

SHAKTI SIKSHA NYAS (Regd.)

SCHEME OF MANAGEMENT OF SHAKTI MANDIR PREMWATI PUBLIC SCHOOL

1. SHAKTI MANDIR PREMWATI PUBLIC SCHOOL, 1024, Shakti Mandir, Darya Ganj, New Delhi-110002 established by Shakti Siksha Nyas (Regd.) registered under the Societies Act vide Registration No. S/20425, 1989. The following scheme of Management shall be observed hereafter for all matters concerning the affairs of Shakti Mandir Premwati Public School, 1024, Shakti Mandir, Darya Ganj, New Delhi-110002. in pursuance of Rule 59 of the Delhi School Education Rules, 1973.

2. The Management Committee of the aforesaid school shall constitute of the following 21 members:-

- i) Head of the School
- ii) One parent to be elected by the PTA of the School in accordance with the Delhi School Education Rules 1973.
- iii) Two teachers of the school, to be elected in accordance with the Delhi School Education Rules, 1973.
- iv) The other persons one of whom shall be a woman who are or have been teachers of any other school or of any college to be nominated by the advisory Board.
- v) Two members to be nominated by the Director of Edn. of whom one shall be an educationist and another officer of the Directorate of Education not below the rank of the Principal of a Senior Secondary School.
- vi) The remaining 13 members of the Managing Committee (including Chairman and Manager of the School) shall be nominated by the Governing Body of Shakti Siksha Nyas.

3. Managing Committee, its Duties, Functions and Powers

- i) The members of the Managing Committee shall not be entitled for any remuneration, honorarium or allowances.
- ii) No member of the Managing Committee shall be entitled to participate in any meeting thereof in which his personal conduct is under discussion.

For Shakti Mandir Premwati Public School

Ch. Vishu *P. Lal*

- iii) Members of the Managing Committee shall hold office for a period of two years and shall be eligible for renomination for the second term of two years.
- iv) The Managing Committee shall be reconstituted as early as possible but positively before the expiry of its term.
- v) If any vacancy arises in the Managing Committee whether by death, resignation or otherwise, such vacancy shall be filled up in accordance with the constitution of the Shakti Siksha Nyas (Regd.) and the members so nominated will remain for the remaining term of the Managing Committee.
- vi) A member of the Managing Committee may resign his office, by giving notice thereof in writing to the Chairman and on such resignation being accepted by the Managing Committee he shall be deemed to have vacated his office. Chairman shall give his resignation to the Shakti Siksha Y Nyas.
of the school
- vii) The Head/ shall notify the date of election of member of PTA as also the members of the School staff and also hold the election. He will also be the returning officer and shall conduct and be in-charge of election.
- viii) The employees of the school shall be governed under the code of conduct as required under Rules 122-124 and these employees will be liable to disciplinary action as specified under rule 115-121 for breach of any provision of the code of conduct thereunder.
- ix) In case of any change in the composition of the Managing Committee, the same shall be intimated to the Director of Education within seven days.
- x) That the Managing Committee of the School shall ensure that the school gets the full compliment of the teaching staff.
- xi) The Managing Committee shall provide the school with necessary furniture, science equipment, Library books, sports materials etc., needed for the school.
- xii) The Chairman and the Manager shall be nominated by the Governing Body Shakti Siksha Nyas from amongst the members nominated by it, as per constitution of the Nyas.

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Principal, Manwal Public School
Anil Kumar B. S. J. S.

