

Motithang Higher Secondary School



Roles and Responsibilities of different committees

School Tender Committee

- Flow quotation
- Make comparative statement
- Opening of the quotation and awarding the tender

School HR Committee

- Nomination and selection of teachers/staffs/students for various conference/workshop/seminars/duties/training for in-country or ex-country
- Teacher requisition
- Forwarding of staff Leave application (EoL,/Study), resignation letter, transfer forms & awards
- Keep records of teachers/ students availing any opportunities (workshops, seminars, trainings, etc.) for future reference.
- Have proper system in place with criteria for the selection.

School Finance Committee

- Verification of bills/all documents related to the financial transactions should be thoroughly checked and signed.
- Sanctions of bills
- Budget allocation
- Budget approval for the various committees
- Looking for sponsors
- Auditing/monitoring of the financial states quarterly
- Maintain the financial discipline

School Publication Committee

- Collection of articles/news/editing
- Sent advertisement to the media
- Ensure timely publication of school magazine& school diary
- Conduct consultative meeting with the staff members

School Canteen Committee

- Call quotation
- Make comparative statement
- Opening of the quotation and awarding the canteen
- Monitoring of the canteen on hygiene/rate/quality/timing/services



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- Collect the monthly rent on time and deposit in the school account
- Set terms and conditions for the canteen
- Regularize the function of the canteen
- Fix monthly rent of the canteen
- Maintain proper cleanliness in and around the canteen.
- Check the quantity and quality of food.
- Sharing of suggestion/feedback from both sides in case of any problems.
- Call for meeting with the proprietor at regular intervals.
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School Library Committee

- Check budget from the Thromde
- Consult with the HoD for purchasing books
- Purchasing of library books during the book fair
- Keeping Stock ledger
- Maintaining of issue records
- Classification of new stock
- Selection of library books
- Physical Verification
- Ensure the neatness and tidiness in the Library

Students Support Service Committee & Discipline Committee:

- Support and guide the needy students
- Identify the needy students with the help of the school counselor
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Students Welfare Committee:

- Identify students who are economically disadvantaged
- Initiate various activities to raise fund
- Encourage parents to sponsor through private means
- Maintain financial record and keep track of beneficiaries' progress

Choeshey and Rimdo Committee:

- Coordinate Choeshayprogramme in the school as per the school calendar
- Conduct annual school rimdro

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Refreshment and purchase committee

- Coordinate refreshment during school programs
- Serve refreshments to the guests
- Allocate a proper place to store the refreshments
- Ensure there is proper place to throw the waste after the programs
- Ensure that all necessary items like cup and plates are arranged
- Get approval/collect money and:
 1. Buy the items for the programs as listed by the concerned committee
 2. Maintain and submit bills duly signed by the committee
 3. Arrange transportation for the purchase
 4. Present the bills in the staff meeting
 5. Involve the purchase committee during shopping

Games & Sports committee

- Supervise all games and sports activities.
- Maintain proper records of activities conducted for future references.
- Promote sporting activities in the school by conducting fair and healthy competitions.
- Recommend infrastructure development related to games and sports.
- Motivate student's participation in various games and sports activities to inculcate healthy life styles.
- Provide platform to exhibit student's ability and talent.
- Inculcate life skills and discipline through sports.
- Timely conduct of sport activity.
- Periodic meeting of committee member