

Circular No. 04/2016



Student Parliament Hand book

Co-curricular Activities, Guidance Counseling and

Peace Education Branch

Ministry of Education

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கல்வி அமைச்சு
Ministry of Education

"இசுரூபாய" }
வந்தரூரூர்.

"இசுரூபாயா" }
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දිනය } 2016.01.22
திகதி }
Date }

Circular No. 04/2016

- To: All Provincial Secretaries of Education
All Provincial Directors of Education
All Zonal Directors of Education
All Regional Deputy/Assistant Directors of Education
All Coordinating Officers in Charge of the subjects of Social Cohesion and Peace Education
All Principals of School

Student Parliament Program

The Student Parliament Program whilst opening out opportunities of practical experiences to students on democracy, its responsibility and accountability, on supremacy of the law, on significance of the vote and casting the vote; and developing their attitudes and skills like engaging in dialogue, reaching agreement, listening to and respecting the opinions of others and accepting the concept of agreement by majority; envisaged the building up of a broad social cohesion. Circular No.2008/15 which was issued in April, 2008 which contained the Manual of Instructions introducing the student parliament program to schools is superseded by this Circular which is effective from the year 2016.

This parliament program facilitates the acquiring of practical experiences by students or the standards and values of democracy, while at the same time providing opportunities for students to engage in dialogue on social and economic problems, regional as well as national, which they observe and reach agreement on them, suggesting various solutions. The student parliament creates opportunities for students to get together collectively and organize different programmes and implement them and to bring to the attention of the relevant authorities those problems that they are unable to solve.

The student parliament program would create a great opportunity for students as a young student community to confer a sense of value to their pride and honor and whilst creating in themselves the required positive attitudes for building the nation, contribute to the national effort for achievement of same.

Likewise, the student parliament program provides an opportunity to discuss openly the problems which the students observe at regional and national level, with eminent persons, knowledgeable on same at national level; to provide an understanding about the plans and policies pertaining to development programmes at national, provincial and regional levels; and to build an open dialogue with policy makers and planners who decide on programmes, policies and plans.

Accordingly action will be taken to establish student parliaments at school, zonal, provincial and national levels in order to bring within reach of the student community, practical experiences of the chief structural system in a democracy, which are the parliament system and its structures together with the aforesaid opportunities. The student parliament which has been established at school level, zonal level and provincial level will have to re-organize according to the proposals made in the new circular. This circular is more firm and thorough with the opportunity provided to the students to represent other ethnic groups in these schools, zonal and provincial student parliaments to represent other ethnic groups, represent on behalf of their ideas and shortcomings and enter into dialogues and discussions on the problems of those ethnic groups. Arrangements have been made for the student parliament programme to be implemented together with the subject citizenship education.

The establishment and functioning of student parliament at school level and electing student representatives to the zonal student parliament are the responsibilities of the principal under the direct guidance of zonal and regional education directors. The establishment and functioning of the zonal student parliament and election of student representatives to the national parliament are the responsibilities of zonal directors of education.

All students and teachers have been assigned some sort of responsibility and accountability, to enable the student parliament program to receive the active participation of all of them. The entire teaching staff of the schools should be placed in charge of the student ministries and programmes; and these staff members should be named according to the subject areas which they teach; according to those areas of the school in which they hold responsibility and according to their abilities. In implementing ministry programmes in zonal and provincial student parliaments, action should be taken to provide the assistance of subject directors and in-service advisors of the subject.

Please take action to assign the responsibility of carrying out the functioning of the school student parliament to the teacher in charge of the subject citizenship education and another teacher should also be assigned under the supervision of the principal.

The teacher who is in charge of the activities of the student parliament should also be assigned the guardianship of the social cohesion and peace education programmes which are implemented with the objective of building reconciliation and co-existence. The responsibility of the functioning of the student parliament at zonal and provincial levels will be assigned to coordinating officers in charge of the subject of social cohesion and peace education, who have been named at provincial and zonal levels; and they will be under the supervision of provincial, zonal directors of education.

All the students in schools should be participated in school level programmes. All the programmes which are sent by the Ministry of Education, Provincial Education Department and the other Government Departments should be implemented by the relevant parliament ministries, based on the nature of the program.

Detailed information with regard to establishment of student parliament at school, zonal, provincial and national levels are given in the instructions manual attached herewith.

I kindly request you to study this instructions manual thoroughly and take action to establish the student parliament.



W M Bandusena
Secretary
Ministry of Education

- cc.
1. Secretary to the President, Presidential Secretariat
 2. Secretary to the Prime Minister, Prime Minister's Office
 3. Secretary, Ministry of Child Development and Women's Welfare
 4. Secretary, Department of National Integration
 5. Secretary, Ministry of National Dialogue
 6. Secretary, Ministry of Parliament Affairs and Media
 7. Director General, National Institute of Education
 8. Commissioner General, Department of Educational Publications
 9. Director General, National Unity and Reconciliation Office
 10. Commissioner of Parliament, Parliament Secretariat

Student Parliament

Introduction to the Student Parliament Programme

The competency required to adjust to different activities of the human society as a future citizen should be given to the child through education. Together with socialization they should be provided with opportunities to gain the required competencies to acquire the culture in which they live. While an individual not being a lonely animal lives in coexistence as a team, a group and essentially needs to absorb experiences of different social profiles of the society in which one lives.

It is due to this reason, that through education also opportunities have been provided to gain an understanding and experiences of miscellaneous differences which exist in governing organizations. Through same they will be able to gain a broad understanding of the environment in which they live and different governing and social systems.

While democracy is a social system and a way of life, it is also a system of government. The future generation which works in conformity with that system of Democratic government should be given experiences of that Democratic system of government, its practices and its values. The Ministry of Education has decided to introduce the Student Parliament Programme into the school system in order to give students a practical experience of democracy, the values of the democratic system of government, representative democracy, its responsibility and accountability, exercising the vote and the significance of exercising the vote, the Law and the supremacy of the Law.

