

SRI CHAITANYA HIGH SCHOOL

(Affiliated to C B S E, Delhi. No:3630380)

Address: fertilizer nagar, R F C L Township ,Ramagundam -505210.

MEMORANDUM OF SCHOOL MANAGEMENT COMMITTEE

As per the guidelines of the CBSE, every affiliated school should have a scheme of management. Also the school affiliated with the CBSE shall have a school management committee as stipulated in Right to Education Act, 2009 (RTE) and any other enactment or regulations framed by the State/ Appropriate Government.

Functions of the School Management Committee:

1. Making School Development Plan (SDP) as per the RTE guidelines/norms
2. Management of the school
3. Supervising and supporting implementation of SDP
4. Ensuring accountability and transparency in the system through the social audit mechanism.
5. Monitoring academic progress of the children.
6. Instituting social audit mechanism and processes to bring transparency in the system and ensure universal participation.
7. It will work according to the specific direction given by the Society / Trust regarding admission policy. However it shall ensure that admissions are made as per merit without discretion of gender, disability, religion, race, caste, creed and place of birth etc. strictly as per the State policy. But first priority should be given to wards of employees of the R F C L and associates.
8. It shall look in to the welfare of the teachers and employees of the school.
9. It shall evolve both short term and long terms plans for improvement of the school.
10. It shall make appointment of teachers and non-teaching staff.
11. It shall guide the Principal and school Management.
12. It shall ensure that no financial irregularity is committed and no irregular procedure with regards to the admissions / examinations is adopted.
13. It shall review the budget of the school with fee structure presented by the Principal and forward the same to Society / Trust Management for approval.
14. It shall also ensure the safety and security of children and staff of the school and give directions for improvement.



15. It shall further look in to grievances of the teachers and staff in connection with their service conditions and pay etc. and dispose such grievances in accordance with applicable rules.
16. The School Management Committee will meet at least thrice in an academic session.
17. The provisions contained in Acts and Regulations of the State / Appropriate Government will prevail up on the provisions related school Management committee in these laws.

Guidelines for formation of School Management Committee

1. The SMC shall be constituted in every school, except unaided schools, within its jurisdiction, within six months of the commencement of the Act and reconstituted every 2 years. Though not applicable in our case, we are forming as per our sub lease agreement with the RFCL.
2. The school consists of 6 members committee from which 2 nominated members shall be from the management of RFCL. Three members will be representatives of Sri Chaitanya School and one member is ex officio member from Sri Chaitanya Group, Hyderabad. The Primary in- charge of the school shall be convener of the committee.
3. Maintain regularity and punctuality of teachers in attending school
4. No teacher shall engage himself in private tuition of private teaching activity
5. SMC shall identify children requiring special training and organize such trainings
6. School Management Committees may involve Civil Society Organizations (CSOs) and Self Help Groups (SHGs) in mobilization and identification of Out-of-School children (see in Right To Education Act rule). The school may adopt to perform certain simple social responsibility works.

SMC Members:

Sl.No	Designation	Position
1	Chairperson	Mr.C Ravikanth ,Principal, Sri Chaitanya
2	Vice-Chairperson	Mr.P .Raghupal reddy, Nominee, R FC L
3	Member convener	Mrs.Arptha Roy, Primary in charge, Sri Chaitanya
4	Nominated Member	Mr.K.Pridhviraj, Nominee, RFCL
5	Nominated member	Mr.Ramesh ,Dean/High school ,Sri Chaitanya
6	Ex Officio Member	A G M /representative of the Sri Chaitanya Group,Hyd.

Manager

SRI CHAITANYA EDUCATIONAL COMMITTEE
Reg.No: 26/87
AYAWADA