



GOVERNMENT OF KERALA

STATE
ADULT EDUCATION PROGRAMME
KERALA



Government of Kerala
1979

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THE KERALA STATE ADULT EDUCATION PROGRAMME (SAEP)

Preamble.—The draft Five Year Plan 1978-83 emphasises removal of unemployment, an appreciable rise in the standard of living of the poorest sections of the population and provision by the State of the basic needs of the people, including clean drinking water, adult literacy, elementary education, health care, rural roads and rural housing. Adult Education—looked upon as a method of human resource development, including literacy, functional development and creation of awareness among the poor regarding their inherent power to determine their destinies—should become the method in the new development process. It can contribute to the new development strategy in three significant ways firstly by making a substantial part of the work-force literate and better skilled; secondly, by involving the people in various development programmes which would make it possible to achieve optimum production and productivity and minimise wastage; and thirdly, by creating awareness among the poor regarding the benefits of laws and policies as a strategy of redistributive justice.

2.1 *Literacy position in Kerala.*—Kerala is the most literate State in the country with a comparatively high per centage (60%) of literacy. This may create an erroneous impression that there is not much need for an Adult Education Programme in this State. It is however estimated that there are about 90 lakhs of illiterate adults in the State. Not counting children below the age of 5, the adult illiterates in the State would come to 50 lakhs according to the 1971 census. Of them 13.50 lakhs would belong to the age group of 15—35 years. This is a pointer towards the need for a massive programme for adult education at least for the age group of 15—35. Developing in them the minimum necessary capacity to read and comprehend is essential to ensure that none is exploited and that none depends on anyone else.

2.2 As many official and non-official organisations are now engaged in the task of Adult Education/Special Education, co-ordination to check duplication, unnecessary rivalry and wastage of human as well as monetary resources is necessary. In any case, these efforts touch only the fringe of the requirements. What is required is a massive people's education programme co-ordinating the resources and activities of all official and non-official agencies. It would therefore be necessary to merge the Adult Education Programme implemented by the various agencies with this scheme

3.1 *Aim of the scheme.*—The State Adult Education Programme to be implemented in these five years starting 1978-79 has the following objectives:

- (i) to enable illiterate adults to attain better knowledge and skills in their occupational and home management so as to make them self reliant;
- (ii) to make the illiterate adults attain permanent functional literacy and numeracy; and
- (iii) to impart awareness and knowledge essential for developing qualities of good citizenship and to develop in people habits of healthful living (both personal and environmental hygiene).

3.2 It is proposed to lay special emphasis on the education of those within the age group of 15—35, though there will be no rigidity about these limits. In brief the emphasis will be on developing functional skills, literacy and numeracy ability and awareness in the 15—35 (or more) age group, within a period of 5 years.

4.1 The programme is to be left largely to voluntary efforts to be implemented with the active assistance of the Central and State Government agencies. The services of all the major voluntary organisations functioning in the socio-cultural and scientific fields may be mobilised for this massive task of people's education. The role of the Governmental agencies will be confined framing of policy-guide-lines, coordination and overall supervision.

4.2 The programme also envisages establishment of centres by the Government where voluntary effort is totally absent, as well as model centres.

5. 15,000 centres are proposed to be set up in the five year period. The number of centres to be opened in 1978-79 which may be 1000 will be enhanced progressively in the subsequent years with the accelerated momentum gained in the process of implementation of the programme. Each centre is to cater to not more than 30 illiterate adults.

6. For the year 1978-79, the centres may be started on an adhoc basis owing to dearth of data on the most needy/vulnerable areas. For the next batch of centres to be taken up in 1979-80, immediate preparatory action to have a survey has to be undertaken. The survey may be done on a district-wise basis to be conducted under the supervision of the District Collector. The survey should be completed before the end of the financial year 1978-79. This survey should include the collection of information such as would enable identification of the pockets/areas which need the Adult Education Centres the most, the inputs necessary and the phasing to be adopted in the district.

7. *Organisational Structure.*—The programme is a time-bound and target-bound one. The organisational structure has to be such as to be able to utilise local resources of manpower for maximum results.

8.1 *Basic Units.*—The basic unit of the programme will be Adult Education Centres (or Grama Vidya Kendrams). Each such centre is expected to educate about 30 illiterate adults. There will be one educator for each centre mainly connected with the literacy programme. Guest speakers may also be engaged for teaching special subjects like agriculture, Health, Industries, co-operation etc. If committees to promote and execute the programme at the level of Grama Vidya Kendram, Panchayats and Blocks are considered necessary by the voluntary organisations/people, these may be constituted using local non officials. At the State and District levels there will be committees consisting of both officials and non officials.

8.2 *Location of basic units.*—The Grama Vidya Kendram may function in any convenient building/place available for the purpose. The centre may be staffed with a part time educator who may be paid a monthly honorarium of Rs. 50. He should attend mainly to the imparting of literacy and numeracy skills. But he will have to ensure that persons are motivated to come and attend the class and also to secure the assistance and co-operation of specialists in agriculture, animal husbandry, health, nutrition craft, hygiene, home management etc. so as to ensure that the education that is given is relevant to the life of the people. The target group should as far as possible have a common interest/function. The classes need to be conducted at a time convenient to the learners. The total number of instructional hours should be 300—350 hours spread over a period of 9 to 10 months, with 1 to 2 hours class every day.

8.3 While setting up Grama Vidya Kendram, special emphasis may be given for tribal and backward areas. Separate centres, wherever necessary may also be formed exclusively for women.

