



# LAKSHYA UNIVERSAL ACADEMY

THDC Colony, Parwal, Dehradun - 248007 (Uttarakhand)

E-mail - luaddun3@gmail.com, website : www.lakshyauniversalacademy.org

Ref.

Ref No: LUA/Admin/2019

Dated.....  
Dated:01-04-2020

## OFFICE ORDER

**SUB:-** Sexual harassment of women at workplace constitution of internal complaints committee (ICC).

In the terms of Sexual Harassment of women at workplace (Prevention, prohibition and Research) Act-2013, with a view to provide protection against Sexual Harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith of incidental thereto, the internal complaints committee (ICC) comprising the following members have been constituted in respect of all members of staff working under Lakshya Universal Academy, Dehradun.

The chairperson of the committee will be Mrs. Mini Tripathi, Principal of the school and the detail of other members of the ICC are listed below.

S.No.	Name of the Member	Designation
1.	Mrs. Mini Tripathi	Principal - Chairperson
2.	Ms. Sakshi Rawat	PGT - Member
3.	Ms. Divya Verma	TGT - Member
4.	Mrs. Bhavna Painuly	TGT - Member
5.	Mr. Sunder Singh Rana	NGO - Member

### Objective and purpose of the committee:

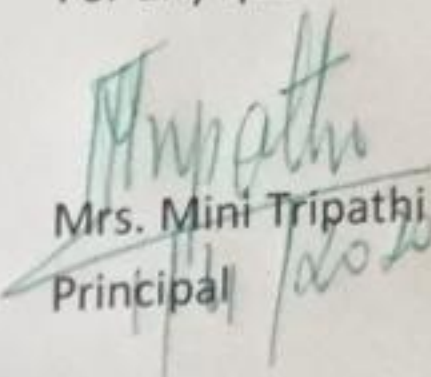
To sensitize and prohibit the incidents of sexually gender based harassment at workplace pertaining to the academic environment of the institution to address the complaints received thereof and create a positive workplace where such incidents are discouraged in future.

### Working Committee:

Any staff/ student/ plaintiff may forward such a complain in written form (Hard Copy) as well on a mail is to be sent to [luaddun3@gmail.com](mailto:luaddun3@gmail.com) on receiving a complaint the convener shall call upon the committee members to hear the grievance within 24 working hours, keeping the sensitivity of the matter in preview, the names of either the plaintiff or the accused shall not be made public under any circumstances.

After a suitable hearing of the grievance, the committee shall forward the report to Principal's office who shall take action at his/her end that may amount to suspension/criminal proceedings against the accused.

For any queries in this regard, kindly contact the office of the Principal at the school campus.

  
Mrs. Mini Tripathi  
Principal