



ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY

Shobhavana Campus, MIJAR-574225, Moodbidri, D.K., Karnataka

Phone: 08258-262725, Fax: 08258-262726

REF: A/E7/GRC/2019-20/01

Date: 16.08.2019

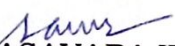
CIRCULAR


The members of the Grievance Redressal Committee are hereby informed to attend a meeting on 20th August 2019, Monday at 4:30 PM.

Agenda:

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

Venue: Board Room


Dr. BASAVARAJU B
Member Convener


Dr. PETER FERNANDES
Principal
ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY,
MIJAR. MOODBIDRI - 574 225, D.K.

Copy to:
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Members of GRC



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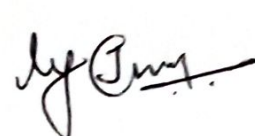
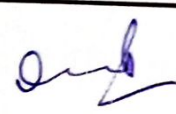


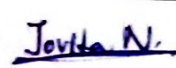
REF: AIET/GRC/2019-20102

Date 20-08-2019

Minutes of Meeting

Agenda:

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

Name	Appointed as	Signature
Dr. Peter Fernandes Principal, AIET	Chairperson	
MEMBERS		
Dr. B. Basavaraju Professor & Dean(Academics) Dept. of Chemistry	Member Convener	
Dr. Praveen J. Professor, Dept. of Electronics & Communication Engineering	Member	
Mr. K V Suresh Associate Professor Dept. of Mechanical Engineering	Member	
Mrs. Prameela S Konde Associate Professor & HOD, Dept. of Mathematics	Member	
Mr. Nikhil Alva Administrative Officer	Member	
Mr. Anix Jugal D'Cunha Department of CSE	Student Member	
Ms. Jovita Noronha Department of MBA	Student Member	



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Agenda-1: To discuss on roles and responsibilities of GRC

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.


Agenda -2: Discussion to set frequency of meetings


The grievance might be received to committee members or through a complaint box. This committee will meet once in 15 days as per SOP of GRC to address such issues.

Agenda-3: Any other discussion

No discussion.

The meeting concluded by thanking all the members.


Dr. BASAVARAJU B
Member Convener


Dr. PETER FERNANDES
Principal
ALVA'S INSTITUTE OF Engg. & Technology,
MIJAR. MOODBIDRI - 574 225, D.K

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REF: ALET/GRC/2019-20/03

Date: 07/09/2019

CIRCULAR

The members of the Grievance Redressal Committee are hereby informed to attend a meeting on 9th September 2019, Monday at 4:30 PM.

Agenda:

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

Venue: Board Room


Dr. BASAVARAJU B
Member Convener


Dr. PETER FERNANDES
Principal
Principal
Alva's Institute of Engg. & Technology,
Mijar. MOOBBIDRI - 574 225, D.K

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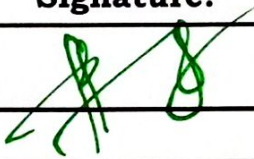




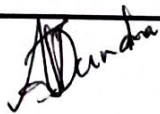

REF: AIET/GRC/2019-20/04

Date: 09.09.2019

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	
MEMBERS		
Dr. B. Basavaraju Professor & Dean(Academics) Dept. of Chemistry	Member Convener	
Dr. Praveen J. Professor , Dept. of Electronics & Communication Engineering	Member	
Mr. K V Suresh Associate Professor Dept. of Mechanical Engineering	Member	
Mrs.Prameela S Konde Associate Professor & HOD,Dept.of Mathematics	Member	
Mr. Nikhil Alva Administrative Officer	Member	
Mr. Anix Jugal D'Cunha Department of CSE	Student Member	
Ms. Jovita Noronha Department of MBA	Student Member	



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Agenda-1: To discuss grievances received by students.

Grievances received by students:

The internal assessment test schedule for the first year BE students is published on 6th September 2019. The scheduled time is 9.30 AM to 11.30 AM during the morning session and 2.30 PM to 4.30 PM during the afternoon session i.e each session is of two hours. Few students from first year approached the Dean (Academics) to reduce the session timing to 90 minutes so that students get additional 90 minutes time between the sessions for the preparation.

Action taken:

- The IA test time table is brought to the notice of all the members of GRC.
- GRC members observed that the issue is genuine.
- It is decided to reschedule IA test timings viz morning session between 9.15 AM to 10.45 AM to and an afternoon session between 3.00 PM to 4.30 PM so that the students get 4 ¼ hours time for preparation between the sessions.
- It is also decided to conduct the IA test for 30 marks according to the pattern prescribed by the university.

Agenda -2: Any other discussion

No discussion.

The meeting concluded by thanking all the members.


Dr. BASAVARAJU B
Member Convener

Copy to:
Principal's Office
Members of GRC


Dr. PETER FERNANDES
Principal
ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY,
MIJAR, MOODBIDRI - 574 225, D.K

Date : 06/09/2019.


