



INTERNAL COMPLAINT COMMITTEE

(Terms of Reference)





OBJECTIVE:

Constitution of POSH (Prevention of Sexual Harassment) Committee to prevent sexual harassment at their work place. Any unwelcome sexually determined behavior shall be notified to the committee who will investigate the case.

FUNCTIONS:

- To ensure the prohibition of sexual harassment as defined at the work place. This should be notified, published and circulated in appropriate ways.
- To ensure that appropriate work conditions are provided in in respect to work, leisure, health and hygiene and to further ensure that there is no hostile environment towards women at work place and no woman employee should have reasonable grounds to believe that she is disadvantaged in connection with his employment.
- To ensure if any complaint received would be investigated by the committee and the report be submitted to the committee for appropriate action.

MEMBERSHIP CONSENT:

SR. No.	Committee Members	Designation in Committee	Names	Signature
1.	Chairperson	Presiding Officer	Dr. Richa Mishra	
2.	Principal	Member	Dr Shakeel Ahmad Qidwai	
3.	Medical Superintendent	Member	Dr. Sudhir Rai	
4.	Pathologist	Member	Dr. Shambhavi	



5.	HOD, Psychiatry	Member	Dr. Abhishek	
6.	HOD, OBG	Member	Dr. Richa Rathoria	
7.	Legal Adviser	Member	Ms. Yashori Shekhar	
8.	HR- Manager	Member Secretary	Ms.Mita Sharma	
9.	Quality Manager	Member	Ms.Namrata Srivastava	
10.	Nursing Superintendent	Member	Mr.Praveen Awasthi	

FREQUENCY OF MEETINGS: The committee shall meet once in 6 months (Half yearly) and at the call of the Chairman.

QUORUM: 75% of Memberships

CIRCULATION: Minutes are circulated to all committee members and management within a week

EVALUATION: Evaluation to be completed by next meeting.

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5.	HOD, Psychiatry	Member	Dr. Abhishek	<i>Abhishek</i>
6.	HOD, OBG	Member	Dr. Richa Rathoria	<i>Richa</i>
7.	Legal Adviser	Member	Ms. Yashori Shekhar	<i>Yashori</i>
8.	HR- Manager	Member Secretary	Ms.Mita Sharma	<i>Misha</i>
9.	Quality Manager	Member	Ms.Namrata Srivastava	<i>Namrata</i>
10.	Nursing Superintendent	Member	Mr.Praveen Awasthi	<i>Praveen</i>