

**South Point English School  
Sapatgram, Dhubri(Assam)**

**School Management and Development Committee**

At the school level, a School Management and Developments Committee (SMDC) constituted, which is be responsible for making the perspective and annual work plans at the school level. A savings bank account is opened in the name of the concerned SMDC of every school in the nearby branch of any nationalized bank. The following is the structure is proposed for SMDC at the school level:-

1	Principal	Chairman
2	Senior teacher	Member Secretary
3	Teacher (Social Science)	Member
4	Teacher (Science)	Member
5	Teacher (Mathematics)	Member
6	Male Guardian	Member
7	One Female Guardian	Member
8	Two Panchayat Member/Ward Member	Member
9	One representative of SC/ST Category	Member
10	One representative of Educationally backward cadre	Member
11	One Member of Mahila Dal	Member
12	One Member of Education Development Committee of every village resaved by school	Member
13	Three members with science, art and cultural background Nominated by DPO/DEO	Member
14	One Education Office Nominated by DEO	Member
15	One representative of Finance and Accounts	Member

The meeting of SMDC is held minimum once in every three month. SMDC is comprised of two subcommittees-

**1. School Construction & Monitoring Committee**

The Committee takes stock of the School Planning, estimates, management inspections, monitoring, reporting, maintenance of accounts, and presentation of accounts in the meetings of SMDC and village education committee. The committee is be as follows-

1	Principal	Chairman
2	Member Panchayat (nominated by Gram Pradhan/ward member (urban area)	Member
3	One Guardian nominated by PTA	Member
4	Junior Engineer(expertise in construction work)	Member Secretary
5	One member of Finance and Account cadre	Member

The meeting of school construction committee is be held once in every three months. The committee monitors the different construction works being under taken in the school regularly. After the start of construction work, the evaluation will be done by third party technical institute/ institution which will give its report after completion of 25%, 50%,&75%of the work respectively. Construction work is done by the construction agency in school.

**2. Educational Committee**

The committee is responsible for all educational activities, planning, management, monitoring, supervision, SEMIS, quality education, equity, children with special needs, student-teacher attendance, teacher training, guidance & Counseling, student achievement and curricular activities. The members of the committee are as follows-

1	Principal	Chairman
2	Guardians of one student studying in all secondary classes	Member
3	One Astd. Teacher each of the following subjects: Science/Maths, Social Science, Language (Hindi/English) Art/Physical Education	Member
4	One member to be nominated by the Principal	Member Secretary