



COMPASSIONATE CITIZENSHIP PROGRAM

PROGRAM OFFICERS ROLES AND RESPONSIBILITIES

Pilot Project By

COVA
Peace Network

In Collaboration With SCERT (Telangana State)

Program Officers

Reporting

- Morning reporting at some school should be by 9:30 AM or before based on school timing
- Photo should be taken at the school or office and posted in staff group
- If you are late, send request in the group for late permission
- Take Copy of Reporting and Leave Rules from Office

Program Officers

Enlisting Resource Persons

- Share PPTs and 4 Page Suggestions Note with all Resources Persons before they are enlisted
- Arrange for all new Resources Persons to speak with the ED before they are assigned any school
- Arrange only one Lecture for new Resources Persons as trial
- Record audio of the 1st lecture of new Resources Persons
- Review the recorded audio with the ED
- After approval of Resources Persons by ED- Arrange more Lectures

PROGRAM OFFICERS

Arranging Lectures in Schools

- Up to 250 students can be allowed for each lecture in a school
- If big hall is not available, organise 2 lectures by the same Resource Person consecutively
- 4 To 5 Sessions to be arranged every day by each Resource Person
- Resource Persons to give introduction about CC program in those schools where 1st lecture is being delivered
- After starting lecture in one school, POs to go to next school for making arrangement for next lecture Resource Persons to be requested to come to the next school on their own
- There should be no waiting time for resources persons
- Post only 2 pictures of the lectures in the group
- Picture should cover entire hall of students from front and back

TO PROGRAM OFFICERS

Audio Visual Presentations

LCD Projector should be use In Lectures

If not available, use Flex Posters

Paste Posters on Sample Questions in each school in a prominent place

Encourage students to copy for future reference

To Program Officers

Post Lectures Feedback

- Take Feedback from 3 students and 1 teachers after completion of a Lecture
- Ask them to write on back side of the page if required
- Every week select 10 best Feedbacks, take photos and whatsapp to COVA Officer in charge.
- Select only those that speak about some unique learning and / or action they will take

➤ **Video Feedback**

- Take Video Feedback from 6 students- 6 teachers-6 HMs- 6 Resource Persons- 3 Parents- 3 Officers / VIPs
- 2 Feedback from each category after all lectures are completed- 2 after Project Works are completed and 2 at Project Works Display
- Feedback from Parents and Officers / VIPs whenever possible

TO PROGRAM OFFICERS

Records and Payments for Resource Persons

- ✘ Take Acknowledgement from Resource Person about details of lectures delivered in the format provided by COVA
- ✘ Take bank details of the Resource Persons and inform that no cash payments will be made
- ✘ Send photos of all Acknowledgements and Whatsapp to COVA Finance Department every Saturday for payments
- ✘ All Feedback Forms and Acknowledgements to be handed to COVA officers when they visit the District

TO PROGRAM OFFICERS

Preparing for Project Works

- Show and share Project Work Reports of past years with students and teachers whenever possible
- Selection of 100 students
- Allotting 20 students to each of the 5 Topics
- Formation of 33 Teams with one Issue for each Team
- 6-7 Teams per Topic
- 3 Students will be in 1 Team preferably 1 student each from 7th, 8th, 9th classes
- If possible, members of a Team to belong to the same neighbourhood or live close by as they will have to undertake field work on their own near their homes
- Try for Caste, community and gender mix where ever possible
- Try to have an average- medium and bright students as members in each Team

TO PROGRAM OFFICERS

Daily Reporting Format for Program Officers

- × **Daily Report**
- × **Date:**
- × **Staff Name:**
- × **Activities and Output**
- × **Number of Lectures Conducted today:**
- × **Details of Topics – Resource Person- Names of Schools**

- × **Number of Lectures Fixed:**
- × **Details of Dates- Topics – Resource Persons- Names of Schools**

- × **Number of schools where half day Training Program is conducted today:**
- × **Names of Schools- Resource Persons**

- × **Number of schools where half day Training Program is fixed:**
- × **Details of Dates- Names of Schools - Resource Persons**

TO PROGRAM OFFICERS

Daily Reporting Format for Program Officers- 2

- ✘ Number of Schools where Project Work Teams are formed today:
- ✘ Number of Student Lists for Project Works sent to COVA.
- ✘ **Number of schools where Field Work is conducted today:**
- ✘ Name of School- Teachers- Volunteers- Program Officer
- ✘ Is Planning and Reporting Template for your district checked for Update?
- ✘ **Number of new Resource Persons Enlisted today:**
- ✘ Details of Resource Persons enlisted:
- ✘ Name- Topic- Contact Number

Names, designations and departments of Officers contacted with purpose and outcome.

Any Other Information or Comments

THANK YOU