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of the meeting. Board room of the Institute.

Time: Monday: 18th February 2013, 05:00 PM



Rashtreeya Sikshana Samithi Trust

R.V.INSTITUTE OF MANAGEMENT

CA-17, 36TH CROSS, 26TH MAIN, 4TH T BLOCK, JAYANAGAR, BANGALORE – 41

Date: 14/02/2013.

CIRCULAR

This is to inform the below mentioned members of Student Grievance Redressal Cell committee, that a meeting is scheduled on 18th February 2013 at 04:00 PM, in board common of the college. Kindly make yourself convenient to attend the meeting positively.

E No.	Name of the Member	Designation	Signature
a	Dr. Jyotirmoy Ghosh	Professor RVIM	2 1510
12	Smt. Anitha D' Silva	Sr. Assistant Professor RVIM	NO.
B	Mr. A Chandran	Assistant Professor RVIM	1000
34	Smt. Anupama S.M.	Librarian RVIM	Maryama
15	Mr. Siddaramanna L.J.	Administrative Officer RVIM	60



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of the meeting, board room of the Institute. Time Monday 18th February 2011, 05 (n) PM



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Rashtreeya Sikshana Samithi Trust

R.V.INSTITUTE OF MANAGEMENT

CA-17, 36TH CROSS, 26TH MAIN, 4TH T BLOCK, JAYANAGAR, BANGALORE – 41

Date: 14/02/2013.

CIRCULAR

This is to inform the below mentioned members of Student Grievance Redressal Cell memittee, that a meeting is scheduled on 18th February 2013 at 04:00 PM, in board of the college. Kindly make yourself convenient to attend the meeting positively.

N 10.	Name of the Member	Designation	Signature
31	Dr. Jyotirmoy Ghosh	Professor RVIM	0 15/02
02	Smt. Anitha D' Silva	Sr. Assistant Professor RVIM	AD.
(B)	Mr. A Chandran	Assistant Professor RVIM	-na-27
04	Smt. Anupama S.M.	Librarian RVIM	Marifama
15	Mr. Siddaramanna L.J.	Administrative Officer RVIM	40

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MINUTES OF THE MEETING OF GREIVANCES REDRESSAL CELL

Venue of the meeting: Board room of the Institute.

Date & Time: Monday, 18th February 2013, 05:00 PM.

AGENDA of the Meeting:

- > Students complaints and grievances collected through mentorship should be attended to and solutions derived thereof.
- > To list out the number of actions to be taken and the methods to be followed
- > To delegate responsibility to various committee members regarding successful compliances of course of action.

Brief Proceeding of the meeting:

The Meeting was chaired by the Director, and attended by five members consisting of teaching and non-teaching staffs. The students grievance were coted by Faculty (mentors) and recorded. The Director and committee colved to take the following steps, in order to fulfill all the agenda collectives of the meeting:-

- There should be more workshops/PDP both on oral and written communication skills, as the student were deficient in the same.
- ➤ To support the non-commerce students, extra classes were planned on Commerce subject, Accountancy, Economics, and Bumastics subjects.
- Students wanted more SAP (System Application and programming in Product Designing) classes and such arrangements to be made by the Systems Department of RVIM.
- The students wanted more Industrial/Educational trips which was strongly supported by the Director and Committee members.



- ➤ The students desired for placement in Good Companies, which can be only achieved by improving the students skill-sets and RVIM i committed to the same.
- > Students wanted more copies of main Text Books: which was supported by committee and future on this was decided.
- > Some Students wanted to extend the existing library working hour of which the committee agreed.
- > Students wanted to avoid three Internal Tests on a single day and restrict it to two tests for which the committee agreed.
- > Students wanted more number study holidays preparation befor Examination: for which the committee agreed to consider the matter.
- > Students have to be trained to make proper utilization of the lockers issued to each and every student.
- ➤ It was decided to start the communication classes at the beginning of I semester classes for the newly admitted students.
- ➤ The Director and the committee resolved to impart holistic education for all round development of the student so that they can meet the challenges in their works place as well as personal life.

