



## SC/ST Committee Annual Report 2022-23

This annual report details the key points discussed in the committee meetings regarding policies, initiatives, and support for SC/ST students. It highlights compliance with regulations, academic support programs, budget allocations, and efforts to promote cultural diversity and inclusion.

### Meeting Resolutions and Discussions

**1. Compliance with SC/ST Policies:** The committee reviewed and ensured that all policies related to SC/ST students are in compliance with current regulations and best practices. Regular audits and updates were conducted to maintain adherence to these standards.

**2. Review and Approval of Previous Meeting Minutes:** The minutes from the last meeting were discussed and approved by all members, ensuring that all previous actions and resolutions were documented accurately.

**3. Reports and Updates:** Reports and updates on ongoing initiatives and any recent issues concerning SC/ST students were presented. These included progress on current projects, feedback from students, and any challenges faced during implementation.

**4. Budget and Resource Allocation:** The current budget and resources allocated for SC/ST student initiatives were discussed. The committee identified additional needs and potential funding opportunities to enhance support for SC/ST students. Efforts were made to secure more resources to meet these needs.

**5. Academic Support Initiatives:** Initiatives for academic support, such as tutoring, mentoring, and remedial classes specifically designed for SC/ST students, were discussed. These programs aim to improve academic performance and provide personalized support to ensure student success.

**6. Career Guidance and Placement Support:** Plans were made to organize career guidance sessions, internships, and placement support tailored to the needs of SC/ST students. These



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initiatives are designed to help students transition from academia to professional careers smoothly.

**7. Cultural Diversity and Inclusion:** The committee encouraged participation in extracurricular activities and planned events that promote cultural diversity and inclusion. These events aim to create an inclusive environment where all students feel valued and respected.

**8. No Grievances Received:** It was noted that no other grievances were received during the reporting period, indicating a generally positive and supportive environment for SC/ST students.

**9. Meeting Conclusion:** The meeting concluded with the chairman thanking all the members for their participation and contributions. The committee's dedication to supporting SC/ST students and promoting a diverse and inclusive campus environment was acknowledged.

### **Conclusion**

The committee remains committed to ensuring compliance with SC/ST policies, providing comprehensive academic and career support, and promoting cultural diversity and inclusion. The positive outcomes and absence of grievances reflect the effectiveness of the initiatives undertaken. Moving forward, the committee will continue to monitor and enhance these efforts to support SC/ST students.

A handwritten signature in blue ink, appearing to read 'S. Karban', with a horizontal line underneath.

**PRINCIPAL**



## OBC Committee Annual Report 2022-23

This annual report outlines the discussions, initiatives, and resolutions concerning the support and development of OBC students. It focuses on scholarship opportunities, academic support programs, professional development, policy reviews, and grievance handling to ensure a comprehensive and supportive environment for OBC students.

### Meeting Resolutions and Discussions

**1. Scholarship and Financial Aid Opportunities:** The committee reviewed and discussed various scholarship and financial aid opportunities available to OBC students. Efforts were made to identify and consolidate information on all available scholarships and aid programs to ensure comprehensive support.

**2. Information and Encouragement Strategies:** Strategies were developed to ensure that eligible students are well-informed about these opportunities and are encouraged to apply. This includes organizing information sessions, distributing brochures, and providing guidance on the application process.

**3. Academic Support Programs:** The committee discussed and implemented academic support programs specifically designed for OBC students, including tutoring and mentoring initiatives. These programs aim to provide personalized academic assistance to help OBC students achieve their educational goals.

**4. Personalized Academic Assistance:** Focus was placed on providing personalized academic assistance through one-on-one tutoring, mentoring, and academic counseling. This approach is intended to address individual student needs and enhance their learning outcomes.

**5. Career Guidance and Professional Development:** Career guidance sessions, workshops, and seminars aimed at enhancing the professional development of OBC students were organized. These initiatives included resume writing workshops, interview preparation sessions, and networking opportunities with industry professionals.



