



Visvesvaraya Technological University

“Jnana Sangama”, Belagavi-590018 Karnataka

SC/ST & OBC Cell

Dr. Pralhad Rathod

Liaison Officer

Phone : 0831-2498206

e.mail : scstboard@vtu.ac.in

The Visvesvaraya Technological University has been established its Scheduled Caste/Scheduled Tribe and Other Backward Classes Cell at V.T.U. Campus from July 2014. Dr.Pralhad P Rathod, Associate Professor, M.B.A. Department, Post Graduate Centre, V.T.U. Belagavi has been appointed as Liaison Officer for the Cell.

From the academic year 2017-18 the Advisory Committee has been formed for SC/ST & OBC Cell and by the directions of the Hon'ble Vice Chancellor, the following members have been nominated as a member of the said committee.

S.No.	Name of the members	
1	Hon'ble Vice Chancellor, V.T.U. Belagavi	Chairman
2	Registrar, V.T.U. Belagavi	Member
3	Registrar (Evaluation), V.T.U. Belagavi	Member
4	Finance Officer, V.T.U. Belagavi	Member
5	Regional Director, V.T.U. Regional Center, Belagavi	Member
6	Regional Director, VTU Regional Center, Kalburgi	Member
7	Dr. Shashidhar S Ramatal, Principal, Govt. Engineering College, Huvina Hadagali	Member
8	Dr. Nanjunda Swamy P, Principal, Dr.Ambedkar Institute of Technology, Bengaluru	Member
9	Dr.H.H. Ramesh, Asso.Prof. Dept. of M.B.A. VTU P.G. Center, Muddenahalli	Member
10	Dr.Ali Ahmed, Asso.Prof. Dept. of Comp.Sc. & Engg., VTU P.G. Center, Mysuru	Member
11	Dr.Mahesha, Asso. Prof. Dept. of Mathematics, U.B.D.T.C.E. Davanagere	Member
12	The Joint Director, Social Welfare Department, Belagavi	Member
13	The District Officer, Backward Classes & Minorities Welfare Department, Belagavi	Member
14	The Deputy Director, Women & Children Development Department, Belagavi	Member
15	Dr. Pralhad Rathod, Liaison Officer, SC/ST & OBC Cell, VTU, Belagavi	Member Secretary



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The Visvesvaraya Technological University has taken step for construction of a separate 6 Nos. hostels for the PG students belonging to SC/ST categories in all VTU P.G. Centers and its constituent College UGDTCE, Davanagere with grants sanctioned by the Government of Karnataka under SCSP/TSP Plans. The construction work of all hostels are in final stage and it may be completed in the month of Dec. 2019.

Every year the Visvesvaraya Technological University has kept reserve a separate fund under SCSP/TSP plan in its Budget for welfare of SC/ST students. Out of the budget amount, 60% will be kept for development activities and 40% kept for welfare of SC/ST students. Out of 40%, our Cell is preparing an “Action Plan” containing with various financial assistance to the students belongs to SC/ST categories and studying P.G. courses in all P.G. Centers of VTU and constituent College U.B.D.T.C.E. Davanagere on the basis of 24.10% as per SCSP/TSP Plans (under SCSP 17.15% and under TSP 6.95%).

The details of various activities undertaken under SCSP/TSP Plans for last 3 years are as under :

FOR THE YEAR 2016-17

There are 395 students were studying in all P.G. courses in all P.G. Centers of VTU during the year 2016-17. Out of them, there were 296 students belonging to SC category and 99 students belonging to ST category. The Visvesvaraya Technological University has implemented various schemes under SCSP/TSP Plans to the students studying in all P.G. Centres of VTU viz., Belagavi, Mysuru, Kalburgi, Muddenahalli and U.B.D.T.C.E. Davanagere for the year 2016-17.

The details of financial assistance have already given to the students are as under :

- The Hostel Rent has been reimbursed to the P.G. students studying in all P.G. Centres of VTU who are staying in University Hostels and belongs to SC/ST categories. An amount of Rs.15,000/- has been credited to each student to their respective Bank accounts through RTGS and the total amount comes to Rs.9,70,500/-.



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- For those students who were studied in all P.G. Centres of VTU and belongs to SC/ST categories whose parental annual income is less than Rs.2.50 lakhs are getting sanctioned scholarship from the Government and in the sanctioned scholarship they were getting Rs.14,000/- as a meals expenses, but the students concerned are paying Rs.30,000/- for 10 months as Mess bill. The excess amount of Rs.16,000/- has already been reimbursed to the students by way of crediting to their respective Bank accounts through RTGS and the total amount comes to Rs.8,87,000/-.
- The Visvesvaraya Technological University has announced cash prize to these students belongs to SC/ST categories and studying in all Affiliated Engineering Colleges for Post Graduation courses viz., M.Tech., M.B.A. and M.C.A. and stood First, Second and Third Ranks by securing highest marks and cash prize of Rs.20,000/-, Rs.15,000/- and Rs.10,000/- respectively. In each course 3 students from SC and ST categories separately and totally 18 students have got their prizes and the cash prize has been disbursed by way of Demand Drafts. The Prize distribution has been arranged during celebration of 126th Birth Anniversary of Dr.B.R. Ambedkar on 14th April 2017 in the Auditorium, V.T.U. Campus, Belagavi. The total cash prize amount comes to Rs.2,70,000/-
- The Visvesvaraya Techonlogical University has distributed Laptops to those students who had taken admission in 1st year P.G. courses in all P.G. Centres of VTU for the year 2016-17 and totally 181 Nos. of Laptops have been purchased and distributed to the students concerned. The total expenditure incurred for distribution of Laptops was Rs.75,85,710/-.
- The Visvesvaraya Technological University has already established a separate “Book Bank” in the Library situated in VTU Campus, Belagavi for the students who are studying in P.G. courses and belonging to SC/ST categories. The total cost of Books is Rs.1,00,000/- has been purchased.
- The total amount of **Rs.97,13,210/-** (Rupees Ninty-seven lakh Thirteen thousand two hundred ten only) has spent by the VTU for welfare of the PG students studying in all PG Centers of VTU and belongs SC/ST categories for the year 2016-17.



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FOR THE YEAR 2017-18

There are 384 students were studying in all P.G. courses in all P.G. Centers of VTU during the year 2017-18. Out of them, there are 278 students belonging to SC category and 106 students belonging to ST category. The Visvesvaraya Technological University has implemented various schemes under SCSP/TSP Plans to the students studying in all P.G. Centres of VTU viz., Belagavi, Mysuru, Kalburgi, Muddenahalli and U.B.D.T.C.E. Davanagere for the year 2017-18.

- The Hostel Rent has been reimbursed to the P.G. students studying in all P.G. Centres of VTU who are staying in University Hostels and belongs to SC/ST categories. An amount of Rs.20,000/- has been credited to each student to their respective Bank accounts through RTGS and the total amount comes to **Rs. 11,77,500/-**.
- For those students who were studied in all P.G. Centres of VTU and belongs to SC/ST categories whose parental annual income is less than Rs.2.50 lakhs are getting sanctioned scholarship from the Government and in the sanctioned scholarship they were getting Rs.14,000/- as a meals expenses, but the students concerned are paying Rs.30,000/- for 10 months as Mess bill. The excess amount of Rs.16,000/- has already been reimbursed to the students by way of crediting to their respective Bank accounts through RTGS and the total amount comes to **Rs. 7,73,000=00**
- The Visvesvaraya Technological University has distributed Laptops to those students who had taken admission in 1st year PG courses and 3rd Sem. MCA (under Lateral scheme) in all PG Centers of VTU and UBDTCE, Davanagere for the year 2017-18. The total expenditure incurred for distribution of Laptops was **Rs.78,75,000/-** .
- The Visvesvaraya Technological University has already established a separate “Book Bank” in the Library situated in VTU Campus, Belagavi for the students who are studying in P.G. courses and belonging to SC/ST categories. The total cost of Books comes to **Rs.3,00,000/-**.
- The students who were studying in Final year P.G.Courses, for them to do their Project work each students Rs.5,000/- has been distributed the their bank accounts through RTGS. The total amount comes to **Rs. 9,35,000/-**



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- During 2017-18 final year examination who got highest marks in all PG courses in first attempt amongst the Scheduled Caste and Scheduled Tribes separately they have been awarded a Cash Prize an amount of Rs.20,000/- for First, an amount of Rs.15,000/- for Second and an amount of Rs.10,000/- for Third places in all PG Centers of VTU. The total cost of cash prizes comes to **Rs.2,70,000/-** .

The total amount of **Rs.1,13,30,500/-** (Rupees One crore thirteen lakh thirty thousand five hundred only) has spent by the VTU for welfare of the PG students studying in all PG Centers of VTU and belongs SC/ST categories for the year 2017-18.

FOR THE YEAR 2018-19

There are 383 students are studying in all P.G. courses in all P.G. Centers of VTU during the year 2018-19. Out of them, there are 273 students belonging to SC category and 110 students belonging to ST category. The Visvesvaraya Technological University has implemented various schemes under SCSP/TSP Plans to the students studying in all P.G. Centres of VTU viz., Belagavi, Mysuru, Kalburgi, Muddenahalli and U.B.D.T.C.E. Davanagere for the year 2018-19.

- The Hostel Rent and excess amount of Mess bill has been reimbursed to the P.G. students studying in all P.G. Centres of VTU who are staying in University Hostels and belongs to SC/ST categories. An amount of Rs.20,000/- has been credited to each student to their respective Bank accounts through RTGS and the total amount comes to **Rs. 22,68,850/-**.
- The Visvesvaraya Technological University has distributed Laptops to those students who had taken admission in 1st year PG courses and 3rd Sem. MCA (under Lateral scheme) in all PG Centers of VTU and UBDTCE, Davanagere for the year 2018-19. The total expenditure incurred for distribution of 175 Laptops was **Rs. 98,44,800/-**.
- The Visvesvaraya Technological University has already established a separate “Book Bank” in the Library situated in all P.G. Centers of VTU and its constituent College UBDTCE, Davanagere for the students who were studying in P.G. courses and belonging to SC/ST categories. Each PG centers and UBDTCE, Davanagere is Rs.2,00,000/- and the total cost of Books comes to **Rs.10,00,000/-**.



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- The students who were studying in Final year P.G.Courses, for them to do their Project work each students Rs.5,000/- has been distributed the their bank accounts through RTGS. The total amount comes to Rs. **8,40,000/-**.
- During 2018-19 final year examination who got highest marks in all PG courses in first attempt amongst the Scheduled Caste and Scheduled Tribes separately they have been awarded a Cash Prize an amount of Rs.20,000/- for First, an amount of Rs.15,000/- for Second and an amount of Rs.10,000/- for Third places in all PG Centers of VTU. The total cost of cash prizes comes to Rs.**2,70,000/-** has been sanctioned.
- The SC/ST & OBC Cell and Center for P.G. Studies in association with Unique Academy, Pune, organized one week workshop on Competitive Examinations to the students of P.G. Studies, V.T.U. Belagavi from 19th to 24th Nov. 2018. Totally 122 students have made registration for the said Workshop. For organizing the said workshop, the expenditure has been made Rs. **19,439/-**.

The total amount of **Rs.1,42,43,089/-** (Rupees One crore Forty-two lakh Forty-three thousand Eighty-nine only) has spent by the VTU for welfare of the PG students studying in all PG Centers of VTU and belongs SC/ST categories for the year 2018-19.

For the year 2019-20 the SC/ST & OBC Cell has prepared Action Plan for Rs. 1,61,00,000/- (Rupees One crore Sixty-one lakh only) containing with various financial assistance will be given to the P.G. students studying in all VTU P.G. centers and UBDTCE, Davanagere belonging to SC/ST categories.

* * *



CITY ENGINEERING COLLEGE

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



SC/ ST CELL

Ref No: CEC/IQAC/SC/ST/ACY 2023-2024/OR/01

CIRCULAR

DATE: 03/07/2023

The SC/ST committee meeting is scheduled on 04/07/2023 in principal's office at 11:00

AM

Agenda

- 1) Reconstitution of SC/ST committee
- 2) To discuss fees for SC/ST students
- 3) Follow and assist students to apply for scholarship and educate the first-year students about different types of scholarships.
- 4) Book Facilities for SC/ST students.

The following members are requested to attend the meeting.

SI NO	NAME	DEPARTMENT	DESIGATION	SIGNATURE
1	Dr. H N Thippeswamy	Principal	Chairman	
2	Mr. Shiva Swamy	Admin Staff	Member Secretary	
3	Dr. Mohd Mathenulla	Placement Officer	Convener	
4	Dr. Jyothi P	Vice-Principal	Member	
5	Dr. Ravindra S	ECE	Member	
6	Mr. Girish G A	CSE	Member	
7	Ms. Vani	Admin Staff	Member	
8	Mr. Kiran M	Student	Member	
9	Ms. Rakshitha H S	Student	Member	
10	Ms. Swati V	Student	Member	
11	Mr. Chetan R	Student	Member	

PRINCIPAL

Copy to:

- 1) IQAC
- 2) Principal



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Record of meeting, Subject, Agenda, Attendance, Action Taken Report, Minutes

Subject: SC/ST Committee Meeting				
Meeting No.	CEC/QAC/SC/ST/ACY 2023-2024/OR/01	Date: 04/07/2023	Time	11:00 AM
Agenda	1)	Reconstitution of SC/ST		
	2)	To discuss fees for SC/ST students		
	3)	Follow and assist students to apply for scholarship and educating first year students about different types of scholarships.		
	4)	Book Facilities for SC/ST students.		

Members Present

SL NO	NAME	DEPARTMENT	DESIGATION	SIGNATURE
1	Dr. H N Thippeswamy	Principal	Chairman	
2	Mr. Shiva Swamy	Admin Staff	Member Secretary	
3	Dr. Mohd Mathenulla	Placement Officer	Convener	
4	Dr. Jyothi P	Vice-Principal	Member	
5	Dr. Ravindra S	ECE	Member	
6	Mr. Girish G A	CSE	Member	
7	Ms. Vani	Admin Staff	Member	
8	Mr. Kiran M	Student	Member	
9	Ms. Rakshitha H S	Student	Member	
10	Ms. Swati V	Student	Member	
11	Mr. Chetan R	Student	Member	

Minutes of Meeting

- 1) Principal, Dr H N Thippeswamy sir greeted all the members and started the meeting as per agenda.
- 2) Discussion on Scholarship for SC/ST students.
- 3) Discussion was also on the number of students who applied and got NSP & SSP which was briefed by Mr. Shiva swamy (member secretary), who also gave consolidated list to chairman.
- 4) Principal advised Mr. Shiva swamy (member secretary) to follow up for students who had not received scholarship.
- 5) Library books facility are specially arranged for SC/ST students.
- 6) No other grievances were received.
- 7) Meeting concluded with thanking all the members



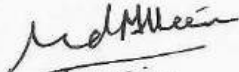
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Action Taken Report

Sl No	Description	Action Taken
1	Reconstitution of SC/ST	The current members are sufficient
2	Fees for SC/ST students	Fee structure is reduced as per Government norms
3	Scholarship	Scholarship is produced as per Government norms
4	Book Facilities	Specially reserved books are provided for SC/ST students


Convener


Principal



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SC/ ST CELL

Ref No: CEC/IQAC/SC/ST/ACY 2023-2024/OR/02

CIRCULAR

DATE: 03/01/2024

The SC/ST committee first meeting is scheduled on 04/01/2024 in principal's office at 11:00 AM

Agenda

- 1) Discussed the minutes and Action taken report of pervious meeting.
- 2) Assessment of academic performance and support needs of SC/ST students.
- 3) Discussion on measures to enhance recruitment and retention of SC/ST faculty and staff.
- 4) Review and improvement of grievance redressal mechanisms for SC/ST concerns.

The following members are requested to attend the meeting.

SL NO	NAME	DEPARTMENT	DESIGATION	SIGNATURE
1	Dr. H N Thippeswamy	Principal	Chairman	
2	Mr. Shiva Swamy	Admin Staff	Member Secretary	
3	Dr. Mohd Mathenulla	Placement Officer	Convener	
4	Dr. Jyothi P	HOD Mathematics	Member	
5	Dr. Ravindra S	ECE	Member	
6	Mr. Girish G A	CSE	Member	
7	Ms. Vani	Admin Staff	Member	
8	Mr. Kiran M	Student	Member	
9	Ms. Rakshitha H S	Student	Member	
10	Ms. Swati V	Student	Member	
11	Mr. Chetan R	Student	Member	

PRINCIPAL

Copy to:

- 1) IQAC
- 2) Principal



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Record of meeting, Subject, Agenda, Attendance, Action Taken Report, Minutes

Subject: SC/ST Committee Meeting				
Meeting No.	Ref No: CEC/QAC/SC/ST/ACY 2023-2024/OR/02	Date: 04/01/2024	Time	11:00 AM
Agenda	1)	Discussed the minutes and Action taken report of pervious meeting.		
	2)	Assessment of academic performance and support needs of SC/ST students.		
	3)	Discussion on measures to enhance recruitment and retention of SC/ST faculty and staff.		
	4)	Review and improvement of grievance redressal mechanisms for SC/ST concerns.		

Members Present

SL NO	NAME	DEPARTMENT	DESIGATION	SIGNATURE
1	Dr H N Thippeswamy	Principal	Chairman	
2	Mr. Shiva Swamy	Admin Staff	Member Secretary	
3	Dr. Mohd Mathenulla	Placement Officer	Convener	
4	Dr. Jyothi P	HOD Mathematics	Member	
5	Dr. Ravindra S	ECE	Member	
6	Mr. Girish G A	CSE	Member	
7	Ms. Vani	Admin Staff	Member	
8	Mr. Kiran M	Student	Member	
9	Ms. Rakshitha H S	Student	Member	
10	Ms. Swati V	Student	Member	
11	Mr. Chetan R	Student	Member	

Minutes of Meeting

- 1) Principal, Dr. H N Thippeswamy sir greeted all the members and started the meeting as per agenda.
- 2) Discussion on any progress made in understanding the academic performance trends of SC/ST students.
- 3) Discussion on any cases or issues that have arisen since the last meeting and how they were addressed.
- 4) Action points related to the above agenda items have been completed.
- 5) Verification of any outstanding issues that need attention or follow-up.
- 6) No other grievances were received.
- 7) Meeting concluded with thanking all the members



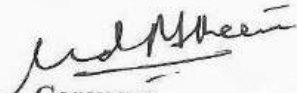
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Action Taken Report

Sl No	Description	Action Taken
1	Academic Performance	The assessment of academic performance is advancing steadily.
2	Last meeting Grievance	All grievances from the previous meeting have been satisfactorily resolved.


Convener


Principal



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SC/ST Students List-2023-24

Sl.NO	Name	Caste Category	Course	Branch	Sl.NO	Name	Caste Category	Course	Branch
1	ANUSHA B T	SCHEDULED CASTE	B.E.	CSE	22	Bharamappa b	SCHEDULED CASTE	MBA	M.B.A.
2	Shivaraja M V	SCHEDULED CASTE	B.E.	CSE	23	Premanath Naik	SCHEDULED CASTE	MBA	M.B.A.
3	Kiran M	SCHEDULED CASTE	B.E.	CSE	24	RAKSHITHA H S	SCHEDULED CASTE	B.E.	AIML
4	JEEVAN	SCHEDULED CASTE	B.E.	CSE	25	MANJUNATHA A S	SCHEDULED CASTE	MBA	M.B.A.
5	RUPLA S JADAV	SCHEDULED CASTE	B.E.	CSE	26	ASHWINI D	SCHEDULED CASTE	B.E.	ECE
6	shivamani m r	SCHEDULED CASTE	B.E.	ECE	27	bhagya jyothi	SCHEDULED CASTE	B.E.	CSE
7	Bharath G	SCHEDULED CASTE	B.E.	ISE	28	VARSHA	SCHEDULED CASTE	B.E.	CSE
8	Rupini C	SCHEDULED CASTE	B.E.	CSE	29	Murali M V	SCHEDULED CASTE	B.E.	CSE
9	Sonu S M	SCHEDULED CASTE	MBA	M.B.A.	30	Sowndarya D	SCHEDULED CASTE	B.E.	CSE
10	CHANDRA LEKHA S	SCHEDULED CASTE	B.E.	CSE	31	SUPRIYA M M	SCHEDULED CASTE	B.E.	CSE
11	Spandana M	SCHEDULED CASTE	B.E.	CSE	32	Amith	SCHEDULED CASTE	B.E.	CSE
12	Naveena Y C	SCHEDULED CASTE	M.C.A.	M.C.A.	33	Karthik C M	SCHEDULED CASTE	MBA	M.B.A.
13	Nithyashree s	SCHEDULED CASTE	MBA	M.B.A.	34	Aravind Shrimanth Ch	SCHEDULED CASTE	B.E.	CSE
14	SATISH C	SCHEDULED CASTE	B.E.	CSE	35	MANASA P	SCHEDULED CASTE	B.E.	CSE
15	Neha Y	SCHEDULED CASTE	B.E.	CSE	36	PREETHI D C	SCHEDULED CASTE	B.E.	ECE
16	SHAMANTH M S	SCHEDULED CASTE	B.E.	AIML	37	NISHANTH S	SCHEDULED CASTE	B.E.	AIML
17	Anand	SCHEDULED CASTE	B.E.	CSE	38	John M	SCHEDULED CASTE	B.E.	CSE
18	GAGAN P	SCHEDULED CASTE	B.E.	ISE	39	THEERTHA N	SCHEDULED CASTE	B.E.	AIML
19	Anjineya v	SCHEDULED CASTE	B.E.	CSE	40	BHAGYAVANT	SCHEDULED CASTE	B.E.	CSE
20	Mamatha R	SCHEDULED CASTE	MBA	M.B.A.	41	Sudeep B B	SCHEDULED CASTE	MBA	M.B.A.
21	NAVYA K	SCHEDULED CASTE	MBA	M.B.A.	42	Sachin Rathod	SCHEDULED CASTE	B.E.	CSE



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Sl.NO	Name	Caste Category	Course	Branch	Sl.NO	Name	Caste Category	Course	Branch
43	ROHITH G PRAKAS	SCHEDULED CASTE	B.E.	AIML	65	NANDITHA N	SCHEDULED CASTE	B.E.	CSE
44	VARSHA H R	SCHEDULED CASTE	B.E.	ECE	66	BINDU S	SCHEDULED CASTE	MBA	M.B.A.
45	SUNIL KUMAR	SCHEDULED CASTE	B.E.	ISE	67	VARSHINI D	SCHEDULED CASTE	B.E.	ECE
46	Yuvashish K	SCHEDULED CASTE	B.E.	AIML	68	Swathi V	SCHEDULED CASTE	B.E.	CSE
47	Hemanth Kumar Y S	SCHEDULED CASTE	B.E.	ISE	69	Abhishek kumar	SCHEDULED CASTE	B.E.	CSE
48	MARUTI	SCHEDULED CASTE	B.E.	CSE	70	PREETHI V	SCHEDULED CASTE	B.E.	CSE
49	S Geetha	SCHEDULED CASTE	B.E.	ISE	71	Jayanth N	SCHEDULED CASTE	B.E.	CSE
50	bindu t	SCHEDULED CASTE	B.E.	CSE	72	S M Harshavardhan	SCHEDULED CASTE	B.E.	CSE
51	Abinaya J	SCHEDULED CASTE	B.E.	ISE	73	G.S Bharathi	SCHEDULED CASTE	B.E.	CSE
52	Pradeep Kumar M	SCHEDULED CASTE	B.E.	CSE	74	SHIVA	SCHEDULED CASTE	B.E.	ECE
53	Praveen Kumar m	SCHEDULED CASTE	B.E.	ECE	75	Anitha Rani S	SCHEDULED CASTE	B.E.	ISE
54	Monika S	SCHEDULED CASTE	B.E.	CSE	76	Varshini K	SCHEDULED CASTE	B.E.	CSE
55	DARSHA V	SCHEDULED CASTE	B.E.	CSE	77	Naveena B S	SCHEDULED CASTE	B.E.	ECE
56	Vidya A N	SCHEDULED CASTE	B.E.	AIML	78	E Rakshitha	SCHEDULED CASTE	B.E.	ISE
57	Darshan C	SCHEDULED CASTE	B.E.	CSE	79	Shivananda G M	SCHEDULED CASTE	B.E.	ECE
58	Kiran G	SCHEDULED CASTE	B.E.	ISE	80	Darshan T	SCHEDULED CASTE	B.E.	ISE
59	Hemanth	SCHEDULED CASTE	B.E.	AIML	81	Rakesh k	SCHEDULED CASTE	B.E.	ISE
60	BHUMIKA BALAGA	SCHEDULED CASTE	B.E.	CSE	82	Seema Kumari	SCHEDULED CASTE	B.E.	CSE
61	B S AKSHATHA	SCHEDULED CASTE	B.E.	CSE	83	Yashwanth M	SCHEDULED CASTE	B.E.	ECE
62	K N VARSHA	SCHEDULED CASTE	B.E.	ECE	84	Yashas C	SCHEDULED CASTE	B.E.	ECE
63	Meghana N	SCHEDULED CASTE	B.E.	CSE	85	Sandeep s	SCHEDULED CASTE	B.E.	ECE
64	NIRUPADI	SCHEDULED CASTE	B.E.	CSE	86	Shreya D Gond	SCHEDULED TRIBE	B.E.	ISE



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Sl.NO	Name	Caste Category	Course	Branch	Sl.NO	Name	Caste Category	Course	Branch
87	AMRUTHA K N	SCHEDULED TRIBE	MBA	M.B.A.	109	BHAVANI	SCHEDULED TRIBE	B.E.	CSE
88	Shreehari S	SCHEDULED TRIBE	B.E.	CSE	110	RAHUL K S	SCHEDULED TRIBE	B.E.	CSE
89	Ajay	SCHEDULED TRIBE	B.E.	CSE	111	Mamatha G A	SCHEDULED TRIBE	B.E.	CSE
90	Venkaresh	SCHEDULED TRIBE	B.E.	CSE	112	RATNESH	SCHEDULED TRIBE	B.E.	CSE
91	SATHISH V	SCHEDULED TRIBE	B.E.	ISE	113	G T PUSHPALATHA	SCHEDULED TRIBE	B.E.	CSE
92	MANJUNATHA K	SCHEDULED TRIBE	MBA	M.B.A.	114	Priyanka J	SCHEDULED TRIBE	B.E.	CSE
93	Bharath Kumar J	SCHEDULED TRIBE	B.E.	CSE	115	Varshini G	SCHEDULED TRIBE	B.E.	AIML
94	Loksha H	SCHEDULED TRIBE	B.E.	CSE	116	Meghana S	SCHEDULED TRIBE	B.E.	CSE
95	LAVANYA M N	SCHEDULED TRIBE	B.E.	CSE	117	Akash N Sidnal	SCHEDULED TRIBE	B.E.	ISE
96	Ratnadeep	SCHEDULED TRIBE	B.E.	CSE					
97	Anjali	SCHEDULED TRIBE	B.E.	CSE					
98	Chandana S	SCHEDULED TRIBE	B.E.	CSE					
99	HANAMANTH BANG	SCHEDULED TRIBE	B.E.	CSE					
100	SRINATHA V	SCHEDULED TRIBE	B.E.	CSE					
101	Mahesha G	SCHEDULED TRIBE	B.E.	ECE					
102	GEETHA D R	SCHEDULED TRIBE	B.E.	ECE					
103	KIRAN KUMAR M S	SCHEDULED TRIBE	M.C.A.	M.C.A.					
104	BANUPRIYA B	SCHEDULED TRIBE	B.E.	CSE					
105	Bhoomika M H	SCHEDULED TRIBE	B.E.	ISE					
106	Pavan	SCHEDULED TRIBE	B.E.	CSE					
107	Bindushree K M	SCHEDULED TRIBE	B.E.	CSE					
108	hari r	SCHEDULED TRIBE	B.E.	CSE					



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OBC Committee

Ref No: CEC/IQAC/OBC/ACY 2023-2024/OR/01

CIRCULAR

DATE: 03/07/2023

The OBC Committee first meeting is scheduled on 04/07/2023 in principal's office at 11:00 AM

Agenda

- 1) Reconstitution of OBC
- 2) To discuss fees for OBC students
- 3) Follow and assist students to apply for scholarship and educating first year students about different types of scholarships.
- 4) Book Facilities for OBC students.

The following members are requested to attend the meeting.

SI NO	NAME	DEPARTMENT	DESIGNATION	SIGNATURE
1	Dr. H N Thippeswamy	Principal	Chairman	
2	Ms. Vani	Admin Staff	Member Secretary	
3	Dr. Mohammed Mathenulla	Placement Officer	Convener	
4	Dr. Jyothi P	Vice-Principal	Member	
5	Dr. Shalini Prasad	ECE	Member	
6	Mr. Mahadeva Prasad H M	CSE	Member	
7	Mr. Shiva Swamy	Admin Staff	Member	
8	Mr. A C Vimal Gowda	Student	Member	
9	Mr. Abhishek M G	Student	Member	
10	Mr. Aditya R Ragate	Student	Member	
11	Ms. Akshitha S	Student	Member	


PRINCIPAL

Copy to:

- 1) IQAC
- 2) Principal



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Record of meeting, Subject, Agenda, Attendance, Action Taken Report, Minutes

Subject: OBC Committee Meeting

Meeting No.	Ref No: CEC/IQAC/OBC/ACY 2023-2024/OR/01	Date: 04/07/2023	Time	11:00 AM
Agenda	1)	Reconstitution of OBC		
	2)	To discuss fees for OBC students		
	3)	Follow and assist students to apply for scholarship and educating first year students about different types of scholarships.		
	4)	Career guidance and counselling		

Members Present

SL NO	NAME	DEPARTMENT	DESIGNATION	SIGNATURE
1	Dr. H N Thippeswamy	Principal	Chairman	
2	Ms. Vani	Admin Staff	Member Secretary	
3	Dr. Mohammed Mathenulla	Placement Officer	Convener	
4	Dr. Jyothi P	Vice-Principal	Member	
5	Dr. Shalini Prasad	ECE	Member	
6	Mr. Mahadeva Prasad H M	CSE	Member	
7	Mr. Shiva Swamy	Admin Staff	Member	
8	Mr. A C Vimal Gowda	Student	Member	
9	Mr. Abhishek M G	Student	Member	
10	Mr. Aditya R Ragate	Student	Member	
11	Ms. Akshitha S	Student	Member	

Minutes of Meeting

- 1) Principal, Dr H N Thippeswamy sir greeted all the members and started the meeting as per agenda.
- 2) Discussion on fees as exempted for OBC students.
- 3) Various programs offer career guidance and counseling services to help OBC students make informed decisions on their education and career paths.
- 4) Dr. Shalini Prasad addressed various skill development and vocational training programs are available to OBC students to enhance their employability and entrepreneurial skills.
- 5) No other grievances were received.
- 6) Meeting concluded with thanking all the members



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Action Taken Report

Sl No	Description	Action Taken
1	Career counselling	For counselling can contact Dr. Mohammed Mathenulla (Placement Officer)
2	Strengthen their academic work	Tutoring junior students with the senior students


Convener


Principal



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OBC Committee

Ref No: CEC/IQAC/OBC/ACY 2023-2024/OR/02

CIRCULAR

DATE: 03/01/2024

The OBC Committee meeting is scheduled on 04/01/2024 in principal's office at
11:00 AM

Agenda

- 1) Discuss support mechanisms to enhance educational outcomes.
- 2) Evaluate the effectiveness of existing programs and identify areas for improvement.
- 3) Monitor the implementation of policies and programs aimed at benefiting OBC communities
- 4) Evaluate the progress made on previous agenda items.

The following members are requested to attend the meeting.

SI NO	NAME	DEPARTMENT	DESIGNATION	SIGNATURE
1	Dr. H N Thippeswamy	Principal	Chairman	
2	Ms. Vani	Admin Staff	Member Secretary	
3	Dr. Mohammed Mathenulla	Placement Officer	Convener	
4	Dr. Jyothi P	HOD Mathematics	Member	
5	Dr. Shalini Prasad	ECE	Member	
6	Mr. Mahadeva Prasad H M	CSE	Member	
7	Mr. Shiva Swamy	Admin Staff	Member	
8	Mr. A C Vimal Gowda	Student	Member	
9	Mr. Abhishek M G	Student	Member	
10	Mr. Aditya R Ragate	Student	Member	
11	Ms. Akshitha S	Student	Member	

PRINCIPAL

Copy to:

- 1) IQAC
- 2) Principal



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Record of meeting, Subject, Agenda, Attendance, Action Taken Report, Minutes

Subject: OBC Committee Meeting

Meeting No.	Ref No: CEC/IQAC/OBC/ACV 2023-2024/OR/02	Date: 04/01/2024	Time	11:00 AM
Agenda	1)	Discuss support mechanisms to enhance educational outcomes.		
	2)	Evaluate the effectiveness of existing programs and identify areas for improvement.		
	3)	Monitor the implementation of policies and programs aimed at benefiting OBC communities		
	4)	Evaluate the progress made on previous agenda items.		

Members Present

SL NO	NAME	DEPARTMENT	DESIGNATION	SIGNATURE
1	Dr. H N Thippeswamy	Principal	Chairman	
2	Ms. Vani	Admin Staff	Member Secretary	
3	Dr. Mohammed Mathenulla	Placement Officer	Convener	
4	Dr. Jyothi P	HOD Mathematics	Member	
5	Dr. Shalini Prasad	ECE	Member	
6	Mr. Mahadeva Prasad H M	CSE	Member	
7	Mr. Shiva Swamy	Admin Staff	Member	
8	Mr. A C Vimal Gowda	Student	Member	
9	Mr. Abhishek M G	Student	Member	
10	Mr. Aditya R Ragate	Student	Member	
11	Ms. Akshitha S	Student	Member	

Minutes of Meeting

- 1) Principal, Dr. H N Thippeswamy sir greeted all the members and started the meeting as per agenda.
- 2) Identify gaps and discuss new strategies to enhance access, retention, and success rates of OBC students in educational institutions.
- 3) Monitor the progress of policy implementation related to OBC rights, welfare, and development.
- 4) Review action items and goals set during previous meetings concerning OBC issues.
- 5) No other grievances were received.
- 6) Meeting concluded with thanking all the members



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Action Taken Report

Sl No	Description	Action Taken
1	Policy Implementation	Policy was successfully implemented
2	Review	Review was successfully furnished.


