

SCHEME OF MANAGEMENT

OF

GYANNPITH – THE ABODE OF KNOWLEDGE, LOONPURIA, KAIBOTRA GAON, TINSUKIA

The information regarding the Scheme of Management and regulatory governance framework of "Gyannpith – The Abode of Knowledge" is established and structured as follows:

(a) The Power and Function of the Manager, Chairperson, and Other Members

The powers, administrative jurisdictions, and operational functions of the managing authorities will align strictly with the provisions of the relevant Non-Government Educational Institutions Act and Rules, in addition to the institutional directives outlined below:

1. The Manager

- **Meeting Convocation:** The Manager will formally call the School Management Committee (SMC) meetings as and when structurally required. In any given academic calendar year, at least 3 (three) statutory SMC meetings must be called.
- **Record Keeping:** The Manager will serve as the legal custodian of all official school records, keeping meticulous minutes of the SMC meetings, resolution notebooks, and structural archives.
- **Executive Execution:** Acting as the Chief Executive Officer of the school's administrative wing, the Manager will actively implement, monitor, and enforce all corporate resolutions passed by the SMC.

2. The Chairperson / Member Secretary (Principal)

- **Presiding Officer:** The Chairperson (or in their strategic absence/designation, the authorized head) will preside over all formal meetings of the School Management Committee.
 - **Financial Oversight:** The Chairperson will oversee and maintain all structural books of accounts and ensure that the institutional accounts are thoroughly audited annually by a certified Chartered Accountant in accordance with government and regulatory policy.
 - **Bank Operations:** Where operationally necessary, the Chairperson will operate the institutional bank accounts of the school jointly with the Member Secretary / Principal.
 - **Emergency Meetings:** The Member Secretary (Principal) may cause an urgent SMC meeting to be called by any designated member if it is discovered that an urgent institutional requirement exists and a meeting has not been actively called by the regular channels.
 - **Academic Management:** The Principal holds complete and singular responsibility for the comprehensive academic management of the school. This includes the supervision of internal examinations, baseline admission matters, student code of discipline, curriculum delivery, and day-to-day academic functions. The SMC will robustly support the Principal in discharging these duties upon request.
 - **Advisory Authority:** The Principal/Member Secretary is empowered to advise, guide, or direct the management framework on any matter deemed critical to the strategic growth, welfare, and best interests of the school.
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(b) School Management Committee (SMC) Members

The School Management Committee is formed in complete compliance with regulatory guidelines governing non-government educational institutions. The governing body for **Gyannpith – The Abode of Knowledge** comprises the following members:

S.No.	Name & Address	Qualification	Occupation	Designation in SMC
1	Gurdayal Singh Bansbari, Hijuguri, Tinsukia	M.Sc. (Agronomy)	Business	Chairperson
2	Baldeep Kour Bansbari, Hijuguri, Tinsukia	MCA, PGDGC	Principal, Gyannpith	Member Secretary
3	E. Sreenivasan Makum Road, Tinsukia	M.Sc. B.Ed	Chief Academic Director	Academic Director
4	Vikash Jalan Bansbari, Hijuguri, Tinsukia	M.B.A.	Manager, Gyannpith	Manager
5	Jaspreet Kour Bansbari, Hijuguri, Tinsukia	MA, Sahitya Ratan	Business	Executive Member
6	Barnalee Hazarika Bansbari, Hijuguri, Tinsukia	M.A., B.Ed	Teacher, Sarvajanin HS Valika Vidhyalaya	Educationist
7	Gurpreet Kour Jorhat Engineering College Road, Jorhat	Double MA, B.Ed	Teacher, Assam Rifles Public School	Educationist
8	Amarjit Kaur Ketkibari, Tezpur	B.Sc. B.Ed.	Retired KV Teacher (PRT)	Educationist
9	Rajashree Das Hijuguri, Tinsukia	B.A. D.El.Ed	Teacher, Gyannpith	Teacher Member
10	Rahul Dey Hijuguri Railway Colony	B.Sc.	Teacher, Gyannpith	Teacher Member
11	Pallavi Gogoi Dowarah Borguri, Bazaltoli Gaon, Tinsukia	M.A. D.El.Ed	Teacher	Parent Member
12	Diganta Sonowal Lankeshwar Gohain Nagar, Hijuguri	B.Com	Businessman	Parent Member
13	Badri Prasad Agarwal Hijuguri, Tinsukia	LLB	Lawyer	Member
14	Anupma Sharma Chirwapatty, Tinsukia	B.A.	Social Worker	Member
15	Dr. Preeti Garodia Dibrugarh	B.D.S.	Dentist	Member

(c) Power and Function of the SMC

The School Management Committee will collectively possess, execute, and monitor the administrative, systemic, and financial powers designated under the applicable regional non-government educational institutions statutory framework and legal guidelines.

