

## Socio Economic and Caste Census 2011

### TRAINING HIERARCHY AND METHODOLOGY

Training of field functionaries is a pre-requisite for the successful conduct of the nationwide Socio Economic and Caste Census (hereafter **SECC-2011**). About 27 lakh Enumerators and Supervisors would be entrusted with the task of collecting information by visiting each household in the country. In this exercise the household schedule will be canvassed using Hand Held Device/Tablet PC directly in the field for which Data Entry Operator will be appointed and trained by M/s BEL. It is most important to ensure that the enumerators and supervisors not only understand the concepts and the definitions clearly but are also able to apply them appropriately in the field while collecting information. The broad guidelines provided here portrait the broad structure of the training classes.

2. One of the basic essentials of training is the framing of written instructions as concisely and clearly as possible so that there is little doubt while canvassing the schedules in the field. In such a large and diverse country as ours, it is a herculean task to train such a large number of officials who would take up the job of enumeration. The most important thing in this whole endeavour is to standardize not only the whole training mechanism but also devise training aids for use by each trainer so that the training is not left to the imagination or competence of the trainers concerned.

3. With the above objective the entire training strategy is to be framed by inducting the services of experienced trainers at various levels to impart a uniform training programme across the country. As far as possible, steps should be taken to impart training in the vernacular language so that the Enumerators are able to understand them clearly.

4. Training Cascade: The training and capacity building activities will involve, in addition to the officials of ORGI/DCOs/ Nodal Officer, the NGO-participations called Master Trainer Alliance (MTA), who are specialized in training and capacity building activities in undertaking various health and demographic surveys in different parts of the country. Each of the above members of the MTA will take up the responsibility of coordination and imparting training in States assigned to each along with the respective DCOs.

5. Levels Training: The Training will be imparted at 4 levels as detailed below:

- a) **National Trainers** (NT): Intense in-house training of 90 individuals (45 from the MTA and 45 from ORGI/ Nodal Officer). These persons will act as the National level resource persons who would be responsible for imparting training to the Master Trainer Facilitators and for supervising the entire training activity

- b) **Master Trainer Facilitators (MTF)**: Intense in-house training of 725 individuals at the Directorate of Census Operation/ Nodal Officer level (375 from the MTA and 350 from ORGI/ Nodal Officer) who will be responsible for imparting training to the Master Trainers. They will act as Resource Persons and supervise the training activity. Usually one Facilitator from ORGI/ Nodal Officer and one from MTA will be paired to impart training in each training class.
- c) **Master Trainers (MT)**: The MTs (54, 000) will be responsible for imparting training to the Enumerators and Supervisors. They are to be appointed at the Charge level.
- d) **Enumerators and the Supervisors** to be trained by the Master Trainers as well as the Charge Officers.

6. Instruction Manuals: Instruction Manual has been finalized and will be printed in 18 languages.

7. Training Kit: For imparting training, each National Trainer, Master Trainer Facilitator and Master Trainer would be provided with a Training Kit. The Training Kit would contain the following items:

- i. Instruction Manual
- ii. Training Guide
- iii. Sample Schedule
- iv. Pen
- v. Pencil
- vi. Bag/Folder

8. Hand Held Device (HHD) or Tablet P.C: The HHD is an electronic device on which the household schedule will be filled directly in the field itself. M/s BEL will appoint Data Entry Operator for using HHD.

9. The training of the Master Trainer Facilitators and Master Trainers will be undertaken jointly at the State level.

10. At the level of Directorate of Census Operations/ORGI/ Nodal Officer, suitable staff who are to be thoroughly trained for assisting the Directorate of Census Operations/ Nodal Officer and the District Administration in imparting the training would be shortlisted.

11. The responsibility of providing exposure/training to the senior SECC-2011 functionaries of the State Government would lie solely with the respective Directorate of Census Operations/ Nodal Officer. There will be no involvement of the MTAs.

12. The Charge Officer will be the key official who will appoint the Enumerators and Supervisors and also will distribute the SECC-2011 materials. Training of the Charge Officers will be carried out along with the District/City SECC-2011 Officers. The Charge Officers may be burdened with other work particularly which involves them to deal with emergent situations like law and order/scarcity etc. It must be impressed upon all Charge Officers that to the extent possible they should personally impart training to Enumerators and Supervisors and in any case they must remain physically present during the entire training class and also assist in providing space and material for conducting the training sessions.

13. The Master Trainers, as explained in the above paragraphs, are to be selected and appointed by the Charge Officers in the ratio of one for every eight Supervisors. They are in real terms of the same rank as the Supervisors but have the acumen of imparting training.

14. A distinct advantage which should emerge from deployment of Master Trainer is that he/she would be a person who has been thoroughly trained by the NTs and MTFs very intensively at the district level and would be a person who has the required sincerity and aptitude for imparting training and also has a feel for the numbers and their accuracy. Being a senior person, he/she is expected to command the respect of the Enumerators and Supervisors who are also usually from the same teaching fraternity.

15. Every Census Directorate/ Nodal Officer, as may be surmised from above, will have an experienced team of trainers, comprising DCO officials/ Nodal Officer's representatives, National Trainers (wherever available), Master Trainer facilitators, Master Trainers and the local Charge Officers, to impart training and thus equip the Enumerators and the Supervisors with full skill and knowledge required for collecting information. These trainers should attend as many training classes as possible in each District and resolve any confusion of the SECC-2011 concepts etc.

16. Although no hard and fast rules can be laid down regarding the overall size of the training class it is felt that generally the training class should not exceed 50 (fifty) Enumerators/Supervisors. This obviously would mean that for each charge, the total number of training classes required will have to be worked out by you well in advance. The size of the training class would depend not only on the total number of Enumerators/Supervisors including the reserves but also the availability of the training rooms and the public address system. If the class is too big then it becomes difficult to impart serious training. It is likely that many Charge Officers etc. will like to increase the size of the training class and quickly dispose them off. This needs to be curbed and checked at all costs and can best be done by advance planning of the venue of the training class, fixing the dates of the training class, appointment of the 'Master Trainer' and by actual supervision by the member of the Directorate training team/ Nodal Officer.

17. The total training duration for the enumerators and supervisors will be for two days. In the enumerator/supervisor training Data Entry Operator (to be appointed by M/s BEL) will join on the second day of training when the enumerators, supervisors and Data Entry Operators would be acquainted jointly as a team with the function/operation of the Hand Held Device for better coordination among them.

18. After the first training session is over, it is expected that each Enumerator and Data Entry Operator would be knowing their assigned area and is also acquainted with their Supervisor. The Enumerator, Supervisor and the Data Entry Operator should be asked to visit their area jointly and find out if they are in a position to demarcate their jurisdiction clearly.

19. Quality training will be imparted to Enumerators and Supervisors under the direct supervision of the officials of the Directorate of Census Operations/ORGI/ Nodal Officer.

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