

Government of Odisha  
School & Mass Education Department  
\*\*\*\*\*

No. 3766 /SME,  
SME-MSSA-MSSA1-0023-2018

Dated. 20-02-18

NOTIFICATION

**Sub: Revised Guidelines on Composition and Function of School Management Committee.**

As per the provisions under Section-21 of the RCFCE Act 2009, a School Management Committee shall be constituted in every school other than an un-aided school. Rule-3 of the Odisha Right of Children to Free and Compulsory Education Rules, 2010 indicates the composition and function of the School Management Committee. Govt., after careful consideration have decided that the following revised guidelines shall be followed for the composition and function of School Management Committee in Govt./Govt. Aided, Primary and Upper Primary Schools of the State.

**1. Constitution of a Standing Committee on Education:**

The existing Standing Committee of the Grama Panchayat/ N.A.C/ Municipality/Municipal Corporation will be co-opted as the Standing Committee on Education.

**1.1 Constitution of Standing Committee on Education:**

- i. The Ward Member / Councilor/ Corporator of the concerned ward where the school exists shall be the members. In case a school exists in more than one ward then the Ward Members / Councilors/ Corporators of those wards shall be the members.
- ii. The Sarapanch/Chairperson/Mayor of the G.P./ NAC/ Municipality/ Municipal Corporation shall be the Chairperson of the Standing Committee.
- iii. The Naib-Sarapanch/ Vice-Chairperson/ Deputy Mayor shall be the Vice-Chairperson of the Standing Committee.
- iv. Elected Samiti Members of the Grama Panchayat shall be co-opted as Co-Chairman
- v. The Executive Officer of the G.P./ NAC/ Municipality/ Municipal Corporation shall be the member-convener.

- vi. The Head Master/Head Mistress (HM)s of all schools of the G.P./ NAC/ Municipality/ Municipal Corporation and School Management Committee (SMC) Chairpersons shall be the members.
- vii. One Educationist (preferably one eminent retired teacher) shall be nominated by the B.E.O in consultation with Sarapanch/Chairperson/Mayor. In case of non-availability, a person having minimum 5-7 years of experiences / expertise in the field of education shall be selected as a member of the Standing Committee.
- viii. One member from educational background or from NGO or from Youth Club shall be nominated by the Block Education Officer of the concerned Block.
- ix. The Head / President of the Grama Panchayat Mission Shakti Federation shall be a member.
- x. One Health Worker nominated by Medical officer as invitee member.
- xi. One Anganwadi worker nominated by C.D.P.O as Member
- xii. The G.P./NAC/Municipal area headquarter CRCC shall coordinate with the Executive Officer for convening the Standing Committee meeting. If there are more than one CRCC in the G.P., these CRCCs shall be the members of the Standing Committee.

#### **1.2. Function of the Standing Committee on Education at G.P.:**

- i. The Standing Committee, as local authority shall look after the development activities in the area of school education, health, sanitation, public works etc. in the jurisdiction of G.P./ NAC/ Municipality/ Municipal Corporation.
- ii. The Sarapanch/Chairperson/Mayor or 02 representatives shall be present in PTA meeting for SMC constitution in all Govt. and Govt. aided schools.
- iii. It shall periodically facilitate and review the implementation of the Annual Work Plans of schools within the G.P./ NAC/ Municipality/ Municipal Corporation area and wherever possible provide necessary support.
- iv. The Standing Committee of the G.P./ NAC/ Municipality/ Municipal Corporation shall sit at least once in every three months in the academic year for the purpose of exchange of information and co-ordination. 02 members from SMC i.e. the Head Master and the Chairperson of all schools within the G.P./ NAC/ Municipality/ Municipal Corporation shall attend the said meeting.
- v. It shall resolve issues relating to formation and functioning of SMCs of schools within its jurisdiction.



