



MILAD-E-SHERIEF MEMORIAL COLLEGE KAYAMKULAM

NOTICE

INTERNAL COMPLAINT COMMITTEE

7.06.2022

The first meeting of this academic year is scheduled on 10 / 06 /2022 at 01.30 pm in the college Conference Hall. All the members of the Internal Complaint Committee are requested to attend the meeting.

Members

1. Mrs. Sajitha (Presiding Officer)
2. Mrs. Shabnam A (Member Secretary)
3. Lt. Dr. Ansari M (Member)
4. Adv. Rajamma (External Member for Legal Assistance)
5. Mrs. Nasila N (Member)
6. Mrs. Thasni Majeed (Member)
7. Miss. Bhagya mol (Member)
8. Miss. Anagha G (Member)

Smt. B. Sajitha

Presiding Officer

Smt. Shabnam A

Member Secretary

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INTERNAL COMPLAINT COMMITTEE

MINUTES OF THE MEETING

Date of the meeting -10.06.2022

Time - 1.30 PM






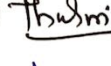

venue of the Meeting - College Conference Hall

All the members of ICC attended the meeting

MEETING AGENDA

1. Presentation of the report of the previous year.
2. Preparation of Action Plan for the new academic year.
3. Create Awareness among students on the functions of ICC

Members present

1. Mrs. Sajitha (Presiding Officer) 
2. Mrs. Shabnam A (Member Secretary) 
3. Lt. Dr. Ansari M (Member) 
4. Adv. Rajamma (External Member for Legal Assistance) 
5. Mrs. Nasila N (Member) 
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DETAILS OF THE DISCUSSION ON AGENDAS


Mrs. Shabnam, Member Secretary welcomed the members and thanked them for their cooperation and valuable suggestions for the successful functioning of the ICC during the last academic year 2021- 2022. She also submitted a report of functions of the ICC during the last academic year. It was decided to conduct programs and activities about gender equity and gender sensitization. The Committee reviewed the vigilance system for monitoring the movements of the students especially the new comers. Decision was taken to arrange class campaigns to create awareness on ICC and also against ragging. The committee decided to collaborate with the Anti – ragging Cell for conducting the same. As there were no other points for discussion, the meeting was concluded with a vote of thanks by Lieut. Dr Ansari M. Member ICC


Action Taken

Annual Report Was submitted to the IQAC.

Action Plan was formulated.

Discussions were made with the Anti- ragging Cell to start class campaigns. Volunteers were selected. Campaign was arranged with the permission of the Principal and the programme was successfully completed.


Presiding Officer
B. Sajitha


Member Secretary
Shabnam A.


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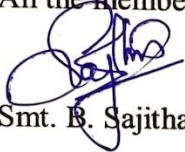
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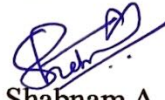
NOTICE

INTERNAL COMPLAINT COMMITTEE

12.09.2022

Anonline meeting of the ICC is scheduled on 15.09.2022 at 7pm via Google Meet. All the members of the ICC of M. S. M. College are requested to attend the meeting.


Smt. B. Sajitha
Presiding Officer


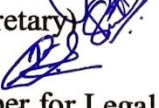
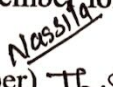
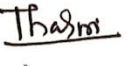


Smt. Shabnam A.
Member Secretary

AGENDA

1. Introducing the student members to all other members
2. Familiarizing the members with the action plan of ICC.
3. Conducting programmes for students
4. To verify whether tutors have informed students about the role of ICC.

The meeting of Internal Complaints Committee was held on 15/09/2022 at 7pm via Google Meet. The following members were present in the meeting.

Members present

1. Mrs. Sajitha (Presiding Officer) 
2. Mrs. Shabnam A (Member Secretary) 
3. Lt. Dr. Ansari M (Member)
4. Adv. Rajamma (External Member for Legal Assistance)
5. Mrs. Nasila N (Member) 
6. Mrs. Thasni Majeed (Member) 
7. Miss. Bhagya mol (Member)
8. Miss. Anagha G (Member) 


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INTERNAL COMPLAINT COMMITTEE

MINUTES OF THE MEETING

Date of the meeting - 15.09.2022

Time - 7pm

venue of the Meeting - Google Meet

All the members of ICC attended the meeting

MEETING AGENDA

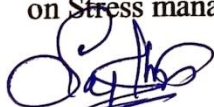
1. Presentation of the report of the previous year.
2. Preparation of Action Plan for the new academic year.
3. Create Awareness among students on the functions of ICC


DETAILS OF THE DISCUSSION ON AGENDAS

The meeting was conducted on 15.09.2022 at 7pm via Google Meet. Smt. B. Sajitha, the Presiding Officer of ICC welcomed all the members and appreciated the efforts of the members. Mrs Shabnam A. Member Secretary informed that there were no cases relating to sexual harassment in the college. Lieut. Dr Ansari M suggested the for organizing events/lectures on gender sensitization, gender equality. Mrs. Shabnam was directed to prepare a proposal for conduct the events relating to gender sensitization and gender equality.