Convener


Principal



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OBC 2023-24

Sl.NO	Name	Caste Category	Course	Branch	Sl.NO	Name	Caste Category	Course	Branch
1	HARSHITHA D	CATEGORY 1	B.E.	ISE	21	THARUN H S	CATEGORY II A	B.E.	CSE
2	Adithi B	CATEGORY 1	B.E.	CSE	22	VISHNU B	CATEGORY II A	B.E.	AIML
3	Pushkar	CATEGORY 1	B.E.	CSE	23	DEEKSHITH KUMAR DE	CATEGORY II A	B.E.	CSE
4	NAMRATHA S S	CATEGORY 1	B.E.	CSE	24	YARAPPA NIRANJAN	CATEGORY II A	B.E.	CSE
5	K G DHANYA JOGI	CATEGORY 1	B.E.	CSE	25	DEEPAK	CATEGORY II A	B.E.	CSE
6	Ujwal D	CATEGORY 1	B.E.	AIML	26	GAVISIDDAPPA	CATEGORY II A	B.E.	CSE
7	Chethan D R	CATEGORY 1	B.E.	ECE	27	LOKESH B S	CATEGORY II A	B.E.	CSE
8	Amruth S	CATEGORY 1	B.E.	CE	28	NITHYASREE R	CATEGORY II A	B.E.	CSE
9	Shekhar C M	CATEGORY 1	B.E.	CSE	29	pradeep kumar h m	CATEGORY II A	B.E.	CSE
10	M gokula lakshmi	CATEGORY 1	B.E.	CSE	30	L R SUNIL KUMAR	CATEGORY II A	B.E.	CSE
11	KEERTHANA S	CATEGORY II A	B.E.	CSE	31	LAKSHMI KANTH	CATEGORY II A	B.E.	ECE
12	S Abhishek	CATEGORY II A	B.E.	CSE	32	Navya D	CATEGORY II A	B.E.	CSE
13	BHARATH S	CATEGORY II A	B.E.	CSE	33	Soundarya P Ganapa	CATEGORY II A	B.E.	ECE
14	varun k v	CATEGORY II A	B.E.	ISE	34	Ashritha S	CATEGORY II A	B.E.	CSE
15	MONICA R	CATEGORY II A	B.E.	CSE	35	RAMYASHREE C	CATEGORY II A	B.E.	CSE
16	G H ASHWINI	CATEGORY II A	B.E.	ISE	36	Ashwini S	CATEGORY II A	B.E.	CSE
17	Sandhya s	CATEGORY II A	B.E.	CSE	37	Darshn M Y	CATEGORY II A	B.E.	CSE
18	Shrishail Telasang	CATEGORY II A	B.E.	CSE	38	Keerthana M	CATEGORY II A	B.E.	ECE
19	Siddesh M B	CATEGORY II A	B.E.	CSE	39	Dhanalakshmi K	CATEGORY II A	B.E.	CSE
20	S Yashaswini	CATEGORY II A	B.E.	CSE	40	GANESH	CATEGORY II A	B.E.	CSE



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SL.NO	Name	Caste Category	Course	Branch	SL.NO	Name	Caste Category	Course	Branch
41	Gagan C	CATEGORY II A	B.E.	ECE	65	Parashuram V Pawar	CATEGORY II A	B.E.	CSE
42	Suprith Kumar B L	CATEGORY II A	B.E.	CSE	66	Ananya Hegdekar	CATEGORY II A	B.E.	AIML
43	T K THARUN	CATEGORY II A	B.E.	CSE	67	KAVYA G	CATEGORY II A	B.E.	AIML
44	OMKAR KUNDANGAR	CATEGORY II A	B.E.	CSE	68	Thanmay J	CATEGORY II A	B.E.	CSE
45	M K Chandan	CATEGORY II A	B.E.	AIML	69	Mamatha R	CATEGORY II A	B.E.	CSE
46	Praveen Kumar M B	CATEGORY II A	B.E.	CSE	70	Nikhil kumar P	CATEGORY II A	B.E.	CSE
47	HEMANTH RAJU N A	CATEGORY II A	B.E.	CSE	71	M U Nisarga	CATEGORY III A	B.E.	CSE
48	VARSHINI R	CATEGORY II A	B.E.	ECE	72	Puneeth T R	CATEGORY III A	B.E.	ECE
49	keerthi VM	CATEGORY II A	B.E.	ECE	73	Kishan A	CATEGORY III A	B.E.	CSE
50	VINOD	CATEGORY II A	B.E.	CSE	74	SHARATH H R	CATEGORY III A	B.E.	CSE
51	DARSHAN	CATEGORY II A	B.E.	CSE	75	Gowrisha H P	CATEGORY III A	B.E.	CSE
52	Shreelakshmi R	CATEGORY II A	B.E.	CSE	76	DHANUSH G	CATEGORY III A	B.E.	ECE
53	Harshitha M	CATEGORY II A	B.E.	CSE	77	NITHYA SHREE U	CATEGORY III A	B.E.	CSE
54	H V Shankar	CATEGORY II A	B.E.	CSE	78	NEHASHREE N	CATEGORY III A	B.E.	CSE
55	Mythri G	CATEGORY II A	B.E.	CSE	79	CHAITHRA K T	CATEGORY III A	B.E.	CSE
56	Srujana A M	CATEGORY II A	B.E.	CSE	80	KARTHIK GOWDA V A	CATEGORY III A	B.E.	CSE
57	Shreevishnupoojari	CATEGORY II A	B.E.	CSE	81	Harish S	CATEGORY III A	B.E.	ECE
58	Divya M	CATEGORY II A	B.E.	AIML	82	KARTHIK K N	CATEGORY III A	B.E.	CSE
59	Ashish S D	CATEGORY II A	B.E.	CSE	83	Sudeep	CATEGORY III A	B.E.	CSE
60	PUNITH P	CATEGORY II A	B.E.	CSE	84	ASHOKA V	CATEGORY III A	B.E.	CSE
61	Abhishek M G	CATEGORY II A	B.E.	CSE	85	Deepak K C	CATEGORY III A	B.E.	CSE
62	HARSHITHA N	CATEGORY II A	B.E.	CSE	86	Ananya B C	CATEGORY III A	B.E.	CSE
63	SINDHU S	CATEGORY II A	B.E.	ECE	87	Krupashree G	CATEGORY III A	B.E.	CSE
64	P A Gopika	CATEGORY II A	B.E.	CSE	88	CHETHAN KUMAR G S	CATEGORY III A	B.E.	CSE



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Sl.NO	Name	Caste Category	Course	Branch	Sl.NO	Name	Caste Category	Course	Branch
89	keerthana h d	CATEGORY I I I A	B.E.	CSE	113	SUNIL R K	CATEGORY I I I A	B.E.	CSE
90	SUNIL J S	CATEGORY I I I A	B.E.	CSE	114	ANITHA K	CATEGORY I I I A	B.E.	CSE
91	BHARATH REDDY G	CATEGORY I I I A	B.E.	CSE	115	Supriya s	CATEGORY I I I A	B.E.	CSE
92	DARSHAN M	CATEGORY I I I A	B.E.	ISE	116	Jaishankar Reddy V	CATEGORY I I I A	B.E.	CSE
93	VARALAKSHMI P	CATEGORY I I I A	B.E.	CSE	117	Kruthik B R	CATEGORY I I I A	B.E.	CSE
94	Abishak k	CATEGORY I I I A	B.E.	CSE	118	Rakesh M	CATEGORY I I I A	B.E.	CSE
95	AMULYA Y R	CATEGORY I I I A	B.E.	CSE	119	RAVI PRAKASHA	CATEGORY I I I A	B.E.	CSE
96	Navya G	CATEGORY I I I A	B.E.	AIML	120	Sumanth J M	CATEGORY I I I A	B.E.	CSE
97	Shivakumar N	CATEGORY I I I A	B.E.	ISE	121	Lavanya Hanumant Tiraka	CATEGORY I I I A	B.E.	CE
98	Aishwarya	CATEGORY I I I A	B.E.	CSE	122	Vimal Gowda A C	CATEGORY I I I A	B.E.	CSE
99	Navya T	CATEGORY I I I A	B.E.	ECE	123	M HARSHITHA	CATEGORY I I I A	B.E.	CSE
100	Keerthana L	CATEGORY I I I A	B.E.	CSE	124	P SHAMANTH	CATEGORY I I I A	B.E.	CSE
101	MONIKA G	CATEGORY I I I A	B.E.	CSE	125	J K Harshitha	CATEGORY I I I A	B.E.	CSE
102	keerthana a	CATEGORY I I I A	B.E.	CSE	126	Dhanush R	CATEGORY I I I A	B.E.	CSE
103	Yashwanth Gowda A P	CATEGORY I I I A	B.E.	CSE	127	PRIYANKA M	CATEGORY I I I A	B.E.	CSE
104	Sakshi N J	CATEGORY I I I A	B.E.	CSE	128	Sannidhi N D	CATEGORY I I I A	B.E.	CSE
105	Marthyashree H R	CATEGORY I I I A	B.E.	CSE	129	Shashank T S	CATEGORY I I I A	B.E.	CSE
106	Harish c	CATEGORY I I I A	B.E.	CSE	130	Keerthana U	CATEGORY I I I A	B.E.	CSE
107	KANAKALAKSHMI	CATEGORY I I I A	B.E.	ISE	131	Harini V	CATEGORY I I I A	B.E.	CSE
108	Niveditha R D	CATEGORY I I I A	B.E.	CSE	132	Nithin Raj B	CATEGORY I I I A	B.E.	ECE
109	YASHWANTH K G	CATEGORY I I I A	B.E.	AIML	133	Keerthan S	CATEGORY I I I A	B.E.	AIML
110	SWATHI M	CATEGORY I I I A	B.E.	CSE	134	DEEPAK D S	CATEGORY I I I A	B.E.	AIML
111	YASHASWINI N M	CATEGORY I I I A	B.E.	ISE	135	Yashas c gowda	CATEGORY I I I A	B.E.	CSE
112	Darshan B	CATEGORY I I I A	B.E.	CSE	136	Hamsa c	CATEGORY I I I A	B.E.	CSE



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SL.NO	Name	Caste Category	Course	Branch	SL.NO	Name	Caste Category	Course	Branch
137	DHARSHANA MURTHY S	CATEGORY I I I A	B.E.	CSE	170	Niveditha P M	CATEGORY I I I B	B.E.	ECE
138	Kanchana N	CATEGORY I I I A	B.E.	AIML	171	Nagaraj	CATEGORY I I I B	B.E.	ECE
139	Naveen K V	CATEGORY I I I A	B.E.	CSE	172	VINOD KUMAR B C	CATEGORY I I I B	B.E.	CSE
140	ANUSHA D	CATEGORY I I I A	B.E.	CSE	173	Akshaykumar Mahalingayy	CATEGORY I I I B	B.E.	ECE
141	Vaishnavi S	CATEGORY I I I A	B.E.	CSE	174	Chethan H S	CATEGORY I I I B	B.E.	CSE
142	S NANDINI	CATEGORY I I I B	B.E.	AIML	175	Meghana M.S	CATEGORY I I I B	B.E.	CSE
143	Bharath S	CATEGORY I I I B	B.E.	CSE	176	SRUSHTI KODABAL	CATEGORY I I I B	B.E.	CSE
144	Naveenkumar	CATEGORY I I I B	B.E.	ECE	177	Krishnaveni L	CATEGORY I I I B	B.E.	ECE
145	suprit bharatesh pattanashe	CATEGORY I I I B	B.E.	ECE	178	Anand S Vajjarawad	CATEGORY I I I B	B.E.	ECE
146	ABHINANDAN RAJENDR	CATEGORY I I I B	B.E.	CSE	179	SAHANA H P	CATEGORY I I I B	B.E.	ECE
147	Mahesh Shivakumar Ullaga	CATEGORY I I I B	B.E.	ECE	180	Amaraguddada Vinayaka	CATEGORY I I I B	B.E.	ISE
148	Bhavani N	CATEGORY I I I B	B.E.	CSE	181	RAVIPRAKASH S TAHAS	CATEGORY I I I B	B.E.	ISE
149	Gagan D N	CATEGORY I I I B	B.E.	AIML	182	SOUMYA P	CATEGORY I I I B	B.E.	AIML
150	Harini J C	CATEGORY I I I B	B.E.	AIML	183	ASHIK K SHETTY	CATEGORY I I I B	B.E.	CSE
160	B Dhanalakshmi Bai	CATEGORY I I I B	B.E.	CSE	184	Chinmayi L	OBC (EWS)	B.E.	CSE
161	SAMMED NARASU TERA	CATEGORY I I I B	B.E.	CSE	185	HARSHITHA G M	OBC (EWS)	B.E.	CSE
162	Spoorti Jaipal Demannavar	CATEGORY I I I B	B.E.	ISE					
163	Sohan k s	CATEGORY I I I B	B.E.	ISE					
164	mahesh maruti udoji	CATEGORY I I I B	B.E.	AIML					
165	DEEPAK C S	CATEGORY I I I B	B.E.	AIML					
166	ABHISHEK S GULER	CATEGORY I I I B	B.E.	CSE					
167	Bhartesh Prakash Bhujabal	CATEGORY I I I B	B.E.	ISE					
168	Amrut Mahadev Hanamap	CATEGORY I I I B	B.E.	ECE					
169	Vishwas S	CATEGORY I I I B	B.E.	CSE					



CITY ENGINEERING COLLEGE

Approved by AICTE New Delhi & Affiliated by VTU, Belagavi
Doddakallasandra, Off Kanakapura Main Road,
Next to Gokulam Apartment, Bangalore - 560 062.



MINORITY COMMITTEE

Ref No: CEC/IQAC/MC/ACY 2023-2024/OR/01

CIRCULAR

DATE: 10/07/2023

The Minority committee meeting is scheduled on 11/07/2023 in principal's office at
12:00 noon

Agenda

- 1) Reconstitution of MINORITY CELL
- 2) To discuss benefits for Minority students
- 3) Follow and assist students to apply for scholarships
- 4) Mentorship Programs, Internships and Career Development

The following members are requested to attend the meeting.

SL NO	NAME	DEPARTMENT	DESIGNATION	SIGNATURE
1	Dr. H N Thippeswamy	Principal	Chairman	
2	Mr. Shiva Swamy	Admin Staff	Member Secretary	
3	Ms. Hina Nazneen	CSE	Convener	
4	Dr. Jyothi P	Vice Principal	Member	
5	Dr. Mohammed Mathenulla	Placement Officer	Member	
6	Mr. Gangappa B Demannavar	CSE	Member	
7	Ms. Vani	Admin Staff	Member	
8	Ms. Ayesha Kaleem	Student	Member	
9	Mr. Hastaath Khan	Student	Member	
10	Mr. Mohammed Faiz Alam	Student	Member	
11	Mr. Mohammed Jalaluddin	Student	Member	

PRINCIPAL

Copy to:

- 1) IQAC
- 2) Principal



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Next to Gokulam Apartment, Bangalore - 560 062.



Record of meeting, Subject, Agenda, Attendance, Action Taken Report, Minutes

Subject: Minority Committee Meeting

Meeting No.	Ref No: CEC/IQAC/MC/ACY 2023-2024/OR/01	Date: 11/07/2023	Time	12:00 PM
Agenda	1)	Reconstitution of MINORITY CELL		
	2)	To discuss benefits for Minority students		
	3)	Follow and assist students to apply for scholarships		
	4)	Mentorship Programs, Internships and Career Development		

Members Present

SL NO	NAME	DEPARTMENT	DESIGNATION	SIGNATURE
1	Dr H N Thippeswamy	Principal	Chairman	
2	Mr. Shiva Swamy	Admin Staff	Member Secretary	
3	Ms. Hina Nazneen	CSE	Convener	
4	Dr. Jyothi P	Vice Principal	Member	
5	Dr. Mohammed Mathenulla	Placement Officer	Member	
6	Mr. Gangappa B Demannavar	CSE	Member	
7	Ms. Vani	Admin Staff	Member	
8	Ms. Ayesha Kaleem	Student	Member	
9	Mr. Hastaath Khan	Student	Member	
10	Mr. Mohammed Faiz Alam	Student	Member	
11	Mr. Mohammed Jalaluddin	Student	Member	

Minutes of Meeting

- 1) At the outset chairman of the committee welcomed all the members.
- 2) Follow up of scholarships for Minority students.
- 3) Maintenance of scholarship register was discussed.
- 4) Principal asked members to assist the minority students whenever required.
- 5) Opportunities in Mentorship, Internships and career development for minority students was addressed by placement officer Dr. Mohammed Mathenulla.
- 6) Meeting concluded by thanking all the members.
- 7) No other grievances were received.
- 8) Meeting concluded with thanking all the members



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Action Taken Report

Sl No	Description	Action Taken
1	Scholarship	scholarship will be verified
2	Career Development	Internships and career development will be done by Dr. Mohammed Mathenulla


Convener


Principal



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MINORITY COMMITTEE

Ref No: CEC/IQAC/MC/ACY 2023-2024/OR/02

CIRCULAR

DATE: 10/01/2024

The Minority committee meeting is scheduled on 11/01/2024 in principal's office at 12.00 noon.

Agenda

- 1) Discuss any disparities or areas needing improvement.
- 2) Review organizational policies related to minority issues.
- 3) Provide a platform for minorities to voice concerns and grievances.
- 4) Evaluate the progress made on previous agenda items.

The following members are requested to attend the meeting.

SL NO	NAME	DEPARTMENT	DESIGNATION	SIGNATURE
1	Dr H N Thippeswamy	Principal	Chairman	
2	Mr. Shiva Swamy	Admin Staff	Member Secretary	
3	Ms. Hina Nazneen	CSE	Convener	
4	Dr. Jyothi P	HOD Mathematics	Member	
5	Dr. Mohammed Mathenulla	Placement Officer	Member	
6	Mr. Gangappa B Demannavar	CSE	Member	
7	Ms. Vani	Admin Staff	Member	
8	Ms. Ayesha Kaleem	Student	Member	
9	Mr. Hastaath Khan	Student	Member	
10	Mr. Mohammed Faiz Alam	Student	Member	
11	Mr. Mohammed Jalaluddin	Student	Member	

PRINCIPAL

Copy to:

- 1) IQAC
- 2) Principal



CITY ENGINEERING COLLEGE

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Next to Gokulam Apartment, Bangalore - 560 062.



Record of meeting, Subject, Agenda, Attendance, Action Taken Report, Minutes

Subject: Minority Committee Meeting

Meeting No.	Ref No: CEC/IOAC/MC/ACY 2023-2024/OR/02	Date: 11/01/2024	Time	12:00 PM
Agenda	1)	Discuss any disparities or areas needing improvement.		
	2)	Review organizational policies related to minority issues.		
	3)	Provide a platform for minorities to voice concerns and grievances.		
	4)	Evaluate the progress made on previous agenda items.		

Members Present

SL NO	NAME	DEPARTMENT	DESIGNATION	SIGNATURE
1	Dr. H N Thippeswamy	Principal	Chairman	
2	Mr. Shiva Swamy	Admin Staff	Member Secretary	
3	Ms. Hina Nazneen	CSE	Convener	
4	Dr. Jyothi P	HOD Mathematics	Member	
5	Dr. Mohammed Mathenulla	Placement Officer	Member	
6	Mr. Gangappa B Demannavar	CSE	Member	
7	Ms. Vani	Admin Staff	Member	
8	Ms. Ayesha Kaleem	Student	Member	
9	Mr. Hastaath Khan	Student	Member	
10	Mr. Mohammed Faiz Alam	Student	Member	
11	Mr. Mohammed Jalaluddin	Student	Member	

Minutes of Meeting

- 1) At the outset chairman of the committee welcomed all the members.
- 2) Make recommendations for policy updates or new policies to better support minority inclusion and equity.
- 3) Ensure there are clear channels through which minorities can raise concerns and grievances.
- 4) Assess the status of action plans developed to address disparities and policy improvements.
- 5) No other grievances were received.
- 6) Meeting concluded with thanking all the members



CITY ENGINEERING COLLEGE

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Action Taken Report

Sl No	Description	Action Taken
1	Policy Updates	To be updated as soon as possible
2	Any Grievance	No Grievance till date


Convener


Principal



CITY ENGINEERING COLLEGE

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Near Doddakallasandra Metro Station, Doddakallasandra, Bangalore – 560 062



Minority -2023-24

SLNO	Name	Caste Category	Course	Branch	SLNO	Name	Caste Category	Course	Branch
1	Safrin Fathima	CATEGORY IIB	B.E.	ISE	26	VISHWANATH SHANMUKHAPPA HUCHCHARAYAPPANAV R	CATEGORY IIB	B.E.	ECE
2	sulaiman khan	CATEGORY IIB	B.E.	CSE					
3	MOHAMMED ARKHAM	CATEGORY IIB	B.E.	CSE					
4	SYED ABDUL AQUIB	CATEGORY IIB	B.E.	CSE					
5	Haleema Sultana	CATEGORY IIB	B.E.	CSE					
6	IRAM SHAIKH	CATEGORY IIB	B.E.	CSE					
7	Daniya Khanum	CATEGORY IIB	B.E.	CSE					
8	MOHAMMED RAIYAN A	CATEGORY IIB	B.E.	CSE					
9	MOHAMMAD FAIZAN	CATEGORY IIB	B.E.	CSE					
10	FOUZIYA I	CATEGORY IIB	B.E.	CSE					
11	Mohammad Jafar	CATEGORY IIB	B.E.	CSE					
12	Md Touheed	CATEGORY IIB	B.E.	ECE					
13	Khashda Maseel	CATEGORY IIB	B.E.	AIML					
14	MOHAMMAD NADEER M M	CATEGORY IIB	B.E.	AIML					
15	FEROZ AHMED	CATEGORY IIB	B.E.	CSE					
16	M Mohamed Hameem	CATEGORY IIB	B.E.	CSE					
17	Mohammed Shanid Pasha	CATEGORY IIB	B.E.	AIML					
18	Samir Yousuff Khan	CATEGORY IIB	B.E.	CSE					
19	LAKSHMIHOOVAPPA MUDAGOLA	CATEGORY IIB	B.E.	CSE					
20	Sarika Shiragar	CATEGORY IIB	B.E.	ECE					
21	HARSHITHA S P	CATEGORY IIB	B.E.	CSE					
22	Kenchappa Y R	CATEGORY IIB	B.E.	ECE					
23	P Harsha	CATEGORY IIB	B.E.	ISE					
24	SOWMYA M	CATEGORY IIB	B.E.	CSE					
25	BHARATH K	CATEGORY IIB	B.E.	AIML					



ವಿಶ್ವೇಶ್ವರಯ್ಯ ತಾಂತ್ರಿಕ ವಿಶ್ವವಿದ್ಯಾಲಯ

ವಿಟಿಯು ಅಧಿನಿಯಮ ೧೯೯೪ ರ ಅಡಿಯಲ್ಲಿ ಕರ್ನಾಟಕ ಸರ್ಕಾರದಿಂದ ಸ್ಥಾಪಿತವಾದ ರಾಜ್ಯ ವಿಶ್ವವಿದ್ಯಾಲಯ

VISVESVARAYA TECHNOLOGICAL UNIVERSITY

State University of Government of Karnataka Established as per the VTU Act, 1994 "JnanaSangama" Belagavi-590018, Karnataka, India

Dr. B. E. Rangaswamy, Ph.D
REGISTRAR

Phone: (0831) 2498100
Fax: (0831) 2405467

REF: VTU/BGM/Aca/SA/Cirs/2023-24/ ೩೨೨

DATE:
16 MAY 2023

CIRCULAR

Sub: UGC (Redressal of Grievances of Students) Regulations , 2023 - reg..

Ref: UGC, New Delhi's Notification dt: 11-4-2023

With reference to the above, please find enclosed herewith the UGC (Redressal of Grievances of Students) Regulations , 2023.

In this regard, it is directed to take immediate needful action :

1. for mandatory publication of prospectus, its contents and pricing (Clause 4)
2. to constitute Student Grievance Redressal Committees (SGRC) (Clause (5))

These are subject verification during the ensuing LIC visits for the year 2023-24.

For necessary Compliance.

BY ORDER,

Rav 16/03/23 *KE*
REGISTRAR
(A)

To:

- 1 The Principals of all Engineering Colleges(Affiliated, Autonomous, Constituent) under ambit of VTU, Belagavi
- 2 The Chairpersons and Programme Coordinators of VTU Departments

Copy to:

- 1 The Registrar (Evaluation), VTU Belgaum
- 2 The Regional Director(I/C) of VTU Regional Offices for information and needful.
- 3 All the Concerned Special Officers and Case-workers of Academic Section, VTU, Belagavi.
- 4 The Director(I/c), ITISMU, VTU, Belagavi- to upload on VTU website
- 5 The Secretary to VC, VTU Belgaum
- 6 The PS to Registrar, VTU, Belagavi

- च) उपयुक्त मीडिया में प्रमुखता से प्रदर्शित कर और आयोग की वेबसाइट पर पोस्ट कर प्रवेश हेतु संभावित अभ्यर्थियों सहित जनसाधारण को सूचित करना तथा इस बाबत घोषणा करना कि संस्थान में शिकायतों के निवारण के लिए न्यूनतम मानक मौजूद नहीं हैं;
- छ) महाविद्यालय के मामले में, संबद्धता को वापस लेने के लिए संबद्ध विश्वविद्यालय को सिफारिश करना;
- ज) सम विश्वविद्यालय संस्थान के मामले में ऐसी कार्रवाई करना, जो आवश्यक, उचित एवं उपयुक्त हो;
- झ) सम विश्वविद्यालय संस्थान के मामले में सम विश्वविद्यालय संस्थान के रूप में घोषणा को वापस लिए जाने के लिए, यदि आवश्यक हो तो, केंद्र सरकार को सिफारिश करना;
- ञ) राज्य अधिनियम के अंतर्गत स्थापित अथवा निगमित विश्वविद्यालय के मामले में राज्य सरकार को आवश्यक एवं उचित कार्रवाई करने की सिफारिश करना;
- ट) गैर अनुपालना के लिए संस्थान के प्रति ऐसी कार्रवाई करना जो आवश्यक एवं उपयुक्त समझी जाए।

बशर्ते इन विनियमों के अंतर्गत आयोग की ओर से कोई कार्रवाई नहीं की जाएगी, जब तक कि संस्थान को अपनी स्थिति को स्पष्ट करने एवं उसके पक्ष को सुने जाने का अवसर नहीं दिया गया हो।

11. इन विनियमों में उल्लिखित कोई भी शर्त, विश्वविद्यालय अनुदान आयोग (छात्रों की शिकायत निवारण) विनियम, 2019 के प्रावधानों के अंतर्गत नियुक्त किसी पदधारी लोकपाल के कार्यकाल की अवधि के दौरान उसके पद पर बने रहने को प्रतिकूल रूप से प्रभावित नहीं करेगी; कार्यकाल समाप्त होने के पश्चात् लोकपाल की नियुक्ति विश्वविद्यालय अनुदान आयोग (छात्रों की शिकायतों का निवारण) के विनियम, 2023 के अनुरूप की जाएगी।

प्रा. मनिष र. जोशी, सचिव

[विज्ञापन-III/4/असा./13/2023-24]

UNIVERSITY GRANTS COMMISSION

NOTIFICATION

New Delhi, the 11th April, 2023

University Grants Commission (Redressal of Grievances of Students) Regulations, 2023

F.1-13/2022 (CPP-II).— In exercise of the powers conferred under clause (g) of sub-section (1) of Section 26 of the University Grants Commission Act, 1956 (3 of 1956), and in supersession of the University Grants Commission (Redressal of Grievances of Students) Regulations, 2019, the University Grants Commission hereby makes the following regulations, namely -

1. SHORT TITLE, APPLICATION, AND COMMENCEMENT:

- (a) These regulations shall be called as the University Grants Commission (Redressal of Grievances of Students) Regulations, 2023.
- (b) They shall apply to all higher education institutions, whether established or incorporated by or under a Central Act or a State Act, and every institution recognized by the University Grants Commission under clause (f) of Section 2 of the University Grants Commission Act, 1956 and to all institutions deemed to be a University declared as such under Section 3 therein and to all higher education institutions affiliated to a University.
- (c) They shall come into force from the date of their publication in the Official Gazette.

2. OBJECTIVE

To provide opportunities for redressal of certain grievances of students already enrolled in any institution, as well as those seeking admission to such institutions, and a mechanism thereto.

3. DEFINITION:

(1) In these regulations, unless the context otherwise requires-

- (a) "Act" means the University Grants Commission Act, 1956 (3 of 1956);
- (b) "aggrieved student" means a student, who has any complaint in the matters relating to or connected with the grievances defined under these regulations.
- (c) "college" means any institution, so defined in clause (b) of sub-section (1) of section 12A of the Act.
- (d) "Commission" means the University Grants Commission established under section 4 of the UGC Act, 1956.
- (e) "declared admission policy" means such policy, including the process there under, for admission to a course or program of study as may be offered by the institution by publication in the prospectus of the institution.
- (f) "grievance" means, and includes, complaint(s) made by an aggrieved student in respect of the following, namely:
 - i. admission contrary to merit determined in accordance with the declared admission policy of the institution;
 - ii. irregularity in the process under the declared admission policy of the institution;
 - iii. refusal to admit in accordance with the declared admission policy of the institution;
 - iv. non-publication of a prospectus by the institution, in accordance with the provisions of these regulations;
 - v. publication by the institution of any information in the prospectus, which is false or misleading, and not based on facts;
 - vi. withholding of, or refusal to return, any document in the form of certificates of degree, diploma or any other award or other document deposited by a student for the purpose of seeking admission in such institution, with a view to induce or compel such student to pay any fee or fees in respect of any course or program of study which such student does not intend to pursue;
 - vii. demand of money in excess of that specified to be charged in the declared admission policy of the institution;
 - viii. violation, by the institution, of any law for the time being in force in regard to reservation of seats in admission to different category of students;
 - ix. non-payment or delay in payment of scholarships or financial aid admissible to any student under the declared admission policy of such institution, or under the conditions, if any, prescribed by the Commission;
 - x. delay by the institution in the conduct of examinations, or declaration of results, beyond the schedule specified in the academic calendar of the institution, or in such calendar prescribed by the Commission;
 - xi. failure by the institution to provide student amenities as set out in the prospectus, or is required to be extended by the institution under any provisions of law for the time being in force;
 - xii. non-transparent or unfair practices adopted by the institution for the evaluation of students;
 - xiii. delay in, or denial of, the refund of fees due to a student who withdraws admission within the time mentioned in the prospectus, subject to guidelines, if any, issued by the Commission, from time to time;
 - xiv. complaints of alleged discrimination of students from the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Women, Minorities or persons with disabilities categories;
 - xv. denial of quality education as promised at the time of admission or required to be provided;
 - xvi. harassment or victimization of a student, other than cases of harassment, which are to be proceeded against under the penal provisions of any law for the time being in force;
 - xvii. any action initiated/taken contrary to the statutes, ordinances, rules, regulations, or guidelines of the institution; and
 - xviii. any action initiated/taken contrary to the regulations and/or guidelines made/issued by the Commission and/or the regulatory body concerned.

- (g) "Institution" means a university as defined in sub-section (f) of Section 2 of the UGC Act, an institution declared as institution deemed to be university under Section 3 of the Act, and a college as defined under section 12A (1) (b) of the University Grants Commission Act, 1956.
- (h) "Ombudsperson" means the Ombudsperson appointed under these regulations;
- (i) "Prospectus" means and includes any publication, whether in print or otherwise, issued for providing fair and transparent information, relating to an institution, to the general public (including to those seeking admission in such institution) by such institution or any authority or person authorized by such institution to do so;
- (j) "Student" means a person enrolled, or seeking admission to be enrolled, in any institution, to which these regulations apply, through any mode i.e., Formal / Open and Distance Learning (ODL) / Online;
- (k) "Students' Grievance Redressal Committee (SGRC)" means a committee constituted under these regulations, at the level of an institution; and
- (l) "University" means a University so defined in clause (f) of section 2 of the Act or, where the context may be, an institution deemed to be University declared as such under Section 3 thereof.
- (2) Words and expressions used and not defined in these regulations but defined in the University Grants Commission Act, 1956 shall have the same meanings as respectively assigned to them in the Act.

4. MANDATORY PUBLICATION OF PROSPECTUS, ITS CONTENTS, AND PRICING:

- (1) Every institution, shall publish and/or upload on its website, before expiry of at least sixty days prior to the date of the commencement of the admission to any of its courses or programs of study, a prospectus containing the following for the information of persons intending to seek admission to such institution and the general public, namely:
- (a) the list of programs of study and courses offered along with the broad outlines of the syllabus specified by the appropriate statutory authority or by the institution, as the case may be, for every course or program of study, including teaching hours, practical sessions and other assignments;
 - (b) the number of seats approved by the appropriate statutory authority in respect of each course or program of study for the academic year for which admission is proposed to be made;
 - (c) the conditions of educational qualifications and eligibility including the minimum and maximum age limit of persons for admission as a student in a particular course or program of study, specified by the institution;
 - (d) the process of selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each course or program of study and the amount of fee prescribed for the admission test;
 - (e) each component of the fee, deposits and other charges payable by the students admitted to such institution for pursuing a course or program of study, and the other terms and conditions of such payment;
 - (f) rules/regulations for imposition and collection of any fines in specified heads or categories, minimum and maximum fines may be imposed;
 - (g) the percentage of tuition fee and other charges refundable to a student admitted in such institution in case such student withdraws from such institution before or after completion of course or program of study and the time within and the manner in which such refund shall be made to that student;
 - (h) details of the teaching faculty, including their educational qualifications, along with their type of appointment (Regular/visiting/guest) and teaching experience of every member thereof;
 - (i) information with regard to physical and academic infrastructure and other facilities including hostel accommodation and its fee, library, hospital, or industry wherein the practical training is to be imparted to the students and in particular the amenities accessible by students on being admitted to the institution;
 - (j) all relevant instructions in regard to maintaining the discipline by students within or outside the campus of the institution, and, in particular such discipline relating to the prohibition of ragging of any student or students and the consequences thereof and for violating the provisions of any regulation in this behalf made by the relevant statutory regulatory authority; and
 - (k) Any other information as may be specified by the Commission.

Provided that an institution shall publish/upload information referred to in clauses (a) to (k) of this regulation, on its website, and the attention of prospective students and the general public shall be drawn to such publication being on the website through advertisements displayed prominently indifferent newspapers and through other media.

- (2) Every institution shall fix the price of each printed copy of the prospectus, being not more than the reasonable cost of its publication and distribution and no profit be made out of the publication, distribution, or sale of prospectus.

5. STUDENT GRIEVANCE REDRESSAL COMMITTEES (SGRC):

- (i) A complaint from an aggrieved student relating to the institution shall be addressed to the Chairperson, Students' Grievance Redressal Committee (SGRC).
- (ii) Every Institution shall constitute such number of Students' Grievance Redressal Committees (SGRC), as may be required to consider grievances of the students, with the following composition, namely:
 - a) A Professor - Chairperson
 - b) Four Professors/Senior Faculty Members of the Institution as Members.
 - c) A representative from among students to be nominated on academic merit/excellence in sports/performance in co-curricular activities-Special Invitee.
- (iii) Atleast one member or the Chairperson shall be a woman and atleast one member or the Chairperson shall be from SC/ST/OBC category.
- (iv) The term of the chairperson and members shall be for a period of two years.
- (v) The term of the special invitee shall be one year.
- (vi) The quorum for the meeting including the Chairperson, but excluding the special invitee, shall be three.
- (vii) In considering the grievances before it, the SGRC shall follow principles of natural justice.
- (viii) The SGRC shall send its report with recommendations, if any, to the competent authority of the institution concerned and a copy thereof to the aggrieved student, preferably within a period of 15 working days from the date of receipt of the complaint.
- (ix) Any student aggrieved by the decision of the Students' Grievance Redressal Committee may prefer an appeal to the Ombudsperson, within a period of fifteen days from the date of receipt of such decision.

6. APPOINTMENT, TENURE, REMOVAL AND CONDITIONS OF SERVICES OF OMBUDSPERSON:

- (i) Each University shall appoint Ombudsperson for redressal of grievances of students of the university and colleges/institutions affiliated with the university under these regulations.
- (ii) There shall be one or more part-time functionaries designated as Ombudspersons to hear, and decide on, appeals preferred against the decisions of the SGRCs.
- (iii) The Ombudsperson shall be a retired Vice-Chancellor or a retired Professor (who has worked as Dean/HOD) and has 10 years' experience as a Professor at State/Central Universities/Institutions of National Importance/Deemed to be Universities or a former District Judge.
- (iv) The Ombudsperson shall not, at the time of appointment, during one year before appointment, or in the course of his/her tenure as Ombudsperson, be in conflict of interest with the Institution where his/her personal relationship, professional affiliations or financial interest may compromise or reasonably appear to compromise, the independence of judgment towards the Institution.
- (v) The Ombudsperson shall be appointed for a period of three years or until he/she attains the age of 70 years, whichever is earlier, from the date of assuming office, and shall be eligible for reappointment for another one term.
- (vi) For conducting the hearings, the Ombudsperson shall be paid a sitting fee, per diem, in accordance with the norms fixed by the respective university and shall, in addition, be eligible for reimbursement of the expenditure incurred on conveyance.
- (vii) The University may remove the Ombudsperson from office, on charges of proven misconduct or misbehaviour.
- (viii) No order of removal of Ombudsperson shall be made except after an inquiry made in this regard by a person, not below the rank of a retired judge of the High Court in which a reasonable opportunity of being heard is given to the Ombudsperson.

7. FUNCTIONS OF OMBUDSPERSON:

- (i) The Ombudsperson shall hear appeals from an aggrieved student, only after the student has availed all other remedies provided under these regulations.

- (ii) While issues of malpractices in the conduct of examination or in the process of evaluation may be referred to the Ombudsperson, no appeal or application for revaluation or re-totalling of answer sheets from an examination, shall be entertained by the Ombudsperson unless specific irregularity materially affecting the outcome or specific instance of discrimination is indicated.
- (iii) The Ombudsperson may avail assistance of any person, as amicus curiae, for hearing complaints of alleged discrimination.
- (iv) The Ombudsperson shall make all efforts to resolve the grievances within a period of 30 days of receiving the appeal from the aggrieved student(s).

8. PROCEDURE FOR REDRESSAL OF GRIEVANCES BY OMBUDSPERSONS AND STUDENT GRIEVANCE REDRESSAL COMMITTEES:

- (i) Each institution shall, within a period of three months from the date of issue of this notification, have an online portal where any aggrieved student may submit an application seeking redressal of grievance.
- (ii) On receipt of an online complaint, the institution shall refer the complaint to the appropriate Students' Grievance Redressal Committee, along with its comments within 15 days of receipt of complaint on the online portal.
- (iii) The Students' Grievance Redressal Committee, as the case may be, shall fix a date for hearing the complaint which shall be communicated to the institution and the aggrieved student.
- (iv) An aggrieved student may appear either in person or authorize a representative to present the case.
- (v) Grievances not resolved by the Students' Grievance Redressal Committee within the time period provided in these regulations may be referred to the Ombudsperson by the university.
- (vi) Institutions shall extend co-operation to the Ombudsperson or the Student Grievance Redressal Committee(s), in early redressal of grievances.
- (vii) The Ombudsperson shall, after giving reasonable opportunities of being heard to the parties concerned, on the conclusion of proceedings, pass such order, with reasons thereof, as may be deemed fit to redress the grievance and provide such relief as may be appropriate to the aggrieved student
- (viii) The institution, as well as the aggrieved student, shall be provided with copies of the order under the signature of the Ombudsperson.
- (ix) The institution shall comply with the recommendations of the Ombudsperson.
- (x) The Ombudsperson may recommend appropriate action against the complainant, where a complaint is found to be false or frivolous.

