



IDEAL INSTITUTE OF TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated To JNTUK, Kakinada)

Vidyut Nagar, Kakinada-533003 (A.P.)

Date: 05.10.2020

CIRCULAR

The following members were deputed as a committee to monitor and address all the grievances faced by this institute along with creating awareness about various gender related issues for the academic year 2020-21.

Committee was reconstituted with new members after covid. Due to pandemic some faculty are not available in off line so committee reconstitute with available faculty and observe grievance related issues.

S. No	Name of the Member	Department/ Designation	Designation	Signature
1.	Dr. T. Srikanth	ME, Prof	Chairperson	
2.	Smt. M.Sireesha	H & BS., Asst .Prof	Convener	
3.	Kum. M.Geetha Sri	CE., Asst .Prof	Member	
4.	Kum. N. Raja Veni	EEE., Asst .Prof	Member	
5.	Smt. J. L. Prathyusha	ME., Asst .Prof	Member	
6.	Smt. D. Vijaya Lakshmi	ECE., Asst .Prof	Member	
7.	Smt. S. Jyothirmayee	CSE., Asst .Prof	Member	
8.	Smt. P.S. Surya Kumari	H & BS., Asst .Prof	Member	

ROLES AND RESPONSIBILITIES

- To safeguard the rights of female students, faculty and staff members
- Provision of opportunities and programs for girls and women to be financially, mentally and emotionally empowered to promote their growth as individuals in their own right.
- To promote a culture of respect and equality for female gender.
- To provide a platform for listening to complaints and redressal of grievances
- To incorporate hygiene habits and ensure a healthy atmosphere in and around the college
- To prevent sexual harassment and to promote general well-being of female students, teaching and non-teaching women staff VIPW.
- To ensure personality building along with academic development of students.

- To organize various types of training programmes and create awareness about self-employment schemes, women's rights and gender equity.
- To receive any grievance/complaint from students/staff regarding sexual harassment.
- To investigate the case based on the above mentioned complaints relating to sexual harassment within 10 days.
- To conduct a systematic inquiry on receiving any complaints from aggrieved students/staff and submit a detailed report to the undersigned for suitable action.
- To create awareness about health and hygiene among girl students.
- To create social awareness about the problems of women in general and gender discrimination in particular by means conducting informative programs

NOTE: FOLLOW COVID PRECAUTIONS WHILE ENTERING IN CLASS ROOMS

MEETING SCHEDULE:

Committee meets periodically in the academic year and whenever required.

1. The cell shall meet at least twice every academic year.
2. The chairperson of the cell can call an emerging meeting on receipt of a complaint.
3. If any complaints and grievances please use our college website:
idealtech.edu.in/complaints.php



IDEAL INSTITUTE OF TECHNOLOGY

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Vidyut Nagar, Kakinada-533003 (A.P.)

Date: 19.03.2020

MINUTES OF MEETING

The second meeting of WGRC was held on 18th of March 2020 at 1:30 pm in the principal's chamber for the academic year 2018-2019. The following members were present during the meeting

1. Initially the chairperson welcomed all the committee members for the meeting.
2. To read and confirm the minutes of the previous meeting held on 26th October 2019. The members unanimously confirmed the minutes.
3. Regarding matters relating to complaints, it was found that there is not a single case of sexual harassment brought to the notice of the cell so far, the Redressal matter is nil.
4. Due to good vigilance and performance of WGRC, there were no sexual harassment incidents.
5. Chairperson appreciated the committee members for their effort.

The meeting was concluded with vote of thanks.

S. No	Name of the Member	Department/ Designation	Designation	Signature
1.	Dr. T. Srikanth	ME, Prof	Chairperson	
2.	Smt. M.Sireesha	H & BS., Asst .Prof	Convener	
3.	Kum. M.Geetha Sri	CE., Asst .Prof	Member	M. Geetha Sri
4.	Kum. N. Raja Veni	EEE., Asst .Prof	Member	
5.	Smt. J. L. Prathyusha	ME., Asst .Prof	Member	
6.	Smt. D. Vijaya Lakshmi	ECE., Asst .Prof	Member	
7.	Smt. S. Jyothirmayee	CSE., Asst .Prof	Member	
8.	Smt. P.S. Surya Kumari	H & BS., Asst .Prof	Member	P.S.K
9.	B Chaitanya Sri Anusha	IV E.C.E	Student Member	Anusha
10.	Vanka Reshma Neelima	IV C.S.E	Student Member	Neelima
11.	Kammila Lalitha	II E.C.E	Student Member	Lalitha



IDEAL INSTITUTE OF TECHNOLOGY

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Vidyut Nagar, Kakinada-533003 (A.P.)

Date: 16.03.2020

CIRCULAR

It is hereby informed to all the committee members of "Women's Grievance & Redressal Cell" that a meeting has been scheduled on 18th March 2020 at 1:30 pm in the Principal's Chamber to discuss the following agenda points.

