

WOMEN GRIEVANCE & REDRESSAL CELL

SADWEE-WOMEN EMPOWERMENT CELL

The Women Empowerment Cell was formed to empower the women students of our college to inculcate leadership qualities and instill self confidence in them. It also provides a platform for women to share their experiences and views regarding their rights and duties, status in the society, and to suggest ways to improve and empower themselves. Aiming at intellectual and social upliftment of the female students, the cell stands for facilitating women's empowerment through guest lectures, seminars, awareness programmes and other welfare activities for the women. Women achievers from various fields are invited to share their experiences with students, interact with them, let them in on the secrets for their success, give valuable tips which might motivate them, make them dream big and work towards realizing their dreams and to provide a safe environment for girl students and women employees.

Vision


To make the cell a unique platform for the empowerment of girls and women, by providing them opportunities to contribute towards the betterment of the society.

Mission

To focus on the status of girl education, help girls gain knowledge of their rights and privileges and thus boost their courage and confidence, to Overcome all obstacles of life.

Activities of the Organization

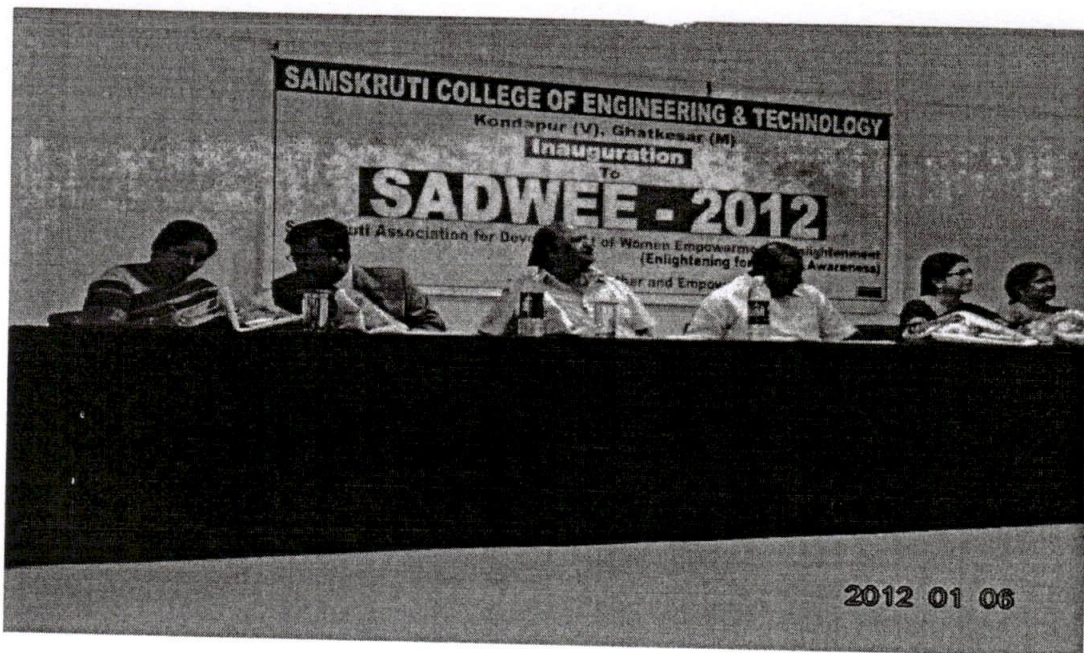
Awareness programmes in the form of lectures, various training sessions, interactive sessions with women in various professions.


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Brief History

The Women Empowerment Cell organization **SADWEE** in our College is established on 6th January 2012 inaugurated by Mrs.Prathyusha, program Director, IEG and Mrs. Indira Rani, Associate Professor, JNTU. To empower girl students through higher education and value based training so as to enable them to achieve new heights in their career and thereby attaining higher social status in the society and to make the college campus a safe place for women students. With a view to taking up Women's issues and problems, the cell aims at creating awareness of their rights and duties. It also provides a platform for women to share their experiences and views regarding their status in the society and to suggest way to improve and empower themselves.

