



ANNAMACHARYA INSTITUTE OF TECHNOLOGY & SCIENCES

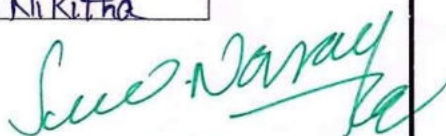
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(Institute Accredited by NAAC, Bangalore) (Institute Accredited by IE (I), Kolkata)

01-07-2023.

ORDER (GRIEVANCE AND REDRESSAL CELL)

The following is the Committee constituted for Grievance and Redressal Mechanism at this Institute for the period of 2023-2024. All the members are requested to coordinate with Mrs. P Syamala Devi, Dept., of ECE.

S. No	Name of the Staff Members	Designation	Signature
1.	Dr. SMV Narayana	Chairman	
2.	Dr. M. Subba Rao	Ex-Officio	
3.	Mrs. P. Syamala Devi (ECE)	Co-Ordinator	
4.	Mr. Shaik Ashraf Ali (Civil)	Member	
5.	Ms.S Rubeena Bi (EEE)	Member	
6.	Mrs N.Keerthi (Mech.)	Member	
7.	Mrs. K. Karpaga Valli (CSE)	Member	
8.	Dr. P.Roja (H&S)	Member	
9.	Mrs. V Vedavathi (MBA)	Member	
10.	Mrs. P. Mabjan(MCA)	Member	
11.	Mrs S. Fayaz Begum (ECE)	Member	
12.	G. Madhu sai -23705A0121	Student-Member	
13.	K. ArshithAman -23705A0327	Student-Member	
14.	K. Tharun-22701A02C0	Student-Member	
15.	B. Mounika-22701A05C6	Student-Member	
16.	A. Rihana-22701A04D8	Student-Member	
17.	T.K. Padmini -23701E0060	Student-Member	
18.	V. Nikitha -23701F0093	Student-Member	


PRINCIPAL
ANNAMACHARYA INSTITUTE OF
TECHNOLOGY & SCIENCES
NEW BOYANAPALLI-516 126
RAJAMPET, ANNAMAYYA Dist. A.P



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25/09/2023

CIRCULAR (GRIEVANCE AND REDRESSAL CELL)

A meeting is scheduled on 26.09.2023 in the principal's chamber at 10.30a.m. All the members Grievance Redressal Cell Committee are informed to attend the meeting without fail.

Agenda:

- To uphold the confidentiality of student complaints.
- Fosters an environment where students feel comfortable voicing their grievances.
- Upon receiving complaints, it is imperative to implement appropriate remedial measures in coordination with relevant authorities.
- Assigning faculty members to pinpoint areas of conflict among students and promote the values of unity and collaboration.

PRINCIPAL
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Copy to:

- Grievance Redressal Cell Committee members
- IQAC



ANNAMACHARYA INSTITUTE OF TECHNOLOGY & SCIENCES

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The following members were present in the Student Grievance and Redressal Committee meeting.

Committee Members list:

S.No	Name of the Staff Members	Designation	Signature
1.	Dr. SMV Narayana	Chairman	
2.	Dr. M. Subba Rao	Ex-Officio	
3.	Mrs. P. Syamala Devi (ECE)	Co-Ordinator	
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Co-Ordinator



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26.09.2023

MINUTES OF MEETING

The following points were discussed and shared in the meeting.

Regarding the discussion about the functioning of this committee, it was decided that:

- Grievances mentioned in the previous MOM and the Action Taken Report was reviewed.
- Issues encountered by students must be effectively communicated to the management through appropriate channels. The received grievance is:
 - Request for western Toilets in Main block.
 - Request for a new board in classroom no. 401 in CE block.
 - Request for window latches in Main block.
 - Request for repairing switch board in LH-208 at Main block.
- Confidentiality regarding these issues must be strictly upheld.
- Remedial actions implemented should not adversely impact the academic or professional pursuits of the students.
- Each faculty /discipline should be afforded the opportunity to articulate their concerns, recognizing that faculty members may also have grievances to address.
- With these discussions the meeting came to an end.


Co-Ordinator

8/8/23,
Rajampet.

To
The Principal,
AITS,
Rajampet.

Respected sir,

Sub: Request for the western toilets - Regd.

This is to bring to your kind notice that we require western toilets in the ladies waiting room 313 in the main building. So, I request you to do needful.

Thank you sir,

yours faithfully,
Kanya



Completed

P. Ch.
(P. CHANDRA REDDY),

Date :- 16-08-2023,
Place :- new boyanapalli.

TO

The Head of the department,
CIVIL Engineering department,
AITS, Rajampeta.

Respected Sir,

Subject :- "To provide new Board" In The classroom.

We, students of IIIrd B.Technd sem A section students,
would like to inform you that The board in our class
room is not working properly. In this regard we
request you to provide new board in our class room.

