

# Dr. T.THIMMAIAH INSTITUTE OF TECHNOLOGY, KGF

## OFFICE ORDER

OFFICE order/  
Date:

### Formation of Grievance Cell

**Ref. -** AICTE Regulation for Establishment of a Grievance Redressal Committee & appointment of Ombudsman, by the Technological & Affiliating Universities/AICTE approved Institutions. Letter from AICTE No.1-101/DPG/AICTE/OMBUDSMAN/2012 dtd.9th July 2012.

With reference to above, Grievance Cell is being formed for Dr. T.THIMMAIAH INSTITUTE OF TECHNOLOGY, K.G.F., Students having any complaint/grievance shall contact any of the following members of the Grievance Cell. Members list are as follows.

| Sl.no. | Member name       | Designation                      | Grievance Cell Designation | Room no. | Contact no. | Email-Id                    |
|--------|-------------------|----------------------------------|----------------------------|----------|-------------|-----------------------------|
| 1      | Dr.P.D.Sudersanan | Professor&HOD., Mechanical Engg. | Chairman                   | FH-137   | 9448310725  | hod.mech@drttit.edu.in      |
| 2      | Dr.H.G.Shenoy     | Professor&Vice-Principal         | Member                     |          | 9880206257  | viceprincipal@drttit.edu.in |
| 3      | Ms.Vijaya Lakshmi | Associate Professor,ECE.         | Member                     | F-329    | 9449378246  | vijayalakshmi@drttit.edu.in |
| 4      | Mr.B.V.Ammiraju   | Office superintendent            | Member                     | F-116    | 9448713918  | ammiraju@drttit.edu.in      |
| 5      | Dr.Rajan Babu     | Scientist, NIRM.,KGF.            | Ombudsman                  | ----     | 9845188807  | ddstrajan@gmail.com         |

*linal Divial*  
05.9.2018  
Dean(Administration)

*Chandrasekhar*  
Vice-Principal  
VICE PRINCIPAL  
Dr.T.Thimmaiah Institute of Technology  
Oorgaum, K.G.F - 563 120,

*17/01/2022*  
PRINCIPAL  
Dr.T.Thimmaiah Institute of Technology  
Oorgaum, K. G. F. - 563120  
Principal  
PRINCIPAL  
Dr.T.Thimmaiah Institute of Technology  
Oorgaum, K.G.F. - 563 120,



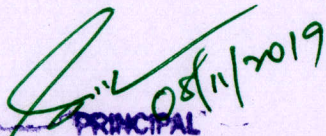
# Dr. T. THIMMIAH INSTITUTE OF TECHNOLOGY, K.G.F

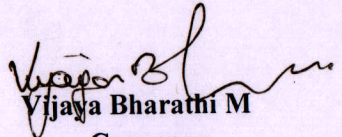
08-11-19

## Circular

This is to inform you all that a meeting of the grievance committee will be held in the Mechanical HOD's Cabin on 11<sup>th</sup> November 2019 at 3PM. The following is the Agenda of the meeting.

1. To review the minutes of the previous meeting.
2. To go through the contents of the grievance box.
3. Any other noteworthy events.

  
08/11/2019  
PRINCIPAL  
Dr T Thimmaiah Institute of Technology  
Dargam K G F 563 120

  
Vijaya Bharathi M  
Convenor





**DR.T.THIMMAIAH INSTITUTE OF TECHNOLOGY**  
**Department of Mechanical Engineering**

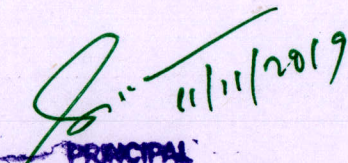
**MINUTES OF GRIEVANCE CELL MEETING**

**Date:** 11-11-19

|                             |   |               |  |
|-----------------------------|---|---------------|--|
| <b>Meeting Name:</b>        | <b>Grievance Committee Meeting</b>  |               |  |
| <b>Date of Meeting:</b>     | 11-11-19  | <b>Time:</b>  | 3 to 4.00 PM   |
| <b>Meeting Facilitator:</b> | Dr. P D Sudersanan<br>Professor & Head<br>Dr T Thimmaiah Institute of<br>Technology, K.G.F-563120 | <b>Venue:</b> | HOD Cabin<br>Department of Mechanical<br>Engineering |

**1. Agenda**

1. To review the minutes of the previous meeting.
2. To go through the contents of the grievance box.
3. Any other noteworthy events.

  
**PRINCIPAL**  
Dr T Thimmaiah Institute of Technology  
- Coorgaum K G F 563 120

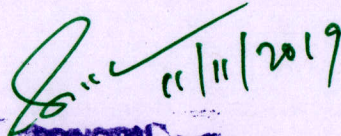




**DR. T. THIMMAIAH INSTITUTE OF TECHNOLOGY**  
**Department of Mechanical Engineering**

| 2. Minutes of Meeting |   |              |                           |         |
|-----------------------|---|--------------|---------------------------|---------|
| S.L                   | Points Discussed  | Assigned to  | Completed / Not completed | Remarks |
| 1                     | Chairman welcomed the members.  | Chairman     | Completed                 | Nil     |
| 2                     | Reviewed the minutes of the previous meeting.   | Chairman     | Completed                 | Nil     |
| 3                     | The members inspected the contents of the grievance box. We found no complaints registered through it.  | Mr. Ammiraju | Completed                 | Nil     |
| 4                     | The members discussed the action to be taken regarding the oral complaints received pertaining to the delay in receiving scholarship for SC/ST students. The same has been communicated to the SC/ST committee. | Mr. Ammiraju | Completed                 | Nil     |
| 5                     | No other issues discussed   |              |                           |         |

Date: 11-11-19  
Place: Dr TTIT

  
11/11/2019  
PRINCIPAL  
Dr T Thimmaiah Institute of Technology  
Ooragam KGF 563 120

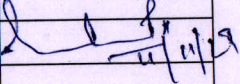
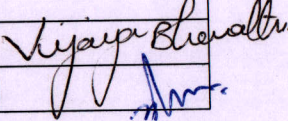
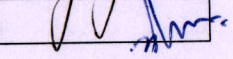
  
11/11/19  
Chairman

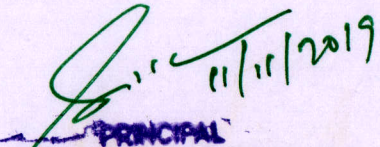




**DR.T.THIMMAIAH INSTITUTE OF TECHNOLOGY**  
**Department of Mechanical Engineering**

**3. Attendance of grievance cell meeting conducted on 11-11-19**

| SL.NO. | NAME OF THE STAFF      | DESIGNATION                | Grievance Cell Designation | SIGNATURE   |
|--------|------------------------|----------------------------|----------------------------|---|
| 1      | Dr. P D SUDERSANAN     | Professor & HOD            | Chairman                   |  |
| 2      | Dr. H G SHENOY         | Professor & Vice Principal | Member                     |   |
| 3      | Mrs. VIJAYA BHARATHI M | Associate Professor        | Convenor                   |  |
| 4      | Mr. AMMIRAJU           | Office Superintend         | Member                     |  |

  
11/11/2019  
PRINCIPAL  
Dr. T. Thimmaiah Institute of Technology  
Dargam K G F 563 120



# Dr. T. THIMMIAH INSTITUTE OF TECHNOLOGY, K.G.F

02-08-19

Circular

This is to inform you all that a meeting of the grievance committee will be held in the Mechanical HOD's Cabin on 6<sup>th</sup> August 2019 at 3PM. The following is the Agenda of the meeting.

1. To review the minutes of the previous meeting.
2. To go through the contents of the grievance box.
3. Any other noteworthy events.

*Principal* 02/08/2019  
PRINCIPAL  
Dr T Thimmiah Institute of Technology  
Dargam KGF 563 120

*Vijaya Bharathi M*  
Vijaya Bharathi M  
Convenor





**DR.T.THIMMAIAH INSTITUTE OF TECHNOLOGY**  
**Department of Mechanical Engineering**

**MINUTES OF GRIEVANCE CELL MEETING**

**Date:** 06-08-19

|                             |   |               |  |
|-----------------------------|---|---------------|--|
| <b>Meeting Name:</b>        | <b>Grievance Committee Meeting</b>  |               |  |
| <b>Date of Meeting:</b>     | 06-08-19  | <b>Time:</b>  | 3 to 4.00 PM   |
| <b>Meeting Facilitator:</b> | Dr. P D Sudersanan<br>Professor & Head<br>Dr T Thimmaiah Institute of<br>Technology, K.G.F-563120 | <b>Venue:</b> | HOD Cabin<br>Department of Mechanical<br>Engineering |

**1. Agenda**

1. To review the minutes of the previous meeting.
2. To go through the contents of the grievance box.
3. Any other noteworthy events.

