

Opportunity school
IIT Kanpur
PROSPECTUS (NIYMAWALI)
AMENDED BYELAWS

1. Name of the Institution :- Manviya Seva Sansthan
(Opportunity School)
I.I.T.Kanpur
2. Full address of the Institution :- Place: I.I.T.Kanpur
P.O.: I.I.T. Kanpur-208016
3. Jurisdiction of the Institution :- To provide education to the poor children of residents
of IIT Campus such as domestic servants, milk men,
daily wage worker, dhobies and to others, in case seats
are vacant

4. Parts of Institution :- Management committee

5. Management committee
A- Formation

- :- (1) Director, IIT Kanpur will be the ex-officio chairman.
- :- (2) The Principal of opportunity school will be the ex-officio secretary to Management committee.
- (3) Members and working chairman will be nominated by the Director IIT Kanpur for a period of three years on the recommendation of the previous committee
- (4) There should be at least 10 members in the school Management Committee including ex-officio chairman, working chairman, secretary (Principal), two parents (As parents' representatives), and two teachers (As teachers' representatives).



B- Meeting

General meeting:- At least three meetings from July to May (one academic year) will be called by the Secretary on the approval of working Chairman. Written information will be sent to all members.

All the meetings will be presided by the working chairman.

Secretary:- Principal of Opportunity School will act as secretary to all the meetings.

प्रधान सहायक
फर्म्स, सोसाइटीज तथा चिदस
कानपुर

16/07/2024

Working Chairman
Opportunity School
I.I.T. Kanpur
Principal
Opportunity School
I.I.T. Kanpur
Teacher's Rep. Opportunity School

- C- Period of Notice :- Members will be informed in writing at least 24 hrs. prior to any meeting.
- D- Quorum :- At least 5 Members must be present in any meeting.
- E- Filling of vacant seats :- The Director, IIT Kanpur will nominate a member on the advice of the Management committee whenever a seat falls vacant for any reason.
- F- Duties of the Management committee :-
- To improve educational activities of the school
 - To decide policies for efficient administration of school affairs
 - To inspect various activities of the school
 - To receive donations for the school
 - To find solutions for the school problems.
 - To recommend names of members and other officials of next management committee to the Director.
 - To audit school accounts.
- G- Tenure :-
- The working chairman and member of the management committee will work for 3 years.
 - A person cannot hold the post of working chairman for more than one term (3 years). However, if the existing management committee feels it necessary for any specific reasons, it may request the Director to extend the tenure of the working chairman for one more year.

6. Rights and duties of the officials of the Management committee

The Management committee will work on behalf of the Ex-officio chairman, Director IIT Kanpur and he will be kept informed of the important decisions taken by the Management committee.

Working Chairman

Rights

i) To preside over the meetings of the Management Committee.

ii) To call the meetings of the committee through the Principal (Secretary)

Duties

i) To ask for 'vote' from the members on any controversy.

Chairman

Principal, Opportunity School

Principal, Opportunity School

Principal, Opportunity School

Principal, Opportunity School



सत्य-प्रतिलिपि

प्रधान सहायक
फार्म, सोसाइटीज तथा चिट्स

> Principal, K.V. IIT Kanpur

> Teacher's Rep. Opportunity School

Principal, Opportunity School

- ii) to approve the minutes of the meeting.
- iii) To raise school funds through individual donations with the help of Committee members.

Secretary

- Rights :-
- i) To call meetings of the Committee.
 - ii) Right to vote in the meeting.
- Duties :-
- i) To record the minutes of the meeting.
 - ii) To get the minutes approved by the Chairman.
8. Procedure for the amendments in the rules and regulations of the school and institution (constitution) :- Amendments in constitution of institution and school will be made by the management committee. Such amendments must be passed by at least 2/3 majority of management committee
9. School Account :-
- i) All the School funds are kept in an account in the name of the School at S.B.I., IITK branch. Account is operated jointly by the working Chairman and Principal.
 - ii) A cash book is maintained in the School to show income and expenditure of School.
 - iii) Employee salaries and other expenses will be determined in a way that the school's financial health is not impaired.

10. Audit of Accounts

- iv) All expenditure must be verified by the Principal or the working Chairman or both who will be jointly held responsible for it.
- v) A balance sheet will be presented in the management Committee at the end of each year.

Internal audit section of IITKANPUR will audit School accounts or any other employee of IIT nominated by the Director on the recommendations of the Principal or the Chairman.

11. Legal Disputes

Principal will handle all cases of legal disputes related to the School.



सत्य-प्रतिलिपि

Working Chairman
Principal, Opportunity School
I.I.T. Kanpur
Principal
Opportunity School
I.I.T. Kanpur

प्रधान सहायक
फर्म्स, सोसाइटीज तथा चिट्स
कानपुर
Teacher's Rep. Opportunity School
16/07/2024

- i) Minutes of Management Committee register - Responsibility of Principal.
- ii) Stock Register- Chairman, Principal
- iii) Cash Book- Chairman, Principal

General Operating Principles for Opportunity School

- A) The registered society of the school will be renewed from time to time.
- B) The managing committee of the school shall have one member nominated by the Director of Education
- C) At least 10% of the seats in the school will be reserved for the meritorious children of SC / ST and they will not be charged more than the prescribed fee for various classes in schools run by Uttar Pradesh Secondary Education Council / Basic Education Council.
- D) No grant will be sought from the state government by the institution and if the school is formerly recognized by the Council of Secondary Education and the school affiliation is received from Central Board of Secondary Education New Delhi / Council for the Indian School Certificate Examination New Delhi. Recognition from the council and grant from the state government will automatically end with the status of affiliation to the said examination council.
- E) Employees of state-aided educational institutions of teaching and non-teaching staff of the institution will not be given lower pay scales and other allowances than permissible pay scales and other devotees.
- F) Service conditions of employees will be made and allowable retirement benefits will be made available to employees in aided non-governmental higher secondary schools.
- G) The institution will follow whatever orders are issued by the state government from time to time.
- H) The records of the school will be kept in the prescribed form / registers, if yes, please attach a proposal for banning that all the order of school department / government is accepted from one to eight.
- I) No change / modification in the above sequence A to H will be given without the permission of the government and the department.

Where ever the word 'Chairman is used, denotes "working Chairman" and Secretary denotes "Principal of Opportunity School".

Disposal of property, in case of disorganization of Institute, will be done in according to Rule 13 and 14 of Societies registration.

working Chairman -

Principal, Opportunity School -

Principal, KV, IIT Kanpur

Teacher's Rep. Opportunity School -

16/07/2021

