



MAHARAJA INSTITUTE OF TECHNOLOGY THANDAVAPURA
NH 766, Nanjangud Taluk, Mysuru- 571 302
(An ISO 9001:2015 and ISO 21001:2018 Certified Institution)
(Affiliated to VTU, Belagavi and approved by AICTE, New Delhi)



DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING

Ref: MITT/ECE/GRC/2023-24/25

Date: 01/03/2024

MINUTES OF MEETING

- Dr. M G Srinivasa, Chairman GRC welcomed all the members to the meeting explained about agenda of the meeting.
- The problems raised by the students and the faculty members of the civil department was discussed the matter was intimated to Principal sir for immediate actions
- Chairman, also informed that any grievance should be informed to the Committee members first in writing and the matter would be discussed in the committee meeting.
- The details of the grievance addressed in the meeting would be sent to principal's office and a copy would be maintained with the GRC

M. G. Srinivasa 8/1/24

Dr. M G Srinivasa
Chairman – GRC
Associate Professor & Head – ECE

MEMBERS OF GRIEVANCE REDRESSAL CELL

Sl No	Name & contact number	Designation & Department	Position	Signature
1	Dr. M G Srinivasa	Associate Professor & HOD ECE	Chairman	M.G.S
2	Dr. Ranjit K N	Associate Professor & HOD CSE	Member	R.K.N
3	Prof. Pradeep N	Associate Professor, Mathematics	Member	P.N
4	Prof. Rohith Jain	Assistant Professor CVE	Member	R.Jain
5	Prof. Mahadevaprasad N	Assistant Professor CVE	Member	M.N
6	Mr. Manu D G	Foreman, ME	Member	M.D.G
7	Mr. Arunkumar	Lab Instructor, ECE	Member	A.K
8	Prof. Prabodh Sai Dutt R	Assistant Professor ME	Member secretary	P.S.D





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DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING

Ref: MITT/ECE/GRC/2023-24/24

Date: 27/02/2024

CIRCULAR

Dear members

A meeting of Grievance Redressal Cell (GRC) is convened on 27/02/2024 at 3:30 pm in the cabin HOD's cabin of ECE department. All the committee members are requested to attend the same

Agenda :

Regarding electricity problem in the civil department class room – (complaint received from faculty members /students)

M. G. Srinivasa 27/2/24
Dr. M G Srinivasa

Chairman – GRC

MEMBERS OF GRIEVANCE REDRESSAL CELL

Sl No	Name & contact number	Designation & Department	Position	Signature
1	Dr. M G Srinivasa	Associate Professor & HOD ECE	Chairman	<i>MGR</i>
2	Dr. Ranjit K N	Associate Professor & HOD CSE	Member	<i>RKN</i>
3	Prof. Pradeep N	Associate Professor, Mathematics	Member	<i>P.N.</i>
4	Prof. Rohith Jain	Assistant Professor CVE	Member	<i>R. Jain</i>
5	Prof. Mahadevaprasad N	Assistant Professor CVE	Member	<i>MGR</i>
6	Mr. Manu D G	Foreman, ME	Member	<i>Manu D G</i>
7	Mr. Arunkumar	Lab Instructor, ECE	Member	<i>Arunkumar</i>
8	Prof. Prabodh Sai Dutt R	Assistant Professor ME	Member secretary	<i>P. Sai Dutt R</i>

From,

Abhishek. HU

4MN22CV400

MIT Thandavapura

2

22-02-24

To,

Robith Jain

Assistant Prof

Dept of Civil Engg

MIT Thandavapura

Respected sir,

Sub:- Regarding electricity tripping problem in our
class room.

As per above mentioned subject electricity tri-
-pping problem in our classroom for that inconveni-
-ence for smart class. so please accept my requestio
-n letter.

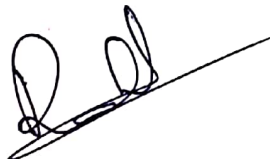
Date:

Place:- Thandavapura

Yours faithfully

Abhishek HU

[4MN22CV400]



Noted & forwarded to
Dr. M. G. Srinivasa
Chairman,
Grievance Redressal Committee

Received on

22/2/24

From Mr. Robith Jain

M. G. Srinivasa



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DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING

Ref: MITT/ECE/GRC/2023-24/23

Date: 06/01/2024

MINUTES OF MEETING

- Dr. M G Srinivasa, Chairman GRC welcomed all the members to the meeting explained about agenda of the meeting.
- The complaint received by the students was discussed in the meeting and the matter was intimated to PRO for suitable action. This matter was also discussed with Principal sir
- Chairman also informed that any grievance should be informed to the Committee members first in writing and the matter would be discussed in the committee meeting.
- The details of the grievance addressed in the meeting would be sent to principal's office and a copy would be maintained with the GRC

M-G Srinivasa 6/1/24

Dr. M G Srinivasa
Chairman – GRC

Associate Professor & Head – ECE

MEMBERS OF GRIEVANCE REDRESSAL CELL

Sl No	Name & contact number	Designation & Department	Position	Signature
1	Dr. M G Srinivasa	Associate Professor & HOD ECE	Chairman	MGE
2	Dr. Ranjit K N	Associate Professor & HOD CSE	Member	RKN
3	Prof. Pradeep N	Associate Professor, Mathematics	Member	P.N.
4	Prof. Rohith Jain	Assistant Professor CVE	Member	R.J.
5	Prof. Mahadevaprasad N	Assistant Professor CVE	Member	M.N.
6	Mr. Manu D G	Foreman, ME	Member	Manu D G
7	Mr. Arunkumar	Lab Instructor, ECE	Member	A.K.
8	Prof. Prabodh Sai Dutt R	Assistant Professor ME	Member secretary	P.S.D.R.





