

GSWS - Consistent Rhythms In Schools Standard Operating Procedure



Prepared as a part of Consistent Rhythms Application Development, An initiative of Government of Andhra Pradesh

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Welfare and Education Assistant (WEA)/ Ward Education and Data Processing Secretary (WEDPS)

Programme and Activity	Surveillance	Information	Response	Analysis
Attendance of the children	Visit the School once in a week Visit the homes to students	Observe the attendance of the children Identify the absentees and dropouts Observe the reasons for absenteeism	Motivate the parents to bring back the children to school. Assist Head Master for ensuring 100% attendance and retention	Analyse the reasons of absenteeism related to school environment

Nadu-Nedu	Attend Parent Committee meeting on Nadu-Nedu	Observe the financial transactions Identify the gaps in pre decided works Observe the cleanliness of toilets and school premises	Participate in Parent Committee meeting and discussion Assist Head Master in writing books of A/C particulars of Nadu-Nedu and School Maintenence Fund (SMF) Reporting to Head Master, Parent Committee, site engineers for rectifying the gaps To update cleanliness status in the App	Analyse reasons for improper expenditure Remind the Parent Committee to stick to decision taken in earlier meetings
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Mid Day Meals (MDM) Visit the School once in a week	Observe the quality of Mid Day Meals as per menu Verify the maintenance of records and registrars Observe the Cleanliness of the cooking area and utensils.	Mid Day Meals photos should be uploaded in the App once in a week To Assist Head Master in maintaining Cleanliness of the cooking area and utensils. To share the observations with Parent Committee	Irregularity are found in the implementation of Mid Day Meals Cooks need guidance in proper implementation of Mid Day Meals
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Distribution of Jagananna Vidya Kanuka (JVK) kit	Visit the School during distribution of JVK kits	To verify the list of beneficiaries of JVK kit Will observe the distribution of JVK kit to all students as per time schedule. To update the status in the app Collect feedback about quality material from parent and students	To bring to the notice of the Head Master for grievance. To ensure 100% updation in the JVK App To create awareness among the parents	Due to newly enrolled, error in the UDISE Data shortage of kits etc children are not benefited
AmmaVodi	Visit the School once in a month	Verify the list of beneficiaries of Amma Vodi To track the attendance of student as per Ammavodi norms To update the status in the App	To report to the Head Master for grievance. To ensure 100% students are benefited To create awareness among the parents	Due to newly enrolled, error in the UDISE Data, irregular attendance children are not benefited

School Safety and Health	Visit the School once in a month in Parent Committee meetings	Verify the availability of First Aid Kit	To Assist Head Master in maintaining the school safety	Identify expected fire accidents and alert
		Observe the availability of school safety pledge on the wall.	To discuss school safety and health measures with Parent	Identify the information to be taken in School
		Observe the availability and usage of incinerators.	Committee. To Participate in the	Maintenance Fund SMF
		Observe the environmental safety of schools	development of Harita patasala(Green School)	
		Observe School Related Gender Based Violence (SRGBV) activities like humiliating girls, discrimination, eve teasing	To ensure 100% constitution of child clubs and participation	
		Observe the greenery of schools		
		Whether child line and toll free numbers displayed on the notice board		

Mahila Police

	Surveillance	Information	Response	Analysis
Conduct awareness on Child Safety measures in Schools and Colleges	Visit schools and Colleges in their respective villages/wards	Appraise about Child safety measures taken by Govt.	Detailed explanation with Presentation to be given to all participants	Monthly No. of schools and colleges visited and No. of students attended
Out Reach on Disha Mobile App	Visit schools and Colleges in their respective villages/ wards	Ensure Download of Disha Mobile App	Detailed Explanation on Usage - Registration process	Monthly No. of Downloads and Registered users in the village /ward
Child Marriages	Conducting awareness programs on Child Marriages	Child Marriage prevention activities	If any suspicion of Child Marriage Crime – Contact Emergency Services/Disha SOS	Visiting the school premises during school opening and closing times and observing girl students
Drug and substance abuse, alcohol	Visit Schools/Colleges	Awareness on Drug/Liquor related activities	Identify the drug peddling if any and inform to Station House Officer (SHO)	Monthly No. of schools and colleges visited and No. of students attended

Medium of Access–Dial 112 , Dial 100 and Whatsapp Number	Medium of Access to Police	Get in touch with Police Personnel by above helpline numbers	Creating Awareness about emergency numbers and providing useful material	Monthly No. of schools and colleges visited and No. of students attended
Compliant Box	A complaints box must be installed in the school	Keep an eye out on Complaints	Provide suitable material against various social evils and create awareness	Monthly No. of schools and colleges visited and No. of complaints
Awareness on POCSO Act	POCSO Act	Awareness on POCSO Act and Sexual Offences on Girls	Complaint on those who have committed atrocities against any girls	Monthly No. of schools and colleges visited and No. of complaints

Engineering Assistant (EA)/Ward Amenities Secretary (WAMS)

Programme and Activity	Surveillance	Information	Response	Analysis
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FA/WAMS shall attend meetings of Parent Committee (Weekly Once) and shall visit school along with Head Master and Parent Committee members.

EA/WAMS shall visit Nadu Nedu works as frequently as possible, minimum once in 2 days.

FA/WAMS shall follow the inspection reports of Assistant **Engineer and Deputy** Executive Engineer.

Identification of works to components including Classrooms.

Collect the information of materials procured from Head Master /Parent Committee.

Recording the measurements of work done in Measurement Books (M Books)

EA/WAMS shall capture progress of work in mobile application

As facilitator FA/WAMS shall consult and deliberate on the quality and progress of works in the parents committee meetings.

Prepare estimates in consultation be taken up in Nadu Nedu | with Parent Committee and Head Master (Immediately after construction of Additional |identification of repairs to be taken up).

Observe quality of material procured.

Observe whether the material supplied by suppliers are in good condition

Update indent and progress in application.

Observe workmanship on Nadu Nedu works.

Help Head Master to upload grievances pertaining to Centrally procured materials covered under warranty period.

EA/WAMS shall be present while receiving materials from suppliers like sand, cement, furniture, steel, DW System, paintings, Green Chalk boards, Smart TVs, etc.,

EA/WAMS shall be available during local procurement of materials/ labour by Parent Committee for Nadu -Nedu Works Assist them in

The FA/WAMS shall check whether the material received is suitable to the needs and the functional requirements .

EA/WAMS shall analyse the delay in progress or poor workmanship

To analyze the possible cost saving in works.

The feedback from the students and teachers on the psychological well being due to improvements taken up.

Nadu Nedu

			Procurement of quality materials and negotiation for rates.	
School Maintenance Fund	EA/WAMS shall visit school Periodically minimum once in a month about maintenance of class Rooms and School Premises. Identify the possible hazardous and risk causing factors in	The prioritisation and phasing of works shall be shared with the Parent Committee besides obtaining suggestions for improvement from students. Data shall be compiled and collated by the EA/WAMS and Head	Assist Head Master to raise grievance to the suppliers under ManaBadi Nadu Nedu Phase-I within the warranty period. Assist Head Master and Parent Committee to take up execution of all repairs under School Maintenance Fund SMF. Coordinate with supplier and be physically present while supplier takes up repairs and rectification of	The EA/WAMS shall check whether the material received is suitable to the needs and the functional requirements . EA/WAMS shall analyse the delay in progress or
SMF	consultation with Parent Committee necessitating immediate repairs and maintenance to the structures and the school premises	Master in updating the progress and expenditure in the mobile application.	Centrally Procured Materials materials in Warranty Period. Execution of repair works to be taken up including civil and electrical works ,Drinking water facilities,play grounds etc. Monitor the execution of works by inspection on a weekly basis and record the progress through the mobile application	poor workmanship To analyze the possible cost saving in works. The feedback from the students and teachers on the psychological well being due to improvements taken up.