9.1 *District level Committee.*—At the District level, the primary responsibility to oversee the programme shall rest with the Collector. This Collector would be assisted by a District Adult Education Officer. The Committee will consist of the District Collector as Chairman and a prominent non official as Vice Chairman. The committee may include the Assistant Development Commissioner as member and representatives of Block Level Committees, District Adult Educational Officer as Convener, District Officers of the Development Departments such as Agriculture, Animal Husbandry Industries, Health etc. and Social Welfare Department and the D. E. O. and M. L. As and M. Ps. of the District and two representatives of the District Development council. Any other useful and prominent person/persons may also be coopted. The committee may meet as and when necessary but at least twice in a year. It will be constituted by the District Collector.

9.2 The voluntary organisation/agencies may submit their applications for assistance to the District Collectors who will cause necessary enquires being made through the District Adult Educational Officer. The District Adult Education Officer would be responsible for scrutinising applications of voluntary organisations and facilitating the setting up of projects with reference to the need of the area, the ability and responsibility of the organisation to run the projects/centres efficiently, the priority as between centre and centre and the coordination necessary so as to avoid duplication of effort and rivalry between agencies involved in the programme. After the receipt of the report of the District Adult Education Officer, the District Collector will examine the proposals of the voluntary agencies and send them with his recommendation to the State Government.

9.3 The amounts available in the budget for the programme will be distributed to the District Collectors for implementing the programme, on the basis of requirements as brought out in the survey to be conducted.

10. *State Level Board.*—There will be a State Level Board of Adult Education under the Chairmanship of the Chief Minister. This Board would provide policy guidelines and would watch the progress of implementation of the programme. The convenor of this committee will be the State Adult Education Officer.

11. *Steering Committee at State level.*—For ensuring co-ordination between the development programmes and adult education, to oversee programme formulation and to receive periodic reports regarding implementation, a steering committee would be set up under the chairmanship of the Chief Secretary. A separate Adult Education Division may be set up in the General Education Department

12. *Resource Development.*—It would be necessary to set up a State Resource Centre to organise and develop resources for use in the programme, to arrange for supervise and evaluate the training programme and to evolve necessary guidelines for the production of adult education materials like primers, bulletins, journals etc. The centre will play the role more of a co-ordinator and catalyser rather than directly taking up adult education like established institutions. The Centre may be a registered body which will be able to secure coordination between voluntary organisations institutions and agencies doing adult education work.

13.1 *Training Programme.*—Educators, Supervisors and project Officers engaged for the running of Adult Education Centres will have to be given training to make them competent to discharge their functions. This may be arranged by the State Resource Centre.

13.2 *Topics of Education for Educators.*—The suggested topics to be dealt with in the primary courses are:

- (a) The concept of illiteracy—causes, problems, implications in a democracy, literacy and economic progress,
- (b) Illiteracy—world trends, India and Kerala, attempts for eradication,
- (c) Methods of teaching adults—dynamics of learning, motivation, psychological needs, problems,
- (d) Communication—methods, use of teaching side
- (e) The contents—primers, curricula, functional literacy and numeracy
- (f) Organisation of classes, and
- (g) Evaluation procedures.

13.3 *Reading materials* —The following materials will have to be prepared and produced by the resource centres. (S.A.C.)

- (a) Primers—with graded lessons of themes of lessons suited to the particular group, with adequate illustrations, in attractive format. There should be separate primers for distinct cultural groups.
- (b) Supplementary readers in topics—agriculture practices, manure, pesticides etc., fisheries, co-operation, home management, hygiene, family welfare etc.
- (c) Charts and tables
- (d) Flash cards
- (e) Handbooks and guide books for the part-time teachers.
- (f) A monthly journal for the adult education learners
- (g) A bulletin (fortnightly) for the Adult Education workers

14. *Utilisation of service of Voluntary Agencies.*—For the successful implementation of this massive programme it would be necessary to utilise all resources available in the community. The co-operation of all voluntary organisations is to be sought. An illustrative list of voluntary organisations who may be requested to co-operate with the work of organising and conducting Grama Vidya Kendrams is given below:

1. Kerala Grandhasala Sangham
2. Sasthra Sahithya Parishad
3. Kanfed
4. Planning Forums

5. National Service Scheme units
6. Agencies running educational institutions (Church, M. E. S., N. S. S., S. N. D. P. etc.)
7. Nehru Yuvak Kendrams
8. Students Organisations
9. Teachers' Organisations (Primary, Secondary and College Teachers)
10. Trade Unions
11. Service Organisations
12. Mahila Sanghams
13. Karshaka Sanghams
14. Co-operative Societies
15. Arts Clubs
16. Rotary Clubs, Lions Clubs, Junior Chambers etc.
17. Radio Rural Forums, Charcha Kendrams
18. Study Circles sponsored by news papers and cultural organisations
19. Literary Organisations
20. Youth Organisations
21. Scouts and Guides
22. N. C. C.
23. Panchayat Parishad
24. Any other agencies, if they come forward and are suitable for it may also be absorbed in this programme.

14.2 Instructional Agencies.—As far as possible local talent must be utilised as instructional agencies. This may include—

- (i) School teachers
- (ii) Students
- (iii) Village youths
- (iv) Ex-servicemen and retired personnel
- (v) Field level and other functionaries such as Village health worker, Gramaseviks, Balasevika, Village Level Worker, functionaries of Co-operative Societies and Village Panchayats etc.
- (vi) Voluntary Social Workers

14.3 Centres run, the Department.—The Education Department itself may organise Grama Vidya Kendrams in areas, if any, not covered by voluntary organisations.

