



CITY ENGINEERING COLLEGE

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Doddakallasandra, Off Kanakapura Main Road,
Next to Gokulam Apartment, Bangalore - 560 062.



SC/ST COMMITTEE ANNUAL REPORT FOR THE YEAR 2023-24

The meeting was initiated by Principal Dr. H. N. Thippeswamy, who greeted all members and began the meeting as per the agenda.

Agenda and Discussions

1. Scholarship for SC/ST Students:

- The meeting focused on the discussion of scholarships for SC/ST students.
- Mr. Shiva Swamy (Member Secretary) provided an update on the number of students who applied and received scholarships under the National Scholarship Portal (NSP) and the State Scholarship Portal (SSP).
- Mr. Shiva Swamy presented a consolidated list of scholarship recipients to the Chairman.

2. Follow-up on Scholarship Distribution:

- Principal Dr. H. N. Thippeswamy advised Mr. Shiva Swamy to follow up with students who had not yet received their scholarships to ensure they receive the necessary financial support.

3. Library Books Facility for SC/ST Students:

- It was noted that special library book facilities have been arranged specifically for SC/ST students to support their academic pursuits.

4. Academic Performance Trends of SC/ST Students:

- There was a discussion on the progress made in understanding the academic performance trends of SC/ST students. The insights gained from this discussion will help in tailoring support and resources to improve academic outcomes.

5. Addressing Issues and Cases:

- The meeting reviewed any cases or issues that had arisen since the last meeting. It was noted that all issues were addressed promptly and effectively.

6. Completion of Action Points:

- All action points related to the above agenda items were completed successfully.



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7. Outstanding Issues:

- Verification was conducted to identify any outstanding issues that need further attention or follow-up. No new grievances were received.

8. Grievances:

- It was confirmed that no other grievances were received during this period.

Conclusion

The meeting concluded with Principal Dr. H. N. Thippeswamy thanking all members for their participation and contributions. The efforts and collaborative approach of all members were acknowledged in addressing the needs and concerns of SC/ST students.

Summary

This report encapsulates the key points and discussions from the meeting, reflecting the institution's commitment to supporting SC/ST students through scholarships, academic resources, and continuous follow-up on unresolved issues. The proactive measures taken and the absence of new grievances highlight the effectiveness of the initiatives implemented.

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OBC COMMITTEE ANNUAL REPORT FOR THE YEAR 2023-24

The meeting was initiated by Principal Dr. H. N. Thippeswamy, who greeted all members and commenced the meeting as per the agenda.

Agenda and Discussions

1. Fee Exemption for OBC Students:

- The discussion focused on the exemption of fees for OBC (Other Backward Classes) students to reduce financial barriers and increase their access to education.

2. Career Guidance and Counselling Services:

- Various programs were discussed that offer career guidance and counselling services to help OBC students make informed decisions about their education and career paths.

3. Skill Development and Vocational Training:

- Dr. Shalini Prasad addressed the availability of various skill development and vocational training programs for OBC students. These programs aim to enhance their employability and entrepreneurial skills, preparing them for a competitive job market.

4. Enhancing Access, Retention, and Success Rates:

- The meeting identified gaps and discussed new strategies to enhance the access, retention, and success rates of OBC students in educational institutions. Strategies included improving support services, increasing awareness about available resources, and creating an inclusive learning environment.

5. Monitoring Policy Implementation:

- The progress of policy implementation related to OBC rights, welfare, and development was monitored. This included reviewing how well current policies are serving OBC students and identifying areas for improvement.



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6. Review of Previous Meeting Action Items:

- Action items and goals set during previous meetings concerning OBC issues were reviewed. This review ensured that ongoing initiatives are on track and any necessary adjustments are made.

7. Grievances:

- It was confirmed that no other grievances were received during this period.

8. Conclusion:

- The meeting concluded with Principal Dr. H. N. Thippeswamy thanking all members for their participation and contributions. The collaborative effort of the members in supporting OBC students was acknowledged.

