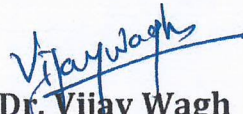


Academic Year 2020-2021

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



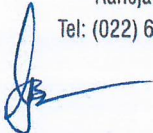
Date: September 30, 2020

Place: Mumbai



For Sheila Raheja School of Business
Management & Research


Director





SRBS

Sheila Raheja

School of Business

Management & Research

(Bombay Suburban Art & Craft Education Society)

SRBS/ARC/2020-21/051

September 30, 2020

To,
The Members,
Internal Complaint Committee

NOTICE

Sub: INTERNAL COMPLAINT COMMITTEE MEETING NO:- 1

The members are hereby informed that the 1st meeting of the Internal Complaint Committee for the A.Y. 2020-21 is planned to be held on Thursday, October 22, 2020, at 01:00 p.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 March 12, 2020.
2. To conduct guest lecture on "Women Empowerment".
3. Any other matter with the permission of the Chair.

Ms. Jyoti Dixit
Assistant Professor – SRBS
Presiding Officer



For Sheila Raheja School of Business
Management & Research



Director

**SRBS**

Bombay Suburban Art & Craft Education Society's

SHEILA RAHEJA SCHOOL OF BUSINESS MANAGEMENT AND RESEARCHRaheja Education Complex, Kher Nagar, Opp. Chhatrapati Shivaji Ground,
Bandra (E), Mumbai – 400 051

MINUTES OF MEETING
INTERNAL COMPLAINT COMMITTEE

Meeting No.	Day & Date	Time
1	Thursday, October 22, 2020	01:00 pm

The minutes of Internal Complaint Committee meeting no. 1 of SRBS for Academic Year 2020-21 was held on Thursday, October 22, 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 March 12, 2020.

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.

Action to be taken: Approved minutes to be signed by all the members.

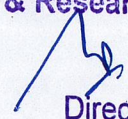
Agenda No. 2: To Conduct Guest Lecture on "Women Empowerment".

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.

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For Sheila Raheja School of Business
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Director





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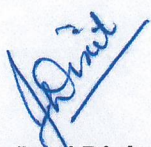
SHEILA RAHEJA SCHOOL OF BUSINESS MANAGEMENT AND RESEARCH

Raheja Education Complex, Kher Nagar, Opp. Chhatrapati Shivaji Ground,
Bandra (E), Mumbai – 400 051

Action to be taken: To organize session for creating awareness amongst students and staff about Women Empowerment.

Agenda No. 3: 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



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For Sheila Raheja School of Business
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Director





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(Bombay Suburban Art & Craft Education Society)

SRBS/ICC/2020-21/51

May 31, 2021

To,
The Members,
Internal Complaint Committee

NOTICE

Sub: INTERNAL COMPLAINT COMMITTEE MEETING NO:- 2

The members are hereby informed that the 2nd meeting of the Internal Complaint Committee for Academic Year 2020-21 is scheduled on Monday, June 28, 2021, 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 22, 2020.
2. To apprise the members on Celebration of International Women's Day.
3. To apprise the members on the Guest Lecture conducted on "Women Entrepreneurship"
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



For Sheila Raheja School of Business
Management & Research



Director



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Bandra (E), Mumbai – 400 051

MINUTES OF MEETING
INTERNAL COMPLAINT COMMITTEE

Meeting No.	Day & Date	Time
2	Monday, June 28, 2021	11:30 p.m.

The minutes of Internal Complaint Committee meeting no. 2 of SRBS for Academic Year 2020-21 was held on Monday, June 28, 2021, 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 22, 2020.

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

Action to be taken: Approved minutes to be signed by all the members.

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 is a day to recognize the extraordinary achievements of women. SRBS celebrated the day through online

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For Sheila Raheja School of Business
Management & Research



Director



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Bandra (E), Mumbai – 400 051

mode on March 8, 2021 to confer love and gratitude for female students and faculty members.

The event started with a poem recited by one of the student followed by videos highlighting the professional journey of famous female personalities like Indira Nooyi and Sudha Murthy. The students also delivered speech in the appreciation of the entire female fraternity. The female staff of SRBS was appreciated with a small token of appreciation. The event concluded with a vote of thanks proposed by students.

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

SRBS organized guest lecture through online mode on Women Entrepreneurship on April 9, 2021 by Mrs. Yogesh Dhingra. She is the founder and Academic Adviser and Chief Instructor of Academic Bridging and Elevation Courses. She started her session with her entrepreneurial journey, visions and missions on the different levels from incubation of an idea to maturity of a start-up. She explained that as an entrepreneur one needs to bring their passion, intense desire and hard work to the table to get motivated. She also mentioned that as an entrepreneur one needs to have an ambition, self-confidence and believe that one can reach the top and expand the scope for opportunities. The students appreciated her ideas. Her speech motivated students to execute the entrepreneurial concepts explained by her during session. The event ended with vote of thanks proposed by the students.

Action to be taken: Events that are aimed at development of female 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.

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For Sheila Raheja School of Business
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Director





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Raheja Education Complex, Kher Nagar, Opp. Chhatrapati Shivaji Ground,
Bandra (E), Mumbai – 400 051

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.

Jyoti

Ms. Jyoti Dixit
Assistant Professor – SRBS
Presiding



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For Sheila Raheja School of Business
Management & Research



[Signature]
Director

[Signature]