

# **Gunotsav : Assam 2024**

## **General Guideline & Administrative Guideline**

**Department of School Education  
Government of Assam  
Dispur, Guwahati-781006**

# **Administrative Guidelines of Gunotsav- Assam, 2024**

## **PART-A**

### **GENERAL GUIDELINES**

# Administrative Guidelines of Gunotsav- Assam, 2024

## Introduction:

Gunotsav is a programme designed by State Government for improvement of quality of School Education which includes learning outcomes of children as well as Co-Scholastic activities, community participation and infrastructure as a whole. Four rounds of Gunotsav have already been conducted in the academic year 2017, 2018, 2022 and 2023 in all districts of the state.

The exercise has been found to have following major impacts:

- Immense involvement of community in school activities.
- Generation of awareness amongst teachers, students, parents, community and other stakeholders.
- Positive feeling amongst community and parents towards Govt. school system. There are cases of shifting of children from private schools to Govt. schools.

The fifth round Gunotsav will be held in the month of January and February 2024. All Government/Provincialised Tea Garden Model Schools, Tea Garden Managed Schools, Adarsha Vidyalayas, KGBVs and Netaji Subhash Chandra Bose Avasiya Vidyalayas (Residential Schools) of Elementary and Secondary level will be covered. The districts will be covered in three phases. Schools of each district will be distributed over three days for external evaluation. Scholastic evaluation will be for class I to IX. There will be both Self-evaluation and External Evaluation. Evaluation will be for two days for each school. On the **1st day of the two- day evaluation**, all schools will conduct self-evaluation. The External Evaluation of respective school will be done as per scheduled date only.

Evaluation will be on :

- ❖ **Scholastic (Learning Outcomes) achievement of students** (Both Skill-Reading, Writing & Numeracy/Basic Mathematical Operations and subject areas) and **School Evaluation**.

School Evaluation will be in respect of following areas:

- Co-scholastic and other areas
- Community Participation & Contributions
- Infrastructure

Grading will be done on the following:

- Scholastic - 90%
- Co-scholastic – 5%
- Community Participation - 5%

Infrastructure part will not be considered for Grading of School.

In the question papers, both skill(Reading, Writing & Numeracy/ Basic Mathematical Operations) and subject parts(Subject wise Learning Outcomes) will be in the same question paper. The question of skills will be available in the same test booklet and there will also be space for writing of answer.

# Administrative Guidelines of Gunotsav- Assam, 2024

The External Evaluator will randomly check atleast 5/6 answer copies (each class) of Writing & Numeracy/ Basic Mathematical Operations evaluated by teacher and will tally the answers of the students and mark given by teacher in the OMR sheet.

Reading skill assessment of 100% students will be conducted on the day of Self Evaluation by school and marks to be recorded in the prescribed format as attached in the Evaluation Guideline. On the day of External Evaluation, reading skill of 10% students (to be selected randomly) of each class shall be assessed by External Evaluator. However, if total number of students in a particular class is found to be upto 10, then reading skill of 100% students of that class will be assessed by the External Evaluator. If performance of the 10% children is found to be more or less tallying with the performance on the day of self evaluation, External Evaluator will permit the school to enter marks of Reading Skill in OMR sheet. If major discrepancies between performances of External Evaluation and Self Evaluation are found, External Evaluator will instruct concerned teacher for re-evaluation of all students of the class. For assessment of Reading skill, frames will be different for both the day of Self Evaluation and External Evaluation. The frames of Reading, Writing& Numeracy/ Basic Mathematical Operations will be different for each class.

The School Evaluation part will be filled by school in advance and school will submit the same through three days (03) before conduct of External Evaluation through online mode. External Evaluator will verify and edit(if required) the areas of School Evaluation and upload the verified/edited School Evaluation part in the software on the same day of External Evaluation by himself/herself.

Time schedule of schools of Tea Garden areas will be same as other schools during Gunotsav. All confidential packets are to be opened in front of External Evaluator. However, if External Evaluator is not able to reach in time due to unavoidable circumstances, the packets will be opened in presence of SMC/SMDC, record of which will be kept as per annexed format.

Students of same class for classes –III to IX will not sit in the same desk-bench. However, **packing** of filled up OMR sheets will have to be done class wise carefully. The seat plan will be done by school as per seat plan enclosed at Evaluation Guidelines.

All filled up OMR sheets will be packed as per instruction of packing guidelines and sent back to state level for scanning, analysis and result generation. If any child is absent, no circle is to be darkened against his/her name. However, for grading of school, number of absentee students will also be considered.

Details of framework/guidelines/schedule/formats are attached in the Evaluation Guidelines. The Evaluation Guidelines will be provided to all stakeholder including respective schools.

## Major activities under Gunotsav Programme:

Activity	By whom	What Level	Procedure
Preparation of Guideline	Samagra Shiksha, Assam and SCERT	State	Detailed instruction from state to school level
Development of Evaluation Tools/question papers including Orientation on tool	SCERT and SEBA	State	Identification of experts, orientation and development

## Administrative Guidelines of Gunotsav- Assam, 2024

development/ translation etc.			
Communication with districts on the programme	Samagra Shiksha, Assam as per approval of Govt.	State	Through Official communication, Video Conference, Media(Print & Electronic)
Printing of Tools/OMR/Training Module/ guideline etc.	Selected Technical Agency	State	Through office procedure
Dispatch of materials (Tools, OMR etc.) to Block	Selected Expert Agency	State to Block	Through timely monitoring and support by state level cell members, respective district I/Cs etc.
Dispatch of materials(Tools, OMR etc.) to School	Samagra Shiksha, Assam	Block to School	By CRCC and block functionaries with timely monitoring and support by DEEOs/DMC and respective Block I/Cs etc.
Collection of materials from school	Block	From School to Block	By CRCC and block functionaries.
Submission of evaluation materials at state level	Block	State	As per specification mentioned in the evaluation guideline.
Formation Cell/Committees	District	District	Through Office Order/Notification

### Technical Part of Gunotsav:

Activity	By whom	What Level	Procedure
Selection and Engagement of Technical Agency	Samagra Shiksha, Assam	State	As per procedure
OMR Design	Technical Agency with the support of Samagra Shiksha, Assam	State	Through discussion and presentation
Development of software	Technical agency with the support of Samagra Shiksha, Assam	State/National level	As per requirement
Preparation of list of class wise student data with Unique ID	Samagra Shiksha, Assam	State	As per latest digitised data
Data Base of External Evaluator	Samagra Shiksha, Assam as per list	State/District	Through official communication with Departments

