



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

CONSTITUTION OF POCSO COMMITTEE

COMMITTEE MEMBER (S)	NAME (S)
Chairperson Independent person with knowledge on child rights issues	
Activity in Charge/ Counsellor With minimum 5 yrs. Experience	Ms.SHIKHA YADAV
Teacher Representative (Male PGT)	Mr. VINIT KAKKAR
Teacher Representative (Female PGT)	Ms. ROMIKA WADHWA
Member from NGO/Associations committed to Child Rights Issues	Ms. RICHA AGARWAL
Parent's Representative	Ms. LILY NAIN
Student's Representative (Male)	SARANG
Student's representative (Female)	RIDHIMA

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

COMMITTEE MEMBER (S)	ELIGIBILITY	NAME (S)
Chairperson	Women working at senior level as an employee, if not available then nominated from other workplace of the same employer.	Ms. AKANKSHA SEHGAL SETIA
02 Members	Members with appropriate Legal Knowledge/ Committed to social work/ experienced in causes for women : to be appointed amongst employees	Ms. REKHA BUDAKOTI SHIKHA YADAV
Member	Member from NGO's/ Associations committed to causes for women / or a person familiar with the issue of sexual harassment.	Ms. RICHA AGARWAL

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	Mr. HARSH KUMAR
- Administration Officer/Manager	Mr. KHUSHBANT SINGH
- Transport Manager	Mr. SANJAY
- Vice Principal and All HM's	Ms. AKANKSHA SEHGAL SETIA Ms. REKHA BUDAKOTI
- Doctor	Ms. DIVYA GEORGE
- Nominated Teacher	Mr. ANIL KUMAR
- Nominated PTA Members	Mr. RAJIV MITTAL

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	Mr. HARSH KUMAR
School Counsellor With minimum 5 yrs. Experience	Ms. SHIKHA YADAV
PGT Teacher With minimum 5 yrs. Experience	Mr. RITU KAPOOR
TGT Teacher With minimum 5 yrs. Experience	Ms. REKHA BUDAKOTI
PRT Teacher With minimum 5 yrs. Experience	Ms. ANUP KUMARI
Student Representatives- (Any 2 Elected members of Students' Council)	RIDHIMA SARANG

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)
Secretary, SMC	Ms. MEENU GOSWAMI
Principal	Mr. HARSH KUMAR
2 PTA Members	Ms. MANJU Ms. LILY NAIN
1 Staff Representative	Ms. DEEPA RAJESH

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

COMMITTEE MEMBER (S)	NAME (S)
Principal	Mr. HARSH KUMAR
VPL/ HM's (Any 02)	Ms. AKANKSHA SEHGAL SETIA Ms. REKHA BUDAKOTI
Consulting Psychiatrist	
School Counsellor	Ms. SHIKHA YADAV
Special Educator (s)	
02 Teacher Representative (s)	Ms. ROMIKA WADHWA Ms. SHWETA VERMA
01 PTA Representative	Ms. BABY PALLAVI

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)

COMMITTEE MEMBER (S)	NAME (S)
Vice Principal	Ms.AKANKSHA SEHGAL SETIA
02 Senior Teachers	Ms. ROMIKA WADHWA Ms. SHWETA VERMA
School Doctor	
Counsellor	Ms. SHIKHA YADAV
PTA Representative	Mr. VIVEK JAGLAN
School Management Representative	Mr. HARSH KUMAR
Legal Representative	Ms. KIRAN SHARMA
02 Peer Educators	

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. HARSH KUMAR
Senior IT Teacher	Ms. AKANKSHA SEHGAL SETIA
Counsellor	Ms. SHIKHA YADAV
School Management Representative	Ms. REKHA BUDAKOTI
PTA Representative	Ms. VIVEK JAGLAN
Legal Representative	Ms. KIRAN SHARMA
02 Peer Educators	

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. MEENU GOSWAMI
Principal	Mr. HARSH KUMAR
HM (Of the respective Dept.) / VPL (For Senior School)	Ms. AKANKSHA SEHGAL SETIA Ms. REKHA BUDAKOTI
02 PTA members	Mr. VIVEK JAGLAN Ms. MANJU
01 Staff Representative	Ms. ROMIKA WADHWA