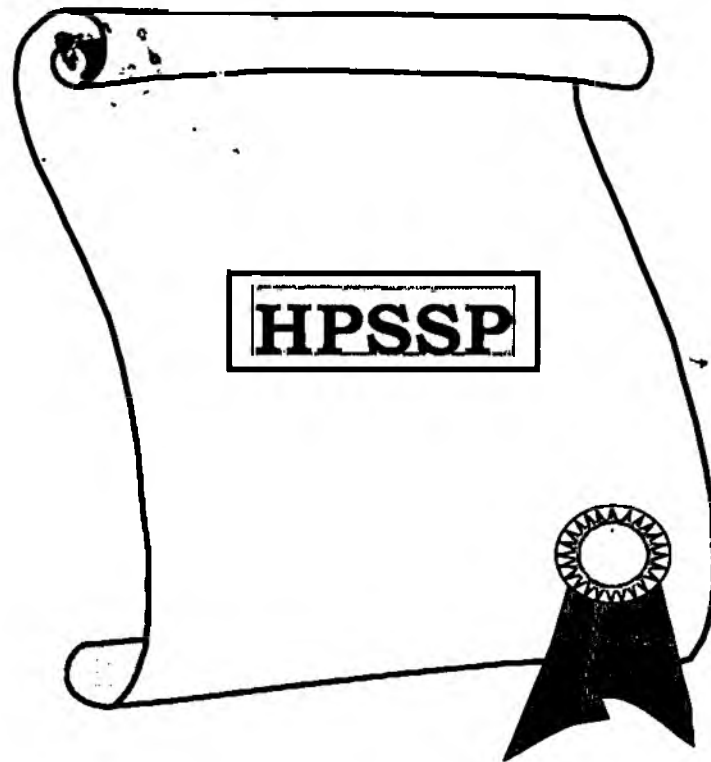


ABHIYAN

VILLAGE EDUCATION COMMITTEE

TRAINING MODULE



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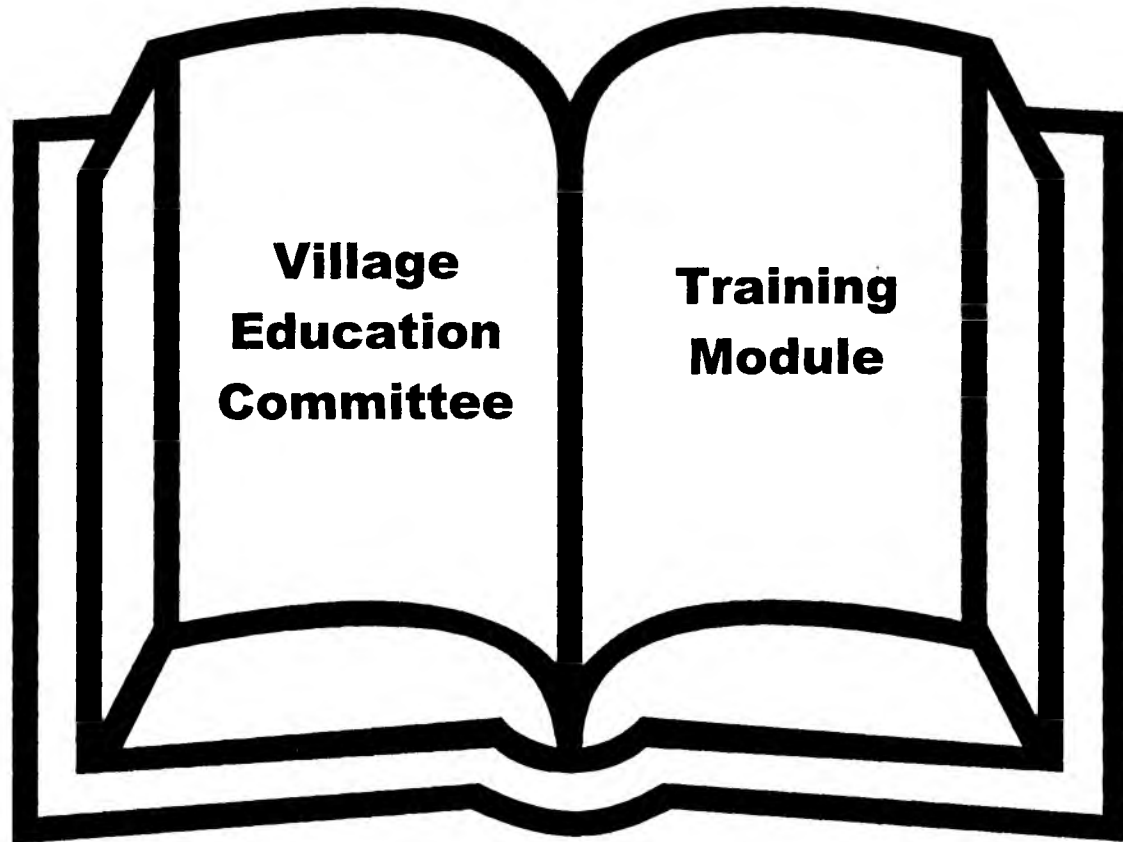
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VILLAGE EDUCATION COMMITTEE
TRAINING MODULE

ABHIYAAN

PREFACE

The Village Education Committee (V.E.C.) has an important role to achieve the goal of universalisation of Primary Education. Even with a better plan it may not be possible to achieve the proper goal until the participation of that community for whom plan will be implemented. Under the District Primary Education Programme (D.P.E.P) the control of Primary Education is being handed over to V.E.C. so that villagers are able to plan themselves, identify the importance of child education & be a part of innovative methodologies with whole heartedly. The basic concept of DPEP is that any methodology can be implemented due to awareness of mass.

This training module has developed by the member of V.E.C. of Haryana State for the guidelines of V.E.C. trainers. If this module could provide a little bit contribution in the over all development of Primary Education than we will think that our efforts have not gone in vain.

Village Education Committee Training Module

1. Training of V.E.C. members

- Objectives
- Nature of training
- Process of Training/Training Process
- Important highlights in Course of Training
- Important highlights before training/Pre-training
- Daily TimeTable and main subjects of discussion.

