



Ref. No.: JCB/HBN/2021/248

Date: 06/09/2026

**CIRCULAR****Sub: Dedicated Time Slot for Student Interaction and Grievance Redressal by the Principal****Ref: VTU Circular No. 2875, dated 03.09.2026 – Providing Dedicated Time Slots for Student Interaction and Grievance Redressal by the Principal.**

In compliance with the above VTU Circular, and with the objective of ensuring regular, accessible and effective interaction between students and the Principal, the following arrangement is hereby implemented at **Jain College of Engineering (JCE), Belagavi**, with immediate effect:

**1. Dedicated Student Interaction Time:**

Students may meet the Principal for discussion of their **academic, administrative or other genuine grievances/queries** during the designated time given below:

Time: 3:00 PM to 4:00 PM**2. Urgent and Serious Matters:**

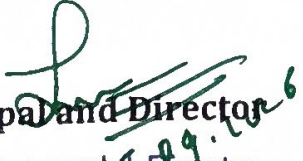
The above designated time is intended to facilitate systematic student interaction. For **Urgent or serious matters there will be no restriction on mentioned timeslot** and may be brought to the notice of the Principal at other appropriate times, depending on the nature and urgency of the matter.

**3. Student Grievance/Interaction Logbook:**

A **Student Grievance/Interaction Logbook** shall be maintained in the Principal's Office to record the **date, brief nature of the grievance/query, and action taken or resolution provided**, wherever applicable. The concerned office/department shall extend necessary support for follow-up and resolution of matters requiring further action.

**4. Purpose:**

This arrangement is intended to facilitate the **early resolution of student concerns, improve communication between students and the Institution, and minimise unnecessary last-minute crowding or escalation of grievances at the University level.** All students are encouraged to make appropriate use of this facility. All Deans, Heads of Departments and concerned faculty/staff are requested to extend their cooperation for the effective implementation of the above arrangement.

  
Principal and Director  
Principal & Director  
Jain College of Engineering  
Belagavi

