

OFFICE OF THE PRINCIPAL
SHYAMLAL CHANDRASHEKHAR MEDICAL COLLEGE &
S.P.N.M. SPECIALITY HOSPITAL KHAGARIA

NH-31 Parmanandpur Khagaria, Bihar-851205

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Internal Complaint Committee

Shyamlal Chandrashekhhar Medical College & S.P.N.M Hospital strongly advocates women's empowerment and maintains a zero-tolerance policy towards sexual harassment in the workplace.

The institute is committed to providing a safe, congenial, and conducive environment for students, teachers, medical and paramedical staff, and support staff, free from harassment, exploitation, intimidation, or discrimination.

Gender violence, sexual harassment, and discrimination of any kind are strictly prohibited. To uphold this commitment, the Internal Complaints Committee (ICC) has been constituted as per the POSH Guidelines, 2013.

SLCMC&SPNMH Internal Complaints Committee has been reconstituted as follows :-

S. N.	Name of the members	Designation/ Department	Position	Contact No	E-mail ID
01	Dr. (Prof.) Uma Shankar Singh	Principal	Chairperson	9431001765	principalslcmc@gmail.com
02	Dr. Seema Rai	Professor, Obs & Gyna.	Presiding Officer	852781112	seema73rai@gmail.com
03	Dr. Shimali Sinha	Professor Paediatrics	Member	8686988997	sinhashimali@yahoo.co.in
04	Dr. Amit Kumar	Assistant Professor General Surgery	Member	7488928938	amit.dmch@gmail.com
05	Dr. Kumari Aparajeete	Assistant Professor, Obs & Gyna.	Member	8603168948	apara0107@gmail.com
06	Dr. Suman	Assistant Professor Physiology	Member	9430906452	sumanprasad2008@gmail.com
07	Mr. Jairam Jaiswal	HR Head	Member	7225059550	Jaipjaiswal1997@gmail.com
08	Rita Kumari	Deputy Nursing Superintendent	Member	9939943849	rita50166@gmail.com
09	Astha Raj	UG Student Batch 2025	Member	9116038814	Astharaj26@gmail.com



Objectives of the ICC

- Swiftly and effectively handle matters related to sexual harassment.
- Sensitize students and staff to promote gender equity and mutual respect.
- Ensure proper display of ICC details and accessible complaint mechanisms, including complaint boxes and online submission options.

Key Functions of the ICC

1. Prevent sexual harassment in the workplace.
2. Conduct awareness and sensitization programs for students and staff to foster gender harmony.
3. Organize activities promoting a conducive and inclusive environment.
4. Address complaints related to sexual harassment swiftly as per POSH Guidelines, 2013.

Procedure for Filing a Complaint

1. Lodging a Complaint:

- Complaints must be submitted in writing to the Presiding Officer or any ICC member within three months of the incident (or the last incident in a series).

Complaints can also be emailed to ICC members, whose details are displayed on institutional notice boards.

Written complaints must include the complainant's name, details of the incident, and supporting evidence.

2. Representation by Others:

3. • If the complainant is unable to file a complaint due to physical or mental incapacity, their legal heir, spouse, or parents may do so.

A third person may submit the complaint, but a written statement from the affected individual is required.

Additional Provisions •

Frequency of Meetings: The ICC will meet at least once every six months or as required.

Jurisdiction: The ICC handles complaints within the campus. Legal jurisdiction lies within Khagaria district, Khagaria Bihar.

Cc to: -

- 1) Chairman, Madhuri Sewa Nyas.
- 2) All Members of the Committee
- 3) Medical Superintendent
- 4) Office Copy.



Principal

SLCMC & SPNMH KHAGARIA
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