Toilet Maintenance Fund (TMF)	once in a month along with Head Master and	along with personal inspection reports shall be uploaded in the	Assist Head Master and Parent Committee to take up execution of all repairs under Toilet Maintenance Fund (TMF). Engineering Assistant shall be available physically while taking up repairs Identify the tools, Cleaning Material required for maintains of toilets including running water.	
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Health: ANM, ASHA and Medical officer

	Surveillance	Information	Response	Analysis
Malnourishment of Pregnant & Lactating mothers and 0-5 years children	Monthly Growth Monitoring watch for signs of malnourishment and health	Update database with Growth monitoring data on monthly basis	Educate and ensure proper feeding at appropriate intervals Take help of Asha worker, ANM, Nutrition Rehabilitation Centre (NRC) & PHC where needed	Check if the situation improves If not improving consult Nutrition Rehabilitation Centre (NRC) & PHC

Physical and Sexual Abuse	Watch for signs of Physical and emotional distress Bruises, reluctance to go to a particular person etc	Consult Mahila samrakshana Karyadarsi, Supervisor and Child Development Project Officer (CDPO) in case of touch	Organise Good touch/bad touch sessions	Check if the problem persisting or resolved
Children with special needs	Sign of deficiency can mainifest from 3 months onwards	Share information with Differently abled Dept., functionaries & the appropriate teachers in Bhavitha Centers	Co-ordinate with the experts and ensure appropriate interventions	All the functionaries of WCD dept, to check whether the best possible care and intervention is being given the Special Needs Child at monthly intervals
Malnutrition status of children	ANM Monthly school visit along with ASHA and GSWS staff	Height weight and growth appropriate to age, visible signs of anaemia	Children with poor indicators to be identified and tagged to Head Master,SHG,GSWS staff for monitoring.	Monthly improvement deterioration measured for each child
Hygiene status of school	ANM Monthly school visit along with ASHA RWS and GSWS staff	Water stagnation, mosquito breeding.	Improvement in 24 hrs to be achieved by School,	Schools with poor status and

		Garbage identification. Water quality check	RWS,GSWS department. If not escalate to mandal level.	improvement/deterioratio n
Mid day meal quality	ANM-Monthly school visit along with ASHA and GSWS staff	Check ingredients for quality and check menu for nutrition status	Poor quality ingredients to be replaced. Menu to be improved and variety introduced	Chart the quality improvement on scale of 1-9
Vaccination, deworming and IFA supplementation	ANM-Monthly school visit along with ASHA and GSWS staff	Check vaccination status from Reproductive and Child Health portal, deworming and IFA from school registers to be maintained	Missing doses to be administer on spot and data updated in portal and regsiters	Coverage be tracked for each child.
Screening of children for development disorders	Medical Officer bi-annual school visit along with ANM ASHA and GSWS staff	Physical examination for all development disorders	Put under treatment in District Early Intervention Center (DEIC) centers	Children mainstreamed and rehabilitated

Supply of sanitary napkins for girl children	ANM Monthly school visit along with ASHA and GSWS staff	Quantity and quality of napkin supply. Identify any gynae issues	Replace. poor quality napkins and supply sufficient napkins by Women Child Welfare Department. Refer to gynecologist in Community Health Centres CHC for treatment	Coverage and quality of the program
Monitor school health program	ANM Monthly school visit along with ASHA and GSWS staff	Presence of trained teachers as health ambassadors, weekly class on health being held. Tests being conducted on health subject.	Teachers to be trained as ambassadors where absent, ensure timetable has a weekly class on the subject and children assessed on knowledge	Coverage and quality of program
Monitor adolescent health program Rashtriya Kishor Swasthya Karyakram (RKSK)	ANM Monthly school visit along with ASHA and GSWS staff	Check if clinics are conducted bi-monthly . Check if peer groups are formed and are functioning and meeting bimonthly	Retrain PHC staff and conduct clinics and peer group meetings	Coverage and quality of program



GSWS - Consistent Rhythms In Schools User Manual

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An Overview

Consistent Rhythms is an attempt to improve school facilities and education through periodically identifying and reporting on any issues at the field level.

The application is built by GSWS department and is supposed to be used by the following Secretariat Staff:

- GSWS Functionaries
 - Welfare Education Assistant
 - Ward Education & Data Processing Secretary
 - ➤ Mahila Police
 - ➤ Engineering Assistant
 - Ward Amenities Secretary
- School Head Masters

Standard Operating Procedures

Please find the enclosed Standard Operating Procedures as advised.

Application Installation

Users can search for 'GSWS - Consistent Rhythms' application in Google Play Store or can download the application using the link:

https://play.google.com/store/apps/details?id=com.cr_app.vsws_cr_android_app

Application Usage

Please note that the application can be access through "Username" and "Password" provided to you by the respective district level/mandal level authorities. Username is of the format: "SECRETARIAT CODE + SHORT FORM" of village secretariat functionary.

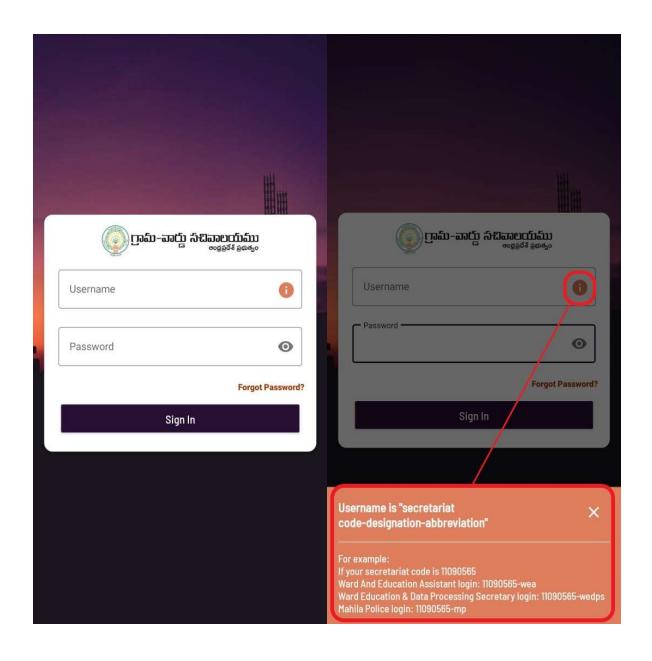
Please note that for WEDPS functionaries passwords won't be provided. They need to either use their password set for VSWS HMS portal - vsws.co.in or reset the password. This is because both the applications follow a unified login management.

As a WEDPS user, if you don't remember your password, you can reset your password using the email associated with your profile in VSWS HMS Portal - vsws.co.in. District authorities will provide the email along with the username. If your email is wrongly mapped, please contact support@vsws.co.in

Once you login the first time, it will ask you to change your password, setup your profile which includes adding your mobile number and email address.

