

সৰ্বশিক্ষা অভিযান, অসম  
সকলোৰে পঢ়ো সকলোৰে আগবাঢ়ো

OFFICE OF THE MISSION DIRECTOR

# AXOM SARBA SIKSHA ABHIYAN MISSION

KAHILIPARA, GUWAHATI-781 019, ASSAM

No. SSA/ KGBV& RBS/Engagement/846/2017/1629

Date: 09.06.2017.

From: Aruna Rajoria, IAS  
Mission Director,  
SSA, Assam


To: The District Mission Coordinator,  
All SSA District

Subject: **Revised Guideline for implementation of Kasturba Gandhi Balika Vidyalaya (KGBV) Scheme.**

Sir/Madam,

With reference to the subject cited above, enclosed herewith the revised guidelines for implementation of activities of Kasturba Gandhi Balika Vidyalaya (KGBV) for your information and necessary action.

Yours faithfully,

  
(Aruna Rajoria, IAS)  
Mission Director,  
SSA, Assam

Memo No. SSA/ KGBV& RBS/Engagement/846/2017/1629-A

Date: 09.06.2017.

Copy to

1. The Principal Secretary, KAAC (Diphu), DHAC (Haflong), BTC (Kokrajhar) for information.
2. The Deputy Commissioner, Baksa, Barpeta, Biswanath, Bongaigaon, Cachar, Charaideo, Darrang, Dhemaji, Dhubri, Dibrugarh, Goalpara, Hailakandi, Hojai, Kamrup, Karimganj, Lakhimpur, Morigaon, Nagaon, Nalbari, Sonitpur, South Salmara-Mankachar & Tinsukia .district for information.

  
Mission Director,  
SSA, Assam

**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 1<sup>st</sup> April, 2007 merged with the SSA programme as a 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 qualify for a school.

The criteria of eligible blocks has been revised with effect from 1<sup>st</sup> 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 disadvantaged 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.

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**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 infrastructure for these 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 send 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 specially on 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 aforesaid categories only 25% girls from families below poverty lines, may be accommodated.

**Financial norms under KGBV:**

The Govt. of India would release funds to the SSA State implementation society as per norms and procedure. 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 be 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 school.
- (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 district 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 learning atmosphere.

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**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

**Block Level 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) Two Gaon Panchyat Members of the areas
  - (f) One Retired Teacher ( preferably female)
  - (g) 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 Block Level Advisory Board will advise the Warden cum Asstt. Teacher i.e. In-charge of the school and Block Mission Coordinator regarding various issues like security, treatment of children in case of illness, liaison with other community groups etc.
- (v) The minutes of the meeting of the boards should be maintained in a register to be kept in custody of the Block Mission Coordinator concerned.

**KGBV Co-ordinator:**

The District Mission Coordinator/ Block Mission Coordinator will assign the responsibility of KGBV Coordinator upon an experienced and willing Cluster Resource Centre Coordinator (CRCC) of the concern Block.

**Selection of Teaching and non-Teaching Staff:**

Educational qualification, experience and age limit and other requirements:

**a. Warden cum Teacher:**

- (i) Graduate from recognized university with UP-TET qualified. Preference shall be given to the candidate having B. Ed. from recognized Institution/University.
- (ii) The position is reserved for female candidates.
- (iii) Age limit not below 30 years and not above 45 years.
- (iv) In case of non -availability of UP-TET qualified candidates, Non- TET candidate may be selected as per above mentioned eligibility criteria. Selected non-TET Warden Cum Asstt. Teacher should qualify UP-TET within 3 consecutive TET.

**b. Full Time Asstt. Teacher / Part Time Asstt. Teacher**

- (i) Graduate from recognized university with UP-TET qualified. Preference shall be given to the candidate having B. Ed. from recognized Institution/University.

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- (ii) All position of Full time and Part time Asstt. Teacher will be reserved for female candidates
- (iii) Age limit below 45 years.
- (iv) In case of non -availability of UP-TET qualified candidates, Non- TET candidate may be selected as per above mentioned eligibility criteria. Selected non-TET Full/Part Time Asstt. Teacher should qualify UP-TET within 3 consecutive TET.

