



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/2023-24

Date: 21.08.2023

Orders of the Hon'ble Vice-Chancellor dt. 21.08.2023

CIRCULAR

Sub: Meeting with ICC/POSH Members on 25.08.2023 - Reg.

Ref: Letter dated 21.08.2023 from Dr. G. Pradeepini, Chair person-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 25.08.2023 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 Developing a strategy to arrange diverse workshops and seminars focused on fostering gender awareness and addressing issues related to sexual harassment.
2. Revision of the process and structure for lodging internal complaints.
3. Grievances/Discrimination reported by the students or faculty.
4. Any other item with the permission of the chair.

The following members are directed to attend the meeting without fail.

S. N o.	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. RuthRamya	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 &		AP Mahila Commissio	ravurisuez56@gmail.com 9701056808	External Member

		Retd. Joint Director		n& Dept. of WDCW, Govt. of AP		
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. KamasaiS 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 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 812133307	Student Member
17	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

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



REGISTRAR
Koneeru 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-President, KLEF Presidents,

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
 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: GM-Purchases / Manager–Campus Ambience & Beautification-Mr.T Shakthi Swaroop
 Mail to: Professor In-charge, Technical Maintenance / Liberal Arts Club-Dr.R Subhakara Raju
 Mail to: Physical Edn. /Library / Gen.Maintenance / Transport / Construction / Central Stores / Girls' Hostel/Boys' Hostel / Exam.Sec / Automation / SyTe / ET S&A Groyp / IQAC / VEC / CAES / ASAS / Intl Relations / Hobby Clubs / Help Desk / PIPS / Women's Forum /Elecl.Wing / Security / Canteen
 Mail to: In-charge Dean (Student Affairs)
 Director-SAC
 All Faculty
 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 21001:2018 Certified
 Campus: Green Fields, Vaddeswaram - 522 302, Guntur District, Andhra Pradesh, INDIA.
 Phone No. 08845 - 380200; www.klef.ac.in; www.klef.edu.in; www.kluniversity.in



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

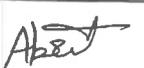
Internal Complaints Committee(ICC)/ Prevention of Sexual Harassment Committee(POSH)

Minutes of the meeting Held at Room No: C 106

Meeting No	1	Date	25.08.2023
Academic Year	2023-24	Time	2.00pm

Members Present:

S. No	Name of the Faculty/Staff/ Student	Designation	Dept	Nominated as	Signature
1	Dr. Gera Pradeepini	Professor	CSE-H	Chairperson	
2	Dr. K. RuthRamya	Associate Professor & Convener WDC	CSE	Convener	
3	Mrs. N. Sri Lakshmi	Assistant Professor	Pharmacy	Co-Convener	
4	Ms.S.Sankari	Psychology Counselor	VEC	Member	
5	Mr.Shaik Sami Ur Rehman	Associate Professor	Architecture	Member	
6	Dr. SK. Razia	Associate Professor	BES-1	Member	
7	Dr.N. Subrahmanyam	Professor	BBA	Member	
8	Dr. Kamasai S V M	Associate Professor	Law	Member	
9	Mr. N. Venkata Ramana	Professor	CSA	Member	
10	Ch. Vimala	Assistant Manager	HR	Non- Teaching Staff Member	
11	Poojitha Movva	Physical Director	PED	Non- Teaching Staff Member	
12	Mrs.Ch.Dharani Pallavi	Office Assistant	CSIT	Non- Teaching Staff Member	
13	P. Maanvitha	Student	2100010087 BT III Year	Student Member	
14	K.B.N.S.Jaswitha	Student	2200510003 Agriculture	Student Member	

			II Year		
15	M.V. S. Jyothi	Student	2202030001 Ph.D Scholar, CSE	Research Scholar	
16	Vineetha V	Student	2300080044 AI& DS I Year	Student Member	

Dr. G. Pradeepini, the Chair person 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: Developing a strategy to arrange diverse workshops and seminars focused on fostering gender awareness and addressing issues related to sexual harassment.

