

GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION, RIGHT TO EDUCATION BRANCH
ROOM NO. 252, OLD SECRETARIAT, DELHI-110054

No.F.23 (6)/DE/RTE/2011/ 60-67

Date: 24/04/2025

CIRCULAR

Subject: Instructions for dissolution of all existing School Management Committees and Guidelines for conduct of Elections for re-constitution of School Management Committees (SMCs) under Section 21 of "The Right of Children to Free and Compulsory Education Act, 2009" in Government and Government Aided Schools of Directorate of Education- Reg.

The competent authority has decided to dissolve all existing School Management Committees for all Govt. and Govt. Aided Schools of Directorate of Education, GNCT of Delhi with immediate effect. Further, a school-level SMC Election Committee, headed by the concerned HoS and assisted by its respective Teacher Convener, would conduct the Elections to re-constitute a new SMC of their respective schools.

In connection with the conduct of elections of new SMCs, the following directions are issued for strict compliance by all concerned :

1. A letter in Hindi in **Format 'A'** should be sent by the HoS of Govt. & Govt. Aided Schools to all the parents through the students, inviting them to file their nominations (if they are interested) and to cast their votes to elect twelve parent members of SMC as per the suggested schedule given in Point No. 6 of this circular.
2. The parents/guardians whose only child is studying in highest outgoing class, are not eligible to join SMC as they will be members only for few months.
3. The nomination of the parents/guardians should include the following details to be given by them on plain paper, in case they wish to contest the SMC election as a candidate :
 - (a) The name of the parent/guardian along with his/her residential address, phone/mobile number, and a photograph.
 - (b) The name of the child studying in the school along with his/her Class/Section and Roll Number.
 - (c) About himself/herself and his/her proposed contribution to the School Management Committee in case he/she is elected to the SMC as a parent member.
 - (d) Signatures of five other parents, who support his/her candidature along with the Names, Class/Section, and Roll Numbers of their children who study in the same school.

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- (e) The parent/guardian shall submit his/her nomination to the Class Teacher of the Class/Section where his/her child is studying.
4. These nominations would be scrutinized by the school-level SMC Election Committee and verified from the records of the school. In case of any discrepancy, the concerned parent may rectify the same. No rejection of nomination is to be made on trivial grounds. If any nomination form is rejected, the reasons should be recorded in writing, and the concerned parent should be informed.
 5. After scrutiny, the final list of candidates and the information they provided should be put up on the School's Notice Board for other parents to see the same on or before the election day.
 6. For all these activities, the following Schedule should be strictly followed :
 - (a) Sending information to the parents regarding the Election and filing nomination in Format 'A' up to 26/04/2025 (Saturday).
 - (b) Receive the signed acknowledgment part of Format 'A' by the Teacher up to 30/04/2025 (Wednesday).
 - (c) Receiving Nomination Forms in plain paper up to 06/05/2025 (Tuesday).
 - (d) Scrutiny of Nomination Forms and preparation of List of Candidates in Format 'B' up to 07/05/2025 (Wednesday).
 - (e) Preparation of Voting Sheet in Format 'C' up to 08/05/2025 (Thursday).
 - (f) Date of Elections of SMCs on 09.05.2025 (Friday), from 08:00 AM to 11:00 AM for Morning Shift/General Shift & from 01:00 PM to 04:00 PM for Evening Shift.
 - (g) Counting of votes and declaration of Results of Elections of SMCs on 10.05.2025 (Saturday).
 7. All Deputy Directors of Education (District) to form a three-member Permanent Core Group (i.e .PCG) for their respective District, with immediate effect, to assist the DDE (District) with respect to the appointment/removal of nominated members (Social Workers) of SMCs based on their suitability. This three-member PCG should consist of one Head of School and two Teachers. This PCG shall also oversee the Election Process and, after the formation of SMCs, assist the Schools in ensuring that the composition of SMCs remains as per the norms, coordinate with SCERT Delhi regarding Training of SMCs. The DDE (District) is to depute Principals/Vice Principals from the nearby schools as Observers to oversee the proceedings on the day of election & the day of counting votes, i.e., 09.05.2025 & 10.05.2025 respectively. The eligibility criteria for nomination of Social Worker to SMCs, remains the same as disseminated earlier vide the Circular No.DE. 23(6)/DE/RTE/2011/PF-VIII/2023/23-28, dated 16.02.2024 (Copy attached), issued from RTE Branch, Directorate of Education, and an online link for this purpose will be available from 26.04.2025 (11:00 AM) on MIS Module on www.edudel.nic.in.

