

शिक्षा का अधिकार

सर्व शिक्षा अभियान
सब पढ़ें सब बढ़ें
SAMAGRA SHIKSHA

OFFICE OF THE U.E.E. MISSION

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DE. F.No. 29/STC/STC-Cell/2018-19 9074-9124 Date:

17/3/20

CIRCULAR

SUB: Guidelines for Special Training Centres for Out of School Children

In supersession of the Guidelines for STCs issued Vide Circular No. UEEM/2016-17/1918 dated 05/06/2017, the following Guidelines for setting up and running Special training Centres for Out of School Children have been framed for all to follow:

BACKGROUND:

1. A brief background of the efforts made for providing elementary education to all children is given below:
 - 1.1 The original Article 45 in the Directive Principles of State Policy in the Indian Constitution had mandated the State to Endeavour to provide **free and compulsory education to all children until they complete the age of fourteen years** within a period of ten years from the commencement of the Constitution.
 - 1.2 In 2001, Sarva Shiksha Abhiyan, the flagship programme for **Universalisation of Elementary Education** was launched, in a mission mode to actualise this dream.
 - 1.3 The national resolve to achieve universal elementary education gained further momentum with the adoption of the Constitution (Eighty-sixth Amendment) Act, 2002 which inserted Article 21-A in the Constitution of India to provide **free and compulsory education for all children in the age group of six to fourteen years as a Fundamental Right** in such a manner as the State may, by law, determine.
 - 1.4 The Right of Children to Free and Compulsory Education (RTE) Act, 2009, which represents the consequential legislation envisaged under Article 21-A in the Constitution of India, came into force in the country on 1st April 2010.

1.5 The Education Department, Government of National Capital Territory of Delhi, issued a notification on "The Delhi Right of Children to Free and Compulsory Education Rules, 2011" vide No. DE.23 (462)/Sch.Br./10/17-33 dated 23.11.2011.

PROVISION FOR SPECIAL TRAINING CENTRES FOR OoSC IN RTE ACT, 2009;

2. Provision made for providing Special Training to Out of School Children to bring them to the level of age-appropriate class in the RtE Act, 2009 is as follows:

2.1 The Right of Children to Free and Compulsory Education Act, 2009, (RTE Act) emphasises that it is an obligation of appropriate government to provide free and compulsory elementary education till its completion to every child of the age 6-14 years.

2.2 Section 4 of Right of Children to Free and Compulsory Education Act 2009 (RTE Act) provides that

"Where a child above six years of age has not been admitted in any school or though admitted, could not complete his or her elementary education, then, he or she shall be admitted in a class appropriate to his/ her age;

Provided that where a child is directly admitted in a class appropriate to his or her age, then, he or she, shall, in order to be at par with others, have a right to receive special training, in such manner and within such time-limits, as may be prescribed:

Provided further that a child so admitted to elementary education shall be entitled to free education till completion of elementary education even after fourteen years"

2.3 Section 8 of the RTE Act inter-alia provides as follows:

The appropriate government shall -

(a) provide free and compulsory elementary education to every child:

*(i) Provide free elementary education to every child of the age of six to fourteen years;
and*

(ii) Ensure compulsory admission, attendance and completion of elementary education by every child of the age six to fourteen years;

(b) Ensure availability of a neighbourhood school as specified in section 6;

(c) Ensure that the child belonging to weaker section and the child belonging to disadvantaged group are not discriminated against and prevented from pursuing and completing elementary education on any grounds;

(d) Provide infrastructure including school building, teaching staff and learning equipment;



- (e) Provide special training facility specified in section 4;
- (f) Ensure and monitor admission, attendance and completion of elementary education by every child;
- (g) Ensure good quality elementary education conforming to the standards and norms specified in the schedule;
- (h) Ensure timely prescribing of curriculum and courses of study for elementary education; and
- (i) Provide training facility for teachers.

