



SMCW-SUHRC/DO/ICC-IC/ 148 / 2025 Date- 11th Nov 2025

OFFICE ORDER No: 148

**Subject: Internal Committee, Symbiosis Medical College for Women and
Symbiosis University Hospital & Research Centre**

Key Information	
Title	Internal Committee, Symbiosis Medical College for Women and Symbiosis University Hospital & Research Centre
Policy Owner	Dean SMCW & SUHRC
Responsible Department	Office of the Dean SMCW & SUHRC
Approved by	Dean SMCW & SUHRC
Date of Approval	11th Nov 2025
Effective date	11th Nov 2025
Version number	Ver 3.0 supersedes previous version of 30th Oct 2025
Policy Drafter	Dean SMCW & SUHRC
Stakeholders consulted	MS, SUHRC, Chief Operations, SUHRC, Dy Chief Administration, SUHRC, All Faculty Members and Staff
Frequency of review	Every year

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Reference(s)

1. Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
2. Companies (Accounts) Second Amendment Rules, 2025 via Notification No. G.S.R. 357(E) dated May 30, 2025.
3. The Vishaka Guidelines issued by the Supreme Court of India in 1997.
4. Symbiosis International (Deemed University) [Prevention, Prohibition and Redressal of Sexual Harassment of Employees and Students in the University and its Constituent Institutes/ Departments / Sections/ Offices/ Workplaces] Rules, 2019.
5. Symbiosis International (Deemed University) Notification No. 1524 issued vide No. SIU/ U-28/ 2025/ 201 dated 16th January, 2025.
6. Institutional Policy Documents and Strategic Plans.

Introduction

7. The mandate to establish Internal Committees (IC/ICC) in all institutions and workplaces arises directly from statutory provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, commonly known as the POSH Act. Section 4 of the POSH Act is the principal regulation referenced by authorities and legal experts for this requirement.

8. In alignment with statutory obligations to maintain a safe, respectful, and equitable workplace and learning environment, Symbiosis Medical College for Women (SMCW) and Symbiosis University Hospital & Research Centre (SUHRC) hereby reconstitute the Internal Complaint Committee (ICC). The ICC will receive, inquire into, and recommend remedial and corrective measures for complaints of sexual harassment and other unwelcome sexually determined behaviour at the workplace, ensuring compliance with institutional policy and applicable statutory/regulatory norms.

9. "Internal Committee" (IC) and "Internal Complaints Committee" (ICC) refer to the same statutory body under POSH Act provisions; the names are used interchangeably after a terminology update in the rules, but their constitution, powers, and functions remain identical.

Purpose

10. To establish a formally constituted, accessible, impartial, and accountable committee for prevention, redressal, and deterrence of sexual harassment at SMCW & SUHRC and to ensure timely investigation, due

process, institutional action, and supportive measures for affected persons.

Scope and Applicability

11. The scope of the Internal Committee extends to:
- Applies to all employees (teaching and non-teaching), students, contractual staff, interns, trainees, vendors, visitors, and any person engaged with SMCW & SUHRC in the course of institutional activities.
 - Covers conduct occurring on campus, at off-site institutional events, during institutional travel, online interactions directly connected to institutional roles, and behaviour that impacts the institutional environment.

Objectives

12. The objectives are:
- Prohibit sexual harassment and ensure a safe academic and workplace environment.
 - Provide a clear, confidential, and fair mechanism for reporting and investigating complaints.
 - Ensure timely, impartial, and documented inquiry and recommend corrective action.
 - Promote awareness, preventive education, and dissemination of the policy.
 - Maintain records, minutes, and follow up actions for audit and compliance.

Definitions / Abbreviations / Glossary of Terms

13. The Terms and Abbreviations used are as under:
- ICC:** Internal Complaint Committee. The **Internal Complaint Committee (ICC)** or the **Internal Committee (IC)** is a statutory body established under the POSH Act, 2013 to address and resolve complaints of sexual harassment at the workplace. It ensures a safe, respectful, and inclusive environment for all employees.
 - Regulatory Authority:** The Regulatory Authority for the Internal Complaint Committee (ICC) is the Ministry of Women and Child Development, Government of India, under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
 - Complainant:** Person making a complaint of sexual harassment.
 - Respondent:** Person against whom the complaint is made.
 - Sexual harassment:** Includes physical contact and advances; demand or request for sexual favours; sexually coloured remarks; showing pornography; any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature.
 - Procedure:** The Procedure for the Internal Complaint Committee refers to the step-by-step process followed for receiving, investigating, and resolving complaints of sexual harassment. It ensures transparency, fairness, and adherence to legal guidelines throughout



the complaint handling process.

