



## 1.0. Introduction

### What gets measured, gets managed - goes the popular saying

Right to Free & Compulsory Elementary Education and Sarva Sikshya Abhiyan entails the responsibility upon the State to ensure universal enrollment, universal retention and universal achievement.

Development of useful indicators existence of reliable data & dissemination of available evidence are critical first steps in policy formulation & implementation. Child Tracking System (CTS) aims at an ONLINE web enabled system which provides all the relevant information to achieve the goal of UEEE.

Orissa child census 2005 was conducted in Oct' 2005. Over 40000 enumerators were engaged in the household survey. Nearly 6000 monitors & 400 supervisors were engaged to supervise the entire process.

Over 78 lakhs household were surveyed in the census. The ICR survey sheets of these households were computerized thru scanning, recognition & consolidation process. The entire survey sheets were converted to database of 106 lakh children of 0-14 year age group in period of roughly 4 months.

A database of all the children of 0-14years, with their name, age, sex, caste, educational status, the reasons for out of school and other indicators was built up using the ICR technology. This database was loaded in the State Database Server and District Servers using the existing INTRANET of OPEPA through VSAT. Web based Child Tracking System (CTS) has been implemented with the required reporting form this database. These output information for 2005-06 has been used for development of Annual Work Plan and Budget (AWPB) for SSA & DPEP for year 2006-07. The outputs of Child Census 2005 are uploaded to internet for public sharing through the web site <http://www.opepa.in>

At the outset, our objective was to develop an ONLINE Child Tracking System (CTS) where in the current status of each child would be available in the web. For this, we need to not only validate the child census data base in the field but also update the same at regular intervals. In simple terms, the child tracking system would as an extended Village Education Register (VER) whose information is available to everybody in the web. This extended VER will lose its relevance if the same is not updated at regular intervals.

## 2.0 Need for Validating the Database

ICR Technology has certain advantages over conventional data entry process. It processes huge amount of datasheets in short period of time and converts the scanned images to database. Roughly in about 4 month - period starting from survey in October 05, we were able to put the entire data of 106 lakh children in the database by February 06. This would have taken us lot more time had we gone for conventional manual data entry. Secondly, the errors in manual data entry and huge infrastructure required for the manual data entry was avoided by the technology.



But there are certain limitations of the ICR Technology. The errors made by enumerators in filling up the ICR formats get magnified by the scanning and consolidation process. It was observed that only errors in village name were to the tune of 25 percent of all the forms!!! It has now been reduced to less than 5% on a state average basis. But for some districts like Mayurbhanj, Kandhmal, Angul etc; this error is still in double digit percentage!

Similarly, the entries made in other fields like name of child, guardian's name, relation, DOB, educational status, mother tongue, religion, category, disabilities type etc also have errors which need to be checked at the field level and have to be corrected. This requires for more efforts than the original survey because each and every field have to be checked with ground reality and then corrected.

Minute details have to be checked and correctly filled in by the validators in the field. Next, the corrected/validated formats have to come back to a central location for manual correction of the database either at the district servers or at the state server.

By this process, a clear database can be generated for all the children in the 0 - 14 year age group, which will be authentic & useful. We plan to give a **unique code number** to each child after this exercise.

## 2.1 Need for updating the child Database

Change is the law of nature. Growth and progress are synonymous with change. More so with the children. A child who was reading in class I in October 2005 in most likelihood would have gone to class II by now i.e. when we track it in July 2006. Apart from change of class; some children may have changed school; some children may have dropped out of school and there are new admissions of 5 year olds. We need to track all these changes so as to keep our database **ONLINE** and active.

We are also planning to in-corporate achievement tracking of each child by including one field of **Percentage of marks** in the Annual exam for all the children who have taken the annual exam. This will form a **Benchmark** for the child in the matter of achievement tracking.

## 3.0 How to go about the Project?

We plan to have a GRAMSAT Program on CTS - Validation & Updation Project' 2006 on **23rd June 2006**. The DPCs, District Coordinators, BRCC, Adl. BRCC/SIS, Some CRCCs, DSWOs & CDPOs would attend this program at the learning end. By this a first hand message would be transmitted to the field on the project & its process.

This will be followed by a **State Level Training** of Master Trainers on **26th June 2006**, Monday. The DPCs, Programmers, Planning Coordinators & Adl. DPC cum DISs will attend the training. They will impart training at the district level.

### 3.1 TEAM FORMATION

Team formation is one of the key activities of the Validation and Updation Project. The success of the project lies in the sincerity and dedication of the team members. The Collectors and Chairman of District SSA Committee are to take personal interest in forming the teams for success of the project. As Collector is head of the district administration, his/her direction will have a greater impact making the project implementation easy & successful. Therefore, it is suggested that all the appointment orders of the team members may be signed by the Collector and District Magistrate.

### **3.2 Validators:**

Validators are proposed to be drawn from a mosaic of functionaries/non-officials namely CRCCs/PEOs/Active Teachers, Anganwadi Workers, MCS Co-ordinators, College Students, Active VEC members and Ward Members of PRIs. It is proposed to do the validation & updation through a team of validators instead of doing the same individually.

College students will form the first category of validators. Some of the principals of colleges have offered names of students for the survey. Others colleges in the district are also to be approached for providing names of sincere students for taking up this momentous task. The volunteers/Preraks, who have experience in TLC/PLP/CE Programme of Mass Education, may be included in the team of validators. CRCCs will form the second category of validators. In fact each team will be led by a CRCC or an active teacher.

Third category of validators would be AW Workers. Each team should have at least one AWW as member. As will be mentioned later, for pre-school children, the records of the AW centres will be referred first and the formats will be validated. Similarly, for the children born after 30th Sept'05 till 30th June 2006, the updation shall have to be made in the blank formats for pre-school children. For urban areas where AWCs are not there, the records of health offices have to be referred to for updating new borns (those born after 30/9/05 up to 30/6/06. Similarly capable member of the SHG may also be drafted into the team.

