

SCHEME OF MANAGEMENT

SCHEME OF MANAGEMENT OF BAL VIDYA MANDIR MODEL SCHOOL, ROHINI SECTOR,
20 POOTH KALAN DELHI BEING RUN BY SHRI MUKHTIAR SINGH SMARITI SHIKSHA
SAMITI.

(A SOCIETY REGISTERED UNDER SECTION XXI OF THE SOCIETY REGISTRATION
ACT 1860 VIDE REGISTRATION NO. S 1008 (1979)

SHORT TITLE AND
COMMENCEMENT

1. This may be called the "scheme of Management" of Bal Vidya Mandir Model School being run and managed by Shri Mukhtiar Singh Samriti Shiksha Samiti and it shall come into force from the date it is approved by the Directorate of Education, Delhi.

CONSTITUTION AND
COMPOSITION OF THE
MANAGING COMMITTEE

2. The Managing committee of the school shall be consisting of the following 21 members:-

(i) Head of the School.

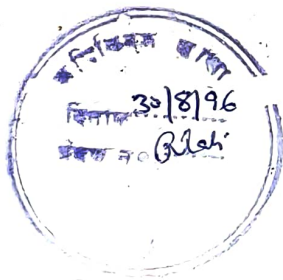
(ii) One parent to be elected by the P.T.A. of the school in accordance with the Delhi School Education Rule, 1973.

(iii) Two Teachers of the school, to be elected in accordance with the Delhi School Education Rules, 1973.

(iv) Two other persons (one of whom shall a woman) who are or have been, teacher 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 whom one shall be an Educationist and other officer of the Directorate of Education Delhi not below the rank of the principal of a Higher Secondary School.

(vi) The remaining 13 members of the Managing Committee and Manager of the school shall be nominated by the Governing body of the parent society.



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MANAGING COMMITTEE ITS DUTIES FUNCTIONS & POWERS:-

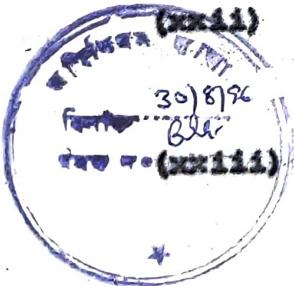
- (i) The Managing Committee shall follow the provision of Delhi School Education Act of Rules 1973.
- (ii) The Managing Committee shall be subject to be control and supervision of Shri Mukhtiar Singh Smariti Shiksha Samiti by which the school is run.
- (iii) The members of the Managing Committee shall not be entitled for any remuneration, honorarium or allowance.
- (iv) No member of the managing Committee shall be entitled to participate in any meeting there of at which his personal conduct is under discussion.
- (v) Members of the Managing committee shall hold office for a period of three years and on expiry of the period of term of office, shall be eligible for renomination.
- (vi) The Managing Committee shall be reconstituted as early as possible but positively before the expiry of the term of the Managing Committee.
- (vii) If any vacancy arises in the Managing Committee whether by death, resignation or otherwise such vacancy shall be filled by the Governing body of society and the member as elected or nominated shall hold office for the remainder of the term of office of the member in whose place he is elected/nominated.
- (viii) A member of the Managing Committee may resign his office by giving notice there of in writing to the Chairman of Managing Committee 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 Governing body of the society.
- (ix) The Head of the school shall notify the date of election of member of P.T.A. as also the members of the school teaching staff of the Managing Committee.
 - a. For the purpose of election of parent Teacher Association representative and teachers representatives to the Managing Committee the vote shall cast by the ballot/hand Head of the school shall be Returning officer and shall conduct and be in charge of the elections.
 - b. Every notice calling for the nominations shall state the dates for filling the nomination papers as also withdrawals of candidatures, date of scrutiny of nomination papers, and place of election and date of announcing the result and shall be issued under the signatures of the Head of the school.