Special Training Centres:

3. It is to fulfill this responsibility that, the Special Training Centres (hereafter referred as STCs) for Out of School Children (hereafter referred to as OoSC) are set up under the Universalisation of Elementary Education Mission (in short, UEEM), now under the new integrated scheme Samagra Shiksha. The norms are as follows:
 - 3.1 . The said training shall be provided in classes held in the premises of Govt./Govt. Aided Schools, MCD schools, NDMC and Delhi Cantonment Board Schools under the direct control of Head of School or in classes organized in safe residential facilities run by an NGO working in the field of education.
 - 3.2 The duration of the said training shall be for a minimum period of three months which may be extended, based on periodical assessment of learning progress, for a maximum period not exceeding two years.
 - 3.3 **No child who is already studying in the school shall be shifted to the STC by the HoS.** STCs are only meant for the Out of school Children, who have either never been enrolled in a school or have dropped out of school.
 - 3.4 There should/shall be maximum 30 out of school children at each STC whether the group is for Primary Level (Classes I-V) or Upper Primary Level (Classes VI-VIII) or entire elementary level (Classes I- VIII).In case of the locality/ area having no STC and Out Of School Children identified in a particular area should be enrolled in the nearby School and academic support should be monitored by the concern HoS/Teacher/CRCC.
 - 3.5 The duration of the functioning of the Special Training Centres for children should be for 5 hours and for teachers should be for 5:30 hours per day as per the timing of the school.



- 3.6 Special Training shall be based on especially designed/developed curriculum, syllabus and text Material- as per the age appropriate and approved by the academic authorities i.e. **SCERT.**
- 3.7 The duration of Special Training may be flexible, varying from 3 months to 2 years, depending on the child's needs and will be based on periodical (quarterly) assessment of the children thus enrolled which is to be done by HOS .
- 3.8 It will be the responsibility of the Head of the school to ensure about the mainstreaming in the age appropriate class after receiving the special training in their own school or in neighbourhood school.
- 3.9 Timing/Location of Special Training Centre shall not be changed without permission from UEE Mission HQ.**
- 3.10 In case a centre is closed or clubbed due to admission of children in age appropriate class it should be communicated to the UEEM through DPO, immediately.
- 3.11 No new centre will be started /shifted without the permission of the competent authority i.e. the SPD, Samagra Shiksha.
- 3.12 All the efforts should be made to organize multi-grade Teaching- Learning at STC in an inclusive and child friendly environment and to admit all children in age appropriate class as early as possible.
- 3.13 The HoS/NGO should adopt a "Zero Rejection Policy" while identifying, enrolling and mainstreaming the Out of School Children in the neighborhood/catchment area of the school.

Out of School Child:

4. As per guidelines issued by MHRD vide document D.O. No. 12-2/2012 EE.11(para 2.2), "A child of 6 -14 years of age will be considered out of school if he/she has never been enrolled in an elementary school or if after enrolment has been absent from school without prior information for reasons of absence for a period of 45 days or more."

Guidelines for Special Training Centres:

5. **The following guidelines shall be followed by all concerned for opening & running Special Training Centres for Out of School Children**



5.1 Identification of Out of School Children

(a) The HoS of a school, in consultation with SMC members and the CRCC will form a survey team comprising of the following:

- (i) CRCC
- (ii) 2-3 SMC members
- (iii) 2 teachers of the school
- (iv) Teacher of the already function STC (if any)

(b) The survey team shall conduct a comprehensive door-to-door survey in the neighbourhood area to identify never enrolled and drop –out children in the age group of 6-14 years. The data of the surveyed OoSC will be recorded as follows:

Sl. No.	Name of the child	Father's and Mother's name	Contact no.	Age of the child	Permanent Address	Residential Address	Eligible for the class	Whether Drop-out or never enrolled	If Drop-out, mention the School & class last studied

(c) No learner below the age of 6 years and above 14 years should be enrolled at STC.

(d) The child in the age group of 06 years i.e. for class I will be admitted directly in the school.

(e) The CRCC shall obtain a certificate from the HoS of all neighbouring schools in the locality that the identified OoSC are not enrolled in their respective school.

5.2 Process of Opening of an STC

(a) List of out of School Children.

(b) Consent of HoS for the availability of Space / one classroom for proposed STC.

(c) *Self attested documents of Qualification/Professional Qualification of teacher with application duly checked and verified by HoS concerned.*

(d) Residential Address proof and contact number of Teacher.

(e) Documents of Police Verification of Teacher.



