

# GRIEVANCE REDRESSAL COMMITTEE

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In order to redress individuals as well as collective grievances of the students and staff of the College, a grievance redressal mechanism has been devised. The Committee deals with all forms of complaints, allegations, and malpractices, brought forward by students, faculty and staff of academic support.

The policy also aims to comply with the provisions of University Grants Commission (UGC) Students Redressal Grievances Regulation Act 2019.

## VISION

A grievance free ambience for ideal Institute of Technology.

## MISSION

Grievance Redressal Committee, is created to address the issues of grievance and thus, promoting a transparent and healthy environment within the institution.

## OBJECTIVES

- To uphold the dignity of College by ensuring strife free atmosphere in the College through promotion of cordial student-student relationship and student-teacher relationship etc.
- To provide responsive approach and to be accountable for settlement of grievances and to take measures in College undertaking to ensure expeditious settlement of grievances of students in order to maintain a harmonious educational atmosphere in College.
- Encouraging the students to express their grievances/problems freely and frankly, without any fear of being victimized.



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**Documentation:** All proceedings, discussions, findings, and outcomes are documented meticulously for future reference and transparency.

**Reporting:** The committee periodically reports its activities, outcomes, and recommendations to the college administration. This helps maintain accountability and transparency in grievance redressal process.

**Preventive Measures:** The committee identifies recurring patterns or systemic issues contributing to grievances and recommends proactive measures to prevent similar issues in the future.

**Awareness and Education:** The committee organizes workshops, seminars and awareness programs to educate students to use the process effectively.

**Supportive Environment:** The committee works to create an environment where students feel comfortable raising concerns and trust that their grievances will be taken seriously and resolved appropriately.



A Committee was formed with the following members.

Sno.	Name of the Staff	Designation	DEPT	Position
1	KNVS MANIKYAMBAA	HOD	ENGLISH	Chairman
2	K. VASAVI	Asst Professor	ECE	Member
3	Y. SRILATHA	Asst Professor	S&H	Member
4	J. KAVITHA	Asst Professor	CSE	Member
5	D. YAMUNA	Asst Professor	MECH	Member
6	K. DIVYA SRI	Student (16PPIA0517)	CSE	Member
7	T. KEERTHI	Student (16PPIA0407)	ECE	Member
8	K. ALEKYA	Student (16PPIA0512)	CSE	Member



## Meeting of Student Grievances and Redressal Committee (SGRC)

Date: 20-03-2018

The following members of Student Grievances and Redressal Committee (SGRC) are hereby informed that a meeting will be conducted on 21-03-2018 at 11.00 am in the Chamber of Principal. Hence, all are requested to attend.

Sno.	Name of the staff	Designation	DEPT	Position
1	KNUS MANIKYAMBRA	HOD	ENGLISH	Chairman
2	K. VASAVI	Asst Professor	ECE	Member
3	Y. SRILATHA	Asst Professor	S&H	Member
4	J. KAVITHA	Asst Professor	CSE	Member
5	D. YAMUNA	Asst Professor	MECH	Member
6	K. DIVYASRI	Student (16PPIA0317)	CSE	Member
7	T. KEERTHI	Student (16PPIA0408)	ECE	Member
8	K. ALEKYA	Student (16PPIA0512)	CSE	Member



From

The students of IV B.Tech  
Civil & Mechanical engineering  
AnuBose Institute of Technology  
Paloncha

Dated : 23-11-10-8-2018

To

The principal  
AnuBose engineering college  
Paloncha

Sir,

Sub: Requisition for sanitizer in classrooms  
as well as in washrooms.

As we all are aware of that covid-19 virus  
is spreading very fast, as a precautionary measure,  
we request you to kindly arrange sanitizers in each &  
every classrooms as well as washrooms and  
resolve this problem.

Thanking you Sir

Yours Sincerely

IV B.Tech  
Civil & Mechanical engineering



## Minutes of Students Grievances and Redressal Committee (SGRC)

Student Grievances and Redressal Committee (SGRC) of Anur Bose Institute of Technology was held on 29-08-2018 at 11:00 am to discuss student grievances related issues.

