



Koneru Lakshmaiah Education Foundation

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

Accredited by NAAC as 'A++' ♦ Approved by AICTE ♦ ISO 21001:2018 Certified

Campus: Green Fields, Vaddeswaram - 522 302, Guntur District, Andhra Pradesh, INDIA.

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Ref: KLEF/RO/SA/SGR COMMITTEE/2023-24

10.07.2023

Orders of the Hon'ble Vice-Chancellor dt. 10.07.2023

OFFICE ORDER

Sub: Re-constitution Student Grievance Redressal Committee (SGRC) – Reg.

Ref: Letter from Dr.K. Ruth Ramya, Associate Dean(SA) forwarded by Dr.Ch. Hanumantha Rao, Dean (Student Affairs).

As per the orders of Honorable Vice Chancellor, Student Grievance Redressal Committee (SGRC) is reconstituted as per the guidelines of UGC to address and resolve student complaints regarding **academic, Administrative Decisions, Services or Facilities and unfair treatment and any other issues**. It provides a channel for students to represent their grievances and seek redressal in a fair and timely manner.

HOD's are encouraged to constitute Department-level Student Grievance Redressal Committee (DSGRC) in accordance with UGC guidelines, conduct monthly meetings and share the minutes of these meetings via email to grievances@kluniversity.in

Student Grievance Redressal Committee (SGRC)

S. No.	Name of the Faculty/Staff/ Student	Designation	Emp. ID	Dept.	Email Id & Phone Number	Position
1	Dr. Ch Hanumantha Rao	Professor & Dean (Student Affairs)	2004	CE	hrao_ce@kluniversity.in 9985119909	Chairman
2	Dr. K. Ruth Ramya	Associate Professor & Associate Dean Student Affairs & Convener WDC	1901	CSE	ramya_cse@kluniversity.in 9440307606	Convener
3	Dr. V. Bala Mohan Das	Former VC , Acharya Nagarjuna University			vbmdas@rediffmail.com 9848010187	Ombuds person
4	Dr. Guntupalli Chakravarthi	Professor	4364	Pharmacy	chakra_varthi123@kluniversity.in, 8374138048	Member

5	Dr.Kakarla Hari Kishore	Professor	2457	ECE	kakarla.harikishore@kluniversity.in, 9440959907	Member
6	Dr.Kothamasu Kiran Kumar	Professor	3168	CSA	kiran5434@kluniversity.in 9441065612	Member
7	Dr. Mohammed Ali Hussain	Professor	3132	IOT	dralihussain@kluniversity.in 7893704888	Member
8	Dr. M. Kishore Babu	Professor	1455	MBA	kishore@kluniversity.in 8008066060	Member
9	Ms. A. Vijaya Ratnam	Psychology Counsellor	8393	VEC	avijayaratnam@kluniversity.in 8106079479	Member
10	Mr.Itta Rudra Murthy	Assistant Professor	7918	Architecture	irudramurthy@kluniversity.in 9849651313	Member
11	Ms.U. Harita	Associate Professor	4697	BES-1	uharita@kluniversity.in 9962840289	Member
12	Dr.V.N.Sailaja	Associate Professor	3664	MBA	drvedalasailaja@kluniversity.in 9491735754	Member
13	Dr.G. Vinodini Devi	Assistant Professor	6957	Law	vinodiniramana7@kluniversity.in, 9493400569	Member
14	Mr. Gidyonu Devarakonda	Office Assistant	3211	IOT	dgideon@kluniversity.in 9032937009	Member
15	U. Aparna	Student	2200090024	CSIT II Year	2200090024@kluniversity.in 9573939271	Member
16	K. Karthik Reddy	Student	2300033590	CSE I Year	2300033590@kluniversity.in 7780716404	Student Member
17	B. Gandhi Naidu	Student	2100040179	ECE III Year	2100040179@kluniversity.in 9676835301	Student Member
18	G. Geethika Reddy	Student	2200620015	Agriculture III Year	2200620015@kluniversity.in 8328699582	Student Member
19	Ms. M.V. S. Jyothi	Student	2202030001	Ph.D Scholar, CSE	2202030001@kluniversity.in 9704787363	Research Scholar
20	Y Hema Pushpa	Student	2300080082	AI& DS I Year	2300080082@kluniversity.in 9848572587	Student Member

Roles & Responsibilities of Student Grievance Redressal (SGRC)Committee:

1. Schedule meeting once a month. However, if any grievance is raised by students, the chairperson must promptly call a meeting to address and resolve the grievance.
2. Actively receive and document grievances from students related to academics, administration, or campus life etc.,
3. Conduct thorough investigations into the complaints while ensuring fairness and impartiality.
4. Work towards resolving grievances through appropriate channels and recommend actions to address the issues raised.
5. Provide guidance and support to students throughout the grievance process, ensuring their concerns are acknowledged and addressed.
6. Evaluate existing policies and procedures related to student grievances, suggesting improvements for better effectiveness.
7. Organize workshops and information sessions to educate students about their rights and the grievance redressal process.

