

**PROCEEDINGS OF THE STATE PROJECT DIRECTOR
RAJIV VIDYA MISSION (SSA) ANDHRA PRADESH, HYDERABAD**

Present: Smt. V. Usha Rani, I.A.S.,

Proc. Rc. No. 665/RVM(SSA)/C8/2012,

Dated:25.10.2013

Sub: A.P RVM (SSA), Hyderabad - Conduct of Training Programmes on strengthening of SMCs at District, Mandal, Cluster and GP level - Schedule and Instructions - Issued - Reg.

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All the Project Officers RVM(SSA) in the State are here by informed that A State level DRPs Training Programmes was conducted in 1st and 2nd batches from 9th to 11th & 17th to 19th October, 2013 at Don Basco Navajeevan Society, Ramanthapur, Hyderabad with CMOs, DIET/ Teachers/SRGs consisting 6 members + 4 NGO representatives = (10 members from each district) These master trainers (DRPs) will inturn to CRPs at District level. The instructions and the unit cost for the conduct of Training Programme are enclosed here with in Annexure - I, II and III.

Therefore there are requested to conduct the Training Programmes on strengthening of SMCs at District, Mandal, Cluster and GP level as per the Schedule and instructions scrupulously.

This has got the approval of the State Project Director, RVM (SSA), A.P, Hyd.

Encl: Annexure I, II & III

Sd/- Dr. Y. Ali Akbar Basha
for STATE PROJECT DIRECTOR

To
All the Project Officers of RVM (SSA) in the State.
Copy to the District Educational Officers in the State.
Copy to the Finance Controller of this office.
Copy to the Peshi of State Project Director.

//T.C.Attested//

State Community Mobilization Officer

Annexure - I

The following instructions should be followed in conducting of Training Programmes

- The District level Trainings to the DLMTs and CRPs will be conducted in phased manner i.e. on 28th & 29th October, 2013 (1st phase) and 30th & 31st October, 2013 (2nd phase).
- Mandal level “Welcoming cum Orientation programme to newly elected Sarpanches, HMs and SMC chairpersons on 4th November, 2013 from 10AM to 1PM. Local conveyance shall be paid to participants”. Concerned MEOs shall be organised the above programme involving with MPDOs, Tahasildars (MROs) and ICDS Supervisors/Officers for effective implementation.
- Teleconference (Mana TV) shall be organised by SPO and addressed by State Project Director, Madam to MEOs, HMs, CRPs, DLMTs and other incharge teachers on Strengthening of SMCs, date shall be communicated in due course.
- Two CRPs will be conducted (1) day training to all SMC Members from 11-11-2013 onwards. Remuneration to each CRP is Rs 100/- per day.
- The Non Residential Training may be organized at Village level / Cluster level.
- Minimum No. of target participants in training must be 30, Maximum may be 60.
- The Honorarium (Rs 100/- per day), will be paid to CRPs by the Mandal Educational Officers after submitting the Report/Documentation.
- Material (Handbook) will be provided to all the SMC members.
- The SMC members may be test quality of Mid Day Meal during the time of training programme.
- Tea and Refreshment to the participants will be provided from the school Grants/available grants in the school.
- Academic/ Cultural performances of the students must be displayed to the SMC members.
- Engage the services of SRGs at the time of District Level Residential Training Programmes, if necessary.
- The training programmes should not clash with the ongoing Teacher Training programmes.
- The local media may be informed/ invited for the trainings.
- The Project Officers of RVM (SSA) shall allot the mandals among the Sectoral Officers for monitoring the trainings, they should submit the feedback on the trainings to Project Officer and intern P.O shall submit consolidation report to State Project Director.

Sd/- Dr. Y. Ali Akbar Basha
Addl. State Project Director

Annexure - II

Unit costs for Residential Training to DLMTs and CRPs at District Level

S. No	Description	Calculations
1.	Resource Person Honorarium (DRPs)	A) for Department Personnel DA @ Rs. 200/- & Honorarium @ Rs. 250/- per day B) for Outsiders (NGOs) Honorarium @ Rs. 400/- per day.
2.	Course Director Honorarium	Honorarium @ Rs. 300/- per day
3.	Travel allowances for Resource Persons	As per APTA Rules/ Actual Fares
4.	Breakfast to participants	Rs. 25/- per head per day
5.	Tea & Snacks for 2 times	Rs. 20/- per head per day
6.	Working lunch	Rs.50/- per head per day
7.	Supper	Rs.50/- per head
8.	Travel for participants	As per APTA Rules
9.	Boarding for participants	Rs. 150/- per head per day
10.	Training Kit for participants (Pen, Scribbling Pad, File, Printed Material and Handouts etc.,)	Rs. 30/-
11.	Stationary (Charts, Markers, Banner etc.,)	Rs. 500/- lumpsum
12.	Documentation (Photos/video and Reports)	Rs. 500/- per programme
13.	Miscellaneous	Rs. 500/- per programme
14.	Electricity Charges	Rs. 60/- per day per hall
15.	Institutional charges (Lecture Hall, Furniture etc) per day	Rs. 500/- per programme
16.	LCD projector	Rs. 1500/-
17.	Water & Sweeping (2 persons up to 100 participants)	Rs. 100/- per head per day
18.	Clerical assistance	Rs. 100/- per day
19.	Purchase of packaged drinking water per day per head	Rs. 3/- per head per day

Note: The expenditure shall be booked under SMC/PRI trainings from the approval of AWP&B for the year 2013-14.

Sd/- Dr. Y. Ali Akbar Basha
Addl. State Project Director

Annexure - III

Schedule for Training programmes at various levels

1.	District level: I st Batch (50% Of Mandals)	28 th and 29 th Oct, 2013 (2 Days)	All CRPs and DLMTs	Training programme to DLMTs & CRPs on strengthening of SMCs	All Districts
	District level II nd Batch (remn.50%)	30 th and 31 st Oct, 2013 (2 Days)	-Do-	-Do-	-Do-
2.	Mandal Level	4 th November 2013 (1/2 Day)	Newly elected Sarpanches, HMs and SMCs Chairpersons	Welcoming –cum- orientation programme for Strengthening of SMCs	-Do-
3.	Mandal Level	Date shall be communicated in due course	MEOs/HMs/CRPs/ Other incharge teachers	Teleconference to be organised by SPO – Address by SPD Madam (10am to 1pm)	-Do-
4.	Cluster/ GP level:	11 th Nov to 25 th Nov, 2013 (1 Day)	All SMC members	Strengthening of School Management Committees	-Do-

Sd/- Dr. Y. Ali Akbar Basha
Addl. State Project Director