

Report

Workshop on Developing Draft School Development Plan with Children & School Managing Committee Members



Conducted By

**Kolkata Konsultants—a unit of
Community Action Society**

Supported by

Save the Children

August 2012

Acknowledgement

We are deeply indebted to Save the Children for keeping confidence on Kolkata Konsultants a unit of Community Action Society and to provide the opportunity to conduct workshops on preparing School Development Plan, which is indeed necessary in the present context

We would like to express our sincere gratitude to Sri Kartick Manna, Chairman Sarva Shiksha Mission, Kolkata for collaborating with Kolkata Konsultants—a unit of Community action Society and to provide necessary support to conduct the workshops in their Conference Hall.

We would also like to thank all the members of participatory School Management Committees of ten upper primary schools to join in this initiative and for preparing Draft School Development Plans.

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Prelude

On April 1, 2010, the Government of India enforced the recently passed Right to Education Act, named, the Right of Children to Free and Compulsory Education Act, 2009. This Act had received the President of India's assent on August 26, 2009. The Act intends to give shape to the right of free and compulsory education for all children between the age of 6 and 14. Article 21-A, inserted by the Constitution (Eighty-Sixth Amendment) Act, 2002, provides for such a right. For the implementation of the RTE Act 2009, in the State, Government of West Bengal published the State Rule on 16th March 2012 and till date issued about 14 notifications in compliance with RTE Act 2009.

The Section 22 of the Right to Education Act, 2009, states that all government and government aided schools shall have a School Development Plan. Section 14 of the State Rule of Govt. of West Bengal, states the components of the School Development Plan. State Rule also empower School Management Committee on various issues, like taking decision on School opening days and hours, working hours for teachers etc. The School Management Committee in all primary and upper primary schools will have to develop School Development Plan for three years duration, which they have to submit three months prior to the financial year. To orient schools on developing a Draft Plan a Pilot project was conducted with ten upper primary schools of Kolkata District by Kolkata Consultants—a unit of Community Action Society in collaboration with Sarva Shiksha Mission, Kolkata, supported by Save the Children. A child participation programme with 600 children was also conducted in this regard to assess children's need and vision towards their schools and what they dream about a school in the context of RTE Act 2009. Desires of children from their respective schools were also shared with the members of School Management Committees focusing to emphasis their demands while preparing School Development Plan

Objective

Empower School Management Committees on preparing School Development Plan on the basis of Right to Education Act 2009 and State Rule of Govt. of West Bengal on RTE Act 2009.

Activity Performed

- Collaborated with Sarva Shiksha Mission, Kolkata for issuing letters to the selected number of Upper Primary Schools to take part in the Workshop on Child Participation and School Development Plan. The letter was issued by the Chairman, Sarva Shiksha Mission, Kolkata and District Inspector, Secondary Education jointly. (Annexure 1, 2)
- Child Participation programme with 600 children were performed in twelve upper primary schools including Boys Schools, Girls Schools, Minority Schools and Schools with SC & ST children focusing of Right To Education Act 2009
- Children expressed their views through drawings and essay writings
- A format of School Development Plan was developed by Kolkata Konsultants—a unit of Community Action Society (Annexure 3)
- Ten Schools were selected and letter issued by Chairman and DI was sent to each members of all selected School Management Committee. (Annexure 4: List of Schools)
- A list of required data was also attached to the letter to Schools those were necessary for filing up the format during workshop (Annexure 5)
- Two one-day Workshops were conducted on 14th and 20th July, 2012 with 10 School Management Committees of ten upper primary schools. (Annexure 6: Schedules attached)
- Objective and importance of the Workshop were shared by officials of Sarva Shiksha Mission, Kolkata and Right to Education Protection Authority (REPA), West Bengal
- Members of School Management Committee were oriented on their prescribed role as per RTE Act 2009 and State Rule.

