




**Anjuman-I-Islam's
Institute of Hospitality Management**
(Affiliated to the University of Mumbai)

92, Dr. Dadabhai Naoroji Road, Opp CSMT, Mumbai - 400 001.

Tel.: +91 22 2265 2272 / 2270 2997 • Website : www.anjumanihm.com

E-mail: principal@anjumanihm.com / rukshana.principal@anjumanihmct.org

5.1.5 The institution has a transparent mechanism for timely redressal of the student grievances including sexual harassment and ragging cases implementation of guidelines of statutory/regulatory bodies organisation wide awareness and undertakings on policies with zero tolerance mechanism for submission of online/offline students grievances timely redressal of the grievances through appropriate committees


Principal
Anjuman-I-Islam's
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Mumbai-01






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**MINUTES OF THE MEETINGS OF STUDENTS REDRESSAL COMMITTEE,
PREVENTION OF SEXUAL HARASSMENT COMMITTEE AND ANTI RAGGING
COMMITTEE**


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Internal Complaints Committee Meeting - I

Date: 10/07/2023

Time: 4:00PM

Location: Principal's Cabin

Meeting presided by: Dr. Rukshana Billimoria - Principal, Anjuman-I-Islam's IHM

AGENDA OF MEETING:

- ✓ Formation of Internal Complaints Committee including Chairperson, Presiding Officer, Convenor and Members of the committee.
- ✓ Procedure to be followed for accepting any Complaints and how it should be redressed.
- ✓ Action to be taken to curb sexual harassment in college campus.
- ✓ Creating awareness among students about the punishment for sexual harassment.
- ✓ New strategies if required to maintain the discipline.

MINUTES OF THE MEETING

- Internal Complaints Committee & Sexual Harassment review committee was formed.
- Students and Parents of First Years were briefed about the College's Rules & regulation and importance of discipline during the Counselling session and the same was reiterated during the Orientation.
- Seriousness of the Internal Complaints Committee was explained in the Orientation.
- Workshop on spreading awareness on Gender Equality should be taken up.

ATTENDANCE SHEET

Sr. No	Name of the person	Designation	Signature
1	Dr. Rukshana Billimoria	Chairperson	
2	Dr. Stephan Almeida	Presiding Officer	
3	Mrs. Sneha Bhandare	Member & Convenor	
4	Mr. Rahul Parchure	Member	
5	Mrs. Aastha Belekar	Member	

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Internal Complaints Committee Meeting - 2

Date: 21/8/2023

Time: 5:00PM

Location: Principals Cabin

Meeting presided by: Dr. Rukshana Billimoria - Principal, Anjuman-I-Islam's IHM

AGENDA OF MEETING:

- ✓ To review the committee members duties and responsibilities.
- ✓ Any other relevant discussion that arise in the meeting

Minutes of Meeting:

- Details about the Committee's role was reiterated by the Principal.
- Any changes to be made in the complaint form was discussed, the existing form was found to be relevant.
- Whether any Special measures need to be taken were discussed.

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1	Dr. Rukshana Billimoria	Chairperson	
2	Dr. Stephan Almeida	Presiding Officer	
3	Mrs. Sneha Bhandare	Member & Convenor	
4	Mr. Rahul Parchure	Member	
5	Mrs. Aastha Belekar	Member	

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Internal Complaints Committee Meeting - 3

Date: 22/1/2024

Time: 4:00PM

Location: Principals Cabin

Meeting presided by: Dr. Rukshana Billimoria - Principal, Anjuman-I-Islam's IHM

AGENDA OF MEETING:

- ✓ To review any complaints received.
- ✓ Any other relevant discussion that arise in the meeting

Minutes of Meeting:

- New measures taken were found to be fruitful and working.
- Principal observed it was good to see the friendly interactions amongst the seniors and First year students.
- Members reported that no complaints pertaining to College Facilities, Sexual harassment or otherwise were received.
- Principal praised the team for the same, and suggested to be vigilant.
- It was decided to keep a watch on visitors, non-students and strangers in the college campus

ATTENDANCE SHEET

Sr. No	Name of the person	Designation	Signature
1	Dr. Rukshana Billimoria	Chairperson	
2	Dr. Stephan Almeida	Presiding Member	
3	Mrs. Sneha Bhandare	Member & Convenor	
4	Mr. Rahul Parchure	Member	
5	Mrs. Aastha Belekar	Member	

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Anti-Ragging Committee Meeting - I

Date: 14/07/2023

Time: 5:00PM

Location: Principals Cabin

Meeting presided by: Dr. Rukshana Billimoria - Principal, Anjuman-I-Islam's IHM

AGENDA OF MEETING:

- ✓ Formation of Anti-ragging committee including Students' Representatives.
- ✓ Action to be taken to curb ragging in college campus.
- ✓ Creating awareness among students about the punishment for ragging
- ✓ To display anti-ragging notices in various location of the campus.
- ✓ To Shortlist the Videos to be shown to students.

MINUTES OF THE MEETING

- Anti-ragging review committee was formed.
- All the members of committee have taken rounds in campus, guided students regarding the issue.
- There is no case regarding ragging of student.
- Anti-ragging notices and poster has been displayed on the notice boards.
- Shortlisted Videos to be shown to the Students.

ATTENDANCE SHEET

Sr. No	Name of the person	Designation	Signature
1	Dr. Rukshana Billimoria	Chairperson	
2	Dr. Stephan Almeida	Member	
3	Mrs. Vinitha Raghuram	Member	
4	Mr. Javed Shaikh	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: Dr. Rukshana Billimoria - Principal, Anjuman-I-Islam's IHM

AGENDA OF MEETING:

- ✓ To brief the committee about their duties and responsibilities.
- ✓ Any other relevant discussion that arise in the meeting

Minutes of Meeting:

- The newly formulated team was welcome by the principal.
- They were explained in detail about their role and were handed the circular by UGC.
- The undertaking form was explained.
- They were advised to do surprise inspections at potential hotspots such as Locker rooms and outside the College premise.
- Regular interaction sessions between juniors and seniors under supervision.

ATTENDANCE SHEET

Sr. No	Name of the person	Designation	Signature
1	Dr. Rukshana Billimoria	Chairperson	
2	Dr. Stephan Almeida	Member	
3	Mrs. Vinitha Raghuram	Member	
4	Mr. Aarya Vedak	Student Representative	
5	Ms. Sanika Pashte	Student Representative	
6	Mr. Kishor Dhumale	Parent Representative	
7	Mr. Deepak Khot	Parent Representative	
8	Mr. Javed Shaikh	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: Dr. Rukshana Billimoria - Principal, Anjuman-I-Islam's IHM

AGENDA OF MEETING:

- To review the case of ragging if any.
- Any other relevant discussion that arise in the meeting.

Minutes of Meeting:

- Flying squad members reported that no incidents pertaining to ragging were observed.
- Principal praised the team for the same, and suggested to be vigilant.
- It was decided to keep a watch on visitors, non-students and strangers in the college campus.

ATTENDANCE SHEET

Sr. No	Name of the person	Designation	Signature
1	Dr. Rukshana Billimoria	Chairperson	
2	Dr. Stephan Almeida	Member	
3	Mrs. Vinitha Raghuram	Member	
4	Mr. Aarya Vedak	Student Representative	
5	Ms. Sanika Pashte	Student Representative	
6	Mr. Kishor Dhumale	Parent Representative	
7	Mr. Deepak Khot	Parent Representative	
8	Mr. Javed Shaikh	Non-Teaching Staff	

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