



## **BHARAT INSTITUTE OF TECHNOLOGY**

**Mangalpally, Ibrahimpatnam, R.R. District, PIN-501510**

**(Affiliated to JNTUH, Approved by AICTE and PCI, New Delhi. Accredited by NAAC)**

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### **ANNUAL REPORT OF GRIEVANCES FOR THE YEAR 2022-23**

Meeting Number	Date	Minutes of meeting	Number of grievances received	Number of grievances solved
1.	10/06/2022	Discuss functions and scope of newly appointed committee  Discuss procedure for submitting grievances	5	Solved
2.	13/9/2022	Time bound redressal of grievances		
3.	22/11/2022	Time bound redressal of grievances		

### **ANNUAL REPORT OF GRIEVANCES FOR THE YEAR 2021-22**

Meeting Number	Date	Minutes of meeting	Number of grievances received	Number of grievances solved
1.	22/07/2021	Discuss functions and scope of newly appointed committee  Discuss procedure for submitting grievances	4	Solved
2.	13/10/2021	Time bound redressal of grievances		
3.	18/11/2021	Time bound redressal of grievances		



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## **ANNUAL REPORT OF GRIEVANCES FOR THE YEAR 2020-21**

Meeting Number	Date	Minutes of meeting	Number of grievances received	Number of grievances solved
1.	10/06/2020	Discuss functions and scope of newly appointed committee Discuss procedure for submitting grievances	4	Solved
2.	14/9/2020	Time bound redressal of grievances		
3.	18/03/2021	Time bound redressal of grievances		

## **ANNUAL REPORT OF GRIEVANCES FOR THE YEAR 2019-20**

Meeting	Date	Minutes of meeting	Number of	Number of grievances
1.	12/06/2019	Discuss functions and scope of newly appointed committee	4	Solved
2.	19/9/2019	Time bound redressal of grievances		
3.	14/03/2020	Time bound redressal of grievances		

## **ANNUAL REPORT OF GRIEVANCES FOR THE YEAR 2018-19**

Meeting	Date	Minutes of meeting	Number of	Number of grievances
1.	26/11/2018	Discuss functions and scope of newly appointed committee	5	Solved
2.	20/2/2019	Time bound redressal of grievances		
3.	05/03/2019	Time bound redressal of grievances		





# BHARAT INSTITUTE OF TECHNOLOGY

(Approved by AICTE & PCI, New Delhi and Affiliated to JNTU, Hyderabad)  
Sponsored by : CHINTA REDDY MADHUSUDHAN REDDY EDUCATIONAL SOCIETY  
Mangalpally (Village), Ibrahimpatnam (Mandal), Ranga Reddy District - 501 510.  
Ph : 08414-252265, Fax : 08414-252645, E-mail : bitpharm@yahoo.com

Ref.: BIT/AICTE/MAR/2022-12

DATE: 03/03/2022

## **GRIEVANCE REDRESSAL CELL (GRC) – AND GRIEVANCE REDRESSAL CELL COMMITTEE FOR THE ACADEMIC YEAR 2022-2023.**

The function of the cell is to look into the complaints lodged by any student and staff on their merit. The Grievance cell is also empowered to look into matters of harassment. Anyone with a genuine grievance may approach the department members in person, or consult with the Students Council. 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.

### **Objective:**

The objective of the Grievance Cell is to develop a responsive and accountable attitude among all the stakeholders to maintain a harmonious educational atmosphere in the institute. A Grievance Cell should be constituted for the Redressal of the problems reported by the Students of the College with the following objectives:

Upholding the dignity of the College by ensuring a strife-free atmosphere in the College through promoting cordial student-student relationships and Student-Teacher relationships etc.

Encouraging the Students to express their grievances/problems freely and frankly, without any fear of being victimized.

A suggestion/complaint Box is installed in front of the BIT Administrative Block in which the Students, who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics / Administration in the College.

Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.

Advising all the Students to refrain from inciting Students against other Students, Teachers, and College administration

Advise all staff to be affectionate to the Students and not behave in a vindictive manner towards any of them for any reason.

Ragging in any form is strictly prohibited in and outside the institution. Any violation of ragging and disciplinary rules should be urgently brought to the notice of the BIT Principal.



PRINCIPAL

Bharat Institute of Technology  
Mangalpally (V), Ibrahimpatnam (M)  
R.R. Dist. Pin: 501510

## **MECHANISM FOR REDRESSAL OF GRIEVANCES OF STUDENTS AND STAFF**

The students are them in stake holders in any institution imparting education, and we endeavor to make all efforts to ensure transparency in all the activities at different stages. Taking this spirit into consideration the institute has decided to provide a mechanism to students for Redressal of their grievances as:

The Grievances may broadly include the following complaints of the aggrieved students

- Academic
- Non-Academic
- Grievance related to Assessment
- Grievance related to Victimization
- Grievance related to Attendance
- Grievance related to charging fees
- Grievance regarding conducting of Examinations
- Harassment by colleague's student or teachers etc.

It is good to air a grievance rather than to keep it bottled up. Protection of human rights is essential for the all-all-around Development of an individual's personality. To realize the primary needs of the students and staff and secure civil liberties for everybody, a Grievance Redressal Cell has been constituted. The cell is indented to find solutions for problems like, (i) Sexual harassment - any kind of physical or mental harassment (ii) Complaints regarding classroom teaching - classroom management, completion of syllabus, teaching methods, etc.,if and when they arise. The Grievance Redressal Cell convenes meetings periodically and takes steps to redress the grievance.

### **COMMITTEE:**

There will be Grievance Redressal Committees at the Department /Institute/ Central level to deal with the grievances of the students and staff.

The department level Grievance Redressal Committee will be as under:

Head of the Department-Chairman

Up to 3 (three) faculties to be nominated by the Head of Department

This committee will deal with the Grievance related to Academic and Administrative matters of the Department.

Institute level Grievance Redressal Committee will be as under:

Dean (Students' Welfare)-Chairman

Up to 5(five) senior faculties to be appointed by the Head of Institute as members

This committee will deal with all the Grievances directly which is related to the common problems at the Institute level both Academic and Administrative. In addition, this committee will also entertain the appeal filed by the student against the decision of the Department level committee.

### **Central Grievance Redressal Committee will be as under:**

1. Principal-Chairman
2. Convener -Dean (Students' Welfare)
3. Head of Department concerned
4. Senior professor.

A Centralized Confidential Students Grievance Redressal Committee has been reconstituted on 03/03/2022., to redress the grievances and complaints of the students.

