

# AMABWIRIZA AGENGA AMASOMERO Y'IBIGO BY'AMASHURI BYO MU RWANDA



**USAID Soma Umenye**

*Gashyantare 2020*



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**AMABWIRIZA AGENGA  
AMASOMERO Y'IBIGO  
BY'AMASHURI BYO MU  
RWANDA**

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## IMPINE Z'AMAGAMBO

SGACs	: Inteko rusange z'ibigo by'amashuri
SCL	: Komite y'isomero ry'ikigo k'ishuri
IT	: Ikoranabuhanga mu itumanaho
ICT	: Guhanahana amakuru n'ikoranabuhanga
REB	: Ikigo Gishinzwe Guteza Imbere Uburezi mu Rwanda
RALSA	: Urwego Rushinzwe Ishyinguranyandiko na Serivisi z'Amasomero mu Rwanda
BLF	: Gahunda ya BLF
USAID	: Ikigega Nterankunga cy'Abanyamerika
UR	: Kaminuza y'u Rwanda
MINESPOC	: Minisiteri ya Siporo n'Umuco
MoE	: Minisiteri y'Uburezi
DoS	: Umuyobozi wungirije ushinzwe amasomo
SEO	: Umukozi ushinzwe uburezi mu murenge
UNESCO	: Ishami ry'Umuryango w'Abibumbye ryita ku Burezi, Ubumenyi n'Umuco
SLMT	: Itsinda rishinzwe imicungire y'isomero ry'ikigo k'ishuri
DDE	: Umuyobozi w'uburezi ku rwego rw'akarere



## IJAMBO RY'IBANZE

Ikigo Gishinzwe Guteza Imbere Uburezi mu Rwanda kifuzza ko amasomero y'ibigo by'amashuri agira ibitabo bihagije, akagira umurongo uboneye w'imikorere, agacungwa neza kandi agakoreshwa mu buryo bukwiye. Abanyeshuri bakeneye amakuru yabafasha kumenya uburyo bwo kwiyigisha ku giti cyabo ndetse no kuzamura ubumenyi n'ubushobozi byabo. Kubera iyo mpamvu, bakeneye kumenya gusoma no kwandika ndetse no kubona ibitabo byabafasha mu masomero y'ibigo by'amashuri bigamo. Isomero ry'ikigo k'ishuri rigomba gutuma abanyeshuri babasha kubona imfashanyigisho zose bakeneye. Imfashanyigisho zijyanye n'ikiciro cyo gusoma cy'abanyeshuri zigomba kuboneka kandi uburyo bw'imyigishirize bushingiye ku munyeshuri bugakoreshwa hagamijwe gukora ku buryo abanyeshuri bose bagira uruhare mu myigire, bakamenya gusoma hatitawe ku gitsina cyangwa ubushobozi. Abakozi b'amasomero, abarimu, abayobozi b'ibigo by'amashuri ndetse n'ababyeyi bafite inshingano zo gushishikariza abanyeshuri gusoma kugira ngo bibafashe mu myigire yabo cyangwa gusoma bagamije kwinezeza.

REB ifata amasomero y'ibigo by'amashuri nk'akora neza mu gihe imicungire yayo ndetse n'ibikorwa byo gusoma bikorwa neza kandi bigatanga umusaruro, ubuyobozi bw'ikigo k'ishuri bugatanga ubufasha mu bijyanye no kongerera abakozi ubushobozi. Ibi kandi bigomba kujyanirana n'ukuntu uruhare rw'ababyeyi rugenda rugaragara mu ishyirwa mu bikorwa ry'ibikorwa bijyanye no gusoma no kwandika.

Gushyiraho isomero si ikintu cyoroshye. Ni akazi karuhije. Kubera iyo mpamvu rero ni byiza gukorana bya hafi n'abafatanyabikorwa banyuranye. Ni muri urwo rwego, isomero ry'ikigo k'ishuri ari irya buri wese ku kigo k'ishuri kandi rigomba gushyirwaho ku buryo rigirira akamaro abanyeshuri bo mu bihe bya none n'ibizaza.

REB ifite gahunda yo gukorana n'abafatanyabikorwa bayo mu gufasha abayobozi b'ibigo by'amashuri, abarimu, abakozi b'amasomero, ababyeyi ndetse n'umuryango mugari muri rusange mu gushyiraho, gucunga ndetse no kwita ku masomero y'ibigo by'amashuri n'ayo mu mashuri.

REB yiteze ko amasomero y'ibigo by'amashuri azaha umwanya w'ingenzi abanyeshuri kugira ngo bakunde ibitabo, babisome kandi barusheho kugira umuco wo gusoma. Uruhare rw'abarimu n'abayobozi b'ibigo by'amashuri ni ingenzi mu gutuma amasomero yo mu mashuri abaho no gutuma abanyeshuri bayakoresha neza kugira ngo akomeze gukora mu buryo burambye.

**Dr. Irénée NDAYAMBAJE**

**Umuyobozi Mukuru w'Ikigo Gishinzwe Guteza Imbere Uburezi mu Rwanda, REB**



## **GUSHIMIRA**

Dufashe uyu mwanya ngo tubashimire mwe mwese mwemeye gufatanya n'Ikigo Gishinzwe Guteza Imbere Uburezi mu Rwanda (REB) mu gutegura no kwemeza aya mabwiriza agenga amasomero y'ibigo by'amashuri.

Turashimira Umushinga USAID Soma Umenye, Fondasiyo BLF, Kaminuza y'u Rwanda, Peace Corps, Ikigo k'Igihugu Gishinzwe Ishyiruranyandiko na Serivisi z'Isomero (RALSA), abarimu bo mu bigo by'amashuri bitandukanye mu gihugu hose bafite inshingano zo gukora mu masomero bazwi nk'abasangizabumenyi kubera uruhare rwabo mu by'ubuhanga na tekini byatumye aya mabwiriza agenga amasomero y'ibigo by'amashuri agera kuri uru rwego agezeho.

Iyo hataboneka ubufasha, ubuhanga, ndetse n'ubunararibonye byabo, ntibyarikoroha gutegura aya mabwiriza agenga amasomero y'ibigo by'amashuri. Ubufasha bw'abafatanyabikorwa bwabaye ingirakamaro cyane mu guteza imbere umuco wo gusoma ndetse no kuzamura ireme ry'uburezi mu bigo by'amashuri byo mu Rwanda.

Turashimira tubikuye ku mutima buri wese wigomwe umwanya we, umuhate ndetse n'umutungo byafashije mu gikorwa cy'aya mabwiriza agenga amasomero y'ibigo by'amashuri kuva gitangiye kugeza kirangiye kandi turizera ko tuzakomeza gufatanya mu gihe k'ishyirwa mu bikorwa ryayo.



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# INTANGIRIRO RUSANGE

## I.1. Intangiriro

Ikigo Gishinzwe Guteza Imbere Uburezi mu Rwanda (REB) gikora ibishoboka byose kugira ngo haboneke imfashanyigisho zikenewe kandi zifite ireme zishyirwa mu masomero yo mu mashuri y'inshuke, abanza ndetse n'ayisumbuye yo mu Rwanda. Iki kikaba ari ikintu k'ingenzi mu gutuma urwego rw'uburezi bugera ku ntego zarwo muri iki Gihugu. Gusa, amasomero menshi yo mu bigo by'amashuri ntabwo arabasha kuzuzwa ibisabwa byose. Ibigo by'amashuri bimwe na bimwe bikora uko bishoboye ngo bivugurure cyangwa biteze imbere amasomero yabyo kugira ngo abe ari amasomero ajyanye n'igihe kandi akoresha ikoranabuhanga rigezweho, mu gihe usanga hari andi mashuri adafite amasomero afasha abanyeshuri, abarimu ndetse n'umuryango mugari.

Ikigo Gishinzwe Guteza Imbere Uburezi mu Rwanda cyashyizeho amabwiriza agenga amasomero y'ibigo by'amashuri. Aya mabwiriza yerekana uko amasomero yujuje ibisabwa, ayo ku rwego ruciriritse ndetse n'uko amasomero yo mu mashuri ashirwaho, uko acungwa n'uko yitabwaho.

Aya mabwiriza kandi yerekana uburyo hakorwa isuzuma ryafasha mu gukurikirana no kugenzura imiterere y'amasomero y'ibigo by'amashuri.

Aya mabwiriza kandi agamije gufasha abayobozi b'ibigo by'amashuri ndetse n'abafatanyabikorwa babo mu gushyiraho amasomero abereye abayagana bose. Muri mfashanyigisho hagaragaramo intambwe zumvikana zikurikizwa mu gufasha abayobozi b'ibigo by'amashuri, abakozi bo mu masomero ndetse n'abandi bafatanyabikorwa mu gushyiraho, gucunga ndetse no kwita ku masomero y'ibigo by'amashuri atari ukugarukira gusa ku gushaka ibitabo ahubwo akaba isoko y'ubumenyi bw'abanyeshuri, abarimu ndetse n'abagize umuryango mugari mu Rwanda.

## I.2. Ibisobanuro by'amagambo y'ingenzi

### I.2.1. Isomero ry'ikigo k'ishuri

Isomero ry'ikigo k'ishuri ni ahantu hari imfashanyigisho, abanyeshuri, abarimu, abayobozi b'ikigo k'ishuri ndetse n'umuryango mugari bashobora kubona, bakazitira kugira ngo bakomeze kuzamura ubumenyi ndetse n'ubunyamwuga. Riba ririmo ibitabo, ibinyamakuru, inyandiko zinyuranye, imfashanyigisho z'iyumvabona (videwo), imfashanyigisho zumvwa gusa, amakarita, inyandiko zimanitse, ibishushanyo, udukarita duto, ibikinisho, inyandiko z'ikoranabuhanga, inyandiko zifashishwa mu gukora ubushakashatsi, imfashanyigisho zifatika n'ibindi. Isomero ry'ikigo k'ishuri rigomba kuba ryujuje ibisabwa cyangwa se ryenda kugera ku rwego rwifuzwa.

### I.2.2. Isomero ryo mu cyumba k'ishuri

Isomero ryo mu cyumba k'ishuri ni ahantu umunyeshuri, umwarimu babasha kubona imfashanyigisho zo gusoma aho zibikwa mu kabati kabugenewe kari mu cyumba k'ishuri. Isomero ryo mu cyumba k'ishuri rigomba kuba ritekanye, kandi ribereye buri munyeshuri, aho ashobora kubona ibitabo byo gusoma, mu ishuri rye, biri ku kigero ke cyo gusoma maze akabisoma abyishimiye. Rigomba kuba rigizwe n'urwunge rw'ibitabo n'izindi mfashanyigisho byifashishwa mu myigire n'imyigishirize ariko byubakiye

ku nteganyanyigisho. Ububiko bw'ibitabo bushobora gukorwa hifashishijwe ibikoresho biboneka mu karere ishuri ryubatsemo kuko biterwa n'ubushobozi bw'ikigo k'ishuri. Umwarimu wa buri cyumba k'ishuri ni we ugomba gucunga ibyo bitabo kandi agafasha abanyeshuri mu bikorwa byo gusoma.

### **I.2.3. Isomero ryo mu buryo bw'ikoranabuhanga**

Isomero ryo mu buryo bw'ikoranabuhanga ni urwunge rw'inyandiko ziboneka mu buryo bworoshye kandi burambye. Izi nyandiko zo mu buryo bw'ikoranabuhanga ni bumwe mu buryo bwa serivisi zitangwa n'isomero ry'ikigo k'ishuri kandi zikaba zishobora gukoreshwa n'abantu bose barimo abanyeshuri, abarimu, ndetse n'abagize umuryango mugari. Isomero ryo mu buryo bw'ikoranabuhanga ni uburyo bw'inyongera isomero ry'ikigo k'ishuri ryakagombye gushishikariza abanyeshuri ndetse n'umuryango mugari gukoresha mu buryo bw'iyakure, igihe icyo ari cyo cyose ndetse n'ahantu bari hose.

### **I.2.4. Ibigenderwaho mu guha amanota isomero ry'ikigo k'ishuri**

Aya mabwiriza yerekana uburyo isomero ry'ikigo k'ishuri rihabwa amanota rikanashyirwa mu myanya. Ibi bifasha ubuyobozi bw'ikigo k'ishuri gusuzuma urwego isomero ry'ikigo k'ishuri ryabo ririho kugira ngo hamenyekane igice cy'aya mabwiriza kiberanye n'iryo ishuri. Amasomero y'ibigo by'amashuri ahabwa amanota hagendewe ku bintu bitatu bikurikira: Kuba ryujuje ibisabwa, kuba riri ku rwego ruciriritse no kuba riri ku rwego rwo hasi. Buri somero ry'ikigo k'ishuri rihabwa amanota hagendewe ku bipimo ngenderwaho bivugwa muri aya mabwiriza. Aya mabwiriza asaba kandi abo areba kubanza kwifashisha uburyo bwo guha amanota isomero ry'ikigo k'ishuri buvugwa mu gice cy'aya mabwiriza kirebana n'ikurikirana n'ikurikiranabikorwa kugira ngo hamenyekane urwego isomero ry'ikigo k'ishuri ririho. Reba igice cya III, agace ka 2, urupapuro rwa 82

## **I.3. Intego, ikerekezo n'akamaro by'isomero ry'ikigo k'ishuri**

### **I.3.1. Intego y' isomero ry'ikigo k'ishuri**

Isomero ry'ikigo k'ishuri rituma abanyeshuri bagira ubushobozi bwo guhora biyungura ubumenyi kandi rigatuma abanyeshuri bazamura urwego rw'imitekerereze bituma bagira imitekerereze yimbitse kandi bakabasha gukoresha neza ubumenyi bungutse mu buryo bunyuranye kugira ngo babeho nk'abenegihugu biyumvamo inshingano.

### **I.3.2. Ikerekezo k' isomero ry'ikigo k'ishuri**

Isomero rizashishikariza abanyeshuri kwiga ndetse no kwigira. Ibi bizabafasha kuba abantu bazi icyo bakora kandi bemerwa bashobora gukora ubushakashatsi bakabugeraho, bagasesengura amakuru, bakabasha gukoresha inyandiko runaka cyangwa se ibiri mu buryo bw'ikoranabuhanga nk'abantu bahora bashaka kwiga ku rwego rw'isi yose ndetse bafite ubumenyi bukenewe muri sosiyeti.

### I.3.3. Akamaro k'isomero ry'ikigo k'ishuri

Isomero ry'ikigo k'ishuri k'ishuri rifite akamaro ko:

- Kuba ari ahantu habereye buri wese kandi haboneka ibikoresho bikenewe bifasha mu myigire n'imyigishirize;
- Kubaka ubushobozi mu barigana bigatuma bagira amatsiko, bakaba abasesenguzi abavumbuzi, abasomyi babyishimiye, abashakashatsi b'inzobere kandi bagakoresha amakuru mu buryo bwubahirije amategeko.
- Kushishikriza abarigana kubona ubumenyi n'ubushobozi bijyanye n'igihe, kugira ubushake bwo kwiga no kwiungura mu bumenyi bazakenera mu buzima bwabo bwose.

### I.4. Ibikubiye muri aya mabwiriza

Aya mabwiriza agabanyijemo ibice bitanu by'ingenzi: Intego n'ikerekezo by'isomero ry'ikigo k'ishuri, amabwiriza agenga isomero ry'ikigo k'ishuri ryujuje ibisabwa, amabwiriza agenga isomero ryo ku rwego ruciriritse ndetse n'amabwiriza n'agenga isomero ryo mu cyumba k'ishuri. Igice cya mbere kivuga ku birebana n'intego n'ikerekezo by'amasomero y'ibigo by'amashuri mu Rwanda kikanasobanura ubwoko bw'amasomero arebwa n'aya mabwiriza. Igice cya kabiri gisobanura ibipimo byo ku rwego rwo hejuru byerekeye ibikorwa remezo, ibikoresho, imikorere ndetse na serivisi amasomero y'ibigo by'amashuri yakagombye kugira kugira ngo abashe gufasha abayagana nk'uko babyifuza. Aha twavugaga ariko ko ibigo by'amashuri byo mu Rwanda bitarabona ibikoresho ku buryo byashyiraho amasomero yujuje ibisabwa.

Igice cya gatatu gisobanura iby'ibanze bisabwa amashuri ashobora kwifashisha kugira ngo ashireho amasomero mu rwego rwo gufasha abanyeshuri n'abarimu mu guteza imbere gusoma no kwandika mu gihe hagitegerejwe ko avugururwa akagera ku rwego rusabwa.

Igice cya kane kibanda ku gusobanura amabwiriza azafasha ibigo by'amashuri mu gushyiraho amasomero yo mu mashuri mu rwego rwo kwegera abanyeshuri imfashanyigisho zo gusoma n'izibafasha mu myigire yabo. Igice cya nyuma, ari na cyo cya gatanu gisobanura ibijyanye n'ikurikirana, isuzumabikorwa bizafasha ubuyobozi bw'ikigo k'ishuri, abakozi bashinzwe uburezi ku rwego rw'akarere n'umurenge gukurikirana no gusuzuma imikorere y'amasomero y'ibigo by'amashuri kugira ngo harebwe ibikeneye kunozwa.



## ISOMERO RY'IKIGO K'ISHURI RYUJUJE IBISABWA

### 2.1. Intangiriro

Ikigo Gishinzwe Guteza Imbere Uburezi mu Rwanda (REB) kirimo gukora ibishoboka byose kugira ngo haboneke imfashanyigisho zifite ireme zifashishwa mu myigire n'imyigishirize y'abanyeshuri bose bo mu Rwanda.

Kuboneka kw'imfashanyigisho zifite ireme ni ikintu k'ingirakamaro gituma uburezi bugera ku ntego zabwo mu gihugu hose. Nubwo bimeze gutyo ariko, amashuri menshi aracyafite amasomero ataragera kuri uru rwego. Cyakora amashuri amwe n'amwe arakora uko ashoboye ngo abone ibikoresho bikenewe kugira ngo ashireho amasomero ajyanye n'iki gihe k'impinduka za buri kanya mu birebana n'ikorabuhanga no guhanahana amakuru. Nyamara ariko hari n'amasomero y'ibindi bigo by'amashuri akiri ku rwego rwo hasi, ndetse adashobora no guhaza ibyifuzo by'abanyeshuri, abarimu ndetse n'umuryango mugari.

Mu rwego rwo gukemura iki kibazo, amabwiriza agenga amasomero y'ibigo by'amashuri yashyizweho azatuma bene ayo masomero abasha gusobanukirwa n'uburyo bwo kubonera abayagana ibikoresho bikenewe kandi bihagije, uko yabibona n'uburyo yabona abakozi bashoboye kugira ngo agirire akamaro abayagana. Aya mabwiriza yagombye kwifashishwa n'ubuyobozi bw'ibigo by'amashuri ndetse n'abafatanyabikorwa babo mu rwego rwo kuvugurura amasomero yabo mu buryo busobanutse. Amabwiriza akurikira aragaragaza ibipimo ngenderwaho byo ku rwego rwo hejuru amasomero y'ibigo by'amashuri yagombye kuba yujuje.

Iki gitabo kiragaragaza mu buryo bworoshye intambwe zikurikizwa kugira ngo abayobozi b'ibigo by'amashuri, abakozi bo mu masomero ndetse n'abandi bafatanyabikorwa babashe gushyiraho amasomero y'ibigo by'amashuri atagizwe n'ibitabo gusa ahubwo akaba ari isoko abanyeshuri, abarimu ndetse n'umuryango mugari bavomamo ubumenyi. Hatitawe ku miterere n'ubushobozi bw'ikigo k'ishuri, yaba amashuri y'i Kigali cyangwa se ayo mu cyaro acumbikira abanyeshuri bayigamo, aya mabwiriza azafasha amasomero yose kunoza uburyo abayagana babona kandi bagakoresha imfashanyigisho ziyarimo.

Aya mabwiriza akubiyemo ibintu by'ibanze byafasha mu gushyiraho isomero ry'ikigo k'ishuri ryiza. Muri byo twavugaga imicungire y'isomero ry'ikigo k'ishuri, ingengabihe na serivisi byaryo, imfashanyigisho zifatika ziririmo n'uburyo bwo gukurikirana no gusuzuma imikorere yaryo.

## 2.2. Imicungire y'isomero ry'ikigo k'ishuri

### 2.2.1. Intangiriro

Itsinda rifite mu nshingano zaryo imicungire y'isomero ry'ikigo by'ishuri ni ingenzi cyane kugira ngo isomero ribashe kugera ku ntego n'ikerekezo ryihaye. Ni inshingano z'ikigo k'ishuri rero gushyiraho iryo tsinda. Komite y'inteko rusange y'ikigo k'ishuri ni yo izashyiraho Komite ishinzwe gucunga isomero ry'ikigo k'ishuri, igaragaze ibyo ishinzwe, inshingazo za buri wese mu bayigize n'igihe izamara. Itsinda rishinzwe imicungire y'amasomero y'ibigo by'amashuri rifatanyije na Komite y'inteko rusange y'ikigo k'ishuri bazakora ku buryo isomero ry'ikigo k'ishuri rigira umukozi ushinzwe isomero ubifitiye ubushobozi ndetse n'abandi bakozi bashobora kumwunganira. Byongeye kandi, nibo bazagena inshingano z'umukozi ushinzwe isomero ndetse n'abakozi bazajya bamwunganira. Mu gihe isomero ry'ikigo k'ishuri rizaba rigiye gutangira gukora, umuyobozi w'ikigo k'ishuri agomba gusaba Ikigo Gishinzwe Guteza Uburezi mu Rwanda (REB) umukozi ushinzwe isomero wabyigiyeye. REB kandi igomba gutegura no gutanga amahugurwa ku mukozi ushinzwe isomero mu rwego rwo kumwongerera ubushobozi. Ku birebana n'abakorera ubushake, REB igomba kubategurira no kubaha amasomo y'igihe gito yerekeye imicungire y'isomero. Ku bufatanye n'itsinda rishinzwe imicungire y'isomero n'abarimu, Komite y'inteko rusange y'ikigo k'ishuri igomba gushyiraho amategeko n'amabwiriza azagenderwaho mu gucunga neza isomero ry'ikigo k'ishuri.

### 2.2.2. Abagize komite y'isomero ry'ikigo k'ishuri

#### 2.2.2.1. Komite y'isomero ry'ikigo k'ishuri ni iki?

Komite y'isomero ry'ikigo k'ishuri ni itsinda rito rifata ibyemezo, ritoranywa mu bayobozi b'ikigo k'ishuri, mu barimu, mu banyeshuri no mu bagize umuryango mugari.

#### 2.2.2.2. Uko abayobozi b' ikigo k'ishuri binjira muri Komite y'isomero ry'ikigo k'ishuri

1. Abayobozi b'ikigo k'ishuri ku bufatanye na Komite y'inteko rusange z'ikigo k'ishuri ni bo bagena umubare w'abantu bagomba kugira Komite y'isomero ry'ikigo k'ishuri. Ni ngombwa ko umuyobozi w'ikigo k'ishuri/ umuyobozi wungirije ushinzwe amasomo aba perezida wa Komite hanyuma umukozi ushinzwe isomero akaba umunyamabanga wayo.
2. Visi perezida wa Komite y'isomero ry'ikigo k'ishuri we akaba perezida wa Komite y'inteko rusange y'ikigo k'ishuri.



**Abagize komite y'isomero ry'ishuri**

No	Inshingano	Icyo akora
1	Umuyobozi	Umuyobozi w'ikigo k'ishuri/umuyobozi wungirije ushinzwe amasomo
2	Umuyobozi wungirije	Perezida wa Komite y'inteko rusange y'ikigo k'ishuri
3	Umunyamabanga	Umukozi ushinzwe isomero
4	Umunyamuryango	Umwarimu wigisha amashuri y'inshuke
5	Umunyamuryango	Umwarimu wigisha mu mashuri abanza
6	Umunyamuryango	Umwarimu wigisha mu mashuri yisumbuye
7	Umunyamuryango	Umunyeshuri uhagarariye abandi mu mashuri abanza
8	Umunyamuryango	Umunyeshuri uhagarariye abandi mu mashuri yisumbuye
9	Umunyamuryango	Umwe mu bagize umuryango mugari.

Abagize Komite y'isomero ry'ikigo k'ishuri ni bo bemeza inshuro bazajya bakora inama (urugero: buri kwezi, buri gihembwe, buri mwaka). Ni ngombwa ariko ko Komite y'isomero ry'ikigo k'ishuri ihura byibura rimwe mu gihembwe.

**2.2.2.3. Inshingano za Komite y'isomero ry'ikigo k'ishuri**

- Guhagararira inyungu z'isomero ry'ishuri n'iz'abarigana;
- Kwemeza no gutanga inama mu ishyirwaho n'ivugurura rya politiki z'isomero ry'ikigo k'ishuri;
- Gufata ingamba z'ingirakamaro kandi zihanye zigamije kuvugurura isomero ry'ikigo k'ishuri zijyanye n'ibipimo ngenderwaho bivugwa muri aya mabwiriza;
- Kugira inama abayobozi b'ikigo k'ishuri ku birebana n'imikorere y'isomero ry'ikigo k'ishuri, serivisi ritanga n'imfashanyigisho zikenewemo.
- Gukusanya amafaranga akenewe kugira ngo isomero ry'ikigo k'ishuri rikore neza;
- Gufatira ku gihe ibyemezo bifite ireme bigamije iterambere ry'isomero ry'ikigo k'ishuri hashingiwe ku busabe bw'umukozi waryo.
- Kwita ku nyungu z'umuryango mugari, iz'ishuri, ndetse n'iz'ubuyobozi bw'inzego z'ibanze.
- Kugenzura ishyirwa mu bikorwa rya gahunda z'isomero ry'ishuri hashingiwe ku igenamigambi ryaryo kugira ngo ribashe gukomeza gutera imbere.
- Gufasha isomero ry'ikigo k'ishuri mu ishyirwa mu bikorwa rya gahunda na serivisi byaryo mu byumba by'amashuri ndetse no mu muryango mugari muri rusange.
- Gushyira imbaraga mu ishyirwa mu bikorwa ry'igikorwa cyo kugaruza ibitabo biba byatijwe;

**2.2.3. Abakozi b'isomero ry'ikigo k'ishuri**

Isomero ry'ikigo k'ishuri rikora neza ni iriba rikoresha abakozi batandukanye kugira ngo ribashe gusubiza ibyifuzo by'abarigana bose. Muri abo bakozi hagomba kuba harimo umukozi ushinzwe isomero wabyigiye ndetse n'abandi bakozi bamwunganira mu mirimo ye.

### 2.2.3.1. Umukozi ushinzwe isomero ry'ikigo k'ishuri

Ikigo k'ishuri gisabwa kugira umukozi umwe wo mu isomero wabyigiyeye. Uwo mukozi ushoboye agomba kuba abifitiye ikemezo cyangwa impamyabushobozi mu masomo yerekeye imicungire y'amasomero.

#### Inshingano z'umukozi ushinzwe isomero ry'ikigo k'ishuri

1. Kwitabira inama za komite y'isomero ry'ikigo k'ishuri;
2. Kugenzura umunsi ku munsi ibikorwa bijyanye n'imicungire y'isomero ry'ikigo k'ishuri nko kwakira imfashanyigisho, kuzishyira ku murongo, kuzicunga neza no kuzitiza;
3. Gutegura no gushyira mu bikorwa gahunda z'isomero zirimo kwigisha gusoma no kwandika, gushishikariza abantu gusoma, gutanga ubufasha mu myigishirize no gucunga isomero;
4. Gukora imirimo yo mu isomero irimo guhitamo ibitabo bikenewe no kubyakira, gukora urutonde rw'ibitabo no kubishyira mu byiciro, kubitondeka ahabugenewe, kubitiza ababikeneye, kubigirira isuku, gusana ibyangiritse, no gusimbuza ibigomba gusimbuzwa;
5. Kuyobora abanyeshuri, abarimu ndetse n'bagize umuryango mugari mu micungire n' imikoreshereze y'ibikoresho by'isomero;
6. Gukurikirana no gusuzuma umunsi ku munsi gahunda, serivisi, n'ibindi bikorwa by'isomero mu kigo k'ishuri, mu byumba by'amashuri no mu muryango mugari;
7. Gutegura buri gihembwe raporo yerekeye imikorere n'imiterere by'isomero ry'ikigo k'ishuri igahabwa ubuyobozi bw'ikigo k'ishuri ndetse na komite y'isomero ry'ikigo k'ishuri.

### 2.2.3.2 Abandi bakozi b'isomero ry'ikigo k'ishuri

#### a. Umukozi ushinzwe isomero wungirije

Umukozi ushinzwe isomero wungirije aha raporo umukozi ukuriye isomero ndetse akamufasha mu mirimo ya buri munsi y'isomero. Uyu mwanza usaba ubumenyigiro ndetse n'ubumenyi mu micungire y'isomero. Umukozi ukuriye isomero ry'ikigo k'ishuri aba agomba guha umukozi umwungirije amahugurwa y'ibanze mu byerekeye imicungire y'isomero.

Umukozi wungirije w'isomero ry'ikigo k'ishuri na we afite mu nshingano ze gukora umunsi ku munsi imirimo ijyanye n'ubuyobozi ndetse n'isaba ubuhanga bwihariye mu isomero. Ibyo bituma umukozi ukuriye isomero abona umwanza wo gufasha abarimu mu myigishirize yabo ndetse no gukurikirana ko izindi ntego z'isomero zigerwaho. Muri zo twavugaga gahunda, serivisi zitangwa mu isomero n'ibindi.

## **b. Abanyeshuri b'abakorerabushake**

Aba ni abanyeshuri b'abakorerabushake bafasha mu isomero ry'ikigo k'ishuri mu masaha yagenewe yo kujya mu isomero, mu karuhuko gato na nyuma y'amasomo nk'uko biba byaremejwe na komite y'isomero ry'ikigo k'ishuri. Baba barahuguwe n'umukozi ushinzwe isomero mu gukora ibikorwa by'ibanze by'isomero ry'ikigo k'ishuri. Mu bikorwa by'ibanze bakora harimo gukora isuku, guhanagura, gutondeka ibitabo ahabugenewe, gusana ibitabo bitangiritse cyane ndetse, kuyobora ibikorwa byo gusoma no kwandika, kumenyeshya abagana isomero ingengabihe ivuguruye irebana n'igihe cyo kujya mu isomero no gufasha mu gikorwa cyo gutiza no gutirura ibitabo.

### **2.2.4. Politiki n'amategeko isomero ry'ikigo k'ishuri rigenderaho**

#### **2.2.4.1. Politiki isomero ry'ikigo k'ishuri rigenderaho**

1. Isomero rigomba kuba ridaheza kandi ryorohera buri wese kurigeramo: amasomero y'ibigo by'amashuri agomba gukora ku buryo abantu bafite ubumuga babasha kubona ibitabo by'ubwoko bunyuranye ndetse n'ibindi bikoresho biborohera (nk'ibikorwa remezo), harimo n'ikoranaubuhanga ryunganira abafite ubumuga, ibindi bikoresho by'inyongera ndetse n'ubufasha mu bindi batakwishoboza ubwabo;
2. Ikigo k'ishuri kigomba kubazwa ibirebana n'uburenganzira ku mutungo bwite mu by'ubwenge ku bikoresho by'isomero;
3. Ikigok'ishuri kigomba gukora ku buryo imfashanyigisho zose ziri mu isomero ry'ikigo k'ishuri ziri mu ndimi zose zemewe mu buyobozi ari zo: Ikinyarwanda, icyongereza, Igifaransa n'Igiswahiri.
4. Isomero ry'ikigo k'ishuri rigomba kuba isoko y'ubumenyi y'ikigo k'ishuri, ibyumba by'amashuri ndetse n'umuryango mugari.
5. Imfashanyigisho ziri mu isomero ry'ikigo k'ishuri zigomba kuba bijyanye n'integanyanyigisho y'u Rwanda.
6. Ikigo k'ishuri kigomba gukora ku buryo ibitabo bishyirwa mu isomero ry'ikigo k'ishuri bigomba kuba birimo ibyibanda ku guha abanyeshuri ubumenyi bujyanye n'ibyo biga kandi bikabikwa mu ahabugenewe mu isomero kugira ngo byifashishwe n'ababikeneye.
7. Isomero ry'ishuri rigomba rigomba gushishikariza abantu kugira umuco wo gusoma no kuzasangiza abantu bo mu bisekuru bizaza umurage w'umuco n'imigenzo by'ababanjirije.
8. Isomero ry'ikigo k'ishuri rigomba kugirira uruhare mu guha abantu ubumenyi bukenewe;
9. Isomero ry'ishuri rigomba kurangwa n'umuco, ikerekezo, intego kandi rikagaragaza ishusho nyakuri y'ikigo k'ishuri.

#### **2.2.4.2. Amategeko rusange agenga isomero ry'ikigo k'ishuri**

1. Isomero rikora mu masaha y'akazi ni ukuvuga kuva kuwa mbere kugeza kuwa gatanu, kuva saa moya za mu gitondo (7:00) kugeza saa kumi n'imwe z'umugoroba (5:00). Aho bishoboka, isomero rizajya rifungura mu minsi y'impera z'icyumweru, mbere na nyuma y'amasomo;
2. Buri cyumba k'ishuri kizashyirirwaho ingengabihe yacyo yo kujya mu isomero;
3. Nta munyeshuri wemerewe kujya mu isomero adafite ikarita y'ishuri yemewe cyangwa yambaye umwambaro w'ishuri kugira ngo byorohera umukozi ushinzwe isomero kumumenya

4. Abanyeshuri bagomba gukaraba intoki mbere yo kwinjira mu isomero ry'ikigok'ishuri
5. Ntibyemewe kurira cyangwa kunywera mu isomero ry'ikigo k'ishuri
6. Abanyeshuri ntibemerewe gukura ibitabo cyangwa ibindi bikoresho byo mu isomero mu mwanya wabyo
7. Ntibyemewe ko abashyitsi binjira mu isomero ry'ikigo k'ishuri mu gihe batabihereye uruhushya n'ubuyobozi bw'ikigo k'ishuri.
8. Igihe ntarengwa cyo gutiza ibitabo kingana byibura n'icyumweru kimwe ariko ntikigomba kurenga ibyumweru bitatu. Iri tegeko ryitabwaho cyane abagana isomero bese barimo abanyeshuri, abarimu, ndetse n'abagize umuryango mugari;
9. Ibitabo n'ibindi byifashishwa mu buryo bwihariye (inkoranyamagambo, igitabo kinini kitwa ansikolopedi, ibitabo by'amakarita byitwa atalasi, amakarita, n'ibindi) ntibitizwa ngo bisohoke hanze y'isomero ry'ikigo k'ishuri;
10. Komite y'isomero ry'ikigo k'ishuri izashyirwaho uburyo bwemewe burebana no guca amafaranga y'ibihano abatindana ibitabo cyangwa babyangiza. Abagana isomero bese bazamenyeshwa iby'ayo mafaranga y'ibihano azajya acibwa uwangije cyangwa wataye ibitabo;
11. Birabujijwe kunywera itabi cyangwa n'ibirikomokaho, amasigara y'ikoranabuhanga n'ibindi bisa na byo mu isomero ry'ikigo k'ishuri.

**Ikitonderwa:** Si aya mategeko gusa areba umukozi ushinzwe isomero na Komite y'isomero ry'ikigo k'ishuri. Bafite n'ububasha bwo gushyiraho no kubahiriza andi mategeko ajyanye n'imikorere y'isomero ryabo. Umukozi ushinzwe isomero agomba kumenyesha abagana isomero amategeko arigenga. Ni ngombwa ko mu isomero haba hamanitse ikarita iriho amategeko agenga isomero asomeka neza. Byaba byiza iyo karita imanitswe ku rugi rw'isomero.

