

15

## Minutes of the Meeting held on 3<sup>rd</sup> July 2023 at 1:30 pm

### Composition

- Dr. Cicily Peary Alex - Presiding officer
- Dr. Seemank - Faculty, Department of Zoology
- Ms. Shenaya Festus - Faculty, Department of Chemistry
- Sr. Mercina (Sr. Tiji Joseph) - Administrative Staff
- Mr. Jomon Thomas - Administrative Staff
- Ms. Hasna Shamsu - Student Representative (II BSc Zoology Model I)
- Ms. Anjana Ramesh - Student Representative (II B.Com Computer Application)

### Agenda

To discuss the activities of Internal Complaint Committee for the academic year 2023-24.

### Discussions

The first meeting of ICC was held on 3<sup>rd</sup> July 2023 at Sr. Redempta seminar hall at 1:30 pm.

- The importance of giving students an awareness on ICC and its role was discussed.
- As the faculty representative of ICC Mr. Jonis VC of Physics department resigned from service, discussions was initiated to appoint another faculty as member of ICC.
- Discussed to display boards in the campus with details of ICC & its members to address any issues coming under the cell.

### Decisions:

- Decided to give an awareness on Internal Complaint

committee to the first year students at the time of induction program as the freshers arrive.

- Decided to appoint Ms. Shemeya Festus, faculty, department of Chemistry as member of ICC.
- Decided to display boards in the College Campus with ICC details and helpline numbers.

### Members present

Dr. Emily Peedy Alex

Ms. Shemeya Festus

Dr. Sreedhara

Sr. Merlina

Mr. Jomon Thomas

Anjana Ramash

Ms. Hasna Shamsu

*[Signature]*

*[Signature]*

*[Signature]*

*[Signature]*

*[Signature]*

*[Signature]*

*[Signature]*

### Action Taken

- Awareness on Internal Complaint Committee of the college was given to first year at the time of induction program.
- Displayed boards in different parts of the campus with helpline numbers.

*[Signature]*  
Co-ordinators



*[Signature]*  
Prof. Dr. Milton Franz  
Principal  
St. Xavier's College for Women  
(Autonomous)  
Aluva - 683 101, Kerala

# Minutes of the Meeting held on 16-10-2023 at 3 pm

## Agenda

To discuss further activities of ICC for the current academic year.

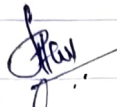


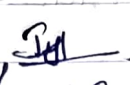
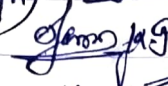

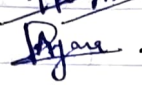
## Discussions

- Role and responsibilities of internal complaint committee was discussed.
- If any issues related to sexual harassment happens in the campus, the matter can be reported directly to ICC.
- Any complaint if any can be filed through the online portal available in college website.
- Give awareness on ICC to the whole students and staffs of the institution.

## Decisions


- Decided to give awareness on internal complaint committee to the whole student community and staffs of the college.
- Decided to arrange department wise awareness sessions on ICC with the help of student representatives & members of ICC.
- Make students aware about the online complaint registration portal with official mail id [icc@stxaviersalwa.ac.in](mailto:icc@stxaviersalwa.ac.in).
- Make students & staff aware about ICC through college calendar.
- Decided to open suggestion boxes placed in different areas of the campus to check if any complaint were raised.

Members present

- Dr. Cicily Peadar Alex 
- Dr. Seema K 
- Shreya Festin 
- Sr. Mercedes (Tiji Joseph) 
- Mr. Gordon Thomas 
- Ms. Hasna Shamsa 
- Ms. Ajana Ramesh 

Action Taken

- Awareness classes were given to student about ICC with the help of student representatives a member of ICC.
- Student were familiarised with the online complaint registration portal.
- Suggestion boxes were opened and no complaint on sexual harassment were raised.

  
Co-ordinator





Prof. Dr. Milon Franz  
Principal  
St. Xavier's College for Women  
(Autonomous)  
Aluva - 683 101, Kerala

## Minutes of the Meeting held on 22-03-2024 at 3pm

### Agenda

To look over the activities of ICC and to address complaints if any.

### Discussions

- Discussed the activities of ICC during the current academic year.
- Discussed to include an external member and three student representatives as members of ICC.

### Decisions

- Open suggestion boxes kept in common areas and departments to check if any complaints are raised.
- Decided to include an external member and three student representatives - one from UG, one from PG and a research scholar as members of ICC.

### Members present

Dr. Aaly Pearly Alex. Alex

Dr. Seema K. Seema  
Shenaya Festus Shenaya

Sr. Meena (Tiji Joseph) Meena

Mr. Jerome Thomas Jerome

Ms. Hasna Shamsu Hasna

Ms. Anjana Ramesh Anjana

Action Taken

- Suggestion boxes were again opened, no complaints regarding sexual harassment or related matters were raised.

*[Signature]*

Co-ordinator

*[Signature]*



Prof. Dr. M. Jon Franz  
Principal  
St. Xavier's College for Women  
(Autonomous)  
Aluva - 683 101, Kerala