

Scope of Sexual Harassment Committee

The Central Board of Secondary Education (CBSE) in India has mandated the establishment of Internal Complaints Committees (ICC) in schools to address sexual harassment complaints.

Here's an overview of the scope of sexual harassment committees in schools as per CBSE guidelines:

- 1. Composition:** The committee should consist of members from various backgrounds, including teachers, administrators, counselors, and legal experts. At least half of the committee members must be women.
- 2. Responsibilities:** The committee is responsible for receiving and addressing complaints of sexual harassment from students, staff, or any other individuals within the school community. It is tasked with conducting inquiries, assisting the complainant, and taking appropriate action against the perpetrator as per the law and school policies.
- 3. Awareness and Training:** The committee should organize awareness programs and training sessions for students and staff to educate them about sexual harassment, its consequences, and the procedures for reporting incidents.
- 4. Confidentiality:** The committee must ensure the confidentiality of complaints and investigations to protect the privacy of both the complainant and the accused.
- 5. Timely Resolution:** Complaints should be addressed promptly, and investigations should be conducted promptly to ensure swift resolution and justice.
- 6. Prevention:** The committee should also focus on preventing sexual harassment by creating a safe and respectful environment within the school through awareness, education, and policy enforcement.
- 7. Documentation and Reporting:** All complaints, investigations, and actions taken by the committee should be documented and reported to the appropriate authorities as per legal requirements.

It's essential for schools to strictly adhere to these guidelines to create a safe and supportive learning environment for all students and staff. Additionally, schools may have their own specific policies and procedures regarding sexual harassment, which should complement the CBSE guidelines.

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.