### Agenda of the meeting:

1. To take cognizance of the grievances received from students.
2. To discuss and evaluate the nature of grievances.
3. To discuss and approve the methods of redressal and appropriate to be taken in the matter.
4. Any other item with the permission of chair.

### Minutes of Meeting:

1. The committee has discussed that the general problems to be raised among students.
2. It is resolved that all the members of the committee should visit all facilities in campus and guide the students and educate about the Student Grievances and Redressal Committee (SGRC).

Observation: A complaint has been received from the students of final year students regarding the provision of sanitizers on 20.8.2018.

Resolution: The issue of the welfare Committee was taken to the notice of the welfare Committee and sanitizers were provided on 30.8.2018.



## Meeting of Student Grievances and Redressal Committee (SGRC)

The following members of Student Grievances and Redressal Committee (SGRC) are hereby informed that a meeting will be conducted on 19-03-2019 at 11:00 am in chamber of Principal. Hence all are requested to attend.

S.No.	Name of the Staff	Designation	DEPT	Position
1	KANCS MANIKYAMBA	HOD	ENGLISH	Chairman
2	K VASAVI	Asst. Professor	ECE	Member, Vice
3	V. SRILATHA	Asst. Professor	SEH	Member
4	J KAVITHA	Asst. Professor	CSE	Member
5	B. YAMUNA	Asst. Professor	MECH	Member
6	K DIVYA SRI	Student (ISPP1A0517)	CSE	Member
7	T KEERTHI	Student (ISPP1A0504)	ECE	Member
8	K ALELYA	Student (ISPP1A0522)	CSE	Member



From

The students

III B-Tech EEE Department

AnuBose Institute of Technology

Palvancha

Dated: 19-03-2018

To

The principal

AnuBose Institute of Technology

Palvancha

Sir

sub: Requisition for the replacement of water cooler in the 3<sup>rd</sup> floor

we. The students of III B-Tech EEE have classes in 3<sup>rd</sup> floor of the main Block. Here the water cooler is not working properly and we are facing water problem very frequently so, we request you to kindly replace the water cooler and resolve the problem

Thanking you Sir

yours obediently

Students of III EEE



## Minutes of Student Grievances and Redressal Committee (SGRC)

Student Grievances and Redressal Committee (SGRC) of Anna Rose Institute of Technology was held on 19-03-2018 at 11:00 am to discuss student grievances related issues.

### Agenda of Meeting:

1. To take cognizance of grievances received from students.
2. To discuss and evaluate the nature of grievances.
3. To discuss and approve the methods of redressal and appropriate action to be taken in matter.
4. Any other items with the permission of chair.

### Minutes of meeting:

1. The Committee has discussed that the general problems to be raised among students.
2. It is resolved that all members of committee should visit all facilities in campus and guide the students and educate about the Student Grievances and Redressal Committee.

Observation: Students from EEE department have requested for the replacement of water cooler in the 3rd floor. On 19-3-2018

Resolution: The issue was taken to the notice of the welfare officer and problem was resolved

30-3-2018







From

The students of ECE III year  
-AnuBose Institute of Technology  
Paloncha

Dated : 01-10-2019

To

The principal  
-AnuBose Institute of Technology  
Paloncha

Sir

Sub: Replacement of fans in the classrooms  
we, the students of III B.Tech ECE have  
classrooms in the 3rd-floor. The fans in the classrooms  
are not working and we are facing a lot of  
suffocation problem. So we request you to kindly  
replace the fans and resolve the problem.

Thanking you Sir.

Yours Obediently

Students of 3rd ECE

-AnuBose Institute of Technology  
Paloncha.



Minutes of Student Grievances and Redressal Committee (SGRC)  
of Amalase Institute of Technology was held on 01-10-2019  
on at 11:00am to discuss student grievances related  
issues.

Agenda of meeting:

1. To take cognizance of grievances received from students
2. To discuss and evaluate - the nature of grievances
2. To discuss and approve - the methods of redressal and appropriate action to be taken in matter.
4. Any other item with permission of chair.

