

**Mechanism of Redressal of
Gender Grievance Committee (Internal Complaint Committee)
and Anti-Ragging Committee**



N.K.P. Salve Institute of Medical Sciences & Research Centre

Digdoh Hills, Hingna Road, Nagpur- 440019 Phone – (07104) 306100,244290, Fax-306111

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GENDER GRIEVANCE COMMITTEE

**Patron
Dean**

Dr. Kajal Mitra

Chairperson

Dr. Kalpana Date

9422808066

Member Secretary

Dr. Rakhee Tirpude

9823460322/9823940322

Date: - 10th February 2022

SOP of Gender Grievance committee (Internal Complaint Committee)

The GGC is equivocal to “Internal complaint committee”

- Composition
- Objectives
- Frequency of meeting
- Process of making a complaint

Composition

Sr. No	Name	Designation
1.	Dr. Kajal Mitra	Patron
2.	Dr. Kalpana Date	Chairperson
3.	Dr. Rakhee Tirpude	Member Secretary
4.	Dr. Manik Thombare	Member (NGO)
5.	Dr. H. T. Kanade	Member
6.	Dr. Trupti Dongre	Member
7.	Dr. Rashmi Mahalle	Member
8.	Dr. Abhijeet Faye	Member
9.	Dr. Manjiri Oke	Member
10.	Dr. Mayank Gadkari	Member
11.	Dr. Alisha Quereshi	Member
12.	Mrs. Chhaya Pal	Member
13.	Mrs. Babita Virkhare	Member
14.	Mrs. Seema Suke	Member
15.	Mrs. Jyoti Gajbhiye	Member

Kalpana Date

Kalpana Date
LEAN
N.K.P. Salve Institute
Of Med. Sciences & R
and LMH, NAGPUR



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Objectives:

NKSIMS & LMH and RC, is committed to creating a healthy working environment that enables employees to work without fear of prejudice, gender bias and Sexual/Gender harassment. All employees of the Institute have the right to be treated with dignity. The aim is (prevention, prohibition & Redressal) of the harassment of women at work place.

- This is a policy of zero tolerance on campuses for gender based violence and harassment, with a view to eliminate cultures of impunity.
- Sexual harassment includes such unwelcome sexually determined behavior (whether directly or by implication)
- To prevent sexual harassment & to promote general well-being of female students, female employees.
- To provide appropriate conditions in respect of work, leisure, health and hygiene.
- To sensitize all students and employees on gender related issues to ensure safety of female students and women and to provide guidelines for the redressal of grievances related to sexual harassment of female students and staff of the institute to ensure zero tolerance on gender violence & harassment.
- Adoption of guidelines of regulatory bodies –
- Presence of the committee & mechanism for receiving students' grievance –

Offline

Frequency of meeting

- Once in a quarter & four meeting in a calendar year.
- The chairperson of the cell can call a special meeting at any time upon the written request of not less than one third of the total numbers of members of the cell or when a complaint is received by the committee.

Kajal Mitra

Rakhee Tirpude
DEAN
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Dr. Kajal Mitra

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Process of making a Complaint:

If employee believes that he/she is being, or has been, harassed, he/she is to follow the procedure as mentioned below:

- Contact employee's supervisor or Head of Department for support
- The employee can give a written complaint to any member of GGC/ICC or put a written complaint in GGC drop box which is opened by GGC chairperson and secretary on first day of every month.

Receiving a Complaint:

ICC/GGC on receiving complaint will form enquiry committee and

- Listen to the complaint seriously
- Treat the complaint confidentially and on its merit.
- Allow the complainant to bring another person to the interview if he/she chooses to
- Ask the complainant for the full story, including what happened step by step
- Take notes, using the complainant's own words
- Ask the complainant to check notes & sign so as to ensure record of the conversation is accurate
- Explain and agree the next course of action with the complainant
- Submit detailed report with signed statements of both complainant and respondent along with recommendations to Head of Institution.

Dr. Kalpana Date
Chairperson
GGC (ICC)
NKPSIMS & RC and LMH

Dr. Kajal Mitra
Dean
Patron GGC(ICC)
NKPSIMS & RC and LMH

DEAN
N.K.P. Salve Institute
Of Med. Sciences & RC
and LMH, NAGPUR



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ANTI RAGGING COMMITTEE (SOP)

Objective:

The institution follows the policy of zero tolerance to ragging.

