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REF: VTU/BGM/BOS/grievances slot /2026-27/ 2875

DATE: 3 SEP 2026

CIRCULAR

Subject: Providing Dedicated Time Slots for Student Interaction and Grievance Redressal by the Principal regarding...

Reference: The Hon'ble Vice-Chancellor's approval dated: 03.09.2026

Sir/Madam,

Based on the discussions held during the Principals' Meeting on 03.09.2026 between 10:30 a.m. to 12.30pm, and as directed by the Hon'ble Vice-Chancellor, the following measures are advised for effective student interaction and timely redressal of grievances:

- Dedicated Time Slot for Student Interaction:** Every Principal is informed to earmark and clearly display specific time slots during which students may meet the Principal for discussion of their academic, administrative, or other genuine grievances. The designated time for student interaction shall be prominently displayed outside the Principal's Chamber, so that students are aware of the appropriate time to approach the principal.
- Urgent and Serious Matters:** The designated time slot is intended to facilitate systematic student interaction and shall not restrict the principal from meeting students at other times. Depending upon the urgency, seriousness, or nature of the matter, the principal may permit students to meet and discuss their grievances as deemed appropriate.
- Maintenance of Grievance Logbook:** The principal is advised to maintain a Student Grievance/Interaction Logbook, recording the date, brief nature of the grievance/query, and the action taken or resolution provided, wherever applicable. This will help in ensuring proper follow-up and documentation of student grievances.
- Purpose of the Arrangement:** Regular and accessible interaction between the principal and students is expected to facilitate the early resolution of student concerns, improve communication, and avoid unnecessary last-minute crowding or escalation of grievances at the University level.

All the Principals, kindly ensure compliance with the above instructions and make the necessary arrangements at the earliest. The availability and implementation of such a system may also be verified by the Local Inspection Committee (LIC) during the affiliation/inspection process.

The cooperation of all the institutions in implementing this student-friendly measure is sincerely appreciated.

Rampure/03/09/26
REGISTRAR

To:

- The Principals of All affiliated Engineering Colleges (Constituent / Non-Autonomous / Autonomous) under the ambit of the university
- The Directors of the School of Architecture, Planning and Design under the ambit of the university.
- The Chairpersons/ Programme coordinators of university departments at Kalaburgi, Belagavi, Mysuru and Belagavi.

Copy to:

- Hon'ble Vice Chancellor through the Secretary to VC, VTU, Belagavi – for kind information
- The Registrar (Eval.), VTU, Belagavi for information and needful
- The Regional Directors (I/C) of all the Regional Offices of VTU – for circulation

4. The Director (I/C), ITISMU, Belagavi – with request to upload the circular on VTU website
5. The Special Officers and case workers (Concerned) of Academic Section, VTU, Belagav.
6. The office copy