



DAV PUBLIC SCHOOL

PPL TOWNSHIP, PARADEEP - 754145

(10 +2 ENGLISH MEDIUM, AFFILIATED TO C.B.S.E., NEW DELHI)

PPL TOWNSHIP, PARADEEP, DIST : JAGATSINGHPUR, ODISHA - 754145

Email : davppl@yahoo.com, Website : www.davppl.org

Ref No.PP/DC/2026/59/58(1)

Date : ...01/07/2026....

INTERNAL COMPLAINT COMMITTEE (ICC)

The following members of the staff are hereby constituted Internal Complaint Committee (ICC) for Students and Staff w.e.f. 01/07/2026. They are required to follow the procedures as mentioned below to investigate complaints, provide recommendations and create a safe and respectful work environment.

Sl.No	Name of the Members	Designation	Mobile No.	E-mail ID
01	Mrs.Sasmita Samantaray	TGT Presiding Officer	9078069492	sasmitasamantaray2016@gmail.com
02	Mr.Brundaban Rout	PGT Coordinator	9938377510	bunirout13@gmail.com
03	Mrs.Sarojini Mohanty	PRT	8658524555	sarojini.mohanty07@gmail.com
04	Dr.Upasana Mishra	External Member Doctor, PPL Hospital	9437412032	drupasana@adventz.com
05	Mrs.Itishree Dash	PRT Counselling Member	9937536793	dash.itishree25@gmail.com

Procedure to be followed:

- An internal Complaint committee (ICC) is a mandatory body establish in workplaces with 10 or more employees to address and resolve complaints of sexual harassment.
- It is constituted under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013..
- The ICC's Primary role is to investigate complaints, provide recommendations and create a safe and respectful work environment.
- The ICC mandated by the sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act.2013 consists of four members.
- These members include a Presiding Officer (a woman employee at a senior level), two employee members and one external member from a non-governmental organization or a person familiar with issues related to sexual harassment.
- Additional the school counsellor, if any may be taken as one member of the Committee.
- **Complaint of sexual harassment** : The ICC should raise awareness among staff members that if any aggrieved woman wishes to make a complaint of sexual harassment at the workplace, she should do so in writing to the Internal Committee within three months of the incident.
- **Inquiry into complaint:**
- The Internal Committee shall investigate the complaint in accordance with the provisions of the service rules applicable to the employee.



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Date :

- Upon completing an inquiry, the Internal Committee shall provide a report of its findings to the employer within ten days from the date of investigation completion and such report shall be made available to the relevant parties.
- If the Internal Committee concludes that the allegation against the employee has not been proven, it shall recommend to the employer that no action be taken in the matter.
- If the Internal Committee concludes that the allegation against the employee has been proved, it shall recommend to the employer.
 - i) To take action for sexual harassment as misconduct under the provisions of the service rules applicable to the employee.
 - ii) To deduct notwithstanding anything in the service rules applicable to the employee from the salary or wages of the employee such sum as it may consider appropriate to be paid to the aggrieved woman.
- **Punishment for false or malicious complaint and false evidence:** After the inquiry, if the Internal Committee concludes that the allegation against the employee is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing, it to be false or the aggrieved woman or any other person making the complaint has produced any forged or misleading document, the ICC may recommend to the employer to take action against the woman or the person who has made the complaint under the provisions of the service rules applicable to her.

PRINCIPAL

CC:- Member concerned

CC:- Committee file

CC:-Office