

# Swami Rama Himalayan University

## Office of the Registrar

SRHU/Reg/OO/2025-134

Date: 24<sup>th</sup> June, 2025

### OFFICE ORDER

1. Refer to Office Order SRHU/Reg/OO/2024-102 dated 2<sup>nd</sup> July 2024.
2. I am directed to inform that the “**Internal Complaints Committee (ICC)**” of the University, is hereby partially amended as follows:

Category	Member	In place of
Faculty member	Dr. Nupur Joshi, Asstt. Professor, School of Bio-Sciences	Dr. Seema Madhok, Asstt. Professor, School of Management Studies
Non-teaching employee	Ms. Rubita Kerketta, Incharge, Nursing (Himalayan Hospital)	Ms. Garima Kapoor, Asstt. Manager, C-PACE

3. The term of the above ‘Member(s)’ shall be for a period of one year.
4. Other contents of the above mentioned Office Order remains unchanged.

By Order,



Registrar

### Copy to:

Hon’ble President  
Hon’ble Vice-Chancellor  
Director General (Academic Development)  
Pro Vice-Chancellor  
Heads of Constituent Academic Units  
Finance Officer  
Controller of Examinations  
University Librarian  
Medical Superintendent  
Director, Students’ Affairs & Welfare  
Director, Research  
Director, IQAC  
Director, CRI  
Director, Nursing  
Director, HCIE  
Nursing Superintendent  
Coordinator, CLIM  
Person(s) concerned

} for kind information please

The Presidential Body  
Director, RDI  
Director, SRC  
Advisors  
Director, Hospital Services  
Director, Operations  
Chief Human Resource Officer  
Chief Publicity & Media Officer  
GM - IT Deptt.  
GM - MMD  
GM - MT  
DGM - Infrastructural Dev. & Maint. Deptt.  
Head, Audit Deptt.  
Head, Legal Deptt.  
Incharge – Admissions Deptt.  
Incharge – Placements Deptt.  
Incharge – CPACE Communications  
Incharge – CPACE Student Development  
Estate Officer  
Dy. Security Officer

# Swami Rama Himalayan University

## Office of the Registrar

SRHU/Reg/OO/2025-197

Date: 9<sup>th</sup> August, 2025

### OFFICE ORDER

1. I am directed to inform in supersession of Office Order no. SRHU/Reg./OO/2024-102 dated 2<sup>th</sup> July 2024 the 'Internal Complaints Committee' stands re-constituted as follows:

Composition	Name & Designation	Status
A women Faculty Member	Dr. Alpa Gupta, Professor, Dept. of Paediatrics, HIMS	Chairperson
Two Faculty members	Dr. Pragya Tripathi Associate Professor, HIMS	Member & Secretary
	Dr. Seema Madhok Assistant Professor, C-PACE	Member
Two Non-Teaching Employee	Ms. Garima Kapoor Assistant Manager, C-PACE	Member
	Mr. Shakti Nautiyal Legal Associate of SRHU	Member
One External Member	Ms. Sangeeta Thapliyal, Chairperson, Himwant Foundation	Member
Three Students (If matter involves students)	Will be decided on case-to-case basis.	Member

2. Terms & Conditions:

S. No.	Clause	Details
1.	Quorum	½ of the total members
2.	Tenure of the Committee	Perpetual
3.	Tenure of the Chairperson	3 years
4.	Tenure of Members	3 years
5.	Frequency of Meetings	As and when required
6.	Meeting Notice and Agenda	The Secretary with prior approval of the Chairperson shall circulate the Meeting Notice.
7.	Minutes of the Meeting	The Secretary shall record the minutes of the meetings and the same shall be signed by the Chairperson and Members/Secretary. A signed copy of the minutes of each meeting shall be forwarded to the Registrar within three (3) working days from the date of the meeting.

  
09/08/2025

8.	Duties and functions of the Committee	(a)	To provide assistance if an employee or a student chooses to file a complaint with the police;
		(b)	To provide mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining complainant's rights, and minimize the need for purely punitive approaches that lead to further resentment, alienation or violence;
		(c)	To protect the safety of the complainant by not divulging the person's identity, and provide the mandatory relief by way of sanctioned leave or relaxation of attendance requirement or transfer to another department or supervisor as required during the pendency of the complaint, or also provide for the transfer of the offender;
		(d)	To ensure that victims or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment;
		(e)	To ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity; and
		(f)	The committee shall follow the procedure in conduct of its proceedings as per UGC (Prevention, Prohibition & Redressal of Sexual Harassment of Women Employees & Students in Higher Education Institutions) Regulations, 2025 as Amended/ Revised from time to time.

This bears approval of the competent authority.

  
09/08/2021  
**Registrar**

**Copy to:**

Hon'ble President  
Hon'ble Vice-Chancellor  
Director General (Academic Development)  
Pro Vice-Chancellor  
Heads of all Constituent Academic Units - *to intimate all HODs*  
Person(s) Concerned  
Notice Board

} *for kind information please*