15.1 *Administrative set up.*—The Government of India have suggested the pattern of staff at various levels as shown below:

State Level set up

1. Joint Director/Deputy Director	1
2. Assistant Director (monitoring)	1
3. Stenographer	1
4. L. D. Typist	1
5. Peon	1
6. Driver	1

District level

<i>Category</i>	<i>Having more than 500 Adult Education Centres</i>	<i>Having 500 & less Adult Education centres</i>
District Adult Education Officer	1	1
Statistical Assistant	1	1
Office Assistant	1	Nil
Lower Division Clerk	1	1
Steno-typist	1	Nil
Driver	1	Nil
Peon	1	1

Staff pattern.—The following posts have been created for the State Adult Education programme forming a separate cell directly under the Special Secretary, General Education Department

(i) SECRETARIAT CELL

1. Deputy Secretary	1
2. Section Officer	1
3. Assistant Grade I	1
4. Stenographer	1
5. Typist	1
6. Peon	1

(ii) ADULT EDUCATION HEADQUARTERS CELL

1. State Adult Education Officer	1
2. Assistant State Adult Education Officer	1
3. Junior Superintendent	1
4. U. D. Clerk	1
5. L. D. Clerk/L. C. Compiler	1
6. Stenographer	1
7. L. D. Typist	1
8. Peon	1
9. Driver	1

(iii) The following posts may be created in the Districts.

1. District Adult Education Officer	1
2. L. D. Clerk/L. D. Compiler	1
3. U. D. Clerk	1
4. Steno-typist	1
5. Driver	1
6. Peon	1

15.2 *Provision for Conveyance.*—It would be necessary to provide conveyance in the State Headquarters as well as District Headquarters. 12 Vehicles will have to be purchased.

15.3 *Project level.*—The No. of projects will not exceed 150. To start with, provision is made for 10 projects in 1978-79. The number will be gradually increased to 40 in 1979-80, 100 in 1980-81 and to the maximum number of 150 in 1981-82 and 1982-83. However, a slight variation in the assessment is possible when the details of survey on adult literacy are available. The National Adult Education Programme is to be implemented through these projects. The project will have complete financial powers and control in organising appropriate professional work. It will be run by a project officer on a salary not exceeding Rs. 700 p. m. The project administration will be the responsibility of the voluntary organisations. There may be one supervisor on a salary not exceeding Rs. 400 p. m. for every 30 centres.

15.4 The norms for appointments of the Project Officers and the Supervisors will be evolved by the State Government in consultation with the Government of India.

16.1 *Incentives.*—With a view to encouraging a spirit of competition for the establishment of ideal Adult Education Centres it is proposed to give awards to one centre in a project in a District every year. The proposals in this behalf will be considered by an Award sub-committee of the District Committee. The award money will be required to be utilised for generation of a community asset.

16.2 *Certificates* may be issued to the learners on completion of their course by the voluntary organisation conducting the centre.

17. *Grant in aid to voluntary agencies.*—Registered voluntary organisations public trusts and non profit making-companies would be eligible for assistance as envisaged in the Government of India's scheme of assistance to voluntary agencies working in the field of Adult Education (vide appendix to this scheme)

18. *Evaluation and monitoring and Research.*—The implementation of the scheme will be evaluated and monitored by the State Resource Centre. The Centre will conduct research on the basis of experience gained for providing guidelines for future action.

19.1 *State Publicity Committee.*—The success of the State Adult Education Programme is largely dependant on the measure of popular support it receives in the process of its implementation. A State publicity Committee can play a vital role in this context. Such a committee has already been constituted.

19.2 *Publicity.*—Publicity is a vital part of the scheme at other levels too. Necessary provision has been made for this purpose in the scheme.

20. *Post Literacy Programme.*—The neoliterates will have to be provided opportunities for meeting, exchanging and keeping up their learning lest they should relapse into illiteracy. The entire effort will be in vain if this aspect is not given its due place in the State Adult Education Programme. For this, follow up action will be ensured by extending financial help for forming small libraries. 9000 centres will be equipped adequately for the purpose.

21.1 *Physical targets.*—It is proposed to implement the programme in a phased manner beginning from 1978-79 to 1982-83 as shown below:

30 learners in a centre

Year	No. of projects	No. of centres	No. of illiterates to be educated	Total in lakhs
			No. of centres per project	
1978-79	10	1,000	100	30,000
1979-80	40	4,000	..	1,20,000
1980-81	100	10,000	..	3,00,000
1981-82	150	15,000*	..	4,50,000
1982-83	150	15,000*	..	4,50,000
Total				13,50,000

The strength of different centres may vary according to the local needs so as to cover the entire population of illiterates.

21.2 *Financial targets.*—As regards financial targets the total expenditure for 1978-79 (six months) will come to Rs. 45.66 lakhs and that for the whole plan period would amount to Rs. 990.66 lakhs as indicated in Statement No. XIV. This takes into account the expenditure on Training Programme, Post Literacy Programmes and on various Boards and Committees.

As regards the financial sharing between the Central Government, State Government and the voluntary organisations, the Central Government lays down the following principle.

*There will be a maximum number of 15,000 centres at a time.

The responsibility of the Central Government in financing of National Adult Education Programme should be for involvement of voluntary agencies and youth, taking up of model pace-setter projects (the ongoing Farmers' Functional Literacy programme and non formal Education for 15-35 age-group to be merged from 1979-80) and for establishment of institutional structures for training and resource development. Besides, funds for strengthening of planning and administrative structures may also be provided by the Central Government. Funds for the vehicles will be given by the Government of India and the State Government will have to meet the maintenance charges. The rest of the financial responsibility must rest with the State Government and speaking of the overall five year outlays, expenditure to be incurred through the State should match the expenditure to be incurred by the Central Government.

Considering the above facts the financial sharing as between the various authorities may be as given in the remarks column in the Statement No. XIV. The share of the State Government will be Rs. 29.62 lakhs during 78-79 and 43.97 lakhs during 1979-83. Share of the Central Government for the corresponding periods will be Rs. 15.31 lakhs and 892.84 lakhs respectively.

The share of voluntary organisations is estimated at Rs. 0.73 lakhs and 53.85 lakhs respectively for the said period. The total per capita expenditure comes to Rs. 73.37 and the per capita expenditure excluding administrative expenditure may be Rs. 69.80 as against Rs. 87 and 80 respectively fixed by the Government of India. The voluntary organisations will be assisted by the Government of India as proposed in their scheme of assistance to voluntary organisations.

