



**MANDATORY COMMITTEES TO BE CONSTITUTED IN THE SCHOOL 2024-25**

**1. POCSO POLICY AND PROCEDURE**

POCSO committee at school provides protection to all children (including male and female) from the offences of sexual assault, sexual harassment and pornography. The committee ensures healthy physical, emotional and social development of the child and protect children from offences of sexual assaults and sexual harassment, and for the matters concerning, **protection of Children from sexual offences Act, 2012, notified by the Government of India.**

**CHILD LINE 1098- 24\*7 HELPLINE FOR CHILDREN) SERVICES**

CHILDLINE 1098 is a national 24-hour toll free emergency phone service for children in distress. The Helpline for Children is currently operational in 412 locations across the country.

**POCSO (PROTECTION OF CHILDREN FROM SEXUAL OFFENCES) e-BOX**

POCSO, e-Box is an online complaint management system for easy and direct reporting of sexual offences against children and timely action against and timely action against the offenders under POCSO Act 2012 For more information or reporting of related cases you can click on Link of the POCSO e-Box is : [http://www.ncpcr.gov.in/user\\_complaints.php](http://www.ncpcr.gov.in/user_complaints.php)

**CONSTITUTION OF POCSO COMMITTEE**

<b>COMMITTEE MEMBER (S)</b>	<b>NAME (S)</b>
<b>Chairperson</b> Independent person with knowledge on child rights issues	Ms. Sarita Saxena
<b>Activity in Charge/ Counsellor</b> With minimum 5 yrs. Experience	Ms. Chitrangi Sharma
<b>Teacher Representative (Male PGT)</b>	Mr. H.V. Singh
<b>Teacher Representative (Female PGT)</b>	Ms. Vinay Pandey
<b>Member from NGO/Associations committed to Child Rights Issues</b>	Mr. K.C. Narula (DCPCR Member)
<b>Parent's Representative</b>	Mr. Sanjeev Kumar
<b>Student's Representative (Male)</b>	Hitesh Kumar
<b>Student's representative (Female)</b>	Priyansha Azad

## 2. VISHAKHA INTERNAL COMPLAINT COMMITTEE - POLICY AND PROCEDURE

Vishakha Internal Complaint Committee ensures protection of women at workplace, from sexual harassment. The committee ensures proactive measures, prohibition and redressal of any concerns faced by women at their workplace in context of sexual harassment. This committee is based on the guidelines provided by honourable supreme court which were provided for the first time, after the recognition of a case, wherein women's fundamental rights at workplace were violated.

The guidelines of honourable supreme court are subject to all workplaces, until any other legislation is passed in this regard.

### CONSTITUTION OF VISHAKHA INTERNAL COMPLAINTS COMMITTEE

COMMITTEEMEMBER (S)	NAME (S)
Chairperson	Ms. Sarita Saxena
02 Members	Ms. Shalini Mathur Ms. Rajdhar
Member	Mr. K.C. Narula (DCPCR Member)

## 3. SCHOOL SAFETY AND SECURITY COMMITTEE

The safety and security committee at school ensures a holistic review of all aspects of a child's safety in school. It includes audits, proactive measures, and corrective measures in case of any potential physical, social or psychological harm to the child inside, and outside of school premises. It deals with efficient actions in five important sections of safety, such as, physical safety, emotional and personal safety, social safety, emergency preparedness, and cyber safety.

### CONSTITUTION OF SAFETY AND SECURITY COMMITTEE AS PER CBSE NORMS

COMMITTEE MEMBER (S)	NAME (S)
- School Principal	Ms. Manpreet Kaur (Vice Principal)
- Administration Officer/Manager	Ms. Sarita Saxena (Manager)
- Transport Manager	Mr. Damandeep Singh
- Doctor	Ms. Austin K. Joseph
- Nominated Teacher	Ms. Shilpi Sharma
- Nominated PTA Members	Mr. Sanjeev Kumar

#### 4. STUDENTS' GRIEVANCE REDRESSAL POLICY

Grievance means a formal complaint- includes any kind of discontent or dissatisfaction or negative perception, whether expressed or not, arising out of anything connected with the school, that a student, thinks, believes, or even feels, is unfair, unjust, or inequitable. The student grievance committee of school is formed to address complaints and grievances of the students of the school.

The committee looks into the complaint lodged by any student and judge its merit. The committee is also empowered to look into matters of harassment.

#### CONSTITUTION OF STUDENT GRIEVANCE REDRESSAL COMMITTEE

COMMITTEE MEMBER (S)	NAME (S)
Principal	Ms. Manpreet Kaur (Vice Principal)
School Counsellor	Ms. Chitra
PGT Teacher With minimum 5 yrs. Experience	Mr. H. V. Singh
TGT Teacher With minimum 5 yrs. Experience	Ms. Raminder Kaur
PRT Teacher With minimum 5 yrs. Experience	Ms. Manpreet Kaur Viridi
Student Representatives- (Any 2 Elected members of Students' Council)	Priyansha Azad Hitesh Kumar

#### 5. TEACHERS' GRIEVANCE REDRESSAL POLICY

The teaching and non-teaching staff as per the latest policy can now register their grievances at four levels and also file an appeal, if they aren't satisfied with the decision of the concerned committee.

