



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, Governorpet, Vijayawada - 520 002. Ph: +91 - 866 - 3500122, 2576129

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

Date: 18-07-2022

Orders of the Hon'ble Vice-Chancellor dt. 18-07-2022

CIRCULAR

Sub: Meeting with ICC/POSH Members on 21-07-2022 – Reg.

Ref: Letter dated 18-07-2022 from Dr. G. Pradeepini, Convener-Internal Complaints committee/POSH Committee.

This is to inform that Internal Complaints Committee (ICC)/Prevention of Sexual Harassment (POSH) meeting is scheduled to be convened on **21-07-2022 from 2.00 P.M to 3:00 P.M.** The meeting will be conducted in **C-106.**

ICC/POSH Members Meeting

Agenda Items:

1. Facilitating an orientation session for recently enrolled students and faculty members to educate them on the functions and duties of the ICC/POSH.
2. Developing a strategy to arrange diverse workshops and seminars focused on fostering gender awareness and addressing issues related to sexual harassment.
3. Revision of the process and structure for lodging internal complaints.
4. Grievances/Discrimination reported by the students or faculty.
5. Any other item with the permission of the chair.

The following Members are directed to attend the meeting, without fail.

Sl. No.	Name of the Faculty Member	Designation	Nominated as
1	Dr G Pradeepini	Professor, CSE	Convener
2	Prof. L. Jaya Sree	University Ombuds Person	Co Convener
3	Dr Ch. Hanumantha Rao	Dean (SA)	Member
4	Ar. A Priya	Assoc. Professor, Architecture	Member
5	Dr P V Chalapathi	Dean F&SA	Member
6	Dr P. Sailaja	Assoc. Professor, Law	Member
7	Dr. B Keerthi	President, Vasavya Mahila Mandali	Member
8	Ms. P Subhashini	Executive Member, Vasavya MahilaMandali	Member

Sl. No.	Name of the Faculty Member	Designation	Nominated as
9	Ms. G Geetha Ravali	183060021, Research Scholar, Dept. of EEE	Student Member
10	Ms. Krishna Chaitanya D	2101150005, CSE, M.Tech	Student Member
11	Mr. Sushant Ghimire	2000070087, ME	Student Member
12	Ms. Yadlapalli Kavyasri	2000040163, ECE	Student Member
13	Ms. Dushimimana Assoumpta	2000020049, CE	Student Member
14	Ms. V Lahari	2000560009, BBA	Student Member
15	Ms. I Niharika	190570010, BA IAS	Student Member
16	Ms. M Nivedhitha	2000530017, Pharmacy B	Student Member
17	Ms. B Meghana	190160010, B Arch	Student Member
18	Ms. Bhavana V	2100520001, BCA	Student Member
19	Ms. M Preethi	2000600015, BHM	Student Member
20	Ms. Ashwini Goyal	2000550002, Commerce	Student Member
21	Ms. Koneru Lasya	180550028, LLB	Student Member
22	Ms. Josyula Lakshmi Gayatri	2000620056, Agriculture	Student Member
23	Mrs K Durga	Office Assistant	Member
24	Mr D Siva Rama Krishna	Office Assistant	Member

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


REGISTRAR

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

Mail & Hard copy to: Hon'ble Pro Chancellor

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

Mail & Hard copy to: Pro Vice-Chancellors

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

Mail to: Special Officer -Dr.A. Vani

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

'Mail to: All Advisors / All Deans / All Principals / All Vice-Principals / All Sr.Directors / All Directors / All Additional Deans /

All Associate Deans / Deputy Deans / PR Head

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

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

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

Mail to: Principal-CoE..Dr.K.SubbaRao / Coordinator-FED/Vice-Principals

Mail to: HoDs.. BT / CE / CSE (Honours) / CSE / Comp.Engg. & ECM / ECE / EEE / ME

HoDs..Mathematics / Physics / Chemistry / CSA

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

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

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

Vice-Principal / Director / Deputy Director

Mail to: KL H HoDs.. AI&DS / CSE / ECE / BES / FED Coordinator / Business School

Mail to: KL H Associate Deans..P&D / R&D / Academics / IQAC / F&SA / Skill Development / Student Progression & Training /

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



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, Gopompa, Vijayawada - 520 002 Ph: +91 - 866 - 3500122, 2576129

OFFICE OF DEAN STUDENT AFFAIRS

Internal Complaints Committee/Prevention of Sexual Harassment Committee (ICC)

MINUTES OF THE MEETING HELD AT C-106

Meeting No.	1	Date	21.07.2022
Academic Year	2022-23	Time	2.00 P.M

Members PRESENT:

Sl. No.	Name of the Faculty Member	Designation	Nominated as	Signature
1	Dr G Pradeepini	Professor, CSE	Convenor	G. Pradeepini
2	Prof. L. Jaya Sree	University Ombuds Person	Co Convener	L. Jaya Sree
3	Dr Ch. Hanumantha Rao	Dean (SA)	Member	Ch. Hanumantha Rao
4	Ar. A Priya	Asso Professor, Architecture	Member	Ar. A Priya
5	Dr P V Chalapathi	Dean F&SA	Member	P. V. Chalapathi
6	Dr P. Sailaja	Asso Professor, Law	Member	P. Sailaja
7	Dr. B Keerthi	President, Vasavya Mahila Mandali	Member	B. Keerthi
8	Ms. P Subhashini	Executive Member, Vasavya Mahila Mandali	Member	P. Subhashini
9	Ms. G Geetha Ravali	183060021, Research Scholar, Dept. of EEE	Student Member	G. Geetha Ravali
10	Ms. D Krishna Chaitanya	2101150005, CSE, M.Tech	Student Member	D. Krishna Chaitanya
11	Mr. Sushant Ghimire	2000070087, ME	Student Member	Sushant Ghimire
12	Ms. Yadlapalli Kavyasri	2000040163, ECE	Student Member	Yadlapalli Kavyasri
13	Ms. Dushimimana Assou mpta	2000020049, CE	Student Member	Dushimimana Assou mpta
14	Ms. V Lahari	2000560009, BBA	Student Member	V. Lahari
15	Ms. I Niharika	190570010, BA IAS	Student Member	I. Niharika
16	Ms. Bhavana V	2100520001, BCA	Student Member	Bhavana V
17	Ms. M Preethi	2000600015, BHM	Student Member	M. Preethi
18	Ms. Ashwini Goyal	2000550002, Commerce	Student Member	Ashwini Goyal

Sl. No.	Name of the Faculty Member	Designation	Nominated as	Signature
19	Ms. Koneru Lasya	180550028, LLB	Student Member	K. Lasya
20	Ms. Josyula Lakshmi Gayatri	2000620056, Agriculture	Student Member	JOS
21	Mrs K Durga	Office Assistant	Member	K. Durga
22	Mr D Siva Rama Krishna	Office Assistant	Member	Siva Ramakrishna

Members Absent: The following members were granted leave of absence.

- 1) Ms. M Nivedhitha, 2000530017, B Pharmacy-Student Member
- 2) Ms.B. Meghana, 190160010, B Arch-Student Member

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

Dr. G. Pradeepini, the Convener of the Internal Complaints Committee/POSH, extended a warm welcome to all committee members. She initiated the meeting by providing an overview of the ICC's responsibilities in addressing internal complaints concerning harassment and discrimination within the institution. The members were acquainted with the ICC's purpose and the crucial importance of fostering a secure and inclusive environment for both students and staff.

Subsequently, the committee delved into a comprehensive discussion regarding the procedures for reporting instances of harassment or discrimination within the institution. The emphasis was placed on the protocols designed to safeguard the confidentiality of complainants and the significance of creating a supportive environment conducive to reporting such incidents.

Discussion on Agenda Items:

Agenda item-1: Facilitating an orientation session for recently enrolled students and faculty members to educate them on the functions and duties of the ICC.

Dr. G. Pradeepini emphasized the significance of raising awareness within the community about the repercussions of harassment and discrimination, as well as the responsibility of every member in nurturing a culture of respect within the University.

Agenda item-2: Developing a strategy to arrange diverse workshops and seminars focused on fostering gender awareness and addressing issues related to sexual harassment.

The committee deliberated on proposing a plan of action for organizing activities aimed at gender sensitization for both faculty and students. It was decided to arrange workshops and seminars throughout this academic year in collaboration with the Women Development Cell / Women's Forum. Finalizing the dates for these events is now on the agenda.

Agenda item-3: Review of procedure and format for raising internal complaints.

The current policies and procedures concerning internal complaint resolution, including the institution's code of conduct and applicable legal frameworks, were examined. An outline of the reporting channels and assistance services accessible to complainants was presented. It was decided to assign the task of reviewing the process and structure for filing internal complaints to Ar. A. Priya, the Head of the Department of Architecture.

General Information:

Name: _____ Date: _____

_____ Undergraduate Student _____ Graduate Student _____ Staff _____ Faculty

Current Address: _____

Telephone Number: _____ Home _____ Cell _____

Email address: _____

Incident Report

Alleged Offender's Name: _____

Alleged Offender: _____ Faculty _____ Staff _____ Student _____ Other _____

Department: _____

Description of the alleged sexual harassment. Describe each incident of harassment separately and with much detail as possible, including dates and locations for each incident. If you cannot remember exact dates, include approximate dates to the best of your recollection. (Use as many pages as necessary).

Agenda Item-4: Grievances/Discrimination reported by the students or faculty
Nil

Agenda item-5: Any other item, with the permission of the Chair

There are no other items for discussion.

The meeting was concluded with the Convener thanking the members for their cooperation.

G. Pradeepini
Chairperson – ICC/POSH
(Dr G Pradeepini)



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: 2B-3B-3B, Museum Road, Gopemopal, Vijayawada - 520 002. Ph: +91 - 888 - 3500122, 2576129

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

Date: 05-10-2022

Orders of the Hon'ble Vice-Chancellor dt. 05-10-2022

CIRCULAR

Sub: Meeting with ICC/POSH Members on 07-10-2022 – Reg.

Ref: Letter dated 05-10-2022 from Dr G Pradeepini, Convener-Internal Complaints Committee/POSH Committee.

This is to inform that Internal Complaints Committee (ICC)/POSH Committee meeting is scheduled to be convened on **07-10-2022 from 2:00 P.M to 2:30 P.M.** The meeting will be conducted in **C-106.**

ICC/POSH Members Meeting

Agenda Items:

1. Arrangement of Display boards of ICC members list at prominent places of the university.
2. Discussion on Internal Complaints received and action taken.

The following Members are directed to attend the meeting, without fail.

S.No	Name of the Faculty Member	Designation	Nominated as
1	Dr G Pradeepini	Professor, CSE	Convener
2	Prof. L. Jaya Sree	University Ombuds Person	Co Convener
3	Dr Ch. Hanumantha Rao	Dean (SA)	Member
4	Ar. A Priya	Asso Professor, Architecture	Member
5	Dr P V Chalapathi	Dean F&SA	Member
6	Dr P. Sailaja	Asso Professor, Law	Member
7	Dr. B Keerthi	President, Vasavya Mahila Mandali	Member
8	Ms. P Subhashini	Executive Member, VasavyaMahila Mandali	Member
9	Ms. G Geetha Ravali	183060021, Research Scholar, Dept. of EEE	Student Member

S.No	Name of the Faculty Member	Designation	Nominated as
10	Ms. Krishna Chaitanya D	2101150005, CSE, M.Tech	Student Member
11	Mr. Sushant Ghimire	2000070087, ME	Student Member
12	Ms. Yadlapalli Kavyasri	2000040163, ECE	Student Member
13	Ms. Dushimimana Assoumpta	2000020049, CE	Student Member
14	Ms. V Lahari	2000560009, BBA	Student Member
15	Ms. I Niharika	190570010, BA IAS	Student Member
16	Ms. M Nivedhitha	2000530017, B Pharmacy	Student Member
17	Ms. B Meghana	190160010, B Arch	Student Member
18	Ms. Bhavana V	2100520001, BCA	Student Member
19	Ms. M Preethi	2000600015, BHM	Student Member
20	Ms. Ashwini Goyal	2000550002, Commerce	Student Member
21	Ms. Koneru Lasya	180550028, LLB	Student Member
22	Ms. Josyula Lakshmi Gayatri	2000620056, Agriculture	Student Member
23	Mrs K Durga	Office Assistant	Member
24	Mr D Siva Rama Krishna	Office Assistant	Member

The HoDs are requested to ensure that this information is brought to the notice of the Faculty 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

Mail & Hard copy to: Hon'ble Pro Chancellor

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

Mail & Hard copy to: Pro Vice-Chancellors

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

Mail to: Special Officer -Dr.A. Vani

Mail to: All Advisors / All Deans / All Principals / All Vice-Principals / All Sr.Directors / All Directors / All Additional Deans /

Joyaduru

REGISTRAR
 REGISTRAR

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

All Associate Deans / Deputy Deans / PR Head
Mail to: Controller of Examinations-Dr.A.S.C.S.Sastry
Mail to: Joint Registrar / Deputy Registrar / Sr.Manager (Alumni Relations) & AR-Sri
A.Krishna Rao / AR-Dr.MVAL Narasimha Rao
Mail to: Advisor – NAAC & Hyderabad Operations - Prof. K.Koteswara Rao
Mail to: Principal-CoE..Dr.K.SubbaRao / Coordinator-FED/Vice-Principals
Mail to: HoDs.. BT / CE / CSE (Honours) / CSE / Comp.Engg. & ECM / ECE / EEE / ME
HoDs..Mathematics / Physics / Chemistry / CSA
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
Mail to: All Dy. HoDs / All Alt. HoDs
Mail to: KL H - Principal Off Campus Centre, Aziz Nagar Campus / KL H - Principal Off
Campus Centre, Bowrampet
Vice-Principal / Director / Deputy Director
Mail to: KL H HoDs.. AI&DS / CSE / ECE / BES / FED Coordinator / Business School
Mail to: KL H Associate Deans..P&D / R&D / Academics / IQAC / F&SA / Skill
Development / Student Progression & Training /
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



Koneru Lakshmalah 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, Govemorpet, Vijayawada - 520 002. Ph: +91 - 866 - 3500122, 2576129

OFFICE OF DEAN STUDENT AFFAIRS Internal Complaints Committee (ICC) /POSH Committee MINUTES OF THE MEETING HELD AT ROOM NO. C106

Meeting No.	2	Date	07.10.2022
Academic Year	2022-23	Time	2.00 P.M

Members Present:

Sl. No.	Name of the Faculty Member	Designation	Nominated as	Signature
1	Dr G Pradeepini	Professor, CSE	Convenor	G. Pradeepini
2	Prof. L. Jaya Sree	University Ombuds Person	Co Convener	L. Jaya
3	Dr Ch. Hanumantha Rao	Dean (SA)	Member	CH
4	Ar. A Priya	Asso Professor, Architecture	Member	Priya
5	Dr P V Chalapathi	Dean F&SA	Member	Chalapati
6	Dr P. Sailaja	Asso Professor, Law	Member	Sailaja
7	Dr. B Keerthi	President, Vasavya Mahila Mandali	Member	Keerthi
8	Ms. P Subhashini	Executive Member, Vasavya Mahila Mandali	Member	P. Subh
9	Ms. G Geetha Ravali	183060021, Research Scholar, Dept. of EEE	Student Member	G. Geetha Ravali
10	Ms. D Krishna Chaitanya	2101150005, CSE, M.Tech	Student Member	D. Krishna
11	Mr. Sushant Ghimire	2000070087, ME	Student Member	S. Ghimire
12	Ms. Yadlapalli Kavyasri	2000040163, ECE	Student Member	Y. Kavyasri
13	Ms. Dushimimana Assou mpta	2000020049, CE	Student Member	D. Assou
14	Ms. V Lahari	2000560009, BBA	Student Member	Lahari
15	Ms. I Niharika	190570010, BA IAS	Student Member	I. Niharika
16	Ms. M Nivedhitha	2000530017, B Pharmacy	Student Member	M. Nivedhitha
17	Ms. B Meghana	190160010, B Arch	Student Member	B. Meghana
18	Ms. Bhavana V	2100520001, BCA	Student Member	Bhavana

Sl. No.	Name of the Faculty Member	Designation	Nominated as	Signature
19	Ms. M Preethi	2000600015, BHM	Student Member	M. Preethi
20	Ms. Ashwini Goyal	2000550002, Commerce	Student Member	Ashwini
21	Ms. Koneru Lasya	180550028, LLB	Student Member	K. Lasya
22	Ms. Josyula Lakshmi Gayatri	2000620056, Agriculture	Student Member	JLG
23	Mrs K Durga	Office Assistant	Member	K. Durga
24	Mr D Siva Rama Krishna	Office Assistant	Member	Sivarama Krishna

Members Absent: Nil

Dr. G. Pradeepini, Convener Internal Complaints Committee/POSH Committee welcomed the committee members.

Action taken report of last meeting:

1. A orientation session was conducted for recently enrolled female students and faculty members by senior faculty and committee members.
2. Plans for activities to be conducted during the semester were discussed and endorsed. The list of activities includes:
 - a) Workshop on Ending Violence against Women
 - b) Promoting Gender Justice in the Workplace
 - c) Enhancing Women's Safety, Security, and Awareness of Threats
 - d) Raising Awareness about the POSH Act
3. Additionally, a form for lodging sexual harassment complaints was developed.

Discussion on Agenda Items:

Agenda item-1: Arrangement of Display boards of ICC members list at prominent places of the university.

The committee stressed the importance of raising awareness by prominently displaying ICC members' details, including their names, contacts, and emails. It was proposed to affix this information in areas such as offices, cafeterias, washrooms, and department offices, where both employees and female students are likely to frequent and notice.

Agenda item-2: Discussion on Internal Complaints received and action taken.

Dr. Pradeepini notified the members that there had been no complaints from female students. She expressed gratitude to the members for their committed efforts and hoped for continued support in the future.

The meeting was concluded with the Convener thanking the members for their cooperation.

G. Pradeepini
Convener -ICC
(Dr G Pradeepini)



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 8845 - 350 200; www.klef.ac.in; www.klef.edu.in; www.kluniversity.in
Admin Off: 29-36-36, Museum Road, Gopomrpet, Vijayawada - 520 002. Ph: +91 - 886 - 3500122, 2576128

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

Date: 29-12-2022

Orders of the Hon'ble Vice-Chancellor dt. 29-12-2022

CIRCULAR

Sub: Meeting with ICC/POSH Members on 02-01-2023 – Reg.

Ref: Letter dated 29-12-2022 Dr G Pradeepini, Convener-Internal Complaints Committee/POSH Committee.

This is to inform that Internal Complaints Committee (ICC) meeting is scheduled to be convened on **02-01-2023 from 3.00 pm to 3.30 pm**. The meeting will be conducted in **Rose Hall**.

Agenda Items:

1. Conversations regarding the seminars and workshops scheduled for January 4th, 2023, and the upcoming POSH Act awareness program slated for February were held.
2. Any other item, with the permission of the Chair.

