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/01/2026 Date: 28.04.2026

CIRCULAR
(GRIEVANCE AND REDRESSAL CELL)

All members of the Grievance Redressal Cell Committee are informed that a meeting is scheduled on 30.04.2026 at 10:00 a.m. in the conference room. Members are requested to attend without fail.

Agenda:

1. Welcome and confirmation of the minutes of the 2nd meeting held on 16.10.2025.
2. Action taken report on the decisions of the 2nd meeting.
3. Analysis of grievances received so far, by category.
4. Recurring issues and recommendations to management for systemic improvement
5. Review of confidentiality and record-keeping practices.
6. Any other matter with the permission of the Chair.

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:30.04.2026

MINUTES OF MEETING

(GRIEVANCE AND REDRESSAL CELL)

Minutes of the 3rd Meeting of the Grievance Redressal Committee of Annamacharya University, Rajampet, held at 10:00 a.m. on Thursday, 30th April 2026 in the Conference Room.

Members of the Committee (2025–26):

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.

The Chairman welcomed the members and the following items were discussed.

1.1 Confirmation of the minutes of the previous meeting.

Resolution: The Committee confirmed and approved the minutes of the 2nd meeting held on 16.10.2025.

1.2 Action taken report on the decisions of the 2nd meeting. The Committee reviewed the Action Taken Report of the 2nd meeting and discussed the progress of the decisions made. The Committee noted and approved the report.

1.3 Analysis of grievances by category. Four grievances were received: repair of the ceiling fan in PG-439, repair of the western toilet in the washroom and installation of a digital board (all infrastructure and maintenance), and Request for lights in Classroom No. 308 of the Health Sciences Department.

Resolution: The Committee noted the analysis and decided that the four grievances be taken to management through the appropriate channels, with identities kept confidential.

1.4 Recurring issues and recommendations.

Resolution: The Committee recommended to management a preventive maintenance schedule for washrooms and classroom fittings, and an awareness programme every year.

1.5 Confidentiality and record-keeping.

Resolution: The Committee confirmed that complaints and their records stay confidential and are kept by the Member Secretary.

1.6 Any other matter. Faculty and disciplines may raise concerns, including faculty grievances.

Resolution: The Chairman thanked all the members for their valuable participation and suggestions, and the meeting concluded with a vote of thanks.

30/4/26
Member Secretary

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30.04.2026

Action Taken Report (decisions of the 3rd meeting)

S. No	Grievance / decision	Action taken	Status
1	Repair of the ceiling fan in PG-439	A ceiling fan was provided	Completed
2	Repair of the western toilet in the washroom((PG-328)	The washroom was repaired in the PG block-Room no.328	Completed
3	Request for the Installation of a Digital Board in Room 107 of the Law College	Provided a digital board was installed in Room 107 of the Law College	Completed
4	Request for lights in Classroom No. 308 of the Health Sciences Department.	Lights are arranged in Health Sciences Department.	Completed.

7/5/26

Member Secretary

Date : 06/03/2026

From

Students of I-II Sem
MBA (B-Sec)
Room No: 439

To

The Head of the Dept (MBA),
Annamacharya University,
Rajampet.

Sub: Request for Repair of celling fan in clasroom. (439) Reg

Respected madam,

We are the students of MBA 1st year, B Section, we want to inform you that the celling fan in our clasroom is not working. Due to this, we are having a hard to sitting in the clasroom. We kindly request you to get the fan repare as soon as possible.

Thank you.

Your's sincerely
B. pavan kumar Naik
(clas representative)
MBA (B-Section)

Repaired ceiling fan
in the classroom - PG - 439

Rajampet.
Dt:- 12/02/2026

To

The Grievance Incharge,
ECE department
Annamacharya University.

Sub: Request Regarding Washroom Repair (western toilet) in room no- 328 - PG.

Respected madam.

We Students of IInd ECE-D Section, would like to bring to your kind notice that the girls washroom is in poor condition and requires immediate repair. The damaged toilet facilities are causing inconvenience to students. So We request you to take the necessary action to repair washroom

Thanking you

Yours faithfully
IInd ECE-D

Forwarded to HOD sir.
Agr

Resolved on 18/2/26

Rajampet
Date 30/12/25

To

The Grievance Incharge
College of law
Annamacharya university

Sub:- Request for installation of a Digital Board in the law department class room - 107 (B-block)

A Digital Board will help faculty Explain legal concepts Sections, case laws and judgements more effectively through Presentations and visual learning. It will also improve our students' understanding and make classroom teaching more interactive.

Therefore, we request you to take necessary action at the earlist.

Thank you

forwarded to Incharge Madam

Yours faithfully
Students of the Dept of law
25LFLCB022
25LFLCB031
25LFLCB048

Date:- 15 -12-2025

To,

The officer incharge (SGRC)
College of Allied health sciences,
Annamacharya university,
Rajampet.

