

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DIRECTORATE OF EDUCATION  
OLD SECRETARIAT: DELHI -110054**

No.F.23 (6)/DE/RTE/2011/ 520-533

Date: 25/3/13

**CIRCULAR**

**Subject: - Guidelines for composition of School Management Committee (SMC) under the RTE Act and its functions.**

In pursuance of powers conferred by Rule 26 of Delhi Right of Children to Free and Compulsory Education Rules, 2011 following guidelines are issued regarding School Management Committees envisaged under Section 21 of the Right of Children to Free and Compulsory Education Act, 2009 as amended up to date and Rule 3 of the Delhi Right of Children to Free and Compulsory Education Rules 2011. All the Heads of schools of Delhi except of those specified in sub-clause (iv) of clause (n) of Section 2 are hereby directed to constitute School Management Committee in their respective schools consisting of 16 members as under :-

Sl.No.	Actual Designation	Status in the Committee	No. of Members
1.	Principal/HOS	Member / Ex-officio Chairperson of SMC	One
2.	Parents/Guardians of Children	Members	Twelve
3.	Elected Representative of the Local Authority	Member	One
4.	Teacher of the School	Member /Convener	One
5.	Social worker involved in the field of Education	Member	One

- Note: - 1. One Social Science Teacher, One Math Teacher and One Science Teacher shall be special invitees.  
2. Fifty percent of the members of this committee shall be women.  
3. There shall be a proportionate representation of parents/guardians of children belonging to disadvantaged group and weaker sections.  
4. Vice Chairperson shall be from amongst the parent members.

The School Management Committee so constituted shall follow the following guidelines:-

**Selection of Vice Chairperson**

The Vice-Chairperson shall be elected by parent members of SMC from amongst themselves.

**Selection of parents/guardians members**

Selection of parents/guardian members shall be done through election in the General Body meeting of parents/guardians. In case where the child of the member has left or completed his/her studies in that school, such member shall be replaced by parent selected at random from among the parents or guardian of the children of that category for the remaining term of the Committee.

**Elected representative of Local Authority**

Instructions regarding elected members are being issued separately.

**Selection of Teacher Member**

Selection of teacher member and Special invitee of SMC is to be decided by teachers of school.

**Selection of social worker involved in the field of Education**

The social worker involved in the field of education is to be nominated by the District Deputy Director of Education or an officer of equivalent rank.

**Tenure of the School Management Committee (SMC):**

Tenure of the SMC shall be 2 years from the date of its constitution and reconstituted every two years.

**Meetings of SMC:**

The School Management Committee shall meet at least once in two months and minutes and decisions of the meetings shall be properly recorded and made available to the public.

**Quorum**

The Quorum of SMC must be 1/3 of the total strength and every resolution shall be passed by a proper quorum without proxy.

**Functions of School Management Committee**

- (i) Monitor the working of the school.
- (ii) Prepare and recommend School Development Plan.
- (iii) Monitor the utilization of the grants received from the appropriate Government or Local Authority or any other source.
- (iv) Communicate in simple and creative ways to the population in the neighbourhood of the school, the right of the child as enunciated in the

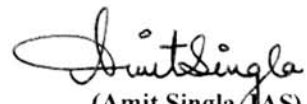
Act, as also the duties of the Government, local authority, school, parents and guardians.

- (v) Ensure that teachers maintain regularity and punctuality in attending school.
- (vi) 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.
- (vii) Monitor that teachers are not burdened with non academic duties other than those specified in section 27 of RTE Act.
- (vii) Ensure the enrolment and continued attendance of all the children from the neighborhood in the school.
- (viii) Monitor the maintenance of the norms and standards specified in the schedule.
- (ix) Bring to the notice of the Government or local authority, as the case may be, 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 section 3(2) of RTE Act, 2009.
- (x) Identify the needs and monitor the implementation of the provisions of section 4 of the Act which states **'where a child above six years of age has 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.'**
- (xi) Monitor the identification and enrolment of and facilities for admission of children with disabilities and ensure their participation in, and completion of elementary education.
- (xii) Monitor the implementation of the Mid-Day Meal in school.

**Accounts:**


Money if received by SMC for the discharge of functioning under the Act, shall be kept in a separate account, to be audited annually. These accounts should be signed by the Chairperson/Vice-Chairperson and convener of the School Management Committee.

All the District Deputy Directors of Education/Education officer are to ensure that School Management Committee is constituted in each and every Govt. /Govt. Aided School under their jurisdiction immediately.

  
 (Amit Singla, IAS)  
 Director of Education

Copy to:-

1. PS to Hon'ble Lt. Governor, Delhi.
2. PS to Hon'ble Chief Minister, Govt. of NCT of Delhi.
3. PS to Hon'ble Minister of Education, Govt. of NCT of Delhi.
4. The Commissioner, East Delhi Municipal Corporation.
5. The Commissioner, North Delhi Municipal Corporation
6. The Commissioner South Delhi Municipal Corporation.
7. Chief Executive Officer, Delhi Cantonment Board.
8. Chairperson, New Delhi Municipal Council.
9. P.A. to Secretary, Education.
10. P.A. to Director of Education.
11. All Addl. Directors of Education/Regional Directors/District DDEs/EOs/DEOs/Head of Govt./Govt. Aided Schools of Delhi through website of Directorate of Education.
- ✓ 12. OS (IT) to paste the above said circular on official website of the Department.
13. Guard file.

  
(Amit Singla, IAS)  
Director of Education