

Internal Complaint Committee
Year 2019-20

**Internal Complaint Committee
Guidelines**

PROCEDURE TO BE FOLLOWED IN SEXUAL HARASSMENT CASES

1. PURPOSE

- 1.1 To establish that inappropriate behaviour of a sexual nature, and / or retaliation will not be tolerated at IPE and to set forth procedures for resolving such allegations.
- 1.2 To effectively implement the guidelines issued by the Hon'ble Supreme Court of India in *Vishaka v. State of Rajasthan* W.P. (Crl.) Nos. 666-70 of 1992, decided on 13.08.1997 and reported in (1997) 6 SCC 241 ["Guidelines"], and the Anti Sexual Harassment Policy of IPE ["Policy"].

2. CONSTITUTION OF THE ANTI SEXUAL HARASSMENT COMMITTEE

- 2.1 The Management shall constitute an Anti Sexual Harassment Committee ["Committee"] when a complaint of sexual harassment is received from any woman employee.
- 2.2 "Employee" for the purpose of the Policy and the present Procedure means any person on the rolls of IPE, including those on deputation, contract, temporary, part time or working as consultants, even though they may not be employees for any other purpose.
- 2.3 In keeping with the Guidelines, the Committee shall be formed in accordance with the following conditions:
 - (i) The Committee shall have three (3) members;
 - (ii) At least two (2) of such members shall be women;
 - (iii) At least one member of the Committee shall be from a non-governmental organization ["NGO"] that operates on a secular non-profit basis and is involved in work concerning gender justice;
 - (iv) The Committee shall be headed by one member ["Chairperson"]; who shall mandatorily be a woman.

3. ROLE OF THE COMMITTEE

- 3.1 The Committee shall decide whether the facts contained in the complaint make out a case of "sexual harassment" in light of the definition contained in the Policy.
- 3.2 The Committee shall look into the truth of the allegations contained in the complaint.
- 3.3 The Committee shall look into the truth of any allegation of retaliation against / victimization of the complainant or any other person assisting her as a result of such complaint having been made or such assistance having been offered;
- 3.4 The Committee shall recommend the penalties / action to be taken against any person found guilty of having sexually harassed the complainant, up to and including termination, to the HR Department.
- 3.5 The Committee shall recommend the penalties / action to be taken against any person found guilty of having retaliated against / victimized the complainant or any other person assisting her as a result of such complaint having been made or such assistance having been offered.
- 3.6 The Committee shall recommend appropriate psychological, emotional and physical support (counselling, security and other assistance) for the victim to the HR Department.

- 3.7 The Committee shall recommend the penalties / action to be taken against any person found guilty of having made false claims of having been sexually harassed, up to and including termination, to the HR Department.
- 3.8 The Committee shall monitor the follow-up action to be taken by the HR Department on receipt of the Report of the Committee.

4. POWERS OF THE COMMITTEE

- 4.1 The Committee shall have the power to summon witnesses and call for documents or any information from any employee.
- 4.2 If the Committee has reason to believe that an employee is capable of furnishing relevant documents or information, it may direct such person to produce such documents or information by serving a notice in writing on that person, summoning the person, or calling for such documents or information at such place and within such time as may be specified in the written notice.
- 4.3 Where any relevant document or information is recorded or stored by means of a mechanical, electronic or other device, the Committee shall have the power to direct that the same be produced, or that a clear reproduction in writing of the same be produced.
- 4.4 Upon production of documents / information called for by it, the Committee shall have the power to (i) make copies of such documents / information or extracts there from; or (ii) retain such documents / information for such period as may be deemed necessary for purposes of the proceedings before it.
- 4.5 The Committee shall have the power to issue interim directions to / with regard to any person participating in the proceedings before it.
- 4.6 The Committee shall have the power to recommend the action to be taken against any person found guilty of (a) sexually harassing the complainant; (b) retaliating against / victimizing the complainant or any other person before it; and (c) making false charges of sexual harassment against the accused person.

5. PROCEDURE TO BE FOLLOWED BEFORE THE COMMITTEE

- 5.1 The Management shall forward the written complaint to the Committee upon its formation.
- 5.2 The Committee may direct the complainant to prepare and submit a detailed statement of incidents if the written complaint lacks exactness and required particulars, within a period of two (2) days from such direction or such other time period that the Committee may decide.
- 5.3 The Committee shall direct the accused employee(s) to prepare and submit a written response to the complaint / allegations within a period of four (4) days from such direction or such other time period as the Committee may decide.
- 5.4 Each party shall be provided with a copy of the written statement(s) submitted by the other.
- 5.5 The Committee shall conduct the proceedings in accordance with the principles of natural justice and in keeping with the Guidelines and the Policy. It shall allow both parties reasonable opportunity of presenting their case. However, should the accused choose not to participate in the proceedings, the Committee shall continue *ex parte*.

- 5.6 The Committee shall allow both parties to produce relevant documents and witnesses to support their case. Documents produced by either party shall be affixed with that party's signature to certify the document as original / true copy.
- 5.7 The party against whom the document / witness is produced shall be entitled to challenge / cross-examine the same.
- 5.8 The Committee shall sit on a day-to-day basis to record and consider the evidence produced by both parties.
- 5.9 As far as practicable, all proceedings of the Committee shall take place in the presence of both parties.
- 5.10 Minutes of all proceedings of the Committee shall be prepared and duly signed by the members of the Committee.
- 5.11 The Committee shall make all endeavour to complete its proceedings within a period of fifteen (15) days from its formation.
- 5.12 The Committee shall record its findings in writing supported with reasons and shall forward the same with its recommendations, to the HR Department, within a period of five (5) days from completion of the proceedings before it. In case the Committee finds that the facts disclose the commission of a criminal offence by the accused person, this shall be specifically mentioned in the Committee's report.
- 5.13 If, in the course of the proceedings before it, the Committee is satisfied that a *prima facie* case of sexual harassment is made out against the accused employee(s) and that there is any chance of the recurrence of any such action, or that it is required to do so in the interests of justice, it may, on the request of the complainant or otherwise, direct the transfer of such employee(s) from their present position, or even their suspension, pending the inquiry. Such decision shall be binding on the parties and shall be immediately implemented by the HR Department.
- 5.14 If, in the course of the proceedings before it, the Committee is satisfied that any person has retaliated against / victimized the complainant or any person assisting her as a result of the complaint having been made or such assistance having been offered, the Committee shall report the same in writing, to the HR Department, with reasons and with recommendations of the action to be taken against such person.
- 5.15 If, at the culmination of the proceedings before it, the Committee is satisfied that the complainant has knowingly brought false charges of sexual harassment against any person, it shall report the same in writing to the HR Department, with reasons and with recommendations of the action to be taken against such person.

6. MISCELLANEOUS

- 6.1 All proceedings, including the statements and other material adduced as evidence before the Committee shall be strictly confidential. The Committee shall take all steps to ensure that the parties before it and their representatives shall maintain strict confidentiality in all respects.
- 6.2 The decision of the Committee on any matter within its competence shall be considered final and no appeal / challenge to the same shall lie to any person / body in IPE.
- 6.3 The HR Department shall scrutinize the report and recommendations of the Committee and take appropriate action against the guilty person in accordance with the Guidelines, Policy, and gravity of the behaviour disclosed in the Committee's report.

- 6.4 In case the conduct disclosed in the Committee's report is of a nature that amounts to a criminal offence under the law of the land, appropriate action shall be initiated by the HR Department, for making a police complaint in respect of the same.
- 6.5 The HR Department shall scrutinize the report and recommendations of the Committee and take appropriate action to provide the victim with necessary psychological, emotional and physical support.
- 6.6 In case of sexual harassment of any woman employee by any person not employed by IPE, the HR Department shall take all steps necessary and reasonable to assist the affected woman employee in terms of providing her with psychological, emotional and physical support and enabling her to take recourse to the law.

कामाच्या ठिकाणी महिलांच्या लैंगिक
छळवणूकीच्या अनुषंगाने प्राप्त झालेल्या
तक्रारीची चौकशी करताना
अवलंबावयाची कार्यपध्दती.

महाराष्ट्र शासन

महिला व बाल विकास विभाग

शासन परिपत्रक, क्र. मकचौ-२००९/प्र.क्र.१९/मकक

नवीन प्रशासन भवन, मंत्रालय, मुंबई-३२.

