

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DIRECTORATE OF EDUCATION, RIGHT TO EDUCATION BRANCH  
ROOM NO. 252, OLD SECRETARIAT, DELHI-110054; PH. 23890097

F.DE.23 (6)/RTE/2011/ 192-205

Dated: 27.08.2015

CIRCULAR

**Subject: - Elections for re-constitution of School Management Committee under Section 21 of Right of Children to Free and Compulsory Education Act, 2009 in Government and Government Aided Schools of Directorate of Education**

Reference circular No. F.23(6)/DE/RTE/2011/520-533 dated 25.03.2013 on the subject, "Guidelines for composition of School Management Committee (SMC) under RTE Act and its functions' (Copy attached). The SMCs constituted have completed their tenure of two years. Therefore, elections for reconstituting them in the Govt./Aided schools of Directorate of Education are to be conducted as per the aforementioned circular. For this the following directions are issued for strict compliance by all concerned:-

1. A letter in Hindi be sent to all the parents by the Principals/HOS of these schools to the parents inviting them to cast their votes to elect 12 parents to SMC of the school on a pre-decided date. **(Format A attached)**
2. The parents be asked to apply for nomination in case they wish to stand as a candidate for these elections.
3. The class teachers of all the classes would prepare in advance the list of parents of the class along with the particulars of the children to know the number of expected voters.
4. The letter to be sent to the parents should include the following details to be given by the parents on a plain paper in case they wish to be the candidate:-
  - (a) The name of the parent along with his/her residential address and phone/mobile number and a photograph.
  - (b) The name of his/her son/daughter studying in the school along with his/her Class/section and roll number.
  - (c) About himself/herself and his/her proposed contribution to School Management Committee in case he/she is interested and is elected as a parent member.
  - (d) Signatures of 10 other parents, who support his /her candidature along with the names, class/section and roll numbers of their children who study in the school.
  - (e) The parent shall submit his/her nomination to the class teacher of the Class/Section in which his/her child is studying.
5. These nominations would be scrutinized by the Principal/HOS of the school with the help of the teachers and the record of the school regarding the veracity of the information provided. In case of any discrepancy the same may be got rectified from the concerned parent.
6. A final list of candidates would be prepared and the information provided would be put up on the notice board of the school in public domain for other parents to see the same.
7. For all these activities the following timelines should be strictly followed:-
  - (a) Sending of invitation cum nomination letter 01/09/2015
  - (b) Receiving of signed intimation to come for election 03/09/2015.
  - (c) Receiving of nomination form 04/09/2015.
  - (d) Scrutiny of nomination forms 05/09/2015.
  - (e) Correction of data and display of list of candidates 07/09/2015.
  - (f) Date of elections (if necessary) 11/09/2015
  - (g) Declaration of result 14/09/2015
8. The process of conducting voting would be as under:-
  - (a) The parents would be asked to read the particulars of the candidates on the school notice board for making up their mind.
  - (b) On the day of election only one parent/guardian will come to the class of their child. The class teacher/ teacher conducting the election will obtain their signatures on the

attendance sheet **(Format B Attached)**. The parents may be asked to bring an ID proof if necessary though it is not a compulsion.

