



**TRAINING FOR ALL (TFA) - INTENSIVE TRAINING PROGRAM
(ITP) –TRIBAL WELFARE DEPARTMENT (TWD)
GOVERNMENT OF TELANGANA**

**TRAINING COURSE ON
DEVELOPMENT OF ACADEMIC &
COMMUNITY MOBILIZATION ACTIVITIES**

TO

ACMOs, GCDOs & SCRPs

DESIGNED BY

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**O/o COMMISSIONER OF TRIBAL WELFARE, DSS BHAVAN, MASABTANK,
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1. Client

Commissioner, Tribal Welfare Department, Hyderabad, Telangana State.

2. Context

Project Recourse Centres (PRCs) have been established to monitor Academic Activities of TW Institutions which are now known as Project Monitoring Recourse Centres (PMRCs). The senior and Experienced Panel Grade Head Master of the Ashram High School would be deputed as Ex-officio administrator of the PMRCs. Also one Girl Child Development Officer (GCDO) would be deputed for development of academic and educational activities especially for girl child. The powers, functions and responsibilities of the PMRCs Administrators and staff have already been specified.

School complexes/pay centres have been established to monitor Govt. Primary Schools (GPSs). The Head Master of the Ashram High School/Ashram Upper Primary School which is identified as School Complex/Pay centre would be ex-officio administrator of the School Complex.

It is observed that Govt. Primary Schools (GPSs) are not monitoring properly by the HMs of School Complex/Pay centres. Hence, SCRPs (School Complex Resource Persons) are appointed in School Complexes/Pay Centres for effective monitoring and Supervision of GP Schools.

But the PMRC Staff may not be aware of activities of Academic & Community mobilization and role community participation in increasing effectiveness of interventions of academic and other aspects of Tribal welfare department. Also PMRC staff may be not participating actively to monitor the institutions TWD properly. It is mainly on the account of the following ground:

- (1) Lack of awareness on increasing community ownership and sustainability.
- (2) The PMRC staffs are resistant to monitoring and supervision academic activities.
- (3) The PMRC Staff have not gone under any training previously.
- (4) Lack of updating in their role and responsibilities
- (5) Lack of self-motivation
- (6) Lack of proper environment to learn

3. SCOPE

Community mobilization for its participation in education and academic through School System. Monitoring and Supervision are ways of systematically measuring and assessing programme activities and results. They help to determine when a programme is going to plan and when changes may be needed.

It is goal to improve current and future management expectations. Monitoring tools are used continuously and effectively,

The effective areas are 10 PMRCs, 84 School Complexes, 1423 GP Schools are functioning with 23698 strengths.

4. Performance Problem

The lack of Knowledge on Monitoring and Supervision Skills of Academic activities and Community Mobilization activities among the PMRC Staff leads to:

- Conducting activities on community participation in School Development is poor
- Academic Activities have not been implementing productively
- Achieving academic standards and interventions are not up to the mark of organization
- Conducting of reviews after visiting the Schools with poor performer HMs & teachers is very low

5. Organizational / Functionary Training Needs

A systematic Training Need Analysis (TNA) of Tribal Welfare Department (TWD) was conducted by MCRHRDIT with the collaboration of TWD, Hyderabad. 20% of the Target Group was studied. The final draft of TNA was validated with the MCRHRDIT. From the TNA the following training needs have been clearly noticed:

1. Lack of knowledge on importance of PMRC Establishment.
2. Lack of knowledge and Skills on Academic improvement functions
3. Lack of knowledge and Skills on Community Mobilization Activities
4. Lack of knowledge and Skills on CCE tools and grading system
5. Lack of knowledge and Skills on communication and consolidation
6. Lack of knowledge and Skills on implementation of flagship programmes of TWD

6. Entry Behaviour

- Majority of the trainees are not aware of their Duties and responsibilities.
- Majority of the trainees have not undergone any Orientation trainings on Monitoring and Supervision of Academic activities previously.
- PMRC Staff are working on Deputation Basis, hence they are reluctant to learn and implement all the flagship programmes of TWD.

Their entry behaviour will be assessed in two ways:

- Pre – Course Questioner will be sent to all the participants in advance to find out their specific need.
- During the inaugural session course sharing of expectations will be carried out.

