



College Code: QA

BRILLIANT INSTITUTE OF ENGINEERING & TECHNOLOGY

(Sponsored by: Brilliant Grammar School Educational Society)

(Approved by AICTE, New Delhi, Affiliated to JNTU-Hyderabad)

Abdullapur(V), Abdullapurmet (M), R.R. Dist - 501505, Telangana, India

Website: www.b-iet.ac.in, e-mail: principal@b-iet.ac.in Contact No.: +919652929786

1. Implementation of guidelines of statutory/regulatory bodies

The purpose of Grievance and Redressal Committee (GRC) is to ensure a speedy response to and accountability of all concerned to the students of the institutes with zero tolerance in the academic year 2023-24.

I: GRIEVANCE AND REDRESSAL COMMITTEE

S.no	Name of the member	Designation	Position
1.	Dr. SHAIK RUSTHUM	Principal	Chairman
2.	Mr. S. PAPA RAO	Assistant professor in EEE	Convener
3.	K. VASANTHA	Assistant professor in ECE	Member
4.	V ANAND	Assistant professor in CSE	Member
5.	N JYOTHI	Assistant professor in MECH	Member
6.	M SATEESH	Assistant professor in Civil	Member
7.	K.CHANDRA REDDY	Assistant professor in EEE	Member
8.	P NAVITHA	Assistant professor in H&S	Member

Guidelines & Responsibilities:

- Maintaining harmonious student – student and faculty –student relationship.
- Creating an environment in which students can freely express their grievances without fear of discrimination or victimization.
- Counseling students to refrain provoking of their fellow students against faculty and staff of the institute
- Although the anti-ragging committee is in place, the student may if he/she so wishes bring to the notice any incident of ragging through this committee shall ensure speedy action and protection of the student.

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Website: www.b-iet.ac.in, e-mail: principal@b-iet.ac.in Contact No.: +919652929786**II: ANTI RAGGING COMMITTEE**

BRIL's Anti-Ragging Committee was formed, it will be the supervisory committee in preserving a Culture of Ragging Free Environment in the institutes. Monitor and observe in the functions and performance of the anti-ragging committee in prevention and curbing or ragging in the institution for in the academic year 2023-24.

S.no	Name of the member	Designation	Position
1	Dr. SHAIK RUSTHUM	Principal	Chairman
2	Mr. K. RAMBABU	Assistant professor in ECE	Convener
3	Dr M KUMARA SWAMY	Assistant professor in H&S	Member
4	B. MANGILAL	Assistant professor in EEE	Member
5	KOKALA PRAVEEN	Assistant professor in Civil	Member
6	MOHAMMAD YOUSUF PASHA	Assistant professor in MECH	Member
7	PRAVALIKA POLA	Assistant professor in CSE	Member
8	THOTA DEVENDER	Assistant professor in ECE	Member

Guidelines & Responsibilities:

- To aware the students of dehumanizing effect of ragging inherent in its perversity.
- To continuous watch and vigil over ragging so as to prevent its occurrence and recurrence.
- To promptly and stringently deal with the incidents of ragging brought to our notice.
- To generate an atmosphere of discipline by sending a clear message that no act of ragging shall be tolerated and any act of ragging shall not go unnoticed and unpunished. Functions of Anti-Ragging committee


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- To ensure compliance with the provision of these regulations and any law for the time being in force concerning ragging and to deal and act promptly with the incidents of ragging brought to its notice.
- To keep tabs on the happening of events related to, in campus or off- campus or other designed places in the premises.
- To conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witness to place before it the facts, documents and views concerning the incident of ragging and considering such other relevant information as may be required.
- To conduct on the spot enquiry into any incident of ragging referred to it by the head of the institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or any other person, as The case may be: and the enquiry report along with recommendations shall be submitted to the anti-ragging committee for action.

III: ANTI SEXUAL HARASSMENT COMMITTEE

Bril's anti sexual harassment committee was formed to promote awareness among students about gender justice and harmonious coexistence through campaigns and other awareness programs. and committee for redressal of grievances relating to sexual harassment in the academic year 2023-24.

