

ANTI-SEXUAL HARASSMENT CELL

(Renamed as "Internal Complaints
Committee (ICC)" as per the regulations
and guidelines of Supreme Court and UGC)

The minutes of the meeting of anti-Sexual harassment Cell constituted as per the regulations of the Supreme Court and UGC regulations Sexual harassment of Women at workplace for the academic year of 2016-2017 was held on June 30th, 2016 by 11.30 am in the Conference room.

The meeting commenced with a Silent prayer.

The Chairperson Dr. Deena Antony formally welcomed all the members of the Committee and she expounded the purpose of constituting an anti-Sexual harassment cell for the institution as per the UGC regulations and the Order from the Supreme Court. She described the roles and responsibilities that should be upheld by the committee and the significance of everyone's contribution towards this cause. The following agenda was put forward for discussion:

1. Approval of the minutes previous meeting.
2. Suggestions for improving the functioning of the Cell.
3. Any complaints or grievances received from the faculty/Students.
4. Any other agenda that arises to be discussed with the consent of the Chair.

1. The minutes of the previous meeting were read discussed and the resolutions and suggestions were approved by the Committee members.
2. The Chairperson elaborated on the purpose of constituting an anti-Sexual harassment cell in the College and the area of concern that falls under their responsibility. She invited suggestions from the committee members for the efficient working of the Cell. The Student

representative Ms. Salja T. k suggested that Since Student- populace is constituted by women the year Orientation program for the fresh students on gender related issues should be planned more creatively involving new methods for discussing women related issues

3. The committee noticed that no recorded complaints were received from any student- or women employee of this college.

4. The committee praised the efforts directed in conducting the International Women's Day celebration in the campus as it aided in spreading healthy perspective among the students. The proposal to increase more gender based events and competitions were put forward by the committee members especially in connection to women and the violence against the community.

The next meeting was decided to be conducted in the second week of December and the formal vote of thanks was proposed by Ms. Sumina M S.

Dr. Deena Antony.
Deena Antony.c

The minutes of the meeting of anti-Sexual harassment Cell constituted as per the regulations of the Supreme Court and UGC regulations Sexual harassment of women at workplace for the academic year of 2016-2017 was held on December 20th, 2016 by 1.30 p.m in the conference room.

The meeting commenced with a Silent prayer. The following agenda were put-forward for discussion:

1. Reviewing the minutes of the previous meeting.
2. Reviewing the conduct of the Orientation programs and other events held toward the Cause of awareness.
3. Addressing any complaints received from any Student or Staff.
4. Any agenda that falls under concern.

1. The Student representative, Ms. Roshma K R welcomed the gathering and read the minutes of the previous meeting of anti-sexual harassment cell held on June 30th 2016. The agenda, suggestions and resolutions were reviewed and approved by the committee members.

2. A one day induction program was organized for the first year UG Students. The program was well-organized and the issues related to women were detailed with the help of an internal resource person. On 6th and 7th of October 2016, the department of English organized a Seminar on 'Breaking the Power Structures: A Quest for Roles and Identities of the Neo-Liberal Women'; a poster making competition was also organized by the department on the topic: New Age Women. Dr. Deena Antony congratulated the committee members for their joint efforts with the departments in making the opportunities fruitful.

3. The Committee noticed no complaints/grievances from any student or female employee in the college.
4. Ms. Sumina M S Suggested that more complain boxes should be placed on every floor and all students should be informed by the teachers about utilizing these facilities for reporting any sex harassment incidents in the campus.

Ms. Sneha Rajesh proposed the formal vote of thanks for Committee members. Dr. Deena Antony informed the Committee about the next meeting of the Committee which is expected to be during the month of June 2017.

The members dispersed after an informal Christmas celebration.

Dr. Deena Antony

Deena Antony

The minutes of the meeting of anti-Sexual harassment cell (ICC) constituted as per the regulations of the Supreme Court and UGC regulations Sexual harassment of women at workplace for the academic year of 2017-2018 was held on June 22nd, 2017 by 10.30 a.m. in the Mariyam Hall.