Login Screen

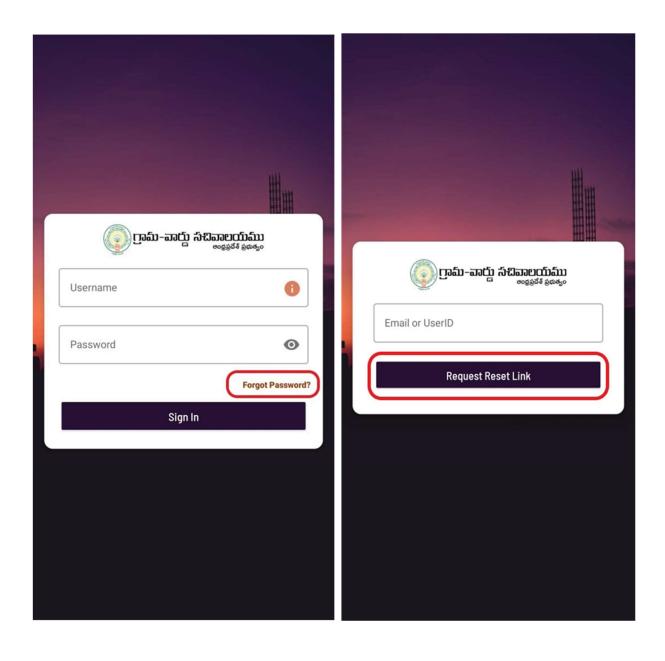
Once the installation part is done, you will be taken to the login page. If you don't know the username, click on the information icon and a message will appear on your screen that shows various login ids for different departments.



Password Reset

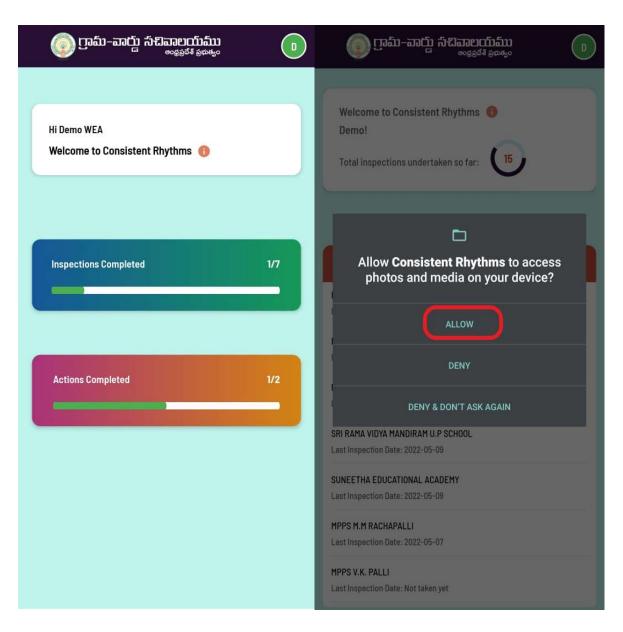
In case you forgot the password, click on the forgot password link enter User ID or Email (which was configured during your profile setup) and click on 'Request Reset Link'

Once you click on the reset password link, you will receive an email to change your password.



Home Screen

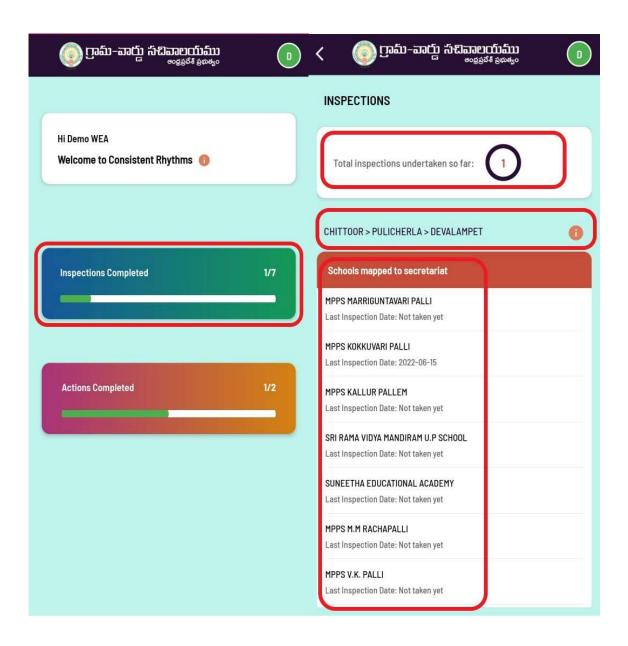
Once you set your profile, you would be taken to the main screen which looks like below. The app will request to grant permissions to access Photos and Videos, as there is a provision to upload photos from gallery. Please click "ALLOW" and proceed.



On the home screen, users will find the option "Inspections Completed" through that users can see:

- Total count of inspections that are completed so far.
- Mapped Secretariat details.
- List of all the schools that are mapped to your Secretariat.

Note: Please verify that you are mapped to correct secretariat and if there are any changes in the secretariat mapping, please email us at support@vsws.co.in.



Instructions for Inspection

Government functionaries will visit the school periodically and take inspections in the school visit.

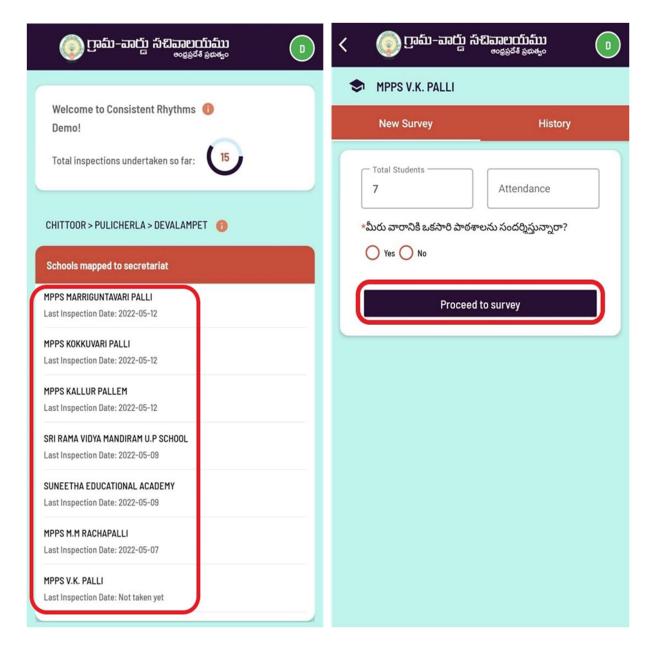
Functionary	Surveys To be Undertaken	Period
WEA/WEDPS	Attendance and Enrollment Nadu Nedu Midday Meals Distribution of JVK Kits Amma Vodi School Safety And Health	At Least Once weekly
Mahila Police	Upper Primary Schools Child Safety Measures Disha Mobile Application Child Marriage - Prevention Drug & Substance Abuse, Alcohol Medium Of Access POSCO Act Complaint Box Primary Schools Awareness Complaint Box	At Least Once Monthly
EA/WAMS	School Infrastructure Maintenance And Repairs	At least once monthly

Take Survey

The user can select the school they visited from the list on the home screen to start the survey.

