

CHAPTER-3

PATRON, CHAIRMAN, SCHOOL ADMINISTRATION AND MANAGEMENT COMMITTEE (SAMC), DISCIPLINARY COMMITTEE AND COMPLAINT COMMITTEE FOR FEMALE EMPLOYEES/STUDENTS

Patron

41. Patron will be senior to the Chairman and generally follow the Chain of Command.
42. **Powers and Responsibilities of Patron.** Patron would exercise general supervision over various activities of the school. His powers and responsibilities are as under:
- Provide advice and guidance to the Chairman, SAMC and Principal from time to time as deemed fit.
 - Reviewing Officer for the annual confidential report of the Principal.
 - Accord approval to the composition of SAMC.
 - Approve appointment/confirmation of Head Masters of Schools including Primary wing.
 - Approve Proceedings of Departmental Promotion Committee (DPC).
 - Peruse budget of the school and accord confirmation.
 - Exercise financial powers as laid down in yellow book as amended from time to time.
 - Peruse the Audit and Action Taken Reports of the school and endorse directions as deemed fit.
 - Award major penalties to Principal/Vice-Principal/Adm Offr/Bursar on probation.
 - Confirm major penalties awarded by Disciplinary Committee to Adm Staff less Adm Officer/Bursar and faculty members.

School Administration and Management Committee (SAMC)

43. **Composition.** With a view to afford maximum freedom to coordinate and for day-to-day running of the Army Public Schools, SAMC will be formed where schools are established. 50% of members should preferably be females. Their composition would be:-

Chairman

- As nominated by Board of Administration.

Members

- Vice Chairman (If appointed)*

- One Senior GS/A/Q Staff Officer.

- One Commanding Officer Major/Minor Unit

- CWE or GE.

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- Two parents of students in the School.
- Two teachers of the School.
- Two educationists.
- Director Command/Formation AWES Cells, for schools in the station concerned.
- Principal
- * The Vice Chairman may be included in Composition of SAMC in special circumstances, with approval of Chairman Executive Committee.

Secretary

44. Chairman SAMC may invite the following based on requirement:

- (a) Deputy Commander of the Formation controlling the school.
- (b) Adm Comdt/SSO.
- (c) OC Sig Coy/IT qualified officer for advice on IT matters.
- (d) Staff Officer to Chairman.

Notes:-

1. Parents and teachers nominated as members of the SAMC will be rotated every year.
 2. Director Schools/nominated Director of HQ AWES will be member of the SAMC to attend a specific meeting on directions of Chairman Executive Committee. Director/Addl Director Command/Formation Cells will attend specific meeting on directions of Chairman Board of Administration. They will render technical advice to the SAMC wherever required.
 3. There will be no Vice Chairman of the SAMC without the permission of Chairman Executive Committee. No new appointment/designation will be created by the SAMC.
 4. Relatives of employees of school, as mentioned in Article 121, will not be members of the SAMC.
 5. Composition of SAMC will be approved by the Patron.
45. **Functions.** Functions of the SAMC are as under:-
- (a) Oversee functioning of the schools including school hours, vacation and holidays as per laid down policy.
 - (b) Ensure implementation of policies by regulatory bodies and directions of BOG, ECM, BoA and Patron.
 - (c) Examine Inspection Report and ensure rectification of all observations made by the Inspection Team.
 - (d) Examine proposed infrastructure projects and grant confirmation.
 - (e) Prepare five year roll on plan. Ensure availability of adequate funds for growth of the schools, pay and allowances of employees and routine expenditure while passing the budget.

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