



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)

Academic Year

2019-2020



ANNAMACHARYA INSTITUTE OF TECHNOLOGY & SCIENCES

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24.12.2019

ORDER

GRIEVANCE AND REDRESSAL COMMITTEE-AY (2019-20)

The following is the Committee constituted for Grievance & Redressal Mechanism at this Institute for the period of 2019-20. All the members are requested to coordinate with Mrs. P. Syamala Devi, Dept. of ECE.

Grievance & Redressal Cell Committee

S.No	Name of the Staff Members	Designation
1.	Dr. SMV Narayana	Chairman
2.	Prof. M. Subba Rao	Ex-Officio
3.	Mrs. P. Syamala Devi(ECE)	Co-Ordinator
4.	Mr. D Dharma Simha Reddy (Civil)	Member
5.	Mr. S. Sreekanta Deekshit(EEE)	Member
6.	Mr. V Venkatesh (Mech.)	Member
7.	Dr. S. Aleem Basha(CSE)	Member
8.	Mr O.Akbar Basha (H&S)	Member
9.	Mrs. V Vedavathi (MBA)	Member
10.	Mrs. P. Kavitha(MCA)	Member

S.M.V. Narayana
PRINCIPAL

Copy to: Above Members.
Copy to: The Grievance & Redressal Cell.
Copy to: AO.



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03.02.2020

CIRCULAR

(GRIEVANCE AND REDRESSAL CELL)

A meeting is scheduled on 04.02.2020 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

Copy to:

- Grievance Redressal Cell Committee members
- IQAC



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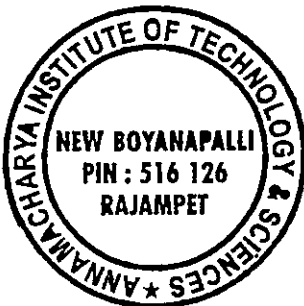
04.02.2020

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 grievances are:
 - Requested to maintain the washrooms in PG block (II-Floor).
 - Requirement of First Aid Box in EDC laboratory.
- 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.



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4/2/20
Co-Ordinator



ANNAMACHARYA INSTITUTE OF TECHNOLOGY & SCIENCES

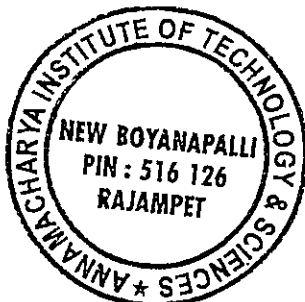
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The following members were present in the Student Grievance and Redressal Committee meeting.

Committee Members list:

S.No	Name of the Staff Members	Designation	Signature
1.	Dr. SMV Narayana	Chairman	
2.	Prof. M. Subba Rao	Ex-Officio	
3.	Mrs. P. Syamala Devi(ECE)	Co-Ordinator	
4.	Mr. D Dharma Simha Reddy (Civil)	Member	
5.	Mr. S. Sreekanta Deekshit(EEE)	Member	
6.	Mr. V Venkatesh (Mech.)	Member	
7.	Dr. S. Aleem Basha(CSE)	Member	
8.	Mr O.Akbar Basha (H&S)	Member	
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10.	Mrs. P. Kavitha(MCA)	Member	

4/2/20
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14.02.2020

ACTION TAKEN REPORT

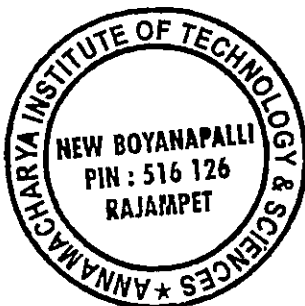
The Grievance and Redressal Committee meeting was conducted on 04.02.2020. As per the discussions, the students were requesting the following facilities.

- Requested to maintain the washrooms in PG block (II-Floor).
- Requirement of First Aid Box in EDC laboratory.

All the above mentioned facilities status were mentioned in the below benefits of students.