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Interested Social Workers willing to render pro bono service for the betterment of their neighborhood school may apply at this link to be considered for nomination. The link shall remain open till 11:59 PM on 06/05/2025.

Based on the recommendation of the Permanent Core Group from amongst the online applicants, the concerned DDE (District) should appoint the Social Worker for all schools under their jurisdiction, latest by 09.05.2025. The list of the school-wise appointed Social Workers will be provided to the HoS concerned by the DDE (District) on or before 09.05.2025 positively.

8. The process of conducting the Elections of SMCs would be as under :
- (a) All the Formats, from **A to E**, attached with this Circular, should be photocopied by the HoSs, in time, as per the requirement. **The expenditure on photocopies can be met from the budget already allocated under the Major Head-“2202 02 053 97 00 27 Vidyalaya Kalyan Samiti (VKS/SMC)”**.
 - (b) The nominations received will be finalized after scrutiny, and the final list of the candidates will be prepared in Format B. This list of candidates will be displayed/pasted in all the classrooms on the day of the Election.
 - (c) The parents would be asked to read the candidates' particulars on the School's Notice Board to learn about the candidates on Election Day.
 - (d) The Class Teacher/Teacher conducting Elections will prepare a **Voting Sheet/Voting Chart** for each class with names of all the parents of the students studying in his/her class in **Format 'C'**, in advance. He/she may use more than one Voting Sheet per the class's number of students. If the parent has more than one child studying in the school, the parent will be given a chance to vote only in the highest class in which his/her child is studying. If two children of the same parents are studying in the same class, he/she can cast a vote only for one child.
 - (e) The Class Teacher will conduct the voting in the Voting Sheet by calling the parents' names one by one. He/She will facilitate the parent to check the list of the candidates pasted on the Black Board and to put a tick mark (✓) against 12 members out of the nominations on the Voting Sheet against their numbers. The parents will put a cross mark (X) in the remaining columns. Only the blue ink ball pen is to be used by the parents for putting a tick mark and cross mark.
 - (f) The following instructions are to be taken care of by the Class Teacher/Teacher while conducting Elections :
 - i. Either father or mother/guardian (whose name is already registered in the admission form) can cast the vote for their child studying in the school.
 - ii. The voting through indication made by pencil will be rendered invalid.
 - iii. If the indications are made against more than 12 members, then the first 12 ticks will be considered as selected.

- iv. Overwriting the indication in the Voting Sheet will render the vote invalid.
- v. No second chance will be allowed to the voter in all such cases.
- vi. It shall be ensured that any parent/guardian who comes to the school during the designated time for the SMC election should be allowed to cast a vote.
- (g) After the Elections, the Class Teacher/Teacher will count the votes in favour of each candidate and fill in the **Format 'D'**. He/She will mark 'Absent' against the column in the Voting Sheet, if any parent is absent.
- (h) At the end of this exercise, the Class Teacher/Teacher will get the signature of any other teacher as a checker in **Format 'D'**.
- (i) The **Formats 'C' & 'D'** would be deposited with the HoS, who will do the final counting with the help of any responsible teacher and prepare a summary in **Format 'E'**, which will be signed by all members of the school-level SMC Election Committee and the Observer.
- (j) The final result would be declared by the school-level SMC Election Committee on 10.05.2025, ensuring that the requirement of at least 50% representation of women and at least one representation of SC/ST/OBC/Weaker Section is fulfilled but ensuring proportionate representation. For this, 50% of the women candidates, i.e., 8 out of 16, and at least one SC/ST/OBC/Weaker Section candidate, i.e., 1 out of 16, shall be selected first as per merit. A separate list will be prepared for the remaining candidates to select other members. The selection of the Teacher (Convener) and three Special Invitee Teachers would be finalized by the school-level SMC Election Committee, before the declaration of the result. The final composition of the newly elected School Management Committee will be prepared in **Format 'F'**, which will be signed by each member of the school-level SMC Election Committee and the Observer.
- (k) The first meeting of the newly constituted SMC may be held on the next working day after the result is declared. The elected members of SMC shall elect a Vice-Chairperson amongst themselves.
9. If the number of nominations received is less than 12, the nominations received will be considered elected. For the remaining unfilled seats, the elected SMC members (at least 8) will nominate willing parents after passing a resolution by a majority of votes. All members of the school-level SMC Election Committee should duly sign the list.
10. All the records would be preserved in a file by the Chairperson of SMC to deal with any disputes that might arise in the future.
11. Any dispute in the process would be referred to the Permanent Core Group of DDE (District), which shall be the final authority in the matter, whose decision would be binding on all the parties.