The meeting commenced with a Silent prayer. The following agenda were put-forward for discussion.

1. Reviewing the minutes of the previous meeting.
2. Reviewing the awareness programs conducted in the year.
3. Addressing complaints / grievances if any.
4. Any other agenda that falls under concern.

1. Dr. Deena Antony welcomed the gathering with a formal welcome note. The minutes of the previous meeting held on December 20th 2016 was read out by the Ms. Reshmi K R. The Committee members deliberated on the agendas and the actions and approved the meeting minutes.

2. During the year 2016-2017 a few gender awareness programs were organized. The programs were carried out in full throttle and received positive responses from the students and teachers. The Committee members advocated that the students and parents have demanded more of such programs in the campus as it has enhanced the student's perspective on gender.

3. The committee noticed that there were no complaints / grievances received from any student or female employee of the College.

4. Student representatives mentioned that an awareness program should be organized for the students to acquaint them with the different sexually oriented communities in the society as it would make them more open minded and accepting towards the LGBTQ communities. Dr. Deena Antony sought the opinion for including the details of the cell in the college website and the members supported the idea.

With no further agenda for discussion Ms. Sneha Rajesh conveyed the formal vote of thanks. The meeting for ICC was suggested to be conducted during the second week of December.

Deena Antony C
 Dr. Deena Antony.

The minutes of the meeting of anti-sexual harassment cell (IHC) constituted as per the regulations of the Supreme Court and UGC regulations. Sexual harassment of women at workplace for the academic year of 2017-18 was held on January 1st, 2018 by 11.30 am in the Common Staff room.

The meeting commenced with a silent prayer, Ms. Sumin welcomed the gathering with a formal welcome speech and the following agenda were put forward for discussion:

1. Reviewing the minutes of the previous meeting:
The minutes of the previous meeting held on June 2, 2017 was read out in the group and was deliberated upon. After discussion, the Committee members approved the minutes of the meeting conducted in June.

2. Review of the gender awareness programs conducted during the year: Apart from the yearly induction program for the fresher's, a talk on gender identity and transgender issues was organized by the English department (Self-financing) on 18th December, 2017. The event received good responses from the Student-teacher community as it aided in spreading the awareness of the different sex-oriented community existent in the community. Dr. Deena Antony congratulated the efforts of the department and the committee members in advancing in the mission of spreading awareness among the students and added that more vibrant ideas are welcome in increasing the functionality of the cell.

3. Addressing Complaints and Grievances:

The complaint boxes were established on the floor and the teachers were able to brief the students on the utilizing these facilities without jeopardizing their identity. Some of the students complained that the local bus transport workers were misbehaving with the students and refused to stop at the college bus stop. The committee members discussed on various ways to tackle the issue and it was decided to approach the local police station to get the assistance of a lady police officer at the college bus stop along with the assistance of the NCC cadets of the college to observe the validity of the complaint and take requisite actions.

4. Dr. Deena Antony informed the members that the details of the cell have been uploaded in the website and thanked the members for coordinating the matter with the IT Section of the college.

With no further agenda, the Ms. Sneha proposed a vote of thanks and the meeting was adjourned. The next meeting was scheduled on June, 2018.

Deena Antony

Dr. Deena Antony

The minutes of the meeting of anti-sexual harassment cell (I.C.C) constituted as per the regulations of the Supreme Court and UGC regulations Sexual harassment of women at workplace for the academic year of 2018-2019 was held on June 29th, 2018 by 2.45 p.m. in the Marjyan Hall.

The meeting commenced with a silent prayer and some informal conversations. A formal welcome speech was given by Ms. Sneha Rajesh and the following agendas were discussed in the meeting.

1. Review and approve the minutes of the previous meeting: Ms. Sumina Ms read out the minutes of the previous meeting conducted on January 1st, 2018. The members conversed primarily about the courageous action taken in resolving the complaint received from the students on the inappropriate behaviour of the local bus workers and the members assented that this action from the cell has helped in gaining trust from the students group. After discussing the other agendas, the members approved the minutes.

