



MEA ENGINEERING COLLEGE PERINTHALMANNA

MEA/PRI/ICC/28/2022-23

10/04/2023

ORDER

INTERNAL COMPLAINT COMMITTEE (ICC)-2022-23

The Internal Complaint Committee (ICC) for the Academic Year 2022-23 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. Mr. Rasih K. , Student
7. Ms. Fathima Karatt., Student
8. Mr. Nihal M. Basheer, Student
9. Mr. Sajid P., Student

Principal

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: 11/04/2023

Chairperson: Yasmin N., Associate Professor - Civil Engineering

Members present:

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2. Mr. Jouhar C., Asst. Professor – EEE & Asst. Chief Supdt – Examinations
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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.

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 ongoing training for ICC members and better communication of reporting procedures.

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 11:30 AM.



Principal