Fourth category of validators would be active school committee members & ward members. Since they are part & parcel of the community where validation is going to take place, at least one of the team members should belong to this category. The teams may constitute at least one member of the above category of functionaries & non-officials.

The selection of team validators will have to be done latest by 5<sup>th</sup> July 2006. The size of the team will depend upon the size of the GP/Ward (Both population & area to be considered). Regarding child population, the GP/Ward wise information is available in the district servers and also in web site opepa.in. These figures can be taken as tentative figures for determining the team size apart from geographic spread of the GP/Ward. On an average, each team is expected to validate information of about 1000 to 1600 children of all categories. Depending upon the size of the GP (in Blocks) and cluster of wards/ward (in ULBs), the size of the validation team may vary from four to six members. In any case, the maximum limit for a team may be kept at 2000 (two thousand) children.

This decision needs to be taken at the district level by Collectors, with inputs from DPC, DIS & DSWO.

### **3.3 SUPERVISOR**

The BRCC, Additional BRCC-cum-S.I. of Schools, the CDPOs and the District Co-ordinators can be designated as Block Supervisors. They will be given responsibility of 4 - 5 GPs / Wards which they will supervise. Circle Inspector of Schools teach D.I. of Schools-cum-Additional DPC, DPC and DSWO may also take up the charge of 2-3 Blocks / ULBs as district Supervisors. Collector may assign this job to other offices. Collector will issue appointment orders to them. All the District Supervisors and Block Supervisors need to be trained at District level. They will be trainers for the validation team.

### 3.4 District and Block level Training:

The district level training will take place on any day between 10<sup>th</sup> July to 15<sup>th</sup> July 2006. Here the District coordinators, CDPOs, BRCCs/SI of schools cum Addl. BRCCs will be trained. Each of them will be allocated few GPs/Wards to supervise. They will be designated as Block level Supervisors & act as trainers for the block level training.

The Block/ULB level training will be imparted to the validators. The training for the teams of validators will be done between 5<sup>th</sup> July 2006 to 15<sup>th</sup> July 2006. During training, all formats concerning the GP/Ward(s) are to be handed over to the team leader. The training should be invariably supplemented by Hands on practice in a nearby GP/School/village for all categories of children. The hands-on practice may be done in the afternoon session. The actual validation & updation will be done from **24-29 July 2006**.

#### Documents for each team

1. GP/Ward wise master list of all children.
2. School wise In-School children format.
3. Village/Ward wise Pre School Children format.
4. Village/ward wise Out of school Children format
5. Blank formats for each of the above categories (2, 3 & 4) to enter new names.
6. GP / Ward wise Master list of villages & Schools along with EMIS Code for each.

The following documents are to be handed over to each team at the Block level Training sessions. The function of each and every document is to be explain to the validators. Any doubt regarding filling up of the formats needs to be explained in detail. The hand some practice in the Afternoon in a school Anganwadi Centre in a Village will help in clear the doubts from the minds of the validators.

Approximately, there will be 7000 teams with an average size of five members. Each district has to work out the exact no. of members in each team. Secondly, each team has to be assigned with the GP/Cluster of wards/ward. This work need to be done by 9<sup>th</sup> July 06 i.e. before the block level training starts. Each team may be numbered starting with 001 form the 1<sup>st</sup> team of the first block (alphabetically). They may be numbered serially till the last team of the last ULB (i.e. alphabetically). The principle followed in generating EMIS Code for Blocks and ULBs during OCC 05 may be followed.

Each team will have the following lists/formats with them for validation & Updation

### 4.0 SCHEDULE OF ACTIVITIES

1. GRAMSAT Programme for orienting the stake holders on 23<sup>rd</sup> June 2006
2. State level training to DPC, DIS, Programmer and Planning Co-ordinators on 26<sup>th</sup> June 2006
3. Team formation and issue of appointment letters to team members from 28<sup>th</sup> June to 7<sup>th</sup> July 2006
4. Printing of lists of formats at State Project Office from 1<sup>st</sup> July to 9<sup>th</sup> July 2006
5. Printing of instruction manual in Oriya by 28<sup>th</sup> June to 3<sup>rd</sup> July 2006 - distribution by 5<sup>th</sup> July '06.

6. District level training to block level trainers from 3<sup>rd</sup> to 7<sup>th</sup> July 2006
7. Block level training to validators will be from 10<sup>th</sup> to 15<sup>th</sup> July
8. Pre validation activities and familiarization all the team members between 17<sup>th</sup> to 22<sup>nd</sup> July
9. Actual validation , updation and house hold verification from 24<sup>th</sup> to 29<sup>th</sup> July 2006
10. Consolidation at Block or ULB level i.e. from 31<sup>st</sup> July to 3<sup>rd</sup> August 2006
11. Submission of validated form in packets to district project office by 5<sup>th</sup> of August

#### 4.1 Pre-validation Activity

- A. Before going for the validation, it is necessary for the team to check the GP/Ward wise Master list of **Villages and Schools**. If any village or school has been left out or has been added after September' 2005, the same should be informed to the Block level Supervisor who after consultation with District level Supervisor and Programmer shall allow addition of the village and/or school, as the case may be, to the team along with EMIS Code. Then only the new village and/or School can be incorporated in the **formats** while validating.
- B. If the team wants to start validation for both 'In-school and Pre-school'" children simultaneously there is a need to fill up the Master Serial numbers of each child in advance in the In-school and Pre-School formats (Col.1) before the actual Validation Survey, preferably in the week from 17 July'06 to 22 July'06.
- C. The Team Members have to planned for six days from 24.7.06 to 29.7.06 so that their work is smooth and efficient. It may be noted that all the Team Members have to contribute for the success of the programme. Hence co-operation among the team members is essential to complete the work in time.

