



**Seema
Dental College
and Hospital**

great Post Graduate School College of The World


- Recognized by
Dental Council of India
vide Govt. Gazette Notification No.
V-120117/402591-DE dated 25/08/2008.
- Awarded As The Best Dental College

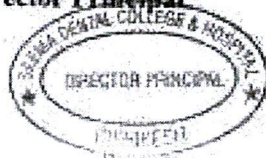
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Rudhram-249 203 (Uttarakhand)
Mobile: +91-9851661627
E-mail: sdchqseery@gmail.com
Web: www.seemadentalcollege.org

Date: 29.04.2023

To Whom It May Concern:

This is to certify that the Women Welfare Cell at Seema Dental College and Hospital, Rishikesh, presides as the committee for Prevention of Sexual Harassment Cell and all the activities of latter are in accordance with functioning of the college Women Welfare Cell.


Dr. Himanshu Aoran
Director Principal











SEEMA DENTAL COLLEGE AND HOSPITAL

ANNUAL GENDER SENSITISATION – ACTION PLAN

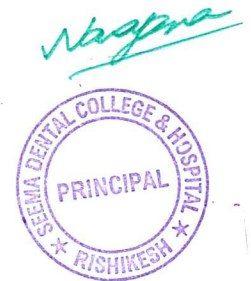
The Women welfare cell / Prevention of Sexual harassment committee was formulated that safe guard the rights and liberties of women and equity among the students and staffs.

The committee meets twice in a academic year and also as and when complaints are received. It gets an update from the students and staff on regular basis. The committee organises programs to instill the sense of equity and freedom and measures that they can be taken to protect themselves. During the orientation programs for undergraduates and post graduates, a brief overview on this topic is given to students.

Student members are included in the committee to give their perspective and access to information of what steps are being taken to prevent gender harassment. The student members feel free to speak about their friends experience and students feel free to confide to their brethren.

Charts are put up in the college at prominent places to make the students and staff of how to approach and whom to approach in case of an unacceptable situation.

Handbook is available on the college website to help the staffs and students to avoid getting into trouble.



GENDER HARASSMENT

sdchquery@gmail.com

What is Gender Harassment

Sexual Harassment includes such unwelcome sexually determined behaviour, as physical contacts and advances, sexually coloured remarks, showing pornography and sexual demands whether by words, gestures or actions. Such conduct can be humiliating and may constitute a health and safety problem. It is discriminatory when the complainant has reasonable grounds to believe that his or her objection would disadvantage them in connection with employment, including recruiting or promotion or when it creates a hostile working environment.

Sexual harassment is emotionally abusive and creates an unhealthy, unproductive atmosphere at the workplace. Sexual harassment cases can be classified into two categories - quid pro quo and creation of a hostile working and studying environment:

(a) Under the quid pro quo (meaning this for that) form of harassment, a person or authority, usually the superior of the victim, demands sexual favours for getting or keeping a job benefit and threatens to fire the employee if the conditions are not met.

(b) A hostile work or student environment arises when a co-worker, co-student, teacher or supervisor creates a work environment through verbal or physical conduct that interferes with another co-worker's job performance or creates the workplace atmosphere which is intimidating, hostile, offensive or humiliating and experienced as an attack on personal dignity. For example an employee tells offensive jokes. No person shall indulge or caused to be indulged under instructions from superior in sexual harassment of co-workers.

Women welfare cell / Prevention of Sexual harassment

Objectives of the Policy Sexual Harassment policy of Seema Dental College & Hospital has been framed keeping the following objectives in view:-

1. To fulfil the directives of the Hon'ble Supreme Court enjoining all employers to develop and implement a policy against sexual harassment at the work places.
2. To evolve a permanent mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based violence at the college.



3. To ensure the implementation of the policy in letter and spirit through proper reporting of complaints and their follow-up procedures.
4. To promote a social and psychological environment this will raise awareness about sexual harassment in its various forms.
5. To generate public opinion against sexual harassment and all forms of gender-based violence.
6. To make the commitment to ensure an environment without gender bias or gender based discrimination in the college campus. Whereas Sexual Harassment infringes the Fundamental right of a woman to gender equality and her right to life and live with dignity, which includes a right to a safe environment free from Sexual Harassment.

