

RAJIV VIDYA MISSION (SSA), ANDHRA PRADESH, HYDERABAD

Present: Smt. V. Usha Rani, IAS.,

Proc. Rc. No. 482-A/RVM(SSA)/C1/2012,

Dated:01.09.2012.

Sub: RVM (SSA), A. P., Hyderabad – Pedagogy Wing – Conduct of Complex training-cum-meetings for Primary Level Teachers for the year 2012 – 13 – Certain Instructions – Issued - Reg.

All the District Educational Officers, the Project Officers of RVM (SSA) and the Principals of DIETs in the State are aware of the fact that the one day CRC level monthly training-cum-meeting is held regularly every month for about 8 months in an academic year to help teachers and Vidya Volunteers to enhance their professional competences and to share their experiences with their counterparts of the Schools attached to the School Complex and also to receive necessary instructions on implementation of activities taken up under RVM (SSA) without affecting the normal functioning of the schools by making necessary arrangements to provide instruction and to serve Mid-day-meal.

However, on the basis of the suggestions at the AMOs review meeting, it is decided to conduct the above mentioned one day CRC level monthly training-cum-meeting for primary level teachers for 2 days a month at the CRCs concerned. Accordingly, 50% of the teachers and VVs of the schools attached to the CRC attend the CRC on the first day and the remaining 50% of the teachers attend the CRC on the second day or the subsequent working day, if the next day happens to be a holiday for any reason. The schedule communicated to conduct the one day CRC level Primary Teacher-cum-meeting should be followed without any deviation giving due weightage to the topics like RTE-2009, CCE and suggested activities at the level concerned trainings given to teachers and the on the basis of the Module developed and supplied to the CRCs for conduct of the same.

Therefore, the District Educational Officers and the Project Officers of RVM (SSA) are requested to issue necessary instructions to the CRC Coordinators and to the schools concerned to organize the CRC level primary teacher training-cum-meeting for 2 days a month for about 8 months and to conduct the proceedings as per the schedule communicated already. The Principals of the DIETs concerned in the State are requested to plan visits to the CRCs on the days of the meeting-cum-training to observe conduct of the proceedings at the CRCs and to provide necessary guidance to the teachers for an effective conduct of the same.

This has got the approval of the State Project Director.

Sd/- Sri. Rajaram Punna,
For State Project Director.

To
All the District Educational Officers in the State.
All the Project Officers of RVM (SSA) in the State.
All the Principals of DIETs in the State.

RAJIV VIDYA MISSION (SSA), ANDHRA PRADESH, HYDERABAD

Present: Smt. V. Usha Rani, IAS.,

Proc. Rc. No. 482-B/RVM(SSA)/C1/2012,

Dated:01.09.2012.

Sub: RVM (SSA), A. P., Hyderabad – Pedagogy Wing – Conduct of Complex training-cum-meetings for Upper Primary Level Teachers for the year 2012 – 13 – Certain Instructions – Issued - Reg.

All the District Educational Officers, the Project Officers of RVM (SSA) and the Principals of DIETs in the State are aware of the fact that the one day CRC level monthly training-cum-meeting is held regularly every month for about 8 months in an academic year to help teachers and Vidya Volunteers to enhance their professional competences and to share their experiences with their counterparts of the Schools attached to the School Complex and also to receive necessary instructions on implementation of activities taken up under RVM (SSA) without affecting the normal functioning of the schools by making necessary arrangements to provide instruction and to serve Mid-day-meal.

However, on the basis of the suggesting at the AMOs review meeting, it is decided to conduct the above mentioned one day CRC level monthly training-cum-meeting for Upper Primary level teachers for 3 days a month at the subject-wise CRCs concerned as detailed hereunder.

Day-1	Telugu	Maths
Day-2	Hindi	Science
Day-3	English	Social Studies

Accordingly, one language teacher and one non-language teacher will go to the CRCs concerned in the Mandals identified for UP level one day CRC training-cum-meeting may be from 2/3 Mandals to maintain adequate strength of teachers at the subject-specific CRC. On the subsequent 2 days, the remaining language and non-language teaches will attend the CRCs. In the given 3 day time, all the language and non-language teaches should attend the CRC concerned and complete their training. This is to facilitate the availability of both language and non-language teachers (other than those attending the CRC) at the school to provide instruction to students at schools. The one day training-cum-meeting will be conducted as per the schedule communicated earlier without any deviation and also to give due weightage to RTE-2009 and CCE apart from the suggested activities based on the CRC Module.

