

**PROCEEDINGS OF THE STATE PROJECT DIRECTOR:
SAMAGRA SIKSHA, ANDHRA PRADESH, AMARAVATI.**

Present: Sri V. CHINAVEERABHADHRUDU., I.A.S.,

Proc.Rc.No.1010045/APSS/OSC/2020,

Dated: 02/02/2020

Sub:- School Education – Samagra Shiksha - OSC – Modalities for identification of Out of school children in the State for the year 2019-20 – Instructions - Issued –Reg.,

Read: G.O.Ms.No.20, Section 29(1) of the Act, Clause (b) of sub section (1) Of the Section 12 of the Act, School Education (PE.Prog.I) Department, Government of Andhra Pradesh, dated: 03.03.2011. Gazette No.10, Dated: 05.03.2011.

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In the reference 1st cited, the Government of Andhra Pradesh has assured Free and Compulsory Education for the children within the age group of 6-14 years and every child in the age group 6-14 must be completed 8 years of elementary cycle education irrespective of Gender, Caste, Region, Religion etc.,. The Govt. of A.P., have taken all initiations in respect of free and compulsory education and established Primary Schools for every 1KM radius, Upper Primary Schools in 3 KM radius and High Schools in the radius 5 KMs in all habitations of State as per the RTE Act.

However, it is noticed that very huge difference between school age children and in school children and the remaining children are deemed to appear as out of school children or never enrolled. It is also observed that different private agencies, Govt. Departments and enrolment drives very often taken up by the Samagra Shiksha and School Education Department etc., are projecting various figures on OSC data and it is causing difficult to develop holistic approach in the absence of sound data base of OoSC for the State. Hence it is very much required to undertake an exhaustive “Special drive for identification” of out of school children in the State.

In view of the inconsistencies between various surveys, the State Project

Director, Samagra Shiksha, Amravati is decided to conduct OoSC identification survey in the name of “Mana Badiki Podam” programme to find out the actual gap between school age children and in school children and to trace out the actual Out of School Children in collaboration with other stake holder departments in the State.

The main aim of the “Mana Badiki Podam” is for identification of OSC in the age group of 6-14 & 15-18 Years across the State and also to mainstream them into their age appropriate class by giving large scope of provisions for which schooling system they are suitable to continue their studies without any hurdles. The following schooling facilities are to be recommended for various categories of OSC.

1. OSC of slow learners, middle dropouts etc., During this academic year, sibling care	: Non-Residential Special Training Centres (NRSTC)
2. Never Enrolled, Street Children, Rag Pickers, Semi-Orphans, Child labour, Stone Gathering children, Children of Broken Families, beggars etc.,	: Residential Special Training Centres (RSTC).
3. Seasonal Migration children	: Seasonal Hostels
4. Urban Deprived Children	: URS & URHs
5. Neo Dropouts	: KGBV, Residential School, Regular Schools, Bhavitha/ Non-Bhavitha Centres.

Need & Importance of the Survey

- The main objective of the survey is to maintain sound data base on OoSC and to mainstreaming all the school age children under RTE Act including out of school children.
- To prepare AWP&B and Districts plans for the year 2020-2021.
- Compliance to RTE Act 2009.
- By way of conducting thorough focussed group discussions/enquiries in the Habitations, Gram Panchayats / Wards and by surveying the targeted households in order to arrive at a comprehensive and reliable data on “Out of

School Children”. The collected data will be effectively utilized for the ensuing AWP & B and other purposes also.

Convergence Meeting:

- All the District Educational officers & Ex-officio Project Coordinators/ Additional Project Coordinators of Samagra Shiksha have been instructed to conduct a district level convergence meeting with Dy./Asst.Commissioner (Labour department) District Panchatath Officers, Project Director(MEPMA) Project Officers(ICDS), ITDA Project Officers, Deputy Director (Saakshara bhararath) ,NCLP in coordination with ALS coordinators and other Sectoral officers of Samagra Shiksha to highlight the need and necessity for conducting the proposed survey and to clean up and update the OSC data in the district.

In view of the importance of mainstreaming of Out of School Children the following committees are constituted for various levels to trace out the actual OSC by conducting door to door campaign with the field functionaries of SSA & Education Department and by taking time to time assistance of all other departments.

