

GOVERNMENT OF ODISHA
ST & SC DEVELOPMENT DEPARTMENT

No. 653 /CSSD, Dated Bhubaneswar the, 22nd August, 2012

From

Sri Santosh Sarngi, IAS
Commissioner-cum- Secretary to Govt.

To

All Collectors.

Sub: Guidelines for implementation of School Cabinet Programme in all SSD Schools

Sir,

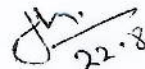
This is to inform you that the Right of Children to Free and Compulsory Education Act, 2009 emphasizes on making the schools a place where children actively engage in the learning process and be an active participant in the education process. Creating opportunities for participation of children and enabling them to develop leadership skills is one of the key goals of education.

In this connection SSD department has decided to strengthen the School Cabinets in all department schools. School Cabinets are the forums to enable students' participation in the various activities of the school and provides opportunities to children to express their views and get involved in the development and management processes of the schools.

In this regard a revised guideline for the structure, formation and functioning of the school cabinets has been prepared. Department also proposes to conduct a 2 days TOT for master trainers at the zonal level and 1 day training for designated nodal teacher at the district level in the month of September 2012.

All Head Masters of SSD schools under the supervision of district monitoring officials are hereby directed to form and make functional the School Cabinet in their respective schools. It is also proposed that election of the office bearers of the School Cabinet maybe conducted by **10th Oct 2012** in all SSD schools as per the guideline attached herewith.

Yours faithfully,



Commissioner-cum- Secretary to Govt.

Memo No. _____ / SSD Date August, 2012.

Copy forwarded to all PA,ITDAs/ DWOs/ CIs of Schools(SSD)/ DI of Schools(SSD)for information and necessary action.

Handwritten signature
22/8/12

Deputy Secretary to Govt.

Guidelines for implementation of School Cabinet Programme in all SSD Schools.

The Right of Children to Free and Compulsory Education Act, 2009 emphasizes on making the schools a place where children actively engage in the learning process and be an active participant in the education process. Creating opportunities for participation of children and enabling them to develop leadership skills is one of the key goals of education.

School Cabinets are the forums to enable students' participation in the various activities of the schools. The School Cabinet provides opportunities to children to express their views and get involved in the development and management processes of the schools. The participation of children in a forum like School Cabinet facilitates peer learning, interactive learning by providing opportunities for learning by doing and also help developing skills like communication, sense of responsibility and other social skills.

Structure:

Each school will have School Cabinet comprising of following six ministries under the overall umbrella of Students' General Assembly:

1. Ministry of Health, Hygiene & Sanitation
2. Ministry of Education
3. Ministry of Environment
4. Ministry of Sports & Culture
5. Ministry of Food and;
6. Ministry of Information and Communication and Child Reporters

Composition and Formation:

- Each school Cabinet will have 14 office bearers with the following portfolios and details:
 - One Chief Minister (CM)
 - One Deputy Chief Minister (DCM)
 - One Minister and one Deputy Minister for each of the above Six Ministries- 12 nos.

Formation:

- The School Cabinet will be formed by election process; direct voting by the student members is suggested.
- All the students (including both boarders and day-scholars) of the school will form the Students' General Assembly and each member of the Student Assembly will have the right to vote.

- In a general assembly, the announcement with regard to formation of School Cabinet will be made by the Head Teacher. A suitable date in consultation with students will be decided for election process (preferably after 15 days from the announcement)
- The teachers will educate and inform all the students regarding the School Cabinet, its purpose, role of different ministers and voting process in their respective classes.

Nomination:

- For the different positions in the cabinet; nodal teacher will encourage and invite nominations from the students. It is to be noted that nomination for office bearers of the cabinet will be invited from class IV and above. The nomination for CM position will be invited from the highest grade of the school.
- Nodal teacher will encourage and ensure at least 4 nominations (essentially 2 each from boys and Girls) for each of the office bearer positions.
- Interested students will propose their names for nomination indicating the office bearer position of their choice. However one student can propose for nomination for only one position. One week time will be given to students for proposing their names.
- The records of nominations will be documented by the nodal teachers in the register and will also ensure its display in the school notice board for information of all students.

Election:

- Head teacher will announce the date of voting/ election in consultation with the teachers, preferably a Saturday, and a notice in this regard will be circulated to all classes for ensuring participation of all the students.
- Prior to the election date, the nodal teacher will keep ready the ballot papers for voting (no of total students x no. of total positions) and ballot boxes. The ballot paper will have the name of the each of the Ministry and the names of the contesting candidates against each of the ministry. There will be space given against the name of the candidates for putting the tick mark indicating preference for the particular candidate. **A sample ballot paper is annexed for reference at annexure I.**
- Students during voting will put a tick mark against the name of their preferred candidate for the position. In case of early grade students who may not be to read the names of candidates; the nodal teacher/ other teachers will help the student in the process.
- It is to be noted that voting by the students will be done for 6 ministries and CM position and not for all the office bearer position. The students will vote for their preferred candidate amongst the different candidates stood for a particular ministry. Upon completion of the voting process the candidate with highest vote for a particular ministry will become the cabinet minister /CM and the person with next highest vote from the other gender will automatically become the DCM/Deputy Minister.
- The voting process will be completed in one day.

