

**PROCEEDINGS OF THE STATE PROJECT DIRECTOR,  
RAJIV VIDYA MISSION (SSA), A.P, HYDERABAD**  
*Present: Smt. V. Usha Rani, I.A.S.,*

**Proc. Rc.No.665 /RVM(SSA)/C8/2012,**

**Dated: 12-02-2013**

**Sub:** APRVM (SSA), Hyderabad – Conduct of Training programmes to the School Management Committee members in the context of RTE 2009 – Instructions issued – Reg.

**Ref:** 1.Representation date: 07.02.2013 of the NGOs A.P.MSS, Sec- bad. MVF, CWS/APWN, and APACR.

2. Representation date: 07.02.2013 of the A.P.S.C Union, Hyd.

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The under mentioned Project Officers of RVM(SSA) and the District Educational Officers concerned in the State are hereby informed that subsequent to the enactment of the RTE Act, 2009 and the Andhra Pradesh State Rules, Government have issued G.O.Ms.No.130, dated: 09.09.2011, wherein certain amendments have been made to the rules in respect of formation of School Management Committees. In Pursuance of the Government Orders, SMC's were formed in all the Government and Aided Schools in the State as per the guidelines.

It is proposed to conduct SMC Training Programmes at State, District, Mandal and Village level @ of **Rs. 75/-** each SMC member (**including Meals, RPs Fee, Stationary, Contingencies, Documentation, Monitoring of Training Programme etc**), to A.P.S.C Union, A.P.MSS, MVF, CWS/APWS, and APACR, from 11.02.2013 onwards at their allotted districts Annexure enclosed.

The agencies/NGOs concerned are requested to take up the SMC Training Programmes at State, District, Mandal and Village level as per the above Unit cost in their allotted districts as per the guidelines, and they are requested to submit the list with Names, Qualifications, Experience, Age, Designation of the Trainers who are going to involve State, District and Mandal level Training Programmes to the Project Officers of RVM (SSA) and State Project Director, RVM (SSA) A.P., Hyderabad well in advance to ensure proper and effective Training. Further, they are informed that the following documents/UCs has to submit for release of II & III installments payment to the Project Officer concerned:

- 1) Attendance of SMC members with all details Viz; Name, Caste, Qualification and Signatures etc
- 2) Attendance of Resource Persons with Signatures
- 3) Minutes of the meeting/documentation
- 4) Original bills/Vouchers, Monitoring Report duly attested by SMC HM/MEO.
- 5) Press clippings/Publications Media etc

The agencies/NGOs are requested to involve other NGOs for conduct of the trainings to the SMC. They may include other credible NGOs having large presence in the concerned mandals. Funds for conducting the various level trainings shall be released by the project officers to the NGO identified as per the unit costs enclosed. Ensure the attendance of original SMC members those who are in the records submit the Utilization Certificates.

The Project Officers of RVM (SSA) concerned are requested to release the funds to the agencies concerned as per the Annexure, every financial releases should be made after approval of District Collector in **3 Phases i.e., 1<sup>st</sup> Phase - 40% of the amount shall be released as an advance, 2<sup>nd</sup> Phase - 40% shall be released after submitting the bills for 1<sup>st</sup> phase received amount and 3<sup>rd</sup> Phase - 20% shall be released after completion of Training Programmes and submitting the final bills.**

The District Education Officers concerned in the state are requested to issue necessary instructions to the Mandal Education Officers and Head Masters for participation in the SMC trainings in the state as per schedule. Further they are requested to coordinate with the Institution/NGOs in conducting the SMC trainings in a befitting manner.

Therefore, the Project Officers of RVM (SSA) concerned are informed that the ToT Modules will be supplied by this Office in due course, and requested to take necessary action in the matter and cooperate in conducting of SMC Training Programmes by the concerned agencies/NGOs and release the amount as per the original attendance of participants in the Training Programmes. Any deviation in this matter they will be held responsible.



The District Collectors are requested to release the funds to the concerned, as per the conditions and norms as indicated in the Annexure, please ensure the effective Trainings by reviewing the same with POs and NGOs. It is an opportunity to empower the SMCs/Parents on RTE and RVM activities.

This has got the approval of the State Project Director,, RVM(SSA), Hyderabad.

  
Sd/-Dr.Y.Ali Akbar Basha  
ASPD -II  
for STATE PROJECT DIRECTOR

Encl: Annexure & Guidelines.

