



AJ INSTITUTE OF ENGINEERING & TECHNOLOGY

A Unit of Laxmi Memorial Education Trust

(Approved by AICTE, New Delhi, Affiliated to Visvesvaraya Technological University, Belgavi)

Accredited By NBA (BE : CV, CSE, ECE, ISE & ME)

Objectives of the Grievance and Redressal Committee:

- Ensure a fair and transparent process for addressing grievances.
- Promote cordial relationships among students and between students and staff to maintain the dignity of the College.
- Create a positive and harmonious environment for learning and growth.
- Build mutual confidence and trust among students, staff, and other stakeholders.
- Install suggestion/complaint boxes for anonymous submissions.
- Provide an opportunity for students to freely express grievances with utmost anonymity.

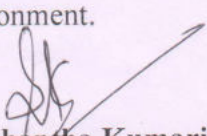
Functions of the Grievance and Redressal Committee:

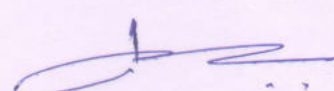
- Evaluate complaints from students or staff and assess their merit.
- Address genuine problems and concerns raised by students and staff.
- Promptly attend to cases and deliver a fair resolution within the stipulated time.

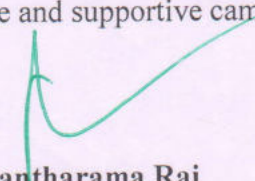
Procedure for Lodging Complaint :

1. Email your grievance to grc@ajiet.edu.in
2. WhatsApp to the coordinator or any other committee members.
3. Drop written complaints/ anonymous suggestions in designated suggestion boxes on campus.
4. Committee members will promptly address each complaint, assessing its merits and the gravity of the situation on a case-by-case basis.
5. Approach any committee member during working hours for assistance.

The cooperation of all students and staff is essential in upholding a positive and supportive campus environment.


Dr. Shantha Kumari K.
Coordinator, Grievance & Redressal
Committee
AJIET, Mangaluru


Dr. P Mahabaleswarappa
Dean, Academics,
AJIET, Mangaluru


Dr. Shantharama Rai
AJIET, Mangaluru

Principal
A.J. Institute of Engineering & Technology
Mangaluru - 575 006



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Ref No: AJIET/Grievance/02/2023-24

Date: 29/01/2024

Circular - Grievance and Redressal Committee Information

The Grievance Redressal Cell (GRC) at AJIET is committed to promptly addressing and resolving concerns, grievances, and complaints raised by both students and staff. This includes matters related to both academic and non-academic aspects within the institution.

Committee Members :

Name	Position	Phone Number	Email
Dr. Shantharama Rai C.	Principal	+91 8242862201	principal@ajiet.edu.in
Dr. P. Mahabaleswarappa.	Dean, Academics	+91 9448345434	dean@ajiet.edu.in
Dr. Shantha Kumari K, Professor, Department of Mathematics.	Coordinator	+91 9480025089	shantha@ajiet.edu.in
Mr. Prakash K Shetty, Associate Professor, Department of ECE.	Member	+91 9845791721	shettyprakash@ajiet.edu.in
Dr. Amarnath Shetty, Professor, Department of Civil Engineering.	Member	+91 9880398861	amarnathshetty2003@gmail.com
Dr. Chanchal Antony, Associate Professor, Department of AIML	Member	+91 9986429981	chanchalantony@ajiet.edu.in
Mr. Prashantha D A, Assistant Professor, Department of Mechanical Enginnering.	Member	+91 9743252916	prashantha@ajiet.edu.in
Mrs. Sharanya, Assistant Professor, Department of ISE.	Member	+91 8105763404	sharanya@ajiet.edu.in
Mrs. Namratha, Assistant Professor, Department of Chemistry.	Member	+91 8105832998	namratha@ajiet.edu.in

Principal
A.J. Institute of Engineering & Technology
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email : grc@ajiet.edu.in



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NOTE :

1. Email your grievance to grc@ajiet.edu.in
2. WhatsApp to the coordinator or any other committee members.
3. Drop written complaints in designated **suggestion boxes** on campus.
4. Committee members will promptly address each complaint, assessing its merits and the gravity of the situation on a case-by-case basis.
5. Approach any committee member during working hours for assistance

The cooperation of all students and staffs is essential in upholding a positive and supportive campus environment.


