



Estd : 2007

# ANNAMACHARYA INSTITUTE OF TECHNOLOGY AND SCIENCES::TIRUPATI (AUTONOMOUS)

Approved by AICTE, New Delhi & Permanent Affiliation to JNTUA, Anantapuramu.  
Accredited by NAAC in "A" Grade & a few programmes accredited by NBA, New Delhi.

## MEETING OF THE EMPLOYEES GRIEVANCE REDRESSAL COMMITTEE

Minutes of the meeting of the Grievance Redressal Committee held on 30<sup>th</sup> March 2022 in the chambers of the Principal, Annamacharya Institute of Technology & Sciences, Tirupati.

### Name & Designation Members      Members of the Committee - Signature

- |   |   |                       |  |
|---|---|-----------------------|--|
| 1. Prof. C. Nadhamuni Reddy<br>Principal      | - | Principal & Chairman- |  |
| 2. Dr. B. Ramachandra<br>HoD, Dept. of H & S  | - | Member & Secretary    |  |
| 3. Mr. A Anil<br>HoD, Dept of. CIVIL          | - | Member                |  |
| 4. Dr. R. Murugesan<br>Dept of EEE            | - | Member                |  |
| 5. Mr.B.Ramana Reddy<br>HoD, Dept of CSE &CIC | - | Member                |  |
| 6. Dr. K. Haritha<br>HoD, Dept of MBA         | - | Member                |  |
| 7. Dr. N. Pushpalatha<br>HoD, Dept of ECE     | - | Member                |  |
| 8. Dr. K. Navaz<br>HoD, Dept of AID&AIML      | - | Member                |  |
| 9. Prof. M. Balaji<br>HoD, Dept of Mceh       | - | Member                |  |
| 10. Mr. A. Rama Prasad Raju<br>PET            | - | Member                |  |
| 11. Mr. T. Niranjan Reddy<br>Admn. Officer-   | - | Member                |  |
| 12. Circle Inspector Renigunta Police Station | - | 0877-2289023          |  |

Venkatapuram(V), Karakambadi (P)  
Renigunta(M), Tirupati-517520,  
Chittoor Dist., Andhra Pradesh

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Phone : 0877-2258608/609

EAMCET / ECET / JEE (M)  
PGECET Counseling Code : **AITT**



**Agenda:**

To discuss and resolve on the grievance represented by Mr.M.Shyam Sundar, Assistant Professor (Civil Engineering).

