



ANANTA INSTITUTE OF MEDICAL SCIENCES & RESEARCH CENTRE

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No. AIMS/P&C/2026/9695

Date: 12.03.2026

INTERNAL COMPLAINTS COMMITTEE

Ananta Institute of Medical Sciences & Research Centre 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.

AIMS & RC Internal Complaints Committee has been reconstituted as follows:

| S. No | Name | Designation/ Department | Position | Contact No | E-mail ID |
|-------|------------------------|--|--------------------------|-------------|--|
| 1. | Dr. Sanjay Kumar Gupta | Principal & Controller | Chairperson | 9772278617 | principalaims@anantamedicity.com |
| 2. | Dr. Megha Tripathi. | Associate Professor, Obstetrics & Gynecology | Presiding Officer | 94142 82607 | megtritonk12@gmail.com |
| 3. | Dr. Rashi Srivastava | Assistant Professor, General Medicine | Member Secretary | 89829 50767 | doctorrashisrivastava@gmail.com |
| 4. | Dr. Pankaj Kumar Modi | Professor & HOD, Pharmacology | Member | 8094416624 | drmodi123@gmail.com |
| 5. | Dr. Yogesh Upadhyay | Principal, ACN | Member | 8890815697 | principal-acn@anantamedicity.com |
| 6. | Ms. Sushma Kumawat | Social Worker | Member | 9414165550 | sushmakumawat105@gmail.com |
| 7. | Mr. Piyush Sharma | Senior HR Executive | Member | 87698 42159 | hr@anantamedicity.com |
| 8. | Dr. Neha Mathur | PG Resident | Member | 9660841538 | neha.mathur621@gmail.com |
| 9. | Ms. Anviksha Poonia | UG Student | Member | 6304566513 | anvikshapunia29@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:

- 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.

Incident Management and Timeline

1. Written complaints must be filed within three months of the incident.
2. Within seven days of receipt of the complaint, the committee must forward a copy of the complaint to the respondent and seek their response.
3. The ICC must complete its inquiry within 90 days and submit a report within 10 days of completion.
4. Disciplinary actions for misconduct or false complaints will follow institutional and legal guidelines.

Enquiry and Redressal Process

1. Upon receiving a complaint, the Presiding Officer will convene a meeting of the ICC promptly.
2. The burden of proving the allegation shall lie on the complainant.
3. Both the complainant and respondent will be heard, adhering to the principles of natural justice.





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4. Respondents must submit their response, with relevant documents, within 10 working days of receiving the complaint copy.
5. Inquiry must be concluded within 90 days.

During the Inquiry:

- Interim relief may be recommended to the victim, such as a transfer, leave, or protection from reporting to the respondent.
- The respondent may also face restrictions as deemed necessary.

Punishments/Actions for Proven Misconduct

For Students:

- Warning or written apology.
- Suspension, expulsion, or denial of entry to campus/hostel.
- Debarment from examinations or other activities.

For Employees:

- Warning, written apology, or adverse remarks in records.
- Suspension, demotion, stoppage of increments, or dismissal.
- Any other appropriate action as deemed necessary.

Appeals and Administrative Oversight

- Aggrieved individuals may appeal to the Registrar within 15 days of receiving the decision.
- The Registrar will review and address the matter.
- The management retains supervisory and administrative control over the ICC. Committee members are protected from legal proceedings for actions taken in good faith.

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 Rajsamand district, Rajasthan.




Dr. Sanjay Kumar Gupta
Principal & Controller
PRINCIPAL & CONTROLLER
Ananta Institute of Medical Sciences & Research Centre
Rajsamand