

**GOVERNMENT OF HARYANA
SCHOOL EDUCATION DEPARTMENT**

ORDER

G.O.NO.7/2015/

Dated: 8/10/2015

Subject: Regular Review of Academic Processes and Other Regular Issues at Every Level.

To ensure the success of departmental initiatives and to ensure continuous improvement in school education, a detailed review is being initiated by the Department. Under this process, periodic review meetings will be organized at all levels, i.e., at Headquarter, District, Block and Cluster level, wherein all concerned officers of Departments of Secondary Education and Elementary Education, and SCERT will discuss, formulate, and track progress of all initiatives and other issues that directly impact the quality of education being delivered in our Government schools.

Details of monthly review meetings to be held at different levels:

Review level	Frequency	Participants
Directorate with DEOs & DEEOs	Second week of every month	<ul style="list-style-type: none">• DSE/DEE (Periodically PSSE will also address them)• Directors and Add. Directors-DSE, DEE, SPD• SCERT• DEOs, DEEOs, DIETs
District level meetings	Third week of every month	<ul style="list-style-type: none">• DEO (Chair)—BEOs• DEEO(Chair)—BEEOs• DPC(Chair)—BEEOs
Block with Clusters	Fourth week of every month	<ul style="list-style-type: none">• BEOs, BEEOs (Chair)• Principals and Head Masters /Cluster heads
Clusters with school heads	Fourth week of every month	Cluster Head (Chair)- EHM/HT

While the agenda for each meeting is expected to vary across months, an indicative agenda is laid out as below:

Topics
<p><u>Review of last meeting minutes</u></p> <ul style="list-style-type: none"> • Follow up of action items highlighted in the last review • Action Taken Report
<p><u>Key academic issues:</u></p> <ul style="list-style-type: none"> • Status of school inspections • <u>Issues and actions from inspections</u> <p><u>Monthly assessments</u></p> <ul style="list-style-type: none"> • Performance in monthly assessments • Update on plan/strategy and actions taken to improve results <p><u>Learning Enhancement Program (LEP)</u></p> <ul style="list-style-type: none"> • Programme status, impacts, issues • Improvement on target competencies as per visit reports <p><u>MIS</u></p> <ul style="list-style-type: none"> • Data updates, Data quality or usage of MIS related issues
<p><u>Other non-academic issues, as appropriate</u></p> <ul style="list-style-type: none"> • Court cases, infrastructure issues • Disbursement of various benefits like stipends, scholarships, uniform etc • Teacher re-distribution, School integration, annual performance appraisal reports etc.

A whole day should be designated for these review meetings to ensure detailed discussion on key academic issues and initiatives. It may be noted that the academic issues shall be the main agenda of the meetings and only 1 hour (maximum) be devoted to discussion on other non-academic issues as indicated in the agenda above.

Tracking of meetings and action points

The review meetings will be tracked and it is expected that each and every concerned officer will ensure compliance to the above mentioned schedule. Following points should be ensured:

- During each meeting, the minutes of the discussion should be noted down by a nominated officer. The minutes need to be created in form of action points discussed in the meeting, along with their timelines and owners.
- Minutes of Cluster level meeting should be prepared by the respective cluster head/principal and sent to block officers
- Minutes of Block level meeting should be prepared by Block officers and sent to respective District education officers and DIET principals.

The above meetings will be conducted at every level with immediate effect and shall be monitored by Director School Education, Haryana and Director Elementary Education, Haryana as mentioned above.

(T.C. Gupta)
Principal Secretary to Govt. Haryana
School Education Department

To: DSE, DGEE, all DEOs, DEEOs, BEOs, BEEOs, Dy. DEOs, Director SCERT, Principal DIETs, BITEs, GETTIs, Principals/Headmasters/Elementary Heads/Head Teachers of Schools in the State.

Endst.No.G.O.No.7/2015/

Dated

- i) SPSCM for kind information of the Hon'ble Chief Minister.
- ii) Secretary to Education Minister for kind information of Hon'ble Education Minister.

(T.C. Gupta)
Principal Secretary to Govt. Haryana
School Education Department