



THE CONVENT

(TO BE AFFILIATED TO CBSE, NEW DELHI)

MANAGED BY: SHRI LAXMI NARAYAN EDUCATIONAL SOCIETY (REGD.)

Ref. No. _____

Date: _____

List of SMC members

S. no.	Members Name	Designation	Phone No.
1	Dr. Rahul Sharma	President (ex-officio)	9815540789
2	Ms Mamta Singla	Vice President (ex-officio)	8360550475
3	Mr Sukhwant Singh	Secretary	9814916210
4	Mrs Archana Malhotra	Head Mistress	9872866886
5	Mr Munish Kumar	Member	9814508444
6	Mr Mukesh Kumar	Member	7973839672
7	Mrs Amarjeet Kaur	Staff Member	9256280900
8	Mrs Usha Mishra	Staff Member	9463660801
9	Mr Girish Aggarwal	Parents member	9464180917
10	Mrs Bandana	Parents member	6280162031
11	Mrs Punitpal Kaur	Parents member	8559030281

For The Convent
Rahul Sharma
President

Archana Malhotra
Principal
The Convent
Pohir (Ludhiana)

📍 JHAMMAT ROAD (POHIR), DISTT-LUDHIANA

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🌐 theconventschool.com

THE CONVENT

Jhammat Road, Pohir, Distt-Ludhiana

SCHOOL MANAGING COMMITTEE (SMC)

CONSTITUTION, POWER & FUNCTIONS OF THE SMC

1. Definition:

- The Convent, Jhammat Road, Pohir, Distt-Ludhiana school is an unaided private school and is run by the Shri Laxmi Narayan Educational Society and is aspiring to get affiliated to the CBSE, New Delhi.
- SMC-means the School Managing Committee.
- Society-refers to the registered Shri Laxmi Narayan Educational Society which manages **THE CONVENT**, Jhammat Road, Pohir, Distt-Ludhiana school.
- Head Mistress (Principal)- means the in-charge of the general discipline, academic activities and co-curriculum or extra-curriculum activity in the school.
- CBSE means Central Board of Secondary Education.

2. Aims and Objectives of the SMC:-

- The School Managing Committee of "**THE CONVENT**" is an officially constituted body approved by the Executive Committee of Shri Laxmi Narayan Educational Society which runs and manages "**THE CONVENT**" school.
- The role of the SMC is to effectively implement the objectives of the society and to facilitate communication and cooperation between the society, school leaders, parents and teachers with the goal of enhancing quality of the school program and to increase the level of the student achievement and development.
- The SMC will assist the school administration in the development and implementation of school based programs and activities which help to improve the teaching and learning environment of the school.
- To arrange the education of the people in village Pohir and nearby areas of Ludhiana.
- To make effort for the development of Punjabi Language.
- To promote Science education in the area.
- To provide quality education in the village Pohir and nearby areas of Ludhiana.
- To develop sports activities in the area.

For The Convent
Rahul Sharma
President

Principal
The Convent
Pohir (Ludhiana)

3. Election of the School Managing Committee :-

- The president shall be elected by the society.
- Powers are given to the President to form the committee.

4. Size of the SMC:-

- I. The School Managing Committee is constituted of 11 members.
- II. Profile of the members of the SMC:-
 1. President
 2. Vice President
 3. Secretary
 4. Principal/headmistress
 5. Member (from the management team)
 6. Member (from the staff)
 7. Parent representative/members
 8. Member outside the school should be recommended by the society running the school.

5. Powers and functions of the SMC:-

Subject to the overall control of the society, the duties, powers and responsibilities of the school management committee shall include, but not be limited to the following:-

- The committee shall be the executive body of the society.
- Appointment, suspension, dismissal of the employees of the institution.
- To supervise the working of the institution.
- To check the accounts of the school.
- To celebrate the annual function and various other religious functions in the school.
- Take effective steps for the development of the institution.
- It shall have the powers to supervise activities of the school for its wellbeing and smooth functioning.
- It shall look into the welfare of the teachers and employees of the school.
- It shall evolve both short-term and long-term programs for the improvement of the school.
- It shall have the power to evaluate the academic program and progress of the school and make changes in the existing system accordingly.
- It shall ensure adherence to the norms given by State and CBSE, and the education board, which the school is getting affiliated to, regarding terms and conditions of service and other rules, governing the recognition/affiliation of the school.
- The managing committee will meet at least twice in an academic session.

For The Convent
Rahul Sharma
President

Anshu Pathak
Principal
The Convent
Pohir (Ludhiana)

6. Powers of the president

- The president shall be the executive head of the institution.
- The president shall make executive appointments, suspensions, dismissal of the employees and have all the powers to amend/modified the appointment letter if appointment does not match with the criteria of CBSE and state norms.
- He shall supervise the working of the institution and properties attached to it.
- He shall make all correspondence on the behalf of the society.
- He will sanction leave and handle related matters.
- In the absence of president, the vice president or senior member will preside over the meetings.

7. Termination of membership:-

- If any act of any member is against the interests of the institution.
- If any member fails to perform his/her duties effectively and sincerely and for the overall growth of the institution.
- In case of absence (more than 2 times in meeting), unsound mind, death.

8. Notice of general meeting

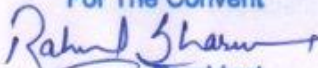
- 2 days notice shall be given to the members for general meeting.

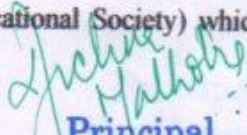
9. Cashier:

- The President of the institutions will act as a cashier of the concerned institution. He/ she will maintain the accounts.

10. Tenure / Term of services of the School Managing Committee:-

- The term of the members of the managing committee shall be for 2 years.
- A member can be re-nominated for another term, but a member cannot remain in office for more than two consecutive terms except ex-officio members and the members of the society (Shri Laxmi Narayan Educational Society) which runs the school.

For The Convent

President


Principal
The Convent
Pohir (Ludhiana)