- (f) Certificate from concerned HoS for Out of School children with the statement that the said children are not enrolled at any other school.
- (g) Hardcopy of the online request (submitted at school level at edudel.nic.in) duly signed by HoS).
- (h) In case of schools of local bodies, the HoS shall obtain approval of the Nodal officer Samagra Shiksha of the concerned MCD/ NDMC/ DCB before forwarding the file to DURCC through CRCC.
- (i) The DURCC shall get the physical verification of the identified OoSC as proposed by the HoS, done by a team of 3 CRCCs of the district, who shall record their findings on the list submitted by the HoS.
- (j) Once physical verification is done, the DURCC shall recommend opening of STC in the online module.
- (k) The hardcopy of the online recommendation of DURCC shall be placed in the file and the same to be forwarded to the DPO for approval.
- (l) The DPO shall satisfy himself /herself of the veracity of the documents placed in the file and once satisfied, will submit the online recommendation for opening of the STC to the SPD.
- (m) The hard copy of the recommendation from DPOs shall be placed in the file and submitted to SPD for approval on 10th, 20th and 30th of every month (in case of 10th, 20th and 30th being a holiday, the file will be submitted on the next working day).
- (n) Once approval of the SPD is obtained on the file, the online approval shall be given for the opening of STC.
- (o) Based on the online approval, the concerned DPO shall issue a sanction order for opening of the STC clearly mentioning the date w.e.f. which the STC is functional.
- (p) A copy of the sanction order should be sent to SPD, Nodal Officer of Concerned MCD/NDMC/DCB, DDE School Branch, DoE for information.

5.3 Enrolment of identified OoSC:

- (a) The HoS must ensure that the identified OoSC is immediately enrolled in age appropriate class.
- (b) The Admission No. and the Student ID of the enrolled child is to be generated.
- (c) Subject wise baseline assessment of the child is to be done by the Class Teacher.



- (d) If required, the class teacher shall recommend shifting of the child to Special Training Centre for the bridge course to achieve age appropriate grade level.
- (e) The details of all children enrolled for special training must be entered online in the prescribed module
- (f) SMC members shall be ensuring the regular attendance of STC children.

Online module for STC:

6. An online module for monitoring of STCs has been developed by Samagra Shiksha on the official website edudel.nic.in of Education Department , GNCT of Delhi

6.1 The pathway for entry in the module is as follows:


www.edudel.nic.in---Samagra Shiksha-----Login id/Password-----School Plant-----STC information

- (i) Entry Page for STC
- (ii) Gyan Lok (STC) Teacher Entry
- (iii) Gyan Lok (STC) Teacher Update
- (iv) Gyan Lok (STC) Teacher attendance
- (v) Gyan Lok (STC) Teacher Salary
- (vi) Gyan Lok (STC) Student Basic Entry
- (vii) Gyan Lok (STC) Student Assessment Entry
- (viii) Gyan Lok (STC) Student Basic Update
- (ix) Gyan Lok (STC) Student Attendance
- (x) Gyan Lok (STC) Inspection Report

7. Engagement & Training of Special Training Centre Teachers:

(a) The special training at these Special Training Centres shall be provided by the teachers working in the school or Head of the school can directly engage the teacher or can take assistance of a reputed NGO working in the field of Education. **The HOS shall, however be responsible for the monitoring, academic supervision and smooth operation of the Special Training Centres.**

(b) The HoS of the STC centre will be authorized to engage/disengage an STC teacher.



- (c) The STC Teacher shall be engaged till the end of the session i.e. 31st March 20... .
Thereafter, if the HoS is satisfied with the performance of the STC Teacher, he/she shall reengage the STC teacher after giving a break of one working day.
- (d) The teacher engaged by the Head of the institution for training of students of Upper Primary Level must have minimum qualification of B.Ed/B.El.Ed whereas for Primary Level the minimum qualification is Diploma in ETE/JBT (As per the Rules and Regulations).
- (e) The letter of engagement to STC teacher will be issued by the HoS concerned. (format placed at **Annexure -I**).
- (f) In case of Transfer /promotion /superannuation of an HoS, the new incumbent will not disengage an STC teacher without seeking prior approval of concerned Nodal Officer in case of Local Bodies and DPO in case of DoE Schools.
- (g) The school or support institution like SCERT and DIETs shall organize periodical orientation/training of the teachers engaged at Special Training Centres and shall also undertake preparation of Teaching Learning material for these centres.

