

Ref: ACOE/WGAEOC/2016-2107/SOP

Date: 8-6-2016

**STANDARD OPERATING PROCEDURE FOR WOMEN GRIEVANCE AND
EQUAL OPPORTUNITY CELL
2016-2017**

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.

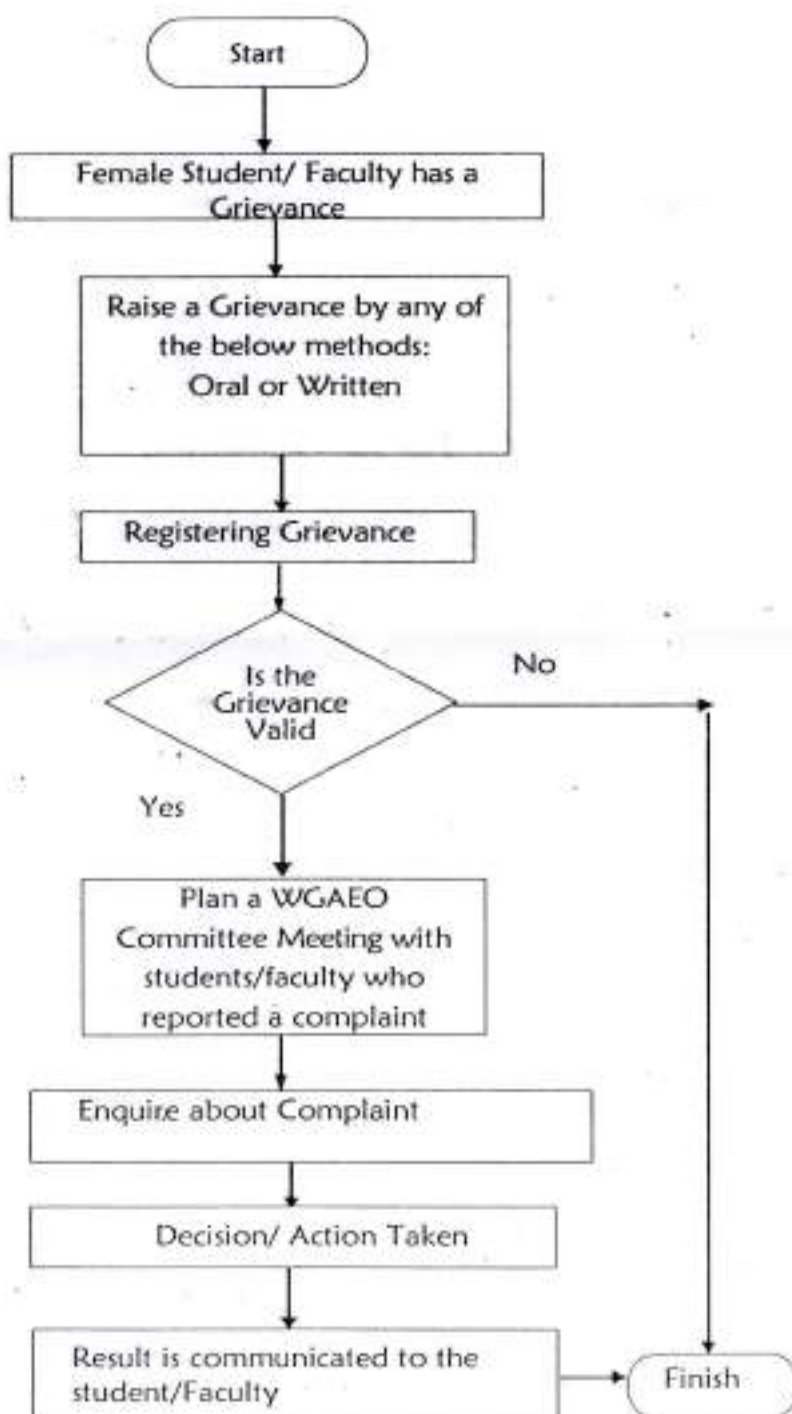
13. The cell will meet at least once every academic year .Other than that, emergency meeting shall be called on receipt of a complaint. The quorum for the meeting should be at least one third of the total members


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Flow chart for Grievance Redressal