दिनांक :- ४ ऑक्टोबर, २०१०

- वाचा :-** १) शासन परिपत्रक, सामान्य प्रशासन विभाग, क्र.एसआरव्ही-१०९९/७३/मकअ, दि.१९.५.१९९९
२) शासन निर्णय, सामान्य प्रशासन विभाग, क्र.मकचौ-२००४/१६/प्र.क्र.१/मकअ, दि.३ ऑगस्ट, २००४
३) शासन अधिसूचना, सामान्य प्रशासन विभाग, क्र.सीडीआर-१००८/प्र.क्र.४५/८/११, दि.१.४.२०१०
४) शासन परिपत्रक, क्र.मकक-२००७/प्र.क्र.७/मकक, दि.२६.१२.२००७

प्रस्तावना :- कामाच्या ठिकाणी महिलांच्या होणाऱ्या लैंगिक छळास प्रतिबंध करण्यासंदर्भात मा. सर्वोच्च न्यायालयाने विशाखा जजमेंटमधील दिलेल्या निर्णयातील मार्गदर्शक तत्वानुसार कार्यालयाच्या ठिकाणी कोणत्याही शासकीय कर्मचाऱ्यास महिलेचा लैंगिक छळ करण्यास प्रतिबंध करण्यात आला आहे. महाराष्ट्र नागरी सेवा (वर्तणूक) नियम, १९७९ मधील नियम-२२-ए नुसार लैंगिक छळवणूक हे गैरवर्तन मानण्यात आले आहे. कार्यालयाच्या ठिकाणी महिलांची लैंगिक सतावणूक झाल्याच्या संदर्भात तक्रार प्राप्त झाल्यास वर्तणूक नियमाचा भंग झाल्याच्या कारणास्तव अशा प्रकारचे गैरवर्तन करणाऱ्या शासकीय अधिकारी / कर्मचारी यांच्याविरुद्ध महाराष्ट्र नागरी सेवा (शिस्त व अपील) १९७९ मधील तरतूदीनुसार शिस्तभंगाची कारवाई करण्याची तरतूद आहे. तसेच शासन निर्णय, सामान्य प्रशासन विभाग, दि.३.८.२००४ नुसार राज्य महिला तक्रार निवारण समितीने एखाद्या प्रकरणी चौकशी करून दिलेला चौकशी अहवाल हा अंतिम चौकशी अहवाल मानण्यात आला आहे. सदर चौकशी अहवाल विचारात घेऊन संबंधित शिस्तभंगविषयक प्राधिकऱ्याने त्याप्रकरणी महाराष्ट्र नागरी सेवा (शिस्त व अपील) नियम, १९७९ मधील तरतूदीनुसार शिक्षेची कार्यवाही करणे आवश्यक व बंधनकारक केले आहे. तथापि अशा लैंगिक छळवणूकीच्या अनुषंगाने प्राप्त झालेल्या तक्रारीची चौकशी करताना कोणती कार्यपध्दती अवलंबावी हा प्रश्न विचाराधीन होता.

२. सामान्य प्रशासन विभागाने शासन अधिसूचना क्र. सीडीआर-१००८/प्र.क्र.४५/०८/११, दिनांक १.४.२०१० अन्वये महाराष्ट्र नागरी सेवा (वर्तणूक) नियम १९७९ च्या नियम २२ -अ च्या अर्थातर्गत कामाच्या ठिकाणी लैंगिक सतावणूकीस अनुलक्षून प्राप्त झालेल्या तक्रारीची चौकशी करण्यासाठी प्रत्येक विभागात किंवा कार्यालयात गठीत करण्यात आलेली महिला तक्रार निवारण समिती ही शिस्तभंगविषयक प्राधिकऱ्याने नियुक्त केलेले चौकशी प्राधिकरण असल्याचे मानण्यात आले असून, अशा तक्रारीची चौकशी करण्यासाठी तक्रार निवारण समितीकरिता स्वतंत्र कार्यपध्दती विहित केली नसेल तर, महिला तक्रार निवारण समिती महाराष्ट्र नागरी सेवा (शिस्त व अपील) नियम १९७९ मधील नियम ८ मध्ये घालून दिलेल्या

कार्यपध्दतीनुसार जेथवर व्यवहार्य असेल तेथवर स्वतः चौकशी करेल अशी तरतुद केलेली आहे. त्यानुसार, लैंगिक सतावणूकीस अनुलक्षून प्राप्त झालेल्या तक्रारींची चौकशी महाराष्ट्र नागरी सेवा (शिस्त व अपिल) नियम १९७९ मधील नियम ८ मधील कार्यपध्दती अवलंबून चौकशी करण्यासाठी विभागात / कार्यालयात गठीत करण्यात आलेली महिला तक्रार निवारण समिती ही शिस्तभंगविषयक प्राधिका-याने नियुक्ती केलेले चौकशी प्राधिकरण म्हणून काम करेल / असेल.

३. तसेच अशा प्रकरणातील चौकशी ही तात्काळ होऊन संबंधित महिलेला सत्वर न्याय मिळणे अत्यावश्यक असल्याने शासन परिपत्रक क्रमांक मकक/२००७/प्र.क्र.७/ मकक, दिनांक २६ डिसेंबर २००७ अन्वये अशा तक्रारींची चौकशी करण्यासाठी जी कालमर्यादा ठरवून देण्यात आली आहे. त्यामध्ये सुधारणा करणे आवश्यक असल्याने तसा प्रस्ताव विचाराधिन होता.

❖ उक्त परिस्थितीत लैंगिक छळवणूकीबाबतची तक्रार प्राप्त झाल्यानंतर करावयाच्या कार्यवाहीबाबत.

(अ) शिस्तभंग विषयक प्राधिका-याने करावयाच्या कार्यवाहीसाठी यापुढे खालील प्रमाणे कार्यपध्दती / कालमर्यादा ठरवून देण्यात येत आहे.

- (१) लैंगिक छळवादाची तक्रार प्राप्त झाल्यास शिस्तभंगविषयक प्राधिका-याने महाराष्ट्र नागरी सेवा (शिस्त व अपिल) नियम १९७९ च्या नियम ८ मध्ये घालून दिलेल्या तरतुदीनुसार तक्रारी संदर्भात दोषारोपपत्र तयार करून ते संबंधित अधिकारी / कर्मचा-यावर बजावावे व त्या तक्रारीची चौकशी करण्याकरिता संबंधित कार्यालयातील महिला तक्रार निवारण समितीस चौकशी प्राधिकरण म्हणून नेमावे.
- (२) लैंगिक छळवणूकीची तक्रार प्राप्त झाल्यानंतर शिस्तभंगविषयक प्राधिका-याने तक्रारदार महिलेला तसेच ज्याच्याविरुद्ध तक्रार आहे अशा अधिकारी / कर्मचा-यास १५ दिवसांच्या आत सुनावणी देऊन त्यांचे म्हणणे ऐकून घ्यावे.
- (३) तदनंतर शिस्तभंगविषयक प्राधिका-याने ज्या अधिकारी / कर्मचा-याविरुद्ध तक्रार आहे, त्या अधिकारी / कर्मचा-याविरुद्ध पुढील ३० दिवसांत दोषारोपपत्र तयार करून ते त्यांच्यावर बजावावे व त्याबाबतीत संबंधित कर्मचा-याला त्याचे निवेदन त्यापुढील १५ दिवसांच्या आत सादर करण्याचे निदेश द्यावेत.
- (४) या मुदतीत संबंधित अधिकारी / कर्मचा-याचे निवेदन प्राप्त न झाल्यास, त्यांचे प्रकरण महिला तक्रार निवारण समितीकडे पाठविले आहे असे त्यांना कळवून त्यांचे जे काही म्हणणे असेल ते आता महिला तक्रार निवारण समितीपुढे सादर करण्यास सुचित करावे; आणि तक्रारदाराचा तक्रार अर्ज, संबंधितावर बजावलेले दोषारोप पत्र व इतर संबंधित कागदपत्रे महिला तक्रार निवारण समितीकडे चौकशीसाठी पाठवावीत. ही कार्यवाही त्यापुढील १० दिवसांत करण्यात यावी.
- (५) अशा प्रकरणात सादरकर्ता अधिकारी म्हणून महिला अधिकारी / कर्मचारी यांची नियुक्ती करण्यासंदर्भात कटाक्ष असावा.

(ब) महिला तक्रार निवारण समितीने पुढील प्रमाणे कार्यवाही करावी.

लैंगिक छळाबाबतची प्राप्त झालेली तक्रार, त्या अनुषंगाने शिस्तभंगविषयक प्राधिका-याने बजावलेले दोषारोपपत्र, त्यावरील संबंधित अधिकारी /कर्मचारी यांचे निवेदन व इतर संबंधित कागदपत्राच्या आधारे महिला तक्रार निवारण समितीने महाराष्ट्र नागरी सेवा (शिस्त व अपिल) नियम १९७९ च्या नियम ८ मध्ये घालून दिलेल्या कार्यपध्दतीचा अवलंब करून चौकशी करावी. अशी चौकशी दोन महिन्यात पूर्ण करून सदर चौकशी अहवाल शिस्तभंगविषयक प्राधिका-यास सादर करावा व त्या अहवालाची एक प्रत राज्य महिला तक्रार निवारण समितीस पाठवावी.

