

URGENT

Government of Assam
Department of School Education
Assam Secretariat, Dispur, Guwahati-06

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EcF No. **768868/256**

Date – As per e-signature

From: Aditi Barman, ACS

Deputy Secretary to the Govt. of Assam
Department of School Education

To: 1. **The Mission Director, Samagra Shiksha, Assam**, Kahilipara, Guwahati-19
2. **The Director of Elementary Education, Assam**, Kahilipara, Guwahati-19
3. **The Director of Secondary Education, Assam**, Kahilipara, Guwahati-19
4. **The Director, SCERT, Assam**, Kahilipara, Guwahati-19

Sub: **Flood Preparedness – Dissemination of Guidelines, SOPs and submission of Action Taken Report (ATR) for FY 2026–27 – reg.**

Sir / Madam,

I am directed to inform that with the onset of the monsoon season, it is imperative to undertake necessary measures to ensure preparedness, safety, and continuity of education in the event of floods.

In this regard, attention is invited to the **Assam State Disaster Management Manual, 2015**, which delineates the roles and responsibilities of various stakeholders **across pre-disaster, during-disaster, and post-disaster** phases. The Department of School Education, being a key stakeholder, is required to ensure strict adherence to the provisions outlined under **Section 7.5.4** of the said Manual along-with **SOPs for Relief Camp Management and Operational Guidelines for Child Friendly Spaces (CFS)** in schools.

Accordingly, you are kindly requested to **disseminate the enclosed Guidelines and Standard Operating Procedures (SOPs)** to all concerned officials, including **Inspectors of Schools (IS), District Elementary Education Officers (DEEOs), and District Mission Coordinators (DMCs)**, for strict compliance and take necessary steps for ensuring departmental flood preparedness during the current year.

Further, as per the decisions taken in the **State Level Thematic Flood Preparedness Meetings** held on 10th March 2025 and 11th March 2026, the following actions from respective directorates/mission may kindly be taken on priority:

1. To submit the current status of implementation of **Project Akanksha** for ensuring continuity of education during disasters along-with detailed implementation plan. (**Action: DSE**)
2. To integrate a mechanism within the **Shiksha Setu App** to capture and monitor student absenteeism (no. of days) due to floods and related disasters. (**Action: SSA**)
3. To initiate development of a **differential supplementary learning plan** to address learning gaps arising from flood-related disruptions in consultation with Samagra Shiksha, Assam. (**Action: SCERT**)

Furthermore, to monitor the implementation of the above directions, **you are also kindly requested to submit compiled District-wise Action Taken Report (ATR)** in the prescribed format (as annexed in **Annexure F**) along-with level of actions from respective directorates/mission on or before **10th April, 2026** without fail through e-Office or email at seceducation.deptt@gmail.com.

This has the approval and direction of Commissioner & Secretary, DoSE.

Enclosures: **Departmental Guidelines on Flood Preparedness (A), Relevant extracts of DM Manual & SOPs (B), SOP for Relief Camp Management (C), Operational Guidelines for Child Friendly Spaces (CFS) (D), SDRF Checklist (E), ATR Format (F)**

Yours Faithfully

Digitally signed by
Aditi Barman
Deputy Secretary to the Govt. of Assam
Department of School Education
Date: 18-03-2026
14:39:51

Memo No. **768868/256-A**

Copy To -

1. Th. CEO, Assam State Disaster Management Authority for kind information.
2. All District Commissioners cum Chairman, DDMA's for kind information.
3. The IS/DEEOs/DMCs, All Districts for information, necessary compliance and submission of Action Taken Report to concern Directorates/Mission with a copy to the concerned District Commissioners cum Chairman, DDMA's.

By order etc.