  
06/08/2019  
PRINCIPAL  
Dr T Thimmaiah Institute of Technology  
Dargam K G F 563 120

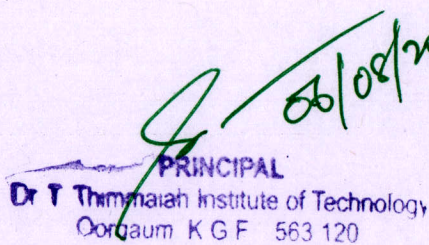


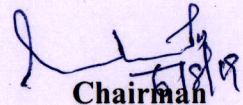


**DR.T.THIMMAIAH INSTITUTE OF TECHNOLOGY**  
**Department of Mechanical Engineering**

| 2. Minutes of Meeting |  |              |                           |         |
|-----------------------|--|--------------|---------------------------|---------|
| S.L                   | Points Discussed   | Assigned to  | Completed / Not completed | Remarks |
| 1                     | Chairman welcomed the members.   | Chairman     | Completed                 | Nil     |
| 2                     | Reviewed the minutes of the previous meeting.  | Chairman     | Completed                 | Nil     |
| 3                     | The contents of the grievance box installed in the main building and new block is inspected . No complaints were recorded. | Mr. Ammiraju | Completed                 | Nil     |
| 4                     | No other issues discussed  |              |                           |         |

Date: 06-08-19  
Place: Dr TTIT

  
PRINCIPAL  
Dr T Thimmaiah Institute of Technology  
Ooradam K G F 563 120

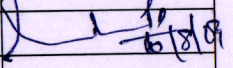
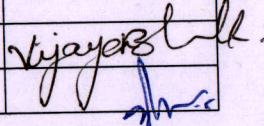
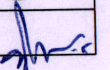
  
Chairman

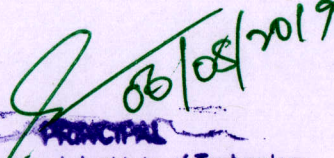




**DR. T. THIMMAIAH INSTITUTE OF TECHNOLOGY**  
**Department of Mechanical Engineering**

**3. Attendance of grievance cell meeting conducted on 06-08-19**

| SL.NO. | NAME OF THE STAFF      | DESIGNATION                | Grievance Cell Designation | SIGNATURE   |
|--------|------------------------|----------------------------|----------------------------|---|
| 1      | Dr. P D SUDERSANAN     | Professor & HOD            | Chairman                   |  |
| 2      | Dr. H G SHENOY         | Professor & Vice Principal | Member                     |   |
| 3      | Mrs. VIJAYA BHARATHI M | Associate Professor        | Convenor                   |  |
| 4      | Mr. AMMIRAJU           | Office Superintend         | Member                     |  |

  
06/08/2019  
PRINCIPAL  
Dr T Thimmaiah Institute of Technology,  
Oorqaum K G F 563 120



Dr.TTIT/Mech/2018-19/G.Cell/003

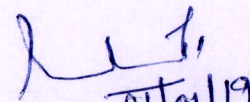
## Dr. T. THIMMIAH INSTITUTE OF TECHNOLOGY, K.G.F


01-01-19

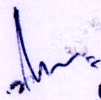
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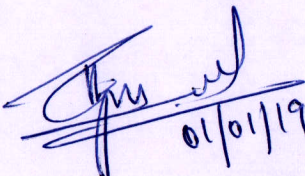
This is to inform you all a meeting of the Grievance cell is arranged on 5<sup>th</sup> January 2019. The meeting will be held in the HOD's Cabin of Mechanical Engineering Department at 3.00 PM. The following is the Agenda of the meeting.

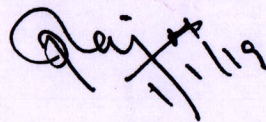
1. To review the minutes of the previous meeting.
2. To go through the Grievance box contents.
3. Any other noteworthy points.

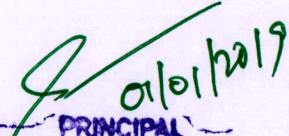
  
01/01/19  
Dr.P.D.Sudersanan  
Chairman

  
01/01/19

  
01/01/19

  
01/01/19

  
1/1/19

  
01/01/2019  
PRINCIPAL  
Dr T Thimmiah Institute of Technology  
Gordam K G F 563 120





**DR.T.THIMMAIAH INSTITUTE OF TECHNOLOGY**  
**Department of Mechanical Engineering**

**MINUTES OF GRIEVANCE CELL MEETING**

Date: 05/01/2019

|                             |   |              |  |
|-----------------------------|---|--------------|--|
| <b>Meeting Name:</b>        | <b>Grievance Committee Meeting</b>  |              |  |
| <b>Date of Meeting:</b>     | 05-01-19  | <b>Time:</b> | 3.00 PM to 3:30 PM                                     |
| <b>Meeting Facilitator:</b> | Dr. P D Sudersanan<br>Professor & Head<br>Dr T Thimmaiah Institute of<br>Technology, K.G.F-563120 | <b>Venu:</b> | HOD Chamber<br>Department of Mechanical<br>Engineering |

**1. Agenda**

1. To review the minutes of the previous meeting.
2. To go through the Grievance box contents.
3. Any other noteworthy points.

**2. Review of the Previous Meeting held on 27/09/2018**

| <b>S.L</b> | <b>Points Discussed</b>                                    | <b>Assigned to</b> | <b>Completed / Not Completed</b> | <b>Remarks</b> |
|------------|--|--------------------|----------------------------------|----------------|
| 1          | Review of the complaint discussed in the previous meeting. | Chairman           | Completed                        | Nil            |

*[Signature]* 05/01/2019  
PRINCIPAL  
Dr T Thimmaiah Institute of Technology  
Dargam K G F 563 120



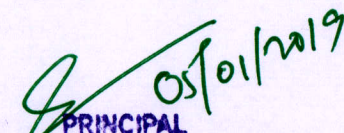


**DR.T.THIMMAIAH INSTITUTE OF TECHNOLOGY**  
**Department of Mechanical Engineering**

| 3. Meeting Attendees   |               |         |
|--|---------------|---------|
| Attendance sheet enclosed.   |               |         |
| 4. Minutes of Meeting  |               |         |
| Topics discussed   | Assigned to   | Time    |
| 1) Chairman welcomed the members for the meeting.  |               | 3.00 PM |
| 2) Reviewed the minutes of the previous meeting  | Chairman      | 3.05 PM |
| 3) Gone through the contents of the grievance box. Few complaints regarding the quality of hostel food is appropriately intimated to the concerned incharges. No other noteworthy contents were observed in the box. | Mr. Ammi Raju | 3.10 PM |

Date: 05-01-19  
Place: Dr TTIT

  
Chairman

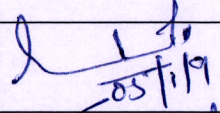
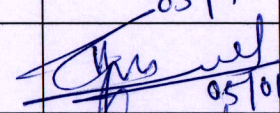
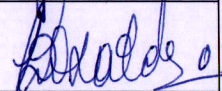
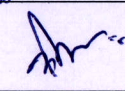
  
PRINCIPAL  
Dr T Thimmaiah Institute of Technology  
Ooradam K G F 563 120





**DR.T.THIMMAIAH INSTITUTE OF TECHNOLOGY**  
**Department of Mechanical Engineering**

Attendance of Grievance Cell meeting conducted on 05-01-2019

| SL.NO. | NAME OF THE STAFF  | DESIGNATION                | Grievance Cell Designation | SIGNATURE   |
|--------|--------------------|----------------------------|----------------------------|---|
| 1      | Dr. P D SUDERSANAN | Professor & HOD            | Chairman                   | <br>05/01/19 |
| 2      | Dr. H G SHENOY     | Professor & Vice Principal | Member                     | <br>05/01/19 |
| 3      | Ms. Vijaya Lakshmi | Associate Professor        | Member                     | <br>05/01/19 |
| 4      | Mr. B V Ammiraju   | Office Superintendent      | Member                     |              |

Date: 05-01-19  
Place: Dr TTIT

  
05/01/2019  
**PRINCIPAL**  
Dr T Thimmaiah Institute of Technology  
Ooragam K G F 563 120

  
05/01/19  
**Chairman**



Dr.TTIT/Mech/2018-19/G.Cell/002

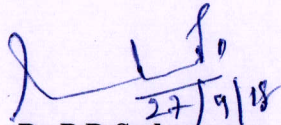
Dr. T. THIMMIAH INSTITUTE OF TECHNOLOGY, K.G.F


27-09-18

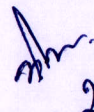
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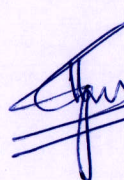
This is to inform you all that an urgent meeting of the Grievance cell is arranged today. The meeting will be held in the HOD's Cabin of Mechanical Engineering Department at 10.30 AM. The following is the Agenda of the meeting.

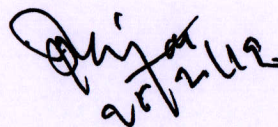
1. To review the minutes of the previous meeting.
2. To address the grievance issue raised by a girl student.
3. To go through the complaints registered through Grievance box.
4. Any other noteworthy points.