District level committee:

1. District Educational Officer &
Ex- Officio Project Coordinator Member
2. Additional Project Coordinator, Samagra Shiksha. Member & Convener
3. Dy. Commissioner of Labour Member
4. Project Officer –ITDA Member
5. Project Director, MEPMA Member
6. Project Director, NCLP Member
7. Project Director, ICDS Member
8. Deputy Educational officers Concerned Member
9. ALSCo-Ordinator, Samagra Shiksha Member
- 10.Asst .AMO(Urdu), Samagra Shiksha Member
- 11.Deputy Inspector – Urdu Member

Mandal level committee

1. Mandal Tahsildar Member
2. Mandal Parishad Development Officer Member
3. Mandal Educational Officer Member & Convenor
4. CDPO of ICDS Department Member
5. School Complex Head Master Member
6. Concerned officer from Tribal Welfare Member
7. Special officer, KGBV concerned Member

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|---------------------------|--------|
| 8. DLMTs concerned | Member |
| 9. Madal Samaakhya Leader | Member |

Habitation level committee

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| 1. Parental committee, Chairman | Member |
| 2. Head Master of concerned School | Member & Convenor |
| 3. Village Revenue Officer | Member |
| 4. Panchayat Secretary | Member |
| 5. Ward Education Assistant | Member |
| 6. Village Volunteers of Concerned area. | Member |
| 7. CRT-KGBV | Member |
| 8. Anganwadi staff | Member |

Time line for the Programme (OSC identification)

Sl. No.	Particulars	Date
1	State level One day orientation for ALS Co-ordinators/Asst.ALSCo/ASO/APOs/Planning Co-ordinators	Conducted on 30.01.2020
2	District level convergence with all stake holder departments(Line Departments)	03.02.2020
3	District level one day orientation programme for Dy.EOs, Deputy Inspectors (Urdu), all Sectorals of samagra and MEO,!-School Complex Head Master, Mandal MIS Coordinator or Data Entry operator from each Mandal	03.02.2020
4	Mandal level Convergence and Orientation to MPDOs, Tahsildar, School Complex HM, CRPs, IERTs, DLMTs, PTIs, Anganwadi workers, S.Os of KGBVs and arrangement of Tabs and Android mobiles and downloading the MBP App.	04.02.2020
5	Habitations allotment to the enumerators.	05.02.2020
6	Field verification of OSC.	06.02.2020 to 15.02.2020

It is also planned to give orientation programme for the MPDOs, MEOs, School & Complex Head Masters, Teachers, CRPs, IERTs, Anganwadi workers (ICDS) DLMTs, MCOs of Saakshara Bharath, SO (KGBVs) for identification of Out of School Children in the State. The following modalities and instructions are framed for the proposed survey is as detailed here under.

Orientation Programme:

District level:

A district level orientation program has to be convened by the District Educational Officer & Ex-Officio Project Coordinator / Additional Project Coordinators of Samagra Shiksha and for the Dy. Educational Officers, MPDOs, Mandal Educational officers, All Sectoral & Asst.Sectoral Officers, DLMTs of Samagra and other stake holder departments or line departments.

Mandal level:

A mandal level orientation program has to be convened by the MEO for School Complex Head Masters, Head Masters, DLMTs, MCOs of Saakshara Bharath, SO(KGBV), CRPs, IERTs, MIS Coordinator, Anganwadi workers(ICDS), Parental Committee chairman, Community elders , VOs, SHG mandal samaakhya leaders and field functionaries of other line departments.

Method of collection of OSC data:

The Proposed survey is Participatory Approach and purposive by door to door campaign and targeted House Hold survey at the habitation level. The MEOs shall entrusted habitations/Gram panchayaths/ wards to the enumerators for identification of OSC in Rural and urban areas.

The Head Masters of concerned habitation schools shall conduct a meeting with Community elders and leaders, Parental committee chairman, Parental committee members, Teachers, Anganwadiss (ICDS) and SHG madal samaakhya leaders and SHG group members on identification of Out of School Children in their habitations and to discuss the issues related to Out of School Children in the habitation/Gram Panchayat/ward area and obtain the OSC data.

Enumerators:

CRPs, IERTs, Part time instructors, DLMTs, Anganwadi workers (ICDS), SHG-Leaders, CRTs & SOs of KGBVs, Village Volunteers, ward Education Assistants and the services of the CRPs & DRPs (MEPMA) may be utilized in urban areas.

Role of District Educational Officers & Ex-Officio Project Coordinators:

- To conduct district level convergence meeting with all line departments and with the District level officers of samagra Shiksha
- Instructions should be given to all Dy.Educational Officers and Mandal Educational Officers to conduct the targeted House hold survey for identification of OSC scrupulously.
- Should visit 1 or 2 mandals per day during the programme.
 - During the survey cross check at random and ensure quality survey.
- Conduct review meetings twice in a week with the MEOs, Dy.E.Os and Sectoral Officers.
- Appointment of divisional level co-ordinator i.e., Deputy Educational Officer, Deputy Inspector (Urdu).
- Instructions should be given to all the School Complex Head Masters, Head masters and the Teachers to co-operate with the enumerators and guide them properly.

