

Comitties**LOCAL MANAGMENT COMMITTEE STRUCTURE**

SR NO	Person	Designation in LMC	Nominated By	Remarks
<u>Core Members:</u>				
1	Project Administrator, concern district	Chairperson	On the bases of post	The chairperson, GSTES Will appoint the Chairperson. LMC if some school are running in non ITDP DISTRICT Where ther is no PA.
2	One HM from any of society managed schools running in a district	Member secretary	The chairperson, LMC	One HM from any of society managed schools running in a district may be the Member secretary, LMC
3	One special member	Special member		The District consultant handling schools will be the special member.
4	One lady officer	member		One lady officer from any of the Department in the District will be the member of LMC and will particularly take care of safety, security and health issues especially for girl students

5	One member from the Head office, State (Gandhinagar)	Member	The chairperson, GSTES	Generally, area consultant of a particular from HO will be the HO member. However the chairperson, GSTES may nominate any other state consultant as HO member of the LMC
6	One female ST elected representative of Taluka Panchayat/Zilla Panchayat	Member	The chairperson, LMC	The female elected member (who should be ST) shall be nominated by the chairperson of LMC out of the member of school school management committee (SMC) Which shall be constituted for each school as per the Article no 21 & 22 of Chapter IV of the "Right of children to Free & Compulsory Education Act 2009"
7	One parents of the students of any of the existing schools	Member	The chairperson, LMC	One parent (who should be ST) shall be nominated by chairperson of LMC from the school managed by GSTES out of the total member of school management committee (SMC) which shall be constituted for each school as per the Article no 21 & 22 of Chapter IV of the "Right of children to Free & Compulsory Education Act 2009"
8	HM from all the schools managed by the society running in the district	Member	The chairperson, GSTES	HM from all the school managed by the society running in a district may be the Member of LMC
<u>Optional Members:</u>				

1	Two subject matter specialists.	Member	The chairperson, GSTES	The chairperson will appoint 2 subject matter specialists. Appointment of such members in the LMC will be optional. The role of subject matter specialists will be advisory only and and the will not be involved in voting
Invitee Members:				
1	Line Department Officers, if required	Invitee Members	The chairperson, LMC	The chairperson, LMC may invite District officials from R&B Department, Water& sanitation Dept. Education Dept. Health Dept. Civil supply Dept. or from other dept. if there are some specific LMC agenda releted with any department.
2	Representative from District Education Support Agency (Only for Dahod, Panchmahal & vadodra)			The Chairperson, LMC may invite representative from DESA in the meeting.

Friday, 19/7/2024 , 3: 29: 26 P.M.

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Eklavya Model Residential School Lakhadiya

School Management Committee OFFICE ORDER

It is to inform all the teaching staff of the below mentioned committees to perform all the assigned duties sincerely. The concerned committee shall manage all the programmes and music teaching facility for all students of the school. The staff is expected to perform their duties with full dedication.

