



# ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Permanently Affiliated to JNTUK & Accredited by NAAC  
Recognized by UGC under Sections 2(f) and 12(B) of UGC Act, 1956

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

Ref: ACOE/ABHAYA/2020-21/Constitution of ABHAYA

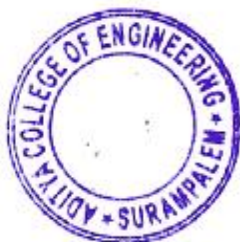
15-7-2020

## 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 2020-21 with immediate effect.

Sl.No	Name of the member	Designation	Role
1	Dr.A.Ramesh	Principal	Chairman
2	Mrs.P.Sridevi	Asst. Professor-MBA	Coordinator
3	Mrs.G.Maha Lakshmi	Assoc. Professor-ECE	Member
4	Dr.B.Annapurna	Assoc. Professor-CSE	Member
5	Mrs.T.Satyakumari	Asst. Professor-CSE	Member
6	Ms.K.Himabindu	Asst. Professor-PT	Member
7	Ms.B.Jyothi	Asst. Professor-BSE	Member
8	Mrs.T.Himaja	Asst. Professor-EEE	Member
9	Mrs.Kambapati Lakshmi	Assoc. Professor- EEE	Member
10	Ms.N.Asha	Technician-CE	Member
11	Ms.M.Bhaskara Lakshmi	III B.Tech(CE)	Student Member
12	Ms.D.Maha Lakshmi	III B.Tech(ECE)	Student Member
13	Ms.K.DivyaLahari	III B.Tech(EEE)	Student Member
14	Ms.K.Gayathri	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/2020-21/SOP

20-07-2020

## 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for use in India in cases of sexual harassment promulgated by the Hon'ble Supreme Court of India in 1997 which were superseded in 2013 by the Sexual Harassment of Women at workplace (Prevention, Prohibition and redressal) Act 2013.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.

  
COORDINATOR



  
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Ref: ACOE/ABHAYA/2020-21/Circular/1

05-08-2020

## CIRCULAR

This is to inform all the members of ABHAYA to be present in Ramanujan Bhavan Seminar Hall on 06-08-2020 at 3:00 PM to discuss the strategic perspective plan for the academic year 2020-21.

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 on strategic perspective plan.
- V. Any other matters, if any, with the permission of the Chair.



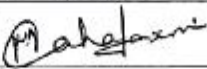

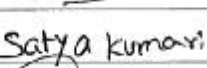
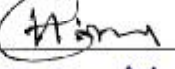

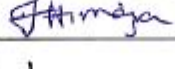
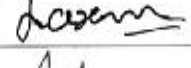
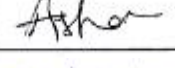
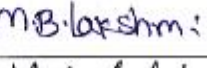
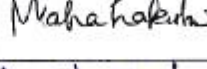
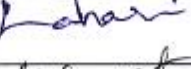

  
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Cc to: All the members of ABHAYA

The following members attended the meeting on 06-08-2020:

Sl. No	Name of the member	Designation	Role	Signature
1	Dr.A.Ramesh	Principal	Chairman	
2	Mrs.P.Sridevi	Asst. Professor-MBA	Coordinator	
3	Mrs.G.Maha Lakshmi	Assoc. Professor-ECE	Member	
4	Dr.B.Annapurna	Assoc. Professor-CSE	Member	
5	Mrs.T.Satyakumari	Asst. Professor-CSE	Member	
6	Ms.K.Himabindu	Asst. Professor-PT	Member	
7	Ms.B.Jyothi	Asst. Professor-BSE	Member	
8	Mrs.T.Himaja	Asst. Professor-EEE	Member	
9	Mrs.Kambapati Lakshmi	Assoc. Professor- EEE	Member	
10	Ms.N.Asha	Technician-CE	Member	
11	Ms.M.Bhaskara Lakshmi	III B.Tech(CE)	Student Member	
12	Ms.D.Maha Lakshmi	III B.Tech(ECE)	Student Member	
13	Ms.K.DivyaLahari	III B.Tech(EEE)	Student Member	
14	Ms.K.Gayathri	III B.Tech(CSE)	Student Member	

Cc to:

1. All HODs - For information



  
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Ref: ACOE/ABHAYA/2020-21/MOM

07-08-2020

## Minutes of meeting of ABHAYA

Date of meeting	06-08-2020 (3:00 PM to 4:00 PM)
Venue	Ramanujan Bhavan Seminar Hall
Reference	ACOE/ABHAYA/2020-21/Circular/1 dated:05-08-2020

The meeting of ABHAYA was held on 06-08-2020 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 matter 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.





