



UPAY OPERATIONAL POLICY

Revision:2

Date: 05.09.2017

**Director (Operation)
(Administration)**

Director

Approved by Chairman

Contents

SN	Policy Details	Page
	Section 1-Vision, Mission & Core Values	4
	Section 2- UPAY Initiatives	5
	Section 3-Center Operation	5
1	Center Opening	5
2	General Guidelines A) Reach & Teach B) Footpathshala	6--8
3	Essential Infrastructure & Resources : A model Center	8
4	Students Data base	9
5	Syllabus	9
6	Activity Calendar	10
7	Students Development : Bal sabha	10
8	Students Performance monitoring	10
9	Parents Meeting	11
10	Impact Analysis	11

11	Center Closing	12
Section 4 –Function celebration		12
Section 5 –Mentors Development A. Type of mentors B. Training C. Honorarium D. Certificates E. Feedback F. Termination		13-15
Section 6 –Center Monitoring committee		15
Section 7 – Star Rating of Centers		16-18
Section 8 –Operational Team Structure		19
Section 9 – Mandatory Reports		20
Section 10 –Meetings Guidelines		21
Section 11 –Sample Formats A. Admission Form B. Monthly Center Report C. Students Performance report D. Student I card E. Survey Format F. Volunteers 180 Degree Feedback G. CMC format H. Time Table & Activity Chart I. Sports Competition format J. Sample Test Paper K. Sample rank list L. Sample case study		22-40

1. VISION & MISSION

VISION:

- “To overcome disparities in education so that every child gets an opportunity to learn, to grow and to succeed”

MISSION 2020:

- To reach 3000 under privileged children through Reach & Teach initiative.
- To enroll 500 street children into schools through Footpathshala initiative.
- skill development of 100 youth/women through Apnasaamaan initiative.

Core Value(SOLUTION)

Social Welfare

Oppportunity to All

Literacy Enhancement

Under Privileged Advancement

Teach & Reach India

Inspiring Youth

Orientation for Moral & Social values

Nurturing the rural talent

2. UPAY'S INITIATIVES

UPAY has following initiatives:

1. Reach & Teach
2. Footpathshala
3. Granth on Rath : Library for poor, targeting rural area's students
4. Apnasaamaan.com : an E-commerce portal for providing online market to poor artisans

1. Reach and Teach

We are aware that the education is not equally distributed in society. In remote villages or slums, at first stance, there are no proper schools for especially secondary/higher secondary students and if schools are there, then quality of that education is far behind the private schools of cities. What we found in our studies/surveys, that two things usually happen in these circumstances, either the child will drop out due to unavailability of proper resources or if he somehow completes his/her senior secondary, then he/she finds himself/herself nowhere in competitive exams, where they have to fight with students of good schools.

UPAY, with its initiative, Reach and Teach wants to bridge this gap in education in society, so that students of these underprivileged sections of society can equally shine like any other

student. Under this initiative, we mainly focus on the children of underprivileged areas of the society. In rural areas, we focus on the most disadvantageous part of the village, like area where people having occupation ex- daily laborers, small farming, fishing, shopkeepers etc. In urban areas, slum areas that sometimes called hub of crimes, we focus in providing education in these particular areas of cities.

UPAY regularly takes classes in the evening time to assure that every child can get the quality education. Apart of academic classes, UPAY focuses on the creating good moral values and changing the behavior of child in most constructive way. . Currently we have centres of Reach and Teach in Nagpur, Mouda , Gurgaon and Pune

2. Footpathshala

Due of poor productivity in agriculture, farmers are migrating towards nearby industrial towns and metro cities for seeking employment in construction sites, domestic workers etc. There children have too dropout from village schools and travel along with their parents. Due to frequently changing homes as per employment, kids are not able to get enroll in schools in cities.

To provide primary education and skill development we have started footpathshala classes where volunteers from different background like students, working professionals, homemakers etc join hands to teach such children. Currently we have centers of FOOTPATHSHALA in Nagpur, Gurgaon and Pune and we have plans to open more Footpathshala centers in other industrial towns/cities too.

3. CENTER OPERATIONS

3.1) CENTER OPENING:

Guidelines for center opening are followings:

- Decision on setting up a new zone shall be taken by Chairman in consultation with Executive Body.
- New Zone shall be attached with central bank account, till the opening of Zonal account.
- Chairman shall appoint a Steering committee for the coordination of newly added zone till the appointment of Zonal Director.
- Decision on new center opening in the existing zone must be taken by the zonal Director in **zonal meeting** and same must be informed to Director(Operations)
- **Detail survey** of the area must be done before opening of center. - F
 - Ex - backwardness of the area
 - Number of deprived children
 - Occupation of parents
- **Assessment of resources** - volunteers, basic requirement for operations like- space etc
- New center must adhere with the **core values of UPAY**, i.e. Social Welfare, quality etc .
- **Clear cut demarcation**, whether center is Footpathshala or Reach and Tech center.

3.2) GENERAL GUIDELINES:

A) REACH AND TEACH OPERATIONS:

I. FUNCTIONING OF THE CENTER-

- Opening: Prayer => Suvichar (thought of the day) => some oral activity
- Studies/ Activities
- Center closing : National song/ vande matram/ hum honge kamyab (any one)

II. MONTHLY ACTIVITIES

- One Bal Sabha per month F
- One center specific test per month/one centralized test in three months F
- One parents meeting per month

III. PRINCIPLES OF CENTER OPERATIONS

1) DISCIPLINE - Among students/ among volunteers

2) IMPROVING QUALITY -

- A complete new syllabus F
- Equal focus on languages, maths, science, general awareness
- Quality improvement of teachers

3) IMPROVING ANALYTICAL SKILL -Learning through activities

- At least one activity based homework in a week
 - Ex- stick leaves of 5 flowers on a paper, write its name, flower color
 - Ex- Make MAP of your area/village- point out dirty areas/water collected etc
 - Ex- make a chart of cows/buffaloes/calves in your street
- Primary classes- open yard learning
 - Maximum classes of primary classes should be in open environment, where they can speak/read loudly
 - Teacher should give examples, which are present in the immediate environment
 - Teachings with the help of probes, activities
 - More focus on weaker children- never point out them as weaker student in front of all.
- Upper classes- case studies based F
 - Ex- By cheating your friend is getting more marks than you----- what would you do
- Focus on team building exercises

4) Focus on values, morality -BAL SABHA CONCEPT

BAL SABHA

Story telling- by teacher- conclusion- from students + connecting it with local society- In that Ask children about their experiences in the similar conditions, If possible make the characters from students Ex- Sohan is King, Ram is Lion

Drama- in each 2 months one drama on any local issue at popular point/area in village/slum

Case Studies- Based on Morality, the problems generally children face in their day to day life. Make aware them about their rights. What is the course of actions in particular situation?

Debate /Extempore- One topic -pre decided, another is given at the time of bal sabha. One inter-center debate competition in a year

Quiz- One quiz in a month based on very general knowledge / month`s newspaper based + aptitude related questions

Games- creative games, improving team building spirit, team leader qualities

Invitation – for each bal sabha

IV. DOCUMENTATION

- Center operation Diary F
- Students attendance register
- Volunteers Attendance sheet F
- Students performance record F
- Stock Register
- Visitors /Activity books
- Financial data

B) GUIDELINES - FOOTPATHSHALA

1) FUNCTIONING OF THE CENTER-

- center MUST start with prayer
- After prayer 5 mins for meditation
- After it 10 mins for oral activities (tables/ poems/readings etc)- Give rewards
- Study (must be more than 1 hr)- more focus on activities -give rewards a complete new syllabus must be followed based on L1, L2,L3(time bound syl)
- Center Must close with Rastra geet/hum honge kamyab /or any motivational songs

2) DOCUMENTATION

- following documents should be maintained
 1. Attendance registers for students (MUST)

2. Center diary (MUST)
3. Student Report Card
4. Stock register
5. Visitors & activity books

3) IMPORTANT INSTRUCTIONS FOR VOLUNTEERS-

- A volunteer at the center must behave like a teacher at the center
- During center time- use of mobile phone should be restricted
- On birthday celebrations - avoid cake cutting and unnecessary food distributions- instead of it , request to give something according to needs of center
- Center area must be evacuated immediately after closing the center
- Dress up and appearance of volunteers should be descent
- Regular interactions with parents
- Wherever possible , provide i-cards to children
- Surveys must be done in the areas , where our centers are running.

