



FLORENCE CONVENT SCHOOL

Affiliated to CBSE New Delhi (Affiliation No.: 630150)

School Code 43139

Vill. Thari, Subathu, Distt. Solan(H.P.) India, Pin: 173206 Ph.: 01792 - 275268(O)

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Ref. No.....

Dated...23.04.26...

POSH

PREVENTION OF SEXUAL HARASSMENT AT WORK PLACE COMMITTEE 2026-27

(12 Members)

SR. No.	NAME OF MEMBER	DESIGNATION IN COMMITTEE	DESIGNATION IN SCHOOL/ OCCUPATION	ADDRESS	SIGN.
1	Upasana Vashishtha	Presiding officer	Principal	Waverly Lodge, P.O. Subathu, Distt. Solan (H.P.)	<i>Upasana</i>
2	Renu Bhatia	Co- Presiding officer	V. Principal	Sunny Side P.O Solan Distt. Solan	<i>Renu</i>
3	Asha Lata	Management Representative	Manager	Village Thari, Near Patwarkhana Distt. Solan (H.P.)	<i>Asha Lata</i>
4	Shalini	Member	Sr. Teacher	Village Radiana P.O Subathu Distt. Solan (H.P.)	<i>Shalini</i>
5	Aakriti	Member	Teacher	Village Gadhon, P.O Subathu, Distt. Solan (H.P.)	<i>Aakriti</i>
6	Anurag	Member	Teacher	Vill. Delgi, P.O. Subathu Distt. Solan (H.P.)	<i>Anurag</i>
7	Kuldeep	Member	Non- Teaching Representative	Village Panshora, P.O. Subathu, Distt. Solan (H.P.)	<i>Kuldeep</i>
8	Shefali Thapa	Member	Counselor /-Wellness Teacher	Police Line Solan, Teh. & Distt. Solan (H.P.)- 173212	<i>Shefali</i>
9	Tej Singh	Member	Transport Incharge	Village Badheel, P.O. Subathu, Distt. Solan (H.P.)	<i>Tej Singh</i>
10	Sapna Thakur	External Member	NGO Member	Vill. Radiana, P.O Subathu, Distt. Solan H.P	<i>Sapna</i>
11	Tanvi Sharma	External Member	Advocate	H/N 31 Rabon, P.O Solan, Distt. Solan H.P	<i>Tanvi</i>
12	Devender Kumar	External Member	Police Representative	Solan Teh. & Distt. Solan (H.P.)- 173212	<i>Devender</i>

Upasana
Principal
Florence Convent School
Vill. Thari, PO Subathu
Distt. Solan (H.P.)

Core Objectives of Posh

1. Prevention and Prohibition

- * **Zero-Tolerance Culture:** Proactively eliminate unwelcome physical contact, demands for sexual favors, sexually colored remarks, display of inappropriate material, or non-verbal misconduct on school premises.
- * **Extended Scope Coverage:** Protect staff and teachers across all school-related environments, including physical classrooms, administrative blocks, school buses, field trips, official events, and digital communication channels.

2. Statutory Compliance & Redressal Mechanism

- * **Establishment of Internal Committee (IC):** Mandatory setup of an IC at the school level (presided over by a senior woman employee, with teaching/staff representatives and an external member from an NGO or legal background).
- * **Fair and Impartial Inquiry:** Provide a confidential, time-bound, and bias-free process to investigate complaints and recommend disciplinary action.

3. Gender Sensitization and Awareness

- * **Educating Stakeholders:** Conduct regular workshops and orientation sessions for teachers, management, and support staff (drivers, security personnel, housekeepers) regarding acceptable behavior, legal rights, and boundary limits.
- * **Policy Visibility:** Display POSH policies, IC member details, and complaint mechanisms prominently across notice boards, student handbooks, and the school website.

4. Dual Protection Framework (POSH + POCSO)

- * **Staff Protection (POSH Act, 2013):** Safeguards all female employees (permanent, temporary, contractual, and interns).
- * **Student Protection Integration (POCSO Act, 2012):** While POSH specifically covers adult employees, CBSE mandates that school policies harmonize POSH with the Protection of Children from Sexual Offences (POCSO) Act to ensure zero tolerance for minor student abuse or harassment.

5. Whistleblower Protection & Psychological Support

- * **Anti-Retaliation Guardrails:** Protect complainants, witnesses, and victims from victimization, academic/professional backlash, or intimidation during or after an inquiry.
- * **Interim & Psycho-Social Relief:** Provide necessary support services such as leave, duty reassignment, or access to professional school counselors during active investigations.