S.no	Name of the member	Designation	Position
1	Dr . SHAIK RUSTHUM	Principal	Chairman
2	Mr. M. SATEESH REDDY	Assistant professor in Civil	Convener
3	Mr. B. MANGILAL	Assistant professor in EEE	Member
4	Mr. D. MOHAN	Assistant professor in MECH	Member
5	Mr KOTESWAR RAO	Assistant professor in ECE	Member
6	Mr. M. SANDEEP	Assistant professor in CSE	Member


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7	Mrs. K. PUSHPALATHA	Assistant professor in H&S	Member
8	Mrs. P. SAMATHA	Assistant professor H&S	Member

Guidelines & Responsibilities:

- To help women to realize their rights of freedom.
- To treat sexual harassment as a misconduct and initiate punitive actions for such misconduct.
- To assist the aggrieved woman to place the complaint.
- To safe guard the one who is victimized.
- To educate and train students about sexual harassment.
- To develop guidelines and norms for policies against sexual harassment.
- To develop principles and procedures to combat sexual harassment.
- To work out details for the implementation these policies.
- To prepare a detailed plan of actions, both short and long term.
- To organize gender sensitization awareness program.

IV: ANTI DRUGS COMMITTEE

BRIL's Anti-Drugs Committee was formed to ensure a drug-free campus by completely prohibiting the possession, use, or use of drugs and alcohol by college students on or off campus. The Anti-Drug Commission's responsibilities include organizing awareness programs at colleges and dormitories with the help of government-sanctioned organizations. Educate students about the harmful effects of drugs and alcohol in the academic year 2023-24.

S.no	Name of the member	Designation	Position
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1	Dr. SHAIK RUSTHUM	Principal	Chairman
2	Mr. B. RAVINDER REDDY	Assistant professor in CSE	Convener
3	Mr. K. VENKATESWAR REDDY	Assistant professor in MBA	Member
4	Mr. L. NADHAM	Assistant professor in EEE	Member
5	Mr. MOHAMMAD YOUSUF PASHA	Assistant professor in MECH	Member
6	Mr. N. SRIKANTH	Assistant professor	Member
7	Mrs. A. SUBHASHINI	Assistant professor	Member
8	Mr. A. CHANDRA SHEKAR	Assistant professor	Member

Guidelines & Responsibilities:

- To spread awareness to ensure a drug free campus.
- To engage the students in anti-drug activities and educating them ill effect
- To motivate the students to become volunteers of anti-drug activities.
- To ban totally availability and sale of drug in any form.
- Organizing varies awareness program to educate the students about ill effects.
- Displaying of anti-drug posters at prominent places for awareness of the students.
- Organizing a session in instruction program against


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3. MECHANISM FOR SUBMISSION OF ONLINE/OFF LINE STUDENTS GRIEVANCES

Anyone with a genuine grievance may lodge their complaint to GRC along with necessary documents, if any. The grievance shall be reported by using any of the following modes:

I: ONLINE GRIEVANCES

- Student friendly mechanism to submit the mechanism both offline and online
- Writing a letter to the Coordinator of committee
- By direct approaching to the Coordinator of the committee.
- Through e-mail to grievance@b-iet.ac.in
- This committee is formed for all students, staff and faculty members of institutes.
- Complaint/suggestion boxes will be installed across the institute.
- All complaints shall be filled for record purpose.
- The committee will meet on required basis.
- The students are encouraged to offer their grievances suggestions, feedback and recommendations on the following issues both off line and online

1. Anti- ragging
2. Anti-sexual harassment
3. Anti-drug
4. Administration
5. Teaching and learning


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6. Admissions.

ii: OFFLINE GRIEVANCE BOXES:

Grievance box is installed in the college campus in which any anonymous student can put in writing the grievances as well as the suggestions for the improvement of academic/management in the college.



Suggestion and complaint box of grievance at library

Functions

- The cases will be attended on receipt of written grievances from the students.
- The cell formally will review all cases and will act accordingly as per the institutional policy.
- 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.
- The grievances are collected by the grievance redressal committee and discuss in minute of meeting.


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Procedure for lodging complaint

1. The students may feel free to put up a grievance in writing or drop it in suggestion box.
2. The Grievance Cell will act upon the cases which have been put up with the necessary documents.
3. The Grievance Cell will assure to resolve the complaint promptly and fairly.
4. The grievances are collected by the grievance redressal committee and discuss in minute of meeting.
5. Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.