  
27/9/18  
**Dr.P.D.Sudersanan**  
Chairman

 27/09/18

 27/09/18

 27/09/18

 27/9/18

 27/09/2018  
**PRINCIPAL**  
Dr T Thimmiah Institute of Technology  
Oorgaum K G F 563 120





**DR.T.THIMMAIAH INSTITUTE OF TECHNOLOGY**  
**Department of Mechanical Engineering**

**MINUTES OF GRIEVANCE CELL MEETING**

Date: 27/09/2018

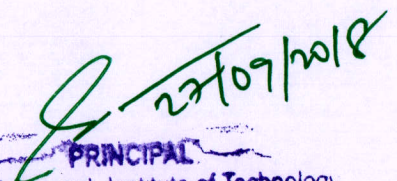
|                             |   |              |  |
|-----------------------------|---|--------------|--|
| <b>Meeting Name:</b>        | <b>Grievance Committee Meeting</b>  |              |  |
| <b>Date of Meeting:</b>     | 27-09-18  | <b>Time:</b> | 10:30 AM to 11:30 AM                                   |
| <b>Meeting Facilitator:</b> | Dr. P D Sudersanan<br>Professor & Head<br>Dr T Thimmaiah Institute of<br>Technology, K.G.F-563120 | <b>Venu:</b> | HOD Chamber<br>Department of Mechanical<br>Engineering |

**1. Agenda**

1. To review the minutes of the previous meeting.
2. To address the grievance issue raised by a girl student.
3. To go through the complaints registered through Grievance box.

**2. Review of the Previous Meeting held on 07/09/2018**

| <b>S.L</b> | <b>Points Discussed</b>       | <b>Assigned to</b> | <b>Completed / Not Completed</b> | <b>Remarks</b> |
|------------|-------------------------------|--------------------|----------------------------------|----------------|
| 1          | Installation of Grievance box | Ms. Vijaya Lakshmi | Completed                        | Nil            |

  
**PRINCIPAL**  
Dr T Thimmaiah Institute of Technology  
Goragum K G F 563 120





**DR.T.THIMMAIAH INSTITUTE OF TECHNOLOGY**  
**Department of Mechanical Engineering**

| 3. Meeting Attendees  |             |          |
|---|-------------|----------|
| Attendance sheet enclosed.  |             |          |
| 4. Minutes of Meeting   |             |          |
| Topics discussed  | Assigned to | Time     |
| 1) Chairman welcomed the members for the meeting.   |             | 10:30 AM |
| 2) Reviewed the minutes of the previous meeting   | Chairman    | 10:35 AM |
| 3) Disussed the complaint registered by a girl student with the committee. Committee called the girl discussed the issue. Later the boy with whom she has raised the complaint was called along with his parents and advised and also warned him about the consequences. The committee also taken an assurance from him not to disturb her in future. | All Members | 10:40 AM |
| 4) No serious complaint was observed in the Grievence box.  | All Members | 11.20 AM |

Date: 27-09-18

Place: Dr TTIT

*[Handwritten Signature]*  
27/09/2018

PRINCIPAL

Dr T Thimmaiah Institute of Technology  
Doddam K G F 563 120

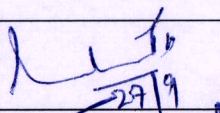
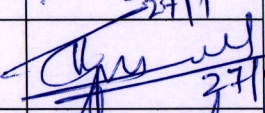
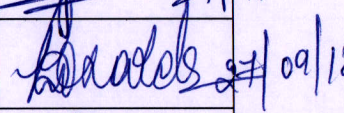
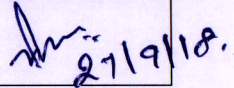
*[Handwritten Signature]*  
27/9  
Chairman





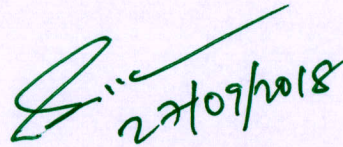
**DR.T.THIMMAIAH INSTITUTE OF TECHNOLOGY**  
**Department of Mechanical Engineering**

Attendance of Grievance Cell meeting conducted on 27-09-2018

| SL.NO. | NAME OF THE STAFF  | DESIGNATION                | Grievance Cell Designation | SIGNATURE   |
|--------|--------------------|----------------------------|----------------------------|---|
| 1      | Dr. P D SUDERSANAN | Professor & HOD            | Chairman                   | <br>27/9     |
| 2      | Dr. H G SHENOY     | Professor & Vice Principal | Member                     | <br>27/9/18  |
| 3      | Ms. Vijaya Lakshmi | Associate Professor        | Member                     | <br>27/09/18 |
| 4      | Mr. B V Ammiraju   | Office Superintendent      | Member                     | <br>27/9/18. |

Date: 27-09-18  
Place: Dr TTIT

  
Chairman

  
27/09/2018

PRINCIPAL  
Dr. T. Thimmaiah Institute of Technology  
Oorgaam, K. G. F- 563120

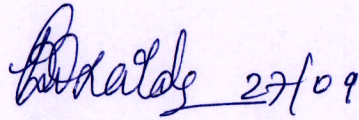
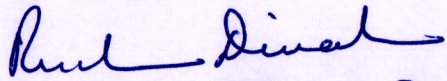
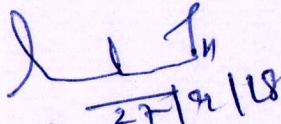
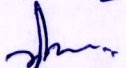


## Note

In response to the complaint received by a 5<sup>th</sup> semester student of ECE on 26/09/2018, we have identified the boy who has passed out from ECE department and called him to appear before the disciplinary committee. He ensured that he will not repeat it in future. We have also taken an undertaking from the boy which is enclosed.

The committee instructed him not to repeat this in future for which he agreed.

The committee met on 27/09/2018 at 10:30 AM in HOD mechanical's room.

1. Vijayalakshmi GV  27/09
2. Lokenani Divakaran  
HOD ECE  29-09-2018
3. Dr. P. D. Sudarshan  27/09/18
4. B. V. Anand Ravi  27/09/18.

 27/09/2018  
PRINCIPAL  
Dr. T. Thimmiah Institute of Technology  
Durgaum K.G.F. 563 120



FROM:-

SUMAIYA FATHIMA

5<sup>th</sup> SEM ECE

DR. TTIT

Date:- 27/09/18

TO:-

THE HOD

ECE

DR. TTIT

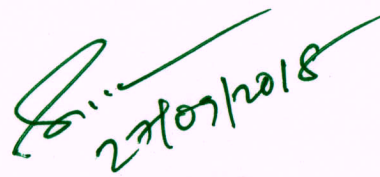
Sub:- Requesting to consider my application & take appropriate action

Respected Madam,

As I am writing this letter to inform you about that a boy named Sunil is for texting me & disturbing me even in the college. So I kindly request you to take some action against him.

Thanking you

yours obediently  
SUMAIYA FATHIMA,

  
27/09/18

PRINCIPAL  
Dr. T. Thirumalaiah Institute of Technology  
Oorgaam, K. G. F- 563120



From,

Sunil Kumar D.C (14V14FC067)

#14. E.S. Block,

Near. Buller's shaft,

Oorgaam post,

K.G.F. 563120.

To,

The HOD,

ECE Dept,

Dr 7717, Oorgaam, post-

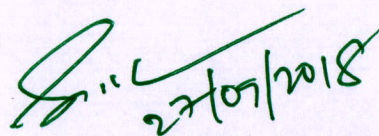
K.G.F. 563120.

Respected mam,

Subject: Requesting to Apology my mistake.  
Last year passed out student from this college

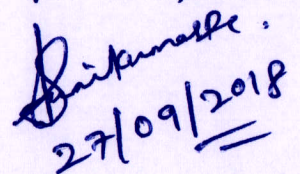
I am Sunil Kumar D.C. ↑ Again I will not commit  
this mistake. I was been texting to one of the  
present student <sup>(my Junior)</sup> of this Institution. I am sorry for  
whatever happened and I will not repeat it  
in future.

Thanking you.

  
27/09/2018

PRINCIPAL  
Dr. T. Thirumala Institute of Technology  
Oorgaam, K. G. F. - 563120

Yours faithfully

  
27/09/2018



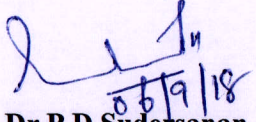
Dr. T. THIMMIAH INSTITUTE OF TECHNOLOGY, K.G.F


06-09-18


Circular

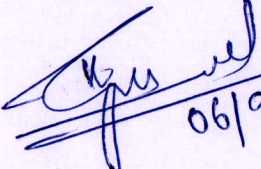
This is a notification for a meeting of the Grievance cell recently formed at our college campus to address the issues faced by students and staff. The meeting will be held in the HOD's Cabin of Mechanical Engineering Department at 4.30 PM on 7<sup>th</sup> September 2018. The following is the Agenda of the meeting.

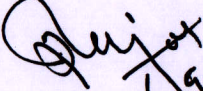
1. Discuss the action plan to address the students grievances.
2. To discuss and decide the meeting schedule.
3. Any other issues

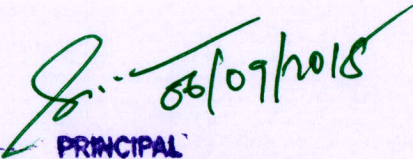
  
06/9/18  
**Dr.P.D.Sudersanan**  
Chairman

 06/09/18

 06/9/18.

