



M.C.E Society's  
M. A. Rangoonwala Institute of Hotel  
Management & Research

Internal Complaints Committee  
Minutes of Meeting



## ICC Minutes of Meetings



Maharashtra Cosmopolitan Education Society's  
M.A.Rangoonwala Institute of Hotel Management & Research, Azam Campus, Camp.Pune-411001  
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Date: 20<sup>th</sup> June 2017

### Circular

The meeting of the Internal Complaints Committee of the college is scheduled on 28<sup>th</sup> June 2017 at 2:00 pm in the Training Restaurant.

### Agenda

1. To introduce members of Internal Complaints Committee constituted by the management.
2. To read and confirm minutes of the last meeting.
3. To review the action taken report in respect of the decisions taken in the last meeting.
4. To discuss on the Prevention, prohibition and Redressal Policy of the institute as per the regulations of 2015 for handling complaints on sexual harassment of Women Employees and Students in Higher Educational Institutions.
5. To organize a lecture for all the students on the topic "Sexual Harassment" & "Anti-Ragging".
6. Any other point to be discussed with the permission of the chairperson.

Mrs. Chanda Supekar  
Member Secretary



Maharashtra Cosmopolitan Education Society's  
M.A.Rangoonwala Institute of Hotel Management & Research, Azam Campus, Camp.Pune-411001  
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Date: 28<sup>th</sup> June 2017

MINUTES OF THE MEETING

Minutes of the meeting of the Internal Complaints Committee held on 28<sup>th</sup> June 2017 at 2.00 pm in the Training Restaurant.

The following members were present:

Sr. No.	Name	Designation	Signature
1.	Ms. Nusarat S. Shaikh Associate Professor	Chairman	
2.	Mrs. Priyanka Shetty Assistant Professor	Member	P.S.Shetty
3.	Mr. Imran Sayyed Assistant Professor	Member	
4.	Mrs. Chanda Supekar Teaching Staff	Member	
5.	Mr. Imran Pathan Non – Teaching Staff	Member	
6.	Ms. Komal Gaikwad Student Representation (Under Graduate Course)	Member	
7.	Mrs. Deepali Awkale	NGO	Absent

Ms. Nusarat S. Shaikh, Chairperson of the Internal Complaints Committee was in the chair.  
The following business was transacted.

**Item No. 1:** To introduce members of Internal Complaints Committee constituted by the management.

- The members of the Internal Complaints Committee constituted by the management were introduced.

**Item No. 2:** To read and confirm minutes of the last meeting.

- The minutes of last meeting were read and confirmed.

**Item No. 3:** To review the action taken report in respect of the decisions taken in the last meeting.

- 1. Member secretary informed the committee members that the institute in association with Maharashtra State Commission for Women had organized a Poster Competition and Awareness of Sexual Harassment on Women at Workplace Act, 2013 on 27th February 2017.

- A guest lecture was also conducted on 27<sup>th</sup> February 2017 by Ms. Jacinta Bastia, Assistant Professor, AKK Law College Azam Campus on the topic of Awareness of Sexual Harassment on Women at Workplace Act, 2013. The act was explained in detail to the students.

The action taken report in respect of the decision taken was presented.

- The same was noted.

**Item No. 4:** To discuss on the Prevention, prohibition and Redressal Policy of the institute as per the regulations of 2015 for handling complaints on sexual harassment of Women Employees and Students in Higher Educational Institutions.

- The member secretary read out the draft of the complaint handling procedure and policy to be adopted from the academic year 2017-18. Sexual harassment of Women Employees and Students in Higher Educational Institutions Regulations 2015 as mentioned in section 4 of University Grants Commission were also read out.

The Committee discussed on the draft of the complaint handling procedure and policy and suggested a few changes and to present the same to the chairman by 30<sup>th</sup> June 2017.

**Item No. 5:** To organize a lecture for all the students on the topic "Sexual Harassment" & "Anti-Ragging".

- The Internal Complaints Committee suggested to organize a lecture for all the students on the topic "Sexual Harassment" & "Anti-Ragging". As per the academic calendar 28<sup>th</sup> July 2017 date decided for the same.

- The same was noted.

**Item No. 6:** Any other point to be discussed with the permission of the chairperson.

- Since there was no other matter to discuss, the Internal Complaints Committee meeting ended with vote of thanks to the chair.



