

Child Tracking System : Updation-2007

1. Introduction

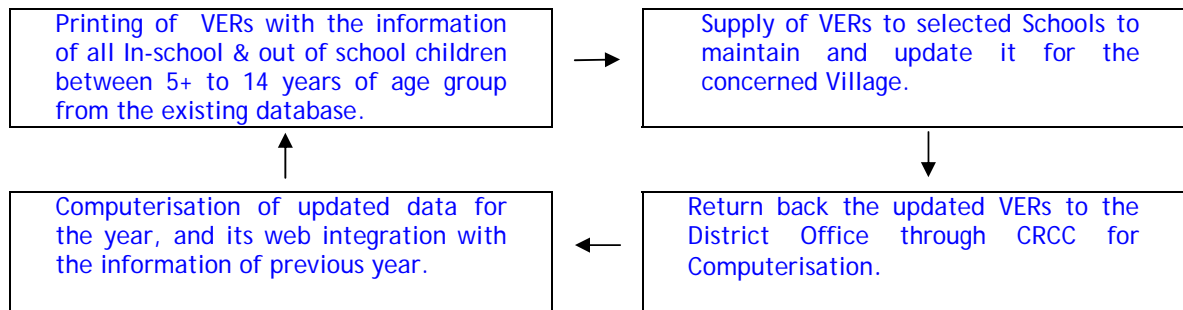
Development of useful indicators existence of reliable data & dissemination of available evidence are critical first steps in policy formulation & implementation. The objective was to develop an **ONLINE Child Tracking System (CTS)** where in the educational status of each child would be available in the web and the child can be tracked individually to provide the basic schooling facility and achieve the goal of Universalisation of Elementary Education (UEE). For this there was a need to create a database of each and every child and to validate & update the same at regular intervals. In simple terms, the child tracking system would be thought as an computerized **Village Education Register (VER)** whose information is available to everybody in the web. This VER will lose its relevance if the same is not updated at regular intervals, i.e., at least once in a year.

Updating the data every year and maintaining the updated information in the database is a regular activity for the continuation of the project, which not only provide the current status on educational indicators, but also give a compared figure on the achievements of UEE in different years. It will help in further planning for implementation of SSA activities to achieve the objectives.

2. Process of updation :

The collected child data in 2005 is already validated and updated in the year 2006. There is no need to re-validate and the only action is to update these data every year to get the yearly updated status. Side by side a tool is required, which will help in sharing of manual information between the VEC and the District MIS unit to computerize and update the database. This process will be repeated once in every year to keep updation of the data and make it web based.

Village Education Register (VER) can be used as a tool to help this as per the following CTS updating cycle in every year.



CTS is the digitized form of the Village Education Register (VER) and the only method to update the CTS data is to adopt the procedure and guideline issued earlier by GOI for maintenance of the VER by the VEC of each village and use this VER as the updation tool.

Earlier, the VER was a blank printed booklet, which was printed and supplied to each VECs in the year 2001 to maintain the child data of concerned village and update the data manually for five years from 2001-02 to 2006-07.

3. Manual VER verses CTS :

The details of that manual VER was as follows-

- The VER booklet was consisting of three different blank formats for Pre-School, In-School & Out-of School children.
- The information of each children in the village was written manually in the respective formats in 2001, which were supposed to be updated in each subsequent year for change in the schooling status of the children.
- Abstract forms were supposed to be prepared manually for age wise/ gender wise/ category wise consolidated nos. of children in the village for pre, in & out of school status in every year.

The major draw-backs of this system were-

- Manual entry of the names and other information of each child to the register.
- Maintaining the transition factors for Pre-School to In-School, Pre-School to Out-of-School, In-School to Out-of-School & Out-of-School to In-School cases in every year, as it needs manual deletion and insertion of each individual child of the case in three different formats.
- Manual counting and compilation of abstract formats.

The CTS is being thought as the Computerised VER with following facilities.

- It carries the printed details of each child where the achievement level of each in-school child as well as the present engagement & Reason for being out of school of each out-of school child is mentioned.
- It has the focus to manage all the In-school children and the Out-of-School children in the concerned village between 5+ to 14 years of age group. *(The pre-school children will be updated by WCD Department through Project e-Pragati and their data will be merged with project e-Sishu).*
- A single change in schooling status helps to manage the transition of the child from one status to other.
- As the date of birth of the child is maintained, there is no need to calculate the age of child every time.
- Again the age/gender/caste wise abstract preparation is automatic through computer, which saves labor as well as time.

