

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/3364 2020-2021.
Date: - 02/12/2020

CIRCULAR

Internal Complaint Committee (Woman's Grievances Redressal Committee) for the academic year 2020-2021 is constituted as under.

S. N.	Name	Department	Designation
1.	Dr. Sunita Sankalecha	Professor, Anaesthesiology	Chairman
✓ 2.	Dr. Shreeya Kulkarni	Professor, Otorhinolaryngology	Member Secretary
✓ 3.	Dr. Hitendra Mahajan	NGO	Member
✓ 4.	Advt. Prakash Shinde	Legal Consultant	Member
5.	Dr. Jyoti Kasture <i>RakB</i>	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



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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.





Maratha Vidya Prasarak Samaj's
**Dr. Vasant Rao Pawar Medical College,
Hospital & Research Centre, Nashik**

Vasantdada nagar, Adgaon, Nashik 422003, Maharashtra



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

Document version:

Effective date : 02/01/2021

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 	Sign with Date 	Sign with Date

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.

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Hospital & Research Centre, Nashik



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. Mrs. Jyoti Kasture	Asso. Professor, Pathology	Member
4.	Dr. Hitendra Mahajan	N.G.O	Member
5.	Adv. Prakash Shinde	Legal Consultant	Member
6.	Dr. Mrs. Shubhangi Wankhade	Asst. Lecturer	Member
7.	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.





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**Dr. Vasant Rao Pawar Medical College,
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Vasantdada nagar, Adgaon, Nashik 422003, Maharashtra



**Internal Complaint Committee (ICC)
(Women's Grievances Redressal Committee)**

<p>Sexual Harassment Includes any one or more of the following unwelcome acts or behaviour (directly or by implication)</p> <ol style="list-style-type: none">1. Physical Contact and Advances.2. A Demand or Request for Sexual favours.3. Sexually coloured remarks.4. Showing Pornography.5. Any other unwelcome Physical, Verbal and Non-Verbal Conduct of a Sexual Nature. <p>(Sexual Harassment of Women at Workplace, Prevention, Prohibition, and Redressal Act, 2013).</p>	<p>How to write Complaint ?</p> <ol style="list-style-type: none">1. Description of Incident2. Date3. Timing4. Respondent Name5. Any witness
<p>Any Incident/ Complaint Please Contact on : Mob. No- 9822544310, 9270573882</p>	





Maratha Vidya Prasarak Samaj's
**Dr. Vasant Rao Pawar Medical College,
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Vasantdada nagar, Adgaon, Nashik 422003, Maharashtra



Internal Complaint Committee

Ref: VPMCH&RC/WGRC/1895/2020-21

Date -10/09/2020

There is a meeting for Members of Internal Complaints Committee of Dr Vasant Rao Pawar Medical College, Hospital and Research Centre, Nashik, on Friday 18 September 2020, at Management office at 11 AM.

Agenda: 1.To discuss and plan programs for the year2021.
2. Any other topic

Sunita Sankalecha
Dr. Sunita Sankalecha

Chairman

Shreeya Kulkarni
Dr. Shreeya Kulkarni

Member Secretary

Copy To:

Dean, Dr. VPMCH & RC

Dr. Hitendra Mahajan

Dr. Jyotikasture

Dr. Shubhangi Wankhede

Dr. SudhaAyyar

Mrs. Sangita Tile





Maratha Vidya Prasarak Samaj's
**Dr. Vasant Rao Pawar Medical College,
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Vasantnada nagar, Adgaon, Nashik 422003, Maharashtra



Minutes of Meeting

Name of Committee	Women Grievance Redressal committee
Date & Time of Meeting	18/09/2020 11 AM
Meeting Venue	Management Office
Meeting Agenda	Planning of ICC Activities

Minutes:	
1	Chairman welcomed all the members
2	Minutes of last meeting reviewed and confirmed
3	No complaint received till date
4	Discussion regarding activities to be carried out by ICC in the upcoming academic year
Members attended	DrSunitaSanklecha DrShreeya Kulkarni DrSudhaAyyar

Chairman

Member Secretary (Sign)

Copy to:
Dean, Dr. VPMCH & RC Nashik



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

List of Activities planned by ICC(WGRC) for Academic Year 2020-21

1. Guest lecture for UG students 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 Mammography/Health checkup of women.
5. Poster competition / Quiz Competition on women's social issues
6. JAM Session on Gender Equity during Annual Cultural Gathering
7. Organization of talk related to gender equality issues for nursing staff/nonteaching staff
8. Celebration of International Day of the Girl Child.
9. GENDER CHAMP –Identifying one representative each among male & female students to represent/collaborate/interact on gender related issues

Shreya Kulkarni

Dr. Shreya Kulkarni

Member Secretary

ICC/WGRC

Sunita Sanklecha

Dr. Sunita Sanklecha

Chairman

ICC/WGRC

Copy to: DEAN

Dr VPMCH&RC





Maratha Vidya Prasarak Samaj's
**Dr. Vasant Rao Pawar Medical College,
Hospital & Research Centre, Nashik**

Vasantnada nagar, Adgaon, Nashik 422003, Maharashtra



Internal Complaint Committee

Ref: VPMCH&RC/WGRC/~~221~~2021-22

Date —20/01/2021

There is a meeting for Members of Internal Complaints Committee of Dr Vasant Rao Pawar Medical College, Hospital and Research Centre, Nashik, on Wednesday, 3rd February 2021, at IQAC Cell, at 2:00 pm.

