
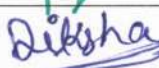

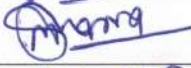



SEXUAL HARASSMENT COMMITTEE

(Sexual Harassment of Women at Work place - Prevention, Prohibition and Redressal Act -2013)

INTRODUCTION

MDS International School Raipur is running under the Ideal Education and Welfare Society. It is a co-education institute up to Grade 8. As on date the strength of the school is 26 women employees and 193 girls (students). As per provisions of sexual harassment of women at work place (Prevention, Prohibition and Redressal) Act 2013, it is obligatory for the school to constitute a Sexual Harassment Committee for female employees/girls(students) in the school. The present members of the complaints committee deal with the complaints of sexual harassment in accordance with the guidelines laid down by the supreme court of India and the Act mentioned at Para 1 above relating to sexual harassment of women workers at work places and girls.

| S. No | Name | Composition/ Members of the Committee | Designation | Contact No. | Signature |
|-------|-------------------------|---------------------------------------|-------------------|-------------|--|
| 1 | Mrs. Harmeet Kour Raina | Principal | Chairperson | 9399810205 |  |
| 2 | Ms. Diksha Manjhi | Student | Counsellor Member | 8319153110 |  |
| 3 | Mrs. Kabitri Dhar | PGT | Member | 9436517090 |  |
| 4 | Mrs. Maneesha Sharma | TGT | Member | 9340949521 |  |
| 5 | Ms. Saba Parveen | TGT | Member | 9179802080 |  |

COMMITTEE AGAINST SEXUAL HARASSMENT

In light of the landmark Supreme Court judgment of 1977 and the subsequent legislation passed by Parliament in 2013, aimed at upholding the fundamental human right of gender equality and safeguarding against sexual harassment and abuse, particularly within workplace environments, the University Grants Commission (UGC) has consistently issued directives since 1998. These directives extend to all educational institutions, urging them to establish dedicated permanent cells and committees to address issues related to sexual harassment, violence against women, and ragging on their campuses. Furthermore, institutions are encouraged to proactively cultivate an inclusive and respectful atmosphere where the dignity and status of women are upheld. In alignment with these principles, it is imperative for educational institutions across India to prioritize the development and implementation of comprehensive guidelines and protocols to effectively combat instances of sexual harassment and violence, ensuring the safety and well-being of all members of their academic communities.

OBJECTIVES:

- Prevent discrimination and sexual harassment against women, by promoting gender amity among students and employees.
- Deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment.
- Recommend appropriate punitive action against the guilty.
- Conduct orientation program/ seminars for women employees and girl students to sensitize to be proactive to deal with such discrimination (if any).
- Sensitizing employees about sexual harassment issues.

PROCEDURE FOR FILING COMPLAINTS

1. Anyone within the institution who experiences or witnesses sexual harassment may lodge a complaint with the Committee.
2. Complaints may be made orally, via email (principalmdsinternationalschl@gmail.com.) or in writing. In the case of oral complaints, they will be promptly documented by the Committee member receiving the complaint and authenticated by the complainant's signature.
3. The identity of the complainant will be kept strictly confidential throughout the process.

PROCEDURE FOR FILING A COMPLAINT /GRIEVANCE WITHOUT REVEALING IDENTITY

If the complainant does not like to reveal her name for any grievance, she can drop the grievance(s) in the drop box placed outside the counselling room. Here, it should be noted that according to the supreme Court guideline Sexual harassment can be defined as "unwelcome" sexually determined behaviour (whether directly or by implication) as by the Parliament in this regards.

- a) Physical contact and advances.
- b) Demand or request for sexual favours.
- c) Sexually coloured remarks.
- d) Showing pornography.
- e) Other unwelcome physical, verbal or non-verbal conduct of a sexual nature (Vishaka judgement by Supreme Court) and the Act passed.

