

**1<sup>ST</sup> HALF YEARLY MONITORING  
REPORT OF UNIVERSITY OF NORTH  
BENGAL  
(MONITORING INSTITUTIONS) ON SSA  
AND MDM  
FOR THE STATE/UT OF SIKKIM  
FOR THE PERIOD OF  
1<sup>ST</sup> AUGUST, 2008 to 31<sup>ST</sup> JANUARY,  
2009**

**DISTRICTS COVERED**

**1. East District**



# 1. 1<sup>ST</sup> HALF YEARLY MONITORING REPORT OF University of North Bengal (MONITORING INSTITUTIONS) ON SSA AND MDM FOR THE STATE/UT OF SIKKIM FOR THE PERIOD OF 1<sup>ST</sup> AUGUST, 2008 to 31<sup>ST</sup> JANUARY, 2009

## 1.1. General Information

Sl. No.	Subject	Details
1.	Name of the monitoring institution	University of North Bengal
2.	Period of the report	1 <sup>st</sup> August, 2008 – 31 <sup>st</sup> March, 2009.
3.	No. of Districts allocated	One (East District)
4.	District names	East District
5.	Date of visit to the Districts / EGS / Schools ( Information is to be given for district wise i.e District 1, District 2, District 3 etc)	District I March 12, 13, 18,19,20, 23,and 24, 2009.
6.	Total number of elementary schools / EGS / AIE Centers in all the Districts allocated Information is to be given for district wise i.e District 1, District 2, District 3 etc)	278
7.	Number of elementary schools (primary and upper primary) / EGS / AIE Centers covered / monitored Information is to be given for district wise i.e District 1, District 2, District 3 etc)	14 (5 % of total number of schools in the District)
8.	Whether 5% of the elementary schools / EGS / AIE Centers in total of all the Districts allocated covered : YES / NO	Yes
9.	At least 1% of the school visited within one month of the start of the academic year in all the Districts : YES / NO (While most of the states start their academic year in June/ July there are few states with academic year starting in January / April).	Yes
10.	Whether the MI has sent their report to the SPO at the draft level: YES / NO	Meeting was arranged with the SPO but had to be deferred.
11.	After submission of the draft report to the SPO office whether the MI has received any comments from the SPO office : YES / NO	No
12.	Before sending the reports to the GOI whether the MI has shared the report with SPO: YES / NO	No
13.	Whether your institution come under lead institutes if yes as a lead institutes whether the MI has collected the data in respect of the entire state and submitted consolidated 6 monthly report in respect of the state to the GOI and to the SPO: YES/ NO/ Not applicable.	Yes

## 2. Executive Summary of all the districts report

### **(a) Opening of Schools (both primary and upper primary):**

District 1: **East District: No new school have been approved in the year 2008-09**

District 2 :

District 3 :

District 4 :

District 5:

### **(b) Civil Works:**

District 1: **Grants for 4 items worth Rs. 6,730.00 were approved. Not all the schools received grants under civil works. Most of the schools that received grants under civil works utilized the fund in a modest way.**

District 2 :

District 3 :

District 4 :

District 5:

### **(c) Textbooks:**

District 1: **Text books are distributed free of cost in all the schools as per Government norms in time up to primary level ( that is, Pre – class V). Besides, textbooks and exercise copies at subsidized rate are provided to the students of class vi-viii. The focus group children like the SC, ST and girls are provided special incentive of 50 percent subsidy under the state Government Policy besides being provided with textbook subsidy at the rate of Rs. 250/- per child per year.**

District 2 :

District 3 :

District 4 :

District 5:

### **(d) School grants:**

District 1: **School grant of Rs. 5000/- and Rs.7000/- have been approved to 858 Primary and 285 Upper Primary Schools respectively for the year 2008-09.**

**But many Schools received the school grants under the following rates :**

**LPS/PS – Rs. 2000/-**

**Monastic Schools – Rs. 2000/-**

**JHS - Rs. 4000/-**

District 2 :

District 3 :

District 4 :

District 5:

### **(e) Teachers and Teachers Training:**

District 1: **Teachers' Training programme is not satisfactory. Complaints are made in regard to the capability and usefulness of the resource persons who are mostly junior teachers.**

District 2 :

District 3 :

District 4 :

District 5:

**(f) Teaching Learning Material (TLM) grants:**

District 1: **The amount of the grant is very low (@ Rs. 500/- each). The amount is often diverted for contingency expenses of the school.**

District 2 :

District 3 :

District 4 :

District 5:

**(g) EGS & AIE:**

District 1: **EGS are being abolished. 11 EGS have been upgraded to Primary Schools.**

District 2 :

District 3 :

District 4 :

District 5:

**(h) Children with Special Needs (CWSN):**

District 1: **Each district has one school to enroll children with special needs of the surrounding area. Khamdong Sr. Sec. School of East District is identified by SSA Sikkim for the purpose of CWSN. The scheme is in preliminary stage. No student (CWSN) admitted in the school so far.**

District 2 :

District 3 :

District 4 :

District 5:

**(i) National Programme for Education of Girls at Elementary Level (NPEGEL):**

District 1: **As per the information from the Office of HRDD, Government of Sikkim, this Programme is not applicable for the state of Sikkim.**

District 2 :

District 3 :

District 4 :

District 5:

**(j) Katurba Gandhi Balika Vidyalaya (KGBV):**

District 1: **Not applicable in the state of Sikkim**

District 2 :

District 3 :

District 4 :

District 5:

**(k) District Information System for Education (DISE):**

District 1: **Each district has one DISE. Junior Programmer is in-charge of DISE at the state level.**

District 2 :

District 3 :

District 4 :

District 5:

**(l) Research and Evaluation:**

District 1: **A Research Committee has been constituted at the state level. A Research on teachers' absenteeism has been conducted by SIE and is under compilation.**

District 2 :

District 3 :

District 4 :

District 5:

**(m) Functioning of the VEC:**

District 1: **School Managing Committees (SMC), in place of Village Education Committee have been constituted by the Government in all the schools of Sikkim. All the schools that have been surveyed have one SMC each. The President of Gram Panchayat acts as the Chairman of SMC in their respective area. There is the representation of school teachers and senior people of the locality in the SMC. In the East District alone there are 1432 SMC members. The SMC though assigned with power to extend administrative support and community based monitoring, has little role in the administration and monitoring of work in the school.**

District 2 :

District 3 :

District 4 :

District 5:

**(n) Staffing at State and District Level:**

S.No.	Name of Post	SPO Gangtok	District Project Office			
			East	West	South	North
1.	Account Officer	1	0	0	0	0
2.	Co-ordinator	2	0	0	0	0
3.	Computer Operstor	2	1	1	1	1
4.	Accountant	1	1	1	1	1
5.	Clerk-cum-Typist	0	1	1	1	1
6.	Peon	2	1	1	1	1

District 1: **The East district has one District Project Officer. (S)he has a power to appoint one Assistant Project Coordinator on deputation basis.**

District 2 :

District 3 :

District 4 :

District 5:

**(o) Outreach of primary/upper Primary educational facilities to SC, ST, Minority groups and to girls as well, especially in special focus districts.**

District 1 : **Information regarding special focus district not made available.**

District 2 :

District 3 :

District 4 :

District 5:

**(p) Any other issues relevant to SSA implementation**

District 1: **Scope for improvement is there.**

District 2 :

District 3 :

District 4 :

District 5:

**(q) Mid Day Meal**

District 1: **Mid Day Meal scheme is not working well.**

District 2 :

District 3 :

District 4 :

District 5:

# 3. District Level of Half yearly Monitoring Report

(The Ministry/TSG needs districts wise information as per the TOR 2008-2010)

3.1. Name of the District : East District

3.2. Date of visit to the Districts/EGS/schools : March 12,13,14, 15,18,19,20, 21, 22, 23,24,25,and 26, 2009.

3.3. Tasks : To obtain official information and to visit the sample schools.

The Monitoring Institutes will obtain information on the following areas and include them in their report.

