

# 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 Pradesh

Ref No. BRITMS/GRC/2023-2024

Date : 29-Nov-2023

## OFFICE ORDER

### **Sub: Constitution of Grievance Redressal Committee (GRC)**

The Grievance Redressal Committee (GRC) of B.R. Institute of Technology and Management Sciences (BRITMS) is constituted in accordance with the AICTE (Establishment of Mechanism for Grievance Redressal) Regulations, 2019, to address and resolve the grievances of students, faculty, and staff in a fair, transparent, and timely manner.

The committee aims to provide a formal channel for the redressal of grievances related to **academic, administrative, or personal issues** within the institution.

#### **Objectives**

- To ensure a fair, impartial, and consistent mechanism for redressal of grievances.
- To promote a healthy and transparent relationship between students, faculty, and administration.
- To uphold the dignity and integrity of the institution by preventing unfair practices.
- To resolve complaints at the earliest possible stage, maintaining confidentiality and respect for all parties involved.

#### **Functions & Responsibilities**

1. To receive written complaints from students, staff, or faculty.
2. To review and address grievances related to academic, administrative, or infrastructural matters.
3. To investigate the issues thoroughly and recommend appropriate solutions.
4. To maintain a record of grievances, actions taken, and resolutions achieved.
5. To ensure that no student or employee is subjected to unfair treatment during grievance proceedings.

#### **Mechanism**

- Complaints may be submitted through the **Grievance Redressal Form** (online/offline).
- The Committee shall meet **as and when required** to examine complaints.
- Findings and recommendations will be recorded and reported to the principal for necessary action.

#### **Online Grievance Submission:**

The Institution has implemented an online grievance submission system for students, faculty, and staff. All grievances can be submitted confidentially using the below link. The Grievance Redressal Committee will review and resolve issues promptly as per AICTE guidelines.

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**Commitment**

BRITMS ensures that all grievances are dealt with promptly and fairly. The institution is committed to maintaining a positive and respectful environment for every student and employee.

**Members of Grievance Redressal Committee**

S.No.	Name	Designation	Position	Category
1	Dr. Nayudu Murali Krishna	Principal	Chairperson	Head of the Institution
2	Mr. Nallapu Sasidhar	Associate Professor	Member	Faculty Member
3	Mr. P N V Hari Hara Kumar	Assistant Professor	Member	Faculty Member
4	Mrs. Bhargavi Manthu	Assistant Professor	Member	Faculty Member
5	Mr. Kiran Kumar Batchu	Director	Member	Management
6	Mr. K K Vamsi, Y24MC165037	1 <sup>st</sup> Year MCA, Student	Member	Student Representative
7	Ms. G L Kalavathi, Y24MC165072	1 <sup>st</sup> Year MCA, Student	Member	Student Representative



*N. Nayudu*  
PRINCIPAL

Copy to:

1. Office
2. HOD
3. Committee Members