2. Subject wise Details of Village Education Committee Training Module

- On the Eve
- First Day
- Second Day
- Third Day
- Fourth Day
- Fifth Day

3. Appendix

- Sample of Registration Form
- Sample of Registration Register
- Diagram of Sample for Socio-economic Analysis of village
- Social Equilibrium
- Story of Phillip
- Education Policy of Deepak
- Information about District Primary Education Programme(DPEP)
- Information about Village Education Committee (V.E.C)
- Role of V.E.C. in New Panchayati Raj
- Suggestive Diagram for matching figure exercise.
- Parachute
- Story of Kamri Village
- Sample of activity writing work of V.E.C. meeting.
- Enrolment plan to out of school Boys/Girls wise
- Sample of Planning Construction Form
- Training Evaluation Form

4. Selected Games

- Chota Matka Bada Matka
- My friend Sonu has lost
- Will you come with me?
- Identity/Recognition of Leader
- Anyone catch him

5. Selected prayers and campaigning song

- HUMKO MAAN KI SHAKTI DENA
- ANEK RUP MEIN EK
- SAO MEIN SATTAR ADAMI
- SIKSHA KA DEEP JALANA HAI
- LEIN MASALEIN CHAL PADE HAIN
- HUM LOG HAIN AISE DEEWANE
- GHAR-GHAR ALAKH JAGAYAINGEY
- HO JAO TAIYAR SATHION
- HUM HONGE KAMYAAB



Training of V.E.C. Members

Objectives

- To build awareness for V.E.C. members
- To enlist co-operation for availability of Primary Education for all
- To aware community for girl education & Women empowerment through V.E.C.
- To approach of V.E.C. for monitoring of Primary schools.
- To encourage the ladies, disadvantaged group, SC, Backward Classes, minorities and handicapped persons for the participation in monitoring of schools.
- To building awareness of community through V.E.C. for reduce the drop out rate, regular presence of children in school.
- To sensitize their rights, duty and accountability of V.E.C members.
- Building awareness to community and assure their participation for availability and monitoring of natural, physical and educational infrastructures of school.
- Building Capacity for successful operation of V.E.C
- Regularise continuity and permanency in the successful operation of V.E.C
- To develop the capacity of building and implementation of V.E.C

Nature of Teaching:-

- Five day full residential training
- 30-40 participants in each training camp.
- Participatory based training
- Principle and Behavior based training
- To invite of five members from each V.E.C for participation in training in which Secretary and Chairman should must have present, in addition to active member or Ladies member.

Training Process:

- Participatory Based
- Activity Based
- Teaching-Learning Based
- A little bit use of Lecture

- Presentation of group discussion in Large group, Small group, Group
- Talk
- Symbolic Games
- Role Play
- Thinking
- Case-Study
- Song/Drama
- Games & Sports
- Activities without hesitation
- Field work
- Use of subject based material for making interesting training

Important Highlights in Course of Training

- Being a trainer think himself as a trainee and should have sitting arrangement among trainees.
- To use word 'Hum, Hum log' in talking way as far as possible. Avoid these words as, Aap, Main and Tum, V.E.C people like you etc in a talking way.
- To Maintain the discipline and punctuality, Easy & amicable environment.
- To solve the quick reactions of participants with the help of group discussion/internal talk.
- The attempt is not to imposed your views on participants. They should be initiated to express their opinions.
- Having respectful feelings to the women.
- The Chief Guests/Officers participation also should be during the training.
- To provide equal chance of all participants; to express their views.
- Don't promise to fulfill the demand of V.E.C members on the behalf of DPEP during the training. You should also encourage them to fulfill their demand with the help of themselves cooperation and participation.
- Don't use the words like order & direct.
- Don't use the difficult words in course of training.

Highlights of Pre-Training

- Participants should be aware at least seven day before about venue of training programme.
- Motivator/Resource person/concerned CRC/BRC should must have come at venue before reporting time and welcome to participants and co-operate them in registration.
- To prepare proposed time - table.

To advance preparation of themselves by trainer/Resource person/Motivator .

Arrangement of useable teaching-aids during training.

Availability of First-aid Box.

Better arrangement of residential facility:

- Arrangement of accommodation to participants should be finished before their arrival.
- Arrangement of beds should be made accordingly number of participants.
- Sufficient electric facility should be arranged.
- Arrangement of furnished toilet & bathroom should be made.
- Special care should be given on monitoring and cleanliness.
- Separate accommodation of woman participants should confirmed and they should accommodated with lady CRC.

Advance arrangement of distributive materials to participants should be finished.

- Note book
- Ball pen
- Information materials related programme
- Proposed time-table
- Carry bag/Bag/Folder

Advance arrangement should be made for registration material

- Registration Register
 - Registration Performa
 - Scale
 - Ball pen
 - Name plates
-
- To ensure the place and group (toli) for registration.
 - Advance arrangement of user during the training.
 - Advance preparation should be made of training room:
 - Black - board, Banner, Curtain/Gaddey for sitting, Cello tape, Scissors, Agarbati, Marker, Sketch pen, poster for decoration etc.

SUBJECT:- Arrival & Welcome of participants

Objectives:-

- Participation of participants in the training.
- Building mentally awareness to participants for training.
- To develop intimacy among the participants.
- Highlights the importance of participants in the programme.

Method:

Mutual and behavioral welcome with full of intimacy to V.E.C. members by concerned CRC/Motivators/Resource person.

Material:

Banner for training venue.

Process:

The participants will be welcomed and accommodated by the concerned CRC/Motivator/Resource Person as they reach at the training venue.

Outcomes:

The participants should increase interest in training and feel that they have some importance in the programme and they have invited for execution of very important task.

Caution:

There should be no let up in the welcome of participants from the side of Motivator/Resource person/CRC.

Objectives:

- Information about participants
- Information about number of participants
- To provide proposed time – table of training to participants.
- Availability of teaching-writing material to participants before going in the training room.

Method:

- Listing & getting information from participants.

Materials:

- Registration Performa
- Registration Register
- Ball pen
- Scale
- Distribution of material Notebook, Ball pen, Identity Card, Programme related information material, proposed time – table, Carry bag/Bag.

Process:

Filling up of registration form by participants at a fixed space and registering details in register and after this providing them teaching – writing material. Help by CRC /Motivator/Resource person in registration process.

Outcomes:

- Availability of materials and enrollment of all participants.

