



ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Affiliated to JNTUK, Kakinada
Recognized by UGC under Section 2(f) of UGC Act, 1956

Aditya Nagar, ADB Road, Surampalem - 533 437, E.G. Dist., Ph: 99631 76662.

Ref: ACOE/WGAEOC/2018-2109/SOP

Date: 11-6-2018

STANDARD OPERATING PROCEDURE FOR WOMEN GRIEVANCE AND EQUAL OPPORTUNITY CELL 2018-2019

1. The cell has been initiated with the main objective of creating an effective organizational structure for improving the status of women in the institution.
2. The committee will maintain communication with and advise the institutions administration in planning and monitoring progress for women personnel and students.
3. The committee shall advise the administration about a broad range of issues and concerns that influence women's work lives and status in the institution.
4. The Cell will conduct Educational programs regarding gender equity, work life balance etc.
5. The cell will give counseling and provide support services to the female staff and students in the college.
6. The Cell will provide assistance for taking preventive steps in the matter of gender discrimination.
7. The Cell may form / review the guidelines / policy for redressal of the Grievance as required from time to time, which may be in accordance with those issued by Supreme Court and Government Agencies.
8. The Cell will deal with the complaints of any type of harassment or any other of the female students, teaching and non-teaching women staff of the college.

9. The Cell shall process all the individual complaints and take immediate Suitable action.
10. Female students and staff give their Grievance in the form of letter or oral to any of committee member of the cell.
11. After knowing the grievance of the students or staff, the Committee discusses it with concerned HOD and principal to take appropriate solution.
12. Any member found to have harassed another member or guest will be subject to appropriate disciplinary procedure action, including warnings, suspension or termination from roles.
13. The cell will meet at least once every academic year .Other than that: emergency meeting shall be called on receipt of a complaint. The quorum for the meeting should be at least one third of the total members
14. The cell provide appropriate working conditions in respect of work, leisure, health and hygiene to further ensure that there is no hostile environment towards women at work places and that no women employee has reasonable grounds to believe that she is disadvantaged in connection with her employment.
15. The cell promotes educational programs for the workforce regarding gender equality and work-life balance.


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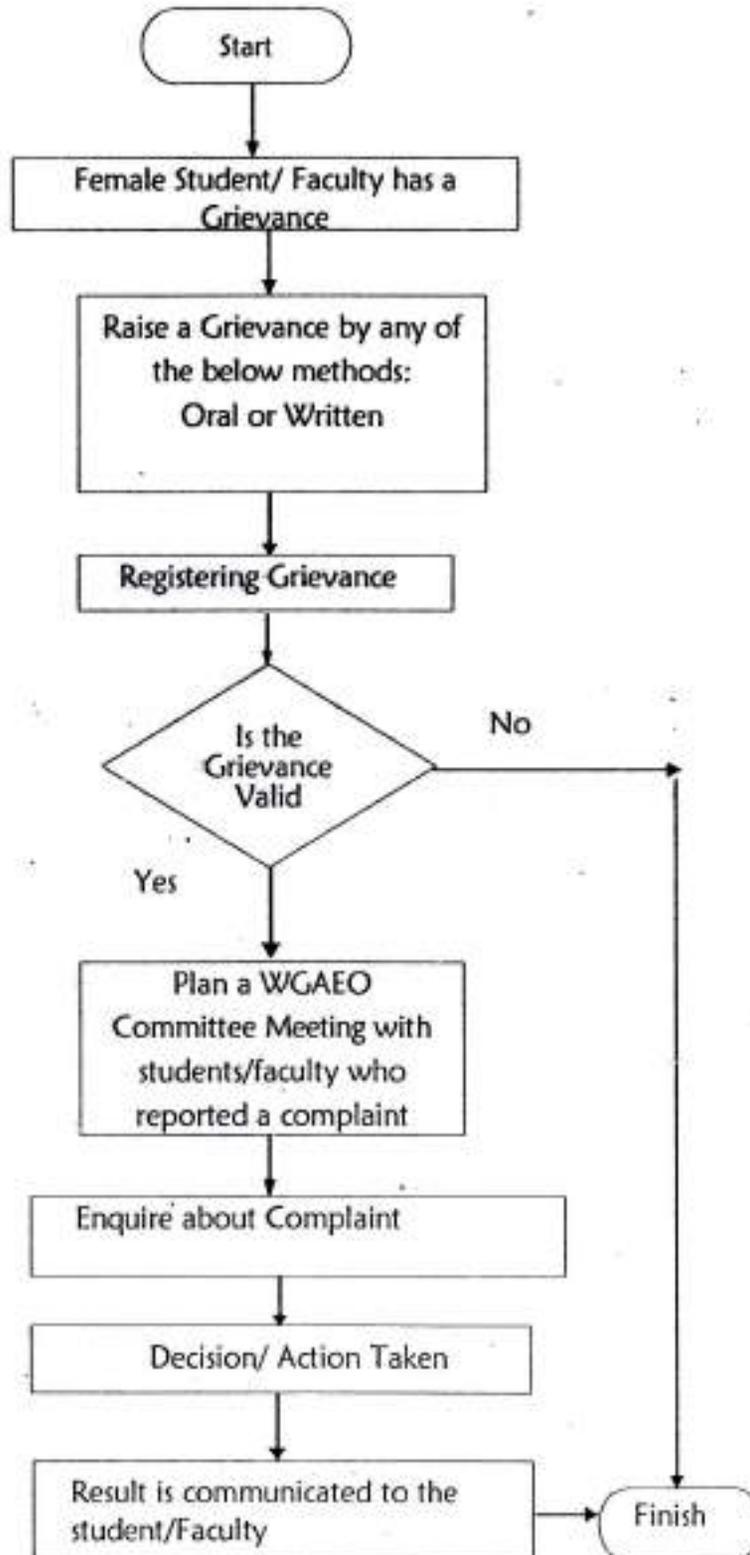


