

CONSTITUTION OF SCHOOL MANAGEMENT COMMITTEE (SMC) FOR ELEMENTARY, SECONDARY AND SENIOR SECONDARY SCHOOLS

1. Composition:

Chairman	:Parent/Guardian
Vice Chairman	: Parent/Guardian
Member Secretary	:Headmaster/Principal
Treasurer	: Teacher

Members:

- Six members from among the parents/guardians of children enrolled in the school, out of which at least four members shall be women
- One from teachers
- One woman member from local authority i.e. Local/Village Council
- One from Young Mizo Association or leading NGO
- One from Mizo Hmeichhe Insuihkhawm Pawl or leading women NGO
- One educationist/subject expert/frontline worker from among the alumni or locality

1.1. Election Process of Office Bearers of SMC

- 1) Chairman - Shall be elected from amongst the parents/guardians by themselves
- 2) Vice Chairman - Shall be elected from amongst parents/guardians by themselves.
- 3) Member Secretary - Ex-Officio Convener (or where the school does not have a headmaster, the senior most teacher of the school)
- 4) Treasurer - Shall be nominated from amongst the teachers

1.2. Selection Process of members of SMC

- 1) Four women and two male members shall be nominated from among the parents/guardians
- 2) One member shall be nominated from teachers
- 3) One woman member shall be nominated from Village/Local Council
- 4) One member shall be nominated from YMA or leading NGO, preferably from amongst parents/guardians
One member shall be nominated from MHIP or leading woman NGO, preferably from amongst parents/guardians

5. One educationist/subject expert/frontline worker from the locality or alumni shall be appointed by the parent representatives of the committee

1.3 Roles & Responsibilities of Member - Secretary

1. To organise timely Annual General Body Meeting to ensure the election of members from among parents/guardians of children studying in the school and nomination of members from among the teachers of the school.
2. To conduct SMC meetings at least once in a month.
3. To prepare agenda items for meetings.
4. To maintain separate register for proper record of SMC meetings and make them available to all the members of the committee and public.
5. To display the complete details of SMC members at the prominent places in school buildings within one week from the formation of SMC. Details of members should include name, designation and contact number, etc.
6. To display School Report Card available at Unified District Information System for Education Plus (UDISE+) portal at prominent places in school and make it available to the SMC members in the meeting.
7. To carry out any other responsibilities assigned from higher authority.

2. Tenure & Termination of Membership

1. The SMC shall be re-constituted every two years.
2. The term of all SMC members excluding Headmaster/Principal shall be for two years.
3. Any member can be re-elected, re-appointed/re-nominated but cannot remain in office for more than two consecutive terms except member-secretary.
3. The membership of parents/guardians shall automatically expire whose children are no longer enrolled or passed out or dropped out. The committee shall immediately appoint a new member to fill the vacancy from those whose children are enrolled.
4. In case of transfer/pension/retirement of Headmaster/Principal or teachers, the person holding the post shall continue automatically.
5. A member shall be terminated if he/she is involved in activities that damage the reputation of the school, including criminal offences, corruption, or actions against the welfare of children and the school community.
6. A member shall be terminated if he/she is absent in four consecutive meetings without valid reasons or prior information.

3. Meetings and Proceedings

1. The SMC shall meet once in every month.
2. At least three-day advance meeting notice shall be given except in emergency cases.
3. Minutes of the meeting shall be properly recorded; a copy of the

minutes shall be given to concerned DEO/DPC and made available to the public.

4. Presence of fifty percent of the committee members will form a quorum.

5. The member - secretary shall initiate election process at the start of the academic year by issuing notice to all parents/guardians of enrolled children.

6. Only one parent/guardian of each enrolled children can participate in the election.

7. At least 50% parents/guardians of enrolled children must be present at the time of election.

8. The election of SMC shall be conducted in a democratic manner, transparent and inclusive to ensure meaningful community participation in school governance.

9. The SMC shall propose members as prescribed composition given above to the concerned DPC/DEO for approval and issuance of office order to the effect.

