

KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE

KFASC/ICC/NOTICE/01/2019-20

NOTICE

10-06-2019

All the members of Internal Complaints Committee (ICC) are directed to attend a meeting on 11-06-2019 at 10am in the Seminar Hall

Agenda:

1. Welcome
2. Review of last year's proceedings
3. Reformulation of the Committee
4. Plan for upcoming year's activities
5. Any other matters



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

KFASC/IOC/MINUTES/01/2019-20

11-06-2019

MINUTES

Date: 11-06-2019

Time: 10 am

Venue: Seminar Hall.

Attendees

Position	Name	Designation	Sign
Presiding officer	Benamol. N.S	Asst. Professor, Dept of Mathematics	
Convenor	Sarabi. T	Asst. Professor, Economics	
Members	Reetha. P	Asst. Professor, Physics	
	Greenya. M	Asst. Professor, Commercial Management	
	Noufal. V.K	Asst. Professor, English	
	Mohammed Hameed	Office Assistant	
	Pasna Abid	Ward Member	
	Adithya. E	Student Representative	
	Sameenath	"	
	Drishtya. C.K	"	

The presiding officer, Benamol. N.S welcomed all members to the first meeting of the Internal Complaints Committee (ICC) for the academic year 2019-20

Agenda 2: Review of last year's proceedings

Resolution: The committee acknowledged the successes and identified for improvement, emphasizing the need for increased participation



and improved follow-up on reported cases.

Agenda 3: Reformulation of the Committee

Resolution: The committee was reconstituted with the same members to maintain continuity and build on the achievements of the previous year.

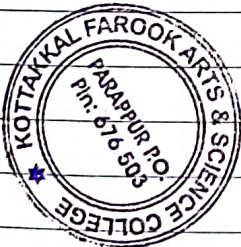
Agenda 4: Plan for Upcoming Year's Activities

Resolution: New awareness programs, including interactive sessions were planned to engage students and staff effectively. The committee emphasized the importance of updating material and utilizing digital platforms for

Agenda 5: Any other matters

Resolution: The committee decided to convene meetings as necessary for complaints and to conduct a review meeting at the end of the academic year.

As there were no other strictly matters, the meeting ended with Vote of Thanks by Convener, Sarabi.T.



Beena

Beena M - N - S.

*M. Azeez*  
 Prof. M. ABDUL AZEEZ  
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KFASC / ICC / NOTICE / 02 / 2019-20

NOTICE

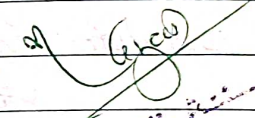
14-10-2019

All the members of Internal Complaints Committee (ICC) are directed to attend a meeting on 15-10-2019 at 2pm in the Seminar Hall.

Agenda:

1. Welcome
2. Review of the complaints received
3. Discussion on actions taken
4. Plan for upcoming year's activities
5. Any other matters



  
Dr. M. ABDUL  
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PARAPPUR P.O. - 676 503

KFASC/ICC/MINUTES/02/2019-20

MINUTES

15-10-2019

Time: 2pm

Venue: Seminar Hall

Attendees

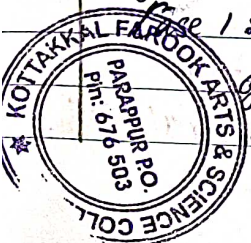
Position	Name	Designation	Sign
Presiding Officer	Beenamol N.S	Asst Professor, Dept of Mathematics	Beenamol
Convener	Sarabi T	Asst Professor, Economics	Sarabi
Members	Roshma P	Asst Professor, Physics	Roshma
	Shreenija M	Asst Professor, Commerce & Management	Shreenija
	Nayal V.K	Asst Professor, English	Nayal
	Mohamed Hanifa	Office Assistant	Mohamed
	Fasna Abid	Ward member	Fasna
	Adithya E	Student Representative	Adithya
	Sameerath	"	Sameerath
	Devshya C.K	"	Devshya

The second meeting of the Internal Complaints Committee for the academic year 2019-20 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

Case 1: A complaint was received from \_\_\_\_\_ student of Department of Physics, regarding unwanted advances by \_\_\_\_\_ student of D Blom Finance.

\_\_\_\_\_ student of Department of \_\_\_\_\_ another



Resolution: The committee conducted a thorough investigation, including interviews with relevant parties and decided to place Normee on probation. Additionally, it was mandated to attend counselling sessions to address his behaviour.

Case 2: a staff member reported inappropriate behaviour by a senior colleague, during a staff meeting.

Resolution: After reviewing the evidence and testimonies, the committee issued a formal reprimand and was asked to attend a professional behaviour workshop to ensure such incidents do not recur.

Agenda 3: Discussion on actions taken

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

Agenda 4: Plan for the upcoming activities

Resolution: Interactive sessions were planned to be conducted in the following month to engage students and staff effectively.

Agenda 5: Any other matters

Resolution: The committee briefly discussed ongoing initiatives to promote a safe and respectful environment within the college community. Plans for future awareness campaigns and training sessions were touched upon.

As there were no other timely matters, the meeting ended with Vote of Thanks by Sarabi T. Comenior.



Prof. M. ABDUL AZEEZ  
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Benamol  
Benamol - MS.

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NOTICE

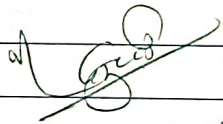
09-03-2020.

All the members of Interim Complaints Committee (ICC) are directed to attend a meeting on 10-03-2020 at 2 pm in the College Seminar Hall.

Agenda :

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



  
Prof. M. ABDUL AZEEZ  
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K.F.A.S.C./ICC/MINUTES/03/2019-20

MINUTES

Date: 10-03-2020

Time: 2 pm

Venue: Seminar Hall.

Attendees:

Position	Name	Designation	Sign
Presiding officer	Beenamol. N.S	Asst. Professor, Dept of Mathematics	Beenamol
Convener	Sarabi. T	Asst. Professor, Economics	Sarabi
Members	Rashmi. P	Asst. Professor, Physics	Rashmi
	Greeniya. M	Asst. Professor, Commerce & Management	Greeniya
	Noorjaf. V.K	Asst. Professor, English	Noorjaf
	Mohammed Jameela	Office Assistant	Mohammed Jameela
	Fasna Abid	Ward Member	Fasna Abid
	Adithya. E	Student Representative	Adithya. E
	Gameenath	"	Gameenath
	Dreethya. C.K	"	Dreethya. C.K

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

Agenda 2: Review of complaints and Actions Taken:

Total Cases Reported: 2

Case 1: The committee reviewed the first case which resulted in the mandatory attendance in sensitivity training programme. The actions were taken to ensure accountability and prevent future incidents.

The second case also was advised for the participation in sensitivity training. The committee emphasized the importance of the





measures in maintaining a safe and respectful environment on campus.

Agenda 3: Summary of awareness programs and initiatives

Resolution: The committee hosted four . . . workshops focusing on gender sensitivity and appropriate behaviour, adapting to the situation.

Agenda 4: Recommendations for the Next Academic Year.

Resolution: Enhancing training for ICC members on harassment issues was deemed necessary. An increase in collaboration with mental health professionals were also suggested.

As there was no other timely matter, the meeting ended with Vote of Thanks by Convener, Sarabo T.



*Breenamot*

Breenamot .N.S.

*M. Abdul Aziz*  
 Prof. M. ABDUL AZIZ  
 PRINCIPAL  
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