# GRIEVANCE REDRESSAL POLICY



# Bapatla Women's Engineering College

BAPATLA - 522 101. Guntur (Dist), A.P. (Sponsored by The Bapatla Education Society) Approved by AICTE-New Delhi, Affiliated to Acharya Nagarjuna University

## GRIEVANCE REDRESSAL POLICY

The Grievance and Redressal Policy develop an organizational framework to resolve grievances of the students and other stakeholders. This policy attends to the grievances and complaints registered by anyone with regard to the activities of the Institution. This Policy ensures effective solution to the grievances, using a fair approach. The grievances shall be redressed depending on the nature of the grievance. Grievances pertaining to academic and internal evaluation shall be redressed at individual/faculty /HOD/ principal level. The grievances are redressed at the earliest by issuing warning letter, memo and reformation remedies. Priority is given according to the

## **OBJECTIVES:**

- To create an organizational framework for resolving genuine student grievances.
- To provide students with an immediate, hassle-free resource for resolving their
- To educate students on their duties and responsibilities in order to receive benefits under
- To create structured interactions with students in order to elicit information about their
- To make the institution more student-friendly.

## PROCEDURE TO HANDLE GRIEVANCES:

- An aggrieved student shall make an application first to the committee Chairperson.
- · After verifying the facts and discussed with the head of the concerned department, chairman will place the matter before the committee which shall try to redress the grievance within a reasonable time.
- While dealing with the complaint, the Committee shall observe law of natural justice and
- If the student is not satisfied with the redressal offered by the committee, the committee shall make appropriate recommendations to the registrar of the affiliated university

within a reasonable time, preferably within 15 days. On approval by the registrar, the final decision shall be communicated to the student through the Head of the Institute.

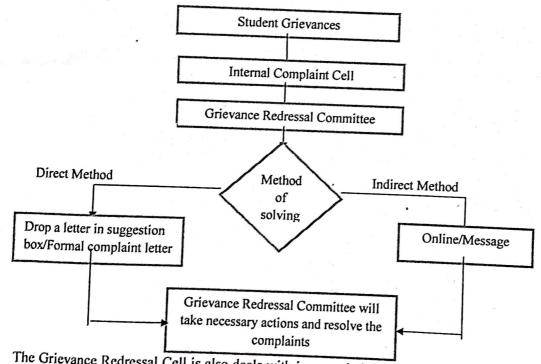
## ROLES AND RESPONSIBILITIES:

- > To accept written grievences from students and related to the system.
- > Redressal of students Grievences to solve their academic and administrative problems.
- > To coordinate between students and Departments to redress the grievences.
- > To guide ways and means to the students to redress their problems.
- > The Grievance committee shall hear and settle grievances, as far as may be practical.

## STUDENT'S GRIEVANCE REDRESSAL COMMITTEE:

Our institution has established a Grievance Redressal Committee to settle genuine grievances of students regarding academic and non-academic matters such as assessment, victimization, attendance, charging of fees, conducting of examinations, harassment by fellow students or teachers, and so on, as and when they arise.

## GRIEVANCE RESOLVING METHODOLOGY:



The Grievance Redressal Cell is also deals with issues relating to sexual harassment of students in the campus. If any student has given complaint on discrimination or sexual harassment by the third party which should be addressed by the Chairperson of the committee. It should be solved as per the Guidelines of honorable Supreme Court of India and this process makes it more transparent

# MINUTES OF GRIEVANCE REDRESSAL COMMITTEE



# Bapatla Women's Engineering College

BAPATLA- 522101. Bapatla (Dist.),A.P. (sponsored by The Bapatla Education Society) Approved by AICTE-New Delhi, Affiliated to Acharya Nagarjuna University An ISO 9001:2015 Certified Institution

Date:02.02.2023

## GRIEVANCE REDRESSAL COMMITTEE

## **CIRCULAR**

All the members of Grievance Redressal Cell are here by requested to attend a meeting on 09.02.2023to discuss about Grievance(s).

Timing: 03.00PM

Venue: Conference Hall-New Block

Agenda:

Students requested for membership enrolments to enhance their knowledge.

Faculty requested for high configuration systems to handle Advanced Technologies labs for students as per revised curriculum.

Students and T&P Cell requested to increase internet speed to attend campus placement

Any other points with the permission of chairperson.

