

BOWRAMPET (V), VIA AIRFORCE ACADEMY, HYDERABAD-500043

Mobile: +91-9000711899, +91-8790711899, FAX: 08418-242522, Website: <a href="www.drkist.edu.in">www.drkist.edu.in</a> (Approved by AICTE, Affiliated to JNTUH)

#### Women's Grievance & Redressal cell

Date: 19-03-2024

#### **CIRCULAR**

It is here by informed to all the committee members of "Women's Grievance & Redressal Cell" that a meeting has been scheduled on 22-03-2024 at 3:00pm in the Principal Chamber to discuss the following agenda points. The committee members are solicited to make their presence.

## Agenda:

- (i) Discuss roles and responsibilities of the committee.
- (ii) To address a number of issues regarding women's empowerment.
- (iii) To look grievances lodged by the women of the institute and take necessary action against them.

S.No.	Name	Designation	Role	Signature
1	Dr. K.Venkata Subbaiah	Principal	Chair Person	Emm
2	Mrs.K. Sumitra	Assistant professor-H&S	Coordinator	1 est
3	Dr.T.Narmada	Assistant professor-CSE	Member	Daidans
4	K.Vijetha	Assistant professor-CSE (AI&ML)	Member	NOM Stolette
5	N. Sowjanya	Assistant professor-CSE(DS)	Member	Savjarrya
6	M. Sravanthi	Assistant professor-ECE	Member	M. Sravanth
7	B. Sai Jyotirmayi	Assistant professor-EEE	Member	B. T. Carainy
8	G.Geeta	Assistant professor-ME	Member	Geeta
9	P. Prashanthi	Assistant professor-MBA	Member	D. Porgland
10	E.Vani	IV CSE Student	Member	E. Voi
11	G. Pramodini	IV CSE(AI&ML) Student	Member	Peramod
12	S. Sai Laxmi	IV CSE(DS) Student	Member	Sailarni
13	A. Sai Swetha	IV ECE Student	Member	Saignetha
14	G. Vidya	IV EEE Student	Member	Vidya
15	M. Meghana	IV ME Student	Member	meghans
16	R.Shabnam	II MBA	Member	Shabram

The Chairperson opened the meeting by extending a warm greeting to everyone in attendance.

The meeting's agenda was then called upon by the chairperson.

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#### Women's Grievance & Redressal cell

## **MINUTES OF MEETING 2023-24**

Date: 22-03-2024

The meeting of the Women's Grievance & Redressal cell of the college with its newly constituted members for the academic year 2023-24 started at 3:00pm on 22/03/2024 under the Chairmanship of Dr. K. Venkata Subbaiah Principal.

The following members attended the meeting:

S.No.	Name	Designation	Role	Signature
1	Dr. K.Venkata Subbaiah	Principal	Chair Person	lim
2	Mrs.K. Sumitra	Assistant professor-H&S	Coordinator	news
3	Dr.T.Narmada	Assistant professor-CSE	Member	DA TIM
4	K.Vijetha	Assistant professor-CSE (AI&ML)	Member	visette
5	N. Sowjanya	Assistant professor-CSE(DS)	Member	Saujanya
6	M. Sravanthi	Assistant professor-ECE	Member	M. Sravanthi
7	B. Sai Jyotirmayi	Assistant professor-EEE	Member	B.J. Cananya
8	G.Geeta	Assistant professor-ME	Member	Geeta,
9	P. Prashanthi	Assistant professor-MBA	Member	P. Palanthi
10	E.Vani	IV CSE Student	Member	2.10:
11	G.Pramodini	IV CSE(Al&ML) Student	Member	Dramodini'
12	S.Sai Laxmi	IV CSE(DS) Student	Member	Paramodini Lailakelmi Saiswetha
13	A.Sai Swetha	IV ECE Student	Member	Saiswetha
14	G.Vidya	IV EEE Student	Member	vidyal
15	M.Meghana	IV ME Student	Member	meghana
16	Ruhi Shabnam	II MBA	Member	Shabname

The Chairperson opened the meeting by extending a warm greeting to everyone in attendance. The meeting's agenda was then called upon by the chairperson.



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## **Outcomes:**

- 1. The chairman discussed about the objective and functionality of the cell.
- Establishing suitable working, recreational, and hygienic circumstances to further guarantee that there is no hostile work environment for women.
- The Cell will handle each individual complaint and respond appropriately and promptly. In the Case of sexual harassment, the cell will help with preventative measures.
- 2. 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.
- 3. The Committee requested that awareness campaigns be held on a regular basis.
- 4. 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.