Inauguration: 6th January 2012

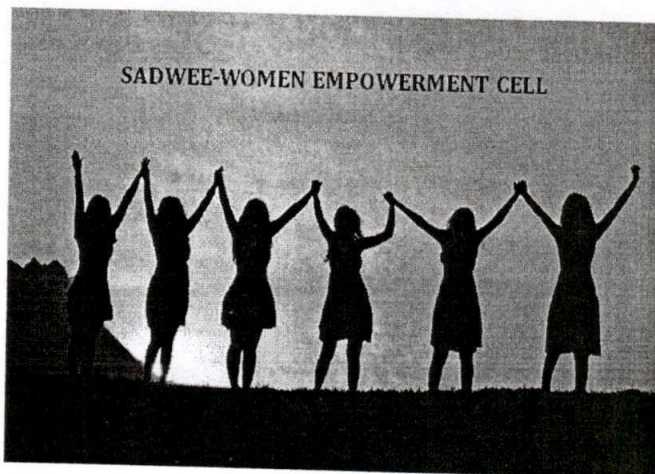


Aiming at intellectual and social upliftment of the female students, to protect and safeguard the rights of girl students and to bring about the advancement, and to empower them, Women Empowerment Cell SADWEE was inaugurated under the chairmanship of Dr.Ramana Reddy.


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SADWEE-WOMEN EMPOWERMENT CELL


Women Empowerment Cell of our college is established to empower our women students and staff to make them understand and react suitable to the issues pertaining to women students. This cell creates a feel in them that our college campus is a heaven and second home to them. In addition to discussing their issues and concerns, the cell creates awareness of rights and responsibilities. The cell helps them in finding ways solutions. The cell functions arduously to enhance their status and thereby empowers them intellectually Guest Lectures, Seminars, Workshops and various awareness programmes are arranged under the auspices of this cell to empower women students. This cell renders its support to our women-staff also.



The College has established this Cell in 2012. The cell aims to create awareness among women about their legal rights in the perspective of women's issues and problems. It also provides a platform for women to share their experiences and views regarding their rights and duties, status in the society, and to suggest ways to improve and empower themselves.

ACTIVITIES

Women Empowerment cell is active in the college to empower girl students, to enhance understanding of issues related to women and to make the college campus a safe place for women students and faculty members. With a view to taking up women's issues and problems, the cell aims at creating awareness of their rights and duties. The committee conducts various activities.


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INSTRUCTION TO THE STUDENTS

The responsibility of the Women Empowerment Cell is to follow the Mandatory Guide lines and directions of the college, regarding the security arrangements for Girl Students and Women staff of our Institution.

1. Proper dress code should be followed.
2. Sharing of mobile phone numbers with the unknown persons should be avoided.
3. Harassment of any nature should be reported to the higher authorities for redressal.
4. The 24 hour helpline desk made available for teaching and non-teaching staffs and students can be utilized for reporting any untoward incidents which cause physical / mental anguish.

24 Hr Helpline no. 04566- 308006

Achievements

The goal of this cell is to bring about the advancement, development and empowerment of women. Specifically, the objectives of this cell include:

- Creating an environment through positive economic and social policies for full development of women to enable them to realize their full potential;
- Equal access to participation and decision making of women in social, political and economic life of the nation;
- Changing societal attitudes and community practices by active participation and involvement of women.

POWERS AND DUTIES OF THE UWGRC

- (i) To process individual grievances concerning sexual harassment in the University departments/Administration/Authorities and to recommend suitable action in the manner and mode particularly provided hereafter.
- (ii) To exercise such other powers and perform such other duties as may be conferred or imposed on it by or under these directions.
- (iii) In case of sexual harassment in any of the premises of the college, active assistance shall be provided to the complainant by the WGRC to pursue the


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complaint and safety of the applicant shall also be ensured.

- (iv) WGRC shall provide all the necessary assistance for the purpose of ensuring full, effective and speedy implementation of these directions.
- (v) In case the members fail to find out any solution then the matter is referred to the chairperson for final commitment matter. Considering the nature of the grievances due inquiry is made by the members of the cell and through personal discussion the matter is solved. If anybody is found to be guilty for any kind of nuisance he /she is given punishment with due consideration with the chair person.