## Administrative Guidelines of Gunotsav- Assam, 2024

	received from Departments		
Allotment of schools for External Evaluator	Samagra Shiksha, Assam	State/District	One school for each day of External Evaluation
Scanning and validation of OMR	Technical agency	State	Technical procedure
Data entry	Technical agency	State	Technical procedure
Sharing of Result to school	Samagra Shiksha, Assam	School	Copy of School Assessment Report to each school
Data analysis	Technical agency /Samgra Shiksha/SCERT	State	Quantitative and Qualitative
Preparation of class wise report card of schools and distribution	Technical agency	State	Generation through technical procedure and will be provided from state to school level
Grading of schools and students	Technical agency with the support of Samagra Shiksha, Assam	State	Technical procedure
Uploading of data of schools in the portal	Technical agency with the support of Samagra Shiksha, Assam	State	Technical procedure
Assessment at School	By schools & external evaluators	School	<ul style="list-style-type: none"> <li>• Internal and External</li> <li>• Children and school assessment</li> <li>• Scholastic and other areas</li> </ul>

### **Role and Responsibility of Different Organisations, Committee and Officers/ Functionaries at different level for Gunotsav:**

For smooth implementation of the programme, different Organisations, Committee and Officers/ Functionaries Officers/ functionaries at different level will have to play a very crucial role. The major role and responsibilities are outlined below:

#### **State Level :**

##### **(i) Apex Committee, Gunotsav:**

The Apex Committee constituted for Gunotsav will monitor the progress, accord approval to various documents/tools/guidelines/training modules etc. and to provide regular support for successful execution of Gunotsav in the State.

##### **Role of Apex Committee:**

- will provide guidance and adopt policies for the preliminary/ all activities and conduction of subsequent events for the successful implementation of Gunotsav.

# Administrative Guidelines of Gunotsav- Assam, 2024

- will monitor the progress of different activities.
- will approve various documents/tools/guideline/training module etc.
- will approve detailed budget estimate for the programme.
- will approve technical agency for technical works.
- will provide regular support for successful execution of programme.

## **(ii) Directorates (Elementary Education and Secondary Education):**

- will act as per guidance of Apex Committee of Gunotsav for smooth conduct of the programme.
- will provide administrative support/ direction to the schools from time to time related to Gunotsav.
- will support in the training programme of External Evaluators.
- will do the qualitative analysis of the data of Gunotsav for remedial administrative reforms.
- will depute officials under the Directorate to monitor smooth conduct of Gunotsav.

## **(iii) Directorate of State Council of Educational Research and Training (SCERT):**

- will prepare tools of assessment for Elementary level and submit to Samagra Shiksha, Assam.
- will approve guideline of Gunotsav.
- will provide academic support as and when required
- will support in the training programme of External Evaluators
- will do the qualitative analysis of the data of Gunotsav.
- will provide support during development of remedial package
- will depute faculty of SCERT & TEIs as External Evaluator.
- will direct DIET/BTC/Normal schools to co-operate with the District Administration for the Gunotsav programme.

## **District Level:**

### **(i) District Commissioner and Principal Secretary (BTR, NCHAC & KAAC):**

- Deputy Commissioner / Principal Secretary (BTR, NCHAC & KAAC) will be the Overall In-charge for the district.
- Will take lead to involve SMC members, citizens, local community etc. for ensuring greater participation and transparency of the Gunotsav programme.
- Will setup a well equipped Cell/ Control Room at DC office for coordination and liaison with all Departments to be involved for the programme.
- Will make necessary Security arrangement and Transportation plan for the activities of Gunotsav in the district.
- Will provide support for organizing training programme etc. on Gunotsav.
- Will provide all necessary administrative support for smooth conduct of any programme related to Gunotsav.
- Will direct the concerned officials to maintain proper record of receipt, disbursement and utilization of fund to be released from the state for Gunotsav.
- Will maintain necessary coordination with the respective nearby district.

### **(ii) District Commissioner (*districts near to the Gunotsav districts*):**

## **Administrative Guidelines of Gunotsav- Assam, 2024**

- Will provide logistic support to the Gunotsav district/s in the form of Human Resource Support( deputation of External Evaluators etc.), Transportation support, accommodation for the External Evaluators as well as their security, as and when required.
- Will maintain necessary coordination with the respective nearby district as per requirement.
- Will setup a well equipped Cell/Control Room at DC office for coordination and liaison.
- Will arrange sharing/meeting with External Evaluators to be deputed.
- Will direct the concerned officials to maintain proper record of receipt, disbursement and utilization of fund to be released from the state for Gunotsav.
- Will provide any other support as and when required.

### **(iii) Nodal Officers (District level) for Gunotsav:**

There will be two Nodal Officers at district level. One invariably DPO (TT&P) and one among other DPOs to be nominated by DMC of the district.

- He/She will be the Overall co-ordinators of the district (from DMC office).
- He/She will liaise from school to state level.
- He/She will keep track of the schedule of activities to be conducted.
- He/She will maintain calendar of activities on Gunotsav.
- He/She will keep record of entire programme and will keep documentation of the programme.

### **(iv) External Evaluators (EE) on the day of Assessment:**

- **External Evaluator will be a mentor/guide for the school. He will be a source of inspiration & motivation for the students & teachers.**
- Each External Evaluator will visit one school each day and cover three schools in three days.
- External Evaluators will be present in the assigned schools from morning assembly till completion of the exercise (upto labelling, packaging etc.) including submission of confidential report. External Evaluator will submit the confidential report through online.
- External Evaluator will select 10% students randomly of each class and will assess. However, if total number of students in a particular class is found to be upto 10, then reading skill of 100% students of that class will be assessed by the External Evaluator. If performance of the 10% children is found to be more or less tallying with the performance on the day of self evaluation, External Evaluator will permit the school to entre marks of Reading Skill (which was recorded in the prescribed format by teacher on the day of Self Evaluation) in OMR sheet. If major discrepancies between performances



## Administrative Guidelines of Gunotsav- Assam, 2024

of External Evaluation and Self Evaluation are found, External Evaluator will instruct concerned teacher for re-evaluation of all students of the class. The External Evaluator will use the frame provided for the day of External Evaluation only for assessment of 10% students' reading skill.

