




Office of District Magistrate
and Collector
South 24 Parganas

Procedure Manual
of
MR & Sarva Shiksha Mission



Controlled Copy No.: 14

 सत्यमेव जयते	OFFICE OF THE DISTRICT MAGISTRATE & COLLECTOR, 24 PARGANAS		<u>Controlled Copy</u> Copy No: <u>11</u>
	DOCUMENT NO:	SOP SSM 01/1/Rev:	
SECTION TITLE:	100% Enrolment of 6-14 years age group.		
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1. Purpose: To ensure 100% Enrollment of 6-14 age group including the dropped out or never enrolled children.

2. Scope: To ensure elementary education of all children belonging age group of 6-14 within the district of South 24 Parganas.


3. Responsibility and Authority:


The District Magistrate & District Project Director, SSM, South 24 Parganas and the District Project Officer, SSM, South 24 Parganas are the sole responsible person for implementing the procedure.

4. Reference: RTE Act, 2009 and Guidelines of State Project Office, Paschim Banga Sarva Siksha Mission. Quality Manual Section 7.5.1

5. Abbreviation:

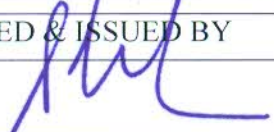

RTE	: Right To Education
DPD	: District Project Director
DM	: District Magistrate
VEC	: Village Education Committee.
WEC	: Word Education Committee
AWP&B	: Annual Work Plan & Budget
SPO	: State Project Office
PBSSM	: Paschim Banga Sarva Siksha Mission
U-DISE	: Unified District information System for Education
SSM	: Sarva Siksha Mission.
QSF	: Quality System Format
CAL	: Computer Aided Learning
CWSN	: Children With Special Needs
MIS	: Management Information System.
CLRC	: Circle Level Resource Centre.
CRC	: Cluster Resource Centre.


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6. Procedure to achieve 100% Enrollment of 6-14 age group children.

Sl. No.	Input	Process	Output
1.a	<ul style="list-style-type: none"> Approved AWP&B Follow Guidelines for Child Register. Distribution of Child Register Format. Child Register Compilation format 	<ul style="list-style-type: none"> To receive and enter in Dak Receipt Register-1. To distribute Guideline and Child Register formats (QSF SSM 01/01 & 02/01) to CLRCs. To receive information in a Data Capture Format, QSF SSM 02/01 (hardcopy) from all CLRCs. To compile and analyze the information at district level (QSF SSM 02/01). 	<ul style="list-style-type: none"> Identified Number of Out of School Children (24429) as on 01/01/2013)
1.b	<ul style="list-style-type: none"> Follow guidelines of Bhartikaran Karmasuchi to enrollment 24429 Out Of School Children QSF SSM 03/01. 	<ul style="list-style-type: none"> To organize District Level and Circle Level workshop with all stake holders in the age appropriate classes in the nearby school as per RTE Act, 2009. Distribution of QSF SSM 03/01 to all CLRCs and collect. To send the final compiled report to SPO,PBSSM. 	<p>All stakeholders become aware of Bhartikaran Karmoshuchi</p> <p>Identified no. of Out of School Children after Bhartikarn Kramasuchi.</p>
1.c	<ul style="list-style-type: none"> Action plan for enrolled Out of School Children after 	<ul style="list-style-type: none"> To make list (QSF SSM 04/01) of special training centres for enrolled children in age appropriate classes and to send to SPO,PBSSM To train the teachers of these special training centres. 	



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	Bhartikarn Kramasuchi • Guideline of Special Training and Approved AWP&B	<ul style="list-style-type: none"> • After receiving Training Kits from SPO,PBSSM distribution of kits among Special Training Centres through CLRCs • To conduct baseline survey of students for identification of their learning level. • To make mainstream these children gradually. • Monitoring and Supervision of Special training centre from district level/CLRC level. 	<ul style="list-style-type: none"> • To ensure 100% mainstreaming (QSF SSM 05/01 Soft copy).
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7.0 Records :

Sl. No.	Records	Formats	Retention Period	Responsibility	Distribution
1.	Approved AWP&B	Document SSM 01	1 year	Community Mobilization and Alternative Schooling Co-ordinator	
2	Guidelines of Child register.	Document SSM 02	8 years	- Do -	All Circle project Co-ordinators
3	Child Register Format	QSF SSM 01/01	8 years	- Do -	All Circle project Co-ordinators
4	Child Register Compilation format	QSF SSM 02/01	8 years	-	All Circle project Co-ordinators
5	Out of School Children	Document SSM 03	8 years	- Do -	State Project Office, PBSSM, Bikash Bhawan, Salt Lake

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6	Guideline of Special training centres	Document SSM 04	8 years	- Do -	All Circle project Co-ordinators
7	Guideline of Bhartikaran karmasuchi	Document SSM 05	8 years	- Do -	All Circle project Co-ordinators
8	Out of School Children after Bhartikaran Karmasuchi	QSF SSM 03/01	8 years	- Do -	State Project Office, PBSSM, Bikash Bhawan, Salt Lake
9.	List of special training centres	QSF SSM 04/01	8 years	- Do -	State Project Office, PBSSM, Bikash Bhawan, Salt Lake
10	Final compiled report (Soft copy)	QSF SSM 05/01	8 years	-	State Project Office, PBSSM, Bikash Bhawan, Salt Lake

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