

Most urgent/  
Date bound

To

All District Education Officers (EE/SE),  
All Deputy District Education Officers (EE/SE),  
All Block Primary Education Officers,  
All School Principal/School Heads,  
State of Punjab.

Memo No.; E-858308/2025/ 246

Date: SAS Nagar; 07-07-2025

**Subject: Regarding Formation of School Management Committees (SMCs) for the Year 2025-27.**

In accordance with Section 21 of the Right of Children to Free and Compulsory Education Act, 2009, Rule 13 of the Punjab Right to Free and Compulsory Education Rules, 2011, and the Government Notification dated 26/04/2025, instructions for the constitution of School Management Committees (SMCs) are as follows:-

All Government Primary, Middle, High, and Senior Secondary Schools, except unaided schools, are required to constitute SMCs. The tenure of the existing SMCs (2023-2025) will end on 15<sup>th</sup> July, 2025. Accordingly, the process for constituting new SMCs for the term 2025-2027 (two years) shall be conducted between 8<sup>th</sup> July, 2025 and 15<sup>th</sup> July, 2025.

The following instructions are to be followed for the constitution of new SMCs for the period 2025-2027 (two years). The participation of parents and community members in this process is warmly welcomed.

The definition, election process, and timeline for the constitution of SMCs are as follows:-

1. The number of members in each SMC will be 16, along with 2 invitee members. The composition of SMC will be as follows:-

School Management Committee Composition	
Parent or Guardian Members	12 SMC members will be from the parents or guardians of the students studying in the said school. - Out of these 12 parent members, at least 06 shall be women parent members.

<b>Member-Secretary and Convener</b>	01 member will be the Principal, Headmaster, or Head Teacher of the school, or, in the absence of such an official, the senior-most teacher of the school.
<b>Teacher</b>	01 member will be a teacher employed in the said school.
<b>Elected Public representative of the area or his/her nominee</b>	01 member shall be an elected public representative of the area, or her/his nominee.
<b>Education Worker</b>	1 member shall be an education worker who preferably holds a graduation degree or more, but at least has passed XII, and is interested in the field of education.

<b>Invitee Members</b> (In this regard, guidelines shall be issued separately for their appointment)	
<b>Invitee Member</b>	A social worker with operations (related to social work) in the vicinity shall be an Invitee member (1 member)
<b>Special Invitee member</b>	The SMC may, by a resolution passed by it, appoint any person with a special background in education, health, sports, and industry as a Special Invitee member of the SMC (1 member)

2. The constitution of SMCs shall follow the guidelines and process of selection for each representative as mentioned below:

**a. Parent or Guardian Representative:-**

- i. The School Head shall call for a **Sikhya Samudaay Baithak** and invite all parents on a single day, at same time for the constitution of the new SMC, on any day between 8<sup>th</sup> July, 2025 to 15<sup>th</sup> July, 2025.
- ii. The school shall proactively take measure to improve the attendance of parents on the day of **Sikhya Samudaay Baithak** via the following ways:-
  - I. Sending invites by students
  - II. WhatsApp Messages
  - III. Phone calls by teacher to parents
  - IV. Distribution of pamphlets
  - V. Newspaper articles, etc.
- iii. The school head shall invite interested parents to nominate themselves as part of the SMC and express their interest by raising their hands in front of the attendees.
- iv. The School head further asks nominated parents to introduce themselves and share

the reason for becoming an SMC member with everyone.

- v. If there are 12 or fewer parent nominations, all nominated parents stand selected as SMC members.
- vi. If the number of nominations is more than the number of seats (12 seats), the decision can be taken by consensus or voting (by show of hands) from all parents present in the meeting.
  - I. In case consensus is not achieved, then the School Head will get the voting done and ask the parents to raise their hands in favour of a particular nominee.
  - II. At the end of this voting, the school head will announce the names of all parents selected with the majority of votes.
- vii. Each parent can cast a vote for multiple nominees of their choice.
- viii. Please note that it is mandatory to select at least 6 women members from among the parent members in the SMC.

