

Patuck-Gala College of Commerce & Management

Patuck Campus, 100 Nehru Road, Rustomba Patuck Marg, Vakola Bridge, Santacruz (East), Mumbai-400 055

(Affiliated to University of Mumbai)

Re-accredited with B++ grade by NAAC (2.77 CGPA)

NOTICE

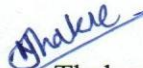
Date: 25th July, 2020

INTERNAL COMPLAINTS COMMITTEE


This is to inform all the members of the Internal Complaints Committee to attend the meeting on 31st July, 2020 at 11.00 a.m. on google meet.

AGENDA

1. To read and confirm the minutes of the previous meeting.
2. To discuss about the Virtual ICC Orientation
3. Any other matter with the permission of the chair


Mrs. Netra Thakre
Convenor




Dr. (Mrs.) Meeta Pathade
I/C Principal
Patuck - Gala College of
Commerce & Management
Santacruz (E), Mumbai-400 055

Patuck-Gala College of Commerce & Management

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MINUTES OF THE MEETING OF INTERNAL COMPLAINTS COMMITTEE OF THE COLLEGE HELD ON 31st JULY, 2020

The meeting was 11:00 am through Google meet. Following members were present for the meet:

1. Mrs. Netra Thakre – Convenor *NT*
2. Dr. Tasfiya Shaikh – Faculty Member *T.S.K*
3. Mrs. Sana Ansari – Faculty Member *Sans/Ansari*
4. Mr. Ajit Chavan – Non teaching staff *AC*
5. Ms. Yogita Ghatkar – Non teaching staff *YG*

The student members were granted a leave of absence.

The proceedings of the meeting were as follows:

1. Previous meeting minutes were read out by the Convenor.
2. The Committee took up the discussion of the activity to be conducted for the month. All the members including Convenor decided upon taking up Virtual Orientation Program for the Second and Third Year students. 3rd August, 2020 was finalised for the event at 4.00 pm through Google meet.
3. Duties were assigned for the event, Convenor – Mrs. Netra Thakre will be preparing a PowerPoint Presentation on Objectives and Functioning of the Committee. All members will be taking up some part of the Presentation to be explained to students during the Orientation program. Dr. Tasfiya Shaikh will be responsible to prepare Report of the event. Mrs. Sana Ansari will be preparing Flyer for the program.
4. Dr. Tasfiya Shaikh also suggested on taking up a case study during the program.
5. Meeting got sum up with Vote of thanks.

Thakre
Mrs. Netra Thakre
Convenor



Meeta
Dr. (Mrs.) Meeta Pathade
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ACTION TAKEN REPORT OF INTERNAL COMPLAINTS COMMITTEE MEETING HELD ON 31ST JULY 2020

1. A virtual orientation on Internal Complaints Committee was organised with the help of IT Team.
2. As per the duties assigned for the orientation, the Committee members co-ordinated and performed their role.
3. The Committee sent a reminder to the Respondent, Mr. Prashant Kokane to respond to the letter about the complaint received.

Thakre
Mrs. Netra Thakre
Convenor



Meeta
Dr. (Mrs.) Meeta Pathade
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NOTICE


Date: 19th October, 2020

INTERNAL COMPLAINTS COMMITTEE

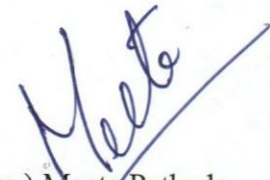
This is to inform all the members of the Internal Complaints Committee to attend the online meeting on 24th Oct, 2020 at 6.00 p.m. All are requested to join the meeting via Google meet. Link will be sent at 5:30.

AGENDA

1. Orientation of ICC among students for F.Y.Com./BMS/BBI students A.Y.2020-21
2. Any Complaints under consideration of ICC
3. Any other matter with permission of the chair.


Mrs. Netra Thakre
Convenor




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MINUTES OF THE MEETING OF INTERNAL COMPLAINTS COMMITTEE OF THE COLLEGE HELD ON 24th OCTOBER, 2020

The following members were present for the meeting via google meet at 6:00 pm:

1. Mrs. Netra Thakre - Convenor *NT*
2. Mr. Ajit Chavan - Member *Ac*
3. Ms. Yogita Ghatkar - Member *YG*
4. Mrs. Manisha Chavan - NGO Member *MC*

Mrs. Sana Ansari and Dr. Tasfiya Shaikh allowed absenteeism as they were the part of the complaint. The student members were granted a leave of absence.