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**6. Policy Review and Compliance:** A thorough review of existing institutional policies was conducted to ensure they are inclusive and supportive of OBC students. The committee ensured that all policies comply with current regulations and best practices, and made recommendations for necessary updates or improvements.

**7. Approval of Previous Meeting Minutes:** The minutes from the last meeting were discussed and approved by all members, ensuring accurate documentation of previous discussions and resolutions.

**8. Professional Development Strategies:** Strategies for enhancing professional development, including internships, job placements, and networking events, were discussed. These strategies aim to provide OBC students with practical experience and connections in their chosen fields.

**9. Grievance Handling and Support:** The committee addressed any grievances raised by OBC students and provided the necessary support. Procedures for effective grievance handling were developed to ensure transparency and fairness in the process.

**10. Monitoring and Evaluation:** Mechanisms were established to monitor the effectiveness of implemented initiatives. Regular assessments and feedback from students were used to measure the success of programs and identify areas for improvement.

**11. No Other Grievances Received:** It was noted that no other grievances were received during the reporting period, indicating a generally positive environment for OBC students.

**12. Meeting Conclusion:** The meeting concluded with the chairman thanking all the members for their participation and contributions. The committee's efforts in supporting OBC students and enhancing their educational and professional development were acknowledged.

## **Conclusion**

The committee is dedicated to providing comprehensive support for OBC students through scholarships, academic assistance, professional development, and inclusive policies. The positive outcomes and absence of additional grievances reflect the success of these initiatives.



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Moving forward, the committee will continue to enhance its efforts to ensure the well-being and success of OBC students.

*S Karban*

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## Minority Committee Annual Report 2022-23

This annual report outlines the discussions, initiatives, and resolutions concerning the support and development of minority students. It focuses on scholarship opportunities, academic support programs, career guidance, grievance handling, and participation in extracurricular activities.

### Meeting Resolutions and Discussions

**1. Welcome and Introduction:** At the outset, the chairman of the committee welcomed all the members and set the agenda for the meeting.

**2. Review and Promotion of Scholarship and Financial Aid Opportunities:** The committee reviewed and promoted scholarship and financial aid opportunities specifically available to minority students. Efforts were made to disseminate information about these opportunities through workshops, information sessions, and digital platforms to ensure all eligible students are informed and encouraged to apply.

**3. Academic Support Programs and Mentoring Initiatives:** The committee implemented academic support programs and mentoring initiatives tailored to the needs of minority students. These programs included tutoring, mentoring, and academic counselling to help minority students achieve their educational goals.

**4. Career Guidance and Professional Development:** Career guidance sessions and professional development workshops were organized to support minority students in their career aspirations. These initiatives included resume writing workshops, interview preparation sessions, and networking opportunities with industry professionals.

**5. Grievance Handling and Support:** Any grievances raised by minority students were addressed promptly, and appropriate support and resolutions were provided. Procedures for effective grievance handling were developed to ensure transparency and fairness in the process.



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**6. Review and Approval of Previous Meeting Minutes:** The minutes from the last meeting were discussed and approved by all members, ensuring accurate documentation of previous discussions and resolutions.

**7. Encouraging Participation in Extracurricular Activities:** The committee encouraged and facilitated minority student participation in extracurricular activities, including clubs, sports, and cultural events. Efforts were made to create an inclusive environment where minority students feel welcomed and motivated to participate.

**8. Monitoring and Evaluation Mechanisms:** Mechanisms were established to monitor the effectiveness of initiatives and periodically evaluate their impact on minority students. Regular assessments and feedback from students were used to measure the success of programs and identify areas for improvement.

**9. Meeting Conclusion:** The meeting concluded with the chairman thanking all the members for their participation and contributions. The committee's efforts in supporting minority students and enhancing their educational and professional development were acknowledged.