22. The following statements are appended:

1. Scheme for assistance to voluntary organisations.
2. *Statement No. I*

Staff requirement in the Secretariat for 4½ years for the implementation of the programme.

Statement No. II

Staff requirement in the Directorate for 4½ years for the implementation of the programme.

Statement No. III

Staff details and vehicles and the expenditure thereof at the district level.

Statement No. IV

Expenditure on projects administration.

Statement No. V

Expenditure on supervisors.

Statement No. VI

Expenditure on Field Units

Statement No. VII

Expenditure on Training Programme of Educational supervisors & Project officers.

Statement No. VIII

Expenditure on Post Literacy Programme.

Statement No. IX

Expenditure on Boards, Committees, and resource Centre.

Statement No. X

Expenditure on Model Centres

Statement No. XI

Expenditure on Survey

Statement No. XII

Expenditure on account of Incentive awards.

Statement No. XIII

Expenditure on publicity

Statement No. XIV

Plan at a glance

Statement No. I (Secretariat Adult Education)

<i>Sl. No.</i>	<i>Post</i>	<i>Salary or pay</i>	<i>No. of posts</i>	<i>Total salary including D.A.</i>	<i>Total cost including D. A. Per year</i>
1	Deputy Secretary	1200-1800	1	1670	20,040
2	Section Officer	650-1150	1	1049	12,588
3	Assistant Grade I	420-770	1	663	7,956
4	Stenographer	350-580	1	565	6,780
5	Typist	350-580	1	565	6,780
6	Peon	280-400	2	418	10,032
Total					64,176

EXPENDITURE (ABSTRACT)

	1978-79 (6 months) Rs.	1979-80 to 82-83 (4 years) Rs.	Grand total Rs.	1979-80
Salary	32,088	2,56,704	2,88,792	64,176
T. A.	3,000	24,000	27,000	6,000
	35,088	2,80,704	Rs. 3, 15,792	70,176

Statement No. II—Staff for Adult Education Cell at Headquarters

<i>Sl.No.</i>	<i>Post</i>	<i>Scale of pay</i>	<i>No. of post</i>	<i>Amount of salary including D. A.</i>	<i>Total cost of year including D.A.</i>
1	State Adult Education Officer	1125-1725	1	1,595	19,140
2	Asst. Adult Education Officer	750-1450	1	1,255	15,060
3	Junior Superintendent	520-900	1	841	10,092
4	L. D. Clerk/L. D. Compiler	330-515	1	513	6,156
5	U. D. Clerk	390-685	1	649	7,788
6	Stenographer	350-580	1	565	6,774
7	L. D. Typist	330-515	1	513	6,156
8	Peon	280-400	1	418	5,016
9	Driver	310-490	1	487	5,038
					81,220

EXPENDITURE (ABSTRACT)

	78-79 (6 months)	79-80 to 82-83 (4 years)	Grand total 1979-80
Salary	Rs. 40,610	3,24,880	3,65,490
T. A.	10,000	80,000	90,000
Contingencies	44,000 (NR) 32,400 (Rec.)	2,59,200 (Rec.)	44,000 (NR) 2,91,600 (Rec.)
Vehicles	40,000		40,000
Total	Rs. 1,67,010	6,64,080	8,31,090
			1,86,020

Statement No. III—District Level Staff

1	Dist. Adult Education Officer	750-1450	11	1255	1,65,660
2	L. D. Clerk/L. D. Compiler	330-515	11	513	67,816
3	U. D. Clerk	390-685	11	649	85,668
4	Stenographer	350-580	11	565	74,580
5	Driver	310-490	11	487	64,284
6	Peons	280-400	11	418	55,176
Total					5,13,184

<i>Sl. No.</i>	<i>Post</i>	<i>Scale of pay</i>	<i>No. of post</i>	<i>Salary including D.A. per month per post</i>	<i>Total per year detailed salary including D. A.</i>
EXPENDITURE (ABSTRACT)					
	78-79 (1 month)	79-80 to 82-83 (4 years)			<i>Grand total</i> 1979-80
Salary	25,550	20,52,736	20,80,286		5,13,184
T. A.	2,000	40,000	42,000		10,000
Contingencies					
Non-recurring			1,10,000		1,10,000
Recurring		8,97,600	8,97,600		2,24,400
Vehicles (11)			5,50,000		5,50,000
	27,550	29,90,336	36,79,886		14,07,584

Statement No. IV

Project Administration for Supervision

I—Project Office

<i>Sl. No.</i>	<i>Post</i>	<i>Fixed salary P. M. including D. A. etc.</i>	<i>Expenditure for a year for one post</i>
I.	1 Project Officer	700	8,400
	2 Office Asst. Grade I	350	4,200
	3 Office Asst. Grade II	300	3,600
	4 Peon	200	2,400
	Total	1,550	18,600
II.	T. A.	200	2,400
	Other contingencies	250	3,000
	Grand Total	2,000	24,000
	Supervisor Salary	500	6,000
	Fixed T. A.	60	720
	Total	560	6,720

Statement No. IV—Contd.**FOR PROJECT OFFICE:**

Non recurring—Typewriter	4,000
Furniture	2,000

Total	6,000
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PROJECT OFFICERS AND STAFF