Urugero:

1. Ntibyemewe kurira cyangwa kunywera mu isomero.
2. Isomero ry'ikigo k'ishuri rigomba guhorana isuku.
3. Vuga buhoro mu gihe abandi banyeshuri barimo gusoma
4. Gushyira telefoni muri bucece kugira ngo zidasukuriza abandi

**Igihe abatira ibitabo babimarana hashingiwe ku byiciro by'abagana isomero.**

Ubwoko bw'ibitabo bitizwa	Igihe ababitiye babimarana		
Ubwoko bw'ibitabo	Abanyeshuri	Abarimu	Ababyeyi
Ibitabo by'abanyeshuri bigiramo mu mashuri abanza (bigomba gutirwa n'umwarimu akabiha abanyeshuri abanje kugira aho yandika amazina y'ababitiye )	Hagati y'iminsi ibiri n'itanu	Igihembwe	Ababyeyi bashobora gutirira abana babo ibitabo byo gusoma mu gihe k'ibiruhuko by'igihembwe cya mbere n'icya kabiri
Ibitabo by'abanyeshuri bigiramo mu mashuri yisumbuye (abanyeshuri n'abarimu bemerewe kubitira mu isomero)	Icyumweru	Igihembwe	Ntibemerewe kubitira`
Igitabo cy'umwarimu (Umwarimu agitira mu gihe cy'umwaka wose)	Ntibemerewe kugitira	Umwaka urangiye (ariko mu gihe ahinduye akazi cyangwa avuye ku kigo agomba kukigarurira umukozi ushinzwe isomero)	Ntibemerewe kugitira
Ibitabo byo gusoma by'inyongera bigenewe ikiciro cya mbere cy'amashuri abanza (bitirwa n'umwarimu akabiha abanyeshuri abanje kugira aho yandika amazina y'ababitiye )	Icyumweru I	Icyumweru I	Icyumweru I
Ibitabo byo gusoma by'inyongera bigenewe ikiciro cya kabiri cy'amashuri abanza (abanyeshuri bemerewe kwitirira ibitabo ubwabo)	Icyumweru I	Icyumweru I	Icyumweru I

**2.2.5. Inkunga n'ingengo y'imari**

Birumvikana ko ibintu byinshi byavuzwe muri aya mabwiriza bisaba inkunga ndetse n'ingengo y'imari. Nta mafaranga ahagije ahari ikigo k'ishuri nticyarambisha umukozi mwiza w'isomero n'abamwungirije, nticyabona ahantu heza habereye gukoreramo isomero, ibitabo byiza bikenewe, nticyabasha gukemura ibibazo binyuranye, gushyiraho ingengabihe ibereye buri wese, gutanga imyigishirize ifite ireme cyangwa se gukurikirana uburyo isomero rikoreshe. Abayobozi b'ibigo by'amashuri rero bakwiye gushyira byibura 10% by'ingengo y'imari y'ibigo byabo mu bikorwa byo guteza imbere amasomero kandi bagakora uko bashoboye bagashakisha inkunga zizabafasha gushyira mu bikorwa gahunda yo guteza imbere amasomero y'ibigo by'amashuri yabo.

## 2.3. Gahunda na serivisi by'isomero ry'ikigo k'ishuri ryujuje ibisabwa

### 2.3.1. Intangiriro

Isomero ry'ikigo k'ishuri ntirigarukira ku kuba rifite aho rikorera gusa. Isomero ry'ikigo k'ishuri ryakagombye gufatwa nk'ahantu haboneka serivisi zitandukanye abantu bakenera mu rwego rwo kubafasha kwagura ubumenyi ndetse no kubashishikariza kugira umuco wo gusoma, baba bari mu ishuri cyangwa mu muryango mugari. Kwagura ubumenyi ni ikintu k'ingenzi ku Rwanda nk'igihugu kubera ko ari wo musemburo utuma umuntu agira umuco wo guhora yiyungura ubumenyi, gukora ubushakashatsi, gusesengura, gusuzuma no kubyaza umusaruro ubumenyi mu buryo bukwiye kugira ngo abashe kugera ku ntego zaba ize ku giti ke, izo mu mu mibanire ye n'abandi, mu mirimo akora ndetse n'izijyane no kwiga (The Alexandria Proclamation, UNESCO, 2006). Ku bufatanye na komite y'isomero ry'ikigo k'ishuri, umukozi ushinzwe isomero ry'ikigo k'ishuri agomba gukora uko ashoboye akamenyekanisha gahunda z'isomero kandi akanoza serivisi zihatangirwa.

Muri make, muri gahunda z'isomero ry'ikigo k'ishuri harimo gutanga amakuru n'ubumenyi, guteza imbere gusoma no kwandika, kuzamura imyigishirize (hatangwa ibitabo ku barimu n'abanyeshuri) ndetse n'imicungire n'imikoreshereze y'isomero.

### 2.3.2. Gahunda z'isomero ry'ikigo k'ishuri

#### 2.3.2.1. Guteza imbere gusoma no kwandika

Isomero ry'ikigo k'ishuri rigomba kuba rifite gahunda zifasha abarigana guteza imbere umuco wo gusoma no kwandika. Ni yo mpamvu umukozi ushinzwe isomero ry'ikigo k'ishuri abifashijwemo na komite y'isomero ry'ikigo agomba gufata iya mbere mu kuyobora izo gahunda. Abarimu, ubuyobozi bw'ikigo k'ishuri ndetse n'abagize umuryango mugari bagomba gukorana bya hafi n'umukozi ushinzwe isomero ry'ikigo k'ishuri mu guteza imbere guhunda zifasha kuzo gusoma no kwandika ziri ku kigero cy'abana cyangwa zijyane n'ubushobozi bw'abana bazitabira.

#### 2.3.2.2 Uko umukozi ushinzwe isomero ry'ikigo k'ishuri yateza imbere umuco wo gusoma no kwandika

1. Gukorana n'abarimu mu gukusanya ibitekerezo by'ukuntu umuco wo gusoma no kwandika watezwa imbere mu mashuri yo mu kigo.
2. Kumenyeshya abagize komite y'isomero ry'ikigo k'ishuri ibitekerezo byavuye mu barimu
3. Gutegura ibikorwa bifasha guteza imbere umuco wo gusoma no kwandika. Mu rwego rwo kwirinda ko ibi bikorwa bigongana n'ingengabihe isanzwe y'amasomo, hakwiye gukoreshwa gahunda zisanzwe zo guteza imbere umuco wo gusoma no kwandika ziteganyijwe ku rwego rw'igihugu nk'umunsi wahariwe ibitabo, ukwezi kwahariwe gusoma no kwandika, n'ibindi. Ibi bigomba gushyirwa mu bikorwa bahereye ku rwego rw'icyumba k'ishuri, ikigo k'ishuri ndetse bikagera no ku muryango mugari.
4. Ku bufatanye na komite y'isomero ry'ikigo k'ishuri, umuryango mugari ugomba gushishikarizwa kugira uruhare mu bikorwa byo gusoma no kwandika biba byateguwe.

### 2.3.2.3. Uko umuyobozi w'ikigo k'ishuri yateza imbere umuco wo gusoma no kwandika

1. Gushyira mu byihutirwa bya mbere ibikorwa bigamije kwigisha gusoma no kwandika ku rwego rw'ikigo k'ishuri ashishikariza abarimu bose kugira uruhare mu kumenyekanisha no gushyigikira ibyo bikorwa.
2. Guha umuryango mugari umwanya bakagira uruhare mu guteza imbere no gushyigikira ibikorwa byo gusoma no kwandika biba byateguwe ku kigo k'ishuri.
3. Gukorana n'ubuyobozi bw'inzego z'ibanze n'umuryango mugari mu gushyiraho isomero rusange ry'abaturage.

### 2.3.2.4. Ibikorwa biteza imbere umuco wo gusoma no kwandika

Ibikorwa	Ku rwego rw'ikigo k'ishuri	Ku rwego rw'icyumba k'ishuri	Ku rwego rw'umuryango mugari
Amarushanwa yo gusoma	√	√	
Amarushanwa y'ibiganiro mpaka	√		
Amarushanwa yo kwandika	√		
Amatsinda yo gusoma	√		
Amatsinda y'ibiganiro-mpaka	√		
Kwandika inshamake y'ibyo wasomye mu gitabo	√	√	
Igihe cyahariwe kuvuga ururimi runaka	√		
Indirimbo	√	√	
Gusomera hamwe	√	√	
Gusomera mu matsinda ya babiri	√	√	
Ukwezi kwahariwe ibikorwa byo gusoma no kwandika ku rwego rw'igihugu	√		√
Amatsinda y'abasomera hamwe	√		
Kuvuga inyuguti zigize amagambo	√	√	
Uturingushyo	√	√	
Imivugo	√	√	
Umwanya wo kubara inkuru	√	√	
Kwandika igitabo	√		√



### **2.3.2.5 Kwigisha gusoma no kwandika amakuru**

Kwigisha gusoma no kwandika amakuru bifasha abanyeshuri kumenya uko bakoresha cyangwa bagatanga amakuru neza mu buryo bwanditse cyangwa se mu buryo bw'ikoranabuhanga. Umukozi ushinzwe isomero ry'ikigo k'ishuri afite inshingano zo gukora nk'umufatanyabikorwa w'abarimu mu gutuma abanyeshuri bagera ku bumenyi bwo gusoma no kwandika amakuru. Ku bufatanye n'umwarimu w'icyumba k'ishuri ndetse n' umuryango mugari, umukozi ushinzwe isomero ry'ikigo k'ishuri ashobora gufasha mu kwigisha gusoma no kwandika amakuru.

### **2.3.2.6 Ibikoresho by' ikoranabuhanga mu kwigisha gusoma no kwandika amakuru**

Umukozi ushinzwe isomero afite inshingano zo guteza imbere ikoresha ry'ibikoresho by'ikoranabuhanga mu kwigisha gusoma no kwandika amakuru mu kigo k'ishuri muri rusange no mu ishuri. Umukozi ushinzwe isomero afite inshingano zo gukora ku buryo isomero ry' ikigo k'ishuri ritagarukira ku kugira ibitabo byanditse gusa ahubwo rigomba no kugira ibikoresho by' ikoranabuhanga byafasha abanyeshuri b'ingeri zinyuranye, abarimu ndetse n'umuryango mugari. Kugira ngo hekugira uhezwa, hagomba no kuboneka ibikoresho by'ikoranabuhanga bishobora kwifashishwa n'abafite n'ubumuga cyangwa se abafite ibyo bagenerwa byihariye mu myigire yabo. Bifashishije ibikoresho by'ikoranabuhanga bitandukanye biboneka mu isomero ry'ikigo k'ishuri, abakozi b'isomero bagomba kwigisha abanyeshuri, abarimu n'abagize umuryango mugari uko ibikoresho by'ikoranabuhanga bikoresha mu gusoma no kwandika amakuru. Ku birebana no kwigisha uburyo gusoma no kwandika amakuru ni inshingano z'umukozi ushinzwe isomero guhugura, kwerekera no gushishikariza abarimu, abanyeshuri, n' abagize umuryango mugari gukoresha ibikoresho by'ikoranabuhanga biboneka mu isomero. Nanone kandi, ni inshingano z' umuyobozi w' ikigo kumenya neza ko umukozi ushinzwe isomero yahuguriwe gukoresha no gucunga neza ibikoresho by'ikoranabuhanga.

### **2.3.2.7. Uruhare rw'isomero ry'ikigo k'ishuri mu myigire n'imyigishirize**

Mu rwego rwo gukoresha neza isomero, ni ngombwa ko umukozi ushinzwe isomero atanga yunganira mu bikorwa bifasha abanyeshuri kwiga, haba mu isomero nyirizina cyangwa mu ishuri. Kugira ngo kandi umukozi ushinzwe isomero yuzuze inshingano ze anafashe ishuri kugera ku ntego zaryo zo kwigisha abanyeshuri gusoma no kwandika amakuru, agomba kuba yarahuguwe mu birebana no kwigisha. Komite y'isomero ry'ikigo k'ishuri igomba kugira uruhare rw'ingenzi mu gufasha uyu mukozi kugera kuri iyi ntego. Ku bufatanye n'abarimu, umukozi ushinzwe isomero yitezweho kugaragara umunsi ku munsi mu bikorwa byerekeye imyigire n'imyigishirize ku kigo k'ishuri ndetse no mitegurire n'imitangirwe y'amasomo. Umuyobozi w'ikigo afite inshingano zo gutuma umukozi w'isomero agira uruhare muri gahunda ziba zateguwe n'ikigo zigamije kunoza imyigire n'imyigishirize. Umuyobozi w'ikigo kandi asabwa gushishikariza umukozi ushinzwe isomero kugira imikoranire myiza hagati ye n'abarimu.

### **a. Inshingano z'umukozi ushinzwe isomero ry'ikigo k'ishuri mu myigire n'imyigishirize**

1. Kwerekera abarimu imfashanyigisho ziri mu isomero zijyanye n'isomo runaka zabafasha mu gutegeza no gutanga amasomo yabo.
2. Kwerekera abanyeshuri uko bakwifashisha imfashanyigisho ziboneka mu isomero kugira ngo zibafashe mu gukora imikoro, ubushakashatsi, cyangwa se gusoma bagamije kuruhuka n'ibindi
3. Kwereka abakozi b'ikigo k'ishuri uko bakwifashisha imfashanyigisho ziboneka mu isomero mu kazi kabo.
4. Kwereka ababyeyi imfashanyigisho ziboneka mu isomero zagirira abana babo akamaro.

### **b. Ibyo umuyobozi w'ikigo akora kugira ngo umukozi ushinzwe isomero atangire kugira uruhare mu myigire n'imyigishirize**

- Umuyobozi w'ikigo k'ishuri akorana inama n'umukozi ushinzwe isomero kugira ngo baganire ku buryo yamufasha ngo uruhare muri gahunda z'imyigire n'imyigishirize no mu mitegurire n'imitangirwe y'amasomo.
- Umuyobozi agira uruhare mu mikoranire y'umukozi ushinzwe isomero na buri abarimu ku giti ke mu mitegurire n'imitangirwe y'amasomo.
- Umuyobozi w'ikigo akora ku buryo umukozi ushinzwe isomero agira uruhare rufatika mu kujyana mu masomero yo mu ishuri ibitabo byo gusoma bijyanye n'ikigero cy'abanyeshuri ndetse n'umwaka bigamo kugira ngo abanyeshuri babibone kandi babikoreshe mu buryo buboroheye. Ibi byongerera imikoranire myiza hagati y'umwarimu n'umukozi ushinzwe isomero.

## **2.3.3. Ibikorwa n'isomero ry'ikigo k'ishuri**

Ibi bikurikira ni ibikorwa by'umunsi ku munsi by'isomero ry'ikigo k'ishuri byorohereza abarigana nk'abanyeshuri, abarimu, n'abagize umuryango mugari kubona serivisi z'isomero bakeneye mu buryo bunoze. Muri byo harimo gushaka imfashanyigisho n'ibindi bikoresho by'isomero bikenewe no kubikoresha, kugura ibitabo, gukora uturango tw'ibitabo no kubishyira mu byiciro, kubitiza ababikeneye, kubitondeka ahabugenewe, kubigirira isuku, kubisana igihe byangiritse, gukuramo ibitameze neza cyangwa bidakenewe no gubisimbuza ibigomba gusimbuza. Ibi bikorwa byose ni ingenzi kugira ngo isomero ry'ikigo k'ishuri ritere imbere kandi ni inshingano z'umukozi ushinzwe isomero gukora ibi byose abifashijwemo na komite y'isomero ry'ikigo k'ishuri. Ibi ariko bikorwa ku kigok'ishuri gifite isomero ryujuje ibisabwa byose.

### **2.3.3.1. Gushaka ibitabo n'imfashanyigisho by'isomero bikenewe**

Intego y'ibanze mu gushaka ibikoresho by'isomero bikenewe ni ugutuma haboneka ibitabo n'ibindi bikoresho binyuranye mu isomero byafasha mu gutuma integanyanyigisho ikurikizwa ndetse bigafasha no kubona ibyo gusoma mu ndimi zitandukanye. Gushaka ibikoresho by'isomero bikenewe no kubikoresha ni ingirakamaro mu kunoza imyigishirize yo gusoma, kwandika no guhanahana amakuru neza ndetse no kuzamura imitsindire y'abanyeshuri mu ikigo k'ishuri no hanze mu bandi. Gushaka ibikoresho by'isomero bikenewe bituma isomero ribona imfashanyigisho ababagana bese bakenera. Muri ibyo bikoresho harimo: ibitabo, ibitabo by'abanyeshuri bigiramo, inyandiko zinyuranye, inkuru

ndende, ibinyamakuru bisohoka mu gihe kizwi, ibinyamakuru, amafilime, amakarita, CDs na DVDs, inyandiko y'abafite ubumuga bwo kutabona (Braille) n' izindi mfashanyigisho z'uburyo butandukanye.

Iki gice gisobanura ukuntu ibitabo n'ibindi bikoresho by'isomero biboneka n'uko byitabwaho. Gushaka ibikoresho by'isomero bikenewe ni igikorwa gisaba ubufatanye hagati y'umukozi ushinzwe isomero, komite y'isomero ry'ikigo ndetse n'abarimu.

Iki gikorwa cyo gushaka ibikoresho by'isomero bikenewe kibanzirizwa mbere na mbere no gukora isuzuma ry'ibikenewe, guhitamo no kugura ibyagaragajwe. Nyuma y'uko umukozi ushinzwe isomero agura ibikoresho byagaragajwe mu isuzuma ry'ibikenewe, ni byiza ko akoresha uburyo bw'imicungire y'amasomero bita mu cyongereza Integrated Library System (ILMS) kugira ngo ashyire mu buryo bw'ikoranabuhanga ibikorwa bijyanye no gutiza no gutirura ibikoresho by'isomero.

### **a. Uruhare rw' umukozi ushinzwe isomero na komite yaryo mu gushaka imfashanyigisho n'ibitabo by'isomero bikenewe**

Ni inshingano z'umukozi ushinzwe isomero gushishikariza abarimu kugira uruhare mu kugaragaza ibikoresho bikenewe kugira ngo bagere ku ntego bihaye z'imyigire n'imyigishirize mu byumba by'amashuri bigishamo. Umukozi ushinzwe isomero agomba gukorana na komite ishinzwe isomero bagategura ingengo y'imari n'uburyo bazashakamo ibikoresho by'isomero bikenewe kandi bakiyemeza kugura ibikoresho byiza cyane bizafasha abanyeshuri, abarimu n'abagize umuryango mugari. Umukozi ushinzwe isomero ry'ikigo k'ishuri kandi agomba kugaragaza ahantu ibitabo, inyandiko n' ibikoresho by' ikoranabuhanga bikenewe bizaturuka, haba kubishakira kuri interineti, mu gihugu imbere, cyangwa se hanze y'igihugu. Umukozi ushinzwe isomero agomba kugura imfashanyigisho zanditse n'izo mu buryo bw'ikoranabuhanga zijyanye n'integanyanyigisho ziza ziyongera ku ziba zaratanzwe na Minisiteri y'uburezi/inzu zandika ibitabo/ DPs/ Uturere/ n'abandi.

### **b. Gutoranya no kwakira ibitabo n'imfashanyigisho bikenewe**

Gutoranya no kugura ibikoresho bikenewe bishingira ku byo abanyeshuri, abarimu n'abagize umuryango mugari bakeneye. Ibigenderwaho mu kugura ibitabo n'ibikoresho by'ikoranabuhanga ni ibi bikurikira:

#### **-Kuba ari kiza kandi kifuzwa**

Ibikoresho bigurwa bigomba kuba bijyanye n'integanyanyigisho, ikigero cy'abanyeshuri n'imyaka bigamo, cyarasabwe n'abazagikoresha, kandi gisubiza ibyifuzo by'ikigo k'ishuri, icyumba k'ishuri, n'iby'umuryango mugari ku birebana n'imyigire n'imyigishirize.

#### **-Ururimi**

Ibikoresho bigurwa bigomba kuba biri mu ndimi z'ubuyobozi zemewe ari zo Ikinyarwanda, icyongereza, Igifaransa n'Igiswahili.

#### **-Ubwiza, ibyo kerekeye, n'ibigikubiyemo**

Ibyo bikoresho bigomba kuba ari byiza cyane, bijyanye n'ikigero cy'abanyeshuri n'umwaka bigamo kandi gihura n'integanyanyigisho ndetse kinateteza imbere indangagaciro z'umuco nyarwanda.

**-Kuba ari icya vuba**

Isomero ry'ikigo k'ishuri rigomba kugura imnenge imyaka icumi kuva zisohotse keretse iyo bigaragara ko icyo gikoresho cyasabwe n'abazagikoresha.

**-Kuba kiboneka**

Ibikoresho by'ikoranabuhanga bijyanye n'integanyanyigisho bigomba kuba ari byo bahitamo mu gihe byoroshye gukoresha ikoranabuhanga ndetse n'uruhushya rwo kubikoresha ruboneka. Hakwiye no kugurwa n'ibindi bikoresho by'ikoranabuhanga nk'imfashanyigisho z'iyumva gusa, iz'iyumvabona n'ibindi mu gihe zikenerwa n'abantu runaka cyangwa zikenerwa n'abafite ubumuga.

**-Imikoreshereze**

Ibikoresho byaguzwe bigomba kuba byoroheye abazabikoresha kandi bijyanye n'ibyifuzo byabo.

**-Imicungire y'ibikoresho**

Kuba ibitabo n'ibikoresho by'ikoranabuhanga bishobora gushyirwa mu mwanya kandi bikagenzurwa mu buryo bworoshye biri mu bigenderwaho mu kubihitamo no kubigura. Bimwe mu bikoresho bishobora gukurwa mu byari byatoranyijwe mu gihe byaba kubikoresha bigorana cyane kandi bishobora kwanga gukora.

**- Igenagicro, ingengo y'imari, uburenganzira bwo kubikoresha (ku bikoresho by'ikoranabuhanga) no kugura ibikoresho**

Ingano y'amafaranga no kubahiriza politiki y'ikigo k'ishuri ijyanye no kugura ibintu no gutanga amasoko (bitewe n'ubwoko, ikigo k'ishuri ndetse n'abaterankunga) bigomba kugenderwaho mu gihe cyo guhitamo no kugura ibikoresho bikenewe. Ni muri uru rwego, imfashanyigisho z'ikoranabuhanga zitishyurwa ni zo zigomba guhabwa umwanya wa mbere mbere y'imfashanyigisho zicuruzwa zisaba kwishyurwa.

**2.3.3.2. Kwakira, kwandika, gutera kashe no gushyira mu isomero ibikoresho****Kwakira ibitabo n'imfashanyigisho by'isomero**

Ibikoresho by'isomero bishobora gutangwa na REB, imiryango itegamiye kuri Leta, uturere cyangwa se ku mbuga za interineti.

**a. Intambwe zikurikizwa mu kwakira ibikoresho byatanzwe na REB**

- a. Ku bufatanye n'umuyobozi w'ikigo k'ishuri, umukozi ushinzwe isomero ategura amakuru asabwa na REB kugira ngo hatangwe ibikoresho bikenewe n'ikigo k'ishuri mu buryo bworoshye.
- b. Ku itariki n'igihe cyo kubizana, umukozi ushinzwe isomero agomba kumenya neza ko ibyatanzwe ari byo byasabwe mbere y'uko ashyira umukono we ku nyandiko igaragaza ko yabyakiriye.
- c. Nyuma yo kubigenzura, umukozi ushinzwe isomero akora ku buryo umuyobozi w'ikigo k'ishuri ashyira umukono ku nyandiko yemeza ko babyakiriye. Iyi nyandiko iba igaragaza amazina n'ingano y'ibyatumijwe. Umuyobozi w'ikigo agomba kugenzura niba amazina n'umubare w'ibyazanywe ari byo. Dore urugero rw'inyandiko yemeza ibyatanzwe:

5/15/2016

DRAKKAR LTD - REB LTM MIS

## RWANDA COMPLETED DELIVERY CERTIFICATE FOR TEXTBOOKS AND TEACHERS' GUIDES

**DRAKKAR LTD** has successfully completed the delivery of the textbooks and teachers' guides listed below in good condition and without damage and in conformity with the school order.

**Receipt** cec27b68-cea5-4af1-b060-1d9ae864a2bb  
**Location** Kirehe/Mahama/Munini  
**School Name** G.S.PAYSANNAT L  
**School Code** SCH00526  
**Name of Head Teacher** SEBISOGO J. PAUL  
**Date** \_\_\_\_\_

School Official Stamp:

Item Number	Grade Level	Type	Title	Approved List Number	Order Qty	Delivered Qty
1	P1	Pupil's Book	Twumve, Tuvuge, Dusome, Twandike, Duhange mu kinyarwanda	TB00011	852	
2	P1	Teachers guide	Twumve, Tuvuge, Dusome, Twandike, Duhange mu kinyarwanda	TB00012	2	
3	P4	Pupil's Book	Ikinyarwanda	TB00029	249	
4	P4	Teachers guide	Ikinyarwanda	TB00030	1	

**School Comments**

**Head Teacher Signature:**

**Publisher Comments**

**CDC Check**

**b. Intambwe zikurikizwa mu kwakira ibikoresho byaturutse ahandi**

- Ku bufatanye n'umuyobozi w'ikigo k'ishuri, umukozi ushinzwe isomero ategura amakuru asabwa n'umuterankunga/ DPs kugira ngo hatangwe ibikoresho bikenewe n'ikigo k'ishuri mu buryo bworoshye.
- Mu gihe cyo kubitanga, abifashijwemo n'abarimu, umukozi ushinzwe isomero agomba kugenzura niba ibikoresho byagira akamaro, ari byiza, ndetse n'icyo byerekeyeho.
- Nyuma y'igenzura rikozwe n'umukozi ushinzwe isomero, bagomba gutegura gutegura inyandiko ihabwa komite y'isomero ry'ikigo k'ishuri kugira ngo iyo komite yanzure niba bakira cyangwa batakira ibyo bikoresho.
- Hagendewe ku mwanzuro wa komite y'isomero ry'ikigo k'ishuri, umukozi ushinzwe isomero abifashijwemo na komite y'isomero ry'ikigo k'ishuri bagomba kugira uruhare mu kugeza ibikoresho byifuzwa mu isomero.

Reba urugero rw'inyandiko umukozi ushinzwe isomero agomba kuba afite kugira ngo abashe kwandika no kwakira ibikoresho byavuye ahandi.

Date	Publisher	Type of LTM (Textbook, Teacher's guide/ Reading book/ wall chart, dictionary,)	Subject& grade	Title	Total Number of books received
30/03/2016	longhorn	Textbook	Chemistry S1	.....	20
		Teacher's guide	Chemistry S1		2
		Wall chart	Numeracy N1-N3	Numbers	2

**c. Intambwe zikurikizwa mu kwandika ibikoresho byakiriwe**

- Umukozi ushinzwe isomero agomba gukora urutonde rw'ibitabo n'ibindi bikoresho by'isomero ry'ikigo k'ishuri mbere y'uko yakira ibindi bikoresho bishya. Urwo rutonde rushobora kuba ruri ku mpapuro cyangwa ruri mu mashini bitewe n'ibikoresho ndetse n' ubushobozi bw'isomero ry'ikigo ndetse n'ubw' umukozi urikoramo.
- Umukozi ushinzwe isomero ry'ikigo k'ishuri ni we ugomba kwandika ibikoresho by'isomero bishya mu gitabo cyabugenewe. Mu kubyandika sabwa gukurikiza ibi bikurikira:

N° y'igitabo	Nimero cyabaruriweho	Umutwe w'igitabo	Umwanditsi	Igihe cyasohokeye	Icapiro	ISBN/ ISSN	Umubare w'ibitabo	Aho cyaturutse	Igiciro	Amakuru y'inyongera:

**d. Intambwe zikurikizwa mu gutera kashe mu bitabo by'isomero**

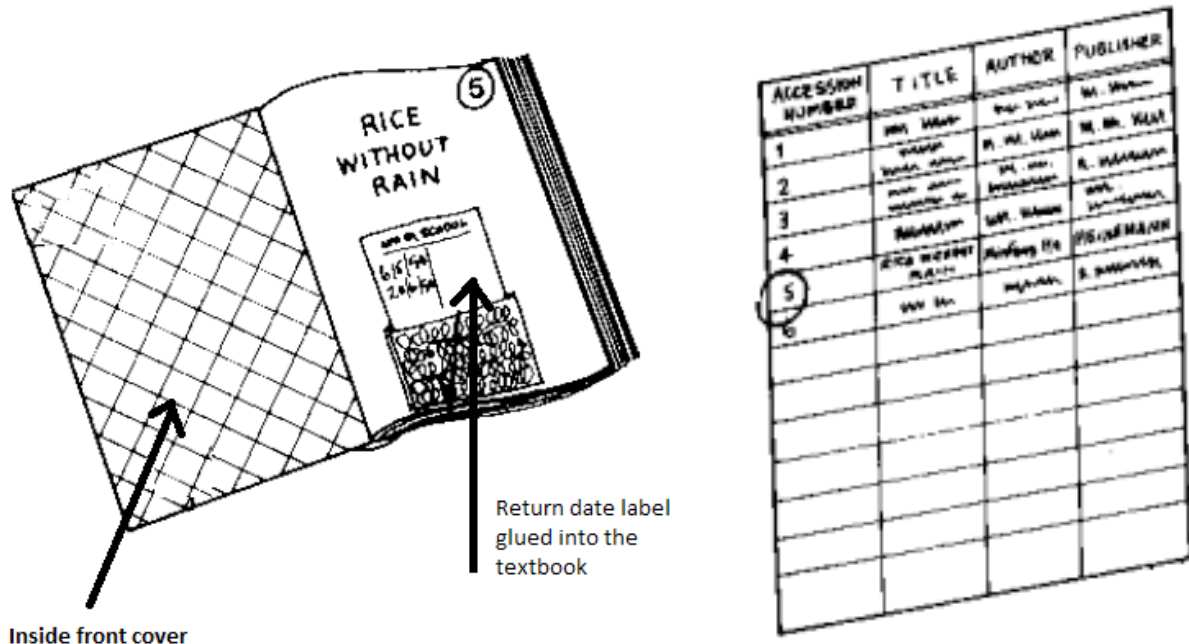
- a. Ikigo k'ishuri kitezweho kuba gifite kashi y'isomero ry'ikigo k'ishuri. Igomba kuba iriho izina na aderesi by'ikigo k'ishuri hamwe n'umwanya w'ahajya itariki n' inomero igitabo kizahabwa. Mu gutera ibitabo by'abanyeshuri bigiramo mo kashe, hagomba gukoreshwa kashe y'ikigo k'ishuri.
- b. Buri gitabo cyose kigomba guterwamo kashe kandi kigashyirwaho nimeru hashingiwe kuri nimeru ikiranga cyahawe mu isomero ry'ikigo k'ishuri igihe cyakirwaga.

**e. Intambwe zikurikizwa mu gushyira ibikoresho mu isomero**

- a. Izi ntambwe zikurikizwa gusa ku bitabo by'abanyeshuri bigiriramo. Umukozi ushinzwe isomero agomba gukora udufuka tugenewe gushyirwamo udufishi dutirirwaho ibitabo n'udupapuro dukwirwa muri utwo dufuka, twibutsa uwatiriye igitabo n'igihe azakigarurira;
- b. Umukozi ushinzwe isomero akurikizaho noneho gufatisha utwo dufuka imbere ku gifuniko k'igitabo.

**f. Intambwe zikurikizwa mu gukora udupapuro twibutsa uwatiriye igitabo n'udufuka dushyirwa ku gifuniko k'igitabo**

- a. Umukozi ushinzwe isomero agomba gushaka impapuro zabugenewe zikomeye zo gukoramo udupapuro twibutsa uwatiriye igitabo, agakatamo udupande tungana dufite ishusho y'urukiramende akoresheje umukasi. Utwo dupande tugomba kuba dufite uburebure bwa santimetero santimetero 7.5 kuri 12.
- b. Umukozi w'isogitabo akoresheje kole. Udupapuro twibutsa uwatiriye igitabo tugomba kuba twinjira neza mu gafuka.





### 2.3.3.3 Kwandika ibitabo byakiriwe mu gitabo no kubishyira mu byiciro

#### a. Kwandika ibitabo byakiriwe

Kugira ngo isomero ry'ikigo k'ishuri rikore neza, hagomba kubaho uburyo bwemewe bwo kwandika no gushyira mu byiciro ibikoresho byakiriwe kugira ngo abashaka gutira ibitabo babashe kumenya bitabagoye aho babishakira. Ikayi yabugenewe yandikwamo urutonde rw'ibitabo ni igikoresho umukozi ushinze isomero akoresha kugira ngo agaragaze aho igitabo gihereye mu isomero. Umukozi ushinze isomero afite rero inshingano zo gutegura ikayi yabugenewe yandikwamo ibitabo biri mu isomero igaragaza inshamake y'ibiranga buri igitabo.

Urutonde rw'ibitabo byakiriwe rushobora rwanditse mu ikaye, ku ikarita cyangwa ku kibaho cyabugenewe cyangwa se rukaba rwanditse mu mashini hifashishijwe uburyo bumwe muri ubu bukurikira: online Public Access Catalog, OPAC, Microsoft excel, Microsoft Access n' ibindi. Ni ingenzi ko umukozi ushinze isomero arebera kuri uru rutonde rw'ibitabo byakiriwe mu isomero mu gihe agiye kurwandika mu buryo bw'ikoranabuhanga.

#### Ibyiciro by'ingenzi mu gukora ifishi y'ibitabo n'imfashanyigisho mu isomero ry'ishuri

1. Ikiciro cya mbere: Itondeka ry' ibitabo n' imfashanyigisho by'isomero bishoboora gutondekwa hakurikijwe amatsinda yabyo n'uko bikoreshwa hifashishijwe itondeka rya Dewey Mervil rishingiye kubice by'ibinyacumi.
2. Kwandika ironдорanyandiko: hifashishijwe ifishi yabugenewe, buri gitabo n' imfashanyigisho biri mu isomero bikorerwa umwirondoro
3. Gutanga incamake ku bitabo n' imfashanyigisho n'uburyo bwo kubibona: mu gihe cyo gukora ifishi y'ibitabo n' imfashanyigisho mu isomero, buri gitabo cyose n' imfashanyigisho bigomba kugira uburyo bworoshye bwo kubibona (Izina ry' umwanditsi, Izina ry'igitabo, Aho cyandikiwe. urugero; amazina y'umwanditsi, izina ry'igitabo n'ibindi hifashishijwe ifishi yabugenewe.
4. Gutanga numero iranga ibitabo n' imfashanyigisho: Nimeru ndangagitabo na nimeru ndangamfashanyigisho mu isomero iba igizwe n'urusobe rw'imibare iri mu matsinda igashyirwa ku bitabo n'imfashanyigisho ahabonwa na buri wese`

Ku byerekeye ibigo by'amashuri bifite amasomero atujuje ibisabwa byose, ni byiza ko umwarimu ushinze isomero wahawe izo nshingano, akora gusa urutonde rw'ibitabo by'abanyeshuri n'ibindi bitabo bihari. Ibi ni ngombwa kugira ngo n'uyu mwarimu ukora mu isomero ashobore kumenyekanisha serivisi z'isomero nk'uko byavuzwe haruguru.

