

GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION
(ACT BRANCH)

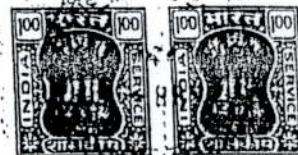
No. DE.15/Act/SM/96/1001/9571

Dated: 25/3/96

To,

The President/Chairman,

New Era Education Society,
Mayapuri, New Delhi - 110064



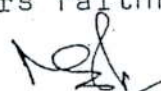
Sub: Scheme of Management - approval thereof.

Sir,

Reference your letter dated 13-3-96 on the above subject. It is informed that the appropriate authority is pleased to approve the Scheme of Management in respect of New Era Public School, Pochanpur, New Delhi subject to the provisions of D.S.E. Act, 1973. In this connection, it is requested that :-

1. A resolution be adopted in the meeting of the parent society of school resolving to implement the Scheme of Management so approved by the appropriate authority.
2. The Managing Committee be constituted as per Scheme of Management approved by the appropriate authority.
3. A list of the members of the Managing Committee so constituted alongwith the resolution of the parent society be sent to this office within 30 days of the issue of this letter.
4. A copy of the recognition letter of the school when recognised be sent to this office for nomination the representatives of the D.E.'s/Advisory Board in pursuance of sub-rule(1)(b) of Rules 59 of D.S.E.R., 1973.

Yours faithfully,


(N.S. TOLIA)
ADDL. D.E. (ACT)

No. DE.15/Act/SM/96/1001/9572


Dated: 25/3/96

Copy forwarded to D.D.E. (South West) along with a copy of the Scheme of Management.

(N.S. TOLIA)
ADDL. D.E. (Act)

Anulshah
MANAGER
NEW ERA PUBLIC SCHOOL
POCHANPUR



Received on 10/4/1996

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NEW ERA PUBLIC SCHOOL POCHANPUR
NEW DELHI

SCHEME OF MANAGEMENT

1. Name: This Scheme shall be called the "Scheme of Management of the New Era Public School".

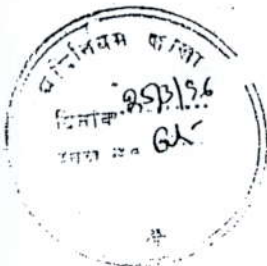
2. Definitions:

In this Scheme, unless there is anything repugnant or contrary in the context-

- a) "Act" means the Delhi School Education Act, 1973 (18 of 1973);
- b) "Rules" means the Delhi School Education Rules, 1973, made under the Act;
- c) "Society" means the New Era Education Society which is running the New Era Public School;
- d) "Managing Committee" means the Managing Committee of the New Era Public School, formed under this Scheme of Management;
- e) "Chairman" means the Chairman of the Managing Committee;
- f) "Head of the School" means the Principal of the School or any other person discharging, for the time being, the functions, of the Principal;
- g) "Manager" means the Manager of the School,
- h) "School" means the New Era Public School recognised by the competent authority under the Act and the Rules;
- i) "Administrator", "Advisory Board" and "Director" shall have the same meaning as are assigned to them in the Act and/or the Rules.

3. Managing Committee-composition:

- 1. The Managing Committee shall be composed of twenty-one members, as under:
 - a) The Principal of the School;
 - b) one parent, who is a member of the Parent-Teachers' Association of the School, constituted in accordance with such instructions as may be issued by the Administrator, and is elected by that Association;
 - c) two teachers of the School to be elected by the teachers of the School from amongst themselves;
 - d) two other persons (one of whom shall be woman) who are or have been teachers of any other school or of any college, to be nominated by the Advisory Board;



Anil Mohan
MANAGER
NEW ERA PUBLIC SCHOOL
POCHANPUR



- e) two members, to be nominated by the Director, of whom one shall be an educationist and the other an officer of the Directorate of Education, Delhi, not below the rank of the Principal of a higher secondary school;
- f) the remaining members to be nominated by the Society in such manner as it may decide.
- (2) No action of the Managing Committee shall be called in question on the ground of the existence of any vacancy in, or defect in constitution of the Managing Committee.

4. Managing Committee - Election

1. The election of the members of the Managing Committee for categories (b) and (c) of Rule 3 (1) shall be held in the month of April every year.
2. The Principal shall be the returning officer for the election and shall conduct, and be incharge of, the election.
3. In the case of the Parent-Teacher Association, the father/guardian of the every pupil and all members of the teaching staff shall constitute the electorate. In the case of Teachers' representatives, the teaching staff of the school shall constitute the electorate.
4. Atleast seven days before the date of election, the Principal shall send notice of the meeting at which the election is to take place to the members of PTA and teaching staff, as the case may be.
5. Every candidate contesting election shall be duly proposed and seconded at the meeting.
6. The voting shall be by show of hands. In the event of equality of votes, the decision as to who had been elected shall be decided by draw of lots.
7. Any change in the composition of the members of managing committee in category (b) or (c) of rule 3 (1) shall be intimated to the Director within seven days from the date when such change takes place.

