

**SRBS**

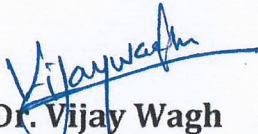
Sheila Raheja
School of Business
Management & Research

(Bombay Suburban Art & Craft Education Society)

Academic Year 2019-2020

Internal Complaints Committee: List of Members

Sr.	Name of the Committee Member	Designation
1	Mrs. Jyoti Dixit	Presiding Officer
2	Dr. Rajesh Chouksey	Faculty Member
3	Mr. Rahul Sanghavi	Faculty Member
4	Mrs. Geeta Chauhan	Non-Teaching Staff
5	Mrs. Mukta Naik	Assistant Librarian
6	Mr. Ashmit Dwivedi	Student from UG
7	Ms. Shinde Gautami	Student from PG
8	Ms. Gonsalves Shelcy	Student from PG
9	Mrs. Bharati Kakkad	Member from Non-Government Organization


Dr. Vijay Wagh
Director

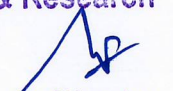


Date: August 31, 2019

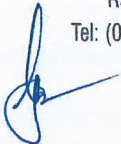
Place: Mumbai



For Sheila Raheja School of Business
Management & Research


Director

Raheja Education Complex, Kher Nagar, Opp. Chhatrapati Shivaji Ground, Bandra (East), Mumbai - 400 051, Maharashtra.
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SRBS

Sheila Raheja
School of Business
Management & Research

(Bombay Suburban Art & Craft Education Society)

SRBS/ICC/2019-20/29

September 30, 2019

To,
The Members,
Internal Complaint Committee
SRBS
Bandra (East)

NOTICE

The members are hereby informed that the 1st meeting of the Internal Complaint Committee is scheduled on Tuesday, October 15, 2019, at 11:30 a.m. in the Conference Room, 4th Floor of Sheila Raheja School of Business Management and Research, Raheja Education Complex, Kher Nagar, Bandra (East), Mumbai. All members are 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 April 27, 2019.
2. Introduction of the Members of re-constituted Internal Complaints Committee
3. To apprise the Members on the Rules, Regulations and Procedures laid down to be followed by Internal Complaint Committee as per "The Sexual Harassment of Women at Work Place (Prevention, Prohibition and Redressal) Act 2013.
4. To Conduct Guest Lecture on "Women Empowerment"
5. Any other matter with the permission of the Chair.

Ms. Jyoti Dixit
Assistant Professor - SRBS
Presiding Officer



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For Sheila Raheja School of Business
Management & Research



Director

MINUTES OF MEETING
INTERNAL COMPLAINT COMMITTEE

Meeting No.	Day & Date	Time
1 (Academic Year 2019-20)	Tuesday, October 15, 2019	11:30 am

The minutes of Internal Complaint Committee meeting no. 1 of SRBS for Academic Year 2019-20 was held on Tuesday, October 15, 2019, in 4th Floor Conference Room of Sheila Raheja School of Business Management & Research, Kher Nagar, Bandra (East), Mumbai. The following Committee members were present for the meeting:

1. Ms. Jyoti Dixit
2. Dr. Rajesh Chouksey
3. Mr. Rahul Sanghavi
4. Ms. Geeta Chauhan
5. Ms. Mukta Naik
6. Mr. Ashmit Dwivedi
7. Ms. Shinde Gautami Sanjay
8. Ms. Gonsalves Shelcy Allan

Leave of absence was granted to Ms. Bharati Kakkad. Copies of the agenda and other related documents were circulated to the members of the cell. The meeting started as the required quorum for the meeting was present. The Director extended a warm welcome to all the members and asked the Presiding Officer to proceed with the agenda of the meeting.

Agenda No. 1: To read and approve the minutes of last meeting held on April 27, 2019

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 members.

Agenda No. 2: Introduction of new members of re-constituted Internal Complaint Committee

SRBS has reconstituted the Internal Complaint Committee due to completion of three years tenure of the existing members. The updated list of Members of Internal Complaints Committee will be displayed in the campus for awareness of students and staff to approach them directly in case of a complaint.

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For Sheila Raheja School of Business
Management & Research


Director

Action to be taken:

Display of name of new members of Internal Complaint Committee in the campus.

Agenda No. 3: To apprise the Members on the Rules, Regulations and Procedures laid down to be followed by Internal Complaint Committee as per "The Sexual Harassment of Women at Work Place (Prevention, Prohibition and Redressal) Act 2013.

Mrs. Geeta Chauhan- Ex – Presiding Officer of the Committee, gave a brief about the procedures to deal with cases of sexual harassment as mentioned in "The Sexual Harassment of Women at Work Place (Prevention, Prohibition and Redressal) Act 2013 to Mrs. Jyoti Dixit – Presiding Officer and other members.

All the members were given a copy of the same for complete details.

