



# ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, 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/WGAEOC/2019-2020/SOP

Date: 10-6-2019

## STANDARD OPERATING PROCEDURE FOR WOMEN GRIEVANCE AND EQUAL OPPORTUNITY CELL 2019-20

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 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 or oral to any of 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 from roles.
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
14. The cell provide appropriate working conditions in respect of work, leisure, health and hygiene to further ensure that there is no hostile environment towards women at work places and that no women employee has reasonable grounds to believe that she is disadvantaged in connection with her employment.
15. The cell promotes educational programs for the workforce regarding gender equality and work-life balance.

  
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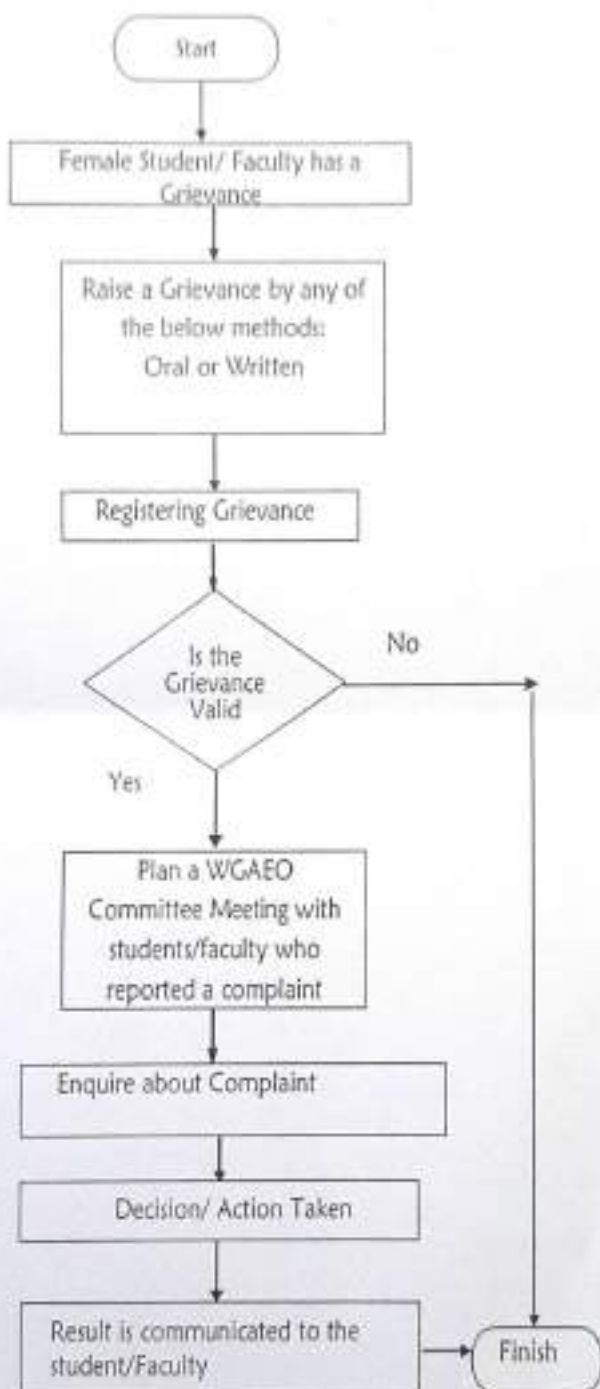


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## Flowchart for Grievance Redressal





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ACOE/WGAEOC/2019-20/Constitution of WGAEOC

Date: 12-6-2019

## NOTICE

Women Grievance and Equal Opportunity Cell is constituted with the following senior faculty members and student members for the academic year 2019-2020 to look after Women Grievances and to promote Gender Equality.

