



## Koneru Lakshmalah Education Foundation

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

Accredited by NAAC as 'A++' ♦ Approved by AICTE ♦ ISO 21001:2018 Certified  
Campus: Green Fields, Vaddeswaram - 522 302, Guntur District, Andhra Pradesh, INDIA.  
Phone No. +91 8645 - 350 200; www.klef.ac.in; www.klef.edu.in; www.kluniversity.in  
Admin Off: 29-36-38, Museum Road, Governorpet, Vijayawada - 520 002. Ph: +91 - 866 - 3500122, 2576129

Ref: KLEF/RO/Dean(SA)/ICC/2018-19

Date: 06-08-2018

Orders of the Vice Chancellor dt.06-08-2018

### OFFICE ORDER

Sub: Constitution of Internal Complaints Committee (ICC) in KLEF – Reg.

Ref: 1. Office Order Ref:KLEF/RO/Dean(SA)/ICC/2018-19 dated 06-08-2018.

2. Letter dated 04.08.2018 from Dr.I.Govardhani, Assoc.Dean (Grievances,Cells, Committees, Forums) forwarded by Dr.Habibulla Khan, Dean (Student Affairs).

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As per the Orders of the Hon'ble Vice Chancellor, Internal Complaints Committee (ICC) consisting of the following faculty members, students and external members is constituted in KLEF to enquire into the complaints against Sexual Harassment in university. The committee shall enquire into the complaints referred to them and submit the reports to the Registrar for further course of action. **The Committee constituted earlier vide reference 1 cited (Committee against Sexual Harassment) shall therefore get replaced by this Internal Complaints Committee.**

Female teaching, non-teaching employees and students may lodge complaints on sexual harassment by submitting a written complaint to the Registrar, who shall refer the same to the committee.

S. No.	Name of the Faculty Member	Designation	Nominated as
1	Dr.I. Govardhani	Professor, ECE	Chairperson
2	Dr.S.V.N.L. Lalitha	Professor & HOD-EEE	Convener
3	Dr. K. Hemamalini	Asst. Professor, BHM	Co-Convener
4	Dr.Habibulla Khan	Professor, ECE & Dean (Student Affairs)	Member
5	Dr. M. Sreedevi	Professor, CSE	Member
6	Dr.Ch.Lakshman rao	Assoc. Professor & I/c. Principal College of Law	Member
7	Ms. P. Vedavathi	Vice President, Vasavya Mahila Mandali	External Member

8	Ms. V. Satyavathi	Ex.Director, Vasavya Mahila Mandali	External Member
9	Ms. J Bhanu Sri	Technician	Member
10	Ms B Sreedevi	Office Assistant	Member
11	Ms.D. Swetha	173070005, Research Scholar, Dept of ME	Student member
12	Ms.K. Navya	182061004,EEE,M.Tech	Student member
13	Ms.A.Rani Priya	CSE,III 160030015	Student member
14	Ms.A. Divya Sahithi	ECE, III, 160040032	Student member
15	Ms.K Sowmya	BBA,II, 170541162	Student member
16	Ms.K. Harika	BA II, 170570024	Student member
17	Ms. Florence	B.Sc, Visual Comm, II, 170250028	Student member

At least one of the external members shall attend the meeting whenever the intimation is communicated.

All the HODs and In-charges of Offices shall give wide publicity of the members of the committee among all female employees and students in their respective departments.

  
REGISTRAR

Prof. T. UMA MAHESWARA RAO  
REGISTRAR

**REGISTRAR**

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

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/

Student Affairs / Student Welfare / Examinations

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Dr.J.S.Rao / Media I/c & PRO - Mr.HSR Murty

Mail to: GM (Finance)-Mr.K.Srirama Krishna / Finance Officer-Mr.KRR / Manager (Accounts)-Mr.B.Mallikharjuna Prasad

Mail to: Sr.Manager (HR)-Campus..Dr. Kanimozhi / Sr.Manager (HR)-A.O...Mr.J. Sreekanth / Pay Bills Section-A.O.

