



ANNAMACHARYA INSTITUTE OF TECHNOLOGY & SCIENCES

(Approved by A.I.C.T.E, New Delhi & Affiliated to JNTU Anantapur, Anantapuramu)
(Institute Accredited by NAAC, Bangalore) (Institute Accredited by IE (I), Kolkata)

01-07-2024.

ORDER (GRIEVANCE AND REDRESSAL CELL)

The following is the Committee constituted for Grievance and Redressal Mechanism at this Institute for the period of 2024-2025. 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. Arshith Aman -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
PRINCIPAL
ANNAMACHARYA INSTITUTE OF
TECHNOLOGY & SCIENCES
NEW BOYANAPALLI-516 126
RAJAMPET, ANNAMAYYA Dist. A.P



ANNAMACHARYA INSTITUTE OF TECHNOLOGY & SCIENCES

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27/09/2024

CIRCULAR (GRIEVANCE AND REDRESSAL CELL)

A meeting is scheduled on 28.09.2024 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.

Sudhakar Narayana
PRINCIPAL
ANNAMACHARYA INSTITUTE OF
TECHNOLOGY & SCIENCES
NEW BOYANAPALI
RADAMPET, ANNAMACHARYA DISTRICT, A.P.

Copy to:

- Grievance Redressal Cell Committee members
- IQAC



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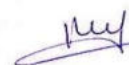
28.09.2024

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 to provide advanced MATLAB software.
 - Request to call Quotation MATLAB software.
 - The request for a fan is not working in our class PG-417.
 - Request for chairs in JKC-lab
- 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.

 28/9/24
Co-Ordinator



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

Committee Members list:

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7.	Mrs. K. Karpaga Valli (CSE)	Member	
8.	Dr. P.Roja (H&S)	Member	
9.	Mrs. V Vedavathi (MBA)	Member	
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16.	A. Rihana-22701A04D8	Student-Member	
17.	T.K. Padmini (23701E0060)	Student-Member	
18.	V. Nikitha (23701F0093)	Student-Member	

28/9/24
Co-Ordinator

Rajampeta.
Dt: 04/03/20

From
The HOD
EEE - Department
AITS - Rajampeta
To
The principal
AITS - Rajampeta

SUB: Requent - to call quotation MATLAB
software - regarding.

Sir,

In our EEE computer lab the
matlab version 8.1 and 8.5 which are
purchased on the year 2015 ^{license} was expire
In this regard I request you to a
permission for calling the quotation
purchase the software that enable
students to perform the experim
as per curriculum.

Thanking you.

Yours faithfully



[Signature]
4/7/20

[Handwritten initials]

Date: 21/08/2024,
Rajampet.

To :-
Principal,
AITS Autonomus,
Rajampet.

From :-
V. Nikitha
23701F0093
Department of MCA,

Subject :-
Fan is not working in our class [PG Block]

Room No: [417]

Respected Sir,

I am V. Nikitha 23701F0093. I am
studying IInd year MCA. In AITS College. In my
Class room fan is not working Sir. So, kindly
to solve the problem Sir. So please provide as
early as possible Sir

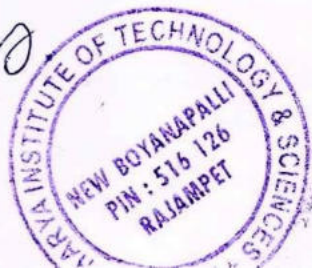
Thank you Sir,

Sir,
above Grievance Resolved
CM My

P. Prabha

Yours Faithfully,

V. Nikitha,
23701F0093,
MCA.



New Boyanapalli,
25-09-2024

To
The Principal,
Annamacharya Institute of Technology & Sciences
New Boyanapalli:

From
P chengamma,
Ass-t. Prof. Incharge - Jkc lab,
Annamacharya University,
New Boyanapalli:

Respected Sir,

Sub: Request for chairs in Jkc Lab - Reg.

