



Koneru Lakshmaiah Education Foundation

(Category -1, Deemed to be University estd. u/s. 3 of the UGC Act, 1956)

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Campus: Green Fields, Vaddeswaram - 522 302, Guntur District, Andhra Pradesh, INDIA.
Phone No. +91 8645 - 350 200; www.klef.ac.in; www.klef.edu.in; www.kluniversity.in
Admin Off: 29-36-38, Museum Road, Governorpet, Vijayawada - 520 002. Ph: +91 - 866 - 3500122, 2576129

Ref: KLEF/RO/STUDENT AFFAIRS/GRC/2022-23

Dt: 19.07.2022

Orders of the Hon'ble Vice-Chancellor dt.19.07.2022

CIRCULAR

Sub: Meeting with Grievance Committee Members on 21-07-2022 – Reg.

Ref: Letter dated 18-7-2022 from Dr.Ch Hanumantha Rao, Dean (Student Affairs).

This is to inform that Grievance Redressal Committee meeting is scheduled to be convened on 21-07-2022 from 2.00 P.M. The meeting will be conducted in room no ROSE HALL. All the members of Grievance Redressal Committee listed below shall attend the meeting without fail.

Agenda:

1. Addressing about resolving the online and offline complaints.
2. Any other relevant matters

S.No	Name of the Member	Department	Nominated as
1	Dr.Ch Hanumantha Rao	Dean SA	Convener
2	Dr.M.Vasujadevi	Associate Dean SA	Co-convener
3	Dr.Habibulla Khan	Advisor, Student Affairs	Member
4	Dr.N.Venkatram	Pro-Vice chancellor	Member
5	Dr. L. Jayasree	Retd. Professor, Ombuds-Person	Member
6	Dr. Ali Baig	ECE	Member
7	Dr.T.Santhi Sri	CSE	Member
8	Mrs. K Sarada	EEE	Member
9	Dr. P. Gopi Krishna	ECM	Member
10	Mr Nitin Ralph Pochont	MECH	Member
11	Dr. M.Sudha Mani	BT	Member
12	Mr. N. Sandeep Kumar	CE	Member
13	Dr. R. Pradeep	BBA/MBA	Member
14	Md Abdul Mannan	BCA	Member
15	Dr. B. Nagalakshmi	B Com-H	Member
16	Mr. V. Varun	B Arch	Member
17	Dr. M. Narender	B Pharm	Member
18	Mr. J.V.Sridhar Patnala	B Sc VC, DFA	Member
19	Dr. Ch. Lakshmana Rao	BBA LLB	Member
20	A.Teja Sree	180031342, CSE	Student member
21	B.Lavanya	180541187, BBA	Student member
22	G. Tharun Vardhan	180160008, B.Arch	Student member
23	P. Sai Nikith Reddy	180040484, ECE	Student member
24	B. Sai Bhumika Reddy	190010106, BT	Student member
25	I. Pavan Teja	190030603, CSE	Student member
26	M.V.S.S Akhil	190070067, Mech	Student member
27	A.Nivas	2000031648, CSE	Student member
28	G. Jahnvi	2000040526, ECE	Student member
29	N. Sai Chaitanya Reddy	2000550031, B.Com (Honors)	Student member

The HoD's are requested to ensure that this information is brought to the notice of the Faculty and Student members concerned of their respective departments and ensure their participation in the above meeting.

Rajadev
REGISTRAR

REGISTRAR
Koneru Lakshmaiah Education Foundation
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Green Fields, VADDESWARAM-522 302,
Guntur District, Andhra Pradesh.

Mail & Hard copy to: Hon'ble President, KLEF
Mail to: Hon'ble Vice-Presidents,

Mail & Hard copy to: Hon'ble Pro Chancellor

Mail & Hard copy to: Hon'ble Vice-Chancellor

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Mail to: Webmaster-Mr.LV

Mail to: Chief Technical Officer (CTO)-Mr.A.Satya Kalyan

Mr. Raja Sekhar, Emp. No. 2482, Jr. Network Administrator (E-mail: rajasekhar_syte@kluniversity.in)

Mail to: Professor In-charge, EduTech, Animation-Dr. M. Siva Kumar, Assoc.Professor, ECE

Mail to: Dean (Quality)

Individuals concerned

Thanks & Regards



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OFFICE OF DEAN STUDENT AFFAIRS GRIEVANCES REDRESSEL COMMITTEE MINUTES OF THE MEETING HELD AT ROOM NO. ROSE HALL

Meeting No.	001	Date	21.07.2022
Academic Year	2022-23	Time	02.00 P.M

Agenda:

1. Addressing about resolving the online and offline complaints.
2. Any other relevant matters

Members Present:

S.No	Name of the Member	Department	Nominated as
1	Dr.Ch Hanumantha Rao	Dean SA	Convener
2	Dr.M.Vasuiadevi	Associate Dean SA	Co-convener
3	Dr.Habibulla Khan	Advisor. Student Affairs	Member
4	Dr.N.Venkatram	Pro-Vice chancellor	Member
5	Dr. Ali Baig	ECE	Member
6	Dr.T.Santhi Sri	CSE	Member
7	Mrs. K Sarada	EEE	Member
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13	Md Abdul Mannan	BCA	Member
14	Dr. B. Nagalakshmi	B Com-H	Member
15	Mr. V. Varun	B Arch	Member
16	Dr. M. Narender	B Pharm	Member
17	Mr. J.V.Sridhar Patnala	B Sc VC. BFA	Member
18	Dr. Ch. Lakshmana Rao	BBA LLB	Member
19	A.Teia Sree	180031342. CSE	Student
20	B.Lavanva	180541187. BBA	Student
21	G. Tharun Vardhan	180160008. B.Arch	Student
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26	A.Nivas	2000031648. CSE	Student
27	G. Jahnvi	2000040526. ECE	Student
28	N. Sai Chaitanva Reddv	2000550031. B.Com (Honors)	Student

Members Absent.

Nil

Dr.Ch Hanumantha Rao, Convener, Grievance Redressal Committee welcomed all the committee members for the meeting.

Action taken report of the decisions taken in the last meeting held on is not applicable as this is the first Meeting conducted in this Academic Year.

Discussion on Agenda Items:

Agenda Item-1: Addressing about online or offline complaints.

A Male student in the 4th year of the Computer Science and Engineering (CSE) department lodged a complaint on **12/07/2022**. He reported that although he had made a payment, it was not reflected in the exam section of the ERP portal. This discrepancy was particularly urgent as he needed to clear his exams. The matter was escalated to the accounts section.

Agenda item-3: Any other item, with the permission of the Chair.
There are no other items for discussion.

The meeting was concluded with the Chairman, Grievances Redressal Committee thanking the members for their cooperation.



Dean (Student Affairs)
(Dr. Ch. Hanumantha Rao)

Dean (Student Affairs)
Koneru Lakshmaiah Education Foundation
(Deemed to be University)
Green Fields, VADDESARAM-522502,
Guntur Dist, Andhra Pradesh.



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Dt:25.08.2022

Orders of the Hon'ble Vice-Chancellor dt.25.08.2022

CIRCULAR

Sub: Meeting with Grievance Committee Members on 27-08-2022- Reg.

Ref: Letter dated 24-8-2022 from Dr.Ch Hanumantha Rao, Dean (Student Affairs).

This is to inform that Grievance Redressal Committee meeting is scheduled to be convened on 27-08-2022 **from** 2.00 P.M. The meeting will be conducted in room no ROSE HALL. All the members of Grievance Redressal Committee listed below shall attend the meeting without fail.

Agenda:

1. Addressing about resolving the online and offline complaints.
2. Any other relevant matters

S.No	Name of the Member	Department	Nominated as
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The HoD's are requested to ensure that this information is brought to the notice of the Faculty and Student members concerned of their respective departments and ensure their participation in the above meeting.

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Individuals concerned

Thanks & Regards



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OFFICE OF DEAN STUDENT AFFAIRS GRIEVANCES REDRESSAL COMMITTEE MINUTES OF THE MEETING HELD AT ROOM NO. ROSE HALL

Meeting No.	002	Date	27.08.2022
Academic Year	2022-23	Time	02.00 P.M

Agenda:

1. Addressing about resolving the online and offline complaints.
2. Addressing the follow-up and completion status of priority issue that are raised in above grievances and get timely redressal.
3. Any other relevant matters

Members Present:

S.No	Name of the Member	Department	Nominated as
1	Dr.Ch Hanumantha Rao	Dean SA	Convener
2	Dr.M.Vasujadevi	Associate Dean SA	Co-convener
3	Dr.Habibulla Khan	Advisor, Student Affairs	Member
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24	N. Sai Chaitanya Reddy	2000550031, B.Com (Honors)	Student member

Members Absent.

1	P. Sai Nikith Reddy	180040484, ECE	Student member
2	B. Sai Bhumika Reddy	190010106, BT	Student member
3	Dr. R. Pradeep	BBA/MBA	Member
4	Md Abdul Mannan	BCA	Member

Dr.Ch Hanumantha Rao, Convener, Grievance Redressal Committee welcomed all the committee members for the meeting.

Action taken report of the decisions taken in the last meeting:

A Male student in the 4th year of the Computer Science and Engineering (CSE) department lodged a complaint on **12/07/2022**. He reported that although he had made a payment, it was not reflected in the exam section of the ERP portal. This discrepancy was particularly urgent as he needed to clear his exams. The matter was escalated to the accounts section, where it was confirmed that the student had indeed made the payment on **11/07/2022**. However, the payment had not yet been reflected in the university's account. Once the payment appeared in the university's account, the ERP portal would be updated accordingly. Amount got reflected in KLEF bank account on **22/07/2022** and consequently ERP is updated. **The issue was resolved within 10 days, primarily due to a delay in confirmation of the payment by the bank.**

Discussion on Agenda Items:

Agenda Item-1:

A second-year male student in the Electronics and Communication Engineering (ECE) department submitted a request online on **25/08/2022**, asking for a bus stop to be established at Sitaram Township, Nallapadu. The student indicated that approximately 10 students were prepared to board from this location if the bus were to stop there.

Agenda item-2: Any other item, with the permission of the Chair
There is no other items for discussion.

The meeting was concluded with the Chairman, Grievances Redressal Committee thanking the members for their cooperation.



Dean (Student Affairs)
(Dr. Ch. Hanumantha Rao)

Dean (Student Affairs)
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Dt21.09.2022

Orders of the Hon'ble Vice-Chancellor dt.21.09.2022

CIRCULAR

Sub: Meeting with Grievance Committee Members on 24-09-2022- Reg.

Ref: Letter dated 20-9-2022 from Dr.Ch Hanumantha Rao, Dean (Student Affairs).

This is to inform that Grievance Redressal Committee meeting is scheduled to be convened on 24-09-2022 from 2.00 P.M. The meeting will be conducted in room no ROSE HALL. All the members of Grievance Redressal Committee listed below shall attend the meeting without fail.

Agenda:

1. Addressing about resolving the online and offline complaints.
2. Any other relevant matters

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Hon'ble

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Agriculture / Arts / BBA / Commerce / Fine Arts

Hotel Management / MBA / Foreign Languages

HoDs.. Pharmacy

HoDs..Communication Skills / Soft Skills & Head of Division...Quant & Reasoning

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Student Affairs / Student Welfare / Examinations

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Mail to: Chief Technical Officer (CTO)-Mr.A.Satya Kalyan

Mr. Raja Sekhar, Emp. No. 2482, Jr. Network Administrator (E-mail: rajasekhar_syte@kluniversity.in)

Mail to: Professor In-charge, EduTech, Animation-Dr. M. Siva Kumar,Assoc.Professor,ECE

Mail to: Dean (Quality)

Individuals concerned

Thanks & Regards


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Koneru Lakshmaiah Education Foundation
(Deemed to be University)
Green Fields, VADDESWARAM-522 302.
Guntur District. Andhra Pradesh.



Koneru Lakshmaiah Education Foundation

(Category -1, Deemed to be University estd. u/s. 3 of the UGC Act, 1956)

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OFFICE OF DEAN STUDENT AFFAIRS GRIEVANCES REDRESSAL COMMITTEE

MINUTES OF THE MEETING HELD AT ROOM NO. ROSE HALL

Meeting No.	3	Date	24.09.2022
Academic Year	2022-23	Time	02.00 P.M

Agenda:

1. Addressing about resolving the online and offline complaints.
2. Any other relevant matters

Members Present:

S.No	Name of the Member	Department	Nominated as
1	Dr.Ch Hanumantha Rao	Dean SA	Convener
2	Dr.M.Vasujadevi	Associate Dean SA	Co-convener
3	Dr.Habibulla Khan	Advisor, Student Affairs	Member
4	Dr.N.Venkatram	Pro-Vice chancellor	Member
5	Dr. Ali Baig	ECE	Member
6	Dr.T.Santhi Sri	CSE	Member
7	Mrs. K Sarada	EEE	Member
8	Dr. P. Gopi Krishna	ECM	Member
9	Mr Nitin Ralph Pochont	MECH	Member
10	Dr. M.Sudha Mani	BT	Member
11	Mr. N. Sandeep Kumar	CE	Member
12	Dr. R. Pradeep	BBA/MBA	Member
13	Md Abdul Mannan	BCA	Member
14	Dr. B. Nagalakshmi	B Com-H	Member
15	Mr. V. Varun	B Arch	Member
16	Dr. M. Narender	B Pharm	Member
17	Mr. J.V.Sridhar Patnala	B Sc VC, BFA	Member
18	Dr. Ch. Lakshmana Rao	BBA LLB	Member
19	A.Teja Sree	180031342, CSE	Student
20	B.Lavanva	180541187, BBA	Student
21	G. Tharun Vardhan	180160008, B.Arch	Student
22	P. Sai Nikith Reddy	180040484, ECE	Student
23	B. Sai Bhumika Reddy	190010106, BT	Student
24	I. Pavan Teja	190030603, CSE	Student
25	M.V.S.S Akhil	190070067, Mech	Student
26	A.Nivas	2000031648, CSE	Student
27	G. Jahnvi	2000040526, ECE	Student
28	N. Sai Chaitanya Reddy	2000550031, B.Com (Honors)	Student

Members Absent.

NIL

Dr.Ch Hanumantha Rao, Convener, Grievance Redressal Committee welcomed all the committee members for the meeting.

Action taken report of the decisions taken in the last meeting:

A second-year male student in the Electronics and Communication Engineering (ECE) department submitted a request online on **25/08/2022**, asking for a bus stop to be established at Sitaram Township, Nallapadu. The student indicated that approximately 10 students were prepared to board from this location if the bus were to stop there. **GRC Meeting is convened on 27/08/2022**. The committee reviewed the grievance and forwarded it to the transport department. **The complaint was successfully addressed on 29/8/2022**. It was acknowledged that the suggestion for a bus stop at Sitaram Township near Nallapadu was taken into account. Starting from the following day, the bus will now stop at the requested location. This issue was resolved within 6 days.. **This issue was resolved in 4 days of time.**


Discussion on Agenda Items:

Agenda Item-1: Addressing the issues and complaints raised by the students.

No grievances are raised.

Agenda item-2: Any other item, with the permission of the Chair. There is no other items for discussion.

The meeting was concluded with the Chairman, Grievances Redressal Committee thanking the members for their cooperation.


24/9/2022
Dean (Student Affairs)
(Dr. Ch. Hanumantha Rao)

Dean (Student Affairs)
Koneru Lakshmaiah Education Foundation
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Ref: KLEF/RO/STUDENT AFFAIRS/GRC/2022-23

Dt: 18.10.2022

Orders of the Hon'ble Vice-Chancellor dt.18.10.2022

CIRCULAR

Sub: Meeting with Grievance Committee Members on 20-10-2022 – Reg.

Ref: Letter dated 17-10-2022 from Dr.Ch Hanumantha Rao, Dean (Student Affairs).

This is to inform that Grievance Redressal Committee meeting is scheduled to be convened on 20-10-2022 from 2.00 P.M. The meeting will be conducted in room no ROSE HALL. All the members of Grievance Redressal Committee listed below shall attend the meeting without fail.

Agenda:

1. Addressing about resolving the online and offline complaints.
2. Any other relevant matters

S.No	Name of the Member	Department	Nominated as
1	Dr.Ch Hanumantha Rao	Dean SA	Convener
2	Dr.M.Vasujadevi	Associate Dean SA	Co-convener
3	Dr.Habibulla Khan	Advisor, Student Affairs	Member
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12	Mr. N. Sandeep Kumar	CE	Member
13	Dr. R. Pradeep	BBA/MBA	Member
14	Md Abdul Mannan	BCA	Member
15	Dr. B. Nagalakshmi	B Com-H	Member
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24	B. Sai Bhumika Reddy	190010106, BT	Student member
25	I. Pavan Teja	190030603, CSE	Student member
26	M.V.S.S Akhil	190070067, Mech	Student member
27	A.Nivas	2000031648, CSE	Student member
28	G. Jahnavi	2000040526, ECE	Student member
29	N. Sai Chaitanya Reddy	2000550031, B.Com (Honors)	Student member

The HoD's are requested to ensure that this information is brought to the notice of the Faculty and Student members concerned of their respective departments and ensure their participation in the above meeting.

Jayadeva

REGISTRAR

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Guntur District, Andhra Pradesh.

Mail & Hard copy to: Hon'ble President, KLEF

Mail to: Hon'ble
KLEF

Mail & Hard copy to: Hon'ble Pro Chancellor

Mail & Hard copy to: Hon'ble Vice-Chancellor

Mail & Hard copy to: Pro Vice-Chancellors

Mail to: Chief Coordinating Officer-Dr.A. Jagadeesh

Mail to: Special Officer -Dr.A. Vani

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Student Affairs / Student Welfare / Examinations

Mail to: Librarian

Mail to: Director (Purchases)-Mr.YSRKP / GM (Purchases)-Mr.Nilanjan Guha/ Jt.Registrar-A.O.-Mr.C.S.Rao / Director-Adm-Dr.J.S.Rao / Media I/c & PRO - Mr.HSR Murty

Mail to: GM (Finance)-Mr.K.Srirama Krishna / Finance Officer-Mr.KRR / Manager (Accounts)-Mr.B.Mallikharjuna Prasad

Mail to: Sr.Manager (HR)-Campus..Dr. Kanimozhi / Sr.Manager (HR)-A.O...Mr.J. Sreekanth /Pay Bills Section-A.O.

Mail to: Webmaster-Mr.LV

Mail to: Chief Technical Officer (CTO)-Mr.A.Satya Kalyan

Mr. Raja Sekhar, Emp. No. 2482, Jr. Network Administrator (E-mail: rajasekhar_syte@kluniversity.in)

Mail to: Professor In-charge, EduTech, Animation-Dr. M. Siva Kumar,Assoc.Professor,ECE

Mail to: Dean (Quality)

Individuals concerned

Thanks & Regards



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OFFICE OF DEAN STUDENT AFFAIRS GRIEVANCES REDRESSAL COMMITTEE

MINUTES OF THE MEETING HELD AT ROOM NO. ROSE HALL

Meeting No.	4	Date	20.10.2022
Academic Year	2022-23	Time	02.00 P.M

Agenda:

1. Addressing about resolving the online and offline complaints.
2. Any other relevant matters

Members Present:

S.No	Name of the Member	Department	Nominated as
1	Dr.Ch Hanumantha Rao	Dean SA	Convener
2	Dr.M.Vasuiadevi	Associate Dean SA	Co-convener
3	Dr.Habibulla Khan	Advisor. Student Affairs	Member
4	Dr.N.Venkatram	Pro-Vice chancellor	Member
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10	Dr. M.Sudha Mani	BT	Member
11	Mr. N. Sandeep Kumar	CE	Member
12	Dr. R. Pradeep	BBA/MBA	Member
13	Md Abdul Mannan	BCA	Member
14	Dr. B. Nagalakshmi	B Com-H	Member
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26	A.Nivas	2000031648, CSE	Student
27	G. Jahnvi	2000040526, ECE	Student
28	N. Sai Chaitanya Reddy	2000550031, B.Com (Honors)	Student

Members Absent.

NIL

Dr.Ch Hanumantha Rao, Convener, Grievance Redressal Committee welcomed all the committee members for the meeting.

Action taken report of the decisions taken in the last meeting:

No action taken report is required as there are no issues or complaints have been raised in the previous month.

Discussion on Agenda Items:

Agenda Item-1: Any Grievance Raised.

Agenda item-2: Any other item, with the permission of the Chair.

There are no other items for discussion.

The meeting was concluded with the Chairman, Grievances Redressal Committee thanking the members for their cooperation.



Dean (Student Affairs)
(Dr. Ch. Hanumantha Rao)

Dean (Student Affairs)
Koneru Lakshmaiah Education Foundation
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Ref: KLEF/RO/STUDENT AFFAIRS/GRC/2022-23

Dt: 24.11.2022

Orders of the Hon'ble Vice-Chancellor dt.24.11.2022

CIRCULAR

Sub: Meeting with Grievance Committee Members on 26-11-2022 – Reg.

Ref: Letter dated 23-11-2022 from Dr.Ch Hanumantha Rao, Dean (Student Affairs).

This is to inform that Grievance Redressal Committee meeting is scheduled to be convened on 26-11-2022 from 2.00 P.M. The meeting will be conducted in room no ROSE HALL. All the members of Grievance Redressal Committee listed below shall attend the meeting without fail.

Agenda:

1. Addressing about resolving the online and offline complaints.
2. Any other relevant matters

S.No	Name of the Member	Department	Nominated as
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The HoD's are requested to ensure that this information is brought to the notice of the Faculty and Student members concerned of their respective departments and ensure their participation in the above meeting.


REGISTRAR

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Vice-Principal
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Guntur District, Andhra Pradesh.

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Mail to: Hon'ble Vice-Principal
KLEF

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Mail to: Professor In-charge, EduTech, Animation-Dr. M. Siva Kumar, Assoc.Professor,ECE

Mail to: Dean (Quality)

Individuals concerned

Thanks & Regards



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OFFICE OF DEAN STUDENT AFFAIRS GRIEVANCES REDRESSAL COMMITTEE MINUTES OF THE MEETING HELD AT ROOM NO. ROSE HALL

Meeting No.	5	Date	26.11.2022
Academic Year	2022-23	Time	02.00 P.M

Agenda:

1. Addressing about resolving the online and offline complaints.
2. Any other relevant matters

Members Present:

S.No	Name of the Member	Department	Nominated as
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28	N. Sai Chaitanva Reddy	2000550031. B.Com (Honors)	Student

Members Absent.

NIL

Dr. Ch Hanumantha Rao, Convener, Grievance Redressal Committee welcomed all the committee members for the meeting.

Action taken report of the decisions taken in the last meeting:

NIL as there are no grievances raised during last month.


Discussion on Agenda Items:

Agenda Item-1:

A third-year CSE lateral entry student raised a concern on **24/11/2022** regarding his hall ticket. He stated that he had paid all fees, including the Coursera fee, yet the exam portal showed a fee due. He requested a swift resolution as exams were scheduled to begin on December 5th, 2022.

Agenda item-2: Any other item, with the permission of the Chair
There are no other items for discussion.

The meeting was concluded with the Chairman, Grievances Redressal Committee thanking the members for their cooperation.


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(Dr. Ch. Hanumantha Rao)

Dean (Student Affairs)
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Ref: KLEF/RO/STUDENT AFFAIRS/GRC/2022-23

Dt:21.12.2022

Orders of the Hon'ble Vice-Chancellor dt:21.12.2022

CIRCULAR

Sub: Meeting with Grievance Committee Members on 23-12-2022 – Reg.

Ref: Letter dated 20-12-2022 from Dr.Ch Hanumantha Rao, Dean (Student Affairs).

This is to inform that Grievance Redressal Committee meeting is scheduled to be convened on 23-12-2022 from 2.00 P.M. The meeting will be conducted in room no ROSE HALL. All the members of Grievance Redressal Committee listed below shall attend the meeting without fail.

Agenda:

1. Addressing about resolving the online and offline complaints.
2. Any other relevant matters

S.No	Name of the Member	Department	Nominated as
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25	I. Pavan Teja	190030603, CSE	Student member
26	M.V.S.S Akhil	190070067, Mech	Student member
27	A.Nivas	2000031648, CSE	Student member
28	G . Jahnavi	2000040526, ECE	Student member
29	N. Sai Chaitanya Reddy	2000550031, B.Com (Honors)	Student member

The HoD's are requested to ensure that this information is brought to the notice of the Faculty and Student members concerned of their respective departments and ensure their participation in the above meeting.

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Mail to: Hon'ble Vice-Presidents,
KLEF

Mail & Hard copy to: Hon'ble Pro Chancellor

Mail & Hard copy to: Hon'ble Vice-Chancellor

Mail & Hard copy to: Pro Vice-Chancellors

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Mr. Raja Sekhar, Emp. No. 2482, Jr. Network Administrator (E-mail: rajasekhar_syte@kluniversity.in)

Mail to: Professor In-charge, EduTech, Animation-Dr. M. Siva Kumar,Assoc.Professor,ECE

Mail to: Dean (Quality)

Individuals concerned

Thanks & Regards


REGISTRAR
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(Deemed to be University)
Green Fields, VADDESARAM-522 302.
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OFFICE OF DEAN STUDENT AFFAIRS GRIEVANCES REDRESSEL COMMITTEE MINUTES OF THE MEETING HELD AT ROOM NO. ROSE HALL

Meeting No.	6	Date	23.12.2022
Academic Year	2022-23	Time	02.00 P.M

Agenda:

1. Addressing about resolving the online and offline complaints.
2. Any other relevant matters

Members Present:

S.No	Name of the Member	Department	Nominated as
1	Dr.Ch Hanumantha Rao	Dean SA	Convener
2	Dr.M.Vasuiadevi	Associate Dean SA	Co-convener
3	Dr.Habibulla Khan	Advisor, Student Affairs	Member
4	Dr.N.Venkatram	Pro-Vice chancellor	Member
5	Dr. Ali Baig	ECE	Member
6	Dr.T.Santhi Sri	CSE	Member
7	Mrs. K Sarada	EEE	Member
8	Dr. P. Gopi Krishna	ECM	Member
9	Mr Nitin Ralph Pochont	MECH	Member
10	Dr. M.Sudha Mani	BT	Member
11	Mr. N. Sandeep Kumar	CE	Member
12	Dr. R. Pradeep	BBA/MBA	Member
13	Md Abdul Mannan	BCA	Member
14	Dr. B. Nagalakshmi	B Com-H	Member
15	Mr. V. Varun	B Arch	Member
16	Dr. M. Narender	B Pharm	Member
17	Mr. J.V.Sridhar Patnala	B Sc VC. BFA	Member
18	Dr. Ch. Lakshmana Rao	BBA LLB	Member
19	A.Teja Sree	180031342. CSE	Student member
20	B.Lavanva	180541187. BBA	Student member
21	G. Tharun Vardhan	180160008. B.Arch	Student member
22	P. Sai Nikith Reddy	180040484. ECE	Student member
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25	M.V.S.S Akhil	190070067. Mech	Student member
26	A.Nivas	2000031648. CSE	Student member
27	G. Jahnvi	2000040526. ECE	Student member
28	N. Sai Chaitanya Reddy	2000550031. B.Com (Honors)	Student member

Members Absent.

Nil

Dr.Ch Hanumantha Rao, Convener, Grievance Redressal Committee welcomed all the committee members for the meeting.

Action taken report of the decisions taken in the last meeting:

A third-year CSE lateral entry student raised a concern on **24/11/2022** regarding his hall ticket. He stated that he had paid all fees, including the Coursera fee, yet the exam portal showed a fee due. He requested a swift resolution as exams were scheduled to begin on December 5th, 2022. A GRC Meeting was held on 26/11/2022 where the committee reviewed the issue and forwarded it to the exam section. The examination section, in turn, passed the request to the accounts section to verify the payment status. Upon confirming the payment by checking the receipt, the accounts section updated the payment details on **28/11/2022** and issued the hall ticket to the student. **This issue was resolved within 4-days**

Discussion on Agenda Items:


Agenda Item-1: Discussion on Grievances raised.

A first-year female ECS student submitted a written complaint on **24/12/2022** to the Dean of Student Affairs. She recounted an incident where she inadvertently left her scarf behind at the hostel while heading to campus with friends for corrections. Subsequently, a vigilance officer raised his voice at her in front of a considerable number of people.

Agenda item-2: Any other item, with the permission of the Chair.

There is no other items for discussion.

The meeting was concluded with the Chairman, Grievances Redressal Committee thanking the members for their cooperation.



**Dean (Student Affairs)
(Dr. Ch. Hanumantha Rao)**

Dean (Student Affairs)
Koneru Lakshmaiah Education Foundation
(Deemed to be University)
Green Fields, VADESWARAM-522502,
Guntur Dist, Andhra Pradesh.



Koneru Lakshmaiah Education Foundation

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Ref: KLEF/RO/STUDENT AFFAIRS/GRC/2022-23

Dt:23.01.2023

Orders of the Hon'ble Vice-Chancellor dt:23.01.2023

CIRCULAR

Sub: Meeting with Grievance Committee Members on 24-01-2023– Reg.

Ref: Letter dated 21-01-2023 from Dr.Ch Hanumantha Rao, Dean (Student Affairs).

This is to inform that Grievance Redressal Committee meeting is scheduled to be convened on 24-01-2023 from 2.00 P.M. The meeting will be conducted in room no ROSE HALL. All the members of Grievance Redressal Committee listed below shall attend the meeting without fail.

Agenda:

1. Addressing about resolving the online and offline complaints.
2. Any other relevant matters

S.No	Name of the Member	Department	Nominated as
1	Dr.Ch Hanumantha Rao	Dean SA	Convener
2	Dr.M.Vasujadevi	Associate Dean SA	Co-convener
3	Dr.Habibulla Khan	Advisor, Student Affairs	Member
4	Dr.N.Venkatram	Pro-Vice chancellor	Member
5	Dr. L. Jayasree	Retd. Professor, Ombuds-Person	Member
6	Dr. Ali Baig	ECE	Member
7	Dr.T.Santhi Sri	CSE	Member
8	Mrs. K Sarada	EEE	Member
9	Dr. P. Gopi Krishna	ECM	Member
10	Mr Nitin Ralph Pochont	MECH	Member
11	Dr. M.Sudha Mani	BT	Member
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14	Md Abdul Mannan	BCA	Member
15	Dr. B. Nagalakshmi	B Com-H	Member
16	Mr. V. Varun	B Arch	Member
17	Dr. M. Narender	B Pharm	Member
18	Mr. J.V.Sridhar Patnala	B Sc VC, BFA	Member
19	Dr. Ch. Lakshmana Rao	BBA LLB	Member
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27	A.Nivas	2000031648, CSE	Student member
28	G. Jahnvi	2000040526, ECE	Student member
29	N. Sai Chaitanya Reddy	2000550031, B.Com (Honors)	Student member

The HoD's are requested to ensure that this information is brought to the notice of the Faculty and Student members concerned of their respective departments and ensure their participation in the above meeting.

Rajasekh
REGISTRAR

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mail: rajasekhar_syte@kluniversity.in)

Mail to: Professor In-charge, EduTech, Animation-Dr. M. Siva Kumar,Assoc.Professor,ECE

Mail to: Dean (Quality)

Individuals concerned

Thanks & Regards



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OFFICE OF DEAN STUDENT AFFAIRS GRIEVANCES REDRESSEL COMMITTEE MINUTES OF THE MEETING HELD AT ROOM NO. ROSE HALL

Meeting No.	07	Date	24.01.2023
Academic Year	2022-23	Time	02.00 P.M

Agenda:

1. Addressing about resolving the online and offline complaints.
2. Any other relevant matters

Members Present:

S.No	Name of the Member	Department	Nominated as
1	Dr.Ch Hanumantha Rao	Dean SA	Convener
2	Dr.M.Vasujadevi	Associate Dean SA	Co-convener
3	Dr.Habibulla Khan	Advisor, Student Affairs	Member
4	Dr.N.Venkatram	Pro-Vice chancellor	Member
5	Dr. Ali Baig	ECE	Member
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23	B. Sai Bhumika Reddy	190010106, BT	Student
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25	M.V.S.S Akhil	190070067, Mech	Student
26	A.Nivas	2000031648, CSE	Student
27	G . Jahnvi	2000040526, ECE	Student
28	N. Sai Chaitanya Reddy	2000550031, B.Com (Honors)	Student

Members Absent.

Nil

Dr.Ch Hanumantha Rao, Convener, Grievance Redressal Committee welcomed all the committee members for the meeting.

Action taken report of the decisions taken in the last meeting:

A first-year female ECS student submitted a written complaint on **24/12/2022** to the Dean of Student Affairs. She recounted an incident where she inadvertently left her scarf behind at the hostel while heading to campus with friends for corrections. Subsequently, a vigilance officer raised his voice at her in front of a considerable number of people. This incident deeply upset her, prompting her to address the matter in her letter to the Dean Student Affairs on **27/12/2022**, the Dean of Student Affairs, along with GRC members, conducted a thorough investigation into the incident to gather all pertinent information and comprehend the circumstances surrounding the vigilance officer's behaviour. The vigilance officer involved was counselled regarding their behaviour and was also instructed to interact smoothly with students, particularly female students. It was also noted that he was newly recruited. **This issue was resolved within a 1 day of time frame as the concerned vigilance officer is on leave on 26/12/2022.**

Discussion on Agenda Items:

Agenda Item-1: Discussion on grievances Received.

2nd year CSE male student raised a grievance related to academics on **23.01.2023**. He raised an issue with accessing previous question papers through the KL online library services. They noted that the viewing option for some previous question papers through the DSpace repository website requires user registration, but new user registrations are not functioning properly. He requested to solve the issue as most of the students want to utilize the online library service at the time of examinations

Agenda item-2: Any other item, with the permission of the Chair. There are no other items for discussion.

The meeting was concluded with the Chairman, Grievances Redressal Committee thanking the members for their cooperation.


Dean (Student Affairs)
(Dr. Ch. Hanumantha Rao)

Dean (Student Affairs)
Koneru Lakshmaiah Education Foundation
(Deemed to be University)
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Guntur Dist, Andhra Pradesh.



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Ref: KLEF/RO/STUDENT AFFAIRS/GRC/2022-23

Dt:17.02.2023

Orders of the Hon'ble Vice-Chancellor dt:17.02.2023

CIRCULAR

Sub: Meeting with Grievance Committee Members on 21-02-2023 – Reg.

Ref: Letter dated 16-01-2023 from Dr.Ch Hanumantha Rao, Dean (Student Affairs).

This is to inform that Grievance Redressal Committee meeting is scheduled to be convened on 21-02-2023 from 2.00 P.M. The meeting will be conducted in room no ROSE HALL. All the members of Grievance Redressal Committee listed below shall attend the meeting without fail.

Agenda:

1. Addressing about resolving the online and offline complaints.
2. Any other relevant matters

S.No	Name of the Member	Department	Nominated as
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The HoD's are requested to ensure that this information is brought to the notice of the Faculty and Student members concerned of their respective departments and ensure their participation in the above meeting.



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Mail to: Dean (Quality)

Individuals concerned

Thanks & Regards



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OFFICE OF DEAN STUDENT AFFAIRS GRIEVANCES REDRESSAL COMMITTEE

MINUTES OF THE MEETING HELD AT ROOM NO. ROSE HALL

Meeting No.	08	Date	21.02.2023
Academic Year	2022-23	Time	02.00 P.M

Agenda:

1. Addressing about resolving the online and offline complaints.
2. Any other relevant matters

Members Present:

S.No	Name of the Member	Department	Nominated as
1	Dr.Ch Hanumantha Rao	Dean SA	Convener
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16	Dr. Ch. Lakshmana Rao	BBA LLB	Member
17	A.Teja Sree	180031342, CSE	Student member
18	B.Lavanya	180541187, BBA	Student member
19	G. Tharun Vardhan	180160008, B.Arch	Student member
20	I. Pavan Teja	190030603, CSE	Student member
21	M.V.S.S Akhil	190070067, Mech	Student member
22	A.Nivas	2000031648, CSE	Student member
23	G . Jahnavi	2000040526, ECE	Student member
24	N. Sai Chaitanya Reddy	2000550031, B.Com (Honors)	Student member

Members Absent.