### **Conclusion**

The committee is committed to providing comprehensive support for minority students through scholarships, academic assistance, career guidance, and inclusive policies. The positive outcomes and absence of additional grievances reflect the success of these initiatives. Moving forward, the committee will continue to enhance its efforts to ensure the well-being and success of minority students.

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## **Anti-Ragging Committee Annual Report 2022-23**

The following annual report outlines the discussions and resolutions from the committee meetings, the efforts of the committee members, and feedback from the student and staff community. The commitment to maintaining a ragging-free campus and the proposed initiatives for the upcoming year are also highlighted.

### **Meeting Resolutions and Discussions**

#### **Resolution of the Last Meeting:**

During the last committee meeting, the resolution from the previous meeting was thoroughly discussed with all members present. The key points of the resolution were reviewed, and any actions taken since the last meeting were evaluated.

#### **Appreciation of Monitoring Efforts:**

The chairman of the committee expressed deep appreciation for the committee members' diligent and frequent monitoring activities. Their consistent efforts have significantly contributed to maintaining discipline and ensuring a safe and supportive environment on campus.

### **Feedback and Observations**

#### **No Complaints Registered:**

It was noted that no complaints were registered by either students or staff members during the reporting period. This absence of complaints is a positive indicator of the campus's conducive and ragging-free environment.

#### **Ragging-Free Campus:**

The lack of complaints and incidents of ragging reflects the success of the committee's efforts in fostering a ragging-free campus. This achievement is a testament to the effectiveness of the monitoring strategies and the cooperation of the entire campus community.

### **Future Initiatives**





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**Continued Monitoring Activities:**

The principal emphasized the importance of continuing the committee's monitoring activities to sustain the ragging-free environment. The principal urged all members to maintain their vigilance and proactive stance in preventing any form of ragging or misconduct.

**Display Board of Committee Members:**

A proposal was raised during the meeting for the installation of display boards featuring the names and contact information of the committee members. This initiative aims to enhance visibility and accessibility, ensuring that students and staff know whom to approach in case of any issues or concerns.

**Conclusion**

The committee's dedication to maintaining a safe and supportive campus environment has been exemplary. The absence of complaints and the recognition from the chairman highlight the success of the ongoing monitoring efforts. Moving forward, the committee will continue its diligent monitoring and implement the proposed display boards to further support and protect the campus community.

**A. No of complaints received: Zero**

**B. Action taken to stop complaint: Through Seminars & Posters.**

**C. Violation: No**

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## **Anti-Sexual Harassment Committee Annual Report 2022-23**

This annual report highlights the key discussions and resolutions from the committee meetings concerning the guidelines of the University Grants Commission (UGC) and the Supreme Court regarding the anti-sexual harassment committee. The report focuses on creating a healthy atmosphere for students, maintaining vigilance, and organizing educational initiatives for awareness and prevention.

### **Meeting Resolutions and Discussions**

**Guidelines and Instructions:** The chairman of the committee briefed all members about the UGC and Supreme Court guidelines concerning the anti-sexual harassment committee. Emphasis was placed on providing a safe and healthy atmosphere for students within the college.

**Vigilance and Reporting:** The chairman instructed all committee members to remain vigilant at all times on campus to prevent any incidents of harassment. Members were also asked to report any harassment cases immediately and to provide counseling and advice to girl students to ensure their safety and well-being.

### **Actions and Resolutions**

**No Complaints Registered:** It was noted that no complaints of sexual harassment were registered during the reporting period, indicating a positive and safe environment on campus.

**Seminars and Workshops:** The chairman suggested organizing seminars and workshops that would be beneficial to girl students. These events aim to raise awareness about sexual harassment, educate students on their rights, and provide guidance on how to handle such situations.

**Ensuring a Safe Work and Educational Environment:** All members discussed the importance of ensuring a work and educational environment free from sexual harassment. The committee resolved to take all reasonable steps to prevent harassment, including:



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- Regular training and awareness programs for students and staff.
- Establishing clear reporting mechanisms and providing support for victims.
- Ensuring strict enforcement of anti-harassment policies.

