

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

Date: 10th July, 2024

NOTICE

All the staff members are hereby informed that the 1st Meeting for the year 2024-25 of the Internal Complaints Committee (ICC) will be held on 13th July, 2024, at 2:30 P.M. in Room No. 402.

All the members are requested to remain present for the meeting on time.

AGENDA

1. Welcome address.
2. Introduction of ICC members.
3. Discussion on the roles and responsibilities of ICC members.
4. Review of complaint mechanism (SAKHI Box / Helpline).
5. Any other matter with the permission of the Chair.



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PRINCIPAL

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

Minutes of Internal Complaint Committee

Date: 13th July, 2024

The first meeting of the Internal Complaints Committee (ICC) for the Academic Year 2024–2025 was held on 13th July, 2024, with the presence of all committee members and student representatives.”

Proceedings of the Meeting:

1. Welcome Address:-

The meeting commenced at 2:30 P.M. with a warm welcome by Mrs. Kavita Karambelkar. She highlighted the importance of the Internal Complaints Committee in ensuring a safe and respectful environment for all staff and students.

2. Introduction of ICC Members:-

All the members introduced themselves and briefly shared their roles and responsibilities within the committee.

3. Discussion on the Roles and Responsibilities of ICC Members:-

Principal sir discussed the duties and responsibilities of ICC members, including maintaining confidentiality, ensuring impartial inquiry, creating awareness about prevention of sexual harassment, and timely redressal of complaints.

4. Review of Complaint Mechanism (SAKHI Box / Helpline):-

The existing complaint mechanisms, such as the SAKHI Complaint Box and designated helpline, were reviewed. The committee emphasized ensuring



accessibility, visibility, and confidentiality of the complaint process. It was decided to regularly monitor the complaint box and maintain proper documentation.

5. **Any Other Matter with the Permission of the Chair**

The members discussed organizing awareness programs and orientation sessions for students and staff regarding the functions of ICC and the complaint procedure.

The meeting concluded with a vote of thanks by the Secretary, Ms. Ragvinder Kaur Chadha.

Ragvinder

SECRETARY



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PRINCIPAL

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

Date: 21st April, 2025

NOTICE

All the members of the Internal Complaints Committee (ICC) are hereby informed that the Concluding Meeting for the Academic Year 2024–2025 will be held on 25th April, 2025, at 2:30 P.M. in Room No. 402. All members are requested to remain present for the meeting on time.

AGENDA

1. Welcome Address by the Convenor.
2. Review of ICC activities conducted during the Academic Year 2024–2025.
3. Review of complaints received and action taken (if any).
4. Presentation and approval of Annual Report.
5. Suggestions and recommendations for the Academic Year 2025–2026.
6. Any other matter with the permission of the Chair.




PRINCIPAL

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

Minutes of Internal Complaint Committee

Date: 25th April, 2025

The last meeting of the Internal Complaints Committee (ICC) for the Academic Year 2024–2025 was held on 25th April, 2025, in the presence of all committee members and student representatives.

Proceedings of the Meeting:

1. Welcome Address

The meeting commenced with a welcome address by the Convenor, Mrs. Kavita Karambelkar. She appreciated the cooperation of all members throughout the academic year.

2. Review of ICC Activities

The committee reviewed the activities conducted during the Academic Year 2024–2025, including awareness programs, orientation sessions, and promotion of grievance redressal mechanisms.

3. Review of Complaints and Action Taken

The committee reviewed the status of complaints for the Academic Year 2024–2025. It was noted that no formal complaints were received during the academic year. The committee further resolved to continue maintaining a safe environment on campus and to uphold strict confidentiality and fairness in handling any matters, if received in the future.



4. Presentation and Approval of Annual Report

The Annual Report of the ICC for the Academic Year 2024–2025 was presented by the Secretary and approved by all members.

5. Suggestions for Next Academic Year

Members suggested organizing more awareness workshops and strengthening communication channels to ensure a safe and respectful campus environment.

6. Any Other Matter

No other matter was discussed.

Papriwala
SECRETARY



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PRINCIPAL