

**BVC INSTITUTE OF TECHNOLOGY AND SCIENCES
BATLAPLAEM::AMALAPURAM**

GRIEVANCE REDRESSAL CELL

COMPOSITION OF THE CELL

AY: 2022-23

Sno	Name	Designation	Department	Position
1	Dr JVG RAMARAO	Principal	HEAD OF THE INSTITUTE	Chair person
	Dr.M CHANDRA SEKHAR MADAN	Professor & Head Of The Department	CIVIL	Coordinator
3	Ms.Y.PAVANI	Asst Professor	CE	Member
4	P.SIVA PRASAD	Asst Professor	EEE	Member
5	S.PRANAVA SAGAR	Assoc Professor	ME	Member
6	A.SHARMA	Assoc Professor	ECE	Member
7	Mrs PBL APARNA	Asst Professor	MCA	Member
8	Dr D.SATYANARAYANA	Professor	MBA	Member
9	Mrs T.ANUSHA	Asst Professor	CSE	Member
10	CHEEKURUMILLI CHAITANYA	21H41A0107	CIVIL	Student Member
11	PULLELA AAKANKSHA	20H41A0225	EEE	Student Member
12	NAMANA GOWRI DEVI	21H41A04B1	ECE	Student Member
13	P.KEERTHI	21H41A05B5	CSE	Student Member
14	M.SAI SUMA	22H41F0040	MCA	Student Member
15	BHARGAVI KATIKIREDDY	22H41E0021	MBA	Student Member
16	PLN SAI LOKESH	20H41A4543	CSE-AI&DS	Student Member

Coordinator

PRINCIPAL
BVC Institute of Technology & Science
BATLAPALEM, AMALAPURAM - 533 221

**BVC INSTITUTE OF TECHNOLOGY AND SCIENCES
BATLAPLAEM::AMALAPURAM**

GRIEVANCE REDRESSAL CELL

CIRCULAR

BVCITS/GRC/2020-21/02

Dated: 12/09/2022

It is hereby informed that, the Meeting of Grievance Redressal Cell is planned on 15/09/2020 at 10 AM in Grievance and Redressal Cell. All the Members of Grievance Redressal Cell are requested to attend the meeting without fail.

The agenda of the meeting is as follows

1. To discuss performance of the cell.
2. To revise the list of members for the cell.
3. Any other point with the permission of the chairperson

Principal

To be read in all class rooms

CC to: Chairman / Vice-Chairman / Secretary & Correspondent for information

CC to: HOD's - EEE/ ECE/ CSE/ Mech/ Civil & TPO/
S&H/ MBA/ MCA/ AO/ Library/
Exam Section/

CC to: Coordinator Mr. Pininty Sreekanth, to be circulated to committee members

CC to: Main file/ Hostel/

**BVC INSTITUTE OF TECHNOLOGY AND SCIENCE
BATLAPLAEM::AMALAPURAM
GRIEVANCE REDRESSAL CELL**

BVCITS/GRC/2022-23/01

Dated: 12/09/2022

MINUTES OF MEETING

The Grievance Redressal Cell Conducted an Online meeting on 15/09/2022 at 10 AM.

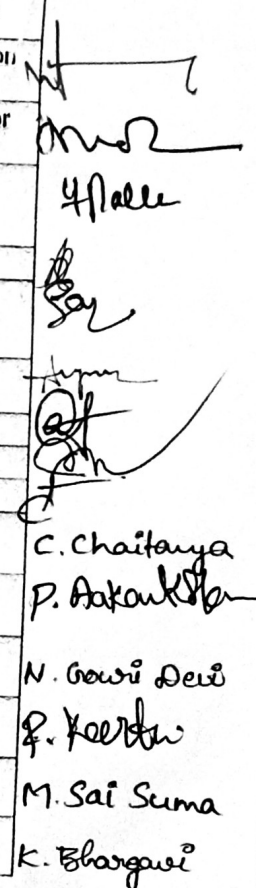
MINUTES:

The following points were discussed by the Cell Members:

- The Members discussed about the UGC regarding the redressal of grievances of students.
- The Members had discussed about the roles and responsibilities of the members.
- All the required facilities are checked by the Members and some minor suggestions forwarded to the concerned authority, to avoid any kind of Grievance
- Students can the grievances forms to grievance.bvts@bvcgroup.in.

