



Education | Health Care

Institute of Medical Sciences & KME Society's Hospital



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Ref. KMESH / / 20

Date:

Gender Harassment Committee (Internal complaints committee)

(As Per NMC & Prevention of Sexual Harassment (PoSH) Act, 2013)

The Gender Harassment Committee in medical college is constituted as per the National Medical Commission (NMC) guidelines and the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013 (PoSH Act). It aims to provide a safe, gender-sensitive, and harassment-free environment for students, faculty, and staff.

1. Composition of the Gender Harassment Committee (Internal complaints committee)

The committee must have a diverse representation, including senior faculty, external members, and student's representative.

Sr. No.	Name of Staff	Designation	Contact No	Role
1	Dr. Sanjay Agrawal	Dean/Principal	7000173296	Patron (Overseeing Authority)
2	Dr. Sanjiv Shamrao Thakur	Senior Female Faculty (Professor)	9823013042	Chairperson (Presiding Officer)
3	Dr. Ankur Yeduba Sarkate	Faculty Member	9552557682	Member
4	Dr. Vandana Vilas Shinde	Faculty from Different Departments	9833057393	Member
5	Mr. Ansari Umar Farooque Akhlaque Ahmad	Non-Teaching Staff Representative	9595131591	Member
6	Ms. Hamdani Irfana Rafique Ah.	Member (Advocate)	7020850033	Member
7	Mr. Pritam Chaudhari	Member (Police)	8779788433	Member
8	Mr. Rajiv Vadage	Member (Press)	9822493259	Member

☒ . Note: As Per PoSH Act, 2013, at least 50% of member should be women.

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2. Responsibilities of Gender Harassment Committee (ICC)

❖ Prevention & Awareness

- Conduct sensitization programs, workshop, and training on gender equity and harassment prevention.
- Display **Anti-Sexual Harassment Policies** on campus, website, and notice boards.
- Promote gender- neutral **policies** for students and staff.

❖ Complaint Handling & Redressal

- Receiving and **investigate complaints** of sexual harassment or gender discrimination.
- Ensure a **confidential, impartial, and timely** grievance redressal process.
- Provide support and counselling to affected individuals.
- Take necessary actions, including **disciplinary measures**, as per institutional & legal guidelines.

❖ Legal Compliance & Reporting

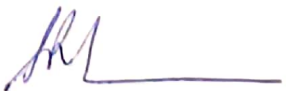
- Function as per **PoSh Act, 2013** and report to relevant authorities when required.
- Submit **annual reports** on cases handled, actions taken, and preventive measures to NMC.
- Maintain **confidentiality** and safeguard the interests of complainants and witnesses.

3. Complaint Procedure

- **Step 1: Complaint Submission** (**Written/Email complaint** to within 3 months of the incident).
- **Step 2: Preliminary Inquiry** (ICC reviews case details, confidentiality maintained).
- **Step 3: Hearing Process** (Statements from complainant, accused, and witnesses recorded).
- **Step 4: Resolution & Action** (Counselling, warning, suspension, or legal action if required).
- **Step 5: Appeal Process** (If either party is unsatisfied, an appeal can be made as per rules).

4. Meeting Schedule & Documentation

- **Frequency:** At least once every three month's or as needed in case of complaints.
- **Agenda:** Awareness initiatives, case reviews, policy updates.
- **Minutes of Meetings:** Proper documentation maintained confidentially.


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4. Regulation & Coordination

- a. The committee reports to the House of Representatives and submits an annual compliance report to OIG
- b. Works in collaboration with regulatory, policy, and research to inform organizations & society
- c. Develops compliance with rules, OIG, and Government Strategy & Policy Committee

Approved & Approved

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