



**SMCW**  
**SUHRC**

**SYMBIOSIS MEDICAL COLLEGE FOR WOMEN**  
**SYMBIOSIS UNIVERSITY HOSPITAL & RESEARCH CENTRE**  
Constituent of Symbiosis International (Deemed University) | (Established under section 3 of the UGC Act, 1956)  
Re-accredited by NAAC with 'A++' grade | Awarded Category - I by UGC



Founder: Prof. Dr. S. B. Mujumdar, M. Sc., Ph.D. (Awarded Padma Bhushan & Padma Shri by President of India)

**No.SMCW-SUHRC/Committee /24/2025**

**Date-8th February 2025**

### **Internal Complaint Committee**

Constitution of internal complaint committee to prevent sexual harassment at their workplace. Any unwelcome sexually determined behaviour shall be notified to the internal complaint committee which will investigate the case.

#### **Statutory Composition**

The Internal Complaint Committee of SMCW & SUHRC shall consist of

1. Dean – Member
2. Dy. Dean Administration - Member
3. Head Operations- Chairman
4. 01 x Professor/Associate Professor Phase-1 -Member Secretary
5. 01 x Professor/Associate Professor Phase-2- Member
6. 01 x Professor/Associate Professor Phase-3-Member
7. Nursing Superintendent - Member
8. Deputy Head HR- Member
9. Social Worker- Member

#### **Current Composition**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Status in Committee</b>
1.	Lt. Col. (Dr.)T Vijaya Sagar	Dean. SMCW	Member
2.	Col. Dr. Hitender Singh Batra	Dy Dean Administration, Professor & Head Biochemistry	Member
3.	Dr. Daksha Dixit	Professor. Dept. of Anatomy	Member Secretary
4.	Dr. Shubhada Sharma	Head Operations	Chairperson
5.	Mr. Abhijit Deshpande	Head Student Welfare SIU, Pune	Member
6.	Dr. Abhijit Patil	Professor & Head,dept of Radiology	Member
7.	Dr.Neeta Gokhale	Professor & Head,dept of Dermatology	Member
8.	Ms. Jessy Bhide	Dy Nursing Superintendent	Member
9.	Mr. Dinesh Bandarkar	Deputy Head HR	Member
10.	Ms. Renuka Mukadam	Social Worker	External Member

## **Terms of References**

The main objectives of Internal Complaint Committee include-

1. To ensure the prohibition of sexual harassment as defined at the workplace. This should be notified, published, and circulated in appropriate ways.
2. To ensure that appropriate work conditions are provided concerning work, leisure, health, and hygiene and to further
3. To ensure that any complaint received would be investigated by the committee and the report be submitted to the cabinet committee for the appropriate action.

The following are considered sexually determined behaviour

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, or non-verbal conduct of a sexual nature.

**Meeting Frequency:** Quarterly in a year or as and when needed.

**Quorum:** A quorum of 50% is necessary for the committee to meet.

**Minutes of Meetings (MoM):** The Member Secretary will be responsible for maintaining, uploading in the link of SMCW & SUHRC **Minutes of Meetings (MoM)**, and circulating the MoM in the approved format.

**Action Taken Report (ATR):** The member secretary will update, upload in the link of SMCW & SUHRC **Minutes of Meetings (MoM)**, and circulate the ATR before the commencement of the next meeting.

No business transaction will be done during the proceedings of the committee meetings.



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DEAN  
SMCW & SUHRC

Dean

Lt. Col. (Dr.) T Vijaya Sagar

Dean

Symbiosis Medical College for Women  
Gram-Lavale, Tal-Mulshi, Dist-Pune-412115.

Copy to:

1. PA to Hon. Chancellor, SIU
2. PA to Hon. Pro Chancellor, SIU
3. Vice Chancellor, SIU
4. Dean FomHS
5. Registrar, SIU