

NO.F.13 (3-60)-SE/GL-I/2011(V - II )  
GOVERNMENT OF TRIPURA  
EDUCATION (SCHOOL) DEPARTMENT

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Dated, Agartala the 16/08 /2011.

**NOTIFICATION**

**Subject: -** Composition of School Management Committee as provided in Part II of the Right of Children to Free and Compulsory Education Rules (Tripura), 2011 – instructions regarding.

The undersigned is directed to refer to this Department Memo No. NO.F.13 (3-60)-SE/GL-I/09 dated 06-01-2011 requiring formation of School Management Committee in every school as provided in section 21 (1) of the Right of Children to Free and Compulsory Education Act.2009.

The undersigned is also directed to convey that the above Memo stands cancelled following notification of the Right of Children to Free and Compulsory Education Rules (Tripura), 2011 in the Tripura Gazette on 11<sup>th</sup> July,2011 (extra ordinary issue) .The Rules have come into effect from the 15<sup>th</sup> August, 2011.

As provided in Part II of the Rules, every school, other than the privately managed unaided schools, shall have a **School Management Committee** .The committee shall consist of minimum of 12(twelve) members excluding the Member Convener and the number of members shall in no case exceed 24(twenty four).. **The composition of the committee shall be as under.**

1. Seventy five percent of the members of the School Management Committee shall be from amongst parents or guardians of children. As far as practicable, proportionate representation shall be given to the parents of the students belonging to weaker sections and disadvantaged groups..
2. 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 selected by the teachers of the school;
  - c. Remaining one third from amongst students in the school, to be selected by the parents in the Committee.
  - d. As provided in Section 21(1) of the Right of Children to Free and Compulsory Education Act, 2009, fifty percent member of the SMC shall be women.

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The School Management Committee shall elect a Chairperson and a Vice Chairperson from among the parent members. The Headmaster of the school or in his absence the senior most teacher of the school nominated by the Inspector of Schools concerned shall be the ex-officio Member – Convener of the SMC. The School Management Committee shall meet at least once in a period of 02 (two) months and the minutes and decisions of the meeting shall be properly recorded and made available to the public.

3. The School Management Committee shall, in addition to the functions specified in clause (a) to (d) of section 21(2) of the RTE Act, perform the following functions, for which it may constitute smaller working groups from amongst its members.
  - a. Communicate in simple and creative ways to the population in the neighborhood of the school, the rights of the children as enunciated in the Act; and also the duties of the State Government, Local Authority, schools, parents and guardians.
  - b. Ensure the implementation of clauses (a) and (e) of section 24 and section 28 of the Act.
  - c. Monitor that teachers are not burdened with non academic duties other than those specified in section 27 of the Act.
  - d. Ensure the enrolment and continued attendance of all the children from the neighborhood in the school;
  - e. Monitor the maintenance of the norms and standards prescribed in the Schedule;
  - f. Bring to the notice of the Local Authority any deviation from the rights 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 ).
  - g. Identify the needs, prepare a plan, and monitor the implementation of the provisions of Section 4.
  - h. Monitor the identification and enrollment of students, and facilities for learning by disabled children, and ensure their participation in, and completion of elementary education.
  - i. Monitor the implementation of the Mid-Day Meal in the school.
  - j. Prepare an annual account of receipts and expenditure of the school.
  - k. Any money received by the School Management Committee for the discharge of its function under this Act, shall be kept in a separate account, to be made available for audit every year.

1. The accounts referred to in clause (j) to sub-Rule(4) of Rule (3) should be signed by the Chairperson and the Convener of the School Management Committee and made available to the Local Authority within one month of their preparation.

4. Preparation of School Development Plan.

- 1) The School Management Committee shall prepare a School Development 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 Development Plan shall contain the following details:-
  - a. Estimate of class – wise enrollment for each year;
  - b. Requirement, over the three years period, of the number of additional teachers, including Head Teachers, subject teachers and part time teachers, separately for Classes I to V and classes VI to VIII, calculated, with reference to the norms specified in the Schedule
  - c. Physical requirement of additional infrastructure and equipments over the three years period, calculated, with reference to the norms and standards specified in the Schedule
  - d. Additional financial requirement over the three years 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 text books and uniforms, and any other additional financial requirement for fulfilling the responsibilities of the school under the Act.
5. The School Development Plan should be signed by the Chairperson and the Convener 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.

All concerned shall take necessary steps for putting the School Management Committee in place immediately.

All concerned may also download the State Rules referred to by visiting the websites [www.tripuraschooleducation.in](http://www.tripuraschooleducation.in), and [www.tripura.nic.in](http://www.tripura.nic.in).

(K. Jamatia)

Under Secretary to the  
Government of Tripura.

To

- 1) District Education Officers (West/ North/ South /Dhalai)
- 2) All Inspectors of Schools \_\_\_\_\_
- 3) The Principal Officer (Education), TTAADC.

**Copy to:-**

- 1). All Zilla Sabhadipaties.(West /South/North and Dhalai)
- 2). Chairpersons of all Panchayet Samittees/ BACs. \_\_\_\_\_
- 3). All District Magistrate & Collectors (West/ North /South /Dhalai)
- 4). The Chief Executive Officer, Agartala Municipal Council.
- 5). The Executive Officer \_\_\_\_\_ Nagar Panchayet
- 6). S.D.Ms \_\_\_\_\_
- 7). BDOs \_\_\_\_\_

**Copy also to:-**

- 1) PS to the Hon'ble Minster, School Education for kind information of the Hon'ble Minister.
- 2) PS to Principal Secretary, School Education for kind information of the Principal Secretary.
- 3) P.S. to the Principal Secretary , Urban Development for kind information of the Principal Secretary.
- 4) P.S. to the Commissioner & Secretary, R.D.( Panchayets) for kind information of the Commissioner.
- 5) P.S. to the Chief Executive Officer, TTAADC for kind information of the Chief Executive Officer.

**Copy Further to :-**

- 1) The Manager, Govt. Press for arranging publication in the next issue.

(K. Jamatia)

Under Secretary to the  
Government of Tripura.