

KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE

K.F.A.S.C./I.C.C./NOTICE/01/2018-19.

25-06-2018


NOTICE

All the members of Internal Complaints Committee (ICC) are directed to attend a meeting on 26-06-2018 at 10am in the College Seminar Hall.

Agenda:

1. Welcome
2. Review of previous year's activities and outcomes.
3. Reformulation of the Committee
4. Planning activities for the academic year.
5. Any other matters




Prof. M. ABDUL AZEEZ
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KEASC/ICC/MINUTES/01/2018-19.

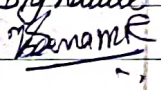
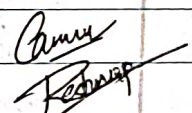
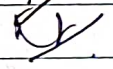
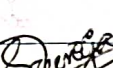


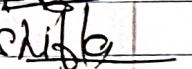
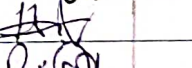


MINUTES

Date: 26-06-2018.

Time: 10 am

Venue: Seminar Hall.

Attendees

Position	Name	Designation	Signature
Presiding Officer	Beenamol. NS	Asst. Professor, Department of Mathematics	
Convenor	Rairomath.	Asst. Professor, Department of Commerce & Management	
Members	Roshma. P	Asst. Professor, Physics	
	Noufal. V. K.	Asst. Professor English.	
	Greenya. M	Asst. Professor, Department of Commerce & Management	
	Mohamed Hameed	Office Assistant	
	Bashee Maske	Exco Member, Parappu Parochayath	
	Shefla Samano	Student Representative	
	Bensinia. K	"	
	Ronsy. P	"	

The Presiding officer, Beenamol. NS welcomed members to the first meeting of Internal Complaints Committee for the academic year 2018-19. The meeting commenced at 10 am with the presiding officer emphasizing the importance of ICC in maintaining a safe & respectful environment within the college.



2. Review of Previous Year's Activities and Outcomes.

The committee reviewed the success of the previous year's awareness programs, noting significant engagement & positive feedback from students and staff.

3. Reformulation of the Committee.

The committee was reformulated with the same faculty members as last year. Each member reaffirmed their commitment to their roles, ensuring continuity and stability in the committee's efforts.

4. Planning Activities for the Academic Year.

The Committee planned new awareness programs and campaigns for the academic year. Key include additional workshop seminars and enhanced awareness campaign during orientation session for new students. The focus will remain on promoting a zero-tolerance policy towards sexual harassment and fostering a respectful campus culture.

5. Any other Matters.

It was decided that the committee will meet as and when cases arise to ensure timely and effective handling of complaints. Additionally, a meeting will be held at the end of academic year to review activities and outcomes.

The Presiding Officer thanked all the members for their participation and adjourned the meeting.



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Benamof N S.

(Azeed)
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KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE
KFASC/ICC/NOTICE/02/2018-19.

NOTICE


8-10-2018

All the members of Internal Complaints Committee (ICC) are directed to attend a meeting on 9-10-2018 at 2pm in the Seminar Hall.

Agenda:

1. Welcome
2. Review of Complaints received
3. Discussion on action taken
4. Any other matters




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PARAPPURIP.O - 676 503

KEASC/ICC/MINUTES/02/2018-19

MINUTES

Date: 09-10-2018

Time: 2 pm

Venue: Seminar Hall.

Attendees:

Position	Name	Designation	Sign.
Presiding officer	Bernamol. N.S	Asst. Professor, Dept of Mathematics	
Convener	Rahmath Kakkottil	Asst. Professor, Department of Commerce & Management	
Members	Reekha. P	Asst. Professor, Physics	
	Noofal. V.K	Asst. Professor, English	
	Greenija. M	Asst. Professor, Department of Commerce & Management	
	Mohammed Haneeja	Office Assistant	
	Basheer Mastie	Ward Member, Parappur Panchayath	
	Shifla Sanam	Student Representative	
	Bronson. K	"	
	Rincy. P	"	

The second meeting of the Internal Complaints Committee for the academic year 2018-19 was called to order by the Presiding officer at 2 pm. The primary focus of this meeting was to review the complaints received since the last meeting and discuss the actions taken in response to these complaints, ensuring that appropriate measures were implemented in



accordance with the established guidelines and norms.

