

Scope of Discipline Committee

The Central Board of Secondary Education (CBSE), which is the governing body for many schools in India, outlines the scope of the school discipline committee to ensure a conducive learning environment. While CBSE does provide guidelines, the specifics of the scope may vary from school to school. Generally, the scope of a school discipline committee include:

- 1. Maintaining Discipline:** The primary responsibility of the discipline committee is to maintain discipline within the school premises. This involves ensuring that students adhere to the school rules and regulations.
- 2. Handling Disciplinary Issues:** The committee addresses disciplinary issues such as bullying, cheating, vandalism, violence, substance abuse, and other misconducts among students.
- 3. Implementing Policies:** The committee is responsible for implementing disciplinary policies established by the school and CBSE, ensuring that they are effectively communicated to students, teachers, and parents.
- 4. Investigating Incidents:** The committee investigates incidents of indiscipline or misconduct thoroughly and fairly. This may involve interviewing witnesses, gathering evidence, and making informed decisions regarding disciplinary actions.
- 5. Counseling and Guidance:** In addition to imposing sanctions, the committee may provide counseling and guidance to students who exhibit behavioral problems. This could involve referring them to a counselor or psychologist for further support.
- 6. Promoting Positive Behavior:** The committee may organize programs and activities aimed at promoting positive behavior, character development, and values education among students.
- 7. Collaboration with Stakeholders:** The committee collaborates with teachers, parents, and other stakeholders to address disciplinary issues effectively. This may involve conducting meetings, workshops, or seminars to raise awareness and foster cooperation.
- 8. Ensuring Due Process:** The committee ensures that due process is followed in disciplinary proceedings, respecting the rights of the accused while upholding the principles of fairness and justice.
- 9. Record Keeping:** The committee maintains records of disciplinary incidents, actions taken, and outcomes for future reference and reporting purposes.
- 10. Review and Evaluation:** Periodically, the committee reviews its procedures and effectiveness in managing disciplinary matters, making adjustments as necessary to improve the disciplinary system.

It's important to note that while CBSE provides general guidelines, each school may have its own specific policies and procedures regarding discipline, tailored to its unique needs and circumstances.

CIRCULAR

Circular No.: _____

Date: _____

As per the advice of the Chairman, Meeting of Student Disciplinary Committee is organized on _____ *Date* _____ at _____ *Time* _____ in _____ *Venue* _____ discuss various issues about student Discipline.

All members are requested to be present for the meeting.

Agenda for the Meeting:

1. Agenda 1
2. Agenda 2
3. Agenda 3
4. Agenda 4

Principal

Note- This page can be repeated as per the meeting date finalized. Please note the content of the circular can be changed as per the school requirement.

Minutes of the Meeting

Minutes of the Meeting of Student Disciplinary Committee held on ___Date___ at ___Time___ in ___Venue___. The following members were present for the meeting.

S. No.	Name	Designation	Signature

Minutes of the Meeting:

1. Agenda 1: Elaborate what was discussed
2. Agenda 2: Elaborate what was discussed
3. Agenda 3: Elaborate what was discussed
4. Agenda 4: Elaborate what was discussed

Note- This page can be repeated as per the meetings held. This should be followed by the previous page of Agenda.

Case Recording 1

Name of the Students: _____

Class of the Students: _____

Disciplinary Issue:

Summary of the Incident:

Action Taken:

Signature

Note- This page can be repeated as per cases observed in the school.