

SCHEME OF MANAGEMENT
OF
THE DOWN TOWN SCHOOL GUWAHATI

The information regarding the Scheme of Management of “the down town school”

(a) The power and function of the Managing Trustee and other Members: -

It will be according to non-government educational institution Act 2006 and the rule 2007 in addition of these: -

1. **The Managing Trustee:** The Managing Trustee will call SMC meeting as and when required. In a year, at least 3 (three) SMC meetings will have to be called. He/ She will keep all records of SMC meeting and other records of the school. He/ She will be the custodian of all records and maintain all the records, all books of accounts and will get the accounts audited annually by Chartered Accountant as per government policy. Where necessary he/she will operate the bank account of the school jointly with the Secretary. He/ She is the Executive Officer of the school and will implement the resolution of the SMC.

2. **Secretary/Principal:** The Secretary/ Principal will preside over all meetings of School Management Committee (SMC) of the school. He/ She may cause a SMC meeting called by any member of the SMC if he/she finds that the Managing Trustee is not calling meetings although there is an urgent need of an SMC meeting. He/ She may operate the Bank Account of the school jointly with the Managing Trustee or the owner of the school. He/ She may advice/ direct the Managing Trustee on any matter in the interest of the school. He/ She is the Managing Trustee of the School by virtue of being the Chief Functionary of the school. The Principal is responsible for academic management of the school, conduct of internal examination, admission matters, students discipline and other academic matters. The SMC will help him/her in discharge of his/her responsibilities and also when he/she seeks such help.

- (b) School Management Committee (SMC):**-The SMC is formed according to the non-government educational institutional act 2006 and rule 2007.

List of Managing Committee

NAME	Designation in SMC
Ms. Gariasi Dutta	Chairperson
Mr. Joutishman Dutta	Vice Chairman
Ms. Mayurakshi Dutta	Trust Representative
Ms. Maya Alfred Fernandes	Secretary
Ms. Bhaswati Barman	Member
Ms. Jamuna Basumatary	Member
Ms. Mayuri Borah	Member
Mr. Jagat Jyoti Das	Member
Dr. Sunandan Baruah	Educationist

The present SMC was formed on 21/03/2022. The chief functionary of the Trust is, as per Govt. Guidelines entrusted the responsibility of the Managing Trustee i.e the President of the SMC. Similarly, the principal, in addition to his normal duties, is entrusted by the trust to act the secretary of the SMC. The guardian representatives and teacher representatives were selected by guardians and teachers of the “the down town school”

(c) Power and Function of SMC: The SMC will have the Power and Functions as mentioned in non-government educational institutions Act 2006 and the rule of 2007.

(d) Procedure of selection, appointment of teaching and non-teaching staffs: -

- Post will be advertised in widely circulated newspapers and per resolutions of SMC, Applications will be scrutinized and the short-listed candidates will be called for interview. A list of selected candidates will be prepared by the interview board. Appointment letters in prescribed proforma will be issued to the toppers of the list.
- There will be a probation of 1 (one) year for every newly appointed incumbent and after successful and satisfactory completion of probation, the appointment of the incumbent will be regularized.

- A regular teacher of the school on satisfactory service will be awarded as per the category of PRT, TGT, PGT as per the need and similarly an ADA, after 10 years of successful service will be promoted UD and then after 10 years will be promoted to Head Assistant.
- A regular employee of the school will be entitled of annual increment in salary, EL in addition to CL, medical leave, PF etc. as per Govt. rules or as decided by the sponsor Trust.

(e) Post and minimum Qualification of incumbents approved by the owner/ SMC: -

- I. **Principal:** Master Degree in Science/ Arts/ Commerce with 6 (six) years of teaching experience.
- II. **Assistant Teachers:** Master degree/ Graduate in discipline with excellent academic records will be appointed, teacher having B.Ed and/ or experience holders will get preference.
- III. **Administrative Staff:** Qualification Arts/ Science/ Commerce Graduate having good experience of office works (As per the need of the post).
- IV. **Office Assistant:** - Arts/ Science/ Commerce Graduate
- V. **Grade IV:** Qualification – Minimum qualification is class X.

(f) Salary structure for teaching and non-teaching staffs: As per government norms and the guidelines of sponsoring trust. Annual increments will be decided in Annual SMC meeting.

(g) Service condition for the employees: Service condition will be laid down by the Trust based on government guidelines.

(h) Code of conduct of the students:

The students are required to abide by the rules and regulations of the school. They must attend the school in uniform of the school. Ragging and bullying of any form is strictly prohibited in the school campus. For an act of indiscipline or misbehavior, a student may be warned, fined or even expelled from the school according to the gravity of the offence.

(i) Manner of supervision, Guidance and control of teaching and non-teaching staff: Monitoring Committee is formed by the SMC constituting of the Principal and one SMC member (educationist member) for supervision, guidance and control of the teaching and non-teaching staff and to submit their report to SMC when SMC's intervention is felt necessary.

(j) Fee structure of students: It will be decided in SMC meeting and will be submitted to the Fee Regulatory Committee for approval every academic year. It will be implemented after receiving necessary approval from Fee Regulatory Committee.

(k) Procedure for admission and provision for concession/ exemption of fee of any student: -

* Admission will be made strictly on merit and will have provision for Govt's reservation policy in admission of the students in the school.

- For 100% class attendance, a student will be awarded as per School Policy.

- For any extra ordinary and meritorious achievement, students of the school are adequately rewarded by the Trust.
- Poor meritorious students may enjoy scholarship.

(l) Provisions for taking disciplinary action against students: For any act of serious indiscipline by a student, it will be inquired into by inquiry committee formed by the Monitoring or by the SMC. If the inquiry finds a student guilty, proper action will be taken by the SMC as per recommendation of the inquiry committee.

(m) Provisions of the professional development of teacher: The teachers are regularly provided in-house trainings for enhancement of their knowledge and teaching skills. They will be given annual trainings in curriculum development and curriculum transaction by experts in the field.

(n) Provisions for CPF/ EPF/ Welfare scheme: There is provision for Contributory Provident Fund and Mutual Aid Fund for the regular employees of the school as per government norms. There is no compulsion in joining funds and the employees are at their liberty regarding such funds.



Principal
the down town school, Guwahati