


## Academic Year 2022-2023

### Internal Complaints Committee: List of Members

Sr.	Name of the Committee Member	Designation
1	Mrs. Geeta Chauhan	Presiding Officer
2	Dr. Rahul Sanghavi	Faculty Member
3	Mrs. Deepa Manoj	Faculty Member
4	Dr. Vaikhari Patil	Faculty Member
5	Mrs. Mukta Naik	Assistant Librarian
6	Ms. Louan Rodrigues	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

  
**Dr. H. J. Bhasin**  
Director

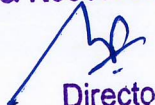


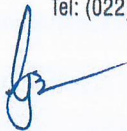
Date: August 31, 2022

Place: Mumbai



For Sheila Raheja School of Business  
Management & Research

  
Director



SRBS/ICC/2022-23/002

October 04, 2022

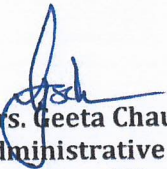
## NOTICE

### **Sub: INTERNAL COMPLAINTS COMMITTEE MEETING NO:- 1**

The First Meeting of the Internal Complaints Committee for the Academic Year 2022-2023 is scheduled on October 22, 2022 at 11:30 a.m. in Conference Room, of 4<sup>th</sup> Floor, 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 15, 2022.
2. Introduction of new 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 Complaints Committee as per "The Sexual Harassment of Women at Work Place (Prevention, Prohibition and Redressal) Act 2013.
4. Any other matter with the permission of the chair

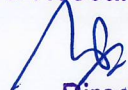
  
Mrs. Geeta Chauhan  
Administrative Officer  
Presiding Officer



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



**MINUTES OF MEETING**  
**INTERNAL COMPLAINTS COMMITTEE**

Meeting No.	Day & Date	Time
1 (Academic Year 2022-23)	Saturday, October 22, 2022	11:30 am

The minutes of Internal Complaints Committee meeting no. 1 of SRBS for Academic Year 2022-23 was held on Saturday, October 22, 2022, in Conference Room, 4<sup>th</sup> Floor of Sheila Raheja School of Business Management & Research, Kher Nagar, Bandra (East), Mumbai.

The following Committee members were present for the meeting:

1. Mrs. Geeta Chauhan
2. Dr. Rahul Sanghavi
3. Mrs. Deepa Manoj
4. Mrs. Vaikhari Patil
5. Mrs. Mukta Naik
6. Ms. Loann Rodgruiues
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 15, 2022.

The minutes of last Internal Complaints Committee meeting held on June 15, 2022 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 Complaints Committee.

SRBS has reconstituted the Internal Complaints 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:**

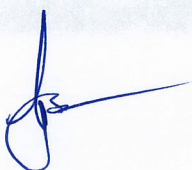
Display of name of new members of Internal Complaints Committee in the campus and to update it on the Website of the Institute.

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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 Complaints Committee as per "The Sexual Harassment of Women at Work Place (Prevention, Prohibition and Redressal) Act 2013.

Mrs. Geeta Chauhan- 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 all the Committee members.

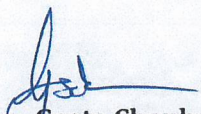
All the members were given a copy of the Act for complete details.

**Action to be taken:**

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

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

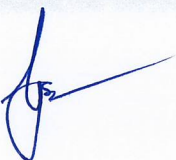
Since no grievances related to Sexual Harassment were experienced by any female staff or student in the institute, there were no further discussion and the meeting ended with vote of thanks.



Mrs. Geeta Chauhan  
Administrative Officer  
Presiding Officer



Director





## Academic Year 2022-2023

### Internal Complaints Committee: List of Members

Sr.	Name of the Committee Member	Designation
1	Mrs. Geeta Chauhan	Presiding Officer
2	Dr. Rahul Sanghavi	Faculty Member
3	Mrs. Jagruti Gijare	Faculty Member
4	Dr. Vaikhari Patil	Faculty Member
5	Mrs. Mukta Naik	Assistant Librarian
6	Mrs. Vipula Kamble	Non-Teaching Staff
7	Ms. Louan Rodrigues	Student from UG
8	Ms. Ketaki Okhade	Student from PG
9	Ms. Sheetal Khinchi	Student from PG
10	Mrs. Radha Ambekar	Member from Non-Government Organization

**Note:-**

Due to change in members the committee is revised.



**Dr. Harish Kumar S. Purohit**  
Director



Date: April 30, 2023

Place: Mumbai

For Sheila Raheja School of Business  
Management & Research



Director



SRBS/ICC/2022-23/028

May 26, 2023

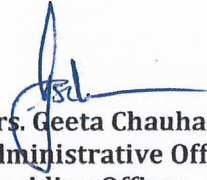
## NOTICE

### **Sub: INTERNAL COMPLAINTS COMMITTEE MEETING NO:- 2**

The Second Meeting of the Internal Complaints Committee (ICC) of the Academic Year 2022-2023 is scheduled on June 26, 2023 at 2:30 p.m. in 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 October 22, 2022.
2. To apprise the members on Celebration of International Women's Day.
3. To apprise the members on Email received from AICTE on 4<sup>th</sup> November, 2022 for Implementation of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
4. To apprise the members regarding Email dated June 23, 2023 received from AICTE regarding Compliance of the Directions given by the Hon'ble Supreme Court of India on the Prevention of Sexual Harassment (POSH) Act, 2013.
5. To discuss the complaint received, if any by the Internal Complaints Committee (ICC) after the last meeting.
6. Any other matter with the permission of the chair