To adopt Women welfare cell / Prevention of Sexual harassment at Seema Dental College & Hospital will mean:

1. Commitment of the college to eradicate and prevent Sexual Harassment and to express absolute prohibition sexual harassment of female employees and students at work place and campus.
2. To make the college campus and work place free of sexual harassment for woman. The rules seek to create and maintain an academic and work environment free of sexual harassment for female students and employees in the campus.
3. Define sexual harassment both as quid pro quo and hostile work environment and an explanation of the conduct and the penalties for substantiated sexual harassment conduct.
4. A detailed outline of how and whom to complain in case of sexual harassment and grievance procedures to be used.
5. Clear understanding and strict rules regarding harassment by third party like, clients, visitors, patients, attendants, relatives etc.
6. Express commitment to keep all sexual harassment complaints and procedures confidential & time bound.
7. Clear statement that anyone found guilty of sexual harassment after investigation will be subject to immediate and appropriate disciplinary action.
8. Anti retaliation policy providing for protection against retaliation to complainants, witnesses, complaint committee members & other employees involved in prevention & complaint resolution.



9. To develop various promotional materials, organizing seminars and workshops.

10. Steps the authorities can take to prevent sexual harassment.

11. A policy/ procedure designed to deal with complaints of Sexual Harassment as one of the strategies to deal with the problem.

COMPLAINTS ON GENDER HARASSMENT

- Any woman complaining of sexual harassment shall prefer a complaint before the following authorities at the earliest point of time and in any case within 30 days from the occurrence of the alleged incident.
- The complaint shall contain all the material and relevant details concerning the alleged sexual harassment including the names of the contravener and the complaint shall be addressed to the complaint committee.
- If the complainant feels that she cannot disclose her identity for any particular reason, the complainant shall address the complaint to the head of the institution / Principal and hand over the same in person or in a sealed cover.
- Upon receipt of such complaint, the head of the institution shall retain the original complaint with him and send to the complaint committee a gist of the complaint containing all material & relevant details other than the name of the complainant & other details which might disclose the identity of the complainant.
- Oral Complaints should be reproduced in Writing. It shall be duty of the Authority/ person before whom an oral complaint is made to reduce the said complaint in writing and read out the complaint to the complainant in the language requested by the complainant and obtain the signature of the complainant.



ENQUIRIES ON GENDER HARASSMENT

- Informal method of resolving complaints shall be the part of complaint mechanism to provide platform to resolve the complaint or to stop the harassing behaviour before the complaint escalate into full blown formal complaint.
- After a complaint of Sexual Harassment has been made, the aggrieved woman may request the committee to resolve the matter by conciliating between the parties before the commencement of the enquiry proceedings.
- Authorized members of subcommittee, from within the committee or otherwise appointed, shall try to resolve the complaint informally first without the committee intervention, before the complaint goes to the formal channels of complaints committee.
- Any settlement brought about by such Dispute Resolution must be mutually acceptable to both the aggrieved woman and defendant.
- Where any settlement between the aggrieved woman and defendant is reached, committee will record the Dispute Resolution process and the settlement reached; and will send it to the Principal, who shall implement the terms of the settlement, to the extent required therein. A copy of the same will be furnished to the aggrieved woman and the defendant.
- Notwithstanding the settlement reached in the dispute resolution process, the aggrieved woman shall have the right to withdraw from any dispute resolution process undertaken or to challenge any settlement on the ground that her consent for the settlement was obtained by force, fraud, coercion or undue influence or on the ground that the terms of settlement have been breached within a week.
- Any Dispute Resolution carried out by the committee shall be completed within a period of two weeks from the date of the receipt of the complaint.
- Where no mutually agreeable settlement can be reached during such above-mentioned Dispute Resolution process, the committee shall proceed to conduct the enquiry as per the procedure prescribed



Programmes planned for the Year 2023 - 2024

S/no	Programme Title
1.	BDS Orientation Programme
2.	MDS Orientation Programme
3.	Anti Ragging Orientation Programme
4.	Gender Equity Sensitization
5.	Legal Awareness Lecture



SEEMA DENTAL COLLEGE & HOSPITAL

VEERBHADRA ROAD, RISHIKESH-249203

SDCH/DP/WWC/41/2023/6070

Date: 30.11.2023

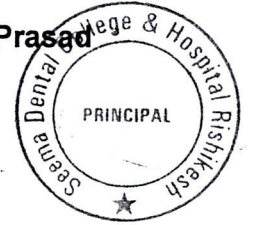
Notice

With reference to earlier Notice No. SDCH/DP/WWC/02/2023/5648 dated 31.08.2023, the modified College Women Welfare Cell / Prevention of Sexual Harassment Committee has following members for academic year 2023-2024.