Two chairs in the Jkc lab were broken where the back part was supposed to be, making it difficult to sit without support. so this is necessary thing for the lab. I request you to provide two chairs.

Thanking you sir,

G & R Incharge
K. Harpagavalli



Yours faithfully
P. chengamma
[Jkc lab]

25/9/24



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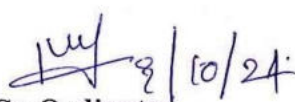
09.10.2023

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 chairs in JKC-lab	Chairs have been provided and arranged in the JKC lab as requested.
2.	The request for the repairing of the fan working in our class PG-417.	The fan in PG-417 has been repaired and is now functioning properly.
3.	Request to call Quotation MATLAB software.	Advanced MATLAB has been installed in EEE lab as requested in the grievance.

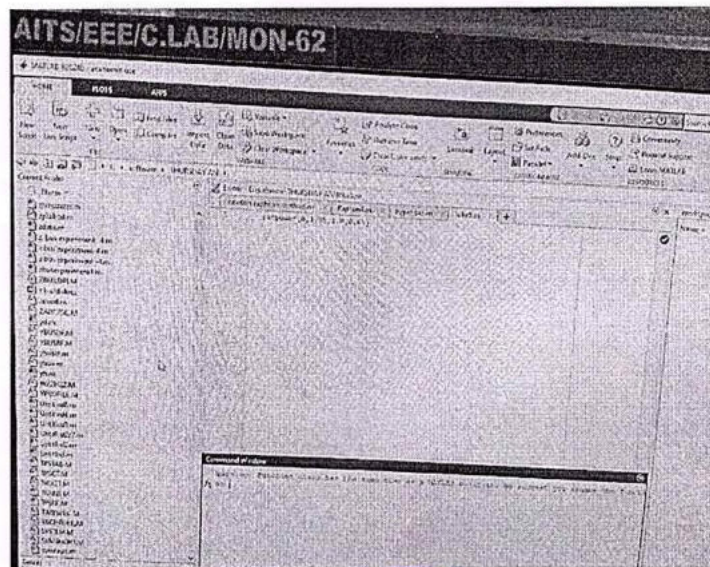
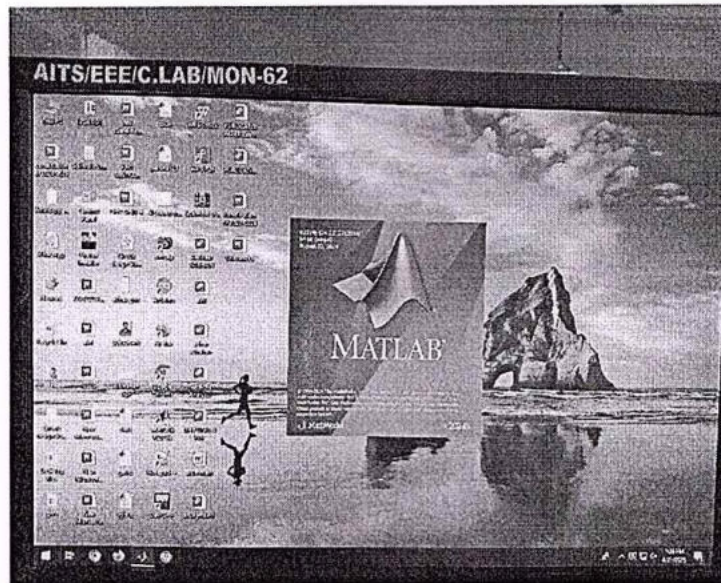

Co-Ordinator



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MATLAB R2024b installed in EEE Computer Lab