The committee discussed developing a strategy to organize a variety of workshops and seminars aimed at raising gender awareness and addressing sexual harassment issues within the university. These programs would include expert-led sessions, interactive discussions, and role-playing exercises to engage students and staff in understanding these critical topics. The goal is to create a more inclusive campus culture by educating the community on the importance of respect, consent, and the prevention of harassment.

Agenda item-2: Revision of the process and structure for lodging internal complaints.

The committee reviewed the process and structure for lodging internal complaints, with an emphasis on simplifying and streamlining the procedure to make it more accessible for students and staff. Proposed changes included creating an online portal for easy submission, along with clear guidelines on how to file complaints confidentially and without fear of retaliation. The goal is to ensure that the complaint process is transparent, efficient, and user-friendly, encouraging more individuals to come forward with their concerns.

Agenda Item-3: Grievances/Discrimination reported by the students or faculty

No instances of sexual harassment are reported.

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 Chairman thanking the members for their cooperation.


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: 29-36-38, Museum Road, Governorpet, Vijayawada - 520 002. Ph: +91 - 866 - 3500122, 2576129

Ref: KLEF/RO/Student Affairs/ICC/2023-24

Date: 26.12.2023

Orders of the Hon'ble Vice-Chancellor dt. 26.12.2023

CIRCULAR

Sub: Meeting with ICC/POSH Members on 29.12.2023 - Reg.

Ref: Letter dated 26.12.2023 from Dr. G. Pradeepini, Chair person -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 29.12.2023 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. Arrangements of display boards of ICC members list at prominent places of the university.
2. Discussion of internal complaints received and action taken.
3. Discussion on providing environment and awareness about sexual harassment of women
4. 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/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. RuthRamya	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,	ravurisuez56@gmail.com 9701056808	External Member

				Govt. of AP		
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. KamasaiS 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 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	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

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



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-President, KLEF Presidents,
 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
 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: GM-Purchases / Manager–Campus Ambience & Beautification-Mr.T Shakthi Swaroop
 Mail to: Professor In-charge, Technical Maintenance / Liberal Arts Club-Dr.R Subhakara Raju
 Mail to: Physical Edn. /Library / Gen.Maintenance / Transport / Construction / Central Stores / Girls' Hostel/Boys' Hostel / Exam.Sec / Automation / SyTe / ET S&A Groy / IQAC / VEC / CAES / ASAS / Intl Relations / Hobby Clubs / Help Desk / PIPS / Women's Forum / Elecl.Wing / Security / Canteen
 Mail to: In-charge Dean (Student Affairs)
 Director-SAC
 All Faculty
 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 21001:2018 Certified
 Campus: Green Fields, Vaddeswaram - 522 302, Guntur District, Andhra Pradesh, INDIA.
 Phone No. 08646 - 390200; www.klef.ac.in; www.klet.edu.in; www.klamiversity.in



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

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

Minutes of the meeting Held at Room No: C 106

Meeting No	2	Date	29.12.2023
Academic Year	2023-24	Time	2.00pm

Members Present:

S.No	Name of the Faculty/Staff/ Student	Designation	Nominated as	Signature
1	Dr. Gera Pradeepini	Professor, CSE-H	Chairperson	
2	Dr. K. RuthRamya	Associate Professor & Convener WDC, CSE	Convener	
3	Mrs. N. Sri Lakshmi	Assistant Professor, Pharmacy	Co-Convener	
4	Ms.S.Sankari	Psychology Counselor	Member	
5	Mr.Shaik Sami Ur Rehman	Associate Professor, Architecture	Member	
6	Dr. SK. Razia	Associate Professor, BES-1	Member	
7	Dr.N. Subrahmanyam	Professor, BBA	Member	
8	Dr. Kamasai S V M	Associate Professor, Law	Member	
9	Mr. N. Venkata Ramana	Professor, CSA	Member	
10	Ch. Vimala	Assistant Manager, HR	Non- Teaching Staff Member	
11	Poojitha Movva	Physical Director	Non- Teaching Staff Member	
12	Mrs.Ch.Dharani Pallavi	Office Assistant, CS & IT	Non- Teaching Staff Member	
13	K.Harini,	2200031289 CSE 2nd Year, Student	Student Member	Absent
14	K.B.N.S.Jaswitha	2200510003, Agriculture 2 nd Year Student	Student Member	
15	Sahithi Arjun Ravva	2201050009, M.Tech	Research Scholar	

