

## **CHAPTER 4**

### **ORGANISATION OF THE SURVEY**

The Survey covers all the States and Union Territories of the country. There will be three levels of organisations namely, National, State and District involved in conducting this Survey. At the National level the National Council of Educational Research and Training (NCERT) will have the responsibility of providing necessary academic inputs and coordinating all the activities of the Survey. The National Informatics Centre (NIC) will collaborate and share the responsibility of computerisation of survey data. Also, in 8<sup>th</sup> AISES, for the first time SSA infrastructure in the States/UTs will be performing the data entry work at District/Block level. The Union Ministry of Human Resource Development will make available the finances and necessary administrative support for the smooth execution of the Survey.

At the state level, State Survey Unit (SSU) is established at the headquarters of each State and Union Territory for execution of the Survey and coordination of all activities in respect of the State/UT. In each state a District Survey Unit (DSU) for every district is established to undertake the responsibility of the execution of the Survey for that district. The Block Education Officer (BEO) will carryout the Survey work at the Block level. **There will be no DSU in a Union Territory.** Data entry of filled-in forms will be done by MIS units of SSA at the district level. District Project Coordinator (SSA) will ensure the completion of data entry with the help of MIS coordinator.

The roles and functions to be performed by different organisations at National, State, District and Block level are specified in the subsequent sections. Before undertaking the Survey activities there are certain essential steps which needs to be completed at the State, District and Block level. They are as under:

#### **Updation of list of District/Town/Block**

It has been decided to use the complete list of towns/villages with coding scheme as followed by the Registrar General of India (RGI) in Population Census 2001. However, after the conduct of Population Census, there are many changes in the districts, blocks, villages, wards and towns by way of creation of new districts or blocks or towns or change in the name of the districts, block or town or change in the status of a town or notification of creating a new town, etc., which have taken place. Therefore, it is necessary that the list of villages/towns with codes of Census 2001 is updated by making necessary changes that have taken place between the last Census and the date of reference of 8<sup>th</sup> Survey i.e. 30<sup>th</sup> September, 2009. The list as stated above will be made available by NCERT to each State Survey Unit which in turn will forward it to DSU and BEO for updation as on 30<sup>th</sup> September 2009. After updation the list will be sent back to NCERT. NCERT will then assign the codes to the new administrative units and send the list again to the State Survey Unit (SSU), so that the updated location codes are placed on each of the schedules (forms).

### **Preparation of list of Schools**

Before undertaking the work of data collection from the schools it is necessary that the comprehensive and up-to-date list of all the recognised schools is available. The Block Education Officer has the responsibility of getting such list revised in rural areas. In case of cities/towns, the Town Level Education Officer will be responsible for updating list of recognised schools excluding Class-I cities. In case of Class-I cities these lists will be revised for each Ward by the designated principal/headmaster of the Ward. It is important to note that each recognised school will have a unique code within block/town/ward. The scheme of coding for location codes has been discussed in a separate chapter.

### **Data Collection**

After training of the Field Staff at various levels, the data collection will commence. The State Survey Unit may use media including newspaper, T.V. and Radio prime time for soliciting cooperation in supplying the information to the survey workers. After receipt of the blank forms (schedules), Block/Town Level Education Officers will get the location codes filled-in on the cover page of each form. These forms will be distributed to the villages and schools for collection of data with the help of revised list. The Education Officers at Block and town levels will ensure that they have received all filled-in forms as per list. Further, all the filled-in forms need to be manually scrutinised as per instructions given in Chapter 8 for complete and consistent information. It is necessary that the staff of District Survey Unit and State Survey Unit will also undertake manual scrutiny on the sample basis to ensure quality of the filled-in forms.

### **Release of Flash Statistics**

One of the features of this Survey is to release important statistics in quickest possible time. For this purpose, detachable Flash Statistics sheet has been attached with each VIF, SIF-1, SIF-2 and CIF. Items pertaining to Flash Statistics in these forms are to be scrutinised first on priority basis by the Block/Town level officers. They will ensure that location codes and information given in these sheets are correct and consistent. In case of Class I towns, the Headmaster/Principal in-charge of the Ward will ensure that these sheets are intact and location codes are properly filled in. After scrutiny at Block/Town level, these sheets will be detached and sent to DSO in two bundles. One bundle will contain VIF sheets from all Blocks and the other bundle will contain SIF-1, SIF-2 and CIF sheets from all C.D. Blocks and Towns. The DSO will ensure that both the bundles from each Block/Town are received and handed over to District Project Coordinatore (DPC) of SSA for data entry by the MIS unit of SSA. Data entry of flash sheets will be done on priority basis.

