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Topiwala National Medical College and B.Y.L. Nair Ch. Hospital, Mumbai

Prevention of Sexual Harassment, Internal Complain Committee

लैंगिक अत्याचार प्रतिबंधक स्थानिक अंतर्गत तक्रार समिती

सदस्य

अ.	नाव	समितीवरील पद	हुद्दा	भेटण्याचे ठिकाण	दूरध्वनी
१	डॉ. जान्हवी केदारे	अध्यक्षा	प्राध्यापक	मानसोपचार शास्त्र विभाग दूसरा मजला, ओ, बिल्डिंग	022-23027631 मानसोपचार शास्त्र विभाग
२	डॉ. संजय स्वामी	सचिव	सह. प्राध्यापक	जीवस्सायनशास्त्र विभाग चौथा मजला , कॉलेज बिल्डिंग	
३	डॉ. सोनाली पांडे	सहसचिव	सह. प्राध्यापक	शरीरक्रिया विभाग चौथा मजला , कॉलेज बिल्डिंग	
४	डॉ. गायत्री हड्डंगडी	सहसचिव	सह. प्राध्यापक	ऑडिओ-स्पीच थेरपी विभाग पहिला मजला , कॉलेज बिल्डिंग	
५	डॉ. पुष्पा पझारे	सदस्य	प्राध्यापक व वि. प्रमुख	शरीरक्रिया विभाग चौथा मजला , कॉलेज बिल्डिंग	
६	श्रीमती स्नेहा पेडणेकर	सदस्य	अधिसेविका	आधिसेविका कार्यालय, G बिल्डिंग	

SOPs

A complaint lodged with the ICC is processed when it pertains to incidents of sexual harassment of women in the workplace and falls within the scope of The Sexual Harassment of Women at Workplace regulations. (Prevention, Prohibition and Redressal) Act, 2013.



Action should be initiated within 7 days of receipt of complaint



Complainant is called to present her case in front of committee



A letter is sent to respondent to give written clarification within 7 days



After receiving clarification, A respondent is instructed to appear before the committee



Depending on the severity of the case, if deemed necessary, interim relief can be provided by either transferring the respondent or placing them on leave until the completion of the investigation.



Both parties are asked to appear before committee with/without witnesses and documents if any in support.



The report is sent to SPGRC (Local Complaint Committee at MCGM level)



SPGRC, can approve the recommendations of ICC or recalls enquiry if needed



The entire process should be completed within 90 days.



SPGRC forwards its recommendations to the Dean for implementation, and the administration is obligated to carry out directives from SPGRC.

All documents related to enquiry procedure such as statements of witnesses etc. are confidential and cannot be revealed even to administration or head of the institute.

Contact

Details are mentioned on first page