

## CHAPTER V SCHEME OF MANAGEMENT

**59. Scheme of management of recognised schools—** (1) The scheme of management in relation to a recognised school shall provide that :—

- (a) the managing committee of a recognised aided school shall consist of not more than fifteen members; and the managing committee of a recognised unaided school shall consist of not more than twenty-one members;
- (b) subject to the total number of members specified in clause (a), every managing committee shall include the following, namely :—
  - (i) the head of the school;
  - (ii) one parent, who is a member of the Parent-Teachers' Association of the school, constituted in accordance with such instructions as may be issued by the Administrator, and is elected by that Association;
  - (iii) two teachers of that school, to be elected by the teachers of that school from amongst themselves;
  - (iv) two other persons (of whom one shall be woman), who are, or have been, teachers of any other school or of any college, to be nominated by the Advisory Board;
  - (v) two members, to be nominated by the Director, of whom one shall be an educationist and the other an officer of the Directorate of Education, Delhi, not below the rank of the Principal of a higher secondary school;
  - (vi) the remaining members to be nominated or elected, as the case may be, in accordance with the rules and regulations of the society or trust by which the school is run :

Provided that in the case of <sup>2</sup>[a minority school], such members of the managing committee, as are required by this rule to be elected, may, instead of being elected, be nominated by the society or trust by which such unaided minority school is run :

Provided further that in the case of <sup>2</sup>[a minority school], the educationist to be nominated by the Director shall be a non-official who shall belong to the minority by which the school is established and run.

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1. Ins. by DSE (A)R, 1990, R.14.

2. Subs. by DSE(A)R, 1990, R.15(a).

<sup>1</sup>[Provided also that in the case of a minority school, the managing committee shall co-opt two senior most teachers out of a panel of ten senior-most teachers of the school by rotation and in case the school works in two shifts, then, one seniormost teacher shall be co-opted from a panel of five seniormost teachers in each shift by rotation;

Provided also that nothing in sub-clause (iv) shall apply to a minority school.

Provided also that the members nominated under clause (v) shall not be entitled to take part in the management of the minority school and shall function as advisers and observers to put forward the views of the Government in the meeting.]

(2) The scheme of management shall also provide for the following, namely :—

- (a) the term of office of the members of the managing committee and the manner of its reconstitution or filling of any vacancy occurring therein;
- (b) the manner of elections to the managing committee;
- (c) that for the purpose of elections to the managing committee, the head of the school shall be the returning officer and shall conduct, and be in charge of, the elections;
- (d) that any change in the composition of the managing committee of the members referred to in sub-clauses (ii) and (iii) of clause (b) of sub-rule (1) shall be communication to the Director within seven days from the date when such change takes place;
- (e) the duties, powers and responsibilities of the managing committee, which shall include control over appointments, disciplinary action, and control on staff, and shall also provide that no financial irregularity is committed or any irregular procedure is followed;
- (f) that the managing committee shall ensure that the school gets the full complement of the <sup>2</sup>[staff].
- (g) that the managing committee shall ensure that the school gets furniture, science equipment, library books and other teaching aids, and requisite sports materials;
- (h) the duties, powers and responsibilities of the head of the school, which shall provide that he shall :—
  - (i) function as the head of office of the school under his charge and carry out all administrative duties required of a head of office;
  - (ii) be the drawing and disbursing officer for the employees of the school except that, in the case of an unaided school, he may perform only such functions as drawing and disbursing officer as may be specified in the instructions issued by the Director;

1. Ins. by DSE(A)R, 1990, R. 15(b) (i)

2. Subs. by DSE(A)R, 1990, R. 15(b) (ii).

- (iii) be responsible for the proper maintenance of accounts of the school, school records, service books of teachers, and such other registers, returns and statistics as may be specified by the Director from time to time;
- (iv) handle official correspondence relating to the school and furnish, within the specified dates, the returns and informations required by the Director;
- (v) makes, in the case of unaided schools, all payments (including salaries and allowances of teachers and other non-teaching staff) in time and according to the instructions governing such payment :

Provided that where he is so authorised by the Administrator, make, in the case of an aided school, all such payments according to the instructions governing such payments;

