

GOVERNMENT OF PUDUCHERRY
ABSTRACT

Chief Secretariat(Education) - Constitution of School Management Committee in Government and Government Aided Schools as per the Right to Education Act, 2009 in the Union Territory of Puducherry-Orders-Issued.

CHIEF SECRETARIAT (EDUCATION)

G.O. Ms.No: 34

Puducherry, dated 30./03/2012

- READ: (i) This Secretariat's G.O. Ms.No.15, dated 03.02.2003
(ii) This Secretariat's G.O. Ms.No.124, dated 29.11.2007
(iii) I.D.Note No.200/SSA/SPD/2011 dated 09.11.2011 from the Director of School Education, Puducherry.

ORDER:

The Right of Children to Free and Compulsory Education Act, 2009 (Central Act 35 of 2009) was enacted by the Government of India to provide free and compulsory education to all the children of the age of 6-14 years. The said Act came into force with effect from 1st April, 2010.

2. As, per sub section (i) of section 21 of the said Act, a school other than an unaided school shall constitute a School Management Committee consisting of the Elected Representatives of the Local Authority, Parents or Guardian of children admitted in such school and Teachers subject to the provisions made there under to perform the functions assigned to it under the Act.
3. The Govt. of Puducherry made necessary rules for carrying out the provisions of the said Act and notified them vide G.O.Ms.No.101 dated 24th October, 2011 of the Chief Secretariat (Education).
4. Part-V of the said Rules deals with the composition and functions of School Management Committee and accordingly the Director of School Education has sought for approval of the Government for constitution of such School Management Committee in every school, vide I.D. Note third read above.
5. Now, after careful consideration of the proposal, approval of the Lieutenant Governor is hereby conveyed for the constitution of School Management Committee in every school of this Union Territory as required under sub-section (1) of section 21 of the said Right of Children to Free and Compulsory Education Act, 2009.
6. The composition of each School Management Committee, the procedure for transaction of its business and its functions etc. shall be as indicated in the ANNEXURE-I and II to this order.
7. The Director of School Education shall be the competent authority to constitute the School Management Committee in each school. The Director of School Education may delegate this power to the Inspecting Officers, if need be. School Management Committees shall be constituted immediately and in any case not later than a month from the date of issue of this order. The Director of School Education shall also bring out a comprehensive manual on the role and functions of the School Management Committee in the context of the Right to Education Act, 2009 to facilitate easy understanding by the members of the committee.

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8. The orders issued vide G.O. first and second read above, constituting Village Education Committees/School Level Committees stand superceded and such committees constituted earlier shall cease to exist with immediate effect.

// BY ORDER OF THE LIEUTENANT GOVERNOR//

M. Gunasekaran

(M. GUNASEKARAN)

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To
The Director of School Education, Puducherry.

Copy to:

(1) The Collector, Karaikal (2) The Regional Administrator, Mahe, Yanam (3) The State Project Director, Sarva Shiksha Abhiyan, UT of Puducherry, Mission Authority, Puducherry (4) The Jt. Director (SE), Dte. Of School Education, Pdy (5) The Chief Educational Officer, Puducherry/Karaikal/Mahe (6) The Delegate to Director of School Education, Yanam (7) The Deputy Director (Women), Dte. Of School Education, Pdy (8) The P.S. to Hon'ble Chief Minister, Pdy (9) The Principal Accountant General (Civil Audit), Tamilnadu and Puducherry, Chennai/Puducherry (10) The Sr. Accounts Officer, Dte. Of School Education, Pdy (11) The Central Records Branch, Puducherry.

ANNEXURE-I TO G.O.MS.NO , dt

I. COMPOSITION OF SCHOOL MANAGEMENT COMMITTEE:

- 1. Each School Management Committee shall have twelve Members and an Ex-officio Member.
- 2. Nine of them shall be nominated from amongst the Parents or Guardians of the children of the School with proportionate representation to disadvantaged and weaker sections.
- 3. One member shall be from among the Elected Representatives of the Local Authority to be decided by the Local Authority.