सदर चौकशी अहवाल अंतिम चौकशी अहवाल असेल. सदर अहवालावरील राज्य महिला तक्रार निवारण समितीच्या शिफारशीनुसार शिस्तभंगविषयक प्राधिका-याने म. ना. से. (शिस्त व अपिल) नियम १९७९ मधील तरतुदी नुसार पुढील कार्यवाही करावी.

(क) तक्रार अर्जावर विहित मुदतीत कार्यवाही झाली नाही तर करावयाच्या कार्यवाहीबाबत.

(१) महिलांच्या तक्रार अर्जावर शिस्तभंगविषयक प्राधिका-याने एक महिन्यात कार्यवाही केली नाही तर संबंधित महिलेने त्यांच्या वरिष्ठ प्राधिका-याकडे तक्रारीबाबत दाद मागावी.

(२) अशा प्रकारे महिलेची तक्रार प्राप्त झाल्यानंतर संबंधित वरिष्ठ प्राधिका-याने विहित केलेल्या कालमर्यादेत त्यांच्याकडील महिला तक्रार निवारण समितीकडून चौकशीची कार्यवाही करावी. तसेच जे शिस्तभंगविषयक अधिकारी त्यांना घालून दिलेल्या कालमर्यादेत अशा तक्रार अर्जावर कार्यवाही करत नाहीत त्यांच्या विरुद्ध कारवाई करण्याच्या दृष्टीने संबंधित विभाग प्रमुख / प्रशासकीय विभाग प्रमुख यांनी त्या शिस्तभंगविषयक प्राधिका-याचा खुलासा घेवून त्यांच्या विरुद्ध म.ना. से. (शिस्त व अपिल) नियम १९७९ मधील तरतुदीनुसार विभागीय चौकशीची कारवाई करावी.

(३) या प्रकरणी वरिष्ठ प्राधिका-यानेही न्याय दिला नाही तर संबंधित महिला, राज्य महिला तक्रार निवारण समितीकडे दाद मागू शकते.

सदर शासन परिपत्रक सामान्य प्रशासन विभागाच्या मान्यतेने निर्गमित करण्यात येत आहे.

सदर शासन परिपत्रक महाराष्ट्र शासनाच्या www.maharashtra.gov.in या वेबसाईटवर उपलब्ध असून त्याचा संगणक संकेतांक -----असा आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने,

(वन्दना कृष्णा)

सचिव, महाराष्ट्र शासन

प्रति,

१. मा. राज्यपालांचे सचिव, राजभवन, मुंबई.

२. मा. मुख्यमंत्र्यांचे प्रधान सचिव, मंत्रालय, मुंबई.

३. मा. उपमुख्यमंत्र्यांचे प्रधान सचिव, मंत्रालय, मुंबई.

४. सर्व मंत्री / राज्यमंत्री यांचे खाजगी सचिव, मंत्रालय, मुंबई.

५. महिलांचे हक्क व कल्याण समिती, विधानमंडळ सचिवालय, मुंबई.

६. विरोधी पक्ष नेता कार्यालय, विधानसभा / विधानपरिषद, महाराष्ट्र विधानमंडळ सचिवालय, मुंबई.

७. मुख्य सचिवांचे वरिष्ठ स्त्रीय सहाय्यक, मंत्रालय, मुंबई.
 ८. शासनाचे सर्व अप्पर मुख्य सचिव/ प्रधान सचिव/ सचिव, मंत्रालय, मुंबई.
 ९. प्रधान सचिव, महाराष्ट्र विधानमंडळ सचिवालय, मुंबई (५ प्रती)
 १०. प्रबंधक, उच्च न्यायालय, अपिल शाखा, मुंबई.
 ११. प्रबंधक, उच्च न्यायालय, मूळ शाखा, मुंबई.
 १२. प्रबंधक, उच्च न्यायालय, मुंबई खंडपीठ, औरंगाबाद / नागपूर.
 १३. प्रबंधक, महाराष्ट्र प्रशासकीय न्यायाधिकरण, मुंबई खंडपीठ, औरंगाबाद / नागपूर.
 १४. प्रबंधक, लोक आयुक्त व उप लोक आयुक्त यांचे कार्यालय, मुंबई.
 १५. सचिव, महाराष्ट्र लोकसेवा आयोग, मुंबई.
 १६. महासंचालक, माहिती व जनसंपर्क महासंचालनालय, मंत्रालय, मुंबई.
 १७. विभागीय आयुक्त, कोकण / नाशिक/ पुणे/ औरंगाबाद/ अमरावती/ नागपूर.
 १८. सर्व जिल्हाधिकारी
 १९. सर्व जिल्हा परिषदांचे मुख्य कार्यकारी अधिकारी.
 २०. सर्व महानगरपालिकांचे आयुक्त.
 २१. सर्व नगरपालिकांचे, नगरपरिषदांचे मुख्य अधिकारी.
 २२. सर्व शासकीय महामंडळे, कंपन्या, स्थानिक स्वराज्य संस्था.
 २३. शासन अनुदानित मंडळे, संस्था.
 २४. सर्व मंत्रालयीन विभाग (आस्थापना शाखा)
 २५. सर्व मंत्रालयीन विभागाच्या अधिपत्याखालील विभाग प्रमुख व कार्यालय प्रमुख.
 २६. यशवंतराव चव्हाण विकास प्रशासन प्रबोधिनी, राजभवन आवार, बाणेर रस्ता, पुणे.
 २७. महिला व बाल विकास विभागातील सर्व कार्यासने.
 २८. निवड नस्ती (मकक)
- * पत्राने.

Maratha Vidya Prasarak Samaj's,
DR. VASANTRAO PAWAR MEDICAL COLLEGE, HOSPITAL & RESEARCH CENTRE, NASHIK.,
Vasantdada Nagar, Adgaon, Nashik-3.
Ref. No.: - M.V.P.S/MC/in out/ 1720/ 2019-2020.
Date: - 01/08/2019

CIRCULAR

Internal Complaint Committee (Woman's Grievances Redressal Committee) for the academic year 2019-2020 is constituted as under.

S. N.	Name	Department	Designation
1.	Dr. Sunita Sankalecha	Professor, Anaesthesiology	Chairman
2.	Dr. Shreeya Kulkarni	Professor, ENT	Member Secretary
3.	Dr. Hitendra Mahajan	NGO	Member
4.	Adv. Prakash Shinde	Legal Consultant	Member
5.	Dr. Jyoti Kasture	Associate Professor, Pathology	Member
6.	Dr. Shubhangi Wankhade	Assistant Professor, Biochemistry	Member
7.	Dr. Sudha Ayyar	Assistant Lecturer, Community Medicine	Member
8.	Mrs. Sangita Tile	Senior Clerk	Member

- 1) Member Secretary to form SOP within a week.
- 2) Meeting to be conducted regularly as per requirement.
- 3) Minutes of the meeting to be submitted to Dean Office regularly.

Makt
DEAN
DEAN

M V P S Dr Vasant Rao Pawar Medical College
Hospital & Research Centre. Nashik



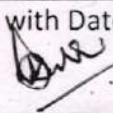
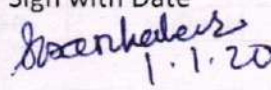
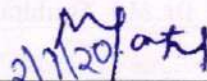


Dr. Vasant Rao Pawar Medical College, Hospital & Research
Centre, Adgaon, Nashik - 03.

**Standard Operating Procedure (SOP) FOR
Internal Complaint Committee (ICC)
(Women's Grievances Redressal Committee)**

Document version:

Effective date : **02/01/2020**

Prepared by	Reviewed by	Approved by
Name – Dr Shreeya Kulkarni Member Secretary	Name – Dr Sunita Sanklecha Chairman	Name – Dr Mrunal Patil DEAN
Sign with Date  1.1.20	Sign with Date  1.1.20	Sign with Date  21/1/20/20

Definition:

What is Sexual Harassment?

Sexual Harassment is any unwelcome sexually determined behaviour, direct or by implications (Definition by Hon. Supreme Court) as:

1. Physical contact and advances
2. Demand or request for sexual favours
3. Sexually coloured remarks
4. Display of pornography
5. Any other unwelcome physical, verbal and non-verbal conduct of a sexual nature.

The sexual harassment need not involve physical contact. The first principle of sexual harassment is that it is against the consent of the person concerned. Any contact that creates a hostile work environment counts as sexual harassment.

