

Translation from Marathi

**Implementation of MITRA
Activity in all Primary and
Secondary Schools in the
State.**

GOVERNMENT OF MAHARASHTRA

School Education and Sports Department

Government Circular No. - Misc. 2011(296/11) Sec Edu - 3

Mantralaya, Mumbai 400 032

Date: 27, January 2012

CIRCULAR

Vide Government Circular No. - Misc. 2011/296/11 Sec Edu-3 Dated 5th October 2011 directives are issued to conduct the period on Anapana Meditation in all Primary and Secondary Schools in the State. Since this program is going to be beneficial to all 5th to 10th standard students in the state in their intellectual and psychological development it is felt essential to endorse this with a common name. Accordingly, the class on Anapana Meditation as detailed in the above circular will be known as '**MITRA Activity**' (**M**ind **I**n **T**raining for **R**ight **A**wareness). The program of MITRA Activity will be implemented in all government schools, aided school, BEd, DEd colleges and recognized schools under the various departments of Government of Maharashtra, similarly government ashram schools, aided ashram schools and hostels under tribal department and government residential schools, aided schools and hostels under social welfare etc. The details of composition and working procedure of various level Committees under MITRA Activity will be as follows.

State Level Committee

1. State Project Director, MPSP	Chairman
2. Director, Primary Education	Member
3. Director, MSCERT	Member
4. Chairman, MSS&HSSB	Member
5. Director, Social Welfare Department	Member
6. Commissioner, Tribal Development Department	Member
7. Deputy Municipal Commissioner (Edu.), MCGM	Member
8. Director, Municipal Administration	Member
9. Commissioner, Women and Child Welfare	Member
10. Mr. J. M. Abhyankar, Retired State Project Director	Member
11. Mr. S.S. Shinde, Joint Municipal Commissioner, MCGM	Member

12. Ms. Priti Dedhia Ghatkopar Mumbai

Member

13. Three representative teachers of VRI

Member

14. Director, Secondary Education

Member Secretary

Working of State Committee

1. To initiate MITRA Activity prepare the school wise list of those teachers who has completed at least once 10 days vipassana course similarly get District and Taluka wise list of other sadhaks who has completed at least three courses and obtain willingness letter from them showing readiness to serve as resource person in implementation of MITRA Activity in the schools within their area.
2. For such resource persons in view of implementing District wise MITRA Activity prepare plan for training and annual class for reiteration and prepare program for organising actual training.
3. Include vipassana training in Primary and Secondary School teachers' pre service and in service training program that are in process and get this integrated training program approved from the competent authority.
4. To get approval of MSCERT to revised program of initial 10 days for vipassana training and subsequent 5 days for 10 activities from their regular syllabus in mandatory residential training of 15 days of first year students of all teachers training colleges. Similarly motivate all teachers from teacher training colleges to complete 10 days vipassana training along with their students.
5. To send proposal to education department and pursue for its approval to consider that the teachers who has completed vipassana training at Vipassana Research Institute/Vipassana International Academy, Dhamma Giri, Igatpuri or any other special course center, has fulfilled the condition of completing in service training required for providing senior pay scale.
6. To arrange residential special course of vipassana training at the end of every academic year in such a way that at least 100 schools from every District participates with at least two teachers from every school along with their supervisory officers. With the help of 27 centers of Vipassana institute in the state arrange special vipassana training during 15th April and 15th June in such residential educational institutes in District where all required facilities are available. Seek orders from School Education Department to arrange in continuation one day training on MITRA Activity implementation, to fix payable travel expenditure to the teachers and supervisory staff who has

participated in the vipassana course and to pay the expenditure incurred on the lodging, boarding, training etc. directly to the concern educational institute.

7. Plan and accordingly implement program of vipassana training course to at least 20 supervisory officers from each District who are connected with various type of schools, similarly for state level supervisory officers. Pursue all centers of Vipassana Research Institute to obtain admission on priority to these supervisory officers.

8. Prepare action Program of officers and teachers vipassana training, school level MITRA Activity training and actual implementation, supervision of activity implementation, evaluation and appraisals etc.

9. Establishing District, Taluka and school level Committees as per the guidance of government and VIA, deciding their role and appoint person in charge who will be responsible for all correspondence at all level similarly for action taken report.

10. Send proposal to Central Government and to pursue for its approval of creating post of one Joint Director - MITRA Activity at state level in MSCERT under the Sarva Shiksha Abhiyan

11. Send proposal to Executive Committee of MPSP and to pursue for its approval of creating post and appointing on contract basis a District level coordinator (MITRA Activity).