- (g) **SMCW** - Symbiosis Medical College for Women.
- (h) **SUHRC** - Symbiosis University Hospital & Research Centre.
- (i) **MoM**: Minutes of Meeting.
- (j) **ATR**: Action Taken Report.
- (k) **Quorum**: Minimum number of members required for the committee to validly conduct its business (see Quorum section).

Terms of Reference

14. The Terms of Reference are as under:

- (a) Receive and register complaints of sexual harassment in writing or through designated channels.
- (b) Conduct preliminary assessment and, where required, a formal inquiry in accordance with principles of natural justice, confidentiality, and institutional procedure.
- (c) Recommend interim measures for the safety and wellbeing of the complainant during inquiry, including no contact directions, temporary transfers, leave, counselling, or other protective steps.
- (d) Prepare a detailed inquiry report with findings and recommend disciplinary or corrective actions to the Cabinet Committee/Competent Authority.
- (e) Ensure the complainant and respondent receive due process and are informed of outcomes as appropriate.
- (f) Maintain confidential records of complaints, inquiry reports, MoMs, and ATRs.
- (g) Ensure dissemination and periodic awareness programmes on prevention of sexual harassment.
- (h) Submit periodic reports to institutional governance bodies for oversight and compliance.

Statutory Composition

15. In accordance with the statutory mandates the IC [ICC] shall consist of the following members as per institutional order and best practice:

- (a) **Professor and HoD, Teaching Department** — Chairperson.
- (b) **Professor and HoD, Teaching Department** — Member.
- (c) **Officer in Charge Student Section [Student Welfare Representative]** — Member.
- (d) **01 x Professor/Associate Professor (Phase 1/2/3)** — Member Secretary.
- (e) **01 x Professor/Associate Professor (Phase 2)** — Member.
- (f) **01 x Professor/Associate Professor (Phase 3)** — Member.
- (g) **Nursing Superintendent** — Member.
- (h) **Deputy Head HR, SUHRC** — Member.
- (i) **Social Worker (External)** — External Member.

Roles and Responsibilities

16. The roles and responsibilities of the Committee members shall include, but are not limited to:

- (a) **Chairperson:** To preside over meetings, provide leadership; ensure confidentiality and impartiality; oversee inquiry processes; ensure effective functioning of the Committee, act as the primary point of contact and present recommendations to the statutory authorities.
- (b) **Member Secretary:** The Member Secretary of the Internal Complaints Committee holds a pivotal role in ensuring the smooth functioning, timely execution of mandates, and effective communication within the committee and with external stakeholders. Some of the responsibilities are enumerated below:
- Register complaints.
 - Maintain MoMs and records.
 - Coordinate meetings.
 - Upload MoM and ATR links to the SMCW & SUHRC repository.
 - Act as liaison for complainants and committee.
 - Administrative Support and Follow-up.
- (c) The **Members:** Participate in inquiries, ensure fair hearing, contribute to recommendations and awareness activities.
- (d) **External Member (Social Worker)** will be responsible to provide independent, community-based perspective; ensure sensitivity to survivors; assist in outreach.
- (e) **Deputy Head HR, SUHRC:** Advise on disciplinary rules, implementation of interim and final measures, liaison for HR actions.
- (f) **Nursing Superintendent:** Advise on welfare, counselling referrals, and nursing student/clinical staff contexts.
- (g) **Student Welfare Representative:** Advise on welfare, counselling referrals, and student contexts.
- (h) **All Members:** Maintain confidentiality, declare conflicts of interest, recuse as necessary, ensure timely completion of assigned tasks.

Current Composition

17. The current members of the Internal Complaint Committee (ICC) are as under:

S. No.	Name	Designation / Appointment	Role
1.	Dr. Indrani Hemantkumar Chincholi	Professor and HoD, Dept. of Anesthesiology,	Chairperson



S. No.	Name	Designation /Appointment	Role
2.	Dr. Sharmishtha Deshpande	Professor, Dept. of Psychiatry	Member Secretary
3.	Dr. Meenal Milind Patvekar	Professor and HoD, Dept. of Obstetrics and Gynaecology	Member
4.	Dr. Prachee Harishchandra Nirmale	Officer in Charge Student Section [Student Welfare Representative] Asst. Professor, Dept. of Biochemistry	Member
5.	Dr. Ketaki Niranjana Pathak	Professor, Dept. of Microbiology	Member
6.	Dr. Neeta Gokhale	Professor and HoD, Dept. of Dermatology	Member
7.	Ms. Jessy Bhide	Nursing Superintendent	Member
8.	Mr. Dinesh Bandarkar	Deputy Head HR, SUHRC	Member
9.	Ms. Renuka Mukadam	External Member (Social Worker)	Member
10.	Col. (Dr.) Ashwani Kumar Shakya (Retd)	Head Hospital Administration	Member

Procedure

18. **Overview:** This Procedures section prescribes stepwise processes from reporting to closure, timelines, documentation requirements, safeguards, and record retention to ensure fairness, confidentiality, and compliance.

