

KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE

KEASC/ICC/NOTICE/01/2020-21

NOTICE


08-06-2020

All the members of Internal Complaints Committee (ICC) are directed to attend a meeting on 09-06-2020 at 10am in the College Seminar Hall following the Covid Protocol

Agenda:

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




Prof. M. ABDUL AZEEZ
PRINCIPAL
KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE
PARAPPUR(P.O) - 676 503

KJFASC/ICC/MINUTES/01/2020-21

MINUTES

Date: 09-06-2020

Time: 10 am

Venue: College Seminar Hall.

Attendees

Position	Name	Designation	Sign
Presiding Officer	Beenamol NS	Asst. Professor, Dept of Mathematics	<u>Beenamol</u>
Convenor	Ashwathi K.T	Asst. Professor, Economics	<u>Ashwathi</u>
Members	Roshma P	Asst. Professor, Physics	<u>Roshma</u>
	Raikemath Kakkottil	Asst. Professor, Department of Commerce & Management	<u>Raikemath</u>
	Madhu K	Asst. Professor, English	<u>Madhu</u>
	Febina P	Office Assistant	<u>Febina</u>
	Arunamol K.K	Second year B.Com. Finance	<u>Arunamol</u>
	Vijay K.P	Second year BA English	<u>Vijay</u>
	Asfana P	Third year BSc Mathematics (Student Representative)	<u>Asfana</u>

The Presiding officer, Beenamol NS welcomed members to the first meeting of Internal Complaints Committee for the academic year 2020-21. The meeting commenced at 10 am with the presiding officer emphasizing the importance of ICC in maintaining a safe and respectful environment within the college.

Agenda 2: Review of previous year's outcomes

Resolution: The committee reviewed the effectiveness of the previous year's activities. Feedback was noted, particularly the positive impact of workshops and the need for continuous engagement. The committee acknowledged the success of



awareness programs and their role in maintaining student and staff awareness.

Agenda 3: Reformulation of the Committee.

Resolution: The committee was reformulated with new members. The roles and responsibilities of each member were clearly defined to ensure effective functioning and seamless integration of new members into the team. Convenor, Ashwathi K.T will maintain records and office assistant, Reema P will assist in communication efforts.

Agenda 4: Planning Activities for the New Academic Year.

Resolution: Given the ongoing pandemic, the committee planned additional virtual awareness programs. These include sessions on gender sensitivity, online safety and respectful communication. The committee also planned to develop more interactive content to engage students and staff effectively in a virtual environment.

Agenda 5: Any other matters.

The committee decided to adopt a flexible meeting schedule to address complaints as they arise and to reconvene at the academic year's end to review progress. The need for more robust online tools and resources to support the ICC's activities was also discussed.

As there was no other timely matter, the meeting ended with Vote of Thanks by Convenor, Ashwathi K.T



Ms. Benamol

Benamol N.S.

Prof. M. ABDUL AZEEZ
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KFASC/ICC/NOTICE/02/2020-21

NOTICE

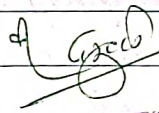
12-10-2020

All the members of Internal Complaints Committee (ICC) are directed to attend a meeting on 13-10-2020 at 10am in the College Seminar Hall.

Agenda:

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




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KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE
PARAPPUR(P.O.) - 676 503

KFASC/ICC/MINUTES/02/2020-21

MINUTES

Date: 13/10/2020

Time: 10 am

Venue: College Seminar Hall

Attendees:

Position	Name	Designation	
Presiding officer	Beenamol. N. S	Asst. Prof. Dept of Mathematics	Beenamol
Convenor	Ashwathi. K. T	Asst. Prof, Economics	Ashwathi
Members	Roshana. P	Asst. Prof, Physics	Roshana
	Raikhonath Kakkottal	Asst. Prof, Dept of Commerce & Management	Raikhonath
	Madhu. K	Asst. Prof., English	Madhu
	Febina. P	Office Assistant	Febina
	Asnamol. K. K	Second year B.Com Finance	Asnamol
	Vijay. K. P	Second year BA English	Vijay
	Aafana. P	Third year B.Sc Mathematics (Student Representative)	Aafana

The second meeting of the Internal Complaints Committee for the academic year 2020-21 was called to order by the presiding officer at 10 am. The primary focus of the meeting was to review the complaints received since the last meeting and discuss the actions taken in response to the complaints ensuring that appropriate measures were implemented in accordance with the established guidelines and norms.



Agenda 2: Review of complaints received.

The first case was that _____ a student of Department of Economics filed a complaint against _____ of II BBA for making inappropriate comments online during virtual class.

In the second case, _____ a faculty member reported disrespectful intervention from a student.

Action Taken: The committee received the first case with digital evidences and decided to suspend _____ for two weeks with a requirement to attend sensitivity training. In the second case the committee conducted an investigation, and issued formal warning to the student. He was also required to participate in the workshop of appropriate behaviour & conduct.

Agenda 3: Discussion on action taken.

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

Agenda 4: Any other matter.

As there were no other pending matters, the meeting ended with Vote of Thanks by Convener, Ashwathi K.T.



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Beenamose N.S.
M. Abdul Azeez
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KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE

KFASC/ICC/NOTICE/03/2020-21

NOTICE


15-03-2021

All the members of Internal Complaints Committee ICC are directed to attend a meeting on 16-03-2020 at 10 am in the College 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 matter




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KFASC/ICC/MINUTES/03/2020-21

MINUTES

Date: 16-03-2021

Time: 10 am

Venue: Seminar Hall.

Attendees

Position	Name	Designation	
Presiding officer	Beenamol.N.S	Asst. Prof. Dept of Mathematics	
Convenor	Ashwath.K.T	Asst. Prof., Economics	
Members	Reshma.P	Asst. Prof., Physics	
	Raikamath.Kalishy	Asst. Prof., Dept of Commerce & Management	
	Madhu.K	Asst. Prof., English	
	Pebina.P	Office Assistant	
	Asnamol.K.K	Second year B.Com Finance	
	Vijay.K.P	Second year BA English	
	Asfana.P	Third year BSc Mathematics [Student Representatives]	

The presiding officer, Beenamol.N.S welcomed all the members to the meeting of Internal Complaints Committee.

Agenda 2: Review of complaints and Action taken

Resolution: In the two cases reported, both were thoroughly investigated and resulted in mandated attendance at workshops on gender sensitivity.

Agenda 3: Summary of awareness programs and initiatives



The ICC conducted three virtual workshops focusing on gender issues and additionally ongoing online campaigns and virtual town hall were organized to keep the college community informed & engaged. The introduction of anonymous reporting mechanisms provided a safe and discreet way for individuals to report incidents, ensuring their concerns were heard and addressed.

Agenda 4: Recommendations for the Next Academic Year:

To further enhance support and awareness, the committee recommended expanding virtual support services for both students and staff. Developing interactive online training modules on gender sensitivity was proposed to increase accessibility and engagement. The committee also suggested increase in engagement with external organizations to tap into additional resources.

Agenda 5: Any other matters.

The challenges posed by the pandemic were discussed, particularly the importance of maintaining virtual support systems. The committee recognized the need to continuously adapt to meet community's evolving needs.

Convenor, Ashrathi K.T thanked all the members for their participation and adjourned the meeting.



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Beeenamol-N-S.

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