



SEXUAL HARASSMENT COMMITTEE

(Internal Complaints Committee - ICC)

Date: 01/06/2024

In accordance with the **Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013**, and in compliance with **CBSE Affiliation Byelaws – Chapter 14**, the school hereby constitutes the **Internal Complaints Committee (ICC)** to prevent and address complaints of sexual harassment at the workplace.

This committee is formed to promote a safe and respectful working environment for all women staff members and ensure redressal of complaints in a confidential and timely manner.

Constitution of the Committee

| S. No. | Name | Designation | Role in Committee |
|--------|---------------------|--|---------------------------------|
| 1 | Ms. Samina Ahmad | Senior Female Teaching Staff | Presiding Officer (Chairperson) |
| 2 | Ms. Fauzia Naqvi | Vice Principal | Member |
| 3 | Ms. Saman | Teacher | Member |
| 4 | Mr. Rishank Agarwal | External Member (Heading NGO-Muskurahat Ki Pahal)) | External Expert |

Note: As per the law, the Presiding Officer must be a senior-level female employee, and at least one member must be from an NGO or association committed to the cause of women or familiar with issues relating to sexual harassment.

Functions of the ICC

- To receive and address complaints of sexual harassment at the workplace.
- To conduct inquiry in accordance with prescribed procedures and timelines.
- To recommend actions to the school management based on findings.
- To maintain confidentiality of the complainant and the process.
- To organize awareness programs and workshops to educate staff on the prevention of sexual harassment.

Contact & Reporting: Any woman employee may directly approach any of the committee members in case of concerns. Complaints can be made verbally or in writing. Confidentiality will be strictly maintained.

Nidhi

Nidhi Kaushik

Principal