Action to be taken:

All the members should thoroughly go through the rules and regulations mentioned in the Act.

Agenda No. 4: To Conduct Guest Lecture on "Women Empowerment"

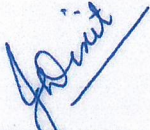
It was unanimously decided that there is a need to conduct a session on Women Empowerment. This would help in empowering women students and employees the importance of being empowered.

Action to be taken:

To organize session for creating awareness amongst students and staff about POSH (Prevention and Redressal of Sexual Harassment of Females at the Workplace).

Agenda No. 5: Any other matter with the permission of the Chair

Since no grievances related to Sexual Harassment were experienced by any female staff or student in the institute, there were no further discussion and the meeting ended with vote of thanks.


Ms. Jyoti Dixit
Assistant Professor – SRBS
Presiding Officer



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/2019-20/45

February 29, 2020

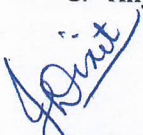
To,
The Members,
Internal Complaint Committee
SRBS
Bandra (East)

NOTICE

The members are hereby informed that the 2nd meeting of the Internal Complaint Committee for Academic Year 2019-20 is scheduled on Thursday, March 12, 2020, at 11:30 a.m. in the Conference Room, 4th Floor of Sheila Raheja School of Business Management and Research, Raheja Education Complex, Kher Nagar, Bandra (East), Mumbai. All members are 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 October 15, 2019.
2. To apprise the members on Celebration of International Women's Day.
3. To apprise the members on the Guest Lecture conducted on "Women Empowerment"
4. To discuss the complaints received by Internal Complaint Committee after the last meeting.
5. Any other matter with the permission of the Chair.


Ms. Jyoti Dixit
Assistant Professor - SRBS
Presiding Officer



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For Sheila Raheja School of Business
Management & Research




Director

MINUTES OF MEETING
INTERNAL COMPLAINT COMMITTEE

Meeting No.	Day & Date	Time
2 (Academic Year 2019-20)	Thursday, March 12, 2020	11:30 am

The minutes of Internal Complaint Committee meeting no. 2 of SRBS for Academic Year 2019-20 was held on Thursday, March 12, 2020, in 4th Floor Conference Room of Sheila Raheja School of Business Management & Research, Kher Nagar, Bandra (East), Mumbai. The following Committee members were present for the meeting:

1. Ms. Jyoti Dixit
2. Dr. Rajesh Chouksey
3. Mr. Rahul Sanghavi
4. Ms. Geeta Chauhan
5. Ms. Mukta Naik
6. Mr. Ashmit Dwivedi
7. Ms. Shinde Gautami Sanjay
8. Ms. Gonsalves Shelcy Allan

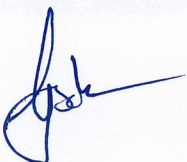
Leave of absence was granted to Ms. Bharati Kakkad. Copies of the agenda and other related documents were circulated to the members of the cell. The meeting started as the required quorum for the meeting was present. The Director extended a warm welcome to all the members and asked the Presiding Officer to proceed with the agenda of the meeting.

Agenda No. 1: To read and approve the minutes of last meeting held on October 15, 2019.

The minutes of previous Internal Complaint Committee meeting were read before the members. After thorough discussions, the minutes were confirmed and approved.

Agenda No. 2: To apprise the members on Celebration of International Women's Day

The Presiding Officer apprised the members on International Women's Day which is celebrated world over, every year on the eighth day of March. It celebrates womanhood and pays tribute to the indomitable spirit of women across the globe. SRBS students also celebrated the same day on March 7, 2020 from 11:00 a.m. to 12:00 p.m. in the Auditorium to confer love and gratitude for female students and faculty members.





The event started with a poem recited by one of the students in the appreciation of the entire female fraternity.

Agenda No. 3: To apprise the members on Guest Lecture conducted on "Women Empowerment"

SRBS organized an event on International Women's Day. The session was conducted by Ms. Harshada Patil who shared her views on "POSH" (Prevention and Redressal of Sexual Harassment of Females at the Workplace). She spoke about the legislative framework for redressal of complaints of females at the workplace. Everyone in the audience gave a standing ovation to her at the end of the session. The students played a video in the event to showcase their thoughts and beliefs on the importance of women in society and women empowerment. The female staff of SRBS and guests were appreciated with a small token of love in the form of a bouquet. The event was concluded with a vote of thanks proposed by students.

Action to be taken:

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

Agenda No 4: 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.

Action to be taken:

As there were no complaints related to Women Harassment, no action has to be taken

Agenda No. 5: Any other matter with the permission of the Chair

Since no grievances related to Sexual Harassment were experienced by any female staff or student in the institute, there were no further discussion and the meeting ended with vote of thanks.

Ms. Jyoti Dixit
Assistant Professor - SRBS
Presiding Officer



For Sheila Raheja School of Business
Management & Research



Director