Minutes of meeting:

1. The committee has discussed - that the general problems to be raised among students.
2. It is resolved - that all the members of the committee should visit all facilities in the campus and guide the students and educate about the Student Grievances and Redressal Committee (SGRC)

Observation: - A complaint was launched by the III ECE students about the working of fans in the classroom.  
on 1-10-2019

Resolution: - The problem issue was taken to the notice of the administrative officer and the fans were replaced.  
on 15-10-2019



### Meeting of Student Grievances and Redressal Committee (SGRC)

The following members of Student Grievances and Redressal Committee (SGRC) are hereby informed that a meeting will be conducted on 11-30-2020 at 11:00 am in the chamber of Principal. Hence, all are requested to attend.

No.	Name of Staff	Designation	DEPT	Position
1	KANUS MANICKYAMBRA	HOD	ENGLISH	Chairman
2	K. VASAVI	Asst Professor	ECE	Member
3	Y. CRILATHA	Asst Professor	SLH	Member
4	J. KARTHIA	Asst Professor	CSE	Member
5	D. YAMUNA	Asst Professor	MECH	Member
6	K. DIVYASRI	Student (16PP1A057)	CSE	Member
7	T. KEERTHI	Student (16PP1A0407)	ECU	Member
8	KALEK YA	Student (16PP1A057)	CSE	Member



## Minutes of Student Grievances and Redressal Committee (SGRC)

Student Grievances and Redressal Committee (SGRC) of Anurag Institute of Technology was held on 11-30-2020 at 11:00 am to discuss student grievances related issues.

### Agenda of meeting:

1. To take cognizance of grievances received from student.
2. To discuss and evaluate nature of grievances.
3. To discuss and approve the methods of redressal and appropriate action to be taken in matter.
4. Any other item with permission of chair.

### Minutes of meeting:

1. The committee has discussed that the general problems to be raised among students.
2. It is resolved that all members of the committee should visit all facilities in the campus and guide the students and educate about the Student Grievances and Redressal Committee (SGRC).

### Observation:

### Resolution:



## Meeting of Student Grievances and Redressal Committee (SGRC)

The following members of Student Grievances and Redressal Committee (SGRC) are hereby informed - that a meeting will be conducted on 11-10-2020 at 11:00 am in the Chamber of Principal. Hence, all are requested to attend

SNO.	Name of Staff	Designation	DEPT	Position
1	KNVS MANIKYAMBRA	HOD	ENGLISH	Chairman
2	K. VASAVI	Asst. Professor	ECE	Member
3	Y. SRILATHA	Asst. Professor	S&H	Member
4	J. KAVITHA	Asst. Professor	CSE	Member
5	D. YAMUNA	Asst. Professor	MECH	Member
6	K. DIVYA SRI	Student (16PPIA057A)	CSE	Member
7	T. KEERTHI	Student (16PPIA04109)	ECE	Member
8	K. ALEKHA	Student (16PPIA057D)	CSE	Member



From  
The students of E.E.E. Department  
Anu Bose Institute of Technology  
paloncha

Date: 11-10-2020

To  
The principal  
Anu Bose Institute of Technology  
paloncha

Sir

Sub: Requisition for the cleaning of the  
water coolers.

We, the students of EEE would like to bring to  
your notice that, we are finding dust particles  
in the drinking water, we request you to arrange  
for the cleaning of water coolers and resolve  
the problem.

Thanking you Sir.

Yours sincerely

Students of EEE.



Minutes of Student Grievances and Redressal Committee (SGRC)  
 Student Grievances and Redressal Committee (SGRC) of  
 Anurag Institute of Technology was held on 11-10-2020  
 at 11:00am to discuss student grievances related issues

Agenda of the meeting:

1. To take cognizance of the grievances received from students.
2. To discuss and evaluate the nature of grievances.
3. To discuss and approve the methods of redressal and appropriate action to be taken in the matter.
4. Any other items with permission of chair.

Minutes of meeting:

1. The committee has discussed that the general problems to be raised among students.
2. It is resolved that all the members of committee should visit all facilities in campus and guide students and educate about the Student Grievances and Redressal Committee (SGRC)

Observation: A complaint was launched <sup>by EEE students</sup> against the cleaning of the water coolers in 3<sup>rd</sup> floor. on 11-10-2020

Resolution: The issue was taken to the notice of the welfare officer and the water coolers were cleaned.  
 on 25-10-2020



## Meeting of Student Grievance and Redressal Committee (SGRC)

The following members of Students Grievances and Redressal Committee (SGRC) are hereby informed that a meeting will be conducted on ~~25~~ 03-2024 at 11:00am in the chamber of principal. Hence, all are requested to attend.

