

WOMEN EMPOWERMENT COMMITTEE 2024-25

Purpose

To promote gender equity, personal growth, and professional development among women students and staff by creating a supportive and inclusive campus environment.

Functions

- Organize seminars, workshops, and awareness programs on women's rights, health, and career development
- Address issues related to gender discrimination, harassment, and inequality
- Encourage leadership and entrepreneurship among women students
- Collaborate with NGOs and external experts for training and outreach
- Provide counselling and support for personal and academic challenges
- Celebrate achievements of women in academics, sports, and innovation
- Maintain records of activities and submit reports to the principal

Objectives

- **Empowerment through Education**
Promote academic excellence and career readiness among women.
- **Safety & Support**
Ensure a secure and respectful environment for women on campus.
- **Leadership & Confidence**
Encourage women to take initiative and lead in various domains.
- **Awareness & Advocacy**
Educate the campus community on gender sensitivity and equality.
- **Skill Development**
Provide training in communication, entrepreneurship, and life skills.
- **Recognition & Celebration**
Acknowledge and celebrate the contributions of women in all fields.

Committee Composition

S. No.	Name	Designation	Role in Committee
1.	Dr. Ch. Mallikarjun	Principal	Chairman
2.	Mrs. P.V. Padmavathi	Administrative Officer	Member
3.	Mrs. K.Roja Lakshmi	Faculty – CSE	Member
4.	Mrs. T.Pavani	Faculty – CE	Member
5.	Mrs. C.H.Rekha	Faculty – Cyber	Member
6.	Mrs.M.Mounika	Student Affairs Coordinator	Coordinator
7.	Ms. R. Kavathi	Student – Final Year EEE	Student Representative
8.	Ms. Neeraja	Student – Final Year CYBER	Student Representative

Meeting Frequency

- **Biannual Meetings:** One at the beginning of the academic year and one mid-year
- **Special Meetings:** As needed for urgent issues or event planning

Reporting & Documentation

- **Minutes of Meeting (MoM):** Recorded for every meeting with attendance, agenda, and resolutions
- **Activity Reports:** Documentation of events, participation, and feedback
- **Grievance Logs:** Confidential records of issues raised and resolved
- **Annual Summary:** Submitted to Principal and governing bodies
- **Recognition Records:** List of awards and achievements by women students and staff

(Signature)
Principal
A.M. REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURIVARIPALEM
NARASARAOPET, GUNTUR DISTRICT

Office of the Principal
Ref: AMR/WEC/2024-25/01
Date: 08-07-2024

CIRCULAR

All members of the **Women Empowerment Committee** are hereby informed that the first meeting for the academic year **2024–25** will be held as per the details below:

- **Date:** 11-07-2024
- **Time:** 11:00 AM
- **Venue:** Principal's Conference Hall

Agenda:

1. Review of previous year's activities and feedback
2. Planning awareness programs and workshops
3. Identifying skill development opportunities
4. Collaboration with external organizations
5. Discussion on minor complaints resolved within 3 days
6. Any other women empowerment-related matters


Dr. Ch. Malikarjun

Principal

A.M. REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
Narasaraopet (Mdt), Guntur (Dt)

Copy to:

- All HODs
- Dean – Academics
- Administrative Officer
- Student Affairs Cell
- College Office

MINUTES OF THE MEETING

Date: 11-07-2024

Venue: Principal's Conference Hall

Chairperson: Dr. Ch. Mallikarjun

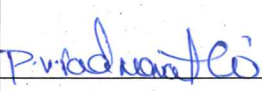
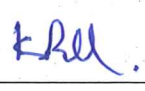
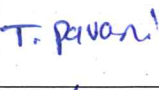
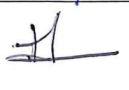
Discussion Summary

- Reviewed last year's events including Women's Day celebration and self-defense workshop
- Scheduled two awareness sessions for August and October
- Proposed entrepreneurship workshop in collaboration with local NGO
- Identified minor complaints resolved within 3 days

Resolutions Passed

1. First awareness session to be held on 05-08-2024
2. Entrepreneurship workshop to be scheduled for 20-09-2024
3. Monthly feedback collection from women students to begin in August
4. External expert sessions to be held once per semester

Members Present

S. No.	Name	Designation	Role in Committee	Signature
1	Dr. Ch. Mallikarjun	Principal	Chairman	
2	Mrs. P.V. Padmavathi	Administrative Officer	Member	
3	Mrs. K.Roja Lakshmi	Faculty – CSE	Member	
4	Mrs. T.Pavani	Faculty – CE	Member	
5	Mrs. C.H.Rekha	Faculty – Cyber	Member	
6	Mrs.M.Mounika	Student Affairs Coordinator	Member Secretary	

