



Doon Heritage School

CBSE Co-Educational Dayschool
Playgroup to XIIth

Ref.

Affiliated to CBSE, Aff. No. 3530410

Date 01/04/2023

Doon heritage school School Management Committee

Dated: 4th April 2023

Formulation of management committee of Doon heritage school, running under Shashi Shanti memorial Society, Situated at Sunder ban, Bhauwala Dehradun, Uttarakhand, 248007.

Management committee of Doon heritage School is being formulated on 28/4/2013.

The management committee needs to act in the benefit of the school in all circumstances

For Management committee formulation:

Rohit Soti (Chairman)

Sh. Nishith Shama (Vice Chaiman)

Mrs. Minakshi Soti (Secretary/ Principal)

Omprakash (Coordinator)

Dr. Vipin Chaudhary (Parent Representative)

Dr. Iqbal Siddiqui (Parent Representative)

Mr. Umesh Chaudhary (Stock manager)

Ms. Sandhya Singh (Parent teacher Representative)

Ms. Alka Thapa (Parent teacher Representative)

Mr. Motalib Mia (Teacher Representative)

Ms. Afreen Saad (Teacher Representative) *Please Visit our school to feel the difference.*



Sunderban, Bhauwala, Dehradun

Tel.: 0135-2694861, 862, 863 | Mob.: +91 9837045304 (Principal), 7500299456 (School)

E-mail : doonheritageschool@gmail.com



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Ms. Seema Goyal (Observer Principal)

Ms. Namrita Sharma (Observer Principal)

Ms. Bharti (Teacher Dehradun Public School)

Ms. Ramesh (Teacher Dehradun Public School)

Mr. Shubham Kukreti (Stenographer)

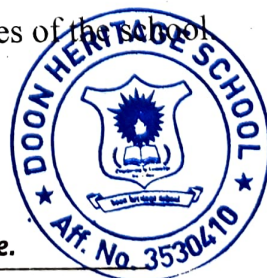
Memorandum of association of Management Committee of Doon heritage School

- A. Name of the School: Doon Heritage School
- B. Registered under the Shashi Shanti Memorial Society

Aims, Powers and Functions of the School Management Committee

1. Subject to overall control of the Society/Trust Company Registered under section 25 of the Companies Act, 1956 the School Managing Committee shall have the following powers/ functions:

- i) It shall have the power to supervise the activities of the school for its smooth functioning.
- ii) It will work according to the specific directions given by the Society regarding admission policy. However, admissions 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.



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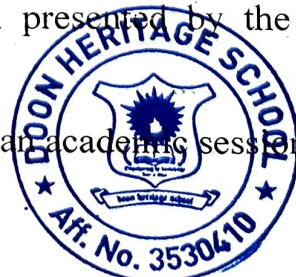
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- iv) It shall evolve both short-term and long-term programmes for the improvement of the school.
- v) It shall have the powers for making appointment of teachers and non-teaching staff.
- vi) It shall exercise financial powers beyond those delegated to the principal within the budgetary provision of the school.
- vii) It shall have the power to take stock of academic programmes and progress of the school without jeopardizing the academic freedom of Principal.
- viii) It shall guide the Principal to maintain tone and discipline in the school.
- ix) It shall ensure that the norms given in the Act of the State and by the CBSE regarding terms and conditions of service and other rules governing recognition/ affiliation of the school are strictly adhered to.
- x) It should ensure that the school! gets Furniture, Science equipment, 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 staff.
- 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 society rates of tuition fees and other annual charges and also review the budget of the school presented by the principal for forwarding the same to Society for approval.
- xv) The Managing Committee will meet at least twice in an academic session.



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Governing Body:

The names, addresses and Occupation and designation of the present members of the Governing body to whom the management of the Management Committee is required under section 2 of the societies Registration Act, 1860 are as follows:

