

# 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/ABHAYA/2018-19/Constitution of ABHAYA

Date: 28-05-2018

## 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 2018-19 with immediate effect.

Sl.No	Name of the member	Designation	Role
1	Dr. T.K.Rama Krishna Rao	Principal	Chairman
2	Ms. Upasana Chaini	Asst. Professor-ME	Convener
3	Ms. N. Sravani	Asst. Professor-ECE	Member
4	Ms. K. Lavanya	Asst. Professor-CE	Member
5	Dr. B. Annapurna	Sr. Asst. Professor-CSE	Member
6	Ms. K. Lakshmi	Sr. Asst. Professor-EEE	Member
7	Ms. B. Jyothi	Asst. Professor-BSE	Member
8	Ms. P. Sridevi	Asst. Professor-MBA	Member
9	Ms. V. Supriya	Asst. Professor-PT	Member
10	Ms. N. Asha	Technician-CE	Member
11	Ms. M. Prashanthi	Programmer-BSE	Member
12	Ms. B. Maheswari	III B.Tech (ECE)	Student Member
13	Ms. Ch. Swathi	III B.Tech (ME)	Student Member
14	Ms. V. Udayasri	III B.Tech (CE)	Student Member
15	Ms. G. Surya Kumari	III B.Tech (CSE)	Student Member

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



PRINCIPAL

Aditya College of Engineering  
SURAMPALAM-533 437



# 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/ABHAYA/2018-19/SOP

Date: 06-06-2018

## STANDARD OPERATING PROCEDURE FOR PREVENTION OF SEXUAL HARASSMENT CELL, ABHAYA

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for use in India in cases of sexual harassment promulgated by the Hon'ble Supreme Court of India in 1997 which were superceded in 2013 by the Sexual Harassment of Women at workplace (Prevention, Prohibition and redressal) Act 2013.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

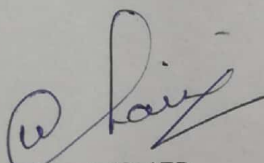
Norms of confidentiality in to be followed strictly as per the law and guidelines as it is difficult for the victim to come forward with a complaint regarding sexual harassment at workplace.

#### 11. PROTECTION TO COMPLAINANT/VICTIM:


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

#### 12. CONCLUSION:

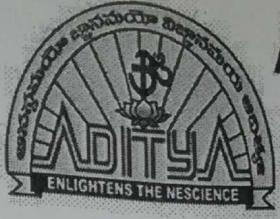
The institution ensures to provide a workplace free from harassment and to treat all individual with dignity and respect.

  
CONVENER



  
PRINCIPAL  
Aditya College of Engineering  
SURAMPALEM-533 437





# 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/ABHAYA/2018-19/Circular/1

Date: 02-06-2018

## CIRCULAR

This is to inform to all the members of ABHAYA, to gather at Ramanujan Bhavan Seminar Hall on 04-06-2018 at 3:00 pm to discuss the strategic perspective plan for the academic year 2018-19.

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 bond redressal of complaints received if any.
- IV. Miscellaneous by the permission of the chair.

  
CONVENER



  
PRINCIPAL

PRINCIPAL  
Aditya College of Engineering  
SURAMPALAM-533 437

Cc to: All the members of ABHAYA



# 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/ABHAYA/2018-19/MOM

Date: 04-06-2018

## Minutes of meeting of ABHAYA

Date of meeting	04-06-2018 (3:00 to 4:00)
Venue	Ramanujan Bhavan Seminar Hall
Reference	ACOE/ABHAYA/2018-19/Circular/1 Dated:02-06-2018

The meeting of ABHAYA was held on 04-06-2018 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 bond redressal of complaints received if any.
- 4) Miscellaneous by the permission of chair.


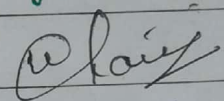
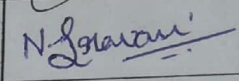
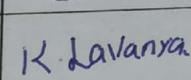
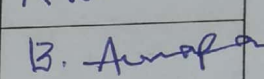
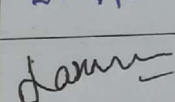
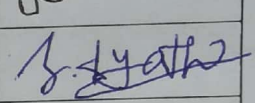
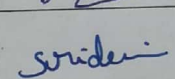
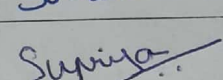
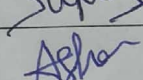
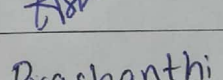
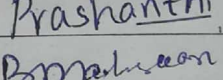
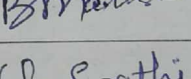
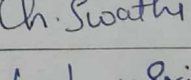
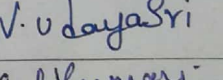
The chair person welcomed all the members of ABHAYA. The Convener presented the agenda. The points of agenda were discussed and resolutions were made.

