



# SCHOLAR'S HIGH

*under the aegis of trust "KNOWLEDGE TREE FOUNDATION"*



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RULES AND REGULATIONS  
OF  
MANAGING COMMITTEE  
OF  
**SCHOLAR'S HIGH SCHOOL**  
MARAR, RANCHI ROAD, RAMGARH CANTT.(JHARKHAND)

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AT & PO: MARAR, RANCHI ROAD, RAMGARH CANTT, DIST: RAMGARH, JHARKHAND, PIN – 829117

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## Rules and Regulation of Managing Committee of

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Framed under clause (vii) of Rules & Regulations of the Trust. Registered under the Trust Act duly approved by its Executive Committee meeting dated 01-04-2014.9(Date need to be mentioned)

1. **Name and Commencement:-**There rules will be called as Rules for governing the constitution. Powers and functions of **SCHOLAR'S HIGH SCHOOL**, managing Committee.

These rules will come into effect from the date of appointment of the committee by the 'Executive Committee' by a resolution passed in the meeting of the "Executive Committee".

2. **Definitions :-**

- a) Board means : "Central Board of Secondary Education"
- b) Committee means : **SCHOLAR'S HIGH SCHOOL**, Marar, Ranchi road, Ramgarh (JHARKHAND)
- c) Rules means : The Rules & Regulations of the Trust by the Executive Member of the Trust
- d) Rules means : The Rules and Regulations governing the Constitution, powers and functions of the above committee.
- e) School means : **SCHOLAR'S HIGH SCHOOL** Presently situated at Marar, Ranchi Road, Ramgarh (JHARKHAND)
- f) Trust means : **KNOWLEDGE TREE FOUNDATION**
- g) Executive Committee means : The Executive committee of the above 'Trust' named as Executive Committee" or "Managing Committee"
- h) "General Body" is the collective name of all the members of the Trust.

3. **Constitution of the Committee**

The committee members and office bearers of the committee shall always be appointed by the Executive Committee subject to the following conditions and save and expect in the following cases.

- i. The committee shall consist of the following strength of office bearers and members:
  - a. President : One
  - b. Secretary : One
  - c. Principal : One
  - d. Treasurer : One



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- e. Members : Not below nine and non exceeding eighteen in number.
  - ii. The members will be appointed by the Executive Committee as under :
    - a. The head of the School will be ex-officio member. He will be a member secretary of the school managing committee.
    - b. Two members will be appointed out of the parents of the students of the school.
    - c. Two teachers of the schools.
    - d. Two other persons (of whom one shall be women): who are or have been teachers of any other school or of any college, to be nominated by the Executive Committee of the Trust.
    - e. Two members from out of panel recommended by the Trust to be nominated by the Board, if the Panel is not accepted fresh panel may be asked. The names recommended should be below the rank of a Principal of the School.
    - f. The remaining members to be nominated or elected as the case may be, in accordance with the rules and regulations of the Trust by which the school is run.
    - g. No more than two members may be nominated as per the conditions. If any, laid down in the "No objection Certificate".
  - iii. The terms of the members of the School managing Committee shall be three 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 Trust of the School.
4. **Meetings :-** The meetings of the School Managing Committee shall be regulated as under:
- I. General Meetings: The General meeting will at least be held twice during one academic session. But the intervening period between two such meetings should not be more than six months. These meetings will be called by the President of the committee with prior approval of the Secretary or in his absence of the member Secretary of the committee. The notice of convening such meetings will be given to the members at least 7 days in advance.
  - II. Emergent meeting: - In case of emergent matters such meetings will be called by the President with prior approval meetings will be cancelled by the President with prior approval of the Secretary. Such meetings may also be called on the request of at least 1/3<sup>rd</sup> member of the committee.
  - III. Quorum: - The Quorum for all the meetings shall be 1/3<sup>rd</sup> of total members and office-bearers of the committee.
  - IV. Vacancy :- In case of resignation by any member/office-bearer of the committee, the vacancy will be filled up by an appointment of any other member/office-bearer by the Executive Committee subject to the conditions as laid down in clause 3(c) above.
5. **Powers and function of the Committee:** - Subject to overall control & supervision of the Executive Committee, the committee shall have following powers/functions: -

