



**The Uttor Chandipur Community Society**

**Annual Report 2010 - 2011**



**P.O and Village: Khanjanpur, Via Sriniketan, Birbhum,  
West Bengal, 731 236, India**  
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**Registered under the West Bengal Registration of Societies Act XXVI, 1961 No: S/IL/ 30133 2005-6**

*Registered under 12AA of the IT Act 1961 No: T-18/16/CIT/BWN/08-09/3921*

*Certificate of Exemption under 80G of the IT Act 1961 No: T-18/16/CIT/BWN/08-09/3925*

*Approved for Prior Permission under FCRA No: II/21022/94(0169-01)/2008-FCRA-III*

**Suchana Uttor Chandipur Community Society**  
**EXECUTIVE COMMITTEE**  
**August 2010**

|    | <b>Name</b>    | <b>Address</b>   | <i>Father/husband Name</i> | <i>Occupation</i>                | <i>Description</i>  |
|----|----------------|--|----------------------------|----------------------------------|---------------------|
| 1  | Santana Konra  | Village: Aliabad (Kamalakantapur), PO Khanjanpur, via Sriniketan, Birbhum, West Bengal 731 236   | Bhagya Konra               | Farmer                           | President           |
| 2  | Sushanto Ghosh | PO and Village: Khanjanpur via Sriniketan, Birbhum, West Bengal 731 236                          | Chittaranjan Ghosh         | Farmer                           | Vice-President      |
| 3  | Somnath Dolui  | Subhashpalli, Shyambati, Santiniketan, Birbhum, West Bengal 731 235                              | Nilmoni Dolui              | Teacher                          | Secretary           |
| 4  | Rahul Bose     | 'Uttor Phalguni', PO and Village: Khanjanpur, via Sriniketan, Birbhum, West Bengal 731 236       | Sanat Bose                 | Documentary film maker           | Treasurer           |
| 5  | Jhuma Gonrai   | Village: Kamalakantapur, PO Khanjanpur, via Sriniketan, Birbhum, West Bengal 731 236             | Debi Gonrai                | Teacher                          | Assistant Secretary |
| 6  | Bhabini Baski  | Village: Bishnupati, PO Sattor, Birbhum, West Bengal 731 236                                     | Bodo Baski                 | Student                          | Executive Member    |
| 7  | Gopal Saha     | Village: Ballavpurdanga, PO Santiniketan, Birbhum, West Bengal 731 235                           | Ballav Chandra Saha        | Artist                           | Do                  |
| 8  | Krishna Kora   | Village: Aliabad (Kamalakantapur), PO Khanjanpur, via Sriniketan, Birbhum, West Bengal 731 236   | Sohodeb Kora               | Health Worker                    | Do                  |
| 9  | Putul Hembrom  | PO and Village: Khanjanpur, via Sriniketan, Birbhum, West Bengal 731 236                         | Buro Hembrom               | Farmer                           | Do                  |
| 10 | Putul Tudu     | PO and Village: Khanjanpur, via Sriniketan, Birbhum, West Bengal 731 236                         | Panchu Tudu                | Farmer                           | Do                  |
| 11 | Lakshmi Konra  | Village: Ringdanga (Kamalakantapur), PO Khanjanpur, via Sriniketan, Birbhum, West Bengal 731 236 | Dulal Kora                 | Farmer                           | Do                  |
| 12 | Kartik Konra   | Village: Ringdanga (Kamalakantapur), PO Khanjanpur, via Sriniketan, Birbhum, West Bengal 731 236 | Paban Kora                 | Farmer                           | Do                  |
| 13 | Meera Konra    | Village: Aliabad (Kamalakantapur), PO Khanjanpur, via Sriniketan, Birbhum, West Bengal 731 236   | Jhilik Kora                | Farmer                           | Do                  |
| 14 | Kishor Mahato  | Hanuman Mandir, PO and Village: Khanjanpur, via Sriniketan, Birbhum, West Bengal 731 236         | Baro Mahato                | Farmer                           | Do                  |
| 15 | Joshna Khan    | Village: Kamalakantapur, PO Khanjanpur, via Sriniketan, Birbhum, West Bengal 731 236             | Sadhan Khan                | Housewife; Artisan               | Do                  |
| 16 | Makhan Ghosh   | PO and Village: Khanjanpur via Sriniketan, Birbhum, West Bengal 731 236                          | Basanta Ghosh              | Farmer                           | Do                  |
| 17 | Santo Kora     | Village: Ringdanga (Kamalakantapur), PO Khanjanpur, via Sriniketan, Birbhum, West Bengal 731 236 | Balaram Kora               | Student                          | Do                  |
| 18 | Santana Konra  | Village: Ringdanga (Kamalakantapur), PO Khanjanpur, via Sriniketan, Birbhum, West Bengal 731 236 | Madhab Kora                | Housewife; Seasonal daily labour | Do                  |

|    |                |   |                |                                  |    |
|----|----------------|---|----------------|----------------------------------|----|
|    |                | Bengal 731 236  |                |                                  |    |
| 19 | Rubai Hazda    | Village: Phuldanga, Shyambati, Santiniketan, Birbhum, West Bengal 721 235                       | Balu Hazda     | Sports Teacher                   | Do |
| 20 | Saraswati Kora | Village: Aliabad (Kamalakanapur), PO Khanjanpur, via Sriniketan, Birbhum, West Bengal 731 236   | Gopinath Kora  | Housewife, Seasonal daily labour | Do |
| 21 | Sumitra Tudu   | Village: Bandhlodanga, PO Khanjanpur, Via Sriniketan, Birbhum, West Bengal, 731 236             | Somiran Tudu   | Seasonal daily labour            | Do |
| 22 | Lakshmi Soren  | Village: Bandhlodanga, PO Khanjanpur, Via Sriniketan, Birbhum, West Bengal, 731 236             | Lokkiram Soren | Seasonal daily labour            | Do |
| 23 | Dolun Khan     | Village: Kamalakanapur, PO Khanjanpur, via Sriniketan, Birbhum, West Bengal 731 236             | Bikash Khan    | Artisan                          | Do |
| 24 | Kabita Kora    | Village: Ringdanga (Kamalakanapur), PO Khanjanpur, via Sriniketan, Birbhum, West Bengal 731 236 | Bhamdas Kora   | Seasonal daily labour            | Do |

## Overview: The Education Resource Centre

Suchana is a community organisation working in nine villages in Birbhum, West Bengal. Since 2004, the organisation has founded and manages the programmes of an Education Resource Centre which now works with 215 children, 80% of whom are adivasi.

Suchana's Education Resource Centre runs 4 teaching programmes, catering to different age groups:

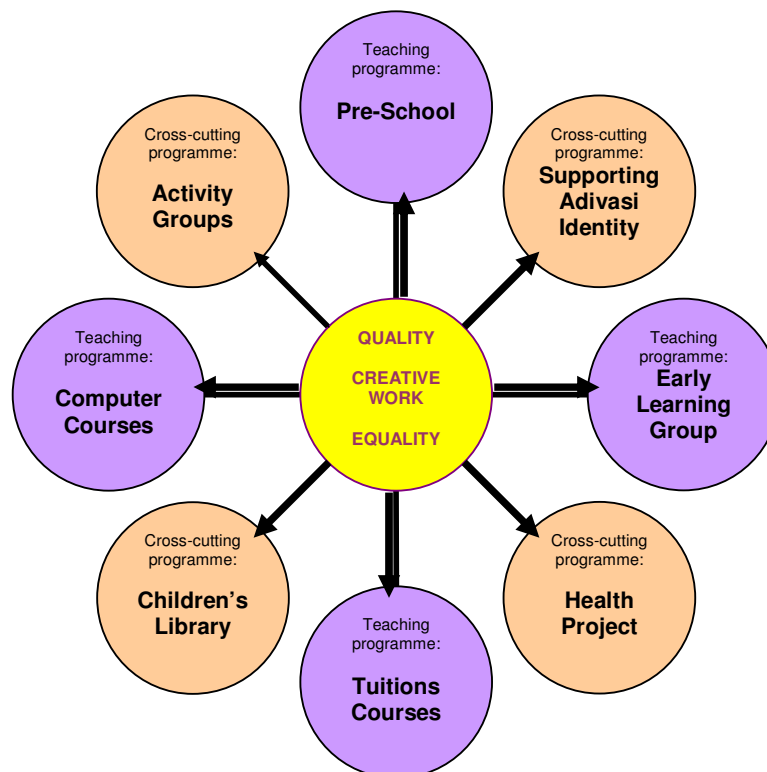
- The pre-school
- The Early Learning Group (ELG)
- Tuitions courses
- Computer courses

It also runs 4 cross-cutting programmes, catering to mixed age groups and running alongside the teaching framework:

- The Children's Library
- 'Activity Groups'
- Supporting Adivasi Identity
- The Health Project

Three core themes inform all of the Education Resource Centre programmes: Quality, Equality and Creative work. These themes guide the approach of the programmes, as well as teaching methods and personal interactions.

### Suchana's programmes and core themes



Over the year 2010-11, Suchana has worked steadily to develop the Education Resource Centre, implementing programmes designed to:

- Support basic literacy and numeracy, increasing the breadth and depth of basic skills achieved by class 4
- Increase access to basic computer technology in rural areas
- Broaden the scope of education to increase its relevance for marginalised children and provide a holistic learning environment
- Promote social and gender equality, centralising the cultures and experience of adivasi children and offering particular support to girls.

The Centre is open for 10 hours a day, 7 days a week (7am-1pm; 3pm-7pm). Aside from using the centre for specific learning programmes for which they are registered, children also drop in at the centre during their free time for self-study, reading library books, informal sports, self-initiated art work, to practice their computer skills, and to play with games and learning resources.

The Centre has over the course of this year become a true Children's Community Centre which many children use every day, and others use two or three times a week. It also caters to other needs of adults in the villages around. In addition to the learning resources and courses, the centre is also used, for example, as a mobile phone charging point and as a rest place for the daily wage labourers, taking a break from the sun.