Member present in the meeting:

- 1. Dr. T.V. Raju Director, RVIM & Head of the Committee.
- 2. Dr. Jyotirmoy Ghosh-Professor, RVIM & Member of the Committee.
- 3. Smt. Anitha D' Silva- Sr. Assistant Professor, RVIM & Member of th Committee.
- 4. Mr. A. Chandran- Assistant Professor, RVIM & Member of th Committee
- 5. Smt. Anupama S.M. Librarian RVIM, & Member of the Committee.
- 6. Mr. Siddaramanna L.J. A.O. RVIM, & Member of the Committee.

Dr. T.V. Reference of Management # CA 17, 36th Cross, 26th Main, 4th T Block Jayanagas, Bangalore-560 041

Minutes of the Meeting of Grievances Redressal Cell

Venue of the Meeting: Board room of the Institute

Date & Time: 19/06/2013 at 3.30pm

Agenda of the Meeting:

- To review the progress of work done by the committee during the period of time from the last meeting till the present date;
- To coordinate with the mentoring committee to find out the complaints and grievances of the students;
- To delegate responsibilities to all the committee members and explain the manner the grievances are to be handled;
- To decide the future course of action to be taken to further develop the cell.

Brief Proceedings of the meeting

The meeting was chaired by the Director and attended by 5 other members drawn from teaching and non-teaching staff. The highlights of the meeting are as follows:

- 1. A number of faculty members expressed that there should be Faculty Development Programme on Research Methodology as they were pursuing their PhD programmes.
- 2. The problem of non-commerce students' learning of Accountancy and Economics and commerce students' learning of Business Mathematics have been a challenge always. Every year RVIM address this challenge by organizing additional study hours and faculty support after the class hours. This year, in addition to all the existing practices, training of the use of multimedia interactions, is planned to be implemented. These programmes are best planned during vacations and holidays, without disturbing the classes and giving room for learning style assessment. Learning Style Assessment process has been introduced by General Management Department.
- 3. As per normal practice, SAP classes have been effectively conducted.
- 4. Industrial trips have been organized for the students.



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 - 5. Placement service is extended to students in the campus. This service has be given more importance as per the students' demand.
 - 6. Additional books have been added to the RVIM library.
 - 7. Library working hours have been user friendly and covers time durinstitutes' no-class hours also.
 - 8. Time table has been redrafted for two internal tests per day to reduce burden on students.
 - 9. The committee has accepted to take care of students' request and suita provided holidays without disturbing academic classes.
 - 10. Instruction has been given to all students in their class rooms to make use lockers to store their belongings.
 - 11. Basic English classes have been conducted in the campus for students who weak in English language and require additional support.
 - 12. A number of guest lectures have been arranged and certificate courses have been conducted to provide holistic development of the students.

Members present in the Meeting

- 1. Dr.T.V.Raju Director, RVIM & Head of the Committee
- 2. Dr. Jyotirmoy Ghosh Professor, RVIM & Member of the Committee
- 3. Smt. Anitha D'Silva Sr. Asst Prof, RVIM & Member of the Committee
- 4. Mr.A.Chandran Asst Prof, RVIM & Member of the Committee
- 5. Smt. Anupama S.M. Librarian, RVIM,& Member of the Committee
- 6. Mr.Siddaramanna L.J. A.O. RVIM, & Member of the Committee.

Director 19.00
R.V. INSTITUTE OF MANAGEM
C.A. 17, 36th Cross, 26th Ma
4th 'T' Block, Jayanagar,
BANGALORE - 560 041.

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R. V. INSTITUTE OF MANAGEMENT MINUTES OF THE MEETING OF THE GRIEVANCE CELL

enue : Board room

tate : 24-12-2014

ime : 11.00 a.m. - 12.00 noon

igenda:

- 1. To review the progress of work done by the committee during the period of time from the last meeting till the present date.
- 2. Discussion of how best mentoring can be used to find and address the grievances of the students
- 3. To delegate the responsibility to all the committee members and explain the manner the grievances are to be handled.
- 4. To invite suggestion from the members to improve the existing system.

