

GRIEVANCES
AND
REDRESSAL
CELL
2025-2026

RECONSTITUTION OF GRIEVANCE AND REDRESSAL COMMITTEE

Ref: Baba/ Principal/GRC/2025-26/1

In order to redress individuals as well as collective grievances of the students and staff of the College, a grievance redressal mechanism has been revised. The committee deals with all forms of complaints, allegations, and malpractices, brought forward by students, faculty and staff of academic support.

VISION

A grievance free ambience for Baba Institute of Technology and Sciences.

MISSION

Grievance Redressal Committee, is created to address the issues of grievance and thus, promoting a transparent and healthy environment within the institution.

OBJECTIVES

- To uphold the dignity of the College by ensuring strife free atmosphere in the College through promotion of cordial Student-Student relationship and Student-teacher relationship etc.,
- To provide responsive approach and to be accountable for settlement of grievances and to take measures in the college undertakings to ensure expeditious settlement of grievances of Students in order to maintain a harmonious educational atmosphere in the college.
- Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
- Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any conflict arises.
- Advising all the Students to refrain from provocative statements towards Students, teachers and College administration. • Advising all the staff to be affectionate to the students and not behave in a resentful manner towards any of them for any reason.
- To make officials of the College responsive, accountable and courteous in dealing with the students.
- To ensure effective solution to the student's grievances with an impartial and fair approach.

FUNCTIONS

- Anyone with a genuine grievance may approach the department members in person, or in consultation with the class in-charge.
- In case the person is unwilling to appear in self, grievances may be dropped in writing at the letterbox/ suggestion box of the Grievance Cell at Administrative Block. Grievances may also be informed to officer in-charge of Students Grievance Redressal Cell.
- The cases will be attended promptly on receipt of written grievances from the students. The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents.
- The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell
- The cell formally will review all cases and will prepare statistical reports about the number of cases received. The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

PRINCIPAL

CIRCULAR**Sub: Re-Constitution of Grievance & Redressal reg.**

As per the directions of JNTU GV, AICTE, the college has formed the following Grievance Redressal committee. The committee reviewed Grievance Redressal mechanism and periodically enquire about students and staff grievances.

Grievance Redressal Committee members

S. no.	Name of The Member	Designation	Phone Number
1	Dr.M.Rajan Babu	Chair Person	8008844699
2	Mrs. A.S.B Prasanna	Member	8008633321
3	Mrs. Fathimunisa Begum	Member	9966540481
4	Mr. E.Anil Kumar	Member	8096173988
5	Dr. Shahazadi Begum	Member	9502960116
6	Dr. B.Kiranmai	Member	8500267193
7	Mrs.Komali	Member	8121206946
8	Mr. S Durga Prasad	Member	9293733176
9	Dr. D.N Murthy	Member	9581880098
10	Mrs. K Sireesha	Member	9059416941

Grievances can be brought to the notice of the following faculty members, who will assist the above team and resolve them in stipulated period.

PRINCIPAL

CIRCULAR

BITS/GRC/01/2025-26

Date: 22-08-2025

Grievance Redressal committee Meeting will be held on 21-08-2025 at college campus, Baba Institute of Technology and Sciences to transact the following agenda.

Meeting Agenda

1. Re-constitution of Grievance Redressal committee
2. Measures to create awareness about the existence of the committee in the college.

Copy to

The principal office

Committee members

Anti-Ragging Squad

The Secretary & Correspondent (For Favouring information)

PRINCIPAL

Minutes of the Meeting of the Principal with GRC members

Ref: Baba/Principal/GRC/2025-26

Presenties: All GRC members

Venue: Principal's Chamber

Date: 22/08/2025; 10:40 A.M

Agenda:

- Re-constitution of Grievance Redressal committee
- Measures to create awareness about the existence of the committee in the college

Members Present:

S. no.	Name of The Member	Designation	Phone Number
1	Dr.M.Rajan Babu	Chair Person	8008844699
2	Mrs. A.S.B Prasanna	Member	8008633321
3	Mrs. Fathimunisa Begum	Member	9966540481
4	Mr. E.Anil Kumar	Member	8096173988
5	Dr. Shazadi Begum	Member	9502960116
6	Dr. B.Kiran Mai	Member	8500267193
7	Mrs.Komali	Member	8121206946
8	Mr. S Durga Prasad	Member	9293733176
9	Dr. D.N Murthy	Member	9581880098
10	Mrs. K Sireesha	Member	9059416941

Details of Discussion:

1. Principal gave opening remarks to the members and explained the responsibility and functionality of the cell to the committee members.
2. Principal instructed to create awareness to the students and instructed to inform students to feel free in reporting grievances if any.
3. Principal instructed to be vigilant in their duties in solving the student grievances.
4. All the points were discussed therefore meeting concluded with vote of thanks.

PRINCIPAL