Agenda:

1. Review of previous meeting.
2. To discuss about any sexual harassment cases reported and action against them.
3. To discuss the performance of WGRC in this academic year.

S. No	Name of the Member	Department/ Designation	Designation	Signature
1.	Smt. M.Sireesha	H & BS., Asst .Prof	Convener	
2.	Kum. M.Geetha Sri	CE., Asst .Prof	Member	
3.	Kum. N. Raja Veni	EEE., Asst .Prof	Member	
4.	Smt. J. L. Prathyusha	ME., Asst .Prof	Member	
5.	Smt. D. Vijaya Lakshmi	ECE., Asst .Prof	Member	
6.	Smt. S. Jyothirmayee	CSE., Asst .Prof	Member	
7.	Smt. P.S. Surya Kumari	H & BS., Asst .Prof	Member	

PRINCIPAL

Principal
IDEAL INSTITUTE OF TECHNOLOGY
Vidyutnagar, KAKINADA.



IDEAL INSTITUTE OF TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated To JNTUK, Kakinada)

Vidyut Nagar, Kakinada-533003 (A.P.)

Date: 28.10.2019

Minutes of Meeting

The first meeting of Women's Grievance & Redressal cell (WGRC) held on 26th of October 2019 in the Principal's chamber with its newly constituted members for the academic session 2019-20 started at 11:00 am under the Chairmanship of Dr. T. Srikanth, Principal and members of the committee

Initially the Coordinator gave a warm welcome to all the members present. Afterwards the business of the meeting followed, by taking the agenda item wise.

1. To read and confirm the minutes of the previous meeting of the Women's Grievance & Redressal Cell of the college held on 18th June 2019
2. Regarding measures taken for prevention and prohibition of sexual harassment to the girl students, it was decided by the member that;
 - i) The Committee should organize awareness programmes and campaigns for the benefit of all members of the College on sexual harassment and gender based discrimination.
 - ii) Fulfill the directives of and guidelines issued by the Supreme Court to create an academic and work environment that is free of sexual harassment or gender-based discrimination.
3. Regarding matters relating to complaint the house confirmed that not a single complaint from the girl students has been received by the Committee, hence Redressal is NIL.

The meeting ended with vote of thanks to all members present.

S. No	Name of the Member	Department/ Designation	Designation	Signature
1.	Dr. T. Srikanth	ME, Prof	Chairperson	
2.	Smt. M.Sireesha	H & BS., Asst .Prof	Convener	
3.	Kum. M.Geetha Sri	CE., Asst .Prof	Member	M. Geetha Sri
4.	Kum. N. Raja Veni	EEE., Asst .Prof	Member	
5.	Smt. J. L. Prathyusha	ME., Asst .Prof	Member	J. L. Prathyusha
6.	Smt. D. Vijaya Lakshmi	ECE., Asst .Prof	Member	
7.	Smt. S. Jyothirmayee	CSE., Asst .Prof	Member	
8.	Smt. P.S. Surya Kumari	H & BS., Asst .Prof	Member	P.S. Kumari
9.	B Chaitanya Sri Anusha	IV E.C.E	Student Member	Anusha
10.	Vanka Reshma Neelima	IV C.S.E	Student Member	Neelima
11.	Kammila Lalitha	II E.C.E	Student Member	Lalitha



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Vidyut Nagar, Kakinada-533003 (A.P.)

Date: 23.10.2019

CIRCULAR

All the members of Women's Grievance & Redressal Cell are hereby informed that a meeting has been scheduled on 26th October 2019 at 11:00 A.M in the Principal's Chamber. The committee members are requested to make their presence.

Agenda:

1. Performance of WGRC in the academic year 2019-20
2. Objectives and functionalities of the cell.
3. To create awareness about the existence of the committee in college.
4. Discussion on any other issue with the permission of the chairperson.

S. No	Name of the Member	Department/ Designation	Designation	Signature
1.	Smt. M.Sireesha	H & BS., Asst .Prof	Convener	
2.	Kum. M.Geetha Sri	CE., Asst .Prof	Member	
3.	Kum. N. Raja Veni	EEE., Asst .Prof	Member	
4.	Smt. J. L. Prathyusha	ME., Asst .Prof	Member	
5.	Smt. D. Vijaya Lakshmi	ECE., Asst .Prof	Member	
6.	Smt. S. Jyothirmayee	CSE., Asst .Prof	Member	
7.	Smt. P.S. Surya Kumari	H & BS., Asst .Prof	Member	

23/10/19
PRINCIPAL

Principal
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Vidyut Nagar, Kakinada-533003 (A.P.)

Date: 18.06.2019

CIRCULAR

To promote healthy working environment for all women employees/students; a cell has been constituted for redressal of grievances. The following are the committee members of the Women's Grievance & Redressal Cell in the college for the prevention of and action against sexual harassment of women and gender discrimination.