The following will also be treated as sexual harassment and are covered by the committee:-

- a) Eve-teasing
- b) Unsavory remarks
- c) Jokes causing awkwardness
- d) Innuendos and taunts
- e) Gender-based insults
- f) Unwelcome sexual overtones
- g) Touching or brushing
- h) Displaying offensive material
- i) Forcible physical touch
- j) Physical confinement
- k) Stalking
- l) Blackmail or Threats
- m) Forced Exposure
- n) Inappropriate Gifts or Gestures
- o) Sexual Propositions or Pressure
- p) Cyberbullying
- q) Exclusion or Isolation
- r) Mockery or Ridicule.
- s) Sexual Harassment by Proxy
- t) Coercive Relationships

PROCEDURE FOR DEALING WITH COMPLAINTS

Filing of a Complaint

- Any associate who believes they have experienced sexual harassment may file a complaint with any member of the committee.
- Upon receiving a complaint, the committee member will inform the committee head.
- A meeting will be arranged within one week of receiving the complaint to discuss the raised concerns.
- Complaints must be brought within 30 working days of the incident, and efforts will be made to obtain a written complaint including details of the incident, dates, and names of witnesses, signed by the complainant.
- Process of Enquiry
- The complainant will prepare a detailed statement of incidents/allegations, which will be shared with the accused.
- The accused will be given an opportunity to respond to the allegations within a specified time frame.
- Confidentiality of statements and evidence obtained during the inquiry process will be maintained.
- Verbal hearings will be conducted with both parties, and testimonies of relevant persons will be taken, ensuring no retaliation against witnesses.

- Both the complainant and accused are expected to refrain from any form of intimidation or influencing of witnesses.
- The committee will make a decision after reviewing all evidence and statements fairly.
- Both parties will be informed of the investigation results upon its completion.
- The committee may make interim recommendations such as suspension, transfer, or change of work location pending the outcome of the complaint.
- The investigation report with recommendations will be prepared within 4 weeks of filing the complaint.
- If harassment is found to have occurred, prompt remedial action will be taken, including restoring lost terms or conditions to the complainant and disciplinary action against the accused, which may include termination.
- Documents related to the complaint will be maintained confidentially.

Decision and Action

Once the investigation is completed, a determination will be made regarding the validity of the harassment allegation. If it is determined that harassment has occurred; prompt, remedial action will be taken. The committee members will share the investigation details and findings there of with the appropriate functional head and agree on the applicable disciplinary action.

This may include some of all of the following:-

- a) the case of academic / administrative / technical / nonteaching staff / management, disciplinary action could be in the form of one or more of the following :-
 - i. Warning.
 - ii. Written apology.
 - iii. Adverse remarks in the Confidential Report.
 - iv. Debarring from supervisory duties.
 - v. Denial of re-employment.
 - vi. Stopping of increments/promotion.
 - vii. Reverting, demotion.
 - viii. Transfer if applicable.
 - ix. Dismissal.
 - x. Any other relevant mechanism.
- b). case of students, disciplinary action could be in the form of :-
 - i. Warning.
 - ii. Written apology.
 - iii. Withholding result.
 - iv. Debarring from exams.
 - v. Debarring from holding posts.
 - vi. Expulsion.
 - vii. Denial of admission.
 - viii. Any other relevant mechanism.

Conclusion

The school will ensure that all women employees and girls students feel safe and secure in the premises. The committee will implement and review the policy. The school reserves the right to amend and frame the policy effectively to ensure its continued relevance and effectiveness in addressing sexual harassment.


Principal
PRINCIPAL
MDS International School,
V. V. Vihar, Morva, Raipur (C.G.)


SECRETARY
सचिव
आईडियल एजुकेशन एण्ड
वेलफेयर सोसायटी रायपुर (छ.ग.)


DIRECTOR

AUTHORISED SIGNATORY
IDEAL EDUCATION AND WELFARE SOCIETY

POCSO ACT – 2012

CHILD CARE & PROTECTION POLICIES

Child abuse and neglect are global concerns. They violate a child's fundamental rights and hinder their physical, emotional, academic, and social development. MDS fully endorses the Rights of the Child as outlined in the prevailing Child Protection Act.

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Schools have a special institutional role in society as protectors of children. Schools need to insure that all children in their care are afforded a safe and secure environment in which to grow and develop, both at school and away. Educators, having the opportunity to observe and interact with children over time, are in a unique position to identify children who are in need of help and protection. As such, educators have a professional and ethical obligation to identify children who are in need of help and protection, and to take steps to insure that the child and family avail themselves of the services needed to remedy any situation that constitutes child abuse or neglect.