Ms. Nusarat S. Shaikh  
Chairperson



Maharashtra Cosmopolitan Education Society's  
M.A.Rangoonwala Institute of Hotel Management & Research, Azam Campus, Camp.Pune-411001  
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The Internal Complaints Committee Meeting Held on 28<sup>th</sup> June 2017.

Sr. No.	Name	Designation	Signature
1.	Ms. Nusarat S. Shaikh Associate Professor	Chairman	
2.	Mrs. Priyanka Shetty Assistant Professor	Member	
3.	Mr. Imran Sayyed Assistant Professor	Member	
4.	Mrs. Chanda Supekar Teaching Staff	Member	
5.	Mr. Imran Pathan Non – Teaching Staff	Member	
6.	Ms. Komal Gaikwad Student Representation (Under Graduate Course)	Member	
7.	Mrs. Deepali Awkale	NGO	Absent





Maharashtra Cosmopolitan Education Society's  
M.A.Rangoonwala Institute of Hotel Management & Research, Azam Campus, Camp.Pune-411001  
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Date: 2<sup>nd</sup> June 2018

Circular

The meeting of the Internal Complaints Committee of the college is scheduled on 9<sup>th</sup> June 2018 at 2:00 pm in the Training Restaurant.

Agenda

1. To read and confirm minutes of the last meeting.
2. To review the action taken report in respect of the decisions taken in the last meeting.
3. To orient students and create awareness about Sexual Harassment.
4. To create awareness about Gender Sensitization.
5. Any other point to be discussed with the permission of the chairperson.

Mrs. Chanda Supekar  
Member Secretary



Maharashtra Cosmopolitan Education Society's  
M.A.Rangoonwala Institute of Hotel Management & Research, Azam Campus, Camp.Pune-411001  
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Date: 9<sup>th</sup> June 2018

MINUTES OF THE MEETING

3. A seminar for girls on the topic 'Women's Law: Eve Teasing', was organized under Vidyarthini Vyaktimatv Vikas Yojana of Board of Students Development, Savitribai Phule Pune University on 28<sup>th</sup> September 2017 Resource person for the seminar was Jacinta Bastian, Assistant Professor, from A. K. K. New Law Academy & Ph.D. Research Centre, Azam Campus, Camp, Pune and Police Sub Inspector Pratibha Jadhav, Crime Branch, Commissioner's Office, Pune.

- The same was noted.

**Item No. 3:** To orient students and create awareness about Sexual Harassment.


- The Member Secretary informed to the Internal Complaints Committee that the Orientation Programme for students is scheduled on 23<sup>rd</sup> June 2018 as per the academic calendar.
- The same was noted.

**Item No. 4:** To create awareness about Gender Sensitization.

- The Member Secretary informed the Internal Complaints Committee that the Gender Sensitization Programme for students is scheduled on 23<sup>rd</sup> June 2018.
- The same was noted.

**Item No. 5:** Any other point to be discussed with the permission of the chairperson.

- Since there was no other matter to discuss, the Internal Complaints Committee meeting ended with vote of thanks to the chair.

  
Ms. Nusarat S. Shaikh  
Chairperson



Maharashtra Cosmopolitan Education Society's  
M.A.Rangoonwala Institute of Hotel Management & Research, Azam Campus, Camp.Pune-411001  
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The Internal Complaints Committee Meeting Held on 9<sup>th</sup> June 2018.

Sr. No.	Name	Designation	Signature
1.	Ms. Nusarat S. Shaikh Associate Professor	Chairman	
2.	Mrs. Priyanka Shetty Assistant Professor	Member	P.S. Shetty.
3.	Mr. Imran Sayyed Assistant Professor	Member	
4.	Mrs. Chanda Supekar Teaching Staff	Member	
5.	Mr. Imran Pathan Non - Teaching Staff	Member	
6.	Ms. Komal Gaikwad Student Representation (Under Graduate Course)	Member	
7.	Mr. B. R. Choudhary	NGO	Absent





Maharashtra Cosmopolitan Education Society's  
M.A.Rangoonwala Institute of Hotel Management & Research, Azam Campus, Camp.Pune-411001  
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Date: 11<sup>th</sup> June 2019

Circular

The meeting of the Internal Complaints Committee of the college is scheduled on 15<sup>th</sup> June 2019 at 2:00 pm in the Training Restaurant.

Agenda

1. To read and confirm minutes of the last meeting.
2. To review the action taken report in respect of the decisions taken in the last meeting.
3. To introduce student representatives to the Internal Complaints Committee.
4. To report activities undertaken to create awareness about sexual harassment.
5. To discuss on the activities planned for the academic year.
6. Any other point to be discussed with the permission of the chairperson.