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DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING

Ref: MITT/ECE/GRC/2023-24/22

Date: 05/01/2024

CIRCULAR

Dear members

A meeting of Grievance Redressal Cell (GRC) is convened on 05/01/2024 at 3:30 pm in the cabin HOD's cabin of ECE department. All the committee members are requested to attend the same

Agenda :

Regarding late arrival of busses to college campus during morning hours – (complaint received from students)

M.G. Srinivasa
5/1/24
Dr. M G Srinivasa

Chairman – GRC

MEMBERS OF GRIEVANCE REDRESSAL CELL

Sl No	Name & contact number	Designation & Department	Position	Signature
1	Dr. M G Srinivasa	Associate Professor & HOD ECE	Chairman	<i>M.G.S</i>
2	Dr. Ranjit K N	Associate Professor & HOD CSE	Member	<i>RKN</i>
3	Prof. Pradeep N	Associate Professor, Mathematics	Member	<i>P.N.</i>
4	Prof. Rohith Jain	Assistant Professor CVE	Member	<i>R.J.</i>
5	Prof. Mahadevaprasad N	Assistant Professor CVE	Member	<i>M.N.</i>
6	Mr. Manu D G	Foreman, ME	Member	<i>M.D.G.</i>
7	Mr. Arankumar	Lab Instructor, ECE	Member	<i>A.K.</i>
8	Prof. Prabodh Sai Dutt R	Assistant Professor ME	Member secretary	<i>P.S.D.R.</i>

04/01/2024.

Prajwal.M & Lokeshsharan, B

2nd sem, A section.

Manaraja Institute of ~~Engineering~~ ^{Technology} Thandavapura.

Mysuru.

Pradeep Sir.

Asst. professor

Dept. of Mathematics

Manaraja Institute of ~~Engineering~~ ^{Technology} Thandavapura.

○ Mysuru.

Respected Sir,

Subject: Regarding Late Arrivance of Buses to College.

As mentioned in the above subject, Regarding late Arrivance of Buses to college we are missing 1st hour classes so, kindly requested to tell the PRO to inform the bus drivere to pick up the studentre as early as possible.

Thanking you,

Yours truly



Lokeshsharan.

Forwarded to Chairman of
Grievance cell for necessary
arrangement.
Pradeep S.

Received on
4/1/24
Pradeep Sir
MGS
4/1/24



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DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING

Ref: MITT/ECE/GRC/2022-23/21

Date: 20/10/2023

MINUTES OF MEETING

- Dr. M G Srinivasa, Chairman GRC welcomed all the members to the meeting explained about agenda of the meeting.
- All the members expressed concerns about the safety of the students and faculty members travelling in the college bus. The matter was intimated to Principal Sir and request was made for immediate action on bus driver
- Chairman also informed that any grievance should be informed to the Committee members first in writing and the matter would be discussed in the committee meeting.
- The details of the grievance addressed in the meeting would be sent to principal's office and a copy would be maintained with the GRC

M.G Srinivasa 20/10/23

Dr. M G Srinivasa
Chairman – GRC
Associate Professor & Head – ECE

MEMBERS OF GRIEVANCE REDRESSAL CELL

Sl No	Name & contact number	Designation & Department	Position	Signature
1	Dr. M G Srinivasa	Associate Professor & HOD ECE	Chairman	MGS
2	Dr. Ranjit K N	Associate Professor & HOD CSE	Member	Ranjit
3	Prof. Pradeep N	Associate Professor, Mathematics	Member	Pradeep
4	Prof. Rohith Jain	Assistant Professor CVE	Member	Rohith
5	Prof. Mahadevaprasad N	Assistant Professor CVE	Member	MN
6	Mr. Manu D G	Foreman, ME	Member	Manu
7	Mr. Arunkumar	Lab Instructor, ECE	Member	Arunkumar
8	Prof. Prabodh Sai Dutt R	Assistant Professor ME	Member secretary	Prabodh



18/10/2022

From,

Archana B.P
Department of Physics.
MITT, Thandavapura
Mysore.

To,
Grievance cell head,
MITT, college
Mysore.

Received on
18/10/23
from Pradeep
✓
18/10/23

Respected sir,

Subject: Complaint on bus driver.

On behalf of the passengers of root-02 bus, I would like to voice my dissatisfaction regarding the bus driver Mr. Manjesh. The Driver drive the bus recklessly at breakneck speeds with complete disregard for the safety of the passengers. We request you to kindly make suitable arrangements regarding this.

Thanking you.

Date : 18/10/2023

Place : MITT, Mysore.

Forwarded to
Grievance cell head to
Necessary action.

Yours' faithfully,

Archana





DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING

Ref: MITT/ECE/GRC/2022-23/17

Date: 22/09/2022

MINUTES OF MEETING

- Dr. M G Srinivasa, Chairman GRC welcomed all the members to the meeting explained about agenda of the meeting.
- All the members expressed their views regarding the improvement in the quality of food served in the canteen. Finally it was concluded to go with ISCKON's food and the same was intimated to the Principal sir
- Chairman also informed that any grievance should be informed to the Committee members first in writing and the matter would be discussed in the committee meeting.
- The details of the grievance addressed in the meeting would be sent to principal's office and a copy would be maintained with the GRC

M. G. Srinivasa 22/9/22

Dr. M G Srinivasa
Chairman – GRC

Associate Professor & Head – ECE

MEMBERS OF GRIEVANCE REDRESSAL CELL

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3	Prof. Pradeep N	Associate Professor, Mathematics	Member	P.N
4	Prof. Rohith Jain	Assistant Professor CVE	Member	R.Jain
5	Prof. Mahadevaprasad N	Assistant Professor CVE	Member	M.P.P
6	Mr. Manu D G	Foreman, ME	Member	Manu D G
7	Mr. Arunkumar	Lab Instructor, ECE	Member	Arun
8	Prof. Prabodh Sai Dutt R	Assistant Professor ME	Member secretary	P.S.D



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DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING

Ref: MITT/ECE/GRC/2022-23/16

Date: 21/09/2022

CIRCULAR

Dear members

A meeting of Grievance Redressal Cell (GRC) is convened on 21/09/2022 at 3:30 pm in the cabin HOD's cabin of ECE department. All the committee members are requested to attend the same

Agenda :

Regarding improvement in the quality of food served in the canteen

M.G. Srinivasa 21/9/22

Dr. M G Srinivasa

Chairman – GRC

MEMBERS OF GRIEVANCE REDRESSAL CELL

SI No	Name & contact number	Designation & Department	Position	Signature
1	Dr. M G Srinivasa	Associate Professor & HOD ECE	Chairman	<i>M.G.S</i>
2	Dr. Ranjit K N	Associate Professor & HOD CSE	Member	<i>RKN</i>
3	Prof. Pradeep N	Associate Professor, Mathematics	Member	<i>P.N.</i>
4	Prof. Rohith Jain	Assistant Professor CVE	Member	<i>R.J.</i>
5	Prof. Mahadevaprasad N	Assistant Professor CVE	Member	<i>M.N.</i>
6	Mr. Manu D G	Foreman, ME	Member	<i>M.D.G.</i>
7	Mr. Arunkumar	Lab Instructor, ECE	Member	<i>A.K.</i>
8	Prof. Prabodh Sai Dutt R	Assistant Professor ME	Member secretary	<i>P.S.D.R.</i>

From,

Rohan S Raj (4MN21CV406)

6/9/23

8th Sem

Civil Department

MITT

To,

Rohith Jain

Assistant Professor

Civil Department

MITT

Respected Sir,

Sub: - Regarding the problem on food Quality

As mentioned in above subject the quality of food provided in the college is not good and also affecting the health, we kindly request to improve the quality of food or to change the food contract. What food is provided in the college is ^{having} very spicy and the taste of the food is not good. So please sir I request you to look over it.

