



CNI SBSS



ROLE OF SCHOOL MANAGEMENT COMMITTEE IN INDIA UNDER RIGHT TO EDUCATION

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When Indian Parliament made education a fundamental right of Indian citizen, it was very much aware of critical role of parents in education of their child as well as in performance of institution for delivering the same, i.e. schools. Accordingly, Section 21 of the Right to Education Act mandated the formation of school management committee with three fourth representations of the parents.

The School Management Committee (SMC), constituted under the Right to Education Act 2009 plays an important role in ensuring accountability in India's education system, especially in Government schools. The Act envisions the SMC as a decentralized governance model which empowers them to keep track and monitor functioning of the schools and oversee that the school grants are used effectively.

The SMCs consist of representatives of the local authority, parents or guardians of students, and the principal and teachers of the school. Three-fourths of SMC members must be parents or guardians and half must be women.

SMCs play a pivotal role in developing the tri-annual School Development Plans and annual work plans for the schools in every district and subsequently for every state of India. The RTE Act also highlights the critical role of parents as part of SMCs for developing a sense of ownership towards good education of their child and for strengthening and improving performance of schools in India.

Overall, SMCs focus on holistic development of the schools, which not only accounts to ensure good school infrastructure, but also supervision/monitoring of finance, management, academic progress of children, with equal participation and say, bringing transparency in India's education system.

Composition of School Management Committee

As per the “**Right to Free and Compulsory Education Rules 2010**”:

A School Management Committee shall be constituted in every school, other than an unaided school, within its jurisdiction, within six months of the appointed date¹, and reconstituted every two years.

(ii) Seventy five percent of the strength of the School Management Committee shall be from amongst parents or guardians of children

(iii) Provided fifty percent of committee shall be women.

(iv) Provided further that proportionate representation shall be given to the parents or guardians of the children belonging to disadvantaged group and weaker section.

(v) The remaining twenty five percent of the strength of the School Management Committee shall be from amongst the following persons

- a) one third members from amongst the elected members of the local authority², 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) one third from amongst local educationists / children in the school, to be decided by the parents in the Committee.

(vi) To manage its affairs, the School Management Committee shall elect a Chairperson and Vice Chairperson from among the parent 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-Convener of the School Management Committee.

(vii) Where there are two or more schools in a panchayat, the panchayat president will be the member of School Management Committee of one of the school remaining schools shall have ward members as members of the School Management Committee.

(viii) The School Management Committee shall meet at least once a month and the minutes and decisions of the meetings shall be properly recorded and made available to the public.

¹ Date on which Act came into force

² Municipal corporation, municipal council, zila parishad, panchayat etc. having administrative control over school

Functions of School Management Committee:

The School Management Committee shall perform the following functions namely

A. Monitor the functioning of the school.

B. Preparation, recommendation, implementation and monitoring of the School Development Plan (SDP)

C. Monitoring of utilisation of the grants received from the appropriate Government or Local authority or any other source.

D. Performance of other function: The School Management Committee shall play such roles and functions as ordered from time to time.

These functions can be further detailed as following:

Communicate in simple and creative ways to the population in the neighborhood of the school, the rights of the child as enunciated in the Act as also the duties of the appropriate government³, local authority, school, parents and guardian.

- (i) Communicate in simple and creative ways to the population in the neighborhood of the school, the rights of the child as per the right to education Act, as also the duties of the appropriate government, local authority, school, parent and guardian.
- (ii) Ensure the regularity and punctuality in attendance by teachers of the school.
- (iii) Ensure that teachers hold regular meetings with parents and guardians and apprise them about the regularity in attendance, ability to learn, progress made in learning and any other relevant information about the child.
- (iv) Ensure that teachers are not burdened with non-academic duties other than those specified in section 27⁴
- (v) Ensure that no teacher shall engage himself or herself in private tuition or private teaching activity
- (vi) Ensure the enrolment and continued attendance of all the children from the neighborhood of the school.
- (vii) Monitor the maintenance of the norms and standards specified in the schedule
- (viii) Bring to the notice of the Local Education Authority any deviation from the rights of the child, in particular mental and physical harassment of the children, denial of admission and timely provision of free entitlements.

³ State government, Government of union territory or central government for schools owned or controlled by central government

⁴ No teacher shall be deployed for any non-educational purpose other than the decennial population census, disaster relief duties or duties related to elections

- (ix) Identify the needs, prepare a plan, and monitor the implementation of the provisions, where a child above six years of age has not been admitted in any school or though admitted, could not complete his or her Elementary Education, then, he or she shall be admitted in a class appropriate to his or her age.
- (x) Ensure that no child shall be liable to pay any kind of fee or charges or expenses which may prevent him or her from pursuing and completing the elementary education.
- (xi) Monitor the identification and enrolment of CWSN and mobilize facilities for education of children with disability, as per equal opportunities, protection and full participation Act 1995 and ensure their participation in and completion of Elementary Education.
- (xii) Monitor the implementation of the mid-day meal in the school
- (xiii) Prepare an annual account of receipts and expenditure of the school. Any money received by the said committee for the discharge of its functions under this Act, shall be kept in a separate account to be audited annually.
- (xiv) The Annual account should be signed by the chairperson or vice – chairperson and convener of the said Committee and make available to the local authority within one month of their preparation
- (xv) Every School Management Committee constituted under subsection (1) of section 21 shall prepare a School Development Plan every year in such manner as may be prescribed.
- (xvi) 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 Act.
- (xvii) The school development plan shall be a three year plan comprising three annual sub plans and shall contain the following details
 - a) Estimates of class wise enrolment for each year
 - b) Requirement of number of additional teachers calculated as per the norms given in schedule (given as annexure 1)
 - c) Physical requirements of additional infrastructure and equipment, as per the norms given in schedule
 - d) Assess financial requirement and needs on basis of above, including for providing special training facility specified in section Entitlements of children such as free text books and uniforms, and any other additional requirement for fulfilling the responsibilities of the school under Act.
- (xviii) The School Development Plan shall be signed by the Chairperson or vice chairperson and convener of the School Management Committee and submitted to the local authority before the end of the financial year in which it is prepared.

- (xix) The school management committee shall identify children requiring special training and organize such training in the manner prescribed in the Right to Free and Compulsory Education Rules 2010

जब भारतीय संसद ने शिक्षा को भारतीय नागरिकों का मौलिक अधिकार बनाया, तब वह बच्चे की शिक्षा और स्कूलों जैसे संस्थानों के प्रदर्शन में उसके माता-पिता की महत्वपूर्ण भूमिका के बारे में पूर्णतया अवगत थी। तदनुसार, शिक्षा के मौलिक अधिकार अधिनियम की धारा २१ ने विद्यालय प्रबंधन समिति के गठन को अनिवार्य किया जिसमें तीन चौथाई प्रतिनिधित्व माता-पिता का हो।

विद्यालय प्रबंध समिति की संरचना

"निःशुल्क और अनिवार्य बाल शिक्षा का अधिकार नियम २०१०" के अनुसार:

- (i) गैर-सहायता प्राप्त विद्यालय से भिन्न प्रत्येक विद्यालय में नियत तारीख⁵ के छह मास के भीतर एक विद्यालय प्रबंध समिति का गठन किया जाएगा और प्रत्येक दो वर्ष में उसका पुनर्गठन किया जायेगा।
- (ii) विद्यालय प्रबंध समिति की सदस्य संख्या का पचहत्तर प्रतिशत बालकों के माता-पिताओं या संरक्षकों में से होगा।
- (iii) बशर्ते, समिति में पचास प्रतिशत महिला होगी।
- (iv) बशर्ते, वंचित समूह और कमजोर वर्ग के बच्चों के माता-पिता या अभिभावकों को आनुपातिक प्रतिनिधित्व दिया जाएगा।

⁵ जिस तारीख पर अधिनियम लागू हुआ था

(v) विद्यालय प्रबंध समिति की सदस्य संख्या का शेष पच्चीस प्रतिशत निम्नलिखित व्यक्तियों में से होगा