S. No.	Name	Designation	Mobile No.
1	Dr. S. Karpagavalli	Chairperson	9791140522
2	Dr. Seema Dixit	Member	9818696704
3	Dr. Tarun Sharma	Member	9837068228
4	Dr. Kalpana Chaudhary	Member	9756219013
5	Dr. Jyotsna Seth	Member	8449998882
6	Dr. Neelu Gupta	Member	7500144037
7	Dr. Muthunagai R.	Member	8171696734
8	Ms. Renu Jaitly	Member	8171332952
9	Ms. Sangita Sharma	Member	9997065603
10	Mr. Rohit Gupta	Advocate	9897682711
11	Ms. Suruchi Banga	Social Worker	9927544463
	Dr. P. Narayana Prasad	Ex-Officio Member	9810042854

K. Karpagavalli
S. Dixit
T. Sharma
K. Chaudhary
J. Seth
N. Gupta
M. R. Muthunagai
R. Muthunagai

Narayan
Dr. P. Narayana Prasad
Principal

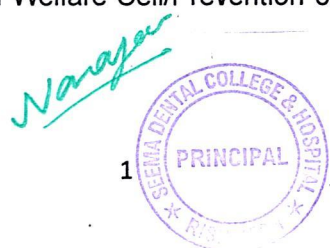


Cc to: -
Broadcast-YES
File Header:- # 20

- HOD Prosthodontics *Dr. S. Karpagavalli*
- HOD Oral Medicine & Radiology *Dr. S. Karpagavalli*
- HOD Periodontics *Dr. S. Karpagavalli*
- HOD Conservative & Endodontics *Dr. S. Karpagavalli*
- HOD Pedodontics *Dr. S. Karpagavalli*
- HOD Orthodontics *Dr. S. Karpagavalli*
- HOD Oral & Maxillofacial Surgery *Dr. S. Karpagavalli*
- HOD Public Health Dentistry *Dr. S. Karpagavalli*
- HOD Oral Pathology *Dr. S. Karpagavalli*
- HOD General Surgery *Dr. S. Karpagavalli*
- HOD General Medicine *Dr. S. Karpagavalli*
- HOD Pathology & Microbiology *Dr. S. Karpagavalli*
- HOD Pharmacology *Dr. S. Karpagavalli*
- HOD Biochemistry *Dr. S. Karpagavalli*
- HOD Anatomy *Dr. S. Karpagavalli*
- HOD Physiology *Dr. S. Karpagavalli*
- College Notice Board

- For Information
- Chairman *Dr. S. Karpagavalli*
- Executive Director *Dr. S. Karpagavalli*
- Director *Dr. S. Karpagavalli*
- Vice Principal *Dr. S. Karpagavalli*
- Public Relation Officer *Dr. S. Karpagavalli*
- Administrative Office *Dr. S. Karpagavalli*
- Info. Tech. *Dr. S. Karpagavalli*
- Accounts *Dr. S. Karpagavalli*
- Central Store *Dr. S. Karpagavalli*
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- Electricity Dept. *Dr. S. Karpagavalli*
- Maintenance Dept. *Dr. S. Karpagavalli*
- Sports Officer *Dr. S. Karpagavalli*
- Gym Instructor *Dr. S. Karpagavalli*
- Chief Warden & all Hostel Wardens *Dr. S. Karpagavalli*
- Security Dept. *Dr. S. Karpagavalli*
- Horticulture Dept. *Dr. S. Karpagavalli*
- Transport Dept. *Dr. S. Karpagavalli*
- Housekeeping Dept. *Dr. S. Karpagavalli*

Chairperson & all members of Women Welfare Cell/Prevention of Sexual Harassment Committee
College Notice Board



SEEMA DENTAL COLLEGE & HOSPITAL
VEERBHADRA ROAD, RISHIKESH-249203

SDCH/DP/WWC/02/2023/5648

Date: 31.08.2023

Notice

Following College Women Welfare Cell / Prevention of Sexual Harassment Committee has been constituted for **academic year 2023-24** to look after the welfare of the female employees and students and to uphold Women's Right to Gender Equality and dignity of women at work. The Women Welfare Cell / Prevention of Sexual Harassment Committee shall provide a platform to address their grievances against male employee(s)/student(s) of institution and recommend the appropriate actions to be taken against the accused male employee(s)/student(s) after inquiry.

