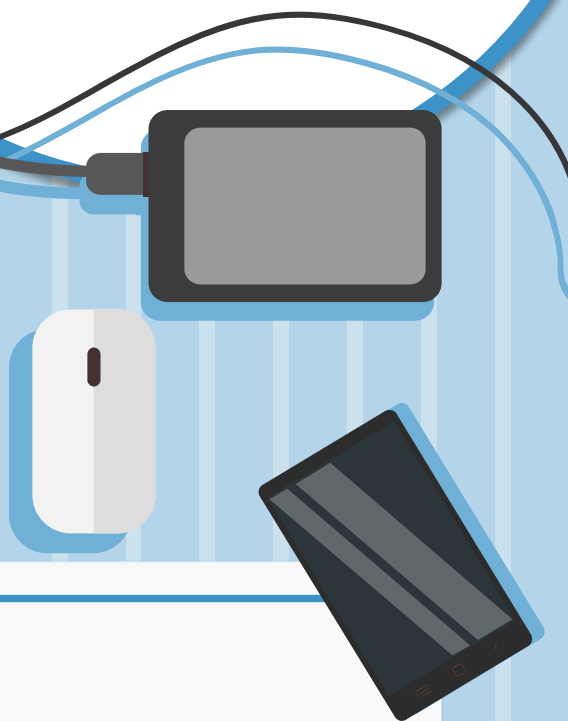




Monitoring Helpbook



*Let's work together
towards making
our schools
better through
regular
monitoring and issue
resolution!*





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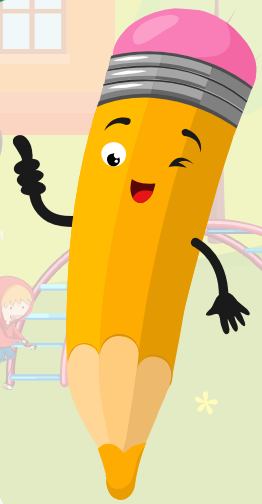
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SATH
Sustainable Action for
Transforming Human capital

Section 1: About the Helpbook





Message from the OSEPA Monitoring Team

Dear Monitoring Officer,

You hold in your hands a helpbook designed to support you in your monitoring visits to schools. This helpbook has been created after multiple conversations with DEOs, BEOs and CRCCs to identify challenges faced by an officer during school visits so that practical solutions can be provided.

We have completed over 7 lakh+ school visits in the last 6 months. While this is a remarkable achievement for us as a State, a significant problem still remains. Several officers have highlighted that incorrect data is submitted because of lack of clarity while answering questions. To tackle this problem, this helpbook contains a checklist for each question in order to reduce the ambiguity around what to observe and answer in different scenarios. Please note the checklist is indicative and you are free to go beyond the list to improve the quality of monitoring visits.

As you know, getting an accurate representation through the collected data is the first step to improve the quality of our schools. We hope that this helpbook brings us one step closer to monitoring and mentoring our schools well. For further support, you can contact OSEPA Monitoring Cell using the details provided at the end.

Regards,
OSEPA Monitoring Cell





1



Read the Helpbook before the school visit and refer to it in case of any questions during the visit

2



Open the app after reaching the school premises

3



Fill information into the app while observing different aspects of the school

4



Conduct a meeting with HM and teachers to discuss the best practices and issues in the school after submitting your survey. Give actionable next steps that can improve the quality of education in the school

5



Check what action items have been raised for the school after syncing the app and take necessary actions to solve

6



Visit the school again to see status of action items raised

7



Give appropriate comments in the text box and close the action items only if the issue has been resolved

8



Use the contact information provided in the guidebook if any help is required in the monitoring process





Section 2: Checklist for questions in each section



SATH
Sustainable Action for
Transforming Human Capital

GENERAL



1. Is the school open today?
2. If No, Please mention the reason why school is closed (select all that apply).

What should I check to answer the question?

1. Check if school premises are open
2. Check if teachers and students are present
3. Mark "Yes" if all the above are true, otherwise mark "No"

What should I do if the answer is no?

1. Call the HM, teacher or SMC member and ask the reason for school being closed and mark accordingly from the options
2. If the school is merged, visit the merged school and verify if merger has taken place and only then mark this option
3. If school is closed after MDM, forced to shut down by the community, or closed due to epidemic, bad weather conditions, accident, strike etc. then mark "Other reasons"





ATTENDANCE





3. Teacher Attendance

1. Enter the total number of teachers working in the school (including HM)
2. Enter the number of teachers present today in the school (including HM).