MEETINGS OF THE CELL

- (i) The Cell shall meet at least twice every academic year and the intervening period between two meetings shall not exceed six months.
- (ii) The Chairperson of the Cell can call a Special Meeting at any time upon the written request of not less than one third of the total number of members of the Cell, on a date not later than fifteen days after thereceipt of such requisition by the Chairperson.
- (iii) The quorum for any meeting of the Cell shall be one third of its members. If the quorum is not present at any meeting, it shall be adjourned for half an hour and proceed with those who are present and the proceedings of such a meeting shall not be challenged on the ground of absence of quorum.

PROCEDURE FOR INVESTIGATION OF COMPLAINTS

- (vi) Any woman employee/female student of the University Departments/ Schools/Administration/Authority shall have the right to lodge a complaint with any of the members of the Cell.
- (vii) Such complaints may be oral or in writing.
- (viii) Any complaint in writing shall be signed by the person making the complaint. If the complaint is oral the same shall be documented in writing in detail by the Cell member to whom the complaint is made and shall not be acted upon till signed by the complainant. A Complaint Register shall be maintained by the Complaints Committee. It should be a confidential document.
- (ix) The complainant shall be afforded full confidentiality at this stage.
- (x) In the event of the complaint being made to any member of the Cell, immediately



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upon receipt of the complaint, and within not more than ten working days, the member of the Cell to whom the complaint is made, shall communicate the same to the Chairperson of the Cell. However, if the complainant so desires, her name shall be kept confidential and shall not be divulged except to the Cell.

- (xi) Within a period of three weeks from the date of such communication, the Chairperson shall convene its meeting.
- (xii) At the first meeting, which shall be held within three weeks of the receipt of the complaint, the complainant or at her request her representative, shall be heard. If a woman complainant specifically expresses a desire that she be allowed to depose in the presence of only women members of the Cell, the Cell shall hear the said complainant after the male members have withdrawn from the hearing. However, the complaint shall not be finally disposed off until after the male members of the Cell attend and participate in the decision making process. The Cell shall then decide whether the complaint deserves to be proceeded with. The complaint shall stand dropped, if according to the Cell, the complainant has not been able to disclose prima facie, an offence of sexual harassment.
- (xiii) In case, the Cell decides to proceed with the complaint, the wishes of the complainant shall be ascertained and if the complainant wishes that a warning would suffice, then the alleged offender shall be called to the meeting of the Cell, heard and if so satisfied that a warning is just and proper, it be recommended to the Vice Chancellor that he may be warned about his behaviour. The matter shall then be treated as concluded with a recording, to that effect, made in the Complaint Register. With acceptance of the recommendation by the Vice Chancellor, he be warned about his behaviour and necessary note be made into the Service Book of the employee/Record of the student including the Migration Certificate. The Cell should verify compliance of the action taken.
- (xiv) However, before proceeding with the enquiry, the Cell shall decide whether the delinquent deserves to be placed under suspension or prohibited from entering the premises pending enquiry, keeping in mind the nature and gravity of the misdemeanour complained of. In case the Cell comes to the conclusion that such an action is necessary, it shall recommend to the Vice Chancellor accordingly.
- (xv) The Cell shall accord fair and reasonable opportunity to the delinquent to defend himself and shall ensure observance of the principles of natural justice.
- (xvi) If the complainant wishes to proceed with the complaint beyond a mere warning to the delinquent, the delinquent shall be given in writing by the Cell an opportunity to explain within two weeks; why he should not for good and sufficient reasons be treated as guilty of his behaviour and be not recommended to be punished for the act complained of. If the written explanation of the delinquent is not found to be satisfactory or if he does not provide any written explanation, the Cell shall



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recommend at the outset whether the offence deserves a minor or a major penalty.

- (xvii) In the event of the Cell coming to a decision that the delinquent be imposed a minor penalty, a specific minor penalty shall be recommended by the Cell to the Vice Chancellor who shall then expeditiously act on such recommendation.

PROTECTION AGAINST VICTIMIZATION

- (xviii) In the event of the complainant being a student and the accused being a teacher, during the pendency of the investigation and inquiry and even after such an enquiry if the teacher is found guilty, the accused shall not act as an examiner for any examination for which the student appears.
- (xix) In the event of the complainant and the accused both being employees, during the pendency of the investigation and inquiry, even after such an inquiry, if the accused is found guilty, the accused shall not write the Confidential Reports of the complainant, if he is otherwise so authorized.