Thanking You

Forwarded to
M. G. Srinivasa
Chairman,
Grievance Redressal Cell.

Received on
6/9/23
from Mr. Rohith Jain
M.G. Srinivasa

Yours faithfully
Rohan S Raj



From:-

15.9.22

Shashikumar.T.

4MN22 CV416

5th 'Sem'

Civil Engineering Department.

MITT.

To:-

Rohith Jain Sir

Asstt. professor

Civil Engineering Department

MITT.

Respected Sir,

Sub: Regarding food quantity.

As I mentioned above the food provide by the Institution is not sufficient quantity. So I kindly request you to look over that.

Thanking you

Your faithfully

Shashikumar.T.

Date:-

Place:- Thandavapura.



Forwarded to
Chairman
Grievance Redressal Cell.

Received on
15/9/22
from Mr. Rohith Jain
N.G. Sundarasa





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DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING

Ref: MITT/ECE/GRC/2022-23/19

Date: 23/06/2023

MINUTES OF MEETING

- Dr. M G Srinivasa, Chairman GRC welcomed all the members to the meeting explained about agenda of the meeting.
- The request made by the faculty members for the bus facility during Saturday when college works without students. The request was forwarded to Principal sir for suitable action
- Chairman also informed that any grievance should be informed to the Committee members first in writing and the matter would be discussed in the committee meeting.
- The details of the grievance addressed in the meeting would be sent to principal's office and a copy would be maintained with the GRC

M-G-Srinivasa 23/6/23
Dr. M G Srinivasa
Chairman – GRC
Associate Professor & Head – ECE

MEMBERS OF GRIEVANCE REDRESSAL CELL

Sl No	Name & contact number	Designation & Department	Position	Signature
1	Dr. M G Srinivasa	Associate Professor & HOD ECE	Chairman	<i>MGS</i>
2	Dr. Ranjit K N	Associate Professor & HOD CSE	Member	<i>RKN</i>
3	Prof. Pradeep N	Associate Professor, Mathematics	Member	<i>P.N.</i>
4	Prof. Rohith Jain	Assistant Professor CVE	Member	<i>Rohith Jain</i>
5	Prof. Mahadevaprasad N	Assistant Professor CVE	Member	<i>M.P.N.</i>
6	Mr. Manu D G	Foreman, ME	Member	<i>Manu D G</i>
7	Mr. Arunkumar	Lab Instructor, ECE	Member	<i>Arunkumar</i>
8	Prof. Prabodh Sai Dutt R	Assistant Professor ME	Member secretary	<i>P.S.D.R.</i>



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DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING

Ref: MITT/ECE/GRC/2022-23/18

Date: 22/06/2023

CIRCULAR

Dear members

A meeting of Grievance Redressal Cell (GRC) is convened on 22/06/2023 at 3:30 pm in the cabin HOD's cabin of ECE department. All the committee members are requested to attend the same

Agenda :

Requisition for bus facility for faculties on Saturdays when students are not coming to college

M. G. Srinivasa 22/6/23

Dr. M G Srinivasa

Chairman – GRC

MEMBERS OF GRIEVANCE REDRESSAL CELL

Sl No	Name & contact number	Designation & Department	Position	Signature
1	Dr. M G Srinivasa	Associate Professor & HOD ECE	Chairman	<i>MGS</i>
2	Dr. Ranjit K N	Associate Professor & HOD CSE	Member	<i>RKN</i>
3	Prof. Pradeep N	Associate Professor, Mathematics	Member	<i>Pradeep N</i>
4	Prof. Rohith Jain	Assistant Professor CVE	Member	<i>Rohith Jain</i>
5	Prof. Mahadevaprasad N	Assistant Professor CVE	Member	<i>MAP</i>
6	Mr. Manu D G	Foreman, ME	Member	<i>Manu D G</i>
7	Mr. Arunkumar	Lab Instructor, ECE	Member	<i>Arunkumar</i>
8	Prof. Prabodh Sai Dutt R	Assistant Professor ME	Member secretary	<i>PSD</i>

22/06/2023

From,

Amulya.R
Department of Mathematics
MIT, Thandavapura
Mysore

To,
Grievance Cell head
MITT College

Respected Sir,

Subject :- Requisition to avail bus facility
during working without student days.

I bring to your kind notice that during
working without student days bus facility is not
available to the Nanjangud route. So it is
difficult to login to the college in time during
this days. So I kindly requesting you to
provide bus facility on this days

Thanking you

Your faithfully
Amulya.R
(Amulya.R)

Date: 22/06/2023

Place: MITT

Forwarded to
Chairmen of Grievance cell
Necessary arrangement -
Pradeep N.

Received on

22/6/23

from Pradeep Sir

Mbe
22/6/23





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DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING

Ref: MITT/ECE/GRC/2022-23/15

Date: 22/04/2022

MINUTES OF MEETING

- Dr. M G Srinivasa, Chairman GRC welcomed all the members to the meeting explained about agenda of the meeting.
- All the members expressed concerns about the immediate actions that has to be taken for improving the quality of drinking water in the college premises. The same matter was discussed with Principal sir for suitable actions. Members suggested for RO plant
- Chairman also informed that any grievance should be informed to the Committee members first in writing and the matter would be discussed in the committee meeting.
- The details of the grievance addressed in the meeting would be sent to principal's office and a copy would be maintained with the GRC

