



SRBS

Sheila Raheja

School of Business

Management & Research

(Bombay Suburban Art & Craft Education Society)

SRBS/ICC/2025-26/074

October 17, 2025

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

Academic Year 2025 – 2026

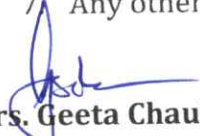
NOTICE

Sub: INTERNAL COMPLAINTS COMMITTEE MEETING NO:- 1

The First Meeting of the Internal Complaints Committee (ICC) for the Academic Year 2024-2025 is scheduled on Monday, November 03, 2025 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 May 16, 2025.
2. Introduction of new members of re-constituted Internal Complaints Committee (ICC).
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.
4. To apprise the Members about the email received from AICTE for updation of Information on She-Box Portal.
5. To apprise the members about the circular issued by UGC regarding Gender Champions.
6. To discuss about the complaints received (if any) by the Internal Complaint 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
1 (Academic Year 2025-2026)	Monday, November 03, 2025	11:00 a.m.

The minutes of Internal Complaints Committee (ICC) Meeting no. 1 of SRBS for Academic Year 2025-2026 was held on Monday, November 03, 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. Kanishka Basutkar – Student Representative
8. Ms. Nadar Mercy Anuja – 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 May 16, 2025.

The minutes of last Internal Complaints Committee (ICC) meeting held on May 16, 2025 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 apprise the Members about the email received from AICTE for updation of Information on She-Box Portal.

All the members were informed about the email received from AICTE on August 08, 2025 wherein they have informed about launch of the She-Box Portal to strengthen the implementation of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (SH Act).

This portal provides a single-window digital platform for every woman employee whether in the public or private sector, organized or unorganized sector to file complaints related to sexual harassment at the workplace and to track the status of their complaints efficiently. It plays a pivotal role in facilitating transparency, accountability, and timely redressal of grievances, thereby promoting a safe and respectful working environment for women.

In this context, AICTE has informed all the institutes and organizations to regularly update and review the relevant information on the She-Box Portal to ensure seamless communication and effective monitoring of complaints.

Further, they have also mentioned to share this information with all the faculty, students, staff and others so that they can benefit from it.

Presiding Officer, Mrs. Geeta Chauhan informed the Committee Members that our Institute has already updated all the relevant information on the She-Box Portal.

Action to be taken: To display circular for students, staff and all other stakeholders for submission of their Grievances (if any) online through She-Box Portal.

Agenda No. 5: To apprise the members about the circular issued by UGC regarding Gender Champions.

All the members were apprised about the Circular No. D.O.No.91-1/2023 (GS) dated May 29, 2025 issued by UGC regarding implementation of Guidelines for Gender Champions in Higher Educational Institutions wherein they have emphasized about the imperative need to create an environment fostering equal treatment through the engagement of Gender Champions in all educational institutions across the country.

Further, they have also informed to complete the Online Compliance by submitting details of Gender Champions on Saksham Portal.

Action to be taken: To submit the details of Gender Champions on Saksham Portal for Academic Year 2024-2025.

Agenda No. 6: To discuss about the complaints received if any by the Internal Complaint Committee (ICC) after the last meeting.

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

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