PENALTIES AND PUNISHMENT FOR SEXUAL HARASSMENT

The Cell may recommend the following penalties on a person found guilty of sexual harassment:

- A. An employee found guilty of sexual harassment shall be liable to receive the following penalties:

Minor Penalties:

- (i) Warning
- (ii) Fine
- (iii) Withholding of increments or promotion
- (iv) Reduction to a post in the lower pay-scale or to a lower stage of increment in his own pay-scale.

Major Penalties:

- (v) Compulsory retirement
- (vi) Termination of service
- (vii) Removal/dismissal from service

- B. A student found guilty of sexual harassment shall be liable to receive the following penalties:


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Minor Penalties:

- (i) Warning
- (ii) Written Apology
- (iii) Bond of good behaviour
- (iv) Debarring entry into a hostel/campus/off-campus
- (v) Suspension for a specified period of time
- (vi) Withholding results.

Major Penalties

- (i) Debarring from examinations for a specified period of time
- (ii) Expulsion from university

The University shall decide whether the person against whom a complaint of sexual harassment is made should be placed under suspension. An employee placed under suspension shall be entitled to subsistence allowance at the rates as applicable under the rules of discipline.

The University may direct that the person against whom a complaint of sexual harassment is made, be prohibited from entering the premises of the University during the pendency of the matter before the Committee.



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Date: 10.08.22

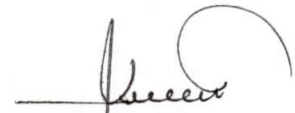
CIRCULAR

It is here by informed to all the Committee members of Women's Grievance & Redressal cell that a meeting has been scheduled on 14-08-2021 at 12:35 PM in women's grievance redressal cell to discuss the following agenda points. The Committee members are solicited to make their presence.

Agenda:

- Discuss roles and responsibilities of the committee.
- Performance of the Committee for the academic year 2022-2023.
- To pertain various aspects related to women empowerment.
- To look into various grievances lodged by the women of the institute and take necessary action against them.


COORDINATOR


PRINCIPAL



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Kondapur, Ghatkesar Municipality, Medchal (D)



Date: 18.08.22

Minutes of Meeting

The Meeting of WGRC was held on 14-08-2021 at 12:25 PM in the women grievance redressal cell.

During the Meeting the following members were present.

S.NO	Name	Designation & Department	Designation in Committee
1	Dr.M.PAVANI	Professor & HOD (MBA)	Chairperson
2	Mrs.Y.JALAJAKSHI	Assistant Professor (ECE)	Coordinator
3	Mrs.V.KALYANI	Assistant Professor (EEE)	Member
4	Miss.T.LAXMI	Assistant Professor (H&S)	Member
5	Mrs.A.RAJINI DEVI	Assistant Professor (CSE)	Member
6	Mrs.M.SWARNA	Assistant Professor (MECH)	Member

Minutes of Meeting

At the Outset, the Chairperson welcomed all the members present and Commenced the meeting.

1. To read and confirm the minutes of previous meeting. The members unanimously confirmed the minutes.
2. All the planned events for the academic year 2022-23 were conducted smoothly as planned. Due to good vigilance and performance of WGRC, there were no sexual harassment incidents.
3. The Chairperson asked to depict proper guidelines in the institution to maintain social distance regarding the spread of COVID-19.

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4. The Committee asked to conduct awareness program at regular intervals.
5. Regarding the 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 the redressal is nil.

The meeting ended with vote of Thanks to all the members.

S.NO	Name	Designation in Committee	Signature
1	Dr.M.PAVANI	Chairperson	
2	Mrs.Y.JALAJAKSHI	Coordinator	
3	Mrs.V.KALYANI	Member	
4	Miss.T.LAXMI	Member	
5	Mrs.A.RAJINI DEVI	Member	
6	Mrs.M.SWARNA	Member	

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Date:06.02.23

CIRCULAR

It is here by informed to all the Committee members of Women's Grievance & Redressal cell that a meeting has been scheduled on 14-08-2021 at 12:35 PM in women's grievance redressal cell to discuss the following agenda points. The Committee members are solicited to make their presence.