  
06/9/18

  
6/9/18

  
06/09/2018  
**PRINCIPAL**  
Dr T Thimmaiah Institute of Technology  
Dorqum K G F 563 120





**DR.T.THIMMAIAH INSTITUTE OF TECHNOLOGY**  
**Department of Mechanical Engineering**

**MINUTES OF GRIEVANCE CELL MEETING**

Date: 07/09/2018

|                             |  |              |  |
|-----------------------------|--|--------------|--|
| <b>Meeting Name:</b>        | <b>Grievance Committee Meeting</b>   |              |  |
| <b>Date of Meeting:</b>     | 07-09-18   | <b>Time:</b> | 4:00 P.M to 4:30 P.M                                   |
| <b>Meeting Facilitator:</b> | Dr. P D Sudersanan<br>Professor & Head<br>Dr T Thimmaiah Institute of<br>Technology, K.G.F-563 120 | <b>Venu:</b> | HOD Chamber<br>Department of Mechanical<br>Engineering |

**1. Agenda**

1. Discuss the action plan to address the students grievances.
2. To discuss and decide the meeting schedule.

**2. Meeting Attendees**

Attendance sheet enclosed.

**3. Minutes of Meeting**

| <b>Topics discussed</b>   | <b>Assigned to</b> | <b>Time</b> |
|---|--------------------|-------------|
| 1) Chairman welcomed the members for the meeting.   |                    | 4:00 PM     |
| 2) Discussed the direct and indirect ways to collect the issues faced by the students. The committee decided that all issues related to girl students initially to be counseled by Ms. Vijaya Lakshmi, Associate Professor of EC department and finally bring to the committee. Also decided to install a Mail Box to collect the grievances faced by students who are not willing to raise it directly to the committee members. | Ms. Vijaya Lakshmi | 4:05 PM     |
| 3) Decided to conduct regular meetings once in every three months to review the progress and also when a complaint received has to be immediately addressed.  | All Members        | 4:25 PM     |

Date: 07-09-18

Place: Dr TTIT

*[Signature]*  
PRINCIPAL  
Dr T Thimmaiah Institute of Technology  
Doregaum K G F 563 120

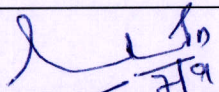
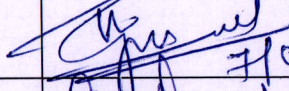
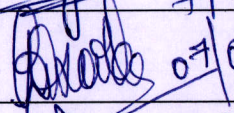
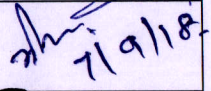
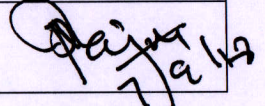
*[Signature]*  
Chairman



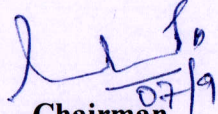


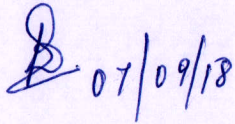
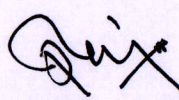
**DR.T.THIMMAIAH INSTITUTE OF TECHNOLOGY**  
**Department of Mechanical Engineering**

Attendance of Grievance Cell meeting conducted on 07-09-2018

| SL.NO. | NAME OF THE STAFF  | DESIGNATION                | Grievance Cell Designation | SIGNATURE   |
|--------|--------------------|----------------------------|----------------------------|---|
| 1      | Dr. P D SUDERSANAN | Professor & HOD            | Chairman                   | <br>7/9      |
| 2      | Dr. H G SHENOY     | Professor & Vice Principal | Member                     | <br>7/09/18  |
| 3      | Ms. Vijaya Lakshmi | Associate Professor        | Member                     | <br>07/09/18 |
| 4      | Mr. B V Ammiraju   | Office Superintendent      | Member                     | <br>7/9/18   |
| 5      | Dr. Rajan Babu     | Scientist, NIRM, K.G.F.    | Ombudsman                  | <br>7/9/18  |

Date: 07-09-18  
Place: Dr TTIT

  
Chairman

 07/09/18 

  
PRINCIPAL  
Dr T Thimmaiah Institute of Technology  
Gorqum KGF 563 120





**Dr T THIMMAIAH INSTITUTE OF TECHNOLOGY,  
OORGAUM, KGF**

**OFFICE ORDER**

**OFFICE Order/Dr.TTIT/Gri.cell.comittee/2017-18**

**Formation of Grievance Cell**

**Date:01/08/2017**

**Ref. - AICTE Regulation for establishment of a grievance redressal committee & appointment of Ombudsman, by the technological &affiliating universities/AICTE approved Institutions.**

With reference to above, Grievance Cell is being formed for **Dr. T.THIMMAIAH INSTITUTE OF TECHNOLOGY,K.G.F.**, Students having any complaint/grievance shall contact any of the following members of the Grievance Cell. Members list are as follows.

| Sl. no. | Member name            | Designation                    | Grievance Cell Designation | Room no. | Contact no. | Email-Id                    | Sign.                         |
|---------|------------------------|--------------------------------|----------------------------|----------|-------------|-----------------------------|-------------------------------|
| 1       | Dr.P.D.Sudersanan      | Professor&HOD Mechanical Engg. | Chairman                   | FH-137   | 9448310725  | hod.mech@drttit.edu.in      | <i>[Signature]</i><br>01/8/17 |
| 2       | Dr.H.G.Shenoy          | Professor and                  | Member                     | VPL-107  | 9880206257  | viceprincipal@drttit.edu.in | <i>[Signature]</i><br>01/8/17 |
| 3       | Prof.Vijayalakshmi G V | Associate Professor, EEE.      | Convener                   | F-329    | 9449378246  | vijayalakshmi@drttit.edu.in | <i>[Signature]</i><br>01/08   |
| 4       | Mr.B.V.Ammiraju        | Office superintendent          | Member                     | F-116    | 9448713918  | ammiraju@drttit.edu.in      | <i>[Signature]</i>            |
| 5       | Dr.Rajanbabu . A       | Scientist, NIRM.,KGF.          | Ombudsman                  | ----     | 9845188807  | ddstrajan@gmail.com         | <i>[Signature]</i><br>1/8/17  |

*[Signature]*  
01.8.2017  
Vice-Principal

*[Signature]*  
1/8/17  
Principal  
PRINCIPAL

**Dr. T. Thimmaiah Institute of Technology  
Oorgaum, K.G.F. - 563 120**





**Dr T THIMMAIAH INSTITUTE OF TECHNOLOGY,  
OORGAUM, KGF**

MINUTES OF GRIEVANCE CELL MEETING

Date: 18/04/2018

|                     |   |        |   |
|---------------------|---|--------|---|
| Meeting name        | Grievance committee meeting   |        |   |
| Date of meeting     | 18/04/2018  | Time : | 03:00 to 03:30 PM   |
| Meeting Facilitator | Dr.P.D.Sudersanan<br>Professor and Head<br>Dr T Thimmaiah<br>Institute of Technology,<br>Oorgaum ,KGF | Venue: | HOD Chamber<br>Department of<br>Mechanical<br>Engineering |

**1. Agenda:**

1. Review of the previous meeting
2. Miscellaneous issues.

**2.Meeting attendees**

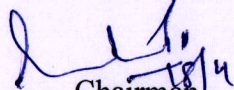
Attendance sheet enclosed

**3.Minutes of meeting**

| Topics discussed   | Assigned to | Time             |
|--|-------------|------------------|
| Chairman welcomed the members to the meeting                         |             | 03:00 PM         |
| Highlights<br>i. Review of the previous meeting<br>ii. No Grievances | All members | 03:05 - 03:30 PM |

Date: 18/04/2018

Place: KGF

  
Chairman

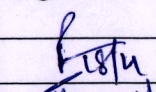
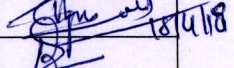
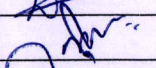
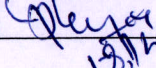
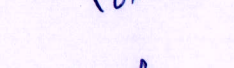
  
18/04/2018  
PRINCIPAL  
Dr T Thimmaiah Institute of Technology  
Oorgaum KGF 563 120





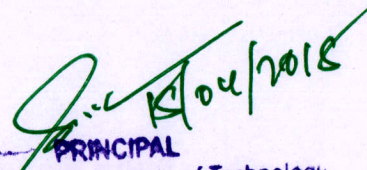
**Dr T THIMMAIAH INSTITUTE OF TECHNOLOGY,  
OORGAUM, KGF**

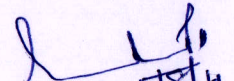
Attendance of Grievance cell meeting conducted on 18/04/2018

| Sl.no | Member name            | Designation                      | Grievance cell designation | Signature  |
|-------|------------------------|----------------------------------|----------------------------|--|
| 01    | Dr.P.D.Sudersanan      | Professor and HOD                | Chairman                   |   |
| 02    | Dr.H.G.Shenoy          | Professor, <i>Vice-Principal</i> | Member                     |   |
| 03    | Mrs. Vijayalakshmi G V | Associate Professor,             | Convenor                   |   |
| 04    | Mr. B.V.Ammiraju       | Office superintendent            | Member                     |   |
| 05    | Dr. Rajan babu         | Scientist, NIRM, KGF             | Ombudsman                  |  |

Date: 18/04/2018

Place: KGF

  
PRINCIPAL  
Dr T Thimmaiah Institute of Technology  
Oorgaam KGF 563 120

  
Chairman



Dr.TTIT/2017-18/G.Cell/001



**Dr T THIMMAIAH INSTITUTE OF TECHNOLOGY,  
OORGAUM, KGF**

12/09/2017

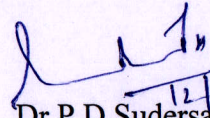
Circular

This is a notification for a meeting of the Grievance cell formed at our college to address the issues faced by students and staff. The meeting will be in the HoD's cabin of Mechanical Engineering department at 11:00 AM on 13/09/2017.

