

Office Order

GEIMS/MS/6/25/157

Date: 28/6/2025

INTERNAL COMPLAINTS COMMITTEE (VISHAKHA COMMITTEE)

Members of the Committee:

S. No.	Committee Designation	Job Designation	Name of Member
1	Chairperson	HOD Obs/Gynae	Dr. Shweta Nimonkar
2	Co- Chair	Professor Physiology	Dr. Neeru Garg
3	Secretary	Professor Ophthalmology	Dr. Rupali Tyagi
4	Member	HOD Microbiology	Dr. Krishna Prasad
5	Member	Assistant Professor Pathology	Dr. Yogita Munjal
6	Member	HR Head	Ms. Sofiya Setia
7	Member	Nursing Head	Ms. Anjul Joseph
8	Member	Advocate	Mr. Rohit Dhyani
9	Member	External NGO Member (Nanhi Duniya) Children Youth & Women	Ms. Ashu Satvika Goyal
10	Member	Medical Coordinator- Ops and Quality	Ms. Anu Dogra


1. Charter & Terms of Reference of Committee

- 1.1. Address complaints of sexual harassment of women at workplace in accordance with the provisions of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and implement all actions required thereunder.
- 1.2. Ensure that principles of natural justice are followed in letter and spirit while dealing with complaints and grievances.
- 1.3. Conduct gender sensitization program once every year to sensitize staff.
- 1.4. Maintain documentation as necessary.
- 1.5. Details are given in hospital SOP _____.

2. **Secretary** - The Secretary will coordinate the functioning of the committee including convening, recording of minutes, follow-ups, and communication.

3. **Quorum** – No quorum is defined. All members must attend.

4. **Frequency**: The committee will meet once every six months and as & when required.


Surg. RAdm (Prof.) Girish Gupta
Medical Superintendent
Graphic Era Hospital
Dehradun

Copy to;

1. Management Representative
2. Medical Director
3. Dean
4. Chief Operating Officer
5. Members
6. Quality Department

Dr. Girish Gupta
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