What should I check to answer the question?



1. Note the attendance as per the attendance register with the HM
2. In case of a merged or integrated school, check the attendance of all teachers for all grades in the school (including 9 and 10)
3. Teachers on half CL to be marked present for that day if they were in school for half day
4. Verify if the teachers marked present in the attendance register are physically present. Enter the actual number of teachers physically present in the App
5. Inform the names of the teachers that are marked present but are physically missing to the HM and BEO





4. Describe reasons for teacher absenteeism (select all that apply).



What should I check to answer the question?



1. Ask the HM about the reason of absenteeism
2. Cross check the reason of absenteeism from respective required documents. E.g. Check order letter for deployment
3. Consider authorized leave taken on phone or SMS if HM can provide evidence of the same
4. Mark as many reasons that apply for absent teachers and in case the reason is unknown even for one teacher select "Reason unknown"
5. Discuss steps to prevent or stop high absenteeism with HM and then inform the BEO for initiating appropriate administrative action against teachers with unauthorized leave or on leave with reason unknown





5. Student Attendance

1. Enter the total roll strength of the school
2. Enter the number of students present today in the school.

What should I check to answer the question?



1. Check the attendance register for total number of students enrolled and present in all grades of the school (including 9 & 10)
2. In case it is a merged school/HS, check the attendance of students for all grades in the school (including 9 and 10)
3. Select a few classes randomly and cross check the attendance marked in the register with actual number of children present in those classes
4. Inform the HM and BEO if there is mismatch in attendance marked and children present. Enter data for children physically present in school after asking the HM to crosscheck





6. Describe reasons for low student attendance (select all that apply).

What should I check to answer the question?

?

1. Ask the HM/SMC members about reasons of student absenteeism
2. Mark all reasons that are applicable for the absent students. If reason is unknown, select "Reason unknown"
3. Discuss ways to prevent and stop high student absenteeism with the HM and convene an SMC meeting to ensure 100% student attendance is achieved in schools





UJJWAL- Primary (Grade 2-5)





7. In all the grades you observed, were students sitting (grouped) according to their classes and learning level (Level - 1 and Level - 2)?

What should I check to answer the question?



1. As mentioned in the training, Grade 2 and 3 have only one learning level (Level 1); Grade 4 and 5 have two learning levels (Level 1 and Level 2)
2. Visit **all** classrooms and check how students are grouped by checking workbooks
3. If children in **all** classrooms are grouped according to learning level (LL), mark "Learning level"
4. If children in even one classroom are sitting according to grade level (GL), mark "Grade level"
5. If children are not sitting according to LL or GL, mark "Other"
6. In case of incorrect grouping, mentor the teachers and HM





8. Was Ujjwal done for all periods today (during Learning Camp)?

What should I check to answer the question?

?

1. Visit all classrooms with 2 to 5 grade students and ask the teacher about today's Ujjwal teaching plan
2. Check the students' workbook for previous day's Ujjwal worksheet
3. Mark (a) only if you are satisfied that Ujjwal was done in all periods/grades by all the teachers
4. Mark (b) if observed Ujjwal was done for some periods/grades
5. Mark (c) if observed Ujjwal is not happening in any of the grades
6. If you have observed that Ujjwal was done for some periods/grades or Ujjwal is not happening in any of the grades then check for the reason (For eg. Lack of training) and discuss with HM and BEO to take necessary actions (For eg. training at block level)





9. How many student workbooks are being corrected by teachers?
(Check for 5 students)

What should I check to answer the question?

?

The purpose of this question is to verify if workbooks are being corrected accurately and not just tick marked.

1. Pick up workbooks at random across grades and check if they are corrected accurately
2. If you have checked 5 workbooks, enter number from 0-5 basis your observation
3. If you have checked more than 5 workbooks enter a number from 0-5 by scaling it down
E.g. if 8 of 10 workbooks are corrected, enter 4
4. If you are unsatisfied with the quality of workbook correction in the school, mark "0"
5. If observed that reason for poor workbook correction is lack of teachers, discuss with BEO





10. Are Ujjwal teachers tracking student progress in this school?

What should I check to answer the question?



Note: New workbooks do not have a tracker format. However, teachers have been instructed to maintain a student tracker.