S. No	Name of the Member	Department/ Designation	Designation	Signature
1.	Smt. M.Sireesha	H & BS., Asst .Prof	Convener	
2.	Kum. M.Geetha Sri	CE., Asst .Prof	Member	
3.	Kum. N. Raja Veni	EEE., Asst .Prof	Member	
4.	Smt. J. L. Prathyusha	ME., Asst .Prof	Member	
5.	Smt. D. Vijaya Lakshmi	ECE., Asst .Prof	Member	
6.	Smt. S. Jyothirmayee	CSE., Asst .Prof	Member	
7.	Smt. P.S. Surya Kumari	H & BS., Asst .Prof	Member	

ROLES AND RESPONSIBILITIES

- To safeguard the rights of female students, faculty and staff members
- Provision of opportunities and programs for girls and women to be financially, mentally and emotionally empowered to promote their growth as individuals in their own right.
- To promote a culture of respect and equality for female gender.
- To provide a platform for listening to complaints and redressal of grievances
- To incorporate hygiene habits and ensure a healthy atmosphere in and around the college
- To prevent sexual harassment and to promote general well-being of female students, teaching and non-teaching women staff Ideal Institute of Technology, Kakinada
- To ensure personality building along with academic development of students.
- To organize various types of training programmes and create awareness about self-employment schemes, women's rights and gender equity.



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- To receive any grievance/complaint from students/staff regarding sexual harassment.
- To investigate the case based on the above mentioned complaints relating to sexual harassment within 10 days.
- To conduct a systematic inquiry on receiving any complaints from aggrieved students/staff and submit a detailed report to the undersigned for suitable action.
- To create awareness about health and hygiene among girl students.
- To create social awareness about the problems of women in general and gender discrimination in particular by means conducting informative programs.

MEETING SCHEDULE:

Committee meets periodically in the academic year and whenever required.

1. The cell shall meet at least twice every academic year.
2. The chairperson of the cell can call for an emerging meeting on receipt of a complaint.

PRINCIPAL

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Vidyut Nagar, Kakinada-533003 (A.P.)

Date: 21.03.2019

MINUTES OF MEETING

On 20th of March 2019 a meeting of women's Grievance & Redressal Cell (WGRC) was held in the principal's chamber. The following members were present at the meeting:

1. The principal welcomed committee members to the meeting.
2. To read and confirm the minutes of the previous meeting .The members unanimously confirmed the minutes.
3. All the planned events for the academic year 2018-9 were conducted smoothly as planned. Due to good vigilance and performance of WGRC, there were no sexual harassment incidents.
4. Discussed the international Women's Day celebrated on March 08,2019
5. The committee observed that there were no grievances/complaints received from students & hence no action or no complaints recorded.

Meeting concluded with vote of thanks.

S. No	Name of the Member	Department/ Designation	Designation	Signature
1.	Dr. T. Srikanth	ME, Prof	Chairperson	T. Srikanth
2.	Smt. K. Aruna	ME., Assoc.Prof.	Convener	K. Aruna
3.	Kum. Sumavalli. Kalahasty	CE., Asst .Prof	Member	K. Sumavalli
4.	Kum. N. Raja Veni	EEE., Asst .Prof	Member	N. Raja Veni
5.	Smt. J. L. Prathyusha	ME., Asst .Prof	Member	J. L. Prathyusha
6.	Smt. D. Vijaya Lakshmi	ECE., Asst .Prof	Member	D. Vijaya Lakshmi
7.	Smt. S. Surya Sri	CSE., Asst .Prof	Member	S. Surya Sri
8.	Smt. P.S. Surya Kumari	H & BS., Asst .Prof	Member	P.S. Surya Kumari
9.	B V Devi Priyanka	IV C.S.E	Student Member	B.V. Devi Priyanka
10.	Burra Chaitanya Sri Anusha	III E.C.E	Student Member	Anusha
11.	Vanka Reshma Neelima	III C.S.E	Student Member	Reshma



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Vidyut Nagar, Kakinada-533003 (A.P.)

Date: 18.03.2019

CIRCULAR

It is here by informed to all the committee members of **Women's Grievance & Redressal cell** that a meeting has been scheduled on 20th March 2019 at 1:30 P.M in the Principal's Chamber to discuss the following agenda points. The committee members are solicited to make their presence.

Agenda:

1. Discuss roles and responsibilities of the committee members.
2. Performance of the committee for the academic year 2018-19
3. To pertain various aspects related to women empowerment.
4. To look into various grievances lodged by the women of the institute and take necessary action against them.