8. Financial Norms of running STC:

- (a) PAB has approved the unit cost @ Rs. 6000/- per child per annum i.e. Rs. 500/- per child per month for providing Non-Residential Special Training in its meeting held on 13.06.2018 for one centre Primary/Upper Primary/both combined to be run in school premises by Head of the school.
- (b) In partial modification of norms listed in the guidelines issued vide circular no. UEEM/2016-17/1918 dated 05.06.2017 for running the Special Training Centres for OoSC under RTE act 2009 (copy enclosed), the Government of NCT of Delhi has approved vide Cabinet Decision No.2706 dated 02/07/2019, the proposal for Revision of norms and for making provision of funds for improving effectiveness of Special Training Centres (STCs) as contained in para 3 and 7 of the Cabinet Note of Secretary (Education),GNCTD.



(c) The revised norms are as follows:

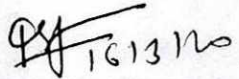
S.No	Head of Expenditure	Revised Norms		Remarks
		(Expenditure per month for a group of 30 children) (In Rs)		
		HOS run Centre	NGO run Centre	
1	Teacher Salary*	21000	21000	Teacher's salary is proposed to be paid fully per month irrespective of the number of children at the centre
2	TLM for Child	1800	1800	
3	TLM for Teachers	100	100	
4	Contingency for Centre(Misc+ Contingency)	1000	1000	Reduced by Rs.740/- as new concept of rent etc being introduced
5	Incentive to HOS/Coordinator**	3000	3000	This incentive for HoS /Coordinator is proposed to ensure continuous attendance of the OoSC and also for additional hours to be put in for STCs running after school hours.
6	Rent for space, water & electricity charge etc.	Nil	10000	This is a new component introduced for the first time
7	Annual grant for purchase/replacement of furniture, durries etc.		5000 per annum	This is a new component introduced for the first time
	Total	Rs.26900 per month	Rs.36,900 per month + Rs. 5000/- P.A	

*Minimum Education standards for teachers, methodology of employment and accountability parameters, will be setup by DoE, from time to time.

** subject to monitoring & ensuring 70 % attendance of OoSC and mainstreaming of at least 70% children each year (the condition of Aadhar cards being made for at least 90% children has been done away with in the light of recent Supreme Court judgement)



- (d) The funds for the STC shall be transferred directly into the Samagra Shiksha account of the school twice a year.
- (e) The HoS shall transfer the salary component online into the account of the STC Teacher.
- (f) The HoS must ensure salary of STC Teachers is to be credited in to their account by 5th of every month.


(Ramchandra Shingare)
DDE-Samagra Shiksha

Copy to: 9074-9124

Date 17/3/20

1. P. S. to Chairman EC-UEEM/Secretary Education, Govt. of NCT of Delhi, Old Sectt.
2. P. S. to Vice Chairman EC-UEEM/Director of Education, Govt. of NCT of Delhi, Old Sectt.
3. Director, North DMC, Dr. Shyama Prasad Mukherjee Civic Centre, Minto Road, Delhi-02.
4. Director, South DMC, Shyama Prasad Mukherjee Civic Centre, Minto Road, Delhi-02
5. Director, East DMC, 419, Udyog Sadan, Patparganj Industrial Area, New Delhi-91.
6. Director, NDMC, Palika Kendra, Parliament Street, New Delhi-01.
7. CEO, Office of Cantonment Board, Sadar Bazar, Delhi Cantt-10.
8. Joint Director (IT), with a request to make the STC module active.
9. All DDEs/DPOs, Dte. of Education-SS
10. Finance Controller of Accounts-SS
11. All Heads of School
12. S.O (IT) to upload on the official website of the DoE.
13. All DURCCs
14. All CRCCs through DURCCs
15. Guard file.


(Ramchandra Shingare)
DDE-Samagra Shiksha

**Engagement Letter of Special Training Centre Teacher under Samagra Shiksha
for the year _____**

ID &Name of School:-

Date:-.....

.....

Mr./Mrs.....S/D/o/ currently residing at

..... is engaged in the capacity of Special Training Centre Teacher, w.e.f.....

in STC Centre:- subject to the following terms and conditions:-

1. This engagement is being entered into purely to meet the temporary, short term requirement of the Centre arising as a result of Implementation of Out of School Children Intervention Component under RTE Entitlements of Samagra Shiksha.
2. The term of the engagement shall be fromto
3. The teacher will be entitled to one day leave in each complete month which cannot be carried forward.
4. The STC teacher shall perform the services diligently and honestly. The STC Teacher shall devote his/her full time, attention and efforts exclusively to the STC work assigned to him/her by the HoS.

.....

Signature with Name of HoS