



## SUDAKSHYA

### Standard Operating Procedure (SOP) for implementation of scheme 'Sudakshya' through Government ITIs in Odisha

- 1. Introduction:** Even though roughly 50% Girl's enrolment exists at Secondary level of education, the enrolment of Girl's reduces exponentially at the level of Sr Secondary and particularly in Vocational Training Sector though there is 30% reservation of seats. The reason being majority of the out-of-school or out-of-college girls and young women are lack of awareness and having financial constraints etc. In order to improve Girl's enrolment in Government ITIs, (a) the Tuition Fee component has been waived for them from the fee structure for Government ITIs (b) ITIs have been supported with Girl's Hostels (c) Dress Code has been introduced in Government ITIs with reimbursable cost of such uniform of Rs3000/- w.e.f 2016-17.

In order to improve Girl's enrolment in Government ITIs from existing about 7% to atleast 30% by 2020, Government in SD&TE Department have been pleased to introduce the new scheme '**Sudakshya**' vide Resolution No 5682 dated 23.11.2017 as a pilot scheme under Demand No-39-2230-Labour and Employment - Programme Expenditure-State Sector Scheme-03-Training-003-Training of Craftsman and Supervisors-0951- National Apprenticeship Training - 15058- Mobilization of Girls & PwD Trainees for ITIs under Plan Expenditure w.e.f 2017-18.

#### **2. Implementation of the scheme 'Sudakshya' by components:**

##### **A. Mobilization of Girls' students for admission into Government ITIs (By ITI Principals).**

- a. Invite all Block Education Officers and Head Masters / Nodal Teachers of 370 High Schools of SSD Department & High Schools of S&ME Department, District Education Officers, District Employment Officers, DWO, DSSO, PA-ITDAs, Special Officer-Micro Projects to ITI during academic year, facilitate them with a visit around the ITI, explain about trades, introduce with all staff, explain in detail about the career prospects of High School Children through Vocational Training, Government supported schemes including importance laid on Girls' Empowerment through 'Sudakshya' scheme, Mission, Vision & Values of OSDA, Industrial scenario vis-a-vis employment/self employment scopes, achievements of your ITI, Industry culture-discipline-punctuality etc through Power Point Presentation. The participants must spend at least half a day in ITI for which good meeting venue, snacks, safe drinking water, safe toilets should be arranged. All the participants must be provided with copy of the PPP, ICE materials (CD containing inspirational video, Power Point Presentation, Leaflet in English and Odia, decent photos of trainees at work in workshops & Industries, Role Models in a decent folder. Take the attendance of all participants with contact numbers/e-mail ID for record.
- b. Draw visit schedule of 10<sup>th</sup> standard Girls' students for all High Schools to ITI during November-January of the academic year and that of 8<sup>th</sup> and 9<sup>th</sup> standard students on quarterly & monthly basis in consultation with District Education Officer, District Welfare Officer, District Social Security Officer, Block Education Officers and High School Head Masters.

