



MANGALORE INSTITUTE OF TECHNOLOGY & ENGINEERING

Accredited by NAAC with A+ Grade, An ISO 9001: 2015 Certified Institution

(A Unit of Rajalaxmi Education Trust®, Mangalore - 575001)

Affiliated to V.T.U., Belagavi, Approved by AICTE, New Delhi.

INTERNAL COMPLAINTS COMMITTEE

ANNUAL REPORT

2022-23



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The Members of the Internal Complaints Committee for the academic year 2022-23:

Role	Name	Designation
Chair person	Dr. Vineetha Telma D'Souza	Associate Professor and Head, Dept. of Chemistry
Members	Dr. C.R. Rajashekar	Vice Principal and Head, Dept. of Mechanical Engineering
	Dr. Ravinarayana B	Associate Professor and Head, Dept. of Computer Science & Engg
	Mrs. Swathi Shetty	Assistant Professor, Dept. of Mathematics
	Mrs. Sonia Peal K P	Assistant Professor, Dept. of Computer Science & Engg (IoT & Cyber Security with Blockchain Technology)
	Mrs. Verina D'Souza	Assistant Professor, Dept. of Business Administration
	Mrs. Ramya	Assistant Professor, Dept. of MCA
	Mrs. Mallika Shetty	Accounts Head
	Mrs. Shubha, Foreman	Foreman, Dept. of Computer Science & Engineering
Student Members	Ms. K P Shwetha	Dept. of Electronics & Communication Engineering
	Ms. Vaishnavi S Gowda	Dept. of Civil Engineering
	Ms. Shreya Bhat	Dept. of Artificial Intelligence and Machine Learning
NGO Member	Mrs. Rochana Surjit	Customer service relationship executive

The Internal Complaints committee was duly formed in the Institute to look into, and adjudicate matters relating to any kind of sexual harassment meted out to students or female employees of the Institution. To that end the institute has been vigilant about instances of gender discrimination, victimization and abuse, and will act promptly to address/redress any issues that violated the provisions of the 2013 Act. The main objectives are to ensure a harassment-free environment for all and to provide a congenial and conducive atmosphere in which students, faculty, and staff work together in an environment free of exploitation and intimidation.

The following meetings and programs are conducted under Internal Complaints Committee 2022-23.

Date	Activity
07-11-2022	Meeting I
13-09-2023	Meeting II
03-12-2022	Workshop on Self-Defense-Techniques
08-03-2023	International Women's day Celebration

Proceedings of the Internal Complaint Committee Meetings

Meeting I

The first meeting of the Internal Complaint Committee for the academic year 2022-23 was held on 07-11-2022 at 11.30 AM in conference Hall - 2.

Agenda:

1. Formation of the Internal Complaints Committee (ICC) for the academic year 2022-23.
2. Review of the closing report of the academic year 2021-22.
3. Dissemination of information of Internal Complaints Committee to the Stakeholders.
4. Create awareness about gender equality.
5. Plan and carry out the programs for Gender sensitization
6. Any other matter with the permission of the Chair.

Formation of the Internal Complaints Committee (ICC) for the academic year 2022-23:

Internal Complaints Committee (ICC) was reconstituted for the academic year 2022-23. To report any incident/inconveniences faced by female/staff, the agreed party can contact any of the committee members. There is also a complaint drop box in the administrative office premise which will helpful to register any complaints.

Review of the Closing report of the academic year 2021-22:

The Committee noted that there is no complaint of any type of harassment received from any stakeholders for the academic year 2021-22. The committee members were happy with the endeavors taken to accomplish the same and chose to keep on 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 Complaint Committee to the students and employees:

It was decided to upload the new committee members list with their contact numbers in the website, all notice boards, hostels and food court, so that all the students can easily access the details of the committee members in case of need. It is emphasized that in order to create awareness and continuous sensitization among the employees, it is essential to place posters defining sexual harassment at prominent places.

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 equality. If there should arise an occurrence of any instances of lewd behavior detailed or noticed, the departments should immediately report to the committee member for further action.

Plan and carry out the program for Gender sensitization:

The committee member decided to organize an awareness talk on gender sensitization, what are the women rights and a workshop on self – defense technique. It was decided to celebrate international women's day.

Any other matter with the permission of the Chair:

Suggestion/complaint drop box must be placed in the office premises. It was decided that Ms. Swathi Shetty will be in charge of checking the suggestion/complaint drop box once in a month and report to the committee if any suggestions/complaints were found.

Meeting II:

The Second meeting of the Internal Complaint Committee for the Academic year 2022-23 was held on 13-09-2023 at 9.30 AM in conference Hall - 2.

Agenda:

1. Review of activities conducted
2. Any complaints registered.
3. Any other matter with the permission of the Chair.

Review of activities conducted:

A workshop on “Self-Defense-Techniques” was conducted on 03rd December 2022 by Mr. Kartheek S Kateel, CEO and Founder, Swaraksha for Women Trust®..

A talk on “Personal Finance: A Path to Women Empowerment” was conducted on 8th March 2023 on account of the “International Women’s Day Celebration”. The resource person was Mrs. Sapna Shenoy, an Investment Services Professional, Mangalore.

Any complaints registered:

There were no cases reported for the academic year 2022-23. The committee members expressed their satisfaction and decided to continue to put in more effort to ensure harassment – free environment for all the stakeholders.