(क) स्थानीय प्राधिकारी⁶ के निर्वाचित सदस्यों में से एक-तिहाई सदस्य, जिनका चयन स्थानीय प्राधिकारी द्वारा किया जाएगा;

(ख) विद्यालय के अध्यापकों में से एक-तिहाई सदस्य, जिनका चयन विद्यालय के अध्यापकों द्वारा किया जाएगा;

(ग) स्थानीय शिक्षाविदों या विद्यालय के बालकों में से एक-तिहाई सदस्य, जिनका चयन विद्यालय प्रबंध समिति में माता-पिताओं द्वारा किया जाएगा।

(vi) विद्यालय प्रबंध समिति अपने क्रियाकलापों का प्रबंध करने के लिए माता-पिता सदस्यों में से अध्यक्ष और उपाध्यक्ष को निर्वाचित करेगी।

विद्यालय का प्रधान अध्यापक, या जहां विद्यालय का प्रधान अध्यापक नहीं है, वहां विद्यालय का वरिष्ठतम अध्यापक, विद्यालय प्रबंध समिति का पदेन (एक्स-ओफिशियो) सदस्य-सयोजक होगा।

(vii) जहां पंचायत में दो या दो से अधिक स्कूल हैं, वहां पंचायत अध्यक्ष किसी एक स्कूल की विद्यालय प्रबंधन समिति के सदस्य होंगे। शेष स्कूलों में वार्ड के सदस्य विद्यालय प्रबंधन समिति के सदस्य होंगे।

(viii) विद्यालय प्रबंध समिति मास में कम से कम एक बार अपनी बैठक करेगी और बैठकों के कार्यवृत्त (मिनट्स) तथा विनिश्चय (निर्णय) समुचित रूप से अभिलिखित (रिकॉर्ड) किये जाएंगे और जनता के लिए उपलब्ध कराए जाएंगे।

⁶ नगर निगम, नगरपालिका परिषद, जिला परिषद, पंचायत इत्यादि जो स्कूल पर प्रशासनिक नियंत्रण रखते हैं

विद्यालय प्रबंधन समिति के कार्य:

विद्यालय प्रबंधन समिति निम्नलिखित कार्यों का पालन करेगी

क. स्कूल के कामकाज की निगरानी करना।

ख. विद्यालय विकास योजना (एसडीपी) की तैयारी, सिफारिश, कार्यान्वयन और निगरानी।

ग. समुचित सरकार, स्थानीय प्राधिकारी या किसी अन्य स्रोत से प्राप्त अनुदान के उपयोग की निगरानी।

घ. अन्य कार्यों का निष्पादन: विद्यालय प्रबंधन समिति समय-समय पर आदेश के अनुसार अन्य भूमिकाएं और कार्य निभाएगी।

इन कार्यों को आगे निम्नलिखित रूप में और विस्तृत किया जा सकता है

- (i) अधिनियम में यथा प्रतिपादित (बताये गए) बालक के अधिकारों के साथ ही समुचित सरकार⁷, स्थानीय प्राधिकारी, विद्यालय, माता-पिता और संरक्षक के कर्तव्यों को भी विद्यालय के आसपास की जनसाधारण को सरल और सज्जनात्मक रूप से संसूचित करना (आस पास के लोगों को सरल भाषा में बताना)।
- (ii) विद्यालय के शिक्षकों की नियमित उपस्थिति और समयबद्धता सुनिश्चित करना।
- (iii) सुनिश्चित करना कि शिक्षक माता-पिता और अभिभावकों के साथ नियमित बैठकों का आयोजन करते हैं और उन्हें बच्चे की उपस्थिति में नियमितता, सीखने की क्षमता, सीखने में प्रगति और बच्चे के बारे में कोई अन्य प्रासंगिक (जरूरी) जानकारी के बारे में बताते हैं।
- (iv) सुनिश्चित करना कि अध्यापकों पर धारा २७⁸ में विनिर्दिष्ट कर्तव्यों (बताये गए काम) से भिन्न गैर-शैक्षिक कर्तव्यों (काम) का भार ना डाला जाए।
- (v) सुनिश्चित करना कि कोई भी शिक्षक खुद को निजी शिक्षण (ट्यूशन) या निजी शिक्षण गतिविधि में संलग्न न करे।

⁷ केंद्र सरकार, केंद्र सरकार द्वारा स्वामित्व या नियंत्रित स्कूलों के लिए केंद्र क्षेत्र या केंद्र सरकार की सरकार

⁸ शिक्षक को दस वर्षीय जनगणना, आपदा राहत या चुनाव से जुड़े कार्य के अतिरिक्त अन्य कोई कार्य नहीं दिया जायेगा

- (vi) विद्यालय में आसपास के सभी बालकों के नामांकन और निरंतर उपस्थिति को सुनिश्चित करना।
- (vii) अनुसूची (अनुलग्नक 1 के रूप में दिया गया है) में बताये गए सन्नियमों और स्कूल के मानकों को मॉनिटर करना।
- (viii) बालक के अधिकारों से किसी विचलन को (बालकों के किसी अधिकार का हनन होने पर), विशेष रूप से बालकों के मानसिक और शारीरिक उत्पीड़न, प्रवेश से इनकार किए जाने और निःशुल्क हकदारियों के समयबद्ध उपबंध (निःशुल्क सुविधाओं का समय पर न मिलना) को स्थानीय प्राधिकारी की जानकारी में लाना।
- (ix) जहां किसी भी स्कूल में छह वर्ष से ऊपर के बच्चे को भर्ती नहीं किया गया है या भर्ती तो कराया गया पर वह अपनी प्राथमिक शिक्षा पूरी नहीं कर सका, तो उसे उसकी उम्र के अनुसार उपयुक्त कक्षा में भर्ती कराया जाए, इसके लिए आवश्यकताओं का पता लगाना, योजना तैयार करना और प्रावधानों के कार्यान्वयन को मॉनिटर करना, ।
- (x) सुनिश्चित करना कि कोई भी बालक ऐसे किसी भी प्रकार के शुल्क, प्रभार या व्यय का भुगतान करने के लिए उत्तरदायी नहीं होगा जो उसे प्राथमिक शिक्षा पाने और उसे पूरा करने से रोक सकता है।
- (xi) सीडब्ल्यूएसएन (CWSN - चिल्ड्रेन विद स्पेशल नीड) की पहचान और नामांकन को मॉनिटर करना और समान अवसरों, सुरक्षा और पूर्ण भागीदारी अधिनियम १९९५ के अनुसार अक्षमता वाले बच्चों की शिक्षा के लिए सुविधाओं को संगठित करना और प्राथमिक शिक्षा में उनकी भागीदारी और उसे पूरा करने को सुनिश्चित करना।
- (xii) विद्यालयों में दोपहर के भोजन के कार्यान्वयन को मॉनिटर करना।
- (xiii) विद्यालय की प्राप्तियों और व्यय का वार्षिक लेखा तैयार करना। इस अधिनियम के अधीन अपने कृत्यों का निर्वहन के लिए उक्त समिति द्वारा प्राप्त किसी भी धनराशी को एक पृथक खाते में रखा जाएगा, जिसकी वार्षिक रूप से संपरीक्षा की जाएगी।
- (xiv) वार्षिक लेखाओं को उक्त समिति के अध्यक्ष या उपाध्यक्ष और सयोजक द्वारा हस्ताक्षरित किया जाना चाहिए और उनके तैयार किए जाने के एक मास के भीतर स्थानीय प्राधिकारी को उपलब्ध कराया जाना चाहिए।
- (xv) धारा २१ के उपधारा (१) के अधीन गठित हर विद्यालय प्रबंधन समिति हर साल ऐसी एक विद्यालय विकास योजना तैयार करेगी जैसा उसमें निर्धारित किया गया है।

