



WOMEN EMPOWERMENT CELL PROCEEDINGS

ACADEMIC YEAR

2016-17

PRINCIPAL

**Alva's Institute of Engg. & Technology,
Mijar, MOODSIDI - 574 225, KAN**



ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY
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AIET/WEC/2016-17/031

04.08.2016

From,

Mrs Shiny Joseph

Asst. Professor and Faculty Co-ordinator for Women Empowerment Cell

PG Department of Business Administration, AIET

To,

The Principal

AIET

Mijar

Dear Sir,

Subject: Formation of Women Empowerment Cell for the Academic Year 2016-'17

The following faculty have shown interest in being part of the Women Empowerment Cell.

1. Mrs Reema Agnes Frank, Asst Professor, PG Department of Business Administration
2. Ms Merlyn, Asst. Professor, Department of CSE
3. Mrs Jyothi Pramal, Asst. Professor, Department of ECE

I seek your approval for the same.

Best regards,

Mrs Shiny Joseph

Chief Faculty Coordinator



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AIET/PR/2016-'17/

08.08.2016

CIRCULAR

The following faculty have been nominated as the members of the Women Empowerment Cell for the academic year 2016-'17.

1. Mrs Shiny Joseph, Asst. Professor, PG Department of Business Administration (Chief Coordinator)
2. Mrs Recma Agnes Frank, Asst Professor, PG Department of Business Administration
3. Mrs Merlyn Lobo, Asst. Professor, Department of Computer Science Engineering
4. Mrs Jyothi Pramal, Asst. Professor, Department of ECE.

Regards,

Principal

PRINCIPAL

Alva's Institute of Engg. & Technology,
Mijar, MOODBIDRI - 574 225, D.K

Chief Coordinator-WEC, Deans and HODs CSE / ECE/ ISE/ ME/Civil, All faculty, AO,
SWOs



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AIET/WEC/2016-'17/033
09.08.2016

MEETING NOTICE

The first meeting of the Women Empowerment Cell for this academic year 2016-'17 will be held on 10. 08. 2015 in the Chief Coordinator's Faculty Room at 12 noon. It is very important that all members be present for the meeting.

AGENDA

1. Plan activities for the academic year 2016-'17
2. Delegation of Duties to Faculty Coordinators
3. Preparation of the Budget
4. Any other matter

Regards,

Shiny Joseph
Chief Coordinator

Copies to:

Principal, Deans and HODs CSE / ECE/ ISE/ ME/Civil, All faculty, AO, SWOs



AIET/WEC/2016-17/34

10.08.2016

Minutes of the Meeting

Members Present:

1. Mrs Shiny Joseph, Asst. Professor, PG Department of Business Administration (Chief Coordinator)
2. Mrs Reema Agnes Frank, Asst Professor, PG Department of Business Administration
3. Miss Merlyn, Asst. Professor, Department of Computer Science Engineering
4. Mrs Jyothi Pramal, Asst. Professor, Department of ECE

Proceedings of the Meeting:

1. Activities planned for the academic year 2016-'17
 - a) Three-day workshop on Counselling and Mentoring for faculty and SWOs by Dr Meena Monteiro (MSW), Roshni Nilaya
 - b) Talk by Dr Deepak Shedde, Gynaecologist and Obstetrician, Arogya Clinic – Woman's Health and Wellbeing
 - c) Workshop on Professional Etiquette and Work-life Balance by Mrs Matharani Fernandes, Principal, Sarosh Institute of Hotel Management
 - d) One-week training on Yoga and Meditation for Final Year Female Students and faculty
 - e) One-day Training on Prevention of Suicides and Geriatric Care by Dr Lavina Noronha, Founder Director, Ave Maria Palliative Care
 - f) One-day training for non-teaching staff on Life Skills conducted by the Guest Faculty.
2. Assignment of responsibilities:
 - a) Mrs Reema will invite Mrs Olivia and will organize the workshop
 - b) Miss Merlyn will invite Dr Shedde and Mrs Mathias and organize the talk and workshop
 - c) Mrs Jyothi Pramal will invite Dr Lavina and organize the One-day Training Programme
 - d) Dr Vanitha, Principal will send the PGs for the Yoga Training as per MOU
 - e) Mrs Shiny will be taking care of the budget preparation, infrastructure and publicity.
 - f) Mrs Shiny will see to the overall training of the non-teaching staff.
3. Faculty will take the help of female students to conduct the events.

Regards,

Shiny Joseph

Chief Coordinator

Copies to: Principal, Dean Academics, Dean Planning, Dean MBA, HODs CSE / ECE/ ISE/ ME/Civil, All faculty, AO, SWOs