1978-79	Recurring expenditure for 10 projects for 6 months @ Rs. 24,000 per year	Rs.	1,20,000
	Non-recurring expenditure @ Rs. 6000 for ten projects	Rs.	60,000
	Total	Rs.	1,80,000
1979-80	Recurring expenditure for 40 projects @ Rs. 24,000 per year (10 continuation and 30 new)	Rs.	9,60,000
	Non-recurring expenditure @ 6000 for 30 projects	Rs.	1,80,000
	Total	Rs.	11,40,000
1980-81	Recurring expenditure for 100 projects @ Rs. 24,000 per year (40 continuation and 60 new)	Rs.	24,00,000
	Non-recurring expenditure @ Rs. 6000 for 60 projects	Rs.	3,60,000
	Total	Rs.	27,60,000
1981-82	Recurring expenditure for 150 projects @ Rs. 24,000 per year (100 continuation and 50 new)	Rs.	36,00,000
	Non-recurring expenditure Rs. 6000 for 50 projects	Rs.	3,00,000
	Total	Rs.	39,00,000
1982-83	Recurring expenditure for 150 projects @ Rs. 24,000 (continuation)	Rs.	36,00,000
	Grand total	Rs.	1,15,80,000
	Total for 4 years (1979-80 to 1982-83)	Rs.	1,14,00,000

Statement No. V**Supervisors**

<i>Year</i>	<i>No. of centres</i>	<i>No. of supervisors</i>
1978-79	1,000	33
1979-80	4,000	133
1980-81	10,000	333
1981-82	15,000	500
1982-83	15,000	500

EXPENDITURE

1978-79	Recurring expenditure on 33 Supervisors @Rs. 6720 per year—for 6 months	Rs. 1,10,880
1979-80	For 133 Supervisors @Rs. 6720 per year (33 continuation and 100 new)	Rs. 8,93,760
1980-81	For 333 Supervisors @Rs. 6720 per year (133 continuation and 200 new)	Rs. 22,37,760
1981-82	For 500 Supervisors @Rs. 6720 per year (333 continuation and 167 new)	Rs. 33,60,000
1982-83	For 500 Supervisors (all continuation) @Rs. 6720 per year	Rs. 33,60,000
	Grand Total	Rs. 99,62,400
	Total for 4 years (1979-80 to 1982-83)	Rs. 98,51,520

Statement No. VI

Field units: (Grama Vidhya Kendras one centre consists of 30 person)

1. Honorarium to Part-time Teachers @Rs. 50 per month for 10 months per centre. Rs. 500 (Recurring)

Statement No. VI—Contd.

2. Learning materials @Rs. 7.50 per head for 30 persons.		Rs. 225
(i) Primer	One Rs. 2	
(ii) Work book	One Re. 1	
(iii) Slate	One Re. 1	
(iv) Exercise books, two	Re. 1	
(v) Slate Pencil and lead pencil	Rs. 0.50	
(vi) Supplementary materials	Rs. 2 (Paper to be supplied at control rate)	
	<hr/>	
	Rs. 7.50	
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3. Teaching materials per centre		Rs. 60
(i) Teaching guide	One Re. 1	
(ii) Teaching charts per primer set	One Rs. 4	
(iii) Teaching materials to be prepared/ improved by learners/ teachers	Rs. 20	
(iv) Visual charts	Rs. 15	
(v) Other teaching aids	Rs. 20	
	<hr/>	
	Rs. 60	
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4. Equipments for one centre (Roll-up Boards-4 Nos)		Rs. 25
5. Lighting Equipments (cost of 4 or 5 lanterns or for other arrangements)		Rs. 60
6. Kerosene Oil or Electric charges @ Rs. 20 pm.		Rs. 200 (recurring)
7. Other contingencies @ Rs. 5 per month		Rs. 50 (recurring)
		<hr/>
	Total per centre	Rs. 1,120
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Statement No. VI—Contd.

I. Expenditure during 1978-79 for 1000 centres for 6 months @Rs. 820	Rs. 8,20,000
II. Expenditure during 1979-80.	
(i). Continuation for 1000 centres started in 1978-79 for four months @ Rs. 300 per centre	Rs. 3,00,000
(ii) On 4000 centres started in 1979-80 @ Rs. 1120	Rs. 44,80,000
Total for 1979-80	Rs. 47,80,000
III. Expenditure during 1980-81 for 10,000 centres @ Rs. 1120	Rs. 1,12,00,000
IV. Expenditure during 1981-82 for 15,000 centres @ Rs. 1120	Rs. 1,68,00,000
V. Expenditure during 1982-83 for 15,000 centres @ Rs. 1120	Rs. 1,68,00,000
Grand Total	Rs. 5,04,00,000
Total for 4 years from 1979-80 to 1982-83.	Rs. 4,95,80,000

Statement No. VII**Training of Project Officers, Supervisors & Educators**

1. PROJECT OFFICER	<i>No. of Days</i>
Rs. 475 per person Rs. 375 for Boarding & lodging and Rs. 60 for travel and Rs. 100 for other organisational expenditure	21
2. SUPERVISORS	
Rs. 235 for supervisors Rs. 210 for boarding and lodging Rs. 15 for travel and Rs. 10 for other expenses	21
3. EDUCATORS	
Rs. 190 for Educator Rs. 160 for boarding and lodging Rs. 15 for travel and Rs. 15 for other expenses	21

EXPENDITURE ON TRAINING

Year	Project No.	Officers		Supervisors		Educators		Total Amount Rs.
		Amount Rs.	No.	Amount Rs.	No.	Amount Rs.	No.	
1978-79	10	4,750	33	7,755	1000	1,00,000		2,02,505
1979-80	30 (New)	14,250	100 (New)	23,500	3000	5,70,000		6,07,750
1980-81	60(New)	28,500	200 (New)	47,000	6000	11,40,000		12,15,500
1981-82	50 (New)	23,750	167 (New)	39,245	5000	9,50,000		10,12,995
1982-83	150 (continuation)		500 (continuation)		5000 (Continuation)			
		71,250	1,17,500			28,50,000		30,38,750