3.3) ESSENTIAL INFRASTRUCTURE AND RESOURCES

S.N	Centre Development/ Initial Centre Requirements	Quantity
1	Almirah=for keeping all the books, attendance registers, documents, sports items and all.	1
2	Black Board/White Marker Board.	2
3	Chatai / Spread Sheet for students.	2
5	Sports items such as carom-boards, ludo, etc	One each
6	Books for setting up a small library including Dictionaries, Story Books, GK Books ,etc	As required
7	Teaching Accessories like world/India Map, Charts such as that of ABCD, Body parts, Flowers, etc	One each
8	Stationary items such as centre diary, attendance registers, Red pens, marker pens, etc.	One each
9	Stationary items for the students such as note-books(4 line, square line,1 line, 2 line) pencils, etc.	3 doz each
11	Miscellaneous items such as Emergency Light.	One each
12	A properly locked suggestion box.	1

13.	A picture of goddess Saraswati for events such as Bal-Sabha ,etc.	1
14	Newspaper subscription for students reading practice.	1
15.	Donor`s record book _____	

3.4) STUDENT`S DATA BASE:

- **ADMISSION FORMS - F**

- Every child who is coming at the center, must be enrolled via filling admission form

- **I-CARDS- F**

- If a child continue come at the center for more than a week, UPAY student I-card must be given to him/her
- All these data about students must be maintained electronically also.

3.5) SYLLABUS

A) REACH AND TEACH:

- Every zone has liberty for developing the syllabus according to the needs of the region
- Until an unique syllabus is not formed for the zone, the state board examination`s books are considered as syllabus
- only requirement is that, every center must equally focus on Mathematics, languages, General knowledge and aptitude of children

B) FOOTPATH SHALA:

- Every zone has liberty for developing the syllabus according to the needs of the region
- This syllabus should be based on the time. Ex L1(First three months), L2 (Next three months) , L3 etc

3.6) UPAY ACTIVITY CALENDER F

- Every zone must make an activity calender for it`s all center.
- It should be made before starting of the academic year , i.e. in June or atleast three months in advance
- It should have health balance among teaching , sports and other developmental activities
- Zonal director is the responsible for making this calendar

3.7) STUDENT'S DEVELOPMENT ACTIVITIES

SPORTS

- A day in a week preferably Sunday must be dedicated to sports activities only
- Equal weightage for out door activities and indoor activities
- Emphasis on games for developing team building and leadership qualities among children

BAL SABHA

- Details of Bal Sabha are given in the general guidelines of Reach and Teach
- Record keeping - who participated in which activities, must maintained electronically also. F

INTER CENTER COMPETITIONS F

- two three inter center competitions must be held per year, where students of a center will compete with the students of the another center in the particular zone
- Ex- Inter center debate competition, inter center singing competition
- At least three inter center tests(Centralized tests)must be taken in a zone and prepare a common merit list across all centers of the zone

ANNUAL VISITS TO SCIENCE CENTER /MUSEUM ETC

- At least one visit per center per year should be done

SEVA DAYS

- At least seven days per center per year in must be dedicated in doing activities for the betterment of the society. Students MUST participate in the activities.
- Ex- cleaning drives, creating awareness about social evils

3.8) PERFORMANCE MONITORING OF STUDENTS

ANALYZING HARD SKILLS- via Tests

- Center specific tests per month and centralized test in every three months
- Data must be maintained electronically and lists of marks must be put on notice boards F

ANALYZING SOFT SKILLS- F

- There must a proper record of each student, in which it must be clearly mentioned that, in which activity he/she participated in a year
- Ex- singing, dancing, painting, debate etc

BEHAVIOR ANALYSIS- F

- STUDENT'S PERFORMANCE REPORT -This report must be maintained by centers physically and electronically

- This tells about student`s overall behavior. Ex- about his/her book keeping, discipline, moral values, attendance etc.

3.9) PARENTS MEETING

GUIDELINES FOR PARENTS MEETING:

- There must be a parent`s meet per month at a center.
- All volunteers, who look at the center, should present.
- DOCUMENTS NEEDED
 - A note book must be maintained, for getting signatures of parents and writing the minutes of the meeting
 - STUDENT`S PERFORMANCE REPORT must be maintained and profiling of each student must be done and it should be shared with the parents
- Never ever target student by calling him/her looser and by saying he/she doesn`t know anything , in front of anyone, even in front of his/her parents . Just highlight the problems in constructive ways and try to motivate the student.
- Try to get feedback from parents, analysis on the shortfall at your center.

3.10) IMPACT ANALYSIS

REACH AND TEACH

- Dropout rate after and before opening the center
- Average percentage of students in board examinations
- Number and percentage of students who completed the graduation
- Number of students, to whom, upay helped in imparting the skills.
- no of events upay did in past one year for the betterment of society

FOOTPATHSHALA

- Number of students are enrolled in regular schools after opening a Footpathshala
- Number of student`s who are retained in the formal schools in the Footpathshala area.
- Number of persons, to whom, UPAY helped in imparting the skills.
- Number of events UPAY did in past one year for the betterment of area
- Number of hygiene drives were taken by UPAY /year

3.11) CENTER CLOSING

- In unavoidable circumstances, if center has to close permanently, following instructions must be followed.
- The decision of closing the center must be taken in zonal meeting and decision must be taken by consensus. The above information must be shared with executive body by zonal director.

- If conditions provide time, then a proper communication must be given to the students and their parents , that from the following date UPAY`s particular center is going to close(temporarily / permanently)
- If center took any permission from local authority /schools for opening the center, then a letter from Zonal secretary must be given to the authority clearly stating about closing of the center(temporarily /permanently)
- The resources, which are present of that particular center shall be deposited in UPAY zonal office by the center head, from there , after maintaining records about these resources can be distributed among other centers. The decision must be taken by zonal director.
- Zonal director must make a closure report and send to the executive body in seven days after closing the center

4. FUNCTIONS CELEBRATIONS

For the betterment of society and development of students, UPAY usually celebrate following functions:

1. Foundation day Function: Shall be coordinated by Director(PR)/Zonal Director and shall be booked in central account under fund raiser activity.
2. Women Day function: Shall be coordinated by Director(Operation)/Zonal Director shall be booked under social awareness event
3. Sports Day: Shall be coordinated by Zonal Director and shall be booked under child development activity.
4. Independence Day/Republic day: Shall be coordinated by Zonal Director and shall be booked under child development activity
5. Clean village campaign: Shall be coordinated by Zonal Director and shall be booked under social awareness event.

GUIDELINES FOR FUNCTIONS:

- This is not a comprehensive list of functions. It can vary according to the **zone`s needs and conditions**. Every zone **must optimize** and finalize the functions, which they want to celebrate in **starting of the academic year**.
- A volunteers **meeting** for celebrating a particular function must be done well before the function`s date
- In the above meeting, the **responsibilities** must be clearly divided among volunteers and a particular volunteer must be designated as the **program coordinator**.
- In the above meeting, **fund estimation** for the event must be done and in principle approval shall be taken by the organizing zone as per UPAY DOP, if the advance is needed then request for this to the finance department immediately.
- In the above meeting, **list of guest** must be finalized and should start inviting the guest well in advance.
- For better coordination a **common group** (EX WhatsApp group) for the particular group can be formed, at the completion the event that should be deleted.

- **Safety and security of children** must be at most. In **no** circumstances it should be compromise.
- **Revised budget estimate** must be made immediately after the function, and **claims** must be applied as soon as possible.
- After completion of the event, volunteers should must held a meeting and write down the **outcomes of the programs**, while highlighting the problems especially. This record should be also maintained electronically.

5. MENTOR`S (VOLUNTEER`S) /TEACHER`S DEVELOPMENT

5.1) TYPE OF MENTORS

- Regular Mentors are those who are available throughout the academic session
- Vocational Mentors are those who come do training/ internship for fixed time period.

5.2) RECRUITMENT OF MENTORS

- PR activities in Colleges /park /Companies
- Online registration: Persons who registered through <http://upay.org.in/join-upay>
- Induction: After filling the registration form, an at least two hours training must be given to the volunteers.
 - After that particular induction, he/she must aware about the vision/mission, roles, responsibilities and disciplinary actions
 - Center allocation should be done in that induction training after consultation with Zonal Director.
- Guidelines for mentors

5.3) TRAINING AND ACCREDITATION OF MENTORS

- Two man days training (1 day at zonal level + 1 day at central level)
- Director(Administration) and Zonal secretary (Administrations) are responsible for these training programs

5.4) HONORARIUM/CONVEYANCE ALLOWANCES/FELLOWSHIP REIMBURSEMENT/PAYMENT

- **PURPOSE**
 - To reimburse the cost of travelling by volunteer/member of UPAY, incurred by him/her for travelling from his/her residence to UPAY centre/ site of work.
- **CONVEYANCE ALLOWANCE GUIDELINES**
 1. Applicable for Volunteers and members who joined UPAY by registering themselves.
 2. No allowance would be payable at the first month.