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1	Dr. S. Karpagavalli	Chairperson	9791140522
2	Dr. Seema Dixit	Member	9818696704
3	Dr. Tarun Sharma	Member	9837068228
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5	Dr. Neelu Gupta	Member	7500144037
6	Dr. Muthunagai R.	Member	8171696734
7	Ms. Renu Jaitly	Member	8171332952
8	Ms. Sangita Sharma	Member	9997065603
9	Mr. Rohit Gupta	Advocate	9897682711
10	Ms. Suruchi Banga	Social Worker	9927544463
	Dr. Himanshu Aeran	Ex-Officio Member	9837063005

Dr. Karpagavalli
Dr. Seema Dixit
Dr. Tarun Sharma
Dr. Jyotsna Seth
Dr. Neelu Gupta
Dr. Muthunagai R.
Ms. Renu Jaitly
Ms. Sangita Sharma
Mr. Rohit Gupta
Ms. Suruchi Banga

Dr. Himanshu Aeran
Director Principal

DIRECTOR PRINCIPAL

For Information
Chairman
Executive Director
Director
Vice Principal

Public Relation Office
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Gym Instructor
Chief Warden & all Hostel Wardens
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Horticulture Dept.
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Cc to :-
Broadcast-YES
File Header- # 20

HOD Prosthodontics
HOD Oral Medicine & Radiology
HOD Periodontics
HOD Conservative & Endodontics
HOD Pedodontics
HOD Orthodontics
HOD Oral & Maxillofacial Surgery
HOD Public Health Dentistry
HOD Oral Pathology
HOD General Surgery
HOD General Medicine
HOD Pathology & Microbiology
HOD Pharmacology
HOD Biochemistry
HOD Anatomy
HOD Physiology
College Notice Board



Constitution, Objectives and Functioning of Women Welfare Cell/Prevention of Sexual Harassment Committee

Constitution of WWC/PSHC:

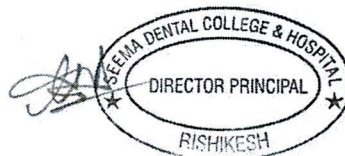
- i. The Women Welfare Cell/Prevention of Sexual Harassment Committee shall have minimum seven female members including Chairperson. The term of members shall be for three years from the date of constitution of Women Welfare Cell, however, the Chairperson of Women Welfare Cell/Prevention of Sexual Harassment Committee may continue for five years or more at the discretion of Principal/Director Principal/Chairman SDCH. A senior faculty member (of Professor Rank) will be Chairperson/in-charge of the Women Welfare Cell.
- ii. The two third members of the Women Welfare Cell/Prevention of Sexual Harassment Committee shall constitute the Quorum to conduct the enquiry and submit the report.

Objectives of WWC/PSHC:

- i. The foremost objective of College Women Welfare Cell/Prevention of Sexual Harassment Committee is to safeguard the self-esteem and rights of the female employees and students; empowering them to take part in all the activities of the college and thereby to feel that they are no longer inferior to men.
- ii. To listen the grievances of female employees and students against male employee(s)/ student(s) of institution and recommend appropriate actions to be taken.
- iii. To recommend necessary actions on issues pertaining to sexual harassment; physical or verbal, and mental harassment.

Functioning of WWC/PSHC:

- i. Any female employee or student has the right to lodge a complaint/grievance in writing to Principal/Director Principal/College Management, in case of sexual harassment; physical or verbal and mental harassment or any other complaint of similar nature. The complaint will be confidential at this stage.
- ii. If *prima facie* the complaint is found genuine, it will be forwarded by Principal/ Director Principal to the Chairperson of the WWC/PSHC to recommend appropriate actions to be taken on complaint.
- iii. On direction of Principal/Director Principal, Chairperson of the WWC will call the meeting of Women Welfare Cell/Prevention of Sexual Harassment Committee and conduct the enquiry.
- iv. Both the parties and witness(s) on record will be heard and the Women Welfare Cell shall then recommend appropriate actions to be taken on complaint. A cross-examination of the accused, the complainant and witness(s) will be conducted and their verbal and written statements will form the basis of the recommended actions. If a victim is a female student and it is extremely required, the female students may be included as a part of Women Welfare Cell during an inquiry. **No outsider will be heard as witness during an inquiry and no outsider will be the part of Women Welfare Cell during an inquiry.**
- v. The Women Welfare Cell/Prevention of Sexual Harassment Committee will submit its report along with recommended actions to be taken against the accused male employee(s)/student(s) to the Principal/Director Principal, who will finally take the action against the accused employee(s)/student(s).



