

**REVISED GUIDELINES AND ACTION SCHEDULE FOR OPENING AND
RUNNING THE KASTURBA GANDHI BALIKA VIDYALAYA (KGBV).
RESIDENTIAL SCHOOLS FOR GIRLS**

Background :

The Kasturba Gandhi Balika Vidyalaya (KGBV) scheme was launched by the Government of India in August, 2004 for setting up residential schools at upper primary level for girls belonging predominantly to the SC, ST, OBC and Minorities in difficult areas. The scheme of the KGBV ran as a separate scheme but in harmony with the Sarva Siksha Abhijan (SSA), National Programme for Education of Girls at Elementary Level (NPEGEL) and Mahila Samakhya (MS) for the first two years, but has since 1st April, 2007 merged with the SSA programme as a separate component of that programme.

Scope/ Coverage of the scheme :

The scheme would be applicable only in those identified educationally backward blocks (EBBs) where as per census data of 2001, the rural female literacy is below the National average and gender gap in literacy is more than the National average . Among these blocks schools may be setup in areas with :-

- Concentration of tribal population, with low female literacy and/ or a large numbers of girls out of schools.
- Concentration of SC, OBC minorities populations with low female literacy and/ or a large numbers of girls out of school.
- Areas with low female literacy or
- Areas with a large numbers of small scattered habitations that do not qualified for a school.

The criteria of eligible blocks has been revised with effect from 1st April, 2008 to include the following:

- An additional 316 Educationally Backward Blocks with rural female literacy below 30% ; and
- 94 Towns/cities having minority concentration (as per the list identified by Ministry of Minority Affairs) with female literacy rate below the national average (53.67% : Census 2001)

Objectives :

Gender disparities still persists in rural areas and among disadvantage communities. Looking at enrolment trends, there remain significant gaps in the enrolment of girls at the elementary level as compared to boys specially at the upper primary level. The objectives of KGBV is to ensure access and quality education to the girls of disadvantaged groups of society by setting up residential schools with boarding facilities at Upper Primary level.

Strategies :

Initially the proposed school shall be opened in rented or available Govt. building after deciding the location. Such residential schools will be set-up only in those backward blocks that do not have residential schools at upper primary level for Girls under any other schemes of Ministry of Social Justice and Empowerment and Ministry of Tribal affairs. This shall be ensured by the District level authority of SSA at the time of actual district level planning of KGBV initiatives by coordinating with other Deptt./ Ministry.

The Components of the schemes will be as follows :

- (i) Setting up of residential schools where there are a minimum of 50 girls predominantly from the SC,ST and minorities communities available to study in the schools at the Elementary level. The nos. can be more than 50 depending on the nos. of eligible girls.
- (ii) To provide necessary infrastructures for this schools
- (iii) To prepare and procure necessary teaching learning materials and aids of the schools.
- (iv) To put in place appropriate systems to provide necessary academic support and evaluation and monitoring
- (v) To motivate and prepare the girls and their families to sent them to residential schools
- (vi) At the primary level the emphasis will be on the slightly older girls who are out of schools and were unable to complete primary school (10+) . However, in difficult areas (migratory populations, scattered habitations that do not qualified for primary/ upper primary schools) younger girls can also be targeted.
- (vii) At the upper primary level, emphasis will be on specially adolescent girls who are unable to go to regular schools.
- (viii) In view of the targeted nature of the schemes, 75% girls from SC,ST,OBC or minorities communities would be accorded priority for enrolment in such residential schools. After targeting only aforesaid categories only 25% girls from families below poverty lines, may be accommodated.

Financial norms under KGBV :

The Govt. of India would directly release funds to the SSA State implementation society. The State Govt. would also release its share to the State implementation societies.

The State society has already opened a separate savings bank account for operating the funds of KGBV. Separate accounts will have to maintained at district and sub-districts structures accordingly.

Identification and finalization of venue for KGBV :

The district will identify the venue to open the KGBV residential schools. Following points should be kept in mind while identifying the venue and the building.

- (i) The proposed site should be adequate and suitable for KGBV residential schools.
- (ii) The buildings should be a Govt. building lying unused, or unused buildings of any autonomous body controlled by Govt. or in rented house.
- (iii) Necessary permission of the concerned authority having the custody of the buildings should be acquired and an agreement will have to be signed between the concerned authority and the SSA to the effect that the building can be exclusively used by SSA.
- (iv) The site should have medical facilities and a market nearby. There should be facilities to have any easy contact with Police Station and should not be far away from the residential area.
- (v) The provision of adequate securities in the building should be given more emphasis.
- (vi) The environment should be good enough for healthy and a learning atmosphere.

