

Ref. No.: CMCAH/2025-26/128

Dated: 16, December, 2025

RECONSTITUTION OF SEXUAL HARRASSMENT COMMITTEE





COER MEDICAL COLLEGE OF AYURVEDA & HOSPITAL

(Governed by Seth Roshan Lal Jain Trust)

Post Box # 27, 7th KM on Roorkee - Haridwar Road, Vardhmanpuram
Roorkee 247667 (Uttarakhand)

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RECONSTITUTION OF SEXUAL HARRASMENT COMMITTEE – COER MEDICAL COLLEGE OF AYURVEDA AND HOSPITAL

Sexual Harassment Committee has been framed which shall be responsible for deal with gender-based violence and to conduct gender sensitization program

The internal complaint committee shall consist of the following members namely

Role	Name	Contact No./ Email ID	Responsibilities
Convener	Dr. Anurita Gupta Malhotra	7060463116/ anurita.gupta0611@gmail.com	Lead meetings & hearings, ensure proper implementation of POSH Guidelines
Internal member	Dr. Kaynat Ansari	9027347582/ Kaynatansari4@gmail.com	Investigate complaints impartially, assist in organizing hearings & collecting evidence
External member	Dr. Gesu Thakur	9411897988/ dean.computing.coeruniversity.ac.in	Provide unbiased external prospective ensure fairness in the process
Members	Dr. Rajesh Vairagi	9818415212/ drrajeshvairagi@gmail.com	Conduct awareness & training programs on sexual harassment, maintain confidentiality and anonymity complainants
	Dr. Varun Saini	7895155068/ vrnsaini29@gmail.com	
	Dr. Sunita Yadav	9672534733/ sy268593@gmail.com	

- CC to:
- Hon'ble Chancellor - for kind information please
- Group Director - for kind information please
- All members - for kind information & necessary action please
- Guard File - for records

Pratyush Kumar
16-12-25
Dr. Pratyush Kumar
(Principal, CMCAH)

Principal
COER Medical College of Ayurveda
& Hospital, Roorkee

Approved by NCISM & Ministry of Ayush, New Delhi, Affiliated to: Uttarakhand Ayurved University, Harawala, Dehradun, Uttarakhand



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MINUTES OF MEETING

Sexual Harassment Committee / Internal Complaints Committee (ICC)

Organization Name: COER Medical College of Ayurveda and Hospital, Roorkee

Date: 16/12/2025

Time: 10 am

Venue: COER Medical College of Ayurveda and Hospital, Roorkee

Mode: Physical

1. Members Present

1. Dr. Anurita Gupta Malhotra – Presiding Officer
2. Dr. Kainat Ansari – Internal Member
3. Dr. Gesu Thakur – External Member
4. Dr. Rajesh Vairagi – Member
5. Dr. Varun Saini - Member
6. Dr. Sunita Yadav - Member

2. Agenda of the Meeting

- Complaints Submission
- To discuss ongoing cases and their status
- To plan awareness and sensitization programs
- To review compliance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013
- Any other matter with the permission of the Chair

3. Proceedings of the Meeting Procedure/working –

1. Complaint Submission
2. Written or email complaint by the victim within 3 months of incident (can be extended to 6 months in special cases.)
3. Acknowledgment: (Committee acknowledge receipt within 7 days.)

Inquiry/ investigation:

- a. Committee conducts confidential inquiry, interviews witnesses, and collects evidence.
- b. Report & recommendation
- c. Committee submits findings with recommendations to the management.

Action & closure:

- a. Management implements actions, such as counseling, warning or disciplinary measures.
- b. Complaint is informed of the outcome.
- c. Appeal – any party can appeal within 90 days of the decision.

4. Awareness & Training Programs

- The committee discussed the need for awareness sessions/training programs for employees.
- Proposed schedule and mode of training were outlined.

5. Compliance Review

- The committee reviewed compliance with statutory requirements, including policy display, reporting, and record maintenance.

6. Any Other Matter

- Additional points raised by members were discussed with the permission of the Chairperson.

4. Decisions Taken / Action Items

5. Conclusion

The meeting concluded with a vote of thanks to the Chair.

Approved By:

Presiding Officer – ICC

Signature: _____

Date: _____

Pankaj Kumar
16.12.25

Principal

COER Medical College of Ayurveda
& Hospital, Roorkee