

SCHOOL MANAGEMENT COMMITTEE FOR THE ACADEMIC YEAR 2019-20

S.NO.	NAME	QUALIFICATION	OCCUPATION	ADDRESS	POST
1.	<u>Ajit Singh</u>	<u>M.Sc,M.Ed</u>	<u>Principal S.R.B. Public School</u>	<u>Keshav vihar colony, hathras</u>	<u>Member Secretary</u>
2.	<u>Amrat pal singh</u>	<u>M.Com, B.Ed</u>	<u>Business</u>	<u>Manmahow hathras</u>	<u>President</u>
3.	<u>Pradeep kumar</u>	<u>M.Sc</u>	<u>Service</u>	<u>Grahi dhaur, Hathras</u>	<u>Treasurer</u>
4.	<u>Puneet kumar</u>	<u>M.B.A, B.Ed</u>	<u>Business</u>	<u>Barola, Noida</u>	<u>Manager</u>
5.	<u>Manohar Singh</u>	<u>B.A.</u>	<u>Business</u>	<u>Barola, Noida</u>	<u>Trustee</u>
6.	<u>Alka Rani</u>	<u>M.A.,B.Ed</u>	<u>Service</u>	<u>Barola, Noida</u>	<u>Trustee</u>
7.	<u>Durga Dhakar</u>	<u>MSc.,B.T.C</u>	<u>Service</u>	<u>Grahi dhaur, Hathras</u>	<u>Trustee</u>
8.	<u>K.H. Sharma</u>	<u>M.A., B.Ed</u>	<u>Service</u>	<u>K.V. Mathura</u>	<u>Principal</u>
9.	<u>Naresh Kumar Syolot</u>	<u>M.A., B.Ed.</u>	<u>Service</u>	<u>K.V. Hathras</u>	<u>Principal</u>
10.	<u>Poonam Rani</u>	<u>M.A., B.Ed.</u>	<u>Service</u>	<u>Sankarpur , Hathras</u>	<u>Teacher Representative</u>
11.	<u>Sunil Kumar</u>	<u>M.Sc. , B.Ed</u>	<u>Service</u>	<u>State Bank Colony, Hathras</u>	<u>Teacher Representative</u>
12.	<u>Sarvesh Kumar</u>	<u>12th</u>	<u>Business</u>	<u>Grahi Dharu , Hathras</u>	<u>Parents Representative</u>
13.	<u>Ramesh Chandra</u>	<u>12th</u>	<u>Business</u>	<u>Rasulpur ,Hathras</u>	<u>Parents Representative</u>
14.	<u>Radhey Singh</u>	<u>12th</u>	<u>Business</u>	<u>Keshav vihar colony, Hathras</u>	<u>Parents Representative</u>

Committee	Staff Incharge & Members
1. Academic Council	1. English - Nisttha Upadhyay 2. Hindi - Seema Singh 4. S.St - Ravi Kumar 5. Science - Sunil Kumar 6. Computer Science - Deepika sengar 7. Maths - Sunil Kumar

Duties

1. To prepare the list of notebooks for the Academic year.
2. To ensure the distribution of split-up syllabus to students of all classes.
3. To monitor the teaching-learning process.
4. To monitor the conduct of Remedial class for low achievers.

Committee	Staff Incharge & Members
2. Examination (Internal)	1. Rashmi Tiwari (VI-X) 2. Deepika Sengar (I-V)

Duties

1. To conduct internal exams as per the schedule is given by the calendar of activities.
2. To update the Report cards and Mark list format as per the latest CBSE directions.
3. To distribute the Time-table for Exam.
4. To collect Question papers from paper setters, along with Blueprint & Marking scheme.
5. To conduct retest as per norms.
6. To analyse the Results of internal.

Committee	Staff Incharge & Members
3. CCA	1. Sanjeev Kumar Sengar 2. Sharma Monika 3. Seema Singh

Duties

1. To prepare the CCA calendar of Activities.
2. To conduct Co-Curricular Activities.
3. To ensure the morning assembly programmes are conducted in stipulated time.
4. To prepare students for morning assembly.
5. To ensure the quality of the items presented on stage.
6. To ensure the Assembly Register is updated regularly.
7. To organise Programmes on Special days.
8. To ensure maximum participation of students.
9. To organise Annual Day & distribute CCA prizes.

