



Cambridge International School (Co-Ed)

www.ciscoedjal.school

Chotti Baradari Part-II, Jalandhar, 144001

0181-4623954, 55, 56

coedcisjal@gmail.com

OFFICE ORDER

Constitution of Vishakha Committee / Internal Complaints Committee (ICC)

(As per Sexual Harassment of Women at Workplace Act, 2013)

In compliance with the Vishakha Guidelines and the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, the following Internal Complaints Committee (ICC) is hereby constituted to prevent and redress complaints of sexual harassment at the workplace.

List of Members for Session 2025-26

S.NO	Name	Designation
1.	Ms. Mona Bhatia	School Manager
2	Ms. Isha Chadha (Academic Dean)	Member
3.	Ms. Baljeet Kaur Birring (Coordinator)	Member
4.	Ms. Namitta Malhotra (Coordinator)	Member
5.	Ms. Manisha Aggarwal (Admin)	Member
6.	Mr. Arun (Teacher)	Member

Roles & Responsibilities

- To create awareness about prevention of sexual harassment
- To receive and inquire into complaints in a confidential manner
- To recommend appropriate action as per rules
- To ensure a safe and dignified working environment for all women employees

The committee shall function as per the provisions of the Act and the rules framed thereunder. The tenure of the committee shall be three years from the date of issue of this order.

This order comes into effect immediately.

Issued by

Signature

Name:

Designation:

School Name & Seal

Date: 13/1/26