

DOON PUBLIC SCHOOL HOSHIARPUR.

WHERE EXCELLENCE IS A HABIT

Ref. No. DP-694

SCHOOL MANAGEMENT COMMITTEE (SMC)

Dated. 03.04.2023

S. No.	NAME (in CAPITAL letters)	DESIGNATION	ADDRESS	OCCUPATION	PHONE NO.	SIGNATURE
1	Mr. SATISH KUMAR AGGARWAL	CHAIRMAN	MODEL TOWN, JALANDHAR	BUSINESS	9814218688	<i>Satish</i>
2	Mr. GAUTAM AGGARWAL	TRUSTEE (MEMBER)	13-R, MODEL TOWN HOSHIARPUR	BUSINESS	9815509485	<i>Gautam</i>
3	Mrs. RASHMI SHARMA	SECRETARY	DOON PUBLIC SCHOOL, V. LOHAR KANGNA, HOSHIARPUR	PRIVATE JOB (SCHOOL PRINCIPAL)	6283684880	<i>Rashmi</i>
4	Mrs. NEHA AGGARWAL	PARENT (MEMBER)	MODEL TOWN HOSHIARPUR			<i>Neha</i>
5	Ms NAVJOT KAUR	PARENT (MEMBER)	VILL. PATHIAL HOSHIARPUR			<i>Navjot Kaur</i>
6	Ms. NAVNEET KAUR	PARENT (MEMBER)	VILL. SHERPUR HOSHIARPUR			<i>Navneet Kaur</i>
7	Mr JAGDEEP SINGH	PARENT (MEMBER)	VILL. SEHJOWAL HOSHIARPUR			<i>Jagdeep Singh</i>
8	Mr. BHUPINDER SINGH KANG	PARENT (MEMBER)	H.NO.478, BAHADURPUR ,HOSHIARPUR.			<i>Bhup</i>
9	Ms. KANCHAN THAKUR	TEACHER (MEMBER)	DOON PUBLIC SCHOOL, HOSHIARPUR	TEACHER		<i>Kanchan</i>
10	Ms. ANU BHARTI	TEACHER (MEMBER)	DOON PUBLIC SCHOOL, HOSHIARPUR	TEACHER		<i>Anu Bharti</i>
11	Mrs. POONAM SEHGAL	PRINCIPAL	Hello Kids, 31 Birbal Nagar UNA Road, Hoshiarpur	PRINCIPAL	9915047602	<i>Poonam</i>
12	Ms. AARTI DADDA	PRINCIPAL	CAMBRIDGE SCHOOL ,KAPURTHALA	PRINCIPAL	9592988988	<i>Aarti</i>

[Signature]
Principal

Doon Public School

UNDER GLOBAL EDUCATIONAL AND WELFARE SOCIETY

Lohar Kangna, P.O. Nainowal Jattan, Near Toll Plaza, Tanda Road, Hoshiarpur
Distt. Hoshiarpur (Pb.)
Contact: 975890-00361, 94640-75682 | E-mail: doonpublicschoolhoshiarpur@gmail.com

DOON PUBLIC SCHOOL (SMC)

THE SCHOOL MANAGEMENT COMMITTEE (SMC) AND SUB-COMMITTEE BYE-LAWS

The School will function under the overall administrative control of the Trust/ Society. The day-to-day functioning of the school established with the funds provided by the Trust/ Society is entrusted to a School Management Committee constituted by the Trust/ Society. This Committee will manage the school, as per the objectives and vision of the Trust/ Society.

To act as the Controlling Officer for the Head Mistress and sanction all types of leaves/ station leave to the Head Mistress.

To approve the tour programmes of the Head Mistress and act as the Controlling Officer for their T.A. and other claims.

To appoint Chairman/ Members for various Sub-Committees at the beginning of the academic session every year, in consultation with SMC. A total of 4 sub-committee have been constituted to ensure smooth and efficient functioning of the school and their number may be increased or decreased at the discretion of the President of Trust in consultation with SMC.

The details of sub-committees are listed below:

Name of the Committee:

1. EXECUTIVE/ FINANCE COMMITTEE:

The Executive Committee will be the apex body charged with responsibility of the Administrative, Academic and Financial Supervision and future development of the School.

2. STAFF SELECTION COMMITTEE:

The Staff Selection Committee will be charged with the responsibility of selection of the teaching and non-teaching staff for the School and the Campus.

3. SPORTS AND ADVENTURE ACTIVITIES COMMITTEE:

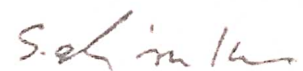
The Sports, Adventure and Health Committee will be responsible for promoting sports, games and adventure activities and healthcare of the students in the School.