The four level registration of grievances for teachers is as follows :

- (i) At the School level
- (ii) At the Block Level
- (iii) At the District Level
- (iv) At the State Level

According to the mechanism, the School Management Committee (SMC) will be the first level of the Grievance Redressal Mechanism, where a teacher can submit his or her grievance in writing to the Secretary, SMC. The committee examines and redress the grievance within 15 days from the date of receipt of the grievance. The committee ensures a safe, fair, and a harmonious work environment by handling, day-day grievances related to staff members, along with parents and students. The committee observes effective, fair, and impartial resolution of grievances among staff members and is approachable for all genuine grievances of stakeholders.

If the teacher complainant feels the response is unsatisfactory, he / she can represent his/her case before the Zonal Level Grievance Redressal Committee. This panel has to address the issue within 30 days.

If the complainant is still unsatisfied, he/she can approach the district-level Grievance Redressal Committee, which will be headed by the District Collector /Magistrate and will be required to respond within one month.

At the top most level, the grievance can be sent to the Regional Director Level Grievance Redressal Committee, which will be headed by the Regional Director of Education and comprising two members nominated by the Education Secretary.

### CONSTITUTION OF TEACHER GRIEVANCE REDRESSAL COMMITTEE

COMMITTEE MEMBER (S)	NAME (S)
<b>Secretary, SMC</b>	Ms. Sarita Saxena (Director/Manager)
<b>Principal</b>	Ms. Manpreet Kaur (Vice Principal)
<b>02 PTA Members</b>	Ms. Shilpi Sharma
<b>01 Staff Representative</b>	Ms. Raminder Kaur

## 6. POLICY ON INCLUSIVITY

The school recognizes and emphasizes on the acceptance, respect and intervention benefits of children with special needs. Taking into consideration, that children with special needs can make noteworthy gains through early intervention, the school has constituted an **Inclusion Committee** for CWSN. It aims at providing an integrated unit with the help of a team which advocates and ensures necessary action for inclusion in school. The committee addresses any concerns related with CWSN in school, and ensures a healthy and a positive environment for all children. The committee also ensures effective action plans and intervention for CWSN and periodic reviews of action plans to ensure a holistic approach towards the development of CWSN.

## **CONSTITUTION OF INCLUSION COMMITTEE FOR CWSN**

<b>COMMITTEE MEMBER (S)</b>	<b>NAME (S)</b>
Principal	Ms. Manpreet Kaur (Vice Principal)
School Counsellor	Ms. Chitra
Special Educator (s)	Ms. Chitrangi Sharma
02 Teacher Representative (s)	Ms. Shilpi Sharma, Ms. Shalini Sharma

## **7. SCHOOL DISCIPLINARY POLICY INCLUDING ANTI-BULLYING, VANDALISM AND OTHER DISCIPLINARY ISSUES**

Deliberate damage to school property, causing intentional physical, emotional or psychological harm to other students in schools, and in disciplinary acts committed by students, directly affect the education of the students and reflects their loss of intrinsic balance and effective self-regulation.

The Disciplinary Committee undertakes strict measures in order to ensure discipline in school and a positive learning environment among students. The committee prohibits acts of harassment, intimidation, or bullying and advocates appropriate behavioural standards, and code of conduct for all students. The committee observes zero tolerance for in disciplinary actions, acts of vandalism, and bullying by students, and takes effective measures in the matters of all concerns on immediate basis.

## **CONSTITUTION OF DISCIPLINARY COMMITTEE (ANTI-BULLYING, VANDALISM AND OTHER DISCIPLINARY ISSUES)**

<b>COMMITTEE MEMBER (S)</b>	<b>NAME (S)</b>
Vice Principal	Ms. Manpreet Kaur (Vice Principal)
02 Senior Teachers	Mr. H.V. Singh
School Doctor	Ms. Austin K. Joseph
Counsellor	Ms. Chitra
School Management Representative	Ms. Sarita Saxena
Legal Representative	Mr. K.C. Narula (DCPCR Member)

## 8. CYBER SAFETY POLICY

Reflecting on the over indulgence on the electronic gadgets (including mobile phones) CBSE has termed them as a source of distraction which can also be misused. The cyber safety committee aims at creating a meaningful atmosphere in the school, and classrooms by ensuring compliance to all rules of cyber safety among students. Committee ensures that, all staff members and students follow certain basic rules, with regard to internet use, and use of IT, in general. It aims to prevent harm, as a result of others accessing intolerant, extremist, hateful websites, and to protect students and staff from cyber risks.

### CONSTITUTION OF SCHOOL CYBER SAFETY COMMITTEE

COMMITTEE MEMBER (S)	NAME (S)
Principal	Ms. Manpreet Kaur (Vice Principal)
Senior IT Teacher	Ms. Pooja Singh
Counsellor	Ms. Chitra
School Management Representative	Ms. Sarita Saxena

## 9. PARENT GRIEVANCE REDRESSAL POLICY

The school will aim to be fair, open and honest when dealing with any complaint. Parents who have a concerns or complaint, should normally raise these in the first instance with their child's class teacher by email requesting a meeting. If the parent is not satisfied with the response of the class teacher they should contact the Headmistresses/ Vice Principal who will then be able to liaise with relevant staff, put the parent in contact with the appropriate member of the Senior Management Team or refer the parent directly to the Principal. Parents may feel that they should contact the Principal directly, especially on a matter of great importance or sensitivity, in such cases the parents may be guided to write an email to the Principal confidentially.

### PARENT REDRESSAL GRIEVANCE COMMITTEE

COMMITTEE MEMBER (S)	NAME (S)
Secretary, SMC	Ms. Sarita Saxena
Principal	Ms. Manpreet Kaur (Vice Principal)
02 PTA members	Mr. Sanjeev Kumar, Mr. Taranjyot Singh
01 Staff Representative	Ms. Raminder Kaur