

Bapatla Engineering College:: Bapatla
(Autonomous)

Ref.: - BEC/A/6/2021/276a

Date: July 6, 2021.

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 is being constituted with the following members for the academic year 2021-2022. 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.	Kari Guru Siva Sai(Y20ACS469)	7013055307	Student Member
8.	K.Mahesh Chandra (Y20AEC481)	8309568830	Student Member
9.	Pallepat Nethaji (Y20AME450)	9618169088	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: 02.9.2021

Ref: BEC/GRC /2021-2022/1

This is to inform all the members of the GRC committee must attend a meeting on 4th September 2021 at 10:00 A.M.

Venue: **CMB EE Lab**

Agenda:

- Introducing the new committee members.
- General concerns affecting multiple residents were discussed. This included issues related to facilities, security, hygiene, or any other shared concerns from the students of ladies' hostels.
- Interacted with a few of the ladies' hostel students directly by the convener.

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: 05.09.2021

With reference to the circular issued [Ref: BEC/GRC /2021-2022/1], a meeting was held on 4th September 2021 at 10.00 A.M

Venue: **CMB EE Lab**

Highlights

1. First, each freshly appointed staff member and student committee member gives a brief introduction of themselves.
2. Interacted with a few staff about issues related to facilities and hygiene. Later informed the concern in charge of cleaning and gardening to solve the matter as early as possible
3. Discussed with a few ladies' hostel students about their security concerns and informed security staff must be highly vigilant at hostel gates.

Name of the GRC member	Designation within the committee	Signatures
1. Dr. Ch. Maruthi Devi	Convener	
M. Praveen Kumar	Member	
M. Sruel	Member	
N. Lakshmi	Member	
K. Mahesh chandra	Student member	
P. Nithaji.	Student member	
G. Anus sivasai	Student member	



Bapatla Engineering College, Bapatla

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Grievance & Redressal Committee [GRC]

CIRCULAR

Date: 03.12.2021

Ref: BEC/GRC /2021-2022/2

This is to inform all the members of GRC committee must attend for a meeting on 6th December 2021 at 10.00A.M..

Venue: **CMB EE Lab**

Agenda:

- Discussion on grievances related to the scholarship holders
- Planning to interact with the students who are having issues related to examination.

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: 06.12.2021

With reference to the circular issued [Ref: BEC/GRC /2021-2022/1] a meeting was held on 6th December 2021 at 10.00A.M..

Venue: **CMB EE Lab**

Highlights

1. Few students are made a complaint on enrolment for fresh scholarship issue and informed to the office scholarship incharge to resolve the issue immediately.
2. Asked the students about the problems faced during the examination like electricity, drinking water, toilets and others. Later informed to CoE to facilitate the required needs of the students.

Name of the GRC member	Designation within the committee	Signatures
Dh. Ch. Maruthi Dewi	Convener	
M. Suresh	Member	
M. Praveen Kumar	Member	
N. Kiran Kumar	Member	
K. Mahesh Chandra	Student Member	
P. Nethaji	Student Member	
K. Anu Siva Sai	Student Member	



Bapatla Engineering College, Bapatla

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Grievance & Redressal Committee [GRC]

CIRCULAR

Date: 15.02.2022

Ref: BEC/GRC /2021-2022/2

This is to inform all the members of the GRC committee must attend a meeting on 17th February 2022 at 02:00 P.M.

Venue: **CMB EE Lab**

Agenda:

- Members were allowed to express specific concerns they have experienced or witnessed in the college canteen.
- Planning to interact with the students and staff who are having any issues related to the canteen.

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: 17.02.2022

With reference to the circular issued [Ref: BEC/GRC /2021-2022/3], a meeting was held on 17th February 2022 at 02:00 P.M.

Venue: **CMB EE Lab**

Highlights

1. Members are planning to collect grievances related to canteen issues from staff and students.
2. Also discussed how to maintain hygiene at the canteen and informed the canteen in charge.

Name of the GRC member	Designation within the committee	Signatures
Dr. Ch. Maruthi Devi	Convener	
N. Venkateswara	member	
M. Praveen Kumar	u	
K. Maheshwari	student member	Maheshwari
P. Anitha	Student Member.	P. Anitha
K. Anu Sathya	student member	K. Anu Sathya