By this Student Parliament Programme action will be taken to include a realization in respect of democratic institutions, of the parliamentary system and its traditions which function at a national level in a democratic society.

The objectives of the Student Parliament Programme

01. To give a broad understanding of the basic concepts of democracy and its practices.
02. To provide active opportunities to reach national educational common objectives and common competencies.
03. To implement in the school system, a national programme in order to bring about “Peace and Reconciliation” in accordance with the recommendations of the Lessons Learnt and Re-conciliation Commission”
04. To open up ways and means to develop social cohesion and conflict resolution by expanding collectively, co-existence, brotherhood and mutual understanding among multi ethnic and multi – religious groups.
05. To directly involve school children in the task of nation-building with the objective of achieving regional and national development.
06. To develop leadership skills in school children.
07. More effectively and actively bring to fulfillment, the competencies expected to develop in the school community through engagement theoretical and practical engagement in the subject of Civic Education.

Student Parliament is not a replica of the present regular Parliament. It is an attempt to realize widely the objectives of the Student Parliament Programme and to develop practical experiences.

The task of supervising and giving advice in respect of School Student Parliament and Zonal Student Parliament is entrusted to coordinating officers of Social Cohesion and Peace Education Directors and Regional Advisors of the in the respective regions, and the Directors of the subject of Social Science/Humanities in the respective regions.

Student Parliament

The Student Parliament consists of four strata as given below:

- “School Student Parliament” to be established at school level. (page 07)
- “Zonal Student Parliament” to be established at Zonal Educational level (page 19)
- “Provincial Student Parliament” to be established at Provincial level. (page 22)
- “National Student Parliament” to be established at National level. (page 24)

01. Establishment of the School Student Parliament.

1.1 All school Student Parliaments will be named after the respective school.

Eg: Nelumpokuna Vidyalaya Student Parliament.

School Student Parliament will be established with the participation of student representatives elected from Grades 6 – 13 of 1 AB, 1C and Type 2 schools.

1.2 In the first term of the school year, the School Student Parliament shall be established.

- 1.3 At least one session of the School Student Parliament shall be held per each school term.
- 1.4 Each month the Cabinet of Ministers shall meet under the leadership of the Prime Minister, and the Advisory Committee shall meet under the leadership of the relevant Minister.
- 1.5 The Principal shall be the ex-officio Chief Secretary of the School Student Parliament. The Principal shall appoint the teacher in charge of the subject Civic Education of the school as the Deputy Chief Secretary (Development) and the teacher who coordinates Social Cohesion and Peace Education activities as the Deputy Chief Secretary (Administration). The Principal shall appoint a suitable teacher as the Deputy Chief Secretary (Discipline).
- 1.6 The election of representatives to the School Student Parliament shall be based on the number of Students in Grades 6 to 13 in each school and action shall be taken according to Table No.01

Grade 6-13 No.of students	Number for which nominations shall be called			The number that shall be elected through voting		
	6 - 9	10 - 13	Total	6 - 9	10 - 13	Total
More than 2500	90	135	225	60	90	150
1501 - 2500	60	120	180	40	80	120
501 - 1500	45	100	145	30	65	95
151 - 500	30	60	90	20	40	60
Less than 500	20	40	60	15	30	45

In schools where the number of students is less than 45 all students shall be representatives of the School Student Parliament. Nominations shall be called for filling the chief posts and an election shall be conducted and the selections made.

Table No.01

- 1.7 Representatives to the school Student Parliament shall be elected after calling for nominations consequent to which an election shall be held.
- 1.8 There shall be no opposition party in the Student Parliament. The sum total of representatives shall be divided equally and the seats shall be arranged so that the two sections will face each other.
- 1.9 *Since this is essentially a learning activity, shall refrain from inviting persons outside the field of education for parliamentary sessions as invitees.***

02.Composition of the School Student Parliament

2.1 Executive Committee (See Attachment 01)

- Chief Secretary (Principal)
- Deputy Chief Secretary (Development)
- Deputy Chief Secretary (Administration)
- Deputy Chief Secretary (Discipline)

2.2 Structure of the School Student Parliament (see Attachment 01)

- Honourable Speaker
- The Prime Minister
- The Leader of the House

- The Deputy Speaker
- The Deputy Chairman of Committees
- Ten Ministers
- Ten Deputy Ministers
- Ten Advisory Committees

03. The Ministries of the School Student Parliament (See Attachment 02)

The School Student Parliament shall have ten Ministries.

- i. The Ministry of Student Behavioural Development and Student Welfare.
- ii. The Ministry of Student Competencies and Innovations.
- iii. The Ministry of Interschool goodwill building and Development.
- iv. The Ministry of Education, Development of Human Resources and Information Communication.
- v. The Ministry of Cultural and Religious Affairs and Value Development.
- vi. The Ministry of Social Reconciliation and Student Security Affairs.
- vii. The Ministry of Development of Community Relationship and Community Services.
- viii. The Ministry of Health, Nutrition and Sports
- ix. The Ministry of Agriculture and Environment Development
- x. The Ministry of Development of Physical Resources and Disaster Management

The Schools having less than 45 students shall combine Ministries and make arrangements according to the requirements of the school.

04. Advisory Committees

- 4.1 The Advisory Committees shall function using the same names of the ten Ministries.

- 4.2 The committee led by the Principal shall appoint to each Advisory Committee the remaining representatives of the Student Parliament, from those who do not hold posts, based on their abilities. (See 7.14)

05. The active contribution of the remaining students

- 5.1 All students of the school shall be divided and allocated to the ten relevant programmes (Ministries) on expression of their wish or on discretionary procedures of the school for the active functioning of Ministries. It shall be appropriate to equally divide the number of students in each grade according to Table No.02 given below. These ten programmes shall function under the relevant Ministries under the same names.

