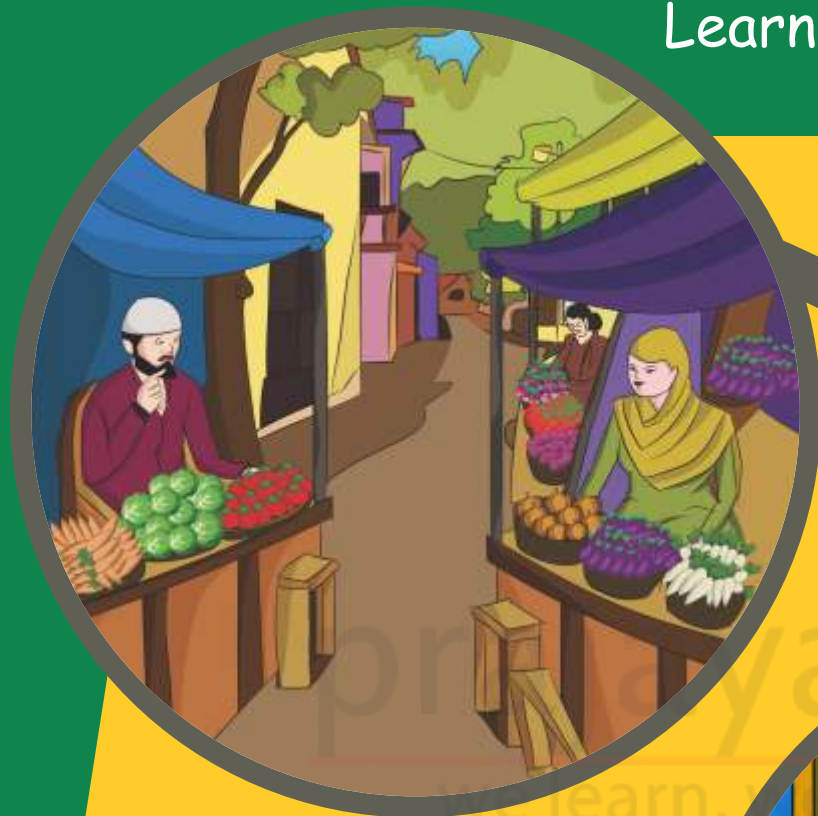


# OUR SCHOOL OUR RESPONSIBILITY

Learner Hand Book - 2



School Development Plan

Module II



the story is about. . . .

Khadar and Sabha who are vegetable vendors, both own shops next to each other in a market place, Khadar is father of Tabassum and Sabha is a mother of Javed, both their children study in two different government schools in the locality. Whenever Khadar and Sabha found free time they use to speak about their children. One day when Khadar's daughter Tabassum gets delayed to reach back from school, Khadar connected an incident watched in previous night's television news about dilapidated classroom roof falling and causing injury to few children in a school. When he begins to share this with Sabha, Tabassum appears from school. In this context both vendors share their experience and condition about the school in which their children are studying.

Sabha is an active parent as well as an active SMC member in the school, she keeps visiting the school and is an active member of School Development Committee activities. Whereas Khadar hardly visits the school and he knows that the school is in need of several basic requirements but not knowing the way to get himself engaged in resolving the school issues, he keeps himself away. In their overall conversation Sabha explains - what should a model school have? and she also provides several suggestions for Khadar to get himself engaged in school development activities and how step by step engagement can take the school towards development. Inspired by Sabha's words, Kadhar determines to visit the school on subsequent day and find ways to engage himself in school development activities.





**Khadar :** Hope Tabassum returns safely from school. I am quite worried about the dilapidated school building.

**Sabha :** Khadar ji.... Khadar ji.... What happened, why are you looking so worried?

**Khadar :** Your son Javed has returned from the school, but my daughter Tabassum has not yet returned.





(Tabassum returns from school)

**Sabha :** You can relax now, Tabassum has reached.

**Khadar :** Tabassum, How was your day?

**Tabassum :** Good Abbu.





**Khadar :** Did you watch the news at last night Sabha ji ? In a school in RR Nagar, while children were having their midday meal, the roof fell and caused injury to 4-5 children.

