



## Annual Report SC/ST Committee 2021-22

### 1. Overview of Different Types of Scholarships Available

Scholarships play a critical role in supporting students' education by reducing financial barriers. Here's an overview of the types of scholarships available:

- **Minority Scholarships:** Designed to support students from underrepresented groups, including SC/ST students.

### 2. Detailed Discussion on Facilities to be Provided to Students

To enhance the educational experience, several facilities should be provided to students:

- **Academic Facilities:** Modern classrooms, libraries, and laboratories equipped with current technology.
- **Counselling Services:** Professional counselling and mental health support for students.
- **Accommodation:** Hostels or housing options with necessary amenities.
- **Special Support Services:** Facilities for students with disabilities, including accessible infrastructure and assistive technologies.

### 3. Guidance and Clarification for Students on the Scholarship Application Process

A clear application process helps ensure students can effectively apply for scholarships. Here's a step-by-step guide:

1. **Research:** Identify available scholarships by checking with academic institutions, government programs, and private organizations.
2. **Eligibility Check:** Ensure you meet the eligibility criteria for the scholarship.
3. **Gather Documents:** Collect necessary documents such as transcripts, letters of recommendation, and financial statements.
4. **Follow-Up:** Monitor the application status and respond promptly to any requests for additional information.



#### **4. Discussion on Providing a Special Book Facility for SC/ST Students**

Implementing a special book facility for SC/ST students can greatly support their educational needs:

- **Book Bank:** Establish a book bank to provide free or subsidized textbooks and study materials.

#### **5. Summary and Review of the Previous Meeting's Minutes and Actions Taken**

In the previous meeting, several key actions were discussed:

- **Facilities Upgrades:** Approved plans to enhance student facilities, including library.
- **Special Book Facility:** Established a working group to develop a book facility for SC/ST students.

Actions taken since the last meeting include:

- **Facility Improvements:** Completed upgrades to the library.
- **Book Facility Implementation:** Launched a pilot book bank program.

#### **7. Update on the Status of Ongoing Scholarships and Follow-Up Actions**

Current status of ongoing scholarships:

- **Minority and International Scholarships:** Currently being reviewed; some cases require additional follow-up.

Follow-up actions include:

- **Resolve Documentation Issues:** Address any outstanding issues with required documents.
- **Enhance Communication:** Improve communication channels with students regarding scholarship status and updates.
- **Monitor Disbursements:** Ensure timely and accurate disbursement of funds.



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## 8. Guidelines for Maintaining the Scholarship Register

Maintaining an accurate scholarship register is crucial for effective management:

- **Record Details:** Ensure all details, including student names, scholarship amounts, and disbursement dates, are recorded accurately.
- **Update Regularly:** Keep the register updated with any changes in scholarship status or student information.
- **Verify Information:** Periodically verify the accuracy of the information recorded.
- **Confidentiality:** Maintain confidentiality and secure storage of sensitive information.

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## Annual Report OBC Committee 2021-22

### 1. Review and Promotion of Scholarship and Financial Aid Opportunities for OBC Students

#### Scholarship Opportunities

- **Government Scholarships:** Several scholarships are available through government schemes, such as the Post-Matric Scholarship Scheme for OBC students, which provides financial assistance for higher education.
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### 2. Implement Academic Support Programs and Mentoring Initiatives for OBC Students

#### Academic Support Programs

- **Tutoring Services:** Provided personalized tutoring sessions to help OBC students with challenging subjects.
- **Study Groups:** Established study groups and academic forums to foster collaborative learning and peer support.

#### Mentoring Initiatives

- **Mentorship Programs:** Launched a mentorship program pairing OBC students with faculty and professionals in their field of interest.
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### 3. Organize Career Guidance Sessions and Professional Development Workshops for OBC Students

#### Career Guidance Sessions



- **Career Counselling:** Provided individual counselling sessions to help OBC students explore career options and set career goals.
  - **Industry Panels:** Hosted panels with professionals from various industries to give students insights into career paths and opportunities.
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## **4. Address Grievances Raised by OBC Students and Provide Support and Resolutions**

### **Grievance Resolution**

- **Grievance Redressal System:** Implemented a structured system for addressing grievances raised by OBC students.
- **Support Services:** Provided counselling and support services to help students navigate and resolve issues effectively.
- **Follow-Up:** Ensured timely follow-up and resolution of grievances, with a focus on improving the overall student experience.

