

School Management Committee – 2025

Sr. No	Name	Designation	Address
1.	Mrs. Vinod Kumari Gautam	President	Jalesar, Etah
2.	Mr. Shilesh Chandra Gautam	Manager	Jalesar, Etah
3.	Mr. Nikhil Gupta	Principal	Kolkata, WB
4.	Mr. Mithlesh Gautam	Member	Jalesar, Etah
5.	Mr. Ved Prakash	Admin	Jalesar, Etah
6.	Mr. Dheeraj Rathi	Guardian	Jalesar, Etah
7.	Mr. Pravesh Kumar	Guardian	Jalesar, Etah


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 Jalesar (Etah)


MANAGER
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Affidavit format regarding members of Society/Trust being related/unrelated

It is certified the following members are in our Society/Trust and their details and information about their being related or unrelated are marked against their names:

S.No	Name of Members	Educational Qualification	Occupation	Name of Members related to persons mentioned in Column – 2	Details of relationship
1.	Mrs. Vinod kumari Gautam	M.Sc, B.Ed	Business	Mrs. Vinod kumari Gautam	Wife
2.	Mr. Ojasvi Gautam	B.Tech, MBA	Business	Mr. Ojasvi Gautam	Son
3.	Mr. Shilesh Chandra Gautam	B.Sc	Business	Mr. Shilesh Chandra Gautam	Manager
4.	Mrs. Aastha Kanwar	B.Tech, MBA	Housewife	Mrs. Aastha Kanwar	Daughter-in-Law
5.	Mrs. Mithilesh Gautam	M.Sc, M.Phil	Housewife	Mrs. Mithilesh Gautam	Sister
6.	Mr. Hari Mohan Gautam	M.Sc, B.Ed	Social Service	Mr. Hari Mohan Gautam	Brother- in-law
7.	Mr. Sandeep Raj	B.Com, MBA	Social Service	Mr. Sandeep Raj	Friend

All the above information is completely true. I shall be solely responsible if any information provided by me is found to be fault/misleading, and the "No Objection Certificate" is cancelled.

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PRINCIPAL/ HEAD OF SCHOOL

KEY RESPONSIBILITY AREAS (KRA)

1. Head of the School/Principal will be the ex-officio. Member Secretary of the School Management Committee.
2. Will function as the Head of the office of the school under his charge and carry out all Academics and Administrative duties required of a head of educational institute.
3. Will ensure that all provisions of the Affiliation and Examination byelaws and all directions given by CBSE from time to time strictly complied with.
4. Be the drawing and disbursing officer for the employees of the school however in the case of an unaided school, he may perform only such function, as drawing and disbursing officer as may be specified in the instructions issued by the Society.
5. Be responsible for the proper maintenance of accounts of the school, school records, service books of teachers, and such other registers, returns and statistics as may be specified by the Society/Board.
6. Handle official correspondence relating to the school and furnish, within the specified dates, the returns and information required by the State Government/Board.
7. Makes purchases of stores and other material required for the school in accordance with the rules governing such purchases and enter all such stores in the stock register and shall scrutinize the bill and make payments.
8. Conduct physical verification of school property and stock at least once a year and ensure the maintenance and stock register neatly and accurately.
9. Be responsible for proper utilization of the pupil's fund.
10. Make satisfactory arrangements for the supply of good drinking water and provide other facilities for the pupils and ensure that the school buildings, its fixtures and furniture, office equipment, lavatories, playgrounds, school garden and other properties of properly and carefully maintained.
11. Supervised and control the work of teaching and non-teaching staff of the school.
12. Be in-charge of admission in the school, preparation of the school timetable, allocation of the duties and teaching load to the teachers, and shall provide necessary facilities to the teachers for the discharge of the duties and conduct of School examination in accordance with the instruction issued by the Government/Board from time to time.
13. Plan the year's academic work in advance in consultation with his colleagues and hold staff meeting at least once a month, review the work done during the month and assess the process of the pupils.