- It is proposed that in case of schools with student strength more than 100, the voting/ polling for the CM/DCM position will be done in the general assembly with the presence of all the students, teachers, nodal teacher and HM. However the voting for six ministries will be done in the respective classes.
- On the day of election, students' general assembly will be convened by the Head Teacher. He will appraise the assembly about the purpose of the gathering and will urge students to select their representatives for different ministries carefully.
- The head teacher will then invite the candidates stood for CM/ DCM position to the podium/ front one by one. He will announce their names and will begin the voting process.
- Each of the students, starting from lower grades, will come one by one and put her/ his vote for the preferred candidate in the ballot paper and will put it in the ballot box.
- After completion of the above process, the same process will be repeated for each of the ministry in the respective classes of the students.
- Within 3 days of the voting process the Nodal teacher with the help of other teachers will come out the list of successful candidates.
- It is to be kept in mind that while preparing the list of elected office bearers; the candidate with highest vote for a particular ministry will become the cabinet minister /CM and the person with next highest vote from the other gender will automatically become the DCM/Deputy Minister.
- In case of tie for any position or in the rarest/ extreme case where either of the candidates from same gender did not get any vote, the head teacher will decide upon the successful candidate through tossing the coin.
- The announcement of the names of the elected School Cabinet office bearers by the HM/Principal will be done in the Morning Prayer assembly. The names of the office bearers will also be displayed on the notice board of the schools.

Tenure of the School Cabinet:

The Cabinet positions remain constant for the entire tenure of 1 year.

Possible situation for re-election of the ministers-

- Student leaving the school in between.
- Student unable to perform-To be decided by the CM, Nodal teacher & Head teacher on account of absenteeism, disinterest etc.
- Student resigning from the position.

In event of requirement for re-election, the similar process, as indicated above will be adopted.

Selection of Class Representatives and members of different ministries.-

To broaden the membership of the ministries and to ensure participation of each student in the school functioning, provision of class representative and member have been kept in the School cabinet. The inclusion of class rep & members into the ministries should be completed within one week of the formation of school cabinet.

Class representative –

- Upon formation of the School Cabinet, the Nodal teacher/ class teachers of the respective classes will ensure nominations of at least 2 class representative (1 boy & 1 girl) from each of the class to each of the six ministries. These class representatives will work as extended arms of the particular ministry and will help discharging the different functions of that ministry in the respective classes.
- In case of very low student strength in the classes; nodal teacher and students may decided for only 1 candidate for each ministry.
- Tenure of class representatives is for six months.

Members-

- Remaining Students will volunteer for one/the other ministry as members. The Nodal teacher needs to ensure equal representation of members in each of the ministries.
- The members will be active participants of the different learning activities/ thematic activities of the concerned ministry and will attend the learning/ activity sessions of their respective ministries.
- Rotation of members from one ministry to the other will be done every three months.

Induction & orientation meeting for Office Bearers and class representatives – The Head teacher in presence of Nodal teacher and other teachers will conduct the inhouse orientation meeting for the office bearers of newly formed School cabinet.(14 members). They will be explained in detail the objective of the school cabinet, role & function of each of the members and overall objective of each ministry.HM will also inform the office bearers about the nodal teacher who will be overall coordinating with the school cabinet and HM office. He'll also designate teachers to each of the ministries for facilitating smooth conduct of various learning activities for each of the ministry.

In the subsequent week, the Nodal teacher will facilitate organising of individual Ministry' meeting, separately, comprising of cabinet and deputy ministers and class representatives of concerned ministries. Nodal teacher will take help of the designated teachers for each ministry in conducting these meetings simultaneously. This meeting will focus on

orientation of the members on specific Ministries' mandate/ objective and roles and functions. The skeleton of plan for regular activities, periodic meetings and learning activity sessions will be chalked out in this meeting.

(Detailed list of roles and responsibilities of each ministry is mentioned in the resource booklet on School Cabinet)

Meetings:

There will be monthly meeting of the school cabinet on last Saturdays of every month post Mid day meal. In case last Saturdays of the month is a holiday, the meeting will be held in last 2 periods of the subsequent Friday.

This meeting will be convened by CM/ DCM with the support of nodal teacher. The meeting will be participated by all teachers of the school, all office bearers of the school cabinet and all class representatives of the ministries. In this meeting the CM/DCM will review the functioning of each of the ministry and overall functioning of the school cabinet. The Ministers/ Deputy ministers and class representatives will share about the functioning of the different ministries and any issues faced by them which requires intervention. They will also chalk out next month plan for their ministries and will also focus on any of the upcoming school based event in the following month.