Brief proceedings of the meeting:

The meeting was chaired by the Director and 6 members drawn from teaching and nonteaching staff. Mr. A. Chandran, Faculty, Department of Management welcomed the Director and committee members for the meeting. As a preface of the meeting he read the minutes of the previous meeting that was held on 19 June, 2013.

The members discussed various grievance faced by the students and staff. Some of them are as follows:

Students are over burdened with Assignments: The committee came to a consensus that there should be only two assignments per subject during the semester. First Assignment should be in the written form based on primary data which could be given of the for individual students or for groups. Second Assignment should be based on the secondary data which is subject based and to be submitted within the prescribed time dividually.

2. Students Losing Locker keys and replacement: A circular will be sent to all student notify the office only if their locker keys are lost during the semester if lockers are have T any technical issues. be 3. Ladies rest rooms: The members decided to keep open the physically handicapped room for usage in 2nd floor for all the girls as the number of rest rooms is inadequate. 4. Provision for Parking of vehicles has been made so that the students can park tl > S. vehicles in the assigned area inside the campus. O: > 5 5. It was discussed that all girl students of RVIM should be allotted to one hostel rat than two hostels for better supervision. > 5 6. Mentorship committee should make a presentation and create awareness among E faculty members with reference to the common grievances voiced by the students. 7. Students can utilize the reference section of the library and placement facilities > It discussion during the examination time. > T The meeting ended at 12.30. Dr. Anupama Malagi, Faculty, Department

The meeting ended at 12.30. Dr. Anupama Malagi, Faculty, Department Human resource proposed a formal vote of thanks to the Director and members of cell for participating and deliberating on various issues and coming out with fruitf tangible solutions. Ms. Anitha D'silva, Faculty, Department of Marketing noted down to minutes of the meeting. The members decided to meet again in the forth comissemester.

Members present in the Meeting

- 1. Dr. T.V. Raju, Director, RVIM and Head of the Committee
- 2. Dr. Jyotirmoy Ghosh, Professor, RVIM and Member of the Committee
- 3. Dr. Anupama Malagi, Assistant Professor, RVIM and Member of the Committee
- 4. Ms. Anitha D'silva, Sr. Professor, RVIM and Member of the Committee
- 5. Mr. A.Chandran, Assistant Professor, RVIM and Member of the Committee
- 6. Ms. Anupama SM, Librarian
 - 7. Mr. Siddaramanna L. J, Administrative Officer

Director
R.V. INSTITUTE OF MANAGEM
C.A. 17, 36th Cross, 26th Ma
4th 'T' Block, Jayanagar,
BANGALORE - 560 041.



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n a 3 r 4 v 5	This is to inform all the members of a committee theat, a meeting is Scheduled 02:45 pm on 19th Dec 2015 in the Boardron of the Institute. Kindly Meure yourself convenient to attend the meeting positively;				
& BLNO.	Name of the	Designation	Brynatu		
C	Member		A 1 (1)		
01.	Dr. J. V. Rajn	Director RVIM			
t 02.	Dr. G.S. Venugopal	Professor RVIM			
. 03.		Sr. Asst Professol.	A D		
1 04.	Ds. Anufama. K. Malog	Asst Professor.	OFF,91		
05.	Mr. A. Chandran.	Assa Professor	Je [19] 19		
06.	Ent. Anergamon S.M	Librarian RVIM			
07.	Mr. Siddara manna L.J.	Admin Officed RVIM	long		
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paperari MINUTES OF THE MEETING OF THE GRIEVANCE REDRESSAL CELL 1. To neview the Progress at the work done by the Committee during the Period of time from the last meeting till the Present date. 2. In discuss about a suitable mechanism to identify and address the grievances of students in the Institution and the haste 3. To delegate the Responsibility to all the Committee members and explain the manner in which the grievances are to be handled. 4. 10 Invite suggestions from members to improve the existing system. Brief Proceedings as the meeting: The meeting was chaired by the Director and 5 members drawn from teaching and non-teaching stass. The meeting was initialed by The Director, Dr. Anypama & Malagi Read out the minutes of the Previous meeting held on 24-12.2014. The Proceedings were as Sollows: 1. 10 Keef a second of grievances addressed and documentation to be done.