8. Maintain records of complaints, resolutions, and trends, and periodically report findings to university administration for accountability.
9. Work with various departments and stakeholders to create a supportive environment for student welfare and satisfaction.




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

Mail & Hard copy to: Hon'ble President, KLEF
 Mail to: Hon'ble Vice-Presidents, KLEF
 Mail & Hard copy to: Hon'ble Chancellor
 Mail & Hard copy to: Hon'ble Pro Chancellor
 Mail & Hard copy to: Hon'ble Vice-Chancellor
 Mail & Hard copy to: Pro Vice-Chancellors
 Mail & Hard copy to: Chief Coordinating Officer-Dr.A. Jagadeesh
 Mail to: Special Officer -Dr.A. Vani
 Mail to: Advisor – NAAC & Hyderabad Operations - Prof. K.Koteswara Rao
 Mail to: All Advisors / All Deans / All Principals / All Vice-Principals / Sr.Director / All Directors / Additional Deans /
 All Associate Deans / Deputy Deans / PR Head
 Mail to: Controller of Examinations-Dr.A.S.C.S.Sastry
 Mail to: DR-I / DR-II / Sr.Manager (Alumni Relations) & AR-Sri A.Krishna Rao / AR-Dr.MVAL Narasimha Rao
 Mail to: Member in VC's Peshi – Sri A V Praveen Krishna / Sri Ratna Kanth Nelapati
 Mail to: Member in Pro VC (Administration's Peshi–Ms.M.Vasuja Devi, ECE/Ms. Sabbineni Poojitha,MBA/Mr. M. Chandan, CSE
 Mail to: KL H - Principal-Engg.College / Vice-Principal / Director / Deputy Director
 Mail to: Principal-CoE..Dr.T.K. Rama Krishna Rao / Coordinator-FED..Dr.MSG Prasad / Dy.Coordinator-FED..Dr.J.Somlal
 Mail to: HoDs..AI & DS / BT / CE / CSE (Honours) / CSE / Comp.Engg. & ECM / CS & IT / ECE / IoT / EEE / ME
 HoDs..Mathematics / Physics / Chemistry / CSA / CDoE
 HoDs.. ENG / BES-I / BES-II / Design Thinking & Innovation / VEC
 HoDs.. Architecture / Law / Pharmacy
 Agriculture / Arts / BBA / Commerce / Fine Arts / Food Technology
 Hotel Management / MBA / Foreign Languages
 HoDs..Communication Skills / Soft Skills & Head of Division...Quant & Reasoning
 Mail to: All Dy. HoDs / All Alt. HoDs
 Mail to: KL H HoDs..CSE / AI&DS / ECE / BS / FED Coordinator / Business School
 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: Chief Technical Officer (CTO)-Mr.A.Satya Kalyan
 Mail to: Professor In-charge, EduTech, Animation-Dr. M. Siva Kumar,Assoc. Pofessor,ECE

Mail to: GM, Campus.. Col.P.J. Lawrence (Retd.)/GM-Construction..Mr.Bijit Mukherji /
Manager–Campus Ambience & Beautification-Mr.T Shakthi Swaroop

Mail to: Professor In-charge, Technical Maintenance / Liberal Arts Club-Dr.R Subhakara Raju

Mail to: Webmaster-Mr.LV

Mail to: Physical Edn. /Library / Gen.Maintenance / Transport / Construction / Central Stores /
Girls' Hostel/

Boys' Hostel / Exam.Sec / Automation / SyTe / ET S&A Gr // IQAC / VEC / CAES / ASAS /

Intl Relations / Hobby Clubs / Help Desk / PIPS / Women's Forum / Elec.Wing / Security /
Canteen

Mail to: All Faculty

Mail to: All Students

Thanks & Regards



Dr. K. Subba Rao
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