

PROCEEDINGS OF THE STATE PROJECT DIRECTOR  
SAMAGRA SHIKSHA, ANDHRA PRADESH

Present: Sri. B. Srinivasa Rao, I.A.S.,

Rc.No.SSA-16021/54/2023-SEC-CMO SS, Dated: 30/07/2024

Sub: APSS- CMO Section- Conduct of School Management Committee  
Elections for the Academic Year 2024-25 - Issued Schedule- Reg.,

Ref: 1 Govt Memo No.977203/Prog.II/A2/2019-5, Dated:22.11.2023

2 Memo No.977203/Prog.II/A2/2019-8, Dated:30.07.2024

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**Order:**

All the District Educational Officers and Additional Project Coordinators in the state are aware that the School Management Committees formed on 22.09.2021 in the state have completed the tenure of 2 years by 21.09.2023 and have been continued till the reopening of schools for the academic year 2024-25 as per the Ref 1<sup>st</sup> Cited.

All the District Educational Officers and Additional Project Coordinators in the state are hereby informed that the Government of Andhra Pradesh in Ref 2<sup>nd</sup> cited issued the schedule and given directions to conduct Elections on 08.08.2024.

The schedule to conduct Elections in all schools except Private Management schools to reconstitute the School Management Committees is as follows.

<b>S. No</b>	<b>Date</b>	<b>Activity to be conducted</b>	<b>Time</b>
1.	01-08-2024 (Thursday)	Issue of Notification to Conduct Elections for re-constitution of School Management Committees (SMC Members, Chairman & Vice Chairman)	10:00 AM
2.	01-08-2024 (Thursday)	Display of Voter List for Conduct of Elections in the Notice Board	2:00 PM

3.	05-08-2024 (Monday)	Calling of Objections on Voter List and Redressal of Grievances if any	9:00 AM to 1:00 PM
		Finalization of Voter List for Conduct of Elections and its display in the Notice Board	3:00 PM to 4:00 PM
4.	08-08-2024 (Thursday)	Conduct of Elections Finalisation of Reconstitution of School Management Committee Members	7:00 AM to 1:00 PM
		Conduct of Election of Chairman & Vice Chairman by School Management Committee Members	1.30 PM
		Oath taking by School Management Committee Members, Chairman & Vice Chairman	2.00 PM
		Conducting First School Management Committee Meeting	3.00 PM to 3:30 PM

All the District Educational Officers and Additional Project Coordinators in the state are hereby informed that the term **“School Management Committee”** to be used instead of “Parent Committee” to name the elected body as per Section 21 of the Right of Children to Free and Compulsory Education Act -2009.

All the District Educational Officers and Additional Project Coordinators in the state are requested to take necessary action in conducting Elections in all schools except Private Management school to reconstitute the School Management Committees in their respective districts and report the action taken.

The guidelines for reconstitution of School Management Committees are as follows.

**Guidelines for Reconstitution of School Management Committees (SMCs) in the Schools other than Private unaided Schools in the State.**

**School Management Committee (SMC) Election Guidelines (2024)**

- The School Management Committee (SMC) shall be constituted in every school other than Private unaided schools, within its jurisdiction.
- The Head Teacher shall reconstitute the committee.
- At least 50% of the parents/guardians should be present for conducting the Elections. The Head Master will decide the time limit for formation of quorum.
- Elections shall ordinarily be by show of hands or voice vote. In extraordinary situations of unresolved contention, secret ballot procedure may be adopted.
- Only one of the parents shall be eligible to vote for Election of parent/ guardian representative to the SMC.
- Parents/guardians having children in different classes shall be eligible to participate in the Election process of each class.
- The School Management Committee (SMC) shall elect the Chairperson and the Vice Chairperson from among its elected members preferably parent members. Provided that at least one of them should be a parent of a child from the disadvantaged group or the weaker sections. Provided further that at least one of them should be a woman.
- The members representing the local bodies and the head teacher or the in-charge head teacher shall not be eligible for participating in Election or they will not have any voting right.
- Electors of respective classes shall elect new parent/guardian members of SMC from entry class and also to fill in any casual vacancy.
- The School Management Committee (SMC) once constituted shall exist perpetually until its abolition or merger, to be authorized by the Mandal Education Officer in case of Primary Schools, Upper Primary Schools and the District Educational Officer in case of other schools. However members will retire as per their terms. The resultant

cyclical and casual vacancies shall be filled within reasonable time as prescribed by the Implementation Authority.