S. No	Name of the Member	Department/ Designation	Designation
1.	Smt. K. Aruna	ME., Assoc.Prof.	Convener <i>K Aruna</i>
2.	Kum. Sumavalli. Kalahasty	CE., Asst .Prof	Member <i>Sum</i>
3.	Kum. N. Raja Veni	EEE., Asst .Prof	Member <i>NR</i>
4.	Smt. J. L. Prathyusha	ME., Asst .Prof	Member <i>J.L. Prathyusha</i>
5.	Smt. D. Vijaya Lakshmi	ECE., Asst .Prof	Member <i>D</i>
6.	Smt. S. Surya Sri	CSE., Asst .Prof	Member <i>S</i>
7.	Smt. P.S. Surya Kumari	H & BS., Asst .Prof	Member <i>P.S.K</i>

T.S

PRINCIPAL

Principal

IDEAL INSTITUTE OF TECHNOLOGY
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DEAL INSTITUTE OF TECHNOLOGY

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Vidyut Nagar, Kakinada-533003 (A.P.)

Date: 26.10.2018

MINUTES OF MEETING

The first meeting of the women's Grievance & Redressal cell of the college with its newly constituted members for the academic session 2018-2019 started at 1.30pm on 25th October 2018 under the chairmanship of Dr. T. Srikanth, Principal and chairperson. The following members attended the meeting.

At the beginning the Chairperson welcomed all the members who are present and commenced the proceedings. Thereafter, the chairperson called on the agenda for the meeting.

Outcomes:

1. To read and confirm the minutes of the previous meeting of the women's Grievance & Redressal cell held on 17th April 2018. The members unanimously confirmed the minutes.
2. All the planned events for the academic year 2017-2018 were conducted smoothly as planned. Due to the attentiveness & alertness by WGRC, there were no sexual harassment incidents.
3. The chairperson attends to the objective and functionality of the cell.
 - Providing appropriate working conditions in respect of work, leisure, health and hygiene and further ensures that there is no hostile environment towards women at work places.
 - The cell shall process all the individual complaints and take immediate suitable action.
 - The cell shall provide assistance for taking preventive steps in the matter of sexual harassment.
4. Regarding measures to be taken, it was decided to promote measures aimed at achieving gender equality, removal of gender bias or discrimination, sexual harassment and other acts of gender based violence in the college, safety and security to the girl students should be given priority.
5. The committee asked to conduct awareness programs at regular intervals.
6. Regarding matter of grievance complaint, it was found by the members that not a single grievance has been brought to the notice of the committee during the session, thus Redressal is nil.

The meeting ended with vote of thanks to all the members present.



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S. No	Name of the Member	Department/ Designation	Designation	Signature
1.	Dr. T. Srikanth	ME, Prof	Chairperson	T. Srikanth
2.	Smt. K. Aruna	ME., Assoc.Prof.	Convener	K. Aruna
3.	Kum. Sumavalli. Kalahasty	CE., Asst .Prof	Member	K. Sumavalli
4.	Kum. N. Raja Veni	EEE., Asst .Prof	Member	NR
5.	Smt. J. L. Prathyusha	ME., Asst .Prof	Member	J. L. Prathyusha
6.	Smt. D. Vijaya Lakshmi	ECE., Asst .Prof	Member	D. Vijaya Lakshmi
7.	Smt. S. Surya Sri	CSE., Asst .Prof	Member	S. Surya Sri
8.	Smt. P.S. Surya Kumari	H & BS., Asst .Prof	Member	P.S. Kumari
9.	B V Devi Priyanka	IV C.S.E	Student Member	B.V.D. Priyanka
10.	Burra Chaitanya Sri Anusha	III E.C.E	Student Member	Anusha
11.	Vanka Reshma Neelima	III C.S.E	Student Member	Reshma



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Vidyut Nagar, Kakinada-533003 (A.P.)

Date: 22.10.2018

CIRCULAR

It is here by informed to all the committee members of **women's Grievance & Redressal cell** that a meeting will be scheduled on 25th October 2018 at 1:30pm in the principal's chamber to discuss the following agenda points. The committee members are solicited to make their presence.

Agenda:

1. Discuss roles and responsibilities of the committee.
2. Performance of the committee for the academic year 2018-19
3. To pertain various aspects related to women empowerment.
4. To look into various grievances lodged by the women of the institute and take necessary action against them.

S. No	Name of the Member	Department/ Designation	Designation	Signature
1.	Smt. K. Aruna	ME., Assoc.Prof.	Convener	<i>K. Aruna</i>
2.	Kum. Sumavalli. Kalahasty	CE., Asst .Prof	Member	<i>K. Suma</i>
3.	Kum. N. Raja Veni	EEE., Asst .Prof	Member	<i>NR</i>
4.	Smt. J. L. Prathyusha	ME., Asst .Prof	Member	<i>J.L. Prathyusha</i>
5.	Smt. D. Vijaya Lakshmi	ECE., Asst .Prof	Member	<i>D. Vijaya</i>
6.	Smt. S. Surya Sri	CSE., Asst .Prof	Member	<i>S. Surya</i>
7.	Smt. P.S. Surya Kumari	H & BS., Asst .Prof	Member	<i>P.S. Kumari</i>

T. S. S.
PRINCIPAL

Principal
IDEAL INSTITUTE OF TECHNOLOGY
Vidyutnagar, KAKINADA.



