



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.

- 5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

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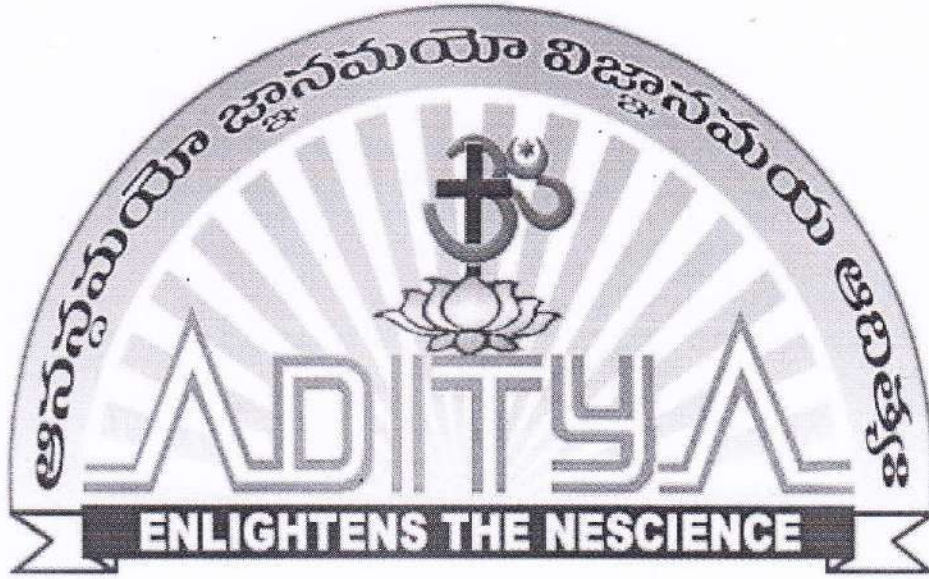
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Principal

PRINCIPAL
Aditya College of Engineering
SURAMPALAM - 533 437

ADITYA COLLEGE OF ENGINEERING

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



ANTI-RAGGING COMMITTEE

(2020-2021)

WARNING
Ragging is a crime





ADITYA COLLEGE OF ENGINEERING

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

Ref: ACOE/AR/2020-21/CC

10.02.2021

CONSTITUTION OF ANTI-RAGGING COMMITTEE

FOR THE ACADEMIC YEAR 2020-2021

NOTICE

To make our college as a Ragging free Institution the following members are formed as a team of Anti-Ragging committee of Aditya College of Engineering for the academic year 2020-2021.

S.No.	Name Of The Person	Designation	Role
1.	Dr.A.Ramesh	Principal	Chairman
2.	Dr. Pullela SVVSR Kumar	Dean of A &A	Vice-Chairman
3.	Dr.B.Annapurna	Assoc.Prof	convenor
4.	Dr.G.Rama Krishna	HOD.Dept of ECE	Member
5.	Dr.G.SNMurthy	HOD.Dept of CSE	Member
7.	Prof.K. Manoz Kumar Reddy	HOD.Dept of EEE	Member
8.	Prof. Ch. Naresh	HOD.Dept of CIVIL	Member
9.	Dr.Y.K.S. Subba Rao	HOD.Dept of MECH	Member
10.	Prof.M.Srinivasu	HOD.Dept of H&BS	Member
11.	Dr.N.Visalakshi	HOD.Dept of MBA	Member
12.	Mrs.V. Anantha Lakshmi	Sr.Asst. Prof. of CSE	Member
13.	Mr.N.Sankar Rao	Physical Director	Member
14.	Mr.M. Suryanarayana	Bus Coordinator	Member
15.	Mr.T.Bhaskar Reddy	Parent	Member
16.	Mr.S.Siva Parvathi	Parent	Member
17.	Mr. K.Narasimha Rao	Parent	Member
18.	Mr.K.Guptha	Police Dept	Member
19.	Mr.KhajaMohiddin	Lawyer	Member
20.	Mr.G.Uday Kumar	II MBA	Member
21.	Mr.V.Suman Reddy	IV BTech ECE	Member
22.	Miss D.Priya	III BTech CSE	Member
23.	Miss R.Renuka	II BTech EEE	Member
24.	Mr.T.V.V.S.Ajay Kumar	III BTech CIVIL	Member
25.	Mr.K.Satish Reddy	IV BTech MECH	Member
26.	Mr.R.Rajesh Kumar	III BTech PT	Member

Functions of Anti-Ragging Committee Act:

1. Allotting duties to the staff members in almost all vulnerable areas in the college (i.e canteen, parking places, play grounds etc) and ensure that staff members are present at any time at all the vulnerable locations to avoid ragging activities.
2. Taking precautionary method by means of continuous monitoring of CCTV Cameras and with the support of student volunteers at various locations like bus stops, play grounds and boarding points to avoid ragging activities.
3. The faculty members can take the help of the student member as and when required and can also involve them in different activities relating to Anti-Ragging Committee.
4. Keep reminding students about the severe actions which could be taken against them if they are found involved or indulged in ragging.
5. Informing students about the affidavit form of AICTE and encourage students to fill and submit it in time.
6. Wide canvassing about Anti-Ragging should be done by displaying Flex, Posters and Boards in college premises and surrounding areas where there is a chance for ragging.
7. To take all necessary measures for prevention of Ragging inside the Hostels, assigning separate staff members for both Boys hostel and Girls hostel.
8. To ensure compliance with the provision of UGC regulation 2009 at the institute level.
9. For each ragging incident, the member person is supposed to prepare and submit a complete report including their remarks about the incident for further action to the Head of Anti-Ragging Committee
10. To offer services of counselling and create awareness among the students.
11. Grievance and Redressal committee members are also made as a part of these Anti-Ragging Activities.


