ACTION PLAN MONITORING SYSTEM

FOR

TOTAL LITERACY CAMPAIGN

ON

NATIONAL LITERACY MISSION
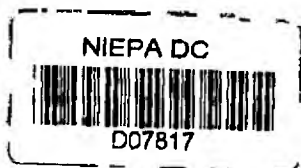
ACTION PLAN MONITORING SYSTEM
FOR TOTAL LITERACY CAMPAIGNS

INTRODUCTION

1.1 This Management Information System (MIS) is to facilitate planning and implementation of the Total Literacy Campaign in the district. If implemented properly, it enables NATIONAL LITERACY MISSION in making the campaign more effective.

1.2 The MIS consists of one INITIAL REPORT and a MONTHLY REPORT. The Initial Report indicates the calendar and phasing of events/activities which have been planned for the campaign. In this report targets are set for the start/end dates and/or month-wise numbers to be achieved for an event/activity for the entire proposed campaign period. This Initial Report is the bench mark against which monthly progress of the campaign can be gauged. It identifies areas where the District Campaign Authority need to focus its attention and energy.

1.3 In the monthly report, the events/activities that have taken place and achievements in numbers during the month are to be indicated. Monthly report is similar to initial report in format. Additional information on the assessment of the district campaign authorities on the progress of each activity is sought. Provision has been made to reset the targets for next two months, if desired. It is proposed to use the computer facilities of National Informatics Centre in each district and transfer the information.

1.4 It is likely that the entire area of a district may be covered in one or more phases for literacy campaign activity. For example, if a district consists of 500 villages, and the literacy campaign covers 150 villages in first phase, another 150 villages in 2nd phase and remaining two hundred villages in 3rd phase, in such cases, initial report and monthly reports shall be given separately for each phase.

1.5 Initial report and monthly report are designed to give a summary of all activities that take place during the entire campaign period for entire campaign area. The information has to be obtained from various functionaries and lower level formulations of campaign areas. For this purpose no proforma and computerisation has been suggested. Proformae are to be designed for obtaining

information and summarising it manually or on computer by District Campaign Authorities according to their needs and requirements.

INITIAL REPORT

2.1 In the Intitial Report, following 13 major activities have been listed, which require to be planned for. The proforma and detailed guidelines for filling the proforma are given in Annexure-1.

1. District Literacy Society Meetings
2. Meetings of Sub-Committees
3. Sub-District level Meetings
4. Placement of full-time project staff
5. Teaching-Learning Material
6. Environment Building
7. Jathas
8. Literacy Survey
9. Orientation programme
10. Training
11. Distribution of Teaching-Learning Material
12. Evaluation
13. Finance & Expenditure.

2.2 In the Initial Report there are certain activities for which the start/end dates are not relevant e.g. the meetings of various committees. The start/end dates against these activities have been 'X' marked. The numbers to be acheived need only be filled in the month column in respect of these activities. On the other hand, there are activities in which only the start/end dates are to be indicated, e.g. under 'Survey', the start/end dates for printing of survey forms, conduct of survey etc., only need be filled in. There is no need to give the numbers to be achieved in a monthly phasing. These have, therefore, been similarly 'X' marked. However, several activities would have both start/end dates and monthly phasing in terms of numbers e.g. activities listed under 'Training', 'Jatha' etc. Please ensure that against such activities the start/end dates and corresponding monthly numbers to be achieved are indicated.

2.3 There is a possibility that in a campaign there are certain interlapping activities. This would depend on the size of the area to be covered, magnitude of the problem (in terms of numbers), and the possibility of emergence of a situation where certain activities are ready while others have to wait for some time.

e.g. If there are 70,000 volunteers to be trained and the training for volunteers spans over two months, and if the campaign authorities may simultaneously wish to start literacy activity in the first month itself by these volunteers who have completed the training programme in that month, it may help and ensure that the gap between training and initiation of literacy activity is kept to the minimum. Therefore, the dates for training and literacy activities will interlap. Such interlapping activities may be kept in mind while filling out the Initial Report.

2.4 While filling the Intitial Report, some of the relationships that exist between the activities may be kept in mind. For instance, training activities would be contingent on availability of books like, Primer I,II,III and the volunteers' guide. Similarly, starting of literacy activity would depend on timely distribution of learning materials to learners.

2.5 There may be certain unanticipated circumstances which may require re-schedule of start/end dates, or change of month-wise phasing of numbers to be acheived (e.g. delay in printing of primers may need re-scheduling of training or increasing the number of training programmes). The dates and targets indicated in the Initial Report will, therefore, undergo a change. As the MIS devised is computerised, a provision has been made to indicate revised targets for next two months in the monthly report, so that the targets can be modified. There can be situations, where the entire campaign activity has to be delayed by one or two months. In such cases, computer system may be advised to automatically reschedule the dates and months for achievements of targets.

2.6 Sometimes circumstances like a flood situatioin or a communal tension, or may be even the announcement of an election may overtake the campaign activities. It is necessary, therefore, while planning the time schedules for various activities, a certain amount of flexibility is allowed. At the same time, however, the interweaving threads which bind the campaign activities together should not be allowed to be broken.

2.7 The Initial Report must be filled in and sent to NLM authorities alongwith the Bond and pre-stamped receipt on receipt of sanction. Wherever activities have already commenced, the dates of actual implementatiion of activities may be indicated.