## 5.0 The Validation process

1. The team members after training will plan the work for 6 days (**from 24/7/06 to 29/7/06**) in detail. First, the team will visit the schools to validate the "**in-school**" children format.
2. Next they will visit the AW Center or Health Center to validate the information about the **pre-school children** in the respective format.
3. Lastly, the tem will visit the households for validating "**out of school**" formats.

#### 5.1 Simultaneous validation.

The validation process can start simultaneously in schools & AWC/health centres for in-school and preschool children respectively For this, there is a need to fill up the Master Serial numbers of each child in advance in the In-school and Pre-School formats (Col.1) before the actual validation survey, preferably in the week from 17 July'06 to 22 July'06. By this, the need for referring the GP/Ward Master list during actual validation and filling in of the formats with Master Sl. No. will be reduced. However, the entries validated have to be **TICKED (√)** in the master list. This may be done at the end of each day while cross checking the entries in the formats and the Master list. Later, both sub team can merge & do the door to door survey for out of school children & problems which have cropped up during in-school & preschool validation.

#### 5.2 Importance of Master Serial Number.

Each team will have GP/Ward master list with them with a master serial number tagged with each child. The Master List has the children arranged according to alphabetical name of their parents/guardians. While validating the "in school", "Pre School" and "out of school" children of a village, the name of each child will be checked for availability in the GP master list.

- i. In case the name is not found then in the master list or in format but is available on record or physically then child will be treated as new child and the details will be entered in blank format of the respective category (i.e. IN, PRE or OUT).
- ii. In case the name is found in master list, then the master serial number available in master list for that particular child will be put in the place available in validation format.(for IN, PRE & OUT)
- iii. The enumerator is to put a tick symbol ( $\checkmark$ ) in GP master list besides the child name found physically or as per records.

The GP wise master list will have alphabetically sorted names of all the guardian arranged village wise of that GP. Each child will have a Master Serial No. in the style of 01/0001, 01/0002, ..... and so on. 01 indicates the serial no. of the GP in that block and 0001 indicates the serial no. of child. {This master serial no. is left blank in the three formats (In, Pre & Out)}. This is to be filled up during validation and the master list is to be Ticked ( $\checkmark$ )so as to check the coverage.

### 5.3 Arrangement of Children in various formats

In “in-school” format, the names of children are arranged **alphabetically class wise**. This is so because the in a school, we can only call out names of children from the attendance or enrolment register and compare with the In-school format. In “pre-school” format, the names of children are arranged **alphabetically village wise**. This is so because the Anganwadi Centre records, name of children village-wise therefore the same can be compared with the pre-school format easily. In “out of school” format, the names of guardians is arranged **alphabetically village wise**. This is so because out of school are to be validated at the household level where names of parents/guardians are important.

### 5.4 Important points to note during validation

1. All the validation & updation is to be done in the **formats**.
2. Master list is only to be used as a reference for coverage. For validation of each child in the format, the entry in the master list is to be ticked ( $\checkmark$ ).
3. Similarly for every child ticked in master list, the master serial no. is to be filled in against the respective child in the concerned **format**.
4. If a new child is found, his/her details are to be entered in the blank sheets of respective format (In, Pre & Out). However, no new entry needs to be made in the master list.
5. Please remember it is the **FORMATs** which will come back for date entry & validation in District or State Servers. GP wise master list will not be basis for further data entry & validation. Therefore, it is necessary to fill in the validation formats neatly with utmost care. No overwriting should be done. All names are to be filled in by **CAPITAL** letters only. All codes are to be filled in by **NUMBERS** legibly.

## 6.0 Validation for In-School children

1. The team will visit the school(s) located in the GP/ward(s). They will first visit the regular schools and then visit the EGS center. They will check the enrolment/attendance register for

year 2005-06 and for year 2006-07. They will also check the register which records the attendance and achievement in the annual examination conducted in March' 2006.

2. They will compare the "in school format" (Annex I) (where names of children are arranged class wise & alphabetically) with the register and update/correct the formats accordingly. Each of the items of the format is to be checked and updated if required.
3. If a child's name recorded in the "in school format" is **found** in the school register then the name is to be ticked (✓) in the GP master list where all the names of children are recoded (with guardian name alphabetically). At the same time, the "GP Master Serial No." for that child is to be recorded in "Master Serial No." column (Col. 1) of the "in school format".
4. In case the name is **not found** in the "in school format" but available in school records, then the child is to be treated as a **new child** & a new row in the blank format is to be filled in. However the same name is to be **physically verified** in the household when the team goes to the village for door-to-door survey of out of school children. The address of such child may be recorded in the Remarks column (col. 16). There may be as instance where the NEW Child if from another GP (other than the GP which is being validated by the team). Hence, the same can't be verified by the team in the field. In such a case, a separate "**blank In School Format**" is to be used for each individual GP. The validation supervisor (BRCC/SIS) will take these separate GP wise filled in blank formats and hand over to the concerned team for household verification.

In short, **every NEW CHILD** has to be verified in the household before the same is approved for **entry in the database**.

