



सत्यमेव जयते
Ministry of Youth Affairs and Sports
Government of India



Standard Operating Procedures for undertaking Khelo India Fitness Assessment TOT Program

Version-1.4



Sports Authority of India

Gate No. 10

JLN Stadium Complex

Lodhi Road

New Delhi 110001

STAKEHOLDERS

PROJECT SPONSOR

Ministry of Youth Affairs and Sports <https://yas.nic.in/>

SPORTS AUTHORITY OF INDIA

SAI Regional Director, SAI Master Trainers, Operations Team (GM and RMs), Technology Team (Support)
<http://sportsauthorityofindia.nic.in/>

PARTNER BOARDS/ORGANISATIONS

- CBSE
- CISCE
- State Boards
- Institutional Version (KVs,DAVs,DPS,NVs)

Under whom training is to be conducted in a Training Venue

TRAINING VENUE

School/Venue In-charge where training is to be conducted

RESOURCE PERSONS

National Level and Regional Level Master Trainers to train further in pairs of 2, the Batch of 40 Participants / trainees.

PLANNING PHASE: 2-3 weeks before TOT Start

How to initiate the TOT (Regional / State/ Zonal)?

Follow the steps:

- a) Step 1: Contact to get approval on the Training Dates
 - I. In case of CBSE Regional level TOT- Contact COE**
 - II. In case of CISCE TOT- Contact Principal Cordinators-State wise**
 - III. In case of State Board Regional level TOT-Contact-DSO/DEO**
- b) Step 2:Finalize the Venue and Venue Requirements
- c) Step 3:Contact SAI Regional Manager, Khelo India Fitness Program and inform about the TOT Program Dates, Merchandise requirements
- d) Step 4:Finalize one representative from Khelo India and notify the same along with the Participant Lists and send them invitation to the Various schools TOT
- e) Step 5: Ensure that the following are in place
 - i) Backdrops, Standees
 - ii) Travel and Accommodation, if required
 - iii) Food
 - iv) Training material (Equipment, stationary, Manual, Resources Person)

Preparation by Resource Persons

1. Follow the steps provided to you during the National/Regional TOT. The following links will be helpful to you:
 - a. TOT Presentations: All presentations which were used in National/Regional Level TOT are here:
<https://drive.google.com/open?id=1veSC770J5UPId02rKoLRQCNKzU8mNXG0>
 - b. Khelo India Fitness Assessment Administration Manual:
<https://schoolfitness.kheloindia.gov.in/UploadedFiles/SampleData/AdminManual.pdf>
 - c. Khelo India Fitness Assessment Test Videos (final version in progress):
<https://schoolfitness.kheloindia.gov.in/StaticPage/TestVideos.aspx>
2. Sessions to be taken by Resource Persons (in pairs)
3. Ensure that the Resource Persons have these expertise between them:
 - a. Deep understanding of Test Protocols of 8 Khelo India Fitness Tests
 - b. Understanding of Khelo India App for Assessors and School Portal

Equipment Required

	Key Requirements	General Instructions
1	Equipment	Sit and Reach Box Stadiometer / Height and Weighing Machine (Digital) Yoga Mats (4) Chalk Powder or Marking Tapes
2	Microphone and Speakers	With complete sound system 1 Additional Cordless Mic required for interaction with Participants
3	Backdrops	Format of Backdrop attached in Annexure 1
4	Standeers	Format of Standees attached in Annexure 2
5	Projector and Laptop, along with UPS	To be provided at Venue
6	Laptops for Hands-on Training	1 Laptop for 2 participants
7	Internet Connectivity	Adequate Wi-fi connectivity for Hands-on Training
8	Power	UPS for Projector, Microphone and Speakers (and sound systems)
9	Certificates	E- Certification post Fitness Assessments
10	Administrative Manuals	To be printed and distributed at time of TOT

