



# **SRI ADITYA ENGINEERING COLLEGE**

(Approved by AICTE and Affiliated to JNTU Kakinada)

Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.D.L.

Ph: 08852-200002, 9963126662.

Ref: SAEC/WGAEOC/2014-2105/SOP

Date: : 18-6-2104

## **STANDARD OPERATING PROCEDURE FOR WOMEN GRIEVANCE AND EQUAL OPPORTUNITY CELL 2014-2015**

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 and staff 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 Oral to the any Committee member of the cell.

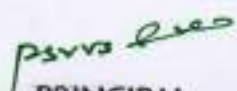
11. After knowing the grievance of the students or staff, the Committee discusses it with concerned HOD and principal to take appropriate solution.

12. Any member found to have harassed another member or guest will be subject to appropriate disciplinary procedure action, including warnings, suspension or termination of membership.

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

  
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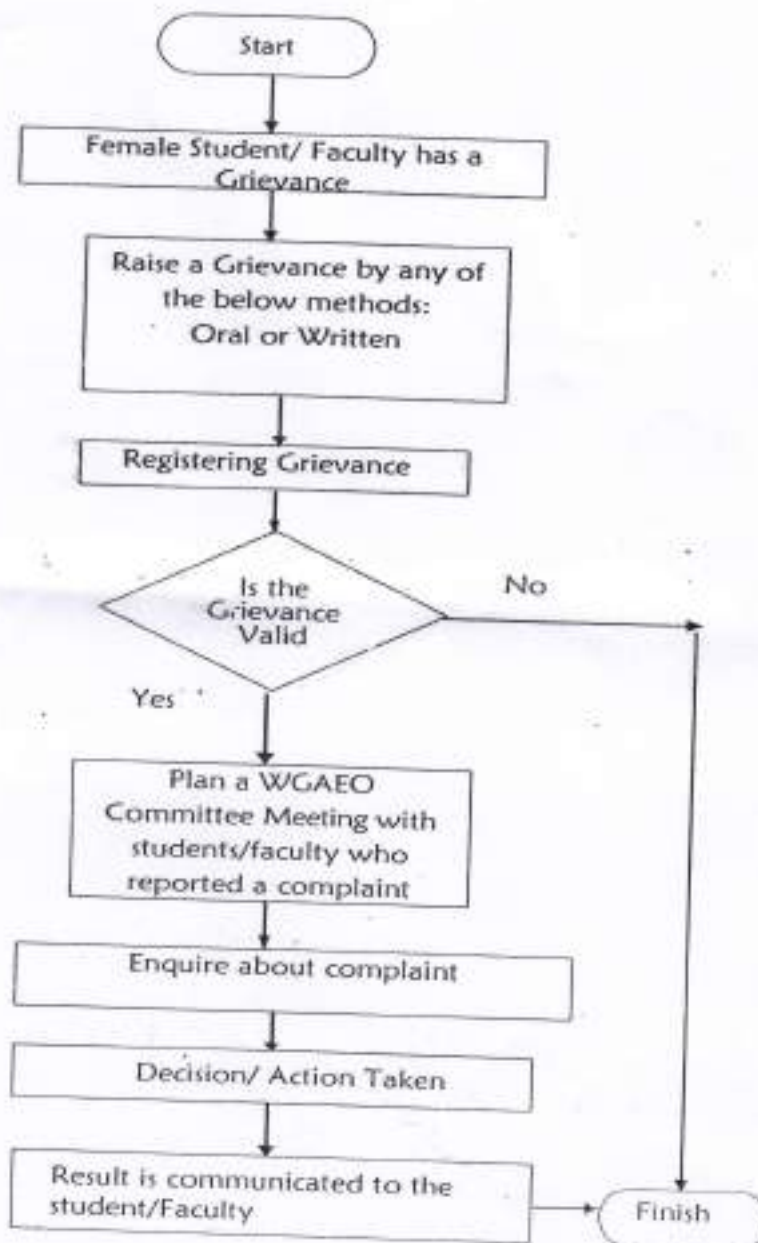
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## Flow chart for Grievance Redressal



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Ph: 08852-200002, 9963176662.