12. Send proposal to Executive Committee of MPSP and to pursue for its approval of converting post of one subject expert working at panchayat Committee level as Taluka coordinator MITRA Activity.

13. Arrange state level Committee meeting every month with the main agenda of reviewing progress of MITRA Activity, discussion on difficulties, remedial action and fresh instructions to the regional officers and any incidental points. Prepare minutes of meeting and circulate its copy to all concern.

14. With the objective of inculcating ability of living happy, balanced and meaningful life in every person through MITRA Activity start at state level a publication under the guidance of Vipassana Research Institute any one of fortnightly, monthly or half yearly special edition. Similarly arrange to publish articles on subject of MITRA Activity in government magazines like Jeevan Shikshan, Shikshan Sankraman, Kishor etc.

15. Prepare proposal to include efforts of teacher in MITRA Activity in criteria of awards given to teachers at various level and pursue for issuance of government order.

16. By revising the forms of School Inspection Report and School Gradation create a system for taking note of progress of MITRA Activity in it.

17. Send proposal to government and pursue for its approval to include the effort taken in MITRA Activity related work in the criteria of providing incentive grant to schools and Adarsh school award.

District Level Committee

1. Chief Executive Officer, Zilla Parishad	Chairman
2. Deputy CEO (Women and Child Welfare)	Member
3. Education Officer (Primary)	Member
4. Social Welfare Officer Class - I	Member
5. Social Welfare Officer, Zilla Prishad	Member
6. Principal, District Institute of Education and Training (DIET)	Member
7. Project Officer, Integrated Tribal Development Project	Member
8. Two Acharya Representatives of Vipassana Research Institute	Member
9. Education Officers from all Municipal Corporation	Member
10. District Project Officer, Municipal Administration	Member
11. Education Officer (Secondary)	Member Secretary

Working of District Committee

1. To initiate MITRA Activity prepare the school wise list of those teachers who has completed at least once 10 days vipassana course similarly get Taluka wise list of other sadhaks who has completed at least three courses and obtain willingness letter from them showing readiness to serve as resource person in implementation of MITRA Activity in the schools within their area.

2. For such resource persons in view of implementing District wise MITRA Activity prepare plan for training and annual class of reiteration and prepare program for organising actual training.

3. Prepare program of courses of vipassana training to supervisory officers from departments connected with various type of schools in each Taluka, similarly for District level supervisory officers. Seek admission on priority to these supervisory officers for courses at all centers of Vipassana Research Institute.

4. Prepare list of 100 to 200 primary and secondary school teachers who are ready to attend willingly the vipassana course and in coordination with vipassana institute arrange to enroll them at their convenient special center during 15th April and 15th June in special course and take action as per point number 6 of state level Committee.
5. Assist the concern school to start implementation of MITRA Activity with the help of teacher who has completed vipassana training course and other willing sadhaks in the village.
6. Before starting implementation of MITRA Activity organize through representative of VIA the MITRA Activity training for teacher and other sadhaks who has completed vipassana training. Apart from this organize every year reiteration class for trained teacher.
7. Assign the responsibility of MITRA Activity to one of the program officer working in SSA and assign him to work full time on implementation of MITRA Activity.
8. Send proposal of creating post of District level coordinator (MITRA Activity) to Maharashtra Prathmik Shikshan Parishad and pursue for its approval. Appointing on contract basis after approval of post see that the person appointed as coordinator has completed at least three vipassana training courses and is fulfilling educational and teachers training terms and conditions of qualifications required for this post.
9. Send proposal through state level Committee to MPSP and to pursue for its approval of appointing one subject expert among subject expert working at panchayat Committee level as Taluka MITRA Activity coordinator.
10. Arrange meeting every month to review progress of MITRA Activity, discussion on difficulties, remedial action and important subject and on writing minutes of the meeting give its copy to all concern. Send copy of minutes of meeting and report of progress of activity to state Committee.
11. To include teacher's effort in MITRA Activity as criteria in adarsh teacher awards given by local self-government.
12. Ensure that on completion of visit to every school the education extension officer, block education officer and other regional officers takes a note of implementation of MITRA Activity in the school visit book.

