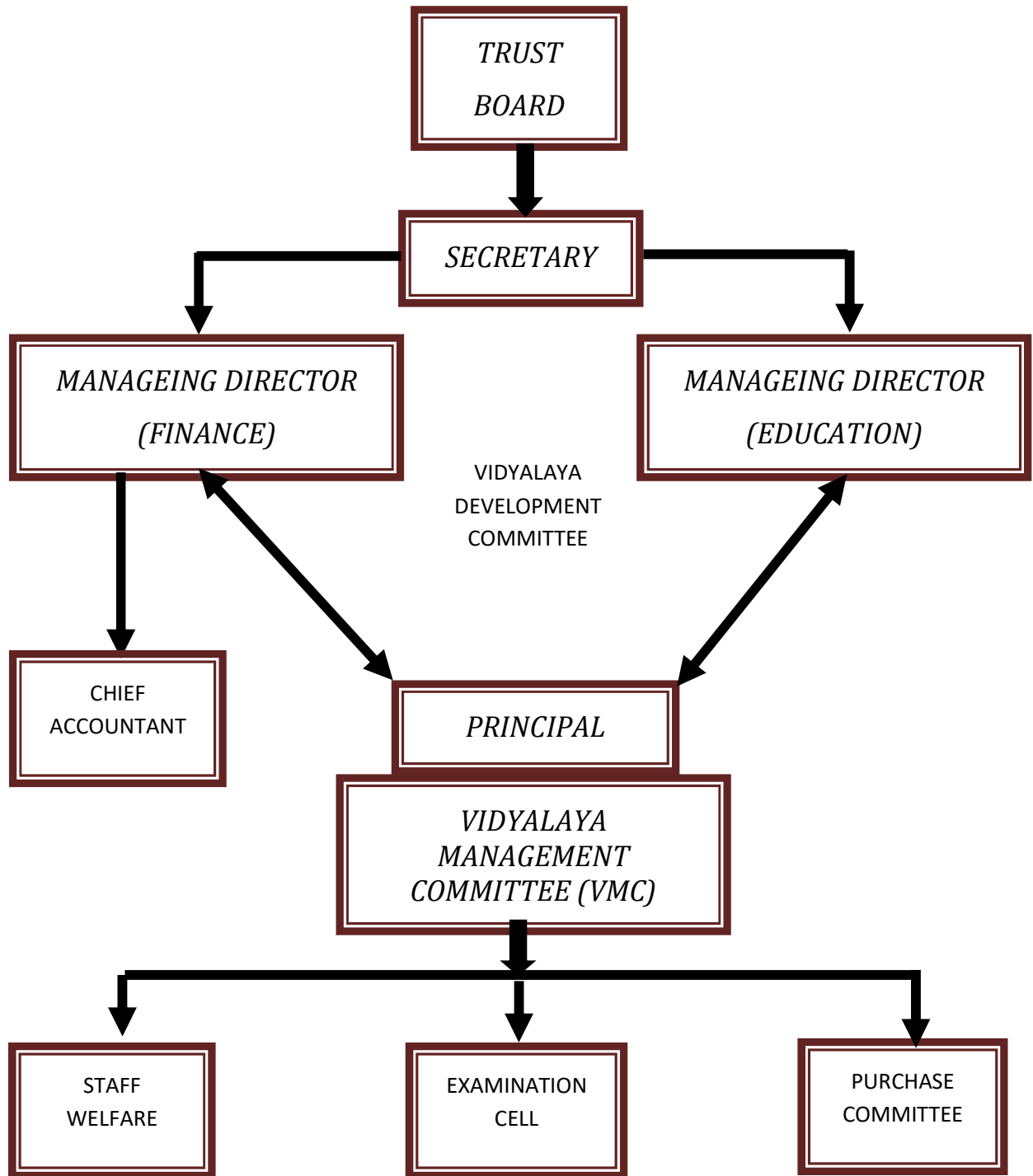


ORGANOGRAM OF SCHOOL MANAGEMENT





B. D. ACADEMY

☎: 06420-222175 / 223175

☎: +918002032231

(An English Medium co-educational Residential school)

KHEMICHAK, AMARPUR, BANKA, BIHAR

Affiliation No. – 330434

[Affiliated to C.B.S.E., New Delhi]

School No. –50364

Ref. No.:

Date:

SCHOOL MANAGEMENT STRUCTURE

The guidelines for the effective management of B. D. Academy (hereinafter called as school), provided by the mother organization, SRM Educational Trust (hereinafter called as Trust Board), are as follows