**Sabha :** Yes, I also saw the news, Khadar ji... That was sad incident.





**Khadar :** Yes Sabha ji, you are right. The school where Tabassum studies has similar problem. This has made me very worried.

**Sabha :** What are you saying Khadar ji ? You should have taken some action earlier to address this situation, instead of getting worried now.





**Sabha :** Earlier Javed's school was also facing similar issues, now several things has changed. Now it has all the facilities that the best schools have.

**Khadar :** What are the facilities that Javed's school has Sabha ji?

**Sabha :** It has safe building, toilets for all children, including children with special needs, clean and safe drinking water, midday meal kitchen, library, laboratory, ramp, compound, play ground, play & learning materials, sufficient classrooms and teachers etc.





**Khadar :** Wonderful Sabha ji, I want all these facilities for Tabassum's school, but how can I support the school to achieve this?

**Sabha :** When Javed's school was in a similar situation, the newly formed SMC observed the conditions and prepared a School Development Plan and started addressing all the issues one by one.

**Khadar :** Oh... but how did you get resources to fulfill these needs?



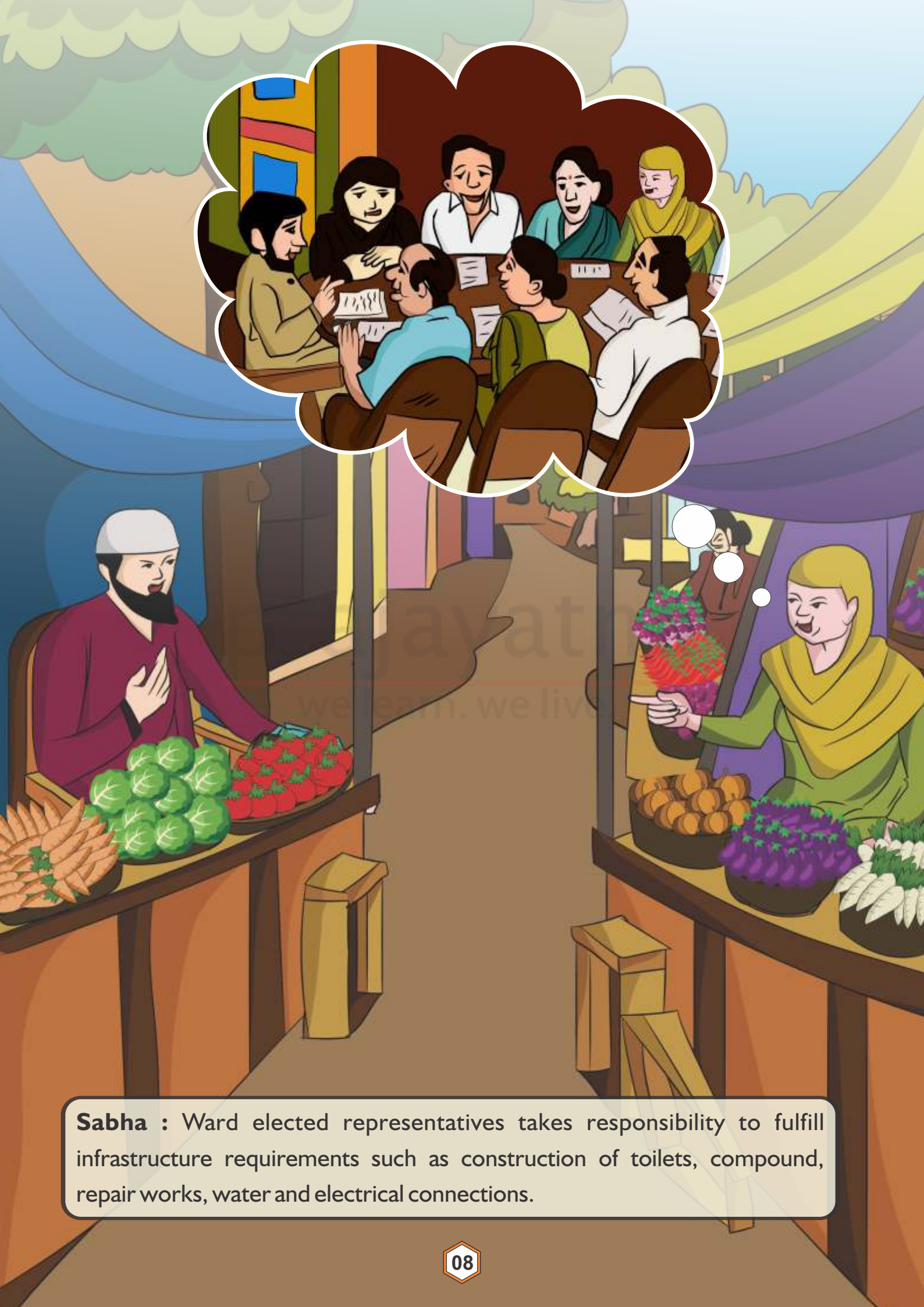


**Sabha :** Once in two months we hold joint meetings, where elected representatives, ANM, Anganwadi teacher, Cluster Resource Person, come together and discuss school issues in detail.

**Khadar :** Is it?

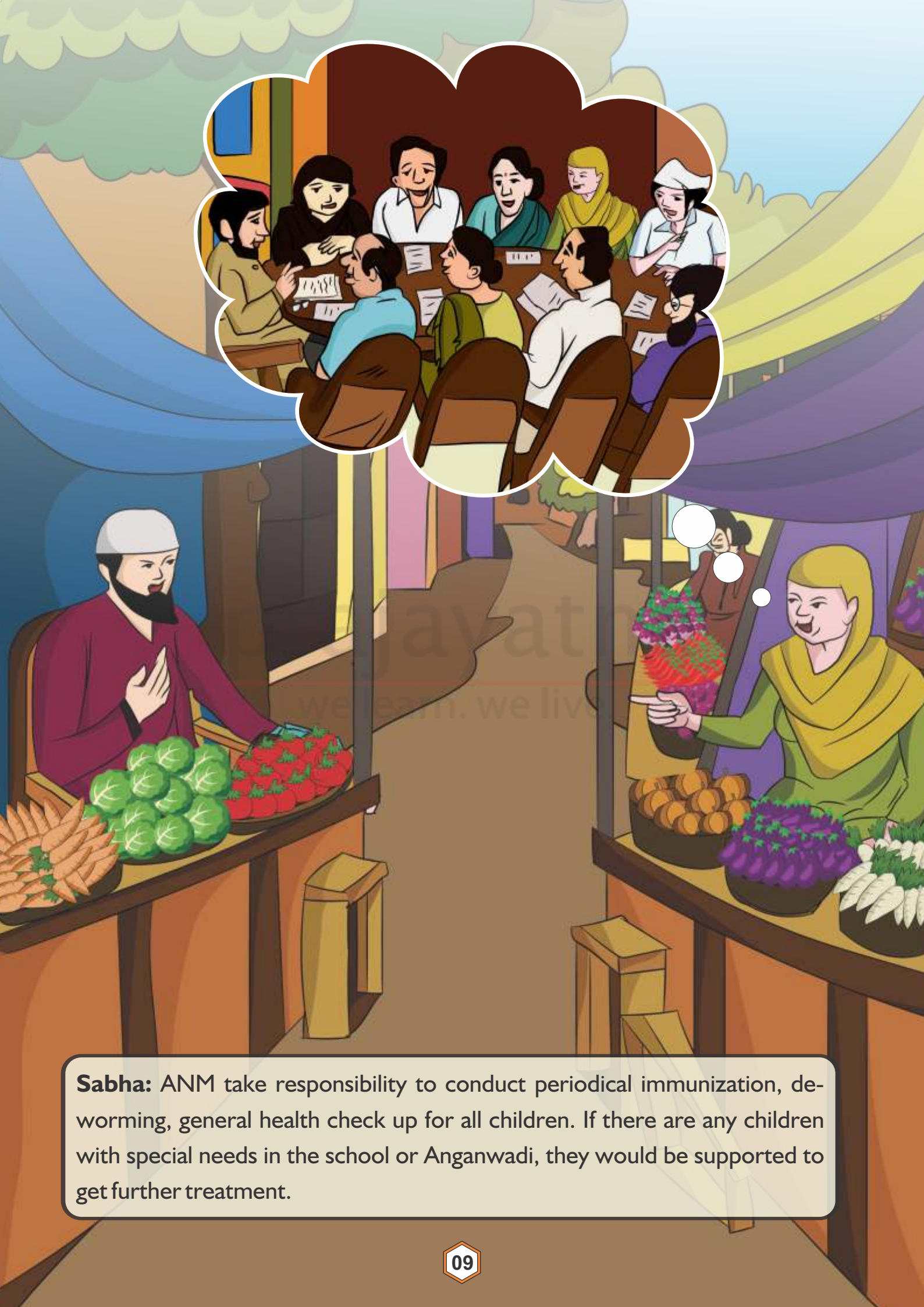
**Sabha :** Yes, we make future plans. Each one present in the meeting takes responsibility for some tasks.