Summary

This report encapsulates the key points and discussions from the meeting, reflecting the institution's commitment to supporting OBC students through fee exemptions, career guidance, skill development, and vocational training programs. The proactive measures taken to enhance access, retention, and success rates, along with monitoring policy implementation and reviewing previous actions, highlight the institution's dedication to the welfare and development of OBC students. The absence of new grievances indicates the effectiveness of the initiatives implemented.

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MINORITY COMMITTEE ANNUAL REPORT FOR THE YEAR 2023-24

The meeting was chaired by Principal Dr. H. N. Thippeswamy, who welcomed all members and commenced the meeting according to the agenda.

Agenda and Discussions

1) Scholarships for Minority Students:

- Follow-up on scholarships for minority students was discussed to ensure that all eligible students receive the necessary financial aid.
- The maintenance of a scholarship register was reviewed to keep accurate records of scholarship applications and disbursements.
- Principal Dr. H. N. Thippeswamy advised members to assist minority students whenever required to ensure they have access to all available resources and support.

2) Mentorship, Internships, and Career Development:

- Dr. Mohammed Mathenulla, the Placement Officer, addressed opportunities in mentorship, internships, and career development for minority students. The aim is to enhance their career prospects and ensure they are well-prepared for the job market.

3) Grievances:

- It was confirmed that no other grievances were received during this period.

4) Policy Recommendations for Minority Inclusion and Equity:

- Recommendations were made for policy updates or new policies to better support minority inclusion and equity within the institution.
- It was suggested to establish clear channels through which minorities can raise concerns and grievances to ensure their voices are heard and addressed promptly.



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5) Action Plan Assessment:

- The status of action plans developed to address disparities and policy improvements was assessed. This ensures that all initiatives are progressing as intended and any necessary adjustments can be made.

6) Conclusion:

- The meeting concluded with Principal Dr. H. N. Thippeswamy thanking all members for their participation and contributions. The collaborative effort of the members in supporting minority students was acknowledged.

Summary

This report encapsulates the key points and discussions from the meeting, reflecting the institution's commitment to supporting minority students through scholarships, mentorship, internships, and career development opportunities. The proactive measures taken to maintain accurate records, provide necessary assistance, and develop policies for better inclusion and equity are highlighted. The establishment of clear channels for raising concerns and the continuous assessment of action plans underscore the institution's dedication to addressing disparities and improving policies. The absence of new grievances indicates the effectiveness of the initiatives implemented.

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INTERNAL GRIEVANCE REDRESSAL COMMITTEE ANNUAL REPORT FOR THE YEAR 2023-24

The meetings were initiated by the convener, with Principal Dr. H. N. Thippeswamy overseeing the discussions. The meetings addressed various grievances and concerns raised by students and faculty, and steps were taken to resolve these issues effectively.

Agenda and Discussions

1. Installation of Lights on Staircase in C Block:

- The convener informed the committee about multiple requests from students regarding non-functional lights on the staircase in C block.
- The committee decided to install new lights to ensure safety and convenience for students using the staircase.

2. Grievance Submission Process:

- It was decided that students should be informed about the grievance submission process. Grievances can be submitted through the ERP portal or by giving a written complaint to the principal. This ensures that students are aware of how to report issues and seek resolutions.

3. Additional Water Cans in C Block 3rd Floor:

- The convener informed the committee about requests from students to place extra water cans on the 3rd floor of C block.
- The principal instructed that an extra water can be kept on the 3rd floor of C block to meet the students' needs.

4. Shelter for Parking Place:

- The convener informed the committee about grievances regarding the lack of shelter for the parking place.
- The committee decided to discuss this issue with management members to find a suitable solution.

5. Security Concerns Regarding Outsiders Entering the Campus:

- The convener informed the committee that students complained about outsiders being allowed to enter the campus.
- The security personnel were called and strictly warned not to allow outsiders inside the campus to ensure the safety and security of students and staff.



