



ST. VINCENT PALLOTTI SCHOOL (CBSE)

(CBSE/AFF/1130915, School Code - 30878)

At & P. O. Trimbak Vidya Mandir, Belgaon Dhaga, Vasali Road, Nashik - 422 213
Maharashtra, INDIA. Office : 09422847387 / 0253 - 2971222, 2971221, 2971224

Internal Complaints Committee (ICC)

Objectives:

The major functions of the Internal Complaints Committee involve implementing the Policy relating to the prevention of sexual harassment at work place, resolving complaints by the aggrieved and recommending actions to be taken by the employer. ICC is a committee that is responsible for addressing and investigating complaints related to issues such as sexual harassment, discrimination, or any other form of misconduct within the school staff community. The ICC ensures that a structured and fair mechanism is in place for individuals to report and seek resolution for their concerns. It plays a crucial role in maintaining a safe and respectful school environment, addressing concerns and complaints effectively, and promoting a culture of respect and accountability within the school community.

Members:

SN	Name	Position	Designation
1	Ms. Madhavi K. Kalvit	Supervisor	Chairperson
2	Ms. Manisha C. Bhor	Supervisor	Member
3	Ms. Vrushali Gaikwad	Teacher	Secretary
4	Ms. Heena Salman Pathan	Teacher	Member
5	Ms. Gayatri Lakde	Teacher	Member
6	Ms. Seema Pradeep	Housekeeping Staff	Member

Responsibilities:

- Policy and Procedure Development:** Develop and maintain policies and procedures for addressing complaints, with a specific focus on issues such as sexual harassment and discrimination. These policies should define the processes for reporting, investigating, and resolving complaints.
- Awareness and Education:** Raise awareness about the school's commitment to a safe and respectful environment and educate students, staff, and parents about the school's policies and procedures for reporting and addressing complaints.
- Reporting Mechanisms:** Establish a clear and confidential reporting system for individuals to report complaints. Ensure that all reports are treated with confidentiality and seriousness, adhering to the principles of natural justice.
- Investigation and Resolution:** Investigate complaints in a fair and impartial manner, respecting the rights and dignity of all parties involved. Work to resolve conflicts, implement corrective measures, and support the individuals affected.
- Support Services:** Provide support services for complainants and respondents, such as counselling, legal advice, and other necessary assistance.
- Data Collection and Analysis:** Collect and analyze data on complaints to assess the effectiveness of the school's complaint mechanisms and to inform policy and program improvements.



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CBSE AFF/1130915

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