A vote of gratitude was taken by all of the attendees to finish the meeting.



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#### Women's Grievance & Redressal cell

Date: 4-02-2023

#### **CIRCULAR**

It is here by informed to all the committee members of "Women's Grievance & Redressal Cell" that a meeting has been scheduled on 9-02-2023 at 2:30pm in the Principal Chamber to discuss the following agenda points. The committee members are solicited to make their presence.

## Agenda:

- (i) Examine the committee's roles and responsibilities.
- (ii) To pertain various aspects related to women empowerment.
- (iii) To investigate complaints made by the institute's female employees and take appropriate action against them.

(iv) To discuss about students attendance issue in classes.

S.No.	Name	Designation	Role	Signature
1	Dr. K.Venkata Subbaiah	Principal	Chair Person	lim
2	Mrs. Sumitra	Assistant professor-H&S	.Coordinator	Juli 1
3	.K.Vardhini	Assistant professor-CSE	Member	KANA
4	S.Saritha	Assistant professor-CSE (AI&ML)	Member	Baritha
5	N. Sowjanya	Assistant professor-CSE(DS)	Member	Sowjanya
6	M. Sravanthi	Assistant professor-ECE	Member	M. Svavanthi
7	B.Jyoti saranya	Assistant professor-EEE	Member	B.J. Garanya
8	G.Geeta	Assistant professor-ME	Member	geeta
9	P. Renuka	Assistant professor-MBA	Member	Renuka
10	E.Vani	III CSE Student	Member	C. VM 3
11	G. Pramodini	III CSE(AI&ML) Student	Member	Prandini
12	S.Sai Laxmi	III CSE(DS) Student	Member	Saiharmi
13	A.Sai Swetha	III ECE Student	Member	Sai swetty
14	G.Vidya	III EEE Student	Member	Midyal
15	M.Meghana	III ME Student	Member	meghans
16	N. Anupama	IMBA	Member	Any Panal

At the beginning, the Chairperson welcomed all present and commenced the proceedings.

Thereafter, the Chairperson called on the agenda for the meeting.



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## Women's Grievance & Redressal cell

#### **MINUTES OF MEETING 2022-23**

Date: 9-02-2023

The meeting of the Women's Grievance & Redressal cell of the college and its recently established members for the academic year 2022-23 started at 2:30pm on 9/02/2023 under the Chairmanship of Dr. K.Venkata Subbiah Principal.

The following members attended the meeting:

S.No.	Name	Designation	Role	Signature
1	Dr. K.Venkata Subbaiah	Principal	Chair Person	lim
2	Mrs.K. Sumitra	Assistant professor-H&S	Coordinator	Suu
3	.K.Vardhini	Assistant professor-CSE	Member	ppina
4	S.Saritha	Assistant professor-CSE (AI&ML)	Member	Baritha
5	N. Sowjanya	Assistant professor-CSE(DS)	Member	Sanfanya
6	M. Sravanthi	Assistant professor-ECE	Member	M. Sravanth
7	B.Jyoti saranya	Assistant professor-EEE	Member	B.J. Cavancia
8	G.Geeta	Assistant professor-ME	Member	Geeta
9	P. Renuka	Assistant professor-MBA	Member	Renuka
10	E. Vani	III CSE Student	Member	C. Vous
11	G.Pramodini	III CSE(AI&ML) Student	Member	Peramoderia
12	S. Sai Laxmi	III CSE(DS) Student	Member	la Laxini
13	A. Sai Swetha	III ECE Student	Member	5 is swether
14	G. Vidya	III EEE Student	Member	Vidyat
15	M. Meghana	III ME Student	Member	meghane
16	N.Anupama	I MBA	Member	Anypand

The Chairperson opened the meeting by extending his greetings to everyone in attendance and starting the program.

Following that, the meeting's agenda was called upon by the chairperson.