Thanking you Sir,

Received on: 16-08-2023

Submitted to principal
16/08/23



Yours obediently,

V. Jagadeesh - 22705A0124

Dalup Kumar - 22705A0111

G. Guruv Swamy - 22705A0117

Name's / signature. H. Numbers

U. Devendra 22705A0110

G. A Jay Kumar Reddy 22705A0101

G. Johnny 22705A0127

B. Hussain 22705A0127

G. Vijayalakshmi 21701A0119

V. Debora 22705A0109

K. Chandrakala 22705A0106

C. Sai Deepika 21701A0112

U. Dakshayani 21701A0102

V. Harshitha 22705A0121

K. Hiranmai 22705A0122

T. Latha 22705A0120

21701A0103





21701A0109

21701A0107



Chine

21701A0104

21701A0110

V. Reddy Prasad

R. Ravi Kumar

21701A0108

H. Jaganathan

22705A0126

12-09-2023
Boyanapalli.

TO
The principal
AITS
Rajampet.

Respected sir,

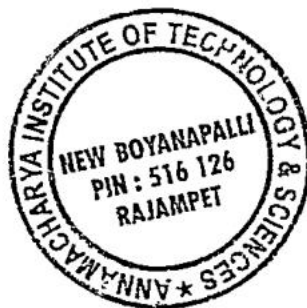
SUB:- Request to Repair window latches are to
be fixed 301, 304, 305, 322.

This is to bring to kind notice, The class
room windows are damaged. Students feel discomfortable
while teaching the class. so that we request you to
order new windows for the class room. kindly take necessary
action at the earliest.

Thank you sir

Yours Faithfully,
B. Kanya.

⑦



Completed
Ref.

Request letter
=

10
Date: 23/9/23
Place: Rajampet.

TO
The Head of the Department,
Dept of CSE,
AITS,
Rajampet.

Sub:- Regarding switch board issue in classroom
208.

Respected Sir,
We are from IICSE-B,
requesting for changing switch board in class room because it
is not working properly. so please approve our request
as early as possible.

Thanking you Sir,

G & R Incharge
Koyagavalli



Yours sincerely,
Students from
II CSE-B.
Dept of CSE.

23/9/23



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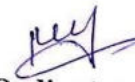
ACTION TAKEN REPORT

The Grievance and Redressal Committee meeting was conducted on 26.09.2023

. As per the discussions, the students were requesting the following facility.

All the above-mentioned facility status were mentioned in the below for benefits of students.

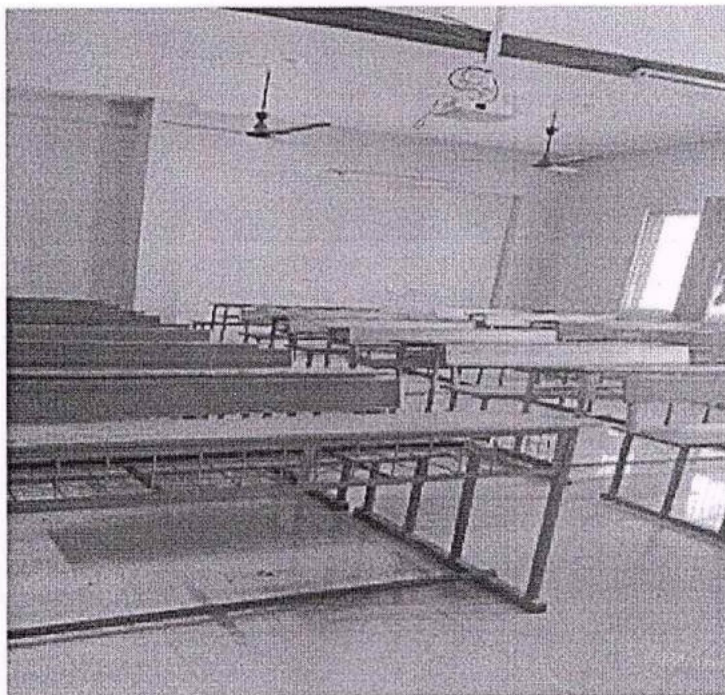
S.NO	GRIEVANCES	ACTION TAKEN
1.	Request for repair to fan in CE-401	The fans mentioned in CE-401 have been inspected and necessary repairs have been completed as per the grievance request
2.	Request for Western Toilets in Main Block	Western toilets have been installed in the Main Block as requested in the grievance
3.	Request for fixing the window latches in LH-301 in Main Block	Window latches have been installed in LH-301, Main Block as requested in the grievance
4.	Request for repairing switch board in LH-208 at Main block.	The switchboard mentioned in LH-208 have been inspected and necessary repairs have been completed as per the grievance request.


