

# **PART - A**

# **GENERAL GUIDELINE**

## INTRODUCTION :

The RTE Act, 2009 provides the Constitutional Right to Education to every child aged between 6 to 14 years thereby guaranteeing the Right to Elementary Education. Section 29 of the Right to Education Act, 2009 mandates that every child in India aged 6 to 14 years has the constitutional right to receive quality, inclusive and child friendly education. Drawing from the mandate of the Act, increased focus is being laid on quality education at elementary level which is the foundation of learning among children. The issues of access, retention, equitable participation by various social groups, infrastructure etc have been addressed to a great extent after launching of Sarba Siksa Abhiyan Mission. The RTE Act provides a ripe platform to reach the unreached, with specific provisions for disadvantaged groups, such as child labourers, migrant children, children with special needs, or those who have a “disadvantage owing to social, cultural, economic, geographical, linguistic, gender or such other factor.” The Goal – IV of Sustainable Development Goal (SDG) has also emphasized on ensuring that all girls and boys complete free, equitable and quality primary and secondary education leading to relevant and effective learning outcomes by 2030. Therefore, quality is the thrust area for Education Department which requires concerted effort from all end.

Over the years, various initiatives have been taken for bringing about improved Learning Outcomes. These include development of textbook in the line of NCF, 2005 , implementation of activity based learning, providing training to teachers, engagement of qualified teachers etc. Now, there is an urgent need to focus on assessing the learning outcomes, thereby, identifying the learning gaps objectively and providing necessary remedial measures.

The RTE Act also prescribes Comprehensive and Continuous Evaluation (CCE) of child’s understanding of knowledge and his or her ability to apply the same. **The National Curriculum Framework, 2005 (NCF-2005)** proposed examination reforms to reduce stress on children and make evaluation comprehensive and regular. **The National Policy on Education, 1986** has also stated that Continuous and Comprehensive Evaluation should incorporate both scholastic and non-scholastic aspects of evaluation spread over the total span of instructional time. The present evaluation system is being done in the line of CCE. CCE is a system of keeping continuous track of the growth and development of a child in respect of curricular and co curricular areas. This is a very vital exercise as it not only evaluates the performance of the child but also seeks to facilitate the teacher to understand the ways to teach a child. If the mode of teaching is not corrected based on the learning gaps identified then learning outcomes would continue to remain poor. Therefore, Evaluation and Remedial Teaching are integral part of CCE. However, the implementation of CCE is not being done at the desired level and there is no way to understand its functioning due to lack of any monitoring exercise to assess its implementation at school level. Major constraints regarding implementation of CCE are as follows:

- Lack of clarity amongst most of the teachers regarding the philosophy of CCE and implementation of the same in true spirit.
- Teachers view that CCE cannot be implemented properly as it is complex to understand and implement and more so in schools having high enrolment.
- Remedial measures are ad-hoc if any ,but mostly not taken even after identification of learning gaps of children after evaluation.
- Record keeping which is one of the major components of CCE is viewed by majority of teachers as a burden.
- As the whole process of evaluation is internal, it is difficult to ensure whether proper assessment of learning outcomes of children is done and learning gap is identified. Necessary course correction based on the performance of the child is therefore not happening in most schools.

In this backdrop, it is planned to implement Gunotsav in the state of Assam in the line of Gunotsav being implemented in the state of Gujarat which has been identified as one of the best practices in 12<sup>th</sup> Five Year Plan. This is a convergence exercise involving State Government of Assam, SSA, SCERT and Directorate of Elementary Education.

Initially, eight districts have been planned to be covered under Gunotsav in the 1<sup>st</sup> phase through which comprehensive report card would be provided to each child from Class II-VIII and a report card

to each school against various indicators. It is expected to track the performance of every child, individual learning gap and for devising of remedial measures to be taken for improvement through this initiative. It will also help to design need based planning of training of teachers, improving overall performance of children and to take holistic approach for improvement of the school.

The State Govt. of Gujarat under the strong and dynamic leadership of the then Hon'ble Chief Minister and present Prime Minister Shri Narendra Modi launched a programme called 'Gunotsav', or 'Celebrating Quality' in the year 2009. Gunotsav is an accountability framework for improving quality of primary education which includes learning outcomes of children along with co-scholastic activities and use of resources including community participation. In Gunotsav Hon'ble Chief Minister, Education Minister, Ministers of other Departments, IAS, IPS, IFS and other Grade-I & II officers visit the schools to assess the performance of students as well as other indicators of the school. Their observation and views/comments are taken into consideration while framing policies/strategies in respect of elementary education. The exercise is still continuing in Gujarat as it has brought about the following qualitative changes in elementary education:

- Tracking of continuation of education upto elementary level and learning level upto class VIII of each child.
- Holistic diagnosis of school for better performance.
- Greater participation of stakeholder for achieving quality outcomes.
- Awareness has been generated amongst functionaries of all department on importance of quality education at elementary level.
- Dropout rate has decreased.
- Teachers' accountability has increased.

Seeing the positive change in the field of elementary education, the model has been adopted by states like Madhya Pradesh, Rajasthan, Bihar, Odisha, Hariyana. Gunotsav has also been considered as one of the best practices of India in the 12th Five Year Plan Document.

The State Govt. of Assam is seriously concerned about ensuring quality elementary education to all children and to improve the state position in the National ranking. From the learning experience of Gunotsav of Gujarat, State Govt has taken the decision to initiate similar kind of assessment exercise in the state from academic year, 2017. Hon'ble Minister Education has already announced the implementation of the programme in his budget speech.

**Goal:** Ensuring quality elementary education with improved learning outcome.

**Objective:**

The programme will be undertaken with the following objectives:

1. To assess each child as mandated under CCE to identify learning gaps.
2. To indicate learning gaps and to design effective strategies to meet up these gaps.
3. To ensure learning enhancement and achievement of learning outcomes by all children at elementary level.
4. To assess the performance of schools on areas viz. scholastic, co-scholastic, availability and utilization of infrastructure, community participation etc.
5. To ensure greater participation of all stakeholder starting from teachers, students, administrators, communities and enhance accountability among them for quality education.
6. To support the school and education system to improve the quality of education and ensure better functioning of schools.

**Rationale:**

Though issues of access and retention have been addressed to a great extent, several challenges continue to affect student learning outcomes in the state including poor attendance of teachers, lack of on-site academic support for teachers and headmasters, and poor performance management. Moreover, factors contributing to girls' exclusion from education include: social and parochial attitude to girls' education and inescapable poverty keeping girls at home. These factors have affected the quality of education in the state. This programme aims to address these issues and ensure improvement in Quality of Education in Elementary sector.

A brief overview of the educational scenario at the elementary level in the state of Assam is depicted as follows:

- The state's standing in the Education Development Index (EDI) in the country is 33 as per flash data, 2014-15.
- Drop Out rate is 15.4% at LP & 10.5% at UP level as per U-DISE data 2015-16.
- The % of Out of School Children is 1.91%.

Performance of children as per State Level Achievement Survey , 2015-16 conducted by SCERT in 14 districts is (Mean score):

Class	Language-1	Maths	Environmental Studies(EVS)	Science	Social Science
III	55%	57%	52%		
V	61%	53%	51%		
VIII	58%	38%		45%	44%

All these indicators point towards the need of taking special care for improving quality of education and enhancing learning level of students. Efforts will be required not only from education department but from other depts. as well for ensuring the same.

In this backdrop, the state government shall implement Gunotsav.

**Expected outcome:**

This exercise is expected to-

- Track academic performance of each child across all subjects throughout the elementary cycle.
- Indicate learning gaps of child.
- Design and implement remedial strategies based on the identified learning gaps.
- Enhance learning of students through timely regular feedback and support and bring about improved learning outcomes.
- Increase retention rate and reduce dropout rate.
- Generate awareness and greater participation among all stakeholders.
- Ensure better school functioning.

**Scope of Gunotsav:**

**Districts:** The programme shall be implemented in phases in all districts of Assam. To begin, the programme will be implemented in 8 districts of the state viz. Barpeta, Chirang, Dibrugarh, Hailakandi, Kamrup(M), Lakhimpur, Morigaon & West Karbi Anglong (West-K/A).

**School:** The assessment will be conducted in Govt./Prov/Tea Garden Managed/Composite Schools(elementary level).

**Medium:** Gunotsav will be conducted in all medium of schools.

**Class:** Class-II to VIII will be covered in the Gunotsav.

**Coverage of Schools will be as follows:**

Districts	Number of schools
BARPETA	2510
CHIRANG	972
DIBRUGARH	1905
HAILAKANDI	1585
KAMRUP-M	711
WEST-K/A	783
LAKHIMPUR	2464
MORIGAON	1515
Total(8-Districts)	<b>12445</b>

*Source: DISE-2015-16 and Digitized Data-August,2016*

**Class wise number of children to be covered :**

District	Class-I	Class-II	Class-III	Class-IV	Class-V	Class-VI	Class-VII	Total
BARPETA	36117	37920	35264	33862	32520	26210	24212	226105
CHIRANG	10524	10235	9513	9268	8848	7470	7876	63734
DIBRUGARH	20581	21621	19757	19392	18855	12607	13685	126498
HAILAKANDI	14894	15814	14259	13228	12315	8738	9019	88267
KAMRUP-M	10859	11138	10458	10548	9687	8705	9262	70657
WEST- K/A	9276	7315	6016	5284	4656	4098	4555	41200
LAKHIMPUR	21858	23237	21269	20880	19557	15181	16474	138456
MORIGAON	21642	23860	22077	20415	19569	14365	14296	136224
<b>TOTAL</b>	<b>145751</b>	<b>151140</b>	<b>138613</b>	<b>132877</b>	<b>126007</b>	<b>97374</b>	<b>99379</b>	<b>891141</b>

Govt/Prov.-LP, UP, Composite High and TG-Managed Schools [Source: Digitized Data -August- 2016]

**Areas of Assessment:**

Assessment will be done in respect of the following areas:

Area	Subject/Skills
Scholastic	<b>Class II to V :</b> Skill-Reading & Writing ( Language -1 & 2) and Numeracy
	<b>Class VI :</b> Skill-Reading & Writing ( Language -1 & 2) and Numeracy Subjects-Science, Social Science, Maths, Language-1 & 2
	<b>Class VII &amp; VIII :</b> Skill-Reading & Writing ( Language -1 & 2) and Numeracy Subjects-Science, Social Science, Maths, Language-1,2 & 3

Area	Indicator
Co-scholastic Activities	Morning assembly
	Recitation of Jatiya Sangeet
	Celebration of National and International days (viz Republic Day, World Environment Day etc).
	Annual Sports
	Art Education
	School Library
	Student Parliament
	Plantation
	Health & Physical Education
	Personal & Social Skill

<b>Area</b>	<b>Indicator</b>
<b>Availability and Utilization of School Infrastructure and other facilities</b>	Availability of Toilets(Boys & Girls) and Functionality
	Drinking Water
	Class Room
	Provision and use of electricity
	Hand Washing facility
	Availability and use of Computers/Digital Connectivity
	Boundary Wall
	MDM
<b>Community participation</b>	Provision for Disaster preparedness
	Participation of SMC in School activities-Enrollment Drive, Morning Assembly, Observation of days, MDM, SDP etc.
	SMC meeting
	Monitoring of school functioning by SMC
	Social Audit
	Summer camp
	Community Contribution
	Support by Community in enhancement of quality
	Functionality of Mother Group, Student Parliament & Saturday club
Hygiene	
Utilisation of Grants	

**Weight age :**

As the assessment will be conducted in the 3rd week of March/2017 and considering the coverage of courses in the academic session(from January to March/2017), 75% weight age of assessment will be given on course of previous year class and 25% will be from current class.

