



## 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, Veddeswaram - 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: 29-36-38, Museum Road, Governorpet, Vijayawada - 520 002. Ph: +91 - 866 - 3500122, 2570129

Ref: KLEF/RO/SA/ICC COMMITTEE/2024-25

14-10-2024

### Orders of the Hon'ble Vice-Chancellor dt. 14-10-2024

#### 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.K.R.S. Prasad, I/c. 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.

The re-constituted committee is for a term of two academic years i.e.2024-25 and 2025-26.

#### **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 S V M	Associate Professor	6338	Law	drksaisv@kluniversity.in 9545230073	Member
10	Mr. N. Venkata Ramana	Professor	4957	CSA	ramana@kluniversity.in 7731828885	Member
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 III Year	2200031289@kluniversity.in 8367342939	Student Member
15	P. Maanvitha	Student	2100010087	BT IV Year	2100010087@kluniversity.in 7780770051	Student Member
16	K. B. N. S. Jaswitha	Student	2200510003	Agriculture III Year	2200510003@kluniversity.in 8121333075	Student Member
17	Ms. C. Srilakshmi	Student	2401050004	M. Tech, CSE	2401050004@kluniversity.in 9618497041	PG student Member
18	Ms. M.V. S. Jyothi	Student	2202030001	Ph.D. Scholar, CSE	2202030001@kluniversity.in 9704787363	Research Scholar
19	T. Rishitha	Student	2400080241	AI& DS I Year	2400080241@kluniversity.in 9985536678	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.

  
**REGISTRAR**  
**Dr. K. SUBBA RAO**  
**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  
Mail to: 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: All HoDs / All Alternate HoDs / All Dy. HoDs  
Mail to: KL H - Principal Off Campus Centre, Aziz Nagar Campus / KL H - Principal Off Campus Centre, Bowrampet  
Director (Academics) KLEF,GBS,Kondapur-Dr.G. Radha Krishna  
Mail to: KL H HoDs of Off-campus Centres-Aziz Nagar / Bowrampet / GBS Kondapur  
Mail to: Librarian  
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: Dr.K.R.S. Prasad, I/c.Dean (Student Affairs)  
Dr. K. Ruth Ramya, Assoc.Dean (SA)  
Individuals concerned  
All Faculty members  
All students

E-mail sent  
As per  
15/10/24