Role of Committees in Managing Schools

What is a committee?

A committee is a group of elected / selected members responsible for managing and overseeing the activities of schools and to provide it with all support in its effective functioning.

Different types of committees

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I- School Committee

SS code : Appendix 03 [Vide Rule 10-13]

Every recognised school shall have a School Committee which is a statutory Body.

School Committee will be responsible to the Govt for the management of the school

Composition of School Committee [Total 7 Members]

- a. Chairman: President of the Management or his nominee
- b. Three Members: Nominated by the Management
- c. One Teaching Representative: Permanent teacher in order of seniority by annual rotation
- d. One Non Teaching Representative: Librarian / Clerk / Lab. assistant / Lab.Attendent / Peon-in order of seniority by annual rotation.
- e. Ex Officio Secretary: The Head of the School

Functions of School Committee

- a. Management and regulation of the finance of the school, keeping of accounts and making investments of the funds of the school.
- b. Preparation of budget estimates.
- c. Appointment of teachers (other than the Head of the school) and the other employees of the school
- d. Institution of new teaching courses
- e. Confirmation, promotion of and punishment to the teachers, subject to such conditions and regulations as may be laid down in the code or directions issued by the Department in this behalf.
f. Grant of leave other than casual leave, to the staff other than the Head of the school whose leave will be granted by the Parent body.
g. Framing bye-laws and regulations for the conduct of its business
h. Reporting to the Parent Body on matters relating to the school

II- Co-ordination Committee

A society or Trust conducting a large number of schools shall have a co-ordination committee for all the schools

Composition of Co-ordination Committee

a. The President of the Management or his representative
b. Head of each school of the Management
c. A member of the school committee of each school representing the management

Functions of the Co-ordination Committee

a. The Co-ordination committee will co-ordinate the activities of school committees
b. It will have the powers of appointment promotion & transfer of employees
c. The term of SC/ CC shall be co-terminus with that of the Parent body
d. No individual member of the SC or CC excepting the head shall directly or indirectly interfere with the internal administration, the discipline & the duties of the teachers

III- The Academic Council

Every recognized school shall have an Academic Council to advise the Head of the school on the day to day academic matters

Composition of Academic Council

Total Members shall not exceed 8

a. One Chairman : Head of the school
b. Three Members : 1 Permanent teacher having more than 14 years of service
   1 Permanent teacher with 8 years of service
   1 Permanent teacher with less than 8 years of service
   (Teachers representative shall be elected by preferential voting)
c. A nominee of the school committee who is not a teacher
d. President of PTA of the school

Functions of Academic Council

The Academic council shall meet at regular and frequent intervals, as may be decided by the Head of the school and shall perform the following functions:

a. To discuss the progress of the studies in the school
b. to bring to the notice of the School Committee the educational and financial needs of the school

c. to make recommendations to the Head of the school or the School Committee for improving the academic efficiency in the school
d. to advise the School Committee and the Head of the school on matters relating to the internal management of the school and discipline among students

e. to make recommendations to the School Committee with regard to the school budget, particularly regarding the purchase of schools equipment, library books and such accessories

f. any other matters referred to the Council by the School Committee or the Head of the school.

Note

1. The Academic Council shall meet at the regular and frequent intervals decided by the Head of the School
2. The Academic Council is purely advisory body on academic problems of the school.

IV- Parents Teachers Association

Every recognised school in the state of Maharashtra whether aided or unaided should form PTA within 30 days from the commencement of the new academic year

A- General Body

a. Every parent of the school is a member of the General Body of PTA
b. An annual membership fee of Rs. 50 and Rs. 10 to be charged from Urban and Rural parent respectively

c. Secretary : Teacher
d. Joint Secretaries : i) Parent
   ii) Teacher

e. Members: i) One Teacher from each class
   ii) One parent from each class
   (No. Of classes V to X = 6 = 6 parent members= 6 Teacher members)

Formation of Executive Committee

a. Members should be elected democratically
b. Atleast one member should be from the backward community
c. 50% members should be women
d. List of EC should be exhibited on the notice board
e. List should be submitted to the Education Officer / Inspector within 15 days of its formation
f. Meeting of EC should be held once in 3 months.
g. The tenure of EC shall be one year only.
h. No office bearer (parent or teacher) of the PTA shall hold any office bearing post for the period of three years
i. Notice of the meeting along with agenda should be sent to every member well in advance
j. The minutes of meetings of PTA should be maintained with the signature of the members
k. A suggestion box should be placed at a prominent location for parents to suggest various activities for children
l. All circulars, GR, court judgements on PTA should be displayed on the notice board

Functions of PTA

a. To see that the syllabus of all the standards have been completed as per schedule.
b. To plan, suggest and help to take the remedial projects organised for the week students of the schools.
c. To approve and help to conduct extra-curricular activities in the school.
d. To take cognizance of various fee rates in the unaided schools like Tuition fee, Term fee or any other Co-curricular or extra-curricular activity fee.

