

POCSO COMMITTEE
OF
SRI GURU HARKRISHAN
PUBLIC SCHOOL



Estd. 1986



SRI GURU HARKRISHAN PUBLIC SR. SEC. SCHOOL, RAIPUR, BAHADURGARH

POSCO COMMITTEE

(PROTECTION OF CHILDREN FROM SEXUAL OFFENCES COMMITTEE)

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❖ PREAMBLE

Sri Guru Harkrishan Public School running under the Sri Guru Harkrishan Management Society is always keen to safeguard the interests of the learners. Keeping in view the same objective, Sri Guru Harkrishan Public Sr. Sec. School, Raipur, Bahadurgarh has set up the POCSO Committee (under the provisions of Prevention of Children from Sexual Offences Act 2012) on 2nd October 2017 to safeguard the learners from the challenges they face in their formative years at school. The Committee takes up appropriate initiatives to create awareness about sexual exploitation and to ensure that all learners are aware of their rights and responsibilities towards themselves.

Through its awareness campaigns and programmes, the Committee strives to ensure that all learners are treated with dignity and respect at all times. . Here, it should be noted that according to the Supreme Court guidelines of Sexual harassment can be defined as unwelcome" sexually determined behaviour (whether directly or by implication)as:-

- (a) Physical contact and advances.
- (b) Demand or request for sexual favors.
- (c) Sexually colored remarks.
- (d) Showing pornography.
- (e) Other unwelcome physical, verbal or non-verbal conduct of a Sexual nature (Vishaka judgment by Supreme Court)

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The following will also be treated as sexual harassment and are covered by the committee:-

- (a) Eve-teasing.
- (b) Unsavory remarks.
- (c) Jokes causing or likely to cause awkwardness or embarrassment.
- (d) Innuendos and taunts.
- (e) Gender based insults or sexist remarks.
- (f) Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like.
- (g) Touching or brushing against any part of the body and the like
- (h) Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings.
- (j) Forcible physical touch or molestation.
- (k) Physical confinement against one's will and any other act likely to violate one's privacy.

OBJECTIVES OF POSCO COMMITTEE:

The objectives of the Committee are:-



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- To prevent discrimination and sexual harassment against women employees and girls students by promoting gender amity among them.
- To make recommendations to the Chairperson for changes/ elaborations in the Rules for students and employees in the Prospectus and the Bye-Laws, to make them gender just and to lay down procedures for the prohibition, resolution, settlement and prosecution of acts of discrimination and sexual harassment against women, by the students and the employees.
- To deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment.
- To recommend appropriate punitive action against the guilty.
- To organize orientation program for women employees and girl students to sensitize to be proactive to deal with such discrimination if any.

COMPOSITION OF POSCO COMMITTEE FOR STUDENTS:

CHAIRPERSON	MRS.MONICA WALIA	9876572851
MEMBER 1	MRS.SARBJEET KAUR	8284025215
MEMBER 2	MRS.SUNITA DEVI	8699891427
MEMBER 3	MRS.LAKHBIR KAUR	9781425535
MEMBER 4	MRS.SANDEEP KAUR	9780953251
MEMBER 5	MR.SAGARDEEP SINGH	9872521420
MEMBER 6	PALAKPREET KAUR-STUDENT	7888796802
MEMBER 7	SAHILPREET SINGH-STUDENT	9041573237

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❖ INTERNAL COMPLAINTS COMMITTEE AGAINST SEXUAL HARRASSMENT FOR STAFF

CHAIRMAN	S. JAGJEET SINGH DARDI	9815592166
PRINCIPAL	MRS.MONICA WALIA	9876572851
CO-ORDINATOR (SENIOR WING)	MRS.LAKHBIR KAUR	9781425535
CO-ORDINATOR	MRS.AARTI RANI	9914092148
MANAGER (JUNIOR WING)	MRS.SARBJEET KAUR	8284025215
FRONT DESK OFFICER	MRS.SANDEEP KAUR	9780953251

❖ PROCEDURE FOR FILING COMPLAINTS

Complaint may be oral, by email (s.harkrishanraipur@gmail.com) or in writing. If the complaint is oral, it will be converted into a written form by the Sexual Harassment Committee member who received the complaint and authenticated by the complainant under his/ her signature as soon as possible.