MONTHLY REPORT

3.1 The monthly report follows exactly the same activities/events listed in the Initial Report, except for, two additional activities on 'Learner Progress' and 'other remarks/observations'. Proforma and guidelines are given in Annexure-2.

3.2 This monthly report shall be submitted every month before 20th of the following month to NLM, Delhi through NICNET. The monthly report has to give information for actual date of start/end of an activity that has taken place during the month, actual achievement (in numbers) for the acitivities during the month. It is likely that actual date may differ widely with the targets given in the initial report, but the District Monitoring Authorities may find that achievements are good. So, the opinion of district campaign authorities is to be given whether the work progressed is satisfactory or not. If not, whether they would like to revise the targets for next two months. A flexible mechanism is being created to reschedule the entire set of activities and adopt corrective measures every month.

PLAN OF COMPUTERISATION

4.1 A computer based MIS for the use of District Campaign Authorities has been developed . Initially, the information of initial report has to be put into computer system for each activity. Later the data base has to be updated with the monthly information of activities. Then a set of reports given in Annexure-3 can be generated for the district level officer. These reports basically indicate the targets set for the month, actual achievements and the target set for next two months. In case the targets set initially are not relevant in the changed circumstances and you desire to modify the targets, provision has been made to indicate the modified targets for start/end dates or numerical data in respect of achievements for next two months. If modified targets are indicated in the tables, they may be sent to district computer centre for updation. After updation, the monthly progress report can be transmitted through NICNET to New Delhi as well as state Headquarters. Software for computerisation of these reports and transmission of reports to Delhi was developed by National Informatics Centre at Delhi and the same was transferred to NIC district centre for use at district headquarters.

National/State level

National/State level authorities will be interested in getting an over all assessment on performance of all projects in the country. For this purpose a set of reports have .

been planned and given in Annexure IV. There are six reports to be developed. They are

(i) No. of Campaign phases due to report and actually reported according to Campaign period.

(ii) Name of Campaigns which have not reported progress during the month.

(iii) Performance during the month an adherence of dates for activities.

(iv) Performance during the month on achievements.

(v) An assessment of the Campaign phases which are likely to be delayed.

(vi) A report on the Campaign phases which have completed during the month.

GUIDELINES FOR FILLING INITIAL REPORT

1. This report is to be given alongwith the bond after the receipt of sanction.

2. All dates (start/end) are to be given as DD/MM/YY. Targets to be achieved for numerical data are to be given monthwise (1st month to the last month of campaign target period).

3. District Literacy Society Meetings: A society has been registered for the literacy campaign. The society has a General Body and an Executive Committee. Since the General Body and Executive Committee will be meeting periodically throughout the duration of the campaign, it is not necessary to fillout the start/end dates. These have been 'X' marked. Please indicate only the number of meetings you propose to hold each month in the month columns.

4. Meetings of Sub-Committees: The Executive Committee of your District Literacy Society would have set up sub-committees for specific aspects of the programmes. In most districts, sub- committees for Motivation/mobilisation, Material, Training, Monitoring and Evaluation have been set up. These have been listed in the proforma. In some of the districts, however, other sub-committees have also been established, e.g. women's sub- committee, publicity sub-committee etc. If sub-committees other than those listed in the proforma exist, please specify against the sub-heading (e) "Any others".

   As in the case of District Literacy Society Meetings, the start/end dates have been 'X' marked. Please indicate only the number of meetings you propose to hold each month against each sub-heading in the 'month' columns.

. Sub-District Level Meetings: These are meetings of committees constituted on the patern of the district level Executive Committee at the sub-division, block, panchayat, village level. Frequent meetings of these committees may itself contribute to a reinforcement and reaffirmation of the committee members' commitment to Total Literacy Campaign.

   Here too, the start/end dates have been 'X' marked. Please indicate only the number of meetings to be held in the month columns.

6. Placement of full-time management staff: The management of a programme of this nature would require full time staff. Such selected persons may be taken on loan from government departments/educational institutions or appointed on a small compensatory remuneration for the campaign. Under this item, please indicate the start/end dates of placement of such identified persons. In the 'month' columns indicate the number of persons who would be placed at the different levels.

7. Teaching Learning Material: If the campaign is to proceed in a time bound manner, then planning for production and distribution of teaching-learning material is crucial. If you are using the SRC produced IPCL material, then all you need to do is to indicate the start/end dates for printing of the primers. If district-specific IPCL primers are envisaged, you will additionally require to fill out the start/end dates for (1) prototype preparation and (2) placement before IPCL Review Committee for approval. The numbers of primers etc you wish to procure are also to be indicated in month columns.

8. Environment Building: Environment building exercise should be systematically planned so that it pervades the entire duration of the campaign. Under each item in this head, please indicate the month-wise numbers viz. month-wise numbers of village/block level public meetings, women's conventions etc.

Jatha: Jatha would include performance of nukkad nataks, plays, community singing for dissemination of the core messages of the campaign, be it literacy, women's equality, education for the girl child, small family etc. In order to ensure commonality in the messages disseminated, it would be best to hold script writing/production camps, followed up by training of jatha resource persons and performance teams. This would ensure that the actual performances conform to a certain quality and thereby create the impact aimed at.

For script writing/production camps please indicate the start/end datess only.

