



SHRI DHARMASTHALA MANJUNATHESHWARA COLLEGE OF BUSINESS MANAGEMENT

MANGALORE - 575 003 (DAKSHINA KANNADA)

Office : 0824-2494186
Principal : 0824-2496980

NAAC Reaccredited (2017)
with 'A' Grade

Fax : 0824-2494186
E-mail : sdmcbm@gmail.com
Website : www.sdmcbm.ac.in

INTERNAL COMPLAINTS COMMITTEE (ICC)

Internal complaint committee is a body formed to address the complaints received from the employees working in the institute, as well as inquire into and give recommendations to the management on the appropriate action required. SDM College of Business Management has zero tolerance against disrespect and exploitation of any employee.

OBJECTIVE

1. To ensure a conducive environment for all those who are working in the institute.
2. To create and ensure a safe work environment that is free of sexual harassment especially for women employees.
3. To address harassment complaint if any.
4. To create a secure physical and social environment for all the employees.
5. To develop guidelines against any kind of harassment observed.
6. To organize awareness program regarding employee welfare schemes.

ACTIVITIES

1. Seminars and Awareness programmes are organized as proactive measures to prevent any kind of exploitation of the teaching and support staff.
2. The College Internal Complaints Committee meet once in a semester (beginning of the semester) and also as and when needed.

COMPOSITION 2017-2018

SL NO	NAME & DESIGNATION OF THE OFFICIAL	NOMINATED AS
1	Prof. Aruna P. Kamath, Principal	Chairman
2	Mr. Arun F. Sequeira, HOD, BCA Dept.	Welfare Officer
3	Mrs. Madhumathi J. Raja	Member
4	Mrs. Kavitha K., Legal Expert	Member
5	Mrs. Ramya, Administrative Staff	Member

[Handwritten Signature]
Principal

Shri Dharmasthala Manjunatheshwara
College of Business Management
MANGALORE

ICC | 2017-18 | 01

Meeting held on

Date : 21.06.2017

Time : 3.30 pm

Venue : Discussion Room.


Agenda :


ICC | 2017-18 | 1.1 : To discuss about various objectives of the committee

ICC | 2017-18 | 1.2 : To organize various awareness programmes for the year

ICC | 2017-18 | 1.3 : Any other matters to discuss.


Staff members present

Prof. Aruna P. Kameath 

Mr. Arun F. Sequiera 

Mrs. Madhushree I. Raja 

Mrs. Kavitha K. 

Mrs. Ranuja 

Minutes :

1.1 : The chairman of the committee welcomed the members of the committee and stated the objectives of committee.

1.2 : It was decided to organize awareness programs to maintain a congenial work environment for teaching and support staff.

1.3 : Meeting was concluded as there was no other matter to discuss.

I.C.C / 2017-18 / 02

Meeting held on

Date : 06.01.2018

Time : 3.30 pm

Venue : Discussion Room

Agenda :

I.C.C / 2017-18 / 2.1 : To review the activities of the committee of the semester

I.C.C / 2017-18 / 2.2 : Any other matter to discuss.

Members present

Prof. Aruna P. Karath

Mr. Arun F. Sequeira

Mrs. Madhuvathi J. Raja

Mrs. Kavitha K.

Mrs. Ranya

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[Signature]

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Minutes :

2.1 : The review of the last meeting was made by the members of the committee.

Programmes were organized to create conducive work environment to teaching and support staff.

The plan for the next academic year was made.

2.2 : As there was no other matter for discussion meeting was concluded.



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COMPOSITION 2018-2019

SL NO	NAME & DESIGNATION OF THE OFFICIAL	NOMINATED AS
1	Prof. Aruna P. Kamath, Principal	Chairman
2	Mr. Arun F. Sequeira, HOD, BCA Dept.	Welfare Officer
3	Mrs. Madhumathi J. Raja	Member
4	Mrs. Kavitha K., Legal Expert	Member
5	Mrs. Ramya, Administrative Staff	Member


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Meeting held on

Date: 27.06.2018

Time: 8.30 pm

Venue: Discussion Room

Agenda:

ICC/2018-19/1.1 : To deliberate upon roles and responsibilities of the members and define the objectives of the committee.

