



OFFICE OF THE STATE PROJECT DIRECTOR
SSA RAJYA MISSION, ITANAGAR
ARUNACHAL PRADESH

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NOTIFICATION

Guidelines for composition and function of the School Management Committee in all the elementary level (Primary/Middle) including those attached to Secondary / higher Secondary Schools of Arunachal Pradesh.

A. RTE Act 2009 Chapter – IV

Section – 21 School management Committee:-

1. A School, other than a school Specified in sub – clause (iv) of clause (n) of Section 2, shall constitute a School management Committee consisting of the elected representatives of the local authority, parents or guardians of children admitted in such school and teachers:
Provided that at least three –fourth of members of such committee shall be parents or guardian: provided further that proportionate representation shall be given to the parents or guardians of children belonging to disadvantage group and weaker section:
Provided also that fifty percent of Members of such Committee shall be women.
2. The School Management Committee shall perform the following functions, namely:-
 - a) Monitor the working of the school;
 - b) Prepare and recommend School Development Plan;
 - c) Monitor the utilization of the grants received from the appropriate Government or local authority or any other source; and
 - d) Perform such other functions as may be prescribed.
3. Section 22 School Development Plan:-
 - 1) Every School Management Committee, constituted under sub – section (1) of Section 21, shall prepare a School development Plan, in such manner as may be prescribed.

- 2) The School Development Plan so prepared under sub – section (1) shall be the basis for the plans and grants to be made by the appropriate Government or local authority, as the case may be.

B. Model Rules under the right to children to Free and Compulsory Education Act' 2009.

Part – V : School Management Committee

Rules 13 : Composition and functions of the School Management Committee for the purpose of Section 21.

1. A School Management Committee shall be constituted in every school, other than an unaided school, within its jurisdiction, within six months of the appointed date, and reconstituted every two years.
2. Seventy five percent of the strength of the School Management Committee shall be from amongst parents or guardians of children.
3. The remaining twenty five percent of the strength of the SMC shall be from amongst the following persons:-
 - a) One – third members from amongst the elected members of the Local Authority, to be decided by the Local Authority;
 - b) One third members from amongst teachers from the school, to be decided by the teachers of the school;
 - c) Remaining one - third from amongst local educationist / children in the school, to be decided by the parents in the committee.
4. To manage its affairs, the School Management Committee shall elect a Chairperson and Vice – Chairperson from among the parents members. The Head Teacher of the school or where the school does not have a head teacher, the senior most teacher of the school, shall be the ex-officio Member – Convenor of the School Management Committee.
5. The School Management Committee shall meet at least once a month and the minutes and decision of the meeting shall be properly recorded and made available to the public. (with one copy each to the concerned authority)
6. The School Management Committee shall, in addition to the functions specified in clause (a) to (d) of section 21 (2), perform the following functions, for which it may constitute smaller working groups from amongst its members:-

- i) Communicate in simple and creative way to the population in the neighbourhood of the school, the right of the children as enunciated in the Act; as also the duties of the State Government, Local Authority, School, parent and guardian;
 - ii) Ensure the implementation of clause (a) and (e) of Section 24 and Section 28.
 - iii) Monitor that teachers are not burdened with non – academic duties other than those specified in Section 27;
 - iv) Ensure the enrollment and continued attendance of all the children from the neighbourhood in the school.
 - v) Monitor the maintenance of the norms and standards prescribed in the Schedule;
 - vi) Bring to the notice of the Local Authority any deviation from the right of the children, in particular mental and physical harassment of children, denial of admission, and timely provision of free entitlements as per section 3(2).
 - vii) Identify the needs, prepare a Plan, and monitor the implementation of the provision of section 4.
 - viii) Monitor the identification and enrolment of an facilities for learning by disabled children, and ensure their participation in and completion of elementary education.
 - ix) Monitor the implementation of Mid – Day meal in the school.
 - x) Prepare an annual accounts of receipts and expenditure of the school.
7. Any money received by the School Management Committee for the discharge of its functions under this Act, shall be kept in a separate account, to be made available for audit every year.
8. The accounts referred to in clause (j) to sub – rule (6) and sub – rule (7) should be signed by the Chairperson / Vice Chairperson and Convenor of the School Management Committee and made available to the local Authority with in one month of their preparation.

Rules 14: preparation of School Development Plan for the purpose of Section


- 1) The School Management Committee shall prepare a School Management Plan at least three months before the end of the financial year in which it is first constituted under the Act.

- 2) The School Development Plan Shall be a three year plan comprising three annual sub – plans.
- 3) The School Management Plan, shall contain the following details:-
 - a) Estimates of Class – wise enrolment for each year:
 - b) Requirement, over the three year period, of the number of additional teachers, including Head Teachers, subject teachers and part time teachers, separately for class I to V and class Vi to VIII, calculated, with reference to the norms specified in the Schedule.
 - c) Physical requirement of additional infrastructure and equipments over the three year period, calculated, with reference to the norms and standards specified in the schedule.
 - d) Additional financial requirement over the three year period, year – wise, in respect of (b) and (c) above, including additional requirement for providing special training facility specified in Section 4, entitlements of children such as free textbooks and uniform, and any other additional financial requirement for fulfilling the responsibilities of the school under act.
- 4) The School Development Plan should be signed by the Chairperson / Vice Chairperson and Convenor of the School Management Committee and Submitted to the Local authority before the end of the financial year in which it is to be prepared.

C. Actual Composition/ Size of School Management Committee in the schools of Arunachal Pradesh based on A and B above shall be as follows:-

- a) One chairperson shall be elected from the parents of the school;
- b) One Vice chairperson shall be elected from the parents of the school. (If Chairperson is a male than the Vice Chairperson shall be female or vice – versa)
- c) The Head Teacher / Headmaster Incharge / Teacher Incharge of the school shall be the ex – officio convenor.
- d) Five male parents of the school to be elected / selected by the parents as members;
- e) Five female parents of the school to be selected by the parents as members;
- f) One male and one female parent of the disadvantaged or disabled children of the school as members / minority community.
- g) Two Panchayat Raj Institution / Local Authority members as members / welfare society.

- h) One teacher of the school opposite gender of Head Teacher as member.
 - i) One local educationist / elite person as member;
 - j) One pupil good in academics opposite gender of educationist as in preferably from Class V if it is Primary or Class VIII if it is Middle (UPS) standard as member.
- (Total members including all categories shall be twenty).



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