#### b. Gushyira ibitabo mu byiciro

Nyuma yo gukora urutonde rw'ibitabo, ni ngombwa na none ko umukozi ushinze isomero ry'ikigo k'ishuri akoresha uburyo bwemewe bwo gushyira ibitabo mu byiciro kuko bimufasha kubishyira mu tubati ahabugenewe. Uburyo buzwi bushobora kwifashishwa mu masomero y'ibigo by'amashuri ni ubwitwa DDC (Dewey Decimal Classification System)

DDC ni uburyo bwo gushyira ibitabo mu byiciro aho ibyo bivugaho bishyirwa mu byiciro icumi (aho bihabwa imibare kuva kuri 000 kugeza kuri 999) hanyuma utundi duce turi muri ya buri kiciro tukarangwa n'imibare y'ibice. Uburyo bwa DDC bukoreshwa mu masomero bashyira ku bitabo

n'izindi nyandiko imibare ibiranga (kugira ngo byorohe babishyiraho nimeru ibiranga bigashyirwa ahabugenewe). Ubu buryo bwahimwe mu kinyejana cya 19. n'umunyamerika wakoraga mu isomero witwaga Melville Dewey (1851-1931)

**Imbonerahamwe ikurikira iragaragaza uko uburyo bwa DDC bushobora gukoreshwa mu isomero ry'ikigo k'ishuri:**

Umubare ndanga wa Dewey	Ibyiciro 10 by'ingenzi	Ubwoko bw'ibitabo
000-099	Inyandiko rusange	Ansikolopedi, alumanaki, ibitabo byanditswemo ibyagezweho, n'ibindi
100-199	Filozofiya n'imitekerereze y'abantu n'imyifatire yabo	Ibintu birenze ibisanzwe
200-299	Iyobokamana	Amadini akorera ku isi, Inkuru za Bibiriya, Korowani, imigenzo n'imiziririzo
300-399	Ubumenyamuntu	Guverinoma, ibiruhuko, umuco karande, imigani irimo amakabyankuru, uburezi, imibereho y'abantu
400-499	Indimi	Inkoranyamagambo z'icyongereza, igifaransa, igiswahili, n'ikinyarwanda
500-599	Siyansi n'imibare	Imibare, ubutabire, ubugenge, ibinyabuzima, ikirere, ibitare, ibimera, inyamaswa mu isanzure
600-699	Ubumenyi-ngiro	Ibihangano, ubuzima, ubwikorezi, ubutetsi, amatungo magufi
700-799	Ubukorikori n'imyidagaduro	Ubukorikori, ubugeni, gushushanya, gusiga amarangi, gucuranga, imikino, amafilimi, siporo/imyidagaduro
800-899	Ubuvinganzo	Inkuru ngufi, ubusizi, imikino, inzenya na byendagushyamba, ibisakuzo, inkuru ndende
900-999	Amateka n'ubumenyi bw'isi	Ibihugu, amabendera, amateka y'ibyabayeho, inkuru ku bantu ku giti cyabo (92 cyangwa 920)

### 2.3.3.4 Gutondeka ibitabo mu tubati twabugenewe

Ni inshingano z'umukozi ushinze isomero gutondeka ibikoresho byo mu isomero ry'ikigo k'ishuri nk'ibitabo binyuranye, ibitabo by'abanyeshuri bigiramo hakurikijwe uburyo bwagenwe. Ibitabo byo mu isomero ry'ikigo k'ishuri bivugaga ku kintu kimwe bishyirwa mu gice kimwe hagendewe ku buryo bwo gutondeka ibitabo bwa DDC.



Nk'uko bigaragara ku ishusho iri hejuru, ibitabo bibiri bya mbere ku ruhande rw'ibumoso ni bimwe ariko byasohotse mu bihe bitandukanye. Hari uburyo butatu bwo gutondeka ibitabo mu tubati twabugenewe: hashingiwe kubyo bivugaho (hashingiwe ku kiciro igitabo gihereyemo), hakurikijwe itonde ry'inyuguti z'Ikinyarwanda (Hakoreshejwe inyuguti ya mbere y'izina ry'umwanditsi) cyangwa se hagendewe ku mubare ndanga (hashingiwe ku mubare wihariye uranga igitabo). Aya mabwiriza ariko, agaragaza ko uburyo bwiza bwo kubitondeka ari ukugendera ku byo ibyo bitabo bivugaho.

### **2.3.3.5 Gutiza no gutirura**

Gutiza no gutirura ni igikorwa cyo gutiza ibitabo abagana isomero hanyuma na bo bakabitirura. Muri ibi harimo gutirura ibitabo, kongerera igihe abatiriye ibitabo, gukusanya ibitabo byagaruwe, guca indishyi abarengeje igihe bahawe cyangwa se abangije ibitabo, gusana ibyangiritse, gusimbuza no gukuramo ibitagikenewe. Umukozi ushinzwe isomero ushinzwe gutiza no gutirura ibitabo anafasha abagana isomero mu bushakashatsi bw'ibanze ndetse na za serivisi.

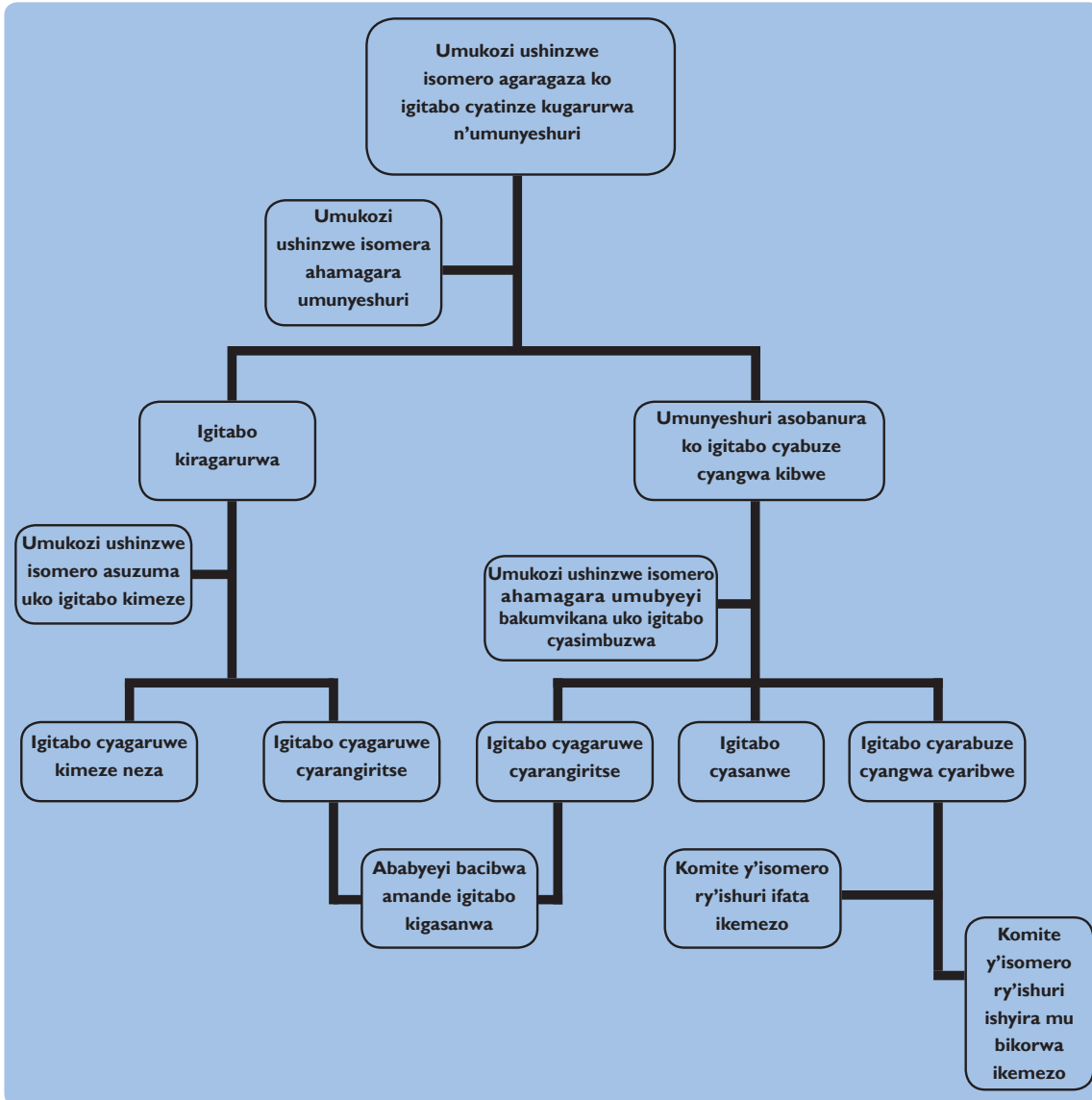
#### **a. Intambwe umukozi ushinzwe isomero ry'ikigo k'ishuri akurikiza mu guteza imbere igikorwa cyo gutiza no gutirura**

Igihe umukozi ushinzwe isomero yakoze urutonde rw'ibikoresho n'ibibiranga kandi akabishyira mu byiciro, ashobora gutangira kuvugurura serivisi zo gutanga ibikoresho ku babishaka cyangwa akanabyakira babitiruye.

- Gusobanurira abagana isomero amabwiriza agenga itira n'itirura ry'ibitabo
- Kureba neza niba utira (umunyeshuri, umwarimu cyangwa undi muntu) yemerewe gutira ibitabo.
- Gukurikirana ibyatiwe n'ababitiye bose.
- Kumenya imibare y'abatiye n'abatiruye agenda agaragaza uwatiriye n'ubwoko bw'igikoresho
- Kumenyeshya abanyeshuri, abarimu n'abagize umuryango mugari igihe igikoresho kigomba gutirurirwa.
- Guhamagara uwatiye igikoresho cyo mu isomero mu gihe yatinze kugitirura. Komite y'isomero ry'ikigo k'ishuri igomba kwemeza uburyo bwo kugaruza igitabo cyatinze kugarurwa cyangwa cyazimiye (urugero: kumenyeshya umubyeyi, kubwira umuyobozi wungirije ushinzwe amasomo (DoS) n'abandi).

**b. Uburyo bwo kugaruza ibikoresho by'isomero ry'ikigo k'ishuri**

Mu rwego rwo gukomeza kubungabunga umutungo w'isomero, komite y'isomero ry'ishuri ishyiraho ingamba zirifasha kugaruza, gusana no gukomeza gufata neza umutungo w'isomero mu buryo bukurikira:



**2.3.3.6 Gufata neza ibikoresho no gusana ibyangiritse**

Umukozi ushinzwe isomero afite inshingano zo kubika neza ibitabo n'ibindi ibikoresho by'isomero mu buryo bwiza. Ibikoresho by'isomero bigomba gufatwa neza kugira ngo:

- Byorohere abagana isomero kubona igikoresho bifuza mu isomero (ibi bisaba gutondeka ibikoresho mu tubati twabugenewe)
- Bifashe gusigasira ibikoresho by'isomero no kurinda ko hagira ikibyangiza (ibi bisaba gusukura, gukurahoivumbi, no gushyira mu tubati twabugenewe ibikoresho by'isomero mu buryo buhoraho)
- Kubika ibikoresho by'isomero ari bizima ku buryo byakoreshwa (ibi bisaba gusana ibikoresho byangiritse no gusimbuza ibikoresho by'isomero nk'ibitabo/amakarita/ udupapuro duto/ udupapuro tw'imyenda, byabuze)

- Gukora ku buryo ibikoresho by'isomero bikomeza kugirira akamaro ababikoresha (ibi bisaba gushyiraho uburyo bwo gukura ibikoresho bitakigezweho kandi bitagihura n'itego n'ikerekezo by'isomero ndetse n'integanyanyigisho)
- Gukora ku buryo ibikoresho by'isomero bibikwa neza kandi bihura n'ibiri mu gitabo cyandikwamo ibikoresho by'isomero (ibi bisaba ko isomero rigira uburyo bwo kurinda umutekano w'ibikoresho by'isomero bwizewe bwiyongera ku kuba hari ikayi yabugenewe byanditswemo)

**Intambwe zikurikizwa n'umukozi ushinzwe isomero mu gufata neza, gusana no gusimbuza ibikoresho by'isomero**

1. Guha ibikoresho ibirango no kubishyira aho bigomba kuba biri nk'uko byavuzwe mu gice kirebana no kubyangirira mu ikayi yabugenewe no kubishyira mu byiciro.
2. Gushyira mu tubati twabugenewe ibikoresho bishya.
3. Kugenzura no gusubiza ibitabo mu mwanya wabyo.
4. Kugaragaza no gushaka ibitabo byatinze gutirurwa n'ibyatakaye bakoresheje uburyo bwo kongera kubigaraza bwashyizweho n'isomero ry'ikigo.
5. Kugenzura imiterere y'utubati tw'ibitabo.
6. Gusana utubati twangiritse niba bishoboka, byaba bidashoboka bakadukuramo tugasimbuzwa utundi.
7. Gukuramo ibikoresho bitagikenewe hagendewe ku mabwiriza yashyizweho.
8. Gukora imibare n'ibarura ku mikoreshereze y'ibikoresho by'isomero ry'ikigo k'ishuri.
9. Bitewe n'uburyo igikoresho cyangiritsemo, umukozi ushinzwe isomero agomba gufata umwanzuro niba bashobora gusana igitabo cyangwa niba hakenewe kugisanisha ahantu habugenewe (mu gihe igiciro cyabyo cyaba gihuye n'uburyo igitabo gikenewemo)

Ibikoresho by'ibanze byo gusanisha umukozi ushinzwe isomero agomba kuba afite harimo:

- Kore
- Sikoci (scotch tape) ya santimetero 2.5 z'ubugari iyo ari ugusana ibifuniko by'ibitabo na santimetero 1 y'ubugari iyo ari ugusana impapuro zacitse (ubwoko bwa sikoci buzwi nka "sellotape" bugomba kwirindwa).
- Ibikoresho byifashishwa mu gukuraho ivumbi
- Imikasi.
- Inshinge zo kudoda n'indodo nini.
- Ibikoresho bifashisha mu gusunika indodo mu mpapuro nyinshi.

**2.3.3.7. Gukuramo ibitagikenewe no kubisimbuza**

Gukuramo ibitagikenewe ni uburyo bwo kuvana ibikoresho mu isomero ry'ikigo k'ishuri bitewe n'ibintu byagendeweho. Gutoranya ibikoresho bitagikenewe bigakurwa mu bindi ni igikorwa cya ngombwa kubera ko bituma isomero rigumana ibikoresho bya vuba, bya ngombwa kandi bikenewe, kandi bibitse mu buryo bwiza. Iki gikorwa gituma umukozi ushinzwe isomero abona ahantu hahagije bityo akabasha kubika neza ibikoresho bishyashya byaguzwe.

### **a. Ibigerwaho mu gikorwa cyo gutoranya no gukura ibikoresho bitagikenewe mu isomero ry'ikigo k'ishuri**

#### **-Kuba ari icya vuba**

Ibitabo byo mu isomero ry'ikigo k'ishuri cyangwa izindi mfashanyigisho zikenerwa n'abarigana bigomba kuba byarasohotse vuba. Si ngombwa gukomeza kubika ibitabo bimaze igihe kirenze imyaka icumi bisohotse. Icyakora bishobora kugumamo bitewe n'uko bitoroshye kubona ibindi cyangwa se kuba bikenewe cyane mu isomero ry'ikigo k'ishuri.

#### **-Uko imfashanyigisho ikenerwa n'abagana isomero**

Imfashanyigisho zo mu isomero zidakenerwa cyangwa zikenerwa gake cyane zishobora gukurwamo. Umukozi ushinzwe isomero agomba kugenzura imibare yerekana uko imfashanyigisho runaka ikenerwa n'abagana isomero akabona gufata umwanzuro w'ibikurwamo n'ibigumamo.

#### **-Imiterere y'imfashanyigisho**

Imfashanyigisho z'isomero ry'ikigo k'ishuri zangiritse ku buryo zitasanwa zigomba gukurwa mu zindi.

#### **-Kuba hari izindi mfashanyigisho zimeze kimwe**

Isomero ry'ikigo k'ishuri rigomba gukurwamo imfashanyigisho zisa n'izindi zidakoresheya kugira ngo haboneke umwanya w'izindi zikenewe cyane.

#### **-Ubudasa bw'imfashanyigisho**

Isomero ry'ikigo k'ishuri ntirigomba gukuramo imfashanyigisho zihariye zitagira izindi zimeze nkazo.

### **b. Ibyo umukozi ushinzwe isomero agomba gukora mu gihe akura ibikoresho bidakenewe mu isomero no kubisimbuza ibindi**

1. Kongera gusoma ibigerwaho byavuzwe haruguru
2. Gukora urutonde rw'ibizakurwamo no gutegura uko bizakorwa
3. Kugaragariza komite ishinzwe isomero ry'ikigo k'ishuri urwo urutonde na gahunda y'uko bizakorwa kugira ngo ibyemeze. Umukozi ushinzwe isomero agomba kugaragaza imfashanyigisho zangiritse ku buryo zitasanwa kugira ngo zisimbuzwe izindi.
4. Gushaka ibikoresho bya ngombwa bizifashishwa mu mu gihe cyo gukuramo ibyo bitagikenewe
5. Gutera kashe ku mfashanyigisho zigomba gukurwamo hanyuma zigasohorwa mu isomero ry'ikigo k'ishuri.
6. Gukura mu isomero imfashanyigisho zagaragajwe ko zitagikenewe. Nyamara ariko, imfashanyigisho zakoresheya mu gihe k'integanyanyigisho ya mbere yari ishingiyeye ku bumenyi ntizigomba gukurwamo. Ahubwo, zifatwa nk'imfashanyigisho zihariye zifashishwa bibaye ngombwa)
7. Kuvugurura urutonde rugaragaza imfashanyigisho z'isomero ry'ikigo k'ishuri
8. Kwanzura niba ibikoresho byangiritse cyane bigomba gusimbuzwa



## 2.4. Ibikorwaremezo by'isomero

### 2.4.1. Intangiriro

Abayobozi b'ikigo cy'ishuri na komite y'isomero ry'ikigo k'ishuri bagomba gukora ku buryo ibikenerwa mu isomero bishyirwamo kandi hagakurikizwa ibipimo ngenderwaho byavuzwe muri aya mabwiriza agenga amasomero. Iki gice kiragaragaza ibintu bitandukanye birebana n'ibikorwaremezo n'ibikoresho isomero rikenera. Mu gikorwa cyo gushyiraho ibikorwaremezo by'isomero, abayobozi b'ikigo k'ishuri hamwe na komite y'isomero ry'ikigo k'ishuri bagomba kwibuka ko hagomba no kuboneka ibifasha abana babana n'ubumuga bunyuranye hatitawe ku bwoko bw'ubumuga bwabo. Nanone kandi bagomba gushyiramo ibikoresho by'ikoranabuhanga, harimo n'ibikoresho byunganira ababikeneye aho bishoboka. Inama zatanzwe muri iki gice zireba amasomero y'ibigo by'amashuri yose afite amasomero afite ibikoresho byujuje ibisabwa nk'uko byavuzwe muri iki gitabo cy'amabwiriza.



### Aho isomero ry'ikigo k'ishuri rihereye n'uko ringana

Abayobozi b'ibigo k'ishuri na komite y'isomero ry'ikigo k'ishuri ku bufatanye na komite y'inteko rusange y'ikigo k'ishuri bagomba gushyiraho mu kigo ahantu habereye isomero ku buryo byorohera abanyeshuri n'abakozi kuhagera. Kigomba kuba ari icyumba kitaruye, cyangwa inyubako yahariwe kubikawamo ibitabo byo gusoma, ibyifashishwa, n'ibikoresho by'ikoranabuhanga kikanagira n'umwanya abanyeshuri, abakozi b'ikigo ndetse n'abagize umuryango mugari bashobora gusomeramo. Iyi nyubako igomba kuba ishobora kugerwaho ku buryo bworoshye n'abafite ubumuga bw'ingingo. Birashoboka ko ahantu h'isomero hakubakwa cyangwa hakavugururwa. Ikigo k'ishuri kigomba kwegera MINEDUC/REB bagakora igenamigambi ryo gushyiraho amafaranga yo kubaka cyangwa kuvugurura isomero.

## 2.4.2. Ibigenderwaho mu gutegura ibikenerwa mu isomero ry' ikigo k'ishuri.

Ibintu bikenerwa mu isomero bigomba:

- Kuba ahantu hagenewe ikintu kimwe gusa, hadakorerwa ibindi bikorwa (urugero: icyumba k'inama, icyumba cyo kuriramo n' ibindi)
- Kuba buri muntu wese ubyifuza yemerewe kuhagera
- Kuba ahantu basomera hategereye ahantu hari urusaku (urugero: Igikoni, aho barara, aho barira n' ibindi)
- Kuba hagera urumuri rukwiriye kandi ruhagije, rwaba urumuri rusanze cyangwa se urukomoka ku ngufu z'amashanyarazi
- Kuba harimo ubushyuye bukwiriye (urugero, gushyiramo ibyuma bitanga umuyaga, hinjiramo umuyaga karemano cyangwa harimo ibikoresho bitanga umuyaga n'ibindi)
- Kwakira ibikorwa byinshi bitandukanye hatabayeho ibigongana
- Kugira ahantu hisanzuye hagenewe kubikwa imfashanyigisho, aho kwigira, aho gusomera hagenewe abana n'abakuru, ahaba mudasobwa, aho kumanika ibintu, aho abashinzwe isomero n'abarimu bakorera.

### 2.4.2.1. Kwikorera isuzuma ku bijyanye n'ibikenewe mu isomero ry'ikigo k'ishuri

Urutonde rw'ibikorwaremezo by'isomero ry'ikigo k'ishuri ryujuje ibisabwa	YEGO	OYA
1. Ese umwanya ushobora kujyamo ibitabo byose n'ibindi bikoresho by'isomero.		
2. Ese Hari utubati twabugenewe/etajeri duhagije?		
3. Ese hari urumuri ruhagije ku buryo bitagorana kuhakorera?		
4. Ese inzugi zikingwa mu buryo umutekano w'isomero wizewe?		
5. Ese igisenge ntikiva, inkuta, inzugi n'abadirishya birakomeye?		
6. Ese hasi hari beto cyangwa sima cyangwa se imbaho zabugenewe ku buryo nta vumbi rizamo?		
7. Ese inkuta, utubati/etajeri ndetse n'amadirishya bisize irangi rituma bitangizwa n'umuswa?		
8. Ese utubati/etajeri dufite ibirango ndetse n'ahantu ho kubika?		
9. Ese nta bintu bidakenewe biri mu isomero nk'amagare, sima n'ibindi?		
Ha amanota uru rutonde		
<ul style="list-style-type: none"> <li>- Ibisubizo bya YEGO 9 = isomero ryujuje ibisabwa</li> <li>- Ibisubizo bya YEGO 6-8 = isomero ni ryiza ariko hari ibibazo bikenerwe gukemuka</li> <li>- Ibisubizo bya YEGO 3-5 = byaba bivuze ko isomero rifite ikibazo kitoroshye gisaba ko umuyobozi w'ikigo k'ishuri, komite y'inteko rusange y'ikigo na komite y'isomero ry'ikigo k'ishuri bagomba kwihutira kugikemura mu maguru mashya.</li> <li>- Hasi yibisubizo bya YEGO 3= Isomero riri hasi y'ibipimo bisabwa kandi bugomba bigomba guhitwa bikosozwa. Ikibazo kimenyeshe Umuyobozi w'ikigo k'ishuri, Komite y'Inteko Rusange y'ikigo k'ishuri kandi utumire Umukozi Ushinzwe Uburezi ku Karere(DEO)/ asure ikigo k'ishuri kugira ngo baganire ku bisubizo bishoboka.</li> </ul>		



### 2.4.2.2. Iyipimo bisabwa ko isomero ry'ikigo k'ishuri rigomba kuba ryujuje

Ibi bikurikira ni amabwiriza y'ikigo “Chartered Institute of Library and Information Professionals” yo mu 2014 akena uko ibipimo by' isomero ry'ikigo k'isomero bigomba kuba bingana. Ibi ni ibipimo byemewe ku rwego rw'igihugu no ku rwego mpuzamahanga ku birebana n'amasomero y'amashuri, ariko abayobozi b'ikigo k'ishuri na Komite y'isomero ry'ikigo k'ishuri bagomba kugena ibyo ishuri ryabo ribasha gukora.

Umubare w'abanyeshuri	Umwanya bashobora gukwirwamo muri m <sup>2</sup>
600	225
800	275
1000	325
1200	375
1400	425
1600	475
1800	525
2000	575
<b>CILIP Space Guidelines, 2014</b>	

### 2.4.3. Umutekano w'isomero ry'ishuri

Ibi bikurikira ni ibyangombwa isomero ry'ikigo k'ishuri rigomba kuba ryujuje mu rwego rw'umutekano

- I. Umuryango munini w'isomero ry'ikigo k'ishuri ugomba kuba afite ahantu ho gusohokera byihuse igihe haramutse habaye inkongi y'umuriro cyangwa ikindi kintu gihungabanya umutekano
- II. Kizimyamoto yabugenewe iri ahantu hangombwa kandi ishobora kugerwaho ndetse hakanatangwa amahugurwa ku buryo bwo kuyikoresha.
- III. Agasanduka karimo ibikoresho by'ubutabazi bw'ibanze
- IV. Uburyo bwa kamera bita “CCTV” biramutse ari ngombwa ko ikigo k'ishuri gifite ubushobozi bwo kubukoresha, bwabukoresha.
- V. Umuzamu uhoraho
- VI. Amaserire y'inzugi n'amadirishya afite ibyuma afungishwa
- VII. Utubati dufungwa tubikwamo ibikoresho byihariye (urugero: ibikoresho by'ikoranabuhanga, ibikoresho byifashishwa n'abafite ubumuga, n'ibindi)

Ni ngombwa ko ishuri rigira ubwishingizi ku nyubako n'ibikoresho by'isomero ry'ishuri. Byongeye kandi umukozi ushinzwe isomero agomba guhugurwa ku bijyanye n'umutekano n'ubuzima.

### Imiterere y'imbere mu isomero

Imbere mu isomero hagomba kuba hubatetse mu buryo butuma hajyamo imfashanyigisho zisanzwe n'ibikoresho by'ikoranabuhanga. Isomero rigomba kuba ririmo za mudasobwa zituma abantu babasha kwiga. Hagomba kuba ari ahantu hatuma abantu babasha gukorera hamwe, kuganira bajya impaka, gutekeraza byimbitse no gukuza inganzo (guhimba).

### **Uko imbere mu isomero hagomba kuba hateye**

- Hasi mu cyumba k'isomero, inkuta n'igisenge bigomba kuba byubatse mu buryo bukumira imvura.
- Hasi mu cyumba k'isomero harimo sima, amakaro cyangwa beto kugira ngo bigabanye umukungugu, umuswa n'ubukonje.
- Mu madirishya harimo ibitambaro bituma urumuri rw'izuba rutangiza ibikoresho
- Inkuta zisize amarange aramba kandi akeye

### **2.4.4. Ibikoresho by'ikoranabuhanga n'ibikorwa remezo**

- Mudasobwa nini (na mudasobwa zigendanwa);
- Imashini isohora impapuro;
- Imashini ifotora ibyanditse ku mpapuro ikabishyira mu mashini;
- Interineti;
- Aho mudasobwa zihurira (Computer (PC) workstations);
- Utwuma twifashishwa mu kuzana interineti idakoresha insinga bita (Content access points);
- Ubwoko bwa mudasobwa nto zigendanwa zinakora nka telefoni bita "Tablets);
- Telefoni ziriho amasomo yo kwigisha;
- Udukoresho tubikwaho amasomo bita "Fulashi disiki";
- Za CD ziriho amasomo;
- Ibikoresho byifashishwa mu kwerekana amagambo n'amashusho ku nkuta bita "Porojegiteri";
- Umuriro w'amashanyarazi ufasha gukoresha ibikoresho by'ikoranabuhanga;
- Telefoni igendanwa;
- Udukoresho two kubikaho amasomo tuzwi nka "SD cards";
- Kugira urubuga rwa interineti no kuba abantu barwigiraho bari kure;
- Ibikoresho bifasha abafite ubumuga;
- Ibikoresho bizana umuyaga;
- Umuriro w'amashanyarazi udacikagurika.

### **2.4.5. Ibipimo by'utugege/utubati tw'ibitabo mu isomero ryujuje ibisabwa**

Uko isomero ry'ikigo k'ishuri ryaba ringana kose, ni ngombwa ko utubati tw'ibitabo cyangwa etageri biba biteretse mu buryo bushobora guhindurwa kandi bifite ibibyunganira kugira ngo bihagarare bitanyeganyega.

Utubati cyangwa etageri akenshi biba bikoze mu mbaho cyangwa mu byuma kandi biri mu mabara atandukanye. Ni ingenzi kudakora utubati cyangwa etageri bisumba cyane abanyeshuri kugirango babashe kubishyikira nta kibazo.

**Ibipimo rusange by'utubati cyangwa etageri ni ibi bikurikira:**

- Santimetero 120 z'uburebure ku mashuri y'incuke n'amashuri abanza.
- Santimetero 150 z'uburebure ku mashuri y'ikicro kibanza cy'amashuri yisumbuye.
- Santimetero 180 z'uburebure ku kicro cya kabiri cy'amashuri yisumbuye.

**Izindi ngero zitegetswe ku mashuri yisumbuye ni izi:**

- Santimetero 30 z'ubuhagarike z'urubaho rwo hasi rutambitse.
- Santimetero 90 z'uburebure kuri buri rubaho rw'umutambiko.
- Hagati ya santimetero 17.5 na 20 z'ubujakuzimo ku mitambiko y'ububiko bwose.
- Santimetero 25 z'ubujakuzimu ku mitambiko y'ububiko bunini.
- Santimetero 30 ku mbaho z'imitambiko zishyirwaho mu buryo buberamye kugira ngo hage hashyirwaho ibitabo n'ibinyamakuru ku buryo bugaragara.
- Mbaho cyangwa ibyuma bisenye neza kugira ngo hirindwe gushwaratura cyangwa kwangiza ibitabo.
- Gusiga umwanya uhagije hagati y'ingazi kugira ngo ibitabo bigaragare mu buryo bworoshye kand bigerweho n'ababikoresha.
- Ingazi zigomba kuba zifite ibirango bigaragaza uburyo ibitabo bitondetse.
- Ubuhagarike bw'utubati cyangwa etageri ntibugomba kurenga ibipimo ngenderwaho by'ubuhagarike ku byicro bitandukanye by'imyaka y'amashuri (amashuri y'incuke, amashuri abanza, ikicro rusange n'ikicro cya kabiri cy'amashuri yisumbuye).



## AMABWIRIZA AGENGA ISOMERO RICIRITSE RY'IKIGO K'ISHURI

### 3.1. Intangiriro

Mu Rwanda, amwe mu mashuri arimo gukora ibishoboka ngo agire amasomero yujuje ibisabwa. Iki gice kizafasha ibigo by'amashuri gushyiraho amasomero bikoresheje uburyo buhendutse kandi bufasha kongera ubumenyi mu gusoma no kwandika. Iki gitabo kiragaragaza intambwe zoroshye gukurikizwa zigamije gufasha abayobozi b'ibigo by'amashuri, abarimu, abakozi bashinzwe isomero, abakorerabushake n'abandi bafatanyabikorwa kugira isomero ry'ikigo k'ishuri ritari ububiko bw'ibitabo byo gusoma cyangwa ibindi bikoresho gusa. Ubu buryo buzafasha ibigo by'amashuri gushyiraho intambwe fatizo z'isomero ryujuje ibisabwa binyuze mu gukoresha no kugera ku bikoresho by'isomero basanzwe bifitiye.

Iki gitabo kigamije kureba uburyo bwose bwo gushyiraho no gufata neza isomero riciriritse ry'ikigo k'ishuri bitagarukira gusa ku rwego rw'ibanze rw'imicungire y'isomero ryo mu cyumba k'ishuri, ahubwo burimo ibikorwaremezo bifatika, gahunda n'ibikorwa, ikurikiranabikorwa, imyigire n' isuzuma.

#### 3.1.1. Kuki ububiko bw'ibitabo ku kigo k'ishuri budahagije ku banyeshuri bo mu Rwanda?

Intego y'isomero ry'ikigo k'ishuri ni ugutanga amakuru n'ibitekerezo ku banyeshuri n'abarimu, ari byo by'ingenzi kugira ngo umuntu abashe kugira icyo ageraho muri iki gihe aho imibereho y'abantu ishingiyeye ku kugira amakuru n'ubumenyi. Ububiko bw'isomero ni ahantu hagenewe kubikwa ibitabo n'izindi mfashanyigisho, hatarimo gahunda z'ingenzi n'ibikowa by'isomero ry'ikigo k'ishuri rishobora gutanga. Intego y'isomero ni uguha abanyeshuri ibikoresho byangombwa kugira ngo batsinde mu ishuri, bagure ubumenyi bwabo barenge integanyanyigisho, maze bazamure ubushobozi bwo gutekereza mu buryo bwagutse kugira ngo babashe kuba abatwagira batanga umusaruro. Isomero ry'ikigo k'ishuri ntrigomba kubamo ikindi kintu icyo ari cyose kitari imfashanyigisho z'imyigire n'imyigishirize.

#### 3.1.2. Isomero riciriritse ry'ikigo k'ishuri ni iki?

Isomero riciriritse ry'ikigo k'ishuri ni isomero rikiyubaka, ritari ryagira ibisabwa byose biboneka mu mabwiriza y'isomero ryujuje ibisabwa. Ubusanzwe ni icyumba gito kirimo ibitabo abanyeshuri bigiramo, ibitabo bike by'inkuru, hashobora no kubamo kandi ibindi bitabo bifite aho bihuriye n'integanyanyigisho. Isomero riciriritse ry'ikigo k'ishuri rigomba gucungwa n'umwarimu ushinze isomero cyangwa umukozi ushinze isomero abifashijwemo na Komite y'isomero ry'ikigo k'ishuri. Ishuri rifite isomero riciriritse rigomba kwiha intego yo kugira isomero ry'ikigo k'ishuri ryujuje ibisabwa kandi rigakora cyane kugira ngo ribigereho mu gihe kitari kirekire.

### 3.2. Kwitegura gushyiraho isomero riciriritse ry'ikigo k'ishuri.

Komite ushinzwe imicungire y'ikigo k'ishuri, umuyobozi w'ikigo k'ishuri, umuyobozi ushinzwe amasomo n'abarimu bagomba kugaragaza imfashanyigisho mu myigire n'imyigishirize ziri mu kigo k'ishuri. Ubuyobozi bw'ishuri bufatanyije n'Inteko rusange y'ishuri bagomba guhitamo umwarimu cyangwa umukozi ushinzwe isomero bahereye ku bushake n'ishyaka afite byo guteza imbere umuco wo gusoma ku rwego rw'ikigo k'ishuri no mu ishuri. Mu gihe umwarimu cyangwa umukozi ushinzwe isomero ahari, hashobora gushyirwaho umukorerabushake. Ikigo Gishinzwe Guteza Imbere Uburezi mu Rwanda (REB) kigomba gutegura no gutanga amahugurwa ku micungire y'isomero ku mwarimu, umukozi ushinzwe isomero n'umukorerabushake kuko bazagira uruhare rukomeye mu mikoreshereze n'imicungire myiza y'isomero. Ubuyobozi bw'ishuri, Inteko rusange y'ishuri n'umwarimu cyangwa umukozi ushinzwe isomero bagomba gushyiraho Komite y'isomero ry'ikigo k'ishuri. Komite y'isomero ry'ikigo k'ishuri ifataniye n'abayobozi b'ishuri bagomba guhitamo bakanatunganya icyumba k'isomero bashingiye ku bikorwaremezo bigaragara biri ku rwego rukwiye nk'uko bivugwa muri aya mabwiriza y'isomero riciriritse ry'ikigo k'ishuri (umutekano, ibikoresho by'isomero n'ingamba z'ubuziranenge).

#### Gushyiraho gahunda z'isomero

1. Umwarimu, umukozi ushinzwe isomero n'umukorerabushake bagomba gukora inyigo ku bikenewe baha uruhare abarimu rwo kugaragaza gahunda zishoboka z'isomero (urugero: guteza imbere kumenya gusoma no kwandika n'ibikorwa bishyigikira imyigire ku rwego rw'ikigo k'ishuri n'urw'icyumba k'ishuri).
2. Umwarimu, umukozi ushinzwe isomero n'umukorerabushake bagomba gukoresha amakuru yavuye mu nyigo y'ibikenewe kandi agasaba Komite y'isomero ry'ikigo k'ishuri ibindi bikoresho bishya.

