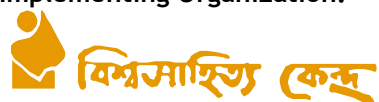


Secondary Education Quality and Access
Enhancement Project (SEQAEP)
Directorate of Secondary & Higher Education

DEVELOPING THE READING HABIT (DRH)

DRAFT Program Operation Manual

Implementing Organization:



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1. THE PROGRAM BACKGROUND

Introduction: In Bangladesh reading is perceived as an academic exercise and a means to pass examination. Many institutions still do not have functional libraries or sufficient budgets to acquire books. In a few schools/Madrasha having library facilities, there is little scope for book-reading by students because the institutions usually do not promote reading extra-curricular books mainly due to non-existence of proper system. The Ministry of Education (MOE) is implementing Developing the Reading Habit (DRH), an innovative sub-component under the Secondary Education Quality and Access Enhancement Project (SEQAEP) since May 2010, utilizing the services of Bishwo Shahitto Kendro (BSK). This program arranges promoting book reading, especially world classics and good books of Bangla language suited the students' age and interests.

DRH is an institution-based program. During the 5 years of their schooling (from class VI to X), a student gets the opportunity to read 96 books in total. The students after getting the membership will get a (part of the) membership card containing the list of the class wise selected books. So he/she can also mark which book is read by him/her. Enrolled member can borrow a book in the stipulated day and after reading will return it in due time. The book reading program will remain closed before starting the regular school examination. Awards are given annually to the students to encourage their reading habits.

Objective: The overall objective of this program is to improve the quality of education in secondary level educational institutions by developing the reading habit through studying a range of selected Bangla and English Language books.

Major Tasks/Components: The major tasks (program components) include:

- Selection of Institutions (Schools and Madrashas),
- Selection of Organizers
- Program Orientation and workshops with the selected institutions,
- Training for Teachers/School Organizers
- Selection and Motivation of Students (members)
- Development of Program Materials,
- Procurement of Books (program and prize)
- Processing of Books (book entry and jacketing),
- Distribution of Books (to selected institutions),
- Book Lending, Reading and Management,
- Student/reader evaluation, prize distribution
- Program monitoring

2. SELECTION OF INSTITUTIONS, ORGANIZERS AND STUDENTS

Selection of Institutions: Institutions both Schools and Madrashas have Co-operation agreements with the project are eligible for this Program. Institutions are covered by a Phase wise implementation plan.

Selection of Members: Any students in a Madrasha or school from class 6-10 can participate in the book reading program. An average of 100-150 interested students per institutions are identified as members/readers or beneficiaries of the program.

Member Selection Process: BSK officials and Organizer of the program will motivate the students for enrollment in the reading program. The important elements in selection process are:

- Distribute a leaflet containing all the information about the book reading program and rules and regulations to be a member.
- Interested students contact the Organizer and collect membership card, fill up the card and return to the organizer.
- Each selected member pays Taka 10 per year as membership fee. The money accrued from membership fee is generally used for maintaining operational costs relevant to the program in the school.
- A list of members is prepared by Organizer in a register and a format supplied by BSK.

Selection of Organizers: The Organizers are the key person of the DRH program at institutions level. They are responsible for implementation and management of the program at their respective institutions. Organizers are selected by the Head of concern institutions; s/he may be librarian or regular teacher of an institutions. S/he receives book reading program management training from BSK Staff.

During the project period every year Organizers are entitled to Taka 2000 as a nominal honorarium from the SEQAEP through BSK. This money is transferred to his/her bank account at end of reader evaluation and confirmation of book counting form. Beside remuneration there is also an incentive plan for the good performing organizer. BSK would select 10% top Organizers in an Upazila based on their performances (in terms of enrollment of students, book read, students participate in evaluation exam etc) and give them rearwards/prizes.

3. PROCUREMENT AND DISTRIBUTION OF BOOKS

Books, the main tools of the program, are selected by a Committee and approved by MoE enabling students to have the opportunity to read the great books in Bangla language and world classics (translated) covering various disciplines, appropriate to their age and interests. Two types of books are used in the DRH program (I) Reading Books and (II) Prize or Award Books.

Reading Books: Each student in a Madrasha/School from class 6-9 read 20 selected books (16 Bangla and 4 English) per year, while student of Class 10, who appear SSC exam, read 16 books (12 Bangla and 4 English) over a year. There are 96 titles of books for reading program, total 192 copies (two copies per title) for each institution. SEQAEP provides those books to each institution through BSK, and BSK supplies books with the support of (Upazila Secondary Education Officer) USEO by hand delivery or transport/courier directly to the Organizer.

