

**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 meeting will have to called. He will keep all records of SMC meeting and other records of the school. He will maintain all the records of the school, will maintain all books of accounts and will get the accounts audited annually by Chartered Accountant as per SMC resolution. He will operate the bank account of the school jointly with the Secretary. He is the Executive Officer of the school and will implement the resolution of the SMC. He may act as Principal if the SMC decides.
2. **Secretary/Principal:** the Secretary/ Principal will presided over all meetings of School Management Committee (SMC) of the school. He may cause a SMC meeting called by any member of the SMC if he finds that the Managing Trustee not calling meetings although there is an urgent need of a SMC meeting. He may operate the Bank Account of the school jointly with the Managing Trustee or the owner of the school. He may advice/ direct the Managing Trustee on any matter in the interest of the school. He 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 in discharge of his responsibilities and when he 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	ADDRESS	Designation in SMC
Ms. Gariasi Dutta	House No -2 , Bye Lane No-1(W) Rukmininagar, Guwahati -781006	Chairperson
Mr. Joutishman Dutta	House No -2 , Bye Lane No-1(W) Rukmininagar, Guwahati -781006	Member Secretary

Ms. Mayurakshi Dutta	House No -2 , Bye Lane No-1(W) Rukmininagar, Guwahati -781006	Secretary
Ms. Maya Alfred Fernandes	B-5, Riverina Apartment, Near Maria Public School, Guwahati-781026	Member
Ms. Naseema Hayat Barlaskar	53, Ananda Nagar, Sixmile, Guwahati- 781022	Member
Ms. Jamuna Basumatary	H.No. 138, 18 MC Road, Guwahati Club, Guwahati	Member
Ms. Mayuri Borah	H.No. 10, Nandanpur, Japorigog, Guwahati-781005	Member
Mr. Jagat Jyoti Das	H. No. 20, Karbi Path, Hatigarh Chariali, Guwahati-781021	Member
Dr. Sunandan Baruah	H. No. 22, Basisthapur, Bylane 3, Beltola, Guwahati-781028	Member/Educationist

The present SMC was formed on 21/03/2020. 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 following 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 news papers and per resolutions of SMC, Applications will be scrutinized and the short-listed candidates will be called for interview. A panel of selected candidates will be prepared by the interview board. Appointment letters in prescribed proforma will be issued to the topper of the panel.
- 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 will be promoted to Senior Grade teacher after 8 years of satisfactory service in the school and similarly and 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 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. Head Assistant cum Accounted (one): Qualification Arts/ Science/ Commerce Graduate having good experience of office works.
- IV. Office Assistant (two):- Arts/ Science/ Commerce Graduate
- V. Grade IV (one): Qualification – Read up to class X.

(f) Salary structure for teaching and non-teaching staffs: It will be decided in SMC meeting every year.

(g) Service condition for the employees: Service condition same as those enjoyed by the employee of Govt. run school.

(h) Code 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 of any form is strictly prohibited in the college 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 or supervision, Guidance and control of teaching and non-teaching staffs: Monitoring Committee is formed by the SMC constituting of the Rector, 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.

(j) Fees structure of students: It will be decided in SMC meeting every academic year.

(k) Procedure for admission, and provision for concession/ exemption of fee of any student:-
* Admission will be made strictly on merit and Govt's reservation policy will be followed in admission of the students in the school.

- Extremely poor but meritorious students of the school may apply for half free or full free monthly tuition fees to the sponsor trust. The trust may grant such concession in tuition fees/ admission fee or may provide with text books to the deserving students of the school.
- For 100% class attendance, a student get a prize of Rs. 1000/-
- For any extra ordinary and meritorious achievement, students of the school is adequately rewarded by 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, the proper action will be taken by the SMC as per recommendation of the inquiry committee.
- (m)** Provisions of the professional development of teacher: the teacher of the academy if desire to go for any career advancement course or programme, will be granted leave if applied in advance. Teachers with B.Ed will get additional increment decided by SMC.
- (n)** Provisions for CPF/ EPF/ Welfare scheme: There is provision for Contributory Provident Fund and Mutual Aid Fund for the regular employees of the Academy. There is no compulsion in joining funds and the employees are at their liberty regarding such funds.

Principal/ Secretary
down town Gurukul,
Moranhat