



Date: 26-06-2020

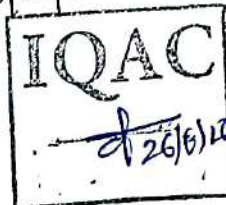
## Notification

As per the IQAC and Principal direction, the following members are nominated for Grievance Redressal Committee (GRC) to work under the IQAC guidelines for the academic year 2020-21

### GRIEVANCE REDRESSAL COMMITTEE MEMBERS

Sl. No	Name of the Member	Department	Role
1	Dr. HEMADRI NAIDU.T	Principal	Chairman
2	Dr. MANJUNATHA A.S	Assoc. Prof. & HOD	Convener
3	Dr. SHIVA KUMAR DALALI	Assoc. Prof.	Member
4	Mrs. SMITHA	Asst. Prof.	Member
5	Dr. R. C PATIL	Assoc. Prof.	Member
6	Mrs. ROOPA B.S	Assoc. Prof.	Member
7	Mr. VISHWANATH B.R	Asst. Prof.	Member
8	Dr. P.K PRAKASHA	Assoc. Prof.	Member
9	Mr. RAGHAVENDRA .N	Asst. Prof.	Member
10	Dr. ANUSUYA N.J	Prof. & HOD	Member
11	Mrs. SARITHA L	Asst. Prof.	Member
12	Police Sub Inspector,	Police Station, Kumbalagodu	Member
13	Doctor, Kumbalagodu	Hospital, Kumbalagodu	Member
14	Boys hostel Wardon	DBIT	Member
15	Girls hostel Wardon	DBIT	Member

*MATS*  
CONVENER 26/06/2020



*Pravil*  
26-06-2020  
PRINCIPAL  
Don Bosco Institute of Technology  
Kumbalagodu, Mysore Road,  
Bangalore - 560 074.



## GRIEVANCE REDRESSAL COMMITTEE

### Objectives

- ❖ The Grievance Redressal Committee (GRC) is constituted for the purpose of redressal of grievances of students and staff.
- ❖ Developing a culture that view grievance as an opportunity to improve the organization and the way it works.
- ❖ Ensuring that all grievances are documented, resolved in a determined timeframe; objectively and with sensitivity and incomplete confidentiality when requested or needed;
- ❖ The GRC shall consider only individual grievances of specific nature of staff and students of the Centre raised individually by the concerned aggrieved employee/student of the College.
- ❖ To prepare the policy to investigate and review grievances of students and faculties.
- ❖ To ensure effectual solution depending upon the gravity of the complaint receive from the students/staff.

### Roles & Responsibilities of Grievance Redressal Committee:

- ❖ The GRC may mediate between the complainant and defendant against whom the complaint has been made, if required
- ❖ On receipt of a complaint the GRC to send its recommendation to the Chairman within short period if possible, but in any case not beyond 7 days, for further action.
- ❖ The Chairman, as far as possible, shall be guided by the advice of the GRC unless the recommendations of Committee violate basic rules and norms of the College.
- ❖ In case of any difficulties, the GRC shall have discussion with the Chairman before a decision is taken.
- ❖ The GRC will meet as and when required. However, if necessary, it may meet more frequently at the instance of the Chairman or at the request of the other members to discuss the various issues received.



- ❖ If the aggrieved person happens to be a member of the GRC, then he/she shall not participate in the deliberations as a member of the Committee when his/her representation is being considered.
- ❖ The committee assures the students that once a complaint is made, it will be treated with sensitivity and accurately.
- ❖ The final settlement of any grievance shall be made within a reasonable period (normally not exceeding one month) after the recommendations are submitted to the Chairman by the GRC.

### **Standard Operating Procedures of Grievance Redressal Committee**

The following step by step procedure to be follow to resolve grievances rise from grievant.

**1. FORMAL REGISTRATION:** Any aggrieved student or parent or staff member with a genuine grievance will submit his/her Grievance in writing along with necessary documents, if any, through any of the following modes; Sending via e-mail at [grievanceredressal@dbit.co.in](mailto:grievanceredressal@dbit.co.in) Submitting a signed hard copy of the grievance complaint, in person to the Convener of GRC.

**2. ACKNOWLEDGEMENT:** The GRC shall acknowledge the receipt of each grievance complainant immediately. In the case of e-mail at [grievanceredressal@dbit.co.in](mailto:grievanceredressal@dbit.co.in) The sender will receive an instant reply acknowledging the receipt of his/her e-mail.