1. Ask all teachers for student progress tracking register
2. Check if trackers are regularly updated
3. Mark (a) only if all teachers are maintaining up to date student trackers daily
4. Mark (b) if only few teachers are maintaining trackers
5. Mark (c) if none of the teachers are maintaining a tracker or keeping it up to date
6. If no tracker is maintained, explain benefits of student tracking & ensure teachers track progress

	Odia IV Learning level 1	Worksheet 1	Worksheet 2	W 3	W 4	W 5
Tracker Format	Student 1	✓	✓			
	Student 2	✓	✓			
	Student 3	✓	✓	✓		





11. Do ALL the students in the school have all the Ujjwal books that they need?



What should I check to answer the question?



1. Check the books received record to find if required quantities of all Ujjwal book titles have been received & distributed by the school
2. Physically visit each grade 2 to 5 classroom and verify if all students have the required books
3. Mark "Yes" only if all students have been given all the required books
4. Mark "No" even if some books are missing or books have reached the school but not yet distributed to students
5. Ensure that books that are available with the school are distributed





12. Please write titles and the quantities of each of Ujjwal Books that are still required by this school?

What should I check to answer the question?



1. If all books have reached the school but not been distributed, enter "Books available but not distributed"
2. If a few books for any particular title(s) have not reached the school, use the following format to answer the question -
Name of title, quantity. For example,
Ujjwal Odia 2, Quantity 20
3. Fill the titles and quantities of the missing books and inform the BEO about excess books
4. Please do not use any special characters such as ",", "-", "_", "&" etc.





UTTHAN- Upper Primary (Grade 6-8)





13. Was Utthan done for all periods today (during Learning Camp) ?

What should I check to answer the question?

?

1. Visit all classrooms with 6 to 8 grade students and ask the teacher about today's Utthan teaching plan
2. Check the students' workbook for previous day's Utthan worksheet
3. Mark "Yes" only if satisfied that Utthan was done in all periods/grades, otherwise mark "No"
4. If you have observed that Utthan was done for some periods/grades or Utthan is not happening in any of the grades then check for the reason (For eg. Lack of training) and discuss with HM to take necessary actions (For eg. training at block level)





14. How many student workbooks are being corrected by teachers?
(Check for 5 students)

What should I check to answer the question?



The purpose of this question is to verify if workbooks are being corrected accurately and not only tick marked.

1. Pick up workbooks at random across grades and check if they are corrected accurately
2. If you have checked 5 workbooks, enter number from 0-5 basis your observation
3. If you have checked more than 5 workbooks enter a number from 0-5 by scaling it down
E.g. if 8 of 10 workbooks are corrected, enter 4
4. If you are unsatisfied with the quality of workbook correction in the school, mark "0"
5. If observed that reason for poor workbook correction is lack of teachers, discuss with BEO





15. Do ALL the students in the school have all the Utthan books that they need?



What should I check to answer the question?



1. Check from the books received record to find if required quantities of all Utthan book titles have been received & distributed by the school
2. Physically visit each 6 to 8 classroom and verify if all students have required books
3. Mark "Yes" only if **all** students have been given the required books
4. Mark "No" even if some books are missing or books have reached the school but not yet distributed to students
5. Ensure that books that are available with the school have been distributed





16. Please write titles and the quantities of each of Utthan Books that are still required by this school.

What should I check to answer the question?

?

1. If all books have reached the school but not been distributed, enter "Books available but not distributed"
2. If a few books for any particular title(s) have not reached the school, use the following format to answer the question -
Name of title, quantity. For example,
Utthan Math 6/7/8, Quantity 20
3. Fill the titles, Learning level and quantity of the missing books and inform the BEO about excess books
4. Please do not use any special characters such as ",", "-", "_", "&" etc.





17. Are Utthan teachers tracking student progress in this school?



What should I check to answer the question?

