

GOVERNMENT OF ORISSA
DEPARTMENT OF SCHOOL & MASS EDUCATION

No. 767 /S&ME, dt. 11/01/11
II-SME-(A)51/10

To

All Collectors,

Sub: *Guidelines for composition & functions of School Management Committee in Elementary Schools.*

Sir,

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 Orissa 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 addl. guidelines shall also be followed for composition & function of School Management Committee in Govt./ Govt. Aided, Primary and Upper Primary schools in the state .

1. PARENT TEACHER ASSOCIATION (PTA)

In each and every Govt. /Govt. Aided, Primary & Upper Primary School there shall be Parent Teacher Association (PTA)

a. Constitution :

- (1) Parent Teachers Association for each Govt. /Govt. Aided, Primary /Upper Primary Schools shall be constituted by the Head Master concerned not later than the 30th June of each academic year. Where a school does not have a Head Master the senior most teacher of the school shall constitute the PTA.
- (2) The Inspecting Officer (DI of schools in case of Upper Primary Schools & SI of Schools in case of Primary School) shall notify the date and time on the notice board of the School at which students shall attend the school along with one of their parents. This notice of the Inspecting officer shall be communicated to parents through the students of the School by the Head Master.
- (3) The Head Master shall then enter the names of the parents in the Register to be maintained in Form-I (copy enclosed), and should give the membership slips in Form-II (copy enclosed) to all the parents.
- (4) The Head Master shall then explain the powers, the functions, the role and the responsibility of the Parent Teachers Association to all parents.

b. Registration:

- (1) The concerned S.I. of schools shall be Registration authority for the Parent Teachers Association of Primary schools within his jurisdiction.
- (2) The D.I. of Schools shall be Registration authority for the Parent Teachers Associations of all Upper Primary Schools within his jurisdiction.
- (3) The Head Master of the institution shall furnish the details of the Parent Teacher Association of his school to the S.I. of Schools/ D.I. of Schools, as the case may be, in form III (copy enclosed). On receipt of the information from the Head of the Institution the S.I. of Schools/ D.I. of Schools, as the case may be shall assign a registration Number to the Parent Teacher Association.

c. Membership :

The Parents of all the children studying in the school and the teachers working there are Members of the Parent Teacher Association. However, only one of the parents has the right to vote. The PTA shall elect the members of the school Management Committee.

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.

d. Corpus Fund.

1. Every Parent Teacher Association shall, take decisions with regard to raising of corpus Funds which in its opinion is required for the development of school infrastructure, with the prior approval of the concerned "District Officer" (SI of schools in case of Primary and DI of schools incase of Upper Primary Schools).
2. Head Master shall issue a receipt in Form IV (copy enclosed)as a token of receipt of the amount.
3. It shall be lawful, for the Parent Teacher Association to accept contribution in kind from the persons other than the members of the Parent Teacher Association or Organisation under **School Support Scheme**.

e. Ordinary Meetings :

1. The Head Master shall convene the meeting of the association by giving one week's notice to all parents sent through their wards returned duly attested by parents.
2. 20% of the total members shall constitute quorum for the Parent Teacher Association meetings.
3. The Parent Teacher Association, in each of its meetings, shall elect one of its members as the Chairperson to preside over the meeting. The Head Master shall conduct election by show of hands.
4. The minutes of the meeting shall be recorded by the Head Master in the Minutes Book in Form V (copy enclosed) in a separate register and signed by at least 6 (Six) member of Parent Teacher Association and approved by the Chairman.

f. Function of the Parent Teacher Association :

1. The Association shall meet as often as necessary but not less than two times in a year. The Head Master shall be the convenor. However, it is desirable that the PTA may sit quarterly in a year.
2. It shall be the duty of the Association to review from time to time the functioning of the school in regard to the following matters :-
 - a) ensuring universal access & enrolment;
 - b) motivating regular attendance of the children of the school, their retention & effectively arresting dropouts;
 - c) creating interest in education by improving infrastructural facilities in school & the quality of teaching & ensuring attainment of primary objectives of universal enrolment & zero drop out rate;
 - d) mobilisation for collection of corpus fund for the school;