Upon receipt of complaint by any member of committee, the member should forward it to s.harkrishanraipur@gmail.com

The students may feel free to put up a complaint in writing and drop it in the suggestion boxes outside the Counselling room or they can lodge their complaint online through website:

<https://raipur.sghps.com/>


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❖ PROCEDURE FOR DEALING WITH COMPLAINTS

Filing of a complaint If any associate believes that she/he has been subjected to sexual harassment, such person may file a complaint with any member of the committee. The committee member on receiving a complaint will intimate the committee head. The committee head would arrange for a meeting within a week of receipt of the complaint for discussing the complaint raised. Complaints must be brought within 30 working days of the incident of sexual harassment. Complaints brought after that time period will not be pursued absent extraordinary circumstances.

The determination of whether the complaint was timely or whether extraordinary circumstances exist to extend the complaint period must be made in conjunction with the legal team. Every attempt will be made to get the complainant to provide the complaint in writing. The complaint shall include the circumstances giving rise to the complaint, the dates of the alleged occurrences and names of witnesses, if any. The complaint shall be signed by the complainant.

❖ PROCESS OF ENQUIRY

The committee will ask the complainant to prepare a detailed statement of incidents/ allegations. The statement of allegation will be shared with the accused.

The accused will be asked to prepare a response to the statement of allegations and submit to the committee within the given time.

The statement and other evidence obtained in the inquiry process will be treated as strictly confidential. The committee will organize verbal hearings with the complainant and the accused. The committee will check the witness's testimonies of other relevant persons and review the evidence if necessary. The committee should ensure that sufficient care is taken to avoid any retaliation.


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During the enquiry process, the complainant and the accused would be expected to refrain from any form of threat, intimidation or influencing of witnesses.

The committee will arrive at a decision after carefully and fairly reviewing the circumstances, evidences and relevant statements.

The committee will ensure confidentiality during the inquiry process and will ensure that in the course of investigation a complaint

(a) Both parties will be given equal reasonable opportunity to be heard along with witnesses and to produce any other relevant documents.

(b) Upon completion of the investigation, both parties will be informed of the results of the investigation.

The committee will be empowered to do all things necessary to ensure a fair hearing of the complaint including all things necessary to ensure that victims or witnesses are neither victimized nor discriminated against while dealing with a complaint of sexual harassment. In this regard the committee will also have the discretion to make appropriate decisions in terms of recommendations in relation to an accused person pending the outcome of a complaint) including suspension, transfer, leave, change of work location etc.

The investigation into a complaint will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances.

The committee will investigate and prepare an enquiry report with recommendation within 4 weeks of the complaint being filed.



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❖ **DECISION AND ACTION:**

Once the investigation is completed, a determination will be made regarding the validity of the harassment allegation. If it is determined that harassment has occurred; a quick and prompt remedial action will be taken. The committee will share the investigation details or findings and agree on the applicable disciplinary action.

This may include some of all of the following:-

(a) In the case of academic/administrative/technical/ non teaching staff/ management, disciplinary action could be in the form of one or more of the following:-

(i) Warning.

(ii) Written apology.

(iii) Adverse remarks in the Confidential Report.

(iv) Debarring from supervisory duties.

(v) Denial of re-employment.

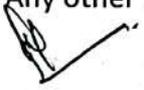
(vi) Stopping of increments/promotion.

(vii) Reverting, demotion.

(viii) Transfer if applicable.

(ix) Dismissal.

(x) Any other relevant mechanism.


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(b) In case of students, disciplinary action could be in the form of:-(i) Warning.

(i) Written apology.

(ii) Withholding results.

(iii) Debarring from exams.

(iv) Debarring from holding posts.

(v) Expulsion.

(vi) Denial of admission.

(vii) Any other relevant mechanism.

(NOTE: The reasons for the action have to be provided in writing. Action will be taken against person(s) who try to pressurize the complainant in any way).

CONCLUSION

The school will ensure that all women employees and girl students will feel safe and secure in the premises. The policy will be implemented and reviewed by the Committee from time to time as per the need. The school reserves the right to amend, abrogate, modify, and rescind/reinstate the entire policy or any part of it anytime.