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Ref: ACOE/AR/2020-21/SOP

Date: 10.02.2021

ANTI-RAGGING COMMITTEE

STANDARD OPERATING PROCEDURE (SOP)

FOR THE YEAR 2020-2021

1. Forming committees with representatives of all the groups viz., management, staff, parents & students.
2. Awareness programmes and distribution of Material on anti-ragging, for its strict implementation.
3. Orientation on Anti-Ragging rules and regulations shall be conducted explaining the role of management, faculty members, parents and students.
4. Keeping display boards in vulnerable places with necessary phone numbers.
5. Maintaining different time slots wherever it is necessary for fresher and seniors to avoid ragging viz., food courts, transportation etc.
6. Create total awareness to each student in the campus on Anti-ragging by way of display boards, banners, flexi etc., depicting instructions and laws & punishments applicable if any one involves in ragging.
7. Active participation of the committees in regular intervals pursuing whether ragging is taking place by surprise visits

B. Anurupa
CONVENER

A. S. S.
PRINCIPAL



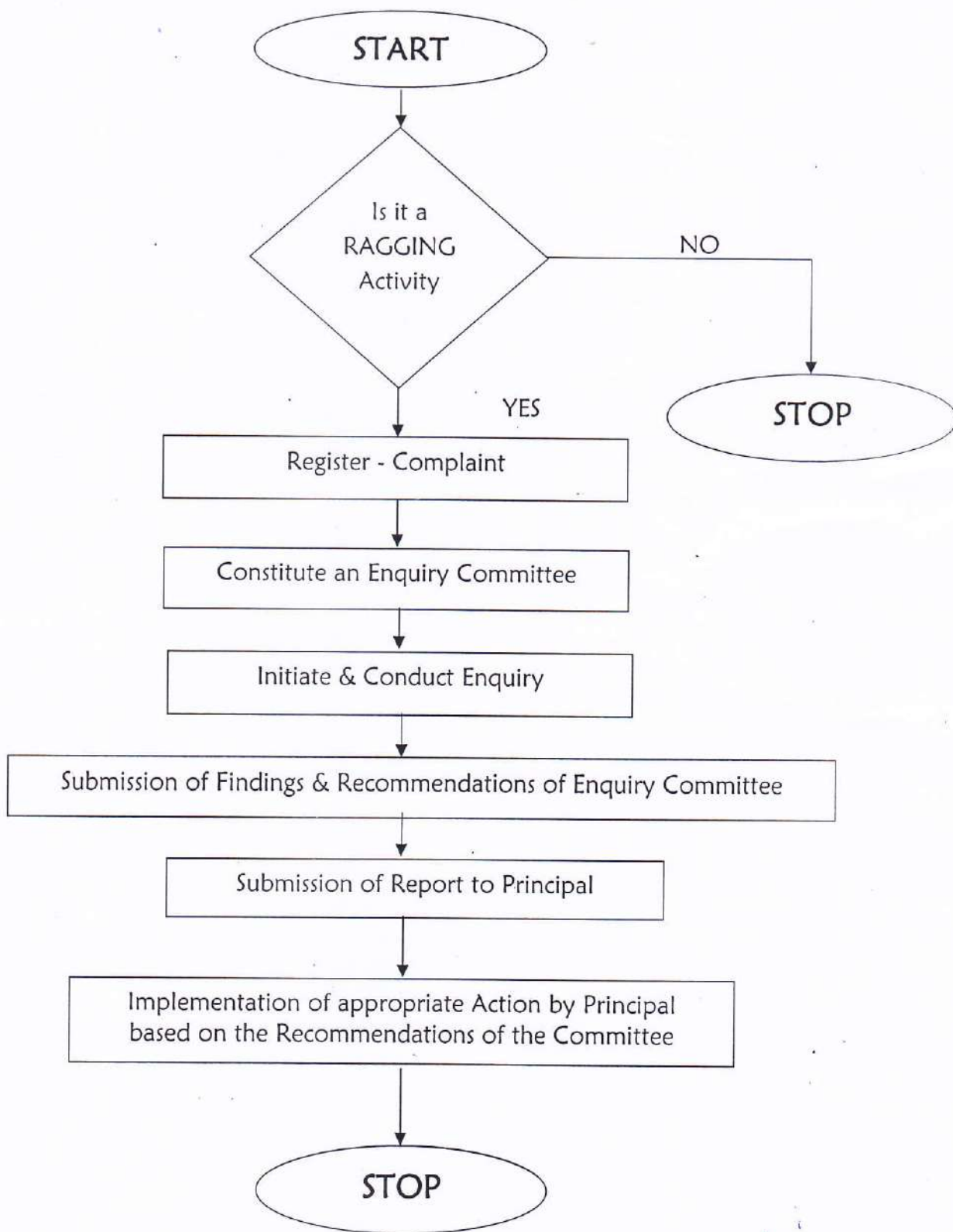
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ANTI-RAGGING COMMITTEE



B. Annapa
CONVENER


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Ref: ACOE/AR/2020-21/CR1

Date: 10.02.2021

CIRCULAR

A meeting of the Anti Ragging Committee will be held on 11.02.2021 at 3.45 PM in the Seminar Hall Room No: 101 of Ramanujan Bhavan. All the members of the Anti- Ragging Committee are requested to attend the meeting without fail.

AGENDA:

1. Approval of list of faculty deputed at various places to prevent ragging at Hostels, Canteen and at Bus boarding points.
2. Scheduling Anti Ragging Awareness camp to senior students.
3. Discussion of Anti Ragging rules and regulations given by Supreme Court, AICTE and AMAN organization and then to finalize the Standard Operating Procedure. The actions to be taken if any student is involved in Ragging.
4. Discussion on online undertaking by the students
5. Any other related.

Principal

Cc to: All members of Anti-Ragging Committee.



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Ref: ACOE/AR/2020-21/MOM

12.02.2021

ANTI-RAGGING COMMITTEE

Minutes of the Meeting

Date of Meeting	11.02.2021	Duration	03.45PM to 04.30PM
Venue	Seminar Hall Room No: 101 at Ramanujan Bhavan		
Reference	ACOE/AR/2020-21/MOM		

The meeting of the Anti-Ragging Committee constituted for the academic year 2020-2021 was held on 11.02.2021 at 03.45PM in the Seminar Hall Room No: 101 of Ramanujan Bhavan to discuss the agenda.

AGENDA:

1. Approval of list of faculty deputed at various places to prevent ragging at Hostels, Canteen and at Bus boarding points.
2. Scheduling Anti Ragging Awareness camp to senior students.
3. Discussion of Anti Ragging rules and regulations given by Supreme Court, AICTE and AMAN organization and then to finalize the Standard Operating Procedure.
The actions to be taken if any student is involved in Ragging.
4. Discussion on online undertaking by the students
5. Any other related.

The meeting started by Dr. A. Ramesh the chairman of the committee by cordially welcoming the new committee members for the academic year 2020-2021, and the meeting was carried forward on the following agenda points.