DEAL INSTITUTE OF TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated To JNTUK, Kakinada)

Vidyut Nagar, Kakinada-533003 (A.P.)

Date: 20.07.2018

CIRCULAR

The following members were deputed as a committee to monitor and address all the grievances faced by women of this institute along with creating awareness about various gender related issues for the academic year 2018-19.

S. No	Name of the Member	Department/ Designation	Designation	Signature
1.	Smt. K. Aruna	ME., Assoc.Prof.	Convener	<i>K. Aruna</i>
2.	Kum. Sumavalli. Kalahasty	CE., Asst .Prof	Member	<i>K. Aruna</i>
3.	Kum. N. Raja Veni	EEE., Asst .Prof	Member	<i>NR</i>
4.	Smt. J. L. Prathyusha	ME., Asst .Prof	Member	<i>J.L. Prathyusha</i>
5.	Smt. D. Vijaya Lakshmi	ECE., Asst .Prof	Member	<i>D. Vijaya Lakshmi</i>
6.	Smt. S. Surya Sri	CSE., Asst .Prof	Member	<i>S. Surya Sri</i>
7.	Smt. P.S. Surya Kumari	H & BS., Asst .Prof	Member	<i>P.S. Surya Kumari</i>

ROLES & RESPONSIBILITIES:

- To deal with the cases /complaints of sexual annoyance and any other type of harassment of the students of the college.
- To process all the individual complaints and take suitable action thereon in the manner and mode as per the college norms.
- To provide assistance to the students for taking preventive steps in the matter of gender discrimination and sexual harassment
- To form /review the guidelines /policy for redress of the grievance as required from time to time, which may be in accordance with those issued by Supreme Court and Government Agencies.
- To allow students to put up a grievance in writing to the respective committee in charge.
- To act upon those cases which have been forwarded along with the necessary documents.



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- To assure that the grievance has been properly solved in a stipulated time limit provided by the cell.
- To appraise the female students, faculty and staff members with knowledge of their legal rights.
- To safeguard the rights of female students, faculty and staff members.
- To provide an opportunity and create an idea on programs for girls and women to be financially, mentally and emotionally empowered to promote their growth as individuals in their own right.
- To promote a culture of respect and equality for female gender.
- To provide a platform for listening to complaints and redressal of grievances.
- To incorporate hygiene habits and ensure a healthy atmosphere in and around the college premises.
- To prevent sexual harassment and promote general well-being of female students, teaching non-teaching female staff of IITKKD
- To ensure personality development along with academic development of students.
- To organize various types of training programmes and create awareness about self-employment schemes, women's rights and gender equity.

MEETING SCHEDULE:

Committee meets periodically in the academic year and whenever required.

1. The cell shall meet at least twice every academic year.
2. The chairperson of the committee can call for an emergency meeting on receipt of a complaint.


PRINCIPAL

Principal
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Vidyut Nagar, Kakinada-533003 (A.P.)

Date: 19.03.2018

MINUTES OF MEETING

On 17th of March 2018 a meeting of women's Grievance & Redressal Cell (WGRC) was held in the principal's chamber. The following members were present at the meeting:

1. The principal welcomed committee members to the meeting.
2. To read and confirm the minutes of the previous meeting .The members unanimously confirmed the minutes.
3. All the planned events for the academic year 2016-17 were conducted smoothly as planned. Due to good vigilance and performance of WGRC, there were no sexual harassment incidents.
4. Discussed the international Women's Day celebrated on March 08,2018
5. The committee observed that there were no grievances/complaints received from students & hence no action or no complaints recorded.

Meeting concluded with vote of thanks.

S. No	Name of the Member	Department/ Designation	Designation	Signature
1.	Dr. T. Srikanth	ME, Prof	Chairperson	
2.	Smt. K. Aruna	ME., Assoc.Prof.	Convener	
3.	Kum. R. Gayatri Devi	CE., Asst .Prof	Member	
4.	Smt. R. Vijaya Lakshmi	ME., Asst .Prof	Member	
5.	Smt. D. Vijaya Lakshmi	ECE., Asst .Prof	Member	
6.	Smt. S. Surya Sri	CSE., Asst .Prof	Member	
7.	Smt. P.S. Surya Kumari	H & BS., Asst .Prof	Member	
8.	G D Dattha Sai Sunila	IV E.C.E	Student Member	
9.	B S J Lakshmi Prasanna	III E.E.E	Student Member	
10.	B V Devi Priyanka	II C.S.E	Student Member	



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Vidyut Nagar, Kakinada-533003 (A.P.)

Date: 14.03.2018

CIRCULAR

All the members of **Women's Grievance & Redressal Cell** are hereby informed that meeting will be held on 17th March 2018 at 11:00 A.M in the Principal's Chamber. The committee members are solicited to attend.

Agenda:

1. Review of previous meeting.
2. To discuss about Women's Day Celebrations.
3. To discuss about any sexual harassment cases reported and action against them.
4. To discuss about the performance of the committee.

