



# KAIVALYADHAMA

Swami Kuvalyanand Marg, Lonavala-410403  
Dist Pune, Maharashtra, India

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No: PNEK05354G  
No: 27AAATK4388B1ZO

Trust Regd. No. F-159  
Pan No. AAATK4388B

Date: 15/03/2016

To,  
The Principal,  
Kaivalya Vidya Niketan  
Kaivalyadham,  
Lonavala 410403

**Subject: Constituting a Grievance Redressal Committee at the School**  
**Ref: Notification issued by the ministry of Law and Justice No.F.DE.15/Act-  
1/Vishakha Guidelines/2014/25342-47dated 28.07.2014**

Sir,


As a progressive school, it is my wish that Kaivalya Vidya Niketan upholds the values and rules and regulations that bind all Indian citizens into a lawful and safe environment.

In view of the Section 4 (1) of 'The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013', the school will need to constitute an Internal Complaints Committee based on Hon'ble Supreme Court's directions in Vishakas case.

A complete document of the Preamble, Policy, Composition, Responsibilities and Standard Operating Procedures be defined and put into action at the school's level.

A safe and secure work environment for all employees and students be ensured at the school.

Kindly do the needful and maintain proper documentation of the procedures.

  
Shri O.P. Tiwari  
Secretary

