



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.
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Date: 02-01-2021.

Orders of the Vice Chancellor dt. 02-01-2021

CIRCULAR

Sub: **workshop for all the faculty, staff on "Gender Sensitization and Workplace Etiquettes faculty and staff"** from – Program schedule – Reg.

The following **workshop** for all the faculty, staff on **"Gender Sensitization and Workplace Etiquettes faculty and staff"** from 4th to 12th January, 2021.

Resource Persons:

- Smt. Koneru Siva Kanchana Latha, Hon'ble Secretary, KLEF
- Dr. K. Ramakrishna, Dean Quality Dr. N. Rangaiah, Principal, KLLaw College
- Dr. Raghuvier VR, Dean Academics
- Dr. A. Vani, Special Officer
- Dr. M. Kishore Babu, Dean MHS
- Dr. A. Srinath, Principal ASC
- Dr. K. Koteswara Rao, Director KL Hyd Admin Office
- Dr. GSN Koteswara Rao, Vice Principal, KL College of Pharmacy
- Dr. S. Lavanya, HoD English
- Dr. Gomati Gowda, HoD Fine Arts
- Dr. I. Govardhani, Assoc. Dean Student Affairs
- Dr. SVN Lalitha, Professor EEE and Convener KL-Women's Forum
- Dr. Vijaya Lakshmi, Asst Professor H&S, KL Hyd Campus

Venue: New Seminar Hall

10:00 AM: Welcoming & Introduction of the Speaker: Dr. Jayaprakash Jala


Academic Staff College, KLEF 10:20 AM : Presidential Address and Opening Remarks: Dr.

N. Venkatram Hon'ble Pro-Vice Chancellor, KLEF 10:25 AM : Honoring of the Guest: Dr.

N. Venkatram Hon'ble Pro-Vice Chancellor, KLEF

10:30 AM : Training Sessions by Dr. Basavaraj Swamy, Registrar, NITIE, Mumbai

All the Deans, Directors, Principals, Coordinators, HoDs and Associate Deans are required to attend this program without fail.


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



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GENDER SENSITIZATION AND WORKPLACE ETIQUETTES FACULTY AND STAFF

Date : 04.01.2021 to 12.01.2021

Venue : Sunflower Hall, KLEF

No. of Participants : 105

In line with directives of UGC, AICTE and NAAC, to provide orientations and make the faculty, staff completely aware of Gender- Equity and workplace Behaviour, the KL – Academic Staff College and the KL- Women's Forum, are jointly organizing a **workshop** for all the faculty, staff on “**Gender Sensitization and Workplace Etiquettes faculty and staff**” from 4th to 12th January, 2021.

OBJECTIVES

The objective of the Gender Sensitization and Workplace Etiquettes program for faculty and staff is to foster a culture of gender sensitivity, inclusivity, and professionalism within the academic institution. This program aims to raise awareness and understanding of gender-related issues, promote respectful and equitable interactions among faculty and staff, and provide participants with the knowledge and tools to create a safe and inclusive work environment. Ultimately, the program seeks to empower faculty and staff to contribute to a workplace where diversity is celebrated, gender-based discrimination and harassment are eradicated, and where everyone can thrive, regardless of gender identity or expression.

RESOURCE PERSONS:

- **Smt. Koneru Siva Kanchana Latha, Hon'ble Secretary, KLEF**
- Dr. K. Ramakrishna, Dean Quality Dr N Rangaiah, Principal, KL Law College
- Dr. Raghuvier VR, Dean Academics
- Dr. A. Vani, Special Officer
- Dr. M. Kishore Babu, Dean MHS
- Dr. A. Srinath, Principal ASC
- Dr. K. Koteswara Rao, Director KL Hyd Admin Office
- Dr. GSN Koteswara Rao, Vice Principal, KL College of Pharmacy
- Dr. S. Lavanya, HoD English
- Dr. Gomati Gowda, HoD Fine Arts
- Dr. I. Govardhani, Assoc. Dean Student Affairs
- Dr. SVN Lalitha, Professor EEE and Convener KL-Women's Forum
- Dr. Vijaya Lakshmi, Asst Professor H&S, KL Hyd Campus

TOPICS COVERED

Day	Session	Topic	Content
1	1	Introduction	Objectives of the workshop
1	2	Status and Scenario of women and men	Current scenario of Women and Men in family and society

