



ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Permanently Affiliated to JNTUK & Accredited by NAAC
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/ABHAYA/2019-20/Circular/1

Date: 01-06-2019

CIRCULAR

This is to inform all the members of ABHAYA to be present in Ramanujan Bhavan Seminar Hall on 03-06-2019 at 3:00 pm to discuss the strategic perspective plan for the academic year 2019-20.

All the members are requested to attend the meeting without fail.

Agenda of the meeting are as follows:

- I. To appraise the members of ABHAYA.
- II. Plan to conduct various events to create awareness and to prevent sexual harassment.
- III. Time bound redressal of complaints received if any.
- IV. Discussion to strategic perspective plan
- V. Any other matters, if any, with the permission of the Chair.


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Cc to: All the members of ABHAYA



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Ref: ACOE/ABHAYA/2019-20/MOM

Date: 03-06-2019

Minutes of meeting of ABHAYA

Date of meeting	03-06-2019 (3:00 pm to 4:00 pm)
Venue	Ramanujan Bhavan Seminar Hall
Reference	ACOE/ABHAYA/2019-20/Circular/1 Dated:01-06-2019

The meeting of ABHAYA was held on 03-06-2019 with the following agenda:

MEETING AGENDA:



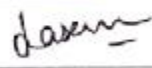

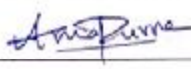
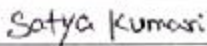

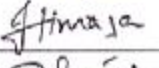

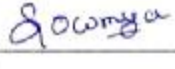
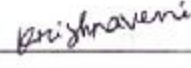
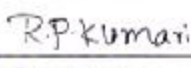
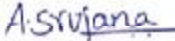
- 1) To appraise the members of ABHAYA.
- 2) Plan to conduct events to create awareness and to prevent sexual harassment.
- 3) Time bound redressal of complaints received if any.
- 4) Any other matters, if any, with the permission of the Chair.

The Chair-person welcomed all the members of ABHAYA. The Convener presented the agenda. The points of agenda were discussed at length and resolutions were made thereon.

MINUTES AND RESOLUTIONS:

- 1) The Chair-person instructed the members of the committee to conduct events to prevent sexual harassment in the Institute. He also suggested the name of resource persons for this purpose.
- 2) The committee decided to conduct various competitions and activities like seminar, workshop, guest lecture, group discussion, pick and speak, debate, skit etc. to create awareness about the laws and rights of women against sexual harassment.
- 3) The Chair-person insisted the committee to resolve the complaint within stipulated time upon receiving the same.
- 4) The Convener of the committee suggested that minor complaints should be dealt by the concerned departments effectively and any complaint if not dealt, should be forwarded to ABHAYA. The suggestion was accepted and resolved by all the committee members.

The following members attended the meeting on 03-06-2019:

Sl. No	Name of the member	Designation	Role	Signature
1	Dr. A.Ramesh	Principal	Chairman	
2	Mrs P.Sridevi	Asst. Professor-MBA	Convener	
3	Mrs.Kambapati Lakshmi	Assoc. Professor-EEE	Convener	
4	Mrs.G.Maha Lakshmi	Assoc. Professor-ECE	Member	
5	Dr.B.Annapurna	Sr.Asst. Professor-CSE	Member	
6	Mrs.T.Satya kumari	Asst. Professor-CSE	Member	
7	Ms.V.Supriya	Asst. Professor-PT	Member	
8	Ms.B.Jyothi	Asst. Professor-BSE	Member	
9	Mrs.T.Himaja	Asst. Professor-EEE	Member	
10	Ms.Upasana Chaini	Asst. Professor-MECH	Member	
11	Ms N.Asha	Technician-CE	Member	
12	A.Bhanu sowmya	III B.Tech(ECE)	Student Member	
13	I.Krishnaveni	III B.Tech(ME)	Student Member	
14	R.Pushpa kumari	III B.Tech(EEE)	Student Member	
15	A.Srujana	III B.Tech(CSE)	Student Member	

Cc to:

1. All HODs - For information




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Ref: ACOE/ABHAYA/2019-20/SOP

Date: 04-06-2019

STANDARD OPERATING PROCEDURE FOR PREVENTION OF SEXUAL HARASSMENT CELL, ABHAYA (With effect from 2017-18)

1. PREAMBLE

Having regard to the definitions of "Human Rights" in section 2(d) of the Protection of Human Rights Act, 1993 together with the Vishakha Guidelines, a set of procedural guidelines and norms for use in India in cases of sexual harassment promulgated by the Hon'ble Supreme Court of India in 1997 which were superseded in 2013 by the Sexual Harassment of Women at workplace (Prevention, Prohibition and redressal) Act 2013.

