



Adi Shankara

INSTITUTE OF ENGINEERING AND TECHNOLOGY, KALADY

Approved by AICTE & Affiliated to APJ Abdul Kalam Technological University
Vidya Bharathi Nagar, Kalady, Ernakulam, Kerala
www.adishankara.ac.in

WOMEN EMPOWERMENT CELL

ASIET/<Women Empowerment Cell>/24-25/O.01

Date: 23.07.2024

CIRCULAR

This is to inform you that there will be a meeting at 1:00 pm on Tuesday, 23rd July 2024.

Venue: ECE VLSI lab

Meeting to be presided by: Ms. Divya V Chandran

Agenda:

1. Introduction of new members in the cell
2. Assigning roles and responsibilities for each member
3. Planning of next semester activities

CC: - All WEC Members





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File No.: ASIET/< Women Empowerment Cell >/24-25/M.01

Date: 23.07.2024

Minutes of the Meeting

Name of the Meeting: WEC meeting		Date : 23.07.2024
Name of the Facilitator: WEC team		Time : 01.00pm
Meeting type: Scheduled/ Unscheduled		Venue: ECE VLSI lab
Attendees	Designation	Department
Dr. Athira M	Associate Professor	RB
Dr. Lakshmi M Hari	Assistant Professor	EBE
Prof. Divya V Chandran	Sr. Asst. Professor	ECE
Dr. Amrutha M Nair	Assistant Professor	CSE
Prof. Manju M Mathew	Assistant Professor	MBA
Prof. Teena George	Asst. Professor	CSE
Prof. Cyldin P A	Asst. Professor	CE
Prof. Rajalakshmy. S	Sr. Asst. Professor	EEE
Prof. Jaimy James	Assistant Professor	ECE

Deliberations

Agenda:

1. Introduction of new members in the cell
2. Assigning roles and responsibilities for each member
3. Planning of next semester activities



Discussions

- Explored potential upcoming activities to plan for the semester.
- The Team has discussed two online events and one offline event. They will formulate proposals and seek approval from the Principal, facilitated through a meeting with student coordinators.
- The logo of the WECeLl has been approved, and it has been decided to award a cash prize to the winner of the logo competition.
- As part of Independence Day celebrations, we have decided to organize an online quiz competition with cash prizes and certificates for the winners.
- The publicity team will propose a plan to raise awareness about the Women Empowerment Cell among the students.
- All departments to update female student count for the current semester.
- Selected a set of members for different teams:

1. Coordinator's team for planning & coordinating the events :

Staff :

1. Dr.Athira M(RA)
2. Prof.Teena George(CS)
3. Dr. Lakshmi M Hari(EBE)
4. Prof. Jaimy James(ECE)

2. Documentation Team

Staff :

1. Prof. Rajalekshmy . S(EEE)
2. Prof. Clydin P A(CE)

3. Publicity Team

Staff :

1. Prof. Amrutha M Nair(CSE)
2. Prof. Manju M Mathew(MBA)

Prepared by: Prof. Divya V Chandran

JD
23/7/24

Date:23.07.24



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WOMEN EMPOWERMENT CELL

ASIET/<Women Empowerment Cell>/24-25/O.02

Date: 01.02.2025

CIRCULAR

This is to inform you that there will be a meeting at 2:45 pm on Tuesday, 04th Feb 2025.

Venue: ECE VLSI lab

Meeting to be presided by: Ms. Divya V Chandran

Agenda:

1. Activity planning on 12th Feb 2025
2. Finalising the Execom Members

CC: - All WEC Staff Event coordination Team



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File No.: ASIET/< Women Empowerment Cell >/24-25/M.02

Date:04.02.2025

Minutes of the Meeting

Name of the Meeting: WEC meeting		Date :04.02.2025
Name of the Facilitator: WEC Event Coordination team		Time : 02.45pm
Meeting type: Scheduled/Unscheduled		Venue: ECE VLSI lab
Attendees	Designation	Department
Dr.Athira M	Associate Professor	RB
Dr. Lakshmi M Hari	Assistant Professor	EBE
Prof. Divya V Chandran	Sr. Asst. Professor	ECE
Prof. Teena George	Asst. Professor	CSE
Prof. Jaimy James	Assistant Professor	ECE

