

DIRECTORATE OF EDUCATION
GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
(ACT BRANCH)

ROOM NO.212 "A": OLD SECTT: DELHI-54

No.F.DE.15/ACT/1349/SOM/2009/ 2633-34
1613

Dated: 28/4/09

To

The President,
Shanti Gyan Educational Society,
7/123, Ramesh Nagar,
New Delhi-1100153.

Sub:- Scheme of Management-Approval Thereof.

Sir,

Reference your letter on the above subject. It is informed that the appropriate authority is pleased to approve the Scheme of Management in respect of Shanti Gyan International School, Village-Goyla Khurd, Najafgarh, New Delhi-43 in pursuance of sub-rule(3) of rule 59 of DSER-1973 and it is requested that:-

1. A resolution be adopted in the meeting of the parent society of school resolving to implement the Scheme of Management so approved by the appropriate authority.
2. The Managing Committee be constituted as per Scheme of Management approved by the appropriate authority.
3. A list of the members of the Managing Committee so constituted along with the resolution of the parent society be sent to this office within 30 days of the issue of this letter.
4. A copy of the recognition letter of the school, when recognized be sent to this office for nomination of the representatives of the DE/Advisory Board in pursuance of sub-rule (1) (b) of Rule 59 of DSER-1973.

AJL
(ABHA JOSHI)
ASSTT. DIRECTOR OF EDUCATION (ACT)

Encl: As above

No.F.DE.15/ACT/1349/SOM/2009/

Copy forwarded to:- DDE (South West-B).

Dated:

Sd-
(ABHA JOSHI)
ASSTT.DIRECTOR OF EDUCATION (ACT)

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SCHEME OF MANAGEMENT
OF
SHANTI GYAN INTERNATIONAL SCHOOL
VILLAGE GOYLA KHURD, (DWARKA), NAJF GAHR, NEW DELHI-110043

Under section 5 of Delhi School Education Act, 1973 read with rule 59 of Delhi School Education Rules, 1973

1. Shanti Gyan International School, Village Goyla, (Dwarka), Najafgarh, New Delhi-110043, has been established and is being managed by **Shanti Gyan Educational Society (Regd), 7/123-124, Ramesh Nagar, New Delhi-110015** which is registered under societies registration act, 1860 (xxi of 1860) vide Registration No. S/44708/02 dated 20th day of Dec 2002 attested copy each of the Memorandum of Association, rules and Regulations (By - Laws) of the society and registration certificate are enclosed.

2. The following scheme of Management shall be observed hereafter for all matters concerning the management of the affairs of **Shanti Gyan International School, Village Goyla, (Dwarka), Najafgarh, New Delhi-110043** in pursuance of sections 5 of Delhi School Education Act 1973 read with rule 59 of Delhi School Education Rules, 1973.

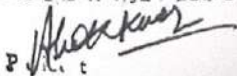
3. The managing committee of **Shanti Gyan International School, Village Goyla, (Dwarka), Najafgarh, New Delhi-110043** shall be constituted of 21 members as follows:

- I. The Head of the School.
- II. One parent representative of the P.T.A of the school duly elected by that association as per rule 59 of D.S.E.R. 1973.
- III. Two Teachers of the school elected by the teachers of the school from amongst themselves.
- IV. Two other persons (one of whom shall be woman) who are or have been, teachers 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 Education, Govt. of Delhi of whom one shall be an educationist and the other an officer of the Directorate of Education, Govt. of Delhi not below the rank of the principal of a senior secondary school.
- VI. The remaining 13 members of the Managing Committee including the chairman and the Manager of the school shall be nominated by Governing Body of Shanti Gyan Educational Society (Regd), 7/123-124, Ramesh Nagar, New Delhi-110015 competent to do so in accordance with rule No 12-d of the rules and regulations of the Shanti Gyan Educational Society (Regd), 7/123-124, Ramesh Nagar, New Delhi-110015

4. **MANAGING COMMITTEE, ITS DUTIES . FUNCTIONS AND POWERS**

- I. No member of the managing committee shall be entitled to any remuneration, honorarium or allowances.
- II. No member of the managing committee shall be entitled to participate in any meeting there of at which his or her personal conduct is under discussion.
- III. A Member of the managing committee shall hold office for a period of three years and shall be eligible for re - nomination or re - election for a second term, as the case may be.