“Medicine” is a noble profession. Its members are revered for human values, compassion and consideration for their fellow beings. Every medical student should therefore learn to be self disciplined and observes the rules of the institute as matter of habit rather than because of fear of consequences. They must at all times conduct themselves with proper dignity and decorum expected of a budding doctor. One action not befitting the profession of a doctor which is an act of a sick mind is “ragging”

Ragging has ruined countless innocent lives and careers. In order to eradicate it, Hon’ble Supreme Court in Civil Appeal No. 887 of 2009, passed the judgment wherein guidelines were issued for setting up of a Central Crisis Hotline and Anti – Ragging database.

Composition:

Chairman: Dr. Kajal Mitra
Co-Chairman: Dr. Vilas Thombare
Member Secretary: Dr. Sushil Gawande
Members: Dr. Mohana Majumdar, Dr. Manish Sawane, Dr. Madhur Gupta, Dr. H.T. Kanade, Dr. Deepali Onkar Dr. Anuja Bhalerao, Dr. Vivek Harkare, Dr. Tanuja Manohar, Dr. Satish Deshmukh, Dr. Aniruddha Deoke, Dr. Rakhee Tirpude, Dr. Anne Wilkinson, Dr. Shilpa Hajare, Dr. Bhavna Bhirud, Dr. Lokesh Gotmare, Dr. Pankaj Singh, Dr. Arti Kasulkar SWA, PG Representative, Intern Representative, President SWA, General Secretary SWA, Class Representative 2017 Batch, Class Representative 2018, Batch Class Representative 2019 Batch, Class Representative 2020 batch, Photo Artist & Member, COO (Hostel) & Member, Warden, NRI Hostel & Member, security Incharge, Warden Hostel & Member, Warden PG Hostel & Member, Representative of Police Commissioner, MIDC Police station, Nagpur. Representative of Civil Administration, Mr. Virendra Khadatkar, Advocate, Legal Advisor

Frequency

Number of meetings: Two Regular

Function:


In accordance with the orders, UGC (University Grants Commission) Govt. of India has developed guidelines which are followed by the institute. Salient features are:

1. Primary responsibility for curbing ragging rests with academic institutions themselves.
2. Ragging adversely impacts the standards of higher education.
3. Enrollment in academic pursuits or a campus life should not immunize any adult citizen from penal provisions of laws of the land.
4. Ragging needs to be perceived as failure to inculcate human values from the schooling stage.
5. Behavioural patterns among students, particularly potential ‘raggers’ need to be checked
6. Measures against ragging must deter its recurrence
7. Media and the Civil Society should be involved in this exercise.

Activities:

The objective of this committee is to create ragging free environment in the campus. To facilitate this objective various activities are carried out. The details are given below.

1. 02/12/2021: - Following interpersonal issues among residents, Antiragging committee conducted meeting of all Antiragging committee members to discuss the antiragging measures.
2. 27/12/21: - Dr. Kajal Mitra, Dean & Chairman, Antiragging committee & Dr. Sushil Gawande, Member Secretary, Antiragging committee conducted session for the resident doctors in the department of surgery to improve interpersonal relationship.
3. 29/03/2022: - As per the guidelines by MUHS Nashik "Antiragging Hoardings" were placed at all the crucial places of the campus.
4. 01/04/2022: - Dr. Vilas Thombre, Vice Dean & Co-Chairman, Antiragging committee addressed the first MBBS students and their parents regarding issues of ragging and preventive measures.
5. 13/04/2022: - Undertakings given by newly admitted MBBS student and their parents were reviewed and summarized report was sent to the registrar, MUHS, Nashik.
6. 28/04/2022: - Antiragging committee called meeting of all the members and various issues like accommodation of first MBBS students, security system, hostel rounds of teachers etc were discussed.
7. 06/05/2022: - Dr. Kajal Mitra, Dean & Chairman, Antiragging committee & Dr. Sushil Gawande, Member Secretary addressed residents of department of Medicine regarding interpersonal relationship.
8. 06/06/2022: - All the MBBS students (I/II/III/IV) and their parents are reminded through circular to fill the antiragging undertaking available on portal www.antiragging.in
9. 29/06/2022: - Dr. Sushil Gawande, Member Secretary Antiragging Committee submitted the online compliance report of Antiragging committee to the UGC.
10. 01/07/2022: - Letters are sent by email to the parents of students who are recently passed first MBBS. In this letters parents are requested to communicate antiragging measures with their wards and also to motivate them to be cordial with the newly admitted students.


Dr. Sushil Gawande
Member Secretary
Anti Ragging Committee

PROFESSOR
Department of Psychiatry
N.K.P. Salve Institute of Medical
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