The VER for each village are re-designed and the two different forms are decided which can accommodate the following parameters to evaluate the quality of education in Orissa.

- Status of children, whether In-School or Out-of-School tells the % of enrollment and % of Out-of-school children in the state and hence indicates the status of UEE.
- For each In-School children, the % of marks in last exam with the information on the educational status tells on quality of education and the performance of the child.
- It facilitates to record the transition of the children from out-of-school to in-school status and vice-versa.
- Reason of being out-of-school and present engagement of each out-of-school child is maintained to categories these students and provide different facilities.
- The no. of days a child attended the school and the total working days in last academic year is to be collected to calculate the attendance rate.

In-school format of VER should be record based and updated from the school attendance registers. The doubt cases like fake enrollments, duplicate enrollments and ghost enrollments should be identified and flagged during the survey. These children must be strike out from school attendance register before the deletion of these names from the In-school format. In all cases, the no. of In-school children in VER & the School attendance register should match to each other.

4. Roles and Responsibilities :-

The success of the project lies in the sincerity and dedication of the persons will be involved in the task from the VEC level till the State level.

VEC : The School HM will maintain and timely update the VER on behalf of the concern VEC. He/she will keep the VER as the most important school document and will remain responsible for its missing, mishandling and non-updation in time. He/she has to stick to the schedule of updation and handover the register to the CRCC for verification and onward submission to DPO for computerisation.

Updating team : The HM will form an updating team including himself, the VEC President and one active Teacher of the schools in the village. They will update the information in the VER of the concerned village/villages. The updating team will be responsible for the left out children and non-updated information of the concerned villages.

Nodal In-charge : CRCC/ HM of nodal school in absence of CRCC will be the nodal in-charge for the CTS updation process, who will perform the following activities.

- Selection of Schools & HM to manage the VER of the villages/wards under his jurisdiction.
Guide line for selection of such schools:-
 - There may be a village with one Govt. P/UP school, where the HM of that school will be selected.
 - The VER of a village without any Govt. School should be managed by the HM of the nearby Govt. P/UP school.
 - VER of a village having more than one Govt. schools is to be managed by the HM of the P/UP school identified by the CRCC.

CRCC will maintain a register for the assigned VECs against each village/ward under him along with the name and details of the updating team according to the following format.

Assignment of Schools against villages to maintain the VER					
Name of the GP(s) :			Name of the CRCC :		
Sl. No.	Village Code	Village Name	Code & Name of the School to maintain the VER	Name of Team Leader.	Signature on receipt of VER.

The above list is to be prepared by each CRCC and submitted to the District MIS unit before printing of the VERs, so that the name of the concerned school and CRCC will be printed on the VER booklet.

- Receipt of the VERs from District MIS unit and distribute to the Schools.
- Train the updating team on the procedure of maintenance and updating the information in the VER.
- Monitor & supervise the VER updation task and cross check for the authenticity of the information.
- Responsible for the completion of the VER updation at all the villages within the date schedule.
- Collecting the updated VERs from the schools.
- Verify and handover to District MIS unit for computerisation.
- Certify on the final completion of Data Entry and consolidation the information from all the villages under his/her jurisdiction.

Block Resource Group (BRG) : DPO Intervention Heads/Data Entry Operators/BRCCs/SI of Schools-cum-Addl. BRCC will work as Block Resource Group (BRG) for the whole task. A team consisting of one Intervention Head of DPO (Programmer, Data Entry Operators, Pedagogy Coordinator, Planning Coordinator, IED Coordinator, Gender Coordinator, SC/ST Coordinators), BRCC & S.I. of Schools-cum-Addl. BRCC of the block will form a BRG for each

block/ULB in the district. The Intervention heads may be tagged to more than one block as per the no. of blocks/ULBs in the district. They will perform the following task at their assigned blocks and will remain responsible for non-completion of the task in concern blocks.

- Conduct the block level training programme to train the CRCCs on the procedure of updation.
- Distribution of VERs to CRCCs and re-collection of VERs from them after updation.
- Maintain the log register of CRCCs and no. of VERs each and ensure the updation and collection of updated VERs from all villages/wards under the assigned Block to them.
- Guide, follow-up & cross check the authenticity of the information through field visit during the updation schedule. At least 30% schools will be checked on sample basis by this team.
- Intimate the progress of the task in time to the District Project office (MIS Unit).