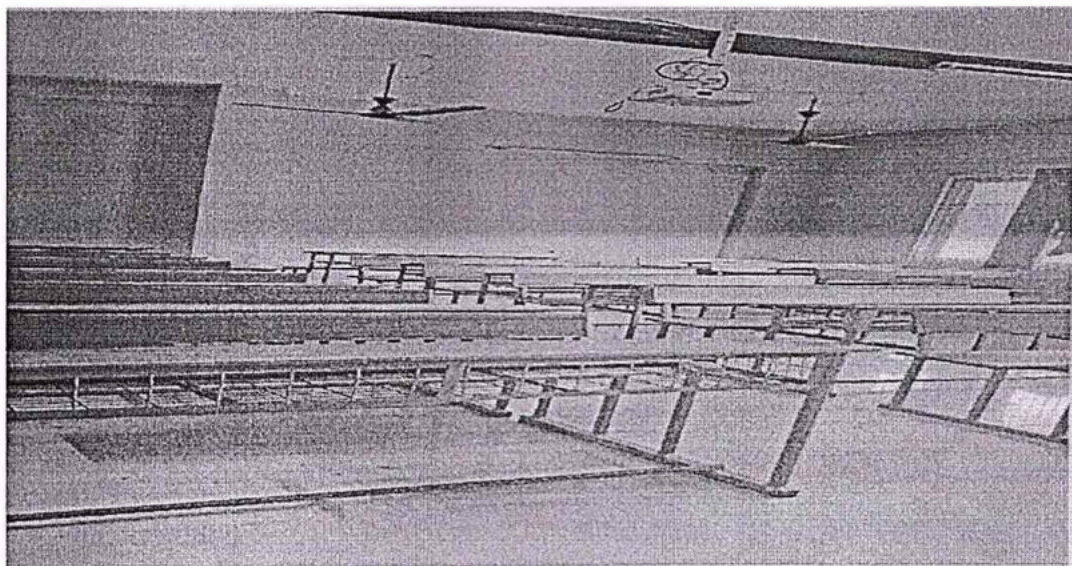




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New fan in classroom no. 417 at main block

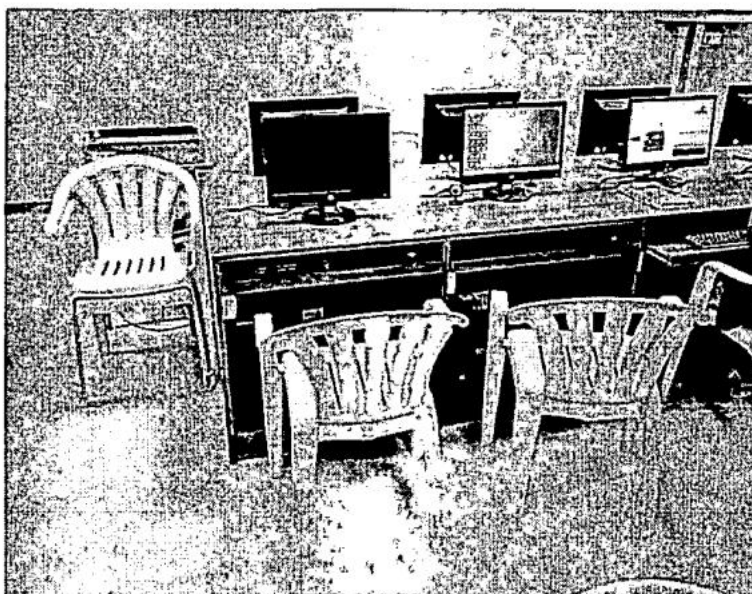




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Chairs in JKC-lab





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23/12/2024

CIRCULAR (GRIEVANCE AND REDRESSAL CELL)

A meeting is scheduled on 24.12.2024 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.

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

Copy to:

- Grievance Redressal Cell Committee members
- IQAC



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24.12.2024

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 to provide cool water in new Block
 - Request to Replace old blackboard in PG-439
 - Request to solve problems of fans in Lecture Hall-302
- 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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The following members were present in the Student Grievance and Redressal Committee meeting.

Committee Members list:

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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	
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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	

24/12/24
Co-Ordinator

08/10/2024
New Boyanapalli

To
The principal
Annamacharya University.
Rajampet.

