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यौन उत्पीड़न की आंतरिक शिकायत समिति **Internal Complaint committee of sexual Harassment** **अखिल भारतीय आयुर्विज्ञान संस्थान (एम्स), कल्याणी** **All India Institute of Medical Sciences (AIIMS), Kalyani**

Procedure for Filing Complaints and related enquiry regarding Sexual Harassment of Women at Workplace:

1. An aggrieved woman (Complainant) can lodge a complaint to any of the members of the committee. Complaint may be verbal (Physical/ Telephone), by email, text message and also must be submitted in writing.
2. In a situation where the complaint is verbal, the respective communicated faculty have to document the statement with date and time for future reference. The complainant will be encouraged to give the complaint in writing. The written complaint may be submitted on a later date.
3. Confidentiality would be maintained in all cases.
4. After receiving the complaint, Chairman has to be intimated as early as possible.
5. The chairman would call for a meeting with all the members as soon as possible, for further discussion and proceedings.
6. Complaints must be brought to the notice of ICC within 30 working days of the incident of the sexual harassment. Complaints brought after that time period will not be pursued.
7. In case of physical assault, immediate clinical examination of the victim will be arranged in presence of the forensic specialist of the committee, in presence of a lady nursing officer. With the consent of the victim, the matter will be reported to the local police station.

Procedure of Inquiry:

1. The committee will ask the complainant to prepare a detailed statement of incidents/ allegations. The statement of allegation will be shared with the accused.
2. The accused will be asked to prepare a response to the statement of allegations and submit to the committee within the given time.
3. The committee can take the opinion of the other relevant witnesses and evidences if necessary.
4. During the inquiry process, the complainant and the accused would be expected to refrain from any form of threat, intimidation or influencing of witnesses.
5. Both parties will be given reasonable opportunity to be heard along with witnesses and to produce any other relevant documents. The verbal statement of the parties and witnesses will be recorded in a recorder for future references. During the recording process the complainant / accused / the witness has to introduce himself/herself before the ICC members, then to narrate the whole events without any leading questions.
6. The committee will arrive at a decision after carefully and fairly reviewing the circumstances, evidences and relevant statements.
7. The result of the investigation should be informed to both the parties.
8. The committee will investigate and prepare an inquiry report with recommendations within 4 weeks of the complaint being lodged.
9. Once the investigation is completed, a decision will be made regarding the validity of the harassment allegation. If it is an unanimous decision that harassment has occurred, the matter will be informed to the Head of the Institute.
10. Final action will be taken by the Head of the Institute in consultation with Chairman of the Committee.