



MEA ENGINEERING COLLEGE PERINTHALMANNA

MEA/PRI/ICC/28/2023-24

13/10/2023

ORDER

INTERNAL COMPLAINT COMMITTEE (ICC)-2023-24

The Internal Complaint Committee (ICC) for the Academic Year 2023-24 is constituted as follows:-

Chairperson: Yasmin N., Associate Professor - Civil Engineering

Members present:

1. Dr. Sadiquali A., HoD-DMS
2. Mr. Jouhar C., Asst. Professor - EEE & Asst. Chief Supdt - Examinations
3. Ms. Rashida Farsath, Asst. Professor - CSE Dept.
4. Mr. Vinod K., Lab Instructor - ME
5. Ms. Swaroopa P., Lab Instructor - CSE
6. Ms. Fathima Karatt., Student, S7 CSE
7. Mr. Rasih K., Student, S5 CSE
8. Mr. Nihal M. Basheer, Student, S5 EEE
9. Mr. Althaf., Student, S3 AD



All the above members

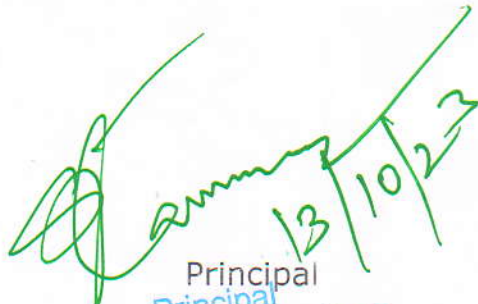
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AM

VP

HoDs

Faculty members


Principal
Principal
MEA Engineering College
Perinthalmanna
13/10/23



MEA Engineering College, Perinthalmanna

Minutes of the Internal Complaint Committee (ICC) Awareness Meeting

Date: 5/01/2024

Chairperson: Yasmin N., Associate Professor - Civil Engineering

Members present:

1. Dr.Sadiquali A., HoD-DMS
2. Mr. Jouhar C., Asst. Professor – EEE & Asst. Chief Supdt – Examinations
3. Ms. Rashida Farsath, Asst. Professor – CSE Dept.
4. Mr. Vinod K., Lab Instructor – ME
5. Ms. Swaroopa P., Lab Instructor – CSE
6. Mr. Rasih K. , Student
7. Ms. Fathima Karatt, Student
8. Mr. Nihal M. Basheer, Student
9. Mr. Sajid P., Student

Meeting Agenda:

1. Congratulatory Note for Zero Complaints
2. Recap of ICC's Role
3. Continuous Awareness and Prevention Measures
4. Reporting Mechanisms and Updates
5. Open Discussion
6. Q&A Session

Meeting Minutes:

I. Congratulatory Note for Zero Complaints:

- The meeting began at 10:00 AM with the Chairperson acknowledging and congratulating all members and staff for their collective efforts and commitment to maintaining a respectful and safe environment at MEA Engineering College. Zero complaints until now was celebrated as a significant achievement.

II. Recap of ICC's Role:

-The Chairperson briefly summarized the role of the ICC as discussed in previous meetings, emphasizing its responsibility in addressing and resolving complaints related to sexual harassment and discrimination within the institution.

III. Continuous Awareness and Prevention Measures:

- The meeting highlighted the importance of maintaining awareness and prevention measures even in light of zero complaints.
- It was discussed that awareness initiatives, including refresher sessions, workshops, and awareness campaigns, would be conducted to ensure that the college community remains informed and vigilant.
- All the members in ICC have been directed to give an awareness about this to the students of every departments and every class.

IV. Reporting Mechanisms and Updates:

- Prof. Yasmin provided an update on the reporting mechanisms and reminded attendees of the importance of timely reporting.
- She also encouraged members to continue monitoring and improving the effectiveness of these mechanisms.

V. Open Discussion:

- The floor was opened for members and staff to share their thoughts, suggestions, or concerns regarding the ICC and its processes.
- Several positive comments and suggestions were shared, including the need for better communication of reporting procedures.
- A suggestion has been made that ICC Compliance should be provided to all students and staff through ET Lab.

VI. Q&A Session:

- A question and answer session followed, allowing attendees to seek clarification on any aspects related to the ICC or its procedures.
- The Chairperson and other ICC members addressed questions and concerns raised by attendees.

Meeting Conclusion:

- Prof. Yasmin expressed gratitude to all attendees for their dedication to upholding a safe and respectful environment at MEA Engineering College.
- She reiterated the importance of continued vigilance and encouraged everyone to actively participate in awareness initiatives.

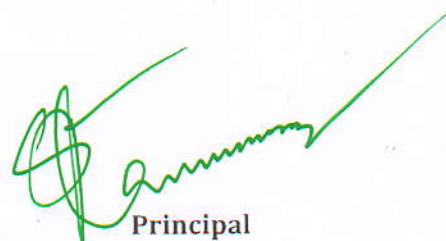
Meeting Adjournment:

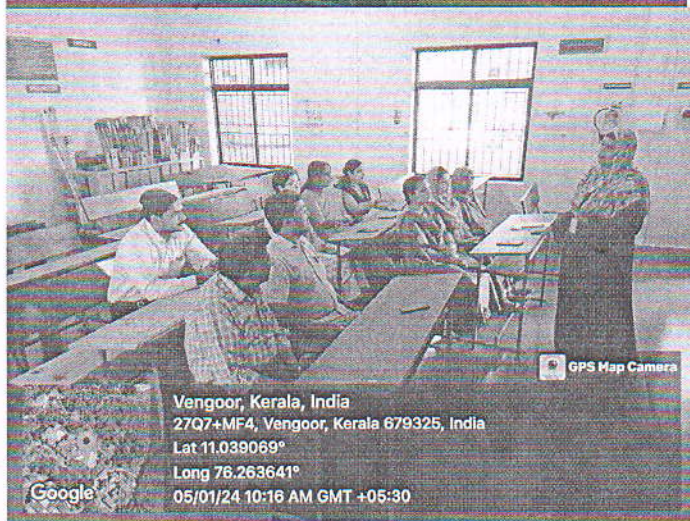
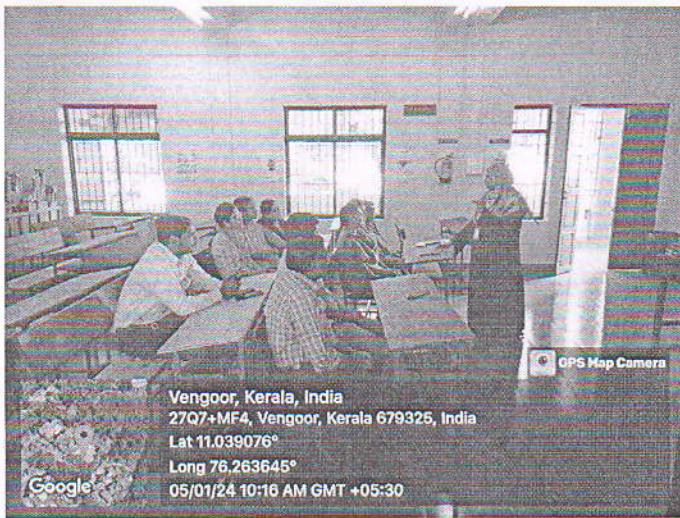
- The meeting concluded at 11:00 AM.

Prepared by:

Yasmin N., Associate Professor- CE


5/1/24


Principal





MEA Engineering College, Perinthalmanna

Minutes of the Internal Complaint Committee (ICC) Awareness Meeting

Date: 14/02/2024

Chairperson: Yasmin N., Associate Professor - Civil Engineering

Members present:

1. Dr.Sadiquali A., HoD-DMS
2. Mr. Jouhar C., Asst. Professor – EEE & Asst. Chief Supdt – Examinations
3. Ms. Rashida Farsath, Asst. Professor – CSE Dept.
4. Mr. Vinod K., Lab Instructor – ME
5. Ms. Swaroopa P., Lab Instructor – CSE
6. Mr. Rasih K., Student
7. Ms. Fathima Karatt., Student
8. Mr. Nihal M. Basheer, Student
9. Mr. Sajid P., Student

Meeting Agenda:

1. Recap of ICC's Role
2. Continuous Awareness and Prevention Measures
3. Reporting Mechanisms and Updates
4. Open Discussion
5. Q&A Session

Meeting Minutes:

The meeting began at 1:30 PM with the Chairperson acknowledging and congratulating all members and staff for their collective efforts and commitment to maintaining a respectful and safe environment at MEA Engineering College

II. Recap of ICC's Role:

-The Chairperson briefly summarized the role of the ICC as discussed in previous meetings, emphasizing its responsibility in addressing and resolving complaints related to sexual harassment and discrimination within the institution.

III. Continuous Awareness and Prevention Measures:

- The meeting highlighted the importance of maintaining awareness and prevention measures even in light of zero complaints.

- It was discussed that awareness initiatives, including refresher sessions, workshops, and awareness campaigns, would be conducted to ensure that the college community remains informed and vigilant.

-All the members in ICC have been directed to give an awareness about this to the students of every departments and every class.

IV. Reporting Mechanisms and Updates:

- Asso.Prof. Yasmin provided an update on the reporting mechanisms and reminded attendees of the importance of timely reporting.

- She also encouraged members to continue monitoring and improving the effectiveness of these mechanisms.

V. Open Discussion:

- The floor was opened for members and staff to share their thoughts, suggestions, or concerns regarding the ICC and its processes.

- Several positive comments and suggestions were shared, including the need for better communication of reporting procedures.

-A suggestion was made in the last meeting that ICC Compliance should be provided to all students and staff through ET Lab.

-It has been decided that we can use the window provided in Et lab for SGRC to register ICC complaints through online

VI. Q&A Session:

- A question and answer session followed, allowing attendees to seek clarification on any aspects related to the ICC or its procedures.

- The Chairperson and other ICC members addressed questions and concerns raised by attendees.

Meeting Conclusion:

- Prof. Yasmin expressed gratitude to all attendees for their dedication to upholding a safe and respectful environment at MEA Engineering College.

- She reiterated the importance of continued vigilance and encouraged everyone to actively participate in awareness initiatives.

- we can use the window provided in Et lab for SGRC also to register ICC complaints through online

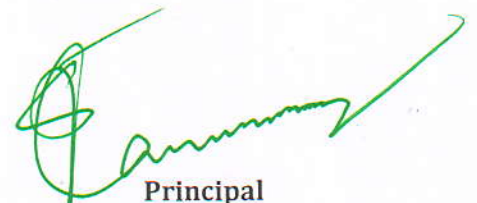
Meeting Adjournment:

- The meeting concluded at 2:00 PM.

Prepared by:


14/2/24

Yasmin N., Associate Professor- CE


Principal





Vengoor, Kerala, India
27Q7+MF4, Vengoor, Kerala 679325, India
Lat 11.039078°
Long 76.26362°
14/02/24 01:38 PM GMT +05:30

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