

ROLE/AIMS OF SOCIETY/TRUST/# COMPANY

1. The Society / Trust/# Company Registered under section 25 of the Companies Act, 1956 running the school has a critical and key role to play in providing a good and healthy climate to the school to fulfill its aim and objects, to enable the staff provide quality education and to be a centre for educational excellence. To achieve this aim, the role and responsibilities of the Society/ Trust/# Company Registered under section 25 of the Companies Act, 1956 are defined as under:
 - i) It should ensure that the school gets proper land, building equipment, furniture and qualified staff at least as per norms of the Board.
 - ii) It shall ensure that the school is run as a community service and not as a business and that commercization does not take place in the school in any shape whatsoever.
 - iii) It shall ensure that the funds accruing from the school are spent for the benefit of the school and for its expansion.
 - iv) It shall safeguard the autonomy of the Principal and provide him total support except when the Principal goes against the established and clear directives laid down by the management.
 - v) It shall have control over the school management committee and shall approve the budget/tuition fees and annual charges etc., for the school.
 - vi) It shall have control over any capital expenditure i.e., on land and the construction of building, its expansion and procurement of major equipments for the school.
 - vii) It shall generate funds for the needs of the school whether it is recurring or non-recurring.
 - viii) It shall ensure that the school has the basic essential facilities such as Laboratory equipment, equipment for games and sports and other co-curricular activities, Library books etc.

- ix) It shall have the powers to constitute Selection Committee/Departmental Promotion Committees for various categories of staff.
- x) It shall have powers to lay down conditions of service as per norms of CBSE/Government, and to approve promotion/appointment/termination of the employees as well as to grant special increments or rewards to the staff.

Head of the School- Duties, Powers and Responsibilities

- i) Head of the School/Principal will be the ex-officio. Honorary Secretary of the School Managing Committee.
- ii) Will function as, the Head of the office of the school under his charge and carry out all administrative duties required of a head of office.
- iii) Be the drawing and disbursing officer for the employees of the school except that in the case of an unaided school, he may perform only such function, as drawing and disbursing officer as may be specified in the instructions issued by the Society.
- iv) Be responsible for the proper maintenance of accounts of the school, school records, service books of teachers, and such other registers, returns and statistics as may be specified by the Society/Board.
- v) Handle official correspondence relating to the school and furnish, within the specified dates, the returns and information required by the State Government/Board.
- vi) Make all payments (including salaries and allowances of teachers and other non-teaching staff) in time and according to the instructions governing such payment.
- vii) Ensure that the tuition fees, as levied, are realised and appropriately accounted for and duly appropriated for the purpose for which they were levied.
- viii) Make purchases of stores and other materials required for the school in accordance with the rules governing such purchases and enter all such stores in stock register and shall scrutinize

the bills and make payments.

- ix) Conduct physical verification of school property and stock at least once a year and ensure the maintenance of stock registers neatly and accurately.
- x) Be responsible for proper utilization of the Pupils Fund.
- xi) Make satisfactory arrangements for the supply of good drinking water and provide other facilities for the pupils and ensure that the school building, its fixtures and furniture, office equipment, lavatories, play grounds, school garden and other properties are properly and carefully maintained.
- xii) Supervise, guide and control the work of the teaching and non-teaching staff of the school.
- xiii) Be incharge of admission in the school, preparation of school timetable, allocation of duties and teaching load to the teachers, and shall provide necessary facilities to the teachers in the discharge of their duties and conduct of school examination in accordance with the instructions issued by the Government /Board from time to time; and he shall discharge these duties in consultation with his colleagues.
- xiv) Plan the year's academic work in advance in consultation with his colleagues and hold staff meeting at least once a month, review the work done during the month and assess the progress of the pupils.
- xv) Help and guide the teachers to promote their professional growth and actively encourage their participation in courses designed for in service education.
- xvi) Promote the initiative of the teachers for self-improvement and encourage them to undertake experiments which are educationally sound.
- xvii) Supervise class room teaching and secure co-operation and coordination amongst teachers of the same subject areas as well as inter subject coordination.
- xviii) Arrange for special remedial teaching of the children belonging to the weaker sections of the community also of other children who need such remedial teaching.