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#### **Outcomes:**

- 1. The chairman discussed about the objective and functionality of the cell.
- 2. Discussion regarding the enrollment of membership in the professional bodies.
- 3. Discussed on high configuration systems and advanced technologies labs for student as per revised curriculum.
- 4. In terms of actions to be implemented, it was determined that prioritizing the safety and Security of female students should take precedence over initiatives aimed at attaining gender equality, eliminating gender prejudice or discrimination, sexual harassment, and other acts of Gender-based violence in the college.
- 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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#### Women's Grievance & Redressal cell

Date: 09-09-2022



#### **CIRCULAR**

It is here by informed to all the committee members of "Women's Grievance & Redressal Cell" that a meeting has been scheduled on 13-09-2022 at 1:30pm in the Principal Chamber to discuss the following agenda points. The committee members are solicited to make their presence.

## Agenda:

- (i) Discuss roles and responsibilities of the committee
- (ii) To pertain various aspects related to women empowerment.
- (iii) To look grievances if any lodged by the women of the institute and take necessary action against them.

S.No.	Name	Designation	Role	Signature
1	Dr. K.Venkata Subbaiah	Principal	Chair Person	limir
2	Mrs.K. Sunistra	Assistant professor-H&S	Coordinator	July .
3	.K.Vardhini	Assistant professor-CSE	Member	Ethan
4	S.Saritha	Assistant professor-CSE (AI&ML)	Member	Rangtha
5	N. Sowjanya	Assistant professor-CSE(DS)	Member	Sowjenya
6	M. Sravanthi	Assistant professor-ECE	Member	M. Stavant
7	B.Jyoti saranya	Assistant professor-EEE	Member	B.J. Quran
8	G.Geeta	Assistant professor-ME	Member	Greetha
9	P. Renuka	Assistant professor-MBA	Member	Benuka
10	B.Sandhya	IV CSE Student	Member	BROWN
11	P.Pramcela	IV CSE(AI&ML) Student	Member	0
12	T.Poojitha *	IV CSE(DS) Student	Member	Poojital
13	R.Kumari	IV ECE Student	Member	Lunaril
14	S.Preethi	IV EEE Student	Member	Preeth
15	M.Archana	IV ME Student	Member	Archano
16	K Gouthami	II MBA	Member	Gradlegeri

At the beginning, the Chairperson welcomed all present and commenced the proceedings.

Thereafter, the Chairperson called on the agenda for the meeting.



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## Women's Grievance & Redressal cell



## **MINUTES OF MEETING 2022-23**

Date: 13-09-2022

The second meeting of the Women's Grievance & Redressal cell of the college with its newly constituted members for the academic session 2022-23 started at 1:30pm on 13/09/2022 under the Chairmanship of Dr. K. Venkata Subbaiah Principal.

The following members attended the meeting:

S.No.	Name	Designation	Role	Signature
1	Dr. K.Venkata Subbaiah	Principal	Chair Person	limin
2	Mrs.K. Sumitra	Assistant professor-H&S	Coordinator	100
3	್.K.Vardhini	Assistant professor-CSE	Member	Teamon
4	S.Saritha	Assistant professor-CSE (AI&ML)	Member	Sarytha
5	N. Sowjanya	Assistant professor-CSE(DS)	Member	Souranya
6	M. Sravanthi	Assistant professor-ECE	Member	M. Sravanthi
7	B.Jyoti saranya	Assistant professor-EEE	Member	B.1 Caranya
8	G.Geeta	Assistant professor-ME	Member	Geetha.
9	P. Renuka 🦚	Assistant professor-MBA	Member	Kenuka
10	B.Sandhya	IV CSE Student	Member	Bearley
11	P.Prameela	IV CSE(AI&ML) Student	Member	Paramete
12	T.Poojitha	IV CSE(DS) Student	Member	Poojutha
13	R.Kumari	IV ECE Student	Member	Vimari.
14	S.Preethi	IV EEE Student	Member -	Preethi
15	M.Archana	IV ME Student	Member	Archnas
16	K Gouthami	II MBA	Member	Gouthans

At the beginning, the Ghairperson welcomed all present and commenced the proceedings. Thereafter, the Chairperson called on the agenda for the meeting.





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#### Outcomes:

- 1. The chairman discussed about the objective and functionality of the cell
  - Providing appropriate working conditions in respect of work, leisure and hygiene to further ensure 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.
- 2. 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.
- 3. The Committee asked to conduct awareness programs at regular intervals.
- 4. Regarding matter of grievance complaint, it was found by the members that not a single grievance has been bought 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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Date: 13-09-2022

# Re-Constitution of Women's Grievance & Redressal cell

This is to inform that as per the norms college management has Re-Constituted Women's Grievance & Redressal cell.

