



Mangalore Institute of Technology and Engineering

(An ISO 9001:2015 Certified Institution)

(A Unit of Rajalaxmi Education Trust)

BadagaMijar, Moodabidri-574225

INTERNAL COMPLAINTS COMMITTEE

2019-20

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The Members of the Internal Complaints Committee for the academic year 2019-20:

Role	Name	Designation
Chair person	Dr. Asha Crasta	Associate Prof., Dept. of Mathematics
Members	Dr. Divakara S Shetty	Dean of Academics, MITE
	Dr. C.R. Rajashekar	Vice Principal, HOD , Dept. of Mechanical Engineering
	Mrs. Rashmi Praveen	Assistant Prof., Dept. of Mathematics
	Ms. Jyothi G N	Assistant Prof., Dept. of CSE
	Mrs. Mallika Shetty	Accounts Head
	Mrs. Shubha, Foreman	Foreman, Dept. of CSE
Student Members	Ms. Samiksha N	Dept. of Mechatronics Engineering
	Ms. Shraddha Mendon	Dept. of Information Science
	Ms. Chaitra Shettigar	Dept. of Aeronautical Engineering
NGO, Member	Mrs. Rochana Surjit	Customer service relationship executive

The Internal Complaints Committee is constituted to help maintain an amicable environment at the Institute, to enable women to pursue their work with dignity and reassurance. The Committee works to raise awareness on gender equality issues. The main objectives are to ensure a harassment-free environment for all those who are studying or working in the institute, and to address any harassment complaint.

Proceedings of the Internal Complaints Committee meetings

Meeting I

The first meeting of the Internal Complaints Committee for the academic year 2019-20 was held on 06-08-2019 at 10.50 am at Conference Hall-II.

Agenda:

1. Review of the closing report of the academic year 2018-19.
2. Dissemination of information of Internal Complaints Committee to the students and employees.
3. To create awareness about gender equality.
4. To organize the appropriate programs for Gender sensitization and training for self-defense and celebrate International Women's day
5. Suggestion/ Complaint drop box

Review of the Closing report of the academic year 2018-19:

The Chairperson addressed the members and expressed satisfaction that no cases were reported in the previous academic year and programs conducted in that respective year have helped a lot in achieving this. The committee members were satisfied with the efforts taken to achieve the same and decided to continue to put in more effort to ensure a harassment-free environment for all those who are studying or working in the institute for the following year.

Dissemination of information of Internal Complaints Committee to the students and employees:

The chairperson requested the members to check the posters displayed on the notice boards regarding creating awareness about gender sensitization and sexual Harassment at the campus are intact or not. In case the notices are disfigured or discolored, it has to be replaced by the new ones. It was decided to upload the new committee members list on the website so that all students can easily access the details of the committee members in case of need.

To create awareness about gender equality:

It was decided to send a circular to all HoD's and chief wardens asking them to maintain equal representations of male and female in all leadership, curricular and co-curricular activities in their respective departments to uphold gender equity. Further, Hod's to instruct faculty members to create an environment of equality and respect in the classroom, campus by making boys and girls share responsibilities and work together to complete tasks or solve problems. In case of any cases of sexual harassment reported or observed the departments to immediately report to the committee member for further action.

To organize the appropriate programs for Gender sensitization, training for self defense and celebrate International Women's day:

The Committee members decided to organize a talk on gender sensitization and a workshop on self- defense techniques in line with the Annual Gender Sensitization Plan. After a thorough discussion about the resource persons for these events, it was decided to call Dr. Suphala Kotian and Mr. Karthik Kateel as resource persons.

The committee members were given the task of finalizing the date for organizing these events. It was also decided to celebrate international women's day and to decide upon the resource person depending on the topic released worldwide for the celebration.

Suggestion/ Complaint drop box: The Chairperson decided that this academic year Mrs. Rashmi Praveen will be in charge of checking the suggestion/ complaint drop box every Saturdays and report to the committee if any suggestions/complaints found.

Meeting II:

The Second meeting of the Internal Complaints Committee for the Academic year 2019-20 was held virtually on 28/05/2020 at 12:30 pm to 01:30 pm.

Agenda :

1. Review of activities conducted
2. Any complaints registered.

Review of activities conducted:

Two programs, a talk on gender sensitivity and a workshop on self-defense techniques were conducted by the committee for this academic year. The talk on Gender sensitivity was very informative to the students. The committee reviewed the feedback of students on the talk on gender sensitivity and was satisfied with the feedback. The students also appreciated the workshop on self-defense techniques and expressed that practicing the learned self-defense Techniques is the need of the hour. International women's day could not be celebrated due to the pandemic COVID-19.

Any complaints registered:

There were no cases reported for this academic year. The committee members expressed satisfaction and decided to continue to put in more effort to ensure a harassment-free environment for all the stakeholders for the following year.

Activities Conducted in 2019-20:

Date	Activity	Speaker/ Trainer
16-08-2019	Talk on Gender Sensitivity	Dr. Suphala S Kotian , External counselor MITE and Professor at AJ Institute of Hospital Administration
04-02-2020	Workshop on self defense Techniques for women	Mr. Karthik S Kateel , CEO and founder of Swaraksha For Women Trust, appointed Grand Master Trainer for self Defense by the Indian Red Cross Society.

Talk on Gender Sensitivity



Dr. Suphala Kotian addressing the students on Gender Sensitivity

Creating awareness is a process that helps to facilitate the exchange of ideas, improve mutual understanding, and create competencies and skills necessary for societal change. Since Gender sensitivity awareness is the need of the hour the Internal Complaints committee organized a talk on gender sensitivity for the First-year students on 16-08-2019.

The Speaker of the session, Dr. Suphala S Kotian, counsellor and Professor at AJ Institute of Hospital Administration spoke about the differences between gender, sex, and gender sensitivity. Dr. Suphala also highlighted about gender discrimination and its ill impact on society. The Talk was attended by 400 participants.

Workshop on self defense Techniques for women



Mr. Karthik S Kateel demonstrating the self-defense Techniques

The need of the hour for the girls and women in the society is to safeguard themselves against violence committed against them. In this regard, The Internal Complaints Committee of MITE organized an awareness workshop for self-defense techniques for women on 4th February 2020 by Karthik S Kateel for first-year girl students.

The trainer Karthik S Kateel along with his mother Mrs. Shobalatha demonstrated five techniques that women can use when attacked by a stranger or a group of people without using the usual kick, block, and punch techniques of martial arts. He emphasized that as eyes, nose, and neck are sensitive parts of the human body, these should be targeted by women to bring under control, a dangerous situation. The workshop was attended by 100 participants.