

**Government Of Tamil Nadu**

**ABSTRACT**

Sarva Shiksha Abiyan – Formation of Four Tier Committees viz, State, District Block and Village levels to implement and monitor the Sarva Shiksha Abiyan Programmes in Tamil Nadu – Orders – Issued.

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**SCHOOL EDUCATION DEPARTMENT**

**G.O.MS.No.53**

**DATED 26.4.2002**

**Read:**

State Project Director, District Primary Education

Programme Lr.Rc.No.669/A/SSA/2002, dt.5.4.2002

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**ORDER:**

Sarva Shiksha Abiyan is a Centrally sponsored Scheme and this scheme is to be implemented in all the districts of the state over a span of 10 years. The scheme is being implemented through the society namely “Tamil Nadu State Mission of Education for all “ at the state level..

2. State Project Director, District Primary Education Programme, who is the implementing authority of Sarva Shiksha Abiyan, has now requested the Government to accord permission for the formation of four-Tier Committees at State, District, Block and Village levels for effective implementation, planning and monitoring the SSA scheme.

3. The Government after careful examination have accepted the request of State Project Director, DPEP and accordingly direct that the following four-Tier

committees be constituted for planning monitoring and implementation of Sarva Shiksha Abiyan. The roles and responsibilities of these committees are drawn and shown under each committee. The State Project Director, District Primary Education Programme and the Collectors in the districts are instructed to take immediate action to Constitute these committees by making suitable nominations to the non-official members wherever necessary and intimate the nominations made therein to the Government in due course.

## 1. State level planning and implementation committee.

### A.Constitution

<b>Chairman</b> :	State Project Director	1
<b>Members</b>		
	Director of School Education	1
	Director of Elementary Education	1
	Director of Teacher Education Research & Training	1
	Director of Non-Formal and Adult Education	1
	District Programme Co-ordinators	4
	Additional District Programme Co-ordinators	4
	Assistant District Programme Co-ordinator	4
	NGO Representatives	2
	Educationists	2
	Civil Engineering Consultants	2
	Teacher Representatives	2
	Representatives from Women Development Corporation	1
	Total	26

### B. Roles and Responsibilities

1. (i) The committee will implement all the SSA programmes as per the time frame.
1. (ii) Preparation of Annual and Perspective Plan:- The implementation of programmes as per the annual work plan budget at all levels as per time schedule is one of its major responsibilities.

1. (iii) The committee shall co-ordinate with district collectors and D.L.C. for the successful implementation of the programme.
  
1. (iv) plan formulation in a decentralized manner starting from the grass-root level. Also preparation of State level intervention documents and strategies
  
1. (v) Training the planning team in the planning process.
  
1. (vi) Collection and compilation of data and analysing the data for planning evaluation and impact of the programmes.
  
1. (vii) Conduct of studies and Research Activities at the District and State Level. Encouraging Action Research among personnel.
  
1. (viii) Effective co-ordination of various departments like School Education, Elementary Education, Teacher Education Research & Training, Non-Formal Education which execute Programme activities and incentive schemes.
  
1. (ix) Review the activities of District and Sub-District Level structures and implementing agencies.
  
1. (x) Rendering academic support to all lower level structures in achieving the goals of SSA.
  
1. (xi) Formation and convening of State Resource Groups and incorporating the suggestions in the plan activities.
  
1. (xii) Preparation of various modules and training materials.

1. (xiii) Paying special attention to programmes for special focus groups.
  
1. (xiv) Devising and encouraging innovative practices and strategies at all levels and programme components.
  
1. (xv) Organising Teacher Training.
  
1. (xvi) Monitor the physical and financial progress under SSA:-
  - a) Functioning of VLC/PTAs
  - b) MIS reports
  - c) Progress of Civil Works
  - d) Progress of Capacity Building and various trainings
  - e) Interventions for special focus groups and achievement
  - f) Action and achievement on EGS and AIE

This committee would meet once in a month and analyse the progress of implementation. The reports of the District Committees and the monthly meetings of the District Committees would be discussed.

The Chair of the committee will convene the meeting and maintain the minutes. He will also prepare a report on the activities of SSA for each quarter and place them before the State Mission Executive Committee for approval. He will arrange to send this report in the prescribed proforma to Government of India.

### **District Level Committee**

#### **A. Constitution**

District Collector	1	Chairman
District Rural Development Officer	1	
Chief Educational Officer	1	Member Secretary
District Panchayat Council Chairman	1	Member
District Elementary Education Officer	1	Member
District Education Officer/District Adult Education Officer/AEEO	1	Members each
Principal, DIET	1	Member
NGO - Education/Child Labour/ differently abled	2	Members
Educationist	1	Member
Teacher Representatives/Headmasters	2	Members each
B.L.C. Chairperson	2	Members
P.T.A.	2	Members
V.L.C Chairperson	2	Members
Total	<b>22</b>	
(Out of which one SC/ST and one Woman)		
<b>Special Invitees:</b> Concerned Panchayat Union Chairman, DSWO, DADWO, J.D. Health, DLO.		

## **B. Roles and Responsibilities**

(i) District level committees are responsible for planning, implementation and monitoring the SSA programme in the districts.

1. (ii) Orienting the lower level structure/committees in micro planning, school/village mapping, plan formulation and target fixing.
1. (iii) School / village level plans are to be consolidated at cluster level and block level. and incorporated into the district plans – Annual and Perspective District Plans.
1. (iv) Block and village specific goals and targets and area specific programmes and strategies to achieve the same have to be formulated and monitored.

(v) To review progress and status on enrolment of retention, drop out rates etc. Block wise.

(vi) Implementing approved plan activities as per the calender.