(See Attachment 03)

- 5.2 The proposals that are enacted in the Student Parliament and the duties entrusted to each Ministry shall be implemented systematically by the group relevant to that programme (Ministry)

5.3 The programmes proposed to be implemented systematically in schools which are sent by state and non- state institutions shall be referred to the different Ministries and implemented.

	Programme	6	7	8	9	10	11	12	13
1	Student Behavioural Development and Student Welfare programme								
2	Student Competencies and Innovations								
3	Interschool goodwill building and Development.								
4	Education, Development of Human Resources and Information Communication.								
5	Cultural and Religious Affairs and Value Development.								
6	Social Reconciliation and Student Security Affairs.								
7	Development of Community Relationship and Community Services.								
8	Health, Nutrition and Sports								
9	Agriculture and Environment Development								
10	Development of Physical Resources and Disaster Mangement								

Table No 02

For each programme, a programme monitor and a programme coordinator shall be appointed.

06. The active contribution of all teachers in the school

- 6.1 All members of the teaching staff of the school shall be divided and entrusted with the responsibility for each Ministry and programme according to the subject being taught by oneself, special abilities, talents, standards of the fields and upon the responsibilities entrusted in the school and upon their consent.
- 6.2 The teaching staff divided as above shall function as the Advisory Board of the programmes. In one's teacher functional assessment sheet, one's contribution shall be mentioned under co-curricular activities.

07. Election of student representatives to the School Student Parliament

- 7.1 Calling for nominations.
- 7.1.1 In order to elect student representatives to the School Student Parliament nominations shall be called from students in Grde 6 – 13 in compliance with Table No.01
- 7.1.2 A suitable sheet calling for nominations shall be prepared, according to the discretion of the school, on the basis of the specimen shown in Attachment No.04 with suitable criteria that can even attract students who demonstrate talents outside the traditional leadership qualities.
- 7.1.3 The nomination sheet proposed by the school shall be copied in one's own handwriting, perfected and forwarded.
- 7.1.4 In order to accept nominations, the Principal shall appoint a Nominations Board consisting of five persons as mentioned below:
- The Principal or the Senior Deputy Principal
 - A Deputy Principal

- The three teachers who are due to be appointed as Deputy Chief Secretaries in the Student Parliament (As mentioned in No.1.5)

- 7.1.5 The last date and time for accepting nominations shall be notified. No nomination, whatsoever shall be accepted after the last date and time for accepting nominations.
- 7.1.6 It is the responsibility of the Nomination Board to consider the applications produced by students and select the number of nominations which can be accommodated in the Parliament.
- 7.1.7 Acceptance of nominations shall be completed within a week of the date of announcement calling for nominations.
- 7.1.8 The list of names of candidates selected by the Nomination Board shall be arranged in the alphabetical order, and the numbers given to the candidates exhibited in the school.
- 7.1.9 The election shall be held on a school day within two weeks after the acceptance of nominations.
- 7.1.10 A number of Notice Boards shall be put up and the students shall be provided with the opportunity to exhibit a short description of oneself. Before exhibiting these particulars, approval of a representative appointed by the Principal shall be obtained.
- 7.1.11 After handing over nominations, all candidates who are selected to contest the elections to the Student Parliament shall be given the opportunity to use the morning assembly or the media unit to address the

students, introducing oneself. For that purpose, a formal programme shall be arranged by the Principal at his discretion.

7.1.12 For canvassing for votes, the devices to be used for announcements shall be limited to putting up posters and distribution of handbills. It shall take place with the approval of the Principal or a teacher appointed by the Principal.

7.2 The conduct of the election

7.2.1 From the date of announcement of the election, the Principal is the ex-officio Elections Commissioner and it shall be his duty to appoint an Election working committee from among the teachers.

7.2.2 The conduct of the election shall be in a common place or several places of the school and shall be in compliance with the general election traditions of Sri Lanka.

7.2.3 (a) For voting, an identical ballot paper shall be given to student voters.

(b) The left hand side of the ballot paper shall contain the official seal together with the Principal's signature or the signature of the teacher who has been authorized by the Principal.

(c) At the place of voting, the names and numbers of the candidates shall be exhibited.

7.3 Counting of votes and selection of student representatives

- 7.3.1 For counting of votes the procedures followed for a normal election, shall be complied with. In counting of votes to enter the votes received by different candidates, a separate summary sheet of paper shall be given for candidates from Grades 6 – 9 and a separate summary sheet of paper shall be given in respect of candidates from grades 10 to 13.
- 7.3.2 When the counting of votes is completed and after the Principal receives the report containing final results, he shall announce the names of those candidates who have been elected to the School Student Parliament and exhibit the names.
- 7.3.3 After the election is completed and the results are announced, it shall be the Principal's responsibility to fix the date for the ceremonial session. Thereafter action shall be taken to receive applications from representatives who are expecting posts of Minister and Deputy Minister. (The relevant application is shown in Attachment No.05)
- 7.3.4 The Committee mentioned in 7.1.4 shall give marks for these applications on the basis of merit after which a document containing marks obtained by representatives who applied for Ministries has to be prepared in descending order before the Ceremonial Session.

7.4 Appointment to Chief Posts

The representatives who were elected to the Student Parliament shall have the opportunity to select suitable representatives for the Chief posts. The Chief Secretary shall make a full awareness of the duties and responsibilities of these posts. For this purpose a workshop shall be held before the ceremonial session and suitable persons shall be named.

7.5 The ceremonial sessions and taking the oath

7.5.1 The Student Parliamentary Representatives shall be given the opportunity to select and appoint suitable representatives for the Chief Posts by proposing and seconding at the ceremonial session. For any post where more than one name is proposed and seconded a secret ballot shall be held and one person shall be selected.