		CSE, Student		
16	Vineetha V	2300080044, AI& DS I Year, Student	Student Member	<i>Abert</i>

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

Discussion on Agenda Items:

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

The committee discussed the importance of displaying a list of ICC members at prominent locations across the university to increase awareness of the committee's presence and accessibility. Proposed locations for the boards include main entrances, student centers, faculty offices, and dormitories, ensuring visibility for both students and staff. This initiative aims to make it easier for individuals to identify and contact the appropriate members if they need to report issues or seek support.

Agenda item-2: Discussion of internal complaints received and action taken.

The committee reviewed the internal complaints that had been received, discussing the details of each case while maintaining confidentiality. Action taken on the complaints included thorough investigations, counseling for the involved parties, and, where necessary, disciplinary measures in line with university policies. The committee emphasized the importance of timely resolution and support for complainants, ensuring that all actions taken were fair, transparent, and aimed at fostering a safe and respectful campus environment.

Agenda item-3: Discussion on providing environment and awareness about sexual harassment of women

The committee discussed the need to create a proactive environment that raises awareness about sexual harassment of women through educational campaigns and workshops. It was emphasized that the university must foster an atmosphere where students and staff feel empowered to speak up, with clear policies and support systems in place to address concerns. The goal is to promote respect, equality, and a deep understanding of consent, ensuring that everyone on campus knows their rights and the available resources to prevent and address harassment.

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 Chairman thanking the members for their cooperation.


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: 29-36-38, Museum Road, Governorpet, Vijayawada - 520 002. Ph: +91 - 866 - 3500122, 2576129

Ref: KLEF/RO/Student Affairs/ICC/2023-24

Date: 12.03.2024

Orders of the Hon'ble Vice-Chancellor dt. 12.03.2024

CIRCULAR

Sub: Meeting with ICC/POSH Members on 14.03.2024 - Reg.

Ref: Letter dated 12.03.2024 from Dr. G. Pradeepini, Chair person -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 14.03.2024 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. Discussion on organizing awareness programs for both boys and girls on Gender Equity and Gender Sensitization.
2. Discussion on display on UGC circular and rules and regulations on sexual harassment Issues website
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/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. RuthRamya	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	Former		AP Mahila	ravurisuez56@gmail.com	External

	Suez	Director & Retd. Joint Director		Commission & Dept. of WDCW, Govt. of AP	9701056808	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. KamasaiS 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	CS & IT	chdharanipallavi@kluniversity.in 9985832464	Non-Teaching Staff Member
14	K.Harini	Student	22000 31289	CSE II Year	2200031289@kluniversity.in, 8367342939	Student Member
15	P. Maanvitha	Student	21000 10087	BT III Year	2100010087@kluniversity.in, 7780770051	Student Member
16	K.B.N.S.Jaswitha	Student	22005 10003	Agriculture II Year	2200510003@kluniversity.in, 8121333075	Student Member
17	M.V. S. Jyothi	Student	22020 30001	Ph.D Scholar, CSE	2202030001@kluniversity.in, 9704787363	Research Scholar
18	Vineetha V	Student	23000 80044	AI& DS I Year	2300080044@kluniversity.in, 8555852230	Student Member
19	Sahithi Arjun Ravva	Student	22010 50009	M.Tech. CSE	2201050009@kluniversity.in, 9381226089	Student Member

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



REGISTRAR
Koneru Lakshmaiah Education Foundation
(Deemed to be University)
Green Fields, VADDESARAM-522 3
Guntur District, Andhra Pradesh