The following are the cell members have been reformed for Women's Grievance & Redressal cell in the college for students to approach regarding any grievances related to women's.

No.	Name	Designation	Role	Signature
1	Dr. K.Venkata Subbaiah	Principal	Chair Person	lynn
2	Mrs.K. Sumitra	Assistant professor-H&S	Coordinator	- Duis
3	*K.Vardhini	Assistant professor-CSE	Member	Jana
4	S.Saritha	Assistant professor-CSE (A1&ML)	Member	Soritha
5	N. Sowjanya	Assistant professor-CSE(DS)	Member	Sowjanya
6	M. Sravanthi	Assistant professor-ECE	Member	M. Sravanth
7	B.Jyoti saranya	Assistant professor-EEE	Member	B.J. Caranya
8	G.Geeta	Assistant professor-ME	Member	Geeta
9	P. Renuka	Assistant professor-MBA	Member	Kenuka
10	E. Vani	III CSE Student	Member	E. Vaci
11	G.Pramodini	III CSE(AI&ML) Student	Member	Peramodini
12	S. Sai Laxmi	III CSE(DS) Student	Member	
13	A. Sai Swetha	III ECE Student	Member	Sai Laren! Sai Cwelly
14	G. Vidya	III EEE Student	Member	Vidyal
15	M. Meghana	III ME Student	Member	meghans
16	N.Anupama	IMBA	Member	Anuparval



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## 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 theorem 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 harassment.
- To form / review the guidelines / policy for redressal of the grievance as required from time to time, which may be in accordance with those issued by Supreme Court and Government Agencies.
- 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?
- To assure that the grievance has been properly solved in a stipulated time limit provided by the cell.
- 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.
- The 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 premises.
- To prevent sexual harassment and to promote general well-being of female students, teaching and non-teaching female staff of AWEC.
- To ensure personality along with academic development of students.
- To organize various types of training programmes and create awareness about selfemployment schemes, women's rights and gender equity.



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# 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 emergency meeting on receipt of a complaint.

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#### Women's Grievance & Redressal cell

#### **MINUTES OF MEETING 2021-22**

Date: 17-03-2022

The second meeting of the Women's Grievance & Redressal cell of the college with its constituted members for the academic year 2021-22 started at 2:30pm on 17/03/2022 under the Chairmanship of Dr. K. Venkata Subbaiah Principal.

The following members attended the meeting:

S.No.	Name	Designation	Role	Signature
1	Dr. K.Venkata Subbaiah	Principal	Chair Person	limin
2	Mrs.K. Sumitra	Assistant professor-H&S	Coordinator .	Nu
3	.K.Vardhini	Assistant professor-CSE	Member	koman,
4	S.Saritha S.Saritha	Assistant professor-CSE (AI&ML)	Member	Soritha
5	N. Sowjanya	Assistant professor-CSE(DS)	Member	Sowjanya
6	M. Sravanthi	Assistant professor-ECE	Member	M. Sravanth
7	B.Jyoti saranya	Assistant professor-EEE	Member	B.J. Caranya
8	G.Gccta	Assistant professor-ME	Member	Greetha
9	P. Renuka	Assistant professor-MBA	Member	Kenuka
10	A.Likhitha	IV CSE Student	Member	A.1:11:t
11	M.Nandini	II CSE(AI&ML) Student	Member	Nandini
12	V.Rachana	II CSE(DS) Student	Member	Rachans
13	B.Vydehi 4	IV ECE Student	Member	vydehil
14	G.Vidya	IV EEE Student	Member	Vadya
15	K Gouthami	· II MBA	Member	Gouthami

The Chairperson began by extending a warm greeting to everyone in attendance and starting the meeting.

Subsequently, the Chairperson announced the meeting's agenda



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#### **Outcomes:**

- 1. The chairman discussed about the objective and functionality of the cell
  - Providing appropriate working conditions in respect of work, leisure and hygiene to further ensure 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.
- 2. 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.
- 3. The Committee asked to conduct awareness programs at regular intervals.
- 4. Regarding matter of grievance complaint, it was found by the members that not a single grievance has been bought 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.

25.50



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#### Women's Grievance & Redressal cell

Date: 19-08-2021

#### **CIRCULAR**

It is here by informed to all the committee members of "Women's Grievance and Redressal cell" that a meeting has been scheduled on 23-08-2021 at 3:30pm in the Principal Chamber to discuss the following agenda points. The committee members are solicited to make their presence.

