



B.S.A.C.E.S's  
**Sheila Raheja Institute of Hotel Management**

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

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SRIHM/ICC/2019-2020/03

6<sup>th</sup> March; 2020

**NOTICE**

**SUB: INTERNAL COMPLAINT COMMITTEE MEETING**

The Third meeting of the Internal Complaint Committee (ICC) meeting of the College for the Academic Year 2019-20 will be held on 13<sup>th</sup> March 2020 at 3.30 p.m. 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) on 18<sup>th</sup> October 2019.
2. To brief the new members about the activities and responsibilities of the Committee.
3. To brief the members of the detailed procedure of the Committee Report.
4. To brief the members of the Committee about the Do's and Don'ts at the workplace
5. To discuss the concept of the Suggestion Box
6. To brief members about the one-day training workshop attended by her on 'Understanding and Addressing Sexual Harassment on Campuses'.
7. Any other matter with the permission of the Chair.

**Madhuri Deshbhratar**  
Assistant Professor  
PRESIDING OFFICER





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SRIHM/ICC/2019-20/03

13<sup>th</sup> March; 2020

**MINUTES OF THE MEETING OF THE INTERNAL COMPLAINT  
COMMITTEE (ICC) HELD ON 13<sup>th</sup> MARCH 2020**

The Third Meeting of the Internal Complaint Committee (ICC) for 2020-21 was held on Friday, 13<sup>th</sup> March; 2020 at 11.30a.m. 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. Madhuri Deshbhratar
2. Ms. Suchismita Roy Indra
3. Ms. Crystal Rocha
4. Mr. Aniket Dalvi
5. Ms. Deepali Darekar
6. Ms. Zahra Mirjalili
7. Ms. Shagufta Manjiyani
8. Ms. Bharati Kakkad

The quorum for the meeting was present.

Ms Madhuri Deshbhratar was appointed as Presiding Officer due to the resignation of Ms Poonam Anand Ms. Deshbhratar 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 Complaint Committee on 18th October 2019.

The minutes of the last Internal Complaint Committee (ICC) which was held on 14th August 2019 were read and confirmed by the members.

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 18<sup>th</sup> October 2019 be confirmed and approved.”

### **Agenda Point No 2**

To brief the new members about the activities and responsibilities of the Committee.

Ms. Deshbratar introduced and briefed the new members about the responsibilities of the committee and the various activities and events which are to be organised by them.

The Members made a note of the same.

### **Agenda Point No 3**

To brief the members of the detailed procedure of the Committee Report.

The Presiding officer explained in detail the procedure involved to make the committee report.

The Members made a note of the same.





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#### **Agenda Point No 4**

To brief the members of the Committee about the Do's and Don'ts at the workplace.

A PowerPoint presentation was conducted and explained to all the members of the Committee by Ms. Madhuri Deshbhratar on the Do's and Don'ts at the workplace. Questions and opinions were encouraged and discussed.

The Members made a note of the same.

#### **Agenda Point No 5**

To discuss the concept of the Suggestion Box.

The Presiding officer mentioned the concept of the Suggestion Box and the procedure to be followed for the same. It was decided to propose the setup of the same in the college premises to encourage staff and students to give their inputs.

The Members made a note of the same.

#### **Agenda Point No 6**

To brief members about the one-day training workshop attended by her on 'Understanding and Addressing Sexual Harassment on Campuses'.

The Presiding officer gave a briefing on the One-day training workshop attended by her on 'Understanding and Addressing Sexual Harassment on Campuses', which was organised on 5<sup>th</sup> February 2021 by University of Mumbai Women's Development Cell.

The Members made a note of the same.





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**Agenda Point No.7**

Any other matter with the permission of the Chair:

Taking into consideration the changing workplace dynamics and safety concerns, Ms Crystal Rocha, an active member, took the initiative of organising an online session for Students and Faculty on Sustainable Menstruation (A Period of Sharing: Education, Awareness and Sustainable Solutions) to be conducted in the month of May, 2021 by Back to Earth Team.

It was decided to initiate the following actions by the committee:

To orient all the non- teaching staff including the Admin Staff and Attendants, about the issue of "Sexual Harassment" and "Gender Sensitization" through power point presentation. This was to be conducted, preferably in their mother tongue, so that it would lead to creating awareness about the issue.

The Members made a note of the same.

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

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

