



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

2021-2022



ANNAMACHARYA INSTITUTE OF TECHNOLOGY & SCIENCES

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08.11.2021

ORDER

GRIEVANCE AND REDRESSAL COMMITTEE-AY (2021-22)

The following is the Committee constituted for Grievance & Redressal Mechanism at this Institute for the period of 2021-22. 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. Shaik Arshaf Ali (Civil)	Member
5.	Mrs M .Maruthi Nandini (EEE)	Member
6.	Mrs N.Keerthi (Mech.)	Member
7.	K.Karpaga valli (CSE)	Member
8.	Dr P.Roja (H&S)	Member
9.	Mrs. V Vedavathi (MBA)	Member
10.	Mrs. P. Kavitha(MCA)	Member
11	Mrs S. Fayaz Begum (ECE)	Member

PRINCIPAL

Copy to: Above Members.

Copy to: The Grievance & Redressal Cell.

Copy to: AO.



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02.02.2022

CIRCULAR

(GRIEVANCE AND REDRESSAL CELL)

A meeting is scheduled on 03.02.2022 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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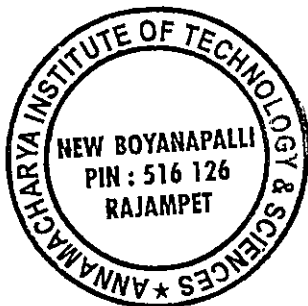
03.02.2022


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:
 - Request for repair the fan in room no.307 at ME 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.




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Co-Ordinator 3/2/22



ANNAMACHARYA INSTITUTE OF TECHNOLOGY & SCIENCES

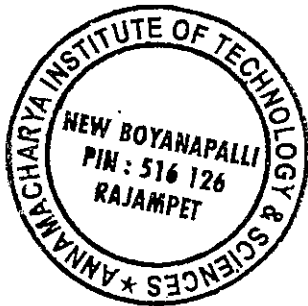
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The following members were present in the Student Grievance and Redressal Committee meeting.

Committee Members list:

S.No	Name of the Staff Members	Designation	Signature
1.	Dr. SMV Narayana	Chairman	
2.	Dr. M. Subba Rao	Ex-Officio	
3.	Mrs. P. Syamala Devi(ECE)	Co-Ordinator	
4.	Mr. Shaik Arshaf Ali (Civil)	Member	
5.	Mrs M. Maruthi Nandini (EEE)	Member	
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Co-Ordinator 3/2/2022



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15.02.2022

ACTION TAKEN REPORT

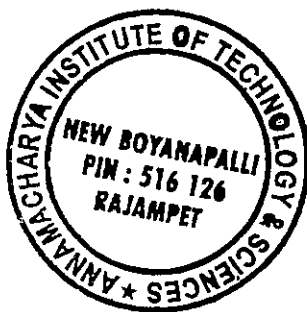
The Grievance and Redressal Committee meeting was conducted on 03.02.2022. As per the discussions, the students were requesting the following facilities.


- Requirement for repair the fan in Room No.307 in ME Block.

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

S.NO	GRIEVANCES	ACTION TAKEN
1	Requested for repair the fan in room no.307 at ME block	Provided the fan in room no.307 at ME block


Co-Ordinator




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30-3-2022,
Rajampet,

From

K. Hanshavardhan,
Nannur,
Rajampet.

To

Grievance Cell Incharge,

AIITS, Rajampet.

Sir,

Sub: Request for repairing fans, Room No 307 in ME Block

I am writing this letter regarding the repair

of fans in classroom Room No 307 in ME block.

In this regard kindly accept my request and repair

the fans as early as possible.

Thanking You,

Yours sincerely,

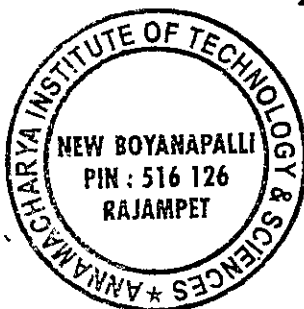
K. Hanshavardhan.