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- (xi) In case of any change in the composition of the Managing Committee, the same shall be intimated to the Director of Education within 7 days from the date of change and it shall not come into effect under approval by Director Education Department.
- (xii) That the Managing Committee shall ensure that the school gets the full complement of the teaching staff.
- (xiii) The Managing Committee shall provide the school necessary furniture, science equipment, Library books, sports material etc, needed for the school.
- (xiv) Managing Committee shall meet as often as necessary but at least thrice a year.
- (xv) The quorum for the meeting of Managing Committee shall be 3/4 of the total membership of the Managing Committee but for adjourned meeting no quorum would be necessary.
- (xvi) The Chairman or in his absence the Manager and in the absence of both any other member so nominated by the members present shall preside over the meeting.
- (xvii) Members of the Managing Committee shall not be entitled to any remuneration, honorarium or allowance.
- (xviii) If the head of the school or a teacher happens to be a member of the Managing Committee, he shall draw remuneration in his/her capacities the Head of the school or teacher as the case may be.
- (xix) It will be ensured that the Managing Committee observes the provisions of the Act and the rules made there under.
- (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 in the meeting.
- (xxi) All decisions of the Managing Committee shall be a majority vote. In case of equality of votes the Chairman or the person presiding over the meeting shall have the casting vote.
- (xxii) All minutes of the proceedings of the Managing Committee are to be kept in a book whose pages should be number with signatures of the Chairman/Manager.
- (xxiii) The Managing Committee shall see that the pay and provident fund and other allowances, medical facilities pension gratuity and other prescribed benefits of the employees of its school shall not be less than those of employees of the corresponding status in the school run by the appropriate authorities.



2.1.1.1. ATTENDING THE MEETINGS:- No member of the Managing Committee shall be entitled to participate in any meeting at which his personal conduct is under discussion.

6. MANAGER POWER, DUTIES & RESPONSIBILITIES:- The following shall be the duties and responsibilities of the Manager of the school,

- (i) The Manager shall be responsible to ensure that the Managing Committee shall run the school efficiently and properly. It is also the responsibility of the Manager to ensure that all the rules regarding recognition of the school, receipt and utilisation of the school, funds are properly complied with.
- (ii) The Manager shall be responsible to the Chairman of Managing Committee and Managing Committee for all his acts of commission and omission regarding the affairs and Management of the school.
- (iii) The Manager shall ensure that all employees of the school both teaching and non-teaching staff conduct themselves in accordance with the provisions of the code of conduct as specified in chapter IX of the Delhi School Education Rules, 1973.
- (iv) He shall be responsible for calling the meetings of the Managing Committee and shall keep the proceedings of the meetings in a minute book, to be preserved by him. He shall also be responsible for the follow up action on the decision of the Managing Committee.
- (v) He shall be the Ex. Officer of the Managing Committee and shall sue or be sued in the name of the Managing Committee.
- (vi) He shall sign all contracts and papers on behalf of the management.
- (vii) He shall be responsible for the control of funds and accounts of the school.
- (viii) He shall prepare the annual school budget and will get it approved by the Managing Committee before the Financial year.
- (ix) He shall get the accounts of the school audited by a Chartered Accountant nominated by the Managing Committee and will place their report before the managing committee and shall see that their observations are complied with. The Manager shall not act adversely to the interests of the school. He shall create proper facilities for inspection of the records required to be maintained by the school.
- (x) All bills including bills relating to the salaries and allowances of the teachers and non-teaching staff shall be jointly signed by the Manager and head of the school.

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budget of the school and documents are required under Rule 180 Delhi School Education Rule 1973.

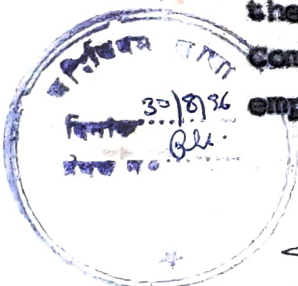
(xxvi) The Managing Committee shall have control over the appointments, and disciplinary action of employees. It shall ensure that no financial irregularity is committed in maintaining of school funds account in which shall be maintained separately from the society account in the name of school.

(xxvii) WITHDRAWAL OF NOMINATED MEMBERS OF PARENT SOCIETY:-

Governing body Shri Mukhtiar Singh Smriti Shiksha Samiti (regd.) shall have the power to withdraw any of its nominated members from the Managing Committee and nominate some one else in his place for the remaining period of the Managing Committee.

4. POWER DUTIES AND RESPONSIBILITIES OF THE CHAIRMAN OF THE MANAGING COMMITTEE:-

- (i) Ordinary meeting of the managing committee shall be called by the chairman of the Managing Committee at a notice of 7 days emergent meeting can be called by the chairman at short notice of 24 hours.
- (ii) He will preside the meeting of the managing committee.
- (iii) He will not be at the same time manager as well as Chairman of the Managing Committee.
- (iv) The Chairman may if the exigency of the situation demand may convene a meeting of the Managing Committee at a short notice not less than 24 hours.
- (v) The Governing body of Samitee shall nominate a chairman of the Managing Committee amongst the members nominated by the parent body as per rule 2 (vi) of this scheme of Management.
- (vi) The Chairman shall be responsible for the proper functioning of the school in accordance with the provisions in the scheme of Management and exercise all powers of the Managing Committee of the school under the direction and control of the Managing Committee relating to appointment and action against the employees of the school.