**c. Account Assistant cum Caretaker:**

- (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 45 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.
- (iv) The position is reserved for female candidates.
- (v) Age limit: 30 to 45 years.

**e. Head Cook:**

- (i) At least Class: VIII passed and be of sound health and active.
- (ii) 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.
- (iii) The position is reserved for female candidates.
- (iv) Age limit below 45 years.

**f. Helper Cook:**

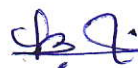
- (i) At least Class: VIII passed and be of sound health and active.
- (ii) Having experience in cooking. The candidates should have a caring personality and be of good health and willing to work hard in a mission mode.
- (iii) The position is reserved for female candidates.
- (iv) Age limit: below 45 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 45 years.

**f. Other requirements and provision:**

- (a) The Warden cum Asstt. Teacher, Full Time Asstt. Teacher, Cook, Helper Cook and the Chowkidar will have to reside in the school. Living areas of Chowkider cum Mali should be arranged outside the KGBV campus. He should not have any access in the childrens areas.
- (b) The selected candidates will have to sign an agreement for 11 (eleven) months period with the DMC concerned in case of Warden Cum Asstt. Teacher, Full Time and Part Time Asstt. Teacher, Account Asstt. Cum Caretaker and with BMC concerned in case of Peon Cum Matron, Head Cook, Helper Cook, Chowkider Cum Mali. The engagement will be purely temporary and contractual basis.





(c) The engagement will not entitle the candidate with any right to any permanent engagement anywhere including A.S.S.A.M or Government of Assam.

**g. District level Interview Board for selection of Warden cum Asstt. Teacher, Full Time and Part Time Asstt. Teacher, Account Asstt. Cum Caretaker and other staff.**

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

(a)	Representative of Deputy Commissioner	-	Chairperson
(b)	District Mission Coordinator, SSA	-	Member Secretary
(c)	Principal DIET /Coordinator District Resource Centre	-	Member
(d)	One Educationist (not below the rank of Principal/Retired Principal)	-	Member

**h. Selection process of Warden cum Asstt. Teacher, Full Time and Part Time Asstt. Teacher, Account Asstt. Cum Caretaker and others staff**

- The advertisement will be published in the newspaper mentioning in detail the requirements and conditions mentioned above.
- At least 8 (eight) days should be given for submission of application.
- All application should be scrutinized by DMC office.
- The candidates fulfilling the minimum requirement should be called for verification cum interview/ test.
- The selection of Warden Cum Asstt. Teacher, Full Time and Part Time Asstt. Teacher, Account Asstt. Cum Caretaker will include the following :

**Verification of original documents cum Interview** (Warden Cum Asstt. Teacher, Full Time and Part Time Asstt. Teacher, Account Asstt. Cum Caretaker):

**Allocation of Marks**

a) Warden cum Asstt. Teacher, Full Time and Part Time Asstt. Teacher:

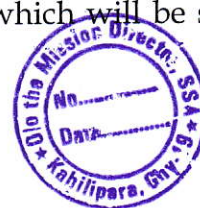
Sl No	Name of Candidate	% of marks in Graduation (In case of candidates with Major % of marks obtain in major subject should considered) equivalent marks out of 100	% of mark in TET - UP (equivalent marks out of 100)	% of marks in B.Ed. /D.El.Ed. (equivalent marks out of 100)	Experience in Teaching (2 marks each year and maximum 10 marks)	Total Marks

b) Account Asstt. Cum Caretaker:

Sl. No	Name of Candidate	% of marks in Graduation (In case of candidates with Major % of marks obtain in major subject should considered) equivalent marks out of 100	Having Commerce background (10 Marks)	Proficiency in basic computer operation (Certificate of at least one year course) (10 marks)	Experience in Account related works (2 marks each year and maximum 10 marks)	Total Marks

The interview board during verification cum interview will prepare mark sheet of interview of candidates, attendance of the candidate which will be signed and sealed

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by the Chairman, Member Secretary and Members of the interview board. The signed and sealed packet of mark sheet with attendance of the candidates signed by the DMC will be send to Mission Director, Sarva Siksha Abhijan for selection of candidates and approval by the Mission Director, SSA.

