

STANDARD OPERATING PROCEDURE FOR MAINTAINING DISCIPLINE

Any misbehavior/ indiscipline or breach of conduct in school will be reported to respective area discipline in-charge in writing (whether English or Hindi language) by the teacher concerned who is witness to indiscipline/flouting of the school rules.

FOR CLASS XI AND XII - MR SANJEEV KUMAR SHARMA/ MS. MANISHA SHARMA

FOR CLASS IX AND X - MR NITIN BHARGAVA/ MS MAMTA JAIN

FOR CLASS VI, VII AND VIII - MR KAUSHIK MUKHERJEE/ MS MANVIR SHERGILL

Then the Respective Discipline In-charge of the area will report the matter to the Class teacher so that the class teacher can take fact narration and prepare anecdotal record. The Class teacher will further report the matter to the Area Coordinator. Fact narration and probing will be done by the respective class teacher/co-ordinator (as per case). After taking parent signature on the anecdote, the class teacher / co-ordinator will submit the form to the counsellor. The class teacher will report the details of the incident to the area co-ordinator. Thereafter, there will be a discipline record register maintained by the area coordinators. The behavior of the student will be observed closely and recorded through the card system.

Anecdotal records are prepared in a given format as a counselling note for improvement in behavior of the student.

A blue card is issued as an indication of a disciplinary action such as “Home stay” for some days.

After one blue card, a yellow card is issued which leads to serious consequences regarding child’s continuation in school.