



Department of School Education & Literacy
Ministry of Education
Government of India

सत्यमेव जयते


विद्यंजलि
(A School Volunteer Programme)



VIDYANJALI

Guidelines for promoting Community
and Voluntary Participation for
Enhancing Quality of School Education

<https://vidyanjali.education.gov.in>



Message

Community and voluntary participation have an imperative role in enhancing the quality of school education. It serves as an effective means of advocating for and mobilising the resources needed for quality education throughout the country.

The National Education Policy 2020 also envisages the importance of community participation in the schooling system. Taking forward the spirit of NEP 2020, the Department of School Education & Literacy, Ministry of Education has developed a volunteer management system – Vidyanjali and the guidelines for promoting Community and Voluntary Participation for Enhancing the Quality of School Education.

Vidyanjali will enable citizens of India, Non-Residential Indian, people of Indian origin, and organisations registered in India to contribute by participating in activities and providing services to the government and government-aided schools at no cost. Volunteers may contribute to a school that requests for assistance through the dedicated portal.

I am glad that the Department of School Education & Literacy has developed the guidelines in consultation with the States/UTs which cover the roles and responsibilities of different stakeholders in contributing to the intended transformative change. I am sure that people will actively participate in the program and make it a huge success.



(Dharmendra Pradhan)

New Delhi
Dated 31st August, 2021





संदेश

"मनुष्य की सेवा करो, भगवान की सेवा करो"- स्वामी विवेकानंद

मुझे यह बताते हुए अत्यंत हर्ष और गर्व का अनुभव हो रहा है कि भारत सरकार के शिक्षा मंत्रालय के स्कूल शिक्षा और साक्षरता विभाग ने राष्ट्रीय शिक्षा नीति-2020 के प्रावधानों का अनुकरण करते हुए विद्यांजलि कार्यक्रम विकसित किया है। इस कार्यक्रम का उद्देश्य स्कूल स्तर पर सामुदायिक और स्वैच्छिक भागीदारी को बढ़ावा देकर पूरे देश में स्कूल शिक्षा की गुणवत्ता बढ़ाना है। यह एक स्वयंसेवी प्रबंधन कार्यक्रम है जो भारत के नागरिकों/गैर-आवासीय भारतीय/भारतीय मूल के व्यक्ति या भारत में पंजीकृत कोई संगठन/संस्था/कंपनी/समूह को सरकारी और सरकारी सहायता प्राप्त स्कूलों में सुझायी गयी विभिन्न गतिविधियों में भाग लेकर सेवाएं प्रदान करने तथा मुफ्त में परिसंपत्ति/सामग्री/उपकरण प्रदान करने को प्रोत्साहित करता है।

विभाग ने सरकारी और सरकारी सहायता प्राप्त स्कूलों को समुदाय तथा विभिन्न स्वयंसेवकों से जोड़ने के लिए विद्यांजलि वेब पोर्टल को नया रूप दिया है। साथ ही साथ, इस विषय पर राज्यों/केंद्र शासित प्रदेशों और स्वायत्त निकायों के परामर्श से तैयार दिशानिर्देश भी जारी किये गए हैं।

इस कार्यक्रम के माध्यम से सेवारत और सेवानिवृत्त शिक्षक, वैज्ञानिक/सरकारी/अर्ध सरकारी अधिकारी, सेवानिवृत्त सशस्त्र बल कर्मी, स्व-नियोजित और वेतनभोगी पेशेवर, शैक्षणिक संस्थानों के पूर्व छात्र, गृहिणी और भारतीय प्रवासी के व्यक्ति और कोई अन्य साक्षर व्यक्ति बच्चों को ट्यूटरिंग, साक्षरता शिक्षण, अन्य मदद हेतु अतिरिक्त कक्षाएं, शिक्षकों को शिक्षण में मार्गदर्शन, विद्यार्थियों को व्यवसाय संबंधी मार्गदर्शन तथा मुफ्त में परिसंपत्ति/सामग्री/उपकरण आदि में सहयोग कर सकेंगे।

मुझे विश्वास है कि यह कार्यक्रम स्कूल स्तर पर सामुदायिक और स्वैच्छिक भागीदारी को बढ़ावा देकर पूरे देश में स्कूली शिक्षा की गुणवत्ता बढ़ाने में मदद करेगा। सभी स्वयंसेवी योगदानकर्ताओं एवं सहभागियों को इस कार्यक्रम को उत्तरोत्तर सफल बनाने हेतु अग्रिम शुभकामनाएं और हार्दिक आभार।

अन्नपूर्णा देवी
(अन्नपूर्णा देवी)

अनीता करवल, भा.प्र.से
सचिव

Anita Karwal, IAS
Secretary



MESSAGE

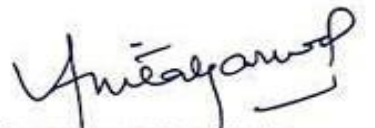
स्कूल शिक्षा और साक्षरता विभाग
शिक्षा मंत्रालय
भारत सरकार
Department of School Education & Literacy
Ministry of Education
Government of India

In consonance with the vision of National Education Policy, 2020, to involve volunteers under various programmes and catalyze interaction between students and volunteers by extensive use of technology and community outreach, the Department of School Education & Literacy, Ministry of Education, is launching- Vidyanjali , a volunteer management program, which will benefit crores of students of the government and government aided schools across the country.

A volunteer can participate in the programme by registering on Vidyanjali portal and contributing in the identified list of services/activities and/or assets/material/equipment in schools of their choice. The broad categories of contribution cover services ranging from subject assistance, teaching of art & craft, yoga & sports and vocational skills to mentoring of students for career counseling and sponsoring of events/camps at schools and further cover support for basic civil infrastructure, electrical infrastructure, digital infrastructure, equipment for extra-curricular activities & sports, teaching learning materials/equipment, maintenance & repairs, etc.

Community and volunteer participation through Vidyanjali will go a long way in improving the school infrastructure of the government and government-aided schools and also in adding to the learning levels of the students in these schools. I urge the volunteers to whole-heartedly contribute in the programme and make it a success.

