

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
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No. DE.23 (70)/RTE/2017/Part File-III/ 32-39

Date: 03/2/2021

**Circular**

**Subject: Revised Guidelines and Instructions for implementation of "Parent-outreach Program of SMC." under Right to Education Act, 2009.**

**Reference: Circular No. DE.23 (70)/RTE/2017/Part File-III/21-26 dated 01/02/2021.**

This circular is issued in continuation with the circular under reference.

**Background:**

A school is termed as the best performing school when all the stakeholders are involved in the overall development of the students. School Management Committees (SMCs) were envisaged under the Right to Education Act as a means of increasing parents' participation in the Governance of schools for monitoring and accountability and to act as a bridge between parents and the school. SMCs have played an important role in the transformation of the Delhi Government schools. They have been involved in many activities from ensuring schools are clean to reaching out to students who are not attending school regularly, helping organise summer camps, reading melas etc. However, the recently released Boston Consulting Group report on Delhi Education Reforms has shown that despite the active involvement of the SMCs in schools, 63% of parents do not know about SMCs. This is a worrying sign since SMCs are meant to act as a bridge between parents and the school, a means by which the various concerns of the parents can reach the school management. However, this seems to exist because there is no structure or mechanism by which SMC members can reach out to parents on an ongoing basis.

Outreach to parents is often not institutionalized because children in every class and every section come from different localities and while many SMC members also come from the same locality, they are not aware of which other parents stay in that locality as well therefore the parent outreach plan needs to be created for each school locality- wise. Schools with high enrolment would have a very large number of parents and therefore the 16 members of an SMC may be too small a number to actually reach out to a large parent body.

**Guidelines and Instructions:**

In the matter of parent-outreach program, which is now connected with SMC, the following guidelines and instructions for the parent-outreach program have been prepared for all the Heads of Govt. Schools for the smooth implementation of the program, which has been given the title, "**Parent-outreach Program of SMC.**" The guidelines for HOS, are as detailed below:

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1. Each SMC members should be given the responsibility for reaching out to up to 50 students who stay in their locality. They would be asked with maintaining relationship with student and their family on a regular basis. The minimum time frame for which any SMC member would engage with a set of parents would be one academic year or the tenure of the SMC member.
2. For schools that have large enrolment numbers, the SMC may consider engaging other parents also to volunteer in this outreach. These volunteer parents can be named as School mitras. These School mitras would be volunteers who help the SMC and the school in community and parents' engagement. They would work with SMC members in reaching out in different communities and settlements from which children come to that specific school. Each School mitra would also get the responsibility of reaching out to a maximum of 50 students and their families.
3. SMC members and School mitra will be in touch with the parents on an ongoing basis either telephonically or by home visits and face-to-face conversations. In the current pandemic outreach may be telephonic, but in post-pandemic situation the SMC members and School mitra should be encouraged to have face-to-face interaction with parents via home visits or community meetings. The SMC member/School mitra should try and speak to each parent at least once a month.
4. The SMC members and the School mitra need to engage with the parents regarding whatever activities / academic are going on in the school and also to hear from the parents in case of any issues they are facing with regard to their child's education.

In tune with the above guidelines, the following process may be followed by all the Heads of Govt. Schools for rolling out this parent engagement with SMC members and School mitras:

1. First a list of localities should be made that form the catchment area of the school. Based on the addresses of the students, the list of students should be made that stay in each of these localities. This should be done by the Teacher Convener of the SMC, with the help of the IT staff in the school.
2. Each SMC member should be allocated 50 students from their localities, or localities near their residences.
3. In school with high enrolment, School mitras to be identified to support the school and the SMC in the parent outreach exercise.
4. School Mitra should be identified from those localities (or nearby) where they are no SMC members, or there are very large numbers of students such that the ratio of SMC members and the parents is much greater than 1:50.
5. The school may take the help of SMC parent members, social workers, representatives of the MLA in identifying parents who will become School mitras. The school could also reach out to the SMC waiting list, of the parents who applied to be SMC members but were not selected in the centralised draw.
6. It would be the responsibility of the Teacher Convener to stay in touch with the SMC members and School mitras on an ongoing basis and to take feedback from them that is coming from parents. In case of large number of School mitras in schools with

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high enrolment, a team of SMC members should be formed for this purpose. A Nodal Member to be identified from amongst the parent members, social worker or MLA representative, who will work with the Teacher Convener to co-ordinate this parent outreach activity.

7. The School mitra should be invited to the SMC meeting once a month to share any feedback or concerns they may be receiving from the parents.
8. In addition to this a help line would be set up and run up by the Directorate of Education with support from DCPCR where parents can reach out with any queries on an ongoing basis. This would also help bridge the gap between the parents and the government school system number. The details of the help line will be shared with HOS in due course of time.
9. The helpline would be set up with the telephonic system that it may be used for outgoing calls by SMC members and School mitra as this is important as many SMC members and School mitra may come from low-income backgrounds and may not have the resources to make regular phone calls to 50 students/parents allocated to them in this parent-outreach exercise.

Since the SMC was created in each school to act as a bridge between the parents' community and the school and this exercise of parent outreach will help in fulfilling this role of SMC. This will also ensure that on an ongoing basis parents have a platform and mechanism where their concern and issue reach the school.

All RDE's/DDE's/EOS's and HOS of all Govt Schools of Directorate of Education, are instructed to ensure the compliance of the above guidelines and instructions issued in connection with the program "**Parent-outreach Program of SMC.**"

This is issued with the prior approval of the competent Authority.

Mohinder Pal  
03/02/2021  
(MOHINDER PAL)

Deputy Director of Education (R.T.E. Branch)

No. DE.23 (70)/RTE/2017/Part File-III/32-37

Date: 03/02/2021

**Copy to:-**

1. P.S. to the Hon'ble Minister of Education, Govt. of NCT of Delhi.
2. The Chairperson, DCPCR, 5<sup>th</sup> floor, ISBT Building, Kashmere Gate, New Delhi-110006
3. P.S. to the Secretary, Education, Delhi.
4. P.A. to the Director of Education, Delhi.
5. Deputy Director of Education, Inspection, DoE, Old Sectt., Delhi-54
6. D.D.E., School Branch, Directorate of Education, Delhi.
7. All Addl. Directors of Education/Regional Directors/District DDEs/Heads of Govt. Schools of Delhi through website of Directorate of Education.
8. Guard File.

Mohinder Pal  
03/02/2021  
(MOHINDER PAL)

Deputy Director of Education (R.T.E. Branch)