Role of additional Project Coordinator:

- Appointment of divisional level monitoring officers with the Sectoral Officers.
- Conduct of mandal level orientation to School Complex H.M./MEOs, MPDOs, Tahsildar as per the schedule.
- Visit 1 or 2 mandals per day
 - During the survey cross check at random and ensure quality survey.
- Communication of SPO instructions time to time to all field functionaries.
- Preparation of day-wise district level report and submit the same to State Project Director .
- Monitoring of Day-wise progress.

Role of Dy.Educational Officers:

- Conduct of mandal level orientation to School Complex Head Masters, MEOs enumerators and other stake holders..
- Visit 3 to 4 mandals per day.
 - During the survey cross check at random and ensure quality survey.
- Co-ordinate with all Mandal Educational Officers in the division.
- Monitoring the Progress of Survey in their jurisdiction.
- Submission of consolidation report to the additional Project Coordinator.

Role of Mandal Educational Officers:

- Conduct of mandal level orientation to School Complex Head Masters, Head masters and other stake holders or other line departments.
- Identification of Enumerators as per schedule.
- Preparation of day-wise and village wise action plan.

- Allotment of habitations/Wards to the enumerators.
- Conduct of orientation programme to the enumerators.
- Visit 4 to 5 villages/Habitations/Wards per day.
 - During the survey cross check at random and ensure quality survey.
- Collection of data from the enumerators.
- Submission of consolidated report to the concerned deputy Educational Officer.
- To monitor the Progress on daily basis.

Role of Deputy Inspector (Urdu) :

- Assistant Academic Monitoring Officer is sole responsibility and to appropriate steps for Uploading the Madarsa children data in to the Properly in coordination with ALS Coordinator
- To conduct meetings with the Madarsaa Nazims and the Madarsa volunteers
- Visit 5 to 6 Madarsas per day in their Jurisdiction .
- To motivate the Nazims to upload the Madarsaa Children data into the MANABADIKIPODAM app for providing financial assistance.
 - During the survey cross check at random and ensure quality survey.
- Time to time guidance to the MEOs and Enumerators.
- Conduct of reviews twice in a week with the Urdu teachers and the Volunteers of Madarsa on the uploading and identification of progress of muslim minorities in the Survey.
- Cross verification of data at the field level.

Role of Sectoral Officers:

- Visit 2 to 3 mandals per day in their allotted division.
 - During the survey cross check at random and ensure quality survey.
- Time to time guidance to the MEOs and Enumerators.
- Collection of data in their allotted divisions .
- Conduct of reviews twice in a week with the MEOs on progress of the Survey.
- Cross verification of data at the field level.

Role of Assistant Academic Monitoring Officer (Urdu) :

- To coordinate with all Deputy Inspectors of Urdu ,Nazims of Madarsas , Volunteers of Madarsa
- To conduct meetings with the Madarsaa Nazims and the Madarsa volunteers
- To motivate the Nazims to upload the madarsa Children data into the MANABADIKIPODAM app for providing financial assistance.
 - During the survey cross check at random and ensure quality survey.
- Visit 5 to 6 Madarsas per day in their Jurisdiction .
- Time to time guidance to the MEOs and Enumerators.
- Conduct of reviews twice in a week with the Urdu teachers and then Volunteers of Madarsa on the progress of muslim minorities in the Survey.
- Cross verification of data at the field level.

Role of School Complex Head Master:

- Orientation to Head Masters and enumerators.
- Monitoring of cluster level verification.

- Visit 2 or 3 villages per day.
 - During the survey cross check at random and ensure quality survey.
- Cross verification of the data.
- Submission of day wise progress to the MEO.

Role of Enumerator:

- Attend the orientation programme.
 - Conduct and complete the survey as per schedule prescribed.
- Accurate enumeration.
- All schools/ villages should be covered within the timeline.
- Not attend other works until completion of “Identification of OSC identification Survey”.
- Submission of day-wise reports to the Complex chairman & MEO.
- Identify the all OSC and never enrolled in their allotted areas.
- The targeted age group 6-14 &15-18 years._

Role of Village Volunteers & Ward Education Assistant:

- Collect all Out of School children including never enrolled data in their allotted area.
- To motivate the parents towards education of their children
- To communicate the dropout and migrant children information to the School headmaster and The MEO concerned time time.