Repairing and renovation of the building :

The Civil Works Component of the concerned district will undertake the repairing and renovation works as per plan and estimate approved by State Mission Office , SSA, Assam

Local Advisory Board for KGBV :

- (i) The local advisory board will be constituted by the Block Mission Coordinator concerned with the following of the locality of the KGBV residential schools.
 - (a) Officer In-charge of the local police station or police outpost
 - (b) Doctor of the local Public Health Centre/ Hospital
 - (c) Local Anchalik Panchayat Member
 - (d) Local Gaon Panchyat president
 - (e) Local Village Education Committee /Tea Garden Education Committee President
 - (f) Two Gaon Panchyat Members of the areas
 - (g) Additional Block Resource Centre Coordinator of concerned block.
 - (h) One Retired Teacher (preferably female)
 - (i) One Distinguished citizen /Social worker of the concerned area (preferably female)
- (ii) The Block Mission Coordinator will convene the meeting of the board once in every month
- (iii) The members of the board should also be invited to the parents meeting as and when organized.
- (iv) The Local Advisory Board will advise the warden i.e. In-charge of the school and Block Mission Coordinator regarding various problems like security, treatment of illness, liaison with other community groups etc.
- (v) The minutes of the meeting of the boards should be maintained in register to be kept in custody of the Block Mission Coordinator concerned.

KGBV Co-coordinator :

The District Mission Coordinator will assign the responsibility of KGBV Coordinator upon the Additional Block Resource Centre Coordinator (Academic) concerned or an experienced and willing Cluster Resource Centre Coordinator of the locality.

Selection of Siksha Karmi, (SK), Warden and other Staff :

Necessary Educational qualification, experience and age limit of the candidates

- a. Warden cum Teacher : (1 no.)
 - (i) Graduate from recognized university with preference to the candidate having PSTE/ B. Ed. from recognized Institution/University.
 - (ii) The position is reserved for female candidates.
 - (iii) Age limit not below 30 years and not above 40 years.
- b. Full Time Siksha Karmi/ Part Time Siksha Karmi (SK)
 - (i) Graduate from recognized university with preference to the candidate having PSTE/ B. Ed. from recognized Institution/University.
 - (ii) At least 2 (two) candidates selected for Full Time SK should have Science background.
 - (iii) At least 1 (one) candidates selected for Part Time SK should have English as a Major subject (for English Teacher) and 1 (one) candidate 1 (one) candidates having Hindi (for Hindi Teacher)
 - (iv) All position of SK full time and part time will be reserved for female candidates
 - (v) Age limit below 40 years.

c. Assistant cum Care taker :

- (i) Graduate from recognized university. Preferably from commerce background.
- (ii) The candidate should have a caring personality and willing to work hard in a mission mode.
- (iii) Age limit below 40 years

d. Peon Cum Matron:

- (i) H.S.L.C. passed from recognized board
- (ii) The candidate should have a caring personality and willing to work hard in a mission mode (The position is reserved for female candidate).
- (iii) Age limit 30 to 40 years

e. Head Cook:

- (i) Having experience in cooking. The candidates should have a caring personality and be of good health and willing to work hard in a mission mode.
- (ii) Age limit below 40 years.

f. Asstt.Cook cum Helper :

- (i) Having experience in cooking. The candidates should have a caring personality and be of good health and willing to work hard in a mission mode.
- (ii) Age limit below 40 years.

g. Chowkidar cum Mali :

- (i) At least Class - VIII passed and be of sound health and active. The candidates should have a caring personality willing to work hard in a mission mode.
- (ii) Age limit below 40 years.

h. Other requirement and provision :

- (a) The Warden, Full Time Teachers, Peon Cum Matron, Cook and the Chowkidar will have to reside in the school.
- (b) The food and bed cloths will be provided in addition to their monthly remuneration.
- (c) The selected candidates will have to sign an agreement for 11 months with the BMC concerned. The engagement will be purely temporary and contractual basis.
- (d) The engagement will not entitled the candidate with any right to any permanent engagement anywhere including A.S.S.A.M or Government of Assam.

i. Interview Board for selection of Warden, SK and other staff.

There will be an Interview Board to be notified by the DMC concerned as follows:

- (a) District Mission Coordinator - Chairperson
- (b) One Representative of Deputy Commissioner - Member
- (c) Principal DIET/ Coordinator of District Resource Centre - Member
- (d) Representative of State Mission Office - Member
- (e) One prominent Personality working in the filed of Education - Member

j. Selection process of Warden, SK and others staff

- (i) The advertisement will be published in the newspaper mentioning all detailed requirements and conditions mentioned above.
- (ii) At least 8 (eight) days should be given for submission of application.
- (iii) All application should be scrutinized by DMC office.
- (iv) The candidates fulfilling the minimum requirement should be called for a test.
- (v) The selection of Warden, SK (Full Time and Part Time) and Asslt. cum Care Taker will include the following :

Written Test and Oral Interview :

There will be written test of 70 marks and oral interview of 30 marks at District Mission Coordinators office or venue fixed by District Mission Coordinator of the concerned District. The question paper will be supplied from SMO. After written test the answer script of written test will be coded and portion having the name, Roll No. etc will be detached. The coded answer script, portion having the name, Roll number etc. , attendance sheet of the candidate will be sealed and signed by the Chairman and Members of the interview board. The SMO representative will carry the sealed and signed packet of answer script to SMO for evaluation.

