



Office of the State Project Director,  
SSA Rajya Mission, Tripura,  
Directorate of Elementary Education,  
Govt. of Tripura

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No.F.11 (9-9)-SE/SSA/2006 (L-1)-A/1352-1422 Agartala, Dated 16/03/2017

**MEMORANDUM**


**Sub:- Implementation of Yogdaan-A School Volunteer Programme for strengthening Scholastic & Co-Scholastic Areas**

The Ministry of Human Resource Development, Department of School Education & Literacy, Govt. of India has launched a School Volunteer programme- named 'Vidyanjali' under the overall aegis of Sarva Siksha Abhiyan for improvement of children in Co Scholastic areas.

Similarly, with a view to improving quality of education the State Government has decided to implement a **School Volunteer Programme** named '**Yogdaan**' for strengthening **both Scholastic & Co Scholastic Areas** in different schools of the State at elementary level where people like retired teachers, retired government officials including retired defence personnel, retired professionals and women who are home makers can volunteer at a school.

A copy of the 'Yogdaan' guidelines is enclosed herewith as a ready reference.

Encl: As stated above

  
16.3.17  
[U.K. Chakma]

State Project Director  
(Director of Elementary Education)

**To**

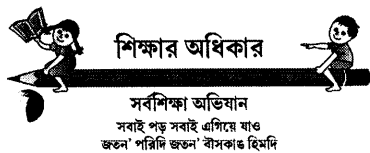
**1.The District Project Co-ordinator, SSA** (District Education Officer),North Tripura/Unakoti / Dhalai/Khowai/West Tripura /Sepahijala/Gomati/South Tripura District

**2.The Principal Officer, Education TTAADC**

**3.The Block Project Coordinator, SSA** (Inspector of Schools).....

**Copy to**

1. P.S to the Principal Secretary, Education (School) Department for kind information of the Principal Secretary, Govt. of Tripura.
2. Director, Secondary Education for favour of kind information
3. Director, SCERT for kind information
4. State Publicity Coordinator for uploading the Memorandum and Guidelines in the SSA website



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## Yogdaan-School Volunteer programme (GUIDELINES)

### Introduction

It is well known that progress of a nation depends upon the development of every individual. Elementary education being the foundation plays a crucial role in this process. Having given education the utmost priority the Government of Tripura has completed the requisite horizontal expansion through setting up of Primary and Upper Primary schools into every nook and cranny of the State according to the norms of the RTE Act 2009. And it is now on its road to imparting good quality of education to all children.

With a view to enriching learning process in Government run elementary schools through community and private sector involvement the Ministry of Human Resource Development, Government of India has recognized the unique place of volunteers in schools. School volunteers are mentors, confidantes and communicators.

At this backdrop **Yogdaan**, a School Volunteer Programme proposes to involve community at elementary level of Govt. Schools for strengthening **scholastic and co-scholastic activities (reading / creative writing / public-speaking / play acting / model making / counselling for academic & life skills / music & dance)** through voluntary services of people with specified qualification & qualities.

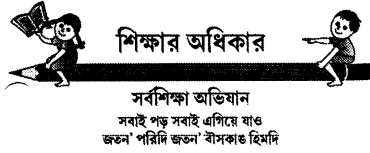
Through this initiative people from the Indian Diaspora, retired teachers, retired government officials including retired defence personnel, retired professionals and women who are home makers can volunteer at a school.

**Yogdaan** will also cover initiatives under the Corporate Social Responsibility (CSR) and Public Private Partnership (PPP), with Public Sector Undertaking (PSU) Companies, private corporate and others.

### Aim

**Yogdaan** will aim at creating an environment of joyful learning in schools

This programme has been envisaged to bring together people willing to volunteer their services at schools which really need them. The aim of the programme is to



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strengthen implementation of co-scholastic activities in government schools through services of volunteers.

## Background

As far as teaching in schools is concerned, the Right to Education (RTE) Act, 2009 has stipulated clear guidelines on minimum qualifications to be laid down for persons to be appointed as teachers. In alignment with the provision of the RTE Act, 2009, the National Council for Teacher Education has laid down minimum qualifications for a person to be suitable to be a teacher at the elementary level in Government Schools. Additionally, the State organizes the Teacher Eligibility Test (TET) which is mandatory for candidates to pass before they can be appointed as teachers.

While the teachers in schools are responsible for all teaching-learning processes, a Volunteer at a school could enrich the teaching-learning process by conducting co-scholastic activities.

The volunteers will therefore be engaged mainly for co-scholastic activities. Volunteers are not expected to replace regular teachers.

