

**SRBS**

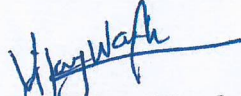
Sheila Raheja  
School of Business  
Management & Research

(Bombay Suburban Art & Craft Education Society)

## Academic Year 2018-2019

### Internal Complaints Committee: List of Members

Sr.	Name of the Committee Member	Designation
1	Mrs. Geeta Chauhan	Presiding Officer
2	Mrs. Jyoti Dixit	Faculty Member
3	Mrs. Ritu Chakraborty	Faculty Member
4	Mrs. Mukta Naik	Assistant Librarian
5	Mrs. Vipula Kulkarni	Non-Teaching Staff
6	Ms. Shukla Vidhee	Student from PG
7	Ms. Patil Riya	Student from PG
8	Ms. Chadha Puneet Kaur Indersher Singh	Student from PG
9	Mrs. Bharati Kakkad	Member from Non-Government Organization

  
**Dr. Vijay Wagh**  
Director



Date: August 31, 2018

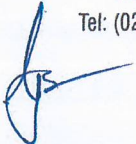
Place: Mumbai



For Sheila Raheja School of Business  
Management & Research

  
Director

Raheja Education Complex, Kher Nagar, Opp. Chhatrapati Shivaji Ground, Bandra (East), Mumbai - 400 051, Maharashtra.  
Tel: (022) 6528 1389 (022) 6196 6666 Fax: (022) 2647 5690, Email: rahejamgmt@gmail.com, Website: www.rahejamgmt.com





**SRBS**

Sheila Raheja

School of Business

Management & Research

(Bombay Suburban Art & Craft Education Society)

SRBS/ICC/2018-19/35

August 31, 2018

## INTERNAL COMPLAINT COMMITTEE MEETING

### Notice

The First Meeting of Internal Complaint Committee for the Academic Year 2018 - 2019 will be held on September 19, 2018 Wednesday at 11:30 a.m. in the 4th floor Conference Room of Sheila Raheja School of Business Management and Research, Raheja Education Complex, Kher Nagar, Bandra (E) to conduct the following business.

The Agenda is as follows:

1. To read and approve the minutes of meeting held on March 15, 2018.
2. Updation of the activities conducted at SRBS on International Women's Day.
3. Any other matter with the permission of the Chair.

Yours Truly,

  
Ms. Geeta Chauhan  
Administrative Officer - SRBS  
Presiding Officer



Raheja Education Complex, Kher Nagar, Opp. Chhatrapati Shivaji Ground, Bandra (East), Mumbai - 400 051, Maharashtra.  
Tel.: (022) 61966666 • Fax: (022) 26475690 • Email: administration@rahejamgmt.com, director@rahejamgmt.com • www.rahejamgmt.com

For Sheila Raheja School of Business  
Management & Research



  
Director

## MINUTES OF MEETING OF INTERNAL COMPLAINT COMMITTEE

<b>DATE: September 19, 2018</b>	<b>VENUE: Conference Room</b>
<b>TIME: 11:30 a.m.</b>	
<b>MEMBERS PRESENT</b>	<b>MEMBERS ABSENT</b>
1. Ms. Geeta Chauhan 2. Mrs. Jyoti Dixit 3. Ms. Ritu Chakraborty 4. Mrs. Mukta Naik 5. Ms. Vipula Kulkarni 6. Ms. Shukla Vidhee 7. Ms. Patil Riya 8. Ms. Chadha Puneet Kaur Indersher Singh	1. Mrs. Bharati Kakkad

The Agenda of the meeting is as follows.

1. To read and approve the minutes of meeting held on March 15, 2018.
2. Updation of the activities conducted at SRBS on International Women's Day.
3. Any other matter with the permission of the Chair.

### MINUTES

#### POINTS DISCUSSED AND PROPOSED ACTION

1. To read and approve the minutes of meeting held on March 15, 2018.

The minutes of the last Internal Complaint Committee Meeting held on March 15, 2018 were read and confirmed by the members.

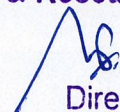
2. Updation of the activities conducted at SRBS on International Women's Day.

All the members were apprised about the event organized by SRBS on International Women's Day. Session was conducted by Counsellor Ms. Charuta Abhyankar on "Stress in Women".

The session was organized to signify women and extend them the honor of being courageous and their contribution to the Society at large.

