



# **INTERNAL COMPLAINT COMMITTEE MINUTES**

**KORAMBAYIL AHAMED HAJI MEMORIAL  
UNITY WOMEN'S COLLEGE, MANJERI**  
**(P.O) Narukara, Malappuram Dt., Kerala 676 122**  
*(Govt-aided and Affiliated to University of Calicut)*  
**[Nationally reaccredited by NAAC with 'B++' Grade CGPA 2.77]**



MANJERI

PRINCIPAL

Dr. C. SAIDALAVI

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Web: www.unitywomenscollege.in

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**THE INTERNAL COMPLAINT CELL**

**FUNCTIONING**

The Internal Complaint Cell (ICC) has been constituted for training programs and workshops for women and guidelines issued in the implementation of the directives of the Honourable Supreme court of India on sexual harassment of women in the workplace (students and faculties)

The ICC is committed to look into the various types of complaints on women at the campus and initiates all the proceedings as required by the law

**OBJECTIVES**

- ❖ To prevent any kind of physical, verbal and nonverbal sexual activities.
- ❖ To build awareness of the legal and ethical concerns about sexual harassment.
- ❖ To educate the students about gender rights, entitlements and responsibilities as a citizen
- ❖ To prevent all gender-based violence perpetrated against female.

**PROCEDURES**

A complainant needs to submit a written complaint to the ICC in two months from the date of the incident. The ICC will send a photocopy of the complaint to the respondent in about another one week. The cell then conducts an investigation which supposed to be completed in another sixty days after it received the complaint. And in turn, the investigation report is submitted to the authority of the college in ten days from the completion of the investigation. One finds guilty will be punished

in accordance with the rules and regulations,










## CONSTITUTION

1. Presiding Officer not below the rank of an Associate Professor.
2. Two faculty members dedicated to the cause of women.
3. Two non-teaching employees.
4. Women Cell convenor
5. One NGO member/external member


The term of the office of the members of the ICC shall be a period of three years. However, if need be, one-third of the members may change every year.

The first Internal Complaint Cell meet held on Conference Hall on 03.06.2019, Monday, at 3.45 PM and the action plan for the academic year 2019-2020 was prepared. The ICC decided to spend one tutorial hour after the regular class for making the students aware of ethical and legal questions on sexual harassment, after consulting with the head of the departments.

The following ICC members were present in the meet

1. Presiding Office: Mr. Rahib B, Assistant Professor, Department of Computer Science. 
2. Women Cell Convenor: Vineetha, Assistant Professor, Department of English 
3. Dr. Usman A, Assistant Professor, Department of Botany 
4. Dr..Annie Nainan, Associate Professor, Department of Home Science 
5. Superintend: Ms. Nousha Beegum 
6. Head Accountant: Ms. Pathuma, 
7. Ramla Puthusseri, Advocate, District Court, Manjeri. 



  
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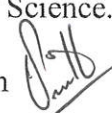





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The Internal Complaint Cell meet held on Conference Hall on 10.12.2019, Wednesday, and discussed cell activities during the span of time June 2019 to November 2019.

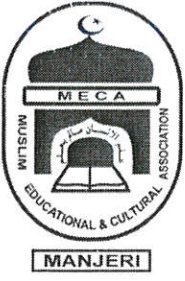
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The first Internal Complaint Cell meet held on 20.06.2020, Tuesday, via Google Meet platform due to the pandemic Covid 19, and the special action plan for the academic year 2020-21 was discussed, which included the online class modes without having too much burden to the students.

The following ICC members were present in the meet

1. Presiding Office: Mr. Rahib B, Assistant Professor, Department of Computer Science. 
2. Women Cell Convenor: Vineetha, Assistant Professor, Department of English. 
3. Dr.Usman A, Assistant Professor, Department of Botany 
4. Dr..Annie Nainan, Associate Professor, Department of Home Science 
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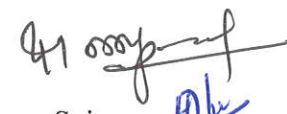




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The Internal Complaint Cell meet held on 19.11.2020, Thursday, at 3.45PM, via GMeet, and discussed cell activities during the span of time June 2020 to October 2020.

