



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)

STUDENT GRIEVANCES AND REDRESSAL COMMITTEE



ANNAMACHARYA INSTITUTE OF TECHNOLOGY & SCIENCES

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Academic Year

2022-2023



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10.10.2022.

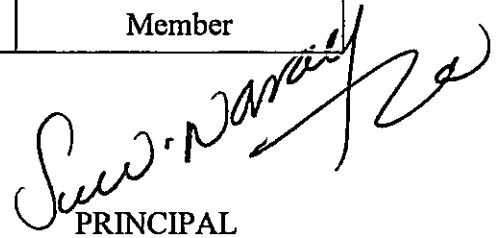
ORDER

GRIEVANCE AND REDRESSAL COMMITTEE-AY (2022-23)

The following is the Committee constituted for Grievance & Redressal Mechanism at this Institute for the period of 2022-23. 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 Member | Designation |
|-------|-----------------------------------|--------------|
| 1 | Dr. SMV Narayana | Chairman |
| 2 | Prof. M. Subba Rao | Ex-Officio |
| 3 | Mrs. P. Syamala Devi (ECE) | Co-ordinator |
| 4 | Ms. N. Sai Manvitha Reddy (Civil) | Member |
| 5 | Mr. S. Srikanta Deekshith (EEE) | Member |
| 6 | Mr. V. Venkatesh (Mech.) | Member |
| 7 | Mr. 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 |


PRINCIPAL

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



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17.04.2023

CIRCULAR

(GRIEVANCE AND REDRESSAL CELL)

A meeting is scheduled on 18.04.2023 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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18.04.2023

MINUTES OF MEETING

The following points were discussed and shared in the meeting.

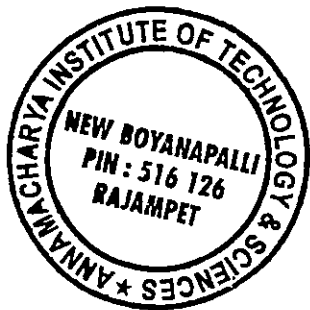
Regarding the discussion about the functioning of this committee, it was decided that:

- 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 grievance is:
 - Floor Tiles damaged-EEE computer lab
 - Fan and Switch are not working properly in smart room (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.

[Signature]
Co-Ordinator 18/4/23

[Signature]

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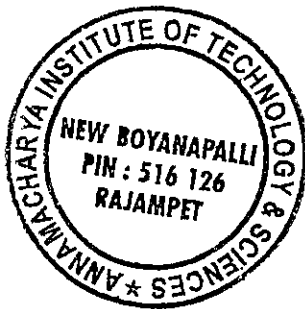
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The following members were present in the Student Grievance and Redressal Committee meeting.

Committee Members list:

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



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Co-Ordinator 18/12/2023



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29.05.2023

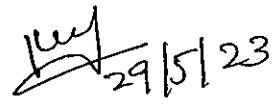
ACTION TAKEN REPORT

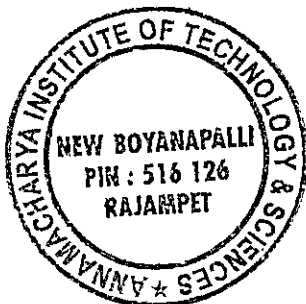
The Grievance and Redressal Committee meeting was conducted on 18.04.2023. As per the discussions, the student is requesting the following facility.

- Floor Tiles damaged-EEE computer lab
- Fan and Switch are not working properly in smart room (Main Block).

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

| S.NO | GRIEVANCES | ACTION TAKEN |
|------|---|--|
| 1 | Floor Tiles damaged-EEE computer lab | Tiles are replaced by concern incharge |
| 2 | Fan and Switch are not working properly in smart room (Main Block). | Repaired fan and switch in smart room (Main Block).. |


29/5/23
Co-Ordinator




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6/3/2023
Rajampet

To
Grievance Cell Incharge.
AITS, Rajampet

Subject: Request for repairing the switches
Dear Sir/Madam

I am writing this letter regarding the repair the switches in room no: 308 at main block. I kindly request you please consider this request.