Note

a. The main objective of PTA is to solve the problems of students & Teachers in the school. It is not expected to do day to day monitoring.
b. Suitable action will be instituted against the management of the schools who failed to form the PTA as per the norms.

V- School Management Committee

According to RTE Act 2009 every school (Except unaided minority schools) shall have a School Management Committee

Composition

a. Members: 12 to 16 excluding Ex. officio Secretary (i.e. Head Master / Mistress)
b. 75% Members : Parents / Guardians
c. 25% Members : Local Area Representative , 1 Teacher and 1 education expert from amongst parents.

Selection

a. Selection of 75% members should be through PTA
b. Equal opportunity should be given to parents belonging to weaker section of society
c. Parents should be from each std.
d. The local area representative should be selected by the Management
e. One teacher should be selected by teachers
f. Educational expert selected from parents
g. Atleast 50% of members should be women
h. The committee will select President / Vice President amongst members
   (For aided minority Schools, the President will be the Head of the Management or his nominee)

Functions of School Management Committee

a. Control of working of school
b. To be formed 3 months before the end of the economic year to ready the school improvement plan.

c. Look after the expenses of the school

d. Information of the act “Right of Children to Free and Compulsory Education” to parents etc.

e. Ensure that teachers do their duties and to solve teachers problems if any.

f. Ensure that teachers are not burdened with any non educational work.

g. Aware of daily attendance as well as ensure 100% presentee of children

h. Control over fulfilment of Rules and regulations for school recognition

i. Bring students who are not studying as well as those who are physically handicapped into mainstream and try to keep them there

j. Monitor (i) the educational progress of children

   (iii) their educational facilities

   (iii) educational merit

i. Midday meal in schools

j. Compare Income / Expense account of schools

k. To provide basic facilities to schools according to plan drawn.

l. Sanction casual leave of HM's and recommend earned leave

m. Auction useless things of the school (uptoRs. 1000/-)

n. Monitor construction and repair work of school

o. Discuss irregularities, bad behaviour, frequent absence of teachers with them, give feedback and if there is no change in behaviour to send a report to concerned authorities. Members of school management committee will not be eligible for TA, DA and meeting allowance.

p. Proper guidance to the SMC will be responsibility of the management.

VI- Transport Committee

As per the notification of Govt. Of Maharashtra dated 22nd March 2011.

Every school shall have a transport committee to look into the matters pertaining to safe transportation of school children.

Composition of the committee:

i. President The Head of the school

ii. Member Representative of PTA

iii. Member Traffic or Police Inspector of the respective Area

iv. Member Inspector of motor vehicles of that Area

v. Member Education Inspector

vi. Member Bus contractor or his representative

vii. Member Representative of the Municipal Corporation

Functions of Transport Committee

i. The committee shall meet at least once in three months prior to the commencement of each semester.

ii. The transport committee is responsible for

   a. Safety norms of the bus
b. Transportation fees

c. Identification of bus stops

d. Verify documents of the Vehicle
  - Registration certificate
  - Certificate of fitness
  - Certificate of Insurance
  - Permit
  - Pollution under control
  - Driving licence
  - Fire Extinguisher
  - First Aid Kit

VII- School Management & Development Committee

RMSA is introduced under the 11th & 12th Five Year Plan of the Central Government, with the main aim to achieve the target of Secondary Education to all in the country by 2017. For the implementation of RMSA, Guidelines received from the Central Government to form the School Management & Development Committee.

Composition of the committee:

i. Ex-Officio Chairman Principal / H.M.

ii. Three Members One Teacher each from Social Science, Science & Maths

iii. Member Male Parent

iv. Member Female Parent

v. Two Members Local N.G.O’s.

vi. Member Schedule Caste / Schedule Tribe

vii. Member Lady Member of the Educationally Backward Class from the Society

viii. Member Female from Saving Group of Women’s Organisation

ix. Member Govt./ Ward Education Committee

x. Three Members Education Officers will nominate ( each from Science, Arts & One from Education Department)

xi. Two Members From Finance & Accounts Department / a Senior Clerk & a Junior Clerk from the School / Senior Clerk & Junior Clerk of a nearby school.

xii. Member Secretary Vice Principal or the Senior most Teacher

xiii. To open a separate account in a Nationalised Bank by the title “RMSA- Name of the School”.

xiv. The account will be operated by the joint signatures of the Chairman and the secretary (Principal & the Vice Principal).