The following Members are directed to attend the meeting, without fail.

S.No	Name of the Faculty Member	Designation	Nominated as
1	Dr G Pradeepini	Professor, CSE	Convener
2	Prof. L. Jaya Sree	University Ombuds Person	Co Convener
3	Dr Ch. Hanumantha Rao	Dean (SA)	Member
4	Ar. A Priya	Asso Professor, Architecture	Member
5	Dr P V Chalapathi	Dean F&SA	Member
6	Dr P. Sailaja	Asso Professor, Law	Member
7	Dr. B Keerthi	President, Vasavya Mahila Mandali	Member
8	Ms. P Subhashini	Executive Member, VasavyaMahila Mandali	Member
9	Ms. G Geetha Ravali	183060021, Research Scholar, Dept. of EEE	Student Member

S.No	Name of the Faculty Member	Designation	Nominated as
10	Ms. Krishna Chaitanya D	2101150005, CSE, M.Tech	Student Member
11	Mr. Ghimire Sushant	2000070087, ME	Student Member
12	Ms. Yadlapalli Kavyasri	2000040163, ECE	Student Member
13	Ms. Dushimimana Assoumpta	2000020049, CE	Student Member
14	Ms. V Lahari	2000560009, BBA	Student Member
15	Ms. I Niharika	190570010, BA IAS	Student Member
16	Ms. M Nivedhitha	2000530017, Pharmacy B	Student Member
17	Ms. B Meghana	190160010, B Arch	Student Member
18	Ms. Bhavana V	2100520001, BCA	Student Member
19	Ms. M Preethi	2000600015, BHM	Student Member
20	Ms. Ashwini Goyal	2000550002, Commerce	Student Member
21	Ms. Koneru Lasya	180550028, LLB	Student Member
22	Ms. Josyula Lakshmi Gayatri	2000620056, Agriculture	Student Member
23	Mrs K Durga	Office Assistant	Member
24	Mr D Siva Rama Krishna	Office Assistant	Member

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



REGISTRAR

REGISTRAR

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

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

Mail & Hard copy to: Hon'ble Pro Chancellor

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

Mail & Hard copy to: Pro Vice-Chancellors

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

Mail to: Special Officer -Dr.A. Vani

Mail to: All Advisors / All Deans / All Principals / All Vice-Principals / All Sr.Directors / All Directors / All Additional Deans /

All Associate Deans / Deputy Deans / PR Head

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

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

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

Mail to: Principal-CoE..Dr.K.SubbaRao / Coordinator-FED/Vice-Principals

Mail to: HoDs.. BT / CE / CSE (Honours) / CSE / Comp.Engg. & ECM / ECE / EEE / ME

HoDs..Mathematics / Physics / Chemistry / CSA

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

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

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

Vice-Principal / Director / Deputy Director

Mail to: KL H HoDs.. AI&DS / CSE / ECE / BES / FED Coordinator / Business School

Mail to: KL H Associate Deans..P&D / R&D / Academics / IQAC / F&SA / Skill Development / Student Progression & Training /

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



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: 29-36-36, Museum Road, Governorpet, Vijayawada - 520 002. Ph: +91 - 866 - 3500122, 2576129

OFFICE OF DEAN STUDENT AFFAIRS Internal Complaints Committee (ICC) MINUTES OF THE MEETING HELD AT ROSE HALL

Meeting No:	3	Date	02.01.2023
Academic Year	2022-23	Time	03.00 PM

Members Present:

Sl. No.	Name of the Faculty Member	Designation	Nominated as	Signature
1	Dr G Pradeepini	Professor, CSE	Convenor	G. Pradeepini
2	Prof. L. Jaya Sree	University Ombuds Person	Co Convener	L. Jaya Sree
3	Dr Ch. Hanumantha Rao	Dean (SA)	Member	Ch. Hanumantha Rao
4	Ar. A Priya	Asso Professor, Architecture	Member	Priya
5	Dr P V Chalapathi	Dean F&SA	Member	Chalapati
6	Dr P. Sailaja	Asso Professor, Law	Member	Sailaja
7	Dr. B Keerthi	President, Vasavya Mahila Mandali	Member	Keerthi
8	Ms. P Subhashini	Executive Member, Vasavya Mahila Mandali	Member	P. Subhashini
9	Ms. G Geetha Ravali	183060021, Research Scholar, Dept. of EEE	Student Member	G. Geetha Ravali
10	Ms. D Krishna Chaitanya	2101150005, CSE, M.Tech	Student Member	D. Krishna Chaitanya
11	Mr. Sushant Ghimire	2000070087, ME	Student Member	Sushant Ghimire
12	Ms. Dushimimana Assou mpta	2000020049, CE	Student Member	Dushimimana Assou mpta
13	Ms. V Lahari	2000560009, BBA	Student Member	Lahari
14	Ms. I Niharika	190570010, BA IAS	Student Member	I. Niharika
15	Ms. M Nivedhitha	2000530017, B Pharmacy	Student Member	M. Nivedhitha
16	Ms. B Meghana	190160010, B Arch	Student Member	B. Meghana
17	Ms. Bhavana V	2100520001, BCA	Student Member	Bhavana V
18	Ms. M Preethi	2000600015, BHM	Student Member	M. Preethi
19	Ms. Ashwini Goyal	2000550002, Commerce	Student Member	Ashwini Goyal

Sl. No.	Name of the Faculty Member	Designation	Nominated as	Signature
20	Ms. Koncru Lasya	180550028, LLB	Student Member	K. Lasya
21	Ms. Josyula Lakshmi Gayatri	2000620056, Agriculture	Student Member	JOS
22	Mrs K Durga	Office Assistant	Member	K. Durga
23	Mr D Siva Rama Krishna	Office Assistant	Member	Sivarama Krishna

Dr. G. Pradeepini, Convener Internal Complaints Committee welcomed the committee members.

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

Dr. Pradeepini initiated the meeting by providing an overview of the ICC's responsibilities in addressing internal complaints concerning harassment and discrimination within the institution. Display boards featuring ICC/POSH members have been set up at prominent locations around the university.

Discussion on Agenda Items:

Agenda item-1: Conversations regarding the seminars and workshops scheduled for January 4th, 2023, and the upcoming POSH Act awareness program slated for February were held.

Committee members conversed about the workshop scheduled for January 4th, 2023, and outlined the action plan for the forthcoming POSH Act awareness program set to take place in February.

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 Convener thanking the members for their cooperation.

G. Pradeepini

**CONVENER- ICC/POSH
(Dr G Pradeepini)**



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, Governorpet, Vijayawada - 520 002. Ph: +91 - 866 - 3600122; 2576129

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

Date: 03-04-2023

Orders of the Hon'ble Vice-Chancellor dt. 03-04-2023

CIRCULAR

Sub: Meeting with ICC Members on 06-04-2023 – Reg.

Ref: Letter dated 03-04-2023 from Dr G Pradeepini, Convener-ICC/POSH Committee.

This is to inform that Internal Complaints Committee (ICC) meeting is scheduled to be convened on **06-04-2023 from 2.30 P.M to 3.00 P.M.** The meeting will be conducted in **Jasmine Hall.**

Agenda Items:

1. To place handbook on Sexual harassment of Women at work place in university women's forum website.
2. Any other item, with the permission of the Chair.

The following Members are directed to attend the meeting, without fail.

S.No	Name of the Faculty Member	Designation	Nominated as
1	Dr G Pradeepini	Professor, CSE	Convener
2	Prof. L. Jaya Sree	University Ombuds Person	Co Convener
3	Dr Ch. Hanumantha Rao	Dean (SA)	Member
4	Ar. A Priya	Asso Professor, Architecture	Member
5	Dr P V Chalapathi	Dean F&SA	Member
6	Dr P. Sailaja	Asso Professor, Law	Member
7	Dr. B Keerthi	President, Vasavya Mahila Mandali	Member
8	Ms. P Subhashini	Executive Member, Vasavya Mahila Mandali	Member
9	Ms. G Geetha Ravali	183060021, Research Scholar, Dept. of EEE	Student Member
10	Ms. D	2101150005,	Student

S.No	Name of the Faculty Member	Designation	Nominated as
	Krishna Chaitanya	CSE, M.Tech	Member
11	Mr. Sushant Ghimire	2000070087, MF	Student Member
12	Ms. Yadlapalli Kavyasri	2000040163, ECE	Student Member
13	Ms. Dushimimana Assoumpta	2000020049, CE	Student Member
14	Ms. V Lahari	2000560009, BBA	Student Member
15	Ms. I Niharika	190570010, BA IAS	Student Member
16	Ms. M Nivedhitha	2000530017, Pharmacy	B Student Member
17	Ms. B Meghana	190160010, B Arch	Student Member
18	Ms. Bhavana V	2100520001, BCA	Student Member
19	Ms. M Preethi	2000600015, BHM	Student Member
20	Ms. Ashwini Goyal	2000550002, Commerce	Student Member
21	Ms. Koneru Lasya	180550028, LLB	Student Member
22	Ms. Josyula Lakshmi Gayatri	2000620056, Agriculture	Student Member
23	Mrs K Durga	Office Assistant	Member
24	Mr D Siva Rama Krishna	Office Assistant	Member

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


REGISTRAR

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

Mail to: Hon'ble Vice-Presidents,
KLEF

Mail & Hard copy to: Hon'ble Pro Chancellor

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

Mail & Hard copy to: Pro Vice-Chancellors

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

Mail to: Special Officer -Dr.A. Vani

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

Mail to: All Advisors / All Deans / All Principals / All Vice-Principals / All Sr.Directors / All Directors / All Additional Deans /

All Associate Deans / Deputy Deans / PR Head

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

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

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

Mail to: Principal-CoE..Dr.K.SubbaRao / Coordinator-FED/Vice-Principals

Mail to: HoDs.. BT / CE / CSE (Honours) / CSE / Comp.Engg. & ECM / ECE / EEE / ME

HoDs..Mathematics / Physics / Chemistry / CSA

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

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

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

Vice-Principal / Director / Deputy Director

Mail to: KL H HoDs.. AI&DS / CSE / ECE / BES / FED Coordinator / Business School

Mail to: KL H Associate Deans..P&D / R&D / Academics / IQAC / F&SA / Skill Development / Student Progression & Training /

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



Koneru Lakshmalah 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: 28-36-38, Museum Road, Govemorpet, Vijayawada - 520 002. Ph: +91 - 866 - 3500122, 2576129

OFFICE OF DEAN STUDENT AFFAIRS Internal Complaints Committee (ICC)/POSH Committee MINUTES OF THE MEETING HELD AT JASMINE HALL

Meeting No.	4	Date	06.04.2023
Academic Year	2022-23	Time	03.30 PM

Members Present:

Sl. No.	Name of the Faculty Member	Designation	Nominated as	Signature
1	Dr G Pradeepini	Professor, CSE	Convenor	G. Pradeepini
2	Prof. L. Jaya Sree	University Ombuds Person	Co Convener	L. Jaya
3	Dr Ch. Hanumantha Rao	Dean (SA)	Member	Ch. Rao
4	Ar. A Priya	Asso Professor, Architecture	Member	Ar. A Priya
5	Dr P V Chalapathi	Dean F&SA	Member	P. V. Chalapathi
6	Dr P. Sailaja	Asso Professor, Law	Member	P. Sailaja
7	Dr. B Keerthi	President, Vasavya Mahila Mandali	Member	B. Keerthi
8	Ms. P Subhashini	Executive Member, Vasavya Mahila Mandali	Member	P. Subhashini
9	Ms. G Geetha Ravali	183060021, Research Scholar, Dept. of EEE	Student Member	G. Geetha Ravali
10	Ms. D Krishna Chaitanya	2101150005, CSE, M.Tech	Student Member	D. Krishna Chaitanya
11	Mr. Sushant Ghimire	2000070087, ME	Student Member	S. Ghimire
12	Ms. Yadlapalli Kavyasri	2000040163, ECE	Student Member	Y. Kavyasri
13	Ms. Dushimimana Assou mpta	2000020049, CE	Student Member	D. Assou mpta
14	Ms. V Lahari	2000560009, BBA	Student Member	V. Lahari
15	Ms. I Niharika	190570010, BA IAS	Student Member	I. Niharika
16	Ms. M Nivedhitha	2000530017, B Pharmacy	Student Member	M. Nivedhitha
17	Ms. B Meghana	190160010, B Arch	Student Member	B. Meghana
18	Ms. Bhavana V	2100520001, BCA	Student Member	Bhavana V

Sl. No.	Name of the Faculty Member	Designation	Nominated as	Signature
19	Ms. M Precethi	2000600015, BHM	Student Member	M. Precethi
20	Ms. Ashwini Goyal	2000550002, Commerce	Student Member	Ashwini
21	Ms. Koneru Lasya	180550028, LLB	Student Member	K. Lasya
22	Ms. Josyula Lakshmi Gayatri	2000620056, Agriculture	Student Member	JOS
23	Mrs K Durga	Office Assistant	Member	K. Durga
24	Mr D Siva Rama Krishna	Office Assistant	Member	Siva Rama Krishna

Members Absent: Nil

Dr G Pradeepini, Convener, ICC welcomed all the committee members for the meeting.

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

Dr. Pradeepini informed all ICC/POSH committee members that the workshop had been successfully conducted according to the planned schedule. The POSH activity has been finalized and will proceed as per the planned schedule.

Agenda item-1: To place handbook on Sexual harassment of Women at work place in university women's forum website.

Resolved to place Handbook on Sexual harassment of Women at work place in university women's forum website.

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

No incidents of eve-teasing or Sexual harassment received from the students and women staff members of the college for the AY 2022-23.

The meeting was concluded with the Convener, ICC thanking the members for their cooperation.

G. Pradeepini

Convener – ICC/POSH Committee
(Dr G Pradeepini)



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: 29-36-36, Museum Road, Governorpet, Vijayawada - 520 002. Ph: +91 - 066 - 3500122, 2576129

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

Date: 03-05-2023

Orders of the Hon'ble Vice-Chancellor dt. 03-05-2023

CIRCULAR

Sub: Meeting with ICC/POSH Members on 05-05-2023 – Reg.

Ref: Letter dated 03-05-2023 from Dr G Pradeepini ,Convener-POSH/ICC Committee

This is to inform that Internal Complaints Committee(ICC)/POSH Committee meeting is scheduled to be convened on **05-05-2023 from 2.00 P.M to 2.30 P.M.** The meeting will be conducted in **Jasmine Hall.**

ICC Members Meeting:

Agenda Items:

1. Discussion about ATR of Last meeting.
2. Any other item, with the permission of the Chair.

The following Members are directed to attend the meeting, without fail.

S.No	Name of the Faculty Member	Designation	Nominated as
1	Dr G Pradeepini	Professor, CSE	Convener
2	Prof. L. Jaya Sree	University Ombuds Person	Co Convener
3	Dr Ch. Hanumantha Rao	Dean (SA)	Member
4	Ar. A Priya	Asso Professor, Architecture	Member
5	Dr P V Chalapathi	Dean F&SA	Member
6	Dr P. Sailaja	Asso Professor, Law	Member
7	Dr. B Keerthi	President, Vasavya Mahila Mandali	Member
8	Ms. P Subhashini	Executive Member, VasavyaMahila Mandali	Member
9	Ms. G Geetha Ravali	183060021, Research Scholar, Dept. of EEE	Student Member
10	Ms. D Krishna Chaitanya	2101150005, CSE, M.Tech	Student Member
11	Mr. Sushant Ghimire	2000070087, ME	Student Member

S.No	Name of the Faculty Member	Designation	Nominated as
12	Ms. Yadlapalli Kavyasri	2000040163, ECE	Student Member
13	Ms. Dushimimana Assoumpta	2000020049, CE	Student Member
14	Ms. V Lahari	2000560009, BBA	Student Member
15	Ms. I Niharika	190570010, BA IAS	Student Member
16	Ms. M Nivedhitha	2000530017, Pharmacy B	Student Member
17	Ms. B Meghana	190160010, B Arch	Student Member
18	Ms. Bhavana V	2100520001, BCA	Student Member
19	Ms. M Preethi	2000600015, BHM	Student Member
20	Ms. Ashwini Goyal	2000550002, Commerce	Student Member
21	Ms. Koneru Lasya	180550028, LLB	Student Member
22	Ms. Lakshmi Gayatri Josyula	2000620056, Agriculture	Student Member
23	Mrs K Durga	Office Assistant	Member
24	Mr D Siva Rama Krishna	Office Assistant	Member

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


REGISTRAR

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

Mail to: Hon'ble Vice-Presidents,
KLEF

Mail & Hard copy to: Hon'ble Pro Chancellor

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

Mail & Hard copy to: Pro Vice-Chancellors

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

Mail to: Special Officer -Dr.A. Vani

Mail to: All Advisors / All Deans / All Principals / All Vice-Principals / All Sr.Directors / All Directors / All Additional Deans /

All Associate Deans / Deputy Deans / PR Head

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

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

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

Mail to: Principal-CoE..Dr.K.SubbaRao / Coordinator-FED/Vice-Principals

Mail to: HoDs.. BT / CE / CSE (Honours) / CSE / Comp.Engg. & ECM / ECE / EEE / ME

HoDs..Mathematics / Physics / Chemistry / CSA

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

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

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

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

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

Vice-Principal / Director / Deputy Director

Mail to: KL H HoDs.. AI&DS / CSE / ECE / BES / FED Coordinator / Business School

Mail to: KL H Associate Deans..P&D / R&D / Academics / IQAC / F&SA / Skill Development / Student Progression & Training /

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



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: 29-38-38, Museum Road, Governorpet, Vijayawada - 520 002 Ph: +91 - 866 - 3500122, 2576129

OFFICE OF DEAN STUDENT AFFAIRS Internal Complaints Committee (ICC) MINUTES OF THE MEETING HELD AT JASMINE HALL

Meeting No.	5	Date	05.05.2023
Academic Year	2022-23	Time	2.00 PM

Members Present:

Sl. No.	Name of the Faculty Member	Designation	Nominated as	Signature
1	Dr G Pradeepini	Professor, CSE	Convenor	G. Pradeepini
2	Prof. L. Jaya Sree	University Ombuds Person	Co Convener	L. Jaya
3	Dr Ch. Hanumantha Rao	Dean (SA)	Member	Ch. Hanumantha Rao
4	Ar. A Priya	Asso Professor, Architecture	Member	Priya
5	Dr P V Chalapathi	Dean F&SA	Member	Chalapati
6	Dr P. Sailaja	Asso Professor, Law	Member	Sailaja
7	Dr. B Keerthi	President, Vasavya Mahila Mandali	Member	Keerthi
8	Ms. P Subhashini	Executive Member, VasavyaMahilaMandali	Member	P. Subhashini
9	Ms. G Geetha Ravali	183060021, Research Scholar, Dept. of EEE	Student Member	G. Geetha Ravali
10	Ms. D Krishna Chaitanya	2101150005, CSE, M.Tech	Student Member	D. Krishna Chaitanya
11	Mr. Sushant Ghimire	2000070087, ME	Student Member	Sushant Ghimire
12	Ms. Yadlapalli Kavyasri	2000040163, ECE	Student Member	Yadlapalli Kavyasri
13	Ms. Dushimimana Assou mpta	2000020049, CE	Student Member	Dushimimana Assou mpta
14	Ms. V Lahari	2000560009, BBA	Student Member	Lahari
15	Ms. I Niharika	190570010, BA IAS	Student Member	I. Niharika
16	Ms. M Nivedhitha	2000530017, B Pharmacy	Student Member	M. Nivedhitha
17	Ms. B Meghana	190160010, B Arch	Student Member	B. Meghana
18	Ms. Bhavana V	2100520001, BCA	Student Member	Bhavana V
19	Ms. M Preethi	2000600015, BHM	Student Member	M. Preethi

Sl. No.	Name of the Faculty Member	Designation	Nominated as	Signature
20	Ms. Ashwini Goyal	2000550002, Commerce	Student Member	
21	Ms. Koneru Lasya	180550028, LLB	Student Member	
22	Ms. Josyula Lakshmi Gayatri	2000620056, Agriculture	Student Member	
23	Mrs K Durga	Office Assistant	Member	
24	Mr D Siva Rama Krishna	Office Assistant	Member	

Members Absent: Nil

Dr G Pradeepini, Chairperson, ICC welcomed all the committee members for the meeting.

