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/02/2026 Date:28.10.2026.

CIRCULAR
(GRIEVANCE AND REDRESSAL CELL)

All members of the Grievance Redressal Cell Committee are informed that a meeting is scheduled on 30.10.2026 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 3rd meeting held on 30.04.2026.
2. Action taken report on the decisions of the meetings of 2025–26.
3. Case-wise review of unresolved or repeated grievances.
4. Review of actions taken by the concerned departments
5. Discussion on grievances related to extracurricular activities
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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30.10.2026

MINUTES OF MEETING
(GRIEVANCE AND REDRESSAL CELL)

Minutes of the 4th Meeting of the Grievance Redressal Committee of Annamacharya University, Rajampet, held at 10:00 a.m. on Friday, 30th October 2026 in the Conference Room. Members of the Committee (2026–27):

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 the minutes of the previous meeting.

Resolution: The Committee confirmed and approved the minutes of the 3rd meeting held on 30.04.2026.

2.2 Action taken report on the decisions of the meetings of 2025–26.

The Committee noted that Lift facility in the new block, Repair of broken floor tiles in the ECE computer lab-1 and Podium in classroom PG-439.

Resolution: The Committee noted and accepted the report.

2.3 Case-wise review of unresolved or repeated grievances.

The Committee reviewed the unresolved and repeated grievances and discussed the reasons for their recurrence.

Resolution: No unresolved Grievances

2.4 Review of actions taken by the concerned departments.

The Committee reviewed the actions taken by the concerned departments and expressed satisfaction with the progress made. The departments were advised to address any pending issues promptly.

2.5. Discussion on grievances related to extracurricular activities.

The Committee discussed the grievances related to extracurricular activities and student participation. It was decided to communicate the concerns to the concerned departments and take appropriate measures to ensure smooth conduct of activities.

2.6. Any other matter with the permission of the Chair.

The members discussed other matters related to student welfare and institutional improvement with the permission of the Chairperson. The Chairperson thanked all the members for their valuable suggestions and participation. The meeting concluded with a vote of thanks

30/10/26

Member Secretary

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30.10.2026

Action Taken Report (decisions of the 4th meeting)

S. No	Grievance / decision	Action taken	Status
1	Lift facility in the new block	A lift has been provided in the New Block	Completed
2	Repair of broken floor tiles in the ECE computer lab-1	Repaired the broken floor tiles in the computer lab-2 in ECE lab.	Completed
3	Sanitizer in the washrooms	Hand sanitizers have been provided	Completed
4	Podium in classroom PG-439	A podium has been provided in PG-439	Completed

5/11/26

Member Secretary

Request letter

Date
10/10/26

To
The principle,
Annamacharya university,
New Boyanapalli.

Sub: Request for providing lift facility in the college Building.

Respected sir,

We the students of our college, would like to bring to your kind notice that our college building consists of five floors. Students are facing considerable difficulty in climbing the stairs, particularly while moving between different floors for attending classes & other academic activites.

We kindly request the college management to provide a lift facility in the college building.

Thanking you sir.

Your's faithfully,
The students of
(CSE-Dept)

(D. P. ROJA)

Completed

Rajampet
Date: 16/09/2026

To
The Grievance Incharge
ECE Department
Annamacharya university

sub:- Request regarding repair of damaged floor files tiles in the ECE computer laboratory-1

Respected madam,

We, the students of the IInd ECE-B section, would like to bring to your kind notice that some of the lights in the ECE computer laboratory-2 are not working properly due to insufficient lighting students are facing inconvicnince while addending laboratory sessions and carrying out practical work.

Therefore, we requested due to kindly take the necessary action to repair the non working lighths in the laboratory.

Thank you

Yours faithfully
II ECE - B
25AFECE103
25AFECE087
25AFECE105
25AFECE086
25AFECE072.

Forward to HOD sir.
AS

Resched on 21/9/26

Date :- 12-08-2026

From
students of MBA 2nd year, B-section
Department of MBA
Annamacharya university,
Rajampet

To
The Head of the Department
Department of MBA
Annamacharya university,
Rajamepet

Subject :- Request for podium in the classroom (Room No: 439) - Reg

Respected Madam,

We, the students of MBA IInd year, B-section, would like to bring to your kind notice that, ~~the~~ our classroom require a New podium in Room No- 439 due to this some inconvience during lectures and presentations.

We kindly request for arrange a new podium in our classroom at the sarliet.

thank you

New podium is arranged in the classroom

T. Neetha

your sincerely
B. Pavan kumar Naile
(class representative)
25EFMBA066
MBA IInd year,
B-section

T. Narasimha

K. Nagachandrakanth Reddy

M. venkata sudheer

D. vikram

N. Venkatesh

~~[illegible]~~

Siva mani

G. Sameer

J. Shamshuddin

J. Sameer

C. Muni Sekhar

K. Vinodhini

S. Deepika

Rajampet,
12/8/2026

To
The Grievance In-charge,
Annamacharya University,
Rajampet.

Subject : Requestion letter for Providing Hand sanitizers in the Bathrooms - Reg

Respected Madam,

I am a B.Tech CSE student. I would like to bring to your attention the need for hand sanitizers in the bathrooms to maintain proper hygiene and sanitation.

Therefore, I kindly request you to arrange for the provision of hand sanitizers in the bathrooms.

Thank you for your consideration and support.

Yours faithfully,
25AFCSE027,
25AFCSE523
25AFCSE424

I/c Grievance cell
Rajagarallu

12/8/2026

Lift in New block



Repaired the broken floor tiles in the ECE computer lab-1



A podium has been provided in PG-439

