

ANNAMACHARYA INSTITUTE OF TECHNOLOGY AND SCIENCES,
RAJAMPET
Grievances & Redressal Cell
Circular

07/09/2022

This is to inform you that a meeting of Grievance & Redressal committee of AITS, Rajampet, will be held on 08/09/2022, Thursday, from 04:00 P.M. at the Deans room. All members are requested to attend the meeting without fail.


G&R Cell Coordinator

Copy to: All the departmental Greivance& Redressal(G&R) cell incharges
Copy to : Dean-Student affairs

ANNAMACHARYA INSTITUTE OF TECHNOLOGY AND SCIENCES
RAJAMPET

Grievances & Redressal Cell

Minutes of Meeting

08/09/2022

Today on 08/09/2022, Thursday from 04:00 P.M. onwards a meeting of Grievance & Redressal committee (GRC) held at the Deans room to discuss agenda in presence of following members:

1. Mrs.P. Syamala Devi, *AITS G & R Cell coordinator*
2. Mr. Shaik Ashraf Ali, *G & R Cell In-charge - CE Dept*
3. Mrs. M. Maruthi Nandini, *G & R Cell In-charge-EEE*
4. Mrs.N. Keerthi, *G & R Cell In-charge - ME.*
5. Dr. K. Karpaga valli, *G & R Cell In-charge -CSE*
6. Mrs.S. Fayaz Begum, *G& R Cell In-charge – ECE*
7. Dr. P. Roja, *G & R Cell In-charge – H&S*
8. Mrs. P. Kavitha, *G & R Cell In-charge – MCA*
9. Mrs. V.Vedavathi, *G & R Cell In-charge –MBA*

Members Absent:NIL

Agenda(GRC/22-23/1) :

1. Confirmation to the minutes of last meeting held on 31/05/2022.
2. Discussion about the previous grievances and their resolutions.
3. Collected the grievances up to the month of August.
4. Miscellaneous, by permission of chair.

Dr. S.M.V. Narayana, Principal, Prof. M. Subba Rao, Dean-professional bodies, Dean-Student affairs and G & R cell coordinator given some opening address to members.

RESOLUTIONS

GRC/22-23/1.1 :

The minutes of last meeting read and confirmed with unanimity. The members showed full of their enthusiasm to deliver promptly the very purpose of constituting this committee because any delay in redressal will create many confusion and further increase in grievances.

GRC/22-23/1.2 :

The Principal, Dean-Student affairs and G&R cell coordinator are discussed about the pending grievances.

GRC/22-23/1.3:


The Cell coordinator is collected the grievances and written Action taken report and submitted to the Chairperson(Principal) .

GRC/22-23/1.4:

Miscellaneous by the permission of chair:

It was suggested to fix up a meeting time with the principal, but Principal said that it is not possible because any time students can feel to meet the institutional head, they can. Members appreciated the gesture of the Dr.S.M.V.Narayana sir.

The meeting concluded with vote of thanks.


Mrs.P. Syamala Devi
G&R Cell Coordinator
AITS, Rajampet

ANNAMACHARYA INSTITUTE OF TECHNOLOGY AND SCIENCES,
RAJAMPET
Grievances & Redressal Cell
Circular

28/11/2022

This is to inform you that a meeting of Grievance & redressal committee of AITS, Rajampet, will be held on 29/11/2022, Tuesday, from 04:00 P.M. at the Deans room. All members are requested to attend the meeting without fail.


G&R Cell Coordinator

Copy to: All the departmental Greivance& Redressal(G&R) cell incharges
Copy to : Dean-Student affairs

ANNAMACHARYA INSTITUTE OF TECHNOLOGY AND SCIENCES
RAJAMPET

Grievances & Redressal Cell

Minutes of Meeting

29/11/2022

Today on 29/11/2022, Tuesday from 04:00 P.M. onwards a meeting of grievance & redressal committee (GRC) held at the Deans room to discuss agenda in presence of following members.