The following points was discussed in the meeting:

1. Previous meetings minutes were read out by the Convenor.
2. As per the discussion in the last meeting, copy of the complaint was sent to the respondent. The Committee got the reply from respondent on 14th Oct, 2020 and same was discussed in the meeting.
3. The respondent was called in the meeting and asked about the allegations and his reply on the same.
4. It was accepted by the respondent in reply as well as in the meeting that the allegations which was made by the complainant (Ms. Monisha D'costa) about the statement made i.e. In joke, he did say "AAP LOG FIRE MOVIE BANANA RAHE HAI KYA? FIREMOVIE BANANE KA IRADA HAI KYA?".
5. The respondent also stated that, he does not remember the other statements which was alleged to be made by him mentioned in the complaint about the other teachers i.e. Mrs, Sana Ansari and Dr. Tasfiya Shaikh
6. Further, complainant was called in the meeting. She narrated the incidence happened (as per the complaint written) with her and with other teachers named in the complaint.
7. Further, the Committee had given two days period to the complainant to tell about the remedy she would want from the Committee against the respondent.

The meeting ended with a vote of thanks to the Chair.

Thakre
Mrs. Netra Thakre
Convenor



Meeta
Dr. (Mrs.) Meeta Rathade
I/C Principal
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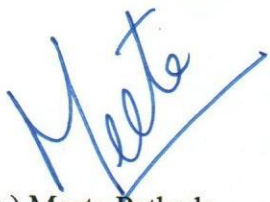
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ACTION TAKEN REPORT OF INTERNAL COMPLAINTS MEETING HELD ON 24TH OCTOBER 2020

- The Committee Convenor took the follow up from the Complainant, Ms. Monisha D'costa about her expected action to be conveyed to the Committee to be taken towards the Respondent, Mr. Prashant Kokane. The Complainant explained the Committee Convenor that she demands a written apology about the comments made by the Complainants against her.
- The Committee Convenor discussed the matter with the Committee members and fixed the date for the next meeting to expedite the same.


Mrs. Netra Thakre
Convenor




Dr. (Mrs.) Meeta Pathade
I/C Principal
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NOTICE

Date: 25th October 2020

INTERNAL COMPLAINTS COMMITTEE

This is to inform all the members of the Internal Complaints Committee to attend the online meeting on 2nd November, 2020 at 7:30 p.m. All are requested to join the meeting via Google meet. Link will be sent at 5:30 p.m.

AGENDA

1. To frame the recommendations under the complaint lodged under ICC
2. Any other matter with permission of the chair.

Thakre
Mrs. Netra Thakre
Convenor



Meeta
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MINUTES OF THE MEETING OF INTERNAL COMPLAINTS COMMITTEE OF THE COLLEGE HELD ON 2nd NOVEMBER, 2020

The following members were present for the meeting via google meet at 7:30 pm:

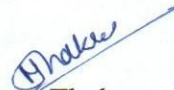
1. Mrs. Netra Thakre - Convenor 
2. Mr. Ajit Chavan - Member 
3. Ms. Yogita Ghatkar - Member 
4. Mrs. Manisha Chavan - NGO Member 

Mrs. Sana Ansari and Dr. Tasfiya Shaikh allowed absenteeism as they were the part of the complaint


The student members were granted a leave of absence.

The following points was discussed in the meeting:

1. Previous meetings minutes were read out by the Convenor.
2. The Convenor briefed about the response from the complainant about the apology letter from the respondent.
3. The Committee took up discussion on the matter and considering the impact of the statement on the complainant, unanimously recommended the following:
 - a. Unconditional written apology about the comments made by the respondent to the complainant.
 - b. Strict written warning of strict action in case of repeated behavior by the respondent.
 - c. There should not be any kind of discrimination against the complainant.
 - d. The confidentiality of the complainant should be maintained.
4. The recommendations were forwarded to the Principal for appropriate action and letter was sent to the respondent in this regard.
5. The meeting ended with vote of thanks.