### 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 resource persons for this purpose.
- 2) The committee decided to conduct various competitions and activities like seminar, workshop, guest lecture, group discussions, pick and speak, debate and skit etc. to create awareness about the laws and rights of women against sexual harassment.
- 3) The chair person insisted the committee to solve the complaint within stipulated time upon receiving.
- 4) The convener of the committee expressed that minor complaints should be dealt by the concerned departments effectively and any complaint if not dealt, should be forwarded to ABHAYA. The same was accepted and resolved by all the committee members.



The following members attended the meeting on 04-06-2018:

Sl. No	Name of the member	Designation	Role	Signature
1	Dr. T. K. Rama Krishna Rao	Principal	Chairman	
2	Ms. Upasana Chaini	Asst. Professor-ME	Convener	
3	Ms. N. Sravani	Asst. Professor-ECE	Member	
4	Ms. K. Lavanya	Asst. Professor-CE	Member	
5	Dr. B. Annapurna	Sr. Asst. Professor-CSE	Member	
6	Ms. K. Lakshmi	Sr. Asst Professor-EEE	Member	
7	Ms. B. Jyothi	Asst. Professor-BSE	Member	
8	Ms. P. Sridevi	Asst. Professor-MBA	Member	
9	Ms. V. Supriya	Asst. Professor-PT	Member	
10	Ms. N. Asha	Technician-CE	Member	
11	Ms. M. Prashanthi	Programmer-BSE	Member	
12	Ms. B. Maheswari	III B.Tech(ECE)	Student Member	
13	Ms. Ch. Swathi	III B.Tech(ME)	Student Member	
14	Ms. V. Udayasri	III B.Tech(CE)	Student Member	
15	Ms. G. Surya Kumari	III B.Tech(CSE)	Student Member	



  
**PRINCIPAL**  
 Aditya College of Engineering  
 SURAMPALAM-533 437

Cc to:

1. All HODs - For information





# ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Affiliated to JNTUK, Kakinada

Recognized by UGC under Section 2(f) of UGC Act, 1956

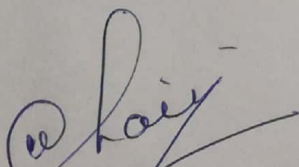
Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.Dist., Ph: 99631 76662.

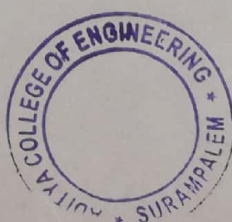
Ref: ACOE/ABHAYA/2018-19/Strategic Perspective Plan


Date: 06-06-2018

## 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	Prevention of sexual harassment	Committee Meeting	➤ To Plan the activities to be conducted for the prevention of sexual harassment	
2	September	Prevention of sexual harassment	Pick and Speak activity on Sexual Harassment	➤ Request letter to Principal seeking permission ➤ Circular ➤ Event Report and Photos	
3	November	Prevention of sexual harassment	Debate Competition on the topic: Time to speak up against sexual harassment	➤ Request letter to Principal seeking permission ➤ Circular ➤ Event Report and Photos	
4	March	Prevention of sexual harassment	Awareness Program on "Ways to stop harassment"	➤ Request letter to Principal seeking permission ➤ Budget proposal to Principal ➤ Principal invitation to guest ➤ Committee Circular ➤ Event Report and Photos	8,000

  
CONVENER



  
PRINCIPAL  
PRINCIPAL  
Aditya College of Engineering  
SURAMPALEM-533 437



# 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.

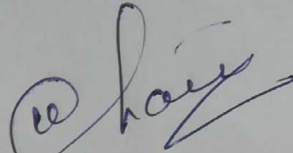
Ref: ACOE/ABHAYA/2018-19/Circular/2

Date: 10-09-2018

## CIRCULAR

This is to inform to all the students that ABHAYA is going to conduct a "Pick and speak" activity on 14-09-2018 at 10:00 am in Ramanujan Bhavan Seminar Hall.