**(a) Opening of Schools (both primary and upper primary):**

(i)	What is the number of schools sanctioned in the current financial year in the state (including spill over) district wise and how many of them have been opened district wise?	Information is to be obtained from the State Project office of SSA and to be updated by DPO in respect of the districts visited by MI.
	<b>No new school have been approved in the year 2008-09</b>	
(ii)	Has the land for construction of the school been identified?	Information to be obtained from DPO and sample check to be carried on the spot with the assistance of VEC/SMC and School Teacher.
	<b>Yes</b>	
(iii)	Whether VEC/SMC etc. have received any funds for construction of the school	Information to be obtained from DPO and sample check to be carried on the spot with the assistance of VEC/SMC and School Teacher
	<b>Yes</b>	
(iv)	Has the construction started and what is the stage of construction (foundation, lintel and roofing etc.)?	Information to be obtained from DPO and sample check to be carried on the spot with the assistance of VEC/SMC and School Teacher.
	<b>In most of the cases construction has been completed. Compromise has been done in case of construction works.</b>	
(v)	Has the construction started and what is the stage of construction (foundation, lintel and roofing etc.)?	Information to be obtained from DPO and sample check to be carried on the spot with the assistance of VEC/SMC and School Teacher.
	<b>-do-</b>	
(vi)	Has the construction started and what is the stage of construction (foundation, lintel and roofing etc.)?	Information to be obtained from DPO and sample check to be carried on the spot with the assistance of VEC/SMC and School Teacher.
	<b>-do-</b>	
(vii)	Number of Teachers sanctioned for the new schools (including spillover) to be opened in the current financial year? Has sanctions been issued for these or not? District-wise information of the number of posts sanctioned and appointments made?	Information to be obtained from SPO.
	<b>Information not made available</b>	
(viii)	Number of Teachers sanctioned for the new schools (including spillover) to be opened in the current financial year? Has sanctions been issued for these or not? District-wise information	Information to be obtained from SPO.

	of the number of posts sanctioned and appointments made?	
	<b>Information not made available</b>	
(ix)	Have Teachers been put in position in new schools in District visited?	Updated information to be obtained from DPO. Sample check to be carried out on the spot in respect of new schools visited by MI.
	<b>Information not made available</b>	
(x)	In the schools visited by MI whether one-time grants of Rs. 10,000/- for Teaching and Learning equipments at primary level and Rs. 50,000 per school at upper primary level have been received by VEC/SMC? If yes, what items have been purchased for schools?	To be verified on the spot from the Bank passbook of VEC/SMC etc. and expenditure statement maintained by the school.
	<b>No</b>	
(xi)	Whether any guidelines have been issued either by SPO and or DPO for the items to be provided for the new school under this grant?	Copy of circular/orders to be obtained from SPO and DPO. A copy of the instructions be enclosed along with MI report.
	<b>Information not made available</b>	

**(b) Civil Works:**

(i)	What are the targets (including spillover) for construction of school buildings, additional classrooms, drinking water, toilets, BRCs/CRCs and other items like rain water harvesting etc. for the current financial year and what is the progress till the previous quarter?	Information is to be obtained from SPO along with district-wise break-up. SPO to furnish item-wise progress: completed works, works in progress and works not started. To be updated at the DPO for districts being visited by MI.																																																																																										
	<table border="1"> <thead> <tr> <th rowspan="2">Component</th> <th colspan="2">Approved</th> <th colspan="2">Completed</th> <th colspan="2">Completed</th> </tr> <tr> <th>Physical</th> <th>Financial</th> <th>Physical</th> <th>Financial</th> <th>Physical (%)</th> <th>Financial (%)</th> </tr> </thead> <tbody> <tr> <td>BRC</td> <td>3</td> <td>21.90</td> <td>3</td> <td>13.25</td> <td>100</td> <td>61</td> </tr> <tr> <td>CRC</td> <td>56</td> <td>113.60</td> <td>52</td> <td>51.10</td> <td>93</td> <td>45</td> </tr> <tr> <td>School building</td> <td>18</td> <td>110.38</td> <td>12</td> <td>56.26</td> <td>67</td> <td>51</td> </tr> <tr> <td>Addl. Rooms</td> <td>154</td> <td>208.71</td> <td>119</td> <td>196.61</td> <td>76</td> <td>94</td> </tr> <tr> <td>Fencing/boundary walls</td> <td>154</td> <td>78.62</td> <td>119</td> <td>76.85</td> <td>76</td> <td>100</td> </tr> <tr> <td>Toilet</td> <td>99</td> <td>19.80</td> <td>97</td> <td>19.10</td> <td>98</td> <td>97</td> </tr> <tr> <td>Drinking water</td> <td>159</td> <td>24.08</td> <td>157</td> <td>23.48</td> <td>99</td> <td>98</td> </tr> <tr> <td>Electricity</td> <td>201</td> <td>20.10</td> <td>165</td> <td>20.30</td> <td>82</td> <td>100</td> </tr> <tr> <td>Child/Env Friendly</td> <td>23</td> <td>5.75</td> <td>10</td> <td>2.50</td> <td>44</td> <td>44</td> </tr> <tr> <td>Repairs</td> <td>2</td> <td>5.00</td> <td>2</td> <td>5.00</td> <td>100</td> <td>100</td> </tr> <tr> <td><b>Total</b></td> <td><b>869</b></td> <td><b>607.94</b></td> <td><b>736</b></td> <td><b>464.45</b></td> <td><b>85</b></td> <td><b>76</b></td> </tr> </tbody> </table>		Component	Approved		Completed		Completed		Physical	Financial	Physical	Financial	Physical (%)	Financial (%)	BRC	3	21.90	3	13.25	100	61	CRC	56	113.60	52	51.10	93	45	School building	18	110.38	12	56.26	67	51	Addl. Rooms	154	208.71	119	196.61	76	94	Fencing/boundary walls	154	78.62	119	76.85	76	100	Toilet	99	19.80	97	19.10	98	97	Drinking water	159	24.08	157	23.48	99	98	Electricity	201	20.10	165	20.30	82	100	Child/Env Friendly	23	5.75	10	2.50	44	44	Repairs	2	5.00	2	5.00	100	100	<b>Total</b>	<b>869</b>	<b>607.94</b>	<b>736</b>	<b>464.45</b>	<b>85</b>	<b>76</b>
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(ii)	Sample check by MI, of civil works in a district, so that each category of civil works is covered in the samples to verify actual status by visiting the construction site and variance if any, between reporting and actual may be indicated.	To be checked on the spot with assistance of VEC/SMC and School Teachers.																																																																																										
	<b>Construction is found satisfactory. There is a provision of assigning the major construction works to the contractors. Minor funds (repairing etc) generally used to divert to the SMC funds. Delayed in the release of funds is reported from many schools.</b>																																																																																											
(iii)	Whether SMC/VEC has been trained by technical persons for execution of civil work?	To be verified on the spot with assistance of VEC/SMC and School Teachers (sample as in (ii) above).																																																																																										
	<b>Yes, but not in all schools</b>																																																																																											
(iv)	Whether community manual for civil works has been prepared and is available with VEC/SMC?	To be verified on the spot with assistance of VEC/SMC and School Teachers (sample as in (ii) above).																																																																																										
	<b>No community Manual has yet been prepared</b>																																																																																											



(v)	In the school buildings being constructed (new schools as well as building less schools), whether a ramp is being constructed? <b>Yes, but according to the needs of the school</b>	To be verified on the spot with assistance of VEC/SMC and School Teachers (sample as in (ii) above).
(vi)	Is VEC/SMC keeping a separate account of funds and materials for construction? <b>School head under SMC</b>	By physical verification by the MI in respect of construction sites visited (sample as in (ii) above).
(vii)	Who is designated for Technical Supervision for civil works? What level (Block/District/Sub-District)? <b>Engineering Cell (Divisional Engineer, Assistant Engineer and Junior Engineer) of the district</b>	To be obtained from the SPO/DPO and then verified on the field with VEC/SMC and School Teachers (sample as in (ii) above).
(viii)	The number of times the technical person visited the construction site and guided the construction process? Did he visit at the foundation stage, lintel and roof stage? <b>Two-three times. Generally Engineer/Junior Engineer visit according to the need</b>	To be verified on the spot with assistance of VEC/SMC and School Teachers (sample as in (ii) above).
(ix)	If there any convergence with Swajaldhara and Total Sanitation Campaign (TSC) taking place in respect of drinking water facilities provided in the schools visited by MI? The quantum of funds utilised from Swajaldhara and TSC and SSA in the sites visited? <b>No</b>	Status to be obtained from SPO updated at DPO in districts visited by MI. To be verified on the spot with assistance of VEC/SMC and School Teachers (sample as in (ii) above).
(x)	Whether construction of drinking water facilities in schools is being carried out by a specialized Agency or VEC/SMC? <b>Most of the construction is carried out by RMMD/PHE, but in many school there is an irregularity in water supply facility. There is acute shortage of water facility in Pakyong Bazar Junior High School where they use the water supply of private house.</b>	To be verified on the spot with assistance of VEC/SMC and School Teachers (sample as in (ii) above).
(xi)	Is there any convergence with Total Sanitation Campaign (TSC) taking place in respect of toilet facilities in the schools? The quantum of funds available from TSC and SSA in the sites visited? <b>No</b>	Status to be obtained from SPO updated at DPO in districts visited by MI. To be verified on the spot with assistance of VEC/SMC and School Teachers (sample as in (ii) above).
(xii)	What is MI's impression of quality construction in sites visited by MI? <b>Quality is up to the mark. In some cases quality compromise has been made.</b>	To be assessed on the spot. (sample as in (ii) above).
(xiii)	Is there a civil works in charge at SPO level? Is it an engineering person or other? What format & frequency does he maintain for reviewing progress of districts? What steps has been taken by SPO to ensure quality in civil works? Is there a third party evaluation? If so, please give details? <b>Divisional Engineer of Engineering Cell/HRDD is the civil work in-charge at the SPO level. No third party evaluation.</b>	Status to be obtained from SPO and to be verified from schools visited by MI.