Mrs. Netra Thakre
Convenor




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I/C Principal
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ACTION TAKEN REPORT OF INTERNAL COMPLAINTS MEETING HELD ON 2ND NOVEMBER 2020

- The Committee Convenor informed the Respondent, Mr. Prashant Kokane to submit an unconditional written apology about the comments made to the Complainant, Ms. Monisha D'costa.
- The Principal took necessary action by giving a strict warning to the Respondent that such behaviour should not be repeated.


Mrs. Netra Thakre
Convenor




Dr. (Mrs.) Meeta Pathade
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NOTICE

Date: 21st April, 2021

INTERNAL COMPLAINTS COMMITTEE

This is to inform all the members of the Internal Complaints Committee to attend the meeting on 29th April, 2021 at 6.00 p.m. via google meet.

AGENDA

1. To read and confirm the minutes of the previous meeting.
2. To discuss about the Plan of ICC awareness programme for the next AY: 2021-22
3. Any other matter with the permission of the chair

Thakre
Mrs. Netra Thakre
Convenor



Meeta
Dr. (Mrs.) Meeta Pathade
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MINUTES OF THE MEETING OF INTERNAL COMPLAINTS COMMITTEE OF THE COLLEGE HELD ON 29th APRIL, 2021

The following members were present via google meet at 6:00 pm:

1. Mrs. Netra Thakre - Convenor *NT*
2. Mrs. Priti Surve - Member *PR*
3. Dr. Tasfiya Shaikh - Member *T.S.K*
4. Mr. Ajit Chavan - Member *A*
5. Ms. Yogita Ghatkar - Member *Y*

The student members were granted a leave of absence.

The following points were discussed in the meeting:

1. Previous meeting minutes were read out by the Convenor. She explained that the case lodged by Ms. Monisha D'Costa has been resolved and that an apology letter has been received and has been accepted.
2. The Convenor briefed about the induction of the new member, Mrs. Priti Surve since Mrs. Sana Ansari was no longer working in the College.
3. The Committee planned about next year activities to be conducted online for the students for gender sensitization especially after the First Year students admission.
4. The Committee also discussed about creation of awareness of ICC among staff and students during the later part of the I Term and II Term of the next academic year.

The meeting ended with vote of thanks.

Thakre
Mrs. Netra Thakre
Convenor



Meeta
Dr. (Mrs.) Meeta Pathade
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ACTION TAKEN REPORT OF INTERNAL COMPLAINTS MEETING HELD ON 29TH APRIL 2021

- The Committee members filed all the necessary all the documents and records relating to the case and its resolution thus, giving a proper closure to the matter.
- The newly inducted member, Mrs. Priti Surve was briefed about the functioning and operations of the Internal Complaints Committee.
- Preparations were made for conduct of online orientation to students and a schedule was discussed with the Vice-Principal of the College.

Thakre
Mrs. Netra Thakre
Convenor



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NOTICE


Date: 21st September, 2019


INTERNAL COMPLAINTS COMMITTEE

This is to inform all the members of Internal Complaints Committee to attend the meeting on 27th September 2019 at 11.30 a.m. in Conference room.

AGENDA

1. ICC activities
2. Formulation of Gender Policy
3. Any other matter with the permission of the chair


Mrs. Netra Thakre
Convenor


Dr. (Mrs.) Meeta Pathade
I/C Principal
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MINUTES OF THE MEETING OF INTERNAL COMPLAINTS COMMITTEE OF THE COLLEGE HELD ON 27th SEPTEMBER, 2019

Meeting of the ICC held on 27th September 2019 at 11.30 a.m. in the Conference room. The following members were present:

| | | | |
|---------------------|---|------------------------|--------------------|
| Mrs. Netra Thakre | - | Convenor | <i>NT</i> |
| Ms. Tasfiya Shaikh | - | Member | <i>T.Sk</i> |
| Mr. Ajit Chavan | - | Member | <i>Ac</i> |
| Mrs. Sana Ansari | - | Member | <i>Sana Ansari</i> |
| Ms. Yogita Ghatkar | - | Member | <i>YG</i> |
| Mrs. Manisha Chavan | - | NGO representative | <i>MJC</i> |
| Namrata More | - | Student representative | <i>Namrata</i> |

The minutes of the previous meeting held on 4th April 2019 were read out and on discussion following matters were resolved and discussed in the meeting:

1. It was resolved that a workshop on sexual harassment at workplace will be conducted on 27th November 2019 by NGO (BSS) to create awareness about the Committee among students.
2. It was resolved that gender sensitization workshop will be conducted on 30th November 2019 by NGO(BSS).
3. Workshop on premarital counseling "Shadi ki Pathshalla" will be conducted in January 2020.
4. It was decided that Gender Policy be formed as per the conduct of Gender Audit organized by Women Development Cell during the AY: 2017-18. The points of Gender Audit were discussed and the final draft to be presented during the next meeting.

