

## Minutes of Meeting Internal Complaints Committee

13<sup>th</sup> June 2024 at 2:00pm



The Internal Complaints Committee meeting of The Oxford College of Engineering was held on 13<sup>th</sup> June 2024 at 2:00pm in the Board Room. The following members were present during the meeting.

Sl.NO	Name of the Member	Designation	Position	Signature
1	Dr.N.Kannan	Principal	Chairperson	
2	Dr.Manju Devi	HOD-ECE	Member Secretary	
3	Dr. N Kanagavalli	HOD-ISE	Member	
4	Dr.BK Manjunatha	Head- BT	Member	
5	S.Uma	Office Administrator	Member	
6	Mrs. Christy Abraham	Social Work Professional-NGO	Member	
7	Dr.Bheemeswara Reddy	Head -Corporate relations	Member	
8	M.Amruthavalli	Lab Instructor	Member	
9	Sunil R Ingalgi	Legal Officer	Member	
10	S.Visalini	Asst.Professor -ISE	Member	
11	Nirisha B.P	Student/PG	Member	
12	Sanjana Benkal	Student/UG	Member	

### Agenda:

1. Objectives of constitution of Internal Complaints Committee.
2. To plan activities for the year 2023-24.

### The following points were discussed during the meeting:

- Chairperson welcomed all the committee members and explained about the objectives of Internal Complaints committee.
- Chairperson discussed the roles of members and the way to handle if any complaints arise and to take immediate action for the complaints of students.

### Decisions Taken:

To create awareness among the students about the Internal Complaints Committee



- Class teachers were entrusted the same.
- To display details of Internal Complaints Committee in all departments.

*M. S.*  
Principal

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PRINCIPAL  
The Oxford College of Engineering  
Bommanahalli, Hosur Road  
Bangalore-560 080



## Minutes of Meeting Internal Complaints Committee

5<sup>th</sup> February 2024 at 11:00am



The Internal Complaints Committee meeting of The Oxford College of Engineering was held on 5<sup>th</sup> February 2024 at 11:00am in the Board Room. The following members were present during the meeting.

Sl.NO	Name of the Member	Designation	Position	Signature
1	Dr.N.Kannan	Principal	Chairperson	
2	Dr.Manju Devi	HOD-ECE	Member Secretary	
	Dr. N Kanagavalli	HOD-ISE	Member	
4	Dr.BK Manjunatha	Head- BT	Member	
5	S.Uma	Office Administrator	Member	
6	Mrs. Christy Abraham	Social Work Professional-NGO	Member	
7	Dr.Bheemeswara Reddy	Head -Corporate relations	Member	
8	M.Amruthavalli	Lab Instructor	Member	
9	Sunil R Ingalgi	Legal Officer	Member	
9	S.Visalini	Asst.Professor -ISE	Member	
11	Nirisha B.P	Student/PG	Member	
12	Sanjana Benkal	Student/UG	Member	

### Agenda:

1. Objectives of constitution of Internal Complaints Committee.
2. To plan activities for the year 2023-24.

The following points were discussed during the meeting:

- Chairperson welcomed all the committee members and explained about the objectives of Internal Complaints committee.
- Chairperson discussed the roles of members and the way to handle if any complaints arise and to take immediate action for the complaints of students.

### Decisions Taken:

- To create awareness among students about the objectives of forming Internal Complaints Committee.



- Class teachers were entrusted the same.
- To display details of Internal Complaints Committee in all departments.

*May*  
Principal

PRINCIPAL  
The Oxford School of Management  
B. Somnath Road, B. Somnath Road  
B. Somnath Road - 500 000



## Minutes of Meeting Internal Complaints Committee

15<sup>th</sup> November 2023 at 2:00pm



The Internal Complaints Committee meeting of The Oxford College of Engineering was held on 15<sup>th</sup> November 2023 at 2:00pm in the Board Room. The following members were present during the meeting.

Sl.NO	Name of the Member	Designation	Position	Signature
1	Dr.N.Kannan	Principal	Chairperson	
2	Dr.Manju Devi	HOD-ECE	Member Secretary	
3	Dr. N Kanagavalli	HOD-ISE	Member	
4	Dr.BK Manjunatha	Head- BT	Member	
5	S.Uma	Office Administrator	Member	
6	Mrs. Christy Abraham	Social Work Professional-NGO	Member	
7	Dr.Bheemeswara Reddy	Head -Corporate relations	Member	
8	M.Amruthavalli	Lab Instructor	Member	
9	Sunil R Ingalgi	Legal Officer	Member	
10	S.Visalini	Asst.Professor -ISE	Member	
11	Nirisha B.P	Student/PG	Member	
12	Sanjana Benkal	Student/UG	Member	

### Agenda:

1. Objectives of constitution of Internal Complaints Committee.

2. To plan activities for the year 2023-24.

The following points were discussed during the meeting:

- Chairperson welcomed all the committee members and explained about the objectives of Internal Complaints committee.
- Chairperson discussed the roles of members and the way to handle if any complaints arise and to take immediate action for the complaints of students.