10. In case a bank account needs to be maintained at the SMC level, the chairman and member - secretary shall be joint account holders and signatories.

11. The SMC shall maintain proper record of annual accounts of funds/grants received and disbursed for audit purpose.

12. Suggestion Box shall be installed at a prominent place in the school.

4. Approval and Dissolution: The District Education Officer (DEO) concerned shall have the power to approve and dissolve the SMC at the secondary and senior secondary schools and the Sub-Divisional Education Officer (SDEO) concerned shall have the power to approve and dissolve the SMC at the elementary schools.

5. Sub-Committees of SMC: The committee shall constitute two sub-committees among the members as per their requirement for effective functioning. These sub-committees shall assist the SMC as under:

a) School Building Committee: The School Building Committee shall be responsible under the supervision of SMC for planning, execution, supervision and maintenance of all school infrastructure works: The roles and responsibilities are:

1. To identify infrastructure needs of the school such as classrooms, toilets, drinking water facilities, boundary walls, ramps, electrification, etc.
2. To prepare proposals and estimates for construction/repair works.
3. To execute approved construction, renovation, and repair works as per government norms and technical specifications.
4. To ensure timely completion of works.
5. Regularly monitor the quality and progress of construction

works.

6. To ensure the use of quality materials and adherence to approved designs.
7. To maintain cash book, vouchers, stock register, utilization certificates, photographs, and other related documents.
8. To coordinate with Education Department officials, engineers, Village Councils, and other agencies regarding school infrastructure matters.
9. To ensure school buildings are safe, child-friendly, inclusive, and accessible for Children with Special Needs (CWSN).
10. To submit progress reports, completion reports, and financial statements to the concerned authorities.

b) Academic Committee: The Academic Committee under the guidance of SMC shall be responsible for all academic activities including planning, management, monitoring, supervision, reporting, data collection for UDISE+, etc. The roles and responsibilities are:

- 1) To monitor the academic performance and learning achievement of students in the school.
- 2) To support implementation of quality education initiatives, Learning Outcomes, and remedial teaching programmes.
- 3) To encourage regular attendance, retention, and participation of all children in school activities.
- 4) To assist teachers in organizing academic activities such as examinations, quizzes, reading programmes, and co-curricular activities.
- 5) To review classroom teaching-learning processes and suggest measures for improvement.
- 6) To promote community participation in improving educational quality and school environment.
- 7) To monitor utilization of teaching-learning materials (TLMs), library books, and other academic resources.
- 8) To identify learning gaps among students and recommend suitable academic support measures.
- 9) To encourage inclusive education and ensure participation of children belonging to disadvantaged and weaker sections.
- 10) To submit recommendations and academic progress reports to the SMC for necessary action.

6. Roles and Responsibilities of SMC: The SMC plays a pivotal role in ensuring effective school governance and enhancing the quality of education. Its primary functions include monitoring the overall working of the school and overseeing timely and effective implementation of educational schemes. The SMC is responsible for preparing and recommending a comprehensive School Development Plan (SDP) by identifying infrastructural gaps, surveying existing facilities and addressing the specific needs of the school. The SMC shall be responsible for mobilizing donations/contributions from CSRs to upgrade school

infrastructure. It will also monitor the utilization of grants received from the appropriate Government, local authorities or other sources while promoting parental and community involvement to strengthen school-community linkages. Accordingly, the major areas of roles and responsibilities of SMC are:

1) Ensuring Enrolment, Retention, and Inclusive Learning Opportunities for All Children: SMC members shall ensure the enrolment and regular attendance of all children, with particular focus on those who belong to Socio-Economically Disadvantaged Groups (SEDGs) and Children with Special Needs (CwSN). It shall also be ensured that no child faces any discrimination or barrier in pursuing and completing school education. The SMC shall also support the school in ensuring that there are no instances of harassment or abuse of any child in the school. Any such case should immediately be reported to concerned authorities.