7.5.2 First, the Speaker's Post shall be adopted and the oath shall be given before the Chief Secretary of the Parliament.

7.5.3 Other members shall give their oaths before the Speaker.

7.5.4 Thereafter the members who are selected for the four Chief Posts shall give their oaths.

7.5.5 If there are students who were appointed to the Chief posts in the document prepared according to the marks obtained by representatives who applied for Ministerial posts, they shall be removed from the document and those who have obtained the highest marks shall be announced as Ministers and those who have obtained second place in marks shall be announced as Deputy Ministers.

7.5.6 The giving of oaths of Ministers and Deputy Ministers who are selected and appointed, shall take place before the Chief Secretary of the Parliament at a general meeting.

7.6 Holding of sessions and the continuation of Parliamentary sittings

7.6.1 A Parliamentary session shall be held once a month. On occasions where this cannot be done at least one session shall be held per school term.

7.6.2 For a session to be held there shall be a quorum consisting of two-thirds of student representatives.

7.6.3 The preparation of the agenda for a Parliamentary session shall be done by the Deputy Chief Secretary (Development) on the advice of the Chief Secretary of the Parliament. In this task, action shall take place after taking into consideration the proposals that have been forwarded up to that date.

7.6.4 Through a representative of the Parliament to the Chief Secretary any student in the school can forward a written proposal which can be implemented after discussion in Parliament.

7.6.5 Such representatives shall have the opportunity to present in Parliament the proposals which are included in the agenda.

7.6.6 The proposals presented in the session shall be debated upon and if there be any amendments the proposals shall be adopted incorporating the amendments and the subject Ministry shall have the opportunity to implement such proposals.

- 7.6.7 A programme with an action plan has to be made of the proposal with the participation of Ministers of the relevant Ministry, The Board of Instruction and members of the programme has to be presented to the Chief Secretary of the Parliament and approval obtained before implementation.
- 7.6.8 It is the responsibility of the Chief Secretary and the Deputy Chief Secretary to combine the curriculum with the School Student Parliament and maintain same as a more effective learning task, maintaining discipline.
- 7.6.9 In order to continue the School Student Parliament whilst maintaining discipline, the representatives shall be provided with special training experiences to produce developmental approaches.
- 7.6.10 To achieve an overall development of the school and students, this Student Parliament Programme shall be utilized positively with eagerness.

08. Zonal Student Parliament

- 8.1 Zonal Student Parliament shall be established at Zonal Education level.
- 8.2 This Student Parliament shall be named after the relevant education Zone.
- 8.3 A representative for the Zonal Student Parliament shall be selected and appointed through a proposal and secondment in one's School Student Parliament.
- 8.4 The composition of representation in the Zonal Student Parliament shall be as follows:
- (a) One representative each from all 1 – AB, 1 C , and Type 2 schools.

- (b) According to the medium of instruction, the schools which are less than 50% out of the total number of schools in the Zone, shall receive bonus memberships as given below.

Those schools with the same medium of instruction which are entitled to bonus memberships shall be arranged according to the number of students and action taken to give membership from the school which has the highest number.

- (c) The entitlement of bonus memberships shall be as follows:

The Zonal Director shall according to the note given below will do the calculation and inform.

Less than 50%	-	more than 45%	number of representative	01
Less than 45%	-	more than 40%	number of representative	02
Less than 40%	-	more than 35%	number of representative	03
Less than 35%	-	more than 30%	number of representative	04
Less than 30%	-	more than 25%	number of representative	05
Less than 25%	-	more than 20%	number of representative	06
Less than 20%	-	more than 15%	number of representative	07
Less than 15%	-	more than 10%	number of representative	08
Less than 10%	-	more than 05%	number of representative	09
Less than 05%	-	the number of bonus	representatives	10

Table 03

- 8.5 The representatives of the Zonal Student Parliament shall be selected according to the composition by a proposal and adoption in the School Student Parliament and will be referred to the Zonal Director of Education by the Principal.
- 8.6 The Zonal Student Parliament consists of four chief posts, namely, Chief Secretary, Deputy Chief Secretary (Development) Deputy Chief Secretary (Administration) and Deputy Chief Secretary (Discipline)
- 8.7 The Zonal Director of Education shall be the ex-officio Chief Secretary of the Zonal Student Parliament.
- 8.8 The Director of the Subject of Social Science shall be the Deputy Chief Secretary (Development) ex-officio, the Zonal Coordinating Officer of Social Cohesion and Peace Education shall be the Deputy Chief Secretary (Administration) ex-officio of the Zonal Student Parliament. The Zonal Education Officer shall appoint a suitable officer as the Deputy Chief Secretary (Discipline)
- 8.9 The students posts and Ministries of the Zonal Student Parliament shall be exactly the same as mentioned in the specimen for the School Student Parliament. (See page 19)
- 8.10 Selection of Chief posts shall be exactly according to the same procedure as given for the School Student Parliament. (see page 07)
- 8.11 **In selecting Ministers and Deputy Ministers,**
- (a) Group student representatives to Ministries on their consent and according to their experiences.

- (b) Implement a programme containing psychosocial activities in order to get to know each other, to identify each other's abilities and to exchange experiences.
- (c) The group shall be given the opportunity to adopt a proposal to select two suitable students for the posts of Minister and Deputy Minister. This procedure shall be followed in respect of all Ministers and Deputy Ministers.

8.12 Before the commencement of the Ceremonial session, the four persons holding chief posts, the Ministers and Deputy Ministers selected at Ministry level except the Speaker, shall swear an oath before the Chief Secretary.

8.13 Thereafter, the Ceremonial Session shall be held. At the commencement of the session, a person for the post of Speaker shall be adopted and shall swear an oath before the Chief Secretary.

