



DIRECTORATE OF TECHNICAL EDUCATION AND TRAINING, ODISHA, CUTTACK

Tel: 0671 2301061, E-mail dtetorissa@gmail.com,

No. 12913 Dated 16.9.2023
3CT-II-03/2017

From:

Reghu G., IAS
DTE&T, Odisha, Cuttack

To

The Principals of all Government ITIs / Polytechnics

Sub: On boarding of 'Sudakhshya' Scheme for Girls and 'Green Passage' Scheme for Orphans of Skill Development & Technical Education Department in State Scholarship Portal for session 2023-24.

Ref: SD&TE Department Resolution No. 4750 /SDTE Dated 29.10.2021, SD&TE Letter No. 4394 Dt. 19.06.2023, SD&TE Resolution No. 1320/SDTE Dt. 21.02.2023

Sir,

With reference to the subject cited above I am to say that, Government have been pleased to accord 'Sudakhshya' Scheme as a regular scheme vide letter No 4750 / SDTE dated 29.10.2021 with a target to improve girl's enrolment to 30%. The Sudakhshya Scheme for Girls and Green Passage for Orphans shall be implemented through State Scholarship Portal (<https://scholarship.odisha.gov.in/website/home>). In Order to complete the Sudakhshya and Green Passage Scholarship process for the academic session 2023-24 as per the timeline defined below.

Sl No.	Activities	Time line
1	Opening and last Date of Online Application for Girl / Orphan Student (Both Fresh & Renewal)	25.09.2023 (3PM) to 27.10.2023 (3 PM)
2	Last Date of Validation for students record by ITI / Polytechnic Principals (Both Fresh & Renewal)	01.11.2023 (5PM)
3	Last Date of Validation for students record by DCPO (Both Fresh & Renewal) (For Green Passage Scheme)	06.11.2023 (5PM)

You are therefore required to Widespread publicity of Sudakhshya Scheme among ITI Girls students, Green Passage scheme for Orphans and encourage students to apply in the <https://scholarship.odisha.gov.in/website/home> site in defined timeline. The ITI and the Polytechnics Principals / Head of the institutions are requested to complete the validation process as per the defined timeline.

Yours Faithfully,

DTE&T Odisha, Cuttack

Memo No. 12914 Dated 16.9.2023

Copy forwarded to all District Child Protection Officers (DCPOs) for kind information and necessary action.

DTE&T Odisha, Cuttack

Memo No. 12915 Dated 16.9.2023

Copy along with Guideline for Sudakhshya is forwarded to The General Manager (Admin.), OCAC Building, Plot No - N-1/7-D, Acharya Vihar, Bhubaneswar -751013 for kind information. He is requested to onboard Sudakhshya Scheme in state Scholarship Portal as per the mentioned timeline.

DTE&T Odisha, Cuttack

Memo No. 1324 Dt. 18/09/2023

Copy to all Sr. Lects. for information. They are to disseminate this document in students whatsapp group for information Girls students.

Encl- 05 sheets.

Govt. Polytechnic, Sambalpur
Rengali-768212 (Odisha)

SUDAKSHYA

Standard Operating Procedure (SOP) for implementation of scheme 'Sudakshya' in Government ITIs and Govt. Polytechnics of Odisha

1. **Introduction:** Even though roughly 50% Girl's enrolment exists at Secondary level of education, the enrolment of Girl's reduces exponentially at the level of Sr. Secondary and particularly in Vocational Training Sector though there is 30% reservation of seats. The reason being majority of the out-of-school or out-of-college girls and young women are lack of awareness and having financial constraints etc. In order to improve Girl's enrolment in Government ITIs, (a) the Tuition Fee component has been waived for them from the fee structure for Government ITIs (b) ITIs have been supported with Girl's Hostels (c) Both boys & girls admitted into Government ITIs are supported with 'set of ITI Uniforms' worth Rs3000/-