After despatch of Flash Statistics sheets and complete scrutiny of the data, the filled-in forms are to be properly packed at the Block/Town level and despatched to the DSO for handing them over to DPC (SSA). DPC (SSA) will maintain the proper records and submit the progress to DSO. DSO will get updated status of form collection on the AISES website. The data will be entered by using Data Entry Software, which shall be

provided by NIC. After ensuring the completion of data entry, the same will be validated by using validation software. A list of errors generated will be made available to the District Survey Officer for rectification. After rectification, necessary corrections will be made and validation software shall be run till the zero error is arrived. The same will then be communicated to SSO and will be uploaded on NIC server by DPC (SSA). The tabulation of the data will be undertaken by NIC. The State Survey Unit will provide necessary support for smooth completion of state tables. The State Survey Unit will generate the State Survey Reports (Tables) through the web based software.

In case in a district, if DSO and DPC is the same Officer-in-Charge, the role of DSO and DPC will vest with the same officer and his office.

### **Role of Different Organisations/Departments**

While performing the activities of the Survey the various organisations have to shoulder the responsibility for smooth and timely completion of the survey. The roles to be performed by the NCERT, NIC, State Survey Unit, District Survey Unit, District Project Unit of SSA and Block/Town Level Officers are listed below:

#### **Role of the NCERT**

- Providing academic guidance, coordination, management and monitoring of the progress of the Survey;
- Coordination of computerisation related activities with NIC and SPD (SSA);
- Release of funds to NIC and to States/UTs;
- Maintenance of survey accounts;
- Development of the tools and instructions for filling the tools;
- Development of Guidelines for Survey Officers;
- Development of checks for manual scrutiny of the filled-in forms;
- Printing of the Guidelines for Survey Officers;
- Printing of tools (English & Hindi versions);
- Despatch of material to States/UTs;
- Development of tabulation plan;
- Development of scrutiny checks for data validation on computers;
- Training of State Survey Officers in the execution of survey activities;
- Providing academic support to the State Survey Officers in conducting training programme for the District Survey Officers;
- Scrutiny of the filled-in forms on sample basis;
- Development of scrutiny checks for tables;
- Scrutiny of the State and National level tabulations;
- Preparation and printing of national level survey reports; and

- Making available of database on certain items to NIC to be put on website.

### **Role of the NIC**

- Management and coordination of computer related activities with the States/UTs/DPC (SSA);
- Development and maintenance of monitoring software and hosting it on website;
- Development of Technical Manual and User Manual;
- NCERT will provide the up-to-date lists of States, Districts, Blocks, Villages, Towns, Wards and Schools with complete addresses, for development of software;
- Render tools computer worthy;
- Drafting of chapters on computerisation aspects for the Guidelines for Survey Officers;
- Impart training to State and District level officers in computerisation aspect of the Survey;
- Development of different software;
- Implementation of software for data entry, validation and tabulation (Report Generation) and providing technical support towards completion of the work;
- Making available complete database on CDs to NCERT and states;
- Development of retrieval system; and
- Making available database on some selected items on NCERT's website.

### **Role of the State Survey Unit (SSU)**

- Supervision, monitoring and control of survey operations in the state;
- Coordination with NCERT, NIC and State Project Director (SPD) of SSA;
- Coordination with SPD (SSA) and state NIC officials for monitoring activities;
- State Survey Unit should have the following records at the state level:
  - a. Postal addresses, telephone/mobile numbers and email addresses of the DSOs and DPC (SSA) in the state;
  - b. Latest district-wise list of C.D. Blocks and towns along with the codes;
  - c. Block-wise list of villages for each district alongwith the codes;
  - d. List of Wards in Class I cities;
  - e. Latest Block/ Town-wise lists of recognised primary, upper primary, secondary and higher secondary schools/ Intermediate Colleges/ Junior Colleges/ PU Colleges. In Class I cities this list will be prepared Ward-wise; and
  - f. District-wise list of Degree Colleges having classes XI and XII;
- Translation into regional language and printing of Survey tools (VIF, SIF-1

