



CONVENING ORDER

**RE-COMPOSITION OF UNIVERSITY INTERNAL COMPLAINT COMMITTEE (ICC)
FOR INVESTIGATION OF CASES OF SEXUAL HARASSMENT OF WOMEN
EMPLOYEES AND STUDENTS AT WORKPLACE / HIGHER EDUCATIONAL
INSTITUTIONS (HEIS)**

1. Reference:-

(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) 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.

(c) SMU Convening Order No 058/SMU/REG/CO/41/2025; dt 13 June 2025.

2. In compliance with the above, the University Internal Complaint Committee (ICC) for investigation of cases of sexual harassment of women employees and students at the workplace / HEIs is hereby reconstituted as under:-

- | | | |
|--|---|------------------------------------|
| a) Prof (Dr) Jyotsna Kapil, Professor Dept of Microbiology, SMIMS | - | Chairperson |
| b) Dr Rubi Dey, Professor, Department of Physiology, SMIMS | - | Co-Chairperson |
| c) Ms Ashweela Tamang, Deputy Manager, HR, SMIMS | - | Member Secretary/
Nodal Officer |
| d) Dr Samrat Bhandari, Professor, Department of Psychiatric, CRH | - | Member |
| e) Col Virender Yadav (Retd), Head GS, SMU | - | Member |
| f) Mrs Srijana Sharma, Convenor, FHSS&LA | - | Member |
| g) Mrs Sarikah Atreya, PRO, SMU | - | Member |
| h) Mrs Breenila Targain, Assistant Manager, Operations Department, CRH | - | Member |
| i) Ms Mangalmit Lepcha, Project Director, Jagriti (IRCA) (Mob: 9749049684) | - | External Member |
| j) Ms Zola Megi, Legal Advisor (Mob: 9734190663) | - | Legal Advisor |
| k) Two Students if the case pertains to students | - | Member |

Contd.....2/-



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 the relevant UGC guidelines as cited in para 1.
4. The term of the office of the member shall be for a **period of three years** from **01 June 2025 to 31 May 2028**. 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 The convening order quoted at para 1(c) is hereby superseded.



058/SMU/REG/CO/ **66** / 2025

Prof (Dr) K.S. Sherpa)
Registrar

Dated: 20 November 2025

To

All Concerned



Copy to:-

1. Pro VC SMU & Dean, SMIMS
2. Director, SMIT
3. Controller of Examination, SMU
4. COO, CRH
5. MS, CRH
6. Principal, SMCON
7. Principal, SMCPT
8. Director, CDOE
9. Coordinator, FHSS&LA
10. Offg. Head Dept of Medical Biotechnology
11. Coordinator, Allied Health Professions
12. Coordinator, Hospital Administration
13. Head, General Services, SMU
14. Head IT, SMU
15. Head HR, SMU
16. Chief Financial Officer, SMU
17. HR Dept SMIT, SMIMS, & CRH