



Office of District Magistrate  
and Collector  
South 24 Parganas


# Procedure Manual

of  
MR & Sarva Shiksha Mission



Controlled Copy No.: 14



 सत्यमेव जयते	<b>OFFICE OF THE DISTRICT MAGISTRATE &amp; COLLECTOR, 24 PARGANAS</b>	<u>Controlled Copy</u>  Copy No:- 11	
DOCUMENT NO:	SOP SSM 01/1/Rev:		
SECTION TITLE:	100% Enrolment of 6-14 years age group.		
SECTION NO:	REVISION DATE	PAGE	ISSUE DATE
7.5.1		Page 1 of 4	02.04.2013

**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.

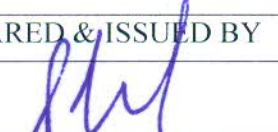

**3. Responsibility and Authority:**

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:**

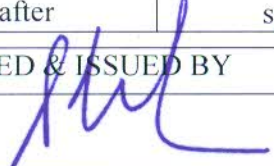

RTE	: Right To Education
DPD	: District Project Director
DM	: District Magistrate
VEC	: Village Education Committee.
WEC	: Word Education Committee
AWP&B	: Annual Work Plan & Budget
SPO	: State Project Office
PBSSM	: Paschim Banga Sarba Siksha Mission
U-DISE	: Unified District information System for Education
SSM	: Sarba 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.

PREPARED & ISSUED BY	APPROVED BY
	




 <p>सत्यमेव जयते</p>	<b>OFFICE OF THE DISTRICT MAGISTRATE &amp; COLLECTOR, 24 PARGANAS</b>	<u>Controlled Copy</u>  Copy No:- <b>14</b>
DOCUMENT NO:	SOP SSM 01/1/Rev:	
SECTION TITLE:	100% Enrolment of 6-14 years age group.	
SECTION NO:	REVISION DATE	PAGE
7.5.1		Page 2 of 4
ISSUE DATE	02.04.2013	

#### 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"> <li>Approved AWP&amp;B</li> <li>Follow Guidelines for Child Register.</li> <li>Distribution of Child Register Format.</li> <li>Child Register Compilation format</li> </ul>	<ul style="list-style-type: none"> <li>To receive and enter in Dak Receipt Register-1.</li> <li>To distribute Guideline and Child Register formats (QSF SSM 01/01 &amp; 02/01) to CLRCs.</li> <li>To receive information in a Data Capture Format, QSF SSM 02/01 (hardcopy) from all CLRCs.</li> <li>To compile and analyze the information at district level (QSF SSM 02/01).</li> </ul>	<ul style="list-style-type: none"> <li>Identified Number of Out of School Children (24429) as on 01/01/2013)</li> </ul>
1.b	<ul style="list-style-type: none"> <li>Follow guidelines of Bhartikaran Karmasuchi to enrollment 24429 Out Of School Children</li> <li>QSF SSM 03/01.</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> <li>Distribution of QSF SSM 03/01 to all CLRCs and collect.</li> <li>To send the final compiled report to SPO,PBSSM.</li> </ul>	<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"> <li>Action plan for enrolled Out of School Children after</li> </ul>	<ul style="list-style-type: none"> <li>To make list (QSF SSM 04/01) of special training centres for enrolled children in age appropriate classes and to send to SPO,PBSSM</li> <li>To train the teachers of these special training centres.</li> </ul>	
PREPARED & ISSUED BY		APPROVED BY	
			



 सत्यमेव जयते	<b>OFFICE OF THE DISTRICT MAGISTRATE &amp; COLLECTOR, 24 PARGANAS</b>		<u>Controlled Copy</u>  Copy No:- 14
DOCUMENT NO:	SOP SSM 01/1/Rev:		
SECTION TITLE:	100% Enrolment of 6-14 years age group.		
SECTION NO:	REVISION DATE	PAGE	ISSUE DATE
7.5.1		Page 3 of 4	02.04.2013