For the actual jatha performances, there will be no start/end dates. Please indicate the number of performances in the month columns. While planning the month-wise number of jatha performances, please keep in mind the periods when an intense publicity drive is needed e.g. at the time of the launching of instructional programme or mid-way through the instructional programme etc.

9. Literacy Survey: Under each item of the literacy survey, please indicate only the start/end dates. There is no monthly phasing of these activities.

10. Orientation Programme: Orientation programmes for key organisers are crucial for familiarising, as also developing activities for them to support the campaign. Please indicate the start/end dates for these programmes, in the month columns indicate the total number of persons proposed for participation in the orientation programmes.

11. Training: Training takes place at three levels - Resource persons, Master Trainers, Volunteers. In view of the large number of volunteers required to be trained, training becomes a complex business. The planning of good quality training programme is the single most important factor on which the success of the campaign hinges.

    For each item in this head, please indicate the start/end dates, in the monthly phasing please indicate the number of persons to be trained.

12. Distribution of Teaching-learning Material: Teaching-learning material will have to be made available to Resource Persons, Master Trainers and Volunteers for the training programmes. The bulk will, however, require to be made available to learners at the start of the instructional activity.

    B Please indicate the start/end dates for distribution of the materials to each category shown in this head. Please also indicate the numbers proposed to be distributed in the month columns.

13. Starting of Literacy Centres: If the number of learners in the district is large, you may have to plan for starting of literacy centres to spread across a period of 1-1.5 months. Please indicate the start/end dates for the initiation of literacy activity. In the corresponding month columns indicate the number of literacy centres proposed to be started.

14. Evaluation: An ongoing evaluation of the programme is crucial to keep track of progress. The agency or individual identified for conducting the evaluation will require to be constantly kept in touch with. They would, therefore, submit a quick appraisal report, a mid-course report, both of which will help in correcting mid-term deficiencies and an end-term report on the success and impact of the campaign. Please indicate for the items even in this head the start/end date.

15. Finance and Expenditure: This item has been included for you to undertake a budgetary exercise. Please indicate in the month columns the amount expected to be spent against each of the activities listed.

16. If the entire programme is phased out in to more than one phase, initial report shall be given separately for each phase. However there will be certain activities like District Literacy society meetings etc which are always meant for all phases, and can not be identified with any single a phase shall be given in the initial report for phase one only. Only those activities that can be easily distinguished and identified with a phase shall only be given in phase two onwards.

TOTAL LITERACY CAMPAIGN   STATE_____ ☐☐☐   DISTRICT_____ ☐☐☐

Initial report on targets set for start/end dates and achievement (in numbers) for events/activities by District campaign authorities

Campaign period from   Year ☐☐☐   Month ☐☐☐   to   Year ☐☐☐   Month ☐☐☐   Phase of the programme ☐☐

Sl. No.	EVENTS/ACTIVITIES	Targets		Targets for monthly achievements (in numbers) for entire campaign period														
		Start Date	End Date	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Month 13	Month 14	Month 15
1.	District Literacy Society Meetings																	
	(a) General Body	x	x															
	(b) Executive Committee	x	x															
2.	Meetings of sub-committees																	
	(a) Motivation & Mobilisation	x	x															
	(b) Materials	x	x															
	(c) Training	x	x															
	(d) Monitoring & Evaluation	x	x															
	(e) Any others (specify)																	
	_____	x	x															
	_____	x	x															
	_____	x	x															

Sl. No.	Events/Activities	Targets		Targets for monthly achievements (in numbers) for entire campaign period														
		Start Date	End Date	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Month 13	Month 14	Month 15
3.	Sub-District level Meetings																	
	(a) Sub-division	x	x															
	(b) Block	x	x															
	(c) Panchayat	x	x															
	(d) Village	x	x															
4.	Placement of full-time project staff																	
	(a) District level																	
	(b) Block level																	
	(c) Sub-block level																	
5.	Teaching/Learning material																	
(1)	(a) Prototype procurement from SRC (If being used)			x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
	(b) printing primer I																	
	(c) printing primer II																	
	(d) printing primer III																	
	(e) printing volunteers' guide																	
	(f) procurement of slates/pencils etc.																	
(2)	(a) If own design prototype preparation			x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
	(b) approval by IPCL review committee			x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
	(c) printing primer I																	
	(d) printing primer II																	
	(e) printing primer III																	
	(f) printing volunteers' guide																	
	(g) procurement of slates/pencils etc.																	

Sl. No.	EVENTS/ACTIVITIES	Targets Start Date	End Date	Targets for monthly achievements (in numbers) for entire campaign period														
				Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Month 13	Month 14	Month 15
6.	Environment Building																	
	(a) Public Meetings:																	
	(i) Village level	x	x															
	(ii) Block level	x	x															
	(b) Women's conventions	x	x															
	(c) Padayatras/processions/rallies	x	x															
	(d) Any others (specify)																	
	_____	x	x															
	_____	x	x															
	_____	x	x															
7.	Jathas																	
	(a) Script writing/production camp			x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
	(b) Training for Resource Persons																	
	(c) Training for jatha performance teams																	
	(d) Jatha performances	x	x															
8.	Literacy Survey																	
	(a) Printing/distribution of forms			x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
	(b) Identification of survey teams			x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
	(c) Training of survey teams			x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
	(d) Conducting of survey			x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
	(e) Submission of report			x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
	(f) Results: as in Survey sheet	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x

