



Vaishnav K K Sharma Trust

KKGJ SCHOOL

Khara No. 139/1, Vill. Baroda Sadar, Post. Mahuar, Teh. Kirawali, Distt. Agra - 283122

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CONSTITUTION OF SCHOOL MANAGEMENT COMMITTEE (SMC), POWERS & FUNCTIONS, AND PRINCIPAL'S POWERS

The School Management Committee (SMC), its powers and functions, and the powers and duties of the Principal shall be exercised in accordance with the applicable CBSE Affiliation Bye-Laws, Examination Bye-Laws, CBSE directions, applicable State Government rules, and the governing documents of Vaishnav K K Sharma Trust.

1. CONSTITUTION OF THE SCHOOL MANAGEMENT COMMITTEE

The Management of Vaishnav K K Sharma Trust hereby constitutes the School Management Committee for KKGJ School. The Committee shall function as the institutional governance and oversight body of the school, subject to the powers reserved for the Trust and the academic and administrative responsibilities of the Principal under applicable CBSE norms.

S. No.	Name	Designation / Representation
1	Mrs. Shalendra Singh	Ex-Officio Member Secretary / Principal
2	Mrs. Manju Sharma	Management / Board Representative
3	Mr. Rajat Solanki	Vice Principal / Management Representative
4	Ms. Kanika	Teacher Representative
5	Mrs. Ankita	Teacher Representative
6	Mrs. Sunita Devi	Parent Representative – PTA
7	Mrs. Poonam Devi	Parent Representative
8	Mr. Sanjay Sikarwar	Teacher Representative – Other School
9	Mrs. Jashoda	Teacher Representative – Other School
10	Dr. Sanju Singh	Educationist
11	Dr. Shailendra Singh	Educationist
12	Mr. Siddharth	Student Representative – Boys
13	Ms. Dimpay	Student Representative – Girls

CBSE compliance note: Before final submission, the school shall ensure that the notified SMC composition is fully aligned with the applicable CBSE Affiliation Bye-Laws, including prescribed representation of parents, teachers, Board-nominated members, other-school/college teachers, and the applicable requirement regarding women representation. Where additional or replacement members are required, the Trust shall issue the necessary reconstitution order before submission.

2. POWERS AND FUNCTIONS OF THE SCHOOL MANAGEMENT COMMITTEE

1. Supervise the overall functioning and activities of the school and ensure smooth and effective administration.
2. Implement the directions of the Trust regarding admission policy and ensure admissions are made on merit and without discrimination, subject to applicable State Government and CBSE provisions.
3. Promote the welfare of teachers and other employees and support a safe, respectful and professional working environment.
4. Prepare, review and monitor short-term and long-term plans for academic, infrastructural and institutional improvement.

5. Participate in appointment of teaching and non-teaching staff in accordance with applicable rules and delegated authority.
6. Exercise such financial powers as are delegated to the Committee beyond the powers of the Principal, within the approved school budget and applicable rules.
7. Review academic programmes and school progress without interfering with the academic freedom and professional responsibilities of the Principal.
8. Guide and support the Principal in maintaining academic standards, discipline, child safety and the overall tone of the institution.
9. Ensure compliance with applicable State/UT requirements, CBSE Affiliation Bye-Laws, Examination Bye-Laws, circulars, notifications and directions.
10. Ensure that there is no financial irregularity or irregularity in admission, examination or other school procedures.
11. Approve/propose tuition fees and other charges subject to applicable CBSE provisions, State Government requirements and Trust policy.
12. Review the annual budget and financial requirements prepared by the Principal and place the same before the Trust/competent authority.
13. Ensure appropriate arrangements for the safety and security of students, teaching and non-teaching staff and visitors.
14. Provide an appropriate mechanism for consideration and resolution of genuine grievances of staff, students and parents within the Committee's authority.
15. Meet at least twice in every academic session and maintain proper minutes, attendance records and resolutions.

3. POWERS, DUTIES AND RESPONSIBILITIES OF THE PRINCIPAL

1. Function as the Head of the School and, where applicable, the ex-officio Member Secretary of the School Management Committee.
2. Function as Head of Office and perform academic and administrative duties necessary for proper school management.
3. Ensure compliance with CBSE Affiliation Bye-Laws, Examination Bye-Laws, CBSE circulars, directions and other applicable statutory requirements.
4. Act as Drawing and Disbursing Officer, where applicable, subject to the financial rules and instructions of the Trust/Management.
5. Maintain and supervise school accounts, records, registers, service books, student records and other statutory documents.
6. Conduct official correspondence, submit prescribed returns and furnish information/documents to CBSE, State authorities and other competent authorities.
7. Supervise procurement, stock, stores, bills, inventories and physical verification of school assets and materials.
8. Ensure proper maintenance of buildings, classrooms, laboratories, library, sports facilities, drinking water, sanitation, health and other essential facilities.
9. Supervise teaching and non-teaching staff and ensure punctuality, discipline, professional conduct and effective discharge of duties.
10. Regulate admissions, prepare the timetable, assign duties and teaching loads, supervise examinations and ensure proper academic scheduling.
11. Prepare and implement the annual academic plan and conduct staff meetings for academic review and institutional improvement.
12. Promote professional development, training and continuous improvement of teachers and other employees.
13. Monitor students' academic progress, attendance, discipline, welfare and overall development and communicate progress to parents/guardians as prescribed.
14. Maintain arrangements for cleanliness, hygiene, physical wellbeing, first aid, medical examination and student safety.
15. Teach at least one period per day wherever required under applicable CBSE provisions and conditions of appointment.
16. Ensure teachers and eligible staff participate in CBSE examinations, evaluation duties, training programmes and other duties assigned by competent authorities.
17. Perform duties of Centre Superintendent or other examination authority when appointed by CBSE and discharge statutory examination responsibilities personally where delegation is not permitted.

4. ROLE OF THE MANAGER / CORRESPONDENT

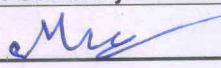
1. Act as the link between the Trust/Management and the school and ensure implementation of lawful Trust directions.
2. Convey approved directions of the Trust to the School Management Committee and Principal.
3. Exercise general supervision over the school subject to the powers and responsibilities of the SMC and Principal.
4. Exercise only such financial and administrative powers as are delegated by the Trust/SMC.
5. Issue/sign appointment, disciplinary, suspension or termination orders on behalf of the competent management authority wherever authorised.
6. Not interfere with the academic and statutory duties assigned to the Principal under applicable CBSE provisions.
7. Sign/countersign affiliation, recognition and other official correspondence wherever required.

5. MEETINGS, RECORDS AND ACCOUNTABILITY

The SMC shall meet at least twice during each academic session, or more frequently when required. Proper notice, agenda, attendance, minutes and resolutions shall be maintained. The Committee shall review school performance, student safety, staff welfare, academic progress, financial discipline and compliance matters. All actions shall remain subject to applicable CBSE Affiliation Bye-Laws, State Government rules and the lawful authority of the Trust.

6. CERTIFICATION

Certified that the above constitution, powers and functions of the School Management Committee and the powers/duties of the Principal are adopted for KKGI School, Unit-2, Village Baroda, Sadar, Agra, Uttar Pradesh, and shall be read and implemented subject to the applicable CBSE Affiliation Bye-Laws and directions in force from time to time.

For Vaishnav K K Sharma Trust	Principal / Head of School	SMC Member Secretary
Signature: _____	Signature: _____	Signature: _____
For Vaishnav K K Sharma Trust  President/ Chief Trustee	Principal KKGI School Baroda Sadar Post Mahuar Agra	For Vaishnav K K Sharma Trust  Secretary