2. Review of gender awareness programs conducted in the college: The committee noticed that this year the number of awareness programs conducted in the college was negligible. A one induction program was successfully organized in the campus and several gender awareness talks were promoted in between different theme events. The committee members insisted that more gender awareness programs should be conducted uniquely for the purpose in the upcoming months.

3. Addressing complaints/grievances: The committee noticed that no new complaints have been registered by the

Students or female employees of this institution.

1. Any other notes : The committee members added that more details can be added to the website profile of the cell. The visitors of the website are benefitted if they can contact the chairperson or any other authority in charge for any enquiries or information. The members also reminded that the purpose of the complaint box should be detailed in the classrooms by the teachers as the complaints received in the boxes do not fall under the area of concern of ICC.

With no further matter for discussion, the meeting was adjourned after the formal vote of thanks proposed by Ms. Sumina Ms.

The next meeting was scheduled to be conducted on December 2018. ✓

Dr Deena Antony C
Deena Antony C

Minutes of the meeting of anti-sexual harassment cell (ICC)

Time: 1:30 pm

Date: 19th December, 2018

Venue: New Seminar hall

The meeting commenced with a silent prayer and some informal conversations. A formal welcome speech was given by Dr. Deena Antony and the following agendas were discussed in the meeting:

1. Approving the minutes of the previous meeting
2. Addressing complaints / grievances
3. Reviewing / suggestions for mass sensitization / awareness
4. Any other item for discussion

1. Approving the minutes of the previous meeting: Dr. Deena Antony read out the minutes of the previous meeting held on June 29th, 2018.

2. Addressing complaints / grievance: No grievances / complaints were recorded from the students or the female employees of the institution.

3. Reviewing / suggestions for mass sensitization / awareness programs: The committee noticed that more sensitization can be provided for the students on menstrual hygiene as the flood had necessitated the awareness of disposing sanitary napkins and maintaining hygiene during the floods. The members brainstormed on the possibilities of organizing the awareness program on a large scale or as a private classroom conversation between the students and teachers.

4. Other notes: Deena Antony reminded that the website has been updated with the phone numbers of the authorities and the teachers have been instructed to detail the purpose of the complaint box to the students. The opinion of the members was sought for scheduling the next meeting of ICC.

Action taken:

1. The committee members deliberated upon the items and approved the minutes.
2. No action was taken.
3. The suggestion of displaying banners and posters on the notice boards and distributing pamphlets among students was considered as a good option to spread awareness among the students.
4. The next meeting was scheduled to be conducted between 23rd to 28th June, 2019.

Dr. Deena Antony, C

Deena Antony, C

The minutes of the meeting of anti-Sexual harassment cell (Icc) constituted as per the regulations of the Supreme Court and UGC regulations sexual harassment of women at workplace for the academic year of 2019-2020 was held on June 23rd, 2019 by 2.45 pm in the common staff room.

The meeting commenced with a silent prayer and some informal conversations. A formal welcome speech was given by Dr. Sr. Jessin and the following agendas were discussed in the meeting.

1. Approving the minutes of the previous meeting
2. Addressing student/employee grievances/complaints
3. Conduct of awareness/sensitization programs
4. Any other items that falls under concern

1. Approving the minutes of the previous meeting: The student representative volunteered to read the minutes of the previous meeting held on 19th December, 2018. The members deliberated on the resolutions and the progress of the implementation

2. Addressing student grievance: The committee did not receive any grievance or complaints from any student/female employee of the institution.

3. Conduct of awareness/sensitization programs: The committee recorded better conduct of awareness programs between the six months. The department of English had conducted a sensitization talk on NIRBHAYA - GENDER SENSITIZATION - talk on eliminating violence against women on 12th May, 2019; they had also conducted an invited talk on "Representation of Women in Social and Political Arena" (18/01/2019). The Department of Malayalam also initiated talk about gender equity by NN Domenic from Nairobi on January 21st, 2019.