Mail to: Webmaster-Mr.LV

Mail to: Chief Technical Officer (CTO)-Mr.A.Satya Kalyan

Mr. Raja Sekhar, Emp. No. 2482, Jr. Network Administrator (E-mail: rajasekhar\_syte@kluniversity.in)

Mail to: Professor In-charge, EduTech, Animation-Dr. M. Siva Kumar, Assoc. Professor, ECE

Mail to: Dean (Quality)

Individuals concerned

Mail to: All female students

Mail to: All female faculty

Attendee panel closed



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Ref: KLEF/RO/Dean(SA)/ICC/2018-19

Date: 13-08-2018

Orders of the Hon'ble Vice-Chancellor dt. 13-08-2018

### CIRCULAR

**Sub:** Meeting with ICC Members on 16-08-2018 – Reg.

**Ref:** Letter from Dr. I. Govardhini , Associate Dean( Grievance Redressal committee)

\*\*\*

This is to inform that Internal Complaints Committee(ICC) meeting is scheduled to be convened on **16-08-2018 (Thursday) from 3.30 pm to 4.00 pm**. The meeting will be conducted in **C-106**.

#### ICC Members Meeting:

#### Agenda Items:

1. Roles & Responsibilities of ICC members.
2. Educate students on UGC rules and regulations on Sexual Harassment Issues.
3. Any other item, with the permission of the Chair.

**All the following Members are directed to attend the meeting, without fail.**

#### Internal Complaints Committee (ICC) Members:

S. No.	Name of the Faculty Member	Designation	Nominated as
1	Dr.I. Govardhani	Professor, ECE	Chairperson
2	Dr.S.V.N.L. Lalitha	Professor & HOD-EEE	Convener
3	Dr. K. Hemamalini	Asst. Professor, BHM	Co-Convener
4	Dr.Habibulla Khan	Professor, ECE & Dean (Student Affairs)	Member

5	Dr. M. Sreedevi	Professor, CSE	Member
6	Dr.Ch.Lakshman rao	Assoc. Professor & I/c. Principal College of Law	Member
7	Ms. P. Vedavathi	Vice President, Vasavya Mahila Mandali	External Member
8	Ms. V. Satyavathi	Ex.Director, Vasavya Mahila Mandali	External Member
9	Ms. J Bhanu Sri	Technician	Member
10	Ms B Sreedevi	Office Assistant	Member
11	Ms.D. Swetha	173070005, Research Scholar, Dept of ME	Student member
12	Ms.K. Navya	182061004,EEE,M.Tech	Student member
13	Ms.A.Rani Priya	CSE,III 160030015	Student member
14	Ms.A. Divya Sahithi	ECE, III, 160040032	Student member
15	Ms.K Sowmya	BBA,II, 170541162	Student member
16	Ms.K. Harika	BA II, 170570024	Student member
17	Ms. Florence	B.Sc, Visual Comm, II, 170250028	Student member

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

  
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Prof. T. UMA MAHESWARA RAO  
REGISTRAR

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Mail to: Professor In-charge, EduTech, Animation-Dr. M. Siva Kumar,Assoc. Professor,ECE

Mail to: Dean (Quality)

Individuals concerned

Thanks & Regards



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## OFFICE OF DEAN STUDENT AFFAIRS

### Internal Complaints Committee (ICC)

#### MINUTES OF THE MEETING HELD AT ROOM NO. C106

Meeting No:	001	Date	16.08.2018
Academic Year	2018-19	Time	03.30 PM

#### Members Present:

S. No.	Name of the Faculty Member	Designation
1	Dr.I. Govardhani	Professor, ECE
2	Dr.S.V.N.L. Lalitha	Professor & HOD-EEE
3	Dr. K. Hemamalini	Asst. Professor, BHM
4	Dr.Habibulla Khan	Professor, ECE & Dean (Student Affairs)
5	Dr. M. Sreedevi	Professor, CSE
6	Dr.Ch.Lakshman rao	Assoc. Professor & I/c. Principal College of Law
7	Ms. P. Vedavathi	Vice President, Vasavya Mahila Mandali
8	Ms. V. Satyavathi	Ex.Director, Vasavya Mahila Mandali
9	Ms. J Bhanu Sri	Technician
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14	Ms.A. Divya Sahithi	ECE, III, 160040032
15	Ms.K Sowmya	BBA,II, 170541162
16	Ms.K. Harika	BA II, 170570024
17	Ms. Florence	B.Sc, Visual Comm, II, 170250028

**Members absent:Nil**

Dr. I. Govardhini, Chairperson, ICC welcomed all the committee members for the meeting. (8)

**Action taken report of the decisions taken in the last meeting held on is not applicable as this is the first Meeting conducted in this Academic Year.**

Dr. I. Govardhini, Chairperson, ICC explained about the purpose and responsibilities of this committee. She explained the following points for the benefit of members.

