



N. L. Dalmia[®]

Institute of Management Studies and Research
(A School of Excellence of N. L. Dalmia Educational Society)

Internal Complaint Committee



Supporting Documents

7.1.10. The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard

Sr. No.	Details
I	Committee to monitor adherence to the Code of Conduct - Internal Complaint Committee
I	Internal Complaint Committee
1	Composition of Internal Complaint Committee A.Y.2021-22
2	Minutes of Internal Complaint Committee A.Y.2021-22
3	Composition of Internal Complaint Committee A.Y. 2020-21
4	Minutes of Internal Complaint Committee A.Y.2020-21
5	Composition of Internal Complaint Committee A.Y.2019-20
6	Composition of Internal Complaint Committee A.Y.2018-19
7	Minutes of Internal Complaint Committee A.Y.2018-19



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**Composition of Internal Complaint
Committee
A.Y.2021-22**



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ISO 9001:2015 • Accredited Grade "A" by NAAC • Accredited Grade "MH-A****" (State) & Grade "A***" (National) by CRISIL • "Premier College" by ASIC

NLDIMSR/ICC/JULY,2021

15th July, 2021

INTERNAL COMPLAINT COMMITTEE

The Management hereby re-constitutes Internal Complaint Committee with effect from 15/07/2021 and nominates the following members to be on the said committee.

Objective

The objectives of anti-sexual harassment Committee:

- To develop a policy against sexual harassment at the Institute.
- To evolve a permanent mechanism for the prevention and redressal of sexual harassment cases and other acts of gender-based violence at the Institute.
- To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
- To uphold the commitment of the Institute to provide an environment free of gender-based

Sr. No.	Name of the Member	Designation & Organization	Designation in Committee	Contact Number
1	Prof. Seema Saini	CEO, N. L. Dalmia Educational Society	Chairperson	+91-9930555888
2	Dr. M. R. Koshti	Associate Professor, N. L. Dalmia Institute of Management Studies and Research	Member	+91-9769262106
3	Dr. Chitra Gounder	Associate Professor, N. L. Dalmia Institute of Management Studies and Research	Member	+91-9892070598
4	Capt. Abhijeet Mane	Head - Operations - N. L. Dalmia Institute of Management Studies and Research	Member	+91-9920888666
5	Ms. Sajita Pradeep	Head – Placements - N. L. Dalmia Institute of Management Studies and Research	Member	+91-9920555888
6	Mr. Ayush Soni	Student – PGDM Batch 2021-23	Student	+91-9630841646
7	Ms. Kumud Singh	Student – PGDM Batch 2021-23	Student	+91-8303932838
8	Ms. Vedanshi Agarwal	Student – PGDM Batch 2021-23	Student	+91-9179400360

Frequency of the meeting: Annual / as and when required.

Dr. Maqsood Khan
Director





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**Minutes of Internal Complaint Committee
A.Y.2021-22**

Date: December 17, 2021

REPORT OF INTERNAL COMPLAINTS COMMITTEE – (ANTI-SEXUAL COMMITTEE) FOR THE AY (2021-22)

This is with reference to the above subject, we would like to inform you as under:

1. Number of complaints received till date: No complaints
2. Number of complaints disposed off during the year: None
3. Number of cases pending: None
4. Nature of action taken by the employer: Not applicable



Dr. Seema Saini

CEO, N.L Dalmia Educational Society

Chairperson – Anti-Sexual Harassment Committee



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**Composition of Internal Complaint
Committee
A.Y.2020-21**

ANTI-SEXUAL HARASSMENT COMMITTEE

The Management hereby re-constitutes Anti-Sexual Harassment Committee for AY (2020-2021) and nominates the following members to be on the said committee.