**b. Member Secretary and Convener of SMC:-**

The Principal/ Headmaster/ Head Teacher of the school, or where the school does not have a Principal/ Headmaster/ Head Teacher, the senior-most teacher of the school shall be ex-officio Member-Secretary and Convener of the SMC.

**c. Teacher Representative:-**

One teacher member shall be selected from among the teachers employed in the school. The School Head shall sensitize all staff members about the role of the SMC in a staff meeting.

**d. Elected Public representative or his/her nominee:-**

One member will be the elected public representative, or his/her nominee

- i. School Heads to reach out to Elected Public Representatives and ask them to nominate a member as their representative in the SMC, by giving it in writing on letterhead and also urge them to nominate someone who can actively participate in school development.
- ii. The nominated person is to be sensitized about their role in SMC, and this sensitization has to be done by the school head.
- iii. Wherever nominations are received, the school must ensure the presence of the elected public representative or his/her nominee on the day of the Sikhya Samudaay Baithak.

**e. Education worker:-**

An education worker, i.e., an individual who preferably holds a graduation degree or more, but at least has passed XII, and is interested in the field of education.

The school must ensure the presence of the Education Worker on the day of the Sikhya Samudaay Baithak.

**f. Invitee member:-**

- i. **Social Worker:** Guidelines to be issued separately.
- ii. **Special Invitee Member:** To be appointed after all SMC constitution formalities are completed, through a formal resolution passed by at least a two-thirds ( $2/3^{\text{rd}}$ ) majority of all SMC members.

**g. Chairperson and Vice-Chairperson:-**

- i. **Chairperson:** The SMC shall elect a Chairperson from among the 12 Parent members by consensus of the SMC.
- ii. **Vice-Chairperson:** The SMC shall elect a Vice-Chairperson from among the 14 non-official members (Parent Members, Elected Public representative or his/her nominee, and Education worker) by consensus of the SMC.
- iii. The member secretary or the teacher member cannot be the Chairperson or the Vice Chairperson.

**Note:** Details of all selected SMC members to be uploaded on the MIS even if all positions are not yet filled, as per instructions below.

3. All decisions of the SMC shall be taken through mutual discussion and consensus. In case consensus is not possible, decisions shall be made through majority voting. In the event of a tie, the Chairperson shall have the casting vote.

**4. Criteria and process of replacing existing members:-**

- a. During the tenure of the SMC, an existing member (including Chairperson & Vice-chairperson) may be replaced in case of the following:
  - i. If they remain absent from four or more consecutive SMC meetings without prior notice.
  - ii. If the family migrates and duly inform the school.
  - iii. If the child is no longer a student of the said school.
  - iv. In the event of the death of the member.
  - v. In the case of a transfer of the Member Secretary or Teacher Member.
  - vi. In situations of consistent dereliction of duties.
  - vii. If a member has been chargesheeted for any offence.

- b. To replace a member, a two-thirds ( $2/3^{\text{rd}}$ ) majority of all SMC members must agree. The



member to be replaced shall also be invited to that meeting, and an explanation shall be heard from them before a decision is made.

- c. SMC members shall find interested people who can replace the member as per the composition and finalize the decision in the next SMC meeting.

#### 5. Documentation & Reporting:-

Once the school submits the details of the newly constituted SMC, even if all positions are not yet filled, a provision has been made in the portal to automatically forward the approval request to the respective DEO (Secondary and Elementary).

- a. In case any positions remain vacant, the SMC shall be responsible for filling the remaining positions of the 16-membered SMC by 31<sup>st</sup> July, 2025.
- b. Every time a new SMC member is added, the school uploads the details on the MIS and seeks approval from the District Education Officer (DEO).

#### 6. Following the **Sikhya Samudaay Baithak**, School Heads must upload the required details/documents on the **e-Punjab/MIS portal by 16<sup>th</sup> July, 2025**, as follows:-

The following document is to be submitted on the portal:

- i. Attendance Sheet of the day of Sikhya Samudaay Baithak (Appendix A)
- ii. Details of the new SMC Members (Appendix B)
- iii. The resolution/Consensus Sheet of the SMC is formed (Appendix C)

All documents are to be scanned and uploaded as a single PDF by the School Head. The School Head must also ensure that all information entered on the portal, such as names, spellings, phone numbers, child enrollment status, and other required details, is accurate before submission.

