

No. Ayur.B. Pharma/Misc/2025- 463-468

Dated- 27-06-2025

**OFFICE ORDER**

**Subject: Constitution of Internal Committee for Prevention of Sexual Harassment of Women at Workplace**

In accordance with the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, and relevant UGC/Department of AYUSH guidelines, an Internal Committee (IC) is hereby constituted at the College of Ayurvedic Pharmaceutical Sciences, Joginder Nagar to deal with complaints of sexual harassment, if any, at the workplace and to ensure a safe and respectful environment for women employees and students.

**Composition of the Committee**

Sr. No.	Name	Designation	Role in Committee
1.	Ms. Shruti Sharma	Lecturer, Pharmaceutics	Chairperson
2.	Mrs. Shalini Thakur	Lecturer, Pharmacognosy	Member
3.	Mrs. Sweta Kumari	APO	Member
4.	Mrs. Shivani Sood	DEO	Member
5.	Mrs. Priyanka Walia	Lab Assistant	Member

**Contact Details of Committee Members**

Name	Mobile No.	Email ID
Ms. Shruti Sharma	7018447018	shruti.ceutics@gmail.com
Mrs. Shalini Thakur	7018870659	ms.shalinirathore@gmail.com
Mrs. Sweta Kumari	8988331548	swetapathyarch@gmail.com
Mrs. Shivani Sood	7018787042	shivani80sood@gmail.com
Mrs. Priyanka Walia	9418877415	walia.priyanka234@gmail.com

**Roles and Responsibilities of the Internal Committee**

**1. Preventive Role:**

- Promote awareness among students and staff regarding gender sensitivity and sexual harassment.

- o Conduct sensitization and training programs on sexual harassment laws and preventive measures.

## 2. Redressal Role:

- o Receive and inquire into complaints of sexual harassment at the workplace, as per the procedure laid down in the 2013 Act.
- o Ensure confidentiality, neutrality, and fairness during the investigation process.
- o Recommend appropriate actions against the respondent upon completion of the inquiry.

## 3. Advisory Role:

- o Advise the institution on measures to create a harassment-free environment.
- o Suggest changes in policies or facilities that promote the safety and dignity of women.

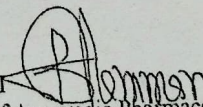
## 4. Reporting Role:

- o Submit annual reports to the college administration and appropriate authorities on the number of complaints received and disposed of.

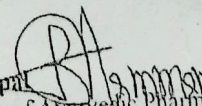
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All female employees and students are encouraged to approach the Committee in case of any grievance related to harassment or misconduct. They are also informed that the **STUDENT GRIEVANCES form** is available on the official website of the College of Ayurvedic Pharmaceutical Sciences, Joginder Nagar: <https://coapsjogindernagar.com/>. The Committee assures that all complaints will be addressed with **utmost sensitivity, confidentiality, and prompt action.**

This order takes effect immediately and shall remain in force until further notice.

Principal   
College of Ayurvedic Pharmaceutical Sciences  
Joginder Nagar, Himachal Pradesh

- Copy to: 1. Director, AYUSH, Shimla-09 for information only.  
2. All concerned staff for compliance.  
3. Notice Board and upload at College Website.

Principal   
College of Ayurvedic Pharmaceutical Sciences  
Joginder Nagar, Himachal Pradesh