

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

5.1.4: The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

MECHANISM OF GRIEVANCE REDRESSAL

Content

1. Grievance and redressal committee
2. Grievance redressal mechanism flow chart
3. standard operating procedure (sop)
4. submission of online/offline student's grievances
5. Redressal of the grievances through appropriate committee

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GRIEVANCE AND REDRESSAL COMMITTEE

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.

S.no	Name of the member	Designation	Position	Signature
	Dr. SHAIK RUSTHUM	Principal	Chairman	
	Mr. S. PAPA RAO	Assistant professor in EEE	Convener	
	K. VASANTHA	Assistant professor in ECE	Member	
	V ANAND	Assistant professor in CSE	Member	
	N JYOTHI	Assistant professor in MECH	Member	
	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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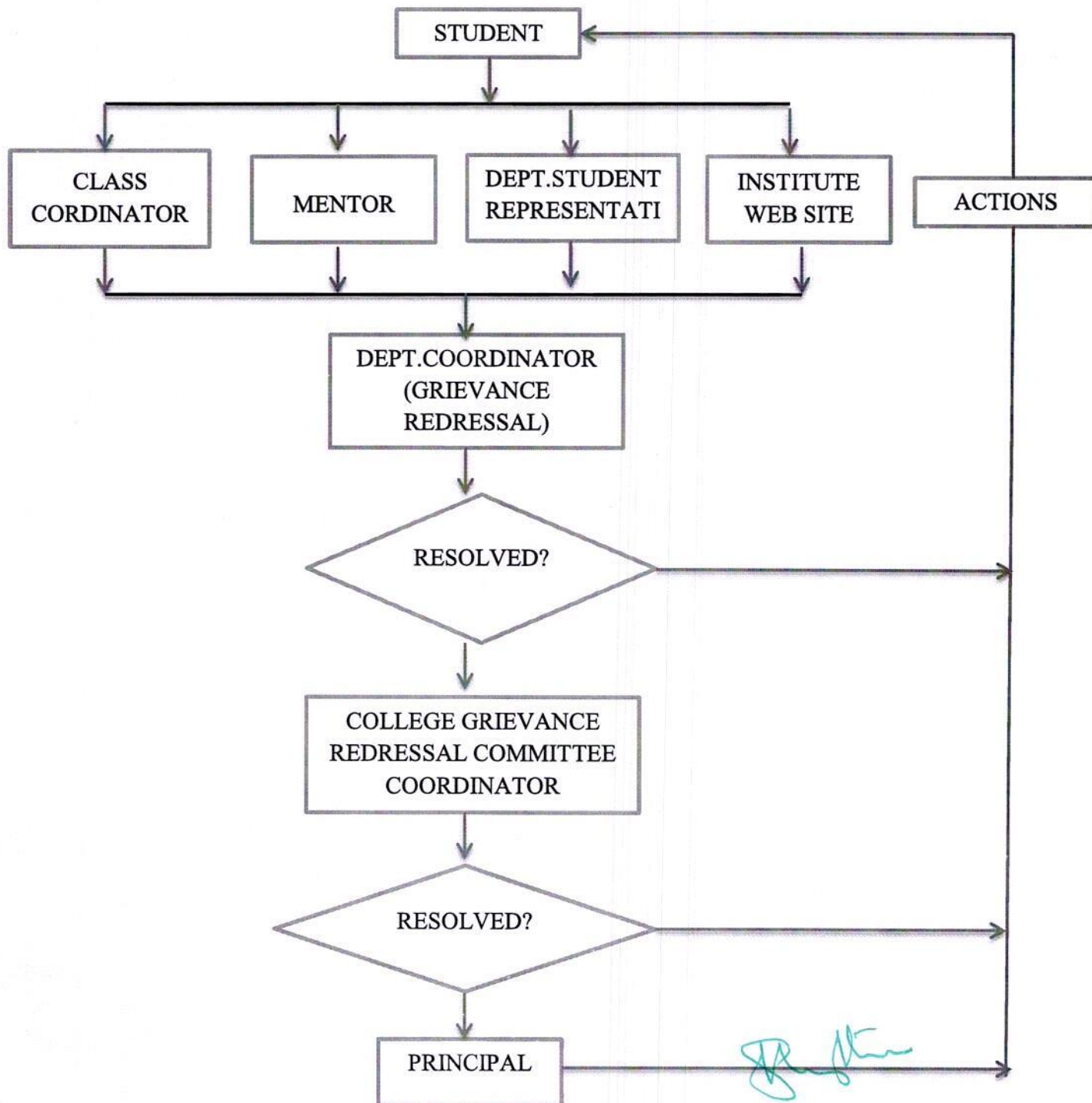
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GRIEVANCE REDRESSAL MECHANISM FLOW CHART



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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 ill follow hem up regularly till final disposal by way of reminder

SCRUITINY:

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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SUBMISSION OF ONLINE/OFFLINE STUDENT'S 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:

- 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
 6. Admissions. Etc

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Offline Grievance boxes:

Students are dropped their grievance manually in this box which is arranged at library. The grievances are collected by the grievance redressal committee and discuss in minute of meeting



Suggestion and complaint box of grievance at library

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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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MINUTES OF MEETING OF GRIEVANCE AND REDRESSAL COMMITTEE

CIRCULAR

Date: 22-10-2021


All the members of Grievance and redressal committee are informed to attend a meeting in conference hall at 11.00 am on 23-10-2021.

