


INFORMATION REGARDING INTERNAL COMPLAINT COMMITTEE (ICC)

The composition of Internal Complaint Committee (ICC) and their respective contact numbers and email ID are as under –

Sr. No	Name of The Committee member	Designation	Contact Number	email Id
1	Mrs. Manisha Sanghavi	President	+91 8888893944	sanghavi.manisha@gmail.com
2	Dr. Bharti Adhye	Vice President	+91 9822671526	bharati.adhye@sanchetihospital.org
3	Mrs. Ajanta Dey	Member Secretary	+91 9923316768	hrhead@sanchetihospital.org
4	Mrs. Sapna Choube	Legal Advisor	+91 8805598522	sapna.choube@sanchetihospital.org
5	Dr. Apurv Shimpi	Member	+91 9890183195	sancheticop@sha.edu.in
6	Lt. Col. Dr. Lavneesh Tyagi (Retd.)	Member	+91 8888079966	head.sior@sanchetihospital.org

The SOP for submitting complaint is as under –

	Standard Operating Procedure	Effective Date: 01.10.2015
	Internal Complains Protocol	Review Date: 01. 10.2022
Doc. No: HRM-S-8.2-2	Std.: HRM-08, Ob. Elements: d	Page 232 of 233

Activity SN	Activity Description	Responsibility	Record/ Reference
1	Any woman/male employee who has faced such situations or has apprehensions that he/she will be exposed to such situations in the Hospital premises may immediately report it with one or more witness to the member of Internal Complains committee (ICC).	Concerned Employee	Written Report
2	Following which an enquiry will be conducted and on the grounds of natural justice both the parties will be given an opportunity to present their case.	Member Secretary	Record Book of ICC
3	The committee will prepare a report on its findings and appropriate disciplinary action will be taken.	Committee	Report
4	In the event of a false accusation the woman/male employee claiming to be a victim, in such cases the complainant and the witness will be liable for disciplinary action.	Head-HR	
5	The disciplinary procedure and action will be in line with the prevailing laws.	Head-HR	
6	In case of disagreement by any of the party on the outcome of the disciplinary procedure, the concern party can further represent the case to appellate authority.		Written Report
7	There will be absolutely no discrimination between employees based on sex, caste, creed, religion or race, and employment, promotions, transfers or other increments or growth of the employees will be solely based on individual abilities and capabilities.		
8	Hospital has appointed an Appellate Authority to consider such cases.	Executive Director	