

Manual-1
Particulars of organization, functions and duties
[Section 4(1) (b)(i)]

1. Aims and objectives of the organization :

The objectives of DPEP / SSA are to ensure universal access, retention and improvement of the quality education of the children age group 6-14 up to elementary level. The Prime objective set before the DPEP, Boudh aims at achieving universalisation of primary education through 100% access, retention and quality improvement in education.

The programme would be implemented in the district as a whole with the following specific objectives.

- I. To reduce over all differences in enrollment, dropout and learning achievement on sex and social basis to less than five percent.
- II. To reduce overall elementary dropouts, stagnation and wastage to less than ten percent.
- III. To raise average achievement level by at least by 25 per cent over measured base line levels and ensure achievement of basic literacy and numeric competencies by all elementary school children.
- IV. To provide with, in accordance to prescribed national norms, easy access for all children to complete elementary schooling (from Class-I to VII) either in regular schools or non-formal system of education equivalent to that.

2. Mission/Vision :

The Sarva Sikhya Abhiyan also implemented in the district in the year 2002-03 aforementioned and these are two programmes in this district named DPEP / SSA. The main objective of this programme is to provide access, encourage retention, check dropouts, increase the achievement level, bridge social and gender disparity among the children in the age group of (6-14) years. This framework has also taken some strategies in the form of different interventions such as access and alternative schooling, SC/ST education, gender, MIS, Project management, Mobilization, IED, Civil works, Research & evaluation, Upgrading primary schools to Upper Primary schools and above all, to eliminate the dropouts, repetition and never enrolled children in the age group of (6-14) years.

3. Brief history and background for its establishment :

Most of the people in this district depend upon primary sector in agriculture. As far as their economic condition is concerned more than 60% of people are below the poverty line. The educational scenario as per data reveals is below the national standard and in case of the children in the age group of (6-14) years is a matter of great concern. The dropout rate in primary education is more and gender disparity in education is a matter of concern also at national level due to poverty, illiteracy and backwardness. To enhance the primary education and improve the quality of education and check the dropout the Govt. of Orissa undertook it to provide all assistance through DPEP programme in the second phase. The perspective plan of DPEP up to 2007 was prepared in the year 2000 having total allocation of fund of Rs. 28.96 Crores and revealed from the SSA perspective plan up to 2010 is 28.15 Crores to implement different activities for Girls education, SC/ST education, quality education, infrastructure facilities, access to children and inclusive education to disabled, pre-school education and innovation etc. DPEP got the assistance from DFID fund from the year 2001-02 to start initiating different activities such as Micro planning, Project management, Access and Alternative schooling to strengthen the primary education. Mean while the project was about to start in different strategies to strengthen the schooling system under the assistance of DFID another scheme launched by Govt. of India named Sarva Shiksha Abhiyan (SSA) to universalize the elementary education of (6-14) years of age group children. So, this district is called DPEP / SSA district to give more support to primary as well as elementary education of (6-14) year of age group. The DPEP intervention is similar to that of SSA intervention except for class VI & VII.

4. Organization Charts :

**Director
Elementary Education**

State Project Director, OPEPA

Director, TE & SCERT

**Director,
SIEMAT**

Collector-cum-Chairman

D. I. S-cum-Addl. DPC

District Project Coordinator

DIET

Block Resource Centre Coordinator

Cluster Resource Centre Coordinator

TEACHER

SCHOOL

Children

5. Allocation of business :

The educational scenario of Boudh District is blurred. The control, supervision and monitoring of school education come under the control of the Inspector of schools, B.K. Circle, Phulbani, who looks after both Kandhamal and Boudh district being based at Phulbani. It is obvious, therefore, that he cannot look into the problems of the district due to the vastness of his jurisdiction.

There are 952 nos. of primary & upper primary school in the district out of this 687 nos. of primary school & 265 nos. of UP Schools in the district. In the above number of schools, there are 52577 students are reading in primary section and 24304 nos. of student are reading in upper primary section. Total numbers of student are 76881 are reading in different schools of the district.

The age group of 6-11 years children remaining out of school numbering to 1677 & 1866 of 11-14 age group respectively. To track all these children the necessary initiative will be carried out & suggesting the right intervention strategies in this plan through remedial school, residential / non-residential bridge course centers etc.