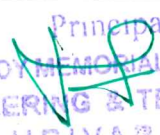
7	Ms. R. Kavathi	Student – Final Year EEE	Student Representative	RK
8	Ms. Neeraja	Student – Final Year CYBER	Student Representative	<u>Neeraja,</u>

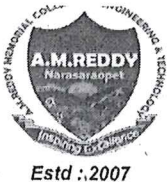
Action Items

Task	Responsible Person	Deadline
Organize awareness session	Dean (Academics)	05-08-2024
Schedule entrepreneurship workshop	Member Secretary	20-09-2024
Launch feedback collection	Student Affairs Cell	01-08-2024
Confirm external expert visit	Principal's Office	15-08-2024

Meeting Concluded at: 12:30 PM

Next Meeting Scheduled: 24-01-2025

Prepared by: Mrs.M.Mounika Coordinator	
Approved by: Dr. Ch. Mallikarjun Principal – Chairman	 Principal A.M REDDY MEMORIAL COLLEGE OF ENGINEERING & TECHNOLOGY PETTURIVARI PALEM Narasaraopet (Mdl), Guntur(Dr



A.M. REDDY MEMORIAL COLLEGE OF ENGINEERING AND TECHNOLOGY

Approved by AICTE, New Delhi, Affiliated to JNTU - Kakinadada, Accredited by NAAC,
Recognized by UGC 2(f), An ISO Certified 9001:2015
Web : www.amreddyengineering.ac.in, E-mail: principal.amreddyengineering@gmail.com
Petlurivaripalem, Narasaraopet, Andhra Pradesh.



Office of the Principal
Ref: AMR/WEC/2024-25/02
Date: 18-01-2025

CIRCULAR

All members of the **Women Empowerment Committee** are requested to attend the follow-up meeting scheduled as follows:

- **Date:** 24-01-2025
- **Time:** 10:30 AM
- **Venue:** Principal's Conference Hall

Agenda:

- Review of mid-year activities and feedback
- Planning for Women's Day celebration
- Evaluation of skill development sessions
- Discussion on minor complaints resolved within 3 days
- Any pending empowerment-related matters

Principal
Dr. Ch. Mallikarjun
Principal
A.M. REDDY MEMORIAL COLLEGE OF
ENGINEERING AND TECHNOLOGY
PETLURIVARI PALEM
Narasaraopet (Mdi), Guntur (Dr)

Copy to:

- All HODs
- Dean – Academics
- Administrative Officer
- Student Affairs Cell
- College Office

MINUTES OF THE MEETING

Date: 24-01-2025

Venue: Principal's Conference Hall

Chairperson: Dr. Ch. Mallikarjun

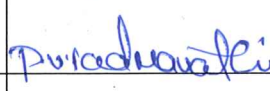
Discussion Summary

- Reviewed feedback from August and September sessions
- Finalized Women's Day celebration for 08-03-2025
- Proposed workshop on financial literacy for women students
- Noted minor complaints resolved within 3 days

Resolutions Passed

1. Women's Day celebration to be held on 08-03-2025
2. Financial literacy workshop to be scheduled for 15-02-2025
3. Monthly newsletter on women's achievements to be launched in February
4. Counselling sessions to be extended to female staff

Members Present

S. No.	Name	Designation	Role in Committee	Signature
1.	Dr. Ch. Mallikarjun	Principal	Chairman	
2.	Mrs. P.V. Padmavathi	Administrative Officer	Member	
3.	Mrs. K.Roja Lakshmi	Faculty – CSE	Member	
4.	Mrs. T.Pavani	Faculty – CE	Member	
5.	Mrs. C.H.Rekha	Faculty – Cyber	Member	
6.	Mrs.M.Mounika	Student Affairs Coordinator	Member Secretary	

7.	Ms. R. Kavathi	Student – Final Year EEE	Student Representative	Rk
8	Ms. Neeraja	Student – Final Year CYBER	Student Representative	Neeraja

Action Items

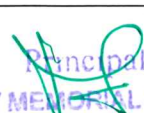
Task	Responsible Person	Deadline
Plan Women's Day event	Member Secretary	08-03-2025
Organize financial literacy workshop	Academics	15-02-2025
Launch monthly newsletter	Student Affairs Cell	10-02-2025
Extend counseling sessions	Admin Officer	01-02-2025

Complaints Resolved Within 3 Days

- Complaint:** Broken mirror in girls' restroom
Resolved by: Estate Office within **2 days**
- Complaint:** Lack of lighting in girls' hostel corridor
Resolved by: Maintenance team within **1 day**

Meeting Concluded at: 12:00 PM

Next Meeting Scheduled: 11-07-2025

Prepared by: Mrs.M.Mounika Coordinator	
Approved by: Dr. Ch. Mallikarjun Principal – Chairman	 Principal A.M REDDY MEMORIAL COLLEGE OF ENGINEERING & TECHNOLOGY PETLURIVARI PALEM Narasaraopet (Mdi), Guntur(Dt).