1	P. Sai Nikith Reddy	180040484, ECE	Student member
2	B. Sai Bhumika Reddy	190010106, BT	Student member
3	Dr. R. Pradeep	BBA/MBA	Member
4	Md Abdul Mannan	BCA	Member

Dr.Ch Hanumantha Rao, Convener, Grievance Redressal Committee welcomed all the committee members for the meeting.

Action taken report of the decisions taken in the last meeting:

2nd year CSE male student raised a grievance related to academics on **23.01.2023**. He raised an issue with accessing previous question papers through the KL online library services. They noted that the viewing option for some previous question papers through the DSpace repository website requires user registration, but new user registrations are not functioning properly. He requested to solve the issue as most of the students want to utilize the online library service at the time of examinations. The IT and library department conducted a technical assessment on 24.01.2023 to identify the cause of the malfunction in the user registration process. **The issue got rectified on 25.01.2023. The issue has been resolved in 2 days of time.**

Discussion on Agenda Items:


Agenda Item-1: Discussion on Grievance Raised

No grievances are raised during this month.

Agenda Item-3: Any other item, with the permission of the Chair.

There are no other items for discussion.

The meeting was concluded with the Chairman, Grievances Redressal Committee thanking the members for their cooperation.


21/1/2023

**Dean (Student Affairs)
(Dr. Ch. Hanumantha Rao)**

Dean (Student Affairs)
Koneru Lakshmaiah Education Foundation
(Deemed to be University)
Green Fields, VADDESWARAM-522502,
Guntur Dist, Andhra Pradesh.



Koneru Lakshmaiah Education Foundation

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Ref: KLEF/RO/STUDENT AFFAIRS/GRC/2022-23

Dt:21.03.2023

Orders of the Hon'ble Vice-Chancellor dt: 21.03.2023

CIRCULAR

Sub: Meeting with Grievance Committee Members on 24-03-2023 – Reg.

Ref: Letter dated 20-03-2023 from Dr.Ch Hanumantha Rao, Dean (Student Affairs).

This is to inform that Grievance Redressal Committee meeting is scheduled to be convened on 24-03-2023 from 2.00 P.M. The meeting will be conducted in room no ROSE HALL.All the members of Grievance Redressal Committee listed below shall attend the meeting without fail.

Agenda:

1. Addressing about resolving the online and offline complaints.
2. Any other relevant matters

S.No	Name of the Member	Department	Nominated as
1	Dr.Ch Hanumantha Rao	Dean SA	Convener
2	Dr.M.Vasujadevi	Associate Dean SA	Co-convener
3	Dr.Habibulla Khan	Advisor, Student Affairs	Member
4	Dr.N.Venkatram	Pro-Vice chancellor	Member
5	Dr .L. Jayasree	Retd.Professor, Ombuds - Person	Member
6	Dr. Ali Baig	ECE	Member
7	Dr.T.Santhi Sri	CSE	Member
8	Mrs. K Sarada	EEE	Member
9	Dr. P. Gopi Krishna	ECM	Member
10	Mr Nitin Ralph Pochont	MECH	Member
11	Dr. M.Sudha Mani	BT	Member
12	Mr. N. Sandeep Kumar	CE	Member
13	Dr. R. Pradeep	BBA/MBA	Member
14	Md Abdul Mannan	BCA	Member
15	Dr. B. Nagalakshmi	B Com-H	Member
16	Mr. V. Varun	B Arch	Member
17	Dr. M. Narender	B Pharm	Member
18	Mr. J.V.Sridhar Patnala	B Sc VC, BFA	Member
19	Dr. Ch. Lakshmana Rao	BBA LLB	Member
20	A.Teja Srce	180031342, CSE	Student member
21	B.Lavanya	180541187, BBA	Student member
22	G. Tharun Vardhan	180160008, B.Arch	Student member
23	P. Sai Nikith Reddy	180040484, ECE	Student member
24	B. Sai Bhumika Reddy	190010106, BT	Student member
25	I. Pavan Teja	190030603, CSE	Student member
26	M.V.S.S Akhil	190070067, Mech	Student member
27	A.Nivas	2000031648, CSE	Student member
28	G . Jahnavi	2000040526, ECE	Student member
29	N. Sai Chaitanya Reddy	2000550031, B.Com	Student member

The HoD's are requested to ensure that this information is brought to the notice of the Faculty and Student members concerned of their respective departments and ensure their participation in the above meeting.


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Mail to: Director (Purchases)-Mr.YSRKP / GM (Purchases)-Mr.Nilanjan Guha/ Jt.Registrar-A.O.-Mr.C.S.Rao / Director-Adm-Dr.J.S.Rao / Media I/c & PRO - Mr.HSR Murty

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Mr. Raja Sekhar, Emp. No. 2482, Jr. Network Administrator (E-mail: rajasekhar_syte@kluniversity.in)

Mail to: Professor In-charge, EduTech, Animation-Dr. M. Siva Kumar,Assoc.Professor,ECE

Mail to: Dean (Quality)

Individuals concerned

Thanks & Regards



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OFFICE OF DEAN STUDENT AFFAIRS GRIEVANCES REDRESSAL COMMITTEE MINUTES OF THE MEETING HELD AT ROOM NO. ROSE HALL

Meeting No.	09	Date	24.03.2023
Academic Year	2022-23	Time	02.00 P.M

Agenda:

1. Addressing about resolving the online and offline complaints.
2. Any other relevant matters

Members Present:

S.No	Name of the Member	Department	Nominated as
1	Dr.Ch Hanumantha Rao	Dean SA	Convener
2	Dr.M.Vasujadevi	Associate Dean SA	Co-convener
3	Dr.Habibulla Khan	Advisor, Student Affairs	Member
4	Dr.N.Venkatram	Pro-Vice chancellor	Member
5	Dr. Ali Baig	ECE	Member
6	Dr.T.Santhi Sri	CSE	Member
7	Mrs. K Sarada	EEE	Member
8	Dr. P. Gopi Krishna	ECM	Member
9	Mr Nitin Ralph Pochont	MECH	Member
10	Dr. M.Sudha Mani	BT	Member
11	Mr. N. Sandeep Kumar	CE	Member
12	Dr. R. Pradeep	BBA/MBA	Member
13	Md Abdul Mannan	BCA	Member
14	Dr. B. Nagalakshmi	B Com-H	Member
15	Mr. V. Varun	B Arch	Member
16	Dr. M. Narender	B Pharm	Member
17	Mr. J.V.Sridhar Patnala	B Sc VC. BFA	Member
18	Dr. Ch. Lakshmana Rao	BBA LLB	Member
19	A.Teja Sree	180031342, CSE	Student
20	B.Lavaṅva	180541187, BBA	Student
21	G. Tharun Vardhan	180160008, B.Arch	Student
22	P. Sai Nikith Reddy	180040484, ECE	Student
23	B. Sai Bhumika Reddy	190010106, BT	Student
24	I. Pavan Teja	190030603, CSE	Student
25	M.V.S.S Akhil	190070067, Mech	Student
26	A.Nivas	2000031648, CSE	Student
27	G. Jahnvi	2000040526, ECE	Student
28	N. Sai Chaitanya Reddy	2000550031, B.Com (Honors)	Student

Members Absent.

NIL

Dr.Ch Hanumantha Rao, Convener, Grievance Redressal Committee welcomed all the committee members for the meeting.

Action taken report of the decisions taken in the last meeting:

No complaints have been raised in the last month.

Discussion on Agenda Items:

Agenda Item-1: Discussion on grievances raised.

No complaints raised in the current month.

Agenda item-2: Any other item, with the permission of the Chair.

There is no other items for discussion.

The meeting was concluded with the Chairman, Grievances Redressal Committee thanking the members for their cooperation.



Dean (Student Affairs)

(Dr. Ch. Hanumantha Rao)

Dean (Student Affairs)
Koneru Lakshmaiah Education Foundation
(Deemed to be University)
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Guntur Dist, Andhra Pradesh.



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Ref: KLEF/RO/STUDENT AFFAIRS/GRC/2022-23

Dt:18.04.2023

Orders of the Hon'ble Vice-Chancellor dt: 18.04.2023

CIRCULAR

Sub: Meeting with Grievance Committee Members on 20-04-2023– Reg.

Ref: Letter dated 17-04-2023 from Dr.Ch Hanumantha Rao, Dean (Student Affairs).

This is to inform that Grievance Redressal Committee meeting is scheduled to be convened on 20-04-2023 from 2.00 P.M. The meeting will be conducted in room no ROSE HALL. All the members of Grievance Redressal Committee listed below shall attend the meeting without fail.

Agenda:

1. Addressing about resolving the online and offline complaints.
2. Any other relevant matters

S.No	Name of the Member	Department	Nominated as
1	Dr.Ch Hanumantha Rao	Dean SA	Convener
2	Dr.M.Vasujadevi	Associate Dean SA	Co-convener
3	Dr.Habibulla Khan	Advisor, Student Affairs	Member
4	Dr.N.Venkatram	Pro-Vice chancellor	Member
5	Dr .L. Jayasree	Retd.Professor, Ombuds - Person	Member
6	Dr. Ali Baig	ECE	Member
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8	Mrs. K Sarada	EEE	Member
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14	Md Abdul Mannan	BCA	Member
15	Dr. B. Nagalakshmi	B Com-H	Member
16	Mr. V. Varun	B Arch	Member
17	Dr. M. Narender	B Pharm	Member
18	Mr. J.V.Sridhar Patnala	B Sc VC, BFA	Member
19	Dr. Ch. Lakshmana Rao	BBA LLB	Member
20	A.Teja Sree	180031342, CSE	Student
21	B.Lavanya	180541187, BBA	Student
22	G. Tharun Vardhan	180160008, B.Arch	Student
23	P. Sai Nikith Reddy	180040484, ECE	Student
24	B. Sai Bhumika Reddy	190010106, BT	Student
25	I. Pavan Teja	190030603, CSE	Student
26	M.V.S.S Akhil	190070067, Mech	Student
27	A.Nivas	2000031648, CSE	Student
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29	N. Sai Chaitanya Reddy	2000550031, B.Com (Honors)	Student

The HoD's are requested to ensure that this information is brought to the notice of the Faculty and Student members concerned of their respective departments and ensure their participation in the above meeting.



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Mail to: Dean (Quality)

Individuals concerned

Thanks & Regards



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OFFICE OF DEAN STUDENT AFFAIRS GRIEVANCES REDRESSEL COMMITTEE MINUTES OF THE MEETING HELD AT ROOM NO. ROSE HALL

Meeting No.	10	Date	20-04-2023
Academic Year	2022-23	Time	02.00 P.M

Agenda:

1. Addressing about resolving the online and offline complaints.
2. Any other relevant matters

Members Present:

S.No	Name of the Member	Department	Nominated as
1	Dr.Ch Hanumantha Rao	Dean SA	Convener
2	Dr.M.Vasuiadevi	Associate Dean SA	Co-convener
3	Dr.Habibulla Khan	Advisor, Student Affairs	Member
4	Dr.N.Venkatram	Pro-Vice chancellor	Member
5	Dr. Ali Baig	ECE	Member
6	Dr.T.Santhi Sri	CSE	Member
7	Mrs. K Sarada	EEE	Member
8	Dr. P. Gopi Krishna	ECM	Member
9	Mr Nitin Ralph Pochont	MECH	Member
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27	G. Jahnavi	2000040526, ECE	Student
28	N. Sai Chaitanya Reddy	2000550031, B.Com (Honors)	Student

Members Absent.

NIL

Dr.Ch Hanumantha Rao, Convener, Grievance Redressal Committee welcomed all the committee members for the meeting.

Action taken report of the decisions taken in the last meeting:

NIL as there are no grievances raised during last month.

Discussion on Agenda Items:

Agenda Item-1:

On **18/04/2023**, two second-year MBA students, expressed concerns about the ambiguity surrounding their bus stop, Sankar Vilas, particularly during the evenings at 7 P.M. They mentioned that students often become confused and end up at the lodge centre instead of their intended stop because drivers fail to announce stops or respond to inquiries. Additionally, they highlighted instances of rude behavior from some drivers. She requested a solution to address these issues, including clearly marking bus stops and allocating seats for students. They noted that many students residing in lodge centre face similar challenges and are awaiting a response.

Agenda item-2: Any other item, with the permission of the Chair.
There are no other items for discussion.

The meeting was concluded with the Chairman, Grievances Redressal Committee thanking the members for their cooperation.

CRH
20/4/23

Dean (Student Affairs)
(Dr. Ch. Hanumantha Rao)

Dean (Student Affairs)
Koneru Lakshmaiah Education Foundation
(Deemed to be University)
Green Fields, VADDESWARAM-522502,
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Ref: KLEF/RO/STUDENT AFFAIRS/GRC/2022-23

Dt:24.05.2023

Orders of the Hon'ble Vice-Chancellor dt.24.05.2023

CIRCULAR

Sub: Meeting with Grievance Committee Members on 26-05-2023 – Reg.

Ref: Letter dated 23-05-2023 from Dr.Ch Hanumantha Rao, Dean (Student Affairs).


This is to inform that Grievance Redressal Committee meeting is scheduled to be convened on 26-05-2023 from 2.00 P.M. The meeting will be conducted in room no ROSE HALL. All the members of Grievance Redressal Committee listed below shall attend the meeting without fail.

Agenda:

1. Addressing about resolving the online and offline complaints.
2. Addressing the follow-up and completion status of priority issue that are raised in above grievances and get timely redressal.
3. Any other relevant matters

S.No	Name of the Faculty Member	Designation	Nominated as
1	Dr.Ch Hanumantha Rao	Professor, Dean-Student Affairs	Chairman
2	Dr. M Vasuja Devi	Associate Dean (SA)	Convener
3	Dr. Habibullah Khan	Professor, Advisor-SA	Member
4	Dr. L. Jayasree	Retd. Professor, Ombuds-Person	Member
5	Ar. A. Priya	Assoc. Professor, Architecture	Member
6	Dr.P V Chalapathi	Professor, Addl.Dean F&SA	Member
7	Dr.K. Hema Malini	Professor, Food-Technology	Member
8	Dr. P. Sailaja	Assoc. Professor, Dept. of Law	Member
9	Mr. M. Lakshmana Kumar	Asst. Professor, ECE	Member
10	Dr. G R K Prasad	Assoc. Professor, ECE	Member
11	Dr. N V K Ramesh	Professor, BES-II	Member
12	Dr. Pradeep Kumar Brahman	Assoc. Professor, Chemistry	Member
13	Dr. M.V.V.K. Srinivas Prasad	Assoc. Prof, Physics	Member
14	Mrs K Durga	Office Assistant	Staff Member
15	Mr D Siva Rama Krishna	Office Assistant	Staff Member
16	T. Harini	2200010107,BT	Student Member
17	Shaik Sameera	2200030175, CSE	Student Member
18	Ms.Bhavana V	2100520001, BCA	Student Member
19	Gattupalli Naga Venkata Surya	2000040100,ECE	Student Member
20	G Venkata Siva Praveen	2000040156, ECE	Student Member
21	Mr. Sushant Ghimire	2000070087, ME	Student Member
22	Ms. Dushimimana Assumpta	2000020049, CE	Student Member

The HoD's are requested to ensure that this information is brought to the notice of the Faculty and Student members concerned of their respective departments and ensure their participation in the above meeting.


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Mail to: Webmaster-Mr.LV

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Mr. Raja Sekhar, Emp. No. 2482, Jr. Network Administrator (E-mail: rajasekhar_syte@kluniversity.in)

Mail to: Professor In-charge, EduTech, Animation-Dr. M. Siva Kumar,Assoc.Professor,ECE

Mail to: Dean (Quality)

Individuals concerned

Thanks & Regards



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OFFICE OF DEAN STUDENT AFFAIRS GRIEVANCES REDRESSAL COMMITTEE MINUTES OF THE MEETING HELD AT ROOM NO. ROSE HALL

Meeting No.	11	Date	26-05-2023
Academic Year	2022-23	Time	02.00 P.M

Agenda:

1. Addressing about resolving the online and offline complaints.
2. Any other relevant matters

Members Present:

S.No	Name of the Faculty Member	Designation	Nominated as
1	Dr.Ch Hanumantha Rao	Professor, Dean-Student Affairs	Chairman
2	Dr. M Vasuja Devi	Associate Dean (SA)	Convener
3	Dr. Habibullah Khan	Professor, Advisor-SA	Member
4	Dr. L. Jayasree	Retd. Professor, Ombuds-Person	Member
5	Ar. A. Priya	Assoc. Professor, Architecture	Member
6	Dr.P V Chalapathi	Professor, Addl.Dean F&SA	Member
7	Dr.K. Hema Malini	Professor, Food-Technology	Member
8	Dr. P. Sailaja	Assoc. Professor, Dept. of Law	Member
9	Mr. M. Lakshmana Kumar	Asst. Professor, ECE	Member
10	Dr. G R K Prasad	Assoc. Professor, ECE	Member
11	Dr. N V K Ramesh	Professor, BES-II	Member
12	Dr. Pradeep Kumar Brahman	Assoc. Professor, Chemistry	Member
13	Dr. M.V.V.K. Srinivas Prasad	Assoc. Prof, Physics	Member
14	Mrs K Durga	Office Assistant	Staff Member
15	Mr D Siva Rama Krishna	Office Assistant	Staff Member
16	T. Harini	2200010107,BT	Student Member
17	Shaik Sameera	2200030175, CSE	Student Member
18	Ms.Bhavana V	2100520001, BCA	Student Member
19	Gattupalli Naga Venkata Surya	2000040100,ECE	Student Member
20	G Venkata Praveen Siva	2000040156, ECE	Student Member
21	Mr. Sushant Ghimire	2000070087, ME	Student Member
22	Ms. Dushimimana Assoumpta	2000020049, CE	Student Member

Members Absent.

NIL

Dr.Ch Hanumantha Rao, Convener, Grievance Redressal Committee welcomed all the committee members for the meeting.

Action taken report of the decisions taken in the last meeting:

On **18/04/2023**, two second-year MBA students, expressed concerns about the ambiguity surrounding their bus stop, Sankar Vilas, particularly during the evenings at 7 P.M. They mentioned that students often become confused and end up at the lodge centre instead of their intended stop because drivers fail to announce stops or respond to inquiries. Additionally, they highlighted instances of rude behaviour from some drivers. She requested a solution to address these issues, including clearly marking bus stops and allocating seats for students. They noted that many students residing in lodge centre face similar challenges and are awaiting a response. **GRC meeting was held on 20/04/2023**. The concerns raised by them were conveyed to the transportation authority's responsible for managing the bus services on **21/04/2023**, for students. Bus drivers were informed to emphasize the importance of announcing stops and responding to student inquiries politely and promptly. Drivers were cautioned about their rude behaviors with students and reminded to maintain professionalism and courtesy at all times. **This issue is resolved within 3 days of time period.**

Discussion on Agenda Items:

Agenda Item-1: Addressing the issues raised by students.

NIL as there are no grievances during this month.

Agenda item-2: Any other item, with the permission of the Chair.

There are no other items for discussion.

The meeting was concluded with the Chairman, Grievances Redressal Committee thanking the members for their cooperation.


Dean (Student Affairs)
(Dr. Ch. Hanumantha Rao)

Dean (Student Affairs)
Koneru Lakshmaiah Education Foundation
(Deemed to be University)
Green Fields, VADESWARAM-522502,
Guntur Dist, Andhra Pradesh.



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Ref: KLEF/RO/STUDENT AFFAIRS/GRC/2021-22

Dt: 20.7.2021

Orders of the Hon'ble Vice-Chancellor dt.20.7.2021

CIRCULAR

Sub: Meeting with Grievance Committee Members on 22.7.2021- Reg.

Ref: Letter dated 19-7-2021 from Dr. KRS Prasad, Dean (Student Affairs).


This is to inform that the Grievance Redressal Committee meeting is scheduled to be convened on 22-7-2021 from 2.00 P.M. The meeting will be conducted in room no C 106. All the members of Grievance Redressal Committee listed below shall attend the meeting without fail.

Agenda:

1. Awareness on resolving the online and offline complaints.
2. Any other relevant matter.

S.No	Name of the Member	Department	Nominated as
1	Dr.K.R.S. Prasad	Dean SA	Convener
2	Dr.I.Govardhani	Associate Dean SA	Co-convener
3	Dr.Habibulla Khan	Advisor, Student Affairs	Member
4	Dr.N.Venkatram	Pro-Vice chancellor	Member
5	Dr. L. Jayasree	Retd. Professor, Ombuds-Person	Member
6	Dr. Ali Baig	ECE	Member
7	Dr.T.Santhi Sri	CSE	Member
8	Mrs. K Sarada	EEE	Member
9	Dr. P. Gopi Krishna	ECM	Member
10	Mr Nitin Ralph Pochont	MECH	Member
11	Dr. M.Sudha Mani	BT	Member
12	Mr. N. Sandeep Kumar	CE	Member
13	Dr. R. Pradheep	BBA/MBA	Member
14	Md Abdul Mannan	BCA	Member
15	Dr. B. Nagalakshmi	B Com-H	Member
16	Mr. V. Varun	B Arch	Member
17	Dr. M. Narender	B Pharm	Member
18	Mr. J.V.Sridhar Patnala	B Sc VC, BFA	Member
19	Dr. Ch. Lakshmana Rao	BBA LLB	Member
20	A.Teja Sree	180031342, CSE	Student member
21	B.Lavanya	180541187, BBA	Student member
22	G. Tharun Vardhan	180160008, B.Arch	Student member
23	P. Sai Nikith Reddy	180040484, ECE	Student member
24	B. Sai Bhumika Reddy	190010106, BT	Student member
25	I. Puvan Teja	190030603, CSE	Student member
26	M.V.S.S Akhil	190070067, Mech	Student member
27	A.Nivas	2000031648, CSE	Student member
28	G. Jahnvi	2000040526, ECE	Student member
29	N. Sai Chaitanya Reddy	2000550031, B.Com (Honors)	Student member

The HoD's are requested to ensure that this information is brought to the notice of the Faculty and Student members concerned of their respective departments and ensure their participation in the above meeting.


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(Deemed to be University)
Green Fields, VADDESARAM-522 302
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KLEF

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/ AR-Dr.MVAL Narasimha Rao

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Mr.B.Mallikharjuna Prasad

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Individuals concerned

Thanks & Regards



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OFFICE OF DEAN STUDENT AFFAIRS GRIEVANCES REDRESSAL COMMITTEE MINUTES OF THE MEETING HELD AT ROOM NO. C106

Meeting No:	001	Date	22.07.2021
Academic Year	2021-22	Time	02.00 P.M

Agenda:

1. Addressing about resolving theonline and offline complaints.
2. Any other relevant matters

Members Present:

S.No	Name of the Member	Department	Nominated as
1	Dr.K.R.S. Prasad	Dean SA	Convener
2	Dr.I.Govardhani	Associate Dean SA	Co-convener
3	Dr.Habibulla Khan	Advisor, Student Affairs	Member
4	Dr.N.Venkatram	Pro-Vice chancellor	Member
5	Dr. Ali Baig	ECE	Member
6	Dr.T.Santhi Sri	CSE	Member
7	Mrs. K Sarada	EEE	Member
8	Dr. P. Gopi Krishna	ECM	Member
9	MrNitin Ralph Pochont	MECH	Member
10	Dr. M.Sudha Mani	BT	Member
11	Mr. N. Sandeep Kumar	CE	Member
12	Dr. R. Pradeep	BBA/MBA	Member
13	Md Abdul Mannan	BCA	Member
14	Dr. B. Nagalakshmi	B Com-H	Member
15	Mr. V. Varun	B Arch	Member
16	Dr. M. Narender	B Pharm	Member
17	G. Tharun Vardhan	180160008, B.Arch	Student member
18	P. Sai Nikith Reddy	180040484, ECE	Student member
19	B. Sai Bhumika Reddy	190010106, BT	Student member

20	I. Pavan Teja	190030603, CSE	Student member	Pava
21	M.V.S.S Akhil	190070067, Mech	Student member	Akhil
22	A.Nivas	2000031648, CSE	Student member	Niva
23	G . Jahnavi	2000040526, ECE	Student member	Jha
24	N. Sai Chaitanya Reddy	2000550031, B.Com (Honors)	Student member	Sai

Members Absent: The following members were granted leave of absence.

1	Mr. J.V.SridharPatnala	B Sc VC, BFA	Member
2	Dr. Ch. Lakshmana Rao	BBA LLB	Member
3	A.Teja Sree	180031342, CSE	Student member
4	B.Lavanya	180541187, BBA	Student member

Dr. K R S Parasad, Convener, Grievance Redressal Committee explained about the purpose and expectations of this committee.

GRC provides means to seek redressal through investigation, resolution of academic, examinations, physical facilities and personal grievances through the following measures.

- a. Follow-up of the resolving procedure to get timely redressal (within 3 days to 14 days depending on the nature of grievance).
- b. Intimation to Honorable Pro-Vice Chancellor, follow-up of the resolving procedure and report acknowledgement to UGC regarding UGC portal grievances and redressal.

A. Academic Grievances:

- a. Issues related to course registration.
- b. Issues about change of specialization.
- c. Issues regarding course requirement and course content.
- d. Examinations related issues.
- e. Issues related to applying/receiving certificates.

B. Administrative Decisions, Services or Facilities:

- a. Issues related to transport facility.
- b. Issues related to Hostels.
- c. Issues related to Canteen.
- d. Issues related to Sports.
- e. Issues related to Post Office & bank (on campus)
- f. Issues related to other facilities provided by the university (water etc.).

C. Unfair Treatment:

- a. Grievances about a student behavior towards other students.
- b. Grievances about Faculty & staff behavior towards other students.

D. Sexual Harassment and Discrimination

- a. Issues related to harassment (sexual)
- b. Issues about Discrimination or racial treatment

E. Caste Discrimination

F. Ragging

G Unfair Treatment

Discussion on Agenda Items:

Agenda item-1: Discussion about functioning of GRC

The Grievance Redressal Cell (GRC) collects grievances via online & offline platforms from both faculty and students. Additionally, grievances are accepted through grievances boxes positioned across the university, as well as in written form. Through the strict implementation of the grievance redressal policy and prompt action from all involved parties, the majority of grievances are resolved within the designated timeframe of 7 days to 14 days depending in the nature of the grievance.

Dr. K. R. S Prasad, Convener, Grievance Redressal Committee (GRC) requested all the members to actively contribute in their roles in order to resolve all problems/issues within the stipulated time frame.

Agenda item-2: Any other item, with the permission of the Chair There are no other items for discussion.

NIL

The meeting was concluded with the Chairman, Grievances Redressal Committee thanking the members for their cooperation.

K.R.S. Prasad
(Dr.K.R.S. Prasad)

Dean (SA)

Dean (Student Affairs)
Koneru Lakshmaiah Education Foundation
(Deemed to be University)
Green Fields, VADDESWARAM-522502,
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Ref: KLEF/RO/STUDENT AFFAIRS/GRC/2021-22

Dt: 26.8.2021

Orders of the Hon'ble Vice-Chancellor dt.26.8.2021

CIRCULAR

Sub: Meeting with Grievance Committee Members on 27.8.2021- Reg.

Ref: Letter dated 25-8-2021 from Dr. KRS Prasad, Dean (Student Affairs).

This is to inform that Grievance Redressal Committee meeting is scheduled to be convened on 27-8-2021 from 2.00 P.M. The meeting will be conducted in room no C 106. All the members of Grievance Redressal Committee listed below shall attend the meeting without fail.

Agenda:

1. Addressing about resolving the online and offline complaints.
2. Any other points with the permission of the chair.

S.No	Name of the Member	Department	Nominated as
1	Dr.K.R.S. Prasad	Dean SA	Convener
2	Dr.I.Govardhani	Associate Dean SA	Co-convener
3	Dr.Habibulla Khan	Advisor, Student Affairs	Member
4	Dr.N.Venkatram	Pro-Vice chancellor	Member
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7	Dr.T.Santhi Sri	CSE	Member
8	Mrs. K Sarada	EEE	Member
9	Dr. P. Gopi Krishna	ECM	Member
10	Mr Nitin Ralph Pochont	MECH	Member
11	Dr. M.Sudha Mani	BT	Member
12	Mr. N. Sandeep Kumar	CE	Member
13	Dr. R. Pradeep	BBA/MBA	Member
14	Md Abdul Mannan	BCA	Member
15	Dr. B. Nagalakshmi	B Com-H	Member
16	Mr. V. Varun	B Arch	Member
17	Dr. M. Narender	B Pharm	Member
18	Mr. J.V.Sridhar Patnala	B Sc VC, BFA	Member
19	Dr. Ch. Lakshmana Rao	BBA LLB	Member
20	A.Teja Sree	180031342, CSE	Student member
21	B.Lavanya	180541187, BBA	Student member
22	G. Tharun Vardhan	180160008, B.Arch	Student member
23	P. Sai Nikith Reddy	180040484, ECE	Student member
24	B. Sai Bhumika Reddy	190010106, BT	Student member
25	I. Pavan Teja	190030603, CSE	Student member
26	M.V.S.S Akhil	190070067, Mech	Student member
27	A.Nivas	2000031648, CSE	Student member
28	G . Jahnvi	2000040526, ECE	Student member
29	N. Sai Chaitanya Reddy	2000550031, B.Com (Honors)	Student member

The HoD's are requested to ensure that this information is brought to the notice of the Faculty and Student members concerned of their respective departments and ensure their participation in the above meeting.


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rajasekhar_syte@kluniversity.in)

Mail to: Professor In-charge, EduTech, Animation-Dr. M. SivaKumar, Assoc.Professor,ECE

Mail to: Dean (Quality)

Individuals concerned

Thanks & Regards



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OFFICE OF DEAN STUDENT AFFAIRS GRIEVANCES REDRESSAL COMMITTEE MINUTES OF THE MEETING HELD AT ROOM NO. C106

Meeting No.	2	Date	27.08.2021
Academic Year	2021-22	Time	03.00 P.M

Agenda:

1. Addressing about resolving the online and offline complaints.
2. Any other points with the permission of the chair.

Members Present:

S.No	Name of the Member	Department	Nominated as
1	Dr. K. R. S. Prasad	Dean SA	Convener <i>AS</i>
2	Dr. I. Govardhani	Associate Dean SA	Co-convener <i>P Govard</i>
3	Dr.Habibulla Khan	Advisor, Student Affairs	Member <i>Heenu</i>
4	Dr.N.Venkatram	Pro-Vice chancellor	Member <i>Nishu</i>
5	Dr. Ali Baig	ECE	Member <i>AS</i>
6	Dr.T.Sanathi Sri	CSE	Member <i>Sri</i>
7	Mrs. K Sarada	EEE	Member <i>Kishu</i>
8	Dr. P. Gopi Krishna	ECM	Member <i>Gopi</i>
9	MrNitin Ralph Pochont	MECH	Member <i>R</i>
10	Dr. M.Sudha Mani	BT	Member <i>S</i>
11	Mr. N. Sandeep Kumar	CE	Member <i>J</i>
12	Dr. R. Pradeep	BBA/MBA	Member <i>Pradeep</i>
13	Md Abdul Mannan	BCA	Member <i>AS</i>
14	Dr. B. Nagalakshmi	B Com-H	Member <i>Nal</i>
15	Mr. V. Varun	B Arch	Member <i>V Varun</i>
16	Dr. M. Narender	B Pharm	Member <i>Narender</i>
17	Mr. J.V.SridharPatnala	B Sc VC, BFA	Member <i>J V Sridhar</i>
18	Dr. Ch. Lakshmana Rao	BBA LLB	Member <i>Ch Lakshmana Rao</i>

19	A.Teja Sree	180031342, CSE	Student member	<i>Teja</i>
20	B.Lavanya	180541187, BBA	Student member	<i>Lavanya</i>
21	P. Sai Nikith Reddy	180040484, ECE	Student member	<i>Reddy</i>
22	B. Sai Bhumika Reddy	190010106, BT	Student member	<i>B. Sai</i>
23	M.V.S.S Akhil	190070067, Mech	Student member	<i>Akhil</i>
24	A.Nivas	2000031648, CSE	Student member	<i>Nivas</i>
25	G . Jahnvi	2000040526, ECE	Student member	<i>Jahnvi</i>
26	N. Sai Chaitanya Reddy	2000550031, B.Com (Honors)	Student member	<i>Reddy</i>

Members Absent: The following members were granted leave of absence.

1	I. Pavan Teja	190030603, CSE	Student
2	G. Tharun Vardhan	180160008, B.Arch	Student

Discussion on Agenda Items:

Dr. KRS Prasad, Convener, Grievance Redressal Committee welcomed all the committee members to the meeting.

Action taken report of the decisions taken in the last meeting:

NIL as there are no grievances reported.

Agenda Item-1:

In August, a female student in the CSE department lodged a complaint on **25/08/2021** requesting that the bus stop at Iythanagar, Tenali. She highlighted that 20 students residing in Iythanagar had to inconveniently travel to ASN College to catch buses. On **28/08/2021**, the transportation department addressed the issue by extending bus services to Iythanagar, satisfying the students.

Agenda Item-2: Any other item, with the permission of the Chair

There are no other items for discussion.

The meeting was concluded with the Chairman, Grievances Redressal Committee thanking the members for their cooperation.

KRS Prasad
(Dr.K.R.S. Prasad)
Dean (SA)

Dean (Student Affairs)
Koneru Lakshmaiah Education Foundation
(Deemed to be University)
GreenFields, VADDESWARAM-522502,
Guntur Dist, Andhra Pradesh.



Koneru Lakshmalah Education Foundation

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Ref: KLEF/RO/STUDENT AFFAIRS/GRC/2021-22

Dt: 22.9.2021

Orders of the Hon'ble Vice-Chancellor dt.22.9.2021

CIRCULAR

Sub: Meeting with Grievance Committee Members on 23.9.2021- Reg.

Ref: Letter dated 21-9-2021 from Dr. KRS Prasad, Dean (Student Affairs).

This is to inform that Grievance Redressal Committee meeting is scheduled to be convened on 23-9-2021 from 2.00 P.M. The meeting will be conducted in room no C 106. All the members of the Grievance Redressal Committee listed below shall attend the meeting without fail.

Agenda:

1. Addressing about resolving the online and offline complaints.
2. Any other relevant matters with the permission of the chair.

S.No	Name of the Member	Department	Nominated as
1	Dr.K.R.S. Prasad	Dean SA	Convener
2	Dr.I.Govardhani	Associate Dean SA	Co-convener
3	Dr.Habibulla Khan	Advisor, Student Affairs	Member
4	Dr.N.Venkatram	Pro-Vice chancellor	Member
5	Dr. L. Jayasree	Retd. Professor, Ombuds-Person	Member
6	Dr. Ali Baig	ECE	Member
7	Dr.T.Santhi Sri	CSE	Member
8	Mrs. K Sarada	EEE	Member
9	Dr. P. Gopi Krishna	ECM	Member
10	Mr Nitin Ralph Pochont	MECH	Member
11	Dr. M.Sudha Mani	BT	Member
12	Mr. N. Sandeep Kumar	CE	Member
13	Dr. R. Pradeep	BBA/MBA	Member
14	Md Abdul Mannan	BCA	Member
15	Dr. B. Nagalakshmi	B Com-H	Member
16	Mr. V. Varun	B Arch	Member
17	Dr. M. Narender	B Pharm	Member
18	Mr. J.V.Sridhar Patnala	B Sc VC, BFA	Member
19	Dr. Ch. Lakshmana Rao	BBA LLB	Member
20	A.Teja Sree	180031342, CSE	Student member
21	B.Lavanya	180541187, BBA	Student member
22	G. Tharun Vardhan	180160008, B.Arch	Student member
23	P. Sai Nikith Reddy	180040484, ECE	Student member
24	B. Sai Bhumika Reddy	190010106, BT	Student member
25	I. Pavan Teja	190030603, CSE	Student member
26	M.V.S.S Akhil	190070067, Mech	Student member
27	A.Nivas	2000031648, CSE	Student member
28	G. Jahnvi	2000040526, ECE	Student member
29	N. Sai Chaitanya Reddy	2000550031, B.Com (Honors)	Student member

The HoD's are requested to ensure that this information is brought to the notice of the Faculty and Student members concerned of their respective departments and ensure their participation in the above meeting.

