

**Bapatla Engineering College:: Bapatla**  
(Autonomous)

Ref.: - BEC/A/6/2020/136e

Date: August17, 2020.

**C I R C U L A R**  
**[Constitution of Grievance & Redressal Committee]**

All the HODs and faculty members are informed to note that, the Grievance & Redressal Committee [GRC] is being constituted with the following members for the academic year 2020-2021. The said committee is requested to submit its reports to the undersigned monthly once. If any emergency, they can meet at any time to solve the issue.

Chairman: Dr.V.Damodara Naidu, Principal, Mobile No: 9440730035

S.No.	Name of the Committee Member	Mobile No.	Designation
1.	Dr.V.Damodara Naidu, Principal	9440730035	Chairman
2.	Dr. Ch.Maruthi Devi (CIVIL)	9492080880	Convener
3.	Sri N.Kiran Kumar (MCA)	9246972344	Member
4.	Sri M.Praveen Kumar (IT)	9642425818	Member
5.	Mr. M.Suneel (ECE)	9959545193	Member
6.	Dr. P.Sampath Kumar(EEE)	9494611886	Member
7.	Sri Vamsi Chunduri (Y19AEC536)	8331046212	Student Member
8.	D.Steeven Son (Y19ACE411)	9398848059	Student Member
9.	V.Pooja (Y19ACS579)	6304168082	Student Member



PRINCIPAL

To

All HODs;  
All HODs to circulate amongst the staff;  
The Office Superintendent.



# Bapatla Engineering College, Bapatla

(Autonomous)

Grievance & Redressal Committee [GRC]

## CIRCULAR

Date: 19.08.2020

Ref: BEC/GRC /2020-2021/1

This is to inform all the members of the GRC committee must attend a meeting on 20<sup>th</sup> August 2020 at 10:00 A.M.

Online link: <https://meet.google.com/bgg-xcgg-ixh>

### Agenda:

- Introducing the new committee members.
- Discussion on how to maintain COVID-19 precautions in the campus.

*Ch. Maruthi Devi*  
(Dr.Ch. Maruthi Devi)  
Convener -GRC

### Copy to-

- ❖ Principal, BEC
- ❖ Convener, IQAC
- ❖ All HoD's of various Department
- ❖ Members of GRC



# Bapatla Engineering College, Bapatla

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Grievance & Redressal Committee [GRC]

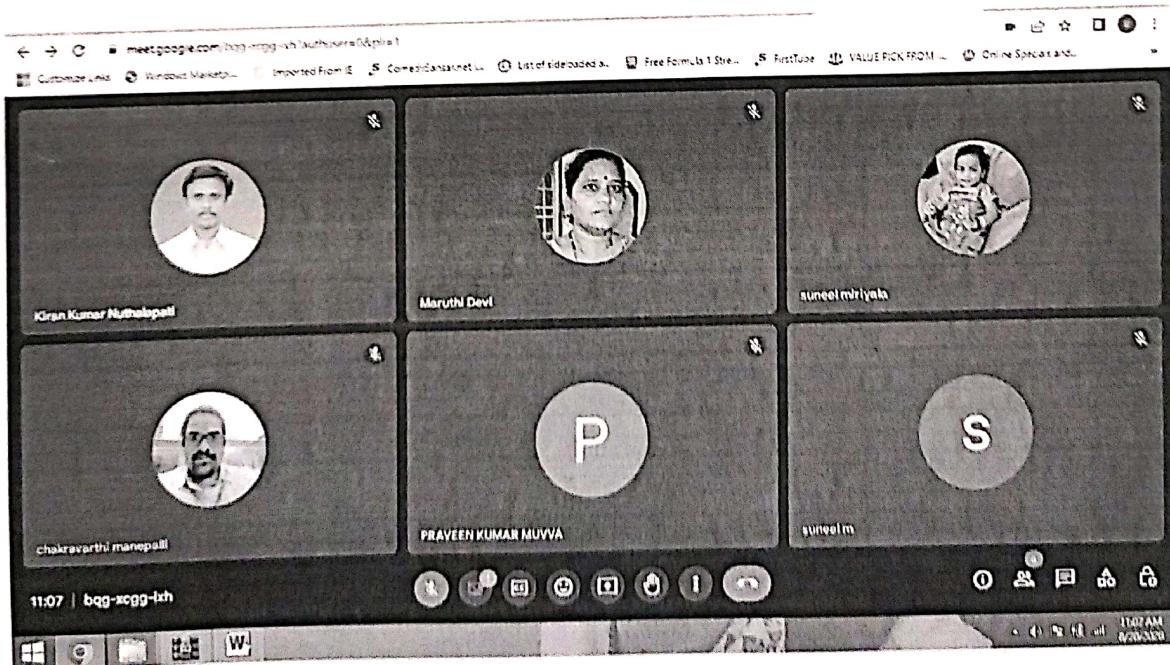
## Meeting Minutes

Date: 21.08.2020

With reference to the circular issued [Ref: BEC/GRC /2020-2021/1], a meeting was held on 20<sup>th</sup> August 2020 at 10:00 A.M through an online platform.

### **Highlights**

1. Firstly the newly formed staff and student committee members introduced themselves one by one.
2. How to maintain COVID-19 precautions is discussed.
3. Suggested the undersigned to maintain social distance within the campus along with face mark protection by the students and staff.
4. Directed to establish electronic sanitizers at a few places. [office, Exam section Canteen., etc.]







# Bapatla Engineering College, Bapatla

(Autonomous)

Grievance & Redressal Committee [GRC]

## CIRCULAR

Date: 28.1.2021

Ref: BEC/GRC /2020-2021/2

This is to inform all the members of the GRC committee must attend a meeting on 30<sup>th</sup> January 2021 at 10:00 A.M.

Venue: **CMB EE Lab**

### Agenda:

- Identify and discuss the grievances received since the last meeting.
- Categorize grievances based on nature and severity.
- Prioritize grievances that require immediate attention.
- Plan of action to interact with hostel students about their grievances.

*Ch. Maruthi Devi*  
(Dr. Ch. Maruthi Devi)  
Convener -GRC

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- ❖ All HoD's of various Department
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