All staff employed at MDS must report suspected incidents of child abuse or neglect whenever the staff member has reasonable cause to believe that a child has suffered, or is at significant risk of suffering abuse or neglect. Reporting and follow up of all suspected incidents of child abuse or neglect will proceed in accordance with administrative regulations respective to this policy. Furthermore, cases of suspected child abuse or neglect may be reported to the appropriate employer, to the respective Cells / Agencies in the Local Authorities and / or to the appropriate child protection agency in the Country.

MDS seeks to be a safe haven for students who may be experiencing abuse or neglect in any aspect of their lives. As such, MDS distributes this policy annually to all parents and applicants and provides training to all staff working at MDS and will continue to make every effort to implement hiring practices to insure the safety of children, and will review the policy annually for compliance and effectiveness.


In the case of a staff member reported as an alleged offender, MDS will conduct a full investigation following a carefully designed course of due process, keeping the safety of the child at the highest priority.

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As per the directives of the CBSE and the State Government, we have undertaken the following measures for the Welfare, Protection and safety of Children under our care:

- The School Building is safe and secured for children.
- Round the clock security guards are available to safeguard the interest of the children.
- The school provides safe drinking water and sanitation to children.
- The fire extinguishers are installed.
- CCTV coverage is available in all the classes, activity rooms and corridors.
- The School buses have the First Aid Kit and fire extinguishers.
- A Committee is constituted for redress Grievance / Complaints of Children.
- A Committee is constituted to protect children against sexual abuse.
- The school is committed to care of the emotional security of the child.

However, the Head of School retains the right to expel a student outright if the offense is of a serious nature. The Head of School will have the right to withhold the Character certificate of any student whose conduct is not in keeping with the rules laid down by the school.


Principal
MDS International School,
V. V. Vihar, Mowa, Raipur (C.G.)


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MDS International School

V.V. VIHAR ,STREET NO.- 1, MOWA ,RAIPUR

MINUTES OF THE MEETING

Date : 17 April 2026

Day : Friday

Time : 10.00 a.m.

Venue : Conference Room

Convened By : Dr. Amritanjali Singh, Presiding Officer

Members Present:

- Mrs. Harmeet Kour Raina , Secretary, School Management Committee
- Mrs. Kabitri Dhar, TGT (Member)
- Mrs. Maneesha Sharma, TGT (Member)
- Ms Saba Parbeen TGT (Member)
- Mrs. Nabanita Baral Counselor and Welness Instructor.

A committee on "**Internal Complaint Committee (ICC)**" was duly constituted by the school dated 1st April 2015.

At the outset, Presiding Officer welcomed all the members of the Committee. She described the role of ICC and said everyone has a responsibility to contribute to the cause. Further, she mentioned that it was the first meeting of the ICC **MDS International School Mowa**, Raipur for the academic session 2026-27 and welcomed suggestions from all members to make it more effective.

The Committee noted that no complaint of sexual harassment has been received from any woman employee of any of its Department. It was emphasised that in order to create awareness and continuous sensitization among the employees, it is essential to place banners/posters/notices defining sexual harassment at prominent places in the school campus like staff rooms.

The committee had discussions at length and the following suggestions were made:

- The Handbook on Sexual Harassment of Women at Workplace, (Prevention, Prohibition and Redressal) Act, 2013 issued by Ministry of Women and Child to be made available in the library for the perusal of the employees.
- It was suggested that just like a suggestion box for redressal of students complaint box a "Sexual Harassment complaint-Box titled (SHE-Box) could be made available for registering complaints by female employees of the Department and also to prevent instances of harassment of women employees in future.
- The complaint Drop box must be placed in the office premises.
- The contractual project staff appointed in the Department must also be sensitised about the existing act on Prevention, Prohibition and Redressal of Sexual harassment of women at workplace. They must also be sensitised towards maintaining discipline in the office campus, be sensitised towards maintaining discipline in the office campus.
- The Presiding Officer conveyed her thanks to the members for attending the meeting.
- Meeting ended with vote of thanks to the Chair.

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