



**Dr. D. Y. Patil Medical College, Hospital and Research Centre**  
Pimpri, Pune: 411 018  
NABH/NABL Accredited Hospital  
**Dr. D. Y. Patil Vidyapeeth, Pune**  
**(Deemed to be University)**  
**(Accredited (3<sup>rd</sup> Cycle) by NAAC with CGPA of 3.64 on four-point scale at**  
**“A++” Grade)**  
(ISO 9001:2015 and 14001:2015 Certified University)

Ref. No.: DYPMC/DO/4755/2024

Date:03/07/2024

## **INTERNAL COMPLAINT COMMITTEE**

### **OBJECTIVE:**

Constitution of internal complaint committee to prevent sexual harassment at their workplace. Any unwelcome sexually determined behavior shall be notified to the internal complaint committee who will investigate the case.

### **FUNCTIONS:**

1. To ensure the prohibition of sexual harassment as defined at the workplace. This should be notified, published, and circulated in appropriate ways.
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 workplace 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 the cabinet committee for appropriate action.

The following are considered as sexually determined behavior.

1. Physical contact and advances
2. A demand or request for sexual favours
3. Sexually coloured remarks
4. Showing pornography
5. Any other unwelcome physical, verbal, or non-verbal conduct of sexual nature.

### **MEMBERSHIP**

1. Dr. Archana Javdekar; Professor, Department of Psychiatry (**Chairperson**)
2. Dr. Himadri Bal; Professor, Department of Obstetrics & Gynecology
3. Dr. Amit Kale; Professor, Department of Orthopedics
4. Dr. (Mrs.) P. Vatsalaswamy; Director Academics, Department of Administration.
5. Mrs. Annie L. Francis; Deputy Registrar
6. Adv. Keerti Tornekar; Law Officer, Department of Legal.
7. Mr. Suraj R. Pol; Assistant Manager, HR, Department of Human Resources.
8. Adv. Trupti Satpute; Legal Executive, Department of Administration.

9. Ms. Nandgem Hanshitha,UG Student
10. Mr. Gurdeep Singh, UG Student
11. Dr. Shradhha Bapat,PG Student
12. Adv. (Mrs.) Ruby Chatwal,NGO member
13. Dr. Shilpa Arunkumar Bellare; Deputy GM-HR, Admin & Accreditation.

#### **FREQUENCY OF MEETINGS**

- The committee members shall meet at the call of chair.

#### **QUORUM**

- 50% of membership

#### **MEETING VENUE**

- As decided by the chairperson.

#### **CIRCULATION**

- Minutes are circulated to all Committee members and management within a week.

#### **REPORTING RELATIONSHIP**

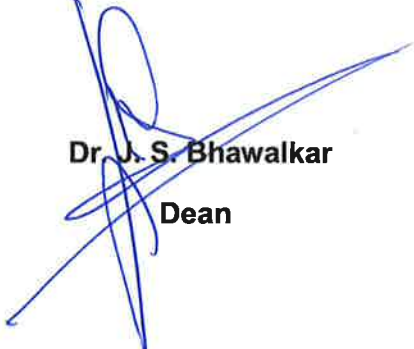
- Management through proper channel.

#### **EVALUATION**

- Evaluation to be completed by the next meeting.

This Committee is amended & updated on 03/07/2024.



  
**Dr. J. S. Bhawalkar**  
**Dean**