- xiii) Managing Committee shall meet as often as necessary but at least twice a year.
- xiv) In the absence of the Chairman, the Manager and in the absence of both any other member so nominated by the members present shall preside over the meeting.
- xv) Members of the Managing Committee shall not be entitled to any remuneration, honorarium or allowance.
- xvi) If the head of the school or a teacher happens to be a member of the Managing Committee he shall draw remuneration in his capacity as the head of the school or teacher as the case may be.
- xvii) It will be ensured that the Managing Committee observes the provisions of the Act and the Rules made thereunder.
- xviii) The confidential report in respect of the head of the school shall be recorded, every year, by the Chairman of the Managing Committee and every such confidential report shall be reviewed by the Managing Committee.
- xiv) The exercise such other powers and discharges or perform such other functions or duties as per required to be or may be exercised, discharged or performed under the Delhi School Education Act and Rules, 1973.
- xx) Every notice of the meeting of the Managing Committee shall specify the date, time and venue of the meeting and indicate there in the business to be transacted of the meeting.
- i) The Chairman may if the exigency of the situation demands may convene a meeting of the Managing Committee at the short notice not less of 24 hours.
- xxii) All decisions of the Managing Committee shall be by a majority vote. In case of equality of vote the Chairman of the person presiding over the meeting shall have a casting vote.
- xxiii) All minutes of the proceeding of the Managing Committee shall be kept under a register whose pages should be numbered consecutively with the signatures of the Chairman/Manager.
- xxiv) The Managing Committee shall take option of its employees regarding service conditions pay, gratuity, pensionary benefits etc. as may be provided in the provision of the Section (1) of the Delhi School Education Act.

- ii) Manager shall sign all the documents on behalf of the Managing Committee, but where the Head of the School is also the Manager, such bills shall be signed jointly by the Head of the School and another member of Managing Committee specially authorised by Committee in this behalf.
- iii) He may with the consent of Chairman, call the meeting of the Managing Committee.
- iv) He shall represent the Managing Committee in the Selection Committee except Selection Committee for recruitment of the Head of the School, provided he is nominated by the Chairman of the Committee and shall submit other information to the department. He shall not be entitled to any remuneration, honorarium or allowance.
- v) Bills (including bill relating to the salaries and allowances of the teachers and non-teaching staff) shall be jointly signed by the Managing and Head of the School.
- vi) Manager shall not be at the same time Manager of any other school and a person shall not be at the same time the Chairman of the Managing Committee and the Manager.

7. REMOVAL OF THE MANAGER:

The Manager can be removed by the Nyas with approval of 75% majority of the total elected members of the Society which pass a unanimous resolution after alleging the Manager with some definite charge and giving him in writing the charge obtaining his explanation in respect of the charges. The vacancy caused by the removal of the Manager shall be filled by the Nyas in its meeting called within 40 days by the Chairman and during this period the Joint Secretary can work as a Manager.

NOTE

The Manager shall not interfere with day to day administration and academic work of the school but he shall ask for report of the individual teachers for his information and can take necessary action thereon through the Head of the school. The employees shall have all dealings with the Manager through the Principal only.

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Principal
Shakti Mandir
Premwati Public School
New Delhi

8. DUTIES, POWER AND RESPONSIBILITIES OF THE HEAD OF THE SCHOOL:

The duties, powers and responsibilities of the Head of the school which provide that he/she shall:

- i) Function as the Head of the School office under his/her charge and carry out all administration/administrative duties required as a Head of the office.
- ii) Be the drawing and disbursing officer for the employees of the school, except that in the case of an unaided school, he/she may perform only such functions as drawing and disbursing officer, as may be specified in the instructions issued by the Director.
- iii) Be responsible for the proper maintenance of accounts, of the school, school records, service books of the teachers, such as other register, correspondence relating returns and statistics as may be specified by the Director from time to time.
- iv) Handle official correspondence of the school and furnish within the specified dates, the returns and informations required by the Director.
- v) Make, (as in the case of unaided school) all payments, (including salaries and allowances of the teachers and other non-teaching staff) in time and according to the instructions covering such payments.
- vi) Ensure that the tuition fees, where levied are realised and appropriately accounted for the duly appropriated for the purpose for which they were levied.
- vii) Make purchase of stores and other materials required for the school in accordance with the rules as governing such purchase and enter all such stores in the stock book and shall scrutinize the bill and make payments.