Sl. No.	EVENTS/ACTIVITIES	Targets		Targets for monthly achievements (in numbers) for entire campaign period														
		Start Date	End Date	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Month 13	Month 14	Month 15
9.	Orientation Programmes																	
	(a) Key organisers at district/block level																	
	(b) Key organisers at panchayat level																	
10.	Training																	
	(a) Resource persons																	
	(b) Master trainers																	
	(c) Volunteers (Initial)																	
	(Refresher)																	
	_____																	
	_____																	
	_____																	
11.	Distribution of T.L. Material																	
	(a) Resource persons																	
	(b) Master trainers																	
	(c) Volunteers																	
	(d) Learners																	

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Sl. etc.	EVENTS/ACTIVITIES	Targets Start Date	End Date	Targets for monthly achievements (in numbers) for entire campaign period Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Month 13	Month 14	Month 15
12.	Evaluation																	
	(a) Identification of Agency/Individuals			x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
	(b) Submission of Report																	
	(i) Quick appraisal			x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
	(ii) Mid term			x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
	(iii) End term			x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
13.	Finance & Expenditure																	
	(a) Receipts																	
	(i) NLM																	
	(ii) State government																	
	(iii) Local resources																	
	(iv) Other agencies																	
	(v) Total																	
	(b) Expenditure																	
	(i) Mobilisation/Motivation																	
	(ii) Survey																	
	(iii) Training																	
	(iv) Materials																	
	(v) Administration																	
	(vi) Other expenses																	
	(vii) Total																	

Guidelines for filling Monthly Report
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1. This report shall be sent to NLM, New Delhi through
    NICNET of National Informatics Centre every month, so as
    to reach on or before 20th of the following month.

2. All dates start/end are to be given as --/MM/YY.

3. Actual start/end dates and actual numbers achieved for an
    activity that had taken place during the month are only
    to be indicated in the report.

4. Assessment of district campaign authorities is to be
    given by answering the questions as (Yes/No). In case
    the district authorities desire and wish to indicate the
    revised targets for start/end dates and numbers to be
    achieved for next two months, they can indicate in
    monthly report.   If it is not possible to give revised
    targets in the monthly report, a provision has been made
    to indicate the same in the tables that will be generated
    (given in Annexure-III) every month after the receipt of
    monthly report.

5. It is necessary for the district authorities to examine
    the tables generated every month and then give an
    instructioin to district computer centre of NIC to
    transmit monthly report to NLM, New Delhi.

6. Guidelines for filling information pertaining to each
    activity are same as given in initial report.

7. If the literacy campaign activity is divided into more
    than one phase and initial report for phase 2 onwards
    was already prepareBd and entered into computer system,
    then monthly report shall be sent separately for each
    phase. It may please be remembered that monthly report
    for a phase shall cover only those activities which were
    covered in initial report for that phase.

TOTAL LITERACY CAMPAIGN   STATE_____ | | | DISTRICT_____ | | |
                                          |_|_| |_|_|

Monthly performance report on actual start/completion dates and achievements (in numbers)

for the   Year | | | Month | | | being the _____month of campaign period   Phase of the programme | |
                |_|_| |_|_| |_|

EVENTS/ACTIVITIES	Performance during the month			Assessment of District campaign authorities and revision of targets if necessary							
	Actual start date	Actual end date	Actual achievement (in numbers)	Adherence to schedule of dates			Achievements (in numbers)				
				is it satis-factory Yes/No	If no, do you propose to rev-ise tar-gets Yes/No	If yes give revised dates		is it satis-facto-ry Yes/No	If no, do you propose to rev-ise ta-rgets Yes/No	If yes, give revised tar-gets for next two months	
						Start date	End date				Month 1	Month 2
District Literacy Society Meetings												
(a) General Body	x	x		x	x	x	x					
(b) Executive Committee	x	x		x	x	x	x					
Meetings of Sub-Committees												
(a) Motivation & Mobilisation	x	x		x	x	x	x					
(b) Materials	x	x		x	x	x	x					
(c) Training	x	x		x	x	x	x					
(d) Monitoring & Evaluation	x	x		x	x	x	x					
(e) Any others (specify)												
_____	x	x		x	x	x	x					
_____	x	x		x	x	x	x					
_____	x	x										

Sl. No.	EVENTS/ACTIVITIES	Performance during the month			Assessment of District campaign authorities and revision of targets if necessary					
		Actual start date	Actual end date	Actual achievement (in numbers)	Adherence to schedule of dates			Achievements (in numbers)		
					Is it satisfactory Yes/No	If no, do you propose to revise targets Yes/No	If yes, give revised date (Start date / End date)	Is it satisfactory Yes/No	If no, do you propose to revise targets Yes/No	If yes, give revised targets for next two months (Month 1 / Month 2)
3.	Sub-District level Meetings									
	(a) Sub-division	x	x		x	x	x	x			
	(b) Block	x	x		x	x	x	x			
	(c) Panchayat	x	x		x	x	x	x			
	(d) Village	x	x		x	x	x	x			
4.	Placement of full-time project staff									
	(a) District level									
	(b) Block level									
	(c) Sub-block level									
5.	Teaching/Learning material									
(1)	(a) Prototype procurement from SRC (if being used)			x				x	x	x	x
	(b) printing primer I									
	(c) printing primer II									
	(d) printing primer III									
	(e) printing volunteers' guide									
	(f) procurement of slates/pencils etc.									
(2)	(a) If own design prototype preparation			x				x	x	x	x
	(b) approval by IPCL review committee			x				x	x	x	x
	(c) printing primer I									
	(d) printing primer II									
	(e) printing primer III									
	(f) printing volunteers' guide									
	(g) procurement of slates/pencils etc.									

