

# IDEAL INSTITUTE OF TECHNOLOGY

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

Vidyut Nagar, KAKINADA- 533 003. (A.P.)

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Web : [www.idealtech.edu.in](http://www.idealtech.edu.in)

Mobile : 9848179610, 8008564954

Email : [6k.principal@jntuk.edu.in](mailto:6k.principal@jntuk.edu.in)

Ph : +0884 - 2363345

**Dr. T Srikanth**, M.Tech., Ph.D.  
PRINCIPAL

## WOMEN GRIEVANCE REDRESSAL COMMITTEE

Date: 29.07.2024

**Circular No. IITK/A.Y.2024-25/WGRC/023**

### 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 2024-25.

S. No	Name of the Member	Department/ Designation	Designation
1.	Dr. T. Srikanth	PRINCIPAL	Chairperson
2.	Smt. B. Bhagya Lakshmi	CSE., Asst. Prof	Convener
3.	Smt. B. Lalitha Kumari	EEE., Asst. Prof	Member
4.	Smt. P. Anusha	ME., Asst. Prof	Member
5.	Smt. D. Vijaya Lakshmi	ECE., Asst. Prof	Member
6.	Smt. P. Usha Visweswari	CSE., Asst. Prof	Member
7.	Kum. V.S.G.Iswarya	H & BS., Asst. Prof	Member

### **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.
- To assure that the grievance has been properly solved in a stipulated time limit provided by the committee.



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- 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 IITKGD
- 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 committee 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.

  
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To

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HOD - H&BS

HOD-ECE

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Dept. of Lib. Science

















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Dr. T Srikanth, M.Tech., Ph.D.  
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## WOMEN GRIEVANCE REDRESSAL COMMITTEE

Date: 18.11.2024.

Circular No. IITK/A.Y.2024-25/WGRC/024

### CIRCULAR

It is here by informed to all the committee members of Women Grievance & Redressal Committee" that a meeting will be scheduled on 21<sup>st</sup> November 2024 at 11:30 A.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.
2. Performance of the committee for the past 4 months.
3. 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	Role
1.	Dr. T. Srikanth	PRINCIPAL	Chairperson
2.	Smt. B. Bhagya Lakshmi	CSE., Asst. Prof	Convener
3.	Smt. B. Lalitha Kumari	EEE., Asst. Prof	Member
4.	Smt. P. Anusha	ME., Asst. Prof	Member
5.	Smt. D. Vijaya Lakshmi	ECE., Asst. Prof	Member
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7.	Kum. V.S.G.Iswarya	H & BS., Asst. Prof	Member

  
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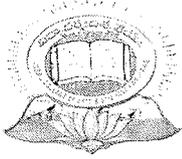
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**Dr. T Srikanth**, M.Tech., Ph.D.  
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Date: 21.11.2024.

## MINUTES OF MEETING

The first meeting of the Women Grievance & Redressal Committee of the college with its newly constituted members for the academic year 2024-2025 started at 11.30 A.M on 21<sup>st</sup> November 2024 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 Committee held on 18<sup>th</sup> March 2024. The members unanimously confirmed the minutes.
2. All the planned events for the academic year 2023-2024 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 committee.
  - 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 committee shall process all the individual complaints and take immediate suitable action.
  - The committee shall provide assistance for taking preventive steps in the matter of sexual harassment.
  - Regarding measures to be taken, it was decided to promote measures aimed at achieving gender equality, removal of gender bias or discrimination, sexual



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harassment and other acts of gender-based violence in the college, safety and security to the girl students should be given priority.

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.

S. No	Name of the Member	Department/ Designation	Role	Signature
1.	Dr. T. Srikanth	PRINCIPAL	Chairperson	
2.	Smt. B. Bhagya Lakshmi	CSE., Asst. Prof	Convener	
3.	Smt. B. Lalitha Kumari	EEE., Asst. Prof	Member	
4.	Smt. P. Anusha	ME., Asst. Prof	Member	
5.	Smt. D. Vijaya Lakshmi	ECE., Asst. Prof	Member	
6.	Smt. P. Usha Visweswari	CSE., Asst. Prof	Member	
7.	Kum. V.S.G.Iswarya	H & BS., Asst. Prof	Member	

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Members of the Committee



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Dr. T Srikanth, M.Tech., Ph.D.

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## WOMEN GRIEVANCE REDRESSAL COMMITTEE

Date: 13.03.2025

Circular No. IITK/A.Y.2024-25/WGRC/025

### CIRCULAR

It is here by informed to all the committee members of **Women Grievance & Redressal Committee** that a meeting has been scheduled on 18<sup>th</sup> March 2025 at 11:30 A.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 2024-25
3. 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	Role
1.	Dr. T. Srikanth	PRINCIPAL	Chairperson
2.	Smt. B. Bhagya Lakshmi	CSE., Asst. Prof	Convener
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5.	Smt. D. Vijaya Lakshmi	ECE., Asst. Prof	Member
6.	Smt. P. Usha Visweswari	CSE., Asst. Prof	Member
7.	Smt. V.S.G.Iswarya	H & BS., Asst. Prof	Member

T. Srikanth  
13/3/25  
PRINCIPAL

To  
IQAC *P. Redhika*

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HOD - H&BS *PK*

HOD-ECE *PK*

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HOD- CSE, CSM & COS *PK*

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Dr. T Srikanth, M.Tech., Ph.D.  
PRINCIPAL

Date: 18.03.2025

## MINUTES OF MEETING

On 18<sup>th</sup> of March 2025 a meeting of women's Grievance & Redressal Committee (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.
  - All the planned events for the academic year 2024-25 were conducted smoothly as planned. Due to good vigilance and performance of WGRC, there were no sexual harassment incidents.
  - Discussed the International Women's Day celebrated on 08<sup>th</sup> March, 2025.
3. 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	Role	Signature
1.	Dr. T. Srikanth	PRINCIPAL	Chairperson	
2.	Smt. B. Bhagya Lakshmi	CSE., Asst. Prof	Convener	
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6.	Smt. P. Usha Visweswari	CSE., Asst. Prof	Member	
7.	Smt. V.S.G. Iswarya	H & BS., Asst. Prof	Member	

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Members of the Committee