

B.R. INSTITUTE OF TECHNOLOGY AND MANAGEMENT SCIENCES

(U / m of FAITH EDUCATION SOCIETY - Regd. No. 444/2012)

EDULAPALEM Village,
Prathipadu Mandal,
Guntur Dist. - 522 019.
Andhra PradeshRef No.
BRITMS/A.Y. 2025-26/I Sem/GRC/Cir/01Date :
12-Sep-2025**CIRCULAR**

As per the advice of the Chairman, meeting of Grievance Redressal Committee is going organize on 18 September 2025 at 3.00 pm in Principal Chamber to discuss on various issues pertaining to student discipline All the members are requested to be present for the meeting.

During the previous academic year, all agenda points were implemented effectively, and the committee's activities were carried out smoothly. The Committee reviewed the outcomes and noted a few minor issues requiring further strengthening, particularly in grievance documentation, follow-up monitoring, and communication flow between departments. the Committee shall continue its operations for the Academic Year 2025–2026 with the following continued and revised agenda.

AGENDA

1. Review of GRC performance during 2024-2025
2. Continuation of grievance redressal mechanism
3. Periodic review meetings
4. Enhanced awareness and communication
5. Improved visibility through notices and posters
6. Follow-up and feedback system

Copy to:

1. Office Copy
2. HOD
3. All the members of the Committee



D. Rami K. Ram
PRINCIPAL

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B.R. Institute of Technology
& Management Sciences
Edulapalem (V), Prathipadu (M),
Guntur - 522 019.

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18-Sep-2025

Ref No.

Date :

Minutes Of Grievance Redressal Committee Meeting

The meeting of the Grievance Redressal Committee was held on 18-Nov-2025 at 3:00 PM in the Principal Room under the chairmanship of the principal. All members of the committee attended the meeting

➤ **Review of GRC performance during A.Y. 2024–2025**

The Committee reviewed the functioning of the Grievance Redressal Cell during the Academic Year 2023–2024. It was noted that the committee operated successfully and implemented all agendas framed earlier. A few minor grievances were received, primarily related to classroom facilities, library access, and internal communication delays. All such issues were resolved promptly, and measures were taken to ensure better monitoring in the upcoming year.

➤ **Continuation and strengthening of the grievance redressal mechanism**

The Committee decided to continue both the online and offline grievance submission systems. It was resolved that a digital grievance registration form would be periodically reviewed, and a dedicated grievance register would be maintained in the administrative office. The committee emphasized timely acknowledgment and resolution of complaints with transparency and confidentiality.

➤ **Periodic review meetings**

The Committee decided to hold quarterly GRC meetings to review and assess grievance trends and their resolutions. If any urgent grievance arises, a special meeting will be convened immediately under the direction of the Chairperson to ensure prompt action.

➤ **Enhanced awareness and communication**

It was resolved to conduct awareness sessions for students and staff, especially for newly admitted students, during orientation programs. The sessions will cover grievance submission procedures, contact details of committee members, and the importance of maintaining decorum while submitting grievances.

➤ **Improved visibility through notices and posters**

The Committee agreed to renew all GRC information displays on notice boards and update the GRC details on the college website. Posters containing committee details and grievance submission methods will be displayed in classrooms, corridors, and staff rooms to enhance accessibility and visibility.

➤ **Follow-up and feedback mechanism**

The Committee decided to introduce a feedback form to be filled by the complainant after grievance resolution. This will help assess satisfaction levels and identify any gaps in handling procedures. Monthly reviews of closed grievances will be conducted to ensure that no grievance is left unresolved.

➤ **Discussion on prevention of issues observed in 2024–2025**

The Committee reviewed the few minor grievances encountered during the previous year and discussed practical steps to ensure they are not repeated in 2025–2026. It was decided that maintenance-related grievances will be reported directly to the Administrative Officer for immediate attention, and communication gaps will be minimized through the use of notice board updates and departmental coordination.

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18-Sep-2025

Date :

Grievance Redressal Committee Meeting Attendance

The following members of Grievance Redressal Committee attended the meeting held on 18-Sep-2025 at 3.00 PM in the Principal chamber:

S.No	Name of the Member	Designation	Position	Signature
1	Dr. Ravi Kiran Daruvuri	Principal	Chairperson	<i>D. Ravi Kiran</i>
2	Mr. Nallapu Sasidhar	Associate Professor	Member	<i>N. Sasidhar</i>
3	Mr. P N V Hari Hara Kumar	Assistant Professor	Member	<i>Hari</i>
4	Mr. N Hari Narayana	Assistant Professor	Member	<i>N. Hari Narayana</i>
5	Mr. Kiran Kumar Batchu	Director	Member	<i>Kiran</i>
6	Mr. Sk Nagul Meeravali, Y25MC165048	2 nd Year MCA, Student	Member	<i>SK. N. Meera</i>
7	Ms. R Sunitha, Y25MC165076	2 nd Year MCA, Student	Member	<i>R. Sunitha</i>



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