

CIVIL ENGINEERING DEPARTMENT

Date: 31/01/2024

Student Counselling, Grievance Redressing & Support System at Department Level - 1st Year Students

1. A dedicated grievance redressal committee has been established comprising of HOD, one senior faculty and class coordinator of I year. The committee members are aware about roles and responsibilities of committee.
2. Regular meetings are conducted with the students.
3. The students are suggested to report grievances through proper application/Email and should be submitted to committee members/ Subject teachers.
4. The students are ensured with the timely resolution of grievances.
5. The Urgent cases are prioritized and necessary actions are taken.
6. Issues are resolved in the departmental level preferably. If required cases may be referred to administrative level.
7. Regular awareness programs are conducted to educate students about the grievance redressal process.
8. Students are advised to meet the student counsellor to keep the students motivated and stress free.



CIVIL ENGINEERING DEPARTMENT



Glimpse of Meeting with the students

The HOD
M.K. Trivedi
Civil department

Subject :- Request for proficiency test

Respected Sir

I hope this message find you well. My name is NEEDEESH Sharma and I am writing to request an opportunity to take the proficiency test date was held earlier which I unfortunately missed.

Due to unforeseen circumstances I was unable to attend the scheduled test. I kindly request your consideration in granting me a chance to take the proficiency test at a convenient time.

Thank you for your time and consideration.
Sincerely,
Neelesh Sharma
Email :- 990166211001

Please consider this request
M.K. Trivedi
10/11/2023

The HOD
Civil engineering department
MITS, Gwalior

10 November, 2023

sub- Application for on day leave and permission to appear in mid-sem 3

Respected Sir,

I am writing to request a one-day leave on 24 November, 2023 due to my sister's marriage ceremony for which my presence is indispensable. Additionally, I am seeking permission to appear in the mid-semester 3 for the exam which is scheduled on the same day as my sister's marriage ceremony.

I kindly request your understanding and approval of my absence for the family event and permission to appear in the aforementioned exam at a later date.

Thanking you,
Yours sincerely,
Chinkal Singh Chauraiya
Civil Eng, 1st year.

Approved
First year coordinator
M.K. Trivedi
10/11/2023

