

## Minutes of Anti Sexual Harassment Cell

Minutes of the first meeting  
of the Sexual Harassment  
Prevention Cell at 1:30 PM in  
the Seminar Hall on 03/06/14.

### Agenda of the Meeting.

- ① to decide on the vision and mission of the Sexual Harassment Prevention Cell.
- ② to choose a Secretary for the club from II<sup>nd</sup> yr and III<sup>rd</sup> yr Students.
- ③ to design an action plan for the Sexual Harassment Prevention Club.

## Members Present at the meeting.

- ① Prof. Kale. N, Convener. Kale
- ② Regeena. K. B. Regeena
- ③ Seeja. S. Seeja
- ④ Minsya. M. A. Minsya
- ⑤ Thasni. Rahim Thasni
- ⑥ Ramcy. P. A. Ramcy

## Decisions taken at the meeting:

The meeting was attended by 33 students. The meeting selected Minsya M. A. as the Club Secretary for the year 2014-15. Since this was a new club, we came to a consensus on the vision and mission of the club which should be displayed on the Notice board of the club. As decided by members, the club invited guidelines & proposals from the members on the creation of a Sexual Harassment Prevention Committee as per the guidelines of MCA University.

Minutes of the meeting held on  
24/07/14 at Room no. 38 (1:00 PM)

### Agenda of the meeting

- ① The minutes of the earlier meeting should be confirmed.
- ② To discuss the procedure for complaint mechanism on the Visakha Guidelines.

Members attended the meeting are

- ① Prof. Kalle. N. Kalle  
Convener
- ② Raguna. K. B. Raguna
- ③ Sujana S. Sujana

④ Mensiya. M. A. Mensiya

## Decisions taken at the meeting

The meeting initially confirmed the decisions on minutes described at the meeting on 03/06/14. The members ~~for~~ were appraised about the constitution of a ~~Committee~~ as Sexual Harassment Prevention Committee ~~on 03/06/14~~ the guidelines of MCR University based on Visakha Guidelines. A Complaint procedure was framed for the Committee.

III

Minutes of the meeting of the Sexual Harassment Prevention Club on ~~03/06/14~~ 19/08/14 at Seminar Hall at 1.00 PM.

## Agenda of the meeting

- ① To confirm the minutes of the decision taken at the meeting of the Sexual Harassment Prevention Club on 24/07/14.
- ② To issue a Pamphlet on the ~~Concept~~ terms & purpose of the Committee & the way to combat the Sexual Harassment at all levels.

# Members Present at the meeting

- ① Prof. Kale N, Convener N. Kale
- ② Raghava. K. B R. B.
- ③ Seega. E. E. Seega
- ④ Minerva. M. A M. A. Minerva

# Decisions taken at the meeting.

The meeting decided to ~~reconfirm~~ to confirm the minutes of the last meeting of the Club on 24/07/14 at Room no. 38 at 1.P.M. Members framed a pamphlet & decided to publish it on the club's notice Board.

The general transaction of the club on 17/08/14

to take decision on a number related to the topic

Members attended the

meeting

① Prof. Kale N, Convener N. Kale



IV

Minutes of the meeting held  
on 14/09/14 at 1:30 PM in the  
Seminar Hall.

Agenda of the meeting

- ① To confirm the minutes of  
the meeting concluded by  
the Sexual Harassment  
Prevention Club on 19/08/14.
- ② To take decision on a  
Seminar related to the topic.

Members attended the  
meeting

- ① Prof. Kale N, Convener Kale

- ② Prof. Regena K B Regena
- ③ Prof. Seeraj C Seeraj
- ④ Munsya M.A Munsya
- ⑤ Reshmi K.N Reshmi
- ⑥ Sajna V.A Sajna
- ⑦ Phasni T.K Phasni

Decisions taken at the meeting

The meeting decided to confirm the last meeting's minutes & its decisions. It was also decided to convene a Seminar on "Sexual Harassment against Women & Children" on 23/09/14 at 2 PM in the Seminar Hall of the College. The resource person is fixed as Adv. Bobby Raphael of a practicing lawyer of Kerala High Court.

