Subject: **Orientation Programme of Vidyanjali on 18th May, 2016**   Date: 05/12/16 03:40 AM
To: ssaassam@rediffmail.com, apssahyd@yahoo.co.in,   From: EE17 Ssa <ssaee17@gmail.com>
    ssa bihar <ssabihar@gmail.com>,
    Misincharge Spo <mis.head@gmail.com>,
    mohammed qaiser <mqabdulhaq@gmail.com>,
    spd_delhi@rediffmail.com, SPD HSSPP <ssaharyana@gmail.com>
    , itcellhsspp@gmail.com, SSA HP <spdssahp@gmail.com>,
    S P D S S A <spdssa@gmail.com>,
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    Ashish Srivastava <dgiiidem@gmail.com>,
    "Secretary (Education), Manipur" <hdeleep@yahoo.com>,
    opepaedu@yahoo.co.in, dgse punjab <dgsepunjab18@gmail.com>
    , Veenu Gupta <rajssa_dir@yahoo.co.in>,
    commissionerssarajasthan@gmail.com,
    TS SPO SSA <ssaspots@gmail.com>, ssatripura@rediffmail.com,
    spdtripura@gmail.com, spossatripura@gmail.com,
    spd-ssa-uk@nic.in, spdup@rediffmail.com

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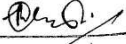Vidyanjali letter (1).pdf (626kB)   Vidyanjali Scheme - Draft.docx (75kB)

Sir/ Madam,

Kindly refer to the previous mail of Ms. Anamika Singh, Deputy Secretary, D/o School Education and Literacy, M/o HRD dated 05/06/2016 on the above- cited subject. In this regards, a copy of the letter F.No. 20-2/2016-EE-17 dated 25.04.2016 and draft guidelines of the programme referred to therein are also attached.

2.   You are requested to confirm your participation for the meeting in this regard to be held on 18.05.2016 in New Delhi at sunishatsg@gmail.com, pedagogy.tsg@gmail.com, anamicasingh@gmail.com . For further information, please contact Ms. Sunisha Ahuja, CC, Pedagogy at sunishatsg@gmail.com, pedagogy.tsg@gmail.com.

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****
(V.K. Verma)
Under Secretary
Department of SE & L,
Ministry of HRD,
Shastri Bhawan, New Delhi
Phone No. 23384582

Cp Pedagogy

13·05·16

S. No. 5 (I)

SPEED POST

F.No.20-2/2016-EE.17
Government of India
Ministry of Human Resource Development
Department of School Education & Literacy
...

New Delhi, dated: 25.4.2016

To

The Education Secretaries of
19 States (as per list attached)

Subject: Launch of 'Vidyanjali' – School Volunteer Programme – Regarding
...

Sir/Madam,

I am directed to inform you that during the review of Sarva Shiksha Abhiyan on 22nd June, 2015, Hon'ble Prime Minister desired that young professionals may be encouraged to volunteer their services in Government schools. Further, in the meeting of State Education Ministers on 'Teacher Education' held on 08.2.2016, it was decided to develop a mobile app in collaboration with MyGov.in by the Ministry of HRD to enlist citizens who are willing to volunteer as teachers. Nineteen States/UTs, namely, Assam, Chhattisgarh, Haryana, Gujarat, Karnataka, Odisha, Punjab, Madhya Pradesh, Manipur, Telangana, Rajasthan, Uttarakhand, Andhra Pradesh, Bihar, Himachal Pradesh, Tripura, Goa, Uttar Pradesh and Delhi expressed their willingness to participate in the first phase.

3. Accordingly, draft guidelines of the programme 'Vidyanjali' has been prepared and is enclosed. The pilot programme will be until 31st December, 2016. It is requested that comments on the draft guidelines for the programme may please be furnished to this Ministry by 10.5.2016. In case no comments are received from the concerned States/Uts by the target date, it will be presumed that they have no comments/views to offer in this regard.

