



SANAKA INSTITUTE OF DENTAL SCIENCES

(A Unit of SANAKA EDUCATIONAL TRUST)

SANAKA STANDARDS | SEAMLESS SMILES

Ref No.: SIDS/PO/2025/ 002

Date: 01.09.2025

OFFICE ORDER INTERNAL COMMITTEE

In continuation of the Gender Harassment Committee vide office order No. SIDS/PO/2025/002 dated 01.09.2025, the Internal Committee is reconstituted as under, in terms of the provision of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (PoSH Act).

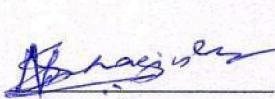
Presiding Officer:	Dr. Himani Priya Java Vice-Principal, Dept. of Prosthodontics, Crown and Bridge, Mob: 9007188904, Email: himani.java@yahoo.co.in
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Members: Procedure for Harassment Grievance Redressal is attached (Enclosure I)

Enclosed: I. Harassment Grievance Redressal Procedure

Copy forwarded for kind information:
1. Group CEO OFFICE
2. All Department HOD's/Incharge(s)
5. IT Section
6. All Members




Prof. (Dr). Pramod J
Principal


Principal
Sanaka Institute of Dental Sciences
Malandighi, Durgapur-713212



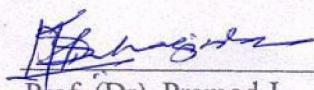
Ref No.: SIDS/PO/2025/ 003

Date: 01.09.2025

Enclosure I. Harassment Grievance Redressal Procedure

Sr. No.	Action	Time Schedule
1	Submission of Complaint by the Complainant (i.e., the aggrieved person) to the Presiding Officer/ any member of the Internal Committee (IC) (in person or through mail). On receipt of the complaint, the IC shall send a copy of the same to the respondent within 7 days of working. (The complaint shall include the complainant's mode, supporting documents and details of witnesses).	Within three (03) months of the last incident. Sending of the copy of the complaint within a period of seven (07) days.
2	Respondent shall file his reply to the complaint to IC along with supporting documents and details of witnesses.	Within 10 working days of the date of receipt of the copy of the complaint by the respondent.
3	Steps may be taken by IC for Conciliation between the Parties (i.e., the complainant and the respondent).	Within 10 working days of the date of receipt of the reply by the respondent.
4	If the complainant does not opt for conciliation or no settlement has arrived, a formal inquiry shall be initiated by the IC as per the Act.	Inquiry shall be completed within 90 days from the date of the complaint.
5	On completion of inquiry, the IC shall provide a report of its findings to the employer recommending action and send a copy to both parties. The employer shall act on the recommendations within 60 days.	Written (digital/physical) inquiry report to be provided by IC within 10 days. Employer must act within 60 days of receipt.
6	A copy will be made available to the parties and to the employer, if recommended.	Within 10 days of completion of inquiry.
7	Appeal may lie to the appellate authority.	Within 90 days of the recommendations.




Prof. (Dr). Pramod J
Principal

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