**(c) Textbooks:**

(i)	Total number of children (district-wise) to whom free textbooks are distributed in the State with a particular reference to SC/ST/Girls? Which category of children are receiving free textbooks from SSA funds and State Government funds? <b>Text books are provided free of cost to all students up to class V and 50 per cent of cost for SC/ST girls are borne by SSA. The students from class VI-VIII are charged 50% of the total cost of the books. SC, ST and all girl students are provided the text book grant @ Rs 250/- per student as text book subsidy under state government funds.</b>	Information to be obtained from SPO and to be updated from DPO in respect of Districts visited by MI.
(ii)	When were the textbooks actually received and distributed in the district? Any instruction/circulars received from the SPO office in this respect? <b>Most of the schools open in the month of February after the long winter break and distribution of textbooks start in the month of March if there was not delay in issuing the books from the HRDD. Information regarding the instructions/circulars not made available.</b>	Information is to be obtained from DPO of district visited by MI. A copy of the circular/ instructions issued by SPO to DPO in this respect be enclosed along with the Monitoring Report.
(iii)	Is there any delay in distribution of the textbooks (textbooks are to be distributed within one month of opening of the schools)? If there was delay, the	To be verified in the schools/EGS/AIE centres visited by MI. Reasons for delay be verified at DPO and SPO by MI.

	reasons for the delay. Indicate the date of distribution and date of opening of schools in the district visited.	
	<b>No delay has been reported from the schools. All schools have distributed the textbooks normally in the month of March-April. But most of the school reported that they have not received some books (GK,EVS, Value Education) upto class VIII due to the change in syllabus of that particular book</b>	
(iv)	Whether free textbooks have been distributed for all subjects and for all classes and to all eligible children?	To be verified in the schools/EGS/AIE centres visited by MI. Reasons for non supply of textbooks, if any, for all subjects and all classes be verified at DPO and SPO by MI.
	<b>Yes</b>	

**(d) School grants:**

(i)	Total number of schools district-wise in primary and upper primary to whom school grants are approved for the current financial year? Have these funds released to the districts, if so when (the school grants are to be received by the school within two months of opening)? Whether any guidelines have been issued to the schools on how to utilize this grant?	Information to be obtained from SPO office and to be updated from the DPO in districts visited by MI. A copy of the guidelines is to be enclosed with the Monitoring Report.
	<b>School grant of Rs.5000/- and Rs.7000/- have been approved to 858 Primary and 285 Upper Primary School respectively in the financial year 2008-09. Generally consolidated grants covering maintenance &amp; repair Grants, School Grants, Teachers Grants, and Text Book subsidy are release with some guidelines from the office of Joint Director (HRDD) to all school in the month of September.</b>	
(ii)	Whether the DPO has released funds for school grants @ Rs. 2000/- per school to the school/VEC/SMC accounts, if so when? The number of schools to whom releases have been made? Has DPO circulated guidelines to the school level for utilization of the school grant?	Information to be obtained from DPO in district visited by MI and to be verified in schools visited by MI. A copy of the guidelines is to be enclosed in the Monitoring Report.
	<b>School grant of Rs.5000/- for LPS/PS and Rs.7000/- for LPS for the purpose of replacement of non functional equipment / maintenance together with other grant released on 19-9-2008 It with some guidelines from the office of Joint Director (HRDD) to all school. It is found that no uniform rule has been applied in releasing the funds for school grants. Some school (e.g. Middle Camp S School) received the grants of Rs.65750, while other (e.g. Primary School Lumsey) received only Rs.2000/-. It is based on the total students of the school.</b>	
(iii)	Has the DPO made centralized purchases for schools out of the school grant? If so, for what purpose and what is the amount utilized?	Information to be obtained from DPO of districts visited by MI.
	<b>No, they release funds in cash directly to the school.</b>	
(iv)	The actual date of receiving school grants by school/VEC and the utilization of the grants. Whether there was any delay in receipt of grants?	To be verified on the spot from the passbook and expenditure statement maintained by school/VEC.
	<b>Month of September of every year. (MCSS received SG on 19. 9. 2008, Mining SS on 27-09-2008, Pakyong on 19-09-2008). As these grant made available in the month of September, no such delay is reported from any schools.</b>	
(v)	Utilization details (percentage of utilization and items) for the last year's school grants received by the school/VEC.	To be verified on the spot from the passbook and expenditure statement maintained by school/VEC.
	<b>It is found that except one school (i.e. Penzong P. School) all school have utilizes the grants.</b>	

**(e) Teachers and Teachers Training:**

(i)	Number of additional Teachers sanctioned district-wise under SSA in primary and upper primary schools and the number of Teachers in position therein?	Information is to be obtained from SPO and to be updated in DPO in respect of districts visited by MI.																																																														
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East	70	70	20	20	56	56	20	20																																																								
West	85	76	26	18	26	26	29	29																																																								
South	41	41	28	28	36	36	36	36																																																								
North	64	64	18	14	40	40	37	37																																																								
State	260	251	92	80	158	158	122	122																																																								
(ii)	What is the mode of recruitment of the teachers and the level/authority (DPO/VEC etc), which recruits the teachers? What is the procedure followed in the recruitment of teachers?	Information is to be obtained from SPO and to be updated in DPO in respect of districts visited by MI.																																																														

	<b>Teachers are recruited at SPO level through Written Examination followed by Viva Voce.</b>	
(iii)	Nature of appointment of teachers i.e. whether it is a regular appointment or contract basis?	Information is to be obtained from SPO and to be updated in DPO in respect of districts visited by MI.
	<b>It is learned that so far all the appointment of teacher under SSA, Sikkim are made under co-terminus/contract basis but they are regularized from these academic session</b>	
(iv)	If VEC/Panchayat etc. is empowered to make decentralized recruitment of teachers whether such recruitment procedure have been laid down? What is the level of satisfaction amongst local community of such recruitment?	To be ascertained from DPO and VEC.
	<b>NO</b>	
(v)	In respect of the schools visited by MI, the number of teachers sanctioned for the schools, the number of teachers in position, the number of teachers present in the school on the day of visit, the names of the teachers absent on the day of visit. Whether any teacher is a habitual absentee?	Information to be obtained from the school and from the VEC. The list of the names of teachers absent and those who are habitually absent must be given in the report.
	<b>Official record and physical verification showed all the teachers present in the school except one or two teachers who are on leave on the day of visit to the selected schools. None was found habitual absentee.</b>	
(vi)	How was the rapport between children and the teachers in the schools visited?	To be ascertained from the VEC and observed during the visit by MI.
	<b>Good</b>	
(vii)	The target number of teachers district-wise to be given in service training and the actual number of teachers given such training in State/district visited? Is there a training calendar for teachers training? What was the venue; the content and module for training, who prepared it? Who were the trainers? Who trained them? What was the supervision/monitoring system to check quality of these trainings? Is there a regular system of getting feedback from teachers?	To be ascertained from the SPO and updated from the DPO in respect of the districts visited by the MI and to be verified from the teachers in schools visited by MI.
	<b>According to SPO about 1399 teachers out of 2400 teachers are provided 10-day training. The training was conducted in 13 centres in various districts by 65 Resource Persons(selected senior PGTs andGTs) who were trained by experts from SIE and DIET. No such training calendar is prepared. SIE is the venue for all trainees and SIE and DIET prepares the training module. There is a provision under HRDD Sikkim of providing six months CPE(Certificate course in Primary Education) to the untrained Primary Teachers and two years B.Ed course for Graduate Teachers under IGNOU. Resource person from SIE and DIET are the master trainers who used to provide 10-days intensive training to the Resource Persons. During visit it is learned that 14 teachers of Pakyong JHS and some teachers of Pachey JHS given the 20-day training at Dikling SSS in East Sikkim. The trainers were the Resource persons from the Dikling SSS.</b>	
(viii)	The target number of newly recruited teachers district-wise, to be given orientation training of 30 days and the actual number of teachers given such training, and venue of the training, for how many days and who were the Master Trainers? What was the monitoring done for ensuring quality of the training?	To be ascertained from the SPO and updated from the DPO in respect of the districts visited by the MI and to be verified from the teachers in schools visited by MI.
	<b>According to SPO there is a target to provide orientation training to 388 newly recruited teachers, but not completed so far. Expert from DIET and SIE are the Master Trainer.</b>	
(ix)	The target number of teachers district-wise to be given refresher training of 60 days and the actual number of teachers given such training. What was the mode of training (institutional or distance); venue of training? Module and content of training and who prepared it? Who were the trainers? What supervision/monitoring was done for the training? How many untrained teachers are still left to be covered in State (district visited? What is SPO's planning for it?	To be ascertained from the SPO and updated from the DPO in respect of the districts visited by the MI and to be verified from the teachers in schools visited by MI.
	<b>There are target to provide refresher training to 641 untrained teachers but not completed so far.</b>	
(x)	The satisfaction level of training? Whether there are any areas, which the teacher would like to get trained?	To be ascertained from the teachers on the spot in respect of schools visited by MI.
	<b>It is observed from the schools that many teachers are not satisfied with the training imparted by SIE. They want training in areas like computer education and latest techniques of teaching.</b>	
(xi)	The academic support given by BRC/CRC to the teachers, the frequency of such support: a. Please specify the role of BRC/CRC's in teacher training (in service/induction training for new recruits/training of untrained teachers)? What tasks are they responsible for? To what extent have they	To be ascertained from BRC/CRC (atleast 5 each) and the teachers on the spot in respect of schools/EGS centres visited by MI.

