

SUDAKSHYA FOR GOVERNMENT POLYTECHNICS (2023-24)

Standard Operating Procedure (SOP) for implementation of scheme 'Sudakshya' in Government Engineering Schools/Polytechnics of 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 Polytechnics from 18% during 2022-23 to atleast 30%, Government in SD&TE Department have been pleased to introduce the new scheme '**Sudakshya**' as an extended scheme of 'Sudakshya' scheme for Government ITIs 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 for 2023-24.

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

- A. Mobilization support:- @Rs1000/- per student to be counselled has been proposed under the scheme which will be utilised with following strategies:**

I. Orientation of High School authorities towards TVET sector

- a. The Government Polytechnics Principals shall invite all Block Education Officers and Head Masters / Nodal Teachers of 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(for PVTGs) to Polytechnics during academic year, facilitate them with a visit around the Polytechnics, explain about prospects of various diploma streams, introduce with all staff, explain in detail about the career prospects of High School Children through diploma education, Government supported schemes including importance laid on Girls' Empowerment through 'Sudakshya' scheme, Mission, Vision & Value statement, Industrial scenario vis-a-vis employment / self employment scopes, achievements of institute, Industry culture-discipline-punctuality etc through Power Point Presentation. The participants must spend at least half a day in Polytechnic for which good meeting venue with logistics should be arranged. All the participants must be provided with copy of the PPP, IEC materials (CD containing inspirational video, Power Point Presentation, Leaflet in English and Odia, decent photos of students 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. The Principals shall draw & implement visit schedules for 10th standard Girls' students of atleast 20% High Schools of respective districts to Polytechnics during October-January of the academic year and that of 9th 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.

II. Career Counselling Campaigns for improving Girls' enrollment

- i. Career Counselling of minimum of 3,000 numbers of 10th standard Girls of High Schools shall be carried out by Polytechnic Principals in a year as per Institute wise target to be fixed by DTE&T, Odisha.
- ii. The blocks which have no / less representation of girls students enrolled in Polytechnics shall be given more focus during Career Counselling Campaigns.
- iii. Conveyance facilities for Girls' and escort HMs/Nodal Teachers / Parents (if interested) from Block headquarters to Polytechnics in consultation with concerned BEO / HMs and DEOs & DWOs, PA-ITDAs, DSSOs as per the calendar to be drawn by the Principals for the purpose of Career Counselling Campaigns.
- iv. The Girls and escort Teachers may 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 Polytechnics.
- v. Ask the existing Boys' and Girls' students 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 PRIs may also be requested for their time 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 presentations covering:
 - Various career options for 10th passouts (+2, Diploma, +2 equivalency) / college leavers - facilities available at the Institute viz; Courses-Infrastructure-Hostels-Extra-curricular / Co-curricular facilities-Apprenticeship-Placement facilities-Student's Welfare Schemes including Sudakshya, online admission procedure through SAMS, discipline, punctuality, work culture in Industries, 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 students for Polytechnics.

III. 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 Polytechnic 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' Polytechnic students about her social background, how Polytechnic has helped her career, her message to other Girls.

- iii. Prepare displays of all such selected Girls' Role Models in standard acrylic board for display at Polytechnics and concerned High Schools.

IV. Costs for Girls Mobilization and utilization procedure:

Sub-Components	:	Permissible rates per student visit
a. Visit of Girls of High Schools as per given target which will include conveyance on shortest route from Block Head quarters to Polytechnics, stay in Polytechnics for 4 hours and logistics.	:	@Rs1000/- for minimum 3000 girls to be counselled as per institute wise breakups to be given by DTE&T, Odisha
b. Organizing meetings of all stakeholders in education system, 10 th class (continuing/appeared) girls' students including their conveyance at shortest route by road, refreshments, holding competitions with award of certificates, memento and cash prizes, preparation of IEC Materials, leaflets, meeting expenses.	:	
c. Local publicity	:	
d. 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,	:	

- i. There shall be a Polytechnic level Committee under the Chairmanship of Principal with Sr Lecturers/Training Supdt , Lecturers, Lab Assistants and Head Clerk as Members for the purpose of incurring expenses under the scheme by observing all formalities.

B. Financial support to girl students while pursuing training in Govt Polytechnics.

- a. **Maintenance Allowances:** All the girl students of Govt Polytechnics enrolled afresh during 2023-24 session (1st sem / lateral) are entitled for Maintenance Allowances @Rs1500/- per month as Hostellers / @Rs500/- as Day Scholars which shall be credited into their registered Bank Account through State Scholarship Portal after authentication of the amount payable by the Principal concerned on quarterly basis.

The differential higher amount is payable to girl students if they are in receipt of financial support from other schemes / sources like PMS for ST, SC, OBC, Minority, Children of BOC Workers, PwD, Merit, Merit-cum-Poverty, Kalia Yojana and such other stipend / scholarships during the same year of Polytechnic education. The students are required to attend atleast 80% of attendance during a month to become eligible for this.

In case of delay in receipt of maintenance allowance due to some or other reasons for hosteller girls, the Principal concerned shall not insists for payment of monthly mess dues limiting to Rs1500/- per month for maximum three months which will be met by the Principal out of available funds and adjust the same out of Sudakshya head.

- b. **Admission Fees:** The girl students are required to deposit the prescribed amount of admission fees i.e Rs5800/- for general caste / Rs3300/- for ST/SC/ tuition fee waiver students (Rs500/- as caution money refundable) at the time of admission into Government Polytechnics through Students Academic Management System (SAMS)

which will be reimbursed to her by the Principal concerned under Sudakshya head to be allotted by DTE&T, Odisha / PMS head for ST/SC etc as in the cases.

- c. **Hostel Seat Rent:** The prescribed hostel seat rent as per actual number of girl boarders shall be allotted to the Polytechnics Principals by DTE&T, Odisha. The girl boarders are required to pay only the monthly food charges under maintenance allowances.

c. Post Polytechnic education financial support

- a. Maintenance Allowances@Rs1000/- per month as top-up 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 Polytechnic 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 Polytechnic Principals.
- c. One Time Maintenance Allowances of Rs5000/- for joining on a job 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 Polytechnic Principals.

D. Application Form and sanctions under 'Sudakshya' scheme

- a. The girl trainees have to apply through website <https://scholarship.odisha.gov.in/website/home> for availing financial benefits under 'Sudakshya' scheme for Government Polytechnics
- b. The Standard Declaration Form (one time) at **Annexure-I** shall be used by girl students of Government Polytechnics seeking financial support under the scheme.
- c. The prescribed Social Message of Hon'ble Chief Minister shall be flashed in the SAMS registered mobile number of girl students soon after credit of Maintenance Allowances and other financial benefits

SUDAKSHYA FOR GOVERNMENT POLYTECHNICS

(SI No-----)/2023-24

Standard Declaration Form

(For seeking Financial Assistances under Sudakshya for Government Polytechnics)

To
The Principal
Government Polytechnic,-----

Name of the Trainee Applicant	:	
Father's Name	:	
Present Address	:	
Branch	:	
Year	:	
Registration No	:	
Category	:	
Hosteller / Day Scholar	:	
Aadhar Number	:	
Mobile Number	:	
e-mail ID	:	
Bank Account Number, Name of Bank, IFSC Code	:	
Name of the scholarship/Stipend (If in receipt /selected) other than Sudakshya	:	
Certified that the above information are true to best of my knowledge and belief. I may please be considered for financial assistances under Sudakshya scheme.		
Place-		
Date-	Signature of the girl student	
		Verified
		Signature of Branch In charge Sr Lecturer/Lecturer
		Accepted
		Principal