Statement No. VIII

Post Literacy Programme

9,000 selected centres may be provided facilities for post literacy programme. It is estimated that an amount of Rs. 132.20 lakhs will have to be provided for equipping the centres with the necessary materials during 1979-80 to 1982-83 shown below:

EXPENDITURE

1.	Cost of Library books @Rs. 500 per centre for 9,000 centres	Rs.	45,00,000
2.	Honorarium for the Librarians @Rs. 10 per month for 1,000 centres from 1-8-1979 for eight months.	Rs.	80,000
(b)	Do. for 2500 centres from 1-4-1980 for one year	Rs.	3,00,000
(c)	Do. for 6000 centres from 1-4-1981 for one year	Rs.	7,20,000
(d)	Do. for 9000 centres from 1-4-1982 for one year	Rs.	10,80,000
Total of (2)		Rs.	21,80,000

3. Contingencies @Rs. 30 per month:

(a)	(Lighting Rs. 15 plus news papers Rs. 15) for one year from 1-8-1979 for 1,000 centres	Rs. 2,40,900
(b)	Do. for 2500 centres from 1-4-1980 for one year	Rs. 9,00,000
(c)	Do. for 6000 centres from 1-4-1981 for one year	Rs. 21,60,000
(d)	Do. for 9000 centres from 1-4-1982 for one year	Rs. 32,40,000
	Total of (3)	Rs. 65,40,000
	Grand Total	Rs. 1,32,20,000

1979-80

Books for 1000 centres @ Rs. 500	Rs. 5,00,000
Contingencies and Honorarium	Rs. 3,20,000
Total	Rs. 8,20,000

Statement No. IX
Expenditure on Board and Committees

	1978-79 (6 months)	1979-80	Total	1979-80
(1)	(2)	(3)	(4)	* (5)
	Rs.	Rs.	Rs.	Rs.
1. STATE ADULT EDUCATION BOARD:				
(a) T. A. to members (L.S.)	10,000	80,000	90,000	20,000
(b) Contingencies	100	800	900	200
Total	10,100	80,800	90,900	20,200
2. PROJECT OFFICERS:				
(a) Grant for the Resource centre production of primers etc. (L.S.)	1,00,000	20,00,000	21,00,000	5,00,000
(b) Contingencies & T.A.	10,000	80,000	90,000	20,000
Total	1,10,000	20,80,000	21,90,000	5,20,000
3. STATE PUBLICITY COMMITTEE				
Lump Sum	500	4,000	4,500	1,000
4. DISTRICT ADULT EDUCATION COMMITTEE				
Contingencies (L.S.)	1,000	8,000	9,000	2,000
Grand Total	1,21,600	21,72,800	22,94,400	5,43,200

Statement No. X**INCENTIVE AWARDS:**

An award of Rs. 1,000 for the best Project in each district will be given each year from 1979-80

Total	Rs. 1,000 x 11 x 4	Rs. 44,000
	1979-80	Rs. 11,000

Statement No. XI**SURVEY:**

A sum of Rs. 1 lakh each for districts will be spent on Survey during 1978-79

Total Rs. 11 lakhs.

Statement No. XII**STARTING OF MODEL CENTRES PURCHASE OF EQUIPMENT & VISITS OF LEARNERS**

During 1978-79 Model centres will be established in each district. An amount of Rs.1 lakh will be given to each District Collector for the purpose. An additional amount of Rs. one lakh will be provided to the backward Districts viz. Cannanore, Kozhikode, Malappuram and Idukki.

Lump sum of Rs.11 lakhs.

Statement No. XIII**PUBLICITY PROPAGANDA:**

A sum of Rs. two lakhs is provided in each year for Publicity celebrations etc of the programme. Total expenditure for five years is Rs. ten lakhs to be borne. by State Government.

STATEMENT No. XIV

Plan at a glance

Physical Targets: Total 13.50 lakhs learners

(Rs. in lakhs)

Details	1978-79 (6 months)			1979-80 to 1982-83 (4 years)			Total			Remarks	
	Recurring	Non-recurring	Total	Recurring	Non-recurring	Total	Recurring	Non-recurring	Total		
	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)		
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
											(Rs. in lakhs)
1. Secretariat Adult Education Cell	0.35	Nil	0.35	2.80	..	2.80	3.15	..	3.15	3.15	State—3.15
2. Headquarters Adult Education Cell	1.27	0.40	1.67 (1.52 Centre +0.15 State)	6.64	..	6.64	7.91	0.40	8.31	7.08	central 1.23 State (maintenance of vehicles)
3. District level staff	0.28	Nil	0.28	29.92	6.60	36.52	30.20	6.60	36.80	35.70	centre 1.10—State (maintenance of vehicles)
4. Project Administration	1.20	0.60	1.80	105.60	8.40	114.00	106.80	9.00	115.80	86.85	lakhs central 28-95 voluntary or- ganisation.
5. Supervisors	1.11	..	1.11	98.51	..	98.51	99.62	..	99.62	75% Centra- —74.72. 25% Voluntary or- ganisation —24.90	

6.	Field Units	8.20	..	8.20	495.80	..	495.80	504.00	..	504.00	Central—504
7.	Training programme	2.03	..	2.03	28.36	..	28.36	30.39	..	30.39	do. —30.39
8.	Post Literacy programme	87.20	45.00	132.20	87.20	45.20	132.20	do.—132.20
9.	(a) Expenditure on Board/ Committees	0.12	..	0.12	0.93	..	0.93	1.05	..	1.05	State—1.05
	(b) Resource centre	1.10	..	1.10	20.80	..	20.80	21.90	..	21.90	Central—21.90
10.	Additional expenditure on Model centres & visits by learners and purchase of equipments	..	16.00	16.00	16.00	16.00	State—16.00
11.	Survey	..	11.00	11.00	11.00	11.00	State—11.00
12.	Incentive awards	0.44	..	0.44	0.44	..	0.44	State—0.44
13.	Publicity	2.00	..	2.00	8.00	..	8.00	10.00	..	10.00	State—10.00
		17.66	28.00	45.66	885.00	60.00	945.00	902.66	88.00	990.66	

Statement No. XIV—Contd.

