



ANDHRA MAHILA SABHA
ARTS & SCIENCE COLLEGE FOR WOMEN
Autonomous - NAAC Re-Accredited), O.U. Campus, Hyderabad – 500 007



GRIEVANCE REDRESSAL COMMITTEE



GRIEVANCE REDRESSAL COMMITTEE

RESPONSIBILITIES:

- ❖ To accept written grievances from students related to the system.
- ❖ To create and implement a mechanism to handle the reported grievances.
- ❖ To forward the findings to the Management if necessary for further action.
- ❖ To listen, record and scrutinize the grievances submitted to them by the Students and take necessary steps immediately.
- ❖ To attend to the grievances based on the authenticity and gravity of the criticisms made.
- ❖ To represent the grievances to the concerned section which may include maintenance, transport, academic, amenities etc.
- ❖ To convene periodical meetings to discuss whether the grievances have been settled.
- ❖ To make a follow-up of these matters at regular intervals till their final disposal.
- ❖ To maintain strict confidentiality, if necessary.
- ❖ Grievances related to woman's issues and harassment.
- ❖ Grievances related to University examinations.
- ❖ Grievances related to delay in issuance of documents and records.

Principal

PRINCIPAL
ANDHRA MAHILA SABHA
ARTS & SCIENCE COLLEGE FOR WOMEN
O.U. CAMPUS, HYDERABAD - 500 007



ANDHRA MAHILA SABHA
ARTS & SCIENCE COLLEGE FOR WOMEN
Autonomous - NAAC Re-Accredited), O.U. Campus, Hyderabad – 500 007



CIRCULAR

Date: 24-09-2023

It is here by informed to all the members of Grievance Redressal Committee that you are requested to attend the committee meeting on 27-09-2023 at 11.00 AM in Principal Chamber to discuss the following matters.

Agenda:

- ✚ To review of previous grievance minutes and action taken.
- ✚ To discuss about the student grievances if any.

The Following Members are required to attend the meeting:

S.No.	Name of The Member	Designation	Position
1	Dr.K. Jhansi Rani	Principal	Chairman
2	Dr.Karuna Devi	Associate Professor	Coordinator
3	Dr.Vasundhara	Associate Professor	Member
4	Mrs.P.Sandhya Rani	Assistant Professor	Member
5	Ms. Baby Bhavana	Student	Member
6	Ms.Deepali	Student	Member

(Signature)

Principal

Copy to:

1. IQAC Coordinator
2. All HODs
3. Concerned faculty members
4. Administrative Officer
5. Accounts Officer
6. Circulate among the students

PRINCIPAL
ANDHRA MAHILA SABHA
Arts & Science College for Women
O.U. Campus, Hyderabad-500 007



Date: 27-09-2023

MINUTES OF THE MEETING

All the members of Grievance Redressal Committee discussed the above issues and suggested to resolve the following issues.

1. Grievance Redressal Committee members reviewed the deliberations made on issues in the previous meeting and actions for improving the functioning of the college.
2. As per the request of III year B.Com Students, committee discussed and approved for increase of speed of WI-FI.

The following members were present

S.No.	Name of The Member	Position	Signature
1	Dr.K. Jhansi Rani	Chairman	
2	Dr.Karuna Devi	Coordinator	
3	Dr.Vasundhara	Member	
4	Mrs.P.Sandhya Rani	Member	
5	Ms. Baby Bhavana	Member	
6	Ms.Deepali	Member	

Principal

PRINCIPAL

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ARTS & SCIENCE COLLEGE FOR WOMEN
(Autonomous)
O.U. Campus, Hyderabad



Date: 12-07-2022

CIRCULAR

It is here by informed to all the members of Grievance Redressal Committee that you are requested to attend the committee meeting on 15-07-2022 at 11.00 AM in Principal chamber to discuss the following matters.

Agenda:

- ✚ To review of previous grievance minutes and action taken.
- ✚ To discuss about the student grievances if any.

The Following Members are required to attend the meeting

S.No.	Name of The Member	Designation	Position
1	Dr.K. Jhansi Rani	Principal	Chairman
2	Dr.Karuna Devi	Associate Professor	Coordinator
3	Dr.Vasundhara	Assistant Professor	Member
4	Mrs.P.Sandhya Rani	Assistant Professor	Member
5	Ms. Shivani	Student	Member
6	Ms.Ushasri	Student	Member

Principal

Copy to:

1. IQAC Coordinator
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3. Concerned faculty members
4. Administrative Officer
5. Accounts Officer
6. Circulate among the students

Principal
Arts & Science College for Women
O.U. Campus, Hyderabad - 500 007



Date: 15-07-2022

MINUTES OF THE MEETING

All the members of Grievance Redressal Committee discussed the above issues and suggested to resolve the following issues.

