

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DIRECTORATE OF EDUCATION: RIGHT TO EDUCATION BRANCH  
OLD SECRETARIAT, DELHI-110054, PHONE NO. 23890097**

F.DE.23 (6)/RTE/Pt.file/2011/ 311-319

Dated:- 06.11.2015

**CIRCULAR**


**Sub: Roles and Responsibilities of School Management Committees.**

Reference our circular dated 25.03.2013 on the subject, 'Guidelines for composition of School Management Committee under RTE Act and its functions' vide which functions of School Management Committee were mentioned. In order to consolidate the functions of SMC as per the relevant provisions of Right of Children to Free and Compulsory Education Act, 2009 (RTE Act, 2009) and Delhi Right of Children to Free and Compulsory Education Rules, 2011, the functions of School Management Committee are reiterated below:-

1. Monitor the working of the School.
2. Prepare and recommend the School Development Plan.
3. Monitor the utilisation of the grants received from the appropriate Govt. or Local Authority or any other source.
4. 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 & Guardians.
5. Ensure that teachers maintain regularity and punctuality in attending the school.
6. 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.
7. Ensure that no teacher shall engage himself or herself in private tuition or private teaching activity.
8. Monitor that teachers are not burdened with non academic duties other than those specified in Section 27 of RTE Act, 2009 i.e. decennial population census, disaster relief duties or duties relating to elections to the local authority or the State Legislatures or Parliament, as the case may be.
9. Ensure the enrolment and continued attendance of all the children from the neighbourhood in the school.
10. Monitor the maintenance of the norms and standards specified in the schedule.
11. 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 which states 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.

*Ashwini Jain*  
6/11/2015

12. Identify the needs, prepare a plan, and monitor the implementation of the provisions of Section 4 of the Act which states that, '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'.
13. Shall identify children requiring special training and organise such trainings. These trainings would be:
  - (a) Based on age-appropriate learning material approved by the SCERT.
  - (b) Organised in the premises of the school or in classes organised in safe residential facilities.
  - (c) The said training shall be provided by teachers working in the school, or by teachers specially appointed for the purpose.
  - (d) The duration of the said training shall be for a minimum period of three months which may be extended, based on periodical assessment of learning progress, for a maximum period not exceeding two years.
14. Monitor the identification and enrolment of, and facilities for education of children with disabilities and ensure their participation in, and completion of elementary education.
15. Monitor the implementation of the Mid-Day Meal in school.

  
(Dr. ASHIMA JAIN, IAS)  
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3. P.S. to Director of Education, DOE, GNCT of Delhi.
4. Director(s) of Education, MCDs (East/North/South)
5. Director of Education (NDMC), CEO (DCB).
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(SHRUTI BODH AGARWAL)  
OSD (RTE)