Caution:

- The registration may not be left of any participant.
- Equal distribution of the teaching – writing aids to all participants.
- Help by Motivator/Resource person/CRC to illiterate participants with regard to registration.

Subject: Prayer Song “HUMKO MAAN KI SHAKTI DENA”

Objectives:

- To build a training environment.
- Building mentally awareness of participants.
- Encourage the motive of group activities.

Method:

- To sing Collectively

Material:

- Copies of Prayer Song

Process:

- All participants will be in large round shape standing motion. The motivator group will sing song in rhythmic way and all participants would repeat collectively.

Outcomes:

- To encourage interest for training in participants and make them sensitive through song.

Caution:

- Each participant would must participate in collective song.

Subject:- Formal Welcome of Participants.

Objectives:

- Providing opportunity of all participants to speak.
- Mutual introduction of participants.
- To remove hesitation.
- Building environment for training

Method:

- Through song and acting

Material:

- According to need Plate, Flower, Abir, Rori etc.

Process:

- All participants would be seated in the training room in round shape. All participants will be introduced about the manner of formal welcome through the song "Lo Bahar Aye Phool Khiley - Phool Khiley" singing by Motivator/Resource person. All participants will start this song by clapping "Lo Bahar Aye Phool Khiley - Phool Khiley". After repeating the song twice any participant will announce his own name. Again in next line the song would be sang including participant's name. (e.g. Suresh ji Aaye Phool Khiley-Phool Khiley) this process will be repeated turn-wise

for all participants. In the end of all members will sing by clapping as given below:-

Hum Sab Yahan Aaye Phool Khiley – Phool Khiley;
Hum Sab Harshaye Phool Khiley – Phool Khiley;
Lo Bahar Aayee Phool Khiley – Phool Khiley;
Lo Bahar Aayee Phool Khiley – Phool Khiley.

Outcomes:

All participants will be introduced with each other.

Caution:

- The nameplates may be pin up to all participants.
- The process of introduction should start by Motivator/Resource person.
- The tone of song should be in memory in full authority and rhythmically.
- Motivator/Resource person should help to participants if they feel difficulty in course of introduction.

Subject:- Information About Arrangement

Objectives:

- Provide information about arrangement.
- Mentally preparation of participants during the training for working under arrangement.

Method:

- Group discussion in a large group
- Self-participation

Material:

- Chart paper and Marker, Cello tape, Scissors and plain paper.

Process:

- The information will be conveyed about handling the arrangement through group discussion in a large group.

- | | |
|-------------------------|------------------------|
| (a) Senate Arrangement | (b) Cleanliness |
| (c) Fooding Arrangement | (c) Cultural Programme |

The task will be distributed in a collective way as per participants. Each group will try to finish the related task in collectively.

Outcomes:

To develop the handling skill in all participants for daily arrangement.

Caution:

- The Motivator/Resource person invite the name of participants who have self-interest in handling the daily arrangement. This task may not be imposed on participants.

First Day

Subject: Campaign Song : Sao Mein Sattar Aadmi

- The Motivator/Resource person and including participants will sing the campaign song today also as like the previous day.

Objectives:

- Details information about participants
- To provide similar chance to participants to express their opinions.
- To remove the hesitation
- To introduced with one another and having an opportunity for mutual harmony.
- To call expectations from training to participants.

Methods:

- Mutual introduction through pair method.

Material:

- Cut off pictures, Chart, Marker, Cello tape etc.

Process:

- First of all, the cut off pictures will be put down in between the circle of participants. All participants will be requested to carry out of each cut off pictures. After that the participants will be said to search the pair for completing their pictures. They will be said to introduction with one other within fifteen minutes after getting pair. Mutual introduction of participants will be held on following points: -
 - Name
 - Father/Wife/Husband's Name
 - Full Address
 - Educational Qualification
 - Business /Occupation
 - Interest
 - Information about family
 - What do you want to know about training?
- After completing the time-period, all participants will be seated in the training room in a pair group. After this from the anyone of end, one pair will introduced one-another in a bigger group. All pair will repeat this task turn-wise. Right now the expectations given by participants in the regard of training will be marked on the chart paper.

Outcomes:

- To develop mutual understanding among participants, to remove hesitation and build the training environment.
- To reduce the distance between Motivator/Resource person and participants and develop the mutual understanding.
- To be apprised of participants expectations.

Caution:

- Motivator/Resource person will be also self participated in this game.
- The ideas of participant may be regarded

Subject: Aims of Training

Objectives:

- To develop understanding in the regard of aims of training.
- Information about the importance of training.

Method:

- Mental Exercise

Material:

- Sketch pen, Chart paper, Marker etc.

Process:

- The information in the regard of need and aims of training may be given under the analysis of getting expectations from participants by motivator group.

Outcomes:

- To develop the understanding about the aims of training, need and their utilisation.

Caution:

- Motivator/Resource person should clarify the aims of training through adding of compiled expectations.

Subject: Information of Training Report and Selection of Reporter

Objectives:

- To inform the participants about the importance of report.
- To develop the skill for report writing, remembering and analysis in participants for written information of whole-day activity.
- Building capacity to preparing the written document for an overview.
- To make qualitative improvement in training standard.

Method:

- Collective discussion in a large group.
- Self – participation

Material:

- Chart paper, Marker, Cello tape, Scissors, Plain paper.

Process:

- The information would be given about the importance of training report and method of writing report in a bigger group. And also two name of participants would be asked to come forward willingly for preparing of concerned report-activities before the lunch and after the lunch each & every day.

Outcomes:

- To develop skills of training report writing in participants.

Caution:

- The report may be required according to daily routine including subject matter and their main points.
- Don't mention the name of anyone in the report even the word of motivator/resource person/participant.

Subject: Campaign song/Active Games

- The Motivator/Resource person would sang any new campaign song as previous and all participants would repeat together or start any new active game.

Subject: Analysis of Present Socio-Economic Structure of village

Objectives:

- To intimate of participants about present socio-economic structure of village.
- To make sensitive against the socio-economic condition.
- To intimate with real problems of village.

Method:

- Thinking and discussion in large group.

Material:

- Chart, Marker etc.

Process:

- The participants would be informed through graph as regard the social structure, its main part and about their inter-relations. In which they would be comes out on subjects like illiteracy, poverty, limited scope for development, situations of ladies, schedule caste and backward classes etc.