Sl.No	COMMITTEEM EMBERS	DESIGNATION	POSITION	MOBILEN UMBERS
1	Dr. Mohamed MutaharRK	Principal	Chairman	9640909061
2	Dr.Arifa Begum	HOD Dept.of Pharmaceutical chemistry	Secretary	8555045478
3	Dr.Shibnath	HODDept.of Pharmacy Practice	Member	9618326545
4	Dr.Kalyani	HODDept.of Pharmacology	Member	8884084246
5	Dr.Bhaskar	HODDept.of Pharmaceutics	Member	9704333793
6	Dr.Shrikanth	Assist.Professor	Member	9440737600

This committee will deal with all the Grievances directly which is related to the common problems at the institute level both Academic and Administrative. In addition, this committee will also entertain the appeal filed by students against the decision of the Institute level committee.

### Procedure for Redressal of Grievances

An aggrieved student who has the Grievance or Grievances at the Department level shall make an application first to the HOD. The Head of the Department after verifying the facts will try to redress the grievance within a reasonable time. If the student is not satisfied with the verdict or solution of the HOD, then the same should be placed before the Department level committee.

If the student is not satisfied with the decision of the Department committee, he/she can submit an appeal to the Institute level grievance committee within a week from the date of the receipt of the reply from the Department level committee.

The convener of the Institute grievance committee, after verifying the facts and the papers concerned and discussing with the Chairman of the Department committee will place the matter before the Institute level committee which shall either endorse the decision of the Department level committee or shall pass appropriate order in the best possible manner within a reasonable time.

If the student is not satisfied with the Redressal offered by the Institute level committee and feels that his/her Grievance is not redressed, he/she can submit an appeal to the central grievance committee within a week from the date of receipt of the decision with the relevant details.

While dealing with the complaint the committee at all levels will observe the law of natural justice and hear the complaint and concerned people.

While passing an order on any Grievance at any level there relevant provisions of the Act/ Regulations should be kept in mind and no such order should be passed in contradiction of the same.

The student will submit the application of Grievance or appeal to the Institute level committee or central grievance Redressal committee, as the case may be, through the Head of Department and Head of Institute concerned.

### **Scope:**

The cell will deal with Grievances received in writing from the students about any of the following matters:-

#### **Academic Matters:**

Related to timely issue of duplicate Mark-sheets, Transfer Certificates, Conduct Certificates, or other examination related matters.

#### **Financial matters:**

Related to dues and payments for various items from the library, hostels

#### **Other Matters:**

Related to certain misgivings about sanitation conditions, food preparation, availability of transport, victimization by teachers, etc.

### **Functions:**

The cases will be attended to promptly on receipt of written grievances from the students. The cell formally will review all cases and will act accordingly as per the Management policy.

The cell will give a report to the authority about the cases attended to and the number of pending cases, if any, which required direction and guidance from the higher authorities.

### **Procedure for lodging complaint:**

The students may feel free to put up a grievance in writing /in the format available in the admin dept. and drop it in inboxes. 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.

### **Responsibility for Redressal**

The final responsibility for grievance Redressal rests with the Principal of the college.

The college expects that grievance Redressal to be time-bound and result-oriented. Every grievance is expected to be resolved within a reasonable period.

The grievance Redressal Cell of the college shall monitor the status and progress of grievance Redressal and shall furnish a portion of the grievance Redressal position to the Principal.

### **Powers:**

In case of any grievance, the members of the cell are empowered to sort out the problems at their level through discussion with students.





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If the members fail to find out any solution, the matter is referred to the Principal for a final commitment the matter.

Considering the nature and depth of the grievances due inquiry is made by the members of the cell and through personal discussion, the matter is solved. If anybody is found to be guilty of any kind of nuisance he or she is given punishment with due consideration by the Principal. The nature of punishment, information to the police (if a situation arises for so), and expelling from the college is as per the rule of the institute.

### **Exclusions:**

The grievance Redressal cell shall not entertain the following issues:

Decisions of the Governing body, Academic council, Board of studies, and other administrative or academic committees constituted by the University.

Decisions about the award of scholarships, fee concessions, medals, etc;


Decisions made by the University regarding boundary matters and misconduct.

Decisions of the University about admissions in any courses offered by the institute.

Decisions by a competent authority on assessment and examination results.

### **Composition:**

The cell is having the provision of being reconstituted every year if the situation arises for so by the Principal himself along with suggestions sought from the in-charge administrative body. Care has to be taken to select staff members from each stream.

*P-16 m*  
  
**PRINCIPAL**  
**Bharat Institute of Technology**  
**Mangalpally (V), Ibrahimpatnam (M)**  
**R.R. Dist. Pin: 501510**





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**9/06/2022**

## **CIRCULAR**

All the members of student grievance redressal committee are informed to attend a meeting in the chamber under signed on 10/06/2022.

### **Agenda of Meeting:**

1. To discuss about the action plan to be executed by student grievance redressal committee to maintain the college free from grievances for the academic year 2022-2023.
2. To acknowledge Dr. Anuvrat Sharma Sir as the Chairman for Grievance redressal committee and all the activities of the team will be done under his supervision from June 2022 for the academic year 2022-2023

  
**PRINCIPAL**  
Bharat Institute of Technology  
Mangalpally (V), Ibrahimpatnam (M),  
R.R. Dist - 501 510, Telangana.

**CHAIRMAN**  
**(Grievance redressal**  
**Committee)**

### **Copies to:**

- 1) Principal Office
- 2) All HODs circulation
- 3) Members of student grievance redressal committee

  
**PRINCIPAL**  
Bharat Institute of Technology  
Mangalpally (V), Ibrahimpatnam (M),  
R.R. Dist - 501 510, Telangana.





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The minutes of student grievance redressal committee meeting held on 10/06/2022.

## MINUTES OF MEETING

- 1) To introduce the scope and functions to the newly appointed committee.
- 2) To discuss procedure for submitting grievances.
- 3) To discuss fresh representations received from students

## MEMBERS PRESENT:

S.NO	COMMITTEE MEMBERS	POSITION
1	Dr. Anuvrat Sharma	Chairman
2	Dr.Arifa Begum	Secretary
3	Dr.Shibnath	Member
4	Dr.Kalyani	Member
5	Dr.Bhaskar	Member
6	Dr.Shrikanth	Member

**CHAIRMAN**  
(Grievance redressal  
Committee)

  
**PRINCIPAL**  
Bharat Institute of Technology  
Mangalpally (V), Ibrahimpatnam (M),  
R.R. Dist - 501 510, Telangana.

## Copies to:

- 1) Principal Office
- 2) All HODs circulation
- 3) Members of student grievance redressal committee

  
**PRINCIPAL**  
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12/09/2022

## CIRCULAR

All the members of student grievance redressal committee are informed to attend a meeting in the chamber under signed on 13/09/2022.

### Agenda of Meeting:

To discuss about

1. Scope of the committee.
2. Time bound redressal of grievances received if any.
3. Procedure of submitting grievance.

(Grievance redressal  
Committee)

  
PRINCIPAL  
Bharat Institute of Technology  
Mangalpally (V), Ibrahimpatnam (M),  
R.R. Dist - 501 510, Telangana.

