



THE RADIANCE SCHOOL

BARWALA AGROHA Road, Hisar

OFFICE ORDER: FORMULATION OF THE INTERNAL COMPLAINTS COMMITTEE (ICC)

In strict compliance with **Section 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013** and the mandatory safety directives issued by the **Central Board of Secondary Education (CBSE)**, the Internal Complaints Committee (ICC) of The Radiance School, Hisar is hereby formulated for the Academic Sessions **2025–2026 & 2026-2027**. or until further administrative orders, whichever is earlier.

The committee is constituted to prevent, prohibit, and redress any grievances relating to sexual harassment of female employees within the school premises.

The officially designated panel members of the ICC are as follows:

S.No.	Name of Member	School Designation / Affiliation	ICC Designation	Contact Number
1.	Ms. Neha Hans	Vice-Principal	Presiding Officer	9817664565
2.	Ms. Saroj	Member (TGT)	Employee Member	9468355055
3.	Mr. Manjeet	Administrative Staff	Employee Member	9588890810
4.	Mr. Naresh Malik	Advocate	External Member	9996395971

Mandate and Operational Rules:

1. **Tenure:** The panel will hold office for a statutory period of **two (2) years** from the date of this order, unless re-constituted by the management.
2. **Quorum:** A minimum of **three (3) members**, including the Presiding Officer and the External Member, must be present to conduct any official complaint proceedings.
3. **Confidentiality:** All proceedings, identity details of the aggrieved individual, and inquiry reports must be kept strictly confidential under penalty of disciplinary action.
4. **Meetings:** The committee will meet at least **twice an academic year** to audit the school's safety mechanisms, even if no formal complaint is received.

This order comes into immediate effect. Copies of this notification shall be displayed on the central notice boards, staff rooms, and the official school website for public information.



School Seal / Stamp

Copy to:

1. Managing Committee / Chairman's Office
2. All Appointed Committee Members (for individual record)
3. School Main Notice Board & Staff Room Notice Board
4. School IT Cell (for immediate website upload)
5. Office Compliance File (for CBSE Inspection)

Together, let's create a Safe Workplace, free of harassment



For reporting concerns pertaining to sexual harassment reach out to
theradiancehisar@gmail.com

Internal Committee (IC), constituted under the Sub-section (1) of Section 4, Sexual Harassment of Women at the Workplace (Prevention, Prohibition and Redressal) Act, 2013. Sexual Harassment is punishable as per law.

Our ICC members are here to guide and help you with your grievances:

Ms. Neha Hans (VC)
Presiding Officer
+9817664565

Ms. Saroj
Employee Member
+9468355055

Mr. Manjeet
Employee Member
+9588890810

Mr. Naresh Malik
External Member
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