The department of Zoology came forward with a creative idea of launching to start a program 'Femallo - A biodegradable Sanitary Napkin'. The committee members agreed that it was a good initiative by the department. The chairperson admitted that the departments are coordinating positively in bringing awareness about women related issues for the students and faculty. Dr. Deena Antony suggested conducting an interactive session for the students about menstrual hygiene in the upcoming months and the chances of organizing the same for the women in the neighboring community.

4. Any other items that fall other concerns: No other issues pertained for discussion.

ACTION TAKEN

1. After discussion on the minutes of the previous meeting, the members approved it.
2. No action taken
3. The efforts of the department were appreciated in the staff meeting and the suggestion of organizing an awareness program of menstrual hygiene for the students and the women of the neighboring community was also conveyed in the meeting.

With no further items in discussion, the committee dispersed after the formal vote of thanks by Ms. Silpa. The next meeting was scheduled for the month of December.

Deena Antony C

Dr. Deena Antony C

The minutes of the meeting of anti-sexual harassment cell (ICC) constituted as per the regulations of the Supreme Court and other regulations sexual harassment of women at workplace for the academic year of 2019-2020 was held on December 31st, 2019 by 11:30 am in the Research Seminar Hall.

The meeting commenced with a silent prayer.

The chairperson, Dr. Deena Antony formally welcomed all the members of the committee by briefing the members of the consistent efforts of the committee in bringing awareness to the women of the college and the nearby community. She also mentioned a few programs that received great responses from the student and parent groups. After thanking the members for their contribution in the smooth functioning of the committee, she conveyed the importance of continuing the efforts for maintaining the mission of the committee intact. The following agenda was put forward for discussion:

1. Approving the minutes of the previous meeting
2. Student/Employee grievance redressal
3. Conduct of mass sensitization/awareness program
4. Any other item that falls under concern.

1. Dr. Deena Antony read out the minutes of the previous meeting held on June 23rd, 2019. After discussing the agenda and the resolutions, the members approved the minutes.

2. The committee recorded no written complaints from the students or the female employees of the institution.

3. The chairperson appreciated the efforts of the committee members in conducting the mass sensitization events in the college and reminded on the previous meeting suggestion

of conducting sensitization events regarding menstrual hygiene for the students and women from the neighboring community. The need was conveyed in the staff meeting and the Department of Zoology took the initiative on conducting an interactive session with the students in the topic "Menstrual Irregularities & related problems" on September 19th, 2019. The event was a great success and the students have communicated their satisfaction in getting clarification on the sensitive issues. The members together appreciated the struggles by the department. The department of chemistry had organized a talk on "Gender equality: Problems and Solutions" on 6th of March 2020. The chairperson has agreed to convey their appreciation for the departments in the upcoming staff meeting. The external member suggested in organizing an event that can motivate the student in accepting their gender roles. The suggestion was noted and the agreed to be conveyed in the staff meeting.

A. Any other issues: Sr. Jessin reminded that the complaint boxes are not well maintained. The duplicate keys of the boxes should be available in the office for the smooth gathering of the grievances. The chairperson suggested that since these are only negligible complaints being received, the frequency of opening the boxes can be limited to once in a week from once in two days. The committee members agreed to the change.

With no further items in discussion, the committee members involved in a New Year celebration and dispersed after an informal vote of thanks by the student representative.

The next meeting was proposed to be scheduled during the month of June 2020.

DATE:- June 26th, 2020

TIME:- 4.30 PM.

VENUE:- GMeet

The minutes of the meeting of anti-sexual harassment cell (CICC) constituted as per the regulations of the supreme court and UGC regulations on sexual harassment of women at workplace for the academic year of 2020 was held on June 26th, 2020 by 4.30 p.m through the online platform of Google Meet due to the government imposed lockdown.

The meeting began with informal conversations as the members waited for other members to join.

After a silent prayer, and informal welcome by the chairperson, new members introduced themselves. The following agendas were put forward for discussion:-

1. Approving the minutes of the previous meeting
2. Redressing student / employee grievances
3. Evaluating the conduct of sensitization / awareness prog
4. Any other agenda.

