

## **CONSTITUTION AND RULES OF SCHOOL MANAGEMENT COMMITTEE**

### **1. NAME**

The name of the Organization is BHAI MASTAN SINGH PUBLIC SCHOOL, PAKKA KALAN, District BATHINDA (Punjab)

### **2. OFFICE**

The office of the BHAI MASTAN SINGH PUBLIC SCHOOL, PAKKA KALAN, BATHINDA (Regd. Head Office at Bhai Mastan Singh International Educational & Charitable Society, Sri Muktsar Sahib)

### **3. OBJECTIVES**

1. To ensure unique academic standards and adequate educational environment in the school.
2. To promote trust and co-operation between parents and teachers of the school.
3. To protect rights and interests of the students of school.
4. To preserve the status of teachers in the school and society.
5. To help parents and teachers to adapt themselves to the changing concepts of parenting and teaching.
6. To support the school through helping in developing the facilities and securing needed equipment including safety provision for the school. This may include developing relations between the school and public authorities to facilitate project implementation.
7. To suggest necessary and suitable measures for the students who are weak in the study.

### **4. POLICY:**

1. The Committee shall be purely educational and free from any political, religious or sectarian consideration.
2. The Committee shall not work in any manner which may be prejudicial to the interests of BHAI MASTAN SINGH PUBLIC SCHOOL, PAKKA KALAN and the members of the Committee.
3. The SMC has a moral authority and not a legislative or an executive one which is based on dialogue with the school administration.
4. The SMC is committed to working according to the goals set forth in the Bylaws. It is also committed to ensuring confidentiality with its relations limited to the school principals and Head of School.
5. The SMC can discuss and follow-up on all its concerns regarding the school only with the school administration.
6. SMC members have right in entering the school's facilities, buildings or classrooms and/or approaching individual teachers.

### **5. SMC Formation and Elections**

1. The SMC consists of 16 members from which one third will be female members.
2. The SMC membership duration will be from 1<sup>st</sup> April of the preceding year to 3<sup>1<sup>st</sup></sup> March of the succeeding year for two years. If any member of SMC withdraws his/her membership during these two years, he/she will be replaced as nominated by the SMC.
3. The SMC will hold meetings at least twice a year. The SMC could hold an emergency general assembly meeting as and when required.

4. To Co-ordinate and liaise with school authority/ Management Committee and other agencies with respect to matters concerned under the purview of the SMC.
5. Minutes of the Meeting shall be recorded in the Register and the said register shall be preserved.

#### **6. FIXATION OF THE EDUCATIONAL FEES OF THE SCHOOL AS PER THE STATE GOVERNMENT NORMS.**

The Fee fixation process is strictly followed as per the provisions of "The Fees Regulation Act, 2011 as amended in 2015".

- The Management of the school proposes fee structure before the SMC Executive Committee formed as per Fee Regulation Act.
- Once the proposal of Fee revision is approved, Resolution is passed for the approving fee structure for next academic year. If any other new proposal for academic development is also object of SMC.

#### **7. MEMBERSHIP**

1. Both parents are eligible for membership of the SMC. However, authorized representatives of parents can act as guardian of students.
2. If a child does not have any living parent, then the guardian as per provision of law under the Constitution of India shall be eligible to be a member of the SMC.
3. All teachers shall be associate members of the SMC. However, if their ward(s) is/are student(s) of the school, they may opt to be bonafide member.

#### **8. AMENDMENT OF THE CONSTITUTION**

Amendment of the Constitution, if required shall be made either in the Annual General Meeting or in special General Body Meeting specifically convened for the purpose with notice as per the procedure for Annual General Meetings. Amendments of the Constitution shall be done by the General Body with the support of 2/3<sup>rd</sup> Majority of the members present.