E-Signed/-

Deputy Secretary to the Govt. of Assam
Department of School Education

**Government of Assam
Department of School Education
Assam Secretariat, Dispur, Guwahati-06**

Departmental Abstract Guidelines on Flood

(Pre-Flood, During-Flood, and Post-Flood Preparedness & Response)

1. All designated officers must comply with the duties assigned in the **Assam State Disaster Management Manual, 2015 (Section 7.5.4)**, as annexed in **Annexure B**.
2. The *Standard Operating Procedure (SOP) on Relief Camp Management* and the *Operational Guidelines on Child-Friendly Spaces (CFS)* to be followed strictly, as annexed in **Annexure C & D**.
3. Identification of pre-designated relief camps and vulnerability assessments of schools must be conducted rigorously in collaboration with PWD (Health & Education) to ensure preparedness at ground level.
4. As per resolution taken in *State Level Flood Preparedness Thematic Meeting* constitute **District-Wise Task Forces** to develop and implement strategies for ensuring continuity of educational services during floods. These Task Forces should plan and implement the following :
 - a. Plan and facilitate *uninterrupted education* for students residing in relief camps.
 - b. Address disruptions faced by students whose schools are being used as relief camps, ensuring *alternative learning arrangements*.
 - c. Prepare a *suitable roster of teaching staff* from affected schools to deliver educational services, ensuring the optimal utilization of human resources.
5. While managing relief camps, the following data must be systematically recorded and submitted to the *Department Data Centre Email* at datacentre.dose@gmail.com upon the closure of the relief camp:
 - a. *Camp Registers* with complete inmate details, including valid *KYC IDs (such as Aadhaar Number/Voter ID)*.
 - b. Duration for which the school was utilized as a relief camp (*number of days*).
 - c. Total *enrollment data* of the school.

6. District Mission Offices under Samagra Shiksha, Assam to deploy personnel trained in **Child-Friendly Spaces (CFS)** at both the **state and district levels** for CFS sections in operational relief camps. A suitable duty roster should be prepared accordingly.
7. All damages to school infrastructure and non-infrastructure resources must be reported immediately to the concerned **Revenue Circle Officer** by **IS/DEEO/DMC/BEEO/BMC** for uploading into the **Disaster Reporting and Information Management System (DRIMS)**. **** SDRF proposals that are not reported in DRIMS may not be considered for funding.**
8. SDRF Proposals must be thoroughly vetted as per the **SDRF Checklist** adhering latest norms of assistance under SDRF (annexed in **Annexure E**) and must receive approval from the **Circle Level Task Force (CLTF) Committee** before further processing.

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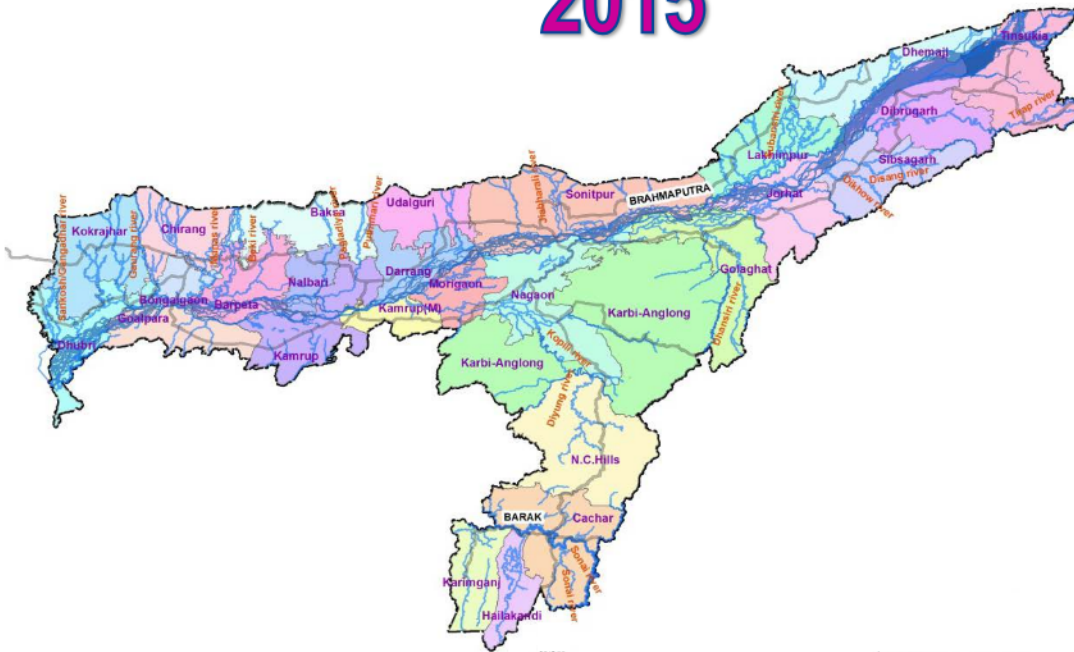