Therefore, the District Educational Officers and the Project Officers of RVM(SSA) are requested to issue necessary instructions to the CRC Coordinators and to the school concerned to organise the CRC level Upper Primary teacher training-cum-meeting for 3 days a month for about 8 months and to conduct the proceedings as per the schedule communicated already. The Principals of the DIETs concerned in the State are requested to plan visits to the CRCs on the days of the meeting-cum-training to observe the same and provide necessary guidance to the teachers for an effective conduct of the proceedings at the CRCs at the UP level.

This has got the approval of the State Project Director.

Sd/- Sri. Rajaram Punna,
For State Project Director.

To

All the District Educational Officers in the State for necessary action.

All the Project Officers of RVM (SSA) in the State for necessary action.

All the Principals of DIETs in the State for necessary action.

RAJIV VIDYA MISSION (SSA), ANDHRA PRADESH, HYDERABAD
Present: Smt. V. Usha Rani, IAS.,

Proc. Rc. No. 482-C/RVM (SSA)/C1/2012,

Dated: 01 .09.2012.

Sub: RVM (SSA), A. P., Hyderabad – Pedagogy Wing – Conduct of Academic Monitoring during 2012 – 13 – Constitution of Academic Monitoring Teams at different levels – Certain Instructions – Issued – Reg.

All the District Educational Officers, Project Officers of RVM (SSA) and the Principals of DIETs in the State are aware of the fact that the conduct of Academic Monitoring is a regular activity which is taken up at different levels namely, school level, Cluster Resource Centre level, Mandal level, district level and at State Level by relevant mechanisms constituted for it. These mechanisms are expected to take up the academic monitoring for about 20 days a month and provide adequate academic guidance to teachers to improve the performance of the learners further and further. They also verify the actions taken on the suggestions given by the monitoring teams during their previous visits to schools and suggest suitably.

Apart from the academic monitoring taken up by the mechanisms concerned at the district and the sub district levels, it is proposed to take up the same by the State Project Office of RVM (SSA) Andhra Pradesh Hyderabad thrice a year by duly constituting required number of special teams for this purpose at different levels. The proposed schedule is furnished hereunder.

Academic Monitoring by State teams during the academic year:

Sl. No.	Level	Months during the academic year
1.	School Complex	August/September, November & January
2.	Mandal	September, December & February
3.	District	September, December, February
4.	State	September / October, January & March

Constitution of Monitoring Teams- Level-wise.

State Level: Composition of the State level teams:

The State level academic monitoring team is constituted with the following personnel.

1. Sectoral Officers at the SPO
2. SCERT Faculty
3. Principals, Lecturers & Sr. lecturers of DIETs
4. Members of the State Resource Groups.

District Level: Composition of the Dist. level teams

1. Sectoral Officers at the DPOs
2. Principals and teaching faculty of DIETs
3. Dy.EOs
4. Gezatted HMs
5. HMs of CRCs
6. M.E.Os and
7. Members of District Resource Groups

Mandal Level: Composition of the Mandal level teams

1. Mandal Educational Officer
2. HMs of CRCs
3. Gezatted HMs
4. Members of Mandal Resource Groups

Coverage of schools/institutions during the monitoring level-wise:

Sl.No	Level	% of coverage schools/Institutions
1.	State	1. All DPOs of RVM (SSA) of all the Dists.
		2. 5% to 10% of MRCs at Random in the dists.
		3. 5%to 10% of School Complexes at random
		4. 5%to10% of PSs UPSs and UP Sections of High Schools at random.
2.	District	1. 5%to10% of MRCs at random
		2. 5%to10% of School Complexes at random

Sl.No	Level	% of coverage schools/Institutions
		3. 5%to10% of PSs UPSs and UP Sections of High Schools at random.
3.	Mandal	1. 5%to10% of School complexes in the Mandal 2. 5%to10% of PSs UPSs and UP Sections of High Schools at random.

