

SAMVEDNA

SOP FOR EDUCATION AID



E-7/147, Lala Lajpat Rai Society, Arera Colony,
Bhopal, Madhya Pradesh – 462016

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SOP: For Educational Aid Classes (5th -10th class)

1. Purpose:

To provide a framework for all educators in our target villages for taking education aid classes in order to maximize output and efficiency.

2. Scope:

This SOP would be applicable to all educators taking educational aid classes in target villages.

3. Responsibility:

Concerned field member assigned for the village holds the primary responsibility for adherence to this SOP. Over and above the assigned person, the program manager will be responsible for all target villages as part of their project.

4. Procedure:

The educational aid classes would follow the following procedure-

4.1. Selection of place:

Educational aid classes would be conducted in the community itself. A suitable place would have to be selected where all the children would be able to gather and study together in a good environment. Common community spaces like the Anganwadi or the school (if any) would be given preference. If the same remains unavailable, a place within the community itself would be arranged which would be easily accessible by all children.

4.2. Fixing a time for educational aid classes based on the requirement and availability of the children:

A suitable time for educational aid classes would have to be decided which would suit all the children of the community. It will depend majorly on their school timings and accordingly, the time for educational aid classes would be fixed.

4.3. Evaluation of present learning capacity of children in target villages:

There would be an evaluation of basic learning capacity of the children in the village using the child tracking format itself so as to understand the current educational status of the children. This evaluation would aid in the future planning for educational aid classes.

If you want access to the entire document, please write to us at Samvedna.society@gmail.com