- (c) The class teacher would read out the names of the candidates and the parents would be asked to raise their hands in support. It should be ensured that only one vote is cast for every elective post on behalf of each child.
  - (d) The number of hands would be counted and the number indicated by the class teacher against the name of the candidate on the 'Statement of Votes Cast' **(Format C Attached)**
  - (e) At the end of this exercise the class teacher would get the signatures of 3 parents present as witness and also put her/his signature.
  - (f) These papers would be deposited with the HOS/Principal who along with a group of teachers would count the votes for each candidate.
  - (g) The final result would be declared on 14/09/2015 which would be prepared after ensuring that the requirement of atleast 50% representation to women and representation to SC/ST is fulfilled. For this the highest number of votes received by the candidate in the category will be considered. The statement of overall result would be prepared.**(Format D Attached)**
  - (h) The selection of teacher (Convener), and three special invitee teachers and social worker connected with education would be finalized before the declaration of result.
  - (i) The elected parents shall elect a Vice-Chairperson amongst themselves. Any decision of the SMC shall have the concurrence of the elected Vice-Chairperson.
  - (j) Where the number of nominations does not exceed the number of members to be elected i.e. 12, the nomination shall be declared uncontested.
  - (k) If the number of nominations falls short of numbers to be elected, the remaining vacancy/vacancies shall be filled through nominations by the Directorate of Education.
9. The Principal/HOS would ensure selected videography of the entire process and also a photograph of the same.
  10. The final result must be signed by the Principal/HOS & Parent Vice-Chairperson. They will also submit a declaration that the entire process has been conducted in a transparent and fair manner and that the Composition of the new SMC of the school is in accordance with the Circular dated 25/03/2013 in this regard to the District DDE. A copy of the same would be preserved in the school also for record. **(Format E for Declaration is attached)**.
  11. The final composition of the entire School Management committee would be filled in **Format F attached** and duly signed by them all and also DDE (Zone) and DDE (District).
  12. All the formats attached with this circular would be got printed/prepared by the HOS in time for use by the concerned staff. After use these would be preserved in a file as a record and also to deal with any disputes that may arise.
  13. A photograph of the entire SMC may be taken and preserved in the school for record.
  14. The District DDE shall appoint an observer who will oversee the entire process.
  15. Any dispute in the process would be sorted out by District DDE and he/she would be the final authority in the matter whose decision would be binding on all the parties.
  16. The Principal/HOS would ensure that the online entry of the new SMC be made by 21/09/2015.
  17. The names and contact numbers of all the newly elected members of SMC would be displayed prominently in the school.
  18. The principal will also issue a photo ID to all the newly elected members of the SMC with his signature and Stamp.
  19. The final composition of the reconstituted SMC, should be as follows:-

S.No.	Actual Designation	Status in SMC	No. of Members
1.	Principal/HOS	Member/Chairperson	1
2.	Parents/Guardians of Students	Members	12
3.	Area MLA	Member	1
4.	Social Worker in the field of Education	Member	1

5.	Teacher of the School	Member/Convenor	1
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Notes:-

- (i) Eight members of this committee have to be women.
- (ii) One Social Science, One Maths and one Science teacher shall be special invitees.
- (iii) Vice-Chairperson shall be from amongst the Parent members.
- (iv) Representation of SC/ST community must be ensured.

  
(BINAY BHUSHAN)

Encl: As above.

Additional Director of Education (RTE)

All Addl.DEs/RDEs/DDEs/Branch Incharges/HOS of Govt./Govt. aided schools of DOE through DEL-E for strict compliance

Copy to:-

1. OSD to Hon'ble L.G., Govt. of NCT of Delhi.
2. OSD to Hon'ble Chief Minister, Govt. of NCT of Delhi.
3. OSD to Hon'ble Dy.C.M. & Minister of Education, Govt. of NCT of Delhi.
4. P.S. to Secretary, Department of School Education and Literacy, Govt. of India, Shastri Bhawan, New Delhi-110115.
5. P.S. to Secretary (Education), Govt. of NCT of Delhi.
6. P.S. to Director of Education, Govt. of NCT of Delhi.
7. Addl.DE(School)
8. Director(s) of Education, MCDs(East/North/South), NDMC, and CEO (DCB) with the request to take similar measures.
9. OS(IT), to upload on the website of DOE.
10. Guard File.

  
BINAY BHUSHAN

Additional Director of Education (RTE)

**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.
- ✓ OS (IT) to paste the above said circular on official website of the Department.
13. Guard file.

