



Bearys  
Institute  
of Technology



MANGALORE

# **Bearys Institute of Technology**

## **Mangalore**

### **POLICY ON GRIEVANCE REDRESSAL**

VERSION 1.0

December 2019

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Change history:

Sl. No	Date	Section No.	Change Description	Reason for Change	Section Revision No.	Current Document Version No.
1	15 JAN 2020	-	-	-	-	1.0

Date of release by IQAC: 15 JAN 2020

Prepared by	Reviewed by	Approved by
Prof. Zaheer Ahmed Dr. Vinutha P R Dr. Anjum khan Prof. Manjunath Ichangi	Dr.S I Manjur Basha	GC Members
Date: 10 FEB 2020	Date: 15 FEB 2020	Date: 25 FEB 2020

## POLICY ON GRIEVANCE REDRESSAL

### 1. PURPOSE

To provide a Policy Framework for the students and staff of Bearys Institute of Technology (BIT) to resolve grievances in a fair, unbiased and time-bound manner and to be attentive and responsive to the views of students and staff to create a conducive environment for quality education on a continuous basis.

The Grievance Redressal Policy is instituted so as to make the students and staff of the Institute aware of the Grievance Handling Mechanism at BIT

### 2. DEFINITIONS

"College/Institute" means Bearys Institute of Technology (BIT), Mangalore.

"Aggrieved Student" means a student who has any complaint on matters concerned with the grievances as defined under the Policy Framework;

"Student/s" means students of Under-Graduate and Post-Graduate program of BIT

"Staff " means teaching and non-teaching employees of the Institute.

"Grievance Redressal Committee" means the designated persons empowered to make decisions under this Policy.

"Grievance" means a documented manifestation of dissatisfaction of a student and staff. Such dissatisfaction, if left unaddressed and unresolved, could endanger the mission and objectives of the organization and damage its reputation.

### 3. SCOPE

Protection of human rights is essential for all round development of an individual's personality to realize the primary needs of the students and staff and secure civil liberties for everybody; in this view a Grievance Redressal cell has been constituted. The cell is indented to find solutions for problems like sexual harassment, any kind of physical or mental harassment, complaints regarding class room teaching. Classroom management, completion of syllabus, teaching methods etc., if and when they arise. The grievance Redressal cell convenes meetings periodically and takes steps to redress the grievance.

The Grievance Handling Policy is designed to maintain harmonious relationships among all stakeholders specially the students, the staff and the management within the Institute. The directives of the Policy Framework are designed in a structured and considerate manner to enable students and staff to address their grievances in an amicable and fair manner.

#### 4. OBJECTIVES

- a. To address the grievances of the students and staff without any prejudice within a time- bound manner and provide a suitable redressal mechanism within the ambit of the Policy Framework of the Institute.
- b. To use positive and pragmatic approach to solve problems to build trust among stakeholders and earn goodwill for the Institute.
- c. To be sensitive towards the aggrieved students and staff and maintain utmost confidentiality of the inquiry proceedings.
- d. To document the inquiry proceedings.

#### 5. COMPOSITION OF GRIEVANCE REDRESSAL COMMITTEE

The institute will adhere to the following policy guidelines for effective, unbiased and timely-redressal of grievances.

5.1 Grievance Redressal Committee will be formed at two levels:

A. Institute Grievance Redressal Committee comprises of:

Name	Appointed as
Principal	Chairperson
Senior Faculty	Member Convener
Faculty Representative	Member
Administrative Officer	Member
Final year Student	Member

B. Central Grievance Redressal Committee comprises of:

Name	Appointed as
Chairman of Foundation	Chairperson
Managing Trustee	Member
Principal of BIT	Member Convener
Principal of Sister Institution	Member
Senior Faculty	Member

# SOP: GRIEVANCE REDRESSAL CELL

**1. Procedure for lodging complaint:** The students /Staff may feel free to put up a grievance in online (link) /drop boxes.

## **2. Procedure for Redressal of Grievances:**

- a. The Grievance Cell periodically (once in 15 days) meet and consolidate online/drop box complaints as received and initiates inquiry.
- b. The types of grievance and the mechanism to handle the same is given below
  - **Academic:** Dean Academics/HoD are pooled in the investigation and opinion is sought.
  - **Facility:** Administrative Officer shall take up the issue, check for feasibility and address the issue.
  - **Hostel:** These grievance shall be forwarded to hostel committee for further enquiry and necessary action.
  - **Personal:** These grievances shall be discussed and resolved in mentorship or will be forwarded to counselling cell if required.
  - **Sexual/physical/mental harassment:** These grievances shall be forwarded to Prevention of Sexual Harassment Committee / Discipline Committee /Counselling cell.
- c. If the complainant is not satisfied with the Redressal offered by the Institute level committee and feel that his/her Grievance is not redressed, he/she can submit an appeal to the central grievance Redressal committee within a week from the date of receipt of decision with the relevant details.
- d. While dealing with the complaint the committee at all levels will observe law of natural justice and hear the complainant and concerned people.
- e. While passing an order on any Grievance at any level the relevant provisions of Act/Regulations should be kept in mind and no such order should be passed in contradiction of the same.