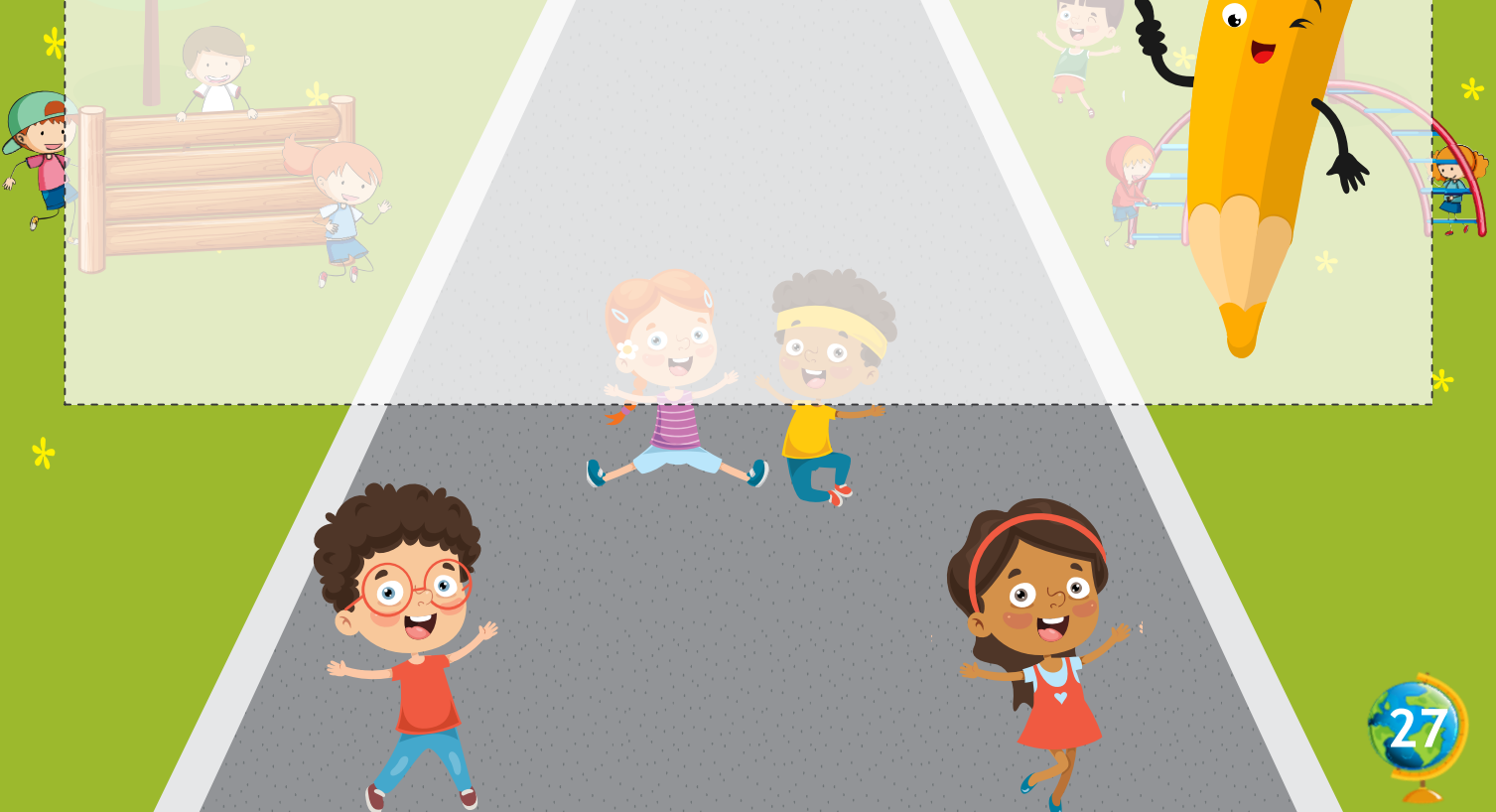


Note: New workbooks do not have a tracker format. However, teachers have been instructed to maintain a student tracker.

1. Ask all teachers for student progress tracking register
2. Check if trackers are regularly updated
3. Mark option "Yes" only if all teachers are maintaining up to date student trackers daily, otherwise mark option "No"
4. If no tracker is maintained, explain the benefits of student tracking & ensure teachers track progress regularly

	Odia VI Learning level 1	Worksheet 1	Worksheet 2	W 3	W 4	W 5
Tracker Format	Student 1	✓	✓			
	Student 2	✓	✓			
	Student 3	✓	✓	✓		







18. Are all students enrolled under Aadhar?

What should I check to answer the question?



1. Check the student register to find out if all the students have an Aadhar number
2. Check the student records at random for duplicate or missing Aadhar numbers
3. Mark "Yes" only if all students are enrolled under Aadhar and have Aadhar number, else mark "No"





19. Whether the lesson diary is being written by the teacher?

What should I check to answer the question?



1. Check if the lesson plan diary is present and contains lesson plans for last two days
2. Only if lesson plan diary is present, daily plans updated by all the teachers, and duly signed by the HM then mark "Yes"
3. If the lesson plan diary is present and updated but not signed by HM, mark "No". Discuss with HM and ask him/her to review and sign lesson plan daily everyday
4. In case teachers are not teaching according to lesson plan but the diary is present, mark "Yes". Mentor teachers and HM to follow the plan





20. Have ALL the teachers teaching Ujjwal and Utthan completed Ujjwal and Utthan training?

What should I check to answer the question?

