



नर्देशक (एनिम्स) का कार्यालय
OFFICE OF THE DIRECTOR (ANIIMS)
अण्डमान निकोबार द्वीप समूह चिकित्सा संस्थान
ANDAMAN & NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES
अण्डमान तथा निकोबार प्रशासन
ANDAMAN & NICOBAR ADMINISTRATION

-1h
Sri Vijaya Puram, dated: 31 May 2025

ORDER NO:- 1032

As per the direction of Hon'ble Supreme Court of India regarding the implementation of the Sexual Harassment of Women at Work place (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013, POSH Act 2013 and as per the public notice issued to all Medical College by National Medical Commission vide No. CDN-20011 (28/2023/ Coord-NMC) dated 28th July 2023 following this a internal complaints committee of ANIIMS is hereby constituted with the following members:-

Sl.No	Name & Designation	Roles
1.	Dr. Ruby Thomas, Professor & Head, Microbiology	Chairman
2.	Dr. Shwetha VR, Associate Professor, Microbiology	Member
3.	Dr. Sathya Jagdish, Associate Professor, OBG	Member
4.	Dr. Nisha Parveen, Assistant Professor, Respiratory Medicine	Member
5.	Mr. Biswajit Roy, Social Worker, (External)	Member
6.	Ms. Meenambal, Social Worker (External)	Member
7.	Mr. Sujeet Kumar Mazumdar, Section In-Charge Legal	Member

The Internal Complaints Committee (ICC) plays a crucial role in addressing workplace harassment, particularly sexual harassment, in accordance with the **Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013** in India. The roles and responsibilities of the ICC are as follows:

Handling Complaints

The ICC is responsible for receiving complaints of sexual harassment from employees. Upon receiving a complaint, the committee must conduct a thorough investigation. Ensure the confidentiality of the complainant and the respondent during the proceedings. The ICC must resolve complaints within a stipulated time frame, typically 90 days.

Preliminary Inquiry

Conduct a preliminary inquiry to determine whether the complaint warrants further investigation. Both the complainant and the accused must be informed about the proceedings. Offer support to the complainant, such as temporary leave, transfer of the accused, or counselling.

Conducting Fair Hearings

The ICC must ensure neutrality and fairness while conducting hearings. Gather all necessary documents, witness statements, and other evidence. Conduct interviews with both the complainant and the accused. Allow both parties to present their case and question the other party's evidence.

Recommendation of Actions

After completing the inquiry, the ICC must submit a detailed report with findings and recommendations. Recommend suitable actions based on the findings, which may include disciplinary measures such as written warnings, suspension, or termination. In cases where harassment is proven, recommend compensation for the complainant.

Prevention Initiatives

Conduct training and awareness programs to sensitize employees about sexual harassment and workplace behaviour. Ensure that the organization's anti-sexual harassment policy is updated and communicated to all employees.

Annual Reporting

Submit annual reports to the employer and local government authorities, detailing the number of cases, actions taken, and preventive measures implemented.

Legal Compliance

Ensure compliance with legal provisions of the Sexual Harassment of Women at Workplace Act, 2013. In serious cases, the ICC may coordinate with law enforcement agencies, Student Activities as per legal requirements.

Follow-up and Monitoring

Ensure that the recommendations are followed through and implemented.
Offer support to the complainant post-investigation to ensure a safe and comfortable work environment.

— SD —

Director ANIIMS

F.No. 1-40/ANIIMS/Establishment/2024

OFFICE ORDER BOOK

Copy to:-

1. All Head of Department/In-Charge/Section-In Charge for necessary information.
2. Dean Academics for information.
3. Medical Superintendent for necessary information.
4. Chief Wardens (Boys & Girls Hostel) for information.
5. Party concerned for necessary information and action.
6. Personal file of the party concerned.
7. Notice of board of Admin Block, ANIIMS
8. Notice Board of Academic Building (Old Ayush), ANIIMS.
9. Concerned file



Director ANIIMS