## Agenda:

- (i) Discuss roles and responsibilities of the committee
- (ii) To pertain various aspects related to women empowerment.
- (iii) To look grievances lodged by the women of the institute and take necessary action against them.

S.No.	Name ,	Designation	Role	Signature
1	Dr. K.Venkata Subbaiah	Principal	Chair Person	lumi
2.	Mrs.K. Sumitra	Assistant professor-H&S	Coordinator	nuis
3	.K.Vardhini	Assistant professor-CSE	Member	phram
4	S.Saritha	Assistant professor-CSE (Al&ML)	Member	Switha
5	N. Sowjanya	Assistant professor-CSE(DS) .	Member	Soujanya
6	M. Sravanthi	Assistant professor-ECE	Member	M. Sravanth
7	B. Iyoti saranya	Assistant professor-EEE	Member	B.T. Caraner
8	G.Geeta	Assistant professor-ME	Member	Geetha
9	P. Renuka	Assistant professor-MBA	Member	Renuka
10	A.Prathyusha	III CSE Student	Member	D. Poalty
11	M.Nandini	III CSE(AI&ML) Student	Member	Nardin
12	S.Sai Laxmi	III CSE(DS) Student	Member	Saiharni
13	T.Shirisha	III ECE Student	Member	Shirichal
14	P. Mancesha	III EEE Student	Member	Manustra
15	C. Nikhila	III ME Student	Member	Nikhila
16	K Niharika	I MBA	Member	Mharika

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#### Women's Grievance & Redressal cell

## **MINUTES OF MEETING 2021-22**

Date: 23-08-2021

The second meeting of the Women's Grievance & Redressal cell of the college with its newly constituted members for the academic year 2021-22 started at 3:30pm on 23/08/2021 under the Chairmanship of Dr. K. Venkata Subbaiah Principal.

The following members attended the meeting:

S.No.	Name	Designation	Role	Signature
I	Dr. K.Venkata Subbaiah	Principal	Chair Person	lism
2	Mrs.K. Sumitra	Assistant professor-H&S	Coordinator	July 1
3	.K.Vardhini	Assistant professor-CSE	Member	Krahn
4	S.Saritha	Assistant professor-CSE (AI&ML)	Member	Soritha
5	N. Sowjanya	Assistant professor-CSE(DS)	Member	Sowjanya
6	M. Sravanthi	Assistant professor-ECE	Member	M. Sravanth
7	B.Jyoti saranya	Assistant professor-EEE	Member	B. J Caranya
8	G.Geeta	Assistant professor-ME	Member	Geethat
9	P. Renuka	Assistant professor-MBA	Member	Renuka
10	Allada Prathyusha	III CSE Student	Member	A. Pratage
11	Mulgeri Nandini	III CSE(AI&ML) Student	Member	Nandini
12	Samanthakurthi Sai Laxmi	III CSE(DS) Student	Member	Lev Laseny
13	Tanniru Shirisha	III ECE Student	Member	Shirishot
14	Padige Maneesha	III EEE Student	Member	Maneeslis
15	Chinthalapudi Nikhila	III ME Student	Member	Nikhila
16	K Niharika	II MBA	Member	Nihaeika

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



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#### **Outcomes:**

## Meeting started with the discussion of COVID Guide Lines

- 1. The chairman discussed about the objective and functionality of the cell
  - Providing appropriate working conditions in respect of work, leisure, health and hygiene to further enture 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.
- 2. 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.
- 3. The Committee asked to conduct awareness programs at regular intervals.
- 4. 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.

12.41



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Date:23-08-2021

# Be-Constitution of Women's Grievance & Redressal cell

This is to inform that as per the norms college management has Re-Constituted Women's Grievance & Redressal cell.

The following are the cell members have been reformed for Women's Grievance & Redressal cell in the college for students to approach regarding any grievances related to women's.