**Sabha** : Ward elected representatives takes responsibility to fulfill infrastructure requirements such as construction of toilets, compound, repair works, water and electrical connections.





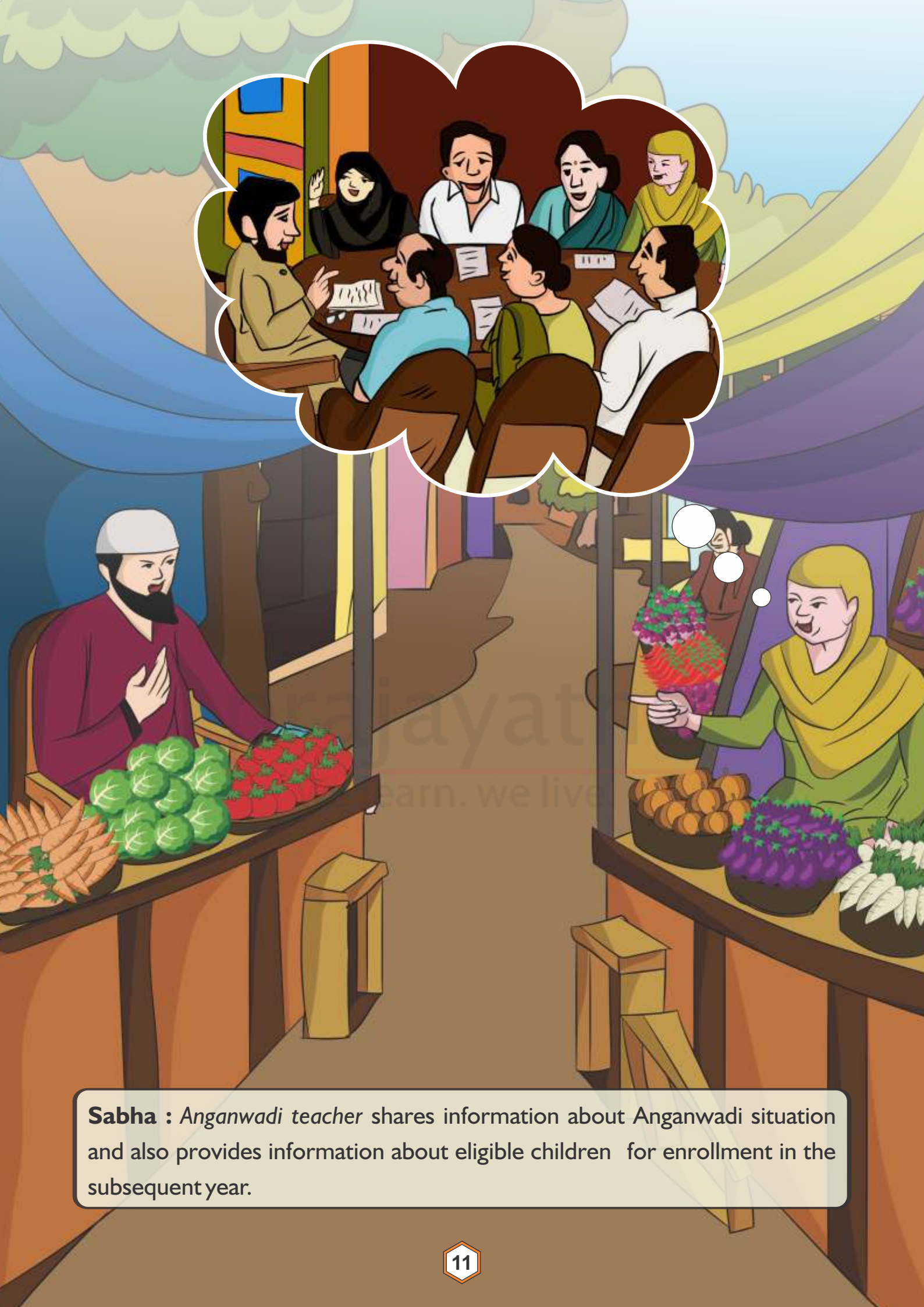
**Sabha:** ANM take responsibility to conduct periodical immunization, de-worming, general health check up for all children. If there are any children with special needs in the school or Anganwadi, they would be supported to get further treatment.