REGISTRAR

Mail & Hard copy to: Hon'ble President, KLEF
Mail to: Hon'ble Vice-President, KLEF Presidents,
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
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: GM-Purchases / Manager–Campus Ambience & Beautification-Mr.T Shakthi Swaroop
Mail to: Professor In-charge, Technical Maintenance / Liberal Arts Club-Dr.R Subhakar Raju
Mail to: Physical Edn. /Library / Gen.Maintenance / Transport / Construction / Central Stores / Girls' Hostel/Boys' Hostel / Exam.Sec / Automation / SyTe / ET S&A Groyp / IQAC / VEC / CAES / ASAS / Intl Relations / Hobby Clubs / Help Desk / PIPS / Women's Forum / Elecl.Wing / Security / Canteen
Mail to: In-charge Dean (Student Affairs)
Director-SAC
All Faculty
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 ANTE & ISO 21001:2018 Certified
Campus: Green Fields, Vaddowaram - 522 302, Guntur District, Andhra Pradesh, INDIA.
Phone No. 98845 - 350200; www.klef.ac.in; www.klef.edu.in; www.kluniversity.in



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

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

Minutes of the meeting Held at Room No: C 106

Meeting No	3	Date	14.03.2024
Academic Year	2023-24	Time	2.00pm

Members Present:

S. No	Name of the Faculty/Staff/ Student	Designation	Nominated as	Signature
1	Dr. Gera Pradeepini	Professor, CSE-H	Chairperson	
2	Dr. K. RuthRamya	Associate Professor & Convener WDC, CSE	Convener	
3	Mrs. N. Sri Lakshmi	Assistant Professor, Pharmacy	Co-Convener	
4	Mr. Shaik Sami Ur Rehman	Associate Professor, Architecture	Member	
5	Dr. SK. Razia	Associate Professor, BES-1	Member	
6	Dr. N. Subrahmanyam	Professor, BBA	Member	
7	Dr. Kamasai S V M	Associate Professor, Law	Member	
8	Mr. N. Venkata Ramana	Professor, CSA	Member	
9	Ch. Vimala	Assistant Manager, HR	Non- Teaching Staff Member	
10	Poojitha Movva	Physical Director	Non- Teaching Staff Member	
11	Mrs. Ch. Dharani Pallavi	Office Assistant, CS & IT	Non- Teaching Staff Member	
12	K. Harini,	2200031289, CSE 2 nd Year, Student	Student Member	
13	M. V. S. Jyothi	2202030001, Ph.D Scholar, CSE	Student Member	
14	Sahithi Arjun Ravva	2201050009, AI & DS 1 st Year, Student	Research Scholar	

15	P. Maanvitha	2100010087, BT 3 rd Year, Student	Student Member	
----	--------------	---	----------------	---

Discussion on Agenda Items:

Agenda item-1: Discussion on organizing awareness programs for both boys and girls on Gender Equity and Gender Sensitization.

The committee discussed the importance of organizing awareness programs on gender equity and gender sensitization for both male and female students to promote mutual respect and understanding. These programs would focus on challenging stereotypes, addressing biases, and fostering inclusive attitudes towards gender diversity. By engaging both boys and girls in open discussions, the aim is to build a campus culture that values equality and encourages everyone to take responsibility in preventing discrimination and harassment.

Agenda item-2: Discussion on display on UGC circular and rules and regulations on sexual harassment Issues website

The committee discussed the need to prominently display the UGC circular and relevant rules and regulations on sexual harassment issues on the university's website for easy access by students, faculty, and staff. This would include detailed information on the legal framework, university policies, and the procedures for reporting harassment. The goal is to ensure that the entire university community is well-informed about their rights and responsibilities, and to provide a transparent and accessible resource for addressing concerns related to sexual harassment.

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

There are no other items for discussion.

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


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: 29-36-38, Museum Road, Governorpet, Vijayawada - 520 002. Ph: +91 - 866 - 3500122, 2576129

Ref: KLEF/RO/Student Affairs/ICC/2023-24

Date: 17.06.2024

Orders of the Hon'ble Vice-Chancellor dt. 17.06.2024

CIRCULAR

Sub: Meeting with ICC/POSH Members on 19.06.2024 - Reg.

