

**GOVERNMENT OF MEGHALAYA  
EDUCATION DEPARTMENT**

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**ORDERS BY THE GOVERNOR**

**- N O T I F I C A T I O N -**

**Dated Shillong the 14<sup>th</sup> August, 2023**

**No.EDN.121/2023/4:-** In the interest of public service and in order to ensure monitoring of all schemes of Education Department at the district level, the Governor of Meghalaya is pleased to constitute a District Level Education Committee with the following composition, functions and terms of reference which shall be notified for each district of Meghalaya with immediate effect.

**Para 1 - Composition of the District Level Committee:-**

- |  |                       |
|--|-----------------------|
| 1) Deputy Commissioner (DC)  | - Chairperson         |
| 2) Additional Deputy Commissioner (ADC)<br>[To be nominated by DC & to be referred as ADC (Education)] | - Member              |
| 3) District School Education Officer (DSEO)  | - Member<br>Secretary |
| 4) District Mission Coordinator (DMC), SSA   | - Member              |
| 5) District Medical & Health Officer (DM&HO)   | - Member              |
| 6) District Social Welfare Officer (DSWO)  | - Member              |
| 7) District Project Officer (DPO), ICDS  | - Member              |
| 8) District Sports Officer (DSO)   | - Member              |
| 9) Executive Engineer, PHE   | - Member              |
| 10) Executive Engineer, PWD (Buildings)  | - Member              |
| 11) Executive Engineer, MeCL   | - Member              |
| 12) Food Safety Officer  | - Member              |
| 13) All SDSEOs of the District   | - Member              |
| 14) Principal, DIET  | - Member              |
| 15) Principal of one College<br>(To be nominated by DC for a period of 3 years)                        | - Member              |
| 16) Principal of one School<br>(To be nominated by DC for a period of 3 years)                         | - Member              |
| 17) One expert in the field of Education<br>(To be nominated by DC for a period of 3 years)            | - Member              |



**Para 2 - Frequency of meeting:**

It is desirable that the committee meets at least once in two months. However, it is recommended that the committee holds meetings more frequently as per the availability of the Chairperson. The minutes of each meeting should be properly recorded and shared with the Education Department.

**Para 3 - Functions of the committee**

1. To monitor and review all schemes of Education Department.
2. To monitor and review all Externally aided Projects (EAPs) at the District level in the field of education.
3. To monitor and review all ongoing civil works pertaining to schools and colleges undertaken by the Education Department.
4. To review all education indices at the District level from time to time.
5. To initiate convergence projects to improve the school infrastructure in terms of building, toilets, ramps, electricity among other Assured Minimum Facilities (AMFs).
6. To ensure teacher/student attendance in schools and to take steps to eliminate teacher/student absenteeism.
7. To take steps to reduce the drop out rate of the district by identifying the Out of School Children (OoSC) and to ensure that they are mainstreamed at the earliest.
8. To ensure that all the special requirements pertaining to Children with Special Needs (CwSN) is complied with for all the students of the District.
9. To ensure that the Board Exam results are analyzed from time to time and that the needed steps are taken to improve the overall pass percentage of the District.
10. To analyze the performance of the district In Performance Grading Index (PGI) and to take steps to improve the same.
11. To dispose-off complaints and grievances pertaining to educational institutions in the district level itself. If resolution cannot be achieved at the district level then the same shall be forwarded to higher authorities.
12. To recognize the best teachers of the districts and provide them due recognition on days of national importance such as Independence-day or Republic Day etc.
13. To prepare and implement a District Action Plan (DAP) to achieve all the above mentioned objectives of the committee.
14. To ensure provision of vocational education at appropriate levels in the schools in line with NEP 2020. This may be achieved by collaborating with existing institutions for skilling and vocational education.
15. To ensure proper implantation of PM-POSHAN scheme (Mid Day Meal) in all the respective schools and to promote the idea of kitchen gardens in all these schools to supplement nutritional needs.



16. To explore the possibilities of projects in field of education under Corporate Social Responsibility (CSR) in order to bridge the existing gaps and to bring in innovative methods to improve the present scenario.
17. To facilitate the 'Adopt A School' initiative wherein interested individuals, institutions and firms can come in and held their selected school in whatever way they can.
18. Any other task which the Chairperson deems as important to improve the education indicators of the District.
19. Any other task entrusted by Education Department. Govt of Meghalaya from time to time.

Sd/-

**(Pravin Bakshi, IAS)**

Commissioner & Secretary to the Govt. of Meghalaya  
Education Department

**Memo. No.EDN. 121/2023/4-A**

**Dated Shillong the 14<sup>th</sup> August, 2023**

Copy to:-

- 1) PS to the Hon'ble Chief Minister for information of the Chief Minister.
- 2) PS to the Hon'ble Minister I/C Education for information of the Minister.
- 3) PS to the Chief Secretary, Govt. of Meghalaya, Shillong for information.
- 4) The Commissioner & Secretary to the Govt. of Meghalaya, Education Department.
- 5) The Secretary to the Govt. of Meghalaya, Education Department.
- 6) The Deputy Commissioner(s) of all Districts for taking necessary action.
- 7) The Director of Printing & Stationery for favour of publication in the Meghalaya Gazette.
- 8) The Director of School Education & Literacy, Meghalaya, Shillong with a request to kindly circulate this notification to all the under mentioned concerned members (i.e.from SI No.9 to 23)
- 9) The Sub Divisional Officer(s) (Civil) of all Sub Divisions.
- 10) The District School Education Officer(s)(DSEO) of all Districts.
- 11) The Sub Divisional School Education Officer(s)(SDSEO) of all Districts.
- 12) The District Mission Coordinator (DMC), SSA, Meghalaya, Shillong
- 13) The District Medical & Health Officer (DM&HO), Meghalaya, Shillong
- 14) The District Social Welfare Officer (DSWO), Meghalaya, Shillong.
- 15) The District Project Officer (DPO), ICDS, Meghalaya, Shillong.
- 16) The District Sports Officer (DSO), Meghalaya, Shillong.
- 17) All Executive Engineer(s), Public Health Engineering, of all Sub Divisions
- 18) All Executive Engineer(s), Public Works Deptt (Buildings) of all Sub Divisions.
- 19) All Executive Engineer, MeECL, of all Sub Divisions
- 20) The Food Safety Officer, Meghalaya, Shillong.
- 21) The Principal DIETS of all Districts.
- 22) Principal of \_\_\_\_\_ College.
- 23) Principal of \_\_\_\_\_ School.

By orders etc.,



Under Secretary to the Govt. of Meghalaya  
Education Department

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