Respected Sir,

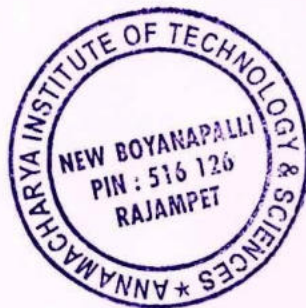
Sub: Request to provide cool water in New block.

This is to bring kindly notice, the students
have not drinking water in New block. So that we request
you to provide drinking water in New block.
Thank you sir.

Yours faithfully

B. Kinnmai

10



Completed

Pf
(P. CHANDRA REDDY).

Date: 12/11/2024

To
The principal
AITS,
Rajampet

From

II MBA
A section

Sub: Request to replace old black board

Respected sir,

We are writing to tell you about the blackboard in our class room (PG: 439). 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 old black board with a new one.

Thank you sir,



Yours sincerely

II MBA
A section

The above Grievance
Resolves
Bsu

New Boyanpalli,

19/12/2024;

from

M. Vaishnavi,

IIIrd Btech,

Civil Engineering.

To

The Head of Department,

Civil Engineering.

Respected sir,

Sub: kindly solve the "problem of fans in
Lecture Hall - 302".

As the subject mentioned above I request you
to provide sufficient number of fans for proper
air conditioning in our classroom Lecture Hall
302.

Hence I Request you to provide & solve the problem
of fans in Lecture Hall - 302.

Thanking you sir,

Yours faithfully,

M. Vaishnavi.

Received on 19/12/24
AGV
19/12/24



N. Pavan Icishore

D. Pradeep
U. Ramcharan

N. Venu Madhav

Fans & Tubelights are properly checked and solved the
problem. on 21/12/24

Ali
21/12/24

M. Vaishnavi

Fans & Tubelights are properly checked
and solved the problem. on 21/12/24



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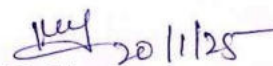
20.01.2025.

ACTION TAKEN REPORT

The Grievance and Redressal Committee meeting was conducted on 24.12.2024. 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 to provide cool water in new Block.	To provide cool water in new blocks have been inspected and necessary replacement have been completed as per the grievance request
2.	Request to Replace old blackboard in PG-439.	Replace old blackboard in the PG Block-439 as requested in the grievance
3.	Request to solve problems of fans in Lecture Hall-302	To solve problems of fans in Lecture Hall 302 as per the grievance request.

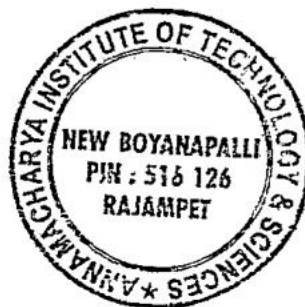
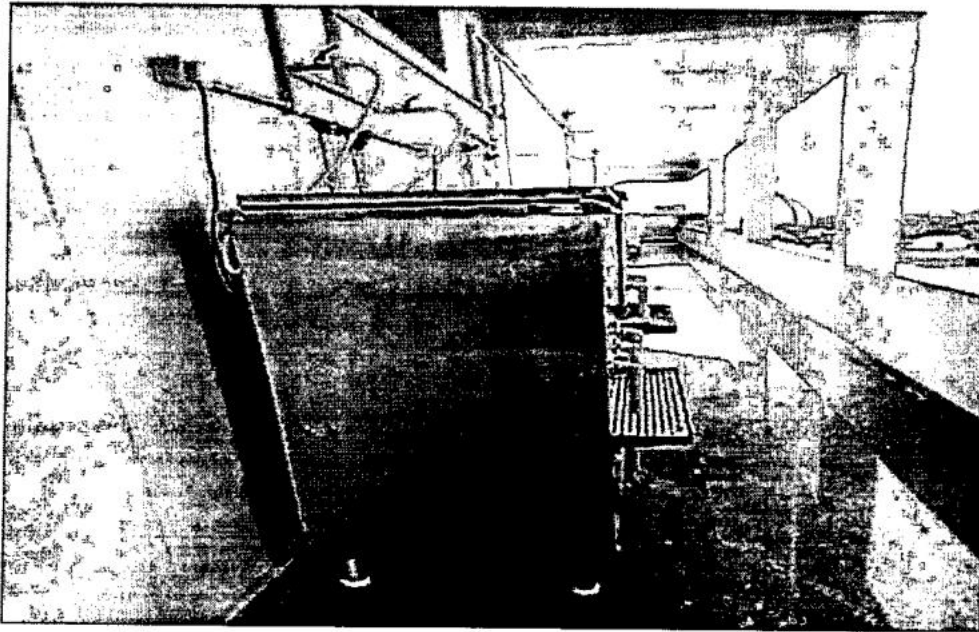

