

**SRBS**

Sheila Raheja

School of Business

Management & Research

(Bombay Suburban Art & Craft Education Society)

Academic Year 2023-2024

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	Dr. Vaikhari Patil	Faculty Member
4	Mrs. Mukta Naik	Assistant Librarian
5	Mrs. Vipula Kamble	Non-Teaching Staff
6	Ms. Louan Rodrigues	Student from UG
7	Ms. Sharvani Palkar	Student from PG
8	Ms. Vaidhavi Vartak	Student from PG
9	Mrs. Radha Ambekar	Member from Non-Government Organization

Dr. Harish Kumar S. Purohit
Director

Date: August 31, 2023

Place: Mumbai



SRBS/ICC/2023-24/042

August 31, 2023

To,
The Members,
Internal Complaints Committee
SRBS, Bandra (East)
Mumbai - 400051.

Academic Year 2023-2024

NOTICE

Sub: INTERNAL COMPLAINTS COMMITTEE MEETING NO:- 1

The First Meeting of the Internal Complaints Committee for the Academic Year 2023-2024 is scheduled on Friday, September 15, 2023 at 03:00 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 June 26, 2023.
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. To apprise the members about submission of Compliance Report to AICTE.
5. Any other matter with the permission of the chair


Mrs. Geeta Chauhan
Administrative Officer
Presiding Officer





MINUTES OF MEETING
INTERNAL COMPLAINTS COMMITTEE

Meeting No.	Day & Date	Time
1 (Academic Year 2023-24)	Friday, September 15, 2023	03:00 p.m.

The minutes of Internal Complaints Committee (ICC) Meeting no. 1 of SRBS for Academic Year 2023-24 was held on Friday, September 15, 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 –Presiding Officer
2. Dr. Rahul Sanghavi – Teaching Staff Member
3. Mrs. Vaikhari Patil – Teaching Staff Member
4. Mrs. Jagruti Gijare – Teaching Staff Member
5. Mrs. Mukta Naik – Non-Teaching Staff Member
6. Mrs. Vipula Kamble – Non-Teaching Staff Member
7. Ms. Loann Rodgriues – Student Representative
8. Ms. Sharvani Palkar – Student Representative
9. Ms. Vaidhavi Vartak – Student Representative
10. Mrs. Radha Ambekar – NGO Representative

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 26, 2023.

The minutes of last Internal Complaints Committee meeting held on June 26, 2023 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 (ICC).

SRBS has reconstituted the Internal Complaints Committee (ICC) due to change in members.

The updated list of Members of Internal Complaints Committee (ICC) shall 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 (ICC) in the campus and to update it on the Website of the Institute.

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

The 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: To apprise the members about submission of Compliance Report to AICTE.

All the members were apprised that SRBS has prepared and submitted detailed Compliance Report to AICTE in response to their email dated June 23, 2023, regarding compliance of the Direction given by the Hon'ble Supreme Court of India on the Prevention of Sexual Harassment (POSH) Act, 2013.

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

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


Mrs. Geeta Chauhan
Administrative Officer
Presiding Officer





SRBS

Sheila Raheja

School of Business

Management & Research

(Bombay Suburban Art & Craft Education Society)

SRBS/ICC/2023-24/038

May 30, 2024

To,
The Members,
Internal Complaints Committee
SRBS, Bandra (East)
Mumbai - 400051.

Academic Year 2023-2024

NOTICE

Sub: INTERNAL COMPLAINTS COMMITTEE MEETING NO:- 2

The Second Meeting of the Internal Complaints Committee for the Academic Year 2023-2024 is scheduled on Friday, June 28, 2024 at 03:00 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 September 15, 2023.
2. To apprise the members on Celebration of International Women's Day.
3. To apprise the members about workshop organized by the Internal Complaints Committee (Formerly known as Women Development Committee) for Female Students and Staff Members.
4. To discuss the Complaints received, if any, by the Internal Complaints Committee (ICC) after the last meeting.
5. Any other matter with the permission of the chair


Mrs. Geeta Chauhan
Administrative Officer
Presiding Officer



MINUTES OF MEETING
INTERNAL COMPLAINTS COMMITTEE

Meeting No.	Day & Date	Time
2 (Academic Year 2023-24)	Friday, June 28, 2024	03:00 p.m.

The minutes of Internal Complaints Committee (ICC) Meeting no. 2 of SRBS for Academic Year 2023-24 was held on Friday, June 28, 2024, 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 – Presiding Officer
2. Dr. Rahul Sanghavi – Teaching Staff Member
3. Mrs. Vaikhari Patil – Teaching Staff Member
4. Mrs. Mukta Naik – Non-Teaching Staff Member
5. Mrs. Vipula Kamble – Non-Teaching Staff Member
6. Ms. Louan Rodgriues – Student Representative
7. Ms. Sharvani Palkar – Student Representative
8. Ms. Vaidhavi Vartak – Student Representative
9. Mrs. Radha Ambekar – NGO Representative

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 September 15, 2023.

The minutes of last Internal Complaints Committee meeting held on September 15, 2023 were read before the members. After thorough discussions, the minutes were confirmed and approved unanimously by all members.

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

The Presiding Officer apprised the members that on 8th March, 2024 All India Council for Technical Education (AICTE) had organized Women's Day Session (Online Session) on occasion of International Women's Day. The said event was organized to celebrate the achievements and contributions of women across the country.

This session proved to be an inspiring and empowering occasion for all women. Chief Guests for this occasion were **Mrs. Rohini Bhajibhakare**, PS to MoS, Ministry of Education, as Chief Guest. **Prof. T.G. Sitharam**, Chairman and **Prof. Rajive Kumar**, Member Secretary AICTE also graced the event. They gave insights and leadership in the field of education and women's empowerment which enriched the celebration for our women employees.

Agenda No. 3:

To apprise the members about workshop organized by the Internal Complaints Committee (Formerly known as Women Development Committee) for Female Students and Staff Members.

Sheila Raheja School of Business Management and Research College organized a workshop on self-defense training on March 09, 2024. The workshop aimed to empower women with essential self-defense techniques and strategies to enhance their confidence and safety in various situations.

Mr. Mahendra Raje, a renowned self-defense instructor was invited for conducting the workshop. With his extensive experience and expertise in martial arts and self-defense techniques, Mr. Raje provided valuable insights and practical demonstrations to the participants.

The workshop concluded with an interactive Question and Answer session where participants had the opportunity to seek clarification on techniques, share personal experiences, and receive personalized advice from **Mr. Raje**.

Agenda No. 4:

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 to be taken.

Agenda No. 5:

Any other matter with the permission of the Chair

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


Mrs. Geeta Chauhan
Administrative Officer
Presiding Officer