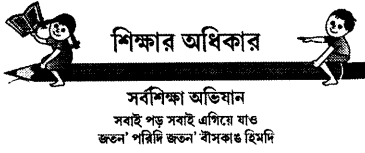
## Implementation of the programme

**Yogdaan** will be implemented for children in elementary classes (I-VIII) of a government school.

## Requirements of a School

Schools that will participate in the pilot programme must meet the following requirements:

- Have a full time Head Teacher for the school.
- Have at least one female teacher in the entire school if it is a girls' school or a co-ed school.
- The School should have internet connectivity.
- The School should have a safe and secure school building with functional toilets.
- The school should have PTR as per the RTE norms.



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## What will a Volunteer do?

The purpose of a Volunteer at a school is to strengthen and enrich the process of development of a child to help become a responsible citizen. Volunteers would be able to bring diverse talents and skills, thereby making valuable contribution to the learning process at school. According to the requirement of the school they may be given a portion of the curriculum/syllabus to teach through a joyful & meaningful experience.

Volunteers under the programme will offer their services to government schools without any compensation. The Volunteers will conduct one or more from among the following co-scholastic activities for children in classes I to VIII:

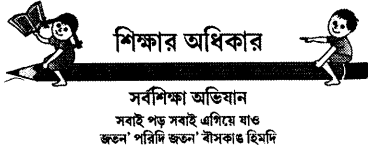
- a. reading to children with understanding, particularly English;
- b. listening children read with understanding, particularly English;
- c. helping children with creative writing;
- d. public speaking;
- e. play acting;
- f. preparing story books with children;
- g. model making;
- h. counselling for academics and life skills;
- i. Music and dance;
- j. maintenance of school premises;
- k. Mid-Day Meal activities;
- l. organizing cultural and sports events in school, especially during Parent-Teacher Meetings

## Requirements of a Volunteer

Volunteers who wish to apply for the programme would be expected to patiently encourage children to do their best; want to offer a listening ear; and can be flexible and adaptable to the student–teacher environment.

The three skills expected in a volunteer are:

- a. PATIENCE – It is important to be prepared to progress slowly and steadily, and be able to cope with possible lapses by the student(s).



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- b. EMPATHY – Have an unbiased, friendly outlook. Volunteers need to accept that children are sometimes shy, embarrassed, and tentative or can be overly assertive, just as some adults may be.
- c. LIFE EXPERIENCE – Volunteers should be able to share their life experiences, challenges and skills with students, impart their wisdom, and an ability to provide a positive role model.

### Volunteer Eligibility:

1. The following persons can apply for the Volunteer Programme (VP) under Yogdaan
  - (i) An Indian adult citizen (retired Professionals, retired government official including retired defence personnel, working professional and homemakers)
  - (ii) An adult foreign national of Indian origin. Foreign nationals of Indian origin must ensure that they have an OCI card.  
**Note: Foreign citizens who are not of Indian origin are not eligible to apply.**
2. The following category of persons will be preferred as Volunteers:
  - **For Indian Citizen–**
    - Retired professionals, working or self- employed professionals with a graduation degree
    - Home makers should be at least high school pass.
  - **Persons from the Indian Diaspora –** Must have completed schooling (equivalent to class 12)

### The application process

1. A Volunteer can download the application form from the SSA website [www.ssatripura.com](http://www.ssatripura.com)
2. She/he can apply in hard copy by submitting the filled-in downloaded application form to the office of District Project Coordinator (District Education Officer)/Block Project Coordinator (Inspector of Schools)
3. All such filled-in forms will then be sent to the respective schools.

3. The filled application forms will be reviewed by the concerned school headmaster alongwith Core Committee members and the final selection of the Volunteer will be done based on a face to face meeting between the Head Teacher and the Volunteer.
4. There will be no fees charged from the Volunteer at any stage of the programme; nor will the volunteer be paid anything, including compensation for expenses incurred, at any stage of the association.
5. The volunteering duration, the number of hours, the activity for which the volunteer will support the school and the material e.g. Books that will be read to children; will be mutually decided between the school Head Teacher and the Volunteer.
6. Volunteers are expected to commit at least 3 months of time to the school. Ideally, volunteers should be able to commit one full academic year to the school (January to December). Requests for extending the duration of volunteering subject to a minimum gap of two weeks between two spells of volunteering is essential.
7. The Volunteer can extend their duration for volunteering at the same school or apply for a new school subject to the above one year ceiling at a stretch.

### Terms and conditions for the Volunteer

1. The volunteers will work **only** during the working hours of the school. They will have the choice to work for select hours or for the entire day
2. The activities will be conducted in the school premises, with oversight by the school Head Teacher.
3. The volunteer will interact with students in group activities only.
4. The volunteer can bring the reading / Teaching-Learning materials in which case, the reading material used for activities with children should be appropriate for the age group and conform to the constitutional values and the National Curriculum Framework. The material for children could be in

Bengali, English or Kok-borok. The material will have to be approved by the school Head Teacher.