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Flowchart for Grievance Redressal




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ACOE/WGAEOC/2018-19/Constitution of WGAEOC

Date: 11-6-2018

NOTICE

Women Grievance and Equal Opportunity Cell is constituted with the following senior faculty members and student members for the academic year 2018-2019 to look after Women Grievances and to promote Gender Equality.

S.No	Name of the member	Designation	Role
1	Dr. T.K.Rama Krishna Rao	Principal	Chairman
2	Ms V.Anantha Lakshmi	Assoc. Professor-CSE	Convener
3	Ms N.Sravani	Asst. Professor-ECE	Member
4	Ms.Sravanthi	Asst. Professor-ME	Member
5	Ms K.Lavanya	Asst. Professor-CE	Member
6	Ms K.Lakshmi	Assoc. Professor-EEE	Member
7	Ms.P.Sujata	Asst. Professor-BSE	Member
8	G.R.N.Padma priya(Non-teaching)	Programmer-CSE	Member
9	M.Prashanthi(Non-Teaching)	Programmer-BSE	Member
10	B.Maheswari(16MH1A0409)	III B.Tech(ECE)	Student Member
11	A.L.Jyothi(17MH5A0395)	III B.Tech(ME)	Student Member
12	Ch. Sharmisha(16MH1A0103)	III B.Tech(CE)	Student Member
13	G.Surya Kumari(16MH1A0516)	III B.Tech(CSE)	Student Member




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CC to: Members of Women Grievance and Equal Opportunity Cell



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CIRCULAR

This is to inform that the members of the WOMEN GRIEVANCE AND EQUAL OPPORTUNITY CELL to gather in Room No 101, Ramanujan Bhavan at 3.00PM on 18-06-2018 to discuss the following Agenda.

AGENDA

- 1) Plan to conduct guest lecturers or events or competitions to promote Gender Equity and to prepare perspective plan for the same.
- 2) Time bound redressal of grievances received if any.
- 3) Miscellaneous by the permission of chair.




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Cc to: All members of Women Grievance and Equal opportunity Cell



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Ref: ACOE/WGAEOC/2018-2019/Minutes

Date: 18-06-2018.

