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**GOVERNMENT OF MIZORAM
SCHOOL EDUCATION DEPARTMENT
MIZORAM SECRETARIAT BUILDING, MIZORAM NEW CAPITAL COMPLEX
KHATLA, AIZAWL, MIZORAM - 796001**

NOTIFICATION

Dated, Aizawl the 5th July, 2019

No.B.14011/2/2018-EDN/381 : In exercise of the powers conferred by clause (i) of Regulation 20 of the Mizoram School Education Mission Society Regulations, 2019, the Executive Committee is pleased to make the following bye laws to regulate administration and management at District, Block, Cluster and School level.

*Short Title and
Commencement*

1. i) These bye laws may be called the “Mizoram School Education Mission Society (Constitution, Powers and Functions of District, Block, Cluster and School Units) Bye Laws, 2019”
- ii) They shall come into force from the date they are published in the Official Gazette;

Definitions

2. In these bye laws, unless the context otherwise requires:
 - i) “Block” shall mean a Block level unit/Block Resource Centre of the Mission;
 - ii) “Chairman” shall mean the Chairman of the District, Block and School Level Committees;
 - iii) “Cluster” shall mean a cluster level unit/Cluster Resource Centre of the Mission;
 - iv) “Project” means the Samagra Shiksha Abhiyan of which all interventions in the education sector, shall be a part. The term ‘project’ may be used interchangeably with the term ‘scheme’ under these Bye laws ;
 - v) “School” means all schools referred to by the Samagra Shiksha Abhiyan framework;
 - vi) “Society” means the Mizoram School Education Mission Society;
 - vii) “State Government” means the Government of Mizoram;

*Constitution of
District, Block
and School
Committee*

3. i) Each and every administrative districts of Mizoram shall have a District Education Committee for implementation of the project at the district level; the Chairman, Member Secretary and Members of which may be appointed by notification in the Official Gazette by the Executive Committee in consultation with the State Government;
- ii) Each and every Educational Block shall have a Block Education Committee for implementation of the project at the Block level; the Chairman, Member Secretary and Members of which may be appointed by notification in the Official Gazette by the Executive Committee in consultation with the State Government;

iii) Each and every School as defined in the Samagra Shiksha Abhiyan framework shall have School Management Committee (SMC) in case of Elementary; and School Management Development Committee (SMDC) in case of Secondary and Higher Secondary level for implementation of the project at the School level; the Chairman, Member Secretary and Members of which may be appointed by notification in the Official Gazette by the Executive Committee in consultation with the State Government;

*Terms of the
Members of the
Committee*

4. i) All members of the District, Block and School level Committees except those members who represent Non-Governmental Organization shall continue to be members as long as they hold their office and cease to be a member immediately when they cease to hold such office. The successor in office shall become a member from the date of assuming charge of the new office.
- ii) The term of members of the District, Block and School level Committee who represent Non-Governmental Organisation shall be of one year. Such members shall be eligible for re-nomination.
- iii) The members of the District, Block and School level Committees referred to in sub-para (ii) shall become a member from the date on which their nomination are accepted by Chairman of the respective Committee.

*Termination of
Membership*

5. i) Members of the District, Block and School level Committee shall cease to be a member if they resign or become of unsound mind or are insolvent or are convicted of any offences.
- ii) Resignation from the membership of the District Block and School level Committee shall be tendered to Member-Secretary concerned and shall take effect only from the date it is accepted by the Chairman.
- iii) Any vacancy, which arises due to premature resignation of members indicated in sub-regulation (2) of regulation 4 shall be filled by nomination from the competent authority to make such nomination and the person so nominated shall hold office only for the unexpired of the terminated membership.

*Proceeding of
the District,
Block and
School Level
Committee*

6. i) Meeting of the District, Block and School level Committees shall be held as often as necessary but not less than at least once in every three months.
- ii) Not less than Five(5) clear days on notice of the meeting of the meeting of the District, Block and School level Committees shall be given to each member. However, if exigencies of a circumstance requires, the Chairman may call an emergency meeting at the notice of 24 hours.
- iii) Meetings of the District, Block and School level Committees shall be presided over by its respective chairman.
- iv) One third of members present shall constitute a quorum.
- v) Any inadvertent omission to give notice of the meeting to, or its non-receipt by any members shall not invalidate the proceedings of any meeting.

vi) Each member of the District, Block and School level Committees shall have one vote and in the event of equality of votes on any question to be decided, then, respective Chairman shall have in addition, a casting vote.