O/C

Yours faithfully,

(Anamika Singh)
Deputy Secretary
Tel. No.: 23388098

Encl.: As above.

Education Secretaries of :

1. Assam
2. Chhattisgarh
3. Haryana
4. Gujarat
5. Karnataka
6. Odisha
7. Punjab
8. Madhya Pradesh
9. Manipur
10. Telangana
11. Rajasthan
12. Uttarakhand
13. Andhra Pradesh
14. Bihar
15. Himachal Pradesh
16. Tripura
17. Goa
18. Uttar Pradesh
19. Delhi

Draft
Vidyanjali- School Volunteer programme

Introduction

The Hon'ble Prime Minister during the review of Sarva Shiksha Abhiyan on 22nd June, 2015 desired that the Ministry of Human Resource Development may explore the possibility of young professionals being encouraged to volunteer their services in Government schools.

The Ministry of Human Resource Development recognizes the unique place of volunteers in schools. School volunteers are mentors, confidantes and communicators. **Vidyanjali** is an initiative to enhance community and private sector involvement in Government run elementary schools across the country under the overall aegis of the Sarva Shiksha Abhiyan. Through this initiative people from the Indian Diaspora, retired teachers, retired government officials including retired defence personnel, retired professionals and women who are home makers can volunteer at a school that requests for one.

Vidyanjali will also cover initiatives under the Corporate Social Responsibility (CSR) and Public Private Partnership (PPP), with Public Sector Undertaking (PSU) Companies, private corporate and others.

Aim

A very large number of people who are not part of the government have expressed a desire to give back to society and particularly to children in government schools. This includes retired government and other professionals, home makers and also members of the Indian Diaspora and their children.

At the same time, there is a huge gap in the provisioning of educational services to children in government schools particularly for co-scholastic areas.

This programme has been envisaged to bring together people willing to volunteer their services at schools which really need them.

The aim of the programme is to strengthen implementation of co-scholastic activities in government schools through services of volunteers.

Background

As far as teaching in schools is concerned, the Right to Education (RTE) Act, 2009 has stipulated clear guidelines on minimum qualifications to be laid down for persons to be appointed as teachers. In alignment with the provision of the RTE Act, 2009, the National

Council for Teacher Education has laid down minimum qualifications for a person to be suitable to be a teacher at the elementary level in Government Schools. Additionally, the Centre and States organize the Teacher Eligibility Test (TET) which is mandatory for candidates to pass before they can be appointed as teachers. **Therefore, the volunteers will not teach any subject in school or take regular class.**

While the teachers in schools are responsible for all teaching-learning processes, a Volunteer at a school could enrich the teaching–learning process by conducting co-scholastic activities.

The volunteers will therefore be engaged for co-scholastic activities and **not** be a replacement for the regular teachers and **neither** will they be involved in any kind of formal teaching.

Implementation of the programme

The programme will be piloted across 19 States which committed to do so in the conference of State Ministers of Education held on 8th February, 2016. These States are Assam, Andhra Pradesh, Bihar, Chattisgarh, Delhi, Haryana, Himachal Pradesh, Gujarat, Goa, Karnataka, Madhya Pradesh, Manipur, Odisha, Punjab, Rajasthan, Telengana, Tripura, Uttarkhand and Uttar Pradesh. It was decided there that the MHRD will develop detailed guidelines for the programme in consultation with MyGov.in and these will be shared with the States for their suggestions before it is piloted.

Requirements of a School

The programme will be implemented with children in elementary classes (Std. 1-8) of a government school. Schools that will participate in the pilot programme must meet the following requirements:

a. Have a full time Head Teacher for the school.
b. Have at least one female teacher in the entire school if it is a girls' school or a co-ed school.
c. The School should have internet connectivity.
d. The School should have a safe and secure school building with functional toilets.
e. The school should have PTR as per the RTE norms.

What will a Volunteer do?

The purpose of a Volunteer at a school is to strengthen and enrich the implementation of co-scholastic activities. Volunteers would be able to bring diverse talents and skills, thereby making valuable contribution to the learning process at school.