**Frequency :**

In the 1<sup>st</sup> phase, eight districts will be covered under Gunotsav. The remaining districts shall be covered in a phased manner. Remedial support will be provided to meet up learning gaps identified after 1<sup>st</sup> phase evaluation. Meanwhile, a 2<sup>nd</sup> self assessment will be conducted in the month of Sept/2017 in the schools covered in the 1<sup>st</sup> phase. The 2<sup>nd</sup> self assessment will help to know the extent to which the remedial support provided has been effective in meeting the learning gaps identified after the 1<sup>st</sup> phase assessment. It will also provide for additional time in the Academic year to meet up remaining gaps. Further, the evaluation scheduled in month of December/2017 in the academic calendar will be held as per academic calendar.

**Date of Assessment:**

- The 1<sup>st</sup> phase assessment will be conducted on 20<sup>th</sup> to 23<sup>rd</sup> March/17.
- The programme for the state will be for four days and for each school for two days.
- On 20th March/17, viva voce tests will be conducted by all schools for all children from class-II to VIII for assessing the reading skills of each child. This will be done in the presence of SMC.
- Assessment of other subjects/skills and other areas will be conducted on 21<sup>st</sup>, 22<sup>nd</sup> and 23<sup>rd</sup> March/17. The three days have been fixed for the purpose of covering all schools effectively.

The schools will be distributed over the three dates (i.e. 21<sup>st</sup>, 22<sup>nd</sup> and 23<sup>rd</sup> March/17) for this purpose. All schools will be covered by External Evaluators on these dates.

- All schools of one block will be covered on the same day.

### **Mechanism/Strategy of Assessment:**

Gunotsav will be conducted on 20<sup>th</sup> to 23<sup>rd</sup> March/17.

Each child of standard II to VIII will be given a unique DISE ID number for tracking of Learning Outcomes.

The mode of assessment for class-II to V will be both oral & written; recording of performance will be done in OMR sheet by teacher. In case of upper primary classes (Class-VI to VIII), the mode of assessment will be through OMR and nature of question paper will be in Multiple Choice Question (MCQ) type.

### **Phases of Assessment:**

There will be both self assessment and external assessment. All targeted schools will be covered under both self assessment and external assessment.

#### **(i) Self Assessment:**

On 20<sup>th</sup> March /17, viva **voce** tests will be conducted by all schools for all children from class-II to VIII for assessing the reading skills. This will be done in the presence of SMC. Recording will be done in a prescribed format.

Based on the viva voce conducted by schools on 20<sup>th</sup> March /2017; 20% student would be selected randomly by External Evaluator for assessment on 21<sup>st</sup>/22<sup>nd</sup>/23<sup>rd</sup> March/2017. This would include Good/Average/Poor performing students out of all students. If marks given by teacher in the performance of reading assessment conducted by teachers on 20<sup>th</sup> March/2017 is found satisfactory by External Evaluator during random evaluation conducted by the External Evaluator, then marks will be entered in the OMR sheet from prescribed format by teachers in front of External Evaluator. Otherwise, teacher will have to re-evaluate in presence of External Evaluator and then enter marks into OMR sheets.

Moreover, on 20<sup>th</sup> March, 2017, assessment of other areas will also be done in presence of SMC, Community etc. and score will be entered in the prescribed format which would be verified by External Evaluator on 21<sup>st</sup>/22<sup>nd</sup>/23<sup>rd</sup> March/2017.

A school evaluation booklet with instructions for conducting the academic test for children and for the assessment of co-scholastic activities, availability and utilization of resources and other facility and community mobilization will be given to each school.

#### **(ii) External Assessment:**

External assessment will be done by Hon'ble Chief Minister, Education Minister, Ministers of other Departments, Sr. officials including IAS, IPS, IFS, other Grade-I & II officers, faculty of University, Colleges, High Schools, Higher Secondary Schools etc. The concerned officials shall visit the schools as External Evaluator to assess the performance of students as well as other indicators of the school.

- External assessment will be done in respect of both scholastic and other areas.
- External assessment will be conducted on 21<sup>st</sup>/22<sup>nd</sup>/23<sup>rd</sup> March/2017.
- Schools will be distributed for external assessment over the three dates i.e. 21<sup>st</sup>/22<sup>nd</sup>/23<sup>rd</sup> March/2017.
- Based on the viva voce conducted by schools for assessing reading skill of students on 20<sup>th</sup> March/2017; 20% student out of that would be selected randomly by External Evaluators for assessment on reading skills (oral evaluation) on 21<sup>st</sup>/22<sup>nd</sup>/23<sup>rd</sup> March/2017. This would include Good/Average/Poor performing students out of all students.
- If marks given by teacher in the performance of reading assessment conducted by teachers on 20<sup>th</sup> March/2017 is found satisfactory by External Evaluator during random evaluation conducted by the external evaluator, then marks will be entered in the OMR sheet from prescribed format by teachers in front of External Evaluator. Otherwise, teacher will have to re-evaluate in presence of External Evaluator and then enter marks into OMR sheets.
- Assessment of other subject/skills (writing & numeracy) will be done in the presence and under the supervision of External Evaluators.
- Assessment/verification of other areas conducted by school on 20<sup>th</sup> March/2017 will be done in consultation with teachers, SMC, Community etc. and then marks will be entered in the OMR sheet from prescribed format by teachers in front of External Evaluator.

- The performance of children will be recorded in OMR sheets meant for children and assessment of schools will be recorded in OMR sheet meant for school.

Detailed evaluation guideline shall be made available in this regard.

**Tools for Assessment (Scholastic Assessment):**

Tools will be developed for child assessment on scholastic areas and for schools on co-scholastic areas; availability and utilization of school infrastructure and other facilities and community participation. Tools for assessment will be developed through workshop mode involving SCERT, DIETs, PRATHAM & UNICEF with the resource support from team of Gujarat. Draft tools will be placed before the SCERT, the State Academic Authority, Assam for final approval. Assessment tools will be developed based on the principles of NCF, 2005 and CCE in major mediums. Three separate sets of tools will be developed for assessment for the three days to ensure neutrality and impartiality.

**Children Assessment:**

**Class II to V :**

For LP level, one single OMR with pre-printed names of students for each class will be provided to record their performance. Recording of performance will be done in OMR sheet by teacher.

**Assessment of Reading, Writing & Numeracy Skills:**

- **Reading:** For assessment of reading ability, five words for class-II and one paragraph having 5 sentences for class-III to V will be used. Paragraphs developed for class-V will be used for assessment of reading skill at UP level. Based on the viva voce conducted by schools on 20<sup>th</sup> March/2017; 20% student would be selected randomly by External Evaluator for assessment on 21<sup>st</sup>/22<sup>nd</sup>/23<sup>rd</sup> March/2017. This would include Good/Average/Poor performing students out of all students. On 20<sup>th</sup> March/2017, performance of reading skill of each child will be recorded in the prescribed format. If marks given by teacher in the performance of reading assessment conducted by teachers on 20<sup>th</sup> March/2017 is found satisfactory by External Evaluator during random evaluation conducted by the External Evaluator, then marks will be entered in the OMR sheet from prescribed format by teachers in front of External Evaluator. Otherwise, teacher will have to re-evaluate in presence of External Evaluator and then enter marks into OMR sheets.
- **Writing:** For assessing writing skill, one frame will be used for dictation for assessing writing ability. Paragraphs developed for class-V will be used for assessment of reading skill at UP level.
- **Numeracy:** The numeracy tests will consist of five parts i.e. Number, Addition, Subtraction, Multiplication and Division.

**Skill wise allotment of marks for LP will be as follows:**

<b>Class</b>	<b>Skills</b>	<b>Marks</b>	<b>Total Marks</b>
<b>II to V</b>	<i>Language: 1</i>		<b>50</b>
	Reading	10	
	Writing	10	
	<i>Language: 2</i>		
	Reading	10	
	Writing	10	
	Numeracy	10	

**Class VI to VIII :**

**Assessment for UP level will be done in two parts:**

*1<sup>st</sup> part* will be on skills i.e. Reading, Writing and Numeracy. The allotment of marks will be as follows:

Skills	Marks	Total Marks
<i>Language: 1</i>		<b>50</b>
Reading	10	
Writing	10	
<i>Language: 2</i>		
Reading	10	
Writing	10	
Numeracy	10	

For assessment of skills, one OMR with pre-printed names of students for each class will be provided to record their performance. Recording of performance will be done in OMR sheet by teacher.

**Assessment of Reading, Writing & Numeracy Skills:**

- **Reading:** For assessment of reading ability, one paragraph having 5 sentences will be used, content and length of which will vary from class to class. Based on the - viva voce conducted by schools on 20<sup>th</sup> March, 2017; 20% student out of that would be selected randomly by external evaluator for assessment on 21<sup>st</sup> /22<sup>nd</sup> /23rd March/2017. This would include Good/Average/Poor performing students out of all students. On 20<sup>th</sup> March, 2017, like LP level, performance of reading skill of each child will be recorded in the prescribed format. If marks given by teacher in the performance of reading assessment conducted by teachers on 20<sup>th</sup> March/2017 is found satisfactory by External Evaluator during random evaluation conducted by the External Evaluator, then marks will be entered in the OMR sheet from prescribed format by teachers in front of External Evaluator. Otherwise, teacher will have to re-evaluate in presence of External Evaluator and then enter marks into OMR sheets.
- **Writing:** For assessing writing skill, one frame will be used for dictation for assessing writing ability. Content and length of paragraph will vary from class to class.
- **Numeracy:** The numeracy tests will consist of five parts i.e. Number, Addition, Subtraction, Multiplication and Division.

*2<sup>nd</sup> part* will be on subject areas:

**Mode of subject areas assessment through OMR and nature of question paper will be Multiple Choice Question (MCQ) type.** The allotment of marks will be as follows:

**For Class\_VI :**

Subject	Marks
Maths	20
Science	20
Social Science	20
Language-1	20
Language-2	20
<b>Total Marks</b>	<b>100</b>

**For Class- VII & VIII :**

<b>Subjects</b>	<b>Marks</b>
Maths	20
Science	20
Social Science	20
Language-1	20
Language-2	10
Language-3	10
<b>Total Marks</b>	<b>100</b>

- Each student will be provided with one OMR sheet.
- The OMR sheet will consist of 100 questions of all subjects with an weight age of 1 mark for each question.
- All questions of all subjects covered in Gunotsav will be in a single booklet.
- The question papers will be prepared based on the subject wise learning indicators/competencies of each class as per CCE. Total time will be 120 minutes

Assessment of Children With Special Needs (CWSN) will be done as per detailed guideline annexed with Evaluation Guideline.

