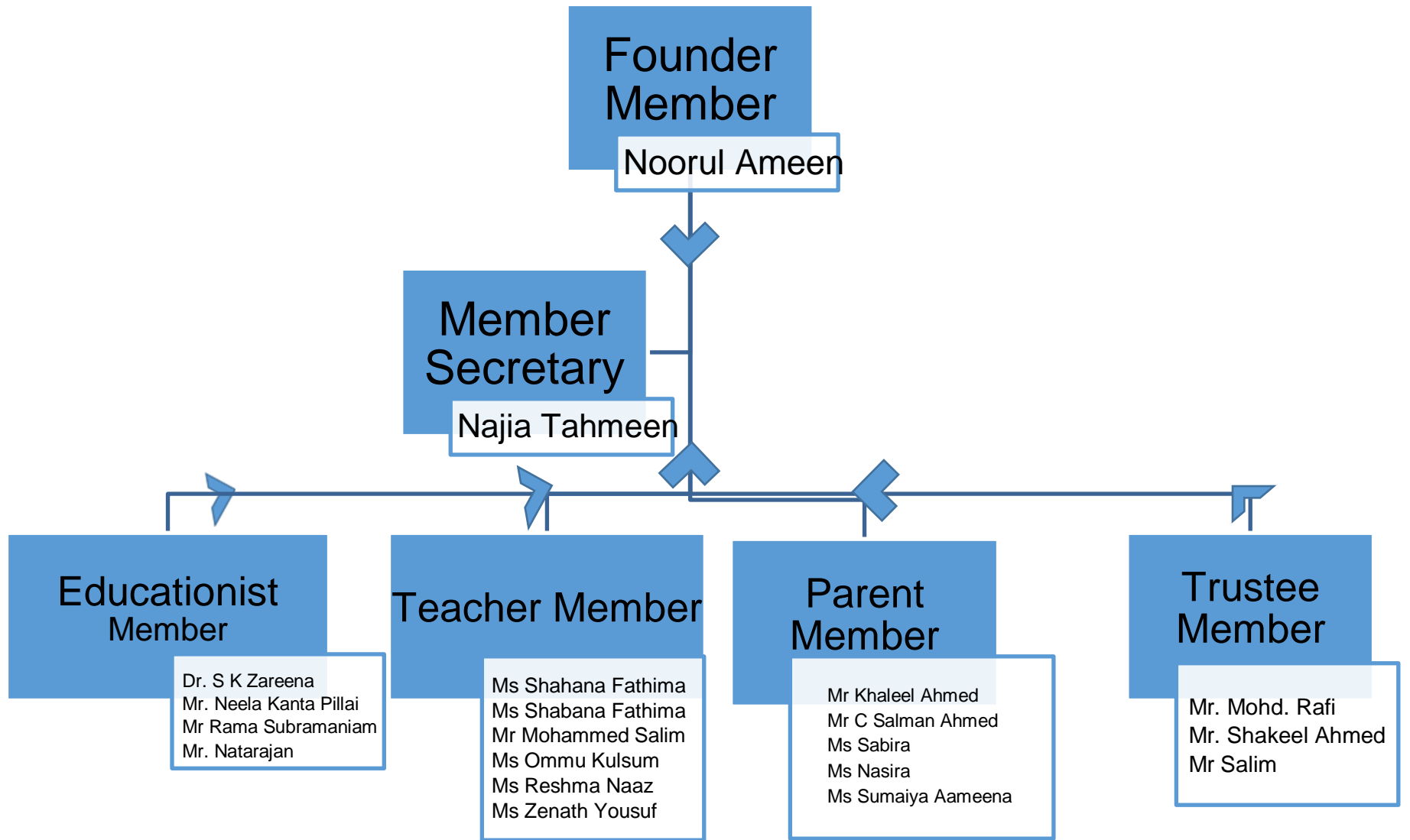


ORGANIZATION STRUCTURE OF SCHOOL MANAGEMENT COMMITTEE 0.2 VERSION

S. No.	Name	Occupation with Address	Address	Membership
1	Mr. K. Noorul Ameen	Founder & Correspondent Sana Model School	39, College Road, Nungambakkam Chennai-600006	Founder Member
2	Mrs. Najia Tahmeen	Principal Sana Model School	195/305, PH Road, Kilpauk Chennai-600010	Member Secretary
3	Mr. L. Neelakanta Pillai	Director Kola Perumal Chetty Vaishnav Senior Sec School	Kola Perumal Chetty Vaishnav Senior Sec School, Arumbakkam, Chennai-600106	Educationist Member
4	Mr Rama Subramaniam	Principal Kola Perumal Chetty Vaishnav Senior Sec School	Kola Perumal Chetty Vaishnav Senior Sec School, Arumbakkam, Chennai-600106	Educationist Member
5	Dr. S.K. Zareena	Assistant Regional Director IGNOU Regional Centre	3rd Floor, GR Complex, 407-408, Anna Salai, Nandanam, Chennai-600035	Educationist Member
6	Mr. Natarajan	Retired principal Kendriya Vidyalaya	No.430, HIG, TNHB, IV Avenue, Avadi, Chennai-600054	Educationist member
7	Mr. S. Mohamed Rafi	Al Haramain Education & Charitable Trust	Al Haramain Education & Charitable Trust, Park Town, Chennai-600006	Member
8	Mr. Shakeel Ahmed	Asst. Principal Madrasa Baaquiathus Saalihaath Arabic College	Baaquiathus Saalihaath Arabic College Anjuman Street, Vellore-632004	Member

9	Mr Salim	Trustee SANA Model School	51, Anderson street Chennai -1	Member
10	Mr Anjum Khan	General Manager Sana Group Of Schools	Jamals Manazil , Egmore Chennai - 6	Member
11	Mr Khaleel Ahmed	Eye Doctor An Noor Eye Hospital	Dr.Khaleel Ahmed MS, FRCS AN-NOOR EYE HOSPITAL 57, Vepey high road, periamet Chennai 3 Ph.No 044 42145331	Parent Member
12	Mr. C. Salman Ahmed	Software Engineer	6, Greams Road Thousand Lights Chennai-600006	Parent Member
13	Mrs Sabira	Teacher	Santha Towers J 403, paruthipattu Avadi, Chennai 71	Parent Member
14	Mrs Sumaiya Ameena Refayee A	Home maker	7A, Jamals Luxor Kattupakkam Chennai -56	Parent Member