Volunteers under the **Vidyanjali** programme will offer their services to government schools without receiving compensation. The Volunteers will conduct one or more from among the following co-scholastic activities with children in standards 1to 8.

  a. reading to children;
  b. helping children with creative writing;
  c. public speaking;
  d. play acting;
  e. preparing story books with children;
  f. model making;
  g. counseling for academics, life-skills and
  h. music and dance

Requirements of a Volunteer

Volunteers who wish to apply for the programme would be expected to patiently encourage children to do their best; want to offer a listening ear; and can be flexible and adaptable to the student–teacher environment.

The three skills expected in a volunteer are:

  a. PATIENCE – It is important to be prepared to progress slowly and steadily, and be able to cope with possible lapses by the student(s).
  b. EMPATHY – Have an unbiased, friendly outlook. Volunteers need to accept that children are sometimes shy, embarrassed, and tentative or can be overly assertive, just as some adults may be.
  c. LIFE EXPERIENCE – Volunteers should be able to share their life experiences, challenges and skills with students, impart their wisdom, and an ability to provide a positive role model.

Volunteer

Eligibility:

1. The following persons can apply for the Volunteer Programme (VP) under Vidyanjali

(i)   An Indian citizen (retired Professionals, retired government official including retired defence personnel, working professional or homemaker)

(ii) A foreign national of Indian origin. Foreign nationals of Indian origin must ensure that they have an OCI card.

      Note: Foreign citizens who are not of Indian origin are not eligible to apply.

2. Persons applying for the Volunteer Programme must meet the following requirements:
   - **For Indian Citizen–**
     o Retired professionals, working or self- employed professionals with a graduation degree
     o Home makers should be at least high school pass.
   - **Persons from the Indian Diaspora** – Must be at least 18 years of age and should have completed schooling (equivalent to class 12)

The application process

2. A Volunteer can apply for the VP through the MyGov.in web portal at (https:// ------- -------) or can download the mobile app to fill the form.

3. While applying the Volunteer would be able to
   a. View all schools requesting for volunteer services block and district wise.
   b. View schools in a particular area (by name of city, municipal corporation, block, gram panchayat)
   c. View schools based on a geo-location.

4. The Volunteer would be required to fill in an online application form.

5. There are separate forms for Indian Citizens applying for the programme and for those from the Indian Diaspora. Sample application forms are available at Annexure 1 A and 1B.

6. The filled in application form will be reviewed by the concerned Block Education Officer (BEO) who, in consultation with the concerned Head Teacher of the school, will give permission for the Volunteer.

7. There will be no fees charged from the Volunteer at any stage of the programme.

8. The VP will be in tranches of

a. A minimum of 2 weeks i.e 12 days or

b. One day per week for 12 weeks.

9. The Volunteer can apply to extend the duration by the same number of days. Request for extension will have to be done through the online application process. The Volunteer can extend their duration for volunteering at the same school or apply for a new school. This request for extension will have to be done through the MyGov.in portal only. No verbal or written request at the school shall be entertained.

10. After review of the application by the BEO, the volunteer will receive a confirmation message (on email or sms on phone) informing them of the status of their request. The message will have the name and contact details of the Head Teacher of the school identified for the volunteer.

The BEO will also communicate with the school confirming the name and contact details of the Volunteer for the particular school.

11. The volunteers will work only during the working hours of the school. They will have the choice to work for select hours or for the entire day.

12. The activities will be conducted in the school premises, with oversight by the school Head Teacher.

13. The volunteer will interact with students in group activities only.

14. The volunteer can bring the reading materials in which case, the reading material used for activities with children should be appropriate for the age group and conform to the constitutional values and the National Curriculum Framework. The material for children could be in English, Hindi or the language of instruction in the State.

