



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/SA/ICC COMMITTEE/2023-24

11.08.2023

Orders of the Hon'ble Vice-Chancellor dt. 11.08.2023

OFFICE ORDER

Sub: Re-constitution of Internal Complaints Committee (ICC)/Prevention of Sexual Harassment Committee (POSH) – Reg.

Ref: Letter from Dr.K. Ruth Ramya, Associate Dean(SA) forwarded by Dr.Ch. Hanumantha Rao, Dean (Student Affairs)

As per the orders of Honorable Vice Chancellor, Internal Complaints Committee (ICC)/Prevention of Sexual Harassment Committee (POSH) is reconstituted as per the guidelines of UGC to address and resolve complaints related to sexual harassment and discrimination. It provides channel for individuals to report grievances and seek support. The committee also promotes awareness of relevant policies among the faculty and students.

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

S. No	Name of the Faculty/Staff/Student	Designation	Emp. ID	Dept.	Email Id & Phone Number	Position
1	Dr. Gera Pradeepini	Professor	3658	CSE-H	pradeepini_cse@kluniversity.in 9394860674	Chairperson
2	Dr. K. Ruth Ramya	Associate Professor & Convenor WDC	1901	CSE	ramya_cse@kluniversity.in 9440307606	Convener
3	Mrs. N. Sri Lakshmi	Assistant Professor	5306	Pharmacy	nallapatysrilakshmi@kluniversity.in 7989336288	Co-Convener
4	Mrs. Ravuri Suez	Former Director & Retd. Joint Director		AP Mahila Commission & Dept. of WDCW, Govt. of AP	ravurisuez56@gmail.com 9701056808	External Member
5	Ms.S.Sankari	Psychology Counsellor	8389	VEC	ssankari@kluniversity.in 7995847871	Member
6	Mr. Shaik Sami Ur Rehman	Associate Professor	4474	Architecture	samiurrehman@kluniversity.in 9393772797	Member
7	Dr. SK. Razia	Associate Professor	1229	BES-1	skrazia@kluniversity.in 9440521497	Member
8	Dr.N. Subrahmanyam	Professor	5892	BBA	ns@kluniversity.in 8106625638	Member
9	Dr. Kamasai V M	Associate Professor	6338	Law	drksaisv@kluniversity.in 9545230073	Member
10	Mr. N. Venkata	Professor	4957	CSA	ramana@kluniversity.in	Member

	Ramana				7731828885	
11	Ch. Vimala	Assistant Manager	6391	HR	cvimala@kluniversity.in 7981337620	Non- Teaching Staff Member
12	Poojitha Movva	Physical Director	8136	PED	poojithamovva@kluniversity.in 9959473389	Non- Teaching Staff Member
13	Mrs.Ch.Dharani Pallavi	Office Assistant	7777	CSIT	chdharanipallavi@kluniversity.in 9985832464	Non- Teaching Staff Member
14	K.Harini	Student	2200031289	CSE II Year	2200031289@kluniversity.in 8367342939	Student Member
15	P. Maanvitha	Student	2100010087	BT III Year	2100010087@kluniversity.in 7780770051	Student Member
16	K.B.N.S.Jaswitha	Student	2200510003	Agriculture II Year	2200510003@kluniversity.in 8121333075	Student Member
17	Ms. M.V. S. Jyothi	Student	2202030001	Ph.D Scholar, CSE	2202030001@kluniversity.in 9704787363	Research Scholar
18	Vineetha V	Student	2300080044	AI& DS I Year	2300080044@kluniversity.in 8555852230	Student Member
19	Sahithi Arjun Ravva	Student	2201050009	M.Tech. CSE	2201050009@kluniversity.in 9381226089	Student Member

Roles & Responsibilities of Internal Complaints Committee (ICC)/Prevention of Sexual Harassment Committee (POSH):

1. To schedule meetings once a month. However, if any grievance is raised by women faculty/staff & girl students, the convener must promptly call a meeting to address and resolve the grievance.
2. To receive and address complaints related to sexual harassment and discrimination from students and staff in a confidential and sensitive manner.
3. To conduct thorough investigations into complaints, ensuring impartiality and adherence to university policies and legal frameworks.
4. To provide support and guidance to complainants, including counseling services, ensuring their safety and well-being throughout the process.
5. To organize workshops and training sessions to educate the university community about sexual harassment policies, rights, and preventive measures.
6. To regularly review and recommend updates to the university's policies and procedures regarding sexual harassment to ensure effectiveness and compliance.
7. To maintain accurate records of complaints, investigations, and outcomes, while ensuring confidentiality, and periodically report findings to the university administration.
8. To develop initiatives and strategies to foster a safe and respectful campus environment, promoting awareness of gender equality and harassment prevention.
9. To work with other university departments and stakeholders to create a cohesive approach to address issues related to gender-based discrimination and harassment.