 Coordinator, Grievance & Redressal Committee


 DEAN ACADEMICS


 PRINCIPAL

Dr. Shantha Kumari K.
 Department of Mathematics
 AJIET, Mangaluru

Dr. P Mahabaleswarappa
 AJIET, Mangaluru

























Dr. Shantharama Rai
 AJIET, Mangaluru

Principal
 A.J. Institute of Engineering & Technology
 Mangaluru - 575 006

CC to :

1. The President, Vice President-LMET
2. All HOD's (CIV, CSE, CSE(AIML), CSE(ICB), AIDS, ISE, ECE, Mech, First year Coordinator, Physics, Chemistry, Mathematics, All Class Advisors)

All Classes :

First Year	 section	 Section	 Section	 Section	 Section	 Section	 Section	 Section	 Section
Second Year	CIV 	CSA 	ECE 	ISE 	MECH 				
3 rd Year	CIV 	CSE 	ECE 	ISE 	MECH 				
4 th Year	CIV 	CSE 	ECE 	ISE 	MECH 				



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Accredited By NBA (BE : CV, CSE, ECE, ISE & ME)

Ref No: AJIET/Grievance/01/2023-24

Date: 29/01/2024

CIRCULAR

The College level Grievance and Redressal Committee members meeting is scheduled on 29-01-2024 at 02:30 PM in the board room.

Agenda:

- Grievance Objective
- Awareness regarding Grievance Cell
- Grievance from each department
- Suggestion Box
- Any other matters

Your active participation is essential. All members are requested to attend punctually.

COORDINATOR,
Grievance & Redressal Committee

DEAN ACADEMICS

PRINCIPAL

Principal

A.J. Institute of Engineering & Technology
Mangaluru - 575 006

Copy to: All the members - Grievance & Redressal Committee(GRC)



Ref. No: AJIET/Grievance and Redressal Committee//2023-24

Minutes of Grievance Redressal Committee (GRC) Meeting

Grievance Redressal Committee members meeting was held with the Dean Academics on 29.01.2024 at 2.30PM in the Board Room.

Agenda :

- Grievance Objectives
- Awareness regarding Grievance Cell
- Grievance from each department
- Suggestion Box

The Dean welcomed the faculty members & the following points were discussed in the meeting :

- The Dean of academics suggested to display Members' details, including names, designations, and contact information, on the official notice board and the college website with the purpose of the committee.
- Discussed about a clear and accessible process for submitting grievances that will be displayed on the college website, notice boards, and communicated to students through official channels.
- Discussed about placement of Suggestion boxes at prominent locations, including hostels and the library, to encourage students and staff to submit their grievances and suggestions anonymously.
- GRC meetings will be conducted on a monthly basis to review and address submitted grievances.
- The schedule of these meetings will be communicated in advance, and any urgent matters can be brought to the attention of the committee members at any time.
- A mechanism will be implemented to document and track the actions taken on each grievance..
- The progress and resolutions will be regularly updated, and a summary of actions will be presented in subsequent GRC meetings.



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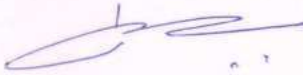
Accredited By NBA (BE : CV, CSE, ECE, ISE & ME)

The following members were present :

Sl. No.	Name	Designation	Signature
1	Dr. Shantharama Rai C	Principal	
2	Dr. P. Mahabaleswarappa.	Dean Academics	
3.	Dr. Shantha Kumari K	Coordinator	
4	Dr. Amarnath Shetty	Member	
5	Dr. Chanchal Antony	Member	
6	Mr. Manjukiran	NBA. Criteria 10 incharge.	

The meeting concluded with thanks from the chair to members present at 3PM.


COORDINATOR
Grievance Redressal Committee


DEAN, ACADEMICS


PRINCIPAL

For information::



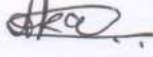
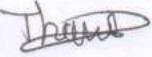
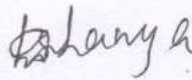
1. Vice President, LMET

Principal
A.J. Institute of Engineering & Technology
Mangaluru - 575 006

Grievance Redressal Committee

Minutes of the Grievance Redressal committee

The grievance redressal committee met on 27/01/2023 at 11.00 am in the board room. The following students were present.