- "The Implementing Authority' means the State Project Director, Samagra Shiksha and it includes the Director of School Education, Andhra Pradesh.
- 'Neighbourhood area of a school' means the habitations in a safe walking distance of 1 km for a Primary School, 3kms for an Upper Primary / High School having classes.
- 'Child belonging to socially disadvantaged group' means and includes a child belonging to the schedule caste, schedule tribe, orphans, Migrant and Street children, Children with Special Needs (CWSN) and HIV affected/infected children.
- 'Child belonging to Weaker Sections' means a child belonging to BC, Minorities and Includes OCs whose parents' Income does not exceed as prescribed by the Government.
- There should not be any political interference. Legal action will be taken in case of interruption in the reconstitution process.
- Tahsildar, Mandal Parishad Development Officer (MPDO), Village Secretary or Village Revenue Officer (VRO), Village Revenue Assistant (VRA) may be involved in the Election process as observers.
- Order of preference for voting is Mother, Father, Guardian. However, voting can be given to only one of them.
- Every voter should bring their ID card issued for this purpose by the concerned authority or any other valid ID such as Ration card, Adhar Card, Driving License, Voter ID or any other ID card issued by the Government.
- In case of unavailability of parent members belongs to 'disadvantaged' or 'weaker sections then it can be filled as per the existing rule of reservation.
- The composition of the Committee will be as follows:
- Elected members: Three parents/guardians elected by parents/guardians of children in each class, of whom at least one person is parent guardian of a child from the disadvantaged group and another person is a parent/guardian of a child belonging to weaker sections, and two are women. Provided that, in case, the number of children in a class is less than 6, the same shall be combined with the next lower or higher class, such that the number

of electors in the combined class is 6 or more.

- The term of an elected member will be for two years, or the date of leaving-from-the- school of the member's child/ward, whichever is earlier.
- New parent/guardian members from entry class will be inducted into the SMC to replace those parent members who will move out of the SMC when their children leave school.
- **Ex-officio members:**
  1. The Head Teacher or the in-charge Head Teacher of the school shall be the Member Convenor,
  2. Additional Teacher Member nominated by the MEO preferably from the gender opposite to that of the Head Teacher;
  3. The concerned Corporator / Councilor / Ward Member, as the case may be;
  4. The Anganwadi Worker(s) serving the neighbourhood area of the school;
  5. The Multipurpose Health Worker - Female (ANM) serving the neighbourhood area of the school;
  6. The President of Mahila Samakhya of the concerned village/ward
- **Co-opted members:** Two school supporters from among persons who are an eminent educationist, a philanthropist, office bearer of a voluntary organization, an alumni or such other supporter of the school; co-opted by the elected members of the SMC.
- The term of co-opted members shall be two years from the date of first meeting following the date of co-option.
- **Local-Authority-Chairperson:** The concerned Sarpanch/ Municipal Chairperson/ Mayor may attend any meeting of Parent Monitoring Committee in their respective areas, at his/her discretion,
- **New admissions:** The parent/guardian of the child who is enrolled on or after publication of reconstitution notice by the concerned school is not eligible to participate in the election.
- **Chairperson:** Guardian cannot be elected as chairman in case any of the parent members of that child is alive. The HM concerned will be held responsible in such cases, if any.
- **Parents in neighbouring states:** The parents belong to neighbouring states such as Orissa where as the students are studying in the schools of our state are also eligible to participate in

School Management committee election as per the norms.

- **Quorum:** Class Wise Election will take place and the quorum is to be observed class wise only.
- **Financial assistance:** The expenditure for the School Management committee reconstitution to be met from composite school grants of the respective schools.
- **Convener:** The elections will be conducted by the concerned head master or In-charge teacher where there is no head teacher. In GPS schools CRTS working on contract basis as head of the school may act as conveners.
- **No outsider to be allowed:** At any cost persons other than parents shall not participate in the election nor they should be allowed in the premises at the time of election. If required, police support may also be requisitioned with the approval of the district collector and district magistrate.
- **Uploading of data:** In case of weak signal, the data with regard to School Management committee election and meeting to be uploaded in the network area by the Supporting functionaries.
- There should not be any deviations from the guidelines regarding the School Management committee election.
- **Note:** The guidelines are prepared as per the Andhra Pradesh Right of Children to Free and Compulsory Education Rules 2010 and GO Ms. No. 41 dated 19.03.2013.

B Srinivasa Rao I A S  
STATE PROJECT DIRECTOR

To

All DEOs/APCs they are requested to communicate the Government orders to all Dy.Eos/MEOs/HMs in your jurisdiction and take necessary action.

Copy forwarded to all District Collectors for information and necessary action.

Copy submitted to the Director of School Education, A.P., Venkatadri towers, Mangalagiri for favor of information.