Taluka Level Committee

1. Block Development Officer	Chairman
2. Block Education Officer	Member
3. Municipal Council, Administrative Officer	Member
4. All Education Extension Officer	Member
5. Inspector, Social Welfare	Member
6. Education Extension Officer (Tribal Welfare)	Member
7. Two Vipassana Research Institute Representative	Member
8. Senior Education Extension Officer	Member Secretary

Working of the Committee

1. To implement MITRA Activity prepare the school wise teachers list who have completed at least once 10 days vipassana course similarly get village wise other sadhaks list who have completed at least three courses and obtain their willingness letter showing readiness to serve as resource person for implementation of the MITRA Activity in the schools within their area.
2. For such willing teachers and other sadhaks training of MITRA Activity is arranged at District head quarter then see that these all sadhaks attends training and annually organized reiteration classes. By assigning schools in MITRA Activity to sadhaks who has completed training start implementation of activity.
3. On motivating all concerned departmental officers to complete vipassana training course send their names to the District level Committee coordinator.
4. Motivate at least 2 teachers from every school in Taluka to attend vipassana training course and among them considering admission capacity of special courses by giving priority to teachers from the school which has highest number of student send the list of teachers same as that of quota fixed for Taluka to the District Committee.
5. Assign the work of implementation of MITRA Activity to one of the expert among subject expert working in panchayat samiti and seek its approval of Chief Executive Officer. Complete the vipassana training course of this subject expert on priority
6. To take review of implementation of MITRA Activity, discussion on difficulties faced and remedial measures in pursuing attendance of teachers vipassana course arrange meeting every month. By preparing minutes of

meeting send its copy to members and chairman of District Committee. Send monthly progress report of MITRA Activity to chairman District Committee.

7. The articles of experience of benefits derived from MITRA Activity by student, teachers, head master, and supervisory officers of Taluka is sent through District Committee to state Committee.

8. While recommending adarsh teacher, school and educational institute for award consider contribution of concern in MITRA Activity.

9. Taluka, beat and cluster level officers shall ensure that MITRA Activity has started in schools within their jurisdiction. Ensure that all teachers vipassana course, training, actual implementation during paripath is happening.

10. Start the activity by organising one day course under MITRA Activity at school level, similarly assist school Committee to conduct through audio cassette provided MITRA meditation exercise daily while start of school and closure of school and ensure that it happens only as per the material provided (audio cassettes). If laid down process is not followed then by stopping such implementation of exercise report to District Committee. Ensure that the MITRA Activity is started properly in such schools by conducting reiteration classes every year with the help of District Committee.

School Level Committee

- | | |
|--|----------|
| 1. Head Master | Chairman |
| 2. Two Parent teacher association parent representative | Member |
| 3. Two Local vipassana sadhak | Member |
| 4. One boy and one girl student | Member |
| 5. Senior teacher among who has completed vipassana training | Member |
| Secretary | |

Working of School Committee

1. To implement MITRA Activity prepare the list of teachers who has completed at least once 10 days vipassana course similarly get village wise other sadhaks list who have completed at least three courses and obtain their willingness letter showing readiness to serve as resource person for implementation of the MITRA Activity in the schools within their area.

2. When MITRA Activity training for teachers who has completed vipassana training and other sadhaks is organized see that they attend such training.

3. Before starting MITRA Activity ensure that the physical environment of hall or classroom is not likely to distract the mind of students.

4. Start implementation of MITRA Activity for students of standard 5th to 10th with the help of teacher who has completed vipassana course and MITRA Activity training and other sadhak. By organizing one day course under MITRA Activity at school level start the activity. Similarly ensure that daily through the material provided (Audio Cassette) practice daily the MITRA meditation at the time of starting of school (During Paripath) and at the closure of school and ensure that it happens only as per the material provided (audio cassettes). If laid down process is not followed then by stopping such implementation of exercise report to Taluka Committee. Ensure that the MITRA Activity is started properly in such schools by conducting reiteration classes every year with the help of Taluka Committee.

5. Conduct practice under MITRA Activity for students from 5th to 10th standard in enclosed hall. If hall to accommodate all students is not available in school the exercise under MITRA Activity be conducted in classroom.

6. Ensure that during practice under MITRA Activity complete silence and discipline is followed in hall or classroom.

7. Since practice under MITRA Activity is related with the concentration of mind it shall be ensured that the head master and all teachers are giving at most importance to this activity and they have developed seriousness and ensure that all teachers and other employees are participating in MITRA Activity exercise.

8. At school level appoint senior teacher among teachers who has completed vipassana training course as in charge of MITRA Activity.