The following resolutions are made:

1. It was unanimously decided that the college will strictly adopt the Anti Ragging rules and regulations given by Supreme Court, AICTE and AMAN organization and then to finalize the Standard Operating Procedure.
2. It is resolved that the phone numbers of the Principal, HOD's of all the Departments, Management members, committee members and Local Police officials must be displayed across the campus for student's convenience.
3. It is resolved that college maintains separate lunch timings for I year students and for II, III and IV year students.
4. It is resolved that Anti Ragging Awareness camp has to be planned for Senior students to remind them of the repercussions of ragging.
5. It is resolved that Anti-Ragging instructions and banners to be displayed at prominent places in the college to create awareness among the students regarding the punishments which would be levied if found guilty.
6. It is resolved that the committee will have surprise visits in probable areas of ragging such as Bus parking areas and at the canteen premises.
7. It is resolved that Separate transportation facility is to be provided for first year students who come by college bus.
8. It is resolved that every college bus has a faculty in-charge, who supervises the students.
9. It is resolved that committee monitors the students during early hours, lunch break, after college hours to avoid any sort of student gatherings.
10. It is resolved that Special care is taken for I year students initially to avoid any kind of ragging.

Finally the committee decided the list of faculty at various boarding points and the meeting came to an end by proposing vote of thanks by the convener

The following members are present:

S.No.	Name Of The Person	Designation	Role
1.	Dr. A.Ramesh	Principal	Chairman
2.	Dr. Pullela SVVSR Kumar	Dean of A &A	Convener
3.	Dr.B.Annapurna	Dept of CSE	Convener
3.	Dr.G.Rama Krishna	HOD.Dept of ECE	Member
4.	Dr.G.SNMurthy	HOD.Dept of CSE	Member
5.	Prof.K. Manoz Kumar Reddy	HOD.Dept of EEE	Member
7.	Prof. Ch. Naresh	HOD.Dept of CIVIL	Member
8.	Dr.Y.K.S. Subba Rao	HOD.Dept of MECH	Member
9.	Prof.M.Srinivasu	HOD.Dept of H&BS	Member
10	Dr.N.Visalakshi	HOD.Dept of MBA	Member
11.	Mrs.V. Anantha Lakshmi	Sr. Asst. Prof. of CSE	Member
12.	Mr.N.Sankar Rao	Physical Director	Member
13.	Mr.M. Suryanarayana	Bus Coordinator	Member
14.	Mr.T.Bhaskar Reddy	Parent	Member
15.	Mr.S.Siva Parvathi	Parent	Member
16.	Mr. K.Narasimha Rao	Parent	Member
17.	Mr.K.Guptha	Police Dept	Member
18.	Mr.Khaja Mohiddin	Lawyer	Member
19.	Mr.G.Uday Kumar	II MBA	Member
20.	Mr.V.Suman Reddy	IV BTech ECE	Member
21.	Miss D.Priya	III BTech CSE	Member
22.	Miss R.Renuka	II BTech EEE	Member
23.	Mr.T.V.V.S.Ajay Kumar	III BTech CIVIL	Member
24.	Mr.K.Satish Reddy	IV BTech MECH	Member
25.	Mr.R.Rajesh Kumar	III BTech PT	Member

B. Annapurna
CONVENER


PRINCIPAL



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Date: 11.02.2021

DEPUTATION OF FACULTY AT DIFFERENT POINTS TO PREVENT RAGGING WITHIN CAMPUS

S.NO	Name of the Faculty	Block Name
1	Mr. M Rambabu (MECH) Mr. D.Tata Rao (EEE) Mr.P. Ramesh (ECE) Mr. G.Prasad (PT)	Bus stand (Main Road)
2	Mr. M. Venkateswarlu(ECE) Mr.R. Nanda Kumar(BSE) Mr. M. Srikanth(BSE) Mr.CH Uma Phanendra Kumar(EEE)	Bus stand (Campus)
3	Mr. Mr.B.Srinivas(ECE) Mr. K Prudhvi Ravi Kumar (MECH) Mr. M Somi Reddy (EEE) Mr.T. Maheswara Veerraju(BSE)	Security Gate
4	Mr.Girajala Chinna Ram(BSE) Mr.B.V.S.S.S.Gopal(EEE) Mr.K Prabhakara Rao(BSE) Dr. S. Arun Kumari(BSE)	Ramanujan Bhavan(3 rd Floor)
5	Mr. R Srinivas(MECH) Mr.V.Satyanarayana(ECE) Ms.D.Ganga(CIVIL) Mr. T.Ramanjaneyulu (CSE)	Ramanujan Bhavan(2 nd Floor)
6	Mr. B Srikanth (MECH) M.V.Rajesh(CSE) Mr. B.Jagadeesh Babu (ECE)	Ramanujan Bhavan(1 st Floor)
7	MsM.Uma Devi(CSE) Mr. A Yeswanth(MECH) Mr.N Apparao(ECE)	Canteen
8	Mrs. V.Anantha Lakshmi(CSE) Ms. Y Krishna Kumari (BSE) Ms.K.Lakshmi (EEE) Ms. R Gayatri Devi (MECH)	Ramanujan Bhavan -Ladies Waiting Hall (Ground Floor)
9	Dr.O.S.S.Chandana(BSE) Mrs.P.N.S.Lakshmi(CSE) Mrs.N.Radha (ECE) Ms. D. Lakshmi Sravanthi(MECH)	Ramanujan Bhavan -Ladies Waiting Hall (1 st Floor)



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Date: 11.02.2021

S.NO	Name of the Faculty	Block Name
10	Ms. N Madhuri(CSE) Miss.Goribandi Jayalakshmi(ECE) Ms. A.Rama Devi (CSE) Ms.A Divya Gowri (BSE)	Ramanujan Bhavan – Ladies Waiting Hall (2 nd Floor)
11	Ms. N Radha Prabha(BSE) Ms. T Satya Kumari(CSE) Ms. B Sessa Rathnam (MECH) Ms.P S S Rama sujata(BSE)	Ramanujan Bhavan – Ladies Waiting Halls (3 rd Floor)
12	Mr. S.Sai Ganesh (CSE) Mr. Konamarthi Rambabu (ECE) Mr. P Bala krishna(EEE) Mr. E. Nandish Goud(PT)	Ramanujan Bhavan-GentsWaitingHall (1 st Floor)
13	Mr. .V.Srimannarayana(PT) Mr.Chundru Srinivas(CSE) Mr.M.S.R.Sekhar(ECE) Ms. Y Krishna Kumari(BSE)	Ramanujan Bhavan – Gents Waiting Hall (2 nd Floor)
14	Mr. U.V.Eswarudu (EEE) Mr. Malarkannan(MECH) Mr. Y. Ravindra (ECE) Miss. Parvatha Trikala(ECE)	Newton Bhavan
15	Mr. M SaratChandra Prasad(MECH) Mr. R S V Phaneendra (BSE) Mr. M Raghunadh(ECE) Mr.P. Ravi Kishore(CE)	Shops(Gallery)
16.	Mr.B Praveen(ECE) Mr. T Uday Kiran(MECH) Mr.M V Kumar reddy(EEE) Mr.N.Praveen(CSE)	Hostel

