

**PROCEEDINGS OF THE STATE PROJECT DIRECTOR, RAJIV VIDYA
MISSION(SSA), ANDHRA PRADESH, HYDERABAD**

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

Proc. Rc. No. 415/RVM(SSA)/C1/2012,

Dated:30.06.2012.

Sub: RVM (SSA), A. P., Hyderabad – Pedagogy Wing – Conduct of 3-day Training for School Complex HMs and Asst. Secretaries at State Level and district / divisional level in the month of July - Reg.

All the District Educational Officers, the Project Officers of RVM (SSA) and the Principals of DIETs in the State are informed that as per the norms of the SSA, we have to conduct the training programme for the Primary and Upper Primary teachers at least 20 days in a year. Usually the RVM conducts the training programme in to three modes (i) Face to Face teaching covering 8 to 10 days (ii) One Day School complex meetings – 8-days or CRC meetings. (iii) Rest of the days through Distance Mode i.e. through teleconference.

The school complex meetings serve as a venue for the teachers to provide in-service training on continuum basis. In this meetings various type of activities will be organized for the professional development of the teachers i.e. Sharing of school and classroom experiences; exchange of ideas; Discussions on Lesson preparation; model lessons, demonstration; preparation of teaching learning materials; book reviews, extension lectures; conduct of Melas, Exhibitions and workshops, etc;.

The School complex meetings will be organized by the School complex HM who acts as a chair person and a resourceful teacher from the same school or attached school will act as secretary of school complex. Invariably the success of the School complex meetings depends very much on the capacities of chair person and Secretary. Further the School Complex HM / Secretary will play a vital role in academic monitoring of attached schools. Hence for an efficient functioning of School complexes both at Primary and UP level, there is a need to develop the capacities of the School Complex HMs and Secretaries by organizing the training programmes at State level and at District /Sub-district level (Two levels).

The Training focuses the following aspects.

- (a) Field experience on functioning of Schools and School complexes.
- (b) Capacity building of School complex HMs and Asst. Secretaries to conduct School complex meetings – Planning skills, organizational skills, documentation skills.
- (c) Awareness on Academic programmes/ activities initiated by RVM.
- (d) Monitoring skills, Data gathering and maintenance.

The Pedagogy Cell, SPO, RVM has scheduled a 3- day State level training for KRPs in two spells in a Residential mode at Don-bosco, Pragathi Nagar, Ramanthapur, Hyderabad (Districts to be attended for spell-wise is at Annexure I).

**Spell-I: 9-11th July, 2012 in two batches -12 districts in two parallel batches @ 8-KRPs per district. Total Participants: 8 x 12 = 96
Planning Meeting of SRPs for training: 8th July, 2012.**

**Spell-II: 12-14th July, 2012 in 2-batches for 11 districts.
Total Participants: 8 x 11 = 88**

The composition of 8- KRPs from each district shall be: 2- MEOs; 2- School Complex HMs; 1 - DIET faculty, 1 Asst. AMO (Telugu); 2-DRPs. Thus two teams shall be formed at the District level i.e. @ 4- Persons per team comprising one RP from each category.

In this regard District Educational Officers, the Project Officers of RVM (SSA) and the Principals of DIETs in the State are requested to identify the good KRPs to the State level training and relieve them to the training venue as per the schedule given above. The concerned DEOs, DPOs and DIET principals are also requested to relieve the concerned State Resource Persons for the State level Training from 8-14th July, 2012 to the Training venue (Annexure II). Further they are requested to conduct the District level/Sub-district level (Divisional level) training programme to the School complex HMs (Chairpersons) and Secretaries. The schedule for the conduct of Training programme at District level/Divisional level is as follows

District / Divisional Level Training Programme:

Planning Meeting for KRPs : 16th July, 2012

I-Spell: 17-19th July, 2012

II- Spell: 20-22nd July, 2012.

III-spell: 23-25th July, 2012.

No. of spells: 2 or 3 spells or more as per the number of participants. Each spell comprises two batches @ 50 participants per batch.

Resource Persons: 2- team of KRPs trained at State level (8-KRPs).

Participants: School Complex HMs (chairperson) and 1- Secretary of Primary School complexes + 1 Secretary of Subject School complexes (UP level).

Course Director: Dy. E. O / AMO. In case if AMO act as Course Director, the concerned Dy. E.O shall monitor the training including the planning day.

For conduct of training to the School complex personnel, training module is developed by SPO, a soft copy of this module will be sent to respective DPOs. In this regard the District Educational Officer and the Project Officers of RVM (SSA) are requested to take necessary steps to get the sufficient number of training modules printed duly following the norms of RVM and ensure the supply of the same to the participants on the very first day of the training and also to the

Resource Persons on the day of planning meeting. The training modules may also be sent to two copies to MRCs and 5 copies to DIETs.

Further The DEOs, POs and DIET Principals are requested to conduct the first school complex meetings for both Primary and UP as soon as the School Complex chair persons and Secretaries undergo the training. In such a way the DPOs may schedule the School complex meetings for the month of July, 2012.

For conduct of the said training programmes at the District level or Divisional level, the financial norms already communicated to the DPOs with regard to the Summer Training programmes held in June, 2012 may be followed.

The District Educational Officers, the Project Officers of RVM (SSA) and Principals of DIETs in the state are informed that to conduct the training to the School Complex H.Ms and Secretaries smoothly on the above said dates without fail. Further they are informed that the expenditure for the orientation of 3-day Training for School Complex HMs and Secretaries at district / Sub-district Level in the month of July may be met from the Training budget of AWP & B 2012-13 – “sub-activity code 10.06 - Refresher Residential Training for all Resource Persons, Master Trainers, BRC & CRC faculty and Coordinators for 10 days”

This has got the approval of the State Project Director.

Encl: Annexure I & II

Sd/- M V Rajya Lakshmi,
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.

Annexure I

**SCHOOL COMPLEX HEADMASTERS TRAINING
STATE LEVEL**

Venue : Donbosco, Ramanthapur , Hyderabad

S. No.	Spell I (9th to 11th, July,2012)	Spell II (12th to 14th July, 2012)
1	Srikakulam	Vijayanagaram
2	Visakhapatnam	East Godavari
3	West Godavari	Krishna
4	Guntur	Prakasam
5	Nellore	Chittoor
6	Kadapa	Ananthapur
7	Kurnool	Mahaboobnagar
8	Rangareddy	Hyderabad
9	Medak	Nizamabad
10	Adilabad	Karimnagar
11	Warangal	Khammam
12	Nalgonda	

Participants from each district : Total No. of Participants (08)

One DIET lecturer

One Asst.AMO (Telugu)

Two Mandal Ednl Officers

Two School Complex IHMs

Two DRPs

Annexure II
List of Resource Persons

S. No	Spell – I	Spell – II
1	Sri Jayaprakash Rao, Sr. Lecturer, DIET, East Godavari	Sri K.Laxminarayana, DIET, Krishna
2	Sri Subbarao, Lecturer, DIET, Prakasam	Sri K. Satyanarayana raju, DIET, Khammam
3	Dr Shankar, Lecturer, DIET, Warangal	Sri K.Subrahmanyam, Lecturer, DIET, Kurnool
4	Sri K.Subrahmanyam, Lectuer, DIET, Kurnool	Sri Y. Venkatreddy, Nalgonda
5	Sri Y. Venkat reddy, Nalgonda	Sri