1	3	Gender Discrimination	<ol style="list-style-type: none"> 1. Gender Discrimination (Negligence of Girl child) in all structures of the society 2. Suggestive measures and thoughts for addressing gender Discrimination 3. Reflection of Personal Beliefs and Societal views about women's and men's roles
2	4	Gender Vs Sex	<ol style="list-style-type: none"> 1. Gender Vs Sex: an analytical tool 2. Feminine and Masculine Characteristics 3. Difference between sex roles and gender roles
2	5	Gender in Life cycle approach	<ol style="list-style-type: none"> 1. Ideas, Customs and Rituals related to every stage of women's life 2. Pre determination of roles and responsibilities of women 3. Loss of autonomy
2	6	Social construction of Gender	<ol style="list-style-type: none"> 4. Ideas, Customs and Rituals related to every stage of women's life 5. Pre determination of roles and responsibilities of women 6. Loss of autonomy
3	7	Social construction of Gender	<ol style="list-style-type: none"> 1. Control by patriarchy – Men and Women 2. Productive and labour power 3. Reproductive capacity 4. Sexuality 5. Mobility 6. Property and other economic resource 7. Knowledge system
3	8	Socialization Process	<ol style="list-style-type: none"> 1. Discrimination 2. Negligence of Girl child - its affect on Country's development and poverty. 3. Dos and Don'ts 4. Role of parents – mother/elderly persons in the family 5. Role of friends 6. Role of neighborhood 7. Role of Social Action Committee
4	9	Socialization Process	<ol style="list-style-type: none"> 1. Discrimination 2. Negligence of Girl child - its affect on Country's development and poverty.

			<ul style="list-style-type: none"> 3. Dos and Don'ts 4. Role of parents – mother/elderly persons in the family 5. Role of friends 6. Role of neighborhood 7. Role of Social Action Committee
4	10	Social norms – barriers for development	<ul style="list-style-type: none"> 1. Social norms 2. Systems, traditions and customs of the society 3. Gender collaboration to break gender barriers
4	11	Gender Inequality	<ul style="list-style-type: none"> 1. Impact and consequences of gender inequality 2. Faces of Gender inequality
4	12	Gender Division of Labour	<ul style="list-style-type: none"> 1. Domestic work and productive work 2. Men Vs women 3. 24 hours working pattern of men and women
5	13	Gender based violence	<ul style="list-style-type: none"> 1. Different Forms of violence against women 2. Causes of violence against women, 3. Different forms of violence against women 4. Causes of violence against women, impact of violence against women 5. Domestic violence on women 6. Intra family equity issues – related to decision making, control over and ownership aspects of resources and opportunities
5	14	Sexual abuse	<ul style="list-style-type: none"> 1. Sexual harassment 2. Types of abuse – Physical, psychological, sexual
5	15	Strategic approach for action towards Gender just society	<ul style="list-style-type: none"> 1. Violence is persistent throughout the life cycle 2. Negligence of Girl child 3. Adolescent girls/groups 4. Introduction of social agenda 5. Support structure to resist gender based violence 6. Prevention of trafficking Training and Capacity building
5	16	Rights and acts Legal support	<ul style="list-style-type: none"> 1. Rights & Acts 2. Hiring services from legal adviser, 3. Problems faced by women and related laws

			4. Awareness building on rights, laws and entitlements and how to access 5. Protocols and methodologies to be followed during resolving the cases. 6. Role of Gender Point Person
6	17	Gender hierarchy and power politics	1. Women in politics 2. Percentage of women in power politics 3. Participation and Decision making capacity by women 4. Measures to improve the participation and decision making by women
6	18	women in decision making	1. Dynamics of decision making 2. Increasing role of Women in decision making 3. Decision on girl child education, age at marriage, Financial issues, Buying & selling movable and immovable assets, health etc.,
6	19	Access and control over resources	1. Improving Access and control over financial resources of the family
6	20	Women empowerment	1. Indicators of women empowerment 2. Facilitating and constraining factors of empowerment 3. Regaining Identity 4. Building Solidarity 5. Fight for equal opportunities 6. Equality Vs Equity issues
6	21	valedictory	Closing ceremony

OUTCOMES:

The outcome of the Gender Sensitization and Workplace Etiquettes program for faculty and staff is the creation of a more inclusive, respectful, and harmonious work environment. Participants will exhibit heightened awareness and sensitivity towards gender-related issues, leading to improved interpersonal relationships, communication, and collaboration. This program results in a workplace where diversity is celebrated, gender-based discrimination and harassment are effectively addressed and prevented, and where all faculty and staff feel valued and respected, contributing to enhanced job satisfaction, productivity, and the institution's overall reputation for fostering an inclusive and equitable workplace culture.