- vi. Victim is always free to make complaint in Police or at any other department of Govt. administration at any time.
- vii. If, the victim is unsatisfied with action taken, she can appeal to review the action taken against the accused male employee(s)/student(s) and the Principal/Director Principal is the empowered authority to deal with appeals.
- viii. The punished male employee(s)/student(s) have also the right to appeal against the punishment to Principal/Director Principal and the Principal/Director Principal is the empowered authority to deal with appeals.
- ix. Sexual harassment includes sexual proposition/advancements, sexually graphic comments of a body, unwelcome touching, patting, pinching or leering or persistent offensive or sexual jokes and/or vulgar comments/song. It also includes eve-teasing or disrespectful behaviour or any misbehaviour with a girl student, woman staff member, visitor of patients.

Schedule of Meetings:

- i. The Women Welfare Cell/Prevention of Sexual Harassment Committee will meet at least twice in an academic year.
- ii. Other than that, meeting of Women Welfare Cell/Prevention of Sexual Harassment Committee shall be on any time on receipt of a complaint.
- iii. The quorum for the meeting should be at least two third of the total members.


Dr. Himanshu Aeran
Director Principal

For Information

Chairman
Executive Director,
Director
Vice Principal

Copy To:-

Chairperson & all members of Women Welfare Cell/Prevention of Sexual Harassment Committee
College Notice Board



Programmes planned for the Year 2022 - 2023

Sno	Programme Title
1.	BDS Orientation Programme
2.	MDS Orientation Programme
3.	Anti Ragging Orientation Programme



SEEMA DENTAL COLLEGE & HOSPITAL

VEERBHADRA ROAD, RISHIKESH-249203

SDCH/DP/WWC/01/2022/ 5544

Date: 17.10.2022.

Notice

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1	Dr. S.Karpagavalli	Chairperson	9791140522
2	Dr. Prem Prakash	Member	9450647473
3	Dr. Seema Dixit	Member	9818696704
4	Dr. Tarun Sharma	Member	9837068228
5	Dr. Jyotsna Seth	Member	8449998882
6	Dr. Muthunagai R.	Member	8171696734
7	Mrs. Tina Panesar	Member	8449819574
8	Mrs. Renu Jaitly	Member	8171332952
9	Mr. Rohit Gupta	Advocate	9897682711
10	Mrs. Suruchi Banga	Social Worker	9927544463
	Dr. Himanshu Aeran	Ex-Officio Member	9837063005

Cc to :-
Broadcast-YES
File Header:- # 20

HOD Prosthodontics
HOD Oral Medicine & Radiology
HOD Periodontics
HOD Conservative & Endodontics
HOD Pedodontics
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HOD Pathology & Microbiology
HOD Pharmacology
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HOD Anatomy
HOD Physiology
College Notice Board

Dr. Himanshu Aeran
Director



For Information
Chairman
Executive Director
Director
Vice Principal

Public Relation Officer
Administrative Office
Info. Tech
Accounts
Central Store
Library
Reception
Electricity Dept.
Maintenance Dept.
Sports Officer
Gym Instructor
Chief Warden & all Hostel Wardens
Security Dept.
Horticulture Dept.
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Housekeeping Dept.