Pursuant to Supreme Court guidelines, Dr. Vasant Rao Pawar Medical College, Hospital & Research Centre is committed to a workplace free of Sexual Harassment and has adopted a policy for prevention of sexual harassment at workplace (Prevention, Prohibition and Redressal Act 2013) and established the Internal Complaint Committee.



Objectives:

1. To ensure that every female student and employee shall have right to work in environment free from any sexual harassment
2. To create awareness among female stakeholders on gender bias, sexual harassment, women empowerment

Composition of committee:

S. N.	Name	Department	Designation
1.	Dr. Mrs. Sanklecha S. C.	Professor, Anaesthesiology	Chairman
2.	Dr. Mrs. Shreeya Kulkarni	Professor, ENT	Member Secretary
3.	Dr. Hitendra Mahajan	NGO	Member
4.	Advt. Prakash Shinde	Legal Consultant	Member
5.	Dr. Mrs. Jyoti Kasture	Asso. Professor, Pathology	Member
6.	Dr. Mrs. Shubhangi Wankhade	Asst. Profesor, Biochemistry	Member
7.	Dr. Mrs. Sudha Ayyar	Asst. Lecturer, Community Medicine	Member
8.	Mrs. Sangita Tile	Senior Clerk	Member

Contact person/s:

S. N.	Name	Designation	Contact Number
1	Dr. Mrs. Shreeya Kulkarni	Member Secretary	9822544310
2.	Dr. Mrs. Shubhangi Wankhade	Member	9422148509



Frequency of meeting – Twice a year/ as and when required.

Complaint mechanism:

Stage One: Receipt of the Complaint

- Step 1:** Receive and acknowledge receipt of the complaint.
- Step 2:** Meet and talk to the complainant to explore options for formal and informal resolution.
- Step 3:** Informal mechanism
- Step 4:** Formal mechanism
- Step 5:** Respondent and response



Stage Two: Planning Carefully

- Step 6:** Prepare the file
- Step 7:** Consideration



Stage Three : Interview s

- Step 8:** Prepare an interview plan for the hearing: Complainant Witness and respondent.
- Step 9:** Assess the completeness of the information collected.



Stage Four: Reasoning

- Step 10:** Analyses and assess the information gathered during the inquiry.
- Step 11:** Create a timeline to help establish the sequence of events related to the complaints.
- Step 12:** Compare similarities and differences within each of the statements made by interviews.



State Five : Finding and Recommendation

- Step 13:** Finding
- Step 14:** Recommendations



Stage Six: Report

- Step 15:** Writing the Report



Complaints can be given through:

- Complaint Box
- Complaint Register
- Online Complaint Form

Tenure of membership- 1 year

Functions of committee:

The office of the committee is an educational resource as well as a complaint centre for the members of the faculty, staff and students of the Institute.

Its mandate is

1. To provide a neutral, confidential and supportive environment for members of the campus who may have been sexually harassed;
2. To advice complainants of the informal and formal means of resolution as specified by the Committee;
3. To ensure the fair and timely resolution of sexual harassment complaints;
4. To provide information regarding counselling and support services on our campus
5. To ensure that students, faculty and staff are provided with current and comprehensive materials on sexual harassment and assault; (Handbook on Sexual Harassment of Woman at Workplace)
6. To promote awareness about sexual harassment through educational initiatives that encourages and fosters a respectful and safe campus environment.

Simple respect for all on the campus community is thus the focus.

The Committee seeks to inform the campus of their right to a respectful work and learning environment. It believes that if we practice respect, exercise empathy in our interactions with others so that we do not hurt anyone through what we say or do then we can create a campus that is free of sexual harassment.

7. Preparation of minutes of meetings will be done by member secretary.
8. Preparation of annual report of committee by member secretary and to be submitted to MUHS before 10th January every year.

Women Safety Measures:

1. Availability of CCTV cameras at various places with the campus.
2. Security guards in the campus round the clock.
3. Names of the members of women's complaints committee are displayed various locations in the campus.
4. Separate common rooms for boys and girls.
5. Separate accommodation provided for girl students within the campus.
6. Regular lectures and awareness programme on gender sensitization are conducted.

Women Helpline Numbers:

Women Helpline Domestic Abuse	- 181
Police	- 100
Nashik Gramin Police	- 0253-2200495, 498, 499.

For any emergency or police help download "112 India " mobile app from Google play store.



Maratha Vidya Prasarak Samaj's

DR. VASANTRAO PAWAR MEDICAL COLLEGE, HOSPITAL & RESEARCH
CENTRE, NASHIK

List of Activities planned by ICC(WGRC) for Academic Year 2019-20

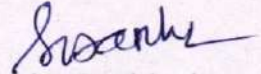
1. Guest lectures on topics related to Gender Sensitivity
2. Skit / Street play by UG students
3. Documentary / Movie show
4. Celebration of International Women's Day with organization of Talk / Health checkup of women.
5. Poster competition



Dr. Shreeya Kulkarni

Member Secretary

ICC/WGRC



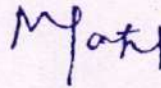
Dr. Sunita Sanklecha

Chairman

ICC/WGRC

Copy to: DEAN

Dr VPMCH&RC



DEAN

Dr. Vasantao Pawar Medical College
Hospital & Research Centre, Nashik



19-20

Ref.No.MVPS Dr.VPMCH & RC/ 4321/19-20

Date - 27/01/2020

To,

The Registrar,
Maharashtra University of Health Sciences,
Nashik.

Sub:- Report of Internal Complaint Committee (Women's Grievance Redressal Committee) of year January - 2019 to January-2020 at Dr. VPMCH& RC Nashik.

Ref:- MUHS/L&G/MTNS/216/2015, Date:- 21.07.2015

Respected Sir,

With reference to letter hereby submitting the report of Internal Complaint Committee (Women's Grievance Redressal Committee)

1. We have formed the above said committee as per MUHS guidelines since 2007.
2. Committee constitution is displayed on website and at campus in the form of boards.
3. No case of harassment is received by the committee during 2019-2020.
4. Awareness program was organized for Women & girl students of the college on Women's Day - 8th March 2019.
5. Handbook on 'sexual harassment of women' at workplace is kept at committee office for reference purpose.
6. Awareness program is planned on women's day in March 2020.

Yours Sincerely



[Signature]
DEAN
DEAN

M.V.P.S. Dr. Vasant Rao Pawar Medical College,
Hospital & Research Centre Nashik.

Encl- Analytical Chart

[Handwritten signature]
OIC

[Handwritten signature]
27/01/2020
MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES
Mhasrul, Vani-dindori Road, Nashik - 422 004

Internal Complaint Committee (Women's Grievance Redressal Committee)

Name & Address of the College:- MVP'S Dr. Vasantrao Pawar Medical College, Hospital & Research Centre, Nashik.

Phone No:- (0253) 2303111,2303802,2303923, 2303925. Fax- No:- (0253) 2303930

(Note:- The Women's Complaints Committee should be headed by a woman and not less than half of its member should be women)

Date of the Constitution Committee - 2019-2020		
Name, Designation, Address & Telephone/ Mobile No. & email address of the Chairperson	Dr. Mrs. Sankalecha Sunita C. Telephone No- (0253) 2303111,2303802, 2303923, 2303925. Mob No- 9881242582 Email- sunitasankalecha@yahoo.com	Chairperson
Name of the NGO Member with his her Telephone / Mobile No. & email address	Dr. Mahajan Hitendra C. Telephone No- (0253) 2303111,2303802, 2303923, 2303925. Mob-9423972452 Email-hedanju@gmail.com	Member
Name of remaining members with their Telephone / Mobile No. & email address	Dr. Mrs. Shreeya Kulkarni Telephone No- (0253) 2303111,2303802, 2303923, 2303925, Mob No- 9822544310 Email- kshreeya@hotmail.com	Member Secretary
	Dr. Mrs. Wankhade Shubhangi Telephone No- (0253) 2303111,2303802, 2303923, 2303925, Mob No-9422148509 Email- wankhadeshubhangi@gmail.com	Member
	Adv. Shinde Prakash (0253) 2574511 Mob No- 7588038819 Email- prakash5feb@gmail.com	Member
	Smt. Sangita Tile Telephone No- (0253) 2303111,2303802, 2303923, 2303925 Mob- 9921528539 Email-tilesn9921@gmail.com	Member

Analytical Chart of the action taken by the Woman's complaints committee regarding the complaints of Sexual Harassment of Female Employees/ Female Students in the College during the year 2019-2020.