3. Volunteer can only claim for reimbursement at the end of the month through the claim form for petrol allowance which after having been approved by Zonal director would be processed further by Zonal finance secretary. The attendance sheet certified by centre head would be attached with each claim form.
4. Conveyance allowance will be decided on the basis of attendance of the applicant-
 - a. If present for only 7 days in a month, no allowances payable.
 - b. If present for more than 7-14 days, one-third allowance would be payable.
 - c. If present for more than 14-21 days, two-third allowance would be payable.
 - d. If present for more than 21 days, full allowance payable
5. The amount of allowance as per financial policy is set to:
 - a. For distance less than 5km from residence to area of work= Rs. 500/- per month
 - b. For distance from 5km to 10 km from residence to area of work= Rs. 800/- per month
 - c. For distance more than 10 km from residence to area of work= Rs. 1000/- per month
6. Zonal director will be the final authority along with the Zonal secretary (Finance) and Zonal Secretary (Center Operations) to decide the amount to be paid to the applicant.

5.5) CERTIFICATES FOR VOLUNTEERS:

GUIDELINES FOR CERTIFICATE ISSUANCE:

1. Interns are eligible to get a certificate if they have worked at UPAY for minimum one week (in case of college interns)
2. Volunteers/members/ fellows/operating officers are eligible to get a certificate if they have worked at UPAY for minimum 1 month.
3. Only Zonal Directors/ Director (Administration) are authorized to issue the certificate. Zonal Directors will issue the certificate for the applicants working at zonal level. Director (Administration) will issue the certificate for the applicants working at central level.
4. No certificate shall be issued without the certification of working days by centre heads/ zonal secretaries/ executive body members/ mentors.
5. In case of interns/fellows, Center Head /zonal secretary/executive body members to certify only after receiving the work report and feedback form from the interns (As per internship/fellowship guidelines)
6. To maintain the credibility of organization, members are requested to issue the genuine certificate.
7. A unique number shall be written in the certificate issued and a separate record to be maintained by Zonal Director /Director(Admin) for the issued certificate and shall be shared in the executive body meeting. so that based on the work done by the interns, tie up with colleges to be explored.

PROCESS FOR CERTIFICATE ISSUANCE:

- Step-1: Volunteer to fill the certificate requisition form.
- Step 2: Form to be certified by Center head/Zonal Secretary /Executive body member/ Mentor.

- Step 3: Applicant to submit certified form to zonal director/Director admin for issuance of certificate.
- Step 4: After receiving the duly signed certificate requisition form, Zonal Director /Director (Admin) to issue the certificate along with an unique serial number and stamp of Zonal office on the certificate and file the requisition form for future records.

5.6) 180 DEGREE VOLUNTEER FEEDBACK SYSTEM F

- For getting the actually reality of every volunteer, feedback must be taken from student and fellow volunteers.
- Zonal CMC is responsible for this and shall conduct this activity in every three months.

5.7) TERMINATION OF VOLUNTEER

- Process of termination of a volunteer shall be initiated in zonal meet, if urgent need is there, a special meeting can be conveyed.
- If the allegations on the volunteer are self-proven and for that there is general consensus in the meeting, then the particular volunteer can be terminated with immediate effect by zonal director. If there is any suspicion in the allegations, zonal director must form a at least three member Disciplinary committee, consisting the members of high integrity and that committee shall investigate the matter and produce a report to zonal director. Zonal director should act according to the recommendations of the committee
- If allegations are against the members of zonal team member, same procedure should be followed by executive board.
- For termination of any executive board member, the decision must be taken in the executive board meeting, and here the Disciplinary committee must be formed by chairman. The chairman should act according to the findings of the committee`s recommendations.
- If allegations are against the chairman, then the particular executive board meeting should be chaired by vice- chairman. Here vice- chairman must form the Disciplinary Committee, and Vice- Chairman should act according to the findings of the committee`s recommendations.

6. CENTER MONITORING COMMITTEE (CMC)

GUIDELINES FOR CMC VISIT

- Zonal CMC is responsible for independent monitoring of centers and shall make a report for the zone. **F**
- Zonal CMC will visit every center once in a month along with Zonal Director and secretary (center Operations)
- Zonal CMC submit it report to executive body and core committee
- Zonal CMC review not only operations but audit the financial system also
- Zonal CMC share the report during monthly meeting
- Zonal CMC be responsible for new volunteers induction and training program

7. CENTER STAR RATING

Assessment to be done quarterly in every zone and rating shall be released, and appropriate award shall be given to top performers during annual function. Assessment shall be done on following points.

1. CMC report
2. Documentation
3. Class test performance
4. Volunteer's performance
5. Timely execution of activities

		UPAY CENTER GRADING INDEX										ZONE: MOUDA MONTH : SEPT, 2017	
S. NO	CENTERS	CMC REPORT		DOCUMENTATION		CENTRALIZED TEST		VOLUNTEERS PERFORMANCE		TIMELY EXECUTION OF ACTIVITIES		OVERALL SCORE (5)	STARS
		> 70 = 5 STARS 60-70= 4 STARS < 60= 3 STARS		> 34 = 5 STARS 30-34= 4 STARS < 30= 3 STARS		> 15= 5 STARS 10-50= 4 STARS < 10= 3 STARS		> 90 % = 5 STARS 81-90%= 4 STARS < 80 % = 3 STARS		> Upto Late (Total 4 days)= 5 STARS Late (4 days- 6 days)= 4 STARS Late (>6 days/ any activity missing= 3 STARS			> 4.5- 5 = 5 STARS > 4- 4.5 = 4 STARS < 4= 3 STARS
		MAX POINTS=100	STAR S	MAX POINTS=40	STARS	MAX POINTS=30	STARS	PRESENT (%)= 100	STAR S	DEVIATION(LATE BY NO OF DAYS)	STARS		
1	WADODA	67	4	30	4	9.00	3	77	3	0	5	3.8	★ ★ ★
2	TIGER CHOWK	68	4	32	4	6.76	3	73	3	0	5	3.8	★ ★ ★
3	RAHADI	80	5	38	5	17.00	5	163	5	1	5	5.0	★ ★ ★ ★ ★
4	NATHNAGAR	58	3	30	4	12.00	4	75	3	0	5	3.8	★ ★ ★
5	MATHANI	52	3	22	3	8.58	3	83	4	0	5	3.6	★ ★ ★
6	KUMBHARI	68	4	22	3	11.10	4	99	5	2	5	4.2	★ ★ ★ ★
7	ISHAPUR	73	5	33	4	11.70	4	84	4	0	5	4.4	★ ★ ★ ★
8	GURDEV CHOWK	75	5	35	5	9.80	3	76	3	3	5	4.2	★ ★ ★ ★
9	DAHALI	50	3	33	4	22.30	5	67	3	0	5	4.0	★ ★ ★

CMC (CENTER MONITORING COMMITTEE) REPORT

SN	CHECK POINT	KUMBHARI	ISHAPUR	WADODA	NATHNAGAR	TIGER CHOWK	GURDEV CHOWK	RAHADI	DAHADI	MATHANI
1	Status of Student attendance register	6.7	8.3	8.3	6.7	8.3	10.0	10.0	10.0	6.7
2	Status of volunteers attendance	<u>3.3</u>	8.3	10.0	8.3	8.3	8.3	10.0	10.0	<u>5.0</u>
3	Records of student performance reports	6.7	8.3	5.0	6.7	8.3	8.3	10.0	<u>5.0</u>	<u>5.0</u>
4	Status of center diary	<u>5.0</u>	8.3	6.7	8.3	6.7	8.3	7.5	7.5	<u>5.0</u>
5	checking of sealed suggestion box	10.0	<u>1.7</u>	10.0	6.7	6.7	10.0	10.0	<u>0.0</u>	<u>1.7</u>
6	Status of student mentors and their performance (time table/ skills)	<u>5.0</u>	6.7	6.7	<u>5.0</u>	<u>5.0</u>	<u>5.0</u>	7.5	<u>0.0</u>	<u>5.0</u>
7	Status of timely execution of annual calendar activities	<u>5.0</u>	8.3	<u>5.0</u>	6.7	8.3	<u>5.0</u>	<u>5.0</u>	<u>5.0</u>	<u>5.0</u>
8	Status of UPAY assets like , library , sports , furniture, almirah etc	8.3	<u>5.0</u>	<u>1.7</u>	<u>1.7</u>	<u>3.3</u>	<u>5.0</u>	10.0	<u>2.5</u>	<u>3.3</u>
9	Maintenance of center (like cleanliness, Lighting etc)	10.0	10.0	<u>3.3</u>	<u>1.7</u>	6.7	8.3	5.0	<u>5.0</u>	8.3
10	Whether center is following UPAY center manual guidelines	8.3	8.3	10.0	6.7	6.7	6.7	5.0	<u>5.0</u>	6.7
Total marks(100)		68.3	73.3	66.7	<u>58.3</u>	68.3	75.0	80.0	<u>50.0</u>	<u>51.7</u>