EVENTS/ACTIVITIES	Performance during the month			Assessment of District campaign authorities and revision of targets if necessary							
	Actual start date	Actual end date	Actual achievement (in numbers)	Adherence to schedule of dates				Achievements (in numbers)			
				Is it satisfactory Yes/No	If no, do you propose to revise targets Yes/No	If yes give revised dates		Is it satisfactory Yes/No	If no, do you propose to revise targets Yes/No	If yes, give revised targets for next two months	
						Start date	3rd date			Month 1	Month 2
Environment Building											
(a) Public Meetings:											
(i) Village level	x	x		x	x	x	x				
(ii) Block level	x	x		x	x	x	x				
(b) Women's conventions	x	x		x	x	x	x				
(c) Padyatras/processions/rallies	x	x		x	x	x	x				
(d) Any others (specify)											
_____	x	x		x	x	x	x				
_____	x	x		x	x	x	x				
_____	x	x		x	x	x	x				
Jathas											
(a) Script writing/production camps			x					x	x	x	x
(b) Training for Resource Persons											
(c) Training for jatha performance team											
(d) Jatha performances	x	x		x	x	x	x				
Literacy Survey											
(a) Printing/distribution of forms			x					x	x	x	x
(b) Identification of survey teams			x					x	x	x	x
(c) Training of survey teams			x					x	x	x	x
(d) Conducting of survey			x					x	x	x	x
(e) Submission of report			x					x	x	x	x
(f) Results as in Survey sheet	x	x	x	x	x	x	x	x	x	x	x

EVENTS/ACTIVITIES	Performance during the month			Assessment of District campaign authorities and revision of targets if necessary							
	Actual start date	Actual end date	Actual achievement (in numbers)	Adherence to schedule of dates			Achievements (in numbers)				
				Is it satis-factory Yes/No	If no, do you propose to rev-ise tar-gets Yes/No	If yes give revised dates		Is it satis-factory Yes/No	If no, do you propose to rev-ise ta-rgets Yes/No	If yes, give revised tar-gets for next two months	
						Start date	End date			Month 1	Month 2
Orientation Programmes											
(a) Key organisers at district/block level											
(b) Key organisers at panchayat level											
Training											
(a) Resource persons											
(b) Master trainers											
(c) Volunteers (Initial)											
(Refresher)											
_____											
_____											
_____											
Distribution of T.L. Material											
(a) Resource persons											
(b) Master trainers											
(c) Volunteers											
(d) Learners											

Sl. no.	EVENTS/ACTIVITIES	Performance during the month			Assessment of District campaign authorities and revision of targets if necessary							
		Actual start date	Actual end date	Actual achievement (in numbers)	Adherence to schedule of dates				Achievements (in numbers)			
					Is it satis- factory Yes/No	If no, do you propose to rev- ise tar- gets Yes/No	If yes give revised dates		Is it satis- factory Yes/No	If no, do you propose to rev- ise ta- rgets Yes/No	If yes, give revised tar- gets for next two months	
							Start date	End date			Month 1	Month 2
12.	Evaluation											
	(a) Identification of Agency/Individuals			x					x	x	x	x
	(b) Submission of Report											
	(i) Quick appraisal			x					x	x	x	x
	(ii) Mid term			x					x	x	x	x
	(iii) End term			x					x	x	x	x
13.	Learner progress											
	(a) Enrolled at month beginning	x	x		x	x	x	x				
	(b) Joined during the month	x	x		x	x	x	x				
	(c) Dropped out during the month	x	x		x	x	x	x				
	(d) Net enrolment	x	x		x	x	x	x				
	(e) Attained level I	x	x		x	x	x	x				
	(i) Men	x	x		x	x	x	x				
	(ii) Women	x	x		x	x	x	x				
	(f) Started Level II	x	x		x	x	x	x				
	(g) Attained Level II	x	x		x	x	x	x				
	(i) Men	x	x		x	x	x	x				
	(ii) Women	x	x		x	x	x	x				
	(h) Started Level III	x	x		x	x	x	x				
	(i) Attained Level III	x	x		x	x	x	x				
	(i) Men	x	x		x	x	x	x				
	(ii) Women	x	x		x	x	x	x				
	(j) Awarded certificates	x	x		x	x	x	x				

Sl. No.	EVENTS/ACTIVITIES	Performance during the month			Assessment of District campaign authorities and revision of targets if necessary						
		Actual start date	Actual end date	Actual achievement (in numbers)	Adherence to schedule of dates				Achievements (in numbers)		
					Is it satisfactory Yes/No	If no, do you propose to revise targets Yes/No	If yes give revised dates		Is it satisfactory Yes/No	If no, do you propose to revise targets Yes/No	If yes, give revised targets for next two months
							Start date	End date			Month 1	Month 2
14.	Finances & Expenditure										
	(a) Receipts										
	(i) MLM										
	(ii) State Government										
	(iii) Local resources										
	(iv) Other agencies										
	(v) Total										
	(b) Expenditure										
	(i) Mobilisation/Motivation										
	(ii) Survey										
	(iii) Training										
	(iv) Materials										
	(v) Administration										
	(vi) Other expenses										
	(vii) Total										

