

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

**Circular**

11/09/2023

This is to inform you that a meeting of Grievance & redressal committee of AITS, Rajampet, will be held on 12/09/2023, 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

12/09/2023

Today on 12/09/2023, 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, *AITTS 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/23-24/1) :

1. Confirmation to the minutes of last meeting held on 21/04/23.
2. Action taken report is written based on received grievances.
3. Miscellaneous, by permission of chair.

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

RESOLUTIONS

**GRC/23-24/1.1:**

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/23-24/1.2:**

A grievance received from various departments. The committee has discussed and forwarded the grievance to concern authority to resolve the grievance.


**GRC/23-24/1.3:**

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.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**

08/01/2024

This is to inform you that a meeting of Grievance & redressal committee of AITS, Rajampet, will be held on 09/01/2024, 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**

09/01/2024

Today on 09/01/2024, 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. 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/23-24/2) :**

1. Confirmation to the minutes of last meeting held on 12/09/23.
2. Received the grievances from various departments
3. Miscellaneous, by permission of chair.

Dr. S.M.V. Naraya, Principal, Dr. M.SubbaRao, Professor, Dean-Student affairs and G & R cell coordinator given opening address to members.

**RESOLUTIONS**

**GRC/23-24/2.1:**

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/23-24/2.2:**

A grievance received from various departments. The committee has discussed and forwarded the grievance to concern authority to resolve the grievance.


**GRC/23-24/3:**

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  
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).

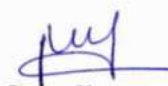
## GRIEVANCE AND REDRESSAL CELL Report for the academic year 2023-24

No of Grievance: 13

Pending: 00

S. No	Date of Grievance	Grievance Description	Status of grievance	Action Taken Report
1	07/09/2022	Request for college bus facility from Kadapa to collage.	Resolved	College bus facility arranged from Kadapa to campus, addressing transportation needs and fulfilling the request efficiently.
2	05/05/2023	Glass Door is not working in EEE Computer Lab	Resolved	Glass door in EEE Computer Lab repaired promptly, ensuring smooth functionality and addressing the grievance effectively.
3	04/07/2023	Provide AC in ECE computer lab	Resolved	AC installed in ECE computer lab, ensuring a comfortable working environment and addressing the grievance promptly.
4	22/08/2023	2 Fans and 1 Tube light are not working in EEE department	Resolved	Two fans and one tube light repaired in EEE Department, ensuring a conducive working environment and addressing the grievance promptly.
5	05/09/2023	To install new black board in the lecture hall no.401	Resolved	New blackboard installed in Lecture Hall No. 401, enhancing teaching facilities and addressing the grievance efficiently.
6	07/09/2023	Additional New Head Phones in BELL Lab	Resolved	Additional new headphones procured for BELL Lab, enhancing equipment availability and addressing the grievance effectively.
7	07/09/2023	AC Machines servicing in JKC Lab	Resolved	AC machines in JKC Lab serviced promptly, ensuring optimal performance and addressing the grievance effectively.
8	13/09/23	Provide Projector screen & projectors EEE Class Rooms	Resolved	Projector screens and projectors upgraded in all rooms, improving visual aids and addressing the grievance effectively.

9	15/10/2023	Podium is damaged in 320		Damaged podium in Room 320 replaced promptly, ensuring functional presentation equipment and addressing the grievance effectively.
10	30/11/2023	PG-203 room staff table racks locks are not working	Resolved	Locks on staff table racks in PG-203 replaced promptly, ensuring security and addressing the grievance effectively.
11	18/12/2023	Monitors of System No:10,49 in EEE Computer Lab are dead	Resolved	Monitors of System No:10 and 49 in EEE Computer Lab replaced promptly, restoring functionality and addressing the grievance effectively.
12	18/12/2023	Replacing the Batteries in BELL Lab	Resolved	Batteries in BELL Lab replaced promptly, ensuring uninterrupted operations and addressing the grievance effectively.
13	05/02/2024	Request to repair the door in Ladies waiting room 331	Resolved	Door in Ladies' Waiting Room 331 repaired promptly, ensuring privacy and addressing the grievance effectively.



