



ವಿವೇಕಾನಂದ ತಾಂತ್ರಿಕ ಮಹಾ ವಿದ್ಯಾಲಯ
VIVEKANANDA INSTITUTE OF TECHNOLOGY

AN INSTITUTE OF JANATHA EDUCATION SOCIETY
Recognised by GOK, Affiliated to VTU & Approved by AICTE, New Delhi.

01/12/2019

College Internal Complaints Committee (CICC)

Circular

All the members of Internal Complaints Committee (ICC) are requested to attend a meeting on 2nd December, 2019 at 3:00 pm in Principal's Office.

Agenda

1. To discuss about creating awareness among the students about Prevention, Prohibition and Redressal of Sexual Harassment especially for newly enrolled students for the academic year 2019-20.
2. To discuss about the key responsibilities of the ICC for the year 2019-20.
3. Any other point with the permission of the Principal.

Coordinator, CICC, VKIT

Chief Coordinator, IQAC, VKIT





VIVEKANANDA INSTITUTE OF TECHNOLOGY

AN INSTITUTE OF JANATHA EDUCATION SOCIETY
Recognised by GOK, Affiliated to VTU & Approved by AICTE, New Delhi.

Meeting Proceedings

The meeting of Internal Complaints Committee was held on 02/12/2019 at 3:00 pm in Principal's Office.

Dr. Shaila K welcomed all the members and thanked them for their cooperation and valuable suggestions for the successful functioning of the ICC during the last academic year 2019-20. The formation of the committee involved the following members;

SI No	Name
1	Dr. Shaila K, Chairperson
2	Dr. Vidya A, Member Convener
3	Anagha N.S (1VK15EC004)
4	Harshitha H.N
5	Harshitha P
6	Dincy.J.Mathew (1VK15EC009)
7	Gowthami B
8	Bhumika V

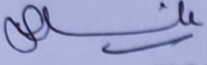
Dr. Vidya A explained the committee about the letter of Mrs.Sindhu, Lab Instructor, requesting for extension of maternity leave from 21/11/2019 to 28/02/2020. After going through the report the committee members came to the conclusion that on humanitarian grounds, her maternity leave extension was being considered.


The meeting was concluded with a Vote of thanks by Dr. Vidya A.

The following members were present in the meeting:

SI No	Name
1	Dr. Shaila K, Chairperson
2	Dr. Vidya A, Member Convener
3	Anagha N.S (1VK15EC004)
4	Harshitha H.N
5	Harshitha P

6	Dincy.J.Mathew (1VK15EC009)
7	Gowthami B
8	Bhumika V

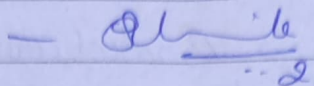
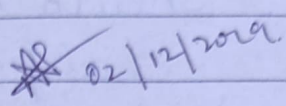
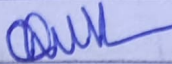
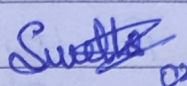
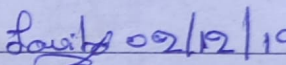

Coordinator, CICC, VKIT

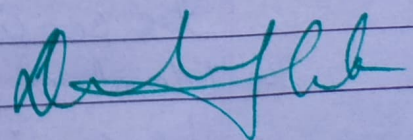

Chief Coordinator, IQAC, VKIT



Proceedings of CICE meeting held on 2/12/2019.

The following members attended the meeting.

1. Dr. Shaila. K -  2/12/2019.
Chairperson.
 2. Dr. Vidya. A -  02/12/2019.
Faculty member
 3. Prof. R Chandramma -  2/12/19.
Faculty member
 4. Mrs. Swetha P. -  02/12/19
Member-Non-Teaching
 5. Mrs. Savita Neik, Member-Non-Teaching -  02/12/19
- * Dr. Shaila. K, Chairperson welcomed the members.
- * Chairperson informed the members that Principal, VKIT had given forwarded the letter of Mrs. Sindhu, Lab Instructor, requesting for extension of maternity leave from 21.11.2019 to 28/2/2020.
- * After going through the report the committee members came to the conclusion that on humanitarian grounds her maternity leave extension be considered.
- * Chairperson thanked all the members.