1



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Himanshu Aeran
Dr. Himanshu Aeran
Director Principal
DIRECTOR PRINCIPAL

For Information

Chairman
Executive Director
Director
Vice Principal

Copy To:-
Chairperson & all members of Women Welfare Cell/Prevention of Sexual Harassment Committee
College Notice Board



Programmes planned for the Year 2021 - 2022

Slno	Programme Title
1.	BDS Orientation Programme
2.	MDS Orientation Programme
3.	Anti Ragging Orientation Programme

Nagesh



SEEMA DENTAL COLLEGE & HOSPITAL
VEERBHADRA ROAD, RISHIKESH-249203

SDCH/DP/WWC/01/2021/4012

Date: 02.08.2021

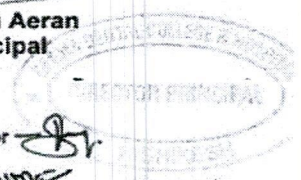
Notice

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3	Dr. Neelu Gupta	Member	7500144037
4	Dr. Richa Bansal	Member	8477079926
5	Dr. Muthunagai R.	Member	8171696734
6	Dr. Ranjeeta Mehta	Member	7895924765
7	Dr. Rebecca Chowdhry	Member	7455036070
	Dr. Himanshu Aeran	Ex-Officio Member	9837063005

S. Karpagavalli
21/8/21
Ranjeeta
Mehta

Himanshu Aeran
Dr. Himanshu Aeran
Director Principal



Cc to: -
Broadcast-YES
File Header:- # 20

- HOD Prosthodontics *L. Vaid*
- HOD Oral Medicine & Radiology *S. Karpagavalli*
- HOD Periodontics *Aravind*
- HOD Conservative & Endodontics *Aravind*
- HOD Pedodontics *Aravind*
- HOD Orthodontics *Aravind*
- HOD Oral & Maxillofacial Surgery *Aravind*
- HOD Public Health Dentistry *Aravind*
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- HOD Biochemistry *Aravind*
- HOD Anatomy *Aravind*
- HOD Physiology *Aravind*

- For Information
- Chairman *Aravind*
- Executive Director *Aravind*
- Director *Aravind*
- Vice Principal *Aravind*
- Public Relation Officer *Aravind*
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- Gym Instructor *Aravind*
- Chief Warden & all Hostel Wardens *Aravind*
- Security Dept. *Aravind*
- Horticulture Dept. *Aravind*



SEEMA DENTAL COLLEGE & HOSPITAL

VEERBHADRA ROAD, RISHIKESH-249203

SDCH/DP/WWC/30/2022/4951

Date: 16.02.2022

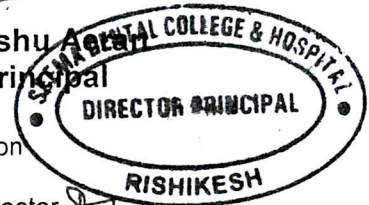
Notice

In continuation to earlier Notice No. SDCH/DP/WWC/01/2021/4012 dated 02.08.2021, it is to inform that due to resignation of Dr. Richa Bansal, Dr. Seema Dixit, Professor, Department of Conservative Dentistry & Endodontics has been included as one of the member of College Women Welfare Cell / Prevention of Sexual Harassment Committee for current academic year 2021-2022.

S.No	Name	Designation	Mobile No.
1	Dr. S.Karpagavalli	Chairperson	9791140522
2	Dr. Seema Dixit	Member	9818696704
3	Dr. Jyotsna Seth	Member	8449998882
4	Dr. Neelu Gupta	Member	7500144037
5	Dr. Muthunagai R.	Member	8171696734
6	Dr. Ranjeeta Mehta	Member	7895924765
7	Dr. Rebecca Chowdhry	Member	7455036070
	Dr. Himanshu Aeran	Ex-Officio Member	9837063005

Handwritten notes:
S. Karpagavalli
Seema Dixit
Jyotsna Seth
Neelu Gupta
Muthunagai R.
Ranjeeta Mehta
Rebecca Chowdhry
Himanshu Aeran

Handwritten signature: Himanshu Aeran
Dr. Himanshu Aeran
Director Principal



Cc to: -
Broadcast-YES
File Header:- # 20

- HOD Prosthodontics
- HOD Oral Medicine & Radiology
- HOD Periodontics
- HOD Conservative & Endodontics
- HOD Pedodontics
- HOD Orthodontics
- HOD Oral & Maxillofacial Surgery
- HOD Public Health Dentistry
- HOD Oral Pathology
- HOD General Surgery
- HOD General Medicine
- HOD Pathology & Microbiology
- HOD Pharmacology
- HOD Biochemistry
- HOD Anatomy
- HOD Physiology
- College Notice Board



For Information
Chairman
Executive Director
Director
Vice Principal

- Public Relation Officer
- Administrative Office
- Info. Tech
- Accounts
- Central Store
- Library
- Reception
- Electricity Dept.
- Maintenance Dept.
- Sports Officer
- Gym Instructor
- Chief Warden & all Hostel Wardens
- Security Dept.
- Horticulture Dept.
- Transport Dept.
- Housekeeping Dept.