**Agenda item-1: Roles and responsibilities of ICC members.**

Dr. I. Govardhini, Chairperson, ICC briefed the members about how to address any discrimination or harassment faced by female faculty and students and ensuring a safe and inclusive campus environment.

**Agenda item-2: Educate students on UGC rules and regulations on Sexual Harassment Issues.**

Decided to conduct an awareness program on UGC rules and regulations on sexual harassment . Proposed workshop on Women Protection and Law in September. Date need to be finalized.

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

There are no other items for discussion.

The meeting was concluded with the Convener, ICC thanking the members for their cooperation.

  
**Chairperson - ICC**  
(Dr I Govardhini)





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Ref: KLEF/RO/Dean(SA)/ICC/2018-19

Date: 05-11-2018

Orders of the Hon'ble Vice-Chancellor dt. 05-11-2018

### CIRCULAR

**Sub:** Meeting with ICC Members on 08-11-2018 – Reg.

**Ref:** Letter from Dr. I. Govardhini, Associate Dean( Grievance Redressal committee)

\*\*\*

This is to inform that Internal Complaints Committee(ICC) meeting is scheduled to be convened on **08-11-2018 (Thursday) from 3.30 pm to 4.00 pm**. The meeting will be conducted in **Jasmine Hall**.

#### ICC Members Meeting:

#### Agenda Items:

1. Workshop planned on 11.11.2018. Review of seminar that is completed on 28.10.2018
2. Any other item, with the permission of the Chair.

**All the following Members are directed to attend the meeting, without fail.**

#### Internal Complaints Committee (ICC) Members:

S. No.	Name of the Faculty Member	Designation	Nominated as
1	Dr.I. Govardhani	Professor, ECE	Chairperson
2	Dr.S.V.N.L. Lalitha	Professor & HOD-EEE	Convener
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4	Dr.Habibulla Khan	Professor, ECE & Dean (Student Affairs)	Member

5	Dr. M. Sreedevi	Professor, CSE	Member
6	Dr.Ch.Lakshman rao	Assoc. Professor & I/c. Principal College of Law	Member
7	Ms. P. Vedavathi	Vice President, Vasavya Mahila Mandali	External Member
8	Ms. V. Satyavathi	Ex.Director, Vasavya Mahila Mandali	External Member
9	Ms. J Bhanu Sri	Technician	Member
10	Ms B Sreedevi	Office Assistant	Member
11	Ms.D. Swetha	173070005, Research Scholar, Dept of ME	Student member
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17	Ms. Florence	B.Sc, Visual Comm, II, 170250028	Student member

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

*T. Uma Maheswara Rao*  
REGISTRAR

Prof. T. UMA MAHESWARA RAO  
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Individuals concerned

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### OFFICE OF DEAN STUDENT AFFAIRS Internal Complaints Committee (ICC) MINUTES OF THE MEETING HELD AT JASMINE HALL

Meeting No:	002	Date	08.11.2018
Academic Year	2018-19	Time	03.30 PM

#### Members Present:

S. No.	Name of the Faculty Member	Designation
1	Dr.I. Govardhani	Professor, ECE
2	Dr.S.V.N.L. Lalitha	Professor & HOD-EEE
3	Dr. K. Hemamalini	Asst. Professor, BHM
4	Dr.Habibulla Khan	Professor, ECE & Dean (Student Affairs)
5	Dr. M. Sreedevi	Professor, CSE
6	Dr.Ch.Lakshman rao	Assoc. Professor & I/c. Principal College of Law
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15	Ms.K Sowmya	BBA,II, 170541162
16	Ms.K. Harika	BA II, 170570024
17	Ms. Florence	B.Sc, Visual Comm, II, 170250028

**Members absent:**

1. Ms. P. Vedavathi - Taken prior permission from the chairperson
2. Ms. Florence – Student Member

(13)

Dr. I. Govardhini, Chairperson, ICC welcomed all the committee members for the meeting.

