



Koneru Lakshmaiah Education Foundation

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

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

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

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

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

Dt: 19.07.2022

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

CIRCULAR

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

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

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

Agenda:

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

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

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

Rajadev
REGISTRAR

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

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

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Mail to: Webmaster-Mr.LV

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

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

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

Mail to: Dean (Quality)

Individuals concerned

Thanks & Regards



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

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

Agenda:

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

Members Present:

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

Members Absent.

Nil

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

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

Discussion on Agenda Items:

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

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

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

There are no other items for discussion.

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


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

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



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Dt25.08.2022

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

CIRCULAR

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

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

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

Agenda:

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

S.No	Name of the Member	Department	Nominated as
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29	N. Sai Chaitanya Reddy	2000550031, B.Com (Honors)	Student member

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

Jagadeesh
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Individuals concerned

Thanks & Regards



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OFFICE OF DEAN STUDENT AFFAIRS GRIEVANCES REDRESSAL COMMITTEE

MINUTES OF THE MEETING HELD AT ROOM NO. ROSE HALL

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

Agenda:

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

Members Present:

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

Members Absent.

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

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

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

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

Discussion on Agenda Items:

Grievance raised by
me is resolved 22-7-22
(M.D. Sri Devi) ()

Agenda Item-1:

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

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

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



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

Dean (Student Affairs)
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Dt:21.09.2022

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

CIRCULAR

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

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

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

Agenda:

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

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


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

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

HoDs.. Architecture / Law

Agriculture / Arts / BBA / Commerce / Fine Arts

Hotel Management / MBA / Foreign Languages

HoDs.. Pharmacy

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

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Vice-Principal / Director / Deputy Director

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

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

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

Mail to: Webmaster-Mr.LV

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

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

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

Mail to: Dean (Quality)

Individuals concerned

Thanks & Regards



Koneru Lakshmaiah Education Foundation

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OFFICE OF DEAN STUDENT AFFAIRS GRIEVANCES REDRESSAL COMMITTEE

MINUTES OF THE MEETING HELD AT ROOM NO. ROSE HALL

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

Agenda:

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

Members Present:

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

Members Absent.

NIL

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

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

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

Grievance raised by me is
resolved on 29-08-22.

B. Laksh Reddy



Discussion on Agenda Items:

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

No grievances are raised.

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

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

ChR
24/9/22

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

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



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

Dt: 18.10.2022

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

CIRCULAR

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

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

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

Agenda:

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

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

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



REGISTRAR

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

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

Mail to: Hon'ble President, KLEF

Mail & Hard copy to: Hon'ble Pro Chancellor

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

Mail & Hard copy to: Pro Vice-Chancellors

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Mail to: Special Officer -Dr.A. Vani

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HoDs..Mathematics / Physics / Chemistry / CSA

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

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Student Affairs / Student Welfare / Examinations

Mail to: Librarian

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

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

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

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

Mail to: Dean (Quality)

Individuals concerned

Thanks & Regards



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OFFICE OF DEAN STUDENT AFFAIRS GRIEVANCES REDRESSAL COMMITTEE

MINUTES OF THE MEETING HELD AT ROOM NO. ROSE HALL

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

Agenda:

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

Members Present:

S.No	Name of the Member	Department	Nominated as
1	Dr.Ch Hanumantha Rao	Dean SA	Convener
2	Dr.M.Vasujadevi	Associate Dean SA	Co-convener
3	Dr.Habibulla Khan	Advisor. Student Affairs	Member
4	Dr.N.Venkatram	Pro-Vice chancellor	Member
5	Dr. Ali Baig	ECE	Member
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10	Dr. M.Sudha Mani	BT	Member
11	Mr. N. Sandeep Kumar	CE	Member
12	Dr. R. Pradeep	BBA/MBA	Member
13	Md Abdul Mannan	BCA	Member
14	Dr. B. Nagalakshmi	B Com-H	Member
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17	Mr. J.V.Sridhar Patnala	B Sc VC. BFA	Member
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25	M.V.S.S Akhil	190070067. Mech	Student
26	A.Nivas	2000031648. CSE	Student
27	G. Jahnavi	2000040526. ECE	Student
28	N. Sai Chaitanya Reddy	2000550031. B.Com (Honors)	Student

Members Absent.

NIL

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

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

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

Discussion on Agenda Items:

Agenda Item-1: Any Grievance Raised.

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

There are no other items for discussion.