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

Examined and verified the manual that was uploaded to the University website.

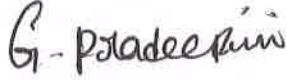
Agenda item-1: Discussion of handbook on Sexual Harassment on women to be placed in university website.

Dr. Pradeepini affirmed that a handbook regarding sexual harassment against women has been posted on the Women's Forum website. Female faculty and students are encouraged to utilize this handbook for additional guidance and information.

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

No incidents of eve-teasing or Sexual harassment received from the students and women staff members

The meeting was concluded with the Convener, ICC thanking the members for their cooperation.


**Convener – ICC/POSH
(Dr G Pradeepini)**



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: 29-36-30, Museum Road, Governorpet, Vijayawada - 520 002. PII: +91 - 866 - 3500122, 2576129

Ref: KLEF/RO/STUDENT AFFAIRS/ICC/2021-22

Date: 10-07-2021

Orders of the Hon'ble Vice-Chancellor dt. 10-07-2021

CIRCULAR

Sub: Meeting with ICC/POSH Members on 13-07-2021 – Reg.

Ref: Letter dated 10-07-2021 from Dr.S.V.N.L. Lalitha, Convener (Internal Complaints committee / POSH Committee)

This is to inform that Internal Complaints committee/ POSH Committee meeting is scheduled to be convened on **13-07-2021 from 3.00 P.M to 3:30 P.M.** The meeting will be conducted in **Rose hall.**

Agenda Items:

1. To deliberate on the UGC notification regarding the Prevention, Prohibition, and Redressed of Sexual Harassment of Women Employees and Students within the university..
2. Any other item, with the permission of the Chair.

The following Members are directed to attend the meeting, without fail.

S. No.	Name of the Faculty Member	Designation	Nominated as
1	Dr.S.V.N.L. Lalitha	Professor & HOD-EEE	Convener
2	Dr. K. Hemamalini	Asst. Professor, BHM	Co-Convener
3	Dr.Habibulla Khan	Professor, ECE & Dean (Student Affairs)	Member
4	Dr. M. Sreedevi	Professor, CSE	Member
5	Dr. I. Govardhini	Professor, CSE	Member
6	Dr.Ch.Lakshmanrao	Assoc. Professor & I/c. Principal College of Law	Member
7	Ms. P. Vedavathi	Vice President, Vasavya Mahila Mandali	External Member
8	Ms. V. Satyavathi	Ex.Director, Vasavya Mahila Mandali	External Member
9	Ms. J Bhanu Sri	Technician	Member
10	Ms B Sreedevi	Office Assistant	Member

11	Ms.D. Swetha	173070005, Research Scholar, Dept of ME	Student member
12	Ms.K. Navya	182061004,EEE,M.Tech	Student member
13	Ms.G. Lakshmi Niharika	CSE,II 180030027	Student member
14	Ms.C. Vamsi Priya	ECE, III, 170040158	Student member
15	Ms.A. Apurva	BBA,II, 180541186	Student member
16	Ms.A. Venkata Bhavani Niharika	BA II, 180570001	Student member
17	Ms.J. Sri Keerthi	B.Com, II, 180520006	Student member
18	Ms. Deepthi	Office Assistant	Member
19	Mr. D. Siva Ramakrishna	Office Assistant	Member
20	Ms.M. Preethi	Women Scientist, ECE	Member

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


REGISTRAR

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

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

Mail & Hard copy to: Hon'ble Pro Chancellor

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

Mail & Hard copy to: Pro Vice-Chancellors

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

Mail to: Special Officer -Dr.A. Vani

Mail to: All Advisors / All Deans / All Principals / All Vice-Principals / All Sr.Directors / All Directors / All Additional Deans /

All Associate Deans / Deputy Deans / PR Head

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

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

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

Mail to: Principal-CoE..Dr.K.SubbaRao / Coordinator-FED/Vice-Principals

Mail to: HoDs.. BT / CE / CSE (Honours) / CSE / Comp.Engg. & ECM / ECE / EEE / ME

HoDs..Mathematics / Physics / Chemistry / CSA

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

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

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

Vice-Principal / Director / Deputy Director

Mail to: KL H HoDs.. AI&DS / CSE / ECE / BES / FED Coordinator / Business School

Mail to: KL H Associate Deans..P&D / R&D / Academics / IQAC / F&SA / Skill

Development / Student Progression & Training /

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



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, Gopurpet, Vijayawada - 520 002. Ph: +91 - 886 - 3500122, 2576129

OFFICE OF DEAN STUDENT AFFAIRS



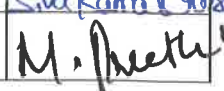
Internal Complaints committee / POSH Committee (ICC)

MINUTES OF THE MEETING HELD AT ROSE HALL

Meeting No:	1	Date	13.07.2021
Academic Year	2021-22	Time	3.00 P.M

Members Present:

S. No.	Name of the Faculty Member	Designation	Nominated as	Signature
1	Dr.S.V.N.L. Lalitha	Professor & HOD-EEE	Convener	Jalitha
2	Dr. K. Hemamalini	Asst. Professor, BHM	Co-Convener	K. Hemamalini
3	Dr.Habibulla Khan	Professor, ECE & Dean (Student Affairs)	Member	U.S.
4	Dr. M. Sreedevi	Professor, CSE	Member	M. Sreedevi
5	Dr. I. Govardhini	Professor, CSE	Member	I. Govardhini
6	Dr.Ch.Lakshmanrao	Assoc. Professor & I/c. Principal College of Law	Member	Ch. Lakshmanrao
7	Ms. P. Vedavathi	Vice President, Vasavya Mahila Mandali	External Member	P. Vedavathi
8	Ms. V. Satyavathi	Ex.Director, Vasavya Mahila Mandali	External Member	V. Satyavathi
9	Ms. J Bhanu Sri	Technician	Member	J. Bhanu Sri
10	Ms B Sreedevi	Office Assistant	Member	B. Sreedevi
11	Ms.D. Swetha	173070005, Research Scholar, Dept of ME	Student member	D. Swetha
12	Ms.K. Navya	182061004,EEE,M.Tech	Student member	K. Navya
13	Ms.G. Lakshmi Niharika	CSE,II 180030027	Student member	G. Lakshmi Niharika
14	Ms.C. Vamsi Priya	ECE, III, 170040158	Student member	C. Vamsi Priya
15	Ms.A. Apurva	BBA,II, 180541186	Student member	A. Apurva
16	Ms.A. Venkata Bhavani Niharika	BA II, 180570001	Student member	A. Venkata Bhavani Niharika
17	Ms.J. Sri Keerthi	B.Com, II, 180520006	Student member	J. Sri Keerthi

18	Ms. Deepthi	Office Assistant	Member	
19	Mr. D. Siva Ramakrishna	Office Assistant	Member	
20	Ms.M. Preethi	Women Scientist, ECE	Member	

Action taken report of the decisions taken in the last meeting

Awareness session for students and staff on gender equity and sensitivity is organized during last semester.

Dr.S.V.N.L. Lalitha as the Convener of the Internal Complaints Committee/POSH Committee, extended a warm welcome to all committee members. She initiated the meeting by providing an overview of the ICC's responsibilities in addressing internal complaints related to harassment and discrimination within the institution. The committee members were briefed on the purpose of the ICC and the significance of fostering a safe and inclusive environment for all students and staff.

Subsequently, the committee engaged in a comprehensive discussion on the protocols for reporting incidents of harassment or discrimination within the institution. Emphasis was placed on protocols aimed at safeguarding the confidentiality of complainants and the importance of providing a secure environment for reporting such incidents.

Discussion on Agenda Items:

Agenda item-1: To deliberate on the UGC notification regarding the Prevention, Prohibition, and Redressed of Sexual Harassment of Women Employees and Students within the university.

Dr.S.V.N.L. Lalitha emphasized the significance of educating the community about the repercussions of harassment and discrimination, as well as the role of each member in cultivating a culture of respect within the University. Discussions were held regarding plans to conduct training and awareness programs for faculty, staff, and students.

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 Convener thanking the members for their cooperation.



Convener- ICC/POSH
(Dr.S.V.N.L. Lalitha)



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: 29-38-38, Museum Road, Govenorpet, Vijayawada - 520 002. Ph: +91 - 866 - 3500122, 2676129

Ref: KLEF/RO/STUDENT AFFAIRS/ICC/2021-22

Date: 12-12-2021

Orders of the Hon'ble Vice-Chancellor dt. 12-12-2021

CIRCULAR

Sub: Meeting with ICC/POSH Members on 13-12-2021 – Reg.

Ref: Letter dated 12-12-2021 from Dr.S.V.N.L. Lalitha, Convener (Internal Complaints committee / POSH Committee)

This is to inform that Internal Complaints committee (ICC) / POSH Committee meeting is scheduled to be convened on **13-12-2021 from 2:00 P.M to 2:30 P.M.** The meeting will be conducted in **C-106.**

Agenda Items:

1. Discussion on training and awareness programmes for faculty, staff, and students.
2. Discussion on Internal Complaints received and action taken.

The following Members are directed to attend the meeting, without fail.

S. No.	Name of the Faculty Member	Designation	Nominated as
1	Dr.S.V.N.L. Lalitha	Professor & HOD-EEE	Convener
2	Dr. K. Hemamalini	Asst. Professor, BHM	Co-Convener
3	Dr.Habibulla Khan	Professor, ECE & Dean (Student Affairs)	Member
4	Dr. M. Sreedevi	Professor, CSE	Member
5	Dr. I. Govardhini	Professor, CSE	Member
6	Dr.Ch.Lakshmanrao	Assoc. Professor & I/c. Principal College of Law	Member
7	Ms. P. Vedavathi	Vice President, Vasavya Mahila Mandali	External Member
8	Ms. V. Satyavathi	Ex.Director, Vasavya Mahila Mandali	External Member
9	Ms. J Bhanu Sri	Technician	Member
10	Ms B Sreedevi	Office Assistant	Member
11	Ms.D. Swetha	173070005, Research Scholar, Dept of ME	Student member

12	Ms.K. Navya	182061004,EEE,M.Tech	Student member
13	Ms.G. Lakshmi Niharika	CSE,II 180030027	Student member
14	Ms.C. Vamsi Priya	ECE, III, 170040158	Student member
15	Ms.A. Apurva	BBA,II, 180541186	Student member
16	Ms.A. Venkata Bhavani Niharika	BA II, 180570001	Student member
17	Ms.J. Sri Keerthi	B.Com, II, 180520006	Student member
18	Ms. Deepthi	Office Assistant	Member
19	Mr. D. Siva Ramakrishna	Office Assistant	Member
20	Ms.M. Preethi	Women Scientist, ECE	Member

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


REGISTRAR

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

Mail to: Hon'ble Vice-Presidents,
KLEF

Mail & Hard copy to: Hon'ble Pro Chancellor

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

Mail & Hard copy to: Pro Vice-Chancellors

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

Mail to: Special Officer -Dr.A. Vani

Mail to: All Advisors / All Deans / All Principals / All Vice-Principals / All Sr.Directors / All Directors / All Additional Deans /

All Associate Deans / Deputy Deans / PR Head

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

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

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

Mail to: Principal-CoE..Dr.K.SubbaRao / Coordinator-FED/Vice-Principals

Mail to: HoDs.. BT / CE / CSE (Honours) / CSE / Comp.Engg. & ECM / ECE / EEE / ME

HoDs..Mathematics / Physics / Chemistry / CSA

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

HoDs.. Architecture / Law

Agriculture / Arts / BBA / Commerce / Fine Arts

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

Hotel Management / MBA / Foreign Languages

HoDs.. Pharmacy

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

Reasoning

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

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

Vice-Principal / Director / Deputy Director

Mail to: KL H HoDs.. AI&DS / CSE / ECE / BES / FED Coordinator / Business School

Mail to: KL H Associate Deans..P&D / R&D / Academics / IQAC / F&SA / Skill Development / Student Progression & Training /

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



Koneru Lakshmalah 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 - 360 200; www.klef.ac.in; www.klef.edu.in; www.kluniversity.in
Admin Off: 29-36-38, Museum Road, Govenorpet, Vijayawada - 520 002. Ph: +91 - 866 - 3500122, 2576129

OFFICE OF DEAN STUDENT AFFAIRS

Internal Complaints committee (ICC) / POSH Committee MINUTES OF THE MEETING HELD AT ROOM NO. C106

Meeting No.	2	Date	13.12.2021
Academic Year	2021-22	Time	2.00 P.M

Members:

S. No.	Name of the Faculty Member	Designation	Nominated as	Signature
1	Dr.S.V.N.L. Lalitha	Professor & HOD-EEE	Convener	Lalitha
2	Dr. K. Hemamalini	Asst. Professor, BHM	Co-Convener	K. Hemamalini
3	Dr.Habibulla Khan	Professor, ECE & Dean (Student Affairs)	Member	Uy
4	Dr. M. Sreedevi	Professor, CSE	Member	M. Sreedevi
5	Dr. I. Govardhini	Professor, CSE	Member	I. Govardhini
6	Dr.Ch.Lakshmanrao	Assoc. Professor & I/c. Principal College of Law	Member	Ch. Lakshmanrao
7	Ms. P. Vedavathi	Vice President, Vasavya Mahila Mandali	External Member	P. Vedavathi
8	Ms. V. Satyavathi	Ex.Director, Vasavya Mahila Mandali	External Member	V. Satyavathi
9	Ms. J Bhanu Sri	Technician	Member	J. Bhanu Sri
10	Ms B Sreedevi	Office Assistant	Member	B. Sreedevi
11	Ms.D. Swetha	173070005, Research Scholar, Dept of ME	Student member	D. Swetha
12	Ms.K. Navya	182061004,EEE,M.Tech	Student member	K. Navya
13	Ms.G. Lakshmi Niharika	CSE,II 180030027	Student member	G. Lakshmi Niharika
14	Ms.C. Vamsi Priya	ECE, III, 170040158	Student member	C. Vamsi Priya
15	Ms.A. Apurva	BBA,II, 180541186	Student member	A. Apurva
16	Ms.A. Venkata Bhavani Niharika	BA II, 180570001	Student member	A. Venkata Bhavani Niharika

17	Ms.J. Sri Keerthi	B.Com, II, 180520006	Student member	Keerthi
18	Ms. Deepthi	Office Assistant	Member	Deepthi
19	Mr. D. Siva Ramakrishna	Office Assistant	Member	Siva Ramakrishna
20	Ms.M. Preethi	Women Scientist, ECE	Member	M. Preethi

Dr.S.V.N.L. Lalitha, Convener Internal Complaints committee (ICC) / POSH Committee welcomed the committee members.

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

Dr.S.V.N.L. Lalitha acquainted the attendees with the regulations outlined in the UGC notification regarding the prevention, prohibition, and redressed of sexual harassment concerning women employees and students in the university. She commenced the meeting by providing an overview of the Internal Complaints Committee (ICC)'s responsibilities in addressing internal complaints pertaining to harassment and discrimination within the institution. The committee members were informed about the purpose of the ICC and the importance of ensuring a secure and inclusive environment for all students and staff.

Discussion on Agenda Items:

Agenda item-1: Discussion on training and awareness programmes for faculty, staff, and students.

Dr.S.V.N.L. Lalitha stressed the significance of educating the community about the repercussions of harassment and discrimination, as well as the responsibility of each member in nurturing a respectful environment within the University.

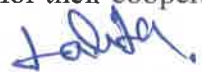
Furthermore, Dr.S.V.N.L. Lalitha informed the members about the forthcoming National Level Seminar on "Gender Justice at the Workplace." She urged all members to participate actively and contribute towards making the event a resounding success.

Agenda item-2: Discussion on Internal Complaints received and action taken.

Dr.S.V.N.L. Lalitha informed the members that there were no serious complaints by girl students in the recently concluded odd semester.

Dr.S.V.N.L. Lalitha thanked the members for their dedicated efforts and hoped for similar support in future as well.

The meeting was concluded with the Convener thanking the members for their cooperation.


Convener- ICC/POSH
 (Dr.S.V.N.L. Lalitha)



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, Gopurpet, Vijayawada - 520 002. Ph: +91 - 866 - 3500122, 2576129

Ref: KLEF/RO/STUDENT AFFAIRS/ICC/2021-22

Date: 08-02-2022

Orders of the Hon'ble Vice-Chancellor dt. 08-02-2022

CIRCULAR

Sub: Meeting with ICC/POSH Members on 10-02-2022 – Reg.

Ref: Letter dated 08-02-2022 from Dr.S.V.N.L. Lalitha, Convener – ICC/POSH Committee

This is to inform that Internal Complaints committee (ICC) / POSH Committee meeting is scheduled to be convened on **10-02-2022 from 2.30 P.M to 3.00 P.M.** The meeting will be conducted in **Jasmine Hall.**

Agenda Items:

1. Review of vigilance system for student monitoring.
2. Any other item, with the permission of the Chair.

The following Members are directed to attend the meeting, without fail.

