

KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE
KFASC/ICC/NOTICE/01/2021-22

NOTICE

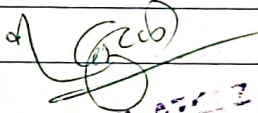
07-06-2021

All the members of Internal Complaints Committee (ICC) are directed to attend a meeting on 08-06-2021 at 2pm in the Seminar Hall.

Agenda:

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




Prof. M. ABDUL AZIZ
PRINCIPAL
KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE,
PARAPPUR P.O. - 676 503

KFASC/ICC/MINUTES/01/2021-22

MINUTES

Date: 08-06-2021

Time: 2 pm

Venue: Seminar Hall

Attendees:

Position	Name	Designation	Sign
Presiding officer	Beenamol N.S	Asst Professor, Mathematics	Beenamol
Convener	Ashmathu K T	CAOD, Economics	Ashmathu
Members	Jayasree P	Asst. Professor, Physics	Jayasree
	Rakomath Kakkotil	Asst. Professor, Commercial Management	Rakomath
	Bafa P.K	Asst. Professor, English	Bafa
	Febima P	Office Assistant	Febima
	Hama Sherin	II BA English (Student Representative)	Hama
	Mohammed Shahin P	II BA Political Science (")	Mohammed
	Al Ameen E	III B Com CA (")	Al Ameen

The presiding officer, Beenamol N.S welcomed members to the first meeting of Internal Complaints Committee for the academic year 2021-22. The meeting commenced at 2pm with the presiding officer emphasizing the importance of ICC in maintaining a safe and respectful environment within the college.

Agenda 2: Review of the previous years' initiatives

The committee discussed the outcomes of the previous years' initiatives, acknowledging successes and noting areas of improvement to enhance future efforts.



Agenda 3: Reformulation of the committee

The committee welcomed new members and the roles and responsibilities were clearly defined to ensure effective functioning and seamless integration of new members into the team. Jayasree P of Department of Physics and Safa P.K of Department of English were given the responsibilities to move on with the team.

Agenda 4: Planning new activities for the upcoming year.

A combination of physical and virtual awareness programs was planned to effectively engage the college community and address ongoing challenges posed by the pandemic.

Agenda 5: Any other matters.

It was decided that the committee would meet as necessary to address any complaints that arise and reconvene at the end of the academic year for a comprehensive review.

As there were no other timely matters, the meeting ended with Vote of thanks by Convenues, Ashmathi.K.T.

Benjamin

Benjamin N.S.



~~Prof. M. ABDUL AZEEZ
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KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE

KFASC/ICC/NOTICE/02/2021-22

NOTICE

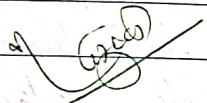
20-10-2021

All the members of Internal Complaints Committee (ICC) are directed to attend a meeting on 21-10-2021 at 2pm in the Seminar Hall.

Agenda:

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




Prof. M. ABDUL AZEEZ
PRINCIPAL
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KEASC/ICC/ MINUTES/02/2021-22.

MINUTES

Date: 21-10-2021

Time: 2 pm

Venue: Seminar Hall

Attendees

Position	Name	Designation	Sign
Presiding Officer	Beenamol. N.S	Asst. Professor, Mathematics	
Convener	Ashmeathu. K.T	Asst. Professor, Economics	
Members	Jayasree. P.	Asst. Professor, Physics.	
	Raihanath Kakkali	Asst. Professor, Commerce & Management	
	Saja. P.K	Asst. Professor, English	
	Febina. P	Office Assistant	
	Homa Sherein	II BA English (Student Representative)	
	Mohammed Shakin. P	II BA Political Science (")	
Al Ameen. E	III B Com CA (")		

The second meeting of the Internal Complaints Committee for the academic year 2021-22 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.

Agenda 2: Review of complaints received.

Case 1:

Science, reported harassment by a student of Department of Political Science, student of second year BBA.

Action taken: The committee investigated, interviewed all involved



KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE.

KFASC/100/NOTICE/03/2021-22.

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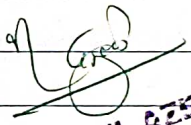
14-03-22.

All the members of Internal Complaints Committee (ICC) are directed to attend a meeting on 15-03-22 at 10 am in the Seminar Hall.

Agenda:

1. Welcome.
2. Review of complaints and actions taken
3. Summary of awareness programme and initiatives
4. Recommendations for the next academic year
5. Any other matters.




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

KFASC / ICC / MINUTES / 08 / 2021-22

MINUTES

Date: 15/08/2022

Time: 10 am

Venue: Seminar Hall.

Attendees

Position	Name	Designation	Signature
Presiding officer	Beenamol N.S	Asst. Professor, Mathematics	
Convenor	Ashwatho K.T	MOD, Economics	
Members	Jayaraj P	Asst. Professor, Physics	
	Rajamath Kakkottil	Asst. Professor, Commerce & Management	
	Safa P.K	Asst. Professor, English	
	Febina P	Office Assistant	
	Hana Sheerin	II BA English (Student Representative)	
	Mohammed Shakin P	II BA Political Science (")	
	Al Ameen E	III B Com CA (")	

The presiding officer, Beenamol N.S welcomed all the members to End of Year meeting of Internal Complaints Committee (ICC) against Sexual Harassment

Agenda 2: Review of complaints and action taken

The committee reviewed a total of three cases reported during the year. After thorough investigations, appropriate actions such as formal reprimands, suspensions and mandatory participation in gender sensitization programme were taken to address the complaints.



Summary of Awareness Programs and Initiatives
This year, four workshops were conducted focusing on gender-equality

and anti-harassment policies. An orientation program for new students was organized to educate them on recognizing and reporting harassment. Active communication was maintained through both virtual and physical mediums to ensure ongoing awareness.

Agenda 4: Recommendations for the Next Academic Year.

To enhance the effectiveness of the committee's efforts, it was recommended to increase the number of workshops and seminars. A comprehensive feedback system will be developed to continuously improve ICC initiatives. Strengthening partnerships with legal experts was also suggested to better handle complaints and provide more robust support.

Agenda 5: Any other matters.

The need for continuous training for ICC members on new regulations and best practices was discussed. This is crucial to ensure the committee remains updated and effective in handling cases.



Benamol
Benamol N.S.

M. Abdul Azeez
Prof. M. ABDUL AZEEZ
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