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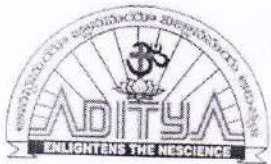
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Date: 11.02.2021

DEPUTATION OF FACULTY AT DIFFERENT POINTS TO PREVENT RAGGING AT DIFFERENT BUS BOARDING POINTS

DEPARTMENT	NAME OF STAFF	VILLAGE/TOWN	BOARDING POINT
ECE	Mr.S.Jagadeesh	Rajupalem	Rajupalem
	Mr. M. Venkateswarlu	Vetlapalem	Durga Temple Jonnaladoddi
	Mr.B.Srinivas	Ramachandrapuram	Drakharam Road
	Mr.V.Satyanarayana	Thorredu	Thorredu
	Mr.M.Visweswararao	Yanam	Old Bus Stand
	Mr.T.Srinivasarao	Mallam	Mallam
EEE	Mr.M.Somi Reddy	Ramachandrapuram	Market Centre
	Mr.A.Sridhar	Konkuduru	Konkuduru
	Mr.M.V.Kumar Reddy	Jagampet	Devi Centre
	Mr.B Appa Rao	Turangi	Turangi Ricemill
	Mr.K Manoj kumar Reddy	Kattamuru	Kattamuru Inn.
CSE	Mrs.T Satya kumari	Yanam	Patavala
	Mr.S.Sai Ganesh	Rajahmundry	Mallayya Peta
	Mr.N Praveen	Kutukuluru	Kutukuluru
	Mrs.N Madhuri	Rajahmundry	Aryapuram
	Mr.Vundavill Padmaraju	Rangampeta	Rangampeta
	Mr.T.Ramanjaneyulu	Rajamundry	Rajamundry
	Mr.G.Ramanjaneya Raju	Rajamundry	Balabhadrapuram
	Mr.N.Venkata Ramana	Rajamundry	Godavari Gattu
PT	Mr. Verru Surendra	Karapa	Karapa
	Mr.A Srinivas.	Kakinada	Hostel
	Mrs.V. Supriya	Yanam	Georgepeta
	Mr. Abhishek Ranjan	Kakinada	Hostel
BSE	Mr.R. Nanda Kumar	Ravulapalem	Ravulapalem
	Mrs.P.S.V. Shanmukhi	Rajanagaram	Narendrapuram
	Mr.T. Maheswara Veerraju	Eleswaram	Eleswaram
	Mr.J.Bala Mohan Raju	kakinada	Banugudi
	Mr.Girajala Chinna Ram	Rajahmundry	Arts College
	Mr.N Venkata ramana	Dowlaiswaram	Girls High School
	Mr.V Balashankar	Rajahmundry	Gail office a. V. Road

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

In view of the pandemic and online classes, no ragging cases are registered.

NO RAGGING

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

Ref: ACOE/GRC/2020-21/Constitution of Grievance Redressal Committee

04-12-2020

CONSTITUTION OF GRIEVANCE REDRESSAL COMMITTEE

The undersigned is pleased to constitute the Grievance Redressal Committee with the following members for the academic year 2020-2021 to provide healthy environment and transparency within the campus.

The committee was constituted as the following:

S.No.	Name	Designation	Role
1	Dr.A.Ramesh	Principal	Chairman
2	Mrs. Y. Sugandhi Naidu	Assistant Professor-ECE	Convener
3	Mr.K.Manoj Kumar Reddy	HOD-EEE	Member
4	Dr.Y.K.Subba Rao	HOD-MECH	Member
5	Mrs. Mary Jyothi	Assistant Professor- H&BS	Member
6	Dr. B. Annapurna	Associate Professor- CSE	Member
7	Ms.K.Manasa	Assistant Professor- CIVIL	Member
8	Mrs.P.Sridevi	Assistant Professor- MBA	Member
9	Ms.B. Charishma	III year B. Tech. (ECE)	Student- member
10	Ms.Y.Harika	II year B. Tech. (CIVIL)	Student- member
11	Ms.S.Madhavi	III year B. Tech. (CSE)	Student- member
12	Mr.K.Gangasunny	II year B. Tech.(EEE)	Student- member
13	Mr.P.Vikram	II year B. Tech. (MECH)	Student- member
14	Ms.L. Kavitha	III year B. Tech. (ECE)	Student- member
15	Mr.B.Shravanth	II year (MBA)	Student- member
16	Mr. M. Sandeep	II year B. Tech. (CSE)	Student- member



Handwritten signature

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Aditya College of Engineering
SURAMPALAM - 533 437



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Ref: ACOE/GRC/2020-21/SOP of Grievance Redressal Committee

04-12-2020

Standard Operating Procedure (SOP) for Grievance Redressal Committee

1. **COMMITMENT:** The college administration has decided to maintain Grievance redressal committee with senior faculty members to provide healthy environment and transparency with in the campus.
2. **SCOPE:** Grievance redressal committee which shall be responsible for resolving grievances related to academic/non-academic issues received from the students/faculty in a stipulated time period by maintaining necessary confidentiality.

3. **OBJECTIVES:**

- i. To solve students/faculty grievances regarding academic and administrative problems.
- ii. To indicate the students/faculty such that they will be able to submit their complaints through complaint box/suggestion box (or) oral or online.
- iii. To do a proper investigation and prepare an analysis report regarding the nature and pattern of the grievances in strictly confidential manner.
- iv. To ensure efficient solution to the students/faculty grievances with a fair and impartial approach.
- v. To make students/faculty as active members to co-ordinate between the different departments and sections.

4. **GRIEVANCE REDRESSAL PROCEDURE:**

1. **Grievance Submission:** Any student/faculty with a grievance will submit through any of the following methods:

- i. Complaint box/ Suggestion box
- ii. Email at (grievance_cell@acoe.edu.in)
- iii. In person submit at the grievance redressal cell (or) through HOD

2. **General information:** Send a notice to the students/faculty that grievances will be collected from the complaint box on 1st & 3rd Saturday of every month.

In case of online submission the sender will receive an instant auto generated acknowledgment receipt.

3. **Clustering:** Grievance redressal committee categorize the grievances like academic related issues, hospitality, general administration, amenities and maintenance, other related issues.

4. **Call for meeting:** Grievance redressal committee convener shall fix a date for meeting and forward a circular to committee members and students to attend a

meeting without fail.

