SHANTINIKETAN INDIAN SCHOOL, QATAR

Discipline (Internal Complaint) Committee (FN)

SL NO	NAME	DESIGNATION
1.	Mr. Sujith Kumar	Chairperson
2.	Mr. Abdul Hameed	Senior Operations Manager
3.	Mr. Tanveer Mehdi	Discipline Coordinator
4.	Ms. Mehjabeen Hasan Mr. Wayne Ms. Nazia Saleem Mr. Firos Mr. Nihal	Academic Supervisors/Coordinators
5.	Ms. Ms. Samina Bibi Mr. Fasal Mr. Wasiullah Ms. Shahnas Noufal	Teacher Representatives
6.	Ms. Faheema Ms. Shafeeah Moidu	Behavior Specialist/Counselor
7.	Ms. Sahana	Parent Liaison Officer
8.	Ladan Elfatih (School Ambassador) Amin Sabik (Head Boy) Sanvi Navas (Head Girl) Hishaam Mohamed (Head Prefect Boy) Hana Mohamed Hafeel (Head Prefect Girl)	Student Representatives
9.	Ms. Sajitha	Discipline Records Officer
10.	Mr. Mudassir, HOD-Arabic Mr. Aleem, HOD-PE	MOEHE Liaison
11.	Mr. Abdul Hakeem	Public Relations Officer
12.	Mr. Sabith	Administration supervisor/ School Safety Officer

Roles and Responsibilities

1. Chairperson

- **Role**: The Chairperson acts as the head of the discipline committee.
- Ensures that disciplinary policies and procedures comply with MOEHE guidelines.
- Leads all meetings, oversees disciplinary actions, and reports directly to the Principal.

2. Discipline Coordinator

Role: The Senior Supervisor or Senior Coordinator acts as a link between the teachers, students, and administration.

- Works closely with the Chairperson to monitor student behavior and implement MOEHE regulations.
- Coordinates investigations and actions for serious violations.

3. Academic Supervisor/Teachers Representatives

Role: Teachers from various departments are responsible for handling day-to-day student behavior within their classrooms.

- Provide insights into students' behavior, academic performance, and any classroom-based disciplinary concerns.
- Collaborate with other staff to address academic-related misconduct, like cheating or plagiarism.

4. Behavior Specialist/Counselor

Role: A designated counselor or behavioral expert is involved in addressing emotional or social challenges contributing to student behavior.

- Works with at-risk students, develops intervention plans, and helps with conflict resolution.
- Guides the committee in making decisions on sensitive behavioral issues, particularly for students with special needs or psychological challenges.

5. Senior Operations Manager

Role: Focuses on maintaining a safe and secure school environment, and ensuring proper enforcement of MOEHE's safety policies.

- Responsible for overseeing surveillance systems, incident reports, and taking action against any security-related disciplinary issues.

6. Parent Liaison Officer

Role: Acts as a communication bridge between the school and parents, ensuring that they are kept informed about their child's behavior and the actions taken.

- Coordinates meetings and conferences with parents to discuss student behavior or incidents.

7. Student Representatives

Role: Elected student representatives serve to bring a student perspective to the committee.

- They may offer feedback on the discipline system, representing the interests of the student body and helping implement peer-led initiatives to promote positive behavior.

8. Discipline Records Officer

Role: An administrative staff member who manages and maintains accurate records of student disciplinary incidents.

- Ensures that all reports are filed according to MOEHE standards and provides support to the committee during reviews or investigations.

9. MOEHE Liaison

Role: A liaison who ensures that the school is fully compliant with the MOEHE's policies and regulations on discipline.

- Provides the committee with updates on any changes to governmental regulations and ensures that disciplinary procedures are in line with national standards.

10. Public Relations Officer

Role: Handles the communication of discipline-related decisions to the wider community when necessary.

- Works closely with the administration to draft official statements or responses, ensuring transparency and alignment with MOEHE policies.

11. **Administration supervisor/ School Safety Officer**

Role: Acts as a bridge between teachers, students, and parents to **enforce discipline fairly and consistently** while promoting a safe and respectful school environment.

Additional Guidelines:

- **Uniformity and Fairness**: All actions taken by the committee should be in line with MOEHE's rules for ensuring fairness, transparency, and consistency in handling disciplinary issues.
- **Parental Involvement**: Parents should be informed and involved in the disciplinary process, with the school working collaboratively with families to resolve any issues.
- **Prevention and Support**: Emphasis is placed on preventative measures and support for students with behavioral challenges, including counseling and intervention programs.
- **Confidentiality**: The committee should respect the confidentiality of students' personal information and disciplinary matters, in compliance with MOEHE's privacy standards.