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Ref: ACOE/ABHAYA/2020-21/Strategic Perspective Plan

07-08-2020

## 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	September 2020	ABHAYA	Committee Meeting	➤ Plan the activities to be conducted for the prevention of sexual harassment	--
2	October 2020	ABHAYA	Skit Competition on the topic: Sexual Harassment	➤ Request letter to Principal seeking permission ➤ Budget proposal to Principal ➤ Circular ➤ Event Report and Photos	Rs.1,500
3	December 2020	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	Rs.7,500

*Sridhar*  
COORDINATOR



*[Signature]*  
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Ref: ACOE/ABHAYA/2020-21/Circular/2

23-09-2020

## CIRCULAR

This is to inform all the students that ABHAYA is going to conduct a Skit Competition on the topic, "Sexual Harassment" on 03-10-2020 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 01-10-2020.

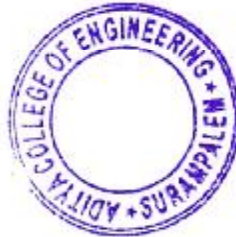
  
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Cc to:

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





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Date: 03-10-2020

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 03-10-2020. The activity was aimed to understand what young minds feel about sexual harassment. The event started at 10:30 AM and lasted up to 1.00 PM. Through this activity, the students (both boys and girls) have expressed various aspects of sexual harassment.



  
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Ref: ACOE/ABHAYA/2020-21/Circular/3

22-12-2020

## CIRCULAR

This is to inform all the students that ABHAYA is going to conduct a Workshop on "How to deal with sexual harassment" on 24-12-2020 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 23-12-2020.

  
COORDINATOR

  
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Cc to:

1. All the HOD's
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Date: 24-12-2020

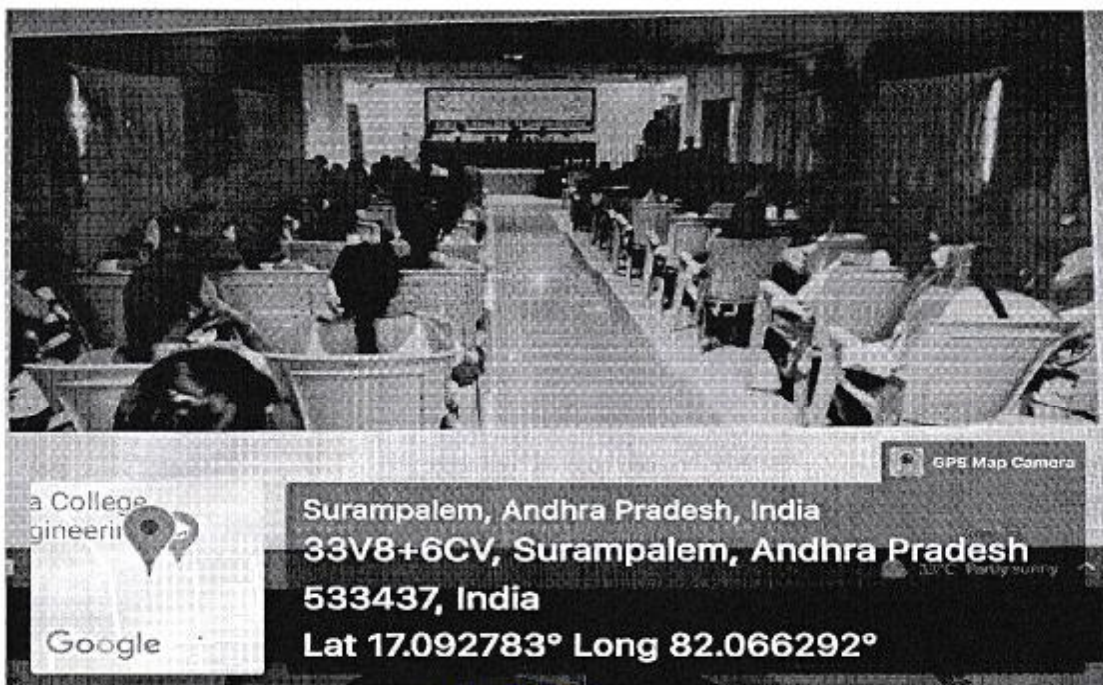
A Report On

## WORKSHOP ON "HOW TO DEAL WITH 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 24-12-2020. Ms. Uppuluri Pavani Sairam was invited as a speaker for the event. The event started at 11:00 AM to 01:00 PM. The excerpts of the speaker are:

- 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
- Moreover, she counselled all the girl students to be aware of the happenings of society and educate yourself and others also.



  
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Ref: ACOE/ABHAYA/2020-21/ATR

05-01-2021

## ACTION TAKEN REPORT ABHAYA

Sl. No.	Month of the Event & Year	Name of the Event	Date of event conducted	No. of Participants	Remarks
1	September 2020	Committee Meeting	06.08.2020	14	Organized Successfully
2	October 2020	Skit Competition on the topic: Sexual Harassment	03.10.2020	25	Organized Successfully
3	December 2020	Workshop on "How to deal with sexual harassment"	24.12.2020	120	Organized Successfully

  
COORDINATOR

  
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