



# GUIDELINES FOR COMMUNITY MOBILIZATION & SMDCs

December 2014



## **Community Participation, Mobilization & School Management & Development Committees (SMDCs) under RMSA**

---

- 1.1** Community mobilisation and close involvement of community members in implementation of secondary education is extremely critical as it fosters 'bottom up approach' not only in effective planning and implementation of interventions in the schools but also in effective monitoring, evaluation and ownership of the government programmes by the community. Active participation of the community also ensures transparency, accountability and helps in leveraging the cumulative knowledge of the community for better functioning of schools. Field level research has shown that school functioning has improved significantly in places where communities have been involved actively.

In line with the above, the integrated scheme of RMSA assigns special importance to decentralised planning and implementation with active involvement of community members, teachers, parents, local bodies including Panchayati Raj Institutions, Municipal Bodies, and other stakeholders in the management of secondary education through establishment of multi member School Management and Development Committees.

The RMSA framework provides that every secondary school will constitute a School Management and Development Committee (SMDC) at the school level. As per the framework, SMDCs should include representatives of local authorities, academicians, subject experts, officials, representatives of disadvantaged groups, women and parents/guardians of students. **The composition of the SMDCs as outlined in the Framework is only suggestive in nature. It is not exhaustive and prescriptive. Sufficient flexibility is provided to the States/UTs to nominate members keeping in view their local and regional requirements, precedence and practices.** The ultimate aim is to ensure wide participation of all stake holders in the management of schools.

- 1.2 Sub Committees of SMDCs:-**The SMDCs are to be assisted in their work by two other Committees:

- 1.2.1 The School Building Committee:-** which is responsible for planning, estimation, management, monitoring, supervision, reporting, and maintenance of accounts relating to construction, renovation, repairing and maintenance and other related civil works.

**As per UDISE 2013-14 only 28.63% of secondary schools have constituted School Building Committees. In the States of Gujarat, Karnataka, Kerala, Maharashtra, Meghalaya, Odisha, Uttar Pradesh, West Bengal and UTs of Puducherry and Chandigarh less than 20% of schools have constituted School Building Committees.**

**1.2.2** The Academic Committee is responsible for all academic activities including planning, management, monitoring, supervision, reporting, and collection of data for UDISE. It is also responsible for ensuring quality improvements, equity, reducing barriers- like socio economic, gender and disability, teachers and student's attendance, recommending teachers for training, guidance and counselling, student's achievements, co-curricular and extracurricular activities and overall academic and personality development of students and teachers.

For suggested composition of the above Committees please refer RMSA Framework available on the website [www.rmsaindia.org](http://www.rmsaindia.org).

**Common School Management Committee (SMC) and School Management and Development Committees (SMDC) in Composite School:**

The constitution of School Management Committee (SMCs) in respect of Government and Government aided schools is a statutory obligation under section 21 of RTE Act 2009. With a view to encourage convergence and to avoid functioning of multiple Agencies with similar objectives at the school level, it has been recommended by the Ministry that in case of composite schools (i. e a school having, primary, upper primary and secondary section) only a SMC may be constituted. The SMC may also perform the functions of SMDC as (provided for in the RMSA guidelines in addition to its statutory functions mentioned in Section 21 and 22 of the RTE Act.). The RTE Act, 2009 is available on the website of the Ministry [www.mhrd.gov.in](http://www.mhrd.gov.in).

However in all such cases where SMC is also to perform the functions of SMDC, a School Building Committee and an Academic Committee with the same constitution and functions as mentioned in the RMSA Framework may be constituted. A letter in this regard has already been issued by MHRD (**Even letter number F. No. 1-3/2011 EE4/72293** dated 24.11.2011 available on the website of RMSA [www.rmsaindia.org](http://www.rmsaindia.org) under the section of Letters and Circulars.

**1.3 Meeting of SMDCs:** The District Programme Coordinator in consultation with the Education Department is to prepare a schedule of meetings for every school within his/her jurisdiction. It will be ensured that **meetings are held frequently and in any case at least once in a fort night'. It is important that the Principal of the school ensures presence and active participation of members of the SMDC in all the meetings.**

**1.4 SMDCs and PTAs:** Parental involvement in children education is largely believed to lead to improve learning outcomes. The School Management and Development Committees are expected to co exist with and leverage on the Parents Teachers Association. Under RMSA every school should have a Parents Teachers Association. The meeting of PTA should be

held once a month and Register containing complaints and suggestions including action taken on the same should be placed before the SMDC in its meetings.

*As per UDISE 2013-14 38.37 secondary schools have Parents Teachers Association.*

- 1.5 Training of SMDC Members:** Proper training and capacity building of SMDC members about their roles and responsibilities is extremely critical towards ensuring their active and effective participation in planning, plan preparation, monitoring & supervision of the school level activities.