I am confident that the program will, by virtue of its unique construct, immensely contribute to the promotion of value-based holistic education in the country.


Secretary (DoSEL)

New Delhi
31st August, 2021

124 'सी' विंग, शास्त्री भवन, नई दिल्ली-110001
124 'C' Wing, Shastri Bhawan, New Delhi-110001
Telephone: +91-11-23382587, +91-11-23381104 Fax : +91-11-23387589
E-mail: secy.sel@nic.in

Table of Contents

About the Vidyanjali Program	11
Definitions	15
Terms and Conditions for Contribution	17
Roles and Responsibilities of different stakeholders	20
Code of Conduct	25
Additional Guidelines for States and UTs and Autonomous bodies	28
Termination of services	30
Annexure I	32
Annexure II	37

Disclaimer

Ministry of Education and National Informatics Centre (NIC) has designed and developed Vidyanjali to leverage the contribution/services of community and volunteers in school education. MoE/NIC is not responsible for conduct/service quality/any other issues with respect to the contribution. User agency/School shall be responsible for proper verification of volunteers, volunteer conduct, ascertaining the quality and all other aspects of contribution.

विद्यया हाई स्कूल मांदव
कार्यालय फोन-25420305208

Chapter 1



**About the
Vidyanjali
Program**



1.1. A portal to connect community/volunteers directly to schools

The Department of School Education and Literacy, Ministry of Education has revamped the Vidyanjali web portal. The newly introduced portal -Vidyanjali -will help the community/volunteers interact and connect directly with Government and Government-aided schools of their choice to share their knowledge and skills as well as contribute in the form of assets/material/equipment. Upon the expression of interest by a volunteer/contributor, the school authorities will assess the suitability of the volunteer/contributor for the service/activity and/or the specifications of the assets/material/equipment in accordance with the procedure as set out in these guidelines.

1.2. Provisions in the National Education Policy (NEP) 2020

The NEP 2020 seeks to introduce and bring about a transformative change across all levels of education in India, through active involvement of community as well as private sector in the attainment of its goals and objectives. The NEP, 2020, in different chapters, lays emphasis on volunteer participation; some of the provisions of the NEP calls for proactive involvement of the community in improving the quality of school education are reiterated below:

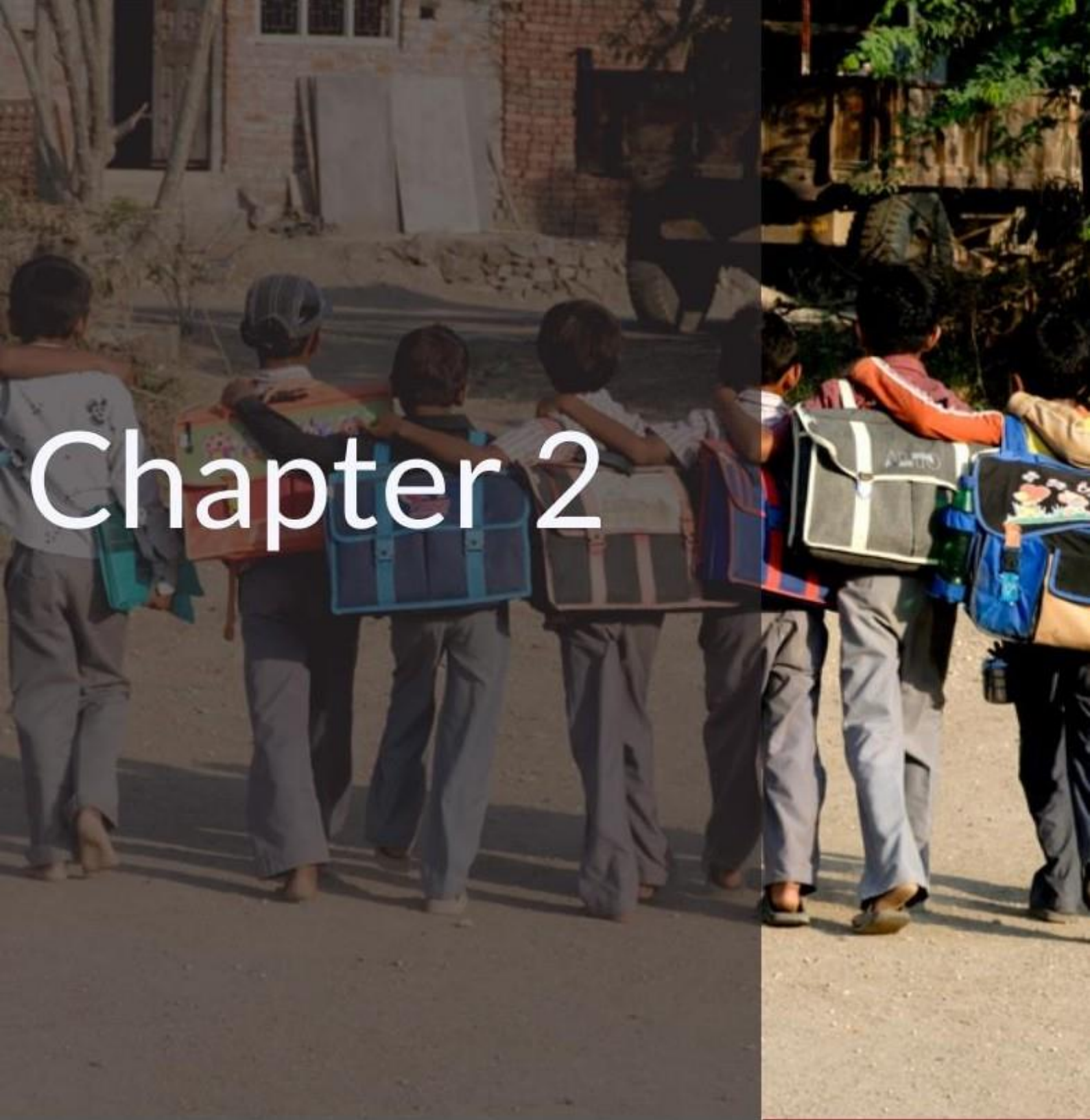
- i.** Every literate member of the community could commit to teaching one student/person how to read, it would change the country's landscape very quickly. States may consider establishing innovative models to foster such peer-tutoring and volunteer activities, as well as launch other programmes to support learners, in this nationwide mission to promote foundational literacy and numeracy (*NEP Para 2.7*);
- ii.** Children are unable to learn optimally when they are undernourished or unwell. Hence, the nutrition and health (including mental health) of children will be addressed, through healthy meals and the introduction of well-trained social workers, counsellors, and community involvement into the schooling system (*NEP Para 2.9*);
- iii.** Efforts will be made to involve community and alumni in volunteer efforts for enhancing learning by providing at schools: one-on-one tutoring; the teaching of literacy and holding of extra-help sessions; teaching support and guidance for educators; career guidance and mentoring to students, etc. In this regard, the support of active and healthy senior citizens, school alumni and local community members will be suitably garnered. Databases of literate volunteers, retired scientists/government/semi government employees, alumni, and educators will be created for this purpose (*NEP Para 3.7*);

