


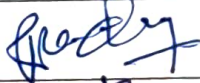
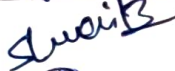








Ref. No. RDSACBH/2412/25

Date 1/12/2025

## PROTECTION OF WOMEN FROM SEXUAL HARASSMENT COMMITTEE

S.NO.	NAME OF THE FACULTY	Position in the Committee	SIGNATURE
1.	Dr. Prafulla	Chairperson	
2.	Dr. Anju Hadke	Secretary	
3.	Dr. Dinesh Choudhari	Member	
4.	Dr. Reetu Panday	Student Counsellor	
5.	Dr. Shuchita Singh	Member	
6.	Mrs. Manisha Shrivastava	Member	
7.	Mrs. Anamika Rajak	Member	
8.	Mr. Mayank Upadhyay	Legal Advisor	
9.	Ms. Soniya Gupta	Student	
10.	Ms. Prachi Mishra	Student	
11.	Ms. Chini Jain	Student	

  
**Principal**  
Rani Dullaiya Smriti Ayurved  
P.G. College & Hospital  
Barkhedi Kalan, Bhadbhada Road  
Bhopal (M.P.)

# SOP on Sexual Harassment

## 1. Purpose

- To ensure a safe, respectful, and inclusive workplace.
- To provide clear procedures for reporting, investigating, and resolving complaints of sexual harassment.

## 2. Scope

- Applies to all employees, contractors, interns, and visitors.
- Covers harassment occurring at the workplace, during work-related travel, or at work-sponsored events.

## 3. Definition

Sexual harassment includes:

- Unwelcome sexual advances.
- Requests for sexual favours.
- Verbal, non-verbal, or physical conduct of a sexual nature that creates a hostile or intimidating environment.

## 4. Policy Statement

- Zero tolerance for sexual harassment.
- All complaints will be taken seriously, investigated promptly, and resolved fairly.
- Retaliation against complainants or witnesses is strictly prohibited.

## 5. Roles & Responsibilities

- **Employees:** Maintain respectful conduct; report incidents promptly.
- **Supervisors/Managers:** Ensure awareness of policy; support complainants; escalate reports.
- **Internal Committee (IC):** Investigate complaints confidentially and impartially.
- **HR Department:** Provide training, maintain records, and ensure compliance with legal requirements.

## 6. Reporting Procedure

- Complaints may be made verbally or in writing to HR or the Internal Committee.
- Anonymous complaints will be considered but may limit investigation.
- Acknowledgment of complaint within 48 hours.

## 7. Investigation Process

- Preliminary review within 7 days.

- Formal investigation with interviews of complainant, accused, and witnesses.
- Maintain confidentiality throughout.
- Conclude investigation within 90 days (or as per local law).

#### **8. Outcomes & Actions**

- If harassment is confirmed: disciplinary action (warning, suspension, termination).
- If unsubstantiated: case closed with documentation.
- Support services offered to complainant (counselling, reassignment if needed).

#### **9. Training & Awareness**

- Mandatory annual training for all employees.
- Posters, handbooks, and workshops to reinforce awareness.

#### **10. Review & Compliance**

- SOP reviewed annually.
  - Compliance with local laws (e.g., in India, the *POSH Act, 2013*).
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# Rani Dullaiya Smriti Ayurved P.G College and Hospital

Barkhedhi Kalan, Bhopal 462044 (M.P)

## Internal Circular

Ref. No: RDSA/POSH/25-01

Date: 8/3/2025

**Name of the Committee:** Protection of Women from Sexual Harassment Committee:(2025)

This is to inform that all the members of the Sexual Harassment Committee of Rani Dullaiya Smriti Ayurved PG College & Hospital that **Half yearly** meeting for the discussion regarding development/review of Standard Operating Procedure (SOP) will be held on 15/03/25, at 2 pm onwards at Meeting Hall and The meeting will be chaired by Prof Ravi Prakash Singh sir. You are hence requested to make it convenient to attend the same with all relevant information and testimonials thereof It is requested to all the members of the committee to review the existing policies and present their valuable suggestions in the meeting.