**3. FORWARDING:** Upon receipt of grievance, the GRC shall categories, analyse the merits of the grievance, and forward the grievance to the respective department/individual (dealing with the substantive function linked with the grievance) requesting them to enquire into the grievance and redress within such period as may be specified, in a time not exceeding 7 days from the receipt of grievance complaint.

## GRIEVANCE REDRESSAL COMMITTEE

Grievance Redressal Committee 2020-21				
Name	Designation with Dept.	Role	Mobile Number	Mail ID
Dr. Hemadri Naidu T	Principal	Chairman	9972550099	dbit.principal@gmail.com
Dr. Manjunatha A S	Associate Professor S&H	Convener	8147224191	madhumanjuas@gmail.com
Dr. JaiPrakashPrasad	Assistant Professor (ECE)	Member	8904264008	jaiasu@gmail.com
Mamatha K	Assistant Professor (ISE)	Member	8951123728	mamathanaiduk@gmail.com
Ranjeet Kumar	Assistant Professor (CSE)	Member	8951577651	ranjeetmsrit@gmail.com
Manjunath M V	Assistant Professor (ME)	Member	7829036581	manjunathmvdbit@gmail.com
Dr. P K Prakasha	Assistant Professor (EEE)	Member	9900160849	prakashapk26@gmail.com
Sudha K	Assistant Professor (CIVIL)	Member	9964264431	sudhalyashu@dbit.co.in
Saritha L	Assistant Professor (MBA)	Member	7411527546	saritha0833@live.com
Vijay Kumar B	Assistant Professor (S&H)	Member	9743714660	vijaybasavaraj@rediffmail.com
Prajwal B S	2nd year Student	member	8971291829	prajwalbspraju749@gmail.com
Rakesh K	2nd year Student (ME)	Member	9164722858	rakeshrakeshk408@gmail.com
Nishin S	3rd year Student (ME)	Member	8197746968	snithins86@gmail.com
Rakshith HB	4th year Student (ME)	Member	9743286579	rakshithhp48804@gmail.com
Charan Babu M	2nd year Student	Member	9686858668	charanbabu66@gmail.com
Rakshith B.G	3rd year Student	Member	8553882235	rrakshith551@gmail.com
Vivek Zombi	4th year Student	Member	8150962110	vivekambi57@gggggmail.com
Bhushan Hegde	2nd year Student	Member	9448055934	bhushanhegde44@gmail.com
Aishwary A S	3rd year Student	Member	9591401550	aishwarya97@gmail.com
Jeevan G	4th year Student	Member	8867788863	jevan.nk@gmail.com
Dev H Gowda	2nd year Student	Member	8762045274	devhaishgowda@gmail.com
Saif Ali	3rd year Student	Member	9663527237	saifalu3@gmail.com
Sandesh tiwari s	4th year Student	Member	861824665	sandeshtiwari16@gmail.com
Abhishek M	2nd year Student	Member	8296648351	018abhishekm@gmail.com
Antony jenith J	3rd year Student	Member	7619128872	antonyjenith9845@gmail.com
Nidhin Kumar s	4th year Student	Member	8553611159	nithinkumar1159@gmail.com
Bhuvan N.R	2nd year Student	Member	9606418798	bhuvanramesh02@gmail.com
Nikhil R	3rd year Student	Member	8884143548	2001729nikhil@gmail.com
Mahendra	4th year Student	Member	6363248314	mahendras7800@gmail.com
Adinath S Jain	1st year Student	Member	9449678840	adinathjain64@gmail.com
Paramesh K G	2nd year Student	Member	9986312160	parampreetham111@gmail.com
Suryateja	1st year Student	Member	7483640256	suryateja00028@gmail.com
Rakshitha S Hiremath	1st year Student	Member	7338292293	rakshithahiremath21@gmail.com
	Boys hostel Warden	Member		
	Girls hostel Warden	Member		
	Sub Inspector	Member		
	Doctor	Member		

*Mat*  
Convener 28/01/2020

*Haral*  
Principal 28/01/2020



**PRINCIPAL**  
Don Bosco Institute of Technology  
Kumbalagodu, Mysore Road,  
Bangalore - 560 074.



DBIT/GRC/2020-2021/ ODD/01

Date: 27-01-2021

## Circular

This is to inform that, all the Grievance Redressal Committee members to attend Grievance Redressal Committee meeting on 28-01-2021 at 12.30 AM in Principal office.

### **AGENDA:**

1. Effective implementation of roles of responsibilities of the committee.
2. Grievances of new students and staff.
3. Servicing/Cleaning of the water filters/coolers before commencement of the new session.
4. All light and fans should be serviced before commencement of semester.

