



**INSTITUTE OF MEDICAL SCIENCES &  
SUM HOSPITAL**  
(Faculty of Medical Sciences)  
**SIKSHA 'O' ANUSANDHAN**  
K-8, Kalinga Nagar, Bhubaneswar

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**TERMS OF REFERENCE (TOR)  
GENDER HARASSMENT COMMITTEE**

**1. COMPOSITION OF THE COMMITTEE**

GENDER HARASSMENT COMMITTEE				
SL NO	NAME OF MEMBERS	DESIGNATION IN INSTITUTION	DESIGNATION IN COMMITTEE	SIGNATURE
1	Dr. Nirupama Samantray	Prof. & HOD F. M. T	Chairperson	
2	Dr B N Panda	Prof & HOD Medicine	Member	
3	Dr. Mamta Devi Mohanty	Prof. & HOD Paediatric	Member	
4	Dr. Debahuti Mohapatra	Prof. & HOD Pathology	Member	
5	Dr. Dipti Mohapatra	Prof. Physiology	Member	
6	Dr Madhubrata Mohanty	Assoc Prof SNIL(SOA National Institute of Law)	External Member	
7	Dr Aurolipty	Manager HR	Coordinator	
8	Mrs.Shobhamanjari Samal	ANS	Member	

**2. SCOPE & FUNCTIONS:**

- 2.1. Prevent discrimination and sexual harassment against women, by promoting gender amity among employees.
- 2.2. Make recommendations to the Medical Superintendent for changes/elaborations in the Rules for employees and the Bye-Laws, to make them gender just and to lay down procedures for the prohibition, resolution, settlement and prosecution of acts of discrimination and sexual harassment against women and the employees;
- 2.3. Deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment;
- 2.4. Recommend appropriate punitive action against the guilty party to the Medical Superintendent.

**3. FREQUENCY OF MEETING:** As when required

**4. TENURE OF THE COMMITTEE:** One year from the date of issue. Revision of TOR and Composition shall be done after completion of year.

**5. MINUTES:** The minutes of the meeting will be sent to MS for perusal or action whenever necessary and will also be circulated among the committee members

**6. ADMINISTRATIVE INFORMATION: -**

1. At least 50% of the scheduled members should be present for the committees to Establish Quorum or else the execution of the committee for the scheduled day would be dissolved.
2. The minutes of the meeting would be circulated among the members of the committee after the meeting under the signature of the Medical Superintendent & Chairperson of the Committee.
3. In case required the chairperson of the Committee may invite a person not among the scheduled member for the meeting.
4. Notice for all scheduling committee meeting would be circulated at least 48 hrs prior to the scheduled time and should information pertaining to the agenda of the meeting. In case of Emergency Short notice may be made by the chairman of the Committee Stating the reason for the same.

Reviewed by:  
  
Hospital Administrator  
**Dr. Umesh Chandra Parida**  
Hospital Administrator  
IMS & SUM Hospital,BBSR

Approved by:  
  
Dean, IMS & SH  
**DEAN**  
IMS & SUM Hospital,BBSR

Issued by:  
  
Medical Superintendent  
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