S.No.	Name	Designation	Role	Signature
1	Dr. K.Venkata Subbaiah	Principal	Chair Person	Sami)
2	Mrs.K. Sumitra ,	Assistant professor-H&S	Coordinator	Suis
3	K.Vardhini	Assistant professor-CSE	Member	ICHCUL
4	S.Saritha	Assistant professor-CSE (AI&ML)	Member	Sovetha
5	N. Sowjanya	Assistant professor-CSE(DS)	Member	Sowjanya
6	M. Sravanthi	Assistant professor-ECE	Member	M. Sravanti
7	B.Jyoti saranya	Assistant professor-EEE	Member	B-J. Caranuc
8	G.Geeta	Assistant professor-ME	Member	Cacethal
9	P. Renuka	Assistant professor-MBA	Member	Kenuka
10	K Sushma	III CSE Student	Member	Ka Cer day
11	P. Divya	III CSE(AI&ML) Student	Member	Divue
12	B.Anusha	III CSE(DS) Student	Member	Anuelsa
13	M. Sowmya	III ECE Student	Member	Comme
14	S. Kavya	III EEE Student	Member	daya/
15	M.Archana	III ME Student	Member	Alandana
16	K.Niharika	IMBA	Member	Niharika

# ROLES & RESPONSIBILITIES:

Carried States

- To address instances or allegations of sexual harassment and other forms of abuse directed towards college students.
- To handle each individual complaint and implement the appropriate measures in a way that complies with college policies.



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- To provide assistance to the students for taking preventive steps in the matter of gender discrimination and harassment.
- To form / review the guidelines / policy for redressal of the grievance as required from time to time, which may be in accordance with those issued by Supreme Court and Government Agencies.
- 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?
- To assure that the grievance has been properly solved in a stipulated time limit provided by the cell.
- 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.
- The 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 premises.
- To prevent sexual harassment and to promote general well-being of female students, teaching and non-teaching female staff of AWEC.
- To ensure personality along with academic development of students.
- To organize various types of training programs and create awareness about self-employment schemes, women's rights and gender equity.

#### **MEETING SCHEDULE:**

45

Committee convenes as needed and at regular intervals during the academic year.

- 1. Every academic year, the Cell must convene at least twice.
- 2. Upon receiving a complaint, the Chairperson of the Cell may convene an emergency meeting.



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## Women's Grievance & Redressal cell

Date: 17-02-2021

## **CIRCULAR**

It is here by informed to all the committee members of "Women's Grievance and Redressal cell" that a meeting has been scheduled on 20-02-2021 at 1:30pm in the Principal Chamber to discuss the following agenda points. The committee members are solicited to make their presence.

## Agenda:

- (i) Discuss roles and responsibilities of the committee.
- (ii) To pertain various aspects related to women empowerment.
- (iii) To look grievances lodged by the women of the institute and take necessary action against them.

S.No.	Name	Designation	Role	Signature
1	Dr. K.Venkata Subbaiah	Principal	Chair Person	lim
2	Mrs.K. Sumitra	Assistant professor-H&S	Coordinator	Jui-
3	K.Vardhini	Assistant professor-CSE	Member	Krwas
4	S.Saritha	Assistant professor-CSE (AI&ML)	Member	Southa
5	N. Sowjanya	Assistant professor-CSE(DS)	Member	Sayjanya
6	M. Sravanthi	Assistant professor-ECE	Member	M. Sravanth
7	B.Jyoti saranya	Assistant professor-EEE	Member	B.J. Coranu
8	G.Geeta	Assistant professor-ME	Member	Geetha
9	P. Renuka	Assistant professor-MBA	Member	Kenuka
10	K Sushma	IV -CSE Student	Member	
11	P. Divya	IV- ECE Student	Member	K-Seishan
12	B.Anusha	IV -EEE Student	Member	Druger
13	M. Sowmya	III -ME Student	Member	Arutha & county Karya.
14	S. Kavya	II -MBA	Member	Lavue



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#### Women's Grievance & Redressal cell

## **MINUTES OF MEETING 2020-21**

Date: 20-02-2021

The second meeting of the Women's Grievance & Redressal cell of the college with its newly constituted members for the academic year 2020-21 started at 1:30pm on 20/02/2021 under the Chairmanship of Dr. K. Venkata Subbaiah Principal.