Ref: Letter dated 17.06.2024 from Dr. G. Pradeepini, Chair person -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 19.06.2024 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. Discussion on precautions to be taken while using digital platform
2. Display of information regarding ICC on institutional web site.
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/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. RuthRamya	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	ravurisuez56@gmail.com 9701056808	External Member

				AP		
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. KamasaiS 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	2200 0312 89	CSE II Year	2200031289@kluniversity.in 8367342939	Student Member
15	P. Maanvitha	Student	2100 0100 87	BT III Year	2100010087@kluniversity.in 7780770051	Student Member
16	K.B.N.S.Jaswitha	Student	2200 5100 03	Agriculture II Year	2200510003@kluniversity.in 8121333075	Student Member
17	M.V. S. Jyothi	Student	2202 0300 01	Ph.D Scholar, CSE	2202030001@kluniversity.in 9704787363	Research Scholar
18	Vineetha V	Student	2300 0800 44	AI& DS I Year	2300080044@kluniversity.in 8555852230	Student Member
19	Sahithi Arjun Ravva	Student	2201 0500 09	M.Tech. CSE	2201050009@kluniversity.in 9381226089	Student Member

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



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-President, KLEF Presidents,
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 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: GM-Purchases / Manager–Campus Ambience & Beautification-Mr.T Shakthi Swaroop
Mail to: Professor In-charge, Technical Maintenance / Liberal Arts Club-Dr.R Subhakara Raju
Mail to: Physical Edn. /Library / Gen.Maintenance / Transport / Construction / Central Stores / Girls' Hostel/Boys' Hostel / Exam.Sec / Automation / SyTe / ET S&A Groyp / IQAC / VEC / CAES / ASAS / Intl Relations / Hobby Clubs / Help Desk / PIPS / Women's Forum / Elecl.Wing / Security / Canteen
Mail to: In-charge Dean (Student Affairs)
Director-SAC
All Faculty
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 21001:2018 Certified
Campus: Green Fields, Vaddeswaram - 522 302, Guntur District, Andhra Pradesh, INDIA.
Phone No. 08849 - 350200; www.klef.ac.in; www.klef.edu.in; www.kluniversity.in



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

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

Minutes of the meeting Held at Room No: C 106

Meeting No	4	Date	19.06.2024
Academic Year	2023-24	Time	2.00pm

Members Present:

S. No	Name of the Faculty/Staff/ Student	Designation	Nominated as	Signature
1	Dr. Gera Pradeepini	Professor, CSE-H	Chair person	
2	Dr. K. RuthRamya	Associate Professor & Convener WDC, CSE	Convener	
3	Mrs. N. Sri Lakshmi	Assistant Professor, Pharmacy	Co-Convener	
4	Mr. Shaik Sami Ur Rehman	Associate Professor, Architecture	Member	
5	Dr. SK. Razia	Associate Professor, BES-1	Member	
6	Dr. N. Subrahmanyam	Professor, BBA	Member	
7	Ms. S. Sankari	Psychology Counselor	Member	
8	Mr. N. Venkata Ramana	Professor, CSA	Member	
9	Ch. Vimala	Assistant Manager, HR	Non- Teaching Staff Member	
10	Poojitha Movva	Physical Director	Non- Teaching Staff Member	
11	Mrs. Ch. Dharani Pallavi	Office Assistant, CS & IT	Non- Teaching Staff Member	
12	M. V. S. Jyothi	2202030001, Ph.D Scholar, CSE	Student Member	
13	Sahithi Arjun Ravva	2201050009, AI & DS 1 st Year, Student	Research Scholar	
14	P. Maanvitha	2100010087, BT 3 rd Year, Student	Student Member	

Agenda item-1: Discussion on precautions to be taken while using digital platform.

The committee discussed the importance of taking precautions while using digital platforms to prevent cyber harassment and ensure the safety of students and staff. It was emphasized that the university must implement guidelines for responsible online behavior, including protecting personal information and avoiding the sharing of inappropriate content. Additionally, the committee recommended conducting awareness sessions to educate the university community on recognizing online harassment and knowing how to report such incidents promptly

Agenda item-2: Display of information regarding ICC on institutional web site.

The committee discussed the importance of displaying clear and accessible information about the Internal Complaints Committee (ICC) on the university's official website. This would include details such as the committee's roles, contact information for its members, and the procedures for filing complaints related to harassment or discrimination. The goal is to ensure that students and staff are fully informed about the ICC's functions and can easily reach out for support when needed.

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

There are no other items for discussion.

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


Chairperson-ICC/POSH
(Dr G Pradeepini)