

**SRBS**

Sheila Raheja

School of Business

Management & Research

(Bombay Suburban Art & Craft Education Society)

Academic Year 2024-2025

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	Mrs. Radha Ambekar ✓	Member from Non-Government Organization
7	Ms. Esha Varma ✓	Student from UG
8	Ms. Sharvani Palkar ✓	Student from PG
9	Ms. Vaidhavi Vartak ✓	Student from PG

Dr. Harish Kumar S. Purohit
Director



Date: August 31, 2024

Place: Mumbai

SRBS/ICC/2024-25/062

August 30, 2024

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

Academic Year 2024-2025

NOTICE

Sub: INTERNAL COMPLAINTS COMMITTEE MEETING NO:- 1

The First Meeting of the Internal Complaints Committee for the Academic Year 2024-2025 is scheduled on Saturday, September 28, 2024 at 11:00 a.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 28, 2024.
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 discuss about the complaints received if any by the Internal Complaint Committee 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
1 (Academic Year 2024-25)	Saturday, September 28, 2024	11:00 a.m.

The minutes of Internal Complaints Committee (ICC) Meeting no. 1 of SRBS for Academic Year 2024-25 was held on Saturday, September 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. Esha Varma – 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 Presiding Officer extended a warm welcome to all the members and proceeded with the agenda of the meeting.

Agenda No. 1: To read and approve the minutes of last meeting held on June 28, 2024.

The minutes of last Internal Complaints Committee meeting held on June 28, 2024 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 names 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 discuss about the complaints received if any by the Internal Complaint Committee after the last meeting.

All the members were informed that Internal Complaint Committee has not received any complaints related to Women Harassment after the last meeting.

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/2024-25/045

April 30, 2025

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

Academic Year 2024-2025

NOTICE

Sub: INTERNAL COMPLAINTS COMMITTEE MEETING NO:- 2

The Second Meeting of the Internal Complaints Committee for the Academic Year 2024-2025 is scheduled on **Friday, May 16, 2025 at 02:30 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 September 28, 2024.
2. To apprise the members on Celebration of International Women's Day.
3. To apprise the members about the Circular received from UGC dated November 22, 2025.
4. To apprise the members about the Circular received from AICTE dated December 06, 2024.
5. To apprise the members about the Circular received from UGC dated April 30, 2024.
6. To discuss the Complaints received, if any, by the Internal Complaints Committee (ICC) after the last meeting.
7. 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 2024-2025)	Friday, May 16, 2025	02:30 p.m.

The minutes of Internal Complaints Committee (ICC) Meeting no. 2 of SRBS for Academic Year 2024-25 was held on **Friday, May 16, 2025**, 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. Esha Varma – 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 Presiding Officer extended a warm welcome to all the members and proceeded with the agenda of the meeting.

Agenda No. 1: To read and approve the minutes of last meeting held on September 28, 2024.

The minutes of last Internal Complaints Committee meeting held on September 28, 2024 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 apprise the members on Celebration of International Women's Day.

The Presiding Officer apprised the members that on 8th March, 2025 SRBS had organized Women's Day Session on occasion of International Women's Day. The said event was organized to celebrate the achievements and contributions of women across the country.



Ms. Monica Bharan, (Veteran) Coordinator IIM Indore, Mumbai Campus, **Major Priyanka Gupta**, Co-founder and Head of Marketing, VISOL and **Ms. Deepali Jadhav**, Founder Bowls, Rolls & Bites were invited as Chief Guest. All the three distinguished Speakers talked about their journeys and learnings. The critical aspects of preparing for a role in the workplace and society were explained elaborately. These aspects included tips for developing understanding of career paths and need for equality with empowerment.

Agenda No. 3: To apprise the members about the Circular received from UGC dated November 22, 2025.

All the members were informed about the Circular No. D.O.No.F.91-3/2024 (GS) dated November 22, 2024 received from University Grants Commission (UGC) wherein they have highlighted on raising awareness about confidential reporting through SHe-Box Portal in order to get redressal of their Grievances effectively.

Action to be taken: Our Institute has created awareness among students and staff members regarding gender-based violence and raising awareness about the rights and entitlement of women.

Agenda No. 4: To apprise the members about the Circular received from AICTE dated December 06, 2024.

All the members were informed about the Circular received from AICTE regarding "Compliance with the POSH Act, 2013 and Observance of "Sexual Harassment at Workplace Prevention Week" wherein it is mentioned that with increase in participation of women in workforce it is imperative for all employers to adhere to the provisions of the POSH Act, 2013 and actively promote a culture of respect and equality.

The said circular also mentioned about SHe-Box Portal upgraded by the Ministry of Women and Child Development as a Central repository for complaints under the POSH Act. All the Workplaces have been asked to update the portal with details of their Nodal Officers and ICs to enable complainants file their grievances directly to the IC concerned.

Action to be taken: Our Institute has updated the said data on SHe-Box Portal.

Agenda No. 5: To apprise the members about the Circular received from UGC dated April 30, 2024.

All the members were informed about the Circular received from UGC regarding UGC has issued advisories to the HEIs to take the following actions:



- i. To constitute an Internal Complaints Committee (ICC) and a Special/Women's Cell in the institutions under the administrative control to deal with gender-based violence and conduct gender sensitization programs.
- ii. To display banners and posters at conspicuous places in the buildings to create awareness among employees about sexual harassment and how to prevent it
- iii. To display the names and contact details of the members of the Internal Complaints Committee on notice boards in the institutions.
- iv. To place a billboard showing the penal consequences of Sexual Harassment. A toll-free number and committed phone numbers should be provided on the billboard.
- v. To display the Women's Helpline Number 181 and Emergency Response Support Number 112 for ease of access to women in distress.
- vi. To upload the following on their respective portals:
 - "Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013," and University Grants Commission (Prevention, Prohibition, and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015.
 - Details regarding the constitution of the Internal Complaints Committee alongwith contact information of its members such as name, phone number, address etc.
- vii. To organize training programmes aimed at raising awareness about sexual harassment for the employees of the institutions.

As per the circular it was informed to all the Institutions to fill in details regarding compliance with the above points through online mode on the form available on the SAKSHAM Portal and UAMP Portal for the year 2023-2024 at the earliest.

Our Institute adheres to all the advisories issued by UGC with respect to Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and students.

Action to be taken: Our Institute has filled Online Form for compliances on SAKSHAM Portal and UAMP Portal for the Academic Year 2023-2024.

Agenda No. 6: 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. 7: 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