Outcomes:

- Information about Socio-economic structure of village.

Caution:

- The participant may not go astray from the subject.
- The discussion may be made interesting.
- The participants don't get entangled in the situation of difference in opinion.
- The points/opinion of any participant may not be removed from the list.
- Don't hurt the participant's feelings.
- The repetition of subjects may be avoided.

Subject: Effective part of Socio-Economic Structure

Objective:

- To introduced with causes to make changing in socio-economic structure.

Method:

- Case Study

Material:

- Copies of the "Story of Phillip"

Process:

- At first, the participant will be divided in four small groups. Copies of "The Story of Phillip" would be given separately of each sitting group in a round shape. Each group will get ten minutes because after reading the story could find out answers to questions given under the story. After the end of time schedule, each group will submit their report and that will be discussed.

Outcomes:

- Education and knowledge changes our condition.

Caution:

- Copies of "The story of Phillip" may be prepared in advance.

Subject: Effect of Scope Availability on the Socio-Economic Structure

Objectives:

To develop the understanding of scope availability for development. It effects to our socio-economic condition.

Method:

Imitation – Marble Game

Material:

- Two hundred marbles of glass, three wooden pieces in three size- big, middle and small, Chart paper, Cello tape etc.

Process:

- At first the participants will be divided in three groups. The number of participants would be three in first group, six in second group and twelve in third group. A three feet fence in round shape would be built in centre of the training room. The marbles would be put up in between the round fence. The first group will be 6 feet far from round fence, second group will be 9 feet and third group will be 12 feet from round fence. Also the big wooden piece would be given to first-group, middle piece to second group and small piece to third group. Then the all participants of each group will be said in term wise to hit the marble and throwing that out of fence by the help of wooden piece. The participant will get the total marble whatever will be comes out of the fence. The number of marbles would be put up in chart paper whatever is comes out of fence by group wise participants. The game will be stopped that time when all the marbles would be comes out from round fence. After that all participants would be asked about their experience and following questions given below: -

- Which group has maximum marbles?
- How they could get maximum marbles?
- Which group has minimum marbles?
- Why has they got minimum marbles?
- Had the marble winner succeed to win the marble by their own risk in this exercise?

- If the group third may be replaced at group one & group one replaced at group third with all facilities than any change would be possible in the current situation or not?
- Does this exercise have any relation with society?
- In which class of society you find your own group during the exercise?
- What symbolizes the marble?
- What the wooden piece symbolizes?
- What the distance symbolizes?
- What were the disparities?
- Does such type of disparities have seen in the society?
- What was the role of Motivator/Resource person during this exercise?

They will be cut-off from availing of the facilities till such time that they are ignorant of their existence through prolonging the discussion further and relating with education. The education and knowledge is the only source to awaken the people and we could change our socio-economic condition through this path. That benefit should reach for all not for one. The access of education should not be done for a limited people of society but for all like ladies, gents, rich, poor and deprived people. The primary education is the basic thing of education/knowledge. Therefore, it should be available for the social change or changing in present condition of society for all of our children's whether boys or girls, rich or poor, Schedule Cast or Forward Caste, Hindu or Muslim, Sikh or Christian.

Outcomes:-

- The availability of scope for development brings the changes in our present condition.

Caution:-

- The right choice of wooden piece should be done.
- The distance should be fixed for each group according to the size of training room.

Subject:- Daily Abstract and Feed back

Objectives:-

- To review the whole day proceedings.
- To help the participant to reflect the whole day task.
- To provide chance for reducing the gaps in the report.
- To assess the level of understanding of participants about the whole day activities.

- To develop the skills of memory among participants.
- An assessment of effectiveness of training.

Method:-

- A discussion in large group.

Process:-

All participants will be seated in large round group. The Motivator/Resource person will provide information today about pre-discussed subjects. After that the all participants would inform about whole day discussion respectively. At the end of whole day session they will submit a written slip about their experience.

They will write down one of the situation among four options and submit to Motivator/Resource person. The four options will be given as below :-

Outcomes:-

- The abstract of whole day activities.
- The assessment/evaluation of whole day's proceedings.

Caution:-

- The whole day proceedings should be done attentively, none of the activity should be missed out.
- The Motivator/Resource person would help the participant if they feel difficulty to speak activity.

Subject: Campaign Song

The Motivator/Resource person and participant will sing today also any new campaign song as per previous day.

Subject : Presentation of Previous Day Report, Improvement, Suggestion and Selection Of Reporters and Assistance for training at Present Session.

Objectives:

- Repetition about training
- To make the sense continue of training objectives.
- To improve the skill of expression among the participants.
- To ensure the participation of all in handling the arrangements.

Method:

- The daily routine may be read out and discussed collectively.

Materials:

- Chart paper, Marker, Plain paper, Pen

Process:

- The self-participated reporters will read out the written report of previous day in the session. The suggestions will be invited for bringing out the improvement in report from session. While thanking the reporters of the day, efforts will be made to identify the reports for the next day. The group may be invited with self-interest similarly for handling the arrangements.

Outcomes:

- To improve the writing & reading skill of report among the participants including also the participation in handling arrangement.

Caution:

- The report should be in written form.
- The important points of all previous day activities may be included in written report.
- The suggestions must be invited for the improvement from participants.
- The reporters must be thanked.

Subject : The Perception of Society Regarding the Education of Backward Class, Deprived class and Girls Education.

Objectives:

- To bring about a change in the perception of society regarding education.
- To sensitize the people about the backward class, deprived class and girls education.
- To bring about a change in the perception of women regarding the girl's education.

Method:

- A discussion in small group.

Material:

- Chart paper, Marker, Sketch Pen, Cello tape, Scissors etc.

Process:

- Firstly the participants would be distributed in six small groups and each group will be provided subject matter for group discussion.

The subject of group discussion may be as follows: -

- The perception of society regarding the girl's education.
- The perception of their guardians regarding the poor/deprived/backward class children's.
- The perception of families who are employed regarding the education.
- The perception of women/ladies about the girl's education.

- The perception regarding the education of elite class.
- The perception of society and family about the educated daughter-in-law.

Eighteen-minute time will be given for group discussion. The presentation will be held after the completion of time. The Motivator/Resource person will give the another information related with subject. The consolidation of point that have been raised in the meeting.

