



A.V. VIDYAMANDIR SENIOR SECONDARY SCHOOL

Affiliated to CBSE Delhi (Affiliation No. 531135)
School Code: 41132

Cheeka-Patiala Main Road,
Vill. Tatiana (Cheeka)
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Ref. No. AVI/2336

Dated 24/09/2024

All Employees

Subject: Constitution of Internal Committee under Section 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

As per Section 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, the following **Internal Committee (IC)** is hereby constituted in our institution in compliance with the law:

Internal Committee (POSH Act 2013) of A V Vidyamandir School

S. No.	Name	Gender	Designation in the committee	Designation in the organization	Ed. Qualification	Mobile No.	E-mail
1	Dr. Sumita Thakur	Female	Presiding Officer	Principal	PH.D + MA + B.ED	82197-11827	Sumitathakur159@gmail.com
2	Ms. Swarnjeet Kaur	Female	Internal Member	Teacher	MPED + CPED + BPE + BPED	88169-20122	Mskaur0001@gmail.com
3	Ms. Anu	Female	Internal Member	Teacher	MA HINDI + B.ED	99144-34163	Anukapilaa@gmail.com
4	Mr. Rajesh Jain	Male	External Member (Social Worker)	External Member	MA + 20 YEARS EXPERIENCE	70565-95733	Rajeshjainkeshari@gmail.com

The members of the Committee shall perform their **roles and responsibilities** as per the provisions of the *Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013* and the directions/guidelines issued by the Government/Institution from time to time, in line with the **Operational Guidelines for Internal Committee Members (Annexure-1)**.

Principal Thakur
A V Vidyamandir School
Vill. Tatiana PO Badsui, Tehsil Guhla
District Kaithal (Haryana)
Affiliation No. 531135
School Code -41132

(Authorized Signatory)

(Dr. Sumita Thakur)

(Principal, A V Vidyamandir School)

Copy to (for information):

1. District Commissioner, Kaithal
2. District Program Officer, Kaithal
3. All IC Members
4. Concerned Departments/Sections

Operational Guidelines for Internal Committee Members

1. The role of the institution's employees in the IC will be **completely voluntary** and on a **non-payment basis**.
2. The **External Member** will be entitled to honorarium as per the rules.
3. The tenure of membership will be **a maximum of three years** or until the next notification, whichever is earlier.
4. The jurisdiction of the Committee will be **limited to the workplace/local units of the institution only**.
5. The Committee will hold meetings **quarterly**. For validity, presence of a **minimum quorum (50% members)** is mandatory.
6. Decisions will be taken by **majority vote**. In case of a tie, the Presiding Officer's decision will be final.
7. **Complete confidentiality** of complaints, inquiry procedures, hearings, and decisions must be maintained.
8. Both the complainant and the respondent will be given an **equal opportunity of being heard** (Principles of Natural Justice).
9. In case of **conflict of interest**, the concerned member must voluntarily recuse themselves from the proceedings.
10. The Committee must maintain proper records (minutes, case diary, geo-tagged photos of trainings/awareness sessions, etc.).
11. The **Annual Report** must be submitted to the District Officer/District Program Officer (DPO) by **31st January every year**. The Presiding Officer will be responsible for this.
12. All members must attend **at least one orientation/training/workshop annually** on IC functioning. Such programs will be organized by the Government or authorized institutions, and the cost will be borne by the institution.
13. Any member found guilty of **irregularity, misconduct, or negligence** may be immediately removed from the Committee.
14. The Committee may seek support from **Government/Police/Women's Department** whenever required.
15. Committee work will be **voluntary**, however, TA/DA for travel/training will be reimbursed by the institution.
16. Members must not **misuse their position** and must always maintain **integrity and ethical conduct**.
17. The **recommendations of the Committee will be binding**, and the concerned departments/employees must comply.
18. The primary objective of the Committee is **complaint redressal, prevention, and awareness**, and it will follow all Government orders/guidelines issued from time to time.

Acknowledgement & Undertaking by IC Members

We, the undersigned members, hereby acknowledge and undertake that we have been nominated as members of the Internal Committee (IC). We agree to perform our **duties and responsibilities** in accordance with the **POSH Act, 2013**, directions of the Government/Institution, and the **Operational Guidelines for IC Members (Annexure-1)**.

Signatures:

Presiding Officer


24/9/26

Date: 24-9-26

Member



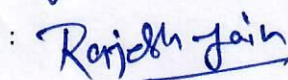
Date: 24-09-26

Member



Date: 24-09-26

External Member


Ranjith Jain

Date: 24-09-26


Principal
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(Authorized Signatory)

(Dr. Sumita Thakur)

(Principal, A V Vidyamandir School)