9. Provide activity progress report monthly to the chairman of Taluka Committee.

10. Organise meeting every month to discuss progress of implementation of MITRA Activity and difficulty faced and send copy of minutes of meeting to the chairman of Taluka Committee.

As mentioned above the various level Committees should complete their assign responsibility effectively. To facilitate these Committees to execute their work effectively following orders are given.

Inclusion of MITRA Activity in D Ed and B Ed syllabus, equivalency of vipassana training for providing senior scale, management of MITRA Activity training and training material, inclusion of excellent work done of MITRA Activity in conditions of various encouraging schemes, creation of independent post or change in designation at various level on these all subjects related with school education department principal secretary, school education department , principal secretary , higher and technical education department will be responsible for issuing government resolution. Similarly issuance of order/circular to implement MITRA Activity in ashram school/residential school and hostels managed by tribal development department and social welfare department will be responsibility of concern department principal secretary/ secretary. Similarly issuance order/circular to implement MITRA Activity in schools managed by Municipal Corporation and Municipal Council and grant in aid and other recognized schools will be responsibility of principal secretary urban development department. Preparing check list of special vipassana training course, sending on priority various level in charge officers and other senior officers to vipassana course and all other coordination will be responsibility of Dr. Shri. P. S. Meena Principal Secretary Coordinator Social Welfare, General Administration Department. Considering the extent of MITRA Activity Principal Secretary, Tribal Development Department, Secretary Social Welfare Department, Principal Secretary, Women and Child Welfare, Principal Secretary School Education Department, Principal Secretary Higher and Technical Education and Principal Secretary service General Administration Department will extend complete cooperation to him.

With reference to referred circular Divisional Commissioner and Municipal Commissioner shall take detail review of implementation of MITRA Activity during their monthly review meeting and during area visit on survey of implementation of program send their observation report to government.

This circular is made available Maharashtra Government web site www.maharashtra.gov.in and its computer code is 2012012711280717001.

Issued by Order and in Name of Governor of Maharashtra.

Sd.
Sanjay Kumar
Principal Secretary
School Education and Sports Department
Government of Maharashtra

Copy:

1. PS to Hon Chief Minister
2. PS to Hon Deputy Chief Minister
3. PS to All Minister
4. Hon Chief Secretary Government of Maharashtra
5. All Additional chief secretary/principal secretary/secretary
6. All departmental head Mantralaya
7. All divisional commissioner
8. All municipal commissioner
9. Secretary tribal development department
10. Commissioner social welfare
11. Commissioner women and child welfare
12. All collectors
13. All additional commissioner tribal development department
14. All chief Executive officers District council
15. Director Municipal administration
16. State project director Maharashtra prathamik shikshan parishad
17. All project officers tribal development department
18. All assistant commissioner social welfare department
19. All social welfare officers District council
20. All District women and child welfare officers
21. Director primary education government of Maharashtra
22. Director secondary and higher secondary education.
23. Director, Maharashtra State Council of Education and Training,
Pune
24. Chairman, Board of Maharashtra State Secondary and Higher
Secondary Education, Pune.
25. Director, Council of Maharashtra State Examination, Pune
26. Director, State Educational Technology Institute (Balchitravani),
Pune
27. Director General YASHDA, Pune

28. Director, Maharashtra State Text Book Production and Syllabus Research Board, Pune.
29. Deputy Municipal Commissioner, Education, MCGM
30. All Divisional Deputy Director Education.
31. All Principal, District Institute of Education and Training.
32. All Education Officer(Primary/Secondary/Adult Education).
33. All Desk, School Education Department.
34. All Desk, Higher and Technical Education Department.
35. All Deputy/ Assistant Commissioner Municipal Administration.
36. Shri Arun Toshniwal, Trustee Sayaji Uba Khin Trust, Igatpuri.
37. Shri S. S.Shinde, Joint Commosioner, Mumbai Municipal Corporation.
38. Shri J. M. Abhyankar, Retired State Project Director.
39. Miss. Priti Dedhia, Ghatkopar, Mumbai.
40. All Education Officer, Municipal Corporation.
41. All Chief Officer, All Municipal Council.
42. All District Project Officer, Municipal Administration.
43. Commissioner, Tribal Research and Training Institute, Pune.
44. Director, Babasaheb Ambedkar research and Training Institute, Pune.
45. All Divisional Secretary, Maharashtra State Secondary and Higher Secondary Regional Board.
