



Government of Rajasthan



Office Principal & Controller S.K. Medical College, Sikar

Email: [Principal.mc.sikar@rajasthan.gov.in](mailto:Principal.mc.sikar@rajasthan.gov.in)

Sr. No.: SKMC/GEN./2020/1104

Date:- 21-09-2020

**OFFICE ORDER**

**Sub: Gender/ Sexual Harassment of Women at workplace- Constitution of Internal Complaints Committee (ICC).**

In the terms of Sexual Harassment of Women at Workplace (Prevention, Prohibition & Research) Act, 2013, with a view to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto, the Internal Complaints Committee (ICC) is being **Re-constituted** comprising the following members.

The Chairperson and convener of the committee will be Dr. Madhuri Agarwal, Associate Professor (Pathology) and the details of other members of the ICC are as listed below:-

Sr.No.	Name of the Member	Designation	Mobile No.
1	Dr. Madhuri Agarwal	Associate Professor, Pathology (Chairman)	9429582338
2	Dr. Kavita Yadav	Associate Professor ,Physiology (Co-Chairman)	9461023535
3	Dr. Hari Singh Khedar	Associate Professor, ENT (Member)	9414280366
4	Dr. Mahendra Kumar	Associate Professor, Surgery (Member)	9828705526
5	Dr. Indra Rathore	Principal Specialist, Pediatrics (Member)	7597112477
6	Dr. Geeta Dadhich	Senior Specialist ,Obs & Gyne (Member)	9829087649
7	Dr. Aradhana Jatwa	Senior Demonstrator (Biochemistry) (Member)	9521530362
8	Mrs. Keshar Devi	Nurse 1st Grade (Member)	9649061804
9	Sh. Gulfam Ali	Officiating Nursing Superintendent, (Member)	9829323536
10	Smt. Manisha Chunwal	Advocate and Social Worker (Nehru Yuva Sansthan) (NGO) (Member)	8619513763

**Objective and purpose of the committee:-**

To sensitize and prohibit the incidents of sexual /gender based harassment at workplace pertaining to the academic environment of the educational institution. To address the complaints received thereof and create a positive workspace where such incidents are discouraged in future.

**Working of the committee:-**

Any staff/student/plaintiff may forward such a complaint in written form (hard copy) as well a mail is to be sent to [principal.mc.sikar@rajasthan.gov.in](mailto:principal.mc.sikar@rajasthan.gov.in).

On receiving a complaint the convener shall call upon the committee members to hear the grievance within 24 working hours. Keeping the sensitivity of the matter in purview, the names of either the plaintiff or the accused shall not be made public under any circumstances.

After a suitable hearing of the grievance, the committee shall forward the report to Principal's office who shall take necessary action at his end that may amount to suspension/criminal proceedings against the accused.

For any other queries in this regard, kindly contact the office of the Principal.

Dr. K.K. Verma

Principal & Controller

Shri Kalyan Govt. Medical College

Sikar

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Copy to.

1. The Personal Secretary, Secretary to the Government, Medical Education Department, Govt. of Rajasthan, Jaipur.
2. The Director, Rajasthan Medical Education Society, Jaipur.
3. The Add. Director (Adm.), Rajasthan Medical Education Society, Jaipur.
4. The Principal Medical Officer, Sikar.
5. Nodel officer, Website, SKMC, Sikar
6. Deputy Controller/Nursing Superintendent/Principal GNMTC/ MO/IC Dispensary for displaying on notice board.
7. Medical officer Incharge MCH Wing, S.K. Hospital, Sikar.
8. All Members of committee.....
9. Notice Board/Office copy.

Principal & Controller