1. There shall be a Vidyalaya Development Committee (hereinafter called as VDC) constituted by the Secretary of the Trust Board, Managing Director (Education), Managing Director (Finance) and the Principal of the school shall be the ex-officio members of the VDC.
2. The meeting of the VDC shall be once in a year. The VDC will provide guideline for the management and the yearly financial allocation for the school.
3. The VDC shall be the body in between the Trust Board and the Vidyalaya Mangement Committee looking after the general and financial affairs of the school.
4. The school management committee, looking after the day to day activities for B. D. Academy shall be called as Vidyalaya Management Committee (hereinafter called as VMC). The VMC shall follow the rules and regulations of CBSE, New Delhi, in addition to the requirement of the school.
5. There shall be minimum nine (09) members in the VMC. The number of members may be raised, but cannot be reduced, subject to the approval of the Trust Board. The composition of members of VMC shall be as follows:
 - a. Principal of school shall be the Ex-officio Member Secretary of VMC and chair the meetings.
 - b. Two Nominated Teacher Member of the school.
 - c. Two Nominated Parent Members.
 - d. Two Outside Teacher Members.
 - e. Two Members Nominated by Trust Board.
6. Managing Director (Education) shall be the present in the meeting of VMC as Invited Member.
7. One of the Nominated Teacher Member may be appointed Convener by the Member Secretary of VMC
8. The VMC shall be empowered to take any decision for the development of the school and get the approval of the Managing Director (Education), who has been authorized by the Trust Board, before implementation.
9. With the approval of the Managing Director (Education), the VMC shall make rules and regulations for the effective functioning of the school.
10. Any decision related to the finance must be approved by the Managing Director (Finance).
11. There shall be three sub-committees under the VMC viz. Staff Welfare, Examination Cell and Purchase Committee. Each sub-committee must be headed by one of the members of VMC.
12. There shall be a bank account in the name of Principal, B. D. Academy in any nationalized bank near to the school. The bank account shall be operated by the joint signatures of the Principal and the Managing Director (Education).
13. The Trust Board will provide necessary funds to fulfill the requirements of the school
14. The Principal of the school is authorized to take decisions related to any purchase for the school not more than Rs. 50,000.00 (Fifty Thousand only) duly recommended by the purchase committee.
15. The Principal of the school is empowered to facilitate any employee with an advance of Rs. 10,000.00 (Ten Thousand only), if feel necessary, and later to be adjusted for the salary of the employee.

LIST OF MEMBERS IN VIDYALAYA MANAGING COMMITTEE (VMC)

B. D. ACADEMY, KHEMICHAK, AMARPUR, BANKA

SL	NAME	FATHER/SPOUSE NAME	ADDRESS	STATUS IN VMC	QUALIFICATION	OCCUPATION
1	Mr. Saurabh Gunjan	Late Dr. S. K. Daradhiyar	Hospital Road, Babupara (Behind Thakurbari), At. & PO. – Godda, Dist. – Godda, Jharkhand Ph-9431178671	Member Secretary	M.Sc. (Bot.), MBA, B.Ed.	Principal, B.D. Academy
2	Mr. Pravin Kumar Singh	Baikunth Prasad Singh	At & Po- Jethour-Jamua, Amarpur, Dist.-Banka, Bihar-813101 Ph-9934929485	Nominated Teacher Member & Convener of VMC	B.Sc.(Pass), B.Ed.	TGT, B.D. Academy
3	Arun Kumar Singh	Chhedi Singh	At-Nasaratkhani, Po-Champanagar, Via – Nathnagar, Bhagalpur, Bihar Ph-9973237014	Nominated Teacher Member	M.Sc.(Phy.), B.Ed.	PGT, B. D. Academy
4	Mr. Brajesh Kumar	Praduman Singh	At-Bhaluar, Po-Pawai, Amarpur, Banka Ph-9546855406	Nominated Parent Member	B.A. (H) History	Business
5	Mr. Manoj Kumar Rai	Late Sheetal Rai	At Barmasia, Po- Kenduar, Amarpur, Banka Bihar Ph-9931263973	Nominated Parent Member	Intermediate	Business
6	Ms. Neelam Singh	Mr. Sunil Singh	At & Po- Chaibasa, Dist.- W. Singhbhum, Jharkhand Ph-9931220538	Nominated Outside Teacher Member	M.Sc. (Che.), B.Ed.	PGT, SKP Vidya Vihar, Rajpur, Banka
7	Mr. Shahin Akhter	Haji Klimuddin	At & Po- Quaziwalichak, Dist.- Bhagalpur, Bihar Ph-8002029705	Nominated Outside Teacher Member	M.A., B.Ed.	Vice-Principal, SKP School, Banka
8	Mr. Manas Pathak	Nalinerayan Pathak	At & Po- Sonardanga, Indpur, Dist- Bankura (WB) Ph-9934521025	Nominated Trust Board Member	M.A. (Eco.), B.Ed.	Principal, SKP Vidya Vihar, Rajpur, Banka
9	Dr. K. C. Mishra	Janardan Mishra Pankaj	At & Po – Nayagaon, Parbatta, Dist. – Khagaria, Bihar Ph-9771713882	Nominated Trust Board Member	M.A.(Hindi), B.Ed.	PGT, SKP Vidya Vihar, Rajpur
10	Mr. C. B. Kumar	Sri D. N. Rai	Principal, Kendriya Vidyalaya, Banka 9472008892	Member	M.A.(Geo), B.Ed.	Principal, Kendriya Vidyalaya, Banka

This is to certify that there is no member of the VMC are blood related. Neither any member is related to each other in any way.