



MEA ENGINEERING COLLEGE PERINTHALMANNA

MEA/PRI/SHC /28/2023-24

October 13, 2023

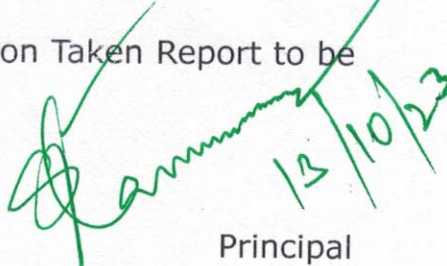
**ORDER**

**COMMITTEE FOR THE PREVENTION OF SEXUAL HARRASMENT -  
2023-24**

A Committee with following faculty members has been constituted to deal with the instances of sexual harassment, if any, that may be reported:-

Chairman ... Dr. Ramesh G, Principal  
Nodal Officer ... Ms. Jeeja Menon, Assoc. Prof. - CE  
Members ...  
Ms. Laila, AP - CSE  
Ms. Sahira, AP - DMS  
Ms. Liloja, AP - AD

Frequent meetings should be conducted and Action Taken Report to be submitted.

  
13/10/23  
Principal

To  
All the above members

Copy to:-

AM

VP

HoDs

Faculty members



## Meeting Minutes

**Meeting: Sexual Harassment Committee Cell**

**Date: 18-10-23**

**Time: 2:00PM**

**Location: CE DEPARTMENT**

**Attendees:**

1. Associate Professor Dr. Jeeja Menon
2. Prof. Laila V
3. Ms. Deena Fathima (CSE)
4. Ms. Sapna (IT)
5. Ms. Rasla (IT)
6. Ms. Reema K(CE)

**Agenda:**

Review of Previous Meeting Minutes

Prevention Strategies

SI NO	Item Discussed	Action Planned	Responsibility
1.	Review of Previous Meeting Minutes	The minutes of the previous meeting were reviewed and approved.	Chairperson
2.	Discussion on Recent Incidents	The committee discussed and enquired about any recent incidents of sexual harassment reported by faculty or students and confirmed that <b>no such incidents happened so far.</b> Actions were identified to ensure timely and fair resolution of complaints.	Members
3.	Prevention Strategies	The committee discussed about various prevention strategies, including awareness campaigns to foster a culture of respect and accountability	Members



		among students. The committee decided to organize an awareness class with the help of College Councilor	
4.	Any other concerned matter	NIL	NIL

Any other concerned matter

Means of giving awareness among students

**Proceedings:**

The meeting was called to order by Associate Prof. Jeeja Menon at 2:00 PM.

The Chairperson welcomed all attendees and thanked them for their participation.

The meeting was adjourned at 3:00 PM by Associate Professor Dr. JeejaMenon.

Minutes recorded by: Prof. Laila V

Approved by: Associate Prof. JeejaMenon



Sexual Harassment Cell - meeting minutes.

Date: 18/10/23

Venue: Dr. Jeeja Menon's Cabin  
Civil Engineering department

1. Sahira.p
2. Laila V
3. Deena Fathima (CS)
4. Shafna kadeya (AD)
5. Fathima KC (EC)
6. Sapna (IT)
7. Rasli (IT)
8. Reema.K (CE)
9. Dr. Jeeja Menon (CE)

Sahy

Laila

Deena

Shafna

Fathima

Sapna

Rasli

Reema

Jeeja



## Meeting Minutes

**Meeting: Sexual Harassment Committee Cell**

**Date: 13-02-24**

**Time: 2:00PM**

**Location: CE DEPARTMENT**

### **Attendees:**

1. Associate Professor. Jeeja Menon
2. Assistant Professor. Nusfa Kuvattil
3. Prof. Laila V
4. Assistant Professor .Sahira
5. Ms. Deena Fathima (CSE)
6. Ms. Sapna (IT)
7. Ms. Rasla (IT)
8. Ms. Reema K(CE)

### **Agenda:**

Review of Previous Meeting Minutes

Prevention Strategies

Any other concerned matter

Means of giving awareness among students

### **Proceedings:**

The meeting was called to order by Associate Prof. Jeeja Menon at 2:00 PM.

The Chairperson welcomed all attendees and thanked them for their participation.



SI NO	Item Discussed	Action Planned	Responsibility
1.	Review of Previous Meeting Minutes	The minutes of the previous meeting were reviewed and approved.	Chairperson
2	Prevention strategies to be taken during the arts fest	Committee noted that no complaint of sexual harassment has been received from any employees or students in the campus during the previous academic year Committee members should be alert during the arts fest, if any incidents should be reported to the committee	Members
2.	Discussion on Recent Incidents	The committee discussed and enquired about any recent incidents of sexual harassment reported by faculty or students and confirmed that <b>no such incidents happened so far.</b> Actions were identified to ensure timely and fair resolution of complaints.	Members
3.	Prevention Strategies	The committee discussed about various prevention strategies, including awareness campaigns to foster a culture of respect and accountability among students. The committee decided to discuss with college authority and implement these strategies effectively.	Members
4.	Any other concerned matter	NIL	NIL

The meeting was adjourned at 2:00 PM by Associate Professor Dr. JeejaMenon.

Minutes recorded by: Nusfa karuvattil

Approved by: Associate Prof. JeejaMenon



# SEXUAL HARASSMENT CELL - Meeting Attendance

Date - 13/02/2024

Venue: Dr. Jeeja Menon's Cabin  
Civil Engineering Department

1. Dr. Jeeja Menon.

Jeeja

2. Nrusfa Karunathil

Nrusfa

3. Sahiya P

Sahya

4. Laila V

Laila

5. Reema K

Reema

6. Fathima Kc

Fathima

7. Shafna kadeeja

Shafna

8. Deena Fathima

Deena

9. Supna

Supna

10. Rasla

Rasla