POSH or INTERNAL COMPLAINTS COMMITTEE MEETING RECORD

Meeting No. 1

Date: 23 April, 2026

Time: 11:00 AM

Venue: Principal's Office

Members Present

Principal – presiding officer (Chairperson)

V. Principal – Co presiding officer

Counselor- Member

Lady Teacher Representative – Member

Senior Female Staff – Member

Non-Teaching Staff Representative – Member

Student Representative (for senior classes) – Member

External Member (from NGO/Legal Background) – Invitee

Agenda

*Reconstitution of the posh or Internal Complaints Committee (ICC) for the academic session 2026–27.

*Orientation of all staff and students regarding the Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013.

*Review of complaint-handling procedure and confidentiality norms.

*Discussion on awareness campaigns, posters, and training sessions.

*Any other point with the permission of the Chair.

Minutes of Meeting

*The Principal welcomed all members and briefed them about the objectives of the Internal Complaints Committee (ICC) — ensuring a respectful, safe, and equitable environment for all staff and students within the school campus.



*The Chairperson shared the new composition of the ICC, which was unanimously approved by members. The external member from the partnering NGO briefed about the legal framework of the POSH Act, 2013, and the importance of prompt, fair, and confidential redressal of grievances.

*It was decided that an orientation program for teaching and non-teaching staff would be conducted focusing on workplace behaviour, boundaries, and reporting mechanisms.

Resolutions

*Committee reconstituted and approved.

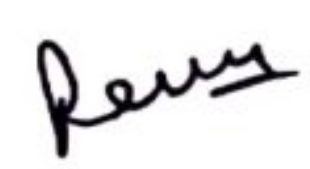
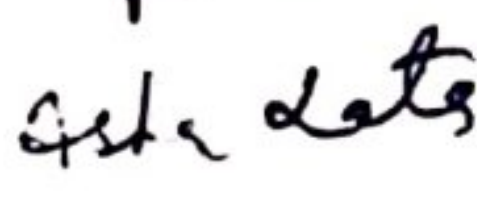
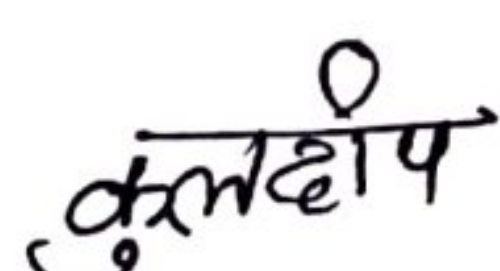
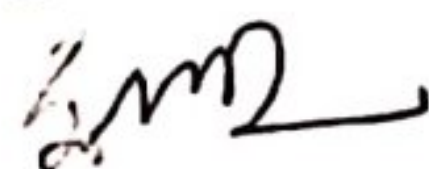
Helpline boards to be displayed .

Remarks

All members expressed full commitment to maintaining a safe and positive school environment.

Meeting concluded at 12:30 PM.

Signatures of Members present

S.No.	Name of Member	Designation	Signature
1.	Upasana Vashishtha	Presiding officer	
2.	Renu Bhatia	Co-Presiding officer	
3.	Asha lata	Management Representative	
4.	Shalini	Senior Teacher	
5.	Akriti	Teacher (female)	
6.	Anurag	Teacher (male)	
7.	Kuldeep	Non-Teaching Staff Representative	
8.	Shefali	Counselor	
9.	Tej Singh	Transport in charge	
10.	Sapna Thakur	NGO(social worker)	
11.	Tanvi Sharma	Legal Advisor	
12.	Devender Kumar	Local Representative	

POSH or INTERNAL COMPLAINTS COMMITTEE MEETING RECORD

Meeting No. 2

Date: 21 July, 2026

Time: 10:30 AM

Venue: Principal Office

Members Present

Principal – presiding officer (Chairperson)

V. Principal – Co presiding officer

Counselor- Member

Lady Teacher Representative – Member

Senior Female Staff – Member

Non-Teaching Staff Representative – Member

Student Representative (for senior classes) – Member

External Member (from NGO/Legal Background) – Invitee

Agenda

- *Review of previous staff orientation session.
- *Discussion on awareness among students (senior classes).
- *Procedure for handling anonymous or indirect complaints.
- *Any other issue with the Chair's permission.