Volunteers 's Performance:

UPAY - TIME TABLE													SESSION 2017-18 AUGUST 2017		
KUMBHARI CENTER															
TEACHER'S NAME	CLASS	SUBJECT	TIME	DAYS							DAYS/ WEEK	TOTAL DAYS(ACCO TO TIME TABLE)	ACTUAL PRESENT	% PRESENT	
				MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY					
MONIKA	ZERO	MATHS, ENGLISH	5:30- 7:30	YES		YES		YES		YES	4	17	21	124	
SHRADHA	1	MATHS, ENGLISH	5:30- 7:30		YES		YES		YES	YES	4	17	19	112	
DAMINI	2	MATHS, ENGLISH	5:30- 7:30		YES		YES		YES	YES	4	17	23	135	
MEENAKSHI	3	MATHS, ENGLISH	5:30- 7:30		YES		YES		YES	YES	4	17	14	82	
DEEKSHA	4	MATHS, ENGLISH	5:30- 7:30	YES		YES		YES		YES	4	17	14	82	
RUTUZA	5	MATHS, ENGLISH	5:30- 7:30		YES		YES		YES	YES	4	17	13	76	
PAYAL	6	MATHS	5:30- 7:30	YES		YES		YES		YES	4	17	14	82	
PALLAVI	7	MATHS	5:30- 7:30		YES		YES		YES	YES	4	17	17	100	
												136	135	99	
ISHAPUR															
TEACHER'S NAME	CLASS	SUBJECT	TIME	DAYS							DAYS/ WEEK	TOTAL DAYS(ACCO TO TIME TABLE)	ACTUAL PRESENT	% PRESENT	
				MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY					
EKTA	ZERO,1	MATHS, ENGLISH	5:30- 7:30	YES	YES	YES	YES	YES	YES	YES	7	31	27	87	
DIVYA	2,3	MATHS, ENGLISH	5:30- 7:30	YES	YES	YES	YES	YES	YES	YES	7	31	25	81	
PUSPRAJ	4,5,6	MATHS, ENGLISH	5:30- 7:30	YES	YES	YES	YES	YES	YES	YES	7	31	26	84	
SHUBAM	7,8,9	MATHS, ENGLISH	5:30- 7:30	YES	YES	YES	YES	YES	YES	YES	7	31	27	87	

Timely Execution of Activities

ACTIVITIES - AUGUST								
CENTER NAME	INDEPENDENCE DAY	BAL SABHA (1)	CENTERALISED TEST (1)	PARENTS MEET (1)	DEBATE COMPETITION	EXTRA ACTIVITIES	POINTS	REASON
ISAPUR	YES	YES	YES	YES	YES	SPORTS, RAKSHABANDHAN	5	
KUMBHARI	YES	YES	YES	YES BUT NEXT DAY	YES BUT NEXT DAY	SPORTS, QUIZE COMPETITION	5	BECAUSE OF RAIN DEBATE COMPETITION POSTPONDED ON NEXT DAY
RAHADI	YES	YES	YES	YES	YES BUT LATE	SPORTS, QUIZE COMPETITION	5	DUE TO LIGHT PROBLEM THEY POSTPONDED IT TO NEXT DAY
DAHALI	YES	YES	YES	YES	YES	SPORTS, QUIZE COMPETITION	5	
MATHANI	YES	YES	YES	YES	YES	SPORTS, RAKSHABANDHAN	5	
NATH NAGAR	YES	YES	YES	YES	YES	SPORTS, RAKSHABANDHAN	5	
GURDEV CHOWK	YES	YES	YES	YES, LATE BY 3 DAYS	YES	SPORTS	5	DUE TO ABSENCE OF VOLUNTEERS
TIGER CHOWK	YES	YES	YES	YES	YES	SPORTS, RAKSHABANDHAN	5	
WADODA	YES	YES	YES	YES	YES	SPORTS, RAKSHABANDHAN	5	

Class Test Performance

ALL CENTERS- TEST RECORD												
DAHALI				ISHAPUR				RAHADI				
Ansh Bawane	2	30	Dahali	Achal Mehar	1	25	Isapur	Atharva Chavhan	1	27.5	Rahadi	
Pratiksha Tohane	2	30	Dahali	Poonam C	1	19.5	Isapur	Darshan Giri	1	26	Rahadi	
Ayushi Bawane	2	30	Dahali	Devanshu	1	19	Isapur	Manav	1	25	Rahadi	
Yesh Bawane	2	13	Dahali	Vedant	1	17	Isapur	Raj Shebe	1	23	Rahadi	
Akansha Tohane	4	24.5	Dahali	Akshara	1	11	Isapur	Gaurav	1	21	Rahadi	
Aadesh Bawane	4	11	Dahali	Mann	1	9.5	Isapur	Akshara Pawar	1	17	Rahadi	
Anshul Bawane	5	21.5	Dahali	Gunjan	1	9	Isapur	Kaveri	1	12.5	Rahadi	
Aditi Motghare	5	19	Dahali	Suraj	1	5	Isapur	Sujal Sonwane	1	8	Rahadi	
Snehal Bawane	7	28	Dahali	Janvi	1	5	Isapur	Priyanshi Shellare	1	7.5	Rahadi	
Poonam Bawane	7	18	Dahali	Suraj Inwate	2	17	Isapur	Shreyash	2	20	Rahadi	
Shruti Bawane	8	24	Dahali	Mahi Dongre	2	17	Isapur	Riya	2	19	Rahadi	
Jyoti Bawane	8	18.5	Dahali	Prince	2	16	Isapur	Ichchha	2	15	Rahadi	
AVERAG SCORE		22.29		Rina	2	15	Isapur	Vithesh	2	11	Rahadi	
				Rameshwary	2	14	Isapur	Krishti Shebe	3	23	Rahadi	
				Nayan Kumar	2	12	Isapur	Sparshika	3	21	Rahadi	
GURDEV CHOWK				Naitik	2	11	Isapur	Shreya Aswale	3	17	Rahadi	
Samiksha	1	25.5	Gurudev Chowk	Akshara Seloker	3	12	Isapur	Janvi Shebe	3	12	Rahadi	
Ansh Barapatre	1	24	Gurudev Chowk	Samiksha Dongre	3	10	Isapur	Ashtha Selokar	3	4	Rahadi	
Om	1	23.5	Gurudev Chowk	Sumit	3	1	Isapur	Soham Puri	3	3	Rahadi	
Pallavi Kirnapure	1	19	Gurudev Chowk	Aishwarya Gorle	4	18	Isapur	Tamanna Sarve	4	25.5	Rahadi	
Sudiksha Nandeshwar	1	7	Gurudev Chowk									

8. OPERATIONAL STRUCTURE

1. Roles and responsibility of Director (Operations)
 2. Roles and responsibility of Zonal Director
 3. Roles and responsibility of Secretary (Operations)
 4. Roles and responsibility of Center Head
-
- i. **Director (Center Operations) :** Reach & Teach and Footpath Shala operations, Coordination with Zonal Director, Coordination with Center Heads, Coordination with Center Monitoring Committees, Coordination with Zonal Secretary(Operations) , I cards of Children, Resources arrangements, Parents meeting, coordination with local Govt authorities, schools, center expansions in the existing zones, center related issues . center expansions in the existing zones in consultation with Zonal Directors
child development related initiative
 - ii. **Zonal Director (from each zone):** Day to day Center coordination, Center Heads Coordination, Zonal Bank Account operations, Funds arrangements, Monthly volunteers meeting, Stipend of the volunteers, Center funds distribution, Center expansions in zone Resources coordination at centers, volunteer's induction and orientation, appointment of center heads, will distribute new volunteers at different centers in consultation with Zonal secretary(operations)
 - iii. **Roles and responsibility of Secretary (Operations):** Responsible for operations of Reach & Teach and Footpath Shala. He has the responsibility of coordination with Center Heads, coordination with Center Monitoring Committees, issuing I- cards of Children, resources requirements and convey to Zonal Directors ,conducting parents meeting, coordination with local Govt authorities , schools center related issues at zonal level, coordination with Dir(Operation) & zonal Directors and assigning the centers to the mentors in consultation with Zonal Directors
 - iv. **Roles and responsibility of Center Head:** Centre Heads to be nominated by the zonal Director in consultation with Zonal Team & volunteers. Centre Head must be at least a registered volunteer process and shall have a bank account.
Centre head will be responsible for centre operations and shall be in charge of UPAY centre. Center head has the prime responsibility to make sure that UPAY activity calendar is followed at his/her center. Centre head will get allowances and centre funds for centre operation. Center head has the responsibility to take care security and safety of students. Center head must has the constant interactions with the local authority of the area