5. There may be cases of children whose names are available in "In school format" but **not available** in the school record either in 2005-06 or 2006-07 against such child, 'NA' is to be recorded in the remarks column. If a child has taken transfer from the school after last year Child Census, thus his/her name may appear in the "in school format", but may not be available in this school record of the current year. In such case, the details may be verified from school record and 'T.C.' may be written in the "CLASS" column i.e. column-4 against the child in the "in school format". All the 'T.C.' cases may be filled in the first to avoid omission later. All the 'NA' is to be verified at the household level later while door to door verification. If the school authorities have the information regarding
6. It may so happen that a child's name may appear in the "in school format" & school records but not available in the GP/Ward master list. This is possible because, the child may be from a nearby GP/ward.
7. There are chances that some children from one GP may be studying in a school situated in another GP. As the validator will have the children master list of one GP so S/he will not find the names of these children who belongs to another GP while verifying record of a school in the first GP. In such a case, if a child of a second GP name is available in school register & in the in-school format but not available in GP master, then **name of the second GP** may be recorded against the child in the 'REMARK' column(16). At the Block level after the field validation is over, all such outside GP students have to be verified with the concerned GP master list and the Master Serial No. of these children is to be recorded in the respective format against individual children.
8. There may be situation in which the child's name is in the school records and the GP master list but not in the "in school format". This may be possible due to wrong recording of educational

status of the child (e.g. as out of school child). In such a situation, the child names have to be recorded in the blank format with details, the GP Master Serial No. is to be recorded, all the details entry is to be ticked (✓) and 'IN' is to be written against that child in the master list. The same entry is to be crosschecked at the time door to door verification.

9. For a new child entry in the blank format if the concerned father/mother/guardian has already a child listed in the G.P./Ward master list, then the G.P. Master Sl. No. of that list may be recorded in remark column of the new child. This is necessary to track the father/mother/guardians with reference to the existing child in the database. Otherwise the computer may treat the father/mother/guardian as all together a **new entry** as we are not recording the house hold number in this validation phase. However, this has to be verified in the field during household check for out of school children.

However, for a fresh entry of a child in the blank format if the father/mother/guardian is totally new, then there is no need to make any such entry in the remark column against the new child.

10. The various situations for the validation team while validating the **"In-school children"** may be summed up in the following table.

Situation No.	Availability in GP/Ward Master list	Availability in In-school Format	Availability as per School Record	Action point
1	Yes	yes	Yes	Normal situation-Validated as usual
2	Yes	Yes	No	'NA' - in remark column. To be verified in field at Household
3	No	Yes	Yes	-The child may form another GP/Ward. To be checked at consolidation stage
4	No	No	Yes	New child - to be entered in blank format and to be verified at the household level. The reference of the guardian i.e. Model list No. may be recorded in Remark Column if s/he has another child in the Master list
5	Yes	No	Yes	The child may be wrongly recorded as 'out of school'. To check the out of school format strike out there. Make a fresh entry in the new format but record the Master Sl. No. against the child from the GP/Ward Master List

11. Doubts may arise in the mind of the validators regarding double enrolment i.e. enrolment of the same child in the two institutions. There are couple of procedures to deal with such situations. First, if the child is in any class other than Class-I, then the record of annual examination of such child is to be verified. If the annual examination records of the child are found in one institution, then the child's details are to be validated against that institution. Second, if doubt still persists, the same is to be verified at the household level. Third, a

physical verification of the child in either institution will clear the doubt from the mind of validators regarding the actual school where the child is studying.

## 6.10 Procedure for Filling up the In-school Format

**Column 1:** Validator will put the serial number from GP master list in the place provided for Master Serial No (column 1) in "in school format" for the same child.

**Column 2:** S/he will correct the child name in column 2 if wrong (in capital letters).

**Column 3:** S/he will correct guardian name column 3 if wrong (in capital letters)  
It is to be read in conjunction with column 5 where the Relation is marked.

**Column 4:** S/he will put the present class of the child i.e. class in which the child is studying this year (2006-07). If the child has taken TC from the school then enumerator will write TC in place of class. In case of TC, if the school is aware where the child has gone i.e. the new school, then the name of new school may be recorded in the Remark column. The same is to be verified/updated in that school by the team if in same GP/Ward or verified at consolidation stage by Block Supervisors.

**Column 5:** S/he will correct the 'Rel' Relation of the guardian with the child if it is wrong in the format. 1 - Father, 2 -Mother, 3-Guardian, 4-Others.

In most cases, the school records will show the name of father or mother where as some 'I-school formats' may have recorded the name of the Guardian with code '3' in column 5. In such cases, the child may be asked regarding the name of the guardian and if same matches with the name in the format, no change is required to be made. There may also be some deaths of the guardians eg. grand father. In such cases, name of father may be substituted.

**Column 6:** S/he will correct the 'D.O.B' Date of Birth of child if it is wrong in the format. DOB given in DD/MM/YYYY format.

**Column 7:** S/he will correct the 'G' Gender of child if it is wrong in the format. 1- Male, 2- Female

**Column 8:** S/he will correct the 'C' Category of child if it is wrong in the format. 1- SC, 2- ST, 3- OBC, 4- Others.

**Column 9:** S/he will correct the 'R' Religion of child if it is wrong in the format. Many children have been recorded as Sikh as its code 7 is close to code Hindus i.e. 1. This needs to be corrected.

1 - Hindu, 2 - Muslim, 3 - Christian, 4 - Jain, 5- Buddhist, 6 - Parci, 7 - Sikh, 8 - others.

**Column 10:** S/he will correct the 'M.T' Mother Tongue of child if it is wrong in the format.

1 - Oriya, 2 - Urdu, 3 - Santali, 4 - Telugu, 5 - Bangali, 6 - Hindi, 7 - Other Tribal Language, 8 - Others.

If the mother tongue is 7- Other Tribal Language then the validator will collect & record the actual mother tongue in the following manner:

7/01-Bhatri, 7/02-Bhumij, 7/03-Bonda, 7/04-Gadaba, 7/05-Gondi, 7/06-Juang, 7/08-Khadia, 7/09-Kisan, 7/10-Kui, 7/11-Koya, 7/12-Kuvi, 7/13-Munda, 7/14-Oroan/Oram, 7/15-Paraja, 7/16-Santhali, 7/17-Soura, 7/18-Others.