- vi. It shall monitor the teachers' attendance. After receiving the teacher absenteeism report from the SMC it will recommend action to be taken against the person concerned by the BDO/BEO.
- vii. It shall fulfil the responsibilities as local authority and take necessary action for the implementation of the activities mapped in the notification.
- viii. The expenditure towards conducting the Standing Committee meeting shall be met from G.P./ NAC/ Municipality/ Municipal Corporation contingencies fund.

### **1.3. Linking of Standing Committee with SMC under the RTE Act, 2009:**

- i. Maintenance of record of children.
- ii. Ensure admission and attendance of the children.
- iii. Provide special training to the children taken admission on age appropriate basis.
- iv. Admission of children of migrant families.
- v. Monitoring, functioning of school including functioning of SMC.

### **1.4. Linking of Standing Committee with ShikshaSamvad:**

- i. Sharing of progress by Government Departments on new initiatives, orders and follow up of last meeting minutes compliance
- ii. Discussion within the group on merits and demerits of new initiatives
- iii. Sharing of results at ground level
- iv. Suggestions/Complaints if any, to be presented in writing to concerned Government Officer/ Officials.
- v. Good practices to be presented and discussed.
- vi. Identification of 1 focused area every month for having detailed discussion.

### **1.5. Linking of Standing Committee with Block and ZillaParishad**

The Chairperson of the Standing Committee shall share the progress and issues of the SMCs within its jurisdiction with the Chairperson and others of the block in their monthly meeting and that shall be subsequently presented to the President of ZillaParishad in his quarterly meeting.

## **2. PARENT TEACHER ASSOCIATION (PTA):**

### **2.1. Constitution:**

- i. PTA is a committee to be comprised of all the teachers and parents of the students of the school.
- ii. 40% of the total members shall constitute quorum for the Parent Teacher Association meetings.
- iii. The Head Master/Head Mistress of the school shall convene the PTA meeting in consultation with the CRCC and Standing Committee of the G.P./NAC/Municipality/Municipal Corporation by giving one week's notice to all parents sent through their wards returned duly attested by parents.
- iv. CRCC shall finalize the date of PTA meeting of the schools within its jurisdiction and submit the same to the Standing Committee.
- v. One Nodal officer/ representative from the office of the B.E.O. shall attend the meeting.
- vi. At least two elected members of Standing Committee of G.P./NAC/ Municipality/Municipal Corporation (i.e. preferably Sarapanch/Chairperson/Mayor or her/his representative and any one member) shall attend the P.T.A. meeting.
- vii. One register shall be maintained for the registration of parents and teachers in **Form-I (Copy enclosed)**
- viii. The HM shall convey the role and function of the PTA in the PTA meeting.
- ix. The Parent Teacher Association in each of its meetings shall select one of its members as the Chairperson to preside over the meeting. The Head Master/Mistress shall conduct selection by show of hands. The time of the meeting shall be decided as per the convenience of parents.

### **2.2. Membership:**

The Parents of all the children studying in the school and the teachers working there are Members of the Parent Teacher Association. The mothers shall be encouraged to participate in the PTA meeting. However, only one of the parents has the right to vote. The PTA shall elect / select the members of the School Management Committee.

In the event of death or transfer of residence of Parent members from the local area of the school or a parent member ceasing to be student guardian for his/her child/children/ ward (s) leaving the school or otherwise, his/her membership shall be ceased.

All the parents shall be automatically the members of the Parent Teacher Association by virtue of the admission of their ward(s).

### **2.3. Function of PTA:**

- i. PTA meeting shall be convened at least twice in a year (preferable March & Last week of June). It may be more as per the need of the school. The HM shall be the convener.
- ii. The Head Master shall explain the powers, the functions, the role and the responsibility of the Parent Teacher Association to all parents.
- iii. Every Parent Teacher Association shall take decisions with regard to raising of Contribution in shape of kind only which in its opinion is required for the development of school infrastructure with the resolution of the SMC. Contribution in any kind shall not entail any liability on the part of the school / Govt.
- iv. In case of High school having elementary section, PTA may accept contribution for welfare of the school.
- v. It shall be lawful for the Parent Teacher Association to accept contribution from anybody or any organization in kind only.
- vi. The PTA shall elect / select the SMC members for constitution of SMC.
- vii. Head Master shall issue a receipt in **Form-II (copy enclosed)** as a token of receipt of the kinds.
- viii. The minutes of the meeting shall be recorded by the Head Master in the Minutes Book in **Form-III (copy enclosed)** in a separate register and signed by all the members of Parent Teacher Association present and countersigned by the Chairperson.
- ix. PTA shall discuss the day-to-day progress and requirement of the school and bring it to the notice of Standing Committee through SMC.



