CIRCULAR

Sub: Enhancement of powers of School Management Committees.

Reference circular No. F.DE.23 (6)/RTE/Pt.file/2011/311-319 dated 06.11.2015 on the subject, ‘Roles and Responsibilities of School Management Committee’. The following guidelines are hereby issued for enhancement of powers of School Management Committees:

1. Overall development of the school

The SMC shall be empowered to take any decision for the overall development of the school and the welfare of the students and teachers, and shall be empowered to get these decisions implemented.

2. Meetings

- There shall be two meetings in a month. Meetings will be held on the first and third Saturday of the month. The SMC may change meeting days as per their convenience.
- Preferably meetings of SMC should be held before/after school hours, so as to avoid teacher absence from the classroom.
- Meeting shall be notified by the Convener or the Chairperson telephonically, at least 24 hours in advance of the meeting.
- Normally, the Chairperson shall convene the meetings. However, if the Chairperson fails to do so for whatever reason, the Vice-Chairperson may also call a meeting.
- In case of schools which are running in buildings that run in two shifts, every alternate month, this meeting shall be a combined meeting of the SMCs of both the morning and the evening shift, to ensure coordination. The two shifts can have combined meetings whenever they so desire.
- An unscheduled meeting can be requested if at least 1/3rd of the members do so in writing, with a clearly specifying agenda. The Chairperson is bound to convene this meeting of the Committee within 7 days of the request.
3. SMC Visits to Schools

- SMC members are entitled to visit the school during working hours, without causing disturbance to the working of the school. On coming to the school they must sign in the SMC Register. Student’s activities in the classroom, laboratory, playground or any other assembly place will not be disrupted.
- In a Girls’ School, rounds of the school shall only be taken by female members of the SMC. In Co-ed schools, rounds may be taken by the male members, when accompanied by a female member of the SMC.
- No SMC members will enter into a classroom where the teacher is present, unless the SMC so decides; in which there must be at least 3 SMC members.
- The Assembly can be addressed by SMC members with prior approval of the Head of the school, in the interest of discipline of the school.

4. Inspection of Records

- Any member can ask for any records related to the school by requesting in writing. The HOS must acknowledge the receipt of request on a duplicate copy and return the acknowledgement to the SMC member. It is the duty of the HOS to make the records available within 3 days. Any SMC member can demand the photocopy of any document. However, the concerned SMC member shall have to bear the cost of photocopying.
- During the monthly SMC meetings, all records, as decided by the SMC, related to the school have to be presented to the SMC. This includes (but is not limited to) financial records, bills, attendance register of teachers and students, etc. request for photocopies to be recorded in the minutes of the meeting and mentioned in the Action Taken Report including the amount paid by the concerned SMC member towards photocopy charges.

5. Checking of Expenses

- The report of all expenses made since the last SMC meeting have to be presented in the SMC meeting. In an SMC meeting, when bills of expenses on school building and maintenance are presented, the members of the SMC are authorized to physically examine the repair, maintenance or asset that has been purchased. However, this has to be done without disturbing the functioning of the school. The comments/feedback of the SMC members should be recorded in the minutes.
- If the SMC suspects any irregularity in the utilization of funds, they shall recommend the formation of an inquiry committee, to the Deputy Director (District), who shall have to act within the next 15 days. If the Deputy Director (District) chooses not to act on the recommendation of the SMC, he/she would have to explain the reasons in writing.
6. Social Audit

All the activities and funds of School must be annually presented before the General Body comprising of parents and teachers once every year, and guidelines shall be issued for the same by the Directorate of Education.

7. Learning

- SMC has the power to identify the children requiring special training and remedial education by means of organizing diagnostic learning level assessments on periodic basis. These would be based on assessment tools created by the Directorate of Education, SCERT or NGOs empanelled by SCERT. This would require a resolution passed by SMC with minimum if half total strength of the Committee.

- SMC has the power to organize special training and remedial education program in school premises to support academically deficient students. The special training can be conducted by trained/qualified community volunteers or retired teachers or teachers from the school on a pro bono basis. For girl schools, only lady teachers will be deployed. This would require a majority resolution by the SMC.

8. Teachers

- Parents and students have repeatedly complained about teachers' absence from schools; teachers leaving school before the end of school hours, as well as they are not taking classes despite being present in the school. The SMC shall set up a sub-committee of parent members (only lady members in case of girls' schools, and having at least one lady member in a Co-ed school) for monitoring the teachers' absence from the school, and from the classroom. This sub-committee shall visit the school at least once a week and shall be authorized to make surprise visits to the school (but will make entry in the SMC register on their arrival), visit the classrooms, speak to the students. The sub-committee is authorized to go through the teachers' attendance register, as well as the online attendance record.