To,

The Project Officers of RVM (SSA) Karimnagar, Nizamabad, Mahabubnagar, Kurnool, Medak, Srikakulam, Hyderabad, Ranga Reddy, Adilabad, Nalgonda, Nellore, Chittoor, Kadapa, West Godavari, Prakasam and Krishna districts

Copy to the District Educational Officers concerned in the State

Copy to the agencies/NGOs concerned

Copy to the Finance Controller of this Office

Copy to the District Collectors in the State

Copy to the Commissioner and Director of School Education, A.P., Hyderabad

Copy to the State Project Director peshi for information.

Copy submitted to the Principal Secretary to Govt. (PE & SSA) A.P., Hyderabad for favour of information.

## GUIDELINES FOR CONDUCT OF SMC TRAININGS-2012-2013

**Preamble:** The Right of Children to Free and Compulsory Education Act 2009 came into force from 1<sup>st</sup> April 2010. As per the Act, all the children in the age group of 6-14 years shall be provided with equitable quality education till the completion of Elementary Education. Subsequent to the enactment of the RTE Act, 2009 and the Andhra Pradesh State rules, Government has issued G.O.Ms.No.130 dated: 9-9-2011, wherein certain amendments have been made to the rules in respect of formation of School Management Committees as follows:

- (a). All Parents/Guardians of all the children studying in the school shall elect the School Management Committee (SMC). They will elect six parent members by majority from each class by show of hand/voice vote/secret ballot method as shown below:
  - i). Two parents from general category.
  - ii). One parent from each of SC, ST, BC, and Minority categories.
- (b). The Number of parent members in 30 in case of Primary, 42 in case of Upper Primary, 48 in case of Upper Primary with VIII Class and 30 in case of High School with classes VI to X in case the strength is less than 30, then parents of all children shall be in the School Management Committee. The Head Teacher or the In-charge Head Teacher of the school shall be the Member Convener. The Ward Member/Gram Panchayat where the school is situated shall also be a member. In case of urban areas, Corporator /Counsellor of the ward concerned shall be a member. 50% of the members shall be women. The Head Master of the school will organize a meeting of parents/ guardians to facilitate the election process by giving written communication to all the parents. At least 50% of the parents/ guardians should be present for conducting the elections.
- (c). An eminent educationist or a philanthropist or a person who supports the school in the neighbourhood or an eminent NGO representative as co-opted by the parents will be a special invitee. The Anganwadi worker ANM of the Health sub centre of the area of the school, Head of the local federation of the Mahila Samatha Society and 2 children who actively involved in school activities shall also be the special invitees, out of whom at least one shall be a girl child in case of co-educational school".

### **Selection of RPs:**

The institutions/NGOs are requested to select the members either from other NGOS or from the Government shall possesses good training skills to undertake District level for



the Master Trainers . They should possess capacities to train the SMC members at the various levels (cluster or school levels).

The tentative schedule and budget estimations for District, Mandal and Village level unit costs should for various items are furnished for further necessary action. While passing the bills and for payments, the project officers should follow these estimations shown in the tables.

**The Schedule of the trainings is as follows:**

**The tentative schedule of the trainings is as follows:**

S. No	Date	No. of Days	Activity	Participant Details	Level
1	11 <sup>th</sup> Feb' 2013	1	In house discussion on the program and modules	State level officers from SSA, concerned agencies heads. Total 20 members	State level
2	13 <sup>th</sup> & 14 <sup>th</sup> Feb' 2013	2	Training of Trainers (TOT)	8 members from each District + Anchor Persons (1 from each district) + 1 CMO (1 from each district)	State level
3	18 <sup>th</sup> & 19 <sup>th</sup> Feb' 2013	2	Training of Trainers (TOT)	8 members from each Mandal of concerned Districts + 1 Anchor Persons (1 from each mandal) + 1 Head Quarter CRPs from SSA (1 from each mandal)	District level
4	22 <sup>nd</sup> to 24 <sup>th</sup> Feb' 2013	1	Training to Village Organization Members	Village Organization- Office Bearers/ Concerned agencies field functionary 1 member & Education Sub Committee/Other functionaries 2 members + 1 MEO + 4 CRPs from SSA	Mandal level
5	26 <sup>th</sup> Feb' to 12 <sup>th</sup> Mar' 2013	1	Training to SMC members	All SMC 30 members	Village level at o/o VO office / Community Hall/GP building