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6. Removal of Honeycomb at the Entrance of Admin Block:

- Students and faculty raised concerns about a honeycomb at the entrance of the admin block.
- The committee decided to get the honeycomb removed on a non-working day to ensure the safety of everyone on campus.

7. Conclusion:

- The meetings concluded with the convener and Principal Dr. H. N. Thippeswamy thanking all members for their participation and contributions. The collaborative efforts in addressing and resolving the grievances were acknowledged.

Summary

This report encapsulates the key points and discussions from the meetings, reflecting the institution's commitment to addressing and resolving grievances raised by students and faculty. The proactive measures taken to install new lights, add water cans, discuss shelter for the parking place, and ensure campus security highlight the institution's dedication to creating a safe and conducive environment for all. The decision to inform students about the grievance submission process ensures that issues can be reported and resolved efficiently. The removal of the honeycomb at the admin block entrance further underscores the institution's commitment to safety. The absence of new grievances indicates the effectiveness of the initiatives implemented and the clear communication channels established.

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COLLEGE INTERNAL COMPLAINTS COMMITTEE ANNUAL REPORT FOR THE YEAR 2023-24

The meetings were initiated and chaired by the chairperson, who greeted all committee members. Key topics discussed included the roles and responsibilities of committee members, methods for students to submit complaints, and planning for International Women's Day.

Agenda and Discussions

1. Greetings and Introduction:

- The chairperson greeted all the committee members and initiated the meeting.
- The principal welcomed and introduced the new committee members and thanked the outgoing members for their contributions.

2. Roles and Responsibilities of Committee Members:

- The roles and responsibilities of committee members were discussed in microdetail and accepted by all members.
- Members were informed that a new committee members list would be circulated among the students, including members' phone numbers and email addresses for reporting incidents.

3. Complaint Submission Methods:

- The committee discussed various methods to receive complaints from students.
- It was decided that students could submit complaints via:
 - Suggestion boxes placed at various locations on campus.
 - The ERP Portal, accessible through the link <https://webprosindia.com/cityec>, which was shared in students' WhatsApp groups.
 - Directly submitting a letter to the principal.

4. Communication to Students:

- Students are to be informed about the complaint submission methods through various channels, including a notice that will be circulated and posted on the ERP Portal.
- The committee emphasized the importance of students knowing their options for reporting incidents and grievances.



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5. Planning for International Women's Day:

- The committee discussed plans to celebrate International Women's Day in March 2024.
- Various activities and events to honor and celebrate women on campus were proposed and discussed.

6. Reconstitution of CICC:

- The principal informed the committee about the circular dated 29/12/2023 to reconstitute the CICC (College Internal Complaints Committee).
- The roles and responsibilities of the newly constituted committee were briefed and discussed to ensure clarity and alignment with the committee's objectives.

7. Conclusion:

- The meeting concluded with the chairperson and the principal thanking all committee members for their participation and contributions.
- The collaborative efforts in defining roles, planning events, and setting up effective complaint submission methods were acknowledged.

Summary

This report encapsulates the key points and discussions from the meetings, reflecting the institution's commitment to clear communication, effective complaint handling, and celebration of important events like International Women's Day. The proactive measures taken to detail roles and responsibilities, inform students about complaint submission methods, and plan for upcoming events highlight the institution's dedication to creating a safe and inclusive environment. The reconstitution of the CICC and the introduction of new members ensure continued focus on addressing grievances and improving campus life. The detailed planning and communication strategies indicate a well-organized approach to committee functions and student engagement.

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ANTI-RAGGING COMMITTEE ANNUAL REPORT FOR THE YEAR 2023-24

The meetings were initiated by the Chairman, who greeted all members and led discussions focused on creating awareness among students, refining policies, and outlining roles and responsibilities of the committee members.

Agenda and Discussions

1. **Creating Awareness Among Students:**

- The Chairman emphasized the importance of creating awareness among students about various institutional policies and support systems.
- Strategies for awareness campaigns were discussed to ensure students are well-informed about their rights and available resources.