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Ref. No. *gen* MINUTES OF MEETING OF POCSO COMMITTEE Dated...16.04.2022

Principal	Mrs.Monica Walia	
Memeber	Mrs. Sarbjit Kaur	
Member	Mrs. Sunita Devi	<i>Sunita Devi</i>
Member	Mr. Sagardeep Singh	<i>Sagardeep Singh</i>
Member	Mrs. Lakhbir Kaur	<i>Lakhbir Kaur</i>
Member	Mrs. Paramjeet Kaur	<i>Paramjeet Kaur</i>

AGENDA: To appoint new members in POCSO committee for session 2022-23 and discuss the necessary steps to be taken as per POCSO guidelines.

PROCEEDINGS:

On the commencement of the meeting, Mrs.Monica Walia introduced the new members of the committee for session 2022-23. With the consent of all members, It was decided that Ms. Sandeep Kaur, PGT-IT will be appointed as new Teacher representative. Palakpreet Kaur, Head Girl and Sahilpreet Singh, Head boy of the school, were appointed as new student representatives. Reports from all members were taken regarding any kind of case or complaint received which was befitted as per POCSO guidelines but no member reported any case or complaint.

The Principal expressed her happiness and appreciated the working of the committee for ensuring peaceful and attentive atmosphere in the school premises.

In order to maintain even more vigilant atmosphere. It was decided to organize women safety orientation programs to create awareness about gender equality and safety. Gate entry will be recorded at the gate by the security guard and parents will be allowed to enter with Parents Visiting Card issued by school authorities.'

List of New Members

1. Mrs. Sandeep Kaur	Teacher Representative	<i>Sandeep Kaur</i>
2. Palakpreet Kaur	Student Representative	<i>Palakpreet Kaur</i>
3. Sahilpreet Singh	Student Representative	<i>Sahilpreet Singh</i>

The meeting ended with vote of thanks to the chair.

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Dated...*27.08.2022*.....

MINUTES OF MEETING OF POCSO COMMITTEE

Venue: Sri Guru Harkrishan Public Sr. Sec. School, Raipur, Bahadurgarh

ATTENDEES:

- Mrs. Monica Walia *M*
- Mrs. Sarbjit Kaur *SJK*
- Mrs. Lakhbir Kaur *Lakhbir K*
- Mrs. Sunita Devi *Sunita Devi*
- Mrs. Paramjeet Kaur *Paramjeet Kaur*

AGENDA: Strategies for the POCSO Committee

The meeting commenced at 2:30 p.m. with the attendees present for meeting.

Mrs. Monica Walia, the chairperson of the POCSO Committee, welcomed everyone and outlined the agenda for the meeting.

1. REVIEW OF PREVIOUS MEETING MINUTES

The minutes of the previous meeting were reviewed and approved by the committee members without any amendments.

2. DISCUSSION ON STRATEGIES FOR THE POCSO COMMITTEE

Mrs. Monica Walia initiated the discussion by highlighting the importance of devising effective strategies to address the committee's objectives. The following key points were discussed:

a. Awareness Campaign: Mrs. Sarbjit Kaur suggested organizing an awareness campaign to educate the students, parents, and school staff about the importance of child safety and the role of the POCSO Committee. The committee agreed that this campaign should include workshops, guest lectures, and distribution of informational brochures.

b. Training and Workshops: Mrs. Lakhbir Kaur emphasized the need for training programs and workshops to empower the committee members with the necessary skills and knowledge to handle sensitive issues related to child protection. The committee agreed to invite experts in the field to conduct such sessions.

c. Collaboration with Parents: Mrs. Sunita Devi proposed strengthening the collaboration with parents by encouraging open communication channels. It was suggested to conduct regular meetings with parents, where they can express their concerns and seek guidance on child safety matters. The committee agreed to

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schedule monthly parent-teacher meetings specifically dedicated to discussing child safety.

d. Complaint Handling Mechanism: Mrs. Paramjeet Kaur suggested the establishment of a confidential complaint handling mechanism to provide a secure platform for reporting any potential incidents of child abuse or misconduct. The committee agreed to create a dedicated email address and a helpline number to ensure the anonymity and safety of the complainants.

3. ACTION PLAN AND TIMELINE

The committee discussed the need for an action plan and assigned responsibilities to each member. The following tasks were identified:

Mrs. Monica Walia: To Coordinate the awareness campaign and oversee its execution.

Mrs. Paramjeet Kaur: To Arrange guest lectures and workshops in collaboration with external experts.

Mrs. Lakhbir Kaur: To keep check on complaint boxes/Suggestion box.