	1978-79	Total
(i) Share of State Government	Rs. 29.62 lakhs	Rs. 43.97 lakhs
(ii) Share of Central Government	Rs. 15.31 „	Rs. 892.84 „
(iii) Share of Voluntary Organisation	Rs. 0.73 „	Rs. 53.85 „
	<hr/>	<hr/>
Total	Rs. 45.66 „	Rs. 990.66 „
	<hr/>	<hr/>
Total per capita expenditure	Rs. 73.37	
Per capita expenditure excluding administrative charges(excluding Sl. No. 1,2 and 3)	Rs. 69.80	

PROPOSED EXPENDITURE FOR 1979-80(IN LAKHS RUPEES)

1. Secretariat	Rs. 0.70
2. Adult Education Headquarters Cell	Rs. 1.86
3. District Staff	Rs. 14.08
4. Project Administration	Rs. 11.40
5. Supervisors	Rs. 8.94
6. Field Units	Rs. 47.80
7. Training	Rs. 6.08
8. Post Literacy	Rs. 8.20
9. Resource Centre	Rs. 5.20
10. Board Committees	Rs. 0.23
11. Incentive Awards	Rs. 0.11
	<hr/>
Total	Rs.104.60
	<hr/>
(i) State Share	Rs. 1.64
(ii) Share of Central Government	Rs. 97.87
(iii) Share of voluntary organisations	Rs. 5.09
	<hr/>
Total	Rs. 104.60
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SCHEME OF ASSISTANCE TO VOLUNTARY AGENCIES WORKING IN THE FIELD OF ADULT EDUCATION

THE OBJECTIVES:

The Government of India have issued the Policy Statement on Adult Education which envisages extension of educational facilities to approximately 100 million illiterate persons in the age group 15-35 within about five years. The adult education policy is proposed to be implemented by launching the National Adult Education Programme (NAEP). The NAEP, while it emphasises acquisition of literacy skills, also recognises that learning working and living are inseparable and each acquires a meaning only when correlated with the others. Accordingly, while literacy must be considered as an indispensable tool for the illiterate persons, the activities to be undertaken under NAEP are not to be confined to it, but should be related to the needs of the learners for their self-reliant development. NAEP has, therefore, to be flexible, diversified and decentralised. In the planning and implementation of such a programme voluntary agencies have a special role to play and this scheme attempts to provide the framework for fuller involvement of voluntary agencies. More specifically this scheme aims at: (a) fuller participation by voluntary agencies working at present in the field of adult education; and (b) involvement in adult education activities of voluntary agencies not working at present in this field but having the potentiality to do so. Participation of voluntary agencies is visualised mainly in:

- (i) planning and implementation of field programmes including post-literacy and follow-up activities; and
- (ii) resource development, particularly production of teaching/learning materials, training, research and evaluation etc.

ELIGIBILITY:

(a) Registered voluntary societies, public trusts and non-profit making companies would be eligible for assistance under this scheme. Ordinarily, agencies which are not legal entities would not be eligible. However, even agencies which are not legal entities may be considered for assistance provided the Collector/Deputy Commissioner certifies regarding the practical difficulties owing to which they could not be registered and regarding the bona fides of such organisations.

(b) In order to be eligible for financial assistance under this scheme an agency should—

- (i) have a proper constitution or articles of association;
- (ii) have a properly constituted managing body with its powers and duties clearly defined in the constitution;

- (iii) be in a position to secure the involvement, on voluntary basis, of knowledgeable persons for furtherance of its programmes;
- (iv) not be run for the profit of any individual or a body of individuals;
- (v) not discriminate against any person or group of persons on the ground of sex, religion, caste or creed;
- (vi) not directly function for the furtherance of the interests of any political party;
- (vii) not in any manner incite communal disharmony;
- (viii) not proselytise; and
- (ix) eschew violence.

ACTIVITIES FOR WHICH ASSISTANCE MAY BE GIVEN:

Assistance under this scheme may be provided for any activity planned for the furtherance of the objectives of this scheme. Priority in approval of activities would be given to the following:

- (a) Programmes of functional literacy accompanied by developmental action proposed to be organised for well-defined clientele; agencies working for women, scheduled castes and scheduled tribes would receive a special preference.
- (b) Post-literacy and follow-up work including organisation of library services, production and dissemination of literature for new-literates creation of organisations of neo-literates etc.
- (c) Resource development activities such as production of learning/teaching materials, and training of adult education functionaries.
- (d) Innovation and experimentation, research and evaluation.
- (e) Holding of seminars, conferences, etc., and issue of publications for creation of an environment favourable to NAEP and involve ment of various agencies for furtherance of this scheme.

PATTERN OF ASSISTANCE:

- (a) The eligible institutions may be given financial assistance according to the following pattern:

Administrative costs	- 75 per cent
Programme costs	-100 per cent

For the purposes of this paragraph administrative costs would include expenditure to be incurred at the headquarters office, i.e., on salaries of staff including project officer, clerks and peon, and office expenditure. Programme cost would include expenditure to be incurred on supervisory staff and instructors, transportation, instructional arrangements, training programmes, development of prototype teaching/learning material etc.

In cases where there is ambiguity in regard to administrative and programme costs, the Grants-in-aid Committee shall take a decision on merits of each case.