SEEMA DENTAL COLLEGE & HOSPITAL

VEERBHADRA ROAD, RISHIKESH-249203

SDCH/DP/WWC/010/2020-21/1944

Date: 31.08.2020

Notice

Following College Women Welfare Cell / Prevention of Sexual Harassment Committee has been constituted for **academic year 2020-2021** to look after the welfare of the female employees and students and to uphold Women's Right to Gender Equality and dignity of women at work. The Women Welfare Cell shall provide a platform to address their grievances against male employee(s)/student(s) of institution and recommend the appropriate actions to be taken against the accused male employee(s)/student(s) after inquiry.

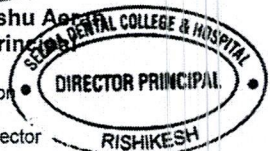
S.No	Name	Designation	Mobile No.
1	Dr. S.Karpagavalli	Chairperson	9791140522
2	Dr. Megha P. Rana	Member	8057224355
3	Dr. Jyotsna Seth	Member	8449998882
4	Dr. Neetu Gupta	Member	7500144037
5	Dr. Richa Bansal	Member	8477079926
6	Dr. Muthunagai	Member	8171696734
7	Dr. Ranjeeta Mehta	Member	7895924785
	Dr. Himanshu Aeran	Ex-Officio Member	9837063005

Handwritten signatures and notes:
 K. Karpagavalli
 Megha P. Rana
 Jyotsna Seth
 Neetu Gupta
 Richa Bansal
 Muthunagai
 Ranjeeta Mehta

Cc to :-
 Broadcast-YES
 File Header:- # 20

- HOD Prosthodontics
- HOD Oral Medicine & Radiology
- HOD Periodontics
- HOD Conservative & Endodontics
- HOD Pedodontics
- HOD Orthodontics
- HOD Oral & Maxillofacial Surgery
- HOD Public Health Dentistry
- HOD Oral Pathology
- HOD General Surgery
- HOD General Medicine
- HOD Pathology & Microbiology
- HOD Pharmacology
- HOD Biochemistry
- HOD Anatomy
- HOD Physiology
- College Notice Board

Handwritten signature: H. Aeran
Dr. Himanshu Aeran
 Director Principal



For Information
 Chairman
 Executive Director
 Director
 Vice Principal

- Public Relation Officer
- Administrative Office
- Info. Tech
- Accounts
- Central Store
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- Reception
- Electricity Dept.
- Maintenance Dept.
- Sports Officer
- Gym Instructor
- Chief Warden & all Hostel Wardens
- Security Dept.
- Horticulture Dept.
- Transport Dept.



Constitution, Objectives and Functioning of College Women Welfare Cell

Constitution of WWC:

- i. The College Women Welfare Cell shall have minimum seven female members including Chairperson. The term of members shall be for three years from the date of constitution of Women Welfare Cell, however, the Chairperson of Women Welfare Cell may continue for five years or more at the discretion of Principal/Director Principal/Chairman SDCH. A senior faculty member (of Professor Rank) will be Chairperson/in-charge of the Women Welfare Cell.
- ii. The two third members of the Women Welfare Cell shall constitute the Quorum to conduct the enquiry and submit the report.

Objectives of WWC:

- i. The foremost objective of College Women Welfare Cell is to safeguard the self-esteem and rights of the female employees and students; empowering them to take part in all the activities of the college and thereby to feel that they are no longer inferior to men.
- ii. To listen the grievances of female employees and students against male employee(s)/ student(s) of institution and recommend appropriate actions to be taken.
- iii. To recommend necessary actions on issues pertaining to sexual harassment; physical or verbal, and mental harassment.

