



Koneru Lakshmalah Education Foundation

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

✦ Recognised as Category 1 University by UGC ✦ Approved by AICTE ✦ ISO 21001:2018 Certified

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Ref: KLEF/SA/Student Grievance Redressal Committee/2025-26

Dt. 26-09-2025

Orders of the Hon'ble Vice-Chancellor dt. 26-09-2025

CIRCULAR

Sub: Re-Constitution of Central Level Student Grievance Redressal Committee (CSGRC) for the A.Y. 2025-26 – Communication - Reg.

Ref: Letter received from Dr. K. Ruth Ramya, Associate Dean (SA) and forwarded by Dr. K. R. S. Prasad, In-charge Dean (Student Affairs)

This is to inform all the faculty, staff & students that Central Level Student Grievance Redressal Committee (CSGRC) is re-constituted for the A.Y 2025-2026. The Central Level Student Grievance Redressal Committee (CSGRC) at KLEF is established as per UGC/AICTE guidelines to address and resolve student grievances promptly and fairly. It ensures a transparent mechanism for handling academic, administrative grievances. The committee promotes a supportive and respectful campus environment. It safeguards students' rights and enhances their overall educational experience.

Central Level Student Grievance Redressal Committee (CSGRC) A.Y 2025-26

SL. No	Name of the Faculty/Staff/Student	Designation	Emp. ID	Dept.	Email Id & Phone Number	Position
1	Dr. K R S Prasad	Professor & I/C Dean (Student Affairs)	472	Chemistry	krspasad_fed@kluniversity.in, 9000090926	Chairman
2	Dr. K. Ruth Ramya	Associate Professor & Assoc Dean SA & Convener WDC	1901	CSE	ramya_cse@kluniversity.in, 9440307606	Convener
3	Dr. V. Bala Mohan Das	Former VC, Acharya Nagarjuna University			vbmndas@rediffmail.com 9848010187	Ombuds person
4	Dr. Guntupalli Chakravarthy	Professor & Principal of Pharmacy	4364	Pharmacy	chakra_varthi123@kluniversity.in, 8374138048	Member
5	Dr. Kakarla Hari Kishore	Professor & Associate Dean Sports	2457	ECE	kakarla.harikishore@kluniversity.in, 9440959907	Member

6	Dr. Kothamasu Kiran Kumar	Professor	3168	CSA	kiran5434@kluniversity.in 9441065612	Member
7	Dr. M. Kishore Babu	Professor & Dean MHS & Director International Relations	1455	MBA	kishore@kluniversity.in 8008066060	Member
8	Dr. A. Vijaya Ratnam	Psychology Counsellor	8393	VEC	avijayaratnam@kluniversity.in, 8106079479	Member
9	L. Virajitha	Assistant Professor	7994	Architecture	lvirajitha@kluniversity.in	Member
10	Dr. U. Harita	Associate Professor & Professor In-charge Girls Hostels	4697	BES-1	uharita@kluniversity.in 9962840289	Member
11	Dr. V. N. Sailaja	Associate Professor & Associate Dean Academics	3664	MBA	drvedalasailaja@kluniversity.in, 9491735754	Member
12	Mrs. G. Vijaya Sudha	Assistant Professor	7402	Law	vijayasudha@kluniversity.in, 9963233782	Member
13	Mr. Gidyonu Devarakonda	Office Assistant	3211	IOT	dgideon@kluniversity.in 9032937009	Member
14	U. Aparna	Student	2200090024	CSIT 4 th Year	2200090024@kluniversity.in, 9573939271	Student Member
15	K. Karthik Reddy	Student	2300033590	CSE 3 rd Year	2300033590@kluniversity.in, 7780716404	Student Member
16	B. Shanmukh Ram	Student	2500040002	ECE 1 st Year	2500040002@kluniversity.in, 9618266011	Student Member
17	G. Geethika Reddy	Student	2200620015	Agriculture 4 th Year	2200620015@kluniversity.in, 8328699582	Student Member
18	M. Aparna	Student	2501050021	M. Tech, CSE	2501050021@kluniversity.in, 8008153150	PG student Member
19	G. Hema Sudha Rani	Student	2402030003	Ph.D. Scholar	2402030003@kluniversity.in	Research Scholar
20	G. Vaishnavi	Student	2400080248	AI& DS 2 nd Year	2400080248@kluniversity.in, 7382090590	Student Member

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

1. To 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. To actively receive and document grievances from students related to academics, administration, or campus life etc.,
3. To conduct thorough investigations into the complaints while ensuring fairness and impartiality.
4. To work towards resolving grievances through appropriate channels and recommend actions to address the issues raised.
5. To provide guidance and support to students throughout the grievance process, ensuring their concerns are acknowledged and addressed.
6. To evaluate existing policies and procedures related to student grievances, suggesting improvements for better effectiveness.
7. To organize workshops and information sessions to educate students about their rights and the grievance redressal process.
8. To maintain records of complaints, resolutions, and trends, and periodically report findings to university administration for accountability.
9. To work with various departments and stakeholders to create a supportive environment for student welfare and satisfaction.

The Members are directed to attend the meetings as and whenever conducted.



REGISTRAR

Dr. K. SUBBA RAO
REGISTRAR

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

Mail to: Hon'ble Vice-Presidents, KLEF

Mail & Hard copy to: Hon'ble Pro Chancellor

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

Mail & Hard copy to: Pro Vice-Chancellors

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

Mail to: Special Officer -Dr.A. Vani

Mail to: All Advisors / All Deans / All Principals / All Vice-Principals

Mail to: All Sr.Directors / All Directors / All Additional Deans / All Associate Deans / Deputy Deans / PR Head

Mail to: Controller of Examinations-Dr.A.S.C.S.Sastry

Mail to: Joint Registrar / Deputy Registrar / Sr.Manager (Alumni Relations) & AR-Sri A.Krishna Rao / AR-Dr.MVAL Narasimha Rao

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

Mail to: KL H - Principal Off Campus Centre, Aziz Nagar Campus / KL H - Principal Off Campus Centre, Bowrampet

Mail to: KL H HoDs of Off-campus Centres-Aziz Nagar / Bowrampet / GBS Kondapur

Mail to: KL H Associate Deans of Off-campus Centres-Aziz Nagar / Bowrampet / GBS Kondapur -

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

Mail to: Sr.Manager (HR)-A.O...Mr.J. Sreekanth /Office of Dean (F&SA)..Campus/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: GM-Purchases / Manager-Campus Ambience & Beautification-Mr.T Shakti Swaroop

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

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

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

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

Mail to: Dr.K.R.S. Prasad, In-Charge Dean-Student Affairs.

Dr. K. Ruth Ramya, Associate Dean- SA & Convenor, Women Development Cell

All Faculty members

All Students

Individuals concerned

ERP
E-mail sent
27/9/25