Minutes of Women Grievance and Equal opportunity Cell 2018-19

Date of meeting	18-06-2018(3:00 to 4:30)
Venue	Room no: 101, Ramanujan Bhavan
Reference	ACOE/WGAEOC/2018-19/Circular dated 16-06-2018

The meeting of Women Grievance and Equal Opportunity cell of Aditya college of Engineering held on 18-06-2018 with the following agenda:

- 1) Plan to conduct guest lectures and competitions to promote Gender Equity and to prepare perspective plan for the same.
- 2) Time bound redressal of grievances received if any.
- 3) Miscellaneous by the permission of chair.

The Chairman welcomed all the members of Women Grievance and Equal opportunity Cell. The Convener presented the agenda. The points of agenda were discussed and the following resolutions were made.

MINUTES AND RESOLUTIONS

1) The Chairman instructed members of committee to conduct Guest Lecture programs to eliminate gender discrimination in the institute. The Committee also discussed resource persons for this purpose. The committee also discussed to prepare perspective plan for the list of events to be conducted.

2) The committee decided to conduct various competitions and activities like Group Discussions, pick and speak, debate and skit, etc. to create awareness about gender equality.



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MINUTES AND RESOLUTIONS

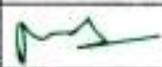
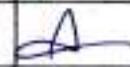
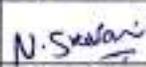
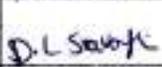
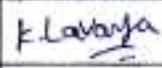
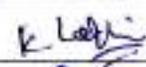
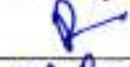
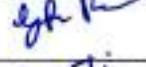
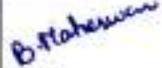
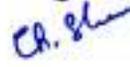
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- 2) The committee decided to conduct various competitions and activities like Group Discussions, pick and speak, debate and skit, etc. to create awareness about gender equality.

3) The Chairman insisted the committee to solve the complaints within the stipulated time upon receipt.

4) The Chairman also informed that minor complaints are dealt by concerned departments effectively and any complaints if not dealt, should be forwarded to cell.

5) The Convener suggested committee conduct awareness programs related to health and hygiene for women of the college.

The following members attended meeting on 18-6-2018.

S.No	Name of the member	Designation	Role	Signature
1	Dr. T.K.Rama Krishna Rao	Principal	Chairman	
2	Ms V.Anantha Lakshmi	Assoc. Professor-CSE	Convener	
3	Ms N.Sravani	Asst. Professor-ECE	Member	
4	Ms.Sravanthi	Asst. Professor-ME	Member	
5	Ms K.Lavanya	Asst. Professor-CE	Member	
6	Ms K.Lakshmi	Assoc. Professor-EEE	Member	
7	Ms.P.Sujata	Asst. Professor-BSE	Member	
8	G.R.N.Padma priya(Non-teaching)	Programmer-CSE	Member	
9	M.Prashanthi(Non-Teaching)	Programmer-BSE	Member	
10	B.Maheswari(16MH1A0409)	III B.Tech(ECE)	Student Member	
11	A.L.Jyothi(17MH5A0395)	III B.Tech(ME)	Student Member	
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13	G.Surya Kumari(16MH1A0516)	III B.Tech(CSE)	Student Member	




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WOMEN GRIEVANCE & EQUAL OPPORTUNITY COMMITTEE PERSPECTIVE PLAN 2018-2019

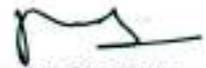
S.NO	Month of Event	Department /Cell	Name of the Event	SOP(Standard Operating Procedure)	Budget for the Event
1	June	Women Grievance and Equal Opportunity	Committee Meeting	<ul style="list-style-type: none">➤ To Plan the activities for Women to redefine Gender Equality	-----
2	July	Women Grievance & Equal Opportunity	Pick and Speak activity	<ul style="list-style-type: none">➤ Request letter to Principal➤ Committee Circular➤ Event Report and Photos	-----
3	August	Women Grievance & Equal Opportunity	A seminar on "Cancer awareness"	<ul style="list-style-type: none">➤ Request letter to Principal➤ Budget proposal to Principal➤ Principal invitation to guest➤ Committee Circular➤ Event Report and Photos	8,000

