

**WOMEN
GRIEVANCES &
REDRESSAL CELL**

**WOMEN
GRIEVANCES &
REDRESSAL CELL
2019-20**

VIJAYA INSTITUTE OF PHARMACEUTICAL SCIENCES FOR WOMEN
ENIKEPADU, VIJAYAWADA-521108.

Ref: VIPW/WGRC/2019-20/CIR-01

Date: 20.07.2019

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 2019-20.


S. NO	NAME	DESIGNATION & DEPT	DESIGNATION IN COMMITTEE
1.	Dr. K. Padmalatha	Professor & Principal	Chairperson
2.	Mrs. A. Bhavana	Asst. Professor Dept. of Pharmacology	Coordinator
3.	Dr. G. Surendra	Professor Dept. of Pharmaceutical Chemistry	Member
4.	Mr. S. Venkateswara Rao	Assoc. Professor Dept. of Pharmaceutics	Member
5.	Mr. A. Jayarami Reddy	Assoc. Professor Dept. of Pharmacology	Member
6.	Ms. A. Bhavani	I M. Pharm	Student Member
7.	Ms. P. Navya Sri	IV B. Pharm	Student Member
8.	Ms. M. Swetha Manasa	III B. Pharm	Student Member
9.	Ms. K. Sravani	II Pharm D	Student 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 or sexual harassment.



Page 1 of 2

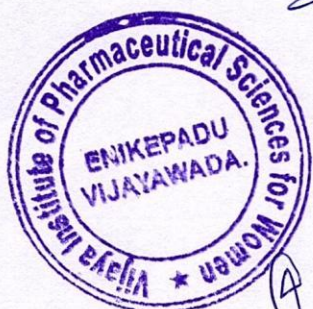

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ENIKEPADU VIJAYAWADA 521 108


- 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 VIPW.
- To ensure personality 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.

- 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.




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PIN - 521 108

**VIJAYA INSTITUTE OF PHARMACEUTICAL SCIENCES FOR WOMEN
ENIKEPADU, VIJAYAWADA-521108.**

Ref: VIPW/WGRC/2019-20/CIR-02

DATE: 27.08.2019

CIRCULAR

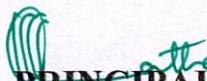
It is here by informed to all the committee members of “Women’s Grievance & Redressal Cell” that a meeting has been scheduled on 27th August 2019 at 1:30 pm in the Principal Chamber to discuss the following agenda points. The committee members are solicited to make their presence.

Agenda:

- (i) Discuss roles and responsibilities of the committee.
- (ii) Performance of the Committee for the academic year 2018-19.
- (iii) To pertain various aspects related to women empowerment.
- (iv) To look into various grievances lodged by the women of the institute and take necessary action against them.


COORDINATOR




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ENIKEPADU, VIJAYAWADA
PIN - 521 108

S. Venkatesh

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MINUTES OF MEETING 2019-20

Ref: VIPW/WGRC/2019-20/MOM-01

DATE: 29.08.19

The first meeting of the Women's Grievance & Redressal cell of the college with its newly constituted members for the academic session 2019-20 started at 1.30 pm on 27th August under the Chairmanship of Dr. K. Padmalatha, Principal and Chairperson. The following members attended the meeting:

S. NO	NAME	DESIGNATION	DESIGNATION IN COMMITTEE
1.	Dr. K. Padmalatha	Professor & Principal	Chairperson
2.	Mrs. A. Bhavana	Asst. Professor	Coordinator
3.	Dr. G. Surendra	Professor	Member
4.	Mr. S. Venkateswara Rao	Assoc. Professor	Member
5.	Mr. A. Jayarami Reddy	Assoc. Professor	Member
6.	Ms. A. Bhavani	I M. Pharm	Student Member
7.	Ms. P. Navya Sri	IV B. Pharm	Student Member
8.	Ms. M. Swetha Manasa	III B. Pharm	Student Member
9.	Ms. U. Sravani	II Pharm D	Student Member

Minutes of the Meeting:

At the beginning, the Chairperson welcomed all 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 25th April 2019. The members unanimously confirmed the minutes.
2. All the planned events for the academic year 2018-19 were conducted smoothly as planned. Due to the attentiveness & alertness by WGRC, there were no sexual harassment incidents.
3. The chairperson highlighted 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.
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.

S. NO	NAME	DESIGNATION	SIGNATURE
1.	Dr. K. Padmalatha	Chairperson	
2.	Mrs. A. Bhavana	Coordinator	
3.	Dr. G. Surendra	Member	
4.	Mr. S. Venkateswara Rao	Member	
5.	Mr. A. Jayarami Reddy	Member	
6.	Ms. A. Bhavani	Student Member	
7.	Ms. P. Navya Sri	Student Member	
8.	Ms. M. Swetha Manasa	Student Member	
9.	Ms. U. Sravani	Student Member	




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Ref: VIPW/WGRC/2019-20/CIR-03

DATE: 04.03.2020

CIRCULAR

All the members of **Women's Grievance & Redressal Cell** are hereby informed that meeting has been scheduled on **6th March 2020 at 11:30 am** in the Principal's room. The committee members are requested to attend without fail.

Agenda:

- i. Review of previous meeting.
- ii. To discuss about Women's Day Celebrations.
- iii. To discuss about the any sexual harassment cases reported and action against them.
- iv. To discuss about the performance of WGRC in this academic year.
- v. Any subject with the permission of the chair.

