



## Koneru Lakshmaiah Education Foundation

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

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Campus: Green Fields, Vaddeswaram - 522 302, Guntur District, Andhra Pradesh, INDIA.

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

Ref: KLEF/RO/Student Affairs/ICC/2024-25

Date: 12.08.2024

### Orders of the Hon'ble Vice-Chancellor dt.12.08.2024

#### CIRCULAR

Sub: Meeting with ICC/POSH Members on 14.08.2024 - Reg.

Ref: Letter dated 12.08.2024 from Dr. G. Pradeepini, Chair person-Internal Complaints committee/POSH Committee.

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This is to inform that Internal Complaints Committee (ICC)/Prevention of Sexual Harassment (POSH) meeting is scheduled to be convened on 14.08.2024 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 procedure to be followed while dealing with the complaints received in Internal Complaints Committee.
2. Discussion on providing safe working environment for the students and staff.
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 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. 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	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 812133307	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-522 302,  
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  
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Mr. Raja Sekhar, Emp. No. 2482, Jr. Network Administrator  
(Email: 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 /ElecI.Wing / Security / Canteen  
Mail to: In-charge Dean (Student Affairs)  
Director-SAC  
All Faculty  
All Students

Thanks & Regards



**Dr. K. Subba Rao**  
**REGISTRAR**

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## OFFICE OF DEAN STUDENT AFFAIRS

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

#### Minutes of the meeting Held at Room No: C 106

Meeting No	1	Date	14.08.2024
Academic Year	2024-25	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. Ruth Ramya	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 II Year	Student Member	<i>K. B.N.S.</i>
15	M.V. S. Jyothi	Student	2202030001 Ph.D Scholar, CSE	Research Scholar	<i>M. V. S. Jyothi</i>
16	Vineetha V	Student	2300080044 AI& DS I Year	Student Member	<i>V. Vineetha</i>

**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, Chairperson of the Internal Complaints Committee (ICC)/POSH, warmly welcomed all members of the committee. She began the meeting by outlining the ICC's role in addressing internal complaints related to harassment and discrimination within the institution. The members were introduced to the committee's purpose and the critical need to maintain a safe and inclusive environment for both students and staff.

The committee then engaged in a thorough discussion about the procedures for reporting incidents of harassment or discrimination. Emphasis was placed on the protocols in place to protect the confidentiality of complainants and the importance of fostering a supportive environment that encourages the reporting of such issues.

**Discussion on Agenda Items:**

**Agenda item-1: Discussion on procedure to be followed while dealing with the complaints received in Internal Complaint Committee.**

The Internal Complaints Committee (ICC) outlined a clear procedure for handling complaints, starting with the confidential receipt of grievances related to harassment or discrimination. Complaints are thoroughly reviewed, with the complainant's privacy safeguarded throughout the investigation process. The committee emphasized the importance of a fair and transparent inquiry, ensuring that both parties are given an opportunity to present their sides before any decision is made. Time period for resolving any complaint is 3 to 15 days depending on the nature of the complaint.

**Agenda item-2: Discussion on providing safe working environment for the Students and Staff.**

The committee discussed the importance of creating a safe and supportive working environment for both students and staff by implementing strict anti-harassment policies and fostering mutual respect. Regular awareness programs and clear reporting channels

were emphasized to encourage individuals to speak up without fear of retaliation. Additionally, the university is committed to providing prompt and effective responses to any incidents of harassment or discrimination, ensuring that all members feel valued and protected.

4o mini

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

There are no other items for discussion.

No cases of sexual harassment are reported.



Chairperson - ICC/POSH  
(Dr G Pradeepini)



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

Ref: KLEF/RO/Student Affairs/ICC/2024-25

Date: 04.11.2024

### Orders of the Hon'ble Vice-Chancellor dt. 04.11.2024

#### CIRCULAR

Sub: Meeting with ICC/POSH Members on 06.11.2024 - Reg.

Ref: Letter dated 04.11.2024 from Dr. G. Pradeepini, Chair person-Internal Complaints committee/POSH Committee.

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This is to inform that Internal Complaints Committee (ICC)/Prevention of Sexual Harassment (POSH) meeting is scheduled to be convened on 06.11.2024 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 display of Emergency contact Numbers in the notice board.
2. Review on increase in display boards of sexual harassment.