SAEC/WGAEOC/2014-15/Constitution of WGAEOC

Date: 18-6-2104

## NOTICE

Women Grievance and Equal Opportunity Cell is constituted with the following senior faculty members and student members for the academic year 2014-2015 to look after Women Grievances and to promote Gender Equality.

S.No	Name of the member	Designation	Role
1	Dr.PSVVS Ravi Kumar	Principal	Chairman
2	Ms V.Anantha Lakshmi	Asst.Professor-CSE	Convener
3	Ms Y.Sugandi Naidu	Asst.Professor-ECE	Member
4	Ms.P. Harshitha	Asst.Professor-ME	Member
5	Ms. Ch.Devi	Asst.Professor-CE	Member
6	Ms K.Lakshmi	Assoc. Professor-EEE	Member
7	Ms P.Sujatha	Asst.Professor-BSE	Member
8	M.Sireesha(13MH1A0457)	II ECE	Student Member
9	K.RajeswariSwathi(13MH5A0301)	III ME	Student Member



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Ref: SAEC/WGAEOC/2014-15/Circular

23-06-2014

## CIRCULAR

This is inform the members of WOMEN GRIEVANCE AND EQUAL OPPORTUNITY CELL to gather at Seminar hall, Ramanujan Bhavan at 3.00PM on 24-06-2014 to discuss following Agenda.

### AGENDA

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



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



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Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.Dr.  
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Ref: SAEC/WGAEOC/2014-2015/Minutes

24-06-2014.

## Minutes of Meeting

### Minutes of Women Grievance and Equal opportunity Cell 2014-15

Date of meeting	24-06-2014(3:00 to 4:30)
Venue	Room no: Seminar hall, Ramanujan Bhavan
Reference	SAEC/WGAEOC/2014-15/Circular dated 23-06-2014

The meeting of Women Grievance and Equal Opportunity Committee of Sri Aditya Engineering College held on 22-06-2014 with the following agenda:

- 1) Plan n to conduct guest lectures to promote Gender Equity and to prepare Perspective plan for the same.
- 2) Time bound redressal of grievances received if any.

The chairman of the committee welcomed all the members of Women Grievance and Equal opportunity Cell. The Convener presented the agenda. The points of agenda were discussed and 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. He also suggested Resource persons for this purpose. Committee decided 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 equity.

3) The chairman insisted the committee to solve the complaint within stipulated time upon receipt.

**Members Present:**

S.No	Name of the member	Designation	Role	Signature
1	Dr.PSVVS Ravi Kumar	Principal	Chairman	<i>psvvs</i>
2	Ms V.Anantha Lakshmi	Asst.Professor-CSE	Convener	<i>[Signature]</i>
3	Ms Y.Sugandi Naidu	Asst.Professor-ECE	Member	<i>[Signature]</i>
4	Ms.P.Sujatha	Asst.Professor-BSE	Member	<i>[Signature]</i>
5	Ms.P.Harshitha	Asst.Professor-ME	Member	<i>Harshitha</i>
6	Ms K.Lakshmi	Assoc.Professor-EEE	Member	<i>[Signature]</i>
7	G.R.N.Padma priya(Non-teaching)	Programmer-CSE	Member	<i>[Signature]</i>



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



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## WOMEN GRIVANCE & EQUAL OPPORTUNITY CELL

### PERSPECTIVE PLAN

2014-2015

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	➤ To Plan the activities for Women to redefine Gender Equality	-----
2	July	Women Grievance & Equal Opportunity	The Concept of Gender – Orientation program	<ul style="list-style-type: none"> <li>➤ Request letter to Principal</li> <li>➤ Budget proposal to Principal</li> <li>➤ Principal invitation to guest</li> <li>➤ Committee Circular</li> <li>➤ Event Report and Photos</li> </ul>	4000
3	August	Women Grievance & Equal Opportunity	Pick and Speak activity for First year students on the topic: "Breaking Gender Barriers"	<ul style="list-style-type: none"> <li>➤ Request letter to Principal</li> <li>➤ Committee Circular</li> <li>➤ Event Report and Photos</li> </ul>	-----