9. INFORMATION REGARDING OMBUDSPERSONS AND STUDENT GRIEVANCE REDRESSAL COMMITTEES:

An institution shall furnish, prominently, on its website and in its prospectus, all relevant information in respect of the Students' Grievance Redressal Committee(s) coming in its purview, and the Ombudsperson for the purpose of appeals.

10. CONSEQUENCES OF NON-COMPLIANCE:

The Commission shall in respect of any institution, which wilfully contravenes these regulations or repeatedly fails to comply with the recommendation of the Ombudsperson or the Students' Grievance Redressal Committee, as the case may be, proceed to take one or more of the following actions till the institution complies with these Regulations to the satisfaction of the Commission, namely:

- (a) withdrawal of declaration of fitness to receive grants under section 12B of the Act;
- (b) withholding any grant allocated to the Institution;

- (c) declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programs of the Commission;
- (d) declaring the institution ineligible to offer courses through Online/ODL mode for a specified period;
- (e) withdrawing / withholding / suspending the approval for offering courses through Online/ODL mode;
- (f) informing the general public, including potential candidates for admission, through a notice displayed prominently in suitable media and posted on the website of the Commission, declaring that the institution does not possess the minimum standards for redressal of grievances;
- (g) recommend to the affiliating University for withdrawal of affiliation, in case of a college;
- (h) take such action as it may deem necessary, appropriate and fit, in case of an institution deemed to be University;
- (i) recommend to the Central Government, if required, for withdrawal of declaration as institution deemed to be a University, in case of an institution deemed to be University;
- (j) recommend to the State Government to take necessary and appropriate action, in case of a University established or incorporated under a State Act;
- (k) such other action as may be deemed necessary and appropriate against an institution for non-compliance.

Provided that no action shall be taken by the Commission under this regulation, unless the institution has been provided an opportunity of being heard to explain its position.

11. Nothing mentioned herein above in these regulations shall affect the continuance in office, during the currency of the term, of an incumbent Ombudsperson appointed under the provisions of the UGC (Redress of Grievances of Students) Regulations, 2019; where after, the appointment of Ombudsperson shall be made as per University Grants Commission (Redressal of Grievances of Students) Regulations, 2023.

Prof. MANISH R. JOSHI, Secy.
[ADVT.-III/4/Exty./13/2023-24]



CITY ENGINEERING COLLEGE

Approved by AICTE New Delhi & Affiliated by VTU, Belagavi
Doddakallasandra, Off Kanakapura Main Road,
Next to Gokulam Apartment, Bangalore - 560 062.



GRIEVANCE REDRESSAL COMMITTEE

Ref No: CEC/IQAC/GREIVANCE REDRESSAL COMMITTEE/ACY 2023-2024/OR/01

CIRCULAR

DATE: 13/09/2023

The Grievance redressal cell meeting is scheduled on 14/09/2023 in principal's office at 3.15 PM.

Agenda

- 1) Lights on the staircase in C block is not functional.
- 2) Extra water cans to be kept in C Block 3rd floor
- 3) Any other grievance received

The following members are requested to attend the meeting.

SI NO	NAME	DEPARTMENT	POST	SIGNATURE
1	Dr H N Thippeswamy	Principal	Chairman	
2	Dr Jyothi P	HOD Mathematics	Convener	
3	Dr. Karunakara	HOD Mechanical	Member	
4	Dr Rajashekar P	HOD Chemistry	Member Secretary	
5	Dr Sowmya Naik P T	HOD CSE & EO	Member	
6	Mr Satish Hande	Administrative Officer	Member	
7	Mrs Ambika P R	CSE	Member	
8	Mrs Vindhya R	AIML	Member	
9	Mrs Anitha Patil	ISE	Member	
10	Mr. Mathenulla Shariff	Placement	Member	
11	Mr. Basavaraj	Library	Member	

CONVENER

PRINCIPAL

Copy to:

- 1) File
- 2) Principal



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Record of meeting, Subject, Agenda, Attendance, Action Taken Report, Minutes

Subject: Grievance Redressal Committee Meeting

Meeting No.	Ref No: CEC/IQAC/GRC/ACY 2023-2024/OR/01	Date: 14-09-2023	Time	3.15 PM
Agenda	1.	Lights on the staircase in C block is not functional.		
	2.	Extra water cans to be kept in C Block 3 rd floor		
	3.	Any other grievance received		

Members Present

SI NO	NAME	DEPARTMENT	DESIGNATION	SIGNATURE
1	Dr H N Thippeswamy	Principal	Chairman	
2	Dr Jyothi P	HOD Mathematics	Convener	
3	Dr. Karunakara	HOD Mechanical	Member	
4	Dr Rajashekar P	HOD Chemistry	Member Secretary	
5	Dr Sowmya Naik P T	HOD CSE & EO	Member	
6	Mr Satish Hande	Administrative Officer	Member	
7	Mrs Ambika P R	CSE	Member	
8	Mrs Vindhya R	AIML	Member	
9	Mrs Anitha Patil	ISE	Member	
10	Mr. Mathenulla Shariff	Placement	Member	
11	Mr. Basavaraj	Library	Member	

Minutes Of Meeting

- 1) The convener informed that there were many requests from students that the lights on the staircase in C block is not functional. Committee decided to install new lights.
- 2) The students should also be informed that grievance can be put through the ERP portal or a written complaint can be given to the principal.
- 3) Convener informed there were requests from students to place extra water cans in C block 3rd floor and principal instructed that extra can to be kept in C block 3rd floor.
- 4) No other grievances were received.
- 5) Meeting concluded with thanking all the members



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Action Taken Report

Si No	Grievance	Action Taken
1	Lights not functional on the staircase in C block	It is decided to install new lights on the staircase in C block
2	Extra water cans to be kept in 3 rd floor of C block	Attendees are instructed to keep extra water can on each floor of C block


Convener


Principal

Copy to:

- 1) File
- 2) Principal



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GRIEVANCE REDRESSAL COMMITTEE

Ref No: CEC/IQAC/GRC/ACY 2023-2024/OR/02

CIRCULAR

DATE: 05/02/2024

A committee consisting of the following members is hereby reconstituted as "Grievance Redressal Committee (GRC)" for the Academic Year 2023-2025.

Roles and Responsibilities of the committee:

1. Encourage the students and staff to express their grievances / problems freely and frankly, without any fear of being victimized.
 2. The committee ensures that grievances are addressed promptly and resolved within a reasonable timeframe.
 3. Aimed at preventing grievances and improve the overall campus environment.
 4. Ensure that students, faculty, and staff have a mechanism to address their concerns effectively.
- **Term:** Two years and shall continue to be in force until reconstruction.
 - **Meetings:** Twice in a year, the meeting may be scheduled as and when necessary.

The SGRC comprises of the following members

Sl No	Name	Department	Post	Signature
1	Dr. S Karunakara	Principal	Chairman	
2	Dr. Sowmya Naik P T	HOD, CSE & EO	Member	
3	Mr. Mallikarjuna G S	HOD, ECE	Member Secretary	
4	Dr. Vagdevi S	Professor & HOD, AIML	Member	
5	Ms. Archana Bhat	CSE	Member	
6	Mr. Satish Hande	Administrative Officer	Member	
7	Mr. Mathenulla Shariff	Placement	Member	
8	Mr. Basavaraj	Library	Member	

CONVENER

PRINCIPAL

Copy to:

- 1) File
- 2) Principal



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Record of meeting, Subject, Agenda, Attendance, Action Taken Report, Minutes

Subject: Grievance Redressal Committee Meeting

Meeting No.	Ref No: CEC/IQAC/GRIEVANCE REDRESSAL COMMITTEE/ACY 2023-2024/OR/03	Date: 07-05-2024	Time	3.15 PM
Agenda	1.	No shelter for Parking Place		
	2.	Grievance related to security at the gate		
	3.	Honey comb near the administrative block entrance		

Members Present.

Sl No	Name	Department	Post	Signature
1	Dr. S Karunakara	Principal	Chairman	
2	Dr. Sowmya Naik P T	HOD, CSE & EO	Member	
3	Mr. Mallikarjuna G S	HOD, ECE	Member Secretary	
4	Dr. Vagdevi S	Professor & HOD, AIML	Member	
5	Ms. Archana Bhat	CSE	Member	
6	Mr. Satish Hande	Administrative Officer	Member	
7	Mr. Mathenulla Shariff	Placement	Member	
8	Mr. Basavaraj	Library	Member	

Minute OF Meeting

- 1) Convener informed the committee about the grievance received from the students regarding no shelter for the parking place. The committee decide to discuss the same with Management members and decide



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GRIEVANCE REDRESSAL COMMITTEE

Ref No: CEC/IQAC/GREIVANCE REDRESSAL COMMITTEE/ACY 2023-2024/OR/03

CIRCULAR

DATE: 06/05/2024

The Grievance redressal cell meeting is scheduled on 07/05/2024 in principal's office at 3.15 PM.

Agenda

- 1) No shelter for Parking Place
- 2) Grievance related to security at the gate
- 3) Honey comb near the administrative block entrance

The following members are requested to attend the meeting.

Si No	Name	Department	Post	Signature
1	Dr. S Karunakara	Principal	Chairman	<i>SKarunakara</i>
2	Dr. Sowmya Naik P T	HOD, CSE & EO	Member	<i>Sowmya</i>
3	Mr. Mallikarjuna G S	HOD, ECE	Member Secretary	<i>Mallikarjuna</i>
4	Dr. Vagdevi S	Professor & HOD, AIML	Member	<i>Vagdevi</i>
5	Ms. Archana Bhat	CSE	Member	<i>Archana</i>
6	Mr. Satish Hande	Administrative Officer	Member	<i>Satish Hande</i>
7	Mr. Mathenulla Shariff	Placement	Member	<i>Mathenulla</i>
8	Mr. Basavaraj	Library	Member	<i>Basavaraj</i>

[Signature]
CONVENER

[Signature]
PRINCIPAL

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- 2) Principal

- 2) Convener informed the committee that students complained about people from outside were allowed to enter the campus. The security was called and strictly warned not to allow outsiders inside the campus
- 3) Students and faculty raised concerns about the honeycomb at the entrance of admin block. The committee decide to get the honeycomb removed on a non-working day.
- 4) Meeting concluded by thanking all the members.

Action Taken Report

Sl No	Grievance	Action Taken
1	No Shelter in Parking place	The issue has been sent to the notice of the Management
2	Security for the parked vehicles	CC cameras are installed to ensure safety for the parked vehicle
3	Outsiders allowed inside the campus	The security has been warned strictly and orders passed that no outsiders to be allowed inside the campus


Convener


Principal

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Constitution of Internal Complaints Committee.[Previous](#) [Next](#)

Show Related Subordinates

(1) Every employer of a workplace shall, by an order in writing, constitute a Committee to be known as the "Internal Complaints Committee":

Provided that where the offices or administrative units of the workplace are located at different places or divisional or sub-divisional level, the Internal Committee shall be constituted at all administrative units or offices.

(2) The Internal Committees shall consist of the following members to be nominated by the employer, namely:—

(a) a Presiding Officer who shall be a woman employed at a senior level at workplace from amongst the employees:

Provided that in case a senior level woman employee is not available, the Presiding Officer shall be nominated from other offices or administrative units of the workplace referred to in sub-section(1):

Provided further that in case the other offices or administrative units of the workplace do not have a senior level woman employee, the Presiding Officer shall be nominated from any other workplace of the same employer or other department or organisation;

(b) not less than two Members from amongst employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge;

(c) one member from amongst non-governmental organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment:

Provided that at least one-half of the total Members so nominated shall be women.

(3) The Presiding Officer and every Member of the Internal Committee shall hold office for such period, not exceeding three years, from the date of their nomination as may be specified by the employer.

(4) The Member appointed from amongst the non-governmental organisations or associations shall be paid such fees or allowances for holding the proceedings of the Internal Committee, by the employer, as may be prescribed.

(5) Where the Presiding Officer or any Member of the Internal Committee,—

(a) contravenes the provisions of section 16; or

(b) has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or

(c) he has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or

(d) has so abused his position as to render his continuance in office prejudicial to the public interest,

such Presiding Officer or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section.



CITY ENGINEERING COLLEGE

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NAAC ACCREDITED

Ref: CEC/VTU/2023-24/ 836

10th January 2024

To:

Dr. Sandhya R Anvekar,
Chairperson, Women Cell-VTU,
Visvesvaraya Technological University,
'Jnana Sangama'
Belagavi-590028

Dear Sir,

Subject: Constitution of College Internal Complaint Committee (CICC)2023-24– reg.

Ref. No.: email dated 29th December 2023

With reference to the above subject, as per the instructions we have re-constituted "College Internal Complaint Committee" in our college and the details of Chairperson and members along with letter of acceptance as required in the desired format are enclosed as per the instructions.

Kindly do the needful,

Thanking You,

Yours faithfully,

Dr. H. N. Thippeswamy

Principal

PRINCIPAL

CITY ENGINEERING COLLEGE

Kanakapura Main Road, BANGALORE 560 061

CICC-2023-24

LETTER OF ACCEPTANCE

Name	:	Dr. Jyothi P
Designation	:	Professor & HOD,
Department	:	Mathematics
College/Institute	:	City Engineering College
Address for correspondence	:	City Engineering College Doddakallasandra, Off. Kanakapura Main Road, Near Gokulam Apartment, Bengaluru-560062
Contact Details (Please specify the STD Code)	:	Off: 080-22560315 Res: Mobile: +91 9448336498 E-mail ID: hod.maths@cityengineeringcollege.ac.in
Accepted/Not Accepted the Assignment (If not accepted, mention the reason)	:	Accepted

Date: 9-11-2024




Signature of the CICC Chairman

CICC-2023-24

LETTER OF ACCEPTANCE

Name	:	Dr. Sowmya Naik P T
Designation	:	Executive Officer and Professor & HOD
Department	:	Computer Science & Engineering
College/Institute	:	City Engineering College
Address for correspondence	:	City Engineering College Doddakallasandra, Off. Kanakapura Main Road, Near Gokulam Apartment, Bengaluru-560061
Contact Details (Please specify the STD Code)	:	Off: 080-22560315 Res: Mobile: +91 9902889898 E-mail ID: sowmyacec@cityengineeringcollege.ac.in
Accepted/Not Accepted the Assignment (If not accepted, mention the reason)	:	Accepted

Date: 9-01-2024




Signature of the CICC Member

CICC-2023-24

LETTER OF ACCEPTANCE

Name	:	Dr. K. Sujatha
Designation	:	Professor & HOD,
Department	:	Physics
College/Institute	:	City Engineering College
Address for correspondence	:	City Engineering College Doddakallasandra, Off. Kanakapura Main Road, Near Gokulam Apartment, Bengaluru-560061
Contact Details (Please specify the STD Code)	:	Off: 080-22560315 Res: Mobile: +91 9342516201 E-mail ID: hod.physics@cityengineeringcollege.ac.in
Accepted/Not Accepted the Assignment (If not accepted, mention the reason)	:	Accepted

Date: 9/1/2024



K. Sujatha
Signature of the CICC Member

CICC-2023-24

LETTER OF ACCEPTANCE

Name	:	Dr. Shalini Prasad
Designation	:	Associate Professor
Department	:	Electronics and Communication Engineering
College/Institute	:	City Engineering College
Address for correspondence	:	City Engineering College Doddakallasandra, Off. Kanakapura Main Road, Near Gokulam Apartment, Bengaluru-560061
Contact Details (Please specify the STD Code)	:	Off: 080-22560315 Res: Mobile: +91 9449445388 E-mail ID: shaliniprasad5@gmail.com
Accepted/Not Accepted the Assignment (If not accepted, mention the reason)	:	Accepted

Date: 9-01-2024.



S. Prasad
Signature of the CICC Member

CICC-2023-24

LETTER OF ACCEPTANCE

Name	:	Dr. Narayana Swamy Ramaiah
Designation	:	Vice Principal & Professor
Department	:	Computer Science & Engineering
College/Institute	:	City Engineering College
Address for correspondence	:	City Engineering College Doddakallasandra, Off. Kanakapura Main Road, Near Gokulam Apartment, Bengaluru-560061
Contact Details (Please specify the STD Code)	:	Off: 080-22560315 Res: Mobile: +91 9886424319 E-mail ID: viceprincipal@cityengineeringcollege.ac.in
Accepted/Not Accepted the Assignment (If not accepted, mention the reason)	:	Accepted

Date: 9-1-2024



RN Swamy
Signature of the CICC Member


CICC-2023-24

LETTER OF ACCEPTANCE

Name	:	Dr. P. Rajashekar,
Designation	:	Professor & HOD
Department	:	Chemistry
College/Institute	:	City Engineering College
Address for correspondence	:	City Engineering College Doddakallasandra, Off. Kanakapura Main Road, Near Gokulam Apartment, Bengaluru-560061
Contact Details (Please specify the STD Code)	:	Off: 080-22560315 Res: Mobile: +91 9242892734 E-mail ID: hodchemistry@cityengineeringcollege.ac.in
Accepted/Not Accepted the Assignment (If not accepted, mention the reason)	:	Accepted

Date: 9-1-2024




Signature of the CICC Member

CICC-2023-24

LETTER OF ACCEPTANCE

Name	:	Dr. S Karunakar,
Designation	:	Professor & HOD
Department	:	Mechanical Engineering
College/Institute	:	City Engineering College
Address for correspondence	:	City Engineering College Doddakallasandra, Off. Kanakapura Main Road, Near Gokulam Apartment, Bengaluru-560061
Contact Details (Please specify the STD Code)	:	Off: 080-22560315 Res: Mobile: +91 9844065414 E-mail ID: hodmech@cityengineeringcollege.ac.in
Accepted/Not Accepted the Assignment (If not accepted, mention the reason)	:	Accepted

Date: 09/11/2024



S Karunakar
9/11/24
Signature of the CICC Member

CICC-2023-24

LETTER OF ACCEPTANCE

Name	:	Mr. Mallikarjuna G S,
Designation	:	Assistant Professor & HOD
Department	:	Electronics & Communication Engineering
College/Institute	:	City Engineering College
Address for correspondence	:	City Engineering College Doddakallasandra, Off. Kanakapura Main Road, Near Gokulam Apartment, Bengaluru-560061
Contact Details (Please specify the STD Code)	:	Off: 080-22560315 Res: Mobile: +91 9980133030 E-mail ID: hodece@cityengineeringcollege.ac.in
Accepted/Not Accepted the Assignment (If not accepted, mention the reason)	:	Accepted

Date: 09/01/24



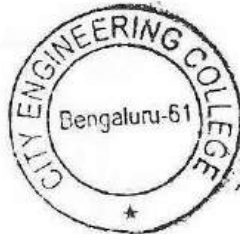
R. S. Malikarjuna
Signature of the CICC Member

CICC-2023-24

LETTER OF ACCEPTANCE

Name	:	Mrs. Vani G Pujar
Designation	:	Office Assistant,
Department	:	Administration Office
College/Institute	:	City Engineering College
Address for correspondence	:	City Engineering College Doddakallasandra, Off. Kanakapura Main Road, Near Gokulam Apartment, Bengaluru-560061
Contact Details (Please specify the STD Code)	:	Off: 080-22560315 Res: Mobile: +91 9481904702 E-mail ID: vanimunakal@gmail.com
Accepted/Not Accepted the Assignment (If not accepted, mention the reason)	:	Accepted

Date: 9/01/2024




Signature of the CICC Member

CICC-2023-24

LETTER OF ACCEPTANCE

Name	:	Ms. Hitha
Designation	:	Lab Instructor
Department	:	Computer Science & Engineering
College/Institute	:	City Engineering College
Address for correspondence	:	City Engineering College Doddakallasandra, Off. Kanakapura Main Road, Near Gokulam Apartment, Bengaluru-560061
Contact Details (Please specify the STD Code)	:	Off: 080-22560315 Res: Mobile: +91 9741773722 E-mail ID: <i>hithaswamy@gmail.com.</i>
Accepted/Not Accepted the Assignment (If not accepted, mention the reason)	:	Accepted

Date: *09-01-2024.*



Hitha.
Signature of the CICC Member

CICC-2023-24

LETTER OF ACCEPTANCE

Name	:	Mrs. Kamal Iswar
Designation	:	Program Officer and Counselor
Department	:	--
College/Institute	:	Bangalore Medical Services Trust.
Address for correspondence	:	New Thippasandra Main Rd, HAL 3rd Stage, Bhoomi Reddy Colony, New Tippasandra, Bengaluru-560075
Contact Details (Please specify the STD Code)	:	Off: +91 9900153000 Res: — Mobile: +91 8217079725 E-mail ID: <i>msp@bmstindia.org</i>
Accepted/Not Accepted the Assignment (If not accepted, mention the reason)	:	Accepted

Date: 09/07/2024




Signature of the CICC Member-NGO

CICC-2023-24

LETTER OF ACCEPTANCE

Name	:	Ms. MANOGNA
Designation	:	Student
Department	:	CSE
College/Institute	:	City Engineering College
Address for correspondence	:	Doddakalasa 560062 1st Sem
Contact Details (Please specify the STD Code)	:	Off: — Res: — Mobile: +91 6366774535 E-mail ID: manogna.pachar@gmail.com
Accepted/Not Accepted the Assignment (If not accepted, mention the reason)	:	Accepted

Date: 9/1/2024



Man
Signature of the CICC Member -Student

CICC-2023-24

LETTER OF ACCEPTANCE

Name	:	Ms. CHINMAYI L
Designation	:	Student
Department	:	Computer Science & Engineering
College/Institute	:	City Engineering College
Address for correspondence	:	#102, Sri Sai Garnet, Kothnur Gottigere Main Road J. P Nagar 8 th phase Bangalore - 560062
Contact Details (Please specify the STD Code)	:	Off: _____ Res: _____ Mobile: +91 6361443062 E-mail ID: lchinmayi03@gmail.com
Accepted/Not Accepted the Assignment (If not accepted, mention the reason)	:	Accepted

Date: 9/1/2024



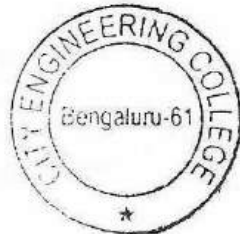
Chinmayi L
Signature of the CICC Member -Student

CICC-2023-24

LETTER OF ACCEPTANCE

Name	:	Ms. KOKILA K R
Designation	:	Student
Department	:	Artificial Intelligence & Machine Learning
College/Institute	:	City Engineering College
Address for correspondence	:	#46, 3rd cross Kumaraswamy layout Bangalore
Contact Details (Please specify the STD Code)	:	Off: — Res: — Mobile: +91 9743271144 E-mail ID: <i>ommukoki2002@gmail.com</i>
Accepted/Not Accepted the Assignment (If not accepted, mention the reason)	:	Accepted

Date: 09/01/2024



Kokila.K.R
Signature of the CICC Member -Student



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COLLEGE INTERNAL COMPLAINT COMMITTEE

Ref No: CEC/IQAC/CICC/ACY 2023-2024/OR/02

CIRCULAR

DATE: 08/01/2024

The internal Complaint committee meeting is scheduled on 09/01/2024 at 4.00 PM in the Principal's office.

Agenda: 1) Reconstitution of CICC

2) Roles & Responsibilities of committee members

The following members are requested to attend the scheduled meeting

Sl. No.	Name and Designation	Position in CICC	Gender	Mobile Number & e-mail ID	Official Number
1	Dr. Jyothi P, Professor & HOD, Dept. of Mathematics	Chairperson	Female	9448336498 hod.maths@cityengineeringcollege.ac.in	08022560315
2	Dr. S Karunakara, Principal	Member	Male	9844065414 hodmech@cityengineeringcollege.ac.in	08022560315
3	Dr. Sowmya Naik P. T. EO, Professor & HOD, Dept. Of CSE	Member	Female	9902889898 sowmyacc@cityengineeringcollege.ac.in	08022560315
4	Dr. K. Sujatha Professor & HOD, Dept. of Physics	Member	Female	9342516201 hod.physics@cityengineeringcollege.ac.in	08022560315
5	Dr. Shalini Prasad, Associate Professor, Dept. of ECE	Member	Female	9449445388 shaliniprasad5@gmail.com	08022560315
6	Dr. Mathenulla Shariff Placement Officer	Member	Male	9886424319 placements@cityengineeringcollege.ac.in	08022560315
7	Dr. P. Rajashekar, Professor & HOD, Department Of Chemistry	Member	Male	9242892734 hodchemistry@cityengineeringcollege.ac.in	08022560315
8	Mr. Mallikarjuna G S, Assistant Professor & HOD, De t. of EC	Member	Male	9980133030 hodece@cityengineeringcollege.ac.in	08022560315



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7	Dr. P. Rajashekar, Professor & HOD, Department Of Chemistry	Member	Male	9242892734 hodchemistry@citye ngineeringcollege.a c.in	08022560315
8	Mr. Mallikarjuna G S, Assistant Professor & HOD, De t. of EC	Member	Male	9980133030 hodece@cityengine eringcollege.ac.in	08022560315
9	Mrs. Vani G Pujar Office Assistant, Administration Office	Member Secretary (Non Teaching)	Female	9481704702 vanimunakal@gmail .com	08022560315
10	Ms. Hitha Lab Instructor, Dept, of CSE De t.	Member (Non Teaching)	Female	9741773722 hithaswamy@gmail. com	08022560315
11	Ms. Manogna P (First Year)	Student Member	Female	6366774535 manognapachar@g mail.com	08022560315
12	Ms. Chinmayi L- ICE21CS027 (Third Year)	Student Member	Female	6361443062 Ichinmayi03@gmail. com	08022560315
13	Ms Kokila K R ICE20A1004 (4th Year)	Student Member	Female	9743271144 ammukoki2002@g mail.com	08022560315
14	Mrs. Kamala Iswar Program Officer and Counsellor Bangalore Medical Services Trust.	Member (NGO)	Female	8217079725 msp@bmstindia.org	


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COLLEGE INTERNAL COMPLAINT COMMITTEE

Ref No: CEC/IQAC/CICC/ACY 2023-2024/OR/01

CIRCULAR

DATE: 24/07/2023

The internal committee complaint meeting is scheduled on 26/07/2023 at 4.00 PM in the Principal's office.

AGENDA:

- 1) Discussion on methods to receive complaints
- 2) Any complaints received

Members to attend the meeting

SI No	NAME	Designation/Department	Mobile Number	Signature
1.	Dr. S Vagdevi	Presiding Officer	8277343032 hod.aiml@cityengineeringcollege.ac.in	
2.	Kamala Ishwar	Program Officer and Counsellor Bangalore Medical Services Trust/ External Member	8217079725 msp@bmstindia.org	
3.	Ms. Ambika P R	CSE/Member	9945133228 ambikapr@cityengineeringcollege.ac.in	
4.	Ms. Suma	Instructor/CSE	9740084228	
5.	Mr. Satish Hande	Administrative Officer/ Member	7349032929	
6.	Dr. Sunitha Anand	Chemistry/Member	9916230188	
7.	Ms. Safreen	Student/ Member	9916022543	
8.	Ms. Akshatha	Student/ Member	9606528154	
9.	Ms. Sharona Sam	Student/ Member	8147451384	

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Record of meeting, Subject, Agenda, Attendance, Action Taken Report, Minutes

Subject: College Internal Complaint Committee Meeting

Meeting No.	Ref No: CEC/IQAC/CICC/ACY 2023-2024/OR /01	Date: 26-07-2023	Time	4.00 PM
Agenda Points	1.	Discussion on methods to receive complaints		
	2.	Any complaints received		

Members Present:

SI No	NAME	Designation/Department	Mobile Number	Signature
1.	Dr. S Vagdevi	Presiding Officer	8277343032 hod.aiml@cityengineeringcollege.ac.in	
2.	Kamala Ishwar	Program Officer and Counsellor Bangalore Medical Services Trust/ External Member	8217079725 msp@bmstindia.org	
3.	Ms. Ambika P R	CSE/Member	9945133228 ambikapr@cityengineeringcollege.ac.in	
4.	Ms. Suma	Instructor/CSE	9740084228	
5.	Mr. Satish Hande	Administrative Officer/ Member	7349032929	
6.	Dr. Sunitha Anand	Chemistry/Member	9916230188	
7.	Ms. Safreen	Student/ Member	9916022543	
8.	Ms. Akshatha	Student/ Member	9606528154	
9.	Ms. Sharona Sam	Student/ Member	8147451384	

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Minutes Of Meeting

1. The presiding officer welcomed all the members
2. The committee discussed various methods to receive complaints and decided on a suggestion box, ERP Portal and a letter that can be addressed to Principal.
3. Convener informed no complaints were reported.
4. The meeting concluded with thanking all the members

Action Taken Report

Si No	Grievance	Action Taken
1.	Methods for receiving complaints	The committee decided to keep a suggestion box in the admin block, and also students can register a complaint through the ERP Portal through student login or address a letter to the Principal/call on numbers and this information was shared in all WhatsApp groups


CONVENER


PRINCIPAL

Copy To:

- 1) IQAC
- 2) Principal



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Record of meeting, Subject, Agenda, Attendance, Action Taken Report, Minutes

Subject: College Internal Complaint Committee Meeting

Meeting No	Ref No: CEC/IQAC/CICC/ACY 2023-2024/OR /02	Date: 09-01-2024	Time	3.00 PM
Agenda Points	1.	Reconstitution of College Internal Complaint Committee		
	2.	Discuss the Roles and responsibilities of committee members		

Members Present:

Sl. No.	Name and Designation	Position in CICC	Gender	Mobile Number & e-mail ID	Official Number
1	Dr. Jyothi P, Professor & HOD, Dept. of Mathematics	Presiding Officer	Female	9448336498 hod.maths@cityengi neeringcollege.ac.in	08022560315
2	Dr. S Karunakar, Principal	Member	Male	9844065414 hodmech@cityengin eeringcollege.ac.in	08022560315
3	Dr. Sowmya Naik P. T. EO, Professor & HOD, Dept. Of CSE	Member	Female	9902889898 sowmyacec@cityen gineeringcollege.ac. in	08022560315
4	Dr. K. Sujatha Professor & HOD, Dept. of Physics	Member	Female	9342516201 hod.physics@cityen gineeringcollege.ac. in	08022560315
5	Dr. Shalini Prasad, Associate Professor, Dept, of ECE	Member	Female	9449445388 shaliniprasad5@gm ail.com	08022560315
6	Dr. Narayana Swamy Ramaiah Vice Principal & IQAC Coordinator	Member	Male	9886424319 viceprincipal@city engineeringcollege.ac. in	08022560315
7	Dr. P. Rajashekar, Professor & HOD, Department Of Chemistry	Member	Male	9242892734 hodchemistry@city engineeringcollege.a c.in	08022560315



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8	Mr. Mallikarjuna G S, Assistant Professor & HOD, De t. of EC	Member	Male	9980133030 hodece@cityengine eringcollege.ac.in	08022560315
9	Mrs. Vani G Pujar Office Assistant, Administration Office	Member Secretary (Admin staff)	Female	9481704702 vanimunakal@gmail .com	08022560315
10	Ms. Hitha Lab Instructor, Dept, of CSE De t.	Member (Non Teaching)	Female	9741773722 hithaswamy@gmail. com	08022560315
11	Ms. Manogna P (First Year)	Student Member	Female	6366774535 manognapachar@g mail.com	08022560315
12	Ms. Chinmayi L- 1CE21CS027 (Third Year)	Student Member	Female	6361443062 lchinmayi03@gmail. com	08022560315
13	Ms Kokila K R ICE20A1004 (4th Year)	Student Member	Female	9743271144 ammukoki2002@g mail.com	08022560315
14	Ms. Kamala Iswar Program Officer and Counsellor Bangalore Medical Services Trust.	Member (NGO)	Female	8217079725 msp@bmstindia.org	

Minutes of Meeting

- 1) The principal welcomed all the members
- 2) The principal informed about the circular dated 29/12/2023 to reconstitute the CICC.
- 3) The new committee members were welcomed and introduced.
- 4) Roles & Responsibilities of members were briefed
- 5) The principal thanked the outgoing committee members


CONVENER


PRINCIPAL

Copy to:

- 1) IQAC
- 2) Principal



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COLLEGE INTERNAL COMPLAINT COMMITTEE

Ref No: CEC/IQAC/CICC/ACY 2023-2024/OR/03

CIRCULAR

DATE: 28/02/2024

The internal committee meeting is scheduled on 01/03/2024 at 3.00 PM in the Principal's office.

AGENDA:

- 1) Discussion on awareness of CICC and its role for the benefit of the student community.
- 2) Methods of receiving complaints
- 3) Celebration of International Women's Day

Members to attend the meeting

Sl. No.	Name and Designation	Position in CICC	Gender	Mobile Number & e-mail ID	Official Number
1	Dr. Jyothi P, Professor & HOD, Dept. of Mathematics	Chairperson	Female	9448336498 hod.maths@cityengineeringcollege.ac.in	08022560315
2	Dr. S Karunakar, Principal	Member	Male	9844065414 hodmech@cityengineeringcollege.ac.in	08022560315
3	Dr. Sowmya Naik P. T. EO, Professor & HOD, Dept. Of CSE	Member	Female	9902889898 sowmyacec@cityengineeringcollege.ac.in	08022560315
4	Dr. K. Sujatha Professor & HOD, Dept. of Physics	Member	Female	9342516201 hod.physics@cityengineeringcollege.ac.in	08022560315
5	Dr. Shalini Prasad, Associate Professor, Dept, of ECE	Member	Female	9449445388 shaliniprasad5@gmail.com	08022560315
6	Dr. Narayana Swamy Ramaiah Vice Principal & IQAC Coordinator	Member	Male	9886424319 viceprincipal@cityengineeringcollege.ac.in	08022560315



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9	Mrs. Vani G Pujar Office Assistant, Administration Office	Member Secretary (Non Teaching)	Female	9481704702 vanimunakal@gmail.com	08022560315
10	Ms. Hitha Lab Instructor, Dept, of CSE De t.	Member (Non Teaching)	Female	9741773722 hithaswamy@gmail.com	08022560315
11	Ms. MANOGNA P (First Year)	Student Member	Female	6366774535 manognapachar@gmail.com	08022560315
12	Ms. Chinmaya L-1CE21CS027 (Third Year)	Student Member	Female	6361443062 Ichinmayi03@gmail.com	08022560315
13	Ms. Kokila K R ICE20A1004 (4th Year)	Student Member	Female	9743271144 ammukoki2002@gmail.com	08022560315
14	Ms. Kamala Iswar Program Officer and Counsellor Bangalore Medical Services Trust.	Member (NGO)	Female	8217079725 msp@bmstindia.org	
15	Mr. Basavaraj	Member	Male	9902108678 library@cityengineeringcollege.ac.in	08022560315

City Engineering College is committed to providing safe academic and working environments for all students and employees. As per the guidelines of the Supreme Court, UGC, and Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013, Section 4, an Internal Complaints Committee has been established by the College. The college has made provisions for Online complaint registration using the following link:

- www.shoebox.nic.in
- ERP Portal link <https://webprosindia.com/cityee> from student login
- The student can call the chairperson/Principal on the mobile numbers that are shared with the students or submit letter to Principal.


CONVENER


PRINCIPAL

Copy to: 1) IQAC 2) Principal



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Constitution of Internal Complaints Committee

- 1) Every employer of a workplace shall, by an order in writing, constitute a Committee to be known as the "Internal Complaints Committee":
Provided that where the offices or administrative units of the workplace are located at different places or divisional or sub-divisional levels, the Internal Committee shall be constituted at all administrative units or offices.
- 2) The Internal Committees shall consist of the following members to be nominated by the employer, namely: —
 - a) a Presiding Officer who shall be a woman employed at a senior level at the workplace from amongst the employees: Provided that in case a senior-level female employee is not available, the Presiding Officer shall be nominated from other offices or administrative units of the workplace referred to in sub-section(1): Provided further that in case the other offices or administrative units of the workplace do not have a senior level woman employee, the Presiding Officer shall be nominated from any other workplace of the same employer or other department or organization;
 - b) not less than two Members from amongst employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge;

one member from amongst non-governmental organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment:

Provided that at least one-half of the total Members so nominated shall be women.

The Presiding Officer and every Member of the Internal Committee shall hold office for such period, not exceeding three years, from the date of their nomination as may be specified by the employer.

The Member appointed from amongst the non-governmental organisations or associations shall be paid such fees or allowances for holding the proceedings of the Internal Committee, by the employer, as may be prescribed.