7. Target Group, Batch Size, Duration and Strategy to implement

Total no. of trainees involved is 98

- ACMOs (Academic & Community Mobilizing Officers) – 10
- GCDOs (Girl Child Development Officer) – 04
- SCRPs (School Complex Resource Persons) – 84

The strategy for training implementation will be as follows:

- A batch of 20-22 trainees is to be formed.
- Total 4 batches will be conducted
- The training will be conducted for (3) days in the month of January.
- Identifying 8 (@ two trainers each batch) Trainers.

8. Design Constraints

Tribal Welfare Department provides supports in all aspects like Policy, Priority, Budget, Time, Venue, Resources, Trainees, and Trainers. Hence, there are no constraints regarding these factors.

9. Aim

The course aim is to equip PMRC staff with knowledge and skills on development of Community mobilization activities for its participation to increase effectiveness in education and academic activities in School System. Also to impart Knowledge on Monitoring and Supervision Skills of Academic activities.

10. Benefits of the Training Course:

- Trainees will be able to play vital role in the community participation in School system
- Trainees will be able to improve their Monitoring and Supervision skills then they will have more confidence in their duties and responsibilities.
- Participants will be self - regulated towards effective field work.
- The quality in education will be improved
- Primary Education will be Strengthened
- The department reputation will be improved

11. Learning Units

1. Significance of PMRC Establishment
2. Functions of PMRC & Role of PMRC Staff
3. Community Mobilization
4. CCE Grading Procedure
5. Impact of RTE in School Education
6. Transformational reforms in education system till NNEP-2020 – An introspection
7. Communication and Consolidation
8. Stress and Time Management

12. Training Objectives

At the end of the training participants will be able to....

1. State the significance PMRCEstablishment
2. Explain the Functions of PMRC &role of PMRC staff
3. List the Effective Factors/Activitieson Community Mobilization.
4. Describe the CCE Grading Procedure
5. State the significance of RTE act
6. Explain the transformational reforms in education system till NNEP-2020 – An introspection
7. Identify areas to be monitored
8. Integrate cognitive and behavioral coping strategies of Stress and Time management in their daily lives.

13. Format for creating Learning Event (For Common Day Module)

Learning Unit	Content / Sequence	Method	Media	Performance Aid	Time	Trainer	Assessment Measures
Vision and Mission of TWD	Vision of TWD	Lecture	Projector, Board, Board Marker, Charts	Glossary of Vision and Mission of TWD	10 Mints	Subject Expert from TWD	Question and Answers
	Mission of TWD						
Demographic Areas of STs in Telangana	a. Areas of Tribal Population b. Deferent Sub Tribes & Population c. PVTGs names and population	Lesson	Projector, Board, Board Marker, Charts	Map of ST Demographica l Area of TS	10 Mints	Subject Expert from TWD	Question and Answers
Schedule Area and Plain Area	Introduction to Schedule Area a. Definition b. Geographical Area	Lesson	Projector, Board, Board Marker, Charts	List of Schedule Area	10 Mints	Subject Expert from TWD	Question and Answers
	Introduction to MADA a. Definition b. Geographical Area c. Activities of MADA	Lesson	Projector, Board, Board Marker, Charts	List of MADA Activities	10 Mints	Subject Expert from TWD	Question and Answers
Organogram of TWD	Organogram of TWD	Lesson		Chart of Organogram			
Single Line Administration in Tribal Sub-Plan area	Introduction a. Definition b. Administrative Functions	Lecture and Lesson	Projector, Board, Board Marker, Charts	GO MS No.57	20 Mints	Subject Expert from TWD	Question and Answers
Service Delivery Sectors of TWD	a. Education b. Health c. Livelihoods d. TCR & TI	Lesson	Projector, Board, Board Marker, Charts	List of Service Delivery Sectors	60 Mints	Subject Expert from TWD	Question and Answers
Flagship Programmes of TWD	a. Panel Inspection b. Meet the Parent c. Karadipath d. STAR Student Lecture e. Career Counselling Programme	Lecture & Lesson	Projector, Board, Board Marker, Charts	List of Innovative Programmes of Academic Activates	30 Mints	Subject Expert from TWD	Question and Answers
	1.SSC Special Centres 1. Punadi -2 2. Cheyutha 3. PrayogaDeepikalu 4. E-Learning in Schools	Lecture & Group Discussion	Projector, Board, Board Marker, Charts	List of Innovative Programmes of Educational Activates	30 Mints		

(For Domain Specific)