Has the College Constitution the complaints committee	No. of complaints received by the complaints committee	No. of complaints investigated by the complaints committee	No. of complaints which substance was found by the complaints committee	No. of complaints in which substance was found by the complaints committee	No. of officers / employees found guilty in connection with the complaints in column 4	Nature of action taken against the guilty
1	2	3	4	5	6	7
Yes	Nil	Nil	Nil	Nil	Nil	Nil




Seal & Signature of Dean

DEAN

Dr. Vasantrao Pawar Medical College
Hospital & Research Centre, Nashik

Internal Complaint Committee
Year 2018-19

18-19

Maratha Vidya Prasarak Samaj's,

DR. VASANTRAO PAWAR MEDICAL COLLEGE, HOSPITAL & RESEARCH CENTRE, NASHIK,
Vasantdada Nagar, Adgaon, Nashik-3.

Ref. No.: - M.V.P.S/MC/Est./1617 /2018-2019.

Date: 01/08/2018

CIRCULAR

VISHAKA (Sexual Harassment Committee)/Women's Complaints Committee
(regarding the Complaints of Female Employees/ Students) for the academic year 2018-
2019 is constituted as under.

S. N.	Name	Department	Designation
1.	Dr. Mrs. Sanklecha S. C.	Professor, Anaesthesiology	Chairman
2.	Dr. Mrs. Shreeya Kulkarni	Professor, ENT	Member Secretary
3.	Dr. Mrs. Kasture Jyoti	Asst Professor, Pathology	Member
4.	Major P.M. Bhagat	N.G.O	Member

M. V. P. S.
DEAN

M. V. P. S. Dr. Vasant Rao Pawar Medical College
Hospital & Research Centre Nashik

- 1) Member Secretary to form SOP within a week.
- 2) Meeting to be conducted regularly as per requirement.
- 3) Minutes of the meeting to be submitted to Dean Office regularly.





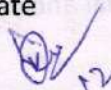
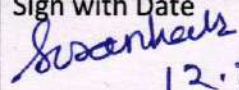
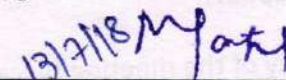
Dr. Vasant Rao Pawar Medical College, Hospital & Research Centre, Adgaon, Nashik - 03.

SOP

Standard Operating Procedure (SOP) FOR Women's' Complaint committee (VISHAKHA)

Document version:

Effective date : 25/07/2018

Prepared by	Reviewed by	Approved by
Name – Dr Shreeya Kulkarni Member Secretary	Name – Dr Sunita Sanklecha Chairman	Name – Dr Mrunal Patil DEAN
Sign with Date  12.7.18	Sign with Date  12.7.18	Sign with Date  13/7/18

Reference-

The **Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013** is a legislative act in India that seeks to protect women from sexual harassment at their place of work. It was passed by the Lok Sabha (the lower house of the Indian Parliament) on 3 September 2012. It was passed by the Rajya Sabha (the upper house of the Indian Parliament) on 26 February 2013.

Objective-

1. To ensure that every female employee shall have a right to be free from sexual Harassment and the right to work in environment free from any sexual harassment
2. To ensure no student seeking admission to any institute /Professional body is subjected to sexual harassment.



Constitution-

1. Shall consist of not less than 3 members
2. Shall be headed by women who shall be its chairperson.
3. At least one person from NGO
4. If a member of the complaints committee is junior the hierarchy of the establishment concerned to the defendant, then for the particular case the member shall be substituted by another person.

Role and Responsibility of the committee-

1. The committee shall be deciding whether the facts contained in the complaint make out a case of sexual Harassment.
2. It shall look in to the truth of any allegations contained in the complaint.
3. The committee shall look into the truth of any allegations of retaliation against/ victimization of the complainant.
4. The committee shall recommend penalties / action to be taken against any person found guilty up to and including termination.
5. The committee shall recommend penalties / action to be taken against any person found guilty of having retaliated against /victimized the complainant.
6. The committee shall recommend appropriate psychological, emotional and physical support.

Frequency of the meeting twice a Year

PROCEDURE: A complaint box is displayed in each department. It will be opened every 15 days in presence of HOD, Ladies Representative, Member secretary of Vishakha committee, Representative from Students

1. Complaint should be filed within ONE MONTH from the date of the alleged offence.
2. It shall be the duty of the authority before which an oral complaint is made, to reduce the said complaint in writing and read out the complaint to the complainant in the language requested by the complainant and obtain signature of the complainant.
3. Dispute resolution prior to the Enquiry i.e the aggrieved woman may request the Committee to resolve the matter by conciliating between the parties, before commencement of the Enquiry.



4. If no such dispute resolution, then the Committee shall within a period of TWO WEEKS of receipt of the complaint, proceed to initiate an Enquiry into the allegation of sexual harassment and conduct proceedings accordingly.

5. Formal charge sheet should be prepared which includes

a) Written statement of the misconduct/misbehavior as made by the complaint

b) Written statement of all relevant facts including any admission/confession or defense by the defendant.

6. Summoning both, complainant and defendant before the Committee at a suitable date/time.

7. Explaining to both, the procedure followed and conducting the Enquiry in English/Hindi or local language as requested by the complainant /defendant.

8. Examination of complainant and defendant (plus witnesses if any)

9. Extend every reasonable opportunity to both, complainant and defendant to put forward and defend their case.

10. Exercise the power to issue an INTERIM ORDER SUCH AS transfer/shift changes/leave/suspension.

TIME FRAME:

The Enquiry should be completed with 90 days of receipt of the complaint.

CONFIDENTIALITY:

Ensure strict confidentiality w.r.t. the name of the complainant /defendant & nature of the complaint.

CONCLUSION OF THE INQUIRY

1. Dismiss the complaint /Recommend a punishment on the defendant commensurate with the gravity of the offence.

2. Recommend that the defendant give a written apology to the aggrieved woman, clearly indicating that such behavior will not be repeated and no retaliatory steps will be taken by him/others on his behalf.

3. May recommend that the defendant pay compensation for his wages to the complainant.



RECORDS MAINTENANCE: regarding all aspects of the enquiry and sub mission of the minutes of the meeting.

REPORT ON IMPLEMENTATION OF RECOMMENDATIONS OF SAKSHAM REPORT

- Constitution of Women's complaint committee with students representatives as under
- Half yearly meetings of the committee members are conducted to address the female complaints.
- Documented procedure for redressal of any complaint of sexual harassment received as per 'Vishakha guidelines'
- Regular report of the complaints of sexual harassment received by the women's complaints committee are send to the affiliated university.
- Regular lectures and workshops on gender equality and gender sensitization are conducted by the guest lecturers.

Institutional Arrangement on the campus for addressing the issue of women safety.

1. Availability of CCTV cameras at various places with the campus.
2. Security guards in the campus round the clock.
3. Names of the members of women's complaints committee are displayed various locations in the campus.
4. Separate common rooms for boys and girls.
5. Separate accommodation provided for girl students within the campus.
6. Regular lectures and awareness programme on gender sensitization are conducted.
7. Women Helpline Number –

Women Helpline (All India) - Women In Distress	- 1091
Women Helpline Domestic Abuse	- 181
Police	- 100
Maharashtra Women Helpline	- 022-26111103, 1298 , 103



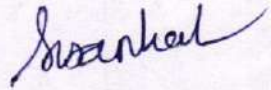
Maratha Vidya Prasarak Samaj's
DR. VASANTRAO PAWAR MEDICAL COLLEGE, HOSPITAL & RESEARCH
CENTRE, NASHIK

List of Activities planned by ICC(WGRC) for Academic Year 2018-19

1. Guest lectures/Talk on topics related to Gender Sensitivity
2. Skit / Street play by UG students
3. Celebration of International Women's Day with organization of Talk / Health checkup of women.



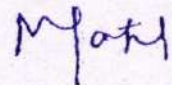
Dr. Shreeya Kulkarni
Member Secretary
ICC/WGRC



Dr. Sunita Sanklecha
Chairman
ICC/WGRC

Copy to: DEAN

Dr VPMCH&RC



DEAN
Dr. Vasant Rao Pawar Medical College
Hospital & Research Centre, Nashik

Ref.No.MVPS Dr.VPMCH & RC/ 3520/2018-19

Date 23/1/19

To,

The Registrar,
Maharashtra University of Health Sciences,
Nashik.

Sub:- Report of Internal Complaint Committee (Women's Grievance
Redressal Committee) of year January-2018 to January- 2019 at Dr.
VPMCH&RC Nashik.

Ref:- MUHS/L&G/MTNS/216/2015, Date-21.07.2015.

Respected Sir,

With Reference to letter hereby submitting the report of Internal Complaint
Committee (Women's Grievance Redressal Committee)

1. We have formed the above said committee as per MUHS guidelines since 2007.
2. Committee constitution is displayed on website and at campus in the form of boards.
3. No. case of harassment is received by the committee during 2018-2019.
4. Awareness program was organized for Women & girl students of the college on Women's Day- 8th March 2018.
5. Handbook on 'Sexual harassment of women' at Workplace is kept at committee office for reference purpose.
6. Awareness program is planned on women's day in March 2018.