For Shanti Gyan Educational Society


Secretary

Secretary

For Shanti Gyan International School


Manager

Manager

श्रीमती ज्योति -
बहाल शिक्षिका (बाल विभाग)
विद्यालय - 7/123-124
रमेश नगर

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- I. The managing committee shall be reconstituted as early as possible but positively before the expiry of the term of the existing managing committee.
For the purpose of elections to the managing committee, the Head of school shall be the returning officer and shall conduct, and be in - charge of, the elections.
- II. An ordinary meeting of the managing committee shall be called by the manager at a notice of at least 7 days. An emergent meeting can be called at a short notice of 24 hours.
- III. If a vacancy arises in the managing committee, whether due to death or resignation of the incumbent or any other reason, such vacancy shall be filled in accordance with the provisions of rule 59 of D.S.E.R. 1973 and the member so nominated shall be a member for the remainder of the term of the member whom he has replaced.
- IV. A member of the managing committee may resign his office by giving a notice there of in writing to the Chairman and, on such resignation being accepted by the managing committee, he shall be deemed to have vacated his office. The Chairman shall give his resignation to the President of the Shanti Gyan Educational Society(Regd), 7/123-124, Ramesh Nagar, New Delhi-110015
- V. In case any change takes place in the composition of the managing committee in respect of the representatives of the teachers and the P.T.A. the same shall be intimated to the Director of Education with in 7 days.
- VI. The managing committee shall ensure that the school gets the full complement of the teaching and other staff.
- VII. The managing committee shall provide the school with all necessary infrastructural resources and facilities like teaching aids, magazines, news papers and journals, sports and workshop material etc. needed for the school.
- VIII. The Chairman and the Manager shall be nominated by the Governing Body of the Shanti Gyan Educational Society(Regd), 7/123-124, Ramesh Nagar, New Delhi-110015 competent to do so under rule No 12-d of the rules and regulations of the Shanti Gyan Educational Society(Regd), 7/123-124, Ramesh Nagar, New Delhi-110015 from amongst the members nominated by it on the managing committee.
- IX. The managing committee shall meet as often as deemed necessary, but not less than four times in a year.
- X. The quorum for the meeting of the managing committee shall be one - third (1/3rd) of the total membership of the managing committee but for an adjourned meeting, no quorum shall be required.
- XI. The Chairman or, in his absence, the vice - chairman or, in the absence of both, the Manager and, in the absence of them all, any other member elected for the purpose by the members present shall preside over the meeting.
- XII. The Head of school or a teacher who happens to be a member of the managing committee, shall draw remuneration in her capacity as the head of school or teacher, as the case may be.
- XIII. The managing committee shall observe the provisions of the Act and rules made there under faithfully and scrupulously.
- XIV. The managing committee shall make appointment of teachers and other staff and constitute S.S.Cs / D.P.Cs. for the purpose in accordance with the provisions of rule 96 of D.S.E.R.1973.

For Shanti Gyan Educational Society

[Signature]
President

Secretary

For Shanti Gyan Educational Society

[Signature]
Manager

श्रीमती नमता जोशी
बहालक शिक्षा अधिकारी (अतिरिक्त)
शिक्षण विभाग
एच २० जी, नवी दिल्ली-११००२४
दूरभाष नम्बर: २६१०३४

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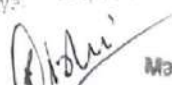
- XIX. Annual confidential reports in relations to the head of school and other employees of the school shall be maintained in the form specified by the director of Education in this behalf and the provisions of the rule 112 of D.S.E.R . 1973 shall be complied with strictly.
- XX. Every notice of the meeting of the managing committee shall specify the date , time and venue of the meeting and shall enclose the agenda of business to be transacted in the meeting.
- XXI. The Chairman may , if the exigency of the situation so demands , convene a meeting of the managing committee at a short notice of not less than 24 hours.
- XXII. All decisions of the managing committee shall be taken by a majority vote. In case of equality of votes for and against a resolution , the chairman or the person presiding over the meeting shall have a casting vote.
- XXIII. Records of the proceedings of the managing committee shall be kept in a book or a register where the pages shall be numbered consecutively with the signature and stamp of the chairman or the manager on each page.
- XXIV. The Managing Committee shall ensure that the pay. Allowances and other prescribed benefits , as admissible to the employees of the corresponding status of the appropriate authority , are given to the employees of the school on time and the facilities of provident fund , leave and retirement benefits as per the relevant provisions of the DSE Act and the rules made there under , are also made available to them.
- XXV. The managing committee shall approve the annual budget of the school.
- XXVI. The managing committee shall be subject to the control and supervision of Shanti Gyan Educational Society(Regd), 7/123-124, Ramesh Nagar, New Delhi-110015 by which the school is run.

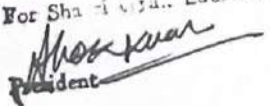
5. **POWERS, DUTIES AND RESPONSIBILITIES OF THE CHAIRMAN OF THE MANAGING COMMITTEE :**

- I. He will preside over the meetings of the managing committee and shall nominate his representative to preside over the meetings of the managing committee in his absence.
- II. He will be the chairman of the selection committee / DPC constituted for the recruitment of the head of the institution . He may either act as Chairman or nominate his representative in other selection committees/ DPC .s.
- III. He will preside over the meetings of the disciplinary authority constituted under rule 118 of D.S.E.R . 1973.
- IV. He will not , at the same time , the manger as well as the chairman of the managing committee.

6. **DUTIES OF THE MANAGER**

- I. The manger shall be at – least a graduate with experience of at – least 10 years of teaching and Educational administration.
- II. He will discharge all the duties and functions of the managing committee and shall function under the guidance and control of he managing committee and shall be accountable to the managing committee for his actions . He will get all his decisions ratified by the managing committee whenever it meets next.

