

WOMEN GRIEVANCE CELL (WGC)

ST.MARY'S GROUP OF INSTITUTIONS GUNTUR strongly believes in gender equality and gender justice in all of its interventions and practices. Keeping these principles in view, it is important to ensure that our organizational climate is free from discrimination and harassment with a particular focus on gender bias. For this Women Grievance Cell is established in our college. The cell is responsible for pursuance of any complaints or grievances filed by women students and staff of our college.

Grievance redressal cell is formed with the following major objectives :

- In order to keep up the working atmosphere among the lady staff and students of SMGIG in a healthy manner.
- To enlighten the women students about their legal rights and to strive towards the empowerment of the women through the promotion of gender amity and programmes concerning women welfare, and
- To uphold the dignity of the college by ensuring free atmosphere in the college by promoting cordial student to student relationship, student to teacher relationship and staff to staff relations.
- To enhance the participation of senior women members the institution in response to the recognition of the extent to which women, both academic an administrative, were under represented at senior levels.
- To redress the balance between men and women.
- To increase both the quantity and quality of women in higher education.
- To develop for women a range of training strategies and materials that will be replicable or may be adapted for use in the institution.
- To develop gender management system in the institution.
- To continue the training program for women with assistance for embedding these in the institution.
- To create and increase resources of training modules and study materials.
- To initiate gender sensitization for women and to develop courses and course materials that may be accessed through staff development programs.
- To develop programs for women in Higher Education with a long-term objective of enhancing the role of women in higher education.

- To create an effective organizational structure for improving the status of women in the institution.

This cell will help staff, students and parents to record their complaints and resolve their common problems and personal grievances. Ragging complaints will be handled as per Anti-ragging policies laid down by the University. Woman harassment complaints will be handled as per government guidelines received from respective bodies. Women grievance cell will make every effort to ensure that female stakeholders of SMGG feel at home and they are in safe hands.

Complaint / Grievance procedure :

- A grievance box will be placed at the office of the Grievance Redressal Cell's Chairperson (Ms. Farzana Syed) for collecting the complaints.
- Woman employee or female student of SMGIG possesses the right to lodge a complaint concerning gender harassment against a male student or the employee of the institute, by putting the written and signed complaint in the complaint box, which will be placed in the office, and library as well.
- In case of gender harassment, the complainant shall include the specific nature of the incident, date and the place of the incident, name of all parties involved, as well as a detailed report of all pertinent facts.
- Don't feel a sense of shame. Tell the harasser very clearly that you found his behavior offensive.
- Don't ignore the harassment in a hope that it will stop on its own. Come forward and complain, get the issue or trouble resolved quickly.
- Do not hesitate to talk about the harassment to the concerned. It will not only give you strength but also helps others in similar situations to come forward and complain.

Guidelines to improve women safety in college premises :

- Do not work or wander alone in isolated areas of institution.

- Avoid working till late nights.
- Behavior and conduct of driver should be checked while travelling alone.
- Must save help line numbers on mobiles and use it during emergency.
- Use latest Android Apps available for safety.
- Attend self defense workshop and legal awareness workshop.
- Put signed written complaint in women grievances redressal cell box in case of any untoward incident.
- Counseling and liaison frequently with cell members.
- The Cell organizes meetings for women and sensitizes them on security measures, and on their conduct and behavior, so as to avoid untoward incidents
- Ensure that the girl students concentrate more on their studies than on other permissive activities.
- Counsel the girl students by giving guidelines and tips to handle any awkward, embarrassing and sensitive situations, including ragging, teasing, harassing.
- Organize programs in order to improve the gender equality and financial independence of the woman students and also to implement all the programs and activities as envisaged and communicated by the university and the Government of India.
- Organize any other programs or activities as deemed appropriate to empower the girl students so as to enable them to realize their goals and aspirations in life.
- The committee would be responsible for maintaining communication with and advising the Institution's Administration and the governing body in planning and monitoring progress for women personnel and students.
- The committee shall advise the management about a broad range of issues and concerns that influence women's work lives and status in the institution at all levels and in every aspect of operations and educational programs.

Instructions to Female Students and Staff :

- Wearing College Uniform is mandatory to all the female students of the college.
- Wearing Chunney / Overcoat along with safety pins.
- Female Staff are supposed to follow a formal wear i.e. Saree

- Obtaining Permission from appropriate authority of respective department is must to be allowed to go out for Internships /tour/function/seminars/any type of work outside of the campus during college hours.
- Avoid unnecessary discussions / chit-chat with male students and male staff
- Avoid personal abuses on classmates or staff or any other
- Avoid arguments / debates / any type of heated discussions with students, faculty and strangers
- Avoid Junk foods from vendors outside the college premises
- Avoid taking lifts from known or unknown persons
- Avoid groupings / gatherings until and unless there is a strong reason for it
- Give your valuable suggestions in enhancing the role of women in our institute
- Attend the periodical meetings of WGC and be aware of amendments or updates from time-to-time
- Create awareness among your female colleagues and classmates about WGC and its roles and responsibilities
- Bring to the notice of the Women grievance Cell immediately upon the unforeseen incident happenings, although you may not be a direct victim
- Ensure a proper, cultural and civilized practice by self and maintain good harmonious spirit in the College environment.
- Maintain high levels of dignity and decorum in the college premises

Our Institute is committed in providing a wonderful, congenial, and safe environment for the female stakeholders and it is our responsibility too in maintaining the same.

With Best Regards,
Ms. Farzana Syed

[Chairperson – Women Grievance Cell]