Sno.	Name of staff.	Designation	DEPT	Position
1	KNVS MANIKYAMIRA	HOD	ENGLISH	Chairman
2	K. VASAVI	Asst. Professor	ECE	Member
3	Y. SRILATHA	Asst. Professor	SBH	Member
4	J. KAVITHA	Asst. Professor	CCE	Member
5	D. YAMUNA	Asst. Professor	MECH	Member
6	T. ASHWINI	Student (17PPIA0302)	MECH	Member
7	Y. ANUSHA	Student (17PPIA0505)	CSE	Member
8	A. NAGAMANI	Student (17PPIA0104)	ECE	Member



## Minutes of Student Grievances and Redressal Committee (SGRC)

Student Grievances and Redressal Committee (SGRC) of Am Rose Institute of Technology was held on 15/03/2024 at 11:00 am to discuss student grievances related issues.

### Agenda of meeting:

1. To take cognizance of all grievances received from students.
2. To discuss and evaluate the nature of grievances.
3. To discuss and approve the methods of redressal and appropriate action to be taken in matter.
4. Any other item with the permission of chair.

### Minutes of Meeting:

1. The committee has discussed that the general problems to be raised among students.
2. It is resolved that all members of committee should visit all facilities of campus and guide the students and educate Committee members about grievances and Redressal Committee (SGRC).



## Meeting of Student Grievances and Redressal Committee (SGRC)

The following members of students Grievances and Redressal Committee (SGRC) are hereby informed that a meeting will be conducted on ~~07/08~~ 2021 at 11:00 am in the chamber of Principal. Hence, all are requested to attend.

Sno.	Name of Staff	Designation	DEPT	Position
1	K NVC MANIKYAMRA	HOD	ENGLISH	Chairman
2	K. VASANT	Asst. Professor	ECE	Member
3	Y. SRILATHA	Asst. Professor	S&H	Member
4	J. KARTHA	Asst. Professor	CSE	Member
5	D. YAMUNA	Asst. Professor	MECH	Member
6	K. DIVYA SRI	Student (16PP1A0113)	CSE	Member
7	T. KEERTHI	Student (16PP1A0109)	ECE	Member
8	K. ALEKHA	Student (16PP1A0112)	CSE	Member



From

The Hostel Students

AnuBose Institute of Technology  
Palvoncha

Dated 20 - Tue April 2022

TO

The principal .

AnuBose Institute of Technology .  
Kothagudem

Sir,

Sub : Requisition for bus facility -to attend the  
exams .

We the hostlers of AnuBose Institute of Technology  
would like to bring to your notice that as we need to  
go to other collages to write the Semester exams and  
the centres are faraway from the college hostel, we  
request you to kindly provide bus facility from hostel to  
exam centres .

Thanking you Sir,

Yours Sincerely,

Hostel Students of AnuBose Institute of Technology .

Anusha  
Srinidhi  
Aashritha  
Sauranya .



from

The students of Anubose Institute of Technology  
Anubose Institute of Technology

Paloncha

Dated 16<sup>th</sup> February 2022

To

The Principal

Anubose Institute of Technology

Paloncha

Sir

Sub: Requisition for projectors in Labs.

We the students of CSE would like to bring  
to your notice that we need to give Technical  
presentations very often. You to kindly provide  
projectors in more no in the labs

Thanking you sir

Yours sincerely,

Mounika

Sithara

Prathyasha

Soujanya

Kalyani



From  
The students of CSE II year  
Anu Bose Institute of Technology  
Paloneha  
Date: 14-10-2021

TO  
The Principal  
Anu Bose Institute of Technology  
Paloneha  
Sir,

Sub: Replacement of air conditions in  
Lab 4 & Lab 5

We, the CSE II year students would  
like to bring to your notice that as  
the air conditions in Lab 4 & Lab 5  
are not working properly we are  
facing problems with the systems  
very frequently during the lab.

