

Guideline for the quarterly meeting of SMC

Ministry of Education, Govt. of India has focus on holding of quarterly meetings of SMC every quarter and incentivize nominated parents to attend the SMC meeting regularly. As per state SMC notification SMC meeting is to be conducted in every month. However, as mandated by MoE, focus needs to be given on the conduct of SMC meetings effectively in every quarter.

The CRCC concerned will be primarily responsible for smooth conduct of the meeting.

A suggestive agenda of quarterly SMC meeting is given below.

1.1st quarterly SMC meeting :

The **1st** quarterly SMC meeting is to be organized during 3rd/4th week of June, 2023. The topics to be discussed in this meeting are as follows:

SI No.	Agenda	Issues to be discussed
1	Free Text Book	Regarding receipt of FTB by all students
2	Gunotsav	<ol style="list-style-type: none">1. Analysis of student report card .2. Sharing with parents/guardians and SMC/SMDC on students' performance in Gunotsav and remedial measure for improvement.3. Action taken as per community/observation of external Evaluation
3	SMC re-constitution	Discuss about the SMC re-constitution . to be re-constituted in the month of SMC of the school.
4	Vidyanjali	A detailed discussion will be made for wide publicity and awareness on Vidyanjali.. Step to be taken is involving Parents, SMC members, Mother Group members, Alumni, Community members NGOs and others professional to provide contribution in the form of assets and services.
5	FLN	Discussion on FLN and importance of involvement of SMC, receipt of materials etc.
6	Pre-primary	Discussion about the importance of Pre-primary education
7	Summer Camp	Thorough discussion about the activities to be conducted in Summer Camp & proper arrangement for smooth conduct of the same including as invitation of Resource person etc.
8	Opening of student Bank Account and Aadhaar Enrolment	Discussion on status of Bank Accounts and Aadhaar Enrolment of the students and action plan for completion of task.
9	SMC re-constitution	Discuss about the SMC re-constitution SMC of the school.
10	Provision of pure drinking water & proper sanitary system	Review for providing facility of pure drinking water & proper sanitary system.
11	Review of the progress of the Swachhata Action Plan	<ol style="list-style-type: none">1. SMC along with Teachers and mothers group will review and discuss on the progress of the Swachhata Action Plan2. Swachhata Pakhwada programme.

SI No.	Agenda	Issues to be discussed
12	Review of Utilization of Grants 2022-23	Utilization of the various grants received by school will be presented before the meeting.
13	Record keeping	Minutes of the meeting to be maintained in proceeding book

1.2nd quarterly SMC meeting :

The 2nd quarterly SMC meeting is to be organized during 3rd/4th week of September,2023. The topics to be discussed in this meeting are as follows:

SI No.	Agenda	Issues to be discussed
1	Action taken of previous meeting	As per resolution of the minutes
2	Review of Academic Progress	The academic progress and difficulties of children will be discussed with parents.
3	Status of SMC re-constitution	<ol style="list-style-type: none"> 1. Discuss about the status of SMC re-constitution of the school. 2. Outgoing SMC will be over charge to New SMC. The SMC will express gratitude to all out going members of the SMC for their performance and active involvement of school activities.
4	Attendance Monitoring of students mains streamed from special training Centre	Identification of dropout students, discussion about the students who are absent for a long period after the Summer Vacation and conduct the home visit to motivate the parents of the concerned students to take immediate steps for regular attendance of those students.
5	Use of Library book	A detail discussion will be made with parents, SMC/SMDC, Community members, Mother's group on the importance of reading library books, story-telling etc. for development of the skills of Foundational Literacy and Numeracy (FLN) .
6	Preparation of School Development plan	Discuss about the preparation of School Development plan of the school.
7	Preparation for Gunotsav,2024	<ol style="list-style-type: none"> 1. OMR practice 2. MOCK Gunotsav conduct.
8	Resolution of Future action plan	Taking of resolution as per discussion of meeting, preparation of future action plan along with timeline.
9	Record keeping	Minutes of the meeting to be maintained in proceeding book

2. Third Quarterly SMC Meeting :

The 3rd quarterly meeting of SMC will be organized during 3rd / 4th week of December ,2023. The following topics should be discussed in this meeting.

SI No	Agenda	Issues to be Discussed
1	Action taken of previous meeting	As per resolution of the minutes

SI No	Agenda	Issues to be Discussed
2	Children's Academic Progress	Review of the academic progress of the children after remedial teaching, sharing the hard spots & difficulties faced by the students with the teachers concerned & the parents will sign the children's progress card.
3	Co-curricular activities	Discussion about various co-curricular activities to be organized in Annual School Week, Review of activity of Saturday Club, Art & Craft, health & physical training, activities for encouragement of best performing students.
4	Supervision of school environment , swachhta & implementation of MDM	Supervision of the overall school environment, maintaining swachhta in toilet & kitchen shed.
5	Electricity bill	Discussion on payment of electricity bill of the school and payment of pending bills if any.
6	Resolution of Future action plan	Taking of resolution as per discussion of meeting, preparation of future action plan along with timeline.
7	Record keeping	Minutes of the meeting to be maintained in proceeding book

3. 4th Quarterly SMC Meeting:

The 4th quarterly meeting of the SMC should be organized in the 2nd/3rd week of the month of March,2024.

The following topics may be discussed in this meeting.

SI No	Agenda	Issues to be discussed
1	Action taken of previous meeting	As per resolution of the minutes
2	Free Text Book	Receipt of FTB for the new session.
3	Children's enrolment	Implementation of programme "Utsav Vidyarambha" an enrolment drive of fresh students/OSC in the school.
4	Co-curricular activities	Discussion about various co-curricular activities to be organized in Annual School Week, Review of activity of Saturday Club, Art & Craft, health & physical training, activities for encouragement of best performing students.
5	Release of outgoing members of the SMC	The SMC will express gratitude to all out going members of the SMC for their performance whose children have successfully completed the study of the school & will release them from the committee.
6	Review of Utilization of Grants ,2023-24	Utilization of the various grants received by school will be presented before the meeting.
7	Review of the performance of 4 th periodical evaluation &	The parents will be apprised about the marks secured by the students in the 4 th periodical evaluation & declare the name of the best performing students on the basis of all the periodical evaluations ,

Sl No	Agenda	Issues to be discussed
	felicitation of students & parents for best performance	these students and their parents will be felicitated in this meeting.
8	Future Action Plan	Taking of resolution for future plan of action & activities to be performed in the new academic year on the basis of the academic calendar.
9	Review of the work completed under SAP and future action plan	The SMC will review the status of the activities completed under the School Action Plan and record of improvements . They will also plan for the next year and prepare budget estimates for the next year plan.
10*	Record keeping	Minutes of the meeting to be maintained in proceeding book.

The School authority will fix the date of the meeting in consultation with the concerned CRCC. It is mandatory for the CRCC to attend SMC meetings of his/her cluster.

