



MEA ENGINEERING COLLEGE PERINTHALMANNA

MEA/PRI/ICC/28/2021-22

01.03.2021

**ORDER**

**INTERNAL COMPLAINT COMMITTEE (ICC)-2021-22**

The Internal Complaint Committee (ICC) for the Academic Year 2021-22 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

To

All the above members

Copy to:-

AM

VP

HoDs

Faculty members



## MEA Engineering College, Perinthalmanna

### Minutes of the Follow-up Meeting with PTA Executive Members

Date: 04/04/2022

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. Saleem Karatt, PTA Representative
7. Mr. Sakkeer K, PTA Representative
8. Mr. Mohamed Ishak Ambat, PTA Representative
9. Mr. Shamsudheen KV, PTA Representative
10. Ms. Arifa, PTA Representative
11. Ms. Benaseera, PTA Representative

#### Meeting Agenda:

1. Recap of the ICC Awareness Meeting
2. Feedback and Concerns from Students and PTA Members
3. Updates on Any Reported Incidents
4. Strengthening Awareness and Preventive Measures
5. Q&A Session

#### Meeting Minutes:

##### I. Recap of the ICC Awareness Meeting:

- The meeting started at 3:00 PM with the Chairperson welcoming the attendees and briefly recapping the key points discussed in the previous ICC Awareness Meeting held on 05/10/2021.

##### II. Feedback and Concerns from PTA Members:

- Attendees were invited to share their thoughts, feedback, and concerns related to the ICC's awareness initiatives and the handling of any reported incidents.

- Several PTA members shared positive feedback about the awareness session and expressed confidence in the ICC's ability to address issues promptly and fairly.

### III. Updates on Any Reported Incidents:

- Prof. Yasmin provided an update on any reported incidents since the last meeting. She confirmed that there had been no reported incidents during the intervening period, which was welcomed by all attendees.

### IV. Strengthening Awareness and Preventive Measures:

- The discussion shifted to ways to further strengthen awareness and preventive measures against sexual harassment within the college.

- Suggestions included conducting periodic refresher sessions, awareness campaigns, and creating safe spaces for open discussions on related topics.

- It was agreed that the college would continue its efforts to ensure that students and staff are well-informed about the ICC's role and reporting procedures.

### V. Q&A Session:

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

- Attendees asked questions and received answers and guidance from Yasmin N. and other ICC members.

### Meeting Conclusion:

- Prof. Yasmin thanked all attendees for their active participation, feedback, and their commitment to maintaining a safe and respectful environment at MEA Engineering College.

- She encouraged everyone to continue spreading awareness and promoting respectful behavior within the institution.

### Meeting Adjournment:

- The meeting concluded at 4:30 PM.



**Principal**