MEMBERS PRESENT:

Sno	Name	Designation	Department	Position
1	Dr JVG RAMARAO	Principal	HEAD OF THE INSTITUTE	Chair person
	Dr.M CHANDRA SEKHAR MADAN	Professor & Head Of The Department	CIVIL	Coordinator
3	Ms.Y.PAVANI	Asst Professor	CE	Member
4	P.SIVA PRASAD	Asst Professor	EEE	Member
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6	A.SHARMA	Assoc Professor	ECE	Member
7	Mrs PBL APARNA	Asst Professor	MCA	Member
8	Dr D.SATYANARAYANA	Professor	MBA	Member
9	Mrs T.ANUSHA	Asst Professor	CSE	Member
10	CHEEKURUMILLI CHAITANYA	21H41A0107	CIVIL	Student Member
11	PULLELA AAKANKSHA	20H41A0225	EEE	Student Member
12	NAMANA GOWRI DEVI	21H41A04B1	ECE	Student Member
13	P.KEERTHI	21H41A05B5	CSE	Student Member
14	M.SAI SUMA	22H41F0040	MCA	Student Member
15	BHARGAVI KATIKIREDDY	22H41E0021	MBA	Student Member


 C. Chaitanya
 P. Aakanksha
 N. Gowri Devi
 P. Keerthi
 M. Sai Suma
 K. Bhargavi

15	BHARGAVI KATIKIREDDY	22H41E0021	MBA	Student Member
16	PLN SAI LOKESH	20H41A4543	CSE-AI&DS	Student Member

K. Bhargavi
P. Sai Lokesh

**BVC INSTITUTE OF TECHNOLOGY AND SCIENCE
BATLAPLAEM::AMALAPURAM**

GRIEVANCE REDRESSAL CELL

CIRCULAR

BVCITS/GRC/2022-22/03

Dated: 04/10/20202

It is hereby informed that, the Meeting of Grievance Redressal Cell is planned an online meeting on 07/10/2022 at 3 PM in the Grievance Redressal Cell. All the Members of Grievance Redressal Cell are requested to attend the meeting without fail.

The agenda of the meeting is as follows

- 1 To discuss the follow up of actions taken in the previous meeting
- 2 Any other point with the permission of the chairperson

Principal

To be read in all class rooms

CC to: Chairman / Vice-Chairman / Secretary & Correspondent for information

CC to: HOD's - EEE/ ECE/ CSE/ Mech/ Civil & TPO/
S&H/ MBA/ MCA/ AO/ Library/
Exam Section/

CC to: Coordinator Mr. Pininty Sreekanth, to be circulated to committee members

CC to: Main file/ Hostel/

BVC INSTITUTE OF TECHNOLOGY AND SCIENCES BATLAPLAEM::AMALAPURAM

BVCITS/GRC/2022-23/03

Dated: 07/10/2022

GRIEVANCE REDRESSAL CELL

MINUTES OF MEETING

The Grievance Redressal Cell Conducted an online meeting on 07/10/2022 at 3 PM.

MINUTES:

The following points were discussed by the Cell Members:

1. The Members discussed about functioning of the cell.
2. Cleaning and water problem in the central library washrooms.
3. Discussed about BPL schedule and timings
4. Students requested to conduct INFY TQ training classes for all third years students.

