

SN	Job Title	Responsibilities	Authorities	Reports To	Remark
1.	Sexual Harassment Committee	<ul style="list-style-type: none"> • Creating awareness amongst all the staff members and all the students regarding Sexual harassment through Workshop and Seminars. • Channelizing any compliant or issues identified to the concerned for further action. • Follow up with the Principal till settlement of the matter. • To take Preventive and Corrective steps over the issues. • Monitoring so as to keep a vigil in order to discourage such harassments. • Providing convenient means of communication to report any harassment issues . 	<ul style="list-style-type: none"> • Taking strict and punitive actions against the offender. • To regulate any rule concern with avoiding such acts in the future. 	Principal	NA
2	Grievance Committee Staff	<ul style="list-style-type: none"> • To collect Grievance and maintain record of the same. • To prioritize the grievance as per its gravity. • To look for solution to satisfy Grievance-holder without causing any harm to the organization. • To take feedback from the grievance holder after providing the solution. • To take necessary follow up action. 	<ul style="list-style-type: none"> • Assisting principal for smooth functioning 	Principal	NA
3	Grievance Committee Parent	<ul style="list-style-type: none"> • Organizing and presiding over all meetings • General Supervision and leadership of the Parent Committee • Be versed in the Parent Committee Guidelines. • Work with Secretary to set the meeting agenda. • Serve as liaison between parents, school community, and the Board of Directors. • Report on Parent Committee activities at monthly Board of Director meetings. 	<ul style="list-style-type: none"> • Assisting principal for smooth functioning 	Principal	NA

		<ul style="list-style-type: none"> • Perform other duties as may be assigned. • Support various school functions. 			
4	Grievance Committee Student	<ul style="list-style-type: none"> • To develop a responsive and accountable attitude among all the students in order to maintain a harmonious educational atmosphere in the Institute. • Grievances received in writing from the students about any of the following matters: <ul style="list-style-type: none"> a) Academic Matters: Related to timely issue of duplicate Mark -sheets, TransferCertificates, Conduct Certificates or other examination related matters, b) Financial Matters: Related to dues and payments for various items from library, Accounts Department etc. c) Complaints, of alleged discrimination of students, from the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Women, Minority or Disabled categories d) Harassment and victimization of students, including sexual harassment. • Any other related work assigned by the Principal. 	Assisting principal for smooth functioning	Principal	NA
5	Anti Bullying Committee	<ul style="list-style-type: none"> • To create a school ethos which encourages students to disclose and discuss incidents of bullying behaviour.. • To raise awareness of bullying as an unacceptable form of behaviour with school management, teachers, students, parents/guardians through 	Assisting principal for smooth functioning	Principal	NA

		<p>Teachers Talk in Assembly, Workshop, Seminars,</p> <ul style="list-style-type: none"> To ensure that the school's Social, Personal and Health Education programme raises awareness of the factors associated with bullying behaviour and develops appropriate knowledge, skills and behaviours. To take practical actions to prevent incidents of bullying behaviour e.g. to ensure comprehensive supervision and monitoring measures through which all areas of school activity are kept under observation.. 			
6	Disciplinary Committee	<ul style="list-style-type: none"> Assigning and monitoring the duties given to the students council / House Prefect (Like checking or uniforms, late coming of students etc) Assigning duties to the staff members to monitor smooth movement of the students during assembly and in between school hours. Complaints regarding discipline should be handled with permission of principal on the same day regarding any problems, suggestions and findings To monitor overall discipline of the school. To Assist and help concern department at the time of activities conducted by them. 	Assisting principal for smooth functioning and maintaining discipline in school.	Principal	NA
7	Internal Complaint Committee	<ul style="list-style-type: none"> To Prepare corrective and preventive action to take care of the similar kind of complaints in future. The teacher in charge intimates the complainant in writing along with the acknowledgement about the action taken on his/her 	Assisting principal for smooth functioning and maintaining discipline in school.	Principal	N/A

		<p>complaint</p> <ul style="list-style-type: none">• In case of serious complaints, the Principal counsels the complainant as well as the person against whom the complaint is raised and takes a written acknowledgement of the counselling and required corrective/preventive action from both.			
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