1. Mrs.P. Syamala Devi, *AITS G & R Cell coordinator*
2. Mr. Shaik Ashraf Ali, *G & R Cell In-charge - CE Dept*
3. Mrs. M. Maruthi Nandini, *G & R Cell In-charge-EEE*
4. Mrs.N. Keerthi, *G & R Cell In-charge - ME.*
5. Dr. K. Karpaga valli, *G & R Cell In-charge -CSE*
6. Mrs.S. Fayaz Begum,*G& R Cell In-charge – ECE*
7. Dr. P. Roja, *G & R Cell In-charge – H&S*
8. Mrs. P. Kavitha, *G & R Cell In-charge – MCA*
9. Mrs. V.Vedavathi, *G & R Cell In-charge –MBA*

Members Absent: **NIL**

Agenda(GRC/22-23/2) :

1. Confirmation to the minutes of last meeting held on 08/09/22.
2. Collected the grievances up to the month of November
3. Miscellaneous, by permission of chair.

Mr. M.SubbaRao, Professor, Dean-Student affairs and G & R cell coordinator given opening address to members.

RESOLUTIONS

GRC/22-23/2.1 :

The minutes of last meeting read and confirmed with unanimity. The members showed full of their enthusiasm to deliver promptly the very purpose of constituting this committee because any delay in redressal will create many confusion and further increase in grievances.

GRC/22-23/2.2 :

Grievances are received from all committee members and informed to concern in charges to resolve the grievance.

GRC/22-23/2.3:

Miscellaneous by the permission of Dean :

It was suggested to fix up a meeting time. Members appreciated the gesture of the Dr. M. Subba Rao sir.

The meeting concluded with vote of thanks.

Mrs.P. Syamala Devi
AITS G&R Cell Coordinator
AITS, Rajampet

ANNAMACHARYA INSTITUTE OF TECHNOLOGY AND SCIENCES,
RAJAMPET
Grievances & Redressal Cell

Circular

20/04/2023

This is to inform you that a meeting of Grievance & redressal committee of AITS, Rajampet, will be held on 21/04/2023, Friday, from 04:00 P.M. at the Deans room. All members are requested to attend the meeting to discuss following agenda.



G&R Cell Coordinator

ANNAMACHARYA INSTITUTE OF TECHNOLOGY AND SCIENCES
RAJAMPET
Grievances & Redressal Cell
Minutes of Meeting

21/04/2023

Today on 21/04/2023, Friday from 04:00 P.M. onwards a meeting of grievance & redressal committee (GRC) held at the Deans room to discuss agenda in presence of following members.

1. Mrs.P. Syamala Devi, *AITS G & R Cell coordinator*
2. Mr. Shaik Ashraf Ali, *G & R Cell In-charge - CE Dept*
3. Mrs. S. Rubeena *G & R Cell In-charge-EEE*
4. Mrs.N. Keerthi, *G & R Cell In-charge - ME.*
5. Dr. K. Karpaga valli, *G & R Cell In-charge -CSE*
6. Mrs.S. Fayaz Begum, *G& R Cell In-charge – ECE*
7. Dr. P. Roja, *G & R Cell In-charge – H&S*
8. Mrs. P. Kavitha, *G & R Cell In-charge – MCA*
9. Mrs. V.Vedavathi, *G & R Cell In-charge –MBA*

Members Absent:NIL

Agenda(GRC/22-23/3) :

1. Confirmation to the minutes of last meeting held on 29/11/22.
2. Collected the grievances and written Action taken report for the respective grievances
3. Miscellaneous, by permission of chair.

Mr. M.SubbaRao, Professor, Dean-Student affairs and G & R cell coordinator given some opening address to members.

RESOLUTIONS

GRC/22-23/3.1:

The minutes of last meeting read and confirmed with unanimity. The members shown full of their enthusiasm to deliver promptly the very purpose of constituting this committee because any delay in redressal will create many confusion and further increase in grievances.

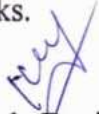
GRC/22-23/3.2:

The committee has discussed about received grievances and forwarded these grievances to concern authority to resolve the grievance.

GRC/21-22/3.3:

Miscellaneous by the permission of chair:

Members appreciated the gesture of the Dr.S.M.V.Narayana sir.The meeting concluded with vote of thanks.


Mrs.P. Syamala Devi
AITS G&R Cell Coordinator
AITS, Rajampet



ANNAMACHARYA INSTITUTE OF TECHNOLOGY AND SCIENCES - RAJAMPET

(AUTONOMOUS)

Approved by AICTE, New Delhi. Affiliated to Jawaharlal Nehru Technological University, Anantapuramu

Accredited by NBA & NAAC with 'A' Grade. Recognized by UGC, New Delhi under section 2(f) & 12(B).