2. **Roles and Responsibilities of Committee Members:**

- The convener discussed the roles and responsibilities of committee members in detail.
- Members were instructed to conduct surprise rounds to monitor compliance and ensure the well-being of students.

3. **Policy Refinement:**

- The convener discussed the refinement of existing policies to ensure they meet current needs and challenges.
- **Zero Tolerance Policy:**
 - Ragging in any form is strictly prohibited and will not be tolerated under any circumstances.
 - Immediate disciplinary action will be taken against those found guilty of ragging.
- **Reporting Mechanism:**
 - A confidential and accessible reporting system for students to report incidents of ragging was established.
 - Measures to ensure anonymity and protection for the complainant were discussed and implemented.

4. **Orientation Sessions for New Students:**

- Plans were made to conduct interactive orientation sessions during the induction week.
- These sessions will educate new students about the available anti-ragging policies, reporting mechanisms, and support systems.



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5. Complaints Status:

- The convener informed the committee that no complaints were registered during this period, indicating a potentially safe and compliant environment.

6. Conclusion:

- The meeting concluded with the Chairman and convener thanking all members for their participation and contributions.
- The collaborative efforts in policy refinement, awareness creation, and student support were acknowledged.

Summary

This report encapsulates the key points and discussions from the meetings, reflecting the institution's commitment to maintaining a safe and supportive environment for students. The proactive measures taken to create awareness, refine policies, and educate new students underscore the institution's dedication to student welfare and zero tolerance for ragging. The establishment of a confidential reporting mechanism ensures that students can report incidents without fear of retribution. The absence of registered complaints during this period suggests effective implementation of these measures. The detailed discussion of roles and responsibilities, along with the instruction to conduct surprise rounds, highlights the committee's commitment to vigilance and continuous improvement. The planned orientation sessions for new students ensure that they are well-informed about their rights and the support systems available to them.

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ANTI-SEXUAL HARASSMENT COMMITTEE ANNUAL REPORT FOR THE YEAR 2023-24

The meetings were led by the Chairman, who informed the committee members about the reconstitution of the Anti-Sexual Harassment Committee, introduced the new members, and outlined the roles and responsibilities of the committee. The discussions focused on policy implementation, complaint reporting mechanisms, and monitoring strategies.

Agenda and Discussions

1. Reconstitution of the Anti-Sexual Harassment Committee:

- The Chairman informed the committee about the reconstitution of the Anti-Sexual Harassment Committee.
- The Chairman welcomed and introduced the new committee members, ensuring they were integrated into the committee's activities.

2. Roles and Responsibilities:

- The convener detailed the roles and responsibilities of committee members, which were agreed upon and approved by all members. The roles include:
 - Ensuring a sexual harassment-free academic and workplace environment.
 - Planning and organizing awareness programs on sexual harassment.
 - Receiving and processing complaints of sexual harassment from students and staff.
 - Immediately forwarding complaints to committee members and convening meetings to address the complaints.
 - Deciding on the appropriate action or recommending no action, based on the inquiry into complaints.
 - Ensuring confidentiality and providing a redressal mechanism for complaints.
 - The committee's tenure is set for 2 years.

3. Policy Implementation:

- The committee decided to display boards regarding anti-sexual harassment policies at strategic locations on campus to enhance awareness.
- Students and staff were informed that written complaints could be submitted to the Chairman of the committee, posted in the ERP Portal via the link <https://webprosindia.com/cityec>, or sent as a letter to the principal.



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- The methods for submitting complaints were communicated to all staff and students through WhatsApp groups.

4. **Monitoring and Procedures:**

- The convener instructed committee members to conduct surprise rounds to monitor student activities in various campus areas, including the canteen, library, classrooms, labs, entrance gates, playground, and parking areas.
- Procedures for reporting complaints were discussed and approved by the committee members to ensure clear and efficient handling of any incidents.

