

Minutes of the Meeting

**Meeting held on 18-1-2014 at 4pm under the chairmanship of the
W/PSSE regarding the preparedness of the CRP -2014-2015**

As per the discussions held in the meeting, a chart has been finalized. The same is given as under:-

Logistics for CRP

S. No.	Task	Deadline	Person/Institution Responsible
1	Revision of Content		
	Class I-V	31/1/2014	Ms Kalpna Sharma
	Class VI-VII	31/1/2014	
	Class IX-XII	31/1/2014	SCERT – Director SCERT - Separate class wise - subject specific groups to work on individual subjects.
	Instruction Manuals (I-V, VI-VIII, IX-XII)	31/1/2014	To be done by the person/institution responsible for the Revision of Content
2	Shiksha Setu	31/1/2014	Mr Parmod / Mr Gurmeet to work with Ms Kalpana Sharma
3	Admission Forms	31/1/2014	Mr Parmod in consultation with Ms Pinki

4	Letter from the Financial Commissioner	25/1/2014	Mr Parmod
5	Designing	7/2/2014	Mr Raj Kumar Jha – MR. Alok Verma to coordinate. Designing to be done for Books and Calendar.
6	Tender for Printing		
	Advertisement	25/1/2014	PMU – Total procurements to be clearly listed. Material to be printed include Shiksha Setu, CRP Modules, Admission Forms, Teacher Diary, Classroom Calendar, 5 Books (See Footnote).
	Placement of Orders	28/2/2014	PMU
	Delivery to Block Officers	15/3/2014	PMU – Refer to Distribution and Circulation below.
	Procurement of two books from NBT as resource material for teachers (PER SCHOOLS ONE SET IS TO BE GIVEN)		PMU - Toto Chain and Divya Swapn
7	Distribution and Circulation	15/3/2014	To be done by the printer block wise. This information to be mentioned specifically in the tender. Printer to mention specific individual school IDs to be mentioned on the package.

8	Training and Workshops		
	Workshops and Training - BRPs and ABRCs	7/3/2014	Mr Manoj Sharma and Mr Manoj Kaushik, SCERT
	Teacher Training – BRPs	Ongoing from 8/3/2014 till 28/3/2014	BRPs / Programme chalk out by Mr Manoj Sharma and Mr Manoj Kaushik, SCERT
	Community Mobilisation and Pravesh Utsav	Same pattern as last year. Ongoing till 31/3/2014	Mr Parmod
	School Heads workshops at the Divisional Level/ Media mobilization	7/3/2014	Mr Parmod and Mr Manoj Kaushik
	Workshops for Block and District Level officers / designing of instructions for the district level functionaries – DPCs/ DEEOs /DEOs / BEEOs/ BEOs and others	7/3/2014	Mr Parmod

Other Decisions Taken During the Meeting:

1. As part of CCE, summer project work to be given to the students and modules for the same to be prepared by the pedagogy team.
2. A review of Science Clubs meeting will be organized on 24th January, 2014. The Science Clubs team may be used by the Science Lab and science faculty to develop the projects for summer project work.
3. The leading person on every task needs to form a four member team to coordinate all activities related to the task.

4. The Director SCERT will deploy the teams / faculty as per the details given above.
5. All the concerned leading persons will also take the administrative and financial approval for their concern areas from the competent authority.