



V. M. SALGAOCAR INSTITUTE
of
INTERNATIONAL HOSPITALITY EDUCATION

Manora-Raia, Salcete, Goa - 403720. India
Tel +91 (832) 6623000 Fax +91 (832) 6623111 info@vmsiie.edu.in www.vmsiie.edu.in
Established by Vishwa Saraswati Society (Reg. No. 10/Goa/2007)

THE POLICY FOR PREVENTION OF SEXUAL HARRASMENT AT WORKPLACE

The Policy for Prevention of Sexual Harassment at workplace has been re – constituted with members nominated on the Committee w.e.f 6th February 2019 to 5th February 2022.

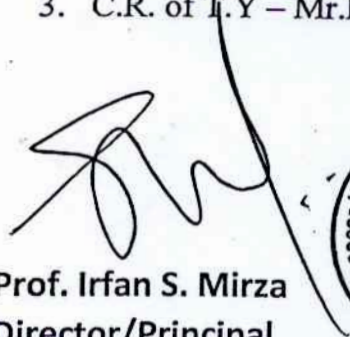
ICC Internal Complaints Committee

1. Presiding Officer – Mrs. Sujatha Madhavan
2. Faculty Member –Ms. Valerie Jacques
3. Faculty Member –Ms. Supriyanka/Nelissa
4. Non-teaching Employee –Mrs. Martha Rebello
5. Non-teaching Employee – Mr. Madiwal
6. An external member – Ms.Samantha Noronha LLM

Internal Complaints Student Committee

3 Students

1. C.R. of F.Y – Mr. Herschell Fernandes
2. C.R. of S:Y – Ms.Riya Sadekar
3. C.R. of T.Y – Mr.Ronaldo Alvares


Prof. Irfan S. Mirza
Director/Principal





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ANTI RAGGING COMMITTEE

01/07/2019

The Anti- Ragging Committee for VMSIHE has been re-constituted with members nominated on the committee w.e.f 1st July 2019 to 30th June 2020.

- | | |
|-------------------------|------------------------|
| 1. Prof. Irfan S. Mirza | Chairperson |
| 2. Dr. Marie Raj | Administrator |
| 3. Ms. Martha Rebello | Convener cum Secretary |
| 4. Ms. Sujata Madhavan | Member |
| 5. Ms. Nelissa Alcazas | Member |
| 6. Ms. Valarie Jacques | Counsellor |
| 7. Ms. Gauri Patil | Member |
| 8. Ms. Tanya D'souza | Member (Student) |

Prof. Irfan .S. Mirza
Director / Principal





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DISCIPLINARY COMMITTEE

03/06/2019

The Disciplinary Committee has been constituted for maintenance of discipline in the institute for a further period of 2 years w.e.f. 03/06/2019.

1. To create a safe and motivating environment in the institute and to bring professionalism among students by inculcation of best practices.
2. To have an optimistic approach in imparting discipline among students.
3. To promote and encourage good behaviour among the teachers and students
4. To frame Institutional rules and regulations and to maintain discipline in the institute premises.
5. To encourage good and healthy Practices.

The members are as follows:-

- | | |
|---------------------------|---------------|
| 1. Dr. Marie Raj | -Member |
| 2. Ms. Martha Rebello | -Co-ordinator |
| 3. Mr. Supriyanka Govekar | -Member |
| 4. Ms. Nelissa Alcasoas | -Member |
| 5. Ms. Valerie Jacques | -Member |

Functions of the committee members:

1. To conduct effective meetings.
2. Ensure all Committee members have the opportunity to actively participate in the meetings.
3. To hear disciplinary cases and decide charges of misconduct or infringement of institute regulations.
4. Maintain transparency, non-bias opinion and confidentiality.
5. To levy a penalty as deemed fit by the committee.
6. Validity of the case will be examined and appropriate action will be taken by the Committee

Note:- The Committee members will submit the disciplinary measures taken to Director/Principal.

Prof. Irfan. S. Mirza
DIRECTOR/PRINCIPAL





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EQUAL OPPORTUNITY CELL

2/1/2019

An Equal opportunity Cell is established vide order No. VMSIIE/ADMIN/2019/1636 dated 2/1/2019 to promote equal opportunities for marginalized social groups, minorities, and physically challenged students at the Institute. Following are the members:

1. **Prof. Irfan. S. Mirza** - Convener
2. **Dr. Marie Raj** - Member
3. **Ms. Martha Rebello** - Member
4. **Ms. Supriyanka Govekar** - Member
5. **Ms. Nelissa Alcasoas** -Member

The Objectives of the Equal Opportunity Cell shall be:

- o To promote equal opportunity through sensitization and awareness programs on policies and schemes for marginalized groups, human rights, gender issues, etc.
- o To provide supplementary academic support in the form of remedial coaching.
- o To provide avenues for skill development.
- o To examine cases of violation of equal opportunity, if any, and expedite redressal thereof
- o To provide orientation in examinations and other tests which will help them receive financial support from State/Central Government.

Prof. Irfan. S. Mirza
DIRECTOR/PRINCIPAL





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03/06/2019

GRIEVANCE REDRESSAL COMMITTEE

In supersession to circular dated 01/01/2017, the Grievance Redressal Committee has been re-constituted with effect from 3rd June, 2019 for a period of 2 years, in order to provide a mechanism for redressal of students grievances, and ensure transparency in conduct and delivery of the programme, scheme of evaluation, prevention of unfair practices etc. in compliance with the ordinance OC-57 relating to BSC international hospitality management programme of Goa University.

The members are as follows:-

- | | |
|---------------------------|-------------------|
| 1. Prof. Irfan S. Mirza | -Chairperson |
| 2. Dr. Marie Raj | - Member |
| 3. Ms. Martha Rebello | -Member Secretary |
| 4. Mr. Supriyanka Govekar | -Member |
| 5. Ms. Nelissa Alcasoas | -Member |
| 6. Ms. Valerie Jacques | -Member |

Functions of the Committee members:-

1. The Grievance Redressal Committee attempts to address genuine problems and complaints of students whatever be the nature of the problem, as the students are free to approach the members of the committee and express their grievances in writing.
2. All grievances received, shall be routed through the member secretary and placed before the committee for a formal meeting.
3. The Committee shall peruse/examine the grievances of students, including grievances relating to the marking of answer-scripts or evaluation of tests. The Committee may also consider any other matter in general or matter related to conduct & delivery of the program.
4. The decision of the Grievance Committee shall be communicated to the student within one week of his/her filing of the grievance.
5. The Committee shall treat all complaints with sensitivity and confidentiality.

Prof. Irfan. S. Mirza
DIRECTOR/PRINCIPAL





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01/07/2019

INTERNAL COMPLAINTS COMMITTEE

The Internal Complaints Committee for Prevention of Sexual Harassment of Women at workplace at VMSIHE has been re-constituted with members nominated on the committee w.e.f 1st July 2019 to 30th June 2020.

- | | |
|--------------------------|------------------------------------------------|
| 1. Dr. Marie Raj | Presiding Officer (Administrator) |
| 2. Mr. Peter D'silva | Member (Advisor) |
| 3. Ms. Martha Rebello | Member (Compliance Officer /Acad.Co-ordinator) |
| 4. Ms.Supriyanka Govekar | Member (Faculty) |
| 5. Ms. Valarie Jacques | Member(Counsellor) |
| 6. Ms. Alethea Baracho | Member (Counsellor) |
| 7. Mr. Anuj Hoskoti | Member (Student) |

Prof. Irfan .S. Mirza
Director / Principal