2. 10 Sormalise the grievance bandling mechanis

In this context- it was decided to co-opt the

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f.		the meeting positively.	Vents to Submit				
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	8.1. NO	Name of the Member	Designation	Signature			
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c	01	DR.T. V. RAJU	DIRECTOR, RVIML	Mny			
t_	0682000	Last Albert Brokerie 1	Steleberg warmen	A			
r_	02	Dr. Anupama Malagi. K.	Asat. Projuncon, RVIM	PM			
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1	01+	Mr. A. Chemetran	Asst. Professor, ZVIML	1			
		6 6 00 N Can	Librarian, RVIM	Mulana			
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1.	06	Mr. fiddaramanna.L.J.	Administrative Officer,	(Aum)			
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R V Institute of Management

CA-17, 36th Cross, 26th main, 4th T Block, Jayanagar Bangalore-41

MINUTES OF THE MEETING OF THE GRIEVANCE REDRESSAL CELL

Venue : Board room

Date : 12-2-2016

Time : 3.00-4.00pm

Agenda:

- 1. To review the progress of work done by the committee during the period of time from the last meeting till the present date.
- 2. Provision of photocopying for students
- 3. Students' locker and replacement of keys to be addressed.
- 4. Maintenance of Ladies rest rooms in II floor for all the girls' students
- 5. To provide better facilities in hostels

Brief proceedings of the meeting:

The meeting was chaired by the Director and 5 members drawn from teaching and noneaching staff. Ms. Anitha BM D'silva Faculty, Department of Marketing welcomed the Director and committee members for the meeting. As a preface of the meeting she read the minutes of the previous meeting that was held on 19-12-2015

members discussed various grievance faced by the students and staff. Some of mem are as follows:

Provision of photocopying for students: Photocopy machine to be installed in the students was discussed.



- 2. Students Losing Locker keys and replacement: A circular will be sent to all students to notify the office only if their locker keys are lost during the semester if lockers are having any technical issues.
- 3. Maintenance of Ladies rest rooms: It was decided that Maintenance of Ladies rest rooms in II floor for all the girls' students to be initiated and to provide better facilities in terms of number of rest rooms.
- 4. It was discussed that all girl students of RVIM should be allotted to one hostel rather than two hostels for better supervision.

The meeting ended at 4.00. Dr. Anupama Malagi, Faculty, Department of Human resource proposed a formal vote of thanks to the Director and members of the cell for participating and deliberating on various issues and coming out with fruitful, tangible solutions. Ms. Anitha D'silva, Faculty, Department of Marketing noted down the minutes of the meeting. The members decided to meet again in the forth coming semester.

Members present in the Meeting

- 1. Dr. T.V. Raju, Director, RVIM and Head of the Committee
- 2. Dr. Anupama Malagi, Assistant Professor, RVIM and Member of the Committee
- 3. Ms. Anitha D'silva, Sr. Professor, RVIM and Member of the Committee
- 4. Mr. A.Chandran, Assistant Professor, RVIM and Member of the Committee
- 5. Ms. Anupama SM, Librarian Mulipama
- 6. Mr. Siddaramanna L. J, Administrative Officer









R V Institute of Management

CA- 17, 36th Cross, 26th main, 4th T Block, Jayanagar Bangalore-41

MINUTES OF THE MEETING OF THE GRIEVANCE REDRESSAL CELL

Venue : Board room

Date : 1-8-2016

Time: 3.00-4.00pm

Agenda:

- 1. To review the progress of work done by the committee during the period of time from the last meeting till the present date.
- 2 To discuss on the provision for a single specialisation
- 3. To provide extended time in the computer lab to refer digital information for projects

Brief proceedings of the meeting:

The meeting was chaired by the Director and 5 members drawn from teaching and non-teaching staff. Ms. Anitha BM D'silva Faculty, Department of Marketing welcomed the Director and committee members for the meeting. As a preface of the meeting she read the minutes of the previous meeting that was held on 12-2-2016

The members discussed various grievance faced by the students and staff. Some of them are as follows:

- 1. As a part of the III semester curriculum students stated that the institute should permit them to opt for single specialization. This request has been considered and necessary permission is extended for the same.
- 2. The provision for extended time for using computer lab in order to complete the projects and assignments is also addressed.