Co-Ordinator



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Cool water in new block

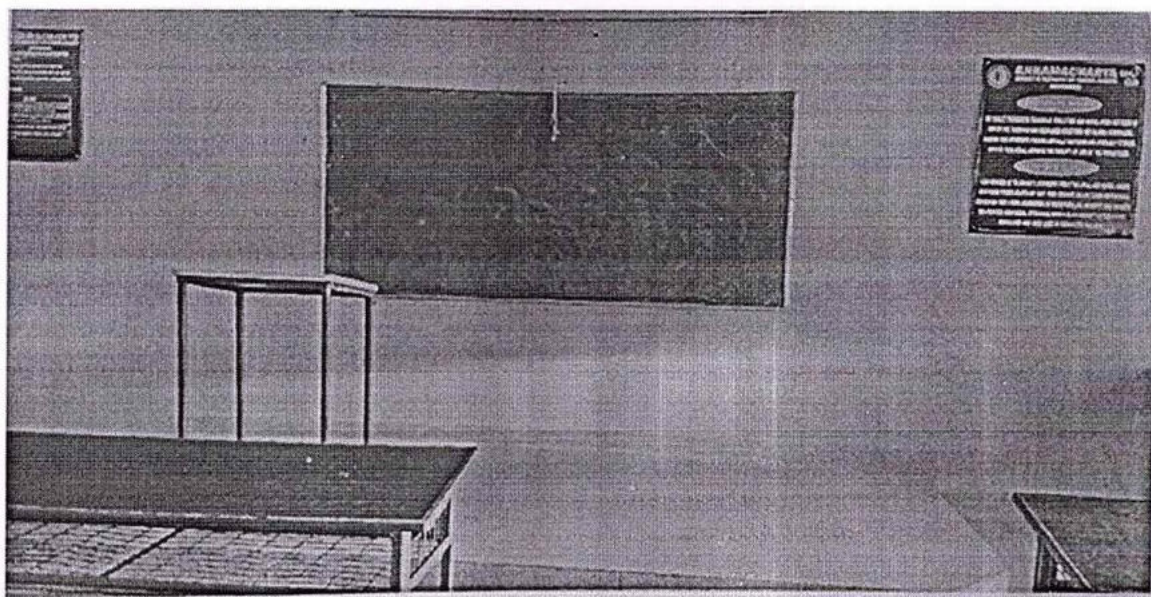




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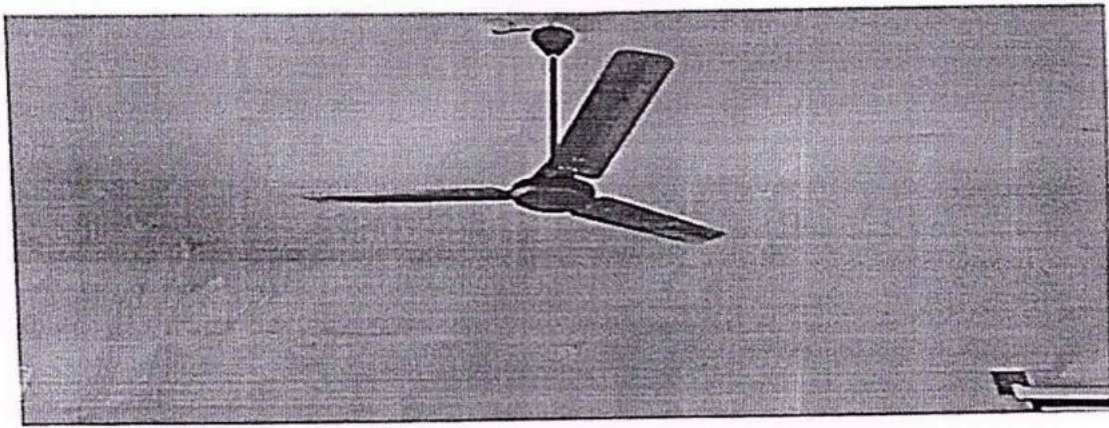
New Black board in PG-439





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Repaired fan in lecture hall 302

Ali

He



New Boyanapalli.
Date: 10-02-2025.

From,
SK. Tabassum,
Assistant professor,
CSE Department,
Project Research Lab,
Annamacharya Institute of Technology & Science,
New Boyanapalli.

To,
The principal,
Annamacharya Institute of Technology & Science,
New Boyanapalli.

Subject: Request for Repair of AC water leakage problem.

Respected sir,

I hope this letter finds you well. I am writing to bring to your attention a problem with the air conditioning system in CSE Department project Research Lab the AC unit has been leaking water for some time now, which is causing inconvenience and affecting the comfort of the lab.

I kindly request that necessary repairs be made as soon as possible to resolve this issue.

Thanking you sir,

G & R Incharge
H-1 Harpagavalli

sincerely,
SK. Tabassum.



SK
10/2/2025



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01/04/2025

CIRCULAR (GRIEVANCE AND REDRESSAL CELL)

A meeting is scheduled on 02.04.2025 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.
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NEW BOYANA HALLI-516 126
RAJAMPET, ANNAMAYYA Dist. A.P

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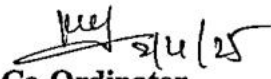
02.04.2025

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 to provide RO system in new block