Deliberations

Agenda:

- 1.Activity planning on 12th Feb 2025
2. Finalising the Execom Members

Discussions

- On 12th Feb 2025, an offline interactive talk and one-on-one guidance to students regarding menstrual cup usage, in association with NSS cell
- Resource person will be: Dr. Amy Anna Alex, Medical Officer, Arike Palliative care. All interested students will be the audience for the same.
- Resource Person and her team will be conducting an awareness class on the usage of Menstrual cups. There will be a stall for buying the Menstrual cup also.
- The Execom members and the corresponding team members for this Year 2025 have been elected.

Prepared by: Prof. Divya V Chandran

Date: 04.02.25



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WOMEN EMPOWERMENT CELL

ASIET/<Women Empowerment Cell>/24-25/O.03

Date: 06.02.2025

CIRCULAR

This is to inform you that there will be a meeting at 12:50 pm on Monday, 10th Feb 2025.

Venue: ECE Mini Seminar Hall

Meeting to be presided by: Ms. Divya V Chandran

Agenda:

1. Welcoming the newly joined members
2. Regarding “ Redefined-Menstruation Cup awareness” program on Feb 12

CC: - All WEC Staff ,Student Office bearers, NSS Main Volunteers



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File No.: ASIET/ < Women Empowerment Cell > /24-25/M.04

Date: 10.02.2025

Minutes of the Meeting

Name of the Meeting: WEC meeting		Date : 10.02.2025
Name of the Facilitator: WEC Coordinator		Time : 01.00pm
Meeting type: Scheduled/Unscheduled		Venue: Mini Seminar Hall
Attendees	Designation	Department
Prof. Divya V Chandran	Coordinator	ECE
Dr. Athira M	Event Coordination Team	RB
Dr. Lakshmi M Hari	Event Coordination Team	EBE
Prof. Teena George	Event Coordination Team	CSE
Prof. Jaimy James	Event Coordination Team	ECE
Prof. Amrutha M Nair	Publicity Team (Media Team)	CSE-AI
Prof. Manju M Mathew	Publicity Team (Media Team)	MBA
Prof. Rajalakshmy. S	Content & Design Team	EEE
Prof. Cyldin P A	Content & Design Team	CE
Ms. Mydhily Unnikrishnan	Chairperson	S4 EBE
Ms. Joeann Stephen	Vice Chairperson	S6 EBE
Ms. Mini S Nair	Secretary	S4 EBE
Ms. Anjali Nair	Joint Secretary	S6 ECE
Ms. Chandra	Treasurer	S4 RA
Ms. Sahala Mariyam P S	Technical Coordinator	S4 CSE
Sreelekshmi S	Event Coordination Team Head	S2 ME
Midhuna Mani		S6 CE
Aisha Fathihah Nalakath		S2 CSE
Anushri D Kamath		S2 ECE
Devananda Anil		S4 CSE
Jenifer P J		S8 CE
Devika T R	Design Team Head	S6 ECE
Devananda P R		S4 EEE
Sanjana R Rao		S2 CSE

Karthika T R		S2 RA
Adhithya P Nair	Content Team Head	S6 ECE
Meenakshi Nair		S4 CSE
Meenakshi Thrideep		S4 CSE
Juliet Babu		S2 CS DS
Sahala Mariyam P S	Technical Team Head	S4 CSE
Athulya Soman		S6 ECE
Apoorva Raman		S2 CS DS
Fathima Sulthana Ka		S2 EEE
Alfia Mehrin	Media Team Head	S6 ECE
Meenu Krishna K S		S6 CSE
Sreelakshmi Sunil		S4 EBE
Varsha Pallippadan Biju		S2 CSE
Akshaya A R		S4 EBE
Gayathri Jayan Krishna	Networking Team Head	S2 EBE
Liba Abdul Rasheed		S4 EBE
Nakshathra Naveen		S2 CSE

Deliberations

Agenda:

- 1.Introduction of new Execom members in the cell
2. Assigning roles and responsibilities for each member
3. Planning of next semester activities

Discussions

The meeting began with a warm welcome to the 25 newly inducted Executive Committee members.

