

Role of School Management Committee

The School seeking affiliation and affiliated schools should also satisfy the following conditions as per norms of Affiliation Bye Laws, 2018 and circular no. 10.2019 dated 08.03.2019.

Chapter 7: School Management Committee

Subject to relevant provision in the Education Act of the State/UT concerned, every affiliated school should have a scheme of management as per following clauses.

8.1 All the schools affiliated with the board shall have a School Management Committee as stipulated in RTE Act 2009, any other enactment or regulations framed by the State/Appropriate Government.

8.2 Composition of School Management Committee:

8.2.1 The management committee of a recognized aided school shall consist of not more than fifteen members; and the management committee of a private unaided school shall consist of not more than twenty one members; However in case of senior secondary schools offering vocational subject additional member(s) (subject expert(s) as per subject offered may be appointed.

8.2.2 subject to provisions of clause 8.1 and the total number of members specified in clause 8.2.1, every management committee shall include the following namely:—

- (a) The Head of the school. S/he will be a Member Secretary of the School Management Committee;
- (b) Two parents of students studying in the school. One father and one mother of students specifically in co-educational schools.
- (c) Two teachers of the schools;
- (d) Two other persons (of whom one shall be women); who are, or have been, teachers of any other school or of any college, to be nominated by the Trust/Society/Company;
- (e) Two members to be nominated by the Board;
- (f) The remaining members to be nominated or elected as the case may be, in accordance with the rules and regulations of the society/trust/Company running the school.
- (g) Members may be nominated as per the conditions, if any, laid down in the “No Objection Certificate”.
- (h) At least fifty percent members should be women.

Provided further that the above provisions shall be implemented with immediate effect and the schools affiliated earlier and not complying with above provisions shall be required to take remedial measures with suitable qualified substitutes within a year of notification of these byelaws.

8.3 The term of the members of the Management Committee shall be three years. A member can be re-nominated for another term but a member cannot remain in office for more than two consecutive terms except ex-officio members and the members of the Trust/Society/Company.

8.4 Powers and Functions of the School Management Committee

Subject to overall control of the Society/Trust/ Company the duties, powers and responsibilities of the School Management Committee shall include but not limited to the following:

8.4.1 It shall supervise the activities of the school for its smooth functioning.

8.4.2 It will work according to the specific directions given by the Society/Trust/Company regarding admission policy. However, it shall ensure that admissions are made as per merit without discretion of gender, disability, religion, race, caste, creed and place of birth etc. strictly as per state policy.

8.4.3 It shall look into the welfare of the teachers and employees of the school.

8.4.4 It shall evolve both short-term and long-term plans for the improvement of the school.

8.4.5 It shall make appointment of teachers and non teaching staff.

8.4.6 It shall exercise financial powers beyond those delegated to the Principal within the budgetary provisions of the school.

8.4.7 It shall take stock of academic programmes and progress of the school without jeopardizing the academic freedom of Principal.

8.4.8 It shall guide the Principal in school management.

8.4.9 It shall ensure that the norms given in the Acts/Rules of the State/UT and of the CBSE regarding terms and conditions of service and other rules governing recognition/Affiliation of the school are strictly adhered to.

8.4.10 It shall ensure that no financial irregularity is committed and no irregular procedure with regard to admission/examinations is adopted.

8.4.11 It shall approve the rates of Fees and other charges subject to the conditions laid down in Chapter-7.

8.4.12 It shall review the budget of the school presented by the Principal and forward the same to Society/Trust/Company for approval.

8.4.13 It shall ensure the safety and security of children and staff of the school and give directions for improvement.

8.4.14 It shall look in to grievances of the teachers and staff in connection with their service conditions and pay etc. and dispose such grievances in accordance with applicable rules.

8.4.15 The School Management Committee will meet at least twice in an academic session.

8.5 The provisions contained in Acts and Regulations of the Appropriate Government will prevail upon the provisions related to School Management Committee in these byelaws.