- x. The Association shall meet as often as necessary as but not less than two times in a year. The Head Master shall be the member-convener.
- xi. It shall be the duty of the Association to oversee the functioning of the school with regard to the following matters from time to time :-
  - a) Ensuring universal access & enrolment.
  - b) Motivating regular attendance of the children of the school, their retention and effectively arresting dropouts.
  - c) Creating interest in the children for education by improving infrastructural facilities in school and the quality of teaching & ensuring attainment of primary objectives of universal enrolment & zero dropout rate.
  - d) Mobilization for collection of contributions/ funds for the school.

### **3. SCHOOL MANAGEMENT COMMITTEE (SMC):**

As per Section-21 of Right of Children to Free and Compulsory Education Act 2009 read with Rule-3 of Odisha Right of Children to Free and Compulsory Education Rules 2010, School Management Committee shall be constituted in every **elementary school** other than an un-aided school. **High School having primary and upper primary school (i.e. Class I to X, Class VI to X, Class IV to X, Class-VIII to X) shall constitute the SMC.**

#### **3.1. Composition of School Management Committee**

**3.1.1.** The members of the School Management Committee shall be elected from among the members of the PTA. It shall consist of 19 members within its jurisdiction as per the following specification.

- (a) 12 (Twelve) parents members as described below,**
  - i. Male members – 50% - out of which at least one should belong to SC/ST/disadvantaged group's community and one should belong to economically weaker section according to availability.
  - ii. Female members – 50%-Out of which at least one should belong to SC/ST/ disadvantaged group's community and one should belong to economically weaker section according to availability.

**(b)The remaining 07 (seven) members of the Committee shall be from among the following persons.**

▪ **Ex-Officio Members:**

- i. One member such as Ward Member / Councilor/Corporator of the Gram Panchayat / NAC / Municipality/Municipality Corporation in which the school exists
- ii. One Health Worker / Asha Karmi working in the village as member
- iii. One Anganwadi worker working in nearest Centre as member
- iv. Headmaster/ Mistress or Headmaster/ Mistress I/C. of the concerned school as Member- Convener

▪ **Nominated Members:**

- v. One member from among the teachers of the school to be decided by the teachers
- vi. Two student members i.e. Head of the Student Cabinet and Head of Meena Manch.

The member-convener and the teacher member at (iv) and (v) shall have no voting power in any selection/election process.(Govt. functionaries who are ex-officio member shall not have voting rights)

3.1.2. To manage its affairs, the committee shall elect a Chairperson and a Vice-Chairperson from among the parents' members. Out of these two (Chairperson and Vice chairperson) at least one must be woman.

3.1.3. In the event of death or transfer of residence of parent members from the local area of the school or a parent member ceasing to be student guardian for his/her child / children ward (s) leaving the school or otherwise, his/her membership shall be ceased.

3.1.4. Ward Member / Councilor / Corporator of a Gram Panchayat / NAC / Municipality / Municipal Corporation shall hold office in ex-officio capacity. He/she shall cease to be a member of school management committee as and when he/she ceases to hold charge of his/her office.