#### 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	Psycholog	8389	VEC	ssankari@kluniversity.in	Member

		y Counsellor			7995847871	
6	Mr. Shaik Sami Ur Rehman	Associate Professor	4474	Architectur e	samiurrehman@kluniversity.i n, 9393772797	Member
7	Dr. SK. Razia	Associate Professor	1229	BES-1	skrazia@kluniversity.in 9440521497	Member
8	Dr. N. Subrahmanya m	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.i n, 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	2200031 289	CSE III Year	2200031289@kluniversity.in 8367342939	Student Member
15	P. Maanvitha	Student	2100010 087	BT IV Year	2100010087@kluniversity.in 7780770051	Student Member
16	K. B. N. S. Jaswitha	Student	2200510 003	Agriculture III Year	2200510003@kluniversity.in 812133305	Student Member
17	Ms. C. Srilakshmi	Student	2401050 004	M. Tech, CSE	2401050004@kluniversity.in 9618497041	PG student Member
18	Ms. M.V. S. Jyothi	Student	2202030 001	Ph.D. Scholar, CSE	2202030001@kluniversity.in 9704787363	Research Scholar
19	T. Rishitha	Student	2400080 241	AI& DS I Year	2400080241@kluniversity.in 9985536678	Student Member



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Mail to: Chief Coordinating Officer-Dr.A. Jagadeesh  
Mail to: Special Officer -Dr.A. Vani  
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Director (Academics) KLEF,GBS,Kondapur-Dr.G. Radha Krishna  
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Mr. Raja Sekhar, Emp. No. 2482, Jr. Network Administrator  
(Email: 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

Thanks & Regards



**Dr. K. Subba Rao**  
**REGISTRAR**

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### OFFICE OF DEAN STUDENT AFFAIRS

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

### Minutes of the meeting Held at Room No: C 106

Meeting No	2	Date	06.11.2024
Academic Year	2024-25	Time	2.00pm

Members Present:

S. No	Name of the Faculty/Staff/ Student	Designation	Emp. ID	Dept.	Position	Signature
1	Dr. Gera Pradeepini	Professor	3658	CSE-H	Chairperson	
2	Dr. K. Ruth Ramya	Associate Professor & Convenor WDC	1901	CSE	Convener	
3	Mrs. N. Sri Lakshmi	Assistant Professor	5306	Pharmacy	Co-Convener	
4	Ms. S. Sankari	Psychology Counsellor	8389	VEC	Member	
5	Mr. Shaik Sami Ur Rehman	Associate Professor	4474	Architecture	Member	
6	Dr. SK. Razia	Associate Professor	1229	BES-1	Member	Absent
7	Dr. N. Subrahmanyam	Professor	5892	BBA	Member	
8	Dr. Kamasai S V M	Associate Professor	6338	Law	Member	
9	Mr. N. Venkata Ramana	Professor	4957	CSA	Member	
10	Ch. Vimala	Assistant Manager	6391	HR	Non-Teaching Staff Member	
11	Poojitha Movva	Physical	8136	PED	Non-	

		Director			Teaching Staff Member	Absent
12	Mrs. Ch. Dharani Pallavi	Office Assistant	7777	CSIT	Non-Teaching Staff Member	Ch. Dharani
13	K. Harini	Student	2200031289	CSE III Year	Student Member	K. Harini
14	P. Maanvitha	Student	2100010087	BT IV Year	Student Member	P. Maanvitha
15	K. B. N. S. Jaswitha	Student	2200510003	Agriculture III Year	Student Member	K. B. N. S. Jaswitha
16	Ms. C. Srilakshmi	Student	2401050004	M. Tech, CSE	PG student Member	Absent
17	Ms. M.V. S. Jyothi	Student	2202030001	Ph.D. Scholar, CSE	Research Scholar	M. V. S. Jyothi
18	T. Rishitha	Student	2400080241	AI& DS I Year	Student Member	Absent

### Discussion on Agenda Items:

#### **Agenda item-1: Discussion on display of Emergency contact Numbers in the notice board.**

The committee discussed the importance of prominently displaying emergency contact numbers on university notice boards to ensure quick access in times of crisis. This would include contacts for campus security, medical assistance, mental health support, and key staff members of the Internal Complaints Committee. The goal is to ensure that students and staff are aware of the resources available to them in case of emergencies or incidents requiring immediate attention.

#### **Agenda item-2: Review on increase in display boards of sexual harassment.**

The committee reviewed the need for expanding the display of sexual harassment awareness boards across the university to increase visibility and ensure widespread access to information. It was proposed that additional boards be placed in high-traffic areas such as classrooms, dormitories, and faculty offices to reach a larger audience. The enhanced visibility aims to reinforce the university's commitment to a safe, respectful environment and provide clear guidance on how to report incidents of harassment.