Managing Committee - term

1. An elected member of the Managing Committee shall hold office for one year from May of one year to April of next year.
2. The Principal shall be ex-officio member of the Managing Committee.
3. The nominated member/s shall hold office still a new member/s is/are nominated in his/their place by the nominating authority.



Anandhota
MANAGER
NEW ERA PUBLIC SCHOOL
POCHAN PUR

6. Managing Committee - Vacancies

1. Any casual vacancy arising from death, resignation or other reason in the members of the Managing Committee in category (b) or (c) of rule 3 shall be filled by fresh election and the member so elected shall hold office for the remaining term, of the Managing Committee.
2. Any casual vacancy of a nominated member/shall be filled up by fresh nomination by the nominating authority.
3. No action of the Managing Committee shall be called in question merely on the ground of the existence of any vacancy in, or defect in constitution of, the Managing Committee.

7. Chairman:

1. The Chairman of the Managing Committee shall be nominated by the Society from among the members of the Managing Committee nominated by it and shall hold office till a new Chairman is nominated by the Society.
2. If the office of the Chairman falls vacant for any reason, the managing committee shall discharge the functions of the Chairman till a new Chairman has been nominated.
3. No action of the Chairman shall be called in question in any way unless it is shown to have been done in bad faith or for personal gain and has resulted in loss to the school.

8. Managing Committee-meetings:

1. The Managing Committee shall meet atleast once a year on such date, time and place as the Chairman may determine.
2. Ordinarily, notice of seven days shall be given in writing to every member stating the business to be transacted at the meeting:

Provided that in any appropriate case, the Chairman or in his absence the Manager, may convene a meeting after giving notice for not less than three days.

3. The Chairman or in his absence the Manager shall preside at every meeting of the Managing Committee.
4. One-third of the members of the Managing Committee, for the time being, including the Chairman or the Manager, shall form a quorum.
5. All questions placed before the Managing Committee for decision shall be determined by a majority of votes.
6. In case of equality of votes, the Chairman of the meeting shall have a casting vote.



Anulshra
MANAGER
NEW ERA PUBLIC SCHOOL
POCHAN PUR



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9. Managing Committee - transaction of business:

1. The business of the Managing Committee shall ordinarily be transacted at a meeting of the Committee provided that the Chairman, or in his absence the Manger, may in any appropriate case, circulate papers among the members of the Managing Committee for a decision of any question.
2. Where the paper relating to any question are circulated among the members, a period of not less than 15 days commencing from the date of circulation of the papers shall elapse before any decision is taken on the question: Provided that a decision may be taken before the expiry of such period if the views are received earlier from a majority of the members of the Managing Committee for the time being.
3. Every resolution passed or decision taken by circulation of papers shall be communicated to all the members of the committee.

10. Managing Committee-duties and Powers:

1. The Managing Committee shall be incharge of the affairs of the school.
2. Its duties shall include the control over the appointment of staff, their terms and conditions of service, disciplinary action against and control of staff and termination of service.
3. The Managing Committee shall ensure that the School gets the full complement of the teaching staff and all the required equipment.
4. The Managing Committee shall ensure that no financial irregularities are committed or any irregular procedure followed.
5. The Managing Committee shall be subject to the control and supervision of the Society.

11. Decisions in urgent cases:

Notwithstanding anything contained in the Scheme, the Chairman and the Manager may, in any urgent case, take a decision ordinarily required to be taken by the Managing Committee:

Provided that such decision shall be reported to the Managing Committee at its next meeting.



Anjali Sharma
MANAGER
NEW ERA PUBLIC SCHOOL
POCHAN PUR

12. Managing Committee-disqualification of member:

1. A member of the Managing Committee shall not be entitled to participate in the discussion at any meeting at which his personal conduct is under discussion.
2. A member of the Managing Committee shall cease to hold office-
 - (a) If he becomes bankrupt or is declared an insolvent; or
 - (b) if he is convicted of an offence involving moral turpitude; or
 - (c) if he absents himself from three consecutive meetings of the Managing Committee, without leave of absence; or
 - (d) If he, in the opinion of the Society, has acted in a manner prejudicial to the interests of the School.
3. The office of a member of the Managing Committee shall be deemed to have been vacated 'ipso facto', by reason of his resignation or incapacity to act as such for any reason whatsoever.
4. A member of the Managing Committee vacating office shall execute and do all things necessary for making over, transferring or otherwise dealing with the property of the school, as may be directed by the Committee.

13. Property to vest in Society

All the property of the School shall belong to and vest in the Society.