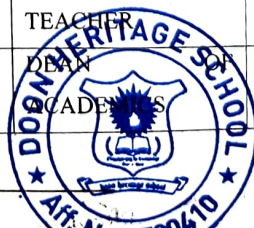
| S.N O | NAME (FULL IN CAPITAL) | ADDRESS | OCCUPATION | DESIGNATION | TERM OF MEMBER SHIP |
|----------|---|-------------------------|---|----------------------------------|---------------------------|
| 1 | ROHIT SOTI(CHAIRMAN) S/O: | NEMI ROAD, DALANWALA | CHAIRMAN, DOON HERITAGE SCHOOL | CHAIRMAN | 3 |
| 2. | SH. NISHITH SHARMA (VICE- CHAIRMAN) S/O: SH. MAHENDRA PRAKASH SHARMA | | | | 3 |
| 3. | DR. MINAKSHI SOTI (SECRETARY/PRINCIPAL) W/O: ROHIT SOTI | NEMI ROAD, DALANWALA | PRINCIPAL/OWNER, DOON HERITAGE SCHOOL | PRINCIPAL | 3 |
| | OMPRAKASH (COORDINATOR) S/O: RAMPRASAD | TELPURA, SELAQUI | TEACHER | VICE PRINCIPAL | 3 |
| 5. | DR. IQBAL SIDDHIQUI (PARENT REPRESENTATIVE) | SAHASPUR | POLITICIAN | PARENT REPRESENTATIVE | 3 |
| 6. | MR. UMESH CHAUDHARY (STOCK MANAGER) S/O: | MANDUWALA | CONSTRUCTOR | STOCK MANAGER | 3 |
| 7. | MRS. SANDHYA SINGH (PARENT REPRESENTATIVE) | BELOWALA | TEACHER | PARENT TEACHER | 3 |
| | ALKA THAPA (PARENTTEACHER REPRESENTATIVE) | TELPURA | TEACHER | PARENT TEACHER REPRESENTATIVE | 3 |
| 9. | MR. MOTALIB MIA (TEACHER REPRESENTATIVE) | A.W.H.O., DHOLKOT | TEACHER | TEACHER REPRESENTATIVE | 3 |

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| | | | | | |
|-----|---|-------------------|---------------|--------------------|---|
| 10. | MRS. AAFREEN SAAD (TEACHER REPRESENTATIVE) | BHAUWALA | TEACHER | H.O.D. COMMERCE | 3 |
| 11. | MRS. SEEMA GOYAL (OBSERVER PRINCIPAL) W/O: CAPTAIN GOYAL | | PRINCIPAL | PRINCIPAL | 3 |
| 12. | MRS. NAMRITA SHARMA (OBSERVER PRINCIPAL) W/O: ABHILASH | DALANWALA | PRINCIPAL | PRINCIPAL | 3 |
| 13. | BHARTI W/O PURAN K. GURUNG (TEACHER DEHRADUN PUB SCHOOL) | TELPURA | TEACHER | T.G. T | 3 |
| 14. | ASHEETI MAN SINGH S/O JAIPAL SINGH (TEACHER DEHRADUN PUBLIC SCHOOL) | NASHVILLA ROAD | TEACHER | T.G.T. | 3 |
| 15. | SHUBHAM KUKRETI (STENOGRAPHER) S/O: MR. MAHESH KUKRETI | BHAGWANPUR | CLERICAL WORK | CLERK | 3 |

Rules and Regulations of the Management Committee of Doon heritage School

- 1. Name of the committee:** Doon heritage School Management Committee
- 2. Address of the school:** Sunderban, Bhauwala, Dehradun, Uttarakhand
- 3. Membership of the Committee Members:** Three years.
- 4. Cessation of Membership:** The person shall be deemed to have ceased members of the committee on the happening of the following:
 - a) On his death
 - b) On being declared insane
 - c) On being convicted of any offence by the court of law.
 - d) On commission of any such act which brings disrepute to the society.



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5. Governing Body shall be consisting of the required members according to the Affiliation Bye laws.

6. Governing Body:

- a) **Constitution:** Governing body shall be elected by the members in the general body, which will have Chairman, Secretary and other representatives.
- b) **Meeting:** General meeting shall be done every session of the school. (Two times a year)
- c) **Notice:** Notice of 7 days in case of a general meeting and in case of emergency, notice of One day shall be given to the member.
- d) **Quorum:** Two Third or 10 of the members present in person shall form a requisite quorum.
- e) **Fill up of casual vacancy:** Casual vacancy shall be filled by the decision of the two third majority of the members of the governing body for the rest of the session.
- f) **Rights and duties of tie management committee:** The rights incudes

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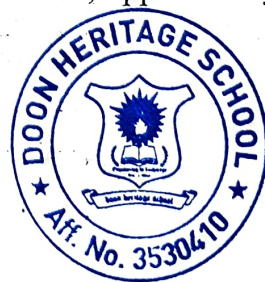
g) Term of Office: The term of office of the governing body shall be for a period of 3 years.

h) President/Chairman: Holding the meeting of the governing body, managing the working capital of the Society, and to work for the benefit of the school.

i) Secretary: Writing the minutes of the board, confirmation of minutes of the last in the next one, preparing Annual budget of the school, preparing income and expenditure statement, getting prepared and presenting the audit report in front of the board, send correspondences on behalf of the school, to appoint the member as decided by the governing body and to do all such acts which are not untraversed the act of the society/school.

j) Alteration in the rules or amendments of rules and regulations of the committee: In order to alter the rules and regulations of the school management committee the body will pass the resolution as per the provisions of Sec 4A (5) of Societies Registration Act, approved by the general meeting and submitted to the society members within 30 days.

Certified to be true translation of the original document.



[Signature]

Principal
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