



Estd.1981

# Bapatla Engineering College

(Autonomous)

Mahatmaji Puram, BAPATLA-522102, Guntur (Dt.), A.P., INDIA

*Sponsored by the Bapatla Education Society*

Approved by AICTE :: Affiliated to Acharya Nagarjuna University

Ref: BEC/E/6/2023/6

Date : 20-01-2023

## Disciplinary Committee

### Student Complaint Redressal Mechanism

The major objectives of the student complaint redressal mechanism is to maintain discipline, dignity and decorum among the students of the college. The mechanism takes care of the implementation of the Code of Conduct and guides the students to develop positive and amicable personality. The following are the guidelines for redressal mechanism.

1. Students submits their complaint to their respective HOD/Principal.
2. The HOD in turn forwards that complaint to the principal.
3. The Principal duly forwards that complaint to the convener Disciplinary Committee or constitutes an enquiry committee depending on the gravity of the complaint.
4. The Convenor, disciplinary committee enquires in to the complaint.
5. The Convenor calls for a disciplinary/enquiry committee meeting, submits a report to the principal suggesting the actions to be taken on the offenders.
6. A circular from the principal giving the details of the punishment is issued and circulated to all the concerned.

  
PRINCIPAL

Principal  
Bapatla Engineering College  
BAPATLA