- 3.1.5. Any member of the School Management Committee, other than Member-Convener may at any time resign from the membership by sending a letter of resignation to the Chairperson. But such a resignation takes effect from the date on which the School Management Committee accepts it.
- 3.1.6. If a member of the School Management Committee other than the Member-Convener absents himself / herself from three consecutive meetings without prior intimation to the Chairperson, his/her membership shall ipso facto cease. The fact of not intimating prior to absence should find place in the proceedings of the meeting of School Management Committee.
- 3.1.7. Vacancies of membership of the School Management Committee other than the Ex-officio member caused due to resignation or otherwise shall be filled up by PTA from among the same category of members following the similar procedure as envisaged for each category on request of SMC within 30 days of occurrence of such vacancy.
- 3.1.8. In case of transfer / retirement / death of the Member-Convener or in case, he/she remains on leave other than casual leave and optional holiday, the senior most teacher of the school shall remain in-charge.

### **3.2. Formation of School Management Committee**

- 3.2.1. There shall be a separate School Management Committee for each Primary and Upper Primary School. **In case of elementary (both primary and upper primary) school one SME will be there.** The PTA of the concerned school shall elect / select the members of the School Management Committee except the Member-Convener, Teacher member and Student members. The selection/election of such member shall be made in the open meeting of Parent Teacher Association convened for the purpose by the Headmaster of the institution as per the programme communicated to them by the Headmaster. At least 40% of the members of PTA shall form the quorum for the meeting in which SMC shall be constituted.
- 3.2.2. The committee formed in the manner prescribed in **para 3.2.1** above shall elect chairperson and vice-chairperson through election/selection in its first meeting to be held within a week of its formation. At least 8 members of the SMC shall form the quorum for any meeting of SMC. In case of voting the



member-convener, teacher-member shall have no voting powers. In case of a tie of votes the final decision shall be taken through a lottery.

- 3.2.3. In case of residential schools of ST & SC Development Department, the SMDCs will be formed as per the guidelines issued for this purpose from this Department.
- 3.2.4. The term of the School Management Committee shall be 3 years from the date of the election of Chairperson of the School Management Committee.
- 3.2.5. In case a School Management Committee becomes non-functional and does not evince any interest in development and management of the school for three months, the Member-Convener shall inform the same to Standing Committee through CRCC extending intimation to BEO and request for formation of a new School Management Committee. On receipt of such intimation, the Standing Committee shall take a decision on dissolution of the SMC and formation of a new committee within 15 days. Before dissolution of the so called non-functioning SMC, an opportunity of hearing shall be given to the SMC. In case the Standing Committee does not take any decision on Formation of new SMC within 30 days of reporting by HM, the BEO shall take steps for formation of new SMC after an inquiry.
- 3.2.6. After obtaining such permission, a new School Management Committee shall be formed following the usual procedure. On formation of new committee, the old committee ipso facto stands dissolved.

### **3.3. Functions of the School Management Committee:**

- 3.3.1. The School Management Committee in general shall,
  - i. Plan for development of educational institutions of the feeding area of the school.
  - ii. Conduct annual census of children of the age groups up to 6 and 6+ to 14 as the case may be.
  - iii. Ensure enrolment of all non-enrolled children through enrolment drive and their retention in the school till they complete the elementary stage of education.
  - iv. Ensure regularity of attendance of children in the school and prevent temporary discontinuance and drop out of children through persuasion of parents.

- v. Monitor regular attendance of teachers. The teacher absenteeism shall be reported by the SMC to Standing Committee.