**NOTE:** For all children having MT as 7, the updation is to be done with any number from 7/01 to 7/18 only.

**Column 11:** S/he will correct the 'Dis' Disability Type of child if it is wrong in the format. 1- Blind, 2- Deaf & Dumb, 3- Physically Handicapped, 4- Mentally Disorder, 5-Dumb only, 6- Deaf only, 7- Others.

**Column 12:** S/he verifies whether the child has appeared Annual Exam held in Mar-2006. If appeared then put 'Y' or else 'N' in **AEE? (Y/N)**. It needs to be checked from the school records.

**Column 13:** S/he will verify the % (percentage) of mark and record percentage to the nearest whole number. e.g. 65.75% becomes 66%. 64.25% becomes 64%. **Only '66' needs to be filled in instead of 66%.**

**Column 14:** S/he will verify the child has promoted or detained. In case of promoted then write 'P' and the child name should be in the higher class for 2006-07. In case of detained then write 'D' and the child's name should be in the same class in the current year as in the last year.

**Column 15:** S/he will verify the **Village name** of child in **and** correct it if it is wrong. The correction in the village name has to be as per the village master list (Document Item No.6) provided to the team. If the child belongs to a village, which is not in the village master, then, the village name may be recorded and **"NEW VILLAGE"** may be recorded in remark column against the entry.

**Note:** No corrections are to be made in the format if the same is correct. However column 12, 13 & 14 needs to be filled for every child as it pertains to the **achievement** of the child.

## **6.20 Validation (for Pre school children)**

The validation team will visit each Anganwadi center of the GP/Ward. The "pre school format" will be compared with the record of the AW center. Similar procedure for 'In school' children will be followed. Any child whose name does not appear in either AWC record or Pre school format have to be verified during household verification.

Wherever (Early Childhood Care & Education Center) ECCE centers are located, records of ECCE center are to be verified with that of the Preschool format. Some of the preschoolers (as of 30/9/05) would have taken admission in the near by primary schools/ nursery schools in the mean time. Therefore, it may be necessary to check the new child entered in the "in school format" (blank) with respect to the new child.

1. In case the child is found in both in AWC record & "pre school format" then the enumerator will put (✓) in GP master list against child name and enter the master serial number in the space provided (**Column 1**) of in Pre school format.
2. If the child is found in AWC record but not in the 'Pre-school format' - then it is to be entered as a new child in blank format and verified in the field.
3. In case validator will not find the child in the AWC record of the village, s/he will write 'NA' in the Pre School format against the same child name. However such child has to be verified in the respective household during door to door verification.
4. S/he will follow the procedure as detailed in "**The procedure for filling up In-school format**" as to validate the information in **column 2 to column 9**.
5. For educational Institution **column 10** there will be three types:
  1. EEEEEEE- Early child care center
  2. AAAAAA- Anganwadi Center
  3. Pre school section of any regular school. Here, the **EMIS code** of the regular school is to be recorded. (if the EMIS Code is not available readily, the validation supervisor i.e. BRCC/SIS will provide the same to the team)

S/he will write these codes in educational institution column. If the child is not going to any pre school, then it may be left blank.

6. S/he will follow the procedure as detailed in '**The procedure for filling up the school format**' to correct/update the other data of **column 11 to column 12**.

All the **New borns** between **30.9.05 to 30.6.06** should be included in the new list. It may be noted the Orissa Child Census covered children born upto 30<sup>th</sup> September 2005.

7. For areas which are not served by Anganwadi Centre, the records of Health Centre at Sub Block level or ANM Centre at GP level have to be referred to get the records and validate the Pre-school formats. Some GP are also maintaining the Birth and death registers, which can be used. However, this needs to be checked.

For Urban areas, the records of NAC/Municipal Health Offices are to be used for validation of the "Pre-school Formats".

8. The various situations faced by validators during validation of Pre-school formats are as under

Situation No.	Available in GP/Ward Master List	Available in Pre-school Format	Available in AWC or Health Centre record	Action point
1	Yes	Yes	Yes	Normal - Validate as usual
2	No	No	Yes	New child - Verify at Household level
3	Yes	Yes	No	'NA' in remark - Verify at field level

### 6.30 Validation for Out of School Children:

There are two types of out of school children available in 'Type' column.

1. DO -Dropped out.
2. NE - Never Enrolled.

1. S/he will physically verify the child in the concerned household and check with GP master list and put (✓) against the child name in the GP master list.
2. S/he will write the Master serial number from master list in the place provided in **column 1** in Out of School format against the concerned child.
3. S/he will follow the procedure as detailed in the "**The procedure for filling of In-school Format**" to correct/update the data of **column 2** to **column 10**.
4. S/he will put the reason for drop out in **column 11**. Following are reasons (Codes) are to be recorded for out of school:
 

**01-** School is at a distant location. **02-** Due to work at home, **03-** Physically Handicapped, **04-** Due to Poverty, **05-** Disinterest of Parents, **06-** Lack of Awareness for education, **07-** Due to taking care of younger sibling, **08-** Due to Gender issues (For Girls), **09-** School is not attractive, **10-** Due to failure in class, **11-** Due to work outside home, **12-** Due to Migration, **13-** Due to shortage of teachers, **14 -** Others
5. S/he will record the class, from which the child was dropped out in **column 12**.
6. S/he will follow the procedure as detailed in "**The procedure for filling of In-school Format**" to correct/update the data of **column 13** & **column 15**.
7. S/he will fill up the Column No.14 regarding **present engagement** of the child. This question has to be asked to the Head of the Household and the Column is to be filled as per their reply. The Column is to be filled with numbers from 1 to 7 (i.e. from following options).