S.No.	Name of the Member	Position	
1	Dr.G. SrinivasaRao, Principal, BWEC		Signature
2	Mrs.O.Sreedevi,HoD,S&HDept.	Chairman	695
3		Member/ Coordinator	1) Greedy
	Mrs.I.Haritha, Vice Principal	Member/Associate	6
1		Coordinator	g. Gibe
-4	Mrs.G.venkateswari, HoD, CSE Dept.	Member	540
_ 3	Mrs.B.MahaLakshmi,HoD,ECE Dept.	Member	000
6	Mrs.B.Haritha, Asst. Prof, CSE Dept.	Member	
7	Mrs.G.DivyaAsst.Prof,ECE Dept.	Member	6A
8	Mrs.G.Bhagyasree, Asst. Prof, S&HDept.	Member	S(Som)
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BAPATLA WOMEN'S ENGINEERING COLLEGE

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Library. All Notice Boards.

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Date: 09/02/2023 Time: 3-00 pm venue: conference hay	-Mangl
Agenda :-	
1 To discuss about previous Meetings Minutes	
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enhance their knowledge.	
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handle Advanced Technologies labs for students a	<u>u</u>
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3 Any other points with the permillion of charles	1
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Minutel of Meeting!	
-) Meeting was opened to the ilman	
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Technologies Labs tol Student as per nevised cultured	S. 100
-) Distultion Regalding to increse internet speet to alter	owy
The campus placements drives to students & Tep	CON
-) Hembers accepted the discussed points.	Lellin
) Brit summary of the Agenda points.	
> Broit summary of the Agenda points.  > Meeting ended with vote of Thanks to chair man	A.—

The following membels were attended	In the Meeting
Dr. G. Spinivalazao principal -	Bo
Mrs. G. Steederl HOD, SSH Pept - O.	Sredu
Mrs. T. Hagitha, vice principal -	Heitle.
MOS G. renkaterward, HOD ESE Dept - G.	Ventalesho
MOS. B. Mahalakshmi, HOD, ECF Dept-	
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Date: 12.09.2022

## **GRIEVANCE REDRESSAL COMMITTEE**

### **CIRCULAR**

All the members of Grievances Redressal Cell are hereby requested to attend a meeting on 20.09.2022 to discuss about formation of new Grievance Redressal committee.

Timing:01.00 PM

Venue: Conference Hall-New Block

#### Agenda:

• Discussion regarding formation of new committee members for Grievance Redressal Cell.

Any other points with the permission of chairman.

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Groievance Reducessal committee Meeting
Date: 20/09/2022 Time: 1.00 pm venue: conference hall-new Hock.
Date: 20/09/2022 114116: 1:00 pre vens
Agenda!
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any other points with the perimillian of chairman
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Minutel of Meeting -
Minutes of Meeting:
-> chairman welcomed the all new committee members.
of Grievance Redressal Cell.
-) Dissensed on roles and responsibilitys of Gorievance
Reduessal committee.
-) Pecalled the policy and functions of the committee.
-> No complaints received.
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-) Meeting ended with vote of thanks to chair man.

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Dr. G. Spinivalan	10 principal - Ada
Mrs. O. Steeder	HOD, S&H Dept O. Sreedy
MES T. Haguitha	vice poincipal - G. Vaitle
MIS. G. Venkalt	Swala, HOD, CSE Dept - G. Ventatesh.
Mrs. B. Mahala	CShmi, HOD, ECF Dept By
Mrs. B. Harit	ra, ASSA prof, CSE Dept.
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## **ORDERS**

Sub: BWEC - Academic - Constitution of Committee for Institutional Student

Grievance Redressal Committee (CSGRC) - Reg.

Ref: Approval of Chairperson dated on 20-09-2022.

The following members for Institutional Student Grievance Redressal Committee are as follows:

S.No.	Name of the Member	Designation	Department	Role
1	Dr.G. SrinivasaRao	Principal &Professor	ECE	Chairman
2	Mrs.O.Sreedevi	Asst.Professor&HoD	S&H	Member/ Coordinator
3	Mrs.I.Haritha	Vice Principal	EEE	Member/ Associate Coordinator
4	Mrs.G.venkateswari	Asst.Professor&HoD	CSE	Member
5	Mrs.B.Mahalakshmi	Asst.Professor&HoD	ECE	Member
6	Mrs.B.Haritha	Asst.Professor	CSE	Member
7	Mrs.G.Divya	Asst.Professor	ECE	Member
8	Ms.G.Bhagya sree	Asst.Professor	S&H	Member

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## ANNUAL REPORT FOR STUDENT GRIEVANCES

The Student's Grievance Redressal Committee (GRC) meeting for the academic year 2022-23 was held on 20.09.2022 at 01.00 PM & 09.02.2023 at 3.00  $\,$  PM . The agenda of meeting was discussed about the grievances/suggestions received by students and discussed about the ways to resolve the Grievances and also discussed about the Grievances resolutions.