- xix) Arrange for informal and non-class room teaching.
- xx) Plan and specify a regular time-table for the scrutiny of pupils written work and home assignment and ensure that the assessment and corrections are carried out timely and effectively.
- xxi) Make necessary arrangement for organising special instructions for the pupils according to their needs.
- xxii) Organise and coordinate various co-curricular activities through the house system or in such other effective ways as he may think fit .
- xxiii) Develop and organise the library resources and reading facilities in the school and ensure that the pupils and teachers have access to and use of books and journals of established value and usefulness.
- xxiv) Send regularly the progress reports of the students to their parents or guardians:-
- xxv) Promote the physical well being of the pupil, ensure high standard of cleanliness and health habits, and arrange periodical medical examinations of the students and send medical reports to parents or guardians.
- xxvi) Devote at least twelve periods in a week to teaching of the pupils.

**SCHOOL MANAGING COMMITTEE OF
DOON INTERNATIONAL SCHOOL
SHAHJAHANPUR DAKSHINI BAHAR CHUNGI
SHAHJAHANPUR UTTAR PRADESH PIN CODE-242001**

S.NO	MEMBER NAME	ADDRESS	DESIGNATION IN SMC	OCCUPATION
1	SRI JASMEET SINGH SAHNI S/O SRI BRIJENDRA SINGH SAHNI	16, GHORAN TALLIYA GURUDWARA WALI GALI, CHOTA CHOWK SHAHJAHANPUR	MANAGER	BUSINESS
2	MRS. SHAMA ZAIDI W/O LATE TANVEER SYEDAIN	40, RANGEEN CHOUPAL SHAHJAHANPUR U.P	SECRETARY	TEACHING

Parents of Students Name of school

3	ANAYSHA VERMA CLASS- KG F/O ROHIT VERMA	MAIN MARKET NEAR BOB WARD NARAHAIYA -3 (KANTH)	PARENTS MEMBER	BUSINESS
4	ARHAM CHINARIA CLASS- K G F/O VISHAL CHINARIA	50, K RUFUS CHARAN LANE	PARENTS MEMBER	BUSINESS

Teachers Name of This School

5	SHALINI GUPTA C/O AASHISH KUMAR GUPTA	24A PSRC MISSION MOHALLA AHMEDPUR RETI. NEAR MANOKARAM MANDIR, POST DALELGANG SHAHJAHANPUR U.P 242001	TEACHER MEMBER	TEACHING
6	SUSHANT MISHRA F/O PANKAJ KUMAR MISHRA	MOH. VUYAPUR RETI NEAR GHISHA MAHAL THANA R C MISSION, POST DALEL GANI SHAHJAHANPUR UP 242001	TEACHER MEMBER	TEACHING

Teachers of other School

7	MR.SHIVAM DIXIT	DOON PUBLIC SCHOOL MOHAMDI.KHERI	MEMBER	TEACHING
8	MRS. HARJINDER KAUR	GOLDEN FLOWER PUBLIC SCHOOL PALIA KALAN KHERI	MEMBER	TEACHING

Name of the Panel Suggested by This Trust

9	MR.S.C ROY	B.S. PUBLIC SCHOOL SHAHJAHANPUR KHERI	PRINCIPAL MEMBER	TEACHING
10	MRS.ANITA KUMARI	NAVODAYA VIDYALAYA, MITAULI KHERI	PRINCIPAL MEMBER	TEACHING
11	MR.SUNIL KUMAR TEACHING	NAVODAYA VIDYALAYA SITAPUR	PRINCIPAL MEMBER	
12	MR.KRISHNA GOPAL SAXENA	GREEN FIELD ACADEMY LAKHIMPUR KHERI	PRINCIPAL MEMBER	TEACHING
13	MR.VISHNU KUMAR SHUKLA	POLICE MODERN PUBLIC SCHOOL SITAPUR	PRINCIPAL MEMBER	TEACHING

