



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

2020-2021



ANNAMACHARYA INSTITUTE OF TECHNOLOGY & SCIENCES

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14.11.2020

ORDER

GRIEVANCE AND REDRESSAL COMMITTEE-AY (2020-21)

The following is the Committee constituted for Grievance & Redressal Mechanism at this Institute for the period of 2020-21. 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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26.04.2021

CIRCULAR

(GRIEVANCE AND REDRESSAL CELL)

A meeting is scheduled on 27.04.2021 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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27.04.2021

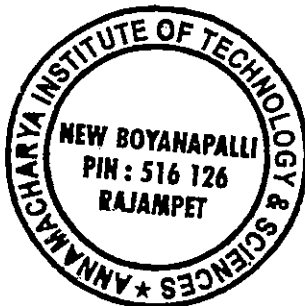
MINUTES OF MEETING


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 curtains in class room:PG-437.
- 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 27/4/21




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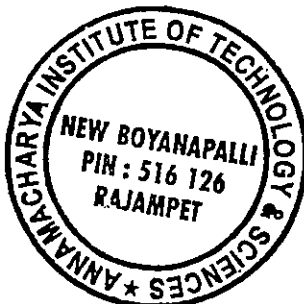
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The following members were present in the Student Grievance and Redressal Committee meeting.

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	
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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	

8/12/20
Co-Ordinator



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06.05.2021

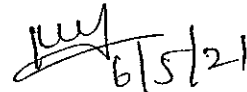
ACTION TAKEN REPORT

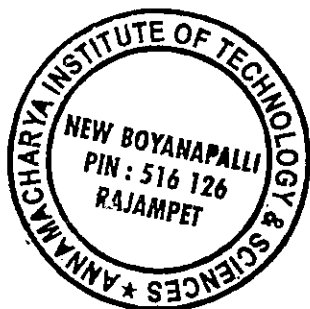
The Grievance and Redressal Committee meeting was conducted 27.04.2021. As per the discussions, the students were requesting the following facilities.


- Requirement of curtains in class room:PG-437.

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

S.NO	GRIEVANCES	ACTION TAKEN
1	Requested for curtains in class room:PG-437	Provided curtains in class room PG-437.


6/5/21
Co-Ordinator



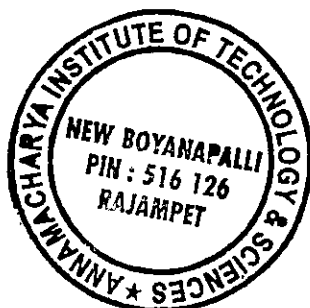
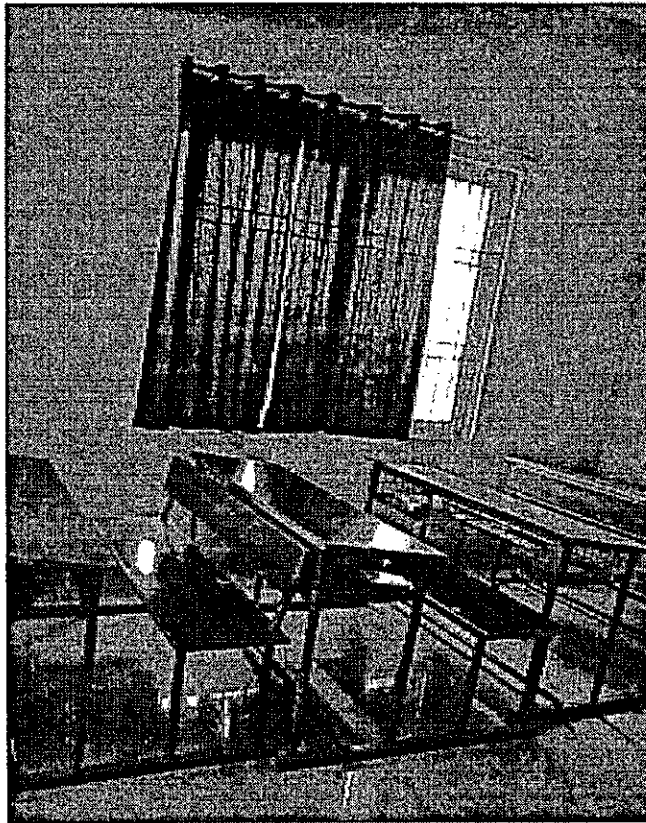

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Curtains in room no PG-437



Sell
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DT: 05.04.21

From:-

Lakshmi . G.

II M.B.A.

AITS, Rajampet.