MEMBERS PRESENT:

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13	P.KEERTHI	21H41A05B5	CSE	Student Member
14	M.SAI SUMA	22H41F0040	MCA	Student Member

[Handwritten signatures and names next to the table rows]
 C. Chaitanya
 P. Aakanksha
 N. Gowri Devi
 P. Keerthi
 M. Sai Suma

**BVC INSTITUTE OF TECHNOLOGY AND SCIENCES
BATLAPLAEM::AMALAPURAM**

GRIEVANCE REDRESSAL CELL

CIRCULAR

BVCITS/GRC/2022-23/01

Dated: 11/07/22

It is informed all the students and staff members of the Institution that The Grievance Redressal Cell has been constituted with the following members in compliance with Establishment of Mechanism for Grievance Redressal Regulation, ACT2012 in our college for the Academic Year 2022-23 to look after the various Grievances like ,

- Academic and non academic
- Grievance related to assessment
- Grievance related to Victimization
- Grievance related to Attendance
- Grievance related to charging of Fees
- Grievance related to conduction of Examinatlons

For Grievances the Students and Staff members may lodge their complaints through online filling out the form available in college website: <http://www.bvcits.org/facilities/grievance-cell/> or through Email grievance.bvts@bvcgroup.in


Principal

To be read in all class rooms

CC to: Chairman / Vice-Chairman / Secretary & Correspondent for information

CC to: HOD's - EEE/ ECE/ CSE/ Mech/ Civil & TPO/
 S&H/ MBA/ MCA/ AQ/ Library/
 Exam Section/

CC to: Coordinator Mr. PININTY SREEKANTH, to be circulated to committee members

CC to: Main file/ Hostel/

**BVC INSTITUTE OF TECHNOLOGY AND SCIENCES
BATLAPLAEM::AMALAPURAM**

GRIEVANCE REDRESSAL CELL

CIRCULAR

BVCITS/GRC/2022-23/02

Dated: 12/09/2022

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1. To discuss performance of the cell.
2. To revise the list of members for the cell.
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 Exam Section/

CC to: Coordinator Mr. Pininty Sreekanth, to be circulated to committee members

CC to: Main file/ Hostel/

BONAM VENKATA CHALAMAYYA INSTITUTE OF TECHNOLOGY AND SCIENCE

GRIEVANCE REDRESSAL CELL

Form for sharing grievances (Applicable to Students, Teaching & Non-Teaching staff) Date: 11-5-2023

Sl No.	Type or category of grievance	Brief description of the grievance	Given by: (Name, ID, Sem & Dept./ Designation)	Date of grievance raising	Additional remarks, if any
1	Electrical	FANS are not working in class room	A. S. Teel. Melkote Shubh	11-5-2023	

Related concerns, if any: Please repair the fans.

For Grievance Redressal Cell use only: Forward to Grievance Cell 


Signature

Office/Section/Department /IC Person the grievance belongs to	To be attended/acted upon by (name of the designated official)	Grievance raised on (date)	To be attended by (timeline)	Remarks, if any
S. Bharav Sagar, Prof ICT	Mr. P. Sivaprasad	11/5/23	with in 2 weeks	more time given

Space for comments: The issue closed on

Signatures and remarks of Approving authority (Principal/Management): WJ

BONAM VENKATA CHALAMYA INSTITUTE OF TECHNOLOGY AND SCIENCE

GRIEVANCE REDRESSAL CELL

Form for sharing grievances (Applicable to Students, Teaching & Non-Teaching staff)

Date: 10/03/2023

Sl No.	Type or category of grievance	Brief description of the grievance	Given by: (Name, ID, Sex & Dept/ Designation)	Date of grievance raising	Address
1	Grievance related to assignment	Wrong total on mid marks. Institute of B in entered as 11 marks	S. Sai Sru	10/03/2023	

Related concerns, if any: _____


Signature S. Sai Sru

For Grievance Redressal Cell use only:

Office Section/Department/IC Person the grievance belongs to	To be attended/acted upon by (name of the designated official)	Grievance raised on (date)	To be attended by (name)	Remarks
A. Sharma, Asst Prof	Faculty concerned. to the subject-	10/3/23	within week	Mark sheet was wrong

Space for comments: _____

Signatures and remarks of Approving authority (Principal/Management):



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BONAM VENKATA CHALAMAYYA INSTITUTE OF TECHNOLOGY AND SCIENCE

GRIEVANCE REDRESSAL CELL

Form for sharing grievances (Applicable to Students, Teaching & Non-Teaching staff)

Date: 7/12/22

Sl No.	Type or category of grievance	Brief description of the grievance	Given by: (Name, ID, Sem & Dept./ Designation)	Date of grievance raising	Additional remarks, if any
1.	Related to academic	Digital marketing book is not available at library.	K. Surya Venkat 22H41E0093.	7/12/22.	