Objective

The objectives of anti-sexual harassment Committee to Prevent Sexual Harassment of persons at the Workplace are as follows:

- To develop a policy against sexual harassment at the Institute.
- To evolve a permanent mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based violence at the Institute.
- To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
- To uphold the commitment of the Institute to provide an environment free of gender-based

1	Prof. Seema Saini	Chairperson
2	Dr. Joyeeta Chatterjee	Convenor
3	Dr. Machindranath Koshti	Member
4	Prof. Caral D'Cunha	Member
5	Dr. Baisakhi Mitra Mustaphi	Member



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Minutes of Internal Complaint Committee
A.Y.2020-21

Date: June 30, 2021

REPORT OF THE INTERNAL COMPLAINTS COMMITTEE- (ANTI-SEXUAL HARASSMENT COMMITTEE)
FOR THE AY (2020-2021)

This is with reference to the above subject, we would like to inform you as under:

1. No of Complaints received during the Year: No complaints
2. No. of Complaints disposed off during the Year: None
3. No of Cases Pending: None
4. Nature of Action taken by the employer: Not Applicable



Prof. Seema Saini

CEO, N.L. Dalmia Educational Society

Chairperson- Anti-Sexual Harassment Committee





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**Composition of Internal Complaint
Committee
A.Y.2019-20**

ANTI-SEXUAL HARASSMENT COMMITTEE

The Management hereby re-constitutes Anti-Sexual Harassment Committee for AY (2019-2020) and nominates the following members to be on the said committee.

Objective

The objectives of anti-sexual harassment Committee to Prevent Sexual Harassment of persons at the Workplace are as follows:

- To develop a policy against sexual harassment at the Institute.
- To evolve a permanent mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based violence at the Institute.
- To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
- To uphold the commitment of the Institute to provide an environment free of gender-based

1	Prof. Seema Saini	Chairperson
2	Prof. Caral D'Cunha	Member
3	Dr. Rashmi Jain	Member
4	Dr. Amit Shrivastava	Member (Convenor)



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Date: 14th December, 2020

To,

The District Officer
And Deputy Collector,
Mumbai City Collectorate,
Old Custom House,
Fort, Mumbai – 400001

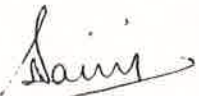
Subject: ANNUAL RPEORT FOR THE YEAR ENDING YEAR 31ST DECEMBER, 2019 UNDER SECTION 21 OF THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013 PRSH ACT)

This is with reference to the above subject, we would like to inform you as under.

1. No. of Complaints received during the Year: No complaints
2. No. of Complaints disposed off during the Year: None
3. No. of Cases Pending for more than 90 days: None
4. No. of Workshops or Awareness programs against Sexual Harassment carried out: (Kindly mention static data or Number of total workshop/ Training program conducted during the year.):

A session on POSH - Prevention of Sexual Harassment at Workplace by NHRDN was conducted on 16th March, 2019 Sat, 3 pm as A Women's Development Cell Initiative @ NLDIMSR Auditorium

5. Nature of Action taken by the employer: Not Applicable


Prof. Seema Saini

CEO
Chairperson - Anti Sexual Harassment Committee
N. L. Dalmia Educational Society



Reminder



District Women and Child Development Office, Mumbai City
117, BDD Chawl, First Floor, Worli, Mumbai - 400 018

Fax No. 022-24922484

Email - dwdmcity@yahoo.com

O. No. DWCDOMC/POSH Act 2013-2020-2021

Date: July 10, 2020

To,
All Govt Establishments, Semi Govt,
Private Establishments, Educational Institutions,
Sports Institutes, Sport complexes, Govt/Pvt Companies
Mumbai City

Sub: In regards to "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 Section 21 and Rule 14. Every Establishments of Mumbai city to submit Annual Report for the Year 2019

Ref: 1. The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013
2. GR No. MKC-2013/Pr.Kt.63/MKK dated 19 June, 2014

Respected Sir/Madam,

With reference to above subject matter we would like to inform you that, The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 section 21 and 9th Dec. 2013 Rule 14 mandates submission of an Annual Report by every establishments Internal Committee to the employer and employer will be forwarded to the district officer by end of every year.

Therefore, you are informed to submit your Internal Committee's Annual Report for the year 2019 to the District Officer, Mumbai city on dwdmumbai@gmail.com till 14th Aug. 2020 evening.