Copies to:

CHAIRMAN  
(Grievance redressal  
Committee)

### COPIES TO

- 1) Principal Office
- 2) All HODs circulation
- 3) Members of grievance redressal committee

  
PRINCIPAL  
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The minutes of student grievance redressal committee meeting held on 13/09/2022.

## MINUTES OF MEETING

- 1) To discuss procedure for submitting grievances.
- 2) To discuss fresh representations received from students after 17/06/2023 which is the previous meeting.

## MEMBERS PRESENT:

S.NO	COMMITTEEMEMBERS	POSITION
1	Dr. Anuvrat Sharma	Chairman
2	Dr.Arifa Begum	Secretary
3	Dr.Shibnath	Member
4	Dr.Kalyani	Member
5	Dr.Bhaskar	Member
6	Dr.Shrikanth	Member

**CHAIRMAN**  
(Grievance redressal  
Committee)

  
**PRINCIPAL**  
Bharat Institute of Technology  
Mangalpally (V), Ibrahimpatnam (M),  
R.R. Dist - 501 510, Telangana.

Copies to:

All H  
**CHAIRMAN**  
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ODs circulation

  
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19/11/2022

## CIRCULAR

All the members of student grievance redressal committee are informed to attend a meeting in the chamber under signed on 22/11/2022.

### Agenda of Meeting:

- 1) To discuss about
- 2) Scope of the committee.
- 3) Time bound redressal of grievances received if any.
- 4) Procedure of submitting grievance.

**CHAIRMAN**  
**(Grievance redressal**  
**Committee)**

  
**PRINCIPAL**  
Bharat Institute of Technology  
Mangalpally (V), Ibrahimpatnam (M),  
R.R. Dist - 501 510, Telangana.

**Copies to:**

**CHAIRMAN**  
**(Grievance redressal**  
**Committee))**

### **COPIES TO**

- 1) Principal Office
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- 3) Members

  
**PRINCIPAL**  
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The minutes of student grievance redressal committee meeting held on 22/11/2022.

## MINUTES OF MEETING

- 1) To discuss procedure for submitting grievances.
- 2) To discuss fresh representations received from students.

### MEMBERS PRESENT:

S.NO	COMMITTEEMEMBERS	POSITION
1	Dr. Anuvrat Sharma	Chairman
2	Dr.Arifa Begum	Secretary
3	Dr.Shibnath	Member
4	Dr.Kalyani	Member
5	Dr.Bhaskar	Member
6	Dr.Shrikanth	Member

**CHAIRMAN**  
(Grievance redressal  
Committee)

  
**PRINCIPAL**  
Bharat Institute of Technology  
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R.R. Dist - 501 510, Telangana.

Copies to:

**CHAIRMAN**  
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Committee)

  
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## Tabulation of student grievance redressal (2022-2023)

S.No	Date	Name	Category	Complaint Description	Status
1.	21/06/2022	S.Gowtham Chandra	Complaint	Requested for Replacement of dustbin in their class	Solved
2.	11/09/2022	N.Kamalakar	Complaint	Requested for replacement of ID card Lost during Sessional examinations	Solved
3.	20/12/2022	N. Supratheeka	Complaint	Replacement of damaged taps in ladies washroom	Solved
4.	24/01/2023	A.Vamsi Krishna	Complaint	Repair of fan in their class room	Solved
5.	15/03/2023	D.Bhavana	Complaint	Replacement of light in their classroom	Solved

*[Handwritten Signature]*  
Principal  
Bharat Institute of Technology  
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21/07/2021

## GRIEVANCE REDRESSAL CELL (GRC)-

AND

## GRIEVANCE REDRESSAL CELL COMMITTEE

FOR THE ACADEMIC YEAR 2021-2022

The function of the cell is to look into the complaints lodged by any student and staff on their merit. The Grievance cell is also empowered to look into matters of harassment. Anyone with a genuine grievance may approach the department members in person, or consult with the Students council. 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.

### Objective:

The objective of the Grievance cell is to develop a responsive and accountable attitude among all the stakeholders to maintain a harmonious educational atmosphere in the institute. A Grievance cell should be constituted for the redressal of the problems reported by the students of the college with the following objectives:

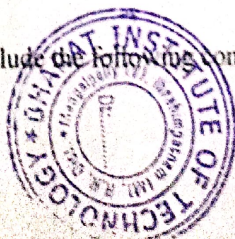
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- Academic
- Non-Academic
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## COMMITTEE:

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Upto 3 (three) faculties to be nominated by the Head of Department

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*A. C. Maheshwari*  
Principal  
Bharat Institute of Technology  
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Central Grievance Redressal Committee will be as under:

1. Principal-Chairman
2. Convenor-Dean (Students' Welfare)
3. Head of Department concerned
4. Senior professor.

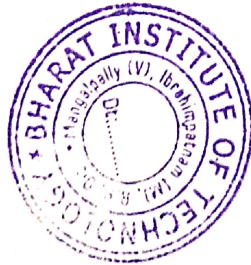
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## PROCEDURE FOR REDRESSAL OF GRIEVANCES

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If the student is not satisfied with the Redressal offered by the Institute level committee and feels that his/her Grievance is not redressed, he/she can submit an appeal to the central grievance committee within a week from the date of receipt of the decision with the relevant details.



*A. K. Mutum*

**PRINCIPAL**

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Members for Grievance redressal cell 2021-22

SL.N o	COMMITTEE MEMBERS	DESIGNATION	POSITION	MOBILE NUMBERS
1.	Dr.Mohamed Mutahar RK	Principal	Chairman	9640909061
2.	Dr.Arifa Begum	HOD Dept.of Pharmachemistry	Secretary	8555045478
3.	Dr. Shibhinath	HOD Dept.of Pharmacy Practice	Member	9618326545
4.	Dr.Kalyani	HOD Dept.of Pharmacology	Member	8884084246
5.	Dr.Bhaskar	HODDept.of Pharmaceutics	Member	9704333793
6.	Dr.Shrikanth	Assist.Professor	Member	9440737600

CHAIRMAN

(Grievance redressal cell committee)



*A.K. Mutahar*

PRINCIPAL

Bharat Institute of Technology  
Mangalpally (V), Ibrahimpatnam (M)  
R.R. Dist - 501 510, Telangana





**BHARAT INSTITUTE OF TECHNOLOGY**  
Mangalpally, Ibrahimpatnam, R.R. District, PIN-501510  
(Affiliated to JNTUH, Approved by AICTE and PCI, New Delhi. Accredited by NAAC)

21/07/2021

**CIRCULAR**

All the members of student grievance redressal committee are informed to attend a meeting in the chamber under signed on 22/07/2021.