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- I. It shall have the powers to supervise the activities of the school for its smooth functioning.
  - II. It will work according to the specific directions given by the Executive Committee regarding admission policy. However, admission will be made as per merit without discretion of Caste/Creed/Religion and Region.
  - III. It shall look into the welfare of the teachers and employees of the school.
  - IV. It shall involve in both short-term programmes for the improvement of the school.
  - V. The Executive Committee shall appoint all teaching and non-teaching staff on recommendation of the committee.
  - VI. It shall exercise all the financial powers within provision of the Budget of the school as approved by the Executive Committee.
  - VII. It shall have the power to chalk out Academic Program and progress of the School without jeopardizing the academic freedom of the Principal.
  - VIII. It shall guide the principal to maintain and discipline in the school.
  - IX. It shall ensure that the norms as prescribed by the government or board regarding terms and conditions of services and other rules governing/affiliation of the school are strictly adhered to.
  - X. It should ensure that the school gets Furniture, Science Equipments, Library Books and other teaching aids and the requisite sports material in adequate quantity and on time.
  - XI. It shall exercise powers to take disciplinary action against the staff, but the dismissal of any member of the staff can only be made by the Executive Committee on recommendation of the Committee.
  - XII. It shall have powers to sanction leave to the Head of the Institution including casual leave.
  - XIII. It shall ensure that no financial irregularity is committed or any irregular procedure with regard to admission/examination is adopted.
  - XIV. It shall have the power to propose to the Executive Committee regarding fixation/alternation of tuition fee and other annual charges to be recovered and collected from the students in general and purpose remission in tuition fee/annual charges in respect of any student or a particular class of students. The Executive Committee shall have the power to Accept, Reject or Modify the Aforesaid Proposals.
  - XV. The Budget can be reviewed by it with prior approval of the Executive Committee.
  - XVI. Every resolution will be passed in the meeting of the general body by the majority of the members present in the meeting.
6. **President:** - Any member of the Committee may be appointed as the President shall function as such for a period of Lifetime. In case of his Resignation/Dismissal by the Executive Committee, the Executive committee may appoint any other member of the Committee as President in his place. In case of his long illness, Death, Removal or Resignation, the Secretary may appoint any other member as the President then properly and he shall function as such till the Executive Committee appoints any other member as Manger.

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7. **Principal:** Any member of the committee may be appointed as the Member Secretary or the Committee by the Executive Committee. Once appointed, the Member Secretary shall function as such for a period of three years. In case of Resignation/Dismissal by the Executive Committee. The Executive Committee may appoint any other member of the committee as Member Secretary in his place. The Member Secretary will also act similarly in case of Death, Removal or Resignation of Secretary till the Executive Committee appoints any other Secretary.
8. **Treasure:** The treasure will receive Grants, Funds, Donations and Subscription on behalf of the School. The Treasure shall receive all payments and disburse the amount passed by the member Secretary and Manger. He shall maintain in proper books of accounts.

## **Duties Functions and The Power of the President Shall be as under:**

- a) He shall act as a link between the Executive Committee and the School.
  - b) He is authorized to enter into all correspondence for and on behalf of the Committee and school. All the letters concerning affiliation/resignation shall be countersigned by the President.
  - c) He is authorized to represent the Committee and the school in all matters and before all the Govt., and Semi Govt. Authorities, the Authorities of board and every other person in connection with affair of the school and the committee.
  - d) He will exercise General Supervision over the school, subject to direction and control of the committee and the Executive Committee.
  - e) He shall be responsible to implement the decisions taken and the directions given by the Executive Committee and committee.
  - f) He shall exercise such financial Powers and are delegated to him by the Executive Committee/Committee.
  - g) He shall take action on the Appointment letters, letters for Disciplinary action against the staff and Termination, Suspension etc. on behalf of the Executive Committee/committee.
  - h) To receive all grants, contribution, donation, subscription for and behalf of the School.
  - i) He shall operate all the Bank Account in the name of the school. He shall perform functions as drawing and disbursing officer as may be specified in the instructions issued by the Executive Committee.
  - j) To represent the Committee and the School in cases relating to school in all legal proceedings or cases and to appoint attorneys' and advocates with the approval of Secretary.
  - k) To call with the approval of the Secretary meetings of the committee and to maintain records of the correspondence, registers and Books Pertaining to Management of the school.
9. **Head of the school/principal :**The Duties, Powers and Responsibilities of the head of the school/principal will be as under :-