(d) Procedure for Selection and Appointment of Staff

- **Recruitment Pipeline:** All structural vacancies across academic and non-academic departments will be formally advertised in widely circulated newspapers/social media platforms. Applications received will be comprehensively scrutinized per the pre-defined resolutions of the SMC, and qualified shortlisted candidates will be formally invited for a competitive interview panels.
- **Selection Criteria:** A definitive merit list of selected candidates will be compiled by the active interview board, and official appointment letters will be issued to the top-ranking candidates on the roster.
- **Probation and Regularization:** Every newly appointed incumbent will undergo a structural probation period of 1 (one) year. Upon the successful, verified, and satisfactory completion of the probation window, their services will be regularized within the institution.
- **Promotions & Statutory Benefits:** Regular teaching staff will be appropriately categorized into PRT, TGT, or PGT scales matching institutional needs. Regular employees will be entitled to structured annual increments, Leave Encashment (EL), Casual Leave (CL), medical leave allotments, and Provident Fund (PF) benefits as ratified by the sponsoring Trust and SMC.

(e) Minimum Qualification of Incumbents

The baseline educational and professional qualifications approved for employment at Gyannpith are explicitly structured as follows:

- **Principal / Academic Director:** Master's Degree in a relevant discipline (Science/Arts/Commerce) combined with a minimum of 6 years of robust teaching and institutional administrative experience.
- **Assistant Teachers:** Master's degree or Graduate degree in the respective discipline with excellent academic credentials. Candidates possessing formal pedagogical training (B.Ed. / D.El.Ed.) or verified prior institutional experience will receive clear preference.
- **Administrative Staff / Office Assistants:** Graduates in Arts, Science, or Commerce possessing professional proficiency in office management, software applications, and institutional record keeping.
- **Grade IV Staff:** Minimum foundational qualification of Class X standard completion from a recognized educational board.

(f) Salary Structure and Service Conditions

Remuneration Framework: The structural salary architecture for both teaching and non-teaching personnel is maintained strictly as per state regulatory norms and the fiscal guidelines of the sponsoring trust. Component adjustments and annual scale increments will be deliberated and finalized during the annual structural SMC assembly.

Service Terms: Detailed internal service conditions, employment benefits, and contractual obligations will be formally laid down by the sponsoring Trust in alignment with standard educational governing practices.

(g) Code of Conduct for Students

- **Institutional Alignment:** Students are required to strictly abide by the baseline rules, regulatory statutes, and cultural code of conduct established by Gyanpith.
- **Sartorial Discipline:** Attending school in the complete, prescribed, clean, and orderly school uniform is an absolute mandatory requirement for all sessions.
- **Zero Tolerance Policy:** Ragging, bullying, cyberbullying, or harassment of any form is strictly prohibited within the school campus and its extended digital environments.
- **Corrective Measures:** Any verified act of serious indiscipline, disruption, or misbehavior will be met with swift corrective measures, which may include formal written warnings, financial fines, or institutional expulsion based entirely on the gravity of the infraction.

(h) Supervision, Guidance, and Institutional Control

An internal **Discipline Committee** is hereby constituted by the SMC, consisting of the Principal (Member Secretary) and one designated Educationist Member. This committee will actively supervise, mentor, and regulate the professional conduct of both teaching and non-teaching staff. It will compile and submit comprehensive appraisals to the SMC whenever high-level administrative intervention or system realignment is deemed necessary.

(i) Fees Structure, Concessions, and Merit Awards

Approval Framework: The standard institutional fee structure will be finalized during the annual SMC meeting and submitted to the appropriate regional Fee Regulatory Committee for formal approval every academic year. No implementation of revised fee components shall take place without receiving explicit, written clearance from the regulatory authority.

Exemptions & Incentives: Admissions will strictly favor merit while respecting valid government reservation frameworks. The school will actively maintain structural policies to reward 100% student attendance, provide adequate rewards for extraordinary co-curricular or academic achievements, and offer institutional scholarships or fee concessions to poor yet highly meritorious students.

(j) Professional Development and Welfare Schemes

Teacher Empowerment: To ensure cutting-edge educational standards, the school will regularly organize and fund mandatory in-house professional development training, curriculum mapping workshops, and transaction skills modules conducted by recognized pedagogical experts.

Welfare Allocations: Provisions for a Contributory Provident Fund (EPF) and mutual welfare schemes, like (ESIC) will be readily available for all regularized employees as per standard norms. Joining these welfare accounts remains at the complete liberty and discretion of the individual employee.



10/6/26
Principal
Gyanpith
The Abode of Knowledge

Member Secretary / Principal
Gyanpith – The Abode of Knowledge, Tinsukia