## **3. Exclusions in Scope:**

The grievance Redressal cell 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 and the like.
- Decisions made by the university with regard to disciplinary matters and misconduct.

  
PRINCIPAL

Principal  
Bearys Institute of Technology  
Land End, Innoli, Boliyar Village  
Near Mangalore University  
MANGALORE-574 153

## 6. Functioning, Roles and Responsibilities

6.1 The Institute shall facilitate the aggrieved student/s and staff to register their grievances through online and offline mode (Suggestion box).

6.2 The Institutional Committee shall periodically gather all the complaints and initiate Enquiry.

6.3 The member convener of Institutional committee along with its members will gather the complaints, consolidate and send the meeting invitation to all the concerned.

6.4 After thorough investigation, based on facts, appropriate action need to be initiated in time bound manner.



PRINCIPAL

Principal  
Bearys Institute of Technolo  
Lo: Inoli, Boliyar Village  
Mangalore University  
MANGALORE-574 163

MANGALORE-574 163  
Bearys Institute of Technolo  
Lo: Inoli, Boliyar Village  
Mangalore University



20/10/2021

CIRCULAR

As per the discussion in the IQAC meeting, it was decided that the member convener for Students Grievance and Redressal Committee is Prof Zaheer Ahmed, Dept. of Civil Engineering for the academic year 2021-22.

Further, the composition of committee members is provided in Annexure-I. This committee is formed to look into the grievance lodged by any students. The students may submit his/her grievance to the below listed committee members or through complaint boxes located in the campus.






Location of Complaint boxes

- 1) A-Block: Fourth Floor
- 2) A-Block: Ground Floor
- 3) B-Block: Second Floor

Copy to:

  
Principal  
Principal  
Bearys Institute of Technology  
Land End, Innoli, Boliyar Village  
Near Mangalore University  
MANGALORE-574 153

1. HOD's to Circulate among the Faculty members and Class Room

 CSE  
 EC  
 Civil  
 Mech  
 1<sup>st</sup> year

2. Library
3. Office
4. Accounts
5. Director- BIT Polytechnic-For Information
6. Principal BEADS - For Information



Annexure-I: Composition of Grievance Redressal committee

Sl No	Name	Appointed as	Mobile No.	E-mail /Address
1	Dr S I Mnajur Basha	Chairperson	7259773322	principal@bitmangalore.edu.in
MEMBERS				
2	Prof Zaheer Ahmed Assistant Professor Dept. of Civil Engineering	Member Convener	8095778861	Zaheer_civil@bitmangalore.edu.in
3	Dr Abdulla Gubbi Professor and Head Dept. of Electronics and Communication Engineering	Member	8147336952	hodece@bitmangalore.edu.in
4	Dr Aziz Mustafa Professor and Head Dept. of Computer Science & Engineering	Member	9886607669	hodcse@bitmangalore.edu.in
5	Dr Anjum Khan Professor and Head Dept. of Basic Science	Member	9481843806	hod_basicscience@bitmangalore.edu.in
6	Dr Vasanth Kumar Professor and Head Dept. Mechanical Engineering	Member	9945754700	hodmech@bitmangalore.edu.in





7	Prof Sinan Assitant Professor Dept. of Computer Science & Engineering	Member & Chief Warden (Hostel)	9886737890	sinan@bitmangalore.edu.in
8	Prof Safwan K Physical Education Director	Member	7795853882	safwankhan.khan@gmail.com
9	Dr Vinutha P R Professor and Head Dept. of Physics	Member	9916888142	vinuthapr@gmail.com
10	Prof Najma Professor Dept. of Computer Science & Engineering	Member ( Senior Warden Girls Hostel)	9945440256	najmasku@gmail.com
11	Mr Rafiq Maintaince Officer	Member	9845140324	Rafikaffu001@gmail.com
12	Mr Shaikh Muhammed Naveed Dept of Civil	Student Member	8073625264	shaikhmuhammednaveed30@gmail.com
13	Afreen Dept of CSE	Student Member	8296850071	zaynafreen0@gmail.com

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## **Student Grievance suggestion/Complaint box:**

A-Block: Fourth Floor





A-Block: Ground Floor





Delivering Excellence  
Consistently

Bearys  
Institute  
of Technology



MANGALORE

B-Block: Second Floor





Bearys  
Institute  
of Technology  
MANGALORE

REF: BIT/GRC/2021-2022/01

DATE: 03/11/2021

### CIRCULAR

The members of the Grievance Redress Committee are hereby to inform to attend the meeting on 10<sup>th</sup> November 2021 Tuesday @ 3.00 PM.