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- a) He/She shall be ex-officio members of the committee.
- b) He/She will function as the head of office of the School under his/her charge and carry out all Administrative Duties required of the head of office.
- c) He/She will be responsible for proper maintenance of school Records, Service Books of the Teacher & Such other Register, Returns & Statistics as may be specified/required by the committee/Executive committee. He/she will suggest President to make all the payments including salaries and the allowance of the Teacher & the other Non teaching staffs in time and according to the instruction governing such payments.
- d) Ensure that the Tuition fee as levied are relished and appropriately accounted for.
- e) Conduct physical verification of school property and stock at least once a year and ensure the maintenance of Stock Register neatly and accurately.
- f) Make satisfactory arrangements for the supply of goods drinking water and provide other facilities for the pupils and ensure that the school building, its Furniture, Office Equipments, Laboratories, Playground, School Garden and other properties are properly and carefully maintained.
- g) Supervise, guide and control the work of the teaching and non-teaching of the staff of the school.
- h) In charge of the Admission in the school preparation of the time-table, Allocation of duties and teaching load to the teacher and shall provide necessary activities to the teachers in the discharge of the duties and conduct of the school examination in accordance with instruction issued by the Government/Board from time to time and he shall discharge these duties in consultation with his colleagues.
- i) Plan the year's academic work in advance in consultation with his colleagues and holding staff meeting at least once a month and assess the progress of the pupils.
- j) Help and guide the teachers to promote their professional growth and actively encourage their participation in courses for in service education.
- k) Promote the initiative of teacher's for self improvement and encourage them to undertake experiments which are educationally sound.
- l) Supervise class room teaching and secure co-operation and co-ordination among teachers of the same subjects as well as inter subject's co-ordinations.
- m) Arrange for special remedial teaching of the children belonging to the weaker section of the community also of other children who need such remedial teaching.
- n) Arrange for informal and non-class room teaching.
- o) Plan and specified a regular time-table for the scrutiny of pupils written work at home assignment and ensure that the assessment and correction are carried out timely and effectively.
- p) Make necessary arrangement for framing special instruction for the pupils according to their needs.

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- q) Organize and co-operation various co-curricular activities through the house system or in such other effective ways as he may think fit.
  - r) Develop and organize the library, recourses and regarding facilities in the school and ensure that the pupils and teachers have access to and use of books and journals, of establish value and usefulness.
  - s) Send regularly the progress report of the student to their parents and guardians.
  - t) Promote the physical well being of the pupils, ensure high standard of cleanliness and health habit, and arrange periodical Medical Examination of the students and send the Medical Reports to Parents/ Guardian.
  - u) Develop at least twelve periods in a week to teaching of the pupils.
  - v) He/She shall exercise such financial power and within such limits and may be prescribed and delegated to him by the Committee with prior approval of the Executive Committee.
10. **Bank Account of the School:** The Account of the School shall be maintaining in the Nationalized Banks to be operated by President and Principal of the School.
11. **Audit:** The Account of the School is audited by the Qualified Auditors, to be appointed by the Committee/Executive Committees and such Account shall be presented by the President before Committee and Executive Committee.
12. **Representation in Legal matter:** The President shall represent the school in all legal matters.
13. **Budget:** The Annual Budget of the school shall be prepared by the Treasure, in consultation with the Principal and then it shall be presented in the meeting of the Executive Committee, which after modification if any, shall pass it and therefore after it shall be forwarded to the Executive Committee for its final approval.
14. **Modification and Repeat:** The Executive Committee may modify, after, amend or repeal with rules and formulate new rules in place thereof.
15. **Conflict and Interpretation:** In case of conflict between two or more of these rules or regarding any matter in respect or which there is no provision herein above, the decision of the Executive Committee shall always prevail.
16. **Authority:** Not withstanding anything contained herein above the authority of the Executive Committee, in all case and matters concerning their school shall be supreme and building on the Committee, and on the management of the School and its employees.

**For and Behalf of**

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**President**

Certified that the above rules and regulations of the managing Committee were duly adopted in the meeting of the Executive Committee of the Trust held in \_\_\_\_\_

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