Outcomes:

- To sensitize the poor/backward/deprived class children's and girl's regarding their education and together with the feeling that education is equally important for them.

Caution:

- The attention may be drawn on this issue that all the participants may be given a equal chance to express themselves.
- The Motivator/Resource person should spent a little bit time in each group during the group discussion.

Subject: The Status of Girl's and Women in the Society

Objectives:

- To introduce with different conditions of women.
- To sensitize them about the assassination of girl's right.
- To build awareness among the people about the atrocities afflicted on women.
- Education is helpful in changing the status of girl's and women. The understanding regarding this may be developed.

Method:

- Discussion in small group, Presentation and discussion in large group.

Material:

- Chart paper, Sketch pen etc.

Process:

- First of all the participants may be bring about understanding of subject and they may be divided in four groups through counting. Four conditions may be defined for four groups and it may be discussed about the women status. The four conditions are as follows:-

- (i) From birth to 11 years
- (ii) From 11 years to 18 years
- (iii) From 18 years to 45 years
- (iv) From 45 years to death

Each group may be provided chart-paper and sketch pen to note down the issues emerging out of 30 minutes discussion. After half an hour the session they may be asked to make a presentation and abstract in a larger group.

Outcomes:

- The participants should be made aware about the prevailing situation of women and they should know that how the education solve this problem.

Caution:

- It may be remembered that the participants must not divert from the subject.
- The Motivator/Resource person during the group discussion may do the guidance and care/perusal.

Subject: Campaign Song/Active Game

- The Motivator/Resource person and participants will sing any new campaign song collectively or they will arrange any active game as per earlier session.

Subject: Follow-up –Rights And Hopes

Objective:

- To develop the understanding about the women's condition in the society.
- To sensitise the girls and women regarding their rights.
- To identify the obstacles regarding the women hopes.
- To using all out awareness among the people regarding the identification of conventional tradition.

Method:

- To Follow-up

Material:

- Stick, Flower, Gulal, Chowk, Cloth for tie up in eye, Musical Instrument a Cassette Player.

Process:

- First of all the five women will be selected among the participants. They will be given few flowers. They should feel that it is the most favourite thing for them. After that they will be seated separately around the outside of gulal made round circle in between the training room.
- The flowers whatever they having will be decorated by them inside the round circle. A stick will be provided to them for the protection of flowers. The five selected women will be instructed not to disclose any other participant about their knowledge. Similarly the five men will be selected and a band will be tied up on their eyes. They will be instructed for dance in the circle according to music tune. The Motivator/Resource person will take care that the male participant would not come outside the circle during the dancing. They will also encourage them, when the flowers may be completely crashed by dancers, the music will be stopped. At the same time dance be opened. During the activity, the other participant will assess the whole process without any mutual discussion sitting with quietly inside the large circle and obey the instruction of Motivator/Resource person. After that the whole process would be discussed and same questions may be asked during during this activity. The questions or discussion may be asked as per condition. The condition of girls and women in the society will be analysed through such type of discussion.

Outcomes:

- The people may be made aware about the conventional behaviour regarding the girls and women.

Caution:

- Many participants may be influenced with deep sensation during the follow up. They should be careful to keep the feeling matter.
- There should be a special care during the fellow-up otherwise you may be injured.

Subject: Daily Abstract and Feedback

The task will be repeated today also as per earlier.

THIRD DAY

Subject : Campaign Song

The Motivator/Resource person and participant will sing together any new campaign song as per previous.

Subject : Presentation of Previous day Report, Improvement, Suggestions an Selection of Reporters and Assistance for training at Present Session

- This task will be finished as per earlier.

Subject : Present condition of Primary Education and its aim of universalisation, Analysis of condition, Identification and solution of the problems.

Objectives:

- To make them aware about the present condition of Primary Education.
- To identify the aim of universalisation of Primary Education.
- To identify the obstacles regarding the universalisation of Primary Education and the understanding may be developed about its solution.
- To motivate and sensitize the participants people regarding the universalisation of Primary Education.

Method:

- Mute acting, Display of data and thinking.

Material:

- Stick, Book, Chair, Bidi, Matchbox, Marble, Chart Paper, Marker, Information Sheet and data related with Primary Education.

Process:

- First of all the mute acting will be performed by the motivator/resource person. The Motivator/Resource person will perform the role of teacher, child and guardian in this mute acting. In the first scene, the teacher is sitting on the chair with stick. The guardian will force child to go to school with heavy load of bag. During the process of acting, the teacher used to frighten the child with stick and ask him to study and himself sitting by keeping legs on chair and then start smoking. The child starts to play marble when the teacher is not attentive. Suddenly the teacher became attentive and he starts to beat the child and threatening him to read. Being afraid with teacher's behaviour child is overcome by fear but continues pretends to read. Meanwhile, the child runs away from the school when he found that the teacher is not attentive. The mute acting is being stopped at this point. After that the following questions may be asked to participants: -
 - What did you saw?
 - How was the teacher's behaviour?
 - How was the guardian's behaviour?
 - What was the Child doing?
 - Did the child need?
 - Why the child runs away?

More of such questions may be asked to participants and forwarding the continuation of discussion the data concerned with block, district and Haryana state primary education may be displayed among the participants. The present problems of the primary education and its solution will be discussed through these data.

Outcomes:

- The understanding may be developed about present condition of Primary Education.

Caution:

- The advance preparation of mute acting should be done and necessary data may be collected in advance.

Subject : Case Study –The Education Policy of Deepak

Objectives:

- Information regarding the method of joyful learning.

Material:

- Copies of “The Education Policy of Deepak”.

Process:

- After dividing into four groups the participants will be given the copies “The Education Policy of Deepak” to read and discussion. Each group will be provided 20 minutes for this task, After which each group will present their report on questions given in the end of the Education Policy of Deepak” and that will be discussed in a large group.

Outcomes:

- To bring about awareness among the participants about the method of joyful learning.

Caution:

- The advance preparation of the copies may be done of “The Education Policy of Deepak.”

Subject : What is the district Primary Education Programme (DPEP)? A detailed information regarding its programme, Management a Structure, Rationale of DPEP?

Objectives:

- To make them aware about DPEP.
- To make them aware about the structure and management of the programme.

Method:

- Lecture, Distribution of Information Sheet.