The following is the agenda of the meeting

1. Discuss the action plans to address the grievances of the students
2. Any other issues

  
12/09/2017  
PRINCIPAL  
Dr T Thimmaiah Institute of Technology  
Oorgaam KGF 563 120

  
12/9  
Dr.P.D.Sudersanan  
Chairman





## Dr T THIMMAIAH INSTITUTE OF TECHNOLOGY, OORGAUM, KGF

MINUTES OF GRIEVANCE CELL MEETING

Date: 13/09/2017

|                     |   |        |   |
|---------------------|---|--------|---|
| Meeting name        | Grievance committee meeting   |        |   |
| Date of meeting     | 13/09/2017  | Time : | 11:00 to 11:30 AM   |
| Meeting Facilitator | Dr.P.D.Sudersanan<br>Professor and Head<br>Dr T Thimmaiah<br>Institute of Technology,<br>Oorgaum ,KGF | Venue: | HOD Chamber<br>Department of<br>Mechanical<br>Engineering |

### 1. Agenda:

1. Discuss the action plans to address the grievances of the students
2. To discuss and decide the meeting schedule

### 2.Meeting attendees

Attendance sheet enclosed

### 3.Minutes of meeting

| Topics discussed   | Assigned to | Time           |
|--|-------------|----------------|
| Chairman welcomed the members to the meeting emphasized about the purpose and work of the GRC to members.  |             | 11:00AM        |
| <b>Highlights</b><br>i. Formation of grievance redressal cell to handle grievances of students, staffs and faculty.<br>ii. Discussed the various ways of collecting the grievances from the students and staff.<br>iii. Redress girl. Student, lady staff and lady faculty separately<br>iv. Use positive friendly ways to resolve the crisis than punitive steps.<br>v. The committee will meet once in three months to review the progress and the complaint received should be addressed immediately. | All members | 11:05-11:30 AM |

Date: 13/09/2017

Place: KGF

*13/09/2017*  
PRINCIPAL  
Dr T Thimmaiah Institute of Technology  
Oorgaum KGF 563 120

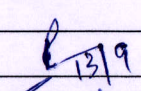

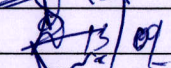
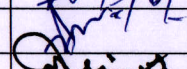
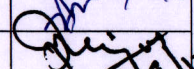
*13/09*  
Chairman





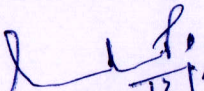
**Dr T THIMMAIAH INSTITUTE OF TECHNOLOGY,  
OORGAUM, KGF**

Attendance of Grievance cell meeting conducted on 13/09/2017

| Sl.no | Member name            | Designation           | Grievance cell designation | Signature  |
|-------|------------------------|-----------------------|----------------------------|--|
| 01    | Dr.P.D.Sudersanan      | Professor and HOD     | Chairman                   | <br>13/9    |
| 02    | Dr.H.G.Shenoy          | Professor and         | Member                     | <br>13/9/17 |
| 03    | Prof.Vijayalakshmi G V | Associate Professor,  | Convenor                   | <br>13/09   |
| 04    | Mr. B.V.Ammiraju       | Office superintendent | Member                     | <br>13/9/17 |
| 05    | Dr. Rajan babu . A     | Scientist, NIRM, KGF  | Ombudsman                  | <br>13/9/17 |

Date: 13/09/2017

Place: KGF

  
13/9/17  
Chairman

**PRINCIPAL**

Dr T Thimmaiah Institute of Technology  
Oorgaum K G F 563 120



Dr.TTIT/2017-18/G.Cell/002



**Dr T THIMMAIAH INSTITUTE OF TECHNOLOGY,  
OORGAUM, KGF**

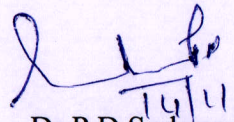
14/11/2017

Circular

This is to inform you that a meeting of Grievance redressal committee of Dr T Thimmaiah Institute of Technology will be held on 15/11/2017, at 02:00 P.M. in the HoD's cabin of Mechanical Engineering department. All members are requested to attend the meeting to discuss following agenda.

1. Grievance from students to provide printer facilities in Dr TTIT society.
2. Miscellaneous issues.

  
14/11/2017  
PRINCIPAL  
Dr T Thimmaiah Institute of Technology  
Oorgaum KGF 563 120

  
14/11  
Dr.P.D.Sudersanan  
Chairman





# Dr T THIMMAIAH INSTITUTE OF TECHNOLOGY, OORGAUM, KGF

MINUTES OF GRIEVANCE CELL MEETING

Date: 15/11/2017

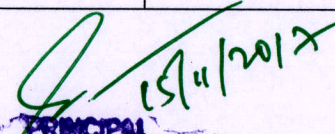
|                     |   |        |   |
|---------------------|---|--------|---|
| Meeting name        | Grievance committee meeting   |        |   |
| Date of meeting     | 15/11/2017  | Time : | 02:00 to 02:30 PM   |
| Meeting Facilitator | Dr.P.D.Sudersanan<br>Professor and Head<br>Dr T Thimmaiah<br>Institute of Technology,<br>Oorgaam ,KGF | Venue: | HOD Chamber<br>Department of<br>Mechanical<br>Engineering |

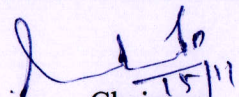
|  |
|--|
| 1. Agenda:   |
| 1. Grievance from students to provide printer facilities in Dr TTIT society. |
| 2. Miscellaneous issues.   |

|   |                    |                  |
|---|--------------------|------------------|
| 2.Meeting attendees   |                    |                  |
| Attendance sheet enclosed   |                    |                  |
| 3.Minutes of meeting  |                    |                  |
| <b>Topics discussed</b>   | <b>Assigned to</b> | <b>Time</b>      |
| Chairman welcomed the members to the meeting  |                    | 02:00 PM         |
| Highlights<br>i. Review of the previous meeting<br>ii. Grievance from students to provide printer facilities in Dr TTIT society.<br>iii. The chairman and members suggested to fix up a meeting with the principal and Stores in charge to solve the issue.<br>iv. The committee ensured to sort the grievance. | All members        | 02:05 - 02:30 AM |

Date: 15/11/2017

Place: KGF

  
15/11/2017  
PRINCIPAL  
Dr T Thimmaiah Institute of Technology  
Oorgaam KGF 563 120

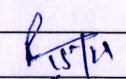
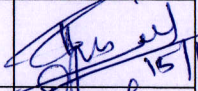
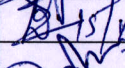
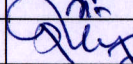

  
15/11  
Chairman





**Dr T THIMMAIAH INSTITUTE OF TECHNOLOGY,  
OORGAUM, KGF**

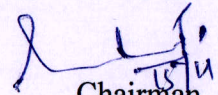
Attendance of Grievance cell meeting conducted on 15/11/2017

| Sl.no | Member name            | Designation           | Grievance cell designation | Signature   |
|-------|------------------------|-----------------------|----------------------------|---|
| 01    | Dr.P.D.Sudersanan      | Professor and HOD     | Chairman                   | <br>15/11    |
| 02    | Dr.H.G.Shenoy          | Professor and         | Member                     | <br>15/11/16 |
| 03    | Prof.Vijayalakshmi G V | Associate Professor,  | Convenor                   | <br>15/11    |
| 04    | Mr. B.V.Ammiraju       | Office superintendent | Member                     | <br>15/11    |
| 05    | Dr. Rajan babu         | Scientist, NIRM, KGF  | Ombudsman                  | <br>15/11/17 |

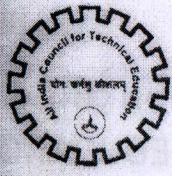
Date: 15/11/2017

Place: KGF

  
15/11/2017  
PRINCIPAL  
Dr T Thimmaiah Institute of Technology  
Oorgaum K G F 563 120

  
15/11  
Chairman





अखिल भारतीय तकनीकी शिक्षा परिषद्  
ALL INDIA COUNCIL FOR TECHNICAL EDUCATION  
(भारत सरकार का एक सांविधिक निकाय) (A STATUTORY BODY OF THE GOVT. OF INDIA)

No. 1-101/DPG/AICTE/Ombudsman/2012

29th Nov., 2012

To

The Regional Officer,  
AICTE - WRO,  
2<sup>nd</sup> Floor,  
Industrial Assurance Building  
V.N. Road, Opp. Churchgate Rly Station,  
Churchgate, Mumbai - 400 020



**Subject:** AICTE Regulation for Establishment of a Grievance Redressal Committee; and appointment of Ombudsman, by the Technological and Affiliating Universities/AICTE approved Institutions.

