



PAKSHALIKA HIGH

SIVASAGAR

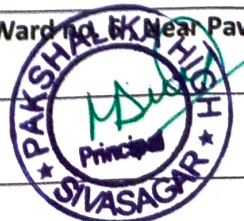
SCHEME OF MANAGEMENT

- a. **Constitution of the Management Committee** The School shall have a Management Committee formed as stipulated in RTE Act, 2009. The Committee shall be in permanent body reconstituted every three years. The members can be re-nominated for a maximum of two terms.

List of Managing Committee

Name	Designation in SMC	Phone no.	Address
Mrs. Priyanka Borthakur Dutta	Chairperson	9435729115	Bishnuram Path, Opposite Natya Mandir, Boarding road, Ward no. 8, Sivsagar
Mr. Pranjit Dutta	Vice – Chairperson	9435500021	Bishnuram Path, Opposite Natya Mandir, Boarding road, Ward no. 8, Sivsagar
Ms. Mawmita Dutta	Member Secretary	9435149061	House no. 19, Bonkonwar Path, Kharguli, Kamrup, Assam
Sri Prasanna Dutta	Trustee member	9127060699	Bishnuram Path, Opposite Natya Mandir, Boarding road, Ward no. 8, Sivsagar
Mr. Dombidhar Taye	Nominated by the Trust	9706045034	Taxi Ali, Kayum Nagar Path, Sivsagar, Assam
Mr. Sarat Hazarika	Nominated by the Trust and Parent Representative	7002631288	Dicial Gaon, Dhuliapar
Mrs. Swapnali Borthakur	Nominated by the Trust	9435059512	NH 37, Hirok Jyoti Nagar, Ajanta Bypass, Jorhat
Mr. Pranabjyoti Bharali	Parent Representative	9435255402	Seuj Nagar, Ward no. 2, Near S.P Office, Sivsagar
Mrs. Kabita Deori	Parent Representative	8473929155	Gaurab Nagar, Near Lachit College, House no. 36
Mrs. Jeempy Gogoi	Parent Representative	8638519076	Namti, Rajabari Gaon, P.O-Michanjan, sivsagar
Mr. Raman Sarmah	Educationist	8638026433	Peoli Phukon Path, Sivsagar, Ward no. XIII
Mrs. Priti Shikha Boruah	Educationist	7002740454	Dicial Gaon, Dhuliapar
Mrs. Rupanjita Boruah	Teacher Representative	7002043755	Jyoti path, Sundarpur Tiniali, Joysagar, Sivsagar, Assam
Mrs. Puja Kumari Das	Teacher Representative	6003691803	KPM Chariali, A.T Road, Ward no. 11, Near Pawan Marbles, Sivsagar, Assam

PAKSHALIKA HIGH
Manager



The present SMC was formed on 30/08/2025. 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 Pakshalika High.

b. The powers and functions of the Managing Trustee and other Members:-

- i. **The Managing Trustee:** The Managing Trustee will convene SMC meeting as and when required. 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.
- ii. **Secretary/Principal:** The Secretary/ Principal will preside over all meetings of the School Management Committee (SMC). He/She may cause a SMC the convening of a meeting called by any member of the SMC if he/she finds that the Managing Trustee not convening meetings although there is an urgent need of a 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, admissions matters, students discipline and other academic matters. The SMC will help him/her to discharge his/her responsibilities and when need arises.

c. Powers and Functions of SMC: The SMC will have the following power and functions

i. Procedure of selection, appointment of teaching and non-teaching staff:-

- Post will be advertised in widely circulated news papers 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 interviewed by the interview board. Appointment letters in prescribed performa will be issued to the selected ones.
- New appointees will be on probation for a minimum of 1(one)year. After the 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

PAKSHALIKA HIGH
Manager



category of PRT, TGT, PGT as per the need

- A regular employee of the school will be entitled of annual increment in salary, CL, medical leave, PF etc. as per Govt. rules or as decided by the sponsor Trust.

d. Post and minimum Qualification of incumbents approved by the SMC:-

- Principal:** Master Degree in Science/ Arts/ Commerce with 6 (six) years of teaching experience.
- 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.
- Administrative Staff:** Qualification Arts/ Science/ Commerce Graduate having good experience of office works (As per the need of the post).
- Office Assistant:-**Arts/Science/ Commerce Graduate
- Grade IV:**Qualification—Minimum qualification is classX.

e. 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.

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

g. 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.

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

i. Fees 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.

j. 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 School Policy.
- For any extraordinary and meritorious achievement, students of the school are adequately rewarded by Trust.

Poor meritorious students may enjoy scholarship.

PAKSHALIKA HIGH
Manager



k. 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, the proper action will be taken by the SMC as per recommendation of the inquiry committee.

l. Provisions of the professional development of teacher: the teacher is 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.

m. 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.

PAKSHALIKA HIGH
[Signature]
Manager



Pakshalika High