S.No	Name of the Member	Designation	Role
1	Dr. A.Ramesh	PRINCIPAL	Chairman
2	Ms V,Anantha Lakshmi	Asoc.Professor-CSE	Convener
3	Ms N.Sravani	Asst.Professor-ECE	Faculty member
4	Ms.Upasana Chaini	Asst.Professor-ME	Faculty Member
5	Ms K.Lavanya	Asst. Professor-CE	Faculty Member
6	Ms K.Lakshmi	Assoc. Professor-EEE	Faculty Member
7	Ms Mary Jythoi	Assoc.Professor-BSE	Faculty Member
8	G.R.N.Padma priya(Non-teaching)	Programmer-CSE	Member
9	M.Prashanthi(Non-Teaching)	Technician-BSE	Member
10	B.Maheswari(16MH1A0409)	IV B.Tech(ECE-A)	Student Member
11	CH. Swathi(17MH5A0395)	IV B.Tech( ME-B)	Student Member
12	P.Ganga(17MH1A0106)	III B.Tech( CIVIL)	Student Member
13	V Jaya Sree(15MH1A0555)	III B.Tech(CSE-A)	Student Member

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

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Ref: ACOE/WGAEOC/2019-20/Circular

Date: 17-6-2019

## CIRCULAR

This is to inform that the members of the WOMEN GRIEVANCE AND EQUAL OPPORTUNITY CELL to gather in Room No 101, Ramanujan Bhavan at 3.00PM on 18-06-2019 to discuss the following Agenda.

### AGENDA

- 1) Plan to conduct guest lecturers or events or competitions to promote Gender Equity and to prepare perspective plan for the same.
- 2) Time bound redressal of grievances received if any.
- 3) Miscellaneous by the permission of chair.



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



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Ref: ACOE/WGAEOC/2019-2020/Minutes

Date: 18-06-2019

## Minutes of Women Grievance and Equal opportunity Cell 2019-20

Date of meeting	18-06-2019(3:00 to 4:30)
Venue	Roomno: 101, Ramanujan Bhavan
Reference	ACOE/WGAEOC/2018-19/Circular dated 17-06-2019

The meeting of Women Grievance and Equal Opportunity cell of Aditya college of Engineering held on 18-06-2019 with the following agenda:

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

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) 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.




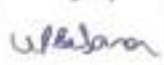
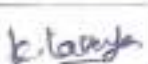
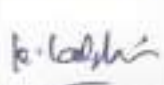
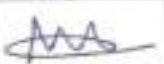


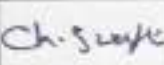
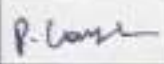
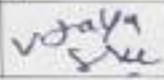
2) The committee decided to conduct various competitions and activities like Group Discussions, pick and speak, debate and skit, etc. to create awareness about gender equality.

3) The Chairman insisted the committee to solve the complaints within the stipulated time upon receipt.

4) The Chairman also informed that minor complains are dealt by concerned departments effectively and any complains if not dealt, should be forwarded to cell.

5) The Convener suggested committee conduct awareness programs related to health and hygiene for women of the college.

The following members attended meeting on 18-6-2019.

S.No	Name of the Member	Designation	Role	Signature
1	Dr. A.Ramesh	PRINCIPAL	Chairman	
2	Ms V.Anantha Lakshmi	Asoc.Professor-CSE	Convener	
3	Ms N.Sravani	Asst.Professor-ECE	Faculty member	
4	Ms.Upasana Chaini	Asst.Professor-ME	Faculty Member	
5	Ms K.Lavanya	Asst. Professor-CE	Faculty Member	
6	Ms K.Lakshmi	Assoc. Professor-EEE	Faculty Member	
7	Ms Mary Jythoi	Assoc.Professor-BSE	Faculty Member	
8	G.R.N.Padma priya(Non-teaching)	Programmer-CSE	Member	
9	M.Prashanthi(Non-Teaching)	Technician-BSE	Member	
10	B.Maheswari(16MH1A0409)	IV B.Tech(ECE-A)	Student Member	
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## WOMEN GRIEVANCE & EQUAL OPPORTUNITY CELL

### PERSPECTIVE PLAN

2019-2020

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	<ul style="list-style-type: none"><li>➤ To Plan the activities for Women to redefine Gender Equality</li></ul>	-----
2	August	Women Grievance & Equal Opportunity	Lecture on "The Ideology of Gender"	<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>	6,000
3	October	Women Grievance & Equal Opportunity	Debate Competition On "Women's Rights as Human Rights"	<ul style="list-style-type: none"><li>➤ Request letter to Principal</li><li>➤ Circular</li><li>➤ Event Report and Photos</li></ul>	-----
4	December	Women Grievance & Equal Opportunity	Discussion on "Need and Challenges for women's participation in local governance"	<ul style="list-style-type: none"><li>➤ Request letter to Principal</li><li>➤ Circular</li><li>➤ Event Report and Photos</li></ul>	-----