District Resource Group (DRG):

- i. The **DPC & DI of Schools-cum-Addl.** DPCs of the District will implement & monitor the updation task for the district. They will ensure the timely completion of each and every activity for the CTS updation project 2007 in their district, so that the task can be completed in due schedule. The DPC will obtain necessary approvals for the followings at an early to support the task for its completion in time.
 - i. Conducting District and Block level training programmes
 - ii. Transportation of VERs to-and-fro from State to district and DPO to VEC level
 - iii. Payment of remuneration to the updating teams in due time.
 - iv. Provision of space in DPO for data entry.
 - v. TA/DA/Mobility support for State, District and Block level teams for their field visits to conduct the trainings and monitor & supervise the updation process for its correctness.
 - vi. Final certification for the 100%coverage and correctness of data in their jurisdiction.
- ii. The **Pedagogy Unit & MIS** will jointly take the responsibility of training, supervision & monitoring of the process with the support of BRCCs & CRCCs every year. The **Pedagogy Coordinator** will be in-charge of the maintenance of VER in his/her district. He/she will ensure the existence of VER in each identified schools, its use for different activities during the year and it's timely updation at the end of enrollment season in every year. The **Programmer** will be responsible for the computerisation of the VERs into Project e-Sishu and analysis of the different indicators for planning and generation of reports for implementation of different activities during each year. In case of missing of the VER at any location, he will generate the duplicate copy and provide it to the concerned VEC through the Pedagogy Coordinator.

The **Collector-cum Chairman** of District SSA Committee have 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 a job chart may be prepared for all the above groups and issued to the members with the signature of the Collector and District Magistrate.

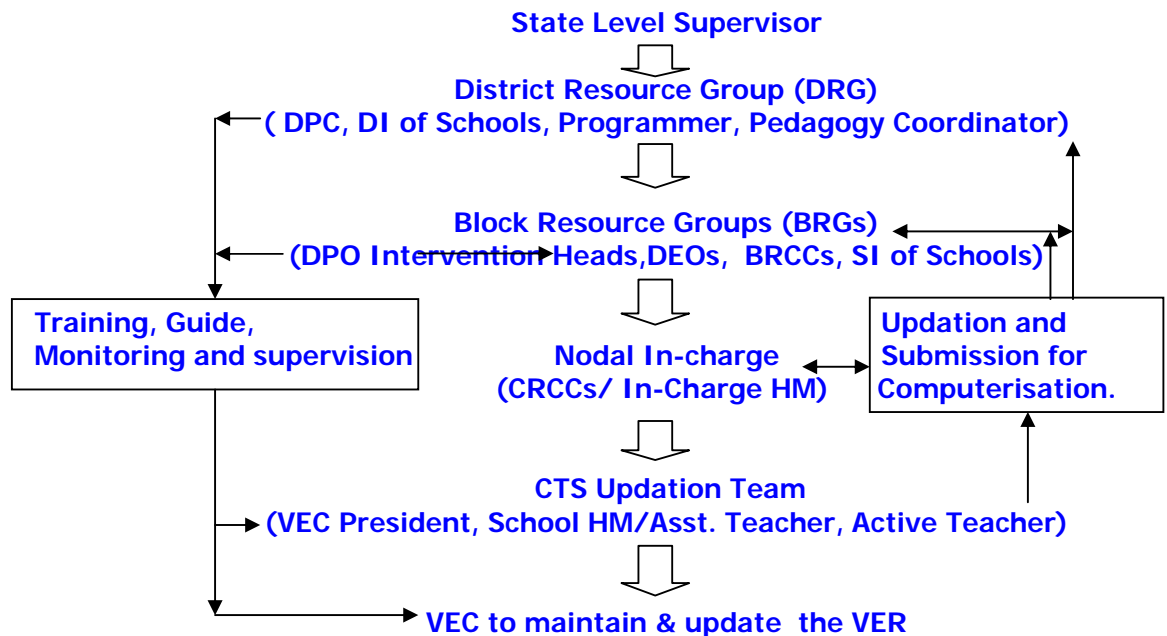
State level Supervisor: The State level Officers remained in charge of each district will act as the State level Supervisor for the concerned district and will be responsible for the initiation and completion of the CTS updation-07 task in that district. They will be trained at State level on the whole activity before the actual work begins at the district. They will visit some sample villages of the respective district during the updation period to ensure the authentication of the data and process.