Mrs. Chanda Supekar  
Member Secretary



Maharashtra Cosmopolitan Education Society's  
M.A.Rangoonwala Institute of Hotel Management & Research, Azam Campus, Camp.Pune-411001  
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Date: 15<sup>th</sup> June 2019

MINUTES OF THE MEETING

Minutes of the meeting of the Internal Complaints Committee held on 15<sup>th</sup> June 2019 at 2.00 pm in the Training Restaurant.

The following members were present:

Sr. No.	Name	Designation	Signature
1.	Ms. Nusarat S. Shaikh Associate Professor	Chairperson	
2.	Mr. Imran Sayyed Assistant Professor	Member	
3.	Mrs. Chanda Supekar Teaching Staff	Member	
4.	Mr. Imran Pathan Non – Teaching Staff	Member	
5.	Ms. Uzma Memon Student Representation (Under Graduate Course)	Member	
6.	Mr. B. R. Choudhary	NGO	Absent

Ms. Nusarat S. Shaikh, Chairperson of the Internal Complaints Committee was in the chair.  
The following business was transacted.

**Item No. 1:** To read and confirm minutes of the last meeting.

- The minutes of last Internal Complaints Committee meeting were read and confirmed.

**Item No. 2:** To review the action taken report in respect of the decisions taken in the last meeting.

- The action taken report in respect of the decision taken was presented.
- The same was noted.

**Item No. 3:** To introduce student representative to the Internal Complaints Committee.

- The Member secretary informed that Ms Komal Gaikwad, a final year student of B.Sc. H.S. and member of ICC has completed her programme and is currently not on the college roll, hence Ms Uzma Memon, student of third year B.Sc.H.S. was elected as student representative on the ICC Committee.

**Item No. 4:** To report activities undertaken to create awareness about sexual harassment.

The member secretary reported the activities as under:

- 1. An awareness lecture for all the B.Sc. H.S. students on the topic "Sexual Harassment Act, 2015" was conducted on 11<sup>th</sup> August, 2018.
- 2. A session on the topic of "Sexual Harassment of women at work place" was organized under 'Nirbhay Kanya Abhiyan' on 18<sup>th</sup> February 2019 in association with Board of Student Development Savitribai Phule Pune University. Advocate Rani Sonawane, from Shivaji Nagar Court was invited as the guest speaker for the session.
- The same was noted.

**Item No. 5:** To discuss on the activities planned for the academic year.

- The Member Secretary presented the plan of activities for the academic year as follows:
  1. An Orientation Programme for students is scheduled on 8<sup>th</sup> July 2019.
  2. 'Self Defence Programme' under Board of Students Welfare is tentatively planned in February 2020.
  3. 'Nirbhay Kanya Workshop' under Board of Students Welfare is tentatively planned in February 2020.
- The same was noted.

**Item No. 6:** Any other point to be discussed with the permission of the chairperson.

- Since there was no other matter to discuss, the Internal Complaints Committee meeting ended with vote of thanks to the chair.



Ms. Nusarat S. Shaikh  
Chairperson



Maharashtra Cosmopolitan Education Society's  
M.A.Rangoonwala Institute of Hotel Management & Research, Azam Campus, Camp.Pune-411001  
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The Internal Complaints Committee Meeting Held on 15<sup>th</sup> June 2019.

Sr. No.	Name	Designation	Signature
1.	Ms. Nusarat S. Shaikh Associate Professor	Chairperson	
2.	Mr. Imran Sayyed Assistant Professor	Member	
3.	Mrs. Chanda Supekar Teaching Staff	Member	
4.	Mr. Imran Pathan Non - Teaching Staff	Member	
5.	Ms. Uzma Memon Student Representation (Under Graduate Course)	Member	
6.	Mr. B. R. Choudhary	NGO	Absent



Maharashtra Cosmopolitan Education Society's  
M.A.Rangoonwala Institute of Hotel Management & Research,  
Azam Campus, Camp, Pune-411001

Date: 23<sup>rd</sup> June 2020

Circular

The meeting of the Internal Complaints Committee of the college is scheduled on 1<sup>st</sup> July 2020 at 2:00 pm in the Training Restaurant.