S. No	Name of the Member	Department/ Designation	Designation	Signature
1.	Smt. K. Aruna	ME., Assoc.Prof.	Convener	K. Aruna
2.	Kum. R. Gayatri Devi	CE., Asst .Prof	Member	R. Gayatri Devi
3.	Smt. R. Vijaya Lakshmi	ME., Asst .Prof	Member	R. Vijaya Lakshmi
4.	Smt. D. Vijaya Lakshmi	ECE., Asst .Prof	Member	D. Vijaya Lakshmi
5.	Smt. S. Surya Sri	CSE., Asst .Prof	Member	S. Surya Sri
6.	Smt. P.S. Surya Kumari	H & BS., Asst .Prof	Member	P.S. Surya Kumari

T.S. 14/3/18
PRINCIPAL

Principal
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(Approved by AICTE, New Delhi & Affiliated To JNTUK, Kakinada)

Vidyut Nagar, Kakinada-533003 (A.P.)

Date: 18.11.2017

MINUTES OF MEETING

A meeting of Women's Grievance Redressal cell (WGRC) was held on 17th November 2017 in the Principal Chamber. The following members attended the meeting:

Outcomes:

The first meeting of the women grievance & Redressal cell for the academic session 2017-2018.

Meeting was organized under the chairmanship of Dr. T.Srikanth, Principal.

The chairperson of the committee welcomed all the members for the meeting.

1. All the events for the academic year 2017-18 were conducted smoothly as planned. Due to good attention and performance of WGRC, there were no sexual harassment incidents.
2. The committee gave counseling to the students about self-protection and cautioned about the traps that may be encountered in day to day life.
3. Regarding matters relating to complaint, the cell confirmed that not a single complaint from the girl students and ladies staff has been received by the committee, hence redressal is NIL.
4. The committee gave information about various apps by the government.

As there was no matter to discuss, the meeting was concluded with the vote of thanks by the coordinator.

S. No	Name of the Member	Department/ Designation	Designation	Signature
1.	Dr. T. Srikanth	ME, Prof	Chairperson	T.Sk
2.	Smt. K. Aruna	ME., Assoc.Prof.	Convener	K. Aruna
3.	Kum. R. Gayatri Devi	CE., Asst .Prof	Member	R. Gayatri Devi
4.	Smt. R. Vijaya Lakshmi	ME., Asst .Prof	Member	R.V.L.
5.	Smt. D. Vijaya Lakshmi	ECE., Asst .Prof	Member	D.V.L.
6.	Smt. S. Surya Sri	CSE., Asst .Prof	Member	S.S.
7.	Smt. P.S. Surya Kumari	H & BS., Asst .Prof	Member	P.S.K.
8.	G D Dattha Sai Sunila	IV E.C.E	Student Member	Sunila
9.	B S J Lakshmi Prasanna	III E.E.E	Student Member	B.S.J.
10.	B V Devi Priyanka	II C.S.E	Student Member	B.V.D. Priyanka



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Date: 20.06.2017

CIRCULAR

The following members were deputed as a committee to monitor and address all the grievances faced by this institute along with creating awareness about various gender related issues for the academic year 2017-18.

S. No	Name of the Member	Department/ Designation	Designation	Signature
1.	Smt. K. Aruna	ME., Assoc.Prof.	Convener	<i>K. Aruna</i>
2.	Kum. R. Gayatri Devi	CE., Asst .Prof	Member	<i>R. Gayatri Devi</i>
3.	Smt. R. Vijaya Lakshmi	ME., Asst .Prof	Member	<i>R.V.L.</i>
4.	Smt. D. Vijaya Lakshmi	ECE., Asst .Prof	Member	<i>D. Vijaya Lakshmi</i>
5.	Smt. S. Surya Sri	CSE., Asst .Prof	Member	<i>S. Surya Sri</i>
6.	Smt. P.S. Surya Kumari	H & BS., Asst .Prof	Member	<i>P.S. Surya Kumari</i>

ROLE:

- To furnish the female students, faculty and staff members with knowledge of their legal rights.
- To safeguard the rights of female students, faculty and staff members.
- Provision of opportunities and programs for girls and women to be financially, mentally and emotionally empowered to promote their own right.
- To promote a culture of respect and equality for female gender.
- To provide a platform for listening to complaints and redressal of forgiveness.
- To incorporate hygiene habits and ensure a healthy atmosphere in and around the college premises.
- To prevent sexual harassment and to promote general well-being of female students, teaching and non-teaching women staff.
- To ensure personality building along with academic development of students.
- To organize various types of training programmers and create awareness about self-employment schemes, women's rights, gender equality.



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RESPONSIBILITIES:

- ◆ To receive any grievance /complaint from students/staff regarding sexual harassment.
- ◆ To investigate the case based on the above mentioned complaints from relating to sexual harassment within 10 working days.
- ◆ To conduct a systematic inquiry on receiving any complaints from aggrieved students/staff and submit a detailed report to the undersigned for suitable action.
- ◆ To create awareness about health and hygiene among girl students.
- ◆ To create social awareness about the problems of women in general and gender discrimination in particular by means of programs.