4	November	Women Grievance & Equal Opportunity	Promoting Gender Equity: Awareness program on Breast Cancer	<ul style="list-style-type: none"> <li>➤ Request letter to Principal</li> <li>➤ Circular</li> <li>➤ Event Report and Photos</li> </ul>	5.000
5	December	Women Grievance & Equal Opportunity	"Gender and Society"- the Role of Students in Breaking Gender	<ul style="list-style-type: none"> <li>➤ Request Letter to Principal</li> <li>➤ Circular</li> <li>➤ Event Report and Photos</li> </ul>	-----
6	February	Women Grievance & Equal Opportunity	Me and the Other" Human Chain Group discussion on the Third Gender or the Other Sex"	<ul style="list-style-type: none"> <li>➤ Request letter to Principal</li> <li>➤ Committee Circular</li> <li>➤ Event Report and Photos</li> </ul>	-----
7	March	Women Grievance & Equal Opportunity	Debate Competition on the topic: Acid Attack and the Aftermath- Gender Sensitization initiative	<ul style="list-style-type: none"> <li>➤ Request letter to Principal</li> <li>➤ Committee Circular</li> <li>➤ Event Report and Photos</li> </ul>	-----

  
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Ref: SAEC/WGAEOC/2014-15/2/Circular

Date: 16-12-2014

## 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 17-12-2015 to discuss with the following Agenda.

### AGENDA

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



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



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Ref: SAEC/WGEOC/2014-2015/2/Minutes

Date: 17-12-2014

## Minutes of Women Grievance and Equal opportunity Cell 2014-15

Date of meeting	17-12-2014(3:00 to 4:30)
Venue	Room no: 101, Ramanujan Bhavan
Reference	SAEC/WGAEOC/2014-15/2/Circular dated 16-12-2014

The meeting of Women Grievance and Equal Opportunity Aditya college of Engineering held on 17-12-2014 with the following agenda:

- 1) To resolve complaint SAEC/WGAEOC/1
- 2) To resolve complaint SAEC/WGAEOC/2

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 SAEC/WGAEOC/1, the committee resolved to provide more lockers in ladies waiting hall of third year
2. With reference to the complaint SAEC/WGAEOC/2, the Chairman of the committee instructed the PD 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 12-10-2015.

S.No	Name of the member	Designation	Role	Signature
1	Dr. PSVVS Ravi Kumar	Principal	Chairman	<i>psvvs</i>
1	Ms V.Anantha Lakshmi	Asst. Professor-CSE	Convener	<i>A</i>
2	Ms Y.Sugandi Naidu	Asst.Professor-ECE	Member	<i>Ys</i>
3	Ms Harshitha	Asst.Professor-ME	Member	<i>Harsh</i>
5	Ms K.Lakshmi	Assoc.Professor-EEE	Member	<i>K.Lakshmi</i>
6	Ms P.Sujatha	Asst. Professor-BSE	Member	<i>P</i>
7	G.R.N.Padma priya(Non-teaching)	Programmer-CSE	Member	<i>psj</i>



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## Summary of Programs conducted by Women Grievance & Equal Opportunity Cell (2014-15)

S. No	Initiative/activity/Program	Date	Number of students participated	Remarks
1.	The Concept of Gender – Orientation program	16-07-2014	90	Lecture and activity based session organized by Women Grievance and Equal opportunity Cell
2.	Pick and Speak activity for First year students on the topic: "Breaking Gender Barriers"	21-08-2014	22	Competition conducted by Women Grievance and Equal opportunity Cell.
3.	Promoting Gender Equity: Awareness program on Breast Cancer	10-10-2014	120	Special Guest Lecture program by Women Empowerment Cell- Resource Person: Dr. D. Vijaya Lakshmi.
4.	"Gender and Society"- the Role of Students in Breaking Gender	27-12-2014	18	Street visit by students.
5.	"Me and the Other" Human Chain and discussion on the Third Gender or the Other Sex	12-02-2015	34	
6.	Debate Competition on the topic: Acid Attack and the Aftermath- Gender Sensitization initiative	7-03-2015	35	Debate Competition organized by the Women Grievance and Equal opportunity Cell







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Date: 17-07-2014

## A Report On The Concept of Gender – Orientation program

Event Name : The Concept of Gender – Orientation program  
Speaker of the Event : Prof .A.Neeraja (SAEC)  
Venue : Seminar Hall  
Year of student : I, II, III & IV Year Students.  
Date : 16-07-2014  
No. of Students Enrolled: 90