M.G.Srinivasa 22/4/22

Dr. M G Srinivasa
Chairman – GRC
Associate Professor & Head – ECE

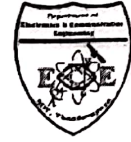
MEMBERS OF GRIEVANCE REDRESSAL CELL

Sl No	Name & contact number	Designation & Department	Position	Signature
1	Dr. M G Srinivasa	Associate Professor & HOD ECE	Chairman	M.G.S
2	Dr. Ranjit K N	Associate Professor & HOD CSE	Member	
3	Prof. Pradeep N	Associate Professor, Mathematics	Member	
4	Prof. Rohith Jain	Assistant Professor CVE	Member	Rohith Jain 22/4/22
5	Prof. Mahadevaprasad N	Assistant Professor CVE	Member	MPN
6	Mr. Manu D G	Foreman, ME	Member	Manu D G
7	Mr. Arunkumar	Lab Instructor, ECE	Member	Arunkumar
8	Prof. Prabodh Sai Dutt R	Assistant Professor ME	Member secretary	PSD





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DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING

Ref: MITT/ECE/GRC/2022-23/14

Date: 21/04/2022

CIRCULAR

Dear members

A meeting of Grievance Redressal Cell (GRC) is convened on 21/04/2022 at 3:30 pm in the cabin HOD's cabin of ECE department. All the committee members are requested to attend the same

Agenda :

Complaint received from students against quality of drinking water

M-G-Srinivasa 21/4/22

Dr. M G Srinivasa

Chairman – GRC

MEMBERS OF GRIEVANCE REDRESSAL CELL

SI No	Name & contact number	Designation & Department	Position	Signature
1	Dr. M G Srinivasa	Associate Professor & HOD ECE	Chairman	<i>MGS</i>
2	Dr. Ranjit K N	Associate Professor & HOD CSE	Member	
3	Prof. Pradeep N	Associate Professor, Mathematics	Member	<i>Pradeep N</i>
4	Prof. Rohith Jain	Assistant Professor CVE	Member	<i>Rohith Jain</i>
5	Prof. Mahadevaprasad N	Assistant Professor CVE	Member	<i>Mahadevaprasad N</i>
6	Mr. Manu D G	Foreman, ME	Member	<i>Manu D G</i>
7	Mr. Arunkumar	Lab Instructor, ECE	Member	<i>Arunkumar</i>
8	Prof. Prabodh Sai Dutt R	Assistant Professor ME	Member secretary	<i>Prabodh Sai Dutt R</i>

From,

Ankith Gonda.Y (UMN21CV401)

19.4.22

8th sem Civil Engineering Department

MITT

To,

Prof. Rohith Jain

Department of Civil Engineering

MITT

Respected sir,

subject:- complaining regarding quality of drinking water.

As the water quality provided in the campus is not be healthy. As we are facing throat infection and other health issues, we kindly request to take care of the filtration of the drinking water and also requesting to provide more water facility in the campus.

Thank you

Noted & forwarded to

M. G. Srinivasa,

Chairman

Grievance Redressal Cell.

Yours Faithfully

Received on
19/4/22

From Mr. Rohith Jain

M. G. Srinivasa





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DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING

Ref: MITT/ECE/GRC/2021-22/13

Date: 24/11/2021

MINUTES OF MEETING

- Dr. M G Srinivasa, Chairman GRC welcomed all the members to the meeting explained about agenda of the meeting.
- All the members agreed that the bus driver has to be called before Principal for further action
- Chairman also informed that any grievance should be informed to the Committee members first in writing and the matter would be discussed in the committee meeting.
- The details of the grievance addressed in the meeting would be sent to principal's office and a copy would be maintained with the GRC

M.G.Srinivasa 24/11/21

Dr. M G Srinivasa
Chairman – GRC

Associate Professor & Head – ECE

MEMBERS OF GRIEVANCE REDRESSAL CELL

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3	Prof. Pradeep N	Associate Professor, Mathematics	Member	P.N.
4	Prof. Rohith Jain	Assistant Professor CVE	Member	Rohith Jain
5	Prof. Mahadevaprasad N	Assistant Professor CVE	Member	MPP
6	Mr. Manu D G	Foreman, ME	Member	Manu D G
7	Mr. Arunkumar	Lab Instructor, ECE	Member	Arunkumar
8	Prof. Prabodh Sai Dutt R	Assistant Professor ME	Member secretary	PSD





MAHARAJA INSTITUTE OF TECHNOLOGY THANDAVAPURA
NH 766, Nanjangud Taluk, Mysuru- 571 302
(An ISO 9001:2015 and ISO 21001:2018 Certified Institution)
(Affiliated to VTU, Belagavi and approved by AICTE, New Delhi)



DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING

Ref: MITT/ECE/GRC/2021-22/12

Date: 23/11/2021

CIRCULAR

Dear members

A meeting of Grievance Redressal Cell (GRC) is convened on 23/11/2021 at 3:30 pm in the cabin HOD's cabin of ECE department. All the committee members are requested to attend the same

Agenda :

One of the college bus in dattagalli route is coming late for pickup

M.G. Srinivasa 23/11/21

Dr. M G Srinivasa

Chairman – GRC

MEMBERS OF GRIEVANCE REDRESSAL CELL

Sl No	Name & contact number	Designation & Department	Position	Signature
1	Dr. M G Srinivasa	Associate Professor & HOD ECE	Chairman	<i>MGS</i>
2	Dr. Ranjit K N	Associate Professor & HOD CSE	Member	<i>Ranjit</i>
3	Prof. Pradeep N	Associate Professor, Mathematics	Member	<i>Pradeep</i>
4	Prof. Rohith Jain	Assistant Professor CVE	Member	<i>Rohith</i>
5	Prof. Mahadevaprasad N	Assistant Professor CVE	Member	<i>Mahadev</i>
6	Mr. Manu D G	Foreman, ME	Member	<i>Manu</i>
7	Mr. Arunkumar	Lab Instructor, ECE	Member	<i>Arunkumar</i>
8	Prof. Prabodh Sai Dutt R	Assistant Professor ME	Member secretary	<i>Prabodh</i>

22/11/2021

From,
Radhika.S
Dept of mathematics

To,
Dr. Srinivasa
Dept of ECE

Through
Mr. Pradeep
Dept of mathematics

Subject: Late coming information about
Datgalli route bus regarding.

Respected sir,

with due respect I would like
to inform you that, Datgalli route bus frequently
coming late, I request you to kindly make
suitable arrangements to this route bus to
pickup us in time.

Thanking you

Your faithfully
Radhika.S

Date: 22/11/2021

Place: MITT

Forwarded to
Grievance cell head for
Necessary arrangement.
Pradeep S.

