



Ref: BGSIT/UGC-SGRC /2023-24

Date:23.04.2024

Meeting Notice

A meeting is convened on 24.04.2024 at 11.30 AM at the Board Room of BGSIT, to reconstitute the Student Grievance Redressal Committee as per the guidelines of AICTE.

Agenda of the meeting

1. Reconstitution of Student Grievance Redressal Committee.
2. Any other matter with the permission of the chair.

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B. N. Deo

Principal

BGS Institute of Technology

B G Nagara 571 448

Nagamangala Tq, Mandya Dist,

Ref: BGSIT/UGC-SGRC /2023-24

Date:25.04.2024

Meeting Date:24.04.2024

Venue: BGSIT Board Room

The meeting was held on 24.04.2024 at 11.30 AM at the Board Room of BGSIT, to reconstitute the Student Grievance Redressal Committee as per the guidelines of AICTE.

Attendees

- 1 Dr. B.N. Shobha, Principal, BGSIT
- 2 Dr. T. Mahadevaiah, HOD, Civil Engineering.
- 3 Dr. M. B. Anandaraju, HRD director
- 4 Dr. S V Shashikala HOD, CSE
- 5 Dr. P. S. Puttaswamy, HOD, ECE
- 6 Dr. S.H. Manjunath HOD, ME
- 7 Dr. B.K. Yuvaraj, HOD, Basic Science
- 8 Dr. Siddharth B.K, HOD, ISE& AIML
- 9 Mr. Purushotham, HOD MBA

Agenda:

1. Reconstitution of Student Grievance Redressal Committee.
2. Any other matter with the permission of the chair.

Discussion Points:

1. **Opening Remarks:**The Chairperson opened the meeting, welcoming all attendees and emphasizing the importance of reconstituting the Grievance Redressal Cell (GRC) for effective grievance handling within the organization.
2. **Review of previous structure:** The members reviewed the previous structure of the GRC, including its roles, responsibilities, and composition.
3. **Identification of gaps:** Members discussed any shortcomings or gaps in the previous structure that need to be addressed in the reconstitution process.

4. Revised structure: A proposal for the revised structure of the SGRC was presented, including any changes in roles, responsibilities, and composition based on identified gaps.

5. Selection of members: The process for selecting members of the SGRC as per the guidelines of AICTE was discussed, including criteria for representation from different departments within the organization.

6. Any other matter: Allowed for any other relevant matters to be discussed before concluding the meeting.

Action Items:

1. Chairperson Coordinate the selection process for SGRC members.
2. As per the AICTE Regulations, 2019 vide F.NO. 1-101/PGRC/AICTE/Regulation/2019 dated 07.11.2019, Student Grievance Redressal Committee is reconstituted with the following members.

Sl. No	Name	Designation	Position in SGRC
1.	Dr. B.N. Shobha	Principal	Chairperson
2.	Dr. T. Mahadevaiah	Prof & Head, Dept of Civil Engineering	Member
3.	Dr. Hemaraju	Associate Professor, Dept. of ME	Member
4.	Mrs. Arpitha K	Assistant Professor, Dept of CSE	Member Convener
5.	Mrs. Sindhu. D	Assistant Professor, Dept of ISE	Member
6.	Ms. Trisharaj. R	6 th Semester ECE	Student Member

The meeting ended with thanks to all attendees for their participation and contributions.

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5. HOD MECHANICAL-
6. HOD BASIC SCIENCE-
7. HOD MBA-
8. Librarian-
9. HRD-
10. R & D-
11. Office-

B.N. Shobha
25/04/2024

Principal

BGS Institute of Technology

B G Nagara 571 448

Nagamangala Tq, Mandya Dist,

Date: / /

||Jai Sri Gurudev||

B.G.S. INSTITUTE OF TECHNOLOGY

(A Constituent college of Adhichunchanagiri University)

(Approved by All India Council for Technical Education, New Delhi)

Student Grievance Redressal Form

Name of the person:	
Department:	
Nature of Complaint:	

Date:

Signature

Student Grievance Redressal Action taken Form

Grievance:

Action taken by the Authority:

Conclusion:

Date:

Signature of Authority