6. Duties to be performed to achieve the mission :

Issues	Target	Duties Performed (intervention wise)
Out of School (Easy Access)	<ul style="list-style-type: none"> - From the source of DISE it is found that 2043 nos. of children 6-14 age group will be accommodated. 	<ul style="list-style-type: none"> - Opening of Residential Bridge Course- 3. - Opening of Non-residential bridge course-16. - Opening of Adolescence and Girls Camp.
Quality Education (in order to Pedagogical aspect)	<ul style="list-style-type: none"> - Capacity building of teachers through training & orientation - Capacity building of field functionaries, viz, SIS / BRCCs & CRCCs - Training on Sanitation, Health & Hygienic Education. 	<ul style="list-style-type: none"> - Orientation to BRCC and CRCC - Training to SIS / HM - Orientation to DRG / BRG - Orientation to UP school teachers 7 days Udaya, UnmeshI, II, III - Training to SSS / Para teacher for 30 days Jagruti - Supply of TLM to teachers - SIG to all schools - Theme based training to all teachers for 7 days

		<ul style="list-style-type: none"> - Regular monitoring of BRCC / SIS / CRCCs - Need based training to all teachers for 8 days - Supply of NT Books to all students
Planning (Gana Sikshaka, Research & Evaluation)	<ul style="list-style-type: none"> - Micro Planning - Case studies on different intervention - Village/Habitations/G.P. Level planning - Requirement of Teachers at elementary level - Micro Research Projects - Irregular examination process - Less involvement of parent in examination process 	<ul style="list-style-type: none"> - Orientation to DRG / BRCC/ SIS / CRCCs - Collection of data from grassroots level. - Newly appoint the EGS EVs as Gana Sikshaka. - Eradication / lookout of problematic area through the Research & Evaluation unit. - Collection of LATS & its analysis - Regularize the evaluation process - Sharing of examination result with parents.
Civil Works (Construction of School Building)	<ul style="list-style-type: none"> - Single class room - School Without toilet - School without water facilities - School without boundary wall - Less no. of Class room than teacher 	<ul style="list-style-type: none"> - One class room per teacher - Minimum two room per pry. School - Toilet for girls student - Installation of Tube well - CFE in Primary school
IED (Inclusive Education for the Children with Special Needs)	<ul style="list-style-type: none"> - Identification of the Children with Special Needs. - Medical Assessment & Distribution of Aids & Appliances to the needy children. - Facilitate the Children with disabilities. - Less awareness of parents. - Needbased training / orientation to Parents/VECs/PRI members & Community Members 	<ul style="list-style-type: none"> - Screening / preliminary identification of CWSN through Anganwadi Workers. - Medical Assessment camp to diagnose & certify the children medically. - Distribution of required Aids and appliance free of cost. - Organize Theme based camp for growth of self-confidence. - Orientation to BRCCs and CRCCs - Orientation to Parents/ VECs/PRI members - Strengthening of special school - Construction of ramps & handrails - Observation of international disabled day.

Girls Education (NPEGEL, KGBV)	<ul style="list-style-type: none"> - Gender Gaps - Less Awareness of MTA - Sibling care - Fearlessness - Low enrollment of Girls student. 	<ul style="list-style-type: none"> - Orientation of BRCC & CRCCs - Awareness camp for Parents - Orientation to MTA & VECs. - Adolescence Girls Camp - Fair for Girls Child - Opening of KGBV in Palsagora & Purunakatak of Boudh district. - Distribution of School uniform to Girls student. - Exposure visit - Special Enrollment drive
Community Mobilization and Media	<ul style="list-style-type: none"> - Gender Gap - Lack of Awareness (Community) - Less participation of PRI members 	<ul style="list-style-type: none"> - Awareness camp for VEC members. - Training to SHG and MTA - Gender Awareness - Counseling with PRI members - Installation of Hoarding - Advt. of different program - Publication of News letter - Publication of Pamphlet - Press Meeting. - Publication of Success Story.
SC/ST & Minority Education	<ul style="list-style-type: none"> - Lacks involvement of community due to lack of awareness / prejudice - Lack attitude of teacher - Low enrollment 	<ul style="list-style-type: none"> - Development of regional Primer - Convergence with tribal leader - Organization of Jati Mahasava - Collection and Publication of tribal talk/folklore/regional themes. - Organising of CATE programme for the ST/SC & Minority children. - Preparation of tribal TLM.
ECCE (Early Child Care Education)	<ul style="list-style-type: none"> - AWC without TLM - In access pre primary schools - Lack of provision for pre-primary education. - Lack of awareness on Health & Nutrition. 	<ul style="list-style-type: none"> - Capacity Building of SIs, BRCCs and CRCCs - Opening Of New ECCE centre - Organisation of Health Camp - Strengthening of existing AWC - Parents motivation camp

		<ul style="list-style-type: none"> - Orientation to AWW for use of TLM - Orientation to PRI members
Distance Education	<ul style="list-style-type: none"> - Less equipments - Less Awareness - Focusing of distance learning centers. - Audio/Video Documentation. 	<ul style="list-style-type: none"> - Development of local activity. - Arrangement of teleconference for capacity building of field functionaries. - Preparation of CD for use of TLM and teaching activities.
MIS (Management Information System)	<ul style="list-style-type: none"> - How to tackle the ultra-modern age by the school students. - Collection of Datas. - Collection of project development Datas. - Physical Demography of the School / teachers & student. 	<ul style="list-style-type: none"> - Teaching through Computer, children can handle independently. - Training to BRCC and CRCC on Computer. - Updation of DISE Data. - Preparation of PMIS Data. - Preparation of database on functioning of school of the district.

