

DIRECTORATE OF EDUCATION
(ACT BRANCH)

No. F.15/Act. (451)/SM/89/ 3284-Act

Dated: 30/8/89

To

The President

Shivani Educational Society
I-114, D.D.A. Flats,

Sub: Narayana, Delhi
Scheme of management - Approval thereof.

Sir,

Reference your letters on the above subject, it is informed that the appropriate authority is pleased to approve the Scheme of Management in respect of Shivani Public School,
Kavita Colony, Nangloi, Delhi subject to the provisions of DSER Act 73 and Rules made thereunder in pursuance of sub-rule (3) of rule 59 of DSER, 1973. In this connection, it is requested that:-

1. A resolution be adopted in the meeting of the parent society 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 alongwith the resolution of the parent society be sent to this office within 30 days of issue of this letter.
4. A copy of the recognition letter of the school, when recognised be sent to this branch for nominating the representatives of the D.E. and Advisory Board in pursuance of sub rules (1) (b) of rule 59 of DSER, 1973.

Yours faithfully,

(S.N.GUPTA)

DEPUTY DIRECTOR OF EDUCATION (ACT)

Copy forwarded to:-

DDE (Pr.)

1. DDE (North) alongwith the copy of the scheme of management.

DEPUTY DIRECTOR OF EDUCATION (ACT)

Principal

Shivani Public School
(Recognised Affiliated)
Nangloi, Delhi-110041

Principal

Shivani Public Sr. Sec. School
Nangloi, Delhi-110041

Principal

Shivani Public Sr. Sec. School
Nangloi, Delhi-110041

Manager

Shivani Public Sr. Sec. School
Nangloi, Delhi-110041

Manager

Shivani Public Sr. Sec. School
Nangloi, Delhi-110041

rank of principal of a higher secondary school

The remaining 13 members of the Managing Committee
For Shivani Educational Society

Nangloi, Delhi-110041

(including president and Manager) to be elected by secret ballot papers system by the Society by which the school is run.

MANAGING COMMITTEE: ITS DUTIES & FUNCTIONS AND POWERS:

The duties, functions and powers of Managing Committee shall be as under :-

- (I) The Managing Committee shall function as per D.S.E.R. 1973.
- (II) The members of the Managing Committee shall not be entitled for any remunerations, honourarium or allowances.
- (III) No member of the Managing Committee shall be entitled to participate in any meeting thereof at which its personal conduct is under discussion.
- (IV) Members of the Managing Committee shall hold office for a period of three years but on expiry of the period of term & Office, shall be illegable for re-election.
- (V) The Managing Committee shall be reconstituted as early as possible but positively before the expiry of the term of Managing Committee.
If any vacancy arises in the Managing Committee whether by death, resignation, or otherwise, such vacancy shall be filled by elections and the elected member shall hold the office for the remaining terms of office, in whose place he is elected.
- (VI) A member of the Managing Committee may resign his office by giving notice, thereof in writing to the President and on such resignation being accepted by the Managing Committee he shall be deemed to have vacated his office. President shall give his resignation to the governing body by the Society.
- (VII) The Principal shall notify the date of election of members of P.T.S. as also the members of the School staff and shall be in charge of election.

Sumesh Sharma
Principal
Shivani Public School
Nangloi, Delhi-110041

Sumesh Sharma
Manager
Shivani Public Sr. Sec. School
Nangloi, Delhi-110041

P. K. Sharma
Manager
Shivani Public Sr. Sec. School
Nangloi, Delhi-110041

Sumesh Sharma
Secy.

Contd... 3/4

- (IX) The employees of the school shall be governed under the code of conduct as required under rule 122-124 as specified under rule 115-121 for breach of any provision of the code of conduct there under.
- (X) In case any change in the composition of the Managing Committee the same shall be intimated to the Director of Education.
- (XI) That the Managing Committee shall ensure that the school is equiped with necessary furniture, science, equipment Library books, sports materials etc, needed for the School.
- (XII) The President and the Manager shall be elected by the governing body of the Society from amongst the members elected by it as per so constitution of the Society.
- (XIII) Managing Committee shall meet as often as necessary but at least twice a year.
- (XIV) The quorum for the meeting of the Managing Committee shall be 1/3rd of the total membership of the Managing Committee but for the adjournment meeting no quorum would be necessary.
- (XV) The President and 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.
- (XVI) If the Head of the School or a teacher happens to be a member of the Managing Committee, he shall draw remuneration in her capacity as the Head of the School or teacher as the case may be.
- (XVII) It will be ensured that the Managing Committee, observes the provision of the Act and the Rules made thereunder.
- (XVIII) Maintain character rolls and the other service records of teachers and other staff of the School. The C.R. of the Head of the school shall be reviewed by a committee consisting of President and a nominee of the

Principal

Shivani Public School

Recognised Affiliated to CBSE

Nangloi, Delhi-110041

Shivani

Nangloi

Manager

Shivani Public Sr. Sec. School

Nangloi, Delhi-110041

P. K. Sharma
Manager

Shivani Public Sr. Sec. School

Nangloi, Delhi-110041

Shivani Public Sr. Sec. School

Nangloi, Delhi-110041

Department not below the rank of the Education Officer.

