

INTERNAL COMPLAINTS COMMITTEE MEETING MINUTES



**Assabah Arts and Science College,
Valayamkulam**

(Affiliates to University of Calicut,

**Recognised by Govt. of Kerala, Run by Assabah Association
Trust)**

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ASSABAH ARTS AND SCIENCE COLLEGE

(Affiliated to the University of Calicut, Approved by Govt.)

Run by Assabah Association Trust

Valayamkulam, P.O. Kokkur-679591, Malappuram Dist

CIRCULAR

Date: 18/2/2022

All the members are requested to attend the meeting of ICC (Internal Complaints Committee) which held at the Principal's Chamber on 18/2/2022, 2.30 pm.

Agenda:

- To discuss the action plan of the ICC for the year 2022_23
- To introduce the procedures and rules of approaching the ICC.

Principal (ICC member)

Copy to

Members:

- 1) Aboobacker V K (Principal)
- 2) Shajitha V (Presiding Officer))
- 3) Jisha MK (Member)
- 4) Sushama (Member)
- 5) Aneer (Member PTA Secretary/
- 6) Bafeesha (Student representative)
- 7) Mubeena (Student representative)



PRINCIPAL
Assabah Arts & Science College
VALAYAMKULAM

Internal Complaints Committee

meeting Minutes

Date: 10/02/2022.

Time: 2.30 pm

Venue: Principal's chamber.

Agenda

- * To discuss the action plan of the ICC for the year 2022-2023.
- * To introduce the rules & procedures of approaching the ICC.

Members of the ICC.

1. Aboobacker VK (Principal) member
2. Shajitha V (Presiding officer) Convener
3. Jisha MK (member)
4. Sushama (member)
5. Aneer (PTA Secretary)
6. Bafeesha (Student Representative)
7. Mubeena (Student Representative)

Discussions & Decisions

The Convener welcomed all members to the meeting. All the members together discussed the action plan of the ICC for the year 2022-23 and decided to make an action plan for the smooth running of ICC. Also introduced the rules and procedures of approaching the ICC and declared its progression.





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CIRCULAR

Date: 1/6/2022

All the members are requested to attend the meeting of ICC (Internal Complaints Committee) which held at the Principal's Chamber on 2/6/2022, 2.pm.

Agenda:

- To discuss about conducting the awareness class of POSH Act.
- To discuss about the progress of the Act.

Principal

ICC (Member)

Copy to

Members:

- 1) Aboobacker V K (Principal)--Member
- 2) Shajitha V, Asst Professor of English, WDC Convenor (Presiding Officer), Convenor
- 3) Jisha MK, Asst Professor of Commerce and Management Studies. (Member)
- 4) Sushama , Asst Professor of Maths (Member)
- 5) Aneer (Member PTA Secretary)
- 6) Bafeesha (Student representative)
- 7) Mubeena (Student representative)



PRINCIPAL
Assabah Arts & Science College
VALAYAMKULAM

Internal Complaints Committee

meeting minutes

Date: 2/6/2022.

Time: 2 pm.

Venue: Principal's chamber.

Agenda

- * To discuss about conducting an awareness class of POSH Act.
- * To discuss about the progress of the Act.

members of the ICC.

1. Pro. Abecabacker (Principal) - member
2. Shajitha V. Asst Prof of English, Presiding Officer
3. Jisha MK Asst Prof of Commerce, Member
4. Sushama Asst Prof of Maths, member (as)
5. Aneer (PTA Secretary, member) (gu)
6. Bafeesha (Student Representative) (B)
7. Mubeena (Student Representative) (M)

Discussions and Decisions

The convenor welcomed all the members to the meeting. The ICC decided to conduct an awareness class for the students very soon to get the details of POSH Act and its significance. Also discussed to collect the complaints from the students through online and offline medias and find solutions as soon as possible. Also action plan was created properly which was decided to make in

the former ICC meeting and introduced the rules and procedures of approaching ICC.



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CIRCULAR

Date: 1/8/2022

All the members are requested to attend the meeting of ICC (Internal Complaints Committee) which held at the Principal's Chamber on 1/8/2022, 3.p.m.

Agenda:

- To conduct an awareness class on "Adolescence : Mental Health and Hygeine"
- To evaluate the success of the ICC.

Principal

(Member, ICC)

Copy to

Members:

- 1) Mohammed Koya M N (Principal)_Member
- 2) Shajitha V, Asst Professor of English, WDC Convenor (Presiding Officer)
- 3) Jisha MK, Asst Professor of Commerce and Management Studies. (Member)
- 4) Sushama , Asst Professor of Maths (Member)
- 5) Aneer (Member PTA Secretary)
- 6) Bafeesha (Student representative)
- 7) Mubeena (Student representative)



Internal Complaints Committee

meeting minutes

Date: 4/9/2022.
 Time: 2 p.m.
 Venue: Principal's Chamber.

Agenda

- * To conduct an awareness class on "Adolescence: mental Health & Hygiene".
- * To evaluate the success of ICC.

members of the ICC.

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|---------------------|--------------------------------|
| ① Prof Mohd Koya MN | (Principal) - member |
| 2. Shajitha V | (Presiding Officer) - Convener |
| 3. Jisha MK | (member) |
| 4. Sushama | (member) |
| 5. Aneer | (CPTA Secretary, member) |
| 6. Bafesha | (Student Representative) |
| 7. Mubeena | (Student Representative) |

Discussions & Decisions

The convener welcomed all the members of ICC to the meeting. ICC members discussed to conduct an awareness class on "Adolescence: mental Health & Hygiene". Resource person will be Sreeba Sreedharan (Psycho Therapist and Counsellor). Date of the class will be on 12/9/2022. Also evaluated the success of ICC. ICC conducted an awareness class of POSH Act and discussed the progress of the Act which were decided in the meeting.



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 Sabarwal Arts & Science College
 KOTTAYAM