Agenda: 1. To discuss and plan programs for the year 2021.
2. Any other topic

Sunita Sankalecha
Dr. Sunita Sankalecha
Chairman

Shreeya Kulkarni
Dr. Shreeya Kulkarni
Member Secretary

Copy To:

Dean, Dr. VPMCH & RC

Dr. Hitendra Mahajan

Dr. Jyoti Kasture

Dr. Shubhangi Wankhede

Dr. Sudha Ayyar

Mrs. Sangita Tile





Maratha Vidya Prasarak Samaj's
**Dr. Vasant Rao Pawar Medical College,
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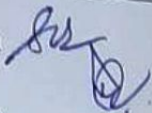

Minutes of Meeting

Name of Committee	ICC
Date & Time of Meeting	03/02/2021 - 2.00 pm
Meeting Venue	IQAC office
Meeting Agenda	1. Discuss and plan programs of the year 2021 2. Any other topic

Minutes:

1	Chairman welcomed all the members. Minutes of last meeting were approved.
2	In last meeting Day care center facility was discussed but due to pandemic it was not started. Now the plan is to restart Day Care Center as soon as possible in Hospital Building. SOP for the same is to be prepared. To interact with Dr. Manisha Rajale, Dr. Davane
3	To increase the awareness of ICC among nonteaching staff. For that activities to be taken thrice a year.
4	On 8 th March – International Women's day to be celebrated. Monday 2-4 pm. Topic- ZERO TOLERANCE for Sexual Harassment Confidence building program/oath for Zero Tolerance/ Panel Discussion to be held Panelist – Advocate/ Police / Social worker Suggested names – Indrani Patani/ Vaishali Balajiwale/ Pournima Chowgule/ Usha Kanade To form Nonteaching staff team by Tile madam for 8 th March program.
5	Skit on Workplace harassment by Students and nonteaching staff – to be organized.
6	Gender Champ – Male/ Female – Circular for those who are interested in Gender equity activities.
7	To hold Essay writing competition / poster competition / Movie related to topic
8	To orient about child abuse / POSCO act
9	ICC – NSS collaborative activities
10	Suggestion / Complaint box to be placed



11	For awareness, in any gathering, display 2-3 min ICC PPT, before the program.
12	Awareness about ICC in Foundation Course
	Members attended Dr. Sunita Sanklecha  Dr Shreeya Kulkarni Dr Hitendra Mahajan Dr Jyoti Kasture  Mrs Tile S M



Member Secretary (Sign)

Copy to:
- Dean, Dr. VPMCH & RC Nashik



FORMAT

M.V.P.S. Dr. Vasant Rao Pawar Medical College,
Hospital & Research Centre, Nashik.
Department of P & SM
Outward No. 3805
Date 20/1/20

सहपत्र "अ"

INTERNAL COMPLAINTS COMMITTEE (Women's Complaints Committee):

1st JANUARY 2020 to 31st DECEMBER 20...20

Name & Address of the College: Dr. Vasant Rao Pawar Medical College, Hospital & Research Centre Adgaon Nashik 422003.
Mobile & Phone Nos: 0253 2303923 / 2303802 E-mail address: admin@dr.vasantrao.pawar.medical.college.com

(Note: - The Internal Complaints Committee should be headed by a woman and not less than half of its members should be women.)

Date of the Constitution of Committee: <u>20/1/2020</u>		
Name, Designation, Address, Tele./Mobile No. & E-mail address of the Presiding Officer.	1) Presiding Officer <u>Dr. Sunita Santlecha</u>	Female
Name of the NGO member with his/her Telephone / Mobile No. & e-mail address.	2) Member <u>Dr. Hitenra Mahajan</u>	Female / Male
Names of remaining members with their Telephone/Mobile Nos. & e-mail address.	3) Member <u>Dr. Sudha Ayer</u>	Female / Male
	4) Member <u>Dr. Jyoti Kasture</u>	Female / Male
	5) Member Secretary <u>Dr. Shreeta Kulkarni</u>	Female / Male

3) Adv. Prakash Shinde - male. 4) member - Dr. Shubhang Wankhede - Female. 5) member - Mrs. Sangita Tile - Female.

ANALYTICAL CHART OF THE ACTION TAKEN BY THE INTERNAL COMPLAINTS COMMITTEE (Women's Complaints Committee) REGARDING THE COMPLAINTS OF SEXUAL HARASSMENT OF FEMALE EMPLOYEES / FEMALE STUDENTS IN THE COLLEGE DURING

1st JANUARY 20...20 to 31st DECEMBER 20...20

Has the college constituted the Internal Complaints Committee?	No of complaints received by the Internal Complaints Committee	No of complaints investigated by the Internal Complaints Committee	No of complaints in which substance was found by the Internal Complaints Committee	No of complaints in which substance was not found by the Internal 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

(In view of para number 5 of University circular, please mention the Outward Number and Date of the letter whereby the Inquiry Report is / was submitted to the University.)
(Attach separate sheet, if required)

DETAILS OF WORKSHOPS AND AWARENESS PROGRAMMES AND ORIENTATION PROGRAMMES

1st JANUARY 20...20 to 31st DECEMBER 20...20

Number of Workshops, Awareness Programmes and Orientation Programmes against sexual harassment conducted for the Employees and Students in the College.

Date of Programme	Nature of Programme	Name (s) of Speaker (s) / Guest (s)	Number of Staff/ Student(s) attended the programme
12/2/2020	Awareness	Mrs. Anita Barker	114 Students
26/2/2020	Skit on Gender sensitivity	Dept of Radiodiagnose	15 staffs
7/2/2020	Workshop	Dr. Vedheshree Thigale	186
July 2020	Workshop	Dr. Sunita Santlecha	online
13/1/2020	Workshop	Dr. Sudha Ayer, Dr. Shreeta Kulkarni	210 students

Date:



Seal & Signature of Dean/Principal
(Name:..... **DEAN**)

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