Coordinator  
Grievance and Redressal Cell



Rajampet,

Date: 04/04/2023.

From

M.Hanumanthu,  
Asst. prof, Dept. of ECE,  
A.I.T.S,  
Rajampet.

To

The Principal,  
A.I.T.S,  
Rajampet.

Sir,

**Sub:** Request for the New Projector in ECE Computer Lab -reg.

I would like to bring to your kind notice that the current ECE computer laboratory is a partial smart lab. To make it a smart laboratory it is required to install one New Projector. This will be very useful for the Lab, students & for the faculty to address all the students at once with projector.

Thanking you sir,

*Nagju*  
Signature of the HOD

4/4/23

yours faithfully


*MH*  
(M.Hanumanthu)

*Sir*

*Kindely provide 1to projector for  
ECE computer lab pl.*

Tax Invoice

ECE

 <b>MAITHRI SYSTEMS &amp; LAPTOPS (2023-24)</b> #6, Ground Floor, Neelagiri Black Aditya Enclave, Ameerpet Hyderabad Cell : 9010 12 9955 / 040,6674 5533/5544 GSTIN/UIN: 36ASYPN9937H1ZO State Name : Telangana, Code : 36 E-Mail : maithrisystemslaptops1@gmail.com	Invoice No.	Dated
	MLA-2551/23-24	13-Sep-2023
Buyer <b>Annamacharya Institute Technology &amp; Science</b> Rajampet Kadapa A.P State Name : Telangana, Code : 36	Delivery Note	Mode/Terms of Payment
	Supplier's Ref.	Other Reference(s)
	Buyer's Order No.	Dated
	Despatch Document No.	Delivery Note Date
	Despatched through	Destination
Terms of Delivery		


SI No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	Projecter Screen ✓ ECE Lab 577 Instalock	90106000	9 no's	3,601.69	no's	32,415.21
2	Projecter Wall Mount Stand 6 Feet		8 no's	1,822.03	no's	14,576.24
3	Hdmi Cable 15m	8544	8 no's	1,144.07	no's	9,152.56
4	Epson Projector Eb-E01	85286900	4 no's	26,562.50	no's	1,06,250.00
						1,62,394.01
						CGST 19,927.96
						SGST 19,927.96
						Round Off 0.07
Total			29 no's			₹ 2,02,250.00

Amount Chargeable (in words) E. & O.E  
**INR Two Lakh Two Thousand Two Hundred Fifty Only**

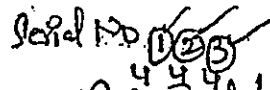
HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
90106000	32,415.21	9%	2,917.37	9%	2,917.37	5,834.74
	14,576.24	9%	1,311.86	9%	1,311.86	2,623.72
8544	9,152.56	9%	823.73	9%	823.73	1,647.46
85286900	1,06,250.00	14%	14,875.00	14%	14,875.00	29,750.00
Total			19,927.96		19,927.96	39,855.92

Tax Amount (in words) : **INR Thirty Nine Thousand Eight Hundred Fifty Five and Ninety Two paise Only**

Declaration  
 Terms & Conditions:  
 1. Good once sold will not be taken back.  
 2. Interest @24% P.A for late payment.  
 3. Subject to HYDERABAD Jurisdiction only.  
 4. Warranty at service centre only.  
 5. Box compulsory for warranty.

Company's Bank Details  
 Bank Name : HDFC BANK  
 A/c No. : 50200027311437  
 Branch & IFS Code : S R Nager & HDFC00008042  
 for MAITHRI SYSTEMS & LAPTOPS (2023-24)  


This is a Computer Generated Invoice

Sold to   
 Medical department 2/19/23  
 one projector screen  
 one EPSON projector X88Z3603

Rajampet,

Date: 04/04/2023.