To

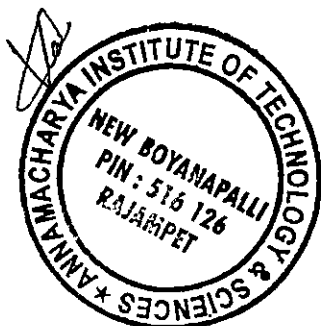
Grievance cell Incharge
AITS, Rajampet.

Sub: Request to provide curtains in classroom
PG-437 - reg.,

Respected Sir/Madam,

I G. Lakshmi, II MBA writing this letter to bring to your notice that, there are no curtains in classroom no. PG-437. I kindly request the Grievance cell Incharge to look into this issue and do the needful at the earliest.

Thanking you,



Resolved
[Signature]

[Signature]

Yours faithfully,
Lakshmi

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07.12.2020

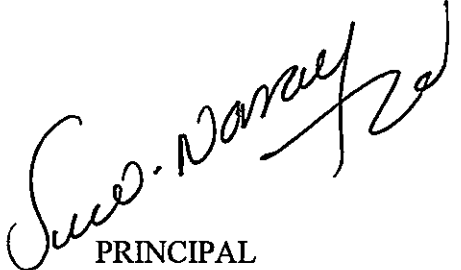
CIRCULAR

(GRIEVANCE AND REDRESSAL CELL)

A meeting is scheduled on 08.12.2020 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.


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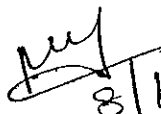
08.12.2020

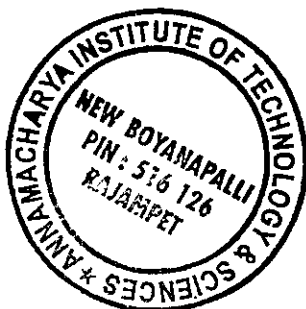
MINUTES OF MEETING

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:
 - Requirement of window glass for the classroom 322 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.


8/12/20
Co-Ordinator




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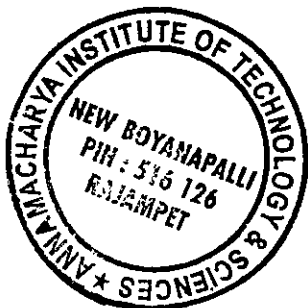
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8.	Mr O.Akbar Basha (H&S)	Member	
9.	Mrs. V Vedavathi (MBA)	Member	
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27/4/21
Co-Ordinator



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17.12.2020

ACTION TAKEN REPORT

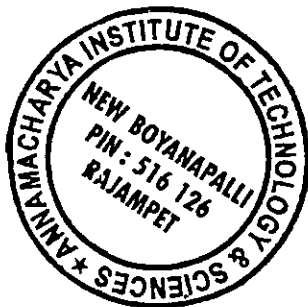
The Grievance and Redressal Committee meeting was conducted 08.12.2020. As per the discussions, the students were requesting the following facilities.

- Requirement of window glass for the classroom.

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

S.NO	GRIEVANCES	ACTION TAKEN
1	Requested for repair of window glass in the classroom 322 at main block.	Repaired of window glass in the classroom 322 at main block.

[Signature]
17/12/20
Co-Ordinator



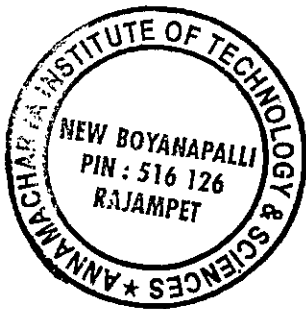
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Window glass at Room no. 322



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Date: 30/11/20
AITS, Rajampet

From :-

C. Moonika
III B.Tech, CSE
AITS, Rajampet

To :-

Grievance Cell In-charge
AITS, Rajampet

Sub:- Request - Repair window Glass in Room No: 322
at Main block - Reg. 11

Respected Madam/Sir,

I C. Moonika, III B.Tech CSE, writing this letter to bring to your notice that, There is window glass broken at Room No: 322 at Main block. I kindly request the Grievance cell incharge to look into this issue and do the needful as the earliest.

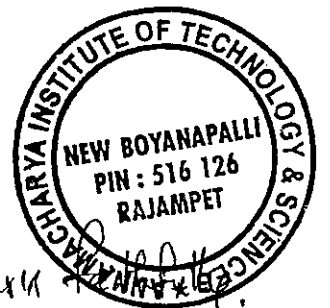
Sue

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RAJAMPET, KADAPA DIST. A.P

Resolved
S. Banerjee

Thanking you.

Resolved
my



Yours faithfully,

C. Moonika
III B.Tech CSE
AITS Rajampet