

**GOVERNMENT OF ANDHRA PRADESH
SCHOOL EDUCATION (SSA) DEPARTMENT**

MemoNo.3939/APSSA/CMO/2019,

Date: 16/09/2019

Sub: APSSA, Amaravati – Conduct of elections to Parents Committee elections 2019 – Further instructions issued - Reg.

Ref: 1. Government. Memo No. ESE01-SEDNOSPD/ 110/ 2019 - PROG-II Dt.15.09.2019.

2. SPD APSSA Proc. RC.No.3939/APSSA/A6/CMO Dt.15.09.2019

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In pursuance of the government orders in constituting Parents Committees for all government schools, detailed instructions were issued by State Project Director, SSA, Vijayawada vide reference 2nd cited above.

2. Further, a video conference was held with all District Project Officers of SSA, Community Mobilization Officers of DPO, SSA on 16-9-2019 at 4 PM and instructions were issued for smooth conduct of elections. The DPOs were informed to give utmost importance to the task and ensure that the elections are held in fair and transparent manner.

3. During the VC, certain DPOs have raised certain points and sought for clarification. Accordingly the following clarifications are issued in continuation of the instructions issued vide reference 2nd cited above:

a) **Parents Committees for high schools:** Since SSA & RMSA have been merged into Samagra Shiksha for 2018-19 onwards there shall be only one SMC for high school in the place of SMC for Upper Primary school and SMDC for high school as existing now. Hence, Parents Committee election should be held up to 10th class for all high schools also.

b) **Budget:** The expenditure for the Parents Committee elections to be met from composite school grants of the respective schools.

c) **Uploading the data on STMS app:** The details of the Parents Committee

of each school viz., elected members, ex-officio members and coopted members; similarly the details of Chairperson and Vice-chairperson to be uploaded in the format that will be included in the STMS App. Two photos (i) depicting conducting of Parents committee election, and (ii) Parents Committee meeting. The school HM concerned should upload the details and photos in the app. Support may be taken from the CRPs or any other field functionary.

d) **Observers:** There should be an observer for each high school for smooth conduct of election. External observers may be deployed drawing field functionaries from Agriculture, Animal husbandry, Fisheries, Cooperation, engineering, or any other department who are government servants, but not related with school education department.

e) **Regular monitoring:** DPOs and DEOs should take a meeting with Dy DEOs, MEOs, HMs and through teleconference/ or a meeting and also set up a control room jointly in the office of DPO for monitoring till the election results are declared and the committees are formed.

f) **No outsiders 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.

g) **Schools with less than 15 children:** There is no need to conduct Parents committee meeting if the total strength of the school is 15. However, in such case all the parents will be included and treated as Parents committee.

h) **Disturbance due to floods:** In places such as some of the mandals in Nandyal division in Kurnool district affected by floods, the elections may be rescheduled with the approval of the district collector.

i) **Visits by State Level Observers:** State level observers from State Project Office, SSA will visit and observe the process. State Project Director will also make surprise visits to examine the election process.

STATE PROJECT DIRECTOR

To

All the District Project Officers, SSA in the State.

All the District Educational Officers in the State.

Copy submitted to Principal Secretary to Government, School Education Department, Government of Andhra Pradesh, Velagapudi.

Copy to Commissioner, School Education, Ibrahimpatnam, Vijayawada.

Copy to all district collectors in the state.

Copy to OSD to Hon'ble Minister for Education, Government of Andhra Pradesh, Velagapudi.

Guidelines for conduct of election of Chairman, Vice-Chairman and Members of Parents Committees (PCs) in the schools other than Private unaided schools in the State

PC Election Guidelines (2019)

- The Parents Committee (PC) shall be constituted in every school other than Private unaided schools, within its jurisdiction.
- The Head Teacher shall conduct the election.
- 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 PC.
- Parents/guardians having children in different classes shall be eligible to participate in the election process of each class.
- The Parents Committee 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 incharge head teacher shall not be eligible for participating in election or they will have any voting right.
- Electors of respective classes shall elect new parent/guardian members of PMC from entry class and also to fill in any casual vacancy.
- The Parents Committee 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, Sarva Shiksha

Abhiyan, and it includes the Commissioner and 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, 3 kms 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 Rs.60,000/- Per annum.
- There should not be any political interference. Legal action will be taken in case of interruption in the election 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 PMC to replace those parent members who will move out of the PC 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 / Councillor / 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 Samakhyas of the concerned village/ward.

Coopted members:

- Two school supporters from among persons who is an eminent educationist, a philanthropist, office bearer of a voluntary organization, an alumni or such other supporter of the school; coopted by the elected members of the PC.
- The term of coopted members shall be two years from the date of first meeting following the date of cooption.

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.

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.*

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SCHEDULE FOR CONDUCT OF ELECTIONS**TO FORM PARENT MONITORING COMMITTEES / PARENT COMMITTEE**

S. No	Date	Activity to be conducted	Time
1	16-09-2019 (Monday)	Issue of Notification to Conduct of Elections to SMC Members, Chairman & Vice Chairman	10 AM
2	16-09-2019 (Monday)	Display of Voter List for Conduct of Elections to SMC Members in the Notice Board of Primary/Upper Primary Classes/ High Schools	2 PM
3	19-09-2019 (Thursday)	Calling of Objections on Voter List and Redressal of Grievances if any	9 AM to 1PM
		Finalization of Voter List for Conduct of Elections to SMCs and its display in the Notice Board of the Primary/Upper Primary Schools / High Schools	3 P.M 4 PM
4	23-09-2019 (Monday)	Conduct of Elections to SMC Members Finalisation of Elected SMC Members & Formation of New SMCs	7 AM to 1PM
		Conduct of Election of Chairman & Vice Chairman by SMC Members	1.30 PM
		Oath taking by SMC Members, Chairman & Vice Chairman	2.00 PM
		Conducting First SMC Meeting	3.00 PM 3:30 PM

CHINAVEERABHADRUDU VADREVVU

STATE PROJECT DIRECTOR