**Assessment of Other Areas of the School:**

- Other areas of assessment will cover viz. co-scholastic activities, availability and utilization of school infrastructure and other facilities and community participation having sub activities. This will be done using separate OMR sheet.
- One OMR sheet will be given to each school.

**Distribution of scores for overall assessment of school :**

<b>Areas</b>	<b>Score (in%)</b>
Scholastic	60%
Co-scholastic	20%
Infrastructure & other facilities	10%
Community participation	10%

**Software Development:**

Special software will be developed for data entry, data analysis and report generation. State will explore the possibility of engaging agency having expertise and experience of working in this field. The following technology will be used for Gunotsav:

- Setup of **special web portal**
- Web based **online data entry**
- Scientific analysis using **modern tools/software**
- **Online report cards** for schools & teachers

**School Grading :**

The grading of schools (only scholastic areas) will be done as per following :

<b>Grade</b>	<b>Scores (in %)</b>
A+	87 and Above
A	74 to 86
B	61 to 73
C	48 to 60
D	Below 48

**Distribution of Evaluation Materials:**

(a) The following materials will have to be distributed.

- List of items (materials) along with quantity: Question Booklets & OMR sheets (in sealed packet) to be distributed to each school.
- Format for status of attendance of student, teachers, SMC members, parents, External Evaluator, other supporting staff etc.

(b) **Distribution Route:** Materials will be dispatched from State to Block level. Blocks will dispatch the material to concerned schools. Concerned CRCC/Block functionaries will distribute the evaluation materials to the schools. Proper record of distribution shall be maintained at each level.

**Collection of Materials after Assessment:**

(a) The following materials will have to be collected.

- i. Filled up OMR sheets (in sealed packet) from each school.
- ii. Status of attendance of student, teachers, SMC members, parents, External Evaluator, other supporting staff etc. as per format.
- iii. Observation note of External Evaluator.

(b) **Collection Route:** Materials will be collected from school to state. Concerned CRCC/Block functionaries will collect the evaluation materials mentioned under (i), (ii) and (iii) from the schools and submit to block. Blocks will submit at State level. Proper record of distribution shall be maintained at each level.

**Responsibility for Different Activities :**

<b>Activity</b>	<b>By whom</b>
Tools Development	SSA involving SCERT, DIET, PRATHAM, UNICEF etc.
Software Development	Expert Technical Agency
OMR Design	Expert Technical Agency
Scanning of OMR sheet	Expert Technical Agency
<b>Analysis:</b> <ul style="list-style-type: none"> <li>• Quantitative</li> <li>• Qualitative</li> </ul>	Expert Technical Agency, SSA and SCERT, Assam
Generation of School Report Card	Expert Technical Agency
Orientation/Training	Resource Person/SSA
Providing Child Data Base	SSA, Assam
Data base of external evaluator	Govt. of Assam
Allotment of schools for external evaluation on 21/22/23 March/2017	Govt. of Assam

- The Apex Committee constituted for Gunotsav will monitor progress, accord approval to various documents/tools/guideline/training module etc. and provide regular support for successful execution of Gunotsav.
- The State level & District level Cell will coordinate and provide all necessary support .

**Role and responsibility of officers/ functionaries at different level:**

*For smooth implementation of the programme, the officers/ functionaries at different level will have to play a very crucial role. The major role and responsibilities are outlined below:*

**Role of Apex Committee:**

- Will provide guidance and adopt policies for the preliminary activities and conduction of subsequent events under “Gunotsav”.
- Will monitor the progress of different activities.
- Will approve various documents/tools/guideline/training module etc.
- Will approve detailed budget estimate for the programme.
- Will approve technical agency for technical works.
- Will provide regular support for successful execution of programme.

**Role of SCERT:**

- Will approve tools of assessment and submit to SSA
- Will approve guideline of Gunotsav as a Academic Authority of the state.
- Will provide academic support as and when required
- Will support in the training programme of external evaluators
- Will do the qualitative analysis of the data of Gunotsav.
- Will provide support during development of remedial package
- Will depute faculty of SCERT & TEIs as external evaluator.

**Role of Directorate of Elementary Education(DEE):**

- Will act as per guidance of Implementing Agency of Gunotsav for smooth conduct of the programme.

**Role of UNICEF:**

- Will provide support during development of Guideline, Tools, Module, Remedial Package etc.
- Any other support as and when required.

**Role of the Principal Secretary (BTC&KAAC)/Deputy Commissioner :**

(8 districts viz. Barpeta, Chirang, Dibrugarh, Hailakandi, Kamrup(M), Lakhimpur, Morigaon & West Karbi Anglong where assessment will be conducted) :

- Principal Secretary (BTC & KAAC)/Deputy Commissioner will be the overall in-charge for the district.
- Will take to lead to involve SMC members, citizens, local community etc. for ensuring greater participation and transparency of the programme.
- Will setup a well equipped Cell/Control Room at DC office for coordination and liaison.
- Will make necessary security arrangement.
- Will provide support for training, programme etc.
- Will provide all necessary administrative support for smooth conduct of the programme.
- Will maintain proper record of receipt, disbursement and utilization of fund to be released from state.
- Will provide any other support as and when required.
- Will maintain necessary coordination with the respective nearby district as shown in table below.

**Role of the Deputy Commissioner (district nearby to the 8 Gunotsav districts):**

<b>District where assessment will be conducted in nearby district</b>	<b>Immediate nearby district</b>
Barpeta	Nalbari
Chirang	Kokrajhar
Dibrugarh	Tinsukia
Hailakandi	Cachar
Kamrup(M)	Kamrup(Rural)
Lakhimpur	Sonitpur
Morigaon	Nagaon
West Karbi- Anglong	Karbi-Anglong

- Will provide logistic support to the Gunotsav districts in the form of Human Resource Support, transportation support, accomodation for External Evaluators as well as their security, as and when required.
- Will maintain necessary coordination with the respective nearby district as shown in table above.
- Will setup a well equipped Cell/Control Room at DC office for coordination and liaison.

- Will arrange sharing/meeting with external evaluators to be deputed .
- Will maintain proper record of receipt, disbursement and utilization of fund to be released from state.
- Will provide any other support as and when required.

**Role of District Office:**

- Will monitor timely despatch from block and receipt of evaluation materials from school.
- Will coordinate with block, school and state as and when required.
- Will provide information to the block/school/CRCCs etc. on the programme
- Will make necessary arrangement for conducting training programme.
- Will arrange for accompaniment of the External Evaluators.

**Role of Block Office:**

- Will ensure timely despatch and receipt of evaluation materials to and from school.
- Will monitor and provide necessary support to schools for smooth conduct of evaluation.
- Will coordinate with district and school as and when required.
- Will provide information to the school, CRCCs etc. on the programme
- Will make necessary arrangement for conducting training programme.
- Will arrange field personnel to accompany the External Evaluator.
- Will prepare school level plan for Gunotsav.
- Will be responsible for updation of student name in the new academic year for every class.
- Will immediately inform district for replacement or attachment of teachers, if any teacher transfer or retirement from the school.
- Will inform the district for attachment of teachers of nearby high PTR schools, if school is single teacher school.
- Will assign Block Accountant/RP-IE against vacant cluster as CRCC (in-charge for Gunotsav programme, if required).

**Role of Cluster Resource Centre Coordinator (CRCC):**

- Will have to convey relevant information to the schools as well as SMCs as and when required.
- Will provide support to both teachers and students on practice of using OMR sheet.
- Will ensure receipt of evaluation materials in time by each school under his/her jurisdiction.
- Will orient the teachers on the programme.
- Will monitor and provide necessary support to the teachers for smooth conduct of the programme.
- Will keep regular contact from school to district level.
- Will accompany the External Evaluator.

**Role of School Management Committee:**

- Will ensure the attendance and stay of the members of SMC on the date of the programme from morning till completion of the programme.
- Will provide necessary support to the school for preparation for the programme.
- Will ensure 100 % attendance of students on the date of the programme.
- Will provide support to External Evaluator during assessment
- Will provide necessary support to school for preparation including decoration of the schools and reception of the External Evaluator.

**Role of Head Teacher:**

- Will ensure smooth conduct of the programme in the school as per schedule.
- Will ensure attendance of all teachers, students and SMC members on the date of the programme.
- Will fix class wise responsibility amongst the teachers.

- Will extend all necessary support and co-operation to External Evaluator.
- Will keep regular contact with concerned CRCC for any clarification and support.
- Will keep the filled OMR sheet in class wise sealed packets separately and hand over to CRCC.
- Will make necessary arrangement for decorating the schools and reception of the External Evaluator.
- Will conduct assessment of other areas in presence of SMC and will record in prescribed format which would be verified by External Evaluator on 21<sup>st</sup> /22<sup>nd</sup> /23<sup>rd</sup> March, 2017. The relevant supporting documents for verification of other areas by External Evaluator on 21<sup>st</sup> /22<sup>nd</sup> /23<sup>rd</sup> March, 2017 are to be kept ready.
- Will conduct reading assessment on 20<sup>th</sup> March, 2017 in presence of SMC, if required and will record the performance of class wise children of reading skill in a prescribed format. These are to be kept in safe custody.

#### Role of Teacher :

- Will assist the students of class-VI to VIII to make them familiar with use of OMR sheet prior to assessment, for which OMR sheet will be provided to school for practice.
- Will orient the SMC members & students.
- Will monitor and support in conducting cleanliness and morning assembly on the day of assessment like any other regular instructional day.
- Will record the attendance of children in the class register after conduct of morning assembly.
- Will assess the performance in presence of SMC and External Evaluator and record of performance of each child in OMR sheet for class II-VIII .
- No children of same class should be seated on single desk bench. Student of same class will not be seated in the same bench. Preferably 2 students will be seated. In case of space constraint, 3/4 students may be seated.
- Will conduct reading assessment on 20<sup>th</sup> March, 2017 in presence of SMC and will record the performance of class wise children of reading skill in a prescribed format. These are to be kept in safe custody.
- Will enter the performance of reading skill on OMR sheet in front of External Evaluator on the next day (i.e. 21<sup>st</sup>/22<sup>nd</sup>/23<sup>rd</sup> March/2017), if found satisfactory by External Evaluator. Otherwise, he will have to conduct re-evaluation in presence of External Evaluator and then only enter marks into OMR sheets.
- Will also open the OMR sheet to be used for assessment of school in presence of External Evaluator only.
- Will provide extra OMR sheet, in case name of a child is not found printed in OMR sheet.
- Will keep the filled OMR sheet in class wise sealed packets separately and hand over to Head Teacher.

#### Role of External Evaluators on the day of Assessment:

- Each External Evaluator will visit one school each day and cover three schools in three days.
- The External Evaluator will spend an entire day in the selected school (from morning assembly onwards).
- The External Evaluator will reach before school time, participate in the morning assembly, participate in the school review and non academic and academic assessments-participate in the mid day meal and also review the school's basic facilities on matters of safety and utilization of resources.
- External Evaluator will assess the reading skill of 20% students of each class(II-VIII) whose reading skill would already be assessed by schools on 20<sup>th</sup> March/2017. External Evaluator will note down his/her observation on a separate observation sheet to be provided to him/her.
- External Evaluator will supervise the assessment of writing and numeracy skills of all children of each class to be conducted by teachers. **The written and numeracy assessment**

**will be checked by teachers in front of the officers, which the officers will randomly check.**

- External Evaluator will also supervise the assessment of children in other subject areas.
- Apart from assessing the competencies in each subject, officers will assess co-scholastic activities, availability and use of resources and community participation in discussion with school authority, SMC & community members.
- After the assessment, the External Evaluator will interact with parents and take view and suggestions for educational activities in the village/school. This will encourage the scope of participation among parents and make them aware of their role in the school activities.
- External Evaluator will note down vital/crucial observation relating to the conduct of assessment.
- External Evaluator will also note down observations regarding attendance of teachers and students, MDM, FTB etc. in a separate format to be provided.