[Handwritten Signature]

**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 Chancellor
 Mail & Hard copy to: Hon'ble Pro Chancellor
 Mail & Hard copy to: Hon'ble Vice-Chancellor
 Mail & Hard copy to: Pro Vice-Chancellors
 Mail & Hard copy to: Chief Coordinating Officer-Dr.A. Jagadeesh
 Mail to: Special Officer -Dr.A. Vani
 Mail to: Advisor – NAAC & Hyderabad Operations - Prof. K.Koteswara Rao
 Mail to: All Advisors / All Deans / All Principals / All Vice-Principals / Sr.Director / All Directors / Additional Deans /
 All Associate Deans / Deputy Deans / PR Head
 Mail to: Controller of Examinations-Dr.A.S.C.S.Sastry
 Mail to: DR-I / DR-II / Sr.Manager (Alumni Relations) & AR-Sri A.Krishna Rao / AR-Dr.MVAL Narasimha Rao
 Mail to: Member in VC's Peshi – Sri A V Praveen Krishna / Sri Ratna Kanth Nelapati
 Mail to: Member in Pro VC (Administration's Peshi–Ms.M.Vasuja Devi, ECE/Ms. Sabbineni Poojitha,MBA/Mr. M. Chandan, CSE
 Mail to: KL H - Principal-Engg.College / Vice-Principal / Director / Deputy Director
 Mail to: Principal-CoE..Dr.T.K. Rama Krishna Rao / Coordinator-FED..Dr.MSG Prasad / Dy.Coordinator-FED..Dr.J.Somlal
 Mail to: HoDs..AI & DS / BT / CE / CSE (Honours) / CSE / Comp.Engg. & ECM / CS & IT / ECE / IoT / EEE / ME/HoDs..Mathematics / Physics / Chemistry / CSA / CDoE
 HoDs.. ENG / BES-I / BES-II / Design Thinking & Innovation / VEC
 HoDs.. Architecture / Law / Pharmacy
 Agriculture / Arts / BBA / Commerce / Fine Arts / Food Technology
 Hotel Management / MBA / Foreign Languages
 HoDs..Communication Skills / Soft Skills & Head of Division...Quant & Reasoning
 Mail to: All Dy. HoDs / All Alt. HoDs
 Mail to: KL H HoDs..CSE / AI&DS / ECE / BS / FED Coordinator / Business School
 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 l/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: Chief Technical Officer (CTO)-Mr.A.Satya Kalyan
 Mail to: Professor In-charge, EduTech, Animation-Dr. M. Siva Kumar,Assoc. Pofessor,ECE
 Mail to: GM, Campus.. Col.P.J. Lawrence (Retd.)/GM-Consruction..Mr.Bijit Mukherji / Manager–Campus Ambience & Beautification-Mr.T Shakthi Swaroop
 Mail to: Professor In-charge, Technical Maintenance / Liberal Arts Club-Dr.R Subhakara Raju
 Mail to: Webmaster-Mr.LV
 Mail to: Physical Edn. /Library / Gen.Maintenance / Transport / Construction / Central Stores / Girls' Hostel/Boys' Hostel / Exam.Sec / Automation / SyTe / ET S&A Gr // IQAC / VEC / CAES / ASAS /Intl Relations / Hobby Clubs / Help Desk / PIPS / Women's Forum / Elecl.Wing / Security / Canteen
 Mail to: All Faculty
 Mail to: All Students
 Thanks & Regards



Dr. K. Subba Rao

REGISTRAR

KONERU LAKSHMAIAH EDUCATION FOUNDATION

(Category -1, Deemed to be University estd. u/s, 3 of the UGC Act, 1956)
 Accredited by NAAC as 'A++' Grade University & Approved by AICTE & ISO 21033:2018 Certified
 Campus: Green Fields, Vaddeswaram - 522 502, Guntur District, Andhra Pradesh, INDIA
 Phone No. 08645 - 350200 www.klef.ac.in; www.klef.edu.in; www.kluniversity.in