

**OFFICE OF THE DIRECTORATE OF SCHOOL EDUCATION AND LITERACY
MEGHALAYA : SHILLONG.**

No. DSEL/SEC-NG/MC/5/2012/ 21

Dated Shillong 22nd November, 2012

OFFICE ORDER

In pursuance of Section 21 of the Right of Children to Free and Compulsory Education Act 2009 and under Meghalay Right of Children to Free and Compulsory Education Rules 2010, the undersigned hereby prescribes Procedures and guidelines for holding of School General Meeting for election and selection of Members of School Managing Committee.

This guidelines shall come into force with immediate effect and until further orders.

All Schools other than Schools specified under Sub-Clause (iv) of Clause (n) of Section 2 shall Constitute School Management Committee as per the procedures and guidelines prescribe hereunder :-

GUIDELINES

1. General Meeting :- General Meeting of the School shall be convened by the Principal/Headmaster/Headmistress of the School where only parents, Guardians, Local MLA, local MDC, Gaonburas, Headman, Nokma, Rangbah Snong, Dorbar snong, Sirdar, Sordar, Lasker , local leader of the area concern and Government Representative including two members from the sponsoring body will be allowed to attend the meeting.

2. Admission into the meeting :- On the day of the meeting the Admission Registers or name of students class-wise shall be placed in the Main entrance to identify genuine Parents and Guardians and if guardians and parents are not able to give name of their ward/children they shall not be admitted. into the meeting hall.

Following are the members who shall be admitted into the meeting :-

- i) Parents and Guardians
- ii) MLA, MDC of the areas
- iii) Local Headman, Gaonburah, Nokma, Sordars/Laskers, Rangbah snong, Dorbor snong representatives of the area concern and President & Secretary of the sponsoring body.
- iv) Government Representatives – SDO(C), DSEO / SDSEO concerned.

3. Composition of the Management Committee :-

- i) Parents and Guardians - Three fourth or 75 Per cent.
(Three from disadvantaged group, of weaker section and one from parents of Physically Challenged students). Total - 8 Members
- ii) Principal/Headmaster and one Teacher Representative - 2 members
- iii) One Member from the Local Authority of the area - 1 member
- iv) One member from among Gaonburah, Nokma, Sordar, Lasker, Rangbah Snong, Dorbar Snong of the Area concerned. - 1 Member

TOTAL ... 12 Members.

(Fifty percent of the above members shall preferably be women.)

The Members so elected into the School Management Committee shall have **an Advisory Role**, however they shall select from among themselves a President, a Vice-President and a Secretary who shall be responsible for the day to day affairs of the School and to monitor the utilization of the grants received from the Government from time to time.



(J. D. Sangma)

Director, School Education and Literacy, Meghalaya
Shillong.

Memo. No. DSEL/SEC-NG/MC/5/2012/ 21 A

Dated 22nd November, 2012.

Copy to :-

1. The Principal Secretary to the Govt. of Meghalaya, Education Department, Shillong for information.
2. The State Project Director, SSA/RMSA Meghalaya for information.
3. All Deputy Commissioners of the District, Meghalaya
4. Addl. Director, School Education and Literacy, Garo Hills Tura.
5. All Sub-Divisional Officers (Civil) for information.
6. All Joint Directors of School Education & Literacy of Districts for information.
7. All District School Education Officers, Meghalaya. for necessary action.
8. All Sub-Divisional School Education Officers, Meghalaya for necessary action.



(J. D. Sangma)

Director, School Education and Literacy, Meghalaya
Shillong.