Learning Unit	Content / Sequence	Method	Media	Performance Aid	Time	Trainer	Assessment Measures
Significance of PMRC Establishment	Introduction to PMRC Establishment	Lecture & Interaction	Projector, Board, Board Marker, Charts	Organogram of PMRC	15 Mints	Subject Expert from TWD	Question & Answers, Individual Activity
	Objectives of PMRC Establishment				10 Mints		
	Staff & Infrastructure	Discussion			20 Mints		
	Re-organization of PMRC	Lecture Group Exercise			15 Mints		
	Organogram of PMRC	Lesson					
Functions of PMRC & Role of PMRC Staff	Functions of PMRC	Lecture	Projector, Board, Board Marker	Checklist on Job Charts of PMRC Staff	10 Mints	Subject Expert from TWD	Question & Answers
	Roles and Responsibilities of ACMOs, GCDOs, SCRPs	Lecture & Discussion			40 Mints		
	School Complexes	Lesson			10 Mints		
Community Mobilization	Importance of Community Mobilization	Lecture and Interaction	Projector, Board, Board Marker, Charts	Case Studies & List of Community Mobilizing Activities	20 Mints	Subject Expert from TWD	Questions & Answers, Individual Activity
	Identify the issues and solutions in given Case Studies on Community Mobilization	Case Study & Discussion			25 Mints		
	Identify the tasks involved in community mobilization by teachers	Lecture and Lesson			15 Mints		
	PMRC role in Supervising Community Mobilization	Lecture			15 Mints		
	Activities / effective factors of Community Mobilization	Group Exercise & Discussion			45 Mints		
CCE Grading Procedure	Introduction to CCE Tools	Lecture	Projector, Board, Board Marker, Charts	List of CCE Registers & CCE Grading Format	25 Mints	Subject Expert from TWD	Question and Answers
	Grading System	Discussion			20 Mints		
	Identification of gaps in filling CCE Registers and Records by teachers during monitoring	Lecture & Group Exercise			15 Mints		
	Over view on Academic Learning Outcomes	Lecture, Discussion			60 Mints		
Impact of RTE in School Education	Introduction	Lecture	Projector, Board, Board Marker, Charts	List of Global Practices	60 Mints	Subject Expert from TWD	Questions & Answers
	Standards and Regulations for a School under the RTE Act	Discussion					
	Global Practices						
	Recommendations						
Transformational reforms in Education system till NNEP-2020 – An introspection	Introduction	Lecture & Lesson	Projector, Board, Board Marker, Charts	List of Reforms in NNEP-2020	30 Mints	Subject Expert from TWD	Questions & Answers and Group Exercise
	Reforms in Structure & Curriculum of School Education						
	Changes in Examination & Focus on Multilingualism in Schools	Interaction					
Reforming Training of Teachers	Lecture	15 Mints					
Academic Monitoring	Explains the present situation of Monitoring	Lecture & Lesson	Projector, Board, Board Marker	List of Visiting and Inspecting Formats	60 Mints	Subject Expert from TWD	Question and Answers, Group Exercise
	Analyze the review meeting that take place at different level.	Interaction					
	Identify areas to be monitored	Exercise					
	List of Tasks/Issues to be reported	Discussion					
Stress and Time Management	Introduction	Lecture Group Exercise	Projector, Board, Board Marker	Check list on Stress ad Time Management	15 Mints	Subject Expert from TWD	Questions & Answers
	Stress Management				15 Mints		
	Time Management	Demonstration			15 Mints		
	Stress and Self Awareness	e-learning			15 Mints		

14. SESSION WISE ACTION PLAN FOR THREE DAYS TRAINING

This is the time schedule for all Learning units. Each learning unit is covered in one day. Each day will be scheduled with four sessions.