**Agenda of Meeting:**

1. To discuss about the action plan to be executed by student grievance redressal committee to maintain the college free from grievances for the academic year 2021-2022.
2. To acknowledge Dr. R.K. Mutahar as the Chairman for Grievance redressal committee and all the activities of the team will be done under her Supervision from July for the academic year 2021-2022



*R.K. Mutahar*  
**CHAIRMAN**  
(Grievance redressal  
Committee)  
Mangalpally (VI), Ibrahimpatnam (M),  
R.R. District, PIN-501510, Telangana  
**PRINCIPAL**  
Institute of Technology

**Copies to:**

- 1) Principal Office
- 2) All HODs circulation
- 3) Members of grievance redressal committee



# BHARAT INSTITUTE OF TECHNOLOGY

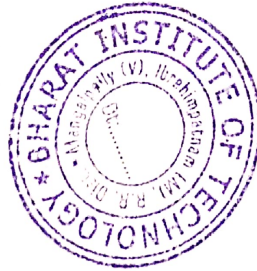
Mangalpally, Ibrahimpatnam, R.R. District, PIN-501510  
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## MINUTES OF MEETING

- 1) To discuss procedure for submitting grievances.
- 2) To discuss fresh representations received from students after 22/07/2021 which is the previous meeting.

## MEMBERS PRESENT:

Sl.No	COMMITTEE MEMBERS	DESIGNATION	POSITION
1.	Dr. Mohamed Mutahar RK	Principal	Chairman
2.	Dr.Arifa Begum	HOD Dept. of Pharmaceutical chemistry	Secretary
3.	Dr. Shibhinath	HOD Dept. of Pharmacy Practice	Member
4.	Dr.Kalyani	HOD Dept. of Pharmacology	Member
5.	Dr.Bhaskar	HOD Dept. of Pharmaceutics	Member
6.	Dr.Shrikanth	Assistant Professor	Member



*A.K. Mutahar*  
CHAIRMAN

(Grievance redressal  
Committee)

**PRINCIPAL**  
Bharat Institute of Technology  
Mangalpally (V), Ibrahimpatnam (M),  
R.R. Dist - 501 510. Telangana.

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Mangalpally, Ibrahimpatnam, R.R. District, PIN-501510

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12/10/2021

## CIRCULAR

All the members of student grievance redressal committee are informed to attend a meeting in  
The chamber under signed on 13/10/2021.

To discuss about

### Agenda of Meeting:

1. Scope of the committee.
2. Time bound redressal of grievances received if any.
3. Procedure of submitting grievance.



*A. K. Mubin*  
CHAIRMAN  
(Grievance redressal  
Committee)  
Principal  
Bharat Institute of Techno  
Mangalpally (V), Ibrahimpatn  
R.R. Dist - 501 510. Tele

### Copies to:

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## MINUTES OF MEETING

- 1) To discuss procedure for submitting grievances.
- 2) To discuss fresh representations received from students after 13/10/2022 which is the previous meeting.

## MEMBERS PRESENT:

Sl.No	COMMITTEE MEMBERS	DESIGNATION	POSITION
1.	Dr. Mohamed Mutahar RK	Principal	Chairman
2.	Dr.Arifa Begum	HOD Dept. of Pharmachemistry	Secretary
3.	Dr. Shibhinath	HOD Dept. of Pharmacy Practice	Member
4.	Dr.Kalyani	HOD Dept. of Pharmacology	Member
5.	Dr.Bhaskar	HOD Dept. of Pharmaceutics	Member
6.	Dr.Shrikanth	Assistant Professor	Member



*A. C. Mutahar*  
CHAIRMAN  
(Grievance redressal  
Committee)  
Bharat Institute of Technology  
Mangalpally (V), Ibrahimpatnam (M),  
R.R. Dist - 501 510, Telangana.

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Mangalpally, Ibrahimpatnam, R.R. District, PIN-501510

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17/11/2021

## CIRCULAR

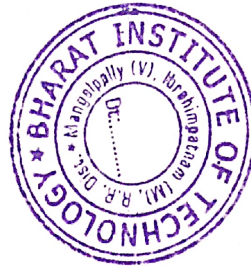
All the members of student grievance redressal committee are informed to attend a meeting in

The chamber under signed on 18/11/2021.

To discuss about

### Agenda of Meeting:

1. Scope of the committee.
2. Time bound redressal of grievances received if any.
3. Procedure of submitting grievance.



*A.K. Mubarek*

CHAIRMAN

(Grievance redressal  
Committee)

PRINCIPAL  
Bharat Institute of Technology  
Mangalpally (V), Ibrahimpatnam (M),  
R.R. Dist - 501 510, Telangana

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## MINUTES OF MEETING

- 1) To discuss procedure for submitting grievances.
- 2) To discuss fresh representations received from students after 18/11/2021 which is the previous meeting.

## MEMBERS PRESENT:

Sl.No	COMMITTEE MEMBERS	DESIGNATION	POSITION
7.	Dr. Mohamed Muthahar RK	Principal	Chairman
8.	Dr.Arifa Begum	HOD Dept. of Pharmaceutical chemistry	Secretary
9.	Dr. Shibhinath	HOD Dept. of Pharmacy Practice	Member
10.	Dr.Kalyani	HOD Dept. of Pharmacology	Member
11.	Dr.Bhaskar	HOD Dept. of Pharmaceutics	Member
12.	Dr.Shrikanth	Assistant Professor	Member



*A. K. Muthahar*  
CHAIRMAN

(Grievance Redressal Committee)

**Principal**  
Bharat Institute of Technology  
Mangalpally (V), Ibrahimpatnam (M),  
R.R. Dist - 501 510. Telangana.

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Mangalpally, Ibrahimpatnam, R.R. District, PIN-501510

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21/12/2021

## CIRCULAR

All the members of student grievance redressal committee are informed to attend a meeting in

The chamber under signed on 22/12/2021.

To discuss about

### Agenda of Meeting:

1. Scope of the committee.
2. Time bound redressal of grievances received if any.
3. Procedure of submitting grievance.



*A. C. Mubarek*  
CHAIRMAN

(Grievance redressal  
Committee)

Principal  
Bharat Institute of Technology  
Mangalpally (V), Ibrahimpatnam (M)  
R.R. Dist - 501 510, Telangana.

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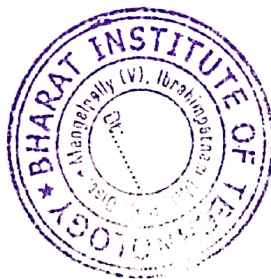
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## Tabulation of Student Grievance Redressal (2021-2022)

S.No	Date of Receipt	Student Name	Grievance	Status of redressal
1.	13/10/2021	A. Vamshi	Requested for remedial classes for organic chemistry	Solved
2.	18/12/2021	B.Nissi	Requested for conducting mock examination before sessionals	Solved
3.	04/02/2022	Y. Sushma	Requested for allotment of more hours for practice school	Solved
4.	19/03/2022	N. Supratheeka	Requested for repair of desk in their class room	Solved



*A. K. Mahalingam*  
Bharat Institute of Technology  
Mangalpally (V), Ibrahimpatnam  
R.R. Dist - 501 510, Telangana





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**STUDENT GREIVENCE FORM**

Student details: A. Vanni

Name of the Student	A. Vanni
Student ID	201120001
Program	B. Pharmacy
Semester/Year	III / IV

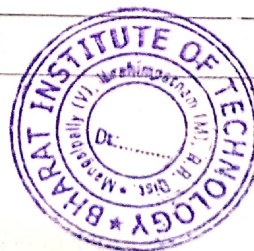
Grievance Details:

Requested for Remedial Class of organic chemistry

When Did the Issue happen?

