



Koneru Lakshmaiah Education Foundation

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

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Admin Off: 29-36-38, Museum Road, Governorpet, Vijayawada - 520 002. Ph: +91 - 866 - 3500122, 2577715, 2576129

Ref: KLEF/RO/Women's Forum/Seminar/2025-26

Dt. 29-07-2025

Orders of the Hon'ble Vice-Chancellor dt. 29-07-2025

CIRCULAR

Sub: Meeting with Internal Complaints Committee (ICC) members on 30-07-2025 – Communication – Reg.

Ref: Letter received from Dr. K. Ruth Ramya, Associate Dean (SA) & Convener, Women Development Cell and forwarded by Dr.K.R.S. Prasad, In-charge Dean (Student Affairs)

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 30.07.2025 from 10.00 A.M to 10.30 A.M in C106. All the members of Internal Complaints Committee listed below shall attend the meeting without fail.

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.

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 & 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. Kamasai S V M	Associate Professor	6338	Law	drksaisv@kluniversity.in 9545230073	Member
9	Mr. N. Venkata Ramana	Professor	4957	CSA	ramana@kluniversity.in 7731828885	Member
10	Ch. Vimala	Assistant Manager	6391	HR	cvimala@kluniversity.in 7981337620	Non-Teaching Staff Member
11	Poojitha Movva	Physical Director	8136	PED	poojithamovva@kluniversity.in 9959473389	Non-Teaching Staff Member
12	Mrs. Ch. Dharani Pallavi	Office Assistant	7777	CSIT	chdharanipallavi@kluniversity.in 9985832464	Non-Teaching Staff Member
13	K.Harini	Student	2200 0312 89	CSE III Year	2200031289@kluniversity.in 8367342939	Student Member
14	K. B. N. S. Jaswitha	Student	2200 5100 03	Agriculture III Year	2200510003@kluniversity.in 8121333075	Student Member
15	Ms. P. Srilakshmi <i>Prasanna</i>	Student	2401 0500 04	M. Tech, CSE	2401050004@kluniversity.in 9618497041	PG student Member
16	Ms. M.V. S. Jyothi	Student	2202 0300 01	Ph.D. Scholar, CSE	2202030001@kluniversity.in 9704787363	Research Scholar
17	T. Rishitha	Student	2400 0802 41	AI& DS I Year	2400080241@kluniversity.in 9985536678	Student Member

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



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 Mail to: Dr. K.R.S.Prasad, In-charge Dean (Student Affairs)
 Dr. K. Ruth Ramya, Convener WDC & Associate Dean (Student Affairs)
 All Faculty members
 All Students

ERP
E-mail sent
Eshan
19/7/25



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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	30.07.25
Academic Year	2025-26	Time	10.00AM

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

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.

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	<i>SS</i>
7	Dr. SK. Razia	Associate Professor	1229	BES-1	skrazia@kluniversity.in 9440521497	Member	<i>SK</i>
8	Dr. Kamasai S V M	Associate Professor	6338	Law	drksaisv@kluniversity.in 9545230073	Member	<i>KSVM</i>
9	Mr. N. Venkata Ramana	Professor	4957	CSA	ramana@kluniversity.in 7731828885	Member	<i>NVR</i>
10	Ch. Vimala	Assistant Manager	6391	HR	cvimala@kluniversity.in 7981337620	Non-Teaching Staff Member	<i>Vimala</i> 30/7/25
11	Poojitha Movva	Physical Director	8136	PED	poojithamovva@kluniversity.in 9959473389	Non-Teaching Staff Member	<i>P. Movva</i>
12	Mrs. Ch. Dharani Pallavi	Office Assistant	7777	CSIT	chdharanipallavi@kluniversity.in 9985832464	Non-Teaching Staff Member	<i>AB</i>
13	K. Harini	Student	2200031289	CSE III Year	2200031289@kluniversity.in 8367342939	Student Member	<i>Harini</i>
14	K. B. N. S. Jaswitha	Student	2200510003	Agriculture III Year	2200510003@kluniversity.in 8121333075	Student Member	<i>Jaswitha</i>
15	Ms. P. Srilakshmi Prasanna	Student	2401050004	M. Tech, CSE	2401050004@kluniversity.in 9618497041	PG student Member	<i>P. Prasanna</i> 30-7-25
16	Ms. M.V. S. Jyothi	Student	2202030001	Ph.D. Scholar, CSE	2202030001@kluniversity.in 9704787363	Research Scholar	<i>Jyothi</i>
17	T. Rishitha	Student	2400080241	AI& DS I Year	2400080241@kluniversity.in 9985536678	Student Member	<i>T. Rishitha</i>