The Women Grievance & Equal Opportunity cell conducted a lecture based program on "The Concept of Gender – Orientation program". Speaker discussed some issues like girls and boys see their in equality in homes and communities every day, in schools and colleges many girls receive less support than boys to pursue the studies or profession they choose. Speaker motivated girl students by explaining about the Great Woman of India like Gargi, Mother Teresa, KaplanaChawla, Jhansi Lakshmi Bahl, Rani Rudrama Devi, Mrs Indira Gandhi, Mrs Maha Swetha Devi, Mrs LathaMangeskar, Mrs.M.S.Subbalakshmi.,Mrs.Sarojini Naidu who excelled in different fields.



Speaker, Prof A.Neeraja of Sri Aditya Engineering College and participants

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Date: 23-08-14

## A Report on "Breaking Gender Barriers"

Event Name : Breaking Gender Barriers-Pick and speak Activity  
Venue : Seminar Hall  
Year of student : I Year Students  
Date : 21-08-2014  
No. of Students Enrolled : 22

The Women Grievance & Equal Opportunity Cell conducted a pick and speak activity on "Breaking Gender Barriers" for first year students. Students participated from various branches and expressed their perspective to break gender barriers. They discussed on various topics like Let girls use Mobile Phone, Stop Child Marriage and sexual harassment, Make education gender sensitive, Raise the aspirations of girls and their parents, Empower mother, Give proper values to woman's work, Get Women into power, Work together, Stop the Violence.



One of the participant is speaking about Stop Child Marriage

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Date: 11-10-2014

## A Report on Breast Cancer Awareness Program

Event Name : Awareness on Breast Cancer"  
Speaker of the Event : Dr.D.Vijaya Lakshmi, Kakinada  
Venue : Seminar Hall  
Year of student : III, IV Year Students.  
Date : 10-10-2014  
No. of Students Enrolled : 120


The Women Grievance & Equal Opportunity cell conducted a Lecture on "Awareness about breast cancer". Dr.D.Vijaya Lakshmi gave 4 hours of lecture for faculties and students about causes and symptoms of breast cancer. She also gave some suggestions to take preventive measures for breast cancer.



Dr.D.Vijaya Lakshmi Garu giving some suggestions.

  
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Date: 28-12-2014

## A Report on Street Visit On BREAKING GENDER

Event Name : Street Visit by students to create awareness on Breaking Gender

Venue : RamesamPeta

Year of student : II Year Students.

Date : 27-12-2014

No. of Students Enrolled: 18

The Women Grievance & Equal Opportunity cell conducted a street play on "The Role of Students in Breaking Gender". Students from various departments participated and create awareness among the villagers of RameswramPeta on the importance of educating the girl child.



Students motivating villagers towards educate the girl child.

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Date: 14-02-2015

## A Report On Group Discussion topic "Third Gender or other sex"

Event Name : Group Discussion on "Third Gender or Other Sex"

Venue : Seminar Hall

Year of student : II,III,IV Year Students

Date : 12-02-2015

No. of Students Enrolled : 34

The Women Grievance & Equal Opportunity Cell conducted Group Discussion on "Third Gender or Other Sex". Students from various sections participated. Some students supported third gender people by providing minimum facilities like house, medical by state government and Government should provide reservations in public and private sectors. Some students did not supported third gender people because they are physically strong.



Participants in Group Discussion on the topic "The third gender or other Sex"

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Date: 08-03-15

## A Report On Debate "Acid Attack and After Math"

Event Name : Debate "Acid Attack and After Math"

Venue : Seminar Hall

Year of student : II,III,IV Year Students

Date : 07-03-2015

No. of Students Enrolled : 35

The Women Grievance & Equal Opportunity cell conducted Debate Competition on-the topic: Acid Attack and the Aftermath. Students from different branches participated. Some Students supported victims of acid attackers. Government should provide all the facilities required by victims for the lifelong. Some students expressed their views how to take preventive measures to stop acid attacks and some students expressed their views to escape from acid attacks.



Debate Competition on "Acid Attack and After Math"

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