Those who have already submitted their Annual report to District Women and Child development office or Collector office, Mumbai City, no need to submit it again. Only those are failed to submit and falls under Mumbai City jurisdiction need to Submit their establishment Internal Committee's Annual Report for the year 2019 in prescribed format attach with this letter.

Sd/-
(Balasaheb Vaghchaure)
District officer and Dy Collector (GAD)
Mumbai City

Report of the Internal Committee in respect of complaints received during the year under the Sexual Harassment of Women at the workplace (Prevention, Prohibition and Redressal) Act, 2013 and Rules framed there under as per Section 21 of the Act:

To
The District Officer
And Deputy Collector,
Mumbai City Collectorate,
Old Custom House, Fort, Mumbai - 400 001.

ANNUAL REPORT FOR THE YEAR ENDING YEAR 31st DECEMBER, 2019 UNDER SECTION 21 OF THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013 (PRSH ACT)

1. No. of Complaints received during the Year:

2. No. of Complaints disposed off during the Year:
3. No. of Cases Pending for more than 90 days:
4. No. of Workshops or Awareness programs against Sexual Harassment carried out: (Kindly mention static data or Number of total workshop/Training program conducted during the year.)
5. Nature of Action taken by employer:

Annexure

The following action was taken by the employer in respect of the complaints received during the year:

No. of Complaints during the year
investigated and Completed by the Committee:

Action Taken:

- Written Apology:
- Warning:
- Reprimand or Censure:
- Withholding of Promotion:
- Withholding of Pay Rise/Increment:
- Termination:
- Transfer:
- Undergo Counselling:
- Carrying out Community Service:

(Office Name)

Sign/-

Presiding Officer-Internal Committee

(Note : Kindly send Annual Report on Office letter head which indicates establishment office address falls under Mumbai City Jurisdiction)

For any assistance or clarification, please feel free to reach out to the undersigned.

Forward: Did you file your Annual POSH report? If not... You might be charged a penalty or cancellation of business license!

Vikram Somani <vikram.somani@nldalmia.in>

9 December 2020 at 10:55

To: Gulab Mohite <gulab.mohite@nldalmia.in>, Kaushal Faldu <kaushal.faldu@nldalmia.in>

Thanks and regards



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Please consider the environment before printing this email

Vikram Somani | VP - Operations

N. L. Dalmia Institute of Management Studies and Research

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M: +91-98200 09466 | D: (022) 4299 0023 | B: (022) 4299 0033 (Ext. 623) | F: +91 22 4299 0088 | V:

<https://nldalmia-in.zoom.us/j/6198629081>

Sector 1, Srishti, Mira Road (E), Thane (MMR) 401107

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AICTE Approved | Affiliated to the University of Mumbai | An ISO 9001:2015 Certified

----- Forwarded message -----

From: **Anjali Shah** <anjali.shah@ibusinessintelligence.online>

Date: Wed, 9 Dec 2020 at 10:50

Subject: Did you file your Annual POSH report? If not... You might be charged a penalty or cancellation of business license!

To: manusandhan.annual@nldalmia.in <manusandhan.annual@nldalmia.in>

Dear Manusandhan - Annual HR Seminar,

As you may be aware, **Section 21** of the POSH Law states that IC **"shall in each calendar year prepare"** an annual report and submit the same to the employer and the District Officer. Rule 14 states among other things that the annual report, which IC shall prepare, should have details related to **"number of workshops or awareness programme carried out."**

Reading the two provisions together, it becomes clear that for this year's compliance to take place, training programs for Internal Committee members and awareness programs for employees and managers must be completed before the year ends. **Non-compliance attracts penalty of an amount of INR. 50,000 on the employer and may also lead to cancellation of license to do business in cases of repeat non-compliance.**

If you have not completed these training programs, here is an opportunity to do so. We are conducting Virtual Masterclass - Expertise on POSH on December 19th, 2020.

We look forward to having you with us.