All five core team members, along with Faculty Advisor Mrs. Divya V Chandran, addressed the gathering and introduced the structure and responsibilities of the team. Other faculty coordinators who were present to extend their support and guidance.

A brief overview of the roles and duties of each department was provided:

Chairperson/President:

Responsible for overseeing the overall functioning and direction of the cell.
Leads meetings, represents the cell in official matters, and ensures that the goals and objectives of the cell are met.

Vice Chairperson/Vice President:

Assists the chairperson in their duties and steps in when the chairperson is unavailable.
Often focuses on specific projects or initiatives within the cell.

Secretary:

Manages communication within the cell and between external stakeholders.
Keeps records of meetings, writes reports, and handles administrative tasks.

Joint secretary:

Assists the secretary in their duties and steps in when he/she is unavailable

Treasurer:

Manages the finances of the cell, including fundraising and budgeting.
Ensures transparency and accountability in the use of funds for various programs

Technical coordinator:

Should plan and manage the technical events that can be conducted under this cell.

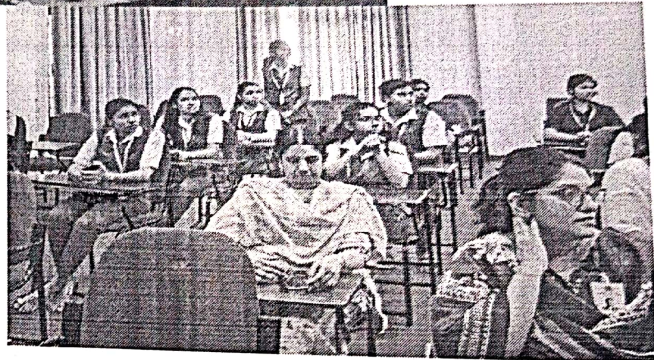
Expectations from each team and the importance of collaboration were emphasized.

A discussion on upcoming events and delegation of responsibilities to respective departments was held.

Special attention was given to a redefined event focused on menstrual cup awareness, which is set to take place next.

The session was successful in familiarizing the new ExeCom members with their roles, responsibilities, and the overall functioning of the team. The enthusiastic participation of the members, along with the support of the core team and faculty advisor, marked a positive start to the term.





Prepared by: Anjali Nair (Joint Secretary)
Approved by: Prof. Divya V Chandran

[Signature]
11/2/25

Date:11.02.25



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WOMEN EMPOWERMENT CELL

ASIET/<Women Empowerment Cell>/24-25/O.04

Date: 01.03.2025

CIRCULAR

This is to inform you that there will be a meeting at 01:00 pm on Thursday, 6th March 2025.

Venue: ECE Mini Seminar Hall

Meeting to be presided by: Ms. Divya V Chandran

Agenda:

- 1.Planning and discussion of upcoming Women's Day events and related activities

CC: - All WEC Staff ,Student Office bearers



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File No.: ASIET/< Women Empowerment Cell >/24-25/M.04