	<p>discharged that role? Is there a calendar for trainings and follow up programmes, available at BRC/CRC level and to what extent is this being followed? What are the specific topics on which BRC/CRC level follow up has been done in what mode(workshop/meetings/school visit – with teachers) and degree of effectiveness (as perceived by teachers and BRCC/CRCC)?</p> <p><b>All the training is organized by SIE. Hence BRC/CRC has little role in the training of teachers.</b></p> <p>b. What is the expected number of school visits to be made by BRC/CRC in State and in the districts visited? Is it being followed?</p> <p><b>Information not made available</b></p> <p>c. What are the BRCC's and CRCC's doing during these visits? Check their reports? How much of it relates to pedagogic improvement issues and how much on "administrative" matters? Are they conducting model lessons in classrooms themselves, are they helping teachers to teach certain difficult topics better? Do they conduct random tests for children's learning? Any other aspect or innovative steps taken by BRCC's /CRCC's to improve teacher performance and children's learning?</p> <p><b>No visit has been made by BRC/CRCC</b></p> <p>d. Is the DIET interacting, with BRC/CRCs and what is their role in capacity building; academic supervision and guidance; action research and monitoring of BRC/CRCs?</p> <p><b>Interaction between them usually took place during the time of training programme.</b></p> <p>e. Are the BRC/CRCs extending their academic support to EGS/AIE centres/courses in their area? If so how and in what manner? If not, why?</p> <p><b>All EGS in the district have been closed</b></p>	
(xii)	<p>Does the SPO have a Quality Coordinator? What is their role? Do they have a system and format to review district wise programmes? What is the frequency? What is the arrangement for coordination with SCERT and DIETs?</p> <p><b>Information not made available</b></p>	To be ascertained from SPO.

**(f) Teaching Learning Material (TLM) grants:**

(i)	<p>The total number of teachers eligible to receive TLM grants, district-wise and the details of grants released to the districts?</p> <p><b>Information regarding TLM grants not made available</b></p>	Information to be obtained from SPO and updated by DPO in respect of the districts to be visited by MI.
(ii)	<p>The date of release of TLM grant from DPO and the number of teachers covered? Whether any Instructions have been issued in respect of utilization TLM grants by DPO/SPO?</p> <p><b>Information regarding TLM grants not made available</b></p>	Information to be obtained from DPO and to be verified in schools visited by MI. A copy of the instructions be enclosed with the report.
(iii)	<p>The date of receipt of TLM grant by the teacher and details of its utilization? Whether the TLM materials are displayed in the classrooms or kept separately? Nature of TLM's and whether children using them as well or not? Are there any good examples? If so the name of teachers and nature of</p>	information to be verified on the spot in respect of schools visited by MI.

	use of his/her TLM be described in enclosures? Have the teachers received any training on TLM development and use? If so, when? Duration? Venue? Who were the trainers? Was there cross sharing and demonstration of good practices amongst teachers done?	
<b>Information regarding TLM grants not made available</b>		

**(g) EGS & AIE:**

(i)	What is the number of EGS/AIE centres/NRBC/RBC/school camps, category wise sanctions and started? The number of such centres which were continued from previous years may be shown separately. The information be provided district-wise? (The category wise information on each type of intervention for out of school children may be given as per the nomenclature followed by the State).	Information is to be obtained from SPO and updated from the DPO in respect of the district visited by the MI.
<b>As per the information of SPO, all the EGS has been closed in the East District of Sikkim and 11 EGS have been upgraded to Primary School.</b>		
(ii)	The target number of children and number of children actually enrolled in the centres category wise, district-wise?	Information is to be obtained from SPO and updated from the DPO in respect of the district visited by MI.
<b>Information not made available</b>		
(iii)	The number of children enrolled and actually attending the centre?	To be verified on the spot in respect of the centre visited by MI. The MI will visit all categories of such centres in a district on sample basis.
<b>Information not made available</b>		
(iv)	The number of EVs working in a district and the number of EVs trained. Kind of training given to them indicating the duration of training and by whom (DIET/BRC/CRC/NGO)? Brief description of the modules used? Are they appropriate? What is the EVs feedback on the training?	Information to be obtained from DPO and to be verified from the EVs of the centres visited by MI.
<b>Information not made available</b>		
(v)	Whether the EVs are given academic support by the BRC/CRC regularly. The frequency of such academic support be ascertained. Whether any instruction have been issued by DPO on this?	Information to be obtained from DPO/BRC/CRC and to be verified from the EVs of the centres visited by MI. Copy of the instructions to be enclosed with the report.
<b>Information not made available</b>		
(vi)	The educational qualification of the EVs, the training received by him and whether he is receiving any academic support if so of what nature?	Information to be obtained from the EVs during the field visits to EGS/AIE centres/courses by MI.
<b>Information not made available</b>		
(vii)	The amount of monthly honorarium received by the EV. Whether this is paid in cash or by Bank A/c? whether there is any delay in payment of monthly honorarium? From whom (VEC/BEO/School Teacher) it is received? The date on which the honorarium for the last month was received?	Information to be obtained from the EVs during field visits by MI.
<b>Information not made available</b>		
(viii)	Whether EV is regular in his attendance?	To be ascertained from VEC during field visits by MI.
<b>Information not made available</b>		
(ix)	Whether there is any designated District Coordinator for EGS/AIE in the district visited by MI? Whether that Coordinator has been oriented? Has the person received any capacity building training conducted by SPO?	Information to be obtained from DPO and from the Coordinators of the districts visited by MI.
<b>Information not made available</b>		
(x)	Is there any monitoring format available with DPO on which SPO takes information regarding EGS/AIE centres operating in the district? The frequency with which the information is furnished to the SPO?	Information to be obtained from DPO and District Coordinator for EGS/AIE by MI in districts visited. Copy of the format to be obtained and enclosed with the report of the MI.
<b>Information not made available</b>		
(xi)	Number of EGS/AIE centres (including spillovers)	Information to be obtained from SPO and updated from