#### Gushyiraho ibikorwa by'isomero

1. Komite y'isomero ku kigo k'ishuri, umwarimu, umukozi ushinzwe isomero n'umukorerabushake bagomba gushyiraho amabwiriza agenga isomero, igihe cyo gufungurira n'uburyo bwo gutiza no gutirura ibitabo by'isomero ry'ikigo k'ishuri.
2. Umwarimu, umukozi ushinzwe isomero n'umukorerabushake bagomba gutegura gahunda y'uburyo bwo kwakira ibitabo bishya bakayishyikiriza Komite y'isomero ry'ikigo k'ishuri.
3. Umwarimu, umukozi ushinzwe isomero n'umukorerabushake bazatoranya kandi bakire ibitabo n'ibindi bikoresho by'isomero bakurikije gahunda yo kwakira ibitabo bishya.
4. Umwarimu, umukozi ushinzwe isomero n'umukorerabushake bagomba gukoresha uburyo bwemewe bw'urutonde rw'ibitabo no kubitondeka mu buryo bwemewe.
5. Umwarimu, umukozi ushinzwe isomero n'umukorerabushake bagomba gushyiraho ikaye y'ibitabo yandikwamo abatira ibitabo, amabwiriza yo gutira no gutirura ibitabo, kugarura ibitabo, kubibungabunga, kubisana, uburyo bwo gukuramo ibishaje no kubisimbuza.
6. Umwarimu, umukozi ushinzwe isomero n'umukorerabushake bagomba gushyira ibirango ku tubati tw'ibitabo turi mu isomero riciriritse mu buryo buboneye (hakurikijwe uburyo bwo gotondeka ibitabo), gushyiramo amatangazo, amabwiriza agenga isomero n'ibindi bikoresho.
7. Umwarimu, umukozi ushinzwe isomero n'umukorerabushake bagomba gutegurira abarimu n'abanyeshuri inyigisho zibayobora ku mikoreshereze y'isomero.

## **Intambwe zakurikizwa kugira ngo isomero rihore ritera imbere**

1. Abayobozi b'ikigo k'ishuri na Komite y'isomero ry'ikigo k'ishuri bategura urugendoshuri kugira ngo bigire ku bindi bigo by'amashuri bifite amasomero aciriritse binyuze mu buryo bw'ubufatanye hagati y'ikigo k'ishuri n'ikindi kigo k'ishuri muri ako gace.
2. Ikigo k'ishuri gishyigikira uburyo buhoraho bwa kinyamwuga bwo guteza imbere inyigisho zijyanye n'isomero zigenewe umwarimu, umukozi ushinzwe isomero n'umukorerabushake.
3. Ubuyobozi bw'ikigo k'ishuri bufatanije na Komite y'isomero ry'ikigo k'ishuri bashyiraho gahunda y'igihe kirambye yo kuzamura isomero kugira ngo bave ku isomero riciriritse bagere ku isomero ryujuje ibisabwa.
4. Ubuyobozi bw'ikigo k'ishuri na Komite y'isomero ry'ikigo k'ishuri bategura ingamba zo gushaka amafaranga yo gushyigikira gahunda yabo yo kuzamura isomero mu igihe kirambye.

## **3.3. Imicungire y'isomero riciriritse ry'ikigo k'ishuri**

### **3.3.1 Intangiriro**

Imicungire y'isomero ni inkingi y'ingenzi mu mikorere y'isomero mu kugera ku ntego y'ikigo k'ishuri. Ab'ingenzi bagomba kubanza mu micungire y'isomero harimo Komite y'isomero ry'ikigo k'ishuri, Abayobozi b'ikigo k'ishuri n'umwarimu/umukozi ushinzwe isomero/umukorerabushake. Buri kiciro muri ibi byiciro gisobanuye mu buryo bukurikira:

### **3.3.2 Komite y'isomero ry'ikigo k'ishuri**

#### **3.3.2.1. Komite y'isomero ry'ikigo k'ishuri ni iki?**

Komite y'isomero ry'ikigo k'ishuri ni itsinda rito rifata ibyemezo ritoranywa mu buyobozi bw'ikigo k'ishuri, abarimu, abanyeshuri n'umuryango mugari.

#### **3.3.2.2. Intambwe zikurikizwa n'ubuyobozi bw'ikigo k'ishuri mu gushyiraho Komite y'isomero ry'ikigo k'ishuri**

1. Ubuyobozi bw'ikigo k'ishuri bufatanije na Komite y'Inteko Rusange y'ikigo k'ishuri bemeza umubare w'abagomba kujya muri Komite. Bitegetswe ko umuyobozi w'ikigo k'ishuri/umuyobozi ushinzwe amasomo aba umuyobozi wa komite naho umukozi ushinzwe isomero akaba umunyamabanga/umwanditsi wa Komite y'isomero ry'ikigo k'ishuri.
2. Umuyobozi wungirije wa komite y'isomero ry'ikigo k'ishuri agomba kuba umuyobozi wa Komite y'Inteko Rusange y'ikigo k'ishuri.

### Abagize Komite y'isomero riciriritse ry'ikigo k'ishuri

No	Inshingano	Ubishinzwe
1	Umuyobozi	Umuyobozi w'ikigo/ umuyobozi ushinzwe amasomo
2	Umuyobozi wungirije	Umuyobozi wa Komite y'Inteko Rusange z'ikigo k'ishuri
3	Umunyamabanga	Umukozi ushinzwe isomero ku kigo k'ishuri
4	Umunyamuryango	Umwarimu mu mashuri y'incuke
5	Umunyamuryango	Umwarimu mu mashuri abanza
6	Umunyamuryango	Umwarimu mu mashuri yisumbuye
7	Umunyamuryango	Uhagarariye abanyeshuri mu mashuri abanza
8	Umunyamuryango	Uhagarariye abanyeshuri mu mashuri yisumbuye
9	Umunyamuryango	Umwe mu bagize umuryango mugari

Umunyamuryango wa Komite y'isomero ry'ikigo k'ishuri ashinzwe gufata ikemezo ku nshuro inama ziterana (urugero: mu kwezi, mu gihembwe, mu mwaka). Bitegetswe ko Komite y'isomero ry'ikigo k'ishuri iterana nibura inshuro imwe mu gihembwe.

#### 3.3.2.3 Inshingano za komite y'isomero riciriritse ry'ikigo k'ishuri

- Guhagararira inyungu z'isomero n'iz'abarikoresha.
- Gutekereza no gutanga inama ku kerekezo n'iterambere ry'amabwiriza y'isomero ry'ikigo k'ishuri.
- Gushyiraho ingamba z'ingirakamaro, zikwiye kandi zishoboka hagamijwe guteza imbere isomero ry'ikigo k'ishuri rikagera ku bisabwa byemewe bivugwa muri aya mabwiriza.
- Kugira inama abayobozi ku bijyanye na gahunda, ibikorwa n'ibikoresho by'isomero.
- Kwegeranya amafaranga yo gufasha isomero ry'ishuri ryo ku rwego ruciriritse.
- Gufata ibyemezo ku gihe kandi bijyanye n'igihe hashingiwe ku busabe bw'umwarimu, umukozi ushinzwe isomero n'umukorerabushake ku birebana n'iterambere ry'isomero riciriritse ry'ikigo k'ishuri.
- Gusuzuma ishyirwa mu bikorwa ry'iteganyabikorwa ry'isomero ry'ikigo k'ishuri hashingiwe ku igenamigambi ry'isomero ry'ikigo k'ishuri kugira ngo hagenzurwe ko isomero ritera imbere.
- Gushyigikira ishyirwa mu bikorwa rya gahunda n'ibikorwa by'isomero ry'ikigo k'ishuri mu kigo k'ishuri no mu byumba by'amashuri.
- Gushyira imbaraga mu ishyirwa mu bikorwa ry'uburyo bwashyizweho bwo kugaruza ibitabo by'isomero ry'ikigo k'ishuri byatijwe.

#### 3.3.3. Imirimo n'inshingano by'umwarimu, umukozi ushinzwe isomero cyangwa umukorerabushake

- Kwitabira inama ya Komite y'isomero ry'ikigo k'ishuri.
- Kubahiriza inshingano y'imicungire y'isomero ry'ikigo k'ishuri ryo ku rwego ruciriritse nko kwakira, gutondeka, gucunga no gutanga ibikoresho by'isomero.



- Gushyira mu bikorwa gahunda z'isomero harimo guteza imbere kumenya gusoma no kwandika n'ibikorwa byo gusoma, gushyigikira imyigire, imicungire hamwe n'imikoreshereze by'isomero.
- Gucunga ibikorwa by'isomero harimo uburyo bwo gukusanya ibitabo no kubikoresha, kubyakira no kubitoranya, kubyandika mu ikayi yabugenewe no kubitondeka, kubipanga mu kabati k'ibitabo, kubitiza no kubibungabunga, kubisana, gukuramo ibishaje no kubisimbuza.
- Kuyobora abanyeshuri n'abarimu mu micungire n'ikoreshwa ry'ibikoresho by'isomero riciriritse ry'ikigo k'ishuri.
- Gukora igenzura n'isuzuma buri muni kuri gahunda z'ibanze z'isomero ry'ikigo k'ishuri, ibikorwa by'isomero n'ibikorwa mu kigo k'ishuri no mu cyumba k'ishuri.
- Gutanga raporo ku igihembwe y'uko isomero ry'ikigo k'ishuri rihagaze ku buyobozi bw'ikigo k'ishuri.

#### **3.3.4. Amabwiriza rusange agenga isomero riciriritse ry'ikigo k'ishuri.**

- Amasaha yo gukora ashirwaho hakurikijwe igihe umwarimu, umukozi ushinzwe isomero n'umukorerabushake abonekera.
- Niba bishoboka, hashirwaho ingengabihe ya buri shuri.
- Nta munyeshuri wemerewe kujya mu isomero adafite ikarita y'umunyeshuri yemewe cyangwa atambaye impuzankano y'ikigo k'ishuri kugira ngo umwarimu, umukozi ushinzwe isomero n'umukorerabushake amumenye ku buryo bworoshye.
- Abanyeshuri bagomba gukaraba intoki mbere yo kwinjira.
- Ibiryo n'ibinyobwa ntibyemewe.
- Abanyeshuri ntibagomba guhungabanya umutonoko w'ibikoresho by'isomero.
- Abashyitsi ntibemerewe kujya mu isomero badafite uruhushya rw'abayobozi b'ikigo k'ishuri.
- Ibigi by'amashuri bigomba gukurikiza amabwiriza asanzwe arebana n'igihe cyo gutiza ibitabo.
- Ibitabo byifashishwa mu buryo bwihariye (Inkoranyamagambo zinyuranye, ibitabo bikubiyemo ubumeyi butandukanye, ibitabo bikubiyemo amakarita y'isi, amakarita n'ibindi) ntibigomba gusohorwa mu isomero.
- Uburyo bwo kugaruza ibitabo by'isomero ry'ikigo k'ishuri byatijwe bugomba gushyirwaho.
- Kunywa itabi cyangwa ubundi buryo bwose bwo gukoresha itabi ntibyemewe.

**IKITONDERWA:** Umwarimu, umukozi ushinzwe isomero n'umukorerabushake na Komite y'isomero ry'ikigo k'ishuri ntibagomba kugarukira gusa kuri aya mabwiriza yavuzwe haruguru. Bityo rero, bashobora gushyiraho andi mabwiriza akurikizwa hakurikijwe imiterere y'ikigo k'ishuri ryabo. Umwarimu, umukozi ushinzwe isomero n'umukorerabushake afite inshingano yo gukora amatangazo agaragaza neza amabwiriza maze akayamanika imbere mu isomero ry'ikigo k'ishuri. Aya mabwiriza anasaba ko amabwiriza agenga isomero amanikwa ku muryango w'isomero.

**Igihe cyateganywa mu gutiza ibitabo**

Ibitabo	Igihe		
	Abanyeshuri	Abarimu	Ababyeyi
Ibitabo by'abanyeshuri bigiramo (bigomba gutirwa n'umwarimu bigahabwa abanyeshuri maze akagumana urutonde rw'abanyeshuri batiye ibitabo) mu mashuri abanza.	Iminsi 2 kugeza kuri 5	Igihembwe	Ababyeyi bashobora gutirira abana babo ibitabo mu gihe k'ibiruhuko by'igihembwe cya 1 na 2.
Ibitabo by'abanyeshuri bigiramo mu mashuri yisumbuye (Abarimu n'abanyeshuri bemerewe gutira ibitabo mu isomero.)	Icyumweru	Igihembwe	Ntibibareba
Igitabo cy'umwarimu (Umwarimu atira igitabo umwaka wose.)	Ntibimureba	Mu mpera z'umwaka w'amashuri (ariko iyo ahinduye imirimo cyangwa avuye ku kigo k'ishuri agomba kugisubiza umukozi ushinze isomero.)	Ntibibareba
Ibindi bitabo byo gusoma bigenewe ikiciro kibanza cy'amashuri abanza (bitirwa n'umwarimu akabiha abanyeshuri maze akabika urutonde rw'abanyeshuri babihawe.)	Icyumweru 1	Icyumweru 1	Icyumweru 1
Ibindi bitabo byo gusoma bigenewe ikiciro kisumbuye cy'amashuri abanza n'ayisumbuye. (Abanyeshuri batira ibitabo ku giti cyabo.)	Icyumweru 1	Icyumweru 1	Icyumweru 1

**3.4. Gahunda n'ibikorwa by'isomero riciriritse ry'ikigo k'ishuri****3.4.1. Intangiriro**

Gahunda n'ibikorwa by'isomero riciriritse ry'ikigo k'ishuri ntibigomba kugarukira ku isomero nk'ahantu. Rigomba kuba ikigo giteza imbere amakuru ku gusoma no kwandika no ku bumenyi ku makuru. Umwarimu, umukozi ushinze isomero n'umukorerabushake afashijwe na na Komite y'isomero ry'ikigo k'ishuri bagomba kugira ubushake bwo guteza imbere ubushobozi bwo kumenya amakuru mu kigo k'ishuri no mu byumba by'amashuri. Ibikorwa by'isomero riciriritse ry'ikigo k'ishuri bigomba gushyiraho uburyo bwo gukusanya ibitabo, kubyandika mu ikayi yabugenewe no kubitondeka, kubipanga mu kabati k'ibitabo, kubitiza no kubitirura, kubibungabunga, kubisana, gukuramo ibitagikenewe no kubisimbuza.

### 3.4.2. Gahunda z'isomero riciriritse ry'ikigo k'ishuri

#### 3.4.2.1 Guteza imbere ubushobozi bwo gusoma no kwandika n'ibikorwa byo gusoma

Imwe muri gahunda zigomba kuboneka mu isomero riciriritse ry'ikigo k'ishuri harimo guteza imbere ubushobozi bwo gusoma no kwandika. Iyi gahunda igomba kuyoborwa n'umwarimu, umukozi ushinzwe isomero n'umukorerabushake abifashijwemo na Komite y'isomero ry'ikigo k'ishuri. Umwarimu, umukozi ushinzwe isomero n'umukorerabushake yitezweho kugira umwete mu guhanga no guteza imbere ibikorwa byo gusoma n'ubushobozi bwo gusoma no kwandika biri ku rwego rw'abanyeshuri mu kigo k'ishuri no mu ishuri. Ibi bigomba kugerwaho ku bufatanye bw'abarimu n'ubuyobozi bw'ikigo k'ishuri.

#### Intambwe zikurikizwa n'umwarimu, umukozi ushinzwe isomero cyangwa abakorerabushake kugira ngo atangire

1. Umwarimu, umukozi ushinzwe isomero cyangwa umukorerabushake bakorana n'abarimu mu gushaka abafatanyabikorwa no gukusanya ibitekerezo hagamijwe guteza imbere ubushobozi bwo gusoma no kwandika n'ibikorwa byo gusoma mu kigo k'ishuri ndetse no mu cyumba k'ishuri.
2. Umwarimu, umukozi ushinzwe isomero cyangwa umukorerabushake bashyikiriza ibitekerezo Komite y'isomero ry'ikigo k'ishuri.
3. Umwarimu, umukozi ushinzwe isomero cyangwa umukorerabushake bashaka umwanya wo gutegura ibikorwa byo guteza imbere ubushobozi bwo gusoma no kwandika n'ibikorwa byo gusoma. Ibyo bikorwa ntibigomba kugongana n'ingengabihe y'ikigo k'ishuri, ahubwo agomba kubitegura akurikije gahunda zo gusoma no kwandika ku rwego rw'igihugu nk'Umunsi w'Igitabo, ukwezi kwahariwe ubushobozi bwo gusoma no kwandika n'ibindi; ariko bigakorwa ku rwego rw'ikigo k'ishuri no mu ishuri.
4. Niba bishoboka, umwarimu, umukozi ushinzwe isomero cyangwa umukorerabushake bafashijwe na Komite y'isomero ry'ikigo k'ishuri akoresha abagize umuryango mugari mu bikorwa byateguwe ku bushobozi bwo gusoma no kwandika n'ibikorwa byo gusoma ku kigo k'ishuri.

#### Intambwe zikurikizwa n'umuyobozi w'ikigo kugira ngo atangire

1. Umuyobozi w'ikigo ashyira imbere ibikorwa byo guteza imbere ubushobozi bwo gusoma no kwandika n'ibikorwa byo gusoma ku rwego rw'ikigo k'ishuri akora ku buryo abarimu bose bagaragara muri ibyo bikorwa.
2. Niba bishoboka, umuyobozi w'ikigo k'ishuri aha umwanya umuryango mugari mu biteganijwe mu guteza imbere ubushobozi bwo gusoma no kwandika n'ibikorwa byo gusoma ku kigo k'ishuri.
3. Niba bishoboka, umuyobozi w'ikigo k'ishuri afatanya n'inzego z'ibanze n'abagize umuryango mugari kugira ngo habeho imikoranye n'amasomero y'umuryango mugari.

#### 3.4.2.2 Guteza imbere ubushobozi bwo gusoma no kwandika n'ibikorwa byo gusoma

Isomero riciriritse ry'ikigo k'ishuri rigomba kwita ku bushobozi bwo gusoma no kwandika ndetse n'ibikorwa byo guteza imbere ubushobozi bwo gusoma no kwandika mu kigo k'ishuri no mu ishuri. Ariko iyo bishoboka, umwarimu cyangwa umukozi ushinzwe isomero afatanyije n'ubuyobozi bw'ikigo k'ishuri, Komite y'isomero ry'ikigo k'ishuri, Inteko rusange y'ikigo k'ishuri bagomba kugerageza kugira umwanya mu bikorwa byo ku rwego rw'umuryango mugari.

Ibikorwa	Ku rwego rw'ikigo cy'amashuri	Ku rwego rw'icyumba k'ishuri	Ku rwego rw'abaturage
Amarushanwa yo gusoma	√	√	
Amarushanwa y'ibiganiro mpaka	√		
Amarushanwa yo kwandika	√		
Amatsinda yo gusoma	√		
Amatsinda y'ibiganiro mpaka	√		
Kwandika inshamake z'ibitabo	√	√	
Amahuriro y'abavuga iby'ubuvanganzo	√		
Indirimbo	√	√	
Gusomera hamwe	√	√	
Gusomera mu matsinda ya babiri	√	√	
Ukwezi kwahariwe ibikorwa byo gusoma no kwandika ku rwego rw'igihugu	√		√
Amatsinda y'abasomera hamwe	√		
Kuvuga inyuguti zigize amagambo	√	√	
Uturingushyo	√	√	
Imivugo	√	√	
Igihe cyo kubara inkuru	√	√	
Gukora igitabo	√		√

### 3.4.2.3. Gutera inkunga ibijanye n'imyigire n'imyigishirize

Uruhare rw'umwarimu, umukozi ushinzwe isomero n'umukorerabushake mu bikorwa by'imyigire mu isomero ry'ishuri ryo ku rwego ruciriritse n'isomero ry'ikigo k'ishuri ni ingenzi cyane. Bagira uruhare mu gukurikirana imikoreshereze nyayo y'ibikoresho by'isomero ry'ishuri ku rwego rw'ikigo k'ishuri no ku rwego rw'isomero ry'ikigo k'ishuri. Ni ingenzi kumenya ko kugira ngo iyi nshingano yongere agaciro ku ntego z'ibigo by'amashuri kubirebana no kumenya amakuru, bisaba ko umwarimu, umukozi ushinzwe isomero cyangwa umukorerabushake bagomba guhugurwa mu bijyanye no kwigisha kugira ngo ateze imbere amakuru yo kwandika no gusoma ku banyeshuri n'abarimu. Umwarimu, umukozi ushinzwe isomero n'umukorerabushake bitezweho kugira uruhare mu bikorwa by'imyigire by'umunsi ku munsi by'ikigo k'ishuri kandi agafatanya n'abarimu mu gutanga umurongo w'imyigire. Ni inshingano y'umuyobozi w'ikigo gushyira umwarimu, umukozi ushinzwe isomero cyangwa umukorerabushake muri gahunda y'imyigishirije yateguwe n'ikigo k'ishuri. Ni inshingano kandi y'umuyobozi w'ikigo k'ishuri gushishikariza umwarimu, umukozi ushinzwe isomero cyangwa umukorerabushake n'abandi barimu kugira imikorarinire hagati yabo.

**Uruhare rw' umwarimu, umukozi ushinzwe isomero n'umukorerabushake mu myigire ni uru:**

1. Kuyobora abarimu ku bikoresho by'isomero byabafasha mu masomo bigisha igihe bategura ibyigwa.
2. Kwigisha banyeshuri mu gukoresha ibikoresho by'isomero mu gukora imikoro y'ishuri, ubushakashatsi, gusoma mu buryo bwo kwiruhura n'ibindi.
3. Niba bishoboka kwereka ababyeyi ibikoresho biboneka mu isomero bifitiye akamaro abana babo.

**3.4.3. Ibikorwa by'isomero riciriritse ry'ikigo k'ishuri**

Ibi bikurikira ni ibikorwa by'umunsi ku munsi by'ibanze mu gutunganya isomero ry'ikigo k'ishuri kugira ngo abakoresha isomero babone ibikorwa binoze. Ibi bikubiyemo uburyo bwo gukusanya ibitabo, kubandika mu ikayi yabugenewe no kubitondeka, kubitira no kubitirura, kubipanga muabati k'ibitabo, kubibungabunga, kubisana, gukuramo ibitagikenewe no kubisimbuza. Ibi bikorwa byose by'imitunganirize y'isomero ni ingenzi cyane ku birebana n'imikorere y'isomero riciriritse ry'ikigo k'ishuri kandi biri mu nshingano z' umwarimu, umukozi ushinzwe isomero n'umukorerabushake kurangiza ibi bikorwa abifashijwemo na Komite y'isomero ry'ikigo k'ishuri.

**3.4.3.1. Uburyo bwo gukusanya ibitabo**

Intego nkuru y'uburyo bwo gukusanya ibitabo ni uguteza imbere uburyo bungana mu kugera ku bwoko bunyuranye bw'ibikoresho byunganira ishyirwa mu bikorwa ry'integanyanyigisho no gusoma mu ndimi zemewe mu Rwanda. Uburyo bwo gukusanya ibitabo burimo gutoranya no kwakira ibitabo, kandi ibi ni rwo rufunguzo rw'iterambere mu kumenya amakuru ndetse no kuzamura imitsindire y'abanyeshuri mu kigo k'ishuri. Uburyo bwo gukusanya ibitabo buzagira imikoranire ihoraho ihuza umwarimu/umukozi ushinzwe isomero/ umukorerabushake, komite y'isomero y'ishuri n'abarimu.

**a. Intambwe zubahirizwa n'umwarimu/umukozi ushinzwe isomero cyangwa umukorerabushake na Komite y'isomero ry'ikigo k'ishuri mu gukusanya ibitabo:**

1. Umwarimu, umukozi ushinzwe isomero cyangwa umukorerabushake bakora ubushakashatsi ku bikenewe kugira ngo agaragaze ibikoresho bikenewe n'abarimu n'abanyeshuri.
2. Umwarimu, umukozi ushinzwe isomero cyangwa umukorerabushake bakorana na komite y'isomero y'ishuri mu gushyiraho ingengo y'imari kandi akiyemeza kugura gusa ibikoresho bimeze neza ku rwego rwo hejuru.
3. Komite y'isomero y'ishuri imurikira ubuyobozi bw'ishuri ibiteganyijwe.
4. Umwarimu, umukozi ushinzwe isomero cyangwa umukorerabushake bagura integanyanyigisho nziza cyane, ibitabo, ibikoresho by'ikoranabuhanga, byiyongera ku bindi bikoresho bitangwa na Minisiteri y'uburezi, amacapiro n'imiryango itegamiye kuri Leta, uturere n'abandi.

## **b. Ibigenderwaho mu gukusanya ibitabo**

### **Kuba bikwiye kandi bikenewe**

Gihuje n'integanyanyigisho, kiberanye n'umwaka umwana yigamo, gisabwa n'abagikoresha kandi kigasubiza ibikenewe ku myigishirize mu ikigo k'ishuri no mu icyumba k'ishuri.

### **Ururimi**

Ibitabo byakirwa bigomba kubahiriza indimi enye zemewe: Ikinyarwanda, icyongereza, Igifaransa n'Igiswahili.

### **Ireme, agaciro n'ibikubiyemo**

Ibitabo bigomba kuba bimeze neza ku rwego rwo hejuru, bitararengeje igihe, kiberanye n'umwaka umwana yigamo kandi gihuje n'integanyanyigisho n'indangagaciro z'umuco nyarwanda.

### **Imikoreshereze**

Ibikoresho by'isomero bigomba kuba byoroshye gukoreshwa kandi bijyanye n'intego igamijwe.

### **3.4.3.2. Kwakira, kwandika mu ikayi yabugenewe, gutera kashe no gushyira ibikoresho by'ibanze mu isomero ry'ikigo k'ishuri.**

#### **a. Kwakira ibikoresho by'isomero**

**Ibikoresho by'ingenzi by'isomero bituruka mu Kigo Gishinzwe Guteza Imbere Uburezi mu Rwanda (REB) n'ahandi...**

**Intambwe zubahirizwa mu kwakira ibikoresho bivuye mu Kigo Gishinzwe Guteza Imbere Uburezi mu Rwanda (REB)**

1. Umwarimu, umukozi ushinzwe isomero cyangwa umukorerabushake bafatanije n'abayobozi b'ikigo k'ishuri bategura ibisabwa na Minisiteri y'uburezi.
2. Ku itariki n'igihe k'iyoherezwa, Umwarimu, umukozi ushinzwe isomero cyangwa umukorerabushake bagomba kumenya neza ko ibyatumijwe aribyo mbere yo gusinya urupapuro ruherekeza ibyoherejwe.
3. Umuyobozi w'ishuri ashyira umukono ku rupapuro rwemeza iyoherezwa ry'ibikoresho (CDC). Uru rupapuro rwerekana amazina n'ingano y'ibyatumijwe. Umuyobozi w'ishuri agenzura niba amazina n'ingano y'ibyoherejwe ari byo koko byoherejwe. Dore urugero rw'urupapuro rwemeza iyoherezwa ry'ibintu:

5/15/2016

DRAKKAR LTD - REB LTM MIS

## RWANDA COMPLETED DELIVERY CERTIFICATE FOR TEXTBOOKS AND TEACHERS' GUIDES

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**School Name** G.S.PAYSANNAT L

**School Code** SCH00526

**Name of Head Teacher** SEBISOGO J. PAUL

**Date** \_\_\_\_\_

Item Number	Grade Level	Type	Title	Approved List Number	Order Qty	Delivered Qty
1	P1	Pupil's Book	Twumve, Tuvuge, Dusome, Twandike, Duhange mu kinyarwanda	TB00011	852	
2	P1	Teachers guide	Twumve, Tuvuge, Dusome, Twandike, Duhange mu kinyarwanda	TB00012	2	
3	P4	Pupil's Book	Ikinyarwanda	TB00029	249	
4	P4	Teachers guide	Ikinyarwanda	TB00030	1	

**School Comments**

**Head Teacher Signature:**

**Publisher Comments**

**CDC Check**

**Intambwe mu kwakira ibikoresho bivuye ahandi**

1. Umwarimu, umukozi ushinzwe isomero cyangwa umukorerabushake bategura imibare yatswe n'umuterankunga.
2. Umwarimu, umukozi ushinzwe isomero cyangwa umukorerabushake basuzuma ishingiro, ireme n'agaciro k'ibikoresho.
3. Umwarimu, umukozi ushinzwe isomero cyangwa umukorerabushake bategura raporo yo guha Komite y'isomero ry'ikigo k'ishuri kugira ngo babashe gufata ikemezo ku kwakira cyangwa kureka kwakira ibikoresho/ibitabo.
4. Hakurikije ikemezo cyafashwe haruguru, umwarimu, umukozi ushinzwe isomero cyangwa umukorerabushake na Komite y'isomero ry'ikigo k'ishuri boroshya iyoherezwa ry'ibikoresho byifuzwa.

Dore urugero rw'inyandiko umwarimu/ umukozi ushinzwe isomero/ umukorerabushake agomba kuba afite kugira ngo yandikeho ibikoresho biturutse ahandi:

Itariki	Icapiro	Ubwoko bw'imfashanyigisho (igitabo k'imyandiko, igitabo cy'umwarimu, igitabo cyo gusoma n' inkoranyamagambo.)	Ikigisho & Umwaka	Izina	Umubare wose w'ibitabo byakiriwe
30/03/2016	Longthorn	Textbook	Chemistry SI	.....	20
		Teacher's guide	Chemistry I		2
		Wall chart	Numeracy NI-N3	Numbers	2

**b. Kwandika mu ikayi y'ibitabo yabugenewe ibikoresho by'isomero****Intambwe zo kwandika ibikoresho by'isomero mu ikayi yabugenewe y'ibitabo**

1. Umwarimu, umukozi ushinzwe isomero cyangwa umukorerabushake bategura ikayi yandikamo ibitabo n'ibikoresho by'isomero ry'ishuri ry'ikigo k'ishuri riciriritse mbere y'uko hakirwa ibikoresho bishya. Ikaye ishobora kuba urupapuro cyangwa ikaba mu buryo bw'ikorabuhanga bitewe n'amikoro n'ubushobozi by'isomero ry'ibanze ry'ishuri n' umwarimu/umukozi ushinzwe isomero.
2. Umwarimu, umukozi ushinzwe isomero cyangwa umukorerabushake bandika ibikoreho bishya by'isomero mu ikayi yabugenewe.



Iyi fishi ikurikira iragaragaza amakuru agomba kwandikwa:

N°	Nimero cyabaruriweho	Izina	Umwanditsi	Itariki cyatangajweho	Icapiro	ISBN/ISSN	Umubare w'ibitabo by'ubwo bwoko	Aho cyaturutse	Igiciro	Gira icyo uvuga:

**c. Gutera Kashe ku bikoresho by'isomero**

Ishuri ryitezweho kuba rifite kashi y'isomero ry'ikigo k'ishuri. Iyi kashi igomba kuba ifite izina na aderesi by'ikigo k'ishuri hakiyongeraho ahantu hashyirwa itariki na numero y'igikoresho. Mu bijyanye no gushyira kashe ku bitabo by'abanyeshuri bigiramo hagomba gukorehwa kashi y'isomero ry'ikigo k'ishuri. Buri gitabo kigomba gushyirwamo kashi kandi kigahabwa numero ikiranga hakurikijwe numero cyahawe mu ikayi yabugenewe yandikwamo ibitabo n'ibikoresho.

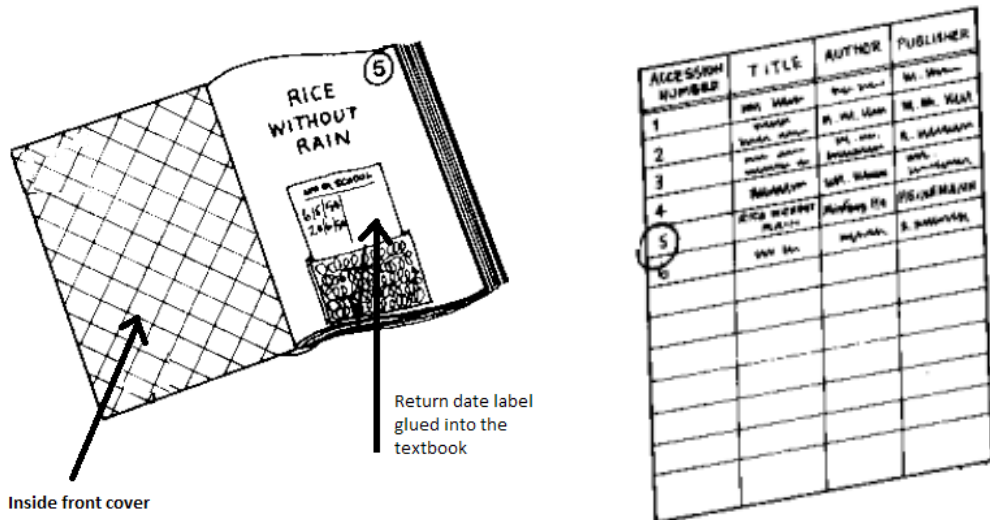
**Gushyira ibikoresho mu isomero**

**1. Intambwe zo Gushyira ibikoresho mu isomero**

- Umwarimu, umukozi ushinzwe isomero cyangwa umukorerabushake bakora udufuka two gushyiramo amafishi yo gutira ibitabo n'impapuro zo kwibutsa bikwirwa imbere mu dufuka.
- Umwarimu, umukozi ushinzwe isomero cyangwa umukorerabushake bomeka utwo dufuka imbere mu gifuniko k'imbere cyangwa inyuma.

**2. Intambwe zo gukora impapuro zibutsa n'udufuka tw'ibitabo**

- Umwarimu, umukozi ushinzwe isomero cyangwa umukorerabushake bakata urupapuro rwabugenewe (manila) bagacamo udupapuro dufite ishusho y'urukiramende bakoresheje imakasi. Urukiramende rugomba kuba rufite ibi bipimo 7.5x12.5 cm.
- Umwarimu, umukozi ushinzwe isomero cyangwa umukorerabushake bakora agafuka bakoresheje urupapuro rusanze bakomeka bakoresheje kore ako gafuka imbere ku gifuniko k'inyuma. Urupapuro rwibutsa rugomba kuba rwinjira ku buryo bworoshye mu gafuka.



### 3.4.3.3. Gushyira ibitabo mu byiciro

Ningombwa ko umwarimu, umukozi ushinzwe isomero cyangwa umukorerabushake bakoresha uburyo bworoshye bwo gushyira ibitabo mu byiciro buzabafasha gushyira ibitabo mu kabati kuko umubare w'ibitabo uba ari muto mu ntangiriro zo gushinga isomero riciriritse ry'ikigo k'ishuri. Aya mabwariza asaba ko amasomero aciriritse atondeka ibitabo hakurikijwe amasomo, ariko bashobora gutondeka ibitabo hakurijwe insanganyamatsiko, ubwoko, cyangwa urwego rwo gusoma rw'ababisoma. Uburyo bwo gushyira ibitabo mu byiciro bugenewe gufasha abakoresha isomero kubona no kugera ku ibitabo ku buryo bworoshye hakurijwe ibyo bakunda n'ibyo babikeneye.

### 3.4.3.4. Gushyira ibitabo mu tubati twabugenewe

Biri mu nshingano y'umwarimu/umukozi ushinzwe isomero/ umukorerabushake kubika ibikoresho, ibitabo n'ibitabo abanyeshuri bigiramo hakurijwe uburyo bwo gushyira ibitabo mu byiciro. Ni ngombwa ko etajeri zigomba kuba zometseho udupapuro turanga aho ibitabo biri twanditse (n'amafoto ku banyeshuri bo mu mashuri abanza) kugira ngo bifashe abakoresha isomero kubona no kugera ku bitabo.