5	February	Women Grievance & Equal Opportunity	Debate Competition on "Are Women the backbone of society"	<ul style="list-style-type: none"> <li>➤ Request letter to Principal</li> <li>➤ Circular</li> <li>➤ Event Report and Photos</li> </ul>	.....
6	March	Women Grievance & Equal Opportunity	Competition on "Ethnic Wear"	<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: ACOE/WGAEOC/2019-20/2/Circular

Date: 02-11-2019.

## 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 4-11-2019 to discuss with the following Agenda.

### AGENDA

- 1) To resolve complaint ACOE/WGAEOC/1
- 2) To resolve complaint ACOE/WGAEOC/2
- 3) To resolve complaint ACOE/WGAEOC/3



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



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Ref: ACOE/WGEOC/2019-2020/2/Minutes

Date: 4-11-2019

## Minutes of Women Grievance and Equal opportunity Cell 2019-20

Date of meeting	4-11-2019(3:00 to 4:30)
Venue	Roomno: 101 ,Ramanujan Bhavan
Reference	ACOE/WGAEOC/2019-20/2/Circular dated 2-11-2019

The meeting of Women Grievance and Equal Opportunity Aditya college of Engineering held on 4-11-2019 with the following agenda:

- 1) To resolve complaint ACOE/WGAEOC/1
- 2) To resolve complaint ACOE/WGAEOC/2
- 3) To resolve complaint ACOE/WGAEOC/3




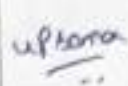
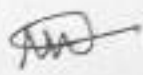
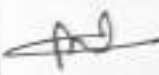
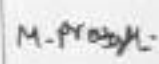
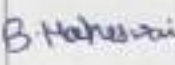
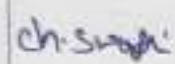
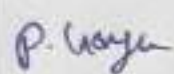
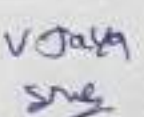
The Chairman welcomed all the members of Women Grievance and Equal opportunity Cell. The Convener presented the agenda. The points of agenda were discussed and the following resolutions were made.

### MINUTES AND RESOLUTIONS

1. With reference to the complaint ACOE/WGAEOC/1, the committee instructs the AO to provide sanitary pad dispenser in campus.
2. With reference to the complaint ACOE/WGAEOC/2, the Chairman of the committee instructed the floor in charge provide emergency medicine in the campus.
3. With reference to the complaint ACOE/WGAEOC/3, the committee instructed the floor in charge to maintain wash rooms should be clean.

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

The following members attended meeting on 4-11-2019.

S.No	Name of the Member	Designation	Role	Signature
1	Dr. A.Ramesh	PRINCIPAL	Chairman	
2	Ms V.Anantha Lakshmi	Asoc.Professor-CSE	Convener	
3	Ms N.Sravani	Asst.Professor-ECE	Faculty member	
4	Ms.Upasana Chaini	Asst.Professor-ME	Faculty Member	
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## Summary of Programs conducted by Women Grievance & Equal Opportunity Cell

2019-2020

1	Seminar on "Bodies that Matter: The Ideology of Gender"	12-08-2019	43	Lecture program by Women Grievance and Equal Opportunity Cell-Resource Person: Dr. R. Maha Laxmi
2	Debate Competition on the topic: Women's Rights as Human Rights	27-11-2019	25	Debate Competition organized by the Women Grievance and Equal Opportunity Cell
3	Seminar on " Need and Challenges for women's participation in local governance"	5-01-2020	60	Conducted by Women Grievance and Equal Opportunity Cell
4	Debate Competition on "Are Women the backbone of society"	6-03-2020	24	Conducted by Women Grievance and Equal Opportunity Cell
5	Competition on "Ethnic Wear"	6-03-2020	12	Conducted by Women Grievance and Equal Opportunity Cell





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Date: 12-08-2019.

