

#### 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

Date: 02-01-2021.

#### OrdersoftheViceChancellordt.02-01-2021 CIRCULAR

Sub:workshop forall the faculty, staff on "Gender Sensitization and Workplace Etiquettes faculty and staff" from -Program schedule - Reg.

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

Resource Persons:

- Smt.KoneruSivaKanchanaLatha,Hon'bleSecretary, KLEF
- $Dr.K. Ramakrishna, \, Dean Quality DrN Rangaiah, Principal, KLLaw College$
- Dr.RaghuveerVR,DeanAcademics
- Dr.A. Vani, Special Officer
- Dr.M.KishoreBabu, DeanMHS
- Dr.A.Srinath, Principal ASC
- Dr.K.KoteswaraRao, Director KLHydAdminOffice
- Dr.GSNKoteswaraRao,VicePrincipal,KLCollegeof Pharmacy
- Dr.S. Lavanya, HoDEnglish
- Dr.GomatiGowda, HoDFineArts
- Dr. I.Govardhani, Assoc. Dean Student Affairs Dr. SVNLLalitha, Professor EEE and Convener KL-Women's Forum
- Dr. Vijaya Lakshmi, AsstProfessor H&S,KLHyd Campus

#### Venue: New Seminar Hall

10:00 AM: Welcoming&Introduction oftheSpeaker: Dr. JayaprakashJala AcademicStaffCollege,KLEF10:20AM: PresidentialAddress and OpeningRemarks: Dr. N. Venkatram Hon'blePro-ViceChancellor, KLEF10:25 AM: Honoringofthe Guest: Dr. N. Venkatram Hon'blePro-ViceChancellor,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 property of the Coordinate Coordinatogram without fail.

> RECHEMINAR Koneru Lakshmaiah Education Foundation (Beemed to be University) Green Fields, VADDESWARAM-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 4<sup>th</sup> to 12<sup>th</sup> 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. Raghuveer 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 Ğowda, HoD Fine Arts
- > Dr. I. Govardhani, Assoc. Dean Student Affairs
- ➤ Dr. SVNL 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	2	C 1	1. Candan Di . 1 . 1 . 1
1	3	Gender Discrimination	<ol> <li>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     </li> </ol>
2	4	Gender Vs Sex	<ol> <li>Gender Vs Sex: an analytical tool</li> <li>Feminine and Masculine Characteristics</li> <li>Difference between sex roles and gender roles</li> </ol>
2	5	Gender in Life cycle approach	<ol> <li>Ideas, Customs and Rituals related to every stage of women's life</li> <li>Pre determination of roles and responsibilities of women</li> <li>Loss of autonomy</li> </ol>
2	6	Social construction of Gender	<ul> <li>4. Ideas, Customs and Rituals related to every stage of women's life</li> <li>5. Pre determination of roles and responsibilities of women</li> <li>6. Loss of autonomy</li> </ul>
3	7	Social construction of Gender	<ol> <li>Control by patriarchy – Men and Women</li> <li>Productive and labour power</li> <li>Reproductive capacity</li> <li>Sexuality</li> <li>Mobility</li> <li>Property and other economic resource</li> <li>Knowledge system</li> </ol>
3	8	Socialization Process	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	Discrimination     Negligence of Girl child - its affect on Country's development and poverty.

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4	10	Social norms  – barriers for development	<ul> <li>3. Dos and Don'ts</li> <li>4. Role of parents – mother/elderly persons in the family</li> <li>5. Role of friends</li> <li>6. Role of neighborhood</li> <li>7. Role of Social Action Committee</li> <li>1. Social norms</li> <li>2. Systems, traditions and customs of the society</li> <li>3. Gender collaboration to break gender barriers</li> </ul>
4	11	Gender Inequality	Impact and consequences of gender inequality     Faces of Gender inequality
4	12	Gender Division of Labour	<ol> <li>Domestic work and productive work</li> <li>Men Vs women</li> <li>24 hours working pattern of men and women</li> </ol>
5	13	Gender based violence	<ol> <li>Different Forms of violence against women</li> <li>Causes of violence against women,</li> <li>Different forms of violence against women</li> <li>Causes of violence against women, impact of violence against women</li> <li>Domestic violence on women</li> <li>Intra family equity issues – related to decision making, control over and ownership aspects of resources and opportunities</li> </ol>
5	14	Sexual abuse	Sexual harassment     Types of abuse – Physical,     psychological, sexual
5	15	Strategic approach for action towards Gender just society	<ol> <li>Violence is persistent throughout the life cycle</li> <li>Negligence of Girl child</li> <li>Adolescent girls/groups</li> <li>Introduction of social agenda</li> <li>Support structure to resist gender based violence</li> <li>Prevention of trafficking         <ul> <li>Training and Capacity building</li> </ul> </li> </ol>
5	16	Rights and acts Legal support	<ol> <li>Rights &amp; Acts</li> <li>Hiring services from legal adviser,</li> <li>Problems faced by women and related laws</li> </ol>

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

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