27/7

Date of filing the grievance	13/10/21
Signature of the faculty	



**PRINCIPAL**  
Bharat Institute of Technology  
Mangalpally (V), Ibrahimpatnam (M),  
Dist - 501 510, Telangana



09/06/2020

**GRIEVANCE REDRESSAL CELL (GRC)-  
AND  
GRIEVANCE REDRESSAL CELL COMMITTEE  
FOR THE ACADEMIC YEAR 2020-2021**

The function of the cell is to look into the complaints lodged by any student and staff on their merit. The Grievance cell is also empowered to look into matters of harassment. Anyone with a genuine grievance may approach the department members in person, or consult with the Students council. 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.

**Objective:**

The objective of the Grievance cell is to develop a responsive and accountable attitude among all the stakeholders to maintain a harmonious educational atmosphere in the institute.

A Grievance cell should be constituted for the redressal of the problems reported by the students of the college with the following objectives:

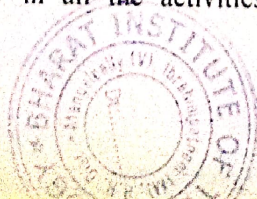
Upholding the dignity of the College by ensuring a strife-free atmosphere in the college through promoting cordial student-student relationships and student- teacher relationships etc. Encouraging the students to express their grievances / Problems freely and frankly, without any fear of being victimized.

A Suggestion/Complaint Box is installed in front of the BIT Administrative block in which the student who want to remain anonymous, put in writing their grievances and their suggestions for improving the academics / administration in the college advising students to refrain from inciting Students against other Students, Teachers and College administration. Advise all staff to be affectionate to the students and not behave in vindictive manners towards any of them for reason.

Ragging in any form is strictly prohibited in and outside the institution. Any Violation of ragging and disciplinary rules should be urgently brought to the notice of the BIT principal.

**MECHANISM FOR REDRESSAL OF GRIEVANCES OF STUDENTS AND STAFF**

The students are the main stake holders in any institution imparting education, and we endeavor to make all efforts to ensure transparency in all the activities at different stages. Taking this spirit into



*Ch. S. U. S. A.*  
**PRINCIPAL**

Bharat Institute of Technology





# BHARAT INSTITUTE OF TECHNOLOGY

Mangalpally, Ibrahimpatnam, R.R. District, PIN-501510

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11/06/2019

## GRIEVANCE REDRESSAL CELL (GRC)- AND GRIEVANCE REDRESSAL CELL COMMITTEE FOR THE ACADEMIC YEAR 2019-2020

The function of the cell is to look into the complaints lodged by any student and staff on their merit. The Grievance cell is also empowered to look into matters of harassment. Anyone with a genuine grievance may approach the department members in person, or consult with the Students council. 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.

### Objective:

The objective of the Grievance cell is to develop a responsive and accountable attitude among all the stakeholders to maintain a harmonious educational atmosphere in the institute. A Grievance cell should be constituted for the redressal of the problems reported by the students of the college with the following objectives:

Upholding the dignity of the College by ensuring a strife-free atmosphere in the College through promoting cordial student-student relationships and student- teacher relationships etc. Encouraging the Students to express their grievances / Problems freely and frankly, without any fear of being victimized.

A Suggestion/Complaint Box is installed in front of the BIT Administrative block in which the student who want to remain anonymous, put in writing their grievances and their suggestions for improving the academics / administration in the college.

Advising Students to refrain from inciting Students against other Students, Teachers and College administration.

Advise all staff to be affectionate to the students and not behave in vindictive manners towards any of them for reason.

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*[Signature]*  
PRINCIPAL

Bharat Institute of Technology  
Mangalpally (V), Ibrahimpatnam (M),  
R.R. Dist - 501 510. Telangana.





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## MECHANISM FOR REDRESSAL OF GRIEVANCES OF STUDENTS AND STAFF

The students are the main stake holders in any institution imparting education, and we endeavor to make all efforts to ensure transparency in all the activities at different stages. Taking this spirit into consideration the institute has decided to provide a mechanism to students for Redressal of their grievances as:

The Grievances may broadly include the following complaints of the aggrieved students

- Academic
- Non-Academic
- Grievance related to Assessment
- Grievance related to Victimization
- Grievance related to Attendance
- Grievance related to charging fees
- Grievance regarding conducting of Examinations
- Harassment by colleague's students or teachers etc.

It is good to air a grievance rather than to keep it bottled up. Protection of human rights is essential for the all-around Development of an individual's personality. To realize the primary needs of the students and staff and secure civil liberties for everybody, a Grievance Redressal Cell has been constituted. The cell is intended to find solutions for problems like,

(i) Sexual harassment - any kind of physical or mental harassment (ii) Complaints regarding classroom teaching - classroom management, completion of syllabus, teaching methods, etc., if and when they arise. The Grievance Redressal Cell convenes meetings periodically and takes steps to redress the grievance.

### COMMITTEE:

There will be Grievance Redressal Committees at the Department/Institute/Central level to deal with the grievances of the students and staff.

The department level Grievance Redressal Committee will be as under: Head of the Department-Chairman

Upto 3 (three) faculties to be nominated by the Head of Department

This committee will deal with the Grievance related to Academic and Administrative matters of the Department.

Institute level Grievance Redressal Committee will be as under:

Dean (Students' Welfare)-Chairman



*G. S. S. S.*  
**PRINCIPAL**  
Bharat Institute of Technology  
Mangalpally (V), Ibrahimpatnam (M)  
R.R. Dist - 501 510, Telangana.





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Mangalpally, Ibrahimpatnam, R.R. District, PIN-501510

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Upto 5(five) senior faculties to be appointed by the Head of Institute as members

This committee will deal with all the Grievances directly which is related to the common problems at the Institute level both Academic and Administrative. In addition, this committee will also entertain the appeal filed by the student against the decision of the Department level committee.

**Central Grievance Redressal Committee will be as under:**

1. Principal-Chairman
2. Convenor-Dean (Students' Welfare)
3. Head of Department concerned
4. Senior professor.

This committee will deal with all the Grievances directly which is related to the common problems at the institute level both Academic and Administrative. In addition, this committee will also entertain the appeal filed by students against the decision of the Institute level committee.