Material:

- Information Sheet regarding DPEP, Chart paper, Marker, Sketch pen, Cello tape etc.
-

Process:-

- The Motivator/Resource person in a large group will give the information about the goals, management of objectives and structure of DPEP through the information regarding DPEP.

Outcomes:

- To make them aware about the different aspects of the programme.

Caution:

- Please give the details about DPEP, but give the necessary information.

Subject : Campaign Song/Active Game

- The Motivator/Resource person and participant will sing any new campaign song together or they will arrange any active game.

Subject : The Concept, Formation, Nature of work, Right Responsibility and the Role of Village Education Committee (V.E.C.) regarding the Universalisation of Primary Education under DPEP.

Objective:

- To make them aware about the nature, of Process of formation, Work Proficiency, responsibility and role of Village Education committee.

Method:

- Discussion in a large group through the method of questions.

Material:

- V.E.C. Brochure concerned with the Formation, nature, function, right responsibility and role.

Process:

- The detailed information will be imparted through discussion about V.E.C. concept process of formation, nature, function, responsibility and role.

Outcomes:

- The detailed information regarding the V.E.C.

Caution:

- The information should be given on the basis of V.E.C. provisions led down under DPEP.

Subject : The role of V.E.C. in New Panchayati Raj Act

Objectives:

- To make them aware about the New Panchayati Raj Act and what is the role of V.E.C. under the already prevailing system of Panchayati Raj Act in Haryana. Developing understanding regarding these.

Method:

- Thinking

Material:

- Chart Paper, Marker, Sketch Pen, Bulletin concerned with Haryana Panchayati Raj Act.

Process:

- The Motivator group will distribute the bulletin concerned with the Haryana Panchayati Raj Act. After that they will provide information regarding the importance of V.E.C. under the ruling of Haryana Panchayati Raj system through discussion for developing understanding.

Outcomes:

- Development of better understanding regarding the inter-relations of V.E.C. and Haryana Panchayati Raj System.

Caution:

- The special care will be given on this topic in presentation that the information may be provided as per provision of Panchayati Raj Act.

Subject: The Need and Importance of All Participants required for Participation to complete the work.

Objectives:-

- To enhance the need for participation of all.
- To make them aware about the feelings of group activity.

Method:-

- The exercise of matching figure/Matching figure exercise

Material:-

- Enveloped, pieces of cut off pictures, Chart Paper, Marker etc.

Process:-

- The Motivator group will arrange the matching figure exercise for the necessary participation of all to finish the work. The participants will be instructed to seat behind one another in a queue in a group of five each during the beginning of exercise. The sitting arrangement of participants will be made as like that each group may not be awarded about the another group activity. The Motivator group will introduce the participation is regarding the principle of exercise.

The approach will be as follows:-

- None of the participants will have the mutual talking during the exercise.
- They will be not allowed for gesture.
- The enveloped will be provided of every members from each groups. Therefore, fine envelopes will be provided to each group.
- There will be cut off pictures in the envelopes.
- One complete picture will be made by the each participant through cut off pictures. Therefore fine picture will be completed in the group.
- The participant may distribute the access pieces of picture among their colleagues but they can't demand by hint or dashed, if it may be easily available then they can take.
- The duration of ten minutes will be provided to making of five pictures.
- After completing the duration the exercise will be stopped in running condition by the Motivator/Resource person.
- The participants of this exercise will be asked about their experience in a large group.
- The following questions may be asked:-
 - How many pictures have completed in your group?
 - Why your group have succeeded?
 - Why your group have failed/become failure?
 - Who have start to given the pieces of cut off pictures first of all?
 - What is the reason of success of your group?
 - Are you angry with any friend of your group?
 - Why are you angry?
 - What is the best method to finish this work?
 - Why didn't your group adopt this method?

The raised points in above discussion may be clarified by the Motivator/Resource person regarding the importance of equal participation of all about finish the work and again it may be discussed about equal participation in primary education.

Outcomes:-

- The awareness should be made among the participants about the equal participation of all in finishing the work through cut off pictures.

Caution:-

- The Motivator/Resource person should prepared the envelop filled with cut off pictures before the starting of exercise.

One or two pieces of prescribed picture should be packed in other envelop for each group during the preparation of separate envelop because exercise may be compelled according to rule & regulation.

SUBJECT: The Functioning of Village Education Committee – Convening the Meeting.

Objectives:

- To make the participants aware about the successful function of Village education Committee (V.E.C.)

Method:

- Role Play

Material:

- According to Need

Process:

- First of all the participants will be provided ten minutes time for preparation of a meeting in a practical way selection of play, the objectives of meeting, information to participants for participation in meeting, and making the worklist of meeting for role play. After that the each group will suggest the method for solution of gaps to identification of virtues & vices through their presentation and analysis.

Outcomes:

- Developing the understanding regarding the successful convening of V.E.C. meeting.

Caution:

- The wrong information may not be provided.

Subject : The functioning of V.E.C.
(Proceedings of meeting
: Development of leadership skill)

Objectives:

To develop the leadership skill among the participants to establish an efficient Village education Committee (VEC). To develop the leadership skill among the participants for successful conducting of meeting.

Method:

- To follow up and role-play.

Material:

- Old newspaper a Waste paper, Chart paper, Marker, Sketch pen, Scissors.

Process:

- The Motivator/Resource person will be seated to participants in three small groups separately.
- After that one participant from each of the group/each group will be said to perform the role of separate leader in their own group through calling by signal turn wise. They will performing the role of different leaders given as follows:- the role of dictator leader, the role of participatory leader, role of inactive leader, the above participant will be back to seat on their own group. They will not tell anything else wish their other friends of group. All participants will be provided old newspaper and they will said to make one hundred aeroplanes within 15 minutes by the help of group's participants. As the role-play starting, three leaders will perform their role in their own group according to instruction. The Motivator/Resource person will have a watch that the task is going on according to rule and regulation or not through visiting in each of the group. After completing the time, the following questions will be asked from group/participant.
- Which group has made how many aeroplanes?
- Why your group has made more number of aeroplanes?
- Why your group has made a less number of aeroplanes?

- How was the role of leader in your group?
- How was the leader's behaviour in your group?
- Which of the leader's behaviour you like and why?