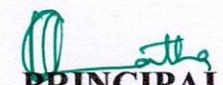

COORDINATOR



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S. Venkatesh

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PIN - 521 108

**VIJAYA INSTITUTE OF PHARMACEUTICAL SCIENCES FOR WOMEN
ENIKEPADU, VIJAYAWADA-521108.**

Ref: VIPW/WGRC/2019-20/MOM-02

DATE: 07.03.2020

MINUTES OF MEETING

The second meeting of WGRC was held on 06th of March at 11:30 am in the Principal's chamber. The following members were present during the meeting:

S. NO	NAME	DESIGNATION	DESIGNATION IN COMMITTEE
1.	Dr. K. Padmalatha	Professor & Principal	Chairperson
2.	Mrs. A. Bhavana	Asst. Professor	Coordinator
3.	Dr. G. Surendra	Professor	Member
4.	Mr. S. Venkateswara Rao	Assoc. Professor	Member
5.	Mr. A. Jayarami Reddy	Assoc. Professor	Member
6.	Ms. A. Bhavani	I M. Pharm	Student Member
7.	Ms. P. Navya Sri	IV B. Pharm	Student Member
8.	Ms. M. Swetha Manasa	III B. Pharm	Student Member
9.	Ms. U. Sravani	II Pharm D	Student Member

Minutes of the Meeting:

- At the outset, the chairperson welcomed all the members present and commenced the meeting.
1. To read and confirm the minutes of the previous meeting. The members unanimously confirmed the minutes.
 2. All the planned events for the academic year 2019-20 were conducted smoothly as planned. Due to good vigilance and performance of WGRC, there were no sexual harassment incidents.
 3. Discussed about International Women's Day celebrations which will be held on March 08, 2020.
 4. The chairperson asked to depict proper guidelines in the institution to maintain social distance regarding the spread of COVID – 19.
 5. The committee observed that there were no grievances/ complaints received from students. No action or no complaints recorded.





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Mrs. A. Bhavana concluded the meeting with vote of thanks.

S. NO	NAME	DESIGNATION	SIGNATURE
1.	Dr. K. Padmalatha	Chairperson	
2.	Mrs. A. Bhavana	Coordinator	
3.	Dr. G. Surendra	Member	
4.	Mr. S. Venkateswara Rao	Member	
5.	Mr. A. Jayarami Reddy	Member	
6.	Ms. A. Bhavani	Student Member	
7.	Ms. P. Navya Sri	Student Member	
8.	Ms. M. Swetha Manasa	Student Member	
9.	Ms. U. Sravani	Student Member	




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**WOMEN
GRIEVANCES &
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2018-19**

Ref: VIPW/WGRC/2018-19/CIR-01

Date: 12.07.2018

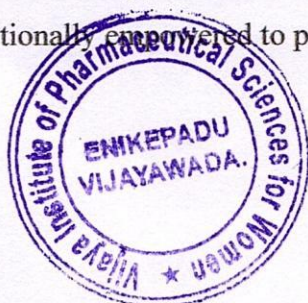
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To promote healthy working environment for all women employees/students; a cell has been constituted for redressal of grievances. The following are the committee members of the "Women's Grievance & Redressal Cell in the college for the prevention of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

S. NO	NAME	DESIGNATION & DEPT	DESIGNATION IN COMMITTEE
1.	Dr. K. Padmalatha	Professor & Principal	Chairperson
2.	Mrs. D. Santhi Krupa	Asst. Professor Dept. of Pharmacology	Coordinator
3.	Dr. S. Sundar	Assoc. Professor Dept. of Pharmaceutical Biotechnology	Member
4.	Mr. S. Venkateswara Rao	Assoc. Professor Dept. of Pharmaceutics	Member
5.	Mr. A. Jayarami Reddy	Assoc. Professor Dept. of Pharmacology	Member
6.	Ms. G. Prasanthi	I M. Pharm	Student Member
7.	Ms. Ayushi Maheshwari	IV B. Pharm	Student Member
8.	Ms. B. Yamini	III B. Pharm	Student Member
9.	Ms. J. Vineela	II Pharm D	Student Member

ROLES & 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.



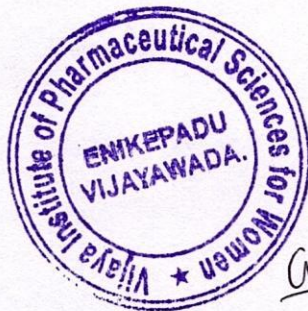

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- To promote a culture of respect and equality for female gender.
- To provide a platform for listening to complaints and redressal of grievances.
- To incorporate hygiene habits and ensure a healthy atmosphere in and around the college premises.
- To prevent sexual harassment and to promote general well-being of female students, teaching and non teaching 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 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 conducting informative programs.

MEETING SCHEDULE:

Committee meets periodically in the academic year and whenever required.

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



Handwritten signatures and initials in blue ink, including names like P. Durga, S. Venkatesh, and others, scattered across the lower half of the page.

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ENIKEPADU, VIJAYAWADA-521108.

Ref: VIPW/WGRC/2018-19/CIR-02

DATE: 01.09.2018

CIRCULAR


All the members of **Women's Grievance & Redressal Cell** are hereby informed that a meeting has been scheduled on **03rd September at 11:30 am** in the Principal's Chamber. The committee members are requested to make their presence.

Agenda:

- (i) Performance of WGRC in the academic year 2017-18.
- (ii) Objectives and functionalities of the cell.
- (iii) To create awareness about the existence of the committee in college.
- (iv) Any other point with the permission of the chair.