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12. The names and contact numbers of all the newly elected members, including Social Worker of SMC would be displayed on the School's Notice Board on the date of declaration of the result.
13. The HoS would ensure that the online entry of the newly constituted SMC is made on <https://www.edudel.nic.in> within a week of the declaration of the results.
14. The HoS will also issue a photo ID to all the newly elected members of the SMC including Social Worker with his/her signature and stamp by the 2nd SMC meeting. It will be compulsory for all SMC members to carry this photo ID whenever they come to school.
15. After the SMC Elections, if the SMC falls short of Parent members due to a vacancy arising out of reasons such as their children passing out of the school, resignation of the member, etc, then the vacancies up to four may be nominated by the remaining eight members by passing a resolution. If more than four parent members are needed in an SMC, then fresh applications should be called from the parents of the school. Similar action can be taken if needed for women candidates.
16. The final composition of the reconstituted SMC should be as follows:-

Actual Designation	Status in SMC	No. of Members
Principal/HoS	Chairperson	1
Parents/Guardians of Students	Members	12
One member of the committee shall be an elected representative of the Local Authority	Member	1
One member shall be a Social Worker involved in the field of Education	Member	1
Teacher of the School	Member/Convener	1
Total		16

17. **Following are the important fact to be noticed :-**

- i. To be an SMC member, the guardian is only that person (except those who are in institutional care by the order of a competent authority) whose name is mentioned as such in the school records.
- ii. It may be ensured that at least eight members of SMC, should be women candidates.
- iii. One Social Science, One Maths, and one Science Teacher shall be Special Invitees.

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iv. Vice-Chairperson of SMC shall be from amongst the Elected Parent members. It may be ensured that the Vice-Chairperson of the Girls' schools is a woman member of SMC.

v. Proportionate representation shall be given to the parent or guardian of children belonging to the Disadvantaged Group and the Weaker Section. Representation of at least one member from S.C./S.T./O.B.C., and Weaker Section (Economic Weaker Section) must be ensured.

vi. Defacement of the school building and Pasting of Posters/Bills in the school premises are strictly prohibited. Two Teachers and the Estate Manager will be responsible for ensuring no defacement of property/walls and no posters, etc, are pasted.

vii. No Loudspeaker/microphone will be used inside or near the school premises.

viii. The crowding of parents in or near the school premises is not allowed.

ix. Any parent found disturbing the school atmosphere or harming the school property/misbehaving with the staff conducting Elections, will be debarred from contesting the Election and entry into the school premises on the day of the Election till the declaration of the results.

x. Parents who have cast their votes shall be asked to leave the school immediately.

xi. The HoS may seek the assistance of local police in managing the crowd on the day of the Election.

xii. Election Day would be considered as "No Class Day". Students may accompany their parents/guardians to school to help them in finding their class and leave once their parents/guardians have cast their vote.

xiii. The HoS will allocate duties and brief the staff in advance.

These issues with the prior approval of the Competent Authority.

Encl: As above.

Mohinder Pal
24/04/2025

(MOHINDER PAL)

Addl. Director of Education (RTE)

No.F.23 (6)/DE/RTE/2011/ 60 - 67

Date: 24/04/2025

All Addl. DEs/RDEs/DDEs/Branch In charges/HOS of Government/Aided schools of DOE through <https://www.edudel.nic.in> for strict compliance.

