenance required

1 message

HOD PHYSICS AIET <aietphy08@gmail.com>

Thu, Nov 2, 2023 at 10:51 AM

To: Nikhil Alva <mnikhilalva@gmail.com>

Cc: Principalalet Aiet <principalalet08@gmail.com>, Dean Academics <deanacademics@aiet.org.in>, grc@aiet.org.in

Dear Sir,

I would like to bring your kind notice that, following are the immediate maintenance requirements for first year class rooms.

- 1) Classroom partition panel between Room No. 416 and 417 is broken, hence students are finding it difficult to concentrate on the lecture due to overlapping of voice between two classrooms.
- 2) Computer tables are required in the classroom 416 and 304.

Hence I kindly request to take immediate action on the same at the earliest.

With regards

Dr. Ramaprasad A T  
Head of the Department  
Department of Engineering Physics  
Alva's Institute of Engineering and Technology,  
Shobhavana Campus,  
Mijar-574225, Moodbidri  
Mangalore, D.K, Karnataka

PRINCIPAL

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





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Karnataka

Phone: 08258-262725, Fax: 08258-262726

REF: AIET/GRC/2023-24/07

Date: 11.11.2023

### Minutes of Meeting

#### Agenda:

1. To discuss grievances received.
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 Kundar Associate Professor & HoD Dept. of AIML	Member	
Mrs. Nisha Kumari Asst. Professor, Dept. of Mathematics	Member	
Mr. Nikhil Alva Administrative Officer, AIET	Member	
Mr. Pruthvi M 4AL21CV008 Student Dept. of Civil Engg	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 that two online grievances were received and details are as follows

- 1) Working condition of ceiling in the Room No. 411.
- 2) Broken partition between room number 416 and 417
- 3) Urgent requirement of computer table for Room No. 416 and 304.

**Action Taken:**

Convener informed to GRC members that, since matter immediate requirement of class room, it is brought to the notice of administrative officer and ceiling fan is already repaired and computer tables were arranged for room no. 416 and 304. All members appreciated the timely redressal of the issue. Further, administrative officer informed members that, maintenance department, inspected the partition between room no 416 & 417 and decided to replace the damaged panel of partitions. Work order has been placed soon it will be replaced.

The meeting concluded by thanking all the members.

Dr. RAMAPRASAD A T  
Member Convener

Dr. PETER FERNANDES  
Principal & Chairman

PRINCIPAL

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Copy to:  
Principal's Office  
Members of GRC



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Phone: 08258-262725, Fax: 08258-262726

REF: AIET/GRC/2023-24/08

Date: 26.12.2023

To,  
**Administrative Officer,**  
Alva's Institute of Engineering & Technology,  
Moodbidri-574225.

Sir,

**SUB:** Maintenance requirement-reg.

With reference to the above subject, I would like to bring to your notice that,  
Following grievance were received on working condition of water cooler in 3<sup>rd</sup>  
floor of main building. In this regard requesting you to make the necessary  
arrangement. Kindly do the needful at the earliest.

Thanking you,

Yours sincerely,

Member Convener

**Copy to:**

Principal's office  
Administrative officer





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Phone: 08258-262725, Fax: 08258-262726

REF: AIET/GRC/2023-24/09

Date: 08.01.2024

To,

**Administrative Officer,**

Alva's Institute of Engineering & Technology,  
Moodbidri-574225.

Sir,

**SUB:** Requirement related to stationery and hostel-reg.

With reference to the above subject, I would like to bring to your notice that,

Following grievance were received on stationary requirement and extended outing time during holidays. A copy of the letter received is enclosed with letter for your reference. In this regard requesting you to make the necessary arrangement. Kindly do the needful at the earliest.

Thanking you,

Yours sincerely,

Member Convener

**Copy to:**

Principal's office

Administrative officer



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REF: AIET/GRC/2023-24/10

Date: 08.01.2024

### **CIRCULAR**

The members of the Grievance Redress Committee are hereby informed to attend a meeting on 13<sup>th</sup> January, Saturday at 12:30 PM

**Agenda:**

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

Venue: Board Room

  
Dr. RAMAPRASAD A T  
Member Convener

  
Dr. PETER FERNANDES  
Principal & Chairman

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REF: AIET/GRC/2023-24/11

Date: 08.01.2024

### Minutes of Meeting

Agenda:

- 1.To discuss grievances received.
- 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 Kundar Associate Professor & HoD Dept. of AIML	Member	
Mrs. Nisha Kumari Asst. Professor, Dept. of Mathematics	Member	
Mr. Nikhil Alva Administrative Officer, AIET	Member	
Mr. Pruthvi M 4AL21CV008 Student Dept. of Civil Engg	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 that two grievances were received in complaint box and details are as follows

- 1) Working condition of water cooler.
- 2) Stationary requirement of students
- 3) Extended outing permission during holidays for hostel students.

**Action Taken:**

Convener informed to GRC members that, since matter related to maintainance and Hostel requirement, it is brought to the notice of administrative officer. Further, administrative officer informed members that, maintenance department, inspected the water coolers in the college and decided service all water coolers in the college. It is decided A.O will inform stationary manager to maintain the sufficient stock of blue book and yellow book by taking requirement from Dean academics. In addition to this, it is decided that, hostel manger will decide the extended outing for students during holiday for hostel students. Principal requested to AO to give the status of grievance discussed in the last meeting. A.O informed all members that, maintenance work of partition between room no 416 & 417 is completed.

The meeting concluded by thanking all the members.

Dr. RAMAPRASAD A T  
Member Convener

Dr. PETER FERNANDES  
Principal & Chairman  
PRINCIPAL

Alva's Institute of Engg. & Technology,  
Mijar. MOODSIDRI - 574 225, D.K

Copy to:  
Principal's Office  
Members of GRC



to no. C.B.I/ 23/12/2023/01

Please, repair 3rd floor  
Drinking water Tap, because  
lot of water has been flowing.

Found in complaint- Box I : Date: 23/12/23  
Members present- Time: 10:40 am

- ① Dr. Ramaprasad - A.T. (R)
- ② Mrs. Nisha Kumari Nisha
- ③ Mr. Pruthvi M. - Pk

PRINCIPAL

Alva's Institute of Engg. & Technology,  
Hijar. MOODBIDRI - 574 225, D.K



Ref. No:

CB II / 06/01/2024 / 01

The yellow books & Records & blue books are always out of stock. we have to wait for so many days & faculties also won't listen if we tell this reason.

we have 2 days holiday we just asked for 3 hrs outing extension but they didn't give the permission. we waited for HOD for 2 hrs, but HOD's permission was not accepted by SWO (Kaveri 'B' block) then we waited for AO he was not available that day. So we didn't get any permission even though there was 2 day holiday. Please

Please Solve the problems of  
Hostel Students

Thank you

Found in complaint Box II - Date: 06/01/2024  
Time: 12:45 PM

Members Present

- ① Dr. Ramaprasad - AT - (R)
- ② Mrs. Nisha Kumari Nib
- ③ Mr. Anithi - Int

  
PRINCIPAL

Chen's Institute of Engg. & Technology  
Majur. MOODBIDRI - 574 225, B.K.