7. Once the school has submitted the details of the newly formed SMC, an approval request, will be sent to the respective DEO (Secondary & Elementary), After checking the documents, the DEO shall approve the newly formed SMC on the E-Punjab/MIS portal itself (within 2 days of receiving the request, as and when it is received).

8. If there are any disagreements regarding the newly constituted SMC, the DEO shall direct the School Head to submit a revised SMC composition for approval through the e-portal after resolving the disagreements. The School Head shall thereafter reapply on the portal to complete the SMC constitution process.

9. Any dispute in the process would be sorted out by the concerned DEO, and he/she would be the final authority in the matter.

10. School Heads shall ensure that, after the constitution of the SMC or **Sikhya Samudaay Baithak**, a joint

introductory meeting with the new SMC members is conducted at the school level, preferably by 31<sup>st</sup> July, 2025, and a dedicated WhatsApp group for all SMC members is created.

11. The following activities shall be carried out before, during, and after the day of the SMC constitution or Sikhya Samudaay Baithak:-

Activity	Responsible person/s	Dates
<b>Before the SMC Constitution or Sikhya Samudaay Baithak</b>		
Share the schedule (date & time) of the <b>Sikhya Samudaay Baithak</b> through Google Form. < <a href="https://forms.gle/1K1QUtTDWkzkuHo88">https://forms.gle/1K1QUtTDWkzkuHo88</a> >	School head	On 4 <sup>th</sup> July, 2025
Online orientation of all School Heads, BPEOs, BNO, CHTs, DRPs, SRPs, through Google Meet/Zoom/YT Live on the process of SMC constitution. <Link, date & time will be shared separately>	Director of School Education (Elementary)	< To be shared separately >
<b>On the day of the SMC Constitution or Sikhya Samudaay Baithak</b>		
Conduct the following activities on the day of <b>Sikhya Samudaay Baithak</b> <ol style="list-style-type: none"> <li><b>School Head's address:</b> Parents are informed about updates from the school, the importance, roles, composition, tenure, and expectations from the SMC.</li> <li>At least one parent of every student enrolled in the school shall be invited to the school on the day of the Sikhya Samudaay Baithak.</li> <li><b>Felicitation</b> of previous SMC Members for their work and contribution.</li> </ol>	School head	<b>Between</b> 8 <sup>th</sup> July, 2025 to 15 <sup>th</sup> July, 2025

<p>d. Inviting nominations from parents by raising hands.</p> <p>e. Finalizing parent representatives, Chairperson, &amp; Vice-Chairperson, Elected Public representative or his/her nominee, and Education worker and Invitee members.</p> <p>f. Refreshments (tea and snacks) can be served.</p> <p>g. Collecting details: New SMC members' details are collected, and names &amp; signatures of all participants are taken in the SMC register in the format given in <b>Appendix A, B, &amp; C</b>.</p> <p>h. Introduction of the new SMC formed &amp; distribution of ID cards to SMC members selected.</p> <p>i. The details of the newly formed SMC shall be filled and submitted through the e-Punjab/MIS portal within one day of the Sikhya Samudaay Baithak.</p>		
<p>Observe the process of SMC constitution in schools by randomly selecting schools across different blocks of the district and filling out a Google form to share their observations.</p> <p>&lt; <a href="https://forms.gle/H7snoC491YU78QWr5">https://forms.gle/H7snoC491YU78QWr5</a> &gt;</p>	<p>MPs, MLAs, MLA Coordinators, DEO OFFICERS, Deputy DEOs, BPEOs, CHTs, and other relevant officers</p>	<p>Between 8<sup>th</sup> July, 2025 to 15<sup>th</sup> July, 2025</p>
<p>The school head is to report the activities of the SMC constitution via a reporting form.</p> <p>&lt; <a href="https://forms.gle/9MjJdBZD9Mo18pYe6">https://forms.gle/9MjJdBZD9Mo18pYe6</a> &gt;</p> <p>- Calls to a few SMC Members will be made to monitor the process.</p>	<p>School Head</p>	<p>Between 8<sup>th</sup> July, 2025 to 15<sup>th</sup> July, 2025</p>
<p><b>After the SMC Constitution or Sikhya Samudaay Baithak</b></p>		
<p>Details of all members of the newly constituted SMC are uploaded by the school head via the e-Punjab/MIS portal, as per Point no. 2.</p>	<p>School Head</p>	<p>Uptil 16<sup>th</sup> July, 2025</p>
<p>Approval of the newly formed SMC on the e-Punjab/ MIS portal.</p>	<p>DEO (EE/SE)</p>	<p>By 17<sup>th</sup> July, 2025</p>
<p>Invite all SMC members, including special invitees, to the 1<sup>st</sup> SMC meeting and introduce them to all students and teachers.</p>	<p>School head</p>	<p>By 21<sup>st</sup> July, 2025</p>

