

**PROCEEDINGS OF THE COMMISSIONER OF SCHOOL EDUCATION::**

**A.P., AMARAVATI**

**Present: K Sandhya Rani I.Po.S**

**Rc. No. 238/A& I/2018**

**Dated: 13/04/2018**

**Sub:-** School Education – **MANA VOORU – MANA BADI** Campaign -  
Completing the School Admissions for the academic year  
2018 – 19 from 23-4-2018 to 30-4-2018 - Instructions issued  
– Reg.

**Read:-** RTE Act No. 35 of 2009

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All the Regional Joint Directors of School Education and District Educational Officers in the State are informed that under Right to Education (RTE) Act 2009, the Right to Education is accorded the same legal status as the Right to Life as provided by Article 21 (a) of Indian Constitution. Every child in age group of 6 to 14 years shall be provided up to 8 years of Elementary Education on admission to an age appropriate class in the vicinity of his / her neighbourhood.

It is further informed that there is a declining trend in Government schools' enrolment over the years. This is resulting in closing of zero enrolment schools, merging/consolidation of non-viable schools with neighbouring schools during the rationalization process. Multi-grade teaching becomes inevitable when the enrolment does not justify allocation of full complement of teachers. Further, continuous efforts to identify Out of School Children (OoSC) needs to be made to ensure that all children are enrolled in schools.

In the above context, it is proposed to take up a special campaign "**Mana Vooru - Mana Badi**" to complete the Admissions for academic year 2018-19 in all Government/Mandal Parishad /Zilla Parishad Schools from 23<sup>rd</sup> April to 30<sup>th</sup> April 2018.

**Objective of "Mana Vooru-Mana Badi" Campaign:**

- To take up and complete admissions in schools for the academic year 2018-19 from 23<sup>rd</sup> April to 30<sup>th</sup> April 2018.
- Creating awareness among the parents, students and SMC members regarding opening of **Parallel English Medium Sections at Class I**
- To target the following categories of children for admission to Govt./MPP/ZP Primary, Upper Primary and High Schools
  - Children completing 5 years of age from AWCs or others to be admitted in Class I.
  - Children of the special focused groups i.e migrated, slum areas, deprived & disadvantaged groups.
  - Out of School Children ( Never enrolled & Drop outs )
  - Children residing in the vicinity of Model Primary Schools.
  - Ensuring that, students who have completed Class V in Primary School to be admitted in class VI in Upper Primary / High Schools from 23<sup>rd</sup> April to 30<sup>th</sup> April, 2018
  - Ensuring that students, who have completed Class VII/VIII are to be admitted in Class VIII/IX in High Schools from 23<sup>rd</sup> April to 30<sup>th</sup> April to reduce secondary level drop out.

- Ensuring that all the V Class / IX Class students who are targeted for **Gnana Dhaara** Programme to attend in the allotted centres.
- Creating awareness on **Gnana Dhaara** Summer Residential programme among all SMCs, students, teachers and parents.
- Creating awareness on incentives / schemes provided by the Government to the school aged children.
- To make aware the parents of students who are studying in private schools about the benefits being provided by the Government.

**Benefits provided in Govt. Schools to be highlighted during the campaign:**

1. Free Education to all from classes I to X.
2. Qualified, experienced and capable teachers
3. Free Uniforms, Free Text Books
4. Providing nutritious Mid-Day Meals with 3 eggs per week.
5. Opening of **parallel English Medium sections in Primary Schools** at **Class I** from **2018-19**
6. **Parallel English Medium Sections in High Schools.**
7. Providing quality education through digital class rooms and virtual class rooms.
8. Lab and Library facility to the Students.
9. Protected drinking water and toilet facility
10. Stress free Education through Continuous and Comprehensive Evaluation.
11. Transport facility to the students
12. Sports/Physical Education, Yoga, good play grounds in Government schools
13. Bicycles to the girls of secondary schools under Badikosta scheme.
14. Felicitating meritorious students with Prathibha awards
15. Training to girls in martial arts
16. Vocational Education
17. Career guidance and counselling to students
18. Providing sanitary napkins to adolescent girls under Sahaja scheme

**Implementation Plan**

In order to conduct the “**ManaVooru-ManaBadi**” campaign appropriate committees may be constituted at the District Level, Mandal Level and School Level, the following teams are constituted:

<b>Role</b>	<b>District Committee</b>	<b>Mandal Committee</b>	<b>School Level Committee</b>
Chairman	District Collector	MPDO / Special Officer	Head Master/ Teacher
Vice Chairman	District Educational Officer	Mandal Educational Officer	SMC Chairman
Convener	Project Officer, SSA	Representative of One School Management Committee	Local Primary and UP school teachers in case of High Schools

Member	District Panchayat Officer	Cluster School HM	Anganwadi Worker
Member	CEO, Zilla Parishad	One Teacher	
Member	PO, ITDA		

#### **Roles of the District Level Team:**

- Plan and lead on the “**ManaVooru-BanaBadi**” campaign.
- Coordinate with PO, SSA for developing and supplying of required publicity material, **admit cards**, registers, etc.
- Delineate the roles and responsibilities of Sectoral officers and CRPs of SSA in working with the field teams to mobilize parents and ensure high enrolment.
- Coordinate with MEOs and other field officers and ensure that the entire programme is conducted as per the schedule.
- Ensuring all targeted students for **Gnana Dhaara** programme to be admitted in to allotted centres in their jurisdiction.
- Submit a compliance report to the CSE, A.P Ibrahimpatnam, Amaravati.

#### **Roles of the Mandal Level Team:**

- The Mandal level team should plan and lead on the Mandal and school level campaign.
- They should ensure that all habitations in the Mandal are covered in the campaign through participation of the local public representatives.
- MPDO, MEO should take up joint action along with the concerned CDPO, Supervisors of Anganwadi Centers to ensure that all children completing 5 years of age in the AWCs and other centres are admitted to nearby MPP/Government School.
- The CDPO, Supervisor should provide the data of all children completing 5 years in AWCs to the Headmaster/Teacher of the nearby Primary Schools for taking up the admission process.
- The MEO should coordinate with Head Masters and School Management Committees in the Mandal to ensure the admission of school aged children, drop out children and out of school children is done in the nearby Government Schools in the Mandal.
- Ensuring all targeted students for **Gnana Dhaara** programme to be admitted in to allotted centres in their jurisdiction
- An amount of Rs. 2500/- to 5000/- may be utilised (commensurate with the enrolment to be made in the School) from School Management Committee funds to meet the expenditure towards activities relating to the “**Mana Voordu Mana Badi**” Campaign for admissions during 2018-19.
- The details of the admissions made in different schools and in different classes in various schools in the mandal should be entered on the CSE portal using the MEO login provided.

#### **School Level Activity**

- Details of 5 years completed children should be obtained from the local AWCs and other centres. Similarly details of the students completing 5<sup>th</sup> class in the Primary Schools and in the catchment area should be obtained.

- A meeting should be held with the AWWs and the parents of the children completing 5 years of age. They should be made aware of the benefits of joining the children in the Govt. Schools. They must be assured that good quality education will be provided to their wards.
- The Headmasters should be available from **9.00 am. to 6.00 p.m.** along with one teacher for enrolling the students and reporting daily to higher authorities and uploading the details. For this purpose, the HM and one teacher will be paid @ Rs.250/-per day per Teacher per school and an amount of Rs.400/-per day for Headmaster per school should be paid. The expenditure should be incurred from SSA Funds at the District Level or from School Grants, where available. The details of admissions made should be entered in the Admissions Register.
- An **admission card** is to be issued to all the students getting admitted to the next class clearly indicating the class in which she/he shall be admitted in the next academic year 2018-19.
- HM should submit a report to the MEO on the admissions made in his/her respective school.
- All students successfully completing V Class in a Primary School should be admitted to the Upper Primary or High School by required coordination between the UP/High School HM and the Primary School HM/Teacher.
- The teacher should identify the catchment area around the school vicinity and ensure that maximum number of children is enrolled in the School.
- While making efforts for such enrolment, the HM/Teacher should enlist the support of School Management Committee Members, Local leaders, teachers and Head Masters of schools in the catchment area, NGOs, if any, working in the area, etc.
- After a thorough survey in the locality children studying in Government schools, children studying in Private schools, Drop out/Out of School children should be identified and all efforts made to admit them to the next class for the academic year 2018 –19.
- The Chairman and Convener should arrange for **door to door campaign** in the early hours of the day / evening hours with all stake holders at school level. Banners, Placards should be used for the **door to door campaign** highlighting the benefits provided by the Government to the school age children.
- The Brochure/ Pamphlets developed by SSA should be distributed to every parent.
- The Head Master should display the details of the children to be enrolled as entered in the register. He/She also should discuss with all stake holders the plan and procedure to admit the children in Government School.
- **Post card campaign:** Letters shall be drafted to the parents whose children are studying at private schools by the students by conveying the message about the effective academic activities of the school and inviting them to admit their children in the school.
- All the teachers are requested to participate in the campaign without deviating examination schedule on 23.04.2018 for better enrolment in their respective school.
- With all efforts in the campaign all are requested to ensure that the transition rate should be 100%