8.14 Thereafter all members shall swear an oath before the Speaker.

8.15 The Speaker shall continue to hold sessions in Parliament and shall plan the future activities.

8.16 The next date on which the Parliament shall meet shall be adopted and the Parliament shall be prorogued.

8.17 **The functions of the Zonal Student Parliament:**

- (a) The formal records of the affairs of the Zonal Student Parliament shall be maintained continuously by the Deputy Chief Secretary (Administration).

- (b) The Chief Secretary shall refer the proposals adopted to the schools so far as these are relevant.
- (c) The implementation of these proposals shall be done by the relevant Ministries of the School Student Parliament.

The functions from 8.10 to 8.16 shall be suitably planned either at a one day workshop or a two day workshop.

09. The Provincial Student Parliament

- 9.1 The Provincial Student Parliament is established at Provincial level.
- 9.2 It shall comprise of representatives from Zonal Student Parliaments which belong to the Province who hold the following posts:
 - The Speaker
 - The Prime Minister
 - The Leader of the House
 - The Deputy Speaker
 - Deputy Chairman of Committees
 - 10 Ministers
- 9.3 The structure of the Provincial Student Parliament is similar to the structure of School / Zonal Parliament.
- 9.4 The Provincial Director of Education is the ex-officio Chief Secretary of the Provincial Student Parliament.

9.5 The Deputy Chief Secretary (Development) ex-officio shall be the Coordinating Officer of Social Cohesion and Peace Education of the Province. The Chief Secretary of the Student Parliament shall have the authority to appoint a suitable officer as ex-officio Deputy Chief Secretary (Discipline)

9.6 **The calling of sessions of the Provincial Student Parliament:**

- (a) For each school term at least one session of the Provincial Student Parliament shall be compulsorily called.
- (b) A session shall be called by the Deputy Chief Secretary (Administration) on the advice of the Chief Secretary of the Provincial Student Parliament.

9.7 Calling sessions and selecting officials of the Provincial Student Parliament shall be done according to the same procedure which is followed by the Zonal Student Parliament.

9.8 The functions of the Provincial Student Parliament:

This is a programme which exchange experiences of student representatives within the Province. Through this, opportunities are provided to identify the timely requirements on which attention has to be focused on as a Province, as well as to discuss the responsibility of the Province on programmes at the National level and to reach consensus.

Accordingly the proposals that are adopted in the Provincial Student Parliament shall be referred to the schools through the Zonal Chief Secretary. The School Student Parliament gets the opportunity to implement them. Likewise the Provincial Student Parliament shall have the opportunity to implement the exceptional projects identified by the Province.

10. The National Student Parliament

- 10.1 The National Student Parliament comprises of representatives of Zonal Student Parliament which have been established in all educational zones.
- 10.2 Two representatives shall be selected (one from each zone) from the Zones by a proposal and secondment in the Zonal Student Parliament.
- 10.3 The structure of the National Student Parliament shall be similar to the structures of Provincial, Zonal and School Student Parliament structures.
- 10.4 The Secretary, Ministry of Education shall be the ex-officio Chief Secretary of the National Student Parliament.
- 10.5 The Additional Secretary, Quality Development of the Ministry of Education shall be the ex-officio Deputy Chief Secretary (Development). The Co-curricular, Guidance and Counselling and Peace Education Director of the Ministry of Education shall be the ex-officio Deputy Chief Secretary (Administration), the Director of National Languages, Humanities of the Ministry of Education shall be the ex-officio Chief Secretary (Discipline)
- 10.6 Coordination and direction of the National School Parliament shall be entrusted to the Officer in charge of Student Parliamentary Affairs, of the Ministry of

Education and the officer in charge of the subject Civic Education of the National Institute of Education.

- 10.7 The posts in the National Student Parliament and selection to posts shall be in accordance with the procedures followed in the Zonal Student Parliament.
- 10.8 National School Parliament shall hold at least one session per each year, which shall be conducted as a one day workshop and a two day session.
- 10.9 During these two days, the student representatives have the opportunity to debate and express ideas on the subject field belonging to each Ministry.
 - (a) At the National Schools Parliamentary workshops representatives representing the National School Parliament from each Province shall meet and discuss problems and trends in respect of each subject field of one's province; where student representatives speak as a whole, on each subject field.
 - (b) In meeting and discussing each subject field at the Provincial level, the names of the student representatives who speak and a summary in writing of the matters spoken of shall be given to the Deputy Chief Secretary (Administration) of the National School Parliament.
 - (c) Ten student representatives from the Provincial Education Areas of authority shall have the opportunity to express ideas under each subject field.
 - (d) Five minutes time shall be available to ideas on problems and development proposals which affect one's region under each subject field.

- (e) Ten minutes time shall be available to the Minister in charge of the subject field to review the ideas of the Provincial representatives and introduce a review of the subject field as a whole.

10.10 **The duties of the National School Parliament**

This is a Programme which exchanges experiences of student representatives on a national scale. Through this the opportunity is provided to discuss programmes which shall receive attention at national level and arrive at consensus. It also provides for the implementation of programmes exclusive to the National Schools Parliament. The proposals adopted by the National Schools Parliament shall be referred to the Provincial Student Parliament which shall in turn be referred to the Zonal School Parliament for further action.

Through all these activities of the Student Parliament action should be taken to develop the necessary competencies in students finally to achieve a lasting peace and a sustainable development in the country.
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Attachment 01

The composition of the Schools Student Parliament

The functions of the chief posts of the Student Parliament

The Chief Secretary

- In addition to the functions which were mentioned before, for the above post in this Manual of Instructions, the following functions too shall be entrusted to the Chief Secretary.
- All functions in respect of establishment and functioning of the Student Parliament (Appointment of Deputy Chief Secretaries, calling for nominations, holding elections, election of representatives, appointment of student representatives to chief posts, holding training sessions for the Student Parliament etc.)
- Holding competency development programmes for student representatives.
- Maintenance of discipline in the Student Parliament.
- Implementation of proposals presented by Student Parliaments and giving required instructions with regard to them.