State/District control cell : The State MIS unit and the District MIS unit will work as the control cells to train & guide all the above teams on the facts, figures, procedures,

parameters and its coding in the VER and support them to take right action at right time for the task. The State MIS Team under the leadership of Asst. Director (MIS) will visit all the districts during the data updation schedule to guide and monitor the process there. The control cell will take the responsibility of -

- Distribution of VERs to CRCCs during Block level Workshops.
- Proper training and orientation to DRG & BRGs.
- Availability of guideline for updation of CTS with all the persons included in updating team, Nodal incharge, BRGs and DRG.
- Intimate the proper time schedule for their activities and
- Guide and monitor the functionaries during the data updation process.

Levels of supervision & monitoring during CTS Updation, 2007.



5. The activities during Updation process for 2007

i. Preparatory activities :-

- Software for printing the VERs - by OCAC
- Printing of the VERs from existing database of 2006 - by OCAC
- State level, District level & Block/CRC level trainings with distribution of formats up to VEC level – along with Micro-planning & School Mapping by Planning Unit, MIS Unit & Pedagogy Unit.
- Regular field visit, sample checking for authenticity of data – by BRG/DRG/SRG
- Software designing for CTS updation, testing and make ready for use – by OCAC
- Selection of Data entry houses to make the data entry at District/ Zonal level – by OCAC

2.2.1 Field level data updation :-

- The actual updation will be done at VEC level – by Updating Team members

2.2.2 Finalisation of the work :-

- Collection of VERs from VECs – *by CRCC*
- Verification of the formats - *by CRCCs*
- Collection of formats, it's verification and submission to District MIS unit - *by the Block Resource Groups (BRGs)*
- Data entry – *by SPO/DPO*
- Verification and certification on completion of data entry – *by District MIS Unit.*
- Submission of the database to State Project Office for consolidation and compilation – *By DPCs*
- Web enabling and loading data in State and District Server – *by OCAC.*
- Certification from Interventions for availability of required report for 2007-08 - *by DPCs*
- Printing of VERs from 2007-08 database & distribution to VECs – *by District MIS Unit.*
- Sharing workshops with all functionaries for it's use – *by District MIS Unit.*
- Ensuring the maintenance & use of VER at Village level for the next year till further updation – *by Pedagogy Unit. (Pedagogy Coordinator, BRCCs & CRCCs).*
- Block level VER distribution table to be maintained by BRCCs -

Name of District: Angul				Name of Block/ULB : Anugul			
Sl. No.	Village code	Village Name	Name of HM maintaining the VER	No. of children in supplied VER			Signature of VEC member
				In-school	Out of school	Total	
1	001	Angarbandha	P.K.Sahoo	-	-	-	

3. Data Entry and consolidation :-

The updation of 0 to 5+ children will be done by W&CD Department during the same time schedule and the CDPOs will handover the formats to concerned DPOs. The village wise data entry of the updated information in the VERs as well as the Pre-school formats will be carried out. The detail procedure will be decided latter.

Project e-Sishu

Child Tracking System (CTS) Updation - 2007

Village Education Register 2006-07

District _____

Block/ ULB _____

GP/Ward No. _____

Village / Ward code _____

Village Name / Ward No. _____



Orissa Primary Education Programme Authority (OPEPA)
Unit-V, Siksha Soudha, Bhubaneswar - 751001

Annexure- 'A'