**Important Note:-**

1. All records related to the formation of SMCs will be maintained at the school level.
2. Details of newly elected SMC members will be displayed on the school notice board.
3. Google forms for data entry as per the prescribed format will be circulated from time to time.
4. The School Head will ensure that the SMC booklets are collected from the outgoing SMC members and handed over to the newly elected SMC members.
5. These instructions will supersede all previous guidelines issued earlier by this office for the formation of SMCs.

It should be ensured that the above guidelines are followed strictly. It should be given utmost priority and importance.

This letter is issued after approval from the competent authority.

Harkirat Kaur Channe, P.C.S

Director School Education (Elementary), Punjab

Endorsement No.

Date: 07-07-2025

A copy of the same is forwarded to the following for information purpose only:-


1. P.A. to H' Secretary, School Education, Punjab.
2. P.A. to H' Director General, School Education, Punjab.
3. P.A. to Director School Education (Elementary and Secondary), Punjab.
4. D.M., MIS Wing, Punjab.

Superintendent Service Branch



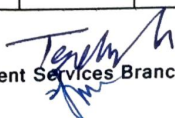
Appendix A: Attendance Sheet

Sr. No.	Name	Position	Gender	Phone Number	Signature
1					
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14					
15					
16					

  
Superintendent Services Branch

**Appendix B: Details of the new SMC**

School Name:				District:			Block:		
School Head Name:				Ph. No.			E-Mail:		
Sr. No.	Name	Position	Gender	Name of the pupil	Relationship with the pupil	Class of pupil	Admission Number	Phone Number	Signature
1		Parent							
2		Parent							
3		Parent							
4		Parent							
5		Parent							
6		Parent							
7		Parent							
8		Parent							
9		Parent							
10		Parent							
11		Parent							
12		Parent							
13		Teacher		N/A	N/A	N/A	N/A		
14		Elected Public representative or his/her nominee		N/A	N/A	N/A	N/A		
15		Education worker		N/A	N/A	N/A	N/A		
16		Member Secretary and Convenor		N/A	N/A	N/A	N/A		

  
 Superintendent Services Branch

Appendix C: Resolution/ Consensus Sheet

Internal Noting/ Resolution			
School Name:			Date:
Members Present			
Sr. No.	Name	Signature	<p>This is to formally note that the School Management Committee (SMC) of _____ has been constituted as per the provisions of the Right to Education Act, 2009. The first meeting of the SMC was held on <i>[Date]</i> at <i>[Venue]</i>, where all members were introduced, and the objectives and responsibilities of the committee were discussed.</p> <p>The SMC comprises a total of 16 members. The committee shall work towards ensuring the holistic development of the school and the effective implementation of policies for the welfare of students.</p> <p>The details of SMC members, their roles, and the resolutions passed in this meeting will be duly recorded in the official SMC register. The next meeting is tentatively scheduled for <i>[Next Meeting Date]</i>.</p> <p>This note is issued for record and necessary action.</p>
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2			
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10			
11			
12			
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14			
15			
16			