4. REDRESSAL OF THE GRIEVANCES THROUGH APPROPRIATE COMMITTEE

- a) Minutes of meeting of Grievance and redressal committee
- b) Minutes of meeting of anti-ragging committee
- c) Minutes of meeting of anti-sexual harassment committee
- d) Minutes of meeting of anti-drug committee


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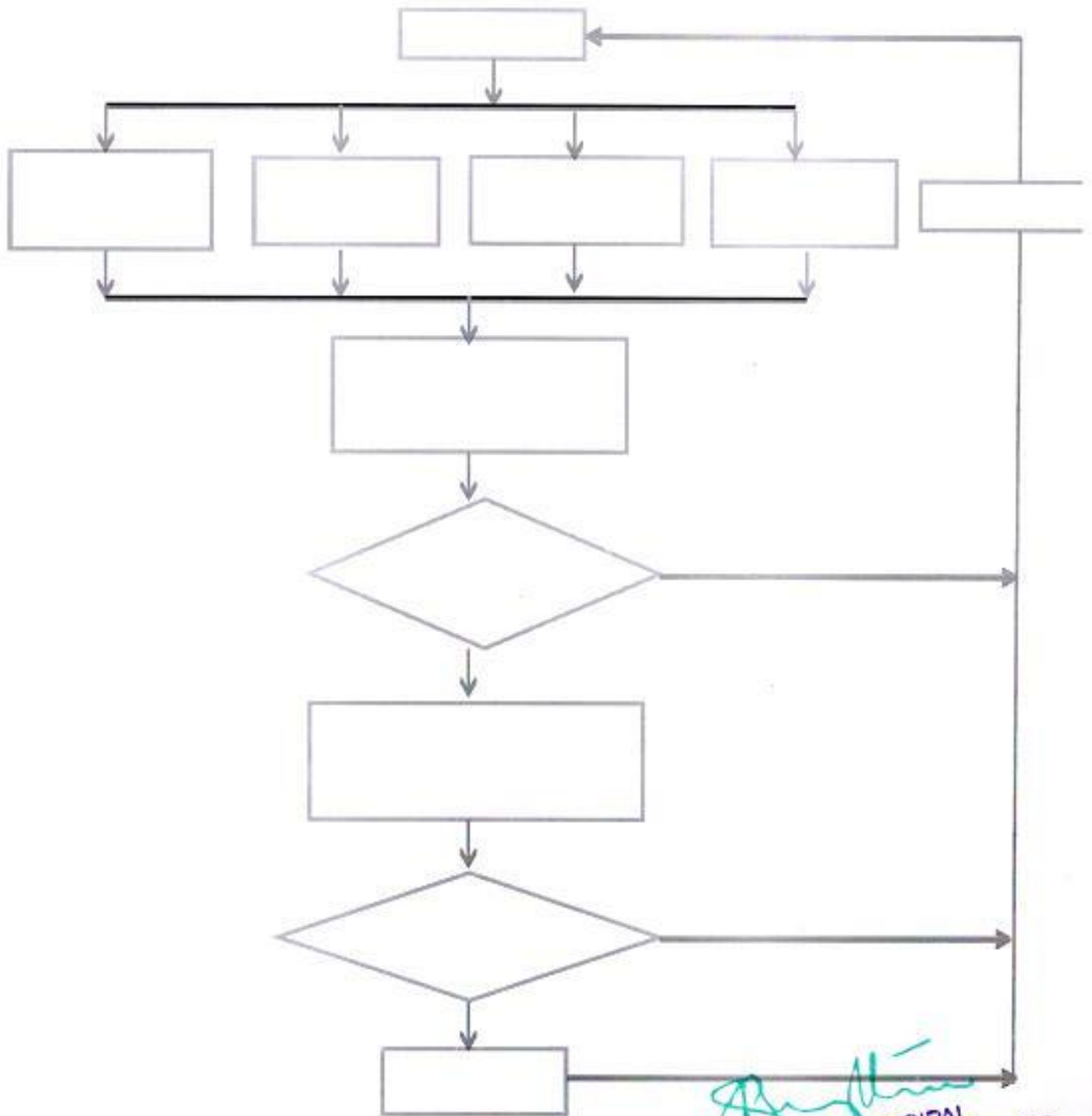


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STANDARD OPERATING PROCEDURE (SOP)

Any student or parent or staff member wants to initiate a grievance may in the first instance bring the issue to the notice of the Head of the respective department or office, who will address the issue and try to resolve it within 7 working days of the receipt of the grievance.