?

1. Ask the HM about the number of teachers who have completed training
2. Verify with the teachers if they have completed the training by asking features of Ujjwal/Utthan 2019 and the date & place where they attended training
3. Mark "Yes" only if you are convinced that all teachers have completed training
4. Inform the HM and BEO of the names of teachers yet to be trained





21. Based on your observations, on a scale of 1 to 5 please indicate how well you think this school is implementing LEP? (1 being the lowest and 5 being the best)

What should I check to answer the question?

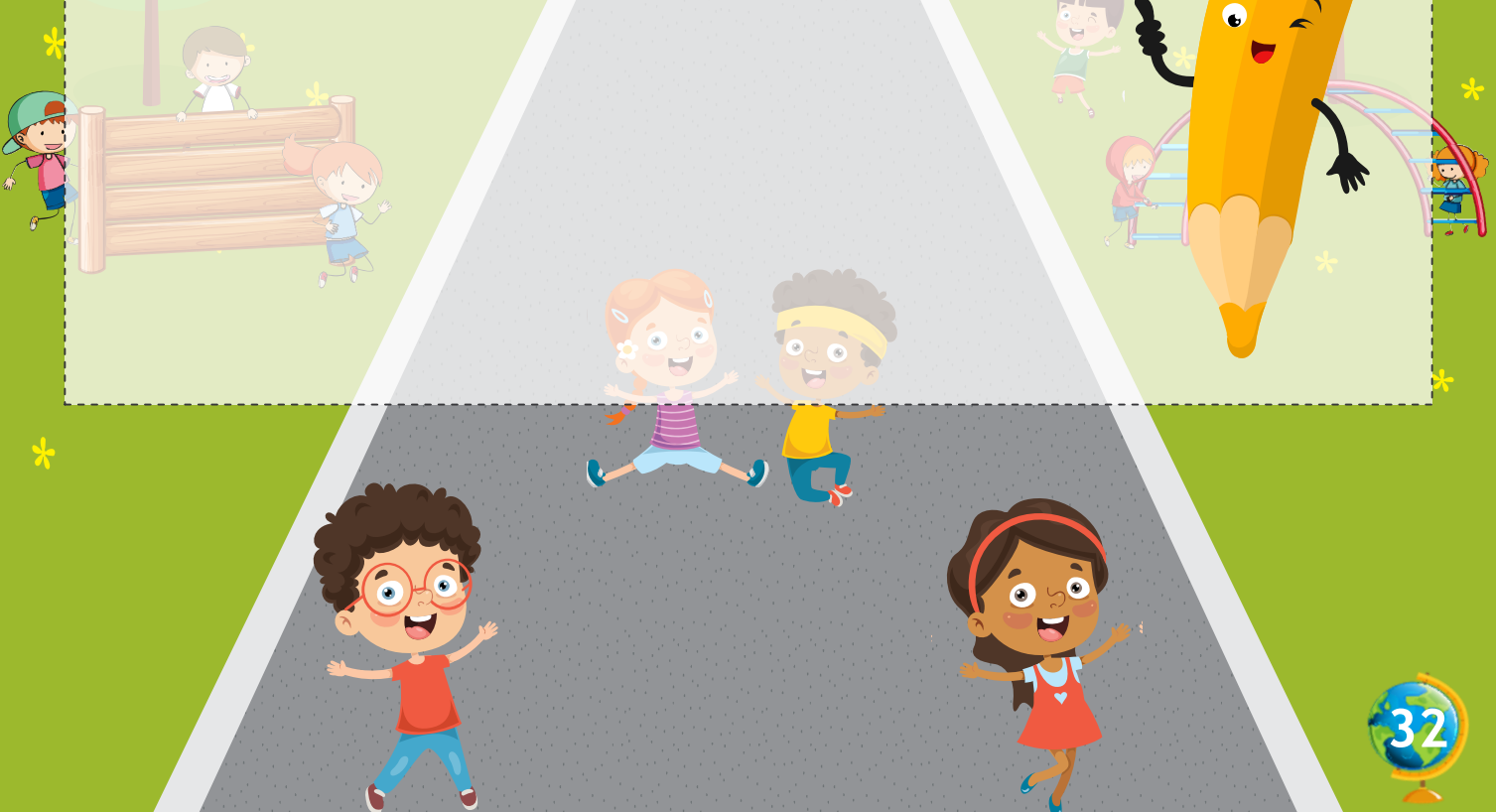


This is a question to understand your assessment about the quality of LEP. Please give a score based on your observation of book distribution, implementation of LEP, classroom learning, classroom teaching, etc.