Explanation : For this purpose the suggestive pattern of nomination/selection may be as follows:-

(i) RURAL AREAS :

Primary School	---	Village Panchayat President
Middle School	---	Respective Ward Member representing the area
High School / Higher Secondary School	---	In case of only one school, Commune Panchayat Chairman
		In case of more than one school Commune Panchayat Chairman-50% of the schools Vice Chairman - 50% of the schools

(ii) URBAN AREAS

Govt. Primary Schools		
Govt. Middle Schools		
Govt. High/Higher Secondary Schools	--	The area Ward Councillor.

If there is no elected representative of the Local authority for reasons whatsoever, the Commissioner/Special Officer of the concerned Local authority may nominate an official from the Local authority on his behalf until elected representatives take charge of the Local authority.

- 4. One member shall be from among the Teachers of the School to be decided by the Teachers of the School.
- 5. One member shall be from among the Retired Teacher/Head Master of the area or from among the children studying in the school to be decided by Parents/Guardians of the students of the school.
- 6. The Head of the School/Teacher in-charge shall be the ex-officio convenor/secretary of the School Management Committee.
- 7. It shall be ensured that atleast six of the 12 members are women.

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II. ELECTION OF CHAIR PERSON / VICE CHAIR PERSON :

1. The School Management Committee shall elect a Chairperson and Vice Chairperson from among the Parent Members, every academic year.
2. The Chairperson shall be elected on rotational basis between men and women.
3. When the chairperson is a male, the vice chairperson shall be a female.

III. MEETINGS OF THE COMMITTEE:

1. The committee shall meet atleast once in a month.
2. The chairperson shall chair the meeting of the Committee. In his absence the vice chairperson shall preside over the meeting. In the absence of both, the committee may select one among them to preside over the meeting.
3. The committee may regulate its own proceedings.
4. The quorum for a meeting shall be six including the ex-officio member.
5. The decisions shall be based on majority opinion.
6. Minutes of the meetings shall be recorded duly signed by the members present in the meeting and made available to the public whenever required.
7. The ex-officio convenor/Secretary shall maintain the record of the meetings.

IV. TENURE OF THE COMMITTEE:

1. The committee shall be reconstituted every two years.

V. TENURE OF THE CHAIRPERSON AND VICE CHAIRPERSON:

1. The tenure of the chairperson and the vice chairperson shall be one year only, after which they shall continue to be an ordinary member for the remaining period of the committee, if any.

VI. RESIGNATION/REMOVAL OF MEMBERS

1. A member may resign from the committee by a letter addressed to the Director of School Education through the ex-officio convenor/Secretary.
2. A member may also be removed from the committee by the Director of School Education for the reasons to be recorded in writing, if his continuance in the committee proves detrimental to the functioning of the committee/school.
3. Vacancies if any in the middle of the tenure of the committee due to resignation, removal or death of a member may be filled by nomination by the Director of School Education. The tenure of the member so nominated shall be the remaining period of the term of the member resigned/removed/died.


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VII. FUNCTIONS OF THE COMMITTEE

1. The function of the committee shall be as assigned in the Annexure II to the order. These are not exhaustive but illustrative only.
2. The Director of School Education may also assign any other function and duties as may be deemed fit for the smooth and efficient functioning of the school.
3. The committee may co-opt any person whose views/advice it considers necessary on any issue concerning the school.

VIII FINANCIAL POWERS ETC.

1. There shall be a separate account in a Nationalised Bank having Core banking facility in the name of the School Management Committee.
2. The financial powers etc. shall be as decided by the Director of School Education with the approval of the Government.
3. The committee shall maintain proper records of financial transaction in the prescribed form as may be decided by the Director of School Education.

IX. REMUNERATION/TRAVELLING ALLOWANCE ETC.

1. NO remuneration /honorarium/fees shall be paid to the members of the committee including chairperson and vice chairperson.
2. NO TA/DA shall be paid to any members including chairperson/vice chairperson and co-opted members, if any, during the sittings of the committee.