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

The Grievance committee meeting for the academic year 2021-22 was held on 23-10-2021 in conference hall. Chairman of the committee Dr. Shaik Rusthum Bril, welcomed all members and discussed student's grievances.

Grievances are raised by students

1. Sports materials are not sufficient
2. Two benches are damaged in the class room 415

Action taken by the committee

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

Problem-2: Informed to maintenance department to get the furniture and repaired immediately.

Members present

Mr. S. PAPA RAO
K. VASANTHA
V. ANAND
N. JYOTHI
M. SATEESH
K. CHANDRA REDDY
P. NAVITHA

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CIRCULAR

Date: 25-10-2021

All the members of Anti-ragging committee are informed to attend a meeting in conference hall at 11.00 am on 26-10-2021.

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

Principal

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Copy to

1. Committee members
2. IQAC



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MINUTES OF MEETING

Date: 26-10-2021

The Anti- ragging committee meeting for the academic year 2021-22 was held on 26-10-2021 in conference hall. Chairman of the committee Dr.Shaik Rusthum Bril, 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.

Members present

Mr. K. RAMBABU

Dr. M. KUMARA SWAMY

B. MANGILAL

KOKALA PRAVEEN

MOHAMMAD YOUSUF PASHA

PRAVALIKA POLA

THOTA DEVENDER

Principal

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CIRCULAR

Date: 27-10-2021

All the members of Anti sexual harassment committee are informed to attend a meeting in conference hall at 11.00 am on 28-10-2021.

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: 28-10-2021

The Anti sexual harassment committee meeting for the academic year 2021-22 was held on 28-10-2021 in conference hall. Chairman of the committee Dr. Shaik Rusthum Bril, 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.
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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MINUTES OF MEETING OF ANTI-DRUG COMMITTEE

CIRCULAR

Date: 15-11-2021

All the members of anti-drug committee are informed to attend a meeting in conference hall at 11.00 am on 16-11-2021.

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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MINUTES OF MEETING

Date: 16-11-2021

The Anti sexual harassment committee meeting for the academic year 2021-22 was held on 16-11-2021 in conference hall. Chairman of the committee Dr. Shaik Rusthum Bril, 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.
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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ACADEMIC YEAR 2020-21

1. Minutes of meeting of Grievance and redressal committee
2. Minutes of meeting of anti-ragging committee

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MINUTES OF MEETING OF GRIEVANCE AND REDRESSAL COMMITTEE

CIRCULAR

Date: 03-02-2021

All the members of Grievance and redressal committee are informed to attend a meeting in conference hall at 11.00 am on 04-02-2021.

Agenda

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


Principal

Copy to

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2. IQAC

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MINUTES OF MEETING

The Grievance committee meeting for the academic year 2021-22 was held on 04-02-2021 in conference hall. Chairman of the committee Dr. Shaik Rushtum bril, welcomed all members and discussed student's grievances.

Grievances are raised by students

1. Library books are not sufficient
2. Dust on benches in the class room 315

Action taken by the committee

Problem-1: Librarian is informed to purchase the books as per requirement.

Problem-2: Informed to maintenance department to clean benches 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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MINUTES OF MEETING OF ANTI-RAGGING COMMITTEE

CIRCULAR

Date: 08-02-2021

All the members of Anti-ragging committee are informed to attend a meeting in conference hall at 11.00 am on 09-02-2021.

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


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Copy to

1. Committee members
2. IQAC

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MINUTES OF MEETING

Date: 09-02-2021

The Anti ragging committee meeting for the academic year 2021-22 was held on 09-02-2021 in conference hall. Chairman of the committee Dr. Shaik Rushtum bril, 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.

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ACADEMIC YEAR 2019-20

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

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MINUTES OF MEETING OF GRIEVANCE AND REDRESSAL COMMITTEE

CIRCULAR

Date: 17-09-2019

All the members of Grievance and redressal committee are informed to attend a meeting in conference hall at 11.00 am on 18-9-2019.

Agenda

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



principal

Copy to

1. Committee members
2. IQAC

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

MINUTES OF MEETING

Date: 18-09-2019

The Grievance committee meeting for the academic year 2021-22 was held on 18-09-2019 in conference hall. Chairman of the committee Dr. Shaik Rustum bril, 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

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

Copy to

1. Committee members
2. IQAC

Principal

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MINUTES OF MEETING OF ANTI-RAGGING COMMITTEE

CIRCULAR

Date: 23-09-2019

All the members of Anti-ragging committee are informed to attend a meeting in conference hall at 11.00 am on 24-09-2021.