COORDINATOR




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PIN - 521 108

S. Venkatesh

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MINUTES OF MEETING 2018-19

Ref: VIPW/WGRC/2018-19/MOM-01

DATE: 04.09.18

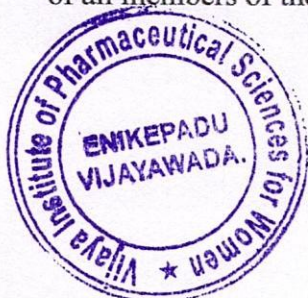
The first meeting of Women's Grievance & Redressal cell (WGRC) held on 03rd of September in the Principal's chamber with its newly constituted members for the academic session 2018-2019 started at 11.30 a.m under the Chairmanship of Dr. K. Padmalatha, Principal and Chairperson.

S. NO	NAME	DESIGNATION & DEPT	DESIGNATION IN COMMITTEE
1.	Dr. K. Padmalatha	Professor & Principal	Chairperson
2.	Mrs. D. Santhi Krupa	Asst. Professor	Coordinator
3.	Dr. S. Sundar	Assoc. Professor	Member
4.	Mr. S. Venkateswara Rao	Assoc. Professor	Member
5.	Mr. A. Jayarami Reddy	Assoc. Professor	Member
6.	Ms. G. Prasanthi	I M. Pharm	Student Member
7.	Ms. Ayushi Maheshwari	IV B. Pharm	Student Member
8.	Ms. B. Yamini	III B. Pharm	Student Member
9.	Ms. J. Vineela	II Pharm D	Student Member

Minutes of the Meeting:

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.

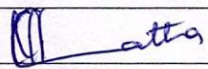


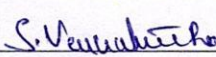

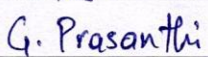
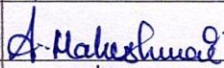
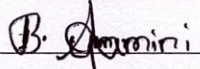
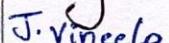
1. To read and confirm the minutes of the previous meeting of the Women's Grievance & Redressal Cell of the college held on 19th of April 2018.
2. Regarding measures taken for prevention and prohibition of sexual harassment to the girl students, it was decided by the members that;
 - (i) The Committee 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 the members present.

S. NO	NAME	DESIGNATION	SIGNATURE
1.	Dr. K. Padmalatha	Chairperson	
2.	Mrs. D. Santhi Krupa	Coordinator	
3.	Dr. S. Sundar	Member	
4.	Mr. S. Venkateswara Rao	Member	
5.	Mr. A. Jayarami Reddy	Member	
6.	Ms. G. Prasanthi	Student Member	
7.	Ms. Ayushi Maheshwari	Student Member	
8.	Ms. B. Yamini	Student Member	
9.	Ms. J. Vineela	Student Member	




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**VIJAYA INSTITUTE OF PHARMACEUTICAL SCIENCES FOR WOMEN
ENIKEPADU, VIJAYAWADA-521108.**

Ref: VIPW/WGRC/2018-19/CIR-03

DATE: 24.04.2019

CIRCULAR

It is hereby informed to all the committee members of "Women's Grievance & Redressal Cell" that a meeting has been scheduled on **25th April 2019 at 1:30 pm** in the Principal's Chamber to discuss the following agenda points.

Agenda:

- i. Review of previous meeting.
- ii. To discuss about any sexual harassment cases reported and action against them.
- iii. To discuss the performance of WGRC in this academic year.

S
COORDINATOR



Pratha
PRINCIPAL
VIJAYA INSTITUTE OF
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ENIKEPADU, VIJAYAWADA
PIN - 521 108

S. Venkatesh Reddy

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ENIKEPADU, VIJAYAWADA-521108.

MINUTES OF MEETING 2018-19

Ref: VIPW/WGRC/2018-19/MOM-02

DATE: 27.04.19

The second meeting of WGRC was held on 25th of April at 1:30 pm in the Principal's chamber for the academic year 2018-2019. The following members were present during the meeting:


S. NO	NAME	DESIGNATION & DEPT	DESIGNATION IN COMMITTEE
1.	Dr. K. Padmalatha	Professor & Principal	Chairperson
2.	Mrs. D. Santhi Krupa	Asst. Professor	Coordinator
3.	Dr. S. Sundar	Assoc. Professor	Member
4.	Mr. S. Venkateswara Rao	Assoc. Professor	Member
5.	Mr. A. Jayarami Reddy	Assoc. Professor	Member
6.	Ms. G. Prasanthi	I M. Pharm	Student Member
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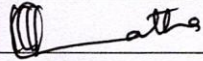


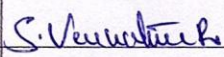

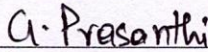
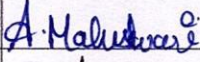
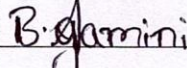
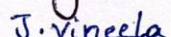
Minutes of the Meeting:

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 03rd of September 2018. 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.


The meeting was concluded with the vote of thanks.