**Agenda item-1: Workshop planned on 11.11.2018. Review of seminar that is completed on 28.10.2018**

Resolved to conduct workshop on 11.11.2018 on Gender Sensitization. All women faculty both teaching and non-teaching along with girl students must attend this program with out fail.

Report of seminar conducted on 28.10.2018 have been reviewed. Seminar on Nirbhaya Act for Women Girls have been conducted successfully.

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

To nominate class wise mentors to deal with the issues.

The meeting was concluded with the Convener, ICC thanking the members for their cooperation.

  
**Chairperson - ICC**  
(Dr I Govardhini)



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Ref: KLEF/RO/Dean(SA)/ICC/2018-19

Date: 04-02-2019

Orders of the Hon'ble Vice-Chancellor dt. 04-02-2019

### CIRCULAR

**Sub:** Meeting with ICC Members on 06-02-2019 – Reg.

**Ref:** Letter from Dr. I. Govardhini, Associate Dean( Grievance Redressal committee)

\*\*\*

This is to inform that Internal Complaints Committee(ICC) meeting is scheduled to be convened on **06-02-2019 (Wednesday) from 2.00 pm to 2.30 pm**. The meeting will be conducted in **C-106**.

#### ICC Members Meeting:

#### Agenda Items:

1. Creating awareness on legal rights for women through workshop.
2. Any other item, with the permission of the Chair.

**All the following Members are directed to attend the meeting, without fail.**

#### Internal Complaints Committee (ICC) Members:

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Mail to: Webmaster-Mr.LV

Mail to: Chief Technical Officer (CTO)-Mr.A.Satya Kalyan

Mr. Raja Sekhar, Emp. No. 2482, Jr. Network Administrator (E-mail: rajasekhar\_syte@kluniversity.in)

Mail to: Professor In-charge, EduTech, Animation-Dr. M. Siva Kumar, Assoc. Professor, ECE

Mail to: Dean (Quality)

Individuals concerned

Thanks & Regards





# Koneru Lakshmalah Education Foundation

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

Accredited by NAAC as 'A++' ♦ Approved by AICTE ♦ ISO 21001:2018 Certified  
Campus: Green Fields, Vaddeswaram - 522 302, Guntur District, Andhra Pradesh, INDIA.  
Phone No. +91 8645 - 350 200; www.klef.ac.in; www.klef.edu.in; www.kluniversity.in  
Admin Off: 29-36-38, Museum Road, Governorpet, Vijayawada - 520 002. Ph: +91 - 866 - 3500122, 2576129

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## OFFICE OF DEAN STUDENT AFFAIRS Internal Complaints Committee (ICC) MINUTES OF THE MEETING HELD AT ROOM NO. C106

Meeting No:	003	Date	06.02.2019
Academic Year	2018-19	Time	02.00 PM

### Members Present:

S. No.	Name of the Faculty Member	Designation
1	Dr.I. Govardhani	Professor, ECE
2	Dr.S.V.N.L. Lalitha	Professor & HOD-EEE
3	Dr. K. Hemamalini	Asst. Professor, BHM
4	Dr.Habibulla Khan	Professor, ECE & Dean (Student Affairs)
5	Dr. M. Sreedevi	Professor, CSE
6	Dr.Ch.Lakshman rao	Assoc. Professor & I/c. Principal College of Law
7	Ms. P. Vedavathi	Vice President, Vasavya Mahila Mandali
8	Ms. V. Satyavathi	Ex.Director, Vasavya Mahila Mandali
9	Ms. J Bhanu Sri	Technician
10	Ms B Sreedevi	Office Assistant
11	Ms.D. Swetha	173070005, Research Scholar, Dept of ME
12	Ms.K. Navya	182061004,EEE,M.Tech
13	Ms.A.Rani Priya	CSE,III 160030015
14	Ms.A. Divya Sahithi	ECE, III, 160040032
15	Ms.K Sowmya	BBA,II, 170541162
16	Ms.K. Harika	BA II, 170570024
17	Ms. Florence	B.Sc, Visual Comm, II, 170250028

**Members absent:** Nil

Dr. I. Govardhini, Chairperson, ICC welcomed all the committee members for the meeting.