### **Future Initiatives**

**Continued Vigilance:** The committee will continue to remain vigilant and proactive in preventing incidents of harassment. Members will be trained to recognize and address potential issues promptly.

**Regular Counselling and Support:** Regular counselling sessions will be conducted for girl students to provide them with the necessary support and advice. These sessions will also serve as a platform for students to voice their concerns and seek guidance.

**Awareness Programs:** The committee will organize regular seminars and workshops to educate students and staff about sexual harassment, their rights, and the importance of maintaining a respectful and safe environment on campus.

**Monitoring and Evaluation:** The committee will implement a monitoring and evaluation system to ensure that the measures taken are effective in preventing harassment. Feedback from students and staff will be regularly collected and analysed to improve the initiatives.

### **Conclusion**

The committee is committed to maintaining a safe and respectful environment for all students and staff. The absence of complaints and the proactive measures taken reflect the success of the ongoing efforts. Moving forward, the committee will continue to focus on awareness, prevention, and support to ensure a harassment-free campus.

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## Examination Committee Annual Report 2022-23

This annual report details the comprehensive planning, execution, and oversight of the examination processes throughout the academic year. It includes discussions on examination schedules, guidelines, paper setting, invigilation duties, logistics, and security measures.

### Meeting Resolutions and Discussions

#### 1. Examination Schedule:

- **Review and Finalization:** The examination schedule was reviewed and finalized, ensuring alignment with the academic calendar and regulations. Any scheduling conflicts were addressed and resolved to maintain a smooth examination process.

#### 2. Examination Guidelines and Procedures:

- **Confirmation of Guidelines:** Examination guidelines were discussed and confirmed, covering all necessary protocols to ensure fair and standardized assessments.
- **Proctoring and Administration:** Procedures for proctoring and administration were reviewed to maintain consistency and integrity throughout the examination period.

#### 3. Examination Paper Setting:

- **Status Update:** An update on the status of examination paper preparation was provided, and the committee discussed and approved the final version of examination papers to ensure they met academic standards and requirements.

#### 4. Invigilation Duties:

- **Assignment of Duties:** Invigilation duties were assigned to committee members, with contingency plans discussed in case of invigilator absences.
- **Fair and Consistent Invigilation:** Procedures were outlined to ensure fair and consistent invigilation during exams.

#### 5. Examination Overview:



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- **Presentation of Schedule:** The detailed examination schedule, including dates, times, and locations, was presented and finalized.
- **Outline of Procedures:** Examination procedures were outlined, emphasizing the importance of adherence to established guidelines and standards.

#### **6. Examination Logistics and Resources:**

- **Review of Arrangements:** Arrangements for examination venues were reviewed to ensure they were adequate and properly equipped.
- **Materials and Equipment:** The availability and adequacy of required materials and equipment were confirmed to facilitate a smooth examination process.

#### **7. Handling of Special Cases:**

- **Special Accommodations:** Special accommodations or provisions for students were discussed and approved. Plans were made to address any unforeseen issues that might arise during examinations.

#### **8. Security Measures:**

- **Integrity and Security:** Measures to maintain the integrity and security of the examination process were discussed. Plans for handling any breaches of examination conduct were put in place.

#### **9. Grievances:**

- **No Other Grievances:** It was noted that no other grievances were received during the reporting period, indicating effective management and resolution of examination-related issues.

#### **10. Approval of Previous Meeting Minutes:**

- **Review and Approval:** The minutes from the last Examination Committee meeting were reviewed and approved, with any necessary corrections or amendments noted.



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### 11. Review of Upcoming Examination Schedules:

- **Schedule Evaluation:** The upcoming examination schedules were evaluated to ensure alignment with academic calendars and regulations. Necessary adjustments were discussed and implemented.