Where the Presiding Officer or any Member of the Internal Committee, contravenes the provisions of section 16; or has been convicted for an offense or an inquiry into an offense under any law for the time being in force is pending against him; or he has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or has so abused his position as to render his continuance in office prejudicial to the public interest, such Presiding Officer or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination under the provisions of this section.



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Record of meeting, Subject, Agenda, Attendance, Action Taken Report, Minutes

Subject: College Internal Complaint Committee Meeting

Meeting No.	Ref No: CEC/IQAC/CICC/ACY 2023-2024/OR/03	Date: 01-03-2024	Time	3.00 PM
Agenda Points	1.	Discussion on awareness of CICC and its role for the benefit of the student community.		
	2.	Methods of receiving complaints		
	3.	Celebration of International Women's Day		

Members Present:

Sl. No	Name and Designation	Position in CICC	Gender	Mobile Number & e-mail ID	Official Number
1	Dr. Jyothi P, Professor & HOD, Dept. of Mathematics	Presiding Officer	Female	9448336498 hod.maths@cityengineeringcollege.ac.in	08022560315
2	Dr. S Karunakar, Principal	Member	Male	9844065414 hodmech@cityengineeringcollege.ac.in	08022560315
3	Dr. Sowmya Naik P. T. EO, Professor & HOD, Dept. Of CSE	Member	Female	9902889898 sowmyacec@cityengineeringcollege.ac.in	08022560315
4	Dr. K. Sujatha Professor & HOD, Dept. of Physics	Member	Female	9342516201 hod.physics@cityengineeringcollege.ac.in	08022560315
5	Dr. Shalini Prasad, Associate Professor, Dept, of ECE	Member	Female	9449445388 shaliniprasad5@gmail.com	08022560315
6	Dr. Mathenulla Shariff Placement Officer	Member	Male	9886424319 placements@cityengineeringcollege.ac.in	08022560315
7	Dr. P. Rajashekar, Professor & HOD, Department Of Chemistry	Member	Male	9242892734 hodchemistry@cityengineeringcollege.ac.in	08022560315



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8	Mr. Mallikarjuna G S, Assistant Professor & HOD, De t. of EC	Member	Male	9980133030 hodece@cityengineeringcollege.ac.in	08022560315
9	Mrs. Vani G Pujar Office Assistant, Administration Office	Member Secretary (Non Teaching)	Female	9481704702 vanimunakal@gmail.com	08022560315
10	Ms. Hitha Lab Instructor, Dept, of CSE De t.	Member (Non Teaching)	Female	9741773722 hithaswamy@gmail.com	08022560315
11	Ms. Manogna P (First Year)	Student Member	Female	6366774535 manognapachar@gmail.com	08022560315
12	Ms. Chinmayi L-1CE21CS027 (Third Year)	Student Member	Female	6361443062 Ichinmayi03@gmail.com	08022560315
13	Ms Kokila K R ICE20A1004 (4th Year)	Student Member	Female	9743271144 ammukoki2002@gmail.com	08022560315
14	Ms. Kamala Iswar Program Officer and Counsellor Bangalore Medical Services Trust.	Member (NGO)	Female	8217079725 msp@bmstindia.org	8217079725
15	Mr. Basavaraj	Member	Male	9902108678 library@cityengineeringcollege.ac.in	08022560315

Minutes of Meeting

- 1) The chairperson greeted all the committee members
- 2) The roles & responsibilities of the committee members were discussed at microdetail level and accepted by all the members
- 3) The members were also informed that a new committee members list would be circulated among the students along with the member's numbers and email in case of any incidents.

- 4) The students are to be informed that they can drop the complaint in the suggestion box or the ERP Portal through the link <https://webprosindia.com/cityec> which was shared in students' WhatsApp groups or submit letter to the principal.
- 5) The committee also discussed about celebrating International Women's Day in March 2024.
- 6) The convener informed that no complaints were received.
- 7) The meeting concluded by thanking all members.

ACTION TAKEN REPORT (ATR)

Sl. No.	Grievance	Action Taken
1	Celebration of International Women's Day	The committee decided to celebrate International Women's Day on 15/03/2024
2	New committee members list to be circulated among students	The committee members list was circulated among students through WhatsApp groups and also displayed on notice boards
3.	ERP link to be circulated with students	The ERP Portal link was circulated among students through WhatsApp groups

CONVENER

Jyoti

S. K. J. J.
PRINCIPAL

Copy To:

- 1) IQAC
- 2) Principal



ವಿಶ್ವೇಶ್ವರಯ್ಯ ತಾಂತ್ರಿಕ ವಿಶ್ವವಿದ್ಯಾಲಯ

ವಿಜಯ ಅಧಿನಿಯಮ ೧೯೯೪ ರ ಅಡಿಯಲ್ಲಿ, ಕರ್ನಾಟಕ ಸರ್ಕಾರದಿಂದ ಸ್ಥಾಪಿತವಾದ ರಾಜ್ಯ ವಿಶ್ವವಿದ್ಯಾಲಯ

VISVESVARAYA TECHNOLOGICAL UNIVERSITY

State University of Government of Karnataka Established as per the VTU Act, 1994 "JnanaSangama" Belagavi-590018, Karnataka, India

Dr. B. E. Rangaswamy, Ph.D
REGISTRAR

Phone: (0831) 2498100
Fax: (0831) 2405467

REF: VTU/BGM/Aca/SA/Cirs/2023-24/ 4990

DATE: 19 DEC 2023

CIRCULAR

Sub: UGC Anti Ragging Compliance - reg..

Ref: UGC, New Delhi's Communication dt: 14-12-2023

With reference to the above, please find enclosed herewith the **UGC, New Delhi's Communication dt: 14-12-2023**

In this regard, it is directed to take immediate needful action.

For necessary Compliance.

BY ORDER,

R. S. 19/12/23 BE
REGISTRAR
RA

To:

- 1 The Principals of all Engineering Colleges(Affiliated, Autonomous, Constituent) under ambit of VTU, Belagavi
- 2 The Chairpersons and Programme Coordinators of VTU Departments

Copy to:

- 1 The Registrar (Evaluation), VTU Belgaum
- 2 The Regional Director(I/C) of VTU Regional Offices for information and needful.
- 3 All the Concerned Special Officers and Case-workers of Academic Section, VTU, Belagavi.
- 4 The Director(I/c), ITISMU, VTU, Belagavi- to upload on VTU website
- 5 The Secretary to VC, VTU Belgaum
- 6 The PS to Registrar, VTU, Belagavi



मान-विमान विमुक्तये

प्रा. मनिष र. जोशी
सचिव

Prof. Manish R. Joshi
Secretary



सत्यमेव जयते



विश्वविद्यालय अनुदान आयोग
University Grants Commission
(शिक्षा मंत्रालय, भारत सरकार)
(Ministry of Education, Govt. of India)

D. O. No. F. 1-15/2009 (ARC) Pt.III

December 14, 2023/23 अग्रहायण, 1945

Respected Madam/Sir,

In pursuance to the Judgment of the Hon'ble Supreme Court of India dated 08.05.2009 in Civil Appeal No. 887/2009, to exercise the powers conferred by clause (g) of sub-section (1) of section 26 of the University Grants Commission Act, 1956, the UGC notified "Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009". The Regulations are available on the UGC website www.ugc.gov.in & www.antiragging.in.

It is once again brought to your kind notice that ragging is a criminal offence and UGC has framed regulations on curbing the menace of ragging in higher educational institutions in order to prohibit, prevent and eliminate the scourge of ragging. These regulations are mandatory, and all institutions are required to take necessary steps for its implementation in Toto including the monitoring mechanism. Any violation of these regulations will be viewed seriously. If any institution fails to take adequate steps to prevent ragging or does not act in accordance with these Regulations or fails to punish perpetrators of incidents of ragging suitably, it will attract punitive action against itself by the UGC.

You are requested to step up anti-ragging mechanism by way of adequate publicity through various mediums; constitution of Anti-Ragging committee and Anti-Ragging squad, setting up of Anti-Ragging Cell, installing CCTV cameras at vital points, Anti-Ragging workshops and seminar, updating all websites with nodal officers' complete details, alarm bells etc. Regular interaction and counseling with the students, identification of trouble-triggers and mention of Anti-Ragging warning in the institution's E-prospectus and E-information booklets/brochures must be ensured. Surprise inspection of hostels, students' accommodation, canteens, rest cum recreational rooms, toilets, bus-stands must be carried out & Anti-Ragging posters must be displayed at all prominent places like Admission Centre, Departments, Library, Canteen, Hostel, Common facilities etc. These posters are available on UGC website www.ugc.ac.in. The size of the posters should be 8x6 feet. Any other measure which would augur well in preventing/quelling ragging and any uncalled-for behavior/incident must be undertaken.

Students in distress due to ragging related incidents can call the National Anti-Ragging Helpline 1800-180-5522 (24x7 Toll Free) or e-mail the Anti-Ragging Helpline at helpline@antiragging.in. For any other information regarding ragging you may please visit the UGC website i.e. www.ugc.gov.in & www.antiragging.in and contact UGC monitoring agency i.e. Centre for Youth (C4Y) on Mobile No. 09818044577 (only in case of emergency).

वसुधैव कुटुम्बकम्

ONE EARTH • ONE FAMILY • ONE FUTURE

Manish

CONTINUATION SHEET

-02-

In compliance to the directions of the Anti-Ragging Monitoring Committee constituted by Hon'ble Supreme Court of India, HEIs/Councils have to implement the following:

1. The concept of mentor-mentee as given out in the UGC Regulations for curbing the Menace of Ragging in HEIs - 2009 be followed by students in all institutions to make a comfortable bond amongst Juniors and Seniors.
2. The Anti Ragging Cell and Anti Ragging Squads of institutions should be empowered by provisioning of a legal counsel so that airtight cases against the ragging culprits can be made.
3. Henceforth for extreme ragging and suicide cases, Principal of the college and Registrar of the University will be called and will be answerable to the National Anti-Ragging Monitoring Committee for the reasons of non-compliance of UGC Regulations for ragging.
4. All the Councils/Regulatory Bodies must constitute a committee as and when a serious/suicide/death case is reported related to their Council/Regulatory Body to relook into the issue even when case is under police investigation. The Regulatory Bodies/Councils are also advised to appoint a legal person for the matter.
5. The Committee has also instructed the Anti Ragging Monitoring Agency to be more vigilant and carry out surprise checks all across the Nation to ensure that the UGC Regulations to curb the menace of ragging are being strictly adhered to by the HEI's, Teaching Staff and the students. Punitive action as mentioned in these regulations will be taken against the defaulters.

UGC also drives an Anti-Ragging Media Campaign through different modes and has undertaken the following activities to promote the campaign which are available on UGC website www.ugc.gov.in

1. UGC developed 05 TV Commercials of 30 seconds each with different perspective for Parents, Victim and Offenders.
2. UGC designed and distributed 04 types of posters amongst Universities / Regulatory Authorities / Councils / IITs / NITs / other educational institutions for their prominent display.
3. UGC consecutively organized 02 Anti-Ragging Competitions for students/faculty/general public for the wider awareness of the menace of ragging.

In compliance of the 2nd Amendment in UGC Regulations, you are requested to make it compulsory for each student and every parent to submit an online undertaking every academic year at www.antiragging.in

You are also requested to implement the revised procedure for students to file an online Anti-Ragging affidavit. The student will receive an e-mail with his/her registration number. The student will forward that e-mail to the Nodal officer in his/her university/college e-mail.

Universities/Colleges have to display the email address and contact number of the Nodal Officer of Anti-Ragging Committee of their university/college on their website and campus areas like Admission Centre, Departments, Library, Canteen, Hostel, and Common facilities, etc.

Ami

CONTINUATION SHEET

-03-

Universities and Colleges are requested to insert a mandatory column in their university/college's admission form as per the given format:

Anti Ragging Undertaking Reference no:	<input type="text"/>
--	----------------------

All HEI's are further advised to fill in the complete details of their respective Anti Ragging Committee and Anti Ragging Squad on the website i.e. www.antiragging.in and also display these lists on the Notice Boards.

Universities are also requested to ensure strict compliance of this advisory and fill the compliance on www.antiragging.in. You are also requested to forward this advisory to all the colleges in your ambit with strict compliance directions. All colleges be instructed to make multiple prints of this circular and the same to be prominently displayed at all the locations visited by the Students.

IT IS ONCE AGAIN REITERATED FOR THE BENEFIT OF ALL THE STAKEHOLDERS THAT RAGGING IS A CRIMINAL OFFENCE AND THE CULPRITS WILL ATTRACT PUNITIVE ACTION AS MENTIONED IN THE UGC REGULATIONS.

With kind regards,

Yours sincerely,


(Manish Joshi)

The Vice-Chancellor/Registrars of all Universities

Copy to:

1. All Regulatory Authorities
2. Ms. Jasleen Kaur, Under Secretary, Ministry of Education, (jasleen.kau@nic.in).
3. DS(website), UGC (for uploading on (i) UGC website, (ii) Under ragging related Twitter handle of UGC)
4. Ms. Alka Tomar, Centre for Youth (C4Y)(alka.tomar@c4yindia.org) (for uploading on antiragging.in)


(Manish Joshi)



CITY ENGINEERING COLLEGE

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ANTI-RAGGING COMMITTEE

Ref No: CEC/IQAC/ARC/ACY 2023-2024/OR/01

CIRCULAR

DATE: 04/08/2023

Anti-Ragging committee meeting is scheduled on 05/08/2023 at 3.30 PM in the Principal's office.

AGENDA:

- 1) Discuss and refine current anti-ragging policies to ensure they are effective
- 2) Determine the schedule and assign responsibilities for regular vigilance rounds to monitor and prevent ragging incidents on campus.
- 3) Plan and implement awareness programs and workshops to educate students about the consequences of ragging and promote a safe and respectful campus environment.

The following members are requested to attend the scheduled meeting

SI No	Name	Department	Designation	Signature
1	Dr H N Thippeswamy	Principal	Chairman	
2	Dr Jyoti P	HOD Mathematics	Convener	
3	Dr Sowmya Naik P T	HOD CSE & EO	Member Secretary	
4	Dr. Rajashekar P	HOD Chemistry	Member	
5	Dr. Sujatha P	HOD Physics	Member	
6	Dr Vagdevi S	HOD AIML	Member	
7	Dr S Karunakara	HOD ME	Member	
8	Mr. Mathenulla Shariff	Placement	Member	
9	Mr. Basavaraj	Library	Member	
10	Mr. Srinivas	Sub-Inspector	Member	
11	Ms. Kamala Iswar	NGO	Member	

CONVENER

PRINCIPAL

Copy to:

- 1) IQAC
- 2) Principal



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Record of meeting, Subject, Agenda, Attendance, Action Taken Report, Minutes

Subject: Anti-Ragging Committee Meeting

Meeting No.	Ref No: CEC/TQAC/ARC/ACY 2023-2024/OR/01	Date:05/08/2023	Time	3.30 PM
Agenda Points	1.	Discuss and refine current anti-ragging policies to ensure they are effective		
	2.	Determine the schedule and assign responsibilities for regular vigilance rounds to monitor and prevent ragging incidents on campus.		
	3.	Plan and implement awareness programs and workshops to educate students about the consequences of ragging and promote a safe and respectful campus environment		
	4.	Discuss and refine current anti-ragging policies to ensure they are effective		

Members Present

SI No	Name	Department	Post	Signature
1	Dr H N Thippeswamy	Principal	Chairman	
2	Dr Jyoti P	HOD Mathematics	Convener	
3	Dr Sowmya Naik P T	HOD CSE & EO	Member	
4	Dr. Rajashekar P	HOD Chemistry	Member	
5	Dr. Sujatha P	HOD Physics	Member	
6	Dr Vagdevi S	HOD AIML	Member	
7	Dr S Karunakara	HOD ME	Member	
8	Mr. Mathenulla Shariff	Placement	Member	
9	Mr. Basavaraj	Library	Member	
10	Mr. Srinivas	Sub-Inspector	Member	
11	Ms. Kamala Iswar	NGO	Member	

Minute Of Meeting

- 1) The Chairman greeted the members and discussed about creating awareness among students
- 2) The convener discussed the refinement of policies

a) 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.



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- b) **Reporting Mechanism:** To Establish a confidential and accessible reporting system for students to report incidents of ragging. Ensure anonymity and protection for the complainant.
- 3) Conduct interactive orientation sessions during the induction week to educate new students about the available anti-ragging policies, reporting mechanisms, and support systems.
 - 4) The convener informed that no complaints were registered
 - 5) The meeting concluded by thanking all the members

Action Taken Report

Si No	Description	Link
1	Refining Anti-ragging policies	The refinement was circulated among students regarding Zero Tolerance and also Reporting Mechanism
2.	Orientation Program	It was accepted by the members to conduct an interactive session for freshers during induction program
3.		No other complaint was reported


CONVENER


PRINCIPAL

Copy To:

- 1) IQAC
- 2) File



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ANTI-RAGGING COMMITTEE

Ref No: CEC/IQAC/ARC/ACY 2023-2024/OR/02

CIRCULAR

DATE: 18/01/2024

Anti-Ragging committee meeting is scheduled on 19/01/2024 at 3.30 PM in the Principal's office.

AGENDA:

- 1) To create awareness among students about Anti-ragging
- 2) Assigning responsibilities to committee members
- 3) To instruct committee members to go on vigilance rounds
- 4) Discuss if any other complaints received

The following members are requested to attend the scheduled meeting

Si No	Name	Department	Designation	Signature
1	Dr H N Thippeswamy	Principal	Chairman	
2	Dr Jyothi P	HOD Mathematics	Convener	Jyothi
3	Dr Sowmya Naik P T	HOD CSE & EO	Member Secretary	by ml
4	Dr. Rajashekar P	HOD Chemistry	Member	RSK
5	Dr. Sujatha P	HOD Physics	Member	KS
6	Dr Vagdevi S	HOD AIML	Member	Vagdevi
7	Dr S Karunakara	HOD ME	Member	S Karunakara
8	Mr. Mathenulla Shariff	Placement	Member	Mathenulla
9	Mr. Basavaraj	Library	Member	Basavaraj
10	Mr. Srinivas	Sub-Inspector	Member	Srinivas
11	Ms. Kamala Iswar	NGO	Member	Kamala

Jyothi
CONVENER

PRINCIPAL

Copy to:

- 1) IQAC
- 2) Principal



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Record of meeting, Subject, Agenda, Attendance, Action Taken Report, Minutes

Subject: Anti-Ragging Committee Meeting

Meeting No.	Ref No: CEC/IQAC/ARC/AC Y 2023-2024/OR/02	Date:19/01/2024	Time	3.30 PM
Agenda Points	1.	To create awareness among students about Anti-ragging		
	2.	Assigning responsibilities to committee members		
	3.	To instruct committee members to go on vigilance rounds		
	4.	Discuss if any other complaints received		

Members Present

Si No	Name	Department	Designation	Signature
1	Dr H N Thippeswamy	Principal	Chairman	
2	Dr Jyoti P	HOD Mathematics	Convener	
3	Dr Sowmya Naik P T	HOD CSE & EO	Member Secretary	
4	Dr. Rajashekar P	HOD Chemistry	Member	
5	Dr. Sujatha P	HOD Physics	Member	
6	Dr Vagdevi S	HOD AML	Member	
7	Dr S Karunakara	HOD ME	Member	
8	Mr. Mathenulla Shariff	Placement	Member	
9	Mr. Basavaraj	Library	Member	
10	Mr. Srinivas	Sub-Inspector	Member	
11	Ms. Kamala Iswar	NGO	Member	

Minute Of Meeting

- 1) The Chairman greeted the members and discussed about creating awareness among students
- 2) The convener discussed the roles and responsibilities of the committee members and also informed the members to go on surprise rounds.
- 3) The convener informed that no complaints were registered
- 4) The meeting concluded by thanking all the members




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Action Taken Report

SI No	Description	Action Taken
1.	Surprise rounds by members	The committee members are going in groups for surprise rounds
2.		There were no complaints received


CONVENER


PRINCIPAL

Copy to:

- 1) IQAC
- 2) Principal



HANDBOOK

On

Sexual Harassment of Women at Workplace

(Prevention, Prohibition and Redressal) Act, 2013

for Employers / Institutions / Organisations/
Internal Complaints Committee / Local Complaints Committee



Towards a new dawn

Government of India
Ministry of Women and Child Development

NOVEMBER 2015



HANDBOOK

on

Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

**for Employers / Institutions / Organisations/
Internal Complaints Committee / Local Complaints Committee**



Towards a new dawn

**Government of India
Ministry of Women and Child Development**

November 2015

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सत्यमेव जयते

मेनका संजय गांधी
Maneka Sanjay Gandhi



मंत्री
महिला एवं बाल विकास मंत्रालय
भारत सरकार
नई दिल्ली-110001

MINISTER
MINISTRY OF WOMEN & CHILD DEVELOPMENT
GOVERNMENT OF INDIA
NEW DELHI-110001

MESSAGE

With improved access to education and employment, millions of Indian women are entering the country's workforce today. Many working women face sexual harassment at the workplace on a daily basis. It is crucial therefore that as a country, we strive to eliminate work-place sexual harassment since women have the right to work in safe and secure environment. It is the responsibility of every employer to ensure safety of women in a work environment and improve their participation. This will contribute to realization of their right to gender equality and result in economic empowerment and inclusive growth and benefit the nation as a whole.

I am pleased to present this Handbook on Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. It provides key information about the provisions of the Act in an easy-to-use and practical manner. The Handbook has been developed with the aim to ensure that the citizens of India are aware of their rights and obligations in terms of creating safe workplace environment for women.

Government of India is committed to promote gender equality and women's empowerment across every sector. This Handbook reflects our commitment to empower women as economic agents and improve their ability to access markets on competitive and equitable terms. I am confident that this Handbook which advocates and enforces the rules as laid out in the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, will be beneficial to everyone. The practical and user-friendly procedures outlined in the Handbook will be useful for actual implementation of the Act.


(Smt. Maneka Sanjay Gandhi)

V. Somasundaran



सचिव
भारत सरकार
महिला एवं बाल विकास मंत्रालय
शास्त्री भवन, नई दिल्ली - 110001

Secretary
Government of India
Ministry of Women & Child Development
Shastri Bhawan, New Delhi-110001
Website : <http://www.wcd.nic.in>

18th November 2015

FOREWORD

I am pleased to share with you this Handbook on Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. This Handbook is of immense importance because combating sexual harassment involves developing deeper understanding of what is sexual harassment and change of attitudes in all - be it employer, employees, colleagues, friends, or the policy makers.

Sexual Harassment at workplace is an extension of violence in everyday life and is discriminatory and exploitative, as it affects women's right to life and livelihood. In India, for the first time in 1997, a petition was filed in the Supreme Court to enforce the fundamental rights of working women, after the brutal gang rape of Bhanwari Devi a social worker from Rajasthan. As an outcome of the landmark judgment of the Vishaka and Others v State of Rajasthan the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, was enacted wherein it was made mandatory for every employer to provide a mechanism to redress grievances pertaining to workplace sexual harassment and enforce the right to gender equality of working women. The Act is also unique for its wide ambit as it is applicable to the organized sector as well as the unorganized sector.

The legislation, however, requires the support and commitment of all stakeholders for its effective and successful implementation in preventing workplace sexual harassment. It casts an obligation upon the employer to address the grievances in respect of sexual harassment at workplace in a time bound manner. It is in this context that this Handbook would be very useful as it provides clear definition of what constitutes sexual harassment and explains how the complaint process works.

I am sure that the Handbook will be extremely useful to all agencies concerned and help them in taking pro-active measures to eradicate the problem/menace of workplace sexual harassment in the country.


(V. Somasundaran)

प्रीति सूदन
PREETI SUDAN
अपर सचिव
Additional Secretary
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भारत सरकार
महिला एवं बाल विकास मंत्रालय
शास्त्री भवन, नई दिल्ली – 110001
Government of India
Ministry of Women & Child Development
Shastri Bhawan, New Delhi-110001
Website : <http://www.wcd.nic.in>
Email id : sudanp@nic.in

Dated: 17th November, 2015

PREFACE

The Government of India is committed to ending all forms of violence against women that negatively impact society, hamper gender equality and constricts the social and economic development of the country.

Since, sexual harassment results in violation of the fundamental rights of a woman to equality as per Articles 14 and 15 and her right to live with dignity as mentioned under Article 21 of the Constitution, the Government of India enacted the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. The Act is an extension of the Vishaka Guidelines issued by the Supreme Court in 1997. The Supreme Court of India, for the first time in the Vishaka Guidelines, acknowledged Sexual Harassment at the workplace as a human rights violation. Further, the Act also reflects the commitment of the Government to the ratification of the Convention on the Elimination of all forms of Discrimination against Women (CEDAW) on July 09, 1993. This new legislation makes every effort to be a user friendly tool in the hands of the employers and employees, to create safe and secure workplaces for all women.

With the enactment of the Act, India is now a part of a select group of countries to have prohibited sexual harassment at workplace through national legislation. The Act is unique in its broad coverage which includes all working women from organised and unorganised sectors alike, as also public and private sectors, regardless of hierarchy. Effective implementation of the Act is a challenge. The Handbook is designed to be a Ready Reckoner for organisations vested with responsibility to enforce the law.

The Handbook is structured into six sections. The first section is an introduction and detail regarding the genesis of the Act, the second sets the context by defining the workplace and sexual harassment and impact of such behaviour, the third focuses on the key individuals and institutions involved in prohibition and prevention processes and their responsibilities, section four discusses the redressal mechanism followed by monitoring requirement in section five and important international frameworks and best practices on sexual harassment at the workplace in the concluding section.

It is the hope of the Ministry that this Handbook will be of considerable value for employers, employees and complaint committees alike, as it provides guidance with regard to the steps to be taken and the processes to be followed, in line with the requirements of the law. It will prove useful to all women workers particularly and be a step forward in promoting their independence as well as the right to work with dignity as equal partners in an environment that is free from violence.


(Preeti Sudan)



लोपामुद्रा मोहंती
Lopamudra Mohanty

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GOVERNMENT OF INDIA
MINISTRY OF WOMEN & CHILD DEVELOPMENT
जीवन विहार, नई दिल्ली-110 001, दिनांक
Jeevan Vihar, New Delhi-110 001, Dated

ACKNOWLEDGEMENTS

In our journey towards preparing this Handbook, which required a lot of guidance and assistance from many people, whose names may not be enumerated, I am thankful to all of them for their contributions towards the completion of the task.

I would like to express my sincere thanks to the UN Women (United Nations Entity for Gender Equality and Empowerment of Women) for their valuable contributions with their experience in women's movement and expertise in gender rights in supporting the Ministry to prepare the Handbook with key information on the Act in an easy-to-use practical manner and designing with appropriate illustrations.

I would like acknowledge the important contributions made by Ms. Risha Syed, Legal Consultant for the hardwork put by her coupled with her experience and expertise as a legal professional and commitment to gender issues in bringing out the Handbook.

I am also thankful to Dr. Paramita Majumdar, Senior Consultant, Gender Budgeting for reviewing the manuscript with meticulous scrutiny and scholarly advice. I would like to mention with appreciation for Shri Samuel Paul, Assistant Secretary for showing not only his keen interest on the subject, but assisting us in the review work.

We hope that this Handbook will be a guide and inspiration to all of us in creating an enabling environment of women in the workplaces.


(Lopamudra Mohanty)

“The meaning and content of the fundamental rights guaranteed in the Constitution of India are of sufficient amplitudes to encompass all facets of gender equality...”

Late Chief Justice J.S. Verma, Supreme Court of India, Vishaka v. State of Rajasthan

Introduction

“Whereas sexual harassment results in violation of the fundamental rights of a Woman to equality....”

[Preamble, Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act]

As enshrined in the Preamble to the Constitution of India, “equality of status and opportunity” must be secured for all its citizens; equality of every person under the law is guaranteed by Article 14 of the Constitution.

A safe workplace is therefore a woman’s legal right. Indeed, the Constitutional doctrine of equality and personal liberty is contained in Articles 14, 15 and 21 of the Indian Constitution. These articles ensure a person’s right to equal protection under the law, to live a life free from discrimination on any ground and to protection of life and personal liberty. This is further reinforced by the UN Convention on the Elimination of all Forms of Discrimination against Women (CEDAW), which was adopted by the UN General Assembly in 1979 and which is ratified by India. Often described as an international bill of rights for women, it calls for the equality of women and men in terms of human rights and fundamental freedoms in the political, economic, social, cultural and civil spheres. It underlines that discrimination and attacks on women’s dignity violate the principle of equality of rights.

Sexual harassment constitutes a gross violation of women’s right to equality and dignity. It has its roots in patriarchy and its attendant perception that men are superior to women and that some forms of violence against women are acceptable. One of these is workplace sexual harassment, which views various forms of such harassment, as harmless and trivial. Often, it is excused as ‘natural’ male behaviour or ‘harmless flirtation’ which women enjoy. Contrary to these perceptions, it causes serious harm and is also a strong manifestation of sex discrimination at the workplace. Not only is it an infringement of the fundamental rights of a woman, under Article 19 (1) (g) of the Constitution of India “to practice any profession or to carry out any occupation, trade or business”; it erodes equality and puts the dignity and the physical and psychological well-being of workers at risk. This leads to poor productivity and a negative impact on lives and livelihoods. To further compound the matter, deep-rooted socio-cultural behavioural patterns, which create a gender hierarchy, tend to place responsibility on the victim, thereby increasing inequality in the workplace and in the society at large.



Though sexual harassment at the workplace has assumed serious proportions, women do not report the matter to the concerned authorities in most cases due to fear of reprisal from the harasser, losing one's livelihood, being stigmatized, or losing professional standing and personal reputation.

Across the globe today, workplace sexual harassment is increasingly understood as a violation of women's rights and a form of violence against women. Indeed, the social construct of male privileges in society continues to be used to justify violence against women in the private and public sphere. In essence, sexual harassment is a mirror reflecting male power over women that sustains patriarchal relations. In a society where violence against women, both subtle and direct, is borne out of the patriarchal values, women are forced to conform to traditional gender roles. These patriarchal values and attitudes of both women and men pose the greatest challenge in resolution and prevention of sexual harassment. Workplace sexual harassment, like other forms of violence, is not harmless. It involves serious health, human, economic and social costs, which manifests themselves in the overall development indices of a nation.

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 was enacted to ensure safe working spaces for women and to build enabling work environments that respect women's right to equality of status and opportunity. An effective implementation of the Act will contribute to the realization of their right to gender equality, life and liberty, equality in working conditions everywhere. The sense of security at the workplace will improve women's participation in work, resulting in their economic empowerment and inclusive growth.

The full scale of the problem is not known given the difficulties in documenting the experience of those who have experienced workplace sexual harassment. However, available studies on sexual harassment show that it is certainly prevalent in India today. This is why the legislation is an important step forward within the larger architecture of women's rights, as it tackles this issue to secure the rights of women workers across the country.

While the official figures for women's work participation are low, much of the work that women do is not captured in official data accounts. It is argued¹ that where this is to be captured, women's overall work participation would be 86.2 per cent. While the official data² shows that women's work participation rate is around 25.3 per cent in rural areas and 14.7 per cent in the urban areas, estimates indicate that there is a huge workforce of women, therefore there is a need to secure their workplace and entitlements. Given, that 93 per cent of women workers are employed in the informal sector, they remain unprotected by laws. With no laws or mechanisms to protect them, proactive measures are required to make their workplaces safe.

¹ Professor Jayati Ghosh, Paper on 'What Exactly is Work?' http://www.macrosan.org/cur/oct14/pdf/Exactly_Work.pdf

² NSSO 2011-12

It is well established that ensuring safe working conditions for women leads to a positive impact on their participation in the workforce and increases their productivity, which in turn benefits the nation as a whole. Economically, empowered women are key to the nation's overall development and this can only be achieved if it is ensured that women's workspaces across all sectors and all over the country have a safe and secure environment for work.

It is important as well to ensure that the emphasis is on prevention rather than punitive action. This calls for widespread awareness on the Act among employers, managers and the workers themselves. Frequently, women workers may face sexual harassment but may not be aware that it is a breach of their rights and that there is something they can do about it. They need to know that they can do something about it. Then there are others, who may believe that it is a personal matter that needs to be resolved by the people involved. In order to change this order of things, it is urgent that measures are taken to change mind-sets and attitudes by creating awareness about what constitutes sexual harassment and the steps that can be taken to address it.

This handbook will serve as an important tool to make workplaces safe and benefit both workers and employers alike, leading to mutual gains.

1.1 THE MANDATE

Today, all workplaces in India are mandated by law to provide a safe and secure working environment free from sexual harassment for all women.

1.2 THE GENESIS

In 1992, a rural level change agent, Bhanwari Devi, was engaged by the state of Rajasthan as a *Sathin*³ to work towards the prevention of the practice of child marriages. During the course of her work, she prevented the marriage of a one-year old girl in the community. Her work was met with resentment and attracted harassment from men of that community. Bhanwari Devi reported this to the local authority but no action was taken. That omission came at great cost – Bhanwari was subsequently gang raped by those very men.

The Bhanwari Devi case revealed the ever-present sexual harm to which millions of working women are exposed across the country, everywhere and everyday irrespective of their location. It also shows the extent to which that harm can escalate if nothing is done to check sexually offensive behaviour in the workplace.

Based on the facts of Bhanwari Devi's case, a Public Interest Litigation (PIL) was filed by Vishaka and other women groups against the State of Rajasthan and Union of India before the Supreme Court of India. It proposed that sexual harassment be recognized as a violation of women's fundamental right to equality and that all workplaces/establishments/institutions be made accountable and responsible to uphold these rights.

³ *Sathin*³ means a friend

In a landmark judgment, *Vishaka vs. State of Rajasthan (1997)*⁴, the Supreme Court of India created legally binding guidelines basing it on the right to equality and dignity accorded under the Indian Constitution as well as by the UN Convention on the Elimination of All Forms of Discrimination against Women (CEDAW).

It included:

- ◆ A definition of sexual harassment
- ◆ Shifting accountability from individuals to institutions
- ◆ Prioritizing prevention
- ◆ Provision of an innovative redress mechanism

The Supreme Court defined sexual harassment as any unwelcome, sexually determined physical, verbal, or non-verbal conduct. Examples included sexually suggestive remarks about women, demands for sexual favours, and sexually offensive visuals in the workplace. The definition also covered situations where a woman could be disadvantaged in her workplace as a result of threats relating to employment decisions that could negatively affect her working life.

It placed responsibility on employers to ensure that women did not face a hostile environment, and prohibited intimidation or victimization of those cooperating with an inquiry, including the affected complainant as well as witnesses.

It directed for the establishment of redressal mechanism in the form of Complaints Committee, which will look into the matters of sexual harassment of women at workplace. The Complaints Committees were mandated to be headed by a woman employee, with not less than half of its members being women and provided for the involvement of a third party person/NGO expert on the issue, to prevent any undue pressure on the complainant. The guidelines extended to all kinds of employment, from paid to voluntary, across the public and private sectors.

Vishaka established that international standards/law could serve to expand the scope of India's Constitutional guarantees and fill in the gaps wherever they exist. India's innovative history in tackling workplace sexual harassment beginning with the *Vishaka* Guidelines and subsequent legislation has given critical visibility to the issue. Workplaces must now own their responsibility within this context and ensure that women can work in safe and secure spaces.

1.3 THE ACT

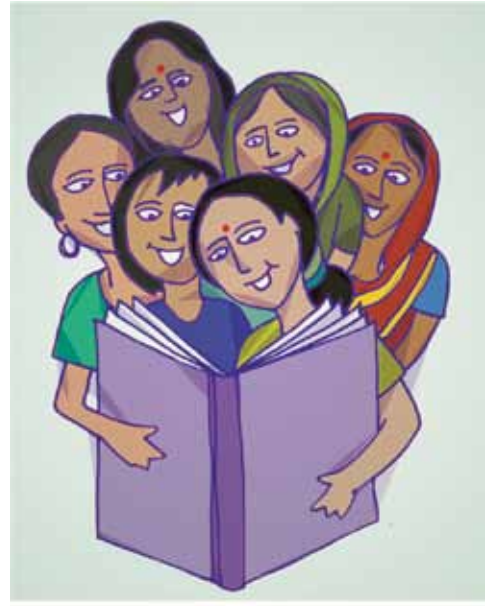
Having raised the bar of responsibility and accountability in the *Vishaka* Guidelines, the Supreme Court placed an obligation on workplaces, institutions and those in positions of responsibility, to uphold working women's fundamental right to equality and dignity at the workplace. Three key obligations were imposed on institutions to meet that standard, namely:

⁴(AIR 1997 Supreme Court 3011)

- ◆ Prohibition
- ◆ Prevention
- ◆ Redress

In 2013, the Government of India notified the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act (referred to as Act hereinafter). Consistent with the Vishaka judgment, the Act aspires to ensure women's right to workplace equality, free from sexual harassment through compliance with the above mentioned three elements.

