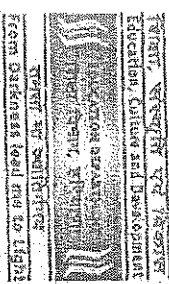




GOVERNMENT OF HARYANA / हरियाणा सरकार
Office of
Director School Education
परिष्कार विभाग शिक्षण

Email: edusocsecy@hry.nic.in



ORDER NO.175-2010 PS/13

Dated, Panchkula The 02-Sep-2013

The Managing Committee of D.P. International School, Kakoda (Panipat), is hereby approved with

the following members :-

Sl.No	Member Name	Designation
1	Navneen Kumar	President
2	Subhash Chandra	Vice President
3	Sanjay Puri	Secretary
4	Sukhbir Sharma	Educationalist
5	Shiv Kumar	Treasurer
6	Kapil Bhargava	Chairman/Manager
7	Ajay Jain	Member
8	Mona Gupta	Headmistress/Ex-Officio Member
9	Vikas Sharma	Educationalist
10	Babita Sarin	P.T.A Member
11	Prakhar Singh	Parents Representative

रिपु
ADDITIONAL DIRECTOR (ELEMENTARY)
O/O DIRECTOR ELEMENTARY EDUCATION
HARYANA, PANCHKULA

Dated, Panchkula the 10-9-13

ENDST NO: EVEN

Recd.

A copy of the same is send to the following for information & necessary action :-

1. District Elementary Education Officer, Panipat
2. Manager, Shri D.P. Memorial Education Society, A-2, Suraj Park, Oppo Badli Industrial Area, Delhi-12
3. Headmaster, D.P. International School, Kakoda (Panipat)
4. Technology Officer (I.T.)

सुपरिन्टेंडेंट प्रि
13/9/13

FOR DIRECTOR SECONDARY EDUCATION
HARYANA, PANCHKULA

दिनांक: 07/06/2013

प्रेषक:-

प्रधान,
श्री डी.आर. मैमोरियल ऐजुकेशनल सोसायटी
पी.ओ. काकौदा, तहसील इसराना, जिला पानीपत

सेवा में

जिला मौलिक शिक्षा अधिकारी,
पानीपत।

विषय:- श्री डी.आर. मैमोरियल ऐजुकेशनल सोसायटी, (पानीपत) की प्रबन्धक समिति का अनुमोदन करने बारे।

महोदया,

श्री डी.आर. मैमोरियल ऐजुकेशनल सोसायटी, (पानीपत) की प्रबन्धक समिति द्वारा डी.आर. इन्टरनेशनल स्कूल, पी.ओ. काकौदा, तहसील इसराना, जिला पानीपत में संचालन किया जा रहा है। इस विद्यालय की प्रबन्धक समिति का निडल स्तर की स्थाई मान्यता लेने हेतु गठन किया गया है। इस सम्बन्ध में मूल मामला संलग्न करते हुए अनुरोध है कि इस प्रबन्धक समिति का अनुमोदन करने का कष्ट करें।

प्रधान
श्री डी.आर. ऐजुकेशनल सोसायटी
पी.ओ. काकौदा, तहसील इसराना
जिला पानीपत
Manager/Auth. Signatory

संलग्न : यथोपरि

D. R. International School
Vill. Kairda, Teh. Barnana, Panipat Haryana

**Management of D.R. International School
P.O. Kakoda, Gannaur Shahpura Road, Tehsil Israna, Distt. Panipat**

As required under rule 32 of Haryana Education Rules 2003 and all other rules, sub rules section of the Act the following scheme of Management of D.R. International School, P.O. Kakoda, Gannaur Shahpura Road, Tehsil Israna, Distt. Panipat provides to regulate the educational functions said school.

1. In this scheme Management unless the context otherwise required:-
 - (a) Act means Haryana School Education Act 1955 (Act 12 of 1999)
 - (b) Society means Shri D.R. Memorial Educational Society, running school at P.O. Kakoda, Tehsil Israna, Distt. Panipat, registered with Registrar of societies, new Delhi vide certificate no. 40162.
 - (c) Executive Committee means Executive Committee of the Society.
 - (d) Rules Means Haryana School Education Rules 2003/2007/2009 amended till date.
 - (e) School means D.R. International School, P.O. Kakoda, Tehsil Israna, Disst. Panipat, School Management Committee means Managing Committee constituted as per rules 32 of Haryana Education rules 2003/2007/2009 amended till date and School be duly approved by the appropriate authority under the said rules.
2. The scheme of the Management in relation to a recognized shall provide that:-
 - (a) The Managing Committee running the school duly approved by the appropriate authority shall consist of not less than seven members
 - (b) Subject to the total number of members specified in clause (a) every Managing committee shall include the following members, namely:-
 - (i) The Head of the school as an ex-officio member with the right to vote.
 - (ii) One parent who is a member of the Parent Teacher Association of the school, constituted in accordance with such instruction as may be issued by the director, and is elected by the Association.
 - (iii) One teacher for every twenty teachers of that school, to be elected by the teachers of the school from amongst themselves.
 - (iv) Two other persons of whom one shall be a woman.
 - (v) In the case of Aided school member nominated by Director.
 - (vi) The remaining members to nominated or elected as the case may be, in accordance with the rules and regulations of the society by which the school is run.
3. The scheme of Managing committee shall also provide for the following matters namely:-
 - (a) The term of office of the members of the Managing Committee and the member of its reconstitutions or filling of any vacancy occurring therein.
 - (b) In the case of the society the dates of holding elections shall be notified at least 30 days before the date of election it will be made through public notices in at least two news papers one of which must be in vernacular of wide circulation.