S.NO	GRIEVANCES	ACTION TAKEN
1	Requested to maintain the washrooms in PG block (II-Floor)	Informed to concern In charge to maintain the washrooms in PG block (II-Floor).
2	Requirement of First Aid Box in EDC laboratory.	Provided First Aid Box with latest medicine.

[Signature]
14/2/20
Co-Ordinator

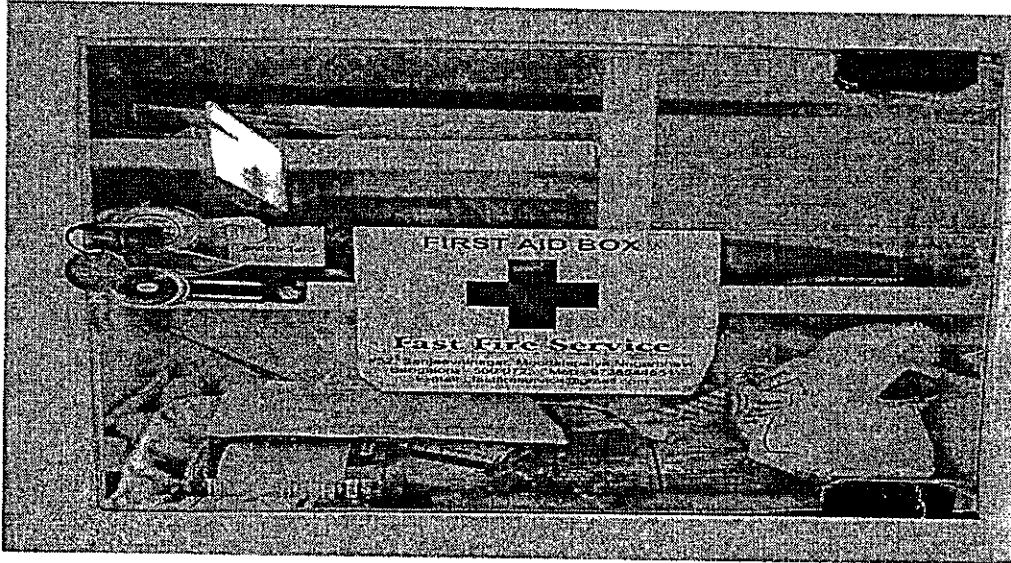


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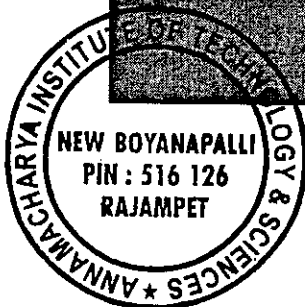
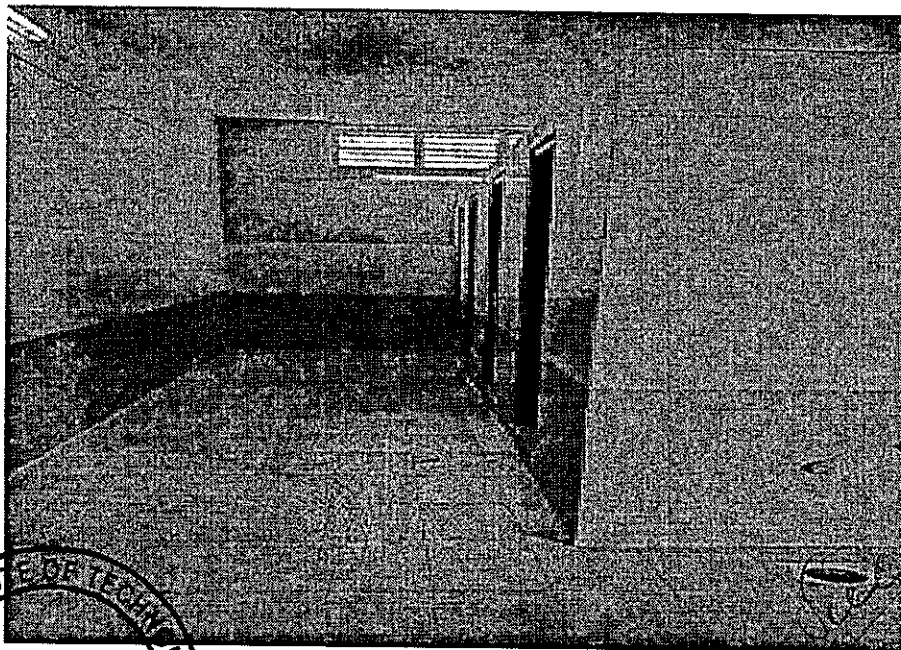
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First Aid Box in EDC Laboratory



