



MANGALORE INSTITUTE OF TECHNOLOGY & ENGINEERING

(A Unit of Rajalaxmi Education Trust[®], Mangalore)

Autonomous Institute affiliated to VTU, Belagavi, Approved by AICTE, New Delhi

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

INTERNAL COMPLAINTS COMMITTEE

ANNUAL REPORT

2023-24



MANGALORE INSTITUTE OF TECHNOLOGY & ENGINEERING

(A Unit of Rajalaxmi Education Trust®, Mangalore)

Autonomous Institute affiliated to VTU, Belagavi, Approved by AICTE, New Delhi

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

CONTENTS

Sl. No.	Particulars	Page Numbers
1	Members list of Internal Complaints Committee	1
2	Proceedings of Internal Complaints Committee Meetings	2-4
	Meeting I	2-4
	Meeting II	4-5
3	Activity Conducted	5-7
	Activity I: Self-Defense-Techniques	5-7
	Activity II: International Women's day Celebration	7-10



MANGALORE INSTITUTE OF TECHNOLOGY & ENGINEERING

(A Unit of Rajalaxmi Education Trust®, Mangalore)

Autonomous Institute affiliated to VTU, Belagavi, Approved by AICTE, New Delhi

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

The Members of the Internal Complaints Committee for the academic year 2023-24:

Sl.No	Name and Designation	Role in ICC
1	Dr. Mamatha I, Associate Professor, Department of E & C Engineering	Chairperson & Convener
2	Dr. Anand S, Professor and Head, Dept. of Aeronautical Engineering	Members
3	Mrs. Pramila B J, Assistant Professor, Dept. of Humanities	
4	Mrs. Sonia Peal K P, Assistant Professor, Dept. of Computer Science & Engg (IoT & Cyber Security with Blockchain Technology)	
5	Mrs. Verina D'Souza, Assistant Professor, Dept. of Master of Business Administration	
6	Mrs. Ramya, Assistant Professor, Dept. of Master of Computer Applications	
7	Mrs. Mallika Shetty, Accounts Head	Member (non teaching employee)
8	Mrs. Shubha, Foreman, Dept. of Computer Science & Engineering	Member (non teaching employee)
9	Ms. K P Shwetha, Dept. of Electronics & Communication Engineering	Student Members
10	Ms. Vaishnavi S Gowda, Dept. of Civil Engineering	
11	Ms. Shreya Bhat, Dept. of Artificial Intelligence and Machine Learning	
12	Ms. Sandhya Sree M, Dept. of MBA	
13	Ms. Dwithi Shetty, Dept. of Computer Science & Engg.	

14	Mrs. Rochana Surjit, Customer Service Relationship Executive	NGO Member
----	--	------------

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 2023-24.

Date	Activity
29-09-2023	Meeting I
20/02/2024	Meeting II
30-09-2023	Workshop on Self-Defense-Techniques
08-03-2024	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 2023-24 was held on 29-09-2023 at 10.50 AM in conference Hall - 2.

Agenda:



MANGALORE INSTITUTE OF TECHNOLOGY & ENGINEERING

(A Unit of Rajalaxmi Education Trust®, Mangalore)

Autonomous Institute affiliated to VTU, Belagavi, Approved by AICTE, New Delhi

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

1. Formation of the Internal Complaints Committee (ICC) for the academic year 2023-24.
2. Review of the closing report of the academic year 2022-23.
3. Dissemination of information of the 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 2023-24:

The Internal Complaints Committee (ICC) was reconstituted for the academic year 2023-24. To report any incident/inconveniences faced by female/staff can contact any of the committee members. The complaint box in the office premises will also be helpful to register any such complaints.

Review of the Closing report of the academic year 2022-23:

The Committee noted that there is no complaint of any type of harassment received from any stakeholders for the academic year 2022-23. 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 and motivational speech by the professional counselor, a session with the campus doctor and invite an alumna entrepreneur and felicitate. 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. Pramila B J 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 2023-24 was held on 20-02-2024 at 3.00 PM in Auditorium 2.

Agenda:

1. Reconstitution of the Internal Complaints Committee (ICC) for the academic year 2023-24.
2. Dissemination of information of Internal Complaints Committee to the Stakeholders.
3. Planning or Women's Day celebration on 8th March 2024.
4. Plan and carry out the programs for Gender sensitization
5. Any other matter with the permission of the Chair.

Reconstitution of the Internal Complaints Committee (ICC) for the academic year 2023-24:

The Internal Complaints Committee (ICC) was reconstituted for the academic year 2023-24. Female staff members are facilitated with a complaint box in the office premises to register any such complaints. Also, the female staff/students can contact any of the committee members to report any incident/inconveniences faced by them. Ms. Pramila B.J was assigned with the responsibility of periodic inspection of the complaints box. In case of any complaints, the committee will meet and review and resolve them.