Co-Ordinator



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New Fan in Class Room (Room no: 439)



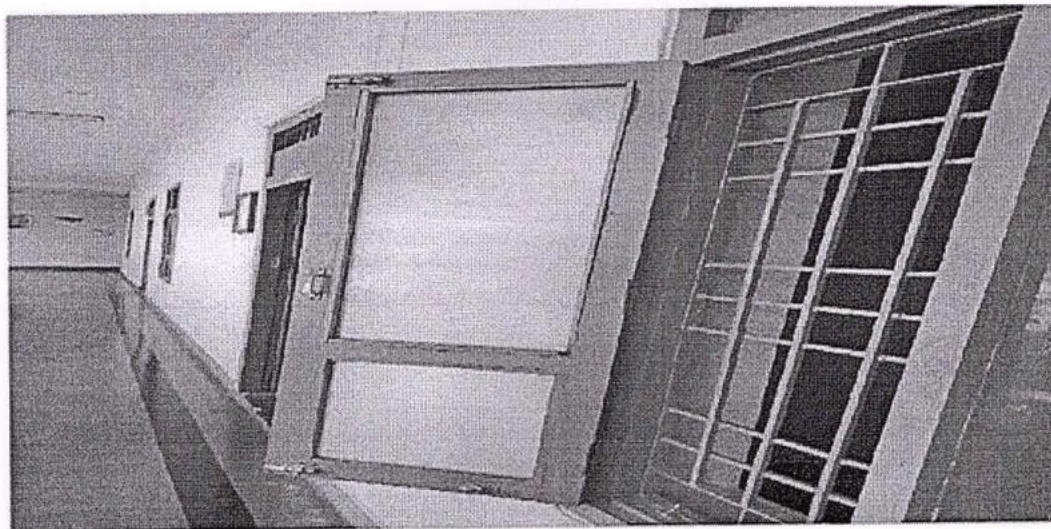
Western Toilets in Main block





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Request for window latches in main block

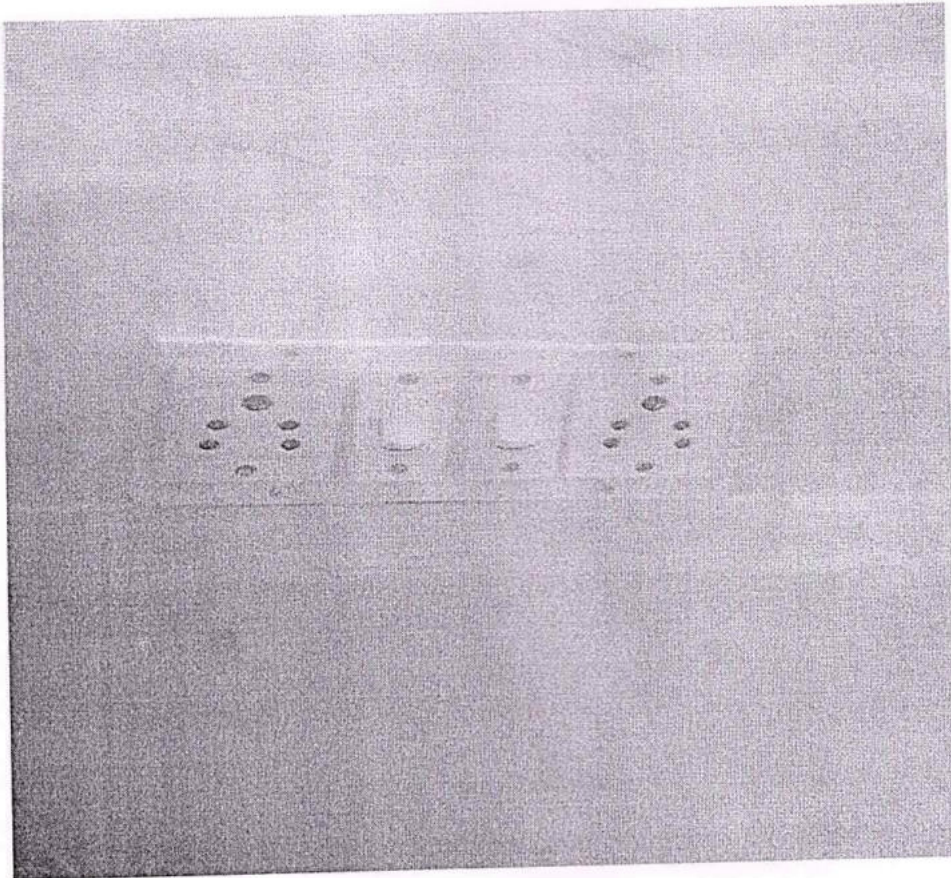




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Changed switch board in room no. 208 at main block.