1. Approving the minutes of the previous meeting:- The minutes of the previous meeting held on December 31st, 2019 was read out by the chairperson. The members pondered on the agenda and approved the minutes.

2. Redressing Student / employee grievance :- The chairperson admitted that fact since the website was updated the students and teachers can effortlessly contact the committee for submitting complaints, and as of now, the committee has not received any complaints from any student or employee of the college.

3. Evaluating the conduct of programs: The chairperson informed the committee members that the departments who volunteered

20

To organize sensitization and awareness programs and events in the past six months were duly appreciated in the online staff meeting. Associate professor, Dr. Roselin stated that although the state has gone into a phase of lockdown, the committee has been able to conduct a few online talks and events through the collaborations of different departments for awareness of women related issues. An International symposium on 'Women in the Age of Social Media' was conducted by the Department of English on 22nd January, 2020 as per the suggestion received from the previous meeting. The Department of Biotechnology has been able to include women supportive laws present in the Indian judicial system on 14th January, 2020. This has also expanded the importance of the ICC committee and the confidence to approach the committee with confidentiality.

4. Any other notes:- The committee members suggested observing the International Girl Child Day this year. As the government hinders the lockdown, the celebration can be conducted offline or else through blended modes, whichever is possible with the intention of spreading the importance of girl child in the family and the privileges available in the legislative system of the country.

With no further items for discussion, the members dispersed with informal conversations and a vote of thanks by the student representative, Ms. Tincy T.

Next meeting scheduled in the month of December online/

Dr. ROSELIN ALEX Roselin Alex

Date : December 7th, 2020

Venue: Gmeet, E3 (Online and Off)

Time : 10.30 a.m

The minutes of the meeting of anti-Sexual harassment cell (ICC) constituted as per the regulations of the Supreme Court and UGC regulations Sexual harassment of Women at-workplace for the academic year of 2020 was held on December 7th, 2020 by 10.30 a.m through the Online platform of Google Meet and a few members assembled in the E3 room of the main building due to the Government-imposed partial Lockdown.

The meeting began with informal conversations as the members waited for other members to join.

After a silent-prayer and informal welcome by the chairperson the following agenda were put forward for discussion:

1. Approving the minutes of the previous meeting.
2. Redressing Student/employee grievances.
3. Evaluating the conduct of Sensitization/awareness Programs.
4. Any other agenda.

1. Approving the minutes of the previous meeting : The minutes of the previous meeting was read by the chairperson. The members looked into the agenda, the suggestions and the modes of implementation. The minutes were then approved by the committee members.

2. Redressing Student/employee grievances : The committee received no complaints from any student or female employee of the institution. The Dr. Rasilin Alex

insisted on adding more details to the website and making the outlook creative. The other members supported the notion and it was decided to contact the IT wing of the institution to make the changes applicable in the website.

3. Evaluating conduct of programs: The committee members admitted that through the programs were being conducted online, there was good participation record from the students and the teachers. The responses received were also found to be highly positive. Though there was slight confusion in the mode of observance of the international girl child day, the department of commerce was able to take up the leadership and give clear instructions for celebrating the day online with theme related competitions and speeches. The department of Chemistry organized a webinar on Gender equality that discussed the problems and the possible solutions on 28th October 2020. On the whole, the events were carried out well.

4. Other notes: The Ms. Mini Sunny appreciated the efforts taken by the committee during the lockdown to sensitize the women about hygiene and suggested that the committee could give instructions to teachers in spending more time with the students through phone calls or video chats as the students might be able to communicate matters more freely to the teachers rather than suddenly reporting the issue to a committee. The teachers on the behalf can report the matter to the committee. The chairperson agreed to make the previous for the same.

The committee dispersed after the vote of thanks by Mr. M.S. Tincy

The next meeting is scheduled for June 2022

Dr. Lovelin Alex

Roselin Alex

MINUTES OF MEETING OF ANTI-SEXUAL HARASSMENT CELL (ACC)

Time : 1.30 pm

DATE : 30th June, 2021.