#### Agenda:

- 1) To discuss the roles and responsibilities of GRC
- 2) Discussion to set frequency of meetings.
- 3) Any other discussion

Venue: Board Room

Prof. Zaheer Ahmed  
Member Convener

Dr S I Manjur Basha  
Principal

Copy to:

Principal Office  
Members of GRC

Principal  
Bearys Institute of Technology  
Land End, Innoli, Boliyar Village  
Near Mangalore University  
MANGALORE-574 153



REF: BIT/GRC/2021-2022/02

DATE: 10/11/2021

### Minutes of Meeting

Agenda:






- 1) To discuss the roles and responsibilities of GRC
- 2) Discussion to set frequency of meetings.
- 3) Any other discussion

Sl No	Name	Appointed as	Signature
1	Dr S I Mnajur Basha	Chairperson	
<b>MEMBERS</b>			
2	Prof Zaheer Ahmed Assistant Professor Dept. of Civil Engineering	Member Convener	
3	Dr Abdullah Gubbi Professor and Head Dept. of Electronics and Communication Engineering	Member	
4	Dr Aziz Mustafa Professor and Head Dept. of Computer Science & Engineering	Member	
5	Dr Anjum Khan Professor and Head Dept. of Basic Science	Member	
6	Dr Vasanth Kumar, <i>Associate</i> Professor and Head Dept. Mechanical Engineering	Member	
7	Prof Sinan Assistant Professor Dept. of Computer Science & Engineering	Member ( Chief Warden)	



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8	Prof Safwan K Physical Education Director	Member	
9	Dr Vinutha P R Professor and Head Dept. of Physics	Member	
10	Prof Najma Professor Dept. of Computer Science & Engineering	Member ( Senior Warden Girls Hostel)	
11	Mr Rafiq Maintaince Officer	Member	
12	Mr Shaikh Muhammed Naveed Dept of Civil	Student Member	
13	Afreen Dept of CSE	Student Member	



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**Agenda 1:** To discuss on roles and responsibilities of GRC

The Member convener has suggested that GRC members should go through the policy and SOP of GRC. The members should handle the grievance judiciary as per SOP.


**Agenda 2:** Discussion to set frequency of meetings.

The Grievance might be received to committee members or through a complaint box. The committee will meet once in 15 days as per SOP of GRC to address such issues.

**Agenda 3:** Any other discussion

No Discussions

The meeting concluded by thanking all the members.

  
Prof. Zaheer Ahmed  
Member Convener

  
Dr S I Manjur Basha  
Principal

Principal  
Bearys Institute of Technology  
Land End, Innoli, Boliyar Village  
Near Mangalore University  
MANGALORE-574 153

Copy to:

Principal Office  
Members of GRC





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Institute  
of Technology  
MANGALORE

REF: BIT/GRC/2021-2022/03

DATE: 10/01/2022


### CIRCULAR

The members of the Grievance Redress Committee are hereby to inform to attend the meeting on 14<sup>th</sup> January 2022 Friday @ 3.00 PM.

Agenda:

1. To discuss grievances received by students.
2. Any other discussion

Venue: Board Room

  
Prof. Zaheer Ahmed  
Member Convener

  
Dr S I Manjur Basha  
Principal

Principal  
Bearys Institute of Technology  
Land End, Innoli, Boliyar Village  
Near Mangalore University  
MANGALORE-574 153

Copy to:

Principal Office  
Members of GRC



REF: BIT/GRC/2021-2022/04

DATE: 14/01/2022

### Minutes of Meeting

Agenda:

- 1) To discuss grievances received by students
- 2) To discuss the roles and responsibilities of GRC
- 3) Discussion to set frequency of meetings.
- 4) Any other discussion

Sl No	Name	Appointed as	Signature
1	Dr S I Mnajur Basha	Chairperson	
<b>MEMBERS</b>			
2	Prof Zaheer Ahmed Assistant Professor Dept. of Civil Engineering	Member Convener	
3	Dr Abdulla Gubbi Professor and Head Dept. of Electronics and Communication Engineering	Member	
4	Dr Aziz Mustafa Professor and Head Dept. of Computer Science & Engineering	Member	
5	Dr Anjum Khan Professor and Head Dept. of Basic Science	Member	
6	Dr Vasanth Kumar, <i>Associate</i> Professor and Head Dept. Mechanical Engineering	Member	



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7	Prof Sinan Assistant Professor Dept. of Computer Science & Engineering	Member ( Chief Warden)	
8	Prof Safwan K Physical Education Director	Member	
9	Dr Vinutha P R Professor and Head Dept. of Physics	Member	
10	Prof Najma Professor Dept. of Computer Science & Engineering	Member ( Senior Warden Girls Hostel)	
11	Mr Rafiq Maintaince Officer	Member	
12	Mr Shaikh Muhammed Naveed Dept of Civil	Student Member	
13	Afreen Dept of CSE	Student Member	



Bearys  
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**Agenda-1:** To discuss grievances received by students.

Grievances received by students, regarding the working condition of Tube light in the classroom.

Civil students submitted a request letter regarding the working condition of Tube light in the classroom.


**Action Taken:**

Convener suggested bringing the issue to the notice of the Maintenance officer and do the needful.

**Agenda-2:** Any other discussion

No discussion.

The meeting concluded by thanking to all the members.