## A Report on "Seminar on Ideology of Gender"

Event Name	: Seminar on "Ideology of Gender"
Speaker of the Event	: Dr. R. Maha Laxmi
Venue	: Seminar Hall
Year of student	: II,III,IV year students.
Date	: 12-08-2019.
No. of Students Enrolled	: 60

The Women Grievance & Equal Opportunity Cell conducted a seminar for first, second, third students on the topic "Ideology of Gender". In this event 60 girl students participated. Speaker discussed these points on gender ideology. Gender ideology refers to attitudes regarding the appropriate roles, rights and responsibilities of men and women in society. Traditional gender ideologies emphasize the value of distinctive roles for women and men where men fulfill their family roles through breadwinning activities and women fulfill their roles through homemaker and parenting activities. Gender ideology also refers to societal beliefs that legitimate gender inequality. Gender ideology is not a variable that ranges from liberal to conservative instead it refers to specific type of belief those that support gender stratification.



Participated students in seminar

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Date: 27-11-2019

## A Report on Debate Competition on the topic: Women's Rights as Human Rights

Event Name : Debate Competition on the topic: "Women's Right as Human Rights"

Venue : Seminar Hall

Year of student : I, II Year Students.

Date : 27-11-2019

No. of Students Enrolled : 25

The Women Grievance and Equal Opportunity Cell conducted Debate Competition on "Women's Right as Human Rights". In this event 25 students participated. Some students speak about live free from violence, slavery, and discrimination; to be educated; to own property; to vote; and to earn a fair and equal wage. As the now-famous saying goes, "women's rights are human rights." That is to say, women are entitled to all of these rights. Yet almost everywhere around the world, women and girls are still denied them, often simply because of their gender.



Participants at ACE Seminar Hall.

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Date: 6-01-2020

## A Report on "Seminar on Need and Challenges for women's participation in local governance"

Event Name : Seminar on Need and Challenges for women's participation in local governance"

Speaker of the Event : Ch. Vishalakshi

Venue : Seminar Hall

Year of student : II, III Year Students

Date : 6-01-2020

No. of Students Enrolled : 60

The women grievance & equal opportunity cell conducted seminar on Need and Challenges for Women's participation in local governance. Speaker discussed the following. The under-representation of women at any level of governance and decision-making results in a democratic deficit. It has been proven time and again that diverse groups make better decisions. This is particularly true when it comes to a task as challenging as representing the interests of citizens at the local level. Often influencing policies in housing, security, transport, and the economy, local government makes important decisions that affect the lives of women and men. Women's equal participation and representation in local decision-making processes is critical for prioritizing women's practical needs and issues in local governments' agendas and for localizing the Sustainable Development Goals (SDGs). Gender-balanced local councils may be an important step in helping to attain gender balance at the national levels.



Dr. Ch. Vishalakshi Garu

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Date: 6-03-2020

## A Report on Debate Competition on "Are Women the backbone of society"

Event Name : Debate Competition on "Are Women the backbone of society"

Venue : Seminar Hall

Year of student : I Year Students.

Date : 6-03-2020

No. of Students Enrolled : 24

The Women Grievance & Equal Opportunity cell conducted a Debate Competition on "Are Women the backbone of society". In this event 24 students participated. Female students supports the argument by explaining about various famous women of various countries. Male students does not support the argument by saying that women are physically weak so that women never be the backbone of society. At the end winners, runners are identified and prizes distribution done.



Debate Competition

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Date: 06-03-2020

## A Report on Competition on "Ethnic Wear"

Event Name : Competition on "Ethnic Wear"

Venue : Seminar Hall

Year of student : II, III & IV Year Students.

Date : 06-03-2020

No. of Students Enrolled: 12

The Women Grievance & Equal Opportunity cell conducted a Competition on "Ethnic Wear". In this Competition 12 students participated. On behalf of Women's day celebrations this event was conducted. The members of cell were acted as judges. The judges asked questions related to the Gender related issues. At the end participated students exhibit their talents like singing, dancing and speech.



Participant in Ethnic wear Competition

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