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

There are no other items for discussion.

No cases of sexual harassment are reported.



Chairperson - ICC/POSH  
(Dr G Pradeepini



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

Date: 28-03-2025

Orders of the Hon'ble Vice-Chancellor dt. 28-03-2025

**CIRCULAR**

Sub: Meeting with Internal Complaints Committee (ICC) /Prevention of Sextual Harassment Committee (POSH) members – Reg.

Ref: Letter from Dr.K. Ruth Ramya, Associate Dean(SA) forwarded by Dr.K.R.S. Prasad, I/c. Dean (Student Affairs)

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This is to inform all the faculty members, staff and students that Internal Complaints Committee (ICC)/Prevention of Sextual Harassment Committee (POSH) meeting is scheduled to be convened from 11.00 AM to 11.30 AM on 29.03.2025 in Room No.C106.

All the members of Internal Complaints Committee (ICC)/Prevention of Sextual Harassment Committee (POSH) Committee listed below shall attend the meeting without fail.

**Agenda:**

1. Discussion on Action Plan for the next three months.
2. Complaints regarding Sextual Harassment (if any).
3. Any other related issues.

**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

HoDs/ Functionaries / In-charges of Offices are directed to bring this information to the notice of all the faculty members, non-teaching staff and students concerned of their respective departments and ensure their participation in the 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  
 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



# Koneru Lakshmaiah Education Foundation

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## OFFICE OF DEAN STUDENT AFFAIRS

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

Minutes of the meeting Held at Room No: C 106

Meeting No	3	Date	29.03.2025
Academic Year	2024-25	Time	11.00AM

In chair: Dr G. Pradeepani – Chairperson,- ICC/POSH Committee

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

S.No	Name of the Faculty/Staff/Student	Designation	Emp. ID	Dept.	Email Id & Phone Number	Position	Signature
1	Dr. Gera Pradeepini	Professor	3658	CSE-H	pradeepini_cse@kluniversity.in 9394860674	Chair person	
2	Dr. K. Ruth Ramya	Associate Professor & Convener 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	<i>AS</i>
9	Dr. Kamasai S V M	Associate Professor	6338	Law	drksaisv@kluniversity.in 9545230073	Member	<i>AS</i>
10	Mr. N. Venkata Ramana	Professor	4957	CSA	ramana@kluniversity.in 7731828885	Member	<i>W88</i>
11	Ch. Vimala	Assistant Manager	6391	HR	cvimala@kluniversity.in 7981337620	Non-Teaching Staff Member	<i>AS</i>
12	Poojitha Movva	Physical Director	8136	PED	poojithamovva@kluniversity.in 9959473389	Non-Teaching Staff Member	<i>M. Poojitha</i>
13	Mrs. Ch. Dharani Pallavi	Office Assistant	7777	CSIT	chdharanipallavi@kluniversity.in 9985832464	Non-Teaching Staff Member	<i>Ch. Dharani</i>
14	K. Harini	Student	2200031289	CSE III Year	2200031289@kluniversity.in 8367342939	Student Member	<i>K. Harini</i>
15	P. Maanvitha	Student	2100010087	BT IV Year	2100010087@kluniversity.in 7780770051	Student Member	<i>P. Maanvitha</i>
16	K. B. N. S. Jaswitha	Student	2200510003	Agriculture III Year	2200510003@kluniversity.in 8121333075	Student Member	<i>AS</i>
17	Ms. C. Srilakshmi	Student	2401050004	M. Tech, CSE	2401050004@kluniversity.in 9618497041	PG student Member	<i>Srilakshmi</i>
18	Ms. M.V. S. Jyothi	Student	2202030001	Ph.D. Scholar, CSE	2202030001@kluniversity.in 9704787363	Research Scholar	<i>M. V. Jyothi</i>
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**OFFICE OF DEAN STUDENT AFFAIRS**  
**INTERNAL COMPLAINTS COMMITTEE**  
**MINUTES OF THE MEETING HELD AT ROOM NO. C106**

Meeting No.	3	Date	29-03-2025
Academic Year	2024-2025	Time	11.00 A.M

**Agenda item-1: Discussion on Action Plan for the next three months.**

The committee discussed to conduct Workshop & Panel Discussion on Gender Sensitization & POSH ACT during April, 2025 & 26/4/2025.

