

## **GUIDELINE FOR UTSAV VIDYARAMBHA PROGRAMME 2023-24**

With the enactment of the Right of Children to Free and Compulsory Education Act, 2009 (RTE) and the Act coming into force from 1<sup>st</sup> April, 2010 across the country and subsequently the State Rules 2011, state has to ensure enrolment of each child in the age group 6-14 years in school, pupil-teacher-ratio, infrastructure facility and completion of elementary cycle with the quality education. Every citizen of the society has the responsibility to ensure the same. Through Government has taken various initiatives for the fulfilment of RTE requirements, there are so many schools where enrolment is poor and teachers are more. Moreover, in some Government and provincialized Elementary schools the enrolment is declining day by day. It is essential to take special measures for increasing enrolment of the schools. To increase the number of enrolment in Govt./Prov. Schools Govt. has taken initiative under UtsavVidyambha Programme to complete the admission process of fresh children within 31<sup>st</sup>March/2024 and start new classes from the very beginning of the academic session,2024-25. Along with it Government have also considered tracking of Transition Rate as one of the very important indicators to be highly focused upon. Therefore, this time both Enrolment and Transition must go hand in hand to bring better impact in the quality education of the Government schools of the State.

This year, during UtsavVidyambha programme, the following suggestive activities are to be carried out at respective level.

### **School Level Schedule of UtsavVidyambha**

#### **Part- A:**

#### **Date: 15<sup>th</sup> March,2024:**

1. A special meeting of the SMC and parents to be held on the day. SMC will make a plan to conduct child mapping in their areas and also discuss the programme to be carried out during UtsavVidyambha.

<b>Meeting Agenda</b>	<b>Steps to Achieve</b>
<b>Discussion around 3 core area:</b> 1. Identify households with un-enrolled child/ drop out and children with the track of irregularity. 2. Idea of forming book bank (old useable textbooks) at school 3. Assigning of responsible persons and formation of committees according to activities	1. Principal/headmaster& teachers/SMC and parents collectively visits identified households for motivating respective parents& child to enrol. 2. Principal/headmaster &teachers/SMC and parents designs posters, notices, templates in support of students and influences households to donate old useable books for the school. 3. Responsible person/ Committees to be formed on the followings: a) Reader's Club; b) Book Bank Committee, c) Literary Committee, d) Cultural committee, e) Election Committee, f) Sports Committee.

2. Cultural activities by SMC/Parents/ Children
3. Hanging of Notice of new admission in prominent places.

**Date: 16<sup>th</sup> March**

1. Formation of book bank for READERS CLUB MOVEMENT (old usable textbooks) at school with the help of Principal/ headmaster/teachers/SMC and parents.

Objectives	Steps to Achieve	Outcome Expected
<ul style="list-style-type: none"> <li>• To set up a book bank that will collect books (usable story book, old magazine etc) from the community and students.</li> <li>• To strengthen functional library initiatives in school for encouraging READERS CLUB MOVEMENT</li> <li>• Encourage SMC/parents and youth participation in school development processes</li> <li>• To encourage parents/community for focusing on oral Reading Fluency( ORF)</li> </ul>	<ul style="list-style-type: none"> <li>• All the members of local people will be requested to submit their books for the school authority</li> <li>• Sensitise village households about the initiative through meetings, through students, writing letters to the parents or visits for book donation.</li> <li>• Organize books according to the learning levels of the students or grade.</li> <li>• Collect books from students, from the previous academic session.</li> <li>• Assign weekly 1 period of library class for excelling momentum in READERS CLUB MOVEMENT.</li> <li>• Use Saturday club for doing library activities (book review session, illustrate a story or poem, preparing a hand written magazine, word based scrambles, enacting a story, origami etc)</li> <li>• Design library activity calendar for an year. Some suggestive activities are given at Annexure-A</li> </ul>	<ul style="list-style-type: none"> <li>• Maximum textbooks to be restored so that newly enrolled student's don't fall resource shortage.</li> <li>• Ensure functional library with clear calendar and list of activities.</li> <li>• Improvement in reading habits, writing and oratory skills of students.</li> <li>• Peer learning environment among students.</li> <li>• Ensuring sustainability approach towards functional library.</li> <li>• Proper use of library books already provided to the schools.</li> </ul>

1. Admission of fresh students
2. Child mapping will be done by SMC and parents under the monitoring of Local authority. SMC will be preparing a database of all eligible students of the catchment areas of schools along with a separate list of drop out children.
3. SMC along with teachers of the school will visit the houses of OoSC and will motivate the parents/ guardian to resend their children to the schools.
4. SMC will send letter (in local language) to all Parents/ Guardian of all eligible students to enrol their children in Govt. schools by 30<sup>th</sup>March, 2024.