Agenda:

- Review of previous meeting.
- To discuss about cases reported and action taken against them.
- To discuss about the performance of WGRC this academic year.
- Any subject with the permission of chairperson.


COORDINATOR


PRINCIPAL



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Date: 17.02.23

Minutes of Meeting

The Meeting of WGRC was held on 14-08-2021 at 12:25 PM in the women grievance redressal cell.

During the Meeting the following members were present.

S.NO	Name	Designation & Department	Designation in Committee
1	Dr.M.PAVANI	Professor & HOD (MBA)	Chairperson
2	Mrs.Y.JALAJAKSHI	Assistant Professor (ECE)	Coordinator
3	Mrs.V.KALYANI	Assistant Professor (EEE)	Member
4	Miss.T.LAXMI	Assistant Professor (H&S)	Member
5	Mrs.A.RAJINI DEVI	Assistant Professor (CSE)	Member
6	Mrs.M.SWARNA	Assistant Professor (MECH)	Member

Minutes of Meeting

Initially the coordinator gave a warm welcome to all the members present.

Afterwards the meeting is followed by taking the agends points.

1. To read and confirm the minutes of previous meeting of Women's Grievance & Redressal cell.
2. All the planned events for the academic year 2022-23 were conducted smoothly as planned. Due to good vigilance and performance of WGRC, there were no sexual harassment incidents.
3. The Chairperson asked to depict proper guidelines in the institution to maintain social distance regarding the spread of COVID-19.

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4. The Committee asked to conduct awareness program at regular intervals.
5. Regarding matter of grievence complaint, the house confirmed that not a single complaint from the girl student has been recieved by the committee,thus the redressal is nil.

The meeting ended with vote of Thanks to all the members.

S.NO	Name	Designation in Committee	Signature
1	Dr.M.PAVANI	Chairperson	
2	Mrs.Y.JALAJAKSHI	Coordinator	
3	Mrs.V.KALYANI	Member	
4	Miss.T.LAXMI	Member	
5	Mrs.A.RAJINI DEVI	Member	
6	Mrs.M.SWARNA	Member	

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Date: 25.08.22

CIRCULAR

All the staff members and students are here by informed that, the college management has decided for Constitution of Grievences/Suggestions box committee for the Academic year 2022-23. Grievence Suggestion Box will be opened periodically in the presence of these committee members.

The Committee members are listed below:

S.NO	Name	Designation & Department	Designation in Committee
1	Dr.M.PAVANI	Professor & HOD (MBA)	Chairperson
2	Mrs.Y.JALAJAKSHI	Assistant Professor (ECE)	Coordinator
3	Mrs.Y.KALYANI	Assistant Professor (EEE)	Member
4	Miss.T.LAXMI	Assistant Professor (H&S)	Member
5	Mrs.A.RAJINI DEVI	Assistant Professor (CSE)	Member
6	Mrs.M.SWARNA	Assistant Professor (MECH)	Member

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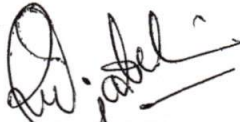
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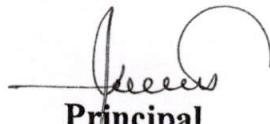
Date: 15.09.22

Women Grievances For The Academic Year 2022-2023

S.No	Grievance Type	Action Taken	No.of Days taken for resolving
1	SANITARY NAPKINS	PROVIDED	5
2	Neat Class Rooms	Action Taken Immediately	2
3	Rest Rooms are not properly cleaned	Informed To AO	5


Coordinator


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Principal
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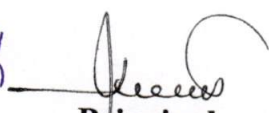
Date:20.10.22

Women Grievances For The Academic Year 2022-2023

S.No	Grievance Type	Action Taken	No.of Days taken for resolving
1	Problem in wearing Scarfs	Explained Students about the Importance of Scarfs.	2
2	Sanitary Napkins	Informed to the Concerned Person and provided.	4
3	Updated First Aid Box	Informed To AO	2
4	Feeling uncomfortable in campus	Committee accepted the request and forwarded the grievance to the Principal.	6


Coordinator


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Principal
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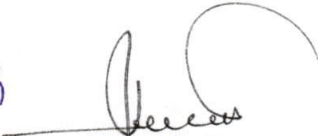
Date:17.01.23

