



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/SA/Equal Opportunities Committee/2024-25

07-02-2025

OFFICE ORDER

Sub: Re Constitution of Equal Opportunity Cell – Communication – Reg.

Ref: Letter dt.06-02-2025 from Dr. K. Ruth Ramya, Associate Dean-SA and forwarded by Dr.K.R.S.Prasad, In-charge Dean-Student Affairs

ORDER:

As per the orders, Equal Opportunity Cell is re-constituted as per the guidelines of UGC to promote inclusivity, ensure effective implementation of policies, programs for disadvantaged groups, providing guidance, counseling with respect to academic, financial, social and other matters and to enhance the diversity within the campus.

The Committee holds for next two (2) academic years or until further orders, whichever is earlier.

EQUAL OPPORTUNITY CELL

S. No	Name of the Faculty/Staff/ Student	Designation	Emp ID.	Dept.	Email Id & Phone Number	Position
1	Dr. K R S Prasad	I/C Dean	472	Student Affairs	krsprasad_fed@kluniversity.in 9000090926	Chair person
2	Dr. Habibulla Khan	Professor	6362	ECE	habibulla@kluniversity.in	Member
3	Dr. K. Ruth Ramya	Associate Dean	1901	Student Affairs	ramya_cse@kluniversity.in	Liaison Officer
4	Dr. G. Pradeepini	Professor	3658	CSE-H	Pradeepini_cse@kluniversity.in	Member
5	Dr. K. Ramakrishna	Dean	6782	IQAC	drkrk@kluniversity.in	Member
6	Dr. Molathoti Salomi	Asst. Professor	8358	VEC	msalomi@kluniversity.in	Women Representative
7	Dr. B. Sekhar Babu	Joint Registrar	1553	CSE	sekharbabu@kluniversity.in	Member Secretary
8	K. Hansika	Student	2400033291	CSE I Year	2400033291@kluniversity.in 9392411624	Student Member
9	Nagulapalli Sai Ananth	Student	2300070011	ME II Year	2300070011@kluniversity.in 9550982978	Student Member
10	Gaurav Nilesh khivasara	Student	2200032772	CSE III Year	2200032772@kluniversity.in 9422175771	Student Member
11	P. Maanvitha	Student	2100010087	BT IV Year	2100010087@kluniversity.in 7780770051	Student Member
12	G Bindhu Sri	Student	2300530053	B. Pharmacy	2300530053@kluniversity.in	Student Member
13	N Harshitha Lakshmi	Student	2100620045	Agriculture	2100620045@kluniversity.in	Student Member
14	M Sethiya	Student	2301510329	MBA	2301510329@kluniversity.in	Student Member

Roles & Responsibilities:

1. To co-ordinate with other existing cells and statutory bodies of the HEIs and enable implementation of the existing schemes and provisions, including scholarships and fellowships of the Govt. of India and respective States.
2. To ensure the implementation of bridge courses, outreach programs designed and developed by HEIs for Socio-Economically Disadvantaged Groups (SEDGs).
3. To provide socio-economic, academic, and emotional support and mentoring for such students through proper counselling and mentoring programs.
4. To ensure sensitization of faculty, staff, counsellors, and students on the gender-identity issue and their inclusion in all aspects of the HEI, including making curricula gender and ability inclusive.
5. Coordinate with the Internal Quality Assurance Cell (IQAC) to raise awareness about the implementation of various policies for inclusive and equitable quality higher education.
6. To work as a 'Single Window' for students belonging to SEDGs for their grievances, basic needs, amenities, facilities, welfare measures, and scholarships and fellowships.
7. To upload guidelines, facilities, welfare, and safety measures on HEI's portal and maintain such records to review and monitor amenities and basic facilities for a safe and secure environment for SEDGs.
8. To circulate, publicize, and facilitate existing welfare schemes like – Remedial, NET, entry into services, and residential Coaching for SC/ST/OBC (non-creamy layer), Minority Community, and PwD Students.
9. To establish a team of counsellors, social workers, and faculty members to provide emotional and social support to SEDGs to adapt to the environment of the HEI.
10. To focus on overall personality and skill development, including professional and soft skills, so as to ensure enhancing student employability.
11. To organize periodic meetings and to monitor the progress of various schemes and all the HEIs may prepare the database.
12. To assess the needs of SEDGs and make necessary recommendations to the authorities of the institutions.
13. To make faculty, staff, students, and service professionals aware of facilities available for SEDGs.

14. To sensitize all the students to bring an attitudinal change towards SEDGs. Students should accept and involve SEDGs in curricular, co-curricular, and extra-curricular activities in the HEIs.
15. To hold regular meetings with SEDG students to check their grievances and also meet with management/authorities of HEIs to facilitate discussion of the grievances of SEDG students and maintain the confidentiality of deliberations and data.
16. To review, monitor, and ensure disposal of all grievances within 15 days.

REGISTRAR
Dr. K. SUBBA RAO
REGISTRAR

Mail & Hard copy to: Hon'ble President, KLEF
Mail to: Hon'ble Vice-Presidents, KLEF
Mail & Hard copy to: Hon'ble Pro Chancellor
Mail & Hard copy to: Hon'ble Vice-Chancellor
Mail & Hard copy to: Pro Vice-Chancellors
Mail to: Chief Coordinating Officer-Dr.A. Jagadeesh
Mail to: Special Officer -Dr.A. Vani
Mail to: All Advisors / All Deans / All Principals / All Vice-Principals
Mail to: All Sr.Directors / All Directors / All Additional Deans / All Associate Deans / Deputy Deans / PR Head
Mail to: Controller of Examinations-Dr.A.S.C.S.Sastry
Mail to: Joint Registrar / Deputy Registrar / Sr.Manager (Alumni Relations) & AR-Sri A. Krishna Rao / AR-Dr.MVAL Narasimha Rao
Mail to: Advisor – NAAC & Hyderabad Operations - Prof. K.Koteswara Rao
Mail to: All HoDs / All Alternate HoDs / All Dy. HoDs
Mail to: KL H - Principal Off Campus Centre, Aziz Nagar Campus / KL H - Principal Off Campus Centre, Bowrampet
Director (Academics) KLEF, GBS, Kondapur-Dr.G. Radha Krishna
Mail to: KL H HoDs of Off-campus Centres-Aziz Nagar / Bowrampet / GBS Kondapur
Mail to: 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
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 / GM-Construction..Mr.Bijit Mukherji / 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: Dr. K.R.S Prasad, In-charge Dean (Student Affairs)
Dr. K. Ruh Ramya, Associate Dean-SA
Individuals concerned
All Faculty
All Students

ERP
E-mail sent
8/10/19
7/10/19