5. Investigation: Grievance redressal committee take necessary steps to conduct an investigation in fair & impartial way to prepare an investigation report.
 6. Final decision: After the investigation the committee will review the report and use its best efforts to work out a solution for the issues.
 7. Communicating the decision: After completion of proceedings, the Grievance redressal committee forwards the final recommendations to the convener. The convener forwards it to the Principal for authentication.
 8. Monitoring: Grievance redressal committee monitors and ensures redressal within the stipulated time period. Depending up on the seriousness of grievances the committee will follow them up regularly till their final disposal.
 9. Feedback: Grievance redressal committee will collect formal feedback from students time to time on account for reviewing and improving the grievance handling and redressal process.
5. FREQUENCY OF MEETINGS: In general, two meeting of GRC will be conducted in an academic year or when required or when grievance received.

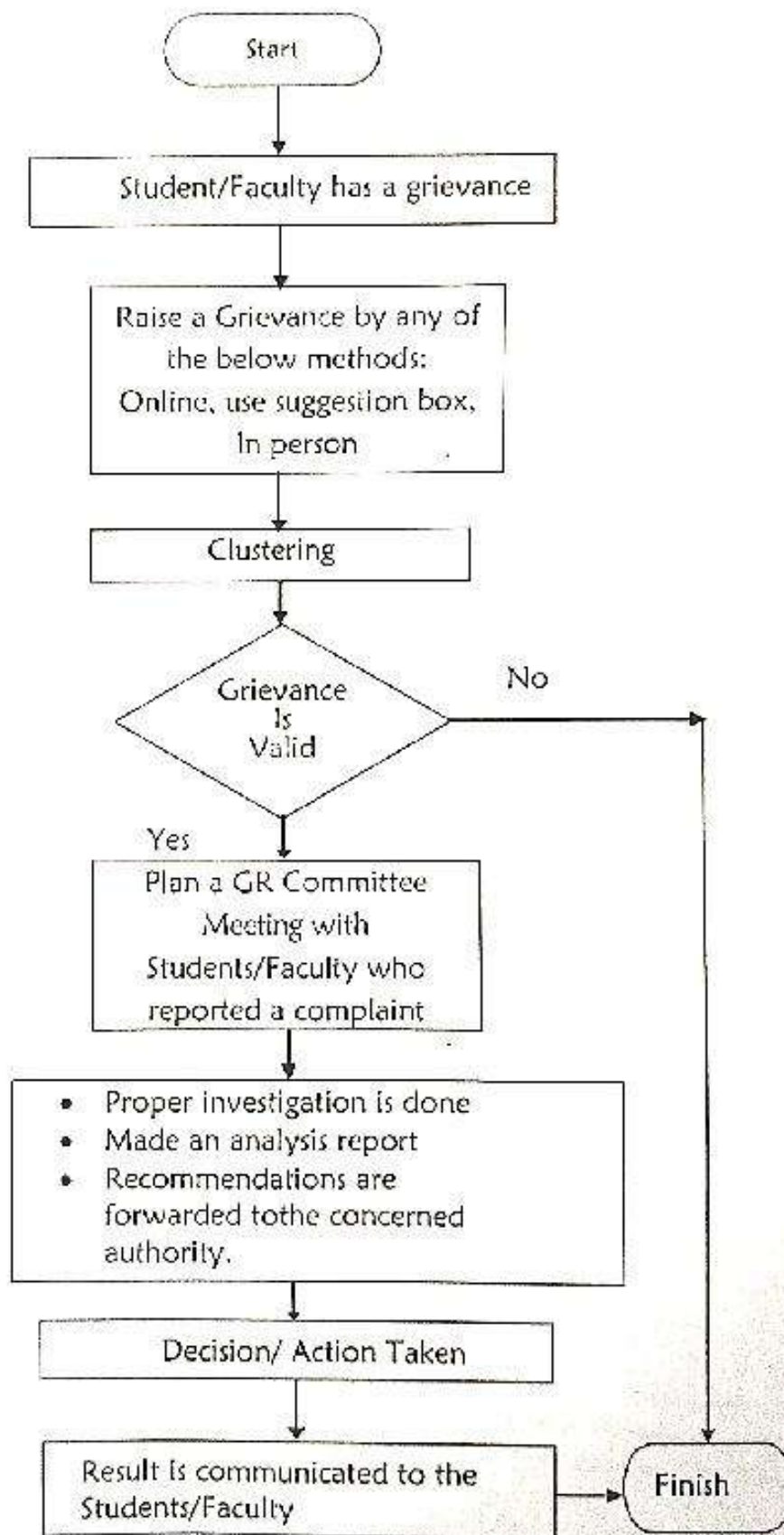

CONVENER-GRC


PRINCIPAL
PRINCIPAL
Aditya College of Engineering
SURAMPALEM - 533 437





FLOW CHART OF SOP-GRC





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

Ref: ACOE/GC/2020-21/I/Circular

19-01-2021

CIRCULAR

All the members of the Grievance Redressal Committee are hereby informed that a meeting will be held on 20th January 2021 at 11.00AM in the Conference room, Ramanujan Bhavan with the following agenda:

AGENDA

1. Student/Faculty grievances.
2. To discuss the following issues and resolve the same.
 - i. Food quality
 - ii. Wash room cleanliness
 - iii. A/C facility in computer lab
 - iv. Sanitizer bottles & Stand
 - v. Reference books
 - vi. Library hours
 - vii. Dust bins
 - viii. Projector cable
 - ix. Waiting hall maintenance
 - x. Lockers
 - xi. Class room cleanliness
 - xii. Wi-Fi facility
 - xiii. Desk broken


CONVENER-GRC




PRINCIPAL

PRINCIPAL
Aditya College of Engineering
SURAMPALAM - 533 437

Cc to: All members of GRC



ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Affiliated to JNTU K. Accredited by NAAC
Recognized by the Higher Secondary Education Act, 1965
Aditya Nagar, AUB Road, Sullampalem - 533 437, T.G. Dist., PH: 99631 76662

Ref: ACOE/GRC/2020-21/2/Minutes

20-01-2021

MINUTES OF GRIEVANCE REDRESSAL COMMITTEE

AY 2020-21

Date of meeting	20 th January 2021	Duration	11.00 AM to 12.00PM
Venue	Conference room, First floor, Ranganujan Bhavan		
Reference	Ref: ACOE/GRC/2020-21/1/Circular dated 19 th January 2021		

The meeting of Grievance Redressal Committee of Aditya College of Engineering held on 20th January 2021 with the following agenda:

1. Student/Faculty grievances.
2. To discuss the following issues and resolve the same.
 - i. Food quality
 - ii. Wash room cleanliness
 - iii. Lab Sanitization
 - iv. Reference books
 - v. Library hours
 - vi. Dust bins
 - vii. Projector cable
 - viii. Waiting hall maintenance
 - ix. Lockers
 - x. Class room cleanliness
 - xi. Wi-Fi facility
 - xiv. Sanitizer bottles & Stand

The meeting of Grievance Redressal Committee was commenced with the welcome note by Convener -GRC, Mrs. Y. Sugandhi Naidu to all the members present. The Convener presented the agenda along with recommendations and requested the Chairman to shed light on the issues and the discussion was started. The points of the agenda were discussed and the resolutions were made.