4	September	Women Grievance & Equal Opportunity	Debate Competition on the topic: Contribution of women in the development of the world economy"	<ul style="list-style-type: none"> ➤ Request letter to Principal ➤ Circular ➤ Event Report and Photos 	-----
5	November	Women Grievance & Equal Opportunity	Seminar on "Gynecological Healthy Practices and Hygiene "	<ul style="list-style-type: none"> ➤ Request Letter to Principal ➤ Budget proposal to Principal ➤ Principal invitation to guest ➤ Circular ➤ Event Report and Photos 	8,000
6	February	Women Grievance & Equal Opportunity	Awareness Program on Women Safety and Respect	<ul style="list-style-type: none"> ➤ Request letter to Principal ➤ Budget proposal to Principal ➤ Principal invitation to guest ➤ Comitée Circular ➤ Event Report and Photos 	8,000

7	March	Women Grievance & Equal Opportunity	Discussion on "Need and Challenges for Women's participation in local governance"	<ul style="list-style-type: none"> ➤ Request letter to Principal ➤ Circular ➤ Event Report and Photos 	-----
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Ref: ACOE/WGAEOC/2018-19/2/Circular

Date: 17-09-2018

CIRCULAR

This is to inform that the members of WOMEN GRIVANCES AND EQUAL OPPORTUNITY CELL to gather at Room no 101, Ramanujan Bhavan at 3.00PM on 18-09-2018 to discuss with the following Agenda.

AGENDA

- 1) To resolve complaint ACOE/WGAEOC/1
- 2) To resolve complaint ACOE/WGAEOC/2
- 3) To resolve complaint ACOE/WGAEOC/3




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Cc to: All members of Women Grievance and Equal opportunity Cell



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Ref: ACOE/WGEOC/2018-2019/2/Minutes

Date: 18-09-2018.

Minutes of Women Grievance and Equal opportunity Cell 2018-19

Date of meeting	18-09-2018(3:00 to 4:30)
Venue	Roomno: 101 ,Ramanujan Bhavan
Reference	ACOE/WGAEOC/2018-19/2/Circular dated 17-09-2018

The meeting of Women Grievance and Equal Opportunity Aditya college of Engineering held on 18-09-2018 with the following agenda:

- 1) To resolve complaint ACOE/WGAEOC/1
- 2) To resolve complaint ACOE/WGAEOC/2
- 3) To resolve complaint ACOE/WGAEOC/3

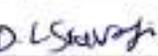
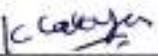
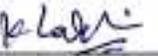
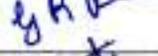
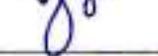
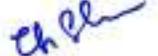
The Chairman welcomed all the members of Women Grievance and Equal opportunity Cell. The Convener presented the agenda. The points of agenda were discussed and the following resolutions were made.

MINUTES AND RESOLUTIONS

1. With reference to the complaint ACOE/WGAEOC/1, the committee resolved to provide one more bed in ladies waiting hall..
2. With reference to the complaint ACOE/WGAEOC/2, the Chairman of the committee instructed the floor in charge to repair door in the ladies waiting hall, first floor.
3. With reference to the complaint ACOE/WGAEOC/3, the committee instructed the physical director to monitor the boundary of grounds at morning and evening times.

The Meeting is concluded as there are no other points to discuss

The following members attended meeting on 18-9-2018.

S.No	Name of the member	Designation	Role	Signature
1	Dr. T.K.Rama Krishna Rao	Principal	Chairman	
2	Ms V.Anantha Lakshmi	Assoc. Professor-CSE	Convener	
3	Ms N.Sravani	Asst. Professor-ECE	Member	
4	Ms.Sravanthi	Asst. Professor-ME	Member	
5	Ms K.Lavanya	Asst. Professor-CE	Member	
6	Ms K.Lakshmi	Assoc. Professor-EEE	Member	
7	Ms.P.Sujata	Asst. Professor-BSE	Member	
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Summary of Programs conducted by Women

