**23.2 (B) SCHEME OF MANAGEMENT OF AN**

**UN-AIDED MINORITY SCHOOL**

**Scheme of Management of a recognized un-aided minority school**

Managing committee of a recognized unaided minority school may be nominated by the society or the trust by which such unaided school is run.

**Clause (1)**

1. ***Managing committee of a recognized unaided minority school shall consist of not more than 21 members.***
2. ***Every managing committee shall include the following;***
3. The head of the school,
4. One parent who is member of PTA of the school is elected by the Association,
5. Two teachers of the school to be elected by the teachers of the school from amongst themselves/provided that in the case of a minority school, the managing committee shall co-opt two senior most teachers out of a penal of ten senior-most teachers of the school by rotation,
6. The remaining members to be nominated or elected in accordance with the Rules and Regulations of the Society.

**Clause (2)**

***The Scheme of Management shall also provide for the following, namely;***

1. The duties, powers and responsibilities of the M.C., which shall 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,
2. That the M.C. shall ensure that the school gets the full complement of the staff.
3. That the M.C. shall ensure that the school gets furniture, science equipments, library books and other teaching aids and other requisite sports’ materials.
4. That the M.C. shall assist the principal in discharging his/her duties, powers and responsibilities.

**Confidential reports of principal/teachers and other employees.**

* Confidential Report shall be recorded every year by the head of the school in respect of the employees working under him/her, and every year such confidential reports shall be reviewed by the managing committee.
* The confidential report in respect of the head of the school shall be recorded, every year, by the Chairman of managing committee and every such confidential report shall be reviewed by the managing committee.
* The confidential report in relation to the head of the school shall be kept in the safe custody of the chairman of the managing committee and the confidential reports in relation to the other employees of the school shall be kept in the safe custody of head of the school.

**Manager**

* The educational and other qualifications of the manager and his duties and responsibilities, the position of manager shall be as per the provisions of Delhi Education Act--1973
* 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.
* The manager shall be at least a graduate with experience of at least ten years of teaching and educational administration.
* He will discharge all the duties and functions of the managing committee and shall function under the guidance and control of the Managing Committee and shall be accountable to the Managing Committee for his actions. He/she will get all his decisions ratified by the Managing Committee whenever it meets next.
* He/she shall make all correspondence on behalf of the Managing Committee, and shall represent the Managing Committee before the government, courts and other offices.
* He/she shall sign appointment letters of the employees;
* He/she shall submit the required information to the directorate of Education whenever required to do so, and comply with such instructions of director as may be issued.
* Bills, including the bills related to the salaries and allowances of the teachers and non-teaching staff, shall be jointly signed by the manager and head of the Institution.

**Removal of the Manager**

* Manager can be removed by a resolution to the effect passed with the approval of 75% of the total Executive Board members present in its meeting specially convened for the purpose. After alleging the Manager with some definite charges and after giving him in writing the charges and obtaining his explanation in respect thereof;
* Vacancy caused by the removal of the Manager shall be filled by Executive Board in its meeting called within 30 days and the person so appointed shall work as the Manager for the remainder of the term;
* The manager shall not interfere with the day-to-day administration and academic work of the school. But, he shall ask the report of the individual teachers, work and conduct for his information and take necessary action thereon through the head of the school. Similarly, the employee of the school shall have all official dealings with the Manager through the Principal only.