



वायु सेना स्कूल, वायु सेना स्टेशन

सरसावा, सहारनपुर (उ०प्र०)

AIR FORCE SCHOOL, AIR FORCE STATION

SARSAWA - 247 232 DISTRICT SAHARANPUR (U.P.)

email : afssarsawa@gmail.com website : www.afssarsawa.org.in

Affiliated to CBSE New Delhi, Affiliation No. 2180026, School Code : 84057

संदर्भ सं०

Ref. No. 30W/2670/24/P1 (AFS)

दिनांक

Dated 07/03/2025

OBJECTIVES OF THE SCOCITY

The Indian Air Force Educational And Cultural Society (IAF & CS) is registered under the society's registration Act vide registration no. S/ 11214. The registered office of the society is at the Directorate of Education at Air Headquarter, New Delhi.

The society is a non-profit making welfare institution established, with its primary aim being promotion of education among the past and present employees of IAF, their children and families. The governing body of the society is the apex body of the IAFE&CS and all members of the governing body are ex-officio members and do not get any pay/ honorarium for their role in the society. It lays board policy framework within which all the Air Force School functions.

The composition of the governing body of the IAFE&CS is as given below and any individual members of the society are not the permanent members and membership depends on the posting profile. The tenure of all the members of all the governing body is on Ex- officio basis and is co- terminus with their respective offices in Indian Air Force.

OBJECTIVES OF THE SCHOOL

Air Force School was established in 1975. At that time the school had nursery and KG classes. With time the school developed and the number of classes increased gradually. At present

(2025-26) the school has classes from Bal Vatika-1 to class 10 running smoothly. The first board examination (class 10) of the school was held in the session 1999-2000 and the students achieved 100% success. The main objective of Air Force School is to be profit free and welfare oriented towards the society and along with this the aim of the school is to raise the level of education, increase knowledge, use of education, dissemination and promote knowledge of science, literature, art, culture. Mainly to reach the families of Indian Air Force and their children. The aim of the school is to develop the mental, moral, physical development of students of all levels (P-Primary, Primary, and Secondary). The duty of the school is to promote the best education, discipline, personal character and national spirit of the students. Therefore, the main aim of Air Force School, Sarsawa is to develop all round development of all the students.

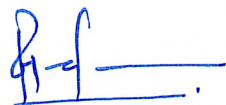
(a)	Chairman	Air officer in – charge Administration (AOA), Indian Air Force
(b)	Senior Vice Chairman	Director General (DG) Administration, Indian Air Force
(c)	Executive Vice Chairman	{Assistant Chief of Air Staff (ACAS) (Education) } Indian Air Force
(d)	Executive member	President Air Force Wives Welfare Association (AFFWA), Indian Air Force
(e)	Senior Member Accounts	ACAS (Accounts & Air Veteran) I A F
(f)	Senior Member	ACAS (Works)
(g)	Senior Member Legal	Judge Advocate General (Air)
(h)	Senior Member Education	Air Commodore Education
(i)	Members from Command School Management Committee	All Command Education Officers
(k)	Member Accounts	Director Non Public Fund
(l)	Member Cultural	Director Air Force Auditorium
(m)	Rep Air Warriors	Air Force Master Warrant Officer
(n)	Secretary	Group Captain Edn (Schools) at Dte of Edn, Air HQ

All Air Force schools under the IAFE&CS are non-governmental, non-profit making welfare institutions registered and administrated under the aegis of the society. The Air Force School are self sufficient and self sustaining institute and no financial assistance or grant is provided to the schools in any form

Air force school are managed by school Management Committee whose members are in ex-officio capacity.

No members are related to each other and bear a non-proprietary character.

Sl. No	NAME	APPOINTMENT	FATHER'S NAME	QUALIFICATION
1.	Air Commodore KK Gurao VM	Air Officer Commanding (Chairman)	Mr Krishna Gurao	M.Phil
2.	Group Captain Sunil Mahto	Chief Administrative Officer (Member)	Late Shri R R Mahto	B.Sc
3.	Wing Commander Sqn Ldr Charu	Senior Account Officer (Member)	Mr Harbir Singh	B. Com (Hons)
4.	Squadron Leader Anila John E	Senior Medical Officer (Member)	John E A	MBBS
5.	Mr Prasanta Kachari	Garrison Engineer (Member)	Padmeswar Kachari	Diploma in Electrical Engineering
6.	Flight Lieutenant RRS Jethwa	Station Work Officer (Member)	Late Shri J.N. Jethwa	B.E.
7.	MWO Sanjeet Gupta	Station Master Warrant Officer (Member)	Late Deo Narayan Gupta	BA, B.Ed
8.	Mrs. Preeti Vasistha	Teacher's representative (Member)	Mr Satish Kumar Kapil	B.Sc, B. Ed
9.	Sergeant Pankaj	Parents Representative (Member)	Late Uday Shankar Prasad	M.A.
10.	Sergeant Pradeep Rodage	Manager (Member)	Mr Kalyan Rodage	M.A. (Political Science) B.Ed
11.	Flight Lieutenant Pooja Madan	Senior Education Officer (Executive Director)	Mr. Pradeep Madan	M.Sc. (Operations Research)
12.	Mrs. Divya Garg	Principal (Secretary)	Mr. Adarsh Kumar Garg	M.Sc, M.A (English), B.Ed



(Pooja Madan)
Fit Lt
Executive Director
Air Force School Sarsawa

(Divya Garg)
Principal
Air Force School Sarsawa



(Divya Garg)
Principal
Air Force School, Sarsawa

CHAPTER 17

DUTIES AND RESPONSIBILITIES

1. **Principal/Independent HM.** The Principal/Independent HM is responsible to the ED for the following:-
 - (a) Academic Administration.
 - (b) School Administration.
 - (c) Finance.
2. **Academic Administration**
 - (a) To plan the annual academic schedule in consultation with the subject teachers. He/She is to hold monthly staff meetings to review progress of work, plan ahead and to assess the progress of the students.
 - (b) To supervise, guide and control the work of the academic staff of the School.
 - (c) To help and guide the teachers in their professional growth and ensure their participation in academic, curricular and co-curricular activities and courses/workshops designed for in-service training.
 - (d) To motivate the teachers towards self-improvement and encourage them to undertake educational assignments.
 - (e) To check the teacher's diary of all teachers at least once a month and ensure that it is maintained and updated as required.
 - (f) To supervise and observe class room teaching of a teacher at least once in a month and keep a record thereof.
 - (g) To supervise and guide the newly inducted teachers and ensure their proper orientation.
 - (h) He/She is responsible for framing and implementing the students' and teachers' time table. He/She is to form a committee of teachers for the purpose.
 - (j) To maintain a register of assessment of all students, class-wise and subject-wise, together with a description of the measures taken to remedy the weaknesses disclosed. Also to maintain this record as an Excel Worksheet in the computer in the Principal/HMs room for each student from the time he joins till he leaves the School.
 - (k) To ensure that adequate measures are adopted by teachers for teaching the exceptional children, children with learning difficulties and children with attention disorders.
 - (l) To orient the teachers towards Continuous and Comprehensive Evaluation System.
 - (m) To organise various co-curricular and extra-curricular activities through the House System.

- (n) To plan yearly educational excursions/ field trip schedule in consultation with the teachers. To ensure proper conduct of all educational excursions after clearance from the ED. To issue detailed written security guidelines to staff escorting such trips.
- (o) To develop the school library in terms of reading material and reading environment. In case of Secondary/Senior Secondary schools, to ensure implementation of the Library Management Software, availability of NDA Corner and latest books and periodicals on career guidance.
- (p) To take at least 11 periods per week and maintain interaction with students.
- (q) To maintain liaison with the nearest CBSE office.
- (r) To organize Annual day, Annual Sports Day and other important national days organized by the school every year in a befitting manner.

3. **School Administration**

- (a) To formulate and submit to the ED proposals for hiring teaching and admin staff and Helpers, provision of furniture, laboratory equipment and teaching aids, well before the commencement of the academic session.
- (b) Proper maintenance of school records, service books of academic and administrative staff, returns and statistics as prescribed by the Society and CBSE from time to time.
- (c) To handle all school correspondence and to ensure timely furnishing of all returns and information required by the Society and CBSE.
- (d) To ensure provision of amenities like filtered drinking water, adequate number of separate washrooms for boys, girls and staff and school cafeteria. She is to make certain that these amenities are brought up to the desired standard and all sanitary measures are taken to ensure health and hygiene in the school.
- (e) To ensure provision of adequate and suitable furniture for classrooms, labs, staff rooms and offices.
- (f) To ensure provision of adequate play equipment suitable to the category of the School. To ensure that all play equipment are regularly serviced and well-maintained. In case of Pre-primary and Primary classes, moulded furniture in contemporary design is to be procured.
- (g) To ensure the formation of Parent-Teacher Association (PTA) and to organise and conduct such PTA meetings.
- (h) To ensure conduct of annual medical examination of all students and maintenance and updating of health cards.
- (j) To liaise with the local units and civil authorities to ensure support for effective functioning of School.
- (k) To ensure setting up of a School website and ensure regular updation of latest information/events/activities through the website. He/She is to detail the Computer teacher/ any other suitable teacher as responsible for maintenance and updating of

the School website. To ensure that the teachers are well-conversant with the nuances of the internet.

(l) To forward leave applications of academic and administrative staff with his/her recommendations to the ED for approval.

(m) To formulate and implement a viable Disaster Management Plan in respect of the School. This should include a fire-fighting plan with earmarked escape routes, fire sirens and fully serviceable portable fire-fighting equipment. To ensure that fire evacuation drill is conducted at least once in six months for all classes and staff.

(n) To ensure availability of First-aid boxes in the School. She is to make certain that there are no time-expired medicines in the first aid boxes.

(o) To administer the School on sound administrative lines, create a conducive teaching-learning environment and to develop a healthy teacher-student relationship.

(p) To detail teachers on rotation basis as Duty Teacher to be available for opening and closing of school (at least thirty minutes prior and one hour after school working hours).

(q) To detail teachers on rotation basis for supervising children of Pre-Primary and Primary classes while boarding and de-boarding school buses. To ensure that only ayahs or lady teachers help the young girl students to board/de-board from school buses/vans etc. and that male attendants/bus conductors do not physically touch any of the girl students.

(r) To organize Annual day, Annual Sports Day and other important national days organized by school every year in a befitting manner.

(s) To ensure safety of children in school premises and service transport by strict implementation of the guidelines issued by CBSE on subject and all other steps felt necessary. In this regard CBSE guidelines issued vide Circular No. CBSE/AFF/Schools safety/19 dated 12 Sep 17, Air HQ letter Air HQ/IAFE&CS/19159/ED(BM 01) dated 02 Jan 15, 17 Oct 14, 18 Sep 17 and the latest guidelines issued on the subject are to be followed. A consolidated report on implementation on the above mentioned guidelines and other steps taken to ensure safety and security of students is to be forwarded by all AF Schools to Dte of Edn, Air HQ through their respective Command by 31 December every year.

(t) Any other duty assigned by the Chairman/ED.

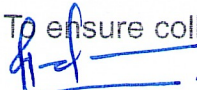
4. Finance.


(a) To formulate the Annual Development Plan by 31 March of the previous academic session in consultation with the ED and implement it after approval by SMC.

(b) To provide all assistance in the Annual Property Board of the School.

(c) To ensure that the Annual Development Plan, Annual Purchase Plan and Annual Maintenance Plan are prepared and progressed as per plan.

(d) To ensure collection, reconciliation of fees by the teachers and Admin staff.


(Pooja Madan)
Flt Lt
Executive Director
Air Force School Sarsawa


(Divya Garg)
Pr
Air Force School Sarsawa