In order to improve Girl's enrolment in Government ITIs from 7% during 2016-17 to atleast 30%, Government in SD&TE Department have been pleased to introduce the new scheme 'Sudakshya' vide Resolution No 5682 dated 23.11.2017 based on SFC memorandum dated 17.08.2017 as a pilot scheme under Demand No-39-2230-Labour and Employment - Programme Expenditure-State Sector Scheme-03-Training-003-Training of Craftsman and Supervisors-0951- National Apprenticeship Training - 15058- Mobilization of Girls & PwD Trainees for ITIs under Plan Expenditure for 2017-18 and 2018-19. The girl's enrolment in Government ITIs was increased to 12.8% during 2017-18, 17.97% during 2018-19, 15.64% during 2019-20, 17.89% in 2020-21, 20.42% in 2021-22 and 22.37% during 2022-23. Government have been pleased to accord approval of 'Sudakshya' Scheme as a regular scheme with roadmap & strategic review vide Government Resolution No 4750 / SDTE dated 29.10.2021 with a target to improve girl's enrolment to 30%. This year in 2023-24, Sudakshya Scheme is being extended to Govt. Polytechnics /Engineering schools for financial support to girls pursuing diploma education vide SD&TE Department letter no. 4394 Dt. 19.06.2023.

2. Implementation of the scheme 'Sudakshya' by components:

- A. **Career Counselling Campaigns for Girls' students for admission into Government it is & Govt. Polytechnics**
 - a. The Government ITI / Polytechnic Principals shall invite all Block Education Officers and Head Masters / Nodal Teachers of 370 High Schools of SSD Department & High Schools of S&ME Department, District Education Officers, District Employment Officers, DWO, DSSO, PA-ITDAs, Special Officer-Micro Projects(for PVTGs) to ITI and Polytechnic during academic year, facilitate them with a visit around the ITI and Polytechnic, explain about trades, introduce with all staff, explain in detail about the career prospects of High School Children through Vocational Training, Government supported schemes including importance laid on Girls' Empowerment through 'Sudakshya' scheme, Mission, Vision & Values of ITIs/ Polytechnics, Industrial scenario vis-a-vis employment/self employment scopes, achievements of your ITI/ Polytechnic, Industry culture-discipline-punctuality etc through Power Point Presentation. The participants must spend at least half a day in ITI/ Polytechnic for which good meeting venue, snacks, safe drinking water, safe toilets should be arranged. All the participants must be provided with copy of the PPP, IEC materials (CD containing inspirational video, Power Point Presentation, Leaflet in English

and Odia, decent photos of trainees at work in workshops & Industries, Role Models in a decent folder. Take the attendance of all participants with contact numbers/e-mail ID for record.

- b. The Principals shall draw & implement visit schedules for 10th standard Girls' students of atleast 20% High Schools of respective districts to ITIs/ Polytechnics during October-January of the academic year and that of 9th standard students on quarterly & monthly basis in consultation with District Education Officer, District Welfare Officer, District Social Security Officer, Block Education Officers and High School Head Masters.

- c. Funds under IEC head can also be leveraged for counselling purpose.