9. MEETINGS

General Guidelines

- Zonal Director along with respective section head will attend all the zonal meetings, if Zonal Director or section secretary is absent, they will nominate one of the Secretary to chair the meeting, Sections: Public Relation, Center operation, Finance, CMC, Administration.
- Secretary CMC in presence of Zonal Director and Secretary Center operation shall do CMC visit.
- Secretary (PR) in presence of Zonal Director shall do PR meetings.
- Meeting with external stakeholders likely to be done by secretary (PR) in presence of Zonal Director.
- Secretary Finance shall do meeting with bank official, charity office, auditors and donors in presence of Zonal Director.
- Meeting related to center operation, like sports meet, centralized tests, etc to be chaired by Secretary (centre operation) in presence of Zonal Directors.
- Venue of meeting will be either UPAY offices, or park (to be decided by the zonal team)
- Meetings related to center will be done at respective centers like center volunteers meet, parents meet, balsabha etc to be taken by center head in presence of Secretary (centre operation), MoM's of every meeting shall be released by respective meeting coordinators.

1. Zonal volunteer meeting:

- This is a monthly meeting and volunteers of the zone should present in this meeting
- Monthly meetings shall be coordinated by secretary (PR) and meeting shall chair by zonal director or in absence of him/her by zonal secretary (operation)
- The main focus of the meeting is all about improving quality of teaching, clearing finances, discussing the problems centers facing, experience sharing.

2. Zonal Team Meeting

- This is quarterly meeting and all zonal secretaries and zonal director must present in this meeting
- Zonal director shall chair this meeting or any other person nominated by him/her, in his/her absence
- **Zonal secretary (operation) must produce Quarterly Operational Report** in every three months in zonal team meeting.
- Decision on new center opening should be taken in this meeting.
- Agenda points must be formed for the Quarterly Executive body meeting

3. Quarterly Executive body meeting

- To be organized quarterly at different zones by Director (Administration) & shall be chaired by Chairman/Vice chairman. Every executive body member must attend the meeting. Quarterly review must be done in the executive body meeting. Agenda of the meeting shall be circulated 10 days prior to the meeting. Date and venue of the next meeting shall be finalized during every executive body meeting itself. If Executive Body members demand meeting by one-third majority, then a demanding meeting shall be called by Director (Administration). For demanding Meeting 50% member's presence should be compulsory. MOMs to be released by Director (Administration). Every month directors

must submit a brief action taken report regarding executive body meeting discussion to executive body.

4. Annual planning meeting:

- To be organized annually by Director (Administration) & shall be chaired by Chairman/Vice chairman. Executive body members, zonal body members and all the life time and general members must attend the meeting. Annual planning, Budget Planning and approval, Annual report approval review must be done in the executive body meeting. Agenda of the meeting shall be circulated 15 days prior to the meeting. Date and venue of the next meeting shall be finalized during every Annual planning body meeting itself.

10. REPORTS

1. Monthly Center Report : F

- This report must be produced in every monthly zonal volunteers meeting by respective center heads.
- This report mainly consists about the data about composition of students (like how many students in each class, which medium they have), about volunteers discipline (their attendance, home visits) , activities done in last month, particular problems that center is facing.

2. Quarterly Operational Report:

- Zonal secretary (operation) must produce this report in every three months in zonal team meeting.
- This report mainly consists about the data about composition of students (like how many students in each class, which medium they have), about volunteers discipline (their attendance, home visits) , activities done in last three months, particular problems of the zone.
- This report must be shared by zonal director with Director (operation)

3. Annual Operational Report:

- Director (operation) must produce this report in every year in annual meet.
- This report mainly consists about the data about composition of students (like how many students in each class, which medium they have), about volunteers discipline, activities done in last one year across all zones, particular problems faced by UPAY operations, impact analysis etc.
- In this report, there must be a clear statement about how near UPAY is with it`s vision and mission. If there is some gap, what measure should be taken to reach the goals.

11. SAMPLE FORMATS

ADMISSION FORM

YEAR:

2017-18

CENTER'S NAME

1. Student's Name(विद्यार्थ्याचे नाव): -----

PHOTO

2. Gender (लिंग): -----

3. D.O.B (जन्म तारीख): -----

4. Class (वर्ग) : -----

5. School's name (शाळेचे नाव) : -----

6. Other Information about child (मुलाविषयी इतर माहिती)

Do you have aadhar card (आपल्याकडे आधार कार्ड आहे का ?) YES (होय) ☐ NO (नाही) ☐

Do you have bank account (आपल्याकडे बँक खाते आहे ?) YES (होय) ☐ NO (नाही) ☐

Do you have any insurance (आपल्याकडे कोणतेही विमा आहे का ?) YES (होय) ☐ NO (नाही) ☐

Any vaccination (कोणतीही लसीकरण) YES (होय) ☐ NO (नाही) ☐

7. Family details (कुटुंब तपशील):

Relationship(नाते)	Name (नाव)	Age (वय)	Education (शिक्षण)	Occupation (व्यवसाय)
Father (वडील)				
Mother(आई)				

8. Parent's Phone No(फोन नं.) : -----

9. Address (पत्ता) : -----

Declaration(घोषणा): I declare that the details mentioned above about my child are true. I shall abide by the rules and regulations of UPAY(मी घोषित करतो कि वरील उल्लेख केलेल्या सर्व बाबी सत्य आहेत .मी उपायाचे सर्व नियम पालन करण्या साठी बाध्य राहीन)

Date(दिनांक) :

Place(स्थान) :

Sign (पालकाची सही)

Parent's

FOR OFFICE USE (कार्यालय कामासाठी)

REG. NO.
CENTRE HEAD SIGN

ADMITTED



UPAY- MONTHLY ACTIVITY REPORT



STUDENTS COMPOSITION

TOTAL NO OF STUDENTS =				
<1 =	1 =	2 =	3 =	4 =
5 =	6 =	7 =	8 =	9 =
10 =	11 =	12 =	>12 =	
Medium (Marathi)		NO =	% =	
Medium (English/Semi-English)		NO =	% =	

VOLUNTEERS PERFORMANCE

NAME OF VOLUNTEER	ATTENDANCE		NO OF HOMES VISIT
	ACCO TO TIMETABLE	ACTUAL	

ACTIVITIES

ACTIVITY	OUTCOME

PROBLEMS



VOLUNTEERS ATTENDANCE SHEET

UPAY



CENTRE:
MONTH:

PLEASE MENTION YOUR ARRIVAL TIME AT CENTRE

DATE						OTHER VOL.(1)		OTHER VOL.(2)	
						NAME	TIME	NAME	TIME


UPAY

STUDENT'S PERFORMANCE REPORT (SPR)

CENTRE : MONTH:

S.NO	STUDENT'S NAME	APPEARANCE (HAND-MOUTH WASHED, CLOTHS, SLEEPERS) (1)GOOD (2)FAIR (3) BAD	BOOK KEEPING (BOOK, PEN, PENCIL, BAG etc) (1)GOOD (2)FAIR (3) BAD	HOME WORK (1)ALWAYS DO (2)SOMETIMES NOT DO (3)SOMETIMES DO (4) NEVER DO	Attendance (1) Good (2) Fair (3) Poor	Marks (in last test)	OVERALL (1)EXCELLENT (2)GOOD (3)FAIR (4) BAD	REMARKS

STUDENT'S I-CARD

	
UPAY NGO	
UnderPrivileged's Advancement by Youth	
NGO Reg.No-MAHARASHTRA/268/2011/BHANDARA	
(Registered Under MUMBAI Public Trust Act-1950)	
IDENTITY CARD CENTER- 2017-20	
	STUDENT NAME :
	STUDENT ID NO :
	GUARDIAN'S NAME:
	DOB :
	CLASS :
उपाय कोशिश एक बेहतर कल की...	