*M. J. S.*  
Conveher 27/01/21

*Praveen*  
Principal 27/01/2021

### **Copy to:**

1. Executive Director (for kind information)
2. Dean & Director (for kind information)
3. HOD's of all the Departments and Committee members.

**PRINCIPAL**  
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**MINUTES OF THE MEETING held on 28-01-2021**

1. The Convener of the committee Dr. Manjunatha A S welcomed all the committee for the meeting
2. Chairman informed to the GRC members to follow objectives and responsibilities of GRC.
3. Chairman strongly insisted to enquire the grievances from staff and students.
4. Dr. Hemadri Naidu has been instructed to liaison with the supervisor for the issues related to water cooler/filter and Electrician to monitor the servicing of the electric items, like fans, lights etc.
5. Principal Informed to keep Grievance box near to the Principal office for collecting grievances from the students/staff frequently.
6. GRC solved the grievances raised from the students and staff.
7. The member shown full of their enthusiasm to deliver the very purpose of constituting this committee, and thanked the Principal for such initiative in the best interest of all the stakeholders.

The following members were present at the meeting:

SL.NO	NAME	DESIGNATION	SIGNATURE
1	Dr. HEMADRI NAIDU.T	Principal	<i>Hemadri Naidu</i> 28/01/2021
2	Dr. MANJUNATHA A.S	Convener	<i>Manjunatha A.S</i>
3	Dr. ANUSUYA N.J	Member	<i>Anusuya N.J</i>
4	Mrs. SARITHA L	Member	<i>Saritha L</i> 28/01/2021
5	Dr. R. C PATIL	Member	<i>R.C Patil</i>
6	Dr. SHIVA KUMAR DALALI	Member	<i>Shiva Kumar Dalali</i>
7	Mr. RAGHAVENDRA .N	Member	<i>Raghavendra .N</i>
8	Mrs. ROOPA B.S	Member	<i>Roopa B.S</i>
9	Mr. VISHWANATH B.R	Member	<i>Vishwanath B.R</i> 28/01/2021

*Manjunatha A.S*  
Convener 28/01/2021

*Hemadri Naidu*  
Principal 28/01/2021



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Bangalore - 560 074.



DBIT/GRC/2020-2021/ ODD/02

Date: 10-03-2021

## Circular

This is to inform that, all the Grievance Redressal Committee members to attend Grievance Redressal Committee meeting on 11-03-2021 at 12.00 PM in Principal office.

### AGENDA:

1. Review of previous meeting.
2. To discuss about the any grievance cases.
3. Actions to Improve Facilities.
4. Leaving of foot wears outside during the internals.
5. To address the grievances of students and Faculty.
6. Checking of Responses received from the Suggestions Box.

*MATS*  
Convener 10/03/21

*Prin*  
10-03-2021  
Principal

**PRINCIPAL**  
Don Bosco Institute of Technology  
Kumbalagodu, Mysore Road,  
Bangalore - 560 074.

### Copy to:

1. Executive Director (for kind information)
2. Dean & Director (for kind information)
3. HOD's of all the Departments and Committee members.





MINUTES OF THE MEETING held on 11-03-2021

1. The Convener of the committee Dr. Manjunatha A S welcomed all the committee for the meeting.
2. Examined the review of the previous meeting.
3. Informed all the committee members to visit the hostels and campus regularly as per the allotted schedules.
4. Informed to solve the grievances raised from the students and staff.
5. Decided to do not leave the footwear during internals.
6. There is no further agenda to discuss.

The following members were present at the meeting:

SL.NO	NAME	DESIGNATION	SIGNATURE
1	Dr. HEMADRI NAIDU.T	Principal	<i>Thaval</i> 11/03/2021
2	Dr. MANJUNATHA A.S	Convener	<i>MATS</i>
3	Dr. ANUSUYA N.J	Member	<i>ANUSUYA</i>
4	Mrs. SARITHA L	Member	<i>SARITHA</i> 11/3/21
5	Dr. R. C PATIL	Member	<i>R.C.PATIL</i>
6	Dr. SHIVA KUMAR DALALI	Member	<i>SHIVA</i>
7	Mr. RAGHAVENDRA .N	Member	<i>RAGHAVENDRA</i>
8	Mrs. ROOPA B.S	Member	<i>ROOPA</i>
9	Mr. VISHWANATH B.R	Member	<i>VISHWANATH</i> 11/03/21

*MATS*  
Convener 11/03/21

*Thaval*  
Principal 11-03-2021



PRINCIPAL  
Don Bosco Institute of Technology  
Kumbalagodu, Mysore Road,  
Bangalore - 560 074.





