



Smt. Fatimabai M.S. Educational Trust's  
**MUMBRA COLLEGE OF ARTS & COMMERCE (NIGHT)**  
(Affiliated to University of Mumbai)

College Code: 557

C/o. St. John's Convent High School  
Near Railway Station, Mumbra,  
(Thane)-400612  
Tel no:- +91-8591655745

**Office Order**

As per the Guidelines of NAAC "**Internal Complaint Committee**" has been constituted for the Academic Year 2018-19 for planning and monitoring of overall academic operations, activities, procedures, functioning and maintaining all relevant documents and files in association with various committee/coordinators of the department. ICC has been constituted as per the 'Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013' as passed by the Parliament of India to provide protection against sexual harassment of women at workplace and redressal of associated complaints. This committee shall address sexual harassment issues faced by girl students/women staff inside the college premises. The committee is functional with the following members.

Sr. No.	Members	Designation	Mobile No.	Email.Id	Sign
1.	Sadhana Chhattlani	Convener	8850688737	sadhana.chhattlani@gmail.com	
2.	Akshay Singh	Member	8779869962	akshaysingh5226@gmail.com	
3.	Tushar Chavan	Member	9773828320	tusharshavan@gmail.com	
4.	Vinayak Chakravarti	Member	8369264016	vinayakchakravarti@gmail.com	
5.	Ganesh Maske	Member	9987189655	maskeganesh62@gmail.com	

The committee should conduct meetings as per requirements and records be maintained accordingly. The entire concerned are requested to take note and act accordingly.

CC:-

1. All the concerned

2. Office Copy



PRINCIPAL

**Principal**  
Mumbra College of Arts & Commerce  
(Night) Mumbra.



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Near Railway Station, Mumbra,  
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Tel no:- +91-8591655745

Date: 13.07.2018

**NOTICE FOR INTERNAL COMPLAINT COMMITTEE MEETING FOR**  
**A.Y. 2018-2019**

The First meeting of the Internal Complaint Committee will be held on **16.07.2018** (Monday) at 6.00 pm in the staff Room of the college.

Sr. No.	Name of Member	Position in Committee	Signature of Member Present
1.	Sadhana Chhattlani	Convener	
2	Akshay Singh	Member	
3	Tushar Chavan	Member	
4	Vinayak Chakravarti	Member	
5	Ganesh Maske	Member	





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**Agenda**

1. To create awareness among first year students about Internal complaints committee (ICC)
2. To check the complaint status of Internal complaints committee.
3. To organize guest lecture program on opportunities for women entrepreneur.
4. Any other matter.

**Resolutions**

1. It was resolved that the college will initiate an awareness campaign targeting first-year students to inform them about the presence and purpose of the Internal Complaints Committee (ICC). This campaign will include:
  - a. Distribution of informative pamphlets and brochures outlining the role and procedures of the ICC.
  - b. Organizing orientation sessions during the freshmen week to educate students about their rights and the process for lodging complaints with the ICC.
  - c. Integrating information about the ICC into the college website and student handbook for easy reference.
2. The college administration shall implement a user-friendly online portal or system through which complainants can easily check the status and progress of their complaints filed with the ICC. This system will ensure transparency and accountability in the complaint resolution process. Regular updates on the status of complaints should be provided to the complainants to keep them informed.
3. In collaboration with relevant stakeholders, including local women entrepreneurs and experts in women's empowerment, the college shall organize a guest lecture program aimed at promoting opportunities for women entrepreneurs. This program will provide students with insights into the challenges and prospects of entrepreneurship, especially for women, and inspire them to explore entrepreneurial endeavours. The guest lecture program will be open to all students and faculty members.







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4. The college administration shall remain vigilant in monitoring the effectiveness of the ICC and continuously seek feedback from students and staff to identify areas for improvement. Additionally, periodic workshops and training sessions shall be conducted for ICC members to enhance their skills in handling complaints effectively and sensitively.

### **Vote of thanks**

Convener thanks to everyone who attended the meeting and assign the roles and responsibilities of every entity involved in accreditation process.



**Convener-** Internal Complaint Committee



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**NOTICE FOR INTERNAL COMPLAINT COMMITTEE MEETING FOR**  
**A.Y. 2018-2019**

The Second meeting of the Internal Complaint Committee will be held on **22.01.2019 (Tuesday)** at 7.15 pm in the staff Room of the college.