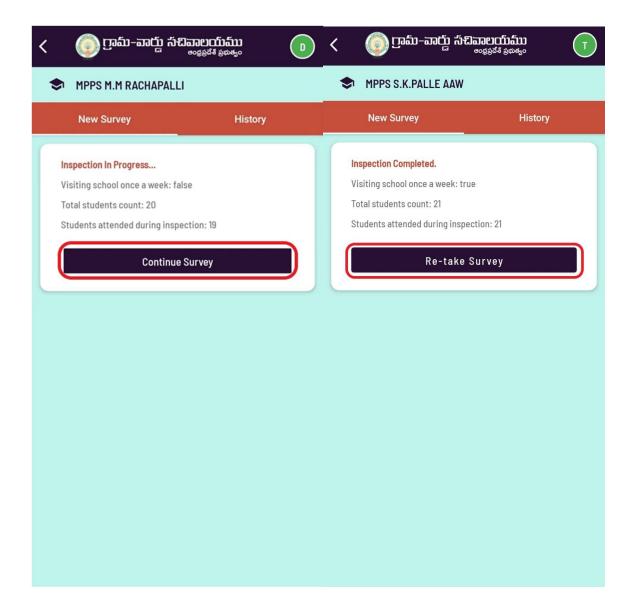
Starting a survey

Choose the school that you have visited. Once you select, enter the required details. Please make a note that the total number of students will be auto populated as per the government records. If there are any changes, you can edit the count (by input the number of students). And kindly fill in the required details, that the total No. of students who attended the school on that day. To move further please click on "Proceed to Survey" as shown in the below image.



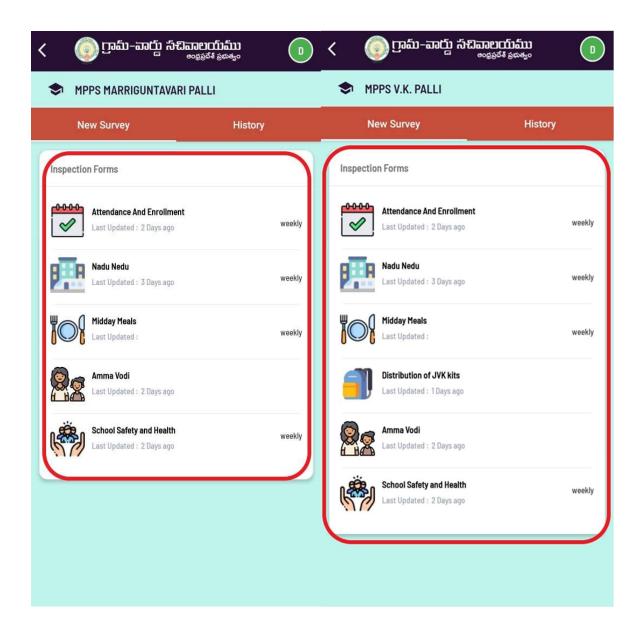
Please make a note that while uploading the survey details, for any reason the page got closed or wrongly pressed on the back button then no need to start once again. Kindly follow the above process and you can find the "Inspection in Progress" option on the screen. Once again users can go through "Continue Survey" and complete the questionnaire. – (ref below image)

For WEA/WEDPS, MP & EA/WAMS's, the user completed all the inspections, if for any reason the user wants to survey once again, then also the form will allow them to retake the survey. — (ref below images)

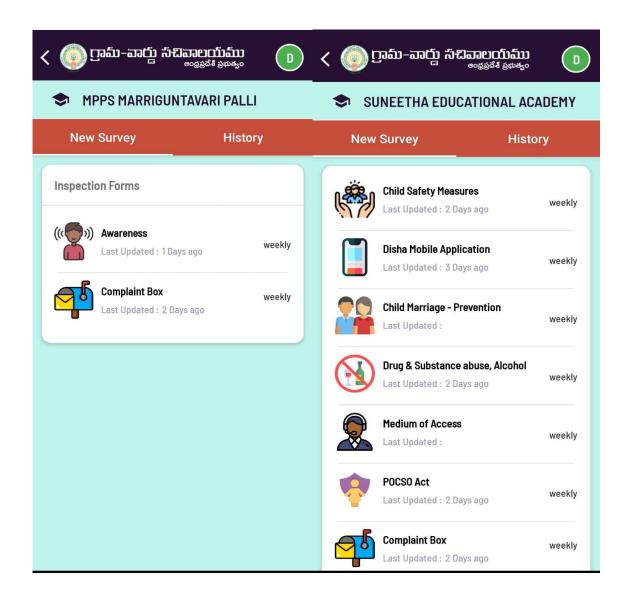


Filling Survey Forms

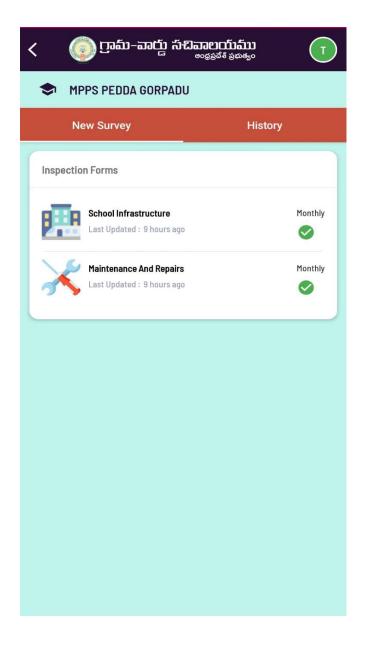
For a **WEA/WEDPS** user, the forms look like attached images for Primary School and Upper Primary School respectively.



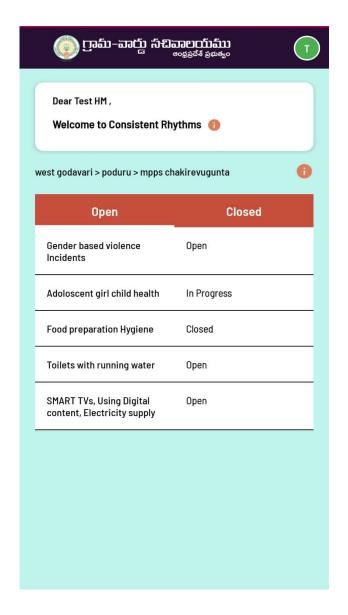
For the **Mahila Police** functionary, the Inspection Forms screen looks like the attached image for Primary School and Upper Primary School respectively.



For the **Engineering Assistant/ Ward Amenities Secretary** functionary, the Inspection forms screen looks like the attached image.



For the **Headmaster's** functionary the Inspection Form screen looks like the attached image.



If you click on any of the Inspection forms, you will be asked to fill the survey, enter all the fields along with remarks (if any) and hit Submit. Please note that a few questions will ask for Photos, you can choose "Camera" to take a picture or from "Gallery" to upload photos.

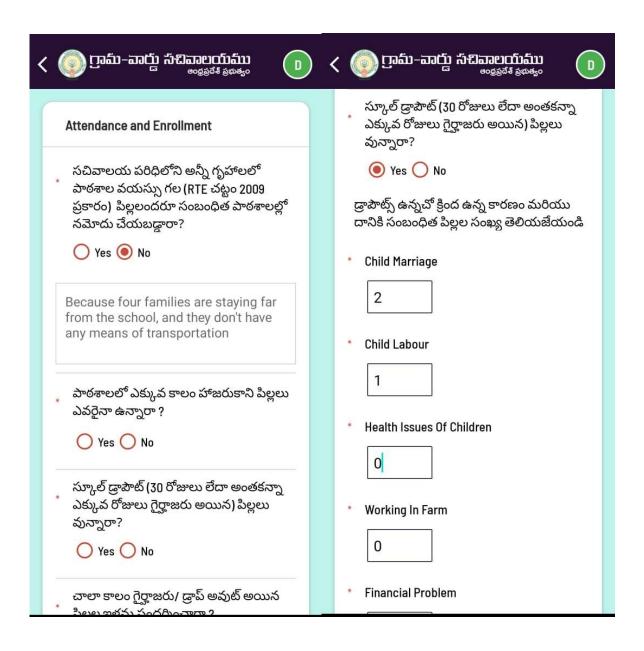
Live pictures need to be taken during inspection and uploaded as far as possible. In case of internet issues during inspection, capture the photo and save the image in the gallery. Upload the images at a later period of time when you're submitting the forms.