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**Composition of Internal Complaint
Committee
A.Y.2018-19**



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ANTI-SEXUAL HARASSMENT COMMITTEE

The Management hereby re-constitutes Anti-Sexual Harassment Committee for AY (2018-2019) and nominates the following members to be on the said committee.

Objective

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1	Prof. Seema Saini	Chairperson
2	Dr. Rima G Choudhary	Member
3	Prof. Rashmi Jain	Member
4	Dr. Amit Shrivastava	Member (Convenor)



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**Minutes of Internal Complaint Committee
A.Y.2018-19**

Date: July 18, 2019

**REPORT OF THE ANTI-SEXUAL HARASSMENT COMMITTEE FOR THE
AY (2018-2019)**

This is with reference to the above subject, we would like to inform you as under:

1. No of Complaints received during the Year: No complaints
2. No. of Complaints disposed off during the Year: None
3. No of Cases Pending: None
4. Nature of Action taken by the employer: Not Applicable



Prof. Seema Saini

CEO, N.L. Dalmia Educational Society

Chairperson- Anti-Sexual Harassment Committee





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Institute of Management Studies and Research
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Anti-Sexual Harassment Committee Meeting

Meeting Date: 27th November 2018

Time: 2:00 pm

Committee Members:

The meeting was held in 6th floor conference room to discuss the responsibility metric of anti-sexual harassment committee. The attendees of the meeting were Prof. Rashmi Jain, Prof. Masuma Cyclewala, Dr. Rima Ghose Chowdhury and Dr. Amit Shrivastava. Prof. Seema Saini could not be able to attend due to certain business exigency, she was away from NLDIMSR campus.

	Name	Signature
1	Prof. Seema Saini	
2	Prof. Rashmi Jain	
3	Prof. Masuma Cyclewala	
4	Dr. Rima Ghose Chowdhury	
5	Dr. Amit Shrivastava	

Agenda:

- It was discussed to decide and form the following in the next meeting in the next week:
 - a. Formation of the internal complaints council as per legal compliance
 - b. Action plan for the academic year 2018-2019 such as awareness sessions
 - c. Legal expert session to understand legal recourse etc.
 - d. Sexual harassment complaint process and redressal mechanism
 - e. Displaying the contact details of the members of the committee
 - f. No case of sexual harassment has been reported to any member of the committee formed by the institute.



11/27/2018

Mail - amit.shrivastava@nldalmia.edu.in

Meeting of Anti-Sexual Harassment Committee on 27th November 2018 at 2:30 pm

Amit Shrivastava

Mon 11/26/2018 1:54 PM

To: Rima Ghose Chowdhury <rima.g.chowdhury@nldalmia.edu.in>; Rashmi Jain <rashmi.jain@nldalmia.edu.in>; Masuma Cyclewala <masuma.cyclewala@nldalmia.edu.in>;

Cc: Kaushal Faldu <kaushal.faldu@nldalmia.in>; Prof. Seema Saini <seema.saini@nldalmia.in>; Ms. Seema Saini - CEO, NLDES <ceo@nldalmia.in>;

Dear All,

Please meet for the Anti-Sexual Harassment Committee on **27th November 2018 i.e. Tuesday at 2:30 pm. The meeting will be held in the 6th-floor conference room.**

 **agendum:**

Any issue of sexual harassment reported

Thanks & regards,

Prof. Amit Shrivastava
9768129299

Anti-Sexual Harassment Committee Meeting Minutes

Amit Shrivastava

Tue 11/27/2018 2:44 PM

To: Rima Ghose Chowdhury <rima.g.chowdhury@nldalmia.edu.in>; Rashmi Jain <rashmi.jain@nldalmia.edu.in>; Masuma Cyclewala <masuma.cyclewala@nldalmia.edu.in>;

Cc: Kaushal Faldu <kaushal.faldu@nldalmia.in>; Prof. Seema Saini <seema.saini@nldalmia.in>;

Anti-Sexual Harassment Committee Meeting Minutes

Meeting Date: 27th November 2018

Time: 2:00 pm

The meeting was held in 6th floor conference room to discuss the responsibility metric of anti-sexual harassment committee. The attendees of the meeting were Prof. Rashmi Jain, Prof. Masuma Cyclewala, Dr. Rima Ghose Chowdhury and Dr. Amit Shrivastava.