DBIT/GRC/2020-2021/ EVEN/03

Date: 26-05-2021

## Circular

This is to inform that, all the Grievance Redressal Committee members to attend Grievance Redressal Committee meeting on 27-05-2021 at 1.30 PM in Principal office.

### **AGENDA:**

1. Time bond redressal of grievances received if any.
2. Complain of a student about the lab facility.
3. Class representative's feedback.

*MATS*  
Convener 26/05/21



*Haral*  
Principal 26/05/2021

**PRINCIPAL**  
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Kumbalagodu, Mysore Road,  
Bangalore - 560 074.

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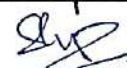
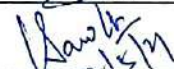

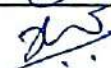



1. Executive Director (for kind information)
2. Dean & Director (for kind information)
3. HOD's of all the Departments and Committee members.



**MINUTES OF THE MEETING held on 27-05-2021**

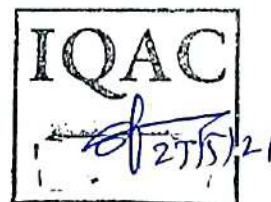
1. The Convener of the committee Dr. Manjunatha A S welcomed all the committee for the meetin.g
2. Decided to work effectively to nullify the grievances raised from the staff/students.
3. Meeting is conducted with class representatives and discussed about their grievances and solved all the problems immediately.
4. Chairman informed to involve more lady faculty members to visit girls hostel frequently to enquire about grievances.

The following members were present at the meeting:

SL.NO	NAME	DESIGNATION	SIGNATURE
1	Dr. HEMADRI NAIDU.T	Principal	
2	Dr. MANJUNATHA A.S	Convener	
3	Dr. ANUSUYA N.J	Member	
4	Mrs. SARITHA L	Member	
5	Dr. R. C PATIL	Member	
6	Dr. SHIVA KUMAR DALALI	Member	
7	Mr. RAGHAVENDRA .N	Member	
8	Mrs. ROOPA B.S	Member	
9	Mr. VISHWANATH B.R	Member	

  
Convener 27/05/21

  
Principal 27-5-2021



**PRINCIPAL**  
Don Bosco Institute of Technology  
Kumbalagodu, Mysore Road,  
Bangalore - 560 074.



DBIT/GRC/2020-2021/ EVEN/04

Date: 16-06-2021

## Circular

This is to inform that, all the Grievance Redressal Committee members to attend Grievance Redressal Committee meeting on 17-06-2021 at 12.30 PM in Principal office.

**AGENDA:**

1. Review of previous meeting
2. Online class recorded videos to the students
3. Internet problem in the Departments
4. Any other Agenda, if left out, will be discussed with the permission of the chairman

*MATS*  
Convener 16/06/21

*Pravil*  
Principal 16/06/2021



**PRINCIPAL**  
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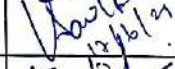
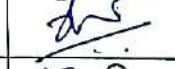

1. Executive Director (for kind information)
2. Dean & Director (for kind information)
3. HOD's of all the Departments and Committee members.



**MINUTES OF THE MEETING held on 17-06-2021**

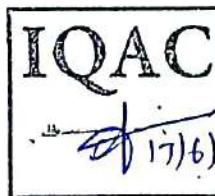
1. The Convener of the committee Dr. Manjunatha A S welcomed all the committee for the meeting
2. Discussed the review of the previous meeting.
3. Informed to provide important recorded videos to students.
4. Chairman discussed with system admin and solves the internet issues raised from the faculty.
5. Ensure that there is proper investigation of facts and figures related to the problem.
6. Chairman suggested to do redress grievance promptly.
7. Chairman instructed committee members should have positive friendly ways to collect the grievances from students and staff.

The following members were present at the meeting:

SL.NO	NAME	DESIGNATION	SIGNATURE
1	Dr. HEMADRI NAIDU.T	Principal	
2	Dr. MANJUNATHA A.S	Convener	
3	Dr. ANUSUYA N.J	Member	
4	Mrs. SARITHA L	Member	
5	Dr. R. C PATIL	Member	
6	Dr. SHIVA KUMAR DALALI	Member	
7	Mr. RAGHAVENDRA .N	Member	
8	Mrs. ROOPA B.S	Member	
9	Mr. VISHWANATH B.R	Member	

  
Convener 17/06/21

  
Principal 17-06-2021



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