

**ROAD MAP /GUIDELINES FOR SELF DEFENCE TRAINING
PROGRAMME OF GIRL STUDENTS IN THE STATE
UNDER STATE YOUTH POLICY, 2013**

The State Government has announced a progressive youth policy for the benefit of young girl students of Odisha. Therefore Government in Higher Education Department has been imparting self defence training for the girl students as per the details guidelines enumerated below:-

1. **Name of the Scheme** : Self-defence Training for College Girl students

2. **Objectives** :

- To empower Girl students.
- To instill self-confidence.
- To make them able to defend against physical assault.

3. **Strategy** :

To achieve the above objectives and to monitor the activity of self defence training, the following strategies are to be implemented.

4. **Monitoring system** :

Four tier systems are needed to supervise the monitoring work.

(a) The first monitoring system to be constituted-

- (1) District Nodal College Principal
- (2) Principal's of sub-nodal colleges
- (3) Coordinators at concerned nodal college

(b) The second monitoring system to be constituted -

(i) District Level Consultant (DLC)

(ii) Principal of each college of concerned district.

District consultant will collect report from each college under their jurisdiction and will send the monthly report to State Advisor.

(c) The third monitoring system to be constituted at District level.

a) District Collector

b) Superintendent of Police

c) C.D.M.O.

d) Principal, Nodal College (Convener)

e) District Programme Officer(NSS)

f) Senior NCC Officer

g) Senior Red Cross Counselor.

The District level Committee will meet from time to time to monitor the training programme in the field.

The Committee will provide guidance from time to time.

(d) The fourth monitoring system consists of :-

The Advisor at State Level Self-defence training programme will monitor the programme of all Colleges. S.L.O.-cum-Deputy Secretary also coordinates the programme. State Advisor and team will monitor the training programme in every month.

5. **Methodology** :

- (a) Nodal Colleges shall find out the sub-nodal Colleges in case of need which would supervise five to six tagged Colleges under their jurisdiction depending upon the geography of the area.
- (b) Each nodal College will prepare a training calendar College-wise and submit the copy of that calendar to DLC.

- (c) Each College will prepare an action plan for self-defence training mentioning the exact training programme schedule and submit the same to the nodal college and DLC.
- (d) DLC will collect information daily through online from the individual college regarding training and other information.
- (e) Effective coordination must be made between Principals of nodal colleges, master trainers and trainees as well as DLC.
- (f) The District Level Consultant shall inspect the colleges as and when required.
- (g) CDMO may be consulted during the time of any health related problem of Master trainer or trainee during the training programme.
- (h) The nodal College Principal shall keep an account of the number and the batch of girl students already trained in their district for future record & reference.
- (i) Principals of nodal colleges need to ensure meticulous follow up plan of action by the tagged college.
- (j) Nodal College will ensure collection of Utilization Certificate of expenditure against the funds given to individual colleges by the nodal college.
- (k) Action Plan Data sheet of Sub-nodal Colleges should follow strictly.
- (l) Principal shall certify each expenditure incurred and submit the receipt to the nodal College for further supervision & monitoring.
- (m) Award must be ensured to the best coordinator and best Master trainer after proper scrutiny by State Advisor.
- (n) There must be two branches at the sub-nodal level.

- (1) Programme team comprising the Programme Officer to implement the Programme
 - (2) Administrative team comprising programme Officer and Accountant to see and coordinate the disbursement of money within two days failing which action as deemed proper will be taken against the person responsible for such delay.
- (o) Trained Master trainer of Higher Education Department with certificates and training manual should be deployed to impart self-defence training at College.

6. **Method of Selection of Master Trainer:**

Master trainer training will be imparted as per the requisition of master trainer block-wise needed by concerned College After proper scrutiny the nodal agency will be asked to provide training schedule and proper training to them.

The phase wise selection of Master Trainers has been made according to the list given by Principals of nodal college.

- (i) The college would select active and sportive women candidates to act as Master Trainers.
- (ii) Master trainer to be preferably from NSS, NCC, Red-cross, Rover, Ranger background.
- (iii) Selected girls should have strong-mental aptitude to act as Master Trainer.
- (iv) For Master Trainer training students should come to the training institute with two recent passport-size photo, track suit and Principals' recommendation letter and bus/train ticket.
- (v) The duration of master trainer training is 7 days with approved prescribed syllabus.