- iv. To provide ease of access, volunteers may be involved under various programs and interaction between students and volunteers could be catalyzed by extensive use of technology and community outreach(*NEP Para 3.6 & 3.7*);
- v. Extensive field studies and analyses, both in India and across the world, clearly demonstrate that volunteerism and community involvement and mobilization are key success factors of adult literacy programmes, in conjunction with political will, organizational structure, proper planning, adequate financial support, and high-quality capacity building of educators and volunteers. Successful literacy programmes result not only in the growth of literacy among adults, but also result in increased demand for education for all children in the community, as well as greater community contribution to positive social change (*NEP Para 21.3*);
- vi. The instructors/educators will be required to deliver the curriculum framework to mature learners for all five types of adult education as described in the Adult Education Curriculum Framework. These instructors will be trained by the National, State, and district level resource support institutions to organize and lead learning activities at Adult Education Centres, as well as coordinate with volunteer instructors. Qualified community members including from HEIs as part of each HEI's mission to engage with their local communities will be encouraged and welcomed to take a short training course and volunteer, as adult literacy instructors, or to serve as one-on-one volunteer tutors, and will be recognized for their critical service to the nation. States will also work with NGOs and other community organizations to enhance efforts towards literacy and adult education(*NEP Para 21.7*);
- vii. All efforts will be undertaken to ensure the participation of community members in adult education. Social workers/counsellors travelling through their communities to track and ensure participation of non-enrolled students and dropouts will also be requested, during their travels, to gather data of parents, adolescents, and others interested in adult education opportunities both as learners and as teachers/tutors. The social workers/counsellors will then connect them with local Adult Education Centres (AECs). Opportunities for adult education will also be widely publicized, through advertisements and announcements and through events and initiatives of NGOs and other local organizations (*NEP Para 21.8*);
- viii. The Central and State governments will take steps to ensure that books are made accessible and affordable to all across the country including socio-economically disadvantaged areas

as well as those living in rural and remote areas. Both public and private sector agencies/institutions will devise strategies to improve the quality and attractiveness of books published in all Indian languages (*NEP Para 21.9*).

1.3. Engagement with Community and Parents

Ever since the outbreak of COVID-19 pandemic, normal life has been seriously disrupted, including closure of schools in the academic years 2020 and 2021. It has impacted over 240 million children of the country enrolled in the schools. As envisaged in the Covid Response Action Plan prepared by the Department of School Education & Literacy, schools will not only have to remodel and rediscover the methods of teaching and learning but will also need to introduce a suitable method of delivering quality education through a healthy mix of schooling at home and that in the school. Recognizing the role of engagement with parents and community at the elementary level and particularly for the lower primary level, the Action Plan also lays emphasis on the participation of community volunteers (such as NYKS & NSS) and other motivated members of the community, including alumni, mothers, parents, retired teachers, etc. in providing support to children in learning activities.



Chapter 2

Definitions



2.1. Definitions

In these guidelines, unless the context otherwise requires -

- i. A **“Volunteer”** means a person who is a citizen of India/ Non-Resident Indian (NRI)/ person of Indian origin or an organisation/institution/company/group registered in India willing to provide services by participating in school activities and/or provide assets/material/equipment to the Government and Government aided schools free of charge. Serving and retired teachers, serving and retired scientists/government/semi government officials, retired armed forces personnel, self-employed and salaried professionals, alumni of educational institutions, homemakers and also persons from the Indian diaspora and any other literate persons can volunteer at a school that requests for assistance.
- ii. **“Area of Expertise”** means the subject or area in which the volunteer possesses expertise, as per the requirement specified by the Department of School Education & Literacy, Ministry of Education, in these guidelines.
- iii. **“Contribution”** means any non-monetary form of contribution by a volunteer to a school. The contribution can be in the form of “Service/Activity” and/or “Assets/Material/equipment”.
- iv. **“Service/Activity”** means any contribution by a volunteer to a school in the form of sharing of knowledge, skill, expertise through training, teaching, demonstration, practice, sponsorship etc.
- v. **“Assets/Material/Equipment”** means any physical item(s) which the volunteer may offer to provide to the school based on request posted by a school on the Vidyanjali portal/app.
- vi. **“Administrator”** means an official who shall support the implementation of Vidyanjali programme and ensure the adherence of laid out policies and guidelines. Key administrators are National Nodal Officer (NNO), State Nodal Officer (SNO), District Nodal Officer (DNO), Regional Nodal Officers from KVS and NVS and School User.