## The Teaching Programmes

Suchana has spent the last twelve months, April 2010–March 2011, gradually increasing – the Resource Centre programme and consolidating the existing ones. Suchana now covers 9 instead of 6 villages and 214 children are now involved in the Centre. Most of these children access more than one element of it – for instance, children in the Early Learning Group also attend Activity Groups and the Library and free learning elements. 78% of the children are adivasi – (Kora 37%, Santal 41%). A further 7.5% are scheduled caste.

| Number of children involved in each programme element, April 2011 |   |  |   |
|---|---|--|---|
| Programme element   | Number                                    | Community group  | Gender  |
| Pre-school  | 26  | Santal 62%<br>Scheduled caste 38%                                      | Girls 50%<br>Boys 50%   |
| Tuitions  | 67  | Kora/Santal 79%<br>Scheduled caste 13.5%.<br>General caste 7.5%        | Girls 36%<br>Boys 64%   |
| Library and free learning   | 20-30/ day                                | mixed  | Majority boys   |
| Computer classes;<br>Children + Adults                            | 10-12 / course<br>30-36 / year            | Kora/Santal 70%<br>Scheduled caste 5%,                                 | Children: Girls 42%<br>Boys 58%<br>Adults: Women 37%<br>Men 63% |
| Early Learning Group  | 145*                                      | Kora 37%<br>Santal 41%<br>Scheduled caste 7.5%.<br>General caste 14.5% | Girls 47%<br>Boys 53%   |
| Activity Groups   | 15 groups of<br>about 10<br>children each | Mixed  | Girls 56 %<br>Boys 44%  |

\* After 2011 admissions process

## The Pre-School

The pre-school runs on two mornings a week for children in the age group 3-6. It now has 23 children mostly Adivasis and Schedule Castes who are looked after by two Santal teachers. Children in the 4-6 age groups also attend twice weekly Early Learning Group sessions. The programme involves learning through play, learning hygiene, an introduction to literacy and numeracy, and a nutritious tiffin. A major emphasis is on first language learning for the Santal children.

### The Pre-School

The pre-school started in September 2009 with 25 children. Now most of these first children are in primary school. So now we have another 26 children. From January a new teacher Narayan Hembrom has been appointed. We have classes twice a week, Mondays and Thursdays, from 7.15 to 10.30 in the morning. With pre-school children we do different kinds of activities: writing, drawings, singing, sports etc. To improve health we give tiffin.

*Bhabini Baski, Suchana pre-school teacher, May 2011*

In March 2011, Suchana began offering pre-school places to 2 villages – Srichandopur and Bidyadharpur – up until now beyond Suchana’s working area.

### **The Early Learning Group (ELG)**

The Early Learning Group, for children aged 4-12, runs on Wednesdays and Sundays – with a sports and games session on Fridays – and there are now 145 children attending the programme from 9 villages. The ELG continues to be the largest programme element in terms of student numbers and the central element driving the educational approach of the Resource Centre.

The ELG is an experiment in multi-lingual education, using the four core languages of Bengali, Santali, Kora and English spoken as first languages by the children who attend. As a backdrop to language use, it also emphasises the different cultures of all the children who attend, making conscious efforts to include meaningful reference to their lives, communities and experiences.

The programme has gradually expanded in geographic terms: it now covers 9 villages instead of 6 that we started with. In anticipation of the potential increase in student numbers that this represents, the Committee is considering building the human resource base for teaching in the programme by offering time-bound internships to young people to learn the programme style and objectives. Initially, these internships may be offered to the older Suchana children, now completing school education and beginning to seek ways of supporting themselves through higher education and/or livelihood progressions from school life. One young Suchana student has begun voluntary help to Suchana’s art teacher on Sundays.

### **Remedial work**

One-to-one ‘remedial’ work is an important sub-programme of the ELG. This sub-programme identifies children who are particularly struggling with basic literacy and gives personal sessions during the ELG according to a semi-structured learning curriculum. Several children have been brought to ‘take off’ in reading through these sessions. The remedial team continue to experiment with methods to bring the rest to a position where they can fully engage with and participate in their regular classes.

### **Remedial Work**

Remedial work means giving more attention to children who have reading difficulties. We at Suchana are putting a lot of importance on remedial teaching. We are observing that children in classes 3,4,5 & 6, in government schools, are not managing well in those classes. We are looking after them especially.

In our remedial work, for each student, there is one teacher. For remedial children we use a lot of games with flash cards and other materials so that they learn well and quickly. In the remedial we have 29 adivasi children. The fathers and mothers of most of these children can't read or write so the children don't get any help at home. Their mothers and fathers, after working in the field for the whole day, when they return cannot look after their children's learning. We have seen that these children have gained a lot from the remedial work. Several children have really benefited. They are now managing and happy in their classes. Remedial work is very important for these children.

*Aruna Majhi Suchana teacher, May 2011*

### **Sports**

Sports are taught as an integral part of ELG work. Formal sports sessions take place every Friday, with a male and a female teacher and about 80-100 children. Girls and boys are taught and play games in mixed sex groups, as well as separately. Girls are given special encouragement to play football and cricket, traditionally boys' preserves. A number of 'village games' are also taught and supervised.

Informally, a good deal of sports practice takes place in the context of the Resource Centre's free learning. Basic sports equipment is available full time, and is much-used. Informal sessions culminated this year in a Teachers v Students cricket match, which the students won easily.

### **The Tuitions Programme**

The Tuitions courses offer text-book based study groups twice a week in the vulnerable subjects, Maths and English, for children in classes 5 to 10, and adding Life Science for classes 7 to 10 of the government schools.

#### **The Tuitions Programme**

In Suchana's Tuition programme, we give tuitions to government school children in classes 5 to 10, covering Science, Maths and English. We have 67 students enrolled and 65 come regularly, most of whom are from the Kora community. The rest are Santals and General & Schedule castes. We have started this programme to see that the children in the government schools don't fall behind. I think that through this programme the students benefit especially. A total of five teachers give the tuitions. In each class, between 5 and 8 students learn together for an hour. Every week, there are two classes on each subject. We hope to increase the tuition programme in future.

*Jhuma Gonrai, tuitions teacher, May 2011*



The effectiveness of this programme led us to increase the tuition classes and it now in 2011 covers 67 students and 52 classes a week. Also since three of these groups of students, classes 8, 9 & 10, have already finished their computer course, they are now capable of looking for net based information relevant to their subjects. This helps the programme more efficiently so far as literacy in English and text book comprehension are concerned.

## The Computer Course

The Suchana Basic Skills Computer course, now in its fourth round, consists of 30 two hour classes and a two hour practice session following each class. It was designed to cover basic office skills as well as several inputs on how to use computers to access information and other educational resources. The course is assessed on attendance and exam-based criteria.

### The Computer Course

In the present time we can't think of anything but computer! Without computer our life is still. With the help of computers, any work can be achieved in less time, with less people and in a better way. All this time computers were restricted in the cities. We live in villages. About 3 or 4 years back we only knew the name, *Computer*.

At that point, for our village children Suchana opened a computer course, so that they will see and know about computers. So far Suchana has made 32 children computer literate and 10 are learning. These children are class 6 to 10. Other than this, it has also taught 20 adults from various villages and 10 are learning and who are Madhyamik pass. One is a primary teacher. Our idea is to make all literate. We need 2 or 3 more computers to run this better.

*Sushanto Ghosh and Shanto Kora, computer course teachers, May 2011*

A booking system for the computers is in place so that those students who have passed the course are permitted to use the computers for skills practice and accessing internet resources at times when they are not in use by other courses.

The course has generated a lot of local interest, and many requests to run further courses. Since April 2010, the same course was offered to young adults from the surrounding area, at a rate which covers the teachers' pay. The adult's course now has a substantial waiting list. It has gained a reputation for being a well-resourced, hands-on course which gives students real skills in handling the computers and understanding their uses.

By April 2011 the course had taught 32 Suchana children and 20 young adults, from different villages in basic computer skills and application. 10 more children and 10 more adults are now attending the current course.



*Giving out computer certificates*

## The Cross-Cutting Programmes

### The Library and Free Study Space

The Suchana Children's Library now has nearly 2500 children's books and is used regularly by about 200 hundred children and a handful of adults. Acquisitions this year have mainly been Bengali books for readers across the age range; a few new Santali books have also been acquired.

The library remains open-access and open at all times and is nearly always in use by a few children. The Early Learning Group runs routine library classes on Sundays and Wednesdays for all ELG children, and the Tuitions students are encouraged to back up their text book work with the range of fiction and non-fiction titles. A recent grant has enabled planning for a 'mobile' component to the library: from September/ October 2011, the library team will take books on a van rickshaw, covering 4 villages in 2 rounds a week.

#### Suchana's library

Suchana's colourful library is very attractive to both children & adults. Anyone can come anytime to read in this library. Our library is open every day, 7 days a week from morning 7 to afternoon 1 and then from 3pm to 7pm. All of Suchana's teachers and students have their cards so everyone can take books home to read. In our library, we issue about 85 to 95 cards every week. This year we have bought about 700 books from Bibhum and Kolkata book-fairs, most of which are for children and lots in Santali. We are trying to computerise our library. I think for children's literacy, this kind of library is very important, where they can handle books at their own wish, damage books, read books, repair damaged book and can issue their own cards. In one sentence, all this happen in Suchana's Library.

*Jhuma Gonrai, Suchana teacher and librarian, May 2011*

### Activity Groups

The Activity Groups, begun in March 2010 as a spin-off from the library, have evolved in the past year, with teachers and visiting experts experimenting with methods and courses which work for the children. Activity Groups are 10-week mini-courses in a range of subjects ranging from local and non-local crafts to science experiments and first-language creative writing. They are entirely voluntary: at the beginning of a session, children involved in the teaching programmes sign up to courses they are interested in and which are running at a time they are able to attend. Having signed up, children are expected to attend regularly.

Activity groups were originally initiated in part because the pure 'free learning' model was leading to gender bias in favour of boys, who are more free to come and go from the household as they please. Specified times for particular activities was intended to encourage and enable girls to take on voluntary activities to broaden their learning. That this strategy

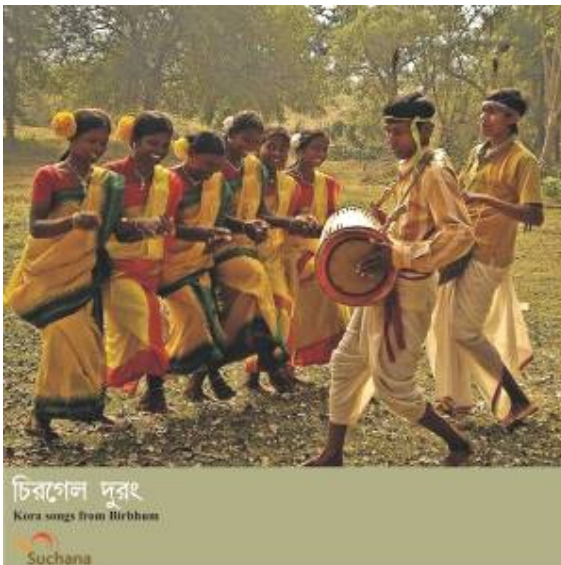
has been successful is borne out by the fact that in April 2011, 58% of children who signed up for the courses are girls.