- The External Evaluator will randomly check atleast 5/6 answer copies (each class) of Writing & Numeracy/ Basic Mathematical Operations evaluated by teacher and will tally the answers of the students and mark given by teacher in the OMR sheet. The External Evaluator will ensure that marks of said skills have been entered by teacher in the OMR sheet without any bias.
- External Evaluator will monitor smooth conduct of evaluation of subject areas (Individual OMR Based Subject areas ) and will take necessary steps to avoid any malpractices, cheating etc.
- External Evaluator will ensure presence of only Head Teacher and Nodal Teacher of parent school in the school on the day of External Evaluation. No other teacher/s of the parent school will be allowed to be present in the school on the day of External Evaluation. The teacher of other school of the cluster will be deputed as invigilator for the school on the day of External Evaluation.
- External evaluator will verify all indicators and descriptors of School Evaluation (Co-scholastic and other areas Community Participation & Contributions, Infrastructure) as per record/observation/interaction with stakeholders etc. and edit the areas of School Evaluation, if required and upload the final verified/edited School Evaluation part in the software on the same day of External Evaluation. The School Evaluation part provided by schools will be made available in the software before three(03) days of conduct of External Evaluation.
- External Evaluator will check the seat arrangement. Students of same class for classes – **III to IX** will not sit in the same desk-bench. The seat plan will be done by school as per seat plan enclosed at Evaluation Guideline. However, packing of filled up OMR sheets will have to be done class wise carefully.
- External Evaluator will not allow any teacher (except Head Teacher and Nodal Teacher) of the parent school to present in their parent school on the day of External Evaluation.
- External Evaluator will check the quality of uniform as displayed by schools and will compare the same with students wearing uniform. External Evaluator will also check the

bills of uniform. Their views/comments regarding uniform will be given in the confidential report.

- External Evaluator will fillup, sign the OMR sheet meant for External Evaluation and will ensure sealing in front of him/her.
- External Evaluator will maintain impartiality and neutrality.
- External Evaluator will put signature where required.
- External Evaluator will ensure proper packeting of materials (used ).
- Will ensure conduct of evaluation at school level as per school schedule of Gunotsav.
- Will contact Liasion Officer regarding route and movement plan.
- **External Evaluator will provide his/her observation/recommendation as per prescribed format made available in the Gunotsav portal. These may be taken into**

# Administrative Guidelines of Gunotsav- Assam, 2024

account for future planning and designing of strategies to be taken for qualitative improvement of the schools in the state.

## **(v) District Elementary Education Office/Inspector of School/ District Mission Coordinator & District Programme Coordinator, Samagra Shiksha, Assam/Principal DIET:**

- Will monitor timely dispatch of evaluation materials from block and receipt from school.
- Will coordinate with block, school and state as and when required.
- Will provide information to the block/school/CRCCs etc. on the programme
- Will make necessary arrangement for conducting training programme.
- Will arrange for accompaniment of the External Evaluators.

## **(vi) Block Education Offices:**

- Will ensure timely dispatch and receipt of evaluation materials to and from school.
- Will monitor and provide necessary support to schools for smooth conduct of evaluation.
- Will coordinate with district and school as and when required.
- Will provide information to the school, CRCCs etc. on the programme
- Will make necessary arrangement for conducting training programme.
- Will arrange field personnel to accompany the external evaluator.
- Will prepare school level plan for the Gunotsav.
- Will be responsible for updation of students name in the new Academic year for every class.
- Will immediately inform district for replacement or attachment of teacher, if any teacher transfer/ retirement from the school.
- Will inform the district for attachment of teacher from nearby high PTR schools, if the school is single teacher school.
- Will assign Block Accountants/ BRP/ RP (IE) against vacant clusters as CRCC (i/c) for the Gunotsav programme, if requires.

## **(vii) Cluster Resource Centre Coordinators (CRCCs):**

- Will have to convey relevant information to the schools as well as SMCs as and when required.
- Will provide support to both teachers and students on practice of using OMR sheet.
- Will ensure receipt of evaluation materials in time by each school under his/her jurisdiction.
- Will orient the teachers on the programme.
- Will monitor and provide necessary support to the teachers for smooth conduct of the programme.
- Will keep regular contact from school to district level.
- Will accompany the External Evaluator.

## **(viii) School Management Committee/ School Management & Development Committee (SMC/SMDC):**

## **Administrative Guidelines of Gunotsav- Assam, 2024**

- Will ensure the attendance and stay of the members of SMC on the date of the programme from morning till completion of the programme.
- Will provide necessary support to the school for preparation for the programme.
- Will ensure 100 % attendance of students and teachers on the date of the programme.
- Will provide support to External Evaluator during assessment
- Will provide necessary support to school for preparation including decoration of the schools and co-operation with the External Evaluator.

### **(ix) Head Teacher of the School:**

- Will ensure smooth conduct of the programme in the school as per schedule.
- Will ensure no teacher (except Nodal Teacher) is present in the school on the day of External Evaluation.
- Will ensure attendance of all students on Gunotsav Evaluation
- Will ensure active participation of SMC/SMDC members on the date of the programme.
- Will fix class wise responsibility amongst the invigilators (deputed teachers of other schools on the day of External Evaluation).
- Will extend all necessary support and co-operation to External Evaluator.
- Will keep regular contact with concerned CRCC for any clarification and support.
- will keep the filled OMR sheet in class wise sealed packets separately and hand over to CRCC.
- Will upload filled up School Evaluation Format in the Gunotsav Portal which would be verified by External Evaluator on Day 2/3/4. The relevant supporting documents for verification of other areas by External Evaluator on Day 2/3/4. are to be kept ready.
- Will conduct reading assessment on Day 1 in presence of SMC/SMDC and will record the performance of class wise children of reading skill in a prescribed format. These are to be kept in safe custody.

### **(x) Teacher:**

- Will assist the students of class-III to IX to familiarize them in the use of OMR sheet prior to assessment, for which OMR sheet will be provided to school for practice.
- Will orient the SMC/SMDC members & students.
- Will not attend the parent school on the day of External Evaluation.
- Will perform their duty smoothly in the allotted school for the day of External Evaluation of the cluster.
- Will monitor and support in smooth conduct of morning assembly on the day of External Evaluation in the deputed/allotted school.
- Will record the attendance of children in the class register after conduct of morning assembly in the deputed/allotted school.
- Will ensure no student of same class should be seated on single desk bench and will ensure seat plan is made as per seat plan attached in Evaluation Guidelines.

## **Administrative Guidelines of Gunotsav- Assam, 2024**

- Will conduct reading assessment on Day 1(Self Evaluation) in presence of SMC/SMDC and will record the performance of class wise children of reading skill in a prescribed format in the parent school. These are to be submitted to Head Teacher of the school for safe custody.
- Will enter the performance of reading skill on OMR sheet in the deputed/allotted school in front of External Evaluator on the next day (i. e Day 2/3/4.) if found satisfactory by External Evaluator. Otherwise, he/she will have to conduct re-evaluation in the deputed/allotted school in presence of External Evaluator and then only enter marks into OMR sheets.
- Will keep the filled OMR sheet in class wise sealed packets separately and hand over to Head Teacher of the deputed/allotted school.