5. Other remarks/observations

Age Group	Total Population					Illiterate Population				
	Men	Women	Total	SC	ST	Men	Women	Total	SC	ST
6 - 8										
9 - 14										
15 - 35										
35 - targeted age group										
Total										

1. Total Literacy Campaign   State .... District ....

Report on Management Activities (Achievement in numbers) during the year .... month ......

being the .... month of campaign period   Phase of the programme ⌐ ¬
                                                                                     └ ┘

Sl. No.	Event/Activity	Performance during the month			Targets set for next two months		Revised targets, if any for next two months.	
		No. of meetings targeted	No. of actual meetings held	Whether achievement is satisfactory (Yes/No)	Month 1	Month 2	Month 1	Month 2
1.	District Literacy Society Meetings							
	(a) General Body							
	(b) Executive Committee							
2.	Meetings of Sub-Committees							
	(a) Motivation & Mobilisation							
	(b) Materials							
	(c) Training							
	(d) Monitoring & Evaluation							
	(e) Any other (specify) _____ _____							
3.	Sub-district level Meetings							
	(a) Sub-division							
	(b) Block							
	(c) Panchayat							
	(d) Village							

National Literacy Mission
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2. (a) Total Literacy Campaign   State .... District ....

Phase of the programme
|___|

Report on placement of project staff (Adherence of activity according to schedule)
during year ...... and month......... being the .... month of campaign period

St. No.	Event/Activity	Adherence to scheduled dates for activities								
		Start		End		No. of days delayed	Is it satisfactory		Revised target dates, if any	
		Target date	Actual date	Target date	Actual date	Start	End	(Yes/No)	Start	End
4.	Placement of full- time project staff									
	(a) District level									
	(b) Block level									
	(c) Sub-block level									

2. (b) Total Literacy Campaign   State .... District ....

Phase of the programme
|___|

Report on placement of project staff (Achievement in numbers)
during year ...... and month......... being the .... month of campaign period

St. No.	Event/Activity	Achievement in numbers			Targets set for next two months		Revised targets, if any for next two months.	
		Performance during the month			Month 1	Month 2	Month 1	Month 2
		No. of persons targeted to be placed	No. of persons actually placed	Whether achievement is satisfactory (Yes/No)				
4.	Placement of full- time project staff							
	(a) District level							
	(b) Block level							
	(c) Sub-block level							

Phase of the programme |__|

3. (a) Total Literacy Campaign   State .... District ....

Report on procurement of Teaching-Learning material (Adherence of activity according to schedule)
during the year ..... and month .... being the .... month of campaign period

Sl. No.	Event/Activity	Adherence to scheduled dates for activities								
		Start		End		No. of days delayed		Is it satisfactory	Revised target dates, if any	
		Target date	Actual date	Target date	Actual date	Start	End	(Yes/No)	Start	End
5.	Teaching-Learning Material									
(1)	(a) Prototype procurement from SRC (if being used)									
	(b) Printing primer 1									
	(c) Printing primer 2									
	(d) Printing primer									
	(e) Printing volunteer's guide									
	(f) Procurement of slates/Pencils etc.									
(2)	(a) If own design, prototype preparation									
	(b) Approval by JPCL Review Committee									
	(c) Printing primer 1									
	(d) Printing primer 2									
	(e) Printing primer									
	(f) Printing volunteer's guide									
	(g) Procurement of Slates/Pencils etc.									

3. (b) Total Literacy Campaign   State .... District ....

Report on procurement of Teaching-Learning material (Achievement in numbers)

for year ..... and month .... being the .... month of campaign period

Phase of the programme | |

Sl. No.	Event/Activity	Actual Achievements (in numbers)			Targets set for next two months		Revised targets, if any for next two months.	
		No. of copies to be procured	No. of copies actually procured	Is it satisfactory (Yes/No)	Month 1	Month 2	Month 1	Month 2
5.	Teaching-Learning Material							
	(a) Primer I							
	(b) Primer II							
	(c) Primer III							
	(d) Volunteer's guide							
	(e) Slates/Pencils etc.							

4. (a) Total Literacy Campaign   State .... District ....

Report on Cultural Activities (Environment Building) (Adherence of activity according to schedule)

during the year ..... and month .... being the .... month of campaign period

Phase of the programme |__|

Sl. No.	Event/Activity	Adherence to scheduled dates for activities							
		Start		End		No. of days delayed	Is it satisfactory	Revised target dates, if any	
		Target date	Actual date	Target date	Actual date	Start	End	(Yes/No)	Start	End
7.	Jathas									
	(a) Script writing/ production camps									
	(b) Training for Resource persons									
	(c) Training for Jatha performance teams									

4. (b) Total Literacy Campaign   State .... District ....
Project on Cultural Activities (Environment Building) (Adherence of activity according to schedule)

during the year ..... and month .... being the .... month of campaign period

Phase of the programme | |

Sl. No.	Event/Activity	Performance during the month			Targets set for next two months		Revised targets if any for next two months	
		No. According to target	No. of actual activities	Whether achievement is satisfactory (Y/N)	Month 1	Month 2	Month 1	Month 2
6.	Environment Building							
	(a) Public Meetings:							
	i) Village level							
	ii) Block level							
	(b) Women's conventions							
	(c) Padayatras/processions/rallies							
	(d) Posters/banners/ etc.							
	(e) Any others (specify)							
	_____							
	_____							
	_____							
7.	Jathas							
	(a) Training for Res. ource persons							
	(b) Training for Jatha performance teams							
	(c) Jatha performances							

Phase of the programme|

5   Total Literacy Campaign   State ....   District ....
Report on literacy survey (Adherence of activity according to schedule)
during the year .... month .... being the .... month of campaign period.