The following members attended the meeting:

S.No.	Name	Designation	Role	Signature
1	Dr. K.Venkata Subbaiah	Principal	Chair Person	limi
2	Mrs.K. Sumitra	Assistant professor-H&S	Coordinator	Jun 1
3	Dr.K.Vardhini	Assistant professor-CSE	Member	Elwara
4	S.Saritha "	Assistant professor-CSE (AI&ML)	Member	Saritha
5	N. Sowjanya	·Assistant professor-CSE(DS)	Member	Savjange
6	M. Sravanthi	Assistant professor-ECE	Member	M. Sravant
7	B.Jyoti saranya	Assistant professor-EEE	Member	B-J Conany
8	G.Geeta	Assistant professor-ME	Member	Geetha
9	P. Renuka	Assistant professor-MBA	Member	Renuka
10	K Sushma	IV -CSE Student	Member	K. Suel
11	P. Divya	IV- ECE Student	Member	Deure
12	B.Anusha	IV -EEE Student	Member	Anylis
13	M. Sowmya	II-ME Student	Member	Sounge
14	S. Kavya	H -MBA	Member	Karya.

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





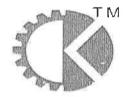
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#### **Outcomes:**

- 1. The chairman discussed 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 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.
- 2. 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.
- 3. The Committee asked to conduct awareness programs at regular intervals.
- 4. 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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#### Women's Grievance & Redressal cell

Date: 12-04-2019

## **CIRCULAR**

It is here by informed to all the committee members of "Women's Grievance and Redressal cell" that a meeting has been scheduled on 16-04-2019 at 1:30pm in the Principal Chamber to discuss the following agenda points. The committee members are solicited to make their presence.

## Agenda:

- (i) Discuss roles and responsibilities of the committee.
- (ii) To pertain various aspects related to women empowerment.
- (iii) To look grievances lodged by the women of the institute and take necessary action against them.

S.No.	Name	Designation	Role	Signature
1	Dr. K.Venkata Subbaiah	Principal	Chair Person	Limi
2	Mrs.K. Sumitra	Assistant professor-H&S	Coordinator	Mus
3	K.Vardhini	Assistant professor-CSE	Member	HWar
4	S.Saritha	Assistant professor-CSE (AI&ML)	Member	Bari tha
5	N. Sowjanya	Assistant professor-CSE(DS)	Member	Sayanya
6	M. Sravanthi	Assistant professor-ECE	Member	M. Svavant
7	B.Jyoti saranya	Assistant professor-EEE	Member	B-J (Baranya
8	G.Geeta	Assistant professor-ME	Member	Geeta
9	P. Renuka -	Assistant professor-MBA	Member	Renuka
10	A.Sai Prasanna	IV -CSE Student	Member	ACC
11	V.Hema	IV- ECE Student	Member	Hema
12	A.Sahithi	III-EEE Student	Member	Balathy"
13	M. Sowmya	III -ME Student	Member	Romand
14	S. Kavya	II -MBA	Member	Laxua





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## Women's Grievance & Redressal cell

## **MINUTES OF MEETING 2019-20**

Date: 16-04-2019

The second meeting of the Women's Grievance & Redressal cell of the college with its constituted members for the academic year 2019-20 started at 1:30pm on 16/04/2019 Under the Chairmanship of Dr. K. Venkata Subbaiah Principal.

The following members attended the meeting:

S.No.	Name	Designation	Role	Signature
1	Dr. K.Venkata Subbaiah	Principal	Chair Person	lim
2	Mrs.K. Sumitra	Assistant professor-H&S	Coordinator	Die
3	Dr.K.Vardhini	Assistant professor-CSE	Member	Epylazza
4	S.Saritha	Assistant professor-CSE (AI&ML)	Member	Laristan
5	N. Sowjanya	Assistant professor-CSE(DS)	Member	Sowrange
6	M. Sravanthi	Assistant professor-ECE	Member	M. Sravan
7	B.Jyoti saranya	Assistant professor-EEE	Member	B.J. Carana
8	G.Geeta	Assistant professor-ME	Member	Geeta
9	P. Renuka	Assistant professor-MBA	Member	Renuka
10	A.Sai Prasanna	IV -CSE Student	Member	D.Co.
11	V.Hema	IV- ECE Student	Member	Hernel
12	A.Sahithi	III-EEE Student	Member	Saluter
13	M. Sowmya	III -ME Student	Member	Source
14	J.Sailaja -	II MBA	Member	Callain

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





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#### **Outcomes:**

- 1. The chairman discussed about the objective and functionality of the cell
  - Providing appropriate working conditions in respect of work, leisure and hygiene to further ensure 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.
- 2. 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. 45. A.
- 3. The Committee asked to conduct awareness programs at regular intervals.
- 4. Regarding matter of grievance complaint, it was found by the members that not a single grievance has been bought 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.