- (xvi) विद्यालय प्रबंध समिति उस वित्तीय वर्ष के, जिसमें अधिनियम के अधीन उसका पहली बार गठन किया गया है, अंत से कम से कम तीन मास पूर्व एक विद्यालय विकास योजना तैयार करेगी।
- (xvii) विद्यालय विकास योजना तीन वर्षीय योजना होगी, जिसमें तीन वार्षिक उपयोजनाएं होंगी और निम्नलिखित ब्यौरे होंगे:
- प्रत्येक वर्ष के लिए कक्षा-वार नामांकन के प्राक्कलन (अनुमान)
 - अनुसूची में विनिर्दिष्ट सन्नियमों के प्रति निर्देश से परिकलित (निर्देश के अनुसार), अतिरिक्त अध्यापकों की संख्या की अपेक्षा। (अनुलग्नक 1 के रूप में दिया गया है)
 - अनुसूची में विनिर्दिष्ट सन्नियमों और मानकों के प्रति निर्देश से परिकलित (निर्देश के अनुसार), अतिरिक्त अवसंरचना (ढांचागत सुविधाएँ) और उपकरणों की भौतिक अपेक्षा।
 - उपरोक्त के आधार पर वित्तीय आवश्यकता, जिसके अंतर्गत धारा में विनिर्दिष्ट (बताई गई) विशेष प्रशिक्षण सुविधा, निःशुल्क पाठ्य पुस्तकों और वर्दियों जैसी बालकों की हकदारी, तथा अधिनियम के अधीन विद्यालय के उत्तरदायित्वों को पूरा करने के लिए कोई अन्य अपेक्षा भी है।
- (xviii) विद्यालय विकास योजना पर विद्यालय प्रबंध समिति के अध्यक्ष या उपाध्यक्ष और संयोजक द्वारा हस्ताक्षर किए जाएंगे और उसे उस वित्तीय वर्ष के, जिसमें उसे तैयार किया जाता है, अंत से पूर्व स्थानीय प्राधिकारी को प्रस्तुत किया जाएगा।
- (xix) विद्यालय प्रबंधन समिति ऐसे बच्चों की पहचान करेगी जिन्हें विशेष प्रशिक्षण की आवश्यकता है और उनके लिए निः शुल्क और अनिवार्य शिक्षा नियम २०१० में दिये गए निर्धारित तरीके से ऐसे विशेष प्रशिक्षण का आयोजन करेगी
-

School Management Committee State-wise Rules:

1. MAHARASHTRA

महाराष्ट्र शासन राजपत्र असाधारण भाग चार-ब, ऑक्टोबर ११, २०११/आश्विन १९, शके १९३३ ३१

SCHOOL EDUCATION AND SPORTS DEPARTMENT

Mantralaya, Mumbai 400 032, dated 11th October, 2011

NOTIFICATION

No. PRE-2010/C.R.-211(B)/PE-1.—Whereas the Government of India has brought into force the Right of Children to Free and Compulsory Education Act, 2009 (35 of 2009) (hereinafter referred to as "the said Act") with effect from the 1st April 2010 ;

And whereas, it is expedient to make the rules under the said Act.

Now, therefore, in exercise of the powers conferred by sub-sections (1) and (2) of section 38 of the said Act, the Government of Maharashtra hereby makes the following rules as follows :—

PART V

School Management Committee

13. Composition and functions of School Management Committee for purposes of section 21.—(1) In every school, other than permanently unaided school, a School Management Committee shall be constituted in the area limit of the school **within three months from the date of commencement of the new academic year** and reconstituted every two

(2) This school management committee will perform the functions mentioned in these Rules, for the classes of standards 1 to 8. (in whichever administrative pattern the school is functioning).

(3) Two students of which at least one is girl shall be co-opted as members. Such co-opted members shall have no voting rights.

(4) 50 per cent. of members of such committee shall be women.

(5) Seventy five per cent. of the strength of the School Management Committee shall be from amongst parents or guardians of children. They shall be selected or elected in a meeting of parents of the school.

४४ महाराष्ट्र शासन राजपत्र असाधारण भाग चार-ब, ऑक्टोबर ११, २०११/आश्विन १९, शके १९३३

(6) Parents of children of the weaker and deprived sections so also the parents of children with three different levels (high, medium and low) of achievements shall be represented adequately.

(7) The remaining twenty-five per cent. of the strength of the School Management Committee shall be formed amongst elected members of Local Authorities, members of management, head teachers or senior teachers, teachers, educationists or child development experts.

(8) The chairperson of school management committee shall be elected from among the parents in case of schools managed by Government or Local Authority. In case of aided schools representative of the management shall be the chairperson.

(9) 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-secretary of the School Management Committee and will carry out all election-related work. He or She shall also be responsible for conducting the monthly meetings of the School Management Committee.

(10) The School Management Committee shall meet at least once a month and the minutes and decisions of the meetings shall be properly recorded and made available to the public.

(11) The School Management Committee shall either itself or through its sub-committees, in addition to the functions specified in clauses (a) to (d) of sub-section (2) of section 21, namely :—

(a) communicate in simple and creative ways to the population in the neighbourhood of the school, the rights of the child as enunciated in the Act; as also the duties of the State Government, local authority, school, parent and guardian;

(b) ensure the implementation of clauses (a) and (c) of sub-section (1) of section 24 and section 28;

(c) monitor that teachers are not burdened with non academic duties other than those specified in section 27;

(d) ensure the enrollment and continued attendance of all the children from the neighbourhood school;

(e) monitor the maintenance of the norms and standards prescribed in the Schedule;

महाराष्ट्र शासन राजपत्र असाधारण भाग चार-ब, ऑक्टोबर ११, २०११/आश्विन १९, शके १९३३ ४५

(f) bring to the notice of the Local Authority any deviation from the rights of the child, in particular mental and physical harassment of children, denial of admission, and timely provision of free entitlements as per sub-section (2) of section 3;

(g) for the provisions of section 4, identify the needs, prepare a Plan, and monitor the implementation ;

(h) monitor the identification and enrollment of disabled children, and the availability of learning materials and other facilities and ensure their participation in, and completion of elementary education;

(i) monitor the implementation of the Mid-Day Meal and other Government schemes in the school;

(j) cause to prepare an annual account of receipts and expenditure of the school;

(k) take children's opinion through the report of Bal Panchayats formed in the school.

(12) Any money received by the School Management Committee in the discharge of its functions under the Act, shall be kept in a separate account, to be made available for audit every year.

(13) The accounts referred to in clause (j) to sub-rule (11) and sub-rule (12) shall be signed by the Chairperson, Vice-Chairperson and Member-secretary of the School Management Committee and be made available to the Local Authority within one month of their preparation.

14. Preparation of School Development Plan for the purpose of section 22.—(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 of three annual sub-plans.

(3) The School Development Plan shall contain the following details,—

(a) estimates of class-wise enrollment for each year;

४६ महाराष्ट्र शासन राजपत्र असाधारण भाग चार-ब, ऑक्टोबर ११, २०११/आश्विन १९, शके १९३३

(b) requirement, over the three-year period, of the number of additional teachers, including Head Teachers, subject teachers and part time teachers besides other appointments, separately for Standards I to V and standards VI to VIII, calculated, with reference to the norms specified in the Schedule to the said Act;

(c) requirement of additional infrastructure and equipments over the three-year period, calculated and updated, 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 clauses (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;

(e) requirement of additional teachers for the reason of special training arrangement for out-of-school children, periods of teachers' extended long leave, maternity leave, special leave, concessions, etc;

(f) educational rehabilitation arrangements for children from the weaker sections, disadvantaged sections and children with disabilities.

(4) The School Development Plan shall be signed by the Chairperson or Vice-Chairperson and Member-Secretary 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.