If, there is no response within the stipulated time from the respective Department or grievant is dissatisfied with response/resolution to his/her grievance, then the grievant is free to represent his/her grievance to the BRIL grievance redressal committee.

If, there is no response against the respective Head Department, then the grievant may directly submit his/her grievance in writing or submit in person at grievance to the BRIL grievance redressal committee.

FORMAL REGISTRATION

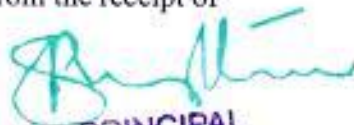
Any aggrieved student or parent or staff member with a genuine grievance will submit is/her grievance in writing along with necessary documents, if any, through any of the following modes. Submitting a signed hard copy of the grievance complaint in person to the incharge of the Grievance redressal committee.

ACKNOWLEDGEMENT

The grievance redressal committee shall acknowledge the receipt of each grievance complaint immediately.

FORWARDING

Receipt of grievance committee shall categories analyses merits of the grievance and forward the grievance to respective Department and requesting them to enquire into the grievance and redress within such period as may be specified, not exceeding 7 days from the receipt of grievance complaint.


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FOLLOW UP AND MONITORING

Grievance redressal committee shall coordinate monitor and ensure redressal within the stipulated time. Depending up on the seriousness of grievance the grievance redressal committee will follow hem up regularly till final disposal by way of reminder

SCRUTINY:

Grievance Redressal committee will make a thorough review of the Redressal process. in case the committee feels satisfied with the resolution provided by the respective school/department/office/individual, then it will be intimate the same to the grievant via e-mail. once the grievant indicates acceptance of the resolution at this level. then the matter is deemed closed

CALL FOR HEARING:

If the grievance Redressal committee is not satisfied with the resolution provided by the respective department/office/individual or upon the grievant's written request, the committee shall fix a date for hearing, and intimate the same to the respective school/department/office/individual. If,at the conclusion of the hearing ,the committee feels that additional information, testimony is necessary to make a decision ,it may request that the parties submit such additional information .In this event ,the hearing will remain open until receipt of the requested documents(s).

INVESTIGATION

If a resolution is not achieved through hearing ,then it will take necessary steps to conduct an investigation (fair and impartial investigation)of the facts giving rise to the grievance as it determines necessary to reach a conclusion on the merits of the grievance application. Grievance Redressal Committee will have the right to interview witness ,if, determines necessary and/or helpful to the investigation including those recommended by a party to the grievance.


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FINAL DECISION:

After the hearing or investigation the Grievance Redressal Committee shall use its best efforts to work out a resolution of the issues involved with the parties named in the grievance application- pass an order indicating the reasons for such order ,as may be deemed fit.

COMMUNICATING THE DECISION:

Upon completion of proceedings, the Grievance Redressal Committee shall communicate the final decision to both parties via email, which shall be binding on both the parties.

CLOSURE OF COMPLAINT:

The complaint shall be considered as disposed off and closed when: The grievant has indicated acceptance of the resolutions; The grievant has not responded within four weeks from the date of receipt of information on resolution.


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ACADEMIC YEAR 2023-24

1. Minutes of meeting of Grievance and Redressal committee
2. Minutes of meeting of Anti-Ragging committee
3. Minutes of meeting of Anti-Sexual harassment committee
4. Minutes of meeting of Anti-drug harassment committee

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CIRCULAR

Date: 10-07-2023

All the members of Grievance and redressal committee are informed to attend a meeting in conference hall at 11.00 am on 12-07-2023

Agenda

1. Introducing the committee members
2. Any complaints received from the students
3. Any other points

Copy to

1. Committee members
2. IQAC


principal

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MINUTES OF MEETING

Date: 14-07-2023

The Grievance committee meeting for the academic year 2023-24 was held on 12-07-2023 in conference hall. Chairman of the committee Dr. Shaik Rustumbril, welcomed all members and discussed student's grievances.

