



RCMAS
RAJAGIRI COLLEGE OF MANAGEMENT &
APPLIED SCIENCES

Criterion V

**Student Support and
Progression**

RAJAGIRI COLLEGE OF MANAGEMENT AND APPLIED SCIENCES

RAJAGIRI VALLEY P.O, KAKKANAD, KERALA 682039

An ISO 9001 : 2015 Certified Institution

Affiliated to Mahatma Gandhi University, Kottayam and Approved by AICTE

5.1

Student Support

5.1.4

Internal Complaints Committee

Meeting Minutes

2023 - 2024

Submitted to





RCMAS
RAJAGIRI COLLEGE OF MANAGEMENT &
APPLIED SCIENCES

Rajagiri College of Management and Applied Sciences, Kakkanad

Internal Compliance Committee (ICC)

Minutes of the Meeting

The Second Meeting for the academic year 2023-2024 of the Internal Compliance Committee (ICC) was held on 15/02/2024, Thursday at 2:00 PM in Room No. 101. The meeting was presided over by Dr. Indu G Krishnan, Presiding Officer.

Agenda:

1. Review of any received complaints
2. Progress on prevention and awareness initiatives
3. Any other matters of concern

Members Present:

Sl.No	Name	Designation	Signature
1	Dr. Indu G Krishnan	Presiding Officer	
2	Dr. Ajosh George	Faculty Member	
3	Ms. Raji. T	Faculty Member	
4	Mr. Renjith K Jose	Office Superintendent	
5	Ms Jincy Sunil	Chief Accountant	
6	Ms. Varsha Ajay	Student Representative (UG)	
7	Ms. Grace Mridula Raphael	Student Representative (UG)	



Matters Arising from the Previous Minutes:

It was noted that once again no complaints were received since the last meeting. The committee acknowledged the positive trend but emphasized the importance of continued vigilance and maintaining an accessible and supportive environment for reporting.

Discussions in the Meeting:

The meeting commenced in the presence of all committee members except Ms. Anooja Basheer and Ms. Beneeta Benny.

Progress on prevention and awareness initiatives was discussed, with updates provided on respective department notice boards. The committee expressed satisfaction with the ongoing efforts to create a culture of respect and inclusivity.

Discussion on adding a new website plugin was held. The focus was on ensuring it complies with our regulations, safeguards user privacy, how it would impact user experience, etc.

In the absence of any other business, the meeting was adjourned, and the committee members were encouraged to remain proactive in their commitment to maintaining a harassment-free college environment.

Dr. Indu G. Krishnan
[Signature]

Signature/Name of Presiding Officer

Date: *10/07/2024*





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Rajagiri College of Management and Applied Sciences, Kakkanad

Internal Compliance Committee (ICC)

Minutes of the Meeting

The First Meeting for the academic year 2023-2024 of the Internal Compliance Committee (ICC) was held on 02/08/2023, Wednesday at 2:30 PM in the Board Room.

The meeting was presided over by Dr. Indu G Krishnan, Presiding Officer.

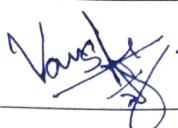

Agenda:

1. Confirmation of previous meeting minutes
2. Review of any received complaints
3. Prevention and awareness initiatives
4. Any other matters of concern

Members Present:

Sl.No	Name	Designation	Signature
1	Dr. Indu G Krishnan	Presiding Officer	
2	Dr. Ajosh George	Faculty Member	
3	Ms. Raji. T	Faculty Member	
4	Mr. Renjith K Jose	Office Superintendent	
5	Ms Jincy Sunil	Chief Accountant	
6	Ms. Beneeta Benny	Student Representative (PG)	



7	Ms. Varsha Ajay	Student Representative (UG)	
8	Ms. Grace Mridula Raphael	Student Representative (UG)	

Matters Arising from the Previous Minutes:

1. The minutes of the previous meeting were reviewed and unanimously approved.
2. It was noted that no complaints were received during the period since the last meeting. The committee expressed satisfaction with the absence of complaints but reiterated the importance of maintaining a proactive stance towards prevention and awareness.

Discussions in the Meeting:

The meeting commenced with a roll call confirming the presence of all committee members except Ms. Anooja Bhaseer

Discussion ensued regarding prevention and awareness initiatives. The committee discussed potential strategies, creating informative materials, and promoting a culture of respect and understanding.

Discussions were held to ensure the provisions by displaying simple posters. The cell also highlighted the importance on how placing them effectively can make a big difference.

In conclusion, there being no further matters of concern, the meeting was adjourned with a plan to reconvene in February.



Signature/Name of Presiding Officer

Date: 15/02/24