Minutes of Meeting

- *The Chairperson reviewed the successful completion of the orientation program held in July 2026, which was attended by all staff. The feedback indicated that participants found the session highly informative.
- *Members discussed and finalized the detailed schedule for Gender Sensitization Week.
- * The week included:
 - *Day 1: Talk on "Respect at Workplace" by the Principal.



*Day 2: Group discussion among teachers on maintaining dignity and equality.

*Day 3: Poster-making competition for senior students on "Equality and Respect".

*Day 4: Open house discussion with the counselor.

*The external member suggested including an anonymous reporting mechanism to encourage victims or witnesses to come forward without fear. It was decided that a sealed drop box will be placed in the staffroom.

Resolutions

*Gender Sensitization Week approved and conducted.

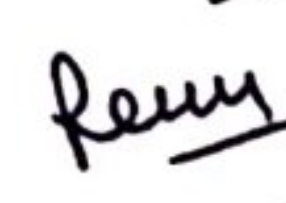
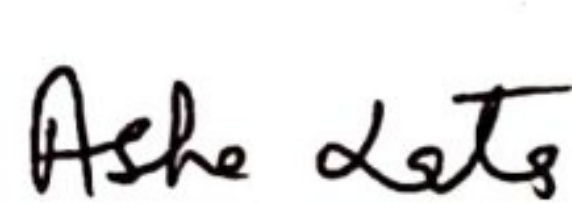
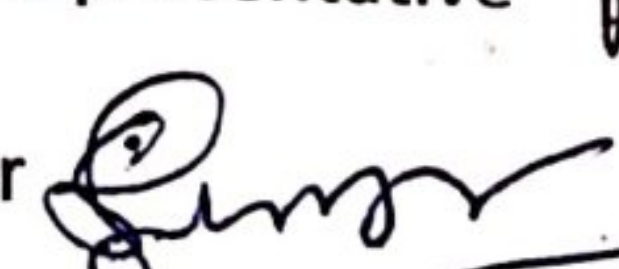
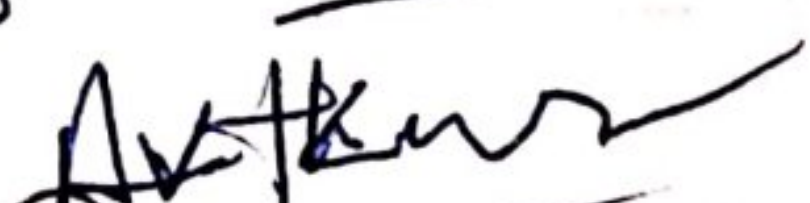
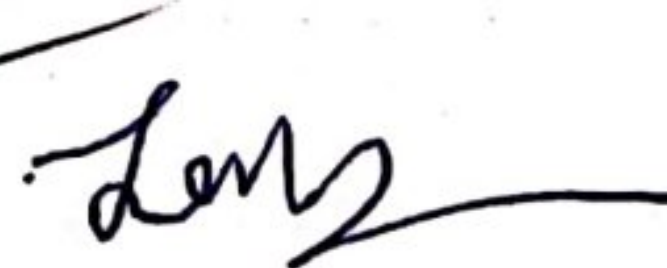
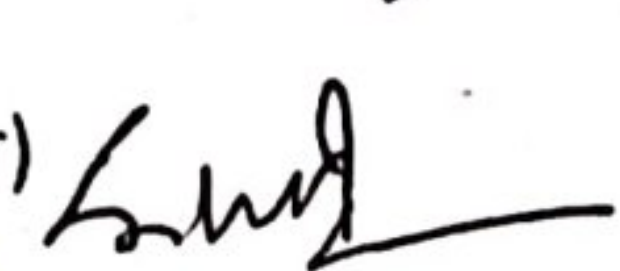
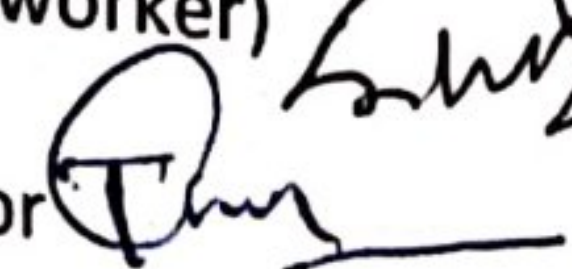
*Staff to maintain strict confidentiality and professionalism.

Remarks

The Principal appreciated the creative participation of both staff and students.

Meeting concluded at 12:20 PM.

Signatures of Members present

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1.	Upasana Vashishtha	Presiding officer	
2.	Renu Bhatia	Co-Presiding officer	
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