Current activities, run by Suchana teachers as well as local people, include: bamboo basket making, science games, creative writing in Kora, Santali songs, pottery wheel work, origami, creative writing in Santali, making embroidered mats, basket making with straw and recycled plastic, Bangla dance, puppet making, making hand fans with leaves, Bangla drama, vegetable gardening, working with wool, and broom making.



*Learning bamboo craft*

### Supporting Adivasi Identity



Following the release of Suchana's alphabet primer in the Kora language, 'Allo Pora', in 2010, work began on developing, rehearsing and producing a CD of 14 Kora songs for use inside and outside the classroom. A group of Suchana tuitions students began learning and rehearsing the songs, which were gathered and in some cases written by Suchana teacher, Rajeshwari Kora. In February 2011, the recording took place. Like the "Alo Pora" book, the planning and recording of the CD were the culmination of a long process of developing, rehearsing and liaising with the elder members of the Kora community group.

Release of the CD '**Chirgel Durong: Kora Songs from Birbhum**' is to take place on 21<sup>st</sup> May 2011.

Supporting Adivasi Culture and Identity has been one of the major concerns of Suchana and we hope to produce a Santali children's song CD, books of Santali and Kora children's creative writing, a Santali alphabet chart, Santali story books for children, and a Kora word-book or mini-dictionary.

### **‘Chirgel Durong’, Kora Songs from Birbhum.**

This is the first collection of Kora Songs in a CD, that I know of. I don't think anyone has done this before. At first it was the responsibility of another Kora teacher of Suchana, Rajeswari Kora, who for various reasons couldn't complete it. So I took up the responsibility and it has been finished. So we are all happy.

We started to think of this project because of the Kora children and the Kora culture. We thought to document Kora songs for future reference because otherwise these songs would be lost from our memory because at present no one really wants to sing Kora songs. This CD will encourage people to sing Kora songs.

When I first started to rehearse and then later got the musicians to join in, I was hesitant because it was a lot of responsibility. Again when we went to the recording studio with our group, I thought this will never get finished. But the recording was good and I felt confident. Later when we were doing the CD layout Kirsty Milward, Rahul Bose and Arpan Mukherjee helped a lot. It took nearly a year to produce the CD. And I'm very happy and proud.

*Shanto Kora, Suchana teacher, May 2011*

## **The Health Project**

Suchana's Health Project has struggled this year in some respects. A major input, a weekly clinic by a visiting doctor, was discontinued in May 2010 because it was not cost effective by that time. The visiting doctor had become irregular, and as a result villagers lost their faith in the clinic and eventually few came. A replacement doctor for a renewed clinic and referral work has not yet been found.

On the other hand, the work of Suchana's health worker continues to go well. Now, trained through a local health worker's course, she attends ELG sessions on Sundays and conducts basic health checks for all the children, treating cuts and bruises, controlling nits, trimming nails and teaching basic health and hygiene. She also does village visits once a week looking up pregnant mothers and small children.



The new latrine building is an important input into Suchana's health work. With adequate facilities and separate latrines for boys and girls, as well as plumbing, running water and hand washing facilities, environmental sanitation will improve considerably, and work on hygiene promotion can begin in earnest. In anticipation of the latrine facilities, Suchana's women teachers conducted a basic Reproductive Health workshop with the adolescent girl students.

The Health Project also hosted a large health camp in March 2011, where doctors from Kolkata, through a local initiative, came and conducted an eye and a dental camp. Follow up included the distribution of glasses to 13 Suchana students and dental fillings for about 14 children.

Vegetable gardening continues to be an important input into preventative health by improving children's nutrition. Suchana supports the Kamalakantapur Primary School with wages for a gardener once a week, and with money for ploughing and seeds. The vegetables are added to the food cooked for the school children every day under the government Midday Meal Scheme.

Suchana's own vegetable garden, after a year, is now doing really well. One of the Activity Groups is called 'Vegetable Garden Care': 10 children, under a teacher's supervision, plant and look after vegetables. This year it produced enough tomatoes, sweet corn and carrots to supplement ELG tiffin.

## Organisation Development

### New Construction

The Resource Centre had a very basic toilet to begin with but now has a proper building with 3 latrines, a largish boys/men urinal and a small bathroom. Our drinking water source, so far, has been a hand pump which had difficulty to meet the water-need of the 214 children + teachers and also for a large number of daily labourers who use this as their source of drinking water. With the construction of the toilet and the installation of water tanks (to be filled in by a submersible water pump), we hope to ease the drinking/washing water situation.

The second phase of the building - a long-planned second floor on the main room, and a separate kitchen, has been re-planned and work is expected to begin during the 2011 monsoon period.

### The Executive Committee

An Annual General Meeting was held on 25<sup>th</sup> July 2010 with over 70 parents in attendance, there are now 18 executive members and 6 office bearers. Office bearing positions of Vice President and President began the rotation system. Since August, this 24-member community decision making body has met monthly mostly on last Thursdays every month. New features of Committee meetings include an open agenda to which everyone contributes items for discussion; a revolving chair; and regular system for displaying minutes on the Resource Centre notice board.

### Management

Suchana's management arrangements changed in February 2011 as a result of a programme grant which allowed the formalisation of what had been mainly voluntary management roles. The four Teaching Programmes are now managed by a specified teacher involved in the programme, who is responsible for programme administration and development. The sub-programmes Remedial Work and Sports are also formally looked after by specific teachers. A part time programme co-ordinator oversees all the programmes.



## Special Events

Apart from the regular activities, Suchana has held a series of special events. In August 2010, ELG classes 3 and 4 were taken to Gitanjali cinema hall to see a showing of *Fatik Chand*, and classes 5 and 6 went to see the drama *Balmiki Protibha* performed locally by children.

### The Children's Mela

As in 2009, Suchana held its 2<sup>nd</sup>. **Children's Mela** in September 2010. The children, with a year's experience behind them, handled the fair very well.

All the games and events were planned and run by the children, for their parents and friends. The event was a great success and was very well attended. Some parents cooked food for children to sell, and others helped the children cook it on site.



The event has become increasingly child-managed. Many of the children had planned their contributions weeks in advance, and this year they handled the ticket payment system very competently.

## Sports Day

On 4<sup>th</sup> December 2010, Suchana held its annual sports day. About 110 children took part in a variety of races designed to draw on a range of skills. Parents and siblings of Suchana children also took part in races co-ordinated by the children. Suchana emphasises both individual achievement and team work; so the second half of Sports Day consisted of a tournament between eight 12-member teams. Suchana tries to pick teams and races so that prizes are widely distributed and was pleased that 76 of about 110 children won at least one prize.



'3 armed race' Sports day 2010-11

## 'Dol' celebration

On the Dol (Holi) day, nearly all of Suchana's children and the teachers gathered at Suchana spontaneously to play with *abeer*. This also made us realise how much Suchana has grown into a community.



## The Annual Show



*Pre-schoolers performing at the show*

Suchana's biggest yearly event the Annual Function was held on 20<sup>th</sup> February 2011, it included 15 acts that the children had learned and practiced since the beginning of January.

Suchana emphasises the cultural mix of its students, and therefore produced short dramas in Kora, Bengali and Santali, dances from Santali, Kora, 'Hindi' and English traditions, songs in four languages, as well as a gymnastics display and a magic show. All of the acts involved

children from each cultural group, so many children learned dance and song styles that were previously not familiar to them. Around 500 locals and visitors watched the show.



## The Annual Picnic and the Educational Tour

On 27<sup>th</sup> February 2011, Suchana arranged for its much awaited annual picnic and educational tour for all the ELG and Tuitions programme children, as well as the Executive Committee. Nearly 200 people travelled in buses to enjoy a day of Kalabhavan (the Art School of Viswabharati) visit and then at the picnic site on the banks of the Kopai river.



*Looking at Subramanian's mural at Kala Bhavan*



*At the picnic site*

## The Science Express Train



On 5<sup>th</sup>.March 2011, the older students of Suchana-classes 7, 8, 9 & 10- went on a visit to the Science Express, a mobile science exhibition mounted on a special train with a 'hands on laboratory'. This was a great experience for both the students and the teachers. On our way back we also went to see the great Damodar Dam, the major source of irrigation for this part of Birbhum.



*At the Damodar Dam*

## Annex 1:

## Staff and responsibilities at Suchana April 2011-05-21

|    | Name                       | Roles   | Approx time     |
|----|----------------------------|---|-----------------|
| 1  | Rahul Bose                 | <ul style="list-style-type: none"> <li>o Programme Co-ordinator</li> <li>o Tutions teacher - English</li> </ul>   | 4 days / week   |
| 2  | Jhuma Gonrai               | <ul style="list-style-type: none"> <li>o Programme Development – Library and activiity groups</li> <li>o Programme Development – Tutions courses</li> <li>o Tutions teacher – Life Science</li> <li>o ELG teacher – Environmental science</li> <li>o Activity group – Science games</li> </ul>  | 5 days / week   |
| 3  | Sushanta Ghosh             | <ul style="list-style-type: none"> <li>o Programme Development – ELG</li> <li>o Programme Development – Computer Courses</li> <li>o Computer course teacher</li> <li>o Tutions teacher - maths</li> <li>o ELG teacher – maths</li> <li>o Activity group – Bangla drama</li> <li>o Book keeping</li> </ul>                                   | 6 days / week   |
| 4  | Shanto Kora                | <ul style="list-style-type: none"> <li>o Project Development – Supporting Adivasi Identity</li> <li>o Computer course teacher</li> <li>o Tutions teacher – maths</li> <li>o ELG teacher – literacy, numeracy, remedial</li> <li>o Child Relations officer – 1 day</li> <li>o Activity groups – origami, creative writing in Kora</li> </ul> | 5 days / week   |
| 5  | Bhabini Baski              | <ul style="list-style-type: none"> <li>o Programme Development – Pre School</li> <li>o Project Development – Supporting Adivasi Identity</li> <li>o Pre School Teacher</li> <li>o ELG teacher – literacy, remedial</li> <li>o Child Relations officer – 1 day</li> <li>o Activity group – Santal singing</li> </ul>                         | 4 days / week   |
| 6  | Somnath Dalui              | <ul style="list-style-type: none"> <li>o Child Relations officer – 1 day</li> <li>o ELG teacher – Bangla, remedial</li> <li>o Sub-programme development – Government schools</li> <li>o Activity group – Vegetable Garden Care</li> </ul>   | 1.5 days / week |
| 7  | Kumkum Kora                | <ul style="list-style-type: none"> <li>o Child Relations officer - 1 day</li> <li>o ELG teacher – literacy, remedial</li> </ul>   | 2.5 days / week |
| 8  | Aruna Majhi                | <ul style="list-style-type: none"> <li>o Child Relations officer – 1 day</li> <li>o Sub programme development – remedial</li> <li>o ELG teacher – literacy, remedial</li> <li>o Activity group – Asun making</li> </ul>   | 2.5 days / week |
| 9  | Narayan Hembrom            | <ul style="list-style-type: none"> <li>o Child Relations officer – 1 day</li> <li>o Pre-School teacher</li> <li>o Activity group – Santali creative writing</li> </ul>  | 2 days / week   |
| 10 | Rubai Hansda               | <ul style="list-style-type: none"> <li>o Child Relations officer – 1 day</li> <li>o Sub programme development – sports</li> <li>o Sports teacher</li> </ul>   | 1.5 days / week |
| 11 | Subodra Hansda             | <ul style="list-style-type: none"> <li>o Sports teacher</li> </ul>  | 0.5 days / week |
| 12 | Kirsty Milward (voluntary) | <ul style="list-style-type: none"> <li>o ELG teacher – English</li> <li>o Activity group – pottery wheel work</li> <li>o Fundraising and Communications</li> </ul>  | 2 days / week   |
| 13 | Gopal Saha (voluntary)     | <ul style="list-style-type: none"> <li>o ELG teacher - Art</li> </ul>   | 0.5 days / week |
| 14 | Krishna Kora               | <ul style="list-style-type: none"> <li>o Health worker</li> </ul>   | 1 day / week    |
| 15 | Lakshmi Kora               | <ul style="list-style-type: none"> <li>o Cleaner</li> </ul>   | 1.5 days / week |
| 16 | Diya Ghosh                 | <ul style="list-style-type: none"> <li>o Tutions teacher – English</li> <li>o Activity group – Bangla dance</li> </ul>  | 1 day / week    |
| 17 | Mongol Soren               | <ul style="list-style-type: none"> <li>o Night watch</li> </ul>   | 7 nights / week |

