



# CITY PUBLIC SCHOOL

Rudauli- 224120, Ayodhya

## CITY PUBLIC SCHOOL MANAGEMENT COMMITTEE

**OBJECTIVE:** City Public School has a well-structured School Management Committee (SMC). The primary objective of the SMC is to ensure smooth monitoring and assist in the functioning of the school.

### POWERS & DUTIES

The School Management Committee shall perform the following functions namely:

#### A. ADMINISTRATIVE POWERS & DUTIES

1. To participate and encourage strategic planning of the school.
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 or religion.
3. Ensure protection of any deviation from the rights of the child, in particular mental and physical harassment of the children and denial of admission.
4. The committee shall ensure the safety and security of the children in school. It will regularly inspect the safety measures adopted by the school.
5. It shall have the power to take a stock of academic programs and progress of the school without jeopardizing the academic freedom of the principal.
6. It shall supervise all the activities in the school to ensure smooth functioning of the school.
7. The committee shall guide the principal in functioning; no major decisions shall be taken by the principal without prior approval by the committee.
8. It shall exercise powers to take disciplinary action against staff.
9. Selection and appointment of teaching and non-teaching staff shall be done by the committee.
10. To ensure the regularity and punctuality in attendance by teachers of the school.
11. It shall have powers to sanction leave to the Head of the Institution including Casual Leave.
12. Supervise guide and control the work of teaching and non-teaching staff.
13. To be in charge of admission, preparation of time table, allocation of duties teaching load etc.

14. To monitor proper arrangements for drinking water, supply of goods for pupil and ensure proper maintenance of school building, furniture and fixtures, playground.
15. To ensure stock registers are maintained regularly.

## **B. FINANCIAL POWERS & DUTIES**

1. An annual budget is prepared by the committee before any academic session and committee is required to administer the school functions according to the planned budget.
2. The committee shall decide an annual budget and allocate funds to various heads in accordance with previous year expenses/disbursement.
3. It shall have the powers to control and audit the financial outflow periodically.
4. It shall act as financial comptroller of the institution.
5. It shall have the power to propose rates of school tuition fees and other annual charges. Any changes in the fees structure etc shall be prior approved by the committee.
6. The committee shall determine the salaries of regular teaching and non-teaching staff as well as ad-hoc teachers according to the norms laid down in various rules and regulations issued by the controlling board.
7. Any major requirements in the school regarding fixed and variable assets are to be prior approved by the committee by the principal.

## **TERM OF MEMBERS**

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 ex-officio members and the members of the trust/Society

## **MEETINGS OF MANAGEMENT COMMITTEE**

The committee shall meet at least twice in one academic session otherwise can conduct emergency meetings in case of need.

## **VOTING RIGHTS**

1. All members have equal voting rights
2. Voting will be done by raising their hands although the committee can also adopt any other method of voting
3. In case of tie the chairman can access his vote to decide.

S.No	Name of Member	Member	Qualification/Profession	Contact Details	Details
1.	Syed Abbas Ali Zaidi	Chairman	Social Worker, Manager City Public School	Irshad Manzil, Rudauli, Ayodhya Phone: 9415905609	He is an active social worker and has been the a constant support in the working of the school.
2.	Mrs. Asma Qasim	Secretary	Principal	Golden palace, 86 Victoria Street. Lucknow Phone: 9956084444	She is presently working as Principal in the school.
3.	Ms. Aimon Fatima	Teacher Member	MA, DI.Ed	22/73, Maqdoomzada, Rudauli Phone:7905037593	She is currently working as Head of Department of Junior Division in the school.
4.	Mr. Kundan	Teacher Member	M.S B.Ed	Sofiyana , Rudauli, Ayodhya Phone: 7348713939	He is currently working as the head of Mathematics Department in Junior School.
5.	Parveen Insha	Parent Member	Housewife	22/69, Makhdoomzada Rudauli, Ayodhya Phone: 9506807338	She is one of the most active parent of the school and has regularly provided suggestions in the functioning.
6.	Syed Nafisul Hasan	Parent Member	Businessman	Village Saidpur, Rudauli, Ayodhya Phone: 9450192527	He is an active parent of the school and has regularly.
7.	Shehnaz Zaidi	Nominated Member	Educationist & Author	Narauli House, Khayaligunj, Lucknow	She is an educationist who has worked in schools and institutes of higher education in India. She is a well-known author known for her writing on sensitive topics like Autism.
8.	Ehtisham Alam	Nominated Member	Social Worker & Businessman	Pure Miyan Rudauli. Phone:7348761961	He is an active social worker and has been working for the upliftment of minorities in education field.
9.	Amit Kumar Srivastav	Proposed Member	Principal , KVS Ayodhya	KVS Campus Ayodhya Phone: 05278-222591	Presently working as, a Principal of KVS Ayodhya. He has been

					encouraging force in the working of the school.
10.	K.K.Mishra	Proposed Member	Principal, JNVS Ayodhya	JNVS Campus, Dabhasemar, District Ayodhya-224133 Phone:05278-245656	He is currently the Principal in Jawahar Navodaya Vidhyalaya. He has a vast experience in teaching and school administration teaching.
11.	Rabab Manzoor	Nominated Member	MSC, B.Ed	Raxwara Villa, Kareli, Allahabad Phone: 7007421375	She has been working in the remote areas of Allahabad for the up liftman of the poor. She has also been nominated as Village Head.
12.	Shah Masood Hayat Ghazali	Nominated Member	Social worker	Dargah Maqdoom Sahab, Rudauli. Phone: 7897558990	He is an active social worker in Rudauli. And has been working for the upliftment of minorities in education field.
13.	Samar Imam Zaidi	Nominated Member	M.tech, MBA	Narauli House Khayaligunj Phone: 9670553592	He is an engineer and has always had interest in the field of education. He is currently training engineering and medical aspirants.
14.	Abdul Jabbar	Nominated Member	Advocate & Journalist	Mohalla Katra, Rudauli, Ayodhya Phone: 7905662881	A lawyer by profession and has also be helps in en writing articles in dailies and also helps in the school legal work.
15.	Sajid Ghafoor	Nominated Member	Social worker	Sofiyana Rudauli, Ayodhya Phone: 9956318784	He has been very supportive in the school progress. He is an active social worker in Rudauli.
16.	Mohammad Sajid	Nominated Member	Social worker	Rasoolabad, Rudauli Phone: 9005948786	He is an active social worker in Rudauli. And has been focusing on education.
17.	Rozy Rizvi	Nominated Member	MA Economics	Narauli House Khayaligunj Phone: 8317081685	She has been an active social worker and especially contributed for girl child education.

18.	Alina Baqri	Nominated Member	M.Sc	T-10, Metro City Lucknow Phone: 9956733781	She is a homemaker but also uses her education in organizing camps to teach students.
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