GRIEVANCE AND REDRESSAL CELL Annual Report for the academic year 2022-23

No of Grievance: 21

Pending: 02

S. No	Date of Grievance	Grievance Description	Status of grievance	Action Taken Report
1	22/03/2022	Providing new Batteries in IBM Labs.	Resolved	New batteries procured, installed, and staff trained to optimize performance and address grievance in IBM Labs.
2	06/07/2022	Projector HD Cable Damage	Resolved	Damaged HD projector cable replaced promptly. Staff reminded of proper handling procedures to prevent recurrence.
3	07/7/2022	Providing new benches in class Rooms	Resolved	New benches procured, assembled, and installed in class rooms, addressing the grievance and enhancing comfort for students and faculty.
4	8/07/2022	Two S-type chair needs to be repaired	Resolved	Two S-type chairs repaired swiftly, ensuring ergonomic functionality and resolving the grievance effectively.
5	12/07/2022			
6	20/07/2022	Request for maintenance of Washrooms.	Resolved	Washrooms maintained promptly, addressing cleanliness concerns and ensuring a hygienic environment for all users.
7	8/08/2022	Window glasses are broken in Room numbers 308 and 310	Resolved	Broken window glasses replaced in rooms 308 & 310, ensuring safety and resolving the grievance promptly.
8	05/09/2022	To insert a mesh for the window in Civil Lab.	Resolved	Mesh inserted in Civil Block's Environmental Engineering Lab windows, addressing safety concerns and resolving the grievance effectively.
9	07/09/2022	Request for bus facility from Kadapa to collage.	Informed to Head of the Institution	
10	07/09/2022	Additional New Head Phones in BELL Lab	Resolved	Additional new headphones procured and distributed in BELL Lab, meeting demands and enhancing user experience, resolving the grievance effectively
11	20/09/2022	Request for additional water Taps.	Resolved	Additional water taps installed promptly, addressing the request and improving accessibility to water resources in the designated area
12	23/09/22	Increase in	Resolved	Projector screens and projectors increased in all

		Projector screens projectors in class rooms.		classrooms, enhancing visual learning experiences and addressing the grievance effectively.
13	12/10/2022	Floor Tiles Damage in Room No:206	Resolved	Floor tiles in Room No: 206 replaced promptly, ensuring safety and resolving the grievance effectively.
14	3/11/2022	3ACS & 2 Fans in CAD /CAM lab.	Resolved	Three ACS units and two fans installed in CAD/CAM lab, optimizing environmental conditions and resolving the grievance promptly.
15	28/11/2022	RAM DDR4-8GB is not working in Computer Lab	Resolved	Faulty DDR4-8GB RAM replaced in Computer Lab, ensuring optimal system performance and resolving the grievance promptly.
16	05/12/2022	To provide CCTV arrangement for the security purpose in the department building corridors	Resolved	CCTV camera arrangement installed in department building corridors and at the front, enhancing security measures and addressing concerns effectively.
17	30/01/2023	Water Leakage in AC of Computer Lab	Resolved	Water leakage in Computer Lab AC repaired swiftly, ensuring equipment safety and resolving the grievance promptly.
18	02/03/2023	Industrial Visit for III year students	Resolved	Industrial visit organized for third-year students, enriching their practical knowledge and fulfilling the grievance efficiently.
19	06/04/2023	Request to Repair ICT hanger in Room No.307	Resolved	ICT hanger in Room No.307 repaired promptly, ensuring proper equipment storage and resolving the grievance effectively.
20	20/04/2023	UPS not working in EEE Computer Lab	Resolved	Faulty UPS in EEE Computer Lab repaired swiftly, ensuring uninterrupted power supply and addressing the grievance promptly.
21	05/05/2023	Glass Door is not working in EEE Computer Lab	Informed to Head of the Institution	--


Coordinator
Grievance and Redressal Cell

From
The HoD
EEE- Department
AITS- Rajampeta

Rajampeta
Dt: 28/11/2022

To
The principal
AITS- Rajampeta

SUB: Floor tiles - damaged - EEE Computer lab
regarding.

SIR,

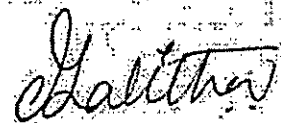
In our EEE Computer lab the floor tiles has been damaged due to which the faculty as well as students are facing Inconvience during the lab sessions. so, I request you to kindly take the necessary action as early as possible.