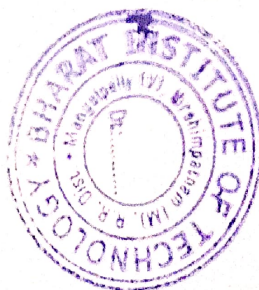
## PROCEDURE FOR REDRESSAL OF GRIEVANCES

An aggrieved student who has the Grievance or Grievances at the Department level shall make an application first to the HoD. The Head of the Department after verifying the facts will try to redress the grievance within a reasonable time. If the student is not satisfied with the verdict or solution of the HoD, then the same should be placed before the Department level committee.

If the student is not satisfied with the decision of the Department committee, he/she can submit an appeal to the Institute level grievance committee within a week from the date of the receipt of the reply from the Department level committee.

The convenor of the Institute grievance committee, after verifying the facts and the papers concerned and discussing with the Chairman of the Department committee will place the matter before the Institute level committee which shall either endorse the decision of the Department level committee or shall pass appropriate order in the best possible manner within a reasonable time.

If the student is not satisfied with the Redressal offered by the Institute level committee and feels that his/her Grievance is not redressed, he/she can submit an appeal to the central grievance committee within a week from the date of receipt of the decision with the relevant details.



*B.S.V.G.P.*  
**PRINCIPAL**

Bharat Institute of Technology  
Mangalpally (V), Ibrahimpatnam (M)  
R.R. Dist - 501 510, Telangana





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Members for Grievance redressal cell 2019-20

S.No	Name	Designation
1.	Dr.Ch.S. Vijaya Vani	Chair Person
2.	Dr Shibnath Kamila	Member
3.	Dr. Marina G. D'Souza	Member
4.	Mrs. P. Haritha	Member
5.	Ms. G. Sathvika	Student Member
6.	Sultan Chakravarthi	Student Member
7.	K. Harshitha	Student Member
8.	Mohammed Omer	Student Member
9.	Sub Inspector, Ibrahimpatnam PS	Member



CHAIR PERSON

(Grievance redressal cell committee)



# BHARAT INSTITUTE OF TECHNOLOGY

Mangalpally, Ibrahimpatnam, R.R. District, PIN-501510

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11/06/2019

## CIRCULAR

All the members of student grievance redressal committee are informed to attend a meeting in the chamber under signed on 12/06/2019.

### Agenda of Meeting:

1. To discuss about the action plan to be executed by student grievance redressal committee to maintain the college free from grievances for the academic year 2019-2020.
2. To acknowledge Dr. Ch. Vijaya Vani as the Chairperson for Grievance redressal committee and all the activities of the team will be done under her Supervision from June 2019 for the academic year 2019-2020



*Ch. S. Vijaya Vani*  
CHAIRPERSON  
(Grievance Redressal  
Committee)  
Bharat Institute of  
Technology  
Mangalpally

### Copies to:

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The minutes of student grievance redressal committee meeting held on 12/06/2019.

## MINUTES OF MEETING

- 1) To introduce the scope and functions to the newly appointed committee.
- 2) To discuss procedure for submitting grievances.
- 3) To discuss fresh representations received from students

## MEMBERS PRESENT:

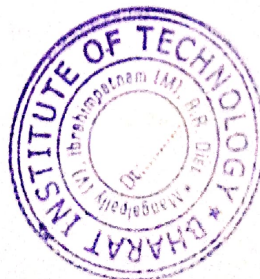
S.No	Name	Designation
1.	Dr.Ch.S. Vijaya Vani	Chair Person
2.	Dr Shibnath Kamila	Member
3.	Dr. Mrinmay Das	Member
4.	Mrs. P. Haritha	Member
5.	Ms. G. Sathvika	Student Member
6.	Sultan Chakravarthi	Student Member
7.	K. Harshitha	Student Member
8.	Mohammed Omer	Student Member
9.	Sub Inspector, Ibrahimpatnam PS	Member

*Ch. S. R. V.*  
**CHAIRPERSON**  
(Grievance redressal  
Committee)  
Mangalpally, Ibrahimpatnam  
R.R. Dist - 501 510, Telangana

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*P. R. V.*  
**PRINCIPAL**  
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18/09/2019

## CIRCULAR

All the members of student grievance redressal committee are informed to attend a meeting in  
The chamber under signed on 19/09/2019.

To discuss about

### Agenda of Meeting:

1. Scope of the committee.
2. Time bound redressal of grievances received if any.
3. Procedure of submitting grievance.



*Ch. S. V. R.*  
**PRINCIPAL**  
**CHAIR PERSON**  
**(Grievance redressal**  
**Committee)**  
Bharat Institute of Technology  
Mangalpally, Ibrahimpatnam (N  
R.R. Dist - 501510

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The minutes of student grievance redressal committee meeting held on 19/09/2019.

## MINUTES OF MEETING

- 1) To discuss procedure for submitting grievances.
- 2) To discuss fresh representations received from students after 12/06/2019 which is the previous meeting.

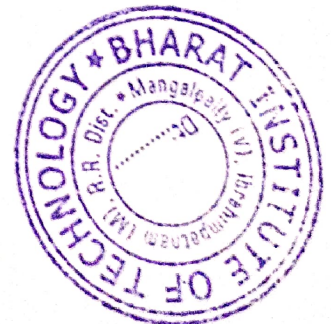
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S.No	Name	Designation
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2.	Dr Shibnath Kamila	Member
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CH. S. V. V. V.  
PRINCIPAL  
Bharat Institute of Technology  
(Grievance redressal)  
Mangalpally (V), Ibrahimpatnam  
R.R. Dist - 501 510. Telangana  
Committee







# BHARAT INSTITUTE OF TECHNOLOGY

Mangalpally, Ibrahimpatnam, R.R. District, PIN-501510

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13/03/2020

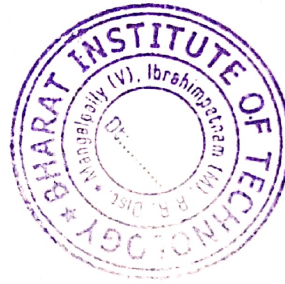
## CIRCULAR

All the members of student grievance redressal committee are informed to attend a meeting in the chamber under signed on 14/03/2020.

### Agenda of Meeting:

To discuss about

1. Scope of the committee.
2. Time bound redressal of grievances received if any.
3. Procedure of submitting grievance.



Principal  
Bharat Institute of Technology  
(Grievance redressal  
Committee)  
Mangalpally (V), Ibrahimpatnam  
R.R. Dist - 501510

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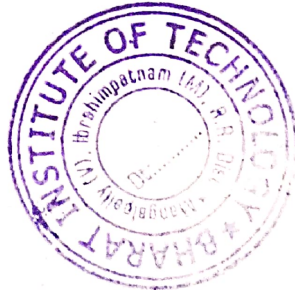
The minutes of student grievance redressal committee meeting held on 14/03/2020.

## MINUTES OF MEETING

- 1) To discuss procedure for submitting grievances.
- 2) To discuss fresh representations received from students.