A small note/ minutes on the key discussion and issues raised will be prepared by the DCM, in the absence of DCM – by Education Minister, with the help of nodal teacher for sharing with HM for necessary action/ support.

In event of any emergency situation where immediate intervention of the HM or school administration is required, the CM/ DCM will bring this to the notice of Nodal Teacher and HM for immediate action.

For making the discussion in these meetings fruitful, the class-representatives and other office bearers of different ministries will informally interact/ collect issues from the fellow students and represent their concerns/ issues in the meeting.

Weekly Learning and Activity sessions of the Ministries – Every Saturdays, except last Saturday of the month, there will be **Learning and Activity sessions** of the different ministries, during last two periods. These sessions will be participated by the members of the concerned ministries, class representatives and Cabinet and Deputy Ministers. In case of large variation in the age group; the group may be divided into Junior and Senior groups. During these **Learning and Activity sessions** some learning activities relating to the theme of the ministries will be facilitated by the nodal/ designated teachers and will be supported by Ministers and class representatives of the higher classes. Some suggestive activities have been illustrated in the resource booklet for each of the ministries which has been supplied to the school points. The nodal/ designated teachers may further add to the activities keeping in view the aims and objectives of the concerned ministries. The objective of holding such learning sessions is to facilitate various activities in a fun and engaging way;

those are informative, educative and help in building the knowledge and skill of children on the issues of their concerns

It is expected that the children in leader positions like Ministers and senior class representatives will gradually take lead in initiating and organizing these learning sessions; however there will be need for initial support and guidance from the nodal teacher/ designated teacher to provide information, support and facilitation in order initiate the children into the progressively increasing path of participation as informed, sensitized and analytical individuals.

STUDENT HOSTEL SUB COMMITTEE

Since most of SSD Department schools have residential facilities, a Student Hostel Sub Committee will be formed to ensure meaningful participation of the boarders in the hostel management and affairs.

Formation-

- The Student Hostel Sub Committee will comprise of 24 members with 12 girls and 12 boys.
- These members will be selected from amongst the boarder members of the school cabinet (Cabinet ministers/Deputy Ministers/Class representatives) and preferably 4 members (2 boys and 2 girls) from each of the six ministries will be selected for the Student Hostel Sub Committee who will carry out the roles and responsibilities of the ministries effectively.
- Of the 24 member Hostel Sub Committee;the girl members will carry out the school cabinet activities and other additional roles in the Girl’s Hostel. Similarly, the boy members will carry out their roles in the Boy’s hostel.
- In case of the residential school which has only boys’ or girls’ hostel; in that case Student Hostel Sub Committee will be a 12 members committee (2 boys or girls from each of the six ministries).
- In case of School Cabinet with less number of boarders among-the Cabinet ministers/DeputyMinisters/ Class representatives; the members of the Student Hostel Sub Committee will be selected from amongst the active general members of the different ministries.
- Cabinet/Deputy Minister(Food Ministry) will be the student representative in the existing purchase committee and from amongst the other selected 12/24 members of the various ministries, 2 students will represent in the existing food committee on monthly basis.
- The link person from amongst the teachers to the Student hostel subcommittee is the Hostel Warden/superintendent who also takes the responsibility on a roaster basis for one month.
- Members of the Student Hostel Committee will be nominated on rotational basis and will serve for a term of one month only.
- This 12 member team will ensure that all the activities of the concerned ministry in the hostel are carried out effectively. There are additional roles also mentioned for

each of the ministries in the hostel context those will also be carried out by this Student Hostel Sub Committee.

(A detailed list of activities is mentioned in the Resource booklet.)

Monitoring and Supervision of the School Cabinet-

Each ministry with the assistance of the nodal teacher/designated teacher will develop some indicators to monitor the activities of the school cabinet. (some indicators for each of the ministries are illustrated in the handbook).

- HM of the concerned school will regularly monitor the activities of the school cabinet and for Student Hostel Sub Committee on daily, weekly and monthly basis. (Details to be maintained in a separate file for future reference).
- Nodal teacher/designated teacher will regularly monitor the activities of the school cabinet and update the concerned HM on the progress and immediate issues should be addressed.
- Every Saturdays in presence of Headmaster and Superintendent in charge there will review & update on the progress of the Student Hostel Sub Committee and immediate issues should be addressed.
- There will also be a monthly review of activities both for school cabinet & Student Hostel Sub Committee and issues should be addressed accordingly.
- The monitoring officials designated by the Department will also monitor the activities of the school cabinet during their regular monitoring visits to the school. (As per indicators developed by each of the ministry and can report accordingly.)

Reporting-

It is also suggested that a six monthly report on the progress of various learning activities of the school cabinet will be developed by the nodal teacher/designated teacher and submitted to the concerned HM which is to be further shared with DWO/DI/CI.

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