REGISTRAR
Koneru Lakshmaiah Education Foundation
(Deemed to be University)
Green Fields, VADESWARAM-522 302.
Guntur District, Andhra Pradesh.

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KLEF
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Mail & Hard copy to: Hon'ble Vice-Chancellor
Mail & Hard copy to: Pro Vice-Chancellors
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/ AR-Dr.MVAL Narasimha Rao
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Mr.C.S.Rao / Director-Adm-Dr.J.S.Rao / Media I/c & PRO - Mr.HSR Murty
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Mr.B.Mallikharjuna Prasad
Mail to: Sr.Manager (HR)-Campus..Dr. Kanimozhi / Sr.Manager (HR)-A.O...Mr.J. Sreekanth /Pay
Bills Section-A.O.
Mail to: Webmaster-Mr.LV
Mail to: Chief Technical Officer (CTO)-Mr.A.Satya Kalyan
Mr. Raja Sekhar, Emp. No. 2482, Jr. Network Administrator (E-mail:
rajasekhar_syte@kluniversity.in)
Mail to: Professor In-charge, EduTech, Animation-Dr. M. SivaKumar,Assoc.Professor,ECE
Mail to: Dean (Quality)
Individuals concerned

Thanks & Regards



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OFFICE OF DEAN STUDENT AFFAIRS GRIEVANCES REDRESSAL COMMITTEE MINUTES OF THE MEETING HELD AT ROOM NO. C106

Meeting No.	3	Date	23.09.2021
Academic Year	2021-22	Time	2.00 P.M

Agenda:

1. Addressing about resolving the online and offline complaints.
2. Any other relevant matters with the permission of the chair.

Members Present:

S.No	Name of the Member	Department	Nominated as
1	Dr.K.R.S. Prasad	Dean SA	Convener <i>A</i>
2	Dr.I.Govardhani	Associate Dean SA	Co-convener <i>I Govard</i>
3	Dr.Habibulla Khan	Advisor, Student Affairs	Member <i>Heeb</i>
4	Dr.N.Venkatram	Pro-Vice chancellor	Member <i>Nidul</i>
5	Dr. Ali Baig	ECE	Member <i>Ab</i>
6	Dr.T.Santhi Sri	CSE	Member <i>Sri</i>
7	Mrs. K Sarada	EEE	Member <i>K.Sar</i>
8	Dr. P. Gopi Krishna	ECM	Member <i>Gopi</i>
9	MrNitin Ralph Pochont	MECH	Member <i>R</i>
10	Dr. R. Pradeep	BBA/MBA	Member <i>Pradeep</i>
11	Md Abdul Mannan	BCA	Member <i>Ab</i>
12	Dr. B. Nagalakshmi	B Com-H	Member <i>Abg</i>
13	Mr. V. Varun	B Arch	Member <i>V</i>
14	Dr. M. Narender	B Pharm	Member <i>Narender</i>
15	Mr. J.V.SridharPatnala	B Sc VC, BFA	Member <i>J.V.</i>
16	Dr. Ch. Lakshmana Rao	BBA LLB	Member <i>Ch</i>
17	A.Teja Sree	180031342, CSE	Student member <i>Teja</i>
18	B.Lavanya	180541187, BBA	Student member <i>Lavanya</i>
19	G. Tharun Vardhan	180160008, B.Arch	Student member <i>G</i>

20	P. Sai Nikith Reddy	180040484, ECE	Student member	<i>Reddy</i>
21	B. Sai Bhumika Reddy	190010106, BT	Student member	<i>B</i>
22	M.V.S.S Akhil	190070067, Mech	Student member	<i>Akhil</i>
23	A.Nivas	2000031648, CSE	Student member	<i>Nivas</i>
24	G. Jahnvi	2000040526, ECE	Student member	<i>J</i>
25	N. Sai Chaitanya Reddy	2000550031, B.Com (Honors)	Student member	<i>Reddy</i>

Members Absent: The following members were granted leave of absence.

1	Dr. M.Sudha Mani	BT	Member
2	Mr. N. Sandeep Kumar	CE	Member
3	I. Pavan Teja	190030603, CSE	Student member

Dr. KRS Prasad, Convener, Grievance Redressal Committee welcomed all the committee members for the meeting.

Action taken report of the decisions taken in the last meeting:

In August, a female student in the CSE department lodged a complaint on **25/08/2021** requesting that the bus stop at Iythanagar, Tenali. She highlighted that 20 students residing in Iythanagar had to inconveniently travel to ASN College to catch buses. On **28/08/2021**, the transportation department addressed the issue by extending bus services to Iythanagar, satisfying the students. Subsequently, a review involving students and transportation staff confirmed the resolution within six days. Hence, the matter is now deemed resolved. **Therefore, the issue is resolved in 3 days.**

Discussion on Agenda Items:

Agenda Item-1:

In September, a male student in the second year of the CSE department raised a concern on **20/09/2021**. In his complaint, he mentioned taking a supplementary English exam in March, receiving the results in PDF format. Despite passing the exam, the results were not reflected in the ERP system.

Agenda Item-2: Any other item, with the permission of the Chair.

There are no other items for discussion.

The meeting was concluded with the Chairman, Grievances Redressal Committee thanking the members for their cooperation.

KRS Prasad
(Dr.K.R.S. Prasad)
 Dean (Student Affairs)
 Koneru Lakshmaiah Education Foundation
 (Deemed to be University)
 Green Fields, VADESWARAM-522502,
 Guntur Dist, Andhra Pradesh.



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Ref: KLEF/RO/STUDENT AFFAIRS/GRC/2021-22

Dt: 28.10.2021

Orders of the Hon'ble Vice-Chancellor dt.28.10.2021

CIRCULAR

Sub: Meeting with Grievance Committee Members on 29.10.2021- Reg.

Ref: Letter dated 27-10-2021 from Dr. KRS Prasad, Dean (Student Affairs).


This is to inform that Grievance Redressal Committee meeting is scheduled to be convened on 29-10-2021 from 2.00 P.M. The meeting will be conducted in room no C 106. All the members of Grievance Redressal Committee listed below shall attend the meeting without fail.

Agenda:

1. Addressing about resolving the online and offline complaints.
2. Any other points with the permission of the chair.

S.No	Name of the Member	Department	Nominated as
1	Dr.K.R.S. Prasad	Dean SA	Convener
2	Dr.I.Govardhani	Associate Dean SA	Co-convener
3	Dr.Habibulla Khan	Advisor, Student Affairs	Member
4	Dr.N.Venkatram	Pro-Vice chancellor	Member
5	Dr. L. Jayasree	Retd. Professor, Ombuds-Person	Member
6	Dr. Ali Baig	ECE	Member
7	Dr.T.Santhi Sri	CSE	Member
8	Mrs. K Sarada	EEE	Member
9	Dr. P. Gopi Krishna	ECM	Member
10	Mr Nitin Ralph Pochont	MECH	Member
11	Dr. M.Sudha Mani	BT	Member
12	Mr. N. Sandeep Kumar	CE	Member
13	Dr. R. Pradeep	BBA/MBA	Member
14	Md Abdul Mannan	BCA	Member
15	Dr. B. Nagalakshmi	B Com-H	Member
16	Mr. V. Varun	B Arch	Member
17	Dr. M. Narender	B Pharm	Member
18	Mr. J.V.Sridhar Patnala	B Sc VC, BFA	Member
19	Dr. Ch. Lakshmana Rao	BBA LLB	Member
20	A.Teja Sree	180031342, CSE	Student member
21	B.Lavanya	180541187, BBA	Student member
22	G. Tharun Vardhan	180160008, B.Arch	Student member
23	P. Sai Nikith Reddy	180040484, ECE	Student member
24	B. Sai Bhumika Reddy	190010106, BT	Student member
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26	M.V.S.S Akhil	190070067, Mech	Student member
27	A.Nivas	2000031648, CSE	Student member
28	G. Jahnvi	2000040526, ECE	Student member
29	N. Sai Chaitanya Reddy	2000550031, B.Com (Honors)	Student member

The HoD's are requested to ensure that this information is brought to the notice of the Faculty and Student members concerned of their respective departments and ensure their participation in the above meeting.


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Mail to: Chief Technical Officer (CTO)-Mr.A.Satya Kalyan
Mr. Raja Sekhar, Emp. No. 2482, Jr. Network Administrator (E-mail:
rajasekhar_syte@kluniversity.in)
Mail to: Professor In-charge, EduTech, Animation-Dr. M. SivaKumar,Assoc.Professor,ECE
Mail to: Dean (Quality)
Individuals concerned
Thanks & Regards



Koneru Lakshmaiah Education Foundation

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OFFICE OF DEAN STUDENT AFFAIRS GRIEVANCES REDRESSAL COMMITTEE MINUTES OF THE MEETING HELD AT ROOM NO. C106

Meeting No.	004	Date	29.10.2021
Academic Year	2021-22	Time	02.00 P.M

Agenda:

1. Addressing about resolving the online and offline complaints.
2. Any other points with the permission of the chair

Members Present:

S.No	Name of the Member	Department	Nominated as
1	Dr.K.R.S. Prasad	Dean SA	Convener
2	Dr.I.Govardhani	Associate Dean SA	Co-convener
3	Dr.Habibulla Khan	Advisor, Student Affairs	Member
4	Dr.N.Venkatram	Pro-Vice chancellor	Member
5	Dr. Ali Baig	ECE	Member
6	Dr.T.Santhi Sri	CSE	Member
7	Mrs. K Sarada	EEE	Member
8	Dr. P. Gopi Krishna	ECM	Member
9	MrNitin Ralph Pochont	MECH	Member
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18	Dr. Ch. Lakshmana Rao	BBA LLB	Member
19	A.Teja Sree	180031342, CSE	Student member
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27	G. Jahnvi	2000040526, ECE	Student member
28	N. Sai Chaitanya Reddy	2000550031, B.Com (Honors)	Student member

Members Present:

NIL

Action taken report of the decisions taken in the last meeting:

In September, a male student in the second year of the CSE department raised a concern on 20/09/2021. In his complaint, he mentioned taking a supplementary English exam in March, receiving the results in PDF format. Despite passing the exam, the results were not reflected in the ERP system. The grievance was resolved on 23/09/2021, with the student advised to print the PDF of result and visit the exam section. Following these instructions, the student provided the PDF, resulting in an update to the ERP system. **It took 3 days of time to resolve this issue.**

Discussion on Agenda Items:

Agenda Item-1:

In October, a male student in the fourth year of the CSE department lodged a complaint via the online central grievances platform on 26/10/2021 regarding the payment of the Coursera fee for the 4-1 semester. He stated that despite making the payment, his account remained inactive.

Agenda Item-2: Any other item, with the permission of the Chair
There are no other items for discussion.

The meeting was concluded with the Chairman, Grievances Redressal Committee thanking the members for their cooperation.


(Dr.K.R.S. Prasad)
Dean (SA)

Dean (Student Affairs)
Koneru Lakshmaiah Education Foundation
(Deemed to be University)
Green Fields, VADDESWARAM-522502,
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Ref: KLEF/RO/STUDENT AFFAIRS/GRC/2021-22

Dt: 25.11.2021

Orders of the Hon'ble Vice-Chancellor dt.25.11.2021

CIRCULAR

Sub: Meeting with Grievance Committee Members on 27.11.2021– Reg.

Ref: Letter dated 24-11-2021 from Dr. KRS Prasad, Dean (Student Affairs).

This is to inform that Grievance Redressal Committee meeting is scheduled to be convened on 27-11-2021 from 2.00 P.M. The meeting will be conducted in room no C 106. All the members of Grievance Redressal Committee listed below shall attend the meeting without fail.

Agenda:

1. Addressing about resolving the online and offline complaints.
2. Any other points with the permission of the chair.

S.No	Name of the Member	Department	Nominated as
1	Dr.K.R.S. Prasad	Dean SA	Convener
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The HoD's are requested to ensure that this information is brought to the notice of the Faculty and Student members concerned of their respective departments and ensure their participation in the above meeting.



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Green Fields, VADDESARAM-522 302
Guntur District, Andhra Pradesh.

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KLEF

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A.O.-Mr.C.S.Rao / Director-Adm-Dr.J.S.Rao / Media I/c & PRO - Mr.HSR Murty

Mail to: GM (Finance)-Mr.K.Srirama Krishna / Finance Officer-Mr.KRR / Manager

(Accounts)-Mr.B.Mallikharjuna Prasad

Mail to: Sr.Manager (HR)-Campus..Dr. Kanimozhi / Sr.Manager (HR)-A.O...Mr.J.

Sreekanth /Pay Bills Section-A.O.

Mail to: Webmaster-Mr.LV

Mail to: Chief Technical Officer (CTO)-Mr.A.Satya Kalyan

Mr. Raja Sekhar, Emp. No. 2482, Jr. Network Administrator (E-mail:

rajasekhar_syte@kluniversity.in)

Mail to: Professor In-charge, EduTech, Animation-Dr. M. SivaKumar,Assoc.Professor,ECE

Mail to: Dean (Quality)

Individuals concerned

Thanks & Regards



Koneru Lakshmaiah Education Foundation

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OFFICE OF DEAN STUDENT AFFAIRS GRIEVANCES REDRESSAL COMMITTEE MINUTES OF THE MEETING HELD AT ROOM NO. C106

Meeting No.	5	Date	27.11.2021
Academic Year	2021-22	Time	02.00 P.M

Agenda:

1. Addressing about resolving the online and offline complaints.
2. Any other points with the permission of the chair.

Members Present:

S.No	Name of the Member	Department	Nominated as
1	Dr.K.R.S. Prasad	Dean SA	Convener <i>A</i>
2	Dr.I.Govardhani	Associate Dean SA	Co-convener <i>P. Govind</i>
3	Dr.Habibulla Khan	Advisor, Student Affairs	Member <i>H Khan</i>
4	Dr.N.Venkatram	Pro-Vice chancellor	Member <i>N.V.</i>
5	Dr. Ali Baig	ECE	Member <i>Ali</i>
6	Dr.T.Santhi Sri	CSE	Member <i>Sri</i>
7	Mrs. K Sarada	EEE	Member <i>K.Sarada</i>
8	Dr. P. Gopi Krishna	ECM	Member <i>Gopi</i>
9	MrNitin Ralph Pochont	MECH	Member <i>Nitin</i>
10	Dr. R. Pradeep	BBA/MBA	Member <i>Pradeep</i>
11	Md Abdul Mannan	BCA	Member <i>Md Abdul Mannan</i>
12	Dr. B. Nagalakshmi	B Com-H	Member <i>B. Nagalakshmi</i>
13	Mr. V. Varun	B Arch	Member <i>V. Varun</i>
14	Dr. M. Narender	B Pharm	Member <i>M. Narender</i>
15	Mr. J.V.SridharPatnala	B Sc VC, BFA	Member <i>J.V.SridharPatnala</i>
16	Dr. Ch. Lakshmana Rao	BBA LLB	Member <i>Ch. Lakshmana Rao</i>
17	A.Teja Sree	180031342, CSE	Student member <i>A.Teja Sree</i>
18	B.Lavanya	180541187, BBA	Student member <i>B.Lavanya</i>

19	G. Tharun Vardhan	180160008, B.Arch	Student member	Tharu
20	P. Sai Nikith Reddy	180040484, ECE	Student member	Dua
21	B. Sai Bhumika Reddy	190010106, BT	Student member	Saru
22	A.Nivas	2000031648, CSE	Student member	Niva
23	G. Jahnvi	2000040526, ECE	Student member	Jha
24	N. Sai Chaitanya Reddy	2000550031, B.Com (Honors)	Student member	Reddy

Members Present:

1	Dr. M.Sudha Mani	BT	Member
2	Mr. N. Sandeep Kumar	CE	Member
3	I. Pavan Teja	190030603, CSE	Student member
4	M.V.S.S Akhil	190070067, Mech	Student member

Dr. KRS Prasad, Convener, Grievance Redressal Committee welcomed all the committee members for the meeting.

Action taken report of the decisions taken in the last meeting:

In October, a male student in the fourth year of the CSE department lodged a complaint via the online central grievances platform on **26/10/2021** regarding the payment of the Coursera fee for the 4-1 semester. He stated that despite making the payment, his account remained inactive. The grievance was successfully addressed on **30/10/2021** confirming the student's payment for the Coursera fee, which was verified by the Account Section and recorded in the ERP system. **The issue was resolved within a span of 4 days of time.**

Discussion on Agenda Items:

Agenda Item-1: Any grievances raised.

A complaint regarding an incident of indiscipline was filed on **25/11/2021**. The incident involved physical altercation between two students from the BBA and EEE departments at the Nilagiri boys hostel, during which they also argued with the warden. This altercation has caused significant concern and distress among students. Urgent action is requested from the warden to effectively address this issue, ensure the safety of all students, and implement preventive measures. The parents of the students involved were also notified on the same day..

Agenda Item-2: Any other item, with the permission of the Chair

There are no other items for discussion.

The meeting was concluded with the Chairman, Grievances Redressal Committee thanking the members for their cooperation.

KRS Prasad
 Dean (Student Affairs)
 Kdaru Kal Bhairavi Education Foundation
 (Deemed to be University)
 Green Fields, VADDESWARAM-522502,
 Guntur Dist, Andhra Pradesh.



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Ref: KLEF/RO/STUDENT AFFAIRS/GRC/2021-22

Dt: 27.12.2021

Orders of the Hon'ble Vice-Chancellor dt.27.12.2021

CIRCULAR

Sub: Meeting with Grievance Committee Members on 28.12.2021- Reg.

Ref: Letter dated 26-12-2021 from Dr. KRS Prasad, Dean (Student Affairs).

This is to inform that Grievance Redressal Committee meeting is scheduled to be convened on 28-12-2021 from 2.00 P.M. The meeting will be conducted in room no C 106. All the members of Grievance Redressal Committee listed below shall attend the meeting without fail.

Agenda:

1. Addressing about resolving the online and offline complaints.
2. Any other points with the permission of the chair.

S.No	Name of the Member	Department	Nominated as
1	Dr.K.R.S. Prasad	Dean SA	Convener
2	Dr.I.Govardhani	Associate Dean SA	Co-convener
3	Dr.Habibulla Khan	Advisor, Student Affairs	Member
4	Dr.N.Venkatram	Pro-Vice chancellor	Member
5	Dr. L. Jayasree	Retd. Professor, Ombuds-Person	Member
6	Dr. Ali Baig	ECE	Member
7	Dr.T.Santhi Sri	CSE	Member
8	Mrs. K Sarada	EEE	Member
9	Dr. P. Gopi Krishna	ECM	Member
10	Mr Nitin Ralph Pochont	MECH	Member
11	Dr. M.Sudha Mani	BT	Member
12	Mr. N. Sandeep Kumar	CE	Member
13	Dr. R. Pradeep	BBA/MBA	Member
14	Md Abdul Mannan	BCA	Member
15	Dr. B. Nagalakshmi	B Com-H	Member
16	Mr. V. Varun	B Arch	Member
17	Dr. M. Narender	B Pharm	Member
18	Mr. J.V.Sridhar Patnala	B Sc VC, BFA	Member
19	Dr. Ch. Lakshmana Rao	BBA LLB	Member
20	A.Teja Sree	180031342, CSE	Student member
21	B.Lavanya	180541187, BBA	Student member
22	G. Tharun Vardhan	180160008, B.Arch	Student member
23	P. Sai Nikith Reddy	180040484, ECE	Student member
24	B. Sai Bhumika Reddy	190010106, BT	Student member
25	I. Pavan Teja	190030603, CSE	Student member
26	M.V.S.S Akhil	190070067, Mech	Student member
27	A.Nivas	2000031648, CSE	Student member
28	G . Jahnavi	2000040526, ECE	Student member
29	N. Sai Chaitanya Reddy	2000550031, B.Com (Honors)	Student member

The HoD's are requested to ensure that this information is brought to the notice of the Faculty and Student members concerned of their respective departments and ensure their participation in the above meeting.


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Guntur District, Andhra Pradesh

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(Accounts)-Mr.B.Mallikharjuna Prasad

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Mail to: Chief Technical Officer (CTO)-Mr.A.Satya Kalyan

Mr. Raja Sekhar, Emp. No. 2482, Jr. Network Administrator (E-mail:

rajasekhar_syte@kluniversity.in)

Mail to: Professor In-charge, EduTech, Animation-Dr. M. SivaKumar,Assoc.Professor,ECE

Mail to: Dean (Quality)

Individuals concerned

Thanks & Regards



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OFFICE OF DEAN STUDENT AFFAIRS GRIEVANCES REDRESSEL COMMITTEE MINUTES OF THE MEETING HELD AT ROOM NO. C106

Meeting No.	6	Date	28.12.2021
Academic Year	2021-2022	Time	02.00 P.M

Agenda:

1. Addressing about resolving the online and offline complaints.
2. Any other points with the permission of the chair.

Members Present:

S.No	Name of the Member	Department	Nominated as
1	Dr.K.R.S. Prasad	Dean SA	Convener <i>A</i>
2	Dr.I.Govardhani	Associate Dean SA	Co-convener <i>I Govardhani</i>
3	Dr.Habibulla Khan	Advisor, Student Affairs	Member <i>H Khan</i>
4	Dr.N.Venkatram	Pro-Vice chancellor	Member <i>N Venkatram</i>
5	Dr. Ali Baig	ECE	Member <i>A Baig</i>
6	Dr.T.Santhi Sri	CSE	Member <i>Sri</i>
7	Mrs. K Sarada	EEE	Member <i>K Sarada</i>
8	Dr. P. Gopi Krishna	ECM	Member <i>Gopi Krishna</i>
9	MrNitin Ralph Pochont	MECH	Member <i>Nitin</i>
10	Dr. M.Sudha Mani	BT	Member <i>Sudha</i>
11	Mr. N. Sandeep Kumar	CE	Member <i>Sandeep</i>
12	Dr. R. Pradeep	BBA/MBA	Member <i>Pradeep</i>
13	Md Abdul Mannan	BCA	Member <i>Mannan</i>
14	Dr. B. Nagalakshmi	B Com-H	Member <i>Nagalakshmi</i>
15	Mr. V. Varun	B Arch	Member <i>V. Varun</i>
16	Dr. M. Narender	B Pharm	Member <i>Narender</i>
17	Mr. J.V.SridharPatnala	B Sc VC, BFA	Member <i>J.V.Sridhar</i>
18	Dr. Ch. Lakshmana Rao	BBA LLB	Member <i>Lakshmana Rao</i>
19	G. Tharun Vardhan	180160008, B.Arch	Student <i>Tharun</i>

			member	
20	P. Sai Nikith Reddy	180040484, ECE	Student member	Reddy
21	B. Sai Bhumika Reddy	190010106, BT	Student member	Saw
22	I. Pavan Teja	190030603, CSE	Student member	Pavan
23	M.V.S.S Akhil	190070067, Mech	Student member	Akhil
24	A.Nivas	2000031648, CSE	Student member	Niva
25	G . Jahnavi	2000040526, ECE	Student member	Jah
26	N. Sai Chaitanya Reddy	2000550031, B.Com (Honors)	Student member	Reddy

Leave of absence: The following members were granted leave of absence.

1	A.Teja Sree	180031342, CSE	Student member
2	B.Lavanya	180541187, BBA	Student member

Dr. KRS Prasad, Convener, Grievance Redressal Committee welcomed all the committee members for the meeting.

Action taken report of the decisions taken in the last meeting:

A complaint regarding an incident of indiscipline was filed on **25/11/2021**. The incident involved physical altercation between two students from the BBA and EEE departments at the Nilagiri boys hostel, during which they also argued with the warden. This altercation has caused significant concern and distress among students. Urgent action is requested from the warden to effectively address this issue, ensure the safety of all students, and implement preventive measures. The parents of the students involved were also notified on the same day. Both students were scheduled for separate counseling sessions on **29/11/2021** to address their behavior and discuss peaceful conflict resolution strategies for the future. The committee advised the warden to implement measures aimed at preventing similar incidents, such as increased supervision in common areas, promoting conflict resolution strategies among students, and emphasizing the importance of respectful behavior. **The issue was resolved within a span of 4 days of time span as both students' parents came to the university on 29/11/2021.**

Discussion on Agenda Items:

Agenda Item-1: Addressing grievances raised.

No Grievances or complaints raised in the current month.

Agenda item-2: Any other item, with the permission of the Chair

There are no other items for discussion.

The meeting was concluded with the Chairman, Grievances Redressal Committee thanking the members for their cooperation.


(Dr.K.R.S. Prasad)
Dean (SA)

Dean (Student Affairs)
Koneru Lakshmaiah Education Foundation
(Deemed to be University)
Green Fields, VADDESWARAM-522502,
Guntur Dist, Andhra Pradesh.



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Ref: KLEF/RO/STUDENT AFFAIRS/GRC/2021-22

Dt: 22.1.2022

Orders of the Hon'ble Vice-Chancellor dt.22.1.2022

CIRCULAR

Sub: Meeting with Grievance Committee Members on 23.1.2022- Reg.

Ref: Letter dated 21-1-2022 from Dr. KRS Prasad, Dean (Student Affairs).

This is to inform that Grievance Redressal Committee meeting is scheduled to be convened on 23-1-2022 from 2.00 P.M. The meeting will be conducted in room no C 106. All the members of the Grievance Redressal Committee listed below shall attend the meeting without fail.

Agenda:

1. Addressing about resolving the online and offline complaints.
2. Any other relevant matters

S.No	Name of the Member	Department	Nominated as
1	Dr.K.R.S. Prasad	Dean SA	Convener
2	Dr.I.Govardhani	Associate Dean SA	Co-convener
3	Dr.Habibulla Khan	Advisor, Student Affairs	Member
4	Dr.N.Venkatram	Pro-Vice chancellor	Member
5	Dr. L. Jayasree	Retd. Professor, Ombuds-Person	Member
6	Dr. Ali Baig	ECE	Member
7	Dr.T.Santhi Sri	CSE	Member
8	Mrs. K Sarada	EEE	Member
9	Dr. P. Gopi Krishna	ECM	Member
10	Mr Nitin Ralph Pochont	MECH	Member
11	Dr. M.Sudha Mani	BT	Member
12	Mr. N. Sandeep Kumar	CE	Member
13	Dr. R. Pradeep	BBA/MBA	Member
14	Md Abdul Mannan	BCA	Member
15	Dr. B. Nagalakshmi	B Com-H	Member
16	Mr. V. Varun	B Arch	Member
17	Dr. M. Narender	B Pharm	Member
18	Mr. J.V.Sridhar Patnala	B Sc VC, BFA	Member
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27	A.Nivas	2000031648, CSE	Student member
28	G . Jahnavi	2000040526, ECE	Student member
29	N. Sai Chaitanya Reddy	2000550031, B.Com (Honors)	Student member

The HoD's are requested to ensure that this information is brought to the notice of the Faculty and Student members concerned of their respective departments and ensure their participation in the above meeting.



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Mr.B.Mallikharjuna Prasad

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Mr. Raja Sekhar, Emp. No. 2482, Jr. Network Administrator (E-mail:

rajasekhar_syte@kluniversity.in)

Mail to: Professor In-charge, EduTech, Animation-Dr. M. SivaKumar,Assoc.Professor,ECE

Mail to: Dean (Quality)

Individuals concerned

Thanks & Regards



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OFFICE OF DEAN STUDENT AFFAIRS GRIEVANCES REDRESSEL COMMITTEE MINUTES OF THE MEETING HELD AT ROOM NO. C106

Meeting No.	007	Date	23.01.2022
Academic Year	2021-22	Time	03.00 P.M

Agenda:

1. Addressing about resolving the online and offline complaints.
2. Any other relevant matters

Members Present:

S.No	Name of the Member	Department	Nominated as
1	Dr.K.R.S. Prasad	Dean SA	Convener
2	Dr.I.Govardhani	Associate Dean SA	Co-convener
3	Dr.Habibulla Khan	Advisor, Student Affairs	Member
4	Dr.N.Venkatram	Pro-Vice chancellor	Member
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15	Mr. V. Varun	B Arch	Member
16	Dr. M. Narender	B Pharm	Member
17	Mr. J.V.SridharPatnala	B Sc VC, BFA	Member
18	Dr. Ch. Lakshmana Rao	BBA LLB	Member
19	A.Teja Sree	180031342, CSE	Student member
20	B.Lavanya	180541187, BBA	Student member
21	G. Tharun Vardhan	180160008, B.Arch	Student member
22	P. Sai Nikith Reddy	180040484, ECE	Student member
23	B. Sai Bhumika Reddy	190010106, BT	Student member
24	I. Pavan Teja	190030603, CSE	Student member

Members Present:

1	Mr. J.V.SridharPatnala	B Sc VC, BFA	Member
2	Dr. Ch. Lakshmana Rao	BBA LLB	Member
3	A.Teja Sree	180031342, CSE	Student member
4	B.Lavanya	180541187, BBA	Student member

Dr. KRS Prasad, Convener, Grievance Redressal Committee welcomed all the committee members for the meeting.

Action taken report of the decisions taken in the last meeting:

No grievances raised in the previous meeting.

Discussion on Agenda Items:

Agenda Item-1: Discussion on Grievances

NIL

Agenda item-2: Any other item, with the permission of the Chair.

There are no other items for discussion.

The meeting was concluded with the Chairman, Grievances Redressal Committee thanking the members for their cooperation.

KRS Prasad
(Dr.K.R.S. Prasad)
Dean (SA)

Dean (Student Affairs)
Koneru Lakshmaiah Education Foundation
(Deemed to be University)
Green Fields, VADDESWARAM-522502,
Guntur Dist, Andhra Pradesh.



Koneru Lakshmaiah Education Foundation

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Ref: KLEF/RO/STUDENT AFFAIRS/GRC/2021-22

Dt: 24.2.2022

Orders of the Hon'ble Vice-Chancellor dt.24.2.2022

CIRCULAR

Sub: Meeting with Grievance Committee Members on 26.2.2022- Reg.

Ref: Letter dated 23-2-2022 from Dr. Ch HanumanthaRao, Dean (Student Affairs).

This is to inform that Grievance Redressal Committee meeting is scheduled to be convened on 26-2-2022 from 2.00 P.M. The meeting will be conducted in room no C 106. All the members of Grievance Redressal Committee listed below shall attend the meeting without fail.

Agenda:

1. Addressing about resolving the online and offline complaints.
2. Any other points with the permission of the chair.

S.No	Name of the Member	Department	Nominated as
1	Dr.Ch Hanumantha Rao	Dean SA	Convener
2	Dr.M.Vasujadevi	Associate Dean SA	Co-convener
3	Dr.Habibulla Khan	Advisor, Student Affairs	Member
4	Dr.N.Venkatram	Pro-Vice chancellor	Member
5	Dr. L. Jayasree	Retd. Professor, Ombuds-Person	Member
6	Dr. Ali Baig	ECE	Member
7	Dr.T.Santhi Sri	CSE	Member
8	Mrs. K Sarada	EEE	Member
9	Dr. P. Gopi Krishna	ECM	Member
10	Mr Nitin Ralph Pochont	MECH	Member
11	Dr. M.Sudha Mani	BT	Member
12	Mr. N. Sandeep Kumar	CE	Member
13	Dr. R. Pradeep	BBA/MBA	Member
14	Md Abdul Mannan	BCA	Member
15	Dr. B. Nagalakshmi	B Com-H	Member
16	Mr. V. Varun	B Arch	Member
17	Dr. M. Narender	B Pharm	Member
18	Mr. J.V.Sridhar Patnala	B Sc VC, BFA	Member
19	Dr. Ch. Lakshmana Rao	BBA LLB	Member
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23	P. Sai Nikith Reddy	180040484, ECE	Student member
24	B. Sai Bhumika Reddy	190010106, BT	Student member
25	I. Pavan Teja	190030603, CSE	Student member
26	M.V.S.S Akhil	190070067, Mech	Student member
27	A.Nivas	2000031648, CSE	Student member
28	G . Jahnavi	2000040526, ECE	Student member
29	N. Sai Chaitanya Reddy	2000550031, B.Com (Honors)	Student member

The HoD's are requested to ensure that this information is brought to the notice of the Faculty and Student members concerned of their respective departments and ensure their participation in the above meeting.



REGISTRAR

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Koneru Lakshmaiah Education Foundation
(Deemed to be University)
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Guntur District, Andhra Pradesh.

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KLEF

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/ AR-Dr.MVAL Narasimha Rao

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HoDs..Communication Skills / Soft Skills & Head of Division...Quant & Reasoning

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Centre, Bowrampet

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Student Progression & Training /

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Mail to: Librarian

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Mr.C.S.Rao / Director-Adm-Dr.J.S.Rao / Media I/c & PRO - Mr.HSR Murty

Mail to: GM (Finance)-Mr.K.Srirama Krishna / Finance Officer-Mr.KRR / Manager (Accounts)-

Mr.B.Mallikharjuna Prasad

Mail to: Sr.Manager (HR)-Campus..Dr. Kanimozhi / Sr.Manager (HR)-A.O...Mr.J. Sreekanth /Pay
Bills Section-A.O.

Mail to: Webmaster-Mr.LV

Mail to: Chief Technical Officer (CTO)-Mr.A.Satya Kalyan

Mr. Raja Sekhar, Emp. No. 2482, Jr. Network Administrator (E-mail:

rajasekhar_syte@kluniversity.in)

Mail to: Professor In-charge, EduTech, Animation-Dr. M. SivaKumar,Assoc.Professor,ECE

Mail to: Dean (Quality)

Individuals concerned

Thanks & Regards



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OFFICE OF DEAN STUDENT AFFAIRS GRIEVANCES REDRESSAL COMMITTEE MINUTES OF THE MEETING HELD AT ROOM NO. C106

Meeting No.	8	Date	26.02.2022
Academic Year	2021-22	Time	02.00 P.M

Agenda:

1. Addressing about resolving the online and offline complaints.
2. Any other points with the permission of the chair.

Members Present:

S.No	Name of the Member	Department	Nominated as
1	Dr.ChHanumantha Rao	Dean SA	Convener
2	Dr.M.Vasujadevi	Associate Dean SA	Co-convener
3	Dr.Habibulla Khan	Advisor, Student Affairs	Member
4	Dr.N.Venkatram	Pro-Vice chancellor	Member
5	Dr. Ali Baig	ECE	Member
6	Dr.T.Santhi Sri	CSE	Member
7	Mrs. K Sarada	EEE	Member
8	Dr. P. Gopi Krishna	ECM	Member
9	MrNitin Ralph Pochont	MECH	Member
10	Dr. M.Sudha Mani	BT	Member
11	Mr. N. Sandeep Kumar	CE	Member
12	Dr. R. Pradeep	BBA/MBA	Member
13	Md Abdul Mannan	BCA	Member
14	Dr. B. Nagalakshmi	B Com-H	Member
15	Mr. V. Varun	B Arch	Member
16	Dr. M. Narender	B Pharm	Member
17	Mr. J.V.SridharPatnala	B Sc VC, BFA	Member
18	Dr. Ch. Lakshmana Rao	BBA LLB	Member
19	A.Teja Sree	180031342, CSE	Student
20	B.Lavanya	180541187, BBA	Student
21	G. Tharun Vardhan	180160008, B.Arch	Student
22	P. Sai Nikith Reddy	180040484, ECE	Student
23	B. Sai Bhumika Reddy	190010106, BT	Student
24	I. Pavan Teja	190030603, CSE	Student

Members Absent:

1	M.V.S.S Akhil	190070067, Mech	Student
2	A.Nivas	2000031648, CSE	Student
3	G . Jahnavi	2000040526, ECE	Student
4	N. Sai Chaitanya Reddy	2000550031, B.Com (Honors)	Student

Dr. Ch HanumanthaRao, Convener, Grievance Redressal Committee welcomed all the committee members for the meeting.