Women Grievances For The Academic Year 2022-2023

S.No	Grievance Type	Action Taken	No. of Days taken for resolving
1	Limited Seating and dining space in General canteen	Informed to the concerned person and provided	7
2	Overcrowding and lack of seats in bus	The Committee requested the principal to provide additional bus	3
3	Desks and chairs are damaged in the classroom	Informed to A.O	5
4	To increase the library books issue to the Students	Committe members informed the issue to the Principal	7
5	Menstrual health and hygiene	Discussed with the sweepers to maintain cleanliness	3
6	Limited availability of filtered or purified water	Committee members forwarded the problem to maintainance in-charge.	8

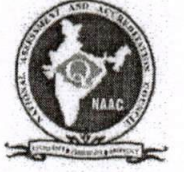

Coordinator


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Principal
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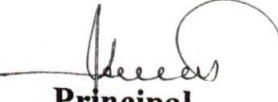
Date:21.03.23

Women Grievances For The Academic Year 2022-2023

S.No	Grievance Type	Action taken	No.of Days taken For resolving
1	WATER PROBLEM IN WASHROOMS	INFORMED TO AO	7
2	DUSTBINS	PROVIDED DUSTBINS	8
3	HANDWASH	PROVIDED HANDWASH	2


Coordinator


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Principal
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Date: 11.08.2021


CIRCULAR


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Agenda:

- Discuss roles and responsibilities of the committee.
- Performance of the Committee for the academic year 2021-2022.
- To pertain various aspects related to women empowerment.
- To look into various grievances lodged by the women of the institute and take necessary action against them.


COORDINATOR


PRINCIPAL


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Date: 16.08.2021

Minutes of Meeting

The Meeting of WGRC was held on 14-08-2021 at 12:25 PM in the women grievance redressal cell.

During the Meeting the following members were present.

S.NO	Name	Designation & Department	Designation in Committee
1	Dr.M.PAVANI	Professor & HOD (MBA)	Chairperson
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Minutes of Meeting

At the Outset, the Chairperson welcomed all the members present and Commenced the meeting.

1. To read and confirm the minutes of previous meeting. The members unanimously confirmed the minutes.
2. All the planned events for the academic year 2021-22 were conducted smoothly as planned. Due to good vigilance and performance of WGRC, there were no sexual harassment incidents.
3. The Chairperson asked to depict proper guidelines in the institution to maintain social distance regarding the spread of COVID-19.

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4. The Committee asked to conduct awareness program at regular intervals.
5. Regarding the 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 the redressal is nil.

The meeting ended with vote of Thanks to all the members.

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2	Mrs.Y.JALAJAKSHI	Coordinator	
3	Mrs.V.KALYANI	Member	
4	Miss.T.LAXMI	Member	
5	Mrs.A.RAJINI DEVI	Member	
6	Mrs.M.SWARNA	Member	

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Date:08.02.2022


CIRCULAR

It is here by informed to all the Committee members of Women's Grievance & Redressal cell that a meeting has been scheduled on 14-08-2021 at 12:35 PM in women's grievance redressal cell to discuss the following agenda points. The Committee members are solicited to make their presence.

Agenda:

- Review of previous meeting.
- To discuss about cases reported and action taken against them.
- To dicuss about the performance of WGRC this academic year.
- Any subject with the permission of chairperson.


COORDINATOR


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Date: 15.02.2022

Minutes of Meeting

The Meeting of WGRC was held on 14-08-2021 at 12:25 PM in the women grievance redressal cell.

During the Meeting the following members were present.

S.NO	Name	Designation & Department	Designation in Committee
1	Dr.M.PAVANI	Professor & HOD (MBA)	Chairperson
2	Mrs.Y.JALAJAKSHI	Assistant Professor (ECE)	Coordinator
3	Mrs.V.KALYANI	Assistant Professor (EEE)	Member
4	Miss.T.LAXMI	Assistant Professor (H&S)	Member
5	Mrs.A.RAJINI DEVI	Assistant Professor (CSE)	Member
6	Mrs.M.SWARNA	Assistant Professor (MECH)	Member

Minutes of Meeting

Initially the coordinator gave a warm welcome to all the members present.