DURING THE TRAINING: 1 Day before the TOT and during the TOT

	Key Requirements	General Instructions												
1	TOT Delivery	<p>Session Structure</p> <table border="1" data-bbox="537 338 1515 989"> <thead> <tr> <th data-bbox="537 338 695 401">Sessions</th> <th data-bbox="695 338 1515 401">Topics to be covered</th> </tr> </thead> <tbody> <tr> <td data-bbox="537 401 695 531">Session 1</td> <td data-bbox="695 401 1515 531">Inauguration Introduction to Khelo India Fitness Program Utility /Benefits of Application</td> </tr> <tr> <td data-bbox="537 531 695 699">Session 2</td> <td data-bbox="695 531 1515 699">Khelo India Battery of Fitness Assessment Tests Introduction to Battery of Tests (with Videos) Introduction to Technology (Assessor App + Web Portal for Schools and Parent</td> </tr> <tr> <td data-bbox="537 699 695 835">Session 3</td> <td data-bbox="695 699 1515 835">Use of Technology - Assessment and Student Data Management Hands-on learning of App and Web Portal for Schools On-ground, hands-on Assessment of Children using App</td> </tr> <tr> <td data-bbox="537 835 695 930">Session 4</td> <td data-bbox="695 835 1515 930">On-ground Assessment of Children (5-8yrs &9-18 yrs) using Technology</td> </tr> <tr> <td data-bbox="537 930 695 989">Session 5</td> <td data-bbox="695 930 1515 989">Q&A session</td> </tr> </tbody> </table> <p>Content to be followed:</p> <ol style="list-style-type: none"> 1. TOT Presentations: All presentations which were used in National/Regional Level TOT are here: https://drive.google.com/open?id=1veSC770J5UPId02rKoLRQCNKzU8mNXG0 2. Khelo India Fitness Assessment Administration Manual: https://schoolfitness.kheloindia.gov.in/UploadedFiles/SampleData/AdminManual.pdf 3. Khelo India Fitness Assessment Test Videos (final version in progress): https://schoolfitness.kheloindia.gov.in/StaticPage/TestVideos.aspx 	Sessions	Topics to be covered	Session 1	Inauguration Introduction to Khelo India Fitness Program Utility /Benefits of Application	Session 2	Khelo India Battery of Fitness Assessment Tests Introduction to Battery of Tests (with Videos) Introduction to Technology (Assessor App + Web Portal for Schools and Parent	Session 3	Use of Technology - Assessment and Student Data Management Hands-on learning of App and Web Portal for Schools On-ground, hands-on Assessment of Children using App	Session 4	On-ground Assessment of Children (5-8yrs &9-18 yrs) using Technology	Session 5	Q&A session
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Session 5	Q&A session													
2	On-ground assessments	<ul style="list-style-type: none"> • Have all equipment laid out before hand , • All participants to be in comfortable clothes with sports shoes and • Water to be available on the ground 												

AFTER THE TRAINING: Within 1 week of TOT

	Key Activities	General Instructions
1	Distribution of E-Certificates	Post assessment distribution
2	Photographs and Videos of Event	Photographs and Videos of each of the 8 tests to be shared. Photographs of the Training Delivery to be shared. Photographs of participants in the classroom and on ground to be shared.
3	Attendance Sheet 1	Signed by attendee against his/her name before TOT Starts
4	Attendance Sheet 2	Signed by attendee against his/her name after TOT ends
5	Details of Merchandise Distribution	Signed by attendee against his/her name at the time of distribution

All the above documents to be submitted to kheloindia.fitness@gmail.com and to your COE/ CISCE-Principal Coordinators / SAI HQ within 8 days of the TOT Program

Guidelines for National Level TOT Program

1. Only one PET/ PTI/ Sports (HOD) from each school shall be nominated for TOT Program.
2. Age of the PET /PTI/ Sports (HOD) should not be more than 45 years for National Level TOT programme.
3. The PET/PTI/Sports (HOD) nominated from State will carry their School ID Card during National level TOT Programme.
4. In case of outstation, participant is allowed to stay only for a day prior and a day post training programme.
5. Accommodation will be provided strictly to the PET /PTI /Sports (HOD), anyone accompanying member/person will be strictly not allowed/permitted to avail this accommodation.
6. Travelling Allowance (TA) will be reimbursed to the respective State Government by SAI. No TA will be given to the participant directly by SAI. In this regard States & Union Territories are requested to send estimated TA for the trainers.
7. The TOT Program is scheduled by **08:30 AM to 05:30 PM at Venue positively.**
8. Request to Book tickets after confirmation from SAI.
9. State should send Nomination List along with Kit Size of nominated PET/PTI/Sports (HOD) for National Level TOT program and only 1 kit per person will be issued.
10. Master trainers will have to conduct a mandatory training of all PET/ Sports Teacher in their respective schools.
11. Master trainer has to conduct fitness assessment in their respective schools through Khelo India Mobile Application before conducting any regional/State level TOT.
12. Certificate will be issued to participants after completion of Fitness Assessment in their respective schools.
13. Master Trainers will be responsible for all activities pertaining to State/Regional Level TOT programme and all the problems will be routed through Master Trainers.