Dissemination of information of Internal Complaint Committee to the stake holders:

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 was emphasized that in order to create awareness and continuous sensitize the female community of the campus.

Planning or Women's Day celebration on 8th March 2024:

Committee members decided to celebrate women's day through an invited talk by a prominent speaker. Members were asked to identify 2-3 speakers in the topic for the talk. It was decided to finalize the resource person in a week's time. It was suggested to conduct a debate for female students on a relevant topic.

Plan and carry out programs for gender sensitization:

The committee decided to conduct one more event for gender sensitization/women empowerment in the month of May 2024. Committee members will identify the resource person and the topic in due course.

Any other matter with the permission of the Chair:

The chairperson informed the committee members that an Anti-Sexual harassment committee and an Anti-Sexual harassment squad team has been formulated and the same will be intimated



MANGALORE INSTITUTE OF TECHNOLOGY & ENGINEERING

(A Unit of Rajalaxmi Education Trust®, Mangalore)

Autonomous Institute affiliated to VTU, Belagavi, Approved by AICTE, New Delhi

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

to the respective members as some of the ICC members are part of it. It was decided to meet frequently for discussion on organizing Women's Day celebration.

Activities Conducted in 2023-24:

Date	Activity	Speaker
30-09-2023	Workshop on Self-Defense-Techniques	Mr. Kartheek S Kateel is a CEO and Founder, Swaraksha for Women Trust®.
08-03-2024	International Women's day Celebration	Dr. Padma Rani , Director & Professor, Manipal Institute of Communications, Manipal

Workshop on Self-Defense-Techniques

Workshop on "Self Defence Techniques" was organized on 30th September 2023 from 10.30AM onwards. Mr. Kartheek S Kateel is a CEO and Founder, Swaraksha for Women Trust®. He has a B.Sc and M.A in English Literature was the resource person. He has trained more than 1,90,000 women and students from 580 Institutions with 1000+ workshops across the state in Self-defense. He has been a six-time national and 16-time state-level gold medalist in martial arts.

Dr. Vineetha Telma D'Souza, Chairperson, Internal Complaints Committee, Head of the Department of Chemistry, welcomed the gathering and introduced the guest. Mr. Kartheek S. Kateel demonstrated his skills in self-defence techniques. The programme ended with a vote of thanks.

During the 90 minute presentation, Karthik S. Kateel, the trainer, collaborated with his mother, Shobhalatha, to showcase various techniques empowering women to defend themselves against strangers or groups. The eyes, nose, and neck are vulnerable areas of the human body, all one needs is the presence of mind and ability to identify the weak points in the attacker so that they can easily escape unhurt. Attendees of this session can readily learn effective methods

MANGALORE INSTITUTE OF TECHNOLOGY & ENGINEERING

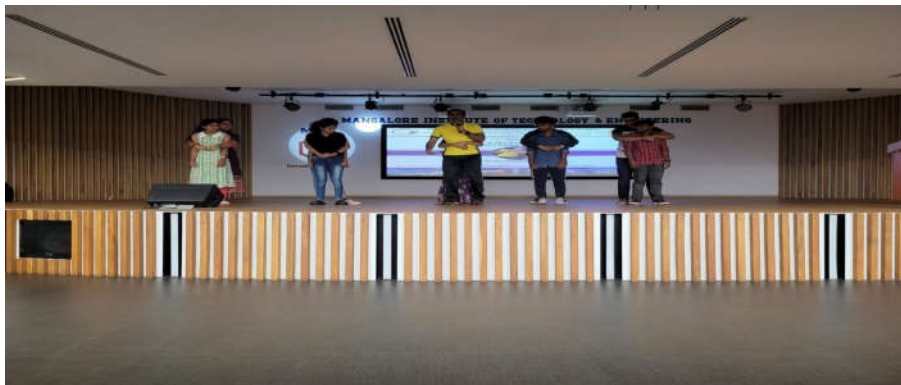
(A Unit of Rajalaxmi Education Trust®, Mangalore)

Autonomous Institute affiliated to VTU, Belagavi, Approved by AICTE, New Delhi

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

to counteract an attack and regain control in dangerous situations. These techniques are straightforward and applicable to women of all age groups.

The workshop was conducted in three sessions. The total of 710 students attended the workshop.