### 3.4.3.5. Gutira no gutirura

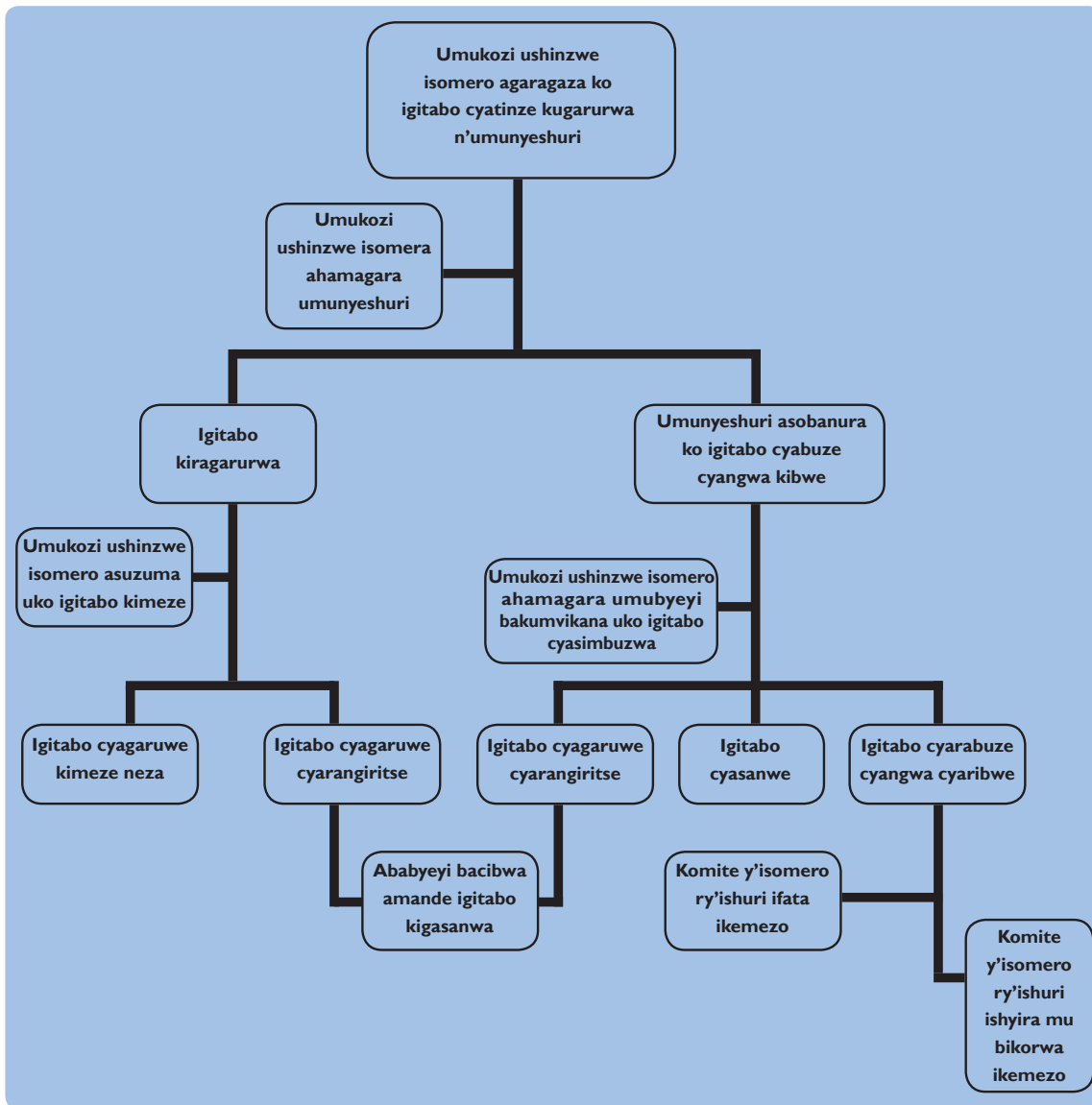
Gutira no gutirura ni umurimo wo gutiza ibikoresho abakoresha isomero ry'ikigo k'ishuri. Harimo kugarura ibikoreho by'isomero, kuvugurura ibikoreho byatijwe, kwakira ibikoresho bigaruwe, kwakira amande yaciwe kubera gutinda no kwangiza ibikoresho, gusana no kubungabunga ibikoresho ndetse no kubisimbuzza. Umwarimu, umukozi ushinzwe isomero cyangwa umukorerabushake bakora ibikorwa byo gutira no gutirura ibikoresho by'isomero bafasha abarigana mu bikorwa byabo bigamije ubushakashatsi bw'ibanze n'uko bakoresha ibikoresho bibaha amakuru.

### Intambwe zikurikizwa n'umwarimu/umukozi ushinzwe isomero/ umukorerabushake mu guteza imbere ibikorwa byo gutiza no gutirura

- Gufasha abakoresha isomero ry'ishuri gusobanukirwa n'uburyo bwo gutira no gutirura ibitabo.
- Kuzengurura niba utira yemerewe gutira ibitabo.
- Kumenya aho ibikoresho byatiwe biri ku bakoresha isomero bose.
- Kumenya imibare ijyanye no gutira no gutirura hashingiwe ku batira no ku bwoko bw'ibikoresho.
- Kumemenyeshya abakoresha isomero ko gihe cyo gutirura igikoresho cyageze.
- Kwandika ko igitabo cyagaruwe no kugisubiza aho mu mwanya wacyo mu kabati.
- Gushyirira mu bikorwa gahunda y'isomero yo kwishyura igihe hari igikoresho cyakererewe, cyatakaye, kibwe cyangwa cyangiritse.

### Uburyo bwo kugaruza ibikoresho by'isomero ry'ikigo k'ishuri

Mu rwego rwo gukomeza kubungabunga umutungo w'isomero, komite y'isomero ry'ishuri ishyiraho ingamba zirifasha kugaruza, gusana no gukomeza gufata neza umutungo w'isomero mu buryo bukurikira:



### 3.4.3.6. Kubungabunga no gusana ibikoresho

Umwarimu, umukozi ushinzwe isomero cyangwa umukorerabushake bafite inshingano yo kubika ibitabo n'ibindi bikoresho ku buryo bitangirika.

#### Impamvu zo kubungabunga ibikoresho by'isomero

- Gufasha abakoresha isomero kugera ku bikoresho by'isomero riciriritse ry'ikigo k'ishuri ku buryo bworoshye.
- Gufasha kurinda no kubika neza ibikoresho by'isomero kugira ngo hatagira ibibyangiza.
- Gutuma ibitabo bikomeza kuba bizima bikazakomeza gukoreshwa.
- Kumenya niba ibitabo bifashwe neza kandi ko bijyanye n'uburyo byashyizwe mu ikayi yabugenewe y'ibitabo y'isomero ry'ikigo k'ishuri.

## **Intambwe zikurikizwa n'umwarimu, umukozi ushinzwe isomero cyangwa umukorerabushake mu kubungabunga, gusana no gusubiza ibitabo mu mwanya wabyo**

- Kubika no gushyira ibirango ku bikoresho bishya nk'uko biteganyijwe mu gice cy'uburyo bwo gutondeka ibitabo.
- Gutondeka ibitabo bishya mu kabati.
- Kongera kwandika ibitabo byatiwe no kubisubiza mu mwanya wabyo mu tubati tw'ibitabo.
- Kugenzura ko ibikoreho by'isomero bifashwe neza, birinzwe ibishobora kubyangiza nk'umukungugu n'amazi.
- Gukuramo, gusana no gusimbuza ibitabo n'ibindi bikoresho byangiritse

Bitewe n'uburyo igitabo cyangiritsemo, umwarimu, umukozi ushinzwe isomero cyangwa umukorerabushake bagomba gufata ikemezo niba bagomba kugisana cyangwa niba bakeneye kukijyana ku icapiro kugisana. Iyo cyangiritse buhoro umwarimu, umukozi ushinzwe isomero cyangwa umukorerabushake bagomba gukoresha ibikoresho by'ibanze biri aho mukugisana. Iyo cyangiritse cyane, umwarimu, umukozi ushinzwe isomero cyangwa umukorerabushake bagomba gukora raporo bakayihira Komite y'isomero ry'ikigo k'ishuri kugira ngo bafate umwanzuro ku cyakorwa.

### **Ibikoresho by'ibanze byo gusana ibikoresho umwarimu/umukozi ushinzwe isomero/umukorerabushake agomba kuba afite birimo:**

- Kore;
- Papiyekora ibonerana (papiyekora itabonerana ntiyemewe); ifite ubugari bwa 2.5 cm yo gusana ibifuniko n'ya 1cm yo gusana impapuro zacitse;
- Umukasi;
- Urushinge rwo kudoda n'urudodo runini;
- Igikoresho yifashisha asunika urushinge mu mpapuro nyinshi.

### **3.4.3.7. Gusimbuza ibitabo n'imfashanyigisho by'isomero**

#### **Intambwe zo gusimbuza ibikoresho by'isomero ry'ishuri**

- Gukora urutonde rw'ibitabo byangiritse cyane bidashobora gusanwa bikaba bigomba gusimbuzwa.
- Komite y'isomero ry'ikigo k'ishuri igomba kwemeza urwo rutonde.
- Komite y'isomero ry'ikigo k'ishuri yoherereza urwo rutonde Ikigo Gishinzwe Guteza Imbere Uburezi mu Rwanda kugirango bisimburwe.

### 3.5. Ibikorwa remezo by'isomero riciriritse ry'ikigo k'ishuri

#### 3.5.1. Intangiriro

Ubuyobozi bw'ikigo k'ishuri na Komite y'isomero ry'ikigo k'ishuri bagomba gukora ku buryo mu isomero riciriritse ry'ikigo k'ishuri rishyirwamo ibikoresho. Hepfo hari ifoto igaragaza isomero riciriritse ry'ikigo k'ishuri ibigo by'ishuri bishobora gushyiraho byifashishije aya mabwiriza.



*Iki gice kiragaragaza uburyo bunyuranye bw'ibikorwa remezo n'ibikoresho bifatika ku rwego ruciriritse.*

#### Aho isomero ry'ikigo k'ishuri riherereye n'uko ringana

Abayobozi b'ikigo k'ishuri na Komite y'isomero ry'ikigo k'ishuri bafatanyije na Komite y'inteko rusange y'ikigo k'ishuri bagomba gushaka ahantu haboneye ku butaka bw'ikigo k'ishuri hafite umwanya washyirwaho isomero riciriritse ry'ikigo k'ishuri. Aho hantu hashobora kuba icyumba k'ishuri, ibiro, cyangwa ikindi cyumba bidakoreshwa.

#### 3.5.2. Ibigenderwaho mu gutegura ibikenerwa mu isomero ry' ikigo k'ishuri.

Ibintu bikenerwa mu isomero bigomba:

- Kuba ahantu hagenewe ikintu kimwe gusa, hadakorerwa ibindi bikorwa (urugero: icyumba k'inama, icyumba cyo kuriramo n' ibindi).
- Kuba buri munyeshuri wese ubyifuzaga yemerewe kuhagera.
- Kuba ahantu basomera hategereye ahantu hari urusaku (urugero: Igikoni, aho barara, aho barira n' ibindi).
- Kuba hagera urumuri rukwiriye kandi ruhagije, rwaba urumuri rusanze cyangwa se urukomoka ku ngufu z'amashyamba.
- Kuba harimo ubushyamba bukwiye (urugero, gushyiramo ibyuma bitanga umuyaga, hinjiramo umuyaga karemano cyangwa harimo ibikoresho bitanga umuyaga n'ibindi).
- Kwakira ibikorwa byinshi bitandukanye hatabayeho ibigongana.
- Kugira ahantu hisanzwe hagenewe kubikwa imfashanyigisho, aho kwigira, aho gusomera hagenewe abana n'abakuru, ahaba mudasobwa, aho kumanika ibintu, aho abashinzwe isomero n'abarimu bakorerwa.

### 3.5.2.1. Kwikorera isuzuma ku bijyanye n'ibikenewe mu isomero riciriritse ry'ikigo k'ishuri

Urutonde rw'ibikorwaremezo by'isomero riciriritse ry'ikigo k'ishuri	YEGO	OYA
1. Ese umwanya ushobora kujyamo ibitabo byose n'ibindi bikoresho by'isomero.		
2. Ese Hari nibura utubati/etajeri duke twabugenewe?		
3. Ese hari urumuri ruhagije ku buryo bitagorana kuhakorera?		
4. Ese inzugi zikingwa mu buryo umutekano w'isomero wizewe?		
5. Ese igisenge ntikiva, inkuta, inzugi n'abadirishya birakomeye?		
6. Ese hasi hari beto cyangwa sima cyangwa se imbaho zabugenewe ku buryo nta vumbi rizamo?		
7. Ese inkuta, utubati/etajeri ndetse n'amadirishya bisize irangi rituma bitangizwa n'umuswa?		
8. Ese utubati/etajeri dufite ibirango ndetse n'ahantu ho kubika?		
9. Ese nta bintu bidakenewe biri mu isomero nk'amagare, sima n'ibindi?		
Ha amanota uru rutonde		
<ul style="list-style-type: none"> <li>- Ibisubizo bya YEGO 9 = isomero ryujuje ibisabwa</li> <li>- Ibisubizo bya YEGO 6-8 = isomero ni ryiza ariko hari ibibazo bikeneye gukemuka</li> <li>- Ibisubizo bya YEGO 3-5 = byaba bivuze ko isomero rifite ikibazo kitoroshye gisaba ko umuyobozi w'ikigo k'ishuri, komite y'inteko rusange y'ikigo na komite y'isomero ry'ikigo k'ishuri bagomba kwihutira kugikemura mu maguru mashya.</li> <li>- Hasi yibisubizo bya YEGO 3= Isomero riri hasi y'ibipimo bisabwa kandi bugomba bigomba guhita bikosozwa. Ikibazo kimenyeshe Umuyobozi w'ikigo k'ishuri, Komite y'Inteko Rusange y'ikigo k'ishuri kandi utumire Umukozi Ushinzwe Uburezi ku Karere(DEO)/ asure ikigo k'ishuri kugira ngo baganire ku bisubizo bishoboka.</li> </ul>		

### 3.5.2.2. Umutekano w'isomero ry'ikigo k'ishuri riciriritse

Ibi bikurikira ni ibipimo byemewe biranga umutuzo n'umutekano w'isomero ry'ikigo k'ishuri riciriritse. Ubuyobozi bw'ikigo k'ishuri na Komite y'isomero ry'ikigo k'ishuri bagomba gufata ibyemezo kugira ngo habeho umutekano w'amasomero y'ibigo by'amashuri n'umutuzo w'abanyeshuri babo.

- Kizimyamoto iri ahantu nyaho kandi ishobora kugerwaho mu buryo bworoshye harimo n'amahugurwa ku buryo bwo kuyikoresha.
- Agasanduka karimo ibikoresho by'ubutabazi bw'ibanze.
- Ingufuri ku nzugi n'amadirishya bifite icyuma bafungisha.
- Utubati dufungwa tugenewe ibikoresho byihariye.

Byongeye kandi umwarimu, umukozi ushinzwe isomero cyangwa umukorerabushake bagomba guhugurwa ku bijyanye n'umutekano n'ubuzima.

### 3.5.2.3. Imiterere y'imbere mu cyumba k'isomero

Ibikoresho by'isomero riciriritse ry'ikigo k'ishuri birimo utubati tw'ibitabo, intebe z'abanyeshuri, intebe y'umwarimu, umukozi ushinzwe isomero cyangwa umukorerabushake nibura imeza imwe n'intebe nke ku bakoresha isomero. Uko ishuri rigenda rigira ubushobozi, rigomba kugenda ryongera ibikoresho kugira ngo ribone ibyo abakoresha isomero bakeneye. Hasi hagomba kuba harimo isima, amakaro cyangwa beto kugira ngo bagabanye umukungugu, imiswa n'ubukonje. Amadirishya agomba kuba amanitsemo amarido kugira ngo babuze urumuri rw'izuba kwangiza ibikoresho. Inkuta zigomba kuba zisize irange riramba kandi rikeye (umweru cyangwa andi mabara akeye).

### **3.5.2.4. Imiterere y'ububiko bw'ibitabo mu isomero**

Uko isomero riciriritse ry'ikigo k'ishuri ryaba ringana kose, ni ngombwa ko utubati twabugenewe dushobora guhindurwa mu buryo bworoshye kandi rifite ibirishyigikiye byuzuye kandi zigomba kuba zikoze mu mbaho cyangwa ibyuma. Ni ngombwa kudashyira utubati hejuru cyane kugira ngo abanyeshuri bagereyo bitabaruhije.

#### **Ibipimo mpuzamahanga by'utubati tw'ibitabo biri ku rutonde rukira:**

- 120 cm ku mashuri y'incuke n'amashuri abanza.
- 150 cm ku mashuri y'ikiciro rusange cy'amashuri yisumbuye.
- 180 cm ku kiciro cya kabiri cy'amashuri yisumbuye.

#### **Izindi ngero zitegetswe ku mashuri yisumbuye ni izi:**

- 30 cm z'ubuhagarike ku ngazi yo hasi uvuye ku sima.
- 90 cm z'uburebure buri kabati.
- 17.5 – 20 cm z'ubugari n'ubunini bw'ingazi zitambitse ku bubiko bwose.
- 25 cm z'ubugari n'ubunini bw'ingazi zitambitse ku bubiko burengeje ingero.
- 30 cm ku ngazi ziberamye kugira ngo ibitabo cyangwa ibinyamakuru bigaragare.





## AMABWIRIZA AGENGA ISOMERO RYO MU CYUMBA K'ISHURI

### 4.1. Intangiriro

Twishimiye ko mwahisemo kuzana impinduka nziza mu buzima bw'abanyeshuri mutera inkunga isomero ryo mu cyumba k'ishuri ryanyu.

Ikigo gishinzwe guteza imbere uburezi mu Rwanda gifite intego yo gushyiraho isomero ryo mu cyumba k'ishuri ryoroshye gukoresha ririmo ibitabo bihagije, rikora mu bihe by'akaruhuko kandi rifite amasaha yagenewe isomero. Abanyeshuri bitabira ku buryo bugaragara gusoma ibitabo biri ku kigero cyabo bashobora kwisomera kandi bakabitahana imuhira. Abanyeshuri bashobora gusoma no kugira uruhare mu myitozo yo gusoma bakorera ahantu bumva bisanzuye, babona ubufasha bakenera kandi hatarangwa ibibakanga.

Imfashanyigisho ziri ku rwego rwo gusoma rw'abanyeshuri zigomba gutangwa, hagashyirwaho kandi ibikorwa byibanda ku munyeshuri hagamijwe kugenzura ko abanyeshuri bose, hatitawe ku kuba ari abahungu cyangwa abakobwa, bagira uruhare kandi bakabasha gutsinda mu bikorwa byo gusoma. Abashinzwe isomero, abarimu, umuyobozi w'ikigo k'ishuri, ababyeyi n'abakozi ba leta bagomba gushishikariza no gutuma abanyeshuri bagira uruhare ku bikorwa byo gusoma bagamije kwishimisha no gusobanukirwa.

Ikigo Gishinzwe guteza imbere Uburezi mu Rwanda (REB) giteganya gukorana n'abafatanyabikorwa mu gushyigikira abayobozi b'ibigo by'amashuri, abarimu, abashinzwe isomero, ababyeyi n'abaturage bari mu gace ikigo k'ishuri riherereyemo gushyiraho, gucunga no gushyigikira amasomero yo mu ishuri akabasha gukora ku buryo burambye.

Gahunda y'isomero ikubiyemo ingingo zikurikira:

**Imfashanyigisho zikwiye hamwe n'intebe, utubati n'ameza.** Ikigo Gishinzwe guteza imbere Uburezi mu Rwanda (REB) gitanga mu buryo bw'iterambere imfashanyigisho zo gusoma zikwiye kandi zijyanye n'umuco zikubiyemo ibitabo by'inkuru, inkuru zitari impimbano, n'ubundi bwoko bw'inyandiko zitangazwa binyuze mu nkunga zitandukanye z'abaterankunga batandukanye.

**Igihe cyo gusoma:** Ikigo Gishinzwe Guteza Imbere Uburezi mu Rwanda (REB) kiteze ko amashuri ateganya igihe kigenewe isomero kingana nibura n'isaha imwe mu cyumweru kuri buri somero ryo mu ishuri.

**Kuzamura ubunyamwuga:** Ikigo Gishinzwe Guteza Imbere Uburezi mu Rwanda (REB) giteganya gukoresha amahugurwa agenewe Abagenzuzi b'Uburezi ku Murenge, Abayobozi bashinzwe amasomo n'Abayobozi b'ibigo by'amashuri no gutegura uburyo buzafasha mu kubakurikirana mu mahugurwa azajya akorerwa ku kigo k'ishuri agenewe abarimu ku micungire y'isomero ry'icyumba k'ishuri, ibikorwa byo gusoma no guharanira ko isomero ribasha gukora ku buryo burambye.

icyo isomero ryo mu cyumba k'ishuri rigamije:

- Gushyiraho uburyo buboneye bwo gusoma: igihe ibitabo byageze mu isomero ryo mu cyumba k'ishuri, abanyeshuri bazashishikarizwa gusoma ibitabo byinshi kurushaho biri ku rwego rwabo rwo gusoma kandi bakurikije, buri wese, ikimushimisha.
- Gushyigikira amabwiriza agenga gusoma: kubera ko isomero ryo mu ishuri ribamo ikusanyirizo ry'imfashanyigihho zo gusoma ziri ku nzego zitandukanye zo gusoma, umwarimu ushinzwe isomero ashobora guhuza ibitabo n'urwego rwo gusoma rw'abanyeshuri bityo bigafasha abanyeshuri gukura ari abasomyi.
- Gushimangira uburyo bwo kumenya ururimi: uko bagenda basoma imyandiko itandukanye mu masomero yo mu ishuri, ni na ko abanyeshuri bunguka amagambo mashya, bigatuma barushaho gusobanukirwa neza ibyo basoma ndetse bakunguka ubumenyingiro bwo gusesengura ururimi.

Bivugwa ko amasomero yo mu ishuri "yashyizweho" iyo yafunguye bwa mbere kugira ngo akoreshwe n'abanyeshuri. Kugira ngo hashyirweho amasomero yo mu ishuri, bimwe mu bikenerwa birimo amabwiriza agenderwaho n'umwarimu ushinzwe isomero, gusaranganya intebe, ameza n'utubati ndetse n'ibitabo. Iyo isomero rimaze gushyirwaho, ikibandwaho ni ukugenzura imicungire y'iryo somero no gukoresha ibikorwa byo gusoma muri iryo somero.

Byemezwa ko amasomero yo mu ishuri "akora" iyo imicungire y'isomero n'ibikorwa byo gusoma bikorwa neza kandi bigatanga umusaruro, iyo ubuyobozi bw'ikigo k'ishuri bufasha isomero kwiyubakira ubushobozi bukabijyanisha n'uruhare rw'umuryango mugari mu kugenzura ko isomero rikora ku buryo burambye.

Amasomero yo mu ishuri atanga urubuga rw'ingirakamaro rutuma abanyeshuri bishimira ibitabo basoma kandi bagateza imbere umuco wo gusoma. Uruhare rw'abarimu n'abayobozi b'ibigo by'amashuri ni ingirakamaro cyane mu gutegura amasomero yo mu ishuri kugira ngo abanyeshuri batangire kuyakoresha, bakanayabungabunga kugira ngo azabashe gukora imyaka myinshi.

Mu rwego rwo kunganira abarimu n'abayobozi b'ibigo by'amashuri mu gukora neza uyu murimo w'ingirakamaro, iki gice gikubiyemo amakuru ku nshingano z'ingenzi ndetse n'ibikoresho bakenera gushyiraho kugira ngo babashe gucunga amasomero yo mu ishuri.

## 4.2. Inshamake ku isomero ryo mu cyumba k'ishuri

### 4.2.1. Isomero ryo mu cyumba k'ishuri risobanura iki?

Isomero ryo mu cyumba k'ishurii rishobora gusobanurwa ko ari ikusanyirizo ry'ibitabo n'indi myandiko bipanze neza mu ishuri kugira ngo byorohe kubigeraho. Isomero ryo mu cyumba k'ishuri ni ishami ry'isomero ry'ikigo k'ishuri. Ubu buryo bwo kubona imfashanyigisho zo gusoma hafi bigira uruhare mu kuzamura ubushobozi bw'abanyeshuri bwo kumenya gusoma no kwandika. Gahunda zifatika kandi zitanga umusaruro zo gusoma ni iziterwa inkunga muri rusange n'amasomero yo mu ishuri. Umwarimu uteganyijwe guhugurwa ku micungire n'imikoreshereze ry'isomero ryo mu cyumba k'ishuri ni na we uzafasha mu bikorwa bitandukanye byo gusoma mu ishuri. Bisobanuye ko uwo mwarimu azitwa umwarimu ushinzwe isomero ryo mu cyumba k'ishuri.

### 4.2.2. Isomero ryo mu cyumba k'ishuri ryorohereza abarigana bisobanura iki?

Isomero ryo mu cyumba k'ishuri ryorohereza abarigana ni ahantu hatekanye, abanyeshuri bisanzurira, bakabasha gusoma no gushimishwa n'ibitabo basomera ahantu bumva bisanzuye, kandi bakumva ko baruhutse.

### 4.2.3. Isomero ryo mu cyumba k'ishuri rifite akahe kamaro?

- i. Ibitabo byiza byo kwigishirizamo bifite ireme ni byo zingiro ry'amasomero y'ishuri. Ikigo Gishinzwe Guteza Imbere Uburezi mu Rwanda (REB) gifite inshingano zo kugeza ku banyeshuri ibitabo byiza bizabafasha mu kunoza imyigire yabo. Buri gitabo kiba gifite intego kandi kigomba kuba cyujuje bimwe mu bigenderwaho mbere yo gushyirwa ku rutonde rw'ibyongerwa mu masomero y'ishuri. Buri gitabo kigomba kuba gikwiranye n'ikigero n'umwaka cyagenewe, kigomba kuba gikubiyemo inyigisho kandi cyubahiriza uburezi budaheza. Imfashanyigisho nyinshi kandi zishimishije zo gusoma zijyanye n'ikigero n'umwaka umunyeshuri yigamo bigomba gushyirwa ahagaragara mu tubati tw'ibitabo two mu ishuri byagenewe abanyeshuri mu bushobozi bwabo bwo gusoma.
- ii. Abanyeshuri bateganyirizwa igihe cyo gusoma no gutira ibitabo mu isomero ryo mu cyumba k'ishuri.
- iii. Hari umukozi ushinzwe isomero ryo mu cyumba k'ishuri ufite inshingano yo gucunga imfashanyigisho zo gusoma ziri mu isomero ryo mu cyumba k'ishuri kandi unakurikirana ibikorwa byo gusoma hamwe n'abanyeshuri mu masaha yagenewe isomero.
- iv. Isomero ryo mu cyumba k'ishuri rigamije guha abanyeshuri amahirwe yo kwisanzura igihe batoranya ibitabo basoma.

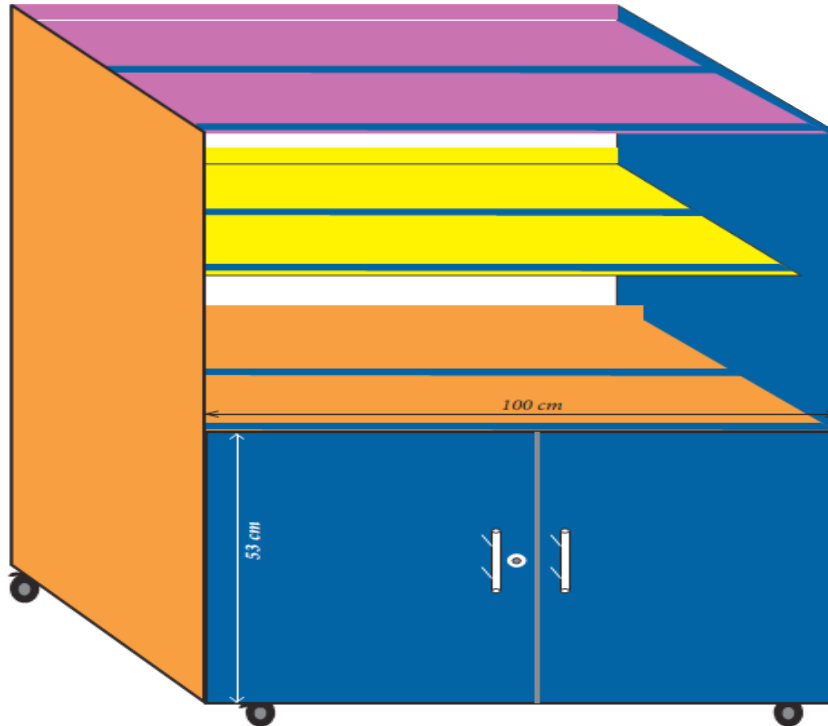
### 4.2.4. Intambwe zikurikizwa mu gushyiraho isomero ryo mu cyumba k'ishuri

Hari intambwe zirindwi biboneye kandi zoroshye gukurikizwa mu gushyiraho isomero ryo mu cyumba k'ishuri:

- i. **Aho rishyirwa:** Umwarimu w'ishuri ni we uzaba ushinzwe kumenya umwanya utuma abanyeshuri bagezwaho ku buryo bworoshye ibitabo byo mu isomero ryo mu cyumba k'ishuri. Intebe, ameza n'utubati bigomba gutegurwa neza ku buryo byorohera abanyeshuri kugezwaho ibitabo byo gusoma kandi bakabasha kubona umwanya utuma bishimira kugira uruhare mu bikorwa by'isomero ryo mu cyumba k'ishuri.

- ii. **Akabati k'ibitabo:** Ni ngombwa ko akabati kaba gashobora gukosorwa kandi kakaba gafite ibyangombwa bigafashe neza. Akabati k'ibitabo ubusanzwe gakoze mu mbaho cyangwa mu byuma kandi kaba kari mu mabara atandukanye. Ni ngombwa kugashyira aho abanyeshuri bagera mu buryo buboroheye.

Urugero rw'akabati k'ibitabo:



- iii. **Gutunganya uburyo bw'imyicarire:** Muri rusange, uburyo bw'imyicarire mu ishuri bugomba gutunganywa ku buryo bufasha abanyeshuri kwinjira mu gikorwa icyo ari cyo cyose cyo gusoma. Urugero, umunyeshuri ashobora kwifatira umwanzuro wo gusasa akarago yicaraho asoma, gutera udutebe, utumeza, intebe z'imbaho n'intebe zisanzwe uko babyifuzza.
- iv. **Intego y'isomero ryo mu cyumba k'ishuri:** Isomero ryo mu cyumba k'ishuri ryoroshya uburyo bwo kugera ku bitabo, isomero ryo mu cyumba k'ishuri kandi rishobora kuba isoko y'ingenzi y'ibikoresho byo gusoma ku munyeshuri. Ikingenzi ku banyeshuri bose ni uko isomero ryo mu cyumba k'ishuri ribamo ibitabo bigaragaza ubushobozi ndetse n'inyungu z'abanyeshuri kandi ko byoroshye kugera ku bitabo. Abanyeshuri bakeneye gusoma ibitabo byinshi kugira ngo bazamure ubumenyiringiro bushya bwo gusoma bungutse. Akenshi, ntibabona ibitabo bikwiye kandi bashobora gusoma.
- v. **Gutondeka no gushyira mu byiciro:** Urugero, ushobora gufata umwanzuro wo gushyiramo ibitabo birimo inkuru zitari impimbano mu nguni imwe cyangwa ukabitorondeka ukurikije ibivuga ku bantu ndetse n'ibivuga ku nyamaswa. Ushobora kandi gutondeka mu byiciro ibitabo byo gusoma ukurikije intera usoma agezeho, nimeru iranga igitabo cyangwa ukurikije itonde ry'inyuguti. Gutegura isomero ryo mu cyumba k'ishuri ugashyiramo uburyo bw'imikorere buzatuma abanyeshuri bawe babona, bakoresha kandi bakagarura ibitabo byo gusoma batijwe. Ushobora no gushyira ikimenyetso ku tubati tw'ibitabo cyangwa ibikarito by'ibitabo ugendeye

ku itonde ry'inyuguti, urukurikirane rw'imibare, ku nsanganyamatsiko, inkuru mpimbano cyangwa izitari mpimbano.

- vi. Gushyiraho ibyitezwe:** Gutanga urugero, kungurana ibitekerezo, gushima, gusuzuma uko gusomera ishuri bigaragara, uko babyumva, uko bamwe babifata. Fatora abanyeshuri barimo gusoma. Ongerera urebe uburyo ufata ibitabo byo gusoma kandi wongere urebe amabwiriza agenga isomero.

## 4.2.5. Ibikorwa n'imirimu y'isomero ryo mu cyumba k'ishuri

### 4.2.5.1. Gushyigikira imyigire yo gusoma no kwandika

Abayobozi b'ikigo k'ishuri n'umwarimu ushinze isomero ryo mu cyumba k'ishuri bagomba kugenzura ko isomero ryo mu cyumba k'ishuri ririmo ibitabo bihagije by'imyandiko inyuranye irimo ivuga inkuru zitari mpimbano n'iz'impimbano ku byiciro byose ndetse n'imyandiko itanga amakuru ku nsanganyamatsiko runaka kugira ngo hitabwe ku nyungu z'abanyeshuri ndetse n'ubushobozi bwo gutira ibitabo batahana bakabisomera imuhira.

### 4.2.5.2. Gufasha abanyeshuri kwiga ibyerekeye ibitabo

Isomero ryo mu cyumba k'ishuri riha abarimu umwanya wo kwigishirizamo, rigaha n'abanyeshuri umwanya wo kwiga ibijyanye n'ibitabo n'uburyo babihitamo. Bityo, abayobozi b'ikigo k'ishuri na Komite ishinze isomero ry'ikigo k'ishuri bagomba kugenzura ko isomero ryo mu cyumba k'ishuri rifasha abanyeshuri kwiga ibyerekeranye n'ibitabo kandi bakabona ibitabo byinshi bivuga ku nkuru zitandukanye n'izindi mfashanyigisho zo gusoma bari ahantu hatwo kandi bashobora kurushaho gukurikiranwa kurusha kuba bari mu isomero ry'ikigo k'ishuri cyangwa mu isomero rusange.

Isomero ryo mu cyumba k'ishuri rishobora kwifashishwa nk'ahantu heza ho kwigishiriza abanyeshuri uburyo bwiza bwo guhitamo ibitabo byo gusoma bikwiye, bibashimisha kandi byabugenewe kugira ngo babashe gushyira mu bikorwa ubu bumenyigisho igihe batangiyeho gukoresha isomero ry'ikigo k'ishuri. Byongeye kandi, isomero ryo mu cyumba k'ishuri rifasha abanyeshuri kumenya bitabagoye aho ibitabo biherereye kandi bakahabonera icyumba bisanzuriramo.

### 4.2.5.3. Gufasha abanyeshuri kumenya gusoma ku giti cyabo

Buri gahunda nziza yuzuye yo gusoma, iha abanyeshuri buri muni igihe cyo gusoma ku giti cyabo. Ni yo mpamvu, umwarimu ushinze isomero yitezweho kwifashisha isomero ryo mu cyumba k'ishuri nk'imfashanyigisho yo guteza imbere umwanya umunyeshuri ahabwa buri muni wo gusoma ku giti ke, ibyo yihitiyemo bijyanye n'ibimushimisha kandi bituma yidagadurira.