1. Helping in Household work
2. Sibling care
3. Working in shops/stalls

This is the only new entry in Out of School format. It will help us in knowing the present status of out of school children and then

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>4. Working as Agriculture labourer</li> <li>5. Roaming around</li> <li>6. Working in factory/mines</li> <li>7. Any other</li> </ul> | <p>enable us to devise a strategy to solve their problem</p> |
|--|--|

6. If S/he will not find the child during the door to door verification, then enumerator will put 'NA' against the child name in the out of school format.
7. In case of S/he will find some new out of school children during physical verification after cross checking the data with GP master list then the enumerator will put the entire details of the child in 'Format for New OUT of School Children'. If the child is dropped out then enumerator will enter 'DO' or in case of never enrolled 'NE' in **Type, 'column 5'**.
8. During this door to door verification, issues of children (e.g. NA) which have cropped up earlier in "in school" and "pre school" verification have to be physically verified and corrected. Similarly, all "new children" filled in blank formats of In-school and Pre-school children are to be verified at the respective household.
9. After validation & updation, all the formats are to be deposited by the team leader to the concern Block Supervisor. The concerned Block Supervisor will carry out the consolidation work along with other Block Supervisors at the Block or ULB level in BTCC/Block/ULB Office.

#### 7.0 CONSOLIDATION OF DATA:

1. Consolidation of data is necessary to cover the children of one G.P. / Ward who are studying in school of another G.P. / Ward. Though the child details may have been verified at the school level, these entries do not have the master Sl. List No. Hence, the need for consolidation.
2. The Master list Serial Number of these children will be checked in their respective ward/GP master list. After getting the **Master Sl. No.** the same will be entered in Col. 1 against the respective child in the In School format.
3. The remark column of "in-school format" is to be checked for other GP or ward. For all such children's, Master Sl. No. are to be recorded from the concerned GP or ULB master list.
4. Some new children from other GP may be recorded during In-school validation. These children have to be verified at their household level by respective teams. Block Supervisors shall ensure this.

#### 8.0 PRINTING, PACKAGING AND DISTRIBUTION

It is proposed to print the lists and formats centrally at State Project Office. A schedule is being drawn up to print the district-wise formats and lists. The Programmer and Data Entry Operators of respective district are to come to the State Project Office on the scheduled date, get the formats printed, get it packed GP-wise in craft paper packets and then in block-wise cartons. All the packets and cartons are to be labeled Ward/ULB/District. This is necessary as the same packets will be used for bring back the forms for data entry either at the district level or at the State level. Total number of pages to be printed is approximately fourteen lakhs and the number of pages for a district may vary from ten thousand to one lakh. Each district will

make arrangement to distribute it to the concerned Block Supervisors who in term will distribute the same to the Team Leader at the time of training at the Block level.

A distribution table may be maintained in the following manner at the DPO level.

Name of District: Anugul				Name of Block/ULB : Anugul				Signature of team leader
Sl. No.	Team No.	GP/Ward(s) assigned	Name of Team	No. of children in Formats				
				In-school	Pre-school	Out of school	Total	
1	001	Angarbandha	P.K.Sahoo, CRCC	-	-	-	-	

### 8.1 Return of formats

The team leader will take the formats and return the formats after verification, validation in Updation with the following form.

District:

Block/ULB:

GP/Ward:

Team No.:

Name of Team leader:

Sl. No.	Format Type	No. of children				No. of In-school children from other GP	Remarks
		In old list	Deletion	New addition	Total		
1	2	3	4	5	6=3+5-4	7	8
1	In School						
2	Pre School						
3	Out of School						
	Grand Total						

The detail of Column No.7 is to be verified and updated at the consolidation stage at the Block/ULB.

Signature of Team Leader

This report is to be added up in Excel sheet for all GPs/Wards to find out Block/ULB level figure for validation and updation and subsequently for District level. This may be reported to SPO by 7<sup>th</sup> August'06 as Flash Report.

## **9.0 Media Campaign**

In order to create awareness among the community about the CTS Validation & Updation Project-2006, the following activities are being organized.

1. Hon'ble Minister, School & Mass Education has issued an appeal to all public representatives from ward members to Hon'ble members of Parliament urging them to cooperate in this noble project so that Child Tracking System for Orissa becomes a reality. This would not only help decision makers but help public in covering the problem areas and increase the demand for elementary education.
2. Broadcast of spots and jingles through AIR Cuttack during news mid break, 3 times for 20 days during 10th -29th July 2006 for community mobilization, strengthening field level functionaries and ensuring Universal enrollment , retention and achievement. Entire state will be covered.
3. Telecast of Spots through Doordarshan during news mid break of the evening transmission from 15th - 24th July 06 in which entire state will be covered with a view to get cooperation of public during validation survey from 24th - 29th July 2006.
4. It is also proposed to issue advertisements in Oriya dailies at regular intervals for public awareness and cooperation.

## **10.0 Funding for "Updating and validation of CTS project-2006"**

Updating and validation of Child tracking System (CTS) is a continuance of "Orissa child census - 2005". Validation of the data collected thru OCC-05 and make it update is a part of Project management and MIS under SSA as it will help the management in decision making, planning, implementation, monitoring and supervision.

In AWP&B-2006-07 updating of child census has been recommended under MIS head in SSA. Cost of this project has been estimated Rs. 276.35 Lakhs which is more Rs. 26.35 Lakhs than the approved budget. This Rs. 26.35 Lakhs may be met from "printing, consumables and mobility sub heads of project management' under SSA. Detail of the proposed unit cost is given below.

