



ELE Programme for Std. IX in the Schools of Scheduled Areas of Gujarat supported by Tribal Development Department, GoG.

Role of Monitoring Fellow

Before visits to the school

- Call and coordinate with schools to be visited on a weekly basis. Schools to be visited on relay day should have working hardware.
- Find out the exact address.
- Make sure of the distance and travel time required and plan accordingly.
- Ensure you reach on time, at 1 pm on a relay day and during school hours on a non-relay day.
- Carry the folder with your ID proof, Identification letter, Observation format, BISAG numbers and technical assistance sheet, note pad, pen and workbook.

During Relay Days	During non- Relay Days
<p>During visit to the school</p> <ol style="list-style-type: none"> Watch the relay with children without distracting their attention. Note down your observations in the form/notebook. Meet the concerned teacher and principal to get the information on the programme. Interact informally with students and English teacher. Follow up on Mela/other upcoming event preparation and support, if required. Fill in the Observation form and have it 	<p>During visit to the school</p> <ol style="list-style-type: none"> Check if infrastructure is in working condition and the TV is working, if not please help in correcting settings. Meet the concerned teacher and principal to get the information on the programme Interact informally with students and English teacher Follow up on Mela preparation and support, if required Note down your observations in the notebook.

<p>countersigned/stamped by teacher/principal.</p> <p>g. Make phone calls to all the schools in your cluster on all the relay days to find out the status of the programme.</p> <p>After the visit to the school</p> <p>a. Make a note of your observations and complete the form by the end of the day</p> <p>b. Note down the follow up action required and take necessary action immediately</p> <p>c. Inform the Programme Monitoring Assistant incase immediate support is required</p> <p>d. Make phone calls to all schools in your cluster on every programme relay day and note down the details in the phone call format</p> <p>e. Send the filled in observation forms and phone call format at the beginning of every week to UNNATI Organisation for Development Education.</p>	<p>f. Get countersign by the person you meet and stamped by the concerned teacher/principal</p> <p>After the visit to the school</p> <p>a. Make a note of your observations and write in detail by the end of the day</p> <p>b. Note down the follow up action required and take necessary action immediately</p> <p>c. Inform the Programme Monitoring Assistant incase immediate support is required</p> <p>d. Send the detailed report at the beginning of every week to UNNATI Organisation for Development Education.</p>
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Other role:

- Assist schools in event preparation, participation and any other project related initiative.
- Meet district level officials of Tribal Development Department and apprise them updates.
- Share training needs to UNNATI office to enhance your monitoring skills.
- Assist in implementation of the special worksheets in schools and follow up.
- Any other task directed by UNNATI.

Updated on: 06-09-13