3.3.2. The School Management Committee in particular shall:

- i. Help expansion and augmentation of facilities of school as per need.
- ii. Beautify the school environment; develop play-ground, children's park and enrich plantation in school campus.
- iii. Review and monitor school health programme and ensure maintenance of child profile incorporating health aspects.
- iv. Raise, maintain and manage school nurseries, school garden for implementing work education.
- v. Ensure distribution of incentives such as mid-day meals, text books, other reading writing materials, uniforms etc. and shall attend the emergent needs of the school as would be necessary at the time of unforeseen disaster/accidents like fire, flood, cyclone etc. **Also the SMC will take care of all-round safety and security of a child inside the school campus. SMC will ensure all children inside the school campus are free from all types of discriminations, abuses, corporal punishment and gender biasedness.**
- vi. Review coverage of courses of studies.
- vii. Shall ensure updating of VER so as to update the database of U-DISE, SD-MIS& CTS for the proper implementation of SSA-RTE. **SMC will ensure cent percent coverage of all children under Aadhar.**
- viii. Shall assist HM and other staff at the time of self-assessment of the school and the self-assessment may be done jointly i.e. school staff and SMC members.
- ix. Ensure excellence in overall performance of school children and review the progress of work of the school and other curricular activities after the examination/ assessment is over.
- x. Organize ShikshaMelas, Inter School Competition and Sports.
- xi. Invite local artisans and experts of other occupations to the school and organize interactions with the students;
- xii. Identify the donors and motivate them to adopt school for the development activities.
- xiii. Intimate the Standing Committee and the B.E.O. about the contribution received in kind, SSA grants received and utilization thereof; which is to be placed in the next PTA meeting.



- xiv. Ensure availability of the proceedings of the School Management Committee meeting to the inspecting authority as and when they visit;
- xv. Award the dedicated teachers for their contribution towards the development of the institution and of the community as a whole;
- xvi. Maintain proper and healthy relationship with Standing Committee for development of school;
- xvii. Adopt appropriate measures to maintain the properties and amenities of the school viz. school building, drinking water, toilet, playground etc. SMC will monitor condition i.e. safeness of the school buildings/classroom/toilets and other non-structural arrangement like electrification, fan installation etc.
- xviii. Communicate in simple and creative ways, to the population in the neighborhood of the school, the rights of the child as enunciated in **Part-III, sub-section 6 (a) to (j) of Section-3 of Odisha RCFCE Rule, 2010** and also the duties of the State Government, local authority, school, parent and guardian;
- xix. Ensure the implementation of **clauses (a)** "Maintain regularity and punctuality in attending school" and **(e)** "Hold regular meetings with parents and guardians and appraise them about the regularity in attendance, ability to learn, progress made in learning and any other relevant information about the child" - of **section 24 and section 28** "No teachers shall engage himself /herself in private tuition or private teaching activity" - of the **RTE Act, 2009**;
- xx. Monitor that teachers are not burdened with non-academic duties other than those specified in **section 27 of the RTE Act**; "No teacher shall be deployed for any non-educational purpose; other than the decennial population census, disaster relief duties or duties relating to election to the local authority or the state legislature or parliament, as the case may be".
- xxi. Ensure the enrolment and continued attendance of all the children from the neighborhood in the school;
- xxii. Monitor the maintenance of the norms and standards prescribed in the Schedule to the RTE Act;
- xxiii. Bring to the notice of the local authority any deviation of the rights of the child, in particular mental and physical harassment of children, denial of admission, and timely provision of free entitlements as per **sub-section(2) of section 3 of the RTE Act**;

- xxiv. Identify the needs, prepare the school development Plan including school safety plan, ensure its implementation and monitor the implementation of the provisions of Section 4 of the RTE Act, 2009;**
- xxv. Monitor the identification and enrolment and facilities for learning of disabled children and ensure their participation in and completion of Elementary Education;
- xxvi. After the completion of the cycle of elementary education, SMC shall ensure the issuance of certificate to the concerned child as per the section 30(2) of the Act and section 22 of the State Rule. Head Master/ Mistress of the school shall issue the certificate.**
- xxvii. Monitor the implementation of the Mid-Day Meal in the school, provide necessary support to the HM for the success of MDM programme and ensure all children receive food as per the Govt guidelines.
- xxviii. Prepare an annual account of receipts and expenditure of the school in a separate register;
- xxix. The Government may, from time to time, entrust such other powers, duties & responsibilities to the School Management Committee.

3.3.3. The details of flow of funds from SSA-RTE and other sources to School Management Committee shall be communicated to the Standing Committee on Education so that the committee can have some command and control upon the school

3.3.4. Any money received by the Committee for the discharge of its functions under the RCFCE Act, shall be kept in a separate account, to be made available for audit every year.