DETAILS OF IN-SCHOOL CHILDREN																				
(ALL CHILDREN IN CLASS-I TO VIII DURING 2007-08)																				
VER FORM - 1(a)																				
District :											Village/WardCode:									
Block/ULB:											Village/Ward No:									
GP/Ward No:											2007-08									
Sl. No.	Child Code	Full Name of the Child	Guardian Name	Relation with the Child	(DD/MM/YYYY)	Date of Birth	Religion	Category	Mother Tongue	Boys/Girls	SchoolName/EMISCode	Type of Disability(if any)	Class in 2006-07	AEA	% of Marks	Current Educational Status	Position	No of Working Days	Attendance	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	19	
1	JA0112065	PURNA MASI PARIDA	PARSURAM PARIDA	3	23/06/1994	1	3	1	2	ACHARYA HARIHAR VIDYAPITHA/0102302	0	8								
2	JA0112075	RAJA RAKESH MAHARANA	RATNAKAR MAHARANA	1	17/10/1994	1	3	1	1	ACHARYA HARIHAR VIDYAPITHA/0102302	0	8								
3	JA0112003	SOUMYA RANJAN DAS	MIHIR DAS	1	01/01/1993	1	3	1	1	ACHARYA HARIHAR VIDYAPITHA/0102302	0	8								
4	JA0112060	ASISH MOHANTY	NRUSINGHA MOHANTY	3	02/06/1994	1	4	1	1	BALIANTA C P S/0101101	0	8								
5	JA0112049	BANANI NAYAK IS	KASINATH NAYAK	1	18/04/1994	1	1	1	2	BALIANTA C P S/0101101	0	8								
6	JA0112068	BHAIRAM BEHERA	LAXMAN BEHERA	1	05/07/1994	1	1	1	1	BALIANTA C P S/0101101	0	8								
7	JA0112076	BISHNU EHARAN OJHA	PRADIPTA KUMAR OJHA	1	23/10/1994	1	3	1	1	BALIANTA C P S/0101101	0	8								
8	JA0112061	KIRAN BEHERA	LOKANATHQ BEHERA	1	03/06/1994	1	1	1	2	BALIANTA C P S/0101101	0	8								
9	JA0112047	LAXMIPRIYA PA RIDA	PREMALATA PARIDA	2	01/04/1994	1	3	1	2	BALIANTA C P S/0101101	0	8								
10	JA0112028	LIPIKA RANA	PRADIPTA RANA	1	18/05/1993	1	3	1	2	BALIANTA C P S/0101101	0	8								
11	JA0112072	PRAVASINI PAR IDA	KAILASH PARIDA	1	17/07/1994	1	3	1	2	BALIANTA C P S/0101101	0	8								
12	JA0112051	PRIYANKA SAHO O	PRSANTA SAHOO	3	27/04/1994	1	3	1	2	BALIANTA C P S/0101101	0	8								
13	JA0112053	SANJAYA KUMAR SAHOO	LAXMAN SAHOO	1	10/05/1994	1	3	1	1	BALIANTA C P S/0101101	0	8								
14	JA0112006	SARASNATI BHO I	MAHANI BHOI	2	04/01/1993	1	1	1	2	BALIANTA C P S/0101101	0	8								
15	JA0112069	SIMANCHALA BH OI	NATHA BHOI	1	07/07/1994	1	1	1	1	BALIANTA C P S/0101101	0	8								

* Any changes required in the printed data (Col. 2 to 12) may be corrected within the same box. Data for 2007-08 to be filled in Col. 13 to 19.

** Please refer to the guideline and code list enclosed to fill up the blank columns.

DETAILS OF IN-SCHOOL CHILDREN																				
(ALL CHILDREN IN CLASS-I TO VIII DURING 2007-08)																				
VER FORM - 1(b)																				
District :											Village/WardCode:									
Block/ULB :											GP/Ward No:									
											Village/Ward No:									
											2007-08									
Sl. No.	Child Code	Full Name of the Child	Guardian Name	Relation with the Child	(DD/MM/YYYY)	Date of Birth	Religion	Category	Mother Tongue	Boys/Girls	SchoolName/EMISCode	Type of Disability(if any)	Class In 2006-07	AEA	% of Marks	Current Educational Status	Position	No of Working Days	Attendance	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
1																				
2																				
3																				
4																				
5																				
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9																				
10																				
11																				
12																				
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** Please refer to the guideline and code list enclosed to fill up the blank columns.

5+ to 14 YEARS AGE GROUP OUT OF SCHOOL CHILDREN DETAILS

VER FORM - 2(a)

District:	KHURDHA	Village/Ward Code:	JA011
Block/ULB:	BALIANTA	GP/Ward No:	BALIANTA
		Status in 2006-07	Current Status in 2007-08
		If Still OOS	If Enrolled