Annex 2: SUCHANA UCCS DORABJEE TATA PROJECT: PROGRAMME WORK PLAN FEBRUARY 2011-JANUARY 2012

| FEBRUARY 2011             |   |   |   |   |
|---------------------------|---|---|---|---|
|                           | Week 1  | Week 2  | Week 3  | Week 4  |
| <b>Pre school</b>         |   | <ul style="list-style-type: none"> <li>List children new enrolled govt. primary school.</li> </ul>  | <ul style="list-style-type: none"> <li>Go to Bandlodanga and Panchabanpur for new admission.</li> </ul>   | <ul style="list-style-type: none"> <li>Fix new admission date</li> <li>make admission forms.</li> <li>Research story books</li> </ul>   |
| <b>ELG</b>                | <ul style="list-style-type: none"> <li>Annual Function meeting with various agencies.</li> <li>Allocate Swaraswati Puja tasks.</li> </ul> | <ul style="list-style-type: none"> <li>Finalise function programme list.</li> <li>Print invitation cards</li> <li>Finalise workshop date for 'hat making'.</li> </ul> | <ul style="list-style-type: none"> <li>Function day.</li> </ul>   | <ul style="list-style-type: none"> <li>Picnic day.</li> <li>Prepare for new admission.</li> </ul>   |
| <b>Sports</b>             | <ul style="list-style-type: none"> <li>Month focus: Football</li> <li>Teach football rules including size of field.</li> </ul>            | <ul style="list-style-type: none"> <li>Show football video and discuss.</li> </ul>  | <ul style="list-style-type: none"> <li>Football theory class, including referee's class.</li> </ul>   | <ul style="list-style-type: none"> <li>Teach special football skills and play.</li> </ul>   |
| <b>Remedial</b>           |   | <ul style="list-style-type: none"> <li>Close previous session</li> </ul>  |   | <ul style="list-style-type: none"> <li>Prepare materials and file for new session</li> <li>Assess previous child lists</li> </ul>   |
| <b>Government Schools</b> |   |   | <ul style="list-style-type: none"> <li>Discuss objectives and possibilities for new project</li> </ul>  | <ul style="list-style-type: none"> <li>Visit Kamalkantapur and Bandhloedanga govt primary schools to find out needs.</li> </ul>   |
| <b>Computers</b>          | <ul style="list-style-type: none"> <li>Start planning new children and adults course.</li> </ul>  | <ul style="list-style-type: none"> <li>Lottery to select children course 1</li> <li>Class name list</li> <li>Guardian Meeting</li> </ul>                              | <ul style="list-style-type: none"> <li>Adult computer course meeting. Course 1.</li> <li>Prepare computers and course files</li> <li>Repair old monitor</li> </ul>  | <ul style="list-style-type: none"> <li>Children computer course 1 starts.</li> </ul>  |
| <b>Tuitions</b>           |   | <ul style="list-style-type: none"> <li>New session timetables and class list.</li> <li>Make computer tuition folder (2011-12)</li> </ul>                              | <ul style="list-style-type: none"> <li>Meeting with failed tutorial children to strategise future course of action.</li> <li>Meeting of all tuition teachers</li> <li>Finalise new admissions.</li> </ul> | <ul style="list-style-type: none"> <li>Buy new books for tuition course.</li> <li>Guardians' meeting - new students</li> <li>Announce tuitions tour; organise bus and tiffin</li> </ul> |
| <b>Health</b>             | <ul style="list-style-type: none"> <li>ELG basic health: nails; eyes; ears</li> <li>House visits: Rindanga.</li> </ul>                    | <ul style="list-style-type: none"> <li>Prepare eye and tooth camp 1: Suchana children and interested adults</li> </ul>  | <ul style="list-style-type: none"> <li>Eye and tooth camp 1</li> </ul>  | <ul style="list-style-type: none"> <li>Follow up glasses and dental treatment</li> </ul>  |
| <b>Adivasi Support</b>    | <ul style="list-style-type: none"> <li><b>Kora Song:</b> Finish rehearsals and record CD in sound studio.</li> </ul>                      | <ul style="list-style-type: none"> <li><b>Kora Song:</b> Design CD cover, introduction to Kora Song as back cover, author's names; index of songs.</li> </ul>         | <ul style="list-style-type: none"> <li><b>Kora Song:</b> Organise cd copying; print cover</li> </ul>  |   |

| MARCH 2011                |  |   |   |  |
|---------------------------|--|---|---|--|
|                           | Week 1   | Week 2  | Week 3  | Week 4   |
| <b>Pre school</b>         | <ul style="list-style-type: none"> <li>▪ New admission.</li> <li>▪ Review activities for pre-school</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Co-ordinate with Narayan on pre-school routines.</li> <li>▪ Write review for Annual report</li> <li>▪ Write update for newsletter</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Update pre-school materials</li> <li>▪ Check with ELG teacher about pre-school children progress.</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Finalise pre school lists; print and distribute</li> <li>▪ Organise file with admission forms and parent info</li> </ul>                            |
| <b>ELG</b>                | <ul style="list-style-type: none"> <li>▪ new session, prepare admission form.</li> <li>▪ Check admissions from pre school</li> <li>▪ New session material list. Decide admission day.</li> <li>▪ Prepare new routine; distribute to teachers</li> <li>▪ Prepare new class lists; distribute to teachers</li> </ul> | <ul style="list-style-type: none"> <li>▪ New admission / new session</li> <li>▪ Organise new registers</li> <li>▪ Prepare Annual fees guardians meeting.</li> <li>▪ Communicate timing and rules / induct new children</li> <li>▪ Organise remedial workshop 1</li> <li>▪ Organise Assembly schedule and inform teachers + display</li> </ul> | <ul style="list-style-type: none"> <li>▪ Fees and guardian meeting.</li> <li>▪ Write review for Annual Report</li> <li>▪ Remedial workshop 1</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Write update for newsletter</li> <li>▪ Update DVD list and check against previous showings</li> </ul>   |
| <b>Sports</b>             | <ul style="list-style-type: none"> <li>▪ Month focus: Football</li> <li>▪ Review equipment; assess needs</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Show football skills clips from internet and discuss.</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Write review for Annual Report</li> <li>▪ Write update for newsletter</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Practise match.</li> </ul>  |
| <b>Remedial</b>           | <ul style="list-style-type: none"> <li>▪ Meet ELG teachers to prepare session 1.</li> <li>▪ Child lists for session 1.</li> <li>▪ Allocate responsibility for each child</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Begin session 1</li> <li>▪ Inform parents of session 1 children</li> <li>▪ Organise remedial WS 1</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Remedial workshop 1 – refresh activities; organise files; finalise schedules</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Write update for newsletter</li> <li>▪ Write review for Annual Report</li> </ul>  |
| <b>Government Schools</b> | <ul style="list-style-type: none"> <li>▪ Make a list of materials required.</li> <li>▪ Co-ordinate teachers timetables</li> <li>▪ Distribute timetables</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Teaching start</li> <li>▪ Meet teachers to assess issues</li> </ul>  | <ul style="list-style-type: none"> <li>▪ With teachers, list of children who need extra help.</li> <li>▪ Write review for Annual Report</li> <li>▪ Write update for newsletter</li> </ul>       | <ul style="list-style-type: none"> <li>▪ Make charts/activities /flash-cards/games etc.</li> </ul>   |
| <b>Computers</b>          | <ul style="list-style-type: none"> <li>▪ Make certificates for children computer course(old),</li> <li>▪ buy a new UPS.</li> <li>▪ Adult computer course 1 starts.</li> </ul>  |   | <ul style="list-style-type: none"> <li>▪ Print out certificates(old), confirm certification date.</li> <li>▪ Write review for Annual Report</li> <li>▪ Write update for newsletter</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Give out certificates (old).</li> <li>▪ Check and maintain computers</li> </ul>   |
| <b>Tuitions</b>           | <ul style="list-style-type: none"> <li>▪ Give out tuition routine to all tuition teachers and students.</li> <li>▪ Begin and maintain waiting list of new tuitions students</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Tuition students science tour to “science express train”.</li> <li>▪ Find out sec. school unit test schedule</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Write review for Annual Report</li> <li>▪ Write update for newsletter</li> <li>▪ Arrange meeting with teachers to discuss Class 10 teaching</li> </ul> | <ul style="list-style-type: none"> <li>▪ Rectify attendance problems.</li> <li>▪ Update computer folder</li> </ul>   |
| <b>Health</b>             | <ul style="list-style-type: none"> <li>▪ Clean Suchana’s outside.</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Village visit focus: pregnant mothers</li> <li>▪ Distribute health camp glasses</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Village visit focus: coughs and colds</li> <li>▪ Discuss and prepare Dr’s Clinic</li> <li>▪ Preview Health videos</li> </ul>                           | <ul style="list-style-type: none"> <li>▪ Village visit focus: family health</li> <li>▪ Organise clinic sessions and medicine supply</li> <li>▪ Letter to households with timings.</li> </ul> |

|                        |   |   |  |   |
|------------------------|---|---|--|---|
| <b>Adivasi Support</b> | <ul style="list-style-type: none"> <li>▪ <b>Kora Writing:</b>Collect children’s writing and review.</li> <li>▪ <b>Kora Song:</b> Organise CD launch and distribution of CD to various people and agencies</li> <li>▪ <b>Santhali CD:</b>Discuss with relevant people about song for a cd. Prepare song activity group, select children</li> <li>▪ <b>Santali writing:</b> Discuss creative writing and story lines. Select children.</li> </ul> | <ul style="list-style-type: none"> <li>▪ <b>Kora Writing:</b> Edit for grammar and spelling and type them on computer.</li> <li>▪ <b>Kora Song:</b> Copy CD on Suchana computers and organise “Adivasi Support” Folders in computers.</li> <li>▪ <b>Santali songs:</b> start song activity group</li> <li>▪ <b>Santali writing:</b> start activity group</li> </ul> | <ul style="list-style-type: none"> <li>▪ <b>Kora Writing:</b>Complete typing stories on computer.</li> <li>▪ <b>Kora Song:</b> launch function</li> <li>▪ Write review for Annual Report</li> <li>▪ Write update for newsletter</li> </ul> | <ul style="list-style-type: none"> <li>▪ <b>Kora Writing:</b> Write book introduction and back cover text.</li> </ul> |
|------------------------|---|---|--|---|