The following are the Grievances resolved by GRC listed below.

S.No	Nature Of Complaint	Complaint Received Date	Method of receiving	Status
1	IETE Memberships	09.02.2023	Direct Method	Resolved
2	High configuration systems	09.02.2023	Direct Method	Resolved
3	Internet speed	09.02.2023	Direct Method	Resolved

Academic Year	Total grievances received	Total Grievances redressed	Average No. of days taken to redress
2022-2023	03	03	10-20 days

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DATE:17.03.2022

## GRIEVANCE REDRESSAL COMMITTEE

## **CIRCULAR**

All the members of Grievances Redressal Cell are hereby requested to attend a meeting on 21.03.2022 to discuss about Grievance(S).

Timing:4.00pm Venue:Conference Hall- New Block Agenda:

- Discussion regarding Grievance(S).
- Any other points with the permission of chairperson

S.No	Name of the Member	Position	
1	Dr.G.Vijaya, Principal, BWEC		Signature
2	Mrs I Haritha Vi Di	Chairperson	aller
3	Mrs.I.Haritha, Vice Principal	Member/ Coordinator	B. Rike
)	Mrs.O.Sridevi, Asst.Prof,S&H,Dept.	Member/Associate	5 100105
		Coordinator	O. Smedis
4	Mrs.N.Kavitha,HoD,CSE,Dept.	Member	
5	Mrs&Mahalakshmi,HoD,ECE,Dept.		ami
6	Mrs.B.Haritha, Asst. Prof, CSE, Dept.	Member.	
7	Mis.B.Hartila, Asst. Prof, CSE, Dept.	Member	0.41
	Mrs.P.Naga lakshmi Asst.Prof, EEE, Dept.	Member	AGI'
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T&P Cell: BAPATLA WOMEN'S ENGINEERING COLLEGE

Library: All Notice Boards: Hostel Notice Board:

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20 Grievance Redressal committee meeting
Date: 21/03/2022 Time: 4.00pm Venue: conference hall-New Black
Agenda:  D TO Herall poerious Meetings Minutes.
2) TO discuss about any socierances.  3) Any other points with the permission of chair pesson.
minutes of meeting:
Dehauspesson welcomed the all attendes
-> Dilkcullian Hegording the previous goievance on establishme of Dept Library for CSE & ECE  Departments has been Hesolved principal instaucted to the  Hop's regarding the establishment of new cibrary in the  Departments.
-) And also recuppling and functions and hesponsibility of the grievance reducted committee.
-) Meeting ended with vote of Thanks to charpesson.

The following Membels were attended in The Meeting  DO-G. Visaya principal - Premy  MOS. T. Hasutha, vice poincipal - Greater  MOS. O. Speederi, HOD, Sh Dept O. Sreeder,  MOS. N. Karitha, HOD, CSE pept Your  MOS. B. Mahalatshmi, HOD, ECE pept B  MOS. B. Hasutha, Asst prof. CSE pept B  MOS. B. Hasutha, Asst prof. CSE pept B  MOS. P. Nagalakshmi, Asst prof. FEEDept.
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Date: 04.09.2021

## GRIEVANCE REDRESSAL COMMITTEE

#### **CIRCULAR**

All the members of Grievances Redressal Cell are here by requested to attend a meeting on 11.09.2021 to discuss about Grievance(s).

Timing: 3.30PM

Venue: Conference Hall- New Block

Agenda:

- To recall previous meeting's minutes.
- To discuss about Department library.
- Any other points with the permission of chairperson.

S.No	Name of the Member	Position	
1	Dr.K.Gowri, Principal, BWEC	Chairperson Signature	
2	Mrs.O.Sridevi, Asst.Prof,S&H,Dept.	Member/ Coordinator	
3	Mrs.I.Haritha,HoD,EEE,Dept.	1).5007	
4	Mrs.N.Kavitha,HoD,CSE,Dept.	Member Guida	_
5	Mrs.B.Haritha, Asst. Prof, CSE, Dept.	Member An	
6	Smt.P.Naga lakshmi Asst.Prof EEE. Dept.	Member Member	
7	SmtgMahalakshmi ,Asst.Prof ECE,Dept.	Member	
	7 - 1	Monitori	

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T&P Cell:

Library: Q

All Notice Boards:

Hostel Notice Board:

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The following members were attended in the
meeting
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MYS. N. Kavitha, HOD, CSE, Dept.
MYS. I. Haritha, vice principal O'Herku:
MYS. B. Haritha, Asst. prof, CSE, Dept.
MYS. P. Nagalakchmi, Asst. prof, EFF, Dept. B. MYS. B. Mahalakshmi, Asst. Prof, ECE, Dept. D
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## ANNUAL REPORT FOR STUDENT GRIEVANCES

The STUDENT'S Grievance RedressalCommittee(GRC) meeting for the academic year 2021-22 was held on11.09.2021 at 3.30 PM, 21.03.2022 at 4.00 PM . The agenda of meeting was to discuss about the grievances/suggestions received by students and to discuss about the ways to resolve the Grievances and also to discuss about the Grievances resolutions.

The following are the Grievances resolved by GRC listed below.

S.No	Nature Of Complaint	Complaint Received Date	Method of receiving	Status
1	Department Library	11.09.2021	Direct Method	Resolved

Academic Year	Total grievances received	Total Grievances redressed	Average No. of days taken to redress
2020-2021	01	01	
		01	10-15 days

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All Committee members.

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Date: 01.03.2021

## **GRIEVANCE REDRESSAL COMMITTEE**

#### **CIRCULAR**

All the members of Grievances Redressal Cell are hereby requested to attend a meeting on 10.03.2021 to discuss about Grievance(s).

Timing:2.00PM

Venue:Conference hall-New Block

## Agenda:

To recall previous meeting's minutes.

To discuss about Student's attendance issue in classes.

Any other points with the permission of chairman.

S.No	Name of the Member	Position	Signature
1	Dr.Depak Ranjan Jana, Principal, BWEC	Chairman	ML
2	Mrs.O.Sreedevi, Asst.Prof,S&H,Dept.	Member/ Coordinator	1 Gud
3	Dr.K.Gowri,HoD,ECE,Dept.	Member/ Associate	0. 400
	•	Coordinator	don
4	Mrs.I.Haritha,HoD,EEE,Dept.	Member	Thinke
5	Mrs.N.Kavitha, HoD, CSE, Dept.	Member	town
6	Mrs.B.Haritha, Asst. Prof, CSEDep	Member	(A)
7	Mrs.P.Naga lakshmi Asst.Prof, EEE, Dept.	Member	8
8	Mrs.B.Mahalakshmi ,Asst.Prof ,ECE,Dept.	Member	Q -

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Library.
All Notice Boards.
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Grievance Redrecsal Committee Meeting
Date: 10/3/2021  Time: 2:00 pm
venue: conference Hall New Block
Agenda:
1 To recall previous meeting's minutes
2) To discuss about student's attendence issue in clayes
3) Any other posuls with the permission of chairma
Minutes of Meeting
1 Meeting was opened by chairman
> Dissaussion regarding previous meeting's minute
> Disscussion regarding the grievance on students attendence issue
Discussed on how to resolve the grievances recieved.
> Brief cummary of meeting
-> Meeting ended with vote of thanks to chairme

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Mrs. N. Kavitha, tho	COGG	7 00	Pt Vari
MYS. B. Haritha, Ass			
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# Bapatla Women's Engineering College

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Date: 01.12.2020

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## GRIEVANCE REDRESSAL COMMITTEE

#### **CIRCULAR**

All the members of Grievances Redressal Cell are here by requested to attend a meeting on 09.12.2020 to discuss about new committee members for Grievance Redressal Cell.

Timing:4.00PM Venue:Conference hall-New Block Agenda:

- To discuss about new committee members for Grievance Redressal Cell.
- Any other points with the permission of chairman.

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T&P Cell.

BAPATLA WOMEN'S ENGINEERING COLLEGE

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All Notice Boards.

Governce Redressal Committe Meeting
Dote: 9/12/2020
Time: 4:00 pm
venue: Conference hall - New block
Agenda:-
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O TO discuss about new committee member's for anievance
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12) Any other points with the permission of charman.
Minutes of Mebry:
-) charmon wellowed all new members of assevance medies.
-> coordinator explained the policy of grievance
-> Discussion regarding functions, roles and responsibilities of the members for applevance reducesal cell.
-> No Gorgenances received
-> Meeting ended with vote of thanks to charman.

