



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.

Phone No. +91 8645 - 350 200; www.klef.ac.in; www.klef.edu.in; www.kluniversity.in

Admin Off: 29-36-38, Museum Road, Governmet, Vijayawada - 520 002 Ph: +91 - 866 - 3500122, 2576129

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.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 | 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

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

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. | 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 | |

Members Absent : Nil

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

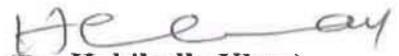
The Grievance Redressal Cell (GRC) collects grievances via online & offline platforms from both faculty and students. Additionally, grievances are accepted through grievances boxes positioned across the university, as well as in written form. Through the strict implementation of the grievance redressal 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)
GreenFields, VADDESARAM-522502,
Guntur Dist, Andhra Pradesh.



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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


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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 | |

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 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 Affairs

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/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


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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 | |
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| 8 | Dr.M.Sudhamani | Dy.HOD, BT | Member | |
| 9 | Dr.L.Ramesh | Dy.HOD, BBA/MBA | Member | |
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| 14 | A.Pavani | 18057003, BAIAS | Student | |
| 15 | S.Venkata Naveen Kumar | 180040391, ECE | Student | |

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 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.

Grievance raised by me,
Resolved on 27/08/2019

M/Ko
27/08/19

Discussion on Agenda Items:

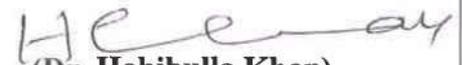
Agenda item-1: Addressing grievances received.

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)
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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 |
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| 5 | Dr.Raja Rajeswari | Dy.HOD, CSE | Member |
| 6 | Dr.R.B.R.Prakash | Dy.HOD, EEE | Member |
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| 11 | Dr.K.I.Pavan kumar | Dy.HOD, LLB | Member |
| 12 | P.Sai Nikitha Reddy | 180040484, ECE | Student |
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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 | |
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| 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 | |

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:

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.**

Grievance raised
by me is resolved
on 28/9/19
G. Manikanta.
C

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)
GreenFields, VADDESWAREM-522502,
Guntur Dist, Andhra Pradesh.



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
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Admin Off: 29-36-38, Museum Road, Governorpet, 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 | |

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:

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, VADDESWARAM-522502,
Guntur Dist, Andhra Pradesh.



Koneru Lakshmaiah Education Foundation

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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.

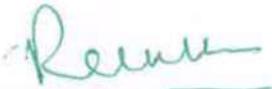
Agenda:

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.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 | 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.



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. | 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 | |

Members Absent : Nil

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

Reenuka
REGISTRAR
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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 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.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> |

Members Absent : Nil

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.

*Grievance raised
by us is resolved
and bus service provided
on 2/01/2020
V. Laxmi (110)*



Koneru Lakshmaiah Education Foundation

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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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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 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 | [Signature] |
| 2 | Dr.I.Govardhani | Associate Dean (SA) | Co-convener | [Signature] |
| 3 | Dr.M.Venkata Narayana | Dy.HOD, ECE | Member | [Signature] |
| 4 | Dr.Raja Rajeswari | Dy.HOD, CSE | Member | [Signature] |
| 5 | Dr.R.B.R.Prakash | Dy.HOD, EEE | Member | [Signature] |
| 6 | Mr.K.Hemantha Raja | Dy.HOD, CE | Member | [Signature] |
| 7 | Mr.M.Venkataeswara Rao | 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.Pavan kumar | Dy.HOD, LLB | Member | [Signature] |
| 11 | P.Sai Nikitha Reddy | 180040484, ECE | Student | [Signature] |
| 12 | S.Nethaji | 170070172, ME | Student | [Signature] |
| 13 | A.Ojeswi | 170030074, CSE | Student | [Signature] |
| 14 | A.Pavani | 18057003, BAIAS | Student | [Signature] |
| 15 | S.Venkata Naveen Kumar | 180040391, ECE | Student | [Signature] |

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:

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, VADDESARAM-522502,
Guntur Dist, Andhra Pradesh.