



CHANAKYA INTERNATIONAL SCHOOL.

Chauhanapur, Near Navodaya Vidyalaya,

Gauriganj, Amethi - 227409

Phone: 9044965036

Email: enquiry@cisgauriganj.org

www.cisgauriganj.org

SCHOOL MANAGEMENT COMMITTEE (SMC)

S.NO.	NAME	DESIGNATION	ADDRESS
1	MR. CHANDRABHAN SINGH	CHAIRMAN	FLAT NO. 408 SHIVAM 1/A, RAHEJA COMPLEX, NEAR TIMES OF INDIA
2	MR. TEJBHAN SINGH	MANAGER	VILL. LUGRI POST RAGHIPUR, GAURIGANJ AMETHI
3	MR. ASHWINI KR. GUPTA	PRINCIPAL	VIVEK NAGAR, SULTANPUR
4	MRS ROLI SINGH	PRINCIPAL/ TABISH INTERNATIONAL SCHOOL SULTANPUR	SULTANPUR
5	MR. PRADEEP SINGH	PRINCIPAL/OTHER CBSE SCHOOL NAVODAYA	GAURIGANJ
6	MRS. RICHA SINGH	TEACHER REPRESATIVE	GAURIGANJ
7	MR. HARI PRATAP SINGH	TEACHER REPRESENTATIVE	GAURIGANJ
8	MR. SHUBHAM PANDEY	FATHER/ PARENTS REPRESENTATIVE	TALA, GAURIGANJ AMETHI
9	MRS. SEEMA SINGH	MOTHER/ PREENTS REPRESENTATIVE	NEAR TAHSEEL, GAURIGANJ AMETHI
10	MR. SUDHANSHU TIWARI	TEACHER OTHER SCHOOL MEMBER	D.A.V., HAL KORWA
11	MS. DIPIKA SINGH	TEACHER OTHER SCHOOL MEMBER	SETH MR JAIPURIA GAURIGANJ AMETHI
12	MR. SHESH NATH SINGH	SOCIAL WORKER	GAURIGANJ

Manager

Manager
Chanakya International School

Principal

Principal
Chanakya International School
Gauriganj-Amethi



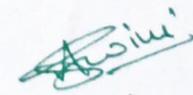
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Date:

Powers and Functions of the School Management Committee

1. The School Managing Committee will have the following power & function:
 - (i) It will fairly care for the welfare of the teachers and employees of the School.
 - (ii) It will have the authority to inspect the activities of the school for good going.
 - (iii) It will have authority to appoint teachers and non-teaching staff.
 - (iv) It will act on the instructions given by the society regarding admission caring for Caste/region and creed.
 - (v) It will have jurisdiction to take stock of academic programmers and progress of the School without hazarding the academic freedom of principal.
 - (vi) It will always be active in taking various steps for the improvement of the School.
 - (vii) It will exercise financial powers beyond those delegated to the principal with the budgetary provision of the School.
 - (viii) It will ensure that the norms given in the Act of the State and by the CBSE regarding terms and conditions of Serving and affiliation of the School are strictly adhered to.
 - (ix) It will lead the principal to maintain tone and discipline in the school,
 - (x) It ensures that no financial irregularity in Committed or any irregular procedure with regard to admission/examinations is adopted.
 - (xi) It ensures that the School will get furniture, Science equipment, library books and other teaching aids and the requisite sports material in sufficient quantity in time.
 - (xii) It will also have the authority to sanction leave to the head of the institution including casual leave.
 - (xiii) It will exercise its right to take disciplinary action against the staff.
 - (xiv) The Managing Committee will meet at least twice in a academic session.


Manager
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Principal
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MANAGER/CORRESPONDENT OF THE SCHOOL (Duties, power and Responsibilities)

- i) The Manager/Correspondent will be a prominent and essential Connection between the Trust/Society and the School.
- ii) He will sign on the appointment letters, letters for disciplinary action against the staff termination and suspension letters etc. on behalf of the managing committed.
- iii) He will be the drawing and disbursing officer for the employees of the School and exercise such financial authorities as are prescribed in the Scheme of Management Committee.
- iv) He will exercise general supervision over the School, subject to the consent of the managing Committee.
- v) He will not interfere the Head of the School in discharge of his responsibilities and duties.
- vi) He should ensure that the directions from the society are conveyed to the School Managing Committee and to the Head of the Institutions properly.
- vii) All letters regarding affiliation will be countersigned by him.

WISDOM

CHARACTER

KNOWLEDGE


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HEAD OF THE SCHOOL
(Duties, Powers and Responsibilities)

Principal will be the Second most powerful authority of the School managing Committee.

He will handle official Correspondence relating to the School and furnish, within the specified dates, the returns information required by the state government/Board

He will functions as, the Head of the office of the School and Carry out all administrative duties required of a head of the office.

He makes purchase of stores and other materials required for the School in accordance with the rules governing such purchases and enters all such stores in stock register and shall scrutinize the bills and make payments.

He ensures that the tuition fee, as levied are realized and appropriately accounted for and duly appropriated for the purpose for which they were levied.

He will be exactly responsible for the proper maintenance of accounts of the School records, Service books of teachers and such other registers.

He will make all payment (including salaries and allowances of teachers and other non-teaching staff) in time and according to the instructions governing such payment. He makes satisfactory arrangements for the supply of good drinking water and provides other facilities for the pupils and ensures that the School building its furniture, office equipment, lavatories, playground, school garden and other properties are carefully maintained.

He directs physical verification of school property and stock at least once in a year and ensures the maintenance of stock registers explicitly.

He will be incharge of admission in the school preparation of school time-table allocation of duties and teaching load to the teachers, and will provide essential facilities to the teachers in 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 will discharge there duties in consultation with his colleagues

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1. He will be responsible for proper utilization of the pupil's fund.
2. He supervises guides and controls the work of the teaching and non-teaching staff of the School.
3. He helps and guides the teachers to promote their professional growth and activity. encourages their participation in courses designed for in service education.
4. He plans a regular time-table for the scouting of pupils written work assignment and ensures that the assessment and corrections are carried out timely and effectively.
5. He plans the years academic work in advance in consultation with his colleagues and holds staff meeting at least once in a month, reviews the work done during a month and assesses the progress of the pupils.
6. He arranges special classes for the children belonging to the weaker sections of the community also of other children who need such remedial teaching.
7. He promotes the initiative of the teacher for self-improvement and encourages them to undertake experiments which are educationally sound.
8. He makes essential arrangement for organizing special instructions for the pupils according to their needs.
9. He develops and arranges the library resources and reading facilities in the school and ensures that the pupils and teachers have access to use books and journals of established value and usefulness.
10. He organizes various co-curricular activities or other effective ways as he may think fit.
11. He provides at least twelve periods in a week to teaching of the pupils.
12. He elevates the physical well being of the pupil, maintains high standard of cleanliness and health habits, and manages periodical reports to parents or guardians.
13. He sends regularly progress reports of the students to their parents or guardians.


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