



TITIKSHA
PUBLIC SCHOOL

Ref No.- F.TPS/Sexual Harassment/2018-19/3769

July 05, 2018

ORDER

Sub: Prevention of Sexual Harassment at Workplace

In compliance of the directions contained in circular No. DE.23(570)/Sch.Br./2018/855 dated 15/06/2018 of the Addl.DE (Schools) of the Directorate of Education, Government of Delhi on the subject cited above issued in order to give effect to the provisions laid down in The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (No.14 of 2013)(hereinafter referred to as "the Act"), the following committee is hereby constituted for the purpose of prevention, prohibition and redress of sexual harassment of women in the school, as defined in clause (n) of section 2 and in sub-section (2) of Section 3 of the Act:-

| S.No | Designation in the Committee | Name & post to which employed | Eligibility for being on the Committee |
|------|------------------------------|--------------------------------|---|
| 1. | Presiding Officer | Ms. Vimmi Jolly Principal | A woman working at a senior level in the school |
| 2. | Member Secretary | Ms. Neelam Sandha PGT | An employee having legal knowledge |
| 3. | Member | Sh. Harpreet, Music Teacher | An employee having experience in social work |
| 4. | Member | Ms. Preetkamal Kaur TGT | An employee committed to the cause of women |
| 5. | Member | Ms. Ruchika Agarwal | An employee committed to the cause of women |
| 6. | Member | Ms. Sonia Uppal | A member of a Non-Governmental Organization or Association committed to the cause of women/A person familiar with the issues relating to sexual harassment of women |

Aneel
05.07.18
Preetkamal
05.07.18
Sonia Uppal
05.07.18
Ruchika
05.07.18

Sector XI, Rohini, Delhi 110085 | Tel: +91 11 27572591, 27570592 | info@titikshapublicschool.com | www.titikshapublicschool.com

The terms of reference of the Committee are as under:-

- 1) The term of office of the Committee shall be 3 years from the date of its constitution. Even during the term, the Presiding Officer or any member can be removed from the Committee and replaced under sub-section (5) of Section 4 of the Act.
- 2) The Committee shall function and regulate its procedure as per the provisions of the Act. All the office bearers and members of the Committee are, therefore, required to familiarise themselves with the provisions of the Act.
- 3) The term "Sexual Harassment" shall carry the meaning conferred on it in the Act.
- 4) The Committee is charged with the responsibility of devising ways and means whereby a safe environment and a congenial climate conducive to respect for women may be created in the school and the mischievous and deviant elements, if any, may be discouraged from indulging in any act of sexual harassment. The Committee is also charged with the responsibility of inquiring into complaints of sexual harassment at the School as per procedure laid down in Chapter IV & Chapter V of the Act.
- 5) Under no circumstances, the contents of the complaint, the identity & address of the complainant, respondents, witnesses or any information relating to conciliation & inquiry proceedings and the findings of the inquiry shall be published, communicated or made known to the public, the press and the media in any manner except the information regarding the justice secured to the victim without disclosing her identity or that of any respondent or witness.
- 6) Any person entrusted with the responsibility of enquiring into the complaint or acting on the recommendations of the Committee contravening the provisions contained in Para 5 above shall be liable for disciplinary action as prescribed in Delhi School Education Rules, 1973.
- 7) The Committee shall display at a conspicuous place in the school the penalties for sexual harassment laid down in the law.

Rachna
05.07.18

Preetkamal
05.07.18

Sonia
05.07.18
Alka
05.07.18

Poojika
05.07.18

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8) The Committee shall organize workshops and awareness programmes for sensitising the employees and the students of the value & need for respecting the female gender.

9) The Committee shall also assist the victim of sexual harassment in filing a complaint under IPC, POCSO or any other law, if she so desires.

10) The Committee shall finalize its report & recommendations within a reasonable period.

11) The Committee shall prepare & maintain a detailed record of the inquiry & other business related and incidental to it containing all information & documents having a bearing on the subject for inspection by the government authorities whenever ordered to do so.

This order is for strict compliance. Any laxity in this regard shall be viewed seriously.


(Ms. Vimmi Jolly)
PRINCIPAL
5 July 2018

Copy, alongwith a copy of the Act, circulated to the following for information & necessary action :-

I) The Chairperson, School Managing Committee


II) The Vice Chairman,do.....


III) The Manager of the School

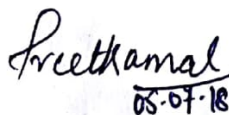
IV) All the members of the Committee

V) Ms. Ritika Gupta, PGT for uploading the order on the school website

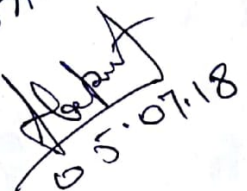
VI) Guard File

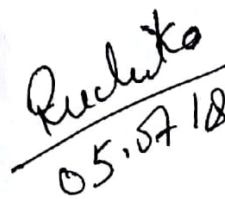

(Ms. Vimmi Jolly)
PRINCIPAL
5 July 2018


Ritika Gupta
05.07.18


Sreetha
05.07.18


Sonia
5/07/18


05.07.18


Ritika
05.07.18