- (c) The purpose of elections to the managing committee, the head of the school shall be the returning officer and shall conduct and the ion charge of the elections.
- (d) In the case of aided schools the elections shall be held under the observations of nominee of the Director.
- (e) The composition of the Managing Committee during the tenure of the members referred to in sub clause (ii) and (iii) of clause (b) of sub-rule (i) shall be communicated to the Director/District Education Officer/ Distt Elementary Education Officer as the case may be within seven days from the date when such change takes place.
- (f) The duties powers and responsibilities of the Managing Committee which shall include control over appointments disciplinary action and control a staff and shall also provide that no financial irregularity is committed or any irregular procedure is followed.
- (g) The expiry of term of Managing Committee or any change in the Managing Committee shall ensure that the school gets furniture, science equipment library books and other teaching aids requisite sports materials.

(1) THE DUTIES POWERS AND RESPONSIBILITIES OF THE HESD OF THE SCHOOL WHICH SHALL PROVIDE THAT HE SHALL:-

- (I) Function as the Head of the school under his charge and carry out all
- (II) Be the drawing and disbursing officer for the employees of the school.
- (III) Be responsible for the proper maintenance of accounts of the school. School records, service books of teachers and such other registers returns and statistics as may be specified by the Department from time to time.
- (IV) Handle official correspondence relating to the school and furnish within the specified dates the returns and information required by the Department
- (V) Make in the case of recognized 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 head of the school is so authorized by the Department, in the case of an aided school, all such payments according to the instructions governing such payment.
- (VI) Ensure that the tuition fees, where levied. Are realized and appropriately accounted for and duly appropriated for the purpose for which they were levied.
- (VII) Make purchases 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 scrutinize 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 utilization of the pupils fund.
- (X) Make satisfactory arrangements for the supply of goods drinking water and provide other facilities for the pupils and ensure that the school building. Its fixtures and furniture, office equipment, lavatories, play grounds, school 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 admissions in the school, preparation of school timetable, allocation of duties and teaching load to the teachers, and shall provide.
- (XIII) Necessary facilities to the teachers in the discharge of their duties and conduct of school examinations in accordance with the instructions issued by the Department from time to time and he shall discharge these duties in consultation with his colleagues.
- (XIV) Plan the year's academic work in advance in consultation with his colleagues and hold staff meeting at least once month review the work done during the month and assess the progress of the pupils.
- (XV) 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.
- (XVI) Promote the initiative of the teachers for self -improvement and encourage them to undertake experiments which are educationally sound.
- (XVII) Surprise class room teaching and secure co-operation and co-ordination amongst teachers of the same subject area as well as inter subject co-ordination.
- (XVIII) Arrange for special remedial teaching of the children belonging to the weaker sections of the community as also of the other children who need such remedial teaching.
- (XIX) Arrange for informal and non-class teaching.
- (XX) Plan and specify a regular time-table for the scrutiny of pupil's written work and home assignment and ensure that the assessment and corrections are carried out timely and effectively.
- (XXI) Make necessary arrangement for organizing special instructions for the pupils according to their needs.
- (XXII) Organize and co-ordinate various co-curricular activities through the house system in such other effective way as he may think fit.
- (XXIII) Develop and organize the library resources and reading facilities in the school ensure that the pupils and teachers have access to and use and journals of established value and usefulness.
- (XXIV) Send regularly the progress report of the students to their parents.
- (XXV) Promote the physical well-being of the pupils, secure high standards of cleanliness and health habits and arrange periodical medical examinations of the students and sent medical report to parents or guardians.
- (XXVI) Devote at least twelve periods in a week to the teaching of parents or guardians.

APPOINTMENT OF MANAGER THE TERMS AND CONDITION OF HIS APPOINTMENT HIS EDUCATIONAL AND SOCIAL STATUS REMOVAL OF THE MANAGER FILLING UP OF THE MANAGER FILLING UP OF CASUAL VACANCY IN THE OFFICE OF THE MANAGER.

DUTIES AND RESPONSIBILITIES OF THE MANAGER.

- (i) No employee of a school shall be appointed as the manager.
- (ii) Bill (Including bills relating to the salaries and allowance of the teachers and no-teaching staff) shall be jointly signed by the manager and the head of the school.
- (iii) The administration and academic work of the school be attended to by the head of school. The manager shall not interfere with the day to day administration and academic work of the school.
- (iv) The member of Managing committee of a recognized shall I not be entitled to any remuneration, honorarium or allowance but may be permitted to draw allowances for attending the meeting of the Managing Committee at a rate of daily allowances or travelling allowances admissible to the non-official members of the committee, board as fixed by the Managing Committee from time to time. No members of the Managing Committee shall be entitled to participate in any meeting at which his personal conduct is none cooperating.
- (v) The Managing Committee shall be subjected to the control and supervision of the society by which such school is run.
- (vi) 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 chairman of the managing committee and the manager.