19. **Reporting a Complaint:**

(a) **How to report:** Complaints must be submitted in writing to the Member Secretary by hand, or via institutional email to the IC [ICC] Member Secretary mailbox. If the complainant is unable to submit in writing, the Member Secretary will reduce the complaint to writing on the complainant's behalf.

(b) **Information to include:** Complainant name contact details;



respondent name and designation; date time and place of incident(s); description of incident(s); names of witnesses if any; any documentary or digital evidence; relief sought.

(c) **Acknowledgement:** The Member Secretary will acknowledge receipt within 48 hours and provide the complainant with the expected timelines and interim measures contact.

20. **Immediate Safeguards and Interim Measures:**

(a) **Interim measures available:** No contact directive; temporary separation of complainant and respondent; change of duty station or reporting lines; campus access restrictions; counselling referrals; leave or academic accommodations.

(b) **Who may order:** Chairperson or Member Secretary may order interim measures immediately, with written reasons, and record the order in the MoM at the next meeting.

(c) **Duration:** Interim measures remain in force until the ICC issues its report or until otherwise modified by the Competent Authority.

21. **Preliminary Assessment:**

(a) **Timeframe:** Within 7 working days of receipt, the ICC will conduct a preliminary assessment to determine whether the complaint falls within scope and whether prima facie merits a formal inquiry.

(b) **Outcome of assessment:** Proceed to formal inquiry; attempt conciliation if both parties consent and case suitable; or close if outside scope (with reasons recorded).

22. **Conciliation Option:**

(a) **Eligibility:** Conciliation may be offered only where the complainant gives informed written consent and where the ICC assesses the matter suitable for conciliation and not involving serious offences.

(b) **Process and safeguards:** A neutral conciliator appointed by ICC will facilitate resolution within 30 days; conciliatory outcomes are documented and signed by both parties; no monetary settlement shall compromise corrective or disciplinary measures; non-compliance will reopen the inquiry process.

23. **Formal Inquiry:**

(a) **Committee formation:** The full ICC or an inquiry subcommittee constituted by the Chairperson/Dean, SMCW & SUHRC will conduct the inquiry, excluding any member who is a witness or has a conflict of interest.

(b) **Notice to respondent:** The Member Secretary issues a written notice to the respondent with complaint summary and 7 working days to submit a written response and produce evidence.



- (c) **Hearing schedule:** Hearings scheduled with reasonable notice to both parties; both parties may present witnesses and documentary evidence; parties may be accompanied by a support person not acting as legal counsel.
- (d) **Principles:** Inquiry follows principles of natural justice, confidentiality, neutrality, and non-victimisation of complainant or witnesses.
- (e) **Timeline:** Inquiry to be completed within 90 days from the date of acceptance of the complaint for formal inquiry; if extended, the ICC shall record reasons and notify parties.
24. **Evidence Management:**
- (a) **Collection and preservation:** Member Secretary secures documentary, digital and witness statements; chain of custody maintained for digital evidence; copies kept in secure repository.
- (b) **Confidentiality:** Access restricted to ICC members and designated records custodian; breach of confidentiality by any person will be treated as misconduct
25. **Findings and Report:**
- (a) **Inquiry report:** ICC prepares a detailed report with facts found, analysis, conclusions, and recommended corrective/disciplinary action and remedial measures.
- (b) **Approval and submission:** Report is signed by the Chairperson and Member Secretary and forwarded to the Competent Authority/Cabinet Committee within 7 working days of completion.
- (c) **Communication:** Complainant and respondent will be informed of the outcome and, where appropriate, of recommended actions consistent with confidentiality and data protection norms.
26. **Implementation of Recommendations:**
- (a) **Competent Authority role:** The Competent Authority implements disciplinary actions in accordance with institutional statutes and service rules; HR implements personnel actions; Student Affairs implements academic or disciplinary actions for students.
- (b) **Monitoring:** Member Secretary tracks implementation and records outcomes in the ATR.
27. **Appeal and Review:**
- (a) **Non retaliation policy:** Retaliation, victimisation, or intimidation of complainant, witnesses, or ICC members is prohibited and will attract disciplinary action.
- (b) **Reporting retaliation:** Allegations of retaliation are reported to the ICC which will investigate promptly and order protective measures.

