AZNEETA ACADEMY

Ward no. 08 Kalika Rao Nagar, Nagar Palika-Hata
Dist. Kushinagar (U.P.) Pin - 2742203

Ref. No..... Date.....

MEMBER'S OF SCHOOL MANAGEMENT COMMITTEE

S.NO.	NAME	FATHER/SPOUSE NAME	DESIGNATION	ADDRESS	OCCUPATION
1	ASHWANI KUMAR TIWARI	ONKAR NATH TIWARI	**MANAGER**	WARD NO. 7 MAHARANA PRTAP NAGAR HATA KUSHINAGAR	BUSINESS
2	SAKSHAM TIWARI	ASHWANI KUMAR TIWARI	**TREASURER**	WARD NO. 7 MAHARANA PRTAP NAGAR HATA KUSHINAGAR	BUSINESS
4	SATISH CHANDRA PANDEY	SHARDA PRASAD PANDEY	**SECRETARY (SCHOOL PRINCIPAL)**	SIRSIYA PANDEY DEORIA	SERVICE
5	USHA MISHRA	ANANDESHWAR MISHRA	MEMBER **(SCHOOL TEACHER)**	BASGAO TOLA KODARA POST DUDHAHI KUSHINAGAR	SERVICE
6	NAVIN KUMAR YADAV	BIRENDRA YADAV	MEMBER **(SCHOOL TEACHER)**	DUMARI EKHLAS HETIMPUR DEORIA	SERVICE
7	VISHAL PANDEY	RADHESHEYAM PANDEY	MEMBER **(PARENTS REPRESENTATIVE)**	WARD NO. 7 MAHARANA PRTAP NAGAR HATA KUSHINAGAR	FARMER
8	JANTARI DEVI	KAILASH PRAJAPATI	MEMBER **(PARENTS REPRESENTATIVE)**	LALIPAR HATA KUSHINAGAR	FARMER
9	ANUBHAV JYOTIRMAY	ARJUN THAKUR	**PRINCIPAL (OTHER CBSE SCHOOL PRINCIPAL**	308/N, NEAR SCHOLARS SCHOOL RAMJANKI NAGAR GKP	SERVICE
10	DIWAKAR PANDEY	VIDHYADHAR PANDEY	**PRINCIPAL (OTHER CBSE SCHOOL PRINCIPAL**	BAAL BUZURG POST. CHAURICHURA GORAKHPUR	SERVICE
11	MR UPENDRA GUPTA		**MEMBER, DIOS MEMBER KUSHINAGAR**	DICTRIC INSPECOTER OF SCHOOL KUSHINAGR	SERVICE

Principal
Azneeta Academy
Pagra, Kalika Rao Nagar
Hata, Kushinagar (U.P.)

Manager
Azneeta Academy
Pagra, Kalika Rao Nagar
Hata, Kushinagar (U.P.)

AZNEETA ACADEMY

Ward no. 08 Kalika Rao Nagar, Nagar Palika-Hata
Dist. Kushinagar (U.P.) Pin - 2742203

Ref. No..... Date.....

Powers and Functions of the School Management Committee

1. Subject to overall control of the Society 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 programmers 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 jeopardizing 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.

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.

Principal
Azneeta Academy
Pagra, Kalika Rao Nagar
Hata, Kushinagar (U.P.)

Manager
Azneeta Academy
Pagra, Kalika Rao Nagar
Hata, Kushinagar (U.P.)

AZNEETA ACADEMY

Ward no. 08 Kalika Rao Nagar, Nagar Palika-Hata
Dist. Kushinagar (U.P.) Pin - 2742203

Ref. No..... Date.....

Manager of the School-Duties, Powers and Responsibilities

i) The Manager will be an important and necessary link between the 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.
vii) All letters concerning affiliation/recognition shall be countersigned by him.

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 nonteaching staff) in time and according to the instructions governing such payment.

Principal
Azneeta Academy
Pagra, Kalika Rao Nagar
Hata, Kushinagar (U.P.)

Manager
Azneeta Academy
Pagra, Kalika Rao Nagar
Hata, Kushinagar (U.P.)

Ref. No..... Date.....

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.

Principal
Azneeta Academy
Pagra, Kalika Rao Nagar
Hata, Kushinagar (U.P.)

Manager
Azneeta Academy
Pagra, Kalika Rao Nagar
Hata, Kushinagar (U.P.)

Ref. No..... Date.....

xxi) Make necessary arrangement for organizing special instructions for the pupils according to their needs.

xxii) Organize and coordinate various co-curricular activities through the house system or in such other effective ways as he may think fit.

xxiii) Develop and organize 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 **Six Periods** in a week to teaching of the pupils.

Principal
Azneeta Academy
Pagra, Kalika Rao Nagar
Hata, Kushinagar (U.P.)

Manager
Azneeta Academy
Pagra, Kalika Rao Nagar
Hata, Kushinagar (U.P.)