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**Agenda item-1: Creating awareness on legal rights for women through workshop.**

Awareness sessions to be conducted for the girl students and staff by conducting a workshop on 09.02.2019 . Topic is “ Legal rights for Women “.

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

Class-wise mentors are appointed to deal with internal complaints.

The meeting was concluded with the Convener, ICC thanking the members for their cooperation.

  
**Chairperson - ICC**  
(Dr I Govardhini)



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(12)

Ref: KLEF/RO/Dean(SA)/ICC/2018-19

Date: 05-04-2019

Orders of the Hon'ble Vice-Chancellor dt. 05-04-2019

### CIRCULAR

**Sub:** Meeting with ICC Members on 08-04-2019 – Reg.

**Ref:** Letter from Dr. I. Govardhini , Associate Dean( Grievance Redressal committee)

\*\*\*

This is to inform that Internal Complaints Committee(ICC) meeting is scheduled to be convened on **08-04-2019 (Monday) from 3.30 pm to 4.00 pm**. The meeting will be conducted in **Jasmine Hall**.

#### ICC Members Meeting:

#### Agenda Items:

1. Workshop on anti-discrimination and women empowerment.
2. Any other item, with the permission of the Chair.

**All the following Members are directed to attend the meeting, without fail.**

#### Internal Complaints Committee (ICC) Members:

S. No.	Name of the Faculty Member	Designation	Nominated as
1	Dr.I. Govardhani	Professor, ECE	Chairperson
2	Dr.S.V.N.L. Lalitha	Professor & HOD-EEE	Convener
3	Dr. K. Hemamalini	Asst. Professor, BHM	Co-Convener
4	Dr.Habibulla Khan	Professor, ECE & Dean (Student Affairs)	Member
5	Dr. M. Sreedevi	Professor, CSE	Member

6	Dr.Ch.Lakshman rao	Assoc. Professor & I/c. Principal College of Law	Member
7	Ms. P. Vedavathi	Vice President, Vasavya Mahila Mandali	External Member
8	Ms. V. Satyavathi	Ex.Director, Vasavya Mahila Mandali	External Member
9	Ms. J Bhanu Sri	Technician	Member
10	Ms B Sreedevi	Office Assistant	Member
11	Ms.D. Swetha	173070005, Research Scholar, Dept of ME	Student member
12	Ms.K. Navya	182061004,EEE,M.Tech	Student member
13	Ms.A.Rani Priya	CSE,III 160030015	Student member
14	Ms.A. Divya Sahithi	ECE, III, 160040032	Student member
15	Ms.K Sowmya	BBA,II, 170541162	Student member
16	Ms.K. Harika	BA II, 170570024	Student member
17	Ms. Florence	B.Sc, Visual Comm, II, 170250028	Student member

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

*T. Uma Maheswara Rao*  
REGISTRAR

Prof. T. UMA MAHESWARA RAO  
REGISTRAR

REGISTRAR

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Mail to: Professor In-charge, EduTech, Animation-Dr. M. Siva Kumar, Assoc. Professor, ECE

Mail to: Dean (Quality)

Individuals concerned

Thanks & Regards

**Members absent:**

1. Ms V Sathyavathi – Executive member – Vasavya Mahila mandali
2. Ms D Swetha – Student member
3. Ms K Sowmya – Student member

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Dr. I. Govardhini, Chairperson, ICC welcomed all the committee members for the meeting.

**Agenda item-1: Workshop on anti-discrimination and women empowerment.**

Awareness sessions conducted to the students and staff on anti-discrimination and the same have been reviewed. All workshops or seminars that have been conducted through out the AY have been audited and verified. Seminar on “Women Empowerment” have been planned in May 2019.

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

No incidents of eve-teasing or Sexual harassment received from the students and women staff members of the college for the AY 2018-19.

The meeting was concluded with the Convener, ICC thanking the members for their cooperation.



**Chairperson - ICC**  
(Dr I Govardhini)