7. **Duration of the Training:**

- A batch comprising 30 students will be trained for onehour duration a day for two weeks excluding Sundays and holidays but not less than 12 days.
- Two batches will be trained in a day by one master trainer.
- Training will be in the morning hours prior to the commencement of the classes.

8. **Quality of Training :**

- Quality is based with framework where emphasis must be given on.
- Focus only on what one must do to escape with courage and strength.
- Practice all the techniques very slowly and softly on soft mats.
- Do not use force or hit hard as these techniques are dangerous and can cause injury.

9. **Action Plan :**

Principals of nodal colleges are to ensure meticulous follow up plan of action by the tagged college, assess impediments, if any, so as to have an overview of the problems ensure periodic reporting through online by the college under the jurisdiction of the Nodal College.

Nodal college will ensure collection of action plan and budget from colleges under their supervision and onward transmission to the Government. Action plan will contain the name of girls to be given training. The name of girls is to be given after training. Action Plan Data Sheet of Sub-Nodal Colleges:

- ** Name of the Nodal College
- Name of the sub-nodal college
- Total No. of Girl students on the college roll

- No. of groups (with 30 in each group) for self defence training
- Date of commencement of self defence training
- Time schedule for completion of all group
- No. of master trainers available
- Budget requirement in total (group-wise)
- Principal shall certify each expenditure and submit the Statement of expenditure to the nodal college.
- The nodal college will place minimum two master trainers for each college on the basis of their training.

Signature of the Principal, Programme Schedule: Name of the College Nodal/Sub-nodal:

Group No.	Duration of training	Name of the trainer	Venue	No. of Girl students attended	Time	Signature of Master Trainer	Signature of Officer in-charge

- Each nodal college will submit a report on the capabilities of the master trainers like efficiency, punctuality and relationship with trainees.
- The Principal of the Nodal College will make necessary arrangement to provide logistic support to the master trainers. Nodal colleges will be the hub for the Master Trainers. The Principal of the nodal colleges would be responsible for arrangement of lodging, boarding, and transport for master trainers. Excess amount, if any is to be spent by the respective college to the extent of Rs. 10,000/- from their P.L. account/college fund, which would be reimbursed from this end.

10. Fund distribution :

- Fund to be placed to the nodal college account by Directorate of Higher Education, Odisha.
- Nodal college to place full fund in advance to each college under his jurisdiction after the training calendar, programme schedule and requirement of fund as per the strength of their girl students submitted by the respective Colleges.
- Master trainer's payment/incentive schedule.

SI. No.	Name of the master trainers with Roll No.	Date of Receipt	Signature	Remarks

- Signature of the Master Trainer
- The fund is Rs. ~~300~~³¹⁰/- per student distributed in the following manner which will be distributed by the nodal college.
 - (i) Trainer's remuneration is Rs.100/- per student.
 - (ii) Diet allowance for each trainee is Rs.120/- (Rs.10/- X 12) days).
 - (iii) Training material for the participant like CD, certificate, documentations, hitting board, dress etc. (Rs.30/-per student).
 - (iv) 'REACT' book cost of Rs. ~~60~~⁶⁰/- per each trainees to be given by nodal college.
- The Principal of the respective college will certify the total expenditure as well as individual expenditure.
- After completion of training programme, immediately UC with OGFR form and certificate of expenditure be submitted to nodal College. Action will be taken against the Nodal –College Principal those would not submit UC immediately after completion of training programme to State advisor with Annexure-VI form.
- Expenditure for refreshment to be certified by the Principal of concerned college.
- Principal of concerned college will give requisition for 'REACT' book to the nodal college on the basis of total girl students taking training.

- For extra logistic support like boarding and lodging will be arranged by the Principal of respective colleges from the college contingency fund.
- TA & DA for squad of Higher Education Department towards monitoring of programme will be borne by performance tracking cell.
- TA & DA for nodal college coordinators and accountant will be borne by concerned nodal college self defense fond.
- Concerned College Principal will submit UC to Nodal College Principal immediately after completion of training Programme otherwise action will be taken against the defaulter Principal.

