

BAPATLA ENGINEERING COLLEGE::BAPATLA
(AUTONOMOUS)
Grievance and Redressal Committee for Staff (GRC-S)

CIRCULAR


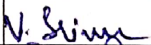
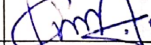
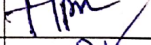

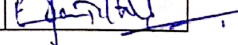
Ref. No. BEC/GRC-S/2/2018

Date: 17-09-2018

All the members of STAFF GRIEVANCE AND REDRESSAL COMMITTEE (GRC-S) are hereby informed that there will be a meeting with convener on 18-09-2018 at 2.30 PM in CMB Conference hall to discuss the following agenda points. All members of the Committee are requested to attend in time without fail.

Agenda Points:

1. Grievance handling procedure
2. Miscellaneous, by permission of chair.

SL.NO	Name of the Faculty	Department	Designation	Signature
1.	Dr.Ch. Maruthi Devi	CIVIL	CONVENER	
2.	V. Srinivasulu	MECHANICAL	MEMBER	
3.	N. Kiran Kumar	MCA	MEMBER	
4.	M. Praveen Kumar	IT	MEMBER	
5.	M. Suneel	ECE	MEMBER	
6.	P. Sampath Kumar	EEE	MEMBER	


(Dr.Ch. MARUTHI DEVI)

CONVENER

Copy to:

All Committee members

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Grievance and Redressal Committee for Staff (GRC-S)

Minutes of Meeting

Date: 18.09.2018

In the meeting, the following steps were framed to handle the grievances in

College Level:

1. Whenever a complaints/grievance is received from a faculty it will be recorded and a unique number will be given to the grievance for future reference.
(GRC-S/DEPT/A.Y/XXXX)
2. Recorded grievance will be forwarded to the concerned department/ Committee/Person asking them about the information and a timeframe required to provide a solution.
3. Acknowledge the faculty with the information given by the concerned department/committee
4. Enquire the status of grievance which is under process (periodically)
5. At the end of stipulated time a report/solution will be collected from concerned department/ committee.
6. If the grievance is resolved to the expected level of satisfaction, the faculty is supplied with the solution provided by department/ committee
7. If the grievance is not resolved to the expected level of satisfaction, a detailed report stating the reasons for not arriving at the expected solution will be collected
8. If the reason for not resolving the grievance is insufficient time, the time required will be re scheduled appropriately by looking in to the details and same will be acknowledged to the student/parent (repeat the steps 4,5,6).
9. Escalate the grievances/ complaints to higher management in case, the complaints and grievances could not be handled by the department/committee.

Ch. Maruthi Devi
(Dr.Ch. MARUTHI DEVI)

CONVENER



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Grievance and Redressal Committee for Staff (GRC-S)

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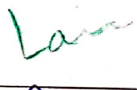
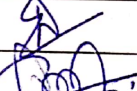
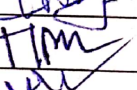
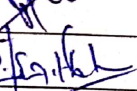
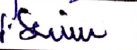
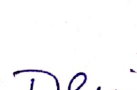
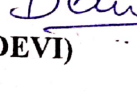
Ref. No. BEC/GRC-S/1/2019

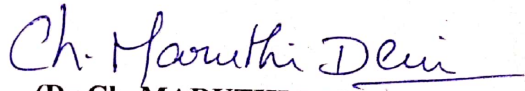
Date: 06-02-2019

All the members of STAFF GRIEVANCE AND REDRESSAL COMMITTEE (GRC-S) are hereby informed that there will be a meeting on 7-02-2019 at 2.30 PM in CMB Conference hall to discuss the following agenda points. All members of the Committee are requested to attend in time without fail.

Agenda Points:

1. Grievances of Woman Faculty (Orally)
2. Miscellaneous, by permission of chair

SL.NO	Name of the Faculty	Department	Designation	Mobile No.	Signature
1.	Dr. V. Damodara Naidu	PRINCIPAL	CHAIRMAN	7010866769	
2.	Dr.Ch. Maruthi Devi	CIVIL	CONVENER	9492080880	
3.	N. Kiran Kumar	MCA	MEMBER	9246972344	
4.	M. Praveen Kumar	IT	MEMBER	9642425818	
5.	M. Suneel	ECE	MEMBER	9959545193	
6.	P. Sampath Kumar	EEE	MEMBER	9949961619	
7.	V.Srinivasulu	MECHANICAL	MEMBER	9493267382	


(Dr.Ch. MARUTHI DEVI)
CONVENER

Copy to:

All Committee members


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Grievance and Redressal Committee for Staff (GRC-S)

Minutes of Meeting

Date: 07.02.2019

Highlights of meeting (suggestions collected from Women Empowerment Cell)

- About the arrangement of sanitary napkin machines
- Circulars to staff through online


(Dr.Ch. MARUTHI DEVI)
CONVENER