5. **Complaints Status:**

- It was noted that no complaints were registered during this period, indicating a potentially effective implementation of anti-harassment measures.

6. **Conclusion:**

- The meeting concluded with the Chairman and the convener thanking all members for their participation and contributions. The commitment to maintaining a safe and supportive environment for all members of the institution was reaffirmed.

Summary

This report highlights the key points and discussions from the meetings, demonstrating the institution's commitment to preventing sexual harassment and ensuring a safe environment. The reconstitution of the Anti-Sexual Harassment Committee, the introduction of new members, and the clear outline of roles and responsibilities reflect a structured approach to handling sexual harassment issues. The implementation of anti-harassment policy displays, complaint submission methods, and monitoring strategies underscore the proactive measures taken by the committee. The absence of registered complaints during this period suggests effective policy enforcement and a positive response to the committee's initiatives.

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WOMEN EMPOWERMENT COMMITTEE ANNUAL REPORT FOR THE YEAR 2023-24

The meeting was initiated by Principal Dr. H. N. Thippeswamy, who greeted all members and commenced the meeting according to the agenda.

Agenda and Discussions

1. **Campus Safety for Women Students and Staff:**

- Measures to improve campus safety, focusing on the specific concerns and needs of women students and staff, were discussed and proposed.
- Current security protocols, lighting, surveillance systems, and emergency response procedures were reviewed to identify any gaps and areas for improvement.

2. **Policy Revisions for Women's Support:**

- Areas where policies may need revision or enhancement to better support women students and staff were identified. This includes strengthening existing policies and introducing new ones where necessary.

3. **Health Awareness Camps:**

- Plans for health awareness camps focusing on women's health issues were discussed. These camps aim to educate and promote better health practices among women on campus.

4. **Upcoming Events:**

- Preparations for upcoming events like Women's Day celebration were planned to honor and celebrate the achievements of women within the institution.

5. **Enhancing Communication Channels:**

- Strategies to enhance communication channels for better engagement with women beneficiaries were discussed. Improved communication ensures that women students and staff are well-informed and can easily access support services.



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6. Awareness Program for First-Year Students:

- An awareness program was organized for first-year students to educate them about the support systems available, campus safety measures, and the importance of women's empowerment.

7. Guidelines for Women Empowerment Committee:

- The guidelines for 2023-24 for the "Women Empowerment Committee" were discussed and accepted by all members of the committee. These guidelines will help steer the committee's initiatives and ensure focused efforts towards empowering women on campus.

8. Grievances:

- It was confirmed that no other grievances were received during this period.

9. Conclusion:

- The meeting concluded with Principal Dr. H. N. Thippeswamy thanking all members for their participation and contributions. The collaborative effort of the members in supporting and empowering women on campus was acknowledged.

Summary

This report encapsulates the key points and discussions from the meeting, reflecting the institution's commitment to improving safety, support, and empowerment for women students and staff. The proactive measures taken to review and enhance security protocols, plan health awareness camps, and prepare for events like Women's Day highlight the institution's dedication to creating a safe and supportive environment. The acceptance of new guidelines for the Women Empowerment Committee and the absence of new grievances indicate effective initiatives and clear communication channels. The efforts to engage with and support women beneficiaries demonstrate the institution's ongoing commitment to gender equality and women's empowerment.

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EXAMINATION COMMITTEE ANNUAL REPORT FOR THE YEAR 2023-24

The series of meetings were initiated and chaired by Principal Dr. H. N. Thippeswamy, who greeted all members and commenced the meetings as per the agenda.

Agenda and Discussions

1. Review of Upcoming Examination Schedules:

- Examination dates for the upcoming semester were confirmed.
- Discussions were held on the distribution of exam schedules to students and faculty to ensure timely and clear communication.
- Evaluations were made to ensure the examination schedules aligned with academic calendars and regulations. Necessary adjustments or considerations for the schedule were discussed.