11. **Further requirement :**

- Feedback shall be taken from Master trainer as well as from trainees by respective college coordinators.
- To motivate and encourage the participants.
- Certificate shall be issued by Nodal College Principal with following format.

**GOVERNMENT OF ODISHA
DEPARTMENT OF HIGHER EDUCATION
SELF DEFENCE TRAINING CERTIFICATE**

Vide G.O.No.19758/HE dtd. 31.07.2013

.....College.....

.....Certified thata girl student of this institution has participated and successfully completed two weeks of self-defence training programme from.....to.....at college level.

Programme-In-charge

Principal

- (v) Evidence: Principal of nodal college shall produce the evidence of training programme in the format, CD, Video, photography, documentation and paper cuttings.
- (vi) Opening and closing function shall be observed by Principal nodal college/people representative/local administrative where certificate will be distributed.
- (vii) Certificate will be given to best nodal college Principal and their team by Principal Secretary, Higher Education after assessing the training programme.
- (viii) Each college shall make a video recording of 01 hour duration. It shall contain the training slots, interview with the Collector, S.P., Chief District Medical Officer, some Principals, teaching members, parents, trainers and trainees. Each sub-nodal college should be covered.
- (ix) Every day an online feedback report to be submitted by sub-nodal college to nodal college and nodal college to the Government.
- (x) All the Colleges to report the total number of girls students with names already taking training.
- (xi) People/Girl students/trainees can submit their views/feedback vide E-mail ID drnjena@gmail.com

341

ANNEXURE - VI

Form of Utilisation Certificate

Name of Department _____

1. Certified that a sum of Rs. _____ (UC Amount) (Rupees _____) has been utilized under the scheme _____ (Scheme Name _____) by (grantee) _____ out of Grant-in-aid/Loan of Rs. _____ (Rupees _____) sanctioned by _____ Department during the financial year _____ as indicated below in Table 1.

2. Out of RS. _____ (Rupees _____) remaining unspent balance of the previous years, a sum of Rs. _____ (Rupees _____) has been utilized as indicated below in Table-2.

3. The utilization has been made for the purpose it was sanctioned and that a balance of Rs. _____ (Rupees _____) remaining unutilized at the end of the year has been surrendered to the Government (vide Challan No. _____ date _____) / will be carried over to the next year _____ / will be adjusted towards the Grant-in-aid/ Loan payable in the next year _____.

Table-1 **Details of Current Year**

Sl. No.	Sanction No & Date	Sanctioned Amount	Utilisation Amount	Balance Amount	Remarks
(1)	(2)	(3)	(4)	[5 (3-4)]	(6)
Total					

Table-2 **Details of Previous Years ***

Sl.No.	Sanction No & Date	Sanctioned Amount	Unspent balance at the close of previous year	Utilisation Amount	Balance
(1)	(2)	(3)	(4)	(5)	6 [(3+4) - 5]
Total					

* (The details of the previous are now being given in the current year)

4. Certified that I have satisfied myself that the conditions on which the grants-in-aid/loan was sanctioned have been duly fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of checks exercised

- 1.
- 2.
- 3.
- 4.

Signature -

Designation -

Date -

STANDARD OPERATING PROCEDURE FOR IMPLEMENTATION OF SELF DEFENCE TRAINING

RESPONSIBILITY OF PRINCIPALS

1. The Principal is to act as the key person and take overall charges of the self-defence monitoring and implementation process.
2. The Principal will ensure the guidelines prescribed by the Department of Higher Education are followed strictly.
3. Principal shall prepare an annual calendar of self defence training.
4. The nodal college Principal shall inspect and monitor the self-defence programme for College girls on a regular basis and Principal will maintain a diary for specifically recording his inspection date and time.
5. The Principal should see that the programme should be effectively implemented in his college as well as in other colleges under his jurisdiction.
6. The grant for self-defence training should be properly utilized and the relevant utilization certificate be submitted to nodal college. Principal of nodal college should be sent the consolidated utilization certificate to Government at the end of the training.
7. The self-defence training units should be made more active and vibrant by concerned college principal.
8. The Principal should conduct weekly review meetings and ensure that training programmes are completed as per roadmap.
9. The Principal is expected to follow all the financial code of conduct strictly and sincerely.
10. The Principal should develop a dynamic culture on the College to work as a proactive master to reach the target.