Any other matter with the permission of the Chair:

The committee decided to conduct more events on gender sensitization, women empowerment and self- defense techniques for the next academic year. As per the suggestions from the committee, it was decided to held awareness program and also to introduce the Internal Complaints Committee members admitted for the academic year 2023-24.

Activities Conducted in 2022-23:

Date	Activity	Speaker
03-12-2022	Workshop on Self-Defense-Techniques	Mr. Kartheek S Kateel is a CEO and Founder, Swaraksha for Women Trust®.
08-03-2023	International Women's day Celebration	Mrs. Sapna Shenoy, an Investment Services Professional, Mangalore.

Workshop on Self-Defense-Techniques

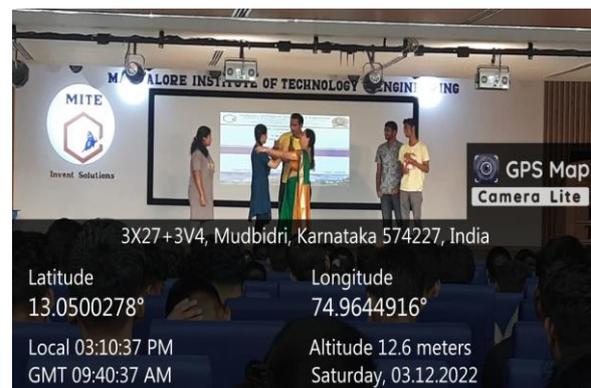
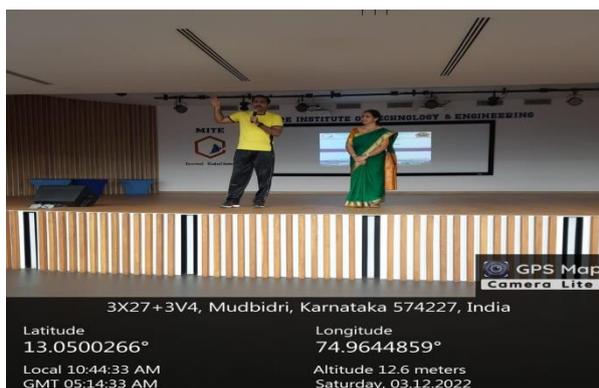
“Self defense is not just a set of techniques, it's a state of mind that begins with the belief that you are worth defending” with the theme, we have organized workshop on “Self-Defense-Techniques”.

Mr. Kartheek S. Kateel demonstrated his skills in self-defense techniques.

He mentioned some Quick Tips & Tricks for Self-defense.

- Pretend to be submissive at first and fight back when the attacker is off-guard.
- Stay fit enough to run fast.
- Keep a check when walking on the road to avoid groping or chain-snatching from behind.
- Keep your purse to your front and walk paying full attention around.
- Try avoiding high-heeled footwear when you have to walk a long distance and in unknown territories.
- Say out ‘STOP’ in a loud and aggressive voice when needed but avoid using swear words or threats.

The workshop was attended by both faculty and students.



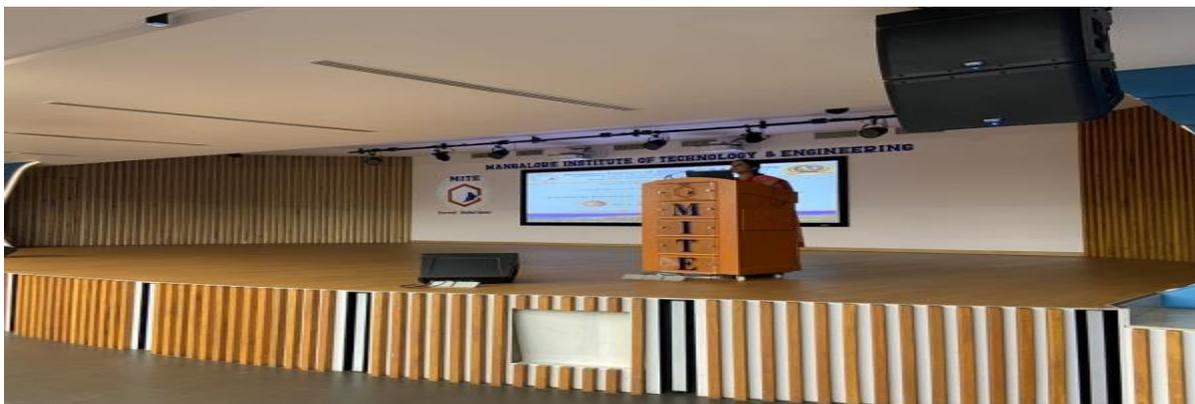


Mr. Karthik S Kateel demonstrating the self-defense techniques

International Women's Day Celebration

“International Women's Day is commemorated in a variety of ways worldwide; The 2023 UN theme for International Women's Day is “DigitALL: Innovation and Technology for Gender Equality”. We at MITE celebrated International Women’s Day in a meaningful way. We have organized a talk on “Personal Finance: A Path to Women Empowerment”.

In her talk, Mrs. Sapna Shenoy spoke about women’s decision-making capabilities related to finance. She also stressed financial inclusion: the poor can access economic resources and build the concept of savings. Financial inclusion aids in the overall economic development of the underprivileged population and is a step towards inclusive growth. She mentioned various financial plans in which women can invest. The main point she wanted to make was to enable women to be financially independent.



Welcome address by Dr. Vineetha Telma D'Souza



Mrs. Sapna Shenoy addressing the session