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ASSAM

DISASTER MANAGEMENT MANUAL

2015



REVENUE & DISASTER MANAGEMENT DEPARTMENT
GOVERNMENT OF ASSAM

| | |
|--|---|
| | <ol style="list-style-type: none"> 2. Check stock of seeds, manures implements and make arrangements for raising seedlings and 3. Draw up a tentative programme for relief works On occurrence of floods, he will keep in constant touch with DC and will shall: <ol style="list-style-type: none"> 1. Immediately collect agricultural statistics along with Revenue staff about acreage under crops affected by flood, damage to crops, and number of cultivators involved 2. Arrange distribution of agricultural inputs in consultation with DC3 (i) render technical guidance to the needy cultivators for salvage and protection of surviving crops and raising of such varieties of crops as may be suitable during the season or in the next cropping season (ii) Arrange for spraying of pesticides, where necessary; and (iii) Approach the Soil Conservation Department for removal of excessive sand deposits in agricultural fields which cannot be removed by an individual farmer's efforts4. <p>AO shall constantly visit the flood affected areas to ensure effectiveness of agricultural relief and rehabilitation measures</p> |
| Post Flood | <p>After the flood relief operation AO shall:</p> <ol style="list-style-type: none"> 1) Restore the tools and plants 2) Repair the damaged tools and plants 3) Dispose of undistributed seeds and manures which cannot be kept for use beyond a particular crop season |
| 7.5.4 District Elementary Education Officer/ Inspector of Schools | |
| Pre Flood | <p>The Inspector of Schools(IS) shall by the 30th of April:</p> <ol style="list-style-type: none"> 1. Prepare a list of Government and aided schools in the very vulnerable and vulnerable areas showing particulars of buildings <i>i.e.</i>, location, accommodation in square meters in respect of each school and forward a copy of the list to DC/SDO 2. Prepare a list of teachers and other staff who may be available from each schools for flood relief work if so required by the DC/SDO and forward a copy of the list to DC/SDO |

| | |
|---------------------|--|
| | <p>3. Collect a list of suitable N.C.C cadets / Scouts/ NSS volunteers from the District Sports Office who shall be available for flood relief work if required by DC/SDO and forward a copy of the list to DC/SDO</p> |
| During Flood | <p>1. On receipt of flood warning, the IS shall alert the teachers/ staff/NCC cadets/Scouts/NSS volunteers as per the list prepared to be ready to move for flood relief duties as soon as requisitioned by DC/SDO</p> <p>2. (i) Order closure of a school, the building of which has been requisitioned by the DC/SDO for utilising as evacuation/ relief centre;</p> <p>(ii) Order for closure of any school in the flood affected areas if necessary up to 15 days. The IS shall take the approval of the Director of Secondary Education if closure of a school beyond this period is considered necessary.</p> <p>3. Visit the flood affected areas and assess if any educational concession/assistance is required to be given to the flood affected students/ institutions. If so, draw up scheme on priority basis and submit to government in Education Department through DC/ SDO for sanction and allotment of funds. <i>Duties of the Director of Elementary Education & Director, Secondary Education</i></p> <p>The Director of Elementary/Secondary Education shall:</p> <p>1) Issue standing directions to all school authorities in the State to lend the services of school teachers and other staff if and when required by the DC/SDO for flood and other relief duties</p> <p>2) Request the District Sports Officer to issue standing instructions to the NCC units for deployment of NCC cadets when requested by the Inspector of Schools to assist DC in Flood relief operation</p> <p>3) Request all colleges to lend the services of the college teachers and staff when required by DC/SDO for flood relief duties</p> |
| Post Flood | Submit details of damaged infrastructures |