Interested students are requested to give names to their respective department's ABHAYA coordinator on or before 12-09-2018.

  
CONVENER



  
PRINCIPAL  
PRINCIPAL  
Aditya College of Engineering  
SURAMPALAM-533 437

Cc to:

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





# ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Affiliated to JNTUK, Kakinada

Recognized by UGC under Section 2(f) of UGC Act, 1956

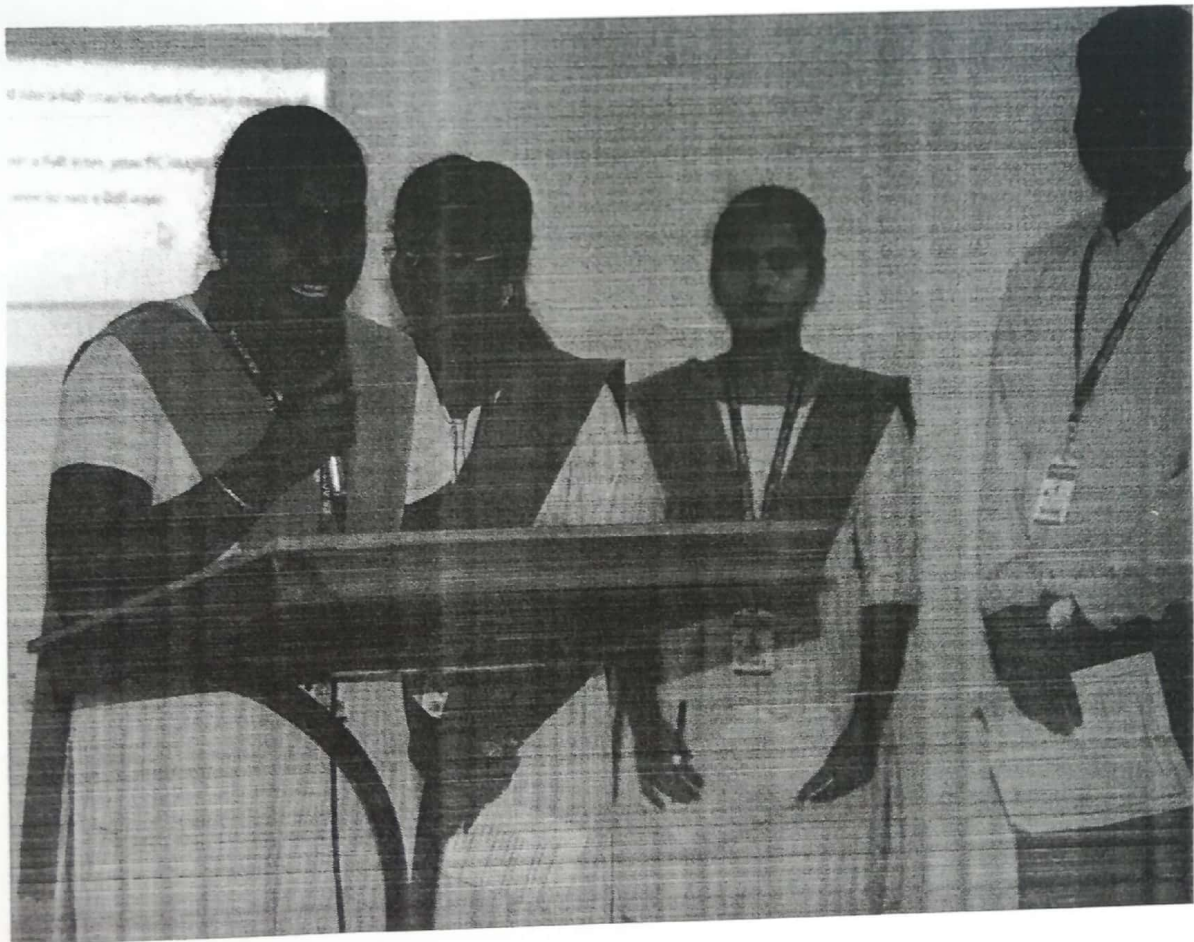
Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.Dist., Ph: 99631 76662.