Two members to be nominated by the board

14
15




**Principal
Doon International School
Shahjahanpur-242001 (U.P.)**

School Managing Committee, Its Constitution, Power and Functions

1. Schools other than Government Schools affiliated with the Board shall have a school managing committee.
2. The school managing committee should consist of the following :—
 - (a) the managing committee of a recognized aided school shall consist of not more than fifteen members; and the managing committee of a private unaided school shall consist of not more than twenty one members;
 - (b) subject to the total number of members specified in clause (a), every managing committee shall include the following namely:—
 - (i) the Head of the school. He will be a Member Secretary of the School Managing Committee;
 - (ii) two parents of students in the school;
 - (iii) two teachers of the schools;
 - (iv) two other persons (of whom one shall be women); who are, or have been, teachers of any other school or of any college, to be nominated by the Trust/Society/# Company Registered under section 25 of the Companies Act, 1956 Board;
 - (v) two members, from out of a panel recommended by the Trust/Society/# Company Registered under section 25 of the Companies Act, 1956 to be nominated by the Board. If the Panel is not accepted fresh panel may be asked. The names recommended should not below the rank of a Principal of a Sr. Sec. School;


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- (vi) the remaining members to be nominated or elected as the case may be, in accordance with the rules and regulations of the society or trust or # Company Registered under section 25 of the Companies Act, 1956 by which the school is run. . .
- (vii) Not more than two members may be nominated as per the conditions, if any, laid down in the "No Objection Certificate".

Provided further that the above provisions shall be implemented with immediate effect and those affiliated earlier and not complying with above provisions shall be required to take remedial measures with suitable qualified substitutes within a year positively.

- (viii) No Head Master/Principal shall be appointed in the school who is related to any member of the School Managing Committee.
- (ix) For the purpose of this rule, the relation includes the following Brothers, Sisters, Husband, Wife, Son, Daughter, Son-in-law and Daughter-in-law.

Provided further that any violation of rules will lead to the disaffiliation of the school.

3. The term of the members of the Managing Committee shall be three years. A member can be re-nominated for another term but a member cannot remain in office for more than two consecutive terms except ex-officio members and the members of the Trust/Society/# Company Registered under section 25 of the Companies Act, 1956 of the School. The duties, powers and responsibilities of the School Managing Committee shall be as follows and it shall function subject to the control and in accordance with the policy to the Society/Trust/# Company Registered under section 25 of the Companies Act, 1956.




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Powers and Functions of the School Management Committee

1. Subject to overall control of the Society/Trust/# Company Registered under section 25 of the Companies Act, 1956 the School Managing Committee shall have the following powers/functions:
 - i) It shall have the power to supervise the activities of the school for its smooth functioning.
 - ii) It will work according to the specific directions given by the Society regarding admission policy. However, admissions will be made as per merit without discretion of caste/creed/religion and region.
 - iii) It shall look into the welfare of the teachers and employees of the school.
 - iv) It shall evolve both short-term and long-term programmes for the improvement of the school.
 - v) It shall have the powers for making appointment of teachers and non teaching staff.
 - vi) It shall exercise financial powers beyond those delegated to the Principal within the budgetary provision of the school.
 - vii) It shall have the power to take stock of academic programmes and progress of the school without jeopardising the academic freedom of Principal.
 - viii) It shall guide the Principal to maintain tone and discipline in the school.
 - ix) It shall ensure that the norms given in the Act of the State and by the CBSE regarding terms and conditions of service and other rules governing recognition/affiliation of the school are strictly adhered to.




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- x) It should ensure that the school gets Furniture, Science equipment, Library books and other teaching aids and the requisite sports material in adequate quantity and on time.
- xi) It shall exercise powers to take disciplinary action against staff.
- xii) It shall have powers to sanction leave to the Head of the Institution including casual leave.
- xiii) It shall ensure that no financial irregularity is committed or any irregular procedure with regard to admission/examinations is adopted.
- xiv) It shall have the power to propose to the Society rates of tuition fees and other annual charges and also review the budget of the school presented by the Principal for forwarding the same to Society for approval.
- xv) The Managing Committee will meet at least twice in an academic session.




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Manager/Correspondent of the School-Duties, Powers and Responsibilities

- i) The Manager / Correspondent will be an important and necessary link between the Trust / Society and the school.
- ii) He should ensure that the directions from the Society are conveyed to the School Managing Committee and to the Head of the Institution properly.
- iii) He will exercise general supervision over the school, subject to the control of the Managing Committee.
- iv) He shall exercise such financial powers as are prescribed in the Scheme of Management and delegated to him.
- v) He shall sign on the appointment letters, letters for disciplinary action against the staff and termination, and suspension letters etc. on behalf of the Managing Committee.
- vi) He shall not interfere with the Head of the school in discharge of his responsibilities and duties.

All letters concerning affiliation/recognition shall be countersigned by him.



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