  
Mrs. Geeta Chauhan  
Administrative Officer  
Presiding Officer



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For Sheila Raheja School of Business  
Management & Research



  
Director





**MINUTES OF MEETING**  
**INTERNAL COMPLAINTS COMMITTEE**

Meeting No.	Day & Date	Time
2 (Academic Year 2022-23)	Monday, June 26, 2023	02:30 pm

The minutes of Internal Complaints Committee (ICC) meeting no. 2 of SRBS of Academic Year 2022-23 was held on Monday, June 26, 2023, in 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. Mrs. Geeta Chauhan
2. Dr. Rahul Sanghavi
3. Dr. Vaikhari Patil
4. Mrs. Jagruti Gijare
5. Mrs. Mukta Naik
6. Mrs. Vipula Kamble
7. Ms. Loanun Rodgriues
8. Ms. Ketaki Okhade
9. Ms. Sheetal Khinchi
10. Mrs. Radha Ambekar

Copies of the agenda and other related documents were circulated to the members of the Internal Complaints Committee (ICC). The meeting started as the required quorum for the meeting was present. The Presiding Officer introduced the New Faculty Member Mrs. Jagruti Gijare and Non-Teaching Staff Member Mrs. Vipula Kamble as a new committee member of Internal Complaints Committee (ICC). The Presiding Officer proceeded with the agenda of the meeting.

Agenda No. 1: To read and approve the minutes of last meeting held on October 22, 2022.

The minutes of previous Internal Complaints Committee (ICC) meeting held on October 22, 2022 were read before the members. After 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 Celebration of International Women's Day on the eighth day of March, 2023. It is a day to recognize the extraordinary achievements of women.



  
Director





IPS Tejaswi Satpute and Mrs. Sangeeta Punekar, co-founder of the Advait Foundation and a Social Worker, were the guests for the event. IPS Tejaswi Satpute put light on equality and the ability to perform duties with strength, self-assurance, decision-making skills and knowledge. Her work in "Operation Parivartan" speaks a lot about the title conferred on her "Lady Singham of Solapur".

Mrs. Sangeeta Punekar enriched the gathering with her knowledge on laws and rights for women in India. She created awareness among the students regarding the same. Her enriching words made the audience reflect on their lives. The event was followed by singing and dancing performance by the students.

Agenda No 3:

To apprise the members on Email received from AICTE on 4<sup>th</sup> November, 2022 for Implementation of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

All the members were apprised about the Email received from AICTE regarding Implementation of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. Pursuant to the said Email they have instructed the Institute:-

- a. To conduct sensitization workshops for their employees to make them aware about the provisions of the Act.
- b. To observe the 25<sup>th</sup> of November as the International Day for the Elimination of Violence against Women.
- c. To observe Discrimination against Women Pakhwada from 25.11.2022 to 10.12.2022.
- d. Internal Complaints Committees (ICC) to conduct a special drive to review the pending cases and take appropriate action before 9th December 2022.

In view of the above all the members were apprised that SRBS has observed November 25, 2022 as the International Day for the Elimination of violence against Women.

Out Internal Complaints Committee (ICC) had organized a workshop on December 05, 2022 on Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 in order to create awareness about the Provision of the said Act.

Ms. Purva More (Monitoring & Evaluation Co-ordinator) from Sneha Foundation, Mumbai was invited to conduct the workshop on Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.





Ms. Purva More covered the topics related to types of discrimination, ways of Sexual Harassment at Workplace.

Ms. Purva More covered all the points of the POSH Act, 2013, and procedure for filing Complaints if any, and punishment applicable as per the Act.

Since, there were no Complaints received at SRBS, therefore there was no special drive organized by Internal Complaints Committee (ICC) to review the pending cases.

Accordingly, report of the activities conducted was sent to AICTE on December 09, 2022.

Agenda No 4: To apprise the members regarding Email dated June 23, 2023 received from AICTE regarding Compliance of the Directions given by the Hon'ble Supreme Court of India on the Prevention of Sexual Harassment (POSH) Act, 2013.

All the members were apprised about the contents of the said email wherein AICTE had informed all the institutes that they should have an appropriate Internal Complaints Committee (ICC) to address the issues of the Faculty and Students. Further, in view of the gravity and severity of the matter, all the institution are requested to adhere the direction given by the Hon'ble Supreme Court of India under Prevention of Sexual Harassment (POSH) Act, 2013 and submit a report on following rules and regulations as mentioned in the POSH Act 2013.

**Action to be taken:**

To prepare a detailed Compliance report and submit to AICTE on or before July 24, 2023.

Agenda No 5: To discuss the Complaints received, if any, by the Internal Complaints Committee (ICC) after the last meeting.

It was informed that the Internal Complaints Committee (ICC) has not received any complaint related to women harassment at SRBS after the last meeting.

**Action to be taken:**

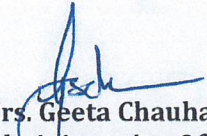
As there were no Complaints related to Women Harassment, no action has to be taken.





Agenda No. 6: 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.



Mrs. Geeta Chauhan  
Administrative Officer  
Presiding Officer



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For Sheila Raheja School of Business  
Management & Research



Director

