

## INTERNAL COMPLAINTS COMMITTEE (ICC)

### FORMATION ORDER – ACADEMIC YEAR 2025–26

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

#### 1. INITIAL CONSTITUTION

**Date: 04 April 2025**

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

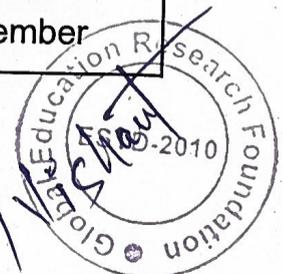
**Date: 28 August 2025**

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.

#### COMMITTEE MEMBERS – 2025–26

Sr. No.	Name	Designation in School	Role in ICC
1	Ms. Mrunali Macwan	Principal	Presiding Officer
2	Mrs. Suman Navlani	Teacher	Member
3	Ms. Nikita Sharma	Vice Principal	Member
4	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.

Managed by  
Global Education Research Foundation

## 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. Mrunali Macwan

Signature: \_\_\_\_\_



#### Chairperson (Trust Nominee)

Name: Mr. Nishant Sahu

Signature: \_\_\_\_\_