### **No Grievances Reported**

- **Current Status:** As of the report date, no new grievances have been reported by OBC students.
  - **Ongoing Monitoring:** Continued to monitor and assess student feedback to ensure any emerging issues are promptly addressed.
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## **5. Discuss and Approve the Minutes from the Last Meeting**

### **Minutes Review**

- **Previous Meeting Summary:** Reviewed the minutes from the last meeting, which covered various aspects of student support and development.



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- **Approval:** The minutes were approved unanimously, with acknowledgment of the progress made on action items and ongoing initiatives.
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## Annual Report Minority Committee 2021-22

### 1. Review and Promote Scholarship and Financial Aid Opportunities for Minority Students

#### Scholarship Opportunities

- **Government Schemes:** Reviewed and highlighted various government-funded scholarships for minority students, including the Post-Matric Scholarship Scheme, the National Scholarship Portal (NSP), and specific state-sponsored programs. These scholarships offer financial aid based on academic performance and economic need.
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### 2. Implement Academic Support Programs and Mentoring Initiatives Tailored to the Needs of Minority Students

#### Academic Support Programs

- **Tutoring Services:** Established a range of tutoring services tailored to the specific academic needs of minority students. This includes one-on-one sessions and group study opportunities in key subjects.
- **Academic Workshops:** Offered workshops on study skills, time management, and exam strategies. These sessions were designed to address common challenges faced by minority students.

#### Mentoring Initiatives

- **Mentorship Programs:** Launched mentorship programs connecting minority students with faculty members, alumni, and professionals. This initiative provides academic guidance, career advice, and personal support.



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- **Peer Mentoring:** Developed a peer mentoring system where experienced students offer support to newer or struggling minority students. This fosters a supportive academic community.
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### **3. Organize Career Guidance Sessions and Professional Development Workshops for Minority Students**

#### **Career Guidance Sessions**

- **Career Counseling:** Provided personalized career counseling sessions to help minority students explore career options, set career goals, and develop effective career strategies.
- **Industry Panels and Networking:** Hosted panels with professionals from various fields and organized networking events to give students insights into potential career paths and job opportunities.

#### **Professional Development Workshops**

- **Skill Development:** Facilitated sessions on critical professional skills such as public speaking, leadership, and teamwork.
  - **Internship and Job Placement:** Supported students in securing internships and job placements by connecting them with potential employers and offering guidance throughout the application process.
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#### **4. Address Any Grievances Raised by Minority Students and Provide Appropriate Support and Resolutions**

##### **Grievance Resolution**

- **Grievance Procedure:** Implemented a structured grievance redressal system to address concerns raised by minority students. This system ensures that grievances are documented, investigated, and resolved in a timely manner.
  - **Support Services:** Offered counselling and support services to help students address and resolve issues related to their academic and campus experiences.
  - **Follow-Up:** Monitored the resolution of grievances to ensure effectiveness and satisfaction. Regular feedback was sought from students to improve the grievance handling process.
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#### **6. Encourage and Facilitate Minority Student Participation in Extracurricular Activities**

##### **Extracurricular Involvement**

- **Sports and Cultural Events:** Promoted participation in sports teams and cultural events to foster a well-rounded student experience and community involvement.
  - **Funding and Support:** Provided financial support and resources to assist minority students in engaging with extracurricular activities, including event sponsorships and equipment grants.
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## Annual Report Grievance Redressal Committee 2021-22

### 1. Status of Grievances Since the Pandemic

#### Grievance Overview

- **Current Status:** The convener informed the committee that there have been no grievances reported since the onset of the pandemic. This indicates a period of stability and effective resolution of issues prior to and during the pandemic.
- **Monitoring:** Regular monitoring have been in place to ensure that any potential issues are identified and addressed promptly.

#### Impact of the Pandemic

- **Remote Adaptations:** During the pandemic, many processes were adapted for remote operation, which may have contributed to a decrease in grievance reporting. Virtual platforms and online systems were utilized to manage and address concerns effectively.
- **Support Services:** Continued support services, including counselling and technical assistance, were maintained to assist members during this challenging period.

#### Committee Actions

- **Review of Support Mechanisms:** The committee reviewed existing support mechanisms to ensure they are functioning well and addressing the needs of the community. No significant issues were reported.