2. JHARKHAND

Jharkhand Government
Human Resource Development Department
(Directorate of Primary Education)

NOTIFICATION

Ranchi, Jharkhand, 11 May, 2011

Number code / 2010 – In exercise of the powers conferred by the proviso of article 309 of the constitution of India under Section 38 of the Right of Children to Free and Compulsory Education Act, 2009 (35 of 2009), the Governor of Jharkhand hereby makes the following Rules –

1. Short title, extent and commencement –
 - (1) These Rules may be called **The Jharkhand Right of Children to Free and Compulsory Education Rules, 2011.**
 - (2) These Rules extend to the whole State of Jharkhand.
 - (3) They shall be deemed to have come into force with effect from the date of publication of notification in the gazette.

PART-2 SCHOOL MANAGEMENT COMMITTEE

3. **Composition and Functions of the School Management Committee –**
 - (1) A School Management Committee (hereafter in these rules referred to as the said committee) shall be constituted in every school, other than an unaided school, within six months of the coming into force of these rules and its tenure shall be 3 years. After completion of the period of three years the committee shall be reconstituted.
 - (2) Number of members in the said committee shall be 16 out of which 75 percent or 12 members shall be from amongst parents or guardians of the children getting education in the respective schools.
 - (3) The remaining 25 percent of the members or 4 members of the committee shall be as under –
 - (a) One member of the committee shall be an elected representative of the local authority;
 - (b) One member of the committee shall be a teacher of the school to be decided by the teachers of school;
 - (c) One member of the committee shall be a representative of the Bal Sansad of the school;
 - (d) The Headmaster/Head teacher/senior most teacher of the school.

- (4) The said committee shall elect a chairperson and a vice chairperson from amongst parents members. The Headmaster/Head Teacher/senior most teacher shall be ex-officio member convener of the School Management Committee.
- (5) The said Committee shall meet at least once in a month. The minutes of the meetings shall be properly recorded by the member convener of the said committee. The record of the minutes shall be made available to the public.
- (6) The said Committee shall, in addition to the functions specified in the Act, perform the following functions –
 - (a) Communicate in simple ways to the population in the neighbourhood of the school, the rights of the child and the duties of the Central Government, the State Government, Local Authority, school, parents and guardian as enunciated in the Act;
 - (b) Ensure the implementation of clauses (a) and (e) of section 24 and section 28 of the Act;
 - (c) Monitor and ensure necessary actions so that teachers are not burdened with non-academic duties;
 - (d) Ensure the enrolment and continued attendance of all the children from the neighbourhood in the school;
 - (e) Monitor the maintenance of the norms and standards in the school in conformity with the provisions of the Act;
 - (f) The committee shall bring to the notice of the local authority any deviation from the rights of the child;
 - (g) Identify the needs, prepare a plan, and monitor the implementation of the provisions of section 4 of the Act;
 - (h) Monitor the identification and enrolment of, and facilities for education of children with disabilities and ensure their completion of elementary education;
 - (i) Ensure the proper implementation of mid-day meal in the school and monitor all aspects of the scheme;
 - (j) Prepare an annual account of receipts and expenditure of the school.
- (7) Every said committee shall have a bank account and any money received by the committee shall be credited to its bank account which shall be audited annually.
- (8) The accounts related to the school shall be signed by the Chairperson, Vice Chairperson and Convener of the said 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 has been first constituted under the Act.
- (2) The School Development Plan shall be a three year plan comprising of three annual sub plans.
- (3) The School Development Plan shall contain the following details –
 - (a) Estimates of class wise enrolment for each year;
 - (b) Requirement of the number of additional teachers, including the Headmaster, subject teachers and part time teachers separately for classes 1 to 5 and classes 6 to 8 according to the Act and the Rules;
 - (c) Requirement of additional infrastructure according to the Act and the Rules;
 - (d) Any additional requirement for fulfilling the responsibilities of school under the Act;
 - (e) Financial requirement of the school in respect of above mentioned.
- (4) The School Development Plan shall be signed by the Chairperson, Vice Chairperson and convener of the School Management Committee and submitted to the Local Authority before the end of the financial year in which it is prepared.

3. WEST BENGAL

Registered No. WB/SC - 320

No. WB/CPS/K-77 (Part I)/2012



Extraordinary
Published by Authority

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FRIDAY MARCH 16, 2012

[SAKA 1933

PART I - Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

Government of West Bengal
School Education Department,
Law Branch

No.323-SE(Law)/ES/S/1A-01/2009. — 15th March, 2012. — In exercise of the powers conferred by sub-section (1) of section 38 of the Right of Children to Free and Compulsory Education Act, 2009 (35 of 2009), the Governor is pleased hereby to make the following rules, namely:

13. Composition and functions of the School Management Committee for purposes of section 21.

— (1) A school other than a school specified in sub-clause (iv) of clause (n) of section 2, shall have a School Management Committee and such School Management Committee shall be reconstructed every three years.

(2) The composition of the School Management Committee for different categories of schools from Class I to Class IV under sub-section (2) of section 21, shall be as per Schedule III.

(3) The School Management Committee shall meet once in every two months and the decision of the Committee shall be recorded properly and made available to the public. The Head Teachers or Teacher-in-charge duly authorised shall be the convenor of the Committee.

14. Preparation of School Development Plan.— (1) Every School Management Committee shall prepare a "School Development Plan" at least 3 (three) months before the end of the academic year in which it is first constituted under the Act, and shall further prepare one every three years.

(2) A School Development Plan shall be a three-year plan, and may comprise of three annual sub-plans. The plans should be drawn up in a participatory mode involving all stakeholders including students, parents/guardians etc.

(3) A School Development Plan shall, inter alia, contain the following information:—

- (a) location, land details, connectivity and any other interesting detail of the school including its history, alumni, good practices of the school and its students etc.;
 - (b) details of class-wise enrolment for each year, including those of children with special needs and children of special focus groups and enrolment made under clause (c) of sub-section (1) of section 12, if applicable;
 - (c) three-year projection of requirements of additional teachers, including Head Teachers, for Classes I to IV;
 - (d) three-year projection of requirements of additional infrastructure, including that of child friendly and barrier free building, infrastructure for smooth implementation of the Cooked Mid Day Meal Programme if applicable, water-sanitation facilities and other amenities, furniture and equipment including Teaching Learning Equipment, library books, sports and games equipment and play material calculated with reference to the existing norms and standards;
 - (e) minimum number of working days and instructional hours in an academic year;
 - (f) minimum number of working hours per week for the teachers;
 - (g) school safety plan for different hazards and vulnerabilities;
 - (h) strategies for innovative activities to be taken up for improvement of both academic and non-academic performance of the children in the school.
- (4) Every School Development Plan shall be signed by the President and the Secretary of the School Management Committee and shall be submitted to the concerned District Inspector of Schools before the end of the financial year.

4. ODISHA

GOVERNMENT OF ODISHA SCHOOL & MASS EDUCATION DEPARTMENT

NOTIFICATION

Bhubaneswar dtd. the 30-7-14

Sub : Revised Guidelines on composition and function of School Management Committee.

No.IISME(B)45/2014/16485**/SME** -As per the provisions under Section-21 of the RCFCE Act 2009, a School Management Committee shall be constituted in every school other than an un-aided school. Rule-3 of the Odisha Right of Children to Free and Compulsory Education Rules, 2010 indicates the composition and function of the School Management Committee. Govt., after careful consideration have decided that the following revised guidelines shall be followed for composition and function of School Management Committee in Govt./Govt. Aided, Primary and Upper Primary Schools of the State.

3. SCHOOL MANAGEMENT COMMITTEE (SMC):

As per Section-21 of Right of Children to Free and Compulsory Education Act 2009 read with Rule-3 of Odisha Right of Children to Free and Compulsory Education Rules 2010 School Management Committee shall be constituted in every school other than an un-aided school.

3.1. Composition of School Management Committee

High School having primary and upper primary school (i.e. Class I to X, Class VI to X, Class IV to X, Class-VIII to X) shall also constitute the SMC in addition to SMDC

3.1.1. The members of the School Management Committee shall be elected from among the members of the PTA. It shall consist of 19 members within its jurisdiction as per the following specification.

