



Sheila Raheja
Institute of
Hotel Management

Affiliated to the University of Mumbai

ATTENDANCE SHEET OF INTERNAL COMPLAINT COMMITTEE (I.C.C.)
MEETING HELD ON 9th AUGUST 2023

Sr. No.	Name	Designation	Position	Signature
1.	Ms. Jasmine Reddy	Assistant Professor	Presiding Officer	
2.	Ms. Suchismita Roy Indra	Assistant Professor	Member	
3.	Ms. Sreejita Vikas	Assistant Professor	Member	
4.	Ms. Deepali Darekar	Head Clerk In charge	Member	
5.	Ms. Tanushka Achrekar	President, Student Council	Member	
6.	Mr. Soham Nagvekar	General Secretary, Student Council	Member	
7.	Ms. Rhea D'souza	Lady Representative, Student Council	Member	
8.	Ms. Radha Ambekar	N.G.O. Representative	Member	





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NOTICE

2nd August 2023

SUB: INTERNAL COMPLAINT COMMITTEE (ICC) MEETING

The First Meeting of the Internal Complaint Committee (ICC) of the college for the Academic Year 2023 – 24 will be held on 9th August 2023 at 3:30 pm at the 5th 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 23rd January 2023.
2. To introduce the new members to the Committee.
3. To educate the girl students about Women's Rights at the Workplace on 18/12/2023 .
4. To make the girl students aware about Vishaka Guidelines.
5. Any other matter with the permission of the chair.

Jasmine Reddy
Assistant Professor
PRESIDING OFFICER





**MINUTES OF THE MEETING OF THE INTERNAL COMPLAINTS
COMMITTEE (ICC) MEETING HELD ON 9TH AUGUST 2023**

The First Meeting of the Internal Complaints Committee (ICC) of the college for the Academic Year 2023 – 24 was held on 9th August 2023 at 3:30 pm at the 5th 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. Suchismita Roy Indra
3. Ms. Sreejita Vikas
4. Ms. Deepali Darekar
5. Ms. Tanushka Achrekar
6. Mr. Soham Nagvekar
7. Ms. Rhea D'souza
8. Ms. Radha Ambekar

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 January 2023.

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 Complaints Committee (ICC) held on 23rd January '23 be confirmed and approved.” Minutes were signed and approved by the Presiding Officer.





Agenda Point no. 2

To introduce new members.

The Presiding Officer Ms. Jasmine Reddy apprised the members about the new members introduced in the Internal Complaints Committee (ICC) viz

Ms. Sreejita Vikas, Assistant Professor, SRIHM
Ms. Tanushka Achrekar, President - Student Council, SRIHM
Mr. Soham Nagwekar, General Secretary - Student Council, SRIHM
Ms. Rhea D'souza, Lady Representative - Student Council, SRIHM

Agenda Point no. 3

To educate the girl students about Women's Rights at the Workplace at 1: 00pm .

Ms. Jasmine Reddy informed the members that the female students were educated about the following rights of women at the workplace:

- i. Equal remuneration, including benefits and bonuses, for work of equal value and ensure at a minimum a living wage for all women.
- ii. Inclusivity culture at the workplace and removal of gender-based discrimination from all policies and practices.
- iii. Implementation of gender-sensitive recruitment and retention practices and proactive recruitment and appointment of women to managerial and executive positions and to the corporate board of directors.
- iv. Flexible working arrangements, leave and re-entry opportunities to positions of equal pay and status.
- v. Women's access to child and dependent care through services, resources and information

Ms. Reddy also stated that this session needs to be conducted on an annual basis so that they are aware of their rights at work.

The Members made a note of the same.

Action to be taken:

Members to organize 'Women Rights at the Workplace' session annually in future.





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Agenda Point no. 4

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:

To continue displaying Vishaka Guidelines on the notice board.

Agenda Point no. 5

Any other matter with permission of the Chair.

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 be 'JR'.

Jasmine Reddy
Assistant Professor
PRESIDING OFFICER





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GEO TAGGED PHOTOS