- (vi) ensure that the tuition fees, where levied, are realised and appropriately accounted for and duly appropriated for the purpose for which they were levied;
- (vii) make purchases of stores and other materials required for the school in accordance with the rules governing such purchases and enter all such stores in the stock register and shall scrutinize the bills and make payments;
- (viii) conduct physical verification of school property and stocks at least once a year and ensure the maintenance of stock registers neatly and accurately;
- (ix) be responsible for proper utilisation of the Pupils' Fund;
- (x) make satisfactory arrangements for the supply of goods, drinking water and provide other facilities for the pupils and ensure that the school building, its fixtures and furniture, office equipment, lavatories, play grounds, school garden and other properties are properly and carefully maintained;
- (xi) supervise, guide and control the work of the teaching and non-teaching staff of the school;
- (xii) be in charge of admissions in the school, preparation of school timetable, allocation of duties and teaching load to the teachers, and shall provide necessary facilities to the teachers in the discharge of their duties and conduct of school examinations in accordance with the instructions issued by the Director from time to time; and he shall discharge these duties in consultation with his colleagues;
- (xiii) plan the year's academic work in advance in consultation with his colleagues and hold staff meeting at least once a month,

- review the work done during the month and assess the progress of the pupils;
- (xiv) help and guide the teachers and promote their professional growth and towards the end, actively encourage their participation in courses designed for in-service education;
  - (xv) promote the initiative of the teachers for self-improvement and encourage them to undertake experiments which are educationally sound;
  - (xvi) supervise class room teaching and secure co-operation and co-ordination amongst teachers of the same subject area as well as inter-subject co-ordination;
  - (xvii) arrange for special remedial teaching of the children belonging to the weaker sections of the community as also of other children who need such remedial teaching;
  - (xviii) arrange for informal and non-class room teaching;
  - (xix) plan and specify a regular time-table for the scrutiny of pupils' written work and home assignment and ensure that the assessment and corrections are carried out timely and effectively;
  - (xx) make necessary arrangements for organising special instructions for the pupils according to their needs;
  - (xxi) organise and co-ordinate various co-curricular activities through the house system or in such other effective way as he may think fit;
  - (xxii) develop and organise the library resources and reading facilities in the school and ensure that the pupils and teachers have access to and use of books and journals of established value and usefulness;
  - (xxiii) send regularly the progress reports of the students to their parents or guardians;
  - (xxiv) promote the physical well-being of the pupils, secure high standards of cleanliness and health habits, and arrange periodical medical examinations of the students and send medical reports to parents or guardians;
  - (xxv) devote at least twelve periods in a week to teaching of the pupils;
- (i) the educational and other qualifications of the manager and his duties and responsibilities; the position of the manager *viz-a-viz* the managing committee;
  - (j) no employee of an aided school (other than the head of school) shall be appointed as the manager, the head of school may be appointed the manager of a school, whether aided or unaided;

- (k) appointment of the manager; the terms and conditions of his appointment; removal of the manager; filling up of casual vacancy in the office of the manager, duties and responsibilities of the manager;
- (l) bills (including bills relating to the salaries and allowances of the teachers and non-teaching staff) shall be jointly signed by the manager and the head of the school; but where the head of the school is also the manager, such bills shall be signed jointly by the head of the school and another member of the managing committee specially authorised by that committee in this behalf;
- (m) that the administration and academic work of the school shall be attended to by the head of school, and except where the head of school is the manager, the manager shall not interfere with the day-to-day administration and academic work of the school;
- (n) members of the managing committee of an aided schools shall not be entitled to any remuneration, honorarium or allowance but may be permitted to draw allowances for attending meetings of the managing committee at a rate not exceeding the rate of daily allowance or travelling allowance admissible to the non-official members of the committees, boards and the like in accordance with the orders issued by the Government of India from time to time :

Provided that if the head of school or a teacher happens to be a member of the managing committee, he shall draw his remuneration in his capacity as the head of school or teacher, as the case may be :

Provided further that the allowances paid to the members of the managing committee for attending meetings thereof shall not be a charge on the school fund;

- (o) no members of the managing committee shall be entitled to participate in any meeting at which his personal conduct is under discussion;
- (p) in the case of an unaided minority school, the form of the contract referred to in sub-section (1) of section 15 and the manner in which every contract of service shall be preserved;
- (q) the managing committee shall be subject to the control and supervision of the trust or society by which such school is run.
- (r) manager shall not be at the same time the manager of any other school and a person shall not be at the same time the chairman of the managing committee and the manager.

(3) The managing committee of an existing school shall make the draft of scheme of management after the commencement of these rules and shall, within 90 days from such commencement, submit such draft to the appropriate authority for its approval :

Provided that the appropriate authority may, after giving to the managing committee a reasonable opportunity of being heard, make such alterations or modifications in the draft scheme of management as the circumstance of the case may require.

[Provided further that the provisions of this sub-rule relating to the approval and alterations or modifications in the sphere of management by the appropriate authority shall not apply to a minority school in which case such approval and alterations or modifications shall be advisory and the draft scheme of management shall be valid.]

(4) The managing committee of an existing school shall bring, within ninety days from the date of approval of the scheme of management by the appropriate authority the composition thereof in conformity with the scheme of management as approved by the appropriate authority.