**APRIL 2011**

|                 |                    | <b>Week 1</b>   | <b>Week 2</b>  | <b>Week 3</b>  | <b>Week 4</b>   |
|-----------------|--------------------|---|--|--|---|
| Pre school      |                    | <ul style="list-style-type: none"> <li>Make weekly tiffin lists</li> <li>Review timings for summer season.</li> </ul>   | <ul style="list-style-type: none"> <li>Meeting with parents for info on pre-school</li> <li>Communicate time changes to parents</li> </ul>   | <ul style="list-style-type: none"> <li>Tidy up pre-school materials; assess materials needs</li> <li>Research story books</li> </ul>   | <ul style="list-style-type: none"> <li>Buy games, toys, puzzles etc.</li> </ul>   |
| ELG             |                    | <ul style="list-style-type: none"> <li>Make a background info list of all Suchana students and parents/guardians.</li> </ul>  | <ul style="list-style-type: none"> <li>Write schedule for DVD showings</li> </ul>  | <ul style="list-style-type: none"> <li>Discuss curricula with ELG teachers</li> <li>Start curricula plan process</li> </ul>  | <ul style="list-style-type: none"> <li>Review ELG attendance and visit villages for poor attending</li> </ul>   |
|                 | Sports             | <ul style="list-style-type: none"> <li>Month Focus: Gymnastics</li> </ul>   |  |  |   |
|                 | Remedial           | <ul style="list-style-type: none"> <li>Incorporate changes to programme from workshop.</li> <li>Update file and computer folder</li> </ul>                              |  | <ul style="list-style-type: none"> <li>House visits for poor attendance</li> </ul>   |   |
|                 | Government Schools | <ul style="list-style-type: none"> <li>Discuss teaching activities with teachers.</li> <li>Sit with class 1 &amp; 2 children to find out levels of problems.</li> </ul> |  | <ul style="list-style-type: none"> <li>Discuss remedial and other appropriate teaching actions (special teaching).</li> <li>Review and discuss text books with teachers</li> </ul>           |   |
| Computers       |                    |   | <ul style="list-style-type: none"> <li>Design new certificates for children course 1.</li> </ul>   | <ul style="list-style-type: none"> <li>Check and maintain computers</li> </ul>   | <ul style="list-style-type: none"> <li>Check list of names signed up for course course 2.</li> <li>Make course 1 examination sheets.</li> </ul>   |
| Tuitions        |                    | <ul style="list-style-type: none"> <li>Organise guardians' meeting 1 for all tuition children.</li> <li>Collect fees.</li> </ul>  | <ul style="list-style-type: none"> <li>Guardian meeting 1</li> <li>Find out Government Secondary school summer time.</li> <li>Organise peer to peer exchange workshop 1. Send invitations. Write agenda</li> </ul> | <ul style="list-style-type: none"> <li>Adjust tuition time corresponding to Govt. school time. Inform all children.</li> <li>Peer to peer excha meeting1</li> </ul>                          | <ul style="list-style-type: none"> <li>Update computer tuition folder.</li> <li>Rectify attendance issues</li> <li>Make list of priority topics for each subject. Discuss with teachers.</li> </ul> |
| Health          |                    | <ul style="list-style-type: none"> <li>Village visit focus: Aliabad</li> <li>Visit Sian hospital for outpatients schedule</li> </ul>                                    | <ul style="list-style-type: none"> <li>Village visit focus: nutrition and diet</li> <li>Distribute outpatients schedule</li> </ul>   | <ul style="list-style-type: none"> <li>Village visit focus: seasonal illness</li> <li>Organise and publicise video 1</li> </ul>  | <ul style="list-style-type: none"> <li>Health video 1</li> <li>Discuss sanitation workshops</li> </ul>  |
| Adivasi Support |                    | <ul style="list-style-type: none"> <li><b>Kora Writing</b> Coordinate children's drawings for the book, with the help of art teacher.</li> </ul>                        | <ul style="list-style-type: none"> <li><b>Kora Writng</b> as week 1</li> <li><b>Santhali.</b> Review song selection and finalise singers.</li> </ul>   | <ul style="list-style-type: none"> <li><b>Kora Writing</b> Coordinate with art teacher and printer to find out the book layout, cover design, number of pages and printing costs.</li> </ul> | <ul style="list-style-type: none"> <li><b>Kora Writing</b> Finalise cover layout; Suchana's logo.</li> </ul>  |

| MAY 2011           |  |  |  |  |
|--------------------|--|--|--|--|
|                    | Week 1   | Week 2   | Week 3   | Week 4   |
| Pre school         |  | <ul style="list-style-type: none"> <li>Make new ps folder for computer and update.</li> </ul>  | <ul style="list-style-type: none"> <li>Research and Plan new songs, stories games.</li> </ul>  | <ul style="list-style-type: none"> <li>Tidy up tiffin space and buy relevant thing to make tiffin.</li> </ul>  |
| ELG                | <ul style="list-style-type: none"> <li>Check on sports programme</li> <li>Check on Govt schools prog</li> <li>Look for Bangla DVDs locally</li> </ul>  | <ul style="list-style-type: none"> <li>Fix date / organise peer to peer exchange workshop 1.</li> <li>Organise ELG training logistics</li> </ul>   | <ul style="list-style-type: none"> <li>Communicate holiday schedule</li> <li>Peer to peer exchange WS 1.</li> <li>Prepare remedial workshop 2</li> </ul>   | <ul style="list-style-type: none"> <li>Finalise training logistics</li> <li>Collect copies of assembly and function songs; keep filed together</li> <li>Remedial WS 2</li> </ul>   |
| Sports             | <ul style="list-style-type: none"> <li>Focus: Gymnastics</li> </ul>  |  |  |  |
| Remedial           | <ul style="list-style-type: none"> <li>Review library books for remedial teaching.</li> <li>Make a list of good books and distribute to remedial teachers</li> </ul>   |  | <ul style="list-style-type: none"> <li>Prepare remedial workshop 2</li> </ul>  | <ul style="list-style-type: none"> <li>End session 1</li> <li>Remedial workshop 2: Assess children in programme; decide which children to continue</li> </ul>                      |
| Government Schools | GOVERNMENT SCHOOLS HOLIDAY   | GOVERNMENT SCHOOLS HOLIDAY   | <ul style="list-style-type: none"> <li>Visit schools to assess progress</li> <li>Discuss Extra Curricula possibilities with schools</li> <li>Discuss issues with teachers.</li> </ul>  | <ul style="list-style-type: none"> <li>Continue special teaching with class 1 &amp; 2.</li> <li>Initiate extra curricula activities</li> </ul>                                     |
| Computers          | <ul style="list-style-type: none"> <li>Children course 1 pre-final exam, and final exams.</li> <li>Guardians' meeting for children's course 2 and finalise start date.</li> <li>Organise course design WS 1</li> </ul> | <ul style="list-style-type: none"> <li>Course design/review worksho 1 (Rabia)</li> <li>start children' course 2.</li> </ul>  | <ul style="list-style-type: none"> <li>New list for adult course 2. Arrange meeting date with adults.</li> <li>Check and maintain computers</li> </ul>   | <ul style="list-style-type: none"> <li>Prepare and give out children' cetficate, course 1</li> <li>Research Bangla software on internet</li> </ul>                                 |
| Tuitions           | <ul style="list-style-type: none"> <li>Find out half yearly exam. date for class 10 students at their school.</li> <li>Organise extra help if needed.</li> </ul>   | <ul style="list-style-type: none"> <li>Prepare materials for teaching priority areas</li> <li>Discuss priority areas with teachers</li> </ul>  | <ul style="list-style-type: none"> <li>Develop a strategy for unit test preparation.</li> <li>Schedule revision sessions and discuss with teachers.</li> </ul>   | <ul style="list-style-type: none"> <li>Update tuition folder</li> </ul>  |
| Health             | <ul style="list-style-type: none"> <li>Village visit focus: eyes and ears</li> <li>Prepare sanitation workshops; check schedule</li> </ul>   | <ul style="list-style-type: none"> <li>Village visit focus: boils and skin infections</li> <li>Ringdangs Sanitation WS 1</li> </ul>  | <ul style="list-style-type: none"> <li>Village visit focus: women</li> <li>Organise video 2</li> </ul>   | <ul style="list-style-type: none"> <li>Health video 2</li> </ul>   |
| Adivasi Support    | <ul style="list-style-type: none"> <li><b>kora writing</b> Check printer's proof</li> <li><b>Networking</b> for peer exchange WS - organise</li> </ul>   | <ul style="list-style-type: none"> <li><b>kora writing:</b> Check 2<sup>nd</sup> proof and send it for printing.</li> <li><b>Santali CD:</b> End activity group</li> <li>Assess readiness for recording</li> <li>Organise final rehearsals with musicians</li> <li><b>Santali Writing:</b> Plan illustration. Coordinate with Gopal and kids.</li> </ul> | <ul style="list-style-type: none"> <li><b>kora writing</b> Organise small function for the launch of the book.</li> <li><b>Santali CD:</b> Rehearse with musicians; Rehearse with audience</li> <li>Networking peer exchange WS</li> </ul> | <ul style="list-style-type: none"> <li><b>kora writing</b> Plan and organise dissemination of the book and distribution.</li> <li><b>Santali CD:</b> Fix recording date</li> </ul> |