Standard Operating Procedures

Relief Camp Management in Assam

District Elementary Education Officer and Inspector of Schools – Department of Elementary Education

| Phase | Responsibility |
|-------------------------|---|
| Pre-Disaster | <ul style="list-style-type: none"> • Coordinate with CEO, DDMA/SDO (Civil) and collect list of designated relief camps in advance • Designate Camp wise focal points from the Education department (including but not limited to DPOs, BEEOs, CRCCs, Teaching and Non-Teaching staff for planning, pre-positioning and delivering Education in Emergency related services (and share their contact details with DEOC. • Develop roster of Teaching and Non-Teaching Staff as per designated relief camps and ensure their services for the followings: <ol style="list-style-type: none"> i. Setting up safe spaces for women and children (Child Friendly Spaces). ii. Age-group wise educational and recreational activities with children in the camp iii. Support in camp management including data and records management iv. Map educational needs of children (supplementary education) staying in camps as well as those whose education is impacted because of school being used as relief camps v. Coordinate with functionaries of Social Welfare, Health and other relevant departments operational a camp level • Conduct orientation of Functionaries of Education Department at all levels (not limited to teachers) on preparedness for response • Explore feasibility of pre-positioning 'Education in Emergency' supplies such as emergency education kit (Including stationaries, recreation kits, story book collection and additional supply of text book) for children in camps. • Explore feasibility of establishing temporary educational infrastructure (such as tents, temporary schools with locally available materials) for schools which are regularly used as relief camps and suffer loss of instructional days. • Ensure mechanism for rapid re-start of schools used as camps |
| During Disasters | <ul style="list-style-type: none"> • Be responsible for the overall education services in the relief camps. • Coordinate with ADC & CEO, DDMA to implement education services in designated camps and other safe shelters • Supervise, guide and monitor the functioning of designated education department staff in conducting their assigned jobs • Monitor any disruption in service delivery of schools and ensure functioning of child friendly spaces in the designated relief camps • As part of the Relief Camp Monitoring Team, IS/DEEO will specifically monitor the quality of the education and recreation services in the relief camps, provide on-site guidance/instruction if there's any scope for improvement and provide SMART recommendations to ADC for any education-related requirements in the relief camps • Ensure that all the interventions taken up in camps are reported in the master register maintained by the camp in-charge |
| Post Disaster | <ul style="list-style-type: none"> • Provide a detailed report to the DDMA on interventions taken up by the department in camps/other safe shelters • Conduct a debriefing for the designated officials on what went well and what needs to improve in future • Conduct lessons learnt meeting with deployed officials and revise the SoP accordingly for the district concerned |

This SOP is referred from ASDMA SOP on Relief Camp Management in Assam Handbook To view the handbook, visit here

https://asdma.assam.gov.in/sites/default/files/swf_utility_folder/departments/asdma_revenue_uneecopscloud_com_oid_70/menu/document/sop_on_relief_camp_management_final.pdf



Child Friendly Spaces

A Practical Planning, Designing & Operationalization guide for Assam

Sector-5: Education Services in CFS

Need Assessment

- ✓ Create sample need assessment format
- ✓ Disaster Management Committee at School Level with community members with inputs from District Disaster Management Authority & DEOC
- ✓ Mapping of Local Resources