Chapter 3

Terms and Conditions for Contribution



3.1. Contribution in service/activity:

- i. Vidyanjali allows the volunteers to contribute in service/activity at schools in the area of their expertise and depending on their area of interest.
- ii. A volunteer can contribute in services/activities which are categorised in 2 verticals, namely:
 - Generic Level services/activities
 - Sponsorship activities
- iii. Brief description of generic and sponsorship activities is given at **Annexure - 1**

3.2. Contribution of assets/material/equipment:

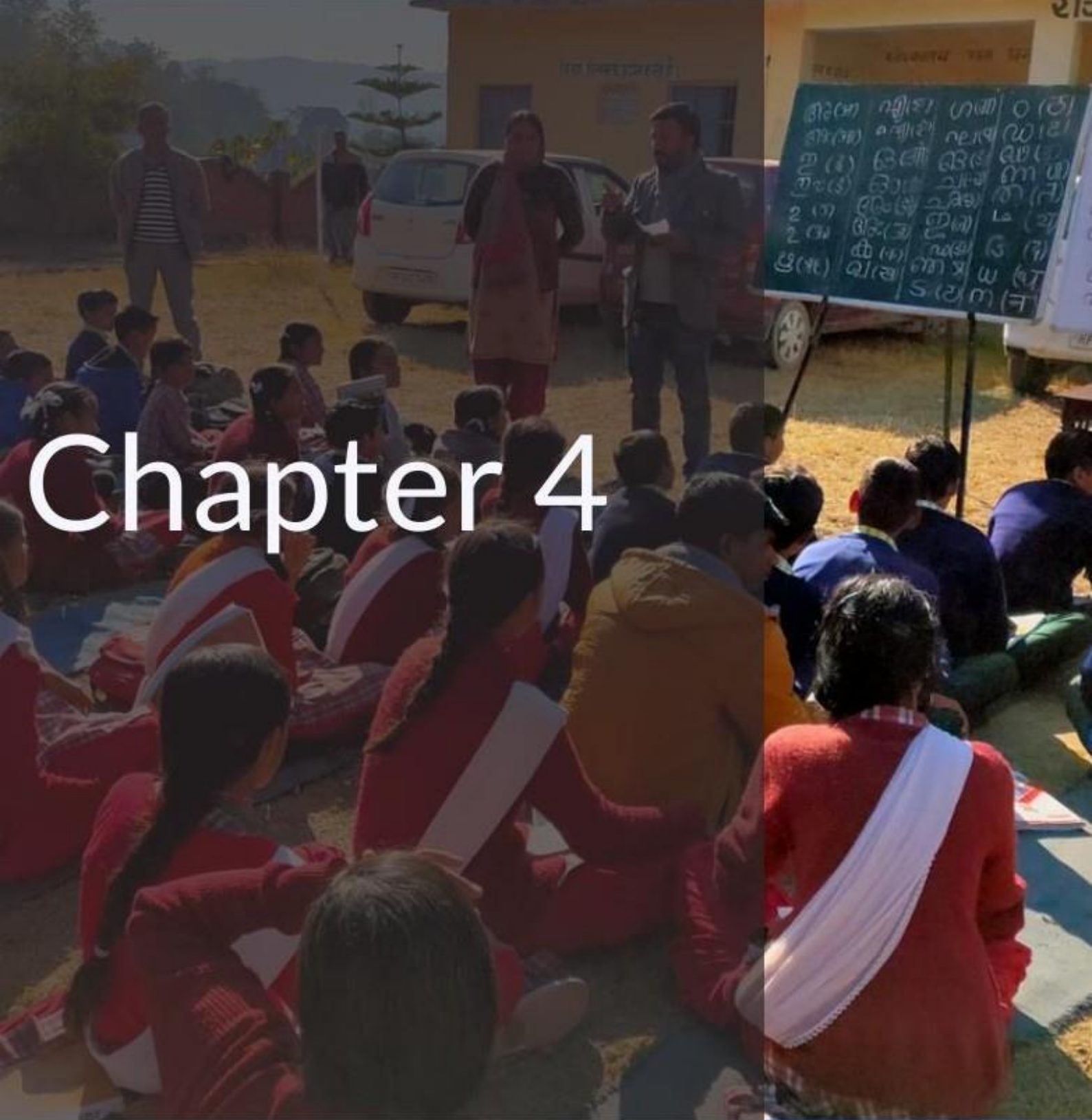
- i. Vidyanjali also allows the volunteers to contribute different types of assets/material/equipment.
- ii. The broad categories of contribution include basic civil infrastructure, basic electrical infrastructure, classroom support materials and equipment, digital infrastructure, equipment for extra-curricular activities & sports, yoga, health and safety aids, teaching learning materials/learning equipment, maintenance & repairs, office stationery/furniture/support services/needs etc.
- iii. Contribution of assets/ material/equipment cannot be in the form of any monetary support. In case school ties up any monetary support, then this platform may not be used for that purpose.
- iv. School can post a request for contribution from a volunteer within a predefined list of assets/ material/equipment, which is at **Annexure II**.

3.3. Nature of contribution:

The volunteers can make partial or complete contributions to a school which has posted a request for Service/Activity and/or Assets/material/equipment on the following terms and conditions:

- i. In case contribution received by a School from a volunteer is less than the demand raised by a School (actual requirement of the school) i.e., the demand of the School is not fulfilled, then the school's request would be open for other volunteers.

- ii. In case where the school receives contribution from a volunteer more than the demand raised by the school, a school will accept only the contribution it requires and inform the volunteer to contribute the balance in other schools which may have placed a similar request.
- iii. In case where contribution received is equal to demand raised by the school, then the request would be closed.



Chapter 4

Roles and responsibilities of different stakeholders



For the effective implementation of the Vidyanjali, the following guidelines are to be adhered to by respective stakeholders:

4.1. Role of the School:

- i. School Registration:** Schools having Unified District Information System for Education plus (UDISE+) code shall register on Vidyanjali portal by providing their UDISE+ code, registered mobile number and one-time password received on registered mobile number.
- ii. Post request list of contributions:** Depending upon the number of students and their requirements, physical infrastructure available, availability of human resource and other resources in the school, a school shall post a list of required service/activity or assets/material/equipment on the web portal/app.
- iii. Shortlist Volunteers for meeting:** Depending upon the list of services/activities or assets/material/equipment requested by a school at point (ii) above and the interest shown by a Volunteer, the school shall shortlist the Volunteers for their possible contributions after assessing their qualification/experience through Volunteer profile or specifications/standards of assets/material/equipment offered.
- iv. Interact with Volunteers:** A face-to-face or virtual meeting shall be arranged by the school to know the Volunteer's area of expertise or details of assets/material/equipment proposed for contribution. Based on the interaction with the Volunteers, the school shall decide how the school can avail of a Volunteer's contribution in activity depending on availability for a specified time slot or the time by which the Volunteer can make the contribution offered in assets/ material/equipment.