11. Principal should keep direct touch with sub-nodal colleges and DLC for smooth implementation of self-defence programme.
12. The Principal will be responsible for non-functional of the self-defence training. ✖
13. The Principal will be individually held responsible for any deviation made from the provision of the guidelines which will be viewed seriously.
14. Certificate shall be issued by concerned college Principal and distributed by involving local representative and local administration.
15. The Principal of the concerned College will provide necessary logistic support to the master trainers.

— 9 —

RESPONSIBILITY OF DLC

1. DLC should scrutinise the training calendar of each college and compare the said training calendar with the documents which was submitted by concerned College to nodal College.
2. DLC should examine the exact training programme schedule.
3. DLC will collect information daily through online from the individual college regarding programme of self-defence training.
4. DLC will be responsible for effective coordination between nodal, sub-nodal & individual college.
5. DLC shall inspect the training programme of all the colleges of their district.
6. DLC shall keep an account of the number and the batch of girl students already trained, number of master trainers optimum utilisation of Master Trainers, disbursement of fund by nodal college to individual colleges and submission of utilisation certificate in time.
7. DLCs are to ensure meticulous follow up plan of action by the tagged Colleges as well as nodal college.
8. DLC will ensure collection of utilisation certificate of expenditure against the funds given to individual colleges by the nodal college.
9. DLC to see and coordinate the disbursement of money within two days after the training programme calendar reached at nodal colleges failing which DLC will recommend to Government for taking action against the person responsible for delay.

10. DLC should examine the evidence of training programme in the format, C.D., Video, Photography, paper cutting & feedback from of trainees and attendance sheet of trainees.
11. DLC will be responsible for non-functioning of the training programme in different colleges of their District.

PROCESS FLOW OF SDT AND PROCEDURE OF SUBMISSION OF UTILIZATION CERTIFICATE.

Role of DHE (O)

- As per Govt. instruction, the E.O. (HE) will collect the beneficiary details of the Nodal Colleges like Bank Account details, IFSC Code and MICR No. and shall effect Treasury drawal of funds through e-transfer to Nodal account.
- After drawal of funds, the establishment Officer (HE) shall intimate/ inform to all Nodal Colleges regarding e-transfer of funds of self-defence training to the College account along with a memo to Govt.

Role of Nodal Colleges

- The Nodal Colleges shall play the needful action including preparation of Self-defence training Calendar and placement of required funds to the host/ beneficiary Colleges as laid down vide Govt. Letter No. 12266 (30)/HE, dtd. 09.06.2015.
 - The duty of the Nodal College is to collect the **INFORMATION SHEET ON SDT** from the beneficiary/ host Colleges along with video footage as a token of proof of successful conduct, completion and utilization of funds on SDT for the respective financial year.
 - On the merits of documents on SDT as submitted by the beneficiary/ host Colleges, the Nodal College shall prepare a "**Consolidated Statement of Expenditure**" financial year wise and submit Utilization Certificate in (**Annexure-VI**) to the Nodal Officer in Govt. The format of Utilization Certificate is also appended with the aforesaid Govt. letter.
 - The Nodal Colleges shall collect Utilization Certificate from host College only in the shape of **INFORMATION SHEET ON SDT** and shall not compel the beneficiary/ host College to submit Utilization Certificate in **Annexure-VI**.
 - No subsequent SDT funds shall be released by the Nodal College to the beneficiary/ host College unless total details of previous release of SDT in the form of **INFORMATION SHEET ON SDT** along with soft copy video footage of self-defence training is received.
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Role of Host/ Beneficiary College

- The beneficiary/ host College shall prepare paid vouchers as a token of proof of expenditure and submit it's photocopy to the Nodal Colleges along with "**INFORMATION SHEET ON SDT**" and soft copy video footage, against each release sum they received from the Nodal College.
- The original copy of the paid voucher be sent to Nodal College and photo copy of said voucher be kept with host College.