

Index of Grievance Redressal Mechanism

Name Of Committee	Page No.
Anti - Ragging Committee	2
Gender Grievance	3-5
Student Welfare Centre	6
Drop Box Committee	7



**N.K.P. Salve Institute of Medical Sciences & Research Centre and
Lata Mangeshkar Hospital**
Digdoh Hills, Hingna Road, Nagpur – 440 019

Phone (07104) 665000,244291, Fax:(07104) 306111- mail: nkpsims1@rediffmail.com /
website : www.nkpsims.in

NKPSIMS & RC and LMH/ 417 A /2015

Date:18th April 2015

**ANTI RAGGING COMMITTEE
Mechanism of Redressal**

The Institution follows the policy of zero tolerance to ragging.

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

All measures of prohibition of ragging as suggested by the MCI are in place in the institute. In spite of this in case there is a report of ragging the institute takes immediate action as per the following policy.



1. All complains received either orally to any teaching staff member, through drop box, suggestion box, formally or informally will be taken cognizance of.
2. The student can call any phone number given on the poster displayed at many locations in the campus.
3. Dean and member secretary will immediately call a meeting to discuss the issue and verify the authenticity of the same.
4. The meeting will also confirm if the case falls under the pervue of "ragging".
5. If the same falls under "ragging" the dean will constitute a committee headed by a senior professor to give their findings within 24 hours.
6. If the case does not fall under "ragging" the concerned student or the batch will be called by members of the antiragging committee to ascertain the facts and reestablish if the same falls under "ragging" and action taken.
7. If the finding of the committees constituted by the dean finds any one guilty action will be taken as per MCI or govt rules. In case required or depending on the report and the severity of the matter, the same will be reported to police station attached to the college.
8. The incident will be reported to the authorities like university & MCI.

Member Secretary
Dr Suresh Chari

Dean
Dr Kajal Mitra

Dr. Suresh Chari
Director IQAC &
Director, Research Cell &
MET Unit NKP SIMS & RC
and LMH, Nagpur

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

	<p align="center">N.K.P. Salve Institute of Medical Sciences & Research Centre and Lata Mangeskar Hospital. Digdoh Hills, Hingna Road, Nagpur-440019</p>	
<p align="center">Phone-(07104) 665000,2442 90,244291, Fax-(07104) 306111 Mail:nkpsims1@rediffmail.com/website : www.nkpsims.in</p>		

GENDER GRIEVANCE COMMITTEE SOP & Mechanism of Redressal

Composition:

1. Composition of Internal Complaint Committee

1	Presiding Officer	Chairperson
2	Two faculty members	Member Member
3	Two non-teaching employees	Member Member
4	A member from NGO or a person familiar with sexual harassment issues	Member
5	Three Student nominees (if the matter involves students)	Member Member

2. Aim & Objectives

In pursuance of UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 read with Sexual Harassment of Women at Workplace(Prevention, Prohibition and Redressal) Act, 2013 and in partial modification of Office Order No. 449 dated 05.08.2016, Internal Complaints Committee (ICC) is re-constituted as under to deal with the complaints relating to Sexual harassment at work place.

- On receipt of a complaint ICC shall conduct preliminary enquiry so as to ascertain the truth of the allegations by collecting the documentary evidence as well as recording statements of any possible witnesses including the complainant.
- ICC shall then submit the preliminary enquiry report to Director/Disciplinary Authority along with all the original documents adduced during the preliminary enquiry proceedings.
- In case the allegations are not in the nature of sexual harassment, ICC may refer such complaints to the Grievance Redressal cell or to Registrar Where sexual harassment occurs as a result of an act or

omission by any third party or outsider, ICC shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action ICC shall comply with the procedure prescribed in the aforementioned UGC Regulations 2015 and the Sexual Harassment Act for inquiring into the complaint in a time bound manner. If ICC concludes that the allegations made were false, malicious or the complaint was made knowing it to be untrue or forged or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the relevant provision of the aforementioned UGC Regulations 2015.