The broad contours of the interview and assessment of Volunteer profile must include:

- Requisite specialized skills, qualifications and relevant experience.
- The final selection would be done by the school after school verifying the antecedents and documents of the Volunteers by the school authorities based on specific guidelines to be given by respective State/UT governments in this regard.
- The final decision with respect to the engagement of the Volunteer will be with the school authorities.

- v. **Confirm Volunteers for participation:** The school may decide to go for an agreement with the identified Volunteer. The school may also provide a certificate to the Volunteer acknowledging/appreciating their contribution for the school. Generation of agreement and certificate are not part of Vidyanjali portal and school shall process those separately.
- vi. **No funds / salary/ honorarium** shall be provided to the Volunteer for contribution.
- vii. **Take responsibility:** It shall be the responsibility of the schools/school administration system to undertake all background checks, assessment of capabilities, etc. of the volunteer/s. In case of any issue in this regard, it shall be the sole responsibility of the school/school administration system.

4.2. Role of the Volunteer:

- i. **Register on the Vidyanjali web portal/ mobile App:** Volunteer may register as individual or non-governmental organization (NGO) or organization (other than NGO) and complete the profile by providing mobile number and email ID.
- ii. **Search Schools:** The Volunteer shall be able to search the desired school based on State, District, Block and School Name. The Volunteer will be able to view the school onboarding status and contribution requests raised by a school.
- iii. **Browse list of contribution:** Depending on the request list posted by the school, the Volunteer may search for the contribution requests of schools based on his/her area of expertise/interest or assets& materials that he is willing to contribute.
- iv. **Apply for Contribution:** After going through the details, the Volunteer may decide to apply for an activity based on his/her area of expertise/interest or for contributing assets& materials for a particular school. The Volunteer can express his/her interest to partially/ fully contribute to the schools' request.
- v. **Request for onboarding of schools:** Volunteer may send request to school for onboarding, if the school, he wishes to contribute for, is not in the list of schools registered on the portal or has not requested for specific contribution.
- vi. **Participate, if selected by school:** If shortlisted by the school, the Volunteer may interact with the school based on information received from the school in which he/she has applied for contribution. After the selection process, he/she shall contribute in the activity or assets & materials as agreed by the school.

- vii. **Feedback:** Volunteers may provide feedback to school on contribution experience and receive feedback from schools about their performance.
- viii. **Notifications:** Volunteers shall be updated regularly for various events like registration, meeting invitation and selection for contribution etc.

4.3. Role of the Nodal Officers:

i. National Nodal officer:

- Create and manage the login for State Nodal Officers.
- Manage the portal
- Monitor progress and prepare national level reports

ii. State Nodal officer:

- Create and manage the login for District Nodal Officers.
- Manage/ guide schools/volunteers in overall delivery of service/activity and assets/material/equipment.

iii. District Nodal

- View school registration requests.
- Activate school after onboarding request
- Manage/ guide schools/volunteers in overall delivery of service/activity and assets/material/equipment.
- Generate reports on a monthly / quarterly/ annual basis of participation in the programme for monitoring and evaluation.

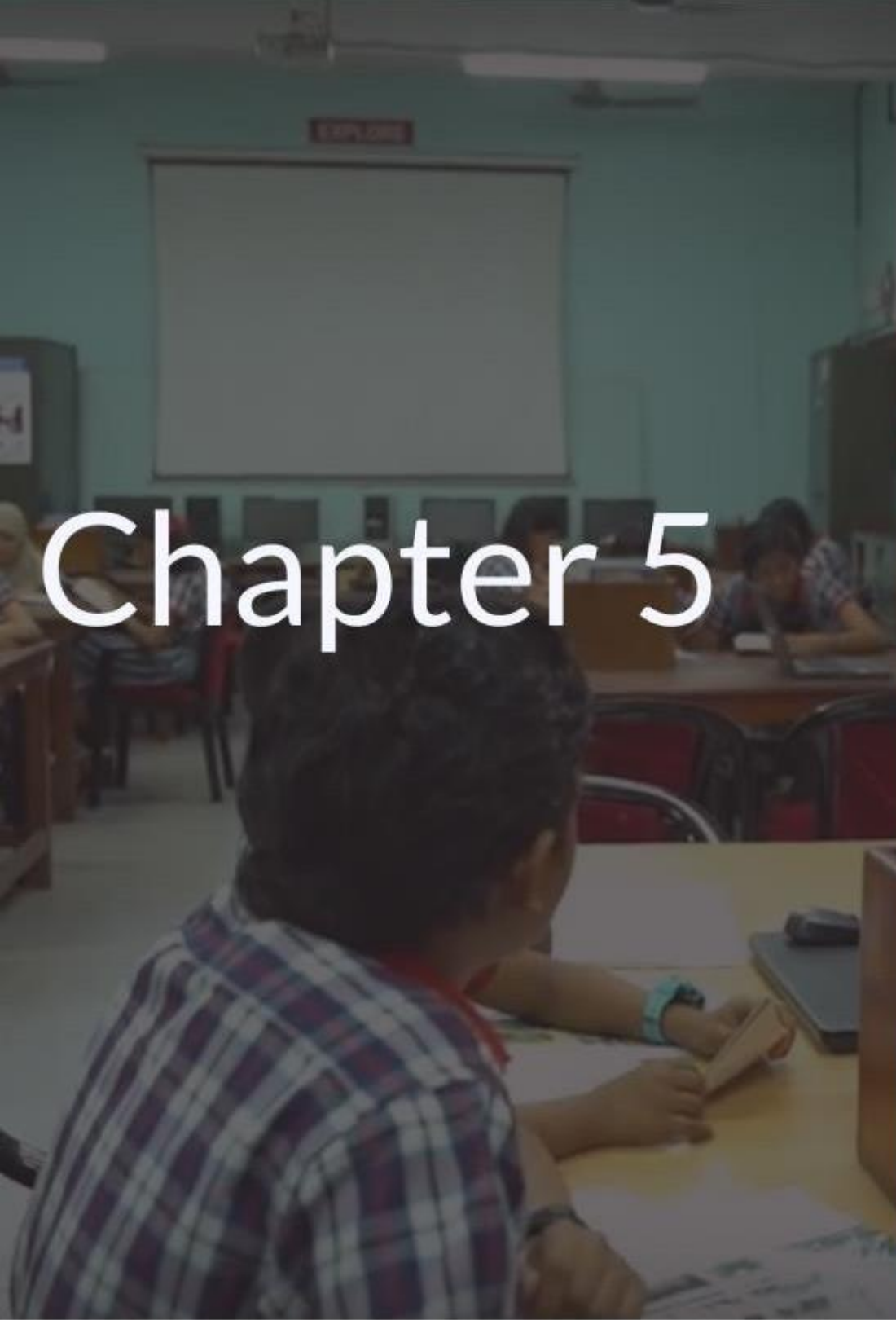
iv. Role of Regional Nodal Officers of Kendriya Vidyalaya Sangathan and Navodya Vidyalaya Samiti