Time Line / Session	Content/Activity	Trainer / instructor	Duration
Day-1			
10.00 AM to 10.30 AM	Participants to login	Course Team	60 Mints
10.30 AM to 11.00 AM	Inauguration, Introduction of Participants, Objectives of Intensive Training programm (ITP)	Subject Expert from TWD	60 Mints
11.00AM to 11.15 AM	Tea Break		15 Mins
11.15 AM to 12.15 PM	TWD Vision, Mission, Demography of STs in TS & India including PVTGs Schedule Area, MADA, Plain Area, Organogram of TWD Single line Administration	Subject Expert from TWD	60 Mints
12.15 PM to 1.15 PM	Service Delivery Sectors of TWD i.e., Education, Health, livelihoods (TRICOR), Acts related to TWD and RTI	Subject Expert from TWD	60 Mints
1.15 PM to 2.00PM	Lunch Break		45 Mins
2.00PM to 3.00PM	Explain Flagship Programmes of TWD Assignment-1 for discussion on Day-2: (Exercise: Prepare a report on identified gaps in implementing flagship Programs in Schools during you visited the schools)	Subject Expert From TWD	60 Mints
3.00 PM to 4.00 PM	Significance of PMRC Establishment		60 Mints
4.00 to 4.15 PM	Tea Break		15 Mins
4.15 PM to 5.15 PM	Functions of PMRC & Role of PMRC Staff	Subject Expert from TWD	60 Mints
Day-2			
10.00 AM to 10.30 AM	Recall & Recapitulation of Day-1 Activity	Subject Expert From TWD	30 Mints
10.30 AM to 11.00 AM	Discussion on Assignment -1 of Day-1 (Exercise)	Subject Expert From TWD	60 Mints
11:00 AM to 11.15 AM	Tea Break		15 Mints
11.15 AM to 12.15 PM	Community Mobilization *Significance of Community Mobilization * Identify the issues and solutions in given Case Studies on Community Mobilization Identify the tasks involved in community mobilization by teachers	Subject Expert From TWD	60 Mints
12.15 PM to 1.15 PM	* PMRC role and Supervisory role in Community Mobilization *Activities of Community Mobilization (Assignment-2: List out the effective factors of Community Mobilization)	Subject Expert From TWD	60 Mints
1.15 PM o 2.00 PM	Lunch Break		45 Mints
2.00 PM to 3.00 PM	Introduction to CCE tools *CCE Grading Procedure *Identify Mistakes while filling CCE Registers and Records by teachers during monitoring	Subject Expert From TWD	60 Mints
3.00 PM to 4.00 PM	Overview on Learning Outcomes	Subject Expert From TWD	60 Mints
4.00 to 4.15 PM	Tea Break		15 Mints
4.15 PM to 5.15 PM	Impact of RTE in School Education	Subject Expert from TWD	60 Mints
Day - 3			
10.00 AM to 10.30 AM	Recall & Recapitulation of Day-2 Activity,	Subject Expert From TWD	60 Mints
10.30 AM to 11.00 AM	Discussion on Assignment-2 of Day-2	Subject Expert From TWD	60 Mints
11:00 AM to 11.15 AM	Tea Break		15 Mints
11.15 AM to 12.15PM	Transformational reforms in education system till NNEP-2020 – An introspection	Subject Expert from TWD	60 Mints
12.15 PM to 1.15 PM	Academic Monitoring	Subject Expert from TWD	60 Mints

1.15 PM to 2.00 PM	Lunch Break		45 Mints
2.00 PM to 3.00 PM	Stress and Time Management	Subject Expert from TWD	60 Mints
3.00PM to 4.00 PM	End Test & Feedback	Subject expert from MCRHRD	60 Mints
4.00 to 4.15 PM	Tea Break		15 Mints
4.15 PM to 5.15PM	Valedictory		60 Mints

15. Instructional Strategy/ Training Methods

a. Lecture and lesson Method

This is method applied for transmission of information on

- PMRC Staff equip Knowledge and Skills on Monitoring and Supervision
- Topics introduction.

b. Group Discussion

This method is applied for simulating interest and constructive thought on

- Effective community mobilizing
- Significance of Primary Education
- School Grading and Monitoring System
- Impact of Flagship Programmes of TWD in Academic and Education

c. Group Exercise

This method is applied to develop interpersonal skills and team building activities on

- Identification of Effective factors on community mobilizing
- Identification of project works in procedure for School grading and monitoring system

d. Project Method

This method is applied for simulating interest and Creativity, transfer of learning to real situations on

- Impact of Flagship Programmes of TWD in Education
- Preparation on Data collecting and Consolidation System

e. Case Study

This method is applied for increasing knowledge and skills among the learners on

- Community Mobilization in School System
- Teacher and Community Mobilization

16. Course Material

The following material will be provided during the training course to the participants, trainers and course director.