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S. NO	NAME	DESIGNATION	SIGNATURE
1.	Dr. K. Padmalatha	Chairperson	
2.	Mrs. D. Santhi Krupa	Coordinator	
3.	Dr. S. Sundar	Member	
4.	Mr. S. Venkateswara Rao	Member	
5.	Mr. A. Jayarami Reddy	Member	
6.	Ms. G. Prasanthi	Student Member	
7.	Ms. Ayushi Maheshwari	Student Member	
8.	Ms. B. Yamini	Student Member	
9.	Ms. J. Vineela	Student Member	




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**WOMEN
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2017-18**

**VIJAYA INSTITUTE OF PHARMACEUTICAL SCIENCES FOR WOMEN
ENIKEPADU, VIJAYAWADA-521108.**

Ref: VIPW/WGRC/2017-18/CIR-01

Date: 01.07.2017

CIRCULAR

"Women's Grievance & Redressal Cell is constituted with the following faculty for the academic year 2017-18 to maintain safety and security of the women employees/students for redressal of grievances and prevention of action against sexual harassment of women and gender discrimination.

S. NO	NAME	DESIGNATION & DEPT	DESIGNATION IN COMMITTEE
1.	Dr. K. Padmalatha	Professor & Principal	Chairperson
2.	Mrs. V. Vishnu Vandana Devi	Assoc. Professor Communication Skills	Coordinator
3.	Mr. S. Venkateswara Rao	Assoc. Professor Dept. of Pharmaceutics	Member
4.	Mr. D. Srinu Naik	Asst. Professor Dept. of Pharmaceutics	Member
5.	Mr. A. Jayarami Reddy	Assoc. Professor Dept. of Pharmacology	Member
6.	Mrs. D. Santhi Krupa	Asst. Professor Dept. of Pharmacology	Member
7.	Ms. K. Tanuja	I M. Pharm	Student Member
8.	Ms. J. Supriya	IV B. Pharm	Student Member
9.	Ms. T. Hari Priya	III B. Pharm	Student Member
10.	Ms. K. Babitha	II Pharm D	Student Member

RESPONSIBILITIES:

1. To deal with the cases / complaints of sexual annoyance and any other type of harassment of the students of the college.




PRINCIPAL

Page 1 of 2

VIJAYA INSTITUTE
PHARMACEUTICAL SCIENCES FOR WOMEN
ENIKEPADU VIJAYAWADA 521 108

2. To process all the individual complaints and take suitable action thereon in the manner and mode as per the college norms.
3. To provide assistance to the students for taking preventive steps in the matter of gender discrimination and sexual harassment.
4. 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
5. To allow students to put up the grievance in writing to the respective committee in charge
6. To act upon those cases which have been forwarded along with the necessary documents
7. To assure that the grievance has been properly solved in a stipulated time limit provided by the cell.
8. The committee will meet periodically and whenever required.

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.



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S. Venkatesh

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**VIJAYA INSTITUTE OF PHARMACEUTICAL SCIENCES FOR WOMEN
ENIKEPADU, VIJAYAWADA-521108.**

Ref: VIPW/WGRC/2017-18/CIR-02

DATE: 29.08.2017

CIRCULAR

The members of **Women's Grievance & Redressal Cell** are hereby informed that meeting has been scheduled on **30th August 2017 at 11:00 am** in Principal's room. As meeting is called for, where your presence is a must.

Agenda:

- (i) Objectives and functionalities of the cell.
- (ii) To create awareness about the existence of the committee in college.
- (iii) Any other point with the permission of the chair.

Handaa V
COORDINATOR



[Signature]
PRINCIPAL
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ENIKEPADU, VIJAYAWADA
PIN - 521 108

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[Signature]

S. Venkatesh

**VIJAYA INSTITUTE OF PHARMACEUTICAL SCIENCES FOR WOMEN
ENIKEPADU, VIJAYAWADA-521108.**

MINUTES OF MEETING 2017-18

Ref: VIPW/WGRC/2017-18/MOM-01

DATE: 01.09.17

The first Meeting of the Women's Grievance & Redressal cell of the college with its newly constituted members for the academic session 2017-18 started at 11.00 am on 30th August under the Chairmanship of Dr. K. Padmalatha, Principal and Chairperson. The following members attended the meeting:


S. NO	NAME	DESIGNATION	DESIGNATION IN COMMITTEE
1.	Dr. K. Padmalatha	Professor & Principal	Chairperson
2.	Mrs. V. Vishnu Vandana Devi	Assoc. Professor	Coordinator
3.	Mr. S. Venkateswara Rao	Assoc. Professor	Member
4.	Mr. D. Srinu Naik	Asst. Professor	Member
5.	Mr. A. Jayarami Reddy	Assoc. Professor	Member
6.	Mrs. D. Santhi Krupa	Asst. Professor	Member
7.	Ms. K. Tanuja	I M. Pharm	Student Member
8.	Ms. J. Supriya	IV B. Pharm	Student Member
9.	Ms. T. Hari Priya	III B. Pharm	Student Member
10.	Ms. K. Babitha	II Pharm D	Student Member

Minutes of the Meeting:

The coordinator of the committee welcomed all the committee members to the meeting.

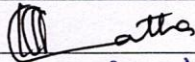
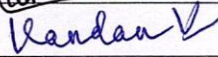
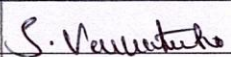



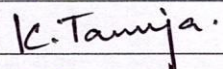
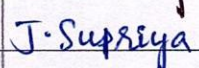
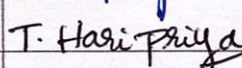
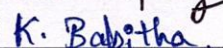
1. To read and confirm the minutes of the previous meeting of the Women Grievance & Redressal Cell. The members unanimously confirmed the minutes.
2. All the planned events for the academic year 2016-17 were conducted smoothly as planned. Due to good attention and performance of WGRC, there were no sexual harassment incidents.