 - Request for to repair AC water leakage problem
 - Request for to provide new tails in lecture hall room no-305.
- 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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17.	T.K. Padmini (23701E0060)	Student-Member	
18.	V. Nikitha (23701F0093)	Student-Member	

24/4/25
Co-Ordinator

Request letter

Date : 4 February 2025.

place : Rajampet.

From

M. Jaya Lakshmi,

I CSE(CDS)-A

New Block.

To

The Principal,

ATIS University.

Sir,

Sub:- Requesting to provide RO system in the
New Block - Reg.

This is to request you to provide an RO
system in the New Block for all the students and faculty,
as it is very necessary to all of us. Then, I kindly request
you to consider this and grant an RO system in the
New Block as early as possible.

Thanking you Sir.

Yours faithfully,

M. jayalakshmi



Completed.

(P. CHANDRA REDDY).

AD

New Boyanpalli.

21/3/2025.

From

V. Praveen Kumar Naik.

IIIrd year II (Civil Engg)

To

Head of the Department,
Civil Engineering.

Respected sir,

Sub: Request to provide new tiles in
lecture hall 305.

With Reference to the above matter please consider
the above problem and solve it as much as possible
sir in the 'lecture hall 305' in the department.

Hence kindly take necessary action regarding this
sir.

Hoping the quick response from you,

Thanking you sir,

~~Sent to praveen~~
~~21/3/25~~

Received on 21/03/25

AG
21/03/25



Yours faithfully

V. Praveen

23705A0130.

G. Madhu Sai

E. Lokesh Kumar

K. Konthakeya

K. Lakshmi Kant Reddy

D. Lakshmi Prathi



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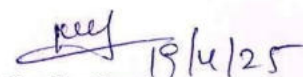
19.04.2025.

