

Chapter- 2

Manual – 1

The particulars of organization, functions & duties of the Department

Introduction of Education Department

As per the directives laid under section 61 (q), MMC Act 1888, MCGM has the obligation to provide free primary education to the citizens of Mumbai.

Primary Section of the Education Department is considered to be one of the biggest department in urban area. 236790 students study in 8 medium of schools. Mumbai is a composition city and people from all over the country here for their livelihood. Hence, Education Department has facilitated 8 medium schools to cater to their needs. MCGM Education Department abides by Articles 45 of the constitution of India and renders free and quality education to students in MCGM schools. We cater to the primary educational needs of the children belonging to the under privilege groups and disadvantaged group of the society- MCGM is contributing in the development of our country and renders services to its motherland.

Rapid development is observed in primary education since the independence period. The credit goes to the makers of the constitution and the educationists. Right from independence till date MCGM education department has seen statistical growth and qualitative development. The number of schools has increased from 400 to 1138 (Primary and Secondary). MCGM strives continuously for its qualitative development. It implements novel schemes like Mid-Day Meal and Samagra Shiksha Abhiyan.

Education Department At a Glance

1. Educational facilities by the Municipal Corporation of Greater Mumbai-Quantitative Aspect.

a) Municipal Primary Education

Details regarding Municipal Primary Schools as on 30.09.2019

1. No. of primary school	-	970
2. No. of pupils I to V	-	145753
3. No. of pupils VI to VIII	-	85930
4. No. of primary school teachers-		9096
5. No. of special teachers-		780
6. No. of class IV employee -		1633

7. No. of medium of instructions-	8
b) Municipal Aided School (Primary)	
1. Private recognized aided schools (I to IV)-	405
2. No. of pupils-	111986
3. No. of teachers-	2988
4. No. of unaided school -	710
5. No. of pupils is unaided schools-	300143
6. Unaided Teachers -	7369
7. No. of medium instructions-	8

c) Secondary Education V to X

1. No. of Municipal Secondary School –	48
2. No. of Municipal unaided schools-	120
3. Municipal M.P.S schools (std. I to X)	70
4. No. of pupils-	34706
5. No. of teachers -	1324

d) Teacher Training

1. Primary D.Ed. collages -	02
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a) D.Ed. Collage - Imamwada

No. of division - 04 no. of students– 112

b) D.Ed. Collage – Mahim (for Male / Female)

No. of division - 02 no. of students – 50

2. No. of Jr.collages -	03
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Current Administrative Management

Presently, Education Officer are working under the auspices of Municipal Corporation Additional Commissioner and Municipal Joint Commissioner (Education). The Municipal Commissioner implements the schemes of the Education Department and the Corporation through the Education officers who are the Heads of the primary and secondary Education Departments. Education Officers are assisted in their academic work by the Deputy Education Officer, Superintendent, Junior Supervisor (Physical Education) , Administrative Officer (School), Administrative Officer (Office), Education Inspector and several Head Clerk, Clerks and other staff.

Prevailing condition of Primary Education

MCGM primary education of India, the biggest educational institution in Asia. In 1138 primary schools 236790 students and in 405 aided schools there are 111986 students.

Municipal Corporation of Greater Mumbai Municipal Primary School

Medium	No. Of schools	No. of Students	No. of Teachers
Marathi	283	35181	1721
Hindi	227	63202	2525
Urdu	193	62516	2244
Gujrathi	48	1838	139
Tamil	32	3276	172
Telgu	17	612	41
Kannad	29	1176	84
English	54	33737	1032
Special Child School	17	821	82
Mumbai Public School (I To X)	70	34431	1056
Total Primary (A)	970	236790	9096
Old Aided Secodnary schools	48	16392	744
New Unaided secodanry schools	120	18314	580
Total Secondary (B)	168	34706	1324
Total Primary and Secondary C= (A+B)	1138	271496	10420
Primary Aided Schools			
Private Primary Aided Schools	405	111986	2988
Private Primary Unaided Schools	710	300143	7369

Secondary Schools

MCGM Education Department controls the MCGM secondary schools. Deputy Education Officer (Secondary) manages the administrative work of secondary school at Triveni Sangam Municipal school building, currey road (East), Mumbai.400 012.

Samagra Shiksha Abhiyan -

Samagra Shiksha Abhiyan is a central and State Government initiated programmes. The objective of this project is to ensure imparting of quality education and holistic development of children ranging between 6 years to 14 years of age.