2. SCHOOL MANAGEMENT COMMITTEE

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

a. Composition of School Management Committee

- (1) The members of the School Management Committee shall be elected from among the members of the PTA. It shall consist of 12 to 16 members within its jurisdiction as per the following specification :
 - (i) Student guardians 9/12 i.e. 75% of the strength of the Committee;
 - (a) male members-50%, of which one should belong to SC / ST community according to availability
 - (b) female members-50% of which one should belong to SC / ST community according to availability
 - (ii) The remaining 25% of the strength of the Committee shall be from among the following persons.
 - (a) 1/3rd members such as Ward Member / Councilor of any of the wards concerned of the Gram Panchayat /NAC / Municipality in which the school is established;
 - (b) 1/3rd members from among the Teachers of the primary school/upper primary school as the case may be to be decided by the teachers of the school.
 - (c) Remaining 1/3rd from among local educationist / children in the school to be decided by the parents in the Committee.
 - (d) In case of sixteen members, one more child as member from the children of the School to be decided by the parents in the Committee.
- (2) To manage its affairs, the Committee shall elect a Chairperson and Vice Chairperson from among the parent members (12/16). 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-Convenor of the School Management Committee.
- (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.
- (4) Ward Member/ Councilor of a Gram Panchayat /NAC/ Municipality will hold office in ex-officio capacity. He/ She shall cease to be a member of school management committee as and when he/she ceased to hold charge of his/her office.
- (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.
- (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 obtaining such permission should find place in the proceeding of the meeting of School Management Committee.

- (7) Vacancies of membership of the School Management Committee other than the Member Convenor caused due to resignation or otherwise shall be filled up from among the same category of members by a resolution of the School Management Committee following the similar procedure as envisaged for each category.
- (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.

(b) Formation / constitution of School Management Committee

- (1) There shall be a separate School Management Committee for each Primary & Upper Primary school. The PTA of the concerned school shall elect /select the School Management Committee members except the Member Convenor. 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.
- (2) The Head Master-cum-Member Convenor shall convene a meeting of PTA with prior notice indicating the date, time and venue of the meeting with prior consultation with S.I./DI of Schools concerned (as the case may be) and the Head Master of the neighboring U.P School who would be present in the meeting.
- (3) One of the Head Masters of neighboring schools shall preside over the meeting. Other members of the school Management Committee other than the Member Convenor shall be elected / selected by the PTA. The Resolution of the meeting reflecting the names of the School Management Committee shall be resubmitted by Member Convenor to the S.I. of Schools concerned/ D.I of Schools, as the case may be. The Head Master-cum-member Convenor will convene a meeting for all such elected / selected members for election of a Chairperson from among the School Management Committee's members which shall be presided over by the member Convenor. In case of tie the Member Convenor shall give his casting vote.
- (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.
- (5) In case a School Management Committee becomes non-functional and does not evince any interest in development and management of the school for six months and the fact is proved , the Member Convenor shall inform the S.I. of Schools /D.I. of Schools, as the case may be, for formation of a new School Management Committee. 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.

c. Functions of the school Management Committee

- (1) The School Management Committee in general shall,
 - (a) Plan for development of educational institutions of the feeding area of the school .
 - (b) Conduct annual census of children of the age groups up to 6 & 6+ to 14 as the case may be.
 - (c) Ensure enrolment of all non-enrolled children through enrolment drive and their retention in the school till they complete the elementary stage of education;
 - (d) Ensure regularity of attendance of children in the school and prevent temporary discontinuance and drop out of children through persuasion of parents;