Basic education services to be provided

- ✓ Deputation of Teachers
- ✓ School in box/bag
- ✓ Textbooks – Buffer stock for emergencies must be maintained
- ✓ Games & Sports equipment

System and Mechanism to provide services: State to village level system

A Quick response team to be formed involving teachers, SMCs CRCCS, HMS, BEEOS & this is to be linked to the DSSAC Nodal Officer, then to Nodal Officers in the Directorates & Secretariat

Inter-departmental coordination

The DSSAC will take the lead in engaging officials & experts from various departments

Capacity Building

Sensitization of parents, training of teachers, facilitators not only to address physical conditions but psychological factors as well

Reporting & Monitoring

A Quick response team to be formed involving teachers, CRCCS, SMCs HMS, BEEOS & this is to be linked to the DSSAC Nodal Officer, then to Nodal Officers in the Directorates & Secretariat

Resource Mobilization for CFS

- ✓ Counselling session for the transition
- ✓ Consultation with the Community

Sector-6: Psycho-Social Activities in CFS

Psycho-Social services to be provided

Need Assessment

Children needing special attention should be identified such as -

- ✓ Children who do not play/interact with their peers or show psychosocial distress
- ✓ Children who are separated, or at risk of being separated, from their primary caregivers
- ✓ Children who are heads of households, who are young mothers, or who take care of other children
- ✓ Children who have suffered or are at risk of experiencing physical harm
- ✓ Children who are involved in exploitative child labour
- ✓ Children with disabilities
- ✓ Children who are otherwise marginalized and lack access to support and services
- ✓ Children who are at risk of sexual exploitation or other gender-based violence, or who are at risk of early marriage

Specific Activities for Children

- ✓ Drawing – Dream Village
- ✓ Counselling – Individual, Group, Family
- ✓ Group Activity – Singing, Dancing, Drama, Games
- ✓ Fine Arts
- ✓ Identification of psychosomatic children
- ✓ Story Telling
- ✓ Audio – Visual Display
- ✓ Play Materials
- ✓ Educationist, Psychiatric and Counsellor

Resource Mobilization for CFS

- ✓ Health department can play a primary role in providing psychological care to children
- ✓ Doctors and psychologists from various govt. hospitals can help in severe cases
- ✓ ASHA/ANM members can give basic psychological care

These Guidelines are referred from

ASDMA's CFS Operational Guideline Handbook.

To view the handbook visit -

https://asdma.assam.gov.in/sites/default/files/swf_utility_folder/departments/asdma_revenue_unecopscloud_com_oid_70/menu/document/child_friendly_spaces_guidelines.pdf

Checklist for SDRF Proposal

1. Estimate of the Proposal
2. Non-Duplicity Certificate
3. Minutes of the DDMA meeting in which the proposal is approved by Chairman, DDMA cum District Commissioner
4. Photograph of the Damaged Schools
5. Countersign of DC in the estimate
6. Signature of the DC in SDRF Template
7. Signature of Sr. Most Secretary in the SDRF Template (To be done at State Level)