##### **B. Visit of Girls students to nearby Government ITIs**

- i. At least 30,000 Girls (6 times of intake capacity for Girls) of High Schools shall visit nearby Government ITIs in a year in the State as per target distributions at **Annexure-I**.
- ii. Districts having more than one Government ITI and districts having no Government ITIs shall distribute the visit schedule among themselves based on locations so that none of the High Schools are repeated and none are excluded. In this regard, Principal, Madhusudan Government ITI, Cuttack and Principal, Government ITI, Anandpur shall coordinate for Jagatsinghpur and Bhadrak districts respectively.
- iii. Arrange conveyance facilities for Girls' and escort HMs/Nodal Teachers / Parents (if interested) from Block headquarters to ITI in consultation with concerned BEO / HMs and DEOs & DWOs, PA-ITDAs, DSSOs as per the calendar drawn for the purpose.
- iv. The Girls and escort Teachers shall visit around the workshops interact with Trainees and Trainers on the shop floor, know about tools, measuring instruments, machines etc, visit Hostels, Campus, exposed to skill exhibits and other facilities of the ITI.
- v. Ask the existing Boys' and Girls' trainees to bring their Sisters, out of School/College Girls' , young widowers, destitute orphans Girls and other needy women to participate in the above visit programmes. The Civil Society & members of ECI may also be engaged for above mobilization purpose.
- vi. At the end of visit, arrange meeting of all Girls' students with escort Teachers & Parents in the Conference Hall / Library with PPP:
  - Various career options for 10<sup>th</sup> passouts (+2, Diploma, +2 equivalency) / 8<sup>th</sup> pass, school / college leavers - facilities available at your Institute viz; Trades-Infrastructure-Hostels-Extra-curricular / Co-curricular facilities-Apprenticeship-Placement facilities-Trainees Welfare Schemes, online admission procedure through SAMS, Dress Code, Discipline, Punctuality, work culture in Industries, Employability Skill Training, IT literacy Training, Library facilities, sports & games facilities etc through a Power Point Presentation. Invite queries from the participants and answer every query.
  - Distribute leaflets to the participants with hygienic snacks, safe drinking water, allow cleaned toilets for the participants.
  - Take the attendance of all Girls' participants Teachers & Parents with contact numbers/email ID for record purpose as potential trainees for ITI.

**C. Identification, Interaction and Felicitation of Girls' Role Models.**

- i. Identify at least 12 Girls Role Models placed both inside (max 8 nos) and outside the State (min 4 nos) per year, discuss with them about the objective and empanel for delivery of career talks to High School Children at ITI during their visit period/ participation in High School level / State level High School Children events .
- ii. Interact with all such Role Models before the High School Girls' Students and existing Girls' ITI trainees about her social background, how ITI has helped her career, her message to other Girls.
- iii. Prepare displays of all such selected Girls' Role Models in standard acrylic board format circulated to all ITIs.

- iv. Felicitate all such Girls' Role Models with Memento with re-imburement of Travel cost as per her entitlement.

**D. State level campaign for Girls Mobilization (By PMU of DTE&T, Odisha)**

- a. Publicities in Social Media, Electronics & Print Media , consultations with NYKS with preparation of motivational Audio/ video CDs , leaflets etc.
- b. Organizing ITI Fest with Convocations.
- c. State level Recognitions and Awards for Principals, Trainers and Trainees etc.
- d. Consultations / holding meetings with OSDA, Civil Societies, Employers.
- e. Preparing Websites, Role Model displays for Directorate and SCTE&VT, Odisha.

**E. Costs for Girls Mobilization:**

|   |   |  |
|---|---|--|
| Components  | : | Permissible rates per student visit  |
| Visit of Girls of High Schools as per given target which will include conveyance on shortest route from Block Head quarters to ITIs, stay in ITIs for 4 hours and refreshment   | : | @Rs40/- within 20 Kms  |
|   | : | @Rs50/- 20 Kms-40 Kms  |
|   | : | @Rs60/- 40 Kms-80 Kms  |
|   | : | @Rs70/- 80 Kms-100 Kms   |
|   | : | @Rs80/- above 100 Kms  |
| Organizing meetings of all stakeholders in education system in ITIs including conveyance at shortest route by road, refreshments, preparation of ICE Materials, leaflets, meeting expenses.   | : | @Rs2,500/- per meeting limiting to 2 such meetings per academic year       |
| Local publicity   | : | @Rs6000/- per ITI per year   |
| Role Models interactions including cost of their conveyance on shortest route from workplace to ITI, presentation of memento, preparation of displays in standard acrylic board, display at ITI and concerned High Schools preferably from where the student has done her/his schooling | : | @Rs500/- per Role Model with limitation of 10 Role Models per ITI per year |
| There shall be an ITI level Committee under the Chairmanship of Principal with Training Officers, Assistant Training Officers and Head Clerk as Members for the purpose of incurring expenses under the scheme by observing all formalities.  |   |  |
| State level campaigns for Girls' Mobilization   | : | By PMU of DTE&T, Odisha  |

