



Ref. No. U-734/SVSU/2026/4214

Date: 21.05.2026

NOTIFICATION

"Ensuring a Safe, Respectful, and Inclusive Workplace for All"

Subject: Constitution of Internal Committee (IC) under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013-regarding

The Internal Committee (IC) of Swami Vivekanand Subharti University, Meerut is hereby constituted in accordance with the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. The Committee shall be responsible for prevention, prohibition, and redressal of incidents of sexual harassment at the workplace.

The composition of the Internal Committee (IC) shall be as under:

Sl No.	Composition of IC as per PoSH Act	Name & Designation	Role in IC
1.	Senior level women employee of University	Prof.(Dr.) Renu Mavi Professor in Faculty of Science	Presiding Officer
2.	Two or more Members; Employees preferably committed to the cause of women or having experience in social work / legal knowledge	Prof.(Dr.) Tarak Nath Prasad Faculty of Law	Member-I
		Prof.(Dr.) Indira Singh Faculty of Education	Member-II
3.	One External Member- Female member from an NGO or association committed to women's issues or an individual familiar with issues of sexual harassment at workplace	Ms. Anita Rana Janhit Foundation, Meerut	Member-III

The Internal Committee is committed to ensuring a safe, respectful, and inclusive working environment for all employees, students, and stakeholders of the University. The Committee shall function as an impartial body to receive complaints, conduct inquiries in a fair and time-bound manner, recommend appropriate action, and promote awareness regarding gender sensitivity and workplace ethics, while strictly adhering to the principles of natural justice and confidentiality.

Any aggrieved woman employee, student, or stakeholder of the University may file a complaint of sexual harassment before the Internal Committee.



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2026

Procedure for Filing Complaint:

1. A written complaint shall be submitted within three months from the date of the incident or, in case of a series of incidents, within three months from the date of the last incident.
2. The complaint may be submitted through email at icc@subharti.org or in person to the Presiding Officer of the Internal Committee in the prescribed complaint format as given in enclosed **Annexure-I**.
3. The complaint should contain a clear description of the incident(s), including the date, time, place, and names of the respondent(s) and witnesses, if any.
4. Upon receipt of the complaint, the Internal Committee shall acknowledge the same and initiate the inquiry process in accordance with the provisions of the PoSH Act and University Regulations, ordinarily within seven working days.
5. Assistance in drafting the complaint may be provided to the complainant, if required.

This issues with the approval of the competent Authority of the University.


Gp Capt M Yakoob
Registrar

Enclosure:

1. **Annexure-I: COMPLAINT FORM** (For filing complaint of sexual harassment).

Memo. No. U-734/SVSU/2026/ 4214

Date: 21.05.2026

Copy forwarded for information of:-

1. Hon'ble Vice Chancellor
2. CEO / EO
3. Pro Vice Chancellor
4. Dean, Research and Development
5. All Deans / Principals/ Directors/ Head of Departments
6. All Additional Registrar / Deputy Registrars / Assistant Registrars
7. All Concerned Members of Committee
8. Guard File


Registrar