



तत् त्वं पूषन् अपावृणु  
केन्द्रीय विद्यालय संगठन

# केन्द्रीय विद्यालय मोहाली

सेक्टर 80, एसएस नगर मोहाली, पंजाब -140308

KENDRIYA VIDYALAYA MOHALI SECTOR 80, SAS NAGAR MOHALI,  
(PUNJAB) Pin 140308 Tel. 0172-2971889& 890

(शिक्षा मंत्रालय, भारत सरकार के अधीन स्वायत्त संस्थान)

(AN AUTONOMOUS BODY UNDER THE MINISTRY OF EDUCATION, GOVERNMENT OF INDIA)

Website : <https://mohali.kvs.ac.in>, E-mail: [kvmohali@gmail.com](mailto:kvmohali@gmail.com)

CBSE Affiliation No. : 1600046 ,School code 24564, KV Code 2212, Station Code 720

F.35/KV/Mohali /2023-24

Date: 13.07.2023


## INTERNAL COMPLAINT COMMITTEE Under Article 4, of Sexual Harassment of Women at Workplace ( Prevention, Prohibition and redressal).

S.No.	Nomenclature	Members nominated	Designation	Jurisdiction of the committee
1	Presiding officer	Smt.Preeti Saxena	DC , KVS (RO) CHANDIGARH	To inquire into the complaints of sexual harassment at work place against the officials at the Vidyalaya except against Principal.
2	NGO Member	Ms.Ayushi 8146828148	Councilor P&G Health & hygiene	
3	Members	Ms.Praveen Lata Singh	PGT (Geo)	
4	Member from VMC	Ms.Simranjeet Kaur	TGT Maths	

- If any complaint related to immoral behavior towards girl students/ Female staff is received by the committee, the following steps should be taken immediately at Committee level.

### VIDYALAYA LEVEL

- A written complaint may be obtained from the students/parents/female staff.
- Case may be brought to the notice of the Principal.
- A memorandum may be issued to the teacher by giving the gist of the complaint and in no case copy of the complaint should be given to the teacher.
- A committee may be constituted comprising of two or three gents/lady teachers and executive committee members to conduct the preliminary inquiry.
- The committee may obtain the statement of the victim girl narrated as well as the other students who witness the incident or to whom the victim girl made the complaint initially.
- The committee may ask about the behavior of the accused teacher towards other girl students and other teachers and their statements may also be recorded.
- Views of the Principal may discuss the issue with the accused teacher and his statement may be recorded.
- The committee may discuss the issue with the accused teacher and his statement may be recorded.
- The Principal may forward the preliminary report with all original statements/documents to Deputy Commissioner of concerned Regional Office. All these exercise of Vidyalaya level has to be completed within three days from the date of the receipt of the complaint.
- The committee should be impartial and unbiased. The committee should not disclose the identity of the girls and the teachers and should not spread any rumours and will maintain the secrecy and the confidentiality of the total procedure. The committee will submit the report to the Principal for further action.
- Committee should open the suggestion boxes every week, collect the written material, convey the committee meeting and submit the report accordingly. All document should be recorded in the file and maintain the record properly.
- The boxes should be open in the presence of all the members and the undersigned and committee should not shield or hide any document or name of the accused committee member.

  
Principal 13/07/2023