**Resolution:**

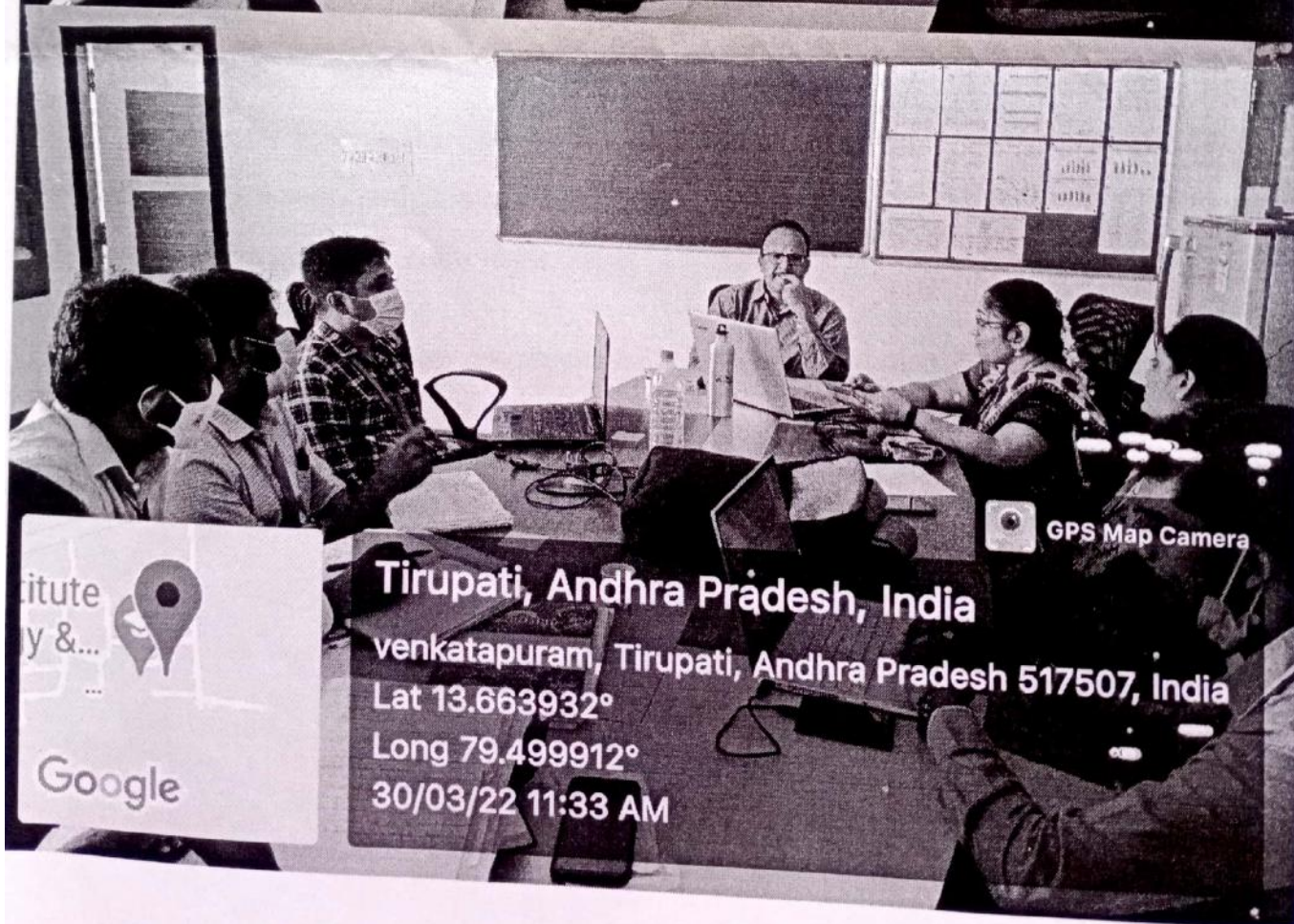
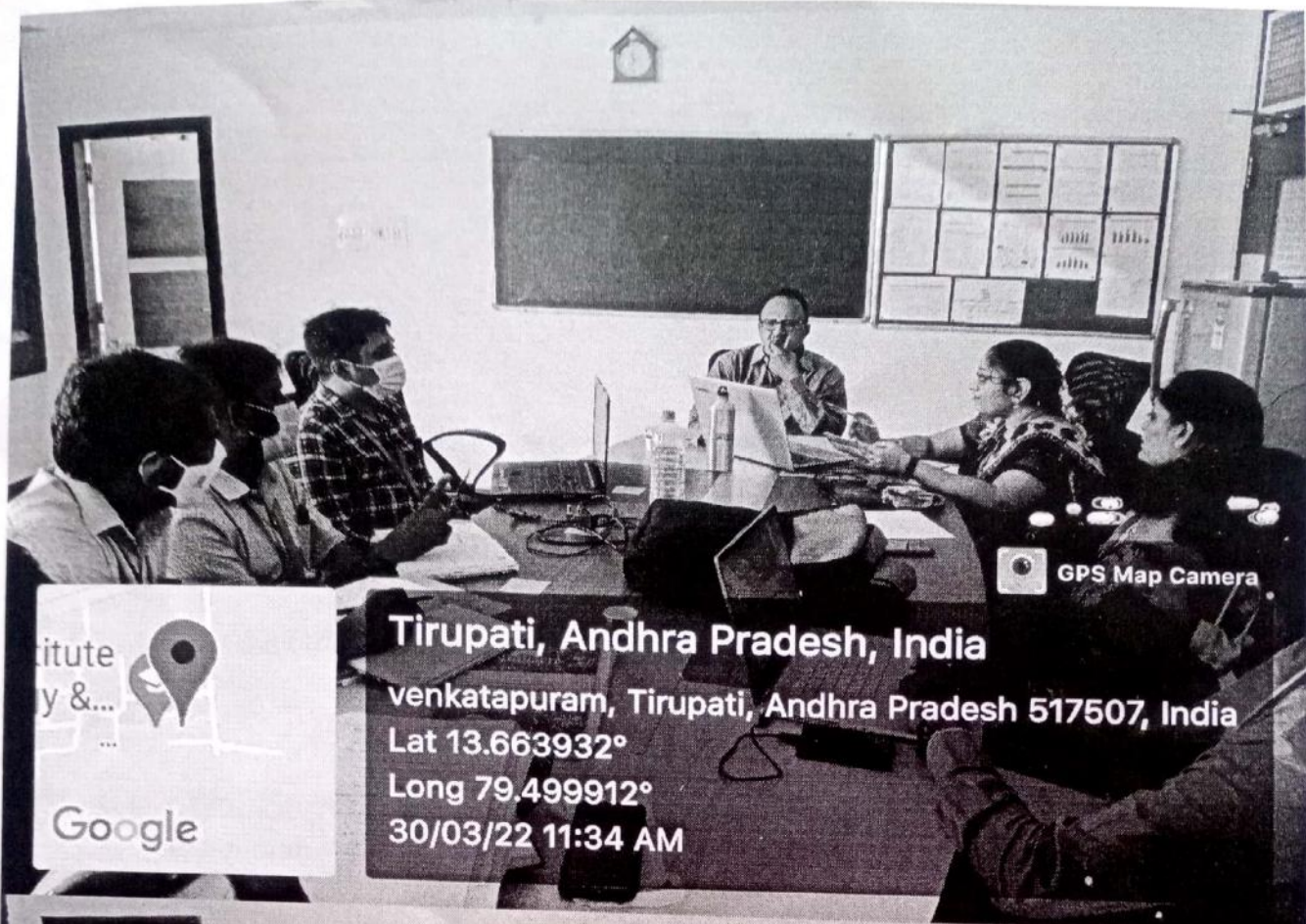
After thorough discussions, it has been resolved to initiate suitable process for the payment of October 2021 month's salary for the grievant.

