

## PARENTS TEACHERS ASSOCIATION

Sl. No	Name	Father/Spouse	Desg.	Occupation	Address	Off. Phone	Res. Phone
1	Devender Singh Sabharwal	Jaswant Singh Sabharwal	President	Business	New Industrial Estate, Jagatpur, Cuttack	9437000630	7978246729
2	Umarjit Singh	Mastan Singh	Vice President	Business	Meria Bazar, Cuttack	9437073830	9338877903
3	Samrat Vickram Singh	Jagjit Singh	Secretary/ Manager	Business	Mahanadi Vihar, Cuttack	9937044817	9437965290
4	Amar Singh	Ram Singh	Joint Secretary	Business	Plot no- 1458, Mahanadi Vihar, Cuttack	9437042051	9437042051
5	Baljit Singh	Malik Singh	Treasurer	Business	Buxibazar, Cuttack	9437047231	9437047231
6	Narinder Singh	Pyara Singh	Joint Treasurer	Business	Madhupatna Cuttack	9437027817	9437027817
7	Gurdev Singh	Pritam Singh	Member	Business	Mahanadi Vihar, Cuttack	9437136718	7008558077
8	Baldev Singh	Ajit Singh	Member	Business	Sikharpur, Cuttack	9437378417	8917555717
9	Jagjeet Singh Kohli	Parampal Singh Kohli	Member	Business	Mangalabag, Cuttack	9337054250	9090761511

10	Sanchita Mohanty	Suresh Mohanty	Principal Cum Member Secy.	Principal	Sikharpur, Cuttack	9438761120	7008686523
11	Narinder Singh	Harbans Singh	Parent Representative	Business	Mahanadi Vihar, Cuttack	9437046881	7978747795
12	Suryakanta Mohapatra	Srikant Mohapatra	Parent Representative	Service	Mahanadi vihar, Cuttack	9437280680	8249914399
13	Dr.Abhiram Sahoo	Surendra Sahoo	Educationist	Principal AB's Oxford International School	Nuapada, Nayabazar, Cuttack	9439197976	7008613212
14	Vincent Edassery	Ouseph Edassery	Educationist	Principal St. Xaviar High School	Nayabazar Cuttack	7978738928	7978738928
15	G S Prem Reddy	G R Sundaram	SC/ST	Social Worker	Sikharpur, Cuttack	9438479422	9438479422
16	P Dilli Bai	P Natarajan Reddy	SC/ST	Social Worker	Sikharpur, Cuttack	9337886373	9337886373
17	Salma Akhtar	Abdul Habib	Asst. Tr	Teacher	Chandnichowk Cuttack	9090618008	9348849660
18	Prasant Kumar Senapati	Pratap Chandra Senapati	Asst. Tr	Teacher	Kanheipur Cuttack	9437164255	7008193241

### **The Tenure /Periodicity of meeting of SMC will be as follows :**

- The School management committee will be appointed by the Society for a period of one year in the beginning of the academic session .
- The committee will have tenure of one year , unless otherwise specified .
- In the event of resignation , transfer of any member official or any such other eventually necessitating discontinuance of a member from SMC , the Society will appoint a substitute for the remaining tenure of the committee .
- The committee will meet as frequently as possible but at least once in a month. A minimum of 07 members will constitute a quorum for the meeting .
- Ex-officio member , all other members of SMC will be eligible for re-nomination on the expiry of their term.
- The committee will continue to function beyond the term of one year till the new committee is reconstituted by the Society .

### **Functions of the SMC :**

The committee will meet at least once in a month or as and when required. The functions of the committee are given below :

- To oversee the functioning of the school and promote academic , or curricular and other activities in accordance with the objectives and the vision of the institution .
- To exercise control over expenditure in respect of school fund, and implies proper custody of funds, due control over expenditure , ensuring payments to proper persons and parties of correct amounts and proper maintenance on accounts.
- To approve the annual budget of the institution and review the budget estimates for the following financial year .
- To make selection of teaching and non-teaching staff for the school through staff selection committee as per the requirement in accordance with procedure formulated by the Society / SMC .

- To exercise general supervision over functioning of the school including disciplinary matters pertaining to students, Teaching and Non- Teaching staff, subject to norms , rules and procedures formulated by the SMC .
- To consider and approve proposals of the Executive committee regarding expansion of the school in terms of additional classes , sections , staff equipment, buildings, roads and other infrastructure . It will seek approval of Society for up-gradation or down-gradation of school as and when necessary .
- To consider amendments in the prescribed rules and regulations contained in the education code and forward these to Society for approval .
- To assist the school in securing assistance and co-operation from local authorities for efficient functioning and growth of the school .
- To scrutinize and approve the annual report of the school and put it up to the Society for final approval .
- To exercise administrative and financial powers beyond the scope of the Principal, subject to guidelines prescribed in SMC .
- To look after the welfare of the school staff and redressal of their common grievances regarding working conditions and other local problems .
- To exercise disciplinary powers in respect of staff and also act as appellate authority in respect of designated staff as detailed in the chapter on 'Code of Conduct' of the MLZs policies , as delegated by the Society from time to time .
- To discharge such other functions relating to the school as may be decided from time to time or as entrusted to it by the Society .

#### **Powers of President :**

Besides, The functions / powers assigned to the School Management Committee , the President , SMC has been authorized to exercise the following powers :

- To function as the appointing and disciplinary authority in respect of various categories of staff and to act as the appellate authority in respect of teaching and non-teaching staff as detailed in the chapter on 'Discipline

And Conduct Rules' of the Education code of Guru Nanak Public School and as delegated by the Society from time to time .

- To operate bank accounts of the school, jointly with the Principal as authorized by the SMC. He may delegate this power of Vice - President at his discretion .
- To act as the controlling officer for Principal and sanction all types of leave to Principal .
- To approve the tour programmes of the Principal and act as the controlling officer for their TA and other claims .