3.3.5. The accounts shall be signed by the Chairperson / Vice-Chairperson and HM - Convener of the School Management Committee and made available to the local authority within one month of its preparation.

3.3.6. The funds shall be utilized and spent in accordance with the guidelines issued / to be issued by the S & ME Deptt, Govt of Odisha from time to time.

3.3.7. The accounting/procurement procedure and audit of the accounts shall be specified by the S & ME, Govt of Odisha and the same shall be duly followed by the School Management Committee.

**3.3.8. The School Management Committee (SMC) will conduct safety audit every quarter both structural and non-structural in the prescribed format by the Government from time to time.**



**3.3.9. The School Management Committee (SMC) will conduct annual Mock Drills.**

**3.3.10.SMC shall ensure the availability of adequate numbers of the fire extinguishers inside the school as per norm.**

**3.3.11.SMC will adhere to the safety norm with respect to the storage of inflammable and toxic materials, if applicable.**

**3.3.12.SMC will comply the safety standards inside the campus of school as per the local building bye-laws (as approved by local authority).**

**3.3.13.SMC will ensure for the regular students and teacher training on the matters related with the school safety with the help of the Department.**

**3.4. Preparation of School Development Plan:**

**3.4.1. The Committee shall prepare a School Development Plan including school safety plan at least three months before the end of the financial year in which it is first constituted under the Act.**

**3.4.2. The School Development Plan shall be a three year plan. Annual plan of each year shall be generated from Annual sub plans which shall contain the following:**

- i. Estimates of class-wise enrolment for each year;**
- ii. Requirement of the number of additional teachers, including Head Teachers, subject teachers and part time teachers, separately for Classes I to V and Classes VI to VIII, calculated with reference to the norms specified in the Schedule;**
- iii. Physical requirement of additional infrastructures and equipment over the three year period, calculated with reference to the norms and standards specified in the Schedule;**
- iv. Additional financial requirement in respect of **clause (b) and (c) sub-rule(2)**, including special training facility specified in **section 4**, entitlements of children such as free text books and any other additional financial requirement for fulfilling the responsibilities of the school under the Act.**

**3.4.3. The School Development Plan shall be signed by the Chairperson / Vice-Chairperson and Member Convener of the Committee and submitted to the**

Standing Committee. The CRCC of the concerned cluster shall consolidate all the plans of the schools under his cluster and submit the same to the B.E.O.

### **3.5. Meeting of the School Management Committee:**

- 3.5.1. The meeting of the School Management Committee shall be held every month as per the fixed date as decided by Govt from time to time. The CRCC shall remain present in the meeting. The meeting of SMC shall be conducted preferably in afternoon. The Member Convener shall maintain record of such meeting on the same day with the signature of the members present.
- 3.5.2. In case the attention of the B.E.O. / A.B.E.O. is drawn for action by him, the copies shall be sent to him. The B.E.O. /A.B.E.O. shall make it a point to mention in his inspection reports about the regularity of attendance of the proceedings of the School Management Committee meeting.
- 3.5.3. The B.E.O., A.B.E.O., BRCC and CRCC shall review the working of the School Management Committees each month and send a report through District Education Officer (DEO) to the Director, Elementary Education, Odisha, State Project Director, OPEPA in the second week of the succeeding month.
- 3.5.4. 40% of the members (08) shall constitute the quorum for holding a meeting of the School Management Committee.
- 3.5.5. In case of any emergent situation, the Chairperson can call for a special meeting of the School Management Committee.
- 3.5.6. The B.E.O. shall ensure that the guidelines are followed. In case of any omission or commission of the persons, the officers responsible shall be accountable. The higher officers of the School and Mass Education Department shall make periodical review and ensure that the systems work.

### **4. Grievance Redressal**

- 4.1. In case of any dispute / problem in the constitution/reconstitution and functioning of the School Management Committee, the Block Education Officer shall be the Grievance Redressal Authority
-



4.2. The BDO-cum-Executive Officer of the Panchayat Samiti shall be the reviewing authority at Block level. He shall review the performance of the schools including functions of School Management Committees.