**Orientation and Capacity Building :**

For smooth conduct implementation of the exercise all concerned will be oriented. Orientation will be organized as follows:

Targeted participants	Level	Mode of Orientation	Duration	Frequency	By whom	Subject/ Areas
Master Trainer	State	Face to Face	1-day	3 times	State	On the programme & their role.
District Resource Person	District	Face to Face	1-day	3 times	State	On the programme & their role.
Senior Officers & Deputy Commissioners	State	Face to Face	1-day	3 times	State	On the programme & their role.
External Evaluators	State	Face to Face	1 day (phased manner)	3 times	State	About the programme and their role on the following : <ul style="list-style-type: none"> <li>• Timely arrival to the school on the date of evaluation.</li> <li>• Assessment of scholastic and other areas.</li> <li>• Noting down vital observations during assessment.</li> <li>• Interaction with SMC &amp; parents.</li> <li>• Providing suggestions for policy formulation.</li> </ul>
Class-I&II officials (District level officials) mainly DC & SP	State	Video Conference	1 day (phased manner)	2 times	State	<ul style="list-style-type: none"> <li>• Information of the programme.</li> <li>• Administrative support for smooth conduct of programme.</li> <li>• Security of evaluation materials during distribution and collection.</li> </ul>
Class-I & II officials	District	Face to Face	1 day (phased manner)	3 times	State	About the programme and their role on the following : <ul style="list-style-type: none"> <li>• Timely arrival to the school on the date of evaluation.</li> <li>• Assessment of scholastic and other areas.</li> </ul>

Targeted participants	Level	Mode of Orientation	Duration	Frequency	By whom	Subject/ Areas
						<ul style="list-style-type: none"> <li>• Noting down vital observations during assessment.</li> <li>• Interaction with SMC &amp; parents</li> <li>• Providing suggestions for policy formulation.</li> <li>• <b>DEEO/DMC will specifically monitor the distribution of evaluation material before and after evaluation.</b></li> </ul>
CRCC	State		1 day (phased manner)	3 times	State	<p>About the programme and their role on the following:</p> <ul style="list-style-type: none"> <li>• Conveying relevant information to the schools as well as SMCs as per requirement.</li> <li>• Orientation and preparation of both teachers and students on practice of using OMR sheet.</li> <li>• Ensuring receipt of evaluation materials in time by each school under his/her jurisdiction.</li> <li>• Orientating teachers on the programme.</li> <li>• Monitoring and providing necessary support to the teachers for smooth conduct of the programme.</li> <li>• Keeping regular contact from school to district level.</li> </ul>
Teachers	Block/ Cluster		1 day (phased manner)	3 times	DEEO/ BEEO/ DPOs/ DIs/ CRCC	<p>About the programme and their role on the following:</p> <ol style="list-style-type: none"> <li>i. Monitoring and support in conducting cleanliness and morning assembly.</li> <li>ii. Recording of attendance of children in the class register</li> <li>iii. Assessing the performance and recording of performance of each child in OMR sheet for class II-V.</li> </ol>
SMCs	Cluster	Face to Face	1 day	1 time	Resource person	<p>About the programme and their role on the following:</p> <ul style="list-style-type: none"> <li>• Ensuring their presence on the date of the programme from morning till completion of the programme.</li> <li>• Providing necessary support to the school for preparation for the programme.</li> <li>• Ensuring 100 % attendance of students on the date of the programme.</li> <li>• Providing support to external evaluator during assessment</li> </ul>

Details on training of different stakeholders are placed in the subsequent pages (under Administrative Guideline)

**Schedule of Gunotsav:**

**Planning schedule:**

**(A) External Evaluators:**

<b>Activity</b>	<b>Time (Tentative)</b>	<b>By whom</b>	<b>Level</b>	<b>Procedure</b>
Identification of External Evaluators	By 5 <sup>th</sup> Oct/16	Govt.	State	Availability of number of external evaluators specified above will be collected from each department and each district.
Finalisation of guideline & programme schedule	15 <sup>th</sup> Oct/16	Govt.	State	Approval through Apex Committee
Orientation/capacity building	January– March, 2017	Deptt. of Elementary Education	State	Face to Face and Video Conference
Preparation of list of schools and allotment of schools for evaluation	21 <sup>st</sup> -26 <sup>th</sup> Nov, 16	SSA/Deptt.	State	Providing list of 3 schools to each External Evaluator.

**(A) Department of Education:**

<b>Activity</b>	<b>Time (Tentative)</b>	<b>By whom</b>	<b>Level</b>	<b>Procedure</b>
Preparation of Guideline	By 25 <sup>th</sup> Sept/16	SSA/ UNICEF	State	Detailed instruction from state to school level
Formation & Notification of State Level Core Committee	15 <sup>th</sup> Oct/16	Deptt. of Elementary Education	State	Through Govt.
Development of Evaluation Tools including Orientation on tool development/ translation etc.	By 30 <sup>th</sup> Nov/16	SCERT and Expert from inside and outside state	State	Identification of experts, orientation and development
Communication with districts on the programme	15 <sup>th</sup> Oct/16.	Deptt. of Elementary Education	State	Through Official communication, Face to orientation, Video Conference, Media(Print & Electronic)
Printing of Tools/OMR/ Training Module/ Guideline etc.	By 28 <sup>th</sup> Feb/17	Deptt. of Elementary Education	State	Through office procedure
Video Conference on various issues	From time to time as per need	Deptt.	State	
Orientation/capacity building of district level officials	1 <sup>st</sup> Week of March/17	Deptt. of Elementary Education	District	Face to orientation & Video Conference

**General Guideline & Administrative Guideline for Gunotsav-2017, Assam**

Activity	Time (Tentative)	By whom	Level	Procedure
Dispatch of materials (Tools, OMR etc.) to Block	Within 10th March,17	Deptt.	State to Block	Through timely monitoring and support by state level cell members, respective district I/Cs etc.
Dispatch of materials(Tools, OMR etc.) to School	By 17 <sup>th</sup> March/17	Block	Block	By CRCC and block functionaries with timely monitoring and support by DEEOs/DMC and respective Block I/Cs etc.
Collection of materials from school	By 24 <sup>th</sup> March/17	Block	Block	By CRCC and block functionaries.
Submission of evaluation materials at state level	By 26 <sup>th</sup> March/17	Block	State	As per specification mentioned in the guideline.

**(c) Technical Part :**

Selection and Engagement of Technical Agency	25 <sup>th</sup> Oct/16	State Govt.	State	As per procedure
Development of software	By 31 <sup>st</sup> Dec/16	Expert Agency	State/ National level	As per requirement
Preparation of list of class wise children data with Unique ID as per latest child survey.	15 <sup>th</sup> Oct/16	SSA	State	As per latest digitised data
Scanning and validation of OMR	20 <sup>th</sup> April/ 17	Technical agency	State	Technical procedure
Data entry		Technical agency	State	Technical procedure
Sharing of Result to school	25 <sup>th</sup> April/17	State	School	Copy of School Assessment Report to each school
Data analysis	25 <sup>th</sup> June/17	Technical agency /SSA/ SCERT	State	Quantitative and Qualitative
Preparation of class wise report card of schools and distribution	10 <sup>th</sup> – 20 <sup>th</sup> July/ 17	Technical agency	State	Generation through technical procedure and will be provided from state to school level
Grading of schools and students	10 <sup>th</sup> – 20 <sup>th</sup> July/ 17	Technical agency	State	Technical procedure
Uploading of data of schools in the portal	30 <sup>th</sup> July/17	Technical agency	State	Technical procedure
Assessment at School	20 <sup>th</sup> , 21 <sup>st</sup> ,22 <sup>nd</sup> & 23 <sup>rd</sup> March/ 17	By schools & External Evaluators	School	<ul style="list-style-type: none"> <li>• Internal and External</li> <li>• Children and school assessment</li> <li>• Scholastic and other areas</li> </ul>

**SCHEDULED OF GUNOTSAV AT SCHOOL LEVEL :**

**Lower Primary:**

**Day-1 (on 20<sup>th</sup> March/2017):**

Time	Duration (in mins)	Class	Activity	By whome	Ramarks
9.00 am-9.15 am	15	I-V	Morning Assembly and Recitation of National anthem	School	
9.15 am-9.25 am	10	I-V	Attendance check	Teacher	
9.25 am-12.00 noon	155	II-V	Reading Evaluation	Teacher	<b>Evaluation and recording of marks (0-10) in prescribed format by Class Teacher.</b>
12.00 noon-12.30 pm	30		MDM	School	
12.30 pm-1.45 pm	<b>Activities/classroom transaction as per Academic Calendar</b>				
1.45 pm-2.45 pm	60	School Evaluation <ul style="list-style-type: none"> <li>• Co-Scholastic Activities</li> <li>• Availability and Utilization of School Infrastructure and other facilities</li> <li>• Community Participation</li> </ul>			Evaluation in presence of SMC, Parents etc. and recording in prescribed format by Head Teachers.

**Day-2 (21/22/23 March/2017):**

#	Time	Duration	Class	Activity	Remarks
1	9.00 am-9.15 am	15 Min	I-V	Morning Assembly	
2	9.15am-9.20am	5 Min	I-V	Attendance check	
3	9.20 am -10.25 am	65 Min	II	Assessment of... <ul style="list-style-type: none"> <li>• Language 1 - Writing (10 Min), Reading (15 Min)</li> <li>• Language 2 - Writing (10 Min), Reading (15 Min)</li> <li>• Numeracy (15 Min)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Checking of 20% students randomly by External Evaluator of each class for reading skill (both L1&amp;L2) whose marking were already done by class teacher in the prescribed format and entering mark of all the students on OMR sheet on the day of external evaluation.</li> <li>• Writing &amp; Numeracy skills will be assessed in front of External Evaluator.</li> </ul>
4	10.25 am-11.30 am	65 Min	III	Assessment of... <ul style="list-style-type: none"> <li>• Language 1 - Writing (10 Min), Reading (15 Min)</li> <li>• Language 2 - Writing (10 Min), Reading (15 Min)</li> <li>• Numeracy (15 Min)</li> </ul>	
5	11.30 am -11.40 am	10 Min		<b>REST</b>	
6	11.40 am-12.45 pm	65 Min	IV	Assessment of... <ul style="list-style-type: none"> <li>• Language 1 - Writing (10 Min), Reading (15 Min)</li> <li>• Language 2 - Writing (10 Min), Reading (15 Min)</li> <li>• Numeracy (15 Min)</li> </ul>	

#	Time	Duration	Class	Activity	Remarks
7	12.45 pm -1.15 pm	30 Min		Mid-Day Meal	
8	1.15 pm - 2.20 pm	65 Min	V	Assessment of... <ul style="list-style-type: none"> <li>• Language 1 - Writing (10 Min), Reading (15 Min)</li> <li>• Language 2 - Writing (10 Min), Reading (15 Min)</li> <li>• Numeracy (15 Min)</li> </ul>	
9	2.20 pm - 2.25 pm	5 Min	I-V	<b>Recitation of Jatiya Sangeet</b>	
10	2.25 pm - 3.25 pm	60 Min		<b>School Evaluation</b> <ul style="list-style-type: none"> <li>• Co-Scholastic Activities</li> <li>• Availability and Utilization of School Infrastructure and other facilities</li> <li>• Community Participation</li> </ul>	Assessment/ verification of school evaluation will be done in consultation with Head Teacher, Teachers, SMC, Community etc. and enter the marks in the OMR sheet from prescribed format (whose marking were already done by Head Teacher on 20 <sup>th</sup> March/17 in the prescribed format) .