**18<sup>th</sup>to19<sup>th</sup>March, 2024**

1. Admission of fresh students
2. **Creation of teaching learning materials(TLM's) in collaboration of Principal/headmaster/teachers/parents and students**

Objectives	Steps to Achieve	Outcome Expected
<ul style="list-style-type: none"> <li>To create teaching resources for tailoring in the classroom as relevant to the content.</li> <li>To support student learning and increase student success</li> </ul>	<ul style="list-style-type: none"> <li>Decide your goal. Ask these few questions among yourself (Principal/headmaster and teachers).               <ol style="list-style-type: none"> <li>For which class TLM is required in your school?</li> <li>After deciding your class (multiple class can be clubbed together), decide skills or sub- skills where material needs to be created.</li> <li>Identify and manage materials, i.e. chart paper, sketch, scissor, crayons etc which is required to create TLMs and arrange funds to meet it.</li> <li>Explore available resources in the internet and other sources. Spend some time with self and team to brainstorm and bring new ideas of TLMs with own creative thinking.</li> <li>Organize 2-3 hours of event in the school for hands on action in creating TLMs. In this process decide who will do what in the event.</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>Developed TLMs in at-least 2-3 skills comprising minimum two classes.</li> <li>Ensure that the TLMs are accessible to students and teachers for using in the classroom</li> </ul>

3. Demonstration of TLMs by the teachers. The teacher explains to the staff and students on when and how to use a specific TLM and outcome it brings in the learning of students.

4. Organize sports activities.

### **Date:20<sup>th</sup>to23<sup>th</sup>March, 2024**

- Admission of fresh students
- Entry of name of old children in the register of promoted class and maintain their admission record for reducing transition issue. (*See annexure 1 for record maintenance*).
- Distribution of new books to the children.
- Organise rally/procession in the villages/wards/lines etc. with the help of SMC and highlight the matter of enrolling all children of the locality in the neighbourhood school.
- Publishing Wall Magazine/ Hand Made Magazine**
- Updating of School Display Board by SMC.
- Subject and class wise action plan to be prepared for the year by concerned teachers.
- Class wise and daily wise routine to be prepared for the year by teachers.Focus will also be given on oral Reading Fluency (ORF) and Foundational Numeracy and Literary.

### **Date:26<sup>th</sup>March to 28<sup>th</sup> March, 2024**

- Continue admission of fresh students
- Farewell event for students of passed out students(class 5<sup>th</sup> and 8<sup>th</sup>).
- Felicitation of students (class wise) who had **excelled their performance in scholastic and co-scholastic areaduring** the academic year, and also **facilitate to the parents**. The children and their parents to be facilitated in the special Parent- Teacher meet to be held on this day. At the same time school fraternity shall ensure the 100% transition of the passed out students and *refer to annexure 1* for filling up the right data.