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19/01/2024

CIRCULAR (GRIEVANCE AND REDRESSAL CELL)

A meeting is scheduled on 20.01.2024 in the principal's chamber at 10.30a.m. All the members Grievance Redressal Cell Committee are informed to attend the meeting without fail.

Agenda:

- To uphold the confidentiality of student complaints.
- Fosters an environment where students feel comfortable voicing their grievances.
- Upon receiving complaints, it is imperative to implement appropriate remedial measures in coordination with relevant authorities.
- Assigning faculty members to pinpoint areas of conflict among students and promote the values of unity and collaboration.

Copy to:

- Grievance Redressal Cell Committee members
- IQAC


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20.01.2024

MINUTES OF MEETING

The following points were discussed and shared in the meeting.

Regarding the discussion about the functioning of this committee, it was decided that:

- Grievances mentioned in the previous MOM and the Action Taken Report was reviewed.
- Issues encountered by students must be effectively communicated to the management through appropriate channels. The received grievance is:
 - Request for a new title in BELL lab.
 - Request to replace the Black board in PG-404.
 - Request for window curtains.
 - Request for maintenance of washroom.
 - Change the switchboard in PG-308
- Confidentiality regarding these issues must be strictly upheld.
- Remedial actions implemented should not adversely impact the academic or professional pursuits of the students.
- Each faculty /discipline should be afforded the opportunity to articulate their concerns, recognizing that faculty members may also have grievances to address.
- With these discussions the meeting came to an end.

 20/1/24
Co-Ordinator



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The following members were present in the Student Grievance and Redressal Committee meeting.

Committee Members list:

S.No	Name of the Staff Members	Designation	Signature
1.	Dr. SMV Narayana	Chairman	
2.	Dr. M. Subba Rao	Ex-Officio	
3.	Mrs. P. Syamala Devi (ECE)	Co-Ordinator	
4.	Mr. Shaik Ashraf Ali (Civil)	Member	
5.	Ms.S Rubeena Bi (EEE)	Member	
6.	Mrs N.Keerthi (Mech.)	Member	
7.	Mrs. K. Karpaga Valli (CSE)	Member	
8.	Dr. P.Roja (H&S)	Member	
9.	Mrs. V Vedavathi (MBA)	Member	
10.	Mrs. P. Mabjan(MCA)	Member	
11.	Mrs S. Fayaz Begum (ECE)	Member	
12.	G. Madhu sai (23705A0121)	Student-Member	
13.	K. ArshithAman (23705A0327)	Student-Member	
14.	K. Tharun(22701A02C0)	Student-Member	
15.	B. Mounika-22701A05C6	Student-Member	
16.	A. Rihana-22701A04D8	Student-Member	
17.	T.K. Padmini (23701E0060)	Student-Member	
18.	V. Nikitha (23701F0093)	Student-Member	

20/11/24
Co-Ordinator

Rajampet,
18-01-2024

From
P. Nikhila
Assot professor
CSE Department
AITS, Rajampet.

To
The Principal
AITS,
Rajampet.

Sub:- Request for new Tiles replacemnt in Bell
Lab- Reg

The Tiles in the Bell lab are damaged, with
all due respect, I am Writing this letter. Please
replace new tiles in the bell lab.

Thanking you sir,

G&R Incharge
K. Harpagavalli

your's Sincerely
P. Nikhila
(Lab-II Incharge)



SD
18/1/2024

Date: 08-11-2023
Rajampet.

(1)

To :-

The Principal
AITS
Rajampet.

From :-

I MCA
A-section

Sub: - Request to Replacement with new black board. PG [404].

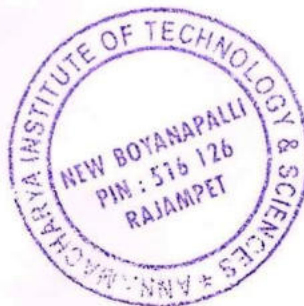
Respected Sir,

We are writing to tell you about the black board in our class Room PG:-404 It is very old and not in good condition. The writing is not clearly visible to students sitting at the back. We kindly request you to replace the new black board.

Thank you Sir.

Sir, The above grievance resolved
C. Mahi

P. Mahajan
(In-charge).



Yours Sincerely.

I MCA
A-section.

⑪
Date: 18/12/2023
Rajampet

To :-

the Principal

Annamacharya Institute of Technology & Sciences,
Rajampet.

From :-

S. Sireesha

Roll.no:- 23701F00D4

AI MCA,

● AITS- Rajampet.

Sub:- Request for window's curtains in our class PG: 402;

Respected Sir,

I am writing this to request curtains for the windows in our classroom Room no:-402. The sunlight was coming through the windows during the day. It is very hard to sit in the classroom and we are unable to concentrate on our lessons. Putting up curtains will help make the classroom more comfortable for every one.