**Sabha :** *Cluster Resource Person* provides information about all the schemes and programs and also resources available for the school needs.





**Sabha** : Anganwadi teacher shares information about Anganwadi situation and also provides information about eligible children for enrollment in the subsequent year.





**Sabha :** Sometimes we may need more resources. This happened in our school. We had to look out for external resources, hence we approached companies and raised funds. We demolished the old building and constructed a safe and strong new one .

**Khadar:** Sabha ji.... Such wonderful work you people are doing . But I am not a member of SMC, how can I do such work ?

**Sabha :** You don't have to be SMC member to do all these work. If you are a parent, you are eligible to work for school development. Go to the school, talk to head teacher and SMC . You can begin doing small works. Gradually you can make your Tabassum's school more safe and conducive.

**Khadar:** Thank you very much. I will go to the school tomorrow with Tabassum and put my best effort to bring about changes.





# SCHOOL DEVELOPMENT PLAN AND ITS COMPONENTS

School Development Planning (SDP) is a process by which SMC members, teachers and other stakeholders can fulfill the objectives required to attain their school vision.

School Development Plan includes four major components:

## 1. Enrolment and Retention



## 2. Physical Infrastructure

## 3. Learning



## 4. Management



## **1. Enrolment and Retention**

In attaining universalization of education, enrolment of children is the most important and essential step. Enrolling children means enrolling all the children aged 6 to 14 of the locality to the age appropriate class in the school. The next step of enrolment would involve retaining these enrolled children in school.

Dropout is a very complex phenomenon and there can be several causes such as demographic situation, social and cultural practices, economic factors, etc... As part of SDP, SMC's must focus on enrolment and retention.

## **2. Physical Infrastructure**

Every school should have adequate physical infrastructure facilities in order to provide a conducive learning environment for the children. The basic infrastructure facility include: school building, clean and safe drinking water, toilet with water connection, furniture, kitchen to cook midday meal, play area etc. Schools having essential basic facilities profoundly influence learning levels of children. Therefore SDP must focus on ensuring basic facilities required by the school by prioritizing infrastructure requirements.

