



The Shri Ram Universal School

Igniting Curiosity, Nurturing Creativity

The Shri Ram Universal Schoolm Ludhiana						
School Management Committee						
S.no.	Name of the member	Designation	Occupation	Address	E mail id	Contact details
1	Ms. Jaya Bansal	Advisor to the School Management- Chairperson	Business	H.no 2522, Phase 1, Dugri, Ludhiana	Jayasingh71@gmail.com	9815274734
2	Mr. Gurpreet Singh Bansal	Manager	Business	H.no 2522, Phase 1, Dugri, Ludhiana	Gurpreetbansal1976@gmail.com	9872074734
3	Dr. Navneet Kaur	Member Secretary	Principal, The Shri Ram Universal School, Ludhiana	136, Block B, BRS Nagar, Ludhiana	nkaur30@gmail.com	9988842333
4	Sudipta Mukherjee	Eminent Educationist- Member	Chief Manager Education & Training Shri Educare Ltd.	Shri Educare Limited Unitech Business Zone, Tower - C, 1st Floor Nirvana Country, Sector 50, South City 2, Gurugram 122018	sudipta.mukherji@shrieducare.com	9811772952
5	Rajinder Shah	Eminent Educationist- Member	Vice President Operation Shri Educare Ltd.	Shri Educare Limited Unitech Business Zone, Tower - C, 1st Floor Nirvana Country, Sector 50, South City 2, Gurugram 122018	rajinder.shah@shrieducare.com	9810114596
6	Mr. VK Meenal	Principal	KV Principal	KV Nangal Bhur, VPO Nangal, Distt Pathankot, 145101	24543@cbseashiksha.in	9451493326
7	Mr. Paramjeet Singh	Principal	Navodya Vidyalaya	Village Awan, Ramdas, Distt Gurdaspur	iniramdas@gmail.com	9478129944
8	Jyotica Bhasin	Members from the Trust- Member	Lawyer	H.no C 20, Sector 30 Noida .	ivotica@bhasinandnhasin.com	9891385111
9	Monica Bajaj	Members from the Trust- Member	Educationist	Flower Enclave, Ludhiana.	Ludhianak@hotmail.com	9815903414
10	Karandeep Singh Khara	Parent of Abirpratap Singh(LKG-A) and Rajveer Singh(III-A) - Member	Business	H.no 99-K Sarabha Nagar, Ludhiana	Khara84@yahoo.co.in	98888666808
11	Vikas Saini	Parent of Ranvir Saini (IV A), Member	Deputy Manager	H.no 442-D, BRS Nagar Ludhiana	vikassaini0712@gmail.com	8527336901
12	Ishitta Sharma	Teacher Representative- Member	Teacher, The Shri Ram Universal School, Ludhiana	H.no 433/2a Basant Road, Opp Vijiya nand Diagnostic Centre, Civil Lines Ludhiana	ishittasharma.16@gmail.com	9878554445
13	Ms. Shivani Nayyar	Teacher Representative - Member	Teacher, The Shri Ram Universal School, Ludhiana	H.No.274, Model Gram, Ludhiana	shivani.nayyar09@gmail.com	7973343559
14	Surinder Kumar Sharma	Members from the Trust- Member	Business	H.no 40, Sector 6 Guru Gyan Vihar, Ludhiana.	skumarlic@ymail.com	9876800140

For The Shri Ram Universal School

Regards

President / Authorised Signatory

Gurpreet Singh Bansal
Manager
The Shri Ram Universal School
Ludhiana

Principal
The Shri Ram Universal School
Block-D, Sarabha Nagar,
Behind Main Market, Ludhiana.
Navneet Kaur

Dr. Navneet Kaur

Principal

The Shri Ram Universal School

Ludhiana



The Shri Ram Universal School

Igniting Curiosity, Nurturing Creativity

School Management Committee

BYE-LAWS

The SMC ranks highest in the hierarchy of the School board. Management committee members have ultimate responsibility for directing the activity of the organisation, ensuring it is well run and delivering the outcomes for which it has been set up. The MC should be open, responsive and accountable to its beneficiaries, members, partners and others with an interest in its work

Management committee members carry out a vital role. Their role is not necessarily about doing, it is about ensuring things are done. Usually the day-to-day management of the organisation will be delegated to paid staff or to volunteers.

The management committee is the group of people who are held accountable for the activities of the organisation. It is the ultimate decision-making forum.

