



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

Grievance Redressal and Internal Complaints 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 B Jyothsna, Associate Professor	ECE	Coordinator
4	Ms G Jyothi, Associate Professor & Head A&E Section	A&E Section	Member
5	Ms AVS Radhika, Assistant Professor	CSE	Member
6	Ms B Eleena, Assistant Professor	ECE	Member
7	Ms J Indu, Assistant Professor	EEE	Member
8	Ms Ishrat Nousheen, Assistant Professor	IT	Member
9	Ms Bushra, Assistant Professor	Maths	Member
10	Ms A Sree Sree, Librarian	Library	Member
11	Ms V Likhitha, IV year student	CSE-A	Member
12	Ms Niharika Chavatalli, IV year student	IT-A	Member
13	Ms V Bhavana, IV year student	ECE-A	Member
14	Ms P Anjali, IV year student	EEE	Member

Grievance Redressal and Internal Complaints Committee is formed in order to keep the healthy working atmosphere and to uphold the dignity of the college by ensuring struggle-free atmosphere in the college to promote cordial student to faculty relationship and staff to staff relations, etc. Any aggrieved student/staff of the college can lodge complaint through Suggestion/Complaint Box or online portal. The **Online Grievance Redressal System** portal is available on the website: www.brecw.ac.in. The Suggestion/Complaint boxes have been placed in West Block at Administrative Office, Academic Section and Library. The committee will look into the complaints and proposes remedial action to the problems and take corrective measures.

Functions of the Committee:

The members propose remedial action to the issues of aggrieved students. Corrective measures are taken and recorded in the log register. The committee helps solve the issues related to academics, resources, and personal grievances.

Schedule to meet: **Third Tuesday** of every month at 15:45 hrs onwards, Principal's Office and irrespective of schedule time, they can meet any time based on importance and timelines.

- 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.