## Budget Estimations

State Level (A):					
S.No	Description	No of Persons	Unit Cost	No of Days/No of Items	Total Amount
1	State Resource Persons (SRPs) Honorarium	10	1000	1	10000
2	Travel allowances for State Resource Persons to APARD.	10	1000	1	10000
3	TA & DA to State Resource Persons for field visits	10	2000	30	600000
4	Travel for Participants ( each District 8 Trainers + 1 Anchor Person)	(Mention No. of Participants each Dist. 9 members)	1000	1	(Mention to Budget according to Participants)
5	DA to Participants ( each District 8 Trainers + 1 Anchor Person)	(Mention No. of Participants each Dist. 9 members)	200	2	(Mention to Budget according to Participants)
6	Boarding for Participants ( each District 8 Trainers + 1 Anchor Person + 1 CMOs)	(Mention No. of Participants each Dist. 10 members)	300	2	(Mention to Budget according to Participants)
7	Breakfast, Tea, Lunch, Snacks and Dinner ( each District 8 Trainers + 1 Anchor Person + 1 CMOs)	(Mention No. of Participants each Dist. 10 members)	300	2	(Mention to Budget according to Participants)
8	Training Kit for Participants (SRPs + each District 8 Trainers + 1 Anchor Person + 1 CMO)	(Mention No. of Participants each Dist. 10 members)	50	1	(Mention to Budget according to Participants)
9	Stationary and Publicity materials(Charts, Markers, Flexes)	1	3000	1	3000
10	Documentation (Photos & Video and Reports) (Lumpsum)	1	2000	1	2000
11	Miscellaneous (Lumpsum)	1	2000	1	2000
	<b>Sub Total (A)</b>				<b>Mention Total Budget</b>

## Budget Estimations

### District Level (B):

S.No	Description	No of Persons	Unit Cost	No of Days/No of Items	Total Amount
1	Zilla Samakhya-Office Bearers/District level Trainers Honorarium	(Mention No. of Participant s each Dist. 9 members)	300	5	(Mention to Budget according to Participants)
2	TA & DA to Zilla Samakhya-Office Bearers/ District level Trainers for field visits	(Mention No. of Participant s each Dist. 9 members)	300	30	(Mention to Budget according to Participants)
3	TA & DA to Mandala Samakhya-Office Bearers/ Mandal level Trainers + Mandal Anchor Persons	(Mention No. of Participant s each Dist. 9 members)	300	2	(Mention to Budget according to Participants)
4	Boarding and Food (Breakfast, Tea, Lunch, Snacks and Dinner) for participants (Mandala Samakhya-Office Bearers/ Mandal level Trainers + Mandal Anchor Persons + 1 HQ CRP	(Mention No. of Participant s each Dist. 10 members)	450/200	2	(Mention to Budget according to Participants)
5	Training Kit for Participants (Mandala Samakhya-Office Bearers/ Mandal level Trainers + Mandal Anchor Persons + 1 HQ CRP)	(Mention No. of Participant s each Dist. 10 members)	50	1	(Mention to Budget according to Participants)
6	Stationary and Publicity materials(Charts, Markers, Flexes)	Lumpsum	2000 (each district)	1	14000
7	Documentation (Photos & Video and Reports)	Lumpsum	1000 (each district)	1	7000
8	Miscellaneous	Lumpsum	1000 (each district)	1	7000
<b>Sub Total (B)</b>					<b>Mention Total Budget</b>



## Budget Estimations

Mandal Level (C):					
S.No	Description	No of Persons	Unit Cost	No of Days/No of Items	Total Amount
1	Mandala Samakhya-Office Bearers Honorarium/ Mandal level Trainers (including TA & DA)	(Mention No. of Participants each Mandal 8. members)	300	2	(Mention to Budget according to Participants)
2	Food cost to Mandala Samakhya-Office Bearers each 8 members/ Mandal level Trainers , 1 MEO each Mandal + CRPs (4 members) from each mandals SSA + VO-Obs (1) & Education Sub Committee members(2)/agency field functionaries	(Mention Actual No. of Participants each Mandal)	50	1	(Mention to Budget according to Participants)
3	TA to Mandala Samakhya-Office Bearers/ Mandal level Trainers + VO-OBS (1)/ agency field functionary & Education Sub Committee members (2)/agency field functionaries	(Mention No. of Participants each Mandal 11 members)	50	1	(Mention to Budget according to Participants)
4	Travel Cost & DA to Mandal Anchor Persons for 30 working days during the training.	(Mention No. of Participants each Mandal 1. member)	300	30	(Mention to Budget according to Participants)
Sub Total (C)					Mention Total Budget
Village level (D)					
S.No	Description	No of SMCS/ Members	Unit Cost	No of Days/No of Items	Total Amount
1	Mandala Samakhya-Office Bearers/ Mandal level Trainers Honorarium (including TA & DA) (2 members X Rs. 200/- = Rs. 400/-) + VO QB/ agency field functionary & Sub Committee/agency field functionaries Honorarium (2 members X Rs. 100/- = Rs. 200/-)	(Mention No. of Participants each SMC)	600	1	(Mention to Budget according to Participants)
2	Food cost to SMCs X 30 Members X Rs. 40/-	(Mention No. of Participants each School @ 30)	40/30	1	(Mention to Budget according to Participants)
Sub Total (D)					Mention Total Budget



