

# **CHAPTER 5**

## **TRAINING OF SURVEY OFFICERS**

The training of each officer involved in the survey operation has significant bearing on the successful execution of the survey. The training in the 8<sup>th</sup> Survey is to be organised at four levels viz. at the national level for State Survey Officers (SSOs), at the state level for District Survey Officers (DSOs), at the district level for Block/Town (wards in class I cities) Level Officers, and at the block/town level for the concerned teachers/headmasters involved in data collection. The training of survey officers at each level should be conducted comprehensively and uniformly throughout the country. Any deviation in training at the State, District or C.D. Block/Town level will adversely affect the quality of results and also the time-schedule of the survey. The objective of the training is to prepare field staff in implementation of survey activities as per specifications given in the guidelines. Computer and NICNET facilities will be used in the eighth survey for efficient processing, tabulation of data, dissemination of information and monitoring the progress. For successful computerisation of data, it is imperative that prescribed records and registers are maintained properly. In addition to the discussion on concepts and definitions, data items and strategy of data collection, the following aspects need to be emphasised in the training:

1. entering of location codes and response codes for obtaining valid and reliable data,
2. use of international numerals for writing numerical response and codes,
3. manual scrutiny of filled-in forms for ensuring complete and consistent data, and
4. maintenance of records and handling of forms.

The above aspects are necessary for successful completion of the Survey.

### **Training Strategy**

The training in each state will be organised at the State, District and Block/ Town (Ward in class I cities) Level, whereas in the case of Union Territories only one training of two days duration will be organised for all the persons involved in the Survey.

#### **State level Training**

*Duration* ñ two to three days

*Participants* ñ District Survey Officers, Assistant State Survey Officers, Statistical Assistants

*Resource Persons* ñ It is the responsibility of the State Survey Officer to conduct the training at the State level. The officers from NCERT and NIC will provide him necessary help.

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*Material to be brought by DSOs*

- (i) Block/Town/Ward-wise up-to-date lists of recognised schools.
- (ii) Up-to-date lists of C.D. Blocks, Villages, Towns and Wards.

*Contents*

- (i) Organisation of Survey
- (ii) Role and functions of Assistant State Survey Officers/District Survey Officers and Statistical Assistants.
- (iii) Discussion on Survey tools.
- (iv) Coding procedure.
- (v) Scrutiny procedure of Flash Statistics sheets in VIF, SIF-1, SIF-2 and CIF.
- (vi) Procedure of handing over of Flash Statistics sheets to District Project Coordinator (SSA).
- (vii) Manual scrutiny of the filled-in forms.
- (viii) Maintenance of records and registers.
- (ix) Procedure of handing over of filled-in forms to District Project Coordinator (SSA).
- (x) Monitoring and submission of progress report to SSO/NCERT.

*Material to be supplied to DSOs*

- (i) Printed Survey Tools
- (ii) Guidelines for Survey Officers
- (iii) One copy of the duly checked list of towns/cities/wards (in class I cities) along with their codes.

**Training at the District Level**

*Duration* ñ Two days

*Participants* - Block/Town Level Education Officers, Principals (or their nominees) of Kendriya Vidyalaya/Sainik Schools/Navodaya Vidyalayas, Degree Colleges having classes XI and XII and other recognised schools affiliated to CBSE and other examining bodies. In case of class I cities the designated Headmaster/Principal incharge of the ward will also attend the training programme.

*Resource Persons* - District Survey Officer will conduct the training and Assistant State Survey Officer may provide him necessary help.

*Material to be brought by Block /Town/Ward (in Class I cities) Level Officers*

- (i) List of recognised Primary, Upper Primary, Secondary, Higher Secondary schools, junior colleges/PU colleges and Degree colleges having Classes XI and XII.

- (ii) Lists of unrecognised schools; Maktabas/Madrasas/Sanskrit Pathshalas following system of general education; Maktabas/Madrasas not following system of general education; centres under Education Guarantee Scheme and Alternative & Innovative Education (EGS & AIE); and Pre-primary Institutions required for filling up Urban Information Form (UIF).

### *Contents*

- (i) Role and functions of Block/Town/Ward (in Class I cities) level education officers.
- (ii) Discussion on Survey tools.
- (iii) Coding procedure and filling up of codes on the cover page of the forms.
- (iv) Detachable Flash Statistics sheets in VIF, SIF-1, SIF-2 and CIF.
- (v) Manual scrutiny of detachable Flash Statistics sheets at block/town/ward level.
- (vi) Handing over of Flash Statistics sheets to DSO.
- (vii) Manual scrutiny of the filled-in forms at block/town/ward level.
- (viii) Maintenance of records and registers.
- (ix) Handing over of filled-in forms to DSO.

### *Material to be supplied to Block/Town Level Education Officers*

- (i) Printed Survey tools.
- (ii) A copy of Guidelines for Survey Officers.
- (iii) Codes ñ Block, City/Town/Wards in class I cities.

### **Training at the Block/Town (Ward in Class I Cities) level**

*Duration* ñ One day

*Participants* - Teachers/Headmasters/Principals responsible for filling the forms.

*Resource Persons* - Block/Town (Ward in class I Cities) Level Officer will conduct the training and District Survey Officer may provide necessary help.

### *Contents*

- (i) Discussion on survey tools.
- (ii) Procedure of filling the forms.
- (iii) Detachable Flash Statistics sheets in VIF, SIF-1, SIF-2 and CIF.

### *Material to be supplied to Teachers/Headmasters/Principals.*

- (i) VIF, SIF-1, SIF-2 and CIF concerning to them.