2) Enrolment Drive for Mainstreaming Dropout and Out of School Children: Based on school records and community data, SMC members shall support identification of Out of School Children (OoSC) and dropout children, and make concerted efforts with school staff to mainstream them into age-appropriate classes. To facilitate this, the provisions of free and compulsory education may be widely publicised through door-to-door campaigns, counselling of parents and children, social media, radio, local authorities and other community platforms. Every effort should be made to ensure that no child is left behind in accessing and completing school education.

3) Ensuring Timely Distribution of Student entitlements: SMC members shall ensure timely delivery of free textbooks, uniforms, scholarships, stipend and other such provisions to eligible students.

4) Academic Planning and Support: SMC members shall ensure that schools follow the norms and standards for a school prescribed by RTE Act, 2009 and NEP, 2020. They should monitor that teachers attend school regularly, complete syllabus on time, and meet parents to share their child's progress. The committee may support necessary actions to address teacher shortage and support teacher's engagement primarily in academic work. The SMC should report frequent absence of teachers to the concerned authorities. They may facilitate organisation of community-based learning events such as science fair, heritage walks, environment awareness etc to foster experiential learnings. The SMC members should support in promoting project-based learning on community issues like water conservation, waste management etc. They should raise demands of skill in alignment with local businesses and industries need with a view to integrate relevant skills and facilitate internships or apprenticeships for skill education in line with NEP 2020 mandates.

5) Support to achieve Foundational Literacy and Numeracy Goals: The SMC shall further promote community and parental engagement to achieve the Foundational Literacy and Numeracy (FLN) goals under Nation Initiative for Proficiency in Reading with Understanding and Numeracy (NIPUN Bharat Mission), fostering collective accountability for quality education in every school by encouraging the use of the child's mother tongue in early grades,

supporting creation of local language reading corners, storytelling sessions and parent-led reading clubs. The committee may also collaborate with local artists, artisans and elders to integrate traditional knowledge, arts and local heritage into school activities including the use of local songs, rhymes, crafts and festivals, thereby supporting skill development and cultural rootedness among students.

6) Pradhan Mantri Poshan Shakti Nirman (PM POSHAN) and Health Initiatives: The SMC members shall actively monitor the implementation of the PM POSHAN scheme through overseeing the day-to-day management of the programme, by ensuring food quality by tasting meals on a rotational basis with teachers before serving. The concept and importance of Tithi Bhojan (Tithi means a particular day/date. **Tithi Bhojan** is an initiative in schools where meals are voluntarily sponsored or served by community members on special occasions or memorable dates). Under this initiative, community members provide nutritious and healthy food to the children as an additional item or full meal on special occasions or festivals e.g. birthdays, anniversaries, marriages, various festivals and days of national importance. In addition, periodic health check-ups, hygiene sessions and nutritional awareness activities may be organized by SMC in convergence with health authorities.

7) Infrastructure and facilities Oversight: In collaboration with community members and local authorities, SMC members may actively contribute to various educational initiatives including the Building as Learning Aid (BaLA) programme, the promotion of digital learning tools, enhancement of science labs, Atal Tinkering Labs (ATLs) STEM (Science, Technology, Engineering and Math) Labs, sports rooms and equipment, library in school and activity-based learning spaces in alignment with the provisions of NEP 2020. They may also support fostering child-friendly learning environments by ensuring that the school is clean and well maintained by regular upkeeps and repairs. The arrangement for drinking water, toilets, boundary wall, access roads, ramps etc. may be ensured by collaborating with other concerned departments.

8) Financial Management: The SMC shall review the school's budget to ensure proper management of funds, including the safe custody of financial records and funds, appropriate control over expenditures, timely payments to the correct individuals or entities, and accurate maintenance of financial records. The committee shall assist in preparing the school's annual statement of receipts and expenditures and ensure that no financial irregularities occur. SMC members shall contribute to the preparation of budget estimates for the upcoming financial year and may propose new items of expenditure and appropriate justification. The committee is authorized to exercise financial powers beyond those delegated to the principal/head of school, provided such actions remain within the approved budgetary provisions.

9) Assist in Social Audit and Monitoring: The SMC members play a vital role in the continuous monitoring of school activities and implementation of Government programmes such as Samagra Shiksha etc. During the social audit process, SMC members are expected to actively participate in Gram Sabha meetings and public hearings, and follow up to ensure that actions are taken on audit findings at the school level.

10) Community Participation and Resource Mobilization:

The SMC shall drive school transformation by fostering a collaborative ecosystem of community participation and strategic resource mobilization by engaging parents, alumni, volunteers, corporate entities and local organizations to contribute time, expertise and resources. As part of resource mobilization efforts, the SMC should explore and leverage Corporate Social Responsibility (CSR) funds from local companies and Public Sector Undertakings (PSU) to support the enhancement of school infrastructure, quality improvement initiatives including academic and pedagogical support. Local residents, alumni and retired professionals can actively contribute to schools as mentors and volunteers under Vidyanjali, providing experienced-based guidance to students.

11) Ensuring Safety, Security and Well-being of Children in Schools: SMC must ensure that every school provides a safe, inclusive and child-friendly environment for all children. They should strictly uphold child rights, including protection from physical or mental harassment, discrimination, or any form of abuse. Information related to the School Safety Pledge, Protection of Children from Sexual Offences Act (POCSO) Act, and Internal Complaint Committee (ICC) should be clearly displayed in the school. The SMC members must actively participate in preparing and reviewing the School Safety and Security Plan through regular meetings with school authorities. Decisions from the Anti-Bullying and Child Sexual Abuse (CSA) Grievance Committees should be discussed in SMC meetings. The SMC must conduct a 'Safety Walk' of the premises every quarter and ensure that all safety standards are followed.

The SMC should also promote students' mental and emotional well-being by ensuring respectful and supportive behaviour by teachers and staff, effective implementation of child protection and anti-bullying policies, and access to counselling and psychosocial support particularly for children from Socio-Economically Disadvantaged Groups (SEDGs) and other vulnerable backgrounds.

12) School Infrastructure Safety and Disaster Preparedness: The SMC must oversee infrastructure safety and disaster preparedness. It must regularly inspect school buildings, classrooms, water and sanitation facilities, electricity connections and other critical infrastructure to ensure safety, hygiene and functionality. The committee should verify that the school has a functional Disaster Management Plan and ensure that safety and evacuation drills are conducted at least twice a year.

13) Hostel Management: In the schools where Kasturba Gandhi Balika Vidyalaya (KGBVs), Netaji Subhas Chandra Bose Residential Hostels (NSCB Hostels), Hostels of other Departments (PM JANMAN, DAJGUA, etc.) are attached to the schools or are in the same campus, the SMC should monitor the condition and activities of these hostels. This includes ensuring proper maintenance, hygiene, safety, child-friendly facilities, and adherence to prescribed rules and standards.

14) Encouraging Environmental and Green Practices: The SMC shall promote sustainable and Green Practices in schools, such as tree plantation under Ek Ped Maa Ke Naam, establishing and maintaining

Nutrition - Kitchen Garden, implementing waste segregation, energy conservation and adopting other eco-friendly initiatives under programmes such as Mission LiFE.

7. School Development Plan: The school shall prepare short- and long-term School Development Plan (SDP) which should focus on improving students' enrolment and attendance, teachers/staff performance, budget management, facilities and infrastructure.

i) SDP is a combination of educational plans that guides the infrastructure plan and its effective usage in the learning process. SDP shall reflect the educational vision of a school and ways to achieve it. It is a master plan and basic document for the school's educational development as well as infrastructure work along with its development in phases. The planning should be seen as an evolving process rather than one time activity. SDP prepared by SMC should contain the manner through which the school has all facilities such as barrier free infrastructure, availability of required facilities to improve the performance of school and encourage attendance.

ii) Academic activities shall prioritise improvement in learning outcomes and the overall quality of education, with a focus on foundational learning, competency-based education, and holistic development of learners. These activities must be integrated into the SDP and aligned with the goals of NIPUN Bharat Mission, Skill Education initiatives, 10 Bagless Days, thereby fostering a comprehensive learning eco-system.

iii) The SMC shall prepare SDP within three months of the expiry of previous SDP after mapping the outcome of the previous SDP and re-assessment of the needs.