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



Dean (Student Affairs)

(Dr. Ch. Hanumantha Rao)

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



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

Dt: 24.11.2022

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

CIRCULAR

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

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

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

Agenda:

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

S.No	Name of the Member	Department	Nominated as
1	Dr.Ch Hanumantha Rao	Dean SA	Convener
2	Dr.M.Vasujadevi	Associate Dean SA	Co-convener
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The HoD's are requested to ensure that this information is brought to the notice of the Faculty and Student members concerned of their respective departments and ensure their participation in the above meeting.


REGISTRAR

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Guntur District, Andhra Pradesh.

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Mail to: _____ to: _____ Hon'ble
KLEF

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

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

mail: rajasekhar_syte@kluniversity.in)

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

Mail to: Dean (Quality)

Individuals concerned

Thanks & Regards



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

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

Agenda:

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

Members Present:

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

Members Absent.

NIL

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

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

NIL as there are no grievances raised during last month.

Discussion on Agenda Items:

Agenda Item-1:

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

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

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


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

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

Dt:21.12.2022

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

CIRCULAR

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

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

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

Agenda:

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

S.No	Name of the Member	Department	Nominated as
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19	Dr. Ch. Lakshmana Rao	BBA LLB	Member
20	A.Teja Sree	180031342, CSE	Student member
21	B.I.avanya	180541187, BBA	Student member
22	G. Tharun Vardhan	180160008, B.Arch	Student member
23	P. Sai Nikith Reddy	180040484, ECE	Student member
24	B. Sai Bhumika Reddy	190010106, BT	Student member
25	I. Pavan Teja	190030603, CSE	Student member
26	M.V.S.S Akhil	190070067, Mech	Student member
27	A.Nivas	2000031648, CSE	Student member
28	G . Jahnavi	2000040526, ECE	Student member
29	N. Sai Chaitanya Reddy	2000550031, B.Com (Honors)	Student member

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


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Guntur District, Andhra Pradesh.

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

Mail to: Dean (Quality)

Individuals concerned

Thanks & Regards



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

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

Agenda:

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

Members Present:

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

Members Absent.

Nil

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

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

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

Grievance raised by
me is Resolved on 28/11/2022
N. Sanku [REDACTED]

Discussion on Agenda Items:

Agenda Item-1: Discussion on Grievances raised.

A first-year female ECS student submitted a written complaint on **23/12/2022** to the Dean of Student Affairs. She recounted an incident where she inadvertently left her scarf behind at the hostel while heading to campus with friends for corrections. Subsequently, a vigilance officer raised his voice at her in front of a considerable number of people.

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

There is no other items for discussion.

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



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

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



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

Dt:23.01.2023

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

CIRCULAR

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

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

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

Agenda:

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

S.No	Name of the Member	Department	Nominated as
1	Dr.Ch Hanumantha Rao	Dean SA	Convener
2	Dr.M.Vasujadevi	Associate Dean SA	Co-convener
3	Dr.Habibulla Khan	Advisor, Student Affairs	Member
4	Dr.N.Venkatram	Pro-Vice chancellor	Member
5	Dr. L. Jayasree	Retd. Professor, Ombuds-Person	Member
6	Dr. Ali Baig	ECE	Member
7	Dr.T.Santhi Sri	CSE	Member
8	Mrs. K Sarada	EEE	Member
9	Dr. P. Gopi Krishna	ECM	Member
10	Mr Nitin Ralph Pochont	MECH	Member
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13	Dr. R. Pradeep	BBA/MBA	Member
14	Md Abdul Mannan	BCA	Member
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27	A.Nivas	2000031648, CSE	Student member
28	G . Jahnvi	2000040526, ECE	Student member
29	N. Sai Chaitanya Reddy	2000550031, B.Com (Honors)	Student member

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


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

Mail to: Dean (Quality)

Individuals concerned

Thanks & Regards



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

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

Agenda:

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

Members Present:

S.No	Name of the Member	Department	Nominated as
1	Dr.Ch Hanumantha Rao	Dean SA	Convener
2	Dr.M.Vasujadevi	Associate Dean SA	Co-convener
3	Dr.Habibulla Khan	Advisor, Student Affairs	Member
4	Dr.N.Venkatram	Pro-Vice chancellor	Member
5	Dr. Ali Baig	ECE	Member
6	Dr.T.Santhi Sri	CSE	Member
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8	Dr. P. Gopi Krishna	ECM	Member
9	Mr Nitin Ralph Pochont	MECH	Member
10	Dr. M.Sudha Mani	BT	Member
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13	Md Abdul Mannan	BCA	Member
14	Dr. B. Nagalakshmi	B Com-H	Member
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19	A.Teja Sree	180031342. CSE	Student
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26	A.Nivas	2000031648. CSE	Student
27	G. Jahnvi	2000040526. ECE	Student
28	N. Sai Chaitanya Reddy	2000550031. B.Com (Honors)	Student

Members Absent.