Book Distribution procedure: The important aspects are:

- BSK uses standard format (Chalan) for Distribution of books to institutions.
- Assistant Coordinator (AC) collects reader enrollment information from the School/Madrasha when reader selection is completed.
- BSK maintains a Book distribution register.

- BSK staff distributes books to USEO office and Organizers are collect those books form the USEO office;

Book Counting/Stock taking: Every year the Organizers count the books on their possession. BSK sends a form to know the stock of books. Logistic team supplies a format report form to Assistant Coordinators (AC), and then AC sends this form to the Organizer through courier or postage. Organizers fill-up this form and returns to BSK headquarter. An Organizer performs this work after completion of program and collects all the books from readers. Assistant coordinator checks this from and gives it to the logistic team for process and report to SEQAEP.

4. PROGRAM MATERIALS

Various types of program materials are developed to manage the Reading program and BSK would make them available to the program institutions during the project period. The materials are Organizer manual, Different types of Invoice & Forms, Letter Head Pad, Leaflet, Member Card, Information Register, Report Form, Envelop, and Question for reader evaluation, and Certificate for reader.

5. BOOK LENDING MANAGEMENT

The steps in book lending at institution level include:

- After receiving books from DRH, the School Organizer arranges an informal launching program at his/her school. In this program the Organizer informs the rules and procedures of the program to the readers. Those include e.a. time and date for lending books, how they submit and borrow books. Organizers perform all other program activities.
- During launching the Organizers also informs members that losses of book are subject of penalty. The Organizer invites USEO and headmaster of the schools and other teachers at the school level lunching program.
- The readers having cards borrow books from the respective institution once in a week. Members from class 6-9 can borrow 16 Bangla and 4 English books, while members of class 10 can borrow 12 Bangla and 4 English books over an academic year.
- The membership card is used for lending the books. For book lending and returning two documents are necessary: one is membership card, the other one is date slip. The date slip is kept in the inside back page.
- The book reading program continues during the academic year and stops just before school exams. Readers will return all the books to the Organizer before the annual examination.
- Within a week on completing of book lending, the Organizer fills up a report form and sends that to BSK HQs by post. BSK provides adequate Printed report forms and envelops every year. School organizer always updates information register.
- Program Coordinator, Assistant Coordinator, monitoring officer will visit school program. All visitors check and sign the information register.

6. READERS' EVALUATION AND PRIZE DISTRIBUTION

To encourage readers DRH program has an attractive incentive plan. Students who read 5, 9, 11 and 14 books over a year receive 1, 2, 3, and 4 books respectively as award. The students of the institutions where more than 15 students read 14 books over the year qualify for another attractive prize through a lottery. The one whose name is drawn receives a bundle of 10 books.

Reader Evaluation: At end of the program (generally of an academic year) reader evaluation starts at school level. BSK develops Question Paper and evaluator for assessment of readers in all classes. All the enrolled readers can participate in the evaluation test. Organizer of a school/madrasha arranges the test in a date. S/he informs the reader about the date and time of examination. Duration of examination is 45 minutes. Reader evaluation test of all concerned institutes of an Upazila is held at same time/day. One BSK staff goes to an Upazila with question papers and distributes to all institutes. The examination held on next day with the support of USEO office at the institutions.

Eligibility of Prize: Winning of award is related to the reader evaluation process. Four categories of award for each class will be given based on the performance of reader evaluation test. Those are:

- Those who read 5 books (3 Bangla & 2 English) will be given 1 book as *Sagoto* prize.
- Those who read 9 books (6 Bangla & 3 English) will be given 2 books as a *Suvecha* Prize.
- Those who read 11 books (8 Bangla & 3 English) will be given 3 books as a *Ovinondon* Prize
- Those who read 14 books (11 Bangla & 3 English) will be given 4 books as a *Sera patok* prize

The students of the schools/Madrasha where more than 15 students read 14 books over the year qualify for another attractive prize through a lottery. The one whose name is drawn receives a bundle of 10 books.

Prize distribution: The key steps are:

- BSK will send the prize books to schools/Madrasha. BSK obtain the prize books from SEQAEP. BSK will then process the books to get ready for sending to the schools/Madrasha.
- The Organizer with the support of schools/Madrasha authority will arrange a prize distribution ceremony at school and distribute the prizes among the awardees.
- The SMC/MMC members, PTA members, community people, guardians, parents, local government officials, civil society members will be invited to participate in this ceremony.

7. ORGANIZER REMUNARATION

BSK will provide 2000.00(Two Thousand) taka every year as a nominal honorarium for organizer. This money will transfer to organizer bank account at end of reader evaluation and confirmation of book audit.