**Minutes:**

Meeting of the Employee Grievance Committee was conducted on 30.03.2022.

1. Member Secretary welcomed the members for the meeting and briefed upon the details pertaining the grievance represented.
2. A thorough examination of Conditions of appointment, notice served for relieving, comments from the HOD(Civil) and salary credit details was done.
3. A viability to recommend for payment of one month's salary was agreed upon by the members.
4. Resolution was passed in this connection for further action by the Administration.









**ANNAMACHARYA INSTITUTE OF TECHNOLOGY & SCIENCES**  
(Autonomous)  
Venkatapuram Karakambadi Road, Renigunta (M), Tirupati - 517 520

Date: 18-01-2022

To  
All the Students' Grievance Cell Committee Members,  
AITS,  
Tirupati.

All the Members of Students' Grievance Cell (SGC) Committee are hereby informed to make it convenient to attend the **SECOND** meeting of (SGC) for the academic year 2021-22 in the **Conference Hall** on **18-01-2022**, at **02:30pm**, to discuss the items mentioned in the agenda below.

**AGENDA:**

- Announcing the members of SGC by the Chair Person.
- Discussion about the procedure to be followed for the complaints by the Chair Person.
- Discussion Detailed "scope" of the complaints by the Chair Person.
- Any other discussion with the permission of the chair person.

**(Dr. C. Nadhamuni Reddy)**  
Chair Person, Students' Grievance Cell

S.NO.	Name of the Person	Designation and Address	Role in SGC-AITS	Signature
1.	Dr. C. Nadhamuni Reddy	Principal, AITS, Tirupati	Chair Person	
2.	Ms. T. Jyothi	Assistant. Professor & ACE-1 Dept. of ECE	Convener & Member Secretary	
3.	Dr. K. Balaji Nanda Kumar Reddy	Assoc. Professor & OAS, Dept. of EEE, AITS	Member	
4.	Dr. R. Vijaya Lakshmi	Assistant. Professor & ACE-2 Dept. of HBS	Member	
5.	Mr. Y. Penchlaiah	Assistant. Professor & Incharge COE, Dept. of ECE	Member	
6.	Mr. K. Venkatadri	Junior Assistant	Member	
7.	Ms. K. Praveena Rani	Office Assistant	Member	
8.	Dr. N. Pushpalatha	Prof. and Head of ECE, AITS	Member	
9.	Mr. B. Ramana Reddy	Assoc.Prof. & Head of CSE, AITS	Member	
10.	D.S S S S Jaya Kumar 19AK1A0571	CSE-2	Student Member	
11.	P.Lakshmi Prasanna 19AK1A0474	ECE 2	Student Member	
12.	I. Niranjana Reddy 19AK1A0119	Civil A	Student Member	
13.	S.Nayeem 21AKA50341	Mechanical	Student Member	
14.	C. Surya Narayana 20AK1A0226	EEE 2	Student Member	



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Venkatapuram (V), Karakambadi Road, Renigunta (M), Tirupati - 517 520

18-01-2022

SUB: **FIRST** Meeting of the Students' Grievance Cell Committee for the academic year 2021-22.

