



## NOTIFICATION

Ref. No. ASB/ICC/2025/1

Date: 10 September 2025

### **Sub: Re-Constitution of Internal Complaints Committee (ICC)-Reg.**

In accordance with the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, and the UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015, and based on the resolution passed in the ICC meeting (MoM No. ICC/2025/01) held on 26 August 2025, the Internal Complaints Committee (ICC) of Asian School of Business is hereby reconstituted for the Academic Year 2025–26 to address complaints relating to sexual harassment at the workplace and within the campus.

The reconstitution is in view of the commencement of Undergraduate (UG) programmes from August 2025, in addition to the existing MBA programme, and is intended to ensure inclusive representation and effective implementation of ICC functions for all categories of students and employees.

Name	Designation	Role in ICC	Email
Dr. Lekshmi R. Kumar	Associate Professor	Presiding Officer	lekshmi@asbindia.org.in
Prof. Dipu B.	Assistant Professor	Faculty Member	dipu@asbindia.org.in
Prof. Anjali A. B. Nair	Assistant Professor	Faculty Member	anjaliabnair.asb@gmail.com
Mr. Rajesh R. K.	System Administrator	Non-Teaching Member	itsystemsasb@gmail.com
Adv. Jiza Gireesh	External/Legal Member	External Member	jizagireesh@gmail.com
Ms. Aisha Rasheed	MBA24 Student	Student Member	aisharasheed2023@gmail.com
Ms. Janvi M.	MBA25 Student	Student Member	2498janvi@gmail.com
Ms. Amina S	UG-BCA Student	Student Member	aminazakkirhussain.090@gmail.com
Ms. Nayana Syam	UG- BCom Student	Student Member	vaishnavivasudev07@gmail.com
Ms. Vaishnavi Vasudev	UG- BBA Student	Student Member	nayanascitystar@gmail.com



**Role and Functions of the Internal Complaints Committee (ICC)**

The Internal Complaints Committee (ICC) is responsible for preventing, prohibiting, and redressing complaints of sexual harassment at the workplace and on campus, and for ensuring a safe, inclusive, and gender-sensitive environment for all students, faculty, staff, and other stakeholders.

In addition to handling complaints through a fair, impartial, and confidential inquiry process, the ICC shall undertake preventive and sensitisation activities, including awareness programmes, orientation sessions, and dissemination of information regarding rights, responsibilities, and redressal mechanisms under the POSH Act.

The Committee shall ensure that appropriate communication channels and accessibility mechanisms are in place, including a dedicated ICC email ID, online complaint submission facilities, and prominent display of ICC details on the institutional website and notice boards.

The ICC shall function in accordance with the principles of natural justice, confidentiality, non-retaliation, and fairness, and shall submit periodic reports and recommendations to the Head of the Institution in accordance with statutory and regulatory requirements.

*The Committee shall function in accordance with the provisions of the above-mentioned Act and Regulations and institutional policies in force.*

*This order comes into effect immediately.*

**Director**  
Asian School of Business

Date: 10 September 2025





Sub: Furnishing the Annual Return of Sexual Harassment complaints at workplace - reg

The annual return on cases of sexual harassment of women at workplace for the period from 01.01.2025 to 31.12.2025 pertaining to Asian School of Business, Trivandrum, in the prescribed format is given below.

Sl. No.	Particulars	Information
1.	Number of complaints on sexual harassment received in the year	Nil
2.	Number of cases disposed within the year	Nil
3.	Number of cases pending for more than 90 days	Nil
4.	Number of workshops on awareness programmes against sexual harassment conducted during the year	Nil
5.	Nature of action	Nil

This has the approval of the Competent Authority.

Submitted to:

Head of Institution

Date:

Name	Role in ICC	Signature
Dr. Lekshmi R. Kumar	Presiding Officer	
Prof. Dipu B.	Faculty Member	
Prof. Anjali A. B. Nair	Faculty Member	
Mr. Rajesh R. K.	Non-Teaching Member	
Adv. Jiza Gireesh	External Member	
Ms. Aisha Rasheed	MBA24 Student	
Ms. Janvi M.	MBA25 Student	
Ms. Amina S	UG-BCA Student	
Ms. Nayana Syam	UG- BCom Student	
Ms. Vaishnavi Vasudev	UG- BBA Student	