

**PROCEEDINGS OF THE COMMISSIONER & DIRECTOR OF SCHOOL  
EDUCATION, A.P., HYDERABAD**

Re..No.203/B/Plg/APSCERT/2014

Dated: 30.06.2014

Sub:- SCERT, AP – Academic Monitoring of SSA, RMSA & Teacher Education Activities – Constitution of District wise teams and Academic Cell – Order - Issued - Reg.

Read:- Commissioner & Director of School Education/SPD, RVM, Andhra Pradesh Review Meeting conducted on 21.06.2014 at Krishna Hall, O/o SPD, SSA,A.P., Hyderabad .

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The District Wise teams has been constituted with the following SCERT Faculty of to monitor the SSA & RMSA activities in the State of Andhra Pradesh to ensure effective implementation of the programmes.

**District Teams**

Team No.	Name of the faculty	District allotted
I	1. Sri. K. Panduranga Swamy, Professor – Team Leader 2. Sri. S. Tulasi Das, Professor 3. Sri. J. Narender, Lecturer	Srikakulam, Vizianagaram, Visakhapatnam
II	1. Sri. S. Jeelani Basha, Professor – Team Leader 2. Sri. G. Narasimha Reddy, Lecturer 3. Sri. A. Narender, Lecturer	East Godavari West Godavari Krishna
III	1. Smt. H.M. Vanajakshi, Professor – Team Leader 2. Smt. K. Satya Priya, Lecturer 3. Smt. G. Madhavi., Lecturer	Guntur, Prakasam, Nellore
IV	1. Smt.M.S.S. Lakshmi Watts, Professor – Team Leader 2. Smt. M. Rama Devi, Lecturer 3. Smt. D. Vijayalakshmi, Lecturer	Chittoor, Kadapa, Anantapur and Kurnool

Further, Academic Cell has also been constituted with the following officers to prepare report on the observations submitted by the district wise teams including actionable points so as to consolidate report.

**2. Academic Cell:**

1. Sri. K. Panduranga Swamy, Professor
2. Sri. K. Narayan Reddy, Lecturer

The terms of references and Checklists for the District-wise teams and Academic Cell are enclosed herewith (Annexure- I & II).

They are therefore requested to go through the above terms of references & checklists and cause academic monitoring of the SSA & RMSA activities in their allotted districts and submit report to the Academic Cell, so as to consolidate the same and submit to the C&DSE,A.P., Hyderabad for taking further course action.

This has got the approval of the Commissioner & Director of School Education,  
A.P., Hyderabad

Encl: ToR & Checklist  
(Annexure –I &II)

Sd/-  
G. GOPAL REDDY  
For Commissioner & Director of School Education.

To

The individuals concerned.

Copy to all the District Project Coordinator, SSA, RVM, A.P., Hyderabad for necessary  
information

Copy to all the Project Coordinators, RMSA, A.P., Hyderabad -do

Copy to all the District Educational Officers in the State -do--

Copy to the SAMO, O/o. SPD, SSA, A.P., Hyderabad

Copy to the Director, RMSA, A.P., Hyderabad

//t.c.f.b.o.//

*G. Gopal Reddy*  
SUPERINTENDENT 30/

## Annexure- I

### **Terms of reference for the District Teams and Academic Cell:**

1. Teams shall visit the districts twice in a month @ 2 days per district and monitor the academic activities in all the allotted districts. Visits shall be taken up preferably during 2<sup>nd</sup> and 4<sup>th</sup> weeks of a month.
1. A plan of action shall be prepared by the teams well in advance for district tours to observe various items as per the checklist provided and it may be shared with the DEO & PO, RVM to ensure the visits as per the plan.
2. The teams shall observe the implementation of all the activities as far as possible as per the checklist during every visit so that they may observe the improvement if any taken place by the next visits
3. Teams should meet DEO and PO of RVM of the concerned districts to take their feed back on the implementation of the activities and share the observations made. They may share their observations with the concerned RJDs also.
4. After completion of the visits, a report in a descriptive form along with key observations and actionable points shall be furnished to the academic cell to be constituted in the O/o. SCERT, AP.
5. The teams shall visit the allotted districts every month compulsorily until further orders.
6. The academic cell should convene a meeting during the 1<sup>st</sup> week of every month with all the teams under the chairmanship of the Director, SCERT to share the observations of the teams and prepare a consolidated report including actionable points so as to submit to the C&DSE for taking further course of action.
7. Academic cell will be the overall responsible for implementation of the monitoring programme.

Sd/-

G. GOPAL REDDY

For Commissioner & Director of School Education.

*Note:- All the DEOs, P.Os are informed that the observers list is hereby enclosed to take necessary further action accordingly.*

*MV Papabhanu*  
SAMO 21/7/

## Annexure- II

### Checklist for teams:

The teams shall observe the implementation of the following activities during their visits:

- Quality Initiative - conduct of teacher trainings under SSA & RMSA, utilization of school grants, maintenance grants, teacher grants, Radio programmes, activity based approach in teaching learning process, completion of projects by children, individual attention on backward children, completion of syllabus as per plan.
- Utilization of libraries – issue of books to the children
- Attendance of teachers and pupil
- Functioning of special training centres for out of school children, seasonal hostels.
- Implementation of Computer Aided Learning in UP Schools.
- CCE – Implementation, conduct of formative and summative tests, maintenance of records, sharing of children progress with parents, etc.
- School management committees – conduct of meetings, monitoring of school activities, etc.
- Inclusive Education – functioning of Resource Centres, Home Based Education, conduct of screening tests, visits of Inclusive Education Resource Persons, payment of escort allowance.
- Conduct of school complex meetings
- Supply of uniforms and textbooks to the children
- Availability of drinking water, toilets and electricity supply in schools
- Functioning of Residential Schools for urban deprived children
- Working and efficiency of part time teachers
- Functioning of KGBV Schools
- Support to Madarasas and implementation of formal curriculum
- Visits of schools by MEOs and CRPs
- Watching of Mana TV programmes
- Implementation of Computer Education programme in High Schools
- Implementation of Mid-day Meal
- Other activities of SSA & RMSA
- Functioning of ELTCs
- Implementation of Teacher Education activities and running of D.Ed. course in DIETs.

Sd/-

G. GOPAL REDDY

For Commissioner & Director of School Education.