#### 4.2.6. Kugenzura niba isomero ryo mu cyumba k'ishuri rifie ibyangombwa bikenewe

Kugira ngo hakorwe isuzuma ryo kumenya niba umwanya wagenewe isomero ry'icyumba k'ishuri uribereye, banza wuzuze urutonde rw'igenzura rukurikira:	YEGO	OYA
1. Hari umwanya uhagije washyiramo ibitabo byawe byose n'izindi mfashanyigisho z'isomero.		
2. Hari utubati tw'ibitabo duhagije.		
3. Hari urumuri ruhagije rwo gukoreraho mu buryo bworoshye.		
4. Hafungishwa urugi rukomeye rwizewe umutekano.		
5. Hari umwanya uhagije ku buryo abanyeshuri bisanzura mu gihe bajya gufata ibitabo byo gusoma cyangwa mu gihe barimo gusoma.		
6. Hari ububiko bwihariye ku bikoreho byihariye urugero impapuro zabugenewe zimanikwa ku nkuta.		
7. Hari utubati tw'ibitabo turiho ibirango bigaragara neza n'ahantu hakoreshwa nk'ububiko.		
8. Ahantu hatarangwa ibikoreho bitari ngombwa ku tubati tw'ibitabo urugero: uducumurongo, udukarito tw'ingwa, uduhanaguzo, n'ibindi.		
9. Haratitse ku buryo bwemewe.		
10. Hari amakayi y'ibitabo yuzuzwa ku gihe kandi neza.		

#### 4.3. Isomero ryo mu cyumba k'ishuri n'imirungire yaryo

##### 4.3.1. Ushinzwe isomero ryo mu cyumba k'ishuri

Uwagenwe kuba ushinzwe isomero ryo mu cyumba k'ishuri ni we ukuriye igenzura ry'ibikorwa byose by'isomero ryo mu cyumba k'ishuri.

**Inshingano ze z'ingenzi ni izi zikurikira:**

- **Mbere y'uko isomero ry'icyumba k'ishuri rifungura**
  - i. Abitewemo inkunga n'ushinzwe isomero ku kigo k'ishuri, ushinzwe isomero ryo mu cyumba k'ishuri agomba kuyoborwa kuri gahunda n'ibikorwa by'isomero ryo mu cyumba k'ishuri.
  - ii. Gukorana n'ushinzwe isomero ry'ikigo k'ishuri bakagaragaza/bagatoranya ibitabo byo gusoma bikwiriye kuri buri cyumba k'ishuri.
  - iii. Kwandika urutonde rw'ibitabo bishya mu ikayi y'ibitabo yabugenewe.
  - iv. Gutegura no gutunganya ikayi yo gutira no gutiruriramo ibitabo.
  - v. Gutegura urupapuro rwabugenewe ruriho amabwiriza agenga isomero ryo mu cyumba k'ishuri n'amabwiriza ajyanye gufata neza ibitabo.
  - vi. Gutegura no gushyira ahagaragara amategeko agenga isomero ryo mu cyumba k'ishuri n'amabwiriza ajyanye no gufata neza ibitabo.
  - vii. Gutoranya abanyeshuri batatu cyangwa bane, mu ishuri rye, b'abakorerabushake akabaha inshingano mu isomero ryo mu cyumba k'ishuri.

**- Mu gihe isomero ryatangiye gukora**

- i. Kugenzura ko ikayi yabugenewe y'ibitabo yujijwe mu gihe haje ibitabo bishya.
- ii. Abifashijwemo n'umuyobozi w'ikigo k'ishuri n'ushinzwe isomero ry'ikigo k'ishuri, ushinzwe isomero ryo mu cyumba k'ishuri agomba gushaka ububiko bukwiye bwo gushyiramo imfashanyigisho zo gusoma mu ishuri.
- iii. Abifashijwemo n'ushinzwe isomero ry'ikigo k'ishuri, ushinzwe isomero ryo mu cyumba k'ishuri agomba kugaragaza ibitabo byagenewe isomero ryo mu cyumba k'ishuri hakurikijwe ikigero n'umwaka umwana yigamo.
- iv. Kwigisha amabwiriza agenga isomero ryo mu cyumba k'ishuri, ibyiciro by'ibitabo, uko bafata neza ibitabo n'uburyo bwa gutira no gutirura ibitabo mu mashuri yabo.
- v. Gukora ingengabihe yo gusomera mu ishuri.
- vi. Gufasha abanyeshuri gushaka ibitabo byo gusoma biri ku kigero cyabo hifashishijwe itegeko ry'intoki eshanu.
- vii. Gutanga urugero rw'imisomere myiza no kugaragaza ibyishimo bitangwa no gusoma mu rwego rwo gushishikariza abanyeshuri umuco wo gusoma.
- viii. Gutiza abanyeshuri ibitabo, kwandika ibitabo byatiruwe no gukurikirana ibyakerewe gutirurwa.
- ix. Gusuzuma uko ibitabo byifashe no kubisana igihe ari ngombwa no kugenzura ko ibitabo byose byasubijwe aho bibikwa kandi ko hafunze neza.
- x. Kuyobora no gufasha abanyeshuri b'abakorerabushake kurangiza neza inshingano bahawe mu isomero ry'ishuri.
- xi. Buri gihe mbere y'impera z'icyumweru cyangwa mbere y'ibiruhuko, kugenzura ko ibitabo byose byasubijwe mu bukiko ibisanduku/utubati kandi ko hafunze neza ku mpamvu z'umutekano.
- xii. Gufata iya mbere mu gushishikariza no gushyigikira abanyeshuri kugira ngo basome, hatitawe ku kuba ari abahungu cyangwa abakobwa cyangwa ku bushobozi bafite.
- xiii. Gushyira imbere ibitabo mfashanyigisho bitagira abo biheza mu cyumba k'ishuri.
- xiv. Gukorana n'ushinzwe isomero ry'ikigo k'ishuri mu kugena uburyo bw'imyigire mu ishuri.
- xv. Gukorana n'ushinzwe isomero ry'ikigo k'ishuri mu myitozo yo gusoma no kwandika ndetse n'ibindi bikorwa byo bitegurwa ku rwego rw'ishuri.



### 4.3.2. Abanyeshuri

Umunyeshuri atanga umusanzu w'ingirakamaro mu iterambere ryo mu ishuri. Uruhare rw'abanyeshuri rukubiyemo ibikorwa bikurikira:

- i. Kuzuza umurimo wakozwe n'abandi bakozi b'isomero ryo mu cyumba k'ishuri.
- ii. Kuba intangarugero mu gukora ibyiza.
- iii. Kugaragariza bagenzi be uburyo bwo kwigarurira isomero.
- iv. Kwigisha bagenzi babo uburyo bwo gukora nk'itsinda.
- v. Gufasha ushinze isomero ryo mu cyumba k'ishuri imicungire n'imikoreshereze y'isomero ryo mu cyumba k'ishuri.

### 4.3.3. Abanyeshuri b'abakorerabushake

Abanyeshuri b'abakorerabushake bagira uruhare mu gushyigikira imicungire y'isomero ryo mu cyumba k'ishuri nyuma y'uko ayo masomero afunguye agatangira gukoreshwa. Zimwe mu nshingano zabo ni izi zikurikira:



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- i. Gufasha abandi banyeshuri kugenzura imfashanyigisho zo gusoma mu masaha y'akaruhuko no mu masaha yagenewe isomero, igihe bibaye ngombwa.
- ii. Gusubiza mu tubati imfashanyigisho zo gusoma zamaze gukoreshwa cyangwa zasizwe hejuru y'ameza.
- iii. Gushyira imfashanyigisho zo gusoma mu dukarito zibikwamo cyangwa mu kabati mbere y'isoza ry'icyumweru.
- iv. Kugenzura imfashanyigisho zo gusoma zarengeje igihe cyo gutirurwa hakurikijwe amabwiriza yumvikanyweho agenga isomero ryo mu cyumba k'ishuri.
- v. Gushyira ibitabo byose byo gusoma bikeneye gusanwa ku tubati tw'aho bisananirwa.
- vi. Gutoranya ibitabo hakurikijwe ibitabo birimo inkuru z'impimbano, izitari impimbano n'ibitabo birimo amashusho no gushyira mu tubati bya bitabo.



- vii. Kuzuzanya imyanya irimo ubusa mu tubati ahatondekwa ibitabo n'izindi nyandiko ku buryo bigaragara neza.
- viii. Kugaragaza ibyishimo no kwakira buri wese ukoresha isomero ryo mu cyumba k'ishuri, kugira ngo bese babone isomero nk'ahantu bumva bisanga.

#### 4.3.4. Umuyobozi w'ikigo k'ishuri

Umuyobozi w'ikigo k'ishuri ni we muhuzabikorwa w'ibanze w'ibikorwa byose biyanye n'amasomero yo mu ishuri agenzura ko yashyizweho kandi akora neza. Inshingano ze z'ibanze ni izi zikurikira:

##### ***Mbere y'uko isomero ryo mu cyumba k'ishuri rifungura imiryango:***

- i. Afatanya na Komite y'isomero ry'ikigo k'ishuri n'ushinzwe isomero ry'ikigo k'ishuri mu gutanga ikerekezo ku birebana n'isomero ryo mu cyumba k'ishuri, akanabigiramo uruhare afatanyije n'abashinzwe amasomero yo mu ishuri.
- ii. Kugenzura itegurwa ry'amasomero yo mu ishuri no guteganya gusigamo amarangi cyangwa gushyiramo imitako, igihe bikenewe.
- iii. Kugenzura ko buri ishuri rihabwa umwanya wagenewe isomero mu bikorwa bya buri gihe byo ku kigo k'ishuri.
- iv. Gushima umurimo ukorwa n'abanyeshuri b'abakorerabushake mu isomero ryo mu cyumba k'ishuri.
- v. Kugenzura ko amasomero y'ishuri ashirwaho hakurikijwe amabwiriza abigena.

##### ***Mu gihe isomero ryatangiyeho gukora***

- i. Kugenzura ko isomero rikunguye mu masaha ataragenewe isomero, urugero mu gihe cy'uturuhuko, ifunguro rya ku manywa, igihe abanyeshuri badafite ikindi bari gukora cyangwa mu yandi masaha.
- ii. Kwitegereza imicungire y'isomero ryo mu cyumba k'ishuri n'ibikorwa byo gusoma no gutanga ubujyanama ngarukirane ku byarushwaho kunozwa.
- iii. Kugenzura ku buryo buhoraho imikoreshereze y'isomero ryo mu cyumba k'ishuri.
- iv. Kugenzura ko hari imikoranire hagati y'ushinzwe isomero ry'ikigo k'ishuri n'ushinzwe isomero ryo mu cyumba k'ishuri.
- v. Gushishikariza ku buryo bugaragara ababyeyi n'umuryango mugari no kugenzura ko bumva intego n'imikoreshereze y'isomero ryo mu cyumba k'ishuri no kubayobora uko bazajya bafasha abanyeshuri mu gikorwa cyo gusoma bari imuhira.

### 4.3.5. Ushinzwe isomero ry'ikigo k'ishuri

Abashinzwe amasomero y'ikigo bazaba bafite inshingano zo gukorana bya hafi n'abashinzwe amasomero yo mu ishuri mu gutunganya, gucunga no gushyiraho uburyo bwo kubyaza umusaruro uhagije umutungo w'ibitabo biri mu isomero ryo mu cyumba k'ishuri.

## 4.4. Imicungire y'icyumba k'ishuri n'ibikoresho birimo

### 4.4.1. Ifishi cyangwa ikayi yabugenewe yandikwamo ibitabo n'izindi mfashanyigisho zo gusoma byakiriwe

Buri somero ryo mu ishuri rizasabwa kwifashisha ikayi yabugenewe ngenderwaho yandikwamo ibitabo n'izindi mfashanyigisho zo gusoma. Ikubiyemo urutonde rw'ibitabo n'izindi mfashanyigisho zo gusoma kuri buri somero ryo mu ishuri. Ikayi yabugenewe ngenderwaho yandikwamo ibitabo n'izindi mfashanyigisho zo gusoma ni yo Umuyobozi w'ikigo k'ishuri, Komite y'isomero ry'ikigo k'ishuri n'ushinzwe isomero ry'ikigo k'ishuri bakuramo amakuru yerekeye umubare n'imiterere y'imfashanyigisho zo gusoma ziboneka muri buri somero ryo mu ishuri.

Itariki	Nimero y'igitabo	Kode y'igitabo	Umutwe cyangwa izina ry'igitabo	Ikiciro	Ibisobanuro

*Ushinzwe isomero ryo mu cyumba k'ishuri ni we ufite inshingano zo gutegura no kuzaza iyi kayi yabugenewe umunsi ku munsi.*

### 4.4.2. Ifishi cyangwa ikayi yabugenewe yo gutiriramo ibitabo

Birakwiye ko abanyeshuri babasha gutahana imuhira mfashanyigisho zo gusoma kugira ngo bazisomereye. Gutahana imuhira mfashanyigisho zo gusoma bifasha mu guteza imbere umuco wo gusoma mu banyeshuri. Bifasha kandi ababyeyi kugira uruhare mu myigire y'abana babo. Abashinzwe amasomero yo mu ishuri bagomba gusobanukirwa uburyo bwo gutahana mfashanyigisho zo gusoma.

**Ikayi yabugenewe yo gutiriramo imfashanyigisho zo gusoma ni ikayi yandikwamo imfashanyigisho abanyeshuri batahanye kandi batiruye muri buri ishuri.**

#	Izina ry'umunyeshuri	Umutwe / Izina ry'igitabo	Ikicro k'igitabo	Itariki gitirirweho	Itariki gitiruriweho	Imiterere y'igitabo gitirurwe

Ikayi yabugenewe yo gutiriramo imfashanyigisho zo gusoma ibikwa muri buri somero ryo mu ishuri.

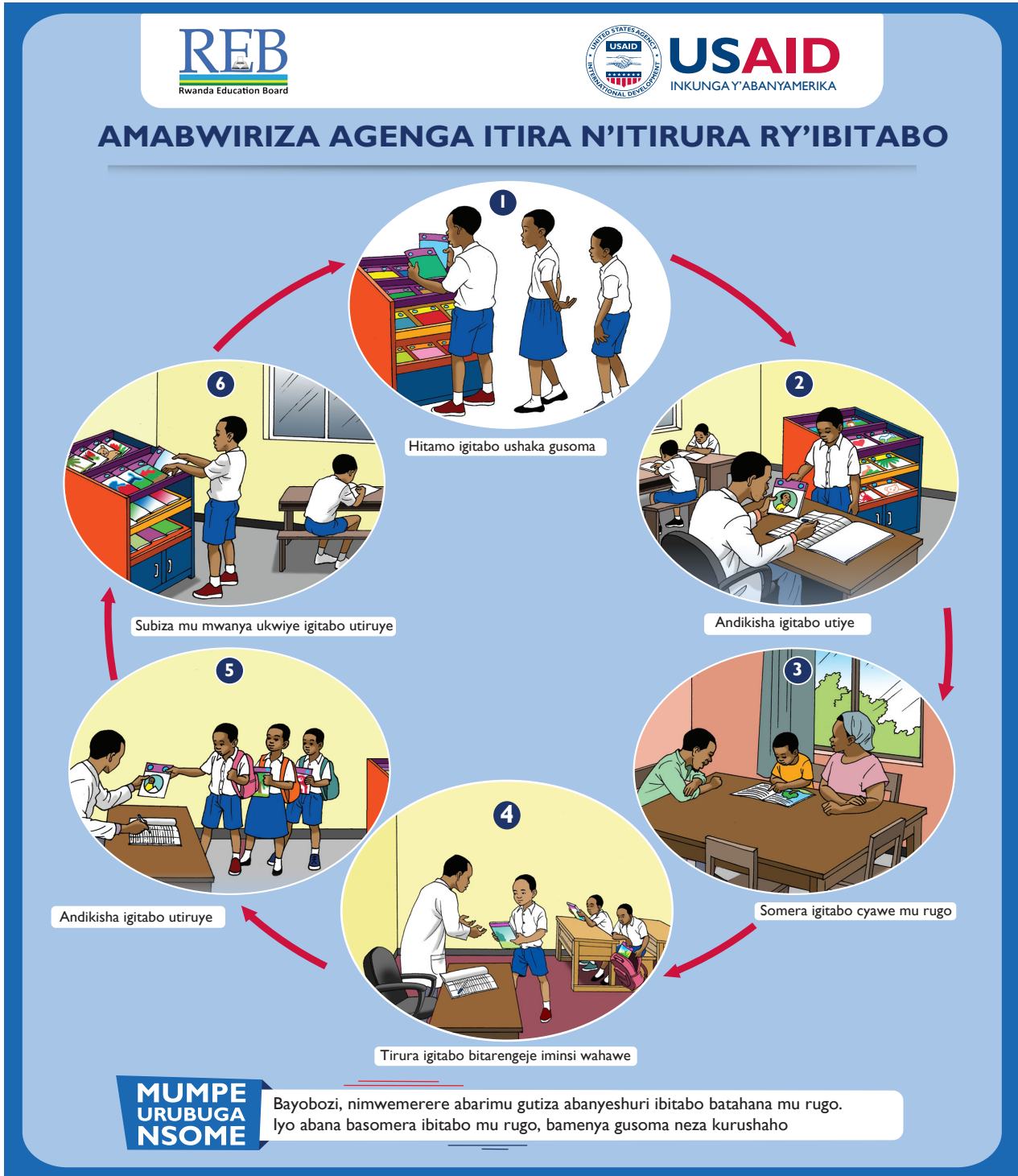
Buri wese ushinzwe isomero ryo mu cyumba k'ishuri ategura cyangwa akakira ikayi yabugenewe yandikwamo ibitabo bitahanywe muri buri cyumba k'ishuri ashinzwe. Buri wese ushinzwe isomero ryo mu cyumba k'ishuri n'abanyeshuri b'abakorera bashake yahawe bamufasha ni bo bashinzwe kwandika imyirondoro y'abanyeshuri mu ikayi yo gutiriramo ibitabo iyo batahanye imfashanyigisho zo gusoma n'igihe bazigaruye.

#### **4.4.3. Intambwe ziyobora itira ry'ibitabo mu isomero ryo mu cyumba k'ishuri**

Intambwe ziyobora itira n'itirura ry'ibitabo mu isomero ryo mu cyumba k'ishuri zigaragazwa n'imfashanyigisho zikurikira:

- Guhitamo igitabo ashaka gutira no gutahana gusomera mu rugo.
- Gushyikiriza umwarimu igitabo atiye akandika amakuru akerekeyeho.
- Gusomera igitabo mu rugo.
- Gutirura igitabo yatijwe atarengeje iminsi yahawe.
- Gushyikiriza umwarimu igitabo atiruye akandika amakuru akerekeyeho.
- Gusubiza igitabo mu mwanya ukwiye mu kabati.

**Urugero rw'imfashanyigisho igaragaza amabwiriza agenga itira n'itirura ry'ibitabo**



**4.4.4. Ifishi cyangwa ikayi yabugenewe y'ibikorwa byo gusoma bibera mu isomero ryo mu cyumba k'ishuri**

Iyi ni inyandiko y'ibikorwa byo gusoma byabereye mu cyumba k'ishuri mu isaha yagenewe isomero. Aya makuru afasha umuyobozi w'ikigo k'ishuri kumenya ibikorwa birimo gukorwa kugira ngo abashe gutanga ubufasha ku barimu. Yifashishwa kandi mu gufasha gusobanukirwa neza akamaro k'ibikorwa byo gusoma ku muco wo gusoma ku banyeshuri.

**Amazina y'umwarimu:** .....

**Icyumba k'ishuri:** .....

Itariki	Ibikorwa: 1. Gusomera abanyeshuri mu ijwi riranguruye 2. Gusomera hamwe, umwarimu n'abanyeshuri 3. Gusoma mu matsinda ya babiribabiri 4. Gusoma buri wese ku giti ke 5. Ibindi bikorwa	Ikitonderwa	Umukono

*Ushinzwe isomero ryo mu cyumba k'ishuri yuzuzwa iyi kayi / ifishi kandi akayibikana n'ibindi bitabo byo mu isomero ryo mu cyumba k'ishuri.*

#### 4.4.5. Amabwiriza agenga isomero ryo mu cyumba k'ishuri no gufata neza ibitabo

Ibitabo n'izindi mfashanyigisho zo gusoma biri mu isomero ryo mu cyumba k'ishuri bigomba kuramba. Mu rwego rwo kubika neza ibitabo n'izindi mfashanyigisho zo gusoma, tugomba kuyobora abanyeshuri ku mabwiriza y'ibanze yo gufata neza ibitabo n'izindi mfashanyigisho dushyira ahagaragara, mu isomero ryo mu cyumba k'ishuri, amabwiriza agenga isomero.

Mbere y'uko isomero ryo mu cyumba k'ishuri rikingura, umuyobozi w'ikigo k'ishuri n'ushinzwe isomero ry'ikigo k'ishuri bagomba kugenzura ko:

- Ushinzwe isomero ryo mu cyumba k'ishuri azi uburyo isomero ricungwa n'uko imyitozo yo gusoma ikorerwa mu isomero.
- Abakozi b'ikigo k'ishuri basobanukiwe neza uruhare n'inshingano bya buri wese mu gucunga no gukoresha amasaha yagenewe isomero.

Nyuma y'uko isomero ritangiye gukora, nka kimwe mu bufasha buhoraho, umuyobozi w'ikigo k'ishuri azakorana n'ushinzwe isomero ry'ikigo k'ishuri kugira ngo:

- Ategere amahugurwa yo kongerera ubumenyi abarimu bose bashinzwe isomero (mu ihuriro ry'abarimu bakorera hamwe.)
- Guha ikerekezo abarimu bashya, ku byerekeye ikigamijwe n'imiterere y'isomero n'ibikorwa byo kuricunga bisabwa kugira ngo isomero rigaragaze umusaruro mu mikorere yaryo.

## 4.5. Gukoresha ibikorwa byo gusoma mu masaha yagenewe isomero

Nyuma y'uko amasomero yo mu ishuri afunguwe, agomba kuba yiteguye kwakira abanyeshuri bayifashisha. Hari ibikorwa byinshi bibanza gukorwa mbere y'uko abanyeshuri batangira gusoma ibitabo no kubitahana imuhira. Buri mwarimu yigisha abanyeshuri be **amasomo ane ya mbere yagenewe isomero** ibyerekeranye n'isomero ryo mu cyumba k'ishuri nyuma y'uko isomero ryo mu cyumba k'ishuri ritangiye gukora.

Abanyeshuri bakeneye uberekerwa ku buryo buboneye bwo gukoresha isomero ryo mu cyumba k'ishuri mu gihe bahasomera ibitabo ndetse n'igihe batahane ibitabo byo gusomera imuhira. Gutoza abanyeshuri uko bakoresha isomero kugira ngo ritange umusaruro bikorerwa mu masaha bagenerwa yo kuba bari mu isomero; bigaragarira kandi mu buryo bwo gusoma bukorerwa mu isomero ryo mu cyumba k'ishuri ndetse n'amabwiriza akurikizwa mu isomero ryo mu cyumba k'ishuri. Intambwe zikurikira ni zo zerekera abarimu mu kwigisha amashuri bashinzwe mu **masomo ane ya mbere yagenewe isomero** mu gihe cyagenewe isomero nyuma y'uko isomero ryo mu cyumba k'ishuri ritangiye gukora.

### 4.5.1. Amasaha ane ya mbere yagenewe isomero

#### 4.5.1.1. Isomo rya mbere rigenerwe isomero: higurishwa amabwiriza agenga isomero ry'icyumba k'ishuri + imyitozo yo gusoma

**Intambwe z'ingenzi:**

- a) Guha ikaze abanyeshuri mu isomero ryo mu cyumba k'ishuri.
- b) Kubereka imfashanyigisho y'amabwiriza agenga isomero.
- c) Soma amabwiriza yose.
- d) Sobanura neza amabwiriza yose unasanura impamvu agomba gukurikizwa.
- e) Suzuma amabwiriza agenga isomero.
- f) Gusoma mu ijwi riranguruye cyangwa gusomera hamwe. (Mu mwaka wa 1 kugeza mu wa 2) gusomera mu matsinda ya babiribabiri cyangwa gusoma buri wese ku giti ke ku banyeshuri biga mu myaka yisumbuyeho.

### Urugero rw'imfashanyigisho y'amabwiriza agenga isomero



## AMABWIRIZA YO GUFATA NEZA ISOMERO



Tega amatwi umwarimu.



Nta biribwa n'ibinyobwa byemewe mu isomero.



Nyuma yo gusoma igitabo gisubize mu mwanya ukwiye.



Wisakuzza mu gihe abandi barimo basoma.



Andikisha igitabo utiye cyo kujyana gusomera mu rugo.



Kirazira guca igitabo. Niba gicitse bimenyeshe umwarimu.

**MUMPE  
URUBUGA  
NSOME**

Barimu, nimwibuke kwandika ibitabo byose abanyeshuri batahana, kandi buri muni. Dufate neza ibitabo byacu!



#### 4.5.1.2. Isomo rya kabiri rigenewe isomero: higishwa ibyiciro by'ibitabo (guhuza ibyiciro by'ibitabo bibarizwamo) + ibikorwa byo gusoma

##### Intambwe z'ingenzi

- a) Gusubiramo amabwiriza agenga isomero ryo mu cyumba k'ishuri.
- b) Kwerekana ibirango biri ku bitabo byerekana ibyiciro by'ibyo bitabo. Amabara n'imibare bigaragara ku gifuniko k'igitabo bigira icyo bisobanura.  
**Urugero:** Ibara ry'idoma n'umubare 1 bigaragaza ibitabo byo mu rwego rwo mu kiciro cya mbere.
- c) Kwerekana no gusobanura umwandiko muri buri gitabo.
- d) Kubwira abanyeshuri kureba ibitabo biri mu tubati ku mutambiko wa 2 n'uwa 3.
- e) Gusaba abanyeshuri kwegera utubati tw'ibitabo, kurebamo ibitabo no gushakishamo ibyo bashobora gusoma.
- f) Kugenzura ibyiciro byo gusoma by'abanyeshuri (uko amasomo akurikirana).
- g) Kugira inama abanyeshuri gusoma ibitabo bihuje n'ibyiciro byo gusoma bagezemo.
- h) Gukoresha imyitozo yo gusoma mu ijwi riranguruye cyangwa gusomera hamwe (ku banyeshuri bo mu mwaka wa 1 n'uwa 2 no gusomera hamwe cyangwa buri wese ukwe ku banyeshuri bo mu myaka yisumbuyeho).

#### 4.5.1.3. Isomo rya gatatu rigenewe isomero: gutahana ibitabo n'imyitozo yo gusoma

##### Intambwe z'ingenzi

- i. Gusuzuma amabwiriza agenga isomero ryo mu cyumba k'ishuri n'ibyiciro ibitabo bishyirwamo.
- ii. Kwigisha uburyo bukurikizwa mu gutahana ibitabo imuhira.
  - a. Gutoranya igitabo.
  - b. Shyikiriza icyo gitabo mwarimu cyangwa umunyeshuri w'umukorerabushake.
  - c. Mwarimu cyangwa umunyeshuri w'umukorerabushake bandika mu ikayi itirizwamo ibitabo. Umwarimu cyangwa umunyeshuri w'umukorerabushake bazandika mu ikayi itirizwamo ibibitabo izina ry'umunyeshuri n'amakuru ku gitabo gitijwe.
  - d. Gutahana igitabo - Kujyana igitabo imuhira.
  - e. Kugarura igitabo mu isomero, umwarimu cyangwa umunyeshuri w'umukorerabushake bandika amakuru ku gitabao gitiruwe.
  - f. Gusubiza igitabo mu kabati cyavanywemo.
- iii. Gusuzuma uburyo bukurikizwa mu gutahana igitabo imuhira.
- iv. Gukoresha imyitozo yo gusoma mu ijwi riranguruye cyangwa gusomera hamwe (ku banyeshuri bo mu mwaka wa 1 kugera mu wa 3.)

Kugaragaza: niba abanyeshuri kuva mu mwaka wa 3 kuzamura bashobora kwandika ibisobanuro ku gitabo muri ikayi yabugenewe yo gutiriramo ibitabo- bemerere gushyira ayo makuru muri ikayi yo gutiriramo ibitabo. Umwarimu/umunyeshuri w'umukorerabushake bashobora kugenzura ibyo bisobanuro.



#### **4.5.1.4. Isomo rya kane rigenewe isomero: higishwa amabwiriza yo gufata neza ibitabo + imyitozo yo gusoma**

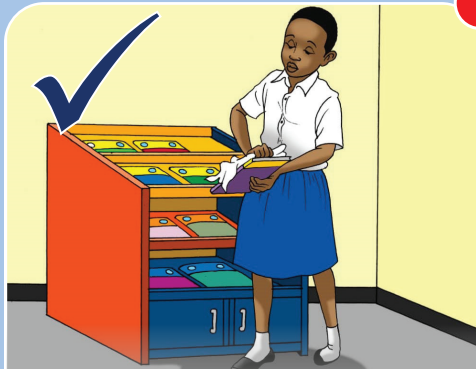
##### **Intambwe z'ingenzi:**

- a) Guha ikaze abanyeshuri mu isomero ryo mu cyumba k'ishuri.
- b) Bereke imfashanyigisho iriho amabwiriza yo gufata neza ibitabo.
- c) Soma amabwiriza yose.
- d) Sobanura neza amabwiriza yose unavuge impamvu agomba gukurikizwa.
- e) Suzuma amabwiriza yo gufata neza ibitabo.
- f) Emerera abanyeshuri gutira ibitabo byo gutahana.
- g) Gukoresha imyitozo yo gusoma mu ijwi riranguruye cyangwa gusomera hamwe (ku banyeshuri bo mu mwaka wa 1 n'uwa 2 no gusomera mu matsinda ya babiribabiri cyangwa buri wese ukwe ku banyeshuri bo mu myaka yisumbuyeho.

## Urugero rw' imfashanyigisho iriho amabwiriza yo gufata neza ibitabo



### AMABWIRIZA YO GUFATA NEZA IBITABO



1

Rinda ibitabo umwanda wose kugira ngo bihorane isuku



2

Irinde kwegereza ibitabo ibiribwa n'ibinyobwa.



3

Hindura urupapuro rw'igitabo witonze.



4

Ntukandike, ntugashushanye mu gitabo.



5

Bika igitabo mu gikapu, ukirinde umwanda.



6

Wisomera ibitabo ku zuba, mu mvura no hafi y'amatungo.

**MUMPE  
URUBUGA  
NSOME**

Barimu, nimuzirikane ko umwanya wo mu ishuri udahagije, abana bakeneye no gusomera ibitabo mu rugo. Nimushishikarize abana gutahana ibitabo no kubifata neza.

## 4.6. Ibikorwa byo gusoma mu isomero ryo mu cyumba k'ishuri

Ibikorwa byo gusomera mu isomero ifasha abanyeshuri gutyaza ubumenyigiro mu gusoma no guteza imbere umuco wo gusoma. Urugero, iyo baguteze amatwi usoma, abanyeshuri bashobora kongera ubumenyi mu rurimi no kwiyoungura ubumenyi bw'amagambo mashya, naho iyo basubiza ibibazo babajijwe ku nkuru basomye, abanyeshuri bashobora kongera ubumenyi bwo kurushaho gusobanukirwa ibyo basoma. Ibikorwa byo gusoma mu isomero ryo mu cyumba k'ishuri bikubiyemo ibi bikurikira:

### Gusoma mu ijwi riranguruye

Mu gihe cyo gusoma mu ijwi riranguruye, mwarimu agomba gusomera abanyeshuri ibitabo birimo inkuru zifite ireme ryo ku rwego rwo hejuru. Mu gihe arimo asoma mu ijwi riranguruye, mwarimu ashishikariza abanyeshuri kugira uruhare mu byo abasomera abasaba gutahura icyo inkuru iza kuvugaho, gusubiza ibibazo no gusubiramo ndetse no kongera kubara inkuru basomewe.

### Gusomera hamwe, umwarimu n'abanyeshuri

Mu gihe bakora igikorwa cyo gusomera hamwe, abanyeshuri bashobora kwitoza bakoresheje ubumenyigiro bwo gusoma no kwandika bayobowe kandi babifashisjwemo n'umwarimu. Nyuma yo gusoma inkuru inshuro imwe, mwarimu asoma bwa kabiri ya nkuru, asaba abanyeshuri gusomera hamwe na we no kugira uruhare mu gusoma niba babikunze. Umwarimu kandi ashishikariza abanyeshuri kongera gusoma amagambo/interuro zabashimishije no kugira uruhare mu mwandiko usomwa bakora ibikorwa n'amajwi bijyanye n'iyi nkuru.

### Gusoma babiribabiri

Mu gikorwa cyo gusoma babiri babiri, abanyeshuri baboneraho umwanya wo kwitoza gusomera hamwe na bagenzi babo. Iyo abanyeshuri babiri babiri bamaze gutoranya umwandiko, bashaka aho bicara bucece bakitoza gusomera hamwe. Mu gihe abanyeshuri basoma, umwarimu agenda abakurikirana, akabafasha kandi akabashishikariza abashimira umuhate bafite mu gusoma.

### Gusoma buri wese ku giti ke

Mu gihe abanyeshuri basoma buri wese ku giti ke, abanyeshuri batoranya umwandiko uri ku kigero cyabo bagashaka umwanya bicaramo maze bagasoma bucece. Uko abanyeshuri bagenda basoma, umwarimu agenda abakurikirana, abafasha akanabashishikariza anabashimira umuhate bafite bwo gusoma.

### Imyitozo y'ingenzi

- i. Soma witonze ukora ibimenyetso unanyeganyeza bimwe mu bice by'umubiri.
- ii. Irinde gusomera abanyeshuri buri gihe ibitabo by'ubwoko bumwe. Abanyeshuri bagomba guteza amatwi inkuru z'ubwoko butandukanye.
- iii. Kurikirana abanyeshuri igihe bari mu bikorwa byo gusoma.
- iv. Shishikariza kandi ushimire abanyeshuri umuhate bagaragaje basoma.
- v. Ha abanyeshuri umwanya wo gutoranya ibitabo batahana imuhira mu gihe igikorwa cyo gusoma nkirangiye.
- vi. Abarimu bakorera ibikorwa byo gusoma mu mashuri yabo bigishirizamo mu gihe cyateganyirijwe isomero.

#### 4.7. Intambwe zo gutegura ingengabihe y'ibikorwa byo gusoma

- i. Gutegura ibikorwa byo gusoma by'umwaka wose ukurikije imyaka abanyeshuri bigamo.
- ii. Kugabanya ibyo bikorwa byo gusoma by'umwaka wose mu bihe bito.
- iii. Gupanga ibyo bikorwa byo gusoma mu ngengabihe kugira ngo niba bishoboka, buri cyumweru habe hari igikorwa cyo gusoma.

Urugero rw'ingengabihe y'ibikorwa byo gusoma mu isomero ryo mu cyumba k'ishuri.

Icyumweru	11	12	13	14	15
Umwitoto	Gusoma mu ijwi riranguruye	Gusomera hamwe	Gusoma mu ijwi riranguruye	Gusomera hamwe	Gusoma babiri babiri
Icyumweru	16	17	18	19	20
Umwitoto	Gusoma mu ijwi riranguruye	Gusomera hamwe	Gusoma babiri babiri	Gusoma mu ijwi riranguruye	Gusoma buri wese ukwe

Iyi fishi ishobora no kwifashishwa mu gutegura gahunda y'ibindi byumweru n'imyaka abana bigamo ku bikorwa by'isomero.

#### Amafishi yo kugenzuriraho ibikorwa byo gusoma by'isomero ryo mu cyumba k'ishuri

Nk'umwunganizi, umuyobozi w'ikigo k'ishuri yitezweho gukurikirana ibikorwa byo gusoma byo mu isomero yifashishije ifishi yo kugenzura ibikorwawo by'isomero ryo mu cyumba k'ishuri.

**Urugero rw'ifishi yifashishwa mu gusoma mu ijwi riranguruye no gusomera hamwe**

Itariki: .....	Izina ry'ikigo k'ishuri: .....	Akarere/Intara: .....
Umwaka bigamo: .....	Izina rya mwarimu: .....	Izina ry'umuyobozi w'ikigo cyangwa ushinze uburezi ku murenge: .....