Survey Format

Name of the head	
Gender	
Age	
Caste	
Education	
What is your main occupation?	
Monthly income	
How many people live in the household?	
Type of house- Kuccha(1), Semi pucca (2), Pucca (3)	
Type of fuel in cooking- Gas(1), Wood/cow dung(2)	
Proper Toilet- Yes/No	
Mobile No:	
Do you own a motor – cycle?(Y/N)	
Do you own a TV?(Y/N)	
Do you read a newspaper? (1 – Every day; 2 – Sometimes; 3- Never)	
Are you satisfied with your children's studies?(Y/N)	

Child's Name	Gender	Age	Mother's Education	Father's Education	Are you enrolled in school? Y/N	If dropped out - which class?	For those in school - in which class are you in?	School name	Medium of school: English(E) Hindi(H)	How do you travel to school? BUS-2, SELF-	Proper School Uniform (Y/N)	Do you know UPAY	Are you coming at UPAY

School codes:	
	J
Janta public school	
Sirdi Sai School	S
Tidke college	T
Mathraji prathmik Shala	M
Others	O

VOLUNTEER FEEDBACK FORM

Name:

Centre:

Contact Number:

SN	Mentors /Teachers	Teaching style	Regular ity	Discipline	Behavior with students and teachers	Character /Moral values/ Behavior with girls/women	Brief Feedback /Remarks	Total Marks
1								
2								
3								
4								
5								
6								

Marks from 1: poor to 10 : very good

CENTER PERFORMANCE REPORT BY CMC(CENTER MONITORING COMMITTEE)

Name of the Center :

Evaluation month:

Name of The Center Head:

Evaluation date & Time:

Rate performance from 1 to 5 (1 is poor and 5 is excellent)

SN	Check points	1 point	2 point	3 point	4 point	5 point
1	Status of Student attendance register					
2	Status of volunteers attendance register					
3	Records of student performance reports					
4	Status of center diary					
5	checking of sealed suggestion box					
6	Status of student mentors and their performance					
7	Status of timely execution parents meeting and centralized tests					
8	Status of UPAY assets like , library , sports , furniture etc					
9	Maintenance of center (like cleanliness etc)					
10	Whether center is following UPAY center manual guidelines(prayer with music during beginning and end of class , thought of the day, revision of tables every day, sports day , story telling etc, please refer UPAY manual for detail)					
	Total marks					
	Over all Center Performance					
10	Problem faced in the last month & its present status					
11	Present month issues (like electricity problem, space constraint , IR issues etc)					
12	Suggestions /Remarks					
Pathetic(0-10)		Poor(10-20)	Average(20-30)	Good(30-40)	Excellent (40-50)	

CMC Head

CMC Coordinator

SAMPLE TIME TABLE

UPAY - TIME TABLE											
KUMBHARI CENTER						SESSION 2017-18					
TEACHER'S NAME	CLASS	SUBJECT	TIME	DAYS							DAYS / WEEK
				MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	
MONIKA	ZERO	MATHS, ENGLISH	5:30-7:30	YES		YES		YES		YES	4
SHRADHA	1	MATHS, ENGLISH	5:30-7:30		YES		YES		YES	YES	4
DAMINI	2	MATHS, ENGLISH	5:30-7:30		YES		YES		YES	YES	4
MEENAKSHI	3	MATHS, ENGLISH	5:30-7:30		YES		YES		YES	YES	4
DEEKSHA	4	MATHS, ENGLISH	5:30-7:30	YES		YES		YES		YES	4
RUTUZA	5	MATHS, ENGLISH	5:30-7:30		YES		YES		YES	YES	4
PAYAL	6	MATHS	5:30-7:30	YES		YES		YES		YES	4
PALLAVI	7	MATHS	5:30-7:30		YES		YES		YES	YES	4
AMITA	8,9	MATHS, SCIENCE	5:30-7:30	YES	YES	YES	YES	YES	YES	YES	7

SAMPLE UPAY ACTIVITY CALENDAR



UPAY Activity Calendar

August 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6 Volunteers Meeting	7	8	9	10	11	12 General Body Meet
13 Sewagram Visit	14	15 Independence Day Celebration	16	17	18	19
20 Centralized Test (CT)	21	22	23	24	25	26 CT Results & Lists on NB
27 Bal Sabha	28	29	30 Debate Competition	31 PM		
GK Day						

SAMPLES FOR COMPETITIONS

UPAY- INTER-CENTER DEBATE COMPETITION

विषय - मेरा आदर्श गाँव - समस्याएँ एवम समाधान

S NO	NAME	CENTER	CLASS	BODY LANGUAGE (10)	LANGUAGE CLARITY(10)	RELEVANCE (10)	INNOVATIVE IDEAS(10)	TOTAL(40)	DEBATE (60)	GRAND TOTAL (100)
1										
2										
3										
4										

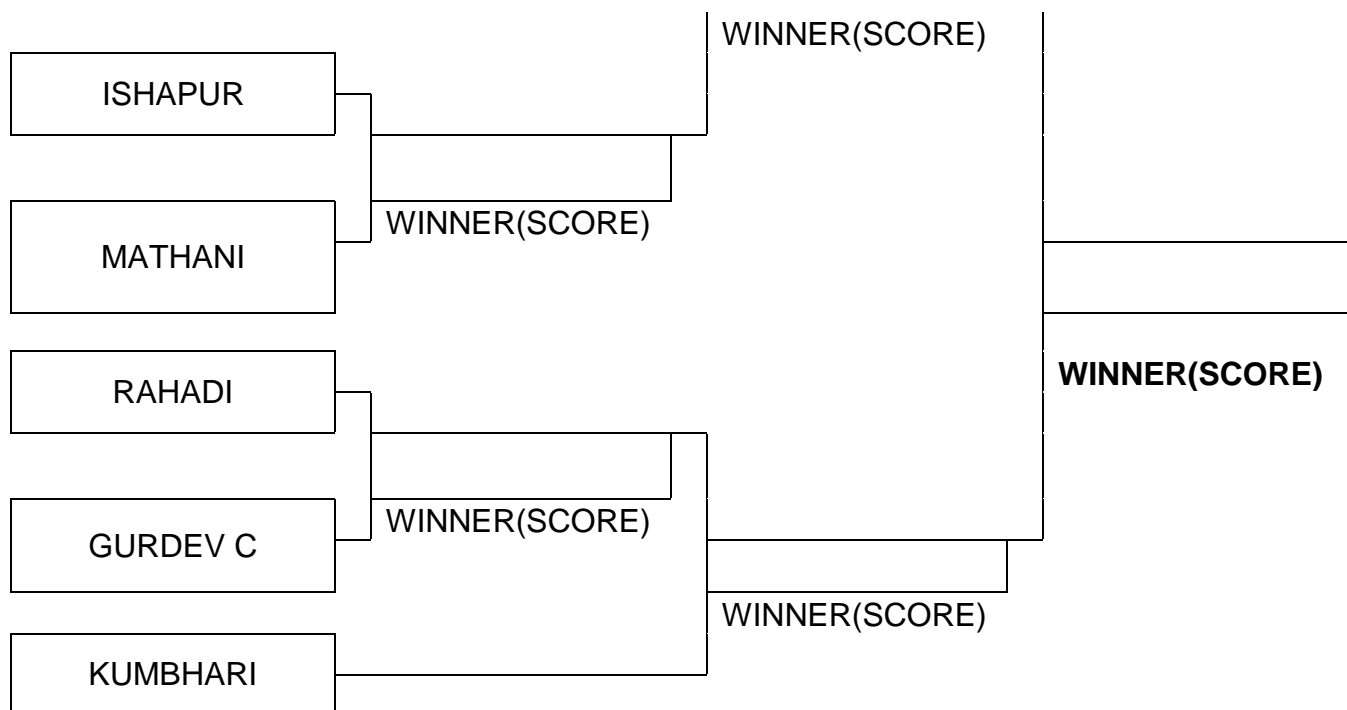
UPAY- INTER-CENTER POSTER MAKING COMPETITION

S. NO	NAME	POSTER		EXPLANATION		TOTAL	GRAND SUM
		MAKING (10)	RELEVANCY (10)	RELEVANCY (10)	CONFIDENCE/LANGUAGE (10)		

SPORTS COMPETITIONS SCORE CARDS

UPAY	SCORE CARD	BOYS KHO
	KHO	

WADODA						
NATHNAGAR		WINNER(SCORE)				