1. Safra P.N
2. Shamsiya T.S
3. Safra Aboobakkar
4. Minsiya M.A
5. Ramey P.A
6. Reneesha K.N
7. Fathima A.A
8. Ayisha Bevi P.M
9. Saheeda T.M
10. Risana D.S
11. Safra P.N
12. Beevijan P.B
13. Mubashira V.K
14. Jafey George
15. Safra V.A
16. Hairunnisa
17. Thasbi T.K
18. Shifra P.A
19. Ayisha T.B
20. Jasba E.A

Safra  
Shamsiya

Safra

Mandya  
Ramey

Thasbi  
Fathima

Ayisha  
Saheeda

Risana

Safra

Beevijan  
Mubashira

Jafey  
Safra

Hairun

Thasbi

Shifra  
Ayisha  
Jasba

20) Reshma Ragav

Reshma

22) Safna K.S

Safna

23) Jubina K.H

Jubina

24) Thamanna v.n

Thamanna

25) Fasha T.A

Fasha

26) Savitha Sivan

Savitha

27) Sajitha T.S

Sajitha

28) Khadhariya Shajahan

Khadhariya

29) Aarthya P.S

Aarthya

30	Joseph E.A
31	Ashwin T.B
32	Safana V.A
33	Lafey George
34	Dudappa V.K
35	Geetha P.B
36	Sofia P.M
37	Risana D.S
38	M. Sathya
39	M.A. Bawa P.M
40	A.A. A.
41	A.A. A.
42	A.A. A.
43	A.A. A.
44	A.A. A.
45	A.A. A.
46	A.A. A.
47	A.A. A.
48	A.A. A.
49	A.A. A.
50	A.A. A.



Meeting No: 2 conducted on 09/10/2015

Members present.

Shibini Mol. P.A	<i>Shibini</i>	(Convener)
Shaniba M.H	<i>Shaniba</i>	(Member)
Sreeja. C.	<i>Sreeja</i>	"
Gasna C.A.	<i>Gasna</i>	(Student co-ordinator)

Agenda

Discussion about world food day celebration

Discussions

- \* Decided to organise a traditional Kerala fest in connection with world food day celebration
- \* Decided to conduct the programme on 16/10/2015.
- \* Students showed very much interest towards programme and they are ready to cook variety of foods using tapioca.

Meeting No: 3 conducted on 24/10/2016

Members present.

Shibini Mol. P.A	<i>Shibini</i>	(Convener)
Shaniba. M.H	<i>Shaniba</i>	(Member)
Sreeja. C	<i>Sreeja</i>	"
Gasna. C.A.	<i>Gasna</i>	(Student co-ordinator)

Agenda: Campus cleaning in connection with republic day celebration.

- \* Decided to take vegetable farming plot for cleaning purpose.

Paavathy Raveendran	<u>Jannu</u>
Angitha R.K.	<u>Angitha</u>
Ansila K.N.	<u>Ranjana</u>
Lakshmi P.R.	<u>Ranjana</u>
Ramsy M.A.	<u>Thamara</u>
Thasni K.N.	<u>Soni</u>
Sneha - K.B.	<u>Soni</u>
Aswathy Venugopal	<u>Soni</u>
Sabi Aslam	<u>Sabi</u>

Decisions Taken

1. Kanya R.P., First year student of Physics was selected as the student representative of the cell and to coordinate its activities.
2. An awareness programme about the existing cell and its activities should be communicated to all girl students of the college through their class tutors.
3. It was further decided to conduct meetings and take necessary steps for addressing the student (women) grievances if received from time to time.

Minutes of meeting held on  
7.01.2016 at Mini Seminar Hall  
at 4 p.m.