A. Learner Material

a. Activities and Exercises

- ✓ Group Activity on Community Mobilizing factors
- ✓ Activity on Primary Education
- ✓ Exercise on Data Consolidation

b. Handouts

- ✓ RTI & RTE
- ✓ TW Institutions list
- ✓ TW Institutions Academic and Educational Activities
- ✓ Academic & Educational innovative Programs
- ✓ Organogram of PMRC
- ✓ Roles and Responsibilities of PMRC Staff
- ✓ Effective Factors of Community mobilizing
- ✓ CCE Tools
- ✓ CCE Grading
- ✓ Monitoring Proformas
- ✓ Maintenance of Registers

- c. Checklists & other Performances
 - ✓ List of ST Demographical area
 - ✓ List of Schedule Area
 - ✓ GO Ms.NO.57
 - ✓ List of Service Delivery Sectors
 - ✓ List of Innovative programs
 - ✓ List of TW Schools
 - ✓ List of Academic Cell Activities
 - ✓ List of Academic and Educational Activities
 - ✓ List of Community Mobilizing Factors
 - ✓ Checklist of CCE Grading System
 - ✓ List monitoring Proformas
 - ✓ List of Maintaining Registers
 - ✓ List of MRC Activities

B. Trainer / Instructor Material

- a. Presentations
 - ✓ The Power Point Presentation on each Key Area
 - ✓ Ice Breaking Activities
- b. Lesson/Session plans
 - ✓ Ground rules during training Course
 - ✓ Session wise outline timetable
 - ✓ Action Plan
- c. Visual Aids
 - ✓ Projector
 - ✓ Videos relevance to the Key Area
 - ✓ Charts
 - ✓ Board Markers
 - ✓ Flash Cards
- d. Work books
 - ✓ Trainer handbook
 - ✓ Pre-Test & post - test booklet

C. course Administration

- a. List of Participants
- b. Registration forms
- c. Attendance Sheets
- d. Feed Back forms
- e. Assessment/Evaluation forms
- f. Completion/Accreditation certificates

17. Assessment

- Continuous assessment shall have done by providing Group Exercise and Question and answer during the training.
- Assessment shall have done by data reporting and data presentation by the end of the day with appropriate remarks, if any.

18. Validation

- Continuous assessment and feed on the content and the quality of the session shall be taken from the participants in order to validate training internally.
- A feedback of the training shall be taken at the end of training.

19. Trainer Review

A review of the training by the trainers shall be taken at the end of the course in order to enlist the Questions, FAQs, Practical difficulties and suggestions by the participants in order to improve the structure and content of the course in the future.

20. Transfer of Learning

- Feedback on the performance of participants will be collected from their concerned officers regarding improvement in Monitoring and Supervision Skills among the PMRC Staff.
- A Seminar of the trainees who attended the course is to be conducted in the subsequent year for post course evaluation.

21. Module Development and Implementation Plan / Schedule

Sl. No.	Time Line	Activity	Recourse Required
1		(a) Learners Material	
2		Activities and Exercise	
3	2.12.2020	Group Activity on Community Mobilizing factors	Flash Cards, Charts, Sketches and Scale
4	2.12.2020	Activity on Primary Education	Charts, Sketches
5	3.12.2020 to 4.12.2020	Hand-outs	
6	5.12.2020	Checklists and Performance Aids	
7		Trainer/Instructor Material	
8	7.12.2020 to 8.12.2020	Preparation of PPT on Key Areas	
9	9.12.2020	Preparation of Ice Breaking Activities	
10	9.12.2020	Preparation of Ground rules	
11		Visual Aids	✓ Computer System
12	10.12.2020	Videos relevance to the Key Area	✓ Board Markers
13	11.12.2020	Preparation Charts	✓ Flash Cards
14	11.12.2020	Preparation of PPT	
15	12.12.2020	Pre-Test & post-test questioners	
16		<u>Course Administration</u>	
17	14.12.2020	List of Participants	
18	14.12.2020	Registration Forms	
19	14.12.2020	Attendance Sheet of Participants, Trainers and other Staff	
20	15.12.2020	Feedback forms	
21	15.12.2020	Assessments / Evaluation forms	
22	16.12.2020	Completion and accreditation certificates	
23	16.12.2020	List of Trainers	From TWD
24	17.12.2020 to 19.12.2020	Demo/Practical Sessions for ERPs through Online	
25	23.12.2019	Review on Final Presentation at MCHRDIT, Hyderabad	

Place: MCR HRD, IT

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