2. Examination Policies and Guidelines:

- The examination policies were reviewed and updated to ensure fairness and integrity.
- Emphasis was placed on the importance of adherence to examination protocols by both students and staff.
- Security measures for exam venues were reviewed, including measures for preventing cheating and ensuring a secure environment.
- Accessibility accommodations for students with disabilities were discussed to ensure compliance with regulations and support needs.

3. Coordination of Invigilation Duties:

- The invigilation schedule was prepared and assigned to committee members.
- Contingency plans for invigilator absences were discussed to ensure smooth conduct of examinations.

4. Addressing Student Queries and Concerns:

- Common concerns raised by students regarding examinations were reviewed.
- Steps were decided upon to communicate policies clearly and address any misunderstandings.

5. Minutes from Previous Meetings:

- The minutes from the last Examination Committee meeting were reviewed and approved. Any corrections or amendments were noted.

6. Review Action Items and Updates on Progress Related to Examinations:



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

7. Finalization of Upcoming Examination Schedule:

- The detailed schedule for upcoming examinations, including dates, times, and locations, was presented and finalized.
- Logistical arrangements such as exam venues, seating arrangements, and invigilation were ensured to be in place.

8. Grievances:

- It was confirmed that no other grievances were received during this period.

9. Conclusion:

- The meetings concluded with Principal Dr. H. N. Thippeswamy thanking all members for their participation and contributions. The collaborative effort of the members in organizing and managing examinations was acknowledged.

Summary

This report encapsulates the key points and discussions from the series of meetings, reflecting the institution's commitment to ensuring the smooth conduct of examinations through meticulous planning and coordination. The proactive measures taken to confirm and distribute examination schedules, update examination policies, coordinate invigilation duties, and address student queries and concerns highlight the institution's dedication to fairness and integrity in the examination process. The review and approval of previous meeting minutes, along with the progress on action items, demonstrate effective follow-up and accountability. The emphasis on security measures and accessibility accommodations underscores the institution's commitment to creating a secure and inclusive environment for all students. The absence of new grievances indicates the effectiveness of the initiatives implemented.

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MALPRACTICE COMMITTEE ANNUAL REPORT FOR THE YEAR 2023-24

Special Provisions for Online and Remote Assessments: There is a need for clearer guidelines on how academic integrity policies apply to online and remote assessments for physically handicapped students who may require additional support or accommodations.

Accessibility in Reporting: Policies may not fully address how to ensure that reporting systems are accessible to students with physical disabilities, including the provision of alternative formats and support mechanisms.

Inclusive Policy Development: Involve physically handicapped students and disability advocates in the development and review of academic integrity policies to ensure they address specific needs and challenges.

Adaptive Technologies: Ensure that policies are updated to reflect the use of adaptive technologies and address potential ethical issues related to their use.

Accessibility Features: Develop reporting systems that include accessibility features such as screen readers, voice input options, and physical access accommodations.

Clear Guidelines: Provide clear guidelines and instructions on how to report suspected violations, with specific accommodations for students with physical disabilities.

Support Services: Offer support services, such as designated advisors or ombudspersons, to assist physically handicapped students in navigating the reporting process.

Faculty: Responsible for understanding and implementing accommodations in line with academic integrity policies, and for reporting any suspected violations involving physically handicapped students.

Students: Expected to uphold academic integrity standards and to utilize reporting systems in an accessible manner. Physically handicapped students should receive appropriate support in this process.

Administration: Oversee the development and enforcement of inclusive policies, ensure that reporting systems are accessible, and provide training on the intersection of academic integrity and disability accommodations.



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Evidence Collection: Collect evidence with sensitivity to the specific needs of physically handicapped students, including any assistive technologies used.

Incident Analysis: Analyse trends in reported incidents involving physically handicapped students, noting any significant changes or patterns.

Effectiveness of Accommodations: Assess how well current policies and accommodations are supporting academic integrity and identify areas for improvement.

Committee Discussions: Review and address feedback from committee members regarding the adequacy of policies and practices for physically handicapped students.