The Deputy Chief Secretary (Development)

- Assisting the duties of the Chief Secretary of the Student Parliament.
- Formerly preparing the proposals presented by the Student Parliament and forwarding them. Taking necessary action to implement proposals that are adopted, and coordinating work.

The Deputy Chief Secretary (Administration)

- Assisting the duties of Chief Secretary of the Student Parliament.
- Instructing the Leader of the House in respect of duties of the Student Parliament.

The Deputy Chief Secretary (Discipline)

- Assisting the duties of Chief Secretary of the Student Parliament.
- Contributing to the active maintenance of disciplinary matters of the Student Parliament.

The Speaker

- Presiding over the Student Parliament.
- To engage in the conduct of the Student Parliament on the instructions of the Chief Secretary.
- Putting draft legislation to vote, by the representatives of Parliament.

Prime Minister

- Coordination of Ministers of the Student Parliament.
- Summoning Cabinet meetings of Student Ministers and presiding over them.
- Continue financial matters in the Student Parliament and classification.

Leader of the House

- Maintain the quorum in the House.
- Get the participation of student representatives for meetings.
- Ensure that Parliament meets at the correct time.
- Maintain the list of names of speakers in the Student Parliament.
- Assist the Chief Secretary and the Deputy Chief Secretaries to conduct the Student Parliament.
- Present the proposal to prorogue the meeting on the advice of the Chief Secretary.

Deputy Speaker

- To preside over the Student Parliament in the absence of the Speaker.

The Deputy Chairman of Committees

- To preside over the Student Parliament in the absence of the Speaker and the Deputy Speaker.

Advisory Committees

- Planning, implementing and monitoring the functions of each Ministry and implementing the programmes in respect of the relevant Ministry.
- Systematic maintenance of relevant reports and financial matters through programme, guiding students who take coordinative actions.

Attachment 02

There are ten Ministries in the Student Parliament.

01. The Ministry of Student Behavioural Development and Student Welfare.
02. The Ministry of Student Competencies and Innovations.
03. The Ministry of Interschool goodwill building and Development.
04. The Ministry of Education, Development of Human Resources and Information Communication.
05. The Ministry of Cultural and Religious Affairs and Value Development.
06. The Ministry of Social Reconciliation and Student Security Affairs.
07. The Ministry of Development of Community Relationship and Community Services.
08. The Ministry of Health, Nutrition and Sports
09. The Ministry of Agriculture and Environment Development
10. The Ministry of Development of Physical Resources and Disaster Management

01. The Ministry of student Behavioural Development and Student Welfare

- Building student self-discipline.
- Empower and implement a common code of ethics.
- Taking action to maintain the student canteens according to the circular.
- Student counseling and implementation of mental development programmes.
- Targeting child development and making parents aware of same.
- To commence a course of action with regard to children with various disabilities and those with special needs coordinating with the relevant sections.
- Identify the requirements of persons who are distressed in society and propose programmes to provide assistance to same and implement them.
- Identify school students who need assistance, discuss their problems and organize programmes of assistance for them.
- Discuss welfare matters of school students, propose various programmes and implement them.
- Identify and implement strategies to obtain school equipment at concessionary prices.
- Coordinate with state and private institutions that provide teacher student transport.
- Receiving ideas and proposals in respect of school students' welfare activities and implementing effective ideas.
- Identifying internal and external activities which obstruct the behavioural development and implementing programmes to overcome them.
- To implement a self-evaluation programme in respect of student discipline at home, in school and on the road.

- Implement programmes continuously in school to get rid of cigarette smoking drugs and liquor.
- Taking action to prevent opportunities and ways of access for the use of scurrilous books/ papers and electronic software which come into the school.
- Implement student personality development activities. (Like primary child development programmes)

02. The Ministry of Student Competencies and Innovations

- Coming to school and leaving school of students to be made systematic.
- Implement programmes for development of teacher student inter-relationships.
- Implement various programmes required to familiarize students to the world of work.
- In fulfilling day to day work provide the required competency development which enables them to work with different institutions and create opportunities for innovations to suit the abilities, talents and interests of students.

03. The Ministry of Inter school goodwill building and Development

- Implementation of programmes which exchange inter-school knowledge and experiences.
- Encouragement of inter-school sports activities.
- Implementation of Community Services and education services with inter-school participation.
- Subjecting cultural, economic and social problems of students and community of the region to dialogue, proposing solutions and implementing same.
- Coordinating soundly with different state institutions which work towards social integrity and Nation Building and implementing programmes with them.

- Preparing a systematic work schedule with all schools in the Education Zone and Province in order to build a broad social integration.
- Creating a broad agreement on the services that should be forthcoming from the school community in respect of social integration and Nation Building.

04. The Ministry of Education, Human Resource Development and Information Communication

- Identifying educational problems, requirements of school students and forwarding proposals for solutions.
- Forwarding proposals in respect of qualitative development of education, subjecting them to dialogue and creating a qualitative learning environment in the school.
- Identifying self-learning opportunities, states and preparing the required background to implement them,
- Creatively implementing media programmes in the school.
- Providing the required assistance to finalize programmes implemented in the school for information communication.
- Creating opportunities for professional development and Constitution making inside the school.
- Implementing awareness programmes in respect of the job market in order to overcome future challenges.
- Implementing programmes on the use of media and media literacy in Sri Lanka.
- Organizing dialogues and seminars on new trends in local and international, (economic, social, political and cultural aspects).

- Creating a wide agreement on various media programmes, which do not suit the student mentality and rejecting such programmes democratically and raising objections.
- Building a satisfactory coordination with various media institutions.
- Implementing special student programmes and projects for development of leadership and personality.

