



SAHIL PUBLIC SCHOOL

KP-5, Khairpur, Greater Noida (U.P.)

(Affiliated by C.B.S.E.)

Affiliation No. : 2130930/ School Code : 60423

Email: sahilpublicschool68@gmail.com

(RUN BY DSR EDUCATIONAL DEVELOPMENT TRUST)

Ref. No.

Date 20/11/2025

SMC Constitution Date : 01st November 2025

School Management Committee (SMC) Policy

Objective

To provide governance, oversight, and strategic direction for Eternal Light Public School (ELPS) in alignment with CBSE Affiliation By-Laws.

Legal Requirement

As per CBSE Affiliation By-Laws 2023 (Clause 10.6 to 10.9), the constitution of a School Management Committee (SMC) is mandatory for all affiliated schools.

Composition

The committee shall consist of 11 to 21 members including:

- Principal (Member Secretary)
- Correspondent/Manager (Chairperson)
- At least 2 Teacher Representatives
- At least 2 Parent Representatives
- 1 Educationist
- 1 Member of the Trust/Society
- 1 Non-teaching Staff Representative
- 1 Community Member (Optional)

At least 50% of the members should be women.

Tenure

Each SMC will have a tenure of two (2) years. Members may be reappointed, ensuring continuity and rotation.

Roles & Responsibilities

The SMC is responsible for:

- Policy formulation and review
- Monitoring academic and infrastructure standards
- Reviewing financial planning and fee structure
- Assisting with recruitment and disciplinary proceedings
- Overseeing school safety and regulatory compliance
- Supporting school development plans

Meeting Requirements

- The SMC shall convene at least twice a year. Minutes must be documented, signed by the Chairperson and Member Secretary, and stored securely.
- Policy Review
- This policy is reviewed annually by the school management and amended as needed to comply with updated CBSE guidelines.



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Date ... 20.11.2025

SMC Constitution Date : 01st November 2025

SMC Tenure : 2 Years (From 2nd June 2025 to 1st June 2027)

List of Members

Name	Designation	Address
Mr. Parmeshwar Singh Rana	Chairperson (Correspondent)	B-110 Plot No. E-11, Prateek Fedora Sector-61, Noida
Mrs. Meera Kaira	Member Secretary (Principal)	F.No. -104 B LIB Bell Tower Sector-121, Noida
Mr. Thakur Pratham Rana	Trust/Society Member (Treasurer)	B-110 Plot No. E-11, Prateek Fedora Sector-61, Noida
DIOS	DIOS	Gautam Buddha Nagar
Mrs. Sanju Rawat	Member (Teacher)	C-335 Sector-22, Noida
Mr. Fariyad Khan	Member (Teacher)	Chaura Sadatpur Sector-22, Noida
Mr. Jayakrishna Nautiyal	Member (Parent)	Chaura Sadatpur Sector-22, Noida
Mrs. Sushma Bahuguna	Member (Parent)	F-39 Sector-22, Noida
Mr. Vijaypal Singh	Member (Principal)	Village Saini, Greater Noida
Mrs. Poonam Dixit	Member (Principal)	Village Chapraula, Noida
Mr. Rakesh Sharma	Member (Educationist)	B-146 Sector-52, Noida
Mrs. Jyoti Rana	Member (Educationist)	B-110 Plot No. E-11, Prateek Fedora Sector-61, Noida
Mrs. Sujata Guharoy	Member (Educationist)	F-5/1004 Panchsheel Green Sector 16 B Greater Noida
Mrs. Monica Zijoo	Member (Educationist)	C-100 Sector-22, Noida
Ms. Anshika Mishra	Non Teaching Staff	Z-402 B Sector-12, Noida


PRINCIPAL
SAHIL PUBLIC SCHOOL
KP-5, Khairpur, Greater Noida U.P.


Chairman
SAHIL PUBLIC SCHOOL
KP-5, Khairpur, Greater Noida U.P.