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

#### 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

PREPARED & ISSUED BY	APPROVED BY
	




 सत्यमेव जयते	<b>OFFICE OF THE DISTRICT MAGISTRATE &amp; COLLECTOR, 24 PARGANAS</b>		Controlled Copy
			Copy No:- 14
DOCUMENT NO:	SOP SSM 01/1/Rev:		
SECTION TITLE:	100% Enrolment of 6-14 years age group.		
SECTION NO:	REVISION DATE	PAGE	ISSUE DATE
7.5.1		Page 4 of 4	02.04.2013

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

PREPARED & ISSUED BY	APPROVED BY
	



 सत्यमेव जयते	<b>OFFICE OF THE DISTRICT MAGISTRATE &amp; COLLECTOR, SOUTH 24 PARGANAS</b>	<u>Controlled Copy</u> Copy No:- <b>14</b>
DOCUMENT NO:	SOP SSM 02/1/Rev:	
SECTION TITLE:	100% Retention of all children age group 6-14.	
SECTION NO:	REVISION DATE	PAGE
7.5.1		Page 1 of 3
ISSUE DATE		

**1. Purpose:** To ensure 100% Retention of all children belong to age group of 6-14.

**2. Scope:** To provide service of all enrolled children of age group 6 to 14 in South 24 Parganas for ensuring Elementary Education.

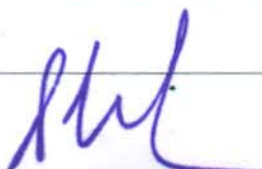
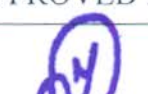
**3. Responsibility and Authority:**

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. U-DISE. Quality. Approved AWP&B. Manual Section 7.5.1.

**5. Abbreviation:**

RTE	: Right To Education
UEE	: Universalization of Elementary Education
DPD	: District Project Director
DM	: District Magistrate
RTE	: Right to Education.
VEC	: Village Education Committee.
WEC	: Word Education Committee
AWP&B	: Annual Work Plan & Budget
SPO	: State Project Office
PBSSM	: Paschim Banga Sarba Siksha Mission
U-DISE	: Unified District information System for Education
SSM	: Sarba 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
SDG	: School Development Grant
BW	: Boundary Wall
DW	: Drinking Water
MTA	: Mothers Teachers Association.
SMC	: School Managing Committee.

PREPARED & ISSUED BY	APPROVED BY
	



 सत्यमेव जयते	<b>OFFICE OF THE DISTRICT MAGISTRATE &amp; COLLECTOR, 24 PARGANAS</b>	<u>Controlled Copy</u>  Copy No:- <b>14</b>	
DOCUMENT NO:	SOP SSM 02/1/Rev:		
SECTION TITLE:	100% Retention of all children age group 6-14.		
SECTION NO:	REVISION DATE	PAGE	ISSUE DATE
7.5.1		Page 1 of 3	02.04.2013

**1. Purpose:** To ensure 100% Retention of all children belong to age group of 6-14.

**2. Scope:** To provide service of all enrolled children of age group 6 to 14 in South 24 Parganas for ensuring Elementary Education.



**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. U-DISE. Quality Manual Section 7.5.1.

**5. Abbreviation:**

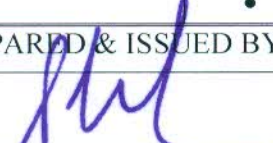
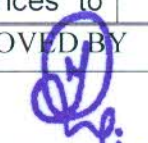
RTE	: Right To Education
UEE	: Universalization of Elementary Education
DPD	: District Project Director
DM	: District Magistrate
RTE	: Right to Education.
VEC	: Village Education Committee.
WEC	: Word Education Committee
AWP&B	: Annual Work Plan & Budget
SPO	: State Project Office
PBSSM	: Paschim Banga Sarba Siksha Mission
U-DISE	: Unified District information System for Education
SSM	: Sarba 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
SDG	: School Development Grant
BW	: Boundary Wall
DW	: Drinking Water
MTA	: Mothers Teachers Association.
SMC	: School Managing Committe.