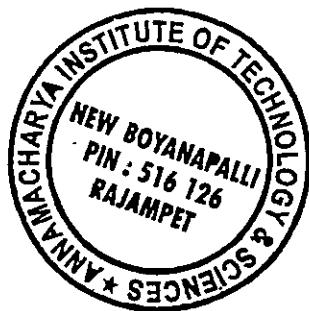
Thanking you

Yours sincerely

A. Masthan Babu
II B.Tech - I Sem
CSE-B

Karapaga Sai

Respected
ref



Sai
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RAJAMPET, ANNAMAYYA Dist. A.P.

Rajampeta
Dt: 28/11/2022

From
The HoD
EEE- Department.
AITS- Rajampeta.

(1)
(2)

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
inconvenience during the lab sessions. So, I
request you to kindly take the necessary
action as early as possible.

Thanking you.

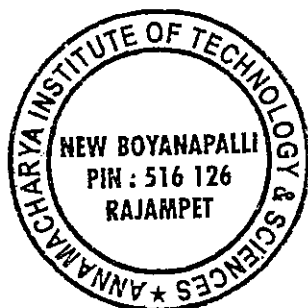
Tiles are replaced on
07/12/22

[Signature]

Yours faithfully

[Signature]

[Signature]



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Head of the Department
Electrical & Electronics Engineering
Annamacharya Institute of Technology & Sciences
New Boyanapalli, Rajampet - 516 126
(Dr. M. Padmalalitha)



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06.10.2022

CIRCULAR

(GRIEVANCE AND REDRESSAL CELL)

A meeting is scheduled on 07.10.2022 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.


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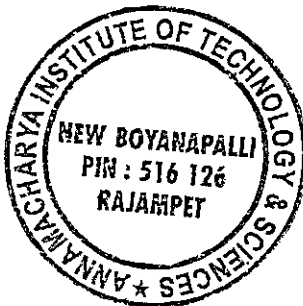
07.10.2022

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 grievance is:
 - Requested for Sports kit for students.
- 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.



[Signature]
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[Signature]
Co-Ordinator

7/10/22



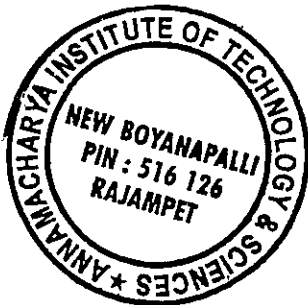
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Co-Ordinator 7/10/2022



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17.10.2022

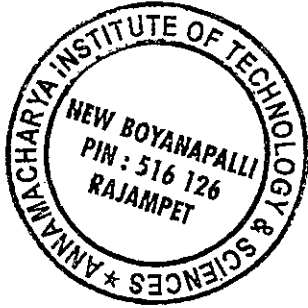
ACTION TAKEN REPORT

The Grievance and Redressal Committee meeting was conducted on 07.10.2022. As per the discussions, the students were requesting the following facilities.

- Requirement of Sports kit for students

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

| S.NO | GRIEVANCES | ACTION TAKEN |
|------|--|-----------------------------------|
| 1 | Requested for Sports kit for students. | Provided Sports kit for students. |



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17/10/22
Co-Ordinator

3/10/2022
Rajampet.

From

Saritha. K
ii B.Tech 'CE'

AIITS
Rajampet

To

Grievance Cell Incharge.
AIITS, Rajampet.

Subject: Request for sports kit.

Dear Sir/madam

I am writing this letter regarding the sports
kit for Institutions. I kindly request you, please
consider my request and do the needful.

Thanking you,

yours sincerely

Saritha. K

ii B.Tech

CE.

