



**sasi** INSTITUTE OF  
autonomous TECHNOLOGY &  
ENGINEERING

Accredited by NAAC with "A" Grade,  
Recognised by UGC under section 2(f) & 12(B)  
Approved by AICTE - New Delhi  
Permanently Affiliated to JNTUK, SBTET.  
Ranked as "A" Grade by Govt. of A.P.,

Ref: SITE/AO/SA/12/2021-22/02

Date: 30-12-2021

**Orders of the principal dt.30.12.2021**

**OFFICE CIRCULAR**

**Sub: Measures initiated by the Institution for the promotion of gender equity- Reg.**

Ref1: Letter dt.30.12.2021 from Dr T V Rama Krishna, Coordinator, IQAC

Ref2: AQAR-7.1.1: Measures initiated by the institution for the promotion of gender equity during the year:

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To ensure a safe and secure atmosphere, the Internal Complaints Committee ensures posters promoting gender equity and sensitization are placed on the Notice Board in all departments.

A Complaint Box is placed outside the Internal Complaints Committee office to enable complainants to drop their complaints easily.

Telephone / Mobile numbers of the ICC coordinator and members are made available on the Notice Board of the AO office, College Diary and College Website.

Strict confidentiality is maintained by the ICC to encourage the complainant to lodge a complaint without fear.

On the recommendation of the ICC, a glass panel (peep hole) at eye level has been installed on the doors of the rooms of all faculty members and offices to ensure safety of women students and staff.

Faculty has been directed to keep the door of the lecture hall open during classes.

The institute keeps a visitor log register to record the details of any person entering the college premise.

For security of the girls in the college campus and to restrict unwanted entry, a proper boundary wall with fencing has been constructed. Signboards have been placed outside hostels to ensure restricted entry.

Girls' hostels have only female wardens and supervisors. Duties of supervisors are arranged in such a manner that supervisors remain there continuously for 24x7hrs. Hostel wardens also reside within the hostel premises. Female sweepers are there in each girl hostel. No males are allowed in the hostel premises without due permissions.

It is mandatory for all the students to get their out passes and leave forms duly signed by the wardens and supervisors. In some cases wardens contact their parents before granting them permission. There are strict entry times of all girls' hostels.

College also provides different timings for girls in the central gym situated in the college campus. Girls' hostel too has separate gym. Here, the girls can come and do exercise anytime as per their convenience. Various facilities are available for them to keep themselves physically fit. Sanitary napkin dispensing machine and incinerator are also available for use.


There is a Discipline Committee in the institution to take care of safety and security of the students. It also keeps an eye on the working of all the employees as well as the activities of the students within the institution. SITE aims at zero tolerance against eve-teasing/ragging with wide publicity which is maintained by the Discipline Committee.

Faculty advisors are assigned the responsibility of mentoring and counselling of the students boys and girls both. Each faculty advisor looks after the matters of a group of 20 students. If any problem is there both boys and girls are being counselled as per their requirements individually also.

#### CC To

Mail & Hard copy to: Hon'ble Chairman, SITE  
Mail & Hard copy to: Hon'ble Vice-Chairman, SITE  
Mail & Hard copy to: PA to principal  
Mail & Hard copy to: Principal polytechnic  
Mail & Hard copy to: Director, SITE  
Mail & Hard copy to: Dr. T V Rama Krishna, IQAC-Coordinator  
Mail & Hard copy to: HoDs.. CE/ME/CSE/IT/CST/ECE/ECT/EEE/ AS&H /MS  
Mail & Hard copy to: Exam. Section/Automation/Central Library/IQAC/AO/Transport/Hostel/Canteen/Sports  
Mail & Hard copy to: Coordinators (Students Counseling/ Mentoring, Grievances Redressal Committee, Faculty/Staff Grievance Committee, SC/ST Committee, Internal Complaint committee, Transport Committee, Hostel Committee, Canteen Committee)

Mail to: All faculty members  
Mail to: All students

  
PRINCIPAL  
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