  
Prof. Zaheer Ahmed  
Member Convener

  
Dr S I Manjur Basha  
Principal

Principal  
Bearys Institute of Technology  
Land End, Innoli, Boliyar Village  
Near Mangalore University  
MANGALORE-574 153

Copy to:

Principal Office  
Members of GRC



Bearys  
Institute  
of Technology  
MANGALORE

Date: 14/01/2022

To,  
Maintenance Officer,  
Bearys Institute of Technology,  
Mangalore,

✓

h  
14/1

Sir,

SUB: Working condition of Tube light in Civil classroom.

With reference to the above subject, I would like to bring to your notice that the Fan in Civil classroom is not in working condition. In this regard requesting you to make the necessary arrangement.

As per the direction of the principal, I request you to look into the matter and do the needful.

Thanking you,

Yours faithfully,

  
Member Convener

Copy to:

Principal Office  
Members of GRC



Bearys  
Institute  
of Technology  
MANGALORE

REF: BIT/GRC/2021-2022/05

DATE: 13/06/2022


### CIRCULAR


The members of the Grievance Redress Committee are hereby to inform to attend the meeting on 17<sup>th</sup> June 2022 Friday @ 3.00 PM.

Agenda:

1. To discuss grievances received by students.
2. Any other discussion

Venue: Board Room

  
Prof. Zaheer Ahmed  
Member Convener

  
Dr S I Manjur Basha  
Principal

Copy to:

Principal Office  
Members of GRC

Principal  
Bearys Institute of Technology  
Land End, Innoif, Boliyar Village  
Near Mangalore University  
MANGALORE-574 153



REF: BIT/GRC/2021-2022/06

DATE: 17/06/2022

### Minutes of Meeting

Agenda:

- 1) To discuss grievances received by students
- 2) To discuss the roles and responsibilities of GRC
- 3) Discussion to set frequency of meetings.
- 4) Any other discussion

Sl No	Name	Appointed as	Signature
1	Dr S I Mnajur Basha	Chairperson	
<b>MEMBERS</b>			
2	Prof Zaheer Ahmed Assistant Professor Dept. of Civil Engineering	Member Convener	
3	Dr Abdulla Gubbi Professor and Head Dept. of Electronics and Communication Engineering	Member	
4	Dr Aziz Mustafa Professor and Head Dept. of Computer Science & Engineering	Member	
5	Dr Anjum Khan Professor and Head Dept. of Basic Science	Member	
6	Dr Vasanth Kumar, <i>Associate</i> Professor and Head Dept. Mechanical Engineering	Member	



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7	Prof Sinan Assistant Professor Dept. of Computer Science & Engineering	Member ( Chief Warden)	
8	Prof Safwan K Physical Education Director	Member	
9	Dr Vinutha P R Professor and Head Dept. of Physics	Member	
10	Prof Najma Professor Dept. of Computer Science & Engineering	Member ( Senior Warden Girls Hostel)	
11	Mr Rafiq Maintaince Officer	Member	
12	Mr Shaikh Muhammed Naveed Dept of Civil	Student Member	
13	Afreen Dept of CSE	Student Member	





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MANGALORE

**Agenda-1:** To discuss grievances received by students.

Grievances received by students:

Regarding the working condition of Flush in the 4th floor washroom.

2<sup>nd</sup> year students submitted a request letter regarding the working condition of Flush in the 4th floor washroom.

**Action Taken:**


Convener suggested bringing the issue to the notice of the Administrative officer and does the needful.


Also, the Principal instructed the convener to suggest AO to have a regular check on the Washroom conditions.

**Agenda-2:** Any other discussion

Principal discussed grievances with student members. The responsibility of each member was discussed. The member convener suggested grievances received have to be solved as early as possible and brought to the notice of the Principal and concerned authority.

The meeting concluded by thanking all the members.

  
Prof. Zaheer Ahmed  
Member Convener

  
Dr S I Manjur Basha  
Principal

Principal  
Bearys Institute of Technology  
Land End, Innoli, Boliyar Village  
Near Mangalore University  
MANGALORE-574 153

Copy to:

Principal Office  
Members of GRC



Bearys  
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of Technology  
MANGALORE

Date: 17/06/2022

To,  
Maintenance Officer,  
Bearys Institute of Technology,  
Mangalore,


→ Mr. Rajik.  
P

Sir,

SUB: working condition of Flush in the 4th floor washroom.

With reference to the above subject, I would like to bring to your notice that the Flush in the 4th floor washroom main block is not in working condition. In this regard requesting you to make the necessary arrangement. As per the direction of the principal, I request you to look into the matter and do the needful.

Thanking you,

  
Yours faithfully,  
Member Convener

Copy to:

Principal Office  
Members of GRC



Bearys  
Institute  
of Technology  
MANGALORE

REF: BIT/GRC/2021-2022/07

DATE: 30/08/2022


### CIRCULAR


The members of the Grievance Redressal Committee are hereby informed to attend a meeting on 6<sup>th</sup> September 2022, Tuesday at 3.30 PM.