- (2) The School Management Committee in particular shall;
- (a) Help expansion and augmentation of school facilities as per need;
 - (b) Beautify the school environment, develop play ground children's park, enrichment of plantation in school campus;
 - (c) Review and monitor school health programme and ensure maintenance of child profile incorporating health aspects;
 - (d) Raise, maintain and manage school nurseries, school garden for implementing work education;
 - (e) Ensure distribution of incentives such as mid-day meals, text books and other reading writing materials, uniforms etc. and will attend the emergent needs of the school as would be necessary at the time of unforeseen accidents like fire, flood and cyclone;
 - (f) Review coverage of courses / studies;
 - (g) Ensure excellence in overall performance of school children and review the progress of work of the school and other educational service after the examination is over ;
 - (h) Organise Sikhya Melas, Inter school competition and sports;
 - (i) Invite local artisans and persons of other occupations to the school and organise interactions with the students ;
 - (j) Raise and manage school improvement fund/ Corpus fund and ensure school development. Provided that the fund so raised shall be kept in the S.B. Account of the nearest post-office or nationalized bank to be jointly operated by the Chairperson and Member Convenor;
 - (k) Intimate the PTA and the District Officer about the fund raised, grants received and utilisation thereof;
 - (l) Communicate copies of all reports submitted to the higher authority to the Panchayt Samiti concerned;
 - (m) The proceedings of the School Management Committee meeting may be shown to the Sarpanch/ B.D.O and inspecting officers at the time of their visit to the school;
 - (n) Convene PTA/MTA (Mother Teacher Association) meeting and celebrate Parent Day in the school;
 - (o) Award the dedicated teachers for their participation in development of the institutions and of the community as a whole;
 - (p) Coordinate with other organisations like Anganwadi Centers connected with primary education.
 - (q) 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 State Government, local authority, school, parent and guardian;
 - (r) Ensure the implementation of clauses (a) and (e) of section 24 and section 28 of the Act,
 - (s) Monitor that teachers are not burdened with non academic duties other than those specified in section 27 of the Act;
 - (t) Ensure the enrolment and continued attendance of all the children from the neighborhood in the school;
 - (u) Monitor the maintenance of the norms and standards prescribed in the Schedule to the Act;
 - (v) 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.
 - (w) Identify the needs, prepare a Plan, and monitor the implementation of the provisions of Section 4 of the Act.

- (x) Monitor the identification and enrolment of, and facilities for learning by disabled children, and ensure their participation in, and completion of Elementary Education
- (y) Monitor the implementation of the Mid-Day Meal in the school.
- (z) Prepare an annual account of receipts and expenditure of the school in a separate register.
- (zi) The Government may, from time to time, entrust such other powers, duties & responsibilities to the School Management Committee
- (3) 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.
- (4) The accounts shall be signed by the Chairperson / Vice –Chairperson and Convenor of the School Management Committee and made available to the local authority within one month of their preparation.
- (5) 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.
- (6) The accounting 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.

(d) Preparation of School Development Plan

- (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.
- (2) The School Development Plan shall be a three year plan comprising three annual sub plans which shall contain the following, namely :-
 - (a) Estimates of class-wise enrolment for each year;
 - (b) 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.
 - (c) Physical requirement of additional infrastructure and equipments over the three year period, calculated, with reference to the norms and standards specified in the Schedule.
 - (d) 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) The School Development Plan shall be signed by the Chairperson/Vice-Chairperson and Member Convenor of the Committee and submitted to the local authority before the end of the financial year in which it is to be prepared.

e. Meeting of the School Management Committee:

- (1) The meeting of School Management Committee shall be held every month and record of proceedings shall be maintained. The Member Convenor shall maintain record of such formal meetings. The S.I. of schools in case of Primary Schools, D.I. of Schools in case of upper primary schools and other officers of School and Mass Education Department should make it a point to attend as many meetings of the School Management Committee as they can.