Sanctions Review: Evaluate whether current sanctions are fair and effective in the context of academic violations involving physically handicapped students.

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PERSON WITH A DISABILITY COMMITTEE ANNUAL REPORT FOR THE YEAR 2023-24

Introduction

This report provides an overview of the committee's activities and decisions over the past year. The committee has focused on reviewing current policies, improving facility accessibility, and planning for future initiatives. The key areas of focus include policy effectiveness, accessibility audits, priority setting, and feasibility evaluations.

1. Policy Review

- **Acknowledgment of Current Policies:** The committee recognized that the existing policies are generally effective. However, there is a need for a thorough review to address emerging needs and ensure ongoing relevance.
- **Action Plan:** The committee has committed to reviewing the current policies to identify necessary updates. This process will involve analysing new trends, gathering feedback, and benchmarking against best practices.

2. Accessibility Audit

- **Audit Agreement:** The committee agreed to conduct a detailed accessibility audit of identified facilities. This audit is intended to pinpoint specific areas with significant accessibility issues.
- **Prioritization:** Facilities with major accessibility concerns will be prioritized. The audit results will guide the committee in focusing resources and efforts on the most critical areas.

3. Priority Areas for Improvement

- **Development of Priority List:** The committee will develop a comprehensive list of priority areas based on the findings of the accessibility audit. Immediate concerns will be addressed first.



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- **Action Plan Creation:** An action plan will be created to tackle the identified issues. This plan will include a timeline for addressing immediate concerns and a roadmap for more extensive modifications.

4. Feasibility and New Initiatives

- **Feasibility Evaluation:** The committee will evaluate the feasibility of various suggestions and incorporate those that are viable into the action plan. This ensures that proposed solutions are practical and achievable.
- **Proposal Drafting:** A proposal for new initiatives will be drafted, considering both short-term and long-term goals. This proposal will be reviewed in the next meeting to determine the next steps.

Conclusion

The committee's focus over the past year has been on ensuring that current policies remain effective, addressing accessibility issues in identified facilities, and planning for future improvements. The next steps involve completing the accessibility audit, finalizing the priority areas for improvement, and evaluating new initiatives. The committee remains committed to enhancing overall effectiveness and responsiveness to emerging needs.

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SPORTS COMMITTEE ANNUAL REPORT FOR THE YEAR 2023-24

The meeting was initiated by Principal Dr. H. N. Thippeswamy, who greeted all members and commenced the meeting according to the agenda.

Agenda and Discussions

1. Participation Requirements and Registration Deadlines:

- Participation requirements and registration deadlines for upcoming events were confirmed to ensure all participants are well-informed and deadlines are met.

2. Event Coordination Responsibilities:

- Responsibilities for event coordination were assigned, including tasks related to setup, cleanup, and volunteer management to ensure smooth execution of events.

3. Promotional Strategies:

- Promotional strategies were discussed to increase participant and audience engagement. This included leveraging social media, posters, and word-of-mouth campaigns to boost visibility and interest.

4. Calendar for Upcoming Games and Tournaments:

- A detailed calendar for upcoming games and tournaments was developed to provide clear schedules and ensure proper planning and participation.

5. Budget Status and Funds for Prizes:

- The current budget status was presented, and available funds for prizes were reviewed. This included ensuring there are adequate resources to support prize distribution and other event-related expenses.

6. Action Plans for Approved Suggestions:

- Action plans were developed for implementing approved suggestions from previous meetings. This ensures that all recommendations are acted upon and progress is tracked.

7. Review of Actions from Previous Meeting:

- A detailed review of actions taken based on decisions made in the last meeting was conducted to ensure accountability and track progress.

8. Annual Sports Meet Planning:

- Planning and coordination for the Annual Sports Meet were discussed. This included organizing events, scheduling, and logistics to ensure a successful sports meet.

9. Prize Distribution Ceremony Planning:



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- The planning and organizing of the prize distribution ceremony were discussed to ensure a well-structured and celebratory event.