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## Annual Report COLLEGE INTERNAL COMPLAINT Committee 2021-22

### 1. Roles and Responsibilities of Committee Members

#### Detailed Discussion and Acceptance

- **Roles and Responsibilities:** The committee held an in-depth discussion regarding the roles and responsibilities of each member. This included specific duties, expectations, and accountability measures.
  - **Acceptance:** All committee members reviewed and accepted their roles and responsibilities, ensuring clarity and agreement on their individual contributions to the committee's objectives.
  - **Documentation:** Detailed descriptions of roles and responsibilities were documented and circulated among members to ensure everyone is clear about their duties.
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### 2. New Committee Members List and Contact Information

#### Communication to Students

- **New Members List:** The committee decided to circulate an updated list of committee members to students. This list includes contact information such as phone numbers and email addresses for easy communication.
  - **Purpose:** This list will help students reach out directly to committee members in case of any incidents or concerns, improving accessibility and responsiveness.
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### 3. Grievance Submission Methods

#### Informing Students

- **Suggestion Box:** Students were informed that they can drop their complaints in the suggestion box placed at a designated location on campus.



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- **ERP Portal:** The link to the ERP Portal (<https://www.cityengineeringcollege.ac.in>) was shared in students' WhatsApp groups. This portal allows students to submit complaints electronically.
- **Letter Submission:** Students can also submit their grievances in writing addressed to the Principal, providing another avenue for formal complaint submission.

### Communication Channels

- **Clear Instructions:** Detailed instructions on how to use these grievance submission methods were provided to ensure students are aware of their options and the process involved.
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## 4. Discussion on Academic and Non-Academic Performance

### Impact of COVID-19

- **Academic Performance:** The committee discussed the impact of COVID-19 on the academic performance of both faculty and students. This included challenges faced during remote learning and adjustments made to the curriculum.
  - **Non-Academic Performance:** The impact on non-academic aspects, such as extracurricular activities, mental health, and overall student engagement, was also reviewed.
  - **Support Measures:** Strategies and measures were discussed to support both faculty and students in overcoming the challenges posed by the pandemic, including additional resources and support services.
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## 5. Methods to Receive Complaints

### Discussion and Decisions



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- **Suggestion Box:** Implemented as a physical method for students to drop written complaints.
- **ERP Portal:** Online platform for digital submission of grievances, enhancing convenience and accessibility.
- **Letter to Principal:** Formal written complaints addressed directly to the Principal, providing a traditional method of grievance submission.
- **Implementation:** The committee agreed on these methods to ensure multiple avenues for students to voice their concerns, catering to various preferences and needs.

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## Annual Report Anti-Ragging Committee 2021-22

### 1. Outlining Roles and Responsibilities

#### Detailed Roles and Responsibilities

- **Roles and Responsibilities:** The convener provided a comprehensive outline of the roles and responsibilities of each committee member. This included specific duties related to monitoring, reporting, and supporting the enforcement of policies.
  - **Encouragement for Surprise Rounds:** Committee members were encouraged to conduct surprise rounds as part of their monitoring duties. These rounds are designed to ensure compliance with campus regulations and to identify any issues related to student behaviour.
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### 2. Evaluation of Anti-Ragging Policies

#### Recent Modifications and Refinements

- **Policy Review:** The committee evaluated recent modifications to the university's anti-ragging policies to ensure they are robust and effective.
- **Refinements:**
  - **Zero Tolerance for Ragging:** Reaffirmed that ragging in any form is strictly forbidden. The policy states that ragging will not be tolerated under any circumstances, and immediate disciplinary action will be taken against anyone found guilty.
  - **Confidential Reporting System:** Established a confidential and accessible reporting system for students to report incidents of ragging. This system ensures anonymity and protection for complainants, making it easier for students to report incidents without fear of retaliation.



## Implementation and Communication

- **Policy Distribution:** Updated policies and procedures were disseminated to all stakeholders, including students, faculty, and staff, to ensure widespread awareness and understanding.
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## 3. Interactive Orientation Sessions

### Induction Week Sessions

- **Objective:** Organized interactive orientation sessions during the induction week to inform new students about the anti-ragging policies, reporting mechanisms, and support systems available.
- **Content Covered:**
  - **Anti-Ragging Policies:** Detailed explanation of the university's anti-ragging policies, including the zero-tolerance stance and the consequences of engaging in ragging.
  - **Reporting Mechanisms:** Instructions on how to use the confidential reporting system, including steps to report incidents and the assurance of anonymity.
  - **Support Systems:** Information about the support systems available to students, such as counselling services and contact points for immediate assistance.
- **Interactive Components:** Sessions included interactive components such as Q&A segments, role-playing scenarios, and distribution of informational materials to engage students and ensure clear understanding.

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