

(Gujarati to English Translation of GoG Resolution)

**Formation of School Management  
Committee at school level as per the  
provision of Right of Children to Free  
and Compulsory Education Act - 2009**

Government of Gujarat  
**Education Department**  
**Resolution No.PRE-1295-2425-K,**  
Sachivalaya, Gandhinagar.  
**Dt.22/03/2011**

**Read:**

- (1) Resolution No: PRE-1295-1419(99)-K, Dated 19-10-1996 of Education Department.
- (2) Resolution No: PRE-1295-1419(99)-K, Dated 20-9-1999 of Education Department.
- (3) Resolution No: PRE-1295-1419(99)-K, Dated 22-8-2000 of Education Department.
- (4) Resolution No: PRE-1295-1419(99)-K, Dated 4-6-2003 of Education Department.
- (5) Resolution No: PRE-1295-1419(99)-K, Dated 31-1-2004 of Education Department.
- (6) Circular No:SSAM/TT/SAMITIRACHANA/2007/20379-417, Dated 4-7-2007 of Gujarat Council of Primary Education, State Project office.
- (7) Letter No: SSAM/RTE/(SMC)/10/33396, Dated 1-9-2010 of State Project Director, Sarva Shiksha Abhiyan Mission, Gandhinagar.

**Preamble :**

As per section-21 of the Right of Children to Free and Compulsory Education Act-2009 of the Government of India coming to force on 1/4/2010; it has been intended to form School Management (SMC) consisting of elected representatives of local authority, parents or guardian of the school children and teachers in the school except non-granted schools which do not get any type of assistance or grant from State Government or local authority to meet with its expenditure at the basic level. At the moment, for effective implementation of Sarva Shiksha Abhiyan Mission and for extending scheme benefits upto village level, village / word construction committees are prevalent vide resolution mentioned in read (1) to (4); to take up construction, maintenance and repair works the medium of rural education committees and local

public participation. It has to be desolved and the School Management Committee at school level has to be created as per the structure mentioned below referring to rule-13 of draft Model Rules prepared by Government of India under article-21 of RTE Act, 2009 and RTE Act. As per the provision of the Act, in the minimum 75 percent members of the proposed School Management Committee, parents or guardian of students (Including deprived group and parents or guardian of weaker sections should be equally represented) and 50 percent women members; it was under consideration by the Government to form School Management Committee. After careful consideration in this regards, it has been resolved to form following composition of committee.

**Resolution :-**

**1. Structure for formation of school management committee.**

- (1) In the jurisdiction of every school except non-granted school specified in para (4) of sub section (THA) of article – 2 of the RTE Act, 2009; School Management Committee has to be formed and it should be re-structured on every two years.
- (2) School Management Committee will be consisting of total 12 (twelve) members in which 75 percent (9) members will be from the parents or guardians of school studying children and deprived group and weaker section group parents or guardians should be equally represented.
- (3) In the remaining 25 percent members, following persons should be included.
  - a. One member – an elected members of local authority which will be decided by local authority (Gram Panchayat, Nagar Sikshan Samiti)
  - b. One member – a teacher from school teachers decided by the teachers.
  - c. One member - decided by the local educationist / parents included in the committee from school children.
  - d. Local Mason ( a mason from nearby village if there is no mason in the village) (This member has to be appointed by the chairman of the School Management Committee)

- (4) School Management Committee will select chairman and deputy chairman from the member included as parent in the committee to run its daily administration. School Principal or Senior Teacher of school where there is no Principal in the school / will be ex-officio member secretary of School Management Committee.
- (5) The meeting School Management Committee has to be held at least once in every month. The notes on minutes and the decisions taken should be made / maintained properly and put before the public for their intimation.
- (6) Besides the duties mentioned in paragraph (K) to (GH) of sub-section (2) of article-21 of RTE Act; School Management Committee has to perform duties prescribed below and for which, the committee can form small work groups from its members.

## **2. Duties of School Management Committee**

1. It will monitor on school functionary.
2. It will prepare school development plan and recommended.
3. It will monitor ours use of grant received from state government or local authority or any other source.
4. It will explain about the rights received by the children under RTE Act-2009 in s simple and creative style in the nearby public of school.
5. It will ensure implementation of sub-section (K) and (G) of article-24 and article -28 of RTE Act-2009.
6. It will monitor that no other non-education duties other than these described in the section-27 of RTE Act-2009
7. It will ensure nominations and regular presence of all the children of nearby area of the school.
8. It will monitor so that norms and criteria for the school prescribed is schedule of Right of Children to Free and Compulsory Education Act-2009.