10. Budget Review and Approval for Prizes:

- The budget for prizes was reviewed and approved, ensuring that funds are allocated appropriately and prizes are secured in advance.

11. Grievances:

- It was confirmed that no other grievances were received during this period.

Conclusion:

- The meeting concluded with Principal Dr. H. N. Thippeswamy thanking all members for their participation and contributions. The collaborative effort of the members in organizing and managing events was acknowledged.

Summary

This report encapsulates the key points and discussions from the meeting, reflecting the institution's commitment to thorough planning and effective coordination for upcoming events, particularly the Annual Sports Meet. The proactive measures taken to confirm participation requirements, assign event coordination responsibilities, develop promotional strategies, and plan a detailed calendar highlight the institution's dedication to ensuring successful and engaging events. The review and approval of the budget for prizes, along with the development of action plans for approved suggestions, demonstrate effective resource management and follow-up. The absence of new grievances indicates the effectiveness of the initiatives implemented and the clear communication channels established. The detailed review of actions from the previous meeting underscores the institution's commitment to accountability and continuous improvement.

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LIBRARY COMMITTEE ANNUAL REPORT FOR THE YEAR 2023-24

The meetings focused on reviewing library operations, discussing collection development and acquisitions, planning budgetary requirements, and evaluating library programs and services. Key points included technology integration, collection development, and budget considerations.

Agenda and Discussions

1. Library Operations and Usage:

- **Review of Library Usage Statistics:**
 - The committee reviewed statistics related to library usage, providing insights into trends and patterns.
- **Operational Issues and Improvements:**
 - Discussed any current operational issues and proposed improvements to enhance library services and user experience.

2. Collection Development and Acquisitions:

- **Recent Acquisitions:**
 - Provided an overview of recent additions to the library collection, highlighting new resources and materials.
- **Future Acquisitions and Priorities:**
 - Discussed priorities for future acquisitions and collection development to align with the needs of users.
 - Considered suggestions for new materials or resources needed to fill gaps in the collection.

3. Budget and Funding:

- **Planning for Budgetary Requirements:**
 - Reviewed and planned for upcoming budgetary needs to support library operations, acquisitions, and services.

4. Library Programs and Services:

- **Effectiveness of Programs:**
 - Discussed the effectiveness of existing library programs and services.
- **Proposals for New Programs:**



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- Proposed new programs or services to be introduced, aimed at enhancing user engagement and library offerings.

5. Review of Previous Meeting Minutes:

- **Approval of Previous Minutes:**
 - Reviewed and approved the minutes from the previous Library Committee meeting.
- **Action Items and Progress:**
 - Discussed updates on action items from previous meetings and reviewed progress.

6. Technology Integration and Services:

- **Review of Technology Infrastructure:**
 - Assessed the current technology infrastructure supporting library services.
- **Opportunities for Integration:**
 - Discussed opportunities for integrating new technologies to improve access to resources and overall user experience.

7. Collection Development Policies:

- **Review and Evaluation:**
 - Reviewed the library's collection development policies and procedures.
 - Evaluated recent acquisitions and discussed strategies for enhancing the collection.
 - Addressed budgetary considerations and explored potential collaborations for expanding the collection.

8. Conclusion:

- The meeting concluded with the Chairman and members thanking all participants for their contributions and engagement.
- No other grievances were received.

Summary

This report summarizes the key points and discussions from the meetings, reflecting the library committee's ongoing efforts to enhance library operations, collection development, and user services. The review of library usage statistics and operational issues, along with the discussion on collection development priorities and budgetary planning, highlights the committee's commitment to improving library resources and services. The integration of new technologies



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and proposals for new programs demonstrate a forward-thinking approach to meeting user needs and enhancing the library experience. The approval of previous meeting minutes and updates on action items ensure continuity and progress in addressing library-related matters. The absence of new grievances suggests effective management and user satisfaction.

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