

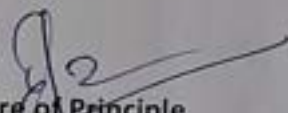
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SEXUAL HARASSMENT CELL

S No.	Committee Members Name	Designation	Contact No.
1.	Dr. H.D. Banjare	President	9425216447
2.	Dr. Kiran Kodape	Secretary	9518306679
3.	Dr. Anita Mali	Member	8888241422
4.	Dr. Ashmita Dewangan	Member	9131161958
5.	Dr. Akansha Puri	Member	9406236044
6.	Ms. Anushka Bhagat	Member	8370070326
7.	Mrs. Subrata Rani Purohit	Member	9876454512
8.	Deepika Sahu	Member	8962198299
9.	Pomin Chandrakar	Member	9407710975


Signature of Principle
PRINCIPAL/M.S.
RAIGARH MEDICAL COLLEGE
AND HOSPITAL OF
AYURVEDA RAIGARH (C.G.)

C.C To

- President, Vivaan Shiksha Samiti
- Secretary, Vivaan Shiksha Samiti
- Administrator
- All Department
- Notice board
- Hostel (Boys & Girls)
- Mess
- Library

Minutes of Meeting

Formation of Committee Against Sexual Harassment

Date: 10/11/2025

Venue: Principal Office / Conference Hall

Members Present

- Principal – Chairperson
- Medical Superintendent
- Heads of Departments
- Senior Faculty Members
- Administrative Officer

Agenda

To constitute the committee as per NCISM norms for smooth academic and administrative functioning.

Resolution

It was unanimously resolved to constitute the Committee Against Sexual Harassment with the following objectives and responsibilities.

Functions

- Ensuring safe working environment for women
- Handling complaints related to sexual harassment
- Conducting awareness programs
- Implementing legal provisions of workplace safety

Conclusion

The meeting concluded with a vote of thanks to the chair.

Principal / Chairperson

Member Secretary
PRINCIPAL/M.S.
RAIGARH MEDICAL COLLEGE
AND HOSPITAL OF
AYURVEDA RAIGARH (C.G.)

Minutes of the Meeting:

Formation of Committee Against Sexual Harassment (ICC)

Date: 10/11/25
Time: 11:00am
Venue: Principal's Office, Conference Hall
Chairperson:

1. Attendance

The meeting was attended by the Principal, Medical Superintendent, HODs, Senior Faculty Members, and the Administrative Officer. (Note: Per legal norms, a woman must lead this committee).

2. Agenda

To formally constitute the Internal Complaints Committee (ICC) as per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and NCISM norms.

3. Resolution

The Chairperson emphasized a "Zero Tolerance Policy" towards any form of harassment. It was resolved to create a safe, gender-sensitive environment for all female students, faculty, and hospital staff.

Core Objectives:

- **Prevention:** Cultivating a culture of mutual respect through continuous education.
- **Prohibition:** Clearly defining and banning unwelcome physical, verbal, or non-verbal conduct.
- **Redressal:** Providing a time-bound, confidential, and empathetic grievance mechanism.

4. Proposed Annual ICC Calendar (Month-wise)

Month	Focus Area	Proposed Activity
Month 1	Constitution	Notification of ICC members (including an External Member from an NGO/Legal background).
Month 2	Orientation	Induction for new students/interns on "Gender Sensitization and Campus Safety."
Month 3	Visibility Drive	Displaying ICC member photos, contact numbers, and "No Harassment" posters in prominent areas.

Month 4	Quarterly Meet I	Reviewing the "Safety Audit" of the campus (lighting in corridors, CCTV coverage, etc.).
Month 5	Staff Training	Workshop for Non-Teaching and Hospital Staff on "Professional Boundaries and Ethics."
Month 6	Self-Defense	Organizing a basic "Self-Defense & Personal Safety" workshop for female students.
Month 7	Legal Awareness	Expert lecture by a Lawyer/NGO on the "Legal Rights of Women under the POSH Act."
Month 8	Quarterly Meet II	Mid-year review of any verbal/written complaints and status of inquiries.
Month 9	Film/Docu-Screening	Screening of educational films followed by a debate on "Breaking Gender Stereotypes."
Month 10	Policy Review	Reviewing the college's Internal Policy to ensure it aligns with the latest Supreme Court/NCISM updates.
Month 11	Record Keeping	Documentation of all minutes and "Nil" reports (if no cases occurred) for the Annual Audit.
Month 12	Annual Report	Submission of the mandatory Annual Report to the Local District Officer and NCISM portal.

5. Conclusion

The Principal reiterated that the identity of any complainant must remain **strictly confidential**.
The meeting concluded with a vote of thanks to the Chair.