8. PROGRAM MONITORING AND FOLLOW UP

The monitoring process covers both quantitative and qualitative vis-à-vis on-site (observation and field visit) and off site (written) monitoring systems. Necessary instruments (formats/checklists) designed in close collaboration with SEQAEP and stakeholders. SEQAEP PIU officials and personnel of MEW will monitor the total program.

To ensure local support and monitoring at grassroots level an advisory committee is formed in the all Upazila, as given below:

Chairperson : Upazila Nirbahi Officer (UNO)

Member : Principal of a college nominated by UNO

: All the headmaster of selected institution for reading program

: Representative of BSK

Member secretary: USEO

This committee is formed by SEQAEP through USEO

9. ROLES OF DIFFERENT AGENCIES/BODIES

Role of SEQAEP

- Overall supervision of DRH program
- Ensure program direction is consistent with project goals and objective.
- Ensure procurement of program and prize books timely
- Participate in the implementation process
- SEQAEP will facilitate mobilization of field support.
- Liaison with DRH program implementation partners.
- Provide fiscal and technical support.

Role of MEW

- Provide policy guidelines and support
- Monitor the program performances (to ensure successful completion of each phase and milestone).

Role of BSK

- Overall Implementation of DRH Program
- Mobilization of resources
- Organizing teachers motivational workshop at Upazila level
- Teacher/Organizer training at institutions level
- Student motivation at institutions level
- Processing and distribution of program books (received from SEQAEP)
- Prize processing & sending to institutions (received from SEQAEP)
- Program monitoring
- Program inspection and Supervision
- Conducting reader evaluation test at institutions level
- Transfer Organizer remuneration to the Organizers
- Script evaluation and result preparation
- Program Materials sends to Institutions
- All other activities for smooth implementation, management and monitoring of project progress

Role of Upazila Advisory Committee

- Discuss operational activity in the meeting

- Help solving problem in the school/Madrasha related to program operations
- Advice and Provide Facilities program implementation team where possible
- Meet at least one time in a year
- Proceedings of the meeting send to SEQAEP.

Role of UNO

- UNO will provide advice and support to the USEO in the overall implementation of the DRH Program.
- As a Chairperson of Upazila advisory committee provide support to the BSK for proper implementation.
- Chair the DRH Program meeting/Workshop.

Role of USEO

- Act as a member secretary of Upazila advisory committee
- Support and facilitate organizing different workshop at Upazila level.
- Provide assistance in book, prize, and question materials handover to organizer.
- Co-operate BSK staff to select institutions and Organizers.
- Assist BSK in resolution of any implementation problems.
- Integrate all stakeholders: SMCs, PTAs members, guardians, communities, journalist, etc
- Monitor book reading program at field level.

Role of SMC/MMC

- Follow up book reading program is operating smoothly in the institutions
- Encourage students for reading books
- Building awareness to the parents and other teaching staff regarding book reading program in the various program of the institutions.
- Actively participate in the prize distribution program

Role of Head of the Institution

Over-all management of school co-curricular activities is the Head of institutions responsibility. This is an institution based program. As a head of institutions they have critical role in successfully implement and regular operation of the book reading program. They are expected to-

- Select and recommend an Organizer of the program in the institutions.
- Encouraged students, Organizer and other teacher staffs for reading.
- Schedules library time for book lending.
- Help and guide organize reader motivational activity, reader enrolment.
- Provide book storage facility and take necessary action against habitual defaulter member.
- Create an environment that is conducive to achieve DRH goal and make sure collaboration of other teaching staff.
- Supervises the effective and efficient implementation of the DRH Program.
- Help and facilitate conducting reader evaluation test and prize distribution activity.
- Participates in different meetings/ workshops arrange by SEQAEP & BSK regarding the DRH program as a member of Upazila advisory committee.

- Communicates regularly with staff, students, and parents about library resources and programs in various forms (e.g., staff meetings, PTA meeting newsletters, displays).

Role of the Organizer

Overall role is to implement the program at institution level. The specific roles/responsibilities of the Organizer include:

- Motivate and organize students for book reading program and enlist the interested students as member through membership cards.
- Collect the required books from BSK and lend them among the students/readers.
- Maintain all the documents and registers/records for implementing and managing the books of reading program at school level.
- Conduct the readers' evaluation tests at their institution.
- Organize the prize distribution events to award the successful readers.
- Provide information to BSK staff members including Monitoring Officer, SEQAEP team, evaluation team, etc. while they visit the institutions.
- Prepare and submit regular and special reports.
- Updates information register.
- Maintain regular communication with BSK.