



## 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.

  
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.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 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, VADDESARAM-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	H Khan
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.

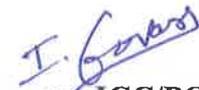
**Agenda item-2: Increase the lady vigilance officer in the university.**

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 - 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

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.

\*\*\*

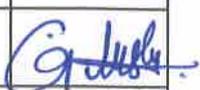
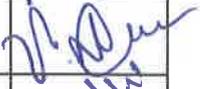
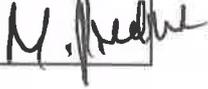
This is to inform that Internal Complaints Committee (ICC)/POSH Committee meeting is scheduled to be convened on **15-02-2020 from 3.30 P.M to 4.00 P.M.** The meeting will be conducted in **Jasmine Hall.**

#### 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)