

HPPES (SSA) HO-2010—Misc./wdi  
OFFICE OF THE MISSION DIRECTOR  
H.P.PRIMARY EDUCATION SOCIETY  
DPEP BHAWAN LAL -PANI SHIMLA-171001  
Dated: Shimla the Dated

To

The Dy. Director(Ele./Higher)  
H.P.

The District Project Officer(SSA)  
All DIETs of H.P.

Subject: Mission Statements to be prepared by each school-reg.

Sir/Madam,

Please find enclosed herewith a letter received from Addl. Chief Secretary(Edu.) to the Govt. of H.P. on the subject cited above.

In this regard, it is informed that during the course of the meeting taken by Hon'ble Prime Minister to review the SSA on 22.6.2015, it was decided that a mission statement containing goals to be achieved by the 75<sup>th</sup> year of Independence i.e. 2022 needs to be framed by each school.

Accordingly, guidelines to develop a Mission Statement for school, have been prepared by National Council of Educational Research & Training (NCERT) and same is being forwarded to you with the direction that appropriate instructions may kindly be issued to all the schools to prepare a Mission Statement and send the same to National University of Educational Planning & Administration(NUEPA) under intimation to this office.

Endst. No. Even.

Dated

State Project Director(SSA/RMSA)  
Himachal Pradesh, Shimla  
Shimla-171001

Copy to:

The Additional Chief Secretary(Edu), Govt. of H.P. w.r.t. his office letter No. EDN-C-F(10)-1/2012-VOL—II Dated 5.3.2016 for information please.

State Project Director(SSA/RMSA)  
Himachal Pradesh, Shimla

ENDST NO: EDN-U(A-4)MISC. 2015/6447-617  
OFFICE OF THE DEPUTY DIRECTOR  
OF HIGHER EDUCATION  
UNA Distt Una (HP)

Dated

Una

18/03/2016

Copy to :-

All the Principal / Headmaster G.S.S / G.H.S  
in Una distt. for information & necessary action.

Deputy Director of Higher Education  
Una District Una (H.P.)

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## GUIDELINES TO DEVELOP A MISSION STATEMENT FOR SCHOOL

### **Rationale to have a mission statement for the School:**

School is a place where all concerned work together to achieve the goal of preparing students in view of the needs of the society and nation as a whole. Every school functions in its own context with its set goal and targets. A mission statement for the school will help school administrators, teachers, parents, students and community members to have a common understanding of the purpose and outcome of their efforts for the school.

### **Important points to be kept in view while preparing a Mission Statement:**

A mission statement is a statement of school's core purpose to be achieved in decided time duration. Mission statement is meaningful, memorable and inspiring. It needs to be realistic and concrete. Mission may be accomplished in short time duration or may require longer time. Mission statement can be changed in view of emerging demands of the society. A mission statement declares the practical commitments and actions that a school believes are needed to achieve its vision.

### **Process of preparation of Mission Statement:**

- *Every school is expected to have one mission statement.*
- Mission to be achieved by the school demands collective efforts of all concerned viz., teachers, parents, community members and students. Therefore, mission statement needs to be written involving all of them.
- The Principal of the school should organise a meeting with the teachers, parents and other community members to discuss about the mission statement and raise certain issues about them and their decided roles as:

What are their roles towards a child, community and society? Are they playing these roles effectively? Do they take appropriate actions to address the needs of the society? What do they value? Where are they going in future? Answers to these questions will help in making a realistic mission statement.

- He/she can also ask students and teachers to give mission statements for the school. The school can conduct a competition among students for selecting a realistic and creative mission statement for the school. Following points need to be kept in view before finalising it for the school:
  - It must be simple.
  - It reflects values that the school exhibits towards society.

- It must be in a language which is understood by its students, teachers and the community.
- It must not be very long.
- *The process of identification and finalisation of the Mission Statement will be undertaken by the schools from their own resources.*
- After selecting or identifying a mission statement for the school, the same may be shared with all concerned to get further suggestions.
- Every school is expected to have its mission statement within 2 months of receiving these guidelines targeting the year 2022 for the accomplishment of its mission.
- After finalising the statement, it needs to be painted on the wall of the school or communicated to all concerned through processes as decided by the school. Efforts may also be made to disseminate this through various programmes and activities in the school viz, morning assembly, annual function, etc.
- *The school will convey its Mission Statement to the Education Department of their State/UT. The schools affiliated to Boards other than the State/UT Boards will convey their Mission Statement to the concerned Board.*
- *It shall be the responsibility of the State Government/UT Administration/Boards to ensure that every school falling within their jurisdiction finalises its Mission Statement within the stipulated time period.*
- *The State Government/UT Administration/Boards will compile and submit information about the formulation of the Mission Statement of their schools to the National University of Educational Planning and Administration (NUEPA), which is maintaining UDISE data.*

#### **Exemplar Mission Statements:**

A School conducted discussion with its students, teachers and parents, and identified the issue of reading habits among students as of high priority. Hence it came out with the following mission statement:

**In the next three years, the school will improve reading habits of students at all the stages providing access to an updated library and conducting various other reading related activities.**

The teachers in the school felt that the non-availability of varied learning resources in the classroom does not allow them to provide hands-on experiences to students. Therefore, they came out with the following mission statement:

**No more chalk and talk method. Every class in the school will have a class library and other learning resources for hands-on experiences in the next three years.**

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The community members felt that the school must play an important role to improve literacy among adults in the community and hence came out with the following statement for the school:

By 2022, the school will achieve 100% literacy in the nearby community utilizing school resources.

After further discussion with the community and also looking at the existing resources in the school and the priority given to the improvement of learning levels of adults by the teachers and the community, the school decided to have the final mission statement as:

#### Final Mission Statement (Exemplar)

No more chalk and talk method. Every class in the school will have a class library and other learning resources for hands-on experiences in the next three years and by 2022, the school will ensure improved learning levels of the students in all the classes in all subject areas.

Some more final exemplar mission statements are given below, which have been decided by different schools having thorough discussion within the school and the community:

#### School 1: Mission Statement

The school will develop teacher and child friendly, fear-free environment to enhance regularity in students' attendance and participation, leading to improvement in the learning levels to at least 60-80% in three years and 100 % by 2022.

#### School 2: Mission Statement

The school will improve school attendance and performance by 20% (from the present) every year in the next 5 years by taking initiatives of celebrating reading week, Arithmetic/mathematics week and science week, promoting peer learning by forming reading clubs and also promoting team teaching

#### School 3: Mission Statement

The school will achieve 100% literacy in the nearby community utilizing school resources by 2022 creating literacy team, theatre and advocacy groups within the school with teachers, students, school alumni and also SMC members.

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**School 4: Mission Statement**

By 2022, the school will achieve plantation of 2000 trees plant. in the area where it is located creating environmental awareness among students and sensitizing the community members.

**School 5: Mission Statement**

By the next three years, the school will provide its teachers and students all the basic facilities required for improving teaching-learning processes.

**School 6: Mission Statement**

By improving school teaching-learning processes, other school activities and also advocacy in the community, the school will achieve 80% more enrolment and retention in upper primary and secondary classes by next five years.

**School 7: Mission Statement**

By the next three years, the school will prepare health profile of every child enrolled in the school with the help of local health centre and also the community.

**School 8: Mission Statement**

By the next three years, the school will create a mechanism to provide training to all children from class VIII onwards in a skill area which has utility in the local community and in the wider world of work.

Please note that these statements are only exemplar. School has to see its own context, resources and seek opinions from its teachers, students, SMC members and also community members before finalizing and disseminating its own mission statement.