

Women's Cell

The Women Cell is constituted to help maintain a harmonious atmosphere for the women in the Institute. It enables women to pursue their work with dignity and reassurance. The Cell has been working to raise awareness on gender equality issues. It will encourage faculty and students to come up and express their feelings, ideas and difficulties and seek resolution of specific grievances.

The Convener of the Committee will coordinate and administer the grievance handling process in addition to documenting the same.

Procedure for Handling Grievances:

1. An aggrieved faculty or student will first present her grievance in writing to the Principal.
2. The Principal will hand it over to the convener of redressal of atrocities against women cell for enquiry.
3. The convener will immediately call a meeting of all the members of the committee, and fix a date for the enquiry.
4. The victim and the accused both will be called separately and enquired.
5. Then both the victim and complainant are called again and given a chance to express their grievance openly before the committee..
6. Then the convener will take suitable and appropriate decision in the matter after discussing with the other committee members and communicate the same to the aggrieved party.
7. If the case is very trivial, they are counseled and advised; Sometime apology letters are taken and the case is closed.
8. If the aggrieved party is not happy with the committee's decision, or when matter is serious, committee will communicate the same the Principal and the case will be handed over to the Department of Police.

9. If the allegation made by the aggrieved woman employee or student is found to be malicious or with mala-fide intention or false knowledge, the committee may take necessary action against the said woman employee/student for misconduct.
10. The inquiry shall be completed within a period of 45 days.

G. Rajalakshmi

**Convener
Women'Cell**