5. The programme recognizes that the volunteers may like to take photographs or make videos or write blogs to document their experience of working with children. The Volunteer will share their photographs, videos and blogs with the Head Teacher who will upload on the SSA portal-**OPTIONAL**. Volunteers will be able to further share on their personal social media accounts from this link. This measure is only to ensure safety and privacy of the young children in school, which is of the utmost importance.
6. At the end of the volunteering period the volunteer would be expected to submit a report of the activities conducted at the school.
7. In case of all girls' schools, only female volunteers would be allowed.
8. The volunteers are requested not to offer gifts to individual students or teachers. Only very small and inexpensive gifts which are in the nature of mementos would be allowed to be received from the volunteer, but these need to be handed over to the Head Teacher.
9. Volunteers from among the Indian Diaspora would be required to be fluent in English. It is not a requirement for the volunteer to speak the local language, however, appropriate language abilities are very useful and tend to enable the volunteer to integrate more seamlessly with their host school and surrounding communities.
10. During the volunteering period, on the advice of the Headmaster, the DEO has the discretion to ask that the services of the Volunteer be discontinued.

### Role and responsibility of Education Department in the State

1. **Yogdaan** cell at State level will be set up for effective monitoring and evaluation.
2. The Head Teacher of the school will raise a request for a volunteer for all of the activities listed or select activities from amongst these activities **only**. While registering/applying for the request for volunteer the Head Teacher will need to enter the last date for receiving volunteer requests. This last date

should be at least two weeks prior to when the volunteers need to start working at the school.

3. For selecting the volunteer(s) for the school, the Head Teacher will be able to view the various volunteers who have registered/applied for a specific activity. After reviewing the profile of the volunteer the Head Teacher will send a meeting request to the shortlisted Volunteers through the SSA web-portal itself or through sms
4. The headmaster will, through a face to face meeting with the volunteers do the final selection. The software will generate a user name and password for the school Head Teacher to use the portal-**OPTIONAL**
5. It will be the responsibility of the school Head Teacher to confirm the selected volunteer(s) on the ssa portal. This will generate a calendar for both the volunteer and the school and a message will be sent from the system to the Volunteers and the school Head Teacher-**OPTIONAL** or he will send the confirmation list to the DEO office from where it will be forwarded to the Directorate.
6. In case, the Head Teacher finds that any of the Volunteers is not suitable for this programme then the Head Teacher may disengage such person with approval of the SMC. He also has the option to report such persons as SPAM in the system (OPTIONAL). This will disable such persons from re-registering themselves for the programme in any school as well.
7. On receiving the message approving the volunteer and date of starting the activity, the Volunteer will go directly to the school where the Head Teacher will welcome and do a brief Orientation of the Volunteer.
8. During the time the Volunteer is working at a school, the concerned DEO would try and meet with all the Volunteers at least once a quarter.
9. The school Head Teacher would be required to provide oversight to the work of the Volunteer.
10. It will be the responsibility of the school Head Teacher to inform the SMC about the volunteers' services at the school and take their support for the same.
11. The Head Teacher will ensure that video/photo documentation of the Volunteers' interaction with the students is uploaded on the ssa web portal.



12. The school could organise an SMC meeting at the end of the volunteers work to acknowledge their contribution to the school.
13. On successful completion of the Volunteers work, the school Head Teacher would be required to send a completion report to the State SSA Volunteer cell. Based on the completion report the volunteer would receive a certificate of appreciation.

### Role of State Government


1. As a first step, State Government shall identify schools for the implementation of the pilot. These Schools will be selected based on the given criteria
2. State Government will organise an Orientation Programme for the school Head Teachers, concerned Block/Cluster Resource Center Coordinators and Block Project Coordinators and DEOs/DPCs. The orientation programme will be on sharing the role and duties of the volunteers and the application process to be followed by the school.
3. The State government will incorporate the information about the programme in the SMC training module.
4. The implementation schedule of the pilot programme will be until 31<sup>st</sup> March 2017 ( may further be enhanced)

### Funding for the programme

The programme will **not cover** any costs of the Volunteer including local travel. In case of volunteers from the Indian Diaspora costs related to visa, air fare, boarding – lodging, insurance and others **will not be** reimbursed. Any expenses will have to be borne by the volunteers themselves.

In case the Volunteer organizes any activities with children, it would be desirable that they bring all the required material for the activity e g. books for reading; stationery for writing; toys for role play etc.

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