From

A. Rajesh

HT No:- 24HFBPT009
Department of BPT.

Subject:- Request for Repair of classroom Lights in Room no:308.

Respected Sir,

I A. Rajesh a student of the BPT branch, would Like to bring to your kind attention that some of the Lights in our Classroom, Room no:- 308, are not functioing properly. Due to insufficient lighting, students are facing difficulties in reading.

Therefore, I kindly requist you to Look into this issue and arrange for the repair or replacement of the damaged Lights in Room no:- 308.

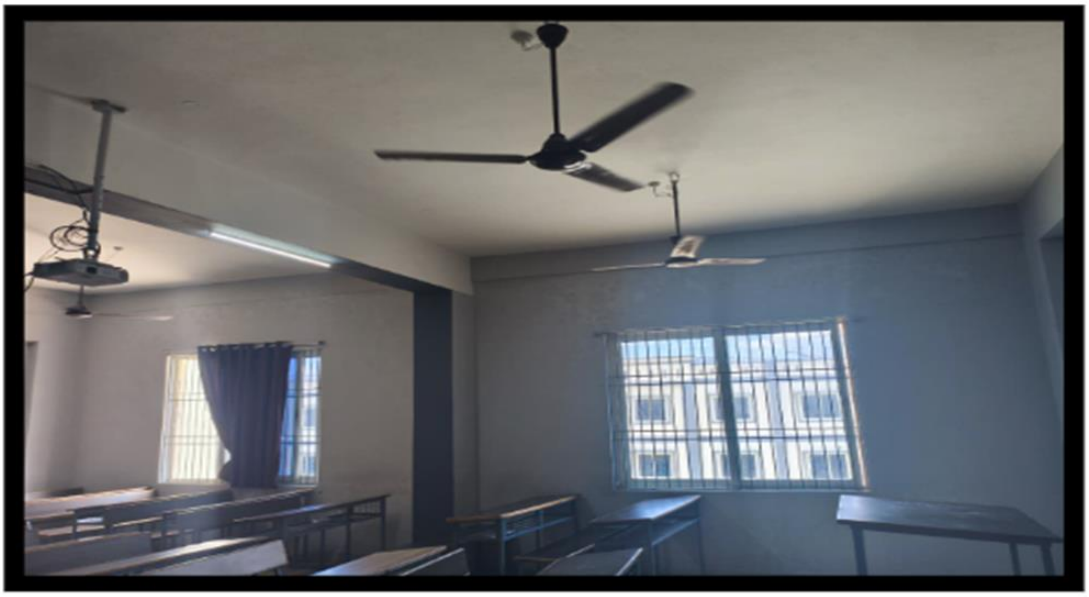
Thank you Sir,

Above grievence resolved in 2 days

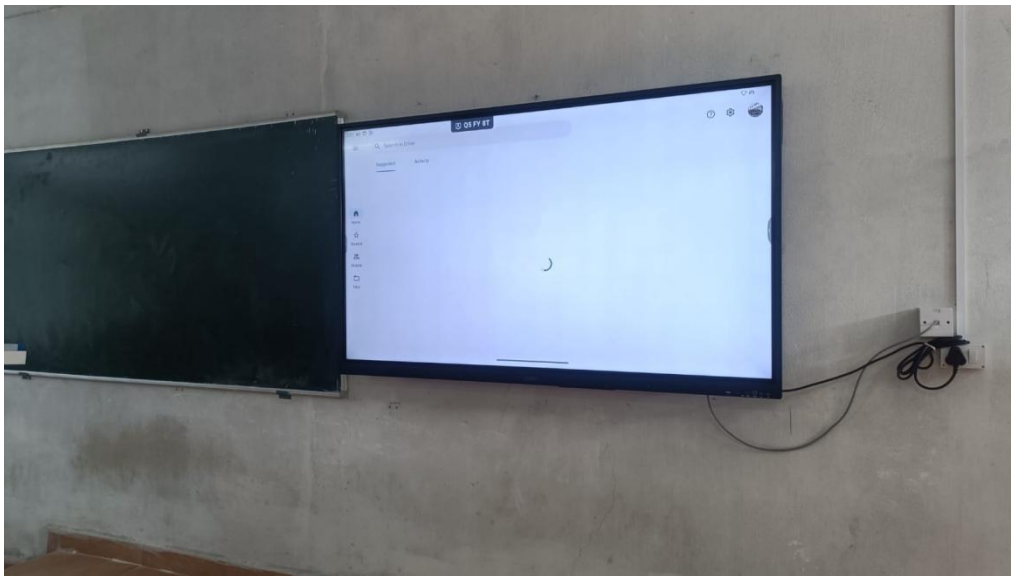
Your faithfully,
A. Rajesh,
HT. No:- 24HFBPT009,
BPT.