Thank you Sir,

Sir,

The above grievance resolved
CM DJS

P. Mahan
[In-charge]



Yours faithfully,

S. Sireesha

AI MCA

[23701F00D4]

Date: 28-12-2023
Rajampet D.

(17)

To
The Principal
AITS (Autonomous)
Rajampeta

from
C. Sumanth
23701E0083
Department of M.B.A
AITS

Sub: Request maintenance wash room

From C. Sumanth, 1st year M.B.A in AITS the
Problem is maintenance of washroom are facing the college.
So, please consider this request Sir & please ready
for the wash room to clean up

Thank you.

The above
query
resolved

[Signature]



your faithfully
Sumanth.C

Request Letter

Rajampet,
21/11/2023

To
The Grievance Incharge
EEE Department
AITS,
Rajampet.

(2)

Sub: Change - Switch - PG-308 - req - regarding

We, students of III B.Tech C-Section would like to give kind notice that we are unable to use fan of our class due to switch broken in our class Switch Board. So, we request could you please take necessary action regarding this and change the switch.

Thanking you Madam

Yours obediently,
III B.Tech EEE-C.

Intimated to the
Facility Incharge
21/11/2023





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27.01.24

ACTION TAKEN REPORT

The Grievance and Redressal Committee meeting was conducted on 20.01.2024

. As per the discussions, the students were requesting the following facility.

All the above-mentioned facility status were mentioned in the below for benefits of students.

S.NO	GRIEVANCES	ACTION TAKEN
1.	Request for a new title in BELL lab.	The Tiles mentioned in BELL lab have been inspected and the necessary replacement with new one has been completed as per the grievance request.
2.	Request to replace the Black board in PG-404.	The Board mentioned in PG-404 lab have been inspected and necessary replacement with new one has been completed as per the grievance request.
3.	Request for window curtains in Pg-402	The request for window curtains in PG-402 has been received, and curtains have been installed as per the requirement.
4.	Request for maintenance of washroom	The request for washroom maintenance has been addressed, and necessary cleaning and repairs have been completed.
5.	Change the switchboard in PG-308	The switchboard in PG-308 has been replaced as requested.