Monitoring programme implementation through periodical reviews, visits to schools BRCs and CRCs.

(vii) Maintaining and updating house hold data and school information for cent percent enrolment and compilation at the district level.

1. (viii) Distribution of grants to various agencies and monitoring the proper and transparent utilisation of grants released and their effective utilisation.

1. (ix) To identify critical infrastructure requirements. Planning to bridge the same. Monitoring the progress and quality of Construction works undertaken in the districts.

1. (x) Organising awareness campaigns, district level functions. Monitoring the proper distribution of various incentives to children.

(xi) Securing the Co-ordination and co-operation of other agencies like, NGOs, self help groups, Government Departments etc., for enrolment, tackling drop outs, achievement levels and quality of Education.

1. (i) Supervising the training programmes at the district and blocks and assessing the impact of the training.

1. (ii) Conduct of research activities both formal and action research through SSA personnel and research scholars, in the districts.

**N.B.** The invitees to be specifically requested to attend the quarterly meetings. The committee shall meet atleast monthly.

### **III. Block Level Education Committee**

#### **A. Constitution**

Block Development Officer	1	Chairman
Panchayat Union Chairman	1	Co Chairman
BRC supervisor	1	Member
Assistant Elementary Education Officers	1	Member Secretary
VLC President/representative	3	Members
NGO	2	Member
Educationist	1	Member
Self help group Member	1	Member
Teacher Representative	2	Members
PTA representative	2	Members
DIET Representative	1	Member
Ad.EEO	1	Member
<b>Total</b>	<b>16</b>	

(Out of which one SC/ST and one Woman)

**Invitees – Cluster Coordinators/Headmasters, PTA**

#### **Roles and Responsibilities**

**Block Level Education Committee is responsible for the following activities.**

1. (i) Block level plan formulation, implementation and monitoring of the programmes.
1. (ii) Compilation of village level plans to arrive at block specific targets, strategies and programmes.
1. (iii) Implementing approved plan activities as per the calendar.

1. (iv) Monitoring programme implementation through periodical reviews, visits to schools and CRCs.

(a) enrolment and retention data school wise

(b) review achievement levels school wise

(c) review of functioning of AIS/EGs schools.

1. (v) Maintaining and updating house hold data and school information for cent percent enrolment and completion by enrolment drives and special focus on low enrolment/high incidence of child labour areas.

1. (vi) Distribution of grants to schools like material, school, teacher grants through VLCs and monitoring their transparent and proper utilisation of grants released to schools.

1. (vii) Monitoring the progress and quality of Construction of works undertaken in the block.

1. (viii) Organising awareness campaigns, block level functions.

1. (ix) Monitoring the proper distribution of various incentives to children.

1. (x) Securing the Co-ordination and co-operation of other agencies like, NGOs, self help groups, Government Departments etc.

1. (xi) Conducting periodical review meetings with other officials of the block to remove any bottle neck in the execution of the various programme inputs.

1. (xii) Supervising the training programmes at the blocks and assessing the impact of the training.



1. (xiii) To follow up with DLC on teacher vacancies and appointment and positioning of Volunteers for alternative Education/EGs/CE centers.
1. (xiv) Operating Joint account of the Chairman and Member Secretary as necessitated.

The Committee shall meet monthly.

#### **IV. Village ,Planning, Implementation and Monitoring Committees (VLC)**

1. **1. School Level** – The Concerned VLC / PTA will be incharge of planning, implementation and monitoring of SSA activities.

2. **2.**

3. **A. Constitution**

Panchayat President	1	Chairman
President PTAs	2	
Senior Most Headmasters (in the village)	1	Member Secretary
Self Help Group member (who is also Parent)	1	Member
Ward member or elected representative	1	Member
ECCE /ICDS	1	Member
NGO	1	Member
Educationist	1	Member
Teacher representative	2	Member
Health worker	1	Member
Village Administrative Officer	1	Member
<b>Total</b>	<b>13</b>	
(Out of which one SC/ST and one Woman)		

#### **B. Roles and Responsibilities**

1. 1. Identifying the needs of the schools.

2. 2. Conducting periodical meetings to ensure co-operation of the community, Community Mobilisation.

3a) Assisting the Headmaster in transparent utilisation of grants released to schools and maximum effective utilisation of the funds.

3b) To manage the Joint Account of the VLC for infrastructure

improvement and teacher support scheme.(The Joint Account will be by Chairman and Member Secretary)

4. Undertaking civil construction and maintenance works wherever assigned or needed.

5. Enrolment of all school age children and cent percent completion of elementary education of all children.

6. Conducting campaigns and melas for universalisation of elementary education.

7. Monitoring the Academic Performance of children, Enrolment.

Achievement levels, Attendance and Quality of education.

8 Organising functions and celebrations – Half yearly School Public

Events which showcase the skills of the students.

9 Effective co-ordination of the community with implementing agencies.

Public School Data on School Notice Board and the progress made quarterly.

10 To involve in teacher training

11. To involve in appointment of Preraks, Volunteers in ALS / EGs as per guideline and direction of DLC.

12 Monitor functioning of Adult/CE centers and EGS/AIE.

(BY ORDER OF THE GOVERNOR)

**V.K. SUBBURAJ,  
SECRETARY TO GOVERNMENT.**

**To**

The State Project Director,

Sarva Shiksha Abiyan

DPI Compound, Chennai-6

The Director of Elementary Education, Chennai-6

The Director of School Education, Chennai-6

The Director of Non formal and Adult Education, Chennai-6

The Director of Teacher Education Research and Training,, Chennai-6

All Collector.

Copy to

The Senior Personal Assistant to Minister for Education, Chennai-9