#### **9. EXECUTIVE COMMITTEE**

The formation of SCHOOL MANAGEMENT COMMITTEE's Executive Committee would be as under-

Sr. No	Designation	
1	President	President of Society
2	Secretary	Secretary of Society
3	Member	Manager of the School
4	Member	Principal of the School
5	Member	DEO (Member by Designation)
6	Member	Nominee Member
7	Member	Teacher representative
8	Member	Teacher representative
9	Member	Teacher representative
10	Member	Parents representative
11	Member	Parents representative
12	Member	Nominated Member
13	Member	Educationist Member
14	Member	Educationist Member
15	Member	Social worker involved in the field of Education
16	Member	Social worker involved in the field of Education

The formation of School Managing Committee's Executive Committee would be as under-

S. No.	Name of Member	Father/Spouse Name	Designation in SMC		Phone No.	Residential Address	Signature
1	Mrs. Gaganpreet Kaur	Mr. Harpal Singh	President	President of Society	98557-80968	Dera Bhai Mastan Singh Ji, Sri Muktsar Sahib	<i>Gaganpreet Kaur</i>
2	Mahant Kashmir Singh	Chela Mahant Gurdial Singh	Secretary	Secretary of Society	98140-01668	Dera Bhai Mastan Singh Ji, Sri Muktsar Sahib	<i>Mahant Kashmir Singh</i>
3	Mr. Sandeep Singh	Mr. Jarnail Singh	Member	Manager of the School	94642-93522	Vpo Phallar, Dist. Bathinda	<i>Sandeep Singh</i>
4	Ms. Sandeep Kaur	Mr. Balwinder Singh	Member	Principal/ Head Mistress of the School	70151-61179	Bhai Mastan Singh Public School, Pakka Kalan, Bathinda	<i>Sandeep Kaur</i>
5	Mr. Shiv Pal Goyal		Member	DEO (Member by Designation)		Deo Bathinda	<i>Shiv Pal Goyal</i>
6	Mr. Suraj Setia	Mr. Rabinder Setia	Member	Nominee Member	94170-65133	Principal Lord Rama Sen. Sec. School Bathinda	
7	Mr. Gurlal Singh	Mr. Bugar Singh	Member	Teacher representative	94655-66259	V.P.O. Phullo Mithi Dist. Bathinda	<i>Gurlal Singh</i>
8	Mrs. Amandeep Kaur	W/o Rajpal Dass	Member	Teacher representative	90418-25099	V.P.O. Pakka Kalan Dist. Bathinda	<i>Amandeep Kaur</i>
9	Mrs. Gurpreet Kaur Sran	W/o Pardeep Singh Sran	Member	Teacher representative	88376-04238	Vpo Phallar, Dist. Bathinda	<i>Gurpreet Kaur Sran</i>
10	Mrs. Paramjeet Kaur	W/o Harveer Singh	Member	Parents representative	94780-22726	Vpo Phallar, Dist. Bathinda	<i>Paramjeet Kaur</i>
11	Mr. Gurbhej Singh	Mr. Pippal Singh	Member	Parents representative	94645-01422	Vpo Pakka Kalan, Dist. Bathinda	<i>Gurbhej Singh</i>
12	Mr. Sukhmander Singh	S. Gajjan Singh	Member	Nominated Member	94640-73399	Vpo Phallar, Dist. Bathinda	<i>Sukhmander Singh</i>
13	Ms. Neetu Chopra	Mr. Om Prakash Mutneja	Member	Educationist Member	94633-15129	Head Mistress, GHS, Barkandi, Sri Muktsar Sahib	<i>Neetu Chopra</i>
14	Ms. Gurwant Kaur Dhillon	Mr. Karan Singh Dhillon	Member	Educationist Member	99888-76762	St. Xavier's World School, NFL Bathinda	<i>Gurwant Kaur Dhillon</i>
15	Mr. Angrej Singh	Mr. Satpal Singh	Member	Social worker involved in the field of Education	98140-97233	Vpo Pakka Kalan, Dist. Bathinda	<i>Angrej Singh</i>
16	Mr. Karnail Singh	Mr. Malkit Singh	Member	Social worker involved in the field of Education	95186-20110	Vpo Phallar, Dist. Bathinda	<i>Karnail Singh</i>

*Gaganpreet Kaur*  
Gaganpreet Kaur

(President)

*Mahant Kashmir Singh*  
Mahant Kashmir Singh

(Secretary)

*Sukhmander Singh*  
Sukhmander Singh

(Member)

*Sandeep Singh*  
Sandeep Singh

(Member)

*Harinderpal Kaur*  
Harinderpal Kaur

(Member)