

Check List of observations for all members who have been nominated for School Management Committees in BMC schools

1. Keep a record of the enrolment data of last 3 years in school being observed.

Are the teachers going out for conducting enrolment drives to the neighbourhood community to get out of children/street children into the school. We must try to ensure every child gets into the neighbourhood municipal school.

2. Check teacher student ratio, ideally should be 1 teacher for every 30/35 children in a classroom.

3. Attendance records of teachers and HMs.

4. Attendance records of children.

5. Check if computer lab, science lab, library available in all school buildings and is there any timetable being followed. Please ensure self learning software from IIT is loaded in all computers.

6. Separate toilets for boys and girls and proper maintenance and cleanliness.

7. Proper security arrangements and whether any register is being maintained by them.

8. Help the HMs to formulate systems in ensuring all parents get sufficient notice regarding participation in monthly SMC meetings, infact fix up a day every month for the SMC meetings, eg. Last Saturday of the month, etc.

Contact details of parents(mobile nos) should be available with the HMs.

9. Monitor the quantity, quality and delivery dates of the 27 items being provided to children.

The 27 items include 2 sets of uniforms, shoes and socks, school bag, tiffin box and compass box, water bottle, raincoat/umbrella, notebooks, textbooks, pencils, crayons, etc.

10. Help HMs in maintaining the mid day meal record on quantity and quality of meals. Check if the mid day meal contractors are also providing variety as specified in GR and also biscuits/rajgira laddoo/idli sambar, etc. once a week.

11. Check the Health Check up cards and monitor the programme of Health Officers visiting the schools for conducting check ups.

12. List of holidays, names of mid day meal contractor, list of primary health centres and Government hospitals in the ward along with telephone numbers, information on Rajiv Gandhi Accident Insurance Scheme, helpline numbers of child abuse, local police stations, etc.should be displayed on notice boards in all municipal schools.

13. Monitor the girl child attendance incentive scheme and fixed deposits of Rs.2500 scheme for girl child passing out of class VII.

Once you are in the SMC list, you will have a better say in the monitoring of various amenities, facilities, mid day meals, budgets, infrastructure, and most importantly the quality of education. Members will have to mobilise parents to participate in these SMC meetings.

Please spread the word to as many people as possible all over the city, since we should try to be present in as many BMC schools as possible.

I am available for organising any programmes or presentations to new members all over Mumbai as well as sharing all the possible information available on the BMC Education department.

This is a golden chance for concerned citizens and activists to do their bit for betterment of the primary education in our city, by being a part of the change they want to see.

Look forward to a good number of nominations for the SMCs.

Best Regards

### **Composition of School Management Committee:**

1. (i) 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. (ii) Seventy five percent of the strength of the School Management Committee shall be from amongst parents or guardians of children
3. (iii) Provided fifty percent of committee shall be women.
4. (iv) Provided further that proportionate representation shall be given to the parents or guardians of the children belonging to disadvantaged

group and weaker section.

5. (v) The remaining twenty five percent of the strength of the School

Management Committee shall be from amongst the following persons

1. a) one third members from amongst the elected members of the local authority, to be decided by the local authority;
2. b) one third members from amongst teachers from the school, to be decided by the teachers of the school;
3. c) one third from amongst local educationists / children in the school, to be decided by the parents in the Committee.
6. (vi) 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.
7. (vii) Where there are two or more schools in a panchayat, the panchayat president will be the member of School Management Committee of one of the school remaining schools shall have ward members as members of the School Management Committee.
8. (viii) 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.

Composition of School Management Committee is as follows:

Category	No.	Position	Preference

Parent (PTA) member	1	Chairman	Woman
Parent of CWSN/Vulnerable	1	Vice-Chairman	member 1 (Preferably the chair person)
Head Master	1	Convener	Women Member-1
Teacher representative	1	Member	
Parents including from disadvantage group & Weaker section *	12	Member	Woman member-7
Elected member of Local Body	2	Member	Woman member-1
Educationist/Philanthropist/NGO/Retired Official	1	Member	
Self Help Group member(parent)	1	Member	Woman member-1
Total	20**		

\* Proportionate representation to parents from disadvantage group and weaker sections as defined in the RTE Act 2009 and RTE Rules 2011 & from time to time.

\*\* 50% must be women i.e., 10 must be women.

#### **Note:**

- In general, out of twenty members, parents should be 75%
- Out of twenty members, 10 members should be women (50%)

#### **Functions of School Management Committee:**

The School Management Committee shall perform the following functions namely

#### **A.**

#### **Monitor the functioning of the school.**

- (i) Ensure the regularity and punctuality in attendance by teachers of the school.
  2. (ii) Assess the learning ability of each child and accordingly supplement additional instructions if any required.
  3. (iii) Ensure the enrolment and continued attendance of all the children from the neighborhood of the school.
  4. (iv) Bring to the notice of the Local Education Authority any deviation from the rights of the child, in particular mental and physical

harassment of the children, denial of admission and timely provision of free entitlements.

5. (v) 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 appropriate government, local authority, school, parents and guardian.

6. (vi) Ensure 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.
7. (vii) Identify the needs, prepare a plan, and monitor the implementation of the provisions, 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.
8. (viii) Monitor the identification and enrolment of CWSN and mobilize facilities for education of children with disability, as per equal opportunities, protection and full participation Act 1995 and ensure their participation in and completion of Elementary Education.
9. (ix) List out specifications for equitable quality of education in a school.
10. (x) Monitor the implementation of the mid day meal in the school
11. (xi) Ensure that no teacher shall engage himself or herself in private

tuition or private teaching activity

## **B. Preparation, recommendation, implementation and monitoring of the School Development Plan (SDP)**

1. (i) Every School Management Committee constituted under sub- section (1)of section 21 shall prepare a School Development Plan every year in such manner as may be prescribed.
2. (ii) The School Management Committee shall prepare a School Development Plan at least three months before the end of the financial year in which it is first constituted under Act.
3. (iii) 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 purposes other than the decennial population census, disaster relief duties or duties relating in elections to the local authority or the state legislatures or parliament, as the case may be.
4. (iv) Assess financial requirement and needs of the RTE Act 2009, including for providing special training facility specified in section 4. Entitlements of children such as free text books and uniforms, and

any other additional requirement for fulfilling the responsibilities of

the school under Act.

5. (v) The School Development Plan shall be signed by the Chairperson or vice chairperson and convenor of the School Management Committee and submitted to the local authority before the end of the financial year in which it is prepared.
6. (vi) Sub committees and sub groups with co-opted members for effective implementation & monitoring of the School Development Plan may be formed as requested / needed by the SMC preferably with parents. HM, teachers, children, educationalist, BRTEs, Local Engineers, elected representatives, Civil Society members supporting the school.

**C. Monitoring of utilisation of the grants received from the appropriate Government or Local authority or any other source.**

7. (i) Prepare an annual account of receipts and expenditure of the school. Any money received by the said committee for the discharge of its functions under this Act, shall be kept in a separate account to be audited annually.
8. (ii) The Annual account should be signed by the chairperson or vice – chairperson and convener of the said Committee and make available to the local authority within one month of their preparation

**D. Performance of other functions**

The School Management Committee shall play such roles and functions as ordered from time to time.

6. The State Project Director, Sarva Shiksha Abhiyan is directed to take necessary action to constitute a School Management Committee in each school for planning, monitoring and implementation of Sarva Shiksha Abhiyan schemes as per RTE Act.