ICC/2018-19/1.2 : To decide upon mechanism to handle the complaints of the teaching and support staff.

ICC/2018-19/1.3 : Any other matter for discussion.

Staff members present

Prof. Aruna P. Kanath or

Mr. Azeen F. Sequeira *Azeen*

Mrs. Madhuvathi J. Raja *MJR*

Mrs. Kavitha K. *Kavitha*

Mrs. Ramya *Ramya*

Minutes:

1.1 : The chairperson defined the roles & responsibilities of the committee members.

Objectives and activities of committee were also stated.

1.2 : Decision was taken to follow a fair mechanism to deal with the complaints from the staff members.

1.3 : No other matter for discussion. Hence meeting was concluded.

ICC | 2018-19 | 02

Date:

Meeting held on

Date: 11.01.2019

Time: 3.30 pm.

Venue: Discussion Room.

Agenda

ICC | 2018-19 | 2.1: Review of the committee's deliberations of the academic year

ICC | 2018-19 | 2.2: To report on the cases if any and mechanism followed to resolve the same

ICC | 2018-19 | 2.3: Any other matter for discussion.

Members of the Committee Present are

Prof. Aruna P. Kanath

Mrs. Arun F. Sequeira

Mrs. Madhuvathi J. Raja

Mrs. Kavitha K.

Mrs. Ranjya,

Minutes of the meeting

2.1: The chairman appreciated the efforts of the committee members

2.2: There were no complaints reported from either of the teaching and support staff.

2.3: Brief plan of the committee was discussed and then the meeting was concluded.



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ACTIVITIES

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COMPOSITION 2019-2020

SL NO	NAME & DESIGNATION OF THE OFFICIAL	NOMINATED AS
1	Prof. Aruna P. Kamath, Principal	Chairman
2	Mrs. Smitha M., HOD, BBM Dept.	Welfare Officer
3	Mrs. Madhumathi J. Raja	Member
4	Mrs. Kavitha K., Legal Expert	Member
5	Mrs. Ramya, Administrative Staff	Member

Principal

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ICC/2019-20/01

Meeting held on

Date: 27.06.2019.

Time: 3.30 pm.

Venue: Discussion Room

Agenda

ICC/2019-20/1.1: To decide about the composition of the committee along with defining the roles of the members.

ICC/2019-20/1.2: Define the objectives and functions of the committee.

ICC/2019-20/1.3: To organize programs and events to create awareness among the employees.

ICC/2019-20/1.4: Any other matter for discussion.

Members present are

Prof. Aruna P. Karath ~~APK~~

Mrs. Smitha M ~~SM~~

Mrs. Madhurethi J. Raju ~~MJR~~

Mrs. Kavitha K. ~~KK~~

Mrs. Ranya Ballal ~~RBY~~

Minutes

- 1.1: Committee was framed choosing the members from both teaching and support fraternity.
- 1.2: Chairman stated the objectives and functions of the committee for the academic year.
- 1.3: Decision was taken to conduct programs for the welfare of the staff members.
- 1.4: As there was no other matter to discuss the meeting was ended.

ICC | 2019-20 | 02.

Meeting held on

Date: 05.02.2020

Time: 3.30 pm

Venue: Discussion Room

Agenda:

ICC | 2019-20 | 2.1: To evaluate the activities of the committee for the academic year

ICC | 2019-20 | 2.2: To discuss about the cases reported

if any.

ICC | 2019-20 | 2.3: Any other matter for discussion.

Members present

Prof. Aruna P. Kamath ~~AK~~

Mrs. Smitha M

Mrs. Madhuvathi J. Raja ~~MP~~

Mrs. Kavitha K. ~~SK~~

Mrs. Ranya. ~~Ranya~~

Minutes:

2.1: The chairman appreciated the members for the effort taken to meet the objectives of the committee.

2.2: There were no complaints reported from both teaching and support staff.

2.3: Programs were organized to sensitize the staff members about various welfare measures.