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In case, Head of school is also Manager then by any other member so nominating by the Managing Committee.

(xii) The administration and academic work of the school shall be attended to by the Head of the school and, 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.

(xiii) He shall represent the Managing Committee and shall issue appointment letters to the employees and shall also submit other informations to the Directorate of Education ~~Affiliating~~ Board of any other educational department. It shall sanction the increments to the employees of the school subject to the approval of Managing Committee.

7. TERMS AND CONDITIONS OF APPOINTMENT OF THE MANAGER:- The terms of the office of the Manager shall be concurrent with the term of the Managing Committee.

The Manager may by giving notice in writing to the Chairman resign his post. The resignation shall take effect from the date of its acceptance or on the expiry of 30 days from the date of the resignation whichever is earlier.

The Manager may be removed if he does not attend three consecutive meetings of the Managing Committee without obtaining leave of absence.

If he is removed by the Governing body in the interest of the school, on some definite charges after enquiry giving an opportunity of explanation.

8. DIFFERENCES:- In case of any difference of opinion between the head of the school and the Manager, the matter shall be referred to the Chairman of the school. Whose decision shall be final and binding on all.

9. CONTROL & SUPERVISION OF BAL VIDY MANDIR MODEL SCHOOL:- Notwithstanding anything herein contains the Managing Committee shall be subject to its ultimate control, and supervision of (Sh. Mukhtiar Singh Samariti Shiksha Samittee) which the school is run.

10. AMENDMENTS:- This scheme of Management is duly approved by the Board of Management (Governing body) of the Sh. Mukhtiar Singh Samariti Shiksha Samittee and any amendments hereafter will be duly got approved by the Sh. Mukhtiar Singh Samariti Shiksha Samittee the Parent body. But amendments will not be effective without obtaining the prior approval of the Director of Education, Delhi.

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THE DUTIES, POWER AND RESPONSIBILITIES OF THE HEAD OF THE SCHOOL WHICH SHALL PROVIDE THAT HE SHALL:

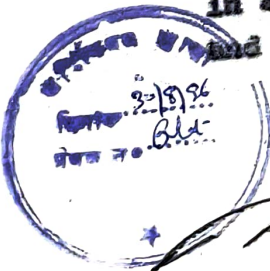
- (i) Function as the head of office of the school under his charge and carry out all administrative duties required of a head of office.
- (ii) be responsible for the proper maintenance of accounts of the school records, service books of teachers, and such other registers, returns and statistics as may be specified by the Director from time to time.
- (iii) handle official correspondence relating to the school and furnish, within the specified dates, the returns and informations required by the Director;
- (iv) make, in the case of unaided schools, all payments (including salaries and allowances and teachers and other non-teaching staff) in time and according to the instructions governing such payments;
- (v) ensure that the tuition fees, where levied, are realised and appropriated for the purpose for which they were levied;
- (vi) 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 the stock register and shall scrutinize the bills and make payments;
- (vii) conduct physical verification of school property and stocks at least once a year and ensure the maintenance of stock registers neatly and accurately;
- (viii) be responsible for proper utilisation of the pupils 'FUND'
- (ix) make satisfactory arrangements for the supply of good drinking water and provided 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;
- (x) Supervise, guide and control the work of the teaching and non-teaching staff of the school;
- (xi) be in charge of admission in the school preparation of school in time table, allocation of duties and teaching load to the teachers, and shall provide necessary facilities to the teacher, in the discharge of their duties and conduct of school examinations in accordance with the instructions issued by the Director from time to time, and shall discharge these duties in consultation with his colleagues;

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- (xii) 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;
- (xiii) Help and guide the teachers and promote their professional growth and towards the end, actively encourage their participation in course designed for in services education;
- (xiv) Promote the initiative of the teachers for self-improvement, and encourage them to undertake experiments which are educationally sound.
- (xv) 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 functions as drawing and disbursing officer as may be specified in the instructions issued by the Director.
- (xvi) Supervise class room teaching and secure co-operation and coordination amongst teachers of the same subject area as well as inter-subject coordination;
- (xvii) Arrange for special remedial teaching of the children belonging to the weaker sections of the community as also of the other children who need such remedial teaching.
- (xviii) Arrange for informal and non-class room teaching.
- (xix) 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;
- (xx) Make necessary arrangements for organising special instructions for the pupils according to their needs.
- (xxi) organise and co-ordinate various co-curricular activities through the house system or in such other effective way as he may think fit.
- (xxii) Develop and organise the library resources and reading facilities in school and ensure that the pupils and teachers have access to and use of books and journals of established value and usefulness.