	targeted to be upgraded, district-wise during the current financial year? What is the achievement so far?	DPO in respect of the districts visited by MI.
	<b>Information not made available</b>	
(xii)	Whether SPO has issued necessary instructions to the DPOs with reference to upgradation of EGS centres to primary schools, and whether funds have been released for the same?	Information to be obtained from SPO office and updated from DPO office in respect of the districts visited by MI.
	<b>Information not made available</b>	
(xiii)	The number of EGS centres actually upgraded in the district and the details of funds transferred to VEC and the details of instructions issued by DPO in this respect?	Information to be obtained from SPO office and updated from DPO office in respect of the districts visited by MI.
	<b>11</b>	
(xiv)	Whether the actual upgradation of EGS centre has taken place?	To be verified on the spot with the assistance of VECs, during field visits of MI.
	<b>YES</b>	
(xv)	Has the land for construction of the upgraded primary school (from EGS) been identified?	Information to be obtained from DPO and to be verified on the spot with the assistance of VEC/SMC and school Teacher during field visit by MI.
	<b>YES</b>	
(xvi)	Whether VEC/SMC etc. have received any funds for construction of schools?	To be verified on the spot with assistance of VEC/SMC and school Teachers during field visit by MI.
	<b>YES</b>	
(xvii)	Has the construction started and what is the stage of construction (foundation, lintel and roofing)?	To be verified on the spot with assistance of VEC/SMC and school Teachers during field visit by MI.
	<b>Construction completed</b>	
(xviii)	Number of Teachers sanctioned for the new upgraded (from EGS) primary school? Have Teachers been put in position in this new school? Are the Teachers in position?	Information to be obtained from SPO and verified at DPO. Also to be checked at school level from VEC etc., during field visit by MI.
	<b>Information not made available</b>	
(xix)	The number of children actually mainstreamed from EGS/AIE centres/courses? During the last academic year. Whether the mainstreaming has been done in private school/Govt. aided school/Govt. School? Difficulties, if any, experienced in mainstreaming of students?	Information to be obtained from SPO/DPO. To be verified from the EV/VEC and if the child is in the nearby school this could be verified from the child/parents during field visit of MI.
	<b>Information not made available</b>	
(xx)	What is the infrastructure available in the EGS/AIE centres, such as durries, blackboard, books, TLMs etc?	To be ascertained and observed during the Field visit with the assistance of VEC/EV by MI.
	<b>Information not made available</b>	
(xxi)	Whether Mid-day Meal is being supplied to the children in EGS/AIE centres?	To be ascertained during the Field visit with the assistance of VEC/EV by MI.
	<b>Information not made available</b>	
(xxii)	The number of children enrolled and actually present in the EGS/AIE centre/courses, on the date of visit of MI? Gender-wise details be given?	To be ascertained and observed during the Field visit with the assistance of VEC/EV, by MI.
	<b>Information not made available</b>	
(xxiii)	The achievement level of children studying in EGS/AIE facilities?	Assessment to be undertaken during Field visit by MI.
	<b>Information not made available</b>	
(xxiv)	The rapport of the EV with the children?	Observations during Field visit, by MI.
	<b>Information not made available</b>	
(xxv)	Whether EGS/AIE centres are using the school textbooks or/and any other materials? If latter, please specify the details of those learning materials? If textbooks, whether the children have received free textbooks in all subjects taught to them? Whether there was any delay in supply of books (books should be supplied within a week of starting of the centre) and reasons for delay?	To be ascertained from SPO/DPO and verified during the Field visit with the assistance of VEC/EV, by MI.
	<b>Information not made available</b>	

**(h) Children with Special Needs (CWSN):**

(i)	The number of CWSN children identified, district-wise,	Information to be obtained from the SPO and to be
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	and the number of children enrolled during the current financial year.	updated by DPO in respect of the districts visited by MI.
	<p><b>All Management – 197.</b></p> <p><b>Department of Education – 161.</b></p> <p><b>District wise figure not made available. According to SPO regarding CWSN a resolution has been approved and passed during the 4<sup>th</sup> General Body and State Executive Committee Meeting of State Mission Authority /SSA, identifying one school in each District; Mangan SSS (North), Peeling SSS (West), Khamdong SSS (East), except in case of South district where two schools have been identified Namchi Girls School and Namchi Blind School, to enroll children with special needs of that surrounding area. Four teachers have been appointed with two in position presently. These scheme is in preliminary stages in the selected schools hence no progress has been made so far.</b></p>	
(ii) (a)	The number of children who have been provided with aids and appliances, district-wise, during the current financial year.	Information to be obtained from the SPO and to be updated by DPO in respect of the districts visited by MI and verified with sample checks during field visits.
	<b>Information not made available</b>	
(ii) (b)	Whether there are any difficulties in getting and utilizing the aids and appliances.	Information to be obtained from SPO/DPO.
	<b>Information not made available</b>	
(iii)	The number of resource teachers identified in the districts? The list of NGOs associated with CWSN in the district? The details of guidelines issued for the resource teachers/NGOs?	Information to be obtained from SPO/DPO. List of NGOs and copies of guidelines to be attached with the report of MI. Sample checks be done during field visits by MI to ascertain the tasks being done by Resource Teachers/NGOs for CWSN.
	<b>Information not made available</b>	
(iv) (a)	Whether the district has an IED coordinator? whether he has been oriented and whether he has attended any capacity building programme at the State level?	Information to be obtained from DPO of districts visited by MI.
	<b>Information not made available</b>	
(iv) (b)	Whether the State has prescribed any monitoring format and the frequency with which the information is furnished to SPO? Is there an IE Coordinator of SPO? How knowledgeable is he or she in this area? How many trainings and workshops has she/he attended?	Information to be obtained from DPO/District IED in charge/ Coordinator. Copy of the format to be obtained and enclosed with a report of MI.
	<b>Information not made available</b>	
(v)	How many schools have been provided with ramps?	Information to be obtained from DPO and to be verified in the schools visited by MI with the assistance of VEC/Teachers.
	<b>Information not made available</b>	
(vi)	How many children have been provided home based support during the current financial year?	Information to be obtained from SPO/DPO and one or two sample checks be done by MI.
	<b>Information not made available</b>	
(vii)	How many parents have been given counseling during the current financial year?	Information to be obtained from SPO/DPO and to be verified during field visit by MI, with help from VECs/school teachers.
	<b>information not made available</b>	
(viii)	The number of CWSN children stated to be enrolled and actually present in the schools/EGS centres visited by MI?	Information to be verified on the spot with the assistance of VEC/Teachers.
	<b>Information not made available</b>	

**(i) National Programme for Education of Girls at Elementary Level (NPEGEL):**

(i)	The number of clusters targeted district-wise, and the number of model cluster schools actually made functional during the current financial year?	Information to be obtained from SPO and to be updated from the DPO. Spot verifications be done in sample of EBB by MI.
	<b>NPEGEL is not applicable in the state of Sikkim</b>	
(ii)	The target number of additional classrooms, drinking water, toilet and electrification etc. sanctioned in model clusters, during the current financial year and the present status of construction etc?	Information to be obtained from SPO and to be updated from the DPO of the district visited by MI. The State should provide information item-wise progress such as completed, work in progress and works not started. Sample spot verification be done by MI with

		help of local VEC and women's groups.
	NA	
(iii)	Whether model clusters in the districts have been provided with gender sensitized teaching learning materials, vocational training, bridge courses, gender sensitization to teachers and additional efforts to mobilize community and women's groups in favour of girls education?	Information to be obtained from the SPO to be updated from DPO. The actual implementation to be verified in respect of MCS visited by MI in schools and local community.
	NA	
(iv)	Whether funds have been released for NPEGEL programme in time and district-wise quantum of funds and date of release of funds?	Information to be obtained from the SPO to be updated from DPO visited by MI.
	NA	
(v)	a. Whether a district gender coordinator is in position? b. Whether a monitoring system to check progress in girls education interventions, has been developed in State SSA programme and with what periodicity is it reviewed?	To be ascertained from DPO with District Gender Coordinator. A copy of monitoring format be enclosed in Report. Information to be taken from SPO.
	NA	
(vi)	The number of ECCE centers operational under Innovation Head funds (Rs. 15 lakhs for girls education) and/or NPEGEL, district-wise?	Information to be obtained from the SPO to be updated at DPO level. The actual implementation to be verified in field visits by MI.
	NA	
(vii)	Whether the State has prescribed any monitoring format for this activity and the frequency with which the information is furnished to SPO?	Information to be obtained from SPO/ DPO. Copy of the format to be obtained and enclosed with a report of MI. Sample check by MI in the field visit.
	NA	