RELAY BOYS

	ISHAPUR	KUMBHARI	RAHADI	DAHADI	MATHANI	NATHNAGAR	GURDEV	NATHNAGAR
TIME								
POSITION								

RELAY GIRLS

	ISHAPUR	KUMBHARI	RAHADI	DAHADI	MATHANI	NATHNAGAR	GURDEV	NATHNAGAR
TIME								
POSITION								

SPORTS COMPETITIONS TEAMS

UPAY INTER CENTER SPORTS COMPETITION							
BOYS LIST							
KHO KHO- BOYS							
	ISHAPUR	KUMBHARI	RAHADI	NATHNAGAR	GURDEV	MATHANI	WADODA
1	NIKHIL-C	TUSHAR-C	GANESH-C	KUNAL-C	RAJAT-C	MAYUR	SHUBAM-C
2	SANKET	PRAFUL	SAHIL	YASH	AKASH	SHRIKANT	RAJENDRA
3	KAPIL	HARSHAL	SAHI	ARYAN	LOMESH	MAYUR	HIMANSHU
4	ANURAG	LOKESH	AYUSH	SARANG	NITIN	ABHISHEK	ANIKET
5	AKHIL	HARSHAL	NIKHIL	NIKHIL	PRANAY	VIPIN	ANKESH
6	PRADHYUM	RAHUL	AKSHAY	ANUJ	HARSH	KIRAN	RITESH
7	DURGESH	HIMANSHU	NIKHIL	ANISH	ABHISHEK	AYUSH	PAWAN
8	OMPRAKASH	PRAJWAL	PRAVIN	ROHIT	SAHIL	MANTHAN	AKHILESH
9	AYUSH	AKSHAY	PRAVIN	OM	LOKESH	RITIK	ABHISHEK
10	SHIVAM	AJAY	AADITYA	NIKET			AKASH
11	SHUSHANT		HARSH	MURANDER			

RELAY- GIRLS								
	ISHAPUR	KUMBHARI	RAHAD I	NATHNAGAR	GURDEV	MATHANI	WADODA	DAHADI
1	VRUSHALI-C	ACHAL-C	SALONI-C	JYOTI-C	DURGA-C	VANDHANA	TANYA-C	POONAM-C
2	ALISHA	RINKU	PRAJKTA	BHOOMIKA	NISHA	PRIYANKA	PRIYANKA	AACHAL
3	KOMAL	SIYA	SHRUTI	PAYAL	SADIYA	TANU	MONIKA	DISHANI
4	PRANALI	PRACHI	PRIYANKA	SEJAL	SANJANA	MANSI	PRATIKSHA	SHRUTI

SAMPLE TEST PAPERS
TEACHERS QUALITY ASSESSMENT PROGRAM

CLASS 4 & above Name:..... Center's Name:

MATHEMATICS

Q1- Find the ratio of 50 paise to Rs 5 .

- (a) 1:1 (b) 1:10 (c) 1:100 (d) 10:1

Q2- What will be the product of $(a^2) \times (2a^{22}) \times (4a^{26})$

- (a) $8a^{46}$ (b) $8a^{48}$ (c) $6a^{50}$ (d) $8a^{50}$

Q3- Find the value of 3^{-2}

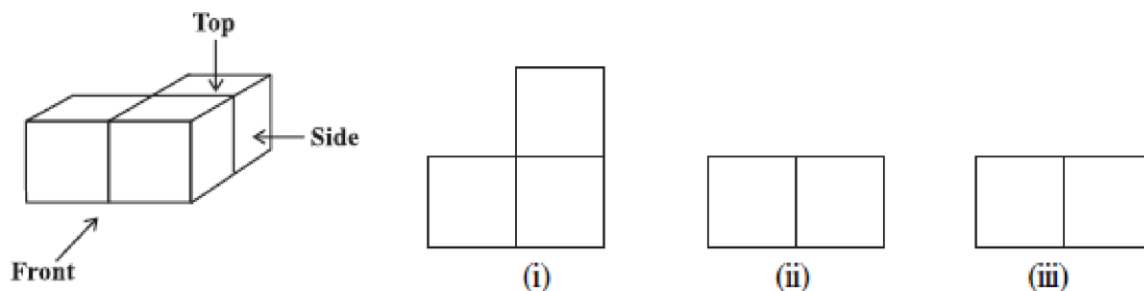
- (a) 9 (b) $1/9$ (c) 6 (d) -6

Q4- Which of the following number is divisible by 3

- (a) 1234 (b) 153 (c) 154 (d) 155

Q5- Find the value of $3x(4x-5)+3$ for $x=3$

Q6 - For given solid, identify the top view, front view and side view



Q7 –Find the value of m for which $5^m \div 5^{-3} = 5^5$.

Q8. A machine in a soft drink factory fills 840 bottles in six hours. How many bottles will it fill in five hours?

Q9 Find the values of the letters in each of the following and give reasons for the steps involved

$$\begin{array}{r}
 4 \ A \\
 + \ 9 \ 8 \\
 \hline
 C \ B \ 3 \\
 \hline
 \end{array}$$

ENGLISH

1 Complete the sentences by writing 'ing' form of words given

[write, drive, read, go, play, eat]

1. I am to school.
2. Sunil is a book.
3. Radha is her breakfast.
4. Prasanth is a letter.
5. Sanjay is a car.

2 Write the names of 5 animals

- a. _____ b. _____ c. _____
d. _____ e. _____

3 Complete the questions with the words in the box given below

(Have, Who, What, Where)

- a. _____ is your home?
- b. _____ do you eat?
- c. _____ is your class teacher?
- d. _____ you done your homework?

HINDI

1. विलोम शब्द लिखो ।

जीवित धनी
खर्च कष्ट

2. लिंग बदलो ।

सन्यासी धोबी
नर आदमी

3. अलग अलग अर्थों में वाक्य में प्रयोग करो ।

पूर्व
जल
मन
मगर

Name:
22/07/2017

Center:

CLASS-IX

DATE:

Duration: 1 HR

1.GENERAL KNOWLEDGE

Q-1 Answer the following multiple type Questions

(5 marks, one mark each)

(A) World environment day is celebrated on which date?

- (a) Dec. 5 (b) July (c) June 5 (d) Nov. 5

(B) Who is the new President of India?

- (a) Pranab Mukherjee (b) Pratibha Patil
(c) A. P. J Abdul Kalam (d) Ram Nath Kovind

(C) Who is known as 'Father of Computers'?

- (a) Vannevar Bush (b) Charles Babbage
(c) Howard Aiken (d) John Atansoff

(D) Who composed our National anthem?

- (a) Rabindra Nath Tagore (b) Sir Aurbindo Ghosh
(c) Bankimchandra Chatterjee (d) Mohd Iqbal

(E) How many union territories does India have?

- (a) 5 (b) 6
(c) 7 (d) 8

2. ENGLISH

Q-2 Fill in the blanks with article a/an/the or with no articles


(5 Marks, one mark each)

- (A) They _____ are playing cricket (a, an, no article needed)
(B) They usually spend their holidays in ____mountains (a, the, no article needed)
(C) Someone call _____policeman (a, an, no article needed)
(D) She is _____ ideal girl (a, an, no article needed)
(E) Someone call _____ Police (a, the, no article needed)

Q- 3 Write an essay on my village (At least 10 lines)






(5marks)

3. GENERAL APTITUDE


3	9	3
4	16	4
5	10	

Q-4 Solve the following puzzle

(2+1+1=4 marks)

	+	7	=	
+		+		+
8	+	5	=	
=				
12	+	12		24

(

5	9	13
6	10	14
8		16

4. MATHEMATICS

Q-5 Write the correct symbol (>, < or =) in each box

(2 Marks)

(A) $122 \underline{\hspace{1cm}} 197$

(B) $-17 \underline{\hspace{1cm}} -50$

(C) $\frac{1}{2} \underline{\hspace{1cm}} \frac{2}{3}$

(D) $\frac{4}{5} \underline{\hspace{1cm}} 0.75$

Q-6 Write the following in Set builder form

(1+1=2 marks)

(A) $A = 1, 3, 5, 7, 9$

Answer = _____

(B) $A = a, e, i, o, u$

Answer = _____

Q-7 Write the following in Roster form**(1+1=2 marks)**(A) $C = z/z$ is a prime number, $10 < z < 20$