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OFFICE OF DEAN STUDENT AFFAIRS INTERNAL COMPLAINTS COMMITTEE MINUTES OF THE MEETING HELD AT ROOM NO. C106

Meeting No:	1	Date	30.07.2025
Academic Year	2025-26	Time	10.00 A.M

Discussion on Agenda Items:

Agenda Item-1: Discussion on procedure to be followed while dealing with the complaints received in Internal Complaints committee.

The committee discussed the standard procedure for handling complaints received by the Internal Complaints Committee. It includes acknowledging the complaint, conducting a preliminary inquiry, and ensuring confidentiality. A fair and unbiased investigation is carried out with proper documentation. Recommendations for action are made based on the findings and in accordance with institutional and legal guidelines.

Agenda item-2: Discussion on providing safe working environment for the students & staff.

The committee emphasized the importance of creating a safe and inclusive working environment for both students and staff. Suggestions included improving campus security, conducting more awareness programs. The need for a zero-tolerance policy towards harassment or discrimination was strongly supported.

Agenda item-3: Any other points for discussion with the permission of the chair.

NIL

The meeting was concluded with the Chairman, Internal Complaints Committee thanking the members for their cooperation.

(Dr. G. Pradeepini)
Chairperson- ICC

ASSOC. DEAN (ACADEMIC RESEARCH) /
Koneru Lakshmaiah Education Foundation
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Green Fields, VADDESWARAM-522 302.
Guntur District, Andhra Pradesh.

Dr. K. Subba Rao

REGISTRAR
Koneru Lakshmaiah Education Foundation
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Ref: KLEF/SA/Internal Complaints Committee/2025-26

Dt. 21-11-2025

Orders of the Hon'ble Vice-Chancellor dt. 21-11-2025

CIRCULAR

Sub: Meeting with the members of Internal Complaints Committee (ICC) on 26-11-2025 – Communication – Reg.

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

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 26.11.2025 from 03.00 P.M to 03.30 P.M in C106.

All the members of Internal Complaints Committee listed below shall attend the meeting without fail.

Agenda Items:

1. Discussion on procedure to be followed while dealing with the complaints received in Internal Complaints Committee.
2. Any other item with the permission of the chair

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

SL. No	Name of the Faculty/Staff/Student	Designation	Emp. ID	Dept.	Email Id & Phone Number	Position
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3	Dr. 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	D. Anupama	Lawyer, AP High Court		Advocate, High court, AP	darlaanupama85@gmail.com 9885281081	External Member

6	Ms. S. Sankari	Psychology Counselor	8389	VEC	ssankari@kluniversity.in 7995847871	Member
7	Mr. Shaik Sami Ur Rehman	Associate Professor	4474	Architecture	samiurrehman@kluniversity.in 9393772797	Member
8	Dr. SK. Razia	Associate Professor	1229	BES-1	skrazia@kluniversity.in 9440521497	Member
9	Dr. Ajay Kumar Varshney	Professor	9133	BBA	vajaykumar@kluniversity.in 9810388499	Member
11	Dr. Kamasai S V M	Associate Professor	6338	Law	drksaisv@kluniversity.in 9545230073	Member
12	Ch. Vimala	Assistant Manager	6391	HR	cvimala@kluniversity.in 7981337620	Non- Teaching Staff Member
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14	Mrs. Ch. Dharani Pallavi	Office Assistant	7777	CSIT	chdharanipallavi@kluniversity.in 9985832464	Non- Teaching Staff Member
15	Gaurav Nilesh Khivasara	Student	2200032772	CSE 4th Year	2200032772@kluniversity.in 9422175771	Student Member
16	Y. Praseeda Chowdary	Student	2400040013	CSE 2nd Year	2500040013@kluniversity.in 9292000028	Student Member
17	K. Dhanya Varshini	Student	2500010002	BT 1st Year	2500010002@kluniversity.in 9014864838	Student Member
18	K. B. N. S. Jaswitha	Student	2200510003	Agriculture 4th Year	2200510003@kluniversity.in 8121333075	Student Member
19	M. Aparna	Student	2501050021	M. Tech, CSE	2501050021@kluniversity.in 8008153150	PG student Member
20	G. Hema Sudha Rani	Student	2402030003	Ph.D. Scholar, CSE	2402030003@kluniversity.in	Research Scholar
21	M. Gowtham	Student	2500620008	Agriculture 1st Year	2500620008@kluniversity.in 7337287978	Student Member