Thanking you

Tiles are Replaced on
07/12/22



Yours faithfully



(Dr. M. Padmalalitha)

From

The HoD

EEE- Department
AITS- Rajampeta,

To

The principal
AITS- Rajampeta.

Sub: Request - AC servicing- EEE computer lab
(R13) - water leaking - regarding.

Sir,

In our EEE department computer lab (R13) two AC's have been installed on the date 05/09/22, from one of the AC the water is leaking due to which the walls are getting drenched. So, I request you to kindly arrange the AC servicing as early as possible.

Thanking you.

AC is repaired on
03/02/23

Yours faithfully



CDR. M. Padma Lalitha

Date: 15-12-2022

From

Dr. C. Madana Kumar Reddy,
Associate Professor and HOD,
Department of Computer Applications,
AITS, Rajampet.

To

The Principal,
AITS,
Rajampet.

Respected Sir,

Sub:-Class room boards problem –Reg.,

We bring to your kind notice that, in PG Block Room Numbers 402, 404, 406 and 417 there is a problem with the boards. Staff and Students are facing problems (for writing and viewing) with these boards. Please replace these boards to the earliest for running the class work smoothly.

Thanking you

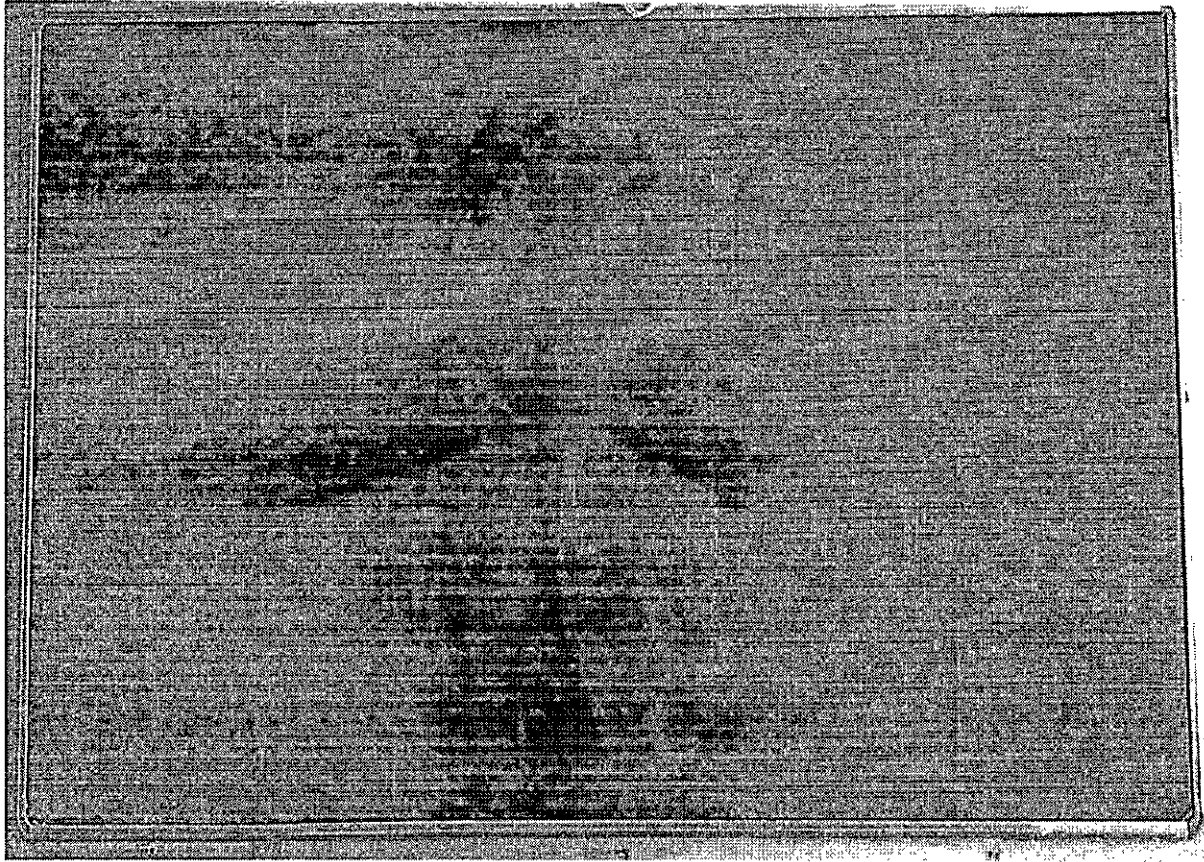
Yours faithfully



HOD

Head of the Department
Master of Computer Applications
Annamacharya Institute of Technology & Sciences
New Bevanapalli, Rajampet - 516 126

PG-BLOCK ROOM NO: 402



C. M. K. Prasad

HOD

Head of the Department

Master of Computer Applications

Annamacharya Institute of Technology & Res.