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COLLEGE OF ENGINEERING

Approved by AICTE & Affiliated to JNTU, Kakinada

(Formerly known as Sri Aditya Engineering College)

Ph: 99631 76662

Email: office@acoe.edu.in

Website: www.acoe.edu.in

ACOE/WGEOC/2016-17/Constitution of WGAEOC

Date: 8-6-2016

NOTICE

Women Grievance and Equal Opportunity Cell is constituted with the following senior faculty members and student members for the academic year 2016-2017 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.D.L.Sravathi	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	G.R.N.Padma priya(Non-teaching)	Programmer-CSE	Member
9	M.Sirisha(13MH1A457)	IV ECE	Student Member
10	K.Rajeswari(13MH5A0301)	IV ME	Student Member
11	Ch.Sai Lakshmi(15MH1A0107)	II CE	Student Member
12	A.Sravanthi(14MH1A0501)	III CSE	Student Member

CC to: All members of Women Grievance and Equal Opportunity Cell

PSVVS Ravi Kumar
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Ref: ACOE/WGAEOC/2016-17/Circular

Date: 14-06-2016

CIRCULAR

This is to inform that the members of WOMEN GRIEVANCE AND EQUAL OPPORTUNITY CELL to gather at First Floor Seminar Hall, Ramanujan Bhavan at 3.00PM on 15-06-2016 to discuss following Agenda.

AGENDA

- 1) To discuss time limit to resolve the complaints received if any.
- 2) Plan to conduct competitions and Guest Lectures promote Gender Equality and to prepare perspective plan for the same



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

Ref: ACOE/WGEOC/2016-2017/Minutes

Date: 15-06-2016.

Minutes of Women Grievance and Equal opportunity Cell 2016-17

Date of meeting	15-06-2016(3:00 to 4:30)
Venue	Seminar Hall, First Floor, Ramanujan Bhavan
Reference	ACOE/WGAEOC/2016-17/Circular dated 14-06-2016

The meeting of Women Grievance and Equal Opportunity Aditya college of Engineering held on 15-06-2016 with the following agenda:

- 1) Plan to conduct competitions and 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 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. 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 Chairman directed committee members to conduct various competitions and activities like Group Discussions, pick and speak, debate and skit, etc. to create awareness about gender equity.
- 3) The committee decided to solve the complaint within four days upon receipt.

The following members attended meeting on 15-6-2016.

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>A</i>
3	Ms Y.Sugandi Naidu	Asst.Professor-ECE	Member	<i>YS</i>
4	Ms.D.L.Sravathi	Asst. Professor-ME	Member	<i>DL Sravathi</i>
5	Ms Ch.Devi	Asst. Professor-CE	Member	<i>ch.devi</i>
6	Ms K.Lakshmi	Assoc. Professor-EEE	Member	<i>K Lakshmi</i>
7	Ms P.Sujatha	Asst.Professor-BSE	Member	<i>P</i>
8	G.R.N.Padma priya(Non-teaching)	Programmer-CSE	Member	<i>G.R.N.Padma priya</i>
9	M.Sirisha(13MH1A457)	IV ECE	Student Member	<i>M.Sirisha</i>
10	K.Rajeswari(13MH5A0301)	IV ME	Student Member	<i>K.Rajeswari</i>
11	Ch.Sai Lakshmi(15MH1A0107)	II CE	Student Member	<i>Sai</i>
12	A.Sravanthi(14MH1A0501)	III CSE	Student Member	<i>AS</i>



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WOMEN GRIEVANCE & EQUAL OPPORTUNITY CELL

PERSPECTIVE PLAN

2016-2017

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	➤ Request letter to Principal ➤ Budget proposal to Principal ➤ Principal invitation to guest ➤ Committee Circular ➤ Event Report and Photos	6000
3	September	Women Grievance & Equal Opportunity	JAM session for the Third year students on the topic: "Gender Sensitization" "Safety India	➤ Request letter to Principal ➤ Committee Circular ➤ Event Report and Photos	-----