Sl.No	Child Code	Full Name of the Child	Guardian Name	Relation with the Child	(DD/MM/YYYY)	Date of Birth	Religion	Category	Mother Tongue	Boys/Girls	Type Of Disability(if any)	Class Dropout	Reason for Out of School	Present Engagement	Reason for Out of School	Present Engagement	Current Status in 2007-08		Remarks
																	SchoolName/EMISCode	Class	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18		
1	JA0112314	LIPUN MOHANTY	[PURNA CHANDRA MOHANTY	1	04/04/2000	1	4	1	1	0	0	0							
2	JA0112340	SANDHYARANI S AHOO	AHALYA SAHOO	3	25/05/2001	1	3	1	2	0	0	0							
3	JA0112384	SR SOUMYARANJ AN SAHOO	AHALYA SAHOO	3	31/05/2002	1	3	1	1	0	0	0							
4	JA0112353	BINMAYA BHOI	AJAYA BHOI	1	22/08/2001	1	1	1	1	0	0	0	A						
5	JA0112354	AYESHADEEP BARIK	AKSHYA BARIK	1	27/08/2001	1	3	1	2	0	0	0							
6	JA0112371	SANDHYA RANI PATRA	AKSHYA PATRA	1	02/03/2002	1	3	1	2	0	0	0	A						
7	JA0112376	ATIS KUMAR SA HOO	AMAY SAHOO	1	06/04/2002	1	3	1	1	0	0	0							
8	JA0112319	GYANA RANJAN DAS	ANAJAN KU. DAS	1	14/04/2000	1	3	1	1	0	0	0	A						
9	JA0112364	BINOD BHOI	ANAM BHOI	1	22/10/2001	1	1	1	1	0	0	0							
10	JA0112330	SOUMAYAJEET SAHOO	ANANDA SAHOO	3	17/01/2001	1	3	1	1	0	0	0							
11	JA0112374	KAJAL SAHOO	ASHOK SAHOO	3	25/03/2002	1	3	1	2	0	0	0							
12	JA0112341	ANIS KUMAR SA HOO	ATIS SAHOO	1	26/05/2001	1	3	1	1	0	0	0	A						
13	JA0112370	SILU BHOI	AURAVINDA BHOI	1	11/01/2002	1	1	1	1	0	0	0							
14	JA0112375	GOURA PARIDA	BANDHU PARIDA	3	02/04/2002	1	3	1	2	0	0	0	A						

* Any changes required in the printed data (Col 2 to 11) may be corrected within the same box, current status to be filled in col 14 to 18.

** Please refer to the guideline & code list enclosed to fill up the blank columns

5+ to 14 YEARS AGE GROUP OUT OF SCHOOL CHILDREN DETAILS

VER FORM - 2(b)

District:		Village/Ward Code:	
Block/ULB:	GP/Ward No:	Village/Ward No:	
		Status in 2006-07	Current Status in 2007-08
			If Still OOS
			If Enrolled

Sl.No	Child Code	Full Name of the Child	Guardian Name	Relation with the Child	Date of Birth (DD/MM/YYYY)	Religion	Category	Mother Tongue	Boys/Girls	Type Of Disability(if any)	Class Dropout	Reason for Out of School	Present Engagement	Reason for Out of School	Present Engagement	Current Status in 2007-08		Remarks
																SchoolName/EMISCode	Class	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
1																		
2																		
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12																		

* Any changes required in the printed data (Col 2 to 11) may be corrected within the same box, current status to be filled in col 14 to 18.

** Please refer to the guideline & code list enclosed to fill up the blank columns

Instruction Sheet

Printed Village Education Register (VER) consist of four formats as follows :-

- VER-1(a) format with printed list of all the In-School children in the village (arranged in order of school, class and the name of the child)
- VER-1(b) blank format to incorporate the details of missing/new in-school child names.
- VER-2(a) format with printed list of all Out-of-School Children in the village (arranged in order of Guardian names and child names)
- VER-2(b) blank format to incorporate the details of missing out-of-school child names in the village of age group 5+ to 14 (still if any)

The GP / Ward wise EMIS Master list of villages & Schools along with EMIS Codes will be available with each CRCC for reference by the VECs during the updation process.

Steps to be followed for updation of the formats.

1. The Updating team members after training and receiving the VER will plan the completion of the work within the scheduled dates to update the In-School and Out-of-School children in the VER.
2. Each school in the village to be directed to keep the list of children in their school in different classes from different villages separately, so that each child of each village in the school can be updated in respective VERs, when the updating team of concerned village will visit the school.
3. First, the team will visit the schools in the village to verify the "in-school" children printed in **VER-1(a)** format and update their status for 2007 from the school record. The form VER-1(a) is printed with the names as per the schools then class and then alphabetic sequence of the name of the child. Each child to be searched from the school attendance/ promotion register for its availability and the columns 13 to 16 in VER-1(a) to be written against the child as follows.
 - Col.13. AEA : '1' if the child appeared the annual examination-06/
'2' if not appeared the annual examination-06.
 - Col.14. % of marks : The % of marks secured in last Annual exam/ Unit test in round number. In case the child has not appeared the Annual Examination but promoted, the % of average marks in unit tests should be calculated and provided here.

Col.15. Current Educational Status :

'1' - If the child is promoted.

'2' - if the child detained in same class and repeated.