**3. "Maintenance Allowance" for Girls while pursuing training in Government ITIs.**

- a. Maintenance Allowances @Rs1500/- per month for Hosteller and @Rs500/- for Day Scholar is permissible apart from reimbursement of Admission and Hostel Fee.
- b. Funds shall be allotted online by DTE&T, Odisha to dedicated Sudakshya Scheme bank account of ITI Principal as per actual requirement based on enrolment of Senior and Jr Girls' Trainees in ITIs during the training session 2017-18 and 2018-19.
- c. The Principals shall reimburse admission fee & hostel fee(if hosteller) except caution money through RTGS directly to student's Bank account during 1<sup>st</sup> quarter of admission.
- d. The Maintenance Allowances shall be released to the students' Bank account on half yearly basis on successful completion and appearance in each semester examinations.
- e. The ST, SC, OBC, Minority, Children of BOC Workers, PwD, MCP, Merit and such other stipend/scholarship holders shall only get differential amount whichever is higher.
- f. **Rental Hostels:**

- i. Wherever Girl's Hostels are not available or these are under construction, the Principal shall take nearby Government buildings on rental basis with approval of PWD ground rent by Governing Body.
- ii. The ground rent, electricity, water and telephone charges shall be met out of Institute budgetary provisions other than the present scheme.
- iii. The goods like Hostel furniture, utensils etc shall be met out of 'Infrastructure Development of ITIs' head under State Plan scheme.
- iv. The cleaning & maintenance charges shall be met out of seat rent of boarders.
- v. The Matrons (1/hostel), cook (1/50 boarders), attendants & watchman (2/50 boarders) shall be met out of 'Outsourcing head'.
- vi. The boarders have to pay regular meal charges, purchase learning materials, form fill up charges and personal articles out of Maintenance Allowances.
- vii. Provisions SI No (iii)-(vi) also applicable for ITI's own Girls Hostels.

#### **4. Post ITI Placement / Apprenticeship Training Financial support**

- a. Maintenance Allowances@Rs1000/- per month for Apprenticeship Training inside the State for prescribed duration of apprenticeship training shall be paid through RTGS to the Girl student's Bank account on half yearly basis on verifications of absentee statements of Apprenticeship Employers by the concerned ITI Principals.
- b. Maintenance Allowances@Rs1500/- per month for Apprenticeship Training outside the State for prescribed duration of apprenticeship training shall be paid through RTGS to the Girl student's Bank account on half yearly basis on verifications of absentee statements of Apprenticeship Employers by the concerned ITI Principals.
- c. One Month Maintenance Allowances of Rs5000/- after completion of 6 months on Jobs outside the State shall be paid through RTGS to the Girl student's Bank account on verifications of continuance on jobs of Employer by the concerned ITI Principals.
- d. Visit of DAAs / Principals / AAAs / AAA(Jrs) to other States to ascertain service / apprenticeship / stay conditions of ITI passouts (Through PMU of DTE&T, Odisha).
- e. Holding State Apprenticeship Council meetings, Industry consultation meetings for Flexi MoUs by the Directorate(Through PMU /Apprenticeship Cell of DTE&T, Odisha).

#### **Annexure-I**

| <b>Target of visit of Girls to ITIs during 2017-18 and Enrolment during 2018-19</b> |                     |                                    |  |   |
|---|---------------------|------------------------------------|--|---|
| <b>SI No</b>  | <b>Institute</b>    | <b>Probable Intake for 2018-19</b> | <b>30% Girls Projected for admission 2018-19</b> | <b>Target for Girls visit to ITI during 2017-18</b> |
| 1   | ITI Talcher, Anugul | 630                                | 189  | 1134  |