Yours Sincerely

M. Patel
DEAN

MVPS Dr. Vasant Rao Pawar Medical College
Hospital & Research Centre, Nashik.

Analytical Chart

Chellhanagar
24/01/19
MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES
Wahasrul, Vani-dindori Road, Nashik - 422 004

Internal Complaint Committee
Year 2017-18

17-18

Maratha Vidya Prasarak Samaj's,

DR. VASANTRAO PAWAR MEDICAL COLLEGE, HOSPITAL & RESEARCH CENTRE, NASHIK,
Vasantdada Nagar, Adgaon, Nashik-3.

Ref. No.: - M.V.P.S/MC/Est./1929 /2017-2018.

Date: 21/8/2017

CIRCULAR

VISHAKA (Sexual Harassment Committee)/Women's Complaints Committee
(regarding the Complaints of Female Employees/ Students) for the academic year 2017-
2018 is constituted as under.

S. N.	Name	Department	Designation
1.	Dr. Mrs. Sanklecha S. C.	Professor, Anaesthesiology	Chairman
2.	Dr. Mrs. Shreeya Kulkarni	Professor, ENT	Member Secretary
3.	Dr. Mrs. Kasture Jyoti	Asst Professor, Pathology	Member
4.	Major P.M. Bhagat	N.G.O	Member

M. V. P. S.
DEAN

DEAN

1) Member Secretary to form SOP within a week.

2) Meeting to be conducted regularly as per requirement.

3) Minutes of the meeting to be submitted to Dean Office regularly.

M.V.P.S. Dr. Vasant Rao Pawar Medical College
Hospital & Research Centre Nashik

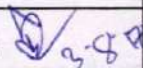
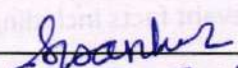
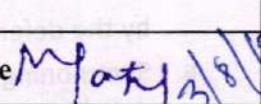


Dr. Vasant Rao Pawar Medical College, Hospital & Research Centre
Vasantdada Nagar, Adgaon, Nashik

Standard Operating procedure (SOP) for ICC committee

Document Version:

Effective Date: 18/08/2017

Prepared by:	Reviewed by:	Approved by:
Name: Dr Shreeya Kulkarni Member Secretary	Name: Dr Sunita Sanklecha Chairman	Name: Dr Mrunal Patil DEAN
Sign with Date:  3-8-17	Sign with Date:  3-8-17	Sign with Date:  3/8/17

Scope/Objectives:

1. To ensure that every female employee shall have a right to be free from sexual harassment and the right to work in environment free from any sexual harassment
2. To ensure no student seeking admission to any institute /Professional body is subjected to sexual harassment.

Constitution and Composition of committee

1. Shall consist of not less than 3 members
2. Shall be headed by a women who shall be its chairperson
3. At least one person from NGO
4. If a member of the complaints committee is junior in the hierarchy of the establishment concerned to the defendant , then for the particular case the member shall be substituted by another person.

Role & Responsibilities of all committee members

1. The committee shall decide whether the facts contained in the complaint make out a case of sexual harassment.
2. It shall look in to the truth of any allegations contained in the complaint.
3. The committee shall look in to the truth of any allegations of retaliation against/victimization of the complainant.
4. The committee shall recommend penalties /action to be taken against any person found guilty up to and including termination.
5. The committee shall recommend penalties /action to be taken against any person found guilty of having retaliated against /victimized the complainant.
6. The committee shall recommend appropriate psychological, emotional, and physical support.

Tenure of membership – one year

Frequency of meeting - half yearly or as and when required



PROCEDURE:

1. Complaint should be filed within ONE MONTH from the date of the alleged offence.
2. It shall be the duty of the authority before which an oral complaint is made, to reduce the said complaint in writing and read out the complaint to the complainant in the language requested by the complainant and obtain signature of the complainant.
3. Dispute resolution prior to the Enquiry i.e. the aggrieved woman may request the Committee to resolve the matter by conciliating between the parties, before commencement of the Enquiry,
4. If no such dispute resolution, then the Committee shall within a period of TWO WEEKS of receipt of the complaint, proceed to initiate an Enquiry into the allegation of sexual harassment and conduct proceedings accordingly.
5. Formal charge sheet should be prepared which includes
 - a) Written statement of the misconduct/misbehavior as made by the complainant b)
 - Written statement of all relevant facts including any admission/confession or defense by the defendant.
6. Summoning both, complainant and defendant before the Committee at a suitable date/time.
7. Explaining to both, the procedure followed and conducting the Enquiry in English/Hindi or local language as requested by the complainant/defendant.
8. Examination of complainant and defendant (plus witnesses if any).
9. Extend every reasonable opportunity to both, complainant and defendant to put forward and defend their case.
10. Exercise the power to issue an INTERIM ORDER such as transfer/shift change/leave /suspension

TIME FRAME: The Enquiry should be completed within 90 days of receipt of the complaint.

CONFIDENTIALITY: Ensure strict confidentiality w.r.t. the name of the complainant/defendant & nature of the complaint

CONCLUSION OF THE ENQUIRY: Dismiss the complaint/Recommend a punishment on the defendant commensurate with the gravity of the offence.

Recommend that the defendant give a written apology to the aggrieved woman, clearly indicating that such behavior will not be repeated and no retaliatory steps will be taken by him/others on his behalf.

RECORDS MAINTENANCE: regarding all aspects of the enquiry and submission of the minutes of the meeting.




Maratha Vidya Prasarak Samaj's

DR. VASANTRAO PAWAR MEDICAL COLLEGE, HOSPITAL & RESEARCH
CENTRE, NASHIK

List of Activities planned by ICC(WGRC) for Academic Year 2017-18

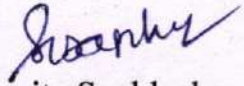
1. Poster competition
2. Debate/ Elocution competition
3. Guest lectures/Talk on topics related to Social issues of women.
4. Celebration of International Women's Day with organization of Talk / Health checkup of women.



Dr. Shreeya Kulkarni

Member Secretary

ICC/WGRC



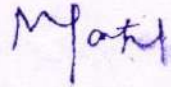
Dr. Sunita Sanklecha

Chairman

ICC/WGRC

Copy to: DEAN

Dr VPMCH&RC



DEAN

Dr. Vasant Rao Pawar Medical College
Hospital & Research Centre, Nashik

Ref.No.MVPS Dr.VPMCH & RC 3579/2017-18

Date 29/1/18

To,

The Registrar,
Maharashtra University of Health Sciences,
Nashik.

Sub:- Report of Internal Complaint Committee (Women's Grievance Redressal Committee) of year January-2017 to January- 2018 at Dr. VPMCH&RC Nashik.

Ref:- MUHS/L&G/MTNS/216/2015, Date-21.07.2015.

Respected Sir,

With Reference to letter hereby submitting the report of Internal Complaint Committee (Women's Grievance Redressal Committee)

1. We have formed the above said committee as per MUHS guidelines since 2007.
2. Committee constitution is displayed on website and at campus in the form of boards.
3. No. case of harassment is received by the committee during 2017-2018.
4. Awareness program was organized for Women & girl students of the college on Women's Day- 8th March 2017.
5. Handbook on 'Sexual harassment of women' at Workplace is kept at committee office for reference purpose.
6. Awareness program is planned on women's day in March 2017.

Yours Sincerely

M. Patel
DEAN

M.V.P.S Dr Vasant Rao Pawar Medical College
Hospital & Research Centre, Nashik

Analytical Chart

M. Patel
30/01/18
MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES
Nashik, Vani-dindori Road, Nashik - 422 004

Internal Complaint Committee
Year 2016-17

6

16-17

Maratha Vidya Prasarak Samaj's,
DR. VASANTRAO PAWAR MEDICAL COLLEGE, HOSPITAL & RESEARCH CENTRE, NASHIK.,
Vasantdada Nagar, Adgaon, Nashik-3.

Ref. No.: - M.V.P.S/MC/Est./ 1561 /2016-2017.

Date: - 11/08/2016

CIRCULAR

Sexual Harassment Committee/Women's Complaints Committee (regarding the Complaints of Female Employees/ Students) for the academic year 2016-2017 is constituted as under.