**5. Appeal and Review:**

The District Education Officer (DEO) shall be the Appellate Authority, whose decision shall be final and binding. The Collector-cum-Chairperson, SSA-RTE of the district shall be the reviewing authority.

6. This shall come into force from the date of its issue.

This supersedes all previous rules/instructions etc. issued by S & ME Department in this regard. **Order: Ordered that the Notification be published in the next issue of the Odisha Gazette.**

By order of the Governor

  
19/02/2018  
Principal Secretary to Government

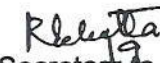
Memo No. 3767 /SME,

Date 20-02-18

Copy forwarded to Gazette Cell in-charge, Odisha Gazette Cell, C/O - Transport (Commerce) Department for information & necessary action. It is requested to furnish 500 copies of the copies of the Gazette to this Deptt, for circulation of the same to all concerned.

Memo No. 3768 /SME,

Date 20-02-18

  
19/02/2018  
Joint Secretary to Government


Copy forwarded to all Departments of Government / all Heads of Department for information & necessary action.

Memo No. 3769 /SME,

Date 20-02-18

  
19/02/2018  
Joint Secretary to Government

Copy forwarded to all Directors of School & Mass Education Department/ President, Board of Secondary Education, Odisha, Cuttack/ SPD-OPEPA (SSA-RTE), Bhubaneswar/ SPD-OMSM(RMSA), Bhubaneswar/ all District Education Officers / all DPCs, SSA/ all Block Education Officers/ RTE Cell, OPEPA for information & necessary action.

  
19/02/2018  
Joint Secretary to Government

Memo No. 3770 /SME,

Date 20-02-18

Copy forwarded to Collectors-cum-Chief Executive Officers, Zilla Parishad for information & necessary action.

*R. K. Saha*  
19/02/2018  
Joint Secretary to Government

Memo No. 3771 /SME,

Date 20-02-18

Copy forwarded to all officers/ all Sections of S & ME Deptt/ Computer Cell of S & ME Deptt/ Sr Standing Counsel, S & ME Cell, Cuttack for information & necessary action.

The computer Cell is requested to take steps to host the said Notification in the Department website immediately.

*R. K. Saha*  
19/02/2018  
Joint Secretary to Government

Memo No. 3772 /SME,

Date 20-02-18

Copy forwarded to Private Secretary to Hon'ble Minister, S & ME for kind perusal of the Hon'ble Minister.

*R. K. Saha*  
19/02/2018  
Joint Secretary to Government



**FORM-I**

**(Register to be maintained by the Head of the Institutions)**

Sl. No.	Name of the parent	Name of the child	Relationship	Class in which the child is studying

**FORM-II**

**(Receipt of donations)**

Received \_\_\_\_\_ as a kind from  
Mr/ Ms. \_\_\_\_\_ Address \_\_\_\_\_  
towards his/her contribution to the Corpus Fund of \_\_\_\_\_  
school, \_\_\_\_\_ village \_\_\_\_\_ Block  
\_\_\_\_\_ District.

The same has been entered into the Register of school as per resolution  
of SMC at page \_\_\_\_\_

**SIGNATURE OF THE CHAIRPERSON,  
SCHOOL MANAGEMENT COMMITTEE  
WITH SEAL**

**SIGNATURE OF THE HEAD OF THE  
INSTITUTION WITH SEAL**

**FORM-III**

**(Minutes of the meeting to be recorded by the Head master and it shall be read out in the meeting and signed by the PTA/ SMC)**

Minutes of the Parent Teacher Association/SMC meeting held on \_\_\_\_\_ (date). The Parent Teacher Association/SMC has unanimously resolved as follows:

**Resolution: 1)**

2)

3)

4)

**Signatures of the members present:**

1)

2)

3)

4)

5)

6)

**Chairperson**

**Signature of the Head Master**

---