Washrooms in PG block (II-Floor)



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Dt: 06-04-2020

From

K. Sirisha
M B Tech ECE

TO

The Grievance Cell Incharge
AITS, Rajampet,

Subj: Request for first aid box in EDC Laboratory - req

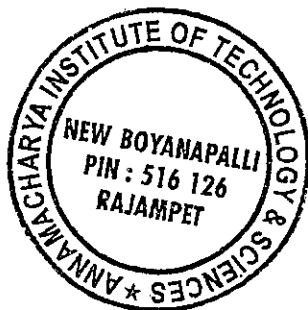
I am writing this letter to bring to your kind notice that one first aid box is to be fixed in EDC Laboratory. I kindly request you to kindly consider my request.

Thank you s

Yours sincerely

K. Sirisha
(K. Sirisha)

Reviewed
Deep



See
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12 December 2019

Rajampet

TO

The principle

AITS, Rajampet

I am studying III B.Tech (EEE) in AITS Rajampet.

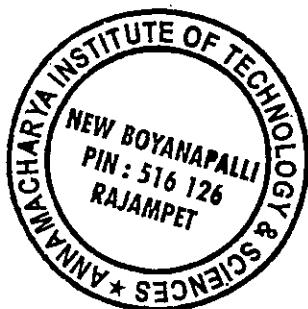
I would like to share my problem regarding classrooms and washroom neatness and floor cleanness. I am requesting you to maintain the clean floors and neat classrooms and (washing ne) neat washrooms. So that we will feel comfortable.

Thanking you

yours obediently

III B.Tech EEE Student

Handwritten signature



Handwritten signature
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22.10.2019

CIRCULAR

(GRIEVANCE AND REDRESSAL CELL)

A meeting is scheduled on 23.10.2019 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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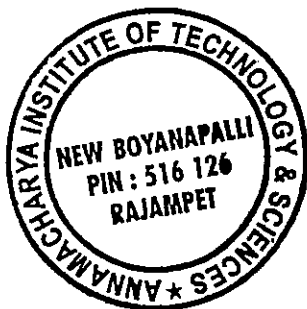
23.10.2019


MINUTES OF MEETING

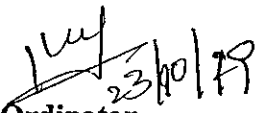
The following points were discussed and shared in the meeting.

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 grievances are:
 - Requirement of Additional benches in the classroom.
- 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.




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23/10/19



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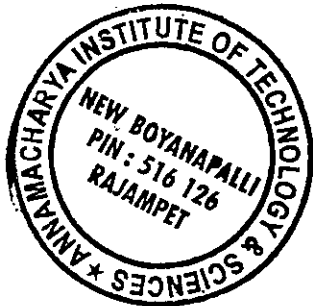
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8.	Mr O.Akbar Basha (H&S)	Member	
9.	Mrs. V Vedavathi (MBA)	Member	
10.	Mrs. P. Kavitha(MCA)	Member	

23/10/19
Co-Ordinator



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31.10.2019

ACTION TAKEN REPORT

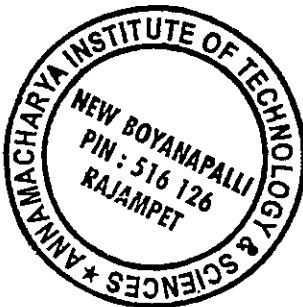
The Grievance and Redressal Committee meeting was conducted on 23.10.2019. As per the discussions, the students were requesting the following facilities.