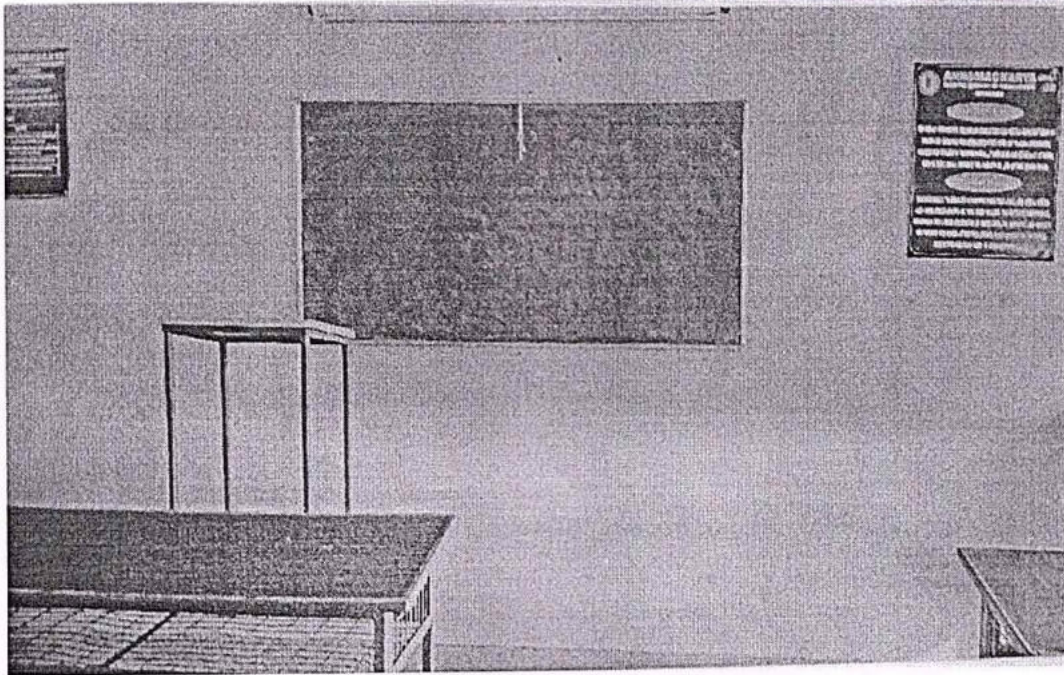
 27/1/24
Co-Ordinator



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New black board in PG-404

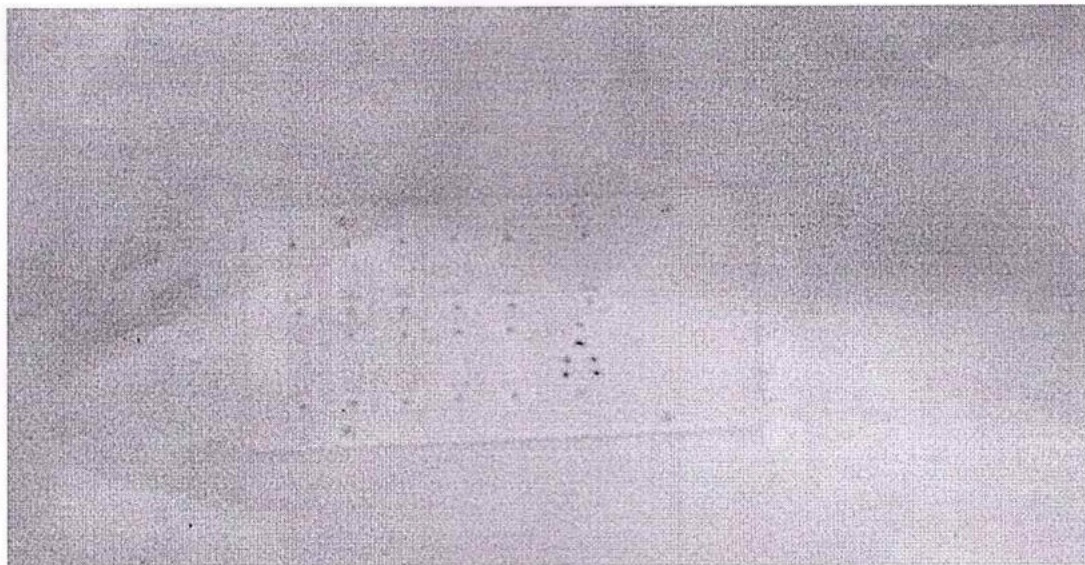




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Switch Board replaced in PG-308

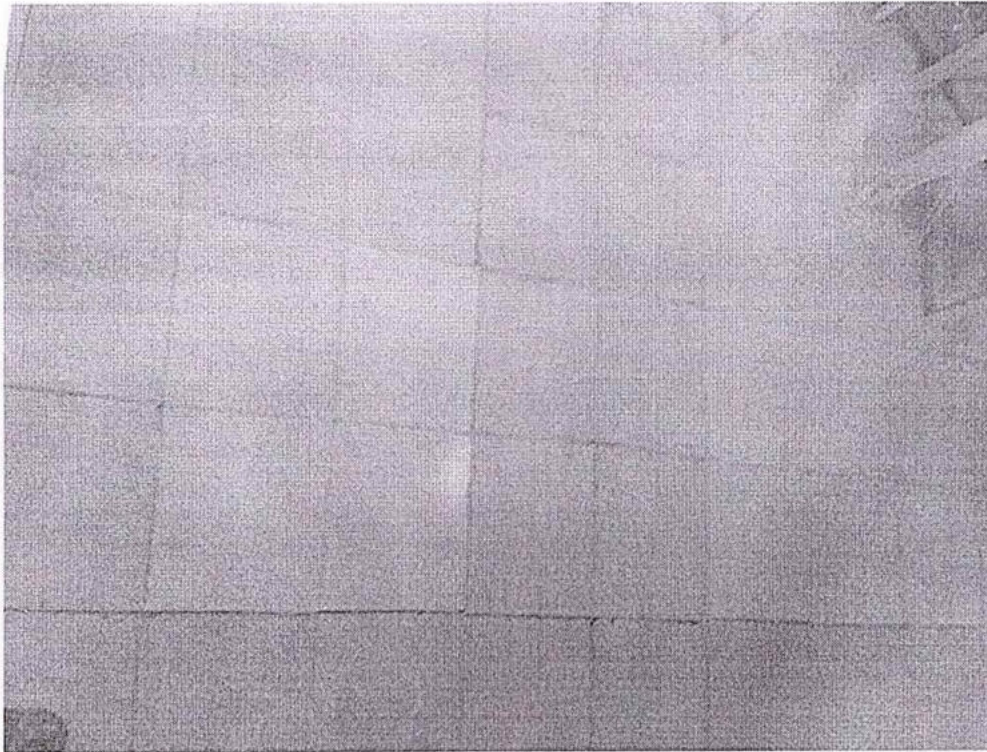




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Replacement with new Tiles in Bell lab





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Westen Toilets in Main block





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02/05/2024

CIRCULAR (GRIEVANCE AND REDRESSAL CELL)

A meeting is scheduled on 03.05.2024 in the principal's chamber at 10.30a.m. All the members Grievance Redressal Cell Committee are informed to attend the meeting without fail.