**(j) Katurba Gandhi Balika Vidyalaya (KGBV):**

(i)	Number of KGBV sanctioned district-wise and block-wise and the number of KGBV operational during the current financial year.	Information to be obtained from SPO office and to be updated from DPO in respect of districts visited by MI. Sample check by MI in the field visit.
	<b>As according to SPO these scheme is not applicable in Sikkim</b>	
(ii)	The number of KGBV in the State in respect of which land have been identified, district-wise.	Information to be obtained from SPO office and to be updated from DPO in respect of districts visited by MI.
	NA	
(iii)	Whether the State has drawn up any detailed guidelines for running the KGBV schools.	To be obtained from the SPO and verified from DPO/KGBV visited by MI.
	NA	
(iv)	The number of KGBV in respect of which all formalities for construction have been completed.	Information to be obtained from SPO office and to be updated from DPO in respect of districts visited by MI.
	NA	
(v)	The number of posts sanctioned for the KGBV (teachers and other staff) in the district and the present position of filling up of these posts.	To be obtained from DPO and to be verified in respect of KGBV visited by MI.
	NA	
(vi)	The number of students admitted in the KGBVs started in the district.	To be obtained from DPO and to be verified in respect of KGBV visited by MI.
	NA	
(vii)	The details of facilities available such as furniture, bedding, meals to be verified by MI in respect of KGBV visited.	To be obtained on the spot in respect of KGBV visited by MI.
	NA	

**(k) District Information System for Education (DISE):**



(i)	Whether EMIS set up in each district of the State/UT and whether requisite computers and computer operators have been put in position?	Information to be obtained from the SPO and to be updated from DPO of the district visited by MI.
	<b>YES</b>	
(ii)	What is the time schedule drawn up by the State/UT for DISE/EMIS for the current year?	To be obtained from SPO and cross checked in districts whether they have received such instructions and are adhering to it. If not, give reasons for delay/deviation. To be checked from districts visited by MI
	<b>February of every month</b>	
(iii)	Whether data capture format have been supplied to all schools latest by August?	Information to be obtained from DPO and to be verified from teachers of the schools visited by MI.
	<b>YES</b>	
(iv)	Whether any training has been imparted to the teachers for filling up data in the data capture format? If so when, duration where was the training held?	Information to be obtained from DPO and to be verified from teachers of the schools visited by MI.
	<b>Information not made available</b>	
(v)	Whether CRC/BRC coordinators have been given task of verifying 5% of the data collected? Have they been oriented/trained for this? If so when? How are they discharging this responsibility? Has the SPO also engaged independent/third party to verify the data? If so, please give details, including findings. ?	Information to be obtained from SPO/DPO and cross checked during the Field visit by MI to BRCs/CRCs and schools.
	<b>Information regarding BRC/CRC Coordinators and their task, their training, their responsibility, their findings not made available but according to SPO NGOs used to conduct third party verification of data.</b>	
(vi)	Whether the data collected and compiled by the DPO was passed on to the State well in time i.e. by November?	Information to be obtained from DPO and SPO.
	<b>Information not made available</b>	
(vii)	Is there an MIS in-charge at State level? Is he fully conversant with needs of SSA in MIS? How many workshops/trainings has he attended in GOI/NIEPA?	Information to be obtained from SPO.
	<b>Junior Programmer is in-charge of DISE at the state level and is well versed with the needs of SSA in MIS. Informations not made available regarding workshop and trainings he has attended in GOI/NIEPA.</b>	

**(l) Research and Evaluation:**

(i)	The number of Research to be undertaken during the current financial year district-wise and the actual number of research sanctioned.	Information to be obtained from the SPO and to be updated from the DPO.
	<b>Information not made available but according to SPO a Research Committee has been constituted at the state level, and a research on teachers absenteeism have been conducted by SIE and is under compilation.</b>	
(ii)	The number of studies sanctioned in the previous calendar year and the number of them completed.	Information to be obtained from the SPO and to be updated from the DPO.
	<b>Information not made available</b>	
(iii)	Is there a Research/Evaluation in-charge at SPO level? What is the person's role? What is the system of coordination on research issues both SCERT/SIEMAT/DIETs etc? What is the mechanism for sanction of research proposals and projects? Is there a State Level Committee for the purpose? Is there a prescribed contract format for commissioning of research?	Information to be obtained from SPO.
	<b>Information not made available.</b>	

**(m) Functioning of the VEC:**

(i)	The total number of village/school level/ management committees constituted, district-wise?	Information to be obtained from the SPO and to be updated by the DPO.
	<b>Information not made available. According to SPO at the school level SMCs are constituted under the chairmanship of PRI (Panchyatiraj Raj Institutions) members for extending administrative support and</b>	

	<b>community based monitoring. In these context all the SMCs members are provided with two days training under SSA.</b>	
(ii)	A copy of the guidelines on delegation of powers to VEC/SMC and whether these guidelines is available with the VEC?	Information to be collected from the SPO/DPO and to be verified from the VEC/SMC during the Field visit by MI.
	<b>Guidelines are provided to SMC but those were not made available to all SMCs</b>	
(iii)	Guidelines given on adequate representation to women in VEC/SMC? The actual number of women associated in the VEC of the school visited by MI?	Information to be collected from the SPO/DPO and to be verified from the VEC/SMC during the Field visit by MI.
	<b>Guidelines regarding the representation of women in SMCs not available but in each school visited there was 2-3 women members in school SMCs, for eg there is two women members in SMCs of Mining SS, 2 in Pakyong JHS, 3 in Rabdang PS, 2 IN Rangpo SS.</b>	
(iv)	The frequency of meeting of VEC as per the guidelines and the actual dates of meeting of the committee during the six months preceding the visit of MI? The total number of members of VEC and how many are attending the meeting regularly? Whether women and SC/ST members of these Bodies participate regularly in the meeting?	Information to be obtained from VEC and verified on the basis of records, in villages/schools visited by MI.
	<b>During visit is learned that SMCs conduct meetings as according to their needs, but there will be the compulsory meetings 2-3 times a year. In case of emergency they may call a special meeting also. Total member of SMC comprises of 5-9. All members including women,SC,ST participate regularly in the meeting.</b>	
(v)	Whether members of the VEC have been oriented and the percentage of the members oriented? When these trainings were held? Who conducted the trainings? What is the VECs perception of the trainings?	Information to be collected from the SPO/DPO and to be verified from the VEC/SMC during the Field visit by MI.
	<b>According to the figure provided by SPO about 800 SMCs members out of 1432 were given training in 2007 in East District but no trained members are found in those visited schools. Information regarding venue of training, trainer are not made available.</b>	
(vi)	The contribution made by VEC in improving the environment of the school, enrolment and attendance of teachers and students?	Information to be obtained from VEC and verified on the basis of records by MI during field visits.
	<b>They mostly extend support in administration of schools, monitoring of civil works, encourage children of the locality to attend the classes.</b>	
(vii)	Whether VEC is maintaining proper record of funds received by them.	Information to be obtained on scrutiny of records of VEC and to be cross-checked with DPO.
	<b>It is found that school head under SMCs maintain the record of the funds.</b>	
(viii)	Is there any programme officer in-charge for Community mobilization/participation at SPO level? Is the person aware of his/her role? What types of monitoring or capacity building is done?	Information to be obtained at SPO level. See formats and record of SPO
	<b>Information not made available.</b>	

**(n) Staffing at State and District Level:**

(i)	The total number of staff sanctioned category wise in the State office under SSA and the number in position and action taken to fill up the vacancies? Are there specific Programme Coordinators for Quality/Pedagogy/Training; Gender and Girls education; Civil Works; Inclusive Education; EGS/AIE interventions; Financial Management; Research Evaluation; MIS; Planning; and Community Mobilization/ participation? In smaller states how many functional areas have been given to each Programme Coordinator? Are all Programme Coordinators oriented and knowledgeable about their tasks?	Information to be obtained from SPO.
	<b>08</b> <b>Account Officer: 01</b> <b>Coordinator: 02</b>	

	<b>Computer Operator: 02</b> <b>Accountant: 01</b> <b>ClerkcumTypist: 0</b> <b>Peon: 02</b> <b>According to SPO the District Projects have also appointed Assistant Project Coordinator on deputation basis. Other informations are not made available.</b>							
(ii)	The number of meetings of the General Body and EC held during the previous financial year?			Information to be obtained from SPO and verified from their records.				
	<b>Nil</b>							
(iii)	The total number of staff sanctioned category wise in the district office and the number in position and action taken to fill up the vacancies?			Information to be obtained from SPO and verified at DPO level in districts visited by MI.				
	S.No.		Name of Post	SPO Gangtok	District Project Office			
					East	West	South	North
	1.	Account Officer	1	0	0	0	0	0
	2.	Co-ordinator	2	0	0	0	0	0
	3.	Computer Operstor	2	1	1	1	1	1
	4.	Accountant	1	1	1	1	1	1
	5.	Clerk-cum-Typist	0	1	1	1	1	1
	6.	Peon	2	1	1	1	1	1
(iv)	The number of BRCs/CRCs sanctioned? Staffing position and action taken to fill vacancies?			Information to be obtained from SPO/DPO and to be verified in respect of BRCs/CRCs visited by MI.				
	<b>Information not made available</b>							
(v)	Does SPO have clearly laid down rules/regulations for filling up posts of SSA?			To be verified at SPO through checking of records.				
	<b>Information not made available</b>							

**(o) Outreach of primary/upper Primary educational facilities to SC, ST, Minority groups and to girls as well, especially in special focus districts.**

**Information regarding special focus district not made available.**

**(p) Any other issues relevant to SSA implementation**

MI may give a maximum 2 page note, on any other issues, relevant to SSA implementation, not covered above.