Related concerns, if any: _____

Surya Venkat
Signature

For Grievance Redressal Cell use only:

Office/Section/Department/UC Person the grievance belongs to	To be attended/acted upon by (name of the designated official)	Grievance raised on (date)	To be attended by. (timeline)	Remarks, if any
P. R. L. Alavara	Mr J. Venkatesh	7/12/22	within 2 weeks.	the library is in order

Space for comments: _____

Signatures and remarks of Approving authority (Principal/Management):

Principal/Management

BONAM VENKATA CHALAMA YEA INSTITUTE OF TECHNOLOGY AND SCIENCE

GRIEVANCE REDRESSAL CELL

Form for sharing grievances (Applicable to Students, Teaching & Non-Teaching staff)

Date: 5-11-2022

Sl No.	Type or category of grievance	Brief description of the grievance	Given by: (Name, ID, Sem & Dept/ Designation)	Date of grievance raising	Additional remarks, if any
1.	MID Exams	Please Recheck my FEM MID-I Exam paper	K. Jaya Ram IV Mech (19THP1A038)	5-11-2022	

Related concerns, if any: Forward to Department Exam Section

K. Jaya Ram
Signature

For Grievance Redressal Cell use only:

Office/Section/Department/ I/C Person the grievance belongs to	To be attended/acted upon by (name of the designated official)	Grievance raised on (date)	To be attended by (timeline)	Remarks, if any
S. Preethi Jagan Reddy	Concerned Subject Faculty	5/11/22	within 2 weeks	no change

Space for comments:

Signatures and remarks of Approving authority (Principal/Management):

[Signature]

BONAM VENKATA CHALAMAYYA INSTITUTE OF TECHNOLOGY AND SCIENCE

GRIEVANCE REDRESSAL CELL

Form for sharing grievances (Applicable to Students, Teaching & Non-Teaching staff)

Date: 6/11/22

Sl No.	Type or category of grievance	Brief description of the grievance	Given by: (Name, ID, Sem & Dept/ Designation)	Date of grievance raising	Additional remarks, if any
1.	Grievance related to assessment	Please recheck my strength of materials - I mid sem. Please provide the gents washroom and water facility in civil block.	A. Sarthya Rani, B.Tech, II B.Tech Boys	6/11/2022	2091 - 22
2.	Non academic			31/11/2022	2028 - 23

Related concerns, if any: _____

Signature

For Grievance Redressal Cell use only:

Office Section/Department/UC Person the grievance belongs to	To be attended/acted upon by (name of the designated official)	Grievance raised on (date)	To be attended by (timeliness)	Remarks (if any)
Ch. Chaitanya	Mr. Ramanaiah Subbaraj	6/11/22	with in 2 weeks	Issue closed with in 2 weeks
	Mr. P. Siva Prasad	21/11/22	with in 2 weeks	Issue closed with in 2 weeks

Space for comments: _____

Signatures and remarks of Approving authority (Principal/Management):

Signature

BONAMI VENKATA CHALAMAYYA INSTITUTE OF TECHNOLOGY AND SCIENCE

GRIEVANCE REDRESSAL CELL

Form for sharing grievances (Applicable to Students, Teaching & Non-Teaching staff)

Sl. No	Type or category of grievance	Brief description of the grievance	Given by: (Name, ID, Sem & Dept / Designation)	Date of grievance raising
	Grievance related to assessment	Wrong total on mid marks		
		Inside of 7 1/2 marks It is totaled as 6 1/2		10 - 10 - 2022

Related concerns, if any:

S.S.S. Rana
Signature

Grievance Redressal Cell use only:

File Section/Department/IC	To be attended/acted upon by (Name of the designated official)	Grievance raised on (Date)	To be attended by (Name)
A Sharma, Aditya	Concerned Subject Faculty	10/10/22	with in 1 week Mona Ching with in 1 week

Comments:

and remarks of Approving authority (Principal/Management)

M