

Ref: IIHMR-B/ACAD/CIR/2023/003

Date: 2<sup>nd</sup> February 2023

**INSTITUTE OF HEALTH MANAGEMENT RESEARCH**

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**INTERNAL CIRCULAR**

**To :** PGDM Students (First and Second Year)  
**From :** Dr. Usha Manjunath - Director  
**Date :** 2<sup>nd</sup> February 2023  
**Subject:** Institute level Internal Complaint Committee for the Academic Year 2022-23 & 2023-24  
**Duration :** For Academic Year 2022-23 & 2023-24

IIHMR is committed to follow the guidelines stipulated by Hon'ble Supreme Court of India with regard to Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and to providing work environment that ensures every employee is treated with dignity and respect and afforded equitable treatment.

**POLICY:**

**1. APPLICABILITY**

This policy is known as Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Policy (hereinafter referred to as 'Policy') under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the Rules (hereinafter referred to as the Act) and is applicable to all employees of IIHMR Society deployed at the workplace who are either.

On the rolls of the establishment and/or Engaged through the Contractor(s) or as enumerated in clause (I) of section 2 of the Act.

**2. OBJECTIVE**

This Policy has been formulated keeping in view the provisions under the Act and rules there under. The said Policy is to define the guidelines and the process to be followed in order to provide protection against sexual harassment of women at workplace and for the prevention and Redressal of complaints of sexual harassment in addition to the matters connected therewith or incidental thereto. For any doubt or further clarification, reference be made to the Act and its Rules.

**ABBREVIATIONS**

In this Policy document, unless there is anything repugnant to the subject or context thereof, the words and expressions as stated below shall have following 8 meanings: -





- i. **CE- Complainant Employee:** Refers to any woman employee (as per section 2(a) of the Act) who has lodged a complaint of sexual harassment by another employee (hereinafter referred to as 'respondent employee')
- ii. **ICC- Internal Complaint Committee** constituted as per the Act.
- iii. **MANAGEMENT-** Management means Trustee Secretary/ Chairman/ President/ Director/ Dean/ Registrar/ GM-Corporate (Admin, HR and Planning) or such other Officer or Officers/ nominee or nominees as may be authorized in this behalf by the Trustee Secretary/ Chairman/ President/ Director and notified in the Notice Board of the establishment.
- iv. **RE- Respondent Employee:** Refers to any employee against whom the complaint for sexual harassment has been lodged.
- v. **WORKPLACE-** as per clause O of the Act which includes all offices, branches and state/project offices located anywhere in India. It also includes any place visited by the employees arising out of or during the course of employment including transportation provided by the Management of the establishment for undertaking the journey.

Following will be the members of the Committee:

Name of the Members	Role	Signature
Dr. Sarala R	Presiding Officer	<i>[Signature]</i>
Dr. Deepashree M R	Organizing Secretary	<i>[Signature]</i>
Dr. Jyoti Vijay	Member	<i>[Signature]</i>
Mr. Nityananda Hegde	Member	<i>[Signature]</i>
Mr. Suresh Babu	Member	<i>[Signature]</i>
Ms. Jyotiprava S	Member	<i>[Signature]</i>
Dr. Surya Prakash	Member	<i>[Signature]</i>
Mr. Narsimha Reddy	Civil Service Member	<i>[Signature]</i>
Ms. Subha R (Student)	Member	<i>[Signature]</i>
Dr. Sandeep B Patil (Student)	Member	<i>[Signature]</i>
Dr. Anjali Grewal (Student)	Member	<i>[Signature]</i>

*[Signature]*  
Dr. Usha Manjunath

Director