- (2) In case the attention of the S.I. of Schools/ D.I. of School is drawn for action by them, the copies shall be sent to them. The S.I. of Schools or the D.I. of Schools, as the case may be, make it a point to mention in their inspection reports about the regularity of attendance of the proceedings of the School Management Committee meeting.
- (3) The SI, BRC, DI of schools will review the working of the School Management Committees each month and send a report to the Director, Elementary Education, Orissa, State Project Director, OPEPA in the second week of the succeeding month.
- (4) The 1/3rd of members shall constitute the quorum for holding a meeting of the School Management Committee.
- (5) In case of any emergent situation, the Chairperson can requisition a special meeting of the School Management Committee.
- (6) The S.I of schools in case of Primary Schools, D.I. of schools in case of Upper Primary schools, 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.

3. Appeal and Review :

In case of any dispute/ problem in the approval and functioning of the School Management Committee, the DI of school in case of Primary Schools, Circle Inspector of schools in case of Upper Primary schools shall be the Appellate Authority, whose decision shall be final and binding. Collector of the district will be the reviewing authority.

4. The Village Education Committee (VEC) constituted in accordance with the provisions of the Orissa School Education (community participation) Rules,2000 shall hand over the accounts, unspent amount, if any, and related papers to the newly constituted School Management Committee soon after their constitution
5. This will come into force from the date of its issue.

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

Yours faithfully,

Commissioner-cum-Secretary

Memo No. 768 /SME., Dated. 11/01/11

Copy forwarded to all Directors under S & ME Department / all Regional Joint Directors for information and necessary action.

Addl. Secretary to Govt.

Memo No. 769 /SME., Dated. 11/01/11

Copy forwarded to all Departments of Government / all Heads of Departments for information.

Memo No. 770 /SME., Dated. 11/01/11


11/1/2011
Addl. Secretary to Govt.

Copy forwarded to All Circle Inspector of Schools/Addl. Director, (Planning) OPEPA/ all District Project Coordinators/all District Inspector of Schools/all Block Development Officers for information and necessary action.

Memo No. 771 /SME., Dated. 11/01/11


11/1/2011
Addl. Secretary to Govt.

Copy forwarded to all branch officers/ all Sections of S & M.E. Department/Legal Section-I & II/ Computer Cell / O/O , A.G. Orissa (S & M.E Cell Cuttack & BBSR)/ RTE Cell / 50 copies to Section II/Private Secretary to Minister, School & Mass Education/Private Secretary to Commissioner-cum-Secretary, S & M.E for information.


11/1/2011
Addl. Secretary to Govt.

FORM – I

(Register to be maintained by the Head of the Institutions)

Sl. No.	Name of the parent	Name of the Child	Relationship	Class in which the child is studying

FORM – II

(Membership slip to be issued by the Head of the Institution to the Parents)

Sri/Smt _____ is F/o, M/o., _____ studying
in _____ Class _____ Section of this school is a member of the Parent Teacher
Association .

Date:

**Signature and seal of the
Head of the institution**

FORM – III

(To be submitted by the Head of the Institution)

From:
The Head Master/ Head Mistress
_____ School,

To
The _____
(as specified in 1-b(3))

Sri/Madam,

Sub: -P.T.A. – Submission of P.T.A. details – Regarding.

I submit the following particulars of the Parent Teacher Association of our School _____
School, _____ **Block,** _____ **District .**

1. Total No. of Parent members -
2. No. of Parent Members present in the meeting -
3. No. of teachers in the school -
4. Name of the Head of institution -

I request that the Association be registered and a registration number be allotted to the Association.

SINGNATURE WITH OFFICE SEAL

FORM - IV

(Receipt for donations)

Received an amount of Rs. _____ (Rupees _____)
Address _____ towards his/her contribution to the Corpus fund of
_____ School, _____ village _____
Block _____ District.

The same has been entered into the concerned Accounts Register at page .

**SIGNATURE OF THE HEAD OF THE
INSTITUTION WITH SEAL**

FORM - V

(Minutes of the meeting to be recorded by the head master)

Minutes of the Parent Teacher Association meeting held on _____ (date)
The Parent Teacher Association has unanimously resolved as follows:

Resolutions: 1)

2)

3)

4)

Signatures of the members present:

1)

2)

3)

4)

5)

6)

Chairperson

Signature of Head Master