### **(xi) Liaison Officer (LO):**

There will be one Liaison Officer against each group consisting of 5 External Evaluators. The role of Liaison Officer (LO) will be as follows:

- Will provide guidance and support to the External Evaluators for locating the concerned school to be visited by External Evaluators.
- Will prepare the route map of the school for visit by External Evaluators on the day of evaluation beforehand and provide to External Evaluators.
- Will keep in constant touch with External Evaluators before and after conduct of the programme.
- Will provide packets of the materials to their respective External Evaluators.
- Will keep in constant touch with Nodal Teacher of the school and provide support for smooth implementation of the programme.
- Will help in identification of Nodal Teacher of the school.
- will have to be thorough about the role of External Evaluators and Nodal Teachers as he/she will be a part of Task Force for smooth implementation of the programme.

### **(xii) Nodal Teacher (NT) of the Schools:**

There will be one Nodal Teacher against each School. The role of Nodal Teacher will be as follows:

- He/ She will coordinate with LO/ CRCC.
- will provide necessary support to the Head Teacher of the school on preparation of various activities related to Gunotsav.
- will arrange properly all relevant data and documents for the Gunotsav in association with Head Teacher, SMC/SMDC etc..
- will provide necessary support to the External Evaluators for evaluation of students, packeting etc. during the Gunotsav programme.
- He/ She will be the overall coordinator for the school on Gunotsav.
- This will be in addition to his/her duty on the days of Gunotsav.

# Administrative Guidelines of Gunotsav- Assam, 2024

## Items to be submitted by school after evaluation

Level	Items	Remarks
LP	<ul style="list-style-type: none"> <li>Filled up and signed OMR sheet</li> <li>Attendance Sheet of students</li> <li>Format as per Evaluation Guideline ( If any school has to start evaluation in case of delay of External Evaluator)</li> </ul>	<ul style="list-style-type: none"> <li>Student's OMR sheets (filled up), to be submitted class wise.</li> </ul>
UP	<ul style="list-style-type: none"> <li>Filled up and signed OMR sheet</li> <li>Attendance Sheet of students</li> <li>Format as per Evaluation Guideline (If any school has to start evaluation in case of delay of External Evaluator).</li> </ul>	<ul style="list-style-type: none"> <li>Cardboards are to be used at the bottom and top to prevent OMR sheets from getting damaged.</li> </ul>
Secondary	Packeting will be done in same manner. But packeting is to be done separately for Secondary level.	
<p><b>N.B:</b> The <b>School Evaluation</b> part is to be submitted by school before three days of conduct of External Evaluation through online (Gunotsav web portal, 2024). On the day of External Evaluation, the External Evaluator will verify and edit, if any. The verified one will be finally submitted by External Evaluator on the day of External Evaluation through online (Gunotsav web portal,2024).</p>		

- **Unused OMR** Sheets will be kept in schools for practice by students.
- **Question Paper** will also be kept in schools for practice by students. Teacher may also take help in setting question papers for class test.

### Orientation and Capacity Building:

For smooth conduct/implementation of the exercise all concerned will be oriented. Orientation will be organized as follows:

Tentative Schedule of various Training/Orientation programme for Gunotsav-2024				
1	Training of District Programmer on Gunotsav Portal	State	1	Technical Agency
2	Training of Master Trainer	State	1	Secretary (School. Edn), MD, Samagra Shiksha, Assam & State Gunotsav team
3	Training for District Level Officials	Video Conference	1	Secretary (School. Edn), MD, Samagra Shiksha, Assam & State Gunotsav team
4	Liaison Officer + CRCC orientation	District	1	District KRP & District team Gunotsav
5	Nodal Teacher	District	1	District KRP & District team Gunotsav
6	Monthly Teacher Orientation	CRC Level monthly orientation	1	LO + CRCC + District team
7	Orientation of DI, DIET/BTC Faculty, BEEO & BMC	District	1	KRP & District team
8	External Evaluator Training	District	1	Selected MT + District KRP &

## Administrative Guidelines of Gunotsav- Assam, 2024

				District team Gunotsav
9	<b>Senior Level Officials Training</b>	Janata Bhawan	1	Secretary (School. Edn), MD, Samagra Shiksha, Assam & State Gunotsav team
<p><i>N.B.: ADC (Edn), Inspector of School, DEEO &amp; KRP/District Nodal Officers of Gunotsav will appraise the Evaluation and Administrative Guidelines and Others Format etc. well in advance to the Hon'ble MP &amp; MLAs, CEM, EM, Chairman/Vice Chairman of various Co-orporation/Board, President Zila Parishad etc. of the concerned district before schedule date of Gunotsav.</i></p>				

# **Administrative Guidelines of Gunotsav- Assam, 2024**

## **PART-B**

### **ADMINISTRATIVE GUIDELINES**

# Administrative Guidelines of Gunotsav- Assam, 2024

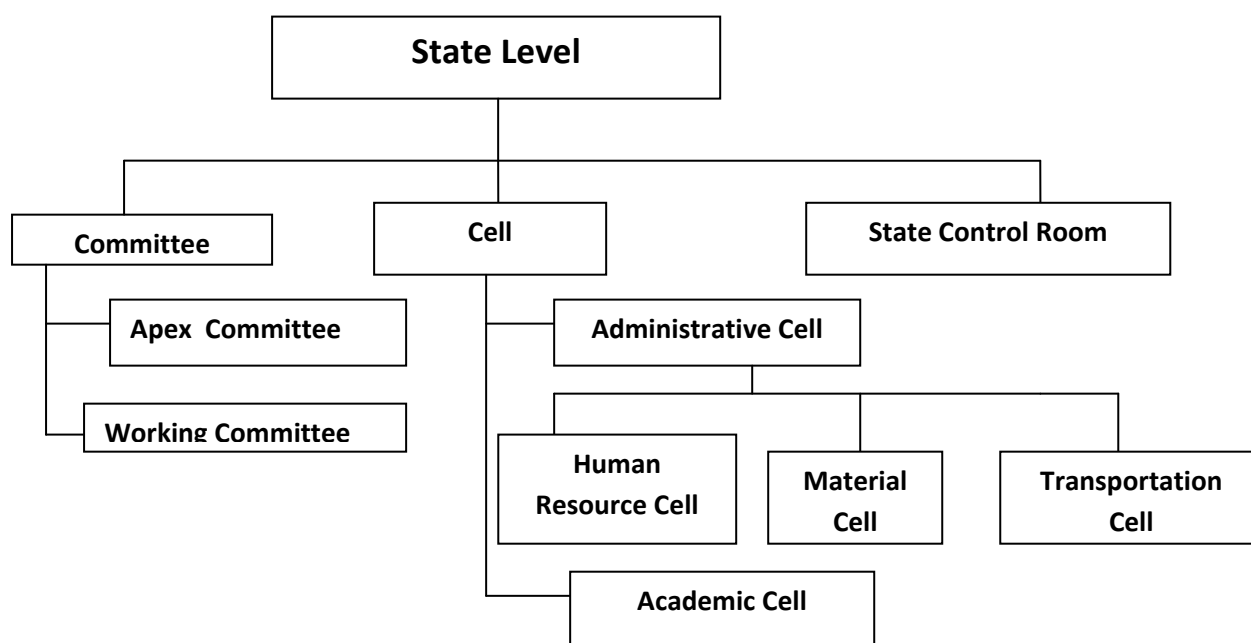
## Introduction:

Quality of education is one of the priorities of the State Government. State Govt. has designed a programme viz "Gunotsav" to ensure quality of school education. The programme has been well appreciated by parents/guardians, teachers, community members, Educational Administrators, External Evaluators who are from various Departments of the State Government and Academicians of the State. Positive change in the mindset of all concerned has also been witnessed, which will go a long way towards improving the quality of school education in the State. Taking into the feedback and considering importance of the programme, it has been planned to organise **Gunotsav-2024** in all districts in three phases.

## The Administrative Structure:

### **A. State Level:**

For smooth operation and successful completion of Gunotsav, the administrative structure will be as follows:



### **Summary of Structure: Constitution & Major Areas of Operation:**

Level	Committee/Cell	Major area of operation
State	Apex Committee	Decision making and approving body.
	Working Committee	Supporting body for providing necessary support to the Cells at state level. Will also review and monitor



## Administrative Guidelines of Gunotsav- Assam, 2024

		progress and status activities of the programme.
	Administrative Cell	Will be responsible for rolling out of the programme.
	Academic Cell	Will be responsible for all academic activities related to the programme.
	State Control Room	Will provide all support and co-ordination up to school level.
District	District Level Committee	Will monitor and co-ordinate with all officials and ensure smooth conduct of the programme in the district.
	District Operational Cell	Will be responsible for overall management and support of Gunotsav programme in the district.
Block Level	Block Operational Cell	Will be responsible for smooth conduct of the programme in the block.
	Block Material Cell	Will be responsible for smooth despatch and receipt of materials to and from school.
	Block Monitoring, Support and Liaison Cell	This Cell will act as a task force during the two days of the programme.

### Detailed composition, role and responsibilities of different Committees and Cells:

Committee/Cell	Composition	Role and Responsibilities
Apex Committee	<ol style="list-style-type: none"> <li>1. Minister, Education, Assam-Chairman</li> <li>2. Adviser, Education, Assam – Vice Chairman</li> <li>3. Chief Secretary, Assam – Vice Chairman</li> <li>4. Sr. Most Secretary, Finance Department – Member</li> <li>5. Sr. Most Secretary, P &amp; D Department - Member</li> <li>6. Sr. Most Secretary, Personnel Department - Member</li> <li>7. Sr. Most Secretary, Education Department – Member</li> <li>8. Sr. Most Secretary, General Administration Department - Member</li> <li>9. Sr. Most Secretary, Food &amp; Civil Supplies Department - Member</li> <li>10. Sr. Most Secretary, Social Welfare Department - Member</li> <li>11. Sr. Most Secretary, Health &amp;</li> </ol>	<ul style="list-style-type: none"> <li>• Will provide guidance and adopt policies for the preliminary activities and conduction of subsequent events under “Gunotsav”.</li> <li>• Will monitor the progress of different activities.</li> <li>• Will approve detailed budget estimate for the programme.</li> <li>• Will approve technical agency for technical works.</li> <li>• Will provide regular support for successful execution of the programme.</li> </ul>

## Administrative Guidelines of Gunotsav- Assam, 2024

	<p>Family Welfare Department - Member</p> <p>12. Spl. Commissioner/Commissioner &amp; Secretary, Ele. &amp; Sec. Deptt. – Member.</p> <p>13. Mission Director, SS, Assam – Member Secretary</p> <p>14. Director, SCERT, Assam – Member.</p> <p>15. Secretary, SEBA, Assam – Member.</p> <p>16. Secretary, AHSEC, Assam – Member.</p>	
<b>Working Committee</b>	<ul style="list-style-type: none"> <li>• Mission Director, SSA, Assam – Member.</li> <li>• Executive Director, SSA, Assam – Member Secretary.</li> <li>• Director, Elementary Education – Member</li> <li>• Director, Secondary Education – Member.</li> <li>• 2 (two) DEEOs to be nominated by Govt. - Members.</li> <li>• 2 (two) Inspector of Schools to be nominated by Govt. - Members</li> </ul>	<ul style="list-style-type: none"> <li>• Will review the progress of preliminary activities under Gunotsav Programme.</li> <li>• Will also review the progress of various activities under Gunotsav Programme.</li> <li>• Will approve various document/tools/guidelines/training modules of the Gunotsav.</li> </ul>
<b>Academic Cell</b>	<ul style="list-style-type: none"> <li>• Executive Director, SS, Assam</li> <li>• OSD, SS, Assam</li> <li>• Director, SCERT, Assam</li> <li>• Secretary, SEBA, Assam</li> <li>• CAO, SS, Assam</li> <li>• SPO (CP&amp;SFG), SS, Assam</li> <li>• SPO (R&amp;E), SS, Assam</li> <li>• SPO (TT&amp;P) SS, Assam</li> <li>• SPO (P&amp;M) SS, Assam</li> <li>• Consultant (CP&amp;SFG), SS, Assam</li> <li>• SA (MIS) and State</li> <li>• Programmers, SS, Assam</li> <li>• Cell may opt / co-opt.</li> </ul>	<ul style="list-style-type: none"> <li>• Will be responsible for all academic activities related to the programme.</li> <li>• Will be involved in preparation of guidelines, tools, modules, schedule of the programme etc.</li> <li>• Will coordinate in identification of Master Trainers, Resource Persons etc.</li> <li>• Will maintain all relevant records, documents etc.</li> <li>• Any other task assigned by the authority.</li> </ul>
<b>ADMINISTRATIVE CELL</b>	<ul style="list-style-type: none"> <li>• Executive Director, SS, Assam</li> <li>• OSD, SS, Assam</li> <li>• Director, Elementary Education, Assam</li> <li>• Director, Secondary Education, Assam</li> <li>• CAO, SSA, Assam</li> <li>• SPO (CP&amp;SFG), SS, Assam</li> <li>• SPO (R&amp;E), SSA, Assam</li> <li>• SPO (P&amp;M), SS, Assam</li> <li>• SPO (TT), SSA, Assam</li> <li>• System Analyst, SSA, Assam</li> <li>• Asstt. Administrative Officer, SSA, Assam</li> <li>• Cell may opt / co-opt.</li> </ul>	<ul style="list-style-type: none"> <li>• Will be responsible for operational works like human resource/ personnel management, logistic support, technical works, arrangement of training (training material and training schedule, venues etc.) and media management.</li> <li>• Will comply with all the administrative and financial rules and regulations while executing the programme.</li> <li>• Will ensure appropriate access to and use of information and transmit the same to the</li> </ul>