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

principal

Copy to

1. Committee members
2. IQAC

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MINUTES OF MEETING

Date: 24-09-2019

The Anti-ragging meeting for the academic year 2021-22 was held on 24-09-2019 in conference hall. Chairman of the committee Dr. Shaik Rustum bril, 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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ANTI SEXUAL HARASSMENT COMMITTEE

CIRCULAR

Date: 21-10-2019

All the members of Anti sexual harassment committee are informed to attend a meeting in conference hall at 11.00 am on 21-10-2019.

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

Copy to

1. Committee members
2. IQAC

Principal

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MINUTES OF MEETING

Date: 21-10-2019

The Anti sexual harassment committee meeting for the academic year 2021-22 was held on 21-10-2021 in conference hall. Chairman of the committee Dr. Shaik Rustum bril, 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.
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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ACADEMIC YEAR 2018-19

Content

1. Minutes of meeting of Grievance and redressal committee
2. Minutes of meeting of anti ragging committee

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MINUTES OF MEETING OF GRIEVANCE AND REDRESSAL COMMITTEE

CIRCULAR

Date: 22-10-2018

All the members of Grievance and redressal committee are informed to attend a meeting in conference hall at 11.00 am on 23-10-2018.

Agenda

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

Copy to

5. Committee members
6. IQAC


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MINUTES OF MEETING

Date: 24-10-2018

The Grievance committee meeting for the academic year 2021-22 was held on 24-10-2018 in conference hall. Chairman of the committee Dr. Shaik Rushtum bril, welcomed all members and discussed student's grievances.

Grievances are raised by students

1. Water is not coming wash room due to pipe damaged

Action taken by the committee

Problem-1: Informed to maintenance department and pipe is repaired 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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MINUTES OF MEETING OF ANTI-RAGGING COMMITTEE

CIRCULAR

Date: 24-10-2018

All the members of Anti-ragging committee are informed to attend a meeting in conference hall at 11.00 am on 25-4-2018.

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: 25-10-2018

The Anti- ragging committee meeting for the academic year 2021-22 was held on 25-10-2018 in conference hall. Chairman of the committee Dr. Shaik Rustum bril, welcomed all members and discussed

Agenda points.

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

Copy to

1. Committee members
2. IQAC

Principal

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ACADEMIC 2017-18

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

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MINUTES OF MEETING OF GRIEVANCE AND REDRESSAL COMMITTEE

CIRCULAR

Date: 18-07-2017

All the members of Grievance and redressal committee are informed to attend a meeting in conference hall at 11.00 am on 19-07-2017.

Agenda

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

Copy to

1. Committee members
2. IQAC


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MINUTES OF MEETING

Date: 19-07-2017

The Grievance committee meeting for the academic year 2021-22 was held on 19-07-2017 in conference hall. Chairman of the committee Dr. Shaik Rustum bril, welcomed all members and discussed student's grievances.

Grievances are raised by students

1. Sports materials are not sufficient
2. Block board is damaged in the class room 310

Action taken by the committee

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

Problem-2: Informed to maintenance department and board is repaired 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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MINUTES OF MEETING OF ANTI-RAGGING COMMITTEE

CIRCULAR

Date: 24-07-2017

All the members of Anti-ragging committee are informed to attend a meeting in conference hall at 11.00 am on 25-07-2021.

Agenda:

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

Copy to

1. Committee members
2. IQAC

principal

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MINUTES OF MEETING

Date: 25-10-2017

The Anti ragging committee meeting for the academic year 2021-22 was held on 25-08-2017 in conference hall. Chairman of the committee Dr. Shaik Rusthum Bril, 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. To create awareness on ragging.

Members present

Mr. K. RAMBABU

Dr. M. KUMARA SWAMY

Mr. B. MANGILAL

Mr. KOKALA PRAVEEN

Mr. MOHAMMAD YOUSUF PASHA

Miss. PRAVALIKA POLA

Mr. THOTA DEVENDER

Principal

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ANTI SEXUAL HARASSMENT COMMITTEE

CIRCULAR

Date: 08-08-2017

All the members of Anti sexual harassment committee are informed to attend a meeting in conference hall at 11.00 am on 08-08-2018.

Agenda:

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

Copy to

1. Committee members
2. IQAC

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MINUTES OF MEETING

Date: 09-08-2017

The Anti sexual harassment committee meeting for the academic year 2021-22 was held on 09-08-2017 in conference hall. Chairman of the committee Dr. Shaik Rusthum Bril, 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.
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

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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	2021-22	Grievance and redressal	2	2	5
2		Anti-ragging	Nil	Nil	
3		Anti-sexual harassment	Nil	Nil	
4		Ant-drug	Nil	Nil	
5	2020-21	Grievance and redressal	2	2	7
6		Anti-ragging	Nil		
7	2019-2020	Grievance and redressal	2	2	4
8		Anti-ragging	Nil	Nil	
9		Anti-sexual harassment	Nil	Nil	
10	2018-19	Grievance and redressal	1	1	2
11		Anti-ragging	Nil	Nil	
12		Anti-sexual harassment	Nil	Nil	
13	2017-18	Grievance and redressal	2	2	3
14		Anti-ragging	Nil	Nil	
15		Anti-sexual harassment	Nil	Nil	


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Principal

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