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ANNEXURE-II TO G.O.MS.NO , dt

Functions of the School Management Committee:

The School Management Committee shall perform the following functions namely:-

1. Monitor the working of the school broadly covering the below mentioned areas/aspects:-
 - (i) proper maintenance of the school campus;
 - (ii) proper maintenance of the buildings and other infrastructural facilities;
 - (iii) availability of separate toilets for boys and girls;
 - (iv) adequate safe drinking water;
 - (v) availability of safety measures and first-aid facilities;
 - (vi) availability of library and laboratory facilities;
 - (vii) timely supply of text books, note books and other teaching materials;
 - (viii) proper implementation of student centric schemes like breakfast and mid-day meals scheme;
 - (ix) efforts to encourage curricular and co-curricular activities;
 - (x) conduct of regular medical /health check-up for the children;
 - (xi) special efforts for improving the weak children and slow learners and children with special needs;
 - (xii) abolition of corporal punishment and physical and mental harassment of children in the school;

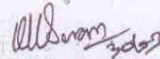
2. Ensure that the teachers of the school perform the following duties, namely:-
 - (i) maintenance of regularity and punctuality in attending school;
 - (ii) conduct and complete the curriculum as laid down by the academic authority;
 - (iii) complete the entire curriculum within the specified time;
 - (iv) assess the learning ability of each child and accordingly supplement additional instructions if any, as required;
 - (v) hold regular meetings with parents and guardians and apprise them about regularity in attendance, ability to learn, progress made in learning and any other relevant information about the child.

- (3) Ensure that no teacher is deployed for any non-educational purposes other than the decennial census, disaster relief duties or duties relating to election to the local authority or the State Legislature or parliament, as the case may be;
- (4) Ensure elementary education for children above six years of age who have not been admitted in any school or though admitted could not complete their education by admitting them in a class appropriate to their age;
- (5) Ensure special training to such children so that they shall be on par with others and free education till completion of elementary education even after 14 years;
- (6) Ensure the norms and standards for a school as prescribed in the schedule to the RTE Act are followed;
- (7) Ensure that children with special needs complete their elementary education without any difficulty;
- (8) Ensure that the rights of the children for free and compulsory education in a neighborhood school till completion of elementary education are not denied/violated
- (9) Bring denial/violation of the above said rights, and instances of physical/mental harassment of children, if any, to the notice of the Local authority/Government.
- (10) Ensure total enrolment of the targeted children and their continued attendance.
- (11) Maintain a register of children of school going age in the neighbourhood;
- (12) Eliminate dropouts and ensure their continued attendance;
- (13) Ensure that no teacher shall engage himself/herself in private tuition or private teaching activity.
- (14) Create awareness among the public about the right of children to free and compulsory education by organizing special campaign/programmes.
- (15) Prepare an annual accounts of receipts and expenditure of the school and to make it available for audit every year;
- (16) Prepare a three year School Development Plan comprising three annual sub plans containing the following details;
 - (i) Estimates of class-wise enrolment for each year
 - (ii) Requirement, over a three year period, of the number of additional teachers, including the Head Teacher, separately for classes I to V and classes VI to VIII, calculated with reference to the norms specified in the Schedule to the Right to Education Act, 2009.
 - (iii) Physical requirement of additional infrastructure and equipment over the three year period, calculated with reference to the norms and

(iv) Additional financial requirement over the three year period, year-wise, in respect of clauses (b) and (c) above, including additional requirement for providing special training facility specified in section 4 of the Act, entitlement of children such as free text books and uniform and any other additional financial requirement for fulfilling the responsibilities of the school under the Act .

(v) The School Development Plan shall be prepared by 15th February of the Financial Year in which the School Management Committee is first constituted and afterwards once in three years.

(17) Perform any other function as may be assigned to it from time to time.



(M. GUNASEKARAN)

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