Action taken report of the decisions taken in the last meeting:

No grievances raised in the previous meeting.

Discussion on Agenda Items:

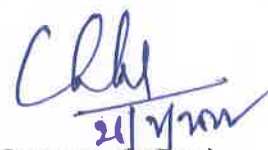
Agenda Item-1: Discussion of Grievances Raised

No Grievances reported by the students.

Agenda item-2: Any other item, with the permission of the Chair

There are no other items for discussion.

The meeting was concluded with the Chairman, Grievances Redressal Committee thanking the members for their cooperation.



(Dr.Ch HanumanthaRao)

Dean (SA)

Dean (Student Affairs)
Koneru Lakshmaiah Education Foundation
(Deemed to be University)
Green Fields, VADDESWARAM-522502,
Guntur Dist, Andhra Pradesh.



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Ref: KLEF/RO/STUDENT AFFAIRS/GRC/2021-22

Dt: 26.3.2022

Orders of the Hon'ble Vice-Chancellor dt.26.3.2022

CIRCULAR

Sub: Meeting with Grievance Committee Members on 27.3.2022– Reg.

Ref: Letter dated 25-3-2022 from Dr. Ch HanumanthaRao, Dean (Student Affairs).

This is to inform that Grievance Redressal Committee meeting is scheduled to be convened on 27-3-2022 **from** 2.00 P.M. The meeting will be conducted in room no C 106. All the members of Grievance Redressal Committee listed below shall attend the meeting without fail.

Agenda:

1. Addressing about resolving the online and offline complaints.
2. Any other relevant matters

S.No	Name of the Member	Department	Nominated as
1	Dr.Ch Hanumantha Rao	Dean SA	Convener
2	Dr.M.Vasujadevi	Associate Dean SA	Co-convener
3	Dr.Habibulla Khan	Advisor, Student Affairs	Member
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7	Dr.T.Santhi Sri	CSE	Member
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10	Mr Nitin Ralph Pochont	MECH	Member
11	Dr. M.Sudha Mani	BT	Member
12	Mr. N. Sandeep Kumar	CE	Member
13	Dr. R. Pradeep	BBA/MBA	Member
14	Md Abdul Mannan	BCA	Member
15	Dr. B. Nagalakshmi	B Com-H	Member
16	Mr. V. Varun	B Arch	Member
17	Dr. M. Narender	B Pharm	Member
18	Mr. J.V.Sridhar Patnala	B Sc VC, BFA	Member
19	Dr. Ch. Lakshmana Rao	BBA LLB	Member
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23	P. Sai Nikith Reddy	180040484, ECE	Student member
24	B. Sai Bhumika Reddy	190010106, BT	Student member
25	I. Pavan Teja	190030603, CSE	Student member
26	M.V.S.S Akhil	190070067, Mech	Student member
27	A.Nivas	2000031648, CSE	Student member
28	G. Jahnvi	2000040526, ECE	Student member
29	N. Sai Chaitanya Reddy	2000550031, B.Com (Honors)	Student member

The HoD's are requested to ensure that this information is brought to the notice of the Faculty and Student members concerned of their respective departments and ensure their participation in the above meeting.



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KLEF

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HoDs.. Architecture / Law

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HoDs..Communication Skills / Soft Skills & Head of Division...Quant &

Reasoning

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Campus Centre, Bowrampet

Vice-Principal / Director / Deputy Director

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Mail to: KL H Associate Deans..P&D / R&D / Academics / IQAC / F&SA / Skill

Development / Student Progression & Training /

Student Affairs / Student Welfare / Examinations

Mail to: Librarian

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A.O.-Mr.C.S.Rao / Director-Adm-Dr.J.S.Rao / Media I/c & PRO - Mr.HSR Murty

Mail to: GM (Finance)-Mr.K.Srirama Krishna / Finance Officer-Mr.KRR / Manager

(Accounts)-Mr.B.Mallikharjuna Prasad

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Sreekanth /Pay Bills Section-A.O.

Mail to: Webmaster-Mr.LV

Mail to: Chief Technical Officer (CTO)-Mr.A.Satya Kalyan

Mr. Raja Sekhar, Emp. No. 2482, Jr. Network Administrator (E-mail:

rajasekhar_syte@kluniversity.in)

Mail to: Professor In-charge, EduTech, Animation-Dr. M. SivaKumar,Assoc.Professor,ECE

Mail to: Dean (Quality)

Individuals concerned

Thanks & Regards



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OFFICE OF DEAN STUDENT AFFAIRS GRIEVANCES REDRESSEL COMMITTEE MINUTES OF THE MEETING HELD AT ROOM NO. C106

Meeting No.	9	Date	27.03.2022
Academic Year	2021-22	Time	02.00 P.M

Agenda:

1. Addressing about resolving the online and offline complaints.
2. Any other relevant matters

Members Present:

S.No	Name of the Member	Department	Nominated as
1	Dr.ChHanumantha Rao	Dean SA	Convener
2	Dr.M.Vasuiadevi	Associate Dean SA	Co-convener
3	Dr.Habibulla Khan	Advisor. Student Affairs	Member
4	Dr.N.Venkatram	Pro-Vice chancellor	Member
5	Dr. Ali Baig	ECE	Member
6	Dr.T.Santhi Sri	CSE	Member
7	Mrs. K Sarada	EEE	Member
8	Dr. P. Gopi Krishna	ECM	Member
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26	A.Nivas	2000031648, CSE	Student
27	G. Jahnavi	2000040526, ECE	Student
28	N. Sai Chaitanya Reddy	2000550031, B.Com (Honors)	Student

Members Absent:

NIL

Dr. Ch HanumanthaRao, Convener, Grievance Redressal Committee welcomed all the committee members for the meeting.

Action taken report of the decisions taken in the last meeting:

No issues have been raised in the last month .

Discussion on Agenda Items:

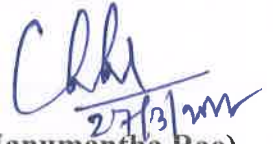
Agenda Item-1: Any grievances raised.

No prominent issues have been raised. .

Agenda item-2: Any other item, with the permission of the Chair

There are no other items for discussion.

The meeting was concluded with the Chairman, Grievances Redressal Committee thanking the members for their cooperation.



(Dr.Ch Hanumantha Rao)

Dean (SA)

Dean (Student Affairs)
Koneru Lakshmaiah Education Foundation
(Deemed to be University)
Green Fields, VADDESWARAM-522502,
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Ref: KLEF/RO/STUDENT AFFAIRS/GRC/2021-22

Dt: 26.4.2022

Orders of the Hon'ble Vice-Chancellor dt.26.4.2022

CIRCULAR

Sub: Meeting with Grievance Committee Members on 29.4.2022- Reg.

Ref: Letter dated 25-4-2022 from Dr. Ch HanumanthaRao, Dean (Student Affairs).


This is to inform that Grievance Redressal Committee meeting is scheduled to be convened on 29-4-2022 from 2.00 P.M. The meeting will be conducted in room no C 106. All the members of Grievance Redressal Committee listed below shall attend the meeting without fail.

Agenda:

1. Addressing about resolving the online and offline complaints.
2. Any other points with the permission of the chair.

S.No	Name of the Member	Department	Nominated as
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KLEF

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/ AR-Dr.MVAL Narasimha Rao

Mail to: Advisor – NAAC & Hyderabad Operations - Prof. K.Koteswara Rao

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Hotel Management / MBA / Foreign Languages

HoDs.. Pharmacy

HoDs..Communication Skills / Soft Skills & Head of Division...Quant & Reasoning

Mail to: All Dy. HoDs / All Alt. HoDs

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Vice-Principal / Director / Deputy Director

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Mail to: KL H Associate Deans..P&D / R&D / Academics / IQAC / F&SA / Skill Development /
Student Progression & Training /

Student Affairs / Student Welfare / Examinations

Mail to: Librarian

Mail to: Director (Purchases)-Mr.YSRKP / GM (Purchases)-Mr.Nilanjan Guha/ Jt.Registrar-A.O.-
Mr.C.S.Rao / Director-Adm-Dr.J.S.Rao / Media I/c & PRO - Mr.HSR Murty

Mail to: GM (Finance)-Mr.K.Srirama Krishna / Finance Officer-Mr.KRR / Manager (Accounts)-
Mr.B.Mallikharjuna Prasad

Mail to: Sr.Manager (HR)-Campus..Dr. Kanimozhi / Sr.Manager (HR)-A.O...Mr.J. Sreekanth /Pay
Bills Section-A.O.

Mail to: Webmaster-Mr.LV

Mail to: Chief Technical Officer (CTO)-Mr.A.Satya Kalyan

Mr. Raja Sekhar, Emp. No. 2482, Jr. Network Administrator (E-mail:

rajasekhar_syte@kluniversity.in)

Mail to: Professor In-charge, EduTech, Animation-Dr. M. SivaKumar,Assoc.Professor,ECE

Mail to: Dean (Quality)

Individuals concerned

Thanks & Regards



Koneru Lakshmaiah Education Foundation

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OFFICE OF DEAN STUDENT AFFAIRS GRIEVANCES REDRESSAL COMMITTEE MINUTES OF THE MEETING HELD AT ROOM NO. C106

Meeting No.	10	Date	29.04.2022
Academic Year	2021-22	Time	02.00 P.M

Agenda:

1. Addressing about resolving the online and offline complaints.
2. Any other points with the permission of the chair.

Members Present:

S.No	Name of the Member	Department	Nominated as
1	Dr.ChHanumantha Rao	Dean SA	Convener
2	Dr.M.Vasujadevi	Associate Dean SA	Co-convener
3	Dr.Habibulla Khan	Advisor, Student Affairs	Member
4	Dr.N.Venkatram	Pro-Vice chancellor	Member
5	Dr. Ali Baig	ECE	Member
6	Dr.T.Santhi Sri	CSE	Member
7	Mrs. K Sarada	EEE	Member
8	Dr. P. Gopi Krishna	ECM	Member
9	MrNitin Ralph Pochont	MECH	Member
10	Dr. M.Sudha Mani	BT	Member
11	Mr. N. Sandeep Kumar	CE	Member
12	Dr. R. Pradeep	BBA/MBA	Member
13	Md Abdul Mannan	BCA	Member
14	Dr. B. Nagalakshmi	B Com-H	Member
15	Mr. V. Varun	B Arch	Member
16	Dr. Ch. Lakshmana Rao	BBA LLB	Member
17	A.Teja Sree	180031342, CSE	Student member
18	B.Lavanya	180541187, BBA	Student member
19	G. Tharun Vardhan	180160008, B.Arch	Student member
20	P. Sai Nikith Reddy	180040484, ECE	Student member
21	B. Sai Bhumika Reddy	190010106, BT	Student member
22	I. Pavan Teja	190030603, CSE	Student member
23	M.V.S.S Akhil	190070067, Mech	Student member
24	A.Nivas	2000031648, CSE	Student member

Members Absent

1	Mr. J.V.SridharPatnala	B Sc VC, BFA	Member
2	Dr. Ch. Lakshmana Rao	BBA LLB	Member
3	G. Jahnvi	2000040526, ECE	Student member
4	N. Sai Chaitanya Reddy	2000550031, B.Com (Honors)	Student member

Dr. Ch Hanumantha Rao, Convener, Grievance Redressal Committee welcomed all the committee members for the meeting.

Action taken report of the decisions taken in the last meeting:

No issues have been raised in the last month.

Discussion on Agenda Items:

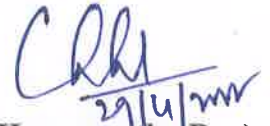
Agenda Item-1: No Grievances reported by the students.

NIL

Agenda item-2: Any other item, with the permission of the Chair

There are no other items for discussion.

The meeting was concluded with the Chairman, Grievances Redressal Committee thanking the members for their cooperation.



(Dr.Ch Hanumantha Rao)
Dean (SA)

Dean (Student Affairs)
Koneru Lakshmaiah Education Foundation
(Deemed to be University)
Green Fields, VADDESWARAM-522502,
Guntur Dist, Andhra Pradesh.



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Ref: KLEF/RO/STUDENT AFFAIRS/GRC/2021-22

Dt: 24.5.2022

Orders of the Hon'ble Vice-Chancellor dt.24.5.2022

CIRCULAR

Sub: Meeting with Grievance Committee Members on 25.5.2022– Reg.

Ref: Letter dated 23-5-2022 from Dr. Ch HanumanthaRao, Dean (Student Affairs).

This is to inform that Grievance Redressal Committee meeting is scheduled to be convened on 25-5-2022 from 2.00 P.M. The meeting will be conducted in room no C 106. All the members of Grievance Redressal Committee listed below shall attend the meeting without fail.

Agenda:

1. Addressing about resolving the online and offline complaints.
2. Any other relevant matters

S.No	Name of the Member	Department	Nominated as
1	Dr.Ch Hanumantha Rao	Dean SA	Convener
2	Dr.M.Vasujadevi	Associate Dean SA	Co-convener
3	Dr.Habibulla Khan	Advisor, Student Affairs	Member
4	Dr.N.Venkatram	Pro-Vice chancellor	Member
5	Dr. L. Jayasree	Retd. Professor, Ombuds-Person	Member
6	Dr. Ali Baig	ECE	Member
7	Dr.T.Santhi Sri	CSE	Member
8	Mrs. K Sarada	EEE	Member
9	Dr. P. Gopi Krishna	ECM	Member
10	Mr Nitin Ralph Pochont	MECH	Member
11	Dr. M.Sudha Mani	BT	Member
12	Mr. N. Sandeep Kumar	CE	Member
13	Dr. R. Pradeep	BBA/MBA	Member
14	Md Abdul Mannan	BCA	Member
15	Dr. B. Nagalakshmi	B Com-H	Member
16	Mr. V. Varun	B Arch	Member
17	Dr. M. Narendra	B Pharm	Member
18	Mr. J.V.Sridhar Patnala	B Sc VC, BFA	Member
19	Dr. Ch. Lakshmana Rao	BBA LLB	Member
20	A.Teja Sree	180031342, CSE	Student member
21	B.Lavanya	180541187, BBA	Student member
22	G. Tharun Vardhan	180160008, B.Arch	Student member
23	P. Sai Nikith Reddy	180040484, ECE	Student member
24	B. Sai Bhumika Reddy	190010106, BT	Student member
25	I. Pavan Teja	190030603, CSE	Student member
26	M.V.S.S Akhil	190070067, Mech	Student member
27	A.Nivas	2000031648, CSE	Student member
28	G. Jahnvi	2000040526, ECE	Student member
29	N. Sai Chaitanya Reddy	2000550031, B.Com (Honors)	Student member

The HoD's are requested to ensure that this information is brought to the notice of the Faculty and Student members concerned of their respective departments and ensure their participation in the above meeting.


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Dist. - Dist. Andhra Pradesh

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KLEF

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Directors / All Additional Deans All Associate Deans / Deputy Deans / PR Head

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A.Krishna Rao / AR-Dr.MVAL Narasimha Rao

Mail to: Advisor – NAAC & Hyderabad Operations - Prof. K.Koteswara Rao

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A.O.-Mr.C.S.Rao / Director-Adm-Dr.J.S.Rao / Media I/c & PRO - Mr.HSR Murty

Mail to: GM (Finance)-Mr.K.Srirama Krishna / Finance Officer-Mr.KRR / Manager
(Accounts)-Mr.B.Mallikharjuna Prasad

Mail to: Sr.Manager (HR)-Campus..Dr. Kanimozhi / Sr.Manager (HR)-A.O...Mr.J.
Sreekanth /Pay Bills Section-A.O.

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Mr. Raja Sekhar, Emp. No. 2482, Jr. Network Administrator (E-mail:

rajasekhar_syte@kluniversity.in)

Mail to: Professor In-charge, EduTech, Animation-Dr. M. SivaKumar,Assoc.Professor,ECE

Mail to: Dean (Quality)

Individuals concerned

Thanks & Regards



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OFFICE OF DEAN STUDENT AFFAIRS GRIEVANCES REDRESSAL COMMITTEE MINUTES OF THE MEETING HELD AT ROOM NO. C106

Meeting No.	11	Date	25.05.2022
Academic Year	2021-22	Time	02.00 P.M

Agenda:

1. Addressing about resolving the online and offline complaints.
2. Any other relevant matters

Members Present:

S.No	Name of the Member	Department	Nominated as
1	Dr.ChHanumantha Rao	Dean SA	Convener
2	Dr.M.Vasujadevi	Associate Dean SA	Co-convener
3	Dr.Habibulla Khan	Advisor, Student Affairs	Member
4	Dr.N.Venkatram	Pro-Vice chancellor	Member
5	Dr. Ali Baig	ECE	Member
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13	Md Abdul Mannan	BCA	Member
14	Dr. B. Nagalakshmi	B Com-H	Member
15	Mr. V. Varun	B Arch	Member
16	Dr. M. Narender	B Pharm	Member
17	Mr. J.V.SridharPatnala	B Sc VC, BFA	Member
18	Dr. Ch. Lakshmana Rao	BBA LLB	Member
19	A.Teja Sree	180031342, CSE	Student
20	B.Lavanya	180541187, BBA	Student
21	G. Tharun Vardhan	180160008, B.Arch	Student
22	P. Sai Nikith Reddy	180040484, ECE	Student
23	B. Sai Bhumika Reddy	190010106, BT	Student
24	I. Pavan Teja	190030603, CSE	Student
25	M.V.S.S Akhil	190070067, Mech	Student
26	A.Nivas	2000031648, CSE	Student
27	G . Jahnavi	2000040526, ECE	Student
28	N. Sai Chaitanya Reddy	2000550031, B.Com (Honors)	Student

Members Absent:

NIL

Dr. Ch HanumanthaRao, Convener, Grievance Redressal Committee welcomed all the committee members for the meeting.

Action taken report of the decisions taken in the last meeting:

No action is required as the earlier month no issued have been raised.

Discussion on Agenda Items:

Agenda Item-1: Discussion on Grievances Raised

No complaints have been received so far.

Agenda item-2: Any other item, with the permission of the Chair

There are no other items for discussion.

The meeting was concluded with the Chairman, Grievances Redressal Committee thanking the members for their cooperation.


(Dr.Ch HanumanthaRao)
Dean (SA)
Dean (Student Affairs)
Koneru Lakshmaiah Education Foundation
(Deemed to be University)
Green Fields, VADDESWARAM-522502,
Guntur Dist, Andhra Pradesh



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Ref: KLEF/RO/STUDENT AFFAIRS/GRC/2020-21

Dt: 23.7.2020

Orders of the Hon'ble Vice-Chancellor dt.23.7.2020

CIRCULAR

Sub: Meeting with Grievance Committee Members on 25.7.2020- Reg.

Ref: Letter dated 22-7-2020 from Dr. K. R. S. Prasad, Dean (Student Affairs).

This is to inform that Grievance Redressal Committee meeting is scheduled to be convened on 25-7-2020 from 2.00 P.M. The meeting will be conducted in VIRTUAL MODE. All the members of the Grievance Redressal Committee listed below shall attend the online meeting using the below link without fail.

<https://tinyurl.com/4d9wy4xu>

Agenda:

1. Addressing grievances received
2. Any other points to be discussed with the permission of the chair.

S.No	Name of the Member	Department	Nominated as
1	Dr.K.R.S. Prasad	Dean SA	Convener
2	Dr.I.Govardhani	Associate Dean SA	Co-convener
3	Dr.Habibulla Khan	Advisor, Student Affairs	Member
4	Dr.N.Venkatram	Pro-Vice chancellor	Member
5	Dr. L. Jayasree	Retd. Professor, Ombuds Person	Member
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9	Dr. P. Gopi Krishna	ECM	Member
10	Mr Nitin Ralph Pochont	MECH	Member
11	Mr P Prithvi Raj	Member	Member
12	Dr. M.Sudha Mani	BT	Member
13	Mr. N. Sandeep Kumar	CE	Member
14	Mr. K. Rajesh Kumar	PE	Member
15	Dr. R. Pradeep	BBA/MBA	Member
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17	Md Abdul Mannan	BCA	Member
18	Dr. B. Nagalakshmi	B Com-H	Member
19	Dr. P. Krishna Kumar	BA IAS	Member
20	Mr. V. Varun	B Arch	Member
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22	Mr. J.V.Sridhar Patnala	B Sc VC, BFA	Member
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28	B. Hema Sai Nagendra Kumar	180563002, BFA	Student member
29	V. Indu	180180013, B.Pharmacy	Student member
30	P. Sai Nikith Reddy	180040484, ECE	Student member
31	B. Sai Bhumika Reddy	190010106, BT	Student member
32	I. Pavan Teja	190030603, CSE	Student member
33	M.V.S.S Akhil	190070067, Mech	Student member
34	G.Vijdeswar	190530007, H.M	Student member
35	V.M. Sandeep Reddy	190060026, EEE	Student member

The HoD's are requested to ensure that this information is brought to the notice of the Faculty and Student members concerned of their respective departments and ensure their participation in the above meeting.



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Guntur District, Andhra Pradesh.**

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KLEF

Mail & Hard copy to: Hon'ble Pro Chancellor

Mail & Hard copy to: Hon'ble Vice-Chancellor

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A.Krishna Rao / AR-Dr.MVAL Narasimha Rao

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HoDs.. ENG / BES-I / BES-II

HoDs.. Architecture / Law

Agriculture / Arts / BBA / Commerce / Fine Arts

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Mr. Raja Sekhar, Emp. No. 2482, Jr. Network Administrator (E-mail: rajasekhar_syte@kluniversity.in)

Mail to: Professor In-charge, EduTech, Animation-Dr. M. SivaKumar,Assoc.Professor,ECE

Mail to: Dean (Quality)

Individuals concerned

Thanks & Regards



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OFFICE OF DEAN STUDENT AFFAIRS GRIEVANCE REDRESSAL COMMITTEE MINUTES OF THE MEETING HELD IN VIRTUAL MODE

Meeting No.	1	Date	25.07.2020
Academic Year	2020-21	Time	2.00 P.M

Members Present:

S.No	Name of the Member	Department	Nominated as
1	Dr.K.R.S. Prasad	Dean SA	Convener
2	Dr.I.Govardhani	Associate Dean SA	Co-convener
3	Dr.Habibulla Khan	Advisor, Student Affairs	Member
4	Dr.N.Venkatram	Pro-Vice chancellor	Member
5	Dr. Ali Baig	ECE	Member
6	Dr.T.Santhi Sri	CSE	Member
7	Mrs. K Sarada	EEE	Member
8	Dr. P. Gopi Krishna	ECM	Member
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15	Mr.N. Mahaveer Singh	BHM	Member
16	Md Abdul Mannan	BCA	Member
17	Dr. B. Nagalakshmi	B Com-H	Member
18	Dr. P. Krishna Kumar	BA IAS	Member
19	Mr. V. Varun	B Arch	Member
20	Dr. M. Narender	B Pharm	Member
21	Mr. J.V.Sridhar Patnala	B Sc VC, BFA	Member
22	Dr. Ch. Lakshmana Rao	BBA LLB	Member
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32	M.V.S.S Akhil	190070067, Mech	Student member

33	G.Vijdeswar	190530007, H.M	Student member
34	V.M. Sandeep Reddy	190060026, EEE	Student member

Dr. K. R. S. Prasad, Convener, Grievance Redressal Committee explained about the purpose and expectations of this committee.

GRC provides means to seek redressal through investigation, resolution of academic, examinations, physical facilities and personal grievances through the following measures.

- a. Follow-up of the resolving procedure to get timely redressal (within 3 days to 14 days depending on the nature of grievance).
- b. Intimation to Honorable Pro-Vice Chancellor, follow-up of the resolving procedure and report acknowledgement to UGC regarding UGC portal grievances and redressal.

A. Academic Grievances:

- a. Issues related to course registration.
- b. Issues about change of specialization.
- c. Issues regarding course requirement and course content.
- d. Examinations related issues.
- e. Issues related to applying/receiving certificates.

B. Administrative Decisions, Services or Facilities:

- a. Issues related to transport facility.
- b. Issues related to Hostels.
- c. Issues related to Canteen.
- d. Issues related to Sports.
- e. Issues related to Post Office & bank (on campus)
- f. Issues related to other facilities provided by the university (water etc.).

C. Unfair Treatment:

- a. Grievances about a student behavior towards other students.
- b. Grievances about Faculty & staff behavior towards other students.

D. Sexual Harassment and Discrimination

- a. Issues related to harassment (sexual)
- b. Issues about Discrimination or racial treatment

E. Caste Discrimination

F. Ragging

E. Unfair Treatment

Discussion on Agenda Items:

Agenda item-1: Discussion about functioning of GRC

The Grievance Redressal Cell (GRC) collects grievances via online & offline platforms from both faculty and students. Additionally, grievances are accepted through grievances boxes positioned across the university, as well as in written form. Through the strict implementation of the grievance redressal policy and prompt action from all involved parties, the majority of

grievances are resolved within the designated timeframe of 7 days to 14 days depending on the nature of the grievance.

Agenda Item-2: Grievances/Discrimination reported by the students.

Nil

Agenda Item-3: Any other item, with the permission of the Chair

There are no other items for discussion.

The meeting was concluded with the Convener thanking the members for their cooperation.


(Dr. K. R. S. Prasad)

Dean (SA)

Dean (Student Affairs)
Koneru Lakshmaiah Education Foundation
(Deemed to be University)
Green Fields, VADDESWARAM-522502,
Guntur Dist, Andhra Pradesh.



Koneru Lakshmaiah Education Foundation

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Admin Off: 29-36-38, Museum Road, Govenindrapet, Vijayawada - 520 002. Ph: +91 - 800 - 9500129, 2576120

Ref: KLEF/RO/STUDENT AFFAIRS/GRC/2020-21

Dt: 24.8.2020

Orders of the Hon'ble Vice-Chancellor dt.24.8.2020

CIRCULAR

Sub: Meeting with Grievance Committee Members on 26.8.2020- Reg.

Ref: Letter dated 22-8-2020 from Dr. K. R. S. Prasad, Dean (Student Affairs).

This is to inform that the Grievance Redressal Committee meeting is scheduled to be convened on 26-8-2020 from 2.00 P.M. The meeting will be conducted in VIRTUAL MODE. All the members of the Grievance Redressal Committee listed below shall attend the online meeting using the below link without fail.

<https://tinyurl.com/4d9wy4xu>

Agenda:

1. Submission of Grievances in online due to pandemic
2. Any other point with the approval of the chair.

S.No	Name of the Member	Department	Nominated as
1	Dr.K.R.S. Prasad	Dean SA	Convener
2	Dr.I.Govardhani	Associate Dean SA	Co-convener
3	Dr.Habibulla Khan	Advisor, Student Affairs	Member
4	Dr.N.Venkatram	Pro-Vice chancellor	Member
5	Dr. L. Jayasree	Retd. Professor, Ombuds-Person	Member
6	Dr. Ali Baig	ECE	Member
7	Dr.T.Santhi Sri	CSE	Member
8	Mrs. K Sarada	EEE	Member
9	Dr. P. Gopi Krishna	ECM	Member
10	Mr Nitin Ralph Pochont	MECH	Member
11	Mr P Prithvi Raj	Member	Member
12	Dr. M.Sudha Mani	BT	Member
13	Mr. N. Sandeep Kumar	CE	Member
14	Mr. K. Rajesh Kumar	PE	Member
15	Dr. R. Pradeep	BBA/MBA	Member
16	Mr.N. Mahaveer Singh	BHM	Member
17	Md Abdul Mannan	BCA	Member
18	Dr. B. Nagalakshmi	B Com-H	Member
19	Dr. P. Krishna Kumar	BA IAS	Member
20	Mr. V. Varun	B Arch	Member
21	Dr. M. Narender	B Pharm	Member
22	Mr. J.V.Sridhar Patnala	B Sc VC, BFA	Member
23	Dr. Ch. Lakshmana Rao	BBA LLB	Member

24	A.Teja Sree	180031342, CSE	Student member
25	B.Lavanya	180541187, BBA	Student member
26	P.J. Jahnvi	180570082, BAIAS	Student member
27	G. Tharun Vardhan	180160008, B.Arch	Student member
28	B. Hema Sai Nagendra Kumar	180563002, BFA	Student member
29	V. Indu	180180013, B.Pharmacy	Student member
30	P. Sai Nikith Reddy	180040484, ECE	Student member
31	B. Sai Bhumika Reddy	190010106, BT	Student member
32	I. Pavan Teja	190030603, CSE	Student member
33	M.V.S.S Akhil	190070067, Mech	Student member
34	G.Vijdeswar	190530007, H.M	Student member
35	V.M. Sandeep Reddy	190060026, EEE	Student member

The HoD's are requested to ensure that this information is brought to the notice of the Faculty and Student members concerned of their respective departments and ensure their participation in the above meeting.

Reenu

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KLEF

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Mail & Hard copy to: Hon'ble Vice-Chancellor

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Mail to: Special Officer -Dr.A. Vani

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Reasoning

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REGISTRAR
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(Deemed to be University)
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Guntur District, Andhra Pradesh.

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Mail to: Librarian

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A.O.-Mr.C.S.Rao / Director-Adm-Dr.J.S.Rao / Media I/c & PRO - Mr.HSR Murty

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(Accounts)-Mr.B.Mallikharjuna Prasad

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Sreekanth /Pay Bills Section-A.O.

Mail to: Webmaster-Mr.LV

Mail to: Chief Technical Officer (CTO)-Mr.A.Satya Kalyan

Mr. Raja Sekhar, Emp. No. 2482, Jr. Network Administrator (E-mail:
rajasekhar_syte@kluniversity.in)

Mail to: Professor In-charge, EduTech, Animation-Dr. M. Siva
Kumar, Assoc.Professor, ECE

Mail to: Dean (Quality)

Individuals concerned

Thanks & Regards



Koneru Lakshmaiah Education Foundation

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OFFICE OF DEAN STUDENT AFFAIRS

GRIEVANCE REDRESSAL COMMITTEE

MINUTES OF THE MEETING HELD IN VIRTUAL MODE

Meeting No.	2	Date	26.08.2020
Academic Year	2020-21	Time	2.00 P.M

Members Present:

S.No	Name of the Member	Department	Nominated as
1	Dr.K.R.S. Prasad	Dean SA	Convener
2	Dr.I.Govardhani	Associate Dean SA	Co-convener
3	Dr.Habibulla Khan	Advisor, Student Affairs	Member
4	Dr.N.Venkatram	Pro-Vice chancellor	Member
5	Dr. Ali Baig	ECE	Member
6	Dr.T.Santhi Sri	CSE	Member
7	Mrs. K Sarada	EEE	Member
8	Dr. P. Gopi Krishna	ECM	Member
9	Mr Nitin Ralph Pochont	MECH	Member
10	Mr P Prithvi Raj	Member	Member
11	Dr. M.Sudha Mani	BT	Member
12	Mr. N. Sandeep Kumar	CE	Member
13	Mr. K. Rajesh Kumar	PE	Member
14	Dr. R. Pradeep	BBA/MBA	Member
15	Mr.N. Mahaveer Singh	BHM	Member
16	Md Abdul Mannan	BCA	Member
17	Dr. B. Nagalakshmi	B Com-H	Member
18	Dr. P. Krishna Kumar	BA IAS	Member
19	Mr. V. Varun	B Arch	Member
20	Dr. M. Narender	B Pharm	Member
21	Mr. J.V.Sridhar Patnala	B Sc VC, BFA	Member
22	Dr. Ch. Lakshmana Rao	BBA LLB	Member
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25	P.J. Jahnavi	180570082, BAIAS	Student member
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28	V. Indu	180180013, B.Pharmacy	Student member
29	P. Sai Nikith Reddy	180040484, ECE	Student
30	B. Sai Bhumika Reddy	190010106, BT	Student member
31	I. Pavan Teja	190030603, CSE	Student member
32	M.V.S.S Akhil	190070067, Mech	Student member
33	G.Vijdeswar	190530007, H.M	Student member

34	V.M. Sandeep Reddy	190060026, EEE	Student member
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Dr. K. R. S. Prasad, Chairperson, Grievance Redressal Committee welcomed all the committee members for the meeting.

Action taken report of the decisions taken in the last meeting :

Discussion on grievance submission mechanisms were explained by Dean student affairs.

Discussion on Agenda Items:

Agenda item-1: Submission of Grievances in online due to pandemic

On **26/08/2020**, student members of the GRC committee expressed concerns regarding the ongoing pandemic during the meeting. They proposed that, along with the existing video recordings of faculty, live class recordings in Microsoft Teams should also be accessible on the Learning Management System (LMS). This matter was brought to the attention of the Dean of Academics.

Agenda Item-2: Any other item, with the permission of the Chair

There are no other items for discussion.

The meeting was concluded with the Chairperson, Grievance Redressal Committee thanking the members for their cooperation.

KRSPrasad

(Dr. K. R. S. Prasad)

Dean (SA)

Dean (Student Affairs)
Koneru Lakshmaiah Education Foundation
(Deemed to be University)
GreenFields, VAODESWARAM-522502,
Guntur Dist, Andhra Pradesh.



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Ref: KLEF/RO/STUDENT AFFAIRS/GRC/2020-21

Dt: 25.9.2020

Orders of the Hon'ble Vice-Chancellor dt.25.9.2020

CIRCULAR

Sub: Meeting with Grievance Committee Members on 28.9.2020– Reg.

Ref: Letter dated 24-9-2020 from Dr. K. R. S. Prasad, Dean (Student Affairs).

This is to inform that Grievance Redressal Committee meeting is scheduled to be convened on 28-9-2020 from 2.00 P.M. The meeting will be conducted in VIRTUAL MODE. All the members of Grievance Redressal Committee listed below shall attend the online meeting using the below link without fail.

<https://tinyurl.com/4d9wy4xu>

Agenda:

1. Addressing grievances received.
2. Any other points to be discussed with the permission of the chair.

S.No	Name of the Member	Department	Nominated as
1	Dr.K.R.S. Prasad	Dean SA	Convener
2	Dr.I.Govardhani	Associate Dean SA	Co-convener
3	Dr.Habibulla Khan	Advisor, Student Affairs	Member
4	Dr.N.Venkatram	Pro-Vice chancellor	Member
5	Dr. L. Jayasree	Retd. Professor, Ombuds-Person	Member
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19	Dr. P. Krishna Kumar	BA IAS	Member
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31	B. Sai Bhumika Reddy	190010106, BT	Student member
32	I. Pavan Teja	190030603, CSE	Student member
33	M.V.S.S Akhil	190070067, Mech	Student member
34	G.Vijdeswar	190530007, H.M	Student member
35	V.M. Sandeep Reddy	190060026, EEE	Student member

The HoD's are requested to ensure that this information is brought to the notice of the Faculty and Student members concerned of their respective departments and ensure their participation in the above meeting.

Revised

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A.O.-Mr.C.S.Rao / Director-Adm-Dr.J.S.Rao / Media I/c & PRO - Mr.HSR Murty

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(Accounts)-Mr.B.Mallikharjuna Prasad

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Sreekanth /Pay Bills Section-A.O.

Mail to: Webmaster-Mr.LV

Mail to: Chief Technical Officer (CTO)-Mr.A.Satya Kalyan

Mr. Raja Sekhar, Emp. No. 2482, Jr. Network Administrator (E-mail:
rajasekhar_syte@kluniversity.in)

Mail to: Professor In-charge, EduTech, Animation-Dr. M. Siva
Kumar,Assoc.Professor,ECE

Mail to: Dean (Quality)

Individuals concerned

Thanks & Regards



Koneru Lakshmaiah Education Foundation

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OFFICE OF DEAN STUDENT AFFAIRS GRIEVANCE REDRESSAL COMMITTEE MINUTES OF THE MEETING HELD IN ONLINE

Meeting No.	3	Date	28.09.2020
Academic Year	2020-21	Time	2.00 P.M

Members Present:

S.N	Name of the Member	Department	Nominated as
1	Dr.K.R.S. Prasad	Dean SA	Convener
2	Dr.I.Govardhani	Associate Dean SA	Co-convener
3	Dr.Habibulla Khan	Advisor, Student Affairs	Member
4	Dr.N.Venkatram	Pro-Vice chancellor	Member
5	Dr. Ali Baig	ECE	Member
6	Dr.T.Santhi Sri	CSE	Member
7	Mrs. K Sarada	EEE	Member
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9	Mr Nitin Ralph Pochont	MECH	Member
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31	I. Pavan Teja	190030603, CSE	Student
32	M.V.S.S Akhil	190070067, Mech	Student

33	G.Vijdeswar	190530007, H.M	Student
34	V.M. Sandeep Reddy	190060026, EEE	Student

Dr. K. R. S. Prasad, Chairperson, Grievance Redressal Committee welcomed all the committee members for the meeting.