At the last moment Motivator/Resource person will discuss on this issue through connecting with behaviour and activities of role-play that which type of participation of chairman, Secretary, members and villagers should be done in the implementation of the V.E.C. meeting and other activities conducting.

Outcomes:

- Developing understanding about the group participation and leadership skill.

Caution:

- The Motivator/Resource person will assess carefully the positive and negative effects on the group and the role of leader of each group. The Motivator/Resource person will must enhance the need and their importance of the participatory leadership in the V.E.C. through that role play & simulation.

Subject: Daily Abstracts and Feedback

- The Motivator/Resource person and participants will have reassessment with together of whole day activities as pre previous.

Fourth Day

Subject : Campaign Song

The Motivator/Resource person and participant will sing any new campaign song together as per earlier.

Subject : Suggestion, Improvement and Presentation of Previous day Report And Selection of Reporters and Assistance for Training at Present Session.

- This task will be finished as per earlier.

Subject : Functioning of V.E.C. (How to take decision?)

Objectives:

- To develop the understanding among the participants about the process of decision and their different aspects.

Method:

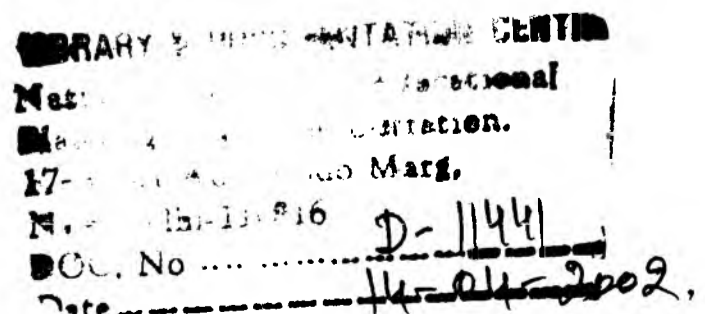
- Simulation

Material

- Written Performa concerned with simulation - Parachute.

Process:

- First of all the participants sitting in the four small groups may be told to take decision within ten minutes after providing the written Performa concerned with simulation. As the time completed simulation may be stopped and that analysis may be done. The following questions may be asked during the analysis:-



- Have you taken any decision?
- Was the decision unanimous?
- How was the opinion elicited?
- How do they feel who have not involved in decision making?
- Which is the best method for taking decision?

It would be clarified through discussion and presentation by the all of four groups that number of group members are unsatisfied and feelings of displeasure will clearly visible on their faces. Taking the discussion forward the participants may be clarified that the process of decision effected by the point of view, value and opinion of the member who are involved in decision making. A number of methods may be followed for making decision in the order.

- | | |
|--------------------|---------------------|
| (A) Public Opinion | (B) self prescribed |
| (C) Twin Decision | (D) By vote |
| (E) Unanimity | (F) By force |

The difference of opinion among the members/participants is bound to happen whenever the process of decision making may be held because everybody have their own separate ideology about every thing. The difference of opinion is bound to happen when the member/participant person having different point of view and ambitions will gather together for decision making. The participants may be informed about this. The discussion may be held about few methods for settlement of differences of opinions. The settlement as may be follows :-

- Safety
- To patch up
- Dealings
- Impose
- Clear solution of problem
- Social adjustment
- Reducing the mutual differences etc.

Outcomes:

- Developing understanding about the problems & solutions in decision making.

Caution:

During simulation the attempts may be made to assess about the decision making of each group.

Subject : Functioning of V.E.C.

Objectives :

- To promote the understanding about the importance of distribution and completion of task.
- To make them aware about the feelings of lead effect. Whatever is going on due to lack of the distribution of responsibility in the order of completion the task. To remove any ill feelings regarding the distribution of responsibility.
- To sensitise the member of V.E.C. regarding their duty, rights and responsibility.

Method:

- Role play/Acting

Material:

- Pieces of stones, thread of rope, Chart paper, Marker, Story regarding making the sense of responsibility (Story of Ganga Nagar). The written cards bear the name of the character's in a story.

Process:

- The Motivator/Resource person will invite the twelve participants for role-play with self-interest. They will be seated in a small group in between the group and given the task to matching the name of participants. After that one of the member from motivator/resource person side will read the story with feelings and second will start the role-play through hanging the binded stones on each & every participant fingers. At the end of the story the secretary may feel a heavy load on his finger. The story should stopped as the burden unload.
After the completion of story, the analysis may be done regarding the experience from each of the participants. The following questions may be asked to know their experience :-
- What does the stone symbolise?
- How are you feeling?
- Why was the stone hung on one participant's finger?

- What was the reactions of others participants?
- Why didn't the other participants take the responsibility to take the stone?

Outcomes:

- Developing an understanding of responsibility.

Caution:

- A sense of responsibility is reflected through the story.
- The narration of the story by the motivator should be effective.

Subject : Functioning of V.E.C.
(The Method of Writing the Meeting Proceedings)

Objectives:

- To develop the skill of writing proceedings among the participants.

Methods:

- Role-play and behavioural task.

Material:

- Sample, Register, Plain paper, Pen.

Process:

- After dividing the participants in a small group, they may be conducting the meeting and writing the proceedings accordingly the subject. After the completion of group task the presentation may be done in a large group and suggestions may be invited. The understanding of writing proceedings through the right suggestions by the Motivator/Resource person.

Outcomes:

- Developing the skill of writing the proceedings.

Caution:

- Providing information on recording the proceedings correctly.

Subject: Functioning of V.E.C.(To maintain the account)

Objective:

- To make them aware about the accounts of income and expenditure getting from different sources.
-

Method:

- Group discussion and Written Sample.

Material:

- Sample of different types of register/text books for maintaining the account.

Process:

- The Motivator/Resource person may provide the information regarding the accounts through discussion in a large group. The information regarding the different grants-in-aid of V.E.C. getting through the DPEP and developmental schemes may be also given and make them aware about the whole process regarding its income, expenditure and accounting.
-
-

Outcomes:

- Development the skill of accounting among the participant.

Caution:

The Motivator/Resource person should not add anything of your own While informing about DPEP and development schemes.

Subject: Campaign Song/Active Game

The Motivator/Resource person and participants will sing any new campaign song or they will arrange any active game.

Subject: Information Regarding Making the Planning And Analysis of Field Study For Universalisation of Primary Education.

Objective:

- To make them aware on different aspects of field study.