**(q) List of enclosure to be attached along with the above report ( Please see the TOR 2008-2010 in which we have requested all the MIs to include some of the circulars , copies of the guidelines etc is to be included in the MI's report)**

**Please include all the Annexure 1 to annexure 1 to 8**

**1. Annexure 1 – for the function area of Opening of Schools (both Primary and Upper Primary)**

Whether any guidelines have been issued either by SPO and or DPO for the items to be provided for the new school under this grant? Copy of the circular /orders to be obtained from SPO and DPO. A copy of the instructions be enclosed along with MI report.

**2. Annexure 2 – Text Books**

When were the textbooks actually received and distributed in the district? Any instruction/circulars received from the SPO office in this respect? Information is to be obtained from DPO of district visited by MI. A copy of the circular/ instructions issued by SPO to DPO in this respect be enclosed along with the Monitoring Report.

### 3. **Annexure 3 – School Grant**

Total number of schools district-wise in primary and upper primary to whom school grants are approved for the current financial year? Have these funds released to the districts, if so when (the school grants are to be received by the school within two months of opening)? Whether any guidelines have been issued to the schools on how to utilize this grant? Information to be obtained from SPO office and to be updated from the DPO in districts visited by MI. A copy of the guidelines is to be enclosed with the Monitoring Report.

(ii) Whether the DPO has released funds for school grants @ Rs. 2000/- per school to the school/VEC/SMC accounts, if so when? The number of schools to whom releases have been made? Has DPO circulated guidelines to the school level for utilization of the school grant? Information to be obtained from DPO in district visited by MI and to be verified in schools visited by MI. A copy of the guidelines is to be enclosed in the Monitoring Report.

### 4. **Annexure 4 – Teacher Training**

In respect of the schools visited by MI, the number of teachers sanctioned for the schools, the number of teachers in position, the number of teachers present in the school on the day of visit, the names of the teachers absent on the day of visit. Whether any teacher is a habitual absentee? Information to be obtained from the school and from the VEC. The list of the names of teachers absent and those who are habitually absent must be given in the report.

### 5. **Annexure 5 – Teaching Learning Material (TLM) grants**

The date of release of TLM grant from DPO and the number of teachers covered? Whether any Instructions have been issued in respect of utilization TLM grants by DPO/SPO? Information to be obtained from DPO and to be verified in schools visited by MI. A copy of the instructions be enclosed with the report.

### 6. **Annexure 6 – EGS and AIE**

(i) Whether the EVs are given academic support by the BRC/CRC regularly. The frequency of such academic support be ascertained. Whether any instruction have been issued by DPO on this? Information to be obtained from DPO/BRC/CRC and to be verified from the EVs of the centres visited by MI. Copy of the instructions to be enclosed with the report.

(ii) Is there any monitoring format available with DPO on which SPO takes information regarding EGS/AIE centres operating in the district? The frequency with which the information is furnished to the SPO? Information to be obtained from DPO and District Coordinator for EGS/AIE by MI in districts visited. Copy of the format to be obtained and enclosed with the report of the MI

### 7. **Annexure 7 – Children with special needs (CWSN)**

The number of resource teachers identified in the districts? The list of NGOs associated with CWSN in the district? The details of guidelines issued for the resource teachers/NGOs? Information to be obtained from SPO/DPO. List of NGOs and copies of guidelines to be attached with the report of MI. Sample checks be done during field visits by MI to ascertain the tasks being done by Resource Teachers/NGOs for CWSN.

(ii) Whether the State has prescribed any monitoring format and the frequency with which the information is furnished to SPO? Is there an IE Coordinator of SPO? How knowledgeable is he or she in this area? How many trainings and workshops has she/he attended? Information to be obtained from DPO/District IED in charge/ Coordinator. Copy of the format to be obtained and enclosed with a report of MI.

### 8. **Annexure 8 – National programme for education of girls at Elementary level (NPGEL)**

(i) Whether a district gender coordinator is in position? Whether a monitoring system to check progress in girls education interventions, has been developed in State SSA programme and with what periodicity is it reviewed? To be ascertained from DPO with District Gender Coordinator. A copy of monitoring format be enclosed in Report. Information to be taken from SPO.

(r) Mid-Day Meal Scheme:

1.	<p><b>REGULARITY IN SERVING MEAL:</b> Whether the school is serving hot cooked meal daily? If there was interruption, what was the extent and reasons for the same?</p> <p><b>YES, but it may continue as long as stocks lasts. Interruption arises when the supply of rice stops for the temporary period of one week or so.</b></p>	Students, Teachers & Parents																				
2.	<p><b>TRENDS:</b> Extent of variation (As per school records vis-à-vis Actuals on the day of visit)</p> <table border="1" data-bbox="271 436 957 795"> <thead> <tr> <th>No.</th> <th>Details</th> <th>Day previous to date of visit</th> <th>On the day of visit</th> </tr> </thead> <tbody> <tr> <td>i.</td> <td>Enrollment</td> <td>472*</td> <td>472*</td> </tr> <tr> <td>ii.</td> <td>No. of children attending the school on the day of visit</td> <td>437</td> <td>432*</td> </tr> <tr> <td>iii.</td> <td>No. of children availing MDM as per MDM Register</td> <td>376</td> <td>376*</td> </tr> <tr> <td>iv.</td> <td>No. of children actually availing MDM on the day of visit</td> <td>371</td> <td>376*</td> </tr> </tbody> </table> <p><b>* Data from the Middle Camp Secondary School</b></p>	No.	Details	Day previous to date of visit	On the day of visit	i.	Enrollment	472*	472*	ii.	No. of children attending the school on the day of visit	437	432*	iii.	No. of children availing MDM as per MDM Register	376	376*	iv.	No. of children actually availing MDM on the day of visit	371	376*	School level registers, MDM Registers Head Teachers, Schools level MDM functionaries / Observation of the monitoring team.
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3.	<p><b>REGULARITY IN DELIVERING FOOD GRAINS TO SCHOOL LEVEL:</b></p> <p>(i) Is school receiving food grain regularly? If there is delay in delivering food grains, what is the extent of delay and reasons for the same? <b>YES, but sometimes there is delay for about weeks. According to the teachers in most cases the delay is mostly departmental.</b></p> <p>(ii) Is buffer stock of one-month's requirement is maintained? <b>YES, but for week only</b></p> <p>(iii) Is the food grains delivered at the school</p> <p><b>Food grains are delivered to the school wherever road connectivity is there.</b></p>	School level registers, MDM Registers, Head Teacher, School level MDM functionaries.																				
4.	<p><b>REGULARITY IN DELIVERING COOKING COST TO SCHOOL LEVEL:</b></p> <p>(i) Is school receiving cooking cost in advance regularly? If there is delay in delivering cooking costs what is the extent of delay and reasons for it? <b>No Advance, the delay often last for more than six months.</b></p> <p>(ii) In case of delay, how schools manage to ensure that there is no disruption in the feeding programme? <b>Arrangement in such situation is made by school out of school funds and credit basis from the shop.</b></p> <p>(iii) Is cooking cost paid by Cash or through banking channel? <b>Through Cash</b></p>	School level registers, MDM Registers, Head Teacher, School level MDM functionaries.																				
5.	<p><b>SOCIAL EQUITY:</b> Did you observe any gender or caste or community discrimination in cooking or serving or seating arrangements?</p> <p><b>NO</b></p>	Observations																				
6.	<p><b>VARIETY OF MENU:</b> Has the school displayed its weekly menu, and is it able to adhere to the menu displayed?</p> <p><b>Not in most of the visited schools.</b></p>	Observations and discussion with children teachers, parents, VEC members, Gram Panchayat members and cooks.																				