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The following	rembers were oftended in the meet
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Dr. K. Gowal	, HOD, ECE, Dept.
Mrs. T. Ho	of tha, HOD, EEE Dept. Itlesthe
Mrs. N. Ka	witha, HOD, EEE Dept. Item
Mrs. C. Ho	witha , Asst-Prof, USE Dept. BA
CIVS . B. P	Mohalakshmi, Asst-Prof, ECE Dept. 85
Mrs. P. No	ga lokshm?, Asst-Prof, EEE Dept. D
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## **ORDERS**

Sub: BWEC - Academic - Constitution of Committee for Institutional Student Grievance Redressal Committee (CSGRC) - Reg.

Ref: Approval of Chairperson dated 09-12-2020.

The following members for Institutional Student Grievance Redressal Committee are as follows:

S.N	Name	Designation	Department	
	Dr.Depak Ranjan Jana	Principal &Professor	ECE	Chairman
2	Mrs.O.Sreedevi	Asst.Professor& HoD	S&H	Member/ Coordinato
3	Dr.K.Gowri	Associate.Professor& HoD	ECE	Member/ Associate Coordinator
	Mrs.I.Haritha	Asst.Professor& HoD	EEE	Member
5	Mrs.N.Kavitha	Asst.Professor& HoD	CSE	Member
	Mrs.B.Haritha	Asst.Professor	CSE .	Member
	Smt.P.Naga lakshmi Smt. B.Mahalakshmi	Asst.Professor	CSE	Member
		Asst.Professor	ECE	Member

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## ANNUAL REPORT FOR STUDENT GRIEVANCES

The Student Grievance Redressal Committee(GRC) meeting for the academic year 2020-21 was held on 09.12.2020 at 4.00 PM, and 10.03.2021 at 2.00  $\,$  PM  $\,$  . The agenda of meeting was to discuss about the grievances/suggestions received by students and to discuss about the ways to resolve the Grievances and also to discuss about the Grievances resolutions.

The following are the Grievances resolved by GRC listed below.

S.No	Nature Of Complaint	Complaint Received Date	Method of receiving	Status
1	Attendence issue	10/3/2021	Direct Method	Resolved

Academic Year	Total grievances received	Total Grievances	Average No. of days
2020-2021	01	O1	taken to redress
		UI.	10-15 days

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# Bapatla Women's Engineering College

BAPATLA - 522 101. Guntur (Dist), A.P. (Sponsored by The Bapatla Education Society)

Approved by AICTE-New Delhi, Affiliated to Acharya Nagarjuna University

Date: 18.02.2020

## **GRIEVANCE REDRESSAL COMMITTEE**

#### **CIRCULAR**

All the members of Grievances Redressal Cell are hereby with requested to attend a meeting on 25.02.2020 to discuss about Grievance(S).

Timing:02.00PM.

Venue: Conference hall-New Block.

### Agenda:

• To recall previous meeting's minutes.

• To Discuss about different multi-disciplinary books in library for students .

Any other points with the permission of chairman.

S.No	Name of the Member	Position	Signature
1	Dr.Dipak Ranjan Jana, Principal BWEC	Chairman	3
2	Mrs.N.Kavitha,HoD,CSE Dept.	Member/	1
	The state of the s	Coordinator	Com
3	Mrs.G.Divya, HoD, ECE Dept.	Member/ Associate	10
		Coordinator	1
4	Mrs.I.Haritha,HoD,EEE Dept.	Member	a Hill on
5	Mrs.O.Sreedevi, HoD, S&H Dept.	Member	Q. Gudu
. 6	Ms. sunitha Krishna Asst.Prof, ECE Dept.	Member	Sinceth.
7	Ms.V.L.Tirumala, Asst.Prof, ,S&H Dept.	Member	The same

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All HOD's Circulation among their staff and students in respective departments omen's engineering college T&P Cell.

Library.

All Notice Boards.