Grievance & Equal Opportunity Cell

2018-2019

1	Pick and Speak activity for third year students on the topic: Why are so few women in STEM(Science, Technology, Engineering, Mathematics)?	14-07-2018	25	Competition conducted by Women Grievance and Equal opportunity Cell.
2	A seminar on "Cancer awareness and importance of mammography"	10-08-2018	50	Seminar by Women Grievance and Equal Opportunity Cell- Resource Person: Dr. P. Sunnetha ,MD
3	Debate Competition on the topic: Contribution of women in the development of the world economy	05-10-2018	20	Debate Competition organized by the Women Grievance and Equal opportunity Cell
4	Seminar on "Gynecological Healthy Practices and Hygiene	24-12-2018	75	Seminar by Women Grievance and Equal opportunity Cell- Resource Person: Dr. R. Saraswathi
5	Awareness Program on Women Safety and Respect	08-03 -2019	60	Guest Lecture Program by Women Grievance and Equal Opportunity Cell-Resource Person:Dr. B. Satya Suseela





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Date: 15-07-2018

A Report on "Pick and Speak activity on the topic: Why only few women in STEM (Science, Technology, Engineering and Mathematics)?"

Event Name : Pick and Speak activity on the topic: "Why only few women in STEM?"

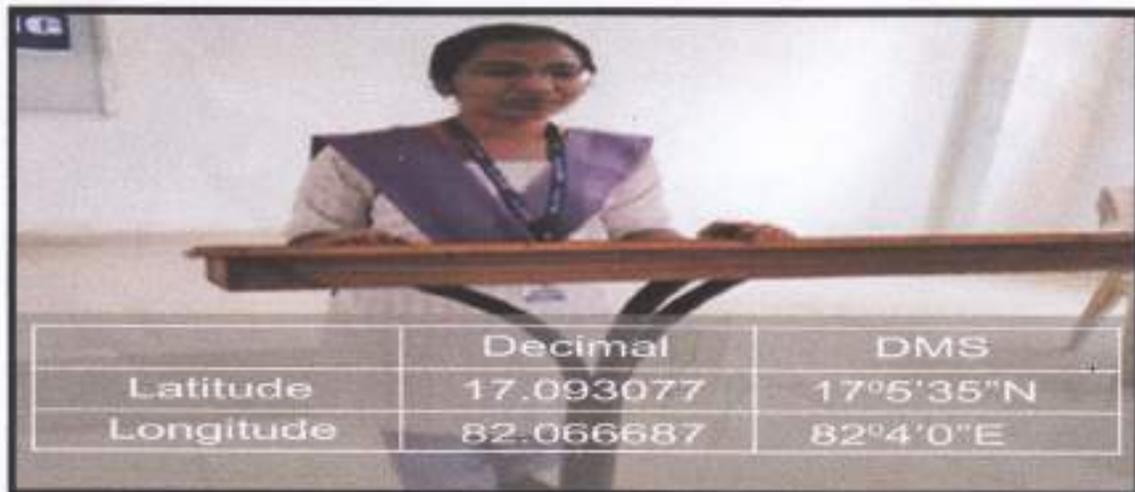
Venue : Seminar Hall

Year of student : III year students

Date : 14-07-2018

No. of Students Enrolled : 25

The Women Grievance & Equal Opportunity Cell conducted a Pick and Speak activity for third year students on the topic "Why only few women in STEM?". In this event 25 girl students participated. In this activity students gave different opinions on this topic and in that one is as Indians follow a lot of traditional methods that became a barrier for women not to go for STEM and also some parents are not willing to send their girl child far from their home. The girls who spoke very well were given prizes.



Participant in the Competition

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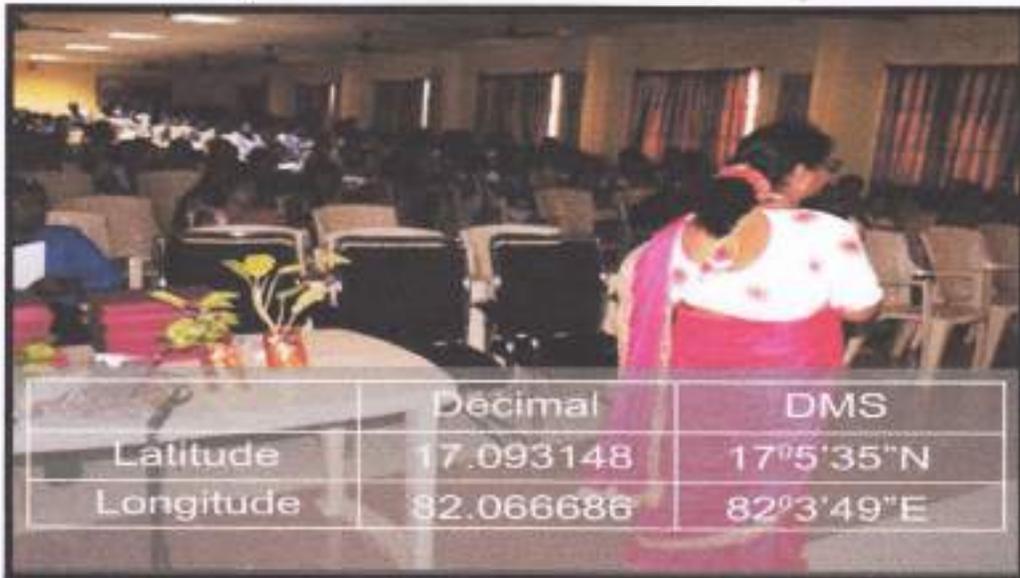
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Date: 11-08-2018