## MEMBERS PRESENT:

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1.	Dr.Ch.S. Vijaya Vani	Chair Person
2.	Dr Shibnath Kamila	Member
3.	Dr. Mrinmayi Das	Member
4.	Mrs. P. Haritha	Member
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9.	Sub Inspector, Ibrahimpatnam PS	Member



ch-s.v.v.  
CHAIRPERSON  
(Grievance redressal  
Committee)  
PRINCIPAL  
Bharat Institute of Technology  
Mangalpally (V), Ibrahimpatnam  
R.R. Dist - 501 510. Tel.

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- 2) All HODs circulation
- 3) Members of student grievance redressal committee.





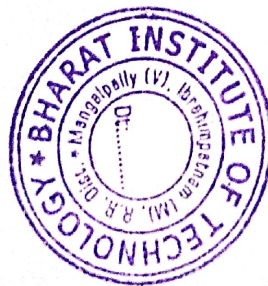
# BHARAT INSTITUTE OF TECHNOLOGY

Mangalpally, Ibrahimpatnam, R.R. District, PIN-501510

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## Tabulation of Student Grievance Redressal (2019-2020)

S.No	Date of Receipt	Student Name	Grievance	Status of redressal
1.	15/07/2019	Pannala keerthi	Requested for refilling the first aid health kit in laboratory	Solved
2.	19/08/2019	Rathnavath mounika	Requested for replacement of expired chemicals in laboratory	Solved
3.	20/11/2019	Pisati mounika reddy	Requested for alternative fans for damaged fans in their class rooms	Solved
4.	06/01/2020	Keesara srivathsa	Requested for free sanitizers distribution to students	Solved
5.	07/02/2020	Punukula harichandana	Requested for replacement of her Lost ID Card	Solved
6.	02/03/2020	Munagala laharika	Requested for replacement of damaged stool on their lab	Solved



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## STUDENT GREIVENCE FORM

Student details: Pannala Keerthi

Name of the Student	Pannala Keerthi
Student ID	15121T0003
Program	B.pharmacy
Semester/Year	IV / IV

Grievance Details: Requested for Refilling the first aid health kit  
in laboratory

When Did the Issue happen? 15/7/2019

Date of filing the grievance	15/7/2019
Signature of the faculty	Mona



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25/11/2018

## GRIEVANCE REDRESSAL CELL (GRC)- AND GRIEVANCE REDRESSAL CELL COMMITTEE FOR THE ACADEMIC YEAR 2018-2019

The function of the cell is to look into the complaints lodged by any student and staff on their merit. The Grievance cell is also empowered to look into matters of harassment. Anyone with a genuine grievance may approach the department members in person, or consult with the Students council. 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.

### Objective:

The objective of the Grievance cell is to develop a responsive and accountable attitude among all the stake holders to maintain a harmonious educational atmosphere in the institute.

A Grievance cell should be constituted for the redressal of the problems reported by the students of the college with the following objectives:

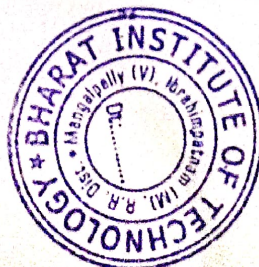
Upholding the dignity of the College by ensuring a strife-free atmosphere in the College through promoting cordial student-student relationships and student- teacher relationships etc., encouraging the Students to express their grievances / Problems freely and frankly, without any fear of being victimized.

A Suggestion/Complaint Box is installed in front of the BIT Administrative block in which the student who want to remain anonymous, put in writing their grievances and their suggestions for improving the academics / administration in the college advising Students to refrain from inciting Students against other Students, Teachers and College administration. Advise all staff to be affectionate to the students and not behave in vindictive manners towards any of them for reason.

Ragging in any form is strictly prohibited in and outside the institution. Any Violation of ragging and disciplinary rules should be urgently brought to the notice of the BIT principal.

### MECHANISM FOR REDRESSAL OF GRIEVANCES OF STUDENTS AND STAFF

The students are the main stake holders in any institution imparting education, and we endeavor to make all efforts to ensure transparency in all the activities at different stages. Taking this spirit into



*Principal*  
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consideration the institute has decided to provide a mechanism to students for Redressal of their grievances as:

The Grievances may broadly include the following complaints of the aggrieved students

- Academic
- Non-Academic
- Grievance related to Assessment
- Grievance related to Victimization
- Grievance related to Attendance
- Grievance related to charging fees
- Grievance regarding conducting of Examinations
- Harassment by colleague's students or teachers etc.

It is good to air a grievance rather than to keep it bottled up. Protection of human rights is essential for the all-around Development of an individual's personality. To realize the primary needs of the students and staff and secure civil liberties for everybody, a Grievance Redressal Cell has been constituted. The cell is indented to find solutions for problems like,

(i) Sexual harassment - any kind of physical or mental harassment (ii) Complaints regarding classroom teaching - classroom management, completion of syllabus, teaching methods, etc. ,if and when they arise. The Grievance Redressal Cell convenes meetings periodically and takes steps to redress the grievance.

## COMMITTEE:

There will be Grievance Redressal Committees at the Department/Institute/Central level to deal with the grievances of the students and staff.

The department level Grievance Redressal Committee will be as under: Head of the Department-  
Chairman

Upto 3 (three) faculties to be nominated by the Head of Department

This committee will deal with the Grievance related to Academic and Administrative matters of the Department.

Institute level Grievance Redressal Committee will be as under:

Dean (Students' Welfare)-Chairman

Upto 5(five) senior faculties to be appointed by the Head of Institute as members



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This committee will deal with all the Grievances directly which is related to the common problems at the Institute level both Academic and Administrative. In addition, this committee will also entertain the appeal filed by the student against the decision of the Department level committee.

Central Grievance Redressal Committee will be as under:

1. Principal-Chairman
2. Convenor-Dean (Students' Welfare)
3. Head of Department concerned
4. Senior professor.

This committee will deal with all the Grievances directly which is related to the common problems at the institute level both Academic and Administrative. In addition, this committee will also entertain the appeal filed by students against the decision of the Institute level committee.

## PROCEDURE FOR REDRESSAL OF GRIEVANCES

An aggrieved student who has the Grievance or Grievances at the Department level shall make an application first to the HoD. The Head of the Department after verifying the facts will try to redress the grievance within a reasonable time. If the student is not satisfied with the verdict or solution of the HoD, then the same should be placed before the Department level committee.

If the student is not satisfied with the decision of the Department committee, he/she can submit an appeal to the Institute level grievance committee within a week from the date of the receipt of the reply from the Department level committee.

The convenor of the Institute grievance committee, after verifying the facts and the papers concerned and discussing with the Chairman of the Department committee will place the matter before the Institute level committee which shall either endorse the decision of the Department level committee or shall pass appropriate order in the best possible manner within a reasonable time.

If the student is not satisfied with the Redressal offered by the Institute level committee and feels that his/her Grievance is not redressed, he/she can submit an appeal to the central grievance committee within a week from the date of receipt of the decision with the relevant details.



