



IRVING'S PARK SMART SCHOOL (IPS School)

Morinda Chunni Road, Vill. Rattangarh, Morinda

Ph. 9888904566, 7341111003 e-mail- ipsmorinda@gmail.com

Website : www.ipsmorinda.com

SCHOOL MANAGEMENT COMMITTEE

Session 2021-22

S.No.	Name	Designation	Address	Tenure	Phone. No.
1	Mr Atul Arora	Chairman	#3131, Sec. 38 D, Chandigarh	3 yrs	9888904566
2.	Ms. Shalja	Principal	Flat No 228, Omega City, Khanpur, Chd. Ldh. Road, Kharar	3 yrs	8872601460
3.	Ms. Seep Rana	Teacher Representative	#77, Darpan Greens, Kharar, Distt. SAS NAGAR	3 yrs	8437664099
4	Ms. Sukhdeep Kaur	Teacher Representative	# 85/1, Garden Colony, Morinda.	3 yrs	9876631850
5	Dr. Harkinder Singh	Parents Representative	C/o Toor Hospital , Dholan Majra Road, Morinda	3 yrs	9814067010
6	Mrs. Zimmy Rani	Parents Representative	c/o Gobind Medical Store, Vill. Kalheri, Morinda	3 yrs	9569421488
7	Ms Manju	Nominee	Sr. Coordinator - Science Cambridge Foundation School, Rajouri garden, New Delhi.	3 yrs	9910606397
8	Ms Bharti Sharma	Nominee	Principal, Mount Shivalik Public School, Jubbar Hatti, Shimla (H.P)	3 yrs	9418342111

For Kids Development and Education Society

Authorised Signatory
Chairman
Irving's Park Smart School,
Morinda

Shalja
PRINCIPAL
IRVING'S PARK SMART SCHOOL
MORINDA



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SCHOOL MANAGEMENT COMMITTEE (Constitution, Roles and Responsibilities)

Definition

- The Irving's Park Smart School or in short School means Unaided Private School run by Kids Development and Education Society.
- SMC – means the School Management Committee.
- Society – means the Management of Kids Development and Education Society.
- Head of School or Head – means the person by whatever name called In-charge of Academy and administrative duties and functions of the School and includes Principal.
- CBSE – means Central Board of Secondary Education

Aims and Objectives of School Management Committee

A School Management Committee (SMC) of IRVING'S PARK SMART SCHOOL is an officially constituted body approved by the Executive Committee of KIDS DEVELOPMENT AND EDUCATION SOCIETY , responsible for running the Irving's Park Smart School.

The role of the SMC is to effectively implement the objectives of society and to facilitate communication and cooperation among the society , school leaders, parents, teachers, community representatives and students with the goal of enhancing the quality of school programs and increasing the levels of student achievement.

While the Principal is responsible for the direct management of the school, SMC may assist school administration in the development and implementation of school-based policies, practices, programs and activities which help improve the teaching and learning environment of their school.

SMC is accountable to the school and to the school community, responsible for doing what is in the best interest of the school and what is in the best interest of all students collectively. SMC is accountable to their board and responsible for following the bylaws of the board.

Powers and Functions of SMC

Subject to overall control of the Society/Trust/ Company the duties, powers and responsibilities of the School Management Committee shall include but not limited to the following:

1. It shall have the power to supervise the activities of the school for its smooth functioning.
2. It will work according to the specific directions given by the Society regarding admission policy. However, admissions will be made as per merit without discretion of caste/creed/religion and region.

3. It shall look into the welfare of the teachers and employees of the school.
4. It shall evolve both short-term and long-term programmes for the improvement of the school.
5. It shall have the powers for making appointment of teachers and non teaching staff.
6. It shall exercise financial powers beyond those delegated to the Principal within the budgetary provision of the school.
7. It shall have the power to take stock of academic programmes and progress of the school without jeopardising the academic freedom of Principal.
8. It shall guide the Principal to maintain tone and discipline in the school.
9. It shall ensure that the norms given in the Act of the State and by the CBSE regarding terms and conditions of service and other rules governing recognition/affiliation of the school are strictly adhered to.
10. It should ensure that the school gets Furniture, Science equipment, Library books and other teaching aids and the requisite sports material in adequate quantity and on time.
11. It shall exercise powers to take disciplinary action against staff.
12. It shall have powers to sanction leave to the Head of the Institution including casual leave.
13. It shall ensure that no financial irregularity is committed or any irregular procedure with regard to admission/examinations is adopted.
14. It shall have the power to propose to the Society rates of tuition fees and other annual charges and also review the budget of the school presented by the Principal for forwarding the same to Society for approval.
15. The Managing Committee will meet at least twice in an academic session.

Size of SMC

The SMC shall not consist of more than 21 (Twenty One Members) i.e the MAXIMUM numbers of members a committee should be 21.

Profile of the members of SMC

(50% of the members should be women.)

S.No	Number of Members	Profile of Members
1	1	the Head of the school. He will be the Member Secretary of the School Managing Committee
2	2	Two parents - 1. Father of any student 2. Mother of any student.
3	2	Two Teachers of the school
4	2	Two other persons (of whom one shall be women); who are or have been teachers of any other school or of any college.

S.No	Number of Members	Profile of Members
5	2	Two members to be nominated by the board i.e CBSE.
6	Rest of the Members	Selection of these members depending upon the rules laid by the trust/society

Members outside of the School should be recommended by the Trust/Society running the school.

Serving Tenure / Term for School Management Committee

The term of the members of the Managing Committee shall be 3 years.

A member can be re-nominated for another term but a member cannot remain in office for more than two consecutive terms except exofficio members and the members of the trust/Society

**For and On Behalf of
Kids Development and Education Society**


Monika Dore
Secretary


Chairman-SMC
Irving's Park Smart School,
Morinda