

SAAKSHAR BHARAT AWARDS 2017
Application form for Resource Support Organizations
(State Resource Centre & Non-Govt. Organisation)

(Information should be provided for the year 2014-15, 2015-16 and 2016-17)

Basic Information

i. Name of the Organization: _____

ii. Mailing Address: _____

Telephone Nos.: _____

e-mail: _____

iii. Act under which the organisation is registered: _____

iv. Year of registration: _____ Registration No.: _____

v. Name of the contact person: _____

Designation: _____ Mobile No. _____

Website, if any: _____

vi. Female Literacy Rate :

	Name of the District	Literacy Rate
Highest Female Literacy		
Lowest Female Literacy		

1. Governance & Infrastructure

1.1 Nature of appointment of Director

Full time Part time Deputed In-charge
Additional Charge Any other, pl. specify

1.2 Date of constitution/reconstitution of General Body (G.B.) : _____

1.3 Give details of General Body meetings held

Sr.No.	Year	Date of Meeting
1.	2014-15	
2.	2015-16	
3.	2016-17	

1.4 Give details of sub-committees formed

Sr.No.	Name of the Committee	Date of Committee Constituted	Dates of meetings held

1.5 Infrastructure

1.5.1 Do you have your own building ? : Yes / No

1.5.2 Give following details

Sr.No.	Rooms available	No.
1	Director's Cabin	
2	Programme staff	
3	Support Staff	
4	Training Hall	
5	Library	
6	Storage Room	
7	A.V. Screening Hall	
8	Any other, pl. specify	

1.6 Type of Equipment

Sr.No.	Equipment	No.
1	Computer	
2	Printer	
3	Video Camera	
4	T.V.	
5	Xerox Machine	
6	Scanner	
7	Fax Machine	
8	Any other, pl. specify	

1.7 Year-wise programme expenditure (attach audited statement)

Sr.No.	Year	Programme Expenditure	If audited put 'a' mark
1	2014-15		
2	2015-16		
3	2016-17		

1.8 Have you sent audited statements of all the above years to DAE/NLMA : Yes / No

1.9 Have you submitted Utilisation Certificate for the year 2013-14 Yes / No
2014-15 Yes / No
2015-16 Yes / No

If no, give reasons for the same.

2. Action Taken on Evaluation Report

2.1 Evaluation (Action taken by SRC/NGO on recommendations given by earlier evaluating Agency)

Sr.No.	Recommendations of evaluating agency	Action taken by SRC/NGO

3 Field Level Activities

Do you have any specific plan for literacy work in

SB districts? : Yes / No
If yes, give details

3.1 Target for AECs

Sr.No.	No. of AECs established	No. of AECs functioning	No. of Model AECs established	No. of Model AECs functioning

3.2 No. and name of districts covered for Basic Literacy Programme : _____

3.3 No. of VTs running Basic Literacy classes : M _____ F _____ T _____

3.3.1 Running of Basic Literacy Centres

Sr.No.	Name of Districts	Target			Coverage		
		M	F	T	M	F	T

3.3.2 Equivalency Centres

Sr.No.	Name of Districts	Target			Coverage		
		M	F	T	M	F	T

3.3.3 Awareness creation programme

Sr. No.	Title Programme	Theme of the Programme	No. of Programmes	Collaborating Agency	No. of Participants					Total
					SC	ST	OB C	Minority	Open	

3.4 Give details

No. of Preraks appointed	No. of Preraks functioning
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M	F	T	M	F	T

A. Nature of activities undertaken

3.5 Which of the following activities have been undertaken?

- 3.5.1 Material production
- 3.5.2 Capacity Building of SRC/NGO Personnel
- 3.5.3 Conducting evaluation / impact studies
- 3.5.4 Research studies
- 3.5.5 Implementation of Equivalency Programme
- 3.5.6 Skill based courses for Neo- Literates
- 3.5.7 Interpersonal Media Campaign
- 3.5.8 Running of basic literacy classes
- 3.5.9 Any other (pl. specify) _____