Action taken report of the decisions taken in the last meeting held:

On **26/08/2020**, student members of the GRC committee expressed concerns regarding the ongoing pandemic during the meeting. They proposed that, along with the existing video recordings of faculty, live class recordings in Microsoft Teams should also be accessible on the Learning Management System (LMS). This matter was brought to the attention of the Dean of Academics. The Dean instructed Heads of Departments on **28/08/2020** to communicate during their respective departmental meetings the need to download class recordings from Microsoft Teams and upload them to the LMS. Subsequent follow-ups throughout the month confirmed that faculty members were indeed uploading live class recordings to the LMS. **This grievance is resolved on 29/08/2020. It took in 4 days of time to resolve the issue.**

Discussion on Agenda Items:

Agenda item-1: Addressing grievances raised.

There are no grievances during this month.

Agenda item-2: Any other item, with the permission of the Chair

There are no other items for discussion.

The meeting was concluded with the Chairperson, Grievance Redressal Committee thanking the members for their cooperation.

KRSPllsed
(Dr. K. R. S. Prasad)

Dean (SA)
Dean (Student Affairs)
Koneru Lakshmaiah Education Foundation
(Deemed to be University)
GreenFields, VADDESARAM-522502,
Guntur Dist, Andhra Pradesh.



Koneru Lakshmaiah Education Foundation

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Ref: KLEF/RO/STUDENT AFFAIRS/GRC/2020-21

Dt: 20.10.2020

Orders of the Hon'ble Vice-Chancellor dt.20.10.2020

CIRCULAR

Sub: Meeting with Grievance Committee Members on 22.10.2020- Reg.

Ref: Letter dated 19-10-2020 from Dr. K. R. S. Prasad, Dean (Student Affairs).

This is to inform that Grievance Redressal Committee meeting is scheduled to be convened on 22-10-2020 from 2.00 P.M. The meeting will be conducted in VIRTUAL MODE. All the members of the Grievance Redressal Committee listed below shall attend the online meeting using the below link without fail.

<https://tinyurl.com/4d9wy4xu>

Agenda:

1. Addressing grievances raised.
2. Any other relevant points to be discussed with the permission of the chair.

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35	V.M. Sandeep Reddy	190060026, EEE	Student member

The HoD's are requested to ensure that this information is brought to the notice of the Faculty and Student members concerned of their respective departments and ensure their participation in the above meeting.

Renuka

REGISTRAR

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DeveloP.Ment / Student Progression & Training /
Student Affairs / Student Welfare / Examinations

Mail to: Librarian

Mail to: Director (Purchases)-Mr.YSRKP / GM (Purchases)-Mr.Nilanjan Guha/ Jt.Registrar-
A.O.-Mr.C.S.Rao / Director-Adm-Dr.J.S.Rao / Media I/c & PRO - Mr.HSR Murty

Mail to: GM (Finance)-Mr.K.Srirama Krishna / Finance Officer-Mr.KRR / Manager
(Accounts)-Mr.B.Mallikharjuna Prasad

Mail to: Sr.Manager (HR)-Campus..Dr. Kanimozhi / Sr.Manager (HR)-A.O...Mr.J.
Sreekanth /Pay Bills Section-A.O.

Mail to: Webmaster-Mr.LV

Mail to: Chief Technical Officer (CTO)-Mr.A.Satya Kalyan

Mr. Raja Sekhar, Emp. No. 2482, Jr. Network Administrator (E-mail:
rajasekhar_syte@kluniversity.in)

Mail to: Professor In-charge, EduTech, Animation-Dr. M. Siva
Kumar,Assoc.Professor,ECE

Mail to: Dean (Quality)

Individuals concerned

Thanks & Regards



Koneru Lakshmalah Education Foundation

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OFFICE OF DEAN STUDENT AFFAIRS GRIEVANCE REDRESSAL COMMITTEE MINUTES OF THE MEETING HELD IN VIRTUAL MODE

Meeting No.	4	Date	22.10.2020
Academic Year	2020-21	Time	2.00 P.M

Members Present:

S.N	Name of the Member	Department	Nominated as
1	Dr.K.R.S. Prasad	Dean SA	Convener
2	Dr.I.Govardhani	Associate Dean SA	Co-convener
3	Dr.Habibulla Khan	Advisor, Student Affairs	Member
4	Dr.N.Venkatram	Pro-Vice chancellor	Member
5	Dr. Ali Baig	ECE	Member
6	Dr.T.Santhi Sri	CSE	Member
7	Mrs. K Sarada	EEE	Member
8	Dr. P. Gopi Krishna	ECM	Member
9	Mr Nitin Ralph Pochont	MECH	Member
10	Mr P Prithvi Raj	Member	Member
11	Dr. M.Sudha Mani	BT	Member
12	Mr. N. Sandeep Kumar	CE	Member
13	Mr. K. Rajesh Kumar	PE	Member
14	Dr. R. Pradeep	BBA/MBA	Member
15	Mr.N. Mahaveer Singh	BHM	Member
16	Md Abdul Mannan	BCA	Member
17	Dr. B. Nagalakshmi	B Com-H	Member
18	Dr. P. Krishna Kumar	BA IAS	Member
19	Mr. V. Varun	B Arch	Member
20	Dr. M. Narender	B Pharm	Member
21	Mr. J.V.Sridhar Patnala	B Sc VC, BFA	Member
22	Dr. Ch. Lakshmana Rao	BBA LLB	Member
23	A.Teja Sree	180031342, CSE	Student
24	B.Lavanya	180541187, BBA	Student
25	P.J. Jahnvi	180570082, BAIAS	Student
26	G. Tharun Vardhan	180160008, B.Arch	Student
27	B. Hema Sai Nagendra	180563002, BFA	Student
28	V. Indu	180180013, B.Pharmacy	Student
29	P. Sai Nikith Reddy	180040484, ECE	Student

30	B. Sai Bhumika Reddy	190010106, BT	Student
31	I. Pavan Teja	190030603, CSE	Student
32	M.V.S.S Akhil	190070067, Mech	Student
33	G.Vijdeswar	190530007, H.M	Student
34	V.M. Sandeep Reddy	190060026, EEE	Student

Dr. K. R. S. Prasad, Chairperson, Grievance Redressal Committee welcomed all the committee members for the meeting.

Action taken report of the decisions taken in the last meeting:

There are no grievances reported during last month.

Discussion on Agenda Items:

Agenda item-1: Addressing the grievances and issues raised.

NO grievances are raised.

Agenda item-2: Any other item, with the permission of the Chair

There are no other items for discussion.

The meeting was concluded with the Chairperson, Grievance Redressal Committee thanking the members for their cooperation.

KRSPleed
(Dr. K. R. S. Prasad)

Dean (SA)

Dean (Student Affairs)
Koneru Lakshmaiah Education Foundation
(Deemed to be University)
Green Fields, VADDESWARAM-522502,
Guntur Dist, Andhra Pradesh.



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Ref: KLEF/RO/STUDENT AFFAIRS/GRC/2020-21

Dt: 25.11.2020

Orders of the Hon'ble Vice-Chancellor dt.25.11.2020

CIRCULAR

Sub: Meeting with Grievance Committee Members on 27.11.2020- Reg.

Ref: Letter dated 23-11-2020 from Dr. K. R. S. Prasad, Dean (Student Affairs).

This is to inform that Grievance Redressal Committee meeting is scheduled to be convened on 27-11-2020 from 2.00 P.M. The meeting will be conducted in VIRTUAL MODE. All the members of the Grievance Redressal Committee listed below shall attend the online meeting using the below link without fail.

<https://tinyurl.com/4d9wy4xu>

Agenda:

1. Addressing grievances raised.
2. Any other points to be discussed with the permission of the chair.

S.No	Name of the Member	Department	Nominated as
1	Dr.K.R.S. Prasad	Dean SA	Convener
2	Dr.I.Govardhani	Associate Dean SA	Co-convener
3	Dr.Habibulla Khan	Advisor, Student Affairs	Member
4	Dr.N.Venkatram	Pro-Vice chancellor	Member
5	Dr. L. Jayasree	Retd. Professor, Ombuds-Person	Member
6	Dr. Ali Baig	ECE	Member
7	Dr.T.Santhi Sri	CSE	Member
8	Mrs. K Sarada	EEE	Member
9	Dr. P. Gopi Krishna	ECM	Member
10	Mr Nitin Ralph Pochont	MECH	Member
11	Mr P Prithvi Raj	Member	Member
12	Dr. M.Sudha Mani	BT	Member
13	Mr. N. Sandeep Kumar	CE	Member
14	Mr. K. Rajesh Kumar	PE	Member
15	Dr. R. Pradeep	BBA/MBA	Member
16	Mr.N. Mahaveer Singh	BHM	Member
17	Md Abdul Mannan	BCA	Member
18	Dr. B. Nagalakshmi	B Com-H	Member
19	Dr. P. Krishna Kumar	BA IAS	Member
20	Mr. V. Varun	B Arch	Member
21	Dr. M. Narender	B Pharm	Member
22	Mr. J.V.Sridhar Patnala	B Sc VC, BFA	Member
23	Dr. Ch. Lakshmana Rao	BBA LLB	Member
24	A.Teja Sree	180031342, CSE	Student member
25	B.Lavanya	180541187, BBA	Student member

26	P.J. Jahnavi	180570082, BAIAS	Student member
27	G. Tharun Vardhan	180160008, B.Arch	Student member
28	B. Hema Sai Nagendra Kumar	180563002, BFA	Student member
29	V. Indu	180180013, B.Pharmacy	Student member
30	P. Sai Nikith Reddy	180040484, ECE	Student member
31	B. Sai Bhumika Reddy	190010106, BT	Student member
32	I. Pavan Teja	190030603, CSE	Student member
33	M.V.S.S Akhil	190070067, Mech	Student member
34	G.Vijdeswar	190530007, H.M	Student member
35	V.M. Sandeep Reddy	190060026, EEE	Student member

The HoD's are requested to ensure that this information is brought to the notice of the Faculty and Student members concerned of their respective departments and ensure their participation in the above meeting.

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REGISTRAR

REGISTRAR

Koneru Lakshmaiah Education Foundation
(Deemed to be University)
Green Fields, VADDESARAM-522 302.
Guntur District, Andhra Pradesh.

Mail & Hard copy to: Hon'ble President, KLEF

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KLEF

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Mail & Hard copy to: Hon'ble Vice-Chancellor

Mail & Hard copy to: Pro Vice-Chancellors

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Mail to: Special Officer -Dr.A. Vani

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DeveloP.Ment / Student Progression & Training /

Student Affairs / Student Welfare / Examinations

Mail to: Librarian

Mail to: Director (Purchases)-Mr. YSRKP / GM (Purchases)-Mr. Nilanjan Guha/ Jt.Registrar-
A.O.-Mr.C.S.Rao / Director-Adm-Dr.J.S.Rao / Media I/c & PRO - Mr.HSR Murty

Mail to: GM (Finance)-Mr.K.Srirama Krishna / Finance Officer-Mr.KRR / Manager
(Accounts)-Mr.B.Mallikharjuna Prasad

Mail to: Sr.Manager (HR)-Campus..Dr. Kanimozhi / Sr.Manager (HR)-A.O...Mr.J.
Sreekanth /Pay Bills Section-A.O.

Mail to: Webmaster-Mr.LV

Mail to: Chief Technical Officer (CTO)-Mr.A.Satya Kalyan

Mr. Raja Sekhar, Emp. No. 2482, Jr. Network Administrator (E-mail:
rajasekhar_syte@kluniversity.in)

Mail to: Professor In-charge, EduTech, Animation-Dr. M. Siva
Kumar, Assoc.Professor, ECE

Mail to: Dean (Quality)

Individuals concerned

Thanks & Regards



Koneru Lakshmalah Education Foundation

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OFFICE OF DEAN STUDENT AFFAIRS GRIEVANCE REDRESSAL COMMITTEE MINUTES OF THE MEETING HELD IN VIRTUAL MODE

Meeting No.	5	Date	27.11.2020
Academic Year	2020-21	Time	2.00 P.M

Members Present:

S.N	Name of the Member	Department	Nominated as
1	Dr.K.R.S. Prasad	Dean SA	Convener
2	Dr.I.Govardhani	Associate Dean SA	Co-convener
3	Dr.Habibulla Khan	Advisor, Student Affairs	Member
4	Dr.N.Venkatram	Pro-Vice chancellor	Member
5	Dr. Ali Baig	ECE	Member
6	Dr.T.Santhi Sri	CSE	Member
7	Mrs. K Sarada	EEE	Member
8	Dr. P. Gopi Krishna	ECM	Member
9	Mr Nitin Ralph Pochont	MECH	Member
10	Mr P Prithvi Raj	Member	Member
11	Dr. M.Sudha Mani	BT	Member
12	Mr. N. Sandeep Kumar	CE	Member
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14	Dr. R. Pradeep	BBA/MBA	Member
15	Mr.N. Mahaveer Singh	BHM	Member
16	Md Abdul Mannan	BCA	Member
17	Dr. B. Nagalakshmi	B Com-H	Member
18	Dr. P. Krishna Kumar	BA IAS	Member
19	Mr. V. Varun	B Arch	Member
20	Dr. M. Narender	B Pharm	Member
21	Mr. J.V.Sridhar Patnala	B Sc VC, BFA	Member
22	Dr. Ch. Lakshmana Rao	BBA LLB	Member
23	A.Teja Sree	180031342, CSE	Student
24	B.Lavanya	180541187, BBA	Student
25	P.J. Jahnvi	180570082, BAIAS	Student
26	G. Tharun Vardhan	180160008, B.Arch	Student
27	B. Hema Sai Nagendra	180563002, BFA	Student
28	V. Indu	180180013, B.Pharmacy	Student
29	P. Sai Nikith Reddy	180040484, ECE	Student
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31	I. Pavan Teja	190030603, CSE	Student

32	M.V.S.S Akhil	190070067, Mech	Student
33	G.Vijdeswar	190530007, H.M	Student
34	V.M. Sandeep Reddy	190060026, EEE	Student

Dr. K. R. S. Prasad, Chairperson, Grievance Redressal Committee welcomed all the committee members for the meeting.

Action taken report of the decisions taken in the last meeting:

NIL as there are no grievances raised during last month.

Discussion on Agenda Items:

Agenda Item-1: Addressing grievances raised.

Students of GRC committee raised a common grievance on **27.11.2020** stating that to increase duration of Exams in LMS being conducted in online as there are Internet issues for the students living in rural areas. This is brought to the notice of Dean academics

Agenda item-2: Any other item, with the permission of the Chair

There are no other items for discussion.

The meeting was concluded with the Chairperson, Grievance Redressal Committee thanking the members for their cooperation.

KRSPrasad

(Dr. K. R. S. Prasad)

Dean (SA)

**Dean (Student Affairs)
Koneru Lakshmaiah Education Foundation
(Deemed to be University)
GreenFields, VADDESWARAM-522502,
Guntur Dist, Andhra Pradesh.**



Koneru Lakshmaiah Education Foundation

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Ref: KLEF/RO/STUDENT AFFAIRS/GRC/2020-21

Dt: 22.12.2020

Orders of the Hon'ble Vice-Chancellor dt.22.12.2020

CIRCULAR

Sub: Meeting with Grievance Committee Members on 23.12.2020- Reg.
Ref: Letter dated 21-12-2020 from Dr. K. R. S. Prasad, Dean (Student Affairs).

This is to inform that Grievance Redressal Committee meeting is scheduled to be convened on 23-12-2020 from 2.00 P.M. The meeting will be conducted in VIRTUAL MODE. All the members of the Grievance Redressal Committee listed below shall attend the online meeting using the below link without fail.

<https://tinyurl.com/4d9wy4xu>

Agenda:

1. Addressing grievances raised.
2. Any other relevant matters with the permission of the chair.

S.No	Name of the Member	Department	Nominated as
1	Dr.K.R.S. Prasad	Dean SA	Convener
2	Dr.I.Govardhani	Associate Dean SA	Co-convener
3	Dr.Habibulla Khan	Advisor, Student Affairs	Member
4	Dr.N.Venkatram	Pro-Vice chancellor	Member
5	Dr. L. Jayasree	Retd. Professor, Ombuds-Person	Member
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32	I. Pavan Teja	190030603, CSE	Student member
33	M.V.S.S Akhil	190070067, Mech	Student member
34	G.Vijdeswar	190530007, H.M	Student member
35	V.M. Sandeep Reddy	190060026, EEE	Student member

The HoD's are requested to ensure that this information is brought to the notice of the Faculty and Student members concerned of their respective departments and ensure their participation in the above meeting.


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Mail to: Webmaster-Mr.LV

Mail to: Chief Technical Officer (CTO)-Mr.A.Satya Kalyan

Mr. Raja Sekhar, Emp. No. 2482, Jr. Network Administrator (E-mail:

rajasekhar_syte@kluniversity.in)

Mail to: Professor In-charge, EduTech, Animation-Dr. M. Siva Kumar,Assoc.Professor,ECE

Mail to: Dean (Quality)

Individuals concerned

Thanks & Regards



Koneru Lakshmaiah Education Foundation

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OFFICE OF DEAN STUDENT AFFAIRS GRIEVANCE REDRESSAL COMMITTEE MINUTES OF THE MEETING HELD IN VIRTUAL MODE

Meeting No.	6	Date	23.12.2020
Academic Year	2020-21	Time	2.00 P.M

Members Present:

S.N	Name of the Member	Department	Nominated as
1	Dr.K.R.S. Prasad	Dean SA	Convener
2	Dr.I.Govardhani	Associate Dean SA	Co-convener
3	Dr.Habibulla Khan	Advisor, Student Affairs	Member
4	Dr.N.Venkatram	Pro-Vice chancellor	Member
5	Dr. Ali Baig	ECE	Member
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16	Md Abdul Mannan	BCA	Member
17	Dr. B. Nagalakshmi	B Com-H	Member
18	Dr. P. Krishna Kumar	BA IAS	Member
19	Mr. V. Varun	B Arch	Member
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33	G.Vijdeswar	190530007, H.M	Student
34	V.M. Sandeep Reddy	190060026, EEE	Student

Dr. K. R. S. Prasad, Chairperson, Grievance Redressal Committee welcomed all the committee members for the meeting.

Action taken report of the decisions taken in the last meeting :

Students of GRC committee raised a common grievance on **27.11.2020** stating that to increase duration of Exams in LMS being conducted in online as there are Internet issues for the students living in rural areas. This is brought to the notice of Dean academics. Dean academics on **28.11.2020** decided based on the request received from students, to extend the time of submission of their answer scripts on online examinations. However, each student can submit only one time. No multiple submissions will be allowed. The same have been conveyed to all the students through a circular. **This grievance is resolved in 1 day**

Discussion on Agenda Items:

Agenda item-1: Addressing grievances raised.

On **18/12/2020**, a fee payment issue was raised by a second-year female student in the CSE department. She reported that she had made a payment through ERP, but it still showed as outstanding in the system. She requested that the fee payment be updated in ERP. The issue was escalated to the Accounts Section

Agenda item-2: Any other item, with the permission of the Chair

There are no other items for discussion.

The meeting was concluded with the Chairperson, Grievance Redressal Committee thanking the members for their cooperation.

KRS Prasad
(Dr. K. R. S. Prasad)
Dean (SA)

Dean (Student Affairs),
Koneru Lakshmaiah Education Foundation
(Deemed to be University)
Green Fields, VADDESWARAM-522502,
Guntur Dist, Andhra Pradesh.



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Ref: KLEF/RO/STUDENT AFFAIRS/GRC/2020-21

Dt: 21.1.2021

Orders of the Hon'ble Vice-Chancellor dt.21.1.2021

CIRCULAR

Sub: Meeting with Grievance Committee Members on 23.1.2021– Reg.

Ref: Letter dated 22-1-2021 from Dr. K. R. S. Prasad, Dean (Student Affairs).

This is to inform that Grievance Redressal Committee meeting is scheduled to be convened on 23-1-2021 from 2.00 P.M. The meeting will be conducted in VIRTUAL MODE. All the members of the Grievance Redressal Committee listed below shall attend the online meeting using the below link without fail.

<https://tinyurl.com/4d9wy4xu>

Agenda:

1. Addressing grievances raised,
2. Any other points to be discussed with the permission of the chair.

S.No	Name of the Member	Department	Nominated as
1	Dr.K.R.S. Prasad	Dean SA	Convener
2	Dr.I.Govardhani	Associate Dean SA	Co-convener
3	Dr.Habibulla Khan	Advisor, Student Affairs	Member
4	Dr.N.Venkatram	Pro-Vice chancellor	Member
5	Dr. L. Jayasree	Retd. Professor, Ombuds-Person	Member
6	Dr. Ali Baig	ECE	Member
7	Dr.T.Santhi Sri	CSE	Member
8	Mrs. K Sarada	EEE	Member
9	Dr. P. Gopi Krishna	ECM	Member
10	Mr Nitin Ralph Pochont	MECH	Member
11	Mr P Prithvi Raj	Member	Member
12	Dr. M.Sudha Mani	BT	Member
13	Mr. N. Sandeep Kumar	CE	Member
14	Mr. K. Rajesh Kumar	PE	Member
15	Dr. R. Pradeep	BBA/MBA	Member
16	Mr.N. Mahaveer Singh	BHM	Member
17	Md Abdul Mannan	BCA	Member
18	Dr. B. Nagalakshmi	B Com-H	Member
19	Dr. P. Krishna Kumar	BA IAS	Member
20	Mr. V. Varun	B Arch	Member
21	Dr. M. Narender	B Pharm	Member
22	Mr. J.V.Sridhar Patnala	B Sc VC, BFA	Member
23	Dr. Ch. Lakshmana Rao	BBA LLB	Member
24	A.Teja Sree	180031342, CSE	Student member
25	B.Lavanya	180541187, BBA	Student member

26	P.J. Jahnvi	180570082, BAIAS	Student member
27	G. Tharun Vardhan	180160008, B.Arch	Student member
28	B. Hema Sai Nagendra Kumar	180563002, BFA	Student member
29	V. Indu	180180013, B.Pharmacy	Student member
30	P. Sai Nikith Reddy	180040484, ECE	Student member
31	B. Sai Bhumika Reddy	190010106, BT	Student member
32	I. Pavan Teja	190030603, CSE	Student member
33	M.V.S.S Akhil	190070067, Mech	Student member
34	G.Vijdeswar	190530007, H.M	Student member
35	V.M. Sandeep Reddy	190060026, EEE	Student member

The HoD's are requested to ensure that this information is brought to the notice of the Faculty and Student members concerned of their respective departments and ensure their participation in the above meeting.

Ravinder

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KLEF

Mail & Hard copy to: Hon'ble Pro Chancellor

Mail & Hard copy to: Hon'ble Vice-Chancellor

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Mail to: Special Officer -Dr.A. Vani

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HoDs.. ENG / BES-I / BES-II

HoDs.. Architecture / Law

Agriculture / Arts / BBA / Commerce / Fine Arts

Hotel Management / MBA / Foreign Languages

HoDs.. Pharmacy

HoDs..Communication Skills / Soft Skills & Head of Division...Quant &

Reasoning

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Vice-Principal / Director / Deputy Director

Mail to: KL H HoDs.. AI&DS / CSE / ECE / BES / FED Coordinator / Business School

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(Deemed to be University)
Green Fields, VADESWARAM-522 302,
Guntur District, Andhra Pradesh.

Mail to: KL H Associate Deans..P&D / R&D / Academics / IQAC / F&SA / Skill
DeveloP.Ment / Student Progression & Training /
Student Affairs / Student Welfare / Examinations.

Mail to: Librarian

Mail to: Director (Purchases)-Mr. YSRKP / GM (Purchases)-Mr.Nilanjan Guha/ Jt.Registrar-
A.O.-Mr.C.S.Rao / Director-Adm-Dr.J.S.Rao / Media I/c & PRO - Mr.HSR Murty

Mail to: GM (Finance)-Mr.K.Srirama Krishna / Finance Officer-Mr.KRR / Manager
(Accounts)-Mr.B.Mallikharjuna Prasad

Mail to: Sr.Manager (HR)-Campus..Dr. Kanimozhi / Sr.Manager (HR)-A.O...Mr.J.
Sreekanth /Pay Bills Section-A.O.

Mail to: Webmaster-Mr.LV

Mail to: Chief Technical Officer (CTO)-Mr.A.Satya Kalyan

Mr. Raja Sekhar, Emp. No. 2482, Jr. Network Administrator (E-mail:
rajasekhar_syte@kluniversity.in)

Mail to: Professor In-charge, EduTech, Animation-Dr. M. Siva
Kumar,Assoc.Professor,ECE

Mail to: Dean (Quality)

Individuals concerned

Thanks & Regards



Koneru Lakshmaiah Education Foundation

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OFFICE OF DEAN STUDENT AFFAIRS GRIEVANCE REDRESSAL COMMITTEE MINUTES OF THE MEETING HELD IN VIRTUAL MODE

Meeting No.	7	Date	23.01.2021
Academic Year	2020-21	Time	2.00 P.M

Members Present:

S.N	Name of the Member	Department	Nominated as
1	Dr.K.R.S. Prasad	Dean SA	Convener
2	Dr.I.Govardhani	Associate Dean SA	Co-convener
3	Dr.Habibulla Khan	Advisor, Student Affairs	Member
4	Dr.N.Venkatram	Pro-Vice chancellor	Member
5	Dr. Ali Baig	ECE	Member
6	Dr.T.Santhi Sri	CSE	Member
7	Mrs. K Sarada	EEE	Member
8	Dr. P. Gopi Krishna	ECM	Member
9	Mr Nitin Ralph Pochont	MECH	Member
10	Mr P Prithvi Raj	Member	Member
11	Dr. M.Sudha Mani	BT	Member
12	Mr. N. Sandeep Kumar	CE	Member
13	Mr. K. Rajesh Kumar	PE	Member
14	Dr. R. Pradeep	BBA/MBA	Member
15	Mr.N. Mahaveer Singh	BHM	Member
16	Md Abdul Mannan	BCA	Member
17	Dr. B. Nagalakshmi	B Com-H	Member
18	Dr. P. Krishna Kumar	BA IAS	Member
19	Mr. V. Varun	B Arch	Member
20	Dr. M. Narender	B Pharm	Member
21	Mr. J.V.Sridhar Patnala	B Sc VC, BFA	Member
22	Dr. Ch. Lakshmana Rao	BBA LLB	Member
23	A.Teja Sree	180031342, CSE	Student
24	B.Lavanya	180541187, BBA	Student
25	P.J. Jahnavi	180570082, BAIAS	Student
26	G. Tharun Vardhan	180160008, B.Arch	Student
27	B. Hema Sai Nagendra	180563002, BFA	Student
28	V. Indu	180180013, B.Pharmacy	Student
29	P. Sai Nikith Reddy	180040484, ECE	Student
30	B. Sai Bhumika Reddy	190010106, BT	Student
31	I. Pavan Teja	190030603, CSE	Student
32	M.V.S.S Akhil	190070067, Mech	Student

33	G.Vijdeswar	190530007, H.M	Student
34	V.M. Sandeep Reddy	190060026, EEE	Student

Dr. K. R. S. Prasad, Chairperson, Grievance Redressal Committee welcomed all the committee members for the meeting.

Action taken report of the decisions taken in the last meeting:

On 18/12/2020, a fee payment issue was raised by a second-year female student in the CSE department. She reported that she had made a payment through ERP, but it still showed as outstanding in the system. She requested that the fee payment be updated in ERP. The issue was escalated to the Accounts Section, which verified the payment and confirmed that although the student had indeed paid the fee, it had not been reflected in the University's account. The amount was credited to the University's account on 26/12/2020 and subsequently appeared correctly in ERP. **The issue was resolved within a span of 8 days primarily due to a delay in confirmation of the payment by the bank.**

Discussion on Agenda Items:

Agenda item-1: Addressing the follow-up and completion status of previous issues that are raised in earlier meetings and discussion of any current issues.

There are no grievances reported during this month.

Agenda item-2: Any other item, with the permission of the Chair

There are no other items for discussion.

The meeting was concluded with the Chairperson, Grievance Redressal Committee thanking the members for their cooperation.

KRSPllled
(Dr. K. R. S. Prasad)

Dean (SA)

**Dean (Student Affairs),
Koneru Lakshmaiah Education Foundation
(Deemed to be University)
Green Fields, VADDESARAM-522502,
Guntur Dist, Andhra Pradesh.**



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Ref: KLEF/RO/STUDENT AFFAIRS/GRC /2020-21

Dt: 23.2.2021

Orders of the Hon'ble Vice-Chancellor dt.23.2.2021

CIRCULAR

Sub: Meeting with Grievance Committee Members on 25.2.2021- Reg.

Ref: Letter dated 22-2-2021 from Dr. K. R. S. Prasad, Dean (Student Affairs).

This is to inform that Grievance Redressal Committee meeting is scheduled to be convened on 25-2-2021 from 2.00 P.M. The meeting will be conducted in VIRTUAL MODE. All the members of the Grievance Redressal Committee listed below shall attend the online meeting using the below link without fail.

<https://tinyurl.com/4d9wy4xu>

Agenda:

1. Addressing grievances raised.
2. Any other points to be discussed with the permission of the chair.

S.No	Name of the Member	Department	Nominated as
1	Dr.K.R.S. Prasad	Dean SA	Convener
2	Dr.I.Govardhani	Associate Dean SA	Co-convener
3	Dr.Habibulla Khan	Advisor, Student Affairs	Member
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9	Dr. P. Gopi Krishna	ECM	Member
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20	Mr. V. Varun	B Arch	Member
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30	P. Sai Nikith Reddy	180040484, ECE	Student member
31	B. Sai Bhumika Reddy	190010106, BT	Student member
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33	M.V.S.S Akhil	190070067, Mech	Student member
34	G.Vijdeswar	190530007, H.M	Student member
35	V.M. Sandeep Reddy	190060026, EEE	Student member

The HoD's are requested to ensure that this information is brought to the notice of the Faculty and Student members concerned of their respective departments and ensure their participation in the above meeting.



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HoDs.. ENG / BES-I / BES-II

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Hotel Management / MBA / Foreign Languages

HoDs.. Pharmacy

HoDs..Communication Skills / Soft Skills & Head of Division...Quant &

Reasoning

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DeveloP.Ment / Student Progression & Training /

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A.O.-Mr.C.S.Rao / Director-Adm-Dr.J.S.Rao / Media I/c & PRO - Mr.HSR Murty

Mail to: GM (Finance)-Mr.K.Srirama Krishna / Finance Officer-Mr.KRR / Manager
(Accounts)-Mr.B.Mallikharjuna Prasad

Mail to: Sr.Manager (HR)-Campus..Dr. Kanimozhi / Sr.Manager (HR)-A.O...Mr.J.
Sreekanth /Pay Bills Section-A.O.

Mail to: Webmaster-Mr.LV

Mail to: Chief Technical Officer (CTO)-Mr.A.Satya Kalyan

Mr. Raja Sekhar, Emp. No. 2482, Jr. Network Administrator (E-mail:

rajasekhar_syte@kluniversity.in)

Mail to: Professor In-charge, EduTech, Animation-Dr. M. Siva
Kumar,Assoc.Professor,ECE

Mail to: Dean (Quality)

Individuals concerned

Thanks & Regards



Koneru Lakshmaiah Education Foundation

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OFFICE OF DEAN STUDENT AFFAIRS GRIEVANCE REDRESSAL COMMITTEE MINUTES OF THE MEETING HELD IN VIRTUAL MODE

Meeting No.	8	Date	25.02.2021
Academic Year	2020-21	Time	2.00 P.M

Members Present:

S.N	Name of the Member	Department	Nominated as
1	Dr.K.R.S. Prasad	Dean SA	Convener
2	Dr.I.Govardhani	Associate Dean SA	Co-convener
3	Dr.Habibulla Khan	Advisor, Student Affairs	Member
4	Dr.N.Venkatram	Pro-Vice chancellor	Member
5	Dr. Ali Baig	ECE	Member
6	Dr.T.Santhi Sri	CSE	Member
7	Mrs. K Sarada	EEE	Member
8	Dr. P. Gopi Krishna	ECM	Member
9	Mr Nitin Ralph Pochont	MECH	Member
10	Mr P Prithvi Raj	Member	Member
11	Dr. M.Sudha Mani	BT	Member
12	Mr. N. Sandeep Kumar	CE	Member
13	Mr. K. Rajesh Kumar	PE	Member
14	Dr. R. Pradeep	BBA/MBA	Member
15	Mr.N. Mahaveer Singh	BHM	Member
16	Md Abdul Mannan	BCA	Member
17	Dr. B. Nagalakshmi	B Com-H	Member
18	Dr. P. Krishna Kumar	BA IAS	Member
19	Mr. V. Varun	B Arch	Member
20	Dr. M. Narender	B Pharm	Member
21	Mr. J.V.Sridhar Patnala	B Sc VC, BFA	Member
22	Dr. Ch. Lakshmana Rao	BBA LLB	Member
23	A.Teja Sree	180031342, CSE	Student
24	B.Lavanya	180541187, BBA	Student
25	P.J. Jahnavi	180570082, BAIAS	Student
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28	V. Indu	180180013, B.Pharmacy	Student
29	P. Sai Nikith Reddy	180040484, ECE	Student
30	B. Sai Bhumika Reddy	190010106, BT	Student
31	I. Pavan Teja	190030603, CSE	Student

32	M.V.S.S Akhil	190070067, Mech	Student
33	G.Vijdeswar	190530007, H.M	Student
34	V.M. Sandeep Reddy	190060026, EEE	Student

Dr. K. R. S. Prasad, Chairperson, Grievance Redressal Committee welcomed all the committee members for the meeting.

Action taken report of the decisions taken in the last meeting:

NIL. As there are no grievances reported during last month.

Discussion on Agenda Items:

Agenda Item-1: Addressing grievances raised.

There are no grievances raised during this period.

Agenda Item-2: Any other item, with the permission of the Chair

There are no other items for discussion.

The meeting was concluded with the Chairperson, Grievance Redressal Committee thanking the members for their cooperation.

KRSPD/ed
(Dr. K. R. S. Prasad)

Dean (SA)

**Dean (Student Affairs),
Koneru Lakshmaiah Education Foundation
(Deemed to be University)
Green Fields, VADDESARAM-522502,
Guntur Dist, Andhra Pradesh.**



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Ref: KLEF/RO/STUDENT AFFAIRS/GRC /2020-21

Dt: 23.3.2021

Orders of the Hon'ble Vice-Chancellor dt.23.3.2021

CIRCULAR

Sub: Meeting with Grievance Committee Members on 25.3.2021– Reg.

Ref: Letter dated 22-3-2021 from Dr. K. R. S. Prasad, Dean (Student Affairs).

This is to inform that Grievance Redressal Committee meeting is scheduled to be convened on 25-3-2021 from 2.00 P.M. The meeting will be conducted in VIRTUAL MODE. All the members of the Grievance Redressal Committee listed below shall attend the online meeting using the below link without fail.

<https://tinyurl.com/4d9wy4xu>

Agenda:

1. Addressing any grievances pertaining to academics, P&D and examinations etc.
2. Any other points to be discussed with the permission of the chair.

