

01 July 2023

### OFFICE MEMORANDUM

A committee has been constituted for adhering the **Internal Complaint**. The committee consists of the following member's w.e.f. 01 July 2023 and will be in effect for 2 years.

- |                       |   |  |
|-----------------------|---|--|
| 1. Ms. Mallika Preman | - | Principal                                    |
| 2. Ms. Debjani Mitra  | - | Sr. School Headmistress                      |
| 3. Ms. Deepali Sahi   | - | Jr. Headmistress                             |
| 4. Mr. Vijay Gusain   | - | Sr. P.E.T.                                   |
| 5. Ms. Deepa Sharma   | - | School Nurse                                 |
| 6. Ms. Arti Anand     | - | School Counselor                             |
| 7. Mr. Ankit Sisodia  | - | Parent representative of Class KG            |
| 8. Ms. Vriti Madan    | - | Parent representative of Class VII           |
| 9. Ms. Rupinder Kaur  | - | Member, Delhi Commonwealth Women Association |
| 10. Divjot Kaur       | - | President, Student Council                   |
| 11. Arnav Mudgal      | - | Cultural Captain, Student Council            |

The constituted committee mentioned will look into the complaints/ grievances, hold an independent enquiry and submit their report to the undersigned.

**MALLIKA PREMAN**  
**PRINCIPAL**

01 July 2023

### **OFFICE MEMORANDUM**

A Committee for **TOBACCO Free School**, has been constituted in the school under National Tobacco Control Programme. The committee consists of the following members:

- |                           |   |                          |
|---------------------------|---|--------------------------|
| 1. Ms. Mallika Preman     | - | Principal                |
| 2. Ms. Debjani Mitra      | - | Sr. Headmistress         |
| 3. Ms. Deepali Sahi       | - | Jr. Headmistress         |
| 4. Mr. Ankush Kohli       | - | P.T.I.                   |
| 5. Ms. Arti Anand         | - | Sr. School Counselor     |
| 6. Mr. Prem Nath Tripathi | - | Assistant Estate Officer |

The constituted committee mentioned will look into the complaints/ grievances, hold an independent inquiry is as and when required.

**MALLIKA PREMAN**  
**PRINCIPAL**

01 July 2023

A Committee for Preventions of Sexual Harassment at work place (POSH), has been constituted consisting of the following members:

- |                       |   |  |
|-----------------------|---|--|
| 1. Ms. Debjani Mitra  | - | Sr. School Headmistress                      |
| 2. Ms. Deepali Sahi   | - | Jr. Headmistress                             |
| 3. Ms. Arti Anand     | - | School Counselor                             |
| 4. Mr. Vijay Gusain   | - | Sr. P.E.T.                                   |
| 5. Ms. Praveen Grover | - | Admin Staff                                  |
| 6. Ms. Rupinder Kaur  | - | Member, Delhi Commonwealth Women Association |

The constituted committee mentioned will look into the complaints/ grievances, hold an independent enquiry and submit their report to the undersigned.

**MALLIKA PREMAN  
PRINCIPAL**

01 July 2023

### OFFICE MEMORANDUM

As stipulated under the **POCSO** Act, a new Committee has been constituted in the school for protection of children against Sexual Offense w.e.f 01 July 2023. The committee consists of the following members:

- |    |                    |   |  |
|----|--------------------|---|--|
| 1. | Ms. Mallika Preman | - | Principal                                    |
| 2. | Ms. Debjani Mitra  | - | Sr. School Headmistress                      |
| 3. | Ms. Deepali Sahi   | - | Jr. Headmistress                             |
| 4. | Mr. Vijay Gusain   | - | Sr. P.E.T.                                   |
| 5. | Ms. Arti Anand     | - | School Counselor                             |
| 6. | Ms. Kanchan Bhonde | - | Parent representative of Class IX            |
| 7. | Ms. Rupinder Kaur  | - | Member, Delhi Commonwealth Women Association |
| 8. | Divjot Kaur        | - | Student of Class XII B                       |
| 9. | Arnav Mudgal       | - | Student of Class XII C                       |

The constituted committee mentioned will look into the complaints/ grievances, hold an independent enquiry and submit their report to the undersigned.

**MALLIKA PREMAN**  
**PRINCIPAL**

01 July 2023

As per the directives of Govt. of NCT of Delhi Directorate of Education (care taking branch) a new **School Safety Committee** has been constituted in the school w.e.f. 13 September 2022. The committee consists of the following members:

1. Ms. Mallika Preman : Principal
2. Ms. Dimple Madan : PGT (Biology)
3. Ms. Anamika Chahal : PRT
4. Ms. Aditi Khurana : Parent representative of Class Nursery
5. Ms. Rohit Chopra : Parent representative of Class II
6. Mr. Sandeep Dhingra : Parent representative of Class V
7. Mr. Jitender Pandit : Parent representative of Class VIII
8. Mr. Prem Nath Tripathi : Assistant Estate Officer

**MALLIKA PREMAN**  
**PRINCIPAL**

01 July 2023

### **CYBER SAFETY COMMITTEE**

A Committee to ensure Cyber Safety has been constituted consisting of the following members:

- |                       |   |                         |
|-----------------------|---|-------------------------|
| 1. Ms. Mallika Preman | - | Principal               |
| 2. Ms. Debjani Mitra  | - | Sr. School Headmistress |
| 3. Ms. Samira Gulati  | - | Dean Academics          |
| 4. Ms. Shikha Shah    | - | PGT                     |
| 5. Ms. Jayalakshmi    | - | TGT                     |
| 6. Mr. Abhishek       | - | Computer Technician     |
| 7. Adi Ahmed          | - | student of XII B        |
| 8. Aaban Tufail       | - | student of XII B        |
| 9. Hiten Jhamb        | - | student of XII B        |

The constituted committee mentioned will look into the complaints/ grievances, hold an independent enquiry and submit their report to the undersigned.

**MALLIKA PREMAN**  
**PRINCIPAL**

01 July 2023

### **CAFÉ COMMITTEE**

A Café Committee has been constituted consisting of the following members:

- |                         |   |                        |
|-------------------------|---|------------------------|
| 1. Ms. Vaishali         | - | PGT                    |
| 2. Ms. Neerajana Sharma | - | TGT                    |
| 3. Ms. Anjali Wats      | - | TGT                    |
| 4. Ms. Preeti Garg      | - | PRT                    |
| 5. Ms. Ankita Bhatia    | - | German Teacher         |
| 6. Harshita Gupta       | - | Student of Class XII C |
| 7. Soumil Garg          | - | Student of Class XII C |

The constituted committee mentioned will look into the complaints/ grievances, hold an independent enquiry and submit their report to the undersigned.

**MALLIKA PREMAN**  
**PRINCIPAL**