

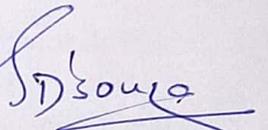
**ACHIEVERS COLLEGE**  
**OF COMMERCE AND MANAGEMENT, (NIGHT COLLEGE),**  
**KALYAN (W)**

**Date:** 17/07/2021

**NOTICE**

All the staff members are hereby informed that 1<sup>st</sup> Meeting of Internal Complaint Committee will be held on 22<sup>nd</sup> July, 2021 at 4:30 p.m. in Room No. 402 to discuss the following points.



  
**Principal**

**ACHIEVERS COLLEGE  
OF COMMERCE AND MANAGEMENT, (NIGHT COLLEGE),  
KALYAN (W)**

**Time:** - 04:30 p.m.

**Date:** 22/07/2021

**MINUTES OF THE MEETING**

Minutes of the 1<sup>st</sup> Meeting of the ICC held on 22<sup>nd</sup> July, 2021 on Thursday at 04:30 p.m. in room no. 402 in IQAC Room.

The meeting started with a Welcome address delivered by the Principal of the Institution Ms. Sophia D'souza

Vice-Principal Ms Sana Khan explained the purpose of the meeting and formation of ICC as per the university norms. After discussion the committee consisting the following members were constituted.

Mrs. Kavita Karambelkar was appointed as a convener as per the rule of the University i.e. Female Senior Person will be the convener.

All the rules and responsibility are allotted to the respected Member.

An action plan was discussed for the year 2021-22 to ensure safety of the girls students on campus.

It was decided to sensitize girls and make them aware about "Jatayu Helpline" Mobile No. which is available 24/7 for girls who are in need.

Ms. Siddhi Chavan assigned responsibility to design appropriate banner and poster and circulate the same on all WhatsApp groups of the student and staff.

To create awareness among the girl students and women (staff) about the functions and guidelines about women's safety and rights

To make them aware about the procedure to file complaints if they have any problem arises regarding sexual harassment.

Ms Kavita Karambelkar concluded the meeting with the vote of thanks to the chair.



*Kavita*  
Convener

**ACHIEVERS COLLEGE**  
**OF COMMERCE & MANAGEMENT, (NIGHT COLLEGE),**  
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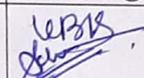
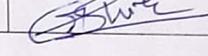
Date: 10/03/2022

**NOTICE**

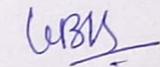
Internal Complaint Committee Meeting of the Cell will be held on 19<sup>th</sup> March, 2022 in the Room No. 301 at 6.00p.m. All the members are requested to attend the meeting.

**AGENDA**

- To review the functioning of the Committee.
- To discuss about the key responsibilities of the ICC for the year 2021-22.

| <b>Internal Complaint Cell</b> |                               | <b>Sign</b>   |
|--------------------------------|-------------------------------|---|
| Mrs.Kavita Karambelkar         | Convener                      |  |
| Ms. Sana Khan                  | Vice-Principal / Co- Convener |  |
| Ms. Siddhi R.Chavan            | Teachers Representative       |  |
| Mrs. Gayatri Yashwantrao       | Non-Teaching Representative   |  |



  
**Convener**

**ACHIEVERS COLLEGE  
OF COMMERCE & MANAGEMENT, (NIGHT COLLEGE),  
KALYAN (W)**

**Time:** - 6.00pm

**Date:** 19/03/ 2022

**MINUTES OF THE MEETING**

The meeting of the Internal Complaint Committee was held on 19<sup>th</sup> March, 2022 on Tuesday at 06:00 p.m in Room no. 301.

The meeting started with reading the Minutes of previous Meeting by the Co-convener Ms. Sana Khan held on 22<sup>nd</sup> July, 2021.

All the members of the Internal Complaint Committee attended the meeting and had detailed discussions on the activities carried out for the academic year 2021-2022 particularly with on line mode of teaching learning and Communication with students and fellow colleagues.

The Committee noted that no complaints of sexual harassments have been received from any women employees and girl students of various departments in the college. It was emphasized to create awareness and continuous sensitization among the employees, related banners, poster/Notice regarding sexual harassments may be placed in the college campus.

Lastly, The Chairperson conveyed his thanks to the members for attending the meeting.



*WBK*  
Convener