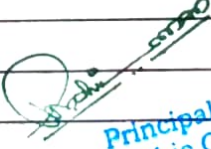


Internal Compliant Cell  
Meeting Minutes  
2021-22



  
Principal  
JNW Arabic College  
Edavanna - 676541

## Minutes of the Internal Compliance Cell Meeting.

Date: 19 May 2021


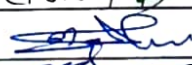


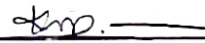

Time: 1:30 PM

Venue: Staff Room

### Agenda:

- Reconstruction of the cell
- Discussion of Future Activities

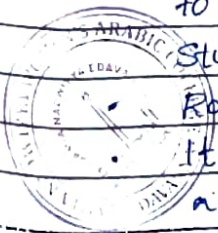
### Members Present:

1. Dr. Fazalullah KT (Principal) 
2. Abdul Agees 
3. Ummat.M 
4. Sumayya.E 
5. Rabiya.K.K 
6. Bayanur.V.P 

### Proceedings:

#### 1. Reconstruction of the cell:

- The current composition of the cell was reviewed.
- It was proposed that new members be added to ensure greater diversity, including additional student representatives and experts where needed. Roles and responsibilities were reassigned, with it was agreed that meeting will be held on a bi-monthly basis to review progress.



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## 2. Discussion on Future Activities :

- Several suggestions for future activities were discussed.
- Organizing awareness Programs on sexual harassment, grievance redressal, and gender Sensitivity
- conducting workshops on legal rights and internal complaint Procedures.
- launching a Student - led Campaign to raise awareness about the cell's functions and reporting mechanisms.
- Initiating regular interaction Sessions with students to address their concerns.
- The members also discussed collaborating with external organizations for training and Support.



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## Minutes of the Internal Compliance Cell Meeting.

Date: 22 June 2021





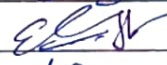
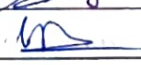
Time: 1:30 PM

Venue: Staff Room

### Agenda:

- Organizing Programs Under the Cell
- Raising Awareness About the Internal Compliance Cell

### Members Present:

1. Dr. Fazalullah . K T (Principal) 
2. ~~Abdul~~ Agreez M 
3. Rabiyah . K . K 
4. Ummer . M 
5. Sumayya - E 
6. Beyanur . V P 

### Proceedings:

#### 1. Organizing Programs under the Cell:

- Program Planning:
- The Cell discussed Potential Programs to be Organized, including workshops, Seminars, and awareness Campaigns.

A schedule was proposed for monthly events focusing on different aspects of internal Compliance and grievance redressal.

### Budget and Resources:



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- The budget for the Programs was reviewed and approved.
  - Necessary resources and logistical support were discussed and assigned.
2. Raising Awareness About the Internal Compliance Cell :
- Awareness Campaign:
    - The cell proposed an awareness campaign to inform students and staff about the cell's role, functions, and how to file complaints.
    - This campaign will include information sessions, posters, and digital communications.
  - Feedback mechanism:
    - A feedback mechanism was proposed to gather input from the college community on the cell's effectiveness and areas for improvement.



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Internal Compliant Cell

Meeting Minutes

2022-23





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## Minutes of the Internal compliance cell meeting.

Date : 10/10/22 Oct Monday

Time : 1:30 PM

venue: staff Room

### Agenda:

- Formation of the Internal compliance cell committee
- Discussion of Future Activities.

### Members Present :

1. ~~Abdurrahman P~~
2. Yimmer. M
3. Sumayya. E
4. AZHAR. V. A
5. Bayanur. V. P
6. Abdul Azeez. M

### Proceedings :

1. Formation of the internal compliance cell committee
  - Discussion on the structure and roles within the committee
  - Nomination and appointment of members defining roles and responsibilities.

2. Discussion of future Activities.

Planning of compliance-related activities and initiatives.



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*[Signature]*

- Setting objectives and timelines.
- Allocation of resources and responsibilities.



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## Minutes of the Internal Complaint Committee Meeting

Date: 31/1/23 - Jan 31


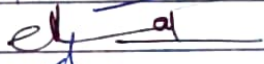




Time: 1:30 PM.

Venue: Staff Room

### Agenda:

- Discussion on student Interaction
- Report on Past Incident.

### Members Present:

1. ~~Abdunabimam P~~ 
2. AZHAR.V.A 
3. Ummer.M 
4. Sumayya-E 
5. Baijener.V.P 
6. Abdul Agas M 

### Proceedings:

1. Discussion on student Interaction
  - Review and assessment of current student interaction Practices.
  - Identify areas of improvement.
  - Proposals for enhancing communication and support for students.



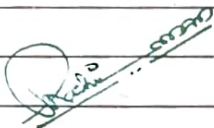
Report on Past Incidents.

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- Presentation of documented incidents from the past term / semester.
- Analysis of the handling and resolution of these incidents.
- lessons learned and recommendations for future actions.



  
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