



# BHAVDIYA PUBLIC SCHOOL, AYODHYA

(A Unit of Bhavdiya Group of Institutions)

Mahobara Bazaar, Ranopali, Ayodhya, U.P. 224123

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## BHAVDIYA PUBLIC SCHOOL, RANOPALI, AYODHYA

SESSION 2026-27

### MANDATORY COMMITTEE

#### DISASTER MANAGEMENT COMMITTEE

##### **Disaster Management Committee (DMC) - SOP**

1. Display evacuation plan in all classrooms and corridors.
2. Conduct mock drills twice a year with full student participation.
3. Assign clear staff duties (evacuation, first aid, supervision).
4. Keep emergency kits and contacts updated and accessible.
5. Ensure exit routes are always clear and usable.
6. Maintain a record of drills and improvements.

##### **Members of Committee**

1. Mr. Pritesh Paul-
2. Mr. Rajan Shukla-
3. Ms. Nirupama Tiwari-

A disaster Management Committee (DMC) aims to develop, implement, and monitor comprehensive disaster preparedness, mitigation, and response plans.

#### POSCO COMMITTEE

##### **POCSO Committee - SOP**

1. Display child safety guidelines and helpline numbers.
2. Provide a confidential complaint system for students.
3. Appoint a Child Protection Officer.
4. Ensure immediate reporting and action in serious cases.
5. Maintain confidential records of complaints.
6. Conduct basic awareness sessions for students and staff.

##### **Members of Committee**

1. Dr. Renu Verma
2. Mr. Deepak Singh Pokhariya
3. Ms. Akarshita Singh
4. Ms. Richa Mishra
5. Ms. Saumya Sadhwani
6. Ms. Manju Kumari Vishwakarma
7. Mr. Ravi Shanakar Tiwri

The POSCO Committee (protection of children from sexual offences) aims to safeguard students from sexual abuse and harassment within schools, ensuring a safe, child-friendly environment.

## ANTI BULLYING COMMITTEE INCLUDING CYBER BYLLYING MEMBERS

### **Anti-Bullying Committee (including Cyber bullying) - SOP**

1. Display anti-bullying rules and consequences in school.
2. Provide a simple reporting system (box/online).
3. Monitor student behavior in class and online groups.
4. Take immediate action on reported cases.
5. Inform and involve parents in repeated/serious cases.
6. Maintain a record of incidents and actions taken.

#### **Members of Committee**

1. Ms. Saumya Sadhwani (Jr. Coordinator)-
2. Ms. Rakhi Sahrawat-
3. Ms. Jyotika Devi (Sports Teacher)-
4. Ms. Neha Valecha-
5. Mr. Hariom Pandey-

This committee ensures a safe and supportive school environment by preventing bullying, addressing complaints promptly and prompting respectful behavior

## DISCIPLINE COMMITTEE MEMBERS (DISCIPLINE INCHARGE + VICE CAPTAIN)

### **Discipline Committee - SOP**

1. Ensure daily monitoring of uniform, punctuality, and behavior.
2. Maintain a discipline record/register.
3. Follow clear and consistent action for violations.
4. Conduct regular supervision during school hours.
5. Inform parents in repeated cases.
6. Encourage and recognize good behaviour.

#### **Members of Committee**

1. Mr. Ravi Shankar Tiwari-
2. Mr. Anmol Jaiswal-
3. Mr. Akash Singh-
4. Ms. Anita Yadav-
5. Ms. Saumya Sadhwani-
6. All the discipline committee students

**Objective of this committee-** To maintain order and discipline in the school by promoting good behavior ensuring adherence toe rules and creating a safe and respectful learning environment.

## GRIEVANCE REDRESSAL COMMITTEE MEMBERS (SCHOOL PRINCIPAL)

### **Grievance Redressal Committee - SOP**

1. Provide a complaint system (box/email).
2. Acknowledge complaints within 2 working days.
3. Resolve issues within 7 working days.
4. Maintain confidentiality and proper records.
5. Ensure fair and unbiased handling of cases.
6. Review recurring issues for improvement.

### **Members of Committee**

1. Ms. Richa Mishra-
2. Mr. Alok Thakur-
3. Ms. Simran Singh-

**Objective of this committee-** To address and resolve the complaints and concerns of students, parents and staff in a fair, transparent and timely manner, ensuring a supportive and harmonious school environment.

### **CCA COMMITTEE MEMBERS**

#### **CCA Committee - SOP**

1. Ensure participation of all students.
2. Assign teachers in-charge for each activity.
3. Conduct activities as per schedule.
4. Maintain records of participation and results.
5. Display and recognize student achievements on CCA Board

#### **Members of Committee**

1. Ms. Aaliya Ansari-
2. Ms. Deepmala Verma-

To plan and organize co-curricular activities that promotes students overall development, creativity, teamwork and participation beyond academics.

### **ART INTEGRATION COMMITTEE MEMBERS- (RICHA MISHRA)**

#### **Members of Committee**

1. Ms. Neha Valecha-
2. Mr. Pritesh Paul-
3. Ms. Princy Pandey-
4. Ms. Nirupama Tiwari-

To promote art integrated learning by incorporating visual and performing arts into academic subjects to enhance creativity, understanding and joyful learning.

### **EXAMINATION COMMITTEE MEMBERS**

#### **.Examination Committee - SOP**

1. Handle Board and Home Exam
2. Prepare and share exam schedule in advance.
3. Ensure confidential handling of question papers.
4. Assign invigilation duties properly.
5. Maintain seating plan and attendance records.
6. Ensure timely checking and result declaration.
7. Address exam-related issues promptly.

#### **Members of Committee**

1. Mr. Ravi Shankar Tiwari-
2. Mr. Vinayak Tripathi-
3. Ms. Farah Fatima-
4. Ms. Rakhi Sahrawat-

An examination committee is responsible for planning, organizing, and executing all internal and external examinations within an educational institution, ensuring a smooth, secure, and transparent evaluation process.