It is important to note that the Act provides a civil remedy to women and is in addition to other laws that are currently in force. Consequently, any woman who wishes to report instances of sexual harassment at the workplace has the right to take recourse of both civil and criminal proceedings.



1.4 PURPOSE OF THIS HANDBOOK

This handbook is meant for all workplaces/institutions/organizations to provide a basic understanding of sexual harassment at places of work. Additionally, it is designed to offer Internal Complaints Committee/s and Local Complaints Committee/s (Complaints Committee/s) established under the Act, with simple, user friendly information on sexual harassment; what is expected of Complaints Committee/s to redress a complaint; and what the inquiry process and outcome should include.

1.5 WHO IS THIS HANDBOOK FOR

This handbook informs the end user (an employee/worker) about workplace sexual harassment and their right to an informed complaint process in seeking redress as provided under the Act and Rules framed thereunder.

1.6 STRUCTURE OF THE HANDBOOK

This Handbook has 6 sections, with each containing information for women, male co-workers as well as their employers, on how to deal with sexual harassment at the workplace in the context of the Act.

Section 1 serves as an introduction, as it details the genesis of the Act and the history behind it, as well as provides a brief description of the Act itself. This section also describes the purpose of this handbook and who it is designed for.



Section 2 sets the context by defining a workplace and sexual harassment. It provides the reader with key elements, such as examples of sexual harassment as well as scenarios and the impact of such behaviour.

Section 3 focuses on the key individuals and institutions involved in the prohibition and prevention processes and their responsibilities.

Section 4 is about redress. This section identifies and defines the key players involved in the complaint mechanism (including the complainant and the respondent). It details the stages of the complaint process. Particular attention is paid to the complaints committee which plays a very important role in this process.

Section 5 describes the monitoring requirements as per the Act.

Section 6 lists the important international frameworks and select best practices on sexual harassment at the workplace.

Workplace Sexual Harassment- What Is It?

“No woman shall be subjected to sexual harassment at any workplace.”

Section 3(1) of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

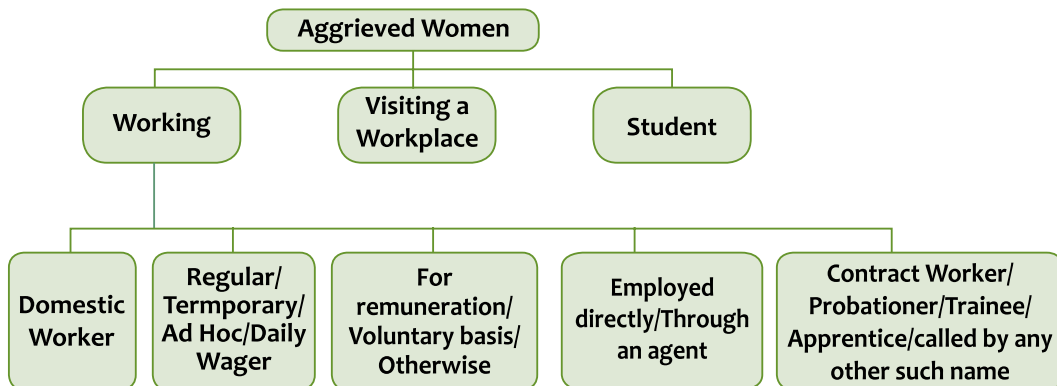
This section defines the aggrieved woman, workplace and sexual harassment as well as highlights key elements of workplace sexual harassment. It provides examples of behaviours through which a woman can experience possible professional and personal harm. It presents the user with scenarios from across-section of work contexts to build clarity on different forms of sexual harassment as identified under the Act.

2.1 WHO IS AN AGGRIEVED WOMAN?

The Act recognizes the right of every woman to a safe and secure workplace environment irrespective of her age or employment/work status. Hence, the right of all women working or visiting any workplace whether in the capacity of regular, temporary, adhoc, or daily wages basis is protected under the Act.

It includes all women whether engaged directly or through an agent including a contractor, with or without the knowledge of the principal employer. They may be working for remuneration, on a voluntary basis or otherwise. Their terms of employment can be express or implied.

Further, she could be a co-worker, a contract worker, probationer, trainee, apprentice, or called by any other such name. The Act also covers a woman, who is working in a dwelling place or house.



2.2 WHAT IS A WORKPLACE?

A workplace is defined as “any place visited by the employee arising out of or during the course of employment, including transportation provided by the employer for undertaking such a journey.” As per this definition, a workplace covers both the organised and un-organised sectors.

It also includes all workplaces whether owned by Indian or foreign company having a place of work in India. As per the Act, workplace includes:

- Government organizations, including Government company, corporations and cooperative societies;
- Private sector organisations, venture, society, trust, NGO or service providers etc. providing services which are commercial, vocational, educational, sports, professional, entertainment, industrial, health related or financial activities, including production, supply, sale, distribution or service;
- Hospitals/Nursing Homes;
- Sports Institutes/Facilities;
- Places visited by the employee (including while on travel) including transportation provided by employer;
- A dwelling place or house.

The Act defines the Unorganised Sector as:

- Any enterprise owned by an individual or self-employed workers engaged in the production or sale of goods or providing services of any kind;
- Any enterprise which employs less than 10 workers.

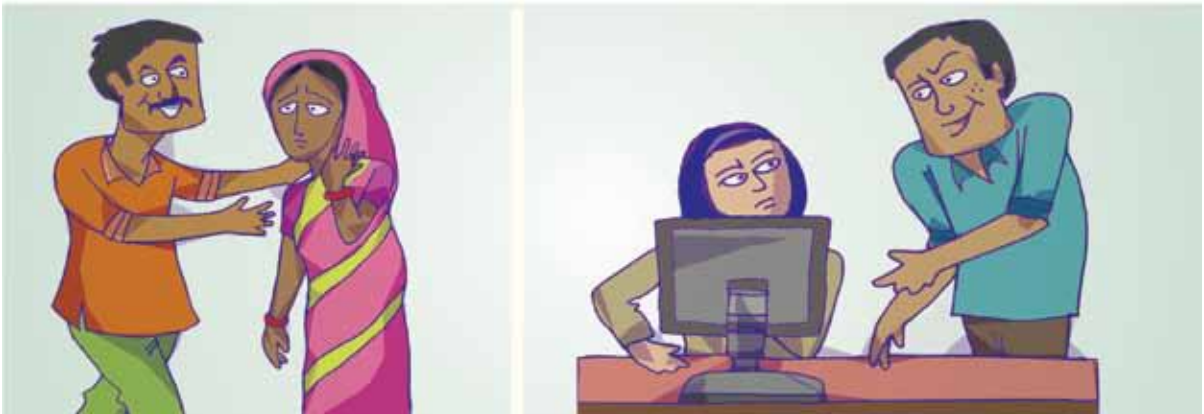
All women working or visiting workplaces, for example:



2.3 WHAT IS SEXUAL HARASSMENT AT THE WORKPLACE?

“Sexual Harassment” includes anyone or more of the following unwelcome acts or behaviour (whether directly or by implication), namely:

1. Physical contact or advances;
2. A demand or request for sexual favours;
3. Making sexually coloured remarks;
4. Showing pornography;
5. Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature



2.4 KEY ELEMENTS OF WORKPLACE SEXUAL HARASSMENT

Very often situations that start off innocently end up in inappropriate and unprofessional behaviours. It is important to remember that **workplace sexual harassment is sexual, unwelcome** and the experience is **subjective**. It is the **impact** and not the intent that matters and it almost always occurs in a matrix of **power**. It is possible that a woman may experience a single instance of sexual harassment or a series of incidents over a period of time. It is important also to remember that each case is unique and should be examined in its own context and according to the surrounding circumstances as a whole.

The following table highlights the subjective nature of the experience and the impact it may have on the person involved, irrespective of the intent of such behaviour.

To enable prevention of sexual harassment at the workplace, it is critical to recognize and differentiate between welcome and unwelcome sexual behaviour. Listed are some examples of how “unwelcome” and “welcome” behaviour is experienced.

THE FIRST STEP TO PREVENTION IS RECOGNITION

Workplace Sexual Harassment is behaviour that is

UNWELCOME

SEXUAL in nature

A **SUBJECTIVE** experience

IMPACT not intent is what matters

Often occurs in a matrix of **POWER**

UNWELCOME	WELCOME
Feels bad	Feels good
One-sided	Reciprocal
Feels powerless	In-control
Power-based	Equality
Unwanted	Wanted
Illegal	Legal
Invading	Open
Demearing	Appreciative
Causes anger/sadness	Happy
Causes negative self-esteem	Positive self-esteem

Impact of inappropriate behaviour

The impact of sexual harassment at the workplace is far-reaching and is an injury to the equal right of women. Not only does it impact her, it has a direct bearing on the workplace productivity as well as the development of the society. Below is a list of select examples of such negative impacts.



Professional	Personal
<ul style="list-style-type: none"> • Decreased work performance • Increased absenteeism, loss of pay • Loss of promotional opportunities • Retaliation from the respondent, or colleagues/ friends of the respondent • Subjected to gossip and scrutiny at work • Being objectified • Becoming publicly sexualized • Defamation • Being ostracized • Having to relocate • Job and career consequences • Weakened support network 	<ul style="list-style-type: none"> • Depression • Anxiety, panic attacks • Traumatic stress • Sleeplessness • Shame, guilt, self-blame • Difficulty in concentrating • Headaches • Fatigue, loss of motivation • Personal Difficulties with time • Eating disorders (weight loss or gain) • Feeling betrayed and/or violated • Feeling angry or violent towards the respondent • Feeling powerless • Loss of confidence and self esteem • Over all loss of trust in people • Problems with intimacy • Withdrawal and isolation

SEXUAL HARASSMENT IS A SUBJECTIVE EXPERIENCE

In 2010, the High Court of Delhi endorsed the view that sexual harassment is a subjective experience and for that reason held “We therefore prefer to analyze harassment from the [complainant’s] perspective. A complete understanding of the [complainant’s] view requires... an analysis of the different perspectives of men and women. Conduct that many men consider unobjectionable may offend many women... Men tend to view some forms of sexual harassment as “harmless social interactions to which only overly-sensitive women would object. The characteristically male view depicts sexual harassment as comparatively harmless amusement. ... Men, who are rarely victims of sexual assault, may view sexual conduct in a vacuum without a full appreciation of the social setting or the underlying threat of violence that a woman may perceive.”

Dr. Punita K. Sodhi v. Union of India & Ors. W.P. (C) 367/2009 & CMS 828, 11426/2009
 On 9 September, 2010, in the High Court of Delhi

2.5 EXAMPLES OF BEHAVIOURS AND SCENARIOS THAT CONSTITUTE SEXUAL HARASSMENT

Below are examples of behaviour that may or may not constitute workplace sexual harassment in isolation. At the same time, it is important to remember that more often than not, such behaviour occurs in cluster. Distinguishing between these different possibilities is not an easy task and requires essential training and skill building.



Some examples of behaviour that constitute sexual harassment at the workplace:

1. Making sexually suggestive remarks or innuendos.
2. Serious or repeated offensive remarks, such as teasing related to a person's body or appearance.
3. Offensive comments or jokes.
4. Inappropriate questions, suggestions or remarks about a person's sex life.
5. Displaying sexist or other offensive pictures, posters, mms, sms, whatsapp, or e-mails.
6. Intimidation, threats, blackmail around sexual favours.
7. Threats, intimidation or retaliation against an employee who speaks up about unwelcome behaviour with sexual overtones.
8. Unwelcome social invitations, with sexual overtones commonly understood as flirting.
9. Unwelcome sexual advances which may or may not be accompanied by promises or threats, explicit or implicit.



10. Physical contact such as touching or pinching.
11. Caressing, kissing or fondling someone against her will (could be considered assault).
12. Invasion of personal space (getting too close for no reason, brushing against or cornering someone).
13. Persistently asking someone out, despite being turned down.
14. Stalking an individual.
15. Abuse of authority or power to threaten a person's job or undermine her performance against sexual favours.
16. Falsely accusing and undermining a person behind closed doors for sexual favours.
17. Controlling a person's reputation by rumour-mongering about her private life.

Some examples of behaviour that may indicate underlying workplace sexual harassment and merit inquiry:

1. Criticizing, insulting, blaming, reprimanding or condemning an employee in public.
2. Exclusion from group activities or assignments without a valid reason.
3. Statements damaging a person's reputation or career.
4. Removing areas of responsibility, unjustifiably.
5. Inappropriately giving too little or too much work.
6. Constantly overruling authority without just cause.
7. Unjustifiably monitoring everything that is done.
8. Blaming an individual constantly for errors without just cause.
9. Repeatedly singling out an employee by assigning her with demeaning and belittling jobs that are not part of her regular duties.
10. Insults or humiliations, repeated attempts to exclude or isolate a person.
11. Systematically interfering with normal work conditions, sabotaging places or instruments of work.
12. Humiliating a person in front of colleagues, engaging in smear campaigns.
13. Arbitrarily taking disciplinary action against an employee.
14. Controlling the person by withholding resources (time, budget, autonomy, and training) necessary to succeed.

Some examples of workplace behaviours that may not constitute sexual harassment:

1. Following-up on work absences.
2. Requiring performance to job standards.

3. The normal exercise of management rights.
4. Work-related stress e.g. meeting deadlines or quality standards.
5. Conditions of works.
6. Constructive feedback about the work mistake and not the person.

2.6 FORMS OF WORKPLACE SEXUAL HARASSMENT

Generally workplace sexual harassment refers to two common forms of ***inappropriate behaviour***:

- Quid Pro Quo (literally ‘this for that’)
 - Implied or explicit promise of preferential/detrimental treatment in employment
 - Implied or express threat about her present or future employment status
- Hostile Work Environment
 - Creating a hostile, intimidating or an offensive work environment
 - Humiliating treatment likely to affect her health or safety

2.7 SCENARIOS

The following scenarios have been constructed as examples based on real life experiences of women at workplaces. The scenarios attempt to build an understanding of the two types of workplace sexual harassment as prescribed by the Act i.e. quid pro quo and hostile environment.

The names in the following examples are fictional and in no way refer to any individual alive or dead.

A. Examples of scenarios that constitute quid pro quo or ‘this for that’ type of sexual harassment at the workplace:

SCENARIO EXAMPLE 1

Kamini is a bright young team leader working in a call centre. Known to be forthright, she is dedicated, hardworking and is a perfectionist.

Kamini stays back at work late one evening with her colleague Ravi to complete work for an important presentation. Ravi offers to buy Kamini dinner and later drop her home since it’s been a long day. After dinner, Ravi proposes to Kamini that he would like her to spend the night with him. Kamini refuses politely but firmly and goes home. Next evening, Ravi repeats his request and on Kamini’s refusal, threatens her that ***if she doesn’t give-in, he will tell everyone*** that she made a pass at him.

What is Workplace ‘this for that’ Sexual Harassment?

In the above example, Ravi’s threat to Kamini that if she does not agree to his ‘request’ for a sexual favour, he will in return smear her character at the workplace as a person who wants to use sexual

favours to her advantage constitutes quid pro quo form of sexual harassment. Ravi's behaviour is unwelcome, sexual, and has a negative impact on Kamini.

SCENARIO EXAMPLE 2

Renuka is employed as a domestic worker where she is expected to take care of all the household activities, other than cooking. Most of the days, the lady of the house leaves early. Renuka is therefore left alone in the house with a male member of the household.

Renuka finds the male member constantly leering at her when he is at home and often walks around the house wrapped in nothing but a towel which makes her very uncomfortable. On one occasion, while she was sweeping, he pinched her bottom. When she protested that she will complain to the lady of the house, he **threatened to accuse** her of stealing, and that he will ensure that she **loses** her job.



What is Workplace Sexual Harassment?

In the above example, the male member by threatening Renuka to keep quiet about the unwelcome physical contact if she wants to continue with her employment commits quid pro quo form of sexual harassment. His behaviour occurring in a matrix of power, is unwelcome, sexual and has a negative impact on Renuka.

SCENARIO EXAMPLE 3

Shamima is a lawyer who works as a researcher at an NGO in Delhi since 2013. Dr. Bhavan is the director of the organisation and has always advocated for the cause of human rights.

During an official field visit to Shimla for 2 days, Dr. Bhavan finds an opportunity to be alone with Shamima and makes a physical advance. Despite her protests, he forces himself on her while giving lurid and sexually explicit details of his relationships, both past and present, with women. When she chastises him and threatens to make his behaviour public, he **threatens to destroy her career**.

What is Workplace Sexual Harassment?

In the above example, by threatening Shamima with the destruction of her career, Dr. Bhavan commits quid pro quo sexual harassment. His physical advances and sexual conversation are unwelcome for Shamima and occur in a matrix of power.

B. Examples of scenarios that constitute a 'hostile work environment' type of sexual harassment at the workplace:

SCENARIO EXAMPLE 1

Jayanthi works in a garment factory in Bangalore.

Varghese, Jayanthi's supervisor, often tries to touch her on one or the other pretext. For example, he adjusts her *dupatta* while she is sewing at her workstation on the pretext of covering her back. Jayanthi is very uncomfortable with his behaviour. Her colleagues at the workplace ridicule Jayanthi and mock her for the 'special treatment' by her supervisor. They often gossip about her and Varghese.

What is a Hostile Workplace Environment Sexual Harassment?

In the above example, the physical touching by Varghese is unwelcome and sexual in nature. The gossip, which is based on Varghese's behaviour towards Jayanthi at the workplace, is creating a hostile work environment for Jayanthi.



SCENARIO EXAMPLE 2

Sukhi is a daily wage labourer working at a construction site. Every day at lunch time, Sukhi sits under the shade of the tree to feed her 16-month old baby. She finds Jaswinder, a worker, staring at her from the distance. Sukhi feels uncomfortable and asks Jaswinder to stay away from her while she's feeding the baby. However, Jaswinder persists and always finds a place near her. The group of fellow construction workers now **constantly catcall and whistle** at Sukhi every time she walks their way to refill the cement or mortar. When she questions them, they tell her they are only joking amongst themselves.

What is a Hostile Workplace Environment Sexual Harassment?

Ogling, stalking and gossiping against Sukhi in the above example constitute a hostile work environment, a form of workplace sexual harassment.

SCENARIO EXAMPLE 3

Sumedha is a Captain with the Indian Army. She has refused an offer made by a Senior Officer for a relationship. Sumedha has kept quiet about this experience, but thanks to the rumour-mongering by the Senior Officer, she has acquired a reputation of being a woman of 'easy virtue'. Now she is being *subjected to repeated advances* by three of her senior officer colleagues. When she turns around and protests, *she is singled out for additional physical training*.

What is a Hostile Workplace Environment Sexual Harassment?

In the above example, Sumedha's refusal to the sexual advances of her Senior Officer, leads to her being subjected to rumours, gossip, character assassination, unwelcome sexual advances by other officers, and arbitrary disciplinary action. This constitutes Hostile Work Environment form of workplace Sexual Harassment.

SCENARIO EXAMPLE 4

Asha is a researcher at a media agency led by Dr. Purshottam, a well-known journalist.

In the first few months of Asha's employment, Dr. Purshottam is very pleased with her work and publicly appreciates her. Soon after, Dr. Purshottam frequently summons Asha to his office on the pretext of work and makes verbal sexual advances and sexually coloured remarks to her. He brushes aside her protests by saying that they would not be able to work as a team unless she interacted closely with him and they both got to know each other well. However, once she categorically rebuffed his sexual advances, he has stopped. Now he **ridicules her work** and **humiliates** her in the presence of colleagues and the staff. He **discriminates** against her by allotting projects to her and then arbitrarily withdrawing the work.

What is a Hostile Workplace Environment Sexual Harassment?

In the above example, the workplace actions are a result of Asha rebuffing the unwelcome, sexual advances of Dr. Purshottam and this constitutes hostile work environment form of workplace sexual harassment.

This section has listed and illustrated some of the behaviours that constitute the five parameters of workplace sexual harassment, viz., sexual, subjective, unwelcome, impact and power. This becomes the basis of the key elements of the Act, Prevention, Prohibition and Redress.

Prevention and Prohibition

“The meaning and content of fundamental rights guaranteed in the Constitution of India are of sufficient amplitudes to encompass all facets of gender equality...”

Late Justice J.S. Verma

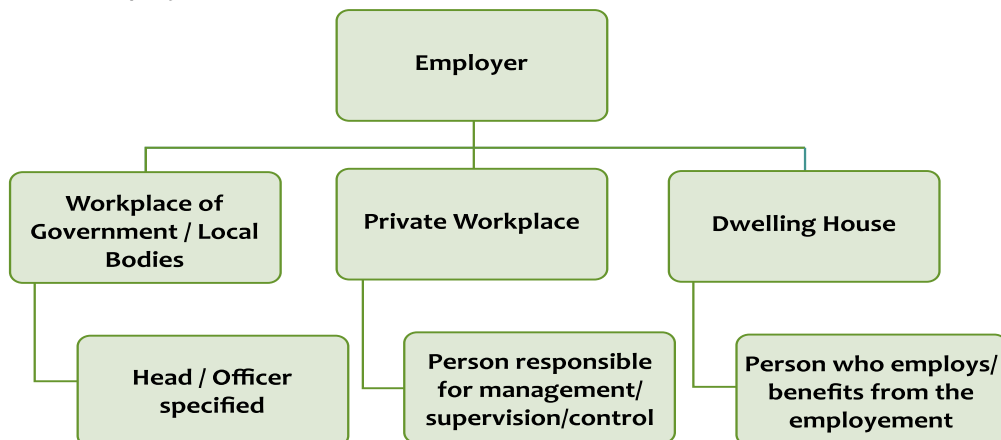
This section describes those who are both responsible and accountable to prevent workplace sexual harassment in compliance with the Act. It also highlights the role of workplaces in prohibiting workplace sexual harassment through an effectively communicated policy.

3.1 PREVENTIVE AUTHORITIES

3.1.1 WHO IS AN EMPLOYER?

An employer refers to:

1. The head of the department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit of the Appropriate Government or local authority or such officer specified in this behalf.
2. Any person (whether contractual or not) responsible for the management, supervision and control of a designated workplace not covered under clause (i).
3. A person or a household who employs or benefits from the employment of domestic worker or women employees.



3.1.2 WHO IS AN APPROPRIATE GOVERNMENT?

As per the Act, Appropriate Government means:

- i. In relation to a workplace which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly—
 - a. By the Central Government or the Union Territory administration, the Central Government;
 - b. By the State Government, the State Government;
- ii. In relation to any workplace not covered under sub-clause (i) and falling within its territory, the State Government.

3.2 WHO IS A DISTRICT OFFICER (DO)?

State Governments will notify a District Magistrate/Additional District Magistrate/ Collector/ Deputy Collector as a District Officer at the local level. The District Officer will be responsible for carrying out the powers and functions under the Act at the district levels (including every block, taluka, tehsil, ward, and municipality).

3.3 RESPONSIBILITIES OF THE AFOREMENTIONED AUTHORITIES

Under the law the employer/DO is obliged to create a workplace free of sexual harassment. It is the responsibility of the Employer/District Officer in general to:

1. Create and communicate a detailed policy;
2. Ensure awareness and orientation on the issue;
3. Constitute Complaints Committee/s in every workplace and district so that every working woman is provided with a mechanism for redress of her complaint(s);
4. Ensure Complaints Committees are trained in both skill and capacity;
5. Prepare an annual report and report to the respective state government;
6. District Officer will also appoint a nodal officer to receive complaints at the local level.

3.2.1 Complaints Committee/s

The Act provides for two kinds of complaints mechanisms: Internal Complaints Committee (ICC) and Local Complaints Committee (LCC). All Complaints Committees must have 50 per cent representation of women. ICC or LCC members will hold their position not exceeding three years from the date of their nomination or appointment.

1) Internal Complaints Committee (ICC)

Every employer is obliged to constitute an ICC through a written order. The ICC will be composed of the following members:

No	Member	Eligibility
1.	Chairperson	Women working at senior level as employee; if not available then nominated from other office/units/ department/ workplace of the same employer
2.	2 Members (minimum)	From amongst employees committed to the cause of women/ having legal knowledge/experience in social work
3.	Member	From amongst NGO/associations committed to the cause of women or a person familiar with the issue of Sexual Harassment

Where the office or administrative units of a workplace are located in different places, division or sub-division, an ICC has to be set up at every administrative unit and office.

ICC/LCC ARE MANDATORY

The employee who had a fundamental right to a workplace free of sexual harassment, had complained about sexual harassment. According to the Court, had the organisation complied with the Vishaka Guidelines and set up such a Complaints Committee, the preventative benefit would have been three-fold:

1. Ensured a place where women employees could seek redress;
2. Sent a clear message to the workplace that such complaints would be enquired into by a specially designated committee with external expertise;
3. Prevented a series of litigation that followed.

Hence, the Madras High Court awarded Rs. 1.68 crores in damages to an employee for the non-constitution of a Complaints Committee by the employer, as per the Vishaka Guidelines (at the time of the complaint, the Sexual Harassment of Women at Workplace Act 2013 had not been enacted).

Ms. G v. ISG Novasoft Technologies Ltd. Madras High Court (CrI.R.C.No.370 of 2014 order dated 02.09. 2014. Original Petition No.463 of 2012

2) Local Complaints Committee (LCC)

The District Officer will constitute an LCC in every district so as to enable women in the unorganised sector or small establishments to work in an environment free of sexual harassment. The LCC will receive complaints:

1. From women working in an organisation having less than 10 workers;
2. When the complaint is against the employer himself;
3. From domestic workers.

No	Member	Eligibility
1.	Chairperson	Nominated from amongst the eminent women in the field of social work and committed to the cause of women
2.	Member	Nominated from amongst the women working in the block, taluka or tehsil or ward or municipality in the district
3.	2 Members	Nominated from amongst such NGO/associations/persons committed to the cause of women or familiar with the issues relating to sexual harassment, provided that: <ul style="list-style-type: none"> • At least one must be a woman • At least one must have a background of law or legal knowledge
4.	Ex Officio member	The concerned officer dealing with social welfare or women and child development in the district

*One of the nominees shall be a woman belonging to the SC/ST/OBC/Minority community notified by the Central Government.

3) External Members on the Complaints Committee/s

The Act refers to external members, which generally means persons who have expertise with the issue of sexual harassment. Given the largely intangible nature of workplace sexual harassment, there are a range of complexities involved in responding effectively to workplace sexual harassment complaints. For this reason, external third party/ members on the Complaints Committee/s (from civil society or legal background) should possess the following attributes:

1. Demonstrated knowledge, skill and capacity in dealing with workplace sexual harassment issues/complaints;
2. Sound grasp and practice of the legal aspects/implications.

Such expertise will greatly benefit Complaints Committees in terms of fair and informed handling of complaints to lead to sound outcomes. These external third party members shall be paid for their services on the Complaints Committees as prescribed.

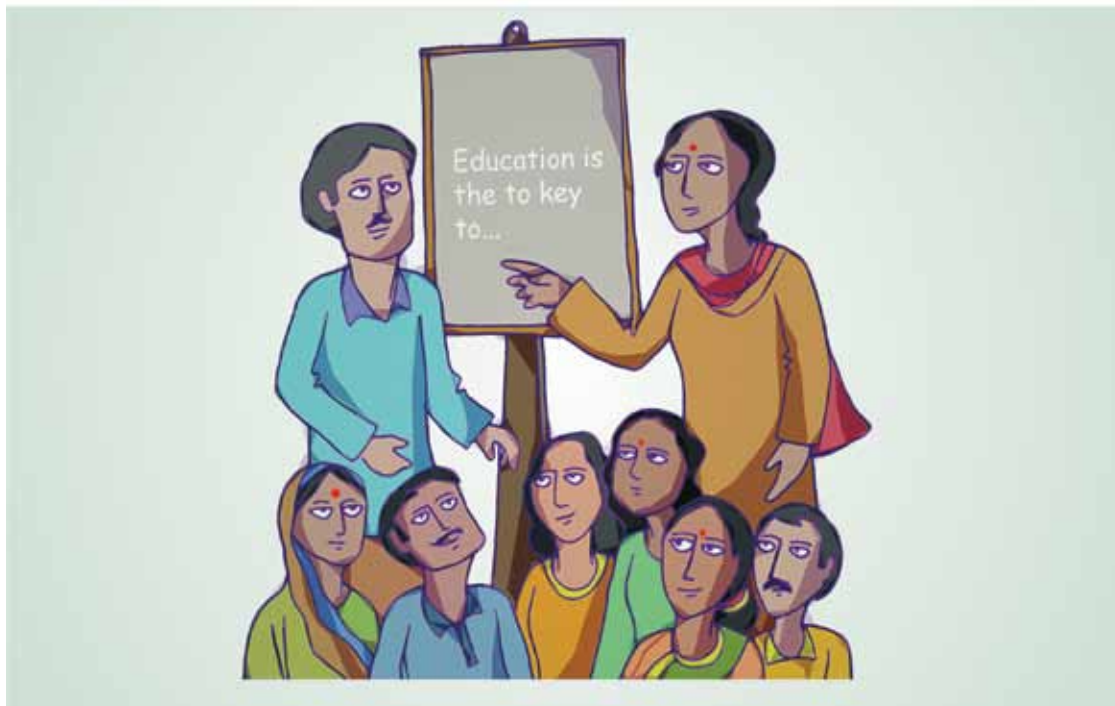
Criteria for the External Member

A 'person familiar with issues relating to women' would mean such persons who have expertise in issues related to sexual harassment and may include any of the following:

- At least 5 years of experience as a social worker, working towards women's empowerment and in particular, addressing workplace sexual harassment;
- Familiarity with labour, service, civil or criminal law.

3.2.2 Sexual Harassment at Workplace Policy

Employers/District Officers are responsible for complying with prohibition, prevention and redress of workplace sexual harassment. In practice, this means having a policy that: (1) prohibits unwelcome behaviour that constitutes workplace sexual harassment; (2) champions prevention of workplace sexual harassment through orientation, awareness and sensitization sessions; and (3) provides a detailed framework for redress.



3.2.3 Dissemination of Information and Awareness Generation

Employers/ District Officers have a legal responsibility to:

1. Effectively communicate a policy that prohibits unwelcome behaviour that constitutes workplace sexual harassment, and provides a detailed framework for prevention, and redress processes.
2. Carry out awareness and orientation for all employees.
3. Create forums for dialogue i.e. Panchayati Raj Institutions, Gram Sabhas, Women's Groups, Urban Local Bodies or like bodies, as appropriate.
4. Ensure capacity and skill building of Complaints Committees.
5. Widely publicize names and contact details of Complaints Committee members.

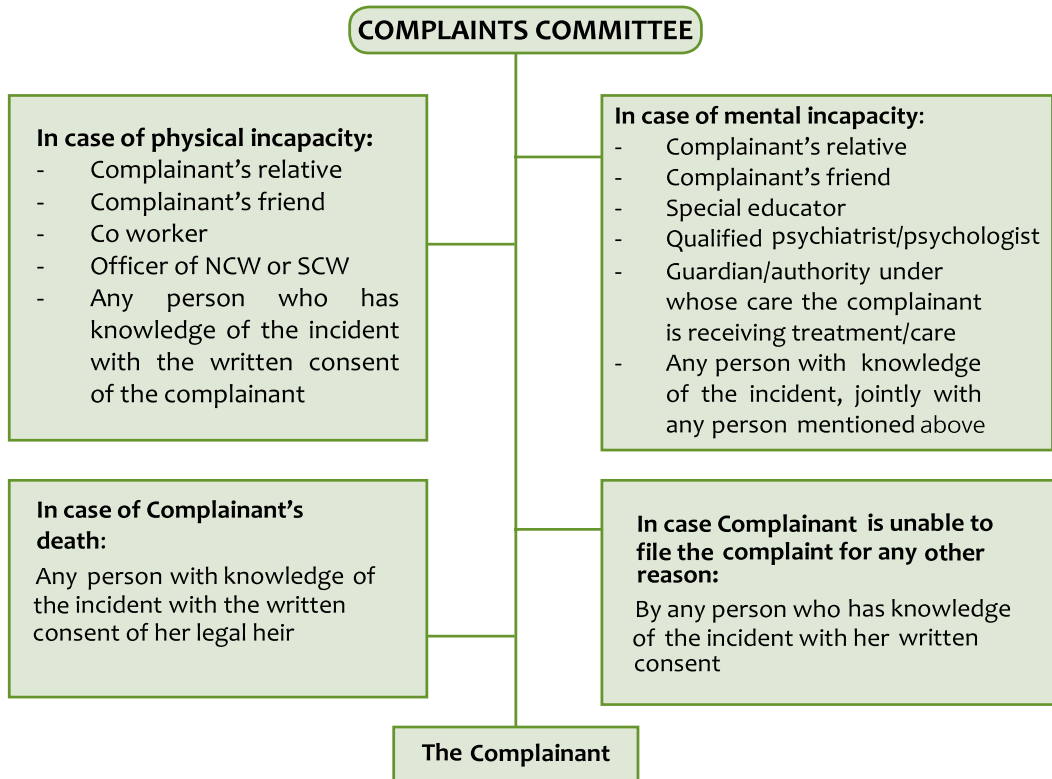
Redress

“...the time has come when women must be able to feel liberated and emancipated from what could be fundamentally oppressive conditions against which an autonomous choice of freedom can be exercised and made available by women. This is sexual autonomy in the fullest degree”

Late Chief Justice J.S. Verma, Justice Verma Committee Report, 2013

This section is about Redress. It provides helpful information on who can complain, to whom, and what a complaint should contain. It also gives information and lays out the steps involved when a complaint has reached the Complaints Committee, in terms of the process, findings and recommendations.

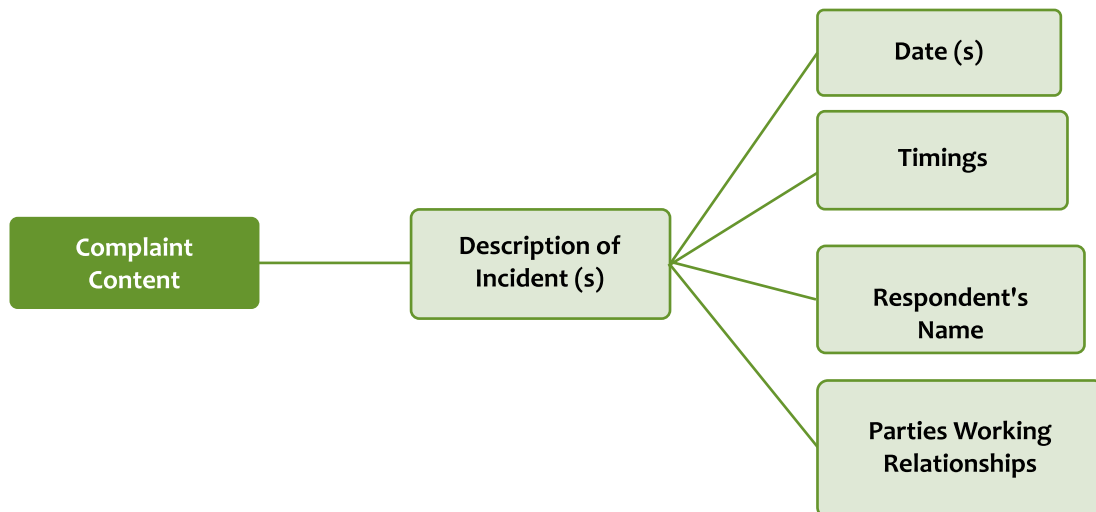
4.1 WHO CAN COMPLAIN AND WHERE?



Generally, where there are less than ten workers, any woman employee can complain to the Local Complaints Committee with the support of the Nodal Officer, when required. It is the responsibility of the District Officer to designate a person as the Nodal Officer in every block, taluka and tehsil in rural or tribal areas and wards or municipalities in the urban areas, to receive the complaints of workplace sexual harassment from women. The Nodal Officer will forward all such complaints within seven days of its receipt to the concerned Complaints Committee for appropriate action. In most other workplaces, a woman employee can make a complaint to the Internal Complaints Committee.

4.2 WHAT SHOULD THE COMPLAINT CONTAIN?

The written complaint should contain a description of each incident(s). It should include relevant dates, timings and locations; name of the respondent(s); and the working relationship between the parties. A person designated to manage the workplace sexual harassment complaint is required to provide assistance in writing of the complaint if the complainant seeks it for any reason.



4.3 WHAT CAN AN EMPLOYEE/WORKER EXPECT?

When it comes to redress for workplace sexual harassment, employee/worker has a right to expect -a **trained, skilled** and **competent** Complaints Committee, a time bound process, information confidentiality, assurance of non-retaliation, counselling or other enabling support where needed and assistance if the complainant opts for criminal proceedings.