- In case of unsanctioned absences from the school or the classroom by the teacher, the member of the SMC sub-committee is authorized to note the absence in the attendance register. Further, the SMC has the power to summon the teacher to the SMC meeting. In case of repeated absence by the teacher or inadequate explanations given for the same, the SMC may recommend to the HOS to issue a show cause notice to the teachers. The HOS shall act on recommendations of the SMC or give his/her reasons in writing to the SMC, within 7 working days, if he/she does not act in accordance with the recommendation of the SMC.
9. Non-Cooperation of the HOS to the SMC

- In case, the Head of the School does not despite repeated requests by the SMC hold meetings of the SMC or implement the decisions taken in the SMC meetings which are within the purview of the legal duties and powers of the Head of the School, then the SMC can recommend show cause notice to be issued to the Head of the School.

- The SMC by 2/3rd strength (of the non-employee members of the SMC) can pass a resolution recommending show cause against a Principal to the DOE (District). The DOE (District) shall act on the recommendation in 15 days. In case, the recommendation is not accepted, DOE (District) shall give reasons for the same in writing to the SMC, within 3 weeks.

10. Capacity Building

- SMC has the power to collaborate on pro-bono by means of an MOU with any NGO from amongst the government empanelled NGOs for meeting any of its deficiencies in academics, sports, music, or in any other field. This would require a resolution passed by the SMC with a minimum of half of the total strength of the Committee. SMCs shall inform the SCERT and DOE Zone regarding the same.

- SMC has the power to terminate any MOU it signed with any NGO from amongst the government empanelled NGOs for meeting any of its deficiencies in academics, sports, music, or in any other field by serving notice as agreed in the MOU. A common template of the MOU to be used for this purpose shall be prepared by the Litigation Branch of DOE and would be uploaded on the Education website. This would require a resolution passed by SMC with minimum of half of total strength of the Committee. SMCs shall inform the SCERT and DOE Zone regarding the same.

11. Estate Manager

The Estate Manager of the school shall be a Special Invitee into the SMC, and shall attend all the SMC meetings to report on infrastructure and maintenance related issues.

12. Student Participation

A Student Suggestion Box must be put up in a prominent place in the school, which must be opened in the presence of SMC members. SMC in any particular case, when it deems fit, might invite certain students for discussion, but cannot force children to do so.
13. Parents Suggestions/Complaints

A Parents Suggestion and Complaints Box must be put up in a prominent place in the school, which must be opened in presence of SMC members. Any complaints received by the parents shall be discussed in the SMC meetings. If needed, the concerned parent may be invited to the SMC meeting.

14. Removal of Members

- A person shall be liable to be held disqualified if he/she is convicted by the court of law for offences involving moral turpitude or any other offence under Section 302/363/366/276/395/409/465/468/477 (A)/493/494 of IPC. The Deputy Director (Zone) or above is competent authority to issue this order.
- An SMC member shall be liable to be held disqualified if:
  a) He/she is found guilty of misconduct or negligence of duty
  b) He/she fails to attend three consecutive meetings without approval from SMC.

The SMC, by a resolution passed by at least half of the total strength, may remove member(s) from the Committee.
- On receipt of a complaint of negligence of duties/responsibilities/any misconduct against any one or more SMC members the DDE (Zone) can initiate an inquiry and DDE (District) can pass a speaking order for removal of that member(s) including Chairperson of the SMC.

15. Removal of Vice-Chairperson

The Vice-Chairperson shall be liable to be held disqualified if:
 a) He/she is found guilty of misconduct or negligence of duty
 b) He/she fails to attend three consecutive meetings without approval from SMC.

The SMC by passing a resolution of 2/3 of total members (including employee members) can remove the SMC Vice-Chairperson from Vice-Chairpersonship.

16. Dissolution of SMC

The SMC may be dissolved, if found negligent of its duties and responsibility as assigned in these rules, non-compliant to Government Orders or and non co-operative towards the implementation of the Government funded schemes for the improvement of the schools and the academic environment in the school, by an order of a Deputy Director (District) on the basis of –

- a resolution adopted in a meeting of the parents – at least hundred or thirty percent (30%) of total parents of students of the school – to the effect that the School Management Committee has failed to discharge its duties and responsibility effectively or has been inactive or indifferent in the matter of implementation of Government funded
schemes for the improvement of schools and the academic environment in the schools;

• an inquiry/inspection into the complaints of negligence of duties and responsibility, non-compliance with Government Orders and Instructions or a non-co-operative attitude towards the implementation of the Government funded schemes for the improvement of the school and the academic enrolment of the schools;

• while receiving a complaint against the SMC from the community/organization/Govt. officials regarding non-compliance of Govt. order/instruction, negligence of duties and responsibilities, non-cooperative to implement Govt. funded schemes for the improvement of the school, the Deputy Director of Education (District) will institute an inquiry into the matter and subject to the authenticity of the complaint shall pass a reasoned order for dissolution of the SMC concerned.

• The Deputy Director (District) shall take steps for Constitution of a new SMC within a month of dissolution of SMC concerned.

This issues with the prior approval of the competent authority.

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