15	Mrs Nasira	Teacher	38 Royal Garden Kattupakkam Chennai -56	Parent Member
16	Mr Mohamed Salim	Vice Principal (High School) Sana Model School	Sana Model School Kattupakkam, Chennai-600056	Teacher Member
17	Mrs. Shahana Fathima	Vice Principal (Primary) Sana Model School	Sana Model School Kattupakkam, Chennai-600056	Teacher Member

18	Mrs Shabana Fathima	Vice Principal (Middle School) Sana Model School	Sana Model School Kattupakkam, Chennai-600056	Teacher Member
19	Mrs Ommu Kuksum	Academic Coordinator (senior secondary) SANA Model School	Sana Model School Kattupakkam, Chennai-600056	Teacher Member
20	Mrs Reshma Naz	Academic Coordinator (High School) SANA Model School	Sana Model School Kattupakkam, Chennai-600056	Teacher Member
21	Mrs Zenath Yousuf	Academic Coordinator (Middle School) SANA Model School	Sana Model School Kattupakkam, Chennai-600056	Teacher Member



FUNCTIONS OF MANAGEMENT COMMITTEE

How are MC Members selected? On what basis is MC constituted?

The Management Committee members are selected as per following clauses.

- The Management committee of a private unaided school shall consist of not more than twenty one members;
- Every Management committee shall include the following namely:—
 - (a) The Head of the school. S/he will be a Member Secretary of the School Management Committee;
 - (b) Two parents of students studying in 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 Trust/Society/Company;
 - (e) Two members to be nominated by the Board;
 - (f) The remaining members to be nominated or elected as the case may be, in accordance with the rules and regulations of the society/trust/Company running the school.
- The term of the members of the Management 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/Society/Company.

Powers and Functions of the School Management Committee

- It shall supervise the activities of the school for its smooth functioning.