Though the issue soughed out students seem to lose it quite often.

vote of thanks to the director and members of the cell for participating and deliberating issues. Prof. Anitha Dsilva, senior Assistant Professor, department of marketing the minutes of the meeting. The members decided to meet again in the forth coming

present in the Meeting

T.V. Raju, Director, RVIM and Head of the Committee

Anupama Malagi, Assistant Professor, RVIM and Member of the Committee

Anitha D'silva, Sr. Professor, RVIM and Member of the Committee

A.Chandran, Assistant Professor, RVIM and Member of the Committee

Anupama SM, Librarian - Mulipama

Siddaramanna L. J., Administrative Officer

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- CIRCULAR -				
This is to inform "Grievance Redressal Cel id scheduled at 3.00! the Boardroom of the	all the members of 11° committee, that a pm on 11th January, 2 Institute.	the meching		
the meeting positively.	orself convenient to	attend		
Name of the Member	Designation	Signatur		
DR. T.V. RAJU	DIRECTOR, RVIML	mos		
Dr. Anupama. K. Malagi	Associate Professor, RVIML	M		
8mt. Anitha D'Silva.	Asst. Professor, RVIM	Pouls		
Mr. A. Chandran	Asst. Professor, RVIM	- AP-20		
&mt. Anupama. S.M	Librartion, RVIM.	Hampa		
Mr. Gidda rama nna. L. J.	Administrative Officer.	lag		
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	This is to inform "Grievance Redressed Col id scheduled at 3.000 the Boardroom of the Kindly make you the meeting pasitively. Name of the Member Dr. T.v. RAJU Dr. Anupama. K. Malagi Smt. Anitha D'Silva. Mr. A. Chandran. Smt. Anupama. S.M. Mr. Gidda rama nna. L. J.	This is to inform all the members of "Grievance Redressal Cell" committee, that a is scheduled at 3.00pm on 11th January, 2 the Brandroom of the Institute Thindly make yourself convenient to the meeting pasitively. Name of the Member Designation Dr. T.V. RAJU DIRECTOR, RVIM. DV. Anupama. K. Malagi Associati Professor, RVIM. Smt. Anitha D'Silva. Asst. Professor, RVIM. Mr. A. Chandron Asst. Professor, RVIM. Smt. Anupama. S.M. Libration, RVIM. Mr. Gidda rama nna. L. J. Administrative Officer.		



R V Institute of Management

CA-17, 36th Cross, 26th main, 4th T Block, Jayanagar Bangalore-41

MINUTES OF THE MEETING OF THE GRIEVANCE REDRESSAL CELL

Venue: Board room

Date : 11-1-2017

Time: 3.00-4.00pm

Agenda:

- 1. To review the progress of work done by the committee during the period of time from the las meeting till the present date.
- 2. To discuss on the assignments given by the faculty members together and to schedule the dates for providing assignments in the calendar.
- 3. To purchase a vending machine to dispose sanitary napkins in the campus.
- 4. To discuss on the provision of library books during the examination.

Brief proceedings of the meeting:

The meeting was chaired by the Director and 5 members drawn from teaching and non-teaching saff. Dr. Anupama Malagi Faculty, Department of Human Resource welcomed the Director and committee members for the meeting. As a preface of the meeting she read the minutes of the previous meeting that was held on 1-8-2016

The members discussed various grievance faced by the students. Some of them are as follows:

1. The students had expressed their distress towards the Assignments received for a subjects piled together at same time which became cumbersome and challenging t



- 2. Women Students confronted the problem of non-availability of sanitary napkins in the campus. This issued has been addressed during the meeting and a vending machine and incinerator to be installed in the institution.
- 3. The Library books were not issued by the library during the examination time. This issue has been addressed and it was decided that the books are issued to students during the examination time also.