05. Ministry of Cultural and Religious Affairs and Value Development

- At the beginning and closing of school give a prominent place to religious activities and systematically maintain the school.
- While organizing religious programmes which are inherent to school, organizing inter-religious programmes too.
- Whilst safeguarding school culture preparing procedures to build values.
- Building a Code of Ethics to develop student discipline in school.
- Identifying existing traditional cultural characteristics which are subject to decay, planning programmes to safeguard them and implementing them.
- Preparing programmes to identify national heritage and building a broad agreement on national heritages which are undergoing decay.
- Implementing Aesthetic programmes which enhance appreciation.
- Implementing suitable programmes to enhance values.
- Organizing programmes to identify customs and observances which differ according to ethnicity and region wise and implementing same.
- Organizing inter-cultural programmes for appreciation of the beauty of diversity.
- Organizing lectures, seminars, workshops in respect of similarity of cultures and cultural expansion.

- Identifying Sri Lankan folk art through folk lore.
- Identifying Sri Lankan art heritage and implementing evaluation programmes.

06. Ministry of Social Reconciliation and matters concerning student protection

- Implementing procedures for conflict resolution.
- Implementing organized programmes in matters concerning student protection, maintaining an adequate coordination with institutions which work widely in respect of student protection inside the school and outside.
- Identifying problem ridden families and regions and implementing suitable work procedures.
- Implementing programmes dealing with protection and custody on behalf of children who have been deprived of parents.
- Taking action to prevent child delinquency, child abuse and child abduction.

07. Ministry of Development of Community Relationships and Community Services

- Identifying community services which can be fulfilled by school students and implementing community services programmes.
- The school and the community jointly organizing programmes and making them participate in various community programmes.
- Preparing a strategic work schedule in order to build inter relationship with various state institutions and private institutions.
- Whilst constructing a broad dialogue on common requirements of people of the region, implementing various programmes.

- Building broad inter-relationships with Past Pupil Associations of schools and Community Associations.
- Maintaining relationships with children who had left school and create an agreement on their problems.
- Identifying personal problems of students of schools and those of their families and prepare a programme to solve them.
- Formally maintaining all scouting and cadetting programmes.

08. Ministry of Health, Nutrition and Sports Activities

- Preparing and implementing a systematic action plan to improve virtuous practices in respect of school health and sanitation.
- Referring to formal and weighty dialogues with regard to problems which directly influence health and sanitation.
- Preparing a suitable action plan to improve the nutrition standard of students.
- Obtaining the active participation of the community for nutrition programmes.
- Implementing First Aid work in the school. (Red Cross, St.Johns, Health Donation Schemes etc.)
- Building a broad inter-relationship with the institutions connected to the school, regarding health and nutrition and the community and obtaining their help.
- Focussing attention on the internal and external factors which cause the breakdown of physical and mental health of students and taking action to improve the health.
- Creating a broad dialogue and implementing a programme to prevent the spread of contagious and non-contagious diseases.
- Encouraging the consumption of local foods for a balanced nutrition.

- Taking steps to organize sports programmes systematically.
- Creating a broad dialogue with regard to development of sports.
- Introducing traditional sports to the school system and reviving sports which are subject to decline.
- Creating a dialogue and an action plan with regard to the break-down of Values and school discipline during engagement in school Sports activities.

09. Ministry of Agriculture and Environment Development

- Maintaining friendliness in the school environment.
- Implementing projects for beautification of the school environment.
- Whilst building an agreement for the re-cycling of garbage, implementing those programmes.
- Encouraging the manufacturing of composed manure and its utilization.
- Implementing programmes which develop sensitivity to environment.
- Gathering information in respect of regional environmental destruction and taking necessary steps to minimize environmental destruction.
- Building relationships with state institutions and voluntary organizations which are connected to various environmental activities.
- Implementing national agricultural and environmental policies in the school.
- Implementing programmes which encourage and focus attention on the consumption of local products.
- Focusing attention on creation of school farms, home gardening, herbal medicinal parks and forest gardens.
- Focusing attention on farming problems of the region and searching for solutions.
- Identifying traditional systems of agriculture and implementing programmes to expand them.
- Implementing programmes to conserve traditional agricultural equipment.
- Encouraging pilot student cadet activities of the school.

10. Ministry of Development of Physical Resources and Disaster Management

- Protecting and improving the physical resources of the school.
- Building a dialogue among students for development of physical resources of the school.
- Building Organizations consisting of students of the school, teachers and parents for protecting the resources of the school.
- Implementing the 5 **S** system in the school.
- Marking by symbols the school garden, hall, buildings and places where various activities of the school take place to enable outsiders to identify these places.
- Arranging and naming the school environment systematically.
- Preparing the required plans to utilize the minimum resources to obtain maximum advantages and implementation of same.
- Identifying resources of the region which can be made use of and implementing programmes to use them effectively.
- Building a team of volunteers who shall come to assistance during sudden disasters.
- Building an environment in the school in order to face situations which need disaster management.
- Preparing, making aware, training and implementing the school safety plan against disasters.

Attachment 03

The composition of the programme in respect of Ministries.

1. Teachers who are involved in the programme
2. Student Minister in-charge of the Subject/Student Deputy Minister
3. Student representatives included in the Advisory Committee of the Ministry
4. Representatives of coordinating programmes
5. Remaining student representatives (According to Table 02)

Attachment 04

The Nomination paper which the candidate introduces for election as a member of the School Student Parliament.

1. The personal information of the candidate:

- i. Full name of the candidate:
- ii. Candidate's name with initials:
- iii. Private Address:
- iv. Date of Birth
- v. Age on/...../20.... Years Months..... days.....