Cole : 25/8/2020  Thre : 9:00 PM  Verve : (onference hall—New Block  Aganda:  D To selall previous marbing's whith.  DTo selall previous marbing's whith the principles of the charmain.  Minutes of marbing:  — Challoman welcomed the all committee members.  — Observed about previous markets of marbing.  — Members are agreed to take different books in library for staff a students.  — Desired summary of the agenda points.  — Merchag ender with vote of thanks to charman.	
Dale: 25/8/2020  Time: 9:00 PM  Venue: Conference hall-New Block  Agenda:  Dito relate previous meeting's winde.  Ditolicus obset different multi-displinary books in library box doff & durkate  Ditolicus of weeting:  Minutes of meeting:  Chairman welcomed the all committee members.  Discussion regarding the grievairs of weeting:  Minutes disiplinary books in library for staff a students.  Members are agreed to take different books in library for staff a students.	Grievance Redressal Committe Meeting
Time: 9:00 PM  Venue: Conference hall—New Block  Agenda:  Do recall previous meeting's winde.  Doobsauss about different multi-displinating books in Obrary for chaff & charles  Displination of chairman.  Minutes of meeting:  Chairman welcomed the all committee members.  Dispussed about previous minutes of meeting.  Dispussion regarding the grievance on availability of multi-distiplinaty books in Obrary for staff a students.  Members are agreed to take different books in Obrary for staff a students.	Dale: 25/8/2020
Agenda:-  ① To relate previous meeting's white.  ② To relate previous meeting's white.  ② Any other points with the pervission of chirman.  Minutes of meeting:  —) chairman welcomed the all committee members.  —) Discussion regarding the grevource on availability of multi-disiplinary books in library for staff a students.  —) Members are agreed to take different books in library for staff a students.	Time: 2:00 PM
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for staff & students.	- Members are careed to take different baks on library
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	-) Meching ended with Note of thanks to chairman.

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Mrs. N. Kavitha, HOD	IGE Opt	Cour	GOLD TO	
Ms. K. Sun9 Ha Krishn	Asst. Prof,	ECE Dept	Since	fh
Ms. V.L. Tirumala,	Asst. Prof 15 Ct	_pept	V. LARUL	
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# Bapatla Bomen's Engineering College

BAPATLA - 522 101. Guntur (Dist), A.P. (Sponsored by The Bapatla Education Society)

Approved by AICTE-New Delhi, Affiliated to Acharya Nagarjuna University

Date: 20.08.2019

## **GRIEVANCE REDRESSAL COMMITTEE**

### **CIRCULAR**

All the members of Grievances Redressal Cell are hereby requested to attend a meeting on 26.08.2019 to discuss about Grievance(S).

Timing: 11.00AM

Venue: Conference hall-New Block

Agenda:

• To recall previous meeting's minutes.

- To discuss about Wi-Fi Facility in Departments to attend for Online Placements during college hours requested by students.
- Any other points with the permission of chairperson.

S.No	Name of the Member	Position	Signature
1	Dr.Dipak Ranjan Jana, Principal BWEC	Chairperson	92
2	Mrs.O.Sreedevi, HoD, S&H Dept.	Member/ Coordinator	O. Scedy
3	Mrs.G.Krishnaveni, HoD, ECE Dept.	Member/ Associate Coordinator	lit.
4	Mrs.I.Haritha,HoD,EEE Dept.	Member	000
5	Mrs.N.Kavitha, HoD, CSE Dept.	Member	Sur?
6	Ms.K.Sunitha Krishna Asst.Prof, ECE Dept.	Member	Sureefle.
7	Ms.V.L.Tirumala, Asst.Prof, ,S&H Dept.	Member	ide de

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Library: All Notice Boards:

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# Bapatla Women's Engineering College

BAPATLA - 522 101. Guntur (Dist), A.P. (Sponsored by The Bapatla Education Society)

Approved by AICTE-New Delhi, Affiliated to Acharya Nagarjuna University

## ANNUAL REPORT FOR STUDENT GRIEVANCES

The STUDENT'S Grievance RedressalCommittee(GRC) meeting for the academic year 2019-20 was held on26.08.2019 at11.00 AM and 25.02.2020 at 02.00 PM . The agenda of meeting was to discuss about the grievances/suggestions received by students and to discuss about the ways to resolve the Grievances and also to discuss about the Grievances resolutions.

The following are the Grievances resolved by GRC listed below.

S.No	Nature Of Complaint	Complaint Received Date	Method of receiving	Status
1	Wi-Fi Fecility	26/8/2019	Direct Method	Resolved
2	More books in library	25/2/2020	Direct Method	Resolved

Academic Year	Total grievances received	Total Grievances	Average No. of days
2019-2020	02	redressed 02	taken to redress
		02	10-15 days

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Copy to:

All Committee members. Concerned file.



# Bapatla Women's Engineering College

BAPATLA - 522 101. Guntur (Dist), A.P. (Sponsored by The Bapatla Education Society) Approved by AICTE-New Delhi, Affiliated to Acharya Nagarjuna University

Date: 25.02.2019

## **GRIEVANCE REDRESSAL COMMITTEE**

#### **CIRCULAR**

All the members of Grievances Redressal Cell are here by requested to attend a meeting on 04.03.2019 at 2.30PM at Conference hall to discuss about Grievance(s).

Timings:2.30P.M

Venue:Conferece hall-New Block.

## Agenda:

To recall previous meeting's minutes.