Member Secretary/Chairperson, ICC shall receive the complaints of sexual harassment, if any, on behalf of ICC and shall Co-ordinate the deliberations of the ICC on the complaints received.

Who can approach ICC for help ?

Any female employee (faculty, student or staff)

Definition of Sexual Harassment:

"Sexual harassment" includes any unwelcome sexually inclined behaviour, whether directly or indirectly, such as:

- **Physical contact and advances**
- **Demand or request for sexual favours**
- **Sexually coloured remarks**
- **Showing any pornography, or**
- **Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.**

What are the possible actions that can be taken against the respondent?

- **Warning**
- **Written apology**
- **Bond of good behavior**
- **Adverse remark in the Confidential Report**
- **Stopping of increments/promotion**
- **Suspension**
- **Dismissal**
- **Any other relevant actions**

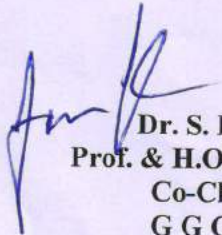
If you think you are harassed or being harassed, what should you do?

- **Send an email to : nkpsims1@rediffmail.com/website : www.nkpsims.edu.i
To know more about ICC procedures click ([Hindi](#) / [English](#)) here.**

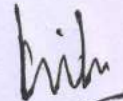
Your complaint will be kept CONFIDENTIAL.

Inquiry process:

- The inquiry shall be completed within a period of ninety days from the date of the complaint.
- On completion of the inquiry, the ICC shall provide a report of its findings to the employer within a period of ten days from the date of completion of the inquiry and such report be made available to the concerned parties.
- If the allegations against the respondent has been proved, it shall recommend punitive actions to be taken against the respondent to the employer.
- The employer shall act upon the recommendation within sixty days of receiving it.



Dr. S. D. Mahore
Prof. & H.O.D of Path. Dept.
Co-Chairman
G G Committee



Dr. Kajal Mitra
Dean
Chairman
G G Committee

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




**N.K.P. Salve Institute of Medical Sciences & Research Centre and
Lata Mangeshkar Hospital**
Digdoh Hills, Hingna Road, Nagpur – 440 019

Phone (07104) 665000,244291, Fax:(07104) 306111- mail: nkpsims1@rediffmail.com/website : www.nkpsims.in

DEPARTMENT OF PSYCHIATRY

Redressal / Mechanism in Student Welfare Center

- In psychiatry Student Welfare Center, students can visit senior Psychiatrist on Wednesday, 3-4pm.
- Students are seen in the department in a friendly, non –threatening environment.
- Students are assured that the information given will remain confidential with the center.
- Various remedies are discussed and suggested to the students for their problems. It mainly comprises of Psychotherapy, Behavioural therapy and sometimes Pharmacotherapy.
- If necessary parents are contacted with the permission of the students.
- Sometimes, if required, other teachers are involved in the management with the prior permission from student.
- The main objective of the Student Welfare Center is the welfare of student.


PROFESSOR & HOD
Department of Psychiatry
N.K.P. Salve Institute of Medical
Sciences & Research Centre and
Lata Mangeshkar Hospital, Nagpur



**N.K.P. Salve Institute of Medical Sciences & Research Centre and
Lata Mangeshkar Hospital**
Digdoh Hills, Hingna Road, Nagpur – 440 019

Phone (07104) 665000,244291, Fax:(07104) 306111- mail: nkpsims1@rediffmail.com/website : www.nkpsims.in

DROP BOX COMMITTEE

Mechanism of Redressal

The DROP BOX is opened on last Friday of Every month. A meeting of the committee members is called next week and the issues/ grievances in the DROP BOX are discussed and suitable action is taken depending on the feasibility option.

Confidentiality of the process is maintained throughout.

Dr H.T. Kanade

Chairman Drop Box Comm.

Professor Dept. of FMT

Dean

Dr Kajal Mitra

N.K.P.S.I.M.S & RC and LMH

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