2. The post presently held by the candidate to whom nomination as a Student Parliamentary representative is given:

- i. Senior Prefect
- ii. Deputy Senior Prefect
- iii. Prefect
- iv. Sports Captain
- v. Class Monitor
- vi. Others

3. Co-curricular activities

Post presently held in student Societies/ Associations

Subject affiliated / Co-curricular Post held/ membership year

- i.
- ii.
- iii.

4. Information on merit/class received for extra-curricular activities

	Section	abilities/place	year
i.
ii.
iii.

5. Participation in other projects/programmes implemented in the school

.....

6. Posts held in various organizations in society outside the school

Organization	Post

7. Victories obtained in Sports activities in the school and in the society.

School / Inter - school	Outside the school

I hereby certify that the above particulars are true and accurate. If these particulars are proved to be untrue, I accept that I will not be suitable to be elected as a representative of the Student Parliament or to hold that post.

Candidate's name

Date Candidate's Signature.....

Recommendation of the class teacher.

The information given by the student candidate Studying in Grade of school is true and correct.

.....
 Name of Class Teacher

.....
 Signature of Class Teacher

Recommendation of the Sectional Head/Grade Head Teacher

Recommended / Not recommended

.....
Name of Sectional Head

.....
Signature of Sectional Head

Approval of the Principal

I hereby approve / do not approve the election of the above mentioned student candidate to this post.

.....
Name of the Principal

.....
Signature of the Principal
Official seal

Attachment 05

The application forwarded by the student representative for selection as a Minister/ Deputy Minister of the School Student Parliament.

1. The personal information of the candidate:

- i. Full name of the candidate:
- ii. Candidate's name with initials:
- iii. Private Address:
- iv. Date of Birth:
- v. Age on/...../20..... Years months..... days.....

2. Post presently held by the candidate to whom nomination as a Student Parliament representative is given.

- i. Senior Prefect
- ii. Deputy Senior Prefect
- iii. Prefect
- iv. Sports Captain
- v. Class Monitor
- vi. Other

3. Co-curricular activities

Posts presently held in Student Societies/ Associations
Subject affiliated / Co-curricular Post held/ membership year

- i.
- ii.
- iii.

4. Information on merit/class received for extra-curricular activities

	Section	abilities/place	year
i.
ii.
iii.

5. Participation in other projects / programmes implemented in the school.

.....

.....

.....

6. Posts held in various organizations in society outside the school

Organization	Post

7. Victories obtained in Sports activities in the school and in the society.

School / Inter - school	Outside the school

I hereby certify that the above particulars are true and accurate. If these particulars are proved to be untrue, I accept that I will not be suitable to be elected as a representative of the Student Parliament or to hold that post.

Candidate's name

Date Candidate's Signature.....

Recommendation of the Sectional Head/Grade Head Teacher

I hereby approve/ do not approve the election of the above student candidate for this post.

.....
Teacher's name
(Name of Sectional Head)

.....
Signature of Teacher
(Signature of Sectional Head)

Approval of the Principal

I hereby approve / do not approve the election of the above mentioned student candidate to this post.

.....
Name of the Principal

.....
Signature of the Principal
Official seal

Attachment 06

The Declaration to be read by the Secretary, Ministry of Education at the inaugural session of the School Student Parliament

Providing opportunities to school students to obtain practical experience on Democracy on the supremacy of the law and the significance of exercising the vote, making them listen to and respect dialogue agreements and other opinions and opening up opportunities to develop their attitudes and skills and expanding their knowledge by entering into open dialogues and discussions on social, economic and cultural problems which students of schools have to experience and undergo in society as future citizens and having arrived at agreements through dialogue suggesting solutions to problems which one experiences and undergoes and by describing instances where services can be provided to one's country by targeting wide national objectives, I hereby announce the commencement on this day of, 20..... the ceremonial session of the School Student Parliament, established under the School Student Parliament programme in the Sri Lankan School system.

Attachment 07

The Declaration to be read by the Secretary, Ministry of Education at the inaugural session of the Provincial / Zonal Student Parliament

Providing opportunities to school students to obtain practical experience on Democracy on the supremacy of the law and the significance of exercising the vote, making them listen to and respect dialogue agreements and other opinions and opening up opportunities to develop their attitudes and skills and expanding their knowledge by entering into open dialogues and discussions on social, economic and cultural problems which students of schools have to experience and undergo in society as future citizens and having arrived at agreements through dialogue suggesting solutions to problems which one experiences and undergoes and by describing instances where services can be provided to one's country by targeting wide national objectives, I hereby announce the commencement on this day of, 20..... the ceremonial session of the Zonal / Provincial Student Parliament, established under the Student Parliament programme in the Sri Lankan School system

Attachment 08

Oath to be taken by School Student Parliamentary Representatives

I of Education Zone
..... School on functioning as a student representative of the Student
Parliament and as a Sri Lankan citizen hereby respectfully and solemnly affirm that I hereby
undertake to act according to the Constitution of Sri Lanka and observe all rules regulations and
practices of the school Student Parliament.

Oath to be taken by Zonal Student Parliamentary Representatives

I of Education Zone
..... Division on functioning as a student representative of the Student
Parliament and as a Sri Lankan citizen hereby respectfully and solemnly affirm that I hereby
undertake to act according to the Constitution of Sri Lanka and observe all rules regulations and
practices of the Zonal Student Parliament.

Pannel of Consultants

- Mr.W.M.Bandusena - Secretary, Ministry of Education, Isurupaya, Battaramulla
- Mr. A.S. Hewage - Additional Secretary, (School Activities) Ministry of Education, Isurupaya, Battaramulla
- Dr.Ms.Jayanthi Gunasekara - Director General, National Institute of Education, Maharagama
- Mr.Y.A.N.D.Yappa - Director, Co-curricular Activities, Guidance Counseling and Peace Education Branch, Ministry of Education, Isurupaya, Battaramulla

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