The Chairman-GRC welcomed all the members to the meeting. Further, Chairman reviewed and discussed about the points of agenda by considering the points of agenda.


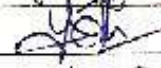

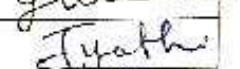
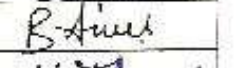
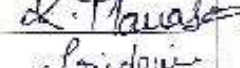
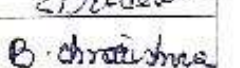
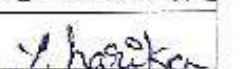
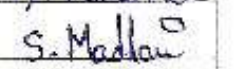
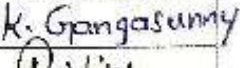
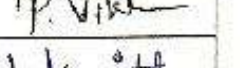
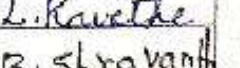
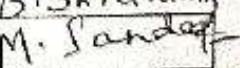



MINUTES AND RESOLUTIONS

1. The grievance redressal committee discussed about list of grievances received and the redressal approach adopted for timely sorting out the issues.
2. The grievance redressal committee recommends the convener to prepare a consolidate report on the grievances reported.

The Chairman suggested the convener to maintain an activity diary and to get the feedback from the students who submitted the grievances. Finally the Chairman and the Convener thanked all the members present for their dedication and commitment in carrying out system successfully.


The meeting was concluded with thanks to the Chair

Members attended the meeting on 20th January 2021

S.No.	Name	Designation	Role	Signature
1	Dr.A.Ramesh	Principal	Chairman	
2	Mrs. Y. Sugandhi Naidu	Assistant Professor-ECE	Convener	
3	Mr.K.Manoj Kumar Reddy	HOD-EEE	Member	
4	Dr.Y.K.Subba Rao	HOD-MECH	Member	
5	Mrs. Mary Jyothi	Assistant Professor- I1&BS	Member	
6	Dr. B. Annapurna	Associate Professor- CSE	Member	
7	Ms.K.Manasa	Assistant Professor- CIVIL	Member	
8	Mrs.P.Sridevi	Assistant Professor- MBA	Member	
9	Ms.B. Charishma	III year B. Tech. (ECE)	Student- member	
10	Ms.Y.Harika	II year B. Tech. (CIVIL)	Student- member	
11	Ms.S.Machavi	III year B. Tech. (CSE)	Student- member	
12	Mr.K.Gangasunny	II year B. Tech.(EEE)	Student- member	
13	Mr.P.Vikram	II year B. Tech. (MECH)	Student- member	
14	Ms.L. Kavitha	III year B. Tech. (ECE)	Student- member	
15	Mr.B.Shraavanth	II year (MBA)	Student- member	
16	Mr. M. Sandeep	II year B. Tech. (CSE)	Student- member	


CONVENER-GRC




PRINCIPAL
Aditya College of Engineering
SURAMPALAM - 533 437



ADITYA COLLEGE OF ENGINEERING

Sponsored by ATOTE, Affiliated to JNTUH & 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 76602

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

18-08-2021

CIRCULAR

All the members of The Grievance Redressal Committee are hereby informed that a meeting will be held on 21 Aug 2021 at 3.00PM in the Conference room, Ramanujan Bhavan with the following agenda:

AGENDA

1. Student/Faculty grievances.
2. To discuss the following issues and resolve the same.
 - i. Class room Sanitization
 - ii. Lab Sanitization
 - iii. Reference books
 - iv. Waiting hall maintenance
 - v. Sanitizer bottles & stands


Convener-GRC

Cc to: All members of GRC




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Ref: ACOE/GRC/2020-21/1/Minutes

21-08-2021

MINUTES OF GRIEVANCE REDRESSAL COMMITTEE

AY 2020-21

Date of meeting	21 st Aug 2021	Duration	3.00 PM to 4.00 PM
Venue	Conference room, First floor, Ramanujan Bhavan		
Reference	Ref: ACOE/GRC/2020-21/1/Circular dated 18 th Aug 2021		

The meeting of Grievance Redressal Committee of Aditya College of Engineering held on 21st Aug 2021 with the following agenda:

1. Student/Faculty grievances.
2. To discuss the following issues and resolve the same:
 - vi. Class room Sanitization
 - vii. Lab Sanitization
 - viii. Reference books
 - ix. Waiting hall maintenance
 - x. Sanitizer bottles & Stands

The meeting of Grievance Redressal Committee was commenced with the welcome note by Convener -GRC, Mrs. Y. Sugandhi Naidu to all the members present. The Convener presented the agenda along with recommendations and requested the Chairman to throw light on the issues and the discussion was started. The points of the agenda were discussed and the resolutions were made.

The Chairman-GRC welcomed all the members to the meeting. Further, Chairman reviewed and discussed about the points of agenda by considering the points of agenda.

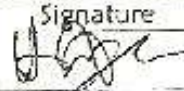
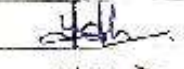
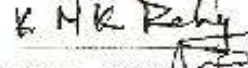
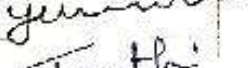
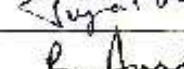
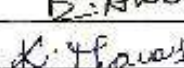
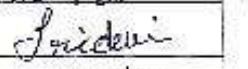
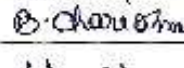
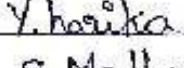
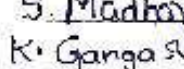
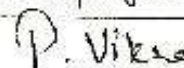
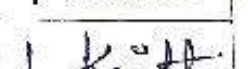
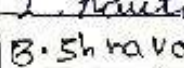
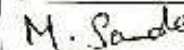


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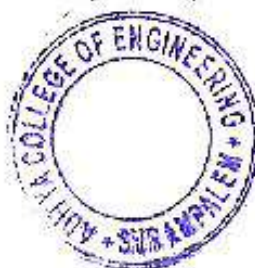
The Chairman suggested the convener to maintain an activity diary and to get the feedback from the students who submitted the grievances. Finally The Chairman and the Convener thanked all the members present for their dedication and commitment in carrying out system successfully.

