



Gyanjyoti Kanchanben Rasiklal Vidyalaya

Affiliated to C.B.S.E., New Delhi, Affl. No. 1530145

UDISE Code : 21250800202

SEXUAL HARASSEMENT COMPLAINTS COMMITTEE

OFFICE ORDER

In compliance with the applicable provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the directions/guidelines applicable to CBSE-affiliated schools, the school hereby constitutes the Internal Complaints Committee (ICC) for prevention, prohibition and redressal of complaints relating to sexual harassment at the workplace. CBSE's school-service-condition guidance specifically requires schools to constitute an Internal Complaints Committee and take appropriate action under the 2013 Act.

COMPOSITION OF THE INTERNAL COMPLAINTS COMMITTEE

Sl. No.	Name	Designation in School	Position in ICC
1.	Md. Ashraf	Principal	Presiding Officer
2.	Jashobanta Sahu	Vice Principal	Deputy Chairperson
3.	Sabina Parbin	Co-ordinator	Convenor
4.	Maitryee Samal	Asst. Teacher	PRT Member
5.	Jyotshnamayee Kachhia	Asst. Teacher	PRT Member
6.	Sitoshna Bhoi	Asst. Teacher	TGT Member
7.	Kushal Pandey	Asst. Teacher	TGT Member
8.	Jharana Sethi	Asst. Teacher	PGT Member
9.	Vivek Tiwari	Asst. Teacher	PGT Member
10.	Mamata Pati	Asst. Teacher	External Member

TERMS OF REFERENCE / FUNCTIONS

The Internal Complaints Committee shall:

Provide an appropriate mechanism for receiving complaints of sexual harassment. Ensure that complaints are dealt with promptly, fairly and sensitively. Conduct inquiry/proceedings in accordance with the applicable provisions of the law. Maintain confidentiality of complaints and proceedings, subject to legal requirements. Recommend appropriate action on the basis of the findings of the Committee. Create awareness among employees regarding prevention of sexual harassment and a safe and respectful workplace.


Principal
Gyanjyoti K.R.Vidyalaya
Nuapada

Principal

Copy to: All Committee Members, School Office, Notice Board, School Website, School Record


Chairperson
Gyanjyoti K. R. Vidyalaya
Nuapada

Chairperson