



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

Kandlakoya (V), Medchal Road, Hyderabad -501401.

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CMRCET/PRIN/WPC/CIR/AY2014-15/01

Dated: 16.06.2014

Circular

This is to inform all the Committee members of the Women's Protection Cell, that there will be a meeting of the committee, at 2 p.m. on the 23rd of June 2014. The venue of the meeting is the Principal's Conference Hall.

The Agenda for the meeting is as follows –

1. Revamping of the Standard Operating Procedure of the WPC
2. Review of the previous year's WPC activities
3. Planning activities for the forthcoming year

It is mandatory for all the committee members to attend.

S. Fatima Mary

(Convener)

Principal

Copy Submitted to: The Secretary garu (for kind information please)

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Women Protection Cell

MINUTES OF THE FIRST MEETING for the academic year 2014-15

The first meeting for the academic year 2014-15 of the Women's Protection Cell was called for by the Convener Prof. S. Fatima Mary on the 23rd of June 2014. The meeting was held in the Principal's Conference hall at 2 pm.

Agenda

1. Revamping of the Standard Operating Procedure of the WPC
2. Review of the previous year's WPC activities
3. Planning activities for the forthcoming year

Attendees

The meeting was presided over by the Chairman Dr. M. Ramalinga Reddy and attended by the Convener, and the members.

After discussions the committee prepared a final draft of the SOP for the Women Protection Cell.

Standard Operating Procedure

OBJECTIVES:

Following are the objectives of the Women Protection Cell:

1. Prevent gender discrimination and sexual harassment, by promoting gender amity amongst all CMRCET employees and students.
2. Make recommendations to the organization for changes/elaborations in the Rules, Standing orders and Bye-Laws etc, to make them gender just and to lay down procedures for the prohibition, resolution, settlement and prosecution of acts of women harassment and discrimination.
3. Deal with cases of sexual harassment, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment;
4. Recommend appropriate punitive action against the guilty party to the principal/chairman.

DEFINITIONS

Gender discrimination

Sexual differences are biological differences and gender differences are socially or culturally constructed. Sexual and gender stereotypes are supported by sexist attitudes. Sexism is a

prejudice or discrimination on the grounds of sex, especially against women. Sexism is an attitude or mindset, which justifies male control over women, headship for the man and subordination for women, and such attitude often justifies discrimination and violence against women. It restricts perception of dignity and worth of women, denies their contribution to society, and makes their rights and opportunities conditional, resulting in their vulnerability.

In the work place, denial of employments to women due to women's reproductive role, or rigidity in attitude, which hinders the reproductive role of women (for example non-flexible work hours and timings, non-availability of day care services, lack of maternity leave etc.), adds to gender discrimination.

Sexual harassment

According to the Supreme Court Judgment, sexual harassment includes such unwelcome sexually determined behavior (whether directly or by implications), such as the following:

- Physical contact and advances
- A demand or request for sexual favors
- showing pornography
- Any other unwelcome, physical, verbal or non-verbal conduct of sexual nature.

The Judgment further states that "Where any of these acts is committed in circumstances where under the victim of such conduct has a reasonable apprehension, that in relation to the victim's employment or work whether she is drawing salary, or honorarium or voluntary whether any Government, public or private enterprise, such conduct can be humiliating and may constitute a health and safety problem. It is discriminatory, for instance, when the woman has reasonable grounds to believe that her objection would disadvantage her in connection with her employment or work including recruiting or promotion or when it creates a hostile work environment that adverse consequences might be visited if the victim does not consent to the conduct in question or raises any objection thereto".

According to the Code of Conduct at Work Place prepared by the National Commission for Women in 1998, sexual harassment includes such unwelcome sexually determined behaviour by any person either individually or in association with other persons or by any person in authority, whether directly or by implications, such as the following:

- Eve Teasing
- Unsavory remarks
- Jokes causing or likely to cause awkwardness or embarrassment
- Gender based insults or sexist remarks

- unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like
- Touching or brushing against any part of the body and the like
- Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings
- Forcible physical touch or molestation and
- Physical confinement against one's will and any other act likely to violate one's privacy

Gender amity

Gender amity includes gender sensitivity and gender justice

Gender sensitivity is awareness and insight into the state of the other sex, with reference to historical roots of sexist stereotyping, discrimination and violence. It leads to empathy, which is the expression of placing of credence on what women feel and experience. Gender sensitivity helps to develop non-judgmental attitude to women. It leads to acceptance or appreciation of the individuality and dignity of women.

Gender justice is ensuring sexual equity and equality, non-hierarchy and non-discrimination, and protective safeguards.

Employee means any person employed by the Institute, inclusive of students, visiting fellows, project staff and persons appointed in temporary, part-time, honorary, visiting, ad-hoc, or casual capacity.

Victim –Complainant

Accused- Alleged Perpetrator

FUNCTIONS

The main functions of the WPC are

- Promotion of Gender amity
- Programmes concerning women's welfare
- Documentation and Dissemination
- Deal with Cases of Gender Discrimination/Sexual Harassment

Promotion of Gender Amity

- Organize awareness workshops/training programmes for members of the WPC on different aspects of gender amity.
- Organize awareness lectures/workshops for staff and students on different aspects of gender amity.
- Take proactive steps towards health management of all staff and students, particularly women.
- Provide information/consultation on gender amity to any student or employee who seeks it.