The list of selected candidates will be communicated to the District Mission Coordinator of the concerned Districts. Accordingly DMC will sign an agreement with the selected candidate for 11 (eleven) months period.

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

(vi) For the selection for Head Cook, Helper Cook, Peon cum Matron and Chowkidar cum Mali, the interview board will take oral interview and give marks on the basis of their merits.

For Head Cook, Helper Cook, Peon cum Matron and Chowkidar cum Mali:

Sl No.	Name of Candidate	Knowledge (Marks)*	Skill (Marks)*	Experience (Marks)*	Total Marks

\*Allocation of marks will be decided by the Interview Committee

(vii) 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 with a copy to the Mission Director, SSA.

**Training:** Warden cum Asstt. Teacher, Full Time and Part Time Asstt. Teqcher will be imparted training on child motivation package, academic package and management issues. 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:** Evaluation of the learners will be done as per the process applicable for formal school learners.

**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 facilitate 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.

**Safety and security in KGBV:**

- Safety and security must be ensured in the KGBV campus. No outsiders should be allowed to enter in the KGBV campus without permission of the Warden Cum Asstt. Teacher. Record of outside visitors must be maintained in a Register.
- Access of male residential staff of KGBV (Chowkider cum Mali) must be restricted in residential areas of children. The living areas of male residential staff must be arranged outside the KGBV campus.
- Access of male non-residential staff (Account Asstt. Cum Caretaker) must be restricted up to office areas only.
- In case of any emergency, where the male Account Asstt. Cum Caretaker or Chowkider Cum Mali need to go to the childrens area, Warden Cum Asstt. Teacher or Full Time Asstt. Teacher will be present with them.

**Responsibility:**

**(i) Warden cum Asstt. Teacher:**

- Overall management for day to day functioning of KGBV.
- The Warden will be responsible for overall functioning of the KGBV School including academic progress during the period.
- Information to parent/ guardians regarding academic progress and performance of children.

**(ii) Full Time Asstt. Teacher:**

- 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) Part Time Asstt. Teacher**

- Classroom transaction, support in Teaching learning process and maintenance of records academic progress of children.

**(iv) Account Assistant cum Caretaker:**

- Overall management for day to day functioning of KGBV.
- Management of all sorts of logistic arrangements and food etc.
- Maintenance of stocks, registers, child profile etc. in coordination with LDA cum Accountant of the concern Block.
- Any other function in coordination with Warden cum Asstt. Teacher and Full Time Asstt. Teacher.
- Maintaining of environment of KGBV (cleanliness, gardening, beautification etc.) in assistance with Chowkider Cum Mali.







He will consult with the Warden cum Asstt. Teacher for above mentioned activities before taking any decisions.

**(v) KGBV Coordinator:**

- Monitoring academic progress, evaluation, co-curricular activities on regular basis.
- Holding all types of Review, Sharing on academic progress, classroom transaction etc.
- Co-ordination with Block, district for reporting on academic progress.
- Organising health and medical check-up.
- Managing educational exposure trips for children.

**Convergence with other department:**

- 1. Food and Civil supply** Supply of food grains at controlled rate (rice, sugar, Atta, kerosene oil, mustard oil etc.)
- 2. Health/NHM**
  - (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 and other govt. scheme**
  - (a) Sanitation
  - (b) Drinking Water
  - (c) Earth filling , construction of approach Road in KGBV campus
- 4. Agriculture & Horticulture**
  - (a)Vegetable garden
  - (b) Fruit Garden
  - (c) Seed and fertilizer for kitchen garden in KGBVs
- 5. Bharat Scouts and Guides**
  - (a) Training
  - (b) First-aids measures
- 6. State Bank/ National Bank**
  - (a) Opening of Bank Account of children
  - (b) Exposure trips
  - (c) Scholarship
  - (d) Any other support
- 7. APCCCL**
  - (a) Concession/ rebate for electricity charges
  - (b) Arrangement of security light in KGBV campus
- 8. Civil Administration** Arranging safety and security during disaster.
- 9. Police Department** Safety and security

  
Mission Director  
SSA, Assam

  
Mission Director,  
Aam Sarva Siksha Abhiyan Mission  
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