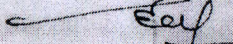
Sir,

This is with reference to this office letter of even number dated 09.7.2012 wherein a copy of letter addressed to all Registrars of Technological/Affiliating Universities & All Directors/Principals of Technical Institutions on the above subject alongwith the copy of regulation has been forwarded to your office with the request to send a copy of the same to all the Registrars of Technological/Affiliating Universities & Directors/Principals of all AICTE approved institutions for compliance of the same. It is once again requested to send another copy of the letter signed by the Member Secretary addressed to all Registrars of Technological/Affiliating Universities & All Directors/Principals of Technical Institutions. Please make ensure that all Institutions may comply with the above regulation. A compliance report in respect of the above regulation may please be obtained by your office for necessary record please by 26.12.2012 positively.

Thanking you,

26429  
05-12-2012

Yours faithfully,

  
(Dr. S.K. Goel)  
DD (Vig.)  
Addl. Charge (PG)

- Encl: 1. Letter signed by MS  
2. Regulation  
3. Public Notice copy

Mrs. Purni

OS



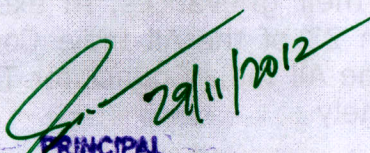
Any order of the Ombudsman not complied with by the Institution and any willfull or repeatedly fails to comply with orders of the Ombudsman; AICTE may proceed to take action against such Institutions as per Clause 7 of the above said Regulations.

Accordingly, all AICTE Approved Institutions/Technological Universities shall comply with the above Regulations.

Yours faithfully,



(Dr. K.P. Isaac)  
Member Secretary

*29/11/2012*  


PRINCIPAL

Dr T Thirumalaiah Institute of Technology  
Dornagum KGF 563 120



- j) "Technical education" means programs of education as defined under section 2[g] of the All India Council for Technical Education, Act, 1987;
- k) "Technical Institution" means an Institution as defined under section 2[h] of the All India Council for Technical Education, Act, 1987;
- l) "University" means a university established or incorporated by or under a Central Act or State Act and includes an institution deemed to be university declared as such under section 3 of the UGC Act 1956.

### 3. APPOINTMENT, TENURE, REMOVAL AND CONDITIONS OF SERVICES UNDER REDRESSAL MECHANISM

- 1. i) Each Technical University shall appoint an Ombudsman for redressal of grievances of students under these regulations.
- ii) The Ombudsman shall be a person who has been a judge not below the rank of a District Judge or a Retired Professor who has at least 10 years experience.
- iii) The Ombudsman shall not, at the time of appointment, during one year before appointment, or in the course of his tenure as ombudsman, be in a conflict of interest with the university where his personal relationship, professional affiliation or financial interest may compromise or reasonably appear to compromise, the independence of judgement toward the university.
- iv) The Ombudsman, or any member of his immediate family shall not :
  - a) hold or have held at any point in the past, any post, employment in office of profit in the University,
  - b) have any significant relationship including personal, family, professional or financial, with the university,
  - c) hold any university position, called by whatever name, under the administration or governance structure of the university.
- v) The Ombudsman in a State Technical University shall be appointed by the University on a part time basis from a panel of three names suggested by the search committee consisting of the following members :
  - a) Nominee of the Governor of concerned State - Chairman
  - b) Two Vice Chancellors by rotation from Public Universities of the State concerned
  - c) One Vice Chancellor by rotation from Private Universities of the State concerned
  - d) Secretary (Higher Technical Education) of the State concerned- Convenor
- vi) The Ombudsman in a Central Technical University shall be appointed by the Central Technical University concerned on a part time basis

  
 10/10/2022  
 PRINCIPAL  
 Dr. T. Thirumalaiah Institute of Technology  
 Oorgaum, K. G. F. 563120



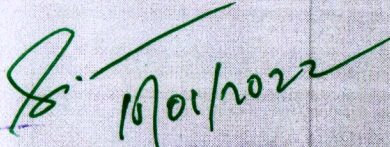
from a panel of three names suggested by the search committee consisting of the following members:

- a) Chairman AICTE - Chairman
  - b) One Vice Chancellor from Central Technical Universities by rotation
  - c) Joint Secretary Higher Technical Education, MHRD, Government of India
  - d) Member Secretary AICTE - Convenor
- vii) The Ombudsman shall be a part time officer appointed for a period of three years or till 70 years of age whichever is earlier from the date he resumes the office and may be reappointed for another one term in the same university.
- viii) Ombudsman shall be paid a consolidated fees of Rs. 3000 to 5000 per hearing, in addition to the conveyance
- ix) The Ombudsman may be removed on charges of proven misconduct or misbehavior by the concerned appointing authority:
- x) Provided that no order of removal shall be passed except after an inquiry made in this regard by a person not below the rank of High Court Judge in which such Ombudsman has been informed of the charges against him and given a reasonable opportunity of being heard in respect of those charges.

2. In case of Technical Institution, the Vice Chancellor of the affiliating university shall constitute a grievance redressal committee consisting of five members for an individual Technical Institution or a group of Technical Institutions, keeping in view the location of the Technical Institution(s) concerned.

#### 4. **POWERS AND FUNCTIONS OF OMBUDSMAN :**

- (1) The Ombudsman shall exercise its powers to hear any grievance -
- (i) of any student against the university or institution affiliated to it or an institute, as the case may be, after the student has availed of remedies available in such institution for redressal of grievance; and
  - (ii) of any applicant for admission as student to such institution.
- (2) No application for revaluation or remarking of answer sheets shall be entertained by the Ombudsman unless specific irregularity materially affecting the outcome or specific instance of discrimination is indicated.
- (3) The Ombudsman shall have power to seek the assistance of any person belonging to the Scheduled Caste, Scheduled Tribe, Socially and economically backward classes (SEBC) minority or disabled category, as amicus curiae, for hearing complaints of alleged discrimination.

  
PRINCIPAL

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Goorgaum, K. G. F- 563120



6. The University and the Technical Institution concerned shall provide detailed information regarding provisions of grievance redressal mechanism, ombudsman and the duties and rights of students in their prospectus prominently.

### 7. CONSEQUENCES OF NON-COMPLIANCE :

The Council shall in respect of any Technical Institution that willfully contravenes or repeatedly fails to comply with orders of the Ombudsman, may proceed to take one or more of the following actions, namely;

- (a) Withdraw the approval granted to the Technical Institution or any other action or penalty as provided under the All India Council for Technical Education (Grant of Approvals for Technical Institutions) Regulation, 2010 as modified or amended by the Council from time to time;
  - (b) withdrawal of declaration of fitness or entitlement to receive grants or financial assistance from the Council;
  - (c) withholding any grant allocated to the Technical institution;
  - (d) declaring the Technical institution ineligible for consideration for any assistance under any of the general or special assistance programmes of the Council;
  - (e) informing the general public, including potential candidates for admission, through a notice displayed prominently in the newspapers or other suitable media and posted on the website/web portal of the Council, declaring that the Technical Institution does not possess the minimum standards for redressal of grievances;
  - (f) recommend to the affiliating university for withdrawal of affiliation;
  - (g) recommend to the appropriate State Government for withdrawal of status as university in case of a Technical university established or incorporated under a State Act;
  - (h) taking such other action within its powers as the Council may deem fit and impose such other penalties as may be provided in the Act for such duration of time as the Technical institution complies with the provisions of these Regulations :
- Provided that no action shall be taken by AICTE under this clause unless the technical institution has been asked to explain its position and opportunity of being heard has been provided to it.

8. These regulations shall stand impliedly repealed on coming into force of the Prohibition of Unfair Practices in Technical Medical Educational Institutions and Universities Act.

Dr. K. P. ISAAC, Member Secy.

[ADVT. III/4/131/12/Exty.]

PRINCIPAL  
T. Thimmiah Institute of Technology  
Dargam K G F 563 120



Dr.TTIT/2016-17/G.Cell/003



**Dr T THIMMAIAH INSTITUTE OF TECHNOLOGY,  
OORGAUM, KGF**

07/03/2017

Circular

This is to inform you that a meeting of Grievance redressal committee of Dr T Thimmaiah Institute of Technology will be held on 08/03/2017, at 03:00 P.M. in the HoD's cabin of Mechanical Engineering department. All members are requested to attend the meeting to discuss following agenda.