Agenda

1. To read and confirm minutes of the last meeting.
2. To review the action taken report in respect of the decisions taken in the last meeting.
3. To report activities undertaken to create awareness about sexual harassment among students in the academic year 2019-2020.
4. To discuss on the activities planned for the academic year 2020-2021.
5. To report any complaints received from girl students / woman employee.
6. Any other point to be discussed with the permission of the chairperson.

Mrs. Chanda Supekar  
Member Secretary





Maharashtra Cosmopolitan Education Society's  
M.A.Rangoonwala Institute of Hotel Management & Research,  
Azam Campus, Camp, Pune-411001

Date: 1<sup>st</sup> July 2020

MINUTES OF THE MEETING

Minutes of the meeting of the Internal Complaints Committee held on 1<sup>st</sup> July 2020 at 2.00 pm in the Training Restaurant.

The following members were present:

Sr. No.	Name	Designation	Signature
1.	Ms. Nusarat S. Shaikh, Associate Professor	Chairman	
2.	Mr. Imran Sayyed, Assistant Professor	Member	
3.	Mrs. Priyanka Shetty, Assistant Professor	Member	P.S. Shetty
4.	Mrs. Chanda Supekar, Teaching Staff	Member	
5.	Mr. Imran Pathan, Non – Teaching Staff	Member	
6.	Ms. Uzma Memon, Student Representation (Under Graduate Course)	Member	U.Memon
7.	Mr. B. R. Choudhary	NGO	Absent

Ms. Nusarat S. Shaikh, Chairperson of the Internal Complaints Committee was in the chair.  
The following business was transacted.

**Item No. 1:** To read and confirm minutes of the last meeting.

- The minutes of last meeting of the Internal Complaints Committee were read and confirmed.
- The same was noted.

**Item No. 2:** To review the action taken report in respect of the decisions taken in the last meeting.

- The action taken report in respect of the decisions taken was presented.
- The same was noted.

**Item No. 3:** To report activities undertaken to create awareness about sexual harassment among students in the academic year 2019-2020.

The member secretary reported the activities undertaken to create awareness about sexual harassment among students in the academic year 2019-2020. Those are as follows:

- 1. An Orientation programme for students was organized on 8<sup>th</sup> July 2019.

- 2. 'Self Defence Programme' under Board of Students Welfare was organized in February 2020.
- 'Nirbhay Kanya Workshop' under Board of Students Welfare was conducted in February 2020.
- The same was noted.

**Item No. 4:** To discuss on the activities planned for the academic year 2020-2021.

- The Member Secretary presented the plan of activities for the academic year as follows:  
It is suggested by the Committee Members to organize a webinar on "Awareness against Gender Violence". It is tentatively planned in November 2020.
- The same was noted.

**Item No. 5:** To report any complaints received from girl students / woman employee.

- The Committee noted that no complaint of sexual harassment has been received from any girl students or woman employee of the college.
- The same was noted.

**Item No. 6:** Any other point to be discussed with the permission of the chairperson.

- Since there was no other matter to discuss, the Internal Complaints Committee meeting ended with vote of thanks to the chair.

Ms. Nusarat S. Shaikh  
Chairperson



Maharashtra Cosmopolitan Education Society's  
M.A.Rangoonwala Institute of Hotel Management & Research,  
Azam Campus, Camp, Pune-411001

The Internal Complaints Committee Meeting Held on 1<sup>st</sup> July 2020.

Sr. No.	Name	Designation	Signature
1.	Ms. Nusarat S. Shaikh, Associate Professor	Chairman	
2.	Mr. Imran Sayyed, Assistant Professor	Member	
3.	Mrs. Priyanka Shetty, Assistant Professor	Member	P.S-shetty
4.	Mrs. Chanda Supekar, Teaching Staff	Member	
5.	Mr. Imran Pathan, Non – Teaching Staff	Member	
6.	Ms. Uzma Memon, Student Representation (Under Graduate Course)	Member	UMemmo.
7.	Mr. B. R. Choudhary	NGO	Absent



Maharashtra Cosmopolitan Education Society's  
M.A.Rangoonwala Institute of Hotel Management & Research,  
Azam Campus, Camp, Pune-411001

Date: 1<sup>st</sup> July 2021

Circular

The meeting of the Internal Complaints Committee of the college is scheduled on 14<sup>th</sup> July 2021 at 2:00 pm in the Training Restaurant.

Agenda

1. To read and confirm minutes of the last meeting.
2. To review the action taken report in respect of the decisions taken in the last meeting.
3. To introduce the reconstituted committee members to the Internal Complaints Committee.
4. To report activities undertaken to create awareness against Gender Violence.
5. To discuss on the activities planned for the academic year 2021-2022.
6. To report any complaints received from girl students / woman employee.
7. Any other point to be discussed with the permission of the chairperson.