1. Sudarsan. V.s Sec: E 
2. Gaurav Deep Sec: B 
3. AKash . B. Shetty Sec: C 
4. Thamisha Sec: D 
5. Dhanya V Shetty, Sec: A 

Students have expressed their grievance about the delay in the distribution of uniform material for first years. The committee ensured that grievance will be sorted out within 10 days.




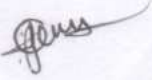


Coordinator


Chairman


Principal

Principal
A.J. Institute of Engineering & Technology
Mangaluru - 575 006

Members Present :

1. Prapulla K.R. 
2. Chanehal Antony 
3. Dr. Amarnath An 
4. Mr. Praymananda 
5. Mr. Prakash K Shetty 



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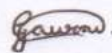


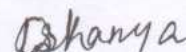
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Grievance Redressal Committee

Minutes of the Grievance Redressal committee

The grievance redressal committee met on 15 / 12 / 2022 at 11.00 am in the board room.

The following students were present.

1. Sudarshan. V. S Sec: E 
2. Gaurav Deep Sec: B 
3. Akash . B. Shetty Sec: C 
4. Tharisha Sec: D 
5. Dhanya V Shetty Sec: A 




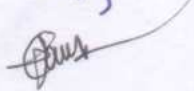

Student expressed their grievance about the loose connection of some switches in their classrooms of Block A. The committee ensured that grievance will be sorted out within 4 days.


Coordinator


Chairman


Principal

Members Present :

1. Ms. Profulla K.R. 
2. Mr. Chanehal Antony 
3. Dr. Amarnath 
4. Mr. Prishnu DA 
5. Mr. Prakash K. Shetty 

Principal
A.J. Institute of Engineering & Technology
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Grievance and Redressal Committee

Minutes of the Grievance redressal committee

The grievance redressal committee met on 07/08/2022 at 11.00 am in the board room

The following students were present


1. Nagendra Nayak - Section A I. BE
2. Tushar B. V. - Section C I. B. E
3. Ahra. A. - Section C - First year
4. Nandana Suresh - Section A - First year

Have expressed their grievance about availability of cold water on first floor, Block A. The committee ensures that grievance will be sorted out within 4 days.


Coordinator


Principal
A.J. Institute of Engineering & Technology
Mangaluru - 575 006

Members Present


[Signature]



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Grievance and Redressal Committee

Minutes of the Grievance redressal committee

The grievance redressal committee met on 19/07/2022 at 4.30 pm in the board room

The following students were present


1. Seema J. Rao - 2nd Yr ECE
2. SHRAYA M.R. - SECTION D.
3. Dishitha shet - Section A.
4. Nagavanshini - Section D
5. Prathubha - Karhura - Section D.

Have expressed their grievance about the distribution of prizes for the various events held during academic year 2021-22.

The committee ensures that grievance will be sorted out within a week and date shall be announced for the same.


Coordinator

Members Present


[Signature]


Principal
A.J. Institute of Engineering & Technology
Mangaluru - 575 006



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Grievance and Redressal Committee

Minutes of the Grievance redressal committee

The grievance redressal committee met on 12/07/2022 at 4.00 pm in the board room

The following students were present


1. Dhanush S - Section E - First year
2. SHREYAS .S - Section E - First year
3. Sonika Gode - Section E - First year
4. Jannet Kotian - Section E - First year.
5. Nikhita S.M. Section E - First Year.

Have expressed their grievance about the curtain is needed for the windows in first year class room (Section E- Room Number 113). Students request is noted and

The committee ensures that grievance will be sorted out within 5 days.


Coordinator

Members Present


[Sankar Singh]


Principal
A.J. Institute of Engineering & Technology
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Grievance and Redressal Committee

Minutes of the Grievance redressal committee

The grievance redressal committee met on 08/09/2022 at 11.00 am in the board room


The following students were present


1. Panchami Gunaga - Section D - IBE
2. Mega Hawala - Section - C - 1st Year
3. Fruijas Joseph - Section A - IBE
4. ABINU N.V - SECTION - C
5. Shiju P.S - Section - C - IBE

Have expressed their grievance about unavailability of snacks/tea/coffee in the cafeteria after college working hours. The committee ensures that grievance will be sorted out within a week.