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3. 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.
4. Matters relating to complaint, the cell confirm that not a single complaint from the girl students and ladies staff has been received by the committee, hence redressal is NIL.

As there was no other matter to discuss, the meeting ended with vote of thanks to all the members present.

S. NO	NAME	DESIGNATION	SIGNATURE
1.	Dr. K. Padmalatha	Chairperson	
2.	Mrs. V. Vishnu Vandana Devi	Coordinator	
3.	Mr. S. Venkateswara Rao	Member	
4.	Mr. D. Srinu Naik	Member	
5.	Mr. A. Jayarami Reddy	Member	
6.	Mrs. D. Santhi Krupa	Member	
7.	Ms. K. Tanuja	Student Member	
8.	Ms. J. Supriya	Student Member	
9.	Ms. T. Hari Priya	Student Member	
10.	Ms. K. Babitha	Student Member	




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Ref: VIPW/WGRC/2017-18/CIR-03

DATE: 21.04.2018

CIRCULAR

All the members of **Women's Grievance & Redressal Cell** are hereby informed that meeting has been scheduled on **23rd April, 2018 at 1:30 pm** in Principal's room. The committee members are requested to attend without fail.

Agenda:

- i. Review of previous meeting.
- ii. To discuss about the any sexual harassment cases reported and action against them.
- iii. To discuss about the performance of WGRC in this academic year.

Nandan V

COORDINATOR



Alba
PRINCIPAL
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PIN - 521 108

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S. Venkatesh

VIJAYA INSTITUTE OF PHARMACEUTICAL SCIENCES FOR WOMEN
ENIKEPADU, VIJAYAWADA-521108.

MINUTES OF MEETING 2017-18

Ref: VIPW/WGRC/2017-18/MOM-02

DATE: 25.04.18


The second meeting of WGRC was held on 23rd of April at 1:30 pm in the principal's chamber.
The following members were present during the meeting:

S. NO	NAME	DESIGNATION	DESIGNATION IN COMMITTEE
1.	Dr. K. Padmalatha	Professor & Principal	Chairperson
2.	Mrs. V. Vishnu Vandana Devi	Assoc. Professor	Coordinator
3.	Mr. S. Venkateswara Rao	Assoc. Professor	Member
4.	Mr. D. Srinu Naik	Asst. Professor	Member
5.	Mr. A. Jayarami Reddy	Assoc. Professor	Member
6.	Mrs. D. Santhi Krupa	Asst. Professor	Member
7.	Ms. K. Tanuja	I M. Pharm	Student Member
8.	Ms. J. Supriya	IV B. Pharm	Student Member
9.	Ms. T. Hari Priya	III B. Pharm	Student Member
10.	Ms. K. Babitha	II Pharm D	Student Member

Minutes of the Meeting:

1. At the outset, the Chairperson welcomed all the participants of the Meeting.
2. It was confirmed that minutes of previous WGRC held on 30th August are resolved.
3. Chairperson checked with all the members from students or staff side, that no complaint was reported.
4. It was decided to conduct a session related to health and awareness of different laws for women's safety.
5. Chairperson directed the committee members to check for required facilities to avoid any kind of grievance.





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VIJAYA INSTITUTE Page 1 of 2
PHARMACEUTICAL SCIENCES FOR WOMEN
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6. Regarding matters of any type of grievance, it was found by the members that not a single grievance has been brought to the notice of the Committee during the last session, thus redressal is NIL.
7. Regarding measures to be taken for further improvising and strengthening of the Cell, it was decided that the Cell will bring awareness programmes on gender sensitization, gender equity involving all the students and staff of the college.
8. As there were no issues raised by the members, the meeting dispersed with the permission of the Chairperson.

S. NO	NAME	DESIGNATION	SIGNATURE
1.	Dr. K. Padmalatha	Chairperson	
2.	Mrs. V. Vishnu Vandana Devi	Coordinator	
3.	Mr. S. Venkateswara Rao	Member	
4.	Mr. D. Srinu Naik	Member	
5.	Mr. A. Jayarami Reddy	Member	
6.	Mrs. D. Santhi Krupa	Member	Absent
7.	Ms. K. Tanuja	Student Member	
8.	Ms. J. Supriya	Student Member	
9.	Ms. T. Hari Priya	Student Member	
10.	Ms. K. Babitha	Student Member	




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**WOMEN
GRIEVANCES &
REDRESSAL CELL**

2016-17

VIJAYA INSTITUTE OF PHARMACEUTICAL SCIENCES FOR WOMEN
ENIKEPADU, VIJAYAWADA-521108.

Ref: VIPW/WGRC/2016-17/CIR-01

Date: 11.07.2016

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 2016-17.


S. NO	NAME	DESIGNATION & DEPT	POST
1.	Dr. K. Padmalatha	Professor & Principal	Chairperson
2.	Mrs. V. Vishnu Vandana Devi	Assoc. Professor Communication Skills	Coordinator
3.	Mr. S. Venkateswara Rao	Assoc. Professor Dept. of Pharmaceutics	Member
4.	Mr. D. Srinu Naik	Asst. Professor Dept. of Pharmaceutics	Member
5.	Mr. A. Jayarami Reddy	Assoc. Professor Dept. of Pharmacology	Member
6.	Mrs. D. Santhi Krupa	Asst. Professor Dept. of Pharmacology	Member
7.	Ms. M. Teja Sri	I M. Pharm	Student Member
8.	Ms. N. Sri Kavya	IV B. Pharm	Student Member
9.	Ms. A. Raga Sowmya	III B. Pharm	Student Member
10.	Ms. P. Jhansi	II Pharm D	Student Member

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 growth as individuals in their own right.
- To promote a culture of respect and equality for female gender.



