



SRIHM/ICC/2022-23/02

16th January 2023

**NOTICE**

**SUB: INTERNAL COMPLAINT COMMITTEE (ICC) MEETING**

The Second Meeting of the Internal Complaint Committee (ICC) of the college for the Academic Year 2022-23 will be held on 23<sup>rd</sup> January 2023 at 3.30 pm at the 5<sup>th</sup> Floor Housekeeping Lab 2 – Sheila Raheja Institute of Hotel Management– Raheja Education Complex Bandra East to conduct the following business:

**AGENDA**

1. To read and confirm the Minutes of the Internal Complaint Committee (ICC) meeting held on 23<sup>rd</sup> September 2022.
2. To educate the girl students about Menstrual Hygiene and make arrangements for the session on 24<sup>th</sup> February 2023.
3. To make the girl students aware about Vishaka Guidelines.
4. Any other matter with the permission of the chair.

**Jasmine Reddy**  
Assistant Professor  
PRESIDING OFFICER





**MINUTES OF THE MEETING OF THE INTERNAL COMPLAINT  
COMMITTEE (ICC) MEETING HELD ON 23<sup>rd</sup> JANUARY 2023.**

The Second Meeting of the Internal Complaint Committee (ICC) of the college for the Academic Year 2022-23 will be held on 23<sup>rd</sup> January 2023 at 3.30 pm at the 5<sup>th</sup> Floor Housekeeping Lab 2 – Sheila Raheja Institute of Hotel Management– Raheja Education Complex Bandra East.

The following members were present: -

1. Ms. Jasmine Reddy
2. Ms. Shivani Arora
3. Ms. Radha Ambekar
4. Ms. Suchismita Indra Roy
5. Ms. Deepali Darekar
6. Mr. Shivank Rai
7. Mr. Aaditya Yadav
8. Ms. Sharmin Damania

The quorum for the meeting was present.

Ms. Jasmine Reddy was in the Chair.

Ms Reddy started the meeting after welcoming the members present.





### Agenda Point no. 1

To read and confirm the Minutes of the Internal Complaint Committee (ICC) meeting held on 23<sup>rd</sup> September 2022.

The Presiding Officer read the minutes of the previous meeting and after discussion the following resolution was passed.

### Resolution No. 1

“Be it and it is hereby resolved that the minutes of the last Internal Complaint Committee (ICC) held on 23<sup>rd</sup> September 2022 be confirmed and approved.”

### Action to be taken:

Minutes were signed by the Presiding Officer.

### Agenda Point no. 2

To educate the girl students about Menstrual Hygiene and make arrangements for the session on 24<sup>th</sup> February 2023.

Ms. Jasmine Reddy informed the members about the upcoming session on Menstrual Hygiene scheduled on 24<sup>th</sup> February 2023 for girl students. Maintaining self-hygiene and keeping one's environment clean.

She also emphasised on the importance of proper disposal of sanitary pads and asked the members to constantly monitor the working condition of the sanitary vending machine placed.

The following was decided regarding the arrangements:-

1. To arrange a classroom for the session
2. Arrange for audio/visual aid.





The Members made a note of the same.

**Action to be taken:**

Members to submit a report on working condition of the sanitary vending machine.

**Agenda Point no. 3**

To make the girl students aware about Vishaka Guidelines.

Informed the girl students that Vishaka Guidelines has been promulgated by the Indian Supreme Court and superseded in 2013 by the sexual harassment of Women at Workplace Act (Prevention, Prohibition and Redressal).

The girls were made aware of what a sexual harassment includes, viz. unwelcome sexually determined behaviour, demand or request for sexual favours and unwelcome physical verbal or non-verbal conduct of sexual nature.

The Members made a note of the same.

**Action to be taken:**

Vishaka Guidelines to be displayed on the notice board.

**Agenda Point no. 4**

Any other matter with permission of the Chair.

The Presiding Officer Ms. Reddy informed all the members about the Krav-Maga, Self defence workshop conducted successful on 26<sup>th</sup> September 2022.

The Members made a note of the same.







Sheila Raheja  
Institute of  
Hotel Management

Affiliated to the University of Mumbai

There being no other matter to be discussed and business to be conducted, the meeting ended by thanking the members for their presence.

A handwritten signature in blue ink, appearing to read 'Jash' or 'Jash Reddy', is written over a horizontal line.

**Jasmine Reddy**  
**Assistant Professor**  
**PRESIDING OFFICER**