### Upper Primary:

**Day-1 (on 20<sup>th</sup> March/2017):**

Time	Duration	Class	Activity	by Whom	Remarks
9.00 am -9.15 am	15 Min	All classes	Morning Assembly and Recitation of National anthem	School	
9.15 am -9.25 am	10 Min	All classes	Attendance check	Teacher	
9.25 am - 12.00 noon	155 Min	VI, VII & VIII	Reading Evaluation	Teacher	Evaluation and recording of marks(0-10) in prescribed format by class Teacher.
12.00 noon - 12.30 pm	30 Min	VI, VII & VIII	MDM	School	

12.30 pm-1.45 pm	<b>Activities/classroom transaction as per Academic Calendar</b>			
1.45 pm-2.45 pm	60 Min	<b>School Evaluation</b> <ul style="list-style-type: none"> <li>• Co-Scholastic Activities</li> <li>• Availability and Utilization of School Infrastructure and other facilities</li> <li>• Community Participation</li> </ul>	Head Teacher/Teacher.	Evaluation in presence of SMC, Parents etc. and recording in prescribed format by Head Teacher/Teacher.

**Day-2(21<sup>st</sup>/22<sup>nd</sup>/23<sup>rd</sup> March/17):**

#	Time	Duration	Class	Activity	Remarks
1	9.00 am-9.15 am	15 Min	VI-VIII	Morning Assembly	
2	9.15 am-9.20 am	5 Min	VI-VIII	Attendance Checking	
3	9.20 am-10.20 am	120 Min	VI-VIII	<ul style="list-style-type: none"> <li>• Scholastic Assessment (Written Exam – MCQ)</li> </ul>	Time includes both conducting of assessment and collection of filled up OMR sheet(class wise)
4	10.20 am-11.20 am				
5	11.20 am-11.30 am	10 Min		<b>Rest</b>	
6	11.30 am-12.10 pm	40 Min	VI	<b>Assessment of...</b> <ul style="list-style-type: none"> <li>• Language 1 - Writing (5 Min), Reading (10 Min)</li> <li>• Language 2 - Writing (5 Min), Reading (10 Min)</li> <li>• Numeracy (10 Min)</li> </ul>	<ul style="list-style-type: none"> <li>• Checking of 20% students randomly of each class for reading skill (both L1&amp;L2) whose marking were already done by class teacher in the prescribed format and entering mark of all the students on OMR sheet on the day of external evaluation.</li> </ul>
7	12.10 pm-12.50 pm	40 Min	VII	<b>Assessment of...</b> <ul style="list-style-type: none"> <li>• Language 1 - Writing (5 Min), Reading (10 Min)</li> <li>• Language 2 - Writing (5 Min), Reading (10 Min)</li> <li>• Numeracy (10 Min)</li> </ul>	
8	12.50 pm-1.20 pm	30 Min		Mid-Day Meal	
9	1.20 pm-2.00 pm	40 Min	VIII	<b>Assessment of...</b> <ul style="list-style-type: none"> <li>• Language 1 - Writing (5 Min), Reading (10 Min)</li> <li>• Language 2 - Writing (5 Min), Reading (10 Min)</li> <li>• Numeracy (10 Min)</li> </ul>	<ul style="list-style-type: none"> <li>• Writing &amp; Numeracy skills will be assessed in front of External Evaluator.</li> </ul>
10	2.00 pm-2.05 pm	5 Min	VI-VIII	<b>Recitation of Jatiya Sangeet</b>	

No.	Time	Duration	Class	Activity	Remarks
11	2.05 pm-3.05 pm	60 Min		<b>School Evaluation</b> <ul style="list-style-type: none"> <li>• Co-Scholastic Activities</li> <li>• Availability and Utilization of School Infrastructure and other facilities</li> <li>• Community Participation</li> </ul>	Assessment/verification of school evaluation will be done in consultation with Head Teacher, Teachers, SMC, Community etc. and enter the marks in the OMR sheet from prescribed format (whose marking were already done by Head Teacher on 20 <sup>th</sup> March/17 in the prescribed format) .

- All schools will conduct evaluation as per schedule. External evaluation will be conducted by External Evaluators as per specification of the schedule. If External Evaluators do not reach in time, school will start the evaluation as per schedule.

**Post Assessment Process:**

**Data entry** will be done in soft ware through expert agency.

**Data analysis** will be done both in quantitative and qualitative way. Detailed data analysis will be made for each child for each item in every subject. Analysis will also be done for school, block, district and state. Performance of schools will be assessed for both scholastic and other assessment.

**Report Generation-** School wise report card for the school and for each child will be generated for each school both on their academic performance and other associated indicators.

POST ASSESSMENT ACTIVITIES				Procedure
Sharing of Gunotsav result with different officials and at different level.	5-10 <sup>th</sup> August/17	Deptt. of Elementary Education	State	Media(print & electronic), Face to face etc.
Modality of Remedial Support	20 <sup>th</sup> -27 <sup>th</sup> July/17	UNICEF/SCERT with the support of experts	State	Workshop mode
School take-up remedial class activity/ extra classes for children.	1 <sup>st</sup> -25 <sup>th</sup> August/17	School	School	Before and after school hours in school itself.
2 <sup>nd</sup> Self Assessment	15 <sup>th</sup> Sept/17	School	School	By teachers in presence SMC.

**Indication of learning gap and remedial/extra support:**

The exercise will indicate the gaps in learning level of student from class-II & VIII. The teachers based on this assessment will provide appropriate intervention to improve learning level of students. A special coaching package will be designed for remedial teaching by the teachers in the school itself. The academic support to teachers shall be provided with help of DIETs / CRCCs etc.

**Second Self Assessment:**

2nd self assessment will be conducted in the month of Sept/2017 in the schools of eight districts covered in the 1<sup>st</sup> phase of Gunotsav. The 2<sup>nd</sup> self assessment will be carried out the objective of assessing the impact of remedial support provided after 1<sup>st</sup> phase of assessment. It will also provide for additional time in the Academic year to meet up remaining gaps.

- This assessment will be conducted by schools in presence of SMC.
- Assessment will be 40% OMR based and 60% examination based (descriptive answer).
- The assessment for the syllabus covered upto August/17 as well as on remedial support.

**Schedule for 2<sup>nd</sup> Self Assessment:**

**Planning schedule:**

Activity	Time (Tentative)	By whom	Level	Procedure
Information to all concerned	By 1 <sup>st</sup> week of July/17	State	State	Official communication/Media
Preparation of guideline & programme schedule	By 20 <sup>th</sup> July/17	State	State	Detailed instruction to school
1 day sharing on conduct of assessment				
(a) DEEO/DMC/BEEO/BMC and other district level functionaries (Education Deptt.)	By 25 <sup>th</sup> July/17	State	District	Video Conference
(b) CRCC	By 30 <sup>th</sup> July/17	District	District/Block	Face to Face and
(c) Teachers	By 30 <sup>th</sup> July/17	CRCC	Cluster	Face to Face and
Development of Evaluation Tools including Orientation on tool development/translation etc.	By 10 <sup>th</sup> August /17	DIET	State	Through Workshop mode
Printing of Tools/OMR/ guideline etc.	By 20 <sup>th</sup> August/17	District	District	Through office procedure
Dispatch of materials(Tools, OMR etc.) to Block	Within 28 <sup>th</sup> August/17	District	District	Through timely monitoring and support by district
Dispatch of materials (Tools, OMR etc.) to School	12 <sup>th</sup> & 13 <sup>th</sup> Sept/17	Block	Block	By CRCC and block functionaries with timely monitoring and support by DEEOs/DMC and respective Block I/Cs etc.

**General Guideline & Administrative Guideline for Gunotsav-2017, Assam**

<b>Activity</b>	<b>Time (Tentative)</b>	<b>By whom</b>	<b>Level</b>	<b>Procedure</b>
Collection of materials from school	15 <sup>th</sup> & 16 <sup>th</sup> Sept/17	Block	Block	By CRCC and block functionaries.
Submission of evaluation materials at state level	18 <sup>th</sup> , 19 <sup>th</sup> & 20 <sup>th</sup> Sept/17	Block	State	As per specification mentioned in the guideline.
Scanning and validation of OMR	30 <sup>th</sup> Sept/17	Technical Expert	State	Technical Expert
Data entry				
Sharing of Result to school	5 <sup>th</sup> Oct/17	State	School	Copy of School Assessment Report to each school
Data analysis	10 <sup>th</sup> Oct/17	Technical Expert/ SSA/ SCERT	State	Quantitative and Qualitative
Preparation of class wise report card of schools and distribution	10 <sup>th</sup> – 15 <sup>th</sup> Oct/17	Technical Expert	State	Generation through technical procedure and will be provided from state to school level
Grading of schools and students	15 <sup>th</sup> – 20 <sup>th</sup> Oct/17	Technical Expert	State	Technical procedure
Assessment at School	15 <sup>th</sup> Sept/17	By schools	School	<ul style="list-style-type: none"> <li>• Self assessment</li> <li>• Children assessment</li> <li>• Scholastic areas</li> </ul>
<b>POST ASSESSMENT ACTIVITIE</b>				
Sharing of result from block to state level.	25 <sup>th</sup> -30 <sup>th</sup> Oct/17	Block to State	Block to State	Face to face etc.
Remedial Support	10 <sup>th</sup> -30 <sup>th</sup> Oct/17	Teacher	School	By teachers with support from CRCC/ DIET etc.