S. N.	Name of the Member	Designation / Department	Designation
1.	Dr. Mrs. Sanklecha S. C.	Professor, Dept. of Anaesthesiology	Chairman
2.	Dr. Mrs. Shreeya Kulkarni	Professor, Department of ENT	Member Secretary
3.	Dr. Mrs. Surekha Nemade	Asso Professor Dept. of Biochemistry	Member
4.	Major P.M. Bhagat	N.G.O	Member

Mokl
Dr. Mrs. Mrunal S. Patil

DEAN
M.V.P.S. Dr. Vasant Rao Pawar Medical College
Hospital & Research Centre, Nashik

- 1) Member Secretary to form SOP within a week.
- 2) Meeting to be conducted regularly as per requirement.
- 3) Minutes of the meeting to be submitted to Dean Office regularly.



sexual Harassment Committee

Date:-25/08/2016

SOP

Reference

The sexual Harassment of women at work place (prevention, prohibition & redressed) Bill 2006

Objective-

1. To insure that every female employee shall have a right to be free from sexual Harassment and the right to work environment free from any sexual Harassment.
2. To insure no student seeking admission to any institute /professional body is subjected to sexual Harassment

Constitution:-

1. Shall consist of not less than 3members
2. Shall be headed by women who shall be its chairperson.
3. Atleast one person from NGO
4. If a member of the complaints committee is junior the hierarchy of the establishment concern to be defendant ,than for the particular case the member shall be substitute by other person.

Roll of the committee-

1. The committee shall be decide whether the facts contained in the complaint make out a case of sexual Harassment.
2. It shall look in to the truth of any allegations contained in the complaint.
3. The committee shall look into the truth of any allegations of retaliation against/ victimization of the complaint.
4. The committee shall recommend penalties /action to be taken against any person found guilty up to and including termination.
5. The committee shall recommend penalties /action to be taken against any person found guilty of having retaliated against /victimized the complainant .
6. The committee shall recommend appropriate psychological, emotional and physical support.

Frequency of the meeting twice a Year



PROCEDURE:-

1. Complaint should be filed within ONE MONTH from the date of the alleged offence.
2. It shall be the duty of the authority before which and oral complaint is made, to reduce the said complaint in writing and read out the complaint to the complainant in the language requested by the complainant and obtain signature of the complainant.
3. Dispute resolution prior to the enquire i.e the aggrieved woman may request the committee to resolve the matter by conciliating between the parties, before commencement of the enquire,
4. If no such dispute resolution, then the committee shall within a period of TWO WEEKS to receipt of the complaint, proceed to initiate an enquire into the allegation of sexual Harassment and conduct proceedings accordingly.
5. Formal charge sheet should be prepared which includes a) written statement of the misconduct/misbehavior as made by the complainant b) written statement of all relevant facts including any admission /confession or defense by defendant.
6. Summoning both, complainant and defendant before the committee at a suitable date/time.
7. Explaining to both, the procedure followed and conducting the enquire in English / Hindi or local language as requested by the complainant/defendant.
8. Examination of complainant and defendant (plus witnesses in any)
9. Extend every reasonable opportunity to both ,complainant and defendant to put forward and defend their case.
10. Exercise the power to issue an INTERIM ORDER such as transfer/shift change/leave /Suspension .

TIME FRAME:-

The enquire should be completed within 90 days of receipt of the complaint.

CONFIDENTIALITY:-

Insure strict confidentiality w.r.t. the name of the complainant /defendant & nature of the complaint

CONCLUSION OF THE ENQUIRE:

1. Dismiss the complaint /Recommended a punishment on the defendant commensurate with the gravity of the offence
2. Recommended that the give a written apology to the aggrieved woman, clearly Indicating that such behavior will not be repeated and steps will be taken by him/others on his behalf.
3. May recommended that the defendant pay compensation from his wages to the
4. complainant

RECORD MAINTAINANCE: - regarding all aspects of the enquire and submission of the minutes of the meeting.

Saankalant
CHAIRMAN

[Signature]
Member Secretary

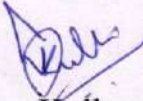


Maratha Vidya Prasarak Samaj's

DR. VASANTRAO PAWAR MEDICAL COLLEGE, HOSPITAL & RESEARCH
CENTRE, NASHIK

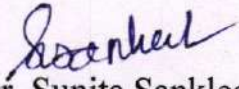
List of Activities planned by ICC(WGRC) for Academic Year 2016-17

1. Guest lectures on topics related to Gender Sensitivity
2. Debate/Panel discussion
3. Poster/ Drawing Competition
4. Celebration of International Women's Day with organization of Talk /
Health checkup of women.


Dr. Shreeya Kulkarni

Member Secretary

ICC/WGRC


Dr. Sunita Sanklecha

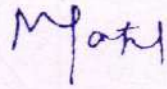
Chairman

ICC/WGRC

Copy to: DEAN

Dr VPMCH&RC




DEAN
Dr. Vasant Rao Pawar Medical College
Hospital & Research Centre, Nashik



Maratha Vidya Prasarak Samaj's

Dr. Vasanttrao Pawar Medical College Hospital & Research Centre

An ISO 9001:2008 Certified Institute

Vasantdada Nagar, Adgaon, Nashik 422 003. Maharashtra.

Tel.: +91 253 2303802, 2303923, 2303111. Fax : +91 253 2303930.

Email : admin@mvpmcn.com, admin@drvasantraopawarmedicalcollege.com

Website : www.mvpmcn.com, www.drvasantraopawarmedicalcollege.com

Dr. Mrs. Mrunal S. Patil

MS., DOMS (OPHTH)

DEAN

Ref. No. : MVPS Dr.VPMCH & RC/1417/2015-17

Date – 30/7/2017

To,

The Registrar,

Maharashtra University of Health Sciences, Nashik.

Subject – Report pertaining to sexual harassment cases in Dr. Vasanttrao Pawar
Medical College Hospital & Research Center.

Reference – MUHS letter no. MUHS /L & amp; G/MTNS/216/ dated 21/07/2015

Respected Sir,

With reference to above the subject, hereby submitting the report pertaining
to sexual harassment cases in our college as per your format.

Kindly accept the same.

Thanking You,

Yours Sincerely,



M. Patil
Dean

DEAN
DR. MRUNAL S. PATIL
MS, DOMS (OPHTH)
M.V.P.S. Dr. Vasanttrao Pawar
Medical College Hospital &
Research Centre, Nashik

31/7/17

MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES
Mhasrul, Vani-Dindori Road, Nashik - 422 004

0/0

Woman's Complaints Committee

Name & Address of the College:- MVP'S Dr. Vasant Rao Pawar Medical College, Hospital & Research Centre, Nashik.

Phone No:- (0253) 2303111,2303802,2303923, 2303925. Fax- No:- (0253) 2303930

(Note:- The Women's Complaints Committee should be headed by a woman and not less than half of its member should be women)

Date of the Constitution Committee - 2016-2017		
Name, Designation, Address & Telephone/ Mobile No. & email address of the Chairperson	Dr. Sanklecha Sunita C. Telephone No- (0253) 2303111,2303802, 2303923, 2303925, Mob No- 9822428996 Email- sunitasanklecha@yahoo.com	Chairperson
Name of the NGO Member with his her Telephone / Mobile No.& email address	Major. Prabhakar Bhagat Balaji Vihar Society Behind Veterinary Hospital Ashok Stabbh Ph-(0253) 2311412 Mob-9325383065 Email-abgpnsk@gmail.com	Member
Name of remaining members with their Telephone / Mobile No. & email address	Dr. Shreeya Kulkarni Telephone No- (0253) 2303111,2303802, 2303923, 2303925, Mob No- 9823067946 Email- kshreeya@hotmail.com	Member Secretary
	Dr. Preeti Bajaj Telephone No- (0253) 2303111,2303802, 2303923, 2303925, Mob No-7350659659 Email- dr.prbajaj@gmail.com	Member
	Dr. Prashant Bhushari Telephone No- (0253) 2303111,2303802, 2303923, 2303925, Mob No- 9604963162 Email- drprashantbhushari78@gmail.com	Member

Analytical Chart of the action taken by the Woman's complaints committee regarding the complaints of Sexual Harassment of Female Employees/ Female Students in the College during the year 2015-2016.

Has the College Constitution the complaints committee	No. of complaints received by the complaints committee	No. of complaints investigated by the complaints committee	No. of complaints which substance was found by the complaints committee	No. of complaints in which substance was found by the complaints committee	No. of officers / employees found guilty in connection with the complaints in column 4	Nature of action taken against the guilty
1	2	3	4	5	6	7
Yes	Nil	Nil	Nil	Nil	Nil	Nil



M. S. Patil

Seal & Signature of Dean
DEAN

DR. MRUNAL S. PATIL
MS, DOMS (OPHTH)
M.V.P.S. Dr. Vasant Rao Pawar
Medical College Hospital &
Research Centre, Nashik

Internal Complaint Committee
Year 2015-16

Maratha Vidya Prasarak Samaj's,
DR. VASANTRAO PAWAR MEDICAL COLLEGE, HOSPITAL & RESEARCH CENTRE, NASHIK.,
Vasantdada Nagar, Adgaon, Nashik-3.