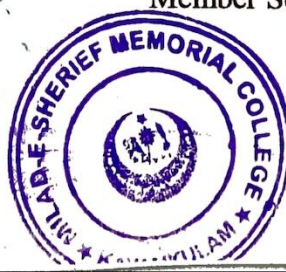
Action taken

Proposal was framed to conduct the events relating to gender sensitization and gender equality. Preparation was made to arrange a class on Stress Management. Resource person was invited to conduct a class on the same. Sri Rafeek (counsellor) lead the class for students on Stress management.


Smt. B. Sajitha
Presiding Officer


Smt. Shabnam A.
Member Secretary


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NOTICE

INTERNAL COMPLAINT COMMITTEE

09.01.2023

An online meeting of the ICC is scheduled on 14.01.2023 at 7pm via Google Meet.
All the members of the ICC of M. S. M. College are requested to attend the meeting.

Smt. B. Sajitha
Presiding Officer

Smt. Shabnam A.
Member Secretary

AGENDA

To analyze the functioning of the committee.

Members

1. Mrs. Sajitha (Presiding Officer)
2. Mrs. Shabnam A (Member Secretary)
3. Lt. Dr. Ansari M (Member)
4. Adv. Rajamma (External Member for Legal Assistance)
5. Mrs. Nasila N (Member)
6. Mrs. Thasni Majeed (Member)
7. Miss. Bhagya mol (Member)
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INTERNAL COMPLAINT COMMITTEE

MINUTES OF THE MEETING

Date of the meeting - 14.01.2023

Time - 7pm

venue of the Meeting - Google Meet

MEETING AGENDA

To analyze the functioning of the committee.

Members Present

1. Mrs. Sajitha B (Presiding Officer)
2. Mrs. Shabnam A (Member Secretary)
3. Lt. Dr. Ansari M (Member)
4. Adv. Rajamma (External Member for Legal Assistance)
5. Mrs. Nasila N (Member)
6. Mrs. Thasni Majeed (Member)

DETAILS OF THE DISCUSSION ON AGENDAS

At the outset the presiding officer welcomed all the members and she briefly highlighted the scope and objective of the meeting. As new guest faculties were also appointed in different departments, the committee decided to sensitize them about the existing act on Prevention, Prohibition and Redressal of Sexual Harassment at Work Place. Decision was taken to engage classes for the girls of both Arts and Science batches. The committee decided to be vigilant on the campus as usual. The meeting ended with the vote of thanks by the secretary.

Action Taken

A meeting of all the newly appointed Guest Faculty were called upon on 16.01.2023 and an awareness session was conducted. The girls were given awareness classes by the Presiding Officer Smt. B. Sajitha and the secretary Mrs. Shabnam A.

Smt. B. Sajitha
A. Presiding Officer

Mrs. Shabnam
Member Secretary

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NOTICE

INTERNAL COMPLAINT COMMITTEE

12/ 04 /2023

An online meeting of the ICC is scheduled on 18.04 2023 at 7pm via Google Meet. All the members of the ICC of M. S. M. College are requested to attend the meeting.

Smt. B. Sajitha
Presiding Officer

Smt. Shabnam A.
Member Secretary

AGENDA

- To analyze the functioning of the committee.
- To discuss on submitting the Annual Report.
- Selection of new student members regarding.

Members

1. Mrs. Sajitha (Presiding Officer)
2. Mrs. Shabnam A (Member Secretary)
3. Lt. Dr. Ansari M (Member)
4. Adv. Rajamma (External Member for Legal Assistance)
5. Mrs. Nasila N (Member)
6. Mrs. Thasni Majeed (Member)
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8. Miss. Anagha G (Member)

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INTERNAL COMPLAINT COMMITTEE

MINUTES OF THE MEETING

Date of the meeting - 18.04.2023







Time - 7pm

venue of the Meeting - Google Meet

MEETING AGENDA

- To analyze the functioning of the committee.
- To discuss on submitting the Annual Report.
- Selection of new student members regarding.

Members Present

1. Mrs. Sajitha B (Presiding Officer) 
2. Mrs. Shabnam A (Member Secretary) 
3. Lt. Dr. Ansari M (Member) 
4. Adv. Rajamma (External Member for Legal Assistance) 
5. Mrs. Nasila N (Member) 
6. Mrs. Thasni Majeed (Member) 

DETAILS OF THE DISCUSSION ON AGENDAS

The meeting started at 7 pm on 18.04.2023 with the welcome address by the chairperson. The committee noticed that there was no complaint from the part of any student or staff of the college. The review of the functions of the academic year was done. The member secretary explained the initiatives taken by the ICC during the academic year. She was entrusted with the completion of the Report to be submitted to the IQAC. Decision was taken to submit request to the Principal to select new student representatives for the next academic year. The meeting ended with a vote of Thanks by Dr Ansari M.

Actions Taken

Annual report was prepared and submitted to the IQAC.

Request for the selection of new student members were submitted.



Smt. B. Sajitha

Presiding Officer



Smt. Shabnam A.

Member Secretary



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