**Schedule of 2<sup>nd</sup> Self Assessment (School) :**

▪ **Lower Primary :**

<b>Time</b>	<b>Duration of (in minutes)</b>	<b>Class</b>	<b>Activity</b>	<b>By Whom</b>	<b>Remarks</b>
9.00 am-9.15 am	15	I-V	Morning Assembly and Recitation of National anthem	School	
9.15 am-9.25 am	10	I-V	Attendance check	Teacher	
9.25 am-11.25 am	120	II-V	Reading Evaluation	Teacher in presence of SMC	Evaluation and recording in OMR by Teachers in presence of SMC
11.25 am-11.35 am	10		<b>Rest</b>		
11.35 am-12.00 noon	25	II-V	Writing Evaluation	Teacher in presence of SMC	Evaluation and recording in OMR by Teachers
12.00 noon-12.30 pm	30	II-V	MDM	School	
12.30 pm-1.00 pm	30	II-V	Arithmetic Evaluation	Teacher in presence of SMC	Evaluation and recording in OMR by Teachers
1.00 pm -1.40 pm	40	II-V	EVS		
1.40 pm – 1.45 pm	5	II-V	Recitation of Jatiya Sangeet	By all	

▪ **Upper Primary :**

<b>Time</b>	<b>Duration of (in minutes)</b>	<b>Class</b>	<b>Activity</b>	<b>By Whom</b>	<b>Remarks</b>
9.00 am-9.15 am	15	VI-VIII	Morning Assembly and Recitation of National anthem	School	
9.15 am-9.25 am	10	VI-VIII	Attendance check	Teacher	
9.25 am-11.25 am	120	VI-VIII	Scholastic Evaluation	School in presence of SMC	OMR based
11.25 am-11.35 am	10		<b>Rest</b>		

<b>Time</b>	<b>Duration of (in minutes)</b>	<b>Class</b>	<b>Activity</b>	<b>By Whom</b>	<b>Remarks</b>
11.35 am-12.00 noon	25	VI-VIII	Reading	Teacher in presence of SMC	OMR based
12.00 noon-12.30 pm	30	VI-VIII	MDM	School	
12.30 pm-1.30 pm	60	VI-VIII	Reading	Teacher in presence of SMC	OMR based
1.30 pm -2.25 pm	55	VI-VIII	Writing & Arithmetic		
2.25 pm – 2.30 pm	5	VI-VIII	Recitation of Jatiya Sangeet	By all	

**List of Abbreviation:**

<b>#</b>	<b>Abbreviation</b>	<b>Full form</b>
1	CCE	Continuous Comprehensive Evaluation
2	CRCC	Cluster Resource Centre Coordinator
3	DEEO	District Elementary Education Officer
4	DIET	District Institute of Educational Training
5	DMC	District Mission Coordinator
6	DPO	District Programme Officer
7	EDI	Education Development Index
8	LP	Lower Primary
9	MCQ	Multiple Choice Question
10	MDM	Mid Day Meal
11	NCF	National Curriculum Framework
12	OMR	Optical Mark Recognition
13	RTE	Right to Education
14	SCERT	State Council of Educational research and Training
15	SDG	Sustainable Development Goal
16	SMC	School Management Committee
17	SSA	Sarba Siksha Abhiyan
18	TGMS	Tea Garden Managed School
19	U-DISE	Unified District Information of School Education
20	UNICEF	United Nation's International Children education Fund
21	UP	Upper Primary

# **PART - B**

## **ADMINISTRATIVE GUIDELINE**

**Introduction:**

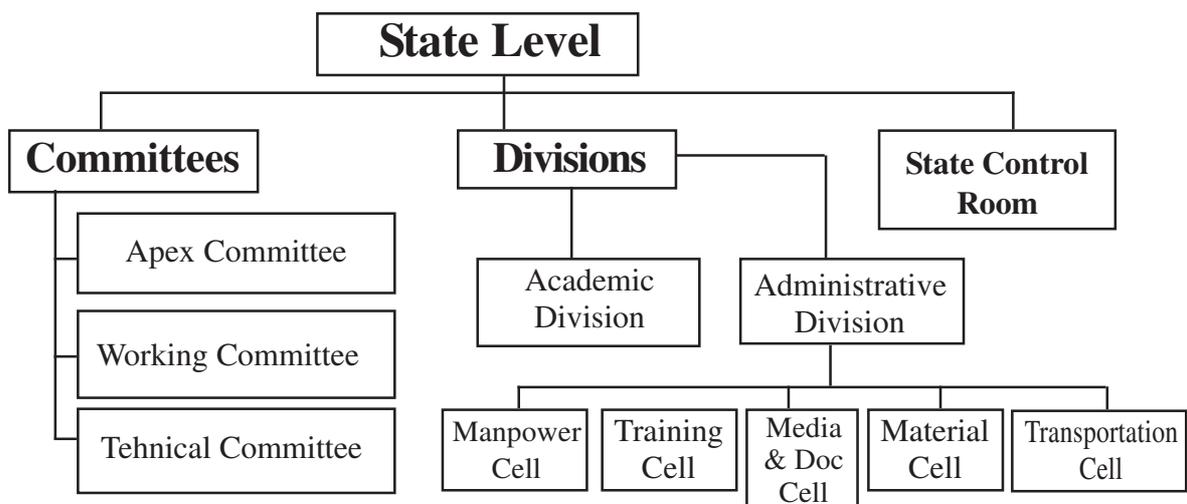
Gunotsav is a quality enhancement initiative of the State for bringing about improvement in learning level of students at Elementary level. Hon’ble Minister, Education, Assam has already announced the implementation of the programme in his Budget Speech, 2016-17. It aims to evaluate schools and students of schools in order to assess their performance and design strategies to bring about quality improvement in levels of learning as well as in the school environment. Assessment will be done on four core areas viz. academic achievements of children of Class-2 to 8, co-scholastic activities, availability and utilization of school infrastructure and other facilities and community participation.

The programme will be conducted from 20<sup>th</sup> to 23<sup>rd</sup> March, 2017. The whole State Government machinery will be involved in the programme. In the 1<sup>st</sup> phase, eight districts viz. Barpeta, Chirang, Dibrugarh, Hailakandi, Kamrup-Metro, Lakhimpur, Morigaon and Karbi Anglong (West) will be covered under the programme. All schools (Govt./Prov & Tea Garden Managed School having all mediums) will be covered under the programme. In case of composite schools, elementary level will be considered under the programme. Hon’ble Chief Minister, Hon’ble Minister, Education, other Ministers, Class I & II officers including IAS, IPS, IFS, ACS officers of the state will be visiting schools as External Evaluator for the assessment. Each External Evaluator will visit 3 schools - one school on each of the three days i.e. **21<sup>st</sup>, 22<sup>nd</sup> and 23<sup>rd</sup> March, 2017**. They will be spending one full day in the school from Morning Assembly till completion of school evaluation. Their observations and recommendations will be taken into consideration for formulation of policy and designing effective strategy for improving quality elementary education.

**The Administrative Structure:**

**A. State Level:**

For smooth operation and successful completion of Gunotsav, the administrative structure will be as follows:



**Summary of Structure: Constitution & major areas of operation:**

<b>Level</b>	<b>Committee/Cell</b>	<b>Major area of operation</b>
<b>State</b>	Apex Committee	Decision making and approving body.
	Working Committee	Supporting body for proving necessary support to the Cells at state level. Will also review and monitor progress and status activities of the programme.
	Technical Committee	Will handle all technical matters.
	Academic Division	Will be responsible for all academic activities related to the programme.
	Administrative Division	Will be responsible for rolling out of the programme.
	State Control Room	Will provide all support and co-ordination up to school level.
<b>District</b>	District Level Committee	Will monitor and co-ordinate with all officials and ensure smooth conduct of the programme in the district.
	District Operational Cell	Will be responsible for overall management and support of Gunotsav programme in the district.
<b>Block Level</b>	Block Operational Cell	Will be responsible for smooth conduct of the programme in the block.
	Block Material Cell	Will be responsible for smooth dispatch and receipt of materials to and from school.
	Block Monitoring, Support and Liaison Cell	This Cell will act as a task force during the two days of the programme.

**Detailed composition, role and responsibilities of different Committees and Cells:**

<b>Committee/Cell</b>	<b>Composition</b>	<b>Role and Responsibilities</b>
<b>Apex Committee</b>	<ul style="list-style-type: none"> <li>■ Minister, Education, Assam-Chairman</li> <li>■ Chief Secretary, Assam – Member Secretary</li> <li>■ Addl. Chief Secretary, Finance Department – Member</li> <li>■ Addl. Chief Secretary, P &amp; D Department - Member</li> <li>■ Principal Secretary, Personnel Department - Member</li> <li>■ Principal Secretary, Education Department - Member</li> </ul>	<ul style="list-style-type: none"> <li>■ Will provide guidance and adopt policies for the preliminary activities and conduction of subsequent events under “Gunotsav”.</li> <li>■ Will monitor the progress of different activities.</li> <li>■ Will approve various documents/tools/guideline/training module etc.</li> <li>■ Will approve detailed budget estimate for the programme.</li> </ul>

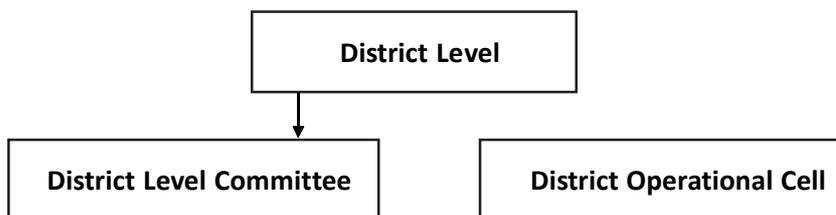
<b>Committee/Cell</b>	<b>Composition</b>	<b>Role and Responsibilities</b>
	<ul style="list-style-type: none"> <li>■ Principal Secretary, General Administration Department - Member</li> <li>■ Commissioner &amp; Secretary, Elementary Education Department - Member</li> <li>■ Secretary, Secondary Education Department - Member</li> <li>■ Mission Director, SSA, Assam – Member Secretary</li> <li>■ Director, SCERT, Assam – Member.</li> </ul>	<ul style="list-style-type: none"> <li>■ Will approve technical agency for technical works.</li> <li>■ Will provide regular support for successful execution of the programme.</li> </ul>
<b>Working Committee</b>	<ul style="list-style-type: none"> <li>■ Commissioner &amp; Secretary, Elementary Education Department - Chairman</li> <li>■ Mission Director, SSA, Assam – Member.</li> <li>■ Executive Director, SSA, Assam – Member Secretary.</li> <li>■ Director, Elementary Education – Member.</li> <li>■ 2 (two) DEEOs to be nominated by Govt. - Members.</li> <li>■ 2 (two) Inspector of Schools to be nominated by Govt. - Members.</li> <li>■ Director, SCERT, Assam – Member</li> <li>■ Sr. Financial Advisor, Education Deptt., Govt. of Assam – Member.</li> </ul>	<ul style="list-style-type: none"> <li>■ Will review the progress of preliminary activities under Gunotsav Programme.</li> <li>■ Will also review the progress of various activities under Gunotsav Programme.</li> </ul>
<b>Technical Committee</b>	<ul style="list-style-type: none"> <li>■ Commissioner &amp; Secretary to the Govt. of Assam, Education (Elementary) Deptt. – Chairman</li> <li>■ Mission Director, SSA, Assam – Member Secretary</li> <li>■ Director, Elementary Education, Assam– Member</li> <li>■ Director, Technical Education, Assam - Member.</li> <li>■ Sr. Administrative Officer, SSA, Assam – Member</li> <li>■ State Informatics Officer, NIC, Assam – Member</li> <li>■ Sr. Financial Advisor, Education Deptt., Govt. of Assam – Member</li> <li>■ Representative of Finance Department, Govt. of Assam - Member</li> <li>■ Other members may be opted / co-opted with approval of Chairman.</li> </ul>	<ul style="list-style-type: none"> <li>• Will monitor entire procurement process related to Gunotsav.</li> <li>• Will select agency for development and hosting of Assam Gunotsav portal.</li> <li>• Will decide the design of the portal and arrange facility at different levels.</li> <li>• Will select agency for printing and supply of OMR and database conversion as well as printing and packaging of question papers.</li> <li>• Will approve the tender documents etc.</li> <li>• Will review all technical works.</li> </ul> <p>In addition to the above, the Committee will provide necessary support for the following :</p>