SCHOOL OPERATIONS





22. Has the SMC / SMDC been constituted for the school?

What should I check to answer the question?

?

Schools with only Grade 9 and 10 have to constitute School Management & Development Committee (SMDC). All other schools (Grade 1-5, 1-8, 1-10, 6-8 & 6-10) have to constitute School Management Committee (SMC)

1. Check if SMC/SMDC has been constituted by asking the HM and verifying from the SMC/SMDC register maintained by HM
2. If HM is not present in school premises call the HM to ask for details of SMC/SMDC
3. Mark "Yes" if the SMC/SMDC has been constituted basis your discussion with HM/SMC members





23. How many parents attended the last SMC meeting?

What should I check to answer the question?

?

1. Check SMC Register for name and number of parents only who attended last month's SMC meeting with their signatures
2. Select the number that applies
3. If no SMC meeting was conducted last month then mark "0"

Note: You must mark only the number of parents present and not other members of the SMC/SMDC





24. Has the SDP-SSP been prepared and displayed by school?

What should I check to answer the question?



SDP- School Development Plan

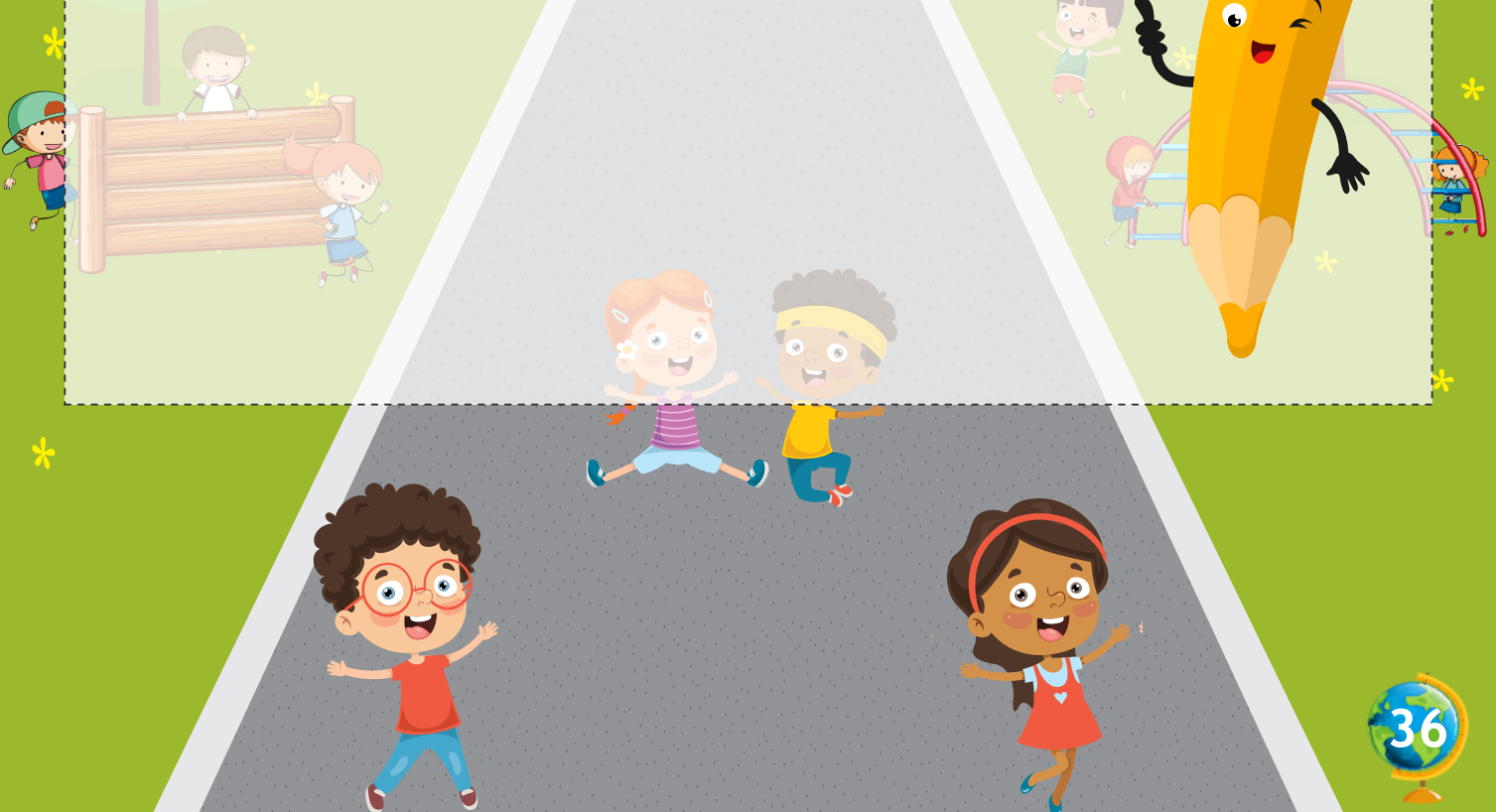
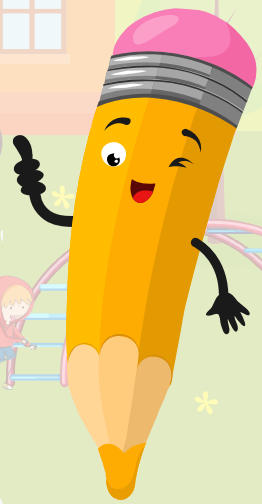
SSP- School Safety Plan