S. No.	Name of the Faculty Member	Designation	Nominated as
1	Dr.S.V.N.L. Lalitha	Professor & HOD-EEE	Convener
2	Dr. K. Hemamalini	Asst. Professor, BHM	Co-Convener
3	Dr.Habibulla Khan	Professor, ECE & Dean (Student Affairs)	Member
4	Dr. M. Sreedevi	Professor, CSE	Member
5	Dr. I. Govardhini	Professor, CSE	Member
6	Dr.Ch.Lakshmanrao	Assoc. Professor & I/c. Principal College of Law	Member
7	Ms. P. Vedavathi	Vice President, Vasavya Mahila Mandali	External Member
8	Ms. V. Satyavathi	Ex.Director, Vasavya Mahila Mandali	External Member
9	Ms. J Bhanu Sri	Technician	Member
10	Ms B Sreedevi	Office Assistant	Member
11	Ms.D. Swetha	173070005, Research Scholar, Dept of ME	Student member

12	Ms.K. Navya	182061004,EEE,M.Tech	Student member
13	Ms.G. Lakshmi Niharika	CSE,II 180030027	Student member
14	Ms.C. Vamsi Priya	ECE, III, 170040158	Student member
15	Ms.A. Apurva	BBA,II, 180541186	Student member
16	Ms.A. Venkata Bhavani Niharika	BA II, 180570001	Student member
17	Ms.J. Sri Keerthi	B.Com, II, 180520006	Student member
18	Ms. Deepthi	Office Assistant	Member
19	Mr. D. Siva Ramakrishna	Office Assistant	Member
20	Ms.M. Preethi	Women Scientist, ECE	Member

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



REGISTRAR

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

Mail to: Hon'ble Vice-Presidents,
KLEF

Mail & Hard copy to: Hon'ble Pro Chancellor

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

Mail & Hard copy to: Pro Vice-Chancellors

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

Mail to: Special Officer -Dr.A. Vani

Mail to: All Advisors / All Deans / All Principals / All Vice-Principals / All Sr.Directors / All Directors / All Additional Deans /

All Associate Deans / Deputy Deans / PR Head

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

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

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

Mail to: Principal-CoE..Dr.K.SubbaRao / Coordinator-FED/Vice-Principals

Mail to: HoDs.. BT / CE / CSE (Honours) / CSE / Comp.Engg. & ECM / ECE / EEE / ME

HoDs..Mathematics / Physics / Chemistry / CSA

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

HoDs.. Architecture / Law

Agriculture / Arts / BBA / Commerce / Fine Arts

Hotel Management / MBA / Foreign Languages

HoDs.. Pharmacy

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

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

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

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

Vice-Principal / Director / Deputy Director

Mail to: KL H HoDs.. AI&DS / CSE / ECE / BES / FED Coordinator / Business School

Mail to: KL H Associate Deans..P&D / R&D / Academics / IQAC / F&SA / Skill

Development / Student Progression & Training /

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



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, Governorpet, Vijayawada - 520 002. Ph: +91 - 866 - 3600122, 2676129

OFFICE OF DEAN STUDENT AFFAIRS

Internal Complaints Committee (ICC) / POSH Committee MINUTES OF THE MEETING HELD AT JASMINE HALL

Meeting No.	3	Date	10.02.2022
Academic Year	2021-22	Time	2.30 P.M

Members:

S. No.	Name of the Faculty Member	Designation	Nominated as	Signature
1	Dr.S.V.N.L. Lalitha	Professor & HOD-EEE	Convener	Lalitha
2	Dr. K. Hemamalini	Asst. Professor, BHM	Co-Convener	K.Hemamalini
3	Dr.Habibulla Khan	Professor, ECE & Dean (Student Affairs)	Member	Uly
4	Dr. M. Sreedevi	Professor, CSE	Member	M. Sreedevi
5	Dr. I. Govardhini	Professor, CSE	Member	I. Govardhini
6	Dr.Ch.Lakshmanrao	Assoc. Professor & I/c. Principal College of Law	Member	Ch. Lakshmanrao
7	Ms. P. Vedavathi	Vice President, Vasavya Mahila Mandali	External Member	P. Vedavathi
8	Ms. V. Satyavathi	Ex.Director, Vasavya Mahila Mandali	External Member	V. Satyavathi
9	Ms. J Bhanu Sri	Technician	Member	J. Bhanu Sri
10	Ms B Sreedevi	Office Assistant	Member	B. Sreedevi
11	Ms.D. Swetha	173070005, Research Scholar, Dept of ME	Student member	A. Swetha
12	Ms.K. Navya	182061004,EEE,M.Tech	Student member	K. Navya
13	Ms.G. Lakshmi Niharika	CSE,II 180030027	Student member	G. Lakshmi Niharika
14	Ms.C. Vamsi Priya	ECE, III, 170040158	Student member	C. Vamsi Priya
15	Ms.A. Apurva	BBA,II, 180541186	Student member	A. Apurva
16	Ms.A. Venkata Bhavani Niharika	BA II, 180570001	Student member	A. Venkata Bhavani Niharika
17	Ms.J. Sri Keerthi	B.Com, II, 180520006	Student member	J. Sri Keerthi

18	Ms. Deepthi	Office Assistant	Member	Deepthi
19	Mr. D. Siva Ramakrishna	Office Assistant	Member	Sivalamkrishna
20	Ms.M. Preethi	Women Scientist, ECE	Member	M. Preethi

Dr.S.V.N.L. Lalitha Convener, ICC welcomed all the committee members for the meeting.

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

1. Online awareness program was organized focusing on Safety, Security, and Threat Awareness specifically tailored for female students.
2. Awareness program titled "Addressing Violence against Women" was held for female staff (both teaching and non-teaching) as well as students.

Agenda item-1: Review of vigilance system for student monitoring

Committee has decided to review the vigilance system for monitoring the student movement in the university.

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

No incidents of eve-teasing or Sexual harassment received from the students and women staff members.

The meeting was concluded with the Convener, ICC thanking the members for their cooperation.

Lalitha
Convener- ICC/POSH
 (Dr.S.V.N.L. Lalitha)



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, Governorpet, Vijayawada - 520 002. Ph: +91 - 866 - 3500122, 2576129

Ref: KLEF/RO/STUDENT AFFAIRS/ICC/2021-22

Date: 05-04-2022

Orders of the Hon'ble Vice-Chancellor dt. 05-04-2022

CIRCULAR

Sub: Meeting with ICC/POSH Members on 07-04-2022 – Reg.

Ref: Letter dated 05-04-2022 from Dr.S.V.N.L. Lalitha, Convener (Internal Complaints committee / POSH Committee).

This is to inform that Internal Complaints committee (ICC) / POSH Committee meeting is scheduled to be convened on **07-04-2022 from 3.00 P.M to 3.30 P.M.** The meeting will be conducted in **Rose Hall.**

Agenda Items:

1. Review all the activities of ICC during the academic year 2021-2022.
2. Any other item, with the permission of the Chair.

The following Members are directed to attend the meeting, without fail.

S. No.	Name of the Faculty Member	Designation	Nominated as
1	Dr.S.V.N.L. Lalitha	Professor & HOD-EEE	Convener
2	Dr. K. Hemamalini	Asst. Professor, BHM	Co-Convener
3	Dr.Habibulla Khan	Professor, ECE & Dean (Student Affairs)	Member
4	Dr. M. Sreedevi	Professor, CSE	Member
5	Dr. I. Govardhini	Professor, CSE	Member
6	Dr.Ch.Lakshmanrao	Assoc. Professor & I/c. Principal College of Law	Member
7	Ms. P. Vedavathi	Vice President, Vasavya Mahila Mandali	External Member
8	Ms. V. Satyavathi	Ex.Director, Vasavya Mahila Mandali	External Member
9	Ms. J Bhanu Sri	Technician	Member

10	Ms B Sreedevi	Office Assistant	Member
11	Ms.D. Swetha	173070005, Research Scholar, Dept of ME	Student member
12	Ms.K. Navya	182061004,EEE,M.Tech	Student member
13	Ms.G. Lakshmi Niharika	CSE,II 180030027	Student member
14	Ms.C. Vamsi Priya	ECE, III, 170040158	Student member
15	Ms.A. Apurva	BBA,II, 180541186	Student member
16	Ms.A. Venkata Bhavani Niharika	BA II, 180570001	Student member
17	Ms.J. Sri Keerthi	B.Com, II, 180520006	Student member
18	Ms. Deepthi	Office Assistant	Member
19	Mr. D. Siva Ramakrishna	Office Assistant	Member
20	Ms.M. Preethi	Women Scientist, ECE	Member

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


REGISTRAR

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

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

Mail to: Hon'ble Vice-Presidents,
KLEF

Mail & Hard copy to: Hon'ble Pro Chancellor

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

Mail & Hard copy to: Pro Vice-Chancellors

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

Mail to: Special Officer -Dr.A. Vani

Mail to: All Advisors / All Deans / All Principals / All Vice-Principals / All Sr.Directors / All Directors / All Additional Deans /

All Associate Deans / Deputy Deans / PR Head

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

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

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

Mail to: Principal-CoE..Dr.K.SubbaRao / Coordinator-FED/Vice-Principals

Mail to: HoDs.. BT / CE / CSE (Honours) / CSE / Comp.Engg. & ECM / ECE / EEE / ME

HoDs..Mathematics / Physics / Chemistry / CSA

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

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

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

Vice-Principal / Director / Deputy Director

Mail to: KL H HoDs.. AI&DS / CSE / ECE / BES / FED Coordinator / Business School

Mail to: KL H Associate Deans..P&D / R&D / Academics / IQAC / F&SA / Skill
Development / Student Progression & Training /

Student Affairs / Student Welfare / Examinations

Mail to: Librarian

Mail to: Director (Purchases)-Mr.YSRKP / GM (Purchases)-Mr.Nilanjana 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



Koneru Lakshmaiah Education Foundation

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


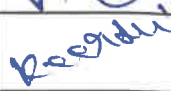
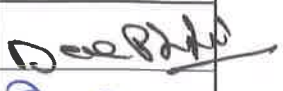
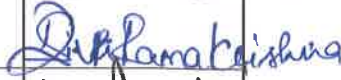
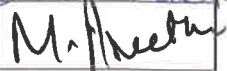
Accredited by NAAC as 'A++' ♦ Approved by AICTE ♦ ISO 21001:2018 Certified
Campus: Green Fields, Vaddeswaram - 522 302, Guntur District, Andhra Pradesh, INDIA.
Phone No. +91 8645 - 350 200; www.klef.ac.in; www.klef.edu.in; www.kluniversity.in
Admin Off: 29-36-38, Museum Road, Gopurpet, Vijayawada - 520 002. Ph: +91 - 866 - 3500122, 2576129

OFFICE OF DEAN STUDENT AFFAIRS Internal Complaints committee / POSH Committee (ICC) MINUTES OF THE MEETING HELD AT ROSE HALL

Meeting No.	4	Date	07.04.2022
Academic Year	2021-22	Time	3.00 P.M

Members:

S. No.	Name of the Faculty Member	Designation	Nominated as	Signature
1	Dr.S.V.N.L. Lalitha	Professor & HOD-EEE	Convener	Lalitha
2	Dr. K. Hemamalini	Asst. Professor, BHM	Co-Convener	Hemamalini
3	Dr.Habibulla Khan	Professor, ECE & Dean (Student Affairs)	Member	Uly
4	Dr. M. Sreedevi	Professor, CSE	Member	M.Sreedevi
5	Dr. I. Govardhini	Professor, CSE	Member	I.Govardhini
6	Dr.Ch.Lakshmanrao	Assoc. Professor & I/c. Principal College of Law	Member	Ch. Lakshmanrao
7	Ms. P. Vedavathi	Vice President, Vasavya Mahila Mandali	External Member	P. Vedavathi
8	Ms. V. Satyavathi	Ex.Director, Vasavya Mahila Mandali	External Member	V. Satyavathi
9	Ms. J Bhanu Sri	Technician	Member	J. Bhanu Sri
10	Ms B Sreedevi	Office Assistant	Member	B. Sreedevi
11	Ms.D. Swetha	173070005, Research Scholar, Dept of ME	Student member	D. Swetha
12	Ms.K. Navya	182061004,EEE,M.Tech	Student member	K. Navya
13	Ms.G. Lakshmi Niharika	CSE,II 180030027	Student member	G. Lakshmi Niharika
14	Ms.C. Vamsi Priya	ECE, III, 170040158	Student member	C. Vamsi Priya
15	Ms.A. Apurva	BBA,II, 180541186	Student member	A. Apurva

16	Ms.A. Venkata Bhavani Niharika	BA II, 180570001	Student member	
17	Ms.J. Sri Keerthi	B.Com, II, 180520006	Student member	
18	Ms. Deepthi	Office Assistant	Member	
19	Mr. D. Siva Ramakrishna	Office Assistant	Member	
20	Ms.M. Preethi	Women Scientist, ECE	Member	

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

1. Dr.S.V.N.L.Lalitha began the meeting with an introduction to the ICC's role in handling internal complaints related to harassment and discrimination within the institution.
2. The committee reviewed the vigilance system for monitoring the movement for the students. More number of CC Cameras are placed in vulnerable areas so that they cover all directions, Lady vigilance officers & security guards were increased.
3. The committee also discussed on the awareness program about the issues comes under sexual harassment, and the procedure adopted to deal with the issues.

Discussion on Agenda Items:


Agenda item1: Review all the activities of ICC during the academic year 2021-2022.

Dr.S.V.N.L. Lalitha congratulated all the members of ICC/POSH committee for their co-operation in smooth functioning of ICC/POSH committee after reviewing the activities of the committee.

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 Convener thanking the members for their cooperation.


Convener- ICC/POSH
 (Dr.S.V.N.L. Lalitha)



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, Governorpet, Vijayawada - 520 002. Ph: +91 - 866 - 3500122, 2576129

Ref: KLEF/RO/STUDENT AFFAIRS/ICC/2021-22

Date: 19-05-2022

Orders of the Hon'ble Vice-Chancellor dt. 19-05-2022

CIRCULAR

Sub: Meeting with ICC Members on 20-05-2022 – Reg.

Ref: Letter dated 19-05-2022 from Dr .G.Pradeepini ,Convener -Internal Complaints committee / POSH Committee.

This is to inform that Internal Complaints committee / POSH Committee (ICC) meeting is scheduled to be convened on **20-05-2022 from 3.00 P.M onwards**. The meeting will be conducted in **Rose Hall**.

Agenda Items:

1. Discussion on Internal Complaints received, and action taken.
2. Any other item, with the permission of the Chair.

The following Members are directed to attend the meeting, without fail.

Sl. No.	Name of the Faculty Member	Designation	Nominated as
1	Dr G Pradeepini	Professor, CSE	Convener
2	Prof. L. Jaya Sree	University Ombuds Person	Co Convener
3	Dr Ch. Hanumantha Rao	Dean (SA)	Member
4	Ar. A Priya	Asso Professor, Architecture	Member
5	Dr P V Chalapathi	Dean F&SA	Member
6	Dr P. Sailaja	Asso Professor, Law	Member
7	Dr. B Keerthi	President, Vasavya Mahila Mandali	Member
8	Ms. P Subhashini	Executive Member, Vasavya Mahila Mandali	Member

Sl. No.	Name of the Faculty Member	Designation	Nominated as
9	Ms. G Geetha Ravali	183060021, Research Scholar, Dept. of EEE	Student Member
10	Ms. D Krishna Chaitanya	2101150005, CSE, M.Tech	Student Member
11	Mr. Sushant Ghimire	2000070087, ME	Student Member
12	Ms. Yadlapalli Kavyasri	2000040163, ECE	Student Member
13	Ms. Dushimimana Assou mpta	2000020049, CE	Student Member
14	Ms. V Lahari	2000560009, BBA	Student Member
15	Ms. I Niharika	190570010, BA IAS	Student Member
16	Ms. M Nivedhitha	2000530017, B Pharmacy	Student Member
17	Ms. B Meghana	190160010, B Arch	Student Member
18	Ms. Bhavana V	2100520001, BCA	Student Member
19	Ms. M Preethi	2000600015, BHM	Student Member
20	Ms. Ashwini Goyal	2000550002, Commerce	Student Member
21	Ms. Koneru Lasya	180550028, LLB	Student Member
22	Ms. Josyula Lakshmi Gayatri	2000620056, Agriculture	Student Member
23	Mrs K Durga	Office Assistant	Member
24	Mr D Siva Rama Krishna	Office Assistant	Member

The HoDs are requested to ensure that this information is brought to the notice of the Faculty 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, VADDESWARAAM-522 302.
 Guntur District, Andhra Pradesh.

Mail to: Hon'ble Vice-Presidents,
KLEF

Mail & Hard copy to: Hon'ble Pro Chancellor

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

Mail & Hard copy to: Pro Vice-Chancellors

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

Mail to: Special Officer -Dr.A. Vani

Mail to: All Advisors / All Deans / All Principals / All Vice-Principals / All Sr.Directors / All Directors / All Additional Deans /

All Associate Deans / Deputy Deans / PR Head

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

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

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

Mail to: Principal-CoE..Dr.K.SubbaRao / Coordinator-FED/Vice-Principals

Mail to: HoDs.. BT / CE / CSE (Honours) / CSE / Comp.Engg. & ECM / ECE / EEE / ME

HoDs..Mathematics / Physics / Chemistry / CSA

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

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

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

Vice-Principal / Director / Deputy Director

Mail to: KL H HoDs.. AI&DS / CSE / ECE / BES / FED Coordinator / Business School

Mail to: KL H Associate Deans..P&D / R&D / Academics / IQAC / F&SA / Skill

Development / Student Progression & Training /

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



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, Govamrpet, Vijayawada - 520 002. Ph: +91 - 866 - 3500122, 2576129

OFFICE OF DEAN STUDENT AFFAIRS Internal Complaints committee / POSH Committee (ICC) MINUTES OF THE MEETING HELD AT ROSE HALL

Meeting No:	5	Date	20.05.2022
Academic Year	2021-22	Time	3.00 P.M

Members Present:

Sl. No.	Name of the Faculty Member	Designation	Nominated as	Signature
1	Dr G Pradeepini	Professor, CSE	Convenor	G. Pradeepini
2	Prof. L. Jaya Sree	University Ombuds Person	Co Convener	L. Jaya Sree
3	Dr Ch. Hanumantha Rao	Dean (SA)	Member	
4	Ar. A Priya	Asso Professor, Architecture	Member	A. Priya
5	Dr P V Chalapathi	Dean F&SA	Member	P. V. Chalapathi
6	Dr P. Sailaja	Asso Professor, Law	Member	P. Sailaja
7	Dr. B Keerthi	President, Vasavya Mahila Mandali	Member	B. Keerthi
8	Ms. P Subhashini	Executive Member, Vasavya Mahila Mandali	Member	P. Subhashini
9	Ms. G Geetha Ravali	183060021, Research Scholar, Dept. of EEE	Student Member	G. Geetha Ravali
10	Ms. D Krishna Chaitanya	2101150005, CSE, M.Tech	Student Member	D. Krishna
11	Mr. Sushant Ghimire	2000070087, ME	Student Member	S. Ghimire
12	Ms. Yadlapalli Kavyasri	2000040163, ECE	Student Member	Y. Kavyasri
13	Ms. Dushimimana Assou mpta	2000020049, CE	Student Member	D. Assou
14	Ms. V Lahari	2000560009, BBA	Student Member	V. Lahari
15	Ms. I Niharika	190570010, BA IAS	Student Member	I. Niharika
16	Ms. M Nivedhitha	2000530017, B Pharmacy	Student Member	M. Nivedhitha
17	Ms. B Meghana	190160010, B Arch	Student Member	B. Meghana
18	Ms. Bhavana V	2100520001, BCA	Student Member	V. Bhavana

Sl. No.	Name of the Faculty Member	Designation	Nominated as	Signature
19	Ms. M Preethi	2000600015, BHM	Student Member	M. Preethi
20	Ms. Ashwini Goyal	2000550002, Commerce	Student Member	A. Goyal
21	Ms. Koneru Lasya	180550028, LLB	Student Member	K. Lasya
22	Ms. Josyula Lakshmi Gayatri	2000620056, Agriculture	Student Member	J. Lakshmi
23	Mrs K Durga	Office Assistant	Member	K. Durga
24	Mr D Siva Rama Krishna	Office Assistant	Member	D. Siva

Members Absent: Nil

Dr. G. Pradeepini, Convener Internal Complaints committee / POSH Committee welcomed the committee members.

