

**UT Administration of  
Dadra and Nagar Haveli  
(Sarva Shiksha Abhiyan)**

No.DP/EDN/SSA/205/2011/

Silvassa

Date : / /2011

**Read:**

1. The Right of Children to Free and Compulsory Education Act, 2009 published in the Gazette of Dadra and Nagar Haveli on dt. 6<sup>th</sup> May, 2010.
2. The Model Rule of Implementation of Right of Free and Compulsory Education Act, 2009 published in the Gazette UT Administration of Dadra and Nagar Haveli on dt 8<sup>th</sup> April 2011

**N O T I F I C A T I O N**

In pursuance of The Right of Children to Free and Compulsory Education Act, 2009 published in the Gazette of Dadra and Nagar Haveli on dt. 6<sup>th</sup> May, 2010, the Administrator, Daman & Diu and Dadra and Nagar Haveli is hereby pleased to constitute the School Management Committee as under:

**The Composition of the School Management Committee:**

- |    |   |                 |
|----|---|-----------------|
| 1. | Any three (3) Parents/Guardian of Student                               | Member          |
| 2. | Any two (2) Parents/Guardian from SC/ST Community                       | Member          |
| 3. | Parents/Guardian from OBC Community                                     | Member          |
| 4. | Parents/Guardian from Minority Community                                | Member          |
| 5. | Parents/Guardian from weaker section                                    | Member          |
| 6. | Parents/Guardian of Disabled Children                                   | Member          |
| 7. | Elected Member from Local Authority/V.P./Municipality<br>(Concern ward) | Member          |
| 8. | Retired Teacher/Educator/Students<br>(Concern ward/school)              | Member          |
| 9. | Head Master/Head Teacher<br>(Concern school)                            | Member-Convener |

**The Composition and functions of the School Management Committee:**

- (1) A School Management Committee shall be constituted in every school, other than an unaided school, within its jurisdiction, within six months of the appointed date, and reconstituted every two years.
- (2) School Management Committee shall be constituted the total strength of 12 members. Out of which Seventy five percent (9) members of the School Management Committee shall be from amongst parents or guardians of children. In which proportionate representation shall be given to the parents or guardians of children belonging to disadvantaged group and weaker section.
- (3) The remaining twenty five percent of the strength of the SMC shall be from amongst the following persons
  - a) One third members from amongst the elected members of the local authority, to be decided by the local authority;
  - b) One third members from amongst teachers from the school, to be decided by the teachers of the school;
  - c) Remaining one third from amongst local educationists/children in the school, to be decided by the parents in the Committee.
- (4) Fifty percent members of such committee shall be women.
- (5) To manage its affairs, the School Management Committee shall elect a Chairperson and Vice Chairperson from among the parent members. 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-Convener of the School Management Committee.
- (6) The School Management Committee shall meet at least once a month and the minutes and decisions of the meetings shall be properly recorded and made available to the public.
- (7) The School Management Committee shall, in addition to the functions specified in clauses (a) to (d) of section 21 (2), perform the following functions, for which it may constitute smaller working groups from amongst its Members :
  - (a) Monitor the working of school
  - (b) Prepare and recommended school development plan
  - (c) Monitor the utilization of grants received from the appropriate Government or local authority or any other source
  - (d) Perform such other functions as may be prescribed.

- (8) Communicate in simple and creative ways to the population in the neighbourhood 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;
- (9) Ensure the implementation of clauses (a) and (e) of section 24 and section 28,
  - (a) To ensure maintain regularity and punctuality of teachers in attending school.
  - (b) Hold regular meetings with parents and guardians and apprise the children about the regularity in attendance, ability to learn, progress made in learning and any other relevant information about the child.
  - (c) To ensure No teacher shall engage himself or herself in private tuition or private teaching.
- (10) Monitor that teachers are not burdened with non academic duties other than those specified in section 27

No teacher shall be deployed for any non-educational purpose other than the 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.
- (11) Ensure the enrolment and continued attendance of all the children from the neighbourhood in the school.
- (12) Monitor the maintenance of the norms and standards prescribed in the Schedule of Right to Education Act-2009.
- (13) 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 section 3(2) 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.
- (14) As provided under section-4 of the Right of Children to Free and Compulsory Education Act, 2009. The School Management Committee shall identify 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, prepare a Special Training Plan, and monitor the implementation of the programme.
- (15) Monitor the identification and enrolment of disabled children and facilities for education of children with disability and ensure their participation in, and completion of elementary education
- (16) Monitor the implementation of the Mid-Day Meal in the school.
- (17) Prepare an annual account of receipts and expenditure of the school.
- (18) Any money received by the School Management Committee for the discharge of its functions under this Act, shall be kept in a separate account, to be made available for audit every year.
- (19) The accounts referred to in point No. (17) and point No. (18) should be signed by the Chairperson/ Vice-Chairperson and Convener of the School Management Committee and made available to the local authority within one month of their preparation.
- (20) School Management Committee will responsible for construct, Repair and Maintain of the New School Building, Additional Classrooms, Drinking water facility, Sanitation facility, Compound wall, ramps with handrails etc. through community support under Sarva Shiksha Abhiyan (SSA).
- (21) Any other work entrusted by UT Administration / District Panchayat.

This is issue with the approval of Hon'ble Administrator vide diary No. \_\_\_\_\_ dated \_\_\_\_\_.

By order and in the name of the  
Administrator of Daman & Diu and  
Dadra and Nagar Haveli.

Deputy Secretary (Education)  
Dadra and Nagar Haveli  
Silvassa

Copy to:-  
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