*Ch. S. S. R. S.*  
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Members for Grievance redressal cell 2018-19

S.No	Name	Designation
1.	Dr.Ch.S. Vijaya Vani	Chair Person
2.	Dr Shibnath Kamila	Member
3.	Dr. Gyathi Shilakari	Member
4.	Mrs. P. Haritha	Member
5.	Dr. Phalguna	Member
6.	Dr.Sandhya Rani	Member
7.	K. Harshitha	Student Member
8.	Mohammed Omer	Student Member
9.	Sub Inspector, Ibrahimpatnam PS	Member

*Ch S. V. Vani*  
CHAIR PERSON



Grievance redressal cell committee

Bharat Institute of Technology  
Mangalpally (V), Ibrahimpatnam (M),  
R.R. Dist - 501510, Telangana.





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25/11/2018

## CIRCULAR

All the members of student grievance redressal committee are informed to attend a meeting in the chamber under signed on 26/11/2018.

### Agenda of Meeting:

1. To discuss about the action plan to be executed by student grievance redressal committee to maintain the college free from grievances for the academic year 2018-2019.
2. To acknowledge Dr. Ch. Vijaya Vani as the Chairperson for Grievance redressal committee and all the activities of the team will be done under her Supervision from November 2018 for the academic year 2018-2019.



*[Signature]*  
CHAIR PERSON  
(Grievance redressal  
Committee)

### Copies to:

- 1) Principal Office
- 2) All HODs circulation
- 3) Members of student grievance redressal committee



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Mangalpally, Ibrahimpatnam, R.R. District, PIN-501510

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The minutes of student grievance redressal committee meeting held on 26/11/2018.

## MINUTES OF MEETING

- 1) To introduce the scope and functions to the newly appointed committee.
- 2) To discuss procedure for submitting grievances.
- 3) To discuss fresh representations received from students

## MEMBERS PRESENT:

S.No	Name	Designation
1.	Dr.Ch.S. Vijaya Vani	Chair Person
2.	Dr Shibnath Kamila	Member
3.	Dr. Gyathi Shilakari	Member
4.	Mrs. P. Haritha	Member
5.	Dr. Phalguna	Member
6.	Dr.Sandhya Rani	Member
7.	K. Harshitha	Student Member
8.	Mohammed Omer	Student Member
9.	Sub Inspector, Ibrahimpatnam PS	Member



### Copies to:

- 1) Principal Office
- 2) All HODs circulation
- 3) Members of student grievance redressal committee

  
CHAIRPERSON  
(Grievance redressal  
Committee)  
Principal  
Bharat Institute of Technology  
Mangalpally (V), Ibrahimpatnam (M),  
R.R. Dist - 501 510, Telangana.





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19/02/2018

## CIRCULAR

All the members of student grievance redressal committee are informed to attend a meeting in

The chamber under signed on 20/02/2018.

To discuss about

### Agenda of Meeting:

1. Scope of the committee.
2. Time bound redressal of grievances received if any.
3. Procedure of submitting grievance.



  
CHAIR PERSON

(Grievance redressal  
Committee)

Principal  
Bharat Institute of Technology  
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The minutes of student grievance redressal committee meeting held on 20/02/2018.

## MINUTES OF MEETING

- 1) To discuss procedure for submitting grievances.
- 2) To discuss fresh representations received from students after 26/11/2018 which is the previous meeting.

## MEMBERS PRESENT:

S.No	Name	Designation
		Chair Person
1.	Dr.Ch.S. Vijaya Vani	Member
2.	Dr Shibnath Kamila	Member
3.	Dr. Gyathi Shilakari	Member
4.	Mrs. P. Haritha	Member
5.	Dr. Phalguna	Member
6.	Dr.Sandhya Rani	Student Member
7.	K. Harshitha	Student Member
8.	Mohammed Omer	Member
9.	Sub Inspector, Ibrahimpatnam PS	



**CHAIRPERSON**  
(Grievance Redressal  
Committee)  
Bharat Institute of Technology  
Mangalpally

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05/03/2019

## CIRCULAR


All the members of student grievance redressal committee are informed to attend a meeting in the chamber under signed on 06/03/2019.

### Agenda of Meeting:

To discuss about

1. Scope of the committee.
2. Time bound redressal of grievances received if any.
3. Procedure of submitting grievance.



  
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The minutes of student grievance redressal committee meeting held on 06/03/2019.

## MINUTES OF MEETING

- 1) To discuss procedure for submitting grievances.
- 2) To discuss fresh representations received from students.

### MEMBERS PRESENT:

S.No	Name	Designation
1.	Dr.Ch.S. Vijaya Vani	Chair Person
2.	Dr Shibnath Kamila	Member
3.	Dr. Gyathi Shilakari	Member
4.	Mrs. P. Haritha	Member
5.	Dr. Phalguna	Member
6.	Dr.Sandhya Rani	Member
7.	K. Harshitha	Student Member
8.	Mohammed Omer	Student Member
9.	Sub Inspector, Ibrahimpatnam PS	Member



### Copies to:

- 1) Principal Office
- 2) All HODs circulation
- 3) Members of student grievance redressal committee.

*Ch. S. Vijaya Vani*  
CHAIRPERSON

(Grievance redressal  
Committee)

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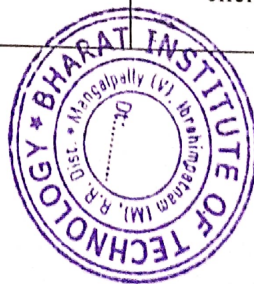
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## Tabulation of Student Grievance Redressal (2018-2019)

S.No	Date of Receipt	Student Name	Grievance	Status of redressal
1.	13/06/2018	K Sharat venkat reddy	Requested remedial classes for supplementary students	Solved
2.	16/08/2018	S Vinay kumar	Requested for tube light in their class room	Solved
3.	19/09/2018	Syed Najamuddin Khudmiri	Requested for replacement of broken test tubes in their laboratory	Solved
4.	20/12/2018	Rangineni Parikshith reddy	Requested for distribution of free scribbling for rough work during seminars	Solved
5.	21/02/2019	G Nikitha	Requested for requisition of heating mantles for their chemistry lab	Solved



*Ch. S. Venkatesh*  
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**STUDENT GREIVENCE FORM**

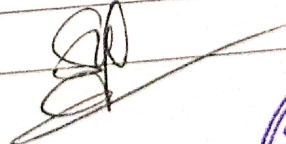
Student details: K. Shalath Bpharm Final Year

Name of the Student	K. Shalath Venkat
Student ID	1512170041
Program	B. Pharmacy
Semester/Year	IV / IV

Grievance Details:

Requested for Remedial Classes for Supplementary Students

When Did the Issue happen? — NA —

Date of filing the grievance	13/6/2019
Signature of the faculty	



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