7. Details of services rendered :

Sl. No.	Name of the Employee/staff	Official Designation	Date of Joining	Service Period
1	Ajit Kumar Sahu	Financial Consultant	07.05.2008	Continuing to till date
2	Siddhartha Rath	Technical Consultant	24.11.2003	-do-
3	Karunakar Pal	Data Entry Operator	20.08.2003	-do-
4	Abhisek Agrawal	Cashier	19.01.2004	-do-
5	Damodar Barik	Accountant	19.01.2004	-do-
6	Debendra Kumar Mishra	Steno to DPC	19.01.2004	-do-
7	Badri Narayan Nag	Prog. Assistant	13.10.2003	-do-
8	Manoj Kumar Herna	Prog. Assistant	13.10.2003	-do-
9	Madhusmita Purohit	Office Assistant	17.01.2004	-do-
10	Jyotsnarani Behera	Office Assistant	19.01.2004	-do-
11	Biswajit Patra	Gender Coordinator	06.08.2004	-do-
12	Hari Shankar Dandasena	IED Coordinator	14.09.2004	-do-
13	Subhashree Acharya	Pedagogy Coordinator	01.04.2005	-do-
14	Paresh Kumar Behera	Technical Consultant	01.03.2006	-do-
15	Manoj Kumar Rout	Sr. Technical Consultant	29.02.2008	-do-
16	Nirmala Mishra	Data Entry Operator	01.01.2007	-do-
17	Tapas Ranjan Pradhan	Technical Consultant	07.03.2007	-do-
18	Debabrata Dhal	Planning Coordinator	27.10.2007	-do-
19	Manoj Kumar Swain	Coordinator, SC/ST & Minority Education	17.06.2008	-do-
20	Nibarana Ch. Mishra	Peon	03.01.2004	-do-
21	Jagannath Dalbehera	Peon	16.01.2004	-do-
22	Dambarudhara Behera	Night Watcher	01.03.2008	-do-

8. **Citizens interaction** : The appeal from every Indian citizen is being received & his/her redress is considered at this level in priority basis & accordingly the information is issued to the person concerned as per availability of data's.

9. **Postal address of the main office, attached/subordinate office/field units etc.**

a) **Main office** : District Project Office-cum-Block Resource Centre, Boudh

At : Near Res Office, Collector, Boudh

P.O./Dist. Boudh-762 014. (Orissa)

b) **Subordinate office** : Block Resource Centre,

At/P.O. : Kantamal

Dist. : Boudh.

c) **Subordinate office** : Block Resource Centre

At/PO : Charichhak,

Block : Harabhanga

Dist : Boudh.

Field Units : Cluster Resource Centres of whole of the district, as mentioned below :

Sl. No.	Name of the Cluster Resource Centre	Block	Sl. No.	Name of the Cluster Resource Centre	Block	Sl. No.	Name of the Cluster Resource Centre	Block
1	NAC, Boudh	Boudh	1	Manamunda	Kantamal	1	Sarasara	Harabhanga
2	Mursundhi		2	Jogindrapur		2	Harekrushnapur	
3	Narayan Nagar		3	Gudvelipadar		3	Dhalapur	
4	Tikarpada		4	Khatkhatia		4	Chhatrang	
5	Mundipadar		5	Lunpanga		5	Banibhusanpur	
6	Baghiapada		6	Bilashpur		6	Kusang	
7	Bahira		7	Palsagora		7	Ramgarh	
8	Ainlapali		8	Gabjore		8	Radhanagar	
9	Dimiripali		9	Khuntigora		9	Lunibahal	
10	Gundulia		10	Dapala		10	Biranarasinghpur	
11	Sagada		11	Badkusang		11	Talabahal	
12	Dahya		12	Kultajore		12	Purunakatak	
13	Manupali		13	Uden		13	Tileswar	
14	Khajuripada		14	Ambagaon		14	Sankuloi	
15	Talsarada		15	Ghantapada		15	Adenigarh	
16	Mundapada		16	Kantamal		16	Talagaon	
17	Telibandh		17	Lambasari		17	Harabhanga	