Agenda:

1. To discuss grievances received by students.
2. Any other discussion

Venue: Board Room

  
Prof. Zaheer Ahmed  
Member Convener

  
Dr S I Manjur Basha  
Principal

Principal  
Bearys Institute of Technology  
Land End, Innoli, Boliyar Village  
Near Mangalore University  
MANGALORE-574 153

Copy to:

Principal Office  
Members of GRC



REF: BIT/GRC/2021-2022/08

DATE: 06/09/2022

### Minutes of Meeting

#### Agenda:








- 1) To discuss grievances received by students
- 2) To discuss the roles and responsibilities of GRC
- 3) Discussion to set frequency of meetings.
- 4) Any other discussion

Sl No	Name	Appointed as	Signature
1	Dr S I Mnajur Basha	Chairperson	
<b>MEMBERS</b>			
2	Prof Zaheer Ahmed Assistant Professor Dept. of Civil Engineering	Member Convener	
3	Dr Abdulla Gubbi Professor and Head Dept. of Electronics and Communication Engineering	Member	
4	Dr Aziz Mustafa Professor and Head Dept. of Computer Science & Engineering	Member	
5	Dr Anjum Khan Professor and Head Dept. of Basic Science	Member	
6	Dr Vasanth Kumar, <i>Associate</i> Professor and Head Dept. Mechanical Engineering	Member	



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7	Prof Sinan Assistant Professor Dept. of Computer Science & Engineering	Member ( Chief Warden)	
8	Prof Safwan K Physical Education Director	Member	
9	Dr Vinutha P R Professor and Head Dept. of Physics	Member	
10	Prof Najma Professor Dept. of Computer Science & Engineering	Member ( Senior Warden Girls Hostel)	
11	Mr Rafiq Maintaince Officer	Member	
12	Mr Shaikh Muhammed Naveed Dept of Civil	Student Member	
13	Afreen Dept of CSE	Student Member	



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Institute  
of Technology



MANGALORE

**Agenda-1:** To discuss grievances received by students.

Grievances received by students:

Provide better facility for ladies Toilet such as mirror, cleaning of W/C and wash basins.

3<sup>rd</sup> year Electronics and Communication students submitted a request letter regarding better facility for ladies Toilet such as mirror, cleaning of W/C and wash basins.

**Action Taken:**


Convener suggested bringing the issue to the notice of the Administrative officer and does the needful.

Also, the Principal instructed the convener to suggest AO to have a regular check on the Washroom conditions.

**Agenda-2:** Any other discussion

Principal discussed grievances with student members. The responsibility of each member was discussed. The member convener suggested grievances received have to be solved as early as possible and brought to the notice of the Principal and concerned authority.

The meeting concluded by thanking all the members.

  
Prof. Zaheer Ahmed  
Member Convener

  
Dr S I Manjur Basha  
Principal  
Principal  
Bearys Institute of Technology  
Land End, Innoli, Boliyar Village  
Near Mangalore University  
MANGALORE-574 153

Copy to:

Principal Office  
Members of GRC



Bearys  
Institute  
of Technology  
MANGALORE

Date: 06/09/2022


To,  
Maintenance Officer,  
Bearys Institute of Technology,  
Mangalore,

Sir,

SUB: Provide better facility such as mirror, cleaning of W/C and wash basins in ladies restroom.

With reference to the above subject, I would like to bring to your notice that in the ladies washroom such as mirror, cleaning of W/C and wash basins are not proper condition. In this regard requesting you to make the necessary arrangement. As per the direction of the principal, I request you to look into the matter and do the needful.

Thanking you,

  
Yours faithfully,  
Member Convener

Copy to:

Principal Office  
Members of GRC

*Mr. Raju*  
*6/9/22*

Principal  
Bearys Institute of Technology  
Land End, Innoli, Boliyar Village  
Near Mangalore University  
MANGALORE-574 153

Received  
  
6/9/22  
(Rajib)

From

— Halamdar / Ishaan  
4BP20C0004 /

4<sup>th</sup> January 2022

To

Maintenance Department / GRC

Sub: Tubelight is not in working condition.

Sir,

I am Halamdar bearing USN no. 4BP20C0004 of 3<sup>rd</sup> Semester requesting you to change or replace the tubelight which is not working. Kindly address this issue.

Thanking You

Yours Faithfully




Mohammad Ishaan



To,  
Mr. Rafik, In-charge GRC.  
Take immediate action.

  
4/1/22

Received

  
4/1/22  
(Rafik)

Principal  
Bearys Institute of Technology  
Land End, Innoli, Boliyar Village  
Near Mangalore University  
MANGALORE-574 153



Date: 7/6/22

Abdul Azeem / Nashief

BII Student

For

GRC / Maintenance Department

Sub: Flush is not working in the washroom

Sir,

With respect to subject written above, we are requesting you to change or replace the flush in the washroom. Kindly do the needful at earliest.

Thanking you

Yours faithfully

Azeem

Abdul Azeem

Yusuf Nashief

Nashief

Forwarded to Principal

AS  
7/6/22

To,

Maintenance Dept.