- (b) The pattern indicated in (a) above will, however, not apply to grant-in-aid for (i) publication of journals and (ii) holding of seminars and workshops; the grant-in-aid for these items would be limited to 50 per cent for (i) and 75 per cent for (ii) of the approved expenditure.
- (c) Where construction of building is considered necessary for the furtherance of the objectives of NAEP, assistance may be given for this purpose subject to its being limited to 50 per cent of the construction cost of the building or Rs.1 lakh, whichever is less.
- (d) No voluntary agency would, ordinarily, be sanctioned a grant of more than Rs.10.00 lakhs per year.
- (e) If an agency is already receiving, or is expecting to receive, grant from some other official source for a project for which application is made under this scheme, the assistance under this scheme will normally be made after taking into consideration the grant received, or likely to be received, from such other official source. It should also ordinarily be ensured that an agency already in receipt of a recurring grant from any other official source, Central or State, should not transfer any part of that liability to a grant to be sanctioned under this scheme.

THE PROCEDURE:

(a) *Application:* A voluntary agency eligible to receive assistance under this scheme should make application on the form appended hereto. The application should be made through the State Government/UT Administration and the latter should give its views regarding agency's eligibility, suitability of the activity to be undertaken, capacity of the agency to implement the proposed programme etc. Provided that it shall not be necessary for all India voluntary agency having experience in the field of adult education to route their proposals for organising seminars, conferences, publications, training programmes etc., through the State Government. However, if an all-India voluntary agency proposes taking up of field programmes, prior consultation with the State Government concerned would be necessary.

(b) *Grant-in-aid Committee*: The applications for grant-in-aid would ordinarily be examined by a grant-in-aid committee to be appointed by the Ministry. Wherever it is considered necessary, a representative of the agency making application may be invited to discuss the proposal with the committee.

(c) *Duration*: Assistance may be sought for such duration as the applicant agency may consider appropriate. Ordinarily, such assistance will not be approved for a period of more than five years. Indication in regard to the period for which grant has been approved would normally be given in the letter of sanction.

(d) *Release of Grant*: On approval of the project the grant shall be released to the agency on an annual basis in two instalments—the first one shall be released immediately after the issue of sanction. After the agency concerned has utilised 75 per cent of the instalment it may make a request for release of the subsequent instalment. The agency would be expected to attach a progress report (in the case of agencies organising field programmes, to be given in form at Annex. V) and a statement of expenditure and the subsequent instalment would then be released to it, provided:

- (i) that before the release of the third instalment the agency must furnish utilisation certificate in respect of the first instalment;
- (ii) that before release of the second instalment in a particular financial year the utilisation certificate and audited statements in respect of the grants released till the end of the preceding year shall be furnished; and
- (iii) the agency shall ensure submission of timely returns in respect of its activities.

(e) *Disbursement*: Grant payable to a voluntary agency would be remitted to it by a demand draft/cheque drawn in its favour by the Ministry of Education. The disbursement of the demand draft/cheque would be made by the Collector of the Chief Executive Officer, as may be recommended by the State Government, of the district where the voluntary agency has its registered office/headquarters.

Provided:—

- (i) That the State Government may designate any other officer for such disbursement.
- (ii) That if a State Government so desires, the Ministry would make direct disbursement of the demand draft/cheque to the voluntary agencies of the State concerned.
- (iii) Disbursement to all-India voluntary agencies would be made directly by the Ministry in respect of activities the application of which is not required to be made through the State Government.

(f) *Building Grant*: Assistance approved for construction of building would ordinarily be required to be utilised within a period of two years from the date of release of the first instalment. The first instalment will be released immediately after issue of sanction and the grant would be made in three instalments to be released as follows:

50 per cent to be released immediately after issue of the letter of sanction.

40 per cent to be released upon receipt of intimation regarding utilisation of the first instalment; and

10 per cent to be released after receipt of certificate of completion, utilisation of earlier instalments and requirement of the balance from the Executive Engineer of the State PWD having jurisdiction.

Audited statements in respect of a building grant should be received within six months after release of the third instalment.

CONDITIONS OF GRANT.

(i) The grant receiving agency will be required to execute a bond on a prescribed form. The bond should be supported by two sureties if the agency is not a legal entity.

(ii) An agency in receipt of financial assistance shall be open to inspection by an officer of the Union Ministry of Education or the State Education or concerned Department.

(iii) The accounts of the project shall be maintained properly and separately and submitted as and when required. They shall always be open to check by an officer deputed by the Government of India or the State Government. They shall also be open to a test check by the Comptroller and Auditor General of India at his discretion.

(iv) The audited accounts together with utilisation certificates in the prescribed form duly countersigned by the Chartered Accountants are required to be furnished within six months in respect of a preceding year or after expiry of the duration for which grant is approved.

(v) The agency shall maintain a record of all assets acquired wholly or substantially out of Government grant and maintain a register of such assets in the prescribed pro forma. Such assets shall not be disposed of, encumbered or utilised for purposes other than those for which the grant was given, without prior sanction of the Government of India. Should the agency cease to exist at any time, such properties shall revert to the Government of India.

(vi) In case of a building grant exceeding Rs.10,000, no portion of grant shall be paid until the controlling authority of the agency has executed and registered a bond in the approved form, securing to the Government of India

a prior lien on the building for the recovery of the amount paid as grant along with all monetary and other benefits which the agency might have received or derived in the event of the building ceasing to be applied to the purpose for which the grant was given.

(vii) When the State Government/Government of India have reasons to believe that the sanctioned money is not being utilised for approval purposes the payment of grant may be stopped and the earlier grants recovered.

(viii) The institution must exercise reasonable economy in the working of the approved project, especially in respect of buildings.

(ix) The grantee agency shall furnish to the Ministry of Education progress reports as may be prescribed.

(x) The decision of the Secretary to the Government of India in the Ministry of Education on the question whether there has been breach or violation of any of the terms and conditions mentioned in the sanction letter shall be final and binding on the grantee.

Sub. National Systems Unit,
National Institute of Educational
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17-B, SriAurobindo Marg, New Delhi-110016
DOC. No... D-873.....
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