The meeting was concluded with thanks to the Chair.

Members attended the meeting on 21st Aug 2021

S.No.	Name	Designation	Role	Signature
1	Dr. A. Ramesh	Principal	Chairman	
2	Mrs. Y. Sugandhi Naidu	Assistant Professor-ECE	Convener	
3	Mr. K. Manoj Kumar Reddy	HOD-EEE	Member	
4	Dr. Y. K. Subba Rao	HOD-MECH	Member	
5	Mrs. Mary Jyothi	Assistant Professor- H&BS	Member	
6	Dr. B. Annapurna	Associate Professor- CSE	Member	
7	Ms. K. Manasa	Assistant Professor- CIVIL	Member	
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9	Ms. B. Charishma	III year B. Tech. (ECE)	Student- member	
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11	Ms. S. Madhavi	III year B. Tech. (CSE)	Student- member	
12	Mr. K. GangaSunny	II year B. Tech. (EEE)	Student- member	
13	Mr. P. Vikram	II year B. Tech. (MECH)	Student- member	
14	Ms. L. Kavitha	III year B. Tech. (ECE)	Student- member	
15	Mr. B. Shreavanth	II year (MBA)	Student- member	
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REPORT ON STUDENT GRIEVANCES

ACADEMIC YEAR : 2020-2021

S.No	Ref. No	Complaint Type	Received Date	Resolved Date	Action Taken	Remarks
1	ACOE/GC/2020-21/001	Projector Cable	02/01/2021	08/01/2021	Complaint forwarded to AO and instructed to take necessary actions.	Projector cable facility provided
2	ACOE/GC/2020-21/002	Class room cleanliness	22/01/2021	25/01/2021	Complaint forwarded to building supervisor and instructed to take immediate actions.	Immediate actions are taken for class room cleanliness
3	ACOE/GC/2020-21/003	Sanitizer bottles & Stand	07/02/2021	10/02/2021	Complaint forwarded to AO and instructed to take immediate actions.	Immediate actions are taken for providing Sanitizer bottles & Stand
4	ACOE/GC/2020-21/004	Lab Sanitization	08/02/2021	10/02/2021	Complaint forwarded to building supervisor and instructed to take immediate actions.	Necessary actions are taken for system lab sanitization
5	ACOF/GC/2020-21/005	Class room Sanitization	06/03/2021	09/03/2021	Complaint forwarded to building supervisor and instructed to take immediate actions.	Immediate actions are taken for system class room sanitization
6	ACOE/GC/2020-21/006	Reference books	18/03/2021	20/03/2021	Complaint forwarded to library in-charge and instructed to provide them.	Books procured
7	ACOF/GC/2020-21/007	Food quality in canteen	20/03/2021	22/03/2021	Complaint forwarded to food inspection committee and instructed to take necessary actions.	Complaint taken to the notice of Higher authorities

8	ACOE/GC/2020-21/008	Wash room cleanliness	23/03/2021	24/03/2021	Complaint forwarded to building supervisor and instructed to take immediate actions.	Immediate actions are taken for wash room cleanliness
9	ACOE/GC/2020-21/009	Canteen food quality	09/08/2021	13/08/2021	Complaint forwarded to food inspection committee and instructed to take necessary actions.	Complaint taken to the notice of Higher authorities
10	ACOE/GC/2020-21/010	Sanitizer bottles & Stand	11/08/2021	13/08/2021	Complaint forwarded to AO and instructed to take immediate actions.	Immediate actions are taken for providing Sanitizer bottles & Stand
11	ACOE/GC/2020-21/011	Food quality in canteen	12/08/2021	13/08/2021	Complaint forwarded to food inspection committee and instructed to take necessary actions.	Complaint taken to the notice of Higher authorities
12	ACOE/GC/2020-21/012	Reference books	23/08/2021	27/08/2021	Complaint forwarded to library in-charge and instructed to take necessary actions.	Books procured
13	ACOE/GC/2020-21/013	Library hours	24/08/2021	27/08/2021	Request letter forwarded to governing body members for including library hours in time table.	Complaint taken to the notice of Higher authorities
14	ACOE/GC/2020-21/014	Dust bins in wash room	24/08/2021	27/08/2021	Complaint forwarded to building supervisor and instructed to take immediate actions.	Dust bins provided
15	ACOE/GC/2020-21/015	Lockers	02/09/2021	06/09/2021	Complaint forwarded to building supervisor and instructed to take necessary actions.	Lockers provided

16	ACOE/GC/2020-21/016	Class room cleanliness	03/09/2021	06/09/2021	Complaint forwarded to building supervisor and instructed to take immediate actions.	Immediate actions are taken for class room cleanliness
17	ACOE/GC/2020-21/017	Wi-Fi facility	10/09/2021	14/09/2021	Complaint forwarded to server room in-charge and instructed to take necessary actions.	Wi-Fi facility provided


CONVENER-GRC




PRINCIPAL
Jyoti College of Engineering
B-11, Akshay Nagar - 533 437

To
 Mr. [Name]
 Governance Cell,
 Aditya College of Engineering,
 Sixam Palam

Respected sir

Subject : Complaint regarding projector cable.

I am G. Hajee baba studying in year

ECE we don't have projector cables in our
 class room. So please provide projector cables
 as early as possible

Thanking you sir

Yours faithfully,

G. Hajee baba

18MH5A0420

MOE/EC/2020-21/002

22-1-21
Sawapalem,

To
The Convenor
Grievance Cell,
Aditya College of Engg.,
Sawapalem.

Respected Convenor,

Sub:- Regarding Class room cleanliness.

I want you to bring to your notice that
our class rooms are not being cleaned daily. ~~so~~
B-40 class room. So please immediately get the class
room cleaned it is very dirty.

Thanking You,

Yours faithfully,

T-swathi,

19MHPA0583.

07/2/21.
Srinipalem.

To

The Convener,

The Grievance Cell,

ACOE - Aditya College of Engg.
Srinipalem.

Subject:- Provide sanitizer bottles & stands

Respected Madam,

I'm M. Srinu from Mech.

As it is pandemic situation please provide
sanitizer bottles and stands in corridors.

Thanking You;

Yours Sincerely

M. Srinu

18MH5AD327

8-8-21,
Bumampalam.