So we request you to kindly  
replace the air conditions in Lab 4  
and Lab 5 & resolve the problem.

Yours sincerely,

Students of CSE II<sup>nd</sup> year



## Minutes of Student Grievances and Redressal Committee (SGRC)

Student Grievances and Redressal Committee (SGRC) of Anna's Institute of Technology was held on ~~19~~ 10-10-2021 at 11:00 am to discuss student grievances related issues.

### Meeting Minutes of meeting:

1. The Committee has discussed that the general problems to be raised among students.

### Agenda of meeting:

1. To take cognizance of grievances received from student.
2. To discuss and evaluate the nature of grievances.
3. To discuss and approve the methods of redressal and appropriate action to be taken in matter.
4. Any other item with permission of chair.

### Minutes of meeting:

1. The committee has discussed that the general problems to be raised among students.
2. It is resolved that all members of committee should visit all facilities in campus and guide the students and educate about Student Grievances and Redressal Committee (SGRC).

Observation: A copy CSE students <sup>have</sup> requested for the replacement of air conditioners in Lab-4,5 on 17-10-2021

Resolution: Discussions were made and the System administrators were instructed to make the arrangement of air conditioners on 30-10-2021



24  
All the first year use students  
for more number of projects on the lab  
It was taken to the notice of the  
System administrators  
to resolve the problem

Conclusion All the hostellers requested for  
to attend the semester examinations

Resolution It was taken to the notice of the  
in charge and the problem was resolved



## Meeting of Student Grievances and Redressal Committee (SGRC)

The following members of Student Grievances and Redressal Committee (SGRC) are hereby informed that a meeting will be conducted on 12-30-2020 at 11:00am in the chamber of Principal. Hence all are requested to attend.

SNO.	Name of staff	Designation	DEPT	Position
1	K.NVS MANIKYAMBRA	POD	ENGLISH	Chairman <sup>(M)</sup>
2	K. VASAVI	Asst. Professor	ECE	Member <sup>(M)</sup>
3	V. SRILATHA	Asst. Professor	SEH	Member <sup>(M)</sup>
4	J. KAVITHA	Asst. Professor	CSE	Member <sup>(M)</sup>
5	D. YAMUNA	Asst. Professor	MECH	Member <sup>(M)</sup>
6	B. RAMYA	Student (19PP1A0201)	EEE	Member <sup>(M)</sup>
7	M. PRIYANKA	Student (19PP1A0521)	CSE	Member <sup>(M)</sup>
8	B. RANI	Student (19PP1A0103)	CIV	Member <sup>(M)</sup>



## Minutes of Student Grievances and Redressal Committee (SGRC)

Student Grievances and Redressal Committee (SGRC) of Amboise Institute of Technology was held on 12-30-2022 at 11:00am to discuss student grievances related issues.

### Agenda of meeting:

1. To take cognizance of grievances received from students.
2. To discuss and evaluate - the nature of grievances.
3. To discuss and approve the methods of redressal and appropriate action to be taken in matter.
4. Any other item with permission of chair.

### Minutes of meeting:

1. Committee has discussed that the general problems to be raised among students.
2. It is resolved that all members of committee should visit all facilities in the campus and guide the students and educate about the Student Grievances and Redressal Committee.



## Meeting of Student Grievances and Redressal Committee (SGRC)

The following members of student Grievances and Redressal Committee (SGRC) are hereby informed that a meeting will be conducted on 19-3-2023 at 11:00 am in the chamber of Principal. Hence, all are requested to attend.