S.No	Name of the Member	Department	Nominated as
1	Dr.K.R.S. Prasad	Dean SA	Convener
2	Dr.I.Govardhani	Associate Dean SA	Co-convener
3	Dr.Habibulla Khan	Advisor, Student Affairs	Member
4	Dr.N.Venkatram	Pro-Vice chancellor	Member
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34	G.Vijdeswar	190530007, H.M	Student member
35	V.M. Sandeep Reddy	190060026, EEE	Student member

The HoD's are requested to ensure that this information is brought to the notice of the Faculty and Student members concerned of their respective departments and ensure their participation in the above meeting.



REGISTRAR

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Guntur District, Andhra Pradesh.

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KLEF

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Mail to: Chief Technical Officer (CTO)-Mr.A.Satya Kalyan

Mr. Raja Sekhar, Emp. No. 2482, Jr. Network Administrator (E-mail:

rajasekhar_syte@kluniversity.in)

Mail to: Professor In-charge, EduTech, Animation-Dr. M. Siva
Kumar,Assoc.Professor,ECE

Mail to: Dean (Quality)

Individuals concerned

Thanks & Regards



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OFFICE OF DEAN STUDENT AFFAIRS GRIEVANCE REDRESSAL COMMITTEE MINUTES OF THE MEETING HELD IN VIRTUAL MODE

Meeting No.	9	Date	25.03.2021
Academic Year	2020-21	Time	2.00 P.M

Members Present:

S.N	Name of the Member	Department	Nominated as
1	Dr.K.R.S. Prasad	Dean SA	Convener
2	Dr.I.Govardhani	Associate Dean SA	Co-convener
3	Dr.Habibulla Khan	Advisor, Student Affairs	Member
4	Dr.N.Venkatram	Pro-Vice chancellor	Member
5	Dr. Ali Baig	ECE	Member
6	Dr.T.Santhi Sri	CSE	Member
7	Mrs. K Sarada	EEE	Member
8	Dr. P. Gopi Krishna	ECM	Member
9	Mr Nitin Ralph Pochont	MECH	Member
10	Mr P Prithvi Raj	Member	Member
11	Dr. M.Sudha Mani	BT	Member
12	Mr. N. Sandeep Kumar	CE	Member
13	Mr. K. Rajesh Kumar	PE	Member
14	Dr. R. Pradeep	BBA/MBA	Member
15	Mr.N. Mahaveer Singh	BHM	Member
16	Md Abdul Mannan	BCA	Member
17	Dr. B. Nagalakshmi	B Com-H	Member
18	Dr. P. Krishna Kumar	BA IAS	Member
19	Mr. V. Varun	B Arch	Member
20	Dr. M. Narender	B Pharm	Member
21	Mr. J.V.Sridhar Patnala	B Sc VC, BFA	Member
22	Dr. Ch. Lakshmana Rao	BBA LLB	Member
23	A.Teja Sree	180031342, CSE	Student
24	B.Lavanya	180541187, BBA	Student
25	P.J. Jahnvi	180570082, BAIAS	Student
26	G. Tharun Vardhan	180160008, B.Arch	Student
27	B. Hema Sai Nagendra	180563002, BFA	Student
28	V. Indu	180180013, B.Pharmacy	Student
29	P. Sai Nikith Reddy	180040484, ECE	Student
30	B. Sai Bhumika Reddy	190010106, BT	Student
31	I. Pavan Teja	190030603, CSE	Student
32	M.V.S.S Akhil	190070067, Mech	Student
33	G.Vijdeswar	190530007, H.M	Student

34	V.M. Sandeep Reddy	190060026, EEE	Student
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Dr. Habibulla Khan, Chairperson, Grievance Redressal Committee welcomed all the committee members for the meeting.

Action taken report of the decisions taken in the last meeting:

NIL as there are no grievances raised during the last month.

Discussion on Agenda Items:

Agenda Item-1: Addressing grievances raised.

There are no grievances raised during this month.

Agenda Item-2: Any other item, with the permission of the Chair

There are no other items for discussion.

The meeting was concluded with the Chairperson, Grievance Redressal Committee thanking the members for their cooperation.

KRS Prasad
(Dr. K. R. S. Prasad)
Dean (SA)

**Dean (Student Affairs),
Koneru Lakshmaiah Education Foundation
(Deemed to be University)
Green Fields, VADDESWAREM-522502,
Guntur Dist, Andhra Pradesh.**



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Ref: KLEF/RO/STUDENT AFFAIRS/GRC /2020-21

Dt: 26.4.2021

Orders of the Hon'ble Vice-Chancellor dt.26.4.2021

CIRCULAR

Sub: Meeting with Grievance Committee Members on 28.4.2021- Reg.

Ref: Letter dated 24-4-2021 from Dr. K. R. S. Prasad, Dean (Student Affairs).

This is to inform that Grievance Redressal Committee meeting is scheduled to be convened on 28-4-2021 from 2.00 P.M. The meeting will be conducted in VIRTUAL MODE. All the members of the Grievance Redressal Committee listed below shall attend the online meeting using the below link without fail.

<https://tinyurl.com/4d9wy4xu>

Agenda:

1. Addressing any grievances pertaining to academics, P&D and examinations etc.
2. Any other points to be discussed with the permission of the chair.

S.No	Name of the Member	Department	Nominated as
1	Dr.K.R.S. Prasad	Dean SA	Convener
2	Dr.I.Govardhani	Associate Dean SA	Co-convener
3	Dr.Habibulla Khan	Advisor, Student Affairs	Member
4	Dr.N.Venkatram	Pro-Vice chancellor	Member
5	Dr. L. Jayasree	Retd. Professor, Ombuds-Person	Member
6	Dr. Ali Baig	ECE	Member
7	Dr.T.Santhi Sri	CSE	Member
8	Mrs. K Sarada	EEE	Member
9	Dr. P. Gopi Krishna	ECM	Member
10	Mr Nitin Ralph Pochont	MECH	Member
11	Mr P Prithvi Raj	Member	Member
12	Dr. M.Sudha Mani	BT	Member
13	Mr. N. Sandeep Kumar	CE	Member
14	Mr. K. Rajesh Kumar	PE	Member
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16	Mr.N. Mahaveer Singh	BHM	Member
17	Md Abdul Mannan	BCA	Member
18	Dr. B. Nagalakshmi	B Com-H	Member
19	Dr. P. Krishna Kumar	BA IAS	Member
20	Mr. V. Varun	B Arch	Member
21	Dr. M. Narender	B Pharm	Member
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23	Dr. Ch. Lakshmana Rao	BBA LLB	Member
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26	P.J. Jahnavi	180570082, BAIAS	Student member

27	G. Tharun Vardhan	180160008, B.Arch	Student member
28	B. Hema Sai Nagendra Kumar	180563002, BFA	Student member
29	V. Indu	180180013, B.Pharmacy	Student member
30	P. Sai Nikith Reddy	180040484, ECE	Student member
31	B. Sai Bhumika Reddy	190010106, BT	Student member
32	I. Pavan Teja	190030603, CSE	Student member
33	M.V.S.S Akhil	190070067, Mech	Student member
34	G.Vijdeswar	190530007, H.M	Student member
35	V.M. Sandeep Reddy	190060026, EEE	Student member

The HoD's are requested to ensure that this information is brought to the notice of the Faculty and Student members concerned of their respective departments and ensure their participation in the above meeting.


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Mr. Raja Sekhar, Emp. No. 2482, Jr. Network Administrator (E-mail:
rajasekhar_syte@kluniversity.in)

Mail to: Professor In-charge, EduTech, Animation-Dr. M. Siva
Kumar, Assoc.Professor, ECE

Mail to: Dean (Quality)

Individuals concerned

Thanks & Regards



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OFFICE OF DEAN STUDENT AFFAIRS

GRIEVANCE REDRESSAL COMMITTEE

MINUTES OF THE MEETING HELD IN VIRTUAL MODE

Meeting No.	10	Date	28.04.2021
Academic Year	2020-21	Time	2.00 P.M

Members Present:

S.N	Name of the Member	Department	Nominated as
1	Dr.K.R.S. Prasad	Dean SA	Convener
2	Dr.I.Govardhani	Associate Dean SA	Co-convener
3	Dr.Habibulla Khan	Advisor, Student Affairs	Member
4	Dr.N.Venkatram	Pro-Vice chancellor	Member
5	Dr. Ali Baig	ECE	Member
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7	Mrs. K Sarada	EEE	Member
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16	Md Abdul Mannan	BCA	Member
17	Dr. B. Nagalakshmi	B Com-H	Member
18	Dr. P. Krishna Kumar	BA IAS	Member
19	Mr. V. Varun	B Arch	Member
20	Dr. M. Narender	B Pharm	Member
21	Mr. J.V.Sridhar Patnala	B Sc VC, BFA	Member
22	Dr. Ch. Lakshmana Rao	BBA LLB	Member
23	A.Teja Sree	180031342, CSE	Student
24	B.Lavanya	180541187, BBA	Student
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33	G.Vijdeswar	190530007, H.M	Student
34	V.M. Sandeep Reddy	190060026, EEE	Student

Dr. K. R. S. Prasad, Chairperson, Grievance Redressal Committee welcomed all the committee members for the meeting.

Action taken report of the decisions taken in the last meeting:

NIL as there are no grievances raised during the last month.

Discussion on Agenda Items:

Agenda Item-1: Addressing grievances raised.

There are no grievances raised during the this month.

Agenda Item-2: Any other item, with the permission of the Chair

There are no other items for discussion.

The meeting was concluded with the Chairperson, Grievance Redressal Committee thanking the members for their cooperation.

KRS Prasad

(Dr. K. R. S. Prasad)

Dean (SA)

Dean (Student Affairs)
Koneru Lakshmaiah Education Foundation
(Deemed to be University)
Green Fields, VADDESWARAM-522502,
Guntur Dist, Andhra Pradesh.



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ef: KLEF/RO/STUDENT AFFAIRS/GRC /2020-21

Dt: 26.5.2021

Orders of the Hon'ble Vice-Chancellor dt.26.2.2021

CIRCULAR

Sub: Meeting with Grievance Committee Members on 28.5.2021- Reg.

Ref: Letter dated 25-5-2021 from Dr. K. R. S. Prasad, Dean (Student Affairs).

This is to inform that Grievance Redressal Committee meeting is scheduled to be convened on 28-5-2020 from 2.00 P.M. The meeting will be conducted in VIRTUAL MODE. All the members of the Grievance Redressal Committee listed below shall attend the online meeting using the below link without fail.

<https://tinyurl.com/4d9wy4xu>

Agenda:

1. Addressing grievances raised.
2. Any other points to be discussed with the permission of the chair.

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A.O.-Mr.C.S.Rao / Director-Adm-Dr.J.S.Rao / Media I/c & PRO - Mr.HSR Murty

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(Accounts)-Mr.B.Mallikharjuna Prasad

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Mail to: Professor In-charge, EduTech, Animation-Dr. M. Siva
Kumar,Assoc.Professor,ECE

Mail to: Dean (Quality)

Individuals concerned

Thanks & Regards



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OFFICE OF DEAN STUDENT AFFAIRS GRIEVANCE REDRESSAL COMMITTEE MINUTES OF THE MEETING HELD IN VIRTUAL MODE

Meeting No.	11	Date	28.05.2021
Academic Year	2020-21	Time	2.00 P.M

Members Present:

S.N	Name of the Member	Department	Nominated as
1	Dr.K.R.S. Prasad	Dean SA	Convener
2	Dr.I.Govardhani	Associate Dean SA	Co-convener
3	Dr.Habibulla Khan	Advisor, Student Affairs	Member
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24	B.Lavanya	180541187, BBA	Student
25	P.J. Jahnavi	180570082, BAIAS	Student
26	G. Tharun Vardhan	180160008, B.Arch	Student
27	B. Hema Sai Nagendra	180563002, BFA	Student
28	V. Indu	180180013, B.Pharmacy	Student
29	P. Sai Nikith Reddy	180040484, ECE	Student
30	B. Sai Bhumika Reddy	190010106, BT	Student
31	I. Pavan Teja	190030603, CSE	Student
32	M.V.S.S Akhil	190070067, Mech	Student
33	G.Vijdeswar	190530007, IIM	Student
34	V.M. Sandeep Reddy	190060026, EEE	Student

Dr. K. R. S. Prasad, Chairperson, Grievance Redressal Committee welcomed all the committee members for the meeting.

Action taken report of the decisions taken in the last meeting:

NIL as there are no grievances raised during last month.

Discussion on Agenda Items:

Agenda Item-1: Addressing grievances raised.

No grievances are raised by the students during this month.

Agenda Item-2: Any other item, with the permission of the Chair

There are no other items for discussion.

The meeting was concluded with the Chairperson, Grievance Redressal Committee thanking the members for their cooperation.


(Dr. K. R. S. Prasad)

Dean (SA)

**Dean (Student Affairs)
Koneru Lakshmaiah Education Foundation
(Deemed to be University)
GreenFields, VADDESWARAM-522502,
Guntur Dist, Andhra Pradesh.**



Koneru Lakshmalah Education Foundation

(Category -1, Deemed to be University estd. u/s. 3 of the UGC Act, 1956)

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Ref: KLEF/RO/STUDENT AFFAIRS/GRC/2019-20

Dt: 23.7.2019

Orders of the Hon'ble Vice-Chancellor dt.23.7.2019

CIRCULAR

Sub: Meeting with Grievance Committee Members on 26.7.2019- Reg.

Ref: Letter dated 22-7-2019 from Dr. Habibulla Khan, Dean (Student Affairs).

This is to inform that Grievance Redressal Committee meeting is scheduled to be convened on 26-7-2019 from 2.00 P.M. The meeting will be conducted in ROSE HALL. All the members of Grievance Redressal Committee listed below shall attend the meeting without fail.

Agenda:

1. Addressing grievances raised.
2. Any other relevant matters

Sl.No.	Name of the faculty/student	Designation	Nominated as
1	Dr.Habibulla Khan	Dean Student Affairs	Convener
2	Dr.I.Govardhani	Associate Dean (SA)	Co-convener
3	Dr. L. Jayasree	Retd. Professor, Ombuds-Person	Member
4	Dr.M.Venkata Narayana	Dy.HOD, ECE	Member
5	Dr.Raja Rajeswari	Dy.HOD, CSE	Member
6	Dr.R.B.R.Prakash	Dy.HOD, EEE	Member
7	Mr.K.Hemantha Raja	Dy.HOD, CE	Member
8	Mr.M.Venkataeswara Rao	Dy.HOD, ECM	Member
9	Dr.M.Sudhamani	Dy.HOD, BT	Member
10	Dr.L.Ramesh	Dy.HOD, BBA/MBA	Member
11	Dr.K.I.Pavan kumar	Dy.HOD, LLB	Member
12	P.Sai Nikitha Reddy	180040484, ECE	Student
13	S.Nethaji	170070172, ME	Student
14	A.Ojeswi	170030074, CSE	Student
15	A.Pavani	18057003, BAIAS	Student
16	S.Venkata Naveen Kumar	180040391, ECE	Student

The HoD's are requested to ensure that this information is brought to the notice of the Faculty and Student members concerned of their respective departments and ensure their participation in the above meeting.

REGISTRAR
REGISTRAR

Koneru Lakshmalah Education Foundation
(Deemed to be University)
Green Fields, VADDESWAREM-522 302,
Guntur District, Andhra Pradesh.

Mail & Hard copy to: Hon'ble President, KLEF



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OFFICE OF DEAN STUDENT AFFAIRS GRIEVANCE REDRESSAL COMMITTEE MINUTES OF THE MEETING HELD AT ROSE HALL

Meeting No.	1	Date	26.07.2019
Academic Year	2019-20	Time	2.00 PM

Members Present:

S.No	Name of the Member	Department	Nominated as	Signature
1	Dr.HabibullaKhan	DeanStudentAffairs	Convener	
2	Dr.I.Govardhani	AssociateDean(SA)	Co-convener	
3	Dr.M.VenkataNarayana	Dy.HOD,ECE	Member	
4	Dr.RajaRajeswari	Dy.HOD,CSE	Member	
5	Dr.R.B.R.Prakash	Dy.HOD,EEE	Member	
6	Mr.K.HemanthaRaja	Dy.HOD,CE	Member	
7	Mr.M.VenkataeswaraRao	Dy.HOD,ECM	Member	
8	Dr.M.Sudhamani	Dy.HOD,BT	Member	
9	Dr.L.Ramesh	Dy.HOD,BBA/MB A	Member	
10	Dr.K.I.Pavankumar	Dy.HOD,LLB	Member	
11	JKishore	160040321,ECE	StudentMember	
12	S.Nethaji	170070172,ME	StudentMember	
13	KRevanth	160030065,CSE	StudentMember	
14	A.Pavani	18057003,BAIAS	StudentMember	
15	S.VenkataNaveenKumar	180040391,ECE	StudentMember	

Dr. HabibullaKhan, Convener, Grievance Redressal Committee explained about the purpose and expectations of this committee.

GRC provides means to seek redressal through investigation, resolution of academic, examinations , physical facilities and personal grievances through the following measures.

- Follow-up of the resolving procedure to get timely redressal (within 3 days to 14 days depending on the nature of grievance).
- Intimation to Honorable Pro-Vice Chancellor, follow-up of the resolving procedure and report acknowledgement to UGC regarding UGC portal grievances and redressal.

A. Academic Grievances:

- Issues related to course registration.
- Issues about change of specialization.

- c. Issues regarding course requirement and course content.
- d. Examinations related issues.
- e. Issues related to applying/receiving certificates.

B. Administrative Decisions, Services or Facilities:

- a. Issues related to transport facility.
- b. Issues related to Hostels.
- c. Issues related to Canteen.
- d. Issues related to Sports.
- e. Issues related to Post Office & bank (on campus)
- f. Issues related to other facilities provided by the university (water etc.).

C. Unfair Treatment:

- a. Grievances about a student behavior towards other students.
- b. Grievances about Faculty & staff behavior towards other students.

D. Sexual Harassment and Discrimination

- a. Issues related to harassment (sexual)
- b. Issues about Discrimination or racial treatment

E. Caste Discrimination

F. Ragging

E. Unfair Treatment

Discussion on Agenda Items:

Agenda item-1: Discussion about functioning of GRC

The Grievance Redressal Cell (GRC) collects grievances via online & offline platforms from both faculty and students. Additionally, grievances are accepted through grievances boxes positioned across the university, as well as in written form. Through the strict implementation of the grievance redressal policy and prompt action from all involved parties, the majority of grievances are resolved within the designated timeframe of 7 days to 14 days depending on the nature of the grievance.

Dr. Habibulla Khan, Convener, Grievance Redressal Committee (GRC) requested all the members to actively contribute in their roles in order to resolve all problems/issues within the stipulated time frame .

Agenda Item-2: Any other item, with the permission of the Chair

There are no other items for discussion.

The meeting was concluded with the Chairperson, Grievance Redressal Committee thanking the members for their cooperation.


(Dr. Habibulla Khan)

Dean (SA)
Dean (Student Affairs)
Koneru Lakshmaiah Education Foundation
(Deemed to be University)
Green Fields, VADDESARAM-522502,
Guntur Dist, Andhra Pradesh.



Koneru Lakshmaiah Education Foundation

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Ref: KLEF/RO/STUDENT AFFAIRS/GRC/2019-20

Dt: 24.8.2019

Orders of the Hon'ble Vice-Chancellor dt.24.8.2019

CIRCULAR

Sub: Meeting with Grievance Committee Members on 26.8.2019- Reg.

Ref: Letter dated 23-8-2019 from Dr. Habibulla Khan, Dean (Student Affairs).

This is to inform that Grievance Redressal Committee meeting is scheduled to be convened on 26-8-2019 from 2.00 P.M. The meeting will be conducted in ROSE HALL. All the members of Grievance Redressal Committee listed below shall attend the meeting without fail.

Agenda:

1. Addressing grievances raised
2. Any other points to be discussed with the permission of the chair.

Sl.No.	Name of the faculty/student	Designation	Nominated as
1	Dr.Habibulla Khan	Dean Student Affairs	Convener
2	Dr.I.Govardhani	Associate Dean (SA)	Co-convener
3	Dr. L. Jayasree	Retd. Professor, Ombuds-Person	Member
4	Dr.M.Venkata Narayana	Dy.HOD, ECE	Member
5	Dr.Raja Rajeswari	Dy.HOD, CSE	Member
6	Dr.R.B.R.Prakash	Dy.HOD, EEE	Member
7	Mr.K.Hemantha Raja	Dy.HOD, CE	Member
8	Mr.M.Venkataeswara Rao	Dy.HOD, ECM	Member
9	Dr.M.Sudhamani	Dy.HOD, BT	Member
10	Dr.L.Ramesh	Dy.HOD, BBA/MBA	Member
11	Dr.K.I.Pavan kumar	Dy.HOD, LLB	Member
12	P.Sai Nikitha Reddy	180040484, ECE	Student
13	S.Nethaji	170070172, ME	Student
14	A.Ojeswi	170030074, CSE	Student
15	A.Pavani	18057003, BAIAS	Student
16	S.Venkata Naveen Kumar	180040391, ECE	Student

The HoD's are requested to ensure that this information is brought to the notice of the Faculty and Student members concerned of their respective departments and ensure their participation in the above meeting.

Mail & Hard copy to: Hon'ble President, KLEF


REGISTRAR
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Koneru Lakshmaiah Education Foundation
(Deemed to be University)
Green Fields, VADDESARAM-522 302,
Guntur District, Andhra Pradesh.



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OFFICE OF DEAN STUDENT AFFAIRS GRIEVANCE REDRESSAL COMMITTEE MINUTES OF THE MEETING HELD AT ROSE HALL

Meeting No.	2	Date	26.08.2019
Academic Year	2019-20	Time	2.00 P.M

Members Present:

S.No	Name of the Member	Department	Nominated as	Signature
1	Dr.HabibullaKhan	DeanStudentAffairs	Convener	
2	Dr.I.Govardhani	AssociateDean(SA)	Co-convener	
3	Dr.M.VenkataNarayana	Dy.HOD,ECE	Member	
4	Dr.RajaRajeswari	Dy.HOD,CSE	Member	
5	Dr.R.B.R.Prakash	Dy.HOD,EEE	Member	
6	Mr.K.HemanthaRaja	Dy.HOD,CE	Member	
7	Mr.M.VenkataeswaraRao	Dy.HOD,ECM	Member	
8	Dr.M.Sudhamani	Dy.HOD,BT	Member	
9	Dr.L.Ramesh	Dy.HOD,BBA/MBA	Member	
10	Dr.K.I.Pavankumar	Dy.HOD,LLB	Member	
11	JKishore	160040321,ECE	StudentMember	
12	S.Nethaji	170070172,ME	StudentMember	
13	KRevanth	160030065,CSE	StudentMember	
14	A.Pavani	18057003,BAIAS	StudentMember	
15	S.VenkataNaveenKumar	180040391,ECE	StudentMember	

Dr. Habibulla Khan, Chairperson, Grievance Redressal Committee welcomed all the committee members for the meeting.

Action taken report of the decisions taken in the last meeting held on is not applicable as this is the first Meeting conducted in this Academic Year.

Discussion on Agenda Items:


Agenda item-1: Addressing grievances raised.

On 24/08/2019 a complaint was lodged by a faculty member from the EEE department regarding a second-year CSE student who was causing disturbances in the bus, despite numerous warnings. The student was reported to be arguing with both faculty and fellow students. The grievance was escalated to the Dean of Student Affai

Agenda item-2: Any other item, with the permission of the Chair

There are no other items for discussion.

The meeting was concluded with the Chairperson, Grievance Redressal Committee thanking the members for their cooperation.


(Dr. Habibulla Khan)
Dean (SA)

Dean (Student Affairs)
Koneru Lakshmaiah Education Foundation
(Deemed to be University)
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Guntur Dist, Andhra Pradesh.



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Ref: KLEF/RO/STUDENT AFFAIRS/GRC/2019-20

Dt: 25.9.2019

Orders of the Hon'ble Vice-Chancellor dt.25.9.2019

CIRCULAR

Sub: Meeting with Grievance Committee Members on 28.9.2019- Reg.

Ref: Letter dated 24-9-2019 from Dr. Habibulla Khan, Dean (Student Affairs).

This is to inform that Grievance Redressal Committee meeting is scheduled to be convened on 28-9-2019 from 2.00 P.M. The meeting will be conducted in ROSE HALL. All the members of Grievance Redressal Committee listed below shall attend the meeting without fail.

Agenda:

1. Addressing grievances received
2. Any other points to be discussed with the permission of the chair.

Sl.No.	Name of the faculty/student	Designation	Nominated as
1	Dr.Habibulla Khan	Dean Student Affairs	Convener
2	Dr.I.Govardhani	Associate Dean (SA)	Co-convener
3	Dr. L. Jayasree	Retd. Professor, Ombuds-Person	Member
4	Dr.M.Venkata Narayana	Dy.HOD, ECE	Member
5	Dr.Raja Rajeswari	Dy.HOD, CSE	Member
6	Dr.R.B.R.Prakash	Dy.HOD, EEE	Member
7	Mr.K.Hemantha Raja	Dy.HOD, CE	Member
8	Mr.M.Venkataeswara Rao	Dy.HOD, ECM	Member
9	Dr.M.Sudhamani	Dy.HOD, BT	Member
10	Dr.L.Ramesh	Dy.HOD, BBA/MBA	Member
11	Dr.K.I.Pavan kumar	Dy.HOD, LLB	Member
12	P.Sai Nikitha Reddy	180040484, ECE	Student
13	S.Nethaji	170070172, ME	Student
14	A.Ojeswi	170030074, CSE	Student
15	A.Pavani	18057003, BAIAS	Student
16	S.Venkata Naveen Kumar	180040391, ECE	Student

The HoD's are requested to ensure that this information is brought to the notice of the Faculty and Student members concerned of their respective departments and ensure their participation in the above meeting.

Mail & Hard copy to: Hon'ble President, KLEF
Mail to: Hon'ble Vice-Presidents,
KLEF


REGISTRAR

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Guntur District, Andhra Pradesh.



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OFFICE OF DEAN STUDENT AFFAIRS GRIEVANCE REDRESSAL COMMITTEE MINUTES OF THE MEETING HELD AT ROSE HALL

Meeting No.	3	Date	28.09.2019
Academic Year	2019-20	Time	2.00 P.M

Members Present:

Sl.No.	Name of the faculty/student	Designation	Nominated as	Signature
1	Dr.Habibulla Khan	Dean Student Affairs	Convener	
2	Dr.I.Govardhani	Associate Dean (SA)	Co-convener	
3	Dr.M.Venkata Narayana	Dy.HOD, ECE	Member	
4	Dr.Raja Rajeswari	Dy.HOD, CSE	Member	
5	Dr.R.B.R.Prakash	Dy.HOD, EEE	Member	
6	Mr.K.Hemantha Raja	Dy.HOD, CE	Member	
7	Mr.M.Venkataeswara Rao	Dy.HOD, ECM	Member	
8	Dr.M.Sudhamani	Dy.HOD, BT	Member	
9	Dr.L.Ramesh	Dy.HOD, BBA/MBA	Member	
10	Dr.K.I.Pavan kumar	Dy.HOD, LLB	Member	
11	P.Sai Nikitha Reddy	180040484, ECE	Student	
12	S.Nethaji	170070172, ME	Student	
13	A.Ojeswi	170030074, CSE	Student	
14	A.Pavani	18057003, BAIAS	Student	
15	S.Venkata Naveen Kumar	180040391, ECE	Student	

Dr. Habibulla Khan, Chairperson, Grievance Redressal Committee welcomed all the committee members for the meeting.

Action taken report of the decisions taken in the last meeting held:

On 24/08/2019 a complaint was lodged by a faculty member from the EEE department regarding a second-year CSE student who was causing disturbances in the bus, despite numerous warnings. The student was reported to be arguing with both faculty and fellow students. The grievance was escalated to the Dean of Student Affairs, who decided to involve the student's parents. After thorough inquiry, it was revealed that the accused student had indeed been disruptive to others. As a consequence, the committee instructed the student to refrain from using the bus for one week and to submit a written assurance that such behaviour would not recur. This decision was communicated to the student's parents as well. Recognizing his error, the student expressed remorse for his conduct on the bus, accepted the imposed sanction, and submitted the required letter to the committee. Issue was resolved on 27/08/2019 as parents came to university on 27/08/2019.

Discussion on Agenda Items:


Agenda item-1: Addressing grievances received.

On **23/09/2019** 4th year student of CSE, claimed that he had shared his password with another student who is a friend of him. As a result, his friend altered his password , leading to an inability to access his email account. Additionally, the student reported that his friends are receiving unrelated emails from their email address. The committee resolved to contact the parents of student regarding the issue.

Agenda item-2: Any other item, with the permission of the Chair

There are no other items for discussion.

The meeting was concluded with the Chairperson, Grievance Redressal Committee thanking the members for their cooperation.


(Dr. Habibulla Khan)
Dean (SA)

Dean (Student Affairs)
Koneru Lakshmaiah Education Foundation
(Deemed to be University)
Green Fields, VADDESWARAM-522502,
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Ref: KLEF/RO/STUDENT AFFAIRS/GRC/2019-20

Dt: 23.10.2019

Orders of the Hon'ble Vice-Chancellor dt.23.10.2019

CIRCULAR

Sub: Meeting with Grievance Committee Members on 25.10.2019– Reg.

Ref: Letter dated 22-10-2019 from Dr. Habibulla Khan, Dean (Student Affairs).


This is to inform that Grievance Redressal Committee meeting is scheduled to be convened on 25-10-2019 from 2.00 P.M. The meeting will be conducted in ROSE HALL. All the members of Grievance Redressal Committee listed below shall attend the meeting without fail.

Agenda:

1. Addressing grievances received.
2. Any other relevant points to be discussed with the permission of the chair.

Sl.No.	Name of the faculty/student	Designation	Nominated as
1	Dr.Habibulla Khan	Dean Student Affairs	Convener
2	Dr.I.Govardhani	Associate Dean (SA)	Co-convener
3	Dr. L. Jayasree	Retd. Professor, Ombuds-Person	Member
4	Dr.M.Venkata Narayana	Dy.HOD, ECE	Member
5	Dr.Raja Rajeswari	Dy.HOD, CSE	Member
6	Dr.R.B.R.Prakash	Dy.HOD, EEE	Member
7	Mr.K.Hemantha Raja	Dy.HOD, CE	Member
8	Mr.M.Venkataeswara Rao	Dy.HOD, ECM	Member
9	Dr.M.Sudhamani	Dy.HOD, BT	Member
10	Dr.L.Ramesh	Dy.HOD, BBA/MBA	Member
11	Dr.K.I.Pavan kumar	Dy.HOD, LLB	Member
12	P.Sai Nikitha Reddy	180040484, ECE	Student
13	S.Nethaji	170070172, ME	Student
14	A.Ojeswi	170030074, CSE	Student
15	A.Pavani	18057003, BAIAS	Student
16	S.Venkata Naveen Kumar	180040391, ECE	Student

The HoD's are requested to ensure that this information is brought to the notice of the Faculty and Student members concerned of their respective departments and ensure their participation in the above meeting.


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(Deemed to be University)
Green Fields, VADDESWARAMI-522 302
Guntur District, Andhra Pradesh.



Koneru Lakshmaiah Education Foundation

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OFFICE OF DEAN STUDENT AFFAIRS GRIEVANCE REDRESSAL COMMITTEE MINUTES OF THE MEETING HELD AT ROSE HALL

Meeting No.	4	Date	25.10.2019
Academic Year	2019-20	Time	2.00 P.M

Members Present:

Sl.No.	Name of the faculty/student	Designation	Nominated as	Signature
1	Dr.Habibulla Khan	Dean Student Affairs	Convener	
2	Dr.I.Govardhani	Associate Dean (SA)	Co-convener	
3	Dr.M.Venkata Narayana	Dy.HOD, ECE	Member	
4	Dr.Raja Rajeswari	Dy.HOD, CSE	Member	
5	Dr.R.B.R.Prakash	Dy.HOD, EEE	Member	
6	Mr.K.Hemantha Raja	Dy.HOD, CE	Member	
7	Mr.M.Venkataeswara Rao	Dy.HOD, ECM	Member	
8	Dr.M.Sudhamani	Dy.HOD, BT	Member	
9	Dr.L.Ramesh	Dy.HOD, BBA/MBA	Member	
10	Dr.K.I.Pavan kumar	Dy.HOD, LLB	Member	
11	P.Sai Nikitha Reddy	180040484, ECE	Student	
12	S.Nethaji	170070172, ME	Student	
13	A.Ojeswi	170030074, CSE	Student	
14	A.Pavani	18057003, BAIAS	Student	
15	S.Venkata Naveen Kumar	180040391, ECE	Student	

Dr. Habibulla Khan, Chairperson, Grievance Redressal Committee welcomed all the committee members for the meeting.

Action taken report of the decisions taken in the last meeting:

On 23/09/2019 4th year student of CSE, claimed that he had shared his password with another student who is a friend of him. As a result, his friend altered his password, leading to an inability to access his email account. Additionally, the student reported that his friends are receiving unrelated emails from their email address. The committee resolved to contact the parents of student regarding the issue. Both sets of parents of the students convened with the Dean of Student Affairs on 28/09/2019. Following a comprehensive investigation, it was established that student was involved. He received **It took 5 days to resolve the grievance.**

Discussion on Agenda Items:

Agenda item-1: Addressing grievances received..

No grievances have been received in offline and in online.

Agenda item-2: Any other item, with the permission of the Chair

There are no other items for discussion.

The meeting was concluded with the Chairperson, Grievance Redressal Committee thanking the members for their cooperation.


(Dr. Habibulla Khan)
Dean (SA)

Dean (Student Affairs)
Koneru Lakshmaiah Education Foundation
(Deemed to be University)
Green Fields, VADDESARAM-522507,
Guntur Dist, Andhra Pradesh.



Koneru Lakshmaiah Education Foundation

(Category -1, Deemed to be University estd. u/s. 3 of the UGC Act, 1956)

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Admin Off: 29-36-36, Museum Road, Gopuram, Vijayawada - 520 002. Ph: +91 - 866 - 3500122, 2576129

Ref: KLEF/RO/STUDENT AFFAIRS/GRC/2019-20

Dt: 25.11.2019

Orders of the Hon'ble Vice-Chancellor dt.25.11.2019

CIRCULAR

Sub: Meeting with Grievance Committee Members on 27.11.2019- Reg.

Ref: Letter dated 23-11-2019 from Dr. Habibulla Khan, Dean (Student Affairs).


This is to inform that Grievance Redressal Committee meeting is scheduled to be convened on 27-11-2019 from 2.00 P.M. The meeting will be conducted in ROSE HALL. All the members of Grievance Redressal Committee listed below shall attend the meeting without fail.

Agenda:

1. Addressing any grievances received.
2. Any other points to be discussed with the permission of the chair.

Sl.No.	Name of the faculty/student	Designation	Nominated as
1	Dr.Habibulla Khan	Dean Student Affairs	Convener
2	Dr.I.Govardhani	Associate Dean (SA)	Co-convener
3	Dr. L. Jayasree	Retd. Professor, Ombuds-Person	Member
4	Dr.M.Venkata Narayana	Dy.HOD, ECE	Member
5	Dr.Raja Rajeswari	Dy.HOD, CSE	Member
6	Dr.R.B.R.Prakash	Dy.HOD, EEE	Member
7	Mr.K.Hemantha Raja	Dy.HOD, CE	Member
8	Mr.M.Venkataeswara Rao	Dy.HOD, ECM	Member
9	Dr.M.Sudhamani	Dy.HOD, BT	Member
10	Dr.L.Ramesh	Dy.HOD, BBA/MBA	Member
11	Dr.K.I.Pavan kumar	Dy.HOD, LLB	Member
12	P.Sai Nikitha Reddy	180040484, ECE	Student
13	S.Nethaji	170070172, ME	Student
14	A.Ojeswi	170030074, CSE	Student
15	A.Pavani	18057003, BAIAS	Student
16	S.Venkata Naveen Kumar	180040391, ECE	Student

The HoD's are requested to ensure that this information is brought to the notice of the Faculty and Student members concerned of their respective departments and ensure their participation in the above meeting.