- It will work according to the specific directions given by the Society/Trust/Company regarding admission policy. However, it shall ensure that admissions are made as per merit without discretion of gender, disability, religion, race, caste, creed and place of birth etc. strictly as per state policy.
- It shall look into the welfare of the teachers and employees of the school.
- It shall evolve both short-term and long-term plans for the improvement of the school.
- It shall make appointment of teachers and non-teaching staff.
- It shall exercise financial powers beyond those delegated to the Principal within the budgetary provisions of the school.
- It shall take stock of academic programs and progress of the school without jeopardizing the academic freedom of Principal.
- It shall guide the Principal in school management.
- It shall ensure that the norms given in the Acts/Rules of the State/UT and of the CBSE regarding terms and conditions of service and other rules governing recognition/Affiliation of the school are strictly adhered to.
- It shall ensure that no financial irregularity is committed and no irregular procedure with regard to admission/examinations is adopted.
- It shall approve the rates of Fees and other charges subject to the conditions laid down
- It shall review the budget of the school presented by the Principal and forward the same to Society/Trust/Company for approval.
- It shall ensure the safety and security of children and staff of the school and give directions for improvement.

- It shall look in to grievances of the teachers and staff in connection with their service conditions and pay etc. and dispose such grievances in accordance with applicable rules.
- The School Management Committee will meet at least twice in an academic year
- **Do Teachers/Students have a say in selection of MC Members**
 - No. MC members will be nominated by the Trust or by the Board or by the Principal
- **How is the Performance of MC Members reviewed?**

The Performance of the MC members will be reviewed by the Founder & Correspondent for

- Their active involvement and interest in school activities
- Contribution of innovative ideas for Continual improvement
- School improvement plan

AUTHORITIES & RESPONSIBILITIES

Management Committee

DESIGNATION	RESPONSIBILITIES	AUTHORITIES
FOUNDER & CORRESPONDENT	<p>Manage school logistics and budgets</p> <p>Interview and hire school personnel</p> <p>Present data from school performance to Board members</p> <p>Support and provide opportunities for overall staff development</p> <p>Safety and security of the students</p>	<p>Review and implement School Policy and procedures</p> <p>Research new resources and techniques</p> <p>Oversee Legal and financial requirements</p> <p>Staff Performance Appraisal</p> <p>Grievance redressal</p>
TRUSTEE MEMBER	<p>Attend and participate in all SMC Meetings</p> <p>Review the achievement of goals and objectives</p> <p>Review of school performance reports</p>	<p>Allocation of resources</p> <p>Implement School Policies and new procedures</p> <p>Creating positive image of the school in the society</p> <p>Asses and reform school policies and procedures</p>
EDUCATIONIST MEMBER	<p>Provide training to school staff</p> <p>Participate in all SMC Meetings</p>	<p>Develop and implement new curriculum</p> <p>Suggest latest instructional techniques and trends</p>

	Assess effectiveness of teaching learning process	Implement Skill development strategies
PARENT MEMBER	Encourage all aspects of parental involvement Provide a channel to voice out parental concerns Support in developing and implementing policies	Assist parents in achieving mutual understanding Facilitate the realization of goals and objectives of the school
TEACHER MEMBER	Welfare of teachers and other employees Report on student performance and behavior Strengthen and improve performance in school Ensure regularity in staff and student Attendance	Staff grievance redressal Research new techniques and trends Strategies to educate differently abled children

AUTHORITY OF HEAD OF SCHOOL Principal

ADMINISTRATIVE	ACADEMIC	FINANCIAL	EXECUTIVE
School Governance	Academic Leadership	Financial Planning and Budget	School Administration
Develop and maintain quality assurance & school affiliation processes	Pursuit of excellence in teaching learning process	Manage finances including budgeting and planning for equipment and other infrastructure requirements	Staff recruitment Manage the admission procedures
Allocate duties to staff in an equitable manner	Ensure the effective and efficient performance of the teaching, learning and research	Monitoring expenditure against allocations;	Be part of the Performance Management process Support ongoing in-service training & development programs
Plan curriculum, instructional and assessment policies	Build up a good learning environment		Nurture staff's curriculum and instructional leadership

Set targets and priorities for development	Value quality rather than quantity in teaching and learning		Set targets and phases for Organizational change
Create curriculum space and time for teachers	Coordinate departments and support the autonomy of departments		Manage resources
Communicate effectively			Commend progress and improvements made
Remove barriers			Share knowledge and experience