4.3 A. RIGHTS OF THE COMPLAINANT

- An empathetic attitude from the Complaints Committee so that she can state her grievance in a fearless environment
- A copy of the statement along with all the evidence and a list of witnesses submitted by the respondent

- Keeping her identity confidential throughout the process
- Support, in lodging FIR in case she chooses to lodge criminal proceedings
- In case of fear of intimidation from the respondent, her statement can be recorded in absence of the respondent
- Right to appeal, in case, not satisfied with the recommendations/findings of the Complaints Committee

4.3 B. RIGHTS OF THE RESPONDENT

- A patient hearing to present his case in a non-biased manner
- A copy of the statement along with all the evidence and a list of witnesses submitted by the complainant
- Keeping his identity confidential throughout the process
- Right to appeal in case not satisfied with the recommendations/findings of the Complaints Committee

4.4 KEY RESPONSIBILITIES

To effectively address workplace sexual harassment complaints, a Complaints Committees must first be aware of their key responsibilities, some of which are highlighted below:

1. Be thoroughly prepared
2. Know the Act, Policy and/or relevant Service Rules
3. Gather and record all relevant information
4. Determine the main issues in the complaint
5. Prepare relevant interview questions
6. Conduct necessary interviews
7. Ensure parties are made aware of the process and their rights/responsibilities within it
8. Analyse information gathered
9. Prepare the report with findings/recommendations

4.5 KNOWLEDGE, SKILLS, TRAINING

Dealing with workplace sexual harassment complaints is often complex. Hence Complaints Committee/s must possess critical skills/capacity to effectively carry out their role. That includes a sound grasp of the Act, Vishaka Guidelines, applicable Service Rules, relevant laws and an understanding of workplace sexual harassment and related issues. Complaints Committee skills must include an ability to synthesise information i.e. relevant documents, the law and interviews. They should also be able to communicate effectively, write clearly, listen actively and conduct interviews. They should be competent at showing empathy, being impartial and being thorough. They should be able to identify sexual harassment and its impact.

A Complaints Committee/s is required to be trained in both **skill** and **capacity** to carry out a fair and informed inquiry into a complaint of workplace sexual harassment. An absence of such training will lead to unequal and unfair results, which can cost employers, employees, complainants as well as respondents.

FAIR AND INFORMED INQUIRY

Within 6 months of joining The Statesman newspaper, Rina Mukerhjee lost her job. While the company alleged that her work was “tardy” and “lacking in quality” it suppressed Rina’s complaint of sexual harassment against the news coordinator, Ishan Joshi. Within her first month of work, Rina had taken her complaint directly to the Managing Director, Ravinder Kumar. Time passed, nothing happened and Rina was fired. In a rare display of social context insight and clarity, the Industrial Tribunal (West Bengal) rejected the Statesman’s claim that Rina only referred to “professional” harassment in her complaint to Mr. Kumar. In the Tribunal’s view, Mr. Kumar’s failure to dig deeper was clearly suspect- “... it becomes clear that there was no Committee on Sexual Harassment, as per the Hon’ble Supreme Court’s direction in Vishaka vs State of Rajasthan, existing in The Statesman, at that relevant time. ...to expect-the lady workman to file a written complaint and not to believe the same, when it has been filed ‘at a later date’ is sheer bias.” The Statesman was ordered to reinstate Rina and grant her full back wages.

M/s The Statesmen Ltd. and Smt. Rina Mukherjee. Order of K.K. Kumai, Judge, dated 06.02.2013, Fourth Industrial Labour Tribunal (West Bengal)

4.6 DO’S AND DON’TS FOR COMPLAINTS COMMITTEE

DO’S

1. Create an enabling meeting environment.
2. Use body language that communicates complete attention to the parties.
3. Treat the complainant with respect.
4. Discard pre-determined ideas.
5. Determine the harm.

DON’TS

1. Get aggressive.
2. Insist on a graphic description of the sexual harassment.
3. Interrupt.
4. Discuss the complaint in the presence of the complainant or the respondent.

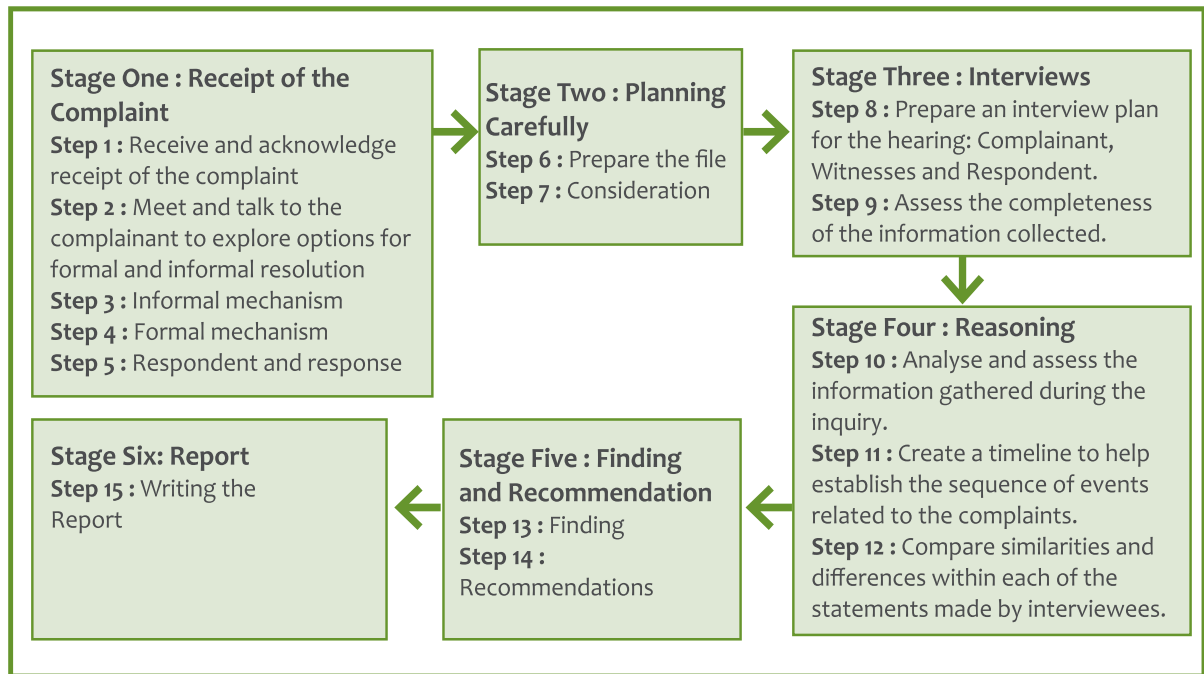


4.7 NON-NEGOTIABLES DURING THE INQUIRY PROCESS

During a redress process the Complaints Committee/s are required to assure confidentiality, non-retaliation and recommend interim measures as needed to conduct a fair inquiry.

4.8 THE SEXUAL HARASSMENT COMPLAINT PROCESS

The Complaints Committee/s needs to have information on the six stages (including fifteen steps), detailed below, for addressing a complaint of workplace sexual harassment.



STAGE ONE: RECEIPT OF THE COMPLAINT

A fair, prompt, and impartial inquiry process starts with a Complaints Committee capable of creating an environment of trust and confidence throughout the inquiry.

Step 1 : Receive and Acknowledge Receipt of the Complaint

The complainant submits a sexual harassment complaint in writing within three months of the last alleged incident to the Complaints Committee or any other person designated by the organization/ District Officer (i.e. Nodal Officer) to receive and manage complaints of sexual harassment.

Training and Skill Building : An Institutional Responsibility

It is important that both the Committee and any other person designated by the organization/ District Officer to receive or otherwise handle a sexual harassment complaint has there quired competency and skill building training formanaging a complaint and/or any concern related to workplace sexual harassment.

Upon receipt, the complaint should be reviewed for:

1. In the context of workplace that the sexual harassment complaint is to be met with under the Act, such as, Service Rules, Workplace Policy, Vishaka Guidelines and related laws.
2. Clarity in the complaint.
3. Additional information needed from the complainant.

The complainant will be notified in writing to acknowledge receipt.

Elements of the Behaviour

The complaint needs to satisfy the following elements:

- 1** The respondent displayed a potentially improper and/or offensive conduct which may come within workplace sexual harassment;
- 2** The behaviour was directed at the complainant;
- 3** The complainant experienced harm.
- 4** The behavior occurred in the workplace or at any location/any event related to work

Step 2: Meet and Talk to the Complainant to Explore Options for Formal and Informal Resolution

The complainant needs to be informed about the ensuing process and the informal or formal options available for the redress.

Step 3: Informal Mechanism

If the complainant chooses to adopt the informal process to resolve her complaint/experience of workplace sexual harassment, then it is the responsibility of the person designated to receive and manage the Complaints Committee to explore enabling ways to address the complaint. This can include counselling, educating, orienting, or warning the respondent to promptly stop the unwelcome behaviour or appointing a neutral person to act as a conciliator between the parties to resolve the complaint through conciliation.

However, before recommending conciliation, the Committee must assess the severity of the situation and if necessary, advise and enable the complainant to opt for the formal route. At no point, the Complaints Committee will advise the complainant to resolve the matter directly with the respondent. Where such an informal process is successful, such resolution is to be recorded by the conciliator and forwarded to the ICC/LCC who in turn will forward the same to the employer/District Officer for further action based on the resolution. Employers/District Officers are responsible for taking steps to ensure that the complainant is not subject to any backlash.

The choice of a formal process rests with the complainant even if the person responsible for managing the complaint believes that this can be resolved through an informal process.

Step 4: Formal Mechanism

1. If the complainant opts for formal redress, or the nature of the complaint is serious which calls for formal redress, then the Complaints Committee responds to the complaint.

2. Complaints Committee/s members must be free of any conflict of interest with either the concerned parties or with the outcome.
3. Ensure that the independent third party member has sound knowledge, skill, and experience in dealing with workplace sexual harassment complaints.

Step 5: Respondent and Response

1. As per the procedure provided in the Service Rule; or in absence of the same
2. Within seven days of receiving a complaint, the Complaints Committee will inform the respondent in writing that a complaint has been received.
3. The respondent will have an opportunity to respond to the complaint in writing within ten days thereafter.

STAGE TWO: PLANNING CAREFULLY

Step 6: Prepare the File

A sound inquiry relies on sound preparation. This includes taking into account the following steps:

1. Documentation

Create an independent confidential file of the complaint and all subsequent related documentation.

2. Review Law & Policy

Have a clear knowledge and understanding of the Act/Rules as well as the relevant Service Rules, Workplace Policy, Vishaka Guidelines, existing practices and related laws.

3. Make a List

Make a list of all the dates and events relating to the written complaint as well as the names of witnesses, where applicable.

Relevant Witnesses

The complaint may include the names of people believed to have witnessed the alleged incidents or those who may have been aware of other information directly related to the complaint. The respondent may also include the names of witnesses. In addition, the Complaints Committee also has the discretion to call any person as a witness, who it believes, has something to contribute to the inquiry process.

4. Supporting Documents

Obtain and review all supporting documents relevant to the complaint, including those presented by the complainant and the respondent.

5. Act Quickly

Create a plan. This can be used as an initial checklist to ensure that all of the critical elements are covered. It includes:

- a. The names of the parties and witnesses to be interviewed
- b. Any documentary support that needs to be examined
- c. Timeline

Preparing the Plan - Key Elements to Consider

1. Defining the Issues

What is the complaint

Questions or points that require clarification

2. Determining a violation of the Policy/Act

What information is needed to determine that there has been a violation

3. Logistics

Venue for conducting the interviews. Are special logistics required

Creating timelines for each

4. Critical Information

What documents need to be looked at

Witnesses to be questioned and in what order

5. Areas of Questioning

Questions for each specific incident and party/witness

Questions for each particular issue

Issues likely to require follow-up

Step 7: Consideration

1. Interim Measures

While a complaint is pending inquiry, a complainant can make a written request for her transfer or the transfer of the respondent, or for leave (upto 3 months). She can also request the Complaints Committee to restrain the respondent from reporting on her work performance or writing her confidential report or supervising her academic activities (in case she is in educational institution). Even in the absence of such a request, the Complaints Committee must take corrective action. It is essential to take these actions in order to prevent potential *ongoing sexual harassment*.

2. Support

Maintain clear, timely communication with the parties throughout the process. Provide complainants with any specific assistance they may require, such as counselling, addressing health-related concerns or sanctioning of leave.

STAGE THREE: INTERVIEWS

Step 8: Prepare an Interview Plan for the Hearing: Complainant, Witnesses, Respondent

1. Based on the results of the previous steps and before conducting interviews, the Complaints Committee should decide which issues need to be pursued for questioning.
2. Interviews are meant to obtain information that is relevant to the complaint from individuals.
3. Interviews should be conducted with each person *separately and in confidence*. *The complainant and the respondent should not be brought face to face with each other.*

Interviewing Tips

1. Introduction

Questioning the parties and witnesses in a situation of workplace sexual harassment is a sensitive task. The Complaints Committee must therefore proceed with empathy, while appreciating at times, a different version of the facts.

2. Questioning

Determine beforehand the following:

- Date, time, place and order of interviews
- Questions and their order
- Time for each interview

Generally rely on questions related to **who, what, where, when and how**. Remember:

- Questions ought to be clear and focused.
- Obtain as much information as possible through the interview.
- Do not share information gathered from other sources.

3. Choose an Appropriate Location

To create trust, comfort and openness

4. Explain the Interview Process

Explain how the interview will be conducted and what is expected

5. Records of the Interview

Take notes and explain the need for a proper record

6. Manage the Interview

The Chairperson of the Complaints Committee is responsible for ensuring the interviews are correctly carried out and due process followed

7. Sign Statements

At the conclusion of the interview, have those interviewed, sign and date statements made and recorded before the Complaints Committee



Step 9: Assess the Completeness of the Information Collected

At this stage, the Complaints Committee should review the information gathered and their factual relevance to each aspect of the complaint. This will help determine whether there is enough information to make a finding on the complaint.

STAGE FOUR: REASONING

Step 10: Once the information and review is complete, the Complaints Committee will make its reasoned finding(s), which involves having to:-

- Identify the substance of each aspect of the complaint.
- Determine, whether or not, on a **balance of probability**, the unwelcome sexual harassment took place.
- Check that such behaviour/conduct falls within the definition of sexual harassment set out in the relevant Act/Rules, Policy, Service Rules or law.
- Comment on any underlying factor(s) that may have contributed to the incident.

Step 11: Create a timeline to help establish the sequence of events related to the complaint.

Step 12: Compare similarities and differences within each of the statements made by the interviewees.

STAGE FIVE: FINDING AND RECOMMENDATION

Step 13: Finding

Based on the above, the Complaints Committee must arrive at a finding of whether the complaint is upheld, not upheld or inconclusive.

Provided, where both the parties are employees, before finalising the findings, the ICC/LCC shall share its finding with both the parties and provide them an opportunity to make representation against it before the Committee.

Step 14: Recommendations

Based on its findings, the Complaints Committee shall then make appropriate recommendations which may include:

1. Where the Complaints Committee is unable to uphold the complaint, it shall recommend no action.
2. Where the Complaints Committee upholds the Complaint, it may recommend such action as stated within the relevant Policy or Service Rules, which may include a warning to terminate.

In case service rules do not exist, recommended action may include:

- Disciplinary action, including a written apology, reprimand, warning, censure;
- Withholding promotion/ pay raise/ increment;
- Termination;
- Counselling;
- Community service.

3. The Complaints Committee may also recommend financial damages to the complainant, while deciding the amount they shall take into consideration:

- Mental trauma, pain, suffering and emotional distress caused;
- Medical expenses incurred;
- Loss of career opportunity;
- Income and financial status of the respondent.

If the amount is not paid it can be recovered as an arrear of land revenue.

4. The Complaints Committee can also give additional recommendations to address the underlying factors contributing to sexual harassment at the workplace.

STAGE SIX: REPORT**Step 15: Writing the Report**

The Complaints Committee will prepare a final report that contains the following elements:

- A description of the different aspects of the complaint;
- A description of the process followed;
- A description of the background information and documents that support or refute each aspect of the complaint;
- An analysis of the information obtained;
- Findings as stated above;
- Recommendations.

An inquiry must be completed within 90 days and a final report submitted to the Employer or District Officer (as the case may be) within ten days thereafter. Such report will also be made available to the concerned parties. The Employer or District Officer is obliged to act on the recommendations within 60 days. Any person not satisfied with the findings or recommendations of the Complaints Committee or non-implementation of the recommendations, may appeal in an appropriate court or tribunal, as prescribed under the Service Rules or where no such service rules exist, in such manner as may be prescribed.

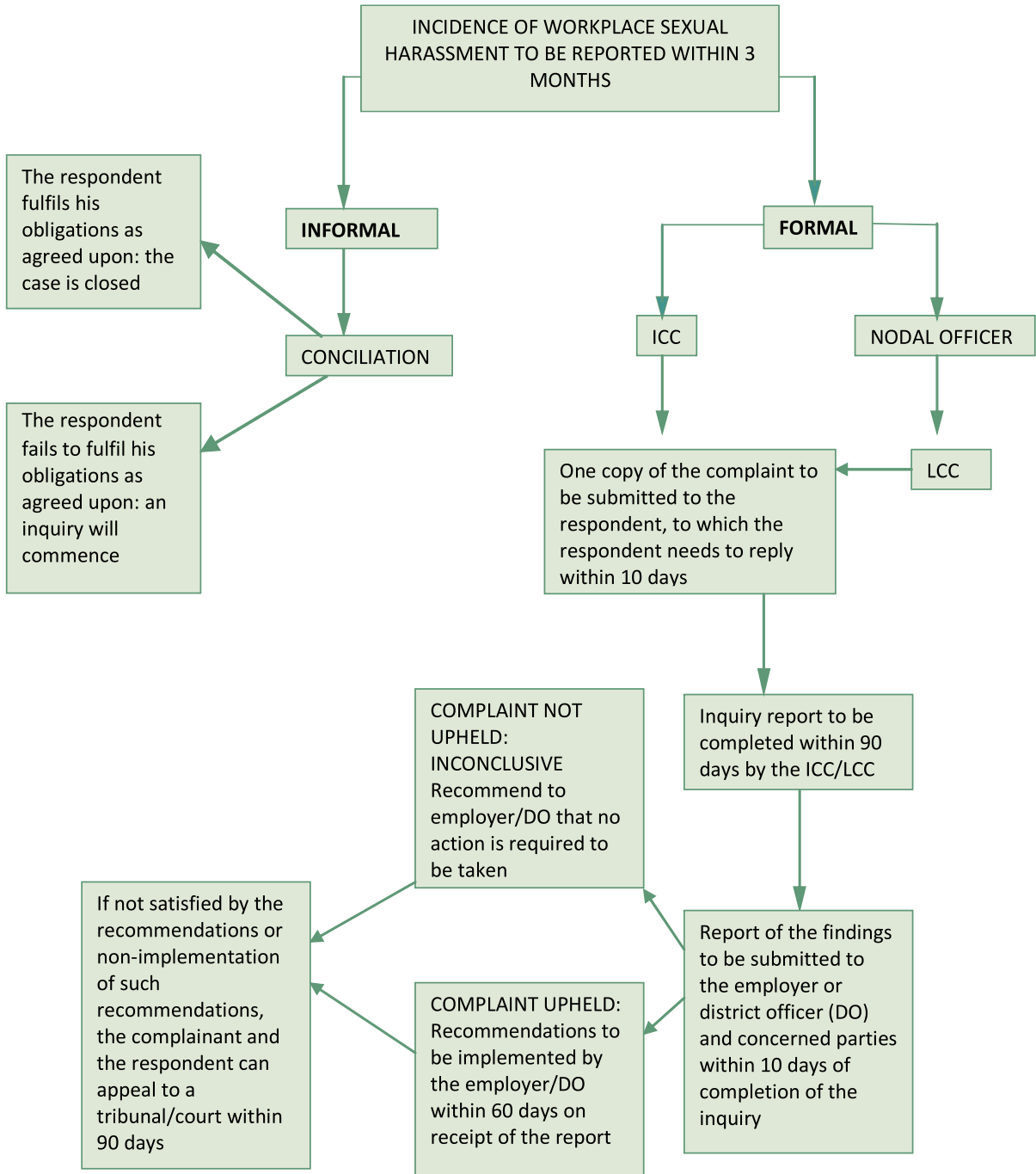
Given that most workspaces today are gender unequal and male-dominated, it is important that complaints by women be treated fairly and not dismissed. The mere inability to substantiate a complaint or provide adequate proof will not attract legal action against the complainant. However, making a false or malicious complaint or producing a forged or misleading document is an offence.

4.9 AT A GLANCE

1) Complaints Committee's Checklist

- Review the written complaints and response to complaints
- Review the applicable policy, the Act/Rules, Vishaka Guidelines and other relevant laws
- Develop a plan
- Meet with the complainant
- Meet with the respondent
- Meet with the witnesses
- Record statements and have them dated and signed
- Review and adapt the plan, as needed
- Proceed with further interviews, as needed
- Analyze all the facts to develop reasoning
- Arrive at the findings
- Give recommendations
- Prepare the report
- Submit the file to the organization or District Officer for implementation of the recommendations and for safe keeping.

INQUIRY PROCESS AT A GLANCE





2) Timelines as per the Act

Submission of Complaint	Within 3 months of the last incident
Notice to the Respondent	Within 7 days of receiving copy of the complaint
Completion of Inquiry	Within 90 days
Submission of Report by ICC/LCC to employer/DO	Within 10 days of completion of the inquiry
Implementation of Recommendations	Within 60 days
Appeal	Within 90 days of the recommendations

3) Confidentiality

The Act prohibits the publication or making known the contents of a complaint and the inquiry proceedings. Any breach of confidentiality will result in specific consequences.

The Act prohibits the disclosure of:

- Contents of the complaint;
- Identity and address of complainant, respondent and witnesses; Information pertaining to conciliatory/inquiry proceedings or recommendations of the ICC/LCC;
- Action taken by the employer/DO.

Accountability: Any person entrusted with the duty to handle or deal with the complaint, inquiry or any recommendations or action taken under the provisions of this Act.

Consequences: As per the Service Rules or Rs.5,000/ to be collected by the employer.

Exception: Dissemination of information regarding the justice secured without disclosure of name, address, identity and particulars of complainant or witnesses.

Section 4 completes the details of the Complaints Committee process in addressing formal complaints. It serves as a guideline to action in providing appropriate redress. The manner in which a complaint is addressed will make all the difference to the equal rights of working women as well as the kind of workplace culture being promoted.

Monitoring

“Vishaka was a victory for all women”
Bhanwari Devi

This section refers to ways in which application of the Act at all workplaces is monitored. Monitoring is a way to ensure compliance of the Act on the ground. As an additional means of monitoring, the Act mandates the submission of Annual Reports with specific information as well as specific consequences where compliance is lacking.

The Act authorizes Appropriate Government to monitor the implementation of the Act. As per the Act, Appropriate Government means:

- i. In relation to a workplace which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly-
 - a. By the Central Government or the Union Territory administration, the Central Government;
 - b. By the State Government, the State Government;
- ii. In relation to any workplace not covered under sub-clause (i) and falling within its territory, the State Government;

Thus to monitor the Act, the Appropriate Government has the authority to undertake any of the following measures:

5.1 Inspection

In relation to workplace sexual harassment, when it is in the public interest or in the interest of women employees, every employer/District Officer can be ordered by the Appropriate Government i.e. State and Central Government, to make available any information, record or document, including opening its workplace for inspection relating to the same.

5.2 Annual Report

The Appropriate Government is entrusted with the monitoring of the implementation of this Act and for maintaining the data on the number of cases filed and disposed of under it. In particular, the Act mandates submission of an Annual Report by the ICC/LCC to the employer/District Officer.



The District Officer will forward a brief report on the annual reports to the appropriate State Government. Such reports must include the following information:

- a. No. of complaints received;
- b. No. of complaints disposed of;
- c. No. of cases pending for more than 90 days;
- d. No. of workshops/awareness programmes carried out;
- e. Nature of action taken by the employer/DO;

The Report of ICC will be forwarded to the DO through the employer.

5.3 Penalties

An employer can be subjected to a penalty of up to INR 50,000 for:

- Failure to constitute Internal Complaints Committee
- Failure to act upon recommendations of the Complaints Committee; or
- Failure to file an annual report to the District Officer where required; or
- Contravening or attempting to contravene or abetting contravention of the Act or Rules.

Where an employer repeats a breach under the Act, they shall be subject to:

- Twice the punishment or higher punishment if prescribed under any other law for the same offence.
- Cancellation/Withdrawal/Non-renewal of registration/license required for carrying on business or activities.

Monitoring is a critical yardstick to measure success in terms of compliance with the Act. Additionally, it highlights those areas, in terms of law and practice, which may require improvement and/or additional information and guidance at both the State as well as the workplace levels.

Global Norms and Good Practices

Increasing awareness and compliance with international standards is a reminder that we must not lose sight of the goal. Over the years, the international community has developed benchmarks that provide guidance on what the laws around workplace sexual harassment should look like in practice. The key benchmarks are listed below:

1. Recognition that workplace sexual harassment is a form of human rights violation.ⁱ
2. Recognition that sexual harassment is a form of gender-specific violence.ⁱⁱ
3. Equality, dignity and worth of a human person must be emphasized.
4. Gender-based violence includes sexual harassment and impairs the enjoyment by women of several basic human rights and fundamental freedoms.ⁱⁱⁱ Some of these rights include:
 - The right to life, the right to liberty and security of the person.
 - The right to equal protection under the law.
 - The right to the highest standard attainable of physical and mental health.
 - The right to just and favourable conditions of work.^{iv}
5. Eliminating violence against women and advancing women's equality includes the right to be free from workplace sexual harassment.^v
6. Legislation on violence against women should define violence to include sexual harassment. Such legislation should also recognize sexual harassment as a form of discrimination and a violation of women's rights with health and safety consequences.^{vi}
7. The International Labour Organization (ILO) has also drawn specific attention to domestic workers, who have a right to “enjoy effective protection against all forms of abuse, harassment and violence.”^{vii}

In terms of practice, international law and policy frameworks have an important role to play in encouraging the adoption of an understanding of sexual harassment as a fundamental human right and equality issue, and not just a problem for labour/employment law to solve.

Converting these concepts into practice involves constant monitoring and adapting to changing circumstances. As a start, six simple steps to keep in mind and practice in any workplace should involve the following:

1. Make sure there is a policy that has been “effectively” communicated to all workers, irrespective of whether they are paid or volunteers.
2. Display details of both informal and formal ways available to a worker to address/complain about workplace sexual harassment.
3. Undertake orientation on workplace sexual harassment for all workers in respective organizations, establishments or institutions.
4. A Complaints Committee which is trained in terms of skill and capacity is critical for building trust.
5. Encourage senior persons/leaders/supervisors or any person who can influence employment-related decisions, to become role models.
6. Men and women should be included in building a culture which no longer tolerates workplace sexual harassment.

Legally, workplace sexual harassment can no longer be dismissed as some moral transgression. The Vishaka Guidelines raised that bar, when for the first time it recognized “each incident of sexual harassment” as a violation of the fundamental right to equality. That notion has found its way into the Act, which promotes the right of women as citizens to a workplace free of sexual harassment. Complaints Committees at all workplaces are now charged with the role to ensure that the right remains intact, through a fair, informed, user-friendly process of redress.

Prioritising prevention and establishing a redress mechanism, which comprises of 50 per cent women, a woman chair and an external third party expert, is India’s innovative model in responding to working women’s experience of sexual harassment. Assuming adequate changes follow, in both law and practice to meet global benchmarks, that model can evolve into an exemplary best practice. To get there, workplaces in India today, must rise to the requirement of promoting gender equality.

ⁱ General Recommendation 12 of 1989, Committee on the Elimination of All Forms of Discrimination against Women.

ⁱⁱ General Recommendation 19 of 1992, Convention on the Elimination of All Forms of Discrimination against Women (CEDAW).

ⁱⁱⁱ Ibid.

^{iv} Article 3, Declaration on the Elimination of Violence against Women, 1993.

^v The Beijing Platform of Action drawn at the United Nations’ Women’s Conference in Beijing in 1995.

^{vi} United Nations UN Division for the Advancement of Women *Handbook for Legislation on Violence Against Women* (UN Handbook).
<http://www.un.org/womenwatch/daw/vaw/handbook/Handbook%20for%20legislation%20on%20violence%20against%20women.pdf>

^{vii} Article 5, ILO Decent Work for Domestic Workers Convention, 2011 (No. 189).





Towards a new dawn

Government of India
Ministry of Women and Child Development



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ANTI-SEXUAL HARASSMENT COMMITTEE

Ref No: CEC/IQAC/ASHC/ACY 2023-2024/OR/01

CIRCULAR

DATE: 05/09/2023

The meeting of the Anti-Sexual Harassment Committee is scheduled on 06/09/2023 in the principal's office at 3.30 PM.

Agenda:

- 1) Reconstitution of the Anti-Sexual Harassment Committee Members
- 2) Welcome and introduce the new members
- 3) Discuss the Roles and responsibilities of the committee members

The following members are nominated as committee members for the Anti-Sexual Harassment Committee for ACY 2023-2025.

Sl No	Name	Department	Designation	Signature
1.	Dr. H N Thippeswamy	Principal	Chairman	
2	Dr. Jyothi P	Professor & HOD / Mathematics	Convener	
3	Ms. Kamala Ishwar	NGO (External)	Member	
4	Dr. Sowmya Naik P T	HOD / CSE & EO	Member	
5	Dr . Sujatha P	Professor & HOD / Physics	Member	
6	Dr. Shalini Prasad	ECE	Member	
7	Ms. Ambika P R	CSE	Member	
8	Mr. Mathenulla Shariff	Placement	Member	
9	Mr. Basavaraj	Library	Member	
10	Ms. Vani	Admin Staff	Member	
11	Ms. Hitha	Instructor	Member	
12	Ms. Bhavani	Student	Member	
13	Ms. Manogna	Student	Member	

CONVENER

PRINCIPAL

Copy to:

- 1) IQAC
- 2) Principal



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Record of meeting, Subject, Agenda, Attendance, Action Taken Report, Minutes

Subject: Anti-Sexual Harassment Committee Meeting

Meeting No.	Ref No: CEC/IQAC/ASHC/ACY 2023-2024/OR/01	Date: 06-09-2023	Time	3.30 PM
Agenda Points	1.	Reconstitution of the committee members		
	2.	Welcome and introduce the new committee members		
	3.	Discuss the roles and responsibilities of the members		
	4.	Awareness about sexual harassment policies and rules		

Members Present

Si No	Name	Department	Post	Signature
1.	Dr. H N Thippeswamy	Principal	Chairman	
2	Dr. Jyoti P	Professor & HOD / Mathematics	Convener	
3	Ms. Kamala Ishwar	NGO (External)	Member	
4	Dr. Sowmya Naik P T	HOD / CSE & EO	Member	
5	Dr. Sujatha	Professor & HOD / Physics	Member	
6	Dr. Shalini Prasad	ECE	Member	
7	Ms. Ambika P R	CSE	Member	
8	Mr. Mathenulla Shariff	Placement	Member	
9	Mr. Basavaraj	Library	Member	
10	Ms. Vani	Office Staff	Member	
11	Ms. Hitha	Instructor	Member	
12	Ms. Bhavani	Student	Member	
13	Ms. Manogna	Student	Member	

Minutes of Meeting

- 1) The Chairman informed about the reconstitution of the Anti-Sexual Harassment committee
- 2) The chairman welcomed and introduced the new committee members
- 3) The convener discussed the roles and responsibilities of the committee members, which was agreed upon and approved by all the members

Roles & Responsibilities

- Function: Assuring a sexual harassment-free academic, workplace environment and preventing sexual harassment by protecting women at the workplace.
 - Planning and organizing an awareness program on sexual harassment to create a protected physical and social environment to ensure that there is no act of sexual harassment
 - Receiving complaints from students/staff of the institution claiming sexual harassment in the workplace.
 - Any complaint received by the members should be immediately forwarded and this must be notified to other committee members at the earliest and a meeting should be called to discuss the matter.
 - The Committee shall discuss and decide to deal with the case or reject the complaint and recommend to the Institute that action/no action is required to be taken in the matter
 - The Committee shall proceed to make inquiry into the complaint in accordance with the provisions of the service rules applicable to the respondent considering sexual harassment as misconduct.
 - Ensuring confidentiality concerning complaints registered and follow-up actions.
 - Providing a redressal mechanism for complaints relating to sexual harassment at the workplace.
 - **Term:** The committee's tenure is 2 years
- 4) The meeting concluded by thanking all the members

Action Taken Report

SI No	Description	Action Taken
1.	New committee members introduction	The list of new committee members was put up on all notice boards
2.	Awareness about sexual harassment policies	Posters were displayed about sexual harassment policies


CONVENER


PRINCIPAL

Copy to:

- 1) IQAC
- 2) Principal



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ANTI-SEXUAL HARASSMENT COMMITTEE

Ref No: CEC/IQAC/ASHC/ACY 2023-2024/OR/02

CIRCULAR

DATE: 11/09/2023

The meeting of the Anti-Sexual Harassment Committee is scheduled on 13/09/2023 in the principal's office at 3.30 PM.

Agenda

- 1) Creating awareness among staff and students about the Sexual harassment policies and rules
- 2) Method of posting the complaints
- 3) Any complaints if any.

The following members are requested to attend the meeting

Si No	Name	Department	Post	Signature
1.	Dr. H N Thippeswamy	Principal	Chairman	
2	Dr. Jyoti P	Professor & HOD / Mathematics	Convener	
3	Ms. Kamala Ishwar	NGO (External)	Member	
4	Dr. Sowmya Naik P T	HOD / CSE & EO	Member	
5	Dr . Sujata	Professor & HOD / Physics	Member	
6	Dr. Shalini Prasad	ECE	Member	
7	Ms. Ambika P R	CSE	Member	
8	Mr. Mathenulla Shariff	Placement	Member	
9	Mr. Basavaraj	Library	Member	
10	Ms. Vani	Office Staff	Member	
11	Ms. Hitha	Instructor	Member	
12	Ms. Bhavani	Student	Member	
13	Ms. Manogna	Student	Member	

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Record of meeting, Subject, Agenda, Attendance, Action Taken Report, Minutes

Subject: Anti-Sexual Harassment Committee Meeting

Meeting No.	Ref No: CEC/IQAC/ASHC/ACY 2023-2024/OR/02	Date: 13-09-2023	Time	3.30 PM
	1.	Creating awareness about the Sexual harassment policies and rules		
	2.	Method of posting the complaints		

Members Present

Si No	Name	Department	Post	Signature
1.	Dr. H N Thippeswamy	Principal	Chairman	
2	Dr. Jyoti P	Professor & HOD / Mathematics	Convener	
3	Ms. Kamala Ishwar	NGO (External)	Member	
4	Dr. Sowmya Naik P T	HOD / CSE & EO	Member	
5	Dr . Sujatha	Professor & HOD / Physics	Member	
6	Dr. Shalini Prasad	ECE	Member	
7	Ms. Ambika P R	CSE	Member	
8	Mr. Mathenulla Shariff	Placement	Member	
9	Mr. Basavaraj	Library	Member	
10	Ms. Vani	Office Staff	Member	
11	Ms. Hitha	Instructor	Member	
12	Ms. Bhavani	Student	Member	
13	Ms. Manogna	Student	Member	

Minutes of Meeting

- 1) The committee decided to display boards regarding anti-sexual harassment policies at strategic locations.
- 2) Written complaint can be given to the chairman of the committee or post it in ERP Portal using the link <https://webprosindia.com/cityec> or a letter to the principal.
- 3) The methods mentioned in Si No 2 was posted in all staff and student groups on WhatsApp.
- 4) Convener informed that no complaints were received



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Action Taken Report

Si No	Grievance	Action Taken
1	Creating awareness about anti-sexual harassment policies	Boards displayed in different places on campus to create awareness among students
2	Method of reporting a complaint	Students have been informed through their WhatsApp groups that a written complaint can be given or can be posted in the ERP Portal and the link has also been shared.
3	Informing about all methods of complaints receiving methods to students and staff	The methods mentioned was posted in all staff and student groups on WhatsApp


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ANTI-SEXUAL HARASSMENT COMMITTEE

Ref No: CEC/IQAC/ASHC/ACY 2023-2024/OR/03

CIRCULAR

DATE: 10/05/2024

The second meeting of the Anti-Sexual Harassment Committee is scheduled on 11/05/2024 in the principal's office at 3.30 PM.

