



DR. K.N. Modi Global School

(Affiliated to CBSE, Delhi - Affiliation No. 2131105)



DR. K.N. MODI GLOBAL SCHOOL, MODINAGAR OFFICE ORDER-(2025-26)

In pursuance of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and redressal Act 2013 and the Rules framed there under, the Institute hereby adopts the following procedure for determining complaints filed to the Internal Complaints Committee (ICC) constituted under the Act same way the protection of children from sexual offences Act & Rules, 2012(POCSO) committee is also formed which will deal with all manners of sexual offences, reporting mechanism and subsequent panel consequences.

Keeping the above committee in view, Dr. K.N. Modi Global School, Modinagar has constituted a Committee Against Sexual Harassment, wherein appropriate measures will be taken to ensure that school discipline is administered in a manner consistent with the child's human dignity and to protect the child from all forms of sexual exploitation and sexual abuse and ensure the protection of the staff.

Constitution of Internal Complaint Committee as per POSH & POCSO Act

Ser.	Name of Member	Designation	Designation	Mobile
1	Ms. Pooja Sharma	Officiating Principal, DR. K. N. Modi Global	Presiding Officer	8392953690
2	Mrs. Rita Bakshi	NGO Member (Inner Wheel Club)	NGO Member	9837070062
3	Ms. Jyoti Kaur	Coordinator	Member	7017212922
4	Ms. Anju Bhutani	Coordinator Pretty Penguins	Member	8791082214
5	Ms. Sapna Khurana	HM (Textile Branch)	Member	8392953697
6	Mr. Subhash Teotia	Male Teacher - PHE	Member	9997012114
7	Mr. D.C. Sharma	Eminent Educationist	Member	9897285675
8	Ati Singhal	Head Girl	Member	8533810548
9	Chitraksh Teotia	Head Boy	Member	9528089837

Any female employee (faculty, student or staff or any other employee) of DR. K.N. Modi Global School. Member/ Presiding Officer, ICC shall receive the complaints of sexual harassment, if any, on behalf of ICC and shall co-ordinate the deliberations of the ICC on the complaints received.

On receipt of a complaint ICC shall conduct preliminary enquiry so as to ascertain the truth of the allegations by collecting the documentary evidence as well as recording statements of any possible witnesses including the complainant. ICC shall then submit the preliminary enquiry report to Director/Disciplinary Authority along with all the original documents adduced

during the preliminary enquiry proceedings. In case the allegations are not in the nature of sexual harassment, ICC may refer such complaints to the Grievance Redressal cell.

Where sexual harassment occurs as a result of an act or omission by any third party or outsider, ICC shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action. ICC shall comply with the procedure prescribed in the Sexual Harassment Act for inquiring into the complaint in a time bound manner.

If ICC concludes that the allegations made were false, malicious or the complaint was made knowing it to be untrue or forged or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the relevant provision of the aforementioned Act.

Who can approach ICC for help?

Any female employee (faculty, student or staff or any other employee) of DR. K.N. Modi Global School.

Definition of Sexual Harassment:

"Sexual harassment" includes any unwelcome sexually inclined behaviour, whether directly or indirectly, such as:

- Physical contact and advances
- Demand or request for sexual favours
- Sexually coloured remarks
- Showing any pornography, or
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

What are the possible actions that can be taken against the respondent?

- Warning
- Written apology
- Bond of good behaviour
- Adverse remark in the Confidential Report
- Stopping of increments/promotion
- Suspension
- Dismissal
- Any other relevant actions

If you think you are harassed or being harassed, what should you do?

- Send an email to **chairperson.icc@knmodiglobalschool.org**;
- Your complaint will be kept **CONFIDENTIAL**.

Inquiry process:

- The inquiry shall be completed within a period of ninety days from the date of the complaint.
- On completion of the inquiry, the ICC shall provide a report of its findings to the employer within a period of ten days from the date of completion of the inquiry and such report be made available to the concerned parties.
- If the allegations against the respondent has been proved, it shall recommend punitive actions to be taken against the respondent to the employer.
- The employer shall act upon the recommendation within sixty days of receiving it.

For and on behalf of DR. K.N. Modi Global School

- 1. Prof. (Dr.) D. K. Modi
(President)**
- 2. Ms. Pooja Sharma
(Presiding Officer)**

Campus : Dr. K.N. Modi Global School, Hapur Road, K.N.G.D. Campus, Modinagar, Ghaziabad, U.P.-201204 India

Tel. : 8791082246 / 8791082248 / 8392953694

E-mail : principal@knmodiglobalschool.org

Website : www.knmodiglobalschool.org