The interview board will take the oral interview of the candidates and the mark sheet of oral interview, attendance of the candidate will be sealed and signed by the Chairman and Members of the interview board. The SMO representative will carry the sealed and signed packet of mark sheet of oral interview to SMO.

The result of the interview will be declared and the same will communicate to the District Mission Coordinators of the concerned Districts . Accordingly DMC will sign an agreement with the selected candidate for 11 months.

The selected candidate will have to undergo the training programme after signing of the agreement . Attending the workshop is a must for the selected candidate

- (i) For the selection for Cook cum Helper , Peon cum Matron and Chowkidar cum Mali, the interview board will take oral interview and give marks out of 100 marks on the basis of their merits.
- (ii) Declaration of results for the position of Cook cum Helper , Peon cum Matron and Chowkidar cum Mali: The DMC will declare the results of the selected candidates after having approval from Mission Director, SSA.

Training :

- (a) Training will be organized for all selected persons as per need.
- (b) Wardens and SKs will be imparted training on child motivation package, academic package and management issues.
- (c) All the training will be organized at State level or in District level considering the availability of logistics, infrastructures and others facilities.

Academic Curriculum :

The formal curriculum recognized by the Elementary Education , Govt. of Assam will be applicable for KGBV schools. All major competencies on a particulars level will be included for bridge course learners, as per need .

Teaching - Learning Process & Materials :

Main objective/ focus of classroom teaching - learning process will be on child-based planning to maintain the learning pace of children. In addition to relevant TLMs prepared for classroom Teaching - Learning Practice, Children will get learning books prepared for Bridge Course Learner and all other supportive learning materials like exercise book, pen, pencil, etc. At the end of the curriculum, every child will receive formal textbooks to equip with formal curriculum.

Evaluation :

- (a) Weekly evaluation will be arranged to assess the progress of each and every learners.
- (b) In every 2 (two) months mid session evaluation will be conducted to assess the achievement level of learner .
- (c) Final evaluation would be organized to ensure achievement level of the children in the month of December.

Co-curricular activities :

- Provision for games & sports, cultural programmes and handicrafts etc. would be included in KGBV schemes.
- Provision for library will be made to facilitated in development of reading habit.
- Exposure visit to nearby areas.

Supervision, Monitoring and Review :

- Academic supervision and follow-up will be the responsibility of DACG and BACG and District functionaries.
- The Head Teacher/Asstt. Teacher of nearby LP/ UP/ME/ Composite schools will also visit the KGBV to monitor the progress of learners.

Responsibility :

(i) Warden :

- The Warden will be responsible for overall functioning of the KGBV School including academic progress during the period.

(ii) Siksha Karmi :

- Maintaining child profile
- Classroom Teaching Learning Practice, regular Academic Support to Children which includes Evaluation and need assessment of children.
- Preparation of Lesson Plan weekly evaluation etc. and will have to be reported to concerned Block Level Functionaries and to District fortnightly. She will be responsible to support children during evening and morning study hours specially home assignment.
- Maintaining progress records of every child.
- Organizing physical exercise, prayer, cultural activities, sports & games etc. for children.

(iii) KGBV Coordinator :

- Overall management for day to day functioning of KGBV
- Payments of honorarium to all staff including Wardens and SKs.
- Maintenance of Stock Cashbook etc.
- Maintaining of environment of KGBV School (cleanliness, gardening, etc.)
- Management and monitoring the performance of staff on regular basis.
- Health and medical check-up

- Managing trips for children.
- Communication with district and blocks for reporting, collection of fund etc.
- Holding all types of Review, Sharing Meeting

(iv) Assistant cum Caretaker :

- All sorts of logistic arrangements and food etc.
- Maintenance of stocks, registers, child profile etc.
- Information to parent/ guardians regarding academic progress and performance of children.
- Any other help as an when required by Warden, SK and Coordinator.

He will consult with the Warden ,SKs and KGBV Coordinator as per need for each of the above mentioned activities before taking any decisions.

Convergence with other department:

1. Food and Civil supply:

- (a) Supply of food grains at controlled rate (rice, sugar, Ata, kerosene oil, mustard oil etc)

2. Health :

- (a) Monthly health check-up (free of cost)
 (b) Free supply of essential medicines & vaccination etc.
 (c) Provision of a free bed in Civil Hospital
 (d) Classes in health, hygiene and preventive measures by Health Educator/Doctors

3. DRDA/ Public Health:

- (a) Sanitation
 (b) Drinking Water

4. Horticulture :

- (a) Fruit garden

5. Agriculture :

- (a)Vegetable garden

6. Bharat Scouts and Guides:

- (a) Training of SKs
 (b) First-aids measures

7. State Bank/ National Bank:

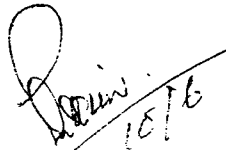
- (a) Exposure trips
 (b) Scholarship
 (c) Books/ TV Set etc

8. ASEB:

- (a) Concession/ rebate for electricity charges

9. Civil Administration

10. Police Department


 Mission Director
 SSA, Assam