No.	Name of the Staff	DEPT	Designation	Position
1	Dr. N. V. Sibbarao	EEE	Principal	Chairman <i>MS</i>
2	KNVS Manikyamba	SAH	HOD English	Coordinator <i>MS</i>
3	K. Vasari	ECE	Asst Professor	Member <i>MS</i>
4	Y. Srilatha	SAH	Asst Professor	Member <i>MS</i>
5	J. Kavitha	CSE	Asst Professor	Member <i>MS</i>
6	D. Yamuna	MEC	Asst Professor	Member <i>MS</i>
7	P. Prathyusha	21PP1A0109 (IV)	Student	Member <i>MS</i>
8	A. Susmitha	20PP1A0502 (CSE)	Student	Member <i>MS</i>
9	B. Chandana	21PP1A0214 (EEE)	Student	Member <i>MS</i>
10	A. Vagdeni	20PP1A0404 (ECE)	Student	Member <i>MS</i>
11	M. Selvakumar	21PP1A0321 (MEC)	Student	Member <i>MS</i>
12	A. Rushmitha	20PP1A0501 (MIN)	Student	Member <i>MS</i>



From

The students of CSE department

-Anu Bose Institute of Technology

Palvancha

Dated:- 19-10-2022

To

The principal

-Anu Bose Institute of Technology

Palvancha

Sir

Subj: Requisition for high configuration systems in  
the labs.

We the CSE final year students would like to bring to your  
notice that to support the project which we are doing, we  
need high configured systems. So we request you to  
kindly provide high configured systems to complete the  
projects successfully and resolve the problem.

Thanking you Sir

Yours Sincerely

Students of final year

CSE Department



## Minutes of Student Grievances and Redressal Committee (SGRC)

Student Grievances and Redressal Committee (SGRC) of Amalase Institute of Technology was held on 19-10-2022 at 11:00am to discuss student grievance related issues.

### Agenda of the meeting:

1. To take cognizance of the grievances received from students
2. To discuss and evaluate the nature of grievances
3. To discuss and approve the methods of redressal and appropriate action to be taken in the matter.
4. Any other item with the permission of chair.

### Minutes of Meeting:

1. The committee had discussed that the general problem to be raised among students
2. It is resolved that all the members of the committee should visit all facilities in the campus and guide the students and educate about the Student Grievances and Redressal Committee (SGRC)

Observation: The students of CSE requested for high configuration system in the labs to support the project work on 19-10-2022

Resolution: The issue was taken to the notice of <sup>the</sup> Chairman and the problem was resolved on 30-10-2022



## Meeting of Student Grievances and Redressal Committee (SGRC)

The following members of Student Grievances and Redressal Committee (SGRC) are hereby informed that a meeting will be conducted on 17-10-2020 at 11:00 am in the chamber of Principal. Hence all are requested to attend.

Sno	Name of the Staff	DEPT	Designation	Position
1	Dr. N. V. Subbarao	EEE	Principal	Chairman
2	KNVS Manikyamba	S&H	HOD English	Coordinator
3	K. Vasari	ECE	Asst. Professor	Member
4	Y. Sri Latha	S&H	Asst. Professor	Member
5	J. Karitha	CSE	Asst. Professor	Member
6	D. Yamuna	MEC	Asst. Professor	Member
7	P. Prathyusha	20PP1A0109 (CIV)	Student	Member
8	A. Susmitha	20PP1A0103 (CSE)	Student	Member
9	B. Chandana	20PP1A0114 (EEE)	Student	Member
10	A. Vagdeni	20PP1A0404 (ECE)	Student	Member
11	M. Selva Kumar	20PP1A0101 (MEC)	Student	Member
12	A. Rushmitha	20PP1A0101 (MIN)	Student	Member



From  
The students of civil department  
Sri Bose institute of technology  
paloncha

Dated 16.11.22

To

The principal  
Sri Bose institute of technology  
paloncha

Respected Sir,

Sub: Requisition for the fixation of windows and  
doors.

We, the students of civil department would like to bring  
to your notice that there are no doors to the windows in  
our block and we are facing a lot of problems. So we  
request you to kindly fix the doors to the windows in the  
civil block.

Thanking you Sir

Yours sincerely,

B. Swathi

Md. Muskan

M. Lavanya

K. Gayatri



For students of IT B.Tech  
Anu Bose Institute of Technology,  
Paloncha

Dated 5<sup>th</sup> December 2022

To  
The Principal  
Anu Bose Institute of Technology,  
Paloncha

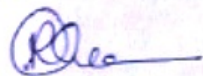
Sir,  
Sub: Requisition for Extra classes  
for campus Recruitment

As we are aware of that skills are  
essential for getting a job, we request  
you to kindly arrange extra classes for  
Skill Development and Campus Recruitment.