28. **Record Retention Confidentiality Disposal:**
- (a) **Retention:** All complaint records, inquiry reports, MoMs, and ATRs retained for a minimum of seven years or as per statutory audit requirements.
- (b) **Access control:** Records accessible only to authorised officers; requests for copies processed per institutional data access rules.
- (c) **Disposal:** Secure disposal after retention period with a record of disposal maintained.
29. **Reporting Training and Awareness:**
- (a) **Awareness programmes:** ICC to plan annual sensitisation sessions for students and staff and refreshers on complaint mechanisms.
- (b) **Complaints information:** ICC contact details complaint form template and process flowchart to be published on institutional intranet and notice boards
30. **Time Limits Summary:**
- (a) Acknowledgement of complaint within 48 hours.
- (b) Preliminary assessment within 7 working days.
- (c) Respondent notice and 7 working days to reply.
- (d) Inquiry completion within 90 days from formal inquiry initiation.
- (e) Report submission to Competent Authority within 7 working days after completion.
- (f) ATR circulated before next scheduled meeting.
31. **Conflict of Interest Recusal:** Members must declare conflicts of interest and recuse themselves where appropriate; recusal recorded in the MoM and alternate member appointed if needed to preserve quorum.

Meetings

32. **Meetings of the Internal Committee:** The Committee shall hold meetings to deliberate on recurring issues, review the implementation of policies, assess incident reports, and take corrective action as required. All meetings will be formally convened, with minutes recorded for future reference. The Chairperson shall preside over the meetings, ensuring that discussions remain focused and decisions are duly ratified.

33. **Meeting Frequency:** Quarterly or as and when required by receipt of complaint or direction of Chairperson. The meetings will be scheduled in the last month of the quarter and notified by the Member Secretary after ascertaining availability of Chairperson. Additional meetings may be convened on an ad hoc basis whenever a situation demands immediate intervention. Emergency meetings may be convened for urgent interim measures.

34. **Notice:** The schedule of the quarterly meetings shall be communicated well in advance to all members (minimum 5 days in advance for scheduled meetings); immediate notice for ad hoc. /extraordinary sessions in the event of urgent cases.

35. **Quorum:** A quorum of 60% is necessary for the committee to meet.

36. **Tenure:** The tenure of the committee will be for a period of One (01) Year.

37. **Agenda:** The agenda of the Quarterly Internal Committee Meetings typically includes the following:

- (a) Confirmation of minutes of the previous meeting.
- (b) Review of complaints received, actions taken, and outcomes of inquiries.
- (c) Receipt and registration of new complaints, if any.
- (d) Interim measures and urgent actions, if required to be recorded (ref sub para 38(c) above).
- (e) Assessment of the effectiveness of policies and grievance monitoring mechanisms.
- (f) Reports from Member Secretary.
- (g) Identification of potential risks or areas requiring intervention.
- (h) Recommendations for policy improvements, awareness programs, or preventive initiatives.
- (i) Coordination with external agencies or regulatory authorities where required.
- (j) Any other matter with the permission of the Chair.

38. **Duties of Rapporteur:** The Member Secretary as Rapporteur plays a critical role in ensuring the proper documentation and communication of the meeting proceedings. The responsibilities include:

- (a) Record and maintain accurate minutes of each meeting, ensuring all discussions and decisions are documented clearly.
- (b) Circulate draft minutes to Committee members for review and incorporate feedback.
- (c) Submit the finalized minutes to the Chairperson for approval and onward transmission to the Dean, SMCW & SUHRC through MS, SUHRC.
- (d) Maintain a repository of meeting records for institutional compliance and future reference.
- (e) Follow up on action points and ensure accountability by tracking progress before the next quarterly meeting.

39. **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.

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

Action Taken Report (ATR)

41. **Action Taken Report (ATR):** The Action Taken Report (ATR) of the Internal Committee shall provide a concise summary of complaints received, the steps undertaken during investigation, and the findings with supporting evidence. It will record the decisions taken by the Committee, along with corrective and preventive measures implemented to ensure a safe campus environment. Each ATR must be submitted to the Dean's Office within 15 days of the quarterly meeting. For institutional accountability and accreditation requirements, all ATRs shall be collated annually for review by the College Council and for compliance reporting to NAAC/NABH.

42. The member secretary will update, upload in the link of **Minutes of Meetings (MoM)**, and circulate the ATR before the commencement of the next meeting.

Conclusion

43. This Office Order reconstitutes the IC/ICC to ensure a transparent confidential and time-bound mechanism for prevention and redressal of sexual harassment at SMCW SUHRC. The IC/ICC shall function immediately and all named members are directed to confirm acceptance and submit conflict declarations.

44. This Office Order will supersede SMCW-SUHRC/DO/ICC-IC/145-1/2025 dated 30th Oct 2025, which, may please be treated as withdrawn.

Dushpand
11/11/25
Member Secretary

Indran
11/11/25
Chairperson



H. S. Batra
11/11/25

**Col. (Dr.) H. S. Batra (Retd.)
Officiating Dean
SMCW & SUHRC**

H. S. Batra
11/11/25

Copy to: -

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