



NETAJI SUBHAS MEDICAL COLLEGE AND HOSPITAL

(A Unit of Sitwanto Devi Mahila Kalyan Sansthan)

Adityapur, Seraikela Kharsawan, Jharkhand - 832 109

Approved by National Medical Commission, New Delhi

Department of Medical Science under Netaji Subhas University, Jamshedpur

☎ 1800 889 8518

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✉ contact@nsmch.ac.in

🌐 www.nsmch.ac.in

Ref. No: *Principal/ACAD/01/2025/08*

Date: *11th Nov 2025*

NOTICE

INTERNAL COMPLAINT COMMITTEE

(PREVENTION OF GENDER HARASSMENT COMMITTEE)

Subject: - Formation of Internal Complaint Committee

The **Internal Complaint Committee** of Netaji Subhas Medical College and Hospital, has been constituted in compliance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and applicable NMC/UGC guidelines)

Dr K.N. Singh	Principal & Professor, General Medicine	Chairperson
Dr.Vidyapati	Professor & Head, Medicine	Member
Dr.Anjani Bhushan Kumar	Professor & Head, Pediatrics	Member
Dr. Abhay Harsh Kerketta	Associate Professor, Orthopedics	Member
Dr.Sarita Tirkey	Professor & Head, OBG	Presiding Officer
Dr. Sada Gaffari	Assistant Professor, OBG	Member Coordinator
Dr.Purnima Singh	Assistant Professor, OBG	Member
Dr. Anupama Abhilasha	Assistant Professor, Community Medicine	Co-Coordinator
Dr Soni Kumari	Assistant Professor, Pediatrics	Member
Dr.Harshini Shalin Thakkar	Assistant Professor, Psychiatry	Member
Dr.Sampreet Kaur Awal	Assistant Professor, Microbiology	Member
Mrs Pushpa Verma	Nursing superintendent	Member
Mrs Jacquelin Monteiro	DNS	Member
Ms. Rani Kumari	Management Representative	Member
Mr K.K. Singh	Management Representative, Hospital Manager	Member
Dr Raju Kumar Bhagat	Legal Advisor	Member

CC

- Managing Director, NSMCH
- The Vice Chancellor, NSU
- The Registrar, NSU
- All Concerned Members
- The IQAC, NSU

11/11/25



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Date: 11th Nov. 2025

Minutes of Meeting

Minutes of Meeting of ICC dated... 11th Nov. 2025..

The meeting was presided by Dr.K.N.Singh, Principal and the members discussed the purpose, scope and process of ICC was discussed.

Dr.K.N.Singh emphasized the zero-tolerance policy towards sexual harassment of the medical college and its commitment to maintain a safe workplace and academic environment that upholds equality, dignity, and respect for women, in strict compliance with statutory and regulatory requirements as per NMC & UGC guidelines.

The proceedings were noted by the Co-Coordinator Dr Anupama.

1. Purpose: The Internal Complaints Committee (ICC) is constituted to prevent, prohibit, and redress complaints of sexual harassment of women at the workplace.

- Ensure a safe, secure, and dignified academic and working environment
- Protect women students, interns, residents, faculty, nurses, and staff
- Provide a confidential, impartial, and time-bound grievance redressal mechanism
- Comply with the provisions of the Sexual Harassment of Women at Workplace (POSH) Act, 2013, NMC regulations, and UGC guidelines

2. Legal and Regulatory Framework

The ICC shall function in accordance with: Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and UGC Regulations on Prevention, Prohibition and Redressal of Sexual Harassment in Higher Educational Institutions and National Medical Commission (NMC) norms and institutional service rules

3. Scope

3.1 Persons Covered

- Women students (UG, PG, interns, research scholars)
- Faculty members and residents
- Nursing staff, paramedical staff, administrative and support staff
- Contractual, temporary, visiting, or outsourced personnel