Prof. Seema Saini could not be able to attend due to certain business exigency, she was away from NLDIMSR campus.

Agenda:

1. It was discussed to decide and form the following in the next meeting in the next week:
 - o Formation of the internal complaints council as per legal compliance
 - o Action plan for the academic year 2018-2019 such as awareness sessions
 - o Legal expert session to understand legal recourse etc.
 - o Sexual harassment complaint process and redressal mechanism
 - o Displaying the contact details of the members of the committee
 - o No case of sexual harassment has been reported to any members of the committee formed by the institute.

Thanks & regards,

Prof. Amit Shrivastava
9768129299

From: Amit Shrivastava
Sent: Thursday, December 27, 2018 10:10:34 AM
To: Masuma Cyclewala; Rashmi Jain; Rima Ghose Chowdhury
Cc: Prof. Seema Saini
Subject: Re: Anti-sexual harassment guidelines - A Manual

Dear All,

Just a gentle reminder for a meeting today at 12 noon for 45 minutes to discuss and finalize the manual.

Thanks & regards,

Dr. Amit Shrivastava
9768129299

From: Amit Shrivastava
Sent: Thursday, December 20, 2018 6:13:20 PM
To: Masuma Cyclewala; Rashmi Jain; Rima Ghose Chowdhury
Cc: Prof. Seema Saini
Subject: Anti-sexual harassment guidelines - A Manual

Dear All,

Please find the Anti-sexual harassment guidelines - A Manual for your views and corrections or additions.

Let's meet on 27th December 2018 at 12:00 noon for 45 minutes to finalize the manual and design the yearly charter of activity in the meeting.

Thanks & regards,

Dr. Amit Shrivastava
9768129299

12/28/2018

Mail - amit.shrivastava@nidalmia.edu.in

Re: Anti-sexual harassment guidelines - A Manual

Amit Shrivastava

Fri, 12/28/2018 10:46 AM

To: Masuma Cyclewala <masuma.cyclewala@nidalmia.edu.in>; Rashmi Jais <rashmijain@nidalmia.edu.in>; Rima Ghose Chowdhury <rima_chowdhury@nidalmia.edu.in>;

Cc: Prof. Seema Saini <seema.saini@nidalmia.in>; Dinesh Hegde <dinesh.hegde@nidalmia.edu.in>; Vikram Somani <vikram.somani@nidalmia.in>; Sanjay Sawant <sanjay.sawant@nidalmia.in>; Kaushal Faldu <kaushal.faldu@nidalmia.in>;

📎 1 attachments (65 KB)

Manual - Anti Sexual Harrassment Committee.docx

Dear All,

We had a meeting of the anti-sexual harassment committee on 27th December 2018 at 12 noon. The participants in the meeting were Dr. Rima Ghose Chowdhury, Prof. Masuma Cyclewala and the undersigned. The points discussed were as follows:

1. We need to get the manual ratified by the legal expert of NLDES.
2. We are also required to have an external representative (participation from any NGO) to complete the constitution of the committee.
3. As per the mandate of the said Act, we should also have the HR Head of NLDES as part of the committee.
4. We also require the representation from management as chairperson of the committee to abide by the regulation.

Besides this, the names and contact details of the committee members are required to be displayed at prominent places in the institute. Therefore, we request Mr. Vikram Somani to get the needful done.

Since we also have an active women's development cell in the institute and the cell is organizing a session with NHRDN on POSH (Prevention of Sexual Harassment) sometime in the month of January. Since the topic can also be conveniently shared with anti-sexual harassment activity, therefore, this session will be attended by everyone.

We also intend to organize a session with a legal expert and police on recourse to the issues in the domain.

Please find the manual for your reference and legal review and ratification.

Thanks & regards,

Dr. Amit Shrivastava
9768129299