Page 1 of 2


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- 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 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, gender equity.

RESPONSIBILITIES:

- 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 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.

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



Handwritten signatures and initials in blue ink, including names like S. Venkatesh, MSS, and others, scattered around the stamp.

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Ref: VIPW/WGRC/2016-17/CIR-02

DATE: 13.09.2016

CIRCULAR

All the members of **Women's Grievance & Redressal Cell** are hereby informed to attend a meeting scheduled on **15th September 2016 at 3:00 pm** in the Principal's room. The committee members are requested to attend without fail.

Agenda:

- (i) To address gender related issues.
- (ii) To look into various grievances complained by women of the institute and take necessary actions against them.
- (iii) To create a work space for faculty with equal opportunities for all, without any gender bias.
- (iii) Discuss roles and responsibilities of the committee.

Vandana V

COORDINATOR



S. Narasimha
PRINCIPAL
VIJAYA INSTITUTE OF
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ENIKEPADU, VIJAYAWADA
PIN - 521 108

S

B

SR

S. Narasimha

VIJAYA INSTITUTE OF PHARMACEUTICAL SCIENCES FOR WOMEN
ENIKEPADU, VIJAYAWADA-521108.

MINUTES OF MEETING 2016-17

Ref: VIPW/WGRC/2016-17/MOM-01

DATE: 17.09.16

A meeting of Women's Grievance Redressal cell (WGRC) was held on 15th of September in the Principal chamber. The following members attended the meeting:

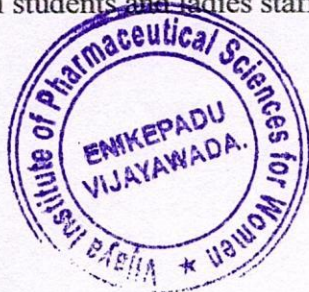
S. NO	NAME	DESIGNATION	DESIGNATION IN COMMITTEE
1.	Dr. K. Padmalatha	Professor & Principal	Chairperson
2.	Mrs. V. Vishnu Vandana Devi	Assoc. Professor	Coordinator
3.	Mr. S. Venkateswara Rao	Asst. Professor	Member
4.	Mr. D. Srinu Naik	Asst. Professor	Member
5.	Mr. A. Jayarami Reddy	Assoc. Professor	Member
6.	Mrs. D. Santhi Krupa	Asst. Professor	Member
7.	Ms. M. Teja Sri	I M. Pharm	Student Member
8.	Ms. N. Sri Kavya	IV B. Pharm	Student Member
9.	Ms. A. Raga Sowmya	III B. Pharm	Student Member
10.	Ms. P. Jhansi	I Pharma D	Student Member

Minutes of the Meeting:


The first Meeting of the Women Grievance & Redressal cell for the academic session 2016-2017. Meeting was organized under the Chairmanship of Dr. K. Padmalatha, Principal.

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

1. All the events for the academic year 2016-17 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 confirm that not a single complaint from the girl students and ladies staff has been received by the committee, hence redressal is NIL.

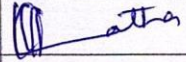


Page 1 of 2



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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	DESIGNATION	SIGNATURE
1.	Dr. K. Padmalatha	Chairperson	
2.	Mrs. V. Vishnu Vandana Devi	Coordinator	
3.	Mr. S. Venkateswara Rao	Member	
4.	Mr. D. Srinu Naik	Member	
5.	Mr. A. Jayarami Reddy	Member	
6.	Mrs. D. Santhi Krupa	Member	
7.	Ms. M. Teja Sri	Student Member	
8.	Ms. N. Sri Kavya	Student Member	
9.	Ms. A. Raga Sowmya	Student Member	
10.	Ms. P. Jhansi	Student Member	




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**VIJAYA INSTITUTE OF PHARMACEUTICAL SCIENCES FOR WOMEN
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Ref: VIPW/WGRC/2016-17/CIR-03

DATE: 21.03.2017

CIRCULAR

All the members of **Women's Grievance & Redressal Cell** are hereby informed that meeting has been scheduled on **23rd March 2017 at 4:00 pm** in the Principal's room. The committee members are solicited to attend.

Agenda:

- i. Review of previous meeting.
- ii. To discuss about Women's Day Celebrations.
- iii. To discuss about the any sexual harassment cases reported and action against them.
- iv. To discuss about the performance of WGRC in this academic year.
- v. Any subject with the permission of the chair.

Nandaa V

COORDINATOR



Principal
PRINCIPAL
VIJAYA INSTITUTE OF
PHARMACEUTICAL SCIENCES FOR WOMEN
ENIKEPADU, VIJAYAWADA
PIN - 521 108

W *SR*

DSR

S. Venkatesh Rao

VIJAYA INSTITUTE OF PHARMACEUTICAL SCIENCES FOR WOMEN
ENIKEPADU, VIJAYAWADA-521108.