(a) 12 (Twelve) parents members as described below,

- i. Male members – 50% - out of which at least one should belong to SC/ST/disadvantaged groups community and one should belong to economically weaker section according to availability
- ii. Female members – 50%-Out of which at least one should belong to SC/ST/ disadvantaged groups community and one should belong to economically weaker section according to availability.

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(b) The remaining 07 (seven) members of the Committee shall be from among the following persons.

▪ **Ex-Officio Members:**

- i. One member such as Ward Member / Councilor/Corporator of the Gram Panchayat / NAC / Municipality/Municipality Corporation in which the school exists
- ii. One Health Worker / Asha Karmi working in the village as member
- iii. One Anganwadi worker working in nearest centre as member
- iv. Headmaster / Headmaster I/C. of the concerned school as Member-Convenor

▪ **Nominated Members:**

- v. One member from among the teachers of the school to be decided by the teachers
- vi. Two student members i.e. Head of the Student Cabinet and Head of Meena Manch.

The member-convenor and the teacher member at (iv) and (v) shall have no voting power in any selection/election process. (Govt. functionaries who are ex-officio members shall not have voting rights)

3.1.2. To manage its affairs, the committee shall elect a Chairperson and a Vice-Chairperson from among the parents' members. Out of these two (Chairperson and Vice chairperson) at least one must be woman.

3.1.3. In the event of death or transfer of residence of parent members from the local area of the school or a parent member ceasing to be student guardian for his/her child / children ward (s) leaving the school or otherwise, his/her membership shall cease.

3.1.4. Ward Member / Councilor / Corporator of a Gram Panchayat / NAC / Municipality / Municipal Corporation shall hold office in ex-officio capacity. He/she shall cease to be a member of school management committee as and when he/she ceases to hold charge of his/her office.

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- 3.1.5. Any member of the School Management Committee, other than Member-Convenor may at any time resign from the membership by sending a letter of resignation to the Chairperson. But such a resignation takes effect from the date on which the School Management Committee accepts it.
- 3.1.6. If a member of the School Management Committee other than the Member-Convenor absents himself / herself from three consecutive meetings without prior intimation to the Chairperson, his/her membership shall ipso facto cease. The fact of not intimating prior to absence should find place in the proceeding of the meeting of School Management Committee.
- 3.1.7. Vacancies of membership of the School Management Committee other than the Ex-officio member caused due to resignation or otherwise shall be filled up by PTA from among the same category of members following the similar procedure as envisaged for each category on request of SMC within 30 days of occurrence of such vacancy.
- 3.1.8. In case of transfer / retirement / death of the Member-Convenor or in case, he/she remains on leave other than casual leave and optional holiday, the senior most teacher of the school shall remain in-charge.

3.2. Formation of School Management Committee

- 3.2.1. There shall be a separate School Management Committee for each Primary and Upper Primary School. The PTA of the concerned school shall elect / select the members of the School Management Committee except the Member-Convenor, Teacher member and Student members. The selection/election of such member shall be made in the open meeting of Parent Teacher Association convened for the purpose by the Headmaster of the institution as per the programme communicated to them by the Headmaster. At least 40% of the members of PTA shall form the quorum for the meeting in which SMC shall be constituted.
- 3.2.2. The committee formed in the manner prescribed in **para 3.2.1** above shall elect chairperson and vice-chairperson through election/selection in its first meeting to be held within a week of its formation. At least 8 members of the SMC shall form the quorum for any meeting of SMC. In case of voting the member-convenor, teacher-member and Govt. functionaries shall have no voting powers. In case of a tie of votes the final decision shall be taken through a lottery.

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- 3.2.3. In case of residential schools of ST & SC Development Department, the SMDCs will be formed as per the guidelines issued for this purpose from this Department.
- 3.2.4. The term of the School Management Committee shall be 3 years from the date of the election of Chairperson of the School Management Committee.
- 3.2.5. In case a School Management Committee becomes non-functional and does not evince any interest in development and management of the school for more than three months, the Member-Convenor shall inform the same to Standing Committee through CRCC extending intimation to BEO and request for formation of a new School Management Committee. On receipt of such intimation, the Standing Committee shall take a decision on dissolution of the SMC and formation of a new committee within 15 days. Before dissolution of the so called non-functioning SMC an opportunity of hearing shall be given to the SMC. In case the Standing Committee does not take any decision on Formation of new SMC within 30 days of reporting by HM, the BEO shall take steps for formation of new SMC after an inquiry.
- 3.2.6. After obtaining such permission a new School Management Committee shall be formed following the usual procedure. On formation of new committee, the old committee ipso facto stands dissolved.

3.3. Functions of the School Management Committee:

- 3.3.1. The School Management Committee in general shall,
 - i. Plan for development of educational institutions of the feeding area of the school.
 - ii. Conduct annual census of children of the age groups up to 6 and 6+ to 14 as the case may be.
 - iii. Ensure enrolment of all non-enrolled children through enrolment drive and their retention in the school till they complete the elementary stage of education.
 - iv. Ensure regularity of attendance of children in the school and prevent temporary discontinuance and drop out of children through persuasion of parents.
 - v. Monitor regular attendance of teachers. The teacher absenteeism shall be reported by the SMC to Standing Committee.
- 3.3.2. The School Management Committee in particular shall:
 - i. Help expansion and augmentation of facilities of school as per need.
 - ii. Beautify the school environment; develop play-ground, children's park and enrich plantation in school campus.

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- iii. Review and monitor school health programme and ensure maintenance of child profile incorporating health aspects.
- iv. Raise, maintain and manage school nurseries, school garden for implementing work education.
- v. Ensure distribution of incentives such as mid-day meals, text books and other reading writing materials, uniforms etc. and shall attend the emergent needs of the school as would be necessary at the time of unforeseen accidents like fire, flood and cyclone.
- vi. Review coverage of courses of studies.
- vii. Shall ensure updation of VER so as to update the database of DISE & CTS for proper implementation of SSA & RtE.
- viii. Shall assist HM and other staff at the time of self-assessment of the school and the self-assessment may be done jointly i.e. school staff and SMC members.
- ix. Ensure excellence in overall performance of school children and review the progress of work of the school and other curricular activities after the examination is over.
- x. Organize Shiksha Melas, Inter School Competition and Sports.
- xi. Invite local artisans and experts of other occupations to the school and organize interactions with the students;
- xii. Identify the donors and motivate them to adopt school for the development activities.
- xiii. Intimate the Standing Committee and the B.E.O. about the contribution received in kind, SSA grants received and utilization thereof; which is to be placed in the next PTA meeting.
- xiv. Ensure availability of the proceedings of the School Management Committee meeting to the inspecting authority as and when they visit;
- xv. Award the dedicated teachers for their contribution towards the development of the institution and of the community as a whole;
- xvi. Maintain proper and healthy relationship with Standing Committee for development of school;
- xvii. Adopt appropriate measures to maintain the properties and amenities of the school viz. school building, drinking water, toilet, playground etc.
- xviii. Communicate, in simple and creative ways, to the population in the neighborhood of the school, the rights of the child as enunciated in **Part-III, sub-section 6 (a) to (j) of Section-3 of RCFCE Rule 2010**; and also the duties of the State Government, local authority, school, parent and guardian;

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- xix. Ensure the implementation of **clauses (a)** "Maintain regularity and punctuality in attending school" and **(e)** "Hold regular meetings with parents and guardians and appraise them about the regularity in attendance, ability to learn, progress made in learning and any other relevant information about the child" - of **section 24** and **section 28** "No teachers shall engage himself /herself in private tuition or private teaching activity" - of the **RtE Act**;
 - xx. Monitor that teachers are not burdened with non-academic duties other than those specified in **section 27 of the RtE Act**; "No teacher shall be deployed for any non-educational purpose; other than the decennial population census, disaster relief duties or duties relating to election to the local authority or the state legislature or parliament, as the case may be".
 - xxi. Ensure the enrolment and continued attendance of all the children from the neighborhood in the school;
 - xxii. Monitor the maintenance of the norms and standards prescribed in the Schedule to the RtE Act;
 - xxiii. Bring to the notice of the local authority any deviation of the rights of the child, in particular mental and physical harassment of children, denial of admission, and timely provision of free entitlements as per **sub-section(2) of section 3 of RtE Act**;
 - xxiv. Identify the needs, prepare a Plan, and monitor the implementation of the provisions of **Section 4 of the RtE Act**;
 - xxv. Monitor the identification and enrolment and facilities for learning of disabled children, and ensure their participation in, and completion of Elementary Education;
 - xxvi. Monitor the implementation of the Mid-Day Meal in the school and provide necessary support to the HM for the success of MDM programme.
 - xxvii. Prepare an annual account of receipts and expenditure of the school in a separate register;
 - xxviii. The Government may, from time to time, entrust such other powers, duties & responsibilities to the School Management Committee.
- 3.3.3. The details of flow of funds from SSA and other sources to School Management Committee shall be communicated to the Standing Committee on Education so that the committee can have some command and control upon the school.
- 3.3.4. Any money received by the Committee for the discharge of its functions under RCFCE Act, shall be kept in a separate account, to be made available for audit every year.

