



# SARASWATI CONVENT SCHOOL

(Under the aegis of Saraswati Educational & Vocational Training Society)

Near Baba Bangali Kutiya, Tilla Road, Maur Mandi, Dist. Bathinda, Punjab, India.

Email: [saraswatischoolmaur@gmail.com](mailto:saraswatischoolmaur@gmail.com)

Contact No.: +91 98153-46108, +91 94636-37037

## SEXUAL HARASSMENT COMMITTEE

(As per Sexual Harassment of Women at Workplace – Prevention, Prohibition and Redressal Act, 2013)

### INTRODUCTION

Saraswati Convent School, Maur Mandi is committed to providing a safe, secure and dignified environment to all its employees and students.

In compliance with the *Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013*, the school has constituted an **Internal Complaints Committee (ICC)** to prevent, prohibit and redress cases of sexual harassment within the school premises.

The Committee will address complaints of sexual harassment of women employees and girl students in a confidential, impartial and time-bound manner.

### COMPOSITION OF THE COMMITTEE

S. No.	Name	Designation	Role in Committee	Contact number
1	Mrs. Seema Jindal	Principal	Chairperson	94636-37037
2	Mrs. Anjali	Senior Female Teacher	Presiding Officer	
3	Mr. Avtar Singh	Sports Teacher	Staff Member	
4	Mr. Daljeet Singh	Male Staff Member	Staff Member	
5	Mrs. Kamaldeep Kaur	Female Staff Member	Staff Member	
6	Mrs. Mona Singla	Parent Representative	External Member	
7	Gurkirat Singh	School Head Boy	Student Member	
8	Jhanvi Singla	School Head Girl	Student Member	

(Note: As per the Act, the Presiding Officer must be a senior woman employee and at least 50% members must be women. One external member is mandatory.)



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## OBJECTIVES

- To prevent sexual harassment at the workplace.
- To promote gender equality and respectful behaviour.
- To provide a safe environment for women employees and girl students.
- To ensure prompt redressal of complaints in a fair and confidential manner.
- To recommend appropriate disciplinary action against the guilty.

## WHAT CONSTITUTES SEXUAL HARASSMENT

Sexual harassment includes any unwelcome act or behaviour (direct or implied), such as:

- Physical contact and advances
- Demand or request for sexual favours
- Sexually coloured remarks
- Showing pornography
- Unwelcome physical, verbal or non-verbal conduct of sexual nature
- Eve-teasing
- Inappropriate touching
- Stalking
- Cyber harassment
- Gender-based insults
- Sexual jokes or remarks causing discomfort
- Threats, blackmail or coercion

## PROCEDURE FOR FILING A COMPLAINT

1. Any woman employee or girl student may file a complaint with any Committee member.
2. Complaint must be filed within **3 months** of the incident (as per Act).
3. Complaint can be:
  - Written submission
  - Email to: [contact.scsmaur@gmail.com](mailto:contact.scsmaur@gmail.com)
  - Submitted confidentially to any ICC member
4. A written complaint letter may also be dropped in the Complaint Box placed in the school premises for confidential reporting.

*Identity of the complainant will be kept strictly confidential.*



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## ENQUIRY PROCESS

- The Committee will initiate inquiry within 7 days of receiving the complaint.
- Both complainant and respondent will be given an opportunity to present their case.
- Inquiry will be completed within 90 days.
- Confidentiality will be strictly maintained.
- Interim relief (transfer, leave, change of reporting authority, etc.) may be recommended if required.

## POSSIBLE DISCIPLINARY ACTION

For Staff:	For Students:
<ul style="list-style-type: none"><li>• Written warning</li><li>• Apology</li><li>• Adverse entry in service record</li><li>• Suspension</li><li>• Demotion</li><li>• Termination</li></ul>	<ul style="list-style-type: none"><li>• Warning</li><li>• Written apology</li><li>• Suspension</li><li>• Debarment from exams</li><li>• Expulsion</li></ul>

## CONFIDENTIALITY CLAUSE

All proceedings, complaints, identities and inquiry reports shall remain strictly confidential as per Section 16 of the Act.

## COMMITMENT

Saraswati Convent School ensures zero tolerance towards sexual harassment. The dignity and safety of every Saraswatian is our priority.