MINUTES OF MEETING 2016-17

Ref: VIPW/WGRC/2016-17/MOM-02

DATE: 25.03.17

On 23rd of March a meeting of Women's Grievance & Redressal cell (WGRC) was held in the principal chamber. The following members were present at the meeting:

S. NO	NAME	DESIGNATION	DESIGNATION IN COMMITTEE
1.	Dr. K. Padmalatha	Professor & Principal	Chairperson
2.	Mrs. V. Vishnu Vandana Devi	Assoc. Professor	Coordinator
3.	Mr. S. Venkateswara Rao	Asst. Professor	Member
4.	Mr. D. Srinu Naik	Asst. Professor	Member
5.	Mr. A. Jayarami Reddy	Assoc. Professor	Member
6.	Mrs. D. Santhi Krupa	Asst. Professor	Member
7.	Ms. M. Teja Sri	I M. Pharm	Student Member
8.	Ms. N. Sri Kavya	IV B. Pharm	Student Member
9.	Ms. A. Raga Sowmya	III B. Pharm	Student Member
10.	Ms. P. Jhansi	I Pharm D	Student Member

Minutes of the Meeting:

The Principal welcomed committee members to the meeting.

1. To read and confirm the minutes of the previous meeting. The members unanimously confirmed the minutes.
2. All the planned events for the academic year 2015-16 were conducted smoothly as planned. Due to good vigilance and performance of WGRC, there were no sexual harassment incidents.
3. Discussed the International Women's Day celebrated on March 08, 2017.
4. The committee observed that there were no grievances/ complaints received from students & hence no action or no complaints recorded.

Mrs. V. Vishnu Vandana Devi concluded the meeting with vote of thanks.





PRINCIPAL

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S. NO	NAME	DESIGNATION	SIGNATURE
1.	Dr. K. Padmalatha	Chairperson	
2.	Mrs. V. Vishnu Vandana Devi	Coordinator	
3.	Mr. S. Venkateswara Rao	Member	
4.	Mr. D. Srinu Naik	Member	
5.	Mr. A. Jayarami Reddy	Member	
6.	Mrs. D. Santhi Krupa	Member	
7.	Ms. M. Teja Sri	Student Member	
8.	Ms. N. Sri Kavya	Student Member	
9.	Ms. A. Raga Sowmya	Student Member	
10.	Ms. P. Jhansi	Student Member	




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**WOMEN
GRIEVANCES &
REDRESSAL CELL
2015-16**

Ref: VIPW/WGRC/2015-16/CIR-01

Date: 27.07.2015

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's Grievance & Redressal Cell in the college constituted for the prevention of and action against sexual harassment of women and gender discrimination.

S. NO	NAME	DESIGNATION & DEPT	DESIGNATION IN COMMITTEE
1.	Dr. K. Padmalatha	Professor & Principal	Chairperson
2.	Mrs. M. Vani	Asst. Professor Dept. of Pharmacognosy & Phytochemistry	Coordinator
3.	Mr. S. Venkateswara Rao	Asst. Professor Dept. of Pharmaceutics	Member
4.	Mr. A. Jayarami Reddy	Asst. Professor Dept. of Pharmacology	Member
5.	Mr. G. Muthu Bhoopathi	Asst. Professor Dept. of Pharmaceutical Chemistry	Member
6.	Ms. B. Swathi	I M. Pharm	Student Member
7.	Ms. K. Manasa	IV B. Pharm	Student Member
8.	Ms. Md. Roshna Hara	III B. Pharm	Student Member
9.	Ms. K. Madhuri	I Pharm D	Student Member

RESPONSIBILITIES:

- To deal with the cases / complaints of sexual annoyance and any other type of harassment of the students of the college.




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- 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 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 the 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.
- The committee will meet periodically and whenever required.


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.




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S. Venkatesh
Sai
MSS
HP
SB
CS
CS


**VIJAYA INSTITUTE OF PHARMACEUTICAL SCIENCES FOR WOMEN
ENIKEPADU, VIJAYAWADA-521108.**

Ref: VIPW/WGRC/2015-16/CIR-02

DATE: 01.08.2015

CIRCULAR


All the members of **Women's Grievance & Redressal Cell** are hereby informed that meeting has been scheduled on **03rd August, 2015 at 3:00 pm** in the Principal room. The committee members should attend without fail.


Agenda:

- (i) Objectives and functionalities of the cell.
- (ii) Confirmation / adoption of Supreme Court guidelines on Women's Grievance & Redressal Cell and sexual harassment in educational institutions.
- (iii) To create awareness about the existence of the committee in college.
- (iv) Installation of suggestion/complaint box.
- (v) Any other point with permission of chair.


COORDINATOR




PRINCIPAL
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PIN - 521 108

gc

S. Venkatesh Reddy

**VIJAYA INSTITUTE OF PHARMACEUTICAL SCIENCES FOR WOMEN
ENIKEPADU, VIJAYAWADA-521108.**

MINUTES OF MEETING 2015-16

Ref: VIPW/WGRC/2015-16/MOM-01

DATE: 05.08.15

The first meeting of WGRC was held on 3rd of August at 3:00 p.m in the Principal chamber.
The following members attended the meeting:

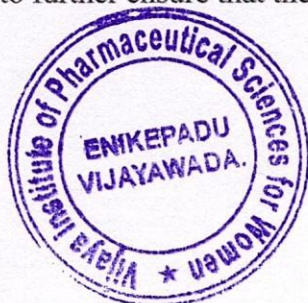
S. NO	NAME	DESIGNATION	DESIGNATION IN COMMITTEE
1.	Dr. K. Padmalatha	Professor & Principal	Chairperson
2.	Mrs. M. Vani	Asst. Professor	Coordinator
3.	Mr. S. Venkateswara Rao	Asst. Professor	Member
4.	Mr. A. Jayarami Reddy	Asst. Professor	Member
5.	Mr. G. Muthu Bhoopathi	Asst. Professor	Member
6.	Ms. B. Swathi	I M. Pharm	Student Member
7.	Ms. K. Manasa	IV B. Pharm	Student Member
8.	Ms. Md. Roshna Hara	III B. Pharm	Student Member
9.	Ms. K. Madhuri	I Pharm D	Student Member