Grievances are raised by students

1. Sports materials are not sufficient
2. Board is damaged in the class room 307
3. Toilets are not cleaned properly.

Action taken by the committee

Problem-1: Physical director is informed to purchased the sports material as per requirement.

Problem-2: Informed to maintenance department and replaced immediately.

Members present

Mr. S. Papa Rao
Mrs. K. Vasantha
Mr. V Anand
Mrs. N Jyothi
Mr. M Sateesh
Mr. K. Chandra Reddy
Mrs. P Navitha

Principal

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CIRCULAR

Date: 12-12-2023

All the members of Anti-ragging committee are informed to attend a meeting in conference hall at 11.00 am on 15-12-2023.

Agenda:

1. Introducing the committee members
2. Any complaints received from the students in the campus
3. Measures to monitoring and prevent ragging
3. Any other points

Copy to

1. Committee members
2. IQAC

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MINUTES OF MEETING

Date: 18-12-2023.

The Anti-ragging meeting for the academic year 2023-24 was held on 15-12-2023, in conference hall. Chairman of the committee Dr. ShaikRustumbri, welcomed all members and discussed the

Agenda points.

1. Discussed guidelines of the meeting.
2. Convener reported that no matter related to ragging was received.
3. Senior must ensure that no ragging is taking place anywhere in the campus.
4. To create awareness on ragging.

Copy to

3. Committee members
4. IQAC


Principal
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CIRCULAR

Date: 20-03-2024.

All the members of Anti sexual harassment committee are informed to attend a meeting in conference hall at 11.00 am on 22-03-2024.

Agenda:

1. Introducing the committee members
2. Any complaints received from the students in the campus
3. Measures to monitoring and prevent harassment
3. Any other points

Principal

Copy to

1. Committee members
2. IQAC

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MINUTES OF MEETING

Date: 23-03-2023

The Anti sexual harassment committee meeting for the academic year 2023-24 was held on 22-03-2024, in conference hall. Chairman of the committee Dr. Shaik Rustumbril, welcomed all members and discussed the agenda points.

1. Discussed guidelines of the meeting.
2. Convener reported that no matter related to sexual harassment was received.
- 3.
4. To create awareness.

MEMBERS PRESENT

Mr.M. Sateesh Reddy
Mr.B.Mangilal
Mr.D.Mohan
Mr.Koteswar Rao
Mr.M.Sandeep
Mrs.K.Pushpalatha
Mrs.P.Samatha

Principal

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CIRCULAR

Date: 18-09-2024

All the members of anti-drug committee are informed to attend a meeting in conference hall at 11.00 am on 20-09-2023.

Agenda:

1. Introducing the committee members
2. Any complaints received from the students in the campus
3. Measures to monitoring and prevent drugs
3. Any other points

Copy to

1. Committee members
2. IQAC

Principal

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(Sponsored by: Brilliant Grammar School Educational Society)

(Approved by AICTE, New Delhi, Affiliated to JNTU-Hyderabad)

Abdullapur(V), Abdullapurmet (M), R.R. Dist - 501505, Telangana, India

Website: www.b-iet.ac.in, e-mail: principal@b-iet.ac.in Contact No.: +919652929786

MINUTES OF MEETING

Date: 23-09-2024

The Anti sexual harassment committee meeting for the academic year 2023-24 was held on 20-09-2023, in conference hall. Chairman of the committee Dr. Shaik Rusthum Brill, welcomed all members and discussed the agenda points.

1. Discussed guidelines of the meeting.
2. Convener reported that no matter related to drug was received.
- 3.
4. To create awareness.

Members Present

Mr. B. RAVINDER REDDY

Mr. K. VENKATESWAR REDDY

Mr. L. NADHAM

Mr. MOHAMMAD YOUSHAFF PHASHA

Mr. N. SRIKANTH

Mr. A. CHANDHRANDRA SHEKAR


Principal
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BRILLIANT INSTITUTE OF
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ANNUAL REPORT OF STUDENTS GRIEVANCES

S. No	Academic Year	Name Of The Committee	Total Grievances Received	No Of Grievances Redressed	Average Number Of Days For Grievance Redressed
1	2023-24	Grievance and redressal	3		10
2		Anti-ragging	Nil	Nil	10
3		Anti-sexual harassment	Nil	Nil	10


Principal
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