  
(Amit Singla, IAS)  
Director of Education

(विद्यालय का नाम व पता)

दिनांक:

**विद्यालय प्रबंध समिति के चुनाव हेतु नोटिस**

सभी अभिवावकों को यह सूचित किया जाता है कि विद्यालय प्रबंध समिति के गठन हेतु बारह अभिवावकों का चुनाव होना है। यह चुनाव तारीख \_\_\_\_\_ को \_\_\_\_\_ बजे होना निश्चित हुआ है। अतः आपसे नम्र निवेदन है कि इस दिन अपने व्यस्त कार्यक्रम में से कुछ समय निकाल कर इस चुनाव में वोट देने विद्यालय अवश्य पधारें। यदि आपके पास कोई फोटो पहचान पत्र है तो वह भी अवश्य लाएं, परन्तु यह अनिवार्य नहीं है। यह वोट आपको अपने पुत्र/पुत्री की कक्षा में जाकर देना है।

I विद्यालय प्रबंध समिति की रचना निम्नलिखित है :-

- |    |  |   |           |
|----|--|---|-----------|
| १. | विद्यालय का प्रधानाचार्य/उप-प्रधानाचार्य       | - | (अध्यक्ष) |
| २. | स्थानीय विधायक                                 | - | (सदस्य)   |
| ३. | बारह निर्वाचित अभिवावक                         | - | (सदस्य)   |
| ४. | शिक्षा से सम्बंधित सामाजिक कार्यकर्ता          | - | (सदस्य)   |
| ५. | विद्यालय के अध्यापकों द्वारा मनोनीत एक अध्यापक | - | (संयोजक)  |

**नोट:-**

१. इस समिति में विद्यालयों के अध्यापकों में से तीन अध्यापक जिनका विषय क्रमशः सामाजिक विज्ञान, गणित तथा विज्ञान हो, उन्हें विशेष आमंत्रित सदस्य के रूप में मनोनीत किया जाएगा।
२. मुख्य समिति के अध्यक्ष एवं संयोजक सहित सोलह सदस्यों में से कम से कम आठ महिलाएं होंगी।
३. अनुसूचित जाति एवं अनुसूचित जनजाति के अभिभावकों को भी प्रतिनिधित्व दिया जायेगा।
४. अभिभावक सदस्य अपने में से एक सदस्य को उपाध्यक्ष के रूप में मनोनीत करेंगे।
५. शिक्षा से सम्बंधित सामाजिक कार्यकर्ता को मनोनीत करने की प्रक्रिया चुनाव के दिन तक पूरी हो जायेगी।



शिक्षा अधिकार अधिनियम, २००९ के अंतर्गत गठित विद्यालय प्रबंध समिति के मुख्य कार्य निम्नलिखित हैं :-

१. विद्यालय के संपूर्ण कार्यकलापों पर नज़र रखना, विद्यालय विकास योजना की रचना एवं सिफारिश, तथा विद्यालय द्वारा प्राप्त प्रत्येक अनुदान का सही उपयोग सुनिश्चित करना ।
२. विद्यालय के आसपास की आबादी को साधारण तथा सृजनात्मक विधियों से बच्चों के शिक्षा के अधिकार तथा उनके प्रति सरकार, विद्यालय एवं स्थानीय प्राधिकरण के कर्तव्यों की जानकारी देना ।
३. विद्यार्थियों के अभिभावकों की नियमित बैठक बुलाकर उन्हें विद्यार्थियों की उपस्थिति, सीखने की योग्यता, तथा अन्य जानकारी प्रदान करना ।
४. यह सुनिश्चित करना कि विद्यालय के आसपास के सभी बच्चों का नाम विद्यालय/अन्य विद्यालय में दर्ज है तथा बच्चे वास्तव में विद्यालय में उपस्थित होते हैं ।
५. विद्यालय में विकलांग विद्यार्थियों की पहचान तथा उन्हें सम्पूर्ण सुविधाएं उपलब्ध कराना ।
६. सरकार एवं स्थानीय प्राधिकरण को किसी बालक के अधिकार के हनन कि सुचना प्रदान करना ।