Afterwards the meeting is followed by taking the agends points.

1. To read and confirm the minutes of previous meeting of Women's Grievance & Redressal cell.
2. All the planned events for the academic year 2021-22 were conducted smoothly as planned. Due to good vigilance and performance of WGRC, there were no sexual harassment incidents.
3. The Chairperson asked to depict proper guidelines in the institution to maintain social distance regarding the spread of COVID-19.

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4. The Committee asked to conduct awareness program at regular intervals.
5. Regarding matter of grievence complaint, the house confirmed that not a single complaint from the girl student has been recieved by the committee,thus the redressal is nil.

The meeting ended with vote of Thanks to all the members.

S.NO	Name	Designation in Committee	Signature
1	Dr.M.PAVANI	Chairperson	
2	Mrs.Y.JALAJAKSHI	Coordinator	
3	Mrs.V.KALYANI	Member	
4	Miss.T.LAXMI	Member	
5	Mrs.A.RAJINI DEVI	Member	
6	Mrs.M.SWARNA	Member	

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Date: 26.08.21

CIRCULAR

All the staff members and students are here by informed that, the college management has decided for Constitution of Grievences/Suggestions box committee for the Academic year 2021-22. Grievence Suggestion Box will be opened periodically in the presence of these committee members.

The Committee members are listed below:

S.NO	Name	Designation & Department	Designation in Committee
1	Dr.M.PAVANI	Professor & HOD (MBA)	Chairperson
2	Mrs.Y.JALAJAKSHI	Assistant Professor (ECE)	Coordinator
3	Mrs.Y.KALYANI	Assistant Professor (EEE)	Member
4	Miss.T.LAXMI	Assistant Professor (H&S)	Member
5	Mrs.A.RAJINI DEVI	Assistant Professor (CSE)	Member
6	Mrs.M.SWARNA	Assistant Professor (MECH)	Member

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Date: 20.09.21

Women Grievances For The Academic Year 2021-2022

S.No	Grievance Type	Action Taken	No.of Days taken for resolving
1	SANITARY NAPKINS	PROVIDED	5
2	Unclean classroom due to bird infestation	Action Taken Immediately	2
3	Some Wash Rooms Doors Are Not Closing Properly	Informed To AO	5

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Coordinator

Principal
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Date:13.10.21

Women Grievances For The Academic Year 2021-2022

S.No	Grievance Type	Action Taken	No.of Days taken for resolving
1	Problem in wearing Scarfs	Explained Students about the Importance of Scarfs.	2
2	Sanitary Napkins	Informed to the Concerned Person and provided.	4
3	Updated First Aid Box	Informed To AO	2
4	Feeling Unsafe on campus	Committee accepted the request and forwarded the grievance to the Principal.	6


Coordinator


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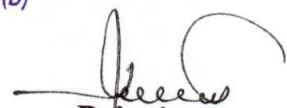
Date:13.01.22

Women Grievances For The Academic Year 2021-2022

S.No	Grievance Type	Action Taken	No. of Days taken for resolving
1	Lack of variety in food options in general canteen	Informed to the concerned person and provided	7
2	Seats are not sufficient in the college bus	The Committee requested the principal to provide additional bus	3
3	Desks and chairs are damaged in the classroom	Informed to A.O	5
4	To increase the library books issue to the Students	Committe members informed the issue to the Principal	7
5	Washrooms of the 1 st floor are not maintained properly during the afternoon sessions	Discussed with the sweepers to maintain cleanliness	3
6	Drinking water are not sufficient in 3 rd floor	Committee members forwarded the problem to maintainance in-charge.	8


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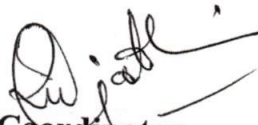
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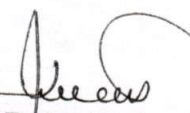
Date:07.03.22

Women Grievances For The Academic Year 2021-2022

S.No	Grievance Type	Action taken	No.of Days taken For resolving
1	WATER PROBLEM IN WASHROOMS	INFORMED TO AO	7
2	DUSTBINS	PROVIDED DUSTBINS	8
3	HANDWASH	PROVIDED HANDWASH	2


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