



**ATTENDANCE SHEET OF INTERNAL COMPLAINT COMMITTEE (I.C.C.)**  
**MEETING HELD ON 22<sup>nd</sup> FEBRUARY 2024**

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	





Sheila Raheja  
Institute of  
Hotel Management

Affiliated to the University of Mumbai

## NOTICE

15<sup>th</sup> February 2024

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

The Second Meeting of the Internal Complaint Committee (ICC) of the college for the Academic Year 2023 – 24 will be held on 22<sup>nd</sup> February 2024 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 9<sup>th</sup> August 2023.
2. To conduct a Self-Defence workshop for girls in the college
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 COMPLAINTS  
COMMITTEE (ICC) MEETING HELD ON 22<sup>nd</sup> FEBRUARY 2024**

The Second Meeting of the Internal Complaints Committee (ICC) of the college for the Academic Year 2023 – 24 was held on 22<sup>nd</sup> February 2024 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. 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 9<sup>th</sup> August 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 9<sup>th</sup> August 2023 be confirmed and approved.” Minutes were signed and approved by the Presiding Officer.





### **Agenda Point no. 2**

To conduct a Self-Defence workshop for girls in the college

Ms. Jasmine Reddy informed the members that the female students will be educated about the self defence strategies in the workshop.

The purpose of this workshop is to develop the self-confidence of women.

Ms. Reddy also stated that this session needs to be conducted on an annual basis so that they are aware of the self defence and self preservation strategies and emergency contact numbers in case of any threatening or harmful situations.

The Members made a note of the same.

#### **Action to be taken:**

Members to organize 'Self Defence Workshop' sessions annually in future.

### **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 the be taken:**

To continue displaying Vishaka Guidelines on the notice board.