A Report on "Cancer awareness and important of mammography"

Event Name : Cancer awareness and important of mammography.
Speaker of the Event : Dr.P Sunnetha
Venue : Seminar Hall
Year of student : I, II, III & IV Year Students.
Date : 10-08-2018
No. of Students Enrolled : 50

The Women Grievance & Equal Opportunity Cell conducted a seminar on "Cancer Awareness and Importance of Mammography" by Dr. P.Sunneetha, MD. She spoke for 3 hours with faculty and students. In this event the resource person created an awareness on cancer and the importance of mammography. She prescribed some preventive methods like taking hygiene food and doing physical exercise. He also advised all the women not to use perfumes and body sprays which might cause cancer.



	Decimal	DMS
Latitude	17.093148	17°5'35"N
Longitude	82.066686	82°3'49"E

Resource Person and Participants at ACE Seminar Hall.

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Date: 06-10-2018

A Report on "Debate Competition on the topic: Contribution of Women in the Development of the World Economy"

Event Name : Debate Competition on the topic: Contribution of women in the development of the world economy
Venue : Seminar Hall
Year of student : II Year Students
Date : 05-10-2018

No. of Students Enrolled: 20

The women grievance & equal opportunity cell conducted a Debate Competition on the topic: Contribution of women in the development of the world economy. In this event 20 members were participated. The above mentioned topic energized the students to do the great work and to prove themselves as successful as men. This activity helped them to set big goals in their lives. The group who spoke very well was given prizes.



Inauguration of Debate Competition

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Date: 26-12-2018

A Report on Seminar on "Gynecological Healthy Practices and Hygiene"

Event Name : Seminar on "Gynecological Healthy Practices and Hygiene.

Venue : Seminar Hall

Year of student : I, II, III & IV Year Students.

Date : 24-12-2018

No. of Students Enrolled: 75

The Women Grievance & Equal Opportunity cell conducted a Seminar on "Gynecological Healthy Practices and Hygiene" by Dr. R. Saraswathi, Gynecologist. She spoke for more than 1 hour with lady faculty and students. In this event the resource person gave awareness on gynecological problems that are facing by women and also suggested some preventive measures like food and exercises to be fit to overcome this problem.



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Faculty and Students attended for Seminar



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Date: 08-03-2019

A Report on Guest Lecture on "Awareness Programme on Women Safety and Respect"

Event Name : Guest Lecture on "Awareness Programme on Women safety and Respect"

Speaker of the Event : Dr. B. Satya Suseela

Venue : Seminar Hall

Year of student : I, II, III & IV Year Students.

Date : 08-03-2019

No. of Students Enrolled: 60

The Women Grievance & Equal Opportunity cell conducted a Guest Lecture on "Awareness Programme on Women Safety and Respect" by Dr. B. Satya Suseela. She delivered the lecture for 2 hours to faculty and students. In this event the resource person gave suggestions to the women regarding their safety and to protect their respect in the society. She also suggested some safety methods like how to be aware of the surroundings, travelling night in public transport and while driving a car etc. Finally, the program me came to an end with a good saying of Swami Vivekananda- "That country and that nation that do not respect women have never become great, nor ever be in future."



Participants in seminar

CONVENER



PRINCIPAL

PRINCIPAL
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