II B. Tech - I Sem

ME - B

See

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Resolved
my

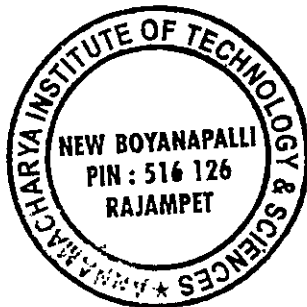
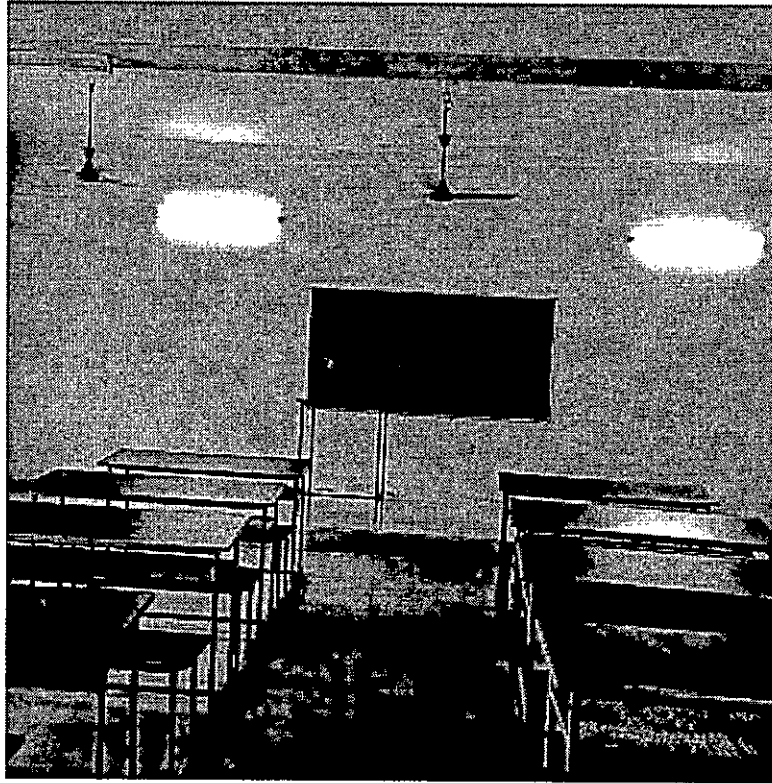
JK



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Fan in room no.307



See
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22.11.2021


CIRCULAR

(GRIEVANCE AND REDRESSAL CELL)

A meeting is scheduled on 23.11.2021 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.


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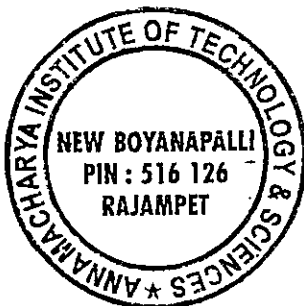
23.11.2021


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:
 - Requested to maintenance of Canteen.
- 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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23/11/21
Co-Ordinator



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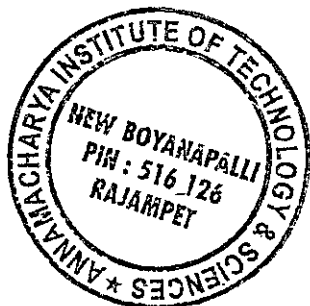
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9.	Mrs. V Vedavathi (MBA)	Member	
10.	Mrs. P. Kavitha (MCA)	Member	
11.	Mrs S. Fayaz Begum (ECE)	Member	

23/11/2024
Co-Ordinator



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30.11.2021

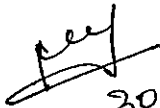
ACTION TAKEN REPORT

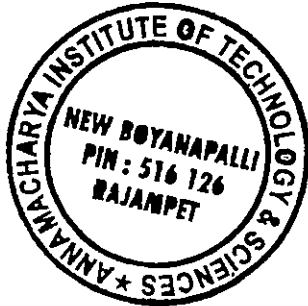
The Grievance and Redressal Committee meeting was conducted on 23.11.2021. As per the discussions, the students were requesting the following facilities.

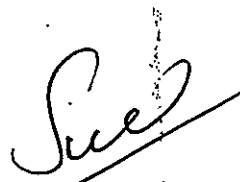
- Requirement to Maintenance of Canteen.

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

S.NO	GRIEVANCES	ACTION TAKEN
1	Requested to maintenance of Canteen.	Informed Concern person to maintenance of Canteen


30/11/21
Co-Ordinator



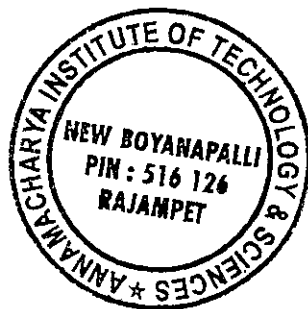

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Canteen Premises



[Signature]
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Date:
15-07-2021

From

K. Chetana
IV B.Tech,
Civil Engineering,
AITS, Rajampet.

To

Grievance Cell Incharge
AITS, Rajampet.

Sub: Request for Maintenance of canteen premises. Reg

Respected Sir/Madam,

I am K. Chetana, IV B.Tech in department of department of civil engineering. I am writing to bring to your attention of regarding the maintenance of the canteen premises in our Institution. As a regular user of the canteen facilities, I have observed few issues that need to immediate attention like (Inadequate cleaning, Faulty Refrigerators, cooking appliances).

I kindly request the Grievance Cell to investigate these matters thoroughly and take necessary actions to rectify the situation.

Thanking you Sir,

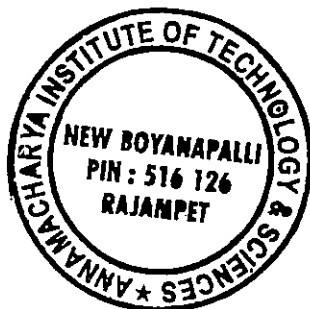
Resolved
[Signature]

[Signature]

Yours faithfully
Chetana. K.

Resolved.

[Signature]



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