



## 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-imbusement 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.

#### **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>Sl 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 Umarkote, 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 Raygada	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>