- View school registration requests.
- Activate school after onboarding request
- Manage/ guide schools/volunteers in overall delivery of service/activity and assets/material/equipment.
- View dashboard and ensure no duplication of efforts by the school and Volunteer.
- Generate reports on a monthly / quarterly/ annual basis of participation in the programme for monitoring and evaluation.

v. Role of the technical team - NIC:

- Provide overall technical support.
- Enhance Vidyanjali platform as per the evolving and approved requirements.
- Facilitate nodal officers to access different reports and provide technical support wherever required.

Chapter 5



Code of Conduct



5.1. Code of Conduct

The Code of Conduct is as follows -

- i. These guidelines are applicable to central and state Government and Government aided schools.
- ii. Department of School Education & Literacy, Ministry of Education, reserves the right to revise the Terms and Conditions in respect of contribution by Volunteers through Vidyanjali at any time and Volunteers are deemed to be bound by any changes therein.
- iii. No liability would be there towards Volunteers for any direct, indirect, incidental or consequential damages arising out of or in any way connected with any activity/contribution which might be delegated to the Volunteer or any employee of the Volunteer.
- iv. No remuneration is payable to Volunteers under this initiative by schools, state/UT or central government.
- v. The Volunteer shall follow strict confidentiality and shall not reveal to any person, organization or on social media platform, confidential information of the activity, its works and its policies.
- vi. Volunteers will conduct themselves professionally in their relationship with the school authorities and the public in general.
- vii. Volunteers will be required to submit a report of their work prior to discontinuation/disassociation from school.
- viii. Delegation of activity to the Volunteer does not entitle him/her to any claim towards employment (whether for teaching/non-teaching activities) in the school or Ministry/Department.
- ix. The period of service rendered by the volunteer cannot be claimed as a full-time work experience. Any certificate of acknowledgement/ appreciation issued by the school cannot be claimed as an experience certificate.
- x. The designated man-hours for the volunteering activity would be decided by the school authorities in consultation with the Volunteer and the same may be followed by the Volunteer in order for the successful completion of the activity.

- xi.** The volunteer has to provide a self-certificate for the assets/material/equipment, that the item(s) being legally owned by the volunteer is/are in good working condition and that the volunteer is transferring ownership right of the asset/material/equipment to the school. Further, school will not be held legally liable for any wrongdoing on part of the volunteer.
- xii.** The Vidyanjali is only a platform to bring together schools and Volunteers/voluntary contributions. The Ministry of Education shall not be responsible for verification of the requirements posted by the schools/States or for verification of credentials of the Volunteers or the work done by them. These shall be the responsibility of the respective stakeholders.
- xiii.** The contribution should not lead to creation of any temporary or permanent liability on the school/State/National level.

Chapter 6

Additional Guidelines for States/UTs and Autonomous Bodies



6.1. Additional Guidelines for States/UTs and Autonomous Bodies

Additional guidelines for States/UTs and Autonomous bodies are as follows -

- i.** States/UTs and autonomous bodies may issue a circular to include, inter-alia, safety guidelines; standards specifications for contribution in assets/material/equipment; recognition to individuals/organisations/NGOs contributing in kind above a specified financial limit.
- ii.** Since the Volunteer would be expected to deal with young children, from a safety point of view, the Volunteer needs to submit an identity proof such as Aadhar Card or any other Government of India ID with the school before rendering his/her services or that of all personnel deployed by the organisation on the activity.
- iii.** Volunteer to submit a brief profile highlighting his/her area of expertise/ experience(including employees in case of organisations) in the academic activity claimed to be carried out. This will help school decide whether to avail the service of a volunteer or not.
- iv.** Such services may not constitute the major part of teaching-learning in the school. The services of the Volunteer may be availed primarily for those areas/ subjects for which school does not have sufficient human resource/ expertise.
- v.** The academic activities carried out by such Volunteers should be supervised/ monitored by the permanent teachers of the school.
- vi.** The services/activities should be purely academic or co-curricular in nature. There should not be any promotion of any particular ideology or practises.
- vii.** All contributions made by the Volunteer in the form of assets/material/equipment should be at least BIS marked.
- viii.** Infrastructure donated should be in working condition and the principal must ensure that school should not become a dumping ground of e-Waste.
- ix.** The contribution for assets/material/equipment should also include commitment for providing annual/ regular maintenance.
- x.** The contribution can also be in the form of sponsorship of events/maintenance services.

