



SWAMI DAYANANDA SARASWATI VIDYALAYA, ROORKEE

Address : Gummawala, P.O. Sohalpur, Roorkee Distt- Haridwar - 247667 (U.K)
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Ref. No.

Date: 10/06/2024

School Management Committee (SMC) – Swami Dayananda Saraswati Vidyalaya, Roorkee.

1. Objective:

To ensure strategic planning, sound academic and administrative governance, and effective implementation of school policies to promote the holistic development of students and the professional growth of staff.

2. Composition of the Committee:

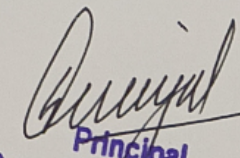
S.No.	Name	Role in Committee
1	Girish Chandra Uniyal	Chairperson (Principal)
2	Mr. Rohit Bijalwan	Member (Admin Officer)
3	Mr. Pradeep Dabral	Member (Estate Manager)
4	Mr. Prashant Saxena	Member (Accounts Officer)
5	Mr. Rajesh Nautiyal	Member (Sr. Academic Coordinator)
6	Mr. Ratan Roy	Member (Activity Coordinator)
7	Ms. Rupali	Member (Primary Coordinator)
8	Ms. Seema Satywali	Member Secretary (Sr. Teacher)
9	Ms. Praveen Saini	Member (Parent)
10	Mr. Sahul	Member (Parent)

3. Key Responsibilities:

- Review and approve academic plans, examination schedules, and staff deployment.
- Monitor student performance and learning outcomes.
- Evaluate teacher performance and recommend training needs.
- Review infrastructure and resource requirements.
- Ensure compliance with safety, discipline, and school policies.
- Address critical issues raised by staff, students, or parents.
- Recommend initiatives for school improvement.

4. Frequency of Meetings:

- Regular meetings: Once every month on 4th Saturday.


Principal
Swami Dayananda Saraswati Vidyalaya
(AIM for Seva)
Gummawala, Roorkee-247667

- Special meetings: As required for urgent matters

5. Agenda Template for Meetings:

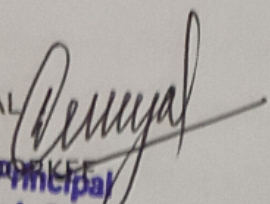
Meeting No.:	Date:	Time:	Venue:	Chairperson:

Agenda:

1. Welcome and opening remarks by the Chairperson
2. Confirmation of minutes of the previous meeting
3. Review of action taken report
4. Discussion on academic performance
5. Administrative updates
6. Staff issues and development plans
7. Infrastructure and procurement needs
8. Safety and discipline review
9. Any other matter with permission of the Chair
10. Closing remarks

6. Documentation:

- **Minutes of the Meeting (MoM)** to be recorded and circulated by the Member Secretary within 3 working days.
- **Action Taken Report (ATR)** to be reviewed in the next meeting.

PRINCIPAL
 SDSV, ROORKEE

 Swami Dayananda Saraswati Vidyalaya
 (AIM for Seva)
 Gummaula, Roorkee-247667