3.6 Enlist environment building activities undertaken by SRC/NGO

3.7 Any other field level activities carried out by SRC/NGO, pl. specify.

B. Basic Literacy Programme

3.8 Target given to SRC/NGO for Basic Literacy Programme : _____

3.8.1 Coverage

Sr No.	No. of non-literates enrolled (15+ age)												Grand Total	
	SC		ST		OBC		Minority		Others		Total			
	M	F	M	F	M	F	M	F	M	F	M	F		
Total														

3.8.2 No. of Volunteer teachers functioning : Male_____ Female_____ Total_____

3.8.3 No. of Preraks functioning : Male_____ Female_____ Total_____

3.8.4 Give list of teaching – learning methods were used in literacy classes? Give list.

3.9 Assessment of Learners

3.9.1 Did you conduct basic literacy tests of NIOS? : Yes / No
If yes;

3.9.2 How many learners appeared for the tests? M ____ F ____ Total ____

3.9.3 How many learners achieved success in the NIOS tests? M ____ F ____ Total ____

3.9.4 Were the marksheet / certificates awarded to successful learners? : Yes / No

4 Material Production

a. Basic Literacy material

Sr.No.	Languages in which Primer developed	No. of copies

b. Material production (print and non-print)

- Did you produce e-primer ? Yes / No
- Did you develop bridge primer ? Yes / No
If yes, how many copies did you print ? _____
- Did you prepare guidebook for VT ? Yes / No

c. Details of materials produced (print and non-print)

Sr.No.	Type of Material	No. of copies	Year of publication	Purpose (e.g. training, environment building etc.)
1	Book/Booklet			
2	Phamphlets			
3	Folders			
4	Flipchart			
5	Posters			
6	Flashcards			
7	Films			
8	Any other			

d. Training Material

Did you produce Training Manual for

- Co-ordinators Yes / No
- Resource Persons Yes / No
- Master Trainers Yes / No
- Volunteers Yes / No
- Any other (pl. specify) Yes / No

5. Media campaign

Give activities conducted under Media Campaign

6. Research and Evaluation

6.1 Evaluation of literacy related projects

Sr. No.	Type of evaluation	Year started	Year completed	Name of the collaborating agency, if any	Funding agency

6.2 Researches related to literacy

Sr. No.	Title of the study	Year started	Year completed	Name of the collaborating agency, if any	Funding agency

7. Networking and Collaboration

7.1 Details of collaborators in programme management

Sr. No.	Collaborating Agency	Type of Collaboration (cash or kind)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

7.2 Give details of Networking (if any)

Sr.	Networking Agency	Type of Networking (details)

No.		

8. Training

8.1 Details of training

Sr. No.	Orientation/ Training	No. of training prog. planned	No. of training prog. Conducted	Dates	List of training materials distributed	Whether evaluation /feed back carried out	Whether results analyzed
1.	Orientation of members of ZLSS						
2.	Training of Resource Persons (RP)						
3.	Training of Master Trainers (MTs)						
4.	Training of Volunteer Teachers (VTs)						
5.	Training of Co-ordinators						
6.	Training of Preraks						
7.	Training of JSS members						
8.	Training of PRI members						
9.	Any other (Pl. specify)						

9. Monitoring and Supervision

A. Monitoring

Sr.No.	Name of the SRC/ NGO Personnel visited	Name of the District		Purpose	Corrective measures taken
			Visits planned Visits paid		
1	Director				

2	Programme Co-ordinator					
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b. Any other strategy used monitoring, please give details

B. Supervision

Sr.No.	Level of supervision	No. of AECs/ visited	Model AECs visited	Observations & Corrective measures taken
1	GLSS			

10. Innovations/Special Initiatives

A. Innovations

10.1 Innovations in motivation of learners to attend basic literacy classes

10.2 Innovations in motivation of learners to attend equivalency classes

10.3 Innovations in organization of inter-personal media campaign

10.4 Innovations in motivation of learners to attend basic literacy classes

10.5 Innovations in Training of various functionaries

10.6 Innovations in material production

10.7 Innovative strategies used to gain public support and implementing SB programme

10.8 Any other special initiatives undertaken by SRC/NGO, give details

B. Awards/letter/s of appreciation received, if any

10.9 Did you receive any award/certificate of appreciation ? : Yes / No
If yes, give details

Sr. No.	Name of the award	Name of the awarding agency	Year of receipt of the award

Justify your claim for the award?