'3' - if the child has taken TC.

'4' - if the child has become a dropout now.

'5' - if the child is fake and really does not exist. (This case is to be verified from the village for its authenticity.)

Col.16. Position : If col-15 is '1 or 2', then class in which the child is reading is to be written as 1,2,3,...,9 here to indicate the class in which the child reads in the school in 2007. *In case the school name needs to be changed, the new school name & EMIS code to be written in column-10 after striking out the existing school name.*

If col-15 is '3', then the child may be tracked from his house to know about his/her status.

a. If the child is admitted in any other school of the village/GP then the School name & EMIS code of that school may be referred from CRCC and written in **column-10** along with the present class in **column-16** after verifying his/her name in that school.

b. If the child has not been admitted any where after taking TC, the reason for dropout (RR) to be written in **column-16** and present engagement (PP) is to be written in **column-19** from Code list.

c. If the child is shifted to other GP/Block/District then '5' to be written in **Column-16** to indicate that the child is no more residing/exist in the village/GP.

If col-15 is '4', then the reason of drop out to be written in **column-16** and present engagement to be written in **column-19** referring to the code list-7 & 8. This is to be done after proper field verification of such cases.

If col-15 is '5', then '5' to be written in **col-16**. This case is to be field verified.

Col.17. Working days : Total no. of days the school was opened in last year for teaching purpose.

Col.18. Attendance : No. of days attended the school in last academic year (April'06 to Mar'07)

Col.19. Remarks : This column will be used to record the code of **Present engagement**, if the child became drop out in last year, else this column may be used by the updating team to record the special cases arise during the survey for their references.

4. In case a child of the same village is identified in school record but not printed in VER-1(a), the name of the child may exist in Out-of-school list. The team will refer to the printed **VER-2(a)** - Out-of School children list of the VER for his/her existence there. If exist, then the following updation may be done in the **VER-2(a)** format against this child.

Col.16. EMIS Code : The EMIS code of the school with School Name is to be written.

Col.17. Class : The class 1,2,3,...,9 to be written to indicate the class in which the child is reading in 2007.

All such children of the village, who were out-of-school children in last year but in-school now, will be updated in the Out-of-School format, VER-2(a). It will reduce the nos. in out-of-school children list for observation.

5. In case a *child name is in school record but doesn't available in the In-school as well as Out-of-School children list*, i.e., in VER-1(a) & VER-2(a), this child to be added in VER-1(b), i.e., blank In-school format. The child-code to be left blank for such cases to identify them as new-entries and other columns to be filled using the code lists given and the school EMIS code, school name, class etc. to be filled properly. All such children of the village are to be verified from their house in the village for real existence. *As the data is already validated and updated in 2006, the chance of left out children is almost zero.* But if such a child really found exist and in-school, then will be considered as a **left-out children** during last survey. If the name is a fake name, and no such child exist in the village, the updating team will mark '5' in **column-19** for the doubt on it's fakeness. (Note : these names will not be deleted and will be added to the database during data entry to equalize the database with school register, but the code-5 in col-19 will generate the list of such fake children from the database)
6. The children has been admitted in the schools of the village in different classes with submission of TCs from other schools of the village, will be found against the previous school in the same format. The status of this child is to be noted in different columns but the School name and EMIS code at **col-10** will be changed to that of the present school.
7. All new admitted children in Class-I (or in any other classes) are to be referred from the **out-of-school printed list, VER2(a)**. The details to be filled against them for the column 16 &17 of VER-2(a) as follows for being In-school in 2007.
Col-16 .**School EMIS Code** : EMIS code & School name where being admitted.
Col-17. **Class** : as in actual.
8. Any child name, newly admitted in any school but not in the printed names in VER2(a) must be newly added in VER1(b). These children must be field verified for existence and if doesn't exist '5' to be written in col-19.
9. The Class wise total In-school children are to be counted and matched with that of school register (for the children of the same village) for equality in number to ensure the completeness of the updation of In-School children.
10. The team will move to all the schools (Govt./Pvt/EGS etc.) in the village one by one and repeat the exercise from point-3 to 9 above to cover all the In-School children in the register.
11. The team will verify the **remained out-of-school children in VER-2(a)** from the village consulting to their guardians and confirm on their educational status against their name. If the child is still out of school, the **Reason of being out-of-school** to be written in **Col-14** & **present engagement** to be written in **Col-15** for all these children after verification referring to the at Annexure-'B'. For the child attained the age of 5+ and reads in Awanganwadi centers or ECCE center, 'A' or 'E' to be written in col-16 respectively.
12. In case they will found more out of school children in the village than the available in the list, their name and details to be written in the blank out-of-school format, **VER-2(b)** with all details referring the code list at Annexure-'B' for each column. Child code to be left blank to identify this new child.