Coordinator

Members Present


[Name of Member Present]


Principal
A.J. Institute of Engineering & Technology
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Grievance and Redressal Committee

Minutes of the Grievance redressal committee

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The following students were present


1. Seema J. Rao - 2nd Yr ECE
2. SHRAYA M.R. - SECTION D.
3. Dipkithi shet - Section A.
4. Nagavanshini - Section D
5. Prathubha . Karkura - Section D.

Have expressed their grievance about the distribution of prizes for the various events held during academic year 2021-22.

The committee ensures that grievance will be sorted out within a week and date shall be announced for the same.


Coordinator

Members Present


[SARATH SHARMA]


Principal
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Grievance and Redressal Committee

Minutes of the Grievance redressal committee

The grievance redressal committee met on 12/07/2022 at 4.00 pm in the board room

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1. Dhanush S - Section E - First year
2. SHREYAS . S - Section E - First year
3. Saneha Gode - Section E - First year
4. Jannu Kotian - Section E - First year.
5. Nidhi S.M. Section E - First Year.


Have expressed their grievance about the curtain is needed for the windows in first year class room (Section E- Room Number 113). Students request is noted and

The committee ensures that grievance will be sorted out within 5 days.


Coordinator

Members Present


[Sankar Singh]


Principal
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Date: 24.01.2024

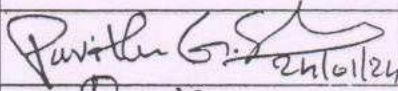
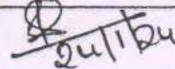
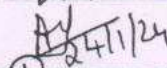
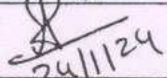
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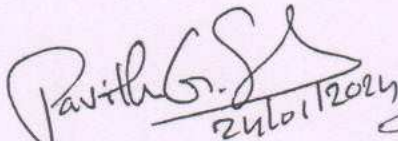
All the faculty members of Canteen & food committee are hereby informed to attend a meeting on 24/01/2024 12.00 P.M in the Canteen.

Agenda:


- Discussion about Price hike & Quality of food.
- Discussion about feedback received
- Other issues

Canteen Committee Members:

SI.No	Name	Designation	Signature
1	Dr.Pavitra Shanbhag	Coordinator	 24/01/24
2	Mr.Sudheer Kini	Member	 24/1/24
3	Mrs.Sahana K Adyanthaya	Member	 24/1/2024
4	Mrs.Arptha G	Member	 24/1/24
5	Mrs. Ashwitha A Shetty	Member	 24/1/24


Coordinator
24/01/2024


Dean Academics
24/01/2024


Principal
Principal

A.J. Institute of Engineering & Technology
Mangaluru - 575 006




Principal
A.J. Institute of Engineering & Technology
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Date: 24. 01.24

Minutes of Meeting

Minutes of the college canteen & Food committee meeting held on 24/01/2024 at 12.00 P.M in the Canteen.
The following members of the committee attended the meeting:

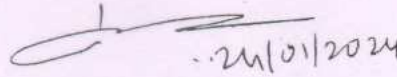
SI.No	Name	Designation	Signature
1	Dr.Pavitra Shanbhag	Coordinator	
2	Mr.Sudheer Kini	Member	
3	Mrs.Sahana K Adyanthaya	Member	
4	Mrs.Arptha G	Member	
5	Mrs. Ashwitha A Shetty	Member	

Discussed Points:

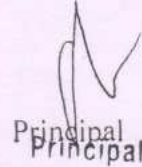
- 1) Price hike.
- 2) Mixing of Non-Veg items with Veg items.
- 3) Separate kitchen Accessories for Veg and Non Veg items along with serve system.
- 4) Quality and hygiene of food.
- 5) Printed Menu board with Price.



Coordinator



Dean Academics



Principal
A.J. Institute of Engineering & Technology
Mangaluru - 575 006



Principal
A.J. Institute of Engineering & Technology
Mangaluru - 575 006



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Date:3/4/2023

Minutes of Meeting

Minutes of the college canteen committee meeting held on 03/04/2023 at 2.00 P.M in the Canteen.