4	October	Women Grievance & Equal Opportunity	Promoting Gender Equity: "Discrimination Against All Women & Girls"	<ul style="list-style-type: none"> ➤ Request letter to Principal ➤ Budget proposal to Principal ➤ Principal invitation to guest ➤ Circular ➤ Event Report and Photos 	10,000
5	December	Women Grievance & Equal Opportunity	Work shop on "Self Defense Techniques For Women"	<ul style="list-style-type: none"> ➤ Request Letter to Principal ➤ Circular ➤ Event Report and Photos 	-----
6	January	Women Grievance & Equal Opportunity	Awareness camp on "Health & Hygiene for Rural women"	<ul style="list-style-type: none"> ➤ Request letter to Principal ➤ Committee Circular ➤ Event Report and Photos 	-----
7	February	Women Grievance & Equal Opportunity	Debate Competition on the topic: "Are Women Better Leaders?"	<ul style="list-style-type: none"> ➤ Request letter to Principal ➤ Committee Circular ➤ Event Report and Photos 	-----



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

Ref: ACOE/WGAEOC/2016-17/2/Circular

Date: 10-09-2016

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 11-09-2016 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: ACOE/WGAEOC/2016-2017/2/Minutes

Date: 11-09-2016.

Minutes of Women Grievance and Equal opportunity Cell 2016-17

Date of meeting	11-09-2016(3:00 to 4:30)
Venue	Room no: 101, Ramanujan Bhavan
Reference	ACOE/WGAEOC/2016-17/2/Circular dated 10-09-2016

The meeting of Women Grievance and Equal Opportunity Aditya college of Engineering held on 11-09-2016 with the following agenda:

- 1) To resolve complaint ACOE/WGAEOC/1
- 2) To resolve complaint ACOE/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 ACOE/WGAEOC/1 the Committee suggests the floor in charge to provide more lockers in ladies waiting hall of second floor.



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2. With reference to the ACOE/WGAEOC/2 the Chairman of the committee instructed the AO to provide the emergency medicines required for ladies.

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

The following members attended meeting on 11-9-2016.

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.D.L.Sravathi	Asst. Professor-ME	Member	<i>D. Lakshmi</i>
5	Ms Ch.Devi	Asst. Professor-CE	Member	<i>ch-devi</i>
6	Ms K.Lakshmi	Assoc. Professor-EEE	Member	<i>K. Lakshmi</i>
7	Ms P.Sujatha	Asst.Professor-BSE	Member	<i>[Signature]</i>
8	G.R.N.Padma priya(Non-teaching)	Programmer-CSE	Member	<i>[Signature]</i>
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12	A.Sravanthi(14MH1A0501)	III CSE	Student Member	<i>A.S</i>

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Summary of Programs Conducted by Women Grievance & Equal Opportunity Cell

2016-17

Sr. No.	Event Name	Date	Number of Students enrolled
1.	The Concept of Gender – Orientation Program LGBTQ Inclusion in Youth	25-07-2016	80
2.	JAM session for the Third year students on the topic: "Gender Sensitization"	15-09-2016	79
3.	Promoting Gender Equity: "Discrimination Against All Women & Girls"	09-11-2016	80
4.	Work shop on "Self Defense Techniques-For Women"	21-12-2016	60
5.	Awareness camp on "Health & Hygiene for Rural women"	23-01-2017	54
6.	Debate Competition on the topic: "Are Women Better Leaders?"	14-03-2017	46





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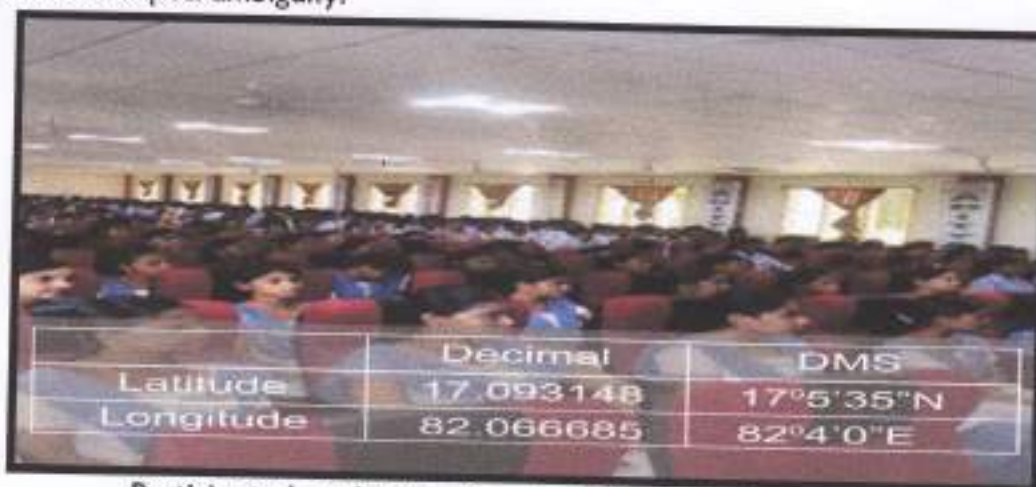
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A REPORT ON GENDER -ORIENTATION PROGRAM- LGBTQ INCLUSION IN YOUTH