The meeting ended at 3.45p.m. Prof. Anitha Dsilva Department of Marketing proposed vote of thanks to the director and members of the cell for participating and deliberating on various issues related to students. Members also decided to meet often and discuss issues pertaining to students. Dr. Anupama Malagi, Associate Professor, Department of Human Resource noted down the minutes of the meeting. The members decided to meet again in the forth coming semester.

Members present in the Meeting

5.

Dr. T.V. Raju, Director, RVIM and Head of the Committee 1.

Dr. Anupama Malagi, Assistant Professor, RVIM and Member of the Committee 2.

Ms. Anitha D'silva, Sr. Professor, RVIM and Member of the Committee 3.

Mr. A.Chandran, Assistant Professor, RVIM and Member of the Committee 4.

Ms. Anupama SM, Librarian - Muliperuse .

Mr. Siddaramanna L. J, Administrative Officer Low 6.



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Philip & Proport all the members of the "Greek as Red restal Cell" committee, that a meeting is schedul at 8.00pm on 19th Janvery, 2018 in the Board women the Enskhute

Trindly make yourself yourself convenients to attend the meeting peritively.

St. No	Name of the member	Designation	digrati
DI	DR.T. V. RAJU	Director, RVIM	mmy
۵)_	amt. Anitha D'ailru	Asst. Professor, RVINZ	Pouls
03	Dr. Anu pama. Is. Malagi	Associate Professor, RVM.	Am
oy	Mr. A. Chandron	Asst. Projector, RVIML	A-2
05	Smt. Anopama. S.M.	Librarian, RVIM	MAnuf:
06	Mr. Gidda Tamanna, LJ	Administrative Officer.	hop
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R V Institute of Management

CA-17, 36th Cross, 26th main, 4th T Block, Jayanagar Bangalore-41

MINUTES OF THE MEETING OF THE GRIEVANCE REDRESSAL CELL

Venue: Board room

Date : 19-1-2018

Time : 3.00- 4.00pm

Agenda:

- 1. To review the progress of work done by the committee during the period of time from the last meeting till the present date.
- 2. To discuss on the assignments given by the faculty members together and to schedule the dates for providing assignments in the calendar.
- 3. Regarding the 1st and 3rd semester examination & special classes.
- 4. To discuss on the provision of library books during the examination.

Brief proceedings of the meeting:

The meeting was chaired by the Director and 5 members drawn from teaching and non-teaching staff. Dr. Anupama Malagi Faculty, Department of Human Resource welcomed the Director and committee members for the meeting. As a preface of the meeting, she read the minutes of the previous meeting that was held on 11-1-2017

The members discussed various grievance faced by the students. Some of them are as follows:

1. The students had expressed their distress towards the Assignments received for all subjects piled together at same time which became cumbersome and challenging to



- 2. The University examination being scheduled from the 2nd week of February 2018, the students have requested to complete the revision classes by the January last week and one week study holiday for self-preparation required. It was decided that all the classes to be wound up with in the January 2018 and study holiday can be given for a week for self-preparation.
- 3. The Library books were not issued by the library during the examination time. This issue has been addressed and it was decided that the books are issued to students during the examination time also.

The meeting ended at 3.45 pm Prof. Ms. Anitha D silva, Department of Marketing proposed vote of thanks to the Director and members of the cell for participating and deliberating on various issues related to students. Members also decided to meet often and discuss issues pertaining to students. Dr. Anupama Malagi, Associate Professor, Department of Human Resource noted down the minutes of the meeting. The members decided to meet again in the forth coming semester.

Members present in the Meeting

1. Dr. T.V. Raju, Director, RVIM and Head of the Committee

2. Dr. Anupama Malagi, Assistant Professor, RVIM and Member of the Committee

3. Ms. Anitha D'silva, Sr. Professor, RVIM and Member of the Committee

4. Mr. A.Chandran, Assistant Professor, RVIM and Member of the Committee

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5. Ms. Anupama SM, Librarian Wangama

6. Mr. Siddaramanna L. J, Administrative Officer