Activities and costing for "Validation and updating of CTS-2006"								
SI No	Activities	Unit Cost in Rs Lakhs	Physical	Total outlay in Rs Lakhs	Level of expenditure	Approved head	Budget available	Remark
1	Workshop	0.10	31 **	3.10	SPO & DPO	Project Management & MIS - DPO & SPO	Rs 5027.80 Lacs out of which Rs 550.91 Lacs is for SPO	Activities and unit costs are purely indicative. Actual expenditure will be taken into consideration.
2	Training	0.05	345 ***	17.25				
3	TA/DA	0.10	31	3.10				
4	Mobility	0.25	31	7.75				
5	Printing	20.00	1*****	20.00				
6	Stationeries	0.10	31	3.10	DPO			
7	Remuneration	0.00001	11000000 *	110.00	SPO & DPO			
8	Monitoring & Supervision	0.15	31	4.65				
9	Documentation	0.05	31	1.55	SPO			
10	Compilation & data generation	40.00	1	40.00				
11	Consolidation	0.002	6500 ****	13.00	SPO & DPO			
12	Software support	19.05	1	19.05				
13	consumables	0.20	31	6.20	SPO			
14	Packaging	1.50	1	1.50				
15	Transportation	0.15	31	4.65	SPO & DPO			
16	Man power(unskilled)	0.01	10	0.10				
17	Advertisement	2.00	1	2.00	SPO & DPO			
18	Mobility to validators	0.0025	6500	16.25				
19	Contingency	0.10	31	3.10				
<b>Total</b>				<b>276.35</b>				

\* **110 Lakhs** means the number of children to be validated or updated.

\*\* **31** in physical column mean 1 SPO and 30 DPO.

\*\*\* **345** mean 1 SPO, 30 DPO and 314 blocks.

\*\*\*\* **6500** mean 6234 GPs and 264 clusters of wards/ward.

\*\*\*\*\* **1** means only SPO.

### Index of Annexures

- Annexure I - GP Master List
- Annexure II - In School Format
- Annexure II A - Blank In School Format
- Annexure III - Pre School Format
- Annexure III A - Blank Pre School Format
- Annexure IV - Out of School Format
- Annexure IV A - Blank Out of School Format

Block=Angul				GP=Antulia									
Rel=Relation, D.O.B=Date of Birth, G=Gender, C=Category, R=Religion, M.T= Mother Tongue, Dis=Disability													
Master SL No	Guardian Name	Child Name	Village Name	School Code (7-Digits)	Class	Rel	D.O.B (DD/MM/YYYY)	G	C	R	M.T	Dis	Remarks
01/0001	ADIHAMDA BEHERA	ABHIRAM BEHERA	GANJADA	0101001	1	1	12/12/2001	1	3	1	1	6	
01/0002	ANIRUDHA SAHU	AJIT SAHU	GANJADA	0101001	1	1	18/06/1992	1	3	1	1	0	
01/0003	BABAJI SAHU	BHAJAMANN SAH U	GANJADA	0101001	1	1	18/07/2000	1	3	1	1	0	
01/0004	BHAIGA NAYAK	DROUPADI NAYA K	GANJADA	0000000	3	1	14/06/1996	2	1	1	1	0	
01/0005	BIJAY SAHU	BINATI SAHU	GANJADA	EEEEEEE		2	31/12/2001	1	3	1	1	0	
01/0006	BINODCHANDRA BHOH	BIRATA BHOI	GANJADA	0101001	1	1	01/08/1999	1	2	1	1	0	
01/0007	BIPINI PALEI	BABAJI PALEI	GANJADA	0101001	1	2	13/11/2001	1	2	1	1	0	
01/0008	BIRABAR PADHAN	AINTHU PADHAN	GANJADA	0101001	1	1	12/06/1998	1	2	1	1	0	
01/0009	BIRABAR PADHAN	LAXMAN PADHAN	GANJADA	0101001	1	1	10/02/2000	1	2	1	1	0	
01/0010	BISWANATH SENAPATI	BAIDYANATH SE NAPATI	GANJADA	0101001	1	1	06/05/1998	1	3	1	1	0	
01/0011	BMASKARA SAHU	ANIL SMHU	GANJADA	0101001	1	1	10/08/2000	1	3	1	1	0	
01/0012	DAITARI DAS	ASHRIMI DAS	GANJADA	0101001	6	1	06/11/1992	1	3	1	1	0	
01/0013	DEBA PADHAN	BASANTI PADHA W	GANJADA	EEEEEEE		1	25/03/2000	2	2	1	1	0	
01/0014	DHANESWARA DAS	AMULYA DAS	GANJADA	0101001	1	1	13/08/1995	1	3	1	1	0	
01/0015	DHARMU PADHAN	DHURBA P ADHAN	GANJADA	0101001	1	1	11/05/1997	1	2	1	1	0	
01/0016	DORGA SAHO	BABUIU SAHC	GANJADA	0101001	1	1	13/06/2001	1	1	1	1	0	
01/0017	GC BARDHANA SAHU	ANIL SAHU	GANJADA	0000000	3	1	10/08/2000	1	3	1	1	0	
01/0018	GOPALA DAS	AKUIL DAS	GANJADA	0101001	1	1	13/06/1992	1	3	1	1	0	
01/0019	KAHNU PADHAN	NABAKISHORI PADHAN	GANJADA	0101001	1	1	09/06/1998	1	2	1	1	0	
01/0020	KAILASHA DAS	ASWASTAMA DAS	GANJADA	0101001	1	1	17/07/1994	1	3	1	1	0	
01/0021	KUMOD BHOI	MAMATA BHOI	GANJADA	0000000	2	1	15/05/1999	2	2	1	1	0	
01/0022	MANA PADHAN	CHATURI PADHAN	GANJADA	0101001	1	1	10/04/1999	2	2	1	1	0	
01/0023	NISAMANI DAS	ALI DAS	GANJADA	0101001	1	1	15/05/1997	2	3	1	1	0	
01/0024	NISAMANI DAS	LALI DAS	GANJADA	0000000	2	1	15/05/1997	2	3	1	1	0	