P. [signature]
Officer In-Charge
School of Allied Health Sciences
Annamacharya University
Rajampet, Annamayya Dist., A.P.

Repaired of ceiling fan in PG-439



Installed digital board in room no. 107 of Law college



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Lr. No: AUR/Registrar's Office/G&R Cell/02/2025 Date: 14.10.2025

CIRCULAR
GRIEVANCE AND REDRESSAL CELL

This is to inform all members of the Grievance Redressal Cell Committee that a meeting has been scheduled for 16.10.2025 at 10:30 a.m. in the Conference room. Your attendance is mandatory.

Agenda :

1. Welcome, confirmation of the minutes of the 1st meeting held on 30.05.2025, and review of its action taken report.
2. Grievances received since the start of the academic year and the status of each
3. Display and updating of Committee details
4 Timelines and escalation procedure for redressal.
5 Coordination with the anti-ragging, harassment and related cells, where applicable.
6 Any other matter with the permission of the Chair, and closing remarks by the Chairperson.
7 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
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Dt:16.10.2025

MINUTES OF MEETING

(GRIEVANCE AND REDRESSAL CELL)

Minutes of the 2nd Meeting of the Grievance Redressal Committee of Annamacharya University, Rajampet, held at 10:30 a.m. on Thursday, 16th October 2025 in the Conference Room.

Members of the Committee (2025–26):

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

The Chairman welcomed the members and the following items were discussed.

2.1 Confirmation of minutes and review of the ATR. The minutes of 30.05.2025 and the ATR were read. **Resolution:** The Committee confirmed the minutes and accepted the ATR.

2.2 Grievances received this academic year. The four Grievances are Received-

- Water leakage problem in classroom PG-431.
- Cleaning of RO-System in New block.
- Repair of damaged floor tiles in the ECE Computer lab-1.
- Repair of fan in classroom 304 in civil block.

4. The Committee emphasized that strict confidentiality must be maintained and Their Respective Status.

Resolution: The Committee noted the position.

2.3 Display of Committee details.

Resolution: The Committee resolved that its members names and contact details be displayed on the website, and kept up to date.

2.4 Timelines and escalation.

Resolution: The Committee resolved that every grievance be acknowledged within 10 days and resolved within 30 days, and that unresolved grievances be escalated to the Chairman and then to the Vice Chancellor.

2.5 Coordination with other cells.

Resolution: The Committee resolved to refer cases of ragging and harassment to the concerned cells and to keep the Member Secretary informed.

2.6 Any other matter and closing remarks. The Chairman thanked the members and the meeting ended at 11:45AM

16/10/25

Member Secretary

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16.10.2025

Action Taken Report (decisions of the 2nd meeting)

S. No	Decision	Action taken	Status
1	Water leakage problem in classroom PG-431	Water leakage problem were solved in classroom PG-431.	Completed
2	Cleaning of RO-System in New block	Cleaning of RO-System in New block provided.	Completed
3	Repair of damaged floor tiles in the ECE Computer lab-1.	Floor tiles were repaired in ECE Computer lab-I.	Completed
4	Repair of fan in classroom 304 in civil block.	Fan repaired in classroom 304 in civil block.	Completed

30/10/25

Member Secretary

Date: 22/10/2025
Rajampeta

To
The Hod of Department
Annamacharya University
Rajampeta

Subject: Request for Repair of classroom leakage problem

Respected Madam,

We are writing to inform you that our classroom pg-437 is facing a water leakage problem whenever it rains. Due to this issue, water drops are falling in the classroom, causing inconvenince to students and affecting the smooth conduct of classes.

We kindly request you to take necessary action to repair the leakage at the earlist so that regular academic activities can continue without any disturbance.

Thanking you for your attention and understanding

Yours sincerely

R. Sai Kumar Raju. (24EFMBA069)
P. Raja Sekhar Reddy (24EFMBA061)
Y. Venkatesh (24EFMBA093)
Y. Naresh [24EFMBA050]
P. Obula Raja (24EFMBA051)
Y. V. Ajay Chandra (24EFMBA089)
S. Moulali [24EFMBA041]
D. Ram kumar (24EFMBA062]
B. Ravindra Reddy [24EFMBA063]

The above grievance related to water leakage in PG-437 room is resolved
T. Nelle

10) G. Surekha [24EFMBA085]
11. Y. Yogasree (24EFMBA098)
2). K. Nagalakshmi (24EFMBA044)
13) M. Snehalatha (24EFMBA078)
14. K. Suguna Sree (24EFMBA082)
5. K. Nandhini (24EFMBA047)
6. U. Sravani (24EFMBA080)
7. C. Shakinabhanu (24EFMBA074)
8. T. Sivakumari (24EFMBA077)
9. S. Shaleena [24EFMBA073]
10. V. Shirisha [24EFMBA075]
11. G. Pavan Kumar [24EFMBA052]
12. B. Purnachandra Sekhar [24EFMBA059]
13. K. Sulthan [24EFMBA083]
14. M. Venkateswari [24EFMBA094]
15) J. Nagesh (24EFMBA049)
16. S. Abdul Tharak [24EFMBA099]

Date: 25/09/2025

To
The Principal
Annamacharya University
Rajampet.