The SDP shall be a three-year plan comprising three annual sub-plans. The SDP shall contain the following details:

- a. Estimate of class-wise enrolment for each year
- b. Requirement, over the three-year period of the number of additional teachers including head teachers, subject teachers and part time teachers separately for all levels of school education, calculated with reference to the prescribed norms.
- c. Physical requirement of additional infrastructure and equipment over the three-year period, calculated with reference to the prescribed norms and standards.
- d. Additional financial requirement over the three-year period, year-wise, in respect of (b) and (c) above, including additional requirement for providing special training facility, entitlements of children such as free text book and uniform, and any other additional financial requirement for fulfilling the responsibilities of the school.
- e. The SDP shall be signed by the Chairman and Member-Secretary

and submitted to the local authority before the end of the financial year in which it is to be prepared.

- f. The SDP of all schools shall be in the public domain. The SMC will use the SDP for oversight of the functioning and direction of the school and will assist in the execution of these Plans.
- g. The sub-plans for each year should be reviewed annually by the end of March.

8. Capacity Building and Training: Capacity Building and Training of SMCs aims to strengthen their knowledge and skills for effective participation in school governance, planning, monitoring, and community mobilization. Training programmes include orientation on roles and responsibilities of SMCs, provisions of the RTE Act, school development planning, monitoring of students' attendance and learning outcomes, maintenance of school infrastructure, financial management, and promotion of community participation for improving quality education. Therefore, regular capacity building efforts and orientation programmes are essential to enhance student support.

9. Financial Management and Social Audit: Transparent and accountable financial management is a fundamental responsibility of the SMC. All funds received for executing their functions must be maintained in a separate joint bank account, held in the names of the chairman and member-secretary, specifically for managing SMC related finances. The principal or head of the school is responsible for the proper maintenance of school accounts and the safekeeping of all related records.

i) All civil works costing up to Rs. 30 lakhs may be executed by the SMC. The SMC may ensure transparent planning, procurement, and execution while maintaining proper records of accounts. The involvement of community through SMC in the procurement process not only creates a sense of ownership among the stakeholders but also achieves transparency in procurement.

ii) The civil works more than Rs. 30 lakhs may be executed by inviting public tender as per latest Central Public Works Department Works Manual (CPWD Works Manual) and or/State PWD Works Procedures. The SMC may participate in all stages of tender finalization and project execution to ensure transparency, quality and timely completion.

iii) The SMC member may certify the maintenance and repair work undertaken in a school for which technical provisions need to be followed. The community's right to know the cost parameters has to be fully respected.

iv) A separate Cash Book, Bank Passbook, Procurement related documents shall be maintained. All the financial transactions should be recorded in this cash book.

v) Monthly Bank Reconciliation should be done and signed statements shall be maintained in a register or as part of a cash book. A separate file should be maintained for vouchers properly linked to the cash book and numbered.

vi) Stock Register and Fixed Asset Register should be maintained and

updated by SMC. Annual Physical Verification of this register should be carried out.

vii) The school fund shall be subjected to audit by internal/departmental officers at any time and the SMC shall be responsible for submission of annual accounts at the end of each financial year without which no further grants shall be permissible.

viii) These records must be made available during audits. The accounts shall be duly signed by the chairman and member-secretary of the SMC and submitted to the local authority or displayed at notice board of the school within one month of their preparation.

ix) Grants allocated for school infrastructure, composite school grants and entitlements for free children's entitlements such as textbooks, uniforms and scholarship shall be utilized in collaboration with SMC strictly in accordance with the approved norms of Samagra Shiksha Scheme.

x) To strengthen transparency, SMC may preferably maintain digital records of income and expenditure. Financial records, meeting minutes and audit summaries may be displayed on the school notice board.

xi) To further enhance transparency and accountability, the SMC is encouraged to conduct social audits at least once every academic year following the Guidelines for Social Audit of Samagra Shiksha issued by the Department of School Education and Literacy, Ministry of Education.