To discuss about library and Meditation classes in college timings requested by students.

Any other points with the permission of chairperson.

S.No	Name of the Member	Position	Signature
1	Dr.Ch Maruthi Devi, Principal BWEC	Chairperson	Ch M. Deuj
2	Mrs.O.Sreedevi, HoD, S&H Dept.	Member/ Coordinator	7
3	Mrs.G.Krishnaveni,HoD,ECE Dept.	Member/ Associate Coordinator	O. Srudes
4	Mrs.I.Haritha,HoD,EEE Dept.	Member	A to Est o
5	Mrs.N.Kavitha,HoD,CSE Dept.	Member	Church 100
6	Ms.K.Sunitha Krishna Asst.Prof, ECE Dept.	'Member	Sureetle.
7	Ms.V.L.Tirumala, Asst.Prof, ,S&H Dept.	Member	N. C.

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T&P Cell: BAPATLA WOMEN'S ENGINEERING COLLEGE Library:

Examination Section:

All Notice Boards: Hostel Notice Board. BAPATLA

Grievance Redressal committee meeting
Date: 04 103/2019 Time: 2-30 py venue: conference Hall
Agenda 1-  D TO discuss about poerious Meetings Minutes.  D TO discuss about library and Meditation classes in college timings requested by students.  B Any other points with the permission of chair person.
Minutes of Meeting!
-) Meeting was charried by the chairperson.  -) Discussion regarding previous rimutes on inorporate sports hows in the acedemic time table.
-) Discussed the governce on library hours and meditation classes in college timings.  -) committee members agreed for the library hours and meditation classes in the college timings
-) Brief summary on discussed Meeting points.
-> Meeting ended with vote of thanks to chars person.

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The following members was	r attended to the meeting
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MOS G. KIWShnaveni, HOD, ECE	
MTS I. Hagutha, HOD, EEE Dept.	
MS. N. Kavitha, HOD, CSE Dept.	- tawi
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# Bapatla Women's Engineering College

BAPATLA - 522 101. Guntur (Dist), A.P. (Sponsored by The Bapatla Education Society)

Approved by AICTE-New Delhi, Affiliated to Acharya Nagarjuna University

Date: 23.08.2018

#### **GRIEVANCE REDRESSAL COMMITTEE**

#### **CIRCULAR**

All the members of Grievances Redressal Cell are here by requested to attend a meeting on 30.08.2018 at Conference hall to discuss about Grievance(s).

Timings:3.00PM

Venue: Conferece hall-New Block.

#### Agenda:

- To recall previous meeting's minutes.
- To discuss about incorporate sports hours in the academic time table.
- Any other points with the permission of chairperson.

S.No	Name of the Member	Position	Signature
1	Dr.Ch Maruthi Devi, Principal BWEC	Chairperson	ch. M. Reus
2	Mrs.O.Sreedevi, HoD, S&H Dept.	Member/ Coordinator	O Sruder
3	Mrs.G.Krishnaveni,HoD,ECE Dept.	Member/ Associate Coordinator	lest.
4	Mrs.I.Haritha,HoD,EEE Dept.	Member	4 Kither
5	Mrs.N.Kavitha, HoD, CSE Dept.	Member	Van
6	Ms.K.Sunitha Krishna Asst.Prof, ECE Dept.	Member	ouncette.
7	Ms.V.L.Tirumala, Asst.Prof, ,S&H Dept.	Member	2

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All HoD's Circulation among their staff and students in respective department@RINCIPAL

T&P Cell: BAPATLA WOMEN'S ENGINEERING COLLEGE

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All Notice Boards:

Grievance Redressal Committee meeting
Dale: 30-08-2018 Time: 3:00pm Venue: Conference Hall
Agenda!
1. To recall Previous Meetings minutes
1. To recall Previous Meetings minutes. 2. To Discuss about incorporate sports hours in the academic time table.
3. Any other points with the permission of chairperson.
Minutes of meeting!
T chairperson warm welcomed all the committee
-> Discussion regarding incorporate sports hours in the academic time table.
-7 Discussed on functions of grievance Redressal
-> Meeting ended with vote of thanks to the chairperson.
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the follows	ping members were attended in the
2. Mrs. O. 3. Mrs. G. 4. Mrs. I.	Maruthi Devi', Principal BWEC Ch. N. Phys.  Sreedevi', HOD, SEH Dept: - O. Srudy  brishma veni', HOD, ECE Dept: Ciflestler  Haritha, HOD, ECE Dept: Ciflestler  Kavitha, HOD, CSE Dept: Family  Sunitha Krishna Asst. Prof., ECE Dept V. C. Tirut  L. Tirumala, Asst. Prof., S&H Dept V. C. Tirut
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# Bapatla Women's Engineering College