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

The committee reviewed the vigilance system for monitoring the movement for the students. More number of CC Cameras are placed in vulnerable areas so that they cover all directions, Lady vigilance officers & security guards were increased

Discussion on Agenda Items:

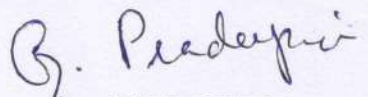
Agenda item-1: Discussion on Internal Complaints received, and action taken.

Complaint is received from a girl student of 2nd year CSE on 18/5/2022, that a boy from 3rd year CSE is sending messages to her. On the day of receipt of complaint Dean Student Affairs seized the mobile of that boy and informed parents of Boy and Girl about the issue. They were also informed to come on 20/05/2022. A meeting is called for on 20/05/2022 and the boy accepted that he is sending the messages to the girl as he likes her. Dean student affairs clearly explained the consequences of that boy's act to that boy and his parents. Boy deleted all the messages. The boy is sent for Psychological counselling on the same day. Girl was instructed that if he repeats again she must inform immediately either to convener of ICC/POSH committee or Dean Student affairs. The boy wrote apology letter and his parents also gave assurance that their ward will not repeat it again. The complaint is resolved on 20/05/2022. **It took 2 days to resolve the grievance as parents of both boy and girl asked 2 days of time to come to the university.**

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 Convener thanking the members for their cooperation.


Convener – ICC/POSH
 (Dr G Pradeepini)



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, Goversmpet, Vijayawada - 520 002. Ph: +91 - 866 - 9500122, 2576129

Ref: KLEF/RO/STUDENT AFFAIRS/ICC/2020-21

Date: 29-06-2020

Orders of the Hon'ble Vice-Chancellor dt. 29-06-2020

CIRCULAR

Sub: Meeting with ICC/POSH Members on 1-07-2020 – Reg.

Ref: Letter dated 29-06-2020 from Dr. I. Govardhini, Convener ICC/POSH Committee.

This is to inform that Internal Complaints Committee (ICC) /POSH Committee meeting is scheduled to be convened on **1-07-2020 from 3.00 P.M to 3:30 P.M.** The meeting will be conducted in virtual mode using the following link.

<https://us05web.zoom.us/j/84376752980?pwd=aA4uYDrTuNmLYC3edNyZMJzEXLWAaJ.>

1

Agenda Items

1. Educate students on UGC rules and regulations on Sexual Harassment Issues.
2. Organize awareness programs on Gender Sensitization for both boys and girls in virtual mode
3. Any other item, with the permission of the Chair.

The following Members are directed to attend the meeting, without fail.

S. No.	Name of the Faculty Member	Designation	Nominated as
1	Dr.I. Govardhani	Professor, ECE	Convener
2	Dr.S.V.N.L. Lalitha	Professor & HOD-EEE	Co-Convener
3	Dr. K. Hemamalini	Asst. Professor, BHM	Member
4	Dr.Habibulla Khan	Professor, ECE & Dean (Student Affairs)	Member
5	Dr. M. Sreedevi	Professor, CSE	Member
6	Dr.Ch.Lakshmanrao	Assoc. Professor & I/c. Principal College of Law	Member
7	Ms. P. Vedavathi	Vice President, Vasavya Mahila Mandali	External Member
8	Ms. V. Satyavathi	Ex.Director, Vasavya Mahila Mandali	External Member
9	Ms. J Bhanu Sri	Technician	Member

10	Ms B Sreedevi	Office Assistant	Member
11	Ms.D. Swetha	173070005, Research Scholar, Dept of ME	Student member
12	Ms.K. Navya	182061004,EEE,M.Tech	Student member
13	Ms.G. Lakshmi Niharika	CSE,II 180030027	Student member
14	Ms.C. Vamsi Priya	ECE, III, 170040158	Student member
15	Ms.A. Apurva	BBA,II, 180541186	Student member
16	Ms.A. Venkata Bhavani Niharika	BA II, 180570001	Student member
17	Ms.J. Sri Keerthi	B.Com, II, 180520006	Student member
18	Ms.M. Preethi	Women Scientist, ECE	Member

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

Renuka
REGISTRAR

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

Mail to: Hon'ble Vice-Presidents,
KLEF

Mail & Hard copy to: Hon'ble Pro Chancellor

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

Mail & Hard copy to: Pro Vice-Chancellors

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

Mail to: Special Officer -Dr.A. Vani

Mail to: All Advisors / All Deans / All Principals / All Vice-Principals / All Sr.Directors / All Directors / All Additional Deans /

All Associate Deans / Deputy Deans / PR Head

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

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

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

Mail to: Principal-CoE..Dr.K.SubbaRao / Coordinator-FED/Vice-Principals

Mail to: HoDs.. BT / CE / CSE (Honours) / CSE / Comp.Engg. & ECM / ECE / EEE / ME

HoDs..Mathematics / Physics / Chemistry / CSA

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

HoDs.. Architecture / Law

Agriculture / Arts / BBA / Commerce / Fine Arts

Hotel Management / MBA / Foreign Languages

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

HoDs.. Pharmacy

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

Reasoning

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

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

Vice-Principal / Director / Deputy Director

Mail to: KL H HoDs.. AI&DS / CSE / ECE / BES / FED Coordinator / Business School

Mail to: KL H Associate Deans..P&D / R&D / Academics / IQAC / F&SA / Skill Development / Student Progression & Training /

Student Affairs / Student Welfare / Examinations

Mail to: Librarian

Mail to: Director (Purchases)-Mr.YSRKP / GM (Purchases)-Mr.Nilanjana 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



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, Govenorpet, Vijayawada - 520 002. Ph: +91 - 888 - 3500122, 2578129

OFFICE OF DEAN STUDENT AFFAIRS

Internal Complaints Committee (ICC) / POSH Committee MINUTES OF THE MEETING HELD IN VIRTUAL MODE

Meeting No:	1	Date	1.07.2020
Academic Year	2020-21	Time	03.00 P.M

Members Present:

S. No.	Name of the Faculty Member	Designation	Nominated as
1	Dr.I. Govardhani	Professor, ECE	Convener
2	Dr.S.V.N.L. Lalitha	Professor & HOD-EEE	Co-Convener
3	Dr. K. Hemamalini	Asst. Professor, BHM	Member
4	Dr.Habibulla Khan	Professor, ECE & Dean (Student Affairs)	Member
5	Dr. M. Sreedevi	Professor, CSE	Member
6	Dr.Ch.Lakshmanrao	Assoc. Professor & I/c. Principal College of Law	Member
7	Ms. P. Vedavathi	Vice President, Vasavya Mahila Mandali	External Member
8	Ms. V. Satyavathi	Ex.Director, Vasavya Mahila Mandali	External Member
9	Ms.D. Swetha	173070005, Research Scholar, Dept of ME	Student member
10	Ms.C. Vamsi Priya	ECE, III, 170040158	Student member
11	Ms.A. Apurva	BBA,II, 180541186	Student member
12	Ms.A. Venkata Bhavani Niharika	BA II, 180570001	Student member
13	Ms.J. Sri Keerthi	B.Com, II, 180520006	Student member

Members Absent:

1. Ms.M. Preethi, Women Scientist, ECE, Member
2. Ms.G. Lakshmi Niharika, CSE, Student member
3. Ms. J Bhanu Sri, Technician, Member

Dr.I. Govardhini, Chairperson, ICC welcomed all the committee members for the meeting.

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

Starting from the Academic Year 2020-2021, the Gender Sensitization Course has been incorporated into the curriculum.

Dr. I. Govardhini, as the Convener of ICC, outlined the objectives and duties of this committee, providing the following points for the members' understanding and benefit.

Discussion on Agenda Items:

Agenda item-1: Educate students on UGC rules and regulations on Sexual Harassment Issues.

Dr. I. Govardhini, acting as the Convener of ICC, conducted a virtual briefing for the members via presentation, elucidating the rules and regulations concerning sexual harassment.

Agenda item-2: Organize awareness programs on Gender Sensitization for both boys and girls in virtual mode

The committee resolved to host virtual awareness programs on gender sensitization, catering to both male and female participants.

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

There are no other items for discussion.

The meeting was concluded with the Convener, ICC thanking the members for their cooperation.



Convener- ICC/POSH
(Dr I Govardhini)



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, Govenorpet, Vijayawada - 520 002. Ph: +91 - 866 - 3500122, 2576129

Ref: KLEF/RO/STUDENT AFFAIRS/ICC/2020-21

Date: 26-08-2020

Orders of the Hon'ble Vice-Chancellor dt. 26-08-2020

CIRCULAR

Sub: Meeting with ICC/POSH Members on 27-08-2020 – Reg.

Ref: Letter dated 26-08-2020 from Dr.I. Govardhani, Convener ICC/POSH Committee.

This is to inform that Internal Complaints Committee (ICC) /POSH Committee meeting is scheduled to be convened on **27-08-2020 from 3.30 P.M to 4.00 P.M.** The meeting will be conducted in virtual mode using the below link.

<https://us05web.zoom.us/j/84376752980?pwd=aA4uYDrTuNmLYC4fcMzjZEXLJ.1>

Agenda Items:

1. Conduction of Webinar on cyber threats, safety and security on virtual mode.
2. Any other item, with the permission of the Chair.

The following Members are directed to attend the meeting, without fail.

S. No.	Name of the Faculty Member	Designation	Nominated as
1	Dr.I. Govardhani	Professor, ECE	Convener
2	Dr.S.V.N.L. Lalitha	Professor & HOD-EEE	Co-Convener
3	Dr. K. Hemamalini	Asst. Professor, BHM	Member
4	Dr.Habibulla Khan	Professor, ECE & Dean (Student Affairs)	Member
5	Dr. M. Sreedevi	Professor, CSE	Member
6	Dr.Ch.Lakshmanrao	Assoc. Professor & I/c. Principal College of Law	Member

7	Ms. P. Vedavathi	Vice President, Vasavya Mahila Mandali	External Member
8	Ms. V. Satyavathi	Ex.Director, Vasavya Mahila Mandali	External Member
9	Ms. J Bhanu Sri	Technician	Member
10	Ms B Sreedevi	Office Assistant	Member
11	Ms.D. Swetha	173070005, Research Scholar, Dept of ME	Student member
12	Ms.K. Navya	182061004,EEE,M.Tech	Student member
13	Ms.G. Lakshmi Niharika	CSE,II 180030027	Student member
14	Ms.C. Vamsi Priya	ECE, III, 170040158	Student member
15	Ms.A. Apurva	BBA,II, 180541186	Student member
16	Ms.A. Venkata Bhavani Niharika	BA II, 180570001	Student member
17	Ms.J. Sri Keerthi	B.Com, II, 180520006	Student member
18	Ms.M. Preethi	Women Scientist, ECE	Member

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

Rellanku

REGISTRAR
REGISTRAR

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

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

Mail to: Hon'ble Vice-Presidents,
KLEF

Mail & Hard copy to: Hon'ble Pro Chancellor

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

Mail & Hard copy to: Pro Vice-Chancellors

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

Mail to: Special Officer -Dr.A. Vani

Mail to: All Advisors / All Deans / All Principals / All Vice-Principals / All Sr.Directors / All Directors / All Additional Deans /

All Associate Deans / Deputy Deans / PR Head

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

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

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

Mail to: Principal-CoE..Dr.K.SubbaRao / Coordinator-FED/Vice-Principals

Mail to: HoDs.. BT / CE / CSE (Honours) / CSE / Comp.Engg. & ECM / ECE / EEE / ME

HoDs..Mathematics / Physics / Chemistry / CSA

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

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

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

Campus Centre, Bowrampet

Vice-Principal / Director / Deputy Director

Mail to: KL H HoDs.. AI&DS / CSE / ECE / BES / FED Coordinator / Business School

Mail to: KL H Associate Deans..P&D / R&D / Academics / IQAC / F&SA / Skill

Development / Student Progression & Training /

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



Koneru Lakshmaiah Education Foundation

(Category -1, Deemed to be University estd. u/s. 3 of the UGC Act, 1958)

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, Governorpet, Vijayawada - 520 002. Ph: +91 - 866 - 3500122, 2576129

OFFICE OF DEAN STUDENT AFFAIRS Internal Complaints Committee (ICC) / POSH Committee MINUTES OF THE MEETING HELD IN VIRTUAL MODE

Meeting No:	2	Date	27.08.2020
Academic Year	2020-21	Time	3.30 P.M

Members Present:

S. No.	Name of the Faculty Member	Designation	Nominated as
1	Dr.I. Govardhani	Professor, ECE	Convener
2	Dr.S.V.N.L. Lalitha	Professor & HOD-EEE	Co-Convener
3	Dr. K. Hemamalini	Asst. Professor, BHM	Member
4	Dr.Habibulla Khan	Professor, ECE & Dean (Student Affairs)	Member
5	Dr.Ch.Lakshmanrao	Assoc. Professor & I/c. Principal College of Law	Member
6	Ms. P. Vedavathi	Vice President, Vasavya Mahila Mandali	External Member
7	Ms. J Bhanu Sri	Technician	Member
8	Ms B Sreedevi	Office Assistant	Member
9	Ms.D. Swetha	173070005, Research Scholar, Dept of ME	Student member
10	Ms.G. Lakshmi Niharika	CSE,II 180030027	Student member
11	Ms.C. Vamsi Priya	ECE, III, 170040158	Student member
12	Ms.J. Sri Keerthi	B.Com, II, 180520006	Student member
13	Ms.M. Preethi	Women Scientist, ECE	Member

Members Absent

1. Ms.K. Navya, EEE, Student Member
2. Ms. V. Satyavathi, Ex.Director, Vasavya Mahila Mandali, External Member
3. Ms.A. Apurva, EEE, Student member
4. Dr. M. Sreedevi, CSE, Member
5. Ms.A. Venkata Bhavani Niharika,BBA, Student Member

Dr.I. Govardhani, Convener,, ICC/POSH committee welcomed all the committee members for the meeting.

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

Dr.I. Govardhani provided instruction to students regarding UGC guidelines concerning Sexual Harassment Matters. She intends to arrange workshops aimed at promoting gender equality and sensitivity for both male and female students.

Discussion on Agenda Items:

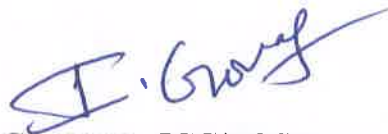
Agenda item-1: Conduction of Webinar on cyber threats, safety and security on virtual mode.

The plans for a webinar scheduled for August 30th & 31st, 2020, in a virtual mode were deliberated. Dr. S.V.N. Lalitha was designated to oversee the arrangements to ensure the smooth execution of the online event..

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

No other items are there for discussion.

The meeting was concluded with the Convener, ICC thanking the members for their cooperation.


Convener– ICC/POSH
(Dr.I. Govardhani)



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, Governorpet, Vijayawada - 520 002. Ph: +91 - 866 - 3500122, 2578129

Ref: KLEF/RO/STUDENT AFFAIRS/ICC/2020-21

Date: 09-11-2020

Orders of the Hon'ble Vice-Chancellor dt. 09-11-2020

CIRCULAR

Sub: Meeting with ICC Members on 11-11-2020 – Reg.

Ref: Letter dated 9-11-2020 from Dr.S.V.N.L. Lalitha, Convener ICC/POSH Committee.

This is to inform that Internal Complaints Committee (ICC) / POSH Committee meeting is scheduled to be convened on **11-11-2020 from 3.00 P.M to 3.30P.M**. The meeting will be conducted in virtual mode using the below link.

<https://us05web.zoom.us/j/84375760892?pwd=aA4uYDrTuNmLYC4fcMzjZEXLJ.1>

Agenda Items:

1. Conduction of webinar on eve teasing and anti-ragging
2. Any other point with the permission of the chair

All the following Members are directed to attend the meeting, without fail.