Method:

- Discussion, Consideration

Material:

- Chart Paper, Sketch Pen, sample of important Performa for field study.

Process:

First of all, the participants may be awared about the field study, e.g. to survey, identification of physical condition of school study of village atmosphere and its method of demarked in the map, method of highlighting of educational situation, assessment of educational situation of 6-11 age group children.

Outcomes:

- Develop the skill of assessment of present condition for universalisation of Primary Education.

Caution:

- The required information concerned with the field study must be given before the study undertaken in the field.

Subject: Daily Abstract And Feedback

- The task will be finished today as per previous.

Subject : Campaign Song

The motivator/Resource person and participants will sing any new campaign song together as per previous.

Subject : Suggestion Improvement and Presentation of Previous day Report and Selection of Reporters and Assistance for training at Present Session.

- This task will be completed as per earlier.

Subject : Submission and Discussion of Field Study

Objectives:

- To develop the skill of assessment among the participants about the educational status of village.
- To sensitize them about the cent-percent enrolment and retention in the primary classes.
- To develop the skill of identification of needs for the improvement of school atmosphere.

Method:

- Discussion in a large group.

Material:

- Collected information during the field study. Performa concerned with the final status after the analysis of information.

Process:

Presentation of collected information from the field study may be done..
The Information will be as follows:-

- Total population of Village
- Total number of households of village

- Total number of boys and girls belongs to 6-11 age group in the village.
- The number of school going boys and girls of govt.'s school.
- The number of school going boys and girls of others/private schools.
- The number of dropouts.
- The number of boys and girls who are out of school.
- Information regarding the disabled children.
- Information about available physical resources etc. in the village.
- Information regarding the school of village.

Outcomes:

- Developing the understanding about the process and techniques of field study.

Caution:

- The Motivator/Resource person will must highlight the solution of different problems during the discussion.

Subject : Planning for Availability of Primary Education for All children

Objectives:

- The member of V.E.C. may able to decide their own role regarding the availability of primary education for all children and implementing it. Developing the skill regarding this.

Method:

- Discussion in a small group, thinking and presentation in a large group.

Material:

- Chart paper, Marker, Prescribed Performa for planning.

Process:

- All participants will plan together with their own village participant for the availability of primary education to all children. After providing the complete information about the subject, The Motivator/Resource person will distribute the prescribed Performa

among the participants and provide them 30 minutes for group task. After the completion of period, discussion and presentation will be held in a large group.

Outcomes:

- The skill of planning should be developed among the participants to provide the primary education for all children.

Caution:

- The care must be taken on participant's clear opinion in all aspects.

Subject : Evaluation of Training

Objectives:

- To assess the effectiveness of training.
- To assess the effectiveness of activities carried out during the training.

Method:

- Through the written Performa.

Material:

- Copies of evaluation Performa.

Process:

- Each one of the participants's will be provided an evaluation Performa and they will be instructed to submit after filling up.

Outcomes:

- Assessment of whole training session.

Caution:

- The individual opinion of participants should be clear in evaluation.
- During the evaluation no instruction & guidelines will be given by the Motivator/Resource person.
- Illiterate participants or those who are unable to write may not be pressurized.

Subject : Feedback of training

Objectives:

- To understand the opinion of participants regarding the whole arrangement of training.
- To give the chance to all participants to express their opinion.

Method:

- Verbal discussion through question answer.

Material:

- A list of questions.

Process:

Each one of the participants may be asked their opinion about the training. The opinion should be elicited mainly on following points :-

- Was this training necessary for you or not?
- How would you like the arrangement of training centre?
- How would you feel about the methodology of training?
- How was the behaviour of Motivator/Resource person?
- What is your suggestion for making the training effective?

Outcomes:

- Participant's perception on effectiveness of training arrangements

Caution:

- The opinion must be taken from each one of the participants.
- Respect the participant's ideas.

District Primary Education Programme

Village Education Committee training dated from _____ to _____

Participant Registration Performa

Name of the participant:- _____

Father's/Husband's Name:- _____

Permanent Address:

Village _____

P.O. _____

Tehsil _____

Block _____

District _____

PIN _____

Phone No. _____

Age _____

Educational Qualification:-

Special Training/Qualification/Experience _____

Name of V.E.C. _____

Post in V.E.C. _____

Name of the Primary Schools working under V.E.C. _____

Dated:-

Signature of Participant

For Office Use

1. C.R.C. _____
2. B.R.C _____
3. Name of C.R.C Coordinator _____
4. Name of B.R.C Coordinator _____
5. Signature of C.R.C Coordinator _____
6. Signature of B.R.C Coordinator _____

Teacher's opinion _____

Dated:-

Signature of Participant

For Office Use

1. C.R.C. _____
2. B.R.C _____
3. Name of C.R.C Coordinator _____
4. Name of B.R.C Coordinator _____
5. Signature of C.R.C Coordinator _____
6. Signature of B.R.C Coordinator _____

Teacher's opinion _____

Sample of Registration Register

Sl. No.	Name of the Participant	Father's/ Husband's Name	Age	Permanent Address	Educational Qualification	Special Training /Qualification/ Experience	Name of the V.E.C.	Name of the V.E.C.	Name of the Primary Schools Working under V.E.C.	Signature of the Participant					Remarks	
										On the Eve	First Day	Second Day	Third Day	Fourth Day		Fifth Day



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 New Delhi-110016
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 Date 15.04.2002.

Sample of diagram for Analysis of the Socio-Economic Structure of Village

Society

This is God gifted so that continuation of system of human being may be in on going process and society would get forward. Ladies-Gents are compliment to each other. Both have equal role to promote the society. But, did both have equal position in society? No? Yes?

Marriage is a social institution creates One family so that society would be evolving.

Higher Class

Middle Class

Poor Class

Who build those houses we see in the society?

Present Social Structure

Rich

Middle

Poor

Social Equilibrium

Present Status

Uncommon Status

Property
Education / Knowledge
Strength / right

Rich/ Men

Poor/ Woman

Equal Status

Property
Education / Knowledge
Strength / right

Property
Education/ Knowledge
Organisation/ Unity

Rich/Men

Poor/Women

- **Equal Rights**
- **Pressure Free**
- **Equal Opportunity**
- **Without Discrimination**
- **Self discipline**