Event Name	: Gender- orientation program
Topic	: LGBTQ Inclusion in Youth
Objective	: To Improve the health, safety, and well-being of lesbian, gay, bisexual, and transgender (LGBT) individuals.
Year of students	: I, II, III & IV Year Students.
Date	: 25-07-2016
No. of Students Enrolled	: 80

The Women Grievance & Equal Opportunity Cell conducted a Gender orientation program- LGBTQ inclusion in youth by Dr. D. Vijaya Lakshmi, duration of 4 hours for faculties and students. In this event the resource person delivered lecture about adolescent issues faced by the Lesbian, Gay, Bisexual, Transgender and Questioning (LGBTQ) youth and what are the difficulties they are facing across many fronts, including home, school, and religious organizations as they strive to develop healthy and positive self-identities. She given following tips to the helpful to those who serve in mentoring or advisory roles with LGBTQ youth.

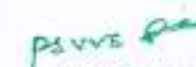
- Explore your own internalized homophobia.
- Educate yourself.
- Allow for and expect ambiguity.



Participated students in Gender Orientation Program


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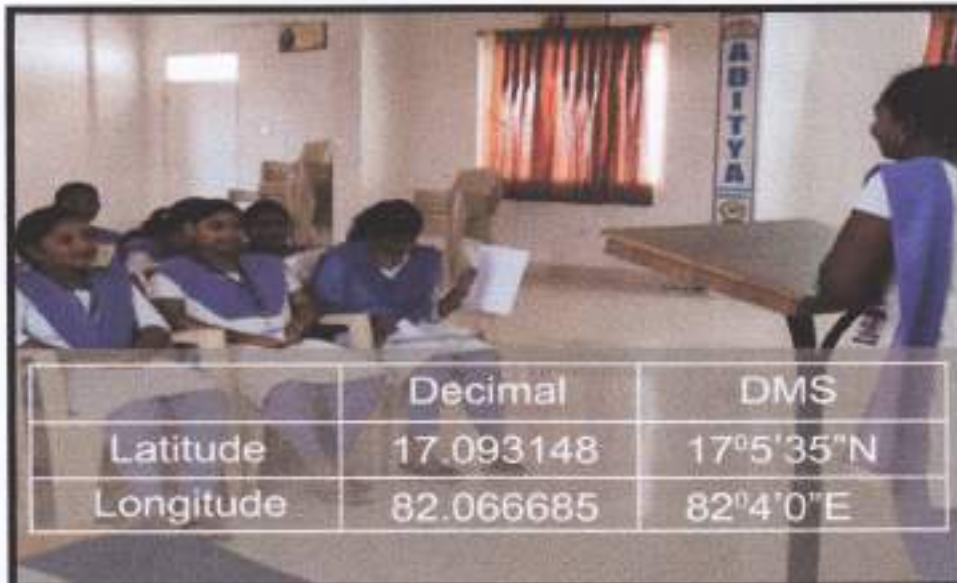
Date: 15-09-2016

REPORT ON JAM SESSION FOR FIRST YEAR STUDENTS ON THE TOPIC: "GENDER SENSITIZATION"

Event Name : JAM session
Topic : "Gender Sensitization"
Objective : To create awareness about Gender Equality concerns
Year of students : 1st Year Students.
Date : 15-09-2016

No. of Students Enrolled : 79

The Women Grievance & Equal Opportunity Cell conducted a JAM session for First year students on the topic: "Gender Sensitization" on 15-09-2016 at ACOE campus. The aim of this JAM session was to hone public speaking skills of the students and teach them to be articulate while expressing their thoughts and opinions. The speakers of various branches spoke eloquently on the topic "Gender Sensitization".