Venue : Common Staff room (Offline)

The meeting commenced with a silent prayer and some informal conversations. A formal welcome speech was given by Dr. Benoy Anand and the following agenda were discussed in the meeting :

1. Approving the minutes of the previous meeting.
2. Addressing complaints / grievances.
3. Reviewing / Suggestions for mass sensitization / awareness.
4. Any other item for discussion.

1. Approving the minutes of the previous meeting :
Ms. Anjaleena Biju read out the minutes of the previous meeting held on December 7th 2020. The action taken and the agenda were approved by the committee members.

2. Addressing Student / employee grievances : The chairperson has conveyed the message to the committee members that the teachers were instructed to personally communicate more frequently with students. The same was conveyed to the assigned mentors. The committee noticed that there was high demand from the parent and teacher group for organizing a moral talk for the students who are in the adolescent age group. Based on the requirement, the Department of Journalism and Mass Communication can forward with a broad concept of "Your Body

20
Your choice" in regard with the rising cases of unhealthy relationships and deteriorating moral in the society.

3. Reviewing sensitization activities in the college: The committee observed that the departments have been able to utilize the online mode of learning to the full potential for spreading awareness in women health and issues through different kinds of sensitization programs. The department of commerce has been able to utilize the online modes for spreading awareness of the roles of women in financial budgeting by a national webinar on "Gender Roles in budgeting and the significance of celebrating the women's day. An online quiz program and an essay competition were held by the department for this purpose. An awareness program was also held for the neighborhood women by the department of Economics for sensitizing the local community women on the prospects of building a better life conditions.

4. Other notes: The members suggested conducting sensitization programs that relates to Covid-19 and the youth.

With no further agenda for discussion the committee concluded by summarizing the agenda and the actions to be taken. The members approved the decisions and the meeting concluded with a formal vote of thanks by the Ms. Anjaleena Biju and slight refreshments.

The next meeting is scheduled for December 2021.

Dr. Roselin Alex Roselin Alex

The meeting commenced with a 20-min program.

Welcome speech by Mr. Arjun Anand.

The following agendas were discussed in the meeting:

1. Approving the minutes of the previous meeting.
2. Addressing complaints/grievances.
3. Reviewing/suggestions for more constructive initiatives.

Any other item for discussion.

1. Approve the minutes of the previous meeting held on June 30, 2021.
2. No new complaints or grievances were recorded by the committee from the student/employees of the institution.
3. The committee observed that all departments were able to coordinate with the committee for initiation and awareness programs. The department of Hindi was able to organize an online talk on Hindi and Covid-19 challenges and from 15th July 2021.

MINUTES OF THE MEETING OF ANTI-SEXUAL HARASSMENT CELL

Time : 3 pm

DATE: 4th January, 2022.

Venue : Common Staff room (offline)

The meeting commenced with a silent prayer.

Welcome speech : Ms Anju Antony

The following agendas were discussed in the meeting:

1. Approving the minutes of the previous meeting.
2. Addressing complaints / grievances.
3. Reviewing / suggestions for mass sensitization / awareness.
4. Any other item for discussion.

1. Approving the minutes: the minutes of the previous meeting held on June 30th 2021 was read out by the Student representative, Ms. Arathi A M.

2. No new complaints or grievances were recorded by the committee from the students / employees of the institution.

3. The committee observed that all departments were able to coordinate with the committee for sensitization and awareness programs. The department of Hindi was able to organize an invited talk on Youth and Covid-19 Challenges and fear on 15th July 2021.

4. Other notes: The external member enquired on the status of the complaint boxes.

ACTION TAKEN :

1. The Committee members welcomed the new member and approved the minutes.
2. No action taken
3. The program was well organized and received good responses from the participants.
4. The complaint boxes are in good condition and regularly checked.

With no further points in discussion, the Committee concluded by reviewing the major points discussed and the conclusions arrived. The next scheduled for June / July 2022.

Vote of Thanks : Mr. Nithin K J.

Dr. Roselin Alex

Roselin Alex