Sr. No	Name of the members	Designation	Signature
1	Dr. Prafulla	Chairperson	
2	. Dr. Anju Hadke	Secretary	
3	Dr.Dinesh Choudhari	Member	
4	Dr. Reetu Pandey	Student Counsellor	
5	Dr. Shuchita Singh	Member	
6	Mrs. Manisha Shrivastava	Member	
7	Mrs. Anamika Rajak	Member	
8	Mr. Mayank Upadhyay	Legal Advisor	
9	. Ms. Soniya Gupta	Student	
10	Ms.Prachi Mishra	Student	
11	Ms.Chini Jain	Student	

The agenda for the said meeting is as follows:

Sl. No	Agenda	Remarks
	Policy Framework	
	Complaint Mechanism	
	Confidentiality related to Prevent And Redressal of Sexual Harassment committee	

Thanking you,

Bhopal

Date: 8/3/2025

*[Signature]*  
Member Secretary

H.O.D

Department of Swasthritta  
Rani Dullaiya Smriti Ayurved  
PG College & Hospital, Bhopal (M.P)

*[Signature]*

Principal  
Principal

Rani Dullaiya Smriti Ayurved  
P.G. College & Hospital  
Barkhedhi Kalan, Bhopal (M.P)

**Name of the Committee:** Protection of Women from Sexual Harassment Committee:(2025)  
Minutes of the meeting held on 15/3/2025

The meeting began with the welcome of all members and Chairperson by the Member secretary. After seeking permission of the chair, the meeting regarding development/review of SOP for prevention and Redressal of sexual harassment was held on 15/03/2026 at meeting hall from 2pm onwards. All members discussed on the issue and following was the cumulative conclusion drawn out of it.

- 1) The existing policy was reviewed and discussed in detail. update of SOP to insure clarity, inclusiveness and alignment with current work place requirement.
- 2) A procedure for lodging complaints should be available both online & offline mode in proper formats
- 3) All information related to complaint, complainants and respondent will be kept Strict confidential and accessed only by authorized members

The meeting was concluded with the concluding remarks from the chairperson of the committee. the decisions were taken.

the next meeting will be scheduled on 20/09/2025 at meeting hall after lunch at 2pm.



Signature of secretary

H. S. J

Department of Swasthviritt  
Rani Dullaiya Smriti Ayurved  
PG College & Hospital, Bhopal M.P

# Rani Dullaiya Smriti Ayurved P.G College and Hospital

Barkhedi Kalan, Bhopal 462044 (M.P)

## Internal Circular

Ref. No: RDSA/POSH/25-02

Date: 13/9/2025

**Name of the Committee:** Protection of Women from Sexual Harassment

Committee:(2025-26)

This is to inform that all the members of the Sexual Harassment Committee of Rani Dullaiya Smriti Ayurved PG College & Hospital that **Half yearly** meeting for the discussion regarding development/review of Standard Operating Procedure (SOP) will be held on 20/09/25, at 2 pm onwards at Meeting Hall and The meeting will be chaired by Prof Ravi Prakash Singh sir. You are hence requested to make it convenient to attend the same with all relevant information and testimonials thereof.

Sr. No	Name of the members	Designation	Signature
1	Dr. Prafulla	Chairperson	
2	. Dr. Anju Hadke	Secretary	
3	Dr.Dinesh Choudhari	Member	
4	Dr. Reetu Pandey	Student Counsellor	
5	Dr. Shuchita Singh	Member	
6	Mrs. Manisha Shrivastava	Member	
7	Mrs. Anamika Rajak	Member	
8	Mr. Mayank Upadhyay	Legal Advisor	
9	. Ms. Soniya Gupta	Student	
10	Ms.Prachi Mishra	Student	
11	Ms.Chini Jain	Student	

The agenda for the said meeting is as follows:

Sr. No	Agenda	Remarks
1	To confirmed the minutes of last meeting	
2	Time lines for complaints handling	
3	Roles & responsibilities of committee members	
4	Legal compliance as per applicable guideline	

Thanking you,

Bhopal

Date: 13/9/25

H.O.D

Department of Swasthya  
Rani Dullaiya Smriti Ayurved  
PG College & Hospital, Bhopal

## Minutes of the meeting

21/9/25

**Name of the Committee:** Protection of Women from Sexual Harassment  
Committee:(2025)

The meeting began with the welcome of all members and Chairperson by the Member secretary. After seeking permission of the chair, the meeting began. All members discussed on the issue and following was the cumulative conclusion drawn out of it.