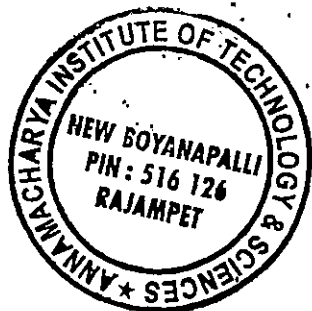


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Resolved
Ref

Resolved.



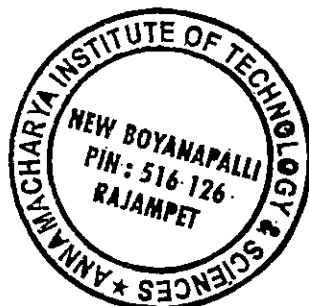
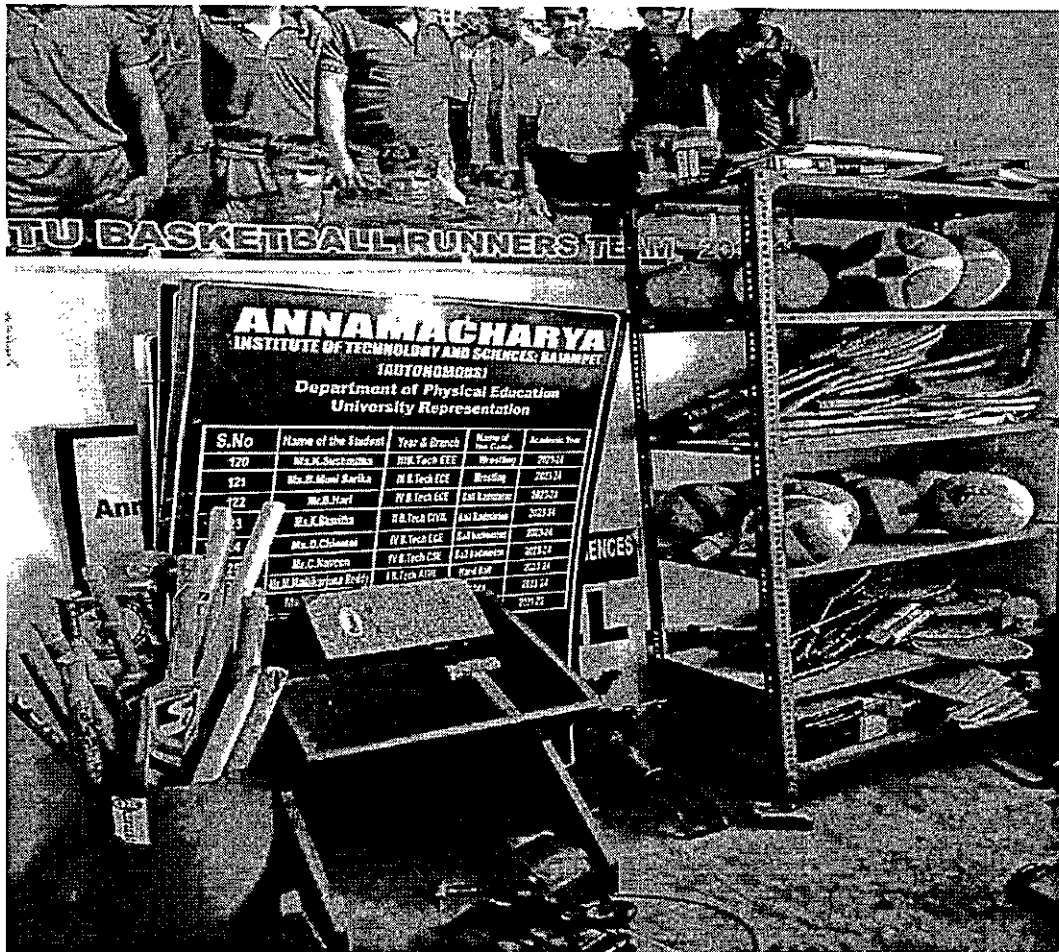


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Additional Sports kit



See

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