S. No.	Name of the Faculty Member	Designation	Nominated as
1	Dr.S.V.N.L. Lalitha	Professor & HOD-EEE	Convener
2	Dr. K. Hemamalini	Asst. Professor, BHM	Co-Convener
3	Dr.Habibulla Khan	Professor, ECE & Dean (Student Affairs)	Member
4	Dr. M. Sreedevi	Professor, CSE	Member
5	Dr. I. Govardhini	Professor, CSE	Member
6	Dr.Ch.Lakshmanrao	Assoc. Professor & I/c. Principal College of Law	Member
7	Ms. P. Vedavathi	Vice President, Vasavya Mahila Mandali	External Member
8	Ms. V. Satyavathi	Ex.Director, Vasavya Mahila Mandali	External Member
9	Ms. J Bhanu Sri	Technician	Member
10	Ms B Sreedevi	Office Assistant	Member
11	Ms.D. Swetha	173070005, Research Scholar, Dept of ME	Student member

12	Ms.K. Navya	182061004,EEE,M.Tech	Student member
13	Ms.G. Lakshmi Niharika	CSE,II 180030027	Student member
14	Ms.C. Vamsi Priya	ECE, III, 170040158	Student member
15	Ms.A. Apurva	BBA,II, 180541186	Student member
16	Ms.A. Venkata Bhavani Niharika	BA II, 180570001	Student member
17	Ms.J. Sri Keerthi	B.Com, II, 180520006	Student member
18	Ms. Deepthi	Office Assistant	Member
19	Mr. D. Siva Ramakrishna	Office Assistant	Member
20	Ms.M. Preethi	Women Scientist, ECE	Member

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


REGISTRAR

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

Mail to: Hon'ble Vice-Presidents,
KLEF

Mail & Hard copy to: Hon'ble Pro Chancellor

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

Mail & Hard copy to: Pro Vice-Chancellors

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

Mail to: Special Officer -Dr.A. Vani

Mail to: All Advisors / All Deans / All Principals / All Vice-Principals / All Sr.Directors / All Directors / All Additional Deans /

All Associate Deans / Deputy Deans / PR Head

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

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

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

Mail to: Principal-CoE..Dr.K.SubbaRao / Coordinator-FED/Vice-Principals

Mail to: HoDs.. BT / CE / CSE (Honours) / CSE / Comp.Engg. & ECM / ECE / EEE / ME

HoDs..Mathematics / Physics / Chemistry / CSA

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

HoDs.. Architecture / Law

Agriculture / Arts / BBA / Commerce / Fine Arts

Hotel Management / MBA / Foreign Languages

HoDs.. Pharmacy

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

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

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

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

Vice-Principal / Director / Deputy Director

Mail to: KL H HoDs.. AI&DS / CSE / ECE / BES / FED Coordinator / Business School

Mail to: KL H Associate Deans..P&D / R&D / Academics / IQAC / F&SA / Skill Development / Student Progression & Training /

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



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, Govamorpel, Vijayawada - 520 002. Ph: +91 - 866 - 3500122, 2576129

OFFICE OF DEAN STUDENT AFFAIRS Internal Complaints Committee (ICC) / POSH Committee MINUTES OF THE MEETING HELD IN VIRTUAL MODE

Meeting No:	3	Date	11.11.2020
Academic Year	2020-21	Time	03.30 P.M

Members Present:

S. No.	Name of the Faculty Member	Designation	Nominated as
1	Dr.S.V.N.L. Lalitha	Professor & HOD-EEE	Convener
2	Dr. K. Hemamalini	Asst. Professor, BHM	Co-Convener
3	Dr.Habibulla Khan	Professor, ECE & Dean (Student Affairs)	Member
4	Dr. M. Sreedevi	Professor, CSE	Member
5	Dr. I. Govardhini	Professor, CSE	Member
6	Dr.Ch.Lakshmanrao	Assoc. Professor & I/c. Principal College of Law	Member
7	Ms. P. Vedavathi	Vice President, Vasavya Mahila Mandali	External Member
8	Ms. V. Satyavathi	Ex.Director, Vasavya Mahila Mandali	External Member
9	Ms. J Bhanu Sri	Technician	Member
10	Ms B Sreedevi	Office Assistant	Member
11	Ms.D. Swetha	173070005, Research Scholar, Dept of ME	Student member
12	Ms.K. Navya	182061004,EEE,M.Tech	Student member
13	Ms.G. Lakshmi Niharika	CSE,II 180030027	Student member
14	Ms.C. Vamsi Priya	ECE, III, 170040158	Student member
15	Ms.A. Apurva	BBA,II, 180541186	Student member
16	Ms.A. Venkata Bhavani Niharika	BA II, 180570001	Student member
17	Ms.J. Sri Keerthi	B.Com, II, 180520006	Student member

18	Ms. Deepthi	Office Assistant	Member
19	Mr. D. Siva Ramakrishna	Office Assistant	Member
20	Ms.M. Preethi	Women Scientist, ECE	Member

Members Absent: Nil

Dr.S.V.N.L. Lalitha, Convener, ICC welcomed all the committee members for the meeting.

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

A webinar was conducted on cyber threats, safety and security for women faculty, staff & girl students.

Discussion on Agenda Items:

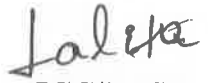
Agenda item-1: Conduction of webinar on eve teasing and anti-ragging

A webinar is planned to all the faculty, girl and boy students on eve teasing and anti-ragging.

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

No other items or topics have been discussed. Finalized the list of activities that are going to be conducted.

The meeting was concluded with the Convener, ICC thanking the members for their cooperation.


Convener- ICC/POSH
(Dr.S.V.N.L. Lalitha)



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, Governorpet, Vijayawada - 520 002. Ph: +91 - 866 - 3500122, 2576129

Ref: KLEF/RO/STUDENT AFFAIRS/ICC/2020-21

Date: 08-02-2021

Orders of the Hon'ble Vice-Chancellor dt. 08-02-2021

CIRCULAR

Sub: Meeting with ICC Members on 10-02-2021 – Reg.

Ref: Letter dated 08-02-2021 from Dr.S.V.N.L. Lalitha Convener ICC/POSH Committee.

This is to inform that Internal Complaints Committee(ICC) / POSH Committee meeting is scheduled to be convened on **10-02-2021 from 2.30 P.M to 3.00 P.M.** The meeting will be conducted in virtual mode using the below link.

<https://us05web.zoom.us/j/29806757348?pwd=uNmLYC4fcMzjZaA4uYDrTEXLJ.1>

Agenda Items:

1. Conduction of webinar on gender equity and sensitivity
2. Any other points with the permission of the chair

The following Members are directed to attend the meeting, without fail.

S. No.	Name of the Faculty Member	Designation	Nominated as
1	Dr.S.V.N.L. Lalitha	Professor & HOD-EEE	Convener
2	Dr. K. Hemamalini	Asst. Professor, BHM	Co-Convener
3	Dr.Habibulla Khan	Professor, ECE & Dean (Student Affairs)	Member
4	Dr. M. Sreedevi	Professor, CSE	Member
5	Dr. I. Govardhini	Professor, CSE	Member
6	Dr.Ch.Lakshmanrao	Assoc. Professor & I/c. Principal College of Law	Member
7	Ms. P. Vedavathi	Vice President, Vasavya Mahila Mandali	External Member
8	Ms. V. Satyavathi	Ex.Director, Vasavya Mahila Mandali	External Member
9	Ms. J Bhanu Sri	Technician	Member
10	Ms B Sreedevi	Office Assistant	Member

11	Ms.D. Swetha	173070005, Research Scholar, Dept of ME	Student member
12	Ms.K. Navya	182061004,EEE,M.Tech	Student member
13	Ms.G. Lakshmi Niharika	CSE,II 180030027	Student member
14	Ms.C. Vamsi Priya	ECE, III, 170040158	Student member
15	Ms.A. Apurva	BBA,II, 180541186	Student member
16	Ms.A. Venkata Bhavani Niharika	BA II, 180570001	Student member
17	Ms.J. Sri Keerthi	B.Com, II, 180520006	Student member
18	Ms. Deepthi	Office Assistant	Member
19	Mr. D. Siva Ramakrishna	Office Assistant	Member
20	Ms.M. Preethi	Women Scientist, ECE	Member

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


REGISTRAR

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

Mail to: Hon'ble Vice-Presidents,
KLEF

Mail & Hard copy to: Hon'ble Pro Chancellor

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

Mail & Hard copy to: Pro Vice-Chancellors

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

Mail to: Special Officer -Dr.A. Vani

Mail to: All Advisors / All Deans / All Principals / All Vice-Principals / All Sr.Directors / All Directors / All Additional Deans /

All Associate Deans / Deputy Deans / PR Head

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

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

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

Mail to: Principal-CoE..Dr.K.SubbaRao / Coordinator-FED/Vice-Principals

Mail to: HoDs.. BT / CE / CSE (Honours) / CSE / Comp.Engg. & ECM / ECE / EEE / ME

HoDs..Mathematics / Physics / Chemistry / CSA

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

HoDs.. Architecture / Law

Agriculture / Arts / BBA / Commerce / Fine Arts

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

Hotel Management / MBA / Foreign Languages
HoDs.. Pharmacy
HoDs..Communication Skills / Soft Skills & Head of Division...Quant &
Reasoning
Mail to: All Dy. HoDs / All Alt. HoDs
Mail to: KL H - Principal Off Campus Centre, Aziz Nagar Campus / KL H - Principal Off
Campus Centre, Bowrampet
Vice-Principal / Director / Deputy Director
Mail to: KL H HoDs.. AI&DS / CSE / ECE / BES / FED Coordinator / Business School
Mail to: KL H Associate Deans..P&D / R&D / Academics / IQAC / F&SA / Skill
Development / Student Progression & Training /
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



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 - 360 200; www.klef.ac.in; www.klef.edu.in; www.kluniversity.in
Admin Off: 29-36-38, Museum Road, Governorpet, Vijayawada - 520 002. Ph: +91 - 866 - 3500122, 2576129

OFFICE OF DEAN STUDENT AFFAIRS Internal Complaints Committee (ICC) / POSH Committee MINUTES OF THE MEETING HELD IN VIRTUAL MODE

Meeting No.	4	Date	10.02.2021
Academic Year	2020-21	Time	03.30 P.M

Members Present:

S. No.	Name of the Faculty Member	Designation	Nominated as
1	Dr.S.V.N.L. Lalitha	Professor & HOD-EEE	Convener
2	Dr. K. Hemamalini	Asst. Professor, BHM	Co-Convener
3	Dr.Habibulla Khan	Professor, ECE & Dean (Student Affairs)	Member
4	Dr. M. Sreedevi	Professor, CSE	Member
5	Dr. I. Govardhini	Professor, CSE	Member
6	Dr.Ch.Lakshmanrao	Assoc. Professor & I/c. Principal College of Law	Member
7	Ms. P. Vedavathi	Vice President, Vasavya Mahila Mandali	External Member
8	Ms. V. Satyavathi	Ex.Director, Vasavya Mahila Mandali	External Member
9	Ms. J Bhanu Sri	Technician	Member
10	Ms B Sreedevi	Office Assistant	Member
11	Ms.D. Swetha	173070005, Research Scholar, Dept of ME	Student member
12	Ms.G. Lakshmi Niharika	CSE,II 180030027	Student member
13	Ms.C. Vamsi Priya	ECE, III, 170040158	Student member
14	Ms.A. Apurva	BBA,II, 180541186	Student member
15	Ms.A. Venkata Bhavani Niharika	BA II, 180570001	Student member
16	Ms.J. Sri Keerthi	B.Com, II, 180520006	Student member
17	Ms. Deepthi	Office Assistant	Member

18

Ms.M. Preethi

Women Scientist, ECE

Member

Members Absent:

1. Mr. D. Siva Ramakrishna, Office Assistant, Member
2. Ms.K. Navya, EEE, Student Member

Dr.S.V.N.L. Lalitha, Convener, ICC welcomed all the committee members for the meeting.

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

Awareness session is conducted to the students and staff in virtual mode on eve teasing and anti ragging.

Discussion on Agenda Items:

Agenda item-1: Conduction of webinar on gender equity and sensitivity.

Awareness session is planned to the students and staff in virtual mode on gender equity and sensitivity

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

No incidents of eve-teasing or Sexual harassment received from the students and women staff members of the college for the AY 2020-21.

The meeting was concluded with the Convener, ICC thanking the members for their cooperation.

Lalitha

Convener- ICC/POSH
(Dr.S.V.N.L. Lalitha)



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, Governorpet, Vijayawada - 520 002. Ph: +91 - 866 - 3500122, 2576129

Ref: KLEF/RO/STUDENT AFFAIRS/ICC/2019-20

Date: 14-08-2019

Orders of the Hon'ble Vice-Chancellor dt. 14-08-2019

CIRCULAR

Sub: Meeting with ICC Members on 16-08-2019 – Reg.

Ref: Letter dated 14-08-2019 from Dr. I. Govardhini, Convener ICC/POSH Committee.

This is to inform that Internal Complaints Committee (ICC)/POSH Committee meeting is scheduled to be convened on **16-08-2019 from 3.30 P.M to 4.00 P.M.** The meeting will be conducted in **Jasmine Hall.**

Agenda Items:

1. Roles & Responsibilities of ICC members.
2. Educate students on UGC rules and regulations on Sexual Harassment Issues.
3. Any other item, with the permission of the chair.

The following Members are directed to attend the meeting, without fail.

S. No.	Name of the Faculty Member	Designation	Nominated as
1	Dr.I. Govardhani	Professor, ECE	Convener
2	Dr.S.V.N.L. Lalitha	Professor & HOD-EEE	Co-Convener
3	Dr. K. Hemamalini	Asst. Professor, BHM	Member
4	Dr.Habibulla Khan	Professor, ECE & Dean (Student Affairs)	Member
5	Dr. M. Sreedevi	Professor, CSE	Member
6	Dr.Ch.Lakshmanrao	Assoc. Professor & I/c. Principal College of Law	Member
7	Ms. P. Vedavathi	Vice President, Vasavya Mahila Mandali	External Member
8	Ms. V. Satyavathi	Ex.Director, Vasavya Mahila Mandali	External Member
9	Ms. J Bhanu Sri	Technician	Member
10	Ms B Sreedevi	Office Assistant	Member

11	Ms.D. Swetha	173070005, Research Scholar, Dept of ME	Student member
12	Ms.K. Navya	182061004,EEE,M.Tech	Student member
13	Ms.G. Lakshmi Niharika	CSE,II 180030027	Student member
14	Ms.C. Vamsi Priya	ECE, III, 170040158	Student member
15	Ms.A. Apurva	BBA,II, 180541186	Student member
16	Ms.A. Venkata Bhavani Niharika	BA II, 180570001	Student member
17	Ms.J. Sri Keerthi	B.Com, II, 180520006	Student member
18	Ms.M. Preethi	Women Scientist, ECE	Member

The HoDs are requested to ensure that this information is brought to the notice of the faculty members concerned of their respective departments and ensure their participation in the above meeting.

Perab

REGISTRAR

REGISTRAR

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

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

Mail to: Hon'ble Vice-Presidents,
KLEF

Mail & Hard copy to: Hon'ble Pro Chancellor

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

Mail & Hard copy to: Pro Vice-Chancellors

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

Mail to: Special Officer -Dr.A. Vani

Mail to: All Advisors / All Deans / All Principals / All Vice-Principals / All Sr.Directors / All Directors / All Additional Deans /

All Associate Deans / Deputy Deans / PR Head

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

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

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

Mail to: Principal-CoE..Dr.K.SubbaRao / Coordinator-FED/Vice-Principals

Mail to: HoDs.. BT / CE / CSE (Honours) / CSE / Comp.Engg. & ECM / ECE / EEE / ME

HoDs..Mathematics / Physics / Chemistry / CSA

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

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

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

Vice-Principal / Director / Deputy Director

Mail to: KL H HoDs.. AI&DS / CSE / ECE / BES / FED Coordinator / Business School

Mail to: KL H Associate Deans..P&D / R&D / Academics / IQAC / F&SA / Skill

Development / Student Progression & Training /

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



Koneru Lakshmalah 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, Governorpet, Vijayawada - 520 002 Ph: +91 - 866 - 3600122, 2576129

OFFICE OF DEAN STUDENT AFFAIRS

Internal Complaints Committee (ICC) / POSH Committee

MINUTES OF THE MEETING HELD AT ROOM NO. Jasmine Hall

Meeting No:	1	Date	16.08.2019
Academic Year	2019-20	Time	3.30 P.M

Members:

S. No.	Name of the Faculty Member	Designation	Nominated as	Signature
1	Dr.I. Govardhani	Professor, ECE	Convener	I. Govan
2	Dr.S.V.N.L. Lalitha	Professor & HOD-EEE	Co-Convener	Lalitha
3	Dr. K. Hemamalini	Asst. Professor, BHM	Member	K. Hemal
4	Dr.Habibulla Khan	Professor, ECE & Dean (Student Affairs)	Member	Uy
5	Dr. M. Sreedevi	Professor, CSE	Member	M. Sreedevi
6	Dr.Ch.Lakshmanrao	Assoc. Professor & I/c. Principal College of Law	Member	Ch. Lakshmanrao
7	Ms. P. Vedavathi	Vice President, Vasavya Mahila Mandali	External Member	P. Vedavathi
8	Ms. V. Satyavathi	Ex.Director, Vasavya Mahila Mandali	External Member	V. Satya
9	Ms. J Bhanu Sri	Technician	Member	J. Bhanu Sri
10	Ms B Sreedevi	Office Assistant	Member	B. Sreedevi
11	Ms.D. Swetha	173070005, Research Scholar, Dept of ME	Student member	D. Swetha
12	Ms.K. Navya	182061004,EEE,M.Tech	Student member	K. Navya
13	Ms.G. Lakshmi Niharika	CSE,II 180030027	Student member	G. Lakshmi
14	Ms.C. Vamsi Priya	ECE, III, 170040158	Student member	C. Vamsi Priya
15	Ms.A. Apurva	BBA,II, 180541186	Student member	A. Apurva
16	Ms.A. Venkata Bhavani Niharika	BA II, 180570001	Student member	A. Venkata

17	Ms.J. Sri Keerthi	B.Com, II, 180520006	Student member	<i>Keerthi</i>
18	Ms.M. Preethi	Women Scientist, ECE	Member	<i>M. Preethi</i>

Dr.I. Govardhini, Convener, ICC welcomed all the committee members for the meeting.

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

Workshop on anti-discrimination and women empowerment. is organized during last semester.

Discussion on Agenda Items:

Dr. I. Govardhini, the Convener of ICC, elucidated the objectives and duties of the committee. She outlined the following aspects to provide clarity and guidance to the members.

Agenda item-1: Roles and responsibilities of ICC members.

Dr. I. Govardhini, as the Convener of ICC, provided members with guidance on effectively handling instances of discrimination or harassment experienced by female faculty and students, with the aim of fostering a secure and inclusive campus atmosphere.

Agenda item-2: Educate students on UGC rules and regulations on Sexual Harassment Issues.

It was resolved to arrange an awareness program concerning UGC regulations on sexual harassment, alongside a workshop focusing on safety, security, and awareness of potential threats.

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

There are no other items for discussion.

The meeting was concluded with the Convener, ICC thanking the members for their cooperation.

I. Govardhini
Convener - ICC
 (Dr I Govardhini)



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, Governorpet, Vijayawada - 520 002. Ph: +91 - 866 - 3500122, 2576129

Ref: KLEF/RO/STUDENT AFFAIRS/ICC/2019-20

Date: 13-11-2019

Orders of the Hon'ble Vice-Chancellor dt. 13-11-2019

CIRCULAR

Sub: Meeting with ICC/POSH Members on 15-11-2019 – Reg.

Ref: Letter dated 13-11-2019 from Dr. I. Govardhini, Convener ICC/POSH Committee.

This is to inform that Internal Complaints Committee (ICC)/POSH Committee meeting is scheduled to be convened on **15-11-2019 from 3.30 P.M to 4.00 P.M.** The meeting will be conducted in **Jasmine Hall.**

Agenda Items:

1. Measures to be taken in the college for the prevention of Eve-Teasing and Sexual harassment.
2. Appointment of one more lady vigilance officer in the university.
3. Any other item, with the permission of the Chair.

The following Members are directed to attend the meeting, without fail.

