



Mangalore Institute of Technology & Engineering

(A Unit of Rajalaxmi Education Trust ®, Mangalore)

Autonomous Institute Affiliated to VTU, Belagavi, Approved by AICTE, New Delhi

Accredited by NAAC with A+ Grade & ISO 9001:2015 Certified Institution

Students Grievance Redressal Committee (SGRC)

Annual Report 2025-26



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The Members of the Students Grievance Redressal Committee for the academic year 2025-26:

Sl. No	Name	Designation	Role
1	Dr. Prashanth C M	Principal	Chairperson
2	Dr. Pradeep B S	Professor, Dept. of CSE & Dean (Research)	Convener
3	Mrs. Deepthi Shetty	Senior Assistant Professor, Dept. of ECE	Member
4	Dr. Yogeesha C B	Professor, Dept. of CSE-AIML & Dean (Industry Collaborations)	Member
5	Dr. K G Madhwaraj	Professor & HoD, Dept. of MCA	Member
6	Ms. Dravya R Shetty	4 th year student - 4MT22EC035 Dept. of ECE	Student Representative



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About Students Grievance Redressal Committee (SGRC)

The *Student Grievance Redressal Committee (SGRC)* has been reconstituted for the academic year 2025-26 with effect from 26.08.2025, in accordance with the AICTE revised notification dated 31.03.2023 (F. No. 1-101/AICTE/PGRC/Regulation/2019).

Students having any grievances may report them:

- Directly to the SGRC members (in person or in writing), or
- Through their Class Advisor / Mentor / HoD, or
- Using the DHI App, or
- Via the Grievance Box available at the college office.

The Students' Grievance Redressal Committee (SGRC) meetings for the academic year 2025-26 were conducted periodically to review and discuss any academic or non-academic grievances reported by students. The committee ensured that:

- Any grievance received through any mode was promptly acknowledged and addressed.
- Issues were resolved within a stipulated period of two weeks, as per norms.
- Committee members actively interacted with departments to gather feedback and strengthen the grievance mechanism.
- Awareness was created among students regarding the existence and functioning of the SGRC, thereby inculcating confidence in the redressal process.

The closing meeting of the SGRC Annual Report 2025-26 was held on 10.08.2026, during which the following points were discussed:

1. Review of grievances reported, if any, since the previous meeting
2. Review of grievances received, action taken, and pending cases, if any, during the academic year 2025–26.
3. Suggestions and measures for enhancing awareness among students regarding the SGRC existence.
4. Closure of the SGRC Annual Report for the academic year 2025–26 and its uploading on the Institution's website.
5. Any other matter with the permission of the Chair.



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Grievances reported if any since last meeting

The last meeting of the Students' Grievance Redressal Committee (SGRC) was held on 26.05.2025. Since then, no grievances were reported to the committee members through any of the available modes (direct reporting, Class Advisor/HoD/Mentor, DHI App, or grievance box) or through their departments also with respect to academic, non-academic, or infrastructure-related matters.

Review of grievances received / action taken and pending cases if any during the year 2025-26

During the academic year 2025–26, no major grievances w.r.t academic or non academic matters were reported to the Students' Grievance Redressal Committee (SGRC). However, a few minor issues were brought to the attention of the Committee during the semester. These included intermittent functioning of air-conditioners due to power fluctuations, availability of seats in college buses during the initial days of the semesters, and transportation facilities for students attending skill-lab training programmes during vacation periods.

The Committee took note of these concerns and confirmed that the issues were addressed promptly in coordination with the concerned departments and support services. All the reported issues were resolved satisfactorily, ensuring that no inconvenience to the students.

The Chairperson emphasized the importance of addressing grievances, irrespective of their nature or magnitude, in a timely and systematic manner. The Committee was advised to continue the practice of promptly reviewing and resolving student concerns to ensure an effective, responsive, and student-centric grievance redressal mechanism.

Suggestions for improving awareness creation

The Committee suggested the following measures to enhance awareness among students regarding the existence, role, and functioning of the Students' Grievance Redressal Committee (SGRC):

1. **Display of SGRC Information:** The details of the SGRC members, including their names, designations, and contact information, shall be displayed prominently on the notice boards of all departments and maintained throughout the academic year for easy access by students.

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2. Classroom Circulars: A circular containing brief information about the SGRC, its composition, roles, responsibilities, and grievance redressal mechanism shall be circulated to all classrooms and read out to students to ensure that they are adequately informed about the available grievance redressal facility.
3. Orientation/Induction at the Beginning of Each Semester: At the commencement of every semester, an orientation meeting shall be organized for all Class Representatives (CRs). The meeting shall include a formal introduction to the SGRC members, an explanation of their roles and responsibilities, and an overview of the procedure for submitting and addressing student grievances. The CRs shall, in turn, disseminate this information among their respective classes.

These measures are expected to strengthen student confidence in the grievance redressal system and ensure wider awareness of the available channels for grievance reporting.

Closing of SGRC 2025-26 annual report and uploading in college website

The Chairperson addressed the committee and noted that the Student Grievance Redressal Committee (SGRC) was reconstituted on 26th August 2025 and subsequently updated on 5th November 2025 with the introduction of Dr. Yogeesha C. B. in place of Mr. Sridhar D. R., in line with the implementation of the AICTE Regulation. It was confirmed that all instructions contained in the AICTE notification were duly complied with in the formation of the committee, dissemination of information, and in creating awareness among students. The details of the SGRC were furnished to VTU as per University instructions and also updated in the AICTE Google spreadsheet.

The Chairperson further informed that the SGRC will be reconstituted for the academic year 2026–27. Appreciation was placed on record for the sincere efforts of all committee members during the academic year 2025–26, with an appeal to continue working with greater effectiveness, particularly in creating awareness among students and staff across the MITE campus and the Chairperson concluded the proceedings by formally closing the Annual Report for the year 2025–26.

Any other points with the permission of chair

There were no other points discussed during the meeting and minutes were recorded for the compilation of annual report. With the vote of thanks to the committee, the Annual Report of the SGRC for the year 2025-26 was formally closed.