



GMERS MEDICAL COLLEGE, VADNAGAR

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NO/GMERS/COMMITTEE/ LICC/2026

OFFICE OF THE DEAN

GMERS MEDICAL COLLEGE & HOSPITAL

VADNAGAR .

Date :- 20 MAY 2026

Ref. No:- 2966A - 69A

OFFICE ORDER

Subject: **Constitution of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (POSH Act)**, GMERS Medical College, Vadnagar

In pursuance of the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (POSH Act) and applicable Government guidelines, the Internal Complaints Committee (ICC) is hereby constituted at GMERS Medical College, Vadnagar to address issues related to sexual harassment and to ensure a safe, secure, and gender-sensitive working and learning environment for all employees and students.

COMPOSITION OF COMMITTEE: -

No	Name	Designation	Post
1.	Dr. Madhavi Mavani	Associate Professor, Anesthesiology	Chairman - Presiding Officer
2.	Dr. Mital Gamit	Associate professor, Pathology	Member-secretary
3.	Dr. Jitendra Patel	Associate Professor, Physiology	Members
4.	Dr. Jaydeep J Devaliya	Associate Professor, Community Medicine	Members
5.	Dr. Vaidehi K. Patel	Assistant Professor, Medicine	Members
6.	Dr. Krishna Mehta	Legal Expert, External Member	Members
7.	Mrs. Sabana T Chauhan	Dy. Nursing Superintendent, Hospital	Members
8.	Mrs. Vinaben Joshi	External Member, Social Worker	Members
9.	Miss. Dhruvi Pandya	Student Representative (Female)	Members
10.	Mr. Chaitanya Patel	Student Representative (Male)	Members



(Signature)

Dean

GMERS Medical College
Vadnagar

Copy to

1. All Committee Member, Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (POSH Act)
2. Medical Superintendent, GMERS General Hospital, Vadnagar
3. All Head of Department GMERS Medical College & Hospital Vadnagar
4. All Hostel Rector (Boys, Girls and Intern, PG) GMERS Medical College Vadnagar

Roles & Responsibilities of Internal Complaints Committee (ICC) Members

(Under Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 – POSH Act)

1. Presiding Officer

- To chair and supervise all meetings and inquiry proceedings of the Committee.
- To ensure fair, impartial, and confidential inquiry process.
- To guide the Committee in accordance with the POSH Act, 2013.
- To approve recommendations and inquiry reports.
- To ensure timely disposal of complaints.

2. Committee Members

- To receive complaints related to sexual harassment at workplace.
- To participate in inquiry proceedings and fact-finding process.
- To maintain confidentiality of all complaints and proceedings.
- To provide support and assistance to the complainant during inquiry.
- To examine witnesses and relevant documents objectively.
- To recommend appropriate disciplinary action based on findings.
- To assist in preparation of inquiry reports and records.
- To attend awareness and sensitization activities conducted by the institution.

3. External Member

- To provide independent and unbiased opinion during inquiry.
- To ensure compliance with legal provisions of POSH Act, 2013.
- To guide the Committee regarding women's rights and legal procedures.
- To strengthen transparency and fairness in proceedings.

4. Overall Responsibilities of ICC

- To ensure a safe, secure, and gender-sensitive workplace environment.
- To prevent sexual harassment within campus, hospital, hostels, and workplace premises.
- To organize awareness programs, workshops, and orientation sessions.
- To recommend preventive measures and policy improvements.
- To maintain proper records of complaints, inquiry proceedings, and actions taken.
- To submit annual reports to the competent authority as required under the POSH Act.
- To ensure that complaints are resolved within prescribed timelines under the Act.

Confidentiality Clause

- All members of the Committee shall maintain strict confidentiality regarding:
 - Identity of complainant/respondent
 - Statements and evidence
 - Inquiry proceedings
 - Recommendations and reports

Note: Any breach of confidentiality shall attract disciplinary action as per the provisions of the POSH Act, 2013.