Sr no.	Committee	Duties	Assisting staff / Remarks																								
1	Prayer Committee I/C: Mr. Vaibhav	Prayer arrangement, Presence of staff on time, Formation of Students, arrangement of Bulletin board	Mr Ashok, Mr Jignesh, Miss Pooja <i>[Signature]</i>																								
2	Discipline Committee I/C Mr. Sandeep	Arrangement of school dress, section division, to maintain general discipline in school premises.	Mr Jignesh, Miss Niharika, Mr Uday, Mr Pragyan																								
3	Cleanliness Committee I/C: Mr Vaibhav	Maintain cleanliness in school campus, Hostel and Mess. To arrange cleanliness drive with students (twice a month).	Mr Ashok, Mr Mukesh, Miss Sangeeta, Miss Roli, Mr Girish <i>[Signature]</i>																								
4	Examination Committee CBSE I/C: Mr. Kamlesh GSEB I/C: Mr Jignesh	Examination arrangement, Sitting arrangement of examinee. Arrangement of papers, Arrangement of paper bundles post examination, Assessment of answer sheets and signature of principal, Maintainance of records of Guest examination teachers.	CBSE: Mr. Shiv, Mr. Sandeep <i>[Signature]</i> GSEB: Mr. Uday, Mr Mahesh																								
5	Health management Committee I/C: Mr Pragyan	To facilitate emergency medical facility for students during school hours	Mr Vaibhav, Mr Mukesh, Miss Sangeeta, Miss Roli, Mr Girish <i>[Signature]</i>																								
6	Cultural Program Committee I/C: Miss Sangeeta	To systematically plan the school festivals and cultural programmes.	Miss Pooja, Mr Sunil, Miss Niharika, Mr Nagarsinh <i>[Signature]</i>																								
7	Food Committee I/C: Mr. Girish and Miss Roli	Quality monitoring of food served and cleanliness in mess.	Mr Vaibhav																								
8	MessManagement Committee I/C: Mr. Vaibhav and Miss Roli	Maintain discipline during dining in mess (Line formation) and observation duty as assigned.	<table border="1"> <thead> <tr> <th>Days</th> <th>T1</th> <th>T2</th> </tr> </thead> <tbody> <tr> <td>Mon</td> <td>Sunil</td> <td>Mukeshbhai</td> </tr> <tr> <td>Tue</td> <td>Shivraj <i>[Signature]</i></td> <td>Maheshbhai</td> </tr> <tr> <td>Wed</td> <td>Sandeep</td> <td>Udesinh</td> </tr> <tr> <td>Thu</td> <td>Jignesh</td> <td>Nagarsinh</td> </tr> <tr> <td>Fri</td> <td>Pooja <i>[Signature]</i></td> <td>Niharika</td> </tr> <tr> <td>Sat</td> <td>Kamlesh</td> <td>Pankaj <i>[Signature]</i></td> </tr> <tr> <td>Sun</td> <td>Ashok</td> <td>Pragyan</td> </tr> </tbody> </table>	Days	T1	T2	Mon	Sunil	Mukeshbhai	Tue	Shivraj <i>[Signature]</i>	Maheshbhai	Wed	Sandeep	Udesinh	Thu	Jignesh	Nagarsinh	Fri	Pooja <i>[Signature]</i>	Niharika	Sat	Kamlesh	Pankaj <i>[Signature]</i>	Sun	Ashok	Pragyan
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9	Reports Committee I/C: Mr.	Maintaining of report along with photographs of the health check-ups and records of guests arrived for programs organized in school.	Mr Kaushalendra Mr. Ashok Ram Pal
10	Purchasing Committee I/C: Shivraj <i>Shi</i>	Reviewing purchases made within the principal's limits for the school and comparing the price of items purchased.	Mr Pankaj, <i>P</i> Mr Sandeep
11	Class management committee I/C: Pankaj <i>P</i>	Keep track of time Table everyday and Arrangement of proxy periods for teachers on leave.	Mr Pragyan, Mr Sunil <i>Sunil</i>
12	Admission Committee I/C: Mr Muskesh	Facilitation of paperwork for admission process of new students in coordination with concerned hostel warden.	Miss Sangeeta, <i>SDM</i> Ms Pooja <i>PI</i> Mr. Pragyan
13	Quarter Allotment Committee I/C: Mr Ashok	To allot staff quarters as per the norms made for Central Govt. Employees.	Mr Pankaj, Mr Shivraj <i>SV</i>
14	Grievance Committee I/C: Mr Ashok	Dealing with general grievances of staff and students.	Miss Niharika, Mr Nagarsinh
15	Right to Information Act Committee I/C: Mr. Ashok	Record filing and providing relevant information to applicants.	Mr Kaushalendra <i>K</i>
16	Water management & M&R Committee I/C Mr Sunil <i>Sunil</i>	Dealing with water crisis and maintenance of pipelines and other repair works.	Mr Vasantbhai, Mr Sachin, Mr Mahesh R,
17	POSH Committee	Addressing any harassment complaints	Presiding officer - Ms. Pooja <i>PI</i> Member - Ms. Niharika Member - Mr. Ashok Member - Miss. Roli Chairman - Mr. Kiritsinh

Note:/ The committee and all the concerned members are required to adhere to the following guidelines:

- Every committee member will have to perform his/her duty with full responsibility.
- To provide advice to other members of the committee and other staff members and to provide appropriate guidance without any prejudice.
- While being on casual leave, the staff shall handover the charge to another member.
- Each of the staff assigned to the committee has important role and the rest staff has to assist the committee members.
- All the member of committee must discharge their responsibilities with discipline and dedication.
- The committee members shall pre-plan their duties well in advance.
- Appropriate action will be taken for any negligence found towards one's responsibilities.

PRINCIPAL