



**SMT. MITHIBAI MOTIRAM KUNDNANI COLLEGE OF
COMMERCE AND ECONOMICS**

Vidyasagar Principal K.M. Kundnani Bandra Campus

Adv. Nari Gursahani Road, TPS-III, Off. Linking Road, Bandra (West), Mumbai - 050

Re-Accredited "A" Grade by NAAC - 3rd Cycle (May 2017)

Permanently Affiliated to University of Mumbai

Recognized under Section 2(f) and 12(b) of UGC Act



DATE: 12.08.2024

Ref No. 929A

NOTICE

**Internal Complaints Committee
2024-25**

This is to inform all members of the Internal Complaints Committee that a meeting will be held on 20.08.2024 at Principal's meeting Room from 11.30 a.m to discuss the complaints or cases reported (if any) for the academic year 2024-25.

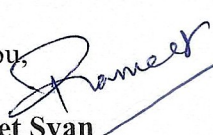
AGENDA

- 1) Welcome and Introduction
- 2) Review of the minutes of previous meeting
- 3) Discussion on Complaints or cases reported
- 4) Discussion on awareness programs and training sessions for employees.
- 5) Any Other Matter with the permission of the chair
- 6) Vote of Thanks

All members are requested to attend the meeting on time.

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Thanking you,


Ms. Ravneet Syan

Presiding Officer, ICC

Smt. M.M.K. College of Commerce and Economics



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Minutes of the Meeting of the Internal Complaints Committee

Date: 20.08.2024

Time: 11.30 am

Venue: Principal's Meeting Room

Present :

Members	Position	Email id
Ms. Ravneet Syan	Chairperson & Presiding Officer	ravneet.syan@mmk.edu.in
Dr. Manikandan Iyer	Faculty Member	sharon.menezes@mmk.edu.in
Ms. Sharon Menezes	Faculty Member	megha.somani@mmk.edu.in
Mr. Shrinivas Aiyar	Faculty Member	shrinivasaiyar1973 @gmail.com
Ms. Akanksha Talreja	Non-Teaching Member	akanksha.talreja@mmk.edu.in
Mr. Vinod Pawar	Non-Teaching Member	vinod.pawar@mmk.edu.in
Mr. Sudhir Widge	NGO Member	sudhirwidge@yahoo.com
Ms. Saakshi Bindra	Student Representative	saakshibindraa@mmk.edu.in
Mr. Leander Fonseca	Student Representative	leander1744@mmk.edu.in

Agenda Item 1: Welcome Address

The meeting was called to order by Presiding officer Ms. Ravneet Syan, who welcomed all members and briefed them on the agenda.

Agenda Item 2: Review of Previous Meeting Minutes

The minutes of the previous meeting held on 18.6.24 were reviewed and approved by the members.



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Agenda Item 3: Discussion on Complaints or cases reported

It was noted that there were no grievances or complaints received for the period from 18.6.24 to 19.8.24 of academic year 2024-2025. The committee noted that the workplace continues to maintain a safe and respectful environment.

Agenda Item 4: Discussion on awareness programs and training sessions

The committee discussed the following initiatives:

- Conducting training sessions for employees on workplace harassment policies.
- Circulating existing policies or guidelines on workplace harassment.
- Encouraging employees to provide feedback on workplace safety.
- Members shared suggestions on improving employee awareness and participation in ICC initiatives.

Agenda Item 5: Other Matters

No other matters were raised by any of the committee members.

Agenda Item 6: Vote of Thanks

The meeting was concluded with a vote of thanks by Ms. Ravneet Syan, Presiding Officer, expressing appreciation for the committee's work and the active engagement of all departments in preventing grievances.

Meeting Adjourned at: 12 pm

Ms. Ravneet Syan

Presiding Officer, ICC

Smt. M.M.K. College



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DATE: 16.12.2024

Ref No. 1640A

NOTICE

Internal Complaints Committee

2024-25

This is to inform all members of the Internal Complaints Committee that a meeting will be held on 23.12.2024 at Principal's meeting Room from 11.30 a.m to discuss the complaints or cases reported (if any) for the academic year 2024-25


AGENDA

- 1) Welcome and Introduction
- 2) Review of the minutes of previous meeting
- 3) Discussion on Complaints or cases reported
- 4) Discussion on awareness programs and training sessions for employees.
- 5) Any Other Matter with the permission of the chair
- 6) Vote of Thanks

All members are requested to attend the meeting on time.

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Thanking you,


Ms. Ravneet Syan

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Minutes of the Meeting of the Internal Complaints Committee

Date: 23.12.2024

Time: 11.30 am

Venue: Principal's Meeting Room

Present :

Members	Position	Email id
Ms. Ravneet Syan	Chairperson & Presiding Officer	ravneet.syan@mmk.edu.in
Dr. Manikandan Iyer	Faculty Member	sharon.menezes@mmk.edu.in
Ms. Sharon Menezes	Faculty Member	megha.somani@mmk.edu.in
Mr. Shrinivas Aiyar	Faculty Member	shrinivasaiyar1973 @gmail.com
Ms. Akanksha Talreja	Non-Teaching Member	akanksha.talreja@mmk.edu.in
Mr. Vinod Pawar	Non-Teaching Member	vinod.pawar@mmk.edu.in
Mr. Sudhir Widge	NGO Member	sudhirwidge@yahoo.com
Ms. Saakshi Bindra	Student Representative	saakshibindraa@mmk.edu.in
Mr. Leander Fonseca	Student Representative	leander1744@mmk.edu.in

Agenda Item 1: Welcome Address

The meeting was called to order by Presiding officer Ms. Ravneet Syan, who welcomed all members and briefed them on the agenda.

Agenda Item 2: Review of Previous Meeting Minutes

The minutes of the previous meeting held on 20.8.24 were reviewed and approved by the members.



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Agenda Item 3: Discussion on Complaints or cases reported

It was noted that there were no grievances or complaints received for the period from 20.8.24 to 22.12.24 of academic year 2024-2025. The committee noted that the workplace continues to maintain a safe and respectful environment.

Agenda Item 4: Discussion on awareness programs and training sessions

The committee discussed the following initiatives:

- Conducting training sessions for employees on workplace harassment policies.
- Circulating existing policies or guidelines on workplace harassment.
- Encouraging employees to provide feedback on workplace safety.
- Members shared suggestions on improving employee awareness and participation in ICC initiatives.

Agenda Item 5: Other Matters

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Agenda Item 6: Vote of Thanks

The meeting was concluded with a vote of thanks by Ms. Ravneet Syan, Presiding Officer, expressing appreciation for the committee's work and the active engagement of all departments in preventing grievances.

Meeting Adjourned at: 12 pm

Ms. Ravneet Syan

Presiding Officer, ICC

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