Committee/Cell	Composition	Role and Responsibilities
		<ul style="list-style-type: none"> <li>• Monitoring the development of Gunotsav portal with required technical inputs.</li> <li>• Printing and scanning of OMR.</li> <li>• Analysis and generation of reports of Gunotsav findings.</li> <li>• Any other task assigned by the authority.</li> </ul>
<b>Academic Division</b>	<ul style="list-style-type: none"> <li>• Executive Director, SSA, Assam</li> <li>• Sr. Administrative Officer, SSA, Assam</li> <li>• Director, SCERT, Assam</li> <li>• Representative of Government</li> <li>• SPO (CP &amp; SFG), SSA, Assam</li> <li>• SPO (R&amp;E), SSA, Assam</li> <li>• SPO (TT), SSA, Assam</li> <li>• MIS personnel</li> <li>• SPO(P&amp;M), SSA, Assam</li> <li>• Cell may opt / co-opt.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Will be responsible for all academic activities related to the programme.</li> <li>▪ Will be involved in preparation of guidelines, tools, modules etc.</li> <li>▪ Will maintain all relevant records, documents etc. relating to academic matters.</li> <li>▪ Any other task assigned by the authority.</li> </ul>
<b>Administrative Division</b>	<ul style="list-style-type: none"> <li>• Executive Director, SSA, Assam</li> <li>• Sr. Administrative Officer, SSA, Assam</li> <li>• Director, Elementary Education, Assam</li> <li>• CAO, SSA, Assam</li> <li>• SPO (ST), SSA, Assam</li> <li>• System Analyst, SSA, Assam</li> <li>• SPO (P&amp;M), SSA, Assam</li> <li>• Asstt. Administrative Officer, SSA, Assam</li> <li>• Cell may opt / co-opt.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Will be responsible for operational works like human resource/ personnel management, logistic support, technical works and media management.</li> <li>▪ Will comply with all the administrative and financial rules and regulations while executing the programme.</li> <li>▪ Will ensure appropriate access to and use of information and transmit the same to the appropriate level.</li> <li>▪ Will communicate and converge with other departments for necessary support to the programme.</li> <li>▪ Will monitor the activities in all phases and all levels.</li> <li>▪ Will inform all concerned about new issues, notifications that emerge during the execution of the programme.</li> <li>▪ Any other task assigned by the authority.</li> </ul>
<b>Manpower Cell</b>	<ul style="list-style-type: none"> <li>• Executive Director, SSA, Assam</li> <li>• Sr. Administrative Officer, SSA, Assam</li> <li>• Director, SCERT, Assam</li> <li>• Director, Elementary Education, Assam</li> </ul>	<ul style="list-style-type: none"> <li>• Will be mainly responsible for deployment of human resource for proper and smooth conduct of Gunotsav including deployment of External Evaluators for the programme.</li> <li>• Will be assigned with management of resources of</li> </ul>

<b>Committee/Cell</b>	<b>Composition</b>	<b>Role and Responsibilities</b>
	<ul style="list-style-type: none"> <li>• SPO (Doc), SSA, Assam</li> <li>• SPO (ST), SSA, Assam</li> <li>• SPO (TT), SSA, Assam</li> <li>• System Analyst, SSA, Assam</li> <li>• SPO-Media, SSA, Assam</li> <li>• SPO (P&amp;M), SSA, Assam</li> <li>• Asstt. Administrative Officer, SSA, Assam</li> <li>• Cell may opt / co-opt.</li> </ul>	<p>officials as per their expertise for the programme.</p> <ul style="list-style-type: none"> <li>• Will remain connected with all other Cells via electronic gadgets like E-mail, SMS, Whatsapp, etc. to update information.</li> <li>• Will look after the matters related to allowances prescribed as per the norms of the programme of the officials.</li> <li>• Will coordinate matters related to deputation of personnel for training programme.</li> <li>• Will receive all grievances and arrange for immediate disposal of genuine grievances and provide all information/ assistance sought by any official.</li> <li>• Any other task assigned by the authority.</li> </ul>
<b>Training Cell</b>	<ul style="list-style-type: none"> <li>• Sr. Administrative Officer, SSA, Assam</li> <li>• Director, Elementary Education, Assam</li> <li>• Director, SCERT, Assam</li> <li>• SPO(ST), SSA, Assam</li> <li>• Surajit Kalita, State Consultant, SSA, Assam</li> </ul>	<ul style="list-style-type: none"> <li>• Will be responsible for all training related matters of Gunotsav .</li> <li>• Will be responsible for arrangement training material, training schedule, session plans, venues, etc..</li> <li>• Will coordinate in identification of Master Trainers, Resource Persons etc.</li> <li>• Will maintain all relevant records, documents etc. of training</li> </ul>
<b>Media &amp; Documentation Cell</b>	<ul style="list-style-type: none"> <li>• Sr. Administrative Officer, SSA, Assam</li> <li>• SPO (Media), SSA, Assam</li> <li>• SPO(Doc), SSA, Assam</li> <li>• System Analyst, SSA, Assam</li> <li>• SPO (P&amp;M), SSA, Assam</li> </ul>	<ul style="list-style-type: none"> <li>• Cell will be responsible for media activities and documentation of the entire programme.</li> <li>• Will be responsible for designing, preparation and execution of Media Plan for the entire programme.</li> <li>• Will ensure documentation of the entire programme and the good practices.</li> </ul>
<b>Material Cell</b>	<ul style="list-style-type: none"> <li>• Executive Director, SSA, Assam</li> <li>• Sr. Administrative Officer, SSA, Assam</li> <li>• Director, Elementary Education, Assam</li> <li>• System Analyst, SSA, Assam</li> <li>• Asstt. Administrative Officer, SSA, Assam</li> <li>• Nazir, SSA, Assam</li> <li>• Asstt. Nazir, SSA, Assam</li> <li>• Cell may opt / co-opt.</li> </ul>	<ul style="list-style-type: none"> <li>• Will prepare list of materials required.</li> <li>• Will maintain stock record of materials received and dispatched to district/block.</li> <li>• Will monitor excess and shortage of materials</li> <li>• Will look after packing and labeling of OMR sheets and other materials school-wise, packing in Cluster and Block-wise and support to</li> </ul>

Committee/Cell	Composition	Role and Responsibilities
		<p>Transportation Cell for timely distribution.</p> <ul style="list-style-type: none"> <li>• Will monitor the materials dispatched school-wise at district and block level.</li> <li>• Will ensure packing of OMR and other materials school wise and collection of packaged materials at cluster and block and arranging the return of packets back to State Mission office in proper way.</li> <li>• Will provide support in un-packing of OMR Sheets from district (school-wise) for subsequent course of action.</li> <li>• Any other task assigned by authority.</li> </ul>
<b>Transportation Cell</b>	<ul style="list-style-type: none"> <li>• Executive Director, SSA, Assam</li> <li>• Sr. Administrative Officer, SSA, Assam</li> <li>• Dy. Director, Elementary, Assam</li> <li>• SPO(P&amp;M), SSA, Assam</li> <li>• Accounts Personnel, SSA, Assam</li> <li>• Asstt. Administrative Officer, SSA, Assam</li> <li>• Nazir, SSA, Assam</li> <li>• Asstt. Nazir, SSA, Assam</li> <li>• Cell may opt / co-opt.</li> </ul>	<ul style="list-style-type: none"> <li>• Will prepare estimate for vehicle requirement and requirement of fund.</li> <li>• Will finalize movement plan from State to School level.</li> <li>• Will liaison with Transport Department and transport agencies well in advance as per requirement.</li> <li>• Will arrange vehicles in cost and time effective manner.</li> <li>• Will monitor vehicle movement at all levels, maintain record of vehicle movement and provide support need for transit if any.</li> <li>• Will verify authenticity of vehicle bills etc.</li> <li>• Will maintain register for dispatch and receipt of materials and ensure timely dispatch and receipt of material .</li> <li>• Any other task assigned by authority.</li> </ul>
<b>State Control Room</b>	<ul style="list-style-type: none"> <li>• Commissioner &amp; Secretary to the Govt. of Assam, Elementary Education Department.</li> <li>• Mission Director, SSA, Assam – Nodal Officer</li> <li>• Executive Director, SSA, Assam</li> <li>• Jt. Secy to the Govt. of Assam, Education (Ele) Deptt.</li> <li>• Director, Elementary Education, Assam</li> <li>• Director, SCERT, Assam</li> <li>• Sr. Administrative Officer, SSA, Assam</li> <li>• Chief Accounts Officer, SSA, Assam</li> <li>• Chief Auditor, SSA, Assam</li> <li>• Dy. Director, Elementary, Assam</li> <li>• They may opt / co-opt.</li> </ul>	<ul style="list-style-type: none"> <li>• Will liaison with all bodies from state to district level.</li> <li>• Will make necessary arrangement for addressing emergencies, if any.</li> <li>• Will provide all support to the Cells for smooth execution of the programme .</li> <li>• Any other task assigned by authority.</li> </ul>