## Administrative Guidelines of Gunotsav- Assam, 2024

		<p>appropriate level.</p> <ul style="list-style-type: none"> <li>• Will communicate and converge with other departments for necessary support to the programme.</li> <li>• Will monitor the activities in all phases and all levels.</li> <li>• Will inform all concerned about new issues, notifications that emerge during the execution of the programme.</li> <li>• Any other task assigned by authority.</li> </ul>
<b>HUMAN RESOURCE CELL</b>	<ul style="list-style-type: none"> <li>• Executive Director, SSA, Assam</li> <li>• OSD, RMSA, Assam</li> <li>• Director, SCERT, Assam</li> <li>• Director, Elementary Education, Assam</li> <li>• Director, Secondary Education, Assam</li> <li>• Secretary, SEBA, Assam</li> <li>• SPO-CP&amp;SFG, SS, Assam</li> <li>• SPO (R&amp;E), SSA, Assam</li>   <li>• SPO (TT), SSA, Assam</li> <li>• SPO (P&amp;M), SSA, Assam</li> <li>• System Analyst, SSA, Assam</li> <li>• SPO (Doc), SS, Assam</li> <li>• Consultant (P&amp;B), SS, Assam</li> <li>• Asstt. Administrative Officer, SSA, Assam</li> <li>• Nazir, SS, Assam</li> <li>• Cell may opt / co-opt.</li> </ul>	<ul style="list-style-type: none"> <li>• Will be mainly responsible for deployment of human resource for proper and smooth conduct of Gunotsav including deployment of External Evaluators for the programme.</li> <li>• Will be assigned with management of resources of officials as per their expertise for the programme.</li> <li>• Will remain connected with all other Cells via electronic gadgets like E-mail, SMS, Whatsapp, etc. to update information.</li> <li>• Will look after the matters related to allowances prescribed as per the norms of the programme of the officials.</li> <li>• Will coordinate matters related to deputation of personnel for training programme.</li> <li>• Will be responsible for designing, preparation and execution of Media Plan for the entire programme.</li> <li>• Will ensure documentation of the entire programme and the good practices.</li> <li>• Will receive all grievances and arrange for immediate disposal of genuine grievances and provide all information/ assistance sought by any official.</li> <li>• Any other task assigned by the authority.</li> </ul>
<b>Material Cell</b>	<ul style="list-style-type: none"> <li>• Executive Director, SS, Assam</li> <li>• OSD, SS, Assam</li> <li>• Director, Elementary Education,</li> </ul>	<ul style="list-style-type: none"> <li>• Will prepare list of materials required.</li> <li>• Will maintain stock record of</li> </ul>

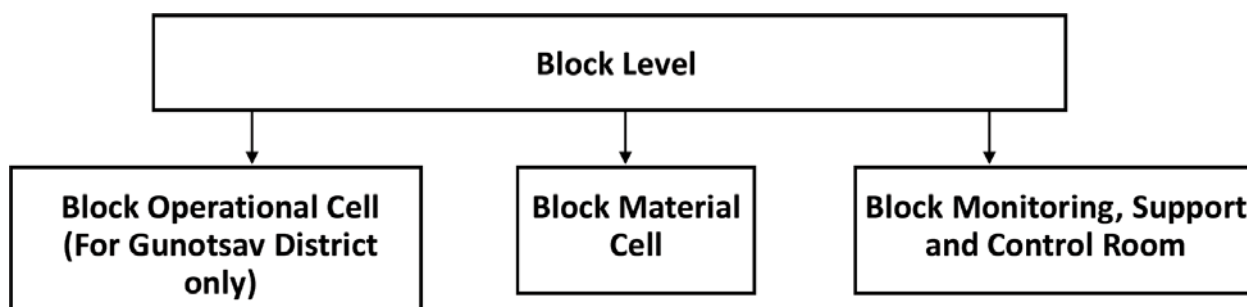
## Administrative Guidelines of Gunotsav- Assam, 2024

	<p>Assam</p> <ul style="list-style-type: none"> <li>• Director, Secondary Education, Assam</li> <li>• SPO(CP&amp;SFG),SS,Assam</li> <li>• System Analyst, SS, Assam</li> <li>• Asstt. Administrative Officer, SSA, Assam</li> <li>• Nazir &amp; Asstt. Nazir, SS, Assam</li> <li>• Cell may opt / co-opt.</li> </ul>	<p>materials received and dispatched to district/block.</p> <ul style="list-style-type: none"> <li>• Will monitor excess and shortage of materials.</li> <li>• Will look after packing and labeling of OMR sheets and other materials school-wise, packing in Cluster and Block-wise and support to Transportation Cell for timely distribution.</li> <li>• Will monitor the materials dispatched school-wise at district and block level.</li> <li>• Will ensure packing of OMR and other materials school-wise and collection of packaged materials at cluster and block and arranging the return of packets back to State Mission office in proper way.</li> <li>• Will provide support in unpacking of OMR sheets from district (school-wise) for subsequent course of action.</li> <li>• Any other task assigned by the authority.</li> </ul>
<b>Transportation Cell</b>	<ul style="list-style-type: none"> <li>• Executive Director, SSA, Assam</li> <li>• OSD, SS, Assam</li> <li>• Dy. Director, Elementary Education, Assam</li> <li>• Dy. Director, Secondary Education, Assam</li> <li>• Accounts Personnel, SS, Assam</li> <li>• Asstt. Administrative Officer, SSA, Assam</li> <li>• Nazir &amp; Asstt. Nazir, SS, Assam</li> <li>• Cell may opt / co-opt.</li> </ul>	<ul style="list-style-type: none"> <li>• Will prepare estimate for vehicle requirement and requirement of fund.</li> <li>• Will finalize movement plan from State to School level.</li> <li>• Will liaison with Transport Department and transport agencies well in advance as per requirement.</li> <li>• Will arrange vehicles in cost and time effective manner.</li> <li>• Will monitor vehicle movement at all levels, maintain record of vehicle movement and provide support need for transit if any.</li> <li>• Will verify authenticity of vehicle bills etc.</li> <li>• Will maintain register for dispatch and receipt of materials and ensure timely dispatch and receipt of material .</li> <li>• Any other task assigned by the authority.</li> </ul>
<b>TRAINING CELL</b>	<ul style="list-style-type: none"> <li>• Executive Director, SSA, Assam</li> <li>• OSD, SS, Assam</li> </ul>	<ul style="list-style-type: none"> <li>• Will be responsible for all training related matter of Gunotsav.</li> </ul>