IGIPIMO	Ibyihutirwa	Yego	Oya	Igice	Ibisobanuro
<b>Mbere yo gusoma</b>					
1. Umwarimu yereka abanyeshuri igifuniko k'igitabo, akavuga ku mutwe w'igitabo n'uwacyanditse, maze akabaza abanyeshuri ibibazo byo gutahura byerekeye igitabo kijyanye n'ubuzima bwabo.	1				
2. Umwarimu asobanura ijambo 1 cyangwa amagambo 2 asomye mu gitabo.	1				
<b>Mu gihe cyo gusoma</b>					
3. Umwarimu asoma akora ibimenyetso bigaragarira ku bice by'umubiri.	1				
4. Umwarimu abaza ibibazo 2 cyangwa 3 byo gutahura icyo igitabo kivugaho.	2				
<b>Nyuma yo gusoma</b>					
5. Umwarimu azenzura ko abanyeshuri bumvise ibyo yabasomeye abaza ibibazo: Ni nde? Ni iki? Ni hehe? Ni ryari?	3				
6. Nibura abanyeshuri bamwe babona umwanya wo gutahana ibitabo mu isaha yagenewe isomero.	1				

**Gutanga ubujyanama ngarukirane**

Ni ikihe kintu 1 cyangwa 2 umwarimu yakoze neza?

Ni ikihe gipimo 1 cyangwa 2 umwarimu agomba kwibandaho kugira ngo abinoze?

## Urugero rw'ifishi yo kugenzura yifashishwa mu isomo ryo gusomesha abanyeshuri babiribabiri no gusoma buri wese ku giti ke

Itariki: .....	Izina ry'ikigo k'ishuri : .....	Akarere/Intara: .....			
Umwaka bigamo: .....	Izina rya mwarimu: .....	Izina ry'umuyobozi w'ikigo cyangwa ushinze uburezi ku murenge: .....			
<b>IGIIMO</b>	<b>Ibyihutirwa</b>	<b>Yego</b>	<b>Oya</b>	<b>Igice</b>	<b>Inyongera</b>
<b>MBERE yo gusoma</b>					
1. Mwarimu atanga amabwiriza asobanutse yerekeye igikorwa.	1				
<b>MU GIHE cyo gusoma</b>					
2. Mwarimu atega amatwi uko abanyeshuri basoma akababaza ibibazo.	2				
<b>NYUMA yo gusoma</b>					
3. Mwarimu abaza ibibazo byo gufasha abanyeshuri gusangira ibitabo bafite.	3				
4. Nibura bamwe mu banyeshuri babona umwanya wo gutahana ibitabo mu isaha yagenewe isomero.	1				

<b>Gutanga ubujyanama ngarukirane</b>
Ni ikihe kintu 1 cyangwa 2 mwarimu yakoze neza?
Ni ikihe gipimo 1 cyangwa 2 mwarimu yagombye kurushaho kunoza?

### 4.8. Gushishikariza ababyeyi n'umuryango mugari kugira uruhare mu isomero ryo mu cyumba k'ishuri

#### Kuki ibi ari ingirakamaro?

Umuryango umunyeshuri avukamo n'umuryango mugari muri rusange biteza imbere uburezi n'uburere by'umunyeshuri. Ubushakashatsi bwerekana ko umunyeshuri ashimishwa no gusoma iyo ababyeyi be badahwema kubimushishikariza.

Imiryango abanyeshuri bavukamo n'umuryango mugari muri rusange bashishikarizwa no kugira uruhare mu bikorwa bifitiye abana babo inyungu igaragara. Hazabaho igikorwa cyo kurushaho gukangurira miryango abanyeshuri bavukamo n' umuryango mugari muri rusange gushyigikira gusoma no guteza imbere umuco wo gusoma mu bana babo haba ku ishuri no mu rugo.

## Hakorwa iki?

Umuyobozi w'ishuri n'abandi bayoborana, bafite inshingano zo kumenya neza ko imiryango abanyeshuri bavukamo n'umuryango mugari muri rusange bagira uruhare mu masomero.

Dore bimwe mu byo umuyobozi w'ishuri n'abo bayoborana bashobora gukora:

- Gutegura inama z'ababyeyi n'ibikorwa byo gusoma no kwandika bibagaragariza akamaro ko gusoma bakabagaragariza uko gusomera mu rugo byashyigikirwa.

## Byakorwa ryari?

Mbere yo gutangiza isomero nibwo umuyobozi w'ishuri n'abandi bayobozi b'ishuri bagaragaza ibikorwa umuryango mugari wagiramo uruhare.

Nyuma y'uko isomero rifunguye: abifashijwemo n'abandi barimu, umuyobozi w'ikigo k'ishuri ashobora:

- i. Gukorana na komite y'ishuri mu gutegura iminsi yagenewe ibikorwa byo gusoma.
- ii. Kubasangiza amakuru yerekeranye n'isomero mu nama z'ababyeyi n'iz'umuryango mugari muri rusange.

## 4.9. Gukomeza kubaka ubushobozi no gutanga ubwunganizi

Mbere yo gutangiza ku mugaragaro isomero, umuyobozi w'ikigo k'ishuri cyangwa abarimu batoranyijwe bazitabira amahugurwa ku micungire y'isomero n'igihe cyagenewe ibikorwa byo mu isomero. Ayo mahugurwa akazayoborwa n'abakozi bashinzwe uburezi ku murenge. Ayo mahugurwa azibanda ku mabwiriza agenga isomero.

Hagomba gushyirwaho kandi inyigisho mu buryo bw'imfashanyigisho z'iyumvabona zizifashishwa mu buryo busanzwe n'uburyo bw'iyakure mu rwego rwo gusangiza abafatanyabikorwa izo nyigisho no kubaka ubushobozi bw'abagira uruhare mu isomero bose.

Imfashanyigisho z'iyumvabona zizagira uruhare mu isesengura ryimbitse ry'ibikorwa byo mu isomero ndetse no kwisuzuma. Uko ijwi ryirangira, uko mu maso h'uvuga hagaragara, ibimenyetso bizagaragazwa na bimwe mu bice by'umubiri by'umwarimu n'abanyeshuri bizerekana ishusho nyakuri y'ibibera mu ishuri.

Abayobozi b'ibigo by'amashuri n'abakozi bashinzwe uburezi ku mirengi bitezweho gusura buri somero nibura inshuro imwe mu kwezi banatange ubufasha bukenewe kugira ngo isomero rikomeze gukora. Ibyo bizatuma umunyeshuri arushaho kuba inshuti y'isomero kandi yumve aryisanzuyemo.

**Ikerekezo gihabwa abanyeshuri b'abakorerabushake**

Gusaba abanyeshuri b'abakorerabushake kuzuza zimwe mu nshingano zikorera mu isomero ryo mu cyumba k'ishuri bifasha kugabanya umuzigo w'imirimo isabwa umwarimu ushinzwe isomero bikanateza imbere uburyo butuma abanyeshuri bakoresha isomero ryo mu cyumba k'ishuri bumva ko ari nk'umutungo wabo bwite. Umuyobozi w'ikigo k'ishuri hamwe n'umwarimu ushinzwe isomero ryo mu cyumba k'ishuri bagomba kungurana ibitekerezo no kumvikana ku nshingano abanyeshuri b'abakorerabushake basabwa kuzuza igihe bari mu isomero ryo mu cyumba k'ishuri.

Hatanzwe ikifuzo ko hatoranywa abanyeshuri 3 cyangwa 4 byaba byiza bakaba muri ba bandi bashishikajwe no gutanga ubufasha mu isomero ryo mu cyumba k'ishuri. Ushinzwe isomero ryo mu cyumba k'ishuri atanga ikerekezo ku nshingano asabwa kuzuza.

Umuyobozi w'ikigo k'ishuri n'umukozi ushinzwe uburezi ku murenge bazifashisha ifishi yo gukurikirana imicungire y'isomero ryo mu cyumba k'ishuri ikurikira:

**Ifishi y'igenzura ry'imicungire y'isomero**

Itariki: .....	Izina ry'ikigo k'ishuri: .....	Akarere/Intara: .....
Umwaka bigamo: .....	Izina ry'umwarimu: .....	Izina rya SEO/HT: .....

IGIPIMO	Ibyihutirwa	Yego	Oya	Inyongera
1. Icyumba kiratunganywa kugira ngo gikoreshwe nk'isomero: a. Icyumba cyangwa isomero ryo mu cyumba k'ishuri gishobora gucungirwa umutekano gikingishwa ingufuri mu rwego rwo gukumira ubujura. b. Icyumba kigomba kuba kitava igihe imvura iguye.	1			
1. Intebe, ameza n'utubati bitegurwa kandi bikaba bidashaje: a. Hateganywa umwanya aho abana banyura bazenguruka intebe, ameza n'utubati tw'ibitabo bakabasha no kwihereza ibitabo byo gusoma. b. Utubati tw'ibitabo dutondekwa ku buryo ibitabo bitaba byitegeye urumuri rw'izuba cyangwa byanyagirwa. c. Intebe, ameza n'utubati bishobora kwigizwayo bitaruhanyije kandi bidafite ibice byabyo byateza impanuka nk'inguni z'icyuma zityaye zakebana cyangwa amavisi ashinyitse.	1			
2. Hari ikayi yabugenewe yandikwamo ibitabo bishya umunsi ku munsi.	1			
3. Ibitabo biri ahagaragara hakurikijwe imirongo ngenderwaho yashyizweho: a. Ibitabo byo kuri buri rwego bishyirwa hamwe ku buryo byoroha kumenya aho ibitabo byo mu byiciro bitandukanye biherereye. b. Ibitabo biri ahagaragara amaso y'abanyeshuri kandi babasha kwihereza ibyo bitabo.	2			



IGIPIMO	Ibyihutirwa	Yego	Oya	Inyongera
4. Hari umunyeshuri w'umukorerabushake: a. Abanyeshuri b'abakorerabushake baratoranyijwe kandi bagahawe ikerekezo bakurikiza. b. Abanyeshuri b'abakorerabushake batanga ubufasha mu bikorwa by'isomero.				
<b>Yego' ku bipimo byose kuva kuri 1 kugeza kuri 5 ni yo ntego yo hasi ishoboka kugira ngo isomero ribe – “Ryashyizweho”</b>				
5. Hashyizweho uburyo bukora neza bwo gutahana ibitabo imihira: a. Ikayi yabugenewe yo gutiriramo ibitabo irimo inyandiko ihuje n'igihe y'ibitabo byatahanywe imuhira kandi bikagarurwa n'abanyeshuri. b. Nibura abanyeshuri 5 bo muri buri shuri hakurikijwe umwaka bigamo batahanye ibitabo mu kwezi gushize.	1			
6. Hateganywa isaha yagenewe isomero: a. Habaho umwanya abanyeshuri baba batari kwiga mbere cyangwa nyuma y'amasaha asanzwe y'amasomo no mu masaha y'akaruhuko kagenerwa abanyeshuri kugira ngo basome cyangwa bagire ibitabo batahana imuhira. b. Nibura buri cyumweru, hateganywa isaha igenerwa isomero.	1			
7. Abarimu bashinzwe isomero bakoresha imyitozo yo gusoma bari kumwe n'abanyeshuri mu isaha yagenewe isomero buri cyumweru.	2			
8. Ikigo k'ishuri cyakoresheje nibura inama imwe yatumiwemo ababyeyi kugira ngo bungurane ibitekerezo ku bufasha bagenera abana muri gahunda yo gusoma no kwandika n'uburyo bagaragaje kwitabira isomero mu mezi atandatu ashize.				
9. Ikigo k'ishuri cyakiriye nibura igikorwa cyateguwe cyabereye ku ishuri kigamije gusoma no kwandika ku miryango n'abatariye agace ikigo cyubatsemo mu gihe cy'umwaka.				
<b>“Yego” ku bipimo byose kuva kuri 6 kugera ku 10 ni yo ntego ntagibwa munsu kugira ngo isomero rifatwe ko – “Rikora neza”</b>				

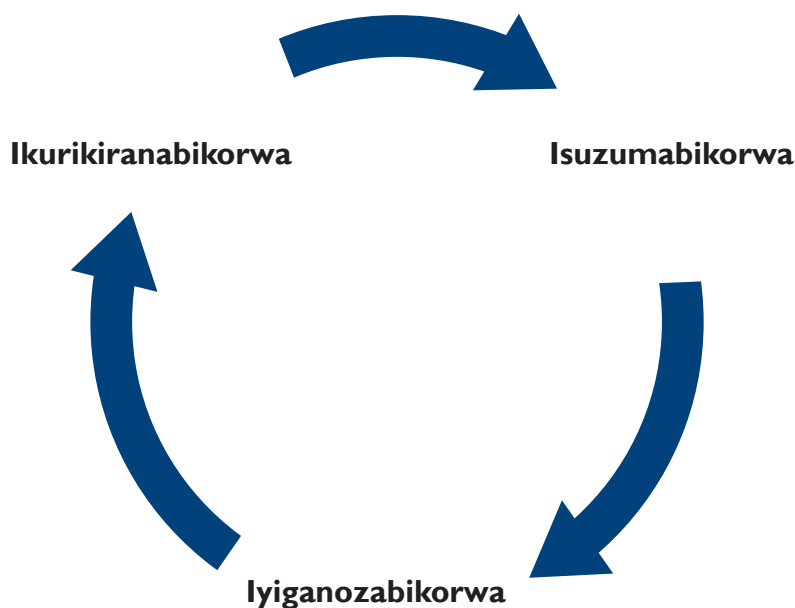
Gutanga ubujyanama ngarukirane
Ni ibihe bintu 2 cyangwa 3 bigenda neza:
Ni ikihe kintu 1 cyangwa 2 bikeneye kunozwa uhereye ku rwego/inzego zikeneye kwitabwaho mbere y'izindi:
<p>Uko ubujyanama ngarukirane butangwa:</p> <ol style="list-style-type: none"> <li>1. Gusuzuma ibyavuye mu isura riheruka.             <ol style="list-style-type: none"> <li>a. Ni iyihe ntambwe yatewe? Ese ingamba zigamije kugira ibyo zinoza zashyizwe mu bikorwa?</li> </ol> </li> <li>2. Baza ushinzwe isomero icyo abona kigenda neza.</li> <li>3. Sangiza abandi ibintu 2 cyangwa 3 (uvanye mu kiciro k'ibyitabwaho mbere y'ibindi) bigenda neza wiboneye.</li> <li>4. Baza ushinzwe isomero cyangwa mwarimu gusangiza abandi ibyo atekereza n'ibindi byifuzo afite ku bigomba kunozwa.</li> <li>5. Sangiza abandi ikintu 1 cyangwa 2 bikeneye kunozwa.</li> <li>6. Kumvikana ku bikorwa no kuri gahunda y'ibikeneye kunozwa no kubyandika ahakurikira.</li> </ol> <p>Byandike aha: .....</p>

# IKURIKIRANABIKORWA N'ISUZUMABIKORWA BY'ISOMERO RY'IKIGO K'ISHURI N'ISOMERO RYO MU CYUMBA K'ISHURI

## 5.1. Intangiriro

Iki gice cyo gukurikirana no gusuzuma ibikorwa kigamije gukoreshwa mu nzego zose z'amasomero: amasomero asanzwe, aciriritse n'ayo mu cyumba k'ishuri. Igikorwa cyo gukurikirana no gusuzuma imikorere ni ingirakamaro kugira ngo gahunda z'isomero ry'ikigo k'ishuri na serivisi gitanga zibashe kunoza imicungire, kugeza ibikoresho by'isomero ku banyeshuri, abarimu n'umuryango mugari ishuri rihereyemo mu rwego rwo kubyifashisha. Ariko kandi ni ngombwa ko isomero ry'ikigo k'ishuri na komite y'isomero ry'ikigo k'ishuri bakorana n'abafatanyabikorwa bakagira isomo bakura muri iyi mikoranire hagamijwe kwemeza impinduka zihuse kugira ngo bateze imbere isomero. Ibi bituma habaho uburo bwo guhanahana amakuru ku mikorere igaragaza umusaruro aho isomero ry'ikigo k'ishuri rikurikiranwa n'ushinzwe isomero ry'ikigo k'ishuri, abarimu na komite y'isomero ry'ikigo k'ishuri kandi bigakorerwa isuzuma n'ubuyobozi bw'ishuri ndetse n'abagize Komite y'inteko rusange y'ishuri, abakozi bashinzwe uburezi ku Murenge no ku Karere na Minisiteri y'Uburezi.

Birakwiye ko abakora isuzuma ku nzego zose bagaragaza neza imikorere myiza n'izindi nzego zirimo ibikeneye kunozwa. Imirongo igenderwaho n'isomero ry'ikigo k'ishuri ni yo igena ibigomba gukurikiranwa, gusuzumwa no kwigwa kandi bishobora kwifashishwa n'abafatanyabikorwa mu kugaragaza neza amakuru afite gihamya agenderwaho mu gufata ibyemezo byihuse. Muri zimwe mu nshingano z'ushinzwe isomero ry'ikigo k'ishuri n'iz'urwego rwa komite y'isomero ry'ikigo k'ishuri harimo gutuma gahunda y'ukurikiranabikorwa, isuzumabikorwa n'iyiganozabikorwa mu myigire bigenda neza. Ibi bigaragazwa n'igishushanyo gikurikira:



Muri gahunda z'ikurikiranabikorwa n'isuzumabikorwa hazibandwa kuri ibi bikurikira: imicungire y'isomero ry'ikigo k'ishuri, gahunda n'ibikorwa mu isomero ry'ikigo k'ishuri, ibikorwa remezo by'isomero ry'ikigo k'ishuri.

## **5.2. Uburyo bwifashishwa mu ikurikiranabikorwa, isuzumabikorwa n'iyiganozabikorwa mu isomero ry'ikigo k'ishuri**

Imirongo ngenderwaho mu ikurikiranabikorwa n'isuzumabikorwa isobanuwe hano ishingiyeye ku bipimo by'amabwiriza ngenderwaho by'amasomero y'ibigo by'amashuri byo mu gihugu n'ibyo ku rwego mpuzamahanga. Isomero ry'ikitegerereze rigomba kuba ryujuje imirongo ngenderwaho. Isomero rikiyubaka rigomba kuba ryujuje ibyinshi bisabwa bishoboka kugira ngo riharanire gutera imbere mu nzego zitandukanye kugira ngo rizabe isomero ry'ikitegerereze. Biteganyijwe kandi ko isomero ryo mu cyumba k'ishuri rizakurikiranwa kandi rigasuzumwa hifashishijwe uburyo buteye kimwe n'ubw'isomero ry'ikigo k'ishuri. Biteganyijwe ko abayobozi b'ibigo by'amashuri bafatanyije na komite y'isomero ry'ikigo k'ishuri bazakomeza gukurikirana no gusuzuma isomero ry'ikigo k'ishuri ryabo batitaye ku rwego ririhwo.

### **5.2.1. Ikurikiranabikorwa**

Ikurikiranabikorwa rya gahunda n'ibikorwa mu isomero, ni yo nshingano y'ingenzi y'ushinzwe isomero ry'ikigo k'ishuri. Ikurikiranabikorwa rigomba gukorwa buri muni na buri cyumweru. Ibi bigamije gukurikirana ko isomero ry'ikigo k'ishuri rifatwa neza kandi ko ibikoresho byaryo bicungwa neza. Ku bigo by'amashuri bitarashyirirwaho ushinze isomero ry'ikigo k'ishuri, gahunda y'ikurikiranabikorwa igomba gukorwa n'umuyobozi w'ishuri wungirije ushinze amasomo cyangwa umuyobozi w'ikigo k'ishuri afatanyije n'umukozi wagenwe kuba ashinzwe isomero nk'umwarimu cyangwa umukorerabushake wo muri ako gace.

### **5.2.2. Isuzumabikorwa**

Ubuyobozi bw'ishuri na komite y'isomero ry'ikigo k'ishuri basangiye bombi inshingano zo korohereza abayobozi babifitiye ububasha gukora isuzumabikorwa; muri bo twavugaga Komite y'inteko rusange y'ishuri, abayobozi bashinzwe uburezi ku Murenge no ku Karere na MINEDUC, kugira ngo basuzume neza isomero ry'ikigo cyabo. Ubuyobozi bw'ishuri na komite y'isomero ry'ikigo k'ishuri bagomba kuzirikana ko ikigamijwe muri iyi gahunda ari ukugenzura ko bagera ku ntego zasobanuwe mu nyandiko isobanura intego n'ikerekezo by'isomero ry'ikigo bakoreraho. Mu gukora isuzumbikorwa, basesengura umusaruro isomero ry'ikigo k'ishuri ryagezeho bakoresheje ibyiciro byinshi birimo: imicungire y'isomero ry'ikigo k'ishuri, gushyira mu bikorwa no gutanga serivisi ku bazikoresha bese no kugenzura ireme ry'ibikoresho byashyizwemo. Uko bagenda bakora isuzumabikorwa, ni ko banguka ibitekerezo by'uburyo barushaho kunoza imiterere y'isomero ry'ikigo cyabo mu byiciro bitandukanye byavuzwe hejuru.

### **5.2.3. Iyiganozabikorwa**

Ibyavuye mu isesengura ry'ikurikiranabikorwa n'isuzumabikorwa ni byo bizifashishwa n'impande bireba nk'abakozi bakora mu isomero na komite y'isomero ry'ikigo k'ishuri kugira ngo bamenye ibigenda neza n'ibikwiye kunozwa. Birakwiye ko ikigo k'ishuri kibika inyandiko za raporo zose z'ikurikiranabikorwa n'isuzumabikorwa z'ibihurika gukorwa mu rwego rwo gukurikirana intambwe igenda igerwaho mu iterambere ry'isomero. Komite y'isomero ry'ikigo k'ishuri ni yo izaba ifite inshingano zo gutanga ikiganiro ku byavuye mu ikurikiranabikorwa n'isuzumabikorwa kandi ikaba ari yo itangiza impinduka.

Bifashishije ibyavuye muri raporo z'ikurikiranabikorwa n'isuzumamabikora riheruka n'iryabaye mbere, abayobozi b'ibigo by'amashuri na komite y'isomero ry'ikigo k'ishuri ni bo bazashyiraho gahunda y'ibikorwa kugira ngo babonere ibisubizo ibyifuzo byasabwe n'ikurikiranabikorwa n'isuzumabikorwa ryakozwe. Ibyiciro byose by'amasomero byitezweho gushyira mu bikorwa gahunda y'ibikorwa ishingiyeye ku byagaragajwe n'ikurikiranabikorwa n'isuzumabikorwa no kwiyemeza gukomeza kunoza imikorere ku buryo buhoraho hagambiriwe kugera ku gipimo kifuzwa ndetse no kukirenza.

### Imbonerahamwe y'amanota agaragaza urwego isomero ry'ikigo k'ishuri ririho

Ibigenderwaho	Isomero ryujuje ibisabwa	Isomero riciriritse	Isomero ritujuje ibisabwa
Ikigo k'ishuri gifite ibikoresho biri mu isomero rishashemo amakaro, inkuta zisize amarangi, harimo amatara amurika, inzugi n'amadirishya bifungwa neza kandi ryakira neza abarigana.	80% - 90%	50% - 79%	0% - 49%
Isomero ry'ikigo k'ishuri rifite umwanya mugari uhagije wo gusomeramo, intebe, ameza, utubati tw'ibitabo n' ibyuma bicunga umutekano bifata amashusho.	80% - 90%	50% - 79%	0% - 49%
Ikigo k'ishuri gifite ushinzwe isomero ufite impamyabushobozi y'ikiciro cya kabiri cya kaminuza mu mu bijyanye n'isomero kandi afite umwunganira ufite impamyabushobozi y'ikiciro cya mbere mu bijyanye n'isomero.	100%	50% - 79%	0% - 49%
Ushinzwe isomero ry'ikigo k'ishuri akoresha imyitoto yo guteza imbere ubumenyigiro mu gusoma no kwandika inshuro eshatu (3) mu gihembwe ku rwego rw'ikigo k'ishuri.	80%-100%	50% - 70%	0% - 49%
Isomero rifite imfashanyigisho zanditse n'izo mu buryo bw'ikorabuhanga ku masomo yose no ku bitabo by'inyongera byo gusoma.	100%	70% - 90%	0% - 50%
Isomero rifite uburyo bukwiye bwo gukora urutonde rw'ibitabo no kubishyira mu byiciro hakoreshejwe uburyo bugezweho.	80% - 100%	60% - 90%	0%- 50%
Isomero rifite ingengo y'imari igenewe ibikorwa byo gusoma.	100%	70% - 90%	0% - 50%
Ibitabo mu isomero bitondetse hakurikijwe uburyo bugezweho.	100%	60% - 90%	40% - 50%

Ikigo k'ishuri gifite za mudasobwa kugira ngo abarigana bazifashishe babonq imfashanyigisho n'ibindi bitabo biri mu buryo bw'ikoranabuhanga.	100%	60% - 90%	40% - 50%
Isomero ry'ikigo k'ishuri rifite uburyo bwashyizweho bw'imicungire y'isomero.	100%	60% - 90%	40% - 50%
Isomero ry'ikigo k'ishuri rifite ikoranabuhanga ryunganira abantu bafite ubumuga.	80% - 90%	50% - 79%	0% - 49%

<b>Ibijyanye n'abakozi</b>	
100%	Abakozi bafite impamyabushobozi y'ikicro cya kabiri cya kaminuza mu bijyanye n'isomero.
50% - 79%	Abakozi bafite impamyabushobozi y'ikicro cya mbere cya kaminuza mu bijyanye n'isomero.
0% - 49%	Abakozi b'isomero ni abarimu b'indimi bahawe amahugurwa ku bijyanye n'isomero.
<b>Ibijyanye n'imyitozo ikoreshwa igamije guteza imbere gusoma no kwandika</b>	
80% - 100%	Ikigo gikoresha imyitozo yo guteza imbere gusoma no kwandika inshuro eshatu mu gihembwe ku rwego rw'ikigo k'ishuri n'urwa buri shuri.
50% - 70%	Ikigo gikoresha imyitozo yo guteza imbere gusoma no kwandika inshuro ebyiri mu gihembwe ku rwego rw'ikigo k'ishuri n'urwa buri shuri.
0% - 49%	Ikigo ntigikoresha imyitozo yo guteza imbere gusoma no kwandika cyangwa kiyikoresha inshuro imwe gusa mu gihembwe.
100%	Ikigo gifite imfashanyigisho zanditse n'izo mu buryo koranabuhanga ku masomo yose no ku bitabo by'inyongera byo gusoma.
<b>Ibijyanye n'imiterere y'isomero ry'ikigo k'ishuri</b>	
80% - 90%	Ikigo k'ishuri gifite isomero riri ku rwego rwo hejuri rishashemo amakaro, inkuta zisize amarangi, harimo amatara amurika, inzugi n'amadirishya bigungwa neza kandi ryakira neza abarigana bose.
50% - 79%	Ikigo k'ishuri gifite isomero rifite icyumba giciriritse kirimo sima, inkuta zisize amarangi, amatara amurika, inzugi n'amadirishya bifungwa neza kandi ryakira neza abarigana bose.
0% - 49%	Ikigo k'ishuri nta cyumba k'isomero gifite, ibitabo bibitswe mu cyumba kirimo n'ibindi bikoresho by'ikigo k'ishuri.
80% - 90%	Ikigo k'ishuri gifite isomero rifite umwanya uhagije bicaramo basoma, gifite intebe, ameza, utubati dutondekwamo ibitabo n'ibyuma bicunga umutekano bifata amashusho.
0% - 49%	Ikigo k'ishuri gifite isomero rifite umwanya uciriritse wo kwicaramo basoma, gifite kandi intebe nke zo kwicaraho, ameza n'utubati duke dutondekwamo ibitabo.

### 5.3. Gahunda y'ikurikiranabikorwa n'isuzumabikorwa y'amasomero y'ibigo by'amashuri

Imbonerahamwe ikurikira ni igaragaza gahunda ishoboka y'ikurikiranabikorwa n'isuzumabikorwa isobanura ingufu zishorwa mu isomero, ibikorwa, ibipimo, umusaruro witezwe n'umusaruro uboneka mu nzego enye zitandukanye z'imikorere y'isomero ari zo: imicungire y'isomero, gahunda z'isomero, serivisi zitangwa n'isomero n'ibikorwaremezo by'isomero. Iyi gahunda ifasha ubuyobozi bw'ishuri, komite y'isomero ry'ikigo k'ishuri n'abakozi b'isomero gusobanukirwa neza uburyo ingufu zitandukanye zishorwa mu isomero zigira umusaruro ushimishije ku banyeshuri, abarimu n'abaturage baturaye agace ishuri ryubatsemo. Byongeye kandi, iyi gahunda yifashishwa nk'umusingi isomero ntangarugero ry'ikigo k'ishuri riheraho mu gukora urutonde rw'ibigomba kugenzurwa mu gukurikirana intambwe yatewe no gusuzuma ibyiza byagezweho.

Urwego rw'imikorere	Ingufu zishorwa mu isomero	Ibikorwa	Ibipimo	Ibyitezwe	Ibyagezweho
<b>Imicungire y'isomero ry'ikigo k'ishuri</b>	Ingengo y'imari igenewe abakozi b'isomero no kuzamura isomero.	Gushyiraho umukozi ushinze isomero n'abamwunganira. Guhugura abakozi b'isomero ry'ikigo k'ishuri n'abayobozi b'ishuri ku bijyanye n'isomero.	Isomero ry'ikigo k'ishuri rifite umukozi uhoraho.  Isomero ry'ikigo k'ishuri rifite abanda bakozi bamufasha.  Abakozi b'isomero n'abayobozi b'ishuri bahawe amahugurwa ku bijyanye n'isomero.	Isomero ry'ikigo k'ishuri riba rifunguye mu gihe cy'amasomo.  Isomero ry'ikigo k'ishuri ricungwa neza, rigafatwa neza kandi rifite imiterere iboneye n'ibindi.  Abakozi b'isomero basobanukiwe uko bacunga isomero n'uko bakoresha ibitabo birimo.  Abakozi b'isomero basobanukiwe uko bashyira mu bikorwa gahunda na serivisi isomero ritanga.	Abakoresha isomero ry'ikigo k'ishuri bashobora kwifashisha ibitabo biri mu isomero.  Abakoresha isomero ry'ikigo k'ishuri berekwa uko bakoresha ibitabo biri mu isomero.  Abarimu bahugurirwa gukoresha ibitabo biri mu isomero.  Abanyeshuri bahugurwa ku mikoreshereze y'isomero n'amabwiriza agenga isomero ry'ikigo k'ishuri.  Abanyeshuri bahugurwa ku mikoreshereze y'ibitabo n'ibindi bikoreshe byo mu isomero bakoresha bari ku ishuri, mu ishuri ndetse n'imuhira.