BAPATLA - 522 101. Guntur (Dist), A.P. (Sponsored by The Bapatla Education Society)

Approved by AICTE-New Delhi, Affiliated to Acharya Nagarjuna University

Date: 18.07.2018

## GRIEVANCE REDRESSAL COMMITTEE

#### **CIRCULAR**

All the members of Grievances Redressal Cell are hereby requested to attend a meeting on 24.07.2018 to discuss about formation of new Grievance Redressal committee.

Timings:3.00P.M

Venue: Conferece hall-New Block.

## Agenda:

- To review new committee members for Grievance Redressal Cell.
- · Any other points with the permission of chairperson.

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All HoD's Circulation among their staff and students in respective depositive tension College T&P Cell P

Library.

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Grievance Redoessal Committee meeting
Date: - 24-07-2018 Time: -3:00 pm Venue: conference Hall
Agenda:
1. To veriew new committee members for Galevance  Reducesal cell.  2. Any other points with the permission of Chairperson.
Minutes of meeting:
to chairperson welcomed the all new committee  members.  -> Co-ordinator explained the roles and responsibilitys  of Grievance Redressal Committee.  -> Coordinator recall the policy and Functions of
the committee.  -> No complaints received.
-> impeting ended with vote of thanks to the chairperson.

a class and sent reduction to the state of the sent of
The following members were attended to the meeting.
1. Dr. ch. Maguthi Devi, Poincipal Burec ch. M. Devi
2. Mrs. O. Sreederi, HOD, S&H Dept O. Sredu.
3. Mrs. G. Krishnaveni, HOD, ECE Dept Cetui
4. Mos. I. Haritha, HOD, EEE Dept. Speller
5. Mos. N. Kavitha, HOD CSE Dept. Com
6. Ms. K. Sunitha Korishna, Asst. Prof, ECE Dept. Sincell
7. Ms. V.L. Tionmala, Asst. Poof, S&H Dept. W. Wird
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Coordinator Principal
PRINCIPAL BAPATLA WOMEN'S ENGINEERING COLLEGE
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## **ORDERS**

## Sub: BWEC - Academic - Constitution of Committee for Institutional Student

## Grievance Redressal Committee (CSGRC) - Reg.

## \*\*\* Mrs.N.Kavitha

## Ref: Approval of Chairperson dated 24-07-2018.

The following members for Institutional Student Grievance Redressal Committee are as follows:

	~				
	Sl.No.	Name	Designation	Department	Role
	1	Dr.Ch Maruthi Devi	Principal &Professor	ECE	Chairperson
	3	Mrs.O.Sreedevi	Asst.Professor& HOD	S&H	Member/ Coordinator
	4	Mrs.G.Krishnaveni	Asst.Professor& HOD	ECE	Member/ Associate Coordinator
4	5	Mrs.I.Haritha	Asst.Professor& HOD	EEE	Member
	6	Mrs.O.Sridevi	Asst.Professor& HOD	CSE	Member
	7	Ms.K. Sunitha Krishna	Asst.Professor	ECE	Member
	8	Ms.V.L.Tirumala	Asst.Professor	S&H	Member

Copy to:

All Committee Members.

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# Mapatla Women's Engineering College

BAPATLA - 522 101. Guntur (Dist), A.P. (Sponsored by The Bapatla Education Society)

Approved by AICTE-New Delhi, Affiliated to Acharya Nagarjuna University

## ANNUAL REPORT FOR STUDENT GRIEVANCES

The Students's Grievance Redressal Committee (GRC) meeting for the academic year 2018-19 was held on 24.07.2018 at 3.00PM and 30.08.2018 at 3.00 PM, 04.03.2019 at 2.30 PM. The agenda of meeting was to discuss about the grievances/suggestions received by students and to discuss about the ways to resolve the Grievances and also to discuss about the Grievances resolutions.

The following are the Grievances resolved by GRC listed below.

S.No	Nature Of Complaint	Complaint Received Date	Method of receiving	Status
1	Sports classes for students	30.08.2018	Direct Method	Resolved
2	Library and meditation classes	04.03.2019	Direct Method	Resolved

Academic Year	Total grievances received	Total Grievances redressed	Average No. of days taken to redress	
2018-2019	. 02	02	7-10days	

Copy to:

All committee members.

Concerned file.

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