- Requirement of Additional benches in the classroom.

All the above mentioned facilities status were mentioned in the below benefits of students.

S.NO	GRIEVANCES	ACTION TAKEN
1	Requested for Additional benches in the classroom.	Provided Additional benches in the classroom

[Signature]
31/10/19
Co-Ordinator

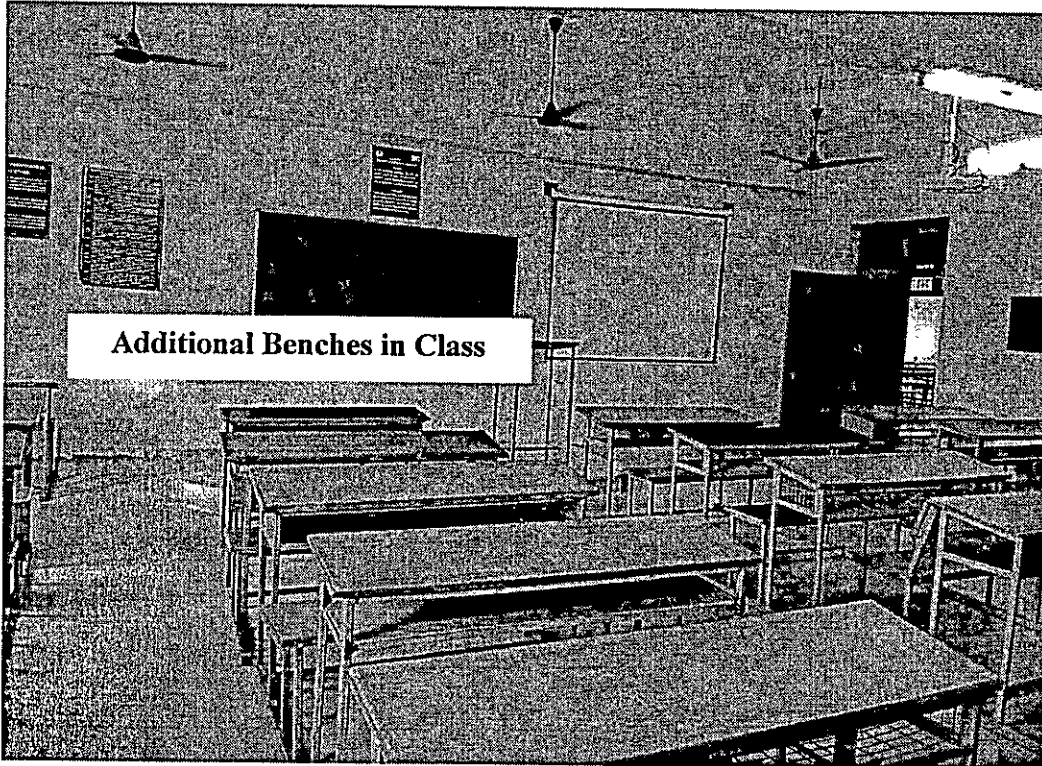


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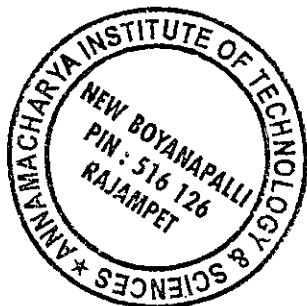


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Additional Benches in Class



Sree
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Request letter

Date: 27/09/2019

From

P. Hasi

II. B.Tech - CIVIL

TO

The Grievance cell
AITS, Rajampet

Respected

Sub: require additional benches - req.

We are from B.Tech II Year, CIVIL Branch, AITS, Rajampet. We requested to please provide the additional benches in the classroom for increasing the strength.

Thanking you Sir,

Yours obediently

II B.Tech - CIVIL students

Resolved
Dhanu

Resolved
my



See
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