

**GOVERNMENT OF PUDUCHERRY  
DIRECTORATE OF SCHOOL EDUCATION  
SAMAGRA SHIKSHA**

NO.122/SS/SMC/2025-26

Dated 25.09.2025

**CIRCULAR**

Sub: DSE-SS – Revised Guidelines on School Management Committee (SMC) / School Management and Development Committee (SMDC) Members – Intimation – Reg.

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The training of School Management Committee (SMC) / School Management and Development Committee (SMDC) members is a regular initiative aimed at enhancing their awareness of roles and responsibilities towards the holistic development of schools and the community.

In this regard, the revised guidelines issued by the Ministry of Education are enclosed herewith (Annexure-1). All Heads of Schools are requested to reconstitute the SMC/SMDC in accordance with these guidelines and convene meetings accordingly.

The Heads of Schools are hereby instructed to:

1. Organize training programmes for SMC/SMDC members.
2. Maintain a separate register exclusively for recording details of all SMC/SMDC meetings, which must be produced during audit.
3. Submit a compliance report to the respective Block Resource Centres (BRCs).

All Inspecting Officers are requested to monitor the constitution of SMC/SMDCs as per the revised guidelines. The Block Resource Coordinators (BRCs) are directed to compile compliance reports from all schools within their jurisdiction and forward a consolidated report to the State Project Office, Samagra Shiksha, Puducherry.

**// BY ORDER //**

  
**(K. EZHIL CALPANA)**  
**STATE PROJECT DIRECTOR**

Encl: Annexure-I

To

All the Heads of Govt. Schools in the U.T of Puducherry

Copy to

1. The Joint Director (SE), DSE, Puducherry.
2. The Deputy Director (SE), Karaikal.
3. The Chief Educational Officer, Puducherry/Karaikal/Mahe.
4. The Deputy Director of Education (Women), DSE, Puducherry.
5. The Delegate to DSE, Yanam.
6. The Deputy Inspector of Schools, Zone I/II/III/IV/V, Puducherry & Karaikal.
7. The ADPC, Puducherry/Karaikal/Mahe/Yanam.
8. All the BRC Coordinators, Puducherry/Karaikal/Mahe/Yanam.
9. The P.S. to DSE, Puducherry.
10. The P.A. to SPD, Samagra Shiksha, Puducherry.
11. EDP Section - with a request to host in the website.

**Revised guidelines for SMC and SMDC Constitution**

Right to Education Act, 2009 mentions about the SMCs. Under chapter IV: Responsibilities of School and Teachers of Section (21) states that:

School Management Committee – (1) A School, other than a school specified in sub-clause (iv) of clause (n) of section 2. shall constitute a School Management Committee consisting of the elected representatives of the local authority parents or guardians of children admitted in such school and teachers:

Provided that **at least three-fourth of members of such committee shall be parents or guardians:**

Provided further that proportionate representation shall be given to the parents guardians of children belonging to disadvantaged group and weaker section:

Members of a School Management Committee (SMC) generally - up to 15 members includes:

- i) The Head of the School - Member Secretary
- ii) Two parents -Members (one male, one Female)
- iii) Two teachers - preferably one male and a female) and
- iv) Two other persons (NGO / Trust / Society) (one male and a female).
- v) 2 members to be nominated by the Board
- vi) The remaining 6 members **may be elected or nominated** in accordance with the Rules and Regulations of the School.

In a government-mandated [Right to Education](#) (RTE) context, the majority (75%) **of the committee must be parents/guardians**, with at **least 50% being women**, and the remaining 25% comprising local authority representatives, teachers, and local educationists or students.

**Role & Functions of SMC/SMDC**

School Management Committee (SMC): Every school should constitute a School Management Committee/School Management Development Committee (SMC/SMDC) which will include representative of local authorities, academicians, subject experts, officials, representative of disadvantaged groups, women and Parents/guardians of students, in accordance with the RTE Act. The SMC's/SMDCs are expected to coexist with and leverage on the parents Teachers Associations. Meetings of SMC/SMDC should be planned and conducted on a regular basis.