

Internal Complaint Committee (ICC)

TCE is a educational institution providing equal opportunities to all. Men and women work together in a congenial atmosphere, however if there are any complaints involving physical contacts or advances, demand for sexual favours, sexually tainted remarks, and any unwelcome physical, verbal or nonverbal expressions of a sexual nature; it is addressed and appropriate action is taken. This cell aims at sensitizing the students and staff to work diligently to prevent sexual harassment in the college. Complaints of sexual harassment shall be lodged with the Committee and appropriate disciplinary action is initiated by the members in accordance to the rules and regulations of the college.

Why ICC?

- It is formed according to the provisions of the POSH ACT-Sexual Harassment of Women at Workplace Act of 2013, 9 th December 2013. (Prevention, Prohibition and Redressal).
- It is also mentioned in University Grants Commission (Prevention, Prohibition and Redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015- 2 nd May 2016.

What is ICC?

The POSH Act demanded an ICC be made at all workplaces for the redressal of sexual harassment cases.

Functions of ICC :

- To prevent sexual harassment at workplace.
- To prevent discrimination and sexual harassment against girls by promoting gender amity among students and employees
- To conduct periodical programmes on women empowerment.
- To provide conducive environment and congenial atmosphere for women.

Who can approach ICC?

Any *aggrieved woman* who has suffered harassment at workplace can approach ICC.

Aggrieved woman includes :

- a. Woman who is an employee, or
- b. Someone visiting workplace, or
- c. Student

Note: A legal heir or a person prescribed can make a complaint on behalf of the woman, if the aggrieved is unable to do so on account of physical, mental capacity or death.

09/11/2022
Mattakara

NOTICE OF INTERNAL COMPLAINT COMMITTEE MEETING

A meeting of the Internal complaint committee of Btech Departments will be held on 10/11/2022 at 01:00 PM at the room no.313 of the college under the chairmanship of the Head of Departments . The agenda for the meeting is as follows:

AGENDA

1. Approval of the constitution of Internal complaint committee.
2. The examination results' accuracy and integrity.
3. Decisions regarding and any other important points raised during the meeting.
4. Lack of Understanding of the Material in the complexities and difficulties faced by students.
5. Taking the action plans.

Convener


 Director
 TOMS COLLEGE OF ENGINEERING
 Mattakara P.O.
 KOTTAYAM, PINERALA - 686 504
 Principal/Director

- | | | | |
|-------------------------|-------------------------|------------------|---|
| 1. Shijina B | Head of Department ,CSE | Vice principal |  |
| 2. Simi K Raveendran | Head of Department ,CE | Member |  |
| 3. Jobin John | Head of Department ,AD | Exam cell Member |  |
| 4. Erlin Antony | Head of Department ,CH | Member |  |
| 5. Alby Alphonsa Joseph | Head of Department ,AI | Member |  |
| 6. Kiran K Murali | Head of Department ,ME | Member |  |

Copy submitted for the information to:

1. The Director, TOMS College of Engineering

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Chairman



 Vice Principal



TOMS COLLEGE OF ENGINEERING AND POLYTECHNIC

Approved by AICTE | Affiliated to KTU & DTE

INTERNAL COMPLAINT COMMITTEE (ICC) CONSTITUTION

In accordance with the provisions of the Internal Complaint Committee of APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY, KERALA the Computer Science Engineering Department of TOMS College of Engineering here by constitutes a COMMITTEE for B.Tech Students for there exam grievances.

The course committee shall consist of following faculties and student as the members of the Internal Complaints committee.

SL.NO	NAME	DEPARTMENT	DESIGNATION	SIGNATURE
1	Shijina B	CSE	Vice principal	
2	Alby Alphonsa Joseph	AI	Member	
3	Jobin John	AE	Exam cell member	
4	Kiran K Murali	ME	Member	
5	Simi K Reveendran	CE	Member	
6	Erlin Antony	CH	Member	

The functions of the Internal complaint committee during the exam time are specified below:

1. Managing Fear of Failure and Difficulty in Concentrating
2. Time Management
3. Managing Stress and Anxiety
4. Managing Health Issues and Procrastination

PRINCIPAL/DIRECTOR
TOMS COLLEGE OF ENGINEERING
Maltakara P.O.
KOTTAYAM, KERALA - 686 564

Minutes of the First Internal complaints committee (ICC) Meeting in 2022-2023 (ODD SEM)

Department: CSE, AI, ME, CE, AE, CE

Date: 10/11/2022

Time: 1.00Pm

Venue: TOMS COLLEGE OF ENGINEERING

Attendance: 38

Absence: 0

HOD's Present: Mr. Joby Joseph: Principal, Mrs. Shijina: Head of the Department CSE, Mrs. Simi K Raveendran, Mrs. Alby Alphonsa Joseph, Mr. Kiran K Murali, Mr. Jobin John, Mrs. Erlin Antony

Agenda

- Welcome Address
- To provide information about remedial action for weak students.
- To provide module wise Questions for each subjects.
- Lack of Understanding of the Material
- Time Management
- Managing Fear of Failure and Difficulty in Concentrating
- Ineffective Study Strategie
- Distractions and Lack of Focus
- Vote of thanks.

MEETING MINUTES

- **Lack of Understanding of the Material:**

Difficulty: Students may not have a solid grasp of the subject matter covered in the examination.

Strategy: Encourage students to seek clarification from teachers, use additional study resources (books, online materials), and participate in study groups.

- **Time Management:** Balancing multiple subjects and topics, along with other responsibilities, can be challenging. Poor time management can lead to inadequate preparation.
- **Procrastination:** Many students tend to procrastinate, delaying their study and revision until the last minute, which can result in inadequate preparation and added stress.
- **Lack of Motivation:** Staying motivated to study for extended periods can be difficult. Students may struggle to find the motivation to study consistently.
- **Difficulty Concentrating:** Concentration issues, distractions, and a lack of focus can hinder effective study sessions.

- **Health Issues:** Students may experience physical health problems due to the stress and irregular schedules during exam time. These can include headaches, fatigue, and digestive issues.

- **Low Motivation:**

Lack of motivation can lead to procrastination and reduced effort. Help students set realistic goals, break their study tasks into smaller, manageable steps, and celebrate their achievements along the way.

- **Peer Pressure:** The competition and peer pressure to outperform classmates can add to students' stress levels.
- **Overloading:** Some students may have a heavy workload, with multiple exams scheduled close together. This can be overwhelming and lead to exhaustion.
- **Lack of Resources:** Inadequate study materials, limited access to resources, or a lack of a conducive study environment can hinder preparation.
- **Ineffective Study Strategies:** Students may not have developed effective study strategies, leading to inefficient use of their study time.
- **Fear of Failure:** The fear of failing exams and its consequences can be a significant source of anxiety for students.

Paw. A. J.
Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O. Principal/ Director
KOTTAYAM, KERALA - 686 564