



**SRBS**

Sheila Raheja

School of Business

Management & Research

( Bombay Suburban Art & Craft Education Society )

# Anti-Ragging Committee

## Objective:-

The Objective of the Anti-Ragging Committee is to curb the menace of Ragging in the Campus. Ragging is strictly banned in the campus of SRBS. If anybody found indulging in such activities strict action will be taken depending on the facts of the incident of ragging, nature and gravity of the incident of ragging. Primarily the objective of the committee is to take all preventive measures to ensure there are no incidences of ragging.

## Scope:-

Anti-Ragging Committee is constituted as per the guidelines laid down by AICTE (Prevention and Prohibition of Ragging in Technical Institutions, Universities including Deemed to be Universities imparting Technical Education) Regulation 2009. The Committee has to adhere to the roles, responsibilities and function as per the guidelines defined in the Regulation 2009. Anti-Ragging Committee has to be vigilant and alert to ensure that no ragging is done in the Campus.

## Procedure:-

- a) An Anti-Ragging Committee will be constituted as per the norms.
- b) The Anti-Ragging Committee shall appoint Anti-Ragging Squads to keep watch within the campus to prevent any kind of ragging.
- c) The Committee shall address the students and parents on Anti-Ragging measures during admission. The Committee ensures that all students submit an affidavit of Anti-Ragging to the Institute.
- d) In case of incidence of Ragging a formal complaint is to be filed with the Anti-Ragging Committee. The Members of the Committee shall examine the facts and evidences of the incident and based on that, an enquiry process shall be initiated. A formal enquiry report shall be prepared and appropriate penalty/actions will be recommended as per law.
- e) The Committee shall maintain written record of any anti-ragging incidents occurred (if any) along with the action taken.
- f) The Committee shall hold regular meeting every six months.



For Sheila Raheja School of Business  
Management & Research

  
Director



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## Grievance Redressal Committee

- **Objective:-**

The objective of the Grievance Redressal Committee (GRC) is to ensure smooth functioning of the Institute by implementing measures for preventing and redressing any grievances reported by students and staff. Nature of grievances may differ which may be about any discrimination, any decision implemented which students and staff thinks to be unfair or unjustified, it may be about any act, and/or any situation that is directly related to Academics and Institute.

- **Scope:-**

Grievance Redressal Committee (GRC) is constituted as per the guidelines laid down by the Competent Authorities. Grievance Redressal Committee (GRC) has to adhere to the roles, responsibilities and functions as per guidelines defined by the Competent Authorities.

- **Procedure:-**

- a. A well-defined procedure is put in place which enables students and staff to put forth their grievances to the constituted committee for the redressal.
- b. The constituted committee shall assess the nature of grievance and seek clarification from the complainant and the person involved (if applicable) for conducting preliminary enquiry. After analyzing the facts and information collected, a fair and just decision is taken by the constituted committee.
- c. The constituted committee ensures that grievances once reported are promptly handled as per the norms and in accordance with the policies of the Institute.
- d. The constituted committee assesses the nature of grievance and if the grievance can be resolved informally then it may be done as per the scope of the committee.
- e. The constituted committee shall maintain a written record of the grievances reported and action taken.
- f. The constituted committee shall hold regular meeting every six months.



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# Internal Complaints Committee

## Objective:-

The Objective of the Internal Complaints Committee is to implement all the rules and regulations and define policies for prevention, prohibition and redressal of any sexual harassment of women at the Institute.

## Scope:-

The Internal Complaints Committee is constituted as per the guidelines laid down by the Ministry of Law and Justice vide "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013". Internal Complaints Committee (ICC) has to implement the procedures and function as per the guidelines defined in the said Act.

## Procedure:-

- a) Internal Complaints Committee (ICC) should ensure that all the students and staff of the Institute are aware about the existence of Internal Complaints Committee (ICC) for lodging complaints (if any) related to sexual harassment.
- b) The Internal Complaints Committee (ICC) shall take all measures, precautions and put system in place to prevent such incident within the campus.
- c) Awareness program/workshops to be organized for students and staff wherein they are informed about the procedures for lodging complaints action/penalties applicable to the person found to be guilty.
- d) In case of an incident of Sexual Harassment, Complainant has to file a formal written complaint to the Internal Complaints Committee (ICC). Based on the written complaint the Committee shall initiate an enquiry and prepare the report of the offence based on which the decision shall be taken on the action to be taken.
- e) The Internal Complaints Committee (ICC) shall provide assistance to the women if she chooses to file a complaint in relation to the offence under the Indian Penal Code or any other law for the time being in force.
- f) The Committee shall maintain/written record of any sexual harassment incidents occurred within the campus (if any) alongwith the action taken.
- g) The Committee shall hold regular meetings every six months.



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Director