B. Visit of Girls' students to nearby Government ITIs / Polytechnics

- i. Career Counselling of minimum of 13,000 numbers of 10th standard Girls of High Schools shall be carried out by ITI / Polytechnic Principals in a year at **Annexure-I** as per Institute wise target to be fixed by DTE&T, Odisha.
- ii. The blocks which have no / less representation of girls students enrolled in ITIs shall be given more focus during Career Counselling Campaigns.
- iii. Arrange conveyance facilities for Girls' and escort HMs/Nodal Teachers / Parents (if interested) from Block headquarters to ITI / Polytechnic in consultation with concerned BEO / HMs and DEOs & DWOs, PA-ITDAs, DSSOs as per the calendar to be drawn by the Principals for the purpose of Career Counselling Campaigns.
- iv. The Girls and escort Teachers may visit around the workshops interact with Trainees and Trainers on the shop floor, know about tools, measuring instruments, machines etc, visit Hostels, Campus, exposed to skill exhibits and other facilities of the ITI / Polytechnic.
- v. Ask the existing Boys' and Girls' trainees to bring their Sisters, out of School/College Girls', young widowers, destitute orphans Girls and other needy women to participate in the above visit programmes. The Civil Society & members of PRIs may also be requested for their time for above mobilization purpose.
- vi. At the end of visit, arrange meeting of all Girls' students with escort Teachers & Parents in the Conference Hall / Library with presentations covering:
 - Various career options for 10th passouts (+2, Diploma, +2 equivalency) / 8th pass, school / college leavers - facilities available at your Institute viz, Trades-Infrastructure-Hostels-Extra-curricular / Co-curricular facilities-Apprenticeship-Placement facilities-Trainees Welfare Schemes including Sudakshya, online admission procedure through SAMS, free Dress Code, Discipline, Punctuality, work culture in Industries, Employability Skill Training, IT literacy Training, Library facilities, sports & games facilities etc through a Power Point Presentation. Invite queries from the participants and answer every query.
 - Distribute leaflets to the participants with hygienic snacks, safe drinking water, allow cleaned toilets for the participants.
 - Take the attendance of all Girls' participants Teachers & Parents with contact numbers/email ID for record purpose as potential trainees for ITI / Polytechnic.

C. Identification, Interaction and Felicitation of Girls' Role Models.

- i. Identify at least 12 Girls Role Models placed both inside (max 8 nos) and outside the State (min 4 nos) per year, discuss with them about the objective and empanel for delivery of career talks to High School Children at ITI / Polytechnic during their visit period/ participation in High School level / State level High School Children events .
- ii. Interact with all such Role Models before the High School Girls' Students and existing Girls' ITI / Polytechnic trainees about her social background, how ITI / Polytechnic has helped her career, her message to other Girls.
- iii. Prepare displays of all such selected Girls' Role Models in standard acrylic board format circulated to all ITI / Polytechnic .
- iv. Felicitate all such Girls' Role Models with Memento.

D. State level campaign for Girls Mobilization (By PMU of DTE&T, Odisha)

- i. Publicities in Social Media, Electronics & Print Media, consultations with NYKS with preparation of motivational Audio/ video CDs , leaflets etc.
- ii. Organizing ITI / Poly Fests & Convocation ceremony.

E. Costs for Girls Mobilization and utilization procedure:

Sub-Components	Permissible rates per student visit
a. Visit of Girls of High Schools as per given target which will include conveyance on shortest route from Block Head quarters to ITIs, stay in ITIs for 4 hours and refreshment.	: @Rs40/- within 20 Kms : @Rs50/- 20 Kms-40 Kms : @Rs60/- 40 Kms-80 Kms : @Rs70/- 80 Kms-100 Kms : @Rs80/- above 100 Kms
b. Organizing meetings of all stakeholders in education system, 10 th class (continuing/appeared) girls' students including their conveyance at shortest route by road, refreshments, holding competitions with award of certificates, memento and cash prizes, preparation of IEC Materials, leaflets, meeting expenses.	: As per actual limiting to 2 such meetings per training session
c. Local publicity	: As per actual
d. Role Models interactions including cost of their conveyance on shortest route from workplace to ITI, presentation of memento, preparation of displays in standard acrylic board, display at ITI and concerned High Schools preferably from where the student has done her/his schooling.	: As per actual

- i. Savings, if any under any of the above sub-components can be used for any other sub-component in which there are deficits.
- ii. There shall be an ITI / Polytechnic level Committee under the Chairmanship of Principal with Training Officers, Assistant Training Officers and Head Clerk as Members for the purpose of incurring expenses under the scheme by observing all formalities.

iii. A lump sum amount shall be allocated to the Principal by DTE&T, Odisha.