Composition

Individuals are appointed to the Board for a variety of reasons most of which relate to the board functions. Frequent reasons for putting individuals on board include

- ✓ To provide skill and expertise. Board committees draw also on people outside of the board with particular area expertise. In general the committee should be chaired by a member of the full board. While it is important to have board members on committees with expertise in a specific area, new board members can also benefit, develop skills and learn more about the organisation, by serving on a board committee. Board committees can also benefit from a 'different perspective' that new members bring.
- ✓ To represent specific interests, including stake holders such as PTA
- ✓ To provide lateral linkages with other agencies
- ✓ By virtue of the role they play in the organisation

Keeping the above in mind the school MC has the following composition

- (a) The Head of the school. S/he will be a Member Secretary of the School Management Committee;
- (b) Two parents of students studying in the school. One father and one mother of students specifically in co-educational schools.
- (c) Two teachers of the schools;
- (d) Two other persons (of whom one shall be women); who are, or have been, teachers of any other

For The Shri Ram Universal School

President / Authorised Signatory

📍 Block-D, Sarabha Nagar, Behind Main Market, Ludhiana
☎ 0161-4501600, 4503600 📠 +91-9878878825

Manika
Principal
The Shriram Universal School
Block-D, Sarabha Nagar,
Behind Main Market, Ludhiana.



The Shri Ram Universal School

Igniting Curiosity, Nurturing Creativity

school or of any college, to be nominated by the Trust/Society/Company;

- (e) Two members to be nominated by the Board;
- (f) The remaining members to be nominated or elected as the case may be, in accordance with the rules and regulations of the society/trust/Company running the school.
- (g) Members may be nominated as per the conditions, if any, laid down in the "No Objection Certificate".
- (h) At least fifty percent members should be women.

The work of the committees should be directed by the board. Board committees should have their own charter setting out their roles and responsibilities, for example, in the areas of:

- Membership (including succession planning)
- Meeting frequency and core agenda

Powers of the President

Keeping in mind the ethos of the school and professional ethics, The president of the Society has all the power to appoint new staff and also to terminate the appointment of staff members. The President also has powers to revise the salary structure as per Government laws from time to time and also has power to increase the salary of staff members as per their performance.





Overview of the responsibilities

The Management Committee plays an important role in the organisation as both leaders and decision-makers. Their overall responsibilities are summarised as below:

- a. It shall supervise the activities of the school for its smooth functioning.
- b. It will work according to the specific directions given by the Society/Trust/Company regarding admission policy. However, it shall ensure that admissions are made as per merit without discretion of gender, disability, religion, race, caste, creed and place of birth etc. strictly as per state policy.
- c. It shall look into the welfare of the teachers and employees of the school.
- d. It shall evolve both short-term and long-term plans for the improvement of the school.
- e. It shall make appointment of teachers and non teaching staff.
- f. It shall exercise financial powers beyond those delegated to the Principal within the budgetary provisions of the school.

For The Shri Ram Universal School

President / Authorised Signatory

 Block-D, Sarabha Nagar, Behind Main Market, Ludhiana
 0161-4501600, 4503600   +91-9878878825

Mametha

Principal

The Shriram Universal School
Block-D, Sarabha Nagar,
Ludhiana.



The Shri Ram Universal School

Igniting Curiosity, Nurturing Creativity

- g. It shall take stock of academic programmes and progress of the school without jeopardizing the academic freedom of Principal.
- h. It shall guide the Principal in school management.
- i. It shall ensure that the norms given in the Acts/Rules of the State/UT and of the CBSE regarding terms and conditions of service and other rules governing recognition/Affiliation of the school are strictly adhered to.
- j. It shall ensure that no financial irregularity is committed and no irregular procedure with regard to admission/examinations is adopted.
- k. It shall approve the rates of Fees and other charges subject to the conditions laid down in Chapter-7.
- l. It shall review the budget of the school presented by the Principal and forward the same to Society/Trust/Company for approval.
- m. It shall ensure the safety and security of children and staff of the school and give directions for improvement.
- n. It shall look in to grievances of the teachers and staff in connection with their service conditions and pay etc. and dispose such grievances in accordance with applicable rules.
- o. The School Management Committee will meet at least twice in an academic session.

Vision and Leadership

The Management Committee ensures that everything the organisation does supports its vision, purpose and aims. They establish the fundamental values, the ethical principles and strategic direction in which the organisation operates.

Accountability

The Management Committee must account for everything the organisation does, including its spending and activities. The Management Committee is accountable to the membership of the organisation and other key stakeholders such as funders and donors. The Management Committee monitors and evaluates all areas of the organisation's performance.

Keeping it Legal

The Management Committee ensures compliance with all relevant legal and regulatory requirements and seeks guidance around any uncertainties. Everything the Management Committee and the organisation do must also be in line with its governing document, (e.g. constitution or memorandum and articles of association), relevant laws, contractual obligations and the requirements of any

For The Shri Ram Universal School

President / Authorised Signatory

📍 Block-D, Sarabha Nagar, Behind Main Market, Ludhiana
☎️ 0161-4501600, 4503600 📱 +91-9878878825

Nameet Kaur
Principal
The Shriram Universal School
Block-D, Sarabha Nagar,
Behind main Market, Ludhiana.



The Shri Ram Universal School

Igniting Curiosity, Nurturing Creativity

regulatory bodies.