Committee	Staff Incharge & Members
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5. Admission	1. Yateesh Pachauri 2. Prashant Singh
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Duties

1. To display notice regarding the sale, registration and submission of Admission forms.
2. To display forms/Annexure.
3. To get the Admission form & Brochures printed.
4. Registration, Verification of the Admission forms, preparation of master list, and admission of students.
5. To give information regarding Registration & Admission to the Correspondent.

Committee	Staff Incharge & Members
6. Library	1. Dilip Kumar 2. Seema

Duties

1. To purchase books as per guidelines.
2. The suggestion from staff members for the purchase of new books to be taken.
3. To ensure books are circulated as per the requirement of students & staff members as per Library rules.
4. Books should not remain with the same individual for a long period when there is a demand for it from others.
5. The library should be open during lunchtime for students to read books & magazines.
6. Students should be encouraged to write a Book Review.
7. Guidance & Counselling corner or table to be maintained.
8. Good quotations related to Books and Reading to be displayed in the Library.

Committee	Staff Incharge & Members
7. First Aid	Shashikanti

Duties

1. To ensure First aid boxes re available at the entrance /reception.
2. To provide First-aid boxes in all the labs, HM's room, Sports room.
3. To ensure the contents of the First-aid box are replenished at regular intervals and to check the expiry of ointments/ medicines.

Committee	Staff Incharge & Members
8. Discipline	Mr. Saurabh & All Class Teachers

Duties

1. To monitor the discipline of students during the assembly.
2. To check whether students are attending the assembly or not.
3. To check the bags of higher class students at regular intervals to ensure that they do not

Committee	Staff Incharge & Members
9. Uniform Checking & Late Comers	Mr. Saurabh & All Class Teachers

bring mobiles & i-pods to school.

Duties

1. To assign duties to the committee members to monitor the uniform of students & latecomers.
2. To inform the parents about regular defaulters.
3. To maintain the details of defaulters in the register.
4. To announce the names of classes with minimum defaulters at the end of the week after the consolidation of data.
5. To plan for corrective measures, through skit or talk during morning assembly.

Committee	Staff Incharge & Members
12.Guidance and Counselling	1. Tarun Kumar

Duties

1. To plan guidance & counselling activities for the academic year.
2. To maintain Guidance & counselling register.
3. To arrange talks by experts.
4. To have a counselling hour every Wednesday for difficult students of various classes.
5. To invite alumni of the Vidyalaya for addressing the students about career options.

Committee	Staff Incharge & Members
13. Parent-Teacher Association	All Class Teachers

Duties

1. To intimate parents about PTA meetings.
2. To take the signature of parents attending the meeting.
3. To take Parents suggestions during PTA meetings.
4. To inform parents about the action taken.

Committee	Staff Incharge & Members
14. Display board	All Class Teachers

Duties

1. To ensure the display boards are decorated as per the topic is given monthly basis.
2. The articles displayed should be verified by the teachers.

Committee	Staff Incharge & Members
15.1 Club Activities	Literary club 1. English - Nistha Upadhyay 2. Hindi - Seema Singh

Duties

1. To plan activities for the academic year.
2. To conduct activities a per schedule
3. To decorate the display boards with self-composed articles/ poems/stories of students.
4. To organise a literary day.
5. To arrange a talk by any famous novelist or writer.
6. To organise Book Fair.
7. To introduce Books by popular writers during morning assembly.
8. To celebrate Reading Day.

Committee	Staff Incharge & Members
15. 3 Club Activities	Social Club 1. Sunil Kumar 2. Sanjeev Kumar Sengar

Duties

1. To arrange talks by experts.
2. To guide students to make Prize-winning innovative Projects for Science exhibition.
3. To organise Science exhibition.
4. To conduct seminars on Science topics.
5. To train students for Science Olympiad.

Committee	Staff Incharge & Members
15. 4 Club Activities	Maths Club 1. Sunil Kumar 2. Rashmi Tiwari 3. Pooja Sharma

Duties

1. To organise a Mathematic show.
2. To invite experts in the subject from Maths Olympiad cell of IISC.

Committee	Staff Incharge & Members
15.7 Club Activities	Integrity Club All House Incharge Teachers