Sr. No.	Name of Member	Position in Committee	Signature of Member Present
1.	Sadhana Chhattlani	Convener	
2.	Akshay Singh	Member	
3.	Tushar Chavan	Member	
4.	Vinayak Chakravarti	Member	
5.	Ganesh Maske	Member	





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### **Objectives**

1. To prevent and address incidents of sexual harassment within the college.
2. To create an environment where individuals feel safe to report incidents of sexual harassment without fear of victimization.
3. To ensure compliance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013.
4. To promote gender equality, dignity, and respect for all members of the college community.
5. To provide support and assistance to victims of sexual harassment

### **Mechanism for Submission of complaints**

An aggrieved person who is experiencing sexual harassment may follow the steps given below for redressal:

- Directly communicate to the harasser that he/she considers the behavior inappropriate and that the conduct is unwelcome and wants it to stop. This must be stated very firmly and clearly.
- If the harassment persists, the aggrieved may report the situation to his/her Program Coordinator/HoD/Principal respectively.
- The employee/student shall use the complaint mechanism and file a written complaint/ e-mail to the chairperson of the Committee for POSH

### **Action Taken Report**

The committee reviewed and improved the existing mechanism of submission of complaints and ensured that the college campus is free from sexual harassment.

- ❖ No cases of sexual harassment were reported in this session.
- ❖ The committee submitted a detailed report of the programs conducted on the previous session to the college administration





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**Vote of thanks**

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**Convener- Internal Complaint Committee**





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The committee should conduct meetings as per requirements and record be maintained accordingly. The entire concerned are requested to take the note and act accordingly.

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Date: **01.08.2019**

**NOTICE FOR INTERNAL COMPLAINT COMMITTEE MEETING FOR**  
**A.Y. 2019-2020**

The First meeting of the Internal Complaint Committee will be held on **02.08.2019** (Friday) at 8.15 pm in the college staff room.

Sr. No.	Name of Member	Position in Committee	Signature of Member Present
1.	Sadhana Chhattlani	Convener	
2.	Akshay Singh	Member	
3.	Tushar Chavan	Member	
4.	Vinayak Chakravarti	Member	
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**Mechanism for Submission of complaints**

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- If the harassment persists, the aggrieved may report the situation to his/her Programme Coordinator/HoD/Principal respectively.
- The employee/student shall use the complaint mechanism and file a written complaint/ e-mail to the chairperson of the Committee for POSH

**Action Taken Report**

The committee reviewed and improved the existing mechanism of submission of complaints and ensured that the college campus is free from sexual harassment.

- ❖ On March 8, 2022, the Women's cell committee observed International Women's Day with a focus on women's empowerment, awareness of gender equality, and women's rights.

For the session 2021-22, the internal complaints committee by Mrs. Sadhana Chhattlani Asst. Professor proactively took steps to inform both staff and student representatives





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- ❖ about the procedures available for reporting and addressing instances of sexual harassment and ensured that the campus is free from sexual harassment.
- ❖ No cases of sexual harassment were reported in this session.
- ❖ The committee submitted a detailed report of the programs conducted on the previous session to the college administration.

### Vote of thanks

Convener thanks to everyone who attended the meeting and assign the roles and responsibilities of every entity involved in accreditation process.



**Convener-** Internal Complaint Committee





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**NOTICE FOR INTERNAL COMPLAINT COMMITTEE MEETING FOR**  
**A.Y. 2019--2020**

The Second meeting of the Internal Complaint Committee will be held on **08.01.2020** (Wednesday) at 06.00 pm in the college staff room.

Sr. No.	Name of Member	Position in Committee	Signature of Member Present
1.	Sadhana Chhattlani	Convener	
2	Akshay Singh	Member	
3	Tushar Chavan	Member	
4	Vinayak Chakravarti	Member	
5	Ganesh Maske	Member	





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4. To promote gender equality, dignity, and respect for all members of the college community.
5. To provide support and assistance to victims of sexual harassment

**Mechanism for Submission of complaints**

An aggrieved person who is experiencing sexual harassment may follow the steps given below for redressal:

- Directly communicate to the harasser that he/she considers the behaviour inappropriate and that the conduct is unwelcome and wants it to stop. This must be stated very firmly and clearly.
- If the harassment persists, the aggrieved may report the situation to his/her Programme Coordinator/HoD/Principal respectively.
- The employee/student shall use the complaint mechanism and file a written complaint/ e-mail to the chairperson of the Committee for POSH

**Action Taken Report**

The committee reviewed and improved the existing mechanism of submission of complaints and ensured that the college campus is free from sexual harassment.

- ❖ No cases of sexual harassment were reported in this session.
- ❖ The committee has taken initiative and collaborated to conducted online programs related to women's rights and women empowerment.





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**Vote of Thanks**

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The committee should conduct meetings as per requirements and records be maintained accordingly. The entire concerned are requested to take note and act accordingly.

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Date: **22.08.2020**

**NOTICE FOR INTERNAL COMPLAINT COMMITTEE MEETING FOR**  
**A.Y. 2020-2021**

The First meeting of the Internal Complaint Committee will be held on **24.08.2020** (Monday) 4:00 pm (Online).

