

INTERNAL COMPLAINTS COMMITTEE (ICC)

FORMATION ORDER – ACADEMIC YEAR 2026–27

(Under The Sexual Harassment of Women at Workplace Act, 2013)

1. INITIAL CONSTITUTION

Date: 11 April 2026

In compliance with the provisions of **The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013** and applicable CBSE guidelines, Global Discovery School hereby constituted the Internal Complaints Committee (ICC) for prevention and redressal of complaints relating to sexual harassment at the workplace.

The Committee shall function in accordance with statutory provisions ensuring confidentiality, impartial inquiry, and time-bound resolution of complaints.

2. ADDITION OF EXTERNAL MEMBER

Date: 28 August 2025

In furtherance of strengthening institutional compliance and ensuring full adherence to statutory requirements under the POSH Act, the External Member has been formally included in the Internal Complaints Committee with effect from 28 August 2025.

The inclusion ensures compliance with Section 4 of the POSH Act, 2013, requiring participation of an independent external member.

Sr. No.	Name	Designation in School	Role in ICC
1	Mrs. Hiralba Chawda	External Educationist	External Member

TENURE

The Internal Complaints Committee shall function for a period of three (3) years from 04 April 2025 to 03 April 2028, unless reconstituted earlier as per statutory requirement.

COMMITTEE MEMBERS – 2026–27

Sr. No.	Name	Designation in School	Role in ICC
1	Ms. Shweta Gaikwad	Principal	Presiding Officer
2	Mr. Sangeeta Shinde	Coordinator	Member
3	Ms. Ruta Patel	Vice Principal	Member
4	Mrs. Hiralba Chawda	External Educationist	External Member

FUNCTIONS OF THE ICC

The Committee shall:

- Receive and redress complaints relating to sexual harassment
- Conduct inquiry proceedings as per prescribed procedure
- Ensure confidentiality of proceedings
- Submit recommendations to the management
- Conduct awareness and sensitization programs

Detailed records and compliance registers are maintained in the school office.

Approved by:

Principal

Name: Ms. Shweta Gaikwad

Signature: _____



Chairperson (Authorised Signatory of Trust)

Name: Ms. Mrunali Macwan

Signature: _____