13. Any remaining child in Out-of-school list, VER-2(a) not physically found in the village, may be treated as a missing or fake child and to be marked as '5' in Col-18 (remarks) of VER-2(a).
14. In all the cases for the In-school children & Out-of-school children in the VER-1(a) & VER-2(a), if any printed information like name of child, guardian, relation, sex, category, mother tongue, religion, type of disability etc. needs correction, the updating team may refer to the code-list at Annexure-'B' and make the corrections inside the same boxes against the child containing the previous information.
15. If any duplicate names of a single child will be identified in the printed list, keeping the name of the child with all the correct information, rest duplicate lines should be strike out.
16. **All the children and their guardian should be intimated with the child code for their future reference and easy tracking of them during next updation process.**
17. The VER to be signed at the bottom of each page by the Updating team members for its authentication.
18. The total no. of In-school & Out-of School children in the Village to be calculated and the flash report as follows to be prepared by the updating team leader before submission of the updated VER to the CRCC.

District:
GP/Ward:

Block/ULB:
Name of the CRCC:

Sl. No.	Village code	Village Name	No. of children in Formats (07)			Signature of the Team leader (HM/ Asst. teacher)
			In-school	Out of school	Total	
		Angarbandha	-	-	-	

19. CRCC has to verify and certify towards the completeness of the work before submission of the VERs with the flash report to the District Project Office.
20. The flash report is to be added up in Excel sheet for all villages to find out Block/ULB level figure of In-School, Out-of-School & Pre-School children after updation and subsequently for District level.

---X---

Code List used/ to be used for filling of the formats.

4. Relation of Guardian with the child		6. Religion	
01 Father		01 Hindu	02 Muslim
02 Mother		03 Christian	04 Jain
03 Guardian		05 Budhist	06 Parsi
04 Other		07 Siksh	08 Others
7. Category		9. Gender (Boys/Girls)	
01 SC	02 ST	01 Male	
03 OBC	04 General	02 Female	
8. Mother Tongue			
01 Oriya	In case it is 07, the following codes are o be used :-		
02 Urdu	7/01 – Bhadudi	7/09 - Jui	
03 Santali	7/02 – Bhumij	7/10 – Koya	
04 Telugu	7/03 – Bonda	7/11 – Kuvi	
05 Bengali	7/04 – Gadaba	7/12 – Munda	
06 Hindi	7/05 – Ganda	7/13 – Oram	
07 Other Tribal language	7/06 – Juang	7/14 – Paraja	
08 Others	7/07 – Khadia	7/15 – Soura	
	7/08 – Kishan	7/16 – Others	
Reason for out of school		Type of Disability	
01 for Distance from school		01 Visually impaired	
02 for house hold work		02 Dumb & deaf	
03 for disability		03 Orthopedically handicapped	
04 for earning because of poverty		04 Mentally retarded	
05 for unwillingness of parents		05 Dumb only	
06 for lack of awareness		06 Deaf only	
07 for sibling care		07 Others if any	
08 for gender related reason (for girls only)		Present engagement	
09 for school not attractive		01 Helping in housework	
10 for failure in class		02 Caring babies	
11 working outside family		03 Working in stall	
12 for migration		04 Agriculture	
13 Teacher related issues like –		05 No work only play	
- Teacher absenteeism		06 Working as a child labour in company / mines	
- Teaching not satisfactory		07 Others	
- Teacher punishing the students		A Reading in Awanganwadi center	
14 for any other reasons		E Reading in ECCE Centers center	

UNIT COST FOR CTS UPDATION – 2007

District level costing :-

Sl. No.	Activities	Unit cost in Rs.	Unit
1	Workshop at District Level	Along with the Micro-planning activity	
2	Block level Trainings		
3	TA/DA for district level supervisors		
4	Mobility support for District level functionaries to conduct the Block level trainings		
5	Monitoring and supervision	1400	per block
6	Packaging of VERs & Transportation	800	per block
7	Remuneration to Updating team members for approximately 85 lakh children	0.4	per child
8	Media & Documentation	1000	per district
9	Contingency	1000	per block
	Total		

N.B. : All the expenses will be as per actual.