Chapter 7

Termination of Services



7.1. Termination of Services

The school/state authorities may terminate the relationship with a Volunteer under any one of the following situations:

- i.** The authorities could disengage the volunteer if they are of the view that the services of the volunteer are no more required.
- ii.** The authorities may terminate the services of the Volunteer at any time without assigning any reasons and with immediate effect in case of:
 - Inappropriate behaviour of the Volunteer or any representative thereof.
 - Non-compliance of volunteering methodology.
 - Lack of interest by the Volunteers.
 - Non-completion/non-fulfilment of the commitment made by the volunteer in the agreement.
 - Promotion of any divisive or other ideologies not conducive for young minds and/or promotion of private business/start-up/any for-profit activity, etc.
 - Harming the safety and security (physical, emotional, social, health-related, cyber safety included) of the children in any manner.
- iii.** If it comes to the notice of the authorities that the person/Volunteer whose services have been terminated continues to act in a manner which gives an impression that he/she still works as a Volunteer, the authorities reserve the right to take appropriate legal action against such person and the decision of the authorities would be final and binding on the Volunteer.
- iv.** The authorities reserve the right to seek all remedies available as per law and for violations of these Terms and Conditions including the right to block access of a particular Volunteer to any of the assignments.

Annexure I

List of Services/ Activities for contribution by a Volunteer

1. Generic Level services/activities

S.No.	Generic Level Activity Name	Indicative framework & description of services/activities to be performed
1.	Subject assistance	<ul style="list-style-type: none">• English, Hindi, EVS, Science, Social Sciences, Mathematics, as well as all the languages including local/regional languages/mother tongue being taught upto elementary school education (Foundational, Preparatory, Middle level.(Nursery to Class 8) .• Assistance may also be provided for all the subjects offered at the secondary level (Classes 9-12) in Science, Arts and Commerce.• The volunteers having adequate knowledge of the relevant subject may be identified, to provide assistance to the school in the relevant subjects.
2.	Teaching Art & craft	<ul style="list-style-type: none">• Can include both visual and performing arts.• Demonstration and engagement of children through arts and craft-based activities (Toys, Clay modelling, Puppetry-puppet shows and puppet making, as per the availability of material in different localities)• Emphasis may be given to the local/State craft, dance, song, festival, drama, etc. reflecting the local culture and tradition.
3.	Teaching yoga/sports	<ul style="list-style-type: none">• Engagement of children in age-appropriate yoga and sport activities.• Students may be allowed to choose sports of their locality and choice. Both indoor and outdoor sports and games are to be encouraged.

4.	Teaching languages	<ul style="list-style-type: none"> • Storytellers, actors, theatre experts who can inspire and engage children in creating stories/drama in local language to enhance their imagination, teaching learning of Braille, Indian sign language, Alternative Augmentative Communication, creativity and communication skills. Both written and verbal modes are to be encouraged. • Any other pedagogically appropriate activities that may help in development of language skills - reading, writing etc. are to be allowed.
5.	Teaching vocational skills	<ul style="list-style-type: none"> • Volunteers may be allowed to impart short term vocational programs for the development of skills identified by the National Skill Development Corporation (NSDC) and which the learners express interest in. • Development of skills in such vocations that have scope for local employment may also be encouraged. Efforts should also be made to preserve all such traditional/rare/vanishing skills which are available only with specific families and are not being transmitted to the next generation.
6.	Assistance for Divyang Students	<ul style="list-style-type: none"> • Remediation therapies (Speech therapy, Physiotherapy, Occupational Therapy etc. by the specialist doctor) and other support for Divyang students.
7.	Adult education	<ul style="list-style-type: none"> • School premises may be used after regular school hours to carry out adult education programs. Promotional activities need to be carried out in school clusters to encourage participation of illiterate adults in such programs. • Special attention to be given to include women and

		<p>other marginalized groups in the adult education programs.</p> <ul style="list-style-type: none"> • ICT labs in schools could be used meaningfully to develop ICT literacy and other ICT related skills among students, teachers, parents and village youth etc.
8.	Preparing Story Books with Children	<ul style="list-style-type: none"> • Organization of workshops involving students for collaborative story book and comic/graphics novel book creation.
9.	Mentoring students for career counselling	<ul style="list-style-type: none"> • Professional career counselling for admission into Higher Education Institution setc.
10.	Support for preparation for Entrance Examinations and competitions	<ul style="list-style-type: none"> • Academic support and guidance in preparation of various entrance examinations. • Support for preparation for competitions in the field of Art, Sports, Technology and Olympiads etc.
11.	Mentoring of gifted/talented children	<ul style="list-style-type: none"> • Providing enrichment, guidance and supplementary material to the gifted/talented children: One-on-one tutoring, mentoring in different extra-curricular fields, career guidance to gifted/talented children and helping in identification of gifted children from underprivileged backgrounds.
12.	Nutritional support for children	<ul style="list-style-type: none"> • Providing nutrition support to children with acute malnutrition children (high risk) in schools • Providing nutritional support in addition to Mid-Day Meals.

2. Sponsorship services/activities

S.No.	Sponsorship Activity Name	Indicative framework & description of activities to be performed
1.	Sponsoring Trained Counsellors and Special Educators	<ul style="list-style-type: none"> • After identification of professional needs at school level, schedule to be prepared, displayed and disseminated with community members so that need based services can be availed by the stakeholders.
2.	Sponsoring Trained Counsellors for Physiological Support, Mental Health and Wellbeing	<ul style="list-style-type: none"> • Concern of safety, privacy and ethical aspects of dealing with socio-psychological issues of students should be handled carefully. Services of counsellors trained by NCERT, CBSE and School Boards etc. may be used for conducting aptitude tests, providing career guidance and counselling services etc. Career mela, lectures from professionals from various vocations may be conducted with active support from volunteers, community and alumni.
3.	Special Classes by Experts	
4.	Sponsoring Medical Camps by Doctors	<ul style="list-style-type: none"> • Periodic camps to address the issue of malnutrition; Eye and dental check-up camps may be organized. • Special camps may be organized by inviting female doctors/ gynaecologists to provide consultation to adolescent girl students on maintenance of good health and hygiene and balanced diets.
5.	Sponsoring for Participation in Sports and Cultural Events	<ul style="list-style-type: none"> • Individual students or groups may be sponsored to participate in State/National/International level sports and cultural events. • However, such students should also be accompanied by a permanent school teacher on such tours. • Sports coaches may be sponsored. Sports equipment, including dress, shoes, hostel facility, (boarding and

