



SWAMI VIVEKANAND UNIVERSITY, SAGAR (M.P.)

Courses Approved by AICTE, NCTE, INC, BCI Recognized by Govt. of M.P.
N.H. 26, Narsinghpur Road, Sironja, Sagar (M.P.) 470228

Ref./F.11/Reg./SVNU/2020/537

Sagar Dated--28-01-2020

OFFICE ORDER

GENDER SENSITIZATION CELL

As per UGC direction to constitute an Internal Complaint Committee (ICC) and a Special Cell in our institution to deal with the issues of gender based violence and to conduct gender sensitization programme.

The following faculty members are nominated as the committee for **Internal Complaint Committee (ICC) and a Special Cell:**

1. Dr. Mamta Singh (HOD, Hindi) – Convenor
2. Dr. Ashutosh Sharma, (HOD, English) – Member
3. Dr. Sunita Jain (Dean Faculty of Arts) – Member
4. Mrs. Priyanka Panth, (Asst. Professor) Pharmacy – Member
5. Mrs. Reshu Jain (Asst. Professor) Pharmacy – Member

Duties and Responsibilities:

- To examine all grievance letters received from the women staff / students regarding the sexual harassment.
- To examine and investigate on each complaint received from the women staff / students by collecting the required information / data from connected people.
- To give feedback to the women staff / students concerned / to find solution for their grievances.
- The committee will record such grievances received from the women staff / students, in a separate register maintained exclusively for this purpose. The reply given by the committee to the women staff / students for grievance should also be recorded in the register.
- The Committee should find suitable solutions to settle the problems faced by the women staff / students in regard to matters relating to sexual harassment within 10 days' after thorough investigation

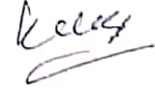
Dr. Mamta Singh (HOD, Hindi) Professor, Convenor is requested to hold a meeting of the committee every Friday between 03.00 p.m. to 04.00 p.m. in her Office to meet the girl students.

As per Order

(K.K. Shrivastava)
Registrar

Copy to:-

1. Secretary, University Grant Commission Bahadur Shah Zafar Marg, New Delhi, for kind information please.
2. Hon'ble Chancellor For kind information please.
3. Hon'ble Managing Director For kind information please.
4. Hon'ble Vice Chancellor For kind information please.
5. Hon'ble Pro Vice Chancellor For kind information please.
6. All dean for information.
7. Person concernd for information.
8. Notice board for information.



(K.K Shrivastava)
Registrar