Our college hereinafter referred to as "Institute" follows a zero tolerance policy towards sexual harassment and consequently prevention of sexual harassment cell named "ABHAYA" has been formed as per the directives, guidelines, norms, enactments and law prevalent at present for the purpose of prevention, prohibition and redressal of sexual harassment of women at their workplace.

2. APPLICABILITY AND SCOPE

Sexual harassment is a violation of fundamental rights of equality, rights against sex based discrimination, right to work of women and right to life and dignity. The act makes it obligatory for every employer and other responsible persons to follow:

- I. It shall be the duty of the employer or other responsible persons in the institution to prevent or deter the commission of the acts of sexual harassment and
- II. To provide the procedures for the resolution, settlement or prosecution of acts of sexual harassment by taking all steps required under law.

3. DEFINITIONS OF SEXUAL HARASSMENT

Sexual harassment may occur where a person uses sexual behavior not only to control, influence or affect the career, salary or job of a co-worker but also to spoil the personal lives of co-workers.

It includes any one or more of the following behaviors:

- > Physical contact and advances;
- > A demand or request for sexual favours;
- > Sexually coloured remarks;

- Showing pornography;
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature
- Verbal or non-verbal conduct of sexual nature

In the case of any mischievous experience or in relation to any certain issue, which is not covered in the above shall be dealt with in accordance with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

4. RESPONSIBILITIES REGARDING SEXUAL HARASSMENT

All individual of the institution must follow this procedure and shall coordinate for effective implementation of the policy.

Employer's Responsibilities:

- Zero tolerance towards sexual harassment.
- To provide a safe working environment at the workplace for women.
- Treat sexual harassment as misconduct.
- Organize workshops and awareness programmes in this regard at regular intervals.
- Provide necessary assistance to the Complaints Committee for dealing with the complaints and conduct.

Employee's Responsibilities:

- All employees of organization should ensure that their behavior towards women employees must be dignified and respectable;
- All employees should maintain a work environment that is free from sexual harassment.

5. COMPLAINT MECHANISM

For prevention of sexual harassment in the institution, an appropriate complaint mechanism has been framed in the form of an Internal Complaint Committee (Abhaya) for speedy redressal of the complaints.

6. ROLE OF ABHAYA

Prevention:

- I. To create and ensure a safe environment for women that is free of sexual harassment
- II. To create an atmosphere promoting equality and gender justice
- III. To develop a policy for prevention of sexual harassment
- IV. To publicize the policy in English and local language including through prospectus, notice boards, website etc.
- V. To publicize in English and local language the names and phone numbers of members of the committee and the responsible person who can be contacted when required

- VI. To plan and carry out events for the prevention of sexual harassment.

Remedial

- I. The institution has a mechanism for registering complaints that is safe accessible and sensitive
- II. To take cognizance of complaints about sexual harassment, conduct inquiries, provide assistance, explore conciliation and reparation, facilitate redressal to the victims and recommend action
- III. To recommend to the concerned authorities follow-up action and monitor the same
- IV. To advise the disciplinary authority concerned to issue warnings or take the help of the law to stop the harasser if the complainant consents
- V. To make arrangements for appropriate psychological, emotional and physical support (in the form of counseling, security and other assistance) to the victim if she so desires

7. INQUIRY PROCEDURE

On receipt of complaint,

- I. Verification of the complaint by summoning complainant/alleged victim
- II. Ascertain details of the complaint
- III. Details of place, nature, date and time of alleged acts to be specifically noted
- IV. Ascertain jurisdiction of the committee
- V. Establish prima facie case
- VI. Intimate the disciplinary committee
- VII. Appropriate disciplinary action to be taken by competent disciplinary authority
- VIII. Inquiry to be conducted

8. DISCIPLINARY ACTION:

For the students

- I. Warning and written apology
- II. Bond of good behavior
- III. Debarring from exams or withholding results
- IV. Debarring from holding leadership posts
- V. Denial of admission or expulsion from the institute
- VI. Any other relevant action like police complaint may be lodged under extreme cases.