REGISTRAR
Koneru Lakshmaiah Education Foundation
(Deemed to be University)
Green Fields, VADDESARAM-522 302.
Guntur District, Andhra Pradesh.



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OFFICE OF DEAN STUDENT AFFAIRS GRIEVANCE REDRESSAL COMMITTEE MINUTES OF THE MEETING HELD AT ROSE HALL

Meeting No.	5	Date	27.11.2019
Academic Year	2019-20	Time	2.00 PM

Members Present:

Sl.No.	Name of the faculty/student	Designation	Nominated as	Signature
1	Dr.Habibulla Khan	Dean Student Affairs	Convener	
2	Dr.I.Govardhani	Associate Dean (SA)	Co-convener	
3	Dr.M.Venkata Narayana	Dy.HOD, ECE	Member	
4	Dr.Raja Rajeswari	Dy.HOD, CSE	Member	
5	Dr.R.B.R.Prakash	Dy.HOD, EEE	Member	
6	Mr.K.Hemantha Raja	Dy.HOD, CE	Member	
7	Mr.M.Venkataeswara Rao	Dy.HOD, ECM	Member	
8	Dr.M.Sudhamani	Dy.HOD, BT	Member	
9	Dr.L.Ramesh	Dy.HOD, BBA/MBA	Member	
10	Dr.K.I.Pavan kumar	Dy.HOD, LLB	Member	
11	P.Sai Nikitha Reddy	180040484, ECE	Student	
12	S.Nethaji	170070172, ME	Student	
13	A.Ojeswi	170030074, CSE	Student	
14	A.Pavani	18057003, BAIAS	Student	
15	S.Venkata Naveen Kumar	180040391, ECE	Student	

Dr. Habibulla Khan, Chairperson, Grievance Redressal Committee welcomed all the committee members for the meeting.

Action taken report of the decisions taken in the last meeting:

NIL as there are no grievance received during last month. Committee reviewed the grievances received so far and found that all the grievances received are being addressed within the stipulated time period.

Discussion on Agenda Items:

Agenda Item-1: Addressing grievances raised.

No grievance received during this month.

Agenda item-2: Any other item, with the permission of the Chair

There are no other items for discussion.

The meeting was concluded with the Chairperson, Grievance Redressal Committee thanking the members for their cooperation.

(Dr. Habibulla Khan)

Dean (Student Affairs)
Koneru Lakshmaiah Education Foundation
(Deemed to be University)
Green Fields, VADDESARAM-522502,
Guntur Dist, Andhra Pradesh.



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Ref: KLEF/RO/STUDENT AFFAIRS/GRC/2019-20

Dt: 24.12.2019

Orders of the Hon'ble Vice-Chancellor dt.24.12.2019

CIRCULAR

Sub: Meeting with Grievance Committee Members on 27.12.2019– Reg.

Ref: Letter dated 24-12-2019 from Dr. Habibulla Khan, Dean (Student Affairs).

This is to inform that Grievance Redressal Committee meeting is scheduled to be convened on 27-12-2019 from 2.00 P.M. The meeting will be conducted in ROSE HALL. All the members of Grievance Redressal Committee listed below shall attend the meeting without fail.

Agenda:

1. Addressing grievances raised..
2. Any other relevant matters with the permission of the chair.

Sl.No.	Name of the faculty/student	Designation	Nominated as
1	Dr.Habibulla Khan	Dean Student Affairs	Convener
2	Dr.I.Govardhani	Associate Dean (SA)	Co-convener
3	Dr. L. Jayasree	Retd. Professor, Ombuds-Person	Member
4	Dr.M.Venkata Narayana	Dy.HOD, ECE	Member
5	Dr.Raja Rajeswari	Dy.HOD, CSE	Member
6	Dr.R.B.R.Prakash	Dy.HOD, EEE	Member
7	Mr.K.Hemantha Raja	Dy.HOD, CE	Member
8	Mr.M.Venkataeswara Rao	Dy.HOD, ECM	Member
9	Dr.M.Sudhamani	Dy.HOD, BT	Member
10	Dr.L.Ramesh	Dy.HOD, BBA/MBA	Member
11	Dr.K.I.Pavan kumar	Dy.HOD, LLB	Member
12	P.Sai Nikitha Reddy	180040484, ECE	Student
13	S.Nethaji	170070172, ME	Student
14	A.Ojeswi	170030074, CSE	Student
15	A.Pavani	18057003, BAIAS	Student
16	S.Venkata Naveen Kumar	180040391, ECE	Student

The HoD's are requested to ensure that this information is brought to the notice of the Faculty and Student members concerned of their respective departments and ensure their participation in the above meeting.

Mail & Hard copy to: Hon'ble President, KLEF


REGISTRAR

Koneru Lakshmaiah Education Foundation
(Deemed to be University)
Green Fields, VADDESARAM-522 302.
Guntur District, Andhra Pradesh.



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OFFICE OF DEAN STUDENT AFFAIRS GRIEVANCE REDRESSAL COMMITTEE MINUTES OF THE MEETING HELD AT ROSE HALL

Meeting No.	6	Date	27.12.2019
Academic Year	2019-20	Time	2.00 P.M

Dr. Habibulla Khan, Chairperson, Grievance Redressal Committee welcomed all the committee members for the meeting.

Action taken report of the decisions taken in the last meeting :

No issues have been received in the last meeting.

Members Present:

Sl.No.	Name of the faculty/student	Designation	Nominated as	Signature
1	Dr.Habibulla Khan	Dean Student Affairs	Convener	
2	Dr.I.Govardhani	Associate Dean (SA)	Co-convener	
3	Dr.M.Venkata Narayana	Dy.HOD, ECE	Member	
4	Dr.Raja Rajeswari	Dy.HOD, CSE	Member	
5	Dr.R.B.R.Prakash	Dy.HOD, EEE	Member	
6	Mr.K.Hemantha Raja	Dy.HOD, CE	Member	
7	Mr.M.Venkataeswara Rao	Dy.HOD, ECM	Member	
8	Dr.M.Sudhamani	Dy.HOD, BT	Member	
9	Dr.L.Ramesh	Dy.HOD, BBA/MBA	Member	
10	Dr.K.I.Pavan kumar	Dy.HOD, LLB	Member	
11	P.Sai Nikitha Reddy	180040484, ECE	Student	
12	S.Nethaji	170070172, ME	Student	
13	A.Ojeswi	170030074, CSE	Student	
14	A.Pavani	18057003, BAIAS	Student	
15	S.Venkata Naveen Kumar	180040391, ECE	Student	

Discussion on Agenda Items:


Agenda item-1: Any grievance raised.

On 26/12/2019, a complaint was registered regarding the transportation service, particularly concerning the discomfort faced by female students travelling on the Gannavaram route due to insufficient seating, which could not accommodate three passengers per seat due to an increased number of students using this route. The grievance was passed on to the Associate Dean of Transportation for review.

Agenda item-2: Any other item, with the permission of the Chair

There are no other items for discussion.

The meeting was concluded with the Chairperson, Grievance Redressal Committee thanking the members for their cooperation.


(Dr. Habibulla Khan)
Dean (SA)

Dean (Student Affairs)
Koneru Lakshmaiah Education Foundation
(Deemed to be University)
Green Fields, VADDESWARAM-522502,
Guntur Dist, Andhra Pradesh.



Koneru Lakshmaiah Education Foundation

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Ref: KLEF/RO/STUDENT AFFAIRS/GRC/2019-20

Dt: 24.1.2020

Orders of the Hon'ble Vice-Chancellor dt.24.1.2019

CIRCULAR

Sub: Meeting with Grievance Committee Members on 25.1.2020– Reg.

Ref: Letter dated 23-1-2020 from Dr. Habibulla Khan, Dean (Student Affairs).

This is to inform that Grievance Redressal Committee meeting is scheduled to be convened on 25-1-2020 from 2.00 P.M. The meeting will be conducted in ROSE HALL. All the members of Grievance Redressal Committee listed below shall attend the meeting without fail.

Agenda:

1. Addressing the grievances received.
2. Any other points to be discussed with the permission of the chair.

Sl.No.	Name of the faculty/student	Designation	Nominated as
1	Dr.Habibulla Khan	Dean Student Affairs	Convener
2	Dr.I.Govardhani	Associate Dean (SA)	Co-convener
3	Dr. L. Jayasree	Retd. Professor, Ombuds-Person	Member
4	Dr.M.Venkata Narayana	Dy.HOD, ECE	Member
5	Dr.Raja Rajeswari	Dy.HOD, CSE	Member
6	Dr.R.B.R.Prakash	Dy.HOD, EEE	Member
7	Mr.K.Hemantha Raja	Dy.HOD, CE	Member
8	Mr.M.Venkataeswara Rao	Dy.HOD, ECM	Member
9	Dr.M.Sudhamani	Dy.HOD, BT	Member
10	Dr.L.Ramesh	Dy.HOD, BBA/MBA	Member
11	Dr.K.I.Pavan kumar	Dy.HOD, LLB	Member
12	P.Sai Nikitha Reddy	180040484, ECE	Student
13	S.Nethaji	170070172, ME	Student
14	A.Ojeswi	170030074, CSE	Student
15	A.Pavani	18057003, BAIAS	Student
16	S.Venkata Naveen Kumar	180040391, ECE	Student

The HoD's are requested to ensure that this information is brought to the notice of the Faculty and Student members concerned of their respective departments and ensure their participation in the above meeting.

Mail & Hard copy to: Hon'ble President, KLEF
Mail to: Hon'ble Vice-Presidents,
KLEF

Reetika
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Koneru Lakshmaiah Education Foundation
(Deemed to be University)
Green Fields, VADDESARAM-522 302
Guntur District, Andhra Pradesh.



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OFFICE OF DEAN STUDENT AFFAIRS GRIEVANCE REDRESSAL COMMITTEE MINUTES OF THE MEETING HELD AT ROSE HALL

Meeting No.	7	Date	25.01.2020
Academic Year	2019-20	Time	2.00 P.M

Members Present:

Sl.No	Name of the faculty/student	Designation	Nominated	Signatur
1	Dr.Habibulla Khan	Dean Student Affairs	Convener	<i>[Signature]</i>
2	Dr.I.Govardhani	Associate Dean (SA)	Co-convener	<i>[Signature]</i>
3	Dr.M.Venkata Narayana	Dy.HOD, ECE	Member	<i>[Signature]</i>
4	Dr.Raja Rajeswari	Dy.HOD, CSE	Member	<i>[Signature]</i>
5	Dr.R.B.R.Prakash	Dy.HOD, EEE	Member	<i>[Signature]</i>
6	Mr.K.Hemantha Raja	Dy.HOD, CE	Member	<i>[Signature]</i>
7	Mr.M.Venkateswara Rao	Dy.HOD, ECM	Member	<i>[Signature]</i>
8	Dr.M.Sudhamani	Dy.HOD, BT	Member	<i>[Signature]</i>
9	Dr.L.Ramesh	Dy.HOD, BBA/MBA	Member	<i>[Signature]</i>
10	Dr.K.I.Pavan kumar	Dy.HOD, LLB	Member	<i>[Signature]</i>
11	P.Sai Nikitha Reddy	180040484, ECE	Student	<i>[Signature]</i>
12	S.Nethaji	170070172, ME	Student	<i>[Signature]</i>
13	A.Ojeswi	170030074, CSE	Student	<i>[Signature]</i>
14	A.Pavani	18057003, BAIAS	Student	<i>[Signature]</i>
15	S.Venkata Naveen Kumar	180040391, ECE	Student	<i>[Signature]</i>

Action taken report of the decisions taken in the last meeting:

On 26/12/2019, a complaint was registered regarding the transportation service, particularly concerning the discomfort faced by female students travelling on the Gannavaram route due to insufficient seating, which could not accommodate three passengers per seat due to an increased number of students using this route. The grievance was passed on to the Associate Dean of Transportation for review. The Associate Dean then escalated the matter to the Dean of Student Affairs. As a solution, a bus capable of accommodating three passengers per seat was arranged to replace the existing one. **This issue resolved in 7 days and closed on 2/01/2020.**

Discussion on Agenda Items:

Agenda item-1: Addressing the grievances raised.

There are no grievances received

Agenda item-2: Any other item, with the permission of the Chair

There are no other items for discussion.

The meeting was concluded with the Chairperson, Grievance Redressal Committee thanking the members for their cooperation.

[Signature]
(Dr. Habibulla Khan)

Dean (SA)
Koneru Lakshmaiah Education Foundation
(Deemed to be University)
Green Fields, VADDESARAM-522502,
Guntur Dist, Andhra Pradesh.



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Ref: KLEF/RO/STUDENT AFFAIRS/GRC /2019-20

Dt: 26.2.2020

Orders of the Hon'ble Vice-Chancellor dt.26.2.2020

CIRCULAR

Sub: Meeting with Grievance Committee Members on 28.2.2020- Reg.

Ref: Letter dated 25-2-2020 from Dr. Habibulla Khan, Dean (Student Affairs).

This is to inform that Grievance Redressal Committee meeting is scheduled to be convened on 28-2-2020 from 2.00 P.M. The meeting will be conducted in ROSE HALL. All the members of Grievance Redressal Committee listed below shall attend the meeting without fail.

Agenda:

1. Addressing grievances raised.
2. Any other points to be discussed with the permission of the chair.

Sl.No.	Name of the faculty/student	Designation	Nominated as
1	Dr.Habibulla Khan	Dean Student Affairs	Convener
2	Dr.I.Govardhani	Associate Dean (SA)	Co-convener
3	Dr. L. Jayasree	Retd. Professor, Ombuds-Person	Member
4	Dr.M.Venkata Narayana	Dy.HOD, ECE	Member
5	Dr.Raja Rajeswari	Dy.HOD, CSE	Member
6	Dr.R.B.R.Prakash	Dy.HOD, EEE	Member
7	Mr.K.Hemantha Raja	Dy.HOD, CE	Member
8	Mr.M.Venkataeswara Rao	Dy.HOD, ECM	Member
9	Dr.M.Sudhamani	Dy.HOD, BT	Member
10	Dr.L.Ramesh	Dy.HOD, BBA/MBA	Member
11	Dr.K.I.Pavan kumar	Dy.HOD, LLB	Member
12	P.Sai Nikitha Reddy	180040484, ECE	Student
13	S.Nethaji	170070172, ME	Student
14	A.Ojeswi	170030074, CSE	Student
15	A.Pavani	18057003, BAIAS	Student
16	S.Venkata Naveen Kumar	180040391, ECE	Student

The HoD's are requested to ensure that this information is brought to the notice of the Faculty and Student members concerned of their respective departments and ensure their participation in the above meeting.

Mail & Hard copy to: Hon'ble President, KLEF
Mail to: Hon'ble Vice-Presidents,
KLEF


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(Deemed to be University)
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Guntur District, Andhra Pradesh.



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OFFICE OF DEAN STUDENT AFFAIRS GRIEVANCE REDRESSAL COMMITTEE MINUTES OF THE MEETING HELD AT ROSE HALL

Meeting No.	8	Date	28.02.2020
Academic Year	2019-20	Time	2.00 P.M

Members Present:

Sl.No.	Name of the faculty/student	Designation	Nominated as	Signature
1	Dr.Habibulla Khan	Dean Student Affairs	Convener	<i>[Signature]</i>
2	Dr.I.Govardhani	Associate Dean (SA)	Co-convener	<i>[Signature]</i>
3	Dr.M.Venkata Narayana	Dy.HOD, ECE	Member	<i>[Signature]</i>
4	Dr.Raja Rajeswari	Dy.HOD, CSE	Member	<i>[Signature]</i>
5	Dr.R.B.R.Prakash	Dy.HOD, EEE	Member	<i>[Signature]</i>
6	Mr.K.Hemantha Raja	Dy.HOD, CE	Member	<i>[Signature]</i>
7	Mr.M.Venkataeswara Rao	Dy.HOD, ECM	Member	<i>[Signature]</i>
8	Dr.M.Sudhamani	Dy.HOD, BT	Member	<i>[Signature]</i>
9	Dr.L.Ramesh	Dy.HOD, BBA/MBA	Member	<i>[Signature]</i>
10	Dr.K.I.Pavan kumar	Dy.HOD, LLB	Member	<i>[Signature]</i>
11	P.Sai Nikitha Reddy	180040484, ECE	Student	<i>[Signature]</i>
12	S.Nethaji	170070172, ME	Student	<i>[Signature]</i>
13	A.Ojeswi	170030074, CSE	Student	<i>[Signature]</i>
14	A.Pavani	18057003, BAIAS	Student	<i>[Signature]</i>
15	S.Venkata Naveen Kumar	180040391, ECE	Student	<i>[Signature]</i>

Dr. Habibulla Khan, Chairperson, Grievance Redressal Committee welcomed all the committee members for the meeting.

Action taken report of the decisions taken in the last meeting:

NIL as there are no grievances raised during the last month.

Discussion on Agenda Items:

Agenda Item-1: Addressing grievances received.

No grievances are reported during this month

Agenda Item-2: Any other item, with the permission of the Chair

There are no other items for discussion.

The meeting was concluded with the Chairperson, Grievance Redressal Committee thanking the members for their cooperation.

[Signature]
Dean (Student Affairs)
Koneru Lakshmaiah Education Foundation
(Deemed to be University)
Green Fields, VADDESWARAM-522502,
Guntur Dist, Andhra Pradesh.



Koneru Lakshmaiah Education Foundation

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Ref: KLEF/RO/STUDENT AFFAIRS/GRC/2018-19

Dt: 23.7.2018

Orders of the Hon'ble Vice-Chancellor dt.23.7.2018

CIRCULAR

Sub: Meeting with Grievance Committee Members on 26.7.2018- Reg.

Ref: Letter dated 21-7-2018 from Dr. Habibulla Khan, Dean (Student Affairs).

This is to inform that Grievance Redressal Committee meeting is scheduled to be convened on 26-7-2018 from 2.00 P.M. The meeting will be conducted in room no C 106. All the members of Grievance Redressal Committee listed below shall attend the meeting without fail.

Agenda:

1. Addressing online and offline grievances received.
2. Any other relevant matters

S.No	Name of the Member	Department	Nominated as
1	Dr.Habibulla Khan	Dean Student Affairs	Convener
2	Dr.I.Govardhani	Associate Dean (SA)	Co-convener
3	Dr. L. Jayasree	Retd. Professor, Ombuds-Person	Member
4	Dr.M.Venkata Narayana	Dy.HOD, ECE	Member
5	Dr.Raja Rajeswari	Dy.HOD, CSE	Member
6	Dr.R.B.R.Prakash	Dy.HOD, EEE	Member
7	Mr.K.Hemantha Raja	Dy.HOD, CE	Member
8	Mr.M.Venkataeswara Rao	Dy.HOD, ECM	Member
9	Dr.M.Sudhamani	Dy.HOD, BT	Member
10	Dr.L.Ramesh	Dy.HOD, BBA/MBA	Member
11	Dr.K.I.Pavan kumar	Dy.HOD, LLB	Member
12	J Kishore	160040321, ECE	Student Member
13	S.Nethaji	170070172, ME	Student Member
14	K Revanth	160030065, CSE	Student Member
15	A.Pavani	18057003, BAIAS	Student Member
16	S.Venkata Naveen Kumar	180040391, ECE	Student Member

The HoD's are requested to ensure that this information is brought to the notice of the Faculty and Student members concerned of their respective departments and ensure their participation in the above meeting.


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Green Fields, VADDESARAM-522 302,
Guntur Dist: t, Andhra Pradesh



Koneru Lakshmaiah Education Foundation

(Category -1, Deemed to be University estd. u/a. 3 of the UGC Act, 1956)

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Campus: Green Fields, Vaddeswaram - 522 302, Guntur District, Andhra Pradesh, INDIA.

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OFFICE OF DEAN STUDENT AFFAIRS GRIEVANCE REDRESSAL COMMITTEE MINUTES OF THE MEETING HELD AT ROOM NO. C106

Meeting No.	1	Date	26.07.2018
Academic Year	2018-19	Time	2.00 P.M

Members Present:

S.No.	Name of the Member	Department	Nominated as	Signature
1	Dr.HabibullaKhan	DeanStudentAffairs	Convener	
2	Dr.I.Govardhani	AssociateDean(SA)	Co-convener	
3	Dr.M.VenkataNarayana	Dy.HOD,ECE	Member	
4	Dr.RajaRajeswari	Dy.HOD,CSE	Member	
5	Dr.R.B.R.Prakash	Dy.HOD,EEE	Member	
6	Mr.K.HemanthaRaja	Dy.HOD,CE	Member	
7	Mr.M.VenkataeswaraRao	Dy.HOD,ECM	Member	
8	Dr.M.Sudhamani	Dy.HOD,BT	Member	
9	Dr.L.Ramesh	Dy.HOD,BBA/MBA	Member	
10	Dr.K.I.Pavankumar	Dy.HOD,LLB	Member	
11	JKishore	160040321,ECE	StudentMember	
12	S.Nethaji	170070172,ME	StudentMember	
13	KRevanth	160030065,CSE	StudentMember	
14	A.Pavani	18057003,BAIAS	StudentMember	
15	S.VenkataNaveenKumar	180040391,ECE	StudentMember	

Dr. Habibulla Khan, Convener, Grievance Redressal Committee welcomed all the committee members for the meeting.

Action taken report of the decisions taken in the last meeting held on is not applicable as this is the first Meeting conducted in this Academic Year.

Dr. HabibullaKhan, Convener, Grievance Redressal Committee explained about the purpose and expectations of this committee.

GRC provides means to seek redressal through investigation, resolution of academic, examinations , physical facilities and personal grievances through the following measures.

- Follow-up of the resolving procedure to get timely redressal (within 7 days to one month depending on the nature of grievance).

- b. Intimation to Honorable Pro-Vice Chancellor, follow-up of the resolving procedure and report acknowledgement to UGC regarding UGC portal grievances and redressal.

A. Academic Grievances:

- a. Issues related to course registration.
- b. Issues about change of specialization.
- c. Issues regarding course requirement and course content.
- d. Examinations related issues.
- e. Issues related to applying/receiving certificates.

B. Administrative Decisions, Services or Facilities:

- a. Issues related to transport facility.
- b. Issues related to Hostels.
- c. Issues related to Canteen.
- d. Issues related to Sports.
- e. Issues related to Post Office & bank (on campus)
- f. Issues related to other facilities provided by the university (water etc.).

C. Unfair Treatment:

- a. Grievances about a student behavior towards other students.
- b. Grievances about Faculty & staff behavior towards other students.

D. Sexual Harassment and Discrimination

- a. Issues related to harassment (sexual)
- b. Issues about Discrimination or racial treatment

E. Caste Discrimination

F. Ragging

G. Unfair Treatment

Discussion on Agenda Items:

Agenda item-1: Discussion about functioning of GRC

The Grievance Redressal Cell (GRC) collects grievances via online & offline platforms from both faculty and students. Additionally, grievances are accepted through grievances boxes positioned across the university, as well as in written form. Through the strict implementation of the grievance redressal policy and prompt action from all involved parties, the majority of grievances are resolved within the designated timeframe of 7 days to 14 days depending on the nature of the grievance.

Dr. Habibulla Khan, Convener, Grievance Redressal Committee (GRC) requested all the members to actively contribute in their roles in order to resolve all problems/issues within the stipulated time frame .

Agenda Item-2: Grievances/Discrimination reported by the students.

Nil

Agenda Item-3: Any other item, with the permission of the Chair

There are no other items for discussion.

The meeting was concluded with the Convener thanking the members for their cooperation.



(Dr. Habibulla Khan)

Dean (SA)

**Dean (Student Affairs),
Koneru Lakshmaiah Education Foundation
(Deemed to be University)
GreenFields, VADDESWARAM-522502,
Guntur Dist, Andhra Pradesh.**



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Ref: KLEF/RO/STUDENT AFFAIRS/GRC/2018-19

Dt: 24.8.2018

Orders of the Hon'ble Vice-Chancellor dt.24.8.2018

CIRCULAR

Sub: Meeting with Grievance Committee Members on 25.8.2018– Reg.

Ref: Letter dated 23-8-2018 from Dr. Habibulla Khan, Dean (Student Affairs).

This is to inform that Grievance Redressal Committee meeting is scheduled to be convened on 25-8-2018 **from** 2.00 P.M. The meeting will be conducted in room no C 106. All the members of Grievance Redressal Committee listed below shall attend the meeting without fail.

Agenda:

1. Addressing any grievances pertaining to academics, HR, P&D and governance, etc.
2. Addressing any other issues with the permission of the chair.

S.No	Name of the Member	Department	Nominated as
1	Dr.Habibulla Khan	Dean Student Affairs	Convener
2	Dr.I.Govardhani	Associate Dean (SA)	Co-convener
3	Dr. L. Jayasree	Retd. Professor, Ombuds-Person	Member
4	Dr.M.Venkata Narayana	Dy.HOD, ECE	Member
5	Dr.Raja Rajeswari	Dy.HOD, CSE	Member
6	Dr.R.B.R.Prakash	Dy.HOD, EEE	Member
7	Mr.K.Hemantha Raja	Dy.HOD, CE	Member
8	Mr.M.Venkateswara Rao	Dy.HOD, ECM	Member
9	Dr.M.Sudhamani	Dy.HOD, BT	Member
10	Dr.L.Ramesh	Dy.HOD, BBA/MBA	Member
11	Dr.K.I.Pavan kumar	Dy.HOD, LLB	Member
12	J Kishore	160040321, ECE	Student Member
13	S.Nethaji	170070172, ME	Student Member
14	K Revanth	160030065, CSE	Student Member
15	A.Pavani	18057003, BAIAS	Student Member
16	S.Venkata Naveen Kumar	180040391, ECE	Student Member

The HoD's are requested to ensure that this information is brought to the notice of the Faculty and Student members concerned of their respective departments and ensure their participation in the above meeting.

REGISTRAR

Koneru Lakshmaiah Education Foundation
(Deemed to be University)
Green Fields, VADDESARAM-522 302,
Guntur District, Andhra Pradesh



Koneru Lakshmaiah Education Foundation

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OFFICE OF DEAN STUDENT AFFAIRS GRIEVANCE REDRESSAL COMMITTEE MINUTES OF THE MEETING HELD AT ROOM NO. C106

Meeting No:	2	Date	25.08.2018
Academic Year	2018-19	Time	2.00 PM

Members Present:

S.No.	Name of the Member	Department	Nominated as	Signature
1	Dr.HabibullaKhan	DeanStudentAffairs	Convener	
2	Dr.I.Govardhani	AssociateDean(SA)	Co-convener	
3	Dr.M.VenkataNarayana	Dy.HOD,ECE	Member	
4	Dr.RajaRajeswari	Dy.HOD,CSE	Member	
5	Dr.R.B.R.Prakash	Dy.HOD,EEE	Member	
6	Mr.K.HemanthaRaja	Dy.HOD,CE	Member	
7	Mr.M.VenkataeswaraRao	Dy.HOD,ECM	Member	
8	Dr.M.Sudhamani	Dy.HOD,BT	Member	
9	Dr.L.Ramesh	Dy.HOD,BBA/MBA	Member	
10	Dr.K.I.Pavankumar	Dy.HOD,LLB	Member	
11	JKishore	160040321,ECE	StudentMember	
12	S.Nethaji	170070172,ME	StudentMember	
13	KRevanth	160030065,CSE	StudentMember	
14	A.Pavani	18057003,BAIAS	StudentMember	
15	S.VenkataNaveenKumar	180040391,ECE	StudentMember	

Dr. Habibulla Khan, Chairperson, Grievance Redressal Committee welcomed all the committee members for the meeting.

Action taken report of the decisions taken in the last meeting .

Information and procedure of grievance redressal committee have been explained to all the members.

Dr. HabibullaKhan, Chairperson, Grievance Redressal Committee explained about the purpose and expectations of this committee.

Discussion on Agenda Items:

Agenda item-1: Addressing grievances raised.

Students of M-306 room dropped grievances in grievances box of the same floor on 24/8/2018, that the speed of Internet in this room is slow when compared to other rooms of the same floor. Due to this they are unable to submit few assignments on time. This issue is forwarded to ET facilities department and instructed him to resolve the issue within a week.

Agenda item-2: Any other item, with the permission of the Chair

There are no other items for discussion.

The meeting was concluded with the Chairperson, Grievance Redressal Committee thanking the members for their cooperation.


(Dr. Habibulla Khan)

Dean (SA)

Dean (Student Affairs)
Koneru Lakshmaiah Education Foundation
(Deemed to be University)
Green Fields, VADDESWARAM-522502,
GURUR Dist, Andhra Pradesh.



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Ref: KLEF/RO/STUDENT AFFAIRS/GRC/2018-19

Dt: 25.9.2018

Orders of the Hon'ble Vice-Chancellor dt.25.9.2018

CIRCULAR

Sub: Meeting with Grievance Committee Members on 28.9.2018– Reg.

Ref: Letter dated 24-9-2018 from Dr. Habibulla Khan, Dean (Student Affairs).

This is to inform that Grievance Redressal Committee meeting is scheduled to be convened on 28-9-2018 from 2.00 P.M. The meeting will be conducted in room no C 106. All the members of Grievance Redressal Committee listed below shall attend the meeting without fail.

Agenda:

1. Addressing the grievances raised.
2. Any other relevant matters.

S.No	Name of the Member	Department	Nominated as
1	Dr.Habibulla Khan	Dean Student Affairs	Convener
2	Dr.I.Govardhani	Associate Dean (SA)	Co-convener
3	Dr. L. Jayasree	Retd. Professor, Ombuds-Person	Member
4	Dr.M.Venkata Narayana	Dy.HOD, ECE	Member
5	Dr.Raja Rajeswari	Dy.HOD, CSE	Member
6	Dr.R.B.R.Prakash	Dy.HOD, EEE	Member
7	Mr.K.Hemantha Raja	Dy.HOD, CE	Member
8	Mr.M.Venkataeswara Rao	Dy.HOD, ECM	Member
9	Dr.M.Sudhamani	Dy.HOD, BT	Member
10	Dr.L.Ramesh	Dy.HOD, BBA/MBA	Member
11	Dr.K.I.Pavan kumar	Dy.HOD, LLB	Member
12	J Kishore	160040321, ECE	Student Member
13	S.Nethaji	170070172, ME	Student Member
14	K Revanth	160030065, CSE	Student Member
15	A.Pavani	18057003, BAIAS	Student Member
16	S.Venkata Naveen Kumar	180040391, ECE	Student Member

The HoD's are requested to ensure that this information is brought to the notice of the Faculty and Student members concerned of their respective departments and ensure their participation in the above meeting.


REGISTRAR

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Green Fields, VADDESWARARAM-522 302,
Guntur District, Andhra Pradesh.



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OFFICE OF DEAN STUDENT AFFAIRS GRIEVANCE REDRESSAL COMMITTEE MINUTES OF THE MEETING HELD AT ROOM NO. C106

Meeting No:	3	Date	28.09.2018
Academic Year	2018-19	Time	2.00 PM

Members Present:

S.No.	Name of the Member	Department	Nominated as	Signature
1	Dr.HabibullaKhan	DeanStudentAffairs	Convener	
2	Dr.I.Govardhani	AssociateDean(SA)	Co-convener	
3	Dr.M.VenkataNarayana	Dy.HOD,ECE	Member	
4	Dr.RajaRajeswari	Dy.HOD,CSE	Member	
5	Dr.R.B.R.Prakash	Dy.HOD,EEE	Member	
6	Mr.K.HemanthaRaja	Dy.HOD,CE	Member	
7	Mr.M.VenkataeswaraRao	Dy.HOD,ECM	Member	
8	Dr.M.Sudhamani	Dy.HOD,BT	Member	
9	Dr.L.Ramesh	Dy.HOD,BBA/MBA	Member	
10	Dr.K.I.Pavankumar	Dy.HOD,LLB	Member	
11	JKishore	160040321,ECE	StudentMember	
12	S.Nethaji	170070172,ME	StudentMember	
13	KRevanth	160030065,CSE	StudentMember	
14	A.Pavani	18057003,BAIAS	StudentMember	
15	S.VenkataNaveenKumar	180040391,ECE	StudentMember	

Dr. Habibulla Khan, Convener, Grievance Redressal Committee welcomed all the committee members for the meeting.

Action taken report of the decisions taken in the last meeting.

Students of M-306 room dropped grievances in grievances box of the same floor on 24/8/2018, that the speed of Internet in this room is slow when compared to other rooms of the same floor. Due to this they are unable to submit few assignments on time. The letter is forwarded to ET facilities department. The concerns raised by students in classroom M-306 were swiftly addressed by the ET department, which replaced the router on 26/8/2018. It took 3 days to resolve the grievance.

Discussion on Agenda Items:

Agenda item-1: Addressing any grievances raised.

There are no grievances reported during this month.

Agenda Item-2: Any other item, with the permission of the Chair

There are no other items for discussion.

The meeting was concluded with the Chairperson, Grievance Redressal Committee thanking the members for their cooperation.


(Dr. Habibulla Khan)

Dean (SA)

**Dean (Student Affairs)
Koneru Lakshmaiah Education Foundation
(Deemed to be University)
Green Fields, VADDESWARAM-522502,
Guntur Dist, Andhra Pradesh.**



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Ref: KLEF/RO/STUDENT AFFAIRS/GRC/2018-19

Dt: 23.10.2018

Orders of the Hon'ble Vice-Chancellor dt.23.10.2018

CIRCULAR

Sub: Meeting with Grievance Committee Members on 25.10.2018– Reg.

Ref: Letter dated 22-10-2018 from Dr. Habibulla Khan, Dean (Student Affairs).


This is to inform that Grievance Redressal Committee meeting is scheduled to be convened on 25-10-2018 from 2.00 P.M. The meeting will be conducted in room no C 106. All the members of Grievance Redressal Committee listed below shall attend the meeting without fail.

Agenda:

1. Addressing the grievances raised.
2. Any other points with the permission of the chair.

S.No	Name of the Member	Department	Nominated as
1	Dr.Habibulla Khan	Dean Student Affairs	Convener
2	Dr.I.Govardhani	Associate Dean (SA)	Co-convener
3	Dr. L. Jayasree	Retd. Professor, Ombuds-Person	Member
4	Dr.M.Venkata Narayana	Dy.HOD, ECE	Member
5	Dr.Raja Rajeswari	Dy.HOD, CSE	Member
6	Dr.R.B.R.Prakash	Dy.HOD, EEE	Member
7	Mr.K.Hemantha Raja	Dy.HOD, CE	Member
8	Mr.M.Venkataeswara Rao	Dy.HOD, ECM	Member
9	Dr.M.Sudhamani	Dy.HOD, BT	Member
10	Dr.L.Ramesh	Dy.HOD, BBA/MBA	Member
11	Dr.K.I.Pavan kumar	Dy.HOD, LLB	Member
12	J Kishore	160040321, ECE	Student Member
13	S.Nethaji	170070172, ME	Student Member
14	K Revanth	160030065, CSE	Student Member
15	A.Pavani	18057003, BAIAS	Student Member
16	S.Venkata Naveen Kumar	180040391, ECE	Student Member

The HoD's are requested to ensure that this information is brought to the notice of the Faculty and Student members concerned of their respective departments and ensure their participation in the above meeting.