To,
The Convenor,
Grievance Cell,
Aditya College of Engg.,
Bumampalam.

Respected Sir.

I K. Satish of ECE Dept.

request you to please sanitize the labs
as it is pandemic situation. I request to
sanitize the lab where we are doing the experiment.

Thanking You Sir

Yours Sincerely,
K. Satish.
19KH1A0414.

6/03/2021,

Sudampalau.

To

The Governor

The Grievance cell,

Aditya College of Engg

Sudampalau

Subject: complain regarding about class room
sanitization

Sir,

I am belongs to 666 3rd year of Aditya
College of Engineering. The class are not sanitization
as it pandemic situation. so please sanitization
every day

-Thanking you,

Yours faithfully,

U GURU PRASAD,

18MH/A0205

18/3/2021,
Sudampalem.

To

The convent,

The Grievance cell,

Aditya college of Engg

Sudampalem

Reg: Requirement of textbooks in
library.

Respected convent,

I B. Jayasree studying EEE in
your college. In our college the books are
not sufficient for all the students.
So please provide more books in reference
books category.

Thank you sir,

Yours faithfully

B. Jayasree

17MHIA0201

To

The Convenor.

The Guesthouse cell

Aditya College of Engg

Sudampalem.

Sub: Canteen food quality is poor

I the student of CSE 3rd year wanted to inform you that the food quality in our Canteen is not at all good. So I request you to provide a proper food at the Canteen.

Thanking you sir,

Yours faithfully

K. SUREKA.

18MH1A0533.

23.03-21,
Srirampalem.

To

The convenor,
Greenside club,
Aditya college of Engg,
Srirampalem.

Respected Convenor,

Sub: Regarding washroom cleanliness.

I want to bring to your notice that our washroom is not being cleaned daily. So please immediately get the washroom cleaned it is very dirty.

Yours faithfully

A. Praveen

20MHSA0302

12/08/2021

12/08/2021

Surampalem.

TO,

The Principal,

Aditya College of Engg.,

Surampalem.

Subj:- Complaint regarding food quality in Canteen - Reg.

Respected Sir,

I, G. Sai Neeraj, Studying III Year ECE,

The quality of food is not good in recent days in our Canteen and the premises are not hygienic. Please inform the ~~the~~ authorities mentioned, by taking proper action as soon as possible.

Thanking you Sir,

Yours faithfully,

G. Sai Neeraj

18MH1AD4B8.

100014912020-21/010

11/8/2021,
Suzampalern.

To

The concerned

The vice-chancellor,

Aditya college of Engg,

Suzampalern

Subject: complain regarding about providing
sanitizer bottle in stands at the corridors.

Respected sir,

I am belongs to ECE ~~W~~^{IV} year
in our college. as it is pandemic please provide
sanitizer bottles at corridors.

Thanking sir,

Yours faithfully

B. Ganesh h

18MHSA0409

ACCE/GC/2020-21/011

12/08/2021
Surampalem

To
The Convenor,
The Grievance cell,
Adithya College of Engg
Surampalem,

Sub:- Canteen food quality is poor

I am the student of ECE 2nd year wanted to inform you that the food quality in our canteen is not all good. So I request you to provide a proper food at the canteen.

Thanking you sir,

your faithfully
M. Sireesha
19MHIAD4H5

Nov 1st / 2020-21/012

23/08/2021,
Surampalem.

To
The Convenor
The Experience Cell,
Aditya College of Engg,
Surampalem.

Reg: Requirement of textbooks in library

Respected Convenor,

I am studying Mechanical 4th year in
your College. In our College the books are
not sufficient for all the students.

So please provide more books in reference
books category.

Thanking you Sir,

Yours faithfully,

M. Grinu,

18 MH 5-A0 327.

AC/2020-21/013

24.08.2021

Surampalem.

To,

The Controller,

Examination cell,

Aditya College of Engg.

Surampalem.

Sub: Extra library hours in tag.

Respected Sir,

I, K. Chittibabu, studying 1st year in ECE dept. we need extra library hours to be included in time table. So, I request you, to provide library hours in our time table.

Thanking you Sir.

Yours faithfully
K. Chittibabu.

18MH1A0471

ACCE/GCE/2020-21/014

24/8/21,
Sudampalem.

To

The convenor,
The Governing Body,
Aditya college of Engg
Sudampalem.

Subject: complain regarding about
dustbin in washrooms.

Respected Sir,

I am belongs to EEE 3rd year
ECE of Aditya college of Engg. In the
washrooms dustbins are not provided.
So please provide dustbin cleanliness.

Thanking Sir,

Yours faithfully
G. Anusha
18MH/A0464

TO,

The Controller,

Grievance Cell,

ACOE,

Surampalem.

Sub:- Locker provision - Reg.

Respected Sir,

I, Y. Rupa Satish, studying II Year EEE.

I request you to provide lockers to keep our personal things like books, mobiles; when ever is required, please consider this request and provide as soon as possible.

Thanking you Sir.

Yours faithfully,

Y. Rupa Satish

19MH/A0208.

To
The Convener,
Grievance Cell,
Adithya College of Engg.,
Surampalem.

Respected Convener,
Sub:- Regarding Class room cleanliness

I want to bring to your notice that
our class rooms are not being cleaned daily
in yr Classroom. So please immediately get the
class room cleaned it is very dirty.

Thanking you Sir

yours faithfully,
G. Devi
18MH1A0528.

The Convenor,

Le Greiner Coll.

Aditya Collg of Engineering
Saranpalam

Respected madam,

Sub:- I. B Ganesh bearing the Roll No
18 MH 5A0409. In the campus the wifi signal
is very poor. so please provide a good
WIFI facility.

Thanking You madam,

Yours faithfully
B-Ganes h



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

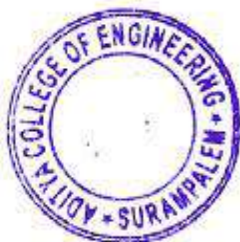
15-7-2020

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.



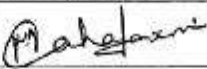

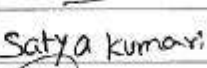
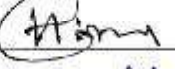


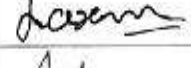
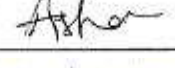
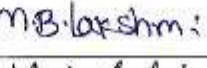
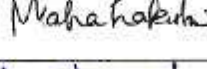
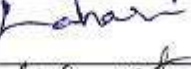
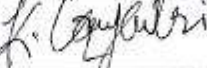

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Cc to: All the members of ABHAYA

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.


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Cc to:

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





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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


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