AUTHORITIES & RESPONSIBILITIES All Positions In School

DESIGNATION	RESPONSIBILITIES	AUTHORITIES
VICE PRINCIPAL	<p>Improving Learning environment of the school</p> <p>Ensure High standard of excellence in academics and co-curricular activities</p> <p>Providing guidance to staff and students</p> <p>Annual Performance assessment of teachers</p> <p>Curriculum Planning & Development</p>	<p>Take disciplinary measures</p> <p>Heading the Examination committee</p> <p>Conducting Meetings/Assemblies & events</p> <p>Monitoring the smooth functioning of classes</p> <p>Redressal of parental and staff complaints</p>
HEADMISTRESS	<p>Ensure high standard of excellence in academics and co-curricular activities</p> <p>Monitoring smooth functioning of classes</p> <p>Supervise the assessment process</p> <p>Annual Performance Assessment of teachers</p>	<p>Decide on matters related to academics and co-curricular activities</p> <p>Conducting Meetings/ Assemblies/ events</p> <p>Examination & Discipline Committee</p> <p>Handling parental complaints</p>

ACADEMIC COORDINATOR	<p>Collaborate with curriculum developers to provide effective curriculum</p> <p>Be a part of the Admission process</p> <p>Conducting Examination & Open House</p> <p>Regular Class Observations</p>	<p>Review new curriculum</p> <p>Implement new educational tools and technology</p> <p>Overall Discipline</p>
HEAD OF DEPARTMENT	<p>Plan activities for holistic development of students</p> <p>Preparing students for Olympiads and inter school competitions</p>	<p>Manage and develop the Department</p> <p>School Magazine Committee</p> <p>Implementation of new methodologies in teaching</p>
ADMINISTRATION MANAGER	<p>Develop and train the administrative team</p> <p>Develop and implement policies and procedures</p> <p>School recognition follow up</p>	<p>Coordination with all school work</p> <p>Supervising day to day operations</p> <p>Supervising Accounts and Purchase process</p>
TRANSPORT MANAGER	<p>Check for Vehicle safety</p> <p>Handling students/ staff/ parents grievance</p> <p>Preparation of Budget</p>	<p>Vehicle Facility Management</p> <p>Recruitment of drivers and Attendants</p> <p>Expense Maintenance</p>

	RTO and FC Follow up	Monitoring fuel maintenance
ACCOUNTANT	<p>Cash inflow and outflow daily report</p> <p>Collection of fee and maintaining records</p> <p>Fund flow and budget reports</p> <p>Preparing Salary consolidated report</p>	<p>Maintaining all accounting reports</p> <p>Control of expenditure</p> <p>Prepare all creditors payment</p> <p>Statutory compliances</p>
OFFICE ADMINISTRATION STAFF	<p>Handling admission enquiries</p> <p>Distribution of books and uniform</p> <p>Handling ERP of the school</p> <p>Addressing parental queries</p>	<p>Website Maintenance</p> <p>Hazard Observation</p> <p>Repair and Maintenance</p>
TEACHERS	<p>Syllabus and Lesson Planning</p> <p>Teach syllabus as per required standards</p> <p>Employ innovative teaching methods</p> <p>Assess students to check understanding</p>	<p>Role of a Mentor and Guide for the students</p> <p>Organize co-curricular activities</p> <p>Providing guidance in all school activities</p>

	Support children with learning difficulties	
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PROCESS OWNERS 0.1 VERSION

PROCESS	OWNERS	TASKS
Human Resources	Ms. Najia Tahmeen	Regular reviews to meet the required standards Conduct performance appraisals Provide necessary training
Admission	Mr. Mohamed Salim	Document Policies and Procedures for admissions Prepare information on the school's policies Provide safe custody of the documents
Budgeting	Mr. Anjum Khan	Provide Financial resources to support sound educational programs
Complaint Handling	Ms. Shahana	Provide information about the complaint handling process to all Acknowledgement & investigation for redressal of complaint Closure of complaint

Health & Safety	Ms. Survath	<p>Comply with Health & Safety norms</p> <p>Provision for emergency situations</p> <p>Periodic health checkups</p>
Control of Records	Ms Sheeba Thomas	<p>Maintain records to evidence of conformity</p> <p>Establish documented procedures</p> <p>Identifying, indexing and storing records</p>
Examination	Ms. Zeenath Yousuf	<p>Analyze students' performance</p> <p>Revise curriculum and methodology of delivery</p> <p>Ensure confidentiality of examinations and paper setting</p>
Teaching Learning Process	Ms. Shabana Fathima	<p>Course planning and delivery</p> <p>Monitoring learning of students</p> <p>Record of course delivery</p>
Self-Assessment	Ms. Nabeela Jabeen	<p>Undertake self-assessment and manage the process</p> <p>Identify priorities for improvement plan</p> <p>Review the process</p>

Performance Review	Ms. Shahana Fathima	Periodic reviews to assess academic results Results of self-assessment Compliance status of the standard
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