1. This year there is a combined document for SDP-SSP
2. Check with the HM if the SDP-SSP has been created
3. Check if the SDP-SSP is present with the HM in the school premises
4. Check if SDP-SSP is displayed in school premises
5. Only if SDP-SSP has been created and displayed in school, mark "Yes". Otherwise mark according to observation





INFRASTRUCTURE





25. Does the school have fire extinguishers installed? (Note: the fire extinguisher should not have crossed expiry date)

What should I check to answer the question?



1. Minimum one fire extinguisher should be present in the school premises. Only red cylinder fire extinguishers qualify as a fire extinguisher
2. Check if they are in reach & teacher/HM is trained to use it
3. Check the expiry date of each fire extinguisher
4. If unexpired required number of fire extinguishers are in reach with trained teachers in school then mark "Yes"
5. If the school has sand buckets only, mark "No".





26. Is clean & safe drinking water available?

What should I check to answer the question?

?

1. Look for potable drinking water sources in the school premises like pots, taps, tube wells, water filters etc.
2. Ask 5 students from across classrooms if they have daily access to drinking water in the school
3. If you are satisfied that clean drinking water is available **daily** in school premises then mark "Yes", otherwise "No"





27. Are functional, clean & separate toilets for boys & girls available?
(select all that apply)

What should I check to answer the question?



The purpose of this question is to ensure that all schools must have a separate girls and boys toilet that is functional and clean

1. Check for clean & separate boys and girls toilet in the school premises with functional door and water supply
2. Select "Yes" only if the toilets are separate, clean and functional. You can select multiple options that apply but do not select any other option if you mark "Yes"
3. If the toilets are not separate, clean or functional, please select option "No separate toilets available", "Toilets not functional" and/or "Toilets not clean" basis your observation

Note: CWSN toilet will not be counted in boys/girls toilet





28. Is electricity available & fans, lights working in classrooms?

What should I check to answer the question?



1. Visit all classrooms & check for availability of electricity connection **from any source** & functional lights & fans
2. If the above is true mark option "Electricity available in all classrooms with functional fans and lights"
3. If there is no electricity from any source mark option "No electricity connection in classrooms"
4. If electricity is there but lights and fans are not working, mark "Electricity available but fans & light not functional"





29. Is the school adhering to safety norms with respect to storage of inflammable and toxic material?

What should I check to answer the question?

1. Check for presence of any inflammable (petrol, kerosene etc.) and toxic material in school premises
2. If present, check if it is out of reach of students and ask the HM about why it is present
3. If all inflammable and toxic material for school's purposes is safely stored and out of reach of students mark "Yes", otherwise mark "No"





30. Are there any open electric points/wires that are a threat to Student safety in the school premises?

What should I check to answer the question?



1. Check all electrical points in the school and in immediate surroundings like outside school gate
2. Check all electrical units, transformers and other heavy electrical equipment within reach of students
3. Check if open wires are temporarily covered which can pose as threat later on
4. If all electrical equipment is permanently covered and out of reach of students only then mark "No"
5. If the open wires are covered through some temporary means, mark "Yes"





31. Is the school building unsafe, and requires immediate major repair?

What should I check to answer the question?