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- 3.3.5. The accounts shall be signed by the Chairperson / Vice-Chairperson and HM - Convenor of the School Management Committee and made available to the local authority within one month of its preparation.
- 3.3.6. The funds shall be utilized and spent in accordance with the guidelines issued / to be issued by the S & ME Department from time to time.
- 3.3.7. The accounting/procurement procedure and audit of the accounts shall be specified by the S & ME Department and the same shall be duly followed by the School Management Committee.

3.4. Preparation of School Development Plan:

- 3.4.1 The 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.
- 3.4.2. The School Development Plan shall be a three year plan. **Annual plan** of each year shall be generated from Annual sub plans which shall contain the following:
 - i. Estimates of class-wise enrolment for each year;
 - ii. Requirement 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;
 - iii. Physical requirement of additional infrastructures and equipments over the three year period, calculated with reference to the norms and standards specified in the Schedule;
 - iv. Additional financial requirement in respect of **clause (b) and (c) sub-rule(2)**, including special training facility specified in **section 4**, entitlements of children such as free text books and any other additional financial requirement for fulfilling the responsibilities of the school under the Act.
- 3.4.3. The School Development Plan shall be signed by the Chairperson / Vice-Chairperson and Member Convenor of the Committee and submitted to the Standing Committee. The CRCC of the concerned cluster shall consolidate all the plans of the schools under his cluster and submit the same to the B.E.O.

3.5. Meeting of the School Management Committee:

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- 3.5.1. The meeting of the School Management Committee shall be held every month as per the fixed date of Samiksha conducted by CRCC. The CRCC shall remain present in the meeting. The meeting of SMC shall be conducted preferably in afternoon after completion of Samiksha by CRCC. The Member Convenor shall maintain record of such meeting on the same day with the signature of the members present.
- 3.5.2. In case the attention of the B.E.O. / A.B.E.O. is drawn for action by him, the copies shall be sent to him. The B.E.O. /A.B.E.O. shall make it a point to mention in his inspection reports about the regularity of attendance of the proceedings of the School Management Committee meeting.
- 3.5.3. The B.E.O., A.B.E.O., BRCC and CRCC shall review the working of the School Management Committees each month and send a report to the Director, Elementary Education, Odisha, State Project Director, OPEPA in the second week of the succeeding month.
- 3.5.4. 40% of the members (08) shall constitute the quorum for holding a meeting of the School Management Committee.
- 3.5.5. In case of any emergent situation, the Chairperson can requisition a special meeting of the School Management Committee.
- 3.5.6. The B.E.O. shall ensure that the guidelines are followed. In case of any omission or commission of the persons, the officers responsible shall be accountable. The higher officers of the School and Mass Education Department shall make periodical review and ensure that the systems work.

4. Grievance Redressal

- 4.1. In case of any dispute / problem in the constitution/reconstitution and functioning of the School Management Committee, the Block Education Officer shall be the Grievance Redressal Authority
- 4.2. The BDO-cum-Executive Officer of the Panchayat Samiti shall be the reviewing authority at Block level. He shall review the performance of the schools including functions of School Management Committees.

5. Appeal and Review:

The District Education Officer (DEO) shall be the Appellate Authority, whose decision shall be final and binding. The Collector-cum-Chairperson, RtE-SSA of the district shall be the reviewing authority.

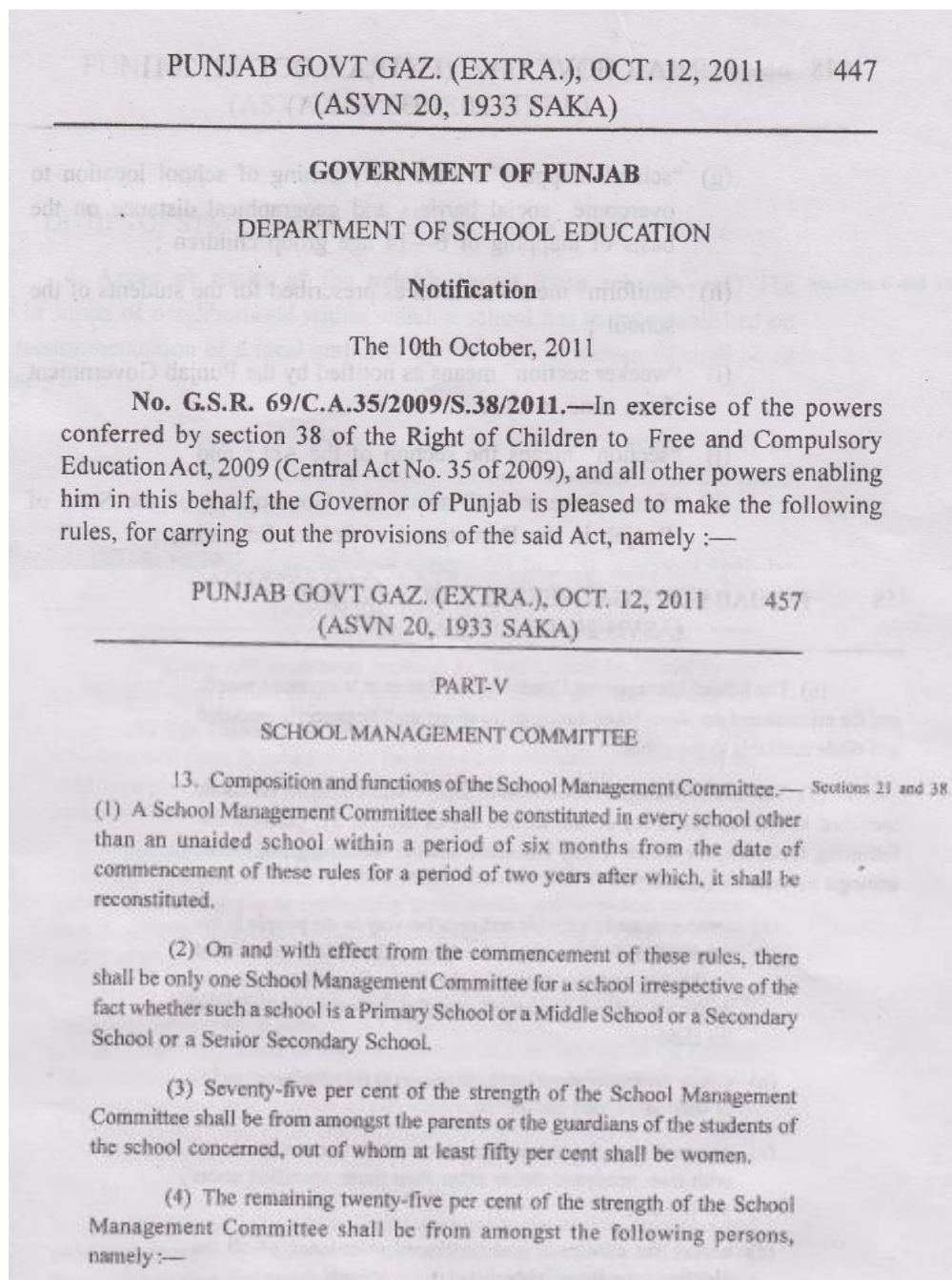
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6. This shall come into force from the date of its issue.
7. Relevant Rules shall be amended accordingly.

