



Bhoj Reddy Engineering College for Women
(Sponsored by Sangam Laxmibai Vidyapeet, approved by AICTE and affiliated to JNTUH)
Vinaynagar, IS Sadan Crossroads, Saidabad, Hyderabad – 500 059, Telangana, www.brecw.ac.in

Dr J Madhavan
Principal

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1 December 2023

Faculty / Staff Grievance Committee
Academic Year – 2023-24

| S No | Members of the Committee | Department | Designation |
|------|--|------------|--------------------|
| 1 | Dr M A S Srinivas, Professor, Mathematics, JNTUH | JNTUH | University Nominee |
| 2 | Dr J Madhavan, Professor & Principal | ECE | Chairman |
| 3 | Ms S Deepti, Associate Professor & HOD | EEE | Coordinator |
| 4 | Mr G Dayakar Reddy, Associate Professor & Vice Principal | CSE | Member |
| 5 | Ms Saleha Farha, Assistant Professor | IT | Member |
| 6 | Ms B Jyothsna, Associate Professor | ECE | Member |

Grievance Redressal and Internal Complaints Committee is constituted in order to keep the healthy working environment and to uphold the dignity of the college by ensuring struggle-free atmosphere in the college.

Grievance Redressal System is a vital part of any administration. It is the responsibility of the College Administration to provide a secure and contented environment to all its faculty and staff. The Grievance Redressal Committee has been formed in the College as per the AICTE guidelines to redress the grievances of faculty and staff. Since the inception of the College, the Committee has been under the direct purview of the Principal.

Procedure for lodging complaint and functions of Grievance Redressal Committee:

- Any aggrieved faculty/staff of the college with a genuine grievance, the grievances may be dropped in writing at Complaint/suggestion Boxes at Administrative Block and Library. Grievances can be sent through online from our college website www.brecw.ac.in. The committee will look into the complaints and proposes remedial action to the problems and take corrective measures.
- A complaint from an aggrieved faculty/staff member relating to the institution shall be addressed to the chairperson, Grievances Redressal Committee (GRC).
- The GRC shall send its report with recommendations, if any, to the concerned DTE or University and a copy there of to the aggrieved faculty/staff member, with in a period of 15 days from the date of receipt of the complaint.
- In case if faculty/staff is not satisfied with the decision of Grievance Redressal Committee, they may appeal to the concerned affiliating University/ State DTE (in case of diploma institutes) for redressal of their grievances.
- The University level or DTE level Grievance Redressal Cell established by the University or DTE shall address such grievances and settle the matter at State / University level.

Schedule to meet: **First Monday** of every month at 12:45 hrs onwards, Principal's Office.

- 1) Agenda is to be prepared ahead of the meeting and sent to Principal and all members
- 2) Attendance to be obtained in the Committee Register.
- 3) Minutes of the Meeting to be noted and circulated to all members, HODs, HOFs and Principal.
- 4) Filing: Minutes copy to be pasted/filed in the committee register.
- 5) At the end of semester, report should be submitted to Principal

Principal

Copy to: Vice Principal/All HODs, HOFs, Head-A&E Section and concerned members for information and circulation.

