



**S.E.M.T'S**  
**MOINUDDIN B. HARRIS COLLEGE OF ARTS,**  
**A.E.KALSEKAR COLLEGE OF COMMERCE & MANAGEMENT.**  
**(Affiliated to the University of Mumbai)**  
**SOPARA GAON, SOPARA (W), Vasai, Dist- Palghar**  
**PIN - 401 203, (MAHARASHTRA)**  
**NAAC Re-accredited : 'B++'**

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## **NOTICE**


13<sup>th</sup> Nov,2024

A meeting of the members of the Internal Complaint Committee will be held on 16<sup>th</sup> Nov,2024 at 11.30 am. in the Principal sir cabin. Committee members are requested to attend the same.

### **Agenda:**

1. To discuss about the Grievances redressal mechanism.
2. Review of cases for the Term
3. Any other matter with the permission of the Chair



  
**Principal**  
Shurparaka Educational & Medical Trust's  
M. B. Harris College of Arts &  
A. E. Kalsekar College of Commerce & Management  
Nallasopara (W); Tal. Vasai, Dist. Palghar - 401 203.



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**MINUTES OF THE MEETING OF INTERNAL COMPLAINT COMMITTEE**  
**HELD on 16<sup>th</sup> Nov,2024**

The meeting of the Internal Complaint Committee of A.E Kalsekar college of Commerce & Management was held on 16<sup>th</sup> Nov,2024 at 10.30 am in Principal sir cabin the following persons were present

Dr. Mohammad Khalil Ahmad  
Mr. Shaikh Irshad Wajid  
Mrs Mona Dedhia  
Mrs. Shahida Shaikh  
Ms. Sana Patel  
Mrs. Namrata Gurjar  
Mrs. Soufin Moin Chinde


**Proceedings of Meeting**

- Hon. Principal Dr. Mohammad Khalil Ahmad extended a warm welcome to ICC members
- The committee members reviewed if any complaints or concerns that had been brought to their attention since the last meeting
- The Chairperson welcomed the members and introduced the agenda for the meeting
- The committee discussed plans for conducting training and awareness sessions for employees to promote awareness of the internal complaint cell and its role

**Resolutions Passed:** Activities of the committee were finalized in the meeting.

1. The committee agreed to provide training to all employees to raise awareness about the internal complaint cell and the process for filing complaints.
2. The committee agreed to maintain complete confidentiality while handling complaints to protect the privacy of the complainants and avoid any potential retaliation.
3. The committee members discussed any other matters that needed attention or consideration.

The meeting ended with a vote of thanks to the Chair

  
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## **Action Taken report of Internal Complaint committee**

### **Meeting held on 16<sup>th</sup> Nov,2024**

A record of “No Complaints” were received during the year was maintained and verified by the cell.



  
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## **NOTICE**


17th December, 2024

A meeting of the members of the Anti-ragging Committee will be held on 19th December, 2024 at 10.00 am. in the Principal sir cabin. Committee members are requested to attend the same.

### Agenda

- 1) Read and confirm the minutes of the previous meeting
- 2) Review of the activity for the Term
- 3) Review of cases for the Term
- 5) Any other matter with the permission of the Chair



  
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**MINUTES OF THE MEETING OF ANTI RAGGING COMMITTEE HELD ON 19th**  
**December,2024**

The meeting of the Anti Ragging Committee of A.E Kalsekar college of Commerce & Management was held on 19th December,2024 at 10.00 am in Principal sir cabin the following persons were present


1. Dr. Khalil Ahmad – principal
2. Mrs Shahida Shaikh – Convenor
3. Ms Shaikh Sana - Member

The following points were discussed:

1. The minutes of the previous meeting was read and confirmed.
2. No cases of ragging were report to the Committee.
3. Conduct activities to sensitize students about menance of ragging
- 4.

The meeting ended with a vote of thanks to the Chair



  
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## **Action Taken report of Anti ragging committee**

Meeting held on 19th December, 2024

Principal Dr Khalil Ahmad consulted to conduct activities to create awareness among students about Anti ragging . The scheduled was prepared by members after taking inputs from Convenor and was circulated among students

Due to maintenance of discipline and surveillance in college campus no cases were recorded in this academic year



  
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