



MYCAS
International School

MYCAS INTERNATIONAL SCHOOL

(Al Kabir Education Society ®)

SS Nagar, Bannimantap, Mysuru - 570015

Tel.: +(91) 9187145845 | info@mycasschool.com | www.mycasschool.com

MYCAS INTERNATIONAL SCHOOL

(Under the aegis of Al-Kabir Educational Society)

Internal Complaints / Sexual Harassment Committee Policy

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

Introduction

MYCAS International School is running under the **Al-Kabir Educational Society**. It is a co-education institute providing schooling up to Grade 7. As of the current academic session, the active community of the school includes **11 women employees and 16 girl students**. In strict compliance with the provisions of the *Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013*, it is mandatory for the school to establish an active Internal Complaints Committee (ICC) / Sexual Harassment Committee dedicated to safeguarding female employees and girl students within the institution.

The appointed committee addresses grievances related to sexual harassment in conformity with the guidelines mandated by the Supreme Court of India and the statutory provisions of the 2013 Act.

Composition / Members of the Committee

In accordance with legal frameworks requiring an internal redressal cell, the school maintains an active committee panel consisting of a presiding chairperson and designated internal members:

Composition/ Members of the Committee				
S. No	Name	Designation		Contact No.
1	Ms. Shalini Majo	Principal	Chairperson	9845912109
2	Ms. Mannal Jidda	Student Counsellor	Coordinator	9980888009
3	Ms. Poonam	TGT	Staff representative	9970805414
4	Ms. Shivani Achaya	TGT	Convenor	9535630420

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.

Shalini Majo
Principal

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MYCAS International School OBJECTIVES :

- **Prevent discrimination** and sexual harassment against women by reinforcing gender equality, respect, and mutual amity among all staff members and students .
- **Resolve cases** of discrimination and harassment in a strictly time-bound manner, ensuring psychological and administrative support services to the aggrieved .
- **Recommend appropriate punitive action** and disciplinary measures against any individuals found guilty of violating the institutional code of conduct .
- **Conduct orientation programs** and sensitization seminars periodically for women employees and girl students to maintain proactive awareness .

Definition of Sexual Harassment

As defined by the Supreme Court guidelines (including the historic *Vishaka* judgment) and codified under the 2013 Act, sexual harassment encompasses unwelcome, sexually determined behavior (whether direct or implied), including:

- Physical contact and physical advances .
- Demands or requests for sexual favors .
- Sexually colored remarks or gender-based insults .
- Showing or displaying offensive or pornographic material .
- Unwelcome physical, verbal, or non-verbal conduct of a sexual nature .
- Acts including eve-teasing, unsavory jokes causing awkwardness, stalking, cyberbullying, or blackmail .

Procedure for Filing Complaints

1. **Lodging a Complaint:** Any woman employee or associate within the institution who experiences or witnesses workplace harassment may file a complaint with any member of the committee .
2. **Submission Formats:** Complaints can be made orally, via the official institutional email address, or submitted in writing . Oral statements will be documented immediately by the receiving committee member and validated via the complainant's signature .
3. **Anonymity Options:** If a complainant prefers not to reveal her identity during initial reporting, she may deposit the written grievance inside the secure drop box stationed outside the counseling room .
4. **Confidentiality:** The identity of the complainant, witnesses, and all inquiry proceedings will be kept strictly confidential throughout the evaluation .

Process of Enquiry and Timeline

- **Initial Review:** Upon receiving a formal complaint, the receiving member will notify the committee head, and a review meeting will be arranged within 1 week .
- **Submission Window:** Grievances must ideally be brought to the committee within 30 working days of the reported incident .
- **Statement Exchange:** The complainant will prepare a detailed statement of allegations, which will be formally shared with the accused for a response within a specified timeframe .
- **Fair Hearings:** Verbal hearings will be conducted independently with both parties . Testimonies of relevant witnesses will be recorded, ensuring strict protection against any form of retaliation or intimidation .


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- **Interim Measures:** Pending the final decision, the committee holds the authority to recommend interim protections, including temporary suspensions, reassignments, or changes in work schedules .
- **Final Report:** The committee will finalize its evaluation and compile an investigation report with definitive recommendations within 4 weeks of filing .

Disciplinary Actions and Outcomes

If the allegations are validated following the comprehensive enquiry, prompt remedial and disciplinary action will be executed via the functional head .

For Academic, Administrative, or Support Staff:

Disciplinary interventions may range from a formal warning, written apology, or adverse remarks in the Confidential Report, to more severe penalties such as stopping increments, demotion, transfer, denial of re-employment, or summary dismissal .

For Students (Up to Grade 7):

Corrective or disciplinary action can take the form of an official warning, a written apology, withholding of academic results, debarring from examinations or campus leadership positions, suspension, or formal expulsion .

Conclusion

MYCAS International School stands firmly committed to ensuring that all women employees and girl students learn and work within a safe, secure, and respectful environment . The Society reserves the absolute right to amend, update, and implement this policy to maintain its continued relevance and complete alignment with statutory national standards .

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Shalini M
Shalini Maje
Principal
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