For the employees

- I. Warning and written apology

- II. Bond of good behavior
- III. Adverse remark in the confidential report
- IV. Debarring from supervisory duties or denial of membership of statutory bodies
- V. Stopping of increments/promotion
- VI. Suspension
- VII. Any other relevant action like police complaint may be lodged under extreme cases.

9. NETWORKING:

The institution to work with bodies such as women grievance cells, NSS units, counsellors, social workers, legal aid centers etc. and to keep information about contact numbers of police, help lines.

10. CONFIDENTIALITY:

Norms of confidentiality in to be followed strictly as per the law and guidelines as it is difficult for the victim to come forward with a complaint regarding sexual harassment at workplace.

11. PROTECTION TO COMPLAINANT/VICTIM:

The institution provides ever possible protection to the complainant/victim.

12. CONCLUSION:

The institution ensures to provide a workplace free from harassment and to treat all individual with dignity and respect.


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Ref: ACOE/ABHAYA/2019-20/Strategic Perspective Plan

Date: 04-06-2019

STRATEGIC PERSPECTIVE PLAN

ABHAYA

Sl. No.	Tentative month of the Event	Committee	Name of the Event	SOP (Standard Operating Procedure)	Budget for the Event
1	June	ABHAYA	Committee Meeting	➤ To Plan the activities to be conducted for the prevention of sexual harassment	
2	October	ABHAYA	Skit Competition on the topic: Sexual Harassment	➤ Request letter to Principal seeking permission ➤ Budget proposal to Principal ➤ Circular ➤ Event Report and Photos	1,000
3	December	ABHAYA	Workshop on "How to deal with sexual harassment"	➤ Request letter to Principal seeking permission ➤ Budget proposal to Principal ➤ Principal sending invitation to guest ➤ Committee Circular ➤ Event Report and Photos	8,000


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Ref: ACOE/ABHAYA/2019-20/Constitution of ABHAYA

Date: 30-05-2019

NOTICE

To ensure a safe working environment for women in the campus, Prevention of Sexual Harassment Cell named "ABHAYA" is constituted with the following members for the academic year 2019-20 with immediate effect.

Sl.No	Name of the member	Designation	Role
1	Dr. A.Ramesh	Principal	Chairman
2	Mrs P.Sridevi	Asst. Professor-MBA	Convener
3	Mrs.Kambapati Lakshmi	Assoc. Professor- EEE	Convener
4	Mrs.G.Maha Lakshmi	Assoc. Professor-ECE	Member
5	Dr.B.Annapurna	Sr.Asst. Professor-CSE	Member
6	Mrs.T.Satya kumari	Asst. Professor-CSE	Member
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14	R.Pushpa kumari	III B.Tech(EEE)	Student Member
15	A.Srujana	III B.Tech(CSE)	Student Member

Frequency of the meeting: Once in a year or as and when required.



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Ref: ACOE/ABHAYA/2019-20/Circular/2

Date: 26-09-2019

CIRCULAR

This is to inform all the students that ABHAYA is going to conduct a Skit Competition on the topic, "Sexual Harassment" on 03-10-2019 at 10:00 am in Ramanujan Bhavan Seminar Hall.

Interested students are requested to enrol themselves with their respective department's ABHAYA coordinator on or before 01-10-2019.