- ❖ Grievance Redressal Committee members reviewed the deliberations made on various issues in the previous meeting and actions for improving the functioning of the college.
- ❖ As per the request of I year B.A students, Committee brought to the notice of the management and water filter was repaired to effective cooling.
- ❖ As per the request of II year BBA students, with the help of floor incharge committee traced the CC footage and found the Mobile Phone.

The following committee members were present:

S. No.	Name of The Member	Position	Signature
1	Dr.K. Jhansi Rani	Chairman	
2	Dr.Karuna Devi	Coordinator	
3	Dr.Vasundhara	Member	
4	Mrs.P.Sandhya Rani	Member	
5	Ms. Shivani	Member	
6	Ms.Ushasri	Member	

PRINCIPAL
Principal



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CIRCULAR

Date: 06-10-2022

It is here by informed to all the members of Grievance Redressal Committee that you are requested to attend the committee meeting on 08-10-2022 at 11.00 AM in Principal chamber to discuss the following matters.

Agenda:

- ✚ To review of previous grievance minutes and action taken.
- ✚ To discuss about the student grievances if any.

The following members are requested to attend the meeting

S.No.	Name of the Member	Designation	Position
1	Dr.K. Jhansi Rani	Principal	Chairman
2	Dr.Karuna Devi	Associate Professor	Coordinator
3	Dr.Vasundhara	Assistant Professor	Member
4	Mrs.P.Sandhya Rani	Assistant Professor	Member
5	Ms. Shivani	Student	Member
6	Ms.Ushasri	Student	Member

Principal

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Date: 08-10-2022

MINUTES OF THE MEETING

All the members of Grievance Redressal Committee discussed the above issues and suggested to resolve the following issues.

1. Grievance Redressal Committee members reviewed the deliberations made on various issues in the previous meeting and actions for improving the functioning of the college.

The following members were present

S No	Name of the Member	Position	Signature
1	Dr.K. Jhansi Rani	Chairman	
2	Dr.Karuna Devi	Coordinator	
3	Dr.Vasundhara	Member	
4	Mrs.P.Sandhya Rani	Member	
5	Ms. Shivani	Member	
6	Ms.Ushasri	Member	

Principal

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Date: 15-07-2021

CIRCULAR

It is here by informed to all the members of Grievance Redressal Committee that you are requested to attend the committee meeting on 17-07-2021 at 11.00 AM in Principal chamber to discuss the following matters.

Agenda:

- ✦ To review of previous grievance minutes and action taken.
- ✦ To discuss about the student grievances if any.

The following members are requested to attend the meeting:

S.No	Name of the Member	Designation	Position
1	Dr.K. Jhansi Rani	Principal	Chairman
2	Dr.Karuna Devi	Associate Professor	Coordinator
3	Mrs.Himabindu	Assistant Professor	Member
4	Mrs.P.Sandhya Rani	Assistant Professor	Member
5	Ms. Kavya Sri	Student	Member
6	Ms.Sravya	Student	Member


Principal

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Date: 17-07-2021

MINUTES OF THE MEETING

All the members of Grievance Redressal Committee discussed the above issues and suggested to resolve the following issues.

1. Grievance Redressal Committee members reviewed the deliberations made on various issues in the previous meeting and actions for improving the functioning of the college.

The following members were present

S.No.	Name of the Member	Position	Signature
1	Dr.K. Jhansi Rani	Chairman	
2	Dr.Karuna Devi	Coordinator	
3	Mrs.Himabindu	Member	
4	Mrs.P.Sandhya Rani	Member	
5	Ms. Kavya Sri	Member	
6	Ms.Sravya	Member	

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Date: 23-02-2020

CIRCULAR

It is here by informed to all the members of Grievance Redressal Committee that you are requested to attend the committee meeting on 25-02-2020 at 11.00 AM in Principal chamber to discuss the following matters.

Agenda:

- ✚ To review of previous grievance minutes and action taken.
- ✚ To discuss about the student grievances if any.

The following members are requested to attend the meeting

S.No.	Name of the Member	Designation	Position
1	Dr.K. Jhansi Rani	Principal	Chairman
2	Dr.Karuna Devi	Associate Professor	Coordinator
3	Mrs.Himabindu	Assistant Professor	Member
4	Mrs.P.Sandhya Rani	Assistant Professor	Member
5	Ms. Shruthi	Student	Member
6	Ms.Manisha	Student	Member

[Handwritten Signature]

Principal

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MINUTES OF THE MEETING

Date: 25-02-2020

All the members of Grievance Redressal Committee discussed the above issues and suggested to resolve the following issues.