<p><b>Imicungire y'isomero ry'ikigo k'ishuri</b></p>	<p>Ubuyobozi bw'ishuri, abarimu na Komite y'intekurusange y'ishuri bafata ikemezo cyo gushyiraho komite y'isomero ry'ikigo k'ishuri.</p>	<p>Komite y'isomero ry'ikigo k'ishuri igi-zwe n'abanyamuryango baturutse mu matsinda yose (abanyeshuri, abarimu, ababyeyi n'ubuyobozi bw'ishuri).</p>	<p>Hashyizweho komite y'isomero ry'ikigo k'ishuri ikora neza kandi igatanga ubufasha.</p>	<p>Komite y'isomero ry'ikigo k'ishuri iterana kenshi.</p> <p>Komite y'isomero ry'ikigo k'ishuri ifata ibyemezo bikwiriye kandi ku gihe byerekeye imicungire y'isomero.</p>	<p>Umubare w'abakoresha isomero uriyongera.</p> <p>Imikoranire hagati y'isomero ry'ikigo k'ishuri n'abatariye agace ririmo irushaho kugenda neza.</p> <p>Umwarimu n'abanyeshuri barushaho gukoresha ibitabo byo mu isomero.</p> <p>Isomero ry'ikigo k'ishuri rirushaho kunoza imikorere muri rusange ku bufatanye na komite y'isomero ry'ikigo k'ishuri n'abandi bafatanyabikorwa.</p> <p>Amashuri afite amasomero y'ibanze arimo gutera intambwe agana ku ntego yiyemeje kugira ngo ahinduke isomero ntangarugero</p>
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<p><b>Gahunda z'isomero ry'ikigo k'ishuri</b></p>	<p>Komite y'isomero ry'ikigo k'ishuri ni yo yemeza ingengo y'imari igenerwa za gahunda na serivisi zitangwa mu isomero.</p>	<p>Ushinzwe isomero ry'ikigo k'ishuri ashishikariza abanyeshuri, abarimu na bamwe mu baturage bo muri ako gace gusuzuma ibikenewe mu guteza imbere umuco wo gusoma no kwandika ku ishuri, mu ishuri no mu gace batuyemo.</p> <p>Ushinzwe isomero ry'ikigo k'ishuri akorana n'abarimu ndetse n'ubuyobozi bw'ishuri mu gutegura gahunda yo gutanga ubufasha mu myigishirize.</p> <p>Ushinzwe isomero ry'ikigo k'ishuri afatanyije na komite y'isomero ry'ikigo k'ishuri n'ubuyobozi bw'ishuri bategura gahunda ihoraho yo guteza imbere kwigisha kiyamwuga.</p>	<p>Ushinzwe isomero ry'ikigo k'ishuri akoresha imyitoto yo kwandika no gusoma ku rwego rw'ikigo, mu ishuri no mu gace ishuri ryubatsemo.</p> <p>Ushinzwe isomero ry'ikigo k'ishuri agira uruhare mu bikorwa byo mu ishuri.</p>	<p>Hari imyitoto ikorwa buri gihe yo gusoma no kwandika iteganyijwe kubera mu isomero.</p> <p>Abarimu bakorana n'ushinzwe isomero ry'ikigo k'ishuri mu gukoresha imyitoto yo gusoma no kwandika ikorerwa mu ishuri.</p> <p>Ushinzwe isomero ry'ikigo k'ishuri ashishikariza bamwe mu baturaye agace ishuri ririmo guteza imbere imyitoto yo gusoma no kwandika ikorerwa hanze y'ikigo k'ishuri.</p> <p>Mu mashuri, abarimu bakorana n'ushinzwe isomero ry'ikigo k'ishuri mu kugena ibijyanye no gusoma.</p> <p>Ushinzwe isomero ry'ikigo k'ishuri azategura amasomo hamwe n'abarimu yerekeye uko hakorwa ubushakashatsi hifashishijwe ibikoresho fatizo byo mu isomero ry'ikigo k'ishuri.</p> <p>Amasomero y'ibigo by'amashuri azategura amasomo agenewe abarimu ku buryo bwo kwifashisha ibitabo n'imfashanyigisho biri mu buryo bw'ikorana-buhanga.</p>	<p>Abanyeshuri bagira uruhare mu myitoto yo gusoma no kwandika ikorerwa mu isomero ry'ikigo k'ishuri no n'iryo mu ishuri.</p> <p>Abanyeshuri, abarimu, n'ubuyobozi bw'ishuri bagira uruhare muri gahunda zo mu gace batuyemo zigamije gusoma no kwandika.</p> <p>Umuco wo gusoma mu bigo by'amashuri, mu ishuri no mu duce ishuri ririmo ugerwaho.</p> <p>Imikoranye hagati y'ushinzwe isomero ry'ikigo k'ishuri n'umwarimu ishyingirwamo imbaraga.</p> <p>Abarimu bakoresha kenshi imfasha-nyigisho zo mu isomero mu gutegura amasomo bigisha.</p> <p>Abanyeshuri n'abandi bakoresha isomero bakoresha kenshi ibitabo byo mu isomero mu myitoto yo mu ishuri n'ibindi bikorwa byo mu ishuri.</p> <p>Abayobozi b'amashuri bakoresha ibitabo byo mu isomero mu gukora ubushaka-shatsi.</p> <p>Abarimu bazakoresha kenshi imfashanyigisho zo mu isomero ry'ikigo k'ishuri mu gukora ubushakashatsi bujyanye n'amasomo bigisha.</p> <p>Abarimu bazarushaho kumenya gukoresha ikoranabuhanga rigezweho.</p>
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<p><b>Serivisi zitangwa n'isomero ry'ikigo k'ishuri</b></p>	<p>Komite y'isomero ry'ikigo k'ishuri n'ubuyobozi bw'ishuri bashaka inkunga mu nzego z'ibanze, mu miryango itari iya leta cyangwa mu bandi baterankunga kugira ngo bongere umubare w'ibitabo biri mu isomero.</p> <p>Komite y'isomero ry'ikigo k'ishuri ikorana n'ubuyobozi bw'ishuri mu kugenera ingengo y'imari izifashishwa mu kongera umubare w'ibitabo biri mu isomero ry'ikigo k'ishuri.</p>	<p>Ushinzwe isomero ry'ikigo k'ishuri ategura gahunda y'uko isomero rizongerwamo ibitabo.</p> <p>Ushinzwe isomero ry'ikigo k'ishuri yakira ibitabo bishya n'izindi mfasha-nyigisho z'isomero.</p> <p>Ushinzwe isomero ry'ikigo k'ishuri agomba gutegura gahunda na poritiki ijyanye no kutira no gutirura ibitabo mu isomero ry'ikigo k'ishuri (uko abagana isomero bagenda bakuranwa mu kurikoresha).</p>	<p>Ushinzwe isomero ry'ikigo agira uruhare mu gutegura uburyo yongera umubare w'ibitabo mu isomero kugira ngo azamure ubwitabire bw'abanye-shuri, abarimu na bamwe mu baturiyi agace isomero ririmo.</p> <p>Ushinzwe isomero ry'ikigo k'ishuri atoranya ibitabo n'izindi mfasha-nyigisho zo mu isomero byagirira akamaro abakoresha isomero (abanyeshuri, abarimu, bamwe mu baturage bo mu gace ririmo) kugira ngo bigurwe.</p> <p>Ibitabo biri mu isomero ry'ikigo k'ishuri bipangwa neza kandi bigakorerwa urutonde hifashishijwe uburyo busobanutse bwo kubishyira mu byiciro.</p> <p>Ushinzwe isomero ry'ikigo k'ishuri akurikiza uburyo bwashyizweho bwo gutira no gutirura ibitabo.</p> <p>Ibitabo biri mu isomero ry'ikigo k'ishuri bifatwa neza.</p> <p>Ibitabo byo mu isomero byangiritse ku buryo bworoheje bihita bisanwa.</p> <p>Imfashanyigisho zidafite akamaro n'izangiritse bikabije zivanwa mu isomero cyangwa zigasimbuzwa izindi bidatinze.</p>	<p>Ikigo k'ishuri cyakira ibitabo bishya bicapye n'imfashanyigisho zikoresha uburyo bw'ikoranabuhanga bigenewe isomero ry'ikigo k'ishuri.</p> <p>Isomero ry'ikigo k'ishuri ryakira abarikoresha banyuranye bo kuri iryo shuri n'abaturiyi agace isomero ririmo.</p> <p>Isomero ry'ikigo k'ishuri rifite urutonde ruhuje n'igihe rw'ibitabo n'imfasha-nyigisho birimo.</p> <p>Isomero ry'ikigo k'ishuri rifite uburyo busobanutse bwo gushyira ibitabo mu byiciro hagamijwe gupanga neza ibitabo mu tubati bishyirwamo.</p> <p>Ushinzwe isomero ry'ikigo k'ishuri ashyira ibimenyetso byabugenewe ku bitabo mu rwego rwo gutunganya isomero.</p> <p>Ibitabo n'izindi mfasha-nyigisho biri mu isomero bitirwa kenshi n'ababikoresha.</p> <p>Ibitabo bitari mu mwanya wabyo bisubizwamo hakoreshejwe uburyo buboneye bwo gusubiza ibitabo mu mwanya wabyo.</p> <p>Ibitabo n'izindi mfasha-nyigisho biri mu isomero bifatwa neza kandi bitondekwa ku gihe mu mwanya wabyo.</p> <p>Ibitabo biri mu isomero bikundwa n'abakoresha isomero kandi nti byangiritse bikabije.</p>	<p>Umubare n'ubwoko by'ibitabo biri mu isomero birongerwa.</p> <p>Umubare w'ibitabo biri mu isomero bigenewe abafite ubumuga urongerwa.</p> <p>Abanyeshuri, abarimu na bamwe mu baturiyi agace ishuri ririmo bemererwa gukoresha ibitabo bitandukanye biri mu isomero.</p> <p>Ibitabo byo mu isomero ry'ikigo k'ishuri bitizwa ababikoresha bese ku buryo bworoheje.</p> <p>Isomero ry'ikigo k'ishuri rihora riteguye neza.</p> <p>Umubare w'abakoresha isomero uriyongera.</p>
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<p><b>Ibiko-rware-mezo by'isomero ry'ikigo k'ishuri</b></p>	<p>Komite y'isomero ry'ikigo k'ishuri ikorana n'ubuyobozi bw'ishuri mu gusaba amafaranga yo gusana ibikoresho byo mu isomero ry'ikigo k'ishuri.</p> <p>Komite y'isomero ry'ikigo k'ishuri ikorana n'ubuyobozi bw'ishuri mu kugena ingengo y'imari yo kubaka isomero (igihe bibaye ngombwa), kugura intebe, ameza n'utubati, no gusana ibindi bikoresho bifatika biri mu isomero ry'ikigo k'ishuri.</p>	<p>Komite y'isomero ry'ikigo k'ishuri n'ubuyobozi bw'ishuri bakora gahunda yo guteza imbere ibiko-rwaremezo by'isomero.</p> <p>Komite y'isomero ry'ikigo k'ishuri igenzura ibikorwa yifashishije gahunda yakozwe yo guteza imbere ibikorwaremezo igaha akazi impuguke mu bwubatsi (iyo hari inyubako nshya ikenewe).</p> <p>Komite y'isomero ry'ikigo k'ishuri itegura gahunda yo kurushaho gucungira umutekano isomero ry'ikigo k'ishuri.</p>	<p>Isomero ry'ikigo k'ishuri ryubatswe mu mwanya ukwiriye ku butaka bw'ikigo k'ishuri ahatari urusaku cyangwa ibindi birangaza.</p> <p>Isomero ry'ikigo k'ishuri rishyirwamo ibikore-sho bikenewe kandi byorohereza abarikoresha (utubati tw'ibitabo, intebe, ameza, ibyapa bimanikwa, n'ibindi).</p> <p>Isomero ry'ikigo k'ishuri rifite amatara amurika bihagiye, ubushyuhe buri ku gipimo hari n'ibikore-sho bigamije kubungabunga umutekano (ikizimyamuriro, agasanduku k'ibikoresho by'ubutabazi bw'ibanze) bugenewe abakoresha isomero.</p> <p>Isomero ry'ikigo k'ishuri rifite ibikoresho byo gucunga umutekano (imiryango n'amadirishya birafungwa neza, amatara n'ibindi).</p>	<p>Inyubako y'isomero ry'ikigo k'ishuri yubakwa hakurikijwe ibyifuzo bya Minisiteri y'Uburezi.</p> <p>Isomero ry'ikigo k'ishuri rifite ibikoresho byose; intebe, ameza n'utubati bikenewe kugira ngo habe uburyo bworohereza abakoresha isomero bose.</p> <p>Abakoresha isomero ry'ikigo k'ishuri baba batekanye kandi isomero ry'ikigo k'ishuri rihora ryiteguye guhangana n'ibiza byatungurana. (uburyo bwo kurinda ubuzima n'umutekano.)</p> <p>Isomero ry'ikigo k'ishuri rifite uburyo bwo kubungabunga umutekano w'ibitabo biri mu isomero ry'ikigo k'ishuri.</p>	<p>Abakoresha isomero bafite umwanya bakirirwamo kugira ngo bigire kandi basomere ahantu hatarangwa urusaku n'ibindi birangaza.</p> <p>Isomero ry'ikigo k'ishuri ni urubuga abakoresha isomero bose bisangamo bakagubwa neza.</p> <p>Ibikoresho by'isomero ry'ikigo k'ishuri biri mu isomero bifite umutekano wizewe.</p>
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### 5.3.1. Ikurikiranabikorwa n'isuzumabikorwa ku masomero y'ibigo by'amashuri yujuje ibisabwa

Ibikorwa n'ushinzwe isomero ry'ikigo k'ishuri bijyanye na gahunda y'ikurikiranabikorwa n'isuzumabikorwa

- Akurikirana ibikorwa by'isomero ry'ikigo k'ishuri.
- Ategura Gahunda y'Ikurikiranabikorwa n'Isuzumabikorwa igenewe isomero ry'ikigo k'ishuri.
- Ageza iyo Gahunda y'Ikurikiranabikorwa n'Isuzumabikorwa kuri komite y'isomero ry'ikigo k'ishuri n'abayobozi b'ishuri.

### Ifishi igaragaza urutonde rw'ibigenderwaho mu ikurikiranabikorwa n'isuzumabikorwa ry'isomero ryujuje ibisabwa ry'ikigo k'ishuri

Urutonde rukurikira rushobora gukoreshwa n'abakurikiranabikorwa cyangwa abasuzumabikorwa:

Nimero	Igipimo ngenderwaho	Yego	Mu buryo buciriritse	Oya
<b>Ibijyanye n'imirungire y'isomero ry'ikigo k'ishuri</b>				
1	Isomero ry'ikigo k'ishuri rifite umukozi uhoraho ushinzwe isomero ry'ikigo k'ishuri cyangwa umwarimu unashinzwe isomero.			
2	Isomero ry'ikigo k'ishuri rifite umukozi wunganira ushinzwe isomero.			
3	Abakozi b'isomero n'abayobozi b'ikigo k'ishuri bahawe amahugurwa yabugenewe mu imirungire y'isomero.			
<b>Ibijyanye na gahunda z'isomero ry'ikigo k'ishuri</b>				
4	Ushinzwe isomero ry'ikigo k'ishuri akoresha imyitozo yo gusoma no kwandika haba ku rwego rw'ikigo k'ishuri, mu ishuri ndetse no mu gace ishuri ryubatsemo.			
5	Ushinzwe isomero ry'ikigo k'ishuri agira uruhare mu bikorwa byo gutoza abanyeshuri gusomera mu ishuri.			
<b>Ibijyanye na serivisi zitangwa n'isomero ry'ikigo k'ishuri</b>				
6	Ushinzwe isomero ry'ikigo k'ishuri agira uruhare mu gutegura urutonde rw'ibitabo bishyirwa mu isomero aharanira ko abanyeshuri, abarimu na bamwe mu batariye agace ririmo barushaho kurikoresha.			
7	Ushinzwe isomero ry'ikigo k'ishuri atoranya ibitabo n'izindi mfashanyigisho zo mu isomero zifitiye akamaro abarikoresha (abanyeshuri, abarimu n'abatariye agace ryubatsemo) kandi hakagurwa ibitabo yatoranyije.			
8	Ibitabo biri mu isomero ry'ikigo k'ishuri bitegurwa neza kandi bigakorerwa urutonde hifashishijwe uburyo busobanutse bwo kubishyira mu byiciro.			
9	Ushinzwe isomero ry'ikigo k'ishuri ashiraho uburyo bwo gutira no gutirura ibitabo.			
10	Ibitabo by'isomero ry'ikigo k'ishuri bifatwa neza uko bikwiye.			

11	Ibitabo by'isomero byangiritse buhoro bisanirwa ku gihe.			
12	Ibitabo by'isomero bidafite akamaro, bitakijyanye n'igihe kandi byangiritse bikabije bivanwa mu isomero cyangwa bigasimbuzwa ibindi bidatinze.			
<b>Ibijyanye n'ibikorwaremezo by'isomero ry'ikigo k'ishuri</b>				
13	Isomero ry'ikigo k'ishuri ryubatswe mu mwanya ukwiriye ku butaka bw'ikigo k'ishuri ahatari urusaku n'ibindi bishobora kurangaza.			
14	Isomero ry'ikigo k'ishuri rishyirwamo ibikoresho bikenewe kandi hagashyirwamo ibikoresho byorohereza abarikoresha (utubati tw'ibitabo, intebe, ameza, ibyapa bimanikwa n'ibindi.)			
15	Isomero ry'ikigo k'ishuri rifite amatara amurika bihagije, ubushyuhe buri ku gipimo hari n'ibikoresho bigamije kubungabunga umutekano (ikizimyumuriro, agasanduku k'ibikoresho by'ubutabazi bw'ibanze) bugenewe abakoresha isomero.			
16	Isomero ry'ikigo k'ishuri rifite ibikoresho byo gucunga umutekano (imiryango n'amadirishya birafungwa neza, amatara n'ibindi).			
<b>Ibindi bisobanuro</b>				

**Ifishi isesengura amanota y'isuzuma agenderwaho ku rutonde rw'ibigenderwaho mu ikurikiranabikorwa n'isuzumabikorwa mu isomero ryujuje ibisabwa ry'ikigo k'ishuri**

Urwego rw'imitsindire	Yego	Ibisobanuro
Indashyikirwa	13-16 (80%-100%)	Isomero ry'ikigo k'ishuri ryubahiriza imirongo ngenderwaho hafi ya yose isabwa.
Byiza cyane	11-13 (70%-79%)	Isomero ry'ikigo k'ishuri rikurikiza neza imirongo ngenderwaho ntangarugero, ariko hari bimwe bikeneye kunozwa.
Byiza	10-11 (60%-69%)	Isomero ry'ikigo k'ishuri rikurikiza imyinshi mu mirongo ngenderwaho ntangarugero ariko hari byinshi bikeneye kunozwa no gukosorwa.
Igipimo giciriritse	8-10 (50%-59%)	Isomero ry'ikigo k'ishuri ririmo riragerageza kwiubaka no gushaka kugera ku murongo ngenderwaho ariko hari ibindi bisabwa kunozwa kugira ngo isomero rirusheho kugira akamaro.

Igipimo kidakwiye	0-8 (0%-49%)	Hafashwe ingamba nke cyangwa nta n'icyakozwe mu rwego rwo kubahiriza ibipimo ngenderwaho by'isomero ry'ikigo k'ishuri kandi ibikorwa nta kamaro kagaragara bigeraho. Hakenewe ingamba zihutirwa.
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### 5.3.2. Ifishi y'ibikorwa n'ushinzwe isomero ryujuje ibisabwa igihe yikorera isuzuma

Ifishi ikurikira igenewe ushinzwe isomero ry'ikigo k'ishuri. Ayifashisha mu kugenzura isomero ntangarugero ry'ikigo k'ishuri no kugaragaza bidatinze ahari ibikeneye kunozwa.

No	Ikigenderewe mu isuzuma	Yego	Mu buryo buciriritse	Oya
1	Ese ikigo k'ishuri gifite umwanya ukwiye wagenewe gushyirwamo isomero?			
2	Ese ikigo k'ishuri gifite umukozi ucunga isomero ubifitiye ubushobozi?			
3	Ese ibitabo biboneka mu isomero ry'ikigo k'ishuri bitondetse kinyamwuga. (Uburyo bishyirwa mu byiciro n'uko bitondekwa.)			
4	Ese isomero ry'ikigo k'ishuri rifite ingengo y'imari?			
5	Ibitabo biri mu isomero birahagije (nibura 50% bikoreshwa mu ishuri n'abarimu naho 30% bikaba ari ibitabo by'inyungera byo gusoma.)			
6	Isomero ry'ikigo k'ishuri ryakira abanyeshuri, abarimu n'abandi barituriye.			
7	Ikigo k'ishuri gifite ingengabihe y'isomero.			
8	Amabwiriza agenga isomero amanikwa aho abanyeshuri babasha kuyasoma.			
9	Ese ibijyanye n'isomero bishyirwa mu bikorwa.			
10	Ibitabo n'izindi mfashanyigisho bishyirwa aho abanyeshuri babasha gushyikira (utubati tw'ibitabo twabugenewe.)			

11	Ibitabo n'izindi mfashanyigisho bibikwa neza kandi ahizewe (mu tubati twabugenewe cyangwa ku buryo bw'ikoranabuhanga.)			
12	Ese umwanya bicaramo urakwiriye bitewe n'ikigero cy'abanyeshuri? Urugero: hari udusambi ku bakiri bato bo mu kiburamwaka, hari ameza n'intebe ku banyeshuri bo mu mushuri abanza n'abo mu yisumbuye.			
13	Ikigo kibika neza ikayi y'itira n'itirurwa ry'ibitabo.			
14	Ikigo k'ishuri gifite uburyo bwifashishwa mu micungire y'isomero.			
15	Isomero ryifashishwa buri mu cyumweru.			
16	Abarimu bifashisha ibitabo byo mu isomero mu gutegura no kwigisha amasomo yabo.			
17	Ishuri rikoresha buri munsi cyangwa buri cyumweru imyitozo yo gusoma no kuvuga (kuvugira mu ruhame, kujya impaka bari mu isomero.)			
18	Abarimu cyangwa ushinzwe isomero bayobora abanyeshuri mu gutoranya ibitabo byo gusoma biri ku kigero cyabo.			
19	Abanyeshuri bashobora gutira no gutirura ibitabo.			
20	Abarimu batira ibitabo bakajya kubikoresha mu ishuri bigisha.			
21	Ishuri rikoresha buri munsi cyangwa buri cyumweru imyitozo yo kubara (udukino, ibinyatuzu) mu isomero.			
22	Ese ibitabo byo mu isomero ry'ikigo k'ishuri byunganira integanyanyigisho?			
23	Ese ibitabo byo mu isomero ry'ikigo k'ishuri bijyanye n'inyungu z'abaturage bose?			

24	Ese isomero ry'ikigo k'ishuri riteza imbere imikoreshereze y'ikoranabuhanga nk'ibikoresho mfashanyigisho. (Harimo za mudasobwa, umuyoboro w'intumanaho rya murandasi n'imfashanyigisho z'ikoranabuhanga?)			
25	Ese isomero ry'ikigo k'ishuri ryujuje ibisabwa bijyanye n'uburezi budaheza?			
26	Ese isomero ry'ikigo k'ishuri riteza imbere gusoma no kwandika ku banyeshuri (mu bijyanye no guhanga bandika?)			
27	Ese imikoreshereze y'isomero ry'ikigo k'ishuri igira uruhare mu mitsindire y'abanyeshuri?			
28	Ese isomero ry'ikigo k'ishuri rifite gahunda y'ibikorwa?			
29	Ese abashinzwe isomero bahabwa amahugurwa yo kubaka ubushobozi bwabo?			
30	Ese abakoresha isomero bahuguwe ku mikoreshereze yaryo?			



**Ifishi isesengura amanota y'isuzuma agenderwaho ku rutonde rw'ibigenderwaho n'ushinzwe isomero ryujuje ibisabwa ry'ikigo k'ishuri igihe yikorera isuzuma**

Urwego rw'imitsindire	Yego	Ibisobanuro
Indashyikirwa	24-30 (80%-100%)	Isomero ry'ikigo k'ishuri ryubahiriza imirongo ngenderwaho hafi ya yose isabwa.
Byiza cyane	21-23 (70%-79%)	Isomero ry'ikigo k'ishuri rikurikiza neza imirongo ngenderwaho ntangarugero, ariko hari bimwe bikeneye kunozwa.
Byiza	18-20 (60%-69%)	Isomero ry'ikigo k'ishuri rikurikiza imyinshi mu mirongo ngenderwaho ntangarugero ariko hari byinshi bikeneye kunozwa no gukosorwa.
Igipimo giciriritse	10-17 (50%-59%)	Isomero ry'ikigo k'ishuri ririmo riragerageza kwiubaka no gushaka kugera ku murongo ngenderwaho ariko hari ibindi bisabwa kunozwa kugira ngo isomero rirusheho kugira akamaro.
Igipimo kidakwiye	0-9 (0%-49%)	Hafashwe ingamba nke cyangwa nta n'icyakozwe mu rwego rwo kubahiriza ibipimo ngenderwaho by'isomero ry'ikigo k'ishuri kandi ibikorwa nta kamaro kagaragara bigeraho. Hakenewe ingamba zihutirwa.

### 5.3.3. Ikurikiranabikorwa n'isuzumabikorwa ku masomero y'ibigo by'amashuri aciriritse

Ku mashuri akiri mu nzira zo kuzamura ubushobozi bw'amasomero, hagomba gukurikizwa urutonde rw'ibigenzurwa bitandukanye n'urw'amashuri afite amasomero yujuje ibisabwa byose. Mu gihe isomero riciriritse ry'ikigo k'ishuri ryageze ku bipimo byose biri kuri uru rutonde, umwarimu ushinzwe isomero cyangwa umukorerabushake, komite y'isomero ry'ikigo k'ishuri n'ubuyobozi bw'ishuri bagomba gutangira guharanira kugera ku ntera y'isomero ry'ikigo k'ishuri ryujuje ibisabwa.

#### Ifishi igaragaza urutonde rw'ibigenderwaho mu ikurikiranabikorwa n'isuzumabikorwa ry'isomero riciriritse ry'ikigo k'ishuri

Urutonde rukurikira rushobora gukoreshwa n'abagenzurabikorwa cyangwa abasuzumabikorwa. Ibipimo biri kuri uru rutonde rw'ibigenzurwa bishingiye ku byiciro byasobanuwe mu mirongo ngenderwaho y'isomero riciriritse ry'ikigo k'ishuri.

Nimero	Igipimo ngenderwaho	Yego	Mu buryo buciriritse	Oya
<b>Ibijyanye no gutangira kwiubaka</b>				
1	Ubuyobozi bw'ishuri n'abarimu bagaragaje ibikoresho byo kwigisha no kwiga bafite ku ishuri.			
2	Hari umwarimu, ushinzwe isomero n'umuturage w'umukorerabushake wo gucunga isomero ry'ibanze ry'ikigo k'ishuri.			
3	Hashyizweho komite y'isomero ry'ikigo k'ishuri.			
4	Umwarimu/usinze isomero yarahuguwe ku bijyanye n'imicungire n'imikoreshereze y'isomero.			
5	Hari icyumba kigenewe isomero riciririte ry'ikigo k'ishuri, icyo cyumba kandi cyujuje ibisabwa kugira ngi kibe isomero.			
<b>Gushyiraho serivisi zitangwa n'isomero riciriritse</b>				
6	Iryo somero riciriritse ryashyizweho amabwiriza arigenga, isaha yo gufungura na gahunda yo gutira no gutirura ibitabo.			
7	Umwarimu ushinzwe isomero yakoze gahunda yo kongera umubare w'ibitabo biri mu isomero kandi yemejwe na komite y'isomero ry'ikigo k'ishuri.			
8	Ibitabo bishya byaratoranyijwe kandi byaguzwe hashingiwe kuri gahunda yo kongera umubare w'ibitabo mu isomero.			
9	Umwarimu ushinzwe isomero yashyizweho uburyo busobanutse bwo gushyira ibitabo mu byiciro kandi yarabwubahirije.			

10	Umwarimu ushinzwe isomero afite ikayi yandikwamo abakoresha isomero n'amabwiriza agenga itiza n'itirura ry'ibitabo.			
11	Umwarimu ushinzwe isomero yashyizeho ingamba zo gufata neza ibitabo no kubisana.			
12	Umwarimu ushinzwe isomero yashyize ibimenyetso ku tubati tw'ibitabo uko bikwiye mu isomero riciriritse ashingiye ku buryo bwo gushyira ibitabo mu byiciro, ashiraho ibyapa bigaragara, amabwiriza agenga isomero n'ibindi bikoresho.			
<b>Kubijyanye no gushyiraho gahunda z'isomero riciriritse</b>				
13	Umwarimu ushinzwe isomero yakoresheje isesengura ry'ibikenewe kugira ngo agaragaze gahunda isomero ryagenderaho.			
14	Umwarimu ushinzwe isomero, komite y'isomero ry'ikigo k'ishuri na Komite y'inteko rusange y'ishuri bashishikarije abaturage kugaragaza izindi gahunda isomero ryashyiraho.			
<b>Ibijyanye no kwiyubaka ku buryo burambye</b>				
15	Abayobora ikigo k'ishuri na komite y'isomero ry'ikigo k'ishuri bateguye kandi baja mu rugendo shuri rwo kureba isomero ryujuje ibisabwa.			
16	Ikigo k'ishuri na bamwe mu baturage bishyize hamwe kugira ngo bahuze ingufu mu rwego rwo guteza imbere umuco wo gusoma.			
17	Hari gahunda y'igihe kirekire y'ibikeneye kunozwa kugira ngo hasanwe isomero riciriritse bafite kugira ngo rigere ku isomero ryujuje ibisabwa.			
18	Ubuyobozi bw'ikigo na komite y'isomero ry'ikigo k'ishuri bashyizeho ingamba zo gukusanya amafaranga azakoreshwa muri gahunda bafite y'igihe kirekire y'ibikeneye kunozwa.			
<b>Ibindi bisobanuro</b>				
Imirongo ngenderwaho mu itangwa ry'amanota "Yego" = inota 1 "mu buryo buciriritse" = igice k'inota (0.5) "Oya" = amanota 0				

**Ifishi isesengura amanota agenderwaho ku rutonde rw'ibigenderwaho mu ikurikiranabikorwa n'isuzuma bikorwa mu isomero riciriritse ry'ikigo k'ishuri**

<b>Urwego rw'imitsindire</b>	<b>Yego</b>	<b>Ibisobanuro</b>
Indashyikirwa	14-18 (80%-100%)	Isomero riciriritse ry'ikigo k'ishuri ryubahiriza imirongo ngenderwaho hafi ya yose isabwa.
Byiza cyane	12.5-14 (70%-79%)	Isomero riciriritse ry'ikigo k'ishuri rikurikiza neza imirongo ngenderwaho ntangarugero, ariko hari bimwe bikeneye kunozwa.
Byiza	11-12.5 (60%-69%)	Isomero riciriritse ry'ikigo k'ishuri rikurikiza imyinshi mu mirongo ngenderwaho ntangarugero ariko hari byinshi bikeneye kunozwa no gukosorwa.
Igipimo giciriritse	9-11 (50%-59%)	Isomero riciriritse ry'ikigo k'ishuri ririmo riragerageza kwiyubaka no gushaka kugera ku murongo ngenderwaho ariko hari ibindi bisabwa kunozwa kugira ngo isomero rirusheho kugira akamaro.
Biragayitse	0-9 (0%-49%)	Hafashwe ingamba nke cyangwa nta n'icyakozwe mu rwego rwo kubahiriza ibipimo ngenderwaho by'isomero riciriritse ry'ikigo k'ishuri kandi ibikorwa nta kamaro kagaragara bigeraho. Hakenewe ingamba zihutirwa.

### 5.3.4. Ifishi y'ibikurikizwa n'ushinzwe isomero riciriritse igihe yikorera isuzuma

Ifishi ikurikira igenewe umwarimu ushinzwe isomero ry'ikigo k'ishuri cyangwa umukorerabushake. Ayifashisha mu kugenzura isomero ntangarugero ry'ikigo k'ishuri no kugaragaza bidatinze ahari ibikeneye kunozwa.

No	Ikigenderewe mu isuzuma	Yego	Mu buryo buciriritse	Oya
1	Ese ikigo k'ishuri gifite umwanya ukwiye wagenewe gushyirwamo isomero?			
2	Ese ikigo k'ishuri gifite umukozi ucunga isomero ubifitiye ubushobozi?			
3	Ese ibitabo biboneka mu isomero riciriritse ry'ikigo k'ishuri bitondetse kinyamwuga. (Uburyo bishyirwa mu byiciro n'uko bitondekwa.)			
4	Ese isomero riciriritse ry'ikigo k'ishuri rifite ingengo y'imari?			
5	Ibitabo biri mu isomero birahagije. (Nibura 50% bikoreshwa mu ishuri n'abarimu naho 30% bikaba ari ibitabo by'inyongera byo gusoma).			
6	Isomero riciriritse ry'ikigo k'ishuri ryakira abanyeshuri, abarimu n'abandi barituriye.			
7	Ikigo k'ishuri gifite ingengabihe y'isomero.			
8	Amabwiriza agenga isomero amanikwa aho abanyeshuri babasha kuyasoma.			
9	Ese ibitabo n'izindi mfashanyigisho bishyirwa aho abanyeshuri babasha gushyikira? (Utubati tw'ibitabo twabugenewe?)			
10	Ese ibitabo n'izindi mfashanyigisho bibikwa neza kandi ahizewe? (Mu tubati twabugenewe cyangwa ku buryo bw'ikoranabuhanga?)			
11	Ese hari umwanya ugenewe kwicaramo abanyeshuri? (Ameza amwe n'intebe?)			
12	Ese ikigo k'ishuri gifite ikayi y'itira n'itirurwa ry'ibitabo?			
13	Ese ikigo k'ishuri gifite uburyo bwifashishwa mu micungire y'isomero?			
14	Ese isomero ryifashishwa buri cyumweru?			
15	Abarimu bifashisha ibitabo byo mu isomero mu gutegura no kwigisha amasomo yabo?			
16	Ishuri rikoresha buri munsu cyangwa buri cyumweru imyitozo yo gusoma no kuvuga. (Kuvugira mu ruhame, kujya impaka bari mu isomero.)			

17	Abarimu cyangwa ushinzwe isomero bayobora abanyeshuri mu gutoranya ibitabo byo gusoma biri ku kigero cyabo.			
18	Abanyeshuri bashobora gutira no gutirura ibitabo.			
19	Abarimu batira ibitabo bakajya kubikoresha mu ishuri bigisha.			
20	Ese ibitabo byo mu isomero riciriritse ry'ikigo k'ishuri byunganira integanyanyigisho?			
21	Ese ibitabo byo mu isomero riciriritse ry'ikigo k'ishuri bijyanye n'inyungu z'abaturage bose?			
22	Ese isomero ry'ikigo k'ishuri riteza imbere imikoreshereze y'ikoranabuhanga nk'ibikoresho mfashanyigisho? (Harimo za mudasobwa, umuyoboro w'itumanaho rya murandasi n'imfashanyigisho z'ikoranabuhanga?)			
23	Ese isomero riciriritse ry'ikigo k'ishuri riteza imbere gusoma no kwandika ku banyeshuri? (Mu bijyanye no guhanga bandika?)			
24	Ese imikoreshereze y'isomero ry'ikigo k'ishuri igira uruhare mu mitsindire y'abanyeshuri?			
25	Ese isomero riciriritse ry'ikigo k'ishuri rifite gahunda yo kongera umubare w'ibitabo rifite?			
26	Ese ushinzwe isomero yahuguwe ku micungire n'imikoreshereze y'isomero?			
27	Ese abakoresha isomero bahuguriwe imikoreshereze y'isomero?			

## Ifishi isesengura amanota y'isuzuma agenderwaho ku rutonde rw'ibikorwa n'ushinzwe isomero riciriritse ry'ikigo k'ishuri igihe yikorera isuzuma

Urwego rw'imitsindire	Yego	Ibisobanuro
Indashyikirwa	24-30 (80%-100%)	Isomero riciriritse ry'ikigo k'ishuri ryubahiriza imirongo ngenderwaho hafi ya yose isabwa.
Byiza cyane	21-23 (70%-79%)	Isomero riciriritse ry'ikigo k'ishuri rikurikiza neza imirongo ngenderwaho ntangarugero, ariko hari bimwe bikeneye kunozwa.
Byiza	18-20 (60%-69%)	Isomero riciriritse ry'ikigo k'ishuri rikurikiza imyinshi mu mirongo ngenderwaho ntangarugero ariko hari byinshi bikeneye kunozwa no gukosorwa.
Ku gipimo giciriritse	10-17 (50%-59%)	Isomero riciriritse ry'ikigo k'ishuri ririmo riragerageza kwiyubaka no gushaka kugera ku murongo ngenderwaho ariko hari ibindi bisabwa kunozwa kugira ngo isomero rirusheho kugira akamaro.
Ku gipimo kidakwiye	0-9 (0%-49%)	Hafashwe ingamba nke cyangwa nta n'icyakozwe mu rwego rwo kubahiriza ibipimo ngenderwaho by'isomero ry'ikigo k'ishuri kandi ibikorwa nta kamaro kagaragara bigeraho. Hakenewe ingamba zihutirwa.

### 5.3.5. Ifishi yuzuzwa nyuma y'ikurikiranabikorwa n'isuzumabikorwa

Iyi fishi igenewe abakora ikurikiranabikorwa n'isuzumabikorwa ry'amasomero yose y'ibigo by'amashuri. Biteganyijwe ko iyi fishi izifashishwa n'abakozi bashinzwe uburezi ku murenge na komite y'isomero ry'ikigo k'ishuri kandi igomba kugaragaza ibikeneye kunozwa ku isomero ry'ikigo k'ishuri.

Izina ry'ikigo k'ishuri:..... Umurenge/Akarere: ..... Itariki: ..... Ukora isuzuma n'umwanya w'akazi arimo: .....
<b>Imikorere myiza:</b> <i>(Aha ukora isuzuma agomba kwandika muri make ibyiza yiboneye ku isomero)</i>
<b>Ibikeneye kunozwa:</b> <i>(Aha ukora isuzuma agomba kwandika ibintu bikeneye kunozwa ashingiye ku makuru yavanye ku rutonde rw'ibigenzurwa)</i>
<b>Ibyifuzo:</b> <i>(Aha ukora isuzuma agomba kuhandika ibikorwa byihariye kandi bishobora kugerwaho ku birebana n'ibikeneye kunozwa ku isomero ry'ikigo k'ishuri.)</i>



## 5.4. Ingamba z'iyiganozabikorwa

Kugira ngo ibyagaragajwe na raporo ku ikurikiranabikorwa n'isuzumabikorwa bishyirwe mu bikorwa, komite y'isomero ry'ikigo k'ishuri ifatanyije n'abakozi b'isomero ry'ikigo k'ishuri bagomba gukora gahunda y'iteganyabikorwa rishya. Ifishi ikurikira ni yo ishobora kwifashishwa mu iryo teganyabikorwa.

	<b>Ikibazo cya mbere kigomba gukemurwa:</b> <i>(Gusobanura muri make uko ikibazo cyagaragaye muri raporo y'uwoze isuzuma giteye)</i>				
	<b>Ibyitezwe kugerwaho:</b> <i>(Gusobanura muri make ibyo komite y'isomero ry'ikigo k'ishuri yifuza kugeraho)</i>				
<b>Ingamba z'ibikorwa</b>	<b>Ubishinzwe</b>	<b>Ibikoresho n'abakozi bakenewe</b>	<b>Itariki yo gutangira</b>	<b>Itariki bizarangirira</b>	<b>Ibisobanuro</b>
<b>Ibizakorwa nyakuri</b>					
	<b>Ikibazo cya kabiri kigomba gukemurwa:</b>				
	<b>Ibyitezwe kugerwaho:</b>				
<b>Ingamba z'ibikorwa</b>	<b>Ubishinzwe</b>	<b>Ibikoresho n'abakozi bakenewe</b>	<b>Itariki yo gutangira</b>	<b>Itariki bizarangirira</b>	<b>Ibisobanuro</b>
<b>Ibizakorwa nyakuri</b>					
	<b>Ikibazo cya gatatu kigomba gukemurwa:</b>				
	<b>Ibyitezwe kugerwaho:</b>				
<b>Ingamba z'ibikorwa</b>	<b>Ubishinzwe</b>	<b>Ibikoresho n'abakozi bakenewe</b>	<b>Itariki yo gutangira</b>	<b>Itariki bizarangirira</b>	<b>Ibisobanuro</b>
<b>Ibizakorwa nyakuri</b>					

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# SOMA UMENYE

A C W F G  
B E J H N J  
K L M O P R  
S T I D Y Z  
U V X Q