2.4: As there were no other matter to discuss the meeting was concluded with the brief plan of action for the next academic year.



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COMPOSITION 2020-2021

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1	Prof. Aruna P. Kamath, Principal	Chairman
2	Mrs. Smitha M., HOD, BBM Dept.	Welfare Officer
3	Mrs. Madhumathi J. Raja	Member
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5	Mrs. Ramya, Administrative Staff	Member


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ICC | 2020-21 | 01

Meeting held on

Date : 27.06.2021

Time : 3.30 PM

Venue : Discussion Room

Agenda:

- ICC | 2020-21 | 1.1 : To finalize the objectives of the committee for the academic year.
- ICC | 2020-21 | 1.2 : To organize programmes and events if necessary.
- ICC | 2020-21 | 1.3 : Consider any other matter for discussion.

Members presentProf. Aruna P. Kanath ~~AK~~Mrs. Smitha M ~~SM~~Mrs. Madhumathi J. Raja ~~MRJ~~Mrs. Kavitha K. ~~KK~~Mrs. Ranuja ~~RR~~Minutes:

- 1.1 : The objectives of the committee for the academic year was decided upon by the chairman along with the members.
- 1.2 : Members were asked to prepare a proposal to organize any event.
- 1.3 : Meeting was concluded with a vote of thanks as there were no matters to discuss.

ICC / 2020-21 / 02

Meeting held on

Date : 04.09.2021

Time : 3-30 pm.




Venue : Discussion Room.

Agenda

ICC / 2020-21 / 2.1 : To review the committee deliberations for the year

ICC / 2020-21 / 2.2 : Evaluate any complaints reported.

ICC / 2020-21 / 2.3 : Any other matter to discuss.

Members presentProf. Aruna P. Kamath Mrs. Smitha M Mrs. Madhumathi J. Raja Mrs. Kavitha K. Mrs. Ranuja Minutes:

2.1 : It was observed that the committee responsibilities were carried out smoothly.

2.2 : There were no complaints reported from teaching and support staff.

2.3 : There were no other matters for discussion.
Meeting was concluded with a brief plan for the next academic year.



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COMPOSITION 2021-2022

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3	Mrs. Divya Uchil, HOD, BCA Dept.	Member
4	Mrs. Kavitha K., Legal Expert	Member
5	Mrs. Ramya, Administrative Staff	Member

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ICC | 2021-22 | 01

Meeting held on

Date : 06.12.2021

Time : 3.30 PM

Venue : Discussion Room.

Agenda :

ICC | 2021-22 | 1.1 : To prepare a plan of action and set objectives of the committee for the academic year.

ICC | 2021-22 | 1.2 : Enumerate the duties and responsibilities to the members

ICC | 2021-22 | 1.3 : Any other matter to discuss.

Members present are

Prof. Aruna P. Kanath '02

Mrs. Divya Uehil

Mrs. Madhumathi S. Raja

Mrs. Kavitha K.

Mrs. Ranuja

Dr

Raj

Kavitha

Ranuja

Minutes :

1.1 : The chairman welcomed the members of the committee and a detailed plan of action along with the objectives were finalized.

1.2 : Responsibilities were delegated to each of the members of the committee.

1.3 : Meeting was ended as there were no other matter for discussion.

ICC/2021-22/02

Meeting held on

Date: 15.05.2022.

Time: 3.30 pm.

Venue: Discussion Room.

Agenda

ICC/2021-22/1.1: Evaluation of the committee's functions for the year.

ICC/2021-22/1.2: Discuss on any additional functions for the next academic year.

ICC/2021-22/1.3: Any other matters

Members present are:

Prof. Aruna P. Kamath on

Mrs. Divya Uchil. *Divy*

Mrs. Madhukathi S. Raja *MJR*

Mrs. Kavitha K. *Kavitha*

Mrs. Ranuja. *Ranuja*

Minutes:

2.1: It was observed that functions of the committee were carried out at ease.

2.2: It was observed that there was no necessity to include any additional function.

2.3: Meeting ended as there were no other matters for discussion.