S. No.	Name of the Faculty Member	Designation	Nominated as
1	Dr.I. Govardhani	Professor, ECE	Convener
2	Dr.S.V.N.L. Lalitha	Professor & HOD-EEE	Co-Convener
3	Dr. K. Hemamalini	Asst. Professor, BHM	Member
4	Dr.Habibulla Khan	Professor, ECE & Dean (Student Affairs)	Member
5	Dr. M. Sreedevi	Professor, CSE	Member
6	Dr.Ch.Lakshmanrao	Assoc. Professor & I/c. Principal College of Law	Member
7	Ms. P. Vedavathi	Vice President, Vasavya Mahila Mandali	External Member
8	Ms. V. Satyavathi	Ex.Director, Vasavya Mahila Mandali	External Member

9	Ms. J Bhanu Sri	Technician	Member
10	Ms B Sreedevi	Office Assistant	Member
11	Ms.D. Swetha	173070005, Research Scholar, Dept of ME	Student member
12	Ms.K. Navya	182061004,EEE,M.Tech	Student member
13	Ms.G. Lakshmi Niharika	CSE,II 180030027	Student member
14	Ms.C. Vamsi Priya	ECE, III, 170040158	Student member
15	Ms.A. Apurva	BBA,II, 180541186	Student member
16	Ms.A. Venkata Bhavani Niharika	BA II, 180570001	Student member
17	Ms.J. Sri Keerthi	B.Com, II, 180520006	Student member
18	Ms.M. Preethi	Women Scientist, ECE	Member

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


REGISTRAR

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

Mail to: Hon'ble Vice-Presidents,
KLEF

Mail & Hard copy to: Hon'ble Pro Chancellor

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

Mail & Hard copy to: Pro Vice-Chancellors

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

Mail to: Special Officer -Dr.A. Vani

Mail to: All Advisors / All Deans / All Principals / All Vice-Principals / All Sr.Directors / All Directors / All Additional Deans /

All Associate Deans / Deputy Deans / PR Head

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

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

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

Mail to: Principal-CoE..Dr.K.SubbaRao / Coordinator-FED/Vice-Principals

Mail to: HoDs.. BT / CE / CSE (Honours) / CSE / Comp.Engg. & ECM / ECE / EEE / ME

HoDs..Mathematics / Physics / Chemistry / CSA

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

HoDs.. Architecture / Law

Agriculture / Arts / BBA / Commerce / Fine Arts

Hotel Management / MBA / Foreign Languages

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

HoDs.. Pharmacy

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

Reasoning

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

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

Vice-Principal / Director / Deputy Director

Mail to: KL H HoDs.. AI&DS / CSE / ECE / BES / FED Coordinator / Business School

Mail to: KL H Associate Deans..P&D / R&D / Academics / IQAC / F&SA / Skill Development / Student Progression & Training /

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



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 8646 - 350 200; www.klef.ac.in; www.klef.edu.in; www.kluniversity.in
Admin Off: 29-36-36, Museum Road, Governorpet, Vijayawada - 520 002 Ph: +91 - 866 - 3600122, 2576129

OFFICE OF DEAN STUDENT AFFAIRS

Internal Complaints Committee (ICC) / POSH Committee

MINUTES OF THE MEETING HELD AT ROOM NO. JASMINE HALL

Meeting No.	2	Date	15.11.2019
Academic Year	2019-20	Time	3.30 P.M

Members:

S. No.	Name of the Faculty Member	Designation	Nominated as	Signature
1	Dr.I. Govardhani	Professor, ECE	Convener	I Govardhani
2	Dr.S.V.N.L. Lalitha	Professor & HOD-EEE	Co-Convener	Lalitha
3	Dr. K. Hemamalini	Asst. Professor, BHM	Member	K. Hemamalini
4	Dr.Habibulla Khan	Professor, ECE & Dean (Student Affairs)	Member	Uy
5	Dr. M. Sreedevi	Professor, CSE	Member	M'sreedevi
6	Dr.Ch.Lakshmanrao	Assoc. Professor & I/c. Principal College of Law	Member	Ch.Lakshmanrao
7	Ms. P. Vedavathi	Vice President, Vasavya Mahila Mandali	External Member	P Vedavathi
8	Ms. V. Satyavathi	Ex.Director, Vasavya Mahila Mandali	External Member	V Satyavathi
9	Ms. J Bhanu Sri	Technician	Member	J Bhanu Sri
10	Ms B Sreedevi	Office Assistant	Member	B Sreedevi
11	Ms.D. Swetha	173070005, Research Scholar, Dept of ME	Student member	D Swetha
12	Ms.K. Navya	182061004,EEE,M.Tech	Student member	K Navya
13	Ms.G. Lakshmi Niharika	CSE,II 180030027	Student member	G Lakshmi Niharika
14	Ms.C. Vamsi Priya	ECE, III, 170040158	Student member	C Vamsi Priya
15	Ms.A. Apurva	BBA,II, 180541186	Student member	A Apurva
16	Ms.A. Venkata Bhavani Niharika	BA II, 180570001	Student member	A Venkata Bhavani Niharika
17	Ms.J. Sri Keerthi	B.Com, II, 180520006	Student member	J Sri Keerthi

18	Ms.M. Preethi	Women Scientist, ECE	Member	M. Preethi
----	---------------	----------------------	--------	------------

Dr. I. Govardhini, Convener, ICC welcomed all the committee members for the meeting.

Action taken report on agenda points of last meeting:

The committee convener provided an overview of the roles and duties of the ICC/POSH committee to all members. Additionally, she imparted awareness regarding UGC rules and regulations.

Discussion on Agenda Items:

Agenda item-1: Measures to be taken in the college for the prevention of Eve-Teasing and Sexual harassment.

It was suggested to place posters in prominent locations throughout the university to raise awareness among faculty, staff, and students about sexual harassment.

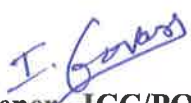
Agenda item-2: Increase the lady vigilance officer in the university.

As an addition to the vigilance system, another female officer should be appointed at the university to oversee matters.

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

No other item .

The meeting was concluded with the Convener, ICC thanking the members for their cooperation.


Convener- ICC/POSH
(Dr I Govardhini)



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 - 360 200; www.klef.ac.in; www.klef.edu.in; www.kluniversity.in
Admin Off: 29-36-36, Museum Road, Governorpet, Vijayawada - 520 002. Ph: +91 - 866 - 3600122, 2576129

Ref: KLEF/RO/STUDENT AFFAIRS/ICC/2019-20

Date: 13-02-2020

Orders of the Hon'ble Vice-Chancellor dt. 13-02-2020

CIRCULAR

Sub: Meeting with ICCPOSH Members on 15-02-2020 – Reg.

Ref: Letter dated 13-02-2020 from Dr. I. Govardhini, Convener ICC/POSH Committee.






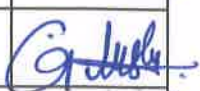



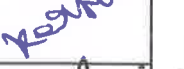
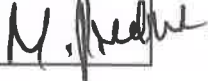
This is to inform that Internal Complaints Committee (ICC)/POSH Committee meeting is scheduled to be convened on **15-02-2020 from 3.30 P.M to 4.00 P.M.** The meeting will be conducted in **Jasmine Hall.**

Agenda Items:

1. Gender Sensitization Course in Curriculum.
2. Any other item, with the permission of the Chair.

The following Members must attend the meeting

S. No.	Name of the Faculty Member	Designation	Nominated as	Signature
1	Dr.I. Govardhani	Professor, ECE	Convener	<i>I. Govardhani</i>
2	Dr.S.V.N.L. Lalitha	Professor & HOD-EEE	Co-Convener	<i>Lalitha</i>
3	Dr. K. Hemamalini	Asst. Professor, BHM	Member	<i>K. Hemamalini</i>
4	Dr.Habibulla Khan	Professor, ECE & Dean (Student Affairs)	Member	<i>H. Khan</i>
5	Dr. M. Sreedevi	Professor, CSE	Member	<i>M. Sreedevi</i>
6	Dr.Ch.Lakshmanrao	Assoc. Professor & I/c. Principal College of Law	Member	<i>Ch. Lakshmanrao</i>
7	Ms. P. Vedavathi	Vice President, Vasavya Mahila Mandali	External Member	<i>P. Vedavathi</i>

8	Ms. V. Satyavathi	Ex.Director, Vasavya Mahila Mandali	External Member	
9	Ms. J Bhanu Sri	Technician	Member	
10	Ms B Sreedevi	Office Assistant	Member	
11	Ms.D. Swetha	173070005, Research Scholar, Dept of ME	Student member	
12	Ms.K. Navya	182061004,EEE,M.Tech	Student member	
13	Ms.G. Lakshmi Niharika	CSE,II 180030027	Student member	
14	Ms.C. Vamsi Priya	ECE, III, 170040158	Student member	
15	Ms.A. Apurva	BBA,II, 180541186	Student member	
16	Ms.A. Venkata Bhavani Niharika	BA II, 180570001	Student member	
17	Ms.J. Sri Keerthi	B.Com, II, 180520006	Student member	
18	Ms.M. Preethi	Women Scientist, ECE	Member	

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


REGISTRAR

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

Mail to: Hon'ble Vice-Presidents,
KLEF

Mail & Hard copy to: Hon'ble Pro Chancellor

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

Mail & Hard copy to: Pro Vice-Chancellors

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

Mail to: Special Officer -Dr.A. Vani

Mail to: All Advisors / All Deans / All Principals / All Vice-Principals / All Sr.Directors / All Directors / All Additional Deans /

All Associate Deans / Deputy Deans / PR Head

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

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

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

Mail to: Principal-CoE..Dr.K.SubbaRao / Coordinator-FED/Vice-Principals

Mail to: HoDs.. BT / CE / CSE (Honours) / CSE / Comp.Engg. & ECM / ECE / EEE / ME

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

HoDs..Mathematics / Physics / Chemistry / CSA

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

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

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

Vice-Principal / Director / Deputy Director

Mail to: KL H HoDs.. AI&DS / CSE / ECE / BES / FED Coordinator / Business School

Mail to: KL H Associate Deans..P&D / R&D / Academics / IQAC / F&SA / Skill

Development / Student Progression & Training /

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



Koneru Lakshmalah 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: 29-38-38, Museum Road, Governorpet, Vijayawada - 520 002, Ph: +91 - 866 - 3500122, 2578129

OFFICE OF DEAN STUDENT AFFAIRS

Internal Complaints Committee (ICC) / POSH Committee

MINUTES OF THE MEETING HELD AT JASMINE HALL

Meeting No.	3	Date	15.02.2020
Academic Year	2019-20	Time	3.30 P.M

Members:

S. No.	Name of the Faculty Member	Designation	Nominated as	Signature
1	Dr.I. Govardhani	Professor, ECE	Convener	<i>I. Govardhani</i>
2	Dr.S.V.N.L. Lalitha	Professor & HOD-EEE	Co-Convener	<i>Lalitha</i>
3	Dr. K. Hemamalini	Asst. Professor, BHM	Member	<i>K. Hemamalini</i>
4	Dr.Habibulla Khan	Professor, ECE & Dean (Student Affairs)	Member	<i>Uy</i>
5	Dr. M. Sreedevi	Professor, CSE	Member	<i>M. Sreedevi</i>
6	Dr.Ch.Lakshmanrao	Assoc. Professor & I/c. Principal College of Law	Member	<i>Ch. Lakshmanrao</i>
7	Ms. P. Vedavathi	Vice President, Vasavya Mahila Mandali	External Member	<i>P. Vedavathi</i>
8	Ms. V. Satyavathi	Ex.Director, Vasavya Mahila Mandali	External Member	<i>Satyavathi</i>
9	Ms. J Bhanu Sri	Technician	Member	<i>J. Bhanu Sri</i>
10	Ms B Sreedevi	Office Assistant	Member	<i>B. Sreedevi</i>
11	Ms.D. Swetha	173070005, Research Scholar, Dept of ME	Student member	<i>D. Swetha</i>
12	Ms.K. Navya	182061004,EEE,M.Tech	Student member	<i>K. Navya</i>
13	Ms.G. Lakshmi Niharika	CSE,II 180030027	Student member	<i>G. Lakshmi Niharika</i>
14	Ms.C. Vamsi Priya	ECE, III, 170040158	Student member	<i>V. Priya</i>
15	Ms.A. Apurva	BBA,II, 180541186	Student member	<i>A. Apurva</i>
16	Ms.A. Venkata Bhavani Niharika	BA II, 180570001	Student member	<i>A. Venkata Bhavani Niharika</i>

17	Ms.J. Sri Keerthi	B.Com, II, 180520006	Student member	<i>[Signature]</i>
18	Ms.M. Preethi	Women Scientist, ECE	Member	<i>[Signature]</i>

Dr. I. Govardhini, Convener, ICC/POSH Committee welcomed all the committee members for the meeting.

Action taken report on agenda points of last meeting:

Posters have been strategically placed in key areas such as cafeterias, restroom facilities, and department offices across the university to promote awareness regarding sexual harassment among faculty, staff, and students. Additionally, another female vigilance officer has been appointed to closely supervise sensitive matters concerning female faculty and female students.

Discussion on Agenda Items:

Agenda Item-1: Gender Sensitization Course in Curriculum.

Committee members decided to include Gender Sensitization Course in Curriculum and decided to design syllabus.

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

No specific issues to be discussed.

The meeting was concluded with the Convener, ICC thanking the members for their cooperation.

I. Govardhini
Convener- ICC/POSH
 (Dr I Govardhini)



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, Government, Vijayawada - 520 002. Ph: +91 - 866 - 3500122, 2578128

Ref: KLEF/RO/STUDENT AFFAIRS/ICC/2018-19

Date: 13-08-2018

Orders of the Hon'ble Vice-Chancellor dt. 13-08-2018

CIRCULAR

Sub: Meeting with ICC/POSH Members on 16-08-2018 – Reg.

Ref: Letter dated 13-08-2018 from Dr. I. Govardhini, Convener ICC/POSH Committee.

This is to inform that Internal Complaints Committee (ICC)/POSH Committee meeting is scheduled to be convened on **16-08-2018 from 3.30 P.M to 4.00 P.M.** The meeting will be conducted in **C-106.**

Agenda Items:

1. Roles & Responsibilities of ICC members.
2. Educate students on UGC rules and regulations on Sexual Harassment Issues.
3. Seminar on Nirbhaya act for women and girls.
4. Any other item, with the permission of the Chair.

The following members must attend the meeting

S. No.	Name of the Faculty Member	Designation	Nominated as
1	Dr.I. Govardhani	Professor, ECE	Convener
2	Dr.S.V.N.L. Lalitha	Professor & HOD-EEE	Co-Convener
3	Dr. K. Hemamalini	Asst. Professor, BHM	Member
4	Dr.Habibulla Khan	Professor, ECE & Dean (Student Affairs)	Member
5	Dr. M. Sreedevi	Professor, CSE	Member
6	Dr.Ch.Lakshmanrao	Assoc. Professor & I/c. Principal College of Law	Member
7	Ms. P. Vedavathi	Vice President, Vasavya Mahila Mandali	External Member
8	Ms. V. Satyavathi	Ex.Director, Vasavya Mahila Mandali	External Member
9	Ms. J Bhanu Sri	Technician	Member
10	Ms B Sreedevi	Office Assistant	Member

11	Ms.D. Swetha	173070005, Research Scholar, Dept of ME	Student member
12	Ms.K. Navya	182061004,EEE,M.Tech	Student member
13	Ms.A.Rani Priya	CSE,III160030015	Student member
14	Ms.A. Divya Sahithi	ECE, III, 160040032	Student member
15	Ms.K Sowmya	BBA,II, 170541162	Student member
16	Ms.K. Harika	BA II, 170570024	Student member
17	Ms. Florence	B.Sc, Visual Comm, II, 170250028	Student member

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


REGISTRAR

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

Mail to: Hon'ble Vice-Presidents,
KLEF

Mail & Hard copy to: Hon'ble Pro Chancellor

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

Mail & Hard copy to: Pro Vice-Chancellors

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

Mail to: Special Officer -Dr.A. Vani

Mail to: All Advisors / All Deans / All Principals / All Vice-Principals / All Sr.Directors / All Directors / All Additional Deans /

All Associate Deans / Deputy Deans / PR Head

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

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

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

Mail to: Principal-CoE..Dr.K.SubbaRao / Coordinator-FED/Vice-Principals

Mail to: HoDs.. BT / CE / CSE (Honours) / CSE / Comp.Fngg. & ECM / ECE / EEE / ME

HoDs..Mathematics / Physics / Chemistry / CSA

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

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

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

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

Vice-Principal / Director / Deputy Director

Mail to: KL H HoDs.. AI&DS / CSE / ECE / BES / FED Coordinator / Business School

Mail to: KL H Associate Deans..P&D / R&D / Academics / IQAC / F&SA / Skill Development / Student Progression & Training /

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



Koneru Lakshmalah 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, Governorpet, Vijayawada - 520 002. Ph: +91 - 866 - 3500122, 2578129

OFFICE OF DEAN STUDENT AFFAIRS

Internal Complaints Committee (ICC) / POSH Committee MINUTES OF THE MEETING HELD AT ROOM NO. C106

Meeting No:	1	Date	16.08.2018
Academic Year	2018-19	Time	3.30 P.M

Members Present:

S. No.	Name of the Faculty Member	Designation	Nominated as	Signature
1	Dr.I. Govardhani	Professor, ECE	Convener	<i>I. Govardhani</i>
2	Dr.S.V.N.L. Lalitha	Professor & HOD-EEE	Co-Convener	<i>Lalitha</i>
3	Dr. K. Hemamalini	Asst. Professor, BHM	Member	<i>K. Hemamalini</i>
4	Dr.Habibulla Khan	Professor, ECE & Dean (Student Affairs)	Member	<i>H. Khan</i>
5	Dr. M. Sreedevi	Professor, CSE	Member	<i>M. Sreedevi</i>
6	Dr.Ch.Lakshmanrao	Assoc. Professor & I/c. Principal College of Law	Member	<i>Ch. Lakshmanrao</i>
7	Ms. P. Vedavathi	Vice President, Vasavya Mahila Mandali	External Member	<i>P. Vedavathi</i>
8	Ms. V. Satyavathi	Ex.Director, Vasavya Mahila Mandali	External Member	<i>V. Satyavathi</i>
9	Ms. J Bhanu Sri	Technician	Member	<i>J. Bhanu Sri</i>
10	Ms B Sreedevi	Office Assistant	Member	<i>B. Sreedevi</i>
11	Ms.D. Swetha	173070005, Research Scholar, Dept of ME	Student member	<i>D. Swetha</i>
12	Ms.K. Navya	182061004,EEE,M.Tech	Student member	<i>K. Navya</i>
13	Ms.A.Rani Priya	CSE,III160030015	Student member	<i>A. Rani Priya</i>
14	Ms.A. Divya Sahithi	ECE, III, 160040032	Student member	<i>A. Divya Sahithi</i>
15	Ms.K Sowmya	BBA,II, 170541162	Student member	<i>K. Sowmya</i>
16	Ms.K. Harika	BA II, 170570024	Student member	<i>K. Harika</i>
17	Ms. Florence	B.Sc, Visual Comm, II, 170250028	Student member	<i>Florence</i>

Members Absent: Nil

Dr.I. Govardhini, Convener, ICC 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 of Agenda Items :

Agenda item-1: Roles and responsibilities of ICC members.