Please describe (as appropriate) in detail for any remarks asked under a question. Questions under these forms are self explanatory. Salient points for each form are described below:

WEA/WEDPS Forms

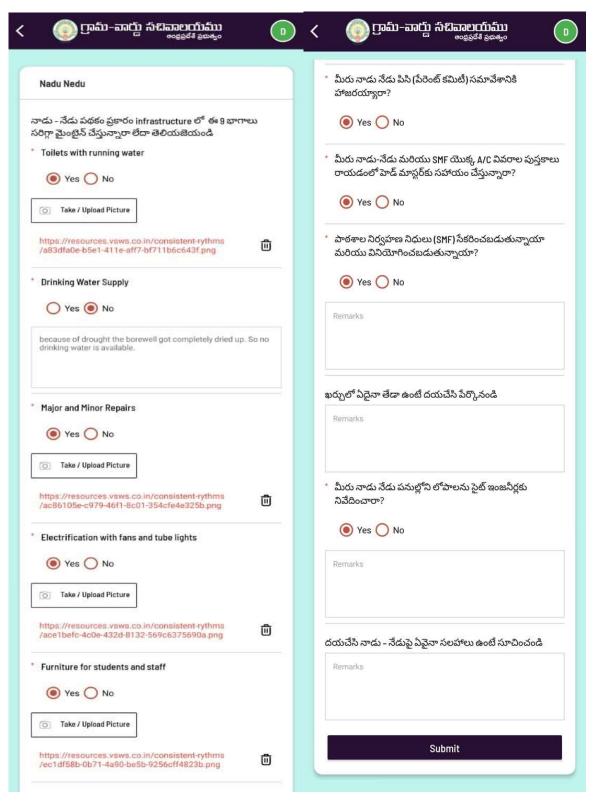
Attendance & Enrollment

In this form, users should capture the number of "Long Absentee Children" and "Dropout Children" segmented reason wise. Please note that Children are considered drop-out if they are absent for more than 30 days. If less than 30 days, consider them "Long Absentees".



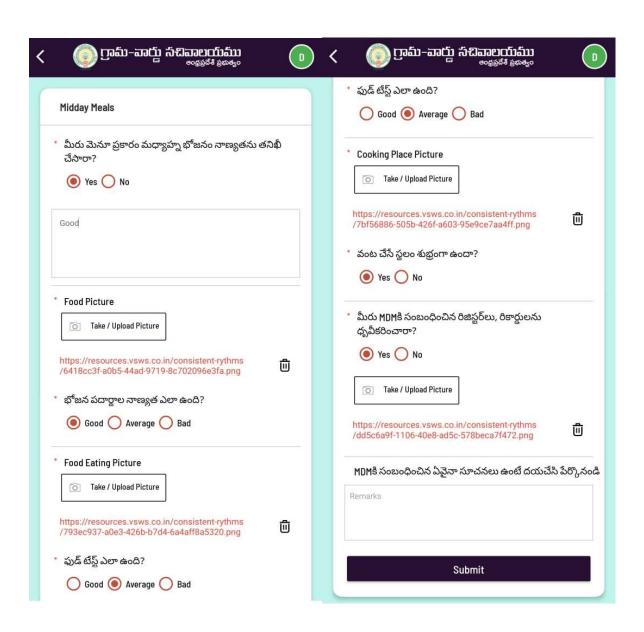
Nadu-Nedu

The most important aspect of this form is to report the maintenance of the facilities created by the "Nadu Nedu" program - like toilet maintenance, water distribution. Please upload all the pictures wherever necessary. The remarks marked are mandatory.



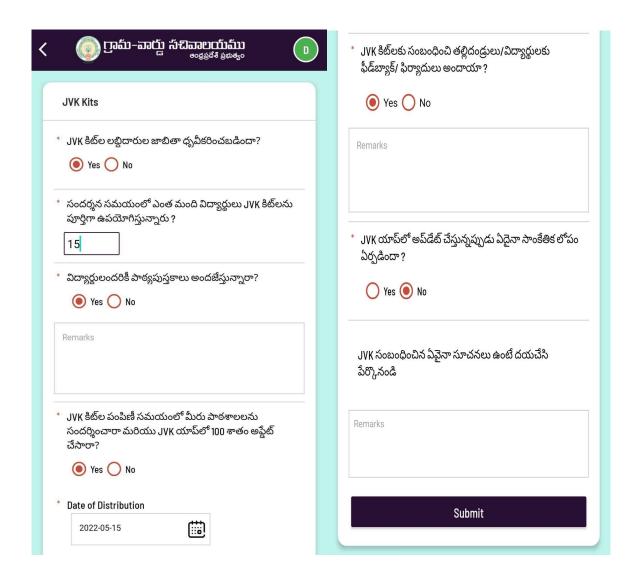
Midday Meals

Midday Meals capture food quality and safety measures that are being taken by staff on a regular basis.



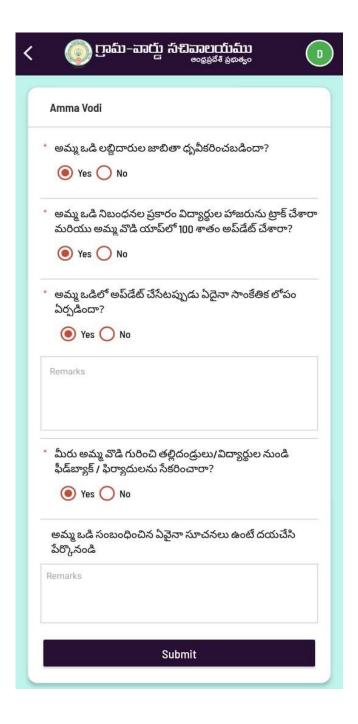
Distribution of JVK kits

This survey is to be taken during the distribution of JVK kits. Once the JVK kits distribution is complete, the following survey won't appear any longer.



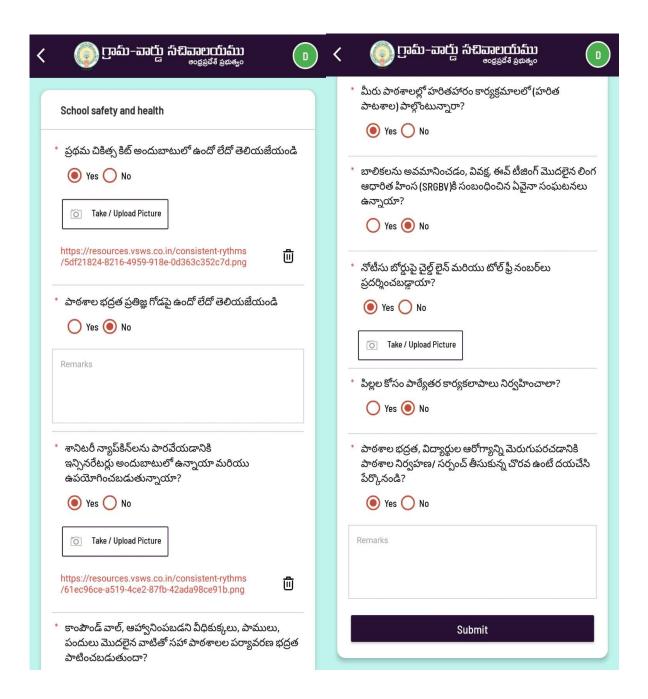
Amma Vodi

This form will survey whether the "Amma Vodi" Scheme was executed in a proper way or not. Users will collect the feedback so that it could serve better.



