

**KARNARATAKA AYURVEDA MEDICAL COLLEGE,
ASHOKNAGAR, MANGALORE
GRIEVANCE REDRESSAL CELL**

Criteria 10.5.3

INTERNAL GRIEVANCE CELL COMMITTEE
MINUTES OF MEETING

**KARNARATAKA AYURVEDA MEDICAL COLLEGE,
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Date. 06.01.2026

CIRCULAR

Sub: Constitution of Internal Grievance redressal cell Committee

I am pleased to inform you all that an Internal Grievance cell Committee is being constituted in our college as per the guidelines of MARBISM. The purpose of Grievance cell Committee is to ensure a fair and transparent process for addressing grievances within our institution. This committee will be responsible for addressing complaints and concerns raised by students, faculty, and staff.

The grievance committee will consist of the following members:

1. Chairperson: Dr Savitha K Bhat
2. Faculty representative: Dr Soumyashree K. M, Associate Professor
And Coordinators of all batches
3. H R Officer: Mrs Shivani
4. Student representative: Guru Kiran, UG representative
Dr. Samarth, PG representative
5. Office superintendent: Mrs. Divya
6. Advocate: Adv. Sridevi

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The terms of reference for the Grievance cell Committee include

- Receiving and registering grievances from students and employees.
- Investigating and verifying the authenticity of grievances
- Communicating with relevant authorities and departments to resolve grievances.
- Recommending measures to prevent similar grievances from arising

I request all members to actively participate in the committee's activities and contribute to the quality enhancement of our institution.

Principal

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Internal Grievance cell Committee Meeting

Date: 06/01/2026

Venue: Research lab

Agenda: Functioning of Grievance cell Committee

MINUTES OF MEETING

1. Dr. Savitha K. Bhat welcomed the members and introduced the agenda.
2. Dr. Soumyashree K. M presented about the responsibilities of the Committee.
3. The committee discussed about the functioning of the committee such as
 - Receiving and registering grievances from students and employees.
 - Investigating and verifying the authenticity of grievances.
 - Ensuring confidentiality and impartiality in the grievance redressal process.
 - Communicating with relevant authorities and departments to resolve grievances.
 - Maintaining records of grievances and their resolution.
 - Analysing and identifying patterns or systemic issues leading to grievances.
 - Recommending measures to prevent similar grievances from arising.
 - Reviewing and updating the grievance redressal policy and procedures as needed.
 - Discussed about creating the new mail ID where the students and employees can register the complaints.

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S.L No	Name	Sign
1	Dr. Savitha K Bhat	
2	Dr. Soumyashree K. M	
3	Dr. Kripa	
4	Dr. Raksha	
5	Dr. Santoshini	
6	Dr. Abhishek	
7	Dr. Srijaya Prabhu	
8	Dr. Harshavardhan	
9	Dr. Niyathi	
10	Dr. Kripashree	
11	Dr. Pooja	
12	Dr. Amritha	
12	Mrs. Shivani	
13	Adv. Sridevi	
14	Guru Kiran	
15	Dr. Samarth	
16	Mrs. Divya	

Principal

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08.01.2026

CIRCULAR

This is to notify that students and staffs are informed to present any grievances or complaints through online module to the below mentioned

email id:

kamcgrievanceonlinemodule@gmail.com

Principal

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SENSITIZATION PROGRAM FOR UG students, PG Students &

Employees:

Date: 12/01/26

Venue: College Auditorium

- Resource person: Dr. Savitha K Bhat
- Topic: Grievance Redressal Mechanism

Grievance Cell Orientation Report

Objectives:

1. To educate the UG students, PG students & employees about the grievance cell and its importance.
2. To explain the process of filing complaints.
3. To ensure transparency and accessibility of the grievance system.

Key Highlights:

- Grievance cell orientation was conducted in the college Auditorium on 12/01/26 to familiarize the PG and UG students with the Grievance redressal mechanism.
- The session was aimed to create awareness about their rights, procedures to file grievances, and the functioning of the cell.