MEETING No : SECOND  
DATE : 18-01-2022  
TIME : 02:30 pm  
VENUE : Conference Hall, AITS.

CHAIR : Prof. C. Nadhamuni Reddy, Chair Person, Students' Grievance Cell Committee, AITS.

## AGENDA

- Announcing the members of SGC by the Chair Person.
- Discussion about the procedure to be followed for the complaints by the Chair Person .
- Discussion Detailed "scope" of the complaints by the Chair Person.
- Any other discussion with the permission of the chair person.

## MEMBERS PRESENT:

- 1 Dr. C. Nadhamuni Reddy
2. Ms. T. Jyothi
3. Dr. K. Balaji Nanda Kumar Reddy
4. Dr. R. Vijaya Lakshmi
5. Mr. Y. Panchlaiah
6. Mr. K. Venkatadri
7. Ms. K. Praveena Rani
8. Dr. N. Pushpalatha
9. Mr. B. Ramana Reddy



## MINUTES OF MEETING:

Minutes of the second meeting of the Academic year 2021-22 of the SGC was held on Tuesday, the 18<sup>th</sup> January, 2022 at 02.30 PM in the Conference Hall of Annamacharya Institute of Technology and Sciences, Tirupati.

**Item No.1:** A Subcommittee called SGC is formed to exclusively focus on students complaints and the nomination for the committee are confirmed on 18/01/2022 at 3:00 PM .

**Item No.2:** Objectives of SGC have been discussed in the meeting and resolved to include grievance policy document.

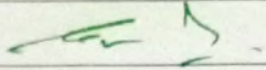
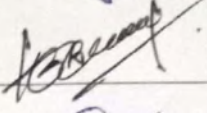
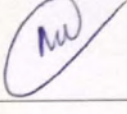
**Item No.3:** Step by Step procedure for submitting the grievance and time lines for redressal based on the nature of grievance are discussed and resolved to include the policy document.

**Item No. 4:** The bounds, limits, scopes of the complaints inclusions and exclusions as included in the policy are discussed and resolved to explain the same in the college students council.

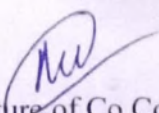


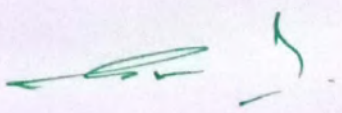
Chairperson Discussed Detailed "scope" of the complaints



S.NO.	Name of the Person	Designation and Address	Role in SGC-AITS	Signature
1.	Dr. C. Nadhamuni Reddy	Principal, AITS, Tirupati	Chair Person	
2.	Ms. T. Jyothi	Assistant Professor & ACE-1 Dept. of ECE	Convener and Member Secretary	T. Jyothi
3.	Dr. K. Balaji Nanda Kumar Reddy	Assoc. Professor & OAS, Dept. of EEE, AITS	Member	
4.	Dr. R. Vijaya Lakshmi	Assistant Professor & ACE-2 Dept. of HBS	Member	
5.	Mr. Y. Panchlaiah	Assistant Professor & Incharge COE, Dept. of ECE	Member	Y. Panch
6.	Mr. K. Venkatadri	Junior Assistant	Member	K. Venkatadri
7.	Ms. K. Praveena Rani	Office Assistant	Member	K. Praveena
8.	Dr. N. Pushpalatha	Prof. and Head of ECE, AITS	Member	N. Pushpalatha
9.	Mr. B. Ramana Reddy	Assoc. Professor and Head of CSE, AITS	Member	B. Ramana
10.	D.S S S S Jaya Kumar 19AK1A0571	CSE-2	Student Member	D. S. S. S. Jaya Kumar
11.	P. Lakshmi Prasanna 19AK1A0474	ECE 2	Student Member	P. Lakshmi Prasanna
12.	I. Niranjan Reddy 19AK1A0119	Civil A	Student Member	I. Niranjan Reddy
13.	S. Nayeem 21AKA50341	Mechanical	Student Member	S. Nayeem
14.	C. Surya Narayana 20AK1A0226	EEE 2	Student Member	C. Surya

T. Jyothi  
Signature of Convener

  
Signature of Co Convener

  
Signature of Chair Person