Sr. No.	Name of Member	Position in Committee	Signature of Member Present
1.	Sadhana Chhattlani	Convener	
2	Akshay Singh	Member	
3	Tushar Chavan	Member	
4	Vinayak Chakravarti	Member	





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**Mechanism for Submission of complaints**

An aggrieved person who is experiencing sexual harassment may follow the steps given below for redressal:

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- If the harassment persists, the aggrieved may report the situation to his/her Programme Coordinator/HoD/Principal respectively.
- The employee/student shall use the complaint mechanism and file a written complaint/ e-mail to the chairperson of the Committee for POSH

**Action Taken Report**

The committee reviewed and improved the existing mechanism of submission of complaints and ensured that the college campus is free from sexual harassment.

- ❖ On March 8, 2022, the Women's cell committee observed International Women's Day with a focus on women's empowerment, awareness of gender equality, and women's rights.
- ❖ For the session 2021-22, the internal complaints committee by Mrs. Sadhana Chhattlani Asst.Professor proactively took steps to inform both staff and student representatives.







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- ❖ about the procedures available for reporting and addressing instances of sexual harassment and ensured that the campus is free from sexual harassment.
- ❖ No cases of sexual harassment were reported in this session.
- ❖ The committee submitted a detailed report of the programs conducted on the previous session to the college administration.

#### **Vote of thanks**

Convener thanks to everyone who attended the meeting and assign the roles and responsibilities of every entity involved in accreditation process.



**Convener-** Internal Complaint Committee



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**NOTICE FOR INTERNAL COMPLAINT COMMITTEE MEETING FOR**  
**A.Y. 2020-2021**

The Second meeting of the Internal Complaint Committee will be held on **18.03.2021** (Thursday) at 6.00 pm (Online).

Sr. No.	Name of Member	Position in Committee	Signature of Member Present
1.	Sadhana Chhattlani	Convener	
2	Akshay Singh	Member	
3	Tushar Chavan	Member	
4	Vinayak Chakravarti	Member	





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An aggrieved person who is experiencing sexual harassment may follow the steps given below for redressal:

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- If the harassment persists, the aggrieved may report the situation to his/her Programme Coordinator/HoD/Principal respectively.
- The employee/student shall use the complaint mechanism and file a written complaint/ e-mail to the chairperson of the Committee for POSH

**Action Taken Report**

The committee reviewed and improved the existing mechanism of submission of complaints and ensured that the college campus is free from sexual harassment.

- ❖ No cases of sexual harassment were reported in this session.
- ❖ The committee has taken initiative and collaborated to conduct online programs related to women's rights and women empowerment.
- ❖ Meeting was conducted in online mode due to covid-19 pandemic.







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Date: 17.07.2021

**NOTICE FOR INTERNAL COMPLAINT COMMITTEE MEETING FOR**  
**A.Y. 2021-2022**

The First meeting of the Internal Complaint Committee will be held on **19.07.2021** (Monday) at 8.30 pm (Online).

Sr. No.	Name of Member	Position in Committee	Signature of Member Present
1.	Sadhana Chhattlani	Convener	
2.	Akshay Singh	Member	
3.	Tushar Chavan	Member	
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- The employee/student shall use the complaint mechanism and file a written complaint/ e-mail to the chairperson of the Committee for POSH

**Action Taken Report**

The committee reviewed and improved the existing mechanism of submission of complaints and ensured that the college campus is free from sexual harassment.

- ❖ No meeting of the committee took place during this session due to Covid and no cases of sexual harassment were reported in this session.





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**Convener-** Internal Complaint Committee



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College Code: 557

C/o. St. John'S Convent High School  
Near Railway Station, Mumbra,  
(Thane)-400612  
Tel no:- +91-8591655745

**NOTICE FOR INTERNAL COMPLAINT COMMITTEE MEETING FOR**  
**A.Y. 2021-2022**

The Second meeting of the Internal Complaint Committee will be held on **12.02.2022** (Saturday) at 7.20 pm in the staff Room of the college.