Function of the District Education Committee

7. To ensure that the goals of Samagra Shiksha Abhiyan and that of the Scheme are achieved, the District Education Committee shall perform the following function, namely:-
 - i) preparation of Annual District Education Plan;
 - ii) implementing the schemes and targets of the Project;
 - iii) evaluating the performance of Block, Cluster and School level Committee;
 - iv) monitor progress and achievement of the district towards the goal of Samagra Shiksha Abhiyan;
 - v) ensure fund flows to Block, cluster and School level Committee;
 - vi) to follow all the instructions and guidelines of the Scheme;

Function of the Block Education Committee

8. To ensure that the goals of the Samagra Shiksha Abhiyan and that of the Scheme are achieved, the Block Education Committee shall perform the following functions, namely:-
 - i) preparation of Annual Block Education Plan;
 - ii) co-coordinating the activities of Cluster and School level Committee within the Block;
 - iii) to monitor the performance of Cluster and School level Committee;
 - iv) to follow all the instructions and guidelines of the District Education Committee.

Function of the School Level Committee

9. To ensure that the goals of the Samagra Shiksha Abhiyan and that of the Scheme are achieved the School level Committee shall perform the following functions, namely:-
 - i) execute all civil works and other works assigned to them;
 - ii) maintain Records and Reports;
 - iii) monitor the physical performance and academic results of the school;
 - iv) to follow all the instruction and guidelines of the higher authorities.

Powers of the District Education Committee

10. In order to carry out its functions, the District Education Committee shall have the power to control the management of all the affairs and funds of the District Education Committee;

Powers of the Block Education Committee

11. In order to carry out its functions, the Block Education Committee shall have the power to control the management of all the affairs and funds of the Block Education Committee;

Funds of the Scheme at District, Block, Cluster and School Units

12. The fund of the Scheme at District, Block, Cluster and School Units shall consist of the following:
- i) grant made by the Executive Committee or its authorized functionary;
 - ii) contributions and receipts from other sources;
 - iii) all the funds of the Scheme at District, Block, and School level shall be maintained in an account at a Scheduled Bank or such other Banks as may be decided by the District, Block and School level Education Committee;
 - iv) the accounts of the District, Block and School level Education Committee at a Bank shall be opened in the name of Chairman and Secretary of the respective Committees and they shall be the Drawing and Disbursing Authority;
 - v) all financial powers of the respective Committees shall vest with the respective Committees as a body corporate;
 - vi) withdrawal of funds of the scheme at District, Block and School units shall be done with at least two signatories (joint signatory) in the manner as below :

Committee/Levels	1 st Signatory	2 nd Signatory
District Education Committee	Chairman	Member Secretary
Block Education Committee	Chairman	Member Secretary
School Management Committee	Chairman	Member Secretary

- Vii) The funds of the respective Committee shall not be withdrawn unless it is manifestly authorized by the respective Committees and shall be withdrawn in accordance with sub-clause (vi) of this section.

Accounts and Audit

13. i) The District, Block and School level Education Committee shall maintain proper accounts and other relevant records.
- ii) The accounts of the District Education Committee shall be audited annually by an authority appointed by the Executive Committee.
- iii) The accounts of the Block and School level Education Committee shall be audited annually by an authority appointed by the District Education Committee.

Amendment of Bye laws

14. Amendment to these Bye laws shall be initiated by the Executive Committee by a majority of not less than half of the members present and voting and shall have to be approved by the Government and it shall be in force as soon as the amendment is published in the Official Gazette.

Dissolution of District, Block and School Level Education Committee

15. If the Executive Committee on receipt of a report or by its own motion, is satisfied that a situation has arisen in which the respective Committees are not functioning in accordance with the provisions of the regulations or bye laws, the Executive Committee may dissolve the respective Committees

and may assume to itself all or any functions and powers of the respective Committees or authorize anybody or authority to assume that function and power.

Sub no. (vi) of Para 12 :

Withdrawal of funds of the scheme at the District, Block and School units shall be done with at least two signatories (joint signatory) in the manner as below :

Committees/Levels	1 st Signatory	2 nd Signatory
District Education Committee	Chairman	Member Secretary
Block Education Committee	Chairman	Member Secretary
School Mangement Committee	Chairman	Member Secretary

Sub no. (vii) of Para 12 :

The funds of the respective Committees shall not be withdrawn unless it is manifestly authorized by the respective Committees and shall be withdrawn in accordance with sub-clause (vi) of this section.

Sd/-ESTHER LAL RUATKIMI
Commissioner & Secretary to the Government of Mizoram
School Education Department

Memo No. B.14011/2/2018 – EDN/381

Dated, Aizawl the 5th July, 2019

Copy to:

1. Secretary to Governor, Mizoram.
2. Principal Secretary to Chief Minister, Mizoram.
3. P.S to Minister, School Education, Mizoram.
4. Sr. PPS to Chief Secretary, Government of Mizoram.
5. Director, School Education
6. Director, SCERT
7. All Administrative Department
8. All Head of Department
9. Controller, Printing and Stationary with 6 (six) spare copies for publication in the Mizoram Gazette.
10. Treasury Officer, Aizawl North
11. SPD, SSA/RMSA
12. Guard file.


(K.M.LALRINDIKA)
Under Secretary to the Govt. of Mizoram
School Education Department