1. Visit all classrooms, kitchen and toilets
2. If any room or portion of building has major safety issue, mark "Yes" and inform HM and SMC to make that area out of bound and take necessary steps to repair





32. Are all water bodies (pond, lake) within school premises properly fenced?



What should I check to answer the question?

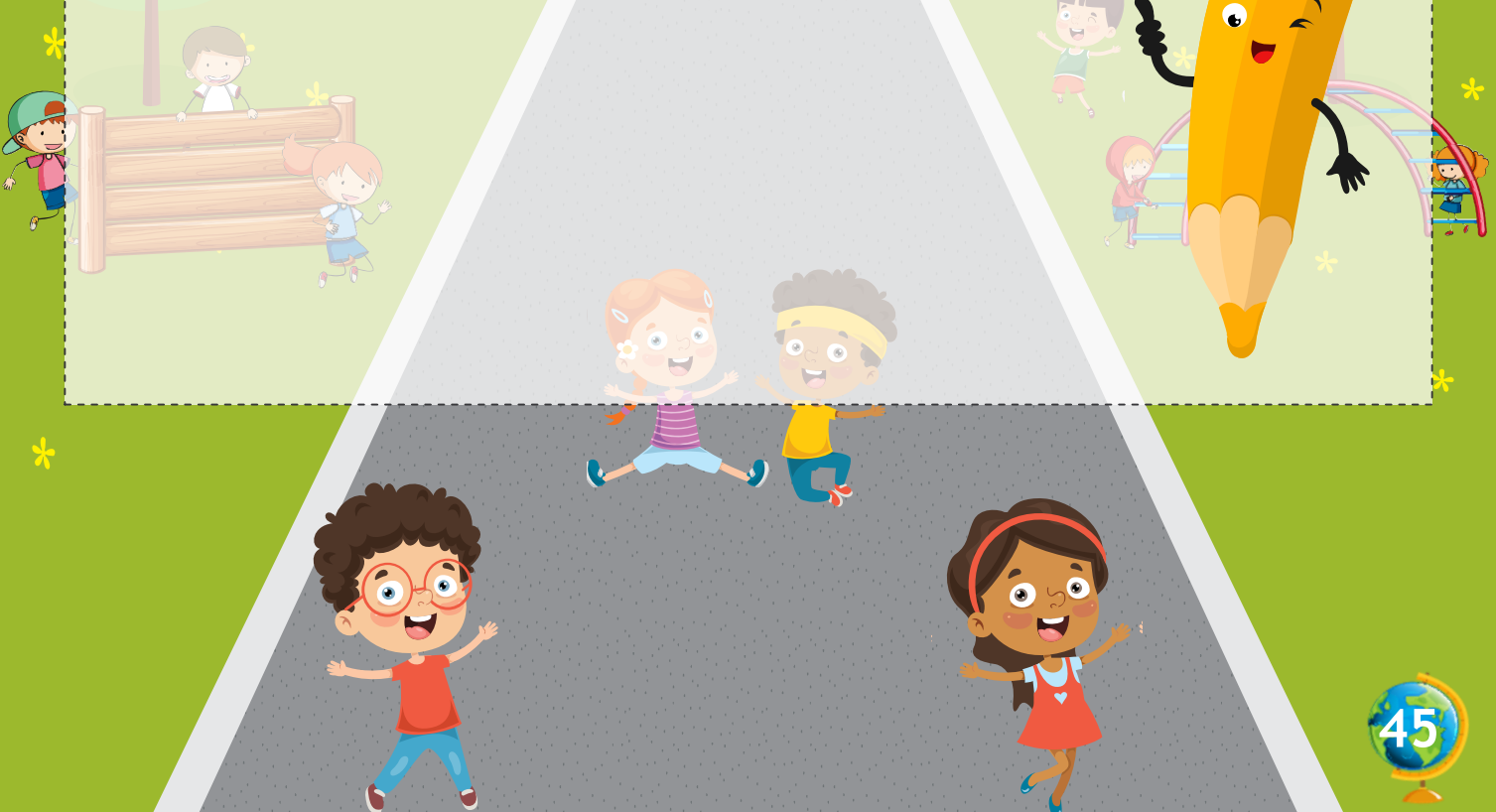


1. Check the school premises for water bodies with or without water
2. If the water bodies in school premises are completely fenced from all sides, mark "Yes"
3. If the water body is outside school premises, mark "Not Applicable". However, instruct the teachers and HM to monitor when students come in and go out of the school premises





Section 3: Contact Us





Contact Us

Email ID:
sathcellodisha@gmail.com

OSEPA Helpline (toll free number):
18005728585