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


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Dr. K. SUBBA RAO
REGISTRAR

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Intl Relations / Hobby Clubs / Help Desk / PIPS / Women's Forum / Elecl.Wing / Security / Canteen
Mail to: Dr.K.R.S. Prasad, In-Charge Dean-Student Affairs.
Dr. K. Ruth Ramya, Associate Dean-Student Affairs
All Faculty members
All Students
Individuals concerned



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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	26.11.25
Academic Year	2025-26	Time	03.00PM

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

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.

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

Agenda Items:

1. Discussion on procedure to be followed while dealing with the complaints received in Internal Complaints Committee.
2. Any other item with the permission of the chair

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

SL 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 & Convener WDC	1901	CSE	Convener	
3	Dr. N. Sri Lakshmi	Assistant Professor	5306	Pharmacy	Co-Convener	
4	Mrs. Ravuri Suez	Former Director & Retd. Joint Director		AP Mahila Commission & Dept. of WDCW, Govt. of AP	External Member	

5	D. Anupama	Lawyer, AP High Court		Advocate, High court, AP	External Member	- AB -
6	Ms. S. Sankari	Psychology Counselor	8389	VEC	Member	AB
7	Mr. Shaik Sami Ur Rehman	Associate Professor	4474	Architecture	Member	AB
8	Dr. SK. Razia	Associate Professor	1229	BES-1	Member	AB
9	Dr. Ajay Kumar Varshney	Professor	9133	BBA	Member	AB
11	Dr. Kamasai S V M	Associate Professor	6338	Law	Member	AB
12	Ch. Vimala	Assistant Manager	6391	HR	Non- Teaching Staff Member	AB
13	Poojitha Movva	Physical Director	8136	PED	Non- Teaching Staff Member	AB
14	Mrs. Ch. Dharani Pallavi	Office Assistant	7777	CSIT	Non- Teaching Staff Member	Ch. Dharani
15	Gaurav Nilesh Khivasara	Student	2200032772	CSE 4th Year	Student Member	AB
16	Y. Praseeda Chowdary	Student	2400040013	CSE 2nd Year	Student Member	Praseeda Chowdary
17	K. Dhanya Varshini	Student	2500010002	BT 1st Year	Student Member	K. Dhanya Varshini
18	K. B. N. S. Jaswitha	Student	2200510003	Agriculture 4th Year	Student Member	Jaswitha
19	M. Aparna	Student	2501050021	M. Tech, CSE	PG student Member	Aparna
20	G. Hema Sudha Rani	Student	2402030003	Ph.D. Scholar, CSE	Research Scholar	Hema Sudha Rani G.
21	M. Gowtham	Student	2500620008	Agriculture 1st Year	Student Member	M. Gowtham



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**OFFICE OF DEAN STUDENT AFFAIRS
INTERNAL COMPLAINTS COMMITTEE
MINUTES OF THE MEETING HELD AT ROOM NO. C106**

Meeting No:	2	Date	26.11.2025
Academic Year	2025-26	Time	3:00P.M

Discussion on Agenda Items:

Agenda Item-1: Discussion on the procedures to be followed when handling complaints received by the Internal Complaints Committee.

The committee reviewed the established process for addressing complaints received by the Internal Complaints Committee. This process involves formally acknowledging the complaint, carrying out an initial assessment, and maintaining strict confidentiality. An impartial and transparent investigation is conducted with thorough record-keeping. Based on the investigation's outcomes, appropriate recommendations are proposed in line with institutional policies and legal requirements.

Agenda item-2: Discussion focused on ensuring a safe and secure working environment for both students and staff.

Committee decided to conduct Awareness Program on POSH during first week of December, 2025.

Agenda item-3: Any other points for discussion with the permission of the chair.

NIL

The meeting was concluded with the Chairman, Internal Complaints Committee thanking the members for their cooperation.


(Dr. G. Pradeepini)
Chairperson- ICC

ASSOC. DEAN (ACADEMIC RESEARCH)
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Dr. K. Subba Rao

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