15. The programme recognizes that the volunteers may like to take photographs or make videos or write blogs to document their experience of working with children. It has been decided they may do so with the approval of the Head Teacher and the B.E.O., and these shall be handed over to the BEO for uploading on the MyGov.in portal where space will be provided for these to be uploaded. However volunteers would not be allowed to share these through their personal social media accounts. This measure is only to ensure safety and privacy of the young children in school, which is of the utmost importance.

16. At the end of the volunteering period the volunteer would be expected to submit a report of the activities conducted at the school.

17. In case of all girls schools, only female volunteers would be allowed.

18. The volunteers are requested not to offer gifts to individual students or teachers. Only very small and inexpensive gifts which are in the nature of mementos would be allowed to be received from the volunteer, but these need to be handed over to the Head Teacher.

19. Volunteers from among the Indian Diaspora would be required to be fluent in English. It is not a requirement for the volunteer to speak the local language, however, appropriate language abilities are very useful and tend to enable the volunteer to integrate more seamlessly with their host school and surrounding communities.

20. During the volunteering period, on the advice of the Headmaster, the BEO has the discretion to ask that the services of the Volunteer be discontinued.

Role and responsibility of Education Department in State

1. The Block Education Officer will be the Nodal Officer for the Volunteer Programme.

2. The BEO shall call for applications from the schools that are eligible as per the norms listed in para "Requirements of a School".

3. The Head Teacher of the school shall apply online as per the form at Annexure 2.

4. The BEO shall prepare the list of schools that are accepted and shall upload the list on MyGov.in (http://..............)

5. The BEO shall peruse the applications received from the applicants for the VP and shall take a decision on the volunteers accepted, the school(s) they will be attached with, and the number of volunteers to each school. This process will be completed on the MyGov.in portal itself.

6. Once a volunteer has been finalized for the school, the Head Teacher will receive a message (email or sms) with the name and contact details of the volunteer, the dates (period) for volunteering.

7. The Volunteer can go directly to the school where the Head Teacher will assist in orientation of the Volunteer.

8. During the time the Volunteer is working at a school, the BEO would try and meet with all the Volunteers at least once.

9. The school Headmaster would be required to provide oversight to the work of the Volunteer.

10. The school Headmaster will need to inform the SMC about the volunteers' services at the school and take their support for the same.

11. The headmaster will ensure that video/photo documentation of the Volunteers' interaction with the students is uploaded on the MyGov.in web portal.

12. The school could organise an SMC meeting at the end of the volunteers work to acknowledge their contribution to the school.

13. On successful completion of the Volunteers work, the school Head Teacher would be required to fill a completion report on the MyGov.in portal. Based on the completion report the volunteer would receive a certificate of appreciation.

Role of State Governments

1. As a first step, each State Government shall identify 100 schools for the implementation of the pilot. These Schools will be selected based on the criteria mentioned at para ....
2. State Government will organise an Orientation Programme for the school Head Teachers and the concerned Block Education Officers. The orientation programme will be on sharing the role and duties of the volunteers and the application process to be followed by the school.
3. The State governments will need to incorporate the information about the programme in the SMC training module.
4. The implementation schedule of the pilot programme will be until 31st December 2016.

Role of MyGov.in

MyGov.in will be the technical partner for the implementation of VP. The team at MyGov.in will support all the digital requirements related to the implementation.
1. MyGov.in will develop the portal for this programme which will include the following:
    a. The online application form for the Volunteers.

b. The online application form for the schools
   c. The mobile app version of the application forms for the programme.

2. The portal will allow for searching schools
   a. Block and District wise.
   b. By name of city, municipal corporation, block, gram panchayat
   c. By geo-location.

3. The portal would be able to generate a report and send a message to the concerned BEO informing them the details of the volunteer as well as the school selected.

4. Similarly through the portal, a message would be sent to the volunteer providing contact details of the school Headmaster and the concerned BEO to take the process forward.

5. Since any request for extension of volunteering will need to be done through the portal **only**. The portal will allow for Volunteers to submit their request for extension on their existing application.