- Sitting together all the members of School Management Committee of individual school through group discussion had developed the Draft School Development Plan. (Hard Copy already sent)

Concerns rose

- Head teachers requested a Government Order specifying the necessary directives regarding preparing a School Development Plan and the date for submission of School Development Plan to the Local Authority
- It was also enquired by members that to whom Schools shall submit this Plan and follow up for approval
- It was also enquired that what schools will do if government will not provide fund as per their plan of budget, and in this case schools will be unable to ensure children's right as mentioned in RTE Act 2009
- Schools conduct many academic and non academic activities like taking children in a study tour, observe birthdays of many freedom fighters, national leaders and eminent scholars, conduct sports activities and organize Saraswati Puja. Though schools have projected all these during preparing School Development Plan but their concern was whether government will provide necessary fund to conduct these activities or not else what the schools will do?
- Many schools since last 3-5 years have placed their demand for subject teachers and library, but they still not received anything, all those are required to for maintaining PTR.

Outcome

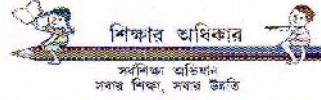
Eight Draft School Development Plans were developed by the upper primary schools of Kolkata district

Recommendations

- A FAQ on School Development Plan is urgently required to facilitate members of School Management Committee that can served them as ready Reckoner

- More sensitization on the Role of School Management Committee and preparing School Development Plan is required with remaining primary and upper primary schools, as this essential for all schools to know how to develop a Plan as per the Act

Annexure I: Letter issued by Sarva Shiksha Mission to schools for child



**OFFICE OF THE DISTRICT PROJECT OFFICER
SARVA SHIKSHA MISSION, KOLKATA
"SHIKSHA BHAVAN"**

27A, Bosepukur Road, (Kasba) Kolkata -700 042 (2nd Floor)

Phone : (033)2441-7136/7137, Fax : (033)2441-7138 E-Mail: ssmkol_dpo@sify.com

Memo No.: - 421(15)/PED/SSM/KOL.

Date: - 9.4.12.

From: - The Chairman & District Project Officer, SSM, Kolkata

To

The Head Master/Head Mistress/ Teacher-In- Charge

Sub: Half-Day Programme on Child Participation on the Right of Children to Free and Compulsory Education Act, 2009

Dear Sir/Madam,

You are aware that "The Right of Children to Free and Compulsory Education Act, 2009", the historic act, has enabled us to ensure free and compulsory education to all children of the age of 6 to 14 years in India. In this context, **Sarva Shiksha Mission, Kolkata in collaboration with Kolkata Konsultants—a unit of Community Action Society supported by Save the Children**, has taken an initiative to **orient children** who are the actual beneficiaries, on various **Child Rights Acts and conduct a participation programme on Essay Writing and Sit and Draw in your school on "how you would to see your school"**

In view of the above, we would like to request you to **select 40-50 students from class VI to VIII** of your school for the Child Participation Programme.

Kolkata Konsultants—a unit of Community Action Society will conduct the programme in your school with your children.

Please provide all the support in this regards.

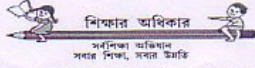
Looking forward to your cooperation in this regard,

Thanks and regards,

Chairman, Sarva Shiksha Mission, Kolkata &
Kolkata Primary School Council

District Inspector of School (SE)
Kolkata

**Annexure 2: Letter issued from SSM, Kolkata to the members of School
Management Committee**


শিক্ষার অধিকার
সর্বশিক্ষা অভিযান
সবাই শিখুক, সবাই উন্নতি
OFFICE OF THE DISTRICT PROJECT OFFICER
SARVA SHIKSHA MISSION, KOLKATA
"SHIKSHA BHAVAN"
27A, Bosepukur Road, (Kasba) Kolkata -700 042 (2nd Floor)
Phone : (033)2441-7136/7137, Fax : (033)2441-7138 E-Mail: ssmkol.dpo@sify.com

Memo No.: - *641/CMAS* / SSM / KOL. Date: - *29/06/2012*
From: - The Chairman, KPSE & SSM, Kolkata

To
Head Master/Head Mistress/Teacher In-Charge/President/Secretary/Members
School Management Committee

**Sub: One-Day Orientation Programme for the members of School Management
Committee on Developing a Draft School Development Plan**

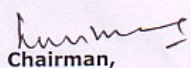
Dear Sir/Madam,

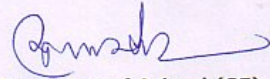
This is for your kind intimation that the State Rule on Right to Education Act 2009 of Govt. of West Bengal has been published on 16th March 2012. The rule stated clearly to Develop School Development Plan in each Government and Government Aided schools across West Bengal. **Sarva Shiksha Mission, Kolkata in collaboration with Kolkata Konsultants—a unit of Community Action Society supported by Save the Children**, has taken initiative to orient all members of School Management Committee on developing a Draft School Development Plan.