Received on
22/11/2021
from Pradeep S
MBS
22/11/21



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GRIEVANCE REDRESSAL CELL

Ref: MITT/ECE/GRC/2021-22/11

Date: 21/10/2021

MINUTES OF MEETING

- Dr. M G Srinivasa, Chairman GRC welcomed all the members to the meeting explained about agenda of the meeting.
- All members were informed to create awareness amongst the teaching and non teaching staffs and students in their respective departments.
- Chairman also informed that any grievance should be informed to the Committee members first in writing and the matter would be discussed in the committee meeting.
- The details of the grievance addressed in the meeting would be sent to principal's office and a copy would be maintained with the GRC
- All complaints should be in writing and addressed to the Chairman and matter should be confidential.

M.G. Srinivasa
Dr. M G Srinivasa
Chairman – GRC
Associate Professor & Head – ECE

MEMBERS OF GRIEVANCE REDRESSAL CELL

Sl No	Name & contact number	Designation & Department	Position	Signature
1	Dr. M G Srinivasa	Associate Professor & HOD ECE	Chairman	MGS
2	Dr. Ranjit K N	Associate Professor & HOD CSE	Member	Ranjit
3	Prof. Pradeep N	Associate Professor, Mathematics	Member	Pradeep
4	Prof. Rohith Jain	Assistant Professor CVE	Member	Rohith
5	Prof. Mahadevaprasad N	Assistant Professor CVE	Member	MDP
6	Mr. Manu D G	Foreman, ME	Member	Manu DG
7	Mr. Arunkumar	Lab Instructor, ECE	Member	Arunkumar
8	Prof. Prabodh Sai Dutt R	Assistant Professor ME	Member secretary	Prabodh





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GRIEVANCE REDRESSAL CELL

Date: 15/10/2021

Ref: MITT/ECE/GRC/2021-22/10

CIRCULAR

Dear Members ,

A meeting of Grievance Redressal Cell (GRC) is convened on 21/10/21 at 3:30 pm in HoD's cabin of Electronics & Communication Engineering Department. All the committee members are requested to attend the same

Agenda:

Creating awareness of Grievance Redressal Cell amongst Stakeholders

M. G. Srinivasa
Dr. M G Srinivasa
Chairman – GRC
Associate Professor & Head – ECE

MEMBERS OF GRIEVANCE REDRESSAL CELL

Sl No	Name & contact number	Designation & Department	Position	Signature
1	Dr. M G Srinivasa	Associate Professor & HOD ECE	Chairman	<i>M.G.S</i>
2	Dr. Ranjit K N	Associate Professor & HOD CSE	Member	<i>Ranjit</i>
3	Prof. Pradeep N	Associate Professor, Mathematics	Member	<i>P. Pradeep</i>
4	Prof. Rohith Jain	Assistant Professor CVE	Member	<i>Rohith</i>
5	Prof. Mahadevaprasad N	Assistant Professor CVE	Member	<i>M. Mahadev</i>
6	Mr. Manu D G	Foreman, ME	Member	<i>Manu</i>
7	Mr. Arunkumar	Lab Instructor, ECE	Member	<i>Arunkumar</i>
8	Prof. Prabodh Sai Dutt R	Assistant Professor ME	Member secretary	<i>P. Prabodh</i>

2021

Policy Document

Grievance Redressal Cell



MAHARAJA INSTITUTE OF TECHNOLOGY, THANDAVAPURA

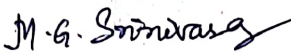
Preface

Maharaja Institute of Technology Thandavapura has been upholding and uplifting the stakeholders in realizing their potential in all spectrum of professional life. Ever since the inception of the Institute by proven academicians, the institute is strategizing, devising and establishing various schemes in all practices of the institute, those are intended towards advocating right morality and positive attitude in all walks of life.

Even when all elements of the system are in place, the possibility of human error of judgment does have the potential of disrupting the right motives of the system as well cause substantial harm to the integrity of an individual and the system as a whole.

In order to ascertain that such of disruptive roots are not nourished and to address all elements which otherwise would not realize full potential, the institute has established **Grievance Redressal Cell**.

The **Grievance Redressal Cell** of Maharaja Institute of Technology Thandavapura develops a responsible and positive attitude among students, staff and other stake holders in order to maintain a harmonious and conducive educational atmosphere.


Dr. M G Srinivasa

Chairman, Grievance Redressal Cell

Dr. Y T Krishne Gowda

Principal

Table of Contents

Index Number	Description	Page Number
1	Grievance – An Introduction	4
1.1	Grievant	4
1.2	Causes of Grief	4
1.3	Grievance Redressal	4
2	Government's Clause	4
3	MITM Grievance Redressal Cell	5
3.1	Cell Members	6
3.2	Organization Structure	7
3.3	Objectives	7
3.4	Scope	8
4	Procedure for Lodging Complaint	8
5	Redressal Mechanism	8-9

1. Grievance – An Introduction

Grievance means a complaint that includes any kind of discontent or dissatisfaction or negative perception, arising out of anything connected with institute that a student or parent or staff member thinks, believes, or even feels, is unfair, unjust or inequitable. Grievance is a wrong or hardship suffered, whether real or supposed, which forms legitimate grounds of complaint. At any instance of stay in the institute, the spectrum of issues that may bother ones well being both physically and mentally, that disturbs efficacy and any one with such undergoing is termed as Aggrieved.

The Spectrum may include

- Physical assaults of any kind
- Undue comments and gesture intended towards creating disruptive environment.
- Usage of any kind of slangs, etc
- Any kind of plots towards harming the harmony of an individual.
- Propagating any untoward/misleading information on anyone with disruptive intension.

1.1 Grievant

Grievant means a student, parent, staff member or group of students or parents or staff members submitting the grievance having undergone any kind of incidents caused by other elements of the institute that potentially disturbs normal mindset in the working pattern.

1.2 Causes for Grief

The causes of grief could be any aspect that prohibits an individual from performing to ones full potential. The causes may include those that are explained earlier.

1.3 Grievance Redressal

While the term "Grievance Redressal" primarily covers the receipt and processing of complaints from Stakeholders, a wider definition includes actions taken on any issue raised by them to avail services more effectively in order to perform to their full potential.