6. The portal will have the facility for the Head Teacher and the Volunteer to upload videos, photographs of the activities conducted by the volunteer. Volunteer can share experiences through the MyGov.in portal.

7. On completion of the Volunteers' intervention, the Head Teacher will be required to upload a completion report. This will generate an appreciation certificate for the volunteer.

8. The MyGov.in portal will be able to generate various reports of the programme for the use of State Governments and MHRD.

9. On the MyGov.in portal volunteers applying for the programme will be able to post their questions, comments and feedback. This will help in developing a FAQ document for the programme.

10. The guidelines for the VP will be hosted on the MyGov.in portal.

Funding for the programme

The programme will **not cover** any costs of the Volunteer including local travel. Incase of volunteers from the Indian Diaspora costs related to visa, air fare, boarding –lodging,

insurance and others **will not be** reimbursed. Any expenses will have to be borne by the volunteers themselves.

In case the Volunteer organizes any activities with children, it would be desirable that they bring all the required material for the activity eg. books for reading; stationery for writing; toys for role play etc.

****

Application Form (Indian Citizen)
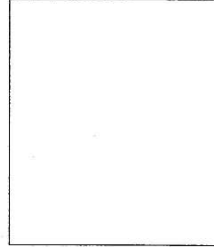
Recent photograph
(You can take a self photo and upload on the application form)

1. **Full Name**

2. **Contact Number**

3. **E-mail Address**

4. **Please list an alternate phone number**

5. **Current Residential Address**

6. **Gender**
   - a. ⌜ Male
   - b. ⌜ Female

7. Age

D	D	M	M	Y	Y	Y	Y

8. Please provide a proof of being an Indian citizen: (Aadhar Card/ Election I-Card/ Passport). Please attach a scanned copy of the same.

9. Educational Qualifications: (Starting with school leaving at standard 12, please mention details upto the highest degree attained)

S.No	Year (From – To)	Name of School/ University	Degree

10. Current status on employment (Tick the one applicable)
    a. Retired professional
    b. Government employee
    c. Private Sector employee
    d. Self employed
    e. Homemaker
    f. University Student
    g. Any other(Please Specify)

11. Please provide employment history starting with current status

S.No	Year (From – To)	Designation	Employer	Reason for leaving

(please add row for each position)

12. Please describe any previous experience of volunteering with children that you may have done. (up to 200 words)

13. Please describe why you are interested in volunteering in this programme. (up to 200 words)

14. Duration of Volunteering.
Please give exact dates.

15. Which day/s of the week would you like to Volunteer?
Please select your preferred days other than Sunday (as all schools are shut on Sunday).

- ☐ Monday
- ☐ Tuesday
- ☐ Wednesday
- ☐ Thursday
- ☐ Friday
- ☐ Saturday

16. How long will you be available to work with children? (minimum 1 hour)
- **1 hour**
- **2-3 hours**

11

- Full school hours

17. Mention which class/age group would you prefer to work with.

- Std. 1 and 2
- Std. 3 to 5
- Std. 6-8

18. Which of the following activities would you like to conduct with children?
Please check all that apply
   a. reading to children;
   b. helping children with creative writing;
   c. public speaking;
   d. play acting;
   e. preparing story books with children;
   f. model making,
   g. counselling for academics, life-skills
   h. music and dance

19. Terms and conditions
- In case an application for volunteering is rejected once, no further request will be entertained.
- In case a volunteer is asked to discontinue their work by the BEO, the volunteer would be required to immediately discontinue their school visits.
- As mentioned above, Government of India or the State Government concerned will not cover any costs incurred by the volunteer.
- Government of India or the State Government will not be responsible for any exigencies related to the volunteer.

20. Have any criminal charges been brought against you at any time: YES/ NO

I agree to all Terms and Conditions of the Vidyanjali Programme.