### Decisions Taken:

- To create awareness among students about the objectives of forming Internal Complaints Committee.



- Class teachers were entrusted the same.
- To display details of Internal Complaints Committee in all departments.

*May*  
Principal

PRINCIPAL  
The Oxford College of Engin  
Bommanahalli, Hosur Rd  
Bengaluru-560 088



## Minutes of Meeting Internal Complaints Committee

4<sup>th</sup> August 2023 at 2:00pm



The Internal Complaints Committee meeting of The Oxford College of Engineering was held on 4<sup>th</sup> August 2023 at 2:00pm in the Board Room. The following members were present during the meeting.

SLNO	Name of the Member	Designation	Position	Signature
1	Dr.N.Kannan	Principal	Chairperson	
2	Dr.Manju Devi	HOD-ECE	Member Secretary	
	Dr. N Kanagavalli	HOD-ISE	Member	
4	Dr.BK Manjunatha	Head- BT	Member	
5	S.Uma	Office Administrator	Member	
6	Mrs. Christy Abraham	Social Work Professional-NGO	Member	
7	Dr.Bheemeswara Reddy	Head -Corporate relations	Member	
8	M.Amruthavalli	Lab Instructor	Member	
9	Sunil R Ingalgi	Legal Officer	Member	
10	S.Visalini	Asst.Professor -ISE	Member	
11	Nirisha B.P	Student/PG	Member	
12	Sanjana Benkal	Student/UG	Member	

### Agenda:

1. Objectives of constitution of Internal Complaints Committee.
2. To plan activities for the year 2023-24.

The following points were discussed during the meeting:

- Chairperson welcomed all the committee members and explained about the objectives of Internal Complaints committee.
- Chairperson discussed the roles of members and the way to handle if any complaints arise and to take immediate action for the complaints of students.

### Decisions Taken:

- To create awareness among students about the objectives of forming Internal Complaints Committee.



- Class teachers were entrusted the same.
- To display details of Internal Complaints Committee in all departments.

*M. Jay*  
Principal

PRINCIPAL  
The O. S. S. Institute of Engineering  
Bommaranahalli, Hosur Road  
Bengaluru - 560 003





**CHILDREN'S EDUCATION SOCIETY (Regd.)**  
**THE OXFORD COLLEGE OF ENGINEERING**  
(Recognised by the Govt. of Karnataka, Affiliated to Visvesvaraya Technological University, Belagavi.  
Approved by A.I.C.T.E. New Delhi.  
Recognised by UGC Under Section 2(f)  
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## ANNUAL REPORT ON ICC 2023-2024

The Internal Complaints Committee held four meetings during the academic year 2023-2024 to maintain a safe and supportive environment for all students and to address any concern.. The first meeting of the Internal complaints Committee, held on 4<sup>th</sup> August 2023 focused on providing an overview of internal complaints policies and guidelines, informing newly admitted students about UGC and AICTE regulations, reviewing past incidents, and planning awareness programs for incoming students. Key decisions included the implementation of awareness campaigns and establishing regular monitoring and anonymous reporting mechanisms. The Committee Members agreed to convene the next meeting in November. They decided that responsibilities should be assigned to each staff member to ensure active participation in maintaining a disciplined environment. The Cell members confirmed that no complaints had been reported. The Committee decided to display posters across various areas of the college to raise awareness. The meeting was then concluded by the Chairperson.

The second meeting of the Internal complaints Committee, held on 15<sup>th</sup> November 2023 focused on the participation of Committee at District-Level meetings, formed a comprehensive Internal complaints Committee with parents, and students. and confirmed no complaints of ragging had been reported. The chairperson informed committee members to instruct the students that they must submit an affidavit, along with a parent undertaking, in compliance with government regulations. Additionally, the college has an active Students' Counseling Cell and a mentoring system in place to provide guidance and support to students. The meeting was then concluded by the Chairperson.

The third meeting of the Internal complaints Committee, held on 5<sup>th</sup> February 2024, discussed the functioning of the Internal complaints committee Cell and identified key areas to ensure a safe environment. It was noted that, as per AICTE guidelines, the consequences are clearly outlined in the institution's prospectus and hostel manuals. Additionally, the committee proposed the establishment of a Mentoring Cell, consisting of senior faculty and student representatives. to proactively prevent misconduct within the institution and hostel premises. The Committee proposed creating a dedicated cell to encourage parent involvement in providing suggestions and addressing grievances . Additionally, the Committee emphasized the goal of achieving a zero complaint environment on campus through proactive measures and strict enforcement of policies and then meeting concluded by the Chairperson.

The fourth meeting of the Internal complaints Committee, held on 13<sup>th</sup> June 2024 intended that during Class-Committee meetings, the Principal, Heads of Departments, and Attendance In-Charges raised awareness about prevention and addressed related issues. The cell members confirmed that no complaints had been reported, and the Chairperson concluded the meeting on a positive note. The Committee stressed the need for regular monitoring and prompt resolution of any complaints. The Coordinators, periodically organizes awareness sessions and provides guidance to students on preventive measures. To date, no incidents have been reported then meeting concluded by the Chairperson.



CHAIRPERSON