



B.S.A.C.E.S's
Sheila Raheja Hotel & Catering School

Raheja Education Complex, Opp. Colgate Ground,
Kher Nagar, Bandra (East), Mumbai-400 051

Tel: Board Line: +91 - 22 - 6196 6666
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SRIHM/ICC/2019-20/01

Date : 25th July 2019

NOTICE

SUB: INTERNAL COMPLAINT COMMITTEE MEETING

The First meeting of the Internal Complaints Committee (ICC) meeting of the College for the Academic Year 2019-20 will be held on Thursday, 1st August 2019 at 3.30 p.m. at the 5th Floor, Housekeeping Lab-2, Sheila Raheja Hotel & Catering School, Raheja Education Complex, Bandra (East) to conduct the following business:

AGENDA

1. To introduce & welcome the new members of the Internal Complaints Committee (ICC).
2. To apprise the Members regarding the Internal Guidelines issued by the Ministry of Women and Child Development with respect to the Internal Complaints.
3. Any other related matter with the permission of the Chair.

Poonam P

Poonam Patankar
Assistant Professor
PRESIDING OFFICER





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**MINUTES OF THE MEETING OF THE INTERNAL COMPLAINT
COMMITTEE HELD ON 1st AUGUST 2019**

The first meeting of the Internal Complaints Cell (ICC) was held on Thursday, 1st August 2019 at 3.30 p.m. at the 5th Floor, Housekeeping Lab 2, Sheila Raheja Hotel & Catering School, Raheja Education Complex, Bandra (East) to conduct the following business:

The following members were present:-

1. Ms Poonam Patankar
2. Ms. Suchismita Roy
3. Ms. Crystal Rocha
4. Mr. Aniket Dalvi
5. Ms. Zahra Mirijalili
6. Ms. Deepuli Darokar
7. Ms. Shagufta Manjiyani
8. Ms. Bharati Kakkad

The quorum for the meeting was present.

Ms. Poonam Anand was in the Chair.

After welcoming the Members, the Presiding Officer started the meeting.





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Agenda Point No 1

To introduce & welcome the new members of the Internal Complaints Committee (ICC).

The meeting began with the Presiding Officer introducing the Members of the duly constituted Internal Complaints Committee (ICC) and welcoming them for the first meeting for the Academic Year 2019-20.

Agenda Point No 2

To apprise the Members regarding the Internal Guidelines issued by the Ministry of Women and Child Development with respect to the Internal Complaints.

At the very outset, the Presiding Officer informed the Members of the Committee that as per the guidelines issued by the Ministry of Women & Child Development, all organisations having more than 10 personnel must constitute the Internal Complaints Committee and in this context the Committee has been duly constituted at Sheila Raheja Hotel & Catering School. She further described the role of the Internal Complaints Committee and requested all Members present to actively contribute to the cause of Women and Child Development. She also requested Members to make the Committee more effective.

The Members made a note of the same.

Agenda Point No 3

Any other related matter with the permission of the Chair

Resolution

The Committee noted that no complaint of sexual harassment has been received from any women employee of the college. It has been emphasised that in order to create awareness amongst the employees, posters defining sexual harassment be placed at prominent places in the campus.





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There being no other matter to be discussed, the meeting ended with a Vote of Thanks to the Chair.

The Members made a note of the same.

Poonam P

Poonam Patankar
Assistant Professor
PRESIDING OFFICER