## **3. Learning**

The learning component of SDP should include aspects that cover teacher requirements, teacher training, school and student grades, teaching & learning materials.

Teaching and learning resources can play an important role in increasing students' achievement by supporting their learning. For example, charts, worksheets, flash cards etc. may provide opportunity for learning and allows students to explore knowledge independently. Similarly it enables teachers to support children in understanding concepts through suitable tools and equipments. Therefore an effective SDP must include essential requirements of teaching and learning resources for the school.

Along with teaching and learning resources as part of learning, SDP must also address - appropriate teacher-student ratio, necessary training's for the teachers etc.

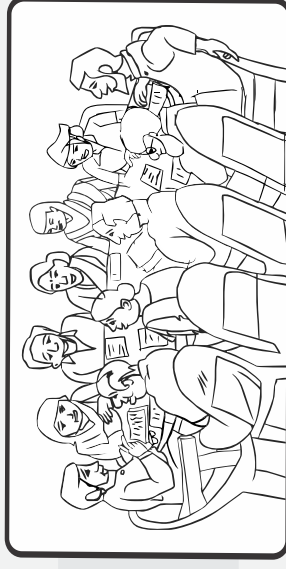
## **4. Management**

Management is very important aspect. It will include aspects such as ensuring teachers on time, fund management, having regular SMC and parents meetings, other school management aspects. It enables proper utilization of available resources and also ensures smooth and orderly functioning of the school.

# Steps for SDP (School Development Plan) Formation

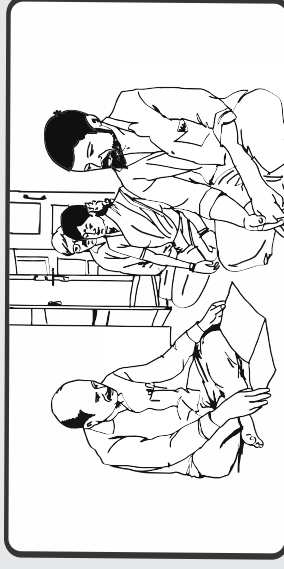
## Environment building

- ❖ Conduct parents meeting: discussion on school vision and importance of SDP
- ❖ Formation of subcommittees



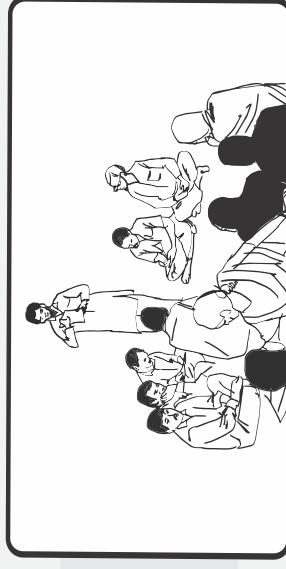
## Understand situation

- ❖ Collect information on needs based on the components of SDP
- ❖ Observe school facilities, building, surroundings
- ❖ Discuss with head teacher and other teachers on needs
- ❖ Collect information from local authority/ community members where required
- ❖ Categorise needs/ issues according to different components of the SDP



## Validate collected information

- ❖ Present collected information on needs with larger group
- ❖ Verify correctness of information collected through relevant authorities /physical verification / other sources of information



## Prepare the SDP

- ❖ Filling the SDP format
- ❖ Presenting the overall plan to the entire group
- ❖ Approval of the SDP by parents body
- ❖ Sharing final approved plan with local authority and education department





*At the end of the story reading, participants must complete the following activity. Those who can not read can take support of peers. This activity should also support the participants to relate to the characters in the story.*

**1. Why was Khadar worried?**

- ☐ Thinking about last night's TV news
- ☐ Thinking about condition of his daughter's school
- ☐ Because of Javed's in time arrival from school
- ☐ Tabassum had not returned back from school
- ☐ Not having sufficient sale of vegetables