- and SIF-2). The remaining tools (UIF, CIF, and SPPSE) in English will be made available to SSO by the NCERT;
- Training of the ASSOs, DSOs and Statistical Assistants for collection, scrutiny and reconciliation of data;
  - Distribution of survey material such as blank forms and Guidelines for Survey Officers;
  - Scrutiny of 1% filled-in forms on sample basis in each district;
  - Ensuring reconciliation of errors in the data at the district level during the computer validation stage;
  - Checking and validation of State/District tabulations;
  - Development of Block, District and State tables and making it available to NCERT and other concerned agencies;
  - Preparation of the State Survey Report;
  - Maintaining database, State and District tables and reports for future reference and use;
  - Maintaining the survey accounts and submitting it quarterly to NCERT; and
  - Submitting finalised accounts to NCERT before disbanding of the Survey Unit.

#### **Role of the District Survey Unit**

- Guiding, supervising and monitoring the survey work in the district;
- Coordination of the survey related work with the Blocks/ Towns and State HQ and DPC (SSA);.
- District Survey Unit should have the following records at the district level.
  - a. Latest district-wise list of C.D. Blocks and towns along with the codes;
  - b. Block-wise lists of villages for district alongwith the codes;
  - c. List of Wards in Class I cities, if any;
  - d. Latest Block/ Town-wise lists of recognised primary, upper primary, secondary and higher secondary schools/ Intermediate Colleges/ Junior Colleges/ PU Colleges. In Class I cities this list will be prepared Ward-wise; and
  - e. District-wise list of Degree Colleges having Classes XI and XII.
- Receiving Survey material from the SSO and supplying the same to the Block/ Town level officers for data collection;
- Training of the Block/Town/Ward (in Class I cities) level officers at the District HQ;
- Handing over of Flash Statistics sheets to District Project Coordinator of SSA for data entry;
- Submission of progress reports to SSO/NCERT;

- Scrutiny of 10% of filled-in forms at the district level;
- Handing over of filled-in forms to the District Project Coordinator of SSA for data entry;
- Reconciliation of errors reported by DPC (SSA)
- Maintenance of registers for proper handling of forms; and
- Maintenance of Survey accounts and submitting the same to SSO.

#### **Role of the District Project Coordinator of SSA**

- Receipt of filled-in forms for data entry from DSO and maintainance of inventory;
- Installation of data entry and validation software received from DIO(NIC)/DSO;
- Management and coordination of data entry related activities with the DSO and DIO;
- Coordination and monitoring progress of the data entry activities of Survey and providing feedback to DSO;
- Running of validation software, generating and handing over error reports to DSO;
- Correction of errors after reconciliation of the same by DSO;
- Transfer of validated district level data to NIC for updating database; and
- Handling over filled-in forms to DSO after transfer/ uploading of validated data.

#### **Role of the Block/ Town Level Education Officers**

- Supervision and monitoring of survey activities at the Block/Town level;
- Preparation of list of recognised primary, upper primary, secondary and higher secondary schools/ Intermediate Colleges/ Junior Colleges/ PU Colleges and Degree Colleges having Classes XI and XII. In class I cities, ward-wise list will be prepared;
- Procurement of list of Wards in class I cities;
- Procurement of lists of villages and codes from District Survey Officer and getting these entered on each form before distribution to schools;
- Preparation of the following lists required for filling up the UIF/VIF: -
  - a. unrecognised schools;
  - b. Maktabas/ Madrasas/ Sanskrit Pathshalas following system of general education;
  - c. Maktabas/ Madrasas not following system of general education;
  - d. centres under Education Guarantee Scheme and Alternative & Innovative Education (EGS & AIE), and
  - e. Pre-primary schools including pre-primary classes attached to unrecognised schools.

In the case of Class-I cities, such lists will be prepared for each Ward by the incharge of the Ward.

- Training of teachers for filling the forms;
- Maintenance of registers for distribution, receipt, manual scrutiny and despatch of filled-in forms to DSO;
- Scrutiny of items pertaining to Flash Statistics on priority basis and preparation of bundles of Flash Statistics sheets separately for VIF, SIF-1, SIF-2 and CIF and submit the same to DSO;
- Manual scrutiny of all the filled-in forms to ensure complete coverage and correctness of the information; and
- Handing over of all the filled-in forms to the DSO for onward transmission to the District Project Coordinator (SSA) for data entry.