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Shri Hanwant Sr Sec Eng Med School,
Chopasni, Jodhpur
Chopasni, Campus, Jodhpur (Raj)
Pin Code- 342008

Letter No: MHSS/2025/Policy/

07 Nov 2025

Chairperson

Committee Members

**CONVENING ORDER FOR MANDATORY COMMITTEES TO BE CONSTITUTED
IN THE SCHOOL**

1. The following amendment may please be made in para 1 (d) (Chairperson) POC SO Committee and (f) (Chairperson) POSH Committee of this institution letter No MHSS/2025/Policy/ dated 20 May 2025 :-

COMPOSITION OF POC SO COMMITTEE.

FOR

COMMITTEE MEMBER (S)	NAME (S)
Chairperson Independent person with knowledge on child rights issues	Lt Col AK Tyagi

READ

COMMITTEE MEMBER (S)	NAME (S)
Chairperson Independent person with knowledge on child rights issues.	Mrs Neena Deora

COMPOSITION OF POSH COMMITTEE.

FOR

COMMITTEE MEMBER (S)	ELIGIBILITY	NAME (S)
Chairpersons	Women working at senior level as an employee, if not available then nominated from other workplace of the same employer.	Lt Col AK Tyagi Mrs Neena Deora

READ

COMMITTEE MEMBER (S)	ELIGIBILITY	NAME (S)
Chairpersons	Women working at senior level as an employee, if not available then nominated from other workplace of the same employer.	Mrs Neena Deora

07.11.25
Lt Col AK Tyagi
Principal-Commandant
Shri Hanwant Sr Sec Eng Med School
Chopasni, Jodhpur (Raj)

SHRI HANWANT SR. SEC. ENG. MED. SCHOOL
CHOPASNI, JODHPUR
PIN CODE 342008

(e) **POSH COMMITTEE : POLICY AND PROCEDURE.** Internal Complaint Committee ensures protection of women at workplace, from sexual harassment. The committee ensures proactive measures, prohibition and redressal of any concerns faced by women at their workplace in context of sexual harassment. This committee is based on the guidelines provided by honourable Supreme Court which were provided for the first time, after the recognition of a case, wherein women's fundamental rights at workplace were violated. The guidelines of honourable supreme court are subject to all workplaces, until any other legislation is passed in this regard.

(f) **COMPOSITION OF POSH COMMITTEE.**

COMMITTEE MEMBER (S)	ELIGIBILITY	NAME (S)
Chairpersons	Women working at senior level as an employee, if not available then nominated from other workplace of the same employer.	Lt Col AK Tyagi Mrs Neena Deora
02 Members	Members with appropriate Legal Knowledge/ Committed to social work/ experienced in causes for women : to be appointed amongst employees	Mrs Krishna Kumpawat Lt Col (Dr) Sonali Bose
Member	Member from NGO's/ Associations committed to causes for women / or a person familiar with the issue of sexual harassment.	Capt Ruma Peter

(g) **SCHOOL SAFETY AND SECURITY COMMITTEE.** The safety and security committee at school ensures a holistic review of all aspects of a child's safety in school. It includes audits, proactive measures, and corrective measures in case of any potential physical, social or psychological harm to the child inside, and outside of school premises. It deals with efficient actions in five important sections of safety, such as, physical safety, emotional and personal safety, social safety, emergency preparedness, and cyber safety.

(h) **COMPOSITION OF SAFETY AND SECURITY COMMITTEE**

COMMITTEE MEMBER (S)	NAME (S)
School Principal	Lt Col AK Tyagi
Administration Officer/Manager	Capt Ruma Peter
Vice Principal and All HM's	Mrs Neena Deora
Doctor	Dr Himmat Singh (On Call) Lt Col (Dr) Sonali Bose
Nominated Teachers/Staff	Nathu Singh, PTI Sub Maj Hanuman Singh Shekhawat (Retd)
Nominated PTA Members	Sonal Goyal Naryan Singh, PTI

(j) **STUDENTS GRIEVANCE REDRESSAL POLICY.** Grievance means a formal complaint includes any kind of discontent or dissatisfaction or negative perception, whether expressed or not, arising out of anything connected with the school, that a student, thinks, believes, or even feels, is unfair, unjust, or inequitable. The student grievance committee of school is formed to address complaints and grievances of the students of the school. The committee looks into the complaint lodged by any student and judge its merit. The committee is also empowered to look into matters of harassment.

COMMITTEE MEMBER (S)	NAME (S)
Principal	Lt Col AK Tyagi
School Counsellor With minimum 5 yrs Experience	Col PS Sandhu (On Call) (honorary) Capt Ruma Peter
PGT Teacher -2 With minimum 5 yrs Experience	Mrs Arpita Mathur Mrs Rini Hada
TGT Teacher-2 With minimum 5 yrs Experience	Dr Karan Singh Gehlot Mrs Neetu Singh Deora
PRT Teacher-2 With minimum 5 yrs. Experience	Mamta Paliwal Mrs Sangeeta Kewaliya
Other Staff -2	Sub Maj Hanuman Singh Shekhawat (Retd) Mr Jaswant Singh Chauhan
Student Representatives- (Any 2 Elected members of Students' Council)	-

(k) **STAFF GRIEVANCE REDRESSAL SYSTEM.** The teaching and non-teaching staff as per the latest policy can now register their grievances at four levels and also file an appeal, if they aren't satisfied with the decision of the concerned committee.