This supersedes all previous rules/instructions etc. issued by S & ME Department in this regard.

5. PUNJAB



- (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 the teachers from the school, to be decided by the teachers of the school;
- (c) remaining one third either from amongst the local educationists or from amongst the students in the school, to be decided by the students themselves; and
- (d) 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, but he shall not have any right to vote.

(5) The School management Committee shall elect a Chairperson and a Vice-Chairperson from amongst the non-official members to manage its affairs. 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 ex-officio Member-Secretary and Convener of the School Management Committee.

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(ASVN 20, 1933 SAKA)

(6) The School Management Committee shall meet at least once a month and the minutes and decisions taken during its meetings shall be properly recorded and made available to the public.

(7) The School Management Committee shall, in addition to the functions specified in clauses (a) to (c) of sub-section (2) of section 21, perform the following functions, for which it may constitute smaller working groups from amongst its members, namely :—

- (a) communicate in a simple and creative way to the people in the neighborhood of the school, the rights of the child as enunciated in the Act and the duties of the State Government, Local Authority, school, parent and guardian, to impart education to the children;
- (b) ensure the implementation of clauses (a) to (c) of sub-section (1) of section 24, and section 28;
- (c) ensure that as far as possible, the teachers are not burdened with non- academic duties other than those specified under section 27 ;
- (d) ensure the enrolment and continued attendance of all the children from the neighborhood in the school;
- (e) ensure the maintenance of the norms and standards specified in the Schedule;
- (f) bring to the notice of the local authority any deviation from the rights of the child, in particular mental and physical harassment of the children, denial of admission, and timely provision of free entitlement as per provisions of sub-section (2) of section 3 ;

- (g) identify the needs, prepare a plan and ensure the implementation of the provisions of section 4 ;
- (h) monitor the identification and enrolment of and facilities for learning by disabled children, and ensure their participation in, and completion of elementary education ;
- (i) plan and monitor the service of mid-day meal in the school;
- (j) prepare an annual account of receipts and expenditure of the school ; and
- (k) monitor that the teachers take all measures to improve the quality of education of the students in the school.

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(8) Any money received by the School Management Committee for the discharge of its functions under the Act, shall be kept in a separate account, to be made available for audit every year.

(9) The accounts referred to in clause (j) of sub-rule (7) and sub-rule (8), shall be signed by the Chairperson or Vice-Chairperson, and Convener of the School Management Committee and made available to the Government or the Local authority, as the case may be, within a period of one month from the date of their preparation.

14. 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. Sections 22 and 38.

(2) The School Development Plan shall be a 'Two Year Plan' comprising two annual sub-plans.

(3) The School Development Plan shall contain the following details, namely :—

- (a) estimates of class-wise enrolment for each year;
- (b) requirement for the next two 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 for the next two years' period of additional infrastructure and equipments, calculated with reference to the norms and standards specified in the Schedule; and
- (d) additional financial requirement for the next two years' period, year-wise in respect of clauses (b) and (c), including additional requirement for providing special training facility, as specified in section 4, entitlements of children, such as free text books and uniforms, and any other additional financial requirements for fulfilling the responsibilities of the school under the Act.

(4) The School Development Plan shall be signed by the Chairperson or the Vice-Chairperson and Convener of the School Management Committee and it shall be submitted to the State Government or the Local Authority, before the end of the financial year in which it is to be prepared.

ANNEXURE 1- SCHEDULE

THE SCHEDULE																
(See sections 19 and 25)																
NORMS AND STANDARDS FOR A SCHOOL																
Sl No.	Item	Norms and Standards														
1.	Number of teachers:															
	(a) For first class to fifth class	<table> <tr> <td>Admitted children</td> <td>Number of teachers</td> </tr> <tr> <td>Up to Sixty</td> <td>Two</td> </tr> <tr> <td>Between sixty-one to ninety</td> <td>Three</td> </tr> <tr> <td>Between Ninety-one to one hundred and twenty</td> <td>Four</td> </tr> <tr> <td>Between One hundred and twenty-one to two hundred</td> <td>Five</td> </tr> <tr> <td>Above One hundred and fifty children</td> <td>Five plus one Head-teacher</td> </tr> <tr> <td>Above Two hundred children</td> <td>Pupil-Teacher Ratio (excluding Head-teacher) shall not exceed forty.</td> </tr> </table>	Admitted children	Number of teachers	Up to Sixty	Two	Between sixty-one to ninety	Three	Between Ninety-one to one hundred and twenty	Four	Between One hundred and twenty-one to two hundred	Five	Above One hundred and fifty children	Five plus one Head-teacher	Above Two hundred children	Pupil-Teacher Ratio (excluding Head-teacher) shall not exceed forty.
Admitted children	Number of teachers															
Up to Sixty	Two															
Between sixty-one to ninety	Three															
Between Ninety-one to one hundred and twenty	Four															
Between One hundred and twenty-one to two hundred	Five															
Above One hundred and fifty children	Five plus one Head-teacher															
Above Two hundred children	Pupil-Teacher Ratio (excluding Head-teacher) shall not exceed forty.															
	(b) For sixth class to eighth class	<p>(1) At least one teacher per class so that there shall be at least one teacher each for—</p> <p>(i) Science and Mathematics;</p> <p>(ii) Social Studies;</p> <p>(iii) Languages.</p> <p>(2) At least one teacher for every thirty-five children.</p> <p>(3) Where admission of children is above one hundred—</p> <p>(i) a full time head-teacher;</p> <p>(ii) part time instructors for—</p> <p>(A) Art Education;</p> <p>(B) Health and Physical Education;</p> <p>(C) Work Education.</p>														
2.	Building	<p>All-weather building consisting of—</p> <p>(i) at least one class-room for every teacher and an office-cum-store-cum-Head teacher's room;</p> <p>(ii) barrier-free access;</p> <p>(iii) separate toilets for boys and girls;</p> <p>(iv) safe and adequate drinking water facility to all children;</p> <p>(v) a kitchen where mid-day meal is cooked in the school;</p> <p>(vi) Playground;</p>														

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Sl. No.	Item	Norms and Standards
		(vi) arrangements for securing the school building by boundary wall or fencing.
3.	Minimum number of working days/instructional hours in an academic year	<p>(i) two hundred working days for first class to fifth class;</p> <p>(ii) two hundred and twenty working days for sixth class to eighth class;</p> <p>(iii) eight hundred instructional hours per academic year for first class to fifth class;</p> <p>(iv) one thousand instructional hours per academic year for sixth class to eighth class.</p>
4.	Minimum number of working hours per week for the teacher	forty-five teaching including preparation hours.
5.	Teaching learning equipment	Shall be provided to each class as required.
6.	Library	There shall be a library in each school providing newspaper, magazines and books on all subjects, including story-books.
7.	Play material, games and sports equipment	Shall be provided to each class as required.