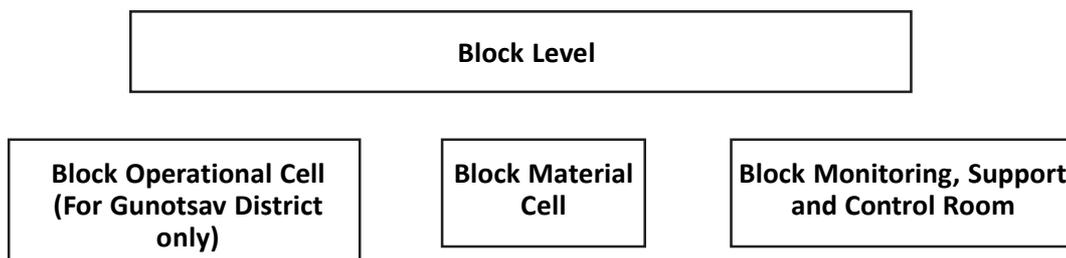
**B. District Level :**



**Detailed composition, role and responsibilities of different Committees and Cells:**

<b>Committee/Cell</b>	<b>Composition</b>	<b>Role and Responsibilities</b>
<b>District Level Committee</b>	<ul style="list-style-type: none"> <li>▪ Principal Secretary (KAAC/BTC)/ Deputy Commissioner - Chairman</li> <li>▪ Superintendent of Police - Member</li> <li>▪ Addl. Deputy Commissioner, Education - Member</li> <li>▪ Addl. Deputy Commissioner, Nazarat - Member</li> <li>▪ District Elementary Education Officer - Member</li> <li>▪ District Mission Co-ordinator, SSA - Member Secretary</li> <li>▪ Inspector of Schools - Member</li> <li>▪ District Transport Officer - Member</li> <li>▪ Principal, DIET - Member</li> <li>▪ Finance &amp; Accounts Officer (DC Office/KAAC/BTC) - Member</li> <li>▪ Deputy Inspector of Schools - Member</li> <li>▪ They may opt / co-opt.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Will ensure co-ordination between State, District and Block level bodies and will be responsible for prompt action, when required from any concerned part/level (from school, teachers, External Evaluators, community members, media persons etc. )</li> <li>▪ Will set up Control Room at Block level</li> <li>▪ Will sit as and when required for monitoring and reviewing progress of activities in the district.</li> <li>▪ Will coordinate and arrange for training programme etc.</li> </ul>
<b>District Operational Cell</b>	<ul style="list-style-type: none"> <li>• Secretary, Education (KAAC/ BTC)/ Addl. Deputy Commissioner, Education - Nodal Officer</li> <li>▪ Addl. Deputy Commissioner, Nazarat</li> <li>• Addl. Superintendent of Police (Head Quarter)</li> <li>• District Transport Officer</li> <li>• District Elementary Education Officer</li> <li>• Inspector of Schools</li> <li>• Deputy Inspector of Schools</li> <li>• Cell may opt / co-opt.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Will provide support for smooth implementation of the programme.</li> <li>▪ Will co-ordinate with the State Administrative Cell and its allied Cells for smooth functioning of the programme.</li> <li>▪ Will mentor, monitor and maintain co-ordination with Block level bodies.</li> <li>▪ Will ensure deployment of appropriate manpower with specific assignment well in advance.</li> <li>▪ Will assess transportation requirement for mobilization of the Master Trainers, Resource Persons, External Evaluators etc. well in advance and ensure smooth deployment in appropriate time.</li> <li>▪ Will arrange for addressing emergency situation like emergency replacement of HR, transport, medical support, security support etc.</li> </ul>

**C. Block Level :**



**Detailed composition, role and responsibilities of different Committees and Cells:**

Committee/Cell	Composition	Role and Responsibilities
<p><b>Block Operational Cell (For Gunotsav District only)</b></p>	<ul style="list-style-type: none"> <li>• Circle Officer</li> <li>• Block Elementary Education Officer</li> <li>• Block Mission Co-ordinator, SSA</li> <li>• Block (i/c) of DIET faculty</li> <li>• SIs of Schools</li> <li>• Cell may opt / co-opt.</li> </ul> <p style="text-align: center;">↓</p>	<ul style="list-style-type: none"> <li>▪ Will provide support for smooth implementation of the programme in every school of the Block.</li> <li>▪ Will Co-ordinate with the District Operational Cell for smooth functioning of the programme.</li> <li>▪ Will mentor, monitor and maintain co-ordination with the Resource Persons, CRCCs and even the Head Teachers of the schools as and when required.</li> <li>▪ Will ensure deployment of appropriate manpower with specific assignment well in advance.</li> <li>▪ Will assess requirement and strategy for appropriate transportation of the materials received from the State level to every school well in advance.</li> <li>▪ Will responsible for collection and receipt of the materials, specially the filled up OMR sheets from the schools, packaging of the same in safe mode and dispatch the same to the State level with special messenger and security.</li> <li>▪ Will arrange for handling any emergency situation during the “Gunotsav Programme”, including emergency replacement of HR, transport medium, medical support, security support etc.</li> </ul>

<b>Committee/Cell</b>	<b>Composition</b>	<b>Role and Responsibilities</b>
<b>Block Material Cell</b>	This Cell is a part of the Block Operational Cell.	<ul style="list-style-type: none"> <li>• Will be exclusively responsible for providing materials to the schools and External Evaluator.</li> <li>• Will be responsible for receipt of all materials from State level.</li> <li>• Will be responsible for receipt of the filled up OMR from the schools and External Evaluators, packing of the OMR in proper way and submission of the same to the District Operation Cell.</li> </ul>
<b>Block Monitoring, Support and Control Room</b>	This Cell is a part of the Block Operational Cell.	<ul style="list-style-type: none"> <li>• This will be set up at Block level three days ahead of the actual Gunotsav programme and the Cell will be in operation till the filled up OMRs are submitted to the State Receipt &amp; Dispatch Cell.</li> <li>• Will be the centre of support and co-ordination among all the Cells operating in the State, District and Block and also will be responsible for prompt action, when required from any part of the Block.</li> </ul>

**Liaison Officer:**

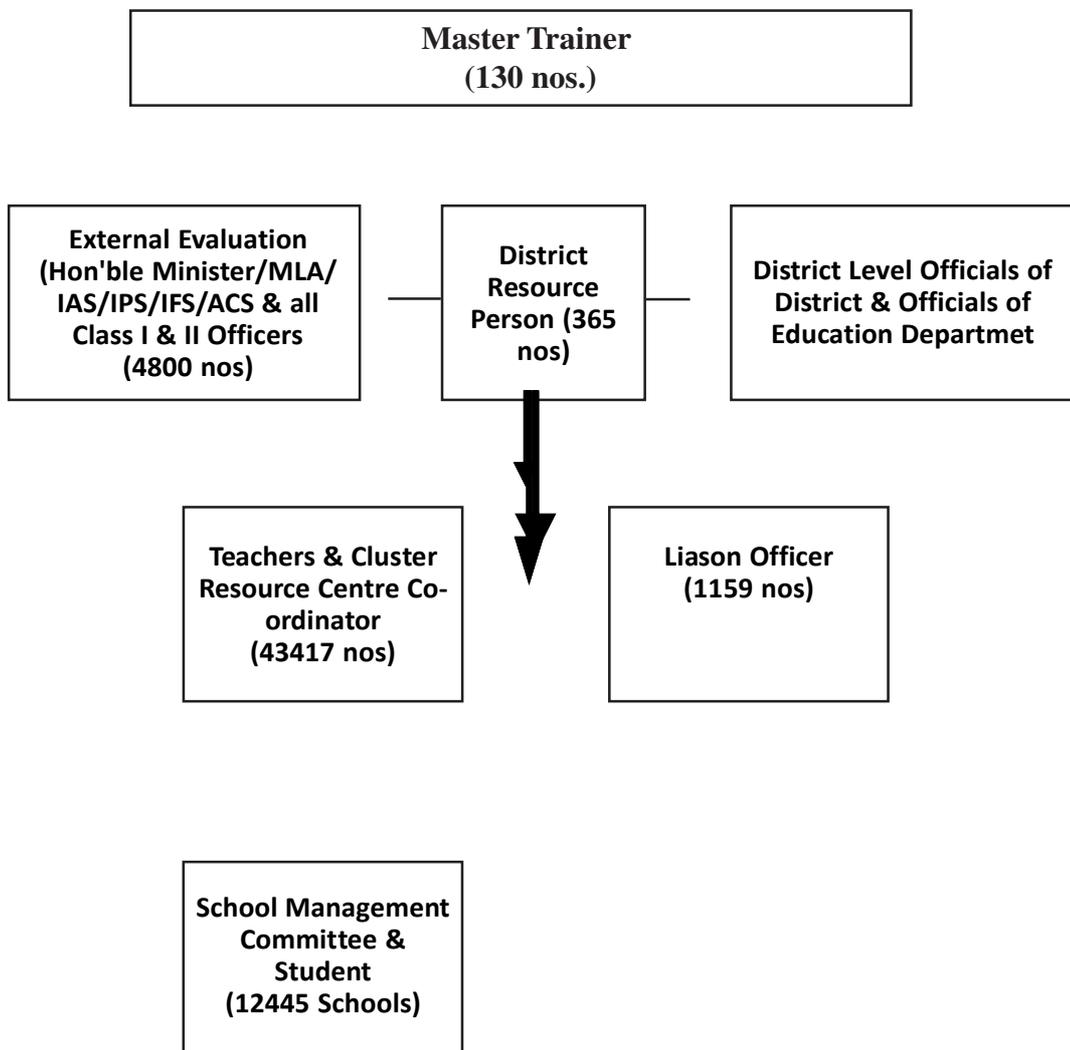
District will identify one Liaison Officer against each group consisting of 5 External Evaluators. The Liaison Officer will provide guidance and support to the External Evaluators for locating the concerned school. The Liaison Officer will also prepare the route map of the school for visit by External Evaluators on the day of evaluation beforehand and provide to External Evaluators. They will keep in constant touch with External Evaluators before and after conduct of the programme.

Moreover, they will provide packets of the materials to their respective External Evaluators.

**NOTE:** All Committees/ Cells will go through the General & Administrative Guidelines thoroughly.

**Orientation programmes for various stakeholders:**

For smooth implementation of the GUNOTSAV programme, orientation/training programme will be organized for various stakeholders in phased manner. The training would be in cascade mode as shown below:



**Detail Training Schedule on GUNOTSAV :**

Target Group	Phases											
	1st				2nd				3rd			
	Month/Date	Day/Duration	Mode	Content/Area	Month/Date	Day/Duration	Mode	Content/Area	Month/Date	Day/Duration	Mode	Content/Area
Master Trainer (130)	23 <sup>rd</sup> October, 2016	1	Face to Face	Awareness as Programme & role	January, 2017	1	Face to Face	Content areas, uses of OMR, techniques of imparting training	Last part of February, 2017	1	Face to Face	Re-fresher orientation
	January, 2017	1	Face to Face	Awareness as Pro-	February, 2017	1	Face to Face	Content area on the days of evaluative assessment etc	1st part of March, 2017	1	Face to Face	Assessment of scholastic areas, observation procedure & collection of data from the records/register.

**Detail Training Schedule on GUNOTSAV :**

Target Group	Phases											
	1st				2nd				3rd			
	Month/Date	Day/Duration	Mode	Content/Area	Month/Date	Day/Duration	Mode	Content/Area	Month/Date	Day/Duration	Mode	Content/Area
District Resource Person (365)	November, 2016	1	Face to Face	Awareness as programme & role	January, 2017	1	Face to Face	Content areas, uses of OMR, techniques of imparting training	February last, 2017	1	VC	Refresher orientation
	No- vember, 2016	1	VC	Avereness programme & role	January, 2017	1	Face to Face	Content areas, uses of OMR, techniques of imparting training	March, 2017	1	Face to Face	Re- fresher orienta- tion
Liaison Officer (1159)	Febru- ary, 2017	1	Face to Face	Role & Responsi- bility	X	X	X	X	X	X	X	X

**Detail Training Schedule on GUNOTSAV :**

Target Group	Phases											
	1st				2nd				3rd			
	Month/Date	Day/Duration	Mode	Content/Area	Month/Date	Day/Duration	Mode	Content/Area	Month/Date	Day/Duration	Mode	Content/Area
CRCC (820)	X	X	X	X	November, 2016	1	Face to Face	Content areas, uses of OMR, techniques of imparting training	February, 2017	1	Face to Face	Re-fresher orientation
Teachers (43417)	November, 2016	1	Face to Face	Awareness programme & role	January, 2017	1	X	Content areas, uses of OMR, techniques of imparting training	February /March Last 2017	1	Face to Face	Re-fresher orientation
SMC members & students	X	X	X	X	January, 2017	1	Face to Face	School preparedness and use of OMR	March, 2017	1	Face to Face	Practice on use of OMR