From

M.Hanumanthu,  
Asst. prof, Dept. of ECE,  
A.I.T.S,  
Rajampet.

To

The Principal,  
A.I.T.S,  
Rajampet.

Sir,

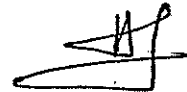
**Sub:** Request for three Air Conditioners's in ECE computer Lab – Reg.

I would like to bring to your kind notice that the ECE computer laboratory is not having any Air Conditioners and hence I request you to kindly sanction three A.C's for the computers smooth functioning in this lab.

Thanking you sir,

*Nagru*  
Signature of the HOD

yours faithfully



(M.Hanumanthu)

Sir

Kindly provide the above requirements  
for ECE computer lab.

# GLOBAL COOLING SOLUTIONS

8-7-113/2, SURVEY NO 69 ,R R NAGAR , OLD  
BOWENPALLY , SECUNDERABAD

Tel: +91 77999 04474

GSTIN: 36AAHFG8397H1ZU

Original For  
Customer

## Tax Invoice

Invoice No: GCS / T 017 /23-24		Transport Mode: BY ROAD	
Invoice date: 04.07.2023		Vehicle number:	
PO NUMBER : BY MAIL AITS / RAJAMPET /2023		Date of Supply: 04.07.2023	
PO DATE : 08.06.2023	Code	36	Place of Supply : RAJAMPET
Bill to Party		Ship to Party	
NAME: ANNAMACHARYA INSTITUTE OF TECHNOLOGY AND SCIENCES		NAME: ANNAMACHARYA INSTITUTE OF TECHNOLOGY AND SCIENCES	
Address: THALLAPAKA PANCHAYATH, NEW BOYANAPALLI RAJAMPET, KADAPA DIST AP PIN CODE :516126		Address: THALLAPAKA PANCHAYATH, NEW BOYANPALLI ,RAJAMPET ,KADAPA DIST , AP PIN CODE : 516126	
GSTIN: UNREGISTERED PERSON		GSTIN: UNREGISTERED PERSON	
State: ANDHRAPRADESH	Code	37	State: ANDHRAPRADESH Code 37

Sl No	Product Description	ISV code	UOM	Qty	Rate	Amount	Disc	Taxable Value	GST @ 28%		Total
									Rate	Amount	
1	SUPPLY OF 2.0 TR SPLIT AC WITH 3 STAR RATING										
	MAKE HITACHI										
	2.0 TR SPLIT AC	8415		9	39063	351567		351567	28%	98439	450006
<b>Total</b>				9		351567	0	351567		98438.76	450006

Total Invoice amount in words

Total Amount before Tax		351567
Add: IGST 28%		98439
Total Tax Amount		98439
Total Amount after T		450006
GST on Reverse Char		0

RS. FOUR LAKHS FIFTY THOUSAND AND SIX ONLY

certified that the particulars given above are true and correct

For GLOBAL COOLING SOLUTIONS



Bank Details
Bank A/C: 068105000346
Bank IFSC: ICIC0000681
Terms & conditions

OK

Rajampet,  
07/10-2023

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

To  
The Principal  
AITS,  
Rajampet,

Sub:-Request to purchase Head phone-regards.

Sir,

This is to bring to your kind notice that in our Bell Lab nearly 40 head phones are not working properly (one side of the head phone in not working, some head phones wires are loosely connected. some headphones are noise, some headphone are recording problems) because of which students are facing problems during the lab session. 30 head phones purchased on 19/10/2019 and 30 headphones purchase on 10/2/2021. Hence it is (need) required to purchase for smooth conduct of lab proceedings.