Date:06.03.2025

Minutes of the Meeting

Name of the Meeting: WEC meeting		Date : 06.03.2025
Name of the Facilitator: WEC Coordinator		Time : 01.00pm
Meeting type: Scheduled/Unscheduled		Venue: Mini Seminar Hall
Attendees	Designation	Department
Prof. Divya V Chandran	Coordinator	ECE
Dr.Athira M	Event Coordination Team	RB
Dr. Lakshmi M Hari	Event Coordination Team	EBE
Prof. Teena George	Event Coordination Team	CSE
Prof. Jaimy James	Event Coordination Team	ECE
Prof. Amrutha M Nair	Publicity Team (Media Team)	CSE-AI
Prof. Manju M Mathew	Publicity Team (Media Team)	MBA
Prof. Rajalakshmy. S	Content & Design Team	EEE
Prof. Cyldin P A	Content & Design Team	CE
Ms. Mydhily Unnikrishnan	Chairperson	S4 EBE
Ms. Joeann Stephen	Vice Chairperson	S6 EBE
Ms.Mini S Nair	Secretary	S4 EBE
Ms.Anjali Nair	Joint Secretary	S6 ECE
Ms. Chandra	Treasurer	S4 RA
Ms. Sahala Mariyam P S	Technical Coordinator	S4 CSE
Sreelekshmi S	Event Coordination Team Head	S2 ME
Devika T R	Design Team Head	S6 ECE
Adhithya P Nair	Content Team Head	S6 ECE
Sahala Mariyam P S	Technical Team Head	S4 CSE
Alfia Mehrin	Media Team Head	S6 ECE
Gayathri Jayan Krishna	Networking Team Head	S2 EBE
Deliberations		
Agenda:		
1.Planning and discussion of upcoming Women's Day events and related activities		

Discussions

1. Photography Contest – March 8th

- Theme: "The Woman Who Inspired Me"
- Instructions for Participants:
 - Capture a photograph with the woman who has inspired them the most.
 - Submit a short description explaining how and why this person inspired them.
- Judging Criteria: Based on likes, creativity, quality of the picture, and the strength of the content.
- Platform: Submissions will be posted on the official Instagram handle.
- Prize: ₹500 cash prize or a book written by a famous lady writer for the winner.
- Eligibility: Open to all, including faculty members.

2. Talk Sessions (Proposed Topics and Speakers)

- Topic 1: Secure Relationships & Broader Perspectives on Life
 - Speaker: Lakshmi Ma'am (Psychologist)
 - Focus: Mental well-being, healthy relationships, and personal growth.
- Topic 2: Government Schemes for Women Empowerment
 - Overview of various schemes and yojanas provided by the Indian government to support women's development.
- Topic 3: Legal Services for Women Protection
 - Awareness session on the legal rights and protections available to women in India.

3. Entrepreneurship Encouragement Stall

- Concept: Set up stalls for individuals to sell handmade or homemade items such as paintings, crafts, cakes, sandwiches, etc.
- Objective: Promote entrepreneurship and showcase talent.
- Revenue Model: A small percentage of the sales can be collected to support the organizing team or cause.

Conclusion

The meeting successfully outlined multiple engaging and socially impactful events for Women's Day. Responsibilities and execution plans will be discussed in follow-up meetings.

Prepared by: Anjali Nair (Joint Secretary)
Approved by: Prof. Divya V Chandran

[Signature]
06/03/25

Date: 06.03.2025



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WOMEN EMPOWERMENT CELL

ASIET/<Women Empowerment Cell>/24-25/O.05

Date: 08.03.2025

CIRCULAR

This is to inform you that there will be a meeting at 10:00 am on Sunday, 09th March 2025.

Venue: Online Gmeet platform

Meeting to be presided by: WEC Chairperson

Agenda:

- Discussion on online events for Women's Day
- Assignment of duties to respective team leads.
- Plan for registration and participation.

CC: - All WEC Staff, Student Office bearers



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File No.: ASIET/< Women Empowerment Cell >/24-25/M.05

Date:09.03.2025

Minutes of the Meeting

Name of the Meeting: WEC meeting		Date : 09.03.2025
Name of the Facilitator: WEC Chairperson		Time : 10.00am
Meeting type: Scheduled/Unscheduled		Venue: Online Google Meet
Attendees	Designation	Department
Prof. Divya V Chandran	Sr. Asst. Professor	ECE
Ms. Mydhily Unnikrishnan	Chairperson	S4 EBE
Ms. Joeann Stephen	Vice Chairperson	S6 EBE
Ms. Mini S Nair	Secretary	S4 EBE
Ms. Anjali Nair	Joint Secretary	S6 ECE
Ms. Chandra	Treasurer	S4 RA
Ms. Sahala Mariyam P S	Technical Coordinator	S4 CSE
Sreelekshmi S	Event Coordination Team Head	S2 ME
Devika T R	Design Team Head	S6 ECE
Adhithya P Nair	Content Team Head	S6 ECE
Alfia Mehrin	Media Team Head	S6 ECE
Gayathri Jayan Krishna	Networking Team Head	S2 EBE

Deliberations

Agenda:

- Discussion on online events for Women's Day
- Assignment of duties to respective team leads.
- Plan for registration and participation.