Sl. No.	Event/Activity	Adherence to scheduled dates for activities								
		Start		End		No. of days delayed		Is it satisfactory	Revised target dates, if any	
		Target date	Actual date	Target date	Actual date	Start	End	(Yes/No)	Start	End
8.	Literacy Survey									
	(a) Printing/distribution of forms									
	(b) Identification of survey teams									
	(c) Training of survey teams									
	(d) Conducting of survey									
	(e) Submission of report									

Phase of the programme |___|

6. (a) Total Literary Campaign   State ....   District ....

Report on orientation / Training programme and distribution of T-L material (Adherence of activity according to schedule) during the year .... month .... being the .... month of campaign period.

Sl. No.	Event/Activity	Adherence to scheduled dates for activities								
		Start		End		No. of days delayed		Is it satisfactory	Revised target dates, if any	
		Target date	Actual date	Target date	Actual date	Start	End	(Yes/No)	Start	End
9.	Orientation Programmes									
	(a) Key organisers at district/block levle									
	(b) Key organisers at panchayat level									
10.	Training									
	(a) Resource persons									
	(b) Master trainers									
	(c) Volunteers (Initial) (Refresher)									
	_____									
	_____									
	_____									
11.	Distribution of T.L. Material									
	(a) Resource persons									
	(b) Master trainers									
	(c) Volunteers									
	(d) Learners									

6. (b) Total Literacy Campaign   State ....   District ....

Report on orientation / Training programme and distribution of T-L material (Achievement in numbers) during the year .... month .... being the .... month of campaign period.

Sl. No.	Event/Activity	Performance during the month			Targets set for next two months		Revised targets if any for next two months	
		No. of persons to be trained as per targets set/No.of persons to be provided with T-L material as per targets set	No actually trained/No. actually provided with T-L material as per targets set	Whether achievement is satisfactory (Y/N)	Month 1	Month 2	Month 1	Month 2
9.	Orientation Programmes							
	(a) Key organisers at district/block levie							
	(b) Key organisers at panchayat level							
10.	Training							
	(a) Resource persons							
	(b) Master trainers							
	(c) Volunteers (Initial) (Refresher)							
	_____							
	_____							
	_____							
11.	Distribution of T.L. Material							
	(a) Resource persons							
	(b) Master trainers							
	(c) Volunteers							
	(d) Learners							

Phase of the programme

7.   Total Literacy Campaign   State ....   District ....

Report on Learner   progress (Achievement in numbers) during the year .... month ....

during the ....month of campaign period along with the progress for previous two months.

Year and month	No. of learners			Net enrolment	T-L material distributed to learners during the month	Total T-L material distributed upto the end of the month	Attained level						Awarded certificates
	enrolled at begin-ning of the month	Joined during the month	Dropped out during the month				I		II		III		
							Men	Women	Men	Women	Men	Women	

Phase of the programme ⬚

B. Total Literacy Campaign   State ....   District ....
    Report on evaluation (Adherence of activity according to schedule) during the year .... and
    month .... being the .... month of campaign period.

Sl. No.	Event/Activity	Adherence to scheduled dates for activities								
		Start		End		No. of days delayed		Is it satisfactory	Revised target dates, if any	
		Target date	Actual date	Target date	Actual date	Start	End	(Yes/No)	Start	End
13.	Evaluation									
	(a) Identification of Agency/Individuals									
	(b) Submission of Report									
	(i) Quick appraisal									
	(ii) Mid Term									
	(iii) End term									

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9 (a) Total Literacy Campaign   State ....   District ....

Report on Finance (Adherence of activity according to schedule) during the year........
month .... being the .... month of campaign period.

Sl. No.	Event/Activity	Adherence to scheduled dates for activities							
		Start		End		No. of days delayed	Is it satisfactory	Revised target dates, if any	
		Target date	Actual date	Target date	Actual date	Start	End	(Yes/No)	Start	End
14.	Finance & Expenditure									
	(a) Receipts									
	(i) NLM									
	(ii) State Govt.									
	(iii) Local resources									
	(iv) Other agencies									
	(v) Total									

9 (b) Total Literacy Campaign   State ....   District ....

Report on finance (Achievement in numbers) during the year.......... month ....
being the ....month of campaign period.

Sl. No.	Event/Activity	Reciepts (Rs. 000)			Targets set for next two months		Revised targets if any for next two months	
		Amount to be recieved as per target	Actual amount recieved	Newnber reciepts are satis-factory (Y /N)	Month 1	Month 2	Month 1	Month 2
14.	Finance & Expenditure							
	(a) Receipts							
	(i) NLM							
	(ii) State Govt.							
	(iii) Local resources							
	(iv) Other agencies							
	(v) Total							

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10. (a) Total Literacy Campaign   State .... District ....