Monitoring Teams:

- **District level:** DEO, Additional Project Coordinator, PO (ITDA) PO (ICDS), PD(MEPMA)/ Asst. Commissioner (Labour Dept) and all sectoral officers & Asst.Sectoral officers of Samagra Shiksha.
- **Divisional level:** Dy.Educational officers, Deputy Inspectors (Urdu) Asst. Labour Officer, NCLP concerned, CDPOs and DLMTs
- **Mandal level:** MPDO, Tahsildhar, MEO, Complex HM, School HM, MCos and SO (KGBV).
- **State level:** **1.** Sri R. Madhusudhana Reddy, Addl., SPD-I, **2.**Sri G.Bharat Kumar, Addl., SPD-II, **3.**Sri H. Venkata Subbaiah, Deputy Director (OSC Wing), **4.**Sri S. Prasada Rao, Lecturer, SIEMAT, **5.**Sri Sateesh Reddy, Lecturer, SIEMAT and **6.** Sri Narasimha, Lecturer, SIEMAT in the Samagra Shiksha

Note: State level teams may be constituted by State Project Director to visit and monitor the survey process in the districts.

Instructions:

- A district level convergence meeting has to be convened by the Additional Project Coordinator, and to highlight the need and necessity for conducting the proposed survey in the district.
- Alternating School Co-ordinator is the responsible person to implement the programme in District level.

- Assistant Academic Monitoring officer is sole responsible for minority children information in coordination with the ALS Coordinator
- Discussion on the designed “Mana Badiki Podam” App and mock survey shall be conducted in the orientation program at district level and doubts, if any, shall be clarified then and there.
 - All the participants should be properly motivated and instructed to perform the assigned job with utmost quality in the given time frame. Submit the names of OSC identified to State Project Office for further analysis and necessary action.
- The Mandal Educational Officer is the Mandal level convenor for conduct the survey for identification of OSC.
- Complex Head Master is the cluster level convenor for his complex to trace out the out of School Children. The role of Complex Chairman is very crucial for identification of OSC.
- The Enumerators should take proper care to identify the OSC.
- The Enumerators should not give false and fabricated information under any circumstances. If anything found wrong serious view will be taken against individuals.
- DEOs& Ex-Officio Project Coordinators /Additional Project Coordinators should not assign any other works to the CRPs/DLMTs those who are involved in the Survey until completion of the programme.
- The Mandal Educational Officers should submit enumerator wise habitation-wise work allotment and action plan to the DPO Office and the DPO in turn to submit the same to the SPO Office.
- MIS Co-ordinator at mandal level is responsible to submit the daily consolidate report to DPO Office.
- MIS Co-ordinator at district level is responsible to submit the daily consolidated status reports to SPO
- Additional Project Coordinator should appoint 1 sectoral officer for each one division for close monitoring of the programme.
- Consolidation of OSC data at the district level is the sole responsibility of MIS/Planning Coordinator of SSA.
 - Where the CRPs are not available there the IERTs services may be Utilised for enumeration.
 - If CWSN identified by the enumerator, again the IERT shall contact the CWSN and collect the detailed data.
 - The Village Volunteer and Ward Education Assistant is to support the enumerators in their Jurisdiction and ensure the quality of Survey
 - The enumerators will be paid Rs 50/- per day and the expenditure met from the OSC interventions of the concerned district.
 - The District Educational Officers & Ex-Officio Project Coordinator /Additional Project Coordinators are authorized to spent Rs.15000/- for the convergence meetings and orientation programmes in the district. The expenditure met from the OSC interventions of the concerned district.

The above modalities and Guidelines are issued for identification of OSC and to conduct survey through “Mana Badiki Podam” App in all the districts in the state. The District Educational Officers and Ex-Officio Project Coordinators / Additional Project Coordinators of Samagra Shiksha in the State are requested to follow the above instructions scrupulously.

**VADREVU CHINAVEERABHADRUDU
STATE PROJECT DIRECTOR, SAMAGRA SHIKSHA**

To

All the DEOs & Ex-Officio Project Coordinators of Samagra Shiksha in the State,

All the Additional Project Coordinators of Samagra Shiksha in the State.

Copy submitted to the Principal Secretary School Education Department, Govt. of AP, Velagapudi for kind information.

Copy to the Commissioner of School Education, Andhra Pradesh, Amaravati for information.

Copy to all the District Collectors & Chairman of Samagra Shiksha in the state.

Copy to all the Regional Joint Directors of School Education Department in the state.

Copy to all the Project Officers of ITDAs in the State.

Copy submitted to the OSD to the Hon'ble Minister for Education, Govt., of Andhra Pradesh, Secretariat, Velagapudi, A.P, Amaravati for kind information.