4. HRD AND CO-CURRICULAR ACTIVITIES COMMITTEE:

The HRD and Cultural Committee will oversee the human resource development in respect of students and staff; conduct of various co-op and moral and spiritual upliftment of the students in the campus. To act as the Controlling Officer for the Head Mistress and sanction all types of leaves/ station leaves to the Head Mistress.


Principal


Principal



Chairman
Doon Public School
Vill. Lohar Kanger, P.O. Nainowal Jattan,
Distt. Hoshiarpur (Ph.)

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GUIDELINES FOR CONSTITUTION OF SMC:

The guidelines for constitution of SMC will be as follows:

The Managing Committee/ Society members/ Senior Trustee, 2 other Trustees or Society Members and Head Mistress will be Ex-Officio members of the SMC.

Two educationists may be nominated by the Trust/ Society or CBSE.

Parents of a child studying in the school will be nominated as members of SMC by the President, in consultation with the Head Mistress.

The remaining members of SMC, including professional experts will be nominated by the President, in consultation with the Head Mistress.

The composition of SMC can be enhanced by the President of the Trust subject to a maximum of 21 members.

TENURE/ PERIODICITY OF MEETING OF SMC:

The Tenure/ Periodicity of meetings of SMC will be as follows:

The School Management Committee will be appointed for a period of two years in the particular academic session.

The Committee will have a tenure of two years, unless otherwise specified. In the event of resignation, transfer of any member/ official or an such other eventuality necessitating discontinuance of a member from SMC, the Chairman of SMC will appoint a substitute for the remaining tenure of the Committee.

The Committee will meet as frequently as possible but at least thrice in a except Ex-Officio member, all other members of SMC will be eligible for re-nomination on the expiry of their term.

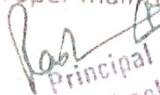
The Committee will continue to function beyond the term of two year till the new committee is reconstituted.

FUNCTIONS OF THE SMC:

The Committee will meet at least thrice in a year or as and when required. The functions of the Committee are given below:

To observe the functioning of the school and promote academic, or curricular and other activities in accordance with the objection and the vision of the institution.

To exercise control over expenditure in respect of School Fund, and imply proper custody of funds, due control over expenditure, to exercise control over school bank accounts, maintain the income and expenditure of school, ensuring payments to proper persons and parties of correct amounts and proper maintenance of accounts.


Principal

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To approve the annual budget of the institution and review the budget estimates for the following financial year.

To make selection of teaching and non-teaching staff for the school through Staff Selection Committee as per the requirement in accordance with procedure formulated by SMC.

To exercise general supervision over functioning of the school including disciplinary matters pertaining to students, teaching and non-teaching staff, subject to norms, rules and procedures formulated by the SMC.

To consider and approve proposals of the Executive Committee regarding expansion of the school in terms of additional classes, sections, staff, equipment, buildings, roads and other infrastructure. It will seek approval of the Trust for up-gradation or down-gradation of school as and when necessary.

To consider and approve proposals of Sub-Committees for improvement in academic, co-curricular and extra-curricular activities in the school.

To assist the school in securing assistance and co-operation from local authorities for efficient functioning and growth of the school.

To exercise administrative and financial powers beyond the scope of the Head Mistress, subject to the guidelines prescribed by the SMC. To assess the staff requirements and make appointments of the Primary, Trained Graduate, Post-Graduate Teachers and Vice-Head Mistress and Head Mistress and equivalent grades in accordance with the procedures laid down. Redressal of grievances of school staff and disposal of all establishment matters in respect of individual employees are to be forwarded by the Head Mistress. Performance Appraisal of the Head Mistress of the School.


To look after the welfare of the school staff and Redressal of their common grievances regarding working conditions and other local problems.

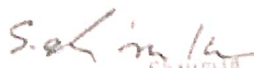
POWERS OF CHAIRMAN, SMC

Chairman of the SMC has been authorized to exercise the following powers:

Chairman is the authority to appoint or terminate any staff member and disciplinary authority in respect of various categories of staff and to act as the appellate authority in respect of teaching and non-teaching staff as detailed in the Chapter on 'Discipline and Conduct Rules' of the Education Code of the School and as delegated by the Trust from time to time.

To operate Bank Accounts of the School the jointly with the Head Mistress as authorized by the SMC. He may delegate this power to the Vice-Chairman at his discretion. Besides the functions/ powers assigned to the School Management Committee.


Principal
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