#### 4. Formation of student parliament for the academic session 2024

Objectives	Steps to Achieve	Outcome Expected
<ul style="list-style-type: none"> <li>• To give a broad understanding of basic concepts of democracy and its practices.</li> <li>• To directly involve school children in the task of nation building with the aim of achieving regional and national development.</li> <li>• To provide access for the students to express, exchange, and extend their views for betterment and multifaceted analysis of an issue in order to find better solution and better approach.</li> </ul>	<ul style="list-style-type: none"> <li>• All school parliaments will be named after the respective school, e.g. <i>BongaonAnchalik MEM student parliament.</i></li> <li>• Election committee has to be formed including members from Principal/headmaster/teachers/SMC and parents.</li> <li>• The election committee will identify the nominations for various members of the parliament.</li> <li>• Election committee will prepare the identified members for the campaigning.</li> <li>• Voting process has to establish in the school system.</li> <li>• Ensure unbiased election process by establishing ballot system and ensure every child has participated in the process.</li> <li>• The election committee will recognize the elected members of the parliament and announce their name for the public.</li> <li>• The members of the parliament has to take oath in the public.</li> <li>• Representation of girl student has to be compulsory in the parliament.</li> </ul>	<ul style="list-style-type: none"> <li>• Students exhibiting strong leadership skills providing an exemplary role model for all students.</li> <li>• Students experiencing the democratic process at first hand.</li> <li>• Students having an awareness of the structure/role of Government and Parliamentary procedures.</li> <li>• Parliamentary decisions being seen to have an influence on school activities.</li> <li>• Member students realizing that through the democratic process each person has the right to free expression of ideas, together with responsibility for the well-being of all.</li> </ul>

5. Formation of new Mothers Group for the academic session.

6. Formation of student Alumni group.

**Date: 30<sup>th</sup> to 31<sup>st</sup> March, 2024**

1. **Cleanliness drive:** cleaning of the school campus, toilets, MDM kitchen, water storage, etc. with the help of (SMC, mother's group and parents/ guardians, etc.), teachers and Students

**2. Organization of ShishuMela for inspiring students in creative works and developing their creative and leadership skills.**

Objectives	Steps to Achieve	Outcome Expected
<ul style="list-style-type: none"> <li>To inspire students for their creative work and grow their public speaking skills, confidence and motivation.</li> <li>To inspire community on the best practices of the school</li> </ul>	<ul style="list-style-type: none"> <li>Prepare a school corner for exhibition of Teaching Learning Materials (TLMs) which was created on day 4.</li> <li>Inspire teachers and students to demonstrate prepared TLM to the guests including parents, SMC members, invited guests.</li> <li>Exhibition of wall magazine and invite students to recite poem and tell their stories to the guests including parents, SMC members, invited guests.</li> </ul>	<ul style="list-style-type: none"> <li>Students are enabled to lead the events and develop certain life skills.</li> </ul>

- Local people/ NGOs/ Business person/ any individuals may be encouraged to contribute any voluntary support- both in kind & and cash towards the betterment of school. A donation box may be displayed naming as “**VidyalayVikasPunjji**” where interested people can volunteer to contribute towards the cause of academic support to the school. The contribution of cash by local people or kinds must be well documented.
- Cultural /Literary activities like story telling competition, recitation, story writing,word game etc.by SMC/Parents/ Children to be organized on aforesaid days.

**Part – B:**

**Date: 1<sup>st</sup> April, 2024**

- Activation of Eco Clubs in school for achieving the goal of students learning in lifelong skills
- Plantation by Principal/headmaster/teachers/students/SMCs/NGOs/ Alumni etc.

Objectives	Steps to Achieve	Outcome Expected
<ul style="list-style-type: none"> <li>To promote awareness and interest amongst the students about local and global environment.</li> <li>To enhance the knowledge of students regarding nutritional aspects of vegetables.</li> </ul>	<ul style="list-style-type: none"> <li>Biodiversity registers to promote student’s awareness of both local and global environment.</li> <li>Maintenance of Biodiversity registers at school level to promote and awareness and interest amongst the students about the environment, biodiversity, climate etc.</li> <li>Lecture on Environmental issues by teachers.</li> <li>Identify the student coordinator, in each class who will encourage the participation of students.</li> <li>Plantation activities will be carried out under eco-clubs activities.</li> <li>Maintenance of the School Nutrition (Kitchen) Garden with the help of students, SMC members and interested person(s) from the community.</li> <li>Establish executive team of senior students who will be able to carry on the activities.</li> <li>Invite representative from agriculture/horticulture department, rural development, forest department for interactive sessions to motivate teachers and students.</li> </ul>	<ul style="list-style-type: none"> <li>To promote and awareness and interest amongst the students about the environment, biodiversity, climate etc.</li> <li>Plantation activities organized for the momentum of eco clubs.</li> </ul>

3. Illuminating/ lightening earthen lamp/ candles in the school campus in the evening involving SMCs, MGs, NGOs and parents.
4. Performing cultural activities by students, teacher, MG, parents, SMC, alumni.
5. On the day, students, parents, teachers and the SMC members will take the following oath for the welfare of the students and the school.

