

**Deep Memorial Public School
Ramprastha, Ghaziabad**

Dated: 1ST Feb, 2024

Constitution of School Disciplinary Committee

| S.no. | Name and Designation | Details | Contact no. |
|--------------|--|----------------|--|
| 1. | Ms. Kanchan Mishra, Senior. teacher, DMPS | Chairperson | 8130528344 smritimishra012@gmail.com |
| 2. | Ms. Charoo Kalra, PGT, DMPS | Member | 9810880591 charoo.kalra27@gmail.com |
| 3. | Mr. Raju Vasistha, PGT, DMPS | Member | Mobile 9871719860 rajuvasisthainfo@gmail.com |
| 4. | Mr. Anirudh Singh, Advocate and Trustee Representative, Ch.Deep Chand Memorial Trust | Member | 9999903437 ayeswhy@gmail.com |
| 5. | Mr. Rajkumar Sharma Admin Off ., DMPS (Non-teaching staff) | Member | 9811207661 rkstax@gmail.com |

1. The Committee shall work in accordance with the provisions and procedure prescribed by Rules and Regulations of the School and from time to time by Central Board of Secondary Education and other competent authority(s). The Committee shall also observe and act as per principles of natural justice, equity and good conscience while considering matter placed before it. Further, the Committee shall ensure time bound disposal of complaints and related appeals/proceedings thereof.
2. All the members of the Committee shall hold office for a period of three years w.e.f. the date of issue of the notification or until further notification in this regard.
3. The Disciplinary Committee shall observe the following functions:
 - The Committee shall be the competent authority to consider all complaints/matters referred to it regarding disciplinary issues related to teachers and students.
 - Handling all disciplinary matters within the framework of Education Policy and Discipline Policy designed by the School.
 - Assessing School discipline status and making recommendation for promoting good discipline status amongst teachers, staff and students of the School.
 - Calling the defaulters and advising for improvement. This may include making contact with the parents of the defaulters in case of students.
 - Keeping the Principal informed about the decision taken against any defaulters.
 - Keep proper records of all disciplinary matters.
 - To work for smooth functioning of School and ensure overall Discipline in School.

For and on behalf of Deep Memorial Public School

(Principal)