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14. Help and guide the teachers to promote the professional growth and actively encourage their participation in courses designed for in service education.
15. Promote the initiative of the teachers for the self-improvement and encourage them to undertake pedagogical and other innovations which are educationally sound.
16. Super classroom teaching and secure cooperation and coordination amongst teachers of the same subject area as well as inter subject coordination.
17. Arrange for special remedial teaching of the children belonging to the weaker sections of the community also of other children who need such remedial teaching.
18. Arrange for informal and non-class room teaching.
19. Plan and specify a regular timetable for the scrutiny of pupil's written work and home assignment and ensure that the assessment and corrections are carried out timely and effectively.
20. Make necessary arrangement for organizing special instructions for the pupils according to the needs.
21. Organize and coordinate various co-curricular activities through the house system or in such other effective ways as he may think fit.
22. Develop and organize the library resources and reading facilities in the school and ensure that the pupils and teachers have access to and use of books and journals of established values and usefulness.
23. Send regularly the progress reports of the student to their parents or guardians.
24. Promote the physical well-being of the pupils, ensure high standard of cleanliness and health habits, and arrange periodical medical examinations of the students and send medical reports to parents or guardians.
25. Devote at least one period per day to teaching of the pupils.
26. Be responsible for sending teachers for the evaluation of answer scripts in respect of Board's Examinations and other duties related to academics, training and conduct of examinations as per requirements of the Board from time to time.
27. The Principle/Head of the school shall not refuse any duty assigned by the Board in connection with the conduct of examinations, evaluation of answer scripts, result processing and other ancillary activities. The Principal/Head of the School shall act as a Centre Superintendent whenever and wherever appointed by the Board and shall not delegate his authority, duties and responsibilities to any other person under any circumstances.

Schmidt
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The objectives of the Trust/Society, formation of School Management Committee, rights and functions, rights of the Principal.

Rights and functions:

1. To work for the upliftment and development of the organization.
2. To amend, change, or add to the rules and regulations of the organization by 2/3 majority.
3. To prepare the annual budget and outline of annual programs.
4. To receive donations, grants, funds, and contributions from Central and State Government departments, ministries, and other institutions, organizations, bodies, citizens, banks, etc., for the development of the organization and to utilize the received funds for fulfilling the objectives and charitable works in the interest of the organization.
5. To form sub-units and sub-committees for the development of the organization and to dissolve them and form new units if they perform poorly.
6. The manager/secretary will have the right to mortgage, pledge, and dispose of all movable and immovable assets of the organization for obtaining loans for the development of the schools and other institutions run by the organization.

Conditions:

- a) The registered society/trust of the school will be renewed from time to time.


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- b) There will be one member nominated by the Director of Education in the managing committee of the school.
- c) At least 10% of the seats in the school will be reserved for meritorious children of Scheduled Castes/Scheduled Tribes, and they will not be charged more than the prescribed fees for various classes in schools run by the Uttar Pradesh Madhyamik Shiksha Parishad/Basic Shiksha Parishad, U.P.
- d) The organization will not demand any grant from the state government, and if the school was previously recognized by the Madhyamik Shiksha Parishad and affiliated with the Central Board of Secondary Education, New Delhi/Council for the Indian School Certificate Examinations, New Delhi, then the recognition by the Parishad and the grant from the state government will automatically cease from the date of affiliation with the said examination boards.
- e) The teaching and non-teaching staff of the organization will not be given less salary and other allowances than the permissible pay scales and allowances for employees of government-aided educational institutions.
- f) Service conditions of employees will be established, and they will be provided with permissible retirement benefits as per the employees of aided non-governmental higher secondary schools.
- g) The organization will comply with all orders issued by the state government from time to time.


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- h) Hindi is being taught as a compulsory subject in the school and will continue to be taught as a compulsory subject in the future as well.
- i) The records/registers of the school will be maintained.
- j) No changes/amendments will be made in the above points 1 to 9 without the permission of the government and the department.
- k) It will be mandatory to include the restrictions from points 1 to 8 in the bylaws of the society.



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