### Schedule of Activities:

Sl. No.	Activity	Date	Timings
1.	Launch of the programme by Local MP/MLCs/ MLA, District Collector, DEO, PO SSA, Public Representatives and other Community Leaders by creating awareness on ongoing activities of Education Department like <b>Gnana Dhaara, Opening of Parallel English Medium Sections and other schemes.</b> In this programme the Headmaster(s) are requested to ensure some students shall be enrolled in presence of the invitees.	23-4-2018	9.00 AM TO 11.00 AM
2.	Survey & identification of children from each category to be admitted into Government Schools during the campaign: <ul style="list-style-type: none"> <li>• From AWCs</li> <li>• From Class V in Primary School to Class VI in UP/High School</li> <li>• Children in Slum areas who are not enrolled in schools.</li> <li>• Out of school children</li> <li>• Children from Private Schools for joining in Government Schools</li> </ul>	24-4-2018 TO 26.04.2018	9.00 A.M. TO 11.00 A.M.
3.	Conduct of <b>door to door campaign</b> along with all stake holders for enrolling the targeted children and also motivating the parents of the children who are identified for <b>Gnana Dhaara</b> Programme <ul style="list-style-type: none"> <li>• Focus on Anganwadis – <b>24<sup>th</sup> April</b></li> <li>• Focus on V class completed children and to be admitted in VI Class – <b>25<sup>th</sup> April</b></li> <li>• Focus on VII/VIII completed children and to be admitted in VIII/ IX Classes – <b>26<sup>th</sup> April</b></li> <li>• Focus on children from Private Schools to be admitted in Govt School – <b>27<sup>th</sup> April</b></li> <li>• Focus on Out of School Children -<b>28<sup>th</sup> April</b></li> <li>• Focus on children from Slum areas-<b>29<sup>th</sup> April</b></li> <li>• Focus on the children identified for <b>Gnana Dhaara</b> programme and mobilising them to their respective centres allotted – <b>29<sup>th</sup> April</b></li> <li>• Uploading of the data in CSE at mandal level – <b>30<sup>th</sup> April</b></li> </ul>	24-4-2018 to 30.04.2018	9.00 A.M. TO 11.00 A.M. 04.00 P.M TO 06.00 P.M
4.	Issue of <b>Admit Card</b> ( as annexed to the Proceeding) and providing admissions to the children	23-4-2018 TO 30-4-2018	9.00 A.M. TO 06.00 P.M.

- NOTE:**
- 1) **For activity proposed during launch programme, all arrangements should be made to issue Admit Cards to the students identified & participating.**
  - 2) **All the Headmaster and Teachers are requested to participate in the programme for improving the enrolment of the respective schools.**
  - 3) **Headmasters & One teacher should be available in the school from 09.00 a.m to 06.00 p.m to issue admit cards and for the admissions.**

Therefore, all the Regional Joint Directors of School Education, all the District Educational Officers and Project Officers, SSA in the State are requested to follow the above instructions scrupulously and submit consolidated report in the prescribed proforma and also submit the anticipated enrolment in English Medium parallel section in Class I of the selected schools.

This has got the approval of the Commissioner of School Education, A.P., Amaravati

**Encl :** 1. Admit card  
2. Proforma for consolidated report

**Sd/- M.VENKATA KRISHNA REDDY,  
FOR COMMISSIONER OF SCHOOL EDUCATION**

To

All the Regional Joint Directors of School Education in the State

All the District Education officers in the State.

All the Project Officers, SSA, in the State.

Copy to the Director (I/c), SCERT, A.P., Ibrahimpatnam, Amaravati for information.

Copy to all the Collectors and District Magistrates in the State for favour of information and necessary action.

Copy forwarded to the State Project Director, SSA, A.P., Ibrahimpatnam, Amaravati with a request to sanction SSA funds for the above said purpose.

Copy forwarded to the Commissioner, Women Development & Child Welfare Department.

Copy submitted to the Special Chief Secretary to Government, School Education Department, A.P., Secretariat, Velagapudi, Amaravati for kind information.

Copy submitted to PS to Hon'ble MHRD, Velagapudi, Amaravati, for kind information