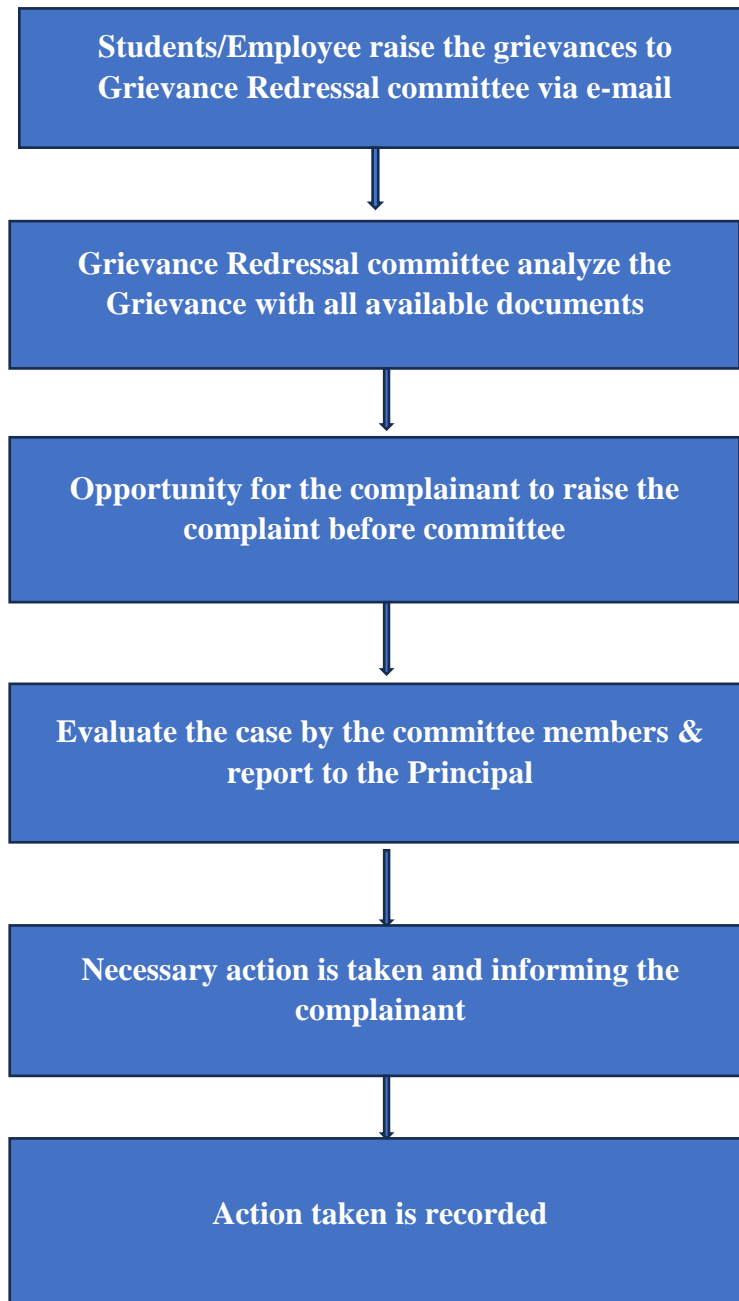
Outcome:

- Orientation achieved its goal of raising awareness.
- Participants are now more confident about voicing concerns.

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GRIEVANCE CELL REDRESSAL MECHANISM



Principal

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Internal Grievance Cell Committee Meeting

Date :07/04/2026

Venue: Research lab

Agenda: Functioning of Grievance redressal cell committee.

Minutes of Meeting:

1. Dr. Savitha K Bhat welcomed the members and introduced the agenda of the meeting.
2. Discussed about the functioning of the Grievance redressal cell with committee members.
3. No major complaints were addressed; hence the meeting was concluded by planning the next meeting in the month of July.

Principal