Mrs. Sunita Devi: To initiate regular parent-teacher meetings to discuss child safety concerns.

Mrs. Sarbjit Kaur: To Set up the confidential complaint handling mechanism and ensure its functionality.

A timeline was set, with the agreed-upon tasks to be completed within the next three months.

No additional matters were raised during the meeting.

5. Next Meeting

The next meeting was scheduled for **Nov 2022**. The exact date and time will be communicated to the committee members well in advance.

6. Adjournment

At Last, Mrs. Monica Walia thanked all the attendees for their active participation. The meeting concluded at 3:30 p.m.



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Dated..... *11.04.2023*

MINUTES OF MEETING OF POCSO COMMITTEE

ATTENDEES:

- Mrs. Monica Walia *M*
- Mrs. Sarabjit Kaur *SJK*
- Mrs. Sunita Devi *Sunita Devi*
- Mrs. Lakhbir Kaur *Lakhbir Kaur*

AGENDA:

1. Selection of Members for the Session 2023-24:

- The committee discussed the criteria for selecting students and teachers for the POCSO Committee for the upcoming session (2023-24).
- It was decided that interested students would be required to submit an application expressing their interest in joining the committee.
- The committee emphasized the importance of selecting individuals who demonstrated a strong commitment to the goals and objectives of the POCSO Committee.
- Teachers would be nominated by the school administration based on their expertise and dedication to promoting a safe and inclusive school environment.

2. Suggesting Strategies for the Committee:

- The committee members shared their ideas and suggestions for improving the effectiveness of the POCSO Committee in achieving its objectives.
- It was suggested to organize regular awareness campaigns and workshops on topics such as bullying prevention, conflict resolution, and fostering a culture of empathy and respect.
- The committee discussed the possibility of collaborating with external organizations or experts to provide specialized training and resources for students and teachers.
- The committee agreed to explore the implementation of peer mentoring programs to foster positive relationships among students and promote a supportive school community.

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Action items:

- Mrs. Sarabjit Kaur will coordinate the application process for interested students and will ensure the submission deadline is communicated to all eligible students.
- Mrs. Sunita Devi will liaise with the school administration to nominate teachers who meet the criteria for the POCSO Committee.

NEXT MEETING:

The next POCSO Committee meeting will be scheduled on 13th May, 2024 at 10:00 a.m in school campus.

ADJOURNMENT:

The meeting was adjourned with thanks and request to come prepared with final list of teachers and students for final selection in next meeting



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Ref. No. *gen*.....

Dated..07/08/2023

MINUTES OF THE POCSO COMMITTEE MEETING

PRESENT MEMBERS:

1. Mrs. Monica Walia *MW*
2. Mrs. Sarbjit Kaur *SJK*
3. Mrs. Sunita Devi *Sunita Devi*
4. Mrs. Lakhbir Kaur *Lakhbir Kaur*
5. Ms. Paramjeet Kaur *Paramjeet Kaur*
6. Ashish Kumar Ojha *Ashish Kumar*
7. Simranjeet Kaur *Simranjeet Kaur*

AGENDA: To Plan Future Activities to create awareness about POCSO Act.

Meeting Summary:

The meeting of the Protection of Children from Sexual Offences (POCSO) Committee was held on **August 7, 2023** at 9:00 a.m. in the Meeting Room. The meeting commenced with the chairperson extending a warm welcome to all committee members. The primary focus was on discussing potential future activities aimed at raising awareness about the Protection of Children from Sexual Offences (POCSO) Act. The committee recognized the critical need to spread awareness about the POCSO Act among students, parents, and staff. After a thorough discussion, the following decisions were made:

1. **Awareness Programs:** It was decided to plan and execute a series of awareness programs, including workshops, seminars, and awareness campaigns. Ms. Lakhbir Kaur graciously volunteered to coordinate these efforts, which was warmly appreciated by the committee.
2. **Regular Policy Reviews:** The committee emphasized the importance of regular reviews and updates of policies related to the POCSO Act to ensure their continued effectiveness.

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3. Open Communication: Members stressed the need to maintain vigilance and encourage open communication within the organization to promptly address any concerns related to child safety.

The committee reviewed a report concerning recent incidents or concerns related to child safety, and it was noted that there were no recent incidents to report. However, the committee underscored the importance of remaining vigilant.