- check & replace.

- Inspect other washrooms too.

AS  
10/6/22

Received  
(Recd) AS  
10/6/22

Principal  
Bearys Institute of Technology  
Land End, Innolf, Boliyar Village  
Near Mangalore University  
MANGALORE-574 153

Date: 23-08-2022

From,  
3<sup>rd</sup> year EC Dept  
BIT, Mangalore

To,  
The Principal  
BIT, Mangalore

Through  
HOD, ECE  
BIT, Mangalore

Respected Sir,

We the students of 3<sup>rd</sup> year Electronics and Communication Department request you to provide better facility for Ladies toilet such as Mirror, cleaning of W/C and wash basins.

So kindly request you to consider and do the needful.

Thank you

Forwarded to principal.  
24/01/23

Forwarded to GRE :

- Ask Mr. Rafik to provide the facilities.
- cleaning of w/c to be done periodically. Ensure.

Fatima mahuda  
Mariyam Fameesa  
Mariyath Shabnam  
Huzaina  
Sabida  
Zubaida Safa

Received  
24/8/22  
(Rafik)

Principal  
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Date: 03/09/2022

## STUDENTS GRIEVANCE REDRESSAL COMMITTEE

### REPORT FOR THE ACADEMIC YEAR 2021-2022

- The Institution has constituted the Students Grievance Redressal Committee for the academic year 2021-2022.
- An awareness session for the 1<sup>st</sup> year students was organized in order to bring awareness about the committee among students.  
Dr. Abdullah Gubbi HOD Dept. of Electronics and Communication oriented the students.
- Member convener of the Grievance Redressal Committee convenes the meeting periodically and taken steps to redress the Grievance.
- During the academic year 2021-2022 applications of grievance were given by the students. Working condition of tube light, fan in classroom and flush, replacing of mirror, cleaning of W/C and wash basins in washroom. Every Grievance solved within reasonable period.

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## REPORT ON AWARENESS PROGRAM

Resource Person:

Dr. Abdullah Gubbi

HOD, Dept. of Electronics and Communication

An awareness program on "Grievance Redressal" was organized for 1<sup>st</sup> year students by the Students Grievance Redressal Committee. Dr. Abdullah Gubbi HOD Dept. of Electronics and Communication provided information about the existence and role of the grievance redressal committee in the college to the 1<sup>st</sup> year students. He gave awareness to the students about the function of the committee and informed that anyone with genuine grievance may approach the committee or the students can state their grievance through suggestions boxes which are placed in different places of the campus. (A-Block: Fourth Floor, A-Block: Ground Floor, B-Block: Second Floor).

Principal  
Bearys Institute of Technology  
Land End, Innoli, Boliyar Village  
Near Mangalore University  
MANGALORE-574 153





STUDENTS GRIEVANCE REDRESSAL COMMITTEE 2021-2022

SL NO	Name of the Students	Class / Course	Date of Grievance Received	Grievance	Action Taken	Redressal with Date
1	Kalandar & Mohammad Ishan	3 <sup>rd</sup> Sem/ Civil	04/01/22	Tube light not in working conditions	Discussed with the maintenance dept. and informed to take necessary action	Tube Light Repaired. (17/01/22)
2	Ahammad Abdul Azeem & Yusuf Nasheef	4 <sup>th</sup> Sem	7/06/22	Flush is not in working condition	Discussed with the maintenance dept. and informed to take necessary action	Flush Repaired. (20/06/22)
3	Fthima Mashuda Mariyam Fameeza Mariyath Shabnam Huzina Sabida Zubaida	5 <sup>th</sup> Sem/E&C	23/08/2022	In ladies Toilet provide better facility such as mirror, cleaning of W/C and wash basins	Discussed with the maintenance dept. and informed to take necessary action	Replaced mirror and cleaned W/C and wash Basins (09/11/22)

  
Principal  
Bearys Institute of Technology  
Land End, Innoli, Boliyar Village  
Near Mangalore University  
MANGALORE-574 153

Sl. No 22

**Grievances redressal Committee**

## Grievance Redressal Committee

Grievance Committee shall be responsible for collective agreement dealing with grievances.

Committed has to providing a harmonious, fair and just learning environment by ensuring that students and staff have access to processes that allow for appeals, complaints and grievances to be resolved.

Approach to student grievance resolution emphasizes:

- Fairness and impartiality
- The handling of grievances formally where possible
- The principles of natural justice and procedural fairness
- Effective, reciprocal communication and feedback

### **Role and Responsibilities of the Grievance Committee (GC)**

1. Student Grievance Committee shall her complaints and appeals arising from the policies on:

- Evaluation and assessment
- Academic programs
- Student progress
- Appeals arising from higher degree research studies.
- Student admission
- Breaches of academic integrity
- Problems arising in the context of their association with the institute, including those involving faculty misconduct in an instructional setting.
- Administrative operations or decisions relating to academic matters.
- Other policies not listed above which provide for scope to the Grievance Committee.