7.	<p>(i) Is there variety in the food served or is the same food served daily? <b>According to the teachers and the students, there is variety in food served. Kicheri is served most of the time.</b></p> <p>(ii) Does the daily menu include rice / wheat preparation, dal and vegetables? <b>rice mixed with dal, and vegetables is common and regular meal</b></p>	Observations and discussion with children teachers, parents, VEC members, Gram Panchayat members and cooks.
8.	<p><b>QUALITY &amp; QUANTITY OF MEAL :</b> Feedback from children on</p> <p>a) Quality of meal: <b>Good</b> b) Quantity of meal: <b>Sufficient in most of the visited schools.</b> c) {If children were not happy Please give reasons and suggestions to improve.}</p>	Observations of Investigation during MDM service
	<p><b>In Sikkim there is the provision of providing mid-day meal upto class viii. In one of the school at Dikchu SS, children are complaining about the quality and quantity of the meal. The problem here is that the number of students in JHS and higher level, the number of students are so large that, two cooks available in the school unable to manage proper meals. These kinds of problems are not noticed in other Primary schools where the numbers of students are comparatively less. Hence provision should be made to employ cooks according to the number of the students.</b></p>	
9.	<p><b>SUPPLEMENTARY:</b></p> <p>(i) Whether children are given micronutrients (Iron, folic acid, vitamin – A dosage) and de-worming medicine periodically? <b>YES</b></p> <p>(ii) Who administers these medicines and at what frequency? <b>PHC</b></p> <p>(iii) Is there school Health Card maintained for each child? <b>NO</b></p>	Teachers, Students, School Record
10.	<p><b>STATUS OF COOKS:</b></p> <p>(i) Who cooks and serves the meal? (Cook/helper appointed by the Department or Self Help Group, or NGO or Contractor) <b>Cook, appointed by the School</b></p> <p>(ii) Is the number of cooks and helpers adequate to meet the requirement of the school? <b>Adequate at PS level but Not at JHS level.</b></p> <p>(iii) What is remuneration paid to cooks/helpers? <b>Varies from Rs.500/- to Rs.3000/- per month. In Phenzong PS it was Rs 500, because the number of students are just 17 in the school.</b></p> <p>(iv) Are the remuneration paid to cooks/helpers regularly? <b>YES, on monthly basis</b></p> <p>(v) Social Composition of cooks /helpers? (SC/ST/OBE/Minority) <b>All category</b></p>	Observations and discussion with children teachers, parents, VEC members, Gram Panchayat members and cooks.
11.	<p><b>INFRASTRUCTURE:</b></p> <p>Is a pucca kitchen shed-cum-store:</p> <p>(a) Constructed and in use (b) Constructed but not in use under (c) Under construction (d) Sanctioned, but constructed not started</p>	School records, discussion with head teacher, teacher, VEC, Gram Panchayat members.

	(e) Not sanctioned Any other (specify)	
	<p><b>Most of the schools have pucca kitchen shed. But the grains and other items are stored in class-rooms in most of the cases as the kitchen shed is too small to store the food stuff.</b></p> <p><b>In Pakyong JHS meal used to cooked in an abandoned quarter. It ia a pucca house but window pan are broken and not very clean. No water connection in the house and students eat their meals on the adjacent meadow. Cleaning of hand is a problem. Whereas in Pachey JHS a newly constructed kitchen shed was there, but used as the staff room of the school, due to the space problem in existing school. Here meal is cooked in temporary kitchen shed.</b></p> <p><b>Newly constructed kitchen shed has both store as well as cooking facility.</b></p>	
12.	In case the pucca kitchen shed is not available, where is the food being cooked and where are the foodgrains/other ingredients being stored.	Discussion with head teacher, teacher, VEC, Gram Panchayat members, Observation
	<b>Classroom of school is used as a store to keep the foodgrains, but one of the school at Phenzong PS, foodgrains are even stored in office of the school. The school is very small with total students 17.</b>	
13.	Whether potable water is available for cooking and drinking purpose? <b>YES</b>	-do-
14.	Whether utensils used for king food are adequate? <b>Yes</b>	Teachers/Organizer of MDM Programme
15.	What is the kind of fuel used? (Gas based/firewood etc.) <b>LPG and firewood</b>	Observation
16.	<p><b>SAFETY &amp; HYGIENE:</b></p> <p>i. General Impression of the environment, Safety and hygiene: <b>Satisfactory</b></p> <p>ii. Are children encouraged to wash hands before and after eating: <b>YES</b></p> <p>iii. Do the children partake meals in an orderly manner? <b>YES</b></p> <p>iv. Conservation of water? <b>Water Tank is used to conserve the water</b></p> <p>v. Is the cooking process and storage of fuel safe, not posing any fire hazard? <b>Safety is maintained</b></p>	Observation
17.	<p><b>COMMUNITY PARTICIPATION:</b></p> <p>Extent of participation by Parents/VECs/Panchayats/Urban bodies in daily supervision, monitoring, participation</p> <p><b>School received support from parents, SMC in all the activities of school</b></p>	Discussion with head teacher, teacher, VEC, Gram Panchayat members
18.	<p><b>INSPECTION &amp; SUPERVISION</b></p> <p>Has the mid day meal programme been inspected by any state/district/block level officers/officials? <b>YES, Deputy Secretary, Joint Director inspected the programme</b></p>	School records, discussion with head teacher, teachers, VEC, Gram Panchayat members
19.	<p><b>IMPACT</b></p> <p>Has the mid day meal improved the enrollment, attendance of children in school, general well being (nutritional status) of children? Is there any other incidental benefits due to serving cooked meal in</p>	School records, discussion with head teacher, teachers, students, VEC, Gram Panchayat members.

	schools.	
	<b>In most of the visited schools, positive impact of mid-day meal found. According to the teachers the attendance, enrollment and nutritional status to a certain extent has been improved over the years with these program.</b>	

**(p) Additional items to check during school visit by MI:**

(i)	The number of days the school functioned during the last academic year?	Information to be obtained from the School records.
	<b>222 days</b>	
(ii)	Whether the school has clean environment, good buildings, playgrounds, good classrooms with proper flooring, roof and windows? Whether the classrooms have proper lighting?	Information to be recorded on the basis of observation.
	<b>Yes. Few school have no electricity connection</b>	
(iii)	Whether the classes have proper sitting arrangement for children, a black board, TLM materials?	Information to be recorded on the basis of observation.
	<b>Some school are overcrowded and have problem of sitting arrangement</b>	
(iv)	Whether health camp facility was made available to the children during the previous six months?	Information to be recorded on the basis of school records.
	<b>NO</b>	
(v)	Whether the school has adequate play material for the children? Is it used?	Information to be recorded on the basis of observation.
	<b>YES</b>	
(vii)	If there is low attendance the reasons for the same?	Information to be obtained from the teachers/VEC.
	<b>Attendance is high in almost all the visited school</b>	
(viii)	Steps taken to promote attendance by the school and by the VEC/SMC/PTA etc?	Information to be obtained from the teachers and VECs etc.
	<b>Proper distribution of meal, organization of sports, fine to absentees etc.</b>	
(ix)	What is the present process of assessing the achievement level of students?	Information to be recorded on the basis of school records.
	<b>Semester System: Three term examination in a year</b>	
(x)	Whether continuous and comprehensive evaluation and grading system has been introduced for students?	Information to be recorded on the basis of school records.
	<b>Marking system. No grading is introduced</b>	
(xi)	The achievement level of children.	Assessment to be undertaken by the MI on the day of visit.
	<b>70-85 per cent</b>	
(xii)	The rapport of the children with the teachers?	Assessment on the basis of observation by MI.
	<b>Good</b>	
(xiii)	Whether the school has under age or over age children if so, their number and percentage?	Information to be recorded on the basis of school records and observations.
	<b>Yes, many school have under and over age student and is varies from 2-3 per cent.</b>	
(xiv)	The number of children who have dropped out of the school during the previous six months. Whether they are continuing their studies in any private schools?	To be ascertained from teachers/VEC schools records.
	<b>Drop out rate is low. One per cent of student are reported dropout from all school have been visited</b>	
(xv)	The number of children who have been retained in the same class from the previous academic year and their percentage grade wise?	Information to be obtained on the basis of school records and discussion with teachers.



<p>123 students have been retained in Middle Camp Secondary, 123 out of 478 in Dikchu SS, 85 out of 340 in Makha SS, 88 out of 308 in Adampool JHS, 134 out of 408 in Middle Camp SS, 25 out of 55 in Rabdang PS (excluding class x students in Secondary School).</p>	
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