Mrs. Chanda Supekar  
Member Secretary





Maharashtra Cosmopolitan Education Society's  
M.A.Rangoonwala Institute of Hotel Management & Research,  
Azam Campus, Camp, Pune-411001

Date: 14<sup>th</sup> July 2021

### MINUTES OF THE MEETING

Minutes of the meeting of the Internal Complaints Committee held on 14<sup>th</sup> July 2021 at 2.00 pm in the Training Restaurant.

The following members were present:

Sr. No.	Name	Designation	Signature
1.	Dr. Snehal V. Kulkarni, Associate Professor Dept. of Microbiology, Abeda Inamdar Senior College	Chairman	
2.	Mr. Imran Sayyed Associate Professor	Member	
3.	Mrs. Aruna Tompe Assistant Professor	Member	
4.	Mrs. Chanda Supekar Librarian	Member	
5.	Mr. Imran Pathan Non - Teaching Staff	Member	
6.	Ms. Kausar Shaikh Student Representation - UG	Member	
7.	Mr. B. R. Choudhary Retd. Civil Judge & CJM	NGO	Absent

Dr. Snehal V. Kulkarni, Chairperson of the Internal Complaints Committee was in the chair.

The following business was transacted.

**Item No. 1:** To introduce members of Internal Complaints Committee constituted by the management.

- The members of the Internal Complaints Committee constituted by the management were introduced.

The Member secretary informed and introduced the reconstituted committee members to the Internal Committee and welcome new chairperson Dr. Snehal V. Kulkarni, Associate Professor, Abeda Inamdar Senior College on the committee. Mrs. Aruna Tompe, Assistant Professor, was elected as faculty member and Ms. Kausar Shaikh, student of second year B.Sc. H.s. was elected as student representative on the ICC Committee.

- The same was noted.



**Item No. 2:** To read and confirm minutes of the last meeting.

- The minutes of the last meeting of the Internal Complaints Committee were read and confirmed.
- The same was noted.

**Item No. 3:** To review the action taken report in respect of the decisions taken in the last meeting.

- The action taken report in respect of the decisions taken was presented.
- The same was noted.

**Item No. 4:** To report activities undertaken to create awareness about Gender Violence.

The member secretary reported the activities as under:

- 1. A webinar on "Awareness against Gender Violence" was organized for all the staff and students on 23<sup>rd</sup> November 2020. Dr. Jacinta Bastian, A. K. K. New Law Academy, Pune was the guest speaker for the session.
- The same was noted.

**Item No. 5:** To discuss on the activities planned for the academic year.


- The Member Secretary presented the plan of activities for the academic year as follows:  
The Internal Complaints Committee suggested to organize a lecture for all the students on the topic "Gender Justice" tentatively in October 2021.
- The same was noted.

**Item No. 6:** To report any complaints received from girl students / woman employee.

- The Committee noted that no complaint of sexual harassment has been received from any girl students or woman employee of the college.
- The same was noted.

**Item No. 7:** Any other point to be discussed with the permission of the chairperson.

- Since there was no other matter to discuss, the Internal Complaints Committee meeting ended with vote of thanks to the chair.

  
Dr. Snehal V. Kulkarni  
Chairperson



Maharashtra Cosmopolitan Education Society's  
M.A.Rangoonwala Institute of Hotel Management & Research,  
Azam Campus, Camp, Pune-411001

The Internal Complaints Committee Meeting Held on 14<sup>th</sup> July 2021.

Sr. No.	Name	Designation	Signature
1.	Dr. Snehal V. Kulkarni, Associate Professor Dept. of Microbiology, Abeda Inamdar Senior College	Chairman	<i>[Signature]</i>
2.	Mr. Imran Sayyed Associate Professor	Member	<i>[Signature]</i>
3.	Mrs. Aruna Tompe Assistant Professor	Member	<i>[Signature]</i>
4.	Mrs. Chanda Supekar Librarian	Member	<i>[Signature]</i>
5.	Mr. Imran Pathan Non - Teaching Staff	Member	<i>[Signature]</i>
6.	Ms. Kausar Shaikh Student Representation - UG	Member	<i>[Signature]</i>
7.	Mr. B. R. Choudhary Retd. Civil Judge & CJM	NGO	Absent