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Cc to:

1. All the HOD's
2. All the Notice Boards



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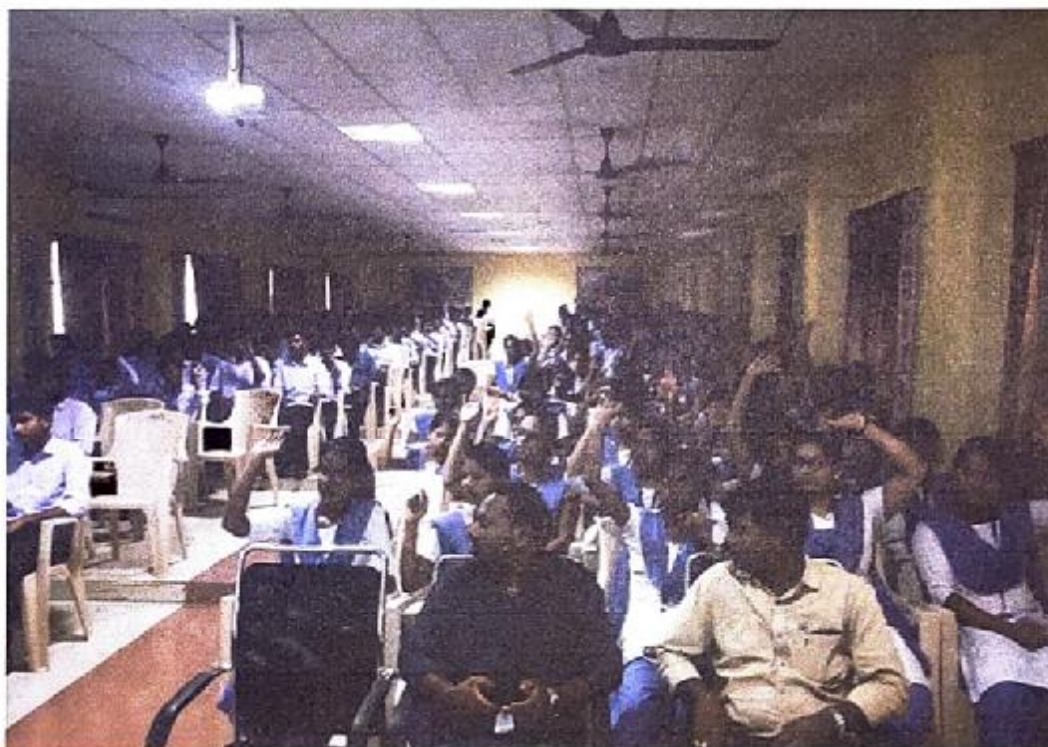
Date: 03-10-2019

A Report On

SKIT COMPETITION ON THE TOPIC, "SEXUAL HARASSMENT"

S. No.	Name of the Event	Venue	No. of Participants
1.	Skit Competition on the topic, "Sexual Harassment"	Ramanujan Bhavan Seminar Hall	30

A Skit Competition on the topic, "Sexual Harassment" was conducted by ABHAYA on 03-10-2019. The activity was aimed to understand what young minds feel about sexual harassment. The event started at 10:30 am and was conducted for around 3 hours. Through this activity students (both boys and girls) have shown various aspects of sexual harassment.




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Ref: ACOE/ABHAYA/2019-20/Circular/3

Date: 20-12-2019

CIRCULAR

This is to inform all the students that ABHAYA is going to conduct a Workshop on "How to deal with sexual harassment" on 24-12-2019 at 10:00 am in Newton Bhavan Seminar Hall.

Interested students are requested to enrol themselves with their respective department's ABHAYA coordinator on or before 23-12-2019.


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Date: 24-12-2019

A Report On

WORKSHOP ON "HOW TO DEAL SEXUAL HARASSMENT"

S. No.	Name of the Event	Venue	No. of Participants
1.	Workshop on "How to deal with sexual harassment"	Newton Bhavan Seminar Hall	80

A workshop on "How to deal with sexual harassment" was conducted by **ABHAYA** on **24-12-2019**. Dr. D. Vijayalakshmi was invited as the speaker for the event. The event started at 11:00 am and was conducted for around 2 hours. The activity was aimed to:

- Increase the confidence and self esteem of the participants
- Increase learner's ability to form balanced arguments and to use reasoning and evidence
- Encouraging teamwork to fight against harassment




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