(11) ਐਸ.ਐਮ.ਸੀ. ਗਠਨ ਜਾਂ ਸਿੱਖਿਆ ਸਮੁਦਾਇ ਬੈਠਕ ਵਾਲੇ ਦਿਨ ਤੋਂ ਪਹਿਲਾਂ, ਦੌਰਾਨ ਅਤੇ ਬਾਅਦ ਵਿੱਚ ਹੇਠ ਲਿਖੀਆਂ ਗਤੀਵਿਧੀਆਂ ਨਿਮਨ ਦਰਸਾਏ ਗਏ ਵੇਰਵਿਆਂ ਅਨੁਸਾਰ ਕੀਤੀਆਂ ਜਾਣਗੀਆਂ:-

TIMELINE

Activity	Responsible person/s	Dates
Before the SMC Constitution or Sikhya Samudaay Baithak		
Share the schedule (date & time) of the **Sikhya Samudaay Baithak** through Google Form. < https://forms.gle/1K1QUtTDWkzkuHo88 >	School head	**On 4th July, 2025**
Online orientation of all School Heads, BPEOs, BNO, CHTs, DRPs, SRPs, through YouTube Live on the process of SMC constitution. <Link, date & time will be shared separately>	Director of School Education (Elementary)	**< To be shared separately >**
On the day of the SMC Constitution or Sikhya Samudaay Baithak		
Conduct the following activities on the day of **Sikhya Samudaay Baithak** a. **School Head's address:** Parents are informed about updates from the school, the importance, roles, composition, tenure, and expectations from the SMC. b. At least one parent of every student enrolled in the school shall be invited to the school on the day of the Sikhya Samudaay Baithak. c. **Felicitation** of previous SMC Members for their work and contribution. d. **Inviting nominations from parents** by raising hands. e. **Finalizing parent representatives, Chairperson, & Vice-Chairperson, Elected Public representative or his/her nominee, and Education worker and Invitee members.** f. **Refreshments** (tea and snacks) can be served. g. **Collecting details:** New SMC members' details are collected, and names & signatures of all participants are taken in the SMC register in the format given in **Appendix A, B, & C.** h. **Introduction of the new SMC formed & distribution of ID cards to SMC members selected.** i. The details of the newly formed SMC shall be filled and submitted through the e-Punjab/MIS portal within one day of the Sikhya Samudaay Baithak.	School head	**Between 8th July, 2025 to 15th July, 2025**
Observe the process of SMC constitution in schools by randomly selecting schools across different blocks of the district and filling out a Google form to share their observations. < https://forms.gle/H7snoC491YU78QWr5 >	MPs, MLAs, MLA Coordinators, DEOs, Deputy DEOs, BPEOs, CHTs, and other relevant officers	**Between 8th July, 2025 to 15th July, 2025**

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Appendix A: Attendance Sheet

Sr. No.	Name	Position	Gender	Phone Number	Signature
1	Harpreet Kaur	Chairperson	Female	8837801165	H Kaur
2	Karamjeet Singh	Vice chairperson	Male	94177-59787	
3	Sandeep Rani	Member	Female	9855690601	Sandeep Rani
4	Sandeep Kaur	Member	"	88723-49446	
5	Amandeep Kaur	Member	"	99141-10631	Amandeepkaur
6	Jameela Begam	Member	"	87270-97165	Jameela Begam
7	Baljeet Kaur	Member	"	9855303458	
8	Gurpreet Singh	Member	Male	99885-19488	
9	Kanwaljeet Singh	Member	"	98148-68401	Kanwaljit Singh
10	Harjinder Singh	Member	"	62846-91582	
11	Majer Singh	Member	"	92564-33378	
12	Ramandeep Kaur	Member	Female	78885-98419	Ramandeep Kaur
13	Jaspreet Kaur	Teacher	Female	94655-08738	Jaspreet Kaur
14	Gurmel Dass	Elected nominee	Male	98725-54673	
15	Sukhman Singh	Education worker	"	98552-30601	Sukhman
16	Balwinder Singh	Sec.	"	97819-90643	

ਪ੍ਰਿੰਸੀਪਲ
ਸੀਨੀਅਰ ਸੈਕੰਡਰੀ
ਸਕੂਲ, ਬਾਲਦ ਖੁਰਦ (ਸੰਗਰੂਰ)

ਸੁਪਰਡੰਟ ਸੇਵਾਵਾਂ ਸਾਖਾ

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Appendix B: Details of the new SMC

School Name: Adarsh Sen. Sec. School Balad Khurd | District: Sangrur | Block: Bhawanigarh

School Head Name: Incharge Ramandeep Sharma | Ph. No. 8427951143 | E-Mail: adarshschool6k@gmail.com

Sr. No.	Name	Position	Gender	Name of the pupil	Relationship with the pupil	Class of pupil	Admission Number	Phone Number	Signature
1	Harpreet Kaur	Parent	Female	Mannatveer kaur	Mother	Prep II A	4981	88378 01165	Harpreet Kaur
2	Karamject Singh	Parent	Male	Manveer Singh	Guardian	8th B	3205	94177 59787	
3	Sandeep Rani	Parent	Female	Armandeep Singh	Mother	+1 Com.	4408	98558 90601	Sandeep Rani
4	Sandeep Kaur	Parent	"	Sukhman Preet Kaur	Mother	10th A	1751	88723 49446	
5	Amandeep Kaur	Parent	"	Karanveer Singh	Mother	10th A	1775	99141 10631	Amandeep Kaur
6	Jameela Begam	Parent	"	Rehana Khan	Mother	10th B	3792	87270 97165	Jameela Begam
7	Baljeet Kaur	Parent	"	Pushmeet Singh	Mother	9th B	2756	98553 03458	
8	Gurpreet Singh	Parent	Male	Jaismeen Kaur	Father	10th C	1998	99885 19488	
9	Kanwaljeet Singh	Parent	"	Agampreet Singh	Father	+1 Arts	2002	98148 68401	Kanwaljeet Singh
10	Harjinder Singh	Parent	"	Harman Singh	Father	8th C	2730	62846 91582	
11	Najer Singh	Parent	"	Navjot Singh	Father	+1 Arts	2494	92564 33373	
12	Ramandeep Kaur	Parent	Female	Jashandeep Kaur	Mother	+1 Arts	1383	78885 98419	Ramandeep Kaur
13	Jaspreet Kaur	Teacher	"	- Not Applicable -	- Not Applicable -	- Not Applicable -	- Not Applicable -	94055 08738	Jaspreet Kaur
14	Gurmel Dass	Elected Public representative or his/her nominee	Male	- Not Applicable -	- Not Applicable -	- Not Applicable -	- Not Applicable -	98725 54678	
15	Sukhman Singh	Education worker	"	- Not Applicable -	- Not Applicable -	- Not Applicable -	- Not Applicable -	98552 30601	Sukhman Singh
16	Balwinder Singh	Member Secretary and Convenor	Male	- Not Applicable -	- Not Applicable -	- Not Applicable -	- Not Applicable -	97814 90643	

We approved
3/2027

ਜ਼ਿਲ੍ਹਾ ਸਿੱਖਿਆ ਅਫ਼ਸਰ (ਸੈ. ਸਿ.)
ਸੰਗਰੂਰ।

ਸੁਪਰਡੰਟ ਮੈਟਰਨਿਟੀ ਹੋਮ
ਮਾਤਾ ਮੈਟਰਨਿਟੀ ਹੋਮ ਖੁਰਦ (ਸੰਗਰੂਰ)

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Internal Noting/ Resolution

School Name: Adarsh Sen. Sec. School

Date: 10-07-2025

Members Present 16.

Sr. No.	Name	Signature
1	Harpreet Kaur	[signature]
2	Karamjeet Singh	[signature]
3	Sandeep Rani	[signature]
4	Sandeep Kaur	[signature]
5	Amandeep Kaur	Amandeep Kaur.
6	Jameela Begam	Jameela Begam
7	Baljeet Kaur	[signature]
8	Gurpreet Singh	[signature]
9	Kanwaljeet Singh	[signature]
10	Harjinder Singh	[signature]
11	Majer Singh	[signature]
12	Ramandeep Kaur	Ramandeep Kaur
13	Jaspreet Kaur	[signature]
14	Gurmel Dass	[signature]
15	Sukhman Singh	[signature]
16	Balwinder Singh	[signature]

This is to formally note that the School Management Committee (SMC) of Adarsh Sen. Sec. School Balad Khurd has been constituted as per the provisions of the Right to Education Act, 2009. The first meeting of the SMC was held on *[Date]* at *[Venue]*, where all members were introduced, and the objectives and responsibilities of the committee were discussed.

The SMC comprises a total of 16 members. The committee shall work towards ensuring the holistic development of the school and the effective implementation of policies for the welfare of students.

The details of SMC members, their roles, and the resolutions passed in this meeting will be duly recorded in the official SMC register. The next meeting is tentatively scheduled for *[Next Meeting Date]*.

This note is issued for record and necessary action.

[signature]

ਸੁਪਰਡੰਟ ਸੇਵਾਵਾਂ ਸ਼ਾਖਾ

ਪ੍ਰਿੰਸੀਪਲ
ਆਦਰਸ਼ ਸੀਨੀਅਰ ਸੈਕੰਡਰੀ
ਸਕੂਲ, ਬਾਲਦ ਖੁਰਦ (ਸੰਗਰੂਰ)