



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

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SRIHM/ICC/2019-20/02

4<sup>th</sup> October 2019

**NOTICE**

**SUB: INTERNAL COMPLAINT COMMITTEE MEETING**

The Second Meeting of the Internal Complaint Committee (ICC) of the College for the Academic Year 2019-20 will be held on Friday, 18<sup>th</sup> October 2019 at 3.30 p.m. at the 5<sup>th</sup> Floor, Housekeeping Lab 2, Sheila Raheja Hotel & Catering School, Raheja Education Complex, Bandra (East) to conduct the following business:

**AGENDA**

1. To read and confirm the minutes of the meeting of the Internal Complaints Committee (ICC) held on 1<sup>st</sup> August 2019.
2. To apprise the Member about the Zonal Workshop held at Gurukul College on 29<sup>th</sup> September 2019.
3. Any other issue with permission of the chair.

**Poonam Patankar**  
**Assistant Professor**  
**PRESIDING OFFICER**





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**MINUTES OF THE MEETING OF THE INTERNAL COMPLAINT COMMITTEE  
HELD ON 18<sup>th</sup> OCTOBER 2019**

The Second Meeting of the Internal Complaint Committee (ICC) was held on Friday, 18<sup>th</sup> October 2019 at 3.30p.m. at the 5<sup>th</sup> Floor, Housekeeping Lab 2, Sheila Raheja Hotel & Catering School Raheja Education Complex, Bandra (East) .

The following members were present:-

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

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 read and confirm the minutes of the Internal Complaints Committee on 1<sup>st</sup> August 2019.**

The minutes of the last Internal Complaint Committee (ICC) held on 1<sup>st</sup> August 2019 were read and confirmed by the members and 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 1<sup>st</sup> August 2019 are confirmed and approved.”

**Agenda Point No 2**

**To apprise the members on the Zonal Workshop held at Gurukul College on 29<sup>th</sup> September 2019.**

Ms Poonam Pataunkar attended the zonal workshop at Gurukul College, Ghatkopar on 29<sup>th</sup> September 2019 and briefed the Members on the proceedings for the workshop which included making an organisation a comfortable place for women to work safely and also in establishing a comfort level in which she can express any kind of complaint without any hassles or fear.

The Members made a note of the same.

**Agenda Point No.3**

**Any other matter with the permission of the Chair.**

The Committee noted that no complaint of Sexual Harassment has been received from any women employee of the college. The committee had discussions at length regarding the salient features of the handbook on Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act 2013 issued by Ministry of Women & Child Development and suggested that it should be notified to all Women Staff of the college.





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The Presiding Officer informed the members that the Annual Report for the Internal Complaint Committee (ICC) 2019-2020 was submitted on 31<sup>st</sup> December 2019 to The District Collector's Office, Bandra -East.

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

The Members made a note of the same.

**Madhuri Deshbhratar**  
**Assistant Professor**  
**PRESIDING OFFICER**