For Sheila Raheja School of Business  
Management & Research

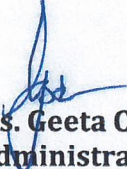


  
Director



**3. Any other matter with the permission of the Chair.**

The Presiding Officer appreciated the Committee being active. Since no cases of sexual harassment were registered in SRBS there were no further discussion, the meeting ended with vote of thanks.

  
**Ms. Geeta Chauhan**  
**Administrative Officer - SRBS**  
**Presiding Officer**

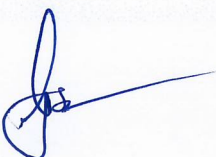


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**For Sheila Raheja School of Business  
Management & Research**



  
Director





# SRBS

Sheila Raheja  
School of Business  
Management & Research

(Bombay Suburban Art & Craft Education Society)

SRBS/ICC/2018-19/74

March 30, 2019

To,  
The Members,  
Internal Compliant Committee,  
SRBS, Bandra (East).

## Notice

The members are hereby informed that the 2<sup>nd</sup> meeting of the Internal Complaint Committee is scheduled on Saturday April 27, 2019 at 11:30 a.m. in the Conference Room, 4<sup>th</sup> Floor of Sheila Raheja School of Business Management and Research, Raheja Education Complex, Kher Nagar, Bandra (East), Mumbai. All the Members are hereby requested to attend the meeting. The agenda of the meeting is as follows:

### AGENDA

1. To read and approve the minutes of meeting held on September 19, 2018.
2. To appraise the members on Celebration of International Women's Day.
3. To discuss the complaints received by Internal Complaint Committee after the last meeting.
4. Any other matter with the permission of the Chair.

Yours Truly,


  
Ms. Geeta Chauhan  
Administrative Officer – SRBS  
Presiding Officer



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For Sheila Raheja School of Business  
Management & Research



  
Director

**MINUTES OF MEETING OF INTERNAL COMPLAINT COMMITTEE  
ACADEMIC YEAR 2018-2019**

<b>DATE: April 27, 2019</b>	<b>VENUE: Conference Room</b>
<b>TIME: 11:30 a.m.</b>	
<b>MEMBERS PRESENT</b>	<b>MEMBERS ABSENT</b>
1. Ms. Geeta Chauhan 2. Mrs. Jyoti Dixit 3. Ms. Ritu Chakraborty 4. Mrs. Mukta Naik 5. Ms. Vipula Kulkarni 6. Ms. Shukla Vidhee 7. Ms. Patil Riya	1. Mrs. Bharati Kakkad 2. Ms. Chadha Puneet Kaur Indersher Singh

**The Agenda of the meeting is as follows.**

1. To read and approve the minutes of meeting held on September 19, 2018.
2. To appraise the members on Celebration of International Women's Day.
3. To discuss the complaint received by the Internal Complaint Committee after the last meeting.
4. Any other matter with the permission of the Chair.

**MINUTES**

**POINTS DISCUSSED AND PROPOSED ACTION**


1. To read and approve the minutes of meeting held on September 19, 2018.

The minutes of previous Internal Complaint Committee Meeting were read before the members. After thorough discussions, the minutes were confirmed and approved unanimously by all the members. The minutes of meeting were signed by the Director.

**For Sheila Raheja School of Business  
Management & Research**



  
Director



**2. To appraise the members on Celebration of International Women's Day.**

The Presiding Officer appraised the members on Celebration of International Women's Day held on 8<sup>th</sup> March, 2019. She mentioned that Female Students participated in the event with great enthusiasm.

In the meeting it was unanimously decided to hold more such events in the institute and bring forward the importance of Women Development.

**Action to be taken:**

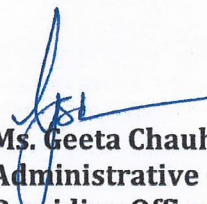
Events that are aimed at development of Women Students should be conducted on the campus on a regular basis.

**3. To discuss the complaint received by the Internal Complaint Committee after the last meeting.**

It was informed that the Internal Complaint Committee has not received any complaints related to women harassment after the last meeting.

**4. Any other matter with the permission of the Chair.**

The Director appreciated the Committee being active. Since there were no other matter for discussion meeting ended with the vote of thanks.

  
**Ms. Geeta Chauhan**  
Administrative Officer - SRBS  
Presiding Officer



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**For Sheila Raheja School of Business  
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Director