New Avanigadda, Rajampet - 516 128

Tax Invoice

(ORIGINAL FOR RECIPIENT)

JS GLOBAL INDUSTRIES -2022-2023
 NO.534,SRI GANDHADA KAVAL VILLAGE VISHWANEDAM
 POST,KOTTIGEPALYA MAGADI MAIN ROAD,BANGALORE
 PH-9341747068,9069218792
 GSTIN/UIN: 29CXIPM4834B1ZG
 State Name : Karnataka, Code : 29
 E-Mail : jsglobalindustries@yahoo.com
 Buyer (Bill to)
 ANNAMACHARYA INSTITUTE OF TECHNOLOGY & SCIENCES
 THALLAPAKA PANCHAYAT,NEW BOYANAPALLI (V&P),RAJAMPET
 ANNAMACHARYA DISTRICT(FORMERLY KADAPA DIST.)
 ANDHRAPRADESH -516123 BALU.7732009991,9069075278
 State Name : Andhra Pradesh, Code : 37

Invoice No. 347
 e-Way Bill No. 121574973945
 Dated 26-Dec-22
 Mode/terms of Payment IN ADVANCE
 Other References
 Reference No. & Date. 347 dt. 26-Dec-22
 Buyer's Order No.
 Dispatch Doc No.
 Delivery Note Date
 Dispatched through
 Destination
 Terms of Delivery

Description of Goods	HSN/SAC	Quantity	Rate	per	Amount	
Green Chalk Board Ceramic Size 4x8 DIPLOMA SIZE SURFACE WATER PROOF 25 YEARS SURFACE WARRANTY	99100000	50 NOS	8,960.00	NOS	4,48,000.00	
IGST@18%					80,640.00	
Total					50 NOS	₹ 5,28,640.00

Amount Chargeable (in words) INR Five Lakh Twenty Eight Thousand Six Hundred Forty Only E. & O/E

HSN/SAC	Taxable Value	Integrated Tax Rate	Amount	Total Tax Amount
99100000	4,48,000.00	18%	80,640.00	80,640.00
Total			80,640.00	80,640.00

Tax Amount (in words) INR Eighty Thousand Six Hundred Forty Only

(Signature)
 (B. Balu Nagender, person)

Declaration
 We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

Company's Bank Details
 Bank Name : STATE BANK OF INDIA CIA
 A/c No. : 40085566149
 Branch & IFS Code : Magadi Road & SBIN0005047

Customer's Seal and Signature

for JS GLOBAL INDUSTRIES -2022-2023

This is a Computer Generated Invoice



7/07/2022

Rajampet.

From

The HOD
Department of CSE
AITS
New Boyanapalli
Rajampet.

To

The Grievance and Redressal Cell
Department of CSE
New Boyanapalli
Rajampet.

Respected sir,

Sub: Resolving the issues on Tube light in Bell Lab-reg.,

As the complaint received from Grievance and Redressal cell, I convey the same to the Higher authorities concern. After looking in to difficulties in Class Room Bench in the II B.Tech D Section Class Room 221. Academic Center of the Institute provide a new Bench for the students in the class Room II B.Tech D Section. Hopes this will works well and gives results.

Thank you.



HOD
Head

Department of Computer Science & Engineering
Annamacharya Institute of Technology and Sciences
New Boyanapalli, Rajampet - 526,
Annamayya Dist., A.P.

From

The HOD
EEE - Department
AITS - Rajampeta.

Date: 18/12/23.
Rajampeta.

To

The principal
AITS - Rajampeta.

Sub: Request - to replace - monitors (49910) -
Dead - Regarding.

Sir,

I am writing to inform you of an issue we have encountered in our EEE computer lab. Regrettably, two systems in the lab have become inoperable. The technical team after a thorough assessment determined that the monitors are dead and needed to be replaced with new ones. So, I request you to take necessary action on this as early as possible.

Thanking you.

Monitors are replaced
on 09/01/24
Kavya

Yours faithfully

Chalitha
(Dr. M. Padma Lalitha)