9. It will bring to the notice of local authority like violation of right to education of children specially physical punishment and mental torture of children, ban on entry and non-payment of financial assistance in time, prescribed in section-3 (2) of RTE Act-2009.
10. It will prepare scheme to identify requirements of children who have been deprived from admission or who have not completed primary education; for the implementation of provision of article-4 of RTE Act-2009.
11. It will monitor on identification of handicapped children, their nomination and facilities for their for their education and ensure their partnership so that they complete primary education.
12. It will monitor on implementation of Mid Day Meal scheme for children in the school.
13. It will prepare annual accounts of income and expenditure of school.
14. It will have to maintain separate accounts for the money to be received by School Management Committee to perform its duties under the act and show them to audit every year.
15. The accounts prescribed in above serial number (13) and (14) has to be signed by chairman / vice-chairman of School Management Committee and submit before the local authority in one month of its preparation.
16. It will take up construction, maintenance and repairing works of school building by public participation and supervise / monitor them.
17. It will have to observe that financial fund received in School development / improvement program is properly utilized, the materials are purchased by inviting competitive rates from the merchant offering lowest rate and if is used in a qualitative and economic manner as per the school requirement and scheme guide for the benefit of school.
18. It will execute other work prescribed by the State Government or Director (Primary Education) or State Project Director (Sarva Shiksha Abhiyan) or District / Nagar Sikshan Samiti.

19. It will have powers to appoint and remove manager, and assistant of Mid Day Meal scheme for effective control of Mid Day Meal scheme.
3. School Management Committee has to appoint manager, cook and assistant of Mid Day Meal scheme. In the case when School Management Committee is not appointing in time and the committee is not removing them in time even on irregularities, the powers to remove them is entrusted to Taluka Mamaltadar or the authority prescribed time and again by the State Government.
4. As 75 percent of members in School Management Committee are guardians and 50 percent members are women and it has to monitor are of every grant; Village Education Committee, Village Construction Committee, Parents Teachers Association, Mother Teachers Association are terminated as they are not required.

This resolution is forwarded by the approval received on the note dated 1-3-2011 from the government on the even numbered file.

By the order and in the name of the Government of Gujarat.

**Sd/-**  
**( S. B. Garasia )**  
Deputy Secretary (Primary Education),  
Education Department,  
Government of Gujarat

To

- Principal Secretary to the Hon. Governor, Rajbhavan, Gandhinagar.
- The Secretary to Hon. Chief Minister, Gandhinagar.
- The Personal Secretaries to all Hon. Ministers / Ministers of State / Hon. Parliamentary Secretaries, Sachivalaya, Gandhinagar.
- The Personal Secretary to Principal Secretary (Education), Sachivalaya, Gandhinagar
- The Personal Secretary to the Secretary (Primary Education), Sachivalaya, Gandhinaga.
- All Departments of Secretariat, Gandhinagar.
- Commissioner, Mid Day Meal and Schools, Gujarat State, Gandhinagar
- Director, Primary Education, Gujarat State, Gandhinagar.
- State Project Director, Sarva Shiksha Abhiyan, Sector - 17, Gandhinagar

- Director, Continuing Education, Gujarat State, Gandhinagar
- Director, GCERT, Gujarat State, Gandhinagar
- Director, Gujarat State Board of School Textbooks, Gandhinagar
- Secretary, Gujarat Secondary and Higher Secondary Education Board, Gujarat State, Gandhinagar
- All Municipal Commissioners
- All District Development Officers
- All District Primary Education Officers / Education Officers
- All Administrative Officers, Municipal Corporations, Municipalities and Nagar Panchayat
- Accountant General, Rajkot / Ahmedabad
- Pay and Accounts Officer, Ahmedabad / Gandhinagar
- All District Treasury Officers
- The Examiner, Local Fund Accounts, Gujarat State, Gandhinagar.
- Director of Information, Gujarat State, Gandhinagar. For publication in prominent Daily Newspapers of State.
- All Officer in Education Department
- All Branches in Education Department
- Computer Cell, Education Department, Secretariat, Gandhinagar (To put Online)
- Select file / Deputy Section Officer, Select file, K - Branch

} Through Director,  
Primary Education

(Gujarati to English Translation of GoG Resolution)

**Right of Children to free and  
Compulsory Education Act - 2009  
structure of School management  
committee**

Government of Gujarat  
**Education Department**  
**Amendment Resolution No.PRE-1295-2425-K,**  
Sachivalaya, Gandhinagar.  
**Dt.02/08/2011**

**Read:**

- (1) Resolution No: PRE-1295-2425-K, Dated 22-3-2011 of Education Department.
- (2) Letter No: SSA/Community (SMC Resolution)/2011/18984, Dated 25-5-2011 of State Project Director, Sarva Shiksha Abhiyan Mission, Gandhinagar.