School Safety and Health

In this form users will survey about the school safety and health related measures are being implemented well.

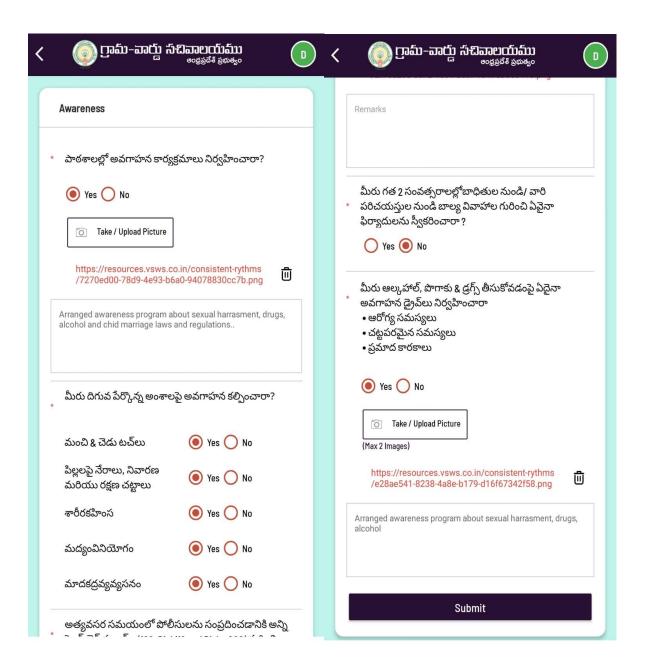


Mahila Police Forms

Primary School Inspection Forms

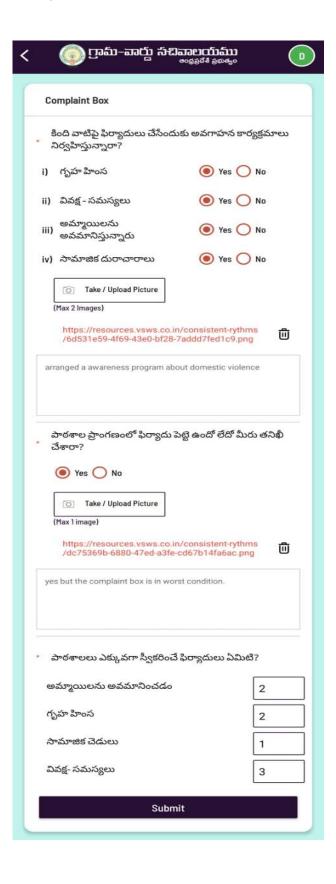
Awareness

Mahila police conduct awareness programs in schools periodically and capture the related information under this questionnaire. This includes sexual harassment, alcohol, tobacco and drugs usage, how to use helpline numbers in emergency times, child marriage laws & regulations etc.



Complaint Box

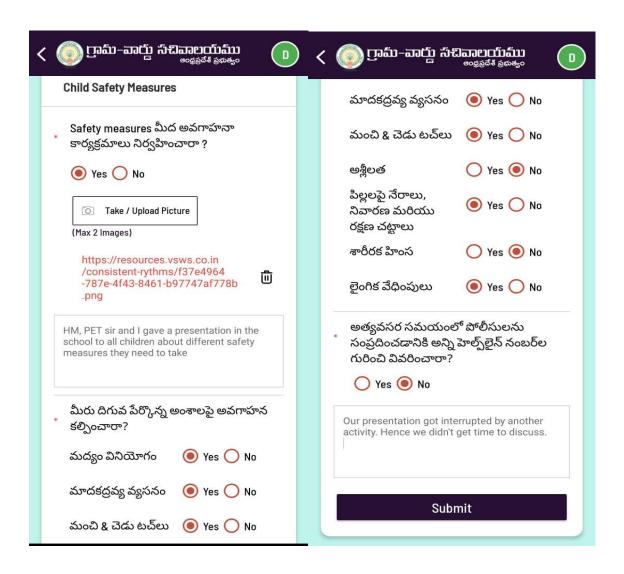
In this form, mahila police needs to personally inspect the complaint box and read any complaints and register them in this survey



Upper Primary School Inspection Forms

Child Safety Measures

This form again captures Mahila Police conducting awareness programs in the school.



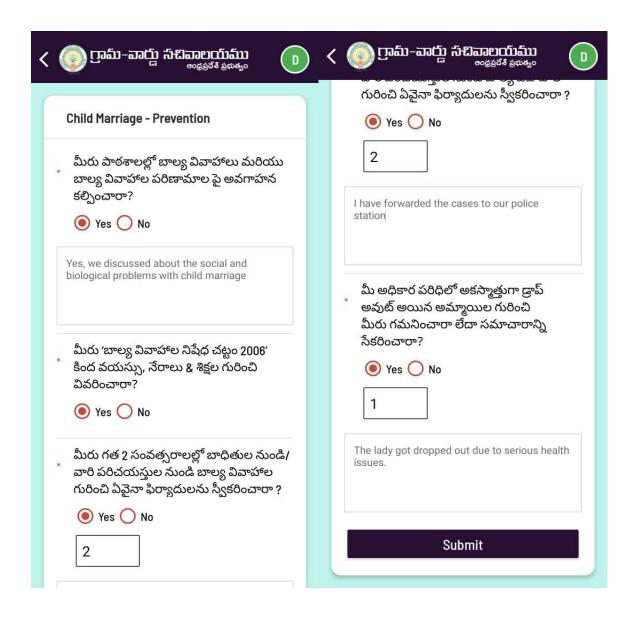
Disha Mobile Application

This survey is very specific about disha mobile application awareness and questions revolve around the awareness programs conducted for Disha mobile applications.



Child Marriage Prevention

The objective of the survey is to track child marriages and prevent them if possible. If you have received any information regarding child marriages for the students in the school, please mention the count clearly in the inspection form along with any action you have taken in the remarks field



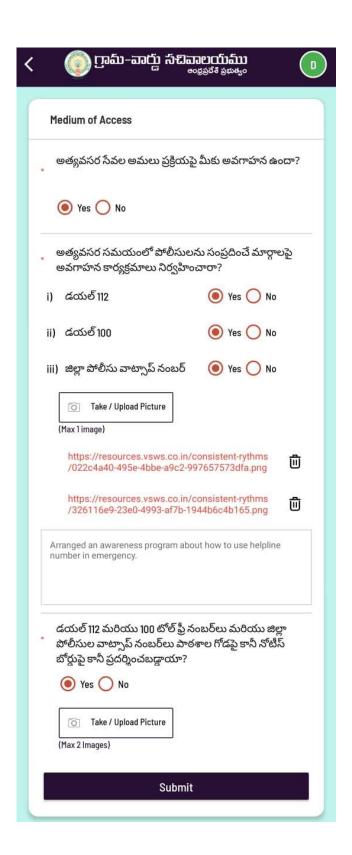
Drugs & Substance abuse, Alcohol

This survey captures information about awareness on social menances like alcohol, drugs & substance abuse among students.