Norms of Assistance – SDRF

1.5 Lakh/School for proposals FY 2021-22 & earlier

2 Lakh/School for proposals FY 2022-23 onwards (Revised Norms dtd 10.10.2022)

| | | |
|-----------|---|---|
| | | (Note:-The above assistance will not be applicable for those items which can be re-used). |
| | (5) Schools Repair of damaged schools building | As per actual, subject to a ceiling of Rs 2.00 lakh per school. |
| | (6) Primary/Community Health Centres Repair of Primary/Community Health Centres | As per actual, subject to a ceiling of Rs 2.00 lakh per unit. |
| | (7) Community Assets Owned by Panchayat Temporary repair of Mahila Mandal, Yuva Kendra, Panchayat Ghar, Community Hall, Anganwadi, etc. | As per actual subject to a ceiling of Rs 2.50 lakh per unit. |
| C. | Preparedness & Capacity Building (10% Of SDRMF i.e equal to 12.50% of SDRF allocation for the year) | |
| 12. | Procurement of essential search, rescue and evacuation equipments including communication equipments, etc for response to disaster. | Expenditure from the preparedness and capacity building window will be governed by the Guidelines issued separately by the Ministry of Home Affairs for the Preparedness & Capacity Building window of SDRF/ NDRF. |
| 13 | Capacity Building | |
| D. | State Specific Disasters | |
| | State specific disasters within the local context in the State, which are not included in the notified list of disasters eligible for assistance from SDRF/ NDRF, can be met from SDRF within the limit of 10% of the annual funds allocation of respective window of the SDRF. | Expenditure is to be incurred from SDRF only (and not from NDRF), as assessed by the SEC. The norm for various items will be the same as applicable to other notified natural disasters, as listed above; or In these cases, the scale of relief assistance against each item for 'local disaster' shall not exceed the norms of SDRF. The flexibility is to be applicable only after the State has formally listed the disasters for inclusion and has notified transparent norms and guidelines, with a clear procedure for identification of the beneficiaries for disaster relief for such local disasters, with the approval of SEC. |
| E | Items Not Covered under SDRF/NDRF | |
| | a) Colleges and other educational institutions buildings b) Major/medium Irrigation Schemes c) Flood control and anti Erosion Protection work | |

ACTION TAKEN REPORT (ATR) FORMAT

Flood Preparedness 2026 Department of School Education

To be submitted by 10th April, 2026

District Name:

A. Institutional Preparedness & Planning

| Sl. No. | Activity | Status (Yes/No/Partial) | Remarks |
|---------|--|----------------------------|---------|
| 1 | District-wise Task Force constituted for flood preparedness | | |
| 2 | Plan prepared for continuity of education during floods | | |
| 3 | Alternative learning arrangements identified for schools likely to be used as relief camps | | |
| 4 | Roster of teachers prepared for deployment during flood situations | | |

B. School & Vulnerability Mapping

| Sl. No. | Activity | Status (Yes/No/Partial) | Remarks |
|---------|--|----------------------------|---------|
| 5 | List of vulnerable and very vulnerable schools prepared and shared with DC/SDO | | |
| 6 | School-wise infrastructure details (location, accommodation, etc.) compiled | | |
| 7 | Identification of schools for use as relief camps completed | | |
| 8 | Vulnerability assessment of schools conducted in coordination with PWD | | |

C. Human Resource & Volunteer Mobilization

| Sl. No. | Activity | Status (Yes/No/Partial) | Remarks |
|---------|--|----------------------------|---------|
| 9 | List of teachers/staff for flood relief duty prepared and shared with DC/SDO | | |
| 10 | List of NCC/Scouts/NSS volunteers collected and shared with DC/SDO | | |
| 11 | Coordination with District Sports Officer for volunteer mobilization completed | | |
| 12 | Duty roster for CFS-trained personnel prepared (Samagra Shiksha) | | |

D. Preparedness for Relief Camp & CFS Management

| Sl. No. | Activity | Status (Yes/No/Partial) | Remarks |
|---------|---|----------------------------|---------|
| 13 | SOP on Relief Camp Management disseminated to all concerned | | |
| 14 | Operational Guidelines for Child Friendly Spaces (CFS) disseminated | | |
| 15 | Preparedness for deployment of CFS personnel ensured | | |
| 16 | System for maintaining camp data (inmate details, school usage, etc.) established | | |

E. Coordination & Reporting Mechanism

| Sl. No. | Activity | Status (Yes/No/Partial) | Remarks |
|---------|---|----------------------------|---------|
| 17 | Mechanism established for reporting school damages to Revenue authorities | | |
| 18 | Awareness on DRIMS reporting ensured among field officers/schools | | |
| 19 | SDRF checklist and norms disseminated to all concerned | | |

Signature of IS/DEEO/DMC