- **Oath for Students:**

This is our school. We shall come to school every day. We shall respect to our Parents, teachers and elders. We shall come to school neatly and keep the school clean and tidy.

We shall live in harmony with our friends. We the future citizens of our country, we take the oath to work towards holding high the honour of our country.

- **Oath for Teacher:**

I Sri/ Smt..... On this day take the pledge to work earnestly for ensuring universalisation of elementary education in our area in particular and for the state in general. I solemnly resolve to work hard to teach children to the best of my capacities. I will treat all children as equal.

- **Oath for Parents:**

This is our school. We shall send our children to school every day. We shall send our children to school neat and tidy. We take the oath to help our children grown as responsible citizens of our country.

- **Oath for SMC members:**

This is our school. We shall extend our support for the development of the school. We shall monitor the proper functioning of the school. We shall prepare School Development Plan (SDP) and ensure effective implementation of the same. We shall keep our school neat and tidy. We take oath that we shall participate every activity of the school for welfare of the students.

- **Pledge of NIPUN AXOM(FLN):** The pledge of NIPUN AXOM will be taken by Teachers, Parents, SMC/SMDC and other stakeholders. As per the medium of the school, pledge will be taken. Assamese and English pledges are enclosed herewith. For other medium, districts have already been directed to translate into other regional language.

**Roles and Responsibilities:**

1. DEEO/DMC/ IoS to lead the entire drive.
2. BEEOs shall ensure implementation, lead and extend their support to drive the entire imitative in their respective blocks
3. DPOs shall ensure proper monitoring mechanism for the entire drive
4. CRCCs shall ensure and monitor on proper implementation of the activities in their respective clusters and do proper documentation of the entire programme especially managing data around enrolment and transition very effectively (Ref. Annexure 1 and 2). The documentation report shall be submitted in the district office by the 1<sup>st</sup>. week of April, 2024.
5. SMC shall maintain day wise proper documentation of organization of all the activities during UtsavVidyarabha Programme. They shall also ensure proper implementation of all the activities.

6. Advertisement/ publicity (like Display ads, social media page, videos of activities, etc.) of best practices may be publicised to sensitise public.
  7. Members of Student parliaments must be encouraged to take keen participation in execution of the activities of UtsavVidyarambha.
- *DEEO, DMC, IS, DI, faculties of DIET, faculties of TEIs, BEEOs/BMCs, NGO partners, etc. will attend the programme of the school.*
  - *Consolidated district report on UtsavVidyarambha shall be submitted to state latest by 15<sup>th</sup> April, 2024*

**Annexure1: (Class V & VIII)**

Format For Tracking Transition Rate (passing-out students)								
Name of the District								
Name of the Block								
Name of the Cluster								
Name of the School								
SL	School Code	(Enrolment) Name of the student been passed out in <b>class V- (For Academic year 2023-24)</b>	Gender (Male/ Female)	Name of the school where the student been enrolled for Upper Primary level <b>(For Academic Year 2024-25)</b>	(Enrolment) Name of the student been passed out in <b>class VIII- (For Academic year 2023-24)</b>	Gender Male/ Female )	Name of the school where the student been enrolled for Secondary level <b>(For Academic Year 2024-25)</b>	Any Remarks

- Any drop out students who have not took admission in class VI and XI shall be mentioned with special remark.

**Annexure 2: Class VI & XI**

<b>Format For Tracking Transition Rate (newly enrolled students)</b>								
Name of the District								
Name of the Block								
Name of the Cluster								
Name of the School								
SL	School Code	(Enrolment) Name of the newly enrolled students in <b>class VI- (For Academic year 2023-24)</b>	Gender (Male/ Female)	Name of the last school they were transferred from in <b>class V- (Academic Year 2023-24)</b>	(Enrolment) Name of the newly enrolled students in <b>class XI- (For Academic year 2024-25)</b>	Gender (Male/ Female)	Name of the last school they were transferred from in <b>class VIII (Academic Year 2023-24)</b>	Any Remarks

The above formats for tracking of transition rate and enrolment shall be submitted to the State latest by 15<sup>th</sup> April, 2023.

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