The meeting ended with vote of thanks.

Thakre
Mrs. Netra Thakre
Convenor



Meeta
Dr. (Mrs.) Meeta Pathade
ICC Principal
Patuck - Gala College of
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ACTION TAKEN REPORT OF INTERNAL COMPLAINTS COMMITTEE MEETING HELD ON 27TH SEPTEMBER 2019

- The Committee members confirmed the schedule and resource persons for the following
 - Workshop on sexual harassment at workplace
 - Workshop on Gender Sensitization
 - Workshop on Pre-marital counselling
- The Committee members commenced the work the preparation of gender policy of the Institution. Several meeting were conducted and drafts were prepared in this context.


Mrs. Netra Thakre
Convenor




Dr. (Mrs.) Meeta Pathade
I/C Principal
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NOTICE


Date: 1st December, 2019


INTERNAL COMPLAINTS COMMITTEE

This is to inform all the members of Internal Complaints Committee about the meeting has been scheduled on 6th of December, 2019 at 11.00 a.m. in the conference room. Kindly be present for the same.

AGENDA

1. Review of the initiatives in the previous term
2. Discussion of any complaints
3. Finalization of gender policy
4. Any other matter with the permission of the chair


Mrs. Netra Thakre
Convenor


Dr. (Mrs.) Meeta Pathade
I/C Principal
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MINUTES OF THE MEETING OF INTERNAL COMPLAINTS COMMITTEE OF THE COLLEGE HELD ON 6th DECEMBER, 2019

The meeting of the ICC Committee held on 6th December 2019 at 11.00 a.m. in the Conference room. The following members were present:

1. Mrs. Netra Thakre – Convenor *Nt*
 2. Dr. Tasfiya Shaikh – Faculty Member *T.Sk*
 3. Mrs. Sana Ansari – Faculty Member *Sana Ansari*
 4. Mr. Ajit Chavan – Non teaching staff *A*
 5. Ms. Namrata More- Student Representative *Namrata*
 6. Ms. Yogita Ghatkar – Non teaching staff *Y*
- The student members were granted a leave of absence.

The following was discussed in the meeting:

1. Previous meeting minutes were read out by the Convenor.
2. Initiatives taken up through ICC were:-
 - Orientation of the formation of ICC was also conducted on 27th November 2019 in the Auditorium of the college at 10.00 a.m.
 - Workshop conducted on Gender Sensitization on 30th November 2019 in the Auditorium of the college at 10.00 a.m.
 - A huge number of students attended the above sessions.
3. No sexual harassment complaints were received in the term from the female as well as male students and staff.
4. The draft gender policy was finalized, and it was decided that the policy document be given wide publicity.

Thakre
Mrs. Netra Thakre
Convenor



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ACTION TAKEN REPORT OF INTERNAL COMPLAINTS COMMITTEE MEETING HELD ON 6TH DECEMBER 2019

- The Committee members finalised and filed the documents relating to the following activities.
 - Orientation of Internal Complaints Committee
 - Workshop on Gender Sensitisation
- The Gender Policy was sent to IQAC for approval.

Thakre
Mrs. Netra Thakre
Convenor



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NOTICE

Date: 2nd March 2020

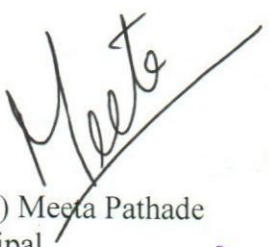
INTERNAL COMPLAINTS COMMITTEE

This is to inform all the members of Internal Complaints Committee to attend the meeting on 9th March, 2020 at 11.30 a.m. in the Conference room.