**Documentation:**

- a) To ensure that the SMC training shall be well documented in terms of recording proceedings of the training session, names of the participants, resource persons and guests etc shall be enclosed with the report.
- b) At least 2 - 4 good activity based photographs shall be enclosed with the report.
- c) The report must be attested by the Project Officer at District level, Mandal Educational Officers at Mandal level and Head Master at Village level.

**Monitoring:**

- a) The A.P.S.E. Union, APMSS, MVF, CWS/APWS and APACR shall undertake responsibility of monitoring the SMC training in their selected districts. He shall assign duty to the concerned Officials to monitor the Programme and shall mandate to submit the report within 2 days of completion of the Training Session.
- b) Verification of the strengthen of participants, quality of the trainings; etc shall be monitored toward making the training programmes effective.

**Release of funds:**

The Project Officers of RVM (SSA) in the State has been issued instructions to release the amounts as per the Annexure i.e., in 3 Phases i.e., **1<sup>st</sup> Phase - 40% of the amount shall be released as an advance, 2<sup>nd</sup> Phase - 40% shall be released after submitting the bills for 1<sup>st</sup> received amount and 3<sup>rd</sup> Phase - 20% shall be released after completion of Training Programmes and submitting the final bills**

**Role of Institution/Agency/NGO:**

The agencies concerned are requested to conduct the SMC Training Programmes to their allotted districts with the consultation of Project Officers of RVM (SSA) and conduct the Training Programmes in befitting manner, and submit the report within 2 days after completion of Training Session with the attested by the Project Officer at District level, Mandal Educational Officers at Mandal level and Head Master at Village level.

**Role of Project Officer:**

The Project Officers of RVM (SSA) are informed that the agencies concerned have accorded permission to conduct SMC Training Programmes in their allotted districts. They shall release the funds to the agencies/NGOs in three installments i.e., 40%, 40% and

20% as per the mentioned Unit cost. They are requested to monitor the Training Programmes as per the schedule, verification of the strengthen of participants, quality of the trainings etc and attested by MEO and HMs and the report furnished by the agencies concerned. For this issue, necessary instructions to the Head Masters and Mandal Educational Officers. Allot the Mandals among the Sectoral Officers for Monitoring & Supervision of the SMC Trainings.

The Project Officers of RVM (SSA) should issue Circulars to School Complex Head Masters with a direction to entrust the Monitoring of SMC Trainings in the Cluster by the Cluster Resource Persons.

**Role of MEOs:**

The Mandal Educational Officers are requested to make arrangements for conduct of Training Programmes and attest the report furnished by the agencies. Engage the CRPs in Training Programmes to monitor the same at Village level.

**Role of Head Master/ School Complex H.M:**

The Head Master is requested to mobilise SMC members to attend the trainings and participate in the SMC Trainings as per schedule and cooperate with the agencies in conduct of Training Programmes and attest the report furnished by the agencies. Ensure the 100% attendance of original SMC members those who are in the School SMC records.

**Material/Kit for RPs & SMC members:**

Training Kit for Trainers at various levels shall be given by the concerned agency/NGO (Pen, Scribbling pad, Folder, Handouts etc) ,Hand Book for SMC members will be supplied by the RVM – POs and TOT Module will be supplied by the State Project Office for the RPs.

This has got the approval of State Project Director, RVM(SSA), Hyderabad.

Sd/- Dr.Y.Ali Akbar Basha  
ASPD-II

for State Project Director

// T.C.Attested//

State Community Mobilization Officer