2 Government's Clause

The Ministry of Human Resources Development (MHRD), Government of India has emphasized that there is a need of structured mechanism for online registration as well as

disposal of the Grievances of students/Faculty/stakeholders in every Institution approved by AICTE:

In view of the above, institution has put in place an online mechanism for registering and disposing of Grievances. The outcomes to be fulfilled are as follows

- Each of the Institutions should have a notice board/flex board fixed near the office of the Head, indicating the details of online Grievance Redress Mechanism i.e. URL of the online Grievance Redressal Portal, names, contact nos. and e-mail IDs of members of the Grievance Committee, to ensure publicity/ awareness of the establishment of Grievance Redress Mechanism/Students Grievance Portal. This would help speedy Redressal of the Grievances and obviate/reduce the urge to lodge the Grievance on pg. portal of DARPG.
- An online monthly Status Report regarding the number of Grievances received, disposed off and pending as on the last day of the previous month should be informed to AICTE.
- Non-registration of Grievance on the Web Site of the Institution resulting in more number of Grievances being registered on the pg. portal of Central Government which would be an indication that the Grievance Redressal Mechanism of the respective Institution is not working properly to the satisfaction of the petitioners.
- The performance of the Grievance Redress Mechanism at the point of arising of the Grievance, i.e. Institution may be taken into account by the Accreditation Agencies.
- The Council shall take into account the performance of the Grievance Redress Mechanism at the point of origin of the Grievance, i.e. Institution, at the time of renewal of their permission/approval every year.

3 MITT GRIEVANCE REDRESSEL CELL

As per the guidelines of AICTE, the Grievance Redressal Cell of Maharaja Institute of Technology Thandavapura (GRCMITT) has been established to develop a responsible and positive attitude among students and other stake holders in order to maintain a harmonious educational atmosphere.

The Grievance Redressal Cell (GRC) categorizes, analyzes the merits of the grievance, and forwards the grievance to the respective department/section/institute/individual requesting him/her/them to enquire into the grievance.

The cases will be attended promptly on receipt of written/e-mailed grievances from the students and other stake holders directly. The cell formally will review all cases and will act accordingly.

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.

1.1 Cell Members

The Composition of the Grievance Redressal Committee is as follows.

S/L	Name and Contact Number	Designation and Department	Position	E-mail
1	Dr. M.G. Srinivasa 9620228056	Associate Professor and HOD, ECE	Chairman	srinivasamg_ece@nitnysore.in
2	Prof. Naveen N N 9036915739	Assistant Professor and HOD, CSE	Member	nnnaveen.nag@gmail.com
3	Prof. Pradip N 8310854887	Assistant Professor, Maths	Member	pradecommathsmit@gmail.com
4	Prof. Rohith Jain 9731355366	Assistant Professor, CVE	Member	rohithjain.mitt@gmail.com
5	Prof. Mahadev Prasad N 7795806110	Associate Professor, CVE	Member	mahadev.mitt@gmail.com
6	Mr. Manu T G 9902880623	Foreman, MECH	Member	manu254@gmail.com
7	Mr. Anil Kumar B S 9611429145	Lab In-charge, ECE	Member	anil.watecacs@nitnysore.in
8	Prof. Prabodh Sai Dutt 9686600658	Assistant Professor, ECE	Member Secretary	saidutt.mitt@gmail.com

3.1 Organization Structure

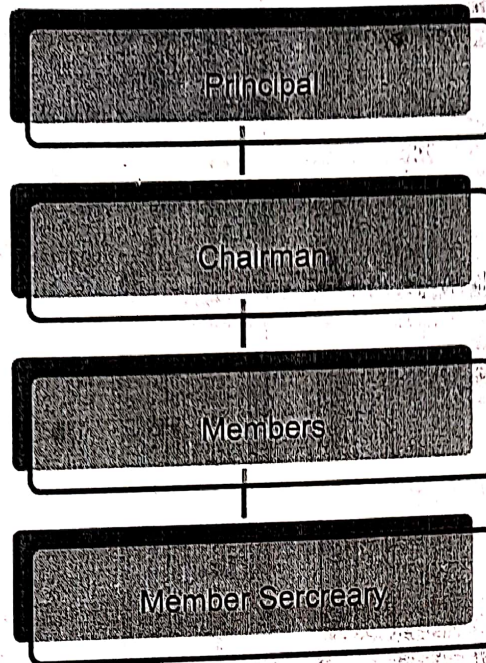


Figure 1: Organization Structure

3.2 Objectives

- To develop an organizational framework to resolve grievances of the students and other stakeholders.
- To enlighten the students on their duties and responsibilities to access benefits.
- To ensure effective solution to the student's grievances.
- To investigate the reason of dissatisfaction.
- To obtain where possible a speedy resolution to the problem.
- Upholding the dignity of the Institution by ensuring strife free atmosphere in the Institute through promoting cordial student-student relationship and student teacher relationship etc.
- To support, those students who have been deprived of the services for which he/she is entitled.
- To make teaching and supporting staff responsive, accountable, courteous in dealing with the students

- To ensure effective solution to the student grievances with an impartial and fair approach
- Encouraging the students to express their grievance/problems freely and frankly without any fear of being victimized
- Advising the students to respect the right of dignity of one another and show restraint and patience whenever any occasion arises.
- Advising the students to refrain from inciting students against other students or teachers and institute Administration
- To create a platform where students can point out their problems, regarding academic and non academic matters.
- Get suggestions from the students for improvement.
- Take necessary steps for improvement in the light of grievances.

3.3 Scope

The committee will deal with Grievances received in writing from the students about any of the following matters.

- Academic Matters: Related to the teaching, conduction of internal assessment test, award of internal marks, and conduct of lab examinations and behavior of student- staff on daily basis.
- Non Academic Matters: Related to certain misgivings about conditions of sanitation, preparation of food, availability of transport, victimization by teachers, etc.
- Any other matter/issue deemed to cause any kind of grievance amongst the stakeholders.

4 Procedure for lodging complaint

- The complainant may approach (personally or through written request/e-mail) or any of the committee members of the Cell. Alternatively, complaints can be submitted along with the necessary documents to grc@mitthandavapura.in or in the complaint gateway of the institute's website www.mitthandavapura.in. *the on the college portal*
- Upon submission, as required, that grievant shall present the case in front of the committee.

5 Redressal Mechanism

The complaint management mechanism is carried out in three levels in the institution. Received grievances are referred to different levels depends upon the gravity and importance.