MEETING SCHEDULE:

Committee meets periodically in the academic year and whenever required.

- i. The cell shall meet at least twice every academic year .
- ii. The chairperson of the cell can call for an emergency meeting on receipt of a complaint.


PRINCIPAL

Principal
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Vidyut Nagar, Kakinada-533003 (A.P.)

Date: 07.03.2017

MINUTES OF MEETING

The second meeting of WGRC was held on 04th of March at 03:00 P.M in the Principal's Chamber. The following members were present during the meeting.

Outcomes:

1. The chairperson of the committee welcomed all the committee members to the meeting.
2. To read and confirm the minutes of the previous meeting. The members unanimously confirmed the minutes.
3. Regarding matters relating to complaint, the cell confirmed that not a single complaint from the girl students and female staff has been received by the committee, hence no complaints were reported under WGRC.
4. To interact with the students from time to time for updating of issues.
5. All the planned events for the academic year 2016-17 were conducted smoothly as planned.

Due to good vigilance and performance of WGRC, there were no sexual harassment incidents.

Meeting concluded with vote of thanks.

S. No	Name of the Member	Department/ Designation	Designation	Signature
1.	Dr. T. Srikanth	ME, Prof	Chairperson	
2.	Smt. K. Aruna	ME., Assoc.Prof.	Convener	
3.	Kum. R. Gayatri Devi	CE., Asst .Prof	Member	
4.	Smt. R. Vijaya Lakshmi	ME., Asst .Prof	Member	
5.	Smt. D. Vijaya Lakshmi	ECE., Asst .Prof	Member	
6.	Smt. S. Surya Sri	CSE., Asst .Prof	Member	
7.	Smt. P.S. Surya Kumari	H & BS., Asst .Prof	Member	
8.	Dadipogu Shainy	IV E.C.E	Student Member	
9.	Geddam Geetha Akhila	IV C.S.E	Student Member	
10.	Ganta Naga Mounika	III E.E.E	Student Member	



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Vidyut Nagar, Kakinada-533003 (A.P.)

Date: 01.03.2017

CIRCULAR

It is hereby informed to all the committee members of “**Women Grievance Redressal Cell**” that a meeting will be held on 04th March 2017 at 03:00 P.M in the Principal’s Chamber to discuss the following agenda points.

Agenda:

1. Review of Previous meeting.
2. To discuss about the any sexual harassment cases reported and action against them.
3. To discuss about the performance of WGRC in thus academic year.

S. No	Name of the Member	Department/ Designation	Designation
1.	Smt. K. Aruna	ME., Assoc.Prof.	Convener <i>C. Aruna</i>
2.	Kum. R. Gayatri Devi	CE., Asst .Prof	Member <i>R. Gayatri Devi</i>
3.	Smt. R. Vijaya Lakshmi	ME., Asst .Prof	Member <i>R. Vijaya Lakshmi</i>
4.	Smt. D. Vijaya Lakshmi	ECE., Asst .Prof	Member <i>D. Vijaya Lakshmi</i>
5.	Smt. S. Surya Sri	CSE., Asst .Prof	Member <i>S. Surya Sri</i>
6.	Smt. P.S. Surya Kumari	H & BS., Asst .Prof	Member <i>P.S. Surya Kumari</i>

T. S. / 3/17

PRINCIPAL

Principal

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Vidyut Nagar, Kakinada-533003 (A.P.)

Date: 23.10.2016

MINUTES OF MEETING

The first meeting of WGRC was held on 21st of October at 11:00 A.M in the Principal Chamber. The following members attended the meeting:

At the beginning, the chairperson welcomed all the members present and commenced the proceedings. The chairperson informed that the WGRC has been constituted with an objective to impart a healthy working environment for all our female staff, students and faculty members in our college. Thereafter, the chairperson called the agenda for the meeting.

Outcomes:

1. The Chairperson is aware about the objective and functionality of the cell.
 - Providing appropriate working conditions in respect of work, leisure, health and hygiene to further ensure that there is no hostile environment towards Women at work place.
 - The cell shall process all the individual complaints and take immediate suitable action.
 - The cell shall provide assistance for taking preventive steps in the matter of sexual harassment.
2. The Chairperson asked to depict proper guidelines and norms for a policy against sexual harassment to the girl student, of the college according to Supreme Court guidelines on Women Grievance & Redressal Cell and sexual harassment in educational institutions, and to develop principles and procedures for combating sexual harassment.
3. The committee members asked the faculty members to create awareness about the functionality of the cell in the college to the girl student/ladies staff in addition to this, the committee members also asked the faculty members to inform the students if they are willing to lodge a complaint with any of member of the cell and the complaint may be either through orally or written.