Subject: Request for cleaning and Maintenance of RO water Purifier in the New Block.

Respected Sir,

I would like to bring to your kind notice that the RO water purification system in the New Block require proper cleaning and maintenance

clean and safe drinking water is essential for all students and faculty members. Therefore, I kindly request you to arrange for the cleaning and servicing of the RO water purifier at the earliest.

I hope you will consider this request and take the neeessary action.

Thank you sir.

Yours faithfully,
Rupasree

(Dr. P. ROJA)

completed

Rajampet
Date:- 20/08/2025

To
The Grievance Incharge
ECE Department
Annamacharya university

Sub:- Request Regarding Repair of damaged floor tiles in the ECE Computer laboratory-1.

Respected Madam,

We, the Students of the II nd ECE-A Section ECE Department would like to bring to your kind notice that several floor tiles in the ECE Computer laboratory at room NO:-ECElab1are damaged. These damaged tiles are causing inconvenience to students. So we request to take the necessary action to replace the damaged floor tiles.

Thank you.

yours faithfully
II nd ECE-A.

Forward to HOD sir

Resolved on 26/8/25

Rajampet
22/07/25

From
G. samuel,
II rd year,
civil Engineering.

To
The Head of Department.
Civil Engineering

Respected Sir,

Sub: kindly slove the "problem of Fan in Licture Hall - 304

As the subject mentioned above I request you to provide suffelement Member of Fans for proper Air Conditioning in our classroom lecture Hall.

Hence I Request you to provide & solve the problem of Fans in Lecture Hall.

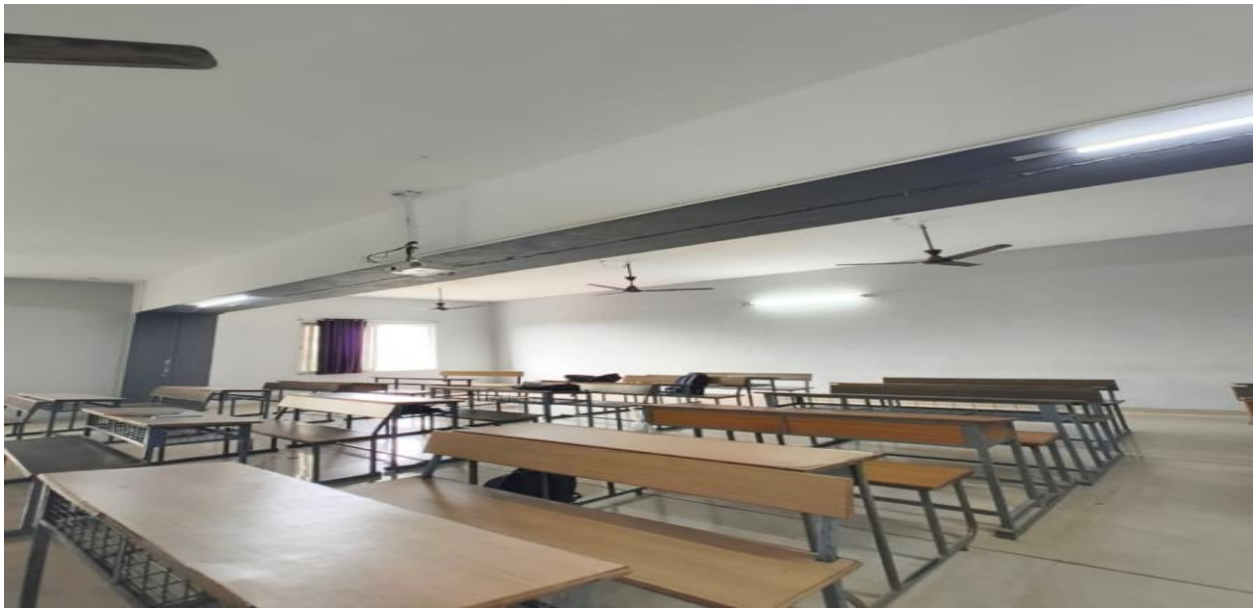
Thanking you sir.

Yours faithfully.
G. samuel.

Received on 22/07/25
22/07/25
Forwarded to Grievance cell
22/7/25

Classroom After the Water Leakage Class Room PG-437





Cleaning of RO-System in New block



Repair of damaged floor tiles in the ECE Computer lab-1