Level-1: The GRCMITT shall review the grievance received and make an assessment of the gravity of the complaint. If the GRCMITT deems that the grievance could be redressed at the department level, the same shall be forwarded to the respective head of the department to resolve the grievance within 7 working days. The head of the department to which the grievant belongs to shall then submit the report of actions taken at the department level. The actions could be Redressal of the grievance or non Redressal of the grievance. The GRCMITT shall then declare that grievance has been redressed at the department level by taking the consent of the grievant within a total of 10 working days from the receipt date of the grievance.

Level-2: GRCMITT shall redress the grievance such as if the Grievant is not satisfied by the said Redressal at the department level and the grievance does not fall in the department's scope. Depending on the nature of the grievance the chairman of GRCMITT shall form the enquiry team within 2 days from the grievance received in to level-2, comprising of the members of GRCMITT. The enquiry team shall then inquire in to the grievance and submit their findings and recommendations to the chairman within 7 working days from the formation of the enquiry team. The recommendations shall then be put up for discussion and conclusion of the case in the GRCMITT meeting. The GRCMITT shall then declare that grievance has been redressed at the committee level by taking the consent of the grievant and upon the approval of the Principal within 15 days from the grievance received in to level-2.

Level-3: Principal shall redress the grievance if the grievant is not satisfied by the said Redressal at the committee level.

All the proceeding of the Grievance mechanism will be suitably documented and recorded.

Ref: MITT/PO/A-1/GRC/01

Date: 05/10/2021

APPOINTMENT LETTER - "GRIEVANCE REDRESSAL CELL"

To,

Dr. M G Srinivasa

Associate Professor and Head, Department of Electronics and Communication Engineering,
Maharaja Institute of Technology Thandavapura

To

Dear Dr. M G Srinivasa,

On behalf of Maharaja Institute of Technology Thandavapura, I want to thank you for agreeing to serve on the "Grievance Redressal Cell" as "Chairman". The Institute is grateful that you are willing to share your time and your talents.

MITT has long been a contributor in workforce development and, thus, relies heavily on the role you would carry out to maintain quality programs that educate our students and help them to be productive employees and good citizens in our community.

Your current appointment term will begin this month and until further communication.

Again, it is good to have you on board as part of the committee. We are all working together to provide our students the best in education and opportunities!

Brief information of the said committee is attached herewith as well the details of its members. I request you to take charge of the said committee and form its working pattern, structure, schedule of meetings, etc and make all necessary actions to uphold the objectives of the said committee and in doing so uphold the vision of the institute.

Sincerely,



Dr. Y T Krishne Gowda

Principal

Enclosure: Grievance Redressal Cell Introductory letter
CC to: 1. HOD, 2. Establishment- Superintendent,



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DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING

Ref: MITT/ECE/GRC/2021-22/09

Date: 16/06/2022

APPOINTMENT LETTER – “ GRIEVANCE REDRESSAL CELL”

To

Dr. Ranjit K N
Associate Professor & Head of the Department
Department of Computer Science & Engineering
Maharaja Institute of Technology Thandavapura

Respected Madam

Sub: appointment as member of Grievance Redressal Cell
Ref : MITT/PO/A-1/GRC/01 dated 5/10/2021

With reference to the above subject you have been appointed as member of grievance redressal cell. Your appointment term will begin from this day 16/6/2022 and continue until further communication.

It is good to have you as part of the committee. Let's work together to provide our students the best education and opportunities and also resolve any kind of grievance faced by students, faculty members and non teaching staffs of the Institute. Brief information of the said committee is attached herewith.

Sincerely

M. G. Srinivasa 16/6/22
Dr. M G Srinivasa

Chairman, Grievance Redressal Cell





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DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING

Ref: MITT/ECE/GRC/2021-22/01

Date: 05/10/2021

APPOINTMENT LETTER – “ GRIEVANCE REDRESSAL CELL”

To

Prof. Navile Nageshwara Naveen
Assistant professor & Head of the Department
Department of Computer Science & Engineering
Maharaja Institute of Technology Thandavapura

Dear Sir

Sub: appointment as member of Grievance Redressal Cell
Ref : MITT/PO/A-1/GRC/01 dated 5/10/2021

With reference to the above subject you have been appointed as member of grievance redressal cell. Your appointment term will begin from this day 5/10/2021 and continue until further communication.

It is good to have you as part of the committee. Let's work together to provide our students the best education and opportunities and also resolve any kind of grievance faced by students, faculty members and non teaching staffs of the Institute. Brief information of the said committee is attached herewith.

Sincerely

M.G. Srinivasa 5/10/2021
Dr. M G Srinivasa

Chairman, Grievance Redressal Cell





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DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING

Ref: MITT/ECE/GRC/2021-22/02

Date: 05/10/2021

APPOINTMENT LETTER - "GRIEVANCE REDRESSAL CELL"

To

Prof. Pradeep N
Associate Professor
Department of Mathematics
Maharaja Institute of Technology Thandavapura

Dear Sir

Sub: appointment as member of Grievance Redressal Cell
Ref: MITT/PO/A-1/GRC/01 dated 5/10/2021

With reference to the above subject you have been appointed as member of grievance redressal cell. Your appointment term will begin from this day 5/10/2021 and continue until further communication.

It is good to have you as part of the committee. Let's work together to provide our students the best education and opportunities and also resolve any kind of grievance faced by students, faculty members and non teaching staffs of the Institute. Brief information of the said committee is attached herewith.

Sincerely

M. G. Srinivasa
5/10/21
Dr. M G Srinivasa

Chairman, Grievance Redressal Cell





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DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING

Ref: MITT/ECE/GRC/2021-22/03

Date: 05/10/2021

APPOINTMENT LETTER – “ GRIEVANCE REDRESSAL CELL”

To

Prof. Rohith Jain
Assistant Professor
Department of Civil Engineering
Maharaja Institute of Technology Thandavapura

Dear Sir

Sub: appointment as member of Grievance Redressal Cell
Ref: MITT/PO/A-1/GRC/01 dated 5/10/2021

With reference to the above subject you have been appointed as member of grievance redressal cell. Your appointment term will begin from this day 5/10/2021 and continue until further communication.

It is good to have you as part of the committee. Let's work together to provide our students the best education and opportunities and also resolve any kind of grievance faced by students, faculty members and non teaching staffs of the Institute. Brief information of the said committee is attached herewith.

