

J&K POLICE PUBLIC SCHOOLS

MANAGEMENT-ORGANISATION AND FUNCTION

There will be a three-tier administrative command & control system for the smooth operations of the Police Public Schools. They are:-

- a) Board of Administration.
- b) Management Committee.
- c) General Administration.

(A) BOARD OF ADMINISTRATION

The Board at the Police Headquarters will comprise of the following:-

DGP	Patron
ADGP(Hqrs.)	Chairman (In case absence of ADGP(Hqrs.), IGP(Hqrs.) will function as Chairman)
ADGP Armed/L & O	Member
IGP (Hqrs.)	Member
IsGP at the Station.	Members
DIG (Administration) PHQ	Member
AIG Welfare.	Member Secretary

Range DIsG of Police/
District SP in case of
Leh & Kargil Schools.
(Administrative Officer)

Special invitees.

(1) Functions of the Board of Administration

The following will be the areas in which the board of administration will provide guidelines for the smooth functioning of the schools:-

- a) Location of Schools.
- b) Requirement of Buildings.
- c) Management of Buildings.
- d) Scholarship Policy.
- e) Reviewing the decisions of Management Committee.
- f) Policies for raising and management of funds for the schools.
- g) Maintenance of records at PHQ level.
- h) To formulate boards to conduct annual audit and physical verification of school property and stocks once every year.
- i) To review admission policy from time to time and fix the fee structure.

(2) Quorum

A minimum of five members present including Patron would be required for a meeting of the Board to take place. Minutes of the duly constituted meeting shall be properly recorded and circulated.

(B) MANAGEMENT COMMITTEE J&K Police Public Schools

The following will constitute the management committee of the Police Public Schools:-

Lady wife of the DG Police, J&K	Chairperson
Lady wives of Senior Police Officers (to be separately nominated by PHQ)	Members
DIG (Administration)	Member
Range DIsG of Police/ District SP in case of Leh & Kargil Schools. (Administrative Officer)	Members
AIG Welfare	Member Secretary/convener
Principal of concerned School	Member

Note: - Chairperson may co-opt any other Lady/Officer as member, if so required.

(1) Functions of the Management Committee.

- a) The Management Committee shall do all that it considers necessary or expedient for implementing the aims and objectives of Police-Public Schools.
- b) To frame major policy directives, guidelines and formulate rules and regulations for the day-to-day functioning of the J&K Police Public Schools.
- c) The Management Committee will be the Selection Committee for the staff of School, i.e. Principal, Teachers and other staff.
- d) Planning regarding new Schools and other improvements.
- e) To ensure implementation of decisions taken by it through the Administrative head of the school and the Principal.
- f) To promote an employee to the next higher post shall be the sole prerogative of the Management Committee and shall be as per the rules/criteria laid down for the purpose from time to time.
- g) Pay scales, annual increments and salary of the employees from time to time within the limits of the budget, any allocations and keeping the financial viability of the school in sight. The Managing Committee shall decide this amount after considering the qualification, merit and nature of work of each employee. Proposal by Management Committee will be referred to Board of Administration. It will only be suggestive and not binding on the Board of Administration. Board of Administration will endorse the structure proposal as per economic viability.
- h) Member Secretary will maintain the record of the meetings of the Management Committee regarding the J&K Police Public Schools.

(2) Quorum

The meeting shall be considered properly constituted only if a minimum of five members are present for the meeting. Minutes of the duly constituted meeting shall be properly recorded and circulated.

GENERAL ADMINISTRATION:

There will be a two-tier general administration system for each J&K Police Public School viz;-

- A. Administrators.
- B. Principal

(A) ADMINISTRATORS:

(1) Range DIsG in whose jurisdiction a particular school is located will be the Administrators of the Police Public Schools. For PPS Leh & Kargil, concerned District SsP shall function as Administrative Officers.

(2) The responsibilities of the Administrative Officers.

The following will be the powers and responsibilities of the Administrative Officers of the Police Public Schools:-

- a) To implement the policies and instructions/guidelines of the Management Committee.
- b) To conduct half yearly inspection of various records of school.
- c) To make satisfactory arrangements for supply of essential logistics & support whatsoever.
- d) Appointment of teaching, non-teaching staff as selected by the Management Committee.
- e) Taking care of security arrangements of school and campus during day and night, including "Fire prevention and fighting arrangements."
- f) To conduct at least one meeting annually with the parents of the wards studying in school to receive their feedback & suggestions related to the up-gradation of school.
- g) Ensuring of general up-keep, repair/maintenance of Vehicles, furniture and equipments.

(B) PRINCIPAL

(1) Selection

The Management Committee shall select the Principals of the Police Public School.