Functioning of WWC:

- i. Any female employee or student has the right to lodge a complaint/grievance in writing to Principal/Director Principal/College Management, in case of sexual harassment; physical or verbal and mental harassment or any other complaint of similar nature. The complaint will be confidential at this stage.
- ii. If *prima facie* the complaint is found genuine, it will be forwarded by Principal/ Director Principal to the Chairperson of the WWC to recommend appropriate actions to be taken on complaint.
- iii. On direction of Principal/Director Principal, Chairperson of the WWC will call the meeting of Women Welfare Cell and conduct the enquiry.
- iv. Both the parties and witness(s) on record will be heard and the Women Welfare Cell shall then recommend appropriate actions to be taken on complaint. A cross-examination of the accused, the complainant and witness(s) will be conducted and their verbal and written statements will form the basis of the recommended actions. If a victim is a female student and it is extremely required, the female students may be included as a part of Women Welfare Cell during an inquiry. **No outsider will be heard as witness during an inquiry and no outsider will be the part of Women Welfare Cell during an inquiry.**
- v. The Women Welfare Cell will submit its report along with recommended actions to be taken against the accused male employee(s)/student(s) to the Principal/Director Principal, who will finally take the action against the accused employee(s)/student(s).
- vi. **Victim is always free to make complaint in Police or at any other department of Govt. administration at any time.**
- vii. If, the victim is unsatisfied with action taken, she can appeal to review the action taken against the accused male employee(s)/student(s) and the Principal/Director Principal is the empowered authority to deal with appeals.



- viii. The punished male employee(s)/student(s) have also the right to appeal against the punishment to Principal/Director Principal and the Principal/Director Principal is the empowered authority to deal with appeals.
- ix. Sexual harassment includes sexual proposition/advancements, sexually graphic comments of a body, unwelcome touching, patting, pinching or leering or persistent offensive or sexual jokes and/or vulgar comments/song. It also includes eve-teasing or disrespectful behaviour or any misbehaviour with a girl student, woman staff member, visitor of patients.

Schedule of Meetings:

- i. The Women Welfare Cell will meet at least twice in an academic year.
- ii. Other than that, meeting of Women Welfare Cell shall be on any time on receipt of a complaint.
- iii. The quorum for the meeting should be at least two third of the total members.

[Signature]
Dr. Himanshu Aeran

Director Principal

For Information

Chairman
Executive Director
Director
Vice Principal

Copy To:-
Chairperson & all members of College Women Welfare Cell
Notice Board



SEEMA DENTAL COLLEGE & HOSPITAL
VEERBHADRA ROAD, RISHIKESH-249203

SDCH/DP/MWC/05/2019-20/1013

August 30th, 2019

Notice

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S.No	Name	Designation	Mobile No.
1	Dr. Preeti Dhawan	Chairperson	8937815218
2	Dr. Neelu Gupta	Member	7500144037
3	Dr. Megha P. Rana	Member	8057224355
4	Dr. Jyotsna Seth	Member	8449998882
5	Dr. Richa Bansal	Member	8477079926
6	Dr. Sheetal Grover	Member	8477981601
7	Dr. Ranjeeta Mehta	Member	7895924765
	Dr. Himanshu Aeran	Ex-Officio Member	9837063005

Preeti
Neelu
Megha
Jyotsna
Richa
Sheetal
Ranjeeta

Seema Dental College & Hospital
DIRECTOR PRINCIPAL
Rishikesh
Dr. Himanshu Aeran
Director Principal

Cc to: -
Broadcast-YES
File Header:- # 20

- HOD Prosthodontics
- HOD.Oral Medicine & Radiology
- HOD.Periodontics & PHD
- HOD.Conservative & Endodontics
- HOD.Pedodontics
- HOD.Orthodontics
- HOD.Oral & Maxillofacial Surgery
- HOD Oral Pathology
- HOD Anatomy
- HOD.Physiology
- HOD.Biochemistry
- HOD.Pathology & Microbiology
- HOD.Pharmacology
- HOD.General Surgery
- HOD.General Medicine
- College Notice Board

- For Information
- Chairman
- Executive Director
- Director
- Vice Principal
- Public Relation Office
- Administrative Office
- Info. Tech
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- Sports Officer
- Gym Instructor
- Chief Warden & Warden
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- Housekeeping Dept.

SEEMA DENTAL COLLEGE & HOSPITAL
PRINCIPAL

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Seema Dental College & Hospital
DIRECTOR PRINCIPAL
Rishikesh

Dr. Himanshu Aeran
Director Principal

For Information

Chairman 
Executive Director 
Director
Vice Principal 

Copy To:-
Chairperson & all members of College Women Welfare Cell
Notice Board

