**23.1 Managing Committee**

There are different functions of administration in school management program. These are planning, organizing, directing and controlling. In the absence of these functions school cannot function effectively.

**(a) Planning**

* Planning is an essential component.
* It is a useful exercise to be undertaken by Manager.
* It involves systematic, organized and an articulated scheme of working.
* So, planning can be thought of at the beginning of session.

**(b) Organization**

* It is also an important function of good administration.
* The effective and efficient work of the school depends upon the good organization.
* The essential element of the organization is people, what they do and how they work together.
* So, for good administration, the manager should define the purpose, analyze and identify the task required to meet these objectives, allocate relative activities at each level of responsibility and establish a reporting channel.

**(c) Direction**

* It is an important function of educational administration.
* Direction involves getting the work done through instructions and orders.
* There should be proper supervision, motivation and communication on the part of manager for getting the work done.
* The ultimate aim is to see that the work is accomplished according to policies and programs and given instructions.
* Directing involves exercising leadership motivating people, determining accountability and developing guidelines for action.

**(d) Controlling**

* Controlling involves measuring and monitoring performance, comparing results with plans and taking corrective action when required.
* It indicates how far the goals have been achieved and to what extent there is deviation from the plans.
* Control deals with the difference between planned and actual performance.
* So, administration is concern with managing resources, allocating tasks, making decisions and solving problems.
* The function is to create favorable conditions for the educational process and their maintenance at an effective level.
* For effective organization, good administration should involve planning, controlling and decision-making.

*Section 21 of Right to Free and Compulsory Education Act 2009 (RTE) mandated (authority to carry out a policy) the School Management Committees (SMCs) in all elementary, government, government-aided schools and other special category schools in the country. The RTE Act envisions an SMC as the basic unit of a decentralized model of governance with active involvement of parents in the school’s functioning.*

1. **The scheme of management** in relation to a recognized school (government or aided) shall provide that;
2. The managing committee of **a recognized aided school shall consist of not more than 15 members**, and the managing committee of a **recognized unaided shall consist of not more than 21 members.**
3. Subject to the total no. of members as specified above **(clause ‘a’),** every managing committee shall include the following namely;
4. Head of the school;
5. Two teachers of that school, to be elected by the teachers of that school from amongst themselves.
6. One parent, who is the member of PTA of the school constituted in accordance with such instructions as may be issued by Administrator, and is elected by the Association;
7. Two other persons (of whom one shall be woman), who are or have been teachers of any other school or of any other college, to be nominated by the Advisory Board.
8. Two members. To be nominated by the Director, of whom one shall be educationist and the other an officer of the Directorate of Education, Delhi, not below the rank of Principal of a Senior Secondary School.
9. The remaining members to be nominated or elected, as the case may be, in accordance with the rules and regulations of the society or the trust by which the school is run.

**Provided that in the case of (a minority school) such members of the managing committee, as are required by this rule to be elected, may instead of being elected, be nominated by the society or trust by which such an unaided minority school is run.**

* **Provided further that in the case of a minority school, the educationist to be nominated by Director shall be a non-official who shall belong to the minority by which the school is established and run.**
* **Provided also in the case of a minority school, the managing committee shall co-opt two senior most teachers out of a panel of ten senior-most teachers of the school by rotation and in case the school works in two shifts, then one senior-most teacher shall be co-opted from a panel of 5 senior most teachers in each shift by rotation.**
* **Provided also that nothing in sub-clause (iv) shall apply to a minority school.**
* **Provided also that the members nominated under the clause (V) shall not be entitled to take part in the management of the minority schools and shall function as advisors and observers to put forward the views of the government in the meeting.**