



Anjuman-i-Islam's
College of Hotel & Tourism Management Studies & Research
(Affiliated to the University of Mumbai)
92, Dr. D. N. Road, Opp C.S.M.T. Mumbai - 400 001.
Tel.: +91 22 2263 2817 / 9833279737 • Website : www.anjumanchtmsr.com
E-mail: principal@anjumanihmct.org / principal@anjumanchtmsr.com



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Internal Complaints Committee Meeting - 1

Date: 14/07/2023

Time: 4:00PM

Location: Principal's Cabin

Meeting presided by: Mr. Harish Suvarna - Principal. Anjuman-i-Islam's CHTMS & R

AGENDA OF MEETING:

- ✓ Establish an Internal Complaints Committee, including the Chairperson, Presiding Officer, Convenor, and other members.
- ✓ Define the procedure for accepting complaints and the redressal process.
- ✓ Implement measures to prevent sexual harassment on the college campus.
- ✓ Raise awareness among students about the consequences and punishments for sexual harassment.
- ✓ Develop and introduce new strategies, if needed, to maintain discipline effectively.

MINUTES OF THE MEETING

- An Internal Complaints Committee and Sexual Harassment Review Committee were established.
- First-year students and their parents were briefed on the college's rules, regulations, and the importance of discipline during the counselling session, with the same reiterated during the orientation.
- The significance and role of the ICC were emphasized during the orientation.
- A workshop on promoting awareness of gender equality should be conducted.

ATTENDANCE SHEET

Sr. No	Name of the person	Designation	Signature
1	Mr. Harish Suvarna	Chairperson	
2	Mr. Amit Ghadiyali	Presiding Officer	
3	Mr. Parvez Pagarkar	Member & Convenor	
4	Ms. Preeti Tembe	Member	
5	Ms. Akanksha Morje	Member	

Principal
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Internal Complaints Committee Meeting - 2

Date: 25/8/2023

Time: 5:00PM

Location: Principals Cabin

Meeting presided by: Mr. Harish Suvarna , Principal, Anjuman-i-Islam's CHTMS & R

AGENDA OF MEETING:

- ✓ Review the duties and responsibilities of committee members.
- ✓ Address any other relevant matters that come up during the meeting.

Minutes of Meeting:

- The Principal reiterated the details about the committee's role.
- The need for any changes to the complaint form was discussed, and the existing form was found to be relevant.
- The discussion included whether any special measures need to be taken.

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1	Mr. Harish Suvarna	Chairperson	
2	Mr. Amit Ghadiyali	Presiding Officer	
3	Mr. Parvez Pagarkar	Member & Convenor	
4	Ms. Preeti Tembe	Member	
5	Ms. Akanksha Morye	Member	

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Internal Complaints Committee Meeting - 3

Date: 19/1/2024

Time: 4:00PM

Location: Principals Cabin

Meeting presided by: Mr. Harish Suvarna, Principal, Anjuman-i-Islam's CHTMS & R

AGENDA OF MEETING:

- ✓ Review any complaints received.
- ✓ Address any other relevant matters that arise during the meeting.

Minutes of Meeting:

- The new measures taken were found to be fruitful and effective.
- The Principal observed that it was good to see friendly interactions between seniors and first-year students.
- Members reported that no complaints regarding college facilities, sexual harassment, or other issues were received.
- The Principal praised the team for their efforts and suggested remaining vigilant.
- It was decided to monitor visitors, non-students, and strangers on the college campus.

ATTENDANCE SHEET

Sr. No	Name of the person	Designation	Signature
1	Mr. Harish Suvarna	Chairperson	
2	Mr. Amit Ghadiyali	Presiding Member	
3	Mr. Parvez Pagarkar	Member and Convenor	
4	Ms. Preeti Tembe	Member	
5	Ms. Akanksha Morye	Member	

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Anti-Ragging Committee Meeting - 1

Date: 14/07/2023

Time: 5:00PM

Location: Principals Cabin

Meeting presided by: Mr. Harish Suvarna, Principal, Anjuman-I-Islam's CHTMS&R

AGENDA OF MEETING:

- ✓ Establish an anti-ragging committee, including representatives from the student body.
- ✓ Implement measures to prevent ragging within the college campus.
- ✓ Raise awareness among students regarding the consequences and punishments associated with ragging.
- ✓ Display anti-ragging notices prominently across various locations on campus.
- ✓ Curate and shortlist impactful videos to educate students about ragging and its consequences

• MINUTES OF THE MEETING

- An anti-ragging review committee has been established.
- Committee members conducted campus rounds and guided students on the issue.
- No cases of ragging have been reported.
- Anti-ragging notices and banners have been displayed on notice boards and in classrooms.
- Videos have been shortlisted to be shown to students for awareness.

ATTENDANCE SHEET

Sr. No	Name of the person	Designation	Signature
1	Mr. Harish Suvarna	Chairperson	
2	Mr. Amit Ghadiyali	Member	
3	Mrs. Darshana Gangurde	Member	
4	Mr. Tukaram Sawant	Non-Teaching Staff	

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Anti-Ragging Committee Meeting - 2

Date: 4/9/2023

Time: 5:00PM

Location: Principals Cabin

Meeting presided by: Mr. Harish Suvarna, Principal, Anjuman-I-Islam's CHTMS&R

AGENDA OF MEETING:

- ✓ Provide a briefing to the committee on their duties and responsibilities.
- ✓ Address any other relevant topics that arise during the meeting.

Minutes of Meeting:

- The newly formed team was welcomed by the principal.
- Members were given a detailed explanation of their roles and provided with the UGC circular.
- The undertaking form and its significance were explained.
- Team members were advised to conduct surprise inspections at potential hotspots, such as locker rooms and areas outside the college premises.
- It was recommended to implement regular interaction sessions between juniors and seniors under proper supervision.

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Sr. No	Name of the person	Designation	Signature
1	Mr. Harish Suvarna	Chairperson	
2	Mr. Amit Ghadiyali	Member	
3	Mrs. Darshana Gangurde	Member	
4	Ms. Shifa Shaikh	Student Representative	
5	Mr. Shailesh Patil	Student Representative	
6	Mr. Ramdas Chalak	Parent Representative	
7	Mr. Dilip Thakare	Parent Representative	
8	Mr. Tukaram Sawant	Non-Teaching Staff	

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Anti-Ragging Committee Meeting - 3

Date: 16/1/2024

Time: 4:00PM

Location: Principals Cabin

Meeting presided by: Mr. Harish Suvarna, Principal, Anjuman-I-Islam's CHTMS & R

AGENDA OF MEETING:

- ✓ Review any reported cases of ragging, if applicable.
- ✓ Discuss any other relevant matters that arise during the meeting.

Minutes of Meeting:

- Flying squad members reported no incidents of ragging were observed.
- The principal commended the team for their efforts and emphasized the importance of remaining vigilant.
- It was decided to monitor visitors, non-students, and strangers on the college campus closely.

ATTENDANCE SHEET

Sr. No	Name of the person	Designation	Signature
1	Mr. Harish Suvarna	Chairperson	
2	Mr. Amit Ghadiyali	Member	
3	Mrs. Darshana Gangurde	Member	
4	Ms. Shifa Shaikh	Student Representative	
5	Mr. Shailesh Patil	Student Representative	
6	Mr. Ramdas Chalak	Parent Representative	
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