2. **Jurisdiction:** The committee is charged with hearing those student grievances related to faculty misconduct in the performance of his or her duties in an instructional setting. It should be understood however, that certain cases do not fall under the jurisdiction, but are subject to special investigatory procedures: cases involving sexual harassment or sexual misconduct; cases involving discrimination on the basis of race, color, age, national origin, religion, gender, sexual orientation, disability, or any other protected status; and cases involving allegations of fraud or plagiarism in research.

3. The grievance once received, the convener shall be responsible for the distribution of a copy of the grievance to the other members of the Grievance Appeal Committee. The proceedings and the Committee's deliberations shall be confidential and not open to the public. Principal will be the chairperson and as per the norms of NBA, the meeting is to be convened as and when it is required & based on the need **and when situation demands &** then proceedings of the meeting should be recorded.



**Committee Members:**

Sl. No	Name	Designation	Contact Number
1	Dr. S.I Manjur Basha	Convener	7259773322
2	Dr. Abdulla Gubbi	Member	8310916940
3	Dr. Aziz Musthafa	Member	9886607669
4	Prof. Purushothama C T	Member	9986322105
5	Dr. Anjum Khan	Member	7975853611
6	Mr. Mohammed Sinan M	Warden (Boys Hostel)	9886737890
7	Mrs. Vinutha P R	Member	9916888142
8	Mrs. Malashree	Member	7338093220
9	Ms. Zubedha	Warden (Girls Hostel)	7259662200
10	Mr. Safwan (PED)	Member	8073889720
11	Mr. Abdul Jabbar	Member	9986323677
12	Mr.Zaheer Ahmed	Member	8095778861



Principal

**PRINCIPAL**

**Bearys Institute of Technology**

Land End, Innoli, Boliyar Village

Near Mangalore University

MANGALORE - 574 153



# BEARYS INSTITUTE OF TECHNOLOGY

Near Mangalore University, Lands End  
Innoli Mangalore - 574153

Date: 11.10.2019

## Grievance Redressal Committee:

Grievance Committee shall be responsible for collective agreement dealing with grievances.

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  - c. Student progress
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  - f. Breaches of academic integrity
  - g. Problems arising in the context of their association with the institute, including those involving faculty misconduct in an instructional setting.
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# BEARYS INSTITUTE OF TECHNOLOGY

Near Mangalore University, Lands End  
Innoli Mangalore - 574153

Date: 11.10.2019

## Disciplinary Committee:

As per the directions of the management a new coordinator system with coordinators heading different crucial areas of the college has been put in place with the only objective to decentralize the administrative affairs and their by stream-lining it. Some of the very important areas include examination, Academic activities, Placement & Training and so on.

- To hear all complaints of misconduct from the students.
- To determine and assess disciplinary action against students.
- To maintain a record of the incident & report the same to the Management along with the disciplinary action taken.
- To solicit statements, testimony, evidence or other documentation from students, players, coaches, as considered necessary in the sole judgement of the Disciplinary Committee;

**Disciplinary Committee:** The Disciplinary Committee, chaired by the Principal of Member Safety, is charged with the overall responsibility and authority for hearing and resolving disciplinary issue involving with students.

**Disciplinary Action Committee:** This is a standing committee on disciplinary affairs having the responsibility of recommending suitable remedial action to the Principal or various complaints of indiscipline among students, after a careful judicial enquiry in consultation with all persons involved in the incident.

Principal will be the chairperson and as per the norms of NBA, the meeting is to be convened as and when it is required and proceedings of the meeting should be recorded.

SN	Name	Designation	Contact No.
01	Dr. S I Manjur Basha	CHAIR PERSON	7259773322
02	Dr. Azeez Musthafa	Member	9886607669
03	Dr. Abdulla Gubbi	Member	8147336952
04	Dr. Anjum Khan	Member	9481843806
05	Prof. Purushothama C T	Member	9986322105
06	Mr. Safwan (PED)	Member	7795853882
07	Mr. Asif Iqbal Mulla	Member (Boys Hostel Warden)	9986516445
08	Mrs. Jubeidha	Member (Girls Hostel Warden)	7259662200

  
Principal

Bearys Institute of Technology  
Land End, Innoli, Boliyar Village  
Near Mangalore University  
MANGALORE-574 153



## BEARYS INSTITUTE OF TECHNOLOGY

Near Mangalore University, Lands End  
Innoli Mangalore - 574153

### Committee Members:

Sl.no	Name	Designation	Contact Number
1	Dr. S.I Manjur Basha	Convener	7259773322
2	Dr. Abdulla Gubbi	Member	8310916940
3	Dr. Aziz Musthafa	Member	9886607669
4	Prof. Purushothama C T	Member	9986322105
5	Dr. Anjum Khan	Member	7975853611
6	Mr. Asif Iqbal Mulla	Warden (Boys Hostel)	9986516445
7	Mrs. Vinutha P R	Member	9916888142
8	Ms. Chethana Kumari S	Warden (Girls Hostel)	7760644269
9	Ms. Zubedha	Warden (Girls Hostel)	7259662200
10	Mr. Safwan (PED)	Member	8073889720
11	Mr. Aboobecker Shameez	Member	9844264029
12	Mr. Zaheer Ahmed	Member	8095778861

Principal  
Principal

Bearys Institute of Technology  
Land End, Innoli, Boliyar Village  
Near Mangalore University  
MANGALORE-574 153



# BEARYS INSTITUTE OF TECHNOLOGY

Near Mangalore University, Lands End  
Innoli, Mangalore - 574153

**Grievance Redressal Committee:**

**Date: 10<sup>th</sup> Aug 2018**

Grievance Committee shall be responsible for collective agreement dealing with grievances.