Guideline for Regional TOT Program

- 1) Only one PET/ PTI/ Sports (HOD) from each school shall be nominated for TOT Program.
- 2) Age of the PET /PTI/ Sports (HOD) should not be more than 45 years for TOT programme.
- 3) The PET/PTI/Sports (HOD) nominated from State will carry their School ID Card during TOT Programme.
- 4) In case of outstation, Participants is allowed to stay only for a day prior and a day post training programme.
- 5) If required, for out station accommodation will be provided only strictly to the PET /PTI /Sports (HOD), anyone accompanying member/person will be strictly not allowed/ permitted to avail this accommodation.
- 6) The TOT Program is scheduled by 08:30 AM to 05:30 PM at TOT Venue positively.
- 7) Request to Book tickets after confirmation from SAI.
- 8) These trainers will have to conduct a mandatory training of all PET/ Sports Teacher in their respective schools.
- 9) These trainers have to conduct fitness assessment in their respective schools through Khelo India Mobile Application before conducting any regional/State level TOT.
- 10) Certificate will be issued to these trainers after completion of Fitness Assessment in their respective schools.
- 11) Master Trainers will be responsible for all activities pertaining to State/Regional Level TOT programme and all the problems will be routed through Master Trainers.

KEY RESPONSIBILITIES – CBSE/CISCE Affiliated Schools

	Personnel	Key Responsibilities
1	CBSE COE Head/Principal Coordinators	<p>Fixing of TOT Programs and notifying CBSE/CISCE HQ/SAI at least 45 days in advance about location, date, participant list and confirmation of infrastructure</p> <p>Representative to be observer</p> <p>Attendance of TOT Program</p> <p>Sharing of Pictures, Videos, Attendance and distribution of Merchandise</p>
2	CBSE HQ/CISCE-Principal Coordinators	Co-ordination between COE/ Principal Coordinators and SAI Team
3	Regional Director, SAI Center	Observer during TOT Program
4	Regional Manager, Khelo India Fitness Program	<p>Co-ordination between SAI HQ, CBSE HQ / CISCE-Principal Coordinators, COE, School where TOT is to be held</p> <p>Remote support to Schools for issues related to uploading of Student Data, Assessments</p>
5	General Manager, Khelo India Fitness Program	Co-ordination between RM, SAI HQ, CBSE HQ, COE /CISCE-Principal Coordinators
6	Assistant Director - IT, Khelo India, SAI	<p>SPOC of SAI - Overall responsibility of the Program.</p> <p>Co-ordination with CBSE HQ, CISCE-Principal Coordinators /COE, School for fund allocation, disbursement of funds, distribution of merchandise etc.</p> <p>Internal co-ordination within SAI</p>
7	Resource Persons	Master Trainers (National or Regional) - Delivery of TOT Program