District Executive Committee has been set up for the implementation of this project in MCGM. Additional municipal commissioner (MCGM) is the chairman of this Executive committee representatives of Education committee Chairman, women and child welfare chairman, DMC (Education), Education Officer/ Project Officer (SSA), Deputy C.A. (Education Fund), and senior Officers of Education Department and representative of NGO's are the members to this committee.

Maharashtra State Government of Primary Education provides the necessary funds for the implementation of the projects for imparting students quality Education. As per the direction of the Maharashtra Primary Education Parishad, all the schemes of the project are implemented.

- 1) Distribution of free textbooks:- In MCGM schools std. I to std. VIII and aided schools std. I to std. IV free textbooks are distributed to students.
- 2) Inclusive Education:- To Streamline the education of CWSN students, provide necessary medical facilities and services and special teachers provision as per their needs.
- 3) Computer Lab:- MPSP provides materials for digitalization of schools under innovative projects.
- 4) 25% RTE admission:- Government has facilitated 25% reservation of admissions of economically and disadvantaged connectivity of society in aided and unaided schools
- 5) Survey of out of school children and enroll them into schools:- Remedial classes for such children.
- 6) Public Awareness Programme:- Public awareness regarding SSA and different government schemes are done.
- 7) Funds for schools maintainance school fund, teachers fund is transferred to schools bank account and it is utilized as per the direction of the MPSP.
- 8) Training:- Every year training at district level and State level is given to teachers for the new curriculum. From time to time, trainings directed by State government for quality improvement is given to teachers.

Aided Primary Schools Mapping

Providing Primary Education is an obligatory duty of MCGM as per s.61(q) of MMC Act 1888. Accordingly, MCGM provides education through 8 medium of schools. Considering the economic candidates and other aspects of MCGM, to ensure primary education is easily accessible to our society, MCGM has recognized aided and secondary schools, this motivating them to work for the noble cause.

MCGM has draped its bylaws in the form of grant- in-aid to keep a check on the private trusts. The aided schools complying with the bylaws herein are given 50% salary aid.

Deputy Education Officer (aided school section) manages the private schools and it is impacted by the officers of our Education Department.

Following are the works alone by the EOG section

1. Resolve the challenges faced by the pensioners that they mention in their complaint letter
2. Approval
3. Proposal for the children of long leave application of teaching staff, Resignation, 55 years continuation service proposal etc.
4. P.T. Case to recruit the hires of the deceased MCGM employee.
5. Update the list of B.Ed. teacher|, Review of pending pension claims, Conduct monthly pension court / adalat.
6. Follow through for realizing the pending pension claims.
7. To submit the DL of audit from year 1995-96 to 2011-12 to the standing committee (Total 17 proposal)
8. Monthly review meeting for audit para and main audit notes of auditors.
9. To action proceeding on Audit notes received from Chief accounts, Spot audit note and chief auditors of MCGM, Audit notes, Audit objection etc.

EOT section

Tables and chairs for fire extinguishers, water purifiers, desk and benches, BEST Bus free travelling, furniture and fixtures, disposal of scrap wooden and iron furniture.

Central Purchasing Decton

Administrative Officer (school) (CPD) co-ordinates with Dy. Chief engineer, CPD, Byculla, E and Mech Department, worli. I.T hub, MCGM head office, MCGM printing press, Byculla and other departments and manages to provides various schlostic materials and facilities to our MCGM school students. The invitation of tenders are made available on MCGM websites in co-ordination with Dy. Chief Engineer CPD, Byculla, E and Mech Department, Worli, IT hub, for purchasing scholastic materials for school.

Record Section

In this section documents of retired employees like their service books, attendance roll, paysheets, circulars and other records are maintained.

Statement of categories of documents

Record Class	Classification Duration
A	Permanent
B	30 years
B2	15 years
C2	10 years
C	05 years
D	01 year

Store Section

The store section co-ordination with the Dy. Chief Engineer (CPD) department, Byculla and MCGM printing press and provide./ supply necessary stationary to the Education Department and schools.

Dual Language Schools:

So far, we have implemented a dual language programme in 887 of our vernacular medium schools.

This initiative aims to establish bilingualism, biliteracy and academic achievement that is at par with English medium schools, nudging our students towards cross cultural competence. It is thus expected to ensure higher enrolment and retention of students in our vernacular medium schools.