**JUNE 2011**

|                 |                    | <b>Week 1</b>  | <b>Week 2</b>  | <b>Week 3</b>  | <b>Week 4</b>  |
|-----------------|--------------------|--|--|--|--|
| Pre school      |                    | Pre school holiday   | Pre school holiday   | Pre school holiday<br>▪ Training   | Pre school holiday<br>▪ Training   |
| ELG             |                    | ELG holiday  | ELG holiday  | ELG holiday<br>▪ Training  | ELG holiday<br>▪ Training  |
|                 | Sports             | Sports holiday   | Sports holiday   | Sports holiday   | Sports holiday   |
|                 | Remedial           | Remedial holiday   | Remedial holiday   | Remedial holiday   | Remedial holiday   |
|                 | Government Schools | <ul style="list-style-type: none"> <li>▪ Review of class 1 &amp; 2.</li> <li>▪ Teachers meeting</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Make class 3 &amp; 4 name list for special teaching. Discuss with school teachers for special needs.</li> </ul>                         | <ul style="list-style-type: none"> <li>▪ Start special teaching to class 3 &amp; 4.</li> <li>▪ Check actual teacher attendance and keep records of hours / activities</li> </ul> | <ul style="list-style-type: none"> <li>▪ Check extra curricula progress</li> </ul>                                 |
| Computers       |                    | <ul style="list-style-type: none"> <li>▪ Adult computer course 2, students' meeting.</li> <li>▪ Fix start date.</li> <li>▪ Kolkata trip to look for Bangla software</li> </ul> | <ul style="list-style-type: none"> <li>▪ Make course sheets adult course 2</li> <li>▪ exam sheets for adult course 1.</li> <li>▪ Organise computer hardware training.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Adult course 1, examination</li> <li>▪ Examination marking</li> <li>▪ Informal course review</li> <li>▪ Hardware Training</li> </ul>    | <ul style="list-style-type: none"> <li>▪ Adult course 2 starts.</li> <li>▪ Check and maintain computers</li> </ul> |
| Tuitions        |                    | <ul style="list-style-type: none"> <li>▪ Copy and file unit test and exam papers</li> <li>▪ Copy and file student's school reports.</li> </ul>                                 | <ul style="list-style-type: none"> <li>▪ Update computer tuition folder.</li> <li>▪ Unit test revision sessions</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Follow up poor attendance</li> <li>▪ Follow up fees arrears</li> </ul>  |  |
| Health          |                    | <ul style="list-style-type: none"> <li>▪ Village visit focus: Ringdanga</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Village visit focus: Han Man and Uttor Chandipur</li> <li>▪ Ringdanga Sanitation WS 2</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Village visit focus: Aliabad</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Village visit focus: Bandlodanga</li> </ul>                               |
| Adivasi Support |                    | <ul style="list-style-type: none"> <li>▪ <b>Santali CD:</b> Rehearse with musicians; Rehearse with audience</li> </ul>   |  |  |  |

| JULY 2011          |  |   |  |   |
|--------------------|--|---|--|---|
|                    | Week 1   | Week 2  | Week 3   | Week 4  |
| Pre school         | <ul style="list-style-type: none"> <li>Village visits to ensure children come regularly.</li> <li>Assess changes for reporting to DT</li> </ul>  | <ul style="list-style-type: none"> <li>Make a list of ps children with ELG and update.</li> </ul>   | <ul style="list-style-type: none"> <li>Mid-term Review: assess progress and problems</li> </ul>  | <ul style="list-style-type: none"> <li>Organise and review teaching materials</li> </ul>  |
| ELG                | <ul style="list-style-type: none"> <li>Six monthly review 1 date. (ELG and sub programmes)</li> <li>Assess changes for reporting to DT</li> </ul>  | <ul style="list-style-type: none"> <li>Six monthly review workshop 1.</li> <li>?Organise greeting card art workshop</li> <li>Summarise and distribute ideas from review workshop</li> </ul> | <ul style="list-style-type: none"> <li>AGM date co-ordinate with parents</li> <li>?Greeting card art workshop</li> </ul>                           |   |
| Sports             | <ul style="list-style-type: none"> <li>Month focus: football, gymnastics review</li> <li>Fix times and dates for gym. show and football match.</li> </ul>  | <ul style="list-style-type: none"> <li>Practice football.</li> </ul>  | <ul style="list-style-type: none"> <li>Gymnastics show</li> </ul>  | <ul style="list-style-type: none"> <li>Football match.</li> </ul>   |
| Remedial           | <ul style="list-style-type: none"> <li>Discuss with batch of children for session 2</li> <li>Begin session 2</li> <li>Communicate with batch parents</li> </ul>  | <ul style="list-style-type: none"> <li>Update supplies in file</li> <li>Look for new games and activities for remedial teaching</li> </ul>  |  |   |
| Government Schools | <p>GOVERNMENT SCHOOL</p> <ul style="list-style-type: none"> <li>Assess changes for reporting to DT</li> </ul>  | HOLIDAY   | <ul style="list-style-type: none"> <li>Review and discuss text books with teachers.</li> <li>Start special teaching to class 3 &amp; 4.</li> </ul> | <ul style="list-style-type: none"> <li>Start special teaching to class 3 &amp; 4.</li> </ul>  |
| Computers          | <ul style="list-style-type: none"> <li>Make certificates adult course 1.</li> <li>Assess changes for report to DT</li> </ul>   | <ul style="list-style-type: none"> <li>Give out certificates to adult course 1.</li> <li>Organise mid term review 1</li> </ul>  | <ul style="list-style-type: none"> <li>Mid-term Review all computer courses.</li> </ul>  | <ul style="list-style-type: none"> <li>Make name list for children' computer course 3.</li> <li>Check and maintain computers</li> </ul>   |
| Tuitions           | <ul style="list-style-type: none"> <li>Assess changes for reporting to DT</li> </ul>   | <ul style="list-style-type: none"> <li>Organise mid-term review 1</li> </ul>  | <ul style="list-style-type: none"> <li>Mid term review 1</li> </ul>  | <ul style="list-style-type: none"> <li>Update tuition folder.</li> <li>Summarise and communicate with teachers new ideas for teaching from mid term review.</li> </ul>                          |
| Health             | <ul style="list-style-type: none"> <li>Village visit focus: diahorrea, dehydration</li> <li>Prepare Health Camp 2</li> </ul>   | <ul style="list-style-type: none"> <li>Village visit focus: nails and teeth</li> </ul>  | <ul style="list-style-type: none"> <li>Village visit focus: maternal facilities in hospital</li> <li>Health camp 2</li> </ul>                      | <ul style="list-style-type: none"> <li>Village visit focus: vitamin supplements.</li> <li>Follow up Health camp 2</li> </ul>  |
| Adivasi Support    | <p><b>Kora Writing</b> Send copies of the book to FOS(? Rahul)</p> <p><b>Santhali CD</b> Design CD cover, song index, authors' names and introduction to songs for back cover.</p> <p><b>Santali writing:</b> Collect all stories and illustration and review.</p> | <p><b>Kora Writing</b> Make back up of all book materials on Suchana computer</p> <p><b>Santhali CD</b> Cover design</p> <p><b>Santali writing:</b> Fix printer, find out pricing.</p>      | <p><b>Santali writing:</b> Edit for grammar, spelling and type on computer.</p> <p><b>Santhali CD</b> Review music. Final rehearsal.</p>           | <p><b>Santali writing:</b> Finish typing on computer. Write introduction and back cover text.</p> <p><b>Santhali CD</b> Organise copying and print CD covers. Fix release date. Price of CD</p> |

**AUGUST 2011**

|                    | <b>Week 1</b>  | <b>Week 2</b>   | <b>Week 3</b>   | <b>Week 4</b>  |
|--------------------|--|---|---|--|
| Pre school         |  | <ul style="list-style-type: none"> <li>Review attendance; update child lists</li> <li>Village visits for attendance</li> </ul>  | <ul style="list-style-type: none"> <li>Update ps computer folder.</li> <li>Plan new activities</li> <li>Research story books</li> </ul>   | <ul style="list-style-type: none"> <li>Buy new games, toys and puzzles.</li> </ul>   |
| ELG                | <ul style="list-style-type: none"> <li>Organise students film show visit; communicate with children and parents</li> </ul>   | <ul style="list-style-type: none"> <li>Film show visit</li> </ul>   | <ul style="list-style-type: none"> <li>Talk to all teachers for new admission.</li> <li>Review poor attendance and visit parents and children with poor attendance</li> </ul>   | <ul style="list-style-type: none"> <li>Informal discussion with villagers, teachers and guardians.</li> </ul>  |
| Sports             | <ul style="list-style-type: none"> <li>Month focus: Village games</li> </ul>   | .   |   |  |
| Remedial           | <ul style="list-style-type: none"> <li>Review library book list; add new books</li> <li>House visits for poor attendance</li> </ul>  |   |   |  |
| Government Schools | <ul style="list-style-type: none"> <li>Start special teaching to class 3 &amp; 4.</li> </ul>   | <ul style="list-style-type: none"> <li>Review class 3 &amp; 4</li> <li>Solve problems</li> <li>Update computer records.</li> <li>Check extra curricula work</li> </ul>  |   |  |
| Computers          | <ul style="list-style-type: none"> <li>Meeting with children, course 3. Finalise course 3(children) and lottery. Exams children course 2.</li> </ul>   | <ul style="list-style-type: none"> <li>Guardians meeting children course 3. Exams children course 2.</li> </ul>   | <ul style="list-style-type: none"> <li>Start children course 3.</li> </ul>  | <ul style="list-style-type: none"> <li>Complete certificates for children course 2.</li> <li>Check and maintain computers</li> </ul>   |
| Tuitions           | <ul style="list-style-type: none"> <li>Guardian's meeting.</li> <li>Fees follow up with house visits.</li> </ul>   | <ul style="list-style-type: none"> <li>Resolve guardian's problems and arrange teachers' meeting.</li> </ul>  | <ul style="list-style-type: none"> <li>Organise 2<sup>nd</sup> peer to peer workshop</li> <li>Check 5-8 exam schedules</li> </ul>   | <ul style="list-style-type: none"> <li>Update computer tuition folder .</li> <li>2<sup>nd</sup> peer to peer workshop</li> <li>Follow up 5-9 exam attendance</li> </ul>  |
| Health             | <ul style="list-style-type: none"> <li>Village visit focus: dressing wounds</li> <li>Follow up health camp</li> </ul>  | <ul style="list-style-type: none"> <li>Village visit focus: teeth cleaning</li> <li>Ringdanga Sanitation WS 2</li> </ul>  | <ul style="list-style-type: none"> <li>Village visit focus: Kamalakantapur.</li> <li>Organise video 3</li> </ul>  | <ul style="list-style-type: none"> <li>Health video 3</li> </ul>   |
| Adivasi Support    | <p><b>KORA Writing</b> Ask various people for their feed back on the book.<br/> <b>Santhali CD.</b> Studio recording.<br/> <b>Santali Writing:</b> Make cover design and layout. Discuss with Gopal.</p> | <p><b>Kora,English Bangla Word Book (Kebwb):</b> Plan about the KEBWB after konsultations with relevant people.<br/> <b>Santhali CD</b> Studio recording.<br/> <b>Santali Writing:</b> Cover design and layout.</p> | <p><b>Kebwb</b> Plan to collect materials for the book.<br/> <b>Santali Writing:</b> Send manuscript to printer.<br/> <b>Santali books:</b> Prepare and collect materials for the book. Speak to relevant people.</p> | <p><b>Kebwb</b> Make a list of materials for the book.<br/> <b>Santhali CD</b> Release CD small function<br/> <b>Santali Writing:</b> Correct 1<sup>st</sup>. proof.<br/> <b>Santali books:</b> translation/ writing</p> |