## Administrative Guidelines of Gunotsav- Assam, 2024

	<ul style="list-style-type: none"> <li>• Director, SCERT, Assam</li> <li>• Secretary, SEBA, Assam</li> <li>• Representative of School Education Department, GoA</li> <li>• SPO (TT), SSA, Assam</li> <li>• SPO (CP&amp; SFG), SSA, Assam</li> <li>• SPO (R&amp;E), SSA, Assam</li> <li>• SPO(P&amp;M),SSA, Assam</li> <li>• MIS personnel</li> <li>• Cell may opt / co-opt.</li> </ul>	<ul style="list-style-type: none"> <li>• Will be responsible for arrangement training material, training schedule, session plans, venues etc.</li> <li>• Will coordinate in identification in of Master Trainers, Resource Persons etc.</li> <li>• Will maintain all relevant records, documents etc. of training.</li> </ul>
<b>State Control Room</b>	<ul style="list-style-type: none"> <li>• Secretary to the Govt. of Assam, School Education Department.</li> <li>• Mission Director, SSA, Assam – Nodal Officer</li> <li>• Executive Director, SSA, Assam</li> <li>• OSD, SS, Assam</li> <li>• Director, Elementary Education, Assam</li> <li>• Director, Secondary Education, Assam</li> <li>• Director, SCERT, Assam</li> <li>• Chief Accounts Officer, SS, Assam</li> </ul>	<ul style="list-style-type: none"> <li>• Will liaison with all bodies from state to district levels.</li> <li>• Will make necessary arrangement for addressing emergencies, if any.</li> <li>• Will provide all support to the Cells for smooth execution of the programme .</li> <li>• Any other task assigned by the authority.</li> </ul>
<b>MEDIA &amp; DOCUMENTATION CELL</b>	<ul style="list-style-type: none"> <li>• Executive Director, SS, Assam</li> <li>• OSD, SS, Assam</li> <li>• SPO (Doc), SS, Assam</li> <li>• Sr. Auditor,SS,Assam</li> <li>• SPO (Media), SS, Assam</li> <li>• PA (Media), SS, Assam</li> <li>• Cell may opt / co-opt.</li> </ul>	<ul style="list-style-type: none"> <li>• Cell will be responsible for media activities and documjentatio of the entire programme.</li> <li>• Cell will be responsible for designing, preparation and execution of Media Plan for the entire programme.</li> <li>• Will ensure documentation of the entire programme and the good practice.</li> </ul>

### B. District Level :



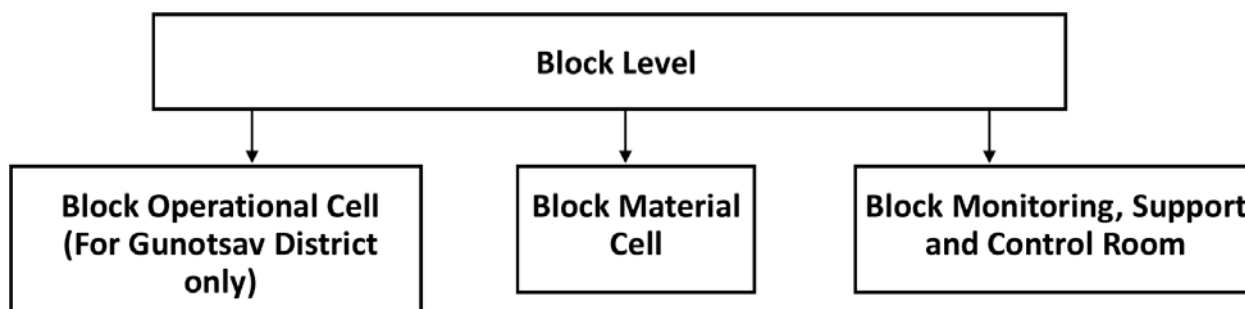
# Administrative Guidelines of Gunotsav- Assam, 2024

## Detailed composition, role and responsibilities of different Committees and Cells:

Committee/Cell	Composition	Role and Responsibilities
<b>District Level Committee</b>	<ul style="list-style-type: none"> <li>• Principal Secretary (KAAC/BTR/DHAC)/ Deputy Commissioner - Chairman</li> <li>• Superintendent of Police - Member</li> <li>• Addl. Deputy Commissioner, Education - Member</li> <li>• District Elementary Education Officer - Member</li> <li>• District Mission Co-ordinator, SSA - Member Secretary</li> <li>• Inspector of Schools - Member</li> <li>• District Transport Officer - Member</li> <li>• Principal, DIET - Member</li> <li>• Finance &amp; Accounts Officer (DC Office/KAAC/BTR/DHAC) - Member</li> <li>• Deputy Inspector of Schools - Member</li> <li>• Cell may opt / co-opt.</li> </ul>	<ul style="list-style-type: none"> <li>• Will ensure co-ordination between State, District and Block level bodies and will be responsible for prompt action, when required from any concerned part/level (from school, teachers, External Evaluators, community members, media persons etc. )</li> <li>• Will set up Control Room at Block level</li> <li>• Will sit as and when required for monitoring and reviewing progress of activities in the district.</li> <li>• Will coordinate and arrange for training programme etc.</li> </ul>
<b>District Operational Cell</b>	<ul style="list-style-type: none"> <li>• Secretary, Education (KAAC/BTR/DHAC)/ Addl. Deputy Commissioner, Education - Nodal Officer</li> <li>• Addl. Superintendent of Police (Head Quarter)</li> <li>• District Transport Officer</li> <li>• District Elementary Education Officer</li> <li>• Inspector of Schools</li> <li>• Deputy Inspector of Schools</li> <li>• Cell may opt / co-opt.</li> </ul>	<ul style="list-style-type: none"> <li>• Will provide support for smooth implementation of the programme.</li> <li>• Will co-ordinate with the State Administrative Cell and its allied Cells for smooth functioning of the programme.</li> <li>• Will mentor, monitor and maintain co-ordination with Block level bodies.</li> <li>• Will ensure deployment of appropriate manpower with specific assignment well in advance.</li> <li>• Will assess transportation requirement for mobilization of the Master Trainers, Resource Persons, External Evaluators etc. well in advance and ensure smooth deployment in appropriate time.</li> <li>• Will arrange for addressing emergency situation like emergency replacement of HR, transport, medical support, security support etc.</li> </ul>