Answer = _____

(B) $A = x/x = n$, $n = 5 \leq n \leq 15$

Answer = _____

SAMPLE RANK LIST OF TESTS**UPAY CENTRALIZED TEST 1 (2017-18) - MOUDA**

CLASS 1			
RA NK	NAME	CENTER	MAR KS
1	Rameshwari	Isapur	30
1	Soham	Kumbhari	30
1	Lucky	Kumbhari	30
1	Raman	Kumbhari	30
1	Daksh	Kumbhari	30
1	Sushant	Rahadi	30
1	Vitesh	Rahadi	30
1	Shreyash	Rahadi	30
1	Wanshika	Dahali	30
1	Chaitanya	Mathani	30
1	Suhani	Mathani	30
1	Sudhanshu	Mathani	30
1	Muskan	Gurdev Chowk	30
1	Rohit	Wadoda	30
1	Aayush	Wadoda	30
1	Tushar	Wadoda	30
17	Pratiksha	Dahali	29

CLASS 2			
RA NK	NAME	CENTER	MAR KS
1	VAISHNA VI	KUMBHAR I	30
1	SPARSHI KA	RAHADI	30
1	PIYUSH	DAHALI	30
1	SEJAL	MATHANI	30
1	ARYAN	MATHANI	30
6	SHREYA S	MATHANI	29
6	PREM	WADODA	29
8	SUJAL	MATHANI	28
9	ADITYA	RAHADI	26
9	SANTAN U	MATHANI	26
9	NAITIK	MATHANI	26
9	SHRUTI	WADODA	26
9	KAJAL	WADODA	26
14	MEENAK SHI	NATHNAG AR	25
15	SHREYA	RAHADI	24
16	JANVI	KUMBHAR I	23
17	ASHU	ISHAPUR	22

CLASS 3			
RA NK	NAME	CENTER	MA RKS
1	AKANSHA	DAHALI	30

CLASS 4			
RA NK	NAME	CENTER	MA RKS
1	PRANALI	KUMBHARI	30

1	ASHAY	MATHANI	30
1	YASH	GARDEV CHOWK	30
4	AVIKA	KUMBHARI	29
4	PRASHAN NA	RAHADI	29
4	HIMANSHI	MATHANI	29
4	SURAJ	WADODA	29
8	ADITYA	ISHAPUR	28
8	VANSH	KUMBHARI	28
8	TANMAY	RAHADI	28
8	SUJAL	MATHANI	28
8	RESHMA	GARDEV CHOWK	28
8	ARUSH	WADODA	28
8	DISHANT	WADODA	28
15	MAHESH WARI	ISHAPUR	26
15	TAMANNA	RAHADI	26
15	ADESH	DAHALI	26
15	DIMPAL RAJ	MATHANI	26
15	ARCHANA	MATHANI	26
15	VISHAL	NATHNAGAR	26
15	KOMAL	GARDEV CHOWK	26
15	KALYANI	WADODA	26
15	POOJA	WADODA	26
24	AYUSH	NATHNAGAR	25

1	PRANALI	WADODA	30
1	JANHVI	WADODA	30
4	KARTIK	KUMBHARI	29
4	RAKSHAK	MATHANI	29
4	KHUSH	WADODA	29
4	VAISHNAVI	WADODA	29
8	SUJEET	KUMBHARI	28
8	TRITIKA	MATHANI	28
8	SHRUTI	NATHNAGAR	28
11	AYUSH	DAHALI	27
11	ANSHUL	DAHALI	27
11	AACHAL	WADODA	27
14	AYUSH	ISHAPUR	26
14	SHRUTI	RAHADI	26
14	GAURI	NATHNAGAR	26
17	ALOK	ISHAPUR	25
17	NITESH	WADODA	25
19	PRACHI	RAHADI	24
20	PRAVIN BAGDE	RAHADI	22
20	PRAGTI	NATHNAGAR	22
20	TEJAS	GARDEV CHOWK	22
20	JANHVI PATLE	WADODA	22
24	ADITI	DAHALI	21

CASE STUDIES

UPAY

CASE STUDY- FOR VOLUNTEERS

आप एक सेंटर के संचालक (centre coordinator) हैं। एक दिन अटेंडेंस रजिस्टर देखते हुए आप पाते हैं की क्लास 6 का स्टूडेंट राकेश काफी दिनों से क्लास नहीं आ रहा है। जब आप क्लास के अन्य बच्चों से बात करते हैं तोह वो बताते हैं की राकेश ने आना बंद कर दिया है। राकेश पढ़ने में काफी होनहार छात्र है।

अ) इस स्थिति में आप क्या कदम (steps) लेंगे ?

ब) जब आप राकेश के घर जा के बात करते है, तोह राकेश कहता है की "वो सेंटर पे आना चाहता है पर पापा मना करते हैं " उसके बाद जब आप उनके पिता जी से बात करते हैं तोह वो कहते है की "उपाय के सेंटर पे उनके बच्चे पे अच्छे से फोकस नहीं हो पा रहा है। और उपाय में जाने की वजह से उसके पास स्कूल के अलावा बहुत काम समय रह पाता, इसी वजह से वो अपना होम वर्क भी नहीं कर पाता है"। इस समय आप किस तरह से उसके पिता जी को समजायेंगे और भविष्य में ऐसा फिर से न हो इसके लिए क्या उपाय करेंगे ?

CASE STUDIES

- 1) आप हर दिन कॉलेज आने के लिए एक बस स्टैंड से बस पकड़ते हैं। इस बस स्टैंड पे लड़कियों से छेड़ छाड़ एक बहुत ही आम बात हो गयी है। आपके सामने भी एक दिन ऐसी स्थिति आती है जब आपही के सामने एक लड़की के साथ आपही के कॉलेज के दो लड़के छेड़खानी करते हैं। आप एक जिम्मेदार नागरिक होने के तहत क्या कदम उठायेंगे ?
 - A) ये रोज की घटना है, अतः आम बात है, इसीलिए कुछ नहीं करेंगे
 - B) जाके उन लड़कों को समजाएंगे, की ऐसा करना कितना गलत है
 - C) आप कॉलेज प्रिंसिपल से शिकायत करेंगे क्योंकि ये लड़के आपही के कॉलेज के हैं, और एक सुधरने का चांस देंगे।
 - D) आप तुरंत मदद के लिए लोगों से अपील करेंगे और अगर हो सकेगा तो पुलिस कंप्लेन करेंगे।
 - 2) आपही के पास में एक परिवार में एक लड़का एवं एक लड़की हैं। लड़का 8 क्लास में एवं लड़की 9 क्लास में पढ़ती है। दोनो एक मराठी स्कूल में पढ़ने जाते हैं। लड़की लड़के से पढ़ाई में होशियार है। आप कुछ दिनों में पाते हैं की उनके माता पिता ने लड़के को इंग्लिश मीडियम कान्वेंट स्कूल में डाल दिया है, जबकि लड़की अभी भी मराठी मीडियम की स्कूल में जाती है, जिस स्कूल की स्थिति सही नहीं है। आप ऐसी स्थिति में क्या कदम उठायेंगे।
 - A) यह समाज की एक आम बात है, और उस परिवार का निजी विषय है, इसलिए इसमें दखल नहीं देंगे।
 - B) उस लड़की को आप ट्यूशन देकर लगेगा जिस से की वो भी इंग्लिश मीडियम के बच्चों जितनी सिख सके।
 - C) लड़की के माता पिता को समजाएंगे की लड़किया भी लड़कों के बराबर ही है।
 - D) महिला आयोग एवं सरपंच से इसकी शिकायत करेंगे।
 - 3) आप एक NGO में काम करते हैं, जो की महिलाओं के हितों के लिए काम करती हैं। आप अपना काम बहुत ही ईमानदारी से करते हैं, एवं मानते हैं की महिलाये भी पुरुषों के सामान ही होती हैं। एक दिन आप पते हैं की आपके एक बहुत नजदीगी रिस्तेदार अपनी बहु को दहेज के लिए मार रहे हैं। आप और पता लगते हैं तोह पते हैं की ऐसा शोषण लगातार उनकी शादी के बाद चल रहा है, अक्षर मार पीट भी होती है। ऐसी परिस्थिति में आप क्या कदम उठायेंगे ?
 - A) कुछ करने से आपके परिवार की बदनामी होगी, इसीलिए इस विषय पे चुप रहेंगे।
 - B) आप इसकी शिकायत सीधे पुलिस में करेंगे और कोशिस करेंगे की आपके रिस्तेदार को कड़ी से कड़ी सजा मिले।
 - C) आप अपने रिस्तेदार को समजाएंगे, देहेज लेना और मारपीट करना कितनी गलत बात है।
 - D) आप गावें वालों की मदद लेंगे, और उस रिस्तेदार का समाज से बहिष्कार करवायेंगे।
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