PREPARED & ISSUED BY	APPROVED BY
	




	<b>OFFICE OF THE DISTRICT MAGISTRATE &amp; COLLECTOR, 24 PARGANAS</b>	<u>Controlled Copy</u>  Copy No: <b>14</b>
DOCUMENT NO:	SOP SSM 02/1/Rev:	
SECTION TITLE:	100% Retention of all children age group 6-14.	
SECTION NO:	REVISION DATE	PAGE
7.5.1		Page 2 of 3
ISSUE DATE	02.04.2013	

#### 6. Procedure to achieve 100% Retention of 6-14 age groups

Sl. No.	Input	Process	Output
1a.	To follow the guideline of UEE and Right To Education Act, 2009.	<ul style="list-style-type: none"> <li>To conduct District level workshop with all district level and sub-district level officers and SSM staffs.</li> <li>To distribute QSF SSM 06/01,07/01 &amp; 08/01 to CLRC for Data collection</li> <li>To collect information in Data Capture Format QSF SSM 08/01 from CLRCs.</li> <li>To computerise of data and analyse in QSF SSM 09/01(Soft Copy).</li> </ul>	Report on Retention
1b.	Action plan for Retention	<ul style="list-style-type: none"> <li>To bring back all absentees (more than 1 month) by Para-teachers and Sikshabandhus</li> <li>To provide grants for infrastructural development such as ACR, Maintenance grant, SDG, Toilets, BW, DW, Girl's Toilet, CWSN Toilet, Ramps &amp; Handrails etc based on U-DISE.</li> <li>To conduct Teachers' training to ensure quality education and retention.</li> <li>To organize Awareness Campaign among VEC, WEC, MTA, SMC and others.</li> <li>To provide Uniform, Free text book grant etc based on the U-DISE.</li> <li>To provide Aids and Appliances to</li> </ul>	Ensure 100% Retention
PREPARED & ISSUED BY		APPROVED BY	
			



 सत्यमेव जयते	<b>OFFICE OF THE DISTRICT MAGISTRATE &amp; COLLECTOR, 24 PARGANAS</b>	<u>Controlled Copy</u>  Copy No:- <b>14</b>	
DOCUMENT NO:	SOP SSM 02/1/Rev:		
SECTION TITLE:	100% Retention of all children age group 6-14.		
SECTION NO:	REVISION DATE	PAGE	ISSUE DATE
7.5.1		Page 3 of 3	02.04.2013

		CWSN after screening camp. <ul style="list-style-type: none"> <li>To arrange health check up of children.</li> <li>To implement Nirmal Vidyalaya Award programme to create healthy atmosphere in the schools.</li> <li>To provide Computer and accessories under CAL programme.</li> <li>Monitoring and Supervision in a regular way.</li> </ul>	
--	--	--	--

#### 7.0 Records :

Sl. No.	Records	Formats	Retention Period	Responsibility	Distribution
1.	Approved AWP&B	Document SSM 01		All Co-ordinators	Kept in file
2.	School Level Retention Format.	QSF SSM 06/01	2 years	CM & AS Co-ordinator	To All Circle Project Co-ordinators.
3.	Cluster Level Compilation of Retention Format.	QSF SSM 07/01	2 years	CM & AS Co-ordinator	To All Circle Project Co-ordinators.
4.	Circle Level Compilation of Retention Format.	QSF SSM 08/01	2 years	CM & AS Co-ordinator	To All Circle Project Co-ordinators.
5	District Level Compilation of Retention Format( Soft Copy)	QSF SSM 09/01	2 years	CM & AS Co-ordinator	

PREPARED & ISSUED BY	APPROVED BY