A Report On

## PICK AND SPEAK ACTIVITY ON SEXUAL HARASSMENT

Sl.No.	Name of the events	Venue	No. of Participants
1.	Pick and Speak activity for the students on the topics related to Sexual Harassment	Ramanujan Bhavan Seminar Hall	25

A Pick and Speak activity for the students on the topic "Sexual Harassment" was conducted by ABHAYA on 14-09-2018. The activity was aimed to understand what young minds feel about sexual harassment. The event started at 10:00 am and was conducted for around 3 hours. Each student was given 2+5 minutes to speak about the topic. Through this activity the various ways to deal with sexual harassment were discussed by the students thus creating awareness about their rights to fight against sexual harassment.



  
PRINCIPAL  
PRINCIPAL  
Aditya College of Engineering  
SURAMPALAM-533 437



# ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Affiliated to JNTUK & Accredited by NAAC

Recognized by UGC section 2(f) of UGC Act 1956

Aditya Nagar, ADB Road, Surampalem-533437, E.G. Dist., Ph:9963176662

Ref: ACOE/ABHAYA/2018-19/Circular/3

Date: 08-11-2018


## CIRCULAR

This is to inform to all the students that ABHAYA is going to conduct a debate competition on the topic "Time to speak up against sexual harassment" on 15-11-2018 at 10:00 am in Newton Bhavan Seminar Hall.

Interested students are requested to give names to their respective department's ABHAYA coordinator on or before 14-11-2018.

  
CONVENER



  
PRINCIPAL  
PRINCIPAL  
Aditya College of Engineering  
SURAMPALEM-533 437

Cc to:

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





# ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Affiliated to JNTUK & Accredited by NAAC

Recognized by UGC section 2(f) of UGC Act 1956

Aditya Nagar, ADB Road, Surampalem-533437, E.G. Dist., Ph:9963176662

## A Report On

### DEBATE COMPETITION ON THE TOPIC: TIME TO SPEAK UP AGAINST SEXUAL HARASSMENT

Sl.No.	Name of the events	Venue	No. of Participants
1.	Debate competition on the topic: Time to speak up against sexual harassment	Newton Bhavan Seminar Hall	30

A debate competition for the students on the topic "Time to speak up against Sexual Harassment" was conducted by ABHAYA on 15-11-2018. The event started at 10:00 am and was conducted for around 3 hours. The activity was aimed to

- Improve rigorous higher order and critical thinking skills
- 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



PRINCIPAL  
PRINCIPAL

Aditya College of Engineering  
SURAMPALEM-533 437



# ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Affiliated to JNTUK & Accredited by NAAC

Recognized by UGC section 2(f) of UGC Act 1956

Aditya Nagar, ADB Road, Surampalem-533437, E.G. Dist., Ph:9963176662

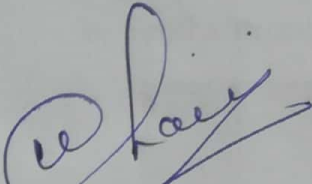
Ref: ACOE/ABHAYA/2018-19/Circular/4

Date: 04-03-2019

## CIRCULAR

This is to inform to all the students that ABHAYA is going to conduct an awareness program on "Ways to stop harassment" on 09-03-2019 at 10:00 am in Newton Bhavan Seminar Hall.

Interested students are requested to give names to their respective department's ABHAYA coordinator on or before 07-03-2019.

  
CONVENER



  
PRINCIPAL

PRINCIPAL  
Aditya College of Engineering  
SURAMPALAM-533 437

Cc to:

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





# ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Affiliated to JNTUK & Accredited by NAAC

Recognized by UGC section 2(f) of UGC Act 1956

Aditya Nagar, ADB Road, Surampalem-533437, E.G. Dist., Ph:9963176662

A Report On


## AWARENESS PROGRAM ON "WAYS TO STOP HARASSMENT"

Sl.No.	Name of the events	Venue	No. of Participants
1.	Awareness Program on "Ways to stop harassment"	Newton Bhavan Seminar Hall	50

An awareness program on the topic "Ways to stop harassment" was conducted by ABHAYA on 09-03-2019. The event started at 10:00 am and was conducted for around 2 hours. Sri Vijay Mathukumalli, High court lawyer Andhra Pradesh was invited as the speaker for the event. The program was aimed to

- Discuss various laws to protect human rights
- Create more knowledgeable workforce
- Reduced compliance risk
- Increase awareness of acceptable and unacceptable behaviour
- Send a strong message from the top



  
PRINCIPAL  
PRINCIPAL  
Aditya College of Engineering  
SURAMPALAM-533 437