Thanking You Sir

Yours sincerely

Armita



Vamsala

Pranika



The Students of Computer Science Department

Anu Bose Institute of Technology

Paloncha

Dated : 30-10-2022

To

The Principal

Anu Bose Institute of Technology

Paloncha

Sir,

Sub: Requisition for LAN connection  
in the college

We, the students of computer science would like to bring to your notice that the signals of wifi are not able to catch everywhere. We are facing a lot of problems in doing the project work. So, we request you to kindly provide separate connection for student group.

Thanking you Sir

yours sincerely

Rani

Priyanka

Shravya

Asmita



The students of Anubose Institute of Technology  
Anubose Institute of Technology

Paloncha

Dated 30<sup>th</sup> October 2022

To  
The principal  
Anubose Institute of Technology  
Paloncha

Sir,

Sub: Requisition for the provision of new bus  
facility from Kothagudem to college

We the students travelling by bus would like to  
bring to your notice that as there is only one  
bus from Kothagudem to college and it is over  
crowded we request you to kindly provide one  
more bus from Kothagudem to college

Thanking you sir  
Yours sincerely

Poojitha

Pranaya

Maheshwari

Akhila

Wiklitha



From  
The students of mechanical Department  
AITS Anubose Institute of Technology  
Dated 2nd August 2022

TO  
The Principal  
Anubose Institute of Technology  
Paloncha  
Sir,

sub: Requisition for sufficient no of curtains  
in the classrooms.

We are the students of mechanical Department  
would like to bring to your notice that the  
curtains in the classroom which we have now are  
not sufficient, we request you to kindly provide suffi-  
-cient curtains in the class rooms.

Thanking you sir  
Yours sincerely

Sarvani. K

Keerthana. M

Sneha

Yashodha

Radhika



From  
The students of the  
AnuBose Institute of Technology  
Palvancha  
Dated :  
To  
The principal  
AnuBose Institute of Technology  
Palvancha  
— Sir

— Sub: Requisition for inclusion of Sports hour  
in the time table.

— As we all are aware of that All work and  
no play makes Jack a dull boy and sports are  
very important for physical and mental health.  
We request you to include sports hour in the  
Curriculum.

Thanking you Sir.

Your's obediently

Students of  
— AnuBose Institution of Technology  
Palvancha.



## Minutes of Student Grievances and Redressal Committee (SGRC)

Student Grievances and Redressal Committee (SGRC) of Anu Rose Institute of Technology was held on 17-03-2023 at 11:00 a.m to discuss student grievances related issues.

### Agenda of the meeting:

1. To take cognizance of the grievances received from students.
2. To discuss the complaints from complaint box.
3. To discuss and approve the methods of redressal and appropriate action to be taken in matter.
4. Any other item with permission of chair.

### Minutes of meeting:

1. No complaint dropped in complaint box.
2. The committee has discussed that general problems to be raised among students.
3. It is resolved that all the members of committee should visit all facilities in campus and guide the students and educate about the Student Grievances and Redressal Committee (SGRC).

Observation: All the students requested for inclusion of sports hour in the time table.

Resolution: It was taken to the notice of the chairman. As per the instructions of the chairman, every day 3:30 pm - 4:20 pm is allocated for sports hour.



## Observation

The students of mechanical department requested sufficient number of curtains in the classroom.

## Resolution

The problem was taken to the notice of the welfare committee and the curtains were provided in the classroom.

## Observation

The students who are travelling by bus requested for provision of new bus facility from Kothayam to college.

## Resolution

<sup>the issue</sup> It was taken to the notice of transport manager and new buses were provided.

Observation: The students of Computer Science Department requested for the LAN Connection in the college.

Resolution <sup>the issue</sup> It was taken to the notice of network administrator and LAN connection was provided.

Observation All the students requested for extra classes for campus recruitment.

Resolution It was taken to chairman's notice and extra guidance classes were arranged for final year students.



Observation

The students of the civil department have requested for fixation of windows and doors to their blocks.

Resolution:-

The <sup>issue</sup> was taken to the notice of the administrator and the doors and windows were provided.