Minutes of the Meeting:

At the beginning, the Chairperson welcomed all 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 at our institute. Thereafter, the Chairperson called the agenda for the meeting

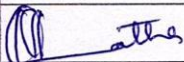

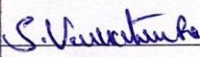


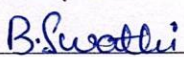
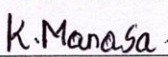
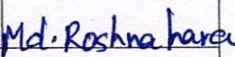
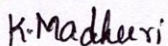
Outcomes:

1. The chairperson enlightened 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. The chairperson asked to depict a 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 students /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 maybe either through orally or writing.
 4. The committee members decided to install a complaint /suggestion box in front of Block 3 for the students who want to remain anonymous so that the students can put their grievance in writing.
 5. The committee asked to conduct an awareness programs at regular intervals.

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

S. NO	NAME	DESIGNATION	SIGNATURE
1.	Dr. K. Padmalatha	Chairperson	
2.	Mrs. M. Vani	Coordinator	
3.	Mr. S. Venkateswara Rao	Member	
4.	Mr. A. Jayarami Reddy	Member	
5.	Mr. G. Muthu Bhoopathi	Member	
6.	Ms. B. Swathi	Student Member	
7.	Ms. K. Manasa	Student Member	
8.	Ms. Md. Roshna Hara	Student Member	
9.	Ms. K. Madhuri	Student Member	




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ENIKEPADU, VIJAYAWADA-521108.

Ref: VIPW/WGRC/2015-16/CIR-03

DATE: 02.04.2016

CIRCULAR


It is here by informed to all the committee members of "Women's Grievance & Redressal Cell" that a meeting has been scheduled on 4th April 2016 at 3:30 pm in the Principal Chamber to discuss the following agenda points.

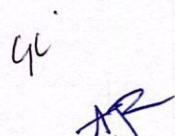
Agenda:

- i. Review of previous meeting.
- ii. To discuss about the any sexual harassment cases reported and action against them.
- iii. To discuss about the performance of WGRC in this academic year.


COORDINATOR




PRINCIPAL
VIJAYA INSTITUTE OF
PHARMACEUTICAL SCIENCES FOR WOMEN
ENIKEPADU, VIJAYAWADA
PIN - 521 108


S. Venkatesh

**VIJAYA INSTITUTE OF PHARMACEUTICAL SCIENCES FOR WOMEN
ENIKEPADU, VIJAYAWADA-521108.**

Ref: VIPW/WGRC/2015-16/MOM-02

DATE: 06.04.16

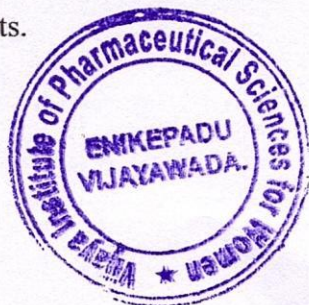
MINUTES OF MEETING

The second meeting of WGRC was held on 04th of April at 3:30 p.m in the principal chamber. The following members were present during the meeting:

S. NO	NAME	DESIGNATION	DESIGNATION IN COMMITTEE
1.	Dr. K. Padmalatha	Professor & Principal	Chairperson
2.	Mrs. M. Vani	Asst. Professor	Coordinator
3.	Mr. S. Venkateswara Rao	Asst. Professor	Member
4.	Mr. A. Jayarami Reddy	Asst. Professor	Member
5.	Mr. G. Muthu Bhoopathi	Asst. Professor	Member
6.	Ms. B. Swathi	I M. Pharm	Student Member
7.	Ms. K. Manasa	IV B. Pharm	Student Member
8.	Ms. Md. Roshna Hara	III B. Pharm	Student Member
9.	Ms. K. Madhuri	I Pharm D	Student Member

Minutes of the Meeting:

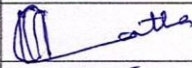

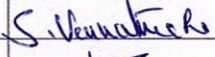


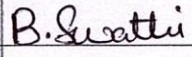
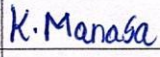
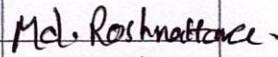

1. The Chairperson of the committee welcomed all the committee members to the meeting.
2. To read and confirm the minutes of the previous meeting. The members unanimously confirmed the minutes.
3. Regarding matters relating to complaint, the cell confirmed that not a single complaint from the girl students and female staff has been received by the Committee, hence redressal is NIL.
4. To interact with students from time to time for updating of issues (if any).
5. All the planned events for the academic year 2015-16 were conducted smoothly as planned. Due to good vigilance and performance of WGRC, there were no sexual harassment incidents.




Page 1 of 2

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The meeting concluded with the vote of thanks.

S. NO	NAME	DESIGNATION	SIGNATURE
1.	Dr. K. Padmalatha	Chairperson	
2.	Mrs. M. Vani	Coordinator	
3.	Mr. S. Venkateswara Rao	Member	
4.	Mr. A. Jayarami Reddy	Member	
5.	Mr. G. Muthu Bhoopathi	Member	
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