10. Leveraging Resources through Convergence with Ministry/Departments: SMC may plan and implement school activities in coordination with other Government Departments and local bodies to ensure efficient use of resources and avoid duplication of efforts. This convergence will help strengthen student's performance, school infrastructure, health, nutrition, skill and community initiatives under the whole of government approach. An indicative list of Departments and activities include:

i) Department of Health and Family Welfare

- a) Implement the School Health Programme (SHP) by supporting teachers as Health and Wellness Ambassadors.
- b) Promote hygiene through the Menstrual Hygiene Scheme (MHS) to ensure access to sanitary products and disposal facilities.
- c) Organise annual health, fitness and nutrition camps in collaboration with local health authorities.
- d) For implementation of Tobacco Free Education Institutions guidelines.
- e) School health programme, including deworming and micro-nutrient supplementation with special attention to vulnerable groups especially girls approaching adolescence.

ii) Department of Rural Development: Facilitate use of Viksit Bharat - Guarantee for Rozgar and Aajeevika Mission Gramin (VB-G RAM G) funds for any construction requirement for school infrastructure and strengthening BaLA features.

iii) Department of Urban Development: SMC can access support from Urban Local Bodies (ULB) such as Municipal Corporations and Nagar Panchayats under schemes like Atal Mission for Rejuvenation and Urban Transformation (AMRUT) and Swachh Bharat Mission (SBM).

iv) Department of Drinking Water and Sanitation

- a. Maintain clean toilets and hand-washing stations under Swachh Bharat Mission (SBM)
- b. Promote menstrual hygiene and safe disposal practices through Menstrual Hygiene Management (MHM).
- c. Ensure access to safe and adequate drinking water facilities in school through Jal Jeevan Mission (JJM).

v) Department of Women and Child Development

- a) Create safe spaces and referral systems through Child Protection Services (CPS).
- b) Close co-operation with the State Commission for Protection of Child Rights (SCPCR) to ensure that children get their rights under the RTE Act.
- c) Improving coordination with Anganwadi Centres and schools

vi) Department of Skill Development and Entrepreneurship

- a. Coordinate for skill development activities
- b. Guide students towards career paths aligned with local industry needs

vii) Department of Social Justice and Empowerment

- a. Use Deendayal Disabled Rehabilitation Scheme (DDRS) for Children with Special Needs (CwSN) students
- b. Promote Pradhan Mantri Young Achievers Scholarship Award Scheme for Vibrant India (PM-YASASVI) scholarship by identifying eligible Other Backward Classes (OBC) students and assisting with applications
- c. Support early intervention programmes to prepare Children with Special Needs for mainstream education.

viii) Department of Sports and Youth Affairs

- a. Organise school level sports events under the Khelo India initiative
- b. Upgrade sports infrastructure using the National Programme for Development of Sports
- c. Encourage participation in the National School Band Competition to foster creativity and teamwork.
- d. Use of public sports facilities for school children
- e. Take support of coaches and experts of various sport and arrange

for yoga instructors

ix) Department of Law and Justice

- a. Ensure compliance with child protection laws including the POCSO Act
- b. Conduct legal literacy sessions for students, parents and staff
- c. Establish clear reporting mechanisms for bullying, abuse and corporal punishment

x) Department of Home Affairs

- a) Collaborate with local police to enforce child protection laws
- b) Conduct safety audits and emergency preparedness drills
- c) Ensure staff are trained to handle incidents under the POCSO Act

xi) Department of Panchayati Raj

- a. Mobilize community volunteers for school improvement projects
- b. Strengthen school-community engagement in both rural and urban areas
- c. To ensure any resources available with Panchayati Raj Institution for school/institution be appropriately used
- d. Conducting Tithi Bhojan