For Shanti Gya...

 Manager

For Shanti Gyan Educational Society

 Secretary

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 शांति ग्यान शिक्षण संस्थान (प्रा. वि. सं.)
 पं. १२३-१२४, रामेश्वर नगर,
 नया दिल्ली-११००१५



- III. He shall make all correspondence on behalf of the managing committee and shall represent the managing committee, whenever required, before the government, the courts and other offices.
- IV. He shall sign appointment letters of the employees.
- V. He shall submit the required information to the Directorate of Education, whenever required to do so and comply with such instructions of the Director as may be issued.
- VI. Bills including bills relating to the salaries and allowances of the teachers and non-teaching staff, shall be jointly signed by the manager and the Head of school.
- VII. The Manager shall not be the manager of any other school nor shall he be the chairman of the managing committee at the same time.
- VIII. Other duties of the manager will be as prescribed in the D.S.E. Act and rules, 1973.

7. REMOVAL OF THE MANAGER

- I. The Manager can be removed by a resolution to the effect passed with the approval of 75% of the total elected members of the Governing Body of Shanti Gyan Educational Society(Regd), 7/123-124, Ramesh Nagar, New Delhi-110015 after alleging the manager with some definite charges and after giving him in writing the charges and obtaining his explanation in respect thereof.
- II. The vacancy caused by the removal of the manager shall be filled by the governing body of Shanti Gyan Educational Society(Regd), 7/123-124, Ramesh Nagar, New Delhi-110015 in its meeting called within 30 days and the person so appointed shall work as manager for the remainder of the term.
- III. The manager shall not interfere with the day-to-day administration and academic work of the school but he shall ask the report of the individual teachers, work and conduct for his information and take necessary action thereon through the Head of school. Similarly, the employees of the school shall have all official dealings with the Manager through the Head of the school only.

8. DUTIES, POWERS AND RESPONSIBILITIES OF THE HEAD OF SCHOOL :

- The duties, powers and responsibilities of the head of the school shall provide that he / she shall function as the head of office of the school under his/her charge and carry out all administrative duties required of a head of office:
- ii. perform only such functions as the drawing and disbursing officer for the employees of the school as may be specified by the instructions issued by the Director :
 - iii. be responsible for the proper maintenance of accounts of the school, school record, service books of teachers, and such other registers, returns and statistics as may be specified by the director from time to time;
 - iv. handle official correspondence relating to the school and furnish, within the specified dates, the returns and information required by Director;
 - v. make all payments (including salaries and allowances of teachers and other (non-teaching staff) in time and according to the instructions Governing such payment;
 - vi. Where he is so authorized by the Administrator, make all such payments according to the instructions governing such payments:

For Shanti Gyan Educational Society

[Signature]
President

Secretary

श्रीम. (जोशी)
सचिव (अतिरिक्त)
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- vii. ensure that the tuition fees and other charges are realized 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 the stock register and shall scrutinize the bills and make payments;
- ix. conduct physical verification of school property and stocks 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 in – charge of admissions in the school, preparation of school timetables and 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 examinations in accordance with the instructions issued by the Director from time to time ; and he shall discharge these duties in consultation with his colleagues;
- xiv. plan the years 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 and promote their professional growth and , towards this end , 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 cooperation and coordination amongst teachers of the same subject area as well as ensure inter – subject coordination;
- xviii. arrange for special remedial teaching of the children belonging to the weaker sections of the community as 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 and carried out timely and effectively;
- xxi. make necessary arrangements for organizing special instruction for the pupils according to their needs;
- xxii. organize and co – ordinate various co – curricular activities through the house system or in such other effective way 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 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 pupils , secure high standards of cleanliness and health habits , and arrange periodic medical examinations of the students and send medical reports to their parents or guardians; and

For Shri ... Educational Society

President

Secretary

श्रीमती ... जोशी
वहावर निवासी ...
सं. २० ...
मुम्बई ...

Manager

devote at least twelve periods in a week to the teaching of the pupils.

OTHER DUTIES AND RESPONSIBILITIES OF THE MANAGING COMMITTEES OF SCHOOLS

The managing committee shall run the school in the best interests of educations of children and for the better organization and development of school education in Delhi.

The managing committee shall allow the school 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.

The managing committee shall comply with the provisions of the Act and the rules made there under with regard to the recognition of the school , and shall maintain in accordance with these rules , proper accounts of all fees and contributions received by it.

The 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 the D.S.E.Rules to be maintained by the school.

The managing committee shall not conduct the affairs of the school in such a way so as to adversely affect the interest of the school.

The managing committee shall exercise control over appointments , disciplinary action and control on staff, and shall also ensure that no financial irregularity is committed or any irregular procedure is followed.

Dated:-
Time:-

For Shant Gya International School

Manager

SIGNATURE

MANAGER

For Shant Gya International Society

President

Secretary

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