Sincerely

M.G. Srinivasa 5/10/2021
Dr. M G Srinivasa

Chairman, Grievance Redressal Cell





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DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING

Ref: MITT/ECE/GRC/2021-22/04

Date: 05/10/2021

APPOINTMENT LETTER – “GRIEVANCE REDRESSAL CELL”

To

Prof. Mahadevaprasad N
Assistant Professor
Department of Civil Engineering
Maharaja Institute of Technology Thandavapura

Dear Sir

Sub: appointment as member of Grievance Redressal Cell
Ref : MITT/PO/A-1/GRC/01 dated 5/10/2021

With reference to the above subject you have been appointed as member of grievance redressal cell. Your appointment term will begin from this day 5/10/2021 and continue until further communication.

It is good to have you as part of the committee. Let's work together to provide our students the best education and opportunities and also resolve any kind of grievance faced by students, faculty members and non teaching staffs of the Institute. Brief information of the said committee is attached herewith.

Sincerely

M.G. Srinivasa
5/10/21
Dr. M G Srinivasa

Chairman, Grievance Redressal Cell





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DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING

Ref: MITT/ECE/GRC/2021-22/05

Date: 05/10/2021

APPOINTMENT LETTER - "GRIEVANCE REDRESSAL CELL"

To

Mr. Manu T G
Foreman
Department of Mechanical Engineering
Maharaja Institute of Technology Thandavapura

Dear Sir

Sub: appointment as member of Grievance Redressal Cell
Ref: MITT/PO/A-1/GRC/01 dated 5/10/2021

With reference to the above subject you have been appointed as member of grievance redressal cell. Your appointment term will begin from this day 5/10/2021 and continue until further communication.

It is good to have you as part of the committee. Let's work together to provide our students the best education and opportunities and also resolve any kind of grievance faced by students, faculty members and non teaching staffs of the Institute. Brief information of the said committee is attached herewith.

Sincerely

M. G. Srinivasa
5/10/2021
Dr. M G Srinivasa

Chairman, Grievance Redressal Cell





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DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING

Ref: MITT/ECE/GRC/2021-22/07

Date: 05/10/2021

APPOINTMENT LETTER – “ GRIEVANCE REDRESSAL CELL”

To

Prof. Prabodh Sai Dutt R
Assistant Professor
Department of Mechanical Engineering
Maharaja Institute of Technology Thandavapura

Dear Sir

Sub: appointment as member secretary of Grievance Redressal Cell
Ref: MITT/PO/A-1/GRC/01 dated 5/10/2021

With reference to the above subject you have been appointed as member secretary of grievance redressal cell. Your appointment term will begin from this day **5/10/2021** and continue until further communication.

It is good to have you as part of the committee. Let's work together to provide our students the best education and opportunities and also resolve any kind of grievance faced by students, faculty members and non teaching staffs of the Institute. Brief information of the said committee is attached herewith.

Sincerely

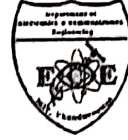
M.G. Srinivasa
5/10/21
Dr. M G Srinivasa

Chairman, Grievance Redressal Cell





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DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING

Ref: MITT/ECE/GRC/2021-22/06

Date: 5/10/2021

APPOINTMENT LETTER – “ GRIEVANCE REDRESSAL CELL”

To

Mr. Arunkumar`B S
Lab Instructor
Department of Electronics & Communication Engineering
Maharaja Institute of Technology Thandavapura

Respected Madam

Sub: appointment as member of Grievance Redressal Cell
Ref: MITT/PO/A-1/GRC/01 dated 5/10/2021

With reference to the above subject you have been appointed as member of grievance redressal cell. Your appointment term will begin from this day 5/10/2021 and continue until further communication.

It is good to have you as part of the committee. Let's work together to provide our students the best education and opportunities and also resolve any kind of grievance faced by students, faculty members and non teaching staffs of the Institute. Brief information of the said committee is attached herewith.

Sincerely

M.G. Srinivasa
5/10/21
Dr. M G Srinivasa

Chairman, Grievance Redressal Cell



Ref: MITT/PO/A-1/GRC/04

Date: 05/10/2021

APPOINTMENT LETTER - "GRIEVANCE REDRESSAL CELL"

To,

Prof. Pradeep N

Assistant Professor, Department of Mathematics

Maharaja Institute of Technology Thandavapura

Dear Pradeep N,

On behalf of Maharaja Institute of Technology Thandavapura, I want to thank you for agreeing to serve on the "Grievance Redressal Cell" as "Member". The Institute is grateful that you are willing to share your time and your talents.

MITT has long been a contributor in workforce development and, thus, relies heavily on the role you would carry out to maintain quality programs that educate our students and help them to be productive employees and good citizens in our community.

Your current appointment term will begin this month and until further communication.

Brief information of the said committee is attached herewith as well the details of its members. Shortly, you will receive a notice of the committee's first meeting. Again, it is good to have you on board as part of the committee. We are all working together to provide our students the best in education and opportunities!

Sincerely,



Dr. Y T Krishne Gowda

Principal

Enclosure: Grievance Redressal Cell Introductory letter
CC to: 1. HOD, 2. Establishment- Superintendent,

Ref: MITT/PO/A-1/GRC/05.

Date: 05/10/2021

APPOINTMENT LETTER - "GRIEVANCE REDRESSAL CELL"

To,

Prof. Rohith Jain

Assistant Professor, Department of Civil Engineering

Maharaja Institute of Technology Thandavapura

Dear Rohith Jain,

On behalf of Maharaja Institute of Technology Thandavapura, I want to thank you for agreeing to serve on the "Grievance Redressal Cell" as "Member". The Institute is grateful that you are willing to share your time and your talents.

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Sincerely,



Dr. Y T Krishna Gowda

Principal

Enclosure: Grievance Redressal Cell Introductory letter

CC to: 1. HOD, 2. Establishment- Superintendent,

Ref: MITT/PO/A-1/GRC/07

Date: 05/10/2021

APPOINTMENT LETTER - "GRIEVANCE REDRESSAL CELL"

To,

Mr. Manu T G

Foreman, Department of Mechanical Engineering
Maharaja Institute of Technology Thandavapura

Dear Manu T G,

On behalf of Maharaja Institute of Technology Thandavapura, I want to thank you for agreeing to serve on the "Grievance Redressal Cell" as "Member". The Institute is grateful that you are willing to share your time and your talents.

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Sincerely,



Dr. Y T Krishna Gowda

Principal

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