



# AVANTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY

(Approved By AICTE, Permanently Affiliated to JNT University, Kakinada,  
Accredited by NBA & Recognized Under 2(f) and 12 (b) by UGC, New Delhi)  
Tamaram, Makavarapalem, Narsipatnam(R D), Visakhapatnam Dist-531113

Lr No: AIETM/2017-18/Committees/6

Date: 26/06/2017

The Principal is pleased to appoint the following faculties as members of Grievance Redressed Committee for the Academic Year 2017-18. They are directed to take up the assignment and extend their support for the smooth conduct of solving Grievance Redressal issues as per the guidelines.


## GRIEVANCE REDRESSAL COMMITTEE MEMBERS

2017-18

S.no	Committee	Department	Signature
1.	M V Ramana Murthy Coordinator	EEE	M.V. Rao
2.	N V Ashok Kumar Member	CSE	N.V. Ashok Kumar
3.	M Kedareswarao Member	ECE	M. Kedar
4.	S Santosh Kumar Member	EEE	S. Santosh Kumar
5.	V Hari Kiran Member	MECH	V. Hari Kiran
6.	T Gopi Member	MBA	T. Gopi
7	M Santosh Kumar Member	H&BS	M. Santosh Kumar

Copy to:

1. Notice Board
2. All the Members

  
Dr. Mohan Rao  
Principal  
Avanthi Institute of Engg. & Technology  
Tamaram, Makavarapalem Md.,  
Visakhapatnam District., Pin: 531113



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AIETM/2017-18

Date: 28/06/2017

### NOTICE

As notified by the All India Council for Technical Education (Establishment of Mechanism for Grievance Redressal) Regulations, Grievance Redressal Committee (GRC) is constituted at the college level. GRC provides a means to submit an application for any aggrieved student seeking Redressal of the grievance. Following are nominated to be members of the Committee. Students are hereby informed to use the services of the committee for redressal of their grievances. They can submit their grievance in written to the coordinator of the committee in person for appropriate action.

### 2017-18

S.No	Name of the Member	Designation	Committee
1	M V Ramana murthy	EEE, Asst.Professor	Coordinator
2	N V Ashok Kumar	CSE, Asst.Professor	Member
3	M kedareswarao	ECE, Asst.Professor	Member
4	B Santhosh Kumar	EEE, Asst.Professor	Member
5	V Hari Kiran	MECH, Assoc.Professor	Member
6	T Gopi	MBA, Asst.Professor	Member
7	M Santhosh Kumar	H&BS, Asst.Professor	Member

Circulate to all Classes

All Notice Boards

Dr C Mohan Rao

Principal  
Principal

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AIETM/2017-18/ Committee

Date: 26/02/2018

A meeting of all committee members are convened 27<sup>th</sup> feb, 2018 at 10:30 AM in the coordinator chamber to discuss the problems of Grievance Redressal for the academic year 2017-2018.

**GRIEVANCE REDRESSAL COMMITTEE MEMBERS**

**2017-18**

S.no	Committee	Department	Signature
1.	N V Ashok Kumar Member	CSE	
2.	M Kedareshwarao Member	ECE	
3.	B Santosh Kumar Member	EEE	
4.	V Hari Kiran Member	MECH	
5.	T Gopi Member	MBA	
6.	M Santosh Kumar Member	H&BS	

Copy to:

1. Notice Board
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M V Ramana Murthy

Coordinator

Principal  
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**Minutes of the Students Grievance Redressal Committee:**

The Students Grievance Redressal Committee meeting was held on 27<sup>th</sup> Feb, 2018 at 10.30 A.M in the coordinator chamber.

The Agenda for the meeting was taken up and discussed.

**To ensure that the circulars/guidelines issued by UGC/AICTE on matters relating to Student Grievance Redressal are displayed in the notice board and also in the College website**

The members were informed by the Coordinator view the UGC/AICTE websites for any circulars issued by them and also to see that these circulars are brought to the notice of the students by displaying

**To see that the ISO format for receiving student grievances reported is issued to all HoD's.**

It was confirmed that the ISO format with regard to student suggestions and grievances have been circulated to all the HoD's, to be issued to students who request them.

**To discuss with the House keeping In-charge on the issues reported**

With regard to students request for the cleanliness of the washrooms, the House keeping In-charge was instructed to maintain the washrooms neat and clean.

**To discuss with the Site Office In-Charge**

Students have requested to increase the number of benches in the class room ,it was suggested to the site office in-charge to repair the broken benches.

**Such other matters suggested by members.**

There was no other matter.

*M.V. Ramana Murthy*  
Coordinator

*[Signature]*  
Principal

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**Academic Year 2017-18**

**Minutes of the Grievance Redressal Committee meeting held on 27.02.2018 Tuesday at 10.30 A.M.**

**Members Present:**

S.No	Name of the Member	Designation	Committee
1	M V Ramana murthy	Asst. Professor	Coordinator
2	N V Ashok Kumar	Asst. Professor	Member
3	M kedareswarao	Asst. Professor	Member
4	B Santhosh Kumar	Asst .Professor	Member
5	V Hari Kiran	Assoc.Professor	Member
6	T Gopi	Asst. Professor	Member
7	M Santhosh Kumar	Asst. Professor	Member

The Committee met and discussed the following

- The statuses of grievances forward to respective In-charges and Minutes in the previous meeting were reviewed.

The following grievances were received and discussed:

S.No	Date of Grievance	Details of person	Summary of Grievance	Recommendation of committee
1	21.04.2017	D Dinesh	Damaged benches in the class room	Resolved to forward to Floor In-charge
2	25.05.2017	P Harish	Repair windows in Washrooms	Resolved to forward to site office In-charge
3	26.06.2017	K Pavani	Sufficient Curries are not available in the canteen.	Resolved to forward to Hostel In-charge
4	21.08.2017	G Revathi	Suffering from water problem in the washroom.	Resolved to forward to site office In-charge
5	29.01.2018	S Mahesh	More fans are required, floors are not being cleaning.	Resolved to forward to site office In-charge

*M V Ramana Murthy*  
M V Ramana Murthy  
Coordinator



*Dr C Mohan Rao*  
Principal  
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**Action Taken**

- Students are requested to change the damaged benches in the classroom, it was suggested to floor In-charge to change the benches.
- Students requested to repair windows in the washroom and to sanitize washroom time to time, it was suggested to site office In-charge to repair windows and washroom cleaner to keep restroom tidy.
- Students requested for proper meals and sufficient curries which are not available at canteen, and it was suggested to hostel In-charge for proper meals.
- Students requested for proper water for washrooms and which was suggested to site office In-charge for proper water facilities to be arranged in washrooms.
- Students requested for more fans in the classroom, and floors to be cleaned and it was, suggested to site office In-charge and cleaners for floor cleanliness.

**Copy to**

1. The Principal
2. System Administrator
3. File

*M V Ramana Murthy*  
**M V Ramana Murthy**

**Coordinator**

*[Signature]*  
**Principal**  
**Avanthi Institute of Engg. & Technology**  
**Tamaram, Makavarapalem Md.,**  
**Visakhapatnam District., Pin: 531113**