Sr. No.	Name of Member	Position in Committee	Signature of Member Present
1.	Sadhana Chhattlani	Convener	
2.	Akshay Singh	Member	
3.	Tushar Chavan	Member	
4.	Vinayak Chakravarti	Member	







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**Objectives**

1. To prevent and address incidents of sexual harassment within the college.
2. To create an environment where individuals feel safe to report incidents of sexual harassment without fear of victimization.
3. To ensure compliance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013.
4. To promote gender equality, dignity, and respect for all members of the college community.
5. To provide support and assistance to victims of sexual harassment

**Mechanism for Submission of complaints**

An aggrieved person who is experiencing sexual harassment may follow the steps given below for redressal:

- Directly communicate to the harasser that he/she considers the behavior inappropriate and that the conduct is unwelcome and wants it to stop. This must be stated very firmly and clearly.
- If the harassment persists, the aggrieved may report the situation to his/her Programme Coordinator/HoD/Principal respectively.
- The employee/student shall use the complaint mechanism and file a written complaint/ e-mail to the chairperson of the Committee for POSH

**Action Taken Report**

The committee reviewed and improved the existing mechanism of submission of complaints and ensured that the college campus is free from sexual harassment.





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**Vote of Thanks**

Convener thanks to everyone who attended the meeting and assign the roles and responsibilities of every entity involved in accreditation process.



**Convener-** Internal Complaint Committee



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**Office Order**

As per the Guidelines of NAAC "**Internal Complaint Committee**" has been constituted for the Academic Year 2022-23 for planning and monitoring of overall academic operations, activities, procedures, functioning and maintaining all relevant documents and files in association with various committee/coordinators of the department. ICC has been constituted as per the 'Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013' as passed by the Parliament of India to provide protection against sexual harassment of women at workplace and redressal of associated complaints. This committee shall address sexual harassment issues faced by girl students/women staff inside the college premises. The committee is functional with the following members.

Sr. No.	Members	Designation	Mobile No.	Email.Id	Sign
1.	Sadhana Chhattlani	Convener	8857688737	sadhana.chhattlani@gmail.com	
2.	Akshay Singh	Member	8779869962	akshay.singh.5226@gmail.com	
3.	Tushar Chavan	Member	9443828320	tusharschavan9@gmail.com	
4.	Vinayak Chakravarti	Member	8369264010	Vinayak.Chakravarti@gmail.com	

The committee should conduct meetings as per requirements and record be maintained accordingly. The entire concerned are requested to take the note and act accordingly.



PRINCIPAL

**Principal**

**Mumbra College of Arts & Commerce  
(Night) Mumbra.**

CC:-

1. All the concerned

2. Office Copy





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Date: 18.03.2022

**NOTICE FOR INTERNAL COMPLAINT COMMITTEE MEETING FOR A.Y.**  
**2022-2023**

The First meeting of the Internal Complaint Committee will be held on **19.03.2022** (Saturday) at 7.30 pm in the staff Room of the college.

Sr. No.	Name of Member	Position in Committee	Signature of Member Present
1.	Sadhana Chhattlani	Convener	
2.	Akshay Singh	Member	
3.	Tushar Chavan	Member	
4.	Vinayak Chakravarti	Member	





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- If the harassment persists, the aggrieved may report the situation to his/her Programme Coordinator/HoD/Principal respectively.
- The employee/student shall use the complaint mechanism and file a written complaint/ e-mail to the chairperson of the Committee for POSH

**Action Taken Report**

The committee reviewed and improved the existing mechanism of submission of complaints and ensured that the college campus is free from sexual harassment.

- ❖ The committee submitted a detailed report of the programs conducted on the previous session to the college administration.
- ❖ The committee took initiatives and collaborated with women's cell of the college to organize a certificate or add-on course on women's studies.





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### Vote of Thanks

Convener thanks to everyone who attended the meeting and assign the roles and responsibilities of every entity involved in accreditation process.



**Convener-** Internal Complaint Committee





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**NOTICE FOR INTERNAL COMPLAINT COMMITTEE MEETING FOR**  
**A.Y. 2022-2023**

The Second meeting of the Internal Complaint Committee will be held on **25.03.2023** (Saturday) at 6.30 pm in the staff Room of the college.

Sr. No.	Name of Member	Position in Committee	Signature of Member Present
1.	Sadhana Chhattlani	Convener	
2.	Akshay Singh	Member	
3.	Tushar Chavan	Member	
4.	Vinayak Chakravarti	Member	





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- The employee/student shall use the complaint mechanism and file a written complaint/ e-mail to the chairperson of the Committee for POSH

### **Action Taken Report**

The committee reviewed and improved the existing mechanism of submission of complaints and ensured that the college campus is free from sexual harassment.

- ❖ After reviewing the guidelines related to the prevention and redressal of sexual harassment within the college, the policy, functions, and responsibilities of the committee, was uploaded on the college website.

Information about the committee members and a feedback mechanism for addressing sexual harassment issues within the college was made available online on the college





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❖ website. It is also ensured that confidentiality is reserved for any complaints. Notably, there were no reported cases of sexual harassment during this session.

### Vote of Thanks

Convener thanks to everyone who attended the meeting and assign the roles and responsibilities of every entity involved in accreditation process.



**Convener-** Internal Complaint Committee