Signature
(Name)
Date

Application Form (Foreign National of Indian Origin)
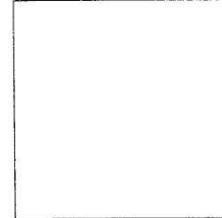
Recent photograph
(You can take a self photo and upload on the application form)

1. **Full Name**

2. **Contact Number**

3. **E-mail Address**

4. **Please list an alternate phone number**

5. **Current Residential Address**

6. **Gender**
   a. ◯ Male
   b. ◯ Female

7. Age

D	D	M	M	Y	Y	Y	Y

8. Passport Number (please attach a scanned copy) ....

9. Place of Issue ....

10. Date of Issue ....

11. Date of validity ....

12. Address ....

13. Do you have an OCI card? Yes / No

14. Please provide local contact details in India
    a. Name of local guardian:...........................
    b. Address: ....
    c. Phone: ....
    d. Email:....................

15. Educational Qualifications: (Starting with School leaving at standard 12, please mention details up to the highest degree attained)

S.No	Year (From – To)	Name of School/ University	Degree

16. Current status on employment (Tick the one applicable)
   - a. Retired professional
   - b. Government employee
   - c. Private Sector employee
   - d. Self employed
   - e. Homemaker
   - f. University Student
   - g. Any other(Please Specify)

17. Please provide employment history starting with current status

S.No	Year (From – To)	Designation	Employer	Reason for leaving

(please add row for each position)

18. Please describe any previous experience of volunteering with children that you may have done. (up to 200 words)

19. Please describe why you are interested in volunteering in this programme. (up to 200 words)

20. **Duration of Volunteering.**
   Please give exact dates.

21. **Which day/s of the week would you like to Volunteer?**
   Please select your preferred days other than Sunday (as all schools are shut on Sunday).
   - ☐ Monday
   - ☐ Tuesday
   - ☐ Wednesday
   - ☐ Thursday
   - ☐ Friday
   - ☐ Saturday

14

22. How long will you be available to work with children? (minimum 1 hour)
- 1 hour
- 2-3 hours
- Full school hours

23. Mention which class / age group would you prefer to work with.

- Std. 1 and 2
- Std. 3 to 5
- Std. 6-8

24. Which of the following activities would you like to conduct with children?
Please check all that apply
- i. reading to children;
- j. helping children with creative writing;
- k. public speaking;
- l. play acting;
- m. preparing story books with children;
- n. model making,
- o. counseling for academics, life-skills
- p. music and dance

25. Terms and conditions
- In case an application for volunteering is rejected once, no further request will be entertained.
- In case a volunteer is asked to discontinue their work by the BEO, the volunteer would be required to immediately discontinue their school visits.
- As mentioned above, Government of India or the State Government concerned will not cover any costs incurred by the volunteer.
- Government of India or the State Government will not be responsible for any exigencies related to the volunteer.

26. Have any criminal charges been brought against you at any time: YES/ NO

I agree to all Terms and Conditions of the Vidyanjali Programme.

Signature   Date
(Full name)

15

Application form – School

1. Name of the School

2. UDISE Code

3. GIS location

4. Name of the Block/ Municipality

5. Name of the District

6. Name of State

7. Name of the Head Teacher –
   Contact details
          Phone number (mobile phone):
          Email:

8. Name of the Block Education Officer

9. Management of the School

Education Department	Government Aided	Local Body	Tribal Department	Kendriya Vidyalaya	Navodya Vidyalaya

10. Total Enrolment in the school

Class 1		Class 2		Class 3		Class 4		Class 5		Class 6		Class 7		Class 8		Class 9		Class 10	
Girl	Boy	Girl	Boy	Girl	Boy	Girl	Boy	Girl	Boy	Girl	Boy	Girl	Boy	Girl	Boy	Girl	Boy	Girl	Boy

11. Number of teachers in the school
    Total posts sanctioned .... Total posts filled ....
    Number of Female teachers .... Number of Male teachers ....

12. School timings:

13. Please mention long holidays of the schools (2 weeks and more):

14. Language of instruction at school:
    Primary classes (Std. 1-5):
    Upper primary classes (Std. 6-8)

16