| SEPTEMBER 2011     |   |   |   |   |
|--------------------|---|---|---|---|
|                    | Week 1  | Week 2  | Week 3  | Week 4  |
| Pre school         | <ul style="list-style-type: none"> <li>Organise materials for new songs, stories, games and flash cards.</li> <li>Write update for newsletter</li> </ul>  | <ul style="list-style-type: none"> <li>Update ps folder on computer.</li> <li>List of past and current activities</li> <li>Set mid-session admission date</li> <li>Send info on new admissions to villages.</li> </ul>  |   | <ul style="list-style-type: none"> <li>Visit villages to inform new admissions.</li> <li>Tidy up resources.</li> </ul>  |
| ELG                | <ul style="list-style-type: none"> <li>Organise students visit to play; communicate with parents and children</li> </ul>  | <ul style="list-style-type: none"> <li>Students visit to play</li> <li>Prepare remedial WS 2</li> <li>Co-ordinate maths remedial</li> </ul>   | <ul style="list-style-type: none"> <li>Remedial WS 3</li> </ul>   | <ul style="list-style-type: none"> <li>Fix annual sports day. Sports Meeting.</li> </ul>  |
| Sports             | <ul style="list-style-type: none"> <li>Month focus: mixed games</li> <li>Review sports equipment and assess needs</li> </ul>  |   |   | <ul style="list-style-type: none"> <li>Practice other sports.</li> <li>Make sports day committee</li> <li>Fix sports day date</li> </ul>  |
| Remedial           | <ul style="list-style-type: none"> <li>Research new activities</li> <li>Discuss maths remedial teaching</li> </ul>  | <ul style="list-style-type: none"> <li>Prepare remedial WS 3</li> </ul>   | <ul style="list-style-type: none"> <li>Remedial WS 3</li> </ul>   | <ul style="list-style-type: none"> <li>End session 2</li> <li>Review children's progress</li> <li>Report to parents whether children continuing or not</li> </ul>   |
| Government Schools |   | <ul style="list-style-type: none"> <li>Review with school teachers for results of special teaching of classes 1,2,3 &amp;4</li> </ul>   | <ul style="list-style-type: none"> <li>Check teacher attendance and keep records of hours / activities</li> <li>Check extra curricula activity</li> </ul>   |   |
| Computers          | <ul style="list-style-type: none"> <li>Print and finalise certification date for children course 2.</li> </ul>  | <ul style="list-style-type: none"> <li>Give out children course 2 certificates.</li> </ul>  | <ul style="list-style-type: none"> <li>Meeting date for adult course 3 to finalise name.</li> </ul>   | <ul style="list-style-type: none"> <li>Review adult course 3.</li> <li>Check and maintain computers</li> </ul>  |
| Tuitions           | <ul style="list-style-type: none"> <li>Collect unit test information</li> <li>Distribute and store unit test scripts</li> </ul>   | <ul style="list-style-type: none"> <li>Review priority areas</li> <li>Review unit tests revision schedule</li> </ul>  | <ul style="list-style-type: none"> <li>Follow up poor attendance issues</li> </ul>  | Update computer tuition folder  |
| Health             | <ul style="list-style-type: none"> <li>Village visit focus: Rindanga</li> </ul>   | <ul style="list-style-type: none"> <li>Village visit focus: Uttor Chandipur and Hanuman Mandir</li> </ul>   | <ul style="list-style-type: none"> <li>Village visit focus: pregnant mothers</li> <li>Organise Video 4</li> </ul>   | <ul style="list-style-type: none"> <li>Follow up dressing wounds</li> <li>Health video 4</li> </ul>   |
| Adivasi Support    | <p><b>Kebwb</b> Make list of materials for the book.</p> <p><b>Santhali CD</b> Disseminate and distribute.</p> <p><b>Santali writing:</b> Correct 2<sup>nd</sup>. proof. Fix book release date.</p> <p><b>Santali books:</b> translation/ writing</p> | <p><b>Kebwb</b> Finish collecting materials and coordinate illustration.</p> <p><b>Santhali CD</b> Disseminate and distribute</p> <p><b>Santhali CD</b> Collect information about song recording studio.</p> <p><b>Santali writing:</b> Release book.</p> <p><b>Santali books:</b> translation/ writing</p> | <p><b>Kebwb</b> illustrations. Feed back.</p> <p><b>Santhali CD</b> Write Review for Annual report. Copy and back up of cd in computer</p> <p><b>Santali writing:</b> Distribution of books and feed back.</p> <p><b>Santali books:</b> Think of illustrations coordinating with Gopal and Printer.</p> | <p><b>Kebwb</b> Write introduction and back cover flyer.</p> <p><b>Santhali CD</b> Send 5 CDs to FOS.</p> <p><b>Santali writing:</b> Write Review for Annual Report.</p> <p><b>Santali books:</b> Write a traditional alphabet chart.</p> |

**OCTOBER 2011**

|                    | <b>Week 1</b>  | <b>Week 2</b>   | <b>Week 3</b>   | <b>Week 4</b>  |
|--------------------|--|---|---|--|
| Pre school         | <ul style="list-style-type: none"> <li>Review routine and discuss objectives</li> </ul>  |   | <ul style="list-style-type: none"> <li>Village visits to remind new admissions</li> <li>New admissions meeting and forms.</li> </ul>  | <ul style="list-style-type: none"> <li>Update child lists and distribute</li> </ul>  |
| ELG                | <ul style="list-style-type: none"> <li>2<sup>nd</sup> ELG admission preparation.</li> <li>Visit Bandlodanga for admissions</li> <li>Material list for new admission. Fix dates for new admission and guardians' meet.</li> </ul> | <ul style="list-style-type: none"> <li>Organise Children's Mela and date.</li> <li>New admission day. Guardians meeting and payment of fees.</li> </ul> | <ul style="list-style-type: none"> <li>Meeting with student to allocate stall responsibilities.</li> <li>Make class list for new admits.</li> <li>Sports day meeting</li> </ul> | <ul style="list-style-type: none"> <li>Fix evaluation date.</li> <li>Rehearse Mela introduction dance</li> </ul>   |
| Sports             | <ul style="list-style-type: none"> <li>Month focus: cricket</li> <li>Introduce cricket rules and regulations.</li> <li>Letter to Kamalakantapur Club re. sports day</li> </ul>   | <ul style="list-style-type: none"> <li>Show cricket video and discuss.</li> </ul>   | <ul style="list-style-type: none"> <li>Cricket theory class, including referee's class.</li> <li>Sports day meeting</li> </ul>  | <ul style="list-style-type: none"> <li>Teach special cricket skills and play.</li> <li>List of events for Sports day.</li> <li>Sports day child lists</li> </ul> |
| Remedial           |  | <ul style="list-style-type: none"> <li>Assess new children</li> <li>Discuss batch for session 3 with all teachers</li> </ul>                            | <ul style="list-style-type: none"> <li>Begin session 3</li> <li>Update file and xerox supplies</li> <li>House visits to inform parents</li> </ul>                               |  |
| Government Schools | GOVERNMENT SCHOOL  | PUJA  | HOLI  | DAYS.  |
| Computers          | <ul style="list-style-type: none"> <li>Prepare exam sheets for adult course 2.</li> </ul>  | <ul style="list-style-type: none"> <li>Examination for adults course 2.</li> </ul>  | <ul style="list-style-type: none"> <li>Start adult course 3. Make certificates for adult course 2.</li> </ul>   | <ul style="list-style-type: none"> <li>Hand out certificates for adults course 2.</li> <li>Check and maintain computers</li> </ul>                               |
| Tuitions           | <ul style="list-style-type: none"> <li>Inform children about Suchana "Mela"</li> </ul>   |   |   | <ul style="list-style-type: none"> <li>Update computer tuition folder.</li> <li>Inform children annual sports and practice routine</li> </ul>                    |
| Health             | <ul style="list-style-type: none"> <li>Village visit focus: ears</li> <li>Aliabad Sanitation WS 1</li> <li>Bandlodanga Sanitation WS 1</li> </ul>  | <ul style="list-style-type: none"> <li>Organise video 5</li> <li>Kamalakatapur sanitation WS 1</li> </ul>   | <ul style="list-style-type: none"> <li>Village visit focus: vaccination check</li> <li>Health video 5</li> </ul>  | <ul style="list-style-type: none"> <li>Village visit focus: boils and skin</li> <li>Prepare Health Camp 3</li> </ul>   |
| Adivasi Support    | <p><b>Kebwb</b> Plan cover design.<br/><b>Santali books:</b> Start illustration</p>  | <p><b>Kebwb</b> Plan cover design.</p>  | <p><b>Kebwb</b> Get printer's 1<sup>st</sup>. proof and correct.</p>  | <p><b>Kebwb</b> Correct 2<sup>nd</sup>. proof.<br/><b>Santali books</b> Edit for grammar and spelling and type on computer.</p>                                  |

