



**MAHATMA GANDHI MISSION'S DENTAL
COLLEGE & HOSPITAL**

Accredited by NAAC with "A" Grade
Plot No. 1 & 2 Sector-01 (Old 18 & 19),
Kamothe, Navi Mumbai- 410209

Department of Oral and Maxillofacial Surgery



Policy of the Committee

Internal Complaint Committee

As per the guidelines of the sexual harassment of women at workplace (prevention, prohibition and redressal act 2013) an internal complaints committee (prior known as anti sexual harassment cell) has been established by the Mahatma Gandhi Mission's dental college and hospital, kamothe to provide a healthy and congenial atmosphere to the teaching, nonteaching staff, students of the college and also the patients visiting our hospital.

Objectives:

- To address the gender discrimination and sexual harassment cases whenever reported and recommend appropriate necessary action
- To organize gender sensitization awareness programme and orientation to members regarding new updates.
- Protection of the basic privileges of women.
- To consider any other matter on women's issues referred to the committee.

Reporting Procedure

- Employees and students who believe they have experienced or observed sexual harassment should report their complaint immediately
- All complaints shall be promptly handled on a confidential basis
- Complaint may be oral, telephonic or in writing. If the complaint is oral, it will be converted into a written form by the ICC Committee member who received the complaint and authenticated by the complainant under his/her signature as soon as possible.
- Within a week meeting is arranged.

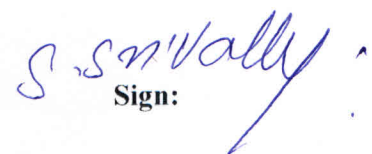
S. S. Vally
Sign:

Process of Enquiry

- The committee will ask the complainant to prepare a detailed statement of incidents/ allegations.
- The statement of allegation will be shared with the accused. The accused will be asked to prepare a response to the statement of allegations and submit to the committee within the given time.
- The committee will organize verbal hearings with the complainant and the accused
- The committee will take the witness's testimonies or other relevant persons and review the evidence if necessary
- The committee will arrive at a decision after carefully and fairly reviewing the circumstances, evidences and relevant statements
- The committee will ensure confidentiality during the inquiry process
- The committee will investigate and prepare an enquiry report with recommendation within 4 weeks of the complaint being filed
- Committee will take appropriate disciplinary action, including termination of the accused.
- If a complaint has been made in bad faith, as demonstrated by clear and convincing evidence, disciplinary action which may include termination, will be taken against the person raising the complaint.

Policy statement:

The committee ensures that all women employees and girl students will feel safe and secure in the premises. The policy is implemented and reviewed by the Committee from time to time as per the need.


Sign: