

POCSO COMMITTEE
OF
SRI GURU HARKRISHAN
PUBLIC SCHOOL



Estd. 1986



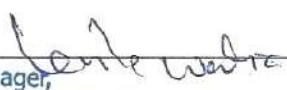
SRI GURU HARKRISHAN PUBLIC SCHOOL, SST NAGAR, PATIALA.

POSCO COMMITTEE

(PROTECTION OF CHILDREN FROM SEXUAL OFFENCES COMMITTEE)

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 Manager,
 Sri Guru Harkrishan Public School,
 S.S.T., Nagar, Patiala.


 Principal,
 Sri Guru Harkrishan Public School
 SST Nagar, PATIALA.


❖ 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 School** 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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Sri Guru Harkrishan Public School,
S.S.T., Nagar, Patiala.


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:-

- 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


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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 organise orientation program for women employees and girl students to sensitize to be proactive to deal with such discrimination if any.

❖ **COMPOSTION OF POSCO COMMITTEE FOR STUDENTS:**

| | | |
|---------------------|--------------------------------|-------------------|
| CHAIRPERSON | DR.KANWALJIT KAUR | 9877013205 |
| MEMBER NO. 1 | MRS. HARVINDER K. | 9041275457 |
| MEMBER NO. 2 | MRS. KAVITA | 9877013204 |
| MEMBER NO. 3 | MR.HARPAL SINGH | 9041251503 |
| MEMBER NO. 4 | MRS. NEERAJ | 8437700534 |
| MEMBER NO. 5 | MRS. GURMEET SAHNI | 9855392817 |
| MEMBER NO. 6 | RUPALI MEHRA- STUDENT | 7696606619 |
| MEMBER NO. 7 | JASHANJOT SINGH-STUDENT | 9915220560 |


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Principal,
Sri Guru Harkrishan Public School
SST Nagar, PATIALA.

❖ INTERNAL COMPLAINTS COMMITTEE AGAINST SEXUAL HARRASSMENT FOR STAFF

| | | |
|-------------------------------|------------------------|------------|
| CHAIRMAN | S. JAGJEET SINGH DARDI | 9815592166 |
| PRINCIPAL | DR. KANWALJIT KAUR | 9877013205 |
| CO-ORDINATOR (SENIOR WING) | MRS.HARVINDER KAUR | 9041275457 |
| CO-ORDINATOR (JUNIOR WING) | MRS.GURMEET SAHNI | 9855392817 |
| MANAGER | MRS. KAVITA WALIA | 9877013204 |
| FRONT DESK OFFICER | MR. HARPAL SINGH | 9041251503 |

❖ PROCEDURE FOR FILING COMPLAINTS

Complaint may be oral, by email (sghkps11@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 sghkps11@gmail.com.

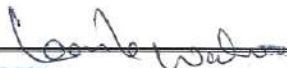
The students may feel free to put up a complaint in writing and drop it in the suggestion boxes outside the Counselling room or they can lodge their complaint online through website: www.sghps.co.in.

Complaint Form / Help desk/ click here

LINK OF GOOGLE FORM:

<https://forms.gle/nCSEccA5GTC84QmV7>


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SST Nagar, PATIALA.


Manager,
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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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S.S.T., Nagar, Patiala.


Principal,
Sri Guru Harkrishan Public School
SST Nagar, PATIALA.

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

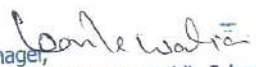
(a) Both parties will be given equal reasonable opportunity to be heard along with witnesses and to produce any other relevant documents.

(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.


Manager,
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S.S.T., Nagar, Patiala.


Principal,
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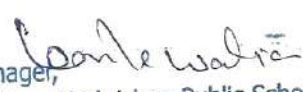
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Principal,
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SST Nagar, PATIALA.

❖ **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.

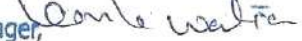
(viii) Transfer if applicable.

(ix) Dismissal.

(x) Any other relevant mechanism.

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

(i) Written apology.


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(ii) Withholding results.

(iii) Debarring from exams.

(iv) Debarring from holding posts.

(v) Expulsion.

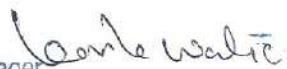
(vi) Denial of admission.

(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.


Manager,
Sri Guru Harkrishan Public School,
S.S.T., Nagar, Patiala.


Principal,
Sri Guru Harkrishan Public School
SST Nagar, PATIALA.



SRI GURU HARKRISHAN PUBLIC SCHOOL

(Affiliated to C.B.S.E., New Delhi Vide No. 1630112)

S.S.T. Nagar, Patiala-147002

Ph.: 0175-2373204, Mobile: 98770-13204

E-mail: sgkps11@gmail.com

Webstie: www.sgkps.co.in

Ref. No. GEN.....

Dated... 2/10/2017

SRI GURU HARKRISHAN PUBLIC SCHOOL, SST NAGAR, PATIALA

POSCO COMMITTEE

(PROTECTION OF CHILDREN FROM SEXUAL OFFENCES COMMITTEE)

All children have equal right to access education in an environment that is safe, protective and conducive for the overall development. The challenges of gender inequality, eve-teasing and sexual abuse in school environment call for increased awareness and creating synergy among parents, teachers and school.

In order to ensure strict compliance of protection of children from sexual offences (POSCO) ACT 2012 and as per the guidelines of CBSE, we at SRI GURU HARKRISHAN PUBLIC SCHOOL have set up THE POSCO COMMITTEE on 2ND October, 2017 with objective to prevent discrimination and sexual harassment against women employees and girls students by promoting gender amity among all students.

POSCO Committee has been constituted for the redressal of the problems reported by the Staff and Students of the school with the following members of the committee who can be contacted for redressal of problems;

| | | | |
|--------------|---------------------|------------------------|------------------------|
| Chairperson | Dr. Kanwaljit Kaur, | Principal | <i>Kanwaljit Kaur</i> |
| Member No 1. | Mrs. Kavita Walia | Manager | <i>Kavita Walia</i> |
| Member No 2 | Mrs. Harvinder Kaur | Co-ordinator(Sr. Wing) | <i>Harvinder Kaur</i> |
| Member No 3 | Mrs. Gurmeet Sahni | Co-ordinator(Jr. Wing) | <i>Gurmeet Sahni</i> |
| Member No 4 | Mrs. Neeraj | Sr. TGT | <i>Neeraj</i> |
| Member No 5 | Mr. Harpal Singh | Technical Head | <i>Harpal Singh</i> |
| Member No 6 | Rupali Mehra | Student | <i>Rupali</i> |
| Member No 7 | Jashanjot Singh | Student | <i>Jashanjot Singh</i> |

DATE: 2ND October, 2017

DR. KANWALJIT KAUR

(PRINCIPAL)

COPY TO

SCHOOL WEBSITE

NOTICE BOARD

Kavita Walia
Manager,
Sri Guru Harkrishan Public School,
S.S.T., Nagar, Patiala.

Kanwaljit Kaur
Principal,
Sri Guru Harkrishan Public School
SST Nagar, PATIALA.



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Webstie: www.sghps.co.in

Ref. No. GEN.....

Dated... 24/03/2018

Minutes of Meeting of Sexual Harassment Committee

DATE: 24 MARCH, 2018

TIME: 2:00 p.m

- Members present for the discussion were:

| | | | |
|-------------|--------------------|--------------------------|----------------------|
| Chairperson | Dr. Kanwaljit Kaur | Principal | <i>Kaur</i> |
| Member No 1 | Mrs. Kavita Walia | Manager | <i>Kavita Walia</i> |
| Member No 2 | Mr. Harpal Singh | Technical Head | <i>Harpal Singh</i> |
| Member No 3 | Mrs. Neeraj | Senior TGT | <i>Neeraj</i> |
| Member No 4 | Mrs. Gurmeet Sahni | Co-ordinator Junior Wing | <i>Gurmeet Sahni</i> |

- Absent Member: Mrs. Harvinder Kaur

AGENDA: To take necessary steps to ensure protection of students and staff members from sexual abuse in school as per guidelines of **POSCO ACT 2012**

PROCEEDINGS:

At the outset of meeting, The Chairperson of Committee **Dr. Kanwaljit Kaur** welcomed all the Members of Committee. She informed that as per the guidelines issued by CBSE awareness has been created among students about Sexual Harassment & Gender Equality and She further shared "Educator's Manual on Gender Sensitive Pedagogy issued by CBSE and advised all members to ensure its implementation in school curriculum.

It was emphasised that in order to create awareness and continuous sensitization among students and employees, it is essential to put up banners/posters/notices defining sexual harassment at prominent places in school premises.

The committee noted that no complaint of sexual harassment has been received from any women employee or any student of the school.

Following decisions have been taken in meeting:

1. Complaint drop boxes must be placed in the academic and administrative blocks of school.
2. Child and Women helpline Numbers will be displayed in school premises.
3. Regular counselling will be done during Morning Assemblies and house meetings for gender sensitization.
4. The school will also generate Photo ID cards for students which will be compulsory.
5. Gate entry for every person will be recorded at the gate by the security guard and parents will be allowed to enter with photo Id card issued by school authorities.
6. Regular staff training sessions will be conducted to make gender equality part of teaching methodology and pedagogy.
7. Plan has been finalised for monitoring the implementation of the all the activities to be under taken to ensure gender sensitivity among students and staff.

The Chairperson conveyed her thanks to the members for attending the meeting
Meeting ended with vote of thanks to the Chair.

Manager, *Kavita Walia*
Sri Guru Harkrishan Public School,
S.S.T., Nagar, Patiala.

Kaur
DR. KANWALJIT KAUR
(PRINCIPAL)
Kaur
Principal,
Sri Guru Harkrishan Public School
SST Nagar, PATIALA.



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Ref. No. GEN.....

Dated 15/12/2018.

Minutes of Meeting of Sexual Harassment Committee

DATE: 15th DECEMBER, 2018

TIME: 3:00p.m.

- Members present for the discussion were:

| | | | |
|-------------|-------------------------------|-------------------------|-----------------------|
| Chairperson | Dr. Kanwaljit Kaur, Principal | Principal | <i>K Kaur</i> |
| Member No 1 | Mrs. Kavita Walia | Manager | <i>Kavita Walia</i> |
| Member No 2 | Mrs. Harvinder Kaur | Co-ordinator (Sr. Wing) | <i>Harvinder Kaur</i> |
| Member No 3 | Mrs. Gurmeet Sahni | Co-ordinator (Jr. Wing) | <i>Gurmeet Sahni</i> |
| Member No 4 | Mr. Harpal Singh | Technical Head | <i>Harpal Singh</i> |

- ABSENT MEMBER: Mrs. Neeraj

AGENDA: To plan activities for enhancing gender sensitivity.

PROCEEDINGS:

At the starting of meeting, The Chairperson of Committee **Dr. Kanwaljit Kaur** welcomed all the Members of Committee. She urged her desire to plan more activities for creating awareness for gender equality.

Following are the decisions made in the meeting:-

1. Co-curricular Activities; Poster making, Quiz, Debate/Declamation will be organized. Senior and junior coordinators were instructed to plan and conduct inter house-activities related to gender sensitivity as mentioned above.
2. 24*7 security guard will be deputed present at school gates of both wings.
3. The number of CCTV cameras will be increased in both the wings.
4. GPS system will be installed in school transportation system.
5. Female attendants will be appointed in each bus.
6. Girl students will be given equal ranks in the upcoming investiture ceremony.
7. Each class will have a Girl & a Boy Monitor.
8. In buses also, both boys and girls will be deputed as discipline in charges.

All the members of committee agreed on decisions made by Chairperson, Dr. Kanwaljit Kaur.

Manager, *Kavita Walia*
Sri Guru Harkrishan Public School,
S.S.T., Nagar, Patiala.

K Kaur
DR. KANWALJIT KAUR
(PRINCIPAL)

K Kaur
Principal,
Sri Guru Harkrishan Public School
SST Nagar, PATIALA.



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Ref. No.....Gen.....

Dated...20/3/2019...

Minutes of Meeting of Sexual Harassment Committee

DATE: 20th March, 2019

TIME: 3:00p.m.

- Members present for the discussion were:

| | | | |
|-------------|-------------------------------|-------------------------|----------------------|
| Chairperson | Dr. Kanwaljit Kaur, Principal | Principal | <i>Kanwal</i> |
| Member No 1 | Mrs. Kavita Walia | Manager | <i>Kavita Walia</i> |
| Member No 2 | Mrs. Harvinder Kaur | Co-ordinator (Sr. Wing) | <i>Harvinder</i> |
| Member No 3 | Mrs. Gurmeet Sahni | Co-ordinator (Jr. Wing) | <i>Gurmeet Sahni</i> |
| Member No 4 | Mr. Harpal Singh | Technical Head | <i>Harpal Singh</i> |
| Member No 5 | Mrs. Neeraj | Sr. TGT | <i>Neeraj</i> |

AGENDA: To take initiatives for making students aware of Good & Bad Touch.

PROCEEDINGS:

At the starting of meeting, The Chairperson of Committee, **Dr. Kanwaljit Kaur** welcomed all the Members of Committee. She guided committee members to adopt suitable strategies for harmonious and conducive environment in the school.

The committee noted that no complaint of sexual harassment has been received from any women employee or any student of the school.

Following decisions were made in meeting:

1. To create awareness among students about "GOOD TOUCH & BAD TOUCH".
2. A motivational movie "KOMAL" will be repeatedly shown to the students to make them aware students about the problem of Sexual Abuse and Molestation among school going children.
3. Motivational stories and videos will be shared regularly with the students to sanitize gender equality in them.
4. Student awareness camp will be organised to sensitize students about the issue.

The chairperson thanked all the members for attending meeting.

Meeting ended with vote of thanks to the Chair.

Manager, *Kavita Walia*
Sri Guru Harkrishan Public School,
S.S.T., Nagar, Patiala.

Kanwal
DR. KANWALJIT KAUR
(PRINCIPAL)

Kanwal
Principal,
Sri Guru Harkrishan Public School
SST Nagar, PATIALA.



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Ref. No.....C.E.N......

Dated.....5/12/2019

Minutes of Meeting of Sexual Harassment Committee

DATE: 5TH December, 2019

TIME: 2:00 p.m.

- Members present for the discussion were:

| | | | |
|-------------|-------------------------------|-------------------------|---------------------|
| Chairperson | Dr. Kanwaljit Kaur, Principal | Principal | <i>Kanwaljit</i> |
| Member No 1 | Mrs. Kavita Walia | Manager | <i>Kavita Walia</i> |
| Member No 2 | Mrs. Harvinder Kaur | Co-ordinator (Sr. Wing) | <i>Harvinder</i> |
| Member No 3 | Mr. Harpal Singh | Technical Head | <i>Harpal Singh</i> |
| Member No 4 | Mrs. Neeraj | Sr. TGT | <i>Neeraj</i> |

- ABSENT MEMBER: Mrs. Gurmeet Sahni

AGENDA: To Enhance Self Defence Activities For Students.

PROCEEDINGS:

The meeting started with the welcome of Committee members by Chairperson **Dr. Kanwaljit Kaur**. She discussed with all the members of committee about the need of special training programmes for students to learn art of self defence. The members agreed to the suggestion for the same cause.

Following decisions were made in meeting:

1. Student's training workshops to boost up their confidence.
2. Yoga and Taekwondo Camps will be started on regular basis for self defence training.
3. Special self defence training camps will be organized for girls by Judo expert.
4. Awareness will be created regarding "Shakti App" for women protection introduced by Punjab Government by special inviting PUNJAB POLICE PERSONNEL.

The Chairperson conveyed her thanks to the members for attending the meeting and all the members cheered the decisions.

Meeting ended with vote of thanks to the Chair.

Kavita Walia
Manager,
Sri Guru Harkrishan Public School,
S.S.T., Nagar, Patiala.

Kanwaljit
DR. KANWALJIT KAUR
(PRINCIPAL)

Kanwaljit
Principal,
Sri Guru Harkrishan Public School
SST Nagar, PATIALA.



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Ref. No... GEN.....

Dated... 10/3/2020

Minutes of Meeting of Sexual Harassment Committee

DATE: 10th March 2020

TIME: 3:00 p.m.

- Members present for the discussion were:

| | | | |
|-------------|-------------------------------|-------------------------|--|
| Chairperson | Dr. Kanwaljit Kaur, Principal | Principal | |
| Member No 1 | Mrs. Kavita Walia | Manager | |
| Member No 2 | Mrs. Harvinder Kaur | Co-ordinator (Sr. Wing) | |
| Member No 3 | Mrs. Gurmeet Sahni | Co-ordinator (Jr. Wing) | |
| Member No 4 | Mr. Harpal Singh | Technical Head | |
| Member No 5 | Mrs. Neeraj | Sr. TGT | |

AGENDA: To Review of Incidence of Sexual Harassment or Gender Disparity in School

PROCEEDINGS:

No incidences of sexual harassment have been reported since last meeting.

Chairperson, Dr. Kanwaljit Kaur appreciated the role and responsibilities of staff members of SGHPS in creating awareness and ensuring zero complaints as per as sexual harassment matters are concerned. She expressed hope that all the members will continue to show their zeal to maintain gender sensitive environment and will fulfil their responsibilities to contribute to the cause. She further motivated all members to come forward with more innovative ideas to ensure harmonious growth of female students.

The next meeting of the committee will be held in DECEMBER

Manager,
Sri Guru Harkrishan Public School,
S.S.T, Nagar, Patiala.

DR.KANWALJIT KAUR
(PRINCIPAL)

Principal,
Sri Guru Harkrishan Public School
SST Nagar, PATIALA.



SRI GURU HARKRISHAN PUBLIC SCHOOL

Nur. to XII (Med. Non-Med., Arts & Commerce)

(Affiliated to C.B.S.E., Vide No. 1630112) School Code - 20104

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Ref. No. GEN:.....

Dated... 18/04/22.....

MINUTES OF MEETING OF POSCO COMMITTEE

DATE: 18-04-2022

TIME: 2:00 P.M.

| | | |
|-------------|--------------------|----------------------|
| Chairperson | Dr. Kanwaljit Kaur | <i>Kaur</i> |
| Member | Ms. Harvinder Kaur | <i>Harvinder</i> |
| Member | Ms. Kavita | <i>Kavita</i> |
| Member | Mr. Harpal Singh | <i>Harpal Singh</i> |
| Member | Ms. Neeraj | <i>Neeraj</i> |
| Member | Mrs. Gurmeet Sahni | <i>Gurmeet Sahni</i> |

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

PROCEEDINGS:

On the commencement of the meeting, Dr. Kanwaljit Kaur introduced the new members of the committee for session 2022-23. With the consent of all members, It was decided that Ms. Kavya, PGT Physics will be appointed as new Teacher representative. Aishleen Kaur, Head Girl and Nishan Singh, Head boy of the school, were appointed as new student representatives. Report from all members were taken regarding any kind of case or complaint received which was befitted as per POSCO 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. Kavya Kaushal | Teacher Representative | <i>Kavya</i> |
| 2. Aishleen Kaur | Student Representative | <i>A. Kaur</i> |
| 3. Nishan Singh | Student Representative | <i>Nishan Singh</i> |

The meeting ended with vote of thanks to the chair.



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Ref. No. Gen/Pos/2-109

Dated 6/8/22

MINUTES OF MEETING OF POSCO COMMITTEE

Date: 6th Aug 2022

Time: 2:30 p.m.

Venue: Sri Guru Harkrishan Public School, Shanti Nagar, Patiala

ATTENDEES:

- Dr. Kanwaljit Kaur
- Mrs. Harvinder Kaur
- Mrs. Kavita Walia
- Mrs. Gurmeet Sahni
- Mrs. Kavya

AGENDA: Strategies for the POSCO Committee

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

Dr. Kanwaljit Kaur, the chairperson of the POSCO 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 POSCO COMMITTEE

Dr. Kanwaljit Kaur 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. Harvinder 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 Posco Committee. The committee agreed that this campaign should include workshops, guest lectures, and distribution of informational brochures.

b. Training and Workshops: Mrs. Kavita Walia 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. Gurmeet Sahni 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


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concerns and seek guidance on child safety matters. The committee agreed to schedule monthly parent-teacher meetings specifically dedicated to discussing child safety.

d. Complaint Handling Mechanism: Mrs. Kavya 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:

Dr. Kanwaljit Kaur: To Coordinate the awareness campaign and oversee its execution.

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

Mrs. Kavita Walia: To keep check on complaint boxes.

Mrs. Gurmeet Sahni: To initiate regular parent-teacher meetings to discuss child safety concerns.

Mrs. Kavya: 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

With no further points to discuss, Dr. Kanwaljit Kaur thanked all the attendees for their active participation. The meeting concluded at 4:00 p.m.


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Ref. No. 901/POC/2023

Dated 10/4/23

MINUTES OF MEETING OF POSCO COMMITTEE

Date: 10th April 2023
Location: Meeting Room

Time: 2.30 p.m

ATTENDEES:

- Dr Kanwaljit, Kaur
- Mrs. Harvinder Kaur
- Mrs Kavita Walia
- Gurmeet Sahni

AGENDA:

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

- The committee discussed the criteria for selecting students and teachers for the Posco 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 Posco 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 POSCO 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.

Action items:

- Mrs. Harvinder Kaur will coordinate the application process for interested students and will ensure the submission deadline is communicated to all eligible students.


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- Mrs. Kavita walia will liaise with the school administration to nominate teachers who meet the criteria for the POSCO Committee.

NEXT MEETING:

The next POSCO Committee meeting will be scheduled on 13th May at 10 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./poc/20/04

Dated..12-04-2023

MINUTES OF THE POCSO COMMITTEE MEETING

*Date: 12-04-2023

Venue: Meeting Room

Time: 11:00 a.m.

MEMBERS PRESENT:

- Dr. Kanwaljit Kaur

- Mrs. Harvinder Kaur

- Mrs. Kavita Walia

- Mrs. Gurmeet Sahni

- Mrs. Kavya Kaushal

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 Simranpreet Kaur, Vice Head Girl, and Hitesh, Head Boy of the school, as new student representatives to the POSCO 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 POSCO Act was presented to the members.

Additionally, Dr. Kanwaljit Kaur, 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:

- Simranpreet Kaur - STUDENT REPRESENTATIVE

- Hitesh - STUDENT REPRESENTATIVE

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


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Ref. No. 1125/20104

Dated. 07-08-2023

MINUTES OF THE POCSO COMMITTEE MEETING

Date: 7-08-2023

Time: 9:00 a.m.

Venue: Meeting Room

PRESENT MEMBERS:

1. Dr. Kanwaljit Kaur

2. Mrs. Harvinder Kaur

3. Mrs. Kavita Walia

4. Mrs. Gurmeet Sahni

5. Ms. Kavya

6. Hitesh Rishi

7. Simran Preet 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. Kavya 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.
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. G.F.N./P.O.C./20104

Dated...11...12...2023

MINUTES OF MEETING OF POCSCO COMMITTEE

Date: 11th December, 2023

Venue: Meeting Room

Time: 2:30 p.m.

ATTENDEES:

1. Dr. Kanwaljit, Kaur *Kanwaljit*
2. Mrs. Harvinder Kaur *Harvinder*
3. Mrs. Kavita Walia *Kavita*
4. Mrs. Gurmeet Sahni *Gurmeet*
5. Mrs. Kavya *Kavya*
6. Hitesh Rishi – Student Member *Hitesh*
7. Simranpreet Kaur – Student Member *Simran*

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

The meeting started with a warm welcome by Principal Dr. Kanwaljit Kaur. 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 .

Kanwaljit
Principal,
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Ref. No. GEN/POCSO/20104

Minutes of POCSO Committee Meeting

Dated...10-2-2024

Date: 10-2-2024

Time: 9:00 a.m.

Venue: Meeting Room

Present:

1. Dr. KANWALJIT KAUR
2. MRS. KAVITA WALIA
3. MRS. HARVINDER KAUR
4. MRS. KAVYA
5. MRS. GURMEET SAHNI
6. JEEVANJOT SINGH- New Student Member
7. SAMRITI-New Student Member
8. HITESH RISHI- Old Student Member
9. SIMRANPREET KAUR- Old Student Member

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 Hitesh Rishi & Simranpreet Kaur, Jeevanjot Singh & Samriti 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
6. There being no case for consideration, the meeting concluded with a vote of thanks to the chair.


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