3. Financial support to girl trainees while pursuing training in Government it is / Polytechnic.

- a. **Maintenance Allowances:** The girl trainees of Government ITIs both Senior & junior batches are entitled for Maintenance Allowances @Rs1500/- per month as Hostellers / @Rs500/- as Day Scholars which must be credited into their registered Bank Account through State Scholarship Portal after authentication of the amount payable by the Principal concerned during every quarter during the period of actual start of training month to end of training month.

The differential higher amount is payable to girl trainees if they are in receipt of financial support from other schemes / sources like ST, SC, OBC, Minority, Children of BOC Workers, PwD, Merit, Merit-cum-Poverty, Kalia Yojana and such other stipend / scholarships during ITI / Polytechnic training period. The trainees are required to attend atleast 80% of attendance so that they don't miss the essential coverage of curricula.

- b. **Admission Fees:** The girl trainees are required to deposit Rs100/- as caution money (refundable after completion of course duration) and Rs100/- PA towards premium against 'ITI Trainee Welfare Scheme' at the time of admission into Government ITIs through Students Academic Management System(SAMS) and subsequently examination fees to SCTE&VT, Odisha as prescribed. Other fees/charges except Tuition Fee(which is exempted for girl trainees) of the tuition fee structure shall be credited into DDO account of the ITI / Polytechnic Principals concerned by DTE&T, Odisha under the provisions of the scheme. In the cases where the girl trainees are getting financial support towards this admission fee component from any other sources, they must deposit the same to the ITI/ Polytechnic Principals immediately. In such cases, the Principal shall refund back the amount sanctioned by DTE&T, Odisha.
- c. **Hostel Seat Rent:** The hostel seat rent as per actual number of girl boarders shall be credited into the DDO accounts of ITI / Polytechnic Principals by DTE&T, Odisha. The girl boarders are required to pay only the monthly food charges.

4. Post ITI / Polytechnic training Placement / Apprenticeship Training Financial support

- a. Maintenance Allowances@Rs1000/- per month for Apprenticeship Training inside the State for prescribed duration of apprenticeship training shall be paid through RTGS to the Girl student's Bank account on half yearly basis on verifications of absentee statements of Apprenticeship Employers by the concerned ITI/ Polytechnic Principals.
- b. Maintenance Allowances@Rs1500/- per month for Apprenticeship Training outside the State for prescribed duration of apprenticeship training shall be paid through RTGS to the Girl student's Bank account on half yearly basis on verifications of absentee statements of Apprenticeship Employers by the concerned ITI/ Polytechnic Principals.
- c. One Time Maintenance Allowances of Rs5000/- after completion of 6 months on Jobs outside the State shall be paid through RTGS to the Girl student's Bank account on verifications of continuance on jobs of Employer by the concerned ITI / Polytechnic Principals.
- d. Visit of DAAs /²Principals / AAAs / AAA(Jrs) to other States to ascertain service / apprenticeship / stay conditions of ITI/ Polytechnic passouts (Through SAMC, Odisha).

5. Application Form and sanctions under 'Sudakshya' scheme

- a. The girl trainees have to apply through website <https://scholarship.odisha.gov.in/website/home> for availing financial benefits under 'Sudakshya' scheme
- b. The Standard Declaration Form (one time) at **Annexure-II** shall be used by girl trainees of Government ITIs / Polytechnic seeking financial support under the scheme.
- c. The prescribed Social Message of Hon'ble Chief Minister shall be flashed in the SAMS registered mobile number of girl trainees soon after credit of Maintenance Allowances and other financial benefits
- d. The ITI/ Polytechnic Principals shall provide such Standard Declaration Form to all the girl trainees & facilitate them in filing the online applications at State Scholarship Portal at the time of admission. The ITI/ Polytechnic Principals shall also verify the online applications, authenticate the same and forward for final sanction by DTE&T, Odisha not later than 1st week of every succeeding month. The trainees' shall not have to give applications repeatedly for monthly sanctions.


(Reghu G)
DTE&T, Odisha, Cuttack