In view of the above you are requested to be present with all/other members of School Management Committee for developing a Draft School Development Plan along with supporting information. List of required data are attached herewith. Date and Venue of the Programme are mentioned below.

Date:
Venue: Shiksha Bhavan Hall, 27 A, Bosepukur Road, Kolkata—700042
Time: 11.00 a.m. to 4.00 p.m.

Your participation is compulsory in the orientation exercise


Chairman,
Sarva Shiksha Mission, Kolkata


District Inspector of School (SE)
Kolkata

C.C. Kolkata Konsultants—a unit of Community Action Society

Annexure 3:

School Development Plan

Name of the School:

Address

Location (Landmark- Incl. Connectivity)

Year of Establishment:

Year of Recognition:

History of the School:

Good Practices if Any:

Present student enrolment (V to VIII): Boys: Girls:

Class-wise Enrolment

CURRENT YEAR			PROJECTION				
Class	2012		2013		2014		
	Boys	Girls	Boys	Girls	Boys	Girls	
V							
VI							
VII							
VIII							

Other category of children

CURRENT YEAR			PROJECTION				
Class	2012		2013		2014		
	CWSN	Migrant/dropout	CWSN	Migrant/dropout	CWSN	Migrant/dropout	
V							
VI							
VII							
VIII							

Additional Infrastructure Requirement

Infrastructure Requirements	Current Year	Projection		Remarks
	2012	2013	2014	
Additional Class room				
Ramp for CWSN				
Toilets Boys and Girls				
Toilets for CWSN				
Kitchen Shed for mid-day meal				
Utensils for Kitchen				
Safe drinking water reservoir				
Safe drinking water tap				
Desk/High Bench for Children				
Low/sitting bench for children				

Table for teachers				
Chair for teachers				
Almirah for school				
Book shelf for library books				
Black Board				
White Board				
Notice Board				
Computers				

Other Requirements

1. Sports and game equipments (details)
2. Teaching learning materials (details)
3. Books for library (details)
4. Cost of Maintenance of school building (electricity, cleaning schools rooms and toilets, repairs and maintenance of plumbing, electricity, toilets etc.)

Maintenance items	Projection (Rs)		
	2012 (Rs.)	2013	2014
Electricity bill			
Cleaning schools			
Cleaning toilets			
Maintenance of Furniture			
Maintenance of Computers			
Maintenance of Electrical fittings			
Maintenance of Building			

Norms and Standards of School:

1. Minimum number of working days in a academic year.....
2. Minimum number of instructional hours in a academic year.....
3. No. Of teachers required to maintain Pupil teacher ratio (1:35).....
4. Minimum number of working hours per week for the teachers

Safety Plan

1. Plan for evacuation of student during natural calamities
2. Plan for emergency (collapse of building, accident of a student etc)

Strategies for innovative activities:

Academic

- 1
- 2
- 3
- 4

Non Academic

- 1
- 2
- 3
- 4

Three years budget for the School (it will differ school to school) Use separate sheet

Budget Head	Projection (Rs.)		
	2012	2013	2014

Any other plan for effective implementation of RTE Act 2009

Annexure 4:

List of Participating Schools

1. Garden Reach Mudiali Girls High School
2. Kasba Jagadish Vidyapith
3. Kasba Jagadish Vidyapith for Girls
4. Janakalyan Vidyapith
5. Bhootnath Vidyapith
6. Pareshnath Girls High School
7. Haltu High School
8. Ballygunge Vidyalaya O Shilpa Shikshyantan
9. Santoshpur Shikshyatan
10. Monu Memorial Institution (Urdu)

Annexure 5: List of Required Data

List of Data Required for Orientation Exercise on Developing Draft School Development Plan