Documentation and Dissemination

- Provide everyone with names and phone extensions of the WPC members
- Review and revise these guidelines as and when necessary. A summary may be put up on select notice boards and web-site with names and phone extensions of the WPC members;
- Keep confidential all the details of the cases handled, that would include the complaint, the inquiry report, advises given by the advisors and the recommendations made by the WPC to the Chairman.
- Prepare an annual report, summarizing the activities of the WPC, for the University and AICTE

Deal with Cases of Gender Discrimination/Sexual Harassment

- Deal with complaints of gender discrimination/sexual harassment and make an inquiry into the case.
- Provide support services to the victimized and recommend early action to the Chairman to ensure termination of the harassment with immediate effect,
- Consult a lawyer, doctor and/or a counselor, as the need may be,
- Refer the victim to a lawyer, doctor and/or a counselor, as the need may be and submit a report to the Chairman, recommending appropriate punitive action against the accused if found guilty.
- Provide information/consultation to anyone who wants to discuss issues relating to gender discrimination/sexual harassment whether a complaint has been lodged or not.
- Follow the Complaint redressal procedure (as described below)

COMPLAINT REDRESSAL PROCEDURE

Procedure for the Complaint

- A complaint of gender discrimination/sexual harassment may be lodged with any member of WPC in writing by the complainant.
- Under special circumstances an individual, who may be a friend/colleague/teacher/parent of the complainant, may make a written complaint on behalf of the complainant.
- A written complaint to the WPC may be addressed to the Chairman of the WPC. If a written complaint is made to any of the WPC members, the complaint shall be forwarded to the Chairman of the WPC.

Immediate Action

- The member of the WPC, to whom the complaint has been made, should immediately provide initial support and consultation to the victim.
- On receipt of the written complaint, the WPC shall initially try to resolve the dispute through informal discussions. However, if the dispute cannot be resolved through such means, an Inquiry Committee shall be set up by the WPC and based on the report an appropriate action will be initiated.
- The victim may be referred to a lawyer, doctor and/or a counselor, if necessary.

Procedure for the Enquiry

- The Inquiry Committee shall investigate into the issue, by laying down its own procedure, to find out if the accused is prima facie guilty and the nature and extent of the guilt. It shall interview the complainant, the accused and others related to the case, and investigate relevant documents or evidence that may be referred to. Determining what constitutes sexual harassment / misbehavior will depend upon the specific facts and circumstances of each case. The Inquiry Committee may consult a lawyer, doctor and/or a counselor, as the need may be.
- The Inquiry Committee shall submit its report to the WPC Chairman within stipulated time of its appointment. In case the inquiry has to be extended beyond this period, the Inquiry Committee may give reasons for the delay in writing to the Chairman of the WPC.

Procedure for Redressal

- If there is a prima facie case against the accused, the WPC may recommend immediate suspension till the person is proved innocent or the issue is settled.
- Efforts must be made to resolve the dispute through counseling and mediation.

In case the accused is found guilty, the WPC may recommend appropriate punitive action to be undertaken by the chairman.

whenever appropriate, the WPC will refer the victim (complainant) to a lawyer to lodge a complaint with the concerned police station. The complainant shall then keep the WPC informed about progress with the complaint.

The victims of sexual harassment should have the option to seek transfer of the perpetrator or her own transfer.

The WPC may submit its report to the Chairman within stipulated time after the date of receipt of the complaint.

The Chairman may discuss his/her plan of punitive action against the guilty party with the WPC and then implement it within fifteen working days.

A copy of the Chairman's order (or an action taken report) of the punitive action to the perpetrator may be given to the complainant/victim.

The complainant shall have the right to appeal to the Chairperson of the Governing Board if she/he is not satisfied by the action taken by the Chairman.

Nothing in these guidelines shall preclude anybody from simultaneously lodging a complaint with the police in respect of any act amounting to an offence under the law.

PUNITIVE ACTION

An employee guilty of harassment /Crime shall be liable to give a written apology to the victim and any of the following punitive actions:

Suitable censure/warning.

Withholding of increments.

Removal from service

A student guilty of sexual harassment shall be liable to give a written apology to the victim and any of the following punitive actions:

Suitable censure/warning.

Withholding/withdrawing scholarship/fellowship and other benefits.

Suspension/expulsion from the hostel.

Rustication from the Institute for a period up to a certain period or

Expulsion from the Institute.

Meetings

The WPC shall meet at least twice a year. The meetings may be chaired by the Chairman and the convener will be responsible to call the meeting and take the minutes.

This is for strict compliance of all concerned and to be followed religiously in letter and spirit.



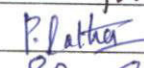
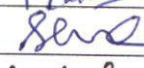
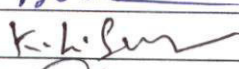
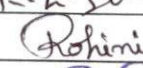
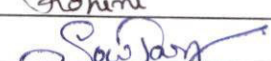
Activities Planned

The tentative events and the dates that were planned for the year are as follows-

S. No.	Name of the event	Tentative Dates
1.	A Safety, Security and Threat Awareness Training Program for Girls	22.11.2014
2.	Role of women in Nation building	27.01.2015

The meeting came to a close after all the attendees resolved to work for the welfare of the students.

Faculty who attended the first meeting of the **Women's Protection Cell** on 22nd of June 2014 for the Annual Year 2014 – 2015

S.No	Name of the member	Designation	Signature
1.	Dr. M. Ramalinga Reddy	Principal	
2.	Ms. S. Fatima Mary	Associate Professor	
3.	Ms. Prema Latha	Associate Professor	
4.	Ms. Sruthi	Associate Professor	
5.	Ms. K.L.S. Sowjanya	Associate Professor	
6.	Ms. Rohini Reddy	Associate Professor	
7.	Ms. Divya Charitha	Associate Professor	



Convener
Women's Protection Cell



Principal