

FIRST STEP JUNIOR SCHOOL, CHOURAI
COMPOSITION OF SCHOOL MANAGING COMMITTEE

S. NO.	NUMBER OF MEMBERS	PROFILE
1	1	The head of the school. He is the member Secretary of SMC.
2	2	Two parents – 1 Father of a student 1 Mother of students
3	2	Two teachers of the school
4	2	One principal of Government School
5	1	Chairman of the Society
6	1	One member from the field of education
7	1	Superintendent of the school
8	1	01 social worker
9	2	Two teachers of the other school

Selection & Term of the Committee. –

The General Secretary of the SMC has the powers to appoint the office bearers or remove any member for his/her misconduct, with the written consent of the President/Chairman of the SMC.

The term of the Committee shall be 3 years from the date of approval of its constitution and every member shall vacate office with the expiry of the term of the Committee; provided that such term may be extended by the Director with the approval of the Government for good and sufficient reasons but period of such extension shall not exceed one year in any case.

Office bearers and quorum.

(1) There is President and Chairman in the Committee, who were elected by the members of the Committee from among its members other than elected from teaching staff in the first meeting.

(2) One-third of the total members of the Committee shall form quorum.

(3) Ordinarily the President will preside over the meeting of the Committee. In absence of President, the Chairman and in absence of both the President and the Chairman, one of the members present, other than the teachers/members, to be selected by the members present shall preside over the meeting of the Committee.

Casual vacancy

Casual vacancies, i.e., vacancies caused by any reason other than by absence, except a vacancy in office or a teacher-member, shall be filled up by co-option from the original lists of voters on the basis of which the Committee was constituted and the member so co-opted shall represent the interest in respect of which the vacancy occurs. If any member of the Committee ceases at any time to fulfill the qualifications in respect of the category for which he was elected he shall cease to be a member and a vacancy shall automatically be created which shall be filled by co-option as provided in these rules, except in the case of teachers representatives, who shall be elected in the manner laid down in Rule 5. Any member co-opted or elected to fill a casual vacancy shall hold office for the unexpired portion of the term of the Committee.

CHAIRMAN


PRINCIPAL/SECRETARY

Principal
FIRST STEP JUNIOR SCHOOL
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Vacancy caused by absence

Any member of the Committee absenting himself from four consecutive meetings shall cease to be a member, unless the Committee otherwise directs in consideration of the reasons of his absence. The vacancy caused by absence shall be filled up in the manner as provided in the rules.

Functions of the Committee –

- (1) The Committee will aid and advise the Inspector in the following matters;
- (a) Enrolment drive,
 - (b) Promoting the attendance of pupils,
 - (c) Parent-teacher co-operation,
 - (d) Preparing plans for development of the school,
 - (e) Repairs and construction of school buildings,
 - (f) Proper utilisation of funds for the development of the schools,
 - (g) Assisting teachers to get residential accommodation,
 - (h) Heeds of school building, play-grounds, school-garden drinking water and sanitary facilities,
 - (i) Ensuring safety and security of school property,
 - (j) Proper implementation of pupil welfare and incentive scheme,
 - (k) Rustication, expulsion of students found guilty of serious breach of discipline and misconduct,
 - (l) To render community support to the teaching staff of the school for all round development of the school,
 - (m) To review the attendance position of teaching and non-teaching staff,
 - (n) Any other function that may be entrusted to the Committee by the Director of the Government.
- (2) The Committee will conduct all its activities according to the guidelines and norms issued from time to time by the Education Department of the State Government and CBSE.

Meetings

Meetings of the Committee shall be called by the Secretary, with the approval of the President at least once in every three months, except during the vacation. There shall be at least three meetings excluding the emergency meetings, in a year. Seven days notice of such meeting shall be given.


PRINCIPAL/SECRETARY

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(2) The Secretary will serve the notice of meetings, record the proceedings of the meeting and initiate actions for their implementation.

Emergency meeting.

Emergency meeting may be convened by the President, if necessary, with not less than twenty four hours, notice to consider a matter of emergent nature requiring immediate attention.

Special meeting convened by requisition

A special meeting may be called by the Secretary with the approval of the President (with a clear seven days notice) if at least 50% of the members place a written requisition for such a meeting, with the Secretary. If the Secretary fails to convene special meetings, the requisitionists shall refer the matter to the President who shall convene the meeting. In the event of the President failing to convene the meeting within ten days after reference to him, the requisition not being less than half of the total number of members shall have power to convene the meeting after giving seven days notice.

Place of meeting

All the meetings shall be in the premises of the school, unless the members of the Committee decide to the contrary.

Decision of the Secretary

All decisions of the Committee shall be on the basis of the majority of the votes of the members attending the meeting and voting.

Duties of Secretary

Under the direction of the Committee, the Secretary shall carry on correspondence the proper authorities on behalf of the Committee. He shall also keep a record of the proceedings of the meeting of the Committee in a book maintained for the purpose and send a copy of the proceedings to the Inspector. The record of proceedings of each meeting shall be confirmed in the next meeting. The Secretary shall perform such other duties as may be assigned to him by the Committee.

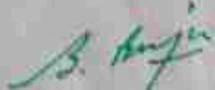
Custody of Records and Registers

The Secretary shall be the custodian of all the records and registers related to the activities of the Committee.

Powers of the State Government

Nothing in these rules shall affect the powers of the State Government, to frame further or other rules for constitution composition powers and functions of the Managing Committee of such schools.

CHAIRMAN


PRINCIPAL/SECRETARY

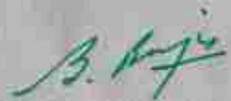
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FSJS MANAGING COMMITTEE MEMBERS DETAILS

This is to certify that the school has proper working School Managing Committee and the list of members along with designations is mentioned below.

SR. NO.	NAME OF MEMBERS	PROFESSION	DESIGNATION IN SMC	
1	Mr. RACHNA SONI	PRINCIPAL OTHER SCHOOL	GEN. SECRETARY	
2	Mr. AMITSAO	DIRECTOR OFSCHOOL	PRESIDENT	
3	Mr. B. BANERJEE	PRINCIPAL	CHAIRMAN	
4	Mrs. RICHA GUPTA	VICE PRINCIPAL	VICE PRESIDENT	
5	Mr. ROMA DAS	TEACHER	MEMBER	
6	Mr. ARCHANA JAIN	TEACHER	MEMBER	
7	Mr. RAVINDRA CHOURASE	TEACHER	MEMBER	
8	Mr VIJAY KR. GUPTA	PARENT	MEMBER	
9	Mr. UMESH DUBEY	PARENT	MEMBER	
10	Mr. SHAIENDRA CHOURE	TEACHER OTHER SCHOOL	MEMBER	
11	Mr. VIVEK SAHU	TEACHER OTHER SCHOOL	MEMBER	
12	Ms. MUZZAFAR HUSNAIN	TEACHER	MEMBER	
13	Mr. ASHISH RAI	BUSINESSMAN/ SOCIAL REFORMER	MEMBER	

CHAIRMAN/PRESIDENT


 SECRETARY/PRINCIPAL

Principal
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