11. Monitoring and Support to SMCs: A system of monitoring and supporting SMCs should be in place. District Education Officers shall review SMC performance twice a year using simple checklists. Supportive supervision and peer-learning among nearby schools should be encouraged to improve performance rather than relying on punitive measures. To measure the functioning of SMCs, simple Checklist Format of SMCs should be maintained along with performance indicators such as number of meetings held, attendance percentage, decisions made, fund received, fund utilization, activities of SMCs etc. annually. SMC may discuss the feedback received through the feedback box/suggestion box in monthly meetings.

Community engagement must move beyond symbolic support to structured, sustained and systematic involvement. Parents, alumni, local bodies, civil society organisations, corporates, and citizens can contribute through interrelated pathways, coordinated through SMCs to strengthen education delivery, equity and accountability.

Strengthening school requires a shift from viewing education solely as the government's responsibility to recognising it as society's shared mission. Schools must be treated as community assets - inclusive, nurturing spaces that belong to everyone. When communities act as custodians of public education through empowered SMCs, reforms become locally owned, responsive and sustainable.

List of indicative items to be procured at the school/SMC level

in Annexure -I. Detailed Guiding Principles of SDP in Annexure - II.

Annexure - I

List of indicative items to be procured at the school/SMC level:

1. Uniforms
2. All civil works in schools and attached hostel buildings
3. Furniture
4. Teaching Learning Material (TLM) and text books
5. School equipment and other items for the improvement of schools from the school grant.
6. Maintenance of school buildings from the maintenance/repair grant.
7. Additional TLM and other items required under Learning Enhancement Programme (LEP).
8. Laboratory equipment

Annexure - II

Detailed Guiding Principles of School Development Plan

The school is envisioned as an inclusive and pedagogically rich, sustainable eco-system, safe and secure from hazards, incorporating elements of green building norms, optimum resource utilization through culturally and environmentally sustainable practices. The guiding principles for school development plan are:

1. Infrastructure plan to follow the education plan
2. Child-centred planning with overall development of the child (physical, social, emotional and cognitive) addressed.
3. Responsive towards needs of all children and the diversity they bring in a school.
4. Entire school space (indoor and outdoor) as learning continuum for a child and the teacher, this is to be recognised by all stakeholders while planning.
5. Developing the entire school space as resource for fun and learning activities using ideas of BaLA.
6. A safe and secure environment for all children. Clean and hygienic environment for all children.
7. Maximizing the whole school as a resource – not just for children and teachers of that school but also for the community and neighbourhood schools.

8. Respectful towards the local context and tradition – wisdom, social needs, educational needs, culture, geology, climate. Flora-fauna, etc.
9. Optimum resource utilization and cost effectiveness.
10. Integrates good practices in environmentally sustainable designs – to demonstrate and practice them.
11. Adopting user friendly new technology for overall development of the school premises.
12. Overall planning to be aligned with the population trends in the catchment area.
13. Scope for future expansion.

In planning and design of schools and also in construction, it should be ensured that measures to strengthen the environment, health and safety practices are included in accordance with the guidelines contained in:

- Guidelines on School Safety and Security, 2021 Ministry of Education
- National Disaster Management Guidelines School Safety Policy issue by National Disaster Management Authority (NDMA), 2016, and
- State and local bye laws of the Statutory Authorities from time to time.

Sd-/ RAMDINLIANI
Secretary to the Govt. of Mizoram,
School Education Department

Memo No. B/11/12/2/2025-ESTAB(II)-SED (E-123) : Aizawl, the 22th June, 2026

Copy to :

1. P.S to Minister, School Education Department.
2. P.S to Secretary, School Education Department.
3. Director, Directorate of School Education.
4. Director, SCERT, Mizoram.
5. Secretary, MBSE
6. State Project Director, Samagra Shiksha, Mizoram.


(LALCHHANDAMA RALTE)
Under secretary to the Govt. of Mizoram
School Education Department