अनुलग्नक १ – अनुसूची

(आरटीई अधिनियम, २००९ की धारा १९ और २५)

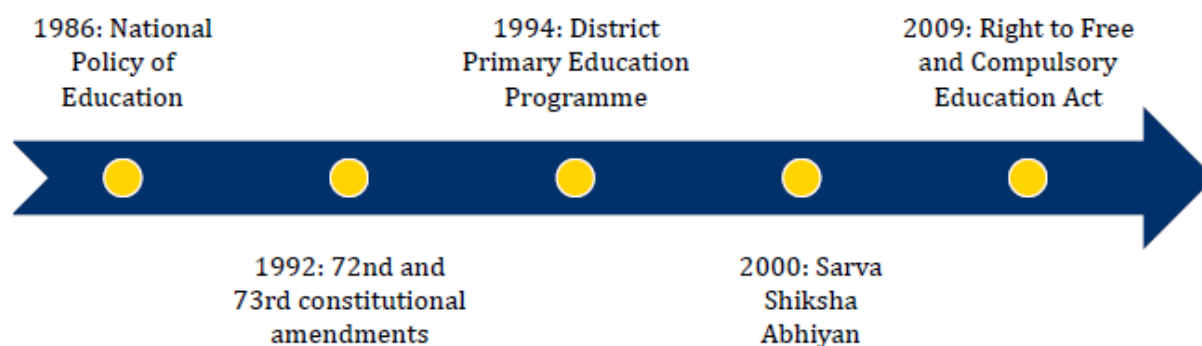
एक विद्यालय के लिए मानदंड और मानक

क्र. सं.	विषय	मानदंड और मानक
१.	अध्यापकों की संख्या:	
	(क) प्रथम श्रेणी से पांचवीं कक्षा तक	<p>नामांकित बच्चे</p> <p>साठ तक</p> <p>इकसठ से नब्बे के बीच</p> <p>इक्यानबे से एक सौ बीस के बीच</p> <p>एक सौ इक्कीस से दो सौ के बीच</p> <p>एक सौ पचास बच्चों से ऊपर</p> <p>दो सौ बच्चों से ऊपर</p> <p>अध्यापकों की संख्या</p> <p>दो</p> <p>तीन</p> <p>चार</p> <p>पाँच</p> <p>पाँच + एक मुख्य शिक्षक</p> <p>छात्र-शिक्षक अनुपात (मुख्य शिक्षक को छोड़कर) चालीस से अधिक नहीं होना चाहिए।</p>
	(ख) छठवीं कक्षा से आठवीं कक्षा तक	<p>1. हर कक्षा में कम से कम एक शिक्षक ताकि प्रत्येक वर्ग में कम से कम एक शिक्षक हो-</p> <p>(i) विज्ञान और गणित;</p> <p>(ii) सामाजिक अध्ययन;</p> <p>(iii) भाषाओं।</p> <p>2. हर ३५ बच्चों के लिए कम से कम एक शिक्षक</p> <p>3. जहाँ बच्चों का नामांकन एक सौ से ऊपर हो-</p> <p>(i) एक पूर्णकालिक मुख्य शिक्षक;</p> <p>(ii) निम्नलिखित के लिए अंशकालिक प्रशिक्षक-</p> <p>(क) कला शिक्षा;</p> <p>(ख) स्वास्थ्य और शारीरिक शिक्षा;</p> <p>(ग) कार्य शिक्षा।</p>
२.	ईमारत	<p>सर्वश्रेष्ठ (हर मौसम के लिए पर्याप्त) इमारत जिसमें हो:</p> <p>(i) प्रत्येक शिक्षक के लिए कम से कम एक कक्षा का कमरा और एक कार्यालय-एवं-भंडार-एवं-मुख्य शिक्षक का कमरा;</p> <p>(ii) अवरोध मुक्त पहुँच;</p> <p>(iii) लड़कों और लड़कियों के लिए अलग शौचालय;</p> <p>(iv) सभी बच्चों के लिए सुरक्षित और पर्याप्त पेयजल सुविधा;</p> <p>(v) एक रसोईघर जहाँ स्कूल में दोपहर का भोजन पकाया जाता है;</p>



		(vi) खेल का मैदान; (vii) दीवार या बाड़ लगा के स्कूल की इमारत को सुरक्षित करने की व्यवस्था।
3.	एक शैक्षणिक वर्ष में न्यूनतम कार्य-दिवसों/शैक्षिक घंटों की संख्या	(i) प्रथम श्रेणी से पांचवीं कक्षा के लिए दो सौ कार्य दिवस; (ii) छठी कक्षा से आठवीं कक्षा के लिए दो सौ बीस कार्य दिवस; (iii) प्रथम श्रेणी से पांचवीं कक्षा के लिए प्रति शैक्षणिक वर्ष में आठ सौ शैक्षिक घंटे; (iv) छठी कक्षा से आठवीं कक्षा के लिए प्रति शैक्षणिक वर्ष में एक हजार शैक्षिक घंटे।
4.	शिक्षक के लिए प्रति सप्ताह न्यूनतम कार्य-समय की संख्या	तैयारी सहित पचास शिक्षण घंटे।
5.	शिक्षण अधिगम उपकरण	आवश्यकतानुसार प्रत्येक कक्षा को प्रदान किए जाने चाहिए।
6.	पुस्तकालय	प्रत्येक विद्यालय में कहानी की पुस्तकों के साथ अखबार, पत्रिकाएं और सभी विषयों पर पुस्तकें प्रदान करने वाला एक पुस्तकालय होना चाहिए।
7.	खेलने की सामग्री, क्रीड़ा और खेल के उपकरण	आवश्यकतानुसार प्रत्येक कक्षा को प्रदान किए जाने चाहिए।

ANNEXURE 2- Brief History of Decentralisation in the Governance of Primary Education in India (1986-2009)



Over the course of the last six decades, there have been several attempts to shift the governance framework of elementary education towards a more decentralised system.

A timeline of significant events impacting community participation since 1986 is shown above. Historically, the rationale for decentralised governance was located within a larger discourse of liberating the community by devolving power to the local people. The National Policy of Education, 1986 recommended:

- Involvement of the community in the decision-making process
- Decentralised management of education at all levels (district, sub-district and Panchayat)
- Adopting the eleventh schedule of the Constitution which entrusts the Panchayati

Raj bodies with “education including primary education, and secondary schools, teachers’ training and vocational education, adult and non-formal education, literacy and cultural activities”

More recently, the belief that central administration may neither have the incentive nor has the ability to monitor civil servants led development practitioners to believe that the involvement of beneficiaries is essential to make services work for poor people. Since beneficiaries have the necessary information to monitor the providers, and the incentives to demand good quality service, their participation should help improve the quality of public services.

There have also been attempts for increasing decentralisation beyond education. In 1992, the passage of the 72nd and 73rd constitutional amendments gave constitutional status to Panchayati Raj Institutions (PRIs) and empowered them to exercise their agency on developmental areas including education, land improvement, irrigation, animal husbandry,

fisheries, women and child development etc.

In 1994, the District Primary Education Programme (DPEP) was launched in 42 districts across 7 states with an aim to revitalise the primary education system. The programme later expanded to 200 districts across 16 states. One of the major achievements of DPEP was the setting up of Village Education Committees (VECs) in almost all project locations and schools. VECs were envisaged as village level school oversight structures under the DPEP consisting of influential village members, parent members and headmaster. Their responsibilities included managing funds coming to the school, keeping a record of the school accounts, verifying teacher attendance for the teacher's monthly salary and in some states like Karnataka, the ability to hire contract teachers.

Taking a lead from the constitutional amendments of 1992 and DPEP in 1994, the 1990s saw education programmes in several states emphasise community participation as one of their thrust areas. These programmes leveraged a number of informal and formal structures within the state. These included the Mother-Teacher Associations (MTAs) instituted under the DPEP programme in Kerala and women's groups brought together under the Lok Jumbish in Rajasthan, in addition to the VECs formed in several states.

Sarva Shiksha Abhiyan (SSA) further attempted to empower local oversight structures. It mandated that all school-level grants be used for up-gradation, maintenance, repair of schools and equipment for teaching and learning. The school-level grant was INR 2,000 per annum for primary and upper primary schools. This amount increased to INR 5,000 and INR 7,000 for primary and upper primary schools in 2012-13. Overall, as per PAISA (2013), schools grants amount to only 2% of the SSA allocation. Furthermore, SSA mandated that local management be transferred to VECs/SMCs/Gram Panchayats (GPs) or to any other village/school level structure for decentralised governance, as adopted by the particular state/UT.

Source: *Empowering Communities, Enhancing Education: Strengthening School Management Committees in India*, Central Square Foundation



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