AGENDA

1. To read and confirm the minutes of the previous meeting.
2. To discuss about the activities under ICC
3. To discuss complaints lodged under ICC
4. Any other matter with the permission of the chair


Mrs. Netra Thakre
Convenor


Dr. (Mrs.) Meeta Pathade
I/C Principal
I/c Principal
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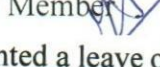
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MINUTES OF THE MEETING OF INTERNAL COMPLAINTS COMMITTEE OF THE COLLEGE HELD ON 9th MARCH, 2020

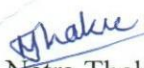
The following members were present

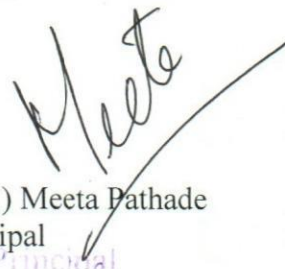
1. Mrs. Netra Thakre - Convenor 
2. Dr. Tasfiya Shaikh - Member 
3. Mrs. Sana Ansari - Member 
4. Mr. Ajit Chavan - Member 
5. Ms. Yogita Ghatkar - Member 
6. Mrs. Manisha Chavan - NGO Member 

The student members were granted a leave of absence.

The following points were discussed in the meeting

1. Previous meetings minutes were read out by the Convenor.
2. The Committee decided to conduct the orientation programme of ICC for the staff members (teaching/non-teaching) in the month of April 2020.
3. The ICC decided to conduct "Shaadiki Patashala" a workshop on premarital counselling for Second year and Third Year students in the next academic year 2020-21
4. A complaint lodged by a faculty – Ms. Monisha D'costa with ICC was discussed, and it was decided that the copy of the said complaint will be given to the respondent (Mr. Prashant Kokane – part-time faculty) with prescribed time to file his reply.
5. Further, complainant (Ms. Monisha D'costa) was called in the meeting, and she narrated the incident that had happened with her (as per the complaint written).
6. The complainant had stated in her written complaint about unpleasant experiences of our colleagues - Mrs. Sana Ansari and Mrs. Tasfiya Shaikh with the respondents. So, both the faculty members were asked about it during the meeting and their responses were noted.
7. It was decided that the matter be pursued after the reply of the respondent and the meeting ended with a vote of thanks to the Chair


Mrs. Netra Thakre
Convenor


Dr. (Mrs.) Meeta Pathade
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ACTION TAKEN REPORT OF INTERNAL COMPLAINTS COMMITTEE MEETING HELD ON 9TH MARCH 2020

- The Committee members pursued the matter by sending a letter to the respondent and seeking his reply in the stipulated period.
- The Committee members completed all the records and documentation for the AY: 2019-20

Thakre

Mrs. Netra Thakre
Convenor



Meeta

Dr. (Mrs.) Meeta Pathade
I/C Principal
I/c Principal
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NOTICE

Date: 30th Oct, 2018

INTERNAL COMPLAINTS COMMITTEE

This is to inform all the members of Internal Complaints Committee to attend the meeting on 03rd Nov, 2018 at 10.00 a.m. in Principal's office.

AGENDA

1. Formation of ICC
2. Functioning of ICC
3. Any other matter with the permission of the chair

N. Thakre
Mrs. Netra Thakre
Convenor



Meeta
Dr. (Mrs.) Meeta Pathade
I/C/Principal
Patuck - Gala College of
Commerce & Management
Santacruz (E), Mumbai-400 055

Patuck-Gala College of Commerce & Management

Patuck Campus, 100 Nehru Road, Rustomba Patuck Marg, Vakola Bridge, Santacruz (East), Mumbai-400 055

(Affiliated to University of Mumbai)

Re-accredited with B++ Grade by NAAC (2.77 CGPA)

MINUTES OF THE MEETING OF INTERNAL COMPLAINTS COMMITTEE OF THE COLLEGE HELD ON 3rd NOVEMBER, 2018

The meeting of Internal Complaints Committee (ICC) meeting took place on 03rd Nov, 2018 at 10.00 a.m. in Conference room. The following members were present for the meeting:

1. Mrs. Netra Thakre – Convenor *Thakre*
2. Dr. Tasfiya Shaikh – Faculty Member *T.S.K.*
3. Mrs. Sana Ansari – Faculty Member *Sana Ansari*
4. Mr. Ajit Chavan – Non teaching staff *A*
5. Ms. Yogita Ghatkar – Non teaching staff *Yogita*
6. Ms. Namrata More- Student Representative *Namrata*

The following points were discussed in the first meeting

1. Formation of the Committee

The Committee was formed as per University guidelines as stated in the University circular. Accordingly, the College formed the composition of the Committee. All the members were introduced during the meeting especially the NGO member and the student representative. However, the NGO member was not present due to her non-availability.

