

## Schedule of Plan for conduct of SMC Members Training 2014-15

RC.No.1678/SSA/A8/2014 Date: 12-2014 Guidelines issued for conduct of Training Program to School Management Committee members of all Schools in Andhra Pradesh during 2014-15. Financial Norms and Guidelines for School Level, Mandal Level, District Level Trainings for SMC Trainings at school level are issued. All the District Educational Officers and Project Officers of SSA in the State are hereby informed that a training programme for the orientation of all SMC members in the State is planned and going to organize according to the dates mentioned in the plan of action.

### Schedule of Plan for conduct of SMC Members Training 2014-15

Level of the Training	No. of days	Tentative Dates	Target group
State level TOT	02	17-18 Dec, 2014	DRPs (6 each from 13 districts)
District level	02	22, 23, 29 & 30 Dec, 2014- in 2 spells. If need based 3rd spell shall be conduct. Mandal & school level scheduled shall be extended	MRGs/RPS 6 members from each mandai (MRGs/RPs: 04; Gazetted HMs: 02)
Mandal level	01	31 Dec, 2014 & 01- 02 Jan, 2015 in 3 spells	4 members from each school Sarpanch, SMC chairperson, Headmaster / Senior teacher and SMCs vice chai person
School level	01	03 Jan, 2015	All SMCs members of the school

### **Rc.1678 Guidelines and Financial Norms for SMC Members Trainings during 2014-15**

#### **Special Guidelines:**

1. Utilize the services of State Level RPs for District Level Trainings in your District where ever DRPs performance is not satisfactory (Guntur, Kurnool, Kadapa etc.).
2. Prepare a banner for commencing training programme at District/ Division, Mandal and School level.

3. Prepare invitation cards to Public Representatives, Parents, Philanthropists', NGOs who are working for Education and also for well-wishers of Schools to invite them to trainings (Invitation cards might prepared by children with low cost, no cost material).
4. Plan pre activities for participants before the commencement of Training programmes at Mandai and School level. The activities Such as MUGGULA POTILU, MUSICAL CHIAR, ANTHAKSHARI, Competitions in preparation of invitation cards identity cards etc.
5. Honour the winners with I and II Prizes with not exceeding Rs.200 for I prize and Rs.100 for II prize.
6. In school level trainings invite by personal contacts to Sarpanch, Deputy Sarpanch, any other public representative available in the habitation, all SMC members and parents who are interesting to attend the program.

### **Guide lines for the conduct of SMCs training programme at Mandal level:**

- No of days: 01 Type : Non residential
  - No of resource persons: 06 (who were trained at District level)
  - No of spells: 02 or 03
  - No of batches per spell : 02
  - No of participants: 04 members per school
  - (Sarpanch, SMC chairperson, HM/senior teacher and SMC vice chairperson)
1. One day Mandal level training programme should be conducted in two or three spells at two identified training centres at Mandal head quarters
  2. The Mandal educational officer concerned and one senior HM of school complex at Mandai head quarters should act as course coordinators.
  3. A detailed plan of action should be prepared regarding the allotment of schools to each training centre and the dates of the conduct of the programme.
  4. The training programme should be conducted as pne day programme in two/ three spells covering all schools in the Mandal.
  5. Each spell should contain two batches.
  6. 10 schools should be allotted to each training centre as one batch. The team from each school should contain sarpanch, SMC chairperson, HM/ senior teacher and SMC vice chairperson. In case of more than one school in a village the sarpanch should attend the programme in any one of the spell.
  7. In case of single teacher schools the MEOs concerned should make necessary arrangements to enable the teacher to attend the training programme utilizing the services of the CRPs in their places on the day of the training only.
  8. The Mandal level training programme should be conducted from 9.00AM up to 5.00 PM
  9. A photo document covering key moments of the programme should be prepared and submitted to the DPO

### **Financial Norms for Conduct of SMC Trainings at Mandal Level**

S. No.	Particulars	Description (As per APTA Norms)
--------	-------------	---------------------------------

1	Convenience to RPs	30/- per day
2	Honorarium to the CDIMEO	200/- per day
3	Honorarium to the RPs	200/- per day
4	Convenience to Participants	30/- per day
5	Banner and Contingency	Rs.500/-
6	Stationery to Participants (Notebook, Pen)	15/- per participant
7	Working lunch	50/- per head
8	Tea and Snacks (two times)	20/- per head
9	Cleaning Charges	100/- per day per centre
10	Drinking water	3/- per head per day

### **Guidelines for conduct of SMCs training programmes at School level:**

- No of days: 01 Type : Non residential
  - No of resource persons: 04 (who were trained at Mandal level)
  - No of spells: 01
  - No of batches per spell: 01
  - No of participants: All SMC members of the school concerned
1. One day school level training programme should be conducted at every school in one spell.
  2. The team comprising of sarpanch, SMC chairperson, HM/ senior teacher and SMC vice chairperson should act as resource persons for the training of all SMC members at school level.
  3. The Head master of the school concerned is responsible for the conduct of the programme in a festive atmosphere.
  4. The Head master of the school concerned is responsible for inviting all SMC members personally to the programme by way of giving invitation cards. He/ she is also responsible for taking up certain activities such as school decoration, TLM display etc., on the day of the programme
  5. The Head master of the school concerned should arrange a delicious working lunch with the help of the MDM agencies to all participants utilizing the grants allotted for this purpose.
  6. The school level training programme should be conducted from 9.00AM up to 5.00 PM
  7. A photo document capturing key moments of the programme should be prepared and submitted to the DPO

### **Financial Norms for Conduct of SMC Trainings at School Level**

<b>S. No.</b>	<b>Particulars</b>	<b>Description (As per APTA Norms)</b>
1	HighSchool	1200/- (9+6 others)
2	Primary School	1500/- (15 + 6 others)
3	Upper Primary School	1800/- (21 + 6 others 7th class) (24 + 6 others 8th class)

The above mentioned amount shall be used for:

1. Banner
2. Photos (Each SMC member 1 group photo another 1 for documentation)
3. Tea and Snacks
4. Lunch
5. Decoration etc.,

Note: District level, Mandal level and school level expenditure met from SMC/PRI trainings budget and if not sufficient meet community mobilization budget as per approval in AWP & B 2014-15 in concern districts