[All present data in respect to class V to VIII]

1. Class wise enrolment of Boys/ Girls:
2. No. Of CWSN (Children with Special Need):
3. Dropout in each class:
4. No. Of class rooms:
5. No. Of Toilets:
6. No. Of Tables and Chairs:
7. No. Of Teachers:
8. TLMs details:
9. Library present or not:
10. Year of Establishing:
11. Year of Recognition:
12. History of School:
13. No. of working days in a academic year:
14. Maintenance cost required in different heads:
15. No. of Functional Black Boards:
16. No. of Almirah:
17. Provision for safe Drinking water:

Annexure 6:

Schedules of Orientation Programme on developing A Draft School Development Plan

Schedule

Date: 14.07.2012

Venue: Shiksha Bhavan Hall, Sarva Shiksha Mission

Registration:	11.00 a.m.to 11.30 p.m.
Inauguration: Sri Sundar Bandopadhyaya, SSM, Kolkata	11.30 p.m. to 12.00 noon
Salient Features of Right to Education Act 2009 & State Rule Regarding School Management Committee:	12.00 to 12.20 p.m.
School Development Plan:	12.40 p.m. 1.00 p.m.
Preparing Draft SDP:	1.00 p.m. to 2.00 p.m.
Lunch:	2.00 p.m. to 2.30 p.m
Feedback Session:	2.30 p.m. to 4.00 p.m.

Schedule

Date: 20.07.2012

Venue: Shiksha Bhavan Hall, Sarva Shiksha Mission

Registration:	11.00 a.m.to 11.30 p.m.
Inauguration: Rt. Justice Suhas Chattopadhyaya	11.30 p.m. to 12.00 noon
Salient Features of Right to Education Act 2009 & State Rule Regarding School Management Committee:	12.00 to 12.20 p.m.
School Development Plan:	12.40 p.m. 1.00 p.m.
Preparing Draft SDP:	1.00 p.m. to 2.00 p.m.
Lunch:	2.00 p.m. to 2.30 p.m
Feedback Session:	2.30 p.m. to 4.00 p.m.

Annexure 7

Photo Gallery



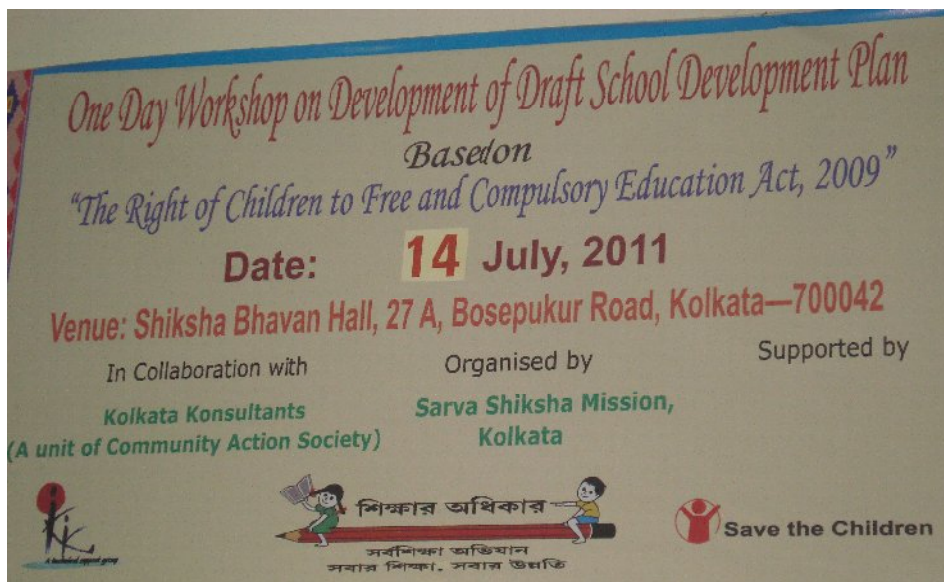
Essay Competition



Drawing Competition



Best Drawing



Banner for SDP Workshop



Rt. Justice Suhas Chattopaadhyay, inaugurating Workshop on 20th July'12



Members of School Managing Committee working on preparing School Development Plan