KEY RESPONSIBILITIES – State Board Affiliated Schools

	Personnel	Key Responsibilities
1	State Board Head/Director	<p>Fixing of TOT Programs and notifying State Board HQ/SAI at least 45 days in advance about location, date, participant list and confirmation of infrastructure</p> <p>Representative to be observer</p> <p>Attendance of TOT Program</p> <p>Sharing of Pictures, Videos, Attendance and distribution of Merchandise</p>
2	State Board HQ	Co-ordination between DEO(District Education Office) and SAI Team
3	Regional Director, SAI Center	Observer during TOT Program
4	Regional Manager, Khelo India Fitness Program	<p>Co-ordination between SAI HQ, State Board HQ, DEO, School where TOT is to be held</p> <p>Remote support to Schools for issues related to uploading of Student Data, Assessments</p>
5	General Manager, Khelo India Fitness Program	Co-ordination between RM, SAI HQ, State Board HQ, DOE/DSO
6	Assistant Director - IT, Khelo India, SAI	<p>SPOC of SAI - Overall responsibility of the Program.</p> <p>Co-ordination with State Board HQ, DOE, School for fund allocation, disbursement of funds, distribution of merchandise etc.</p> <p>Internal co-ordination within SAI</p>
7	Resource Persons	Master Trainers (National or Regional) - Delivery of TOT Program

KEY RESPONSIBILITIES – Institutional Version (KVs,DAVs,DPS,NVs)

	Personnel	Key Responsibilities
1	Regional Institutional Head	<p>Fixing of TOT Programs and notifying Institutional HQ/SAI at least 45 days in advance about location, date, participant list and confirmation of infrastructure</p> <p>Representative to be observer</p> <p>Attendance of TOT Program</p> <p>Sharing of Pictures, Videos, Attendance and distribution of Merchandise</p>
2	Institutional HQ	Co-ordination between Regional Institutional Head and SAI Team
3	Regional Director, SAI Center	Observer during TOT Program
4	Regional Manager, Khelo India Fitness Program	<p>Co-ordination between SAI HQ, Institutional HQ, Regional Institutional Head, School where TOT is to be held</p> <p>Remote support to Schools for issues related to uploading of Student Data, Assessments</p>
5	General Manager, Khelo India Fitness Program	Co-ordination between RM, SAI HQ, Institutional HQ, Regional Institutional Head
6	Assistant Director - IT, Khelo India, SAI	<p>SPOC of SAI - Overall responsibility of the Program.</p> <p>Co-ordination with Institutional HQ, Regional Institutional Head, School for fund allocation, disbursement of funds, distribution of merchandise etc.</p> <p>Internal co-ordination within SAI</p>
7	Resource Persons	Master Trainers (National or Regional) - Delivery of TOT Program

RISKS

RISKS	MITIGATION STRATEGY
No or Bad Internet Connection during TOT Program	Ensure Internet from multiple service providers if required
Power backup not there	Microphone, Speakers and Projector must be on Power Backup
More participants than planned	Plan for adequate Accommodations, Food and Certificates

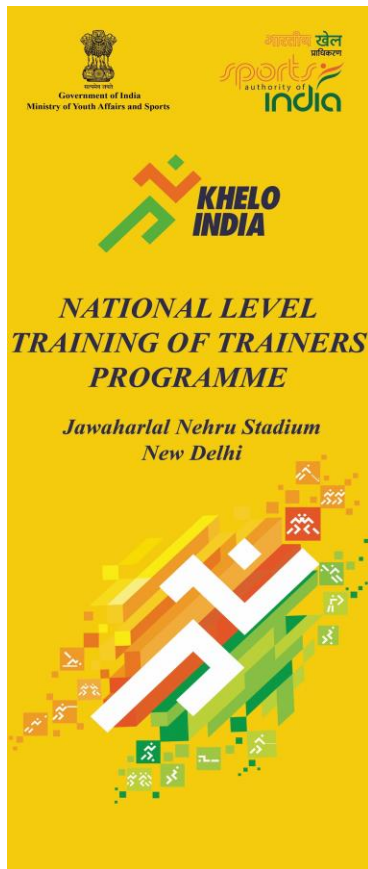
ESCALATION MATRIX

Issues related to	Officer Responsible	Contact Details
Technology	Khelo India Support	9319500114, 8810491247 & 9315422101
TOT	Ms.Ritu Singh	9540217272
TA, DA	Respective SAI Regional Centers/Regional Manager.	https://schoolfitness.kheloindia.gov.in/StaticPage/ContactUs.aspx

Annexure 1: Banner Design and Instructions Size: 10 ft x 5 ft (or 8 ft x 4 ft)



Annexure 2: Standee Design and Instructions



E-Certificate will be issued to participants at after the completion of Assessment in the school.