

KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE  
KFASC/ICC/NOTICE/01/2023-24.

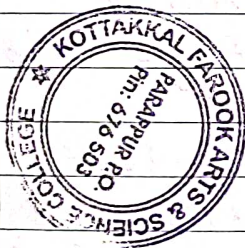
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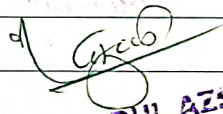
12-06-23.

All the members of ICC (Internal Complaints Committee Against Sexual Harassment) are directed to attend a meeting on 13-06-2023 at 10 am in the Seminar Hall

Agenda:

1. Welcome.
2. Review of the previous years' initiatives
3. Reformation of the committee.
4. Planning for the new academic year
5. Any other matters.



  
Prof. M. ABDUL AZEEZ  
PRINCIPAL  
KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE  
PARAPPUR, P.O. - 678 503

K.F.A.S.C./ICC/MINUTES/01/2023-24

MINUTES

Date: 13-06-2023

Time: 10 am

Venue: Seminar Hall.

Attendees

Position	Name	Designation	Sign
Presiding Officer	Beeunamol. N.S	Project Coordinator	Beeunamol
Convener	Railamathi. Kakkal	Asst. Prof., Commerce & Management	Convener
Members	Dr. Chithra	Asst. Prof., Dept of Botany	Chithra
	Aiswarya. K.	Asst. Prof., Dept of Chemistry	Aiswarya
	Rashmi. P	Asst. Prof., Dept of Physics	Rashmi
	Febina. P	Office Assistant	Febina
	Fasna. Abood	Ward member, Parappra Panchayath	Fasna
	Ahamed. Shehab	II yr BA English (Student Representative)	Ahmed
	Nashmya. K	II yr BSc Physics (" )	Nashmya

The presiding officer welcomed members to the first meeting of Internal Complaints Committee for the academic year 2023-24. 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 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 was reformulated and each member's roles and responsibilities were reaffirmed to ensure clarity and effective functioning.



### Agenda 4: Planning for the New Academic Year

The committee outlined new awareness programs and campaigns to be implemented this year. These plans include a blend of physical and virtual activities designed to engage the college community and address contemporary issues.

### Agenda 5: Any other matters

It was agreed that meetings will be convened as necessary to handle complaints. An end-of-year meeting will also be scheduled to evaluate the effectiveness of the year's activities and outcomes.



*Beencimot*  
Beencimot N.S.  
*Lead*  
Prof. M. ABDUL REZZAK  
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KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE  
KFASC/ICC/NOTICE/02/2023-24

NOTICE

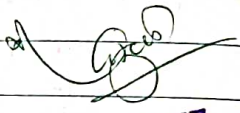
06-11-23

All the members of Internal Complaints Committee (ICC) Against Sexual Harassment are directed to attend a meeting on 07-11-2023 at 2 pm in Seminar Hall.

Agenda :

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



  
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## KFASC/ICC/ MINUTES /02/2023-24

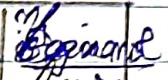
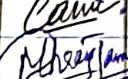
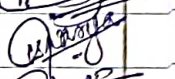

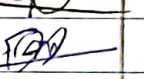
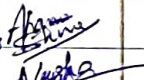
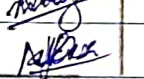
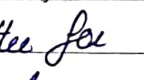
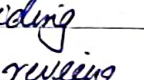
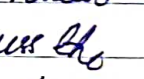
## MINUTES

Date: 07-11-2023

Time: 2pm

Venue: Seminar Hall, KFASC.

Attendees

Presiding officer	Beenamol. N.S	Project Coordinator	
Convenor	Ruhmath Kakkolli	Asst. Professor, Commerce & Management	
Members	Dr. Chithra	(Asst. Professor, Botany)	
	Ariswanga. K	Asst. Professor, Department of Chemistry	
	Reshma	Asst. Professor, Department of Physics	
	Febonia. P	Office Assistant	
	Pasna Abid. N	Ward Member, Parappu Panchayath	
	Ahamed Shihad. K	II year BA English (Student Representative)	
	Nashmya. K	II year BSc Physics (")	
	Nafesa Bhayan	II year BSc Botany (")	

The second meeting of the Internal Complaints Committee for the academic year 2023-24, was called to order by the Presiding officer at 2pm. 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:

, a student from the Department of Economics, reported being subject to repeated derogatory comments by a group of peers of the second year Economics. After investigating and confirming the reports through



witness statements, the committee advised a formal warning to the group and organised sensitivity training sessions focused on inclusivity and respect.

Another complainant was a student from Department of English, reported that a group of peers had been sharing memes targeting her on social media.  
 Action Taken: The committee reviewed the social media content and was asked to delete the posts, apologize and attend a digital citizenship course.

### Agenda 3: Discussion on action-taken

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

### Agenda 4: Any other matters

Emphasised the importance of conforming to educate students about respectful behaviour and digital content.



Signature

Benjamin-N5.

*M. Abdul Azeef*  
 Prof. M. ABDUL AZEEF  
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 KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE  
 PARAPPUR(P.O) - 676 503

KFASC/ICC/NOTICE/03/2023-24

NOTICE.

11-03-2024

All the members of Internal Complaints Committee (ICC) are directed to attend a meeting on 12-03-2024 at 10 am in Seminar Hall.

Agenda:

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



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PARAPPUR (P.O.) - 676 503

KFASC/ICC/MINUTES/03/2023-24

MINUTES

Date : 12-03-2024

Time : 10 am

Venue : Seminar Hall

Attendees

Presiding officer	Beenamol N.S	Project Coordinator	<del>Beenamol</del>
Convener	Raihanath Kakkoti	Asst. Professor, Commercial Management	<del>Convener</del>
Members	Dr. Chithra	Asst. Professor, Dept of Botany	<del>Members</del>
	Abinaya K	Asst. Professor, Dept of Chemistry	<del>Abinaya</del>
	Rashma	Asst. Professor, Dept of Physics	<del>Rashma</del>
	Priya P	Office Assistant	<del>Priya</del>
	Fasma Abid N	Ward Member, Parappu Panchayath	<del>Fasma</del>
	Ahamed Sherif K	I year BA English (Student Representative)	<del>Ahmed</del>
Nashmya K	II year BSc Physics (")	<del>Nashmya</del>	
Nafesa Bhayan	II year BSc Botany (")	<del>Nafesa</del>	

The presiding officer welcomed all the members to the End of year meeting of Internal Complaints Committee Against Sexual Harassment

Agenda 1: Review of Complaints and Actions Taken.

The complaints were investigated with due diligence. Resulting actions included suspensions and mandatory gender sensitivity workshops for the involved parties.

Agenda 2: Summary of Awareness Programme and Initiatives

The college conducted three workshops focusing on sexual harassment prevention and gender equality.

During Freshers' orientation, a campaign was launched to educate new students. Anti-harassment materials were consistently displayed across the campus to maintain awareness.





Agenda 4: Recommendations for the Next Academic Year.

The scope of awareness programmes will grow to cover online safety and digital harassment. Mental health support services will be enhanced. A new digital platform will streamline reporting and tracking of complaints.

Agenda 5: Any other matters.

The committee emphasized the critical need for ongoing education and training for all college community members to foster a safe and inclusive environment.

The Convenor thanked all the members for their participation and the meeting ended with Vote of Thanks.



Beenamot

Beenamot - N.S.

Agad

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