The following members of the committee attended the meeting:

Sl.No	Name	Designation	Signature
1	Dr.Pavitra Shanbhag	Chairman	
2	Mr.Sudheer Kini	Member	
3	Mr.Rakesh M.R	Member	

Discussed Points:

- 1) Improper frying of Poori and potato.
- 2) Mixing of Non-Veg items with Veg items Especially in Gobi and fried rice..
- 3) Facility in Food court and requirement of Chat items.
- 4) Informed Committee members and student representatives about the Suggestion box which is available near principal cabin for the feedback.

Chairman

Dr.Pavitra Shanbhag 3/4/23

Principal
Principal
A.J. Institute of Engineering & Technology
Mangaluru - 575 006

Principal
A.J. Institute of Engineering & Technology
Mangaluru - 575 006



AJ INSTITUTE OF ENGINEERING & TECHNOLOGY

A Unit of Laxmi Memorial Education Trust

(Approved by AICTE, New Delhi, Affiliated to Visvesvaraya Technological University, BelgaVI)

Date: 3/4/2023

Minutes of Meeting

Minutes of the college canteen committee student representatives meeting held on 3/4/2023 at 2.00 P.M in the Canteen.

The following student representatives of the committee attended the meeting:

Sl.No	Name	Section/Branch	Sign
1	Sakshi S	1 st Yr/EC	
2	Monith	1 st Yr/ME	
3	Royston V	3 rd Yr/CV	
4	Nithinraj P	3 rd Yr/CV	
5	Swasthi Achar	3 rd Yr/CS	
6	Prathik CK	3 rd Yr/CS	
7	Farhan	1 st Yr/CV	
8	Mohammed Arif	1 st Yr/CV	
9	Pavan	2nd Yr/ISE	
10	Gaurav S	2nd Yr/ISE	

Discussed points:

Collected the feedback from student's representatives and the Xerox copy of the same is attached.

Chairman

Dr. Pavitra Shanbhag 3/4/23

Principal
Principal
A.J. Institute of Engineering & Technology
Mangaluru - 575 006

Principal
A.J. Institute of Engineering & Technology
Mangaluru - 575 006



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Date:23/6/2023

Minutes of Meeting

Minutes of the college canteen committee meeting held on 23/06/2023 at 12.00 P.M in the Canteen.

The following members of the committee attended the meeting:

Sl.No	Name	Designation	Signature
1	Dr.Pavitra Shanbhag	Chairman	
2	Mr.Sudheer Kini	Member	
3	Mr.Rakesh M.R	Member	 23/6/23

Discussed Points:

- 1) Feedback to be collected through Google form.
- 2) Mixing of Non-Veg items with Veg items Especially in egg noodles..
- 3) Facility in Food court and requirement of Chat items, Nescafe, Maggi.
- 4) Decided to do inspection randomly.

Chairman

23/6/23
Dr.Pavitra Shanbhag

Principal

Principal

A.J. Institute of Engineering & Technology
Mangaluru - 575 006

A.J. Institute of Engineering & Technology
Mangaluru - 575 006



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Date:23/6/2023

Minutes of Meeting

Minutes of the college canteen committee student representatives meeting held on 23/06/2023 at 2.00 P.M in the Canteen.

The following student representatives of the committee attended the meeting:

Sl.No	Name	Section/Branch	Sign
1	Sakshi S	1 st Yr/EC	Sakshi
2	Monith	1 st Yr/ME	Monith
3	Royston V	3 rd Yr/CV	Royston
4	Nithinraj P	3 rd Yr/CV	NR
5	Swasthic Achar	3 rd Yr/CS	Swasthic
6	Prathik CK	3 rd Yr/CS	Prathik
7	Farhan	1 st Yr/CV	Farhan
8	Mohammed Arif	1 st Yr/CV	Arif
9	Pavan	2nd Yr/ISE	Pavan
10	Gaurav S	2nd Yr/ISE	Gaurav

Discussed points:

Collected the feedback from student's representatives and the Xerox copy of the same is attached.

Chairman
Dr. Pavitra Shanbhag
23/6/23

Principal
Principal
A.J. Institute of Engineering & Technology
Mangaluru - 575 006
Principal
A.J. Institute of Engineering & Technology
Mangaluru - 575 006