Agenda:

- To uphold the confidentiality of student complaints.
- Fosters an environment where students feel comfortable voicing their grievances.
- Upon receiving complaints, it is imperative to implement appropriate remedial measures in coordination with relevant authorities.
- Assigning faculty members to pinpoint areas of conflict among students and promote the values of unity and collaboration.

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- IQAC



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08/05/2024

MINUTES OF MEETING

The following points were discussed and shared in the meeting.

Regarding the discussion about the functioning of this committee, it was decided that:

- Grievances mentioned in the previous MOM and the Action Taken Report was reviewed.
- Issues encountered by students must be effectively communicated to the management through appropriate channels. The received grievance is:
 - Request for repair door in ladies waiting room 313 in main block.
 - Request for the plantation in PG block (EEE side).
 - Request for increasing drinking water taps in CE block.
- Confidentiality regarding these issues must be strictly upheld.
- Remedial actions implemented should not adversely impact the academic or professional pursuits of the students.
- Each faculty /discipline should be afforded the opportunity to articulate their concerns, recognizing that faculty members may also have grievances to address.
- With these discussions the meeting came to an end.


Co-Ordinator



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7.	Mrs. K. Karpaga Valli (CSE)	Member	
8.	Dr. P.Roja (H&S)	Member	
9.	Mrs. V Vedavathi (MBA)	Member	
10.	Mrs. P. Mabjan(MCA)	Member	
11.	Mrs S. Fayaz Begum (ECE)	Member	
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18.	V. Nikitha (23701F0093)	Student-Member	

8/5/24
Co-Ordinator

Place: Rajampet

Date: 5/2/24

To respected
Principle sir.

Sub: Request to repair the door in ladies
waiting hall room no-313.

This is to bring to kind notice, the
ladies waiting hall door in 2nd floor room no-313
is damaged, that causes much discomfort for
using here so that we request to you to order
for refurbishing the new door for the waiting
room. kindly take necessary action at the
earliest.

Thanking sir

Yours faithfully

st EEE-B

Girls Students



Completed
Per.

01/03/2024,

Rajampet.

To,

The HOD,

Dept. EEE,

Respected Madam,

I am the student of IV EEE. The main intention of this letter is to improve plants in college [EEE - block]. Here, we are facing heat problems because no plants are there in our EEE block. This is severe problem faced by us especially in Summer. due to this severity environment in class students feel not comfortable listening the class. So, we are hoping soon there will be planted a plants in EEE block.

Thanking you madam,

Yours faithfully,
IV B-tech EEE.



New Boyanapalli,

21/3/2024.

From

M. Vaishnavi,
IIIrd B.Tech,
Civil Engineering.

To

The Head of Department,
Civil Engineering.

Respected sir,

Sub : Request to solve "drinking water Taps
leakage".

With Refence to the above subject mentioned. I would like to mention that Drinking water taps in our floor were continuously leaking, leading to lot of drinking water wastage.

Hence I request you to kindly solve this problem as early as possible.

Received Ali
21/3/24

Thanking you sir
Submitted to principal

Yours faithfully,

M. Vaishnavi

N. Pavan kishore

D. Pradeep

V. Praveen kumar Naik

U. Ram charan

N. Venu madhav

Water Taps have been repaired on 03/03/24


03/03/24

M. Veishnavi

Done by 
3/3/24







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30.05.24

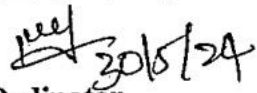
ACTION TAKEN REPORT

The Grievance and Redressal Committee meeting was conducted on 03.05.2024.

As per the discussions, the students were requesting the following facility.

All the above-mentioned facility status were mentioned in the below for benefits of students.

S.NO	GRIEVANCES	ACTION TAKEN
1.	Request for repair door in ladies waiting room 313 in main block.	The door in the ladies' waiting room 313 of the main block has been repaired as requested.
2.	Request for the plantation in PG block (EEE side).	The requested plantation on the EEE side of the PG block has been completed.
3.	Request for increasing drinking water taps in CE block.	The request for taps in CE block has been received, and extra taps have been installed as per the requirement.


Co-Ordinator



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Repair door in ladies waiting room 313 in main block.

