



BIRLA HIGH SCHOOL - MUKUNDAPUR

SEXUAL HARASSMENT COMMITTEE

SL.NO.	NAME	DESIGNATION
1	Mrs. Jessica Gomes Surana	Principal - Presiding Officer
2	Ms. Indrani Banerjee	Dean Academics - Member (in house)
3	Mrs. Rakhee H Patel	Headmistress - Member (in house)
4	Mrs. Jolly Talwar	Assistant Headmistress - Member (in house)
5	Lt Col Vidyut Mukherjee (Retd)	Administrative Officer - Member (in house)
6	Mr. Amit Mondal	Co-ordinator - Member (in house)
7	Ms. Mrnali Singh	Counsellor - Member (in house)
8	Mr. Arghya Saha	Legal Executive - Vidya Mandir Society

BIRLA HIGH SCHOOL - MUKUNDAPUR


Secretary General


Principal
BIRLA HIGH SCHOOL - MUKUNDAPUR
457, Barakhola, Mukundapur, Purba Jadavpur
Kolkata-700 099

25.08.2026



VIDYA MANDIR SOCIETY

1, MOIRA STREET, KOLKATA 700 017 PHONE: 2287 6420

25th August, 2026

NOTICE



In partial modification of our earlier notice dated 27th May, 2022 and subsequent Notices dated 16th September, 2022, 26th April, 2023, 31st May, 2023 and 24th July, 2025 this is to notify for information of all the employees of Birla High School - Mukundapur that pursuant to the provisions of Section 4 of the Sexual Harassment of Woman at Workplace (Prevention, Prohibition and Redressal) Act, 2013 an Internal Complaint Committee consisting of the following duly qualified members has been reconstituted for dealing in accordance with the said statute with the complaints of sexual harassment at workplace made by a woman employee against the respondent.

The members nominated by the employer to constitute the Internal Complaint Committee are :-

1. Mrs. Jessica Gomes Surana, Principal, Birla High School - Mukundapur - Presiding Officer
2. Ms. Indrani Banerjee, Dean Academics, Birla High School - Mukundapur - Member (in house)
3. Mrs. Rakhee H Patel, Headmistress, Birla High School - Mukundapur - Member (in house)
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7. Ms. Mrnali Singh, Counsellor, Birla High School - Mukundapur - Member (in house)
8. Mr. Arghya Saha, Legal Executive, Vidya Mandir Society

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VIDYA MANDIR SOCIETY

1, MOIRA STREET, KOLKATA 700 017 PHONE: 2287 6420



This is to notify further that any such complaint will have to be made to the said Committee within 3 months of occurrence of the incident, and the said period can be extended by the Committee for a further period of 3 months if it is satisfied that the circumstances were such which prevented the woman from filing the complaint within the prescribed time limit.


[Secretary General]

Copy to:

1. Col. Tapas Bera (Retd), Dy. Secretary General
2. Mrs. Jessica Gomes Surana, Principal, Birla High School – Mukundapur – Presiding Officer
3. Ms. Indrani Banerjee, Dean Academics, Birla High School – Mukundapur – Member (in house)
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8. Ms. Mrnali Singh, Counsellor, Birla High School – Mukundapur – Member (in house)
9. Mr. Arghya Saha, Legal Executive, Vidya Mandir Society
10. Notice Board

- For information and necessary action

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SEXUAL HARASSMENT COMMITTEE

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BIRLA HIGH SCHOOL - MUKUNDAPUR


Secretary General


Principal
BIRLA HIGH SCHOOL - MUKUNDAPUR
457, Barakhola, Mukundapur, Purba Jadavpur
Kolkata - 700 099

24.07.2025



VIDYA MANDIR SOCIETY

1, MOIRA STREET, KOLKATA 700 017 PHONE: 2287 6420



24th July, 2025

NOTICE



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BIRLA HIGH SCHOOL
Lead Us From Darkness To Light



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[Secretary General]

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