- (XIX) To exercise such other powers and discharge or perform such other functions or duties as required to be or such as may be exercised, discharged or performed under the Delhi School Education Act. 1973.
- (XX) The Managing Committee may constitute any number of Sub-Committees from amongst the members of Society as it may consider it to be necessary for the proper discharge of its powers, functions and duties.
- (XXI) The President or Manager shall be ex-office Members of each Sub-Committee of Managing Committee. Every such Sub-Committee may regulate its own procedure.
- (XXII) Every notice of the meeting of the Managing Committee shall specify the date, the time and venue of the Meeting and indicate therein the business to be transacted at the meeting.
- (XXIII) The President may if the exigency of the situation demands may convene a meeting of the managing committee at a short notice not less than 24 hours.

(XXIV) All the decision of the Managing Committee shall be by a Majority vote. In case of equality of votes, the President or the person presiding over the meeting shall have a casting vote.

(XXV) All minutes of the proceedings of the Managing Committee are to be kept in a book/register whose pages could be numbered consecutively with signatures of President/Manager.

(XXVI) The Managing Committee shall take options of its employees regarding service conditions, Provident Fund, Pensionary ben fits etc. as required under second provision of Sub-Section (1) of Section 8 of Delhi School Education Act.

Principal
Shivani Public School
(Recognised Affiliated to CBSE)
Nangloi, Delhi-110041

Manager
Shivani Public Sr. Sec. School
Nangloi, Delhi-110041

L. K. Sharma

Manager

Contd..5/-

Pawan Sharma

Secy

Principal
Shivani Public Sr. Sec. Sch
Nangloi, Delhi-110041

5. MANAGER :

A person functioning as a Manager must have passed at least tenth class or equivalent. He should not be allow the age 21 years.

6. DUTIES OF THE MANAGER:

1. He shall discharge all the duties of the Managing Committee and shall be responsible to the Society.
2. He may with the consent of the President call the meeting of the Managing Committee.
3. He shall sign all the documents on behalf of the Managing Committee and shall represent governing body. He shall jointly sign with the head of the school all the bills, including the bills, relating to the salaries and allowances of the teachers, and non-teaching staff.
4. He shall represent the Managing Committee in the Selection Committees except Selection Committee for the recruitment of the Head of the School and shall give the appointment letter to the employees and shall submit other information to the Department. He shall not be entitled to any remuneration, honorarium and allowances. Bills (including bill relating to the salaries and allowances of the teachers and non-teaching staff) shall be jointly signed by the Manager and the Head of the School.
5. 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 President of the Managing Committee and the Manager.

7. REMOVAL OF THE MANAGER :

The Manager can be removed by the Managing Committee with the approval of 75% majority of the total selected members of the Managing Committee on the recommendations of the Governing body which passed an unanimous resolution.

Surendra Sharma
Principal
Shivani Public School
Recognized Affiliated to CBSE
Nangloi, Delhi-110041

Surendra Sharma
School
Nangloi

Manager
Shivani Public Sr. Sec. School
Nangloi, Delhi-110041
Manager
Shivani Public Sr. Sec. School
Nangloi, Delhi-110041

Surendra Sharma
Secy.

lution after alleging the Manager with some definite charges and after giving him notice in respect of the charge.

The vacancy caused by the removal of the Manager shall be filled by the members of the Managing Committee in its meeting called with in 30 days by the President and during this period. The joint secretary shall work as Manager.

NOTES

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 for his information and take necessary action there on through the Principal. So also the employees shall have all the official dealing with the Manager through the Principal only.

DUTIES, POWERS and RESPONSIBILITIES OF THE HEAD OF THE SCHOOL.

The duties, powers and responsibilities of the head of the School which shall provide that he/she shall

Function as the Head of the Office of the School under his/her charge and carry out all administrative duties required for head of office.

Be the drawing and disbursing officer for the employees of the School, except that in the case of an unaided school, he/she may perform only such functions as drawing and disbursement office as may be specified in the instructions issued by the Director.

111) Be responsible for the proper maintenance of accounts of the School, School records, service books of the teachers and such other registers, returns and statistics as may be specified by the Director from time to time.

