



पीएम श्री केन्द्रीय विद्यालय आई.आई.एम.सी.जोका, कोलकाता PM SHRI KENDRIYA VIDYALAYA IIMC, JOKA, KOLKATA

शिक्षा मंत्रालय, भारत सरकार के अधीन स्वायत्त संस्थान)

(An autonomous body Under Ministry of Education, Govt of India)

कोलकाता संभाग/ KOLKATA REGION डायमंड हारबर रोड, पोस्ट-जोका, कोलकाता ७००१०४

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F.25030/KVJOKA/2026-27/

Dated 01 Apr 2026

OFFICE ORDER

Constitution of Internal Committee for Prevention of Sexual Harassment of Women Employees and Girl Students for the Academic Session 2026-27.

In pursuance of the provisions of the **Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013**, the rules framed thereunder, the guidelines issued by the Ministry of Education, Government of India, and Kendriya Vidyalaya Sangathan from time to time, an **Internal Committee (IC)** is hereby constituted at PM SHRI Kendriya Vidyalaya IIMC Joka for the prevention, prohibition, and redressal of complaints relating to sexual harassment of women employees and girl students in the Vidyalaya.

The Committee shall function during the **Academic Session 2026-27** and shall discharge its duties in accordance with the provisions of the Act, KVS guidelines, and other applicable Government instructions.

The Committee shall comprise the following members:

Sl. No.	Name	Designation in Committee	Official Designation
1.	Mrs Lakshmi Kumari	Presiding Officer	PGT (Comp Sc)_
2.	Mr Ashish Kumar Singh	Member	TGT (Sans)
3.	Mrs Garima Dutta	Member	TGT (A&E)
4.	Mrs Tulika Das	External Member (from NGO/Association/Person familiar with issues relating to women)	Secy Sanchar AROD

Terms of Reference:

1. To create and maintain a safe, secure, and gender-sensitive environment for all women employees and girl students in the Vidyalaya.
2. To receive, examine, and inquire into complaints of sexual harassment in accordance with the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, and KVS guidelines.
3. To maintain strict confidentiality regarding all complaints, proceedings, recommendations, and records.
4. To recommend appropriate preventive, corrective, and disciplinary measures to the Competent Authority wherever required.
5. To organize awareness programmes, orientation sessions, counselling, and sensitization activities for staff members and students to promote a respectful and harassment-free workplace and educational environment.
6. To submit reports to the Competent Authority as prescribed under the Act and KVS instructions.
7. To perform all such functions as may be assigned under the provisions of the Act and subsequent instructions issued by Kendriya Vidyalaya Sangathan.

All staff members and students are directed to extend full cooperation to the Committee in the discharge of its responsibilities.

This Office Order shall come into force with immediate effect and shall remain valid for the Academic Session **2026-27**, unless modified or superseded by subsequent orders.

Distribution:

1. All Committee Members.
2. All Staff Members.
3. Students' Notice Board.
4. School Website.
5. Office File.

PM SHRI Kendriya Vidyalaya IIMC Joka

प्राचार्य / PRINCIPAL

पीएम श्री केन्द्रीय विद्यालय आई. आई. एम. सी. जोका
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