Nil

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

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

A first-year female ECS student submitted a written complaint on **23/12/2022** to the Dean of Student Affairs. She recounted an incident where she inadvertently left her scarf behind at the hostel while heading to campus with friends for corrections. Subsequently, a vigilance officer raised his voice at her in front of a considerable number of people. This incident deeply upset her, prompting her to address the matter in her letter to the Dean Student Affairs on **27/12/2022**, the Dean of Student Affairs, along with GRC members, conducted a thorough investigation into the incident to gather all pertinent information and comprehend the circumstances surrounding the vigilance officer's behaviour. The vigilance officer involved was counselled regarding their behaviour and was also instructed to interact smoothly with students, particularly female students. It was also noted that he was newly recruited. **This issue was resolved within a 1 day of time frame as the concerned vigilance officer is on leave for Three and half days**

Grievance registered by me is resolved.



Discussion on Agenda Items:

Agenda Item-1: Discussion on grievances Received.

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

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

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



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

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



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

Dt:17.02.2023

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

CIRCULAR

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

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

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

Agenda:

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

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



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Individuals concerned

Thanks & Regards

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

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

Agenda:

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

Members Present:

S.No	Name of the Member	Department	Nominated as
1	Dr.Ch Hanumantha Rao	Dean SA	Convener
2	Dr.M.Vasujadevi	Associate Dean SA	Co-convener
3	Dr.Habibulla Khan	Advisor, Student Affairs	Member
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10	Dr. M.Sudha Mani	BT	Member
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12	Dr. B. Nagalakshmi	B Com-H	Member
13	Mr. V. Varun	B Arch	Member
14	Dr. M. Narender	B Pharm	Member
15	Mr. J.V.Sridhar Patnala	B Sc VC, BFA	Member
16	Dr. Ch. Lakshmana Rao	BBA LLB	Member
17	A.Teja Sree	180031342, CSE	Student member
18	B.Lavanya	180541187, BBA	Student member
19	G. Tharun Vardhan	180160008, B.Arch	Student member
20	I. Pavan Teja	190030603, CSE	Student member
21	M.V.S.S Akhil	190070067, Mech	Student member
22	A.Nivas	2000031648, CSE	Student member
23	G. Jahnvi	2000040526, ECE	Student member
24	N. Sai Chaitanya Reddy	2000550031, B.Com (Honors)	Student member

Members Absent.

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

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

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

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

Grievance raised by me
is Resolved on

25/1/2023

G7 [Redacted]

Discussion on Agenda Items:

Agenda Item-1: Discussion on Grievance Raised

No grievances are raised during this month.

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

There are no other items for discussion.

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

Chh
21/1/2023

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

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



Koneru Lakshmaiah Education Foundation

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

Dt:21.03.2023

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

CIRCULAR

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

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

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

Agenda:

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

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

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


REGISTRAR
Koneru Lakshminiah Education Foundation
(Deemed to be University)
Green Fields, VADDESWARAM-522302
Guntur District, Andhra Pradesh.

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KLEF

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Student Affairs / Student Welfare / Examinations

Mail to: Librarian

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

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

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

Mail to: Webmaster-Mr.LV

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

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

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

Mail to: Dean (Quality)

Individuals concerned

Thanks & Regards



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

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

Agenda:

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

Members Present:

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

Members Absent.

NIL

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

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

No complaints have been raised in the last month.

Discussion on Agenda Items:

Agenda Item-1: Discussion on grievances raised.

No complaints raised in the current month.

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

There is no other items for discussion.

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



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

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



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

Dt:18.04.2023

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

CIRCULAR

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

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

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

Agenda:

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

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

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



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Mail to: Dean (Quality)

Individuals concerned

Thanks & Regards



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

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

Agenda:

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

Members Present:

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

Members Absent.

NIL

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

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

NIL as there are no grievances raised during last month.

Discussion on Agenda Items:

Agenda Item-1:

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

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

There are no other items for discussion.

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

CRH
20/4/23

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

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

Dt:24.05.2023

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

CIRCULAR

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

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

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

Agenda:

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

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

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


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

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

Mail to: Dean (Quality)

Individuals concerned

Thanks & Regards



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

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

Agenda:

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

Members Present:

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

Members Absent.

NIL

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

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

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

Grievance raised by me
is resolved on 21/4/23

 [REDACTED]

Discussion on Agenda Items:

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

NIL as there are no grievances during this month.

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

There are no other items for discussion.

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


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

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