

MICRO-PLANNING

Lack of people's participation in the planning and implementation has been one of the reasons for unsuccessful implementation of different development schemes. Since the inception of the Five Year Plan, it has been emphasized that the plans should be prepared and implemented in close collaboration with the people. It was assumed that without the active cooperation and support of the local people, identification of genuine needs and available resources at the local level would not be possible. This was termed as "planning at the grass roots level" or "microplanning". Planning at micro level means; a) the participation of the beneficiaries, the local people, in identifying needs b) generating available resources in terms of i) material inputs ii) co-operative action iii) creation of more resources through supportive efforts and c) preparation of village plan, keeping in view the available resources.

In the EGS/AIE scheme, it has been envisaged that the plan proposals have to be based on actual assessment of educational need for each habitation. This need assessment can be based on information collected through house to house survey, covering each child, his or her educational status and if s/he is out of school then enumeration of the reasons for the same. Along with this, survey of educational facilities available within the habitation or in the nearest vicinity, also has to be undertaken.

Objectives of micro-planning

The micro-planning under EGS and AIE, will have the following objectives:

- a) Preparing a need based plan with people's participation.
- b) Creating a core team from within the community who will actively participate in planning and implementation of the scheme and ensuring participation of the entire community in the programme.
- c) Ensuring enrolment and regular attendance of all children in the school / centre.
- d) Extending all necessary support to teachers in running the school properly.

Steps of Microplanning

Microplanning process will include following steps.

1. Formation of Core Team.
2. Orientation / training of Core team.
3. House to house survey.
4. Survey of educational facilities.
5. Compilation of information.
6. Sharing information with the community.
7. Preparation of plan based on norms; supported by necessary information.
8. Finalization of the education plan.
9. Preparation of Village Education Register.

10. Monitoring of children's progress at definite intervals through VER **Formation of Core Team**

For conducting micro planning exercise a core team of 5-7 persons at habitation level who would have undergone proper orientation, will be required. These persons will be selected from the local community through the Gram Sabha. One teacher, if the school exist, should also be part of the core team.

1) **Training**

Micro Planning is a complex exercise. Core Team members will require 45 days training / orientation which will include;

- a) role of the core team
- b) process and steps of conducting school survey and house to house survey,
- c) compilation of data
- d) importance of involving the members of the community, specially those who are from the deprived sections and
- e) Preparation of plan supported by necessary data

In identifying core teams care need to be taken to ensure participation of women and members of the weaker sections of the community.

3) **Child – Wise House to House Survey**

The first step in the micro planning exercise will be to collect child wise information in consultation with the members of every household. Information about all the children from a family in the sequence of their age has to be collected on the prescribed format. The same sheet of a particular family can get included in the VER.

4) **School Survey**

Survey of educational facilities is the next step. Format II will become the basis for collecting information regarding availability of schooling facilities in the habitation. This information has to be collected with the help of school teacher.

5) **Consolidation of household survey**

The entire family wise information, need to be consolidated to have an integrated view of the situation, on format III. This is a simple exercise of transferring information from household survey sheets to a consolidation sheet. From the sheet total no of children in the school going age, total no going to schools, what no not going to schools (it can be categorized on the basis of reason for not going to school) etc. can be calculated. This along with the other information will become the basis for planning.

6) **Sharing information with the community**

This entire categorized information should be with the entire community. The community generally has some idea about the problems of education in the some idea about the problems of education in the village but very often this systematic

categorized information is revelation for them also. They become aware of the problems of the education of their village. Discussion on probable strategies based on norms also can be initiated at this stage.

7) **Preparation of Education Plan**

Based on norms, education plan for the village can be prepared by the core team in consultation with the community. This plan will be sent to the CRC (wherever exist) through panchayats where all the habitation plans will be consolidated, scrutinized and sent to the block level committee.

8) **Monitoring on the Basis of VER**

On the basis of family wise survey format, a Village Education Register can be prepared which will include family wise, educational status of each child. This VER will become the tool for monitoring of children's progress as well as intervention by the community. Monitoring will be done at the intervals of six months. Those 2 periods can be decided based on the academic session of schools in a particular state.

Format -I
Family-wise Survey and Village Education Register

Village :

Habitation :

Cluster :

House Number :

Date of Survey :

1. Name of the head of the household : Father's / Husband's Name :
2. Caste (Please tick) (1) Scheduled Caste () (2) Scheduled Tribes () (3) Backward Caste () (4) Others ()
3. Number of family members (including children) Female : Male : Total :
4. Whether family stays in the village throughout the year (Yes / No) If no, which are the months family stays migrate out.
5. Details of each child (3-14) yrs. (Please mention in descending order)

Monitoring Date			
I	II	III	IV

S. No.	Name (Boy/Girl)	Sex	Age	Date of Birth	Parent's Name	Grade in which s/he is enrolled	Reasons for not attending school	Details if s/he is physically challenged	Monitoring								Special mention	
									I		II		III		IV			
									A	B	A	B	A	B	A	B		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	

A. means that child is attending school. Phase mention the grade s/he is studying

B. means that child is not attending school.

8. (i) Availability of electricity in the village : (Yes / No)
(ii) Availability of electricity in the School (yes/No)

If not available in school then the nearest distance at which it is available (distance in meter) -

9. (i) Availability of proper drinking water facility- (Yes/No):
(ii) If no then where Children go for drinking water (write briefly) :

10. Main equipment / materials available in the school.

S. No.	Equipments / Material	Total No.	No in usable condition
1)	Bell		
2)	Dust Bin		
3)	Durry Patti		
4)	Chairs		
5)	Tables		
6)	Black Boards		
7)	Almirah		
8)	Boxes		

11. (A) Description about school compound
- (i) Area of land allotted for the school -
 - (ii) Area of land in the possession of the school -
 - (iii) No of rooms_____Complete_____Incomplete_____
 - (iv) Verandah - (Yes /No)
 - (v) Toilets for girls - (Yes /No) / Urinals (Yes/No)
 - (vi) Play ground - (Yes / No)
 - (vii) Boundary Wall - (Yes/No)

(B) Condition of school building
Floor of rooms / Verandahs Roof Walls Windows/Doors Walls

Condition

- S Use A,B,C,D to indicate the condition
- A. Very good, Strong
 - B. Weak, needs repair
 - C. Delipadated, leaking
 - C. Partially Constructed

Format - III
Consolidation of Household Survey

Name of Revenue Village :

Name of Habitation :

Months and Year of Survey :

House Number	Name of Family head	Caste (SC / ST / OBC / Gen.)	Total number of persons in the family (including children)			Total number of children (5-14) yrs.			Number of children studying in day school (5-14) yrs.			Number of children studying in NFE Centre			No. of children not enrolled (5-14) yrs.			Reasons for children not enrolled in the school (mention serial no. of reasons)	Number of physically challenged children		
			F	M	T	G	B	T	G	B	T	G	B	T	G	B	T		G	B	T
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22

Total

SC (Scheduled Caste)
ST (Scheduled Tribe)
OBC (Other Backward Caste)
Gen. (General)