



BHAKTIVEDANTA MODEL SCHOOL

CHARACTER · COMPETENCE · DEVOTION

Mandatory Disclosures & School Policies

A consolidated document of 8 policies and disclosures

Academic Year 2026-27

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Each disclosure below is reproduced in full, as issued by the school.

At **Bhaktivedanta Model School**, learning extends far beyond the classroom. Educational field visits are thoughtfully planned to provide students with meaningful real-world experiences that enrich their academic learning and broaden their understanding of various professions, industries, and community institutions.

Students visit industries, manufacturing units, research centres, farms, museums, heritage sites, and other places of educational significance, where they observe practical applications of classroom concepts and gain valuable insights into how different systems and organisations function.

These experiential learning opportunities encourage curiosity, critical thinking, observation, and problem-solving while helping students connect theoretical knowledge with everyday life. Interactions with experts and professionals further inspire students to explore future career pathways and develop a deeper appreciation for the world around them.

At BMS, educational field visits are an integral part of holistic learning, nurturing informed, confident, and socially responsible individuals through exploration, experience, and discovery.

At Bhaktivedanta Model School, community service is an integral part of holistic education. We believe that true learning extends beyond the classroom and is reflected in acts of compassion, responsibility, and selfless service. Through meaningful outreach programmes, students are encouraged to become socially conscious citizens who contribute positively to society.

Under the guidance of our Community Service initiatives, students actively participate in awareness campaigns, cleanliness drives, environmental conservation programmes, plantation activities, and social welfare projects. They also engage in activities that promote sustainability, empathy, and civic responsibility while working collaboratively with local communities.

Regular outreach programmes, service-learning activities, and value-based initiatives provide students with opportunities to develop leadership, teamwork, communication, and problem-solving skills. These experiences nurture humility, respect for society, and a spirit of *seva* (selfless service), in harmony with the school's philosophy of character building and holistic development.

At Bhaktivedanta Model School, community outreach is not merely an activity it is a way of life that inspires students to become compassionate leaders committed to creating a more inclusive, sustainable, and responsible world.

At **Bhaktivedanta Model School**, we believe that meaningful learning extends beyond the classroom. Regular workshops, seminars, and interactive sessions are an integral part of our academic programme, providing students with opportunities to develop life skills, explore emerging fields, and broaden their perspectives.

In alignment with **CBSE guidelines**, the school conducts mandatory awareness and capacity-building programmes on **Life Skills Education, Career Guidance, Mental Health & Well-being, Adolescence Education, Child Safety, Cyber Safety, Road Safety, Disaster Management, Health & Hygiene, Environmental Sustainability, Financial Literacy, and Inclusive Education**. These initiatives equip students with the knowledge and confidence to make responsible decisions and become informed global citizens.

The school also organises expert-led sessions on **communication skills, leadership, entrepreneurship, value education, meditation, stress management, personality development, and digital literacy**. Eminent academicians, industry professionals, healthcare experts, counsellors, and motivational speakers regularly interact with students, exposing them to diverse experiences and contemporary practices.

At Bhaktivedanta Model School, the Prefectorial Board is a prestigious student leadership body that nurtures confidence, responsibility, and a spirit of selfless service. Comprising the Junior and Senior Student Council, the Board is formed through a fair and democratic election process involving student nominations, election campaigns, and a structured voting procedure, providing students with first-hand experience of democratic values and responsible citizenship.

The elected leaders are formally inducted during the **Investiture Ceremony**, where they take an oath to uphold the school's values and discharge their responsibilities with integrity, discipline, humility, and dedication.

The Prefectorial Board serves as a vital link between students and the school administration. Student leaders actively help maintain discipline, coordinate assemblies, support school events, and encourage participation in academic, cultural, athletic, and community service initiatives. They lead by example, inspiring their peers through commitment, respect, and ethical conduct.

Rooted in the philosophy of **Panchakosh Vikas**, the Prefectorial Board promotes the holistic development of every learner by cultivating leadership, teamwork, communication, empathy, decision-making, and accountability. Guided by the timeless principles of **Seva (selfless service)**, **Satya (truthfulness)**, **Ahimsa (compassion)**, **Swachhata (cleanliness)**, and **Nishkam Karma (selfless action)**, our student leaders exemplify the character and competence needed to become responsible citizens and compassionate leaders of tomorrow.