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OFFICE OF DEAN STUDENT AFFAIRS GRIEVANCE REDRESSAL COMMITTEE MINUTES OF THE MEETING HELD AT ROOM NO. C106

Meeting No:	4	Date	25.10.2018
Academic Year	2018-19	Time	2.00 PM

Members Present:

S.No.	Name of the Member	Department	Nominated as	Signature
1	Dr.HabibullaKhan	DeanStudentAffairs	Convener	
2	Dr.I.Govardhani	AssociateDean(SA)	Co-convener	
3	Dr.M.VenkataNarayana	Dy.HOD,ECE	Member	
4	Dr.RajaRajeswari	Dy.HOD,CSE	Member	
5	Dr.R.B.R.Prakash	Dy.HOD,EEE	Member	
6	Mr.K.HemanthaRaja	Dy.HOD,CE	Member	
7	Mr.M.VenkataeswaraRao	Dy.HOD,ECM	Member	
8	Dr.M.Sudhamani	Dy.HOD,BT	Member	
9	Dr.L.Ramesh	Dy.HOD,BBA/MBA	Member	
10	Dr.K.I.Pavankumar	Dy.HOD,LLB	Member	
11	JKishore	160040321,ECE	StudentMember	
12	S.Nethaji	170070172,ME	StudentMember	
13	KRevanth	160030065,CSE	StudentMember	
14	A.Pavani	18057003,BAIAS	StudentMember	
15	S.VenkataNaveenKumar	180040391,ECE	StudentMember	

Dr. Habibulla Khan, Convener, Grievance Redressal Committee welcomed all the committee members for the meeting.

Action taken report of the decisions taken in the last meeting :

There are no grievances received during last month..

Discussion on Agenda Items:

Agenda item-1: Addressing grievances raised.

There are no grievance received.

Agenda item-2: Any other item, with the permission of the Chair

There are no other items for discussion.

The meeting was concluded with the Chairperson, Grievance Redressal Committee thanking the members for their cooperation.

(Dr. Habibulla Khan)

Dean (Student Affairs)
Koneru Lakshmaiah Education Foundation
(Deemed to be University)
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Ref: KLEF/RO/STUDENT AFFAIRS/GRC/2018-19

Dt: 26.11.2018

Orders of the Hon'ble Vice-Chancellor dt.26.11.2018

CIRCULAR

Sub: Meeting with Grievance Committee Members on 27.11.2018- Reg.

Ref: Letter dated 24-11-2018 from Dr. Habibulla Khan, Dean (Student Affairs).

This is to inform that Grievance Redressal Committee meeting is scheduled to be convened on 27-11-2018 from 2.00 P.M. The meeting will be conducted in room no C 106. All the members of Grievance Redressal Committee listed below shall attend the meeting without fail.

Agenda:

1. Addressing the grievances received.
2. Any other points to be discussed with the permission of the chair.

S.No	Name of the Member	Department	Nominated as
1	Dr.Habibulla Khan	Dean Student Affairs	Convener
2	Dr.I.Govardhani	Associate Dean (SA)	Co-convener
3	Dr. L. Jayasree	Retd. Professor, Ombuds-Person	Member
4	Dr.M.Venkata Narayana	Dy.HOD, ECE	Member
5	Dr.Raja Rajeswari	Dy.HOD, CSE	Member
6	Dr.R.B.R.Prakash	Dy.HOD, EEE	Member
7	Mr.K.Hemantha Raja	Dy.HOD, CE	Member
8	Mr.M.Venkataeswara Rao	Dy.HOD, ECM	Member
9	Dr.M.Sudhamani	Dy.HOD, BT	Member
10	Dr.L.Ramesh	Dy.HOD, BBA/MBA	Member
11	Dr.K.I.Pavan kumar	Dy.HOD, LLB	Member
12	J Kishore	160040321, ECE	Student Member
13	S.Nethaji	170070172, ME	Student Member
14	K Revanth	160030065, CSE	Student Member
15	A.Pavani	18057003, BAIAS	Student Member
16	S.Venkata Naveen Kumar	180040391, ECE	Student Member

The HoD's are requested to ensure that this information is brought to the notice of the Faculty and Student members concerned of their respective departments and ensure their participation in the above meeting.



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OFFICE OF DEAN STUDENT AFFAIRS GRIEVANCE REDRESSAL COMMITTEE MINUTES OF THE MEETING HELD AT ROOM NO. C106

Meeting No.	5	Date	27.11.2018
Academic Year	2018-19	Time	2.00 P.M

Members Present:

S.No.	Name of the Member	Department	Nominated as	Signature
1	Dr.HabibullaKhan	DeanStudentAffairs	Convener	Uly.
2	Dr.I.Govardhani	AssociateDean(SA)	Co-convener	I.Govardhani
3	Dr.M.VenkataNarayana	Dy.HOD,ECE	Member	M.V.Narayana
4	Dr.RajaRajeswari	Dy.HOD,CSE	Member	R.Rajeswari
5	Dr.R.B.R.Prakash	Dy.HOD,EEE	Member	R.B.R.Prakash
6	Mr.K.HemanthaRaja	Dy.HOD,CE	Member	K.HemanthaRaja
7	Mr.M.VenkataeswaraRao	Dy.HOD,ECM	Member	M.VenkataeswaraRao
8	Dr.M.Sudhamani	Dy.HOD,BT	Member	M.Sudhamani
9	Dr.L.Ramesh	Dy.HOD,BBA/MBA	Member---	L.Ramesh
10	Dr.K.I.Pavankumar	Dy.HOD,LLB	Member	K.I.Pavankumar
11	JKishore	160040321,ECE	StudentMember	J.Kishore
12	S.Nethaji	170070172,ME	StudentMember	S.Nethaji
13	KRevanth	160030065,CSE	StudentMember	K.Revanth
14	A.Pavani	18057003,BAIAS	StudentMember	A.Pavani
15	S.VenkataNaveenKumar	180040391,ECE	StudentMember	S.VenkataNaveenKumar

Dr. Habibulla Khan, Convener, Grievance Redressal Committee welcomed all the committee members for the meeting.

Action taken report of the decisions taken in the last meeting :

No remarkable issues or grievance raised in the last month. Few classroom issues such as fan and light issues have been resolved immediately by checking on weekly basis.

Discussion on Agenda Items:

Agenda item-1: Addressing the grievances raised.

Students from the fourth floor of the CSE block lodged a grievance with the Dean of Student Affairs on **20/11/2018**, suggesting the establishment of a cafeteria on their floor. This would streamline break times, as the current cafeteria located on the first floor struggles to accommodate the student population in a timely manner.

Agenda item-2: Any other item, with the permission of the Chair

There are no other items for discussion.

The meeting was concluded with the Chairperson, Grievance Redressal Committee thanking the members for their cooperation.

H e a d y

(Dr. Habibulla Khan)

Dean (SA)

Dean (Student Affairs)
Koneru Lakshmaiah Education Foundation
(Deemed to be University)
Green Fields, VADDESWARAM-522502,
Guntur Dist, Andhra Pradesh.



Koneru Lakshmaiah Education Foundation

(Category -1, Deemed to be University estd. u/s. 3 of the UGC Act, 1956)

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Ref: KLEF/RO/STUDENT AFFAIRS/GRC/2018-19

Dt: 24.12.2018

Orders of the Hon'ble Vice-Chancellor dt.24.12.2018

CIRCULAR

Sub: Meeting with Grievance Committee Members on 27.12.2018– Reg.

Ref: Letter dated 22-12-2018 from Dr. Habibulla Khan, Dean (Student Affairs).

This is to inform that Grievance Redressal Committee meeting is scheduled to be convened on 27-12-2018 from 2.00 P.M. The meeting will be conducted in room no C 106. All the members of Grievance Redressal Committee listed below shall attend the meeting without fail.

Agenda:

1. Addressing grievances raised.
2. Any other relevant matters

S.No	Name of the Member	Department	Nominated as
1	Dr.Habibulla Khan	Dean Student Affairs	Convener
2	Dr.I.Govardhani	Associate Dean (SA)	Co-convener
3	Dr. L. Jayasree	Retd. Professor, Ombuds-Person	Member
4	Dr.M.Venkata Narayana	Dy.HOD, ECE	Member
5	Dr.Raja Rajeswari	Dy.HOD, CSE	Member
6	Dr.R.B.R.Prakash	Dy.HOD, EEE	Member
7	Mr.K.Hemantha Raja	Dy.HOD, CE	Member
8	Mr.M.Venkataeswara Rao	Dy.HOD, ECM	Member
9	Dr.M.Sudhamani	Dy.HOD, BT	Member
10	Dr.L.Ramesh	Dy.HOD, BBA/MBA	Member
11	Dr.K.I.Pavan kumar	Dy.HOD, LLB	Member
12	J Kishore	160040321, ECE	Student Member
13	S.Nethaji	170070172, ME	Student Member
14	K Revanth	160030065, CSE	Student Member
15	A.Pavani	18057003, BAIAS	Student Member
16	S.Venkata Naveen Kumar	180040391, ECE	Student Member

The HoD's are requested to ensure that this information is brought to the notice of the Faculty and Student members concerned of their respective departments and ensure their participation in the above meeting.


REGISTRAR
REGISTRAR

Koneru Lakshmaiah Education Foundation
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Green Fields, VADDESARAM-522 302.
Guntur District, Andhra Pradesh.



Koneru Lakshmaiah Education Foundation

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OFFICE OF DEAN STUDENT AFFAIRS GRIEVANCE REDRESSAL COMMITTEE MINUTES OF THE MEETING HELD AT ROOM NO. C106

Meeting No:	6	Date	27.12.2018
Academic Year	2018-19	Time	2.00 P.M

Members Present:

S.No.	Name of the Member	Department	Nominated as	Signature
1	Dr.HabibullaKhan	DeanStudentAffairs	Convener	<i>LKH</i>
2	Dr.I.Govardhani	AssociateDean(SA)	Co-convener	<i>I.Govardhani</i>
3	Dr.M.VenkataNarayana	Dy.HOD,ECE	Member	<i>Nas</i>
4	Dr.RajaRajeswari	Dy.HOD,CSE	Member	<i>P.Roja</i>
5	Dr.R.B.R.Prakash	Dy.HOD,EEE	Member	<i>Rouku</i>
6	Mr.K.HemanthaRaja	Dy.HOD,CE	Member	<i>HP</i>
7	Mr.M.VenkataeswaraRao	Dy.HOD,ECM	Member	<i>R</i>
8	Dr.M.Sudhamani	Dy.HOD,BT	Member	<i>Sudha</i>
9	Dr.L.Ramesh	Dy.HOD,BBA/MBA	Member	<i>D.Ramesh</i>
10	Dr.K.I.Pavankumar	Dy.HOD,LLB	Member	<i>KIP</i>
11	JKishore	160040321,ECE	StudentMember	<i>JKishore</i>
12	S.Nethaji	170070172,ME	StudentMember	<i>S.Nethaji</i>
13	KRevanth	160030065,CSE	StudentMember	<i>KRevanth</i>
14	A.Pavani	18057003,BAIAS	StudentMember	<i>A.Pavani</i>
15	S.VenkataNaveenKumar	180040391,ECE	StudentMember	<i>S.Venkata</i>

Dr. Habibulla Khan, Chairperson, Grievance Redressal Committee welcomed all the committee members for the meeting.

Action taken report of the decisions taken in the last meeting:

Students from the fourth floor of the CSE block lodged a grievance with the Dean of Student Affairs on 20/11/2018, suggesting the establishment of a cafeteria on their floor. This would streamline break times, as the current cafeteria located on the first floor struggles to accommodate the student population in a timely manner. This request is forwarded to Dean P & D for further processing. Dean P & D brought the grievance raised during last month to the notice of Vice Chancellor and with his permission Cafeteria is set up in 4th Floor of CSE block on 5/12/2018. It took 15 days to resolve the grievances as new cafeteria is to be established.

Discussion on Agenda Items:

Agenda item-1: Addressing issues raised by students related to academics and P&D.

No grievances were raised by students during this month.

Agenda item-2: Any other item, with the permission of the Chair

There are no other items for discussion.

The meeting was concluded with the Chairperson, Grievance Redressal Committee thanking the members for their cooperation.



(Dr. Habibulla Khan)

Dean (SA)

Dean (Student Affairs)
Koneru Lakshmaiah Education Foundation
(Deemed to be University)
Green Fields, VADDESWARAM-522502,
Guntur Dist, Andhra Pradesh.



Koneru Lakshmaiah Education Foundation

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Ref: KLEF/RO/STUDENT AFFAIRS/GRC/2018-19

Dt: 24.1.2019

Orders of the Hon'ble Vice-Chancellor dt.24.1.2019

CIRCULAR

Sub: Meeting with Grievance Committee Members on 25.1.2019– Reg.

Ref: Letter dated 23-1-2019 from Dr. Habibulla Khan, Dean (Student Affairs).

This is to inform that the Grievance Redressal Committee meeting is scheduled to be convened on 25-1-2019 **from** 2.00 P.M. The meeting will be conducted in room no C 106. All the members of the Grievance Redressal Committee listed below shall attend the meeting without fail.

Agenda:

1. Addressing the grievances raised..
2. Any other points with the permission of the chair.

S.No	Name of the Member	Department	Nominated as
1	Dr.Habibulla Khan	Dean Student Affairs	Convener
2	Dr.I.Govardhani	Associate Dean (SA)	Co-convener
3	Dr. L. Jayasree	Retd. Professor, Ombuds-Person	Member
4	Dr.M.Venkata Narayana	Dy.HOD, ECE	Member
5	Dr.Raja Rajeswari	Dy.HOD, CSE	Member
6	Dr.R.B.R.Prakash	Dy.HOD, EEE	Member
7	Mr.K.Hemantha Raja	Dy.HOD, CE	Member
8	Mr.M.Venkateswara Rao	Dy.HOD, ECM	Member
9	Dr.M.Sudhamani	Dy.HOD, BT	Member
10	Dr.L.Ramesh	Dy.HOD, BBA/MBA	Member
11	Dr.K.I.Pavan kumar	Dy.HOD, LLB	Member
12	J Kishore	160040321, ECE	Student Member
13	S.Nethaji	170070172, ME	Student Member
14	K Revanth	160030065, CSE	Student Member
15	A.Pavani	18057003, BAIAS	Student Member
16	S.Venkata Naveen Kumar	180040391, ECE	Student Member

The HoD's are requested to ensure that this information is brought to the notice of the Faculty and Student members concerned of their respective departments and ensure their participation in the above meeting.


REGISTRAR

REGISTRAR
Koneru Lakshmaiah Education Foundation
(Deemed to be University)
Green Fields, VADDESWARAM-522 302,
Guntur District, Andhra Pradesh



Koneru Lakshmaiah Education Foundation

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OFFICE OF DEAN STUDENT AFFAIRS GRIEVANCE REDRESSAL COMMITTEE MINUTES OF THE MEETING HELD AT ROOM NO. C106

Meeting No.	7	Date	25.01.2019
Academic Year	2018-19	Time	2.00 P.M

Members Present:

S.No.	Name of the Member	Department	Nominated as	Signature
1	Dr.HabibullaKhan	DeanStudentAffairs	Convener	Uly
2	Dr.I.Govardhani	AssociateDean(SA)	Co-convener	I.Govardhani
3	Dr.M.VenkataNarayana	Dy.HOD,ECE	Member	M.N.
4	Dr.RajaRajeswari	Dy.HOD,CSE	Member	P.R.
5	Dr.R.B.R.Prakash	Dy.HOD,EEE	Member	R.Prakash
6	Mr.K.HemanthaRaja	Dy.HOD,CE	Member	K.H.
7	Mr.M.VenkataeswaraRao	Dy.HOD,ECM	Member	M.V.
8	Dr.M.Sudhamani	Dy.HOD,BT	Member	S.M.
9	Dr.L.Ramesh	Dy.HOD,BBA/MBA	Member	L.R.
10	Dr.K.I.Pavankumar	Dy.HOD,LLB	Member	K.I.P.
11	JKishore	160040321,ECE	StudentMember	J.K.
12	S.Nethaji	170070172,ME	StudentMember	S.N.
13	KRevanth	160030065,CSE	StudentMember	K.Revanth
14	A.Pavani	18057003,BAIAS	StudentMember	A.P.
15	S.VenkataNaveenKumar	180040391,ECE	StudentMember	S.V.

Dr. Habibulla Khan, Convener, Grievance Redressal Committee welcomed all the committee members for the meeting.

Action taken report of the decisions taken in the last meeting :

NIL as there are no grievances received during last month..

Dr. HabibullaKhan, Convener, Grievance Redressal Committee explained about the purpose and expectations of this committee.

Discussion on Agenda Items:


Agenda item-1: Addressing the grievances raised.

A letter is received on **23/1/2019** requesting to stop the bus at Indira Gandhi Municipal Stadium during 7:00 P.M. Grievances is forwarded to Associate Dean Transport department for further consideration and approval. Associate Dean Transport department after discussing with Dean student affairs informed that 7:00 P.M Bus will stop even at the requested stop from **25/1/2019**. **It took 3 days to resolve the grievance.**

Agenda item-2: Any other item, with the permission of the Chair

There are no other items for discussion.

The meeting was concluded with the Chairperson, Grievance Redressal Committee thanking the members for their cooperation.


(Dr. Habibulla Khan)
Dean (SA)

Dean (Student Affairs)
Koneru Lakshmaiah Education Foundation
(Deemed to be University)
GreenFields, VADDESARAM-522504,
Guntur Dist, Andhra Pradesh.



Koneru Lakshmaiah Education Foundation

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Ref: KLEF/RO/STUDENT AFFAIRS/GRC /2018-19

Dt: 26.2.2019

Orders of the Hon'ble Vice-Chancellor dt.26.2.2019

CIRCULAR

Sub: Meeting with Grievance Committee Members on 28.2.2019- Reg.

Ref: Letter dated 25-2-2019 from Dr. Habibulla Khan, Dean (Student Affairs).

This is to inform that Grievance Redressal Committee meeting is scheduled to be convened on 28-2-2019 from 2.00 P.M. The meeting will be conducted in room no C 106. All the members of Grievance Redressal Committee listed below shall attend the meeting without fail.

Agenda:

1. Addressing the grievances raised.
2. Any other relevant matters

S.No	Name of the Member	Department	Nominated as
1	Dr.Habibulla Khan	Dean Student Affairs	Convener
2	Dr.I.Govardhani	Associate Dean (SA)	Co-convener
3	Dr. L. Jayasree	Retd. Professor, Ombuds-Person	Member
4	Dr.M.Venkata Narayana	Dy.HOD, ECE	Member
5	Dr.Raja Rajeswari	Dy.HOD, CSE	Member
6	Dr.R.B.R.Prakash	Dy.HOD, EEE	Member
7	Mr.K.Hemantha Raja	Dy.HOD, CE	Member
8	Mr.M.Venkataeswara Rao	Dy.HOD, ECM	Member
9	Dr.M.Sudhamani	Dy.HOD, BT	Member
10	Dr.L.Ramesh	Dy.HOD, BBA/MBA	Member
11	Dr.K.I.Pavan kumar	Dy.HOD, LLB	Member
12	J Kishore	160040321, ECE	Student Member
13	S.Nethaji	170070172, ME	Student Member
14	K Revanth	160030065, CSE	Student Member
15	A.Pavani	18057003, BAIAS	Student Member
16	S.Venkata Naveen Kumar	180040391, ECE	Student Member

The HoD's are requested to ensure that this information is brought to the notice of the Faculty and Student members concerned of their respective departments and ensure their participation in the above meeting.

Renuk
REGISTRAR
REGISTRAR

Koneru Lakshmaiah Education Foundation
(Deemed to be University)
Green Fields, VADDESWARAM-522302
Guntur District, Andhra Pradesh.



Koneru Lakshmalah Education Foundation

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OFFICE OF DEAN STUDENT AFFAIRS GRIEVANCE REDRESSAL COMMITTEE MINUTES OF THE MEETING HELD AT ROOM NO. C106

Meeting No.	8	Date	28.02.2019
Academic Year	2018-19	Time	2.00 P.M

Members Present:

S.No.	Name of the Member	Department	Nominated as	Signature
1	Dr.HabibullaKhan	DeanStudentAffairs	Convener	
2	Dr.I.Govardhani	AssociateDean(SA)	Co-convener	
3	Dr.M.VenkataNarayana	Dy.HOD,ECE	Member	
4	Dr.RajaRajeswari	Dy.HOD,CSE	Member	
5	Dr.R.B.R.Prakash	Dy.HOD,EEE	Member	
6	Mr.K.HemanthaRaja	Dy.HOD,CE	Member	
7	Mr.M.VenkataeswaraRao	Dy.HOD,ECM	Member	
8	Dr.M.Sudhamani	Dy.HOD,BT	Member	
9	Dr.L.Ramesh	Dy.HOD,BBA/MBA	Member	
10	Dr.K.I.Pavankumar	Dy.HOD,LLB	Member	
11	JKishore	160040321,ECE	StudentMember	
12	S.Nethaji	170070172,ME	StudentMember	
13	KRevanth	160030065,CSE	StudentMember	
14	A.Pavani	18057003,BAIAS	StudentMember	
15	S.VenkataNaveenKumar	180040391,ECE	StudentMember	

Dr. Habibulla Khan, Convener, Grievance Redressal Committee welcomed all the committee members for the meeting.

Action taken report of the decisions taken in the last meeting :

A letter is received on 23/1/2019 requesting to stop the bus at Indira Gandhi Municipal Stadium during 7:00 P.M. Grievances is forwarded to Associate Dean Transport department for further consideration and approval. Associate Dean Transport department after discussing with Dean student affairs informed that 7:00 P.M Bus will stop even at the requested stop from 25/1/2019. It took 3 days to resolve the grievance.

Discussion on Agenda Items:

Agenda item-1: Addressing grievances raised.

A student of Aravali hostel, complained to hostel in-charge on 16/2/2019, that 2nd year student of CSE department, borrowed 40,000/-from him and did not repay it despite his repeated requests.

Agenda item-2: Any other item, with the permission of the Chair

There are no other items for discussion.

The meeting was concluded with the Chairperson, Grievance Redressal Committee thanking the members for their cooperation.


(Dr. Habibulla Khan)
Dean (SA)

Dean (Student Affairs)
Koneru Lakshmaiah Education Foundation
(Deemed to be University)
Green Fields, VADDESWARAM-522502,
Guntur Dist, Andhra Pradesh.



Koneru Lakshmaiah Education Foundation

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Ref: KLEF/RO/STUDENT AFFAIRS/GRC/2018-19

Dt: 26.3.2019

Orders of the Hon'ble Vice-Chancellor dt.26.3.2019

CIRCULAR

Sub: Meeting with Grievance Committee Members on 28.3.2019– Reg.

Ref: Letter dated 25-3-2019 from Dr. Habibulla Khan, Dean (Student Affairs).

This is to inform that Grievance Redressal Committee meeting is scheduled to be convened on 28-3-2019 from 2.00 P.M. The meeting will be conducted in room no C 106. All the members of Grievance Redressal Committee listed below shall attend the meeting without fail.

Agenda:

1. Addressing grievances raised.
2. Any other relevant matters

S.No	Name of the Member	Department	Nominated as
1	Dr.Habibulla Khan	Dean Student Affairs	Convener
2	Dr.I.Govardhani	Associate Dean (SA)	Co-convener
3	Dr. L. Jayasree	Retd. Professor, Ombuds-Person	Member
4	Dr.M.Venkata Narayana	Dy.HOD, ECE	Member
5	Dr.Raja Rajeswari	Dy.HOD, CSE	Member
6	Dr.R.B.R.Prakash	Dy.HOD, EEE	Member
7	Mr.K.Hemantha Raja	Dy.HOD, CE	Member
8	Mr.M.Venkataeswara Rao	Dy.HOD, ECM	Member
9	Dr.M.Sudhamani	Dy.HOD, BT	Member
10	Dr.L.Ramesh	Dy.HOD, BBA/MBA	Member
11	Dr.K.I.Pavan kumar	Dy.HOD, LLB	Member
12	J Kishore	160040321, ECE	Student Member
13	S.Nethaji	170070172, ME	Student Member
14	K Revanth	160030065, CSE	Student Member
15	A.Pavani	18057003, BAIAS	Student Member
16	S.Venkata Naveen Kumar	180040391, ECE	Student Member

The HoD's are requested to ensure that this information is brought to the notice of the Faculty and Student members concerned of their respective departments and ensure their participation in the above meeting.

Ravula
REGISTRAR
REGISTRAR

Koneru Lakshmaiah Education Foundation
(Deemed to be University)
Green Fields, VADDESWARAM-522 302
Guntur District, Andhra Pradesh



Koneru Lakshmalah Education Foundation

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OFFICE OF DEAN STUDENT AFFAIRS GRIEVANCE REDRESSAL COMMITTEE MINUTES OF THE MEETING HELD AT ROOM NO. C106

Meeting No.	9	Date	28.03.2019
Academic Year	2018-19	Time	2.00 .PM

Members Present:

S.No.	Name of the Member	Department	Nominated as	Signature
1	Dr.HabibullaKhan	DeanStudentAffairs	Convener	
2	Dr.I.Govardhani	AssociateDean(SA)	Co-convener	
3	Dr.M.VenkataNarayana	Dy.HOD,ECE	Member	
4	Dr.RajaRajeswari	Dy.HOD,CSE	Member	
5	Dr.R.B.R.Prakash	Dy.HOD,EEE	Member	
6	Mr.K.HemanthaRaja	Dy.HOD,CE	Member	
7	Mr.M.VenkataeswaraRao	Dy.HOD,ECM	Member	
8	Dr.M.Sudhamani	Dy.HOD,BT	Member	
9	Dr.L.Ramesh	Dy.HOD,BBA/MBA	Member	
10	Dr.K.I.Pavankumar	Dy.HOD,LLB	Member	
11	JKishore	160040321,ECE	StudentMember	
12	S.Nethaji	170070172,ME	StudentMember	
13	KRevanth	160030065,CSE	StudentMember	
14	A.Pavani	18057003,BAIAS	StudentMember	
15	S.VenkataNaveenKumar	180040391,ECE	StudentMember	

Dr. Habibulla Khan, Convener, Grievance Redressal Committee welcomed all the committee members for the meeting.

Action taken report of the decisions taken in the last meeting :

A student of Aravali hostel, complained to hostel in-charge on 16/2/2019, that 2nd year student of CSE department, borrowed 40,000/-from him and did not repay it despite his repeated requests. It was decided to inform parents of both the parties to meet Dean Student Affairs. Parents of both the students met Dean Student affairs on 2/3/2019. and issue is clearly conveyed to them and parents paid Rs. 40,000.-on the same day. Undertaking is taken from both the student and his parents. **It took 16 days to resolve the grievance as parents of one student came to university on 1/3/2019.**

Discussion on Agenda Items:

Agenda item-1: Addressing grievances raised.

No grievances were reported during this month.

Agenda item-2: Any other item, with the permission of the Chair

There are no other items for discussion.

The meeting was concluded with the Chairperson, Grievance Redressal Committee thanking the members for their cooperation.



(Dr. Habibulla Khan)

Dean (SA)
Dean (Student Affairs)
Koneru Lakshmaiah Education Foundation
(Deemed to be University)
Green Fields, VADDESWARAM-522502,
Guntur Dist, Andhra Pradesh.



Koneru Lakshmaiah Education Foundation

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Ref: KLEF/RO/STUDENT AFFAIRS/GRC/2018-19

Dt: 24.4.2019

Orders of the Hon'ble Vice-Chancellor dt.24.4.2019

CIRCULAR

Sub: Meeting with Grievance Committee Members on 25.4.2019– Reg.

Ref: Letter dated 23-4-2019 from Dr. Habibulla Khan, Dean (Student Affairs).

This is to inform that Grievance Redressal Committee meeting is scheduled to be convened on 25-4-2019 from 2.00 P.M. The meeting will be conducted in room no C 106. All the members of Grievance Redressal Committee listed below shall attend the meeting without fail.

Agenda:

1. Addressing grievances raised.
2. Any other relevant matters

S.No	Name of the Member	Department	Nominated as
1	Dr.Habibulla Khan	Dean Student Affairs	Convener
2	Dr.I.Govardhani	Associate Dean (SA)	Co-convener
3	Dr. L. Jayasree	Retd. Professor, Ombuds-Person	Member
4	Dr.M.Venkata Narayana	Dy.HOD, ECE	Member
5	Dr.Raja Rajeswari	Dy.HOD, CSE	Member
6	Dr.R.B.R.Prakash	Dy.HOD, EEE	Member
7	Mr.K.Hemantha Raja	Dy.HOD, CE	Member
8	Mr.M.Venkataeswara Rao	Dy.HOD, ECM	Member
9	Dr.M.Sudhamani	Dy.HOD, BT	Member
10	Dr.L.Ramesh	Dy.HOD, BBA/MBA	Member
11	Dr.K.I.Pavan kumar	Dy.HOD, LLB	Member
12	J Kishore	160040321, ECE	Student Member
13	S.Nethaji	170070172, ME	Student Member
14	K Revanth	160030065, CSE	Student Member
15	A.Pavani	18057003, BAIAS	Student Member
16	S.Venkata Naveen Kumar	180040391, ECE	Student Member

The HoD's are requested to ensure that this information is brought to the notice of the Faculty and Student members concerned of their respective departments and ensure their participation in the above meeting.


REGISTRAR

Koneru Lakshmaiah Education Foundation
(Deemed to be University)
Green Fields, VADDESWARAM-522 302.
Guntur District, Andhra Pradesh.



Koneru Lakshmalah Education Foundation

(Category -1, Deemed to be University estd. u/s. 3 of the UGC Act, 1956)

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Campus: Green Fields, Vaddeswaram - 522 302, Guntur District, Andhra Pradesh, INDIA.
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OFFICE OF DEAN STUDENT AFFAIRS GRIEVANCE REDRESSAL COMMITTEE MINUTES OF THE MEETING HELD AT ROOM NO. C106

Meeting No.	10	Date	25.04.2019
Academic Year	2018-19	Time	2.00 P.M

Members Present:

S.No.	Name of the Member	Department	Nominated as	Signature
1	Dr.HabibullaKhan	DeanStudentAffairs	Convener	
2	Dr.I.Govardhani	AssociateDean(SA)	Co-convener	
3	Dr.M.VenkataNarayana	Dy.HOD,ECE	Member	
4	Dr.RajaRajeswari	Dy.HOD,CSE	Member	
5	Dr.R.B.R.Prakash	Dy.HOD,EEE	Member	
6	Mr.K.HemanthaRaja	Dy.HOD,CE	Member	
7	Mr.M.VenkataeswaraRao	Dy.HOD,ECM	Member	
8	Dr.M.Sudhamani	Dy.HOD,BT	Member	
9	Dr.L.Ramesh	Dy.HOD,BBA/MBA	Member	
10	Dr.K.I.Pavankumar	Dy.HOD,LLB	Member	
11	JKishore	160040321,ECE	StudentMember	
12	S.Nethaji	170070172,ME	StudentMember	
13	KRevanth	160030065,CSE	StudentMember	
14	A.Pavani	18057003,BAIAS	StudentMember	
15	S.VenkataNaveenKumar	180040391,ECE	StudentMember	

Dr. Habibulla Khan, Convener, Grievance Redressal Committee welcomed all the committee members for the meeting.

Action taken report of the decisions taken in the last meeting :

NIL as there are n grievances received during last month.

Discussion on Agenda Items:

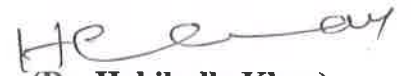
Agenda item-1: Addressing grievances raised.

2nd year CSE student dropped a letter in grievances box on 23/4/2019 that he didn't receive his 1st year marks memos even though after many requests in the department. Grievances is forwarded to the concerned HOD for further processing.

Agenda item-2: Any other item, with the permission of the Chair

There are no other items for discussion.

The meeting was concluded with the Chairperson, Grievance Redressal Committee thanking the members for their cooperation.



(Dr. Habibulla Khan)

Dean (SA)

**Dean (Student Affairs)
Koneru Lakshmaiah Education Foundation
(Deemed to be University)
Green Fields, VADDESWARAM-522902,
Guntur Dist, Andhra Pradesh.**



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Ref: KLEF/RO/STUDENT AFFAIRS/GRC/2018-19

Dt: 23.5.2019

Orders of the Hon'ble Vice-Chancellor dt.23.5.2019

CIRCULAR

Sub: Meeting with Grievance Committee Members on 24.5.2019- Reg.

Ref: Letter dated 22-5-2019 from Dr. Habibulla Khan, Dean (Student Affairs).

This is to inform that Grievance Redressal Committee meeting is scheduled to be convened on 24-5-2019 from 2.00 P.M. The meeting will be conducted in room no C-106. All the members of Grievance Redressal Committee listed below shall attend the meeting without fail.

Agenda:

1. Addressing grievances raised
2. Any other relevant matters

S.No	Name of the Member	Department	Nominated as
1	Dr.Habibulla Khan	Dean Student Affairs	Convener
2	Dr.I.Govardhani	Associate Dean (SA)	Co-convener
3	Dr. L. Jayasree	Retd. Professor, Ombuds-Person	Member
4	Dr.M.Venkata Narayana	Dy.HOD, ECE	Member
5	Dr.Raja Rajeswari	Dy.HOD, CSE	Member
6	Dr.R.B.R.Prakash	Dy.HOD, EEE	Member
7	Mr.K.Hemantha Raja	Dy.HOD, CE	Member
8	Mr.M.Venkataeswara Rao	Dy.HOD, ECM	Member
9	Dr.M.Sudhamani	Dy.HOD, BT	Member
10	Dr.L.Ramesh	Dy.HOD, BBA/MBA	Member
11	Dr.K.I.Pavan kumar	Dy.HOD, LLB	Member
12	J Kishore	160040321, ECE	Student Member
13	S.Nethaji	170070172, ME	Student Member
14	K Revanth	160030065, CSE	Student Member
15	A.Pavani	18057003, BAIAS	Student Member
16	S.Venkata Naveen Kumar	180040391, ECE	Student Member

The HoD's are requested to ensure that this information is brought to the notice of the Faculty and Student members concerned of their respective departments and ensure their participation in the above meeting.


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OFFICE OF DEAN STUDENT AFFAIRS GRIEVANCE REDRESSAL COMMITTEE MINUTES OF THE MEETING HELD AT ROOM NO. C106

Meeting No.	11	Date	24.05.2019
Academic Year	2018-19	Time	2.00 P.M

Members Present:

S.No.	Name of the Member	Department	Nominated as	Signature
1	Dr.HabibullaKhan	DeanStudentAffairs	Convener	
2	Dr.I.Govardhani	AssociateDean(SA)	Co-convener	
3	Dr.M.VenkataNarayana	Dy.HOD,ECE	Member	
4	Dr.RajaRajeswari	Dy.HOD,CSE	Member	
5	Dr.R.B.R.Prakash	Dy.HOD,EEE	Member	
6	Mr.K.HemanthaRaja	Dy.HOD,CE	Member	
7	Mr.M.VenkataeswaraRao	Dy.HOD,ECM	Member	
8	Dr.M.Sudhamani	Dy.HOD,BT	Member	
9	Dr.L.Ramesh	Dy.HOD,BBA/MBA	Member	
10	Dr.K.I.Pavankumar	Dy.HOD,LLB	Member	
11	JKishore	160040321,ECE	StudentMember	
12	S.Nethaji	170070172,ME	StudentMember	
13	KRevanth	160030065,CSE	StudentMember	
14	A.Pavani	18057003,BAIAS	StudentMember	
15	S.VenkataNaveenKumar	180040391,ECE	StudentMember	

Dr. Habibulla Khan, Convener, Grievance Redressal Committee welcomed all the committee members for the meeting.

Action taken report of the decisions taken in the last meeting :

2nd year CSE student dropped a letter in grievances box on 23/4/2019 that he didn't receive his 1st year marks memos even though after many requests in the department. Grievances is forwarded to the concerned HOD for further processing. Following an investigation into the grievance raised by student, the Head of the Department for Computer Science and Engineering disclosed that the student had already collected their First Year Marks Memo. However, upon misplacing it, the student falsely claimed not to have received it and failed to apply for a duplicate. The student has since been identified, and an assurance has been obtained from them to refrain from such actions in the future. Additionally, the issue has been communicated to the student's parents. The grievances was officially closed on 25/4/2019.

Discussion on Agenda Items:

Agenda item-1: Addressing grievances raised.

NIL.

Agenda item-2: Any other item, with the permission of the Chair

There are no other items for discussion.

The meeting was concluded with the Chairperson, Grievance Redressal Committee thanking the members for their cooperation.



(Dr. Habibulla Khan)

Dean (SA)

Dean (Student Affairs)
Koneru Lakshmaiah Education Foundation
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