1. Grievance from students regarding non availability of fresh juice and chats in canteen.
2. Miscellaneous issues.

*Sinc 07/03/2017*  
PRINCIPAL  
Dr T Thimmaiah Institute of Technology  
Oorgaum K G F 563 120

*[Signature]*  
07/3  
Dr.P.D.Sudersanan  
Chairman





**Dr T THIMMAIAH INSTITUTE OF TECHNOLOGY,  
OORGAUM, KGF**

MINUTES OF GRIEVANCE CELL MEETING

Date: 08/03/2017

|                     |   |        |   |
|---------------------|---|--------|---|
| Meeting name        | Grievance committee meeting   |        |   |
| Date of meeting     | 08/03/2017  | Time : | 03:00 to 03:30 PM   |
| Meeting Facilitator | Dr.P.D.Sudersanan<br>Professor and Head<br>Dr T Thimmaiah<br>Institute of Technology,<br>Oorgaam ,KGF | Venue: | HOD Chamber<br>Department of<br>Mechanical<br>Engineering |

|  |
|--|
| 1. Agenda:   |
| 1. Grievance from students regarding non availability of fresh juice and chats in canteen.<br>2. Miscellaneous issues. |

|  |                    |                  |
|--|--------------------|------------------|
| 2.Meeting attendees  |                    |                  |
| Attendance sheet enclosed  |                    |                  |
| 3.Minutes of meeting   |                    |                  |
| <b>Topics discussed</b>  | <b>Assigned to</b> | <b>Time</b>      |
| Chairman welcomed the members to the meeting   |                    | 03:00 PM         |
| Highlights<br>i. Grievance from students regarding non availability of fresh juice and chats in canteen.<br>ii. The committee ensured the students that the grievance will be sorted out in 5 days.<br>i. The meeting concluded with vote of thanks. | All members        | 03:05 - 03:30 PM |

Date: 08/03/2017

Place: KGF

*Signature* 08/03/2017  
PRINCIPAL

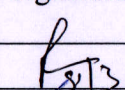
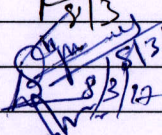
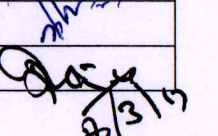
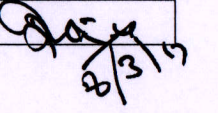
*Signature*  
Chairman

Dr T Thimmaiah Institute of Technology  
Oorgaam K G F 563 120





**Dr T THIMMAIAH INSTITUTE OF TECHNOLOGY,  
OORGAUM, KGF**

| Attendance of Grievance cell meeting conducted on 08/03/2017 |                       |                       |                            |   |
|--|-----------------------|-----------------------|----------------------------|---|
| Sl.no  | Member name           | Designation           | Grievance cell designation | Signature   |
| 01   | Dr.P.D.Sudersanan     | Professor and HOD     | Chairman                   |  |
| 02   | Dr.H.G.Shenoy         | Professor             | Member                     |  |
| 03   | Mrs.Vijayalakshmi G V | Associate Professor,  | Convenor                   |  |
| 04   | Mr. B.V.Ammiraju      | Office superintendent | Member                     |   |
| 05   | Dr. Rajan babu        | Scientist, NIRM, KGF  | Ombudsman                  |  |

Date: 08/03/2017

Place: KGF

  
PRINCIPAL  
Dr T Thimmaiah Institute of Technology  
Oorgaum K G F 563 120

  
Chairman





## Dr T THIMMAIAH INSTITUTE OF TECHNOLOGY, OORGAUM, KGF

### GRIEVANCE REDRESSAL POLICY

Dr TTIT has a Students' Grievance Redressal Committee. The functions of the Committee are to look into the complaints lodged by any student, and judge its merit. The Grievance Redressal Committee is also empowered to look into matters of harassment.

Anyone with a genuine grievance may approach the Grievance Redressal Committee members in person. In case the person is unwilling to appear in self, grievances may be sent in writing. Grievances may also be sent through e-mail to the officer in-charge of Students' Grievance Redressal Committee or Principal.

#### **Objective:-**

The objective of the Grievance Redressal Committee is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute.

A Grievance Redressal Committee has been constituted for the redressal of the problems reported by the Students of the College with the following objectives:

- Upholding the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student-Student relationship and Student-teacher relationship etc.
- Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
- Suggestion / complaint Box have been installed in front of the Academic Block in which the Students, who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics / Administration in the College.
- Advising students of the college to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- Advising all the Students to refrain from inciting Students against other Students, teachers and College administration
- Advising all staffs to be affectionate to the Students and not behave in a vindictive manner towards any of them for any reason.

#### **Functions:-**

- The cases are attended promptly on receipt of written grievances from the students.
- The Committee formally meets to review all cases, prepares a statistical reports about the number of cases received, attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

*Dr. T. Thimmaiah*  
15/07/2016

Dr. T. Thimmaiah  
Principal  
563120



## **Procedure:-**

- The setting of the Grievance Redressal Committee for students will be widely published.
- The students may feel free to put up a grievance in the format attached and drop it in boxes placed at conspicuous locations.
- The GRC will act upon those cases which have been forwarded along with the necessary documents.
- The GRC will take up only those matters which have not been solved by the different departments.

## **Exclusions:-**

The Grievance Redressal Committee shall not entertain the following issues:

- Decisions of the Executive Council, Academic Council, Board of studies and other Administrative or Academic Committees constituted by the University.
- Decisions with regard to award of scholarship, fee concessions, medals, etc.
- Decisions made by the University with regard to disciplinary matters and misconduct.
- Decisions of the University about admissions in any courses offered by the Institute.
- Decisions by competent authority on assessment and examination result.

## **Establishment of a Grievance Redressal Committee.**

In order to comply with the AICTE Regulation for addressing, student or Parent's grievance in a Technical Institution, "Grievance Redressal Committee" of Dr T Thimmaiah Institute of Technology has been constituted with following Staff in different positions to enquire the nature and extent of grievance. The committee can suggest the final action to be initiated at the institutional level for the redressal of the same.

  
10/02/2016  
PRINCIPAL  
Dr. T. Thimmaiah Institute of Technology  
Oorgaam, K. G. F- 563120



### Grievance redressal committee:

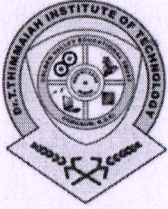
| Sl no. | Member name           | Designation                              | Grievance cell designation | Room no. | Contact no. | Email-id                    |
|--------|-----------------------|--|----------------------------|----------|-------------|-----------------------------|
| 1      | Dr.P.D.Sudersanan     | Professor and HOD Mechanical Engineering | Chairman                   | FH-137   | 9448310725  | hod.mech@drttit.edu.in      |
| 2      | Dr.H.G.Shenoy         | Professor                                | Member                     |          | 9880206257  | shenoy@drttit.edu.in        |
| 3      | Mrs.Vijayalakshmi G V | Associate Professor, Dept. of ECE        | Convenor                   | F-329    | 9449378246  | vijayalakshmi@drttit.edu.in |
| 4      | Mr. B.V.Ammiraju      | Office superintendent                    | Member                     | F-116    | 9448713918  | ammiraju@drttit.edu.in      |
| 5      | Dr. Rajan babu        | Scientist, NIRM, KGF                     | Ombudsman                  |          | 9845188807  | ddstrajan@gmail.com         |

The Student or Person, who are willing to launch any complaints, shall send their representation for redressal of their grievance to the following Grievances Redressal Committee.

All aggrieved parents and the stockholders may also thenceforth approach to the Grievance Redressal Committee.

  
**PRINCIPAL**  
**Dr. T. Thimmalah Institute of Technology**  
**Oorgaun, K.G.F. - 563 120**





Estd. 1986

*Mouley*

Golden Valley Educational Trust

# Dr. T. THIMMAIAH INSTITUTE OF TECHNOLOGY

(Affiliated to VTU, Belagavi, Recognized by Govt of Karnataka & Approved by AICTE, New -Delhi)

Oorgaum, Kolar Gold Fields - 563120

Ph: 08153 265413 | principal@drttit.edu.in | www.drttit.edu.in

## ABSTRACT

This file contains AICTE notification, policies, online grievance mechanism, display of grievance box, display of grievance committee on department notice boards and minutes of meetings of Grievance Redressal Policy.

*[Signature]*  
10/07/2016 -  
PRINCIPAL  
Dr. T. Thimmaiah Institute of Technology  
Oorgaum, K. G. F- 563120





**Dr T THIMMAIAH INSTITUTE OF TECHNOLOGY,  
OORGAUM, KGF**

**OFFICE ORDER**

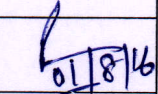
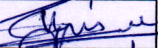
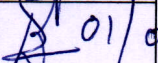
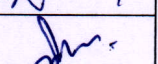
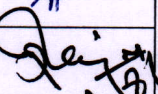
**OFFICE Order/Dr.TTIT/Gri.cell.committee/2016-17**

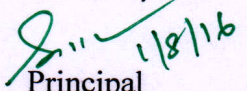
**Formation of Grievance Cell**

**Date:01/08/2016**

**Ref. - AICTE Regulation for establishment of a grievance redressal committee & appointment of Ombudsman, by the technological &affiliating universities/AICTE approved Institutions.**

With reference to above, Grievance Cell is being formed for **Dr. T.THIMMAIAH INSTITUTE OF TECHNOLOGY,K.G.F.**, Students having any complaint/grievance shall contact any of the following members of the Grievance Cell. Members list are as follows.