Agenda

- 1) Monitoring the student activities on the campus, near entrance gates, cricket ground and also in the parking lot
- 2) Complaints registered if any

The following members are requested to attend the meeting

Si No	Name	Department	Post	Signature
1.	Dr. S Karunakara	Principal	Chairman	
2	Dr. Jyoti P	Professor & HOD / Mathematics	Convener	
3	Ms. Kamala Ishwar	NGO (External)	Member	
4	Dr. Sowmya Naik P T	EO & HOD / CSE	Member	
5	Dr. Sujatha	Professor & HOD / Physics	Member	
6	Dr. Shalini Prasad	ECE	Member	
7	Dr. Ambika P R	CSE	Member	
8	Mr. Mathenulla Shariff	Placement	Member	
9	Mr. Basavaraj	Library	Member	
10	Ms. Vani	Office Staff	Member	
11	Ms. Hitha	Instructor	Member	
12	Ms. Bhavani	Student	Member	
13	Ms. Manogna	Student	Member	

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Record of meeting, Subject, Agenda, Attendance, Action Taken Report, Minutes

Subject: Anti-Sexual Harassment Committee Meeting

Meeting No.	Ref No: CEC/IQAC/ASHC/ACY 2023-2024/OR/03	Date: 11-05-2024	Time	3.30 PM
Agenda Points	1.	Monitoring the student activities in the campus, near entrance gates, cricket ground and also in the parking lot		
	2.	Complaints registered if any		

Members Present

Sl No	Name	Department	Post	Signature
1.	Dr. S Karunakara	Principal	Chairman	
2	Dr. Jyoti P	Professor & HOD / Mathematics	Convener	
3	Ms. Kamala Ishwar	NGO (External)	Member	
4	Dr. Sowmya Naik P T	EO & HOD / CSE	Member	
5	Dr . Sujatha	Professor & HOD / Physics	Member	
6	Dr. Shalini Prasad	ECE	Member	
7	Dr. Ambika P R	CSE	Member	
8	Mr. Mathenulla Shariff	Placement	Member	
9	Mr. Basavaraj	Library	Member	
10	Ms. Vani	Office Staff	Member	
11	Ms. Hitha	Instructor	Member	
12	Ms. Bhavani	Student	Member	
13	Ms. Manogna	Student	Member	

Minute Of Meeting

- 1) The convener informed the committee members to go on surprise rounds and monitor the activities of the students in the canteen, library, classrooms, labs, near the entrance gates, playground, and in the parking place
- 2) The procedures to report any complaints were discussed and approved by the committee members.
- 3) There were no complaints registered
- 4) The meeting concluded by thanking all the members



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Action Taken Report

Si No	Description	Action Taken
1	Faculty to go on surprise rounds	The committee members are going on surprise visits to the canteen, classrooms, labs, entrance gates, cricket ground and parking lot
2		The procedure to report any complaints was circulated to the students through their WhatsApp groups
3	Any other complaints	No complaints received


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WOMEN EMPOWERMENT COMMITTEE

Ref No: CEC/IQAC/WEC/ACY 2023-2024/OR/01

CIRCULAR

DATE: 13/07/2023

The Women Empowerment Committee meeting is scheduled on 14/07/2023 in principal's office at 3:15 PM.

Agenda

- Measures to take up the safety measures in the campus.
- Review existing policies related to women empowerment.
- Define metrics and indicators to track progress and impact.
- Grievance if any
- Suggestions if any

The following members are requested to attend the meeting.

SL NO	NAME	DEPARTMENT	DESIGNATION	SIGNATURE
1	Dr. H N Thippeswamy	Principal	Chairman	
2	Ms. Vani	Admin Staff	Member Secretary	
3	Ms. Ambika P R	CSE	Convener	
4	Dr. Jyothi P	Vice Principal	Member	
5	Dr. Sujatha K	HOD Physics	Member	
6	Dr. Sowmya Naik P T	HOD CSE	Member	
7	Dr. Shalini Prasad	HOD ECE	Member	
8	Ms. Hitha	Student	Member	
9	Ms. Chinmayi	Student	Member	

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Record of meeting, Subject, Agenda, Attendance, Action Taken Report, Minutes

Subject: Women Empowerment Committee Meeting

Meeting No.	RefNo: CEC/QAC/WEC/ACY 2023-2024/OR/01	Date: 14/07/2023	Time	3:15 PM
Agenda	1.	Measures to take up the safety measures in the campus.		
	2.	Review existing policies related to women empowerment.		
	3.	Define metrics and indicators to track progress and impact.		
	4.	Any grievance received		
	5.	Suggestions if any		

Members Present

SL NO	NAME	DEPARTMENT	DESIGNATION	SIGNATURE
1	Dr. H N Thippeswamy	Principal	Chairman	
2	Ms. Vani	Admin Staff	Member Secretary	
3	Ms. Ambika P R	CSE	Convener	
4	Dr. Jyothi P	Vice Principal	Member	
5	Dr. Sujatha K	HOD Physics	Member	
6	Dr. Sowmya Naik P T	HOD CSE	Member	
7	Dr. Shalini Prasad	HOD ECE	Member	
8	Ms. Hitha	Student	Member	
9	Ms. Chinmayi	Student	Member	

Minutes of Meeting

- Principal, Dr. H N Thippeswamy sir greeted all the members and started the meeting as per agenda.
- Discuss and propose measures to improve safety on campus, focusing on the specific concerns and needs of women students and staff.
- Review current security protocols, lighting, surveillance systems, and emergency response procedures.
- Identify areas where policies may need revision or enhancement to better support women students and staff.
- No other grievances were received.
- Meeting concluded with thanking all the members




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Action Taken Report

Sl No	Description	Action Taken
1	Emergency Response	For emergency service can contact committee members or any teacher
2	Student Support	An awareness program will be scheduled promptly.


Convener


Principal



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WOMEN EMPOWERMENT COMMITTEE

Ref No: CEC/IQAC/WEC/ACY 2023-2024/OR/02

CIRCULAR

DATE: 03/01/2024

The Women Empowerment Committee meeting is scheduled on 04/01/2024 in principal's office at 3:15 PM.

Agenda

1. To discuss the action taken on the minutes of previous meeting.
2. Measures to take up the safety measures in the campus.
3. Awareness Campaigns and Events
4. Grievance if any
5. Suggestions if any

The following members are requested to attend the meeting.

SL NO	NAME	DEPARTMENT	DESIGNATION	SIGNATURE
1	Dr. H N Thippeswamy	Principal	Chairman	
2	Ms. Vani	Admin Staff	Member Secretary	
3	Ms. Ambika P R	CSE	Convener	
4	Dr. Jyothi P	HOD Mathematics	Member	
5	Dr. Sujatha K	HOD Physics	Member	
6	Dr. Sowmya Naik PT	HOD CSE	Member	
7	Dr. Shalini Prasad	HOD ECE	Member	
8	Ms. Hitha	Student	Member	
9	Ms. Chinmayi	Student	Member	

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Record of meeting, Subject, Agenda, Attendance, Action Taken Report, Minutes

Subject: Women Empowerment Committee Meeting

Meeting No.	Ref No: CEC/IQAC/WEC/ACY 2023-2024/OR/02	Date: 04/01/2024	Time	3.15 PM
Agenda	1.	To discuss the action taken on the minutes of previous meeting.		
	2.	Measures to take up the safety measures in the campus.		
	3.	Awareness Campaigns and Events		
	4.	Grievance if any		
	5.	Suggestions if any		

Members Present

SL NO	NAME	DEPARTMENT	DESIGNATION	SIGNATURE
1	Dr. H N Thippeswamy	Principal	Chairman	
2	Ms. Vani	Admin Staff	Member Secretary	
3	Ms. Ambika P R	CSE	Convener	
4	Dr. Jyothi P	HOD Mathematics	Member	
5	Dr. Sujatha K	HOD Physics	Member	
6	Dr. Sowmya Naik P T	HOD CSE	Member	
7	Dr. Shalini Prasad	HOD ECE	Member	
8	Ms. Hitha	Student	Member	
9	Ms. Chinmayi	Student	Member	

Minutes of Meeting

- Principal, Dr. H N Thippeswamy sir greeted all the members and started the meeting as per agenda.
- Planning for health awareness camps focusing on women's health issues.
- Upcoming Events like Women's day celebration.
- Enhance communication channels for better engagement with women beneficiaries.
- An awareness program was organized for First year students.
- The guidelines for 2023-24 for "Women Empowerment Committee" has been discussed and accepted by all the members of the committee.
- No other grievances were received.
- Meeting concluded with thanking all the members

Action Taken Report



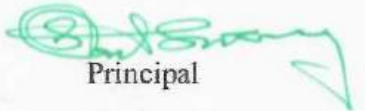
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Sl No	Description	Action Taken
1	Women Day Celebration	Will be conducted in March
2	Health Awareness Program	A health awareness program will be scheduled


Convener


Principal



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INTERNAL EXAMINATION COMMITTEE

Ref No: CEC/IQAC/IEC/ACY 2023-2024/OR/01

CIRCULAR

DATE: 11/07/2023

The Internal Examination Committee meeting is scheduled on 12/07/2023 in principal's office at 3:15 PM.

Agenda

- 1) Review of upcoming examination schedules.
- 2) Discussion on examination policies and guidelines.
- 3) Coordination of invigilation duties.
- 4) Addressing student queries and concerns.

The following members are requested to attend the meeting.

SL NO	NAME	DEPARTMENT	DESIGNATION	SIGNATURE
1	Dr. H N Thippeswamy	Principal	Chairman	
2	Dr. Sowmya Naik PT	Prof & HOD CSE	Member Secretary	
3	Dr. Jyothi P	Vice Principal	Convener	
4	Dr. S Karunakara	HOD Mechanical	Member	
5	Dr. Rajashekar P	HOD Chemistry	Member	
6	Dr. Sujatha K	HOD Physics	Member	
7	Mr. G S Mallikarjun	HOD ECE	Member	
8	Dr. S Vagdevi	HOD AIML	Member	
9	Mr. B Sakthivel	HOD ISE	Member	
10	Ms. Hina Nazneen	CSE	Member	
11	Ms. Tara V K	CSE	Member	

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Record of meeting, Subject, Agenda, Attendance, Action Taken Report, Minutes

Subject: Internal Examination Committee Meeting

Meeting No.	Ref No: CEC/IQAC/AEC/ACY 2023-2024/OR/01	Date: 12/07/2023	Time	3:15 PM
Agenda	1)	Review of upcoming examination schedules.		
	2)	Discussion on examination policies and guidelines.		
	3)	Coordination of invigilation duties.		
	4)	Addressing student queries and concerns.		

Members Present

SL NO	NAME	DEPARTMENT	DESIGNATION	SIGNATURE
1	Dr. H N Thippeswamy	Principal	Chairman	
2	Dr. Sowmya Naik P T	HOD CSE	Member Secretary	
3	Dr. Jyothi P	Vice Principal	Convener	
4	Dr. S Karunakara	HOD Mechanical	Member	
5	Dr. Rajashekar P	HOD Chemistry	Member	
6	Dr. Sujatha K	HOD Physics	Member	
7	Mr. G S Mallikarjun	HOD ECE	Member	
8	Dr. S Vagdevi	HOD AIML	Member	
9	Mr. B Sakthivel	HOD ISE	Member	
10	Ms. Hina Nazneen	CSE	Member	
11	Ms. Tara V K	CSE	Member	

Minutes of Meeting

1) Review of upcoming Examination Schedules

- Examination dates were confirmed for the upcoming semester.
- Discussion on the distribution of exam schedules to students and faculty.

2) Discussion on Examination Policies and Guidelines.

- Reviewed and updated the examination policies to ensure fairness and integrity.
- Emphasized the importance of adherence to examination protocols by both students and staff.

3) Coordination of Invigilation Duties

- Invigilation schedule was prepared and assigned to committee members.
- Discussed contingency plans for invigilator absences



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4) Addressing Student Queries and Concerns

- Reviewed common concerns raised by students regarding examinations.
 - Decided on steps to communicate policies clearly and address any misunderstandings.
- 5) No other grievances were received.
- 6) Meeting concluded with thanking all the members

Action Taken Report

Sl No	Grievance	Action Taken
1	Examination policies	Examination policies is followed by all faculty


Convener


Principal
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EXTERNAL EXAMINATION COMMITTEE

Ref No: CEC/IQAC/EEC/ACY 2023-2024/OR/01

CIRCULAR

DATE: 11/07/2023

The External Examination Committee meeting is scheduled on 12/07/2023 in principal's office at 3:15 PM.

Agenda

- 1) Review of upcoming examination schedules.
- 2) Discussion on examination policies and guidelines.
- 3) Coordination of invigilation duties.
- 4) Addressing student queries and concerns.

The following members are requested to attend the meeting.

SL NO	NAME	DEPARTMENT	DESIGNATION	SIGNATURE
1	Dr. H N Thippeswamy	Principal	Chairman	
2	Dr. Sowmya Naik P T	HOD CSE	Member Secretary	
3	Dr. Jyothi P	Vice Principal	Convener	
4	Dr. S Karunakara	HOD Mechanical	Member	
5	Dr. Rajashekar P	HOD Chemistry	Member	
6	Dr. Sujatha K	HOD Physics	Member	
7	Mr. G S Mallikarjun	HOD ECE	Member	
8	Dr. S Vagdevi	HOD AIML	Member	
9	Mr. B Sakthivel	HOD ISE	Member	
10	Ms. Hina Nazneen	CSE	Member	
11	Ms. Tara V K	CSE	Member	


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Record of meeting, Subject, Agenda, Attendance, Action Taken Report, Minutes

Subject: External Examination Committee Meeting

Meeting No.	Ref No: CEC/IQAC/EEC/ACY 2023-2024/OR/01	Date: 12/07/2023	Time	3:15 PM
Agenda	1)	Review of upcoming examination schedules.		
	2)	Discussion on examination policies and guidelines.		
	3)	Coordination of invigilation duties.		
	4)	Addressing student queries and concerns.		

Members Present

SL NO	NAME	DEPARTMENT	POST	SIGNATURE
1	Dr. H N Thippeswamy	Principal	Chairman	
2	Dr. Sowmya Naik PT	HOD CSE	Member Secretary	
3	Dr. Jyothi P	Vice Principal	Convener	
4	Dr. S Karunakara	HOD Mechanical	Member	
5	Dr. Rajashekar P	HOD Chemistry	Member	
6	Dr. Sujatha K	HOD Physics	Member	
7	Mr. G S Mallikarjun	HOD ECE	Member	
8	Dr. S Vagdevi	HOD AIML	Member	
9	Mr. B Sakthivel	HOD ISE	Member	
10	Ms. Hina Nazneen	CSE	Member	
11	Ms. Tara V K	CSE	Member	

Minutes of Meeting

1) Review of upcoming Examination Schedules

- Examination dates were confirmed for the upcoming semester.
- Discussion on the distribution of exam schedules to students and faculty.

2) Discussion on Examination Policies and Guidelines.

- Reviewed and updated the examination policies to ensure fairness and integrity.
- Emphasized the importance of adherence to examination protocols by both students and staff.

3) Coordination of Invigilation Duties

- Invigilation schedule was prepared and assigned to committee members.
- Discussed contingency plans for invigilator absences.



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4) Addressing Student Queries and Concerns

- Reviewed common concerns raised by students regarding examinations.
 - Decided on steps to communicate policies clearly and address any misunderstandings.
- 5) No other grievances were received.
- 6) Meeting concluded with thanking all the members

Action Taken Report

Sl No	Grievance	Action Taken
1	Examination policies	All faculty members are adhering to examination policies.
2	Examination Schedules	The examination schedules are being followed according to the rules.

Tyoti
Convener

[Signature]
Principal

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INTERNAL EXAMINATION COMMITTEE

Ref No: CEC/IQAC/IEC/ACY 2023-2024/OR/02

CIRCULAR

DATE: 11/01/2024

The Internal Examination Committee meeting is scheduled on 12/01/2024 in principal's office at 3:15 PM.

Agenda

- 1) Review of upcoming examination schedules.
- 2) Discuss and approve minutes from the previous meeting.
- 3) Review action items and updates on progress related to examinations.
- 4) Upcoming Examination Schedule
- 5) Discuss logistics such as security measures, and accessibility accommodations.

The following members are requested to attend the meeting.

SL NO	NAME	DEPARTMENT	DESIGNATION	SIGNATURE
1	Dr. H N Thippeswamy	Principal	Chairman	
2	Dr. Sowmya Naik P T	HOD CSE	Member Secretary	
3	Dr. Jyothi P	HOD Mathematics	Convener	
4	Dr. S Karunakara	HOD Mechanical	Member	
5	Dr. Rajashekar P	HOD Chemistry	Member	
6	Dr. Sujatha K	HOD Physics	Member	
7	Mr. G S Mallikarjun	HOD ECE	Member	
8	Dr. S Vagdevi	HOD AIML	Member	
9	Mr. B Sakthivel	HOD ISE	Member	
10	Mrs. Hina Nazneen	CSE	Member	
11	Mrs. Tara V K	CSE	Member	


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Record of meeting, Subject, Agenda, Attendance, Action Taken Report, Minutes

Subject: Internal Examination Committee Meeting

Meeting No.	Ref No: CEC/IQAC/IEC/ACY 2023-2024/OR/02	Date: 12/01/2024	Time	3:15 PM
Agenda	1)	Review of upcoming examination schedules.		
	2)	Discuss and approve minutes from the previous meeting.		
	3)	Review action items and updates on progress related to examinations.		
	4)	Upcoming Examination Schedule		
	5)	Discuss logistics such as security measures, and accessibility accommodations.		

Members Present

SL NO	NAME	DEPARTMENT	POST	SIGNATURE
1	Dr. H N Thippeswamy	Principal	Chairman	
2	Dr. Sowmya Naik P T	HOD CSE	Member Secretary	
3	Dr. Jyothi P	HOD Mathematics	Convener	
4	Dr. S Karunakara	HOD Mechanical	Member	
5	Dr. Rajashekar P	HOD Chemistry	Member	
6	Dr. Sujatha K	HOD Physics	Member	
7	Mr. G S Mallikarjun	HOD ECE	Member	
8	Dr. S Vagdevi	HOD AIML	Member	
9	Mr. B Sakthivel	HOD ISE	Member	
10	Mrs. Hina Nazneen	CSE	Member	
11	Mrs. Tara V K	CSE	Member	

Minutes of Meeting

1) Review of Upcoming Examination Schedules:

- Evaluate the schedule for upcoming examinations, ensuring alignment with academic calendars and regulations.
- Discuss any necessary adjustments or considerations for the schedule.

2) Discuss and Approve Minutes from the Previous Meeting:

- Review the minutes from the last Examination Committee meeting.
- Approve the minutes or note any corrections or amendments.



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3) Review Action Items and Updates on Progress Related to Examinations:

- Discuss action items assigned during previous meetings related to examinations.
- Review progress made on each item and identify any outstanding tasks.

4) Upcoming Examination Schedule:

- Present and finalize the detailed schedule for upcoming examinations, including dates, times, and locations.
- Ensure all logistical arrangements are in place, such as exam venues, seating arrangements, and invigilation.

5) Discuss Logistics such as Security Measures and Accessibility Accommodations:

- Review security protocols for exam venues, including measures for preventing cheating and ensuring a secure environment.
- Discuss accessibility accommodations for students with disabilities, ensuring compliance with regulations and support needs.

6) No other grievances were received.

7) Meeting concluded with thanking all the members

Action Taken Report

Sl No	Description	Action Taken
1	Previous MOM Points	All are cleared
2	Security Measures	Measures are undertaken


Convener


Principal
PRINCIPAL
CITY ENGINEERING COLLEGE
Kanakapura Main Road, BANGALORE - 560 061



CITY ENGINEERING COLLEGE

Approved by AICTE New Delhi & Affiliated by VTU, Belagavi
Doddakallasandra, Off Kanakapura Main Road,
Next to Gokulam Apartment, Bangalore - 560 062.



EXTERNAL EXAMINATION COMMITTEE

Ref No: CEC/IQAC/EEC/ACY 2023-2024/OR/02

CIRCULAR

DATE: 11/01/2024

The External Examination Committee meeting is scheduled on 12/01/2024 in principal's office at 3:15 PM.

Agenda

- 1) Review of upcoming examination schedules.
- 2) Discussion on examination policies and guidelines.
- 3) Coordination of invigilation duties.
- 4) Addressing student queries and concerns.

The following members are requested to attend the meeting.

SL NO	NAME	DEPARTMENT	DESIGNATION	SIGNATURE
1	Dr. H N Thippeswamy	Principal	Chairman	
2	Dr. Sowmya Naik P T	HOD CSE	Member Secretary	
3	Dr. Jyothi P	HOD Mathematics	Convener	
4	Dr. S Karunakara	HOD Mechanical	Member	
5	Dr. Rajashekar P	HOD Chemistry	Member	
6	Dr. Sujatha K	HOD Physics	Member	
7	Mr. G S Mallikarjun	HOD ECE	Member	
8	Dr. S Vagdevi	HOD AIML	Member	
9	Mr. B Sakthivel	HOD ISE	Member	
10	Mrs. Hina Nazneen	CSE	Member	
11	Mrs. Tara V K	CSE	Member	

Copy to:

- 1) IQAC
- 2) Principal

PRINCIPAL
CITY ENGINEERING COLLEGE
Kanakapura Main Road, BANGALORE - 560 061



CITY ENGINEERING COLLEGE

Approved by AICTE New Delhi & Affiliated by VTU, Belagavi
Doddakallasandra, Off Kanakapura Main Road,
Next to Gokulam Apartment, Bangalore - 560 062.



Record of meeting, Subject, Agenda, Attendance, Action Taken Report, Minutes

Subject: External Examination Committee Meeting

Meeting No.	Ref No: CEC/IQAC/EEC/ACY 2023-2024/OR/02	Date: 12/01/2023	Time	3:15 PM
Agenda	1)	Review of upcoming examination schedules.		
	2)	Discussion on examination policies and guidelines.		
	3)	Coordination of invigilation duties.		
	4)	Addressing student queries and concerns.		

Members Present

SL NO	NAME	DEPARTMENT	POST	SIGNATURE
1	Dr. H N Thippeswamy	Principal	Chairman	
2	Dr. Sowmya Naik P T	HOD CSE	Member Secretary	
3	Dr. Jyothi P	HOD Mathematics	Convener	
4	Dr. S Karunakara	HOD Mechanical	Member	
5	Dr. Rajashekar P	HOD Chemistry	Member	
6	Dr. Sujatha K	HOD Physics	Member	
7	Mr. G S Mallikarjun	HOD ECE	Member	
8	Dr. S Vagdevi	HOD AIML	Member	
9	Mr. B Sakthivel	HOD ISE	Member	
10	Mrs. Hina Nazneen	CSE	Member	
11	Mrs. Tara V K	CSE	Member	

Minutes of Meeting

1) Review of Upcoming Examination Schedules:

- Evaluate the schedule for upcoming examinations, ensuring alignment with academic calendars and regulations.
- Discuss any necessary adjustments or considerations for the schedule.

2) Discuss and Approve Minutes from the Previous Meeting:

- Review the minutes from the last Examination Committee meeting.
- Approve the minutes or note any corrections or amendments.



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3) Review Action Items and Updates on Progress Related to Examinations:

- Discuss action items assigned during previous meetings related to examinations.
- Review progress made on each item and identify any outstanding tasks.

4) Upcoming Examination Schedule:

- Present and finalize the detailed schedule for upcoming examinations, including dates, times, and locations.
- Ensure all logistical arrangements are in place, such as exam venues, seating arrangements, and invigilation.

5) Discuss Logistics such as Security Measures and Accessibility

Accommodations:

- Review security protocols for exam venues, including measures for preventing cheating and ensuring a secure environment.
- Discuss accessibility accommodations for students with disabilities, ensuring compliance with regulations and support needs.

6) No other grievances were received.

7) Meeting concluded with thanking all the members

Action Taken Report

Sl No	Description	Action Taken
1	Previous MOM Points	All are cleared
2	Security Measures	Measures are undertaken

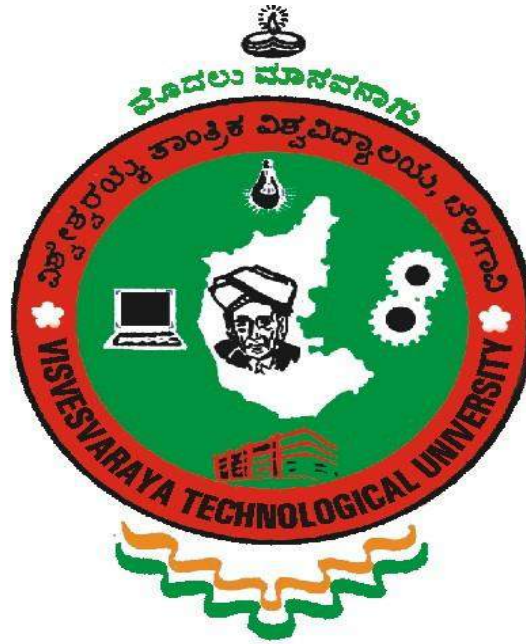

Convener


Principal
PRINCIPAL
CITY ENGINEERING COLLEGE
Kanakapura Main Road, BANGALORE - 560 061

VISVESVARAYA TECHNOLOGICAL UNIVERSITY

REGULATIONS GOVERNING THE MALPRACTICES BY THE STUDENTS DURING UNIVERSITY EXAMINATIONS – 2022

*(Amended from the existing regulations under Chapter VIII of 32 of VTU Act of 1994,
approved by the Executive Council dated 13.09.2022)*



(State University of Government of Karnataka Established as per the VTU Act, 1994)
“Jnana Sangama” Belagavi-590018, Karnataka, India.

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Visvesvaraya Technological University

(State University of Government of Karnataka Established as per the VTU Act, 1994)

Belagavi – 590 018, Karnataka State, INDIA



Dr. B. E. Rangaswamy *PH.D.*

Registrar (Evaluation)

Phone : (0831) 2498131

Fax : (0831) 2498184

Ref. No.VTU/BGM/Reg(E)/MPCR/2022-2023/ 993

Date : 15 OCT 2022

NOTIFICATION

Sub : Amendments to the Regulations governing Malpractices during University Examinations.

Ref : No. 2.4.1 of the 168th Executive Council Meeting held on 13.09.2022.

Pursuant to the above, the Regulations Governing the Malpractices by the students during University Examinations – 2022, amended from the existing regulations are notified herewith.

These Regulations shall come into force from the academic year 2022-2023.

I am directed to request the Principals of Constituent and Affiliated Engineering Colleges and Chairpersons of VTU PG Departments to make arrangements to bring the same to the notice of all the concerned.

By order,
Sd/-

REGISTRAR (EVALUATION)

To,

- 1. The Principals of Constituent and Affiliated Engineering Colleges.**
- 2. Chairpersons and Program Coordinators of VTU PG Departments.**

Copy to:

1. Hon'ble Vice-Chancellor, VTU Belgaum through the Sec. to VC, VTU Belgaum, for information
2. The Registrar, VTU Belgaum, for information.
3. The Finance Officer, VTU Belgaum, for information.
4. Incharge Regional Directors of VTU Regional Offices, for information.
5. The Principal of Autonomous Engineering Colleges under VTU, for information.
6. The Special Officers of Examination Section, VTU Belgaum, for information.

Ray 14/10/2022 *BE*

REGISTRAR (EVALUATION)



Visvesvaraya Technological University

(State University of Government of Karnataka Established as per the VTU Act, 1994)
“Jnana Sangama” Belagavi-590018, Karnataka, India.

REGULATIONS GOVERNING THE MALPRACTICES BY THE STUDENTS DURING UNIVERSITY EXAMINATIONS – 2022

*(Amended from the existing regulations under Chapter VIII of 32 of VTU Act of 1994,
approved by the Executive Council dated 13.09.2022)*

I. PREAMBLE:

These Regulations shall be called as “Regulations Governing Malpractices by the students during University Examinations – 2022” amended from the existing Regulations under Chapter VIII of 32 of VTU Act of 1994 approved by the Executive Council at its meeting dated 13.09.2022.

II. APPLICABILITY:

These Regulations shall come into force from the date of its approval by the Executive Council.

III. APPLICATION:

These Regulations shall apply to all the examinations held by the University to grant and confer Degrees, Diplomas and other academic distinctions on persons who have pursued a course of study or have carried on research in the University.

IV. DEFINITIONS :

- a. ‘Act’ means, the Visvesvaraya Technological University ACT of 1994, amended from time to time.
- b. ‘Answer script’ means a booklet/ Drawing sheet containing the hand written / Computer printout sheets with answers to questions asked in an examination and answered by a student in the Examination Hall.
- c. ‘Chief Superintendent’ means, any competent person appointed by the Registrar (Evaluation) of the University, to be in overall control of the Examination Centre. Generally the Principal of the college / Senior Professor nominated by the Principal with the approval of the Registrar (Evaluation).

- d. For the purposes of these regulations, "College" refers to any institution recognized by the University, which includes University Departments, Constituent College(s), Affiliated Colleges, and Extension Centres.
- e. 'Deputy Chief Superintendent (Internal)' means, an internal faculty member nominated by the Chief Superintendent to assist him/her during the examination process.
- f. 'Deputy Chief Superintendent (External)' means, an external faculty member appointed by an authorized authority under the directions of the Registrar (Evaluation) to monitor the examination process along with the Chief Superintendent.
- g. 'Examination Centre' means, premises in a college / extension centre for the conduct of examinations as notified by the University.
- h. 'Examination Hall' means, a room, hall, laboratory, workshop or any other premises such as drawing hall etc., in the Examination Centre identified for the conduct of examinations.
- i. 'Examiner' means a member of the teaching staff, appointed by the University to examine the answer scripts/ drawing sheets /Practical / Viva-Voce, Examinations.
- j. 'Executive Council' means, the Executive Council of the University.
- k. 'Squad' means, a team of members of the teaching staff from the Constituent / Affiliated colleges, appointed by the University to oversee the conduct of examinations at the examination centres.
- l. 'Hall Ticket' means, the document, with photo identification and duly certified by the Principal of the college, given to the student to appear for a particular examination by the University.
- m. 'Malpractice' means, any act committed by a student during the course of the University Examinations as specified under section V.
- n. 'Malpractice Cases Consideration Committee' (MC3) means, the committee appointed by the University to inquire into the malpractice cases registered during the University Examinations.
- o. 'Official' means, a person appointed for the conduct of examination related duties.
- p. 'Registrar (Evaluation)' means, as defined in the Act.
- q. 'Room Superintendent' means, faculty member in-charge of the Examination Hall during the examination.
- r. 'Student' means, a person enrolled in the University for taking up studies / research.

- s. 'Sitting Squad' means, an external faculty member appointed by the University to ensure proper conduct of examination at a particular centre.
- t. 'Teaching Staff' means, a person appointed for the teaching position in the University / Constituent /Affiliated institutions.
- u. 'University' means, Visvesvaraya Technological University.
- v. 'Unauthorized Material' means, that which is not permitted by the University to be carried in the examination hall.
- w. 'USN' means, an Unique University Seat Number assigned to a student by the University .

V. MALPRACTICES:

Students taking a university examination may be charged with malpractice (s) if they are found to have committed any one or more of the following acts:

- a. Committing misbehavior, with words or actions, against officials in the examination centre.
- b. Writing on the Question Paper / Admission Ticket in the examination hall.
- c. Disclosing his/her identity through certain words / markings /symbols or by any other means in the answer script.
- d. Possession of electronic devices in the Examination Hall, such as mobile phones, Bluetooth devices, programmable calculators, Smart watches, Pen-drives, or other storage or communication devices
- e. Communicating with any other student(s) or any other person(s) inside or outside the Examination Hall with a view to take assistance or aid to write answers in the examination.
- f. Copying from the material or matter or answer(s) of another student(s) and / or providing assistance to other student(s) within the Examination Hall.
- g. Making any request / representation / threat / inducement to any official for rendering favours in the Examination Centre.
- h. Approaching the officials / any member of the staff directly or indirectly for rendering favours in the examination.
- i. Smuggling in or smuggling out the answer scripts, tearing pages off and/or inserting them written outside the examination hall, and adding the same into the answer scripts.
- j. Receiving any material from outside or inside the Examination Hall.

- k. Being in possession of an unauthorized material or matter in the Examination Hall.
- l. Copying or taking aid from any material or matter referred to in sub-clauses (d, j & k) above to answer in the examinations.
- m. Impersonating or allowing any other person to impersonate to answer in his/her place in the Examination Hall.
- n. Any other act of commission or omission intending to gain an advantage or favour in the examination by misleading, deceiving or inducing any official.
- o. Possession of written matter on supporting hard board, calculator, instrument box, drawing instruments, any part of the body, clothing, hand kerchief, Identity Card, Hall Ticket, etc.
- p. Destroying any evidence of Malpractice, such as, tearing or mutilating any material / answer script(s) or running away along with the answer script(s) from the Examination Hall.

V(a).

- a. Where it is reported by an authorized person that a large number of students are found carrying material to the examination hall, it shall be presumed that, the Room Superintendent, External Deputy Chief Superintendent and the Chief Superintendent also shall be made responsible and the matter shall be referred to malpractice committee for appropriate action to all concerned.

However, where the MC³ finds that, there is involvement of concerned officials in the conduct of said examinations, the matter shall be referred to the Institutional Malpractice Committee for appropriate action.

- b. Where repeatedly, the Principal and other officials in an institution are found to be encouraging copying or allowing students to carry material to examination hall for copying etc., the matter shall be referred to the Institutional Malpractice Committee for appropriate action.
- c. Mass copying by students in an examination centre:
Where it is reported, either by the squad or by any official of the University to the Registrar (Evaluation), that there has been mass copying in an examination centre, the Registrar (Evaluation) shall prepare a report after conducting due inquiry and submit the same to the executive council for appropriate action. In the mean time, the Vice-Chancellor may take appropriate action based on the report submitted by the Registrar (Evaluation).

VI. PROCEDURE FOR REPORTING THE MALPRACTICE/S:

- a. The Registrar (Evaluation) shall appoint one or more Squad teams as may be required, to ensure proper conduct of examination and to discourage Malpractice(s) at all Examination Centres.

The Registrar (Evaluation) shall appoint a sitting squad at a particular examination centre wherever necessary, to ensure proper conduct of examination at that examination centre.

- b. The Squad shall inspect the Examination Centres assigned to them by the Registrar (Evaluation), frequently through surprise visits, to ensure that the arrangements made and procedures established for the conduct of examination(s) are strictly followed and are fool-proof.
- c. The Squad shall initiate action with respect to the Malpractices committed as covered in Section V and report the same to the Chief Superintendent and to the Registrar (Evaluation) for appropriate action.
- d. Where a Malpractice Case is detected by the Room Superintendent/Squad / or any other Official, he/she shall seize the incriminating materials and the answer script(s) and report the same to the Chief Superintendent immediately as per the procedure laid down.
- e. The Flying Squad/ Sitting squad shall report all the cases of Malpractices detected, to the concerned Chief Superintendent and also to the Registrar (Evaluation) on a daily basis for action.

The detailed report of Malpractices committed, together with the relevant documents shall be submitted by the Chief Superintendent to the Registrar (Evaluation) as per the procedure.

- f. When a malpractice case is reported to the Chief Superintendent, either by the Squad or by the Room Superintendent, he/she shall hold a preliminary inquiry, after taking on record of the reports by the Room Superintendent/Squad member the presence of the External Deputy Chief Superintendent. The reports thus submitted shall be shown to the candidate and directed to submit his/her statement voluntarily and the same shall be authenticated by the Chief Superintendent and the Deputy Chief Superintendent (External). The statement of all concerned shall be in their own handwriting with signatures. On consideration of all these, he/she shall submit the factual Report of malpractice along with the—answer script(s), other incriminating materials and

enclosures in a sealed cover or box, to the Registrar (Evaluation), by name, by registered post on a day to day basis.

However, answer script(s) of subsequent papers of students who have been booked for Malpractice, shall be sent directly to the valuation centre along with other answer scripts and shall not be marked as Malpractice Case (MPC) anywhere. The answer scripts of such students shall be evaluated and the results shall be kept in abeyance, until the decision of the Executive Council.

- g. If the student refuses to handover the incriminating material(s) or the student refuses to give the statement, the student shall be asked to record in writing his/her refusal to give a statement. If he/she refuses to do even that, the facts shall be recorded, duly witnessed by the External Deputy Chief Superintendent.
- h. The Chief Superintendent shall report each Malpractice case separately, unless it is inter-related to any other case(s).
- i. A sketch Plan of the seating arrangements at the Examination Hall with location of doors/windows, and with all the University Seat Numbers in the hall and marking in red ink the USN of the student who has indulged in Malpractice, shall be prepared. Further, the CCTV footage of the entire duration of the session, in the concerned examination hall shall also be submitted as part of the records dealing with the malpractice.
- j. When, a student is booked under Malpractice(s), the following steps shall be strictly adhered to:
 - 1. Prevent such student from writing that particular paper, in which he/she has been booked under alleged Malpractice.
 - 2. Issuance of a memo instructing the student to attend the inquiry conducted by the Malpractice Cases Consideration Committee as per instructions of the Registrar (Evaluation).
 - 3. Send the answer script of that particular paper directly to the Office of the Registrar (Evaluation), along with other relevant documents. It shall be super scribed on the left-hand corner of the facing sheet as MPC. There shall not be an indication of MPC on the pages other than the facing sheet of the answer script.