Agenda of the meeting

1. To discuss about the activities of the club as a review.

Members present

1. Prof. Aisha Beeri K.T. (Convener)
2. Prof. Abdul Salam (Member)
3. Prof. Rajeeva K.B. (Member)
4. Prof. Bisha R.Y. (Member)
5. Kavya K.P. (Student Rep)

Discussions taken  
1. Till now no grievances was received from the students regarding sexual harassment in the campus. Hence it was decided to arrange <sup>next</sup> meeting only if any complaints are received from the students.

*[Faint, mostly illegible handwritten notes on the bottom half of the right page, possibly including names and roles.]*

Al-Ameen College, Edathala

2016-17



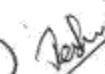
Minutes of the Meeting held on 12.07.2016




at Mini Seminar hall at 3:00 pm

Agenda of the meeting:-

1. To discuss about the various activities of the cell during the year 2015-16.
2. To select student representation from the final year and second year degree students (women)

Members present:-

- > Prof. Kala. N (convenor) 
- > Prof. Abdul Salam (Member) 
- > Sr. Teslin (Counsellor, External member) 

- > Kamila Basheer (physics) (Student rep) 
- Savitha Sivan (BA Economics) 
- Arya Raju (BCA) 

Decisions Taken:-

1. To select a student rep for the cell and co-ordinate its activities. - (Kamila Basheer)
2. To follow up an action plan to conduct department wise awareness programme about the cell and its activities.
3. To induce students to register complaints if any regarding harassment inside the campus.

2017-18


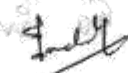
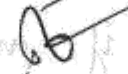



minutes of the meeting held on 12.07.2017  
at Board room at 12:30 pm

### Agenda

To decide the future activities of  
the cell (2017-2018)

To select student representatives  
(girls)

### members present

1. Prof. Shamila N.A (co-ordinator) 
2. Prof. Indu G (member) 
3. Prof. Viju P.V (member) 
4. Dr. Athira P.S (External member)
5. Afriitha - M.B (physics) 
6. Sethulakshmi (petro) 
7. Salina - M.S (tax) 

### Decision taken

1. To make students aware about the existence of the cell and its activities inside the campus.
2. Salina - M.S student of B.com tax was selected as student representative of the cell.
3. To make the students familiar about the complaint and filing and grievance redressal process in the campus.



Minutes Book

Internal Complaints Committee

2018-19.

Minutes of meeting held on Jan. 16<sup>th</sup>, 2019  
 at Min. Council Hall at 12:30 p.m.  
Agenda of the meeting

- (1) To create an awareness among second year B-com students about Anti Sexual harassment cell and its activities during the academic year 2018-2019
- (2) To discuss with the students about the need for organising a Seminar / talks with a responsible person / authority related to anti sexual harassment cell.
- (3) To make them aware about different laws and regulations regarding different harassment prevailing in country.

Members present

No	NAME	DEPARTMENT	SIGNATURE
1.	Salina M.S	II B-com Tax	
2.	Miasana K.H	"	
3.	Meharisa P.B	"	
4.	Sumayya T.A	"	
5.	Thasni P.S	"	
6.	Fathima N.J	"	
7.	Ansiya Fathima M.P	"	
8.	Anjana Sunil	"	
9.	Aufa Shamudeen	"	
10.	Ishabeevi K.U	"	
11.	Gopika P.K	"	
12.	Safna I.S.V	"	
13.	Farsana Basheer	"	
14.	L.S.S		

15	Arpita Vasu	B-com Taxation	<del>Arpita</del>
16	Sangeetha A.S	"	<del>Sangeetha</del>
17	Silpa Sivan	"	<del>Silpa</del>
18	Abhisami K.A	"	<del>Abhisami</del>
19	Silpa P.S	"	<del>Silpa</del>
20	Ayreena Eldhose	"	<del>Ayreena</del>
21	NOORA MOL.	"	<del>Noora</del>
22	SETHULAKSHMI.	"	<del>Sethulakshmi</del>
23	JARIYA	"	<del>Jariya</del>
24	FARHA SIDDIQUE	"	<del>Farha</del>
25	Saranya Sivanandan	"	<del>Saranya</del>
26	Keena Jalghere	Coordinator	<del>Keena</del>

Decisions Made.