| Sl. no. | Member name            | Designation                       | Grievance Cell Designation | Room no. | Contact no. | Email-Id                    | Sign.   |
|---------|------------------------|-----------------------------------|----------------------------|----------|-------------|-----------------------------|---|
| 1       | Dr.P.D.Sudersanan      | Professor&HOD<br>Mechanical Engg. | Chairman                   | FH-137   | 9448310725  | hod.mech@drttit.edu.in      |    |
| 2       | Dr.H.G.Shenoy          | Professor                         | Member                     |          | 9880206257  | shenoy@drttit.edu.in        |   |
| 3       | Prof.Vijayalakshmi G V | Associate<br>Professor, ECE.      | Convener                   | F-329    | 9449378246  | vijayalakshmi@drttit.edu.in |  |
| 4       | Mr.B.V.Ammiraju        | Office<br>superintendent          | Member                     | F-116    | 9448713918  | ammiraju@drttit.edu.in      |  |
| 5       | Dr.Rajanbabu . A .     | Scientist,<br>NIRM.,KGF.          | Ombudsman                  | ----     | 9845188807  | ddstrajan@gmail.com         |  |

  
Principal  
PRINCIPAL

**Dr. T. Thimmaiah Institute of Technology  
Oorgaum, K.G.F. - 563 120**





**Dr T THIMMAIAH INSTITUTE OF TECHNOLOGY,  
OORGAUM, KGF**

MINUTES OF GRIEVANCE CELL MEETING

Date: 15/09/2016

|                     |   |        |   |
|---------------------|---|--------|---|
| Meeting name        | Grievance committee meeting   |        |   |
| Date of meeting     | 15/09/2016  | Time : | 11:00 to 11:30 AM   |
| Meeting Facilitator | Dr.P.D.Sudersanan<br>Professor and Head<br>Dr T Thimmaiah<br>Institute of Technology,<br>Oorgaum ,KGF | Venue: | HOD Chamber<br>Department of<br>Mechanical<br>Engineering |

|   |
|---|
| 1. Agenda:  |
| 1. Discuss the action plans to address the grievances of the students |
| 2. To discuss and decide the meeting schedule                         |

|   |                    |                |
|---|--------------------|----------------|
| 2.Meeting attendees   |                    |                |
| Attendance sheet enclosed   |                    |                |
| 3.Minutes of meeting  |                    |                |
| <b>Topics discussed</b>   | <b>Assigned to</b> | <b>Time</b>    |
| Chairman welcomed the members to the meeting emphasized about the purpose and work of the GRC to members.   |                    | 11:00AM        |
| Highlights<br>i. Formation of grievance redressal cell to handle grievances of students, staffs and faculty.<br>ii. Discussed the various ways of collecting the grievances from the students and staff.<br>iii. Redress girl. Student, lady staff and lady faculty separately<br>iv. Use positive friendly ways to resolve the crisis than punitive steps.<br>v. The committee will meet once in three months to review the progress and the complaint received should be addressed immediately. | All members        | 11:05-11:30 AM |

Date: 15/09/2016

Place: KGF

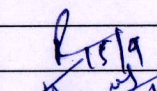
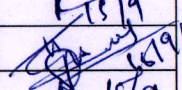
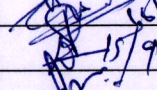
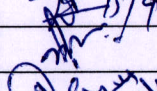
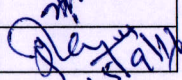
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15/09/2016  
PRINCIPAL  
Dr T Thimmaiah Institute of Technology  
Oorgaum KGF 563 120

*[Signature]*  
Chairman



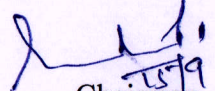


**Dr T THIMMAIAH INSTITUTE OF TECHNOLOGY,  
OORGAUM, KGF**

| Attendance of Grievance cell meeting conducted on 15/09/2016 |                        |                       |                            |   |
|--|------------------------|-----------------------|----------------------------|---|
| Sl.no  | Member name            | Designation           | Grievance cell designation | Signature   |
| 01   | Dr.P.D.Sudersanan      | Professor and HOD     | Chairman                   |  |
| 02   | Dr.H.G.Shenoy          | Professor             | Member                     |  |
| 03   | Prof.Vijayalakshmi G V | Associate Professor,  | Convenor                   |  |
| 04   | Mr. B.V.Ammiraju       | Office superintendent | Member                     |  |
| 05   | Dr. Rajan babu         | Scientist, NIRM, KGF  | Ombudsman                  |  |

Date: 15/09/2016

Place: KGF

  
Chairman

  
PRINCIPAL  
Dr. T. Thimmaiah Institute of Technology  
Oorgaam, K. G. F- 563120



Dr.TTIT/2016-17/G.Cell/001



**Dr T THIMMAIAH INSTITUTE OF TECHNOLOGY,  
OORGAUM, KGF**

14/09/2016

Circular

This is a notification for a meeting of the Grievance cell formed at our college to address the issues faced by students and staff. The meeting will be in the HoD's cabin of Mechanical Engineering department at 11:00 AM on 15/09/2016.

The following is the agenda of the meeting

1. Discuss the action plans to address the grievances of the students
2. Any other issues

*[Handwritten Signature]*  
PRINCIPAL

Dr T Thimmaiah Institute of Technology  
Oorgaum K G F 563 120

*[Handwritten Signature]*  
Dr.P.D.Sudersanan  
Chairman





**Dr T THIMMAIAH INSTITUTE OF TECHNOLOGY,  
OORGAUM, KGF**

MINUTES OF GRIEVANCE CELL MEETING

Date: 13/10/2016

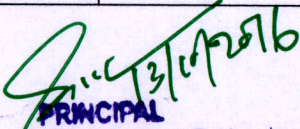
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|---------------------|---|--------|---|
| Meeting name        | Grievance committee meeting   |        |   |
| Date of meeting     | 13/10/2016  | Time : | 02:00 to 02:30 PM   |
| Meeting Facilitator | Dr.P.D.Sudersanan<br>Professor and Head<br>Dr T Thimmaiah<br>Institute of Technology,<br>Oorgaum ,KGF | Venue: | HOD Chamber<br>Department of<br>Mechanical<br>Engineering |

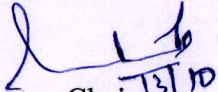
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| 1. Agenda:  |
| 1. Grievance from students and staff members to provide extra drinking water pipelines.<br>2. Miscellaneous issues. |

| 2.Meeting attendees  |             |                  |
|--|-------------|------------------|
| Attendance sheet enclosed  |             |                  |
| 3.Minutes of meeting   |             |                  |
| Topics discussed   | Assigned to | Time             |
| Chairman welcomed the members to the meeting   |             | 02:00 PM         |
| Highlights<br>i. Review of the previous meeting<br>ii. Grievance from students and staff members to provide extra drinking water pipelines.<br>iii. The chairman and members suggested to fix up a meeting with the principal and estate department to solve the issue.<br>iv. The committee ensured to provide extra drinking water pipeline from junior boys hostel to ground floor of academic block.<br>v. Drinking water cans to be provided in the laboratories, placement cell and all the staff rooms. | All members | 02:05 - 02:30 AM |

Date: 13/10/2016

Place: KGF

  
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Oorgaum K G F 563 120

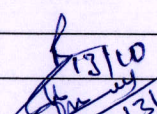
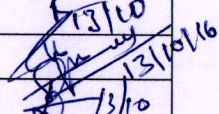
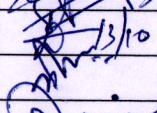
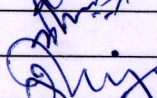
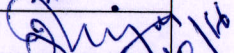
  
Chairman





**Dr T THIMMAIAH INSTITUTE OF TECHNOLOGY,  
OORGAUM, KGF**

Attendance of Grievance cell meeting conducted on 13/10/2016

| Sl.no | Member name            | Designation           | Grievance cell designation | Signature   |
|-------|------------------------|-----------------------|----------------------------|---|
| 01    | Dr.P.D.Sudersanan      | Professor and HOD     | Chairman                   | <br>13/10    |
| 02    | Dr.H.G.Shenoy          | Professor             | Member                     | <br>13/10/16 |
| 03    | Prof.Vijayalakshmi G V | Associate Professor,  | Convenor                   | <br>13/10    |
| 04    | Mr. B.V.Ammiraju       | Office superintendent | Member                     | <br>13/10    |
| 05    | Dr. Rajan babu .A      | Scientist, NIRM, KGF  | Ombudsman                  | <br>13/10/16 |

Date: 13/10/2016

Place: KGF

  
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Dr T Thimmaiah Institute of Technology  
Oorgaam K G F 563 120

  
13/10  
Chairman



Dr.TTIT/2016-17/G.Cell/002



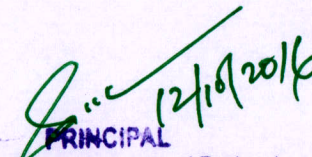
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OORGAUM, KGF**

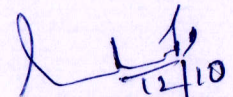
12/10/2016

Circular

This is to inform you that a meeting of Grievance redressal committee of Dr T Thimmaiah Institute of Technology will be held on 13/10/2016, at 02:00 P.M. in the HoD's cabin of Mechanical Engineering department. All members are requested to attend the meeting to discuss following agenda.

1. Grievance from students and staff members to provide extra drinking water pipelines.
2. Miscellaneous issues.

  
12/10/2016  
PRINCIPAL  
Dr T Thimmaiah Institute of Technology  
Oorgaam K G F 563 120

  
12/10  
Dr.P.D.Sudersanan  
Chairman