**Amendment Resolution**

**Read:**

Education department resolution Dt. 22-3-2011 , No.1School management Committees are formed in primary schools.

According to the provisions mentioned in para-1 (3) (Kh) and (Gh) as well as para-1(5) resolution for the structure of School management Committee are changed in place of following provisions are made.

- 1 (3) Kh. One of the members is selected by school teachers served as a Senior Teacher. In the absence of a Principal that teacher will perform the duty as a secretary
- Gh. Local mason (if local mason is not available in the village then a mason from the nearest village) (Chair person of School management committee has to appoint the mason) mason has to perform a duty as a adopted member and does not have a right to vote.
- 1(5) Minimum one meeting of School management Committee is required to be call every three

By order and in the name of the Governor of Gujarat.

**Sd/-**  
**( S. B. Garasia )**  
Deputy Secretary (Primary Education),  
Education Department,  
Government of Gujarat

To

- Principal Secretary to the Hon. Governor, Rajbhavan, Gandhinagar (Through Letter)

- The Secretary to Hon. Chief Minister, Gandhinagar.
- The Personal Secretaries to all Hon. Ministers / Ministers of State / Hon. Parliamentary Secretaries, Sachivalaya, Gandhinagar.
- The Personal Secretary to Principal Secretary (Education), Sachivalaya, Gandhinagar
- The Personal Secretary to the Secretary (Primary Education), Sachivalaya, Gandhinaga.
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- State Project Director, Sarva Shiksha Abhiyan, Sector - 17, Gandhinagar
- Director, Continuing Education, Gujarat State, Gandhinagar
- Director, GCERT, Gujarat State, Gandhinagar
- Director, Gujarat State Board of School Textbooks, Gandhinagar
- Secretary, Gujarat Secondary and Higher Secondary Education Board, Gujarat State, Gandhinagar
- All Municipal Commissioners
- All Collectors
- All District Development Officers
- All District Primary Education Officers / Education Officers
- All Administrative Officers, Municipal Corporations, Municipalities and Nagar Panchayat
- All Mamlatadar and Taluka Development Officers,
- Accountant General, Rajkot / Ahmedabad
- Pay and Accounts Officer, Ahmedabad / Gandhinagar
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- Director of Information, Gujarat State, Gandhinagar. For publication in prominent Daily Newspapers of State.
- All Officer in Education Department
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- Computer Cell, Education Department, Secretariat, Gandhinagar (To put Online)
- Select file / Deputy Section Officer, Select file, K - Branch

} Through Director,  
Primary Education



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**Change in structure and functions  
of School Management Committee  
at School level**

Government of Gujarat  
**Education Department**  
**Amendment Resolution No.PRE-1295-2425-K,**  
Sachivalaya, Gandhinagar.  
**Dt.04/11/2011**

**Read:**

- (1) Resolution No: PRE-1295-2425-K, Dated 22-3-2011 of Education Department.
- (2) Revised Resolution No: PRE-1295-2425-K, Dated: 2-8-2011 of Education Department.

**Amendment in Resolution:**

It is bring to the notice number (1) declared by the Education Department dated 22-3-2011 and number (2) update/amendment of the resolution dated 2-8-2011 by the formation of School Management Committee at the school level.

2. According to resolution paragraph-2 functions and responsibilities of school management committee have been provisioned. Sub paragraph 19 of paragraph 2 powers of the district Mamlatdar arw now Following powers are transferred to the School Management Committee.

(19) Appointment of mid Day meal administrator, cook and assistant are appointed by the School management Committee for effective control of the Mid day meal Scheme.

Now the above mentioned powers are taken back from school management committee and re-assigned to the Taluka Mamlatdar.

3. Resolution dated 22-3-2011 preceding paragraph- 3 has been removed.

4. Except/Apart from above change mentioned in the reference (1) in the Resolution dated 22-3-2011 and Reference (2) mentioned in Dt. 2-8 -11 Update Status of the other provisions shall remain same.

By order and in the name of the Governor of Gujarat.

**Sd/-**  
**( S. B. Garasia )**  
Deputy Secretary (Primary Education),  
Education Department,  
Government of Gujarat

To

- Principal Secretary to the Hon. Governor, Rajbhavan, Gandhinagar (Through Letter)

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Through Director,  
Primary Education