Thanking You Sir,

Your's Sincerely,

*P.Nikhila*  
(P.Nikhila)

(Lab-II Incharge)

Forwarded to Principal Sir  
*S.D.*  
7/10/2023

We need 40 headphones to  
effectively conduct III year  
Professional Communication Lab  
*S.D.*  
13/10/23

System Analyst  
for remarks pl  
*S.D.*  
7/10

[P.N.O] →



You  
yesterday at 4:59 PM



Dr. M. Subba Rao, M.Tech., Ph.D.,  
Professor & Head, Dept. of CSE  
Annamacharya Institute of Technology and Sciences  
New Boyanapalli, Rajampet - 516 126,  
Annamayya Dist., A.P.



Date: 30/11/2023  
Rajampeta

From

S. Rublena B.  
EEE - Department  
AITS - Rajampet

To

The Facility Incharge  
AITS - Rajampeta

Sub: To replace - Sack locks Staff - PG-203 - Sec - Regarding

I, S. Rublena B., Assistant Professor, EEE Department would like to give kind notice that our sack locks are not working which may lead to unsafety to our belongings. So could you please replace the sack locks present in PG-203 Staff Room.

Thanking you Sir,

Yours obediently,

S. Rublena B.  
Asst. Professor  
EEE Department

Sack locks are replaced  
on 11/12/23

AP

## DELIVERY CHALLAN



### ESSAR ENTERPRISE POWER SOLUTIONS

1st Floor, RK's Elite, Flat No. 103 and 105, Vignanapuri Colony  
Behind Metro, Kukatpally, Hyderabad - 500 072, Tel : 64646384  
Email : essar\_ps@yahoo.com WebSite : www.essareps.in

To THE PRINCIPAL ANNAMACHARYA INSTITUTE OF TECHNOLOGY & SCIENCES THALLAPAKA PANCHYAT, NEW BOYANAPALLI (POST)  RAJAMPET, KADAPA DIST, AP-516126 Party GST No :	Consignee / Place of Delivery M/S. ANNAMACHARYA INSTITUTE OF TECHNOLOGY & SCIENCES NEW BOYANPALLY (V&P) RAJAMPET(M), KADAPA DIST  <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Invoice No :</td> <td style="width: 25%;">GA294</td> <td style="width: 25%;">Invoice Date :</td> <td style="width: 25%;">29.12.2017</td> </tr> <tr> <td>DC NO:</td> <td>GA0128</td> <td>DC DATE:</td> <td>29.12.2017</td> </tr> <tr> <td>PO No. &amp; Date:</td> <td colspan="3" style="text-align: center;">27.12.2017</td> </tr> </table>	Invoice No :	GA294	Invoice Date :	29.12.2017	DC NO:	GA0128	DC DATE:	29.12.2017	PO No. & Date:	27.12.2017		
Invoice No :	GA294	Invoice Date :	29.12.2017										
DC NO:	GA0128	DC DATE:	29.12.2017										
PO No. & Date:	27.12.2017												

S.No	Description	Model	Qty	Artical SL.No
1	SALE & SUPPLY OF DELTA N-6KVA(1P/1P) ON LINE UPS & ACCESSORIES	N-6KVA DELTA	1NO 1NO	
2	SALE & SUPPLY OF VRLA SMF BATTERIES 12V/26AH, QUANTA	26AH QUANTA	16NOS	
			18NOS	
	WARRANTY : 2YEARS/2YEARS			

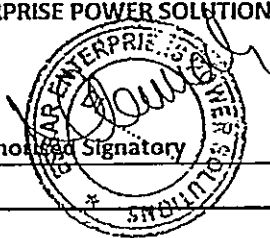
Aproximate Value of Goods :

For ESSAR ENTERPRISE POWER SOLUTIONS

\*Goods Received in condition.  
\*Any damage / fault observed should be notified while receiving

Authorized Signatory

GSTIN:36AFCPP4524K1ZB



Received Xenox





You

yesterday at 4:52 PM



Dr. M. Subba Rao, M.Tech., Ph.D.  
Professor & Head, Dept. of  
Inorganic Chemistry, UGC Centre for  
New Boyanipally, Hyderabad  
Andhra Pradesh