ವಿವೇಕಾನಂದ ತಾಂತ್ರಿಕ ಮಹಾ ವಿದ್ಯಾಲಯ
VIVEKANANDA INSTITUTE OF TECHNOLOGY

AN INSTITUTE OF JANATHA EDUCATION SOCIETY
Recognised by GOK, Affiliated to VTU & Approved by AICTE, New Delhi.

26/01/2020

College Internal Complaints Committee (CICC)

Circular

All the members of Internal Complaints Committee (ICC) are requested to attend a meeting on 27th January, 2020 at 3:00 pm in Principal's Office.

Agenda

1. Report on cases relating Sexual harassment for the academic year 2019-20.
2. To discuss about the key responsibilities of the ICC for the year 2019-20.
3. Any other point with the permission of the Principal.

Coordinator, CICC, VKIT

Chief Coordinator, IQAC, VKIT





Meeting Proceedings

The meeting of Internal Complaints Committee was held on 27/01/2020 at 3:00 pm in Principal's Office.

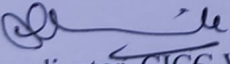
Dr. Shaila K welcomed all the members and thanked them for their cooperation and valuable suggestions for the successful functioning of the ICC during the last academic year.

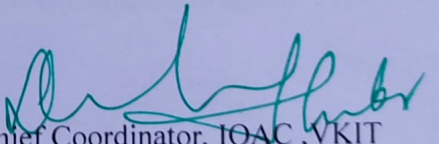
Mrs. Lakshmi Shabadi, Assistant Professor, Dept.of ISE. Mrs. Lakshmi Shabadi has requested extension of Maternity Leave from 26/01/2020 to 04/05/2020. After going through the request letter the members suggested that on humanitarian grounds, her maternity leave extension may be considered since she had to feed the child. Members suggested that her leave may be considered on loss of pay, since she was on her probationary period.

The meeting was concluded with a Vote of thanks by Dr. Vidya A.

The following members were present in the meeting:

Sl No	Name
1	Dr. Shaila K, Chairperson
2	Dr. Vidya A, Member Convener
3	Prof. Chandramma R, Faculty Member
4	Mrs. Swetha P, Member Non-Teaching
5	Mrs. Savitha Naik , Member Non-Teaching
6	Dincy.J.Mathew (1VK15EC009), Student Member


Coordinator, CICE, VKIT


Chief Coordinator, IQAC, VKIT

Proceedings of CICE meeting held on
27/1/2020 at 3.00 p.m.

The following members attended the
meeting in Boardroom.

Dr. Shaila K. - ~~Ch~~ 27/1/2020
Chairperson

Dr. Vidya A - ~~27/01/2020~~
Faculty Member

Prof. Chandamma R - ~~Call~~ 27/1/2020
Faculty Member -

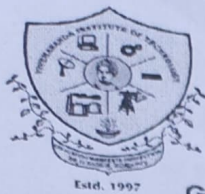
Mrs. Sreetha P - ~~Sreetha~~ 27/01/2020
Member - Non-Teaching

Mrs. Savita Naik - ~~Savit~~ 27/1/2020
Member - Non-Teaching

- * Dr. Shaila K, Chairperson welcomed the members.
- * Chairperson informed the members about the letter forwarded by Principal to CICE related to Mrs. Lakshmi Shabadi, Asst. Prof., Dept. of ISE. Mrs. Lakshmi Shabadi has requested extension of Maternity Leave from 26.1.2020 to 4.5.2020.
- * After going through the request letter the members suggested that on humanitarian grounds her maternity leave extension may be considered since she had to feed the child.
- * Members also suggested that her leave may be considered on loss of pay, since she is on probationary period.
- * Finally, chairperson thanked all the members.



Sreetha



Janatha Education Society®

VIVEKANANDA INSTITUTE OF TECHNOLOGY

(AFFILIATED TO VTU BELAGAVI, APPROVED BY AICTE NEW DELHI AND RECOGNISED BY GOVT. OF KARNATAKA)
GUDIMAVU, KUMBALAGODU POST, KENGERI HOBBLI, BENGALURU - 74



College Internal Complaint Committee (CICC)