The following ICC members were present in the meet

1. Presiding Office: Mr. Rahib B, Assistant Professor, Department of Computer Science. 
2. Women Cell Convenor: Ms.Vineetha, Assistant Professor, Department of English 
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The first Internal Complaint Cell meet held on Conference Hall on 04.06.2021, Friday, and the action plan for the academic year 2021-22 was prepared. The ICC decided to spend one tutorial hour after the regular class for making the students aware of ethical and legal questions on sexual harassment, after consulting with the head of the departments.

The following ICC members were present in the meet

1. Presiding Office: Mr. Rahib B, Assistant Professor, Department of Computer Science. 
2. Women Cell Convenor: Vineetha 
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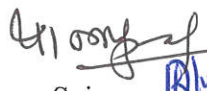




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The Internal Complaint Cell meet held on Conference Hall on 10.11.2021, Wednesday, at 3.45 PM ,and discussed cell activities during the span of time June 2021 to October 2021.

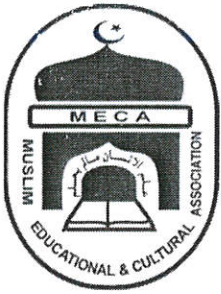
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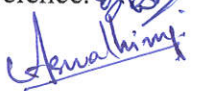





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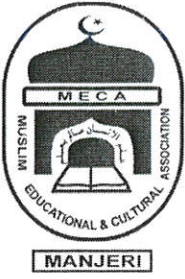
The first Internal Complaint Cell meet held on Conference Hall on 15.06.2022, Wednesday at 3.45 PM, and the action plan for the academic year 2022-23 was prepared. The ICC decided to spend one tutorial hour after the regular class for making the students aware of ethical and legal questions on sexual harassment, after consulting with the head of the departments.

The following ICC members were present in the meet

1. Presiding Office: Mr. Rahib B, Assistant Professor, Department of Computer Science. 
2. Women Cell Convenor: Aswathy, Assistant Professor, Department of English 
3. Mr. Faizal TK, Assistant Professor, Department of History 
4. Ms. Shameema PT, Assistant Professor, Department of Computer Science 
5. Superintendent: Zaina 
6. Head Accountant: Ms. Rabeeba 
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The Internal Complaint Cell meet held on Conference Hall on 02.12.2022, Friday, and discussed cell activities during the span of time June 2022 to November 2022.

The following ICC members were present in the meet

1. Presiding Office: Mr. Rahib B, Assistant Professor, Department of Computer Science.
2. Women Cell Convenor: Aswathy, Assistant Professor, Department of English
3. Mr. Faizal TK, Assistant Professor, Department of History
4. Ms. Shameema PT, Assistant Professor, Department of Computer Science
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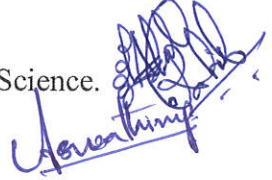






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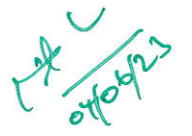
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The first Internal Complaint Cell meet held on Conference Hall on 04.06.2023 and the action plan for the academic year 2023-24 was prepared. The ICC decided to spend one tutorial hour after the regular class for making the students aware of ethical and legal questions on sexual harassment, after consulting with the head of the departments.

The following ICC members were present in the meet

1. Presiding Office: Mr. Rahib B, Assistant Professor, Department of Computer Science. 
2. Women Cell Convenor: Aswathy, Assistant Professor, Department of English 
3. Mr. Faizal TK, Assistant Professor, Department of History 
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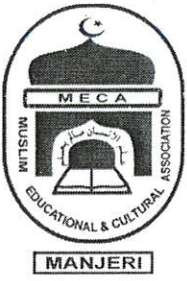
The Internal Complaint Cell meet held on Conference Hall on 10.10.2023, Tuesday, and discussed cell activities during the span of time June 2023 to September 2023.

The following ICC members were present in the meet

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2. Women Cell Convenor: Aswathy, Assistant Professor, Department of English 
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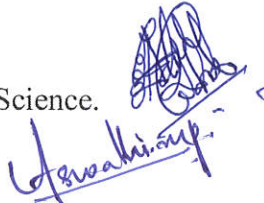




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The Internal Complaint Cell meet held on Conference Hall on 20.03.2024, Wednesday at 3.45 PM, and discussed cell activities during the span of time October 2023 to February 2024.

The following ICC members were present in the meet

1. Presiding Office: Mr. Rahib B, Assistant Professor, Department of Computer Science.
2. Women Cell Convenor: Aswathy, Assistant Professor, Department of English 
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