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3.2 Workplace Coverage

- The term “workplace” shall include: Academic departments, laboratories, and libraries
- Hospitals, wards, OPDs, OTs, ICUs, and clinical areas
- Hostels, common rooms, canteens, and campus premises
- Off-campus locations related to academic, clinical, research, or official duties
- Virtual/online academic or professional interactions

4. Definition of Sexual Harassment

Sexual harassment shall include, but not be limited to:

- Physical contact and advances
- Demand or request for sexual favors
- Sexually colored remarks
- Showing pornography
- Any unwelcome physical, verbal, or non-verbal conduct of sexual nature

5. Functions and Responsibilities

- I. Receive written complaints of sexual harassment
- II. Aid in filing complaints, if required
- III. Conduct inquiries in a fair and impartial manner
- IV. Ensure adherence to the principles of natural justice
- V. Maintain strict confidentiality of proceedings
- VI. Recommend interim relief measures, if necessary
- VII. Submit inquiry reports and recommendations to the competent authority
- VIII. Conduct awareness and sensitization programs.

6. Inquiry and Redressal Procedure

- Complaints shall be filed within the prescribed within 6 months (POSH Act)
- Inquiry shall be completed within the stipulated statutory period
- Both parties shall be given an opportunity to be heard
- Recommendations shall be implemented by the institution within the mandated timeframe



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7. Disciplinary Action and Relief Based on the findings and proceedings, the ICC may recommend:

- A. Written apology or warning
- B. Suspension, termination, or disciplinary action as per service rules
- C. Compensation or relief to the aggrieved woman
- D. Corrective and preventive measures

NB: The documentary evidence and recording of statements shall be strictly confidential and maintained by Member Secretary.

CC

- Managing Director, NSMCH
- The Vice Chancellor, NSU
- The Registrar, NSU
- All Concerned Members
- The IQAC, NSU



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पत्रांक:- २३०७

श्रम अधीक्षक का कार्यालय, सरायकेला-खरसावाँ

(Email-lsseraikella123@gmail.com)

प्रेषक,

श्रम अधीक्षक

सरायकेला-खरसावाँ।

सेवा में,

NETAJI SUBHAS MEDICAL

COLLEGE & HOSPITAL

ADITYAPUR

E-mail-Contact@nsamch.ac.in

सरायकेला, दिनांक:- ०७.१०-२५

विषय:-

माननीय सर्वोच्च न्यायालय में दायर डायरी संचया-22553/2023 Aureliano Fernandes Vs The State of Goa & Ors. में दिनांक-12.08.2025 को पारित न्यायादेश के आलोक में सर्वे कर तथा वांछित प्रतिवेदन उपलब्ध कराने के संबंध में।

प्रसंग:-

मुख्य सचिव, झारखण्ड के पत्रांक-2843, दिनांक-12.09.25

महाशय,

उपर्युक्त विषयक प्रासांगिक पत्र के आलोक में सूचित करना है माननीय सर्वोच्च न्यायालय में दायर डायरी संचया-22553/2023 Aureliano Fernandes Vs. The State of Goa & Ors. में दिनांक-12.08.2025 को पारित न्यायादेश के आलोक में आपके प्रतिष्ठान/कारखाना में Sexual Harassment of Women at work place (Prevention, Prohibition and Redressal) Act, 2013 की धारा-4 के आलोक में कार्यस्थलों पर Internal Complaint Committee के गठन से सम्बन्धित प्रतिवेदन विभाग को उपलब्ध कराना है (छाया प्रति संलग्न)।

अतः अनुरोध है कि अपने-अपने कारखानों/प्रतिष्ठानों में कार्यरत महिला कामगारों से सम्बन्धित Sexual Harassment of Women at work place (Prevention, Prohibition and Redressal) Act, 2013 की धारा-4 के आलोक में कार्यस्थलों पर Internal Complaint Committee के गठन करते हुए प्रतिवेदन दिनांक...10.10.25 तक अधोहस्ताक्षरी को उपलब्ध कराने की कृपा की जाय।

अनु०-यथोक्त।

विश्वासभाजन



श्रम अधीक्षक,
सरायकेला-खरसावाँ।