VII. PROCEDURE FOR IMPOSING PENALTIES & PUNISHMENTS:

1. Constitution of Malpractice Cases Consideration Committee

The Vice Chancellor shall nominate one of the **Professors in the Executive Council, as the Chairman of the Committee. The other members of the committee to be nominated by the Vice-Chancellor shall be,** One Member from the Academic Senate, one among the senior Principals, University Advocate as Legal Advisor and Registrar (Evaluation) as Member Convener. The Committee shall have tenure of two years.

2. The Malpractice cases consideration Committee shall meet after the conclusion of each semester examination on the date fixed by the Registrar (Evaluation) to inquire into all matters connected with the students booked under Malpractices. After a detailed inquiry, the Committee shall prepare a Report giving its recommendations on the penalties and punishments to be imposed, for the consideration of the Executive Council.
3. If a student remains absent for the inquiry with prior permission, one more opportunity shall be given to him/her to appear before the committee as per the date fixed by the Registrar (Evaluation). If he/she remains absent during the second meeting of the inquiry committee, an ex-parte decision shall be taken by the committee based on the documents submitted by the college and statements made therein.
4. The student shall present his/her case himself/herself and shall not engage a legal practitioner for the purpose.
5. Even if a student commits malpractice in multiple papers, he will only be punished once. This punishment will be decided by taking into consideration all malpractices committed during the said examination.
6. The MC³ shall examine the charges submitted by the college. After ascertaining the severity of the case, the MC³ shall recommend suitable penalty and/or punishment. The severity of the case shall be categorized as follows:
 - a. Possession of Electronic Gadgets without any material(s) or matter. Material(s) or matter on hand, palm, calculator etc. / written, printed matter or copy thereof, which is/are unauthorized.
 - b. Possession of electronic gadgets containing subject-related material; materials or matter on hand, such as palms, calculators, etc.; written, printed, or copied matter relevant to the paper the student is writing.

- c. Possession of electronic gadgets containing subject-related material; materials or matter on hand, such as palms, calculators, etc.; written, printed matter or a copy thereof, relevant to the paper the student is writing and specifically prepared for copying.
- d. Possession of Electronic Gadgets with the material related to the subject / Materials or matter on hand, palm, calculator etc. / written, printed matter or copy thereof, which is relevant to the paper the student is writing and are particularly prepared for the purpose of copying and copied the material to the answer book.

While recommending the penalties or punishments, the quantity of the material or matter and relevance of the same to the paper in which the student is booked under Malpractice shall be taken into consideration to decide the severity of the case.

- e. Repeated Malpractices during the Examinations
 - f. Threatening with weapons and impersonation.
7. At the conclusion of the inquiry, the MC³ shall submit a Report to the Registrar with findings and the charges together with all the documents and the recommended penalties and punishments that may be imposed, to be placed before the Executive Council.

VIII. PENALTIES & PUNISHMENTS FOR MALPRACTICES COMMITTED BY THE STUDENTS

The penalties & punishments to the students Involved In Malpractices during University Examinations shall be imposed as below:

Sl. No.	Nature of Malpractice	Penalty / Punishment to be imposed
I	<ol style="list-style-type: none"> 1. Writing on the Question Paper / Admission Ticket & or passing it to the other student in the Examination Hall. 2. Disclosing identity by writing any words or by making any peculiar marks or by writing USN on the pages other than the facing sheet in the answer scripts while answering. 3. Possession of Electronic devises like mobile, Programmable Calculator, Pen-drive and any other electronic devises / storage devises in the examination hall. 4. Communicating with any student or other person inside or outside the examination hall in order to obtain assistance or aid in the writing of answers in the examination. Having any written matter on a scribbling pad, Calculator, Palm, Hand, Leg, hand kerchiefs, Clothes, Socks, Instrument Box, Identity Card, Hall Ticket, Scales etc.,) 5. Destroying any evidence of Malpractice, tearing or mutilating the answer script or running away along with the answer script from the examination hall or premises. 	<p>The MC³ shall recommend any of the following punishments based on the severity of the case and the reasons for the same shall be recorded.</p> <ol style="list-style-type: none"> a. Fine not less than Rs.5000/- b. Denial of the benefit of the performance of that Particular Paper in which the student is booked under Malpractice c. Debarring the student from appearing for that particular subject in which the student is booked under Malpractice up to three more subsequent examinations.
II	<ol style="list-style-type: none"> 1. Copying from the material or matter or answer of another student or similar aid or assistance, is rendered to another student within the Examination Hall. 2. Receiving material for copying from outside or inside the examination hall. 3. Bringing into the examination hall or being found in possession of portions of a book, manuscript, or such other material or matter to be brought into the examination hall. 4. Copying or obtaining assistance from any material or matter referred to in sub-clause V(1) in order to answer questions in the examinations 5. Having any written matter on a scribbling pad, Calculator, Palm, Hand, Leg, hand kerchiefs, Clothes, Socks, Instrument Box, Identity Card, Hall Ticket, Scales etc., 	<p>The MC³ shall recommend any of the following punishments based on the severity of the case and the reasons for the same shall be recorded.</p> <ol style="list-style-type: none"> a. Fine not less than Rs.5000/- b. Denial of the benefit of the performance of that Particular Paper in which the student is booked under Malpractice c. Debarring the student from appearing for that particular subject in which the student is booked under Malpractice up to three more subsequent examinations.

III	<ol style="list-style-type: none"> 1. Destroying any evidence of Malpractice, tearing or mutilating the answer script or running away along with the answer script from the examination hall or premises. 2. Committing any other act or omission intending to gain an advantage or favour in the examination by misleading, deceiving or inducing the examiner or officers or authorities of the University / College. 3. Making any request of representation or inducing to bribery to the Room Superintendent and or any other official or officer of the University/College for favours in the examination hall or to the Examiner in the answer script. 4. Approaching directly or indirectly the teachers, officers, officials or examiners or bringing about undue pressure or undue influence upon them for favour in the examination. 	<p>The MC³ shall recommend any of the following punishments based on the severity of the case and the reasons for the same shall be recorded.</p> <ol style="list-style-type: none"> a. Fine not less than Rs.5000/- and denial of the benefit of the performance of that Particular Paper in which the student is booked under Malpractice b. Fine not less than Rs.5000/-, and denial of the benefit of the performance of that Particular Paper and debarring the student from appearing for that particular paper in which the student is booked under Malpractice up to three more subsequent examinations.
IV	Repeated indulgence in malpractice in the same examination or in subsequent examinations.	<ol style="list-style-type: none"> a. Denial of the benefit of the performance of that Particular Examination (all the subjects for which the student has registered for the examinations). b. Debarring the student from appearing for subsequent examinations extending up to three more examination.
V	Smuggling in or out or tearing off of the answer script sheets or supplementary sheets or inserting papers written outside the examination hall into the answer book.	<p>The MC³ shall recommend any of the following punishments based on the severity of the case and the reasons for the same shall be recorded.</p> <p>Fine not less than Rs.10,000/- and</p> <ol style="list-style-type: none"> a. Denial of the benefit of the performance of that Particular Examination (all the subjects for which the student has registered for the examinations). b. Debarring the student from taking two more subsequent exams
VI	Misbehavior with officials or any kind of rude	Fine not less than Rs.10,000/- and

	behavior in or near the Examination Hall using obscene or abusive language.	<p>a. Denial of the benefit of the performance of that Particular Examination (all the subjects for which the student has registered for the examinations).</p> <p>b. Debarring the student from taking two more subsequent examinations.</p>
VII	Threatening the Room Superintendent, members of the Flying Squad, officers/officials of the Examination centers/University with weapons or other means	<p>Rusticate the concerned student from University.</p> <p>However, the concerned student shall be handed over to the police by the Chief Superintendent with an intimation to the University.</p>
VIII	Impersonating or allowing any other person to impersonate to answer in his/her place in the examination hall.	<p>Rusticate the concerned student from University.</p> <p>Where the impersonator is also a student of the University, he/she shall also be rusticated from the University.</p> <p>However, both the concerned students shall be handed over to the police by the Chief Superintendent with an intimation to the University.</p>

In General:

1. The punishments shall be uniform and commensurate with the offence for all students committing similar offences.
2. Examination performance rejection is not permitted for students who have been punished for malpractice(s).
3. The student who has been punished for malpractice (s) will be eligible for admission to the next higher semester and will only be able to appear for higher semester examinations.

IX. The executive council is the **AUTHORITY FOR IMPOSING PENALTIES & PUNISHMENTS:**

X. **Disposal of confiscated materials:** The confiscated material shall not be returned to the students.

To,
The Registrar (Evaluation)
Visvesvaraya Technological University
BELAGAVI.-590018

Sir/Madam,

Subject: Report of Malpractice Case- reg.

I am reporting herewith a case of Malpractice by (names).....Son
/ Daughter of Who has been a student of
..... College and has appeared for the Semester of
..... Branch / Course examination from this centre
with USN. The case was detected on

All the relevant documents and materials are enclosed herewith.

Factual Report of the Chief Superintendent after preliminary inquiry as per clause VI of these regulations:

.....
.....
.....
.....T

Thanking you,

Yours faithfully,

Chief Superintendent

Enclosures:

1. Answer Paper of the candidate along with Question Paper.
2. The materials seized from the candidate attested by Chief Superintendent and the Room Superintendent.
3. Copy of the admission ticket of the candidate.
4. **Plan of seating arrangement indicating the sitting position of the candidate in the block to be signed by Room Superintendent authenticated by DCS (External) and Chief Superintendent.**
5. The statement of the candidate.
6. The report of the concerned Room Superintendent.
7. The report of the Deputy Chief Superintendent.
8. The report of the Chief Superintendent.
9. The report of the Flying Squad.
10. Copy of the Memo issued to the candidate to attend the meeting of the MPCC.

ANNEXURE – I

DETAILS OF THE MALPRACTICE CASE

Name of the Candidate	:		USN:	
Exam Centre	:			
Date	:		Exact Time :	
Subject:	:		Sub Code :	
Nature of Malpractice	:	Chits/Written matter on Calci /Palm / Kerchief / bringing Mobile / pen drive / blue tooth device/sim card etc. (Mention the reason for booking the case)		
Case Detected by	:	Room Suptd./DCS (Ext)/DCS (Int)/Relieving Suptd./Squad/Chief Suptd.		
Permanent address of the Candidate with Contact Number	:			
Name of the Room Superintendent	:			
Mailing address of the Room Superintendent	:			
Statement of the Candidate	:	Signature of the candidate		
Statement made and signed before me	:	Chief Superintendent	Deputy Chief Superintendent (External)	

ANNEXURE - II

REPORT OF EXAMINATION OFFICIALS AT COLLEGE

Instructions given to the student before the distribution of question papers: Before the distribution of the Question Papers, Room Superintendent had warned the candidates as “All of you should search your pockets, purses, desks, tables and benches, whether there are any papers, books or notes and if you find any, keep them outside the examination hall before you start answering the paper”. This warning was given to the latecomers also.

The CandidateUSN.....
booked under malpractice during the examinations on at while writing
the subjectsubject code..... the case was detected by
.....and the details of the case are
.....
.....
.....
.....

Signature of the Room Superintendent.

REPORT OF THE DEPUTY CHIEF SUPERINTENDENT

I do agree with the statement of Room Superintendent

OR

I do not agree with the statement of the Room Superintendent for the reasons given hereunder:

.....
.....
.....
.....

Signature of the Deputy Chief Superintendent

REPORT OF THE SQUAD (IF DETECTED BY THE SQUAD)

.....
.....
.....
.....

Name and Signature of the Squad Member/s

MEMO

Mr./Ms.....bearing University Seat No,
booked under Malpractice during University Exams in the
subjecton is
hereby directed to appear before the Mal-Practice Cases Consideration Committee Meeting convened
on at Further, you are
required to report on_____ with a preparation to stay for a day. If you fail to
appear before the committee, exparte decision will be taken.

(Chief Superintendent of VTU Exams)

**To,
Mr./Ms.**

.....

Copy FWC's to:

1. The Registrar (Evaluation), VTU, Jnana Sangama, Belagavi -590018, for information & needful.
2. File.

Signature of the candidate for having received the Memo.....



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MALPRACTICE COMMITTEE

Ref No: CEC/IQAC/MLC/ACY 2023-2024/OR/01

CIRCULAR

DATE: 24/07/2023

The Malpractice Committee meeting is scheduled on 25/07/2023 in principal's office at 3:00 pm.

Agenda

- 1) Review of current academic integrity policies
- 2) Remedies to Reduce Malpractice
- 3) Actions for Addressing Violations
- 4) Grievance if any

The following members are requested to attend the meeting.

SL NO	NAME	DEPARTMENT	DESIGNATION	SIGNATURE
1	Dr. H N Thippeswamy	Principal	Chairman	
2	Dr. Rajashekar P	HOD Chemistry	Member Secretary	
3	Mr. Nandish A C	ISE	Convener	
4	Dr Sowmya Naik P T	HOD CSE	Member	
5	Dr. S Karunakara	HOD ME	Member	
6	Mr. G S Mallikarjuna	HOD ECE	Member	
7	Dr. S Vagdevi	HOD AIML	Member	
8	Mr. B Sakthivel	HOD ISE	Member	
9	Mr. Vishvakiran R C	ECE	Member	

PRINCIPAL

Copy to:

- 1) IQAC
- 2) Principal



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Record of meeting, Subject, Agenda, Attendance, Action Taken Report, Minutes

Subject: Malpractice Committee Meeting

Meeting No.	Ref No: CEC/IQAC/MLC/ACY 2023-2024/OR/01	Date: 25/07/2023	Time	3:00 pm
Agenda	1.	Review of current academic integrity policies		
	2.	Remedies to Reduce Malpractice		
	3.	Actions for Addressing Violations		
	4.	Grievance if any		

Members Present

SL NO	NAME	DEPARTMENT	DESIGNATION	SIGNATURE
1	Dr. H N Thippeswamy	Principal	Chairman	
2	Dr. Rajashekar P	HOD Chemistry	Member Secretary	
3	Mr. Nandish A C	ISE	Convener	
4	Dr Sowmya Naik P T	HOD CSE	Member	
5	Dr. S Karunakara	HOD ME	Member	
6	Mr. G S Mallikarjuna	HOD ECE	Member	
7	Dr. S Vagdevi	HOD AIML	Member	
8	Mr. B Sakthivel	HOD ISE	Member	
9	Mr. Vishvakiran R C	ECE	Member	

Minutes of Meeting

- Principal, Dr. H N Thippeswamy sir greeted all the members and started the meeting as per agenda.
- Identification of areas where policies may be lacking or unclear.
- Discussion on emerging trends in academic misconduct not covered by current policies.
- Highlighting best practices and innovative approaches that could be considered.
- Creation of a clear and accessible reporting system for suspected violations.
- Roles and responsibilities of faculty, students, and administration in the reporting process.



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- No other grievances were received.
- Meeting concluded with thanking all the members

Action Taken Report

Sl No	Description	Action Taken
1	Last meeting	The agenda of the last meeting was satisfied
2	Academic violations	Increased frequency of random audits


Convener


Principal



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MALPRACTICE COMMITTEE

Ref No: CEC/IQAC/MLC/ACY 2023-2024/OR/02

CIRCULAR

DATE: 23/01/2024

The Malpractice committee meeting is scheduled on 24/01/2024 in principal's office at
12:00 Noon

Agenda

- 1) Review and approval of minutes from the previous meeting
- 2) Recent incidents and compliance statistics
- 3) Open floor for committee members to raise concerns or suggestions
- 4) Discussion of consequences and sanctions for various types of violations

The following members are requested to attend the meeting.

SL NO	NAME	DEPARTMENT	DESIGNATION	SIGNATURE
1	Dr. H N Thippeswamy	Principal	Chairman	
2	Dr. Rajashekar P	HOD Chemistry	Member Secretary	
3	Mr. Nandish A C	ISE	Convener	
4	Dr Sowmya Naik P T	HOD CSE	Member	
5	Dr. S Karunakara	HOD ME	Member	
6	Mr. G S Mallikarjuna	HOD ECE	Member	
7	Dr. S Vagdevi	HOD AIML	Member	
8	Mr. B Sakthivel	HOD ISE	Member	
9	Mr. Vishvakiran R C	ECE	Member	

PRINCIPAL

Copy to:

- 1) IQAC
- 2) Principal



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Record of meeting, Subject, Agenda, Attendance, Action Taken Report, Minutes

Subject: Malpractice Committee Meeting

Meeting No.	Ref No: CEC/IQAC/MLC/ACY 2023-2024/OR/02	Date: 24/01/2024	Time	12:00 Noon
Agenda	1.	Review and approval of minutes from the previous meeting		
	2.	Recent incidents and compliance statistics		
	3.	Open floor for committee members to raise concerns or suggestions		
	4.	Discussion of consequences and sanctions for various types of violations		

Members Present

SL NO	NAME	DEPARTMENT	DESIGNATION	SIGNATURE
1	Dr. H N Thippeswamy	Principal	Chairman	
2	Dr. Rajashekar P	HOD Chemistry	Member Secretary	
3	Mr. Nandish A C	ISE	Convener	
4	Dr Sowmya Naik P T	HOD CSE	Member	
5	Dr. S Karunakara	HOD ME	Member	
6	Mr. G S Mallikarjuna	HOD ECE	Member	
7	Dr. S Vagdevi	HOD AIML	Member	
8	Mr. B Sakthivel	HOD ISE	Member	
9	Mr. Vishvakiran R C	ECE	Member	

Minutes of Meeting

- Principal, Dr. H N Thippeswamy sir greeted all the members and started the meeting as per agenda.
- No corrections or amendments were suggested.
- Compliance statistics on 25/07/2023 were reviewed, highlighting trends and any significant changes in the rate of incidents.
- Committee members were invited to share their concerns or suggestions regarding academic integrity and malpractice.
- The committee reviewed and discussed the current consequences and sanctions for different types of academic violations.



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- Steps involved in investigating suspected violations, including evidence collection and interviews. Importance of maintaining detailed records of violations, investigations, and outcomes.
- Schedule a follow-up meeting to review progress on action items and discuss further improvements.
- No other grievances were received.
- Meeting concluded with thanking all the members.

Action Taken Report

Sl No	Description	Action Taken
1	Polices	To be notified to all the students and faculty
2	Role and responsibilities	To be maintained by all the faculty and students
3	Violations	In case of violations, action taken

Convener

Principal



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PERSON WITH A DISABILITY COMMITTEE

Ref No: CEC/IQAC/PWDC/ACY 2023-2024/OR/01

CIRCULAR

DATE: 25/07/2023

The Person with a disability Committee meeting is scheduled on 26/07/2023 in principal's office at 12:00 noon.

Agenda

- 1) Current policies and procedures related to accessibility and support
- 2) Assessment of physical accessibility of campus/building facilities
- 3) Identification of areas requiring improvement or modification
- 4) Suggestions if any

The following members are requested to attend the meeting.

SL NO	NAME	DEPARTMENT	DESIGNATION	SIGNATURE
1	Dr. H N Thippeswamy	Principal	Chairman	
2	Mr. Gopikishan J	NSS	Member Secretary	
3	Mr. Madhav Prasad	Youth Red Cross	Convener	
4	Mr. Ragaswamy T	Physical Education	Member	
5	Dr. B Sakthivel	HOD ISE	Member	
6	Dr. S Vagdevi	HOD AIML	Member	
7	Mr. Mallikarjuna G S	HOD ECE	Member	
8	Dr. S Karunakara	HOD ME	Member	
9	Dr. P Rajasekar	HOD Chemistry	Member	
10	Dr. Sowmya Naik	HOD CSE & EO	Member	
11	Dr. Jyothi P	HOD Mathematics	Member	

PRINCIPAL

Copy to:

- 1) IQAC
- 2) Principal



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Record of meeting, Subject, Agenda, Attendance, Action Taken Report, Minutes

Subject: Person with a Disability Committee Meeting

Meeting No.	Ref No: CEC/IQAC/PWDC/ACY 2023-2024/OR/01	Date: 26/07/2023	Time	12:00 noon
Agenda	1.	Current policies and procedures related to accessibility and support		
	2.	Assessment of physical accessibility of campus/building facilities		
	3.	Identification of areas requiring improvement or modification		
	4.	Suggestions if any		

Members Present

SL NO	NAME	DEPARTMENT	DESIGNATION	SIGNATURE
1	Dr. H N Thippeswamy	Principal	Chairman	
2	Mr. Gopikishan J	NSS	Member Secretary	
3	Mr. Madhav Prasad	Youth Red Cross	Convener	
4	Mr. Ragaswamy T	Physical Education	Member	
5	Dr. B Sakthivel	HOD ISE	Member	
6	Dr. S Vagdevi	HOD AIML	Member	
7	Mr. Mallikarjuna G S	HOD ECE	Member	
8	Dr. S Karunakara	HOD ME	Member	
9	Dr. P Rajasekar	HOD Chemistry	Member	
10	Dr. Sowmya Naik	HOD CSE & EO	Member	
11	Dr. Jyothi P	HOD Mathematics	Member	

Minutes of Meeting

- Principal, Dr. H N Thippeswamy sir greeted all the members and started the meeting as per agenda.
- The committee acknowledged that the current policies are generally effective but need to be reviewed for potential updates to better address emerging needs.
- The committee agreed to conduct a more detailed accessibility audit for the identified facilities and prioritize areas with significant issues.



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- The committee will develop a list of priority areas for improvement and create a plan to address these issues. Immediate concerns will be addressed first, with a timeline established for more extensive modifications.
- The committee will evaluate the feasibility of the suggestions and incorporate viable ones into the action plan. A proposal for new initiatives will be drafted and reviewed in the next meeting.
- Meeting concluded with thanking all the members.

Action Taken Report

Sl No	Description	Action Taken
1	Current policies	Reviewed
2	Suggestions if any	None


Convener


Principal



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PERSON WITH A DISABILITY COMMITTEE

Ref No: CEC/IQAC/PWDC/ACY 2023-2024/OR/02

CIRCULAR

DATE: 23/01/2024

The Person with a disability meeting is scheduled on 24/01/2024 in principal's office at 2:00 PM.

Agenda

- 1) To discuss the action taken on the minutes of previous meeting.
- 2) Review of specific areas or facilities requiring modifications or upgrades
- 3) Grievance if any

The following members are requested to attend the meeting.

SL NO	NAME	DEPARTMENT	DESIGNATION	SIGNATURE
1	Dr. H N Thippeswamy	Principal	Chairman	
2	Mr. Gopikishan J	NSS	Member Secretary	
3	Mr. Madhav Prasad	Youth Red Cross	Convener	
4	Mr. Ragaswamy T	Physical Education	Member	
5	Dr. B Sakthivel	HOD ISE	Member	
6	Dr. S Vagdevi	HOD AIML	Member	
7	Mr. Mallikarjuna G S	HOD ECE	Member	
8	Dr. S Karunakara	HOD ME	Member	
9	Dr. P Rajasckar	HOD Chemistry	Member	
10	Dr. Sowmya Naik	HOD CSE & EO	Member	
11	Dr. Jyothi P	HOD Mathematics	Member	

PRINCIPAL

Copy to:

- 1) IQAC
- 2) Principal



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Record of meeting, Subject, Agenda, Attendance, Action Taken Report, Minutes

Subject: Person with a Disability Committee Meeting

Meeting No.	Ref No: CEC/IQAC/PWDC/ACY 2023-2024/OR/02	Date: 24/01/2024	Time	2:00 PM
Agenda	1.	To discuss the action taken on the minutes of previous meeting.		
	2.	Review of specific areas or facilities requiring modifications or upgrades		
	3.	Grievance if any		

Members Present

SL NO	NAME	DEPARTMENT	DESIGNATION	SIGNATURE
1	Dr. H N Thippeswamy	Principal	Chairman	
2	Mr. Gopikishan J	NSS	Member Secretary	
3	Mr. Madhav Prasad	Youth Red Cross	Convener	
4	Mr. Ragaswamy T	Physical Education	Member	
5	Dr. B Sakthivel	HOD ISE	Member	
6	Dr. S Vagdevi	HOD AIML	Member	
7	Mr. Mallikarjuna G S	HOD ECE	Member	
8	Dr. S Karunakara	HOD ME	Member	
9	Dr. P Rajasekar	HOD Chemistry	Member	
10	Dr. Sowmya Naik	HOD CSE & EO	Member	
11	Dr. Jyothi P	HOD Mathematics	Member	

Minutes of Meeting

- Principal, Dr. H N Thippeswamy sir greeted all the members and started the meeting as per agenda.
- The committee reviewed the actions taken based on the minutes from the previous meeting held on 26/07/2023
- The complainant reported difficulties accessing the building due to inadequate parking signage.
- No other grievances were received.
- Meeting concluded with thanking all the members



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Action Taken Report

Sl No	Description	Action Taken
1	Last meeting	The agenda of the last meeting was satisfied
2	Grievance	No Grievance


Convener


Principal



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SPORTS COMMITTEE

Ref No: CEC/IQAC/SC/ACY 2023-2024/OR/01

CIRCULAR

DATE: 20/07/2023

The Sports Committee meeting is scheduled on 21/07/2023 in principal's office at 12:00 noon.

Agenda

- Discussion on upcoming events and activities
- Scheduling Indoor and Outdoor games
- Prize Distribution Budget
- Grievance if any
- Suggestions if any

The following members are requested to attend the meeting.

SL NO	NAME	DEPARTMENT	DESIGNATION	SIGNATURE
1	Dr. H N Thippeswamy	Principal	Chairman	
2	Ms. Nagashree G	Physics	Member Secretary	
3	Mr. Rangaswamy T	Physical Education Director	Convener	
4	Dr. Jyothi P	Vice Principal	Member	
5	Dr. Ravindra S	ECE	Member	
6	Dr. Rajasckhar P	HOD Chemistry	Member	
7	Ms. Vindhya R	AIML	Member	
8	Ms. Meghana D	Biology	Member	
9	Ms. Vibhavi R N	CSE	Member	
10	Ms. Nayana	CSE	Member	

PRINCIPAL

Copy to:

- 1) IQAC
- 2) Principal



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Record of meeting, Subject, Agenda, Attendance, Action Taken Report, Minutes

Subject: Sports Committee Meeting

Meeting No.	CEC/QAC/SC/ACY 2023-2024/OR/01	Date: 21/07/2023	Time	12:00 PM
Agenda	1.	Discussion on upcoming events and activities		
	2.	Scheduling Indoor and Outdoor games		
	3.	Prize Distribution Budget		
	4.	Any grievance received		
	5.	Suggestions if any		

Members Present

SL NO	NAME	DEPARTMENT	DESIGNATION	SIGNATURE
1	Dr. H N Thippeswamy	Principal	Chairman	
2	Ms. Nagashree G	Physics	Member Secretary	
3	Mr. Rangaswamy T	Physical Education Director	Convener	
4	Dr. Jyothi P	Vice Principal	Member	
5	Dr. Ravindra S	ECE	Member	
6	Dr. Rajasekhar P	HOD Chemistry	Member	
7	Ms. Vindhya R	AIML	Member	
8	Ms. Meghana D	Biology	Member	
9	Ms. Vibhavi R N	CSE	Member	
10	Ms. Nayana	CSE	Member	

Minutes of Meeting

- Principal, Dr. H N Thippeswamy sir greeted all the members and started the meeting as per agenda.
- Confirm participation requirements and registration deadlines.
- Assign responsibilities for event coordination, including setup, cleanup, and volunteer management.
- Discuss promotional strategies to increase participant and audience engagement.
- Develop a calendar for upcoming games and tournaments.
- Present the current budget status and available funds for prizes.
- Develop action plans for implementing approved suggestions.
- No other grievances were received.
- Meeting concluded with thanking all the members.



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Action Taken Report

Sl No	Description	Action Taken
1	Calendar of Events	Calendar of events will be announced very soon
2	Current Budget	Budget will be allotted as early as possible


Convener


Principal



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SPORTS COMMITTEE

Ref No: CEC/IQAC/SC/ACY 2023-2024/OR/02

CIRCULAR

DATE: 19/01/2024

The Sports meeting is scheduled on 21/01/2024 in principal's office at 3:00 PM.

Agenda

1. To discuss the action taken on the minutes of previous meeting.
2. To organize Annual Sports Meet -2024
3. Prize Distribution on 14.05.2024
4. Grievance if any
5. Suggestions if any

The following members are requested to attend the meeting.

SL NO	NAME	DEPARTMENT	DESIGNATION	SIGNATURE
1	Dr. H N Thippeswamy	Principal	Chairman	
2	Ms. Nagashree G	Physics	Member Secretary	
3	Mr. Rangaswamy T	Physical Education Director	Convener	
4	Dr. Jyothi P	Vice Principal	Member	
5	Dr. Ravindra S	ECE	Member	
6	Dr. Rajasekhar P	HOD Chemistry	Member	
7	Ms. Vindhya R	AIML	Member	
8	Ms. Meghana D	Biology	Member	
9	Ms. Vibhavi R N	CSE	Member	
10	Ms. Nayana	CSE	Member	

PRINCIPAL

Copy to:

- 1) IQAC
- 2) Principal



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Record of meeting, Subject, Agenda, Attendance, Action Taken Report, Minutes

Subject: Sports Committee Meeting

Meeting No.	CEC/IQAC/SC/ACY 2023-2024/OR/01	Date: 21/01/2024	Time	3.00 PM
Agenda	1.	To discuss the action taken on the minutes of previous meeting.		
	2.	To organize Annual Sports Meet -2024		
	3.	Prize Distribution on 14.05.2024		
	4.	Grievance if any		
	5.	Suggestions if any		

Members Present

SL NO	NAME	DEPARTMENT	DESIGNATION	SIGNATURE
1	Dr. H N Thippeswamy	Principal	Chairman	
2	Ms. Nagashree G	Physics	Member Secretary	
3	Mr. Rangaswamy T	Physical Education Director	Convener	
4	Dr. Jyothi P	Vice Principal	Member	
5	Dr. Ravindra S	ECE	Member	
6	Dr. Rajasekhar P	HOD Chemistry	Member	
7	Ms. Vindhya R	AIML	Member	
8	Ms. Meghana D	Biology	Member	
9	Ms. Vibhavi R N	CSE	Member	
10	Ms. Nayana	CSE	Member	

Minutes of Meeting

- Principal, Dr. H N Thippeswamy sir greeted all the members and started the meeting as per agenda.
- Detailed review of actions taken based on the decisions made in the last meeting
- Planning and coordination for the Annual Sports Meet
- Planning and organizing the prize distribution ceremony
- Budget review and approval for prizes
- No other grievances were received.
- Meeting concluded with thanking all the members



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Action Taken Report

Sl No	Description	Action Taken
1	Annual Sports Meet	Planning and organization will be done as per physical education director.
2	Prize Distribution Ceremony	Budget was approved


Convener


Principal



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LIBRARY COMMITTEE

Ref No: CEC/IQAC/LC/ACY 2023-2024/OR/01

CIRCULAR

DATE: 20/07/2023

The Library Committee meeting is scheduled on 21/07/2023 in principal's office at 3:15 PM.

Agenda

- 1) Library operations and usage.
- 2) Collection Development and Acquisitions.
- 3) Budget and Funding.
- 4) Library programs and services.

The following members are requested to attend the meeting.

SL NO	NAME	DEPARTMENT	DESIGNATION	SIGNATURE
1	Dr. H N Thippeswamy	Principal	Chairman	
2	Ms. Pavitra R S	Asst. Librarian	Member Secretary	
3	Mr. B N Basavaraj	Librarian	Convener	
4	Dr. Jyothi P	Vice Principal	Member	
5	Dr. Sowmya Naik P T	HOD CSE	Member	
6	Dr. S Karunakara	HOD Mechanical	Member	
7	Mr. B Sakthivel	HOD ISE	Member	
8	Ms. Shylaja K	ECE	Member	
9	Ms. Tara V K	CSE	Member	

PRINCIPAL

Copy to:

- 1) IQAC
- 2) Principal



CITY ENGINEERING COLLEGE

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Record of meeting, Subject, Agenda, Attendance, Action Taken Report, Minutes

Subject: Library Committee Meeting

Meeting No.	Ref No: CEC/IQAC/LC/ACY 2023-2024/OR/01	Date: 21/07/2023	Time	3:15 PM
Agenda	1)	Library operations and usage.		
	2)	Collection Development and Acquisitions.		
	3)	Budget and Funding.		
	4)	Library programs and services.		

Members Present

SL NO	NAME	DEPARTMENT	DESIGNATION	SIGNATURE
1	Dr. H N Thippeswamy	Principal	Chairman	
2	Ms. Pavitra R S	Asst. Librarian	Member Secretary	
3	Mr. B N Basavaraj	Librarian	Convener	
4	Dr. Jyothi P	Vice Principal	Member	
5	Dr. Sowmya Naik PT	HOD CSE	Member	
6	Dr. S Karunakara	HOD Mechanical	Member	
7	Mr. B Sakthivel	HOD ISE	Member	
8	Ms. Shylaja K	ECE	Member	
9	Ms. Tara V K	CSE	Member	

Minutes of Meeting

1) Library operations and usage.

- Review of library usage statistics.
- Discussion on any operational issues or improvements.

2) Collection Development and Acquisitions.

- Overview of recent acquisitions and additions to the library collection.
- Discussion on future acquisitions and collection development priorities.
- Suggestions for new materials or resources needed.

3) Budget and Funding.

- Planning for upcoming budgetary requirements.

4) Library programs and services.

- Discussion on the effectiveness of these programs.
- Proposals for new programs or services to be introduced.

5) No other grievances were received.

6) Meeting concluded with thanking all the members



CITY ENGINEERING COLLEGE

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Action Taken Report

Sl No	Grievance	Action Taken
1	Implementation of E-library	To be implemented before next January


Convener


Principal



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LIBRARY COMMITTEE

Ref No: CEC/IQAC/LC/ACY 2023-2024/OR/02

CIRCULAR

DATE: 03/01/2024

The Library Committee meeting is scheduled on 04/01/2024 in principal's office at 12:00 noon.

Agenda

- 1) Review of Previous Meeting Minutes.
- 2) Technology Integration and Services.
- 3) Collection Development and Acquisitions.
- 4) Grievance if any
- 5) Suggestions if any

The following members are requested to attend the meeting.

SL NO	NAME	DEPARTMENT	DESIGNATION	SIGNATURE
1	Dr. H N Thippeswamy	Principal	Chairman	
2	Ms. Pavitra R S	Asst. Librarian	Member Secretary	
3	Mr. B N Basavaraj	Librarian	Convener	
4	Dr. Sowmya Naik P T	HOD CSE	Member	
5	Dr. S Karunakara	HOD Mechanical	Member	
6	Mr. B Sakthivel	HOD ISE	Member	
7	Dr. Jyothi P	HOD Mathematics	Member	
8	Ms. Shylaja K	ECE	Member	
9	Ms. Tara V K	CSE	Member	

PRINCIPAL

Copy to:

- 1) IQAC
- 2) Principal



CITY ENGINEERING COLLEGE

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Record of meeting, Subject, Agenda, Attendance, Action Taken Report, Minutes

Subject: Library Committee Meeting

Meeting No.	Ref No: CEC/IQAC/LC/ACY 2023-2024/OR/02	Date: 04/01/2024	Time	12:00 noon
Agenda	1)	Review of Previous Meeting Minutes.		
	2)	Technology Integration and Services.		
	3)	Collection Development and Acquisitions.		
	4)	Grievance if any		
	5)	Suggestions if any		

Members Present

SL NO	NAME	DEPARTMENT	DESIGNATION	SIGNATURE
1	Dr. H N Thippeswamy	Principal	Chairman	
2	Ms. Pavitra R S	Asst. Librarian	Member Secretary	
3	Mr. B N Basavaraj	Librarian	Convener	
4	Dr. Sowmya Naik PT	HOD CSE	Member	
5	Dr. S Karunakara	HOD Mechanical	Member	
6	Mr. B Sakthivel	HOD ISE	Member	
7	Dr. Jyothi P	HOD Mathematics	Member	
8	Ms. Shylaja K	ECE	Member	
9	Ms. Tara V K	CSE	Member	

Minutes of Meeting

1) Review of Previous Meeting Minutes:

- Discuss and approve minutes from the previous Library Committee meeting.
- Review action items and updates on progress.

2) Technology Integration and Services:

- Review technology infrastructure for library services.
- Discuss opportunities for integrating new technologies to improve access to resources and user experience



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3) Collection Development and Acquisitions:


- Review the library's collection development policies and procedures.
- Evaluate recent acquisitions and discuss strategies for enhancing the collection to meet the needs of users.
- Address budgetary considerations and potential collaborations for expanding the collection.

4) No other grievances were received.

5) Meeting concluded with thanking all the members

Action Taken Report

Sl No	Description	Action Taken
1	Technology Integration	Has been incorporated


Convener


Principal