Dr. I. Govardhini, Convener, ICC briefed the members about how to address any discrimination or harassment faced by female faculty and students and ensuring a safe and inclusive campus environment.

Agenda item-2: Educate students on UGC rules and regulations on Sexual Harassment Issues.

Convener proposed to arrange orientation session to all the female faculty and students to educate about UGC rules and regulations on sexual harassment.

Agenda item-3 :Seminar on Nirbhaya act for women and girls.

Seminar is proposed in the month of October on Nirbhaya act for women & girls.

Agenda Item-4: Any other item, with the permission of the Chair

There are no other items for discussion.

The meeting was concluded with the Convener, ICC thanking the members for their cooperation.

I. Govardhini
Convener- ICC/POSH
(Dr I Govardhini)



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 - 360 200; www.klef.ac.in; www.klef.edu.in; www.kluniversity.in
Admin Off: 29-36-38, Museum Road, Governorpet, Vijayawada - 520 002. Ph: +91 - 866 - 3500122, 2578129

Ref: KLEF/RO/STUDENT AFFAIRS/ICC/2018-19

Date: 05-11-2018

Orders of the Hon'ble Vice-Chancellor dt. 05-11-2018

CIRCULAR

Sub: Meeting with ICC/POSH Members on 08-11-2018 – Reg.

Ref: Letter dated 05-11-2018 from Dr. I. Govardhini, Convener ICC/POSH Committee.

This is to inform that Internal Complaints Committee(ICC) / POSH Committee meeting is scheduled to be convened on **08-11-2018 from 3.30 P.M to 4.00 P.M.** The meeting will be conducted in **Jasmine Hall.**

Agenda Items:

1. Workshop on Gender Sensitization.
2. Any other item, with the permission of the Chair.

S. No.	Name of the Faculty Member	Designation	Nominated as
1	Dr.I. Govardhani	Professor, ECE	Convener
2	Dr.S.V.N.L. Lalitha	Professor & HOD-EEE	Co-Convener
3	Dr. K. Hemamalini	Asst. Professor, BHM	Member
4	Dr.Habibulla Khan	Professor, ECE & Dean (Student Affairs)	Member
5	Dr. M. Sreedevi	Professor, CSE	Member
6	Dr.Ch.Lakshmanrao	Assoc. Professor & I/c. Principal College of Law	Member
7	Ms. P. Vedavathi	Vice President, Vasavya Mahila Mandali	External Member
8	Ms. V. Satyavathi	Ex.Director, Vasavya Mahila Mandali	External Member
9	Ms. J Bhanu Sri	Technician	Member
10	Ms B Sreedevi	Office Assistant	Member
11	Ms.D. Swetha	173070005, Research Scholar, Dept of ME	Student member

12	Ms.K. Navya	182061004,EEE,M.Tech	Student member
13	Ms.A.Rani Priya	CSE,III160030015	Student member
14	Ms.A. Divya Sahithi	ECE, III, 160040032	Student member
15	Ms.K Sowmya	BBA,II, 170541162	Student member
16	Ms.K. Harika	BA II, 170570024	Student member
17	Ms. Florence	B.Sc, Visual Comm, II, 170250028	Student member

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



REGISTRAR

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

Mail to: Hon'ble Vice-Presidents,
KLEF

Mail & Hard copy to: Hon'ble Pro Chancellor

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

Mail & Hard copy to: Pro Vice-Chancellors

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

Mail to: Special Officer -Dr.A. Vani

Mail to: All Advisors / All Deans / All Principals / All Vice-Principals / All Sr.Directors / All Directors / All Additional Deans /

All Associate Deans / Deputy Deans / PR Head

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

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

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

Mail to: Principal-CoE..Dr.K.SubbaRao / Coordinator-FED/Vice-Principals

Mail to: HoDs.. BT / CE / CSE (Honours) / CSE / Comp.Engg. & ECM / ECE / EEE / ME

HoDs..Mathematics / Physics / Chemistry / CSA

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

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

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

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

Vice-Principal / Director / Deputy Director

Mail to: KL H HoDs.. AI&DS / CSE / ECE / BES / FED Coordinator / Business School

Mail to: KL H Associate Deans..P&D / R&D / Academics / IQAC / F&SA / Skill Development / Student Progression & Training /

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



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, Governorpet, Vijayawada - 520 002. Ph: +91 - 866 - 3500122, 2576129

OFFICE OF DEAN STUDENT AFFAIRS Internal Complaints Committee (ICC) / POSH Committee MINUTES OF THE MEETING HELD AT JASMINE HALL

Meeting No:	2	Date	08.11.2018
Academic Year	2018-19	Time	3.30 P.M

Members Present:

S. No.	Name of the Faculty Member	Designation	Nominated as	Signature
1	Dr.I. Govardhani	Professor, ECE	Convener	<i>I. Govardhani</i>
2	Dr.S.V.N.L. Lalitha	Professor & HOD-EEE	Co-Convener	<i>Lalitha</i>
3	Dr. K. Hemamalini	Asst. Professor, BHM	Member	<i>K. Hemamalini</i>
4	Dr.Habibulla Khan	Professor, ECE & Dean (Student Affairs)	Member	<i>H. Khan</i>
5	Dr. M. Sreedevi	Professor, CSE	Member	<i>M. Sreedevi</i>
6	Dr.Ch.Lakshmanrao	Assoc. Professor & I/c. Principal College of Law	Member	<i>Ch. Lakshmanrao</i>
7	Ms. P. Vedavathi	Vice President, Vasavya Mahila Mandali	External Member	<i>P. Vedavathi</i>
8	Ms. V. Satyavathi	Ex.Director, Vasavya Mahila Mandali	External Member	<i>V. Satyavathi</i>
9	Ms. J Bhanu Sri	Technician	Member	<i>J. Bhanu Sri</i>
10	Ms B Sreedevi	Office Assistant	Member	<i>B. Sreedevi</i>
11	Ms.D. Swetha	173070005, Research Scholar, Dept of ME	Student member	<i>D. Swetha</i>
12	Ms.K. Navya	182061004,EEE,M.Tech	Student member	<i>K. Navya</i>
13	Ms.A.Rani Priya	CSE,III160030015	Student member	<i>A. Priya</i>
14	Ms.A. Divya Sahithi	ECE, III, 160040032	Student member	<i>A. Divya Sahithi</i>
15	Ms.K Sowmya	BBA,II, 170541162	Student member	<i>K. Sowmya</i>
16	Ms.K. Harika	BA II, 170570024	Student member	<i>K. Harika</i>

Dr. I. Govardhini, Convener, ICC welcomed all the committee members for the meeting.

Action taken report for the last meeting:

1. An orientation session has been scheduled for all female students and faculty members to educate them about the rules and regulations outlined by the UGC.
2. A seminar was held to explore the provisions of the Nirbhaya Act aimed at safeguarding the rights of women and girls.

Agenda item-1: Workshop on gender sensitization.

It has been decided to organize a workshop focusing on Gender Sensitization. It is mandatory for all female faculty members, including both teaching and non-teaching staff, as well as girl students, to attend this program without exception.

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

No specific issues for discussion.

The meeting was concluded with the Convener, ICC thanking the members for their cooperation.


Convener- ICC/POSH
(Dr I Govardhini)



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, Governorpet, Vijayawada - 520 002. Ph: +91 - 866 - 3500122, 2576129

Ref: KLEF/RO/STUDENT AFFAIRS/ICC/2018-19

Date: 04-02-2019

Orders of the Hon'ble Vice-Chancellor dt. 04-02-2019

CIRCULAR

Sub: Meeting with ICC/POSH Members on 06-02-2019 – Reg.

Ref: Letter dated 04-02-2019 from Dr. I. Govardhini, Convener ICC/POSH Committee.

This is to inform that Internal Complaints Committee(ICC) / POSH Committee meeting is scheduled to be convened on **06-02-2019 from 2.00 P.M to 2.30 P.M.** The meeting will be conducted in **C-106.**

Agenda Items:

1. Workshop on legal rights for women.
2. Any other item, with the permission of the Chair.

S. No.	Name of the Faculty Member	Designation	Nominated as
1	Dr.I. Govardhani	Professor, ECE	Convener
2	Dr.S.V.N.L. Lalitha	Professor & HOD-EEE	Co-Convener
3	Dr. K. Hemamalini	Asst. Professor, BHM	Member
4	Dr.Habibulla Khan	Professor, ECE & Dean (Student Affairs)	Member
5	Dr. M. Sreedevi	Professor, CSE	Member
6	Dr.Ch.Lakshmanrao	Assoc. Professor & I/c. Principal College of Law	Member
7	Ms. P. Vedavathi	Vice President, Vasavya Mahila Mandali	External Member
8	Ms. V. Satyavathi	Ex.Director, Vasavya Mahila Mandali	External Member
9	Ms. J Bhanu Sri	Technician	Member
10	Ms B Sreedevi	Office Assistant	Member
11	Ms.D. Swetha	173070005, Research Scholar, Dept of ME	Student member

12	Ms.K. Navya	182061004,EEE,M.Tech	Student member
13	Ms.A.Rani Priya	CSE,III160030015	Student member
14	Ms.A. Divya Sahithi	ECE, III, 160040032	Student member
15	Ms.K Sowmya	BBA,II, 170541162	Student member
16	Ms.K. Harika	BA II, 170570024	Student member
17	Ms. Florence	B.Sc, Visual Comm, II, 170250028	Student member

The HoDs are requested to ensure that this information is brought to the notice of the Faculty 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

Mail & Hard copy to: Hon'ble Pro Chancellor

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

Mail & Hard copy to: Pro Vice-Chancellors

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

Mail to: Special Officer -Dr.A. Vani

Mail to: All Advisors / All Deans / All Principals / All Vice-Principals / All Sr.Directors / All Directors / All Additional Deans /

All Associate Deans / Deputy Deans / PR Head

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

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

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

Mail to: Principal-CoE..Dr.K.SubbaRao / Coordinator-FED/Vice-Principals

Mail to: HoDs.. BT / CE / CSE (Honours) / CSE / Comp.Engg. & ECM / ECE / EEE / ME

HoDs..Mathematics / Physics / Chemistry / CSA

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

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

P. S. Rao

REGISTRAR

REGISTRAR

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

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

Vice-Principal / Director / Deputy Director

Mail to: KL H HoDs.. AI&DS / CSE / ECE / BES / FED Coordinator / Business School

Mail to: KL H Associate Deans..P&D / R&D / Academics / IQAC / F&SA / Skill Development / Student Progression & Training /

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



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: 29-36-39, Museum Road, Governorpet, Vijayawada - 520 002. Ph: +91 - 866 - 3500122, 2578129

OFFICE OF DEAN STUDENT AFFAIRS Internal Complaints Committee (ICC) / POSH Committee MINUTES OF THE MEETING HELD AT ROOM NO. C106

Meeting No:	3	Date	06.02.2019
Academic Year	2018-19	Time	2.00 P.M

Members Present:

S. No.	Name of the Faculty Member	Designation	Nominated as	Signature
1	Dr.I. Govardhani	Professor, ECE	Convener	I. Govardhani
2	Dr.S.V.N.L. Lalitha	Professor & HOD-EEE	Co-Convener	Lalitha
3	Dr. K. Hemamalini	Asst. Professor, BHM	Member	K. Hemamalini
4	Dr.Habibulla Khan	Professor, ECE & Dean (Student Affairs)	Member	U.K.
5	Dr. M. Sreedevi	Professor, CSE	Member	M. Sreedevi
6	Dr.Ch.Lakshmanrao	Assoc. Professor & I/c. Principal College of Law	Member	Ch. Lakshmanrao
7	Ms. P. Vedavathi	Vice President, Vasavya Mahila Mandali	External Member	P. Vedavathi
8	Ms. V. Satyavathi	Ex.Director, Vasavya Mahila Mandali	External Member	V. Satyavathi
9	Ms. J Bhanu Sri	Technician	Member	J. Bhanu Sri
10	Ms B Sreedevi	Office Assistant	Member	B. Sreedevi
11	Ms.D. Swetha	173070005, Research Scholar, Dept of ME	Student member	D. Swetha
12	Ms.K. Navya	182061004,EEE,M.Tech	Student member	K. Navya
13	Ms.A.Rani Priya	CSE,III160030015	Student member	A. Rani Priya
14	Ms.A. Divya Sahithi	ECE, III, 160040032	Student member	A. Divya Sahithi
15	Ms.K Sowmya	BBA,II, 170541162	Student member	K. Sowmya
16	Ms.K. Harika	BA II, 170570024	Student member	K. Harika

17	Ms. Florence	B.Sc, Visual Comm, II, 170250028	Student member	
----	--------------	-------------------------------------	-------------------	--

Dr. I. Govardhini, Convener, ICC welcomed all the committee members for the meeting.

Action taken report for the last meeting:

A gender sensitization workshop has been held for all female faculty members and female students.

Discussion of Agenda Items :


Agenda item-1: Workshop on legal rights for women.

A workshop titled "Legal Rights for Women" will be held to provide awareness sessions for female students and staff members.

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

No specific issues for the discussion.

The meeting was concluded with the Convener, ICC thanking the members for their cooperation.


Convener-ICC/POSH
(Dr I Govardhini)



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, Governorpet, Vijayawada - 520 002. Ph: +91 - 866 - 3600122, 2576129

Ref: KLEF/RO/STUDENT AFFAIRS/ICC/2018-19

Date: 05-04-2019

Orders of the Hon'ble Vice-Chancellor dt. 05-04-2019

CIRCULAR

Sub: Meeting with ICC Members on 08-04-2019 – Reg.

Ref: Letter dated 05-04-2019 from Dr. I. Govardhini, Convener ICC/POSH Committee.

This is to inform that Internal Complaints Committee ICC/POSH Committee meeting is scheduled to be convened on **08-04-2019 from 3.30 P.M to 4.00 P.M.** The meeting will be conducted in **Jasmine Hall.**

Agenda Items:

1. Workshop on anti-discrimination and women empowerment.
2. Any other item, with the permission of the Chair.

S. No.	Name of the Faculty Member	Designation	Nominated as
1	Dr.I. Govardhani	Professor, ECE	Convener
2	Dr.S.V.N.L. Lalitha	Professor & HOD-EEE	Co-Convener
3	Dr. K. Hemamalini	Asst. Professor, BHM	Member
4	Dr.Habibulla Khan	Professor, ECE & Dean (Student Affairs)	Member
5	Dr. M. Sreedevi	Professor, CSE	Member
6	Dr.Ch.Lakshmanrao	Assoc. Professor & I/c. Principal College of Law	Member
7	Ms. P. Vedavathi	Vice President, Vasavya Mahila Mandali	External Member
8	Ms. V. Satyavathi	Ex.Director, Vasavya Mahila Mandali	External Member
9	Ms. J Bhanu Sri	Technician	Member
10	Ms B Sreedevi	Office Assistant	Member

11	Ms.D. Swetha	173070005, Research Scholar, Dept of ME	Student member
12	Ms.K. Navya	182061004,EEE,M.Tech	Student member
13	Ms.A.Rani Priya	CSE,III160030015	Student member
14	Ms.A. Divya Sahithi	ECE, III, 160040032	Student member
15	Ms.K Sowmya	BBA,II, 170541162	Student member
16	Ms.K. Harika	BA II, 170570024	Student member
17	Ms. Florence	B.Sc, Visual Comm, II, 170250028	Student member

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


REGISTRAR

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

Mail to: Hon'ble Vice-Presidents,
KLEF

Mail & Hard copy to: Hon'ble Pro Chancellor

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

Mail & Hard copy to: Pro Vice-Chancellors

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

Mail to: Special Officer -Dr.A. Vani

Mail to: All Advisors / All Deans / All Principals / All Vice-Principals / All Sr.Directors / All Directors / All Additional Deans /

All Associate Deans / Deputy Deans / PR Head

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

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

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

Mail to: Principal-CoE..Dr.K.SubbaRao / Coordinator-FED/Vice-Principals

Mail to: HoDs.. BT / CE / CSE (Honours) / CSE / Comp.Engg. & ECM / ECE / EEE / ME

HoDs..Mathematics / Physics / Chemistry / CSA

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

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

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

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

Vice-Principal / Director / Deputy Director

Mail to: KL H HoDs.. AI&DS / CSE / ECE / BES / FED Coordinator / Business School

Mail to: KL H Associate Deans..P&D / R&D / Academics / IQAC / F&SA / Skill Development / Student Progression & Training /

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



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, Governorpet, Vijayawada - 520 002. Ph: +91 - 866 - 3500122, 2576129

OFFICE OF DEAN STUDENT AFFAIRS

Internal Complaints Committee (ICC) / POSH Committee MINUTES OF THE MEETING HELD AT JASMINE HALL

Meeting No:	4	Date	08.04.2019
Academic Year	2018-19	Time	3.30 P.M

Members Present:

S. No.	Name of the Faculty Member	Designation	Nominated as	Signature
1	Dr.I. Govardhani	Professor, ECE	Convener	
2	Dr.S.V.N.L. Lalitha	Professor & HOD-EEE	Co-Convener	
3	Dr. K. Hemamalini	Asst. Professor, BHM	Member	
4	Dr.Habibulla Khan	Professor, ECE & Dean (Student Affairs)	Member	
5	Dr. M. Sreedevi	Professor, CSE	Member	
6	Dr.Ch.Lakshmanrao	Assoc. Professor & I/c. Principal College of Law	Member	
7	Ms. P. Vedavathi	Vice President, Vasavya Mahila Mandali	External Member	
8	Ms. V. Satyavathi	Ex.Director, Vasavya Mahila Mandali	External Member	
9	Ms. J Bhanu Sri	Technician	Member	
10	Ms B Sreedevi	Office Assistant	Member	
11	Ms.K. Navya	182061004,EEE,M.Tech	Student member	
12	Ms.A.Rani Priya	CSE,III160030015	Student member	
13	Ms.A. Divya Sahithi	ECE, III, 160040032	Student member	
14	Ms.K. Harika	BA II, 170570024	Student member	
15	Ms. Florence	B.Sc, Visual Comm, II, 170250028	Student member	

Members absent:

1. Ms D Swetha – Student member

2. Ms K Sowmya – Student member

Dr. I. Govardhini, Convener ICC welcomed all the committee members for the meeting.

Action taken report for the last meeting:

The Women's Development Cell, in collaboration with the University Women's Forum, organized an awareness session on the legal rights of women.

Agenda Item-1: Workshop on anti-discrimination and women empowerment.

It has been determined to arrange a workshop focusing on anti-discrimination and the empowerment of women. All workshops or seminars conducted throughout the academic year have been reviewed and authenticated.

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

No incidents of eve-teasing or Sexual harassment received from the students and women staff members of the college for the AY 2018-19.

The meeting was concluded with the Convener, ICC thanking the members for their cooperation.

I Govard
Convener – ICC/POSH
(Dr I Govardhini)