

Meeting Notice

05.04.2016 10:00 AM

From

Director Elementary Education, Haryana,
Panchkula

To

1. The State Project Director (HSSPP)
2. Sh. Virender Sehrawat, Additional Director, Secondary Education
3. Sh. Surinder Bangar, Technology Officer, O/o DSE, Haryana
4. Director SCERT, Gurgaon
5. Ms. Neelam Bhandari, Head, SCERT Gurgaon
6. Sh. Surinder Sindhu, SCERT Gurgaon
7. Sh. Manoj Koushik, Testing & Assessment Wing, SCERT Gurgaon
8. Sh. Rakesh Ranjan, Boston Consulting Group (BCG)

Memo. No. PA/3DMG-2016-108
Date 29-03-2016

Dated Panchkula, the 29.03.2016

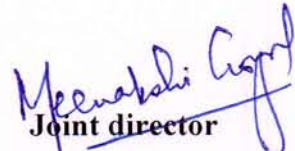
**Subject: Review Meeting with District Officers on 'Quality Improvement Programme' on
05.04.2016 at 10.00 AM.**

Please refer to the subject cited above.

A meeting has been organized under the Chairpersonship of Smt. Keshni Anand Arora, IAS, Additional Chief Secretary, School Education, Haryana to review the performance and action taken by the district officers on the different initiatives. The meeting is scheduled to be held in the Committee Room, 6th Floor, Shiksha Sadan, Sector-5, Panchkula, Haryana on 05 April 2016 at 10.00 AM. All district officers are therefore

requested to make it convenient to attend this meeting as per scheduled date, time & venue. The agenda of the meeting is attached.

DA: 1. Agenda for review meeting on QIP


Meenakshi Aggarwal
Joint director

**For Director Elementary
Education,
Haryana, Panchkula**

A copy is forwarded to the Private Secretary to Additional Chief Secretary, School Education, Haryana Chandigarh for information of W/ACSSE please.



**Joint director
For Director Elementary
Education,
Haryana, Panchkula**

5/4/16

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Subject: Agenda for Review Meeting with District Officers on 'Quality Improvement Programme', scheduled to be held on 05.04.2016, under the Chairmanship of Smt. Keshni Anand Arora, IAS, Additional Chief Secretary School Education, in Shiksha Sadan, Sector-5, Panchkula.

1) Learning Enhancement Programme

- a. Review of low-performing districts in LEP Mentoring and Monitoring (actions taken so far to improve compliance to be shared by district officers)
- b. Actions proposed by district officers for ensuring 100% LEP Implementation across all LEP schools
- c. Plan of action for LEP schools for severe issues observed through LEP monitoring reports

2) Academic Monitoring System (AMS)

- a. Review of low-performing districts as per February compliance report (actions taken so far to improve compliance to be shared by district officers)
- b. Introduction to the field officers to the HQ academic cell and inspection representative – instructions to moving ahead from only uploading visit reports to solving issues on ground through regular monthly meetings.
- c. Circulating the annual roster for 2015-16 inspections by district and block – instructing officers to circulate the draft to their block offices as well.

3) APAR / ACR

- a. Communication of changes in APAR / ACR to include QIP initiatives

4) MIS

- a. Review of low-performing districts in terms of low student data completion, school details completion
- b. List of services which need to be migrated completely to MIS
- c. Ensuring student transition, admission happens seamlessly for 2016-17
- d. Ensuring data is up-to-date for schools, students in their districts in MIS
- e. Introduction to the MIS reports team – open session for the kind of reports district officers would require from MIS

5) Assessments

- a. Ensuring March data is uploaded for all schools by first week of April

6) Community Engagement and Communication

- a. Conducting surprise inspection visits on Parent Teacher Days – reporting back if PTDs are happening effectively or not (posters, no child shaming, parent attendance records, MTMS result sharing).

- b. Instructions as per GO-7 to be reiterated to district officers regarding monthly meetings at district-block level
- c. Role of district officers in relaying important communication to field on time

Documents to be brought by District Officers:

1. Own district's block wise school inspection visit compliance report for Feb 2016
2. Own district's block wise LEP Monitoring Report for Feb 2016
3. Own district's list of schools which have not been visited once through AMS
4. Own district's MIS school and student data report
5. Own district's MIS school and student data completion report
6. Actions taken to improve compliance for LEP Monitoring and/ or AMS

Appendix:

1. Decreasing order of visit compliance for LEP Monitoring
2. LEP Mentoring status report by district
3. No. of schools by district where LEP is not implemented in 1-4 classes
4. No. of schools by district where LEP is not implemented in all 5 classes
5. AMS School Inspection Reports by District
6. Assessments Report for March data upload on MTMS portal by district
7. Block wise list of officers who have not done required no. of visits in last month