



ISO 9001:2008 Certified

# AMERICAN MONTESSORI PUBLIC SCHOOL

CBSE AFFILIATED SENIOR SECONDARY SCHOOL (Affiliation No.: 530529)

L-23, DLF City, Phase -II, Gurgaon -122002

Tel.: 0124 - 2352580, 2353131, 2353232, 4018944

Email: info@americanpublicschool.com | Website: americanpublicschool.com

Respected Sir / Madam,

**Subject: Submission of annual report as per the requirement of Section 21 (1) of Sexual Harassment of Woman at Workplace (Prevention, Prohibition and Redressal) Act, 2013**

We hereby submit the Annual Report of the Internal Committee on Prevention of Sexual Harassment for the calendar year 2023.

1. Number of Sexual Harassment complaints received during the year, **NIL**
2. Number of Cases disposed of during the year, **N.A.**
3. Number of cases pending as on 31<sup>st</sup> December 2023 for more than 90 days **NIL**
4. Number of workshops or awareness programme for employees against sexual harassment carried out during the year, 2023. **05**
5. Details of IC meetings conducted in the year 2023.

Sl. no	IC meeting	Date	Skill building activity conducted
2	Meeting two	07.11.2023	Holistic Development
3	Meeting three	03.11.2023	Workshop on Moral Delimma conducted by Virtue
4	Meeting four	03.11.2023	Workshop on Mental Health " UMEED"
5.	Meeting five	26.11.2023	Holistic Development of Children's Education

6. Nature of action taken by the employer during the year 2023.

Sl. No	Nature of action taken by employer - 2023	Status	Date	Remarks
1	Constitution of the IC	Yes/No	N.A	N.A
2	IC training	Yes/No	YES	
3	Implementation of the POSH policy	Yes/No	YES	
4	Constitution of IC displayed at Conspicuous locations (Noticeboard / Canteen /Security etc,) at workplace	Yes/No	YES	

7. The Names and Contact details of the IC members is as follows:

Sl. No.	Name	Designation	Contact details - email/Ph.
01	Roopali Kudesia	Presiding Officer	9717347976
02	Upendra Sarin	Advisor	9999777292
03	Manita Singh	Secretary	9811746618
04	Sandeep Aneja	Legal Advisor	9810120362
05	Mousumi Dutta	Member	9810473559
06	Nilesh Tiwari	Member	9818423228
07	Archana Singh	Member	7838351693

8. Summary of the action taken on Complaints of Sexual Harassment:

Sl. No.	Complaint No.	Complainant	Respondent	Disciplinary Action
		Female employee	Male employee	
	N.A	N.A	N.A	N.A

The report has been prepared in compliance of Section 21 (1) of Sexual Harassment of Woman at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

Yours faithfully,

for   
Presiding Officer,

Internal Complaints Committee

AMERICAN MONTESSORI PUBLIC SCHOOL  
L-23, DLF PHASE 2, GURGAON  
Dated:09.09.2024

American Montessori Public School  
'L' Block, Cassia Road  
DLF Phase-II