Principal

Shivani Public School

Anglo-Indian, Delhi-110041

Principal

Shivani Public Sr. Sec. School
Nangloi, Delhi-110041

Manager

Shivani Public Sr. Sec. School
Nangloi, Delhi-110041

Manager

Shivani Public Sr. Sec. School
Nangloi, Delhi-110041

Society

- iv) Handle official correspondence relating to the school and furnish within the specified dates, the returns and informations required by the Director.
- v) Make in the case of unaided schools, all payments (including salaries and allowances of teachers and other non-teaching staff) in time and according to the instructions governing such payments; provided that where he is so authorised by the Administrator make, in the case of an aided school all such payments according to the instructions governing such payments.
- vi) Ensure that the tuition fees where levied and realised and appropriately accounted for an duly appropriated for the purpose for which that are levied.
- vii) Make purchase 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 scrutinise the bills and make payments.
- viii) Conduct physical verification of school property and stocks at least once a year and ensure the maintenance of stock registers neatly and accurately
- ix) Be responsible for proper utilisation of the Pupil's fund.
- x) Make satisfactory arrangements for the supply of good drinking water and provide other facilities for the pupils and ensure that the school buildings, its fixtures and furniture, office equipment, laboratories, play grounds, school's garden and other properties are properly and carefully maintained.
- xi) Supervise, guide and control the work of the teaching and non-teaching staff of the school.
- xii) Be in charge of admission in the school, preparation of school time table, allocation of duties and teaching load to the teachers and shall provide necessary

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Society

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Suman Sharma
Principal
Shivani Public School
Affiliated to CBSE)
Anglo, Delhi-110041
Suman Sharma

Manager
Shivani Public Sr. Sec. School
Anglo, Delhi-110041

P. K. Sharma
Manager
Shivani Public Sr. Sec. School
Anglo, Delhi-110041

Pawan Sharma
Sect.

Manager
Shivani Public
Anglo, Delhi-110041

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Society

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Principal

Shivani Public School

Affiliated to CBSE

44, Nangloi, Delhi-110041

Sumat Sharma

169

Manager

Shivani Public Sr. Sec. School

Nangloi, Delhi-110041

Manager

Shivani Public Sr. Sec. School

Shivani Public Sr. Sec. School

Nangloi, Delhi-110041

Pawan Sharma

Secy

Manager

Public

Shivani Public Sr. Sec. School

Nangloi, Delhi-110041

Shivani Public Sr. Sec. School

Nangloi, Delhi-110041

facilities to the teachers, in the discharge of their duties and conduct of school examination in accordance with the instructions issued by the Director from time to time; and he shall discharge these duties in consultation with his/her colleagues.

- xiii) Plan the year's academic work in advance in consultation with his colleagues and hold staff meetings at least once in a month review the work done during the month and assess the progress of the pupils.
- xiv) Help and guide the teachers and promote their professional growth and towards the end, actively encourage their participation in courses designed for in-service education.
- xv) Promote the initiative of teachers for self improvement and encourage them to undertake experiment which are educationally sound.
- xvi) Arrange for special remedial teaching of the children belonging to the weaker sections of the community also of other children who need such remedial teachings.
- xvii) Supervise class room teaching and secure Co-operation and Co-ordinate amongst teachers of the same subject area as well as inter-subject co-ordination.
- xviii) Arrange for informal and non-class room teaching.
- xix) Plan and specify a regular time table for the quantity of pupils' written work and home assignment and ensure that the assessment and correctness are carried out timely and effectively.

Society

Principal

Shivani Public School

(Recognised Affiliated to C.T.E.)
Nangloi, Delhi-110041

Shivani Public Sr. Sec. School
Nangloi, Delhi-110041

Manager

Shivani Public Sr. Sec. School
Nangloi, Delhi-110041

R.K. Sharma

Manager

Shivani Public Sr. Sec. School
Nangloi, Delhi-110041

Pawan Charming
Sec.

Manager

Shivani Public Sr. Sec. School
Nangloi, Delhi-110041

Recognised & Affiliated to
Nangloi, Delhi-110041

- xx) Make necessary arrangement for organising special instructions for the pupils according to their needs.
- xxi) Organise and coordinate 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.
- xxiii) Send regularly the progress reports of the students to their parents or guardians.
- xxiv) Promote the physical well-being of the pupils; secure a high standard of cleanliness and health habits, and arrange periodical medical examinations of the students and send medical reports to parents or guardians.
- xv) Devote at least twelve periods in a week to teaching of pupils.

9. SCHOOL FUND:

Every school fund shall be kept deposited in a nationalised bank or a scheduled bank or any post office in the name of the school.

10. AUDIT:

The school accounts shall be audited by a qualified Chartered Accountant annually and report submitted to the Department.

The accounts of the School shall be open to inspection by the Auditors and inspecting officers authorised by the Comptroller and Auditor General of India.

Manager

Shivani Public Sr. Sec. School
Nangloi, Delhi-110041

Manager

Shivani Public Sr. Sec. School
Nangloi, Delhi-110041

Sumedh Sharma
Principal

Shivani Public Sr. Sec. School
Nangloi, Delhi-110041

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BUDGET :

School budget shall be passed annually by the Managing Committee and placed for the approval before the governing body of the Shivani Educational Society (Regd) for final approval.

For Shivani Educational Society
Pawan Sharma Sec.

Society
und

DDE

247/-
579/8

1695/6
67

Manager
Shivani Public Sr. Sec. School
Nangloi, Delhi-110041

Sumeet Sharma

Principal
Shivani Public School
(Recognised Affiliated to C.B.E)
Nangloi, Delhi-110041

Sumeet Sharma

Manager
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