Introduction

At Bhaktivedanta Model School, discipline is regarded as an essential foundation for academic excellence, character formation, and holistic development. Inspired by the principles of self-discipline, respect, responsibility, and integrity, the school nurtures an environment where every student learns to make responsible choices and contribute positively to society.

The Discipline Policy is framed in accordance with the **CBSE Affiliation Bye-Laws**, the **National Education Policy (NEP) 2020**, and the guidelines issued by the **Government of Maharashtra**. The policy promotes positive behaviour through guidance, counselling, restorative practices, and constructive intervention rather than punitive measures.

Objectives

The policy aims to:

- Foster a safe, secure, inclusive, and respectful learning environment.
- Develop self-discipline, accountability, and responsible citizenship.
- Promote mutual respect among students, teachers, staff, and parents.
- Protect the physical, emotional, and psychological well-being of every child.
- Ensure fair, transparent, and consistent disciplinary procedures.
- Encourage positive behaviour through recognition, mentoring, and counselling.

Scope

This policy applies to all students of Classes 1 to 8.

- During school hours.
- While travelling in school transport.
- During educational tours, excursions, competitions, camps, and field visits.
- During online classes and digital learning platforms.
- During all school-sponsored activities conducted inside or outside the campus.

Code of Conduct

Every student is expected to:

- Be punctual and attend school regularly.
- Maintain a minimum attendance as prescribed by CBSE and the Government of

Maharashtra.

- Wear the prescribed school uniform neatly and with dignity.
- Carry the school diary, identity card, and required learning materials every day.
- Respect teachers, staff members, classmates, visitors, and school property.
- Follow classroom, laboratory, library, sports, transport, and safety rules.
- Use courteous language and maintain discipline at all times.
- Participate sincerely in academic, co-curricular, and community service activities.
- Demonstrate honesty during examinations and assignments.
- Uphold the values of empathy, compassion, humility, and responsible citizenship.

Attendance and Punctuality

- Students are expected to report to school before the designated reporting time.
- Late arrivals without a valid reason may not be permitted to enter class.
- Leave applications must be submitted by parents in advance, except in emergencies.
- Medical leave exceeding three consecutive days must be supported by a medical certificate.
- Continuous absenteeism without information may result in withdrawal of the student's name as per school rules.

Uniform and Personal Appearance

Students shall:

- Wear the prescribed school uniform on all working days.
- Maintain personal hygiene and neat grooming.
- Avoid fancy hairstyles, hair colouring, tattoos, or inappropriate accessories.
- Wear only simple watches or items specifically permitted by the school.
- Students in school uniform are expected to maintain exemplary conduct both inside and outside the school campus.

Digital Devices

To maintain a distraction-free learning environment:

- Mobile phones, smart watches with communication features, tablets, cameras, gaming devices, and other electronic gadgets are prohibited unless specifically authorised by the

school.

- Confiscated devices will be returned only to parents after counselling and documentation.
- The school shall not be responsible for the loss of unauthorised personal belongings.

Safety and Security

Students shall not:

- Bring sharp objects, firecrackers, laser lights, inflammable substances, tobacco products, e-cigarettes, alcohol, narcotics, or any hazardous material.
- Carry weapons or objects that may endanger others.
- Engage in any act that threatens school safety.

Behavioural Expectations

Students shall:

- Show respect towards every individual irrespective of religion, caste, gender, language, ethnicity, disability, or socio-economic background.
- Refrain from bullying, ragging, intimidation, harassment, discrimination, or exclusion in any form.
- Avoid abusive language, threats, inappropriate gestures, or disruptive behaviour.
- Maintain discipline during assemblies, classrooms, laboratories, playgrounds, transport, and public events.
- Follow all instructions issued by teachers and authorised staff.

Academic Integrity

Students shall not:

- Copy assignments or projects.
- Use unfair means during examinations.
- Forge signatures, alter report cards, or tamper with school records.
- Misuse Artificial Intelligence or digital tools to engage in academic dishonesty.

Cyber Discipline Students are expected to:

- Use digital platforms responsibly.
- Avoid cyberbullying, impersonation, online harassment, circulation of rumours, fake

profiles, or sharing offensive material.

- Respect privacy and obtain permission before recording or photographing anyone on school premises.
- Follow the school's Acceptable Use Policy for digital resources.

Protection of School Property

Students shall:

- Handle school furniture, laboratories, books, sports equipment, buses, and other resources carefully.
- Report accidental damage immediately.
- Compensate for wilful damage caused to school property.

Prohibited Conduct

The following acts constitute serious misconduct:

- Physical violence or assault.
- Bullying, ragging, or intimidation.
- Possession or consumption of tobacco, alcohol, drugs, or intoxicants.
- Theft, vandalism, or destruction of property.
- Carrying weapons or dangerous objects.
- Sexual harassment or misconduct.
- Discrimination based on caste, religion, gender, disability, or ethnicity.
- Use of obscene or offensive language.
- Academic malpractice.
- Tampering with CCTV, safety equipment, or school records.
- Any activity violating the Protection of Children from Sexual Offences (POCSO) Act or applicable laws.

Positive Discipline Framework

The school believes that discipline should educate rather than merely punish.

Interventions may include:

- Verbal guidance.
- Reflective conversations.

- Behaviour improvement plans.
- Counselling sessions.
- Restorative meetings.
- Community service within the school.
- Mentoring by teachers.
- Parent conferences.

Levels of Disciplinary Action

Level I - Minor Misconduct

Examples:

- Late coming
- Incomplete homework
- Improper uniform
- Classroom indiscipline

Actions:

- Verbal reminder
- Reflection activity
- Written warning
- Diary note

Level II - Repeated Misconduct

Examples:

- Repeated rule violations
- Misbehaviour
- Minor bullying
- Disrespect

Actions:

- Parent meeting
- Behaviour contract
- Counselling

- Community service within school

Level III - Serious Misconduct

Examples:

- Fighting
- Vandalism
- Cyber misconduct
- Academic dishonesty
- Possession of prohibited items
- Objectionable social media presence
- Defaming school on social media platforms

Actions:

- Formal disciplinary committee review
- Suspension from specific activities or classes
- Behaviour intervention programme
- Restitution for damages

Level IV - Gross Misconduct

Examples:

- Drugs
- Serious violence
- Sexual harassment
- Criminal behaviour
- Threats to safety
- Eve teasing
- Unwanted approach to washrooms of opposite sex.

Actions:

- Suspension pending inquiry
- Recommendation for expulsion
- Reporting to competent authorities wherever required under law.

Rights of Students

Every student has the right to:

- Be treated fairly and respectfully.
- Be heard before disciplinary action is taken.
- Receive counselling and guidance.
- Learn in a safe and inclusive environment.

Responsibilities of Parents

Parents are expected to:

- Reinforce school values at home.
- Monitor attendance and punctuality.
- Cooperate with teachers regarding behavioural concerns.
- Attend meetings when requested.
- Ensure compliance with school rules and policies.

Responsibilities of Teachers

Teachers shall:

- Model respectful behaviour.
- Maintain consistency and fairness.
- Encourage positive discipline.
- Document behavioural concerns.
- Refer students for counselling whenever necessary.

Implementation

The Principal shall be the final authority regarding disciplinary matters. Appropriate committees, counsellors, class teachers, and coordinators shall assist in implementing this policy while ensuring natural justice, confidentiality, and child protection norms.

Conclusion

Bhaktivedanta Model School believes that true discipline is the development of self-control, moral responsibility, and respect for others. Through collaborative efforts involving

students, parents, teachers, and the wider school community, the school strives to cultivate responsible citizens who embody excellence in character, competence, and compassion.

Internal Committee (IC)

Academic Year 2026-27

1. Resolution for Constitution of the Internal Committee

Date: 5 June 2025

Resolution

In accordance with the provisions of the **Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013**, Bhaktivedanta Model School, Pune hereby resolves to constitute an **Internal Committee (IC)** to prevent, prohibit and redress complaints relating to sexual harassment at the workplace.

The School is committed to providing every employee with a safe, secure, dignified and respectful working environment, free from discrimination, intimidation and harassment. The Internal Committee shall function independently, impartially and confidentially, ensuring that every complaint is addressed promptly, fairly and in accordance with the provisions of the Act.

The Committee shall also undertake awareness programmes, capacity-building initiatives and preventive measures to promote gender sensitivity and foster a culture of mutual respect across the school community.

This resolution shall come into effect from **5 June 2025**.

2. Introduction

Bhaktivedanta Model School firmly believes that every employee has the fundamental right to work in an environment that promotes dignity, equality, mutual respect and professional integrity. Sexual harassment in any form is unacceptable and shall not be tolerated within the school premises or during any activity organised by the institution.

To fulfil its statutory obligations under the **Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013**, the School has constituted an **Internal Committee (IC)** to address complaints relating to sexual harassment and to recommend appropriate preventive and corrective measures.

The School is committed to creating an organisational culture that promotes gender sensitivity, safeguards the rights of employees and encourages individuals to report concerns without fear of retaliation.

3. Legal Framework

This Policy is framed in accordance with:

- The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
- The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013.
- Applicable directions issued by the Government of India from time to time.

The Policy shall apply to all employees and stakeholders associated with Bhaktivedanta Model School and shall be implemented in letter and spirit.

4. Constitution of the Internal Committee

In pursuance of the provisions of the POSH Act, Bhaktivedanta Model School has constituted the following Internal Committee:

Designation	Name
Presiding Officer	Mrs. Deepali Sachin Boradia
Teacher Member	Mr. Ajay Pujari
Teacher Member	Mrs. Madhuri Ladhe
Non-Teaching Staff Representative & School Manager	Mr. Sharad Zouke
Counsellor	Mrs. Sapna Seth

The Committee shall function with complete impartiality and maintain strict confidentiality while dealing with complaints.

The tenure of the Committee shall be **three years** unless reconstituted earlier by the School Management.

5. Objectives of the Internal Committee

The Internal Committee shall endeavour to:

- Promote a safe, inclusive and respectful workplace.
- Prevent incidents of sexual harassment through awareness and education.
- Provide a fair, confidential and accessible mechanism for receiving complaints.

- Conduct impartial inquiries in accordance with the provisions of the POSH Act.
- Recommend appropriate corrective and disciplinary measures.
- Provide guidance and emotional support to complainants through counselling services, wherever required.
- Promote gender sensitivity and professional ethics among all employees.
- Conduct regular awareness programmes and capacity-building workshops.
- Review the implementation of the Policy periodically and recommend improvements.
- Ensure full compliance with all statutory provisions relating to the prevention of sexual harassment.

Protection of Children from Sexual Offences (POCSO) Act, 2012

At **Bhaktivedanta Model School**, the safety, dignity, and holistic well-being of every child are of paramount importance. In compliance with the **Protection of Children from Sexual Offences (POCSO) Act, 2012** and the guidelines issued by the **Central Board of Secondary Education (CBSE)**, the school has constituted a **POCSO Committee** to ensure a safe, secure, inclusive, and child-friendly environment for all students.

The POCSO Act is a comprehensive legislation enacted to protect children from sexual abuse, sexual harassment, and exploitation while providing child-sensitive procedures for reporting, investigation, and legal redressal. At BMS, we are committed to implementing the provisions of the Act through awareness, prevention, timely intervention, counselling, and continuous sensitization of the entire school community.

Objectives of the POCSO Committee

The Committee is committed to:

- Ensuring a safe, respectful, and nurturing learning environment for every child.
- Promoting awareness of child rights, personal safety, and responsible behaviour through age-appropriate educational programmes.
- Building confidence among students to speak up against abuse, harassment, bullying, or inappropriate behaviour.
- Training teaching and non-teaching staff to identify, respond to, and report concerns related to child protection.
- Creating an atmosphere of trust, empathy, dignity, and gender sensitivity throughout the school.

Key Initiatives

The POCSO Committee undertakes a range of preventive and awareness-building initiatives, including:

- Awareness programmes, special assemblies, and interactive sessions on child safety and protection.
- Workshops on gender sensitization, adolescent education, emotional well-being, and abuse prevention.
- Self-defence and personal safety training to empower students.
- Health, hygiene, and adolescent wellness sessions conducted by qualified professionals.
- Individual and group counselling sessions through the School Counselling Department.

- Anonymous complaint and suggestion boxes placed at designated locations within the school campus.
- CCTV surveillance in prominent areas of the campus to strengthen student safety while respecting privacy norms.
- Orientation programmes for teachers and support staff on child protection, mandatory reporting, and professional ethics.
- Student leadership initiatives that encourage peer support, responsible reporting, and the promotion of a safe and inclusive school culture.

Reporting and Support

Bhaktivedanta Model School follows a **Zero-Tolerance Policy** towards all forms of child abuse, sexual harassment, bullying, discrimination, and exploitation.

Students, parents, staff members, and visitors are encouraged to report any concern without fear or hesitation. Every complaint is treated with confidentiality, sensitivity, fairness, and prompt attention in accordance with the provisions of the POCSO Act and CBSE guidelines.

Complaints may be reported to:

- The Principal
- The School Counsellor
- Any member of the POCSO Committee
- Through the confidential complaint box available on campus

Wherever mandated by law, the school reports cases to the appropriate statutory authorities in accordance with the POCSO Act.

POCSO Committee

The POCSO Committee comprises members from the school leadership, counselling, health, teaching faculty, administration, and student representatives, ensuring a comprehensive and child-centric approach to safeguarding.

Sr. No.	Position	Designation
1	Principal	Chairperson
2	Vice Principal / Headmistress	Member
3	School Counsellor	Member Secretary
4	School Medical Officer / Nurse	Member
5	Senior Teacher Representative	Member
6	Administrative Representative	Member
7	Physical Education Teacher	Member
8	Parent Representative	Member
9	Head Boy	Student Representative
10	Head Girl	Student Representative

(The committee is reconstituted periodically in accordance with CBSE and statutory requirements.)

Our Commitment

At **Bhaktivedanta Model School**, we believe that every child deserves to learn in an environment that is safe, compassionate, and founded on mutual respect. Guided by our values of **Character, Competence, and Devotion**, we strive to nurture responsible, confident, and socially conscious individuals. Through awareness, vigilance, and collective responsibility, we remain steadfast in our commitment to safeguarding every child's dignity, rights, and well-being.

At **Bhaktivedanta Model School**, we are committed to providing a safe, inclusive, and nurturing learning environment where every child is treated with dignity, respect, and compassion. In keeping with the guidelines of the **Central Board of Secondary Education (CBSE)** and the core values of our institution, the school follows a **Zero-Tolerance Policy** towards bullying in any form.

Bullying is defined as any unwanted, intentional, and repeated aggressive behaviour among school-going children that involves a real or perceived imbalance of power. Such behaviour may be physical, verbal, social, emotional, or psychological in nature and has the potential to cause lasting harm to the victim's well-being, confidence, and academic growth.

Bullying may take several forms, including:

- **Physical Bullying:** Hitting, pushing, kicking, damaging belongings, or any form of physical intimidation.
- **Verbal Bullying:** Name-calling, teasing, threats, insults, or abusive language.
- **Social or Relational Bullying:** Spreading rumours, excluding someone from groups or activities, or intentionally humiliating others.
- **Cyberbullying:** Using digital platforms, social media, emails, text messages, or other electronic communication to harass, threaten, or embarrass another person.

Recognising the serious impact of bullying on students, Bhaktivedanta Model School has constituted an **Anti-Bullying Committee** to prevent, monitor, and address all incidents of bullying promptly, fairly, and confidentially.

The Committee is entrusted with the responsibility to:

- Promote awareness about bullying prevention among students, staff, and parents.
- Foster a culture of mutual respect, empathy, and responsible behaviour.
- Receive and investigate complaints related to bullying with complete confidentiality.
- Take appropriate corrective and disciplinary measures in accordance with CBSE guidelines and the school's code of conduct.
- Provide counselling and emotional support to affected students while encouraging positive behavioural change among those involved.

Students, parents, teachers, and staff members are encouraged to report any incident or concern related to bullying without fear of retaliation. Every complaint is treated with sensitivity, impartiality, and urgency to ensure the safety and well-being of all students.

Anti-Bullying Committee

Sr. No.	Name	Official Position	Designation
1	To be notified	Principal	Presiding Officer
2	To be notified	Headmistress	Member
3	To be notified	PGT / Sr. Teacher	Member Secretary
4	To be notified	Medical Officer	Member
5	Mrs. Sapna Seth	School Counsellor	Member
6	To be notified	Physical Education Teacher	Member
7	To be notified	PTA Representative	Member

At Bhaktivedanta Model School, we believe that a caring and respectful school environment is the foundation of meaningful learning. Through awareness, vigilance, and collective responsibility, we strive to ensure that every child feels safe, valued, and empowered to learn, grow, and flourish.