2. Functioning of the Committee

The members were briefed about the functioning of the Committee as follows:

- Any student or staff member having any grievance related to sexual harassment has to be dealt with by the Committee
- The Committee can conduct an inquiry of such cases received
- The Committee needs to make recommendations to the Principal about the cases duly dealt with
- The Committee needs to conduct sensitize students and staff about sexual harassment at workplace

3. Any other matter with the permission of the Chair

The Committee decided to conduct an orientation program on sexual harassment for student.

The meeting ended with vote of thanks.

Thakre
Mrs. Netra Thakre
Convenor



Meeta Pathade
Dr. (Mrs.) Meeta Pathade
I/C Principal
Patuck - Gala College of
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ACTION TAKEN REPORT OF INTERNAL COMPLAINTS COMMITTEE MEETING HELD ON 3RD NOVEMBER 2018

1. The Committee members undertook wide publicity about the Internal Complaints Committee of the College among the students.
2. The Committee members contacted some resource persons to organise an orientation program for students on sexual harassment at workplace.


Mrs. Netra Thakre
Convenor




Dr. (Mrs.) Meeta Pathade
I/C Principal
I/c Principal
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NOTICE

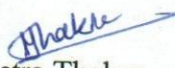
Date: 30th March, 2019


INTERNAL COMPLAINTS COMMITTEE

This is to inform all the members of Internal Complaints Committee to attend the meeting on 04th April 2019 at 10.00 a.m. in the Conference room.

AGENDA

1. Review of ICC activities
2. Plan for next academic year
3. Any other matter with the permission of the chair


Mrs. Netra Thakre
Convenor


Dr. (Mrs.) Meeta Pathade
ICC Principal
Patuck - Gala College of
Commerce & Management
Santacruz (E), Mumbai-400 055



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MINUTES OF THE MEETING OF INTERNAL COMPLAINTS COMMITTEE HELD ON 4th APRIL, 2019

The meeting of the Committee held on 4th April 2019 at 11.00 a.m. in the Conference room. The following members were present:

| | | |
|---------------------|---|--------------------|
| Mrs. Netra Thakre | - | Convenor |
| Ms. Tasfiya Shaikh | - | Member |
| Mrs. Sana Ansari | - | Member |
| Mr. Ajit Chavan | - | Member |
| Mrs. Manisha Chavan | - | NGO Representative |

The non-teaching staff Ms. Yogita Ghatkar was absent as she was not well. The student representative was absent as she had her exams to attend.

The following points were discussed:

1. The minutes of the previous meeting held on 3rd Nov 2018 were read and confirmed by the Committee members
2. It was suggested that an ICC orientation will be conducted at the beginning of the academic year 2019-2020 by NGO (Bhartiya Stree Shakti) to create awareness about the Committee among students.
3. It was discussed that write up of Internal Complaints Committee be incorporated in the prospectus of the next AY.

The meeting ended with vote of thanks.

Netra
Mrs. Netra Thakre
Convenor

Meeta
Dr. (Mrs.) Meeta Pathade
I/CIP
Principal
Patuck - Gala College of
Commerce & Management
Santacruz (E), Mumbai-400 055



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ACTION TAKEN REPORT OF INTERNAL COMPLAINTS COMMITTEE MEETING HELD ON 4TH APRIL 2019

- A meeting with the representative of Bhartiya Stree Shakti (NGO) was organised to conduct an orientation session among students about Internal Complaints Committee.
- The Admission Committee Convenor, Mrs. Byshi Panikar was provided with the write up of the Internal Complaints Committee for integrating it in the College prospectus.

Thakre
Mrs. Netra Thakre
Convenor



Meeta
Dr. (Mrs.) Meeta Pathade
I/C Principal
I/c Principal
Patuck - Gala College of
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Santacruz (E), Mumbai-400 055