



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, Vaddeswararam - 522 302, Guntur District, Andhra Pradesh, INDIA.
Phone No. +91 8645 - 350 200; www.klef.ac.in; www.klef.edu.in; www.kluniversity.in
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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.


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.	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.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:	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	

Members Absent : Nil

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
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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
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9	Dr.M.Sudhamani	Dy.HOD, BT	Member
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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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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	

Members Absent : Nil

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.

Grievance raised by us
Resolved on 26-08-2018

[J. MEGHANA]

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
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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
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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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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	
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8	Dr.M.Sudhamani	Dy.HOD,BT	Member	
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13	KRevanth	160030065,CSE	StudentMember	
14	A.Pavani	18057003,BAIAS	StudentMember	
15	S.VenkataNaveenKumar	180040391,ECE	StudentMember	

Members Absent : Nil

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)
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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.



**REGISTRAR
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Koneru Lakshmaiah Education Foundation
(Deemed to be University)
Green Fields, VADDESARAM-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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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.Narayana
4	Dr.RajaRajeswari	Dy.HOD,CSE	Member	R.Rajeswari
5	Dr.R.B.R.Prakash	Dy.HOD,EEE	Member	R.Prakash
6	Mr.K.HemanthaRaja	Dy.HOD,CE	Member	H.Raja
7	Mr.M.VenkataeswaraRao	Dy.HOD,ECM	Member	M.VenkataeswaraRao
8	Dr.M.Sudhamani	Dy.HOD,BT	Member	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

Members Absent : Nil

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.



(Dr. Habibulla Khan)

Dean (SA)

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



Koneru Lakshmaiah Education Foundation

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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.


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(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 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>[Signature]</i>
2	Dr.I.Govardhani	AssociateDean(SA)	Co-convener	<i>[Signature]</i>
3	Dr.M.VenkataNarayana	Dy.HOD,ECE	Member	<i>[Signature]</i>
4	Dr.RajaRajeswari	Dy.HOD,CSE	Member	<i>[Signature]</i>
5	Dr.R.B.R.Prakash	Dy.HOD,EEE	Member	<i>[Signature]</i>
6	Mr.K.HemanthaRaja	Dy.HOD,CE	Member	<i>[Signature]</i>
7	Mr.M.VenkataeswaraRao	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.Pavankumar	Dy.HOD,LLB	Member	<i>[Signature]</i>
11	JKishore	160040321,ECE	StudentMember	<i>[Signature]</i>
12	S.Nethaji	170070172,ME	StudentMember	<i>[Signature]</i>
13	KRevanth	160030065,CSE	StudentMember	<i>[Signature]</i>
14	A.Pavani	18057003,BAIAS	StudentMember	<i>[Signature]</i>
15	S.VenkataNaveenKumar	180040391,ECE	StudentMember	<i>[Signature]</i>

Members Absent : Nil

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.

*Grievance raised
by us is resolved
on 5/12/18
A. Sri Sushma*

A. SRI SUSHMA

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, VADDESARAM-522502,
Guntur Dist, Andhra Pradesh.



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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.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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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.	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	Nar
4	Dr.RajaRajeswari	Dy.HOD,CSE	Member	P.Rajso.
5	Dr.R.B.R.Prakash	Dy.HOD,EEE	Member	R.Prakash
6	Mr.K.HemanthaRaja	Dy.HOD,CE	Member	HP
7	Mr.M.VenkataeswaraRao	Dy.HOD,ECM	Member	P
8	Dr.M.Sudhamani	Dy.HOD,BT	Member	Smani
9	Dr.L.Ramesh	Dy.HOD,BBA/MBA	Member	Dr.Ramesh
10	Dr.K.I.Pavankumar	Dy.HOD,LLB	Member	IP
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.NaveenKumar

Members Absent : Nil

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.



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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
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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-522302
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.	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	

Members Absent : Nil

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.

Grievance is resolved on 25/01/19

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
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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.

Resub

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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

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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	[Signature]
2	Dr.I.Govardhani	AssociateDean(SA)	Co-convener	[Signature]
3	Dr.M.VenkataNarayana	Dy.HOD,ECE	Member	[Signature]
4	Dr.RajaRajeswari	Dy.HOD,CSE	Member	[Signature]
5	Dr.R.B.R.Prakash	Dy.HOD,EEE	Member	[Signature]
6	Mr.K.HemanthaRaja	Dy.HOD,CE	Member	[Signature]
7	Mr.M.VenkataeswaraRao	Dy.HOD,ECM	Member	[Signature]
8	Dr.M.Sudhamani	Dy.HOD,BT	Member	[Signature]
9	Dr.L.Ramesh	Dy.HOD,BBA/MBA	Member	[Signature]
10	Dr.K.I.Pavankumar	Dy.HOD,LLB	Member	[Signature]
11	JKishore	160040321,ECE	StudentMember	[Signature]
12	S.Nethaji	170070172,ME	StudentMember	[Signature]
13	KRevanth	160030065,CSE	StudentMember	[Signature]
14	A.Pavani	18057003,BAIAS	StudentMember	[Signature]
15	S.VenkataNaveenKumar	180040391,ECE	StudentMember	[Signature]

Members Absent : Nil

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.**

Grievance raised by
me is resolved on 2/3/19
Ch. Ramesh [Signature]

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)
GreenFields, VADDESARAM-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.

Ravula
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.	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	

Members Absent : Nil

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:

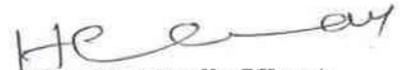
Agenda item-1: Addressing grievances raised.

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.**



Koneru Lakshmaiah Education Foundation

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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.

Renu
REGISTRAR
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.	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,FCE	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.IIOD,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	

Members Absent : Nil

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.

Grievance raised
by me is resolved
on 25/04/2019
P. A. [Signature]

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
(Deemed to be University)
GreenFields, VAODESWARAM-522502,
Guntur Dist, Andhra Pradesh.**