# ANNAMACHARYA UNIVERSITY

(ESTD, UNDER AP PRIVATE UNIVERSITIES (ESTABLISHMENT AND REGULATION) ACT, 2016)
(UNIVERSITY LISTED IN UGC AS PER THE SECTION 2(f) OF THE UGC ACT, 1956)
Rajampet, YSR Kadapa District, A.P – 516126, INDIA


Lr. No: AUR/Registrar's Office/G&R cell/01/2025 Date: 26.05.2025

## CIRCULAR
## (GRIEVANCE AND REDRESSAL CELL)

This is to inform all members of the grievance redressal cell Committee that a meeting has been scheduled for 30.05.2025 at 10:30 a.m. in the Conference room. Your attendance is mandatory.

**Agenda:**

1. Welcome and confirmation of the minutes of the previous meeting.
2. Review of grievances received during 2024–25.
3. Case-wise discussion and decisions on grievances.
4. Review of the grievance submission mechanisms.
5. Awareness measures planned for the next academic year.
6. Annual summary report of the Committee to management for 2024–25.
7. Any other matter with the permission of the Chair.
8. Vote of thanks.

**REGISTRAR**

Copy to: Grievance and Redressal Cell committee members for information

Copy to:
The Chancellor's Office
PA to Vice Chancellor
Registrar office, for file
Dean, School of Engineering | Agriculture | Pharmacy
The Dean, R&D | Student Welfare | IIC
Associate Dean, Academics
Dy. Director, Admissions
Heads of the Departments - Civil | EEE | ME | ECE | CSE | AIDS | AIML | CSE (AI) | CSE (DS) | CSE (AIML) | CSE (IoTCSBCT) | H&S | MBA | MCA
Officer In-Charge, UG Sciences | Health Sciences | Law
Controller of Examinations | Placement Cell | IQAC | Academic Section | Library | PD
Administrative Officer | Finance Officer | PRO | NSS | Computer Centre

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Dt. **30.05.2025**

## MINUTES OF MEETING
## (GRIEVANCE AND REDRESSAL CELL)

Minutes of the 1st Meeting of the Grievance Redressal Committee of Annamacharya University, Rajampet, held at 10:30 a.m. on Wednesday, 30th May 2025 in the Conference Room.

**Members of the Committee (2024–25):**

| S. No | Name of the Staff Members |
|---|---|
| 1. | Dr. A. Subbirami Reddy |
| 2. | Dr. C. Sudarshana |
| 3. | Mrs. C. Meenakumari |
| 4. | Ms. K. Divya |
| 5. | Mr. S. Ashok Kumar |
| 6. | Ms V. Nirmala |
| 7. | Ms B. Vani |
| 8. | Mrs. N. Keerthi |
| 9. | Ms. S. Rubeena Bi |
| 10. | Mrs. K. Karpaga Valli |
| 11. | Dr. P. Roja |
| 12. | Mrs. V Vedavathi |
| 13. | Mr. D. Siva Sanjeev Kumar |
| 14. | Mrs A. Swapna |
| 15. | Ms. M. Ushasree (24GFAGR010) |
| 16. | Ms. P. Sandhya (24AFECE179) |
| 17. | Mrs. P. Syamala Devi |

**Absent:** Nil.

Dr. A. Subbirami Reddy, Chairman, opened the meeting by welcoming the members. The following items were discussed.

**1.1 Welcome and confirmation of the minutes of the previous meeting.** The Chairman welcomed the members. The minutes of the previous meeting were read.

**Resolution:** The Committee confirmed and approved the minutes of the previous meeting.

**1.2 Review of grievances received during 2024–25.** Grievances received , resolved and any pending.

**Resolution:** The Committee noted that no pending grievances

**1.3 Case-wise discussion and decisions on grievances.** The grievances on the curtains in PG-440 and the maintenance of the girls' washroom were discussed.

**Resolution:** The Committee resolved that these be communicated to management through the appropriate channels, that the identity of complainants be kept strictly confidential, and that remedial action must not affect the studies or career of any student.

**1.4 Review of the grievance submission mechanisms.** The Committee reviewed the online portal, complaint boxes and email.

**Resolution:** The Committee resolved to keep all three open and to have the complaint boxes opened and checked regularly.

**1.5 Awareness measures planned for the next academic year.**

**Resolution:** The Committee resolved to hold an awareness programme in 2025–26 for new students and staff on how to lodge grievances.

**1.6 Annual summary report for 2024–25.**

**Resolution:** The Committee approved the preparation of the annual report by the Member Secretary and its submission to management.

**1.7 Any other matter.** The members stated that each faculty member and discipline should be able to raise concerns, including faculty grievances, and that faculty should help identify areas of conflict among students and promote unity.

**Resolution:** The Committee noted this and resolved to hear faculty grievances in the same way.

**1.8 Vote of thanks.** The meeting ended at 12:00 pm with a vote of thanks.

30/5/25

Member Secretary

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30.05.2025

Action Taken Report (decisions of the 1st meeting)

| S. No | Decision | Action taken | Status |
|---|---|---|---|
| 1 | Curtains for classroom PG-440 | Curtains were arranged in classroom PG-440 | Completed |
| 2 | Maintenance of the girls' washroom | Girls' washrooms were maintained cleanly | Completed |

30/5/25

Member Secretary

Date: 07/04/2025

From,
Students of 2nd year,
IIIrd Semester,
MBA (A-Sect),
Room No: 440.

To
The Head of department (MBA)
Dr. T. Navaneetha mam
Annamacharya University
Rajampet.

Sub: Requested to Arrange curtains in the classroom

Respected Mam,

I am a student of the MBA department. I would like to bring to your kind notice that our classroom does not have Proper curtains.

Due to direct Sunlight entering the classroom, Stud-ents face difficulty concentrating during classes & Presentations.

Therefore, I kindly requested you to arrange curtains for our classroom at the earliest for a better learning environment.

Thank you for your considaration

Yours obediently
R. Sai kumar Raju
MBA Department
24EMBA069

Resolved the issue
T. Navaneetha

Date: 16/04/2025

From
Student of 2nd year
IIIrd Semester (MBA)
B-Section
ROOM NO: 429.

To
The head of department (MBA)
Dr T. NavaNeetha Mam
Annamacharya university
Rajampet

Sub: Request to Maintanance of Girls washroom

Respected Mam,

I am a student of the MBA department. I would like to bring to your kind notice that our washroom facilities are not in proper condition causing inconvenience to the students.

Therefore, I kindly request to take the neccessary steps to Repair & maintain the girls washroom at the earliest. proper maintanance will ensure at the earliest. Proper maintenance will ensure hygiene & comfort for all students.

Thanking you

Yours Obediently
K. Bhargavi
MBA Dept [24EFMBH013]

Resolved the issue
T. Nava

Curtains were arranged in the classroom no.PG-440



Girls washrooms were maintained cleanly in PG-429.

