	DR SM C.S.I MEDICAL COLLEGE & HOSPITAL		Doc. No.	SMCSIMCH/ROM/07
	SCOPE OF INTERNAL COMPLAINTS COMMITTEE		Issue No.	01
			Rev. No	00
			Date	01.07.2023

Scope


Under the Sexual Harassment of Women at Workplace (SHWW) (Prevention, Prohibition and Redressal) Act, 2013 the following Internal Complaints Committee have been constituted as per the Act.

Members:

Dr. Apuca Susan Mathew	Presiding officer
Dr. Delinda Linu Swornila	Member
Dr. Suja Baby Y V	Member
Mrs. Rani M Rose	Member
Adv. Mrs. Leni Kovoov	Community representative
Mrs. Sunija	Member
Dr J Bennet Abraham	Ex-Officio member

Functions

1. Any unwelcome act or behaviour of sexual nature shall be notified to the Chairperson of the Sexual Harassment Committee who will investigate the case. The following are considered as sexually determined behavior
 - Physical contact and advances
 - A demand or request for sexual favors
 - Sexually coloured remarks
 - Showing pornography
 - Any other unwelcome physical, verbal or non-verbal conduct of sexual nature
2. To ensure that appropriate work conditions are provided in respect to work, leisure, health and hygiene and to further ensure that there is no hostile environment towards women at work place and no woman employee should have reasonable grounds to believe that she is disadvantaged in connection with her employment.
3. To ensure if any complaint received would be investigated by the committee and the report be submitted to Director for appropriate action.

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	SCOPE OF INTERNAL COMPLAINTS COMMITTEE		Issue No.	01
			Rev. No	00
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Authority under which the Committee is constituted

The committee is constituted under the SHWW Act 2013 by the Director.

The Act provides that any aggrieved woman* may make, in writing, a complaint of sexual harassment at workplace to the Internal Committee, within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident:

Provided that where such complaint cannot be made in writing, the Chairperson or any Member of the Internal Committee shall render all reasonable assistance to the woman for making the complaint in writing:

Provided further that the Internal committee may, for the reasons to be recorded in writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the woman from filing a complaint within the said period.

Where the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or such other person as may be prescribed may make a complaint under this section.

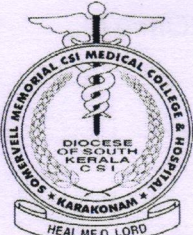
Membership Requirements of Committee

- a. A presiding officer who shall be a women employed at a senior level at workplace from amongst the employees:

Provided that in case a senior level woman employee is not available, the Chairperson shall be nominated from other offices or administrative units of the workplace referred to in sub-section (1):

Provided further that in case the other offices or administrative units of the workplace do not have a senior level woman employee, the Chairperson shall be nominated from any other workplace of the same employer or other department or organisation;

- b. Not less than two Members from amongst employees preferable committed to the cause of women or who have had experience in social work or have legal knowledge;

	DR SM C.S.I MEDICAL COLLEGE & HOSPITAL		Doc. No.	SMCSIMCH/ROM/07
	SCOPE OF INTERNAL COMPLAINTS COMMITTEE		Issue No.	01
			Rev. No	00
			Date	01.07.2023

- c. One member from amongst non-governmental organisation or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment.

Provided that at least one-half of the total Members so nominated shall be women.

The Chairperson and every member of the Internal Complaints Committees shall hold office for a period not exceeding three years from the date of their nomination.


The Member appointed from among the non-governmental organisations or associations shall be paid such fees or allowances for holding the proceedings of the Internal Committee, by the employer, as may be prescribed.

Where the Presiding Officer or any Member of the Internal Committee

- contravenes the provisions of section 16 of the Act pertaining to Prohibition of Publications or making known contents of complaint and enquiry proceedings; or
- has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or
- has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or
- has so abused his position as to render his continuance in office pre-judicial to the public interest, such Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordant with the provisions of this section.

Quorum Requirement

In conducting the enquiry, a minimum of three Members of the complaints committee, including the Presiding officer shall be present.

	DR SM C.S.I MEDICAL COLLEGE & HOSPITAL		Doc. No.	SMCSIMCH/ROM/07
	SCOPE OF INTERNAL COMPLAINTS COMMITTEE		Issue No.	01
			Rev. No	00
			Date	01.07.2023

Responsibilities of the Chairperson

- The Chairperson will be responsible for conducting all meetings, and will lead all discussions and deliberation during the meeting.
- If any complaint is received the chairperson has to investigate and report has to be submitted to internal management Committee for further action.

On-going training of members

The members of the Sexual Harassment committee should be aware of the rights and privileges of a women employee. The Chairperson in consultation with the Director (should organize such training and awareness programmes. Assistance can be taken from concerned NGO related Government authorities (ex - Ministry of Women's Welfare, etc).Records of this programme will be kept on file.

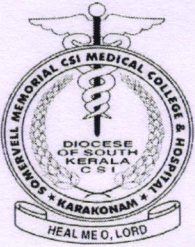
Meetings (Internal Committee)

All the members shall receive notification of Internal Committee in advance along with the complaint and other relevant documents received by the employee.

Internal Committee will meet as and when necessary.

Minutes/Proceedings

The Minutes/Proceedings of every Internal Committee will be recorded in the form of minutes A copy of the minutes will be submitted to the Quality office.

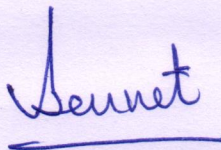
	DR SM C.S.I MEDICAL COLLEGE & HOSPITAL		Doc. No.	SMCSIMCH/ROM/07
	SCOPE OF INTERNAL COMPLAINTS COMMITTEE		Issue No.	01
			Rev. No	00
			Date	01.07.2023

Records Retention

Handling of sexual harassment is a serious subject and has grave legal and social implications. All records of sexual harassment handling procedure should be preserved for a minimum period of 10 years. Any records that are generated which affect the career of the concerned employees should be preserved in their personal file, as per the instructions of the Director.

Minutes shall be kept for 1 year.

Approved by



DIRECTOR