- 1) Clear timelines for complaint acknowledgment, inquiry process and final resolution were discussed and will be incorporated in sop as per legal guidelines
- 2) Role of chairperson, internal members, external members, and other stakeholders were clearly defined to insure accountability and transparency
- 3) It was discussed that the SOP must strictly follow applicable laws and guideline. periodic review of SOP will be conducted to maintain compliance

The meeting was concluded with the concluding remarks from the chairperson of the committee. the decisions were taken & duties were allotted to the respective members accordingly.



Signature of secretary

R. G. D.

Department of Swasthritta  
Kant Bullaya Smriti Ayurved  
Clinic & Hospital, Bhopal M.P.

# Rani Dullaiya Smriti Ayurved P.G College and Hospital

Barkhedhi Kalan, Bhopal 462044 (M.P)

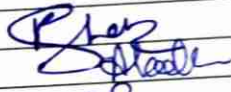
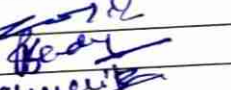
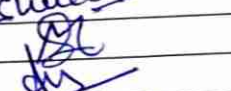
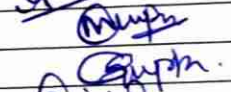
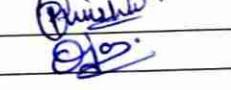

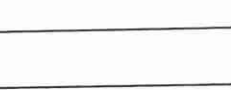



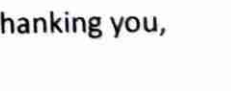
## Internal Circular

Ref. No: RDSA/POSH/26-01

Date: 16/3/2026

Name of the Committee: Protection of Women from Sexual Harassment  
Committee:2026)

This is to inform that all the members of the Sexual Harassment Committee of Rani Dullaiya Smriti Ayurved PG College & Hospital that **Half yearly** meeting for the discussion regarding conduction of awareness sessions for 1<sup>st</sup> year BAMS students, empolyees will be held on 23/03/26, at 2 pm onwards at Meeting Hall and The meeting will be chaired by Prof Ravi Prakash Singh sir. You are hence requested to make it convenient to attend the same with all relevant information and testimonials thereof.

Sr. No	Name of the members	Designation	Signature
1	Dr. Prafulla	Chairperson	
2	Dr. Anju Hadke	Secretary	
3	Dr.Dinesh Choudhari	Member	
4	Dr. Reetu Pandey	Student Counsellor	
5	Dr. Shuchita Singh	Member	
6	Mrs. Manisha Shrivastava	Member	
7	Mrs. Anamika Rajak	Member	
8	Mr. Mayank Upadhyay	Legal Advisor	
9	Ms. Soniya Gupta	Student	
10	Ms.Prachi Mishra	Student	
11	Ms.Chini Jain	Student	

The agenda of the meeting is as follows:

SN	Agenda	Remarks
1.	Review of previous minutes	
2.	Sensitization and training activities	
3.	Status of complaints	

Thanking you,

Bhopal

Date: 16/3/26

  
Member Secretary

H.O.D  
Department of Swasthvirita  
Rani Dullaiya Smriti Ayurved  
PG College & Hospital, Bhopal M.P

  
Principal

Rani Dullaiya Smriti Ayurved  
P.G.College & Hospital  
Barkhedhi Kalan, Bhadbhada Road  
Bhopal (M.P)

**Name of the Committee:** Protection of Women from Sexual Harassment  
Committee:2026

Minutes of the meeting held on 23 /3/2026

The meeting began with the welcome of all members and Chairperson by the Member secretary. After seeking permission of the chair, the meeting regarding conduction of awareness sessions for 1<sup>st</sup> year BAMS students, and Employees was held on 23/03/2026 at meeting hall from 2pm onwards. All members discussed on the issue and following was the cumulative conclusion drawn out of it.

- 1) After reviewing previous minutes' agenda, it was noted that no pending matter were reported from the previous meeting.
- 2) It was proposed and agreed that awareness sessions for 1<sup>st</sup> year BAMS students, and Employees.
- 3) Posters and guidelines will be displayed in college campus
- 4) the committee was informed that no formal complaints had been received under the POSH act during The Period 15/3/25 to 23/3/26.

The meeting was concluded with the concluding remarks from the chairperson of the committee. the decisions were taken.

The next meeting will be scheduled on 20/09/2026 at meeting hall after lunch at 2pm.

  
Signature of secretary

H.O.D  
Department of Swasthriti  
Kam. Dattaye Smriti Ayurved  
Hospital, Chhindwara, M.P.