**2. How was the earlier condition of Sabha's son's school?**

- ☐ Did not have sufficient classrooms
- ☐ Did not have drinking water facility
- ☐ School roof was under dilapidated condition
- ☐ School walls had cracks
- ☐ The toilets were not in usable condition

**3. What role did Sabha play in order to better the condition of her son's school?**

- ☐ Visiting the school on regular basis
- ☐ Become a member of School Development Committee
- ☐ Regularly participated in the meetings held once in every two months
- ☐ Each member took particular responsibility and worked towards achieving them
- ☐ Was not participating in School Development Committee meetings

**4. How did SMC work towards developing the school in which Javed was studying?**

- ☐ They formed new SMC
- ☐ Prepared a School Development Plan
- ☐ Conducted meeting once in every two months, reviewed the plan and status of its implementation
- ☐ Appropriately utilized the school grant
- ☐ Obtained the required additional resources from various sources
- ☐ No one took responsibility about the school

**5. In the following examples, how do you expect your school to develop?**

- ☐ Tabassum – Khadar
- ☐ Javed – Sabha

**6. If we want your school to be like Javed's school, what is the role that you need to play?**

- ☐ Forming School Development Committee
- ☐ Once in every two months holding regular meetings of SMC
- ☐ Ensuring participation of all the related stakeholders in the meeting
- ☐ Not visiting the school on regular basis
- ☐ Conduct School Committee meeting once in any time

**7. Who had taken responsibility to better the condition of Javed School?**

- ☐ Parents ☐ School Development Committee  
☐ Head Teacher ☐ Anganwadi/ward/health department representatives

**8. Once in how many months SMC meeting is conducted in Javed's School?**

- ☐ 1 ☐ 3 ☐ 2 ☐ Once a year ☐ Meeting is not conducted at all

**9. How does the participation of following person in the meeting benefit the school?**

**a. Ward Member**

- ☐ Drinking water ☐ Toilet ☐ Minor repair work  
☐ Classroom ☐ Getting land for school

**b. ANM**

- ☐ Periodical health checkup  
☐ Supports in providing appropriate treatment  
☐ Medicines distribution  
☐ Cleaning school environment  
☐ Sanctioning of the premises

**c. CRP**

- ☐ Provide information pertaining to various grants  
☐ Provide information about schemes and programmes  
☐ Controlling the functions of School Committees  
☐ Organising the School Committee meeting

**d. Anganwadi Teacher**

- ☐ Providing Anganwadi facility for all eligible children  
☐ Enrolling eligible children to government schools  
☐ Preparing children for primary education  
☐ Getting scholarship for school children  
☐ Serving midday meal for primary school children

**10. What did SMC do in Javed's school when they wanted more financial support for the school development?**

- ☐ Waited for department grant  
☐ Approached the local industry/factory for monetary support  
☐ Received grant from the local municipal corporation  
☐ Collected money from teachers  
☐ All the members contributed

**11. What were the steps that Khadar could have taken to develop the school in which his daughter was studying?**

- ☐ Forming School Management Committee in the School  
☐ Holding regular SMC meeting once in every two months  
☐ Ensuring all the key stakeholders participation in the meetings





A colorful illustration of a bustling outdoor market. In the foreground, a man with a beard and a white cap, wearing a maroon shirt, stands behind a stall filled with fresh produce like green cabbages, red tomatoes, and bunches of carrots. He is reaching out towards a young girl in a blue dress and white pants, who is carrying a brown backpack. To the right, another stall is run by a woman in a green sari, with baskets of oranges and purple grapes. In the background, there are more stalls, trees, and a building with a purple roof. The scene is set against a warm, yellowish-orange sky. A semi-transparent logo for 'prajayatna' is overlaid in the center, with the tagline 'we learn. we live.' below it.

prajayatna  
we learn. we live.

**PRAJAYATNA**

No.331, 1<sup>st</sup> A Main Cross, 7<sup>th</sup> block, Jayanagar West, Bangalore – 560070

Website: [www.prajayatna.org](http://www.prajayatna.org)