PHOTOS



Participants actively listening the program on 12/01/2021.



- `Resource persons addressing the gathering Dr. K. Ramakrishna, Dean Quality Dr N Rangaiah, Principal, KL Law College on 12/01/2021.

PARTICIPANTS LIST:

1	06-11	DR. USABA HIRANI	ASSOC. PROF.	CSE	1-Apr-2021	usaba.hirani@kannur.ac.in	8895284892
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1	6017	MR. SUDHAN, N. NAGARATHAN	ASST. PROF.	1979	1979-2021	Postgraduate diploma in education	9778072862
2	6018	MR. KASABAN, NANTHA REDDY	ASST. PROF.	1979	1979-2021	postgraduate diploma in education	9082224330
3	6019	MR. S. V. L. K. NAR	ASST. PROF.	1979	1979-2021	postgraduate diploma in education	9097876506
4	6020	MR. JINIP, ARVIND K.	ASST. PROF.	1981	1981-2021	postgraduate diploma in education	903818165
5	6021	MR. T. N. K. V. N. N. A.	ASST. PROF.	1981	1981-2021	postgraduate diploma in education	9032115108
6	6022	MR. N. V. A. R. M. J. D. J. A.	ASST. PROF.	1981	1981-2021	postgraduate diploma in education	7013085540
7	6023	MR. J. A. N. J. A. A. A. A. A.	PROF. ASSOC.	1981	1981-2021	postgraduate diploma in education	9097610000
8	6024	MR. J. A. N. J. A. A. A. A. A.	ASST. PROF.	1981	1981-2021	postgraduate diploma in education	9091120130
9	6025	MR. J. A. N. J. A. A. A. A. A.	ASST. PROF.	1981	1981-2021	postgraduate diploma in education	81418222
10	6026	MR. J. A. N. J. A. A. A. A. A.	ASST. PROF.	1981	1981-2021	postgraduate diploma in education	9000726095
11	6027	MR. J. A. N. J. A. A. A. A. A.	ASST. PROF.	1981	1981-2021	postgraduate diploma in education	7508120100
12	6028	MR. J. A. N. J. A. A. A. A. A.	ASST. PROF.	1981	1981-2021	postgraduate diploma in education	7538181770
13	6029	MR. J. A. N. J. A. A. A. A. A.	ASST. PROF.	1981	1981-2021	postgraduate diploma in education	8122891010
14	6030	MR. J. A. N. J. A. A. A. A. A.	ASST. PROF.	1981	1981-2021	postgraduate diploma in education	8210107021
15	6031	MR. J. A. N. J. A. A. A. A. A.	ASST. PROF.	1981	1981-2021	postgraduate diploma in education	8218050003
16	6032	MR. J. A. N. J. A. A. A. A. A.	ASST. PROF.	1981	1981-2021	postgraduate diploma in education	8200941557
17	6033	MR. J. A. N. J. A. A. A. A. A.	ASST. PROF.	1981	1981-2021	postgraduate diploma in education	9515619800
18	6034	MR. J. A. N. J. A. A. A. A. A.	ASST. PROF.	1981	1981-2021	postgraduate diploma in education	8050115043
19	6035	MR. J. A. N. J. A. A. A. A. A.	ASST. PROF.	1981	1981-2021	postgraduate diploma in education	8218177457
20	6036	MR. J. A. N. J. A. A. A. A. A.	ASST. PROF.	1981	1981-2021	postgraduate diploma in education	9121204530
21	6037	MR. J. A. N. J. A. A. A. A. A.	ASST. PROF.	1981	1981-2021	postgraduate diploma in education	7372800130
22	6038	MR. J. A. N. J. A. A. A. A. A.	ASST. PROF.	1981	1981-2021	postgraduate diploma in education	6940281814
23	6039	MR. J. A. N. J. A. A. A. A. A.	ASST. PROF.	1981	1981-2021	postgraduate diploma in education	9885061580
24	6040	MR. J. A. N. J. A. A. A. A. A.	ASST. PROF.	1981	1981-2021	postgraduate diploma in education	8680876109
25	6041	MR. J. A. N. J. A. A. A. A. A.	ASST. PROF.	1981	1981-2021	postgraduate diploma in education	6040811177
26	6042	MR. J. A. N. J. A. A. A. A. A.	ASST. PROF.	1981	1981-2021	postgraduate diploma in education	8058012002
27	6043	MR. J. A. N. J. A. A. A. A. A.	ASST. PROF.	1981	1981-2021	postgraduate diploma in education	7091200177
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