		lodging in sports hostels) may also be sponsored.
6.	Sponsoring for Health and Cleanliness Resources	<ul style="list-style-type: none"> Resources can be in terms of a cleaner or any cleaning tool, including vacuum cleaners, gardening tools (grass cutter/machines), disinfectants, sanitizer liquids, etc. which may also be donated to the school.
7.	Sponsoring Additional Manpower for Housekeeping for at least One Academic Session	
8.	Sponsoring Special Remedial Classes for Students by qualified teachers	<ul style="list-style-type: none"> Special remedial classes for needy students by qualified teachers may be arranged either during the summer/winter breaks/weekends, or after the school hours. However, such volunteers or the experts sponsored by volunteers can take remedial classes only in the presence of some parents or a permanent school teacher.
9.	Sponsoring CWSN Identification Camps	<ul style="list-style-type: none"> Specialized school experts may be sponsored who can interact and observe young children minutely in order to identify symptoms of special needs or learning disabilities for immediate attention and support in their learning.
10.	Sponsoring Self Defence Training for Girls	<ul style="list-style-type: none"> Age-appropriate self-defence training can be given to girls, under the supervision of a school teacher and trained personnel. Experts from local police stations, military/paramilitary forces, retired defence personnel, NCC and NSS cadets, private security service providers may be involved for conducting sessions on self-defence for girls including demonstration and practice, with adequate safety precautions.

11.	Sponsoring School Nutrition Garden	<ul style="list-style-type: none">• Sponsoring various tools for the development of School Nutrition (Kitchen) garden. E.g. – Drip Irrigation Kit, Sprinklers, Sapling/plant, Seeds, Chemical/Fertilizers, Watering can, Gardening fork, Flowerpot, Gardening gloves, Plant pot, Pump motor along with the pipeline etc.
-----	---	--

Annexure II

List of Assets/Material/equipment for contribution by a Volunteer

i. Basic Civil Infrastructure:

- Additional Classroom/Balvatika (Pre-Primary Section)
- Additional Classroom (Primary/Upper Primary)
- Additional Classroom (Secondary/Senior Secondary)
- Toilets for Girls/Boys/CWSN
- Toilets for staff
- Drinking Water Facility
- Art & Craft Rooms
- Staff Room
- ICT Lab
- Smart Classroom/lab
- Science Lab
- Vocational Lab
- Boundary Wall
- Gate
- Overhead Water Tank
- Playground with Equipment
- Ramps / Barrier Free Access
- Library (Room, Books and Furniture etc.)
- Modern Kitchen and dining facilities.
- Residential Hostels for Students
- Residential Quarters for Teachers
- Rain Water Harvesting Structures

ii. Basic Electrical Infrastructure:

- Ceiling Fans
- Tube Light with Fitting for Common Areas
- Tube Light with Fitting in Classrooms
- Exhaust fan for Kitchen / Toilets
- Solar Panel / Energy Efficient Electrical Equipment
- Generator / Inverter Sets
- Cooking equipment

iii. Classroom Needs:

- White Boards
- Green Boards
- Tables
- Chairs / Benches
- Stationery
- Cupboards
- Braille / Large Font Text Books
- Science and Maths Kits
- Text Books
- School Uniform

iv. Digital Infrastructure:

- Desktop Computer
- LED Projector
- Interactive Whiteboard
- Smart TVs / LED TVs
- Tablets

- Laptops
- UPS
- Routers
- Internet Connectivity and Related Equipment
- Printers
- Computer Accessories (Keyboards, Mouse etc.)

v. Equipment for Co-Curricular Activities & Sports:

- Badminton Kits (Racquets, Shuttlecocks, Net etc.)
- Basketball Kits (Basketball, Posts, Rings etc.)
- Carrom Board with Accessories
- Chess Board with Accessories
- Football Kits (Football, Pump, Goal Posts, Net etc.)
- Volleyball Kits (Volleyball, Posts, Net etc.)
- Cricket Kits (Ball, Bat, Wickets etc.)
- Hockey Kits (Ball, Sticks, Goal Posts etc.)
- Flying Discs / Rings
- Miscellaneous in Primary Sports / Educational Equipment
- Toys and games Corner (including physical and digital toys/games)

vi. Health and Safety aids:

- First Aid Kit
- Water Purifier
- Disinfectants & Sanitizers
- Masks
- Infrared Thermometer
- Hand Wash Facilities

- Hearing Aids
- Wheelchair
- Sanitary Pad Vending /disposal Machines
- Fire Extinguisher

vii. Tool Kits and Miscellaneous Equipment:

- Gardening Equipment
- Carpentry Tools and Equipment
- Painting Equipment
- Tool Kits
- Art Related Equipment
- Skills Related Equipment
- Lab equipment

viii. Teaching Learning Material

- E-content and software
- Subscription to Children Magazines and Newspapers (digital/Physical)
- Toys, puzzles, puppets (digital/Physical) Board games & Electronic/video games
- eLabs/OLABs

ix. Maintenance & Repairs

- Boundary Wall Painting
- Electrical Fixture Change
- Fans Regulators Change
- Generator Repair / Maintenance
- Painting (per sq. ft.)
- Pumps / Motors Repair
- ICT Equipment maintenance and repair

- UPS Battery replacement

x. Office Needs

- Notice Boards
- Computer/Laptop/Tablet
- Printer
- Scanner
- Photocopier
- Cupboards
- Stationery
- Interactive Voice Response Systems (IVRS)
- Public address System