1. Grievance Redressal Committee members reviewed the deliberations made on various issues in the previous meeting and actions for improving the functioning of the college.
2. As per the request of III year B.Com students, Committee brought to the notice of the management that fans which are not working were repaired and few were replaced by new one.

The following members were present

S.No.	Name of the Member	Position	Signature
1	Dr.K. Jhansi Rani	Chairman	
2	Dr.Karuna Devi	Coordinator	
3	Mrs.Himabindu	Member	
4	Mrs.P.Sandhya Rani	Member	
5	Ms. Shruthi	Member	
6	Ms.Manisha	Member	

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CIRCULAR

Date: 09-12-2019

It is here by informed to all the members of Grievance Redressal Committee that you are requested to attend the committee meeting on 11-12-2019 at 11.00 PM in principal chamber to discuss the following matters.

Agenda:

- To review of previous grievance minutes and action taken.
- To discuss about the student grievances if any.

The following members are requested to attend the meeting

S.No.	Name of the Member	Designation	Position
1	Dr.K. Jhansi Rani	Principal	Chairman
2	Dr.Karuna Devi	Associate Professor	Coordinator
3	Mrs.Himabindu	Assistant Professor	Member
4	Mrs.Sharadha	Assistant Professor	Member
5	Ms. Anvitha	Student	Member
6	Ms.Mokshitha	Student	Member

Principal

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1. IQAC Coordinator
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O.U. Campus, Hyderabad-500 007



Date: 11-12-2019

MINUTES OF THE MEETING

All the members of Grievance Redressal Committee discussed the above issues and suggested to resolve the following issues.

1. Grievance Redressal Committee members reviewed the deliberations made on various issues in the previous meeting and actions for improving the functioning of the college.
2. As per the request of I year B.Sc students, Committee adopted the measures for the removal of honey comb from the first floor.
3. As per the request of II year student Committee instructed to the concerned lab assistant to find the Lab record.

The following members were present:

:

S. No.	Name of the Member	Position	Signature
1	Dr.K. Jhansi Rani	Chairman	
2	Dr.Karuna Devi	Coordinator	
3	Mrs.Himabindu	Member	
4	Mrs.Sharadha	Member	
5	Ms. Anvitha	Member	
6	Ms.Mokshitha	Member	

Principal

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Date: 24-02-2020

CIRCULAR

It is here by informed to all the members of Grievance Redressal Committee that you are requested to attend the committee meeting on 25-02-2020 at 11.00 AM in Principal chamber to discuss the following matters.

Agenda:

- ✚ To review of previous grievance minutes and action taken.
- ✚ To discuss about the student grievances if any.

The following members are requested to attend the meeting

S.No.	Name of the Member	Designation	Position
1	Dr.K. Jhansi Rani	Principal	Chairman
2	Dr.Karuna Devi	Associate Professor	Coordinator
3	Mrs.Ramani	Assistant Professor	Member
4	Mrs.Sharadha	Assistant Professor	Member
5	Ms. Arthi	Student	Member
6	Ms.Ruchitha	Student	Member

Principal

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O.U. Campus, Hyderabad-500



Date: 25-02-2020

MINUTES OF THE MEETING

All the members of Grievance Redressal Committee discussed the above issues and suggested to resolve the following issues.

1. Grievance Redressal Committee members reviewed the deliberations made on various issues in the previous meeting and actions for improving the functioning of the college.
2. As per the request of III year B.Sc students, Committee brought to the notice of the management that fans which are not working were repaired and few were replaced by new one.

The following members were present

S.No.	Name of the Member	Position	Signature
1	Dr.K. Jhansi Rani	Chairman	
2	Dr.Karuna Devi	Coordinator	
3	Mrs.Ramani	Member	
4	Mrs.Sharadha	Member	
5	Ms. Arthi	Member	
6	Ms.Ruchitha	Member	

Principal

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Date: 01-12-2018

CIRCULAR

It is here by informed to all the members of Grievance Redressal Committee that you are requested to attend the committee meeting on 04-12-2018 at 11.00 AM in Principal chamber to discuss the following matters.

Agenda:

- ✚ To review of previous grievance minutes and action taken.
- ✚ To discuss about the student grievances if any.

