

POST GRADUATE INSTITUTE OF HOSPITAL ADMINISTRATION

A Venture of B.k.Roy Foundation
Peerless Hospital Campus
360, Panchasayar Kolkata - 700094



Internal Complaints Committee

“Educate a man and you educate an individual. Educate a woman and you educate a family.”
Internal complaint endeavours to empower women and at creating wider gender sensitivity to facilitate a congenial working environment. Its objective is to create awareness among women employees so that they are not subjected to gender-specific discrimination or sexual harassment and ensure that their fundamental rights (provided by the Constitution of India) are not violated.

MEMBERS

Name	Designation
DR. MEGHDOOT GHOSH (mob- 9830839124)	PRINCIPAL
DR. SUPTI MANDAL (mob- 9830066290)	OFFICER
MRS. RUPA BANERJEE (mob – 9674126203)	ASSISTANT PROFESSOR
MR. KAMAL PRASUN CHATTERJEE(mob-7980664382)	MANAGER
MR. SANJAY MUKHERJE (MOB.NO -9831278334)	Police Officer

(Authorized Signatory)

Date:

FUNCTIONS

1. To implement the policies relating to the prevention of sexual harassment, resolving complaints by the aggrieved, and recommending actions to be taken by the employer.
 2. To implement the Anti–Sexual Harassment Policy at the workplace.
 3. To organize workshops and awareness programmers on gender equity at regular intervals for sensitizing the employees with the provisions of the act.
 4. To equip the female students, faculty members, and staff members with knowledge of their legal rights.
 5. To treat sexual harassment as misconduct under the service rules and initiate actions for such misconduct and the committee shall investigate the complaints received and resolve the issues within 3 months.
 6. To submit an annual report (Including details like the number of case files at their disposal, etc.) of the complaints on sexual harassment of women in workplace and action taken.
 7. To provide a platform for listening to complaints and redressal of grievances (by putting up a complain box).
 8. To provide a forum for women on the campus to share information, resources, and exchange of ideas by organizing special lectures by women achievers.
 9. To celebrate the International Women’s Day.
 10. To maintain confidentiality regarding the proceedings taking place before the committee and whenever required, forward the complaint to the police.
-

(Authorized Signatory)

Date: