

How to Create a Sahodaya School Complex ?

If you do not have Sahodaya Complex in your city, you may collaborate with your neighboring schools to create a new Sahodaya School Complex. The procedure to be followed is outlined below in easy steps:

- i.** 5-10 schools which are located geographically close to each other can come together. The Principal of any one school may convene a meeting of the Principals of all member schools to elect a President, Secretary, Treasurer and other office bearers on a rotation basis. They may give a name to their Sahodaya Cluster. In one district, there could be more than one Sahodaya Cluster depending on the number of schools and geographical locations.
- ii.** The members may draw up a set of bye-laws for the Sahodaya School Complex delineating the aims of the voluntary body, the functions, duration of office etc. of office bearers, list of main activities, periodicity of meetings, subscription etc
- iii.** An account in a local bank may be opened in the name of the Sahodaya School Complex to be operated jointly by any two office bearers. The account should be audited annually and details circulated to all the members.
- iv.** An action plan for the whole year may be prepared in consultation with all the members. Duties for carrying out different programmes may be allocated among members. The members should meet at least once a month to review the activities and to take up for discussion any issue of academic nature.

v. Once a Sahodaya Complex has been formed, the Secretary may send the details with names, addresses, phone numbers and e-mail ids of the President and Secretary to Director(Academic and Training), Central Board of Secondary Education, at the following email id: cbsecp@gmail.com. The details may also be sent by post to : Mrs. Archana Takhur, Assistant Education Officer, Central Board of Secondary Education "Shiksha Sadan", 17, Institutional Area, Rouse Avenue, Delhi-110002.