Discussions

The online meeting began with a warm welcome by the facilitator, who outlined the key objectives of the meeting, which primarily included the planning of online events for Women's Day and assigning specific responsibilities to each team. Each team lead was asked for suggestions for many more online events to be conducted as a part of Women's Day celebrations. The leads were given a briefing of how the celebrations took place on 8th March 2024 which was a grand success. All the members of the online meet cooperated with their time and suggestions and the

meeting was adjourned with the unanimous agreement that all teams would put in extra effort to bring in more registrations to the online events.

The Women Empowerment Cell's aim is to make Women's Day a celebration of empowerment, inclusion, and community engagement.

Follow up action: A list of ideas were brought in and clear communication took place within teams.

Prepared by: Anjali Nair (Joint Secretary)

Approved by: Prof. Divya V Chandran

JP
09/03/25

Date:09.03.25



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WOMEN EMPOWERMENT CELL

ASIET/<Women Empowerment Cell>/24-25/O.06

Date: 11.04.2025

CIRCULAR

This is to inform you that there will be a meeting at 11:00 am on Sunday, 13th April 2025.

Venue: Online Gmeet platform

Meeting to be presided by: WEC Chairperson

Agenda:

- Discussion on online event: STRIVE & THRIVE: Mental Wellness in Academia
- Plan for registration and participation.

CC: - All WEC Staff, Student Office bearers



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File No.: ASIET/< Women Empowerment Cell >/24-25/M.06

Date:13.04.2025

Minutes of the Meeting

Name of the Meeting: WEC meeting		Date : 13.04.2025
Name of the Facilitator: WEC Chairperson		Time : 11.00am
Meeting type: Scheduled/Unscheduled		Venue: Online Google Meet
Attendees	Designation	Department
Prof. Divya V Chandran	Sr. Asst. Professor	ECE
Ms. Mydhily Unnikrishnan	Chairperson	S4 EBE
Ms. Joeann Stephen	Vice Chairperson	S6 EBE
Ms. Mini S Nair	Secretary	S4 EBE
Ms. Anjali Nair	Joint Secretary	S6 ECE
Ms. Chandra	Treasurer	S4 RA
Ms. Sahala Mariyam P S	Technical Coordinator	S4 CSE
Sreelekshmi S	Event Coordination Team Head	S2 ME
Devika T R	Design Team Head	S6 ECE
Adhithya P Nair	Content Team Head	S6 ECE
Alfia Mehrin	Media Team Head	S6 ECE
Gayathri Jayan Krishna	Networking Team Head	S2 EBE

Deliberations

Agenda:

- Discussion on online event: STRIVE & THRIVE: Mental Wellness in Academia
- Plan for registration and participation.

Discussions

The online meeting began with a warm welcome by the facilitator, who outlined the key objectives of the meeting, which primarily included the planning of an online event: STRIVE & THRIVE: Mental Wellness in Academia and assigning specific responsibilities to each team. The Strive & Thrive: Mental Wellness in Academia session is planned to be conducted on 23rd April 2025 from 7:30 PM via Google Meet by the speaker, Ms. Alicia A Sabu. Also, the remuneration for the resource person is fixed at Rs.1500/-. The participants for the event have to pay a registration fee of 20/- per head. All the members of the online meet cooperated with their time and suggestions and the

meeting was adjourned with the unanimous agreement that all teams would put in extra effort to bring in more registrations to the online events.

Prepared by: Anjali Nair (Joint Secretary)
Approved by: Prof. Divya V Chandran

Date: 13.04.25

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13/04/25