The four level registration of grievances for teachers is as follows :-

- At the School level - (Principal)
- At the SMC Level - (Chairman)
- At the Samiti (CSS) Level - (Secretary/President)

According to the mechanism, the School Management Committee (SMC) will be the first level of the Grievance Redressal Mechanism, where a staff can submit his/her grievance in writing to the Principal/Chairman of SMC. The committee examines and redress the grievance within 15 days from the date of receipt of the grievance. The committee ensures a safe, fair, and a harmonious work environment by handling, day-day grievances related to staff members, along with parents and students. The committee observes effective, fair, and impartial resolution of grievances among staff members and is approachable for all genuine grievances of stakeholders. If the teacher complainant feels the response is unsatisfactory, he / she can represent his/her case before the SMC.

This SMC has to address the issue within 30 days. If the complainant is still unsatisfied, he/she can approach to the CSS, Grievance Redressal Committee.

(l) **COMPOSITION OF STAFF GRIEVANCE . REDRESSAL COMMITTEE AT SCHOOL LEVEL**

COMMITTEE MEMBER (S)	NAME (S)
Chairman SMC	Col Shambhoo Singh Deora, SM
Principal	Lt Col AK Tyagi
02 PTA Members	Mrs Sunita Gandhi Mr Jaswant Singh Bhati
Staff Representative	Mrs Neena Deora Capt Ruma Peter Mr Vithal Mutha Mr Sawai Singh Bhati Sub Maj Hanuman Singh Shekhawat (RETD)

(m) **SCHOOL DISCIPLINARY POLICY INCLUDING ANTI-BULLYING, VANDALISM AND OTHER DISCIPLINARY ISSUES** Deliberate damage to school property, causing intentional physical, emotional or psychological harm to other students in schools, and in disciplinary acts committed by students, directly affect the education of the students and reflects their loss of intrinsic balance and effective self-regulation. The Disciplinary Committee undertakes strict measures in order to ensure discipline in school and a positive learning environment among students. The committee prohibits acts of harassment, intimidation, or bullying and advocates appropriate behavioral standards and code of conduct for all students. The committee observes zero tolerance for in disciplinary actions, acts of vandalism, and bullying by students, and takes effective measures in the matters of all concerns on immediate basis.

(n) **COMPOSITION OF DISCIPLINARY POLICY INCLUDING ANTI-BULLYING, VANDALISM AND OTHER DISCIPLINARY ISSUES**

COMMITTEE MEMBER (S)	NAME (S)
Administrative Officer	Capt Ruma Peter
Senior Teachers	Dr Karan Singh Mrs Seema Jhala Mrs Mangesh Kanwar
School Doctor	Dr Himmat Singh (On Call) Lt Col (Dr) Sonali Bose
Counsellor	Capt Ruma Peter
School Management Representative	Mr Sawai Singh Bhati Sub Maj Hanuman Singh Shekhawat
PTA Representative	Mr Sunita Gandhi
Legal Representative	Mrs Krishna Kumpawat
Peer Educators	Mr Nathu Singh Mr Naryan Singh Mr Chatar Singh Ms Mrinali Rathore

(o) **PARENT GRIEVANCE REDESSAL POLICY.** The school will aim to be fair, open and honest when dealing with any complaint. Parents who have a concerns or complaint, should normally raise these in the first instance with their child's class teacher by email requesting a meeting. If the parent is not satisfied with the response of the class teacher they should contact the Principal/ Vice Principal who will then be able to liaise with relevant staff, put the parent in contact with the appropriate member of the School Management Team or refer the parent directly to the Principal. Parents may feel that they should contact the Principal directly, especially on a matter of great importance or sensitivity, in such cases the parents may be guided to write an email to the Principal confidentially.

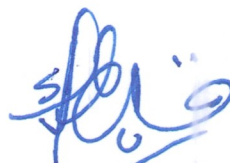
(p) **COMPOSITION OF PARENT REDRESSAL GRIEVANCE COMMITTEE**

COMMITTEE MEMBER (S)	NAME (S)
Chairman, SMC	Col Shambhoo Singh Deora, SM
Principal	Lt Col AK Tyagi
HM (Of the respective Dept.) / VPL (For Senior School)	Capt Ruma Peter
02 PTA members	1. Mrs Sunita Gandhi 2. Mr Jaswant Singh Bhati
Staff Representative	Mr Sawai Singh Bhati Sub Maj Hanuman Singh Shekhawat (Retd) Mr Devkinandan Gaur

2. Following terms and conditions will be kept in mind by board of officers (Committee) during conduct of the meeting among the staff/students as well as detailed representative:-

- (a) Proper brief to the staff to maintain discipline properly during conduct of the meeting recorded its properly with remarks of members of respective committee.
- (b) Take under taking and other related certificate from each staff duly signed on yearly basis.
- (c) Proper counsel to the female staff as well as all students.
- (d) Conducted on quarterly basis and maintain its proper records.

3. Completion report/Minutes/Register of every meeting is required to complete in all respect and submitted to the undersigned within one week after conduct of the meeting.



Col SS Deora, SM
Chairman (SMC)
Shri Hanwant Sr Sec Eng Med School
Chopasni, Jodhpur (Raj)