**Agenda item-2: Redressal of grievances on sexual harassment (if any).**

There are no grievances received pertaining to sexual harassment.

**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 thanking the members for their cooperation.

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

(Dr. G. Pradeepini)  
Chairperson- ICC



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

Date: 28-04-2025

Orders of the Hon'ble Vice-Chancellor dt. 28-04-2025

## CIRCULAR

Sub: Meeting with Internal Complaints Committee (ICC) members on 29-04-2025 –  
Communication – Reg.

Ref: Letter received from Dr. K. Ruth Ramya, Assoc. Dean-Student Affairs and forwarded  
by Dr. K.R.S. Prasad, In-charge Dean (Student Affairs)

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This is to inform all faculty, staff & students of KLEF that Internal Complaints Committee (ICC)/Prevention of Sexual Harassment Committee (POSH) meeting is scheduled to be convened on 29.04.2025 from 12.00 Noon to 12:30 P.M in C106. All the members of Internal Complaints Committee listed below shall attend the meeting without fail.

### Agenda:

1. Discussion on program related to POSH Act.
2. Complaints regarding Sexual Harassment (if any).
3. Any other related issues.

### 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
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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

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The HoDs / Functionaries / In-charges of Offices are requested to ensure that this information is brought to the notice of all the Faculty members / Non-Teaching Staff / Students of their respective departments.

  
**REGISTRAR**  
**Dr. K. SUBBARAO**  
**REGISTRAR**

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 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. Vanl  
 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  
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 Mail to: All HoDs / All Alternate HoDs / All Dy. HoDs  
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 Mail to: KL H Associate Deans of Off-campus Centres-Aziz Nagar / Bowrampet / GBS Kondapur -  
 P&D / R&D / Academics / IQAC / F&SA / Skill Development / Student Progression & Training / Student Affairs / Student Welfare / Examinations  
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 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)-Dr.K.R.S.Prasad  
 Dr. K. Rut Ramya, Assoc. Dean (Student Affairs)  
 All Faculty members  
 All Students

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 Enrolled  
 2019/20



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Date: 29.04.2025

## OFFICE OF DEAN STUDENT AFFAIRS

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

Minutes of the meeting Held at Room No: C 106

Meeting No	4	Date	29.04.2025
Academic Year	2024-25	Time	12.00Noon

#### Agenda:

1. Discussion on program related to POSH Act.
2. Complaints regarding Sexual Harassment (if any).
3. Any other related issues.

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

S.No	Name of the Faculty/Staff/ Student	Designation	Emp. ID	Dept.	Position	Signature
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5	Ms. S. Sankari 7995843871	Psychology Counsellor	8389	VEC	Member	
6 ✓	Mr. Shaik Sami Ur Rehman	Associate Professor	4474	Architecture	Member	
7 ✓	Dr. SK. Razia	Associate Professor	1229	BES-1	Member	

8 ✓	Dr. Kamasai S V M	Associate Professor	6338	Law	Member	<i>Kamasai S</i>
9 ✓	Mr. N. Venkata Ramana	Professor	4957	CSA	Member	<i>N. Venkata Ramana</i>
10 ✓	Ch. Vimala	Assistant Manager	6391	HR	Non- Teaching Staff Member	<i>Vimale Chud</i>
11 ✓	Poojitha Movva	Physical Director	8136	PED	Non- Teaching Staff Member	<i>Leaves</i>
12 ✓	Mrs. Ch. Dharani Pallavi	Office Assistant	7777	CSIT	Non- Teaching Staff Member	<i>M. Dharani</i>
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16	Ms. C. Srilakshmi	Student	2401050004	M. Tech, CSE	PG student Member	<i>Srilakshmi</i>
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### OFFICE OF DEAN STUDENT AFFAIRS INTERNAL COMPLAINTS COMMITTEE MINUTES OF THE MEETING HELD AT ROOM NO. C106

Meeting No.	4	Date	29-04-2025
Academic Year	2024-2025	Time	12:00 Noon

#### Action Taken Report

**Organized** Workshop & Panel Discussion on Gender Sensitization & POSH ACT on 4/04/2025 &

#### Agenda item-1: Discussion on Program related to POSH Act.

The committee discussed to conduct Seminar on POSH ACT during May, 2025.

#### Agenda item-2: Redressal of grievances on caste discrimination (if any).

There are no grievances received pertaining to sexual harassment.

#### 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 thanking the members for their cooperation.

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

(Dr. G. Pradeepini)  
Chairperson- ICC