Block=Angul		GP=Antulia	School=GANJADA PS		EMIS: 0101001										
Rel=Relation, D.O.B=Date of Birth, G=Gender, C=Category, R=Religion, M.T= Mother Tongue, Dis=Disability PR=Promoted, DE=Detained AEE=Annual Exam Appeared															
Master SL No	Child Name	Guardian	Class	Rel	D.O.B (dd/MM/yyyy)	G	C	R	M.T	Dis	AE (Y/N)	If Yes % of Mark	PR/DE	Village Name	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
	ABALI SAHU	SUKADEGA SAHU	1	1	13/06/1997	1	2	1	1	0				GANJADA	
	AINTHU PADHAN	BIRABAR PADHAN	1	1	6/12/1998	1	2	1	1	0				GANJADA	
	AANDHUA BARIK	RUSI BARIK	1	1	19/04/1997	1	1	1	1	0				GANJADA	
	BAIDYANATH SE NAPATI	BISWANATH SENAPATI	1	1	5/6/1998	1	3	1	1	0				GANJADA	
	BASANTI PADHA W	DEBA PADHAN	1	1	3/25/2000	2	2	1	1	0				GANJADA	
	BIRATA BHOI	BINODCHANDRA BHOH	1	1	8/1/1999	1	2	1	1	0				GANJADA	
	CHATURI PADHAN	MANA PADHAN	1	1	4/10/1999	2	2	1	1	0				GANJADA	
	DHURBA P ADHAN	DHARMU PADHAN	1	1	5/11/1997	1	2	1	1	0				GANJADA	
	LAXMAN PADHAN	BIRABAR PADHAN	1	1	2/10/2000	1	2	1	1	0				GANJADA	
	MAMATA BHOI	KUMOD BHOI	1	1	5/15/1999	2	2	1	1	0				GANJADA	
	NABAKISHORI PADHAN	KAHNU PADHAN	1	1	6/9/1998	1	2	1	1	0				GANJADA	



# The "Pre School" Children format

# Annexure - III

Block=ANGUL				GP=Angarabandha								
Rel=Relation, D.O.B=Date of Birth, G=Gender, C=Category, R=Religion, M.T= Mother Tongue, Dis=Disability												
Master SL No 1	Child Name 2	Guardian Name 3	Village Name 4	Rel 5	G 6	C 7	R 8	D.O.B (DD/MM/YYYY) 9	Education/ Institution 10	M.T 11	Dis 12	Remarks 13
	ABHIRAM BEHERA	ADIHAMDA BEHERA	Angarabandha	1	1	3	1	12/12/2001		1	6	
	BHAJAMANN SAH U	BABAJI SAHU	Angarabandha	1	1	3	1	18/07/2000	EEEEEEE	1	0	
	BINATI SAHU	BIJAY SAHU	Angarabandha	1	2	3	1	31/12/2001		1	0	
	BABAJI PALEI	BIPINI PALEI	Angarabandha	1	2	2	1	13/11/2001		1	0	
	ANIL SMHU	BMASKARA SAHU	Angarabandha	1	1	3	1	8/10/2000	EEEEEEE	1	0	
	BABUIU SAHC	DORGA SAHO	Angarabandha	1	1	1	1	13/06/2001		1	0	
	ANIL SAHU	GC BARDHANA SAHU	Angarabandha	1	1	3	1	8/10/2000	EEEEEEE	1	0	
	BADAL NAIK	PRAVAKAR NAIK	Angarabandha	1	1	3	1	31/05/2000	EEEEEEE	1	0	
	BHABANI BARIK	RNMACILANDKA BARIK	Angarabandha	1	1	3	1	21/06/2001		1	0	
	BIKRAMA SAHU	SAFALA SRHO	Angarabandha	1	2	3	1	26/12/2001		1	0	
	AMAR NAIK	UCHHABA NAIK	Angarabandha	1	1	1	1	11/3/2002		1	0	



# The "Out of School" Children Format

# Annexure - IV

Block □ ANGUL					GP □ Angarabandha											
Rel=Relation, D.O.B=Date of Birth, G=Gender, C=Category, R=Religion, M.T= Mother Tongue, Dis=Disability, OOS=Out of School, Class DO= Class Drop out, PE= Present Engagement																
Master SL.No	Guardian Name	Child Name	Village Name	Type	Rel	G	C	R	D.O.B (DD/MM/YYYY)	Reason for OOS	Class DO	MT	PE	Dis	Remarks	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
	ANIRUDHA SAHU	AJIT SAHU	Angarabandha	DO	1	1	3	1	18/06/1992	5	1	1		0		
	BHAIGA NAYAK	DROUPADI NAYA K	Angarabandha	DO	1	2	3	1	14/06/1996	2	6	1		0		
	DAITARI DAS	ASHRIMI DAS	Angarabandha	DO	1	2	3	1	11/6/1992	4	6	1		0		
	DHANESWARA DAS	AMULYA DAS	Angarabandha	DO	1	1	3	1	13/08/1995	2	5	1		0		
	GOPALA DAS	AKUIL DAS	Angarabandha	DO	1	1	3	1	13/06/1992	12	6	1		0		
	KAILASHA DAS	ASWASTAMA DAS	Angarabandha	NE	1	2	3	1	17/07/1994	12	0	1		0		
	NISAMANI DAS	ALI DAS	Angarabandha	NE	1	2	3	1	15/05/1997	0	0	0		0		
	NISAMANI DAS	LALI DAS	Angarabandha	NE	1	2	3	1	15/05/1997	0	0	0		0		
	PRANABANDHU SAHU	BIKRAMA SAHU	Angarabandha	NE	1	1	3	1	12/5/1993	2	0	1		0		
	PRASANNA SAHU	DURSILA SAHU	Angarabandha	NE	1	2	3	1	2/7/1994	0	0	1		0		
	SHYAMAGHANA SAHU	AMITA SAHU	Angarabandha		1	2	3	1	23/04/1992	5	5	1		0		

