



MEA ENGINEERING COLLEGE PERINTHALMANNA

MEA/PRI/ICC/28/2020-21

24.02.2020

**ORDER**

**INTERNAL COMPLAINT COMMITTEE (ICC)-2020-21**

The Internal Complaint Committee (ICC) for the Academic Year 2020-21 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. Nidha Sherin - Student (18GCE47)
7. Mr. Shabeeb Maloof - Student (18GME15)
8. Ms. Meharin PK - Student (19MCE20)

Principal

Principal  
MEA Engineering Coll  
Perinthalmanna

To

All the above members

Copy to:-

AM

VP

HoDs

Faculty members



## MEA Engineering College, Perinthalmanna

### Minutes of the Internal Complaint Committee (ICC) Awareness Meeting

Date: 02/12/2021

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
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7. Mr. Shabeeb Maloof – Student (18GME15)
8. Meharin PK – Student (19MCE20)

#### Meeting Agenda:

1. Introduction to the Internal Complaint Committee (ICC)
2. Roles and Responsibilities of ICC Members
3. Understanding Sexual Harassment and its Forms
4. Reporting Mechanisms and Confidentiality
5. Q&A Session

#### Meeting Minutes:

##### I. Introduction to the Internal Complaint Committee (ICC):

- The meeting commenced at 10:00 AM with the Chairperson welcoming all attendees.
- The Chairperson introduced the ICC as a committee responsible for addressing and resolving complaints related to sexual harassment and discrimination within the institution.
- The Chairperson emphasized the importance of creating a safe and respectful environment for all members of the MEA Engineering College community.

##### II. Roles and Responsibilities of ICC Members:

- The roles and responsibilities of ICC members were explained, including receiving complaints, conducting investigations, and providing recommendations for resolution.
- Highlighted the need for impartiality, sensitivity, and confidentiality in handling complaints.

### III. Understanding Sexual Harassment and its Forms:

- Provided a comprehensive overview of sexual harassment, defining it as any unwelcome conduct of a sexual nature that creates a hostile or intimidating environment.
- Explained the various forms of sexual harassment, including verbal, non-verbal, and physical.
- Attendees were encouraged to familiarize themselves with the MEA Engineering College's policy on sexual harassment.

### IV. Reporting Mechanisms and Confidentiality:

- Prof. Yasmin outlined the procedures for reporting incidents of sexual harassment, including how to contact ICC members and the importance of timely reporting.
- She assured all attendees that confidentiality would be maintained to the fullest extent possible throughout the complaint process.
- Attendees were encouraged to report any concerns or incidents to ICC members or through the designated channels.

### V. Q&A Session:

- A question and answer session followed, during which attendees had the opportunity to seek clarification on any aspect of the ICC's role and procedures.
- The Chairperson and other ICC staff members addressed the queries and concerns raised by student attendees.

### Meeting Conclusion:

- The Chairperson thanked all attendees for their participation and encouraged them to share the information discussed during the meeting with their peers and colleagues.
- She reminded everyone that the ICC is committed to creating a safe and respectful environment at MEA Engineering College.

### Meeting Adjournment:

- The meeting concluded at 11:30 AM.



Principal