|    |  |              |             |               |
|----|--|--------------|-------------|---------------|
| 2  | ITI Balasore                           | 693          | 208         | 1200          |
| 3  | ITI Bargarh                            | 188          | 56          | 338           |
| 4  | ITI Bheden, Bargarh                    | 84           | 25          | 151           |
| 5  | Gandhamardana ITI, Bolangir            | 230          | 69          | 414           |
| 6  | ITI Bolangir                           | 492          | 148         | 886           |
| 7  | ITI Boudh                              | 257          | 77          | 463           |
| 8  | ITI Cuttack                            | 1801         | 540         | 3242          |
| 9  | Madhusudan ITI, Cuttack                | 288          | 86          | 450           |
| 10 | ITI Barkote, Deogarh                   | 84           | 25          | 120           |
| 11 | ITI Dhenkanal                          | 346          | 104         | 600           |
| 12 | ITI Gumma, Gajapati                    | 63           | 19          | 85            |
| 13 | ITI Chandragiri, Gajapati              | 42           | 13          | 50            |
| 14 | ITI Raigada, Gajapati                  | 42           | 13          | 50            |
| 15 | ITI Berhampur, Ganjam                  | 1632         | 490         | 2938          |
| 16 | ITI Chhatrapur, Ganjam                 | 440          | 132         | 750           |
| 17 | ITI Hinjilcutt, Ganjam                 | 797          | 239         | 1300          |
| 18 | ITI Purusottampur, Ganjam              | 881          | 264         | 1300          |
| 19 | ITI Shergarh, Ganjam                   | 84           | 25          | 50            |
| 20 | ITI Jajpur                             | 42           | 13          | 76            |
| 21 | ITI Jharsuguda                         | 42           | 13          | 50            |
| 22 | ITI Bhawanipatna, Kalahandi            | 369          | 111         | 600           |
| 23 | ITI Phulbani, Kandhamal                | 408          | 122         | 734           |
| 24 | SIPT Pattamundai, Kendrapada           | 387          | 116         | 620           |
| 25 | ITI Anandapur, Keonjhar                | 173          | 52          | 300           |
| 26 | ITI Barbil, Keonjhar                   | 771          | 231         | 1300          |
| 27 | ITI Bhubaneswar, Khurda                | 372          | 112         | 670           |
| 28 | Special ITI for PWD, Jatni, Khurda     | 89           | 27          | 160           |
| 29 | Gopabandhu ITI Ambaguda, Koraput       | 551          | 165         | 992           |
| 30 | ITI Kotpad, Koraput                    | 126          | 38          | 150           |
| 31 | ITI Laxmipur, Koraput                  | 105          | 32          | 189           |
| 32 | ITI Patangi, Koraput                   | 126          | 38          | 150           |
| 33 | ITI Malkanagiri                        | 257          | 77          | 453           |
| 34 | ITI Matheli, Malkanagiri               | 63           | 19          | 100           |
| 35 | Purna Chandra ITI Baripada, Mayurbhanj | 361          | 108         | 550           |
| 36 | TTI Takatpur, Mayurbhanj               | 739          | 222         | 1330          |
| 37 | ITI Chandahandi, Nabrangpur            | 84           | 25          | 110           |
| 38 | ITI Raighar, Nabrangpur                | 84           | 25          | 110           |
| 39 | ITI Umakote, Nabrangpur                | 199          | 60          | 300           |
| 40 | ITI Nayagarh                           | 42           | 13          | 76            |
| 41 | ITI Khariar, Nuapada                   | 42           | 13          | 50            |
| 42 | ITI Khariar Road, Nuapada              | 257          | 77          | 350           |
| 43 | ITI Puri                               | 399          | 120         | 700           |
| 44 | ITI Gajabahal, Bissamcuttack, Raygada  | 84           | 25          | 110           |
| 45 | ITI Rayagada                           | 278          | 83          | 450           |
| 46 | ITI Hirakud, Sambalpur                 | 906          | 272         | 1600          |
| 47 | ITI Rasanpur, Sambalpur                | 42           | 13          | 50            |
| 48 | ITI Sonapur                            | 441          | 132         | 600           |
| 49 | ITI Rourkela, Sunderagarh              | 870          | 261         | 1550          |
|    | <b>Total</b>                           | <b>17699</b> | <b>5310</b> | <b>30,000</b> |