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, Annamaiah District, A.P – 516126, INDIA

Lr. No: AUR/Registrar's Office/Committees/05/2025 Date: 28.03.2025

Sub: - Constitution of Grievance Redressal Committee at Annamacharya University – Orders Communicated – Reg.

Ref: - Note approval from Vice Chancellor dated 28.03.2025

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I am by the direction of the Vice Chancellor of Annamacharya University, constituting Grievance and Redressal Cell for the academic year 2024-25. The members of the committee are as follows:

S. No	Name of the Staff Members	Designation	Role
1.	Dr. A. Subbirami Reddy	Dean Academics	Chairman
2.	Dr. C. Sudarshana	Assistant Professor, College of Agriculture	Member
3.	Mrs. C. Meenakumari	Assistant Professor, College of Allied Health Sciences	Member
4.	Ms. K. Divya	Assistant Professor, College of Law	Member
5.	Mr. S. Ashok Kumar	Assistant Professor, AI&DS	Member
6.	Ms V. Nirmala	Assistant Professor, AI&ML	Member
7.	Ms B. Vani	Assistant Professor, CIVIL	Member
8.	Mrs. N. Keerthi	Assistant Professor, Mech	Member
9.	Ms. S. Rubeena Bi	Assistant Professor, EEE	Member
10.	Mrs. K. Karpaga Valli	Assistant Professor, CSE	Member
11.	Dr. P. Roja	Assistant Professor, H&S	Member
12.	Mrs. V Vedavathi	Assistant Professor, MBA	Member
13.	Mr. D. Siva Sanjeev Kumar	Assistant Professor, MCA	Member
14.	Mrs A. Swapna	Assistant Professor, ECE	Member
15.	Ms. M. Ushasree (24GFAGR010)	Student- Coordinator	Member
16.	Ms. P. Sandhya (24AFECE179)	Student- Coordinator	Member
17.	Mrs. P. Syamala Devi	Assistant Professor, ECE and Grievance Redressal Committee Coordinator	Member Secretary

Tenure: The members of the Grievance and Redressal Committee shall serve for a period of two academic years and may be reappointed for subsequent terms based on their performance and institutional requirements.

Meetings: The Grievance and Redressal Committee shall meet at least once every semester and whenever necessary to address grievances received from students, faculty, staff, and other stakeholders. The Committee shall maintain proper records of complaints received, actions taken, and resolutions made.

An annual report on grievances addressed and compliance shall be submitted to the competent authorities, including the UGC, wherever applicable.

Responsibilities of the Committee:

The Committee shall be responsible for:
Receiving, registering, and addressing grievances from students, faculty, staff, and other stakeholders in a fair, transparent, and timely manner.

1. Investigating complaints and resolving grievances in accordance with applicable UGC regulations and University policies.
2. Ensuring confidentiality, impartiality, and protection against victimization of complainants.
3. Providing an effective mechanism for resolving academic, administrative, examination-related, and other institutional grievances.
4. Organizing awareness programmes and orientation sessions to educate stakeholders about grievance redressal procedures.
5. Recommending appropriate corrective measures to prevent the recurrence of grievances.
6. Maintaining proper documentation of complaints, proceedings, decisions, and action taken reports.
7. Monitoring the implementation of decisions and ensuring timely resolution of grievances.
8. Preparing and submitting periodic and annual reports on grievance redressal activities to the University authorities and regulatory bodies, as applicable.

ANNAMACHARYA UNIVERSITY VIDWAN SARVATRA PUJYATHE

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