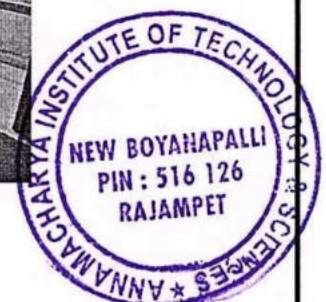
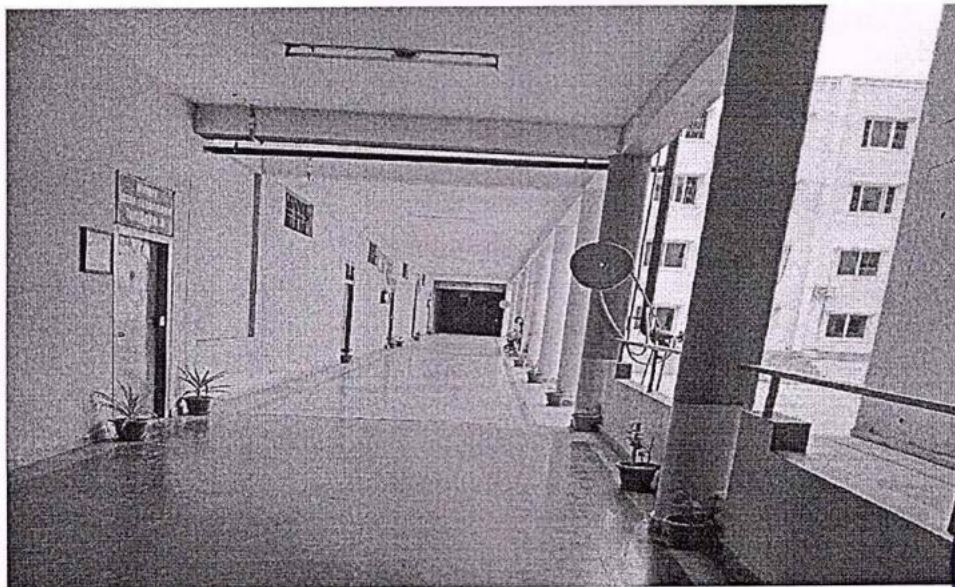
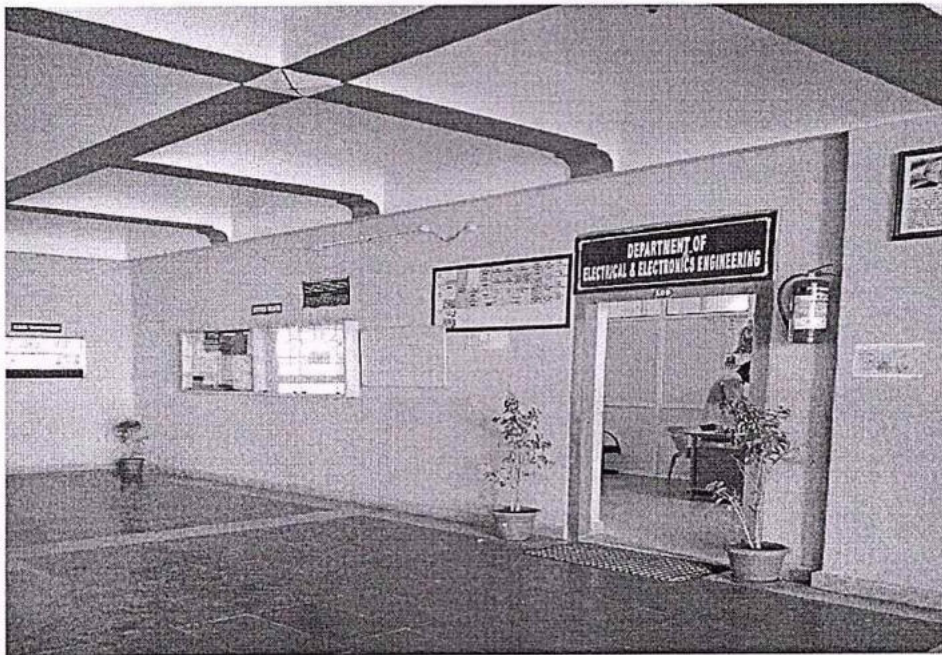




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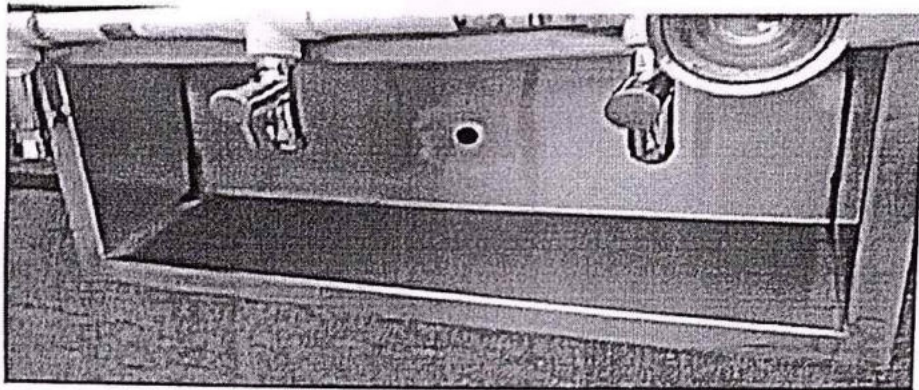
Greenery in EEE Department Block





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AC

New Drinking water taps are installed

AC