All members were encouraged to contribute more ideas for discussion at the next meeting, aiming to further enhance the committee's efforts in creating awareness about the POCSO Act.

The meeting was adjourned with a vote of thanks to all attendees for their valuable contributions and commitment to the cause.



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Ref. No.....*gen*.....

Dated...*09.12.2023*

MINUTES OF MEETING OF POCSO COMMITTEE

ATTENDEES:

1. Mrs. Monica Walia *[Signature]*
2. Mrs. Sarbjit Kaur *[Signature]*
3. Mrs. Sunita Devi *Sunita*
4. Mrs. Lakhbir Kaur *Lakhbir K*
5. Mrs. Paramjeet Kaur *Paramjeet Kaur*
6. Simranjeet Kaur- Student Member *Simranjeet Kaur*
7. Ashish Kumar Ojha- Student Member *Ashish Kumar*

AGENDA: To assess the effectiveness of Awareness Programme on Protection of Children Against Sexual Offences.

The meeting started with a warm welcome by Principal Mrs. Monica Walia. She further stated that as per agenda of previous meeting, school has launched various awareness programs for students of different age groups to create awareness to how to combat sexual offences.

Students were motivated to be vocal against such problems. Complaint Boxes has been put up at various places in School Campus, are motivated to put up their complaints without disclosing their identity.

She further added that no such cases are identified in school and ensured that child protection is the first priority of school.

All the members also ensured their co-operation in providing safe and secure environment for students

ADJOURNMENT:

The meeting was adjourned with vote of thanks.

[Signature]
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Dated...17.2.2024

Minutes of POCSO Committee Meeting

Present:

1. MRS. MONICA WALIA
2. MRS. SARBJIT KAUR
3. MRS. SUNITA DEVI *Sunita Devi*
4. MRS. LAKHBIR KAUR *Lakhbir Kaur*
5. MRS. PARAMJEET KAUR *Paramjeet Kaur*
6. ASHISH KUMAR OJHA - New Student Member *Ashish Kumar*
7. SIMRANJEET KAUR - New Student Member *Simranjeet Kaur*
8. SAHILPREET SINGH - Old Student Member *Sahilpreet Singh*
9. PALAKPREET KAUR - Old Student Member *Palakpreet Kaur*

Agenda:

1. Selection of new student members for POCSO committee.
2. Plan of activities for the session.

Proceedings:

1. The meeting commenced at the scheduled time with a very warm welcome.
2. Along with of Ashish Kumar Ojha & Simranjeet Kaur, Sahilpreet Singh & Palakpreet Kaur were also inducted as the New Student Representative to arrange more informative sessions for students.
3. No member reported any case befitting discussion under the POCSO guidelines.
4. More student awareness sessions were planned.
5. It was decided that guest faculty will be invited to create awareness among students and avoid unwanted incident.
6. There being no case for consideration, the meeting concluded with a vote of thanks to the chair.

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Ref. No. *ju*.....

Dated.....09.03.2024

POCSO COMMITTEE

(Protection of Children from Sexual Offences Act)

MINUTES OF THE POCSO COMMITTEE MEETING

MEMBERS PRESENT:

- Mrs. Monica Walia *Monica Walia*
- Mrs. Sarbjit Kaur *Sarbjit Kaur*
- Mrs. Sunita Devi *Sunita Devi*
- Mrs. Lakhbir Kaur *Lakhbir Kaur*
- Mrs. Paramjeet Kaur *Paramjeet Kaur*

AGENDA: Appointment of Student Members for the Session 2023-24

The Chairperson welcomed all committee members and initiated discussions on the appointment of new student members. With unanimous consent, it was decided to appoint Simranjeet Kaur, Head Girl, and Ashish Kumar Ojha, Head Boy of the school, as new student representatives to the POCSO Committee. Subsequently, the committee members allocated roles and responsibilities to the new members to enhance vigilance and maintain discipline within the school premises. An overview of the key provisions of the POCSO Act was presented to the members.

Additionally, Mrs. Monica Walia, the Chairperson, provided information on safety regulations and school policies to ensure that all present members were acquainted with the protocols necessary for the effective execution of the committee's duties.

List of New Members:

- Simranjeet Kaur - STUDENT REPRESENTATIVE
- Ashish Kumar Ojha - STUDENT REPRESENTATIVE

The meeting concluded with a vote of thanks to the Chair.

[Signature]
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