ACTION TAKEN REPORT

The Grievance and Redressal Committee meeting was conducted on 02.04.2025. 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 providing RO system in new block	To provide RO system in new block have been inspected and necessary replacement have been completed as per the grievance request
2.	Request for repairing AC water leakage problem.	To repair AC water leakage as requested in the grievance
3.	Request for to provide new tails in lecture hall room no-305.	To provide new tails in lecture hall has been placed as per the grievance request.

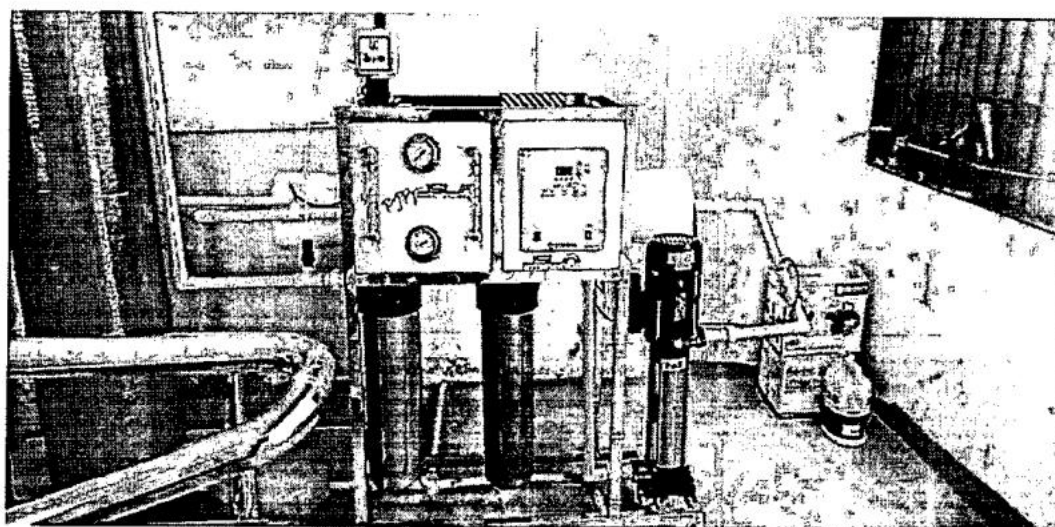

Co-Ordinator



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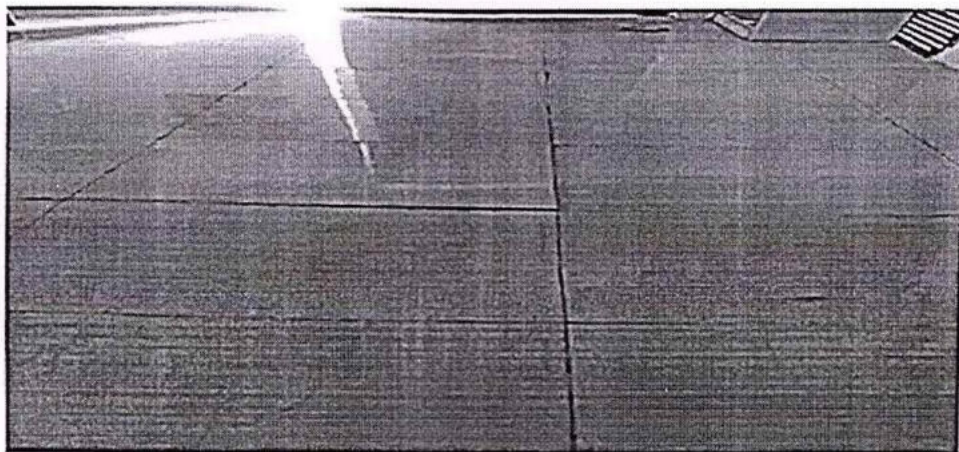
RO system in New block





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Before the work



After the work in lecture hall 305



Handwritten signature/initials



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AC water leakage