Principal (Chairperson)

Presiding Officer (ICC)

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Raigarh Medical College & Hospital of Ayurveda



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Rel. No:

Date: 11/11/2025

OFFICIAL NOTIFICATION

Subject: Constitution of the Internal Complaints Committee (ICC).

In compliance with the POSH Act, 2013 and NCISM/UGC Regulations, the **Internal Complaints Committee (ICC)** of [College Name] is hereby constituted for the Academic Year [Year]. The committee is responsible for the prevention, prohibition, and redressal of sexual harassment.

The Committee Members are:

1. **Presiding Officer:**
2. **Member Secretary:**
3. **Faculty Member:**
4. **Non-Teaching Member:**
5. **External Member:**
6. **Student Representatives:**

The committee shall have a tenure of three years. Any woman (student or staff) may approach the Presiding Officer directly for any grievances.

[Signature]
Principal Chairperson

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AND HOSPITAL OF
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M.C.H.A.

Raigarh Medical College & Hospital of Ayurveda



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Date: 13/11/25

Ref. No:

INTERNAL MEMORANDUM

To: The Administrative Officer / Maintenance Department

Subject: Display of ICC Contact Details and "No Tolerance" Signage.

As part of the Month 3 Visibility Drive, you are directed to ensure the following are installed by [Insert Date]:

1. **Contact Boards:** Names and phone numbers of all ICC members to be displayed at the Reception, Canteen, and Hostel entrances.
2. **Statutory Posters:** "Workplace Safety for Women" posters in English, Hindi, and the Local Language.
3. **Complaint Box:** A dedicated, sealed box specifically for ICC-related letters near the Principal's office.

Please confirm completion with photographs for our compliance records.

Presiding Officer, ICC



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Ref. No:

Date: 13/11/25

CIRCULAR

Subject: Workshop on "Self-Defense and Personal Safety" for Female Students.

The **Internal Complaints Committee (ICC)** is organizing a one-day practical workshop on **Self-Defense**. This session aims to empower our female students with basic physical safety techniques and situational awareness.

- **Date:**
- **Time:**
- **Venue:** College Ground
- **Instructor:**

Note: Participants are requested to wear comfortable sports attire. Attendance is mandatory for all female interns and final-year students.

Member Secretary, ICC



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Ref. No:

Date: 30/12/2025

ANNUAL SUMMARY REPORT

Subject: Annual Report of ICC for the Period

The Internal Complaints Committee (ICC) hereby submits the annual summary of activities and complaints for the academic year.

1. Number of Complaints Received: 0
2. Number of Complaints Disposed:
3. Number of Awareness Programs Held: 4
4. Nature of Action Taken: Not Applicable

Status: The campus maintained a safe environment with no formal complaints of a serious nature reported this year.

Presiding Officer, ICC

Date:

Ref. No:

Subject- Prevention and Physical Security, Redressal, Compliance Documentation & Reporting and Planning for the New Year.

AGENDA

1. **Confirmation of Minutes:** Review and sign-off on the previous month's minutes.
2. **Campus Safety Audit Report:** Presentation of findings from the physical inspection of hostels, corridors, and hospital dark zones.
3. **Infrastructure Upgrades:** Discussion on the functional status of CCTVs and adequacy of lighting in female staff/student areas.
4. **Visibility Check:** Ensuring ICC member contact details and "No Tolerance" posters are intact and readable across all departments.
5. **Review of Complaint Box:** Formal opening and recording of any anonymous letters received in the physical grievance box.
6. **Any Other Matter:** With the permission of the Presiding Officer.
7. **Load Review:** Summary of all formal and informal complaints received during the first two quarters.
8. **Inquiry Status:** Update on the progress of any ongoing investigations (if applicable) ensuring adherence to the 90-day legal resolution window.
9. **Sensitization Impact:** Discussion on the effectiveness of the Month 7 Legal Awareness session and student feedback.
10. **Staff Behavior Review:** Discussion on any reported concerns regarding the conduct of non-teaching or hospital support staff.
11. **Compliance Register Audit:** Verification of the "Internal Complaint Register" to ensure all entries are updated and signed by the Presiding Officer.
12. **Planning for Year-End Report:** Identifying data points required for the mandatory annual submission to the District Officer.
13. **Finalization of Annual Report:** Review of the consolidated report (Total complaints, nature of action, and awareness programs held).
14. **Approval of "N.F" Report:** Formal resolution to declare the campus "Complaint-Free" if no cases were registered.
15. **Submission Timeline:** Scheduling the dispatch of the Annual Report to the District Officer and the NCISM Portal.
16. **Committee Renewal/Reshuffle:** Discussion on the tenure of members and potential new student representatives for the next academic year.
17. **Vote of Thanks:** Acknowledgement of the committee's efforts in maintaining a safe environment.

Presiding Officer, ICC


Principal
PRINCIPAL/M.S.
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