Financial Oversight

The Management Committee ensures that all money, property and resources are properly used, managed and accounted for. In order to be accountable, suitable systems must be in place and kept up to date.

Managing Staff and Volunteers

In organisations that employ staff, the Management Committee is essentially the employer. They must ensure that appropriate policies and procedures are in place for staff and for volunteers, and that both are properly managed and supported. The Management Committee, usually represented by the Chairperson, also directly line manage the most senior staff member.

Managing Risk

The management committee/board should understand and regularly review the risks to which the organisation is subject and take action to manage the risks identified.

The responsibilities of the Secretary of a Management Committee are outlined below:

1. Ensuring meetings are effectively organised and minuted





- Liaising with the Chair to plan meetings
- Receiving agenda items from committee members
- Circulating agendas and reports
- Taking minutes (unless there is a minutes secretary)
- Circulating approved minutes
- Checking that agreed actions are carried out.


2. Maintaining effective records and administration

- Keeping up-to-date contact details (i.e. names, addresses and telephone numbers) for the management committee and (where relevant) ordinary members of the organisation.
- Filing minutes and reports

For The Shri Ram Universal School


President / Authorised Signatory

 Block-D, Sarabha Nagar, Behind Main Market, Ludhiana
 0161-4501600, 4503600   +91-9878878825


Principal
The Shriram Universal School
Block-D, Sarabha Nagar,
Behind main Market, Ludhiana.



The Shri Ram Universal School

Igniting Curiosity, Nurturing Creativity

- Compiling lists of names and addresses that are useful to the organisation, including those of appropriate officials or officers of voluntary organisations.
- Keeping a record of the organisation's activities
- Keeping a diary of future activities

3. Upholding legal requirements

- Acting as custodian of the organisation's governing documents
- Checking quorum is present at meetings

4. Communication and correspondence

- Responding to all committee correspondence
- Filing all committee correspondence received and copies of replies sent
- Keeping a record of any of the organisation's publications (e.g. leaflets or newsletters) and

The Secretary is crucial to the smooth running of a Management Committee meeting. This involves activities before, during and after Committee meetings.

In order to be effective, the Secretary of the Management Committee should ensure that they carry out the following activities:

Before the Meeting

- Consult with the Chairperson on the order of business for the meeting, and the way in which it should be dealt with on the agenda. Decide what business requires discussion and what requires a decision by the Management Committee;
- Ensure that the notice of the meeting is given, that suitable accommodation is arranged and confirmed, and that copies of the agenda is prepared;
- Circulate to all members (a) any papers to be discussed at the upcoming meeting and (b) a copy of the agenda, minutes of the previous meeting; and
- Make sure that any reports or information requested at the last meeting is available or that there is a good reason why not.

President / Authorised Signatory
For The Shri Ram Universal School
President / Authorised Signatory

Narveet Kaur
Principal

The Shriram Universal School
Block-D, Sarabha Nagar,
Behind main Market, Ludhiana.

Block-D, Sarabha Nagar, Behind Main Market, Ludhiana
0161-4501600, 4503600 +91-9878878825



The Shri Ram Universal School

Igniting Curiosity, Nurturing Creativity

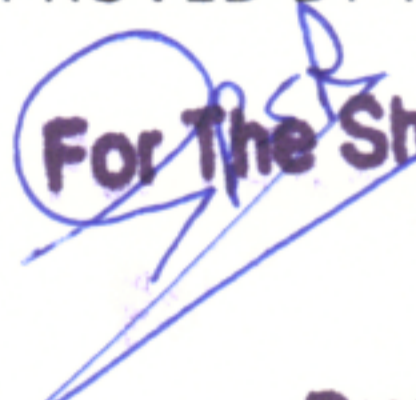
At the Meeting


- Arrive in good time before the meeting with the minutes and with all the relevant correspondence and business matters for that meeting, in good order. Record the names of those who are present, and convey and record apologies received from those who are absent;
- Read the minutes of the previous meeting, and if they are approved, obtain the Chairperson's signature on them;
- Report on action or matters arising from the previous minutes. Read any important correspondence that has been received;
- Take notes of the meeting, recording the key points and making sure that all decisions and proposals are recorded, as well as the name of the person or group responsible for carrying them out. Make sure action points are clear; and
- Make sure that the Chairperson is supplied with all the necessary information for items on the agenda, and remind the Chairperson if an item has been overlooked.

After the Meeting

- Prepare a draft of the minutes (unless there is a minutes secretary) and consult the Chairperson and most senior staff member (where relevant) for approval;
- Send a reminder notice of each decision requiring action to the relevant person; this can be done by telephone, or by an 'action list' with the relevant action for each person duly marked; and
- Promptly send all correspondence as decided by the Management Committee.

APPROVED BY THE DIRECTOR


For The Shri Ram Universal School
President / Authorised Signatory


Principal
The Shriram Universal School
Block-D, Sarabha Nagar,
Behind main Market, Ludhiana.