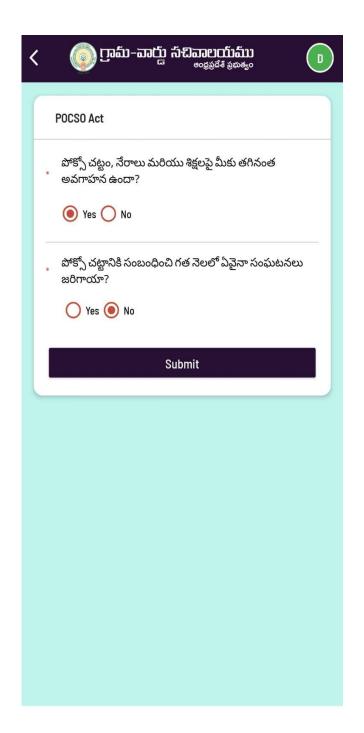
Medium of Access

The Survey is about awareness for children on the helpline numbers they could reach out in an emergency or unwarranted incidents.



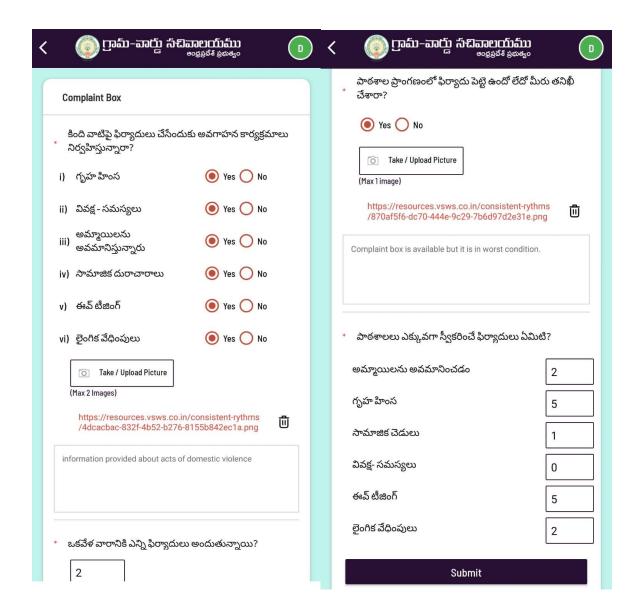
POCSO Act

Mahila police shall educate students about POCSO acts and will survey about Protection of Children from Sexual Offences Act



Complaint Box

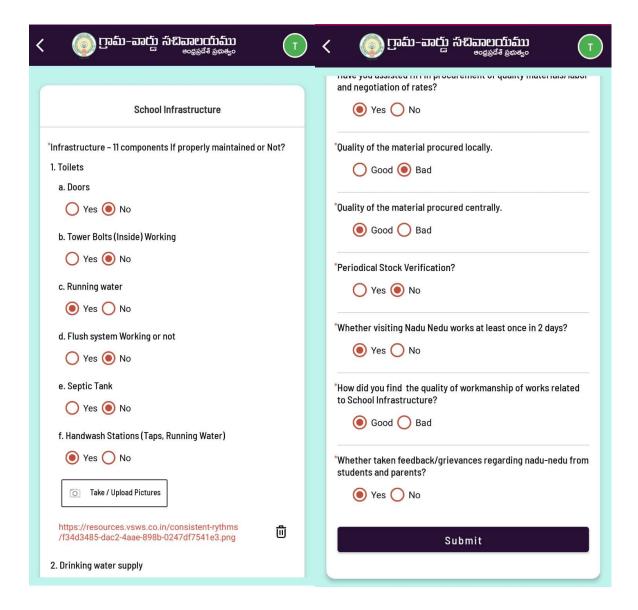
In this form, mahila police needs to personally inspect the complaint box and read any complaints and register them in this survey



Engineering Assistant (EA)/Ward Amenities Secretary (WAMS) Forms

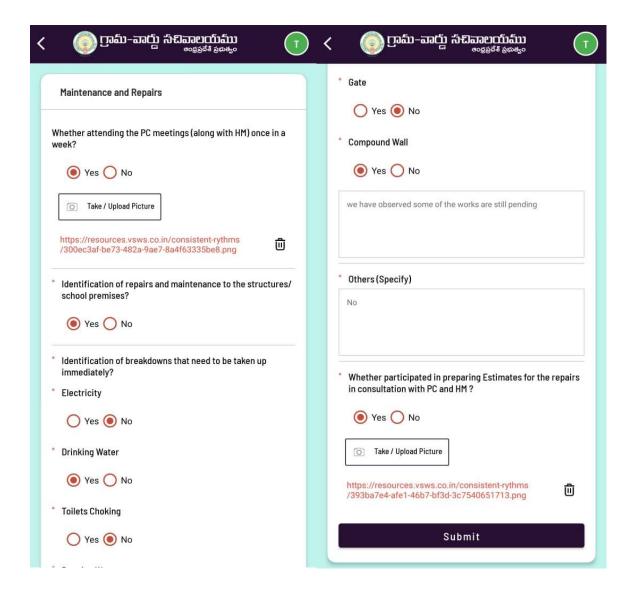
School Infrastructure

In the form, users will survey the school's infrastructure & procurement of quality materials/labour. In this we check whether the components are maintained properly or not.



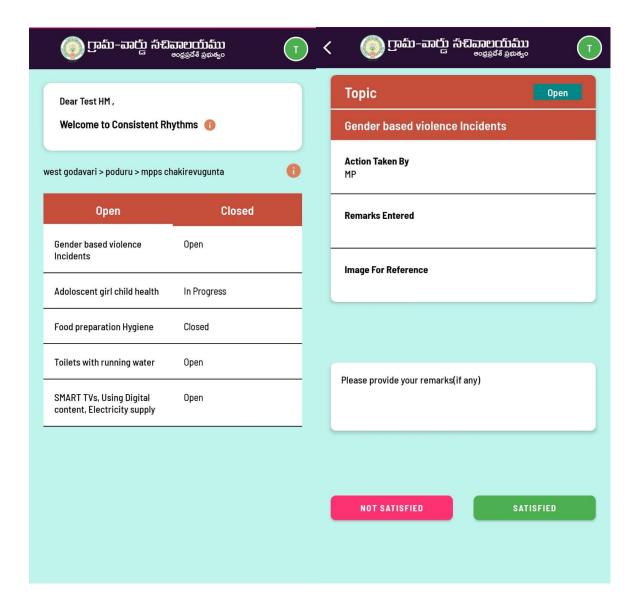
Maintenance And Repair

This form is to capture the information about maintenance & repairs in the schools - like electricity, toilet maintenance, water distribution & compound wall.