Ref. No.: - M.V.P.S/MC/Est./ 1510/2015-2016.
Date: -3/8/2015

CIRCULAR

Sexual Harassment Committee/Women's Complaints Committee (regarding the Complaints of Female Employees/ Students) for the academic year **2015-2016** is constituted as under.

S. N.	Name of the Member	Designation / Department	Designation
1.	Dr. Mrs. Sankiecha S. C.	Professor, Dept. of Anaesthesiology	Chairman
2.	Dr.Mrs. Shreeya Kulkarni	Professor, Department of ENT	Member Secretary
3.	Dr. Mrs. Preeti Bajaj	Professor & HOD Dept. of Pathology	Member
4.	Major P.M. Bhagat	N.G.O	Member

Mate
Dr. Mrs. Mrunal S. Patil
DEAN
DR. MRUNAL S. PATIL
 MS, DOMS (OPHTH)
 M.V.P.S. Dr. Vasant Rao Pawar
 Medical College Hospital &
 Research Centre, Nashik

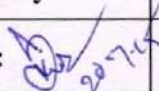
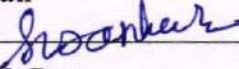
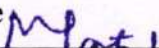
- 1) Member Secretary to form SOP within a week.
- 2) Meeting to be conducted regularly as per requirement.
- 3) Minutes of the meeting to be submitted to Dean Office regularly.



**Dr. Vasanttrao Pawar Medical College, Hospital & Research Centre
Vasantdada Nagar, Adgaon, Nashik**

Standard Operating procedure (SOP) for ICC committee

Document Version:
Effective Date: 25/07/2015

Prepared by:	Reviewed by:	Approved by:
Name: Dr Shreeya Kulkarni Member Secretary	Name: Dr Sunita Sanklecha Chairman	Name: Dr Mrunal Patil DEAN
Sign with Date:  20-7-15	Sign with Date  20-7-15	Sign with Date  20/07/15

Reference-The Sexual Harassment of women At Work place (Prevention, Prohibition & Redressal) Bill 2006

Scope/Objectives :

1. To ensure that every female employee shall have a right to be free from sexualHarassment and the right to work in environment free from any sexual harassment
2. To ensure no student seeking admission to any institute /Professional body is subjected to sexual harassment.

Constitution and Composition of committee

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4. The committee shall recommend penalties /action to be taken against any person found guilty up to and including termination.
5. The committee shall recommend penalties /action to be taken against any person found guilty of having retaliated against /victimized the complainant.
6. The committee shall recommend appropriate psychological, emotional, and physical support.



Tenure of membership – one year

Frequency of meeting - half yearly or as and when required

PROCEDURE:

1. Complaint should be filed within ONE MONTH from the date of the alleged offence.
2. It shall be the duty of the authority before which an oral complaint is made, to reduce the said complaint in writing and read out the complaint to the complainant in the language requested by the complainant and obtain signature of the complainant.
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4. If no such dispute resolution, then the Committee shall within a period of TWO WEEKS of receipt of the complaint, proceed to initiate an Enquiry into the allegation of sexual harassment and conduct proceedings accordingly.
5. Formal charge sheet should be prepared which includes
 - a) Written statement of the misconduct/misbehavior as made by the complainant
 - b) Written statement of all relevant facts including any admission/confession or defense by the defendant.
6. Summoning both, complainant and defendant before the Committee at a suitable date/time.
7. Explaining to both, the procedure followed and conducting the Enquiry in English/Hindi or local language as requested by the complainant/defendant.
8. Examination of complainant and defendant (plus witnesses if any).
9. Extend every reasonable opportunity to both, complainant and defendant to put forward and defend their case.
10. Exercise the power to issue an INTERIM ORDER such as transfer/shift change/leave /suspension

TIME FRAME: The Enquiry should be completed within 90 days of receipt of the complaint.

CONFIDENTIALITY: Ensure strict confidentiality w.r.t. the name of the complainant/defendant & nature of the complaint

CONCLUSION OF THE ENQUIRY: Dismiss the complaint/Recommend a punishment on the defendant commensurate with the gravity of the offence.

Recommend that the defendant give a written apology to the aggrieved woman, clearly indicating that such behavior will not be repeated and no retaliatory steps will be taken by him/others on his behalf.


RECORDS MAINTENANCE: regarding all aspects of the enquiry and submission of the minutes of the meeting.

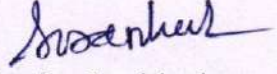


Maratha Vidya Prasarak Samaj's
DR. VASANTRAO PAWAR MEDICAL COLLEGE, HOSPITAL & RESEARCH
CENTRE, NASHIK

List of Activities planned by ICC(WGRC) for Academic Year 2015-16

1. Guest lectures on topics related to Women's Rights
2. Rally/ Street play by UG students
3. Celebration of International Women's Day with organization of Talk.
4. Poster/Elocution competition


Dr. Shreeya Kulkarni
Member Secretary
ICC/WGRC


Dr. Sunita Sanklecha
Chairman
ICC/WGRC

Copy to: DEAN
Dr VPMCH&RC




DEAN
Dr. Vasant Rao Pawar Medical College
Hospital & Research Centre, Nashik



Maratha Vidya Prasarak Samaj's

Dr. Vasant Rao Pawar Medical College Hospital & Research Centre

An ISO 9001:2008 Certified Institute

Vasantdada Nagar, Adgaon, Nashik 422 003. Maharashtra.

Tel.: +91 253 2303802, 2303923, 2303111. Fax : +91 253 2303930.

Email : admin@mvpmcn.com, admin@drvasantraopawarmedicalcollege.com

Website : www.mvpmcn.com, www.drvasantraopawarmedicalcollege.com

Dr. Mrs. Mrunal S. Patil

MS., DOMS (OPHTH)

DEAN

Ref.No :MVPS Dr.VPMCH & RC/ Es7 / 3810/2015-16

dt: 5/2/16

Date – 5/02/2016

To,

The Registrar,

Maharashtra University of Health Sciences, Nashik.

Subject – Report pertaining to sexual harassment cases in Dr. Vasant Rao Pawar
Medical College Hospital & Research Center

Respected Sir,

With reference to above the subject, hereby submitting the report pertaining to sexual harassment cases in our college for the year (2015) as per your format.

Kindly accept the same.

Thanking You,



Yours Sincerely,

Dean
DEAN

DR. MRUNAL S. PATIL
MS, DOMS (OPHTH)
M.V.P.S. Dr. Vasant Rao Pawar
Medical College Hospital &
Research Centre, Nashik

olc

4211
6/02/2016
MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES
Mnasrul, Vani-Dindori Road, Nashik - 422 004

Woman's Complaints Committee

Name & Address of the College:- MVP'S Dr. Vasantao Pawar Medical College, Hospital & Research Centre, Nashik.

Phone No:- (0253) 2303111,2303802,2303923, 2303925. Fax- No:- (0253) 2303930

(Note:- The Women's Complaints Committee should be headed by a woman and not less than half of its member should be women)

Date of the Constitution Committee 2015-2016.		
Name, Designation, Address & Telephone/ Mobile No. & email address of the Chairperson	Dr. Sanklecha Sunita C. Telephone No- (0253) 2303111,2303802, 2303923, 2303925, Mob No- 9822428996 Email- sunitasanklecha@yahoo.com	Chairperson
Name of the NGO Member with his her Telephone / Mobile No. & email address	Major. Prabhakar Bhagat Balaji Vihar Society Behind Veterinary Hospital Ashok Stabbh Ph-(0253) 2311412 Mob-9325383065 Email-abgpnsk@gmail.com	Member
Name of remaining members with their Telephone / Mobile No. & email address	Dr. Shreeya Kulkarni Telephone No- (0253) 2303111,2303802, 2303923, 2303925, Mob No- 9823067946 Email- kshreeya@hotmail.com	Member Secretary

Analytical Chart of the action taken by the Woman's complaints committee regarding the complaints of Sexual Harassment of Female Employees/ Female Students in the College during the year 2014-2015.

Has the College Constitution the complaints committee	No. of complaints received by the complaints committee	No. of complaints investigated by the complaints committee	No. of complaints which substance was found by the complaints committee	No. of complaints in which substance was found by the complaints committee	No. of officers / employees found guilty in connection with the complaints in column 4	Nature of action taken against the guilty
1	2	3	4	5	6	7
Yes	Nil	Nil	Nil	Nil	Nil	Nil



M. S. Patil
Seal & Signature of Dean

DEAN
DR. MRUNAL S. PATIL
MS, DOMS (OPHTH)
M.V.P.S. Dr. Vasantao Pawar
Medical College Hospital &
Research Centre, Nashik