इससे सम्बंधित अन्य जानकारी विभाग द्वारा २३.०३.२०१३ को निकाले गया सर्कुलर से प्राप्त की जा सकती है, जो शिक्षा विभाग की वेबसाइट [www.edudel.nic.in](http://www.edudel.nic.in) पर उपलब्ध है ।

यदि आप इस चुनाव में उम्मीदवार के रूप में अपनी दावेदारी पेश करना चाहते हैं, तो कृपया निम्नलिखित जानकारी तिथि \_\_\_\_\_ तक इस विद्यालय के प्रधानाचार्य/उप-प्रधानाचार्य को एक सादे कागज़ पर अपनी फोटो, फोटो पहचान पत्र तथा कम से कम दस अन्य अभिभावकों के हस्ताक्षर सहित निम्नलिखित प्रारूप में उपलब्ध करवाइये :-

१. आपका नाम
२. आपके पुत्र/पुत्री का नाम, कक्षा/सेक्शन तथा रोल नंबर
३. पूरा पता तथा टेलीफोन नंबर
४. यदि आप विद्यालय प्रबंध समिति के सदस्य निर्वाचित होते हैं तो आपका क्या योगदान होगा
५. कोई अन्य दस अभिभावकों के हस्ताक्षर, जिनके पुत्र/पुत्री इसी विद्यालय के विद्यार्थी हों ।

इनके हस्ताक्षर के साथ इनका नाम तथा इनके पुत्र/पुत्री का नाम, कक्षा/सेक्शन तथा रोल नंबर अवश्य होना चाहिए। ये सभी दस अभिवाक आपकी दावेदारी का समर्थन करते हैं।

हस्ताक्षर (प्रधानाचार्य/उप-प्रधानाचार्य)

पावती

में विद्यालय प्रबंध समिति के चुनाव में मतदान करने अवश्य पधारूंगा/ पधारूंगी।

विद्यार्थी का नाम	कक्षा	सेक्शन	रोल नंबर	मोबाइल नंबर
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अभिवाक के हस्ताक्षर







214/c

(Name of the School with address, ID and Phone number)

**FORMAT 'E'**

**Declaration**

Certified that election to reconstitute the School Management Committee of this school was held on \_\_\_\_\_ (date) at \_\_\_\_\_ (time) in a free and fair manner as per guidelines in this regard. The final composition of SMC complies with the circular dated 25/03/2013 and other relevant instructions issued in this regard in letter and spirit.

Name and Signature of Vice Chairperson of outgoing SMC (If Present) \_\_\_\_\_

Name and Signature of Vice Chairperson of new SMC \_\_\_\_\_

Name and signature of elected member of Local Authority (MLA) (If Present) \_\_\_\_\_

Name and signature of Independent observer (If appointed and Present) \_\_\_\_\_

Name and Signature of HOS with Stamp \_\_\_\_\_

Signature of DDE (Zone) \_\_\_\_\_

Signature of DDE (District) \_\_\_\_\_

213/c

(Name of the School with ID and Phone number)(**FORMAT 'F'**)**COMPOSITION OF NEWLY ELECTED SCHOOL MANAGEMENT COMMITTEE**

Sr. No.	Name of the Member	Sex (M/F)	Category( Gen/SC/S T)	Official Designation	Designation in SMC	Mobile number	Address	Email id (if any)	Signature
1.				Principal/Vice Principal	Chairperson				
2.					Vice Chairperson & Parent member				
3.					Teacher Convenor				
4.				Area MLA	Elected Member of Local Authority				
5.					Parent member				
6.					Parent member				
7.					Parent member				
8.					Parent Member				
9.					Parent Member				
10.					Parent Member				
11.					Parent Member				
12.					Parent Member				
13.					Parent Member				
14.					Parent Member				
15.					Parent Member				
16.					Social worker in the field of Education				
17.				TGT(SST)	Special Invitee				
18.				TGT(Science)	Special Invitee				
19.				TGT(Maths)	Special Invitee				

Signature of DDE (Zone) \_\_\_\_\_ Signature of DDE (District) \_\_\_\_\_