**RMSA provides for training of maximum 25 SMDC members including the members of both the Committees (Academic & School Building) @ Rs. 300 per person per day for 2 days.**

**States/UTs should endeavour to adopt and adapt the training modules developed under SSA or as developed by other States under RMSA to avoid re inventing the wheel.** In case of requirement, suitable Agency, and areas in which training Module is to be prepared should be identified and included in the Plan proposal with clear timelines. Themes of modules may differ from State to State as per need identification done at the school level.

**To ensure maximum participation of community members the trainings should be conducted at the village/school level.**

- 1.6 Role and Responsibilities of SMDCs:** Involvement of Panchyati Raj Institutions, Municipal Bodies, Community, Teachers, Parents and other stakeholders in the management of secondary education through bodies like School Management Committees and Parents Teachers Associations is to be ensured in planning, implementation, monitoring and evaluation of RMSA. SMDCs are expected to take necessary steps for overall growth and development of the school leading to conducive educational environment for academic excellence.

For convenience, an attempt has been made to detail the role and responsibilities envisaged for the SMDCs in the various Chapters of RMSA Framework:

- The SMDC will be responsible for all activities including planning, collection of data, implementation, monitoring, evaluation and taking corrective/remedial actions on all the components/interventions of the scheme-infrastructural as well as academic and others at the school level.
- The SMDC shall prepare a school level Perspective Plan and Annual Plan.

- The SMDC through various stakeholders should undertake extensive community mobilisation to overcome barriers in children belonging to SC, ST, OBC, educationally backward minorities at secondary and higher secondary stage.
- SMDC can to conduct civil works including repair and maintenance for improvement of school facilities in accordance with laid down rules and procedures.
- The SMDC can certify the maintenance and repair work under taken in a school for which technical provisions need to be followed. The community's right to know the cost parameters has to be fully respected.
- The SMDC will maintain all relevant records for recurring as well as non-recurring expenditure. These records will be updated on a regular basis and placed before the Committee in every meeting. The records and progress on each component / interventions of the scheme will also be placed in the meetings of the Panchayat/Urban local bodies.
- The SMDCs will inspect the work sites and takes stock of progress of recurring and non-recurring expenditure under various components of the scheme, of consumables, availability of required facilities and text books, status of education including teachers attendance, students attendance, conduct of teachers and students, quality aspects, law and order situation in and around school premises, health condition and immunizations of students, equity aspects like problems and counters by girls, SC/STs, children belonging to BPL families and educationally backward minorities.

**1.6.1 Empowering the School Management & Development Committees (SMDCs):** Recently vide order dated 22<sup>nd</sup> July, 2014 the Ministry has enhanced the financial limit of civil works which can be under taken by SMDCs from Rs. 10lakhs to Rs. 30 lakhs. As per the Order under RMSA `it is mandatory to carry out construction of all civil works through community participation. In places where the community is in a position to undertake construction work, within the financial limit of Rs. 30 lakhs, the same can be entrusted to the community. SMDC shall arrange to carry out the civil works through a transparent way and maintain system of account keeping`.

Further, it has been provided that `wherever the procurement is at the school level, funds to be used for construction/civil works, up gradation, repair and maintenance of schools, school grant and local management should be transferred to SMC/SMDC upto Rs. 30 lakhs for construction activity as specified in Annexure-XXV for the items listed in Para 8.2.2.2 The village/school- based body that is SMDC may make a resolution regarding the best way of procurement within the procedures prescribed in this manual. The involvement of

community through SMDC in the procurement process not only creates a sense of ownership among the stakeholders but also achieves transparency in procurement processes.

### 1.7 Financial Documents to be maintained by SMDCs

- Since a number of interventions have to be carried out by SMDCs a bank account of SMDC should be opened.
- A separate Cash Book, Bank Passbook, Procurement related documents should be maintained. All the financial transactions should be recorded in this cash book.
- Monthly Bank Reconciliation should be done and signed statement should be maintained in a register or as part of cash book. A separate file should be maintained for vouchers properly linked to cash book and numbered.
- Stock Register and Fixed Asset Register should be maintained and updated by SMDC. Annual physical verification of these register should be carried out.
- The School fund shall be subject to audit by internal/departmental officers at any time and the SMDC shall be responsible for submission of annual accounts at the end of each financial year without which no further grants shall be permissible.

#### **GOOD PRACTICE**

**Assam:-** The Secondary Education Department of Assam in 2011-12 has developed a comprehensive Training Manual for School Management and Development Committee members. The Manual covers the problem and issues of secondary education in Assam, RMSA Programme- its objectives, power and functions of SMDCs and its committees, preparation of school Development Plan, utilization of School Annual and Minor Repair Grant, execution of civil works, UDISE maintenance of Accounts, etc. It also provides for a feedback form. The State has also issued a detailed Notification regarding composition, tenure, vacancy, functions; roles and responsibilities of SMDCs and the sub committees vide notification dated 6<sup>th</sup> August, 2014.