### 12. Review Action Items and Progress:

- **Action Items:** Action items assigned during previous meetings related to examinations were discussed. Progress on each item was reviewed, and any outstanding tasks were identified.

### 13. Meeting Conclusion:

- **Thanking Members:** The meeting concluded with the chairman thanking all the members for their participation and contributions. The committee's dedication to ensuring a smooth and fair examination process was acknowledged.

### Conclusion

The committee's efforts in planning and overseeing the examination processes were comprehensive and effective. The detailed schedules, strict adherence to guidelines, and proactive handling of logistics and security measures ensured a successful examination period. Moving forward, the committee will continue to monitor and enhance these processes to maintain high standards and address any emerging issues promptly.

*S. Karban*

**PRINCIPAL**



## Library Committee Annual Report 2022-23

This annual report highlights the key discussions, initiatives, and resolutions undertaken by the Library Committee over the past year. It covers library reports, collection development, library services, technology and infrastructure improvements, and policy updates.

### Meeting Resolutions and Discussions

#### 1. Review of Previous Meeting Minutes:

- **Discussion and Approval:** The minutes from the previous Library Committee meeting were discussed and approved. Action items and updates on progress from the previous meetings were reviewed to ensure continuity and follow-up on decisions made.

#### 2. Library Reports:

- **Librarian's Report:** The librarian presented a report on current activities and issues faced by the library. This included an overview of library operations, usage statistics, and any significant challenges encountered.
- **Financial Report:** A detailed financial report was presented, outlining the library's budget and expenditures. The report provided insights into the financial health of the library and highlighted areas where financial adjustments might be necessary.

#### 3. Collection Development:

- **New Acquisitions:** The committee discussed and approved new acquisitions, including books, journals, and digital resources. The aim was to enhance the library's collection to better serve the needs of the students and faculty.
- **Collection Development Policy:** The collection development policy was reviewed and updated to ensure it aligns with the evolving needs of the institution and the latest academic trends.



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#### 4. Library Services:

- **Evaluation of Current Services:** Current library services were evaluated to assess their effectiveness and identify areas for improvement. Feedback from library users was considered to make informed decisions.
- **New Services or Programs:** The committee discussed the implementation of new services or programs to enhance user experience. Suggestions included extended library hours, digital literacy workshops, and personalized research assistance.

#### 5. Technology and Infrastructure:

- **Technology Upgrades:** An update was provided on recent technology upgrades and infrastructure improvements within the library. This included enhancements to the library's digital catalog, Wi-Fi capabilities, and seating arrangements.
- **Technical Issues:** The committee discussed any technical issues faced by the library and possible solutions to address them. This involved collaboration with the IT department to ensure seamless integration of new technologies.

#### 6. Policy and Procedures:

- **Review and Update:** Library policies and procedures were reviewed and updated to ensure compliance with institutional requirements and best practices. This included guidelines on resource usage, borrowing policies, and user conduct.
- **Compliance:** The committee discussed the library's compliance with institutional and legal requirements, ensuring that all policies are up-to-date and effectively implemented.

#### 7. Grievances:

- **No Other Grievances Received:** It was noted that no other grievances were received during the reporting period, indicating satisfactory library services and operations.





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### 8. Meeting Conclusion:

- **Thanking Members:** Each meeting concluded with the chairman thanking all members for their participation and contributions. The committee's efforts in maintaining and enhancing library services were acknowledged.

### Conclusion

The Library Committee has successfully addressed key areas such as collection development, service enhancement, and technology upgrades. The proactive approach in updating policies and procedures ensures the library remains a vital resource for the institution. Moving forward, the committee will continue to focus on improving library services and infrastructure to meet the evolving needs of its users.

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## **SPORTS ANNUAL REPORT FOR THE YEAR 2023-2024**

This annual report summarizes the discussions, initiatives, and resolutions undertaken to promote sports activities and physical education among students. The report covers indoor and outdoor sports activities, skill development programs, the annual sports meet, and strategies for enhancing access and participation in physical education.