Items to be focussed during the State Level Academic Monitoring:

1): At the District Project Office:

1. Action Plan of the academic activities at the district level as per the AWP &B.
2. Targets & Achievements in academic activities / programmes conducted by the DPO existing monitoring system at the district level.
3. District level Reporting and feedback.
4. Performance Appraisal of AMO & AAMOs.

2): At the Mandal Resource Centre:

1. Functioning of MRC as a Resource Centre
2. Monitoring of Schools, School Complexes and SMC meetings
3. Implementation of academic activities at Schools, School Complexes and at MRCs.
4. Reporting and feedback system at Mandal Level.
5. Appraisal of performance of MEOs and MRPs.

3): At the School Complex:

1. Functioning of School Complex as a Resource Centre.
2. Conduct of School Complex Meetings.
3. Monitoring of Schools and SMCs meetings
4. Implementation of academic activities and programmes at School Complex level
5. Reporting and feedback at School complex level
6. Appraisal of performance of School Complex

4) At the School Level:

1. Quality of classroom transaction
2. Preparation of relevant TLM, Display and its Utilisation
3. Display of Time Table and Annual Plan in classrooms
4. Pupil Attendance & Teacher Attendance
5. Appraisal of performance of pupils and teachers
6. Maintenance of school records & Registers (related to LEP and other records)
7. Maintenance of cleanliness in and around the school premises.
8. Utilisation of grants
9. Conduct of SMC meetings

The monitoring teams at State, District and Mandal levels will take up monitoring once in three months during the academic year for about a week and this is exclusive of the regular monitoring conducted at the district and the sub-district levels. The no. of members in a team and the number of teams to be constituted depend up on the percentage of the schools / institutions to be covered in a Mandal / District and the duration of the special monitoring to be specified by the Pedagogy wing of the State Project Office from time to time.

The Monitoring teams shall use the Monitoring Formats already communicated by the State Project Office. The Performance Indicators developed at the SPO and communicated to the districts shall be used for assessing the performance of the persons and institutions concerned. The observations made by the visiting teams shall be recorded in the Academic Guidance Registers maintained at the schools for follow up actions and for submission of the action taken report by the HMs and other institutional heads concerned.

The Consolidated Monitoring Reports shall be submitted to the next higher level institution for consolidation and onward submission. On receiving the Monitoring reports at the level concerned the head of the institution i.e. CRC Coordinator in case of school, MEO in case of CRCs and Schools, Dy. E. Os. (UP Sections of High Schools) DPO in case of MRCs and School Complexes shall propose appropriate action on the basis of the Monitoring Reports without fail. The Action so taken shall be communicated to the next higher level in a consolidated manner and the district consolidation shall be submitted by the

District Project Office of the district concerned along with the Actions taken (ATR) to the State Project Director within a week.

A review meeting shall be conducted on completion of the Monitoring at the level concerned duly inviting the heads of the institutions (HMs, M.E.Os, Dy. E.Os and the review meeting minutes be recorded and a copy of the same shall be given to the head of the school / institution with directions to take up the required action. At the District level, the meeting so proposed shall be conducted with the District Collector as the Chairperson. At the State level, the State Project Director, RVM (SSA) AP Hyderabad, will take up the review meeting with the members of the State Teams. The minutes of the review meeting at the State level will be communicated to the DPOs with necessary instructions. The expenditure incurred on conduct of the Monitoring under “Quality” shall be met from the budget under REMS at the State and the District levels.

Therefore, all the District Educational Officers, the Project officers of RVM (SSA) in the State and the Principals of DIETs are requested to necessary steps to take up academic monitoring of the schools and the institutions concerned in an effective manner.

This has got the approval of the State Project Director, RVM (SSA) A.P. Hyderabad.

Sd/- Rajaram Punna,
For State Project Director.

To

All the District Educational Officers in the State for necessary action.

All the Project Officers of RVM (SSA) in the State for necessary action.

All the Principals of DIETs in the State for necessary action.