Copy to:-

- 1. OSD to Hon'ble Minister (Education), Govt. of NCT of Delhi.**
- 2. P.S. to Secretary (Education), Govt. of NCT of Delhi.**
- 3. P.S. to Director (Education), Govt. of NCT of Delhi.**
- 4. Deputy Director of Education (School Branch), of DoE.**

5. Deputy Director of Education (Aided School Branch), of DoE.
6. Joint Director, IT Branch, with a request to provide/activate SMC Module for the year 2025-27, including Module/Link for Social Worker application. After receiving of the applications from Social Workers, the list with details of all applicants (District--wise) may be mailed to all DDE (Districts) and RTE Branch.
7. OS (IT), to upload to the DoE website.
8. Guard file.

Mohinder Pal
24/04/2025

(MOHINDER PAL)

Addl. Director of Education (RTE)

**DCM GIRLS SR.SEC.SCHOOL, KISHAN GANJ, DELHI-6,
SCHOOL ID- 1208118 (PH.NO- 71522705)**

MEMBERS OF SCHOOL MANAGEMENT COMMITTEE (Reconstituted vide circular dated 01.08.2025)

S.No	Name of the Member	Designation in SMC	Mobile No.	ADDRESS
1	Ms. Deepika Verma	Chairperson	8700332245	H.No.-11216, Dori walan Gausshala Road, Kishan Ganj Delhi-110006
2	Sh. Satish Raj	Vice Chairperson & Parent Member	8810543164	9340 Katra Ganga Bishan, Gausshala Road Kishan Ganj Delhi-110006
3	Ms. Indu Yadav	Teacher Convener	8130568330	Santosh Niwas, Sec 52A, Wazirabad Dhani Gurugram
4	Sh. Vishesh Ravi	Elected Member of Local Authority	9953158914	Karol Bagh, Delhi-110006
5	Sh. Shiv Mangal	Parent Member	7065436401	9040 Katra ganga bishan Kishan Ganj Delhi-110006
6	Sh. Sumit Paswan	Parent Member	9891671594	H.No.-29 Bagh Raoji Dhobiwali Gali Kishan Ganj Delhi-110006
7	Ms. Seema Devi	Parent Member	9599921644	9562 Gausshala Baradari Kishan Ganj Delhi-110006
8	Ms. Sangeeta Devi	Parent Member	9354234254	9372/12 Dhobiwali Gali Kishan Ganj Delhi-110006
9	Ms. Gulshan	Parent Member	9012701380	9265 DCM Gausshala Road Kishan Ganj Delhi-110006
10	Ms. Kamrunisha	Parent Member	9810221510	9497, Baghraoji, Bastital singh Kishan Ganj Delhi-110006
11	Ms. Saroj	Parent Member	9654462766	H.No.-62 DCM Road Kishan Ganj Delhi-110006
12	Ms. Saraswati Devi	Parent Member	9582457905	1598/31 Hardhyan Singh Road Naiwalan Kishan Ganj Delhi-110006
13	Ms. Munita	Parent Member	9625272831	H.NO.-9021, Shiddhipura Kishan Ganj Delhi-110006
14	Ms. Deepa Yadav	Parent Member	9315873425	Ghore wali Gali Kishan Ganj Delhi-110006
15	Ms. Babita	Parent Member	9654784262	121-C Railway Colony Kishan Ganj Delhi-110006
16	Ms. Krishna	Social Worker	9643186707	9526 Bagh Raoji, Kishan Ganj Delhi-110006
17	Ms. Meenu Yadav	Special Invitee	8851889789	C-9 Harivihar, Dwarka
18	Ms. Sangeeta	Special Invitee	8178581774	C-8/226 IIIrd Floor Yamuna Vihar Delhi-53
19	Ms. Manoj Lata	Special Invitee	8383056679	F-147,30 Futa Road Khajuri Khaas Colony Delhi-110090

**PRINCIPAL
DEEPIKA VERMA**

**DCM GIRLS Sr. Sec. School
Kishan Ganj, Delhi-6**