- 1) It was decided to arrange a seminar / talk of students during the first week of march with Ms. Deepa (District women protection officer)
- 2) To increase participation from female students especially from 1<sup>st</sup> and 2<sup>nd</sup> year UG students of the college.

Minutes of meeting held on 20.02.2019  
at Puni Seminar Hall at 3.30 pm

Agenda of the meeting:

- 1) To fix a date to organize a talk on Gender Issues
- 2) To decide on inviting a Resource person and select a relevant topic for the seminar.

Members Present:

1.	ADHIRA SALLHA	B.COM TAXATION	<del>Adhira</del>
2.	Suman C Sidbeer	"	<del>Suman</del>
3.	Thansiba Mol.N.N	"	<del>Thansiba</del>
4.	Hanna TR	"	<del>Hanna</del>
5.	Majidha K.Y	"	<del>Majidha</del>
6.	Minna Najeeb	"	<del>Minna</del>
7.	Fathima Azeez	"	<del>Fathima</del>
8.	AZNA O.S	"	<del>Azna</del>
9.	Akshaya K.A	"	<del>Akshaya</del>
10.	Akhila Sunil	"	<del>Akhila</del>
11.	E.B. Bhargyalakshmi	"	<del>E.B. Bhargyalakshmi</del>
12.	Nikhitha Mathew	"	<del>Nikhitha</del>
13.	Greeshma Ajith	"	<del>Greeshma</del>
14.	Niya Pius	"	<del>Niya</del>
15.	Sriya Reju	"	<del>Sriya</del>
16.	Sivapriya M.M	"	<del>Sivapriya</del>
17.	Thansi Rahim	"	<del>Thansi</del>
18.	Sruthi S. Nair	"	<del>Sruthi</del>
19.	Salmi E	"	<del>Salmi</del>
20.	Dhanyamol	"	<del>Dhanyamol</del>
21.	Athira Ravi	"	<del>Athira</del>
22.	Thabiliya Lavine	"	<del>Thabiliya</del>

- 23. Riya Nazim " Riya Nazim
- 24. Safna M.S. Safna
- 25. ~~Mohammed Fathima~~ Mohammed Fathima
- 26. ~~Mohammed Fathima~~ Mohammed Fathima
- 25. SAHLA K.K. Sahla
- 26. T.A. FATHIMA PARVIN T.A. Fathima Parvin
- 27. HANNA T.R. Hanna
- 28. SAINABA M.A. Sainaba
- 29. THANSI NADIRSHA Thansi Nadirsha
- 21. AFNA V.M. Afna
- 30. Leena Varghese Leena

Decisions taken

1. To organise a talk to familiarise with the current gender related issues among students.
2. It was further decided to invite district women protection officer Ms. Deepa M.S. of Ernakulam district for a session on March, 2019.
3. The topic for the seminar was decided as "Gender inequality and violence against girls and women at seminar hall."

Minutes of meeting held on 15.03.2019 at 4.00 PM at Board Room.

Agenda of the meeting:- To discuss about a complaint received from Anyana (Student of Biotechlogy)

Members Present

1. Dady K.R. Dady
2. Leena Varghese Leena
3. Deepthi Leena Deepthi
4. Dr. Athira P.S. Athira

Decisions Taken

- 1) It was decided to constitute an enquiry committee to enquire about the incident with the following members:
  - a) Deepthi Leena Deepthi
  - b) Dady K.R. Dady
  - c) Dr. Athira P.S. (external) Athira
  - d) Leena Varghese Leena
- 2) To suspend the accused Mr. Arjun Anish for 15 days pending enquiry w.e.f 15.03.2019.
- 3) To collect evidences from students and teachers a notice to be circulated to all classes.