2. Review of Complaints Received.

Case 1: A complaint was received from student of II BA English, alleging inappropriate behaviour by a fellow student of 2nd BSc Physics.

Action Taken: The committee conducted an enquiry, interviewed both parties and decided to issue a warning to the student. He was also mandated to attend a counselling session on appropriate behaviour and a gender sensitization program.

A further complaint was also reported. A faculty member reported receiving unsolicited messages from a student of BA Economics.

Action Taken: The committee reviewed the evidence, spoke with both parties and decided to issue a formal reprimand and to attend a workshop on respectful communication.

3. Discussion on Action Taken

The Committee discussed the actions taken on the complaints received, ensured that the resolutions were appropriate and aligned with the established guidelines and norms.

4. Any other matters.

The Committee discussed the necessity of ongoing training sessions and workshops to reinforce the college's commitment to a respectful and harassment-free environment. The importance of planning the next awareness campaigns was emphasized and preliminary ideas were shared.

As there was no other timely matter, the meeting ended with Vote of Thanks by Convenor, P. Ramesh Lakshmi.



Beenamol

Beenamol, N.S.

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11-03-2019

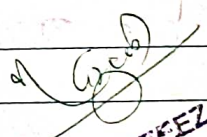
NOTICE

All the members of Internal Complaints Committee (ICC) are directed to attend a meeting on 12-03-2019 at 2 pm in the Seminar Hall.

Agenda:

1. Welcome
2. Review of Complaints and Actions Taken
3. Summary of awareness programs and initiatives
4. Recommendations for the next academic year
5. Any other matters.




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KFA&C/ICC/ MINUTES/05/2018-19.

MINUTES.

Date: 12-03-2019

Time: 2pm.

Venue: Seminar Hall.

Attendees

Position	Name	Designation	Sign
Presiding Officer	Beenamol N S	Asst. Professor, Dept of Mathematics	<u>Beenamol</u>
Convener	Raikhambal Kakkottai	Asst. Professor, Department of Commerce & Management	<u>Raikhambal</u>
Members	Roshana P	Asst. Professor, Physics	<u>Roshana</u>
	Noufal V.K	Asst. Professor, English	<u>Noufal</u>
	Greenija M	Asst. Professor, Department of Commerce & Management	<u>Greenija</u>
	Mohammed Hanefa	Office Assistant	<u>Mohammed Hanefa</u>
	Barkes Mastee	2 Card Member, Parappu Parichayath	<u>Barkes Mastee</u>
	Shifla Samam	Student Representative	<u>Shifla Samam</u>
	Bensina K	"	<u>Bensina K</u>
	Rincy P	"	<u>Rincy P</u>

The Presiding Officer, Beenamol N S welcomed all the members to the End of Year meeting of National Complaints Committee.

2. Review of Complaints & Action Taken

Resolution: The committee reviewed the total of two cases reported during the academic year. Both cases were promptly addressed. Formal warnings were issued and mandatory participation in gender sensitisation programme was required to prevent recurrence of such incidents.



3. Summary of Awareness Programs and Initiatives

The committee successfully conducted four workshops on gender equality and respectful communication. Additionally, a seminar with external experts was organized to discuss the legal aspects of sexual harassment. The ongoing awareness campaign was continued with updated materials and resources enhancing the college's community's understanding and commitment to a harassment-free environment.

4. Recommendations for the Next Academic Year.

The committee recommended developing online resources to facilitate reporting and handling complaints more efficiently. Strengthening partnerships with NADs working on gender issues was proposed to bring in additional expertise and support. Periodic reviews of ICC procedures were also suggested to ensure they remain effective and responsive to the needs of the College Community.

5. Any other matters

The potential for establishing peer support groups to assist victims of harassment was discussed. These groups would provide emotional support and guidance, complementing the redressal process.

As there were no other timely matters, the meeting ended with Vote of thanks by Convenor, Pankaj Kakkoti.



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Benamot - N.S.

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