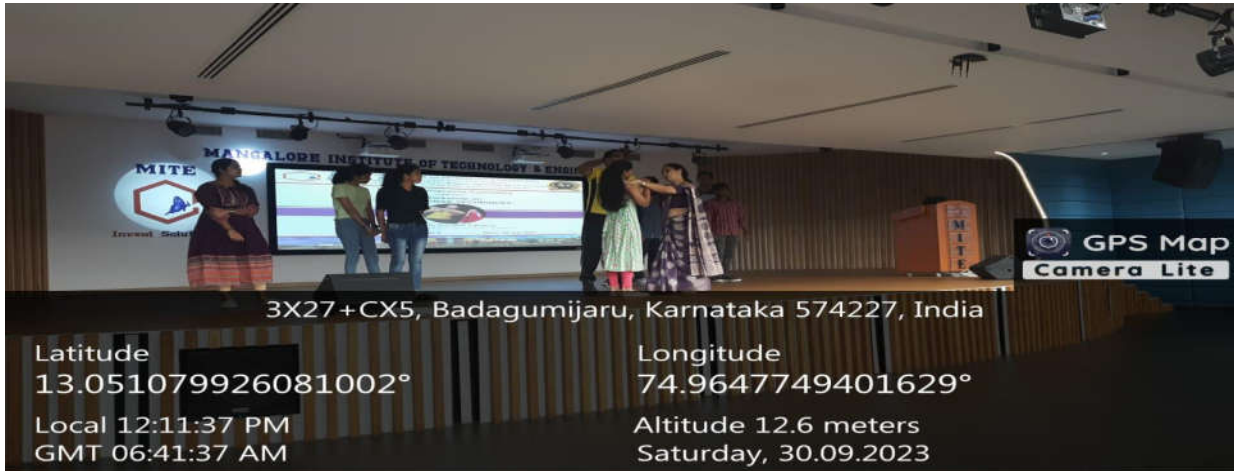


MANGALORE INSTITUTE OF TECHNOLOGY & ENGINEERING

(A Unit of Rajalaxmi Education Trust®, Mangalore)

Autonomous Institute affiliated to VTU, Belagavi, Approved by AICTE, New Delhi

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



Mr. Karthik S Kateel demonstrating the self-defense techniques

“International Women’s Day 2024 Celebration

The “International Women's Day was celebrated at MITE on 8th March 2024 through an invited talk on “Awareness on Sexual Harassment” by Dr. Padma Rani, Director & Professor, Manipal Institute of Communications. The program was followed by few cultural events by the students of MITE. The talk was focused on sensitizing both women and men about the sexual harassment. About 300 participants (both students and faculty) were benefitted out of the talk.

Event started with an inaugural session through lighting the lamp and Ms. Pramila B J, Assistant Professor, Department of Humanities took the responsibility of compering the event. Ms. Verina D’Souza, Assistant Professor, Department of MBA introduced the Speaker. Dr. Padma Rani started her talk by briefing on the necessity of constituting the Internal Complaints Committee at every organization. She explained about the Vishaka Act and the current Posha Act initiated by the Govt. of India in order to reduce the sexual harassment in India. She circulated the google form to the students which had the various forms of sexual harassment and the students were asked to fill the same during the session. She also demonstrated the kinds of sexual harassment which mostly happens at the college premises through a role play by 4 students. She encouraged the students to say a “STRONG NO” to the

MANGALORE INSTITUTE OF TECHNOLOGY & ENGINEERING

(A Unit of Rajalaxmi Education Trust®, Mangalore)

Autonomous Institute affiliated to VTU, Belagavi, Approved by AICTE, New Delhi

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

fellow mates whenever they get harassed instead of keeping silence. She also urged the male participants not to indulge in any actions which are treated as Sexual Harassment. The talk was very informative and the participants appreciated the talk.

The invited talk was followed by the cultural program by the EUPHORIA –The cultural club of MITE. A classical welcome dance followed by a group song, a contemporary dance, a skit on Women’s Daily life, and an instrumental performance by our students left the stage vibrant and soothing.

The celebration concluded with vote of thanks delivered by Ms. Pramila B. J and National anthem.



Fig.1 Inauguration through lighting the lamp

MANGALORE INSTITUTE OF TECHNOLOGY & ENGINEERING

(A Unit of Rajalaxmi Education Trust®, Mangalore)

Autonomous Institute affiliated to VTU, Belagavi, Approved by AICTE, New Delhi

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



Fig.2 Welcome address by Ms. Verina D'Souza



Fig.3 Audiences at the Venue

MANGALORE INSTITUTE OF TECHNOLOGY & ENGINEERING

(A Unit of Rajalaxmi Education Trust®, Mangalore)

Autonomous Institute affiliated to VTU, Belagavi, Approved by AICTE, New Delhi

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



Fig.4 Cultural Event



Fig.5 Dr. Vinayambika S Bhat felicitating Dr. Padma Rani