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- (iii) Send regularly the progress reports of the students to their parents or guardians.
- (xxiv) Promote the physical well being of the pupils, secure high standards of cleanliness and health habits, and arrange periodical medical examinations of the students and send medical reports to parents or guardians.
- (xxv) Devote at least twelve periods in a week to teaching of the pupils.
- (xxvi) The Manager and the Managing Committee shall abide by chapter xv, Rule No. 181 to 185 of the Act as:-

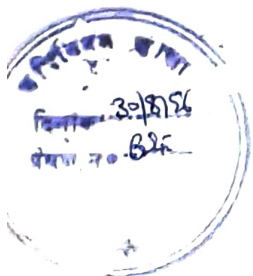
Rule 181:- MANAGING COMMITTEE HOW TO RUN SCHOOLS:- ^{The} Every managing committee shall run the school managed by it in the best interests of education of children and for the better organisation and development of school education in Delhi.

Rule 182:- MANAGING COMMITTEE NOT TO CREATE ADVERSE SITUATIONS:- ^{The} Every managing committee shall allow a school managed by it to function normally and shall not cause any situation by which, or due to which, the normal and smooth functioning of the school may be hampered nor shall it interfere in the day-to-day affairs of the school.

Rule 183:- MANAGING COMMITTEE TO COMPLY WITH THE RULES REGARDING RECOGNITION OF SCHOOLS, RECEIPT AND UTILISATION OF THE SAID, ETC:- ^{The} Every managing committee shall comply with the provisions of the Act and these rules with regard to the recognition of the schools and shall also comply with the provisions of these rules with ^{reg}ard to the receipt and utilisation of aid and shall maintain in accordance with these rules, proper accounts of all fees and contributions received by it.

Rules:-184 MANAGING COMMITTEE TO OFFER FACILITIES FOR INSPECTION:- ^{The} Every managing committee shall provide all reasonable facilities for the inspection of the school and also for the inspection of its account books, registers and other documents required by these rules to be maintained by such schools.

Rules:- 185. MANAGING COMMITTEE NOT TO ACT ADVERSELY TO THE INTERESTS OF THE SCHOOL:- The managing committee shall not conduct the affairs of the school in such way as to adversely affect the interests of the school.



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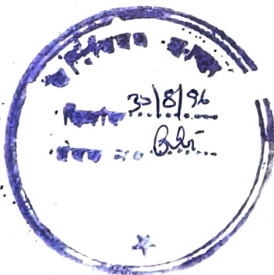
59. (2)(j) No employee of an aided school (other than the head of school) shall be appointed as the Manager, the head of the school may be appointed the Manager of the school, whether aided or unaided.

13. GENERAL:- In case of any doubt as to the interpretation of the Rules, the same shall be referred to the Director of Education, Delhi for clarification, advice etc, which shall be final.

The Managing Committee shall furnish all the informations to the department of education as required time to time and shall comply with the instructions/orders received accordingly.

The Managing Committee shall ensure that the school accounts and other records are made available to the official of the Department of Education and any official authorised by the Director.

The above scheme of Management has duly been approved by the Board of Management (Governing body) of the Shri Mukhtiar Singh Smariti Shiksha Samitee (Regd.) in its meeting held on 20.3.96.




(Acharya Ramesh Singh Solanki)
(Gen. Secretary)

Sh. Mukhtiar Singh Smariti Shiksha Samiti
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6.

MANAGER

A person functioning as a manager must have passed at least Xth class or equivalent. He should not be below the age of 21 years.

Duties of the manager

- (i) He/she shall discharge all the duties on behalf of the managing committee and shall be responsible to the governing body of the society.
- ii) He/she shall sign all the documents on behalf of managing committee and shall represent governing body.
- iii) Manager shall not be at the same time the manager of any other school and a person shall not be at the same time the chairman of the managing committee.
- iv) No employee of the school (other than the Head of the school) shall be appointed as the Manager, the Head of the school may be appointed the Manager of a school.

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