Report on expenditure (Adherence of activity according to schedule) during the year .... and
and month .... being the .... month of campaign period.

Sl. No.	Event/Activity	Adherence to scheduled dates for activities								
		Start		End		No. of days delayed		Is it satisfactory	Revised target dates, if any	
		Target date	Actual date	Target date	Actual date	Start	End	(Yes/No)	Start	End
14.	Finance & Expenditure									
	(b) Expenditure									
	(i) Mobilisation/ Motivation									
	(ii) Survey									
	(iii) Training									
	(iv) Materials									
	(v) Administration									
	(vi) Other expenses									
	(vii) Total									

10. (b) Total Literacy Campaign   State .... District ....

Report on expenditure for the year .... and month .... being the ....

month of campaign period   Phase of the programme | |

Sl. No.	Event/Activity	Expenditure (Rs. 000)			Cumulative performance		Targets set for next two months		Revised targets if any for next two months	
		Amount to be spent as per target	Actual amount spent	Whether expenditure is within estimates (Yes/No)	Actual reciept	Atual expendi-ture	Month 1	Month 2	Month 1	Month 2
14.	Finance & Expenditure									
	(b) Expenditure									
	(i) Mobilisation/ Motivation									
	(ii) Survey									
	(iii) Training									
	(iv) Materials									
	(v) Administration									
	(vi) Other expenses									
	(vii) Total									

Natiionl Literacy Mission
Total Literacy Project
(Computerisation by National Informatics Centre)

1. Summary report on the report of monthly progress by
   campaigns for the year........... month......... according
   to length of completed campaign period.

   Total no. of campaigns ---- Total no. of campaign phases ---

Length of completed campaign period	No. of campaign phases due to report	No. of campaign phases actually reported
Upto 6 months		
7-12 months		
13-18 months		
19-24 months		
More than two years		
Total		

National Literacy Mission
Total Literacy Project
(Computerisation by National Informatics Centre)

2. Summary report on the names of campaigns which have not reported the progress for the year ---- month -----.

Sl.No. State	District	Campaign Code	Campaign phases for which monthly progress report is not received

Note: All campaigns whose monthly progress reports are not received by 25th of the following month have to be included in this report.

3. Summary report on Adherence of activity schedule for the year .... month ....

Total No. of Campaigns .... Total No. of Campaign phases ....

S.No.: Event/ : :	Performance during the month				:Cumulative Performance(adherence to schedule)				
: Activity: :	: No. of campaign: No. of campaign:No. of campaign: No. of ·campaign:				Campaign phases for which activity was completed				
: : phases due : report	: to: phases actually:phases for which: phases for which:				:As per :schedule :Delayed :upto 1 :month	:Delayed :by 1-3 :months	:Delayed : Delayed : : by 6-6 : : : months :
: :	: reported	:performance :satisfactory	is: performance is: : not satisfactory:					Total
1 : 2 : 3	: 4	: 5	: 6	: 7	: 8	: 9	: 10	: 11
: :	:	:	:	:	:	:	:	:
: :	:	:	:	:	:	:	:	:
: :	:	:	:	:	:	:	:	:
: :	:	:	:	>	:	:	:	:
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: :	:	:	:	:	:	·	:	:
: :	:	:	:	:	:	:	:	:

Note: 1.This report is to be produced for all activities in respect of of reports 2a,3a,4a,5,6a,8,9a and 1 a, given in Annexure
    III of Action Plan Monitoring System report.

    2.This report can be produced according to length of completed campaign period as in first summary report.

    3.Number of queries can be generated to know names of campaigns for which performance is not satisfactory etc.

4. Summary report on achievement activities (in number for the year .... month ....)

Total number of campaigns ....   Total number of campaign phases ....

Sl. No.	Event/ activity	Performance during the month								Cumulative performance					
		No. of campaign phases to report	No. of campaign phases actually reported	No. of cam- paign phases: pelon phases for which performance is satisfactory	No. of campaign phases for which per- formance is not satisfactory	Target for achieve- ment	Actual achievement to target	Percentage of actual to target	Original target	Revised target	Actual achievement	Percentage of actual to revised target	No. of campaign phases for which activity was completed
1	2	3	4	5		7	8	9	10	11		12	13

Note: 1. This report is to be produced for all activities in respect of reports 1,2b,3b,4b,6b,7,9b and 10b, given in Annexure III of Action Plan Monitoring System report.

2. This report can be produced according to length of completed campaign pelod as in first summary report.

3. Number of queries can be generated to know the names of campaigns for which performance is not satisfactory.

National Literacy Mission
Total Literacy Porject
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Summary report on the names of campaigns for which the total
campaign is likely to be delayed as on ....
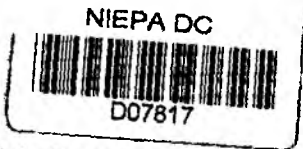
Total no. of campaigns .... Total no. of campaign phases ....

No.:	State	:District :	Likely delay				
			Upto 1 month	1-3 months	4-6 months	6-12 months	More than one year

Note: On a monthly basis a criteria has to be developed to indicate that
a campaign is likely to be delayed by judging the performance to
generate this table for each campaign.

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National Literacy Mission
Total Literacy Project
(Computerisation by National Informatics Centre)

6. Summary report on the completion of campaigns as on ....

Sl.No	State	District	Whether completed as per original schedule (Yes/No)	If no, delay in months

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