

**SRBS**

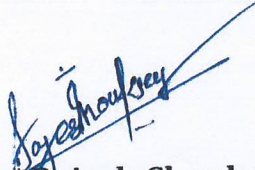
Sheila Raheja
School of Business
Management & Research

(Bombay Suburban Art & Craft Education Society)

Academic Year 2021-2022

Internal Complaints Committee: List of Members

Sr.	Name of the Committee Member	Designation
1	Mrs. Ritu Chakraborty	Presiding Officer
2	Mr. Rahul Sanghavi	Faculty Member
3	Mrs. Geeta Chauhan	Non-Teaching Staff
4	Mrs. Mukta Naik	Assistant Librarian
5	Mr. Ashmit Dwivedi	Student from UG
6	Ms. Ketaki Okhade	Student from PG
7	Ms. Sheetal Khinchi	Student from PG
8	Mrs. Radha Ambekar	Member from Non-Government Organization


Dr. Rajesh Chouksey
In-Charge Director



Date: November 30, 2021

Place: Mumbai

For Sheila Raheja School of Business
Management & Research




Director

SRBS/ICC/2021-22/046

December 31, 2021

NOTICE

Sub: INTERNAL COMPLAINT COMMITTEE MEETING NO:- 1

The First Meeting of the Internal Complaint Committee for the Academic Year 2021-2022 is scheduled on January 21, 2022 at 2:30 p.m. in 4th Floor Conference Room, of Sheila Raheja School of Business Management and Research, Raheja Education Complex, Kher Nagar, Bandra (East), Mumbai. The agenda of the meeting is as follows:

AGENDA

1. To read and approve the minutes of last meeting held on June 28, 2021.
2. Introduction of new members of re-constituted Internal Complaint 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 apprise the members on Guest Lecture conducted on "Menstrual Hygiene".
5. Any other matter with the permission of the chair



Prof. Ritu Chakraborty
Assistant Professor
Presiding Officer



Raheja Education Complex, Kher Nagar, Opp. Chhatrapati Shivaji Ground, Bandra (East), Mumbai - 400 051, Maharashtra.
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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 2021-22)	Saturday, January 21, 2022	02:30 pm

The minutes of Internal Complaint Committee meeting no. 1 of SRBS for Academic Year 2021-22 was held on Saturday, January 21, 2022, 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. Prof. Ritu Chakraborty
2. Dr. Rajesh Chouksey
3. Dr. Rahul Sanghavi
4. Mrs. Geeta Chauhan
5. Mrs. Mukta Naik
6. Mr. Ashmit Dwivedi
7. Ms. Ketaki Okhade
8. Ms. Sheetal Khinchi
9. Mrs. Radha Ambekar

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 June 28, 2021.

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 change in 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.

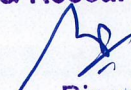
Action to be taken:

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

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




Director



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. Ritu Chakraborty–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 committee 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 apprise the members on Guest Lecture conducted on "Menstrual Hygiene".

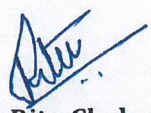
SRBS organized menstrual hygiene training for girls through online mode on July 17, 2021 by Global Hunt Foundation. The session started with the importance of Menstrual Hygiene which is rarely talked about. Various materials to be used during menstrual period were discussed during session. The diseases and symptoms originated from usage of unhygienic products during menstrual period were also considered. The session ended with encouragement to female students and staff to promote safe and healthy environment during menstrual period.

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. 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.

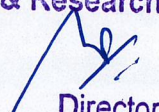


Prof. Ritu Chakraborty
Assistant Professor
Presiding Officer

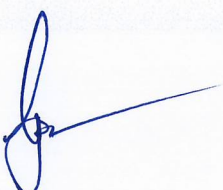


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For Sheila Raheja School of Business
Management & Research



Director



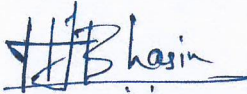
Academic Year 2021-2022

Internal Complaints Committee: List of Members

Sr.	Name of the Committee Member	Designation
1	Mrs. Ritu Chakraborty	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. Ketaki Okhade	Student from PG
8	Ms. Sheetal Khinchi	Student from PG
9	Mrs. Radha Ambekar	Member from Non-Government Organization

Note:-

Due to change in members the committee is revised.



Dr. H. J. Bhasin
Director



Date: January 31, 2022

Place: Mumbai

For Sheila Raheja School of Business
Management & Research




Director



SRBS/ICC/2021-22/078

June 02, 2022

NOTICE

Sub: INTERNAL COMPLAINT COMMITTEE MEETING NO:- 2

The Second Meeting of the Internal Complaint Committee for the Academic Year 2021-2022 is scheduled on June 15, 2022 at 2:30 p.m. in 4th Floor Conference Room, of Sheila Raheja School of Business Management and Research, Raheja Education Complex, Kher Nagar, Bandra (East), Mumbai. The agenda of the meeting is as follows:

AGENDA

1. To read and approve the minutes of last meeting held on January 21, 2022.
2. To apprise 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



Prof. Ritu Chakraborty
Assistant Professor
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 2021-22)	Wednesday, June 15, 2022	02:30 pm

The minutes of Internal Complaint Committee meeting no. 2 of SRBS for Academic Year 2021-22 was held on Wednesday, June 15, 2022, 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. Prof. Ritu Chakraborty
2. Dr. Rajesh Chouksey
3. Dr. Rahul Sanghavi
4. Mrs. Geeta Chauhan
5. Mrs. Mukta Naik
6. Mr. Ashmit Dwivedi
7. Ms. Ketaki Okhade
8. Ms. Sheetal Khinchi
9. Mrs. Radha Ambekar

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.

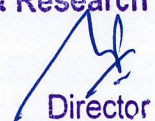
Agenda No. 1: To read and approve the minutes of last meeting held on January 21, 2022.

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




Director



mode on March 8, 2022 to confer love and gratitude for female students and faculty members.

The celebration was graced by Special guests, Musician/Singer Ms. Swati Sharma and Motivational Speaker, Regional Head of Beti Bachao Beti Padhao Ms. Rajlakhshmi Joshi. The event began with lamp lighting ceremony followed by women staff felicitation ceremony by our Director Dr. H. J. Bhasin. Later Director Sir Dr. H. J. Bhasin and the guests addressed the gathering. Welcome Speech was accompanied by a Women Empowerment short video. Our first-year MMS students performed a classical dance followed by singing and poem recitation. There were several fun activities planned out for students and guests. The special skit was delivered by the first year MMS Students on how women face challenges to fight for her basic rights. The event was proceeded by a video featuring all Women of SRBS, BMS students performing a Group Dance.

Agenda No 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.

Action to be taken:

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

Agenda No. 4: Any other matter with the permission of the Chair

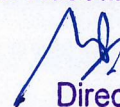
Since no grievances related to Sexual Harassment were experienced by any female staff or student in the institute, there were no further discussion and the meeting ended with vote of thanks.



Prof. Ritu Chakraborty
Assistant Professor
Presiding Officer



For Sheila Raheja School of Business
Management & Research


Director