14. Budget & accounts:

1. The school budget shall be passed annually by the Managing Committee and placed for approval before the Society for final approval.
2. The School accounts, including those of the pupil fund shall be audited every year by a Chartered Accountant to be appointed by the Society.
3. The auditor's report shall be submitted to the Zonal Education Officer for his information.

15. Duties of the Head of the School:

The duties, powers and responsibilities of the Head of the School (Principal) shall include -

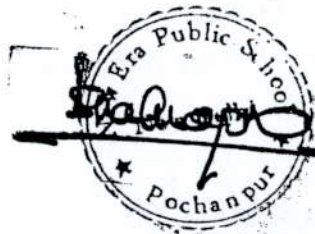
- (a) function as the head of the office of the school under his/her charge and carry out all administrative duties required of a head of office;
- (b) be the drawing and disbursing officer of the employees of the School;



- c) 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 Director from time to time;
- d) handle official correspondence relating to the school and furnish, within specified dates, the returns and informations required by the Director;
- e) make all payments (including salaries and allowances of teachers and non-teaching staff) in time and according to the instructions governing such payments;
- f) ensure that the tuition fees are realised and appropriately accounted for the purpose for which they were levied;
- g) 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;
- h) conduct physical verification of the School property and stocks atleast once a year and ensure the maintenance of stock registers neatly and accurately.
- i) be responsible for proper utilization of the Pupil's Fund;
- j) make satisfactory arrangements for the supply of good 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;
- k) supervise, guide and control the work of the teaching and non-teaching staff of the school;
- l) be in charge of the admissions in the School, preparation of the School timetable, allocation of duties and teaching load to the teachers, and shall provide necessary facilities to the teachers in the discharge of their duties and conduct of School examinations in accordance with the instructions issued by the Director from time to time; and in consultation with his/her colleagues, wherever thought necessary;
- m) plan the year's academic work in advance in consultation with his/her colleagues and hold staff meeting atleast once a month, review the work done during the month and assess the progress of the pupils;
- n) help and guide the teachers and promote their professional growth and towards that end, actively encourage their participation in courses designed for in-service education;
- o) promote the initiative of the teachers for self-improvement and encourage them to undertake experiment which are educationally sound;
- p) supervise classroom teaching and secure cooperation and co-ordination amongst teachers of the same subject/as well as/area inter-subject co-ordination;
- q) arrange for special remedial teaching of the children belonging to the weaker sections of the community and also of other children who need such remedial teachings;

Anandhram

MANAGER
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- r) arrange for informal and non-class room teaching;
- s) 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;
- t) make necessary arrangements for organising special instructions for the pupils according to their needs;
- u) organise and co-ordinate various co-curricular activities through the house system or in such other effective way as he, she may think fit;
- v) develop and organise the library resources and reading facilities in the school and ensure that the pupils and teachers have access to and use of books and journals of established value and usefulness;
- w) send regularly the progress reports of the students to their parents and guardians;
- x) promote the physical well-being of the pupils, secure high standards of cleanliness and health habits and arrange periodical medical examination of the students and send medical reports to parents or guardians;
- y) devote at least twelve periods in a week to teaching of pupils.

16. Manager:

1. The Head of the School (Principal) shall also be the Manager thereof.
2. He/she shall act as the Secretary to the Managing Committee in the matter of issue of notice, keeping record of the proceedings and the Minutes Book and implementation of the decisions of Managing Committee.
3. The Manager shall be paid such honorarium as may be decided by the Society.
4. Any vacancy in the office of Manager shall be filled by Society.
5. If at any stage the Manager is not the same person as the head of the School, the former shall not interfere in the day-to-day administration and academic work of the school.
6. The Manager shall not at the same time be the Manager of any other School.
7. The Manager shall not at the same time be the Chairman of the Managing Committee.

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17. Signing of bill etc:

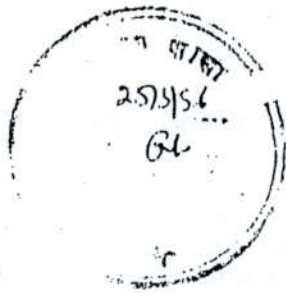
The bills (including bills relating to the salaries and allowances) shall be jointly signed by the Principal, Manager and the Chairman.

18. Rules & Regulations of Society to apply in matters not specifically provided:

In all matters not specifically provided in this scheme, the Rules and Regulations of the Society or its resolutions or directives shall apply to the extent the same are not inconsistent with the provisions of the Act and the Rules.

19. Powers to amend the Scheme of Management:

The Society shall have the power to amend the scheme of Management provided that the changes, additions, alterations, etc. made shall be subject to the approval of the appropriate authority.



Anallishri
MANAGER
NEW ERA PUBLIC SCHOOL
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