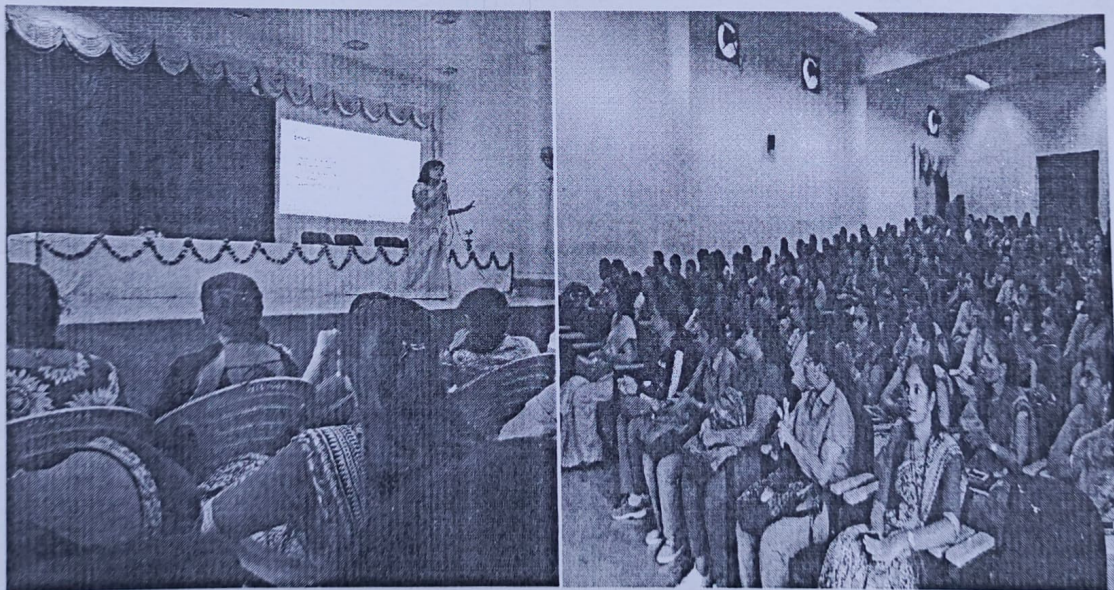
Ref. No.: VKIT/CICC/Women's Day/2019-20/

Date: 15/10/2019

Invited Talk

The College Internal Complaint Committee has arranged a talk on “**Balancing Physical and Mental Stress**” on 14th October 2019 for all the female faculty members and girl students in the campus. The talk was delivered by Dr. MALA B, Ophthalmologist and Cornea specialist, at Seminar Hall, Admin Block from 9:30 am to 11:00 am.

All the female faculty members along with girl students have attended the talk. Dr. Vidya A, Convener CICC, has delivered welcome address. The convener has introduced the speaker to the audience and she has highlighted the significance of the talk.



Dr. Mala B, has defined stress as an abstract psychological perception of pressure/stressor. She has discussed the various stress factors causing stress. Some of the stress factors are:

- Academic factors
- Social factors-monotonous
- Family factors- “lack of support from parents”
- Emotional factors
- Financial factors.

She has also mentioned the role of hormones causing stress. Later she has focused on balancing Act for stress by mentioning:

- managing time
- proper organization of things/events,
- Executing one work at a time,
- Positive thinking,
- Setting realistic expectations.

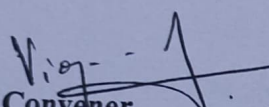
In her talk, she had given some advice to girls. By changing life style we can reduce stress level to some extent. Some of the life style changes are:

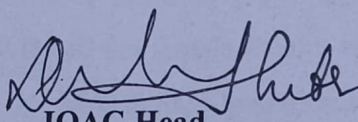
- Get plenty of sleep
- Eating healthy food-stress buster
- Water therapy
- Engage in relaxation techniques
- Talk to someone.

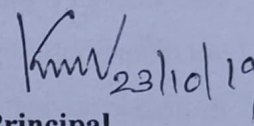


She had given certain tips on how to become strong physically and mentally. She had also given tips for maintaining good health to girl students and faculty members. Finally she has suggested that, induction programme, career development program to be conducted to the students in the campus and suggested to adopt student friendly teaching techniques. On behalf of members CICC, we thank Dr. Mala for having delivered the informative talk.

The programme was concluded by thanking all the students and faculty members.


Convener 15/10/2019


IQAC-Head


Principal 23/10/19

Vivekananda Institute of Technology
Gudimavu, Kumbalagodu, Kengeri Hobli
BANGALORE - 560 074