

**CONVENING ORDER**

**REVISED: RE-COMPOSITION OF UNIVERSITY INTERNAL COMMITTEE FOR  
INVESTIGATION OF THE CASES OF SEXUAL HARASSMENT OF WOMEN  
EMPLOYEE AND STUDENT AT WORKPLACE / HEIS**

1. Please refer to:-

- a. Ministry of Human Resource Development University Grant Commission) Notification published in the Gazette of India (Extraordinary) (Para III, sec 4) dated 02 May 2016.
- b. University Convening Order 045/SMU/REG/UCO/19/2019 dated 18 May 2019.
- c. Para 6 of SMU Policy on Prevention, Prohibition and Redressal of Sexual Harassment at Workplace forwarded vide SMU letter No. 104/SMU/REG/POSH/73/2022 dated 28 April 2022.
- d. SMU Convening Order No 058/SMU/REG/CO/40/2022 dated 01 Jun 2022 as addendum vide 058/SMU/REG/CO/36/2023 dated 14 June 2023.
- e. SMU Convening Order No 058/SMU/REG/CO/41/2023 dated 07 July 2023.

2. In compliance with SMU Policy referred in para 1 (b) above, University Internal Committee for investigation of the cases of sexual harassment of women employee and students at workplace/HEIs, the constituted committee has been revised as under:-

- |   |                  |
|---|------------------|
| a) Prof (Dr) Kalpana Sharma Associate -<br>Director (R & D), SMIT     | Chairperson      |
| b) Dr Rubi Dey, Professor, Department of -<br>Physiology, SMIMS       | Co-Chairperson   |
| c) Col Virendra Yadav (Retd) Head, GS, SMU -                          | Member Secretary |
| d) Dr Samrat Bhandari, Professor, -<br>Department of Psychiatric, CRH | Member           |
| e) Mrs Srijana Sharma, Convenor, FHSS&LA -                            | Member           |

- |  |   |                 |
|--|---|-----------------|
| f) Mrs Sarikah Atreya, PRO, SMU  | - | Member          |
| g) Mrs Breenila Targain, Assistant Manager,<br>Operations Department, CRH    | - | Member          |
| h) Ms Mangalmit Lepcha, Project Director,<br>Jagriti (IRCA) (Mob: 974904684) | - | External Member |
| i) Ms Zola Megi, Legal Advisor<br>(Mob: 9734190603)                          | - | Legal Advisor   |
| j) Two Students if the case pertains to<br>students                          | - | Member          |


3. The above Committee will investigate the case of Sexual Harassment of Women employee at workplace in accordance with the guideline envisaged in SMU Policy on Prevention, Prohibition and Redressal of Sexual Harassment at Workplace and Ministry of Human Resource Development (University Grant Commission) Notification published in the Gazette of India (Extraordinary) (part III, sec 4) dated 02 May 2016.
4. The term of the office of the member shall be for a period of three years from 01 June 2022 to 31 May 2025. However, one third of the members of the committee may change every year at the discretion of the competent authority.
5. The Convening Order quoted at Para 1 (e) above is hereby superseded.

058/SMU/REG/CO/ 59 / 2023

Dated: 16 Sept 20 23

To

All Concerned

  
Prof (Dr) K.S. Sherpa  
Registrar

**OFFICE COPY**

Copy to:-

- |                                   |  |
|-----------------------------------|--|
| 1. Director, SMIT                 | 10. Head, General Services, SMU              |
| 2. Dean, SMIMS                    | 11. Head IT, SMU                             |
| 3. Controller of Examination, SMU | 12. Offg. Head Dept of Medical Biotechnology |
| 4. MS, CRH                        | 13. Coordinator, Allied Health Professionals |
| 5. Head HR, SMU                   | 14. Coordinator, Hospital Administration     |
| 6. Sr. Finance Officer, SMU       | 15. HR Dept SMIT, SMIMS, & CRH               |
| 7. Principal, SMCON               | 16. Head Engineering Dept, SMU               |
| 8. Principal, SMCPT               |  |
| 9. Convenor, FHSS&LA              |  |