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- The committee members decided to install a complaint /suggestion box in front of Administrative Block for the students who want to remain anonymous so that the students can put their grievance in writing.
- The committee asked to conduct an awareness programs at regular intervals.

As there was no matter to discuss, the meeting was concluded with vote of thanks.

S. No	Name of the Member	Department/ Designation	Designation	Signature
1.	Dr. T. Srikanth	ME, Prof	Chairperson	T. Srikanth
2.	Smt. K. Aruna	ME., Assoc.Prof.	Convener	K. Aruna
3.	Kum. R. Gayatri Devi	CE., Asst .Prof	Member	R. Gayatri Devi
4.	Smt. R. Vijaya Lakshmi	ME., Asst .Prof	Member	R. Vijaya Lakshmi
5.	Smt. D. Vijaya Lakshmi	ECE., Asst .Prof	Member	D. Vijaya Lakshmi
6.	Smt. S. Surya Sri	CSE., Asst .Prof	Member	S. Surya Sri
7.	Smt. P.S. Surya Kumari	H & BS., Asst .Prof	Member	P.S. Surya Kumari
8.	Dadipogu Shainy	IV E.C.E	Student Member	Shainy
9.	Geddamm Geetha Akhila	IV C.S.E	Student Member	Geetha
10.	Ganta Naga Mounika	III E.E.E	Student Member	Mounika



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Date: 18.10.2016

CIRCULAR

All the members of **Women Grievance & Redressal Cell** are hereby informed that meeting will be held on 21st October 2016 at 11:00A.M Principal Chamber. The committee members should attend without fail.

Agenda:

1. Objectives and Functionalities of the cell.
2. Confirmation/ adoption of Supreme Court guidelines on Women's Grievances & Redressal cell and sexual harassment in educational institutions.
3. To create awareness about the existence of the committee in the college.
4. Installation of suggestion/complaint box.

S. No	Name of the Member	Department/ Designation	Designation	Signature
1.	Smt. K. Aruna	ME., Assoc.Prof.	Convener	K. Aruna
2.	Kum. R. Gayatri Devi	CE., Asst .Prof	Member	R. Gayatri Devi
3.	Smt. R. Vijaya Lakshmi	ME., Asst .Prof	Member	R. V. L.
4.	Smt. D. Vijaya Lakshmi	ECE., Asst .Prof	Member	D. Vijaya Lakshmi
5.	Smt. S. Surya Sri	CSE., Asst .Prof	Member	S. S.
6.	Smt. P.S. Surya Kumari	H & BS., Asst .Prof	Member	P.S. Kumari

T. S. 18/10/16

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Vidyut Nagar, Kakinada-533003 (A.P.)

Date: 15.06.2016

CIRCULAR

The College Management has decided to constitute the “Women Grievance Redressal Cell (WGRC)” to promote healthy working environment for all Women employees & students and for the Redressal of Grievances.

The following are the committee members of “Women Grievance Redressal Cell(WGRC)”in the college constituted for the prevention of and to take action against sexual harassment of women and gender discrimination.

S. No	Name of the Member	Department/ Designation	Designation	Signature
1.	Dr. T. Srikanth	ME, Prof	Chairperson	T.Sf
2.	Smt. K. Aruna	ME., Assoc.Prof.	Convener	K.Am
3.	Kum. R. Gayatri Devi	CE., Asst .Prof	Member	R.Gayathri
4.	Smt. R. Vijaya Lakshmi	ME., Asst .Prof	Member	R.VL
5.	Smt. D. Vijaya Lakshmi	ECE., Asst .Prof	Member	D.Vijaya Lakshmi
6.	Smt. S. Surya Sri	CSE., Asst .Prof	Member	S.S
7.	Smt. P.S. Surya Kumari	H & BS., Asst .Prof	Member	P.S.Keerthi
8.	Dadipogu Shainy	IV E.C.E	Student Member	Shainy
9.	Geddam Geetha Akhila	IV C.S.E	Student Member	Geetha
10.	Ganta Naga Mounika	III E.E.E	Student Member	Mounika

Responsibilities:

- To deal with the complaints of sexual annoyance and any other type of harassment of the students of the college.
- To process all the individual complaints and take suitable action thereon in the manner and mode as per the college norms.
- To provide assistance to the students for taking preventive steps in the matter of gender discrimination and sexual harassment



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- To form/review the guidelines/policy Redressal of the grievance as required from time to time, this may be in accordance with those issued by Supreme Court and Government Agencies.
- To allow students to put up the grievance in writing to the respective committee in-charge.
- To act upon those complaints which were forwarded along with the necessary documents.
- To assure that the grievance has been properly solved in the stipulated time limit provided by the cell.
- The committee will meet twice a year and whenever required.

MEETING SCHEDULE:

Committee meets periodically in the academic year and whenever required.

- ❖ The cell shall meet at least twice in every academic year.
- ❖ The Chairperson of the cell can call for an emergency meeting on receipt of a complaint.


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