Committed has to providing a harmonious, fair and just learning environment by ensuring that students and staff have access to processes that allow for appeals, complaints and grievances to be resolved.

Approach to student grievance resolution emphasizes:

- Fairness and impartiality
- The handling of grievances informally where possible
- The principles of natural justice and procedural fairness
- Effective, reciprocal communication and feedback

## Role and Responsibilities of the Grievance Committee (GC)

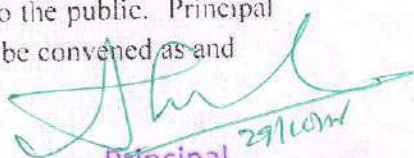
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**ATTESTED**

  
Principal  
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Land End, Innoli, Boliyar Village  
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Institute  
of Technology  
MANGALORE

# BEARYS INSTITUTE OF TECHNOLOGY

Near Mangalore University, Lands End  
Innoli, Mangalore - 574153

when it is required & based on the need and when situation demands & then proceedings of the meeting should be recorded.

## Committee Members:

Sl. no.	Name	Designation	Contact Number	Signature
01	Dr. Antony A J	Convener	7259773322	
02	Dr.P.Mahabaleswarappa	Member	9448345434	
03	Dr.Abdulla Gubbi	Member	8310916940	
04	Dr.Mustafa Baslikodi	Member	9844535720	
05	Dr. Aziz Musthafa	Member	9886607669	
06	Prof.Purushothama C T	Member	9986322105	
07	Prof.Vivekanand Huddar	Member	9620418750	
08	Dr. Anjum Khan	Member	7975853611	
09	Mr.Maruthi Prasanth	Warden (Boys Hostel)	9538485858	
10	Mr.Asif iqbal mulla	Warden (Boys Hostel)	9986516445	
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15	Mr.Aboobecker Shameez	Member	9844264029	
16	Zaheer Ahmed	Member	8095778861	

- 10/08/18  
Dean Academics

Principal  
Principal  
Bearys Institute of Technology  
Land End, Innoli, Boliyar Village  
Near Mangalore University  
MANGALORE-574 153

**ATTESTED**

Principal  
Bearys Institute of Technology  
Land End, Innoli, Boliyar Village  
Near Mangalore University  
MANGALORE-574 153



# BEARYS INSTITUTE OF TECHNOLOGY

Near Mangalore University, Lands End  
Innoli, Mangalore - 574153

## Disciplinary Committee:

Date: 10.08.2018

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Principal

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Principal

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Land End, Innoli, Boliyar Village  
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21-07-2017

## Minutes of the Meeting of Grievances Redressal Committee

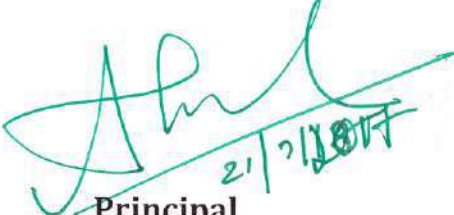
The meeting was held on Friday 21-07-2017. The meeting started at 11.00 a.m

The Following members were present

1. Dr. Antony AJ (Chairman)
2. Mr. Mustafa B (Member)
3. Mrs. Mubeena P Taj (Member)
4. Dr. Abdullah Gubbi (Member)
5. Mr. Vivekanada Huddar (Member)

To start with the chairman of the committee Dr. Antony AJ welcomed all the members, He asked the members to share their views regarding the activities of the grievances redressal committee and the involvement of other faculty in this matter. The members told that they are doing it seriously and till now no incidents are reported.

The meeting ended with a word of Thanks

  
21/7/2017  
Principal







21-12-2017

## Minutes of the Meeting of Grievances Redressal Committee

The meeting was held on Thursday 21-12-2017. The meeting started at 11.00 a.m

The Following members were present

1. Dr. S K Raikar, Sr Advisor
2. Dr. Antony AJ
3. Mr. Mustafa B
4. Mrs. Mubeena P Taj
5. Dr. Abdullah Gubbi 
6. Mr. Vivekanada Huddar 

To start with the chairman of the committee Dr. Antony AJ welcomed all the members, He asked the members to share their views regarding the activities of the grievances redressal committee and the involvement of other faculty in this matter. The members told that there were a few minor problems which they could settle immediately. They also said that they will take up this duty very seriously and try to avoid any such situations.

The meeting ended with a word of Thanks

  
Principal 21/12/17