**NOVEMBER 2011**

|                    | <b>Week 1</b>   | <b>Week 2</b>  | <b>Week 3</b>  | <b>Week 4</b>   |
|--------------------|---|--|--|---|
| Pre school         | <ul style="list-style-type: none"> <li>Tidy up and assess resources.</li> </ul>   | <ul style="list-style-type: none"> <li>Review tiffin intake</li> <li>make a new nutrition chart if required.</li> </ul>  |  | <ul style="list-style-type: none"> <li>Update ps computer folder.</li> <li>Village visits for poor attendance</li> </ul>                                      |
| ELG                | <ul style="list-style-type: none"> <li>Print and copy evaluation forms.</li> <li>Rehearse Mela stalls</li> </ul>  | <ul style="list-style-type: none"> <li>Suchana Children's Mela.</li> </ul>   | <ul style="list-style-type: none"> <li>Sports committee meeting.</li> <li>Review poor attendance</li> </ul>  | <ul style="list-style-type: none"> <li>Visit homes of children attending poorly</li> <li>Birbhum book fair</li> </ul>   |
| Sports             | <ul style="list-style-type: none"> <li>Month focus: sports day events</li> <li>Sports day practice</li> </ul>   | <ul style="list-style-type: none"> <li>Sports day practice</li> </ul>  | <ul style="list-style-type: none"> <li>Buy materials for sport's day including prizes.</li> <li>Sports day practice</li> <li>Final sports day meeting</li> </ul> | <ul style="list-style-type: none"> <li>Buy materials for sport's day including prizes.</li> <li>Sports day practice</li> </ul>                                |
| Remedial           | <ul style="list-style-type: none"> <li>Work on introducing maths; discuss teachers, routines, children</li> </ul>   |  | <ul style="list-style-type: none"> <li>House visits for poor attendance</li> <li>Discuss attendance with children</li> </ul>                                     |   |
| Government Schools | <ul style="list-style-type: none"> <li>Pick out children of earlier special classes if they are still weak and carry on special teaching</li> </ul>           | <ul style="list-style-type: none"> <li>Check teacher attendance and keep records of hours / activities</li> <li>Check extra curricula</li> </ul>                       |  |   |
| Computers          | <ul style="list-style-type: none"> <li>Meeting with children course 4. Finalise name list.</li> </ul>   | <ul style="list-style-type: none"> <li>Pre-final exam for children course 3.</li> </ul>  | <ul style="list-style-type: none"> <li>Final exams for children course 3.</li> </ul>   | <ul style="list-style-type: none"> <li>Start children course 4.</li> <li>Check and maintain computers</li> </ul>  |
| Tuitions           |   | <ul style="list-style-type: none"> <li>Find out class 5 to 9, school exam date.</li> <li>Organise exam routine; extra sessions</li> </ul>                              |  | <ul style="list-style-type: none"> <li>Inform children about Annual Function.</li> <li>Update computer tuition folder.</li> </ul>                             |
| Health             | <ul style="list-style-type: none"> <li>Village visit focus: parasites</li> <li>Aliabad Sanitation WS 2</li> <li>Bandlodanga Sanitation WS 2</li> </ul>        | <ul style="list-style-type: none"> <li>Village visit focus: maternal health</li> <li>Health Camp 3</li> <li>Kamalantapusanitation WS 2</li> </ul>                      | <ul style="list-style-type: none"> <li>Remind Govt. hospital facility schedule.</li> <li>Follow up Health Camp 3</li> </ul>                                      | <ul style="list-style-type: none"> <li>Village visit focus: sub-centre services</li> <li>Follow up Health Camp 3</li> </ul>                                   |
| Adivasi Support    | <p><b>Kebwb</b> Organise book launch date and and launch.</p> <p><b>Santali books:</b> Book design, layout. Consult Gopal and printer. Fix printing date.</p> | <p><b>Kebwb</b> . Plan and organise pricing and dissemination.</p> <p><b>Santali books:</b> Fix price and write introduction and back cover text. Send to printer.</p> | <p><b>Kebwb</b> Send five copies to FOS.</p> <p><b>Santali books:</b> Correct proof. Fix release date.</p>   | <p><b>Kebwb</b> Store book and all other back-up materials in the computer.</p> <p><b>Santali books:</b> Release book. Distribute book and get feed back.</p> |

**DECEMBER 2011**

|                 |                    | <b>Week 1</b>  | <b>Week 2</b>  | <b>Week 3</b>   | <b>Week 4</b>   |
|-----------------|--------------------|--|--|---|---|
| Pre school      |                    |  | <ul style="list-style-type: none"> <li>Guardians' meeting.</li> <li>Research new games and activities</li> </ul> | <ul style="list-style-type: none"> <li>Go to Calcutta to buy ps resources.</li> </ul>   | <ul style="list-style-type: none"> <li>Sort out damaged and unusable resources.</li> </ul>                                    |
| ELG             |                    | <ul style="list-style-type: none"> <li>Coordinate with Rubai for sports day lists</li> </ul>   | Sports day.  | <ul style="list-style-type: none"> <li>Fix function, date.</li> <li>Function meeting.- teacher's responsibilities / activities</li> <li>Contact function outside teachers.</li> </ul> | <ul style="list-style-type: none"> <li>Annual function arrangements; group lists</li> <li>Prepare function routine</li> </ul> |
|                 | Sports             | <ul style="list-style-type: none"> <li>Sports day preparation</li> <li>Final list of children</li> <li>Distribute lists of events and responsibilities for teachers</li> </ul> | <ul style="list-style-type: none"> <li>Sports day</li> </ul>   | <ul style="list-style-type: none"> <li>Focus: Rounders</li> </ul>   |   |
|                 | Remedial           | <ul style="list-style-type: none"> <li>Check materials – anything new needed?</li> </ul>   | <ul style="list-style-type: none"> <li>Check library for books to use in sessions</li> </ul>                     |   |   |
|                 | Government Schools | <ul style="list-style-type: none"> <li>Fix suitable dates after discussing with primary schools teachers, for star watching through telescope.</li> </ul>                      | <ul style="list-style-type: none"> <li>Star watching at Kamalakantapur school</li> </ul>                         | <ul style="list-style-type: none"> <li>Star watching at Bandhlodanga school.</li> </ul>   | <ul style="list-style-type: none"> <li>Check and record teacher attendance</li> </ul>   |
| Computers       |                    | <ul style="list-style-type: none"> <li>Get certificates ready for children course 3.</li> </ul>  | <ul style="list-style-type: none"> <li>Handout children certificate course 3.</li> </ul>                         |   | <ul style="list-style-type: none"> <li>Check and maintain computers</li> </ul>  |
| Tuitions        |                    | <ul style="list-style-type: none"> <li>Find out class X exam routine</li> <li>Organise revision routine</li> </ul>   | <ul style="list-style-type: none"> <li>Check exam attendance 5-9</li> </ul>                                      | <ul style="list-style-type: none"> <li>Check form filling and fees for new session – solve problems</li> </ul>  | <ul style="list-style-type: none"> <li>Update computer tuition folder.</li> <li>Organise tuition evaluation WS</li> </ul>     |
| Health          |                    | <ul style="list-style-type: none"> <li>Village visit focus: eyes and nails</li> </ul>  | <ul style="list-style-type: none"> <li>Village visit focus: pregnant mothers.</li> </ul>                         | <ul style="list-style-type: none"> <li>Organise video 6</li> </ul>  | <ul style="list-style-type: none"> <li>Health video 6</li> </ul>  |
| Adivasi Support |                    | <b>Santali books:</b> Feed back and write Review for Annual Report.  | <b>Santhali</b> Review CD making process and plan for next adivasi support.                                      |   |   |

| JANUARY 2012       |   |   |   |   |
|--------------------|---|---|---|---|
|                    | Week 1  | Week 2  | Week 3  | Week 4  |
| Pre school         | <ul style="list-style-type: none"> <li>Check for ps children who have enrolled in govt. primary school.</li> <li>Write and submit info for DT reporting</li> </ul>  | <ul style="list-style-type: none"> <li>Help and encourage admission to class 1, for children of right age for the govt. primary school.</li> </ul>  | <ul style="list-style-type: none"> <li>Review / evaluation of ps programme.</li> </ul>                  |   |
| ELG                | <ul style="list-style-type: none"> <li>Start function rehearsals.</li> <li>Organise review / evaluation of 2 ELG programme including remedial</li> </ul>  | <ul style="list-style-type: none"> <li>Decide on picnic date and place. Form picnic committee.</li> <li>Review/evaluation workshop 2</li> <li>Write and submit info for DT reporting</li> </ul> | <ul style="list-style-type: none"> <li>Picnic committee meeting.</li> </ul>                             | <ul style="list-style-type: none"> <li>Swaraswati Puja committee meeting.</li> </ul>                                |
| Sports             | <ul style="list-style-type: none"> <li>Month focus: football</li> </ul>   | <ul style="list-style-type: none"> <li>Write and submit info for DT reporting</li> </ul>  |   |   |
| Remedial           | <ul style="list-style-type: none"> <li>End session 3. Assess progress and report to parents</li> </ul>  | <ul style="list-style-type: none"> <li>Review workshop with ELG</li> <li>Write and submit info for DT reporting</li> </ul>  |   |   |
| Government Schools | <ul style="list-style-type: none"> <li>Complete review with Suchana teachers and primary school teachers.</li> </ul>  | <ul style="list-style-type: none"> <li>Write and submit info for DT reporting</li> </ul>  | <ul style="list-style-type: none"> <li>Adjust curricula on basis of reviews for new session.</li> </ul> |   |
| Computers          | <ul style="list-style-type: none"> <li>Write and submit info for DT reporting</li> <li>Organise computer review WS</li> </ul>   | <ul style="list-style-type: none"> <li>Review / evaluation of computer programme.</li> </ul>  |   | <ul style="list-style-type: none"> <li>Check and maintain computers</li> </ul>                                      |
| Tuitions           | <ul style="list-style-type: none"> <li>Arrange meeting with Madhyamik students together with their guardians and Suchana teachers.</li> <li>Review / evaluation of tuition programme.</li> </ul>                        | <ul style="list-style-type: none"> <li>How will they go to their exam centres(transport issue). Can Suchana help?</li> <li>Write and submit info for DT reporting</li> </ul>                    |   | <ul style="list-style-type: none"> <li>Prepare for next tuition classes. Update computer tuition folder.</li> </ul> |
| Health             | <ul style="list-style-type: none"> <li>Village visit focus: Ringdanga</li> <li>Write and submit info for DT reporting</li> <li>Review / evaluation of health programme.</li> <li>Bandlodanga Sanitation WS 3</li> </ul> | <ul style="list-style-type: none"> <li>Village visit focus Aliabad.</li> <li>Aliabad Sanitation WS 3</li> <li>Kamalakantapur sanitation WS 2</li> </ul>   | <ul style="list-style-type: none"> <li>Village visit focus: Uttorchandipur + Hanumanmandir.</li> </ul>  | <ul style="list-style-type: none"> <li>Village visit focus: Bandlodanga</li> </ul>                                  |
| Adivasi Support    | <ul style="list-style-type: none"> <li>Review / evaluation of Adivasi support programme.</li> <li>Write and submit info for DT reporting</li> </ul>   |   |   |   |