# Administrative Guidelines of Gunotsav- Assam, 2024

## C. Block Level :



### Detailed composition, role and responsibilities of different Committees and Cells:

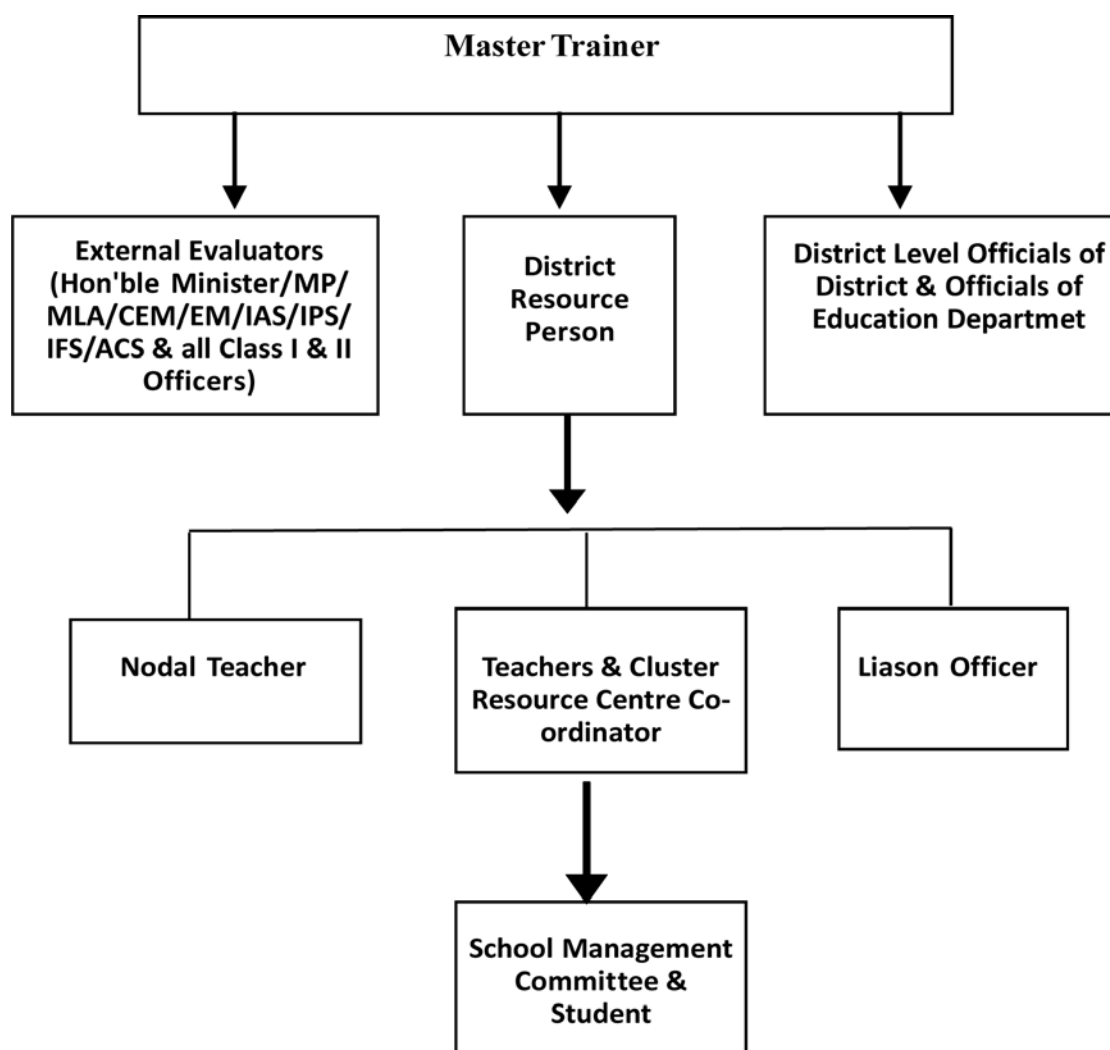
Committee/Cell	Composition	Role and Responsibilities
<b>Block Operational Cell (For Gunotsav District only)</b>	<ul style="list-style-type: none"> <li>• Sr. Block Development Officer/ Circle Officer</li> <li>• Block Elementary Education Officer</li> <li>• Block Mission Co-ordinator, SSA</li> <li>• Block (i/c) of DIET faculty</li> <li>• SIs of Schools</li> <li>• Cell may opt / co-opt.</li> </ul>	<ul style="list-style-type: none"> <li>• Will provide support for smooth implementation of the programme in every school of the Block.</li> <li>• Will Co-ordinate with the District Operational Cell for smooth functioning of the programme.</li> <li>• Will mentor, monitor and maintain co-ordination with the Resource Persons, CRCCs and even the Head Teachers of the schools as and when required.</li> <li>• Will ensure deployment of appropriate manpower with specific assignment well in advance.</li> <li>• Will assess requirement and strategy for appropriate transportation of the materials received from the State level to every school well in advance.</li> <li>• Will responsible for collection and receipt of the materials, specially the filled up OMR sheets from the schools, packaging of the same in safe mode and dispatch the same to the State level with special messenger and security.</li> <li>• Will arrange for handling any emergency situation during the “Gunotsav Programme”, including emergency replacement of HR, transport medium, medical support, security support etc.</li> </ul>
<b>Block Material Cell</b>	This Cell is a part of the Block Operational Cell.	<ul style="list-style-type: none"> <li>• Will be exclusively responsible for providing materials to the schools and External Evaluator.</li> <li>• Will be responsible for receipt of all materials from State level.</li> <li>• Will be responsible for receipt of the filled up OMR from the schools and External Evaluators, packing of the OMR in proper way and submission of the same to the District Operation Cell.</li> </ul>

## Administrative Guidelines of Gunotsav- Assam, 2024

<b>Block Monitoring, Support and Control Room</b>	This Cell is a part of the Block Operational Cell.	<ul style="list-style-type: none"> <li>• This will be set up at Block level three days ahead of the actual Gunotsav programme and the Cell will be in operation till the filled up OMRs are submitted to the State Receipt &amp; Dispatch Cell.</li> <li>• This will be the centre of support and co-ordination among all the Cells operating in the State, District and Block and also will be responsible for prompt action, when required from any part of the Block</li> </ul>
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### Orientation programmes for various stakeholders:

For smooth implementation of the GUNOTSAV programme, orientation/training programme will be organized for various stakeholders in phased manner. The training would be in cascade mode as shown below:





# **Administrative Guidelines of Gunotsav- Assam, 2024**