The following members are requested to attend the meeting

S.No.	Name of the Member	Designation	Position
1	Dr.K. Jhansi Rani	Principal	Chairman
2	Dr.Karuna Devi	Associate Professor	Coordinator
3	Mrs.Ramani	Assistant Professor	Member
4	Mrs.Sharadha	Assistant Professor	Member
5	Ms. Anusha	Student	Member
6	Ms.Akshitha	Student	Member

Principal

Copy to:

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4. Administrative Officer
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Date: 04-12-2018

MINUTES OF THE MEETING

All the members of Grievance Redressal Committee discussed the above issues and suggested to resolve the following issues.

1. Grievance Redressal Committee members reviewed the deliberations made on various issues in the previous meeting and actions for improving the functioning of the college.
2. As per the request of I year BBA student with the help of floor incharge Committee traced the CC footage and found the Mobile phone.
3. As per the request of I year B.Com students, Committee brought to the notice of Management and repaired the window pane.

The following members were present

S. No.	Name of the Member	Position	Signature
1	Dr.K. Jhansi Rani	Chairman	
2	Dr.Karuna Devi	Coordinator	
3	Mrs.Ramani	Member	
4	Mrs.Sharadha	Member	
5	Ms. Anusha	Member	
6	Ms.Akshitha	Member	

Principal

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Date: 15-04-2019

CIRCULAR

It is here by informed to all the members of Grievance Redressal Committee that you are requested to attend the committee meeting on 17-04-2019 at 11.00 AM in Principal chamber to discuss the following matters.

Agenda:

- ✚ To review of previous grievance minutes and action taken.
- ✚ To discuss about the student grievances if any.

The following members are requested to attend the meeting

S.No.	Name of the Member	Designation	Position
1	Dr.K. Jhansi Rani	Principal	Chairman
2	Dr.Karuna Devi	Associate Professor	Coordinator
3	Mrs.Himabindu	Assistant Professor	Member
4	Mrs.Sharadha	Assistant Professor	Member
5	Ms. Bhavatharini	Student	Member
6	Ms.Deekshitha	Student	Member

Principal

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O.U. Campus, Hyderabad-500 007

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4. Administrative Officer
5. Accounts Officer
6. Circulate among the students



Date:17-04-2019

MINUTES OF THE MEETING

All the members of Grievance Redressal Committee discussed the above issues and suggested to resolve the following issues.

1. Grievance Redressal Committee members reviewed the deliberations made on various issues in the previous meeting and actions for improving the functioning of the college.
2. As per the request of I Year B.Sc students, Committee discussed with library committee to instruct the librarian to make library timings flexible.

The following members were present

S. No.	Name of the Member	Position	Signature
1	Dr.K. Jhansi Rani	Chairman	
2	Dr.Karuna Devi	Coordinator	
3	Mrs.Himabindu	Member	
4	Mrs.Sharadha	Member	
5	Ms. Bhavatharini	Member	
6	Ms.Deekshitha	Member	

Principal

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Date: 11-04-2018

CIRCULAR

It is here by informed to all the members of Grievance Redressal Committee that you are requested to attend the committee meeting on 13-04-2018 at 11.00 AM in Principal chamber to discuss the following matters.

Agenda:

- ✚ To review of previous grievance minutes and action taken.
- ✚ To discuss about the student grievances if any.

The following members are requested to attend the meeting

S.No.	Name of the Member	Designation	Position
1	Dr.K. Jhansi Rani	Principal	Chairman
2	Dr.Karuna Devi	Associate Professor	Coordinator
3	Mrs.Ramani	Assistant Professor	Member
4	Mrs.Sharadha	Assistant Professor	Member
5	Ms. Shirisha	Student	Member
6	Ms.Mamatha	Student	Member

K. J. R.

Principal

Copy to:

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4. Administrative Officer
5. Accounts Officer
6. Circulate among the students

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O.U. Campus, Hyderabad-500007



Date: 13-04-2018

MINUTES OF THE MEETING

All the members of Grievance Redressal Committee discussed the above issues and suggested to resolve the following issues.

1. Grievance Redressal Committee members reviewed the deliberations made on various issues in the previous meeting and actions for improving the functioning of the college.
2. As per the request of I year B.Com students, Committee brought to the notice of the management and polished the black board to make it clearly visible.

The following members were present

S.NO	Name of the Member	Position	Signature
1	Dr.K. Jhansi Rani	Chairman	
2	Dr.Karuna Devi	Coordinator	
3	Mrs.Ramani	Member	
4	Mrs.Sharadha	Member	
5	Ms. Shirisha	Member	
6	Ms.Mamatha	Member	

Principal

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