### **Meeting Resolutions and Discussions**

#### **1. Discussion on the Organization of Indoor and Outdoor Sports Activities:**

- The committee discussed various indoor and outdoor sports activities, focusing on organizing events that cater to a wide range of interests and skill levels. Efforts were made to ensure inclusivity and encourage maximum student participation.

#### **2. Skill Development and Vocational Training Programs:**

- Mr. Rangaswamy addressed various skill development and vocational training programs available for students to enhance their physical skills. These programs included workshops, training sessions, and certifications aimed at improving students' athletic abilities and knowledge.

#### **3. Scheduling of the Annual Sports Meet:**

- The committee discussed and scheduled the Annual Sports Meet, planning the events, dates, and logistics to ensure a successful and well-organized event. Emphasis was placed on creating an engaging and competitive atmosphere for all participants.

#### **4. Strategies for Enhancing Access, Retention, and Success in Physical Education:**

- The committee identified gaps in current physical education programs and discussed new strategies to enhance access, retention, and success. Initiatives included improving facilities, offering more diverse activities, and providing additional support and encouragement to students.



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### **5. Monitoring Student Participation in Sports Activities:**

- Participation of students in scheduled sports activities was monitored to track engagement and progress in enhancing physical skills. Data collected helped in assessing the effectiveness of programs and identifying areas for improvement.

### **6. Review of Action Items and Goals:**

- Action items and goals set during previous meetings were reviewed to evaluate progress and ensure accountability. The committee discussed the achievements and challenges faced in implementing the planned activities and made necessary adjustments.

### **7. Meeting Conclusion:**

- The meeting concluded with the chairman thanking all the members for their participation and contributions. The committee's efforts in promoting sports and physical education were acknowledged and appreciated.

### **Conclusion**

The committee successfully organized a range of indoor and outdoor sports activities, enhanced skill development programs, and scheduled a well-planned Annual Sports Meet. Efforts to identify and address gaps in physical education have led to the development of new strategies aimed at increasing student engagement and success. The absence of grievances reflects the positive impact of these initiatives. Moving forward, the committee will continue to focus on improving and expanding sports and physical education programs to benefit all students.

*S Karbow*  
**Principal**



## **STUDENT COUNSELLING COMMITTEE ANNUAL REPORT FOR THE YEAR 2023-2024**

A Student Counseling Committee at a college plays a crucial role in improving psychological, academic, mental health and social well-being of the students.

A meeting was conducted at Principal's Office regarding the following Agenda

1. Allocation of mentees to the mentors.
2. To exhibit the necessity to reciprocate the requirements of students and parents.
3. To fill the gap between the students and the subject teachers.
4. To overview the performance of the students individually.

### **Activities of the Student Counseling Committee**

1. **Orientation Sessions:** Introduce inactive students to the counselling services available during orientation programs.
2. **Stress Relief Workshops:** Conduct workshops on stress management techniques, mindfulness, and relaxation exercises.
3. **Peer Counselling Programs:** Train and support peer counsellors who can offer initial support and refer students to professional counsellors.
4. **Mental Health Awareness Week:** Through the various events and activities create awareness among students during a dedicated week to raise awareness about mental health issues.
5. **Support Groups:** students facing common issues, such as anxiety, grief, or academic stress are counseled by the allocated counselors.



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## OUTCOMES

- A mentor who was assigned to each 20 students had to maintain a formal document highlighting the students' personal information, including their full address and phone number.
- Mentors should contact the students on the weekly basis to collect their updates which would help provide academic and personal counselling, as well as advice on how to overcome obstacles.
- To hold parent-teacher conferences each semester to update parents on their ward's performance and also know about their suggestions and feedback.
- Introduction of new programs or services.
- Suggestions for improvement or expansion of services
- Deadlines to execute the necessary actions was planned. As there is no other complaints meeting concluded with vote of thanks

*S Karbow*  
**Principal**