



GITAM INSTITUTE OF MEDICAL SCIENCE AND RESEARCH

Rushikonda, Visakhapatnam-530045



GIMSIR-H/MED ADMN/2023/C-026

26 June 2023
GIMSIR

CIRCULAR

The following members are nominated to be a part of the Internal Complaints Committee (for prevention of sexual harassment at the workplace) for GIMSIR and are requested to attend the meeting in the victory hall on the 2nd floor of GIMSIR Hospital on 30th June 2023 at 2.30 PM.

- | | |
|-----------------------|---------------------------------------|
| 1. Dr. V. Prabhavathi | Prof OBG - Chairperson |
| 2. Mr. Srinivas Rao P | General Manager HR-Member Secretary |
| 3. Dr. Rahul Ray | Prof & HOD Dermatology - Member |
| 4. Dr. J. Uma Rao | Assoc Prof, GITAM School of Law – NGO |
| 5. Dr. Dasari Gayatri | Asst Prof Ophthalmology – Member |

Note: Please find attached, the committee functioning guidelines and individual member responsibilities. Request all nominated members to go through the document in preparation for the meeting.

Medical Superintendent
GIMSIR Hospital

Copy to:

1. O/o the ProVC – Medical Sciences
2. O/o the Principal - Medical Sciences
3. O/o the Medical Superintendent – GIMSIR Hospital
4. O/o the Head Operations – GIMSIR Hospital
5. HOD's of individual departments
6. O/o the GITAM Law house – GIMSIR Hospital

Attachment:

1. Members acknowledgement.
2. Committee functioning guidelines

Medical Superintendent
GITAM Institute of Medical Sciences & Research
Rushikonda, Visakhapatnam-530 045

INTERNAL COMPLAINTS COMMITTEE FOR PREVENTION OF SEXUAL HARASSMENT AT THE WORKPLACE

PURPOSE

The Committee has been constituted to -

- To investigate claims of Sexual Harassment at the workplace.
- Take appropriate and effective corrective action to prevent it from continuing
- Maintaining and promoting a friendly work environment without fear of harassment
- Oversee staff grievance redressal process

OBJECTIVES

- Uphold the dignity of men and women at work
- Aims to Prohibit, prevent or discourage the acts of sexual harassment at the workplace
- Provide a procedure for the redressal of complaints related to Sexual Harassment as well as other complaints
- Ensure staff at GIMSR buy into the norms of fairness and respect that come with working together

SCOPE OF THE ACT

Applicable to all allegations made against –

- An employee (staff, workers and trainees or contract roles) by another employee
- Employee of GIMSR by a contractor or a third party (who has an official relationship with GIMSR) while on official duty or vice-versa
- Irrespective of whether sexual harassment is alleged to have taken place
In the Company premises or Outside company premises while on assignment.

CONSTITUTION OF COMMITTEE

- Committee to consist of minimum 4 (four) members
- Committee should be headed by a chairperson (Presiding Officer) who shall be a woman, holding a senior level.
- Not less than half of the members should be women
- The Committee should involve a third party, either an NGO or any other person familiar with the Law relating to the Prevention of Sexual Harassment at the Workplace.

SCOPE, FREQUENCY AND QUORUM:

Scope: Applicable to GIMSR

Frequency: Whenever required

Quorum: As defined above.

AGENDA:

- Review of previous minutes of the meeting (not applicable to 1st meeting)
- To discuss on any preventive measures to be taken to ensure that the workplace is safe
- Status on the awareness sessions plans and status of sessions being conducted,
- Any other related to the subject matter etc.,

TERMS OF OFFICE & APPOINTMENT:

- The Committee will be appointed for a period of three years.
 - The members of the Committee shall hold office for a period of three years from the date of appointment.
 - In case of any vacancy arising, the post will be filled by the management
- The management of GIMSR will have the right to reappoint all or any of the said members and appoint new members and/or to fill any vacancy, howsoever caused.

ROLES AND RESPONSIBILITIES OF COMMITTEE MEMBERS:

Chairperson:

- Overseeing all activities of the Committee
- Decision-making based on deliberations and consensus of committee members
- Review and approval of committee minutes of the meeting

Member Secretary:

- Scheduling, communication, and coordination for committee meetings in consensus with the chairman.
- Taking attendance for committee meetings and notes on deliberations of members' discussions during committee meetings.
- Preparing minutes of meetings and submitting the same for review and approval of the chairman.
- Communicating the approved minutes of the meeting to all members of the committee and follow up for the actionable points closures.
- Maintaining the records of the committee.

Members:

- Actively participating in committee meetings
- Evaluating the deficiencies and suggesting remedial actions for the same
- Concerns, if any, related to the committee and suggesting prevention strategies

RECORDS, RETENTION PERIOD AND REFERENCES:

Records:

- Committee composition, members acceptance records
- Training records of members roles and responsibilities
- Scheduling, communication, attendance and Minutes of the meeting
- Training/awareness sessions records
- Staff grievances redressal records

Retention period: At least for a period of 5 years.

References: NABH Standards HRM, Prevention of sexual Harassment of Women at work place act.

**GITAM INSTITUTE OF MEDICAL SCIENCES AND RESEARCH
GANDHI INSTITUTE OF TECHNOLOGY AND MANAGEMENT (GITAM)**



(Declared as Deemed to be University u/s 3 of UGC Act, 1956)

Visakhapatnam | Hyderabad | Bengaluru

Accredited by NAAC with A+ Grade

Gandhinagar Campus, Rushikonda, Visakhapatnam-530 045, A.P., India

Phones: +91-891-2866450, 2538444, 2728222

E-mail: principal_gimsr@gitam.edu, Website: www.gitam.edu; http://gimsr.gitam.edu



INTERNAL COMPLAINTS COMMITTEE

Dr. V. Prabhavathi	Professor, OBG	Chairperson – 9959806769 pvurla@gitam.edu
Mr. P. Srinivasa Rao	General Manager – HR	Member Secretary – 9989998923 sponugup@gitam.edu
Dr. Rahul Ray	Professor, DVL	Member – 9930381701 rray@gitam.edu
Dr. J. Uma Rao	Associate Professor, School of Law	Member – 9848063203 ujosyula@gitam.edu
Dr. D. Gayatri	Assistant Professor, Ophthalmology	Member – 9652659085 gdasari@gitam.edu

PRINCIPAL