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Principal
Shakti Mandir
Pranwati Public School
Gani, New Delhi.

For Shakti Mandir
Principal
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- viii) Conduct physical verification of school property and stock at least once a year and ensure the maintenance of stock register neatly and accurately.
- ix) Be responsible for proper utilisation of the pupils fund.
- x) 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 furnitures, of fice equipment, laboratories, play ground, school garden and other properties are properly and carefully maintained.
- xi) Supervise, guide and control the work of the teaching and non-teaching staff of the school.
- xii) Be incharge of admission in the school, preparation of school time table, allocation of duties and teaching load of the teachers and shall provide facilities to the teachers in the discharge of their duties and control of school examination in accordance with instructions issued by the Director from time to time and shall discharge their duties in consultation with his/her colleagues.
- xiii) Plan the year's academic work in advance in consultation with his/her colleagues and hold staff meeting at least once a month review the work done during the months and assess the progress of the pupils.
- xiv) Help and guide the teachers and promote their profession growth and towards the end, actively encourage their participation in course designed for in service education.
- xv) Promote the initiative of the teachers for self improvement and encourage them to undertake experiments which are educationally sound.

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Principal
 Shukti Mandir
 Premwati Public School
 Narva Gani, New Delhi-

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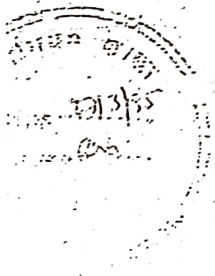
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- xvi) Supervise class rooms teaching and ensure co-operation and co-ordination amongst teachers of the same subject areas as well as inter-subject co-ordination.
- xvii) Arrange for special remedial teaching of the children belonging to the weaker sections of the community as also of other children who need such remedial teaching.
- xviii) Arrange for information and non class room teaching.
- xix) Plan and capacity a regular time table for scrutiny of pupils written work and home work and ensure that the assessment and correction are carried out timely and effectively.
- xx) Make necessary arrangement for organisation and organising special instructions for the pupils according to their need.
- xxi) Organise and co-ordinate the various co-curricular activities through the house system or in such other effective way as may think fit.
- xxii) 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.
- xxiii) Send regularly the progress reports of the students to their guardians.
- xxiv) Devote at least twelve period in a week to teaching of the pupils.

g. That the administration and academic work of the school shall be attended to by the Head of the school and



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Principal
Shakti Mandir
Premwati Public School
Darya Gani, New Delhi.

For Shakti Mandir Premwati Public School

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except where the Head of the school is the Manager the Manager shall not interfere with the day to day administration and academic work of the school.

Provided that if the Head of the school or a teacher happens to be member of the Managing Committee, he shall draw his remuneration in his capacity as the Head of the School or teacher as the case may be.

10. SCHOOL FUNDS:

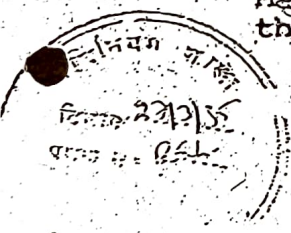
Every school account shall be kept in a nationalised bank or a scheduled bank or any post office in the name of the school.

11. AUDIT:

- i) The school accounts shall be audited by the qualified Chartered Accountant annually and report submitted to the Department.
- ii) The accounts of the school shall be open to inspection by the auditors and inspecting officers authorised by the Controller and Auditor General Office of India.

12. BUDGET:

School budget shall be passed annually by the Managing Committee and place for approval before the Governing Body of Shakti siksha Trust.



शक्ति शिक्षा ट्रस्ट

सचिव

प्रिन्सिपल

Principal
Shakti Mandir
Premwati Public School
Ghani, New Delhi-110017

Principal
21/3/2012

Sgupta

Shakti Mandir Premwati Public School
(Secondary)
1024, Shakti Mandir, D...
New Delhi-110017

For Shakti Mandir Premwati Public School
Chairman
Manager
Cashier