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Latitude	17.093148	17°5'35"N
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JAM Session


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Date: 09-11-2016

A REPORT ON SPECIAL GUEST LECTURE

Event Name	: Special Guest Lecture
Speaker of the Event	: Dr.D.Vijaya Lakshmi
Topic	: "Discrimination against All Women & Girls"
Objective	: To provide awareness about Gender Equity.
Year of students	: I, II, III & IV Year Students.
Date	: 09-11-2016

No. of Students Enrolled : 80

The Women Grievance & Equal Opportunity Cell conducted a Special Guest Lecture by Dr. D. Vijaya Lakshmi, duration of 5 hours for faculties and students. In this event the resource person delivered how to promote Gender Equity and given knowledge about International human rights law prohibits discrimination on the basis of sex and includes guarantees for men and women to enjoy their civil, cultural, economic, political and social rights equally. While the human rights machinery reaffirm the principles of non-discrimination and equality, Article 15 (1) of the Convention on the Elimination of All Forms of Discrimination against Women



Participated students in Special Guest Lecture

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Date: 21-12-2016

REPORT ON WORKSHOP ON "SELF DEFENSE TECHNIQUES-FOR WOMEN"

Event Name	: Work shop
Speaker of the Event	: k.Venkateswarlu
Topic	: "Self Defense Techniques-For Women"
Objective	: To provide awareness about how to defend themselves against male attackers for girls.
Year of students	: I, II, III & IV Year Students.
Date	: 21-12-2016
No. of Students Enrolled	: 60

The Women Grievance & Equal Opportunity Cell conducted a workshop on "Self Defense Techniques-For Women"-by Physical Director, ACOE. given demo about how to defend themselves against male attackers for faculties and students of different streams to highlighted the fact that it was absolutely essential that women/girls raise their voice against any misconduct and get the perpetrators to justice as it will not only teach the perpetrators a lesson but also act as a deterrent against them repeating the offense. The message loud and clear was Gone are the days when girls were required to lower their gaze, walk straight and speak softly, the mantra for today is look up, be alert about what's happening around you and speak up against injustice.



PD sir explaining about various safety techniques

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Date: 23-01-2017

REPORT ON AWARENESS CAMP

Event Name : Awareness camp
Topic : "Health & Hygiene for Rural women"
Objective : To create awareness about health and hygiene for rural women concerns
Year of students : I, II, III & IV Year Students.
Place : Chedalada village
Date : 23-01-2017
No. of Students Enrolled : 54

The Women Grievance & Equal Opportunity Cell conducted an "Awareness Camp on Health and Hygiene for Rural Women" on 23-01-2016 at Chedalada village. Students created awareness to the rural women for Minimization of the medical illnesses related to reproductive tract infections, training and habit formation to use sanitary napkins and maintain hygiene during periods, ensure that the girl child does not miss school which results in reduction in absenteeism.



Health & Hygiene camp for Rural Women

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Date: 14-03-2017

A REPORT ON DEBATE COMPETITION "ARE WOMEN BETTER LEADERS?"

Event Name : Debate Competition
Topic : "Are Women Better Leaders?"
Objective : To provide an opportunity for students to share their views and think out of the box
Year of students : II, III & IV Year Students.
Venue : ACOE Ground Floor Seminar hall
Date : 14-03-2017

No. of Students Enrolled : 46

The Women Grievance & Equal Opportunity Cell conducted a debate competition on "Are Women Better Leaders?" The aim of this Debate competition was to hone public speaking skills of the students and teach them to be articulate while expressing their thoughts and opinions. The speakers of various branches spoke eloquently on the topic "Are Women Better Leaders?" The participants speaking for both 'for' and 'against' the motion debated enthusiastically. The highlight of the event was the question answer round, as a volley of questions were answered confidently by both the sides, inviting counter questions which were aptly answered by witty and vivacious speakers.



Participants in Debate Competition

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