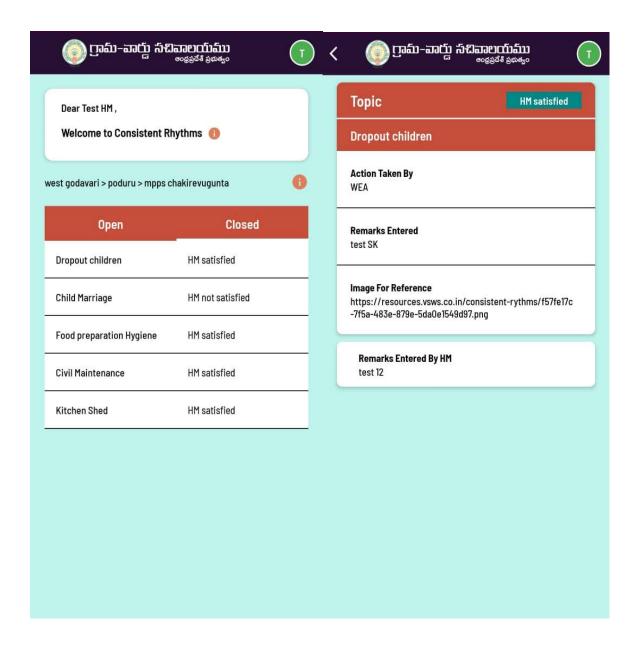


Headmaster's Form

Under the OPEN option headmaster would be able to view the action of work done by the concerned functionary, where the headmaster can mark the resolution satisfied or dissatisfied.

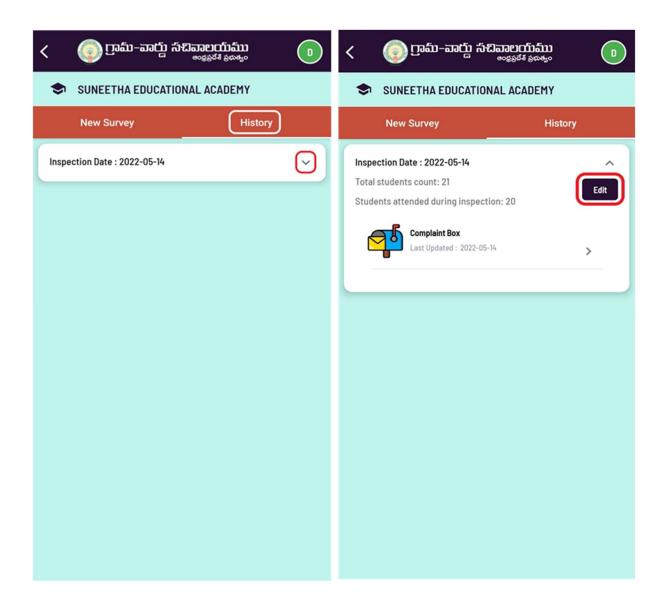


The CLOSED option helps the headmaster to view the completed actions for any further reference.



Inspection History

User would be able to view the inspection if he likes to review at any point of time. Users can further drill down into the inspection by each form submitted.



Please note that "UPDATING INSPECTION IS NOT AVAILABLE". If the user wishes to change anything reported, he/she can do so by taking a new inspection.

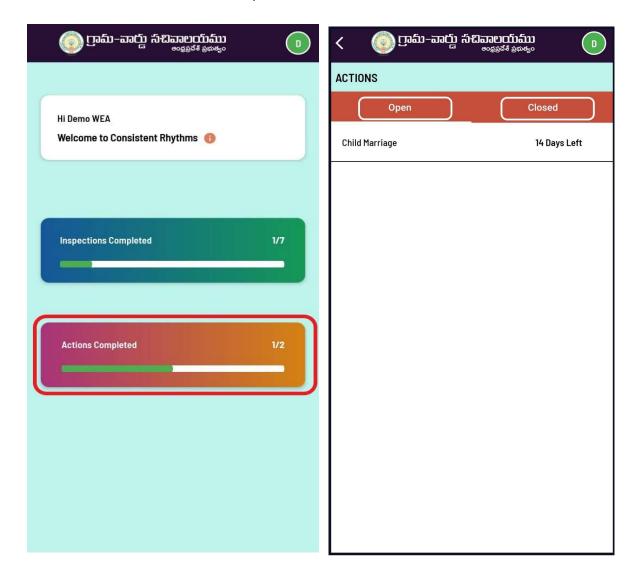
Actions Completed

"Actions Completed" are those that the user needs to complete the action within a given time. For example, if a user has a pending action, he can see in what time frame he has to complete them.

Once you go through the Actions-Completed, you will find two options on the screen.

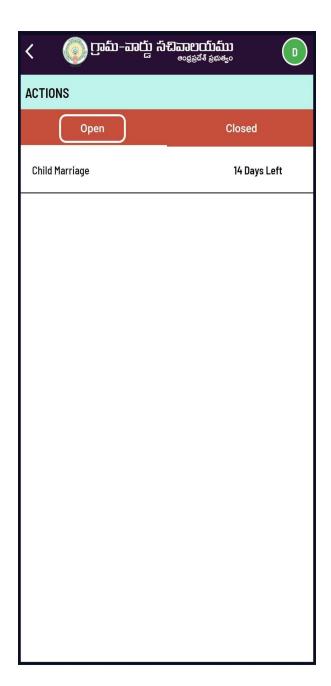
- Open
- Closed

Please find the below screenshots for your reference.

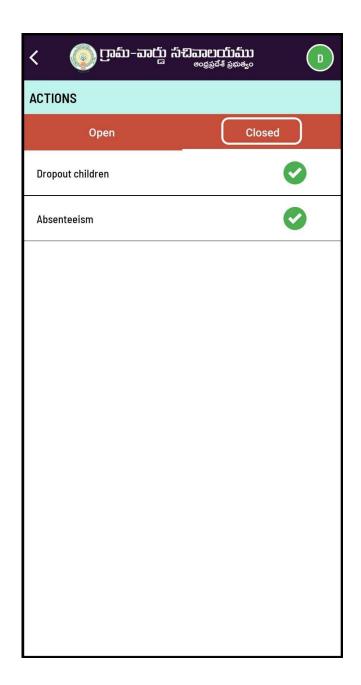


The OPEN option help users to see the actions that are not resolved yet.



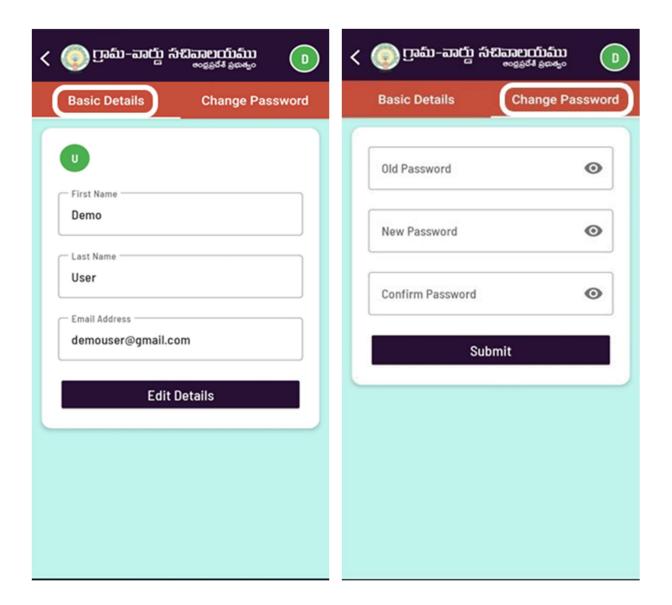


The CLOSED option helps user to view the Completed actions for any further reference.



Editing User Profile

Users can change their details as and when required by clicking on the "Avatar" available at the top right of the screen as shown below.



Support

In case of any technical issues please email us at support@vsws.co.in or call 9154409884