To,
Dean (Academics)
AIET.

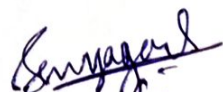
Respected Sir,

Subject: Requesting for the time Schedule
of PA test.

With reference to PA test time table
Published on 6th Sep 2019, we ~~are~~ request you to
change the time Schedule as morning Session
from 9:00 to 10:30 and afternoon Session from
3:30 to 5:00. So that we'll get additional
time to Study,

Thanking you.

Yours faithfully,

(Deepika)


(Smriti)





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Date: 06-09-2019

INTERNAL ASSESMENT TEST TIME-TABLE FOR I SEM BE

1st IA TEST:

Date/Day	9.30 AM – 11.30 AM	2:30 PM – 4.30 PM
03/10/2019 Thursday	18ELE13: Basic Electrical Engineering 18CPS13: C-Programming for Problem Solving	18MAT11: Advanced Calculus and Numerical methods
04/10/2019 Friday	18CHE12: Engineering Chemistry 18PHY12: Engineering Physics	18EME15: Elements of Mechanical Engineering
05/10/2019 Saturday	18ELN14: Basic Electronics 18CIV14: Elements of Civil Engineering and Mechanics	18EGH18: Technical English-I 12:00 Noon to 1.30 PM

2nd IA TEST:

Date/Day	9.30 AM – 11.30 AM	2:30 PM – 4.30 PM
12/11/2019 Tuesday	18ELE13: Basic Electrical Engineering 18CPS13: C-Programming for Problem Solving	18MAT11: Advanced Calculus and Numerical methods
13/11/2019 Wednesday	18CHE12: Engineering Chemistry 18PHY12: Engineering Physics	18EME15: Elements of Mechanical Engineering
14/11/2019 Thursday	18ELN14: Basic Electronics 18CIV14: Elements of Civil Engineering and Mechanics	18EGH18: Technical English-I



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3rd IA TEST:

Date/Day	9.30 AM - 11.30 AM	2:30 PM - 4.30 PM
16/12/2019 Monday	18ELE13: Basic Electrical Engineering 18CPS13: C-Programming for Problem Solving	18MAT11: Advanced Calculus and Numerical methods
17/12/2019 Tuesday	18CHE12: Engineering Chemistry 18PHY12: Engineering Physics	18EME15: Elements of Mechanical Engineering
18/12/2019 Wednesday	18ELN14: Basic Electronics 18CIV14: Elements of Civil Engineering and Mechanics	18EGH18: Technical English-I


PRINCIPAL
PRINCIPAL

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


Copy to:

Principal's Table
HOD's: ECE / CSE / ISE / CV / ME / PHY / CHEM / MAT
Chief Librarian
Administrative Officer
Hostels
Notice Board

INTERNAL ASSESMENT TEST TIME-TABLE FOR I SEM BE

(REVISED)**1st IA TEST:**

Date/Day	9.15 AM – 10.45 AM	3:00 PM – 4.30 PM
03/10/2019 Thursday	18ELE13: Basic Electrical Engineering 18CPS13: C-Programming for Problem Solving	18MAT11: Advanced Calculus and Numerical methods
04/10/2019 Friday	18CHE12: Engineering Chemistry 18PHY12: Engineering Physics	18EME15: Elements of Mechanical Engineering
05/10/2019 Saturday	18ELN14: Basic Electronics 18CIV14: Elements of Civil Engineering and Mechanics	18EGH18: Technical English-I 11.30 AM to 1.00 PM


Dean (Academics)



ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY

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REF: ALET/MRC/2019-20/05

Date: 06.11.2019

CIRCULAR

The members of the Grievance Redressal Committee are hereby informed to attend a meeting on 7th November, Thursday at 4:30 PM.

Agenda:

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

Venue: Board Room


Dr. BASAVARAJU B
Member Convener


Dr. PETER FERNANDES

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

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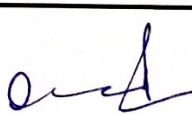

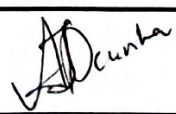
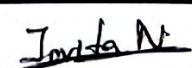
REF: AIET/GRC/2019-20/06

Date: 07/11/2019

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	
MEMBERS		
Dr. B. Basavaraju Professor & Dean(Academics) Dept. of Chemistry	Member Convener	
Dr. Praveen J. Professor , Dept. of Electronics & Communication Engineering	Member	
Mr. K V Suresh Associate Professor Dept. of Mechanical Engineering	Member	
Mrs.Prameela S Konde Associate Professor & HOD,Dept.of Mathematics	Member	
Mr. Nikhil Alva Administrative Officer	Member	
Mr. Anix Jugal D'Cunha Department of CSE	Student Member	
Ms. Jovita Noronha Department of MBA	Student Member	

Agenda-1: To discuss grievances received by students.

Grievances received by students:

Maintenance of Computers in CAED Lab

Mr.Ajay & Ms.Deesha, class representatives, Section-E in their letter submitted have mentioned that some of the computer systems are not in working condition. Hence, they need to share the available computers which are in working condition during the CAED Practice class due to which students are not getting sufficient time to work with the software, solid edge.

Action Taken:

- The committee members physically verified the non functioning computers in CAED lab.
- The IT department is instructed to check the working condition of all the computer systems maintained in the CAED lab.
- The IT department is also instructed to complete the service/repair of computers on or before 9th November 2019.
- HOD, Department of Mechanical Engineering is informed to monitor the service/repair of computers.

Agenda-2: Any other discussion

No discussion.

The meeting concluded by thanking all the members.


Dr. BASAVARAJU B
Member Convener


Dr. PETER FERNANDES
Principal
ALVA'S Institute of Engg. & Technology,
MIJAR, MOODIBDRI - 574 225, D.K

Copy to:
Principal's Office
Members of GRC

From,
First Year
'E' Section students
A.T.E.P
Mijar, Moodikudi 574225

Date: 06/11/19

To,
The Principal
A.T.E.P
Mijar, Moodikudi 574225

Respected Sir,

Subject: Some of the systems are not working properly in CAED Lab

With reference to above mentioned subject, some of us are not getting systems to work on the solid edge software in CAED Lab because of systems not functioning properly. We request you to take up necessary action and do the needful.

Thanking You,

Yours faithfully

Class Representative

① Ajay Manoj

② Dusha Shiva

Forward



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

Date: 06/11/2019

To,

The System Administrator,
Alva's Institute of Engineering & Technology,
MIJAR-574225.

Sir,

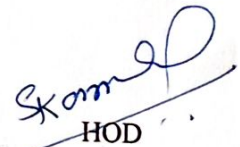
SUB: Regarding Maintenance of Desktop Computer in CAED lab.

With reference to the subject mentioned above, few desktop computers are not functioning in Computer Aided Engineering Drawing lab (CAED lab) which is being utilized by first year students. Hence, I request you to verify the same and to submit the maintenance/Service report.

Please do the needful.

Thanking You,

Yours faithfully,


HOD

Department of Mechanical Engineering

H.O.D.
Dept. Of Mechanical Engineering
Alva's Institute of Engg. & Technology
Mijar, MOOBBIDRI - 574 225

Copy to:

The Principal, AIET



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Phone: 08258-262725, Fax: 08258-262726

Date: 11/11/2019

To,

The Head of the Department,
Department of Mechanical Engineering,
Alva's Institute of Engineering & Technology,
MIJAR-574225.

Sir,

SUB: Service/Maintenance Report.

REF: Your letter dated 6th November 2019.

With reference to the subject and your letter mentioned above I would like to bring it to your notice that, all the computer systems located at Computer Aided Engineering Drawing lab (CAED lab) have been repaired/serviced.

Presently all the systems are in working condition.

This is for your information.

Thanking You,

Yours faithfully,


System Administrator
Alva's Institute of Engineering & Technology
Mijar - 574225
System Administrator

Copy to:

The Principal, AIET



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12th November 2019

CIRCULAR

The Class Representatives of Chemistry Cycle are hereby informed to note that all the computers maintained in CAED lab are serviced/repared and are in functioning mode. Also, the computers are installed with all the necessary software's related the subject CAED.


Member convener
Grievance Redressal Cell

Copy to:
The Principal, AIET



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REF: AIEA/GRC/2019-20/07

Date: 12.02.2020


CIRCULAR

The members of the Grievance Redressal Committee are hereby informed to attend a meeting on 17th February 2020, Monday at 11:00 am.

Agenda:

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

Venue: Board Room


Dr. BASAVARAJU B
Member Convener


Dr. PETER FERNANDES
Principal
ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY,
MIJAR, MOODBIDRI - 574 225, D.K.

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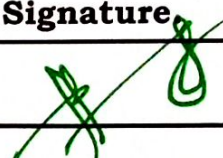





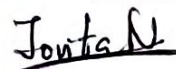
REF: ALET/GRC/2019-20/08

Date: 17/02/2020

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	
MEMBERS		
Dr. B. Basavaraju Professor & Dean(Academics) Dept. of Chemistry	Member Convener	
Dr.. Praveen J. Professor , Dept. of Electronics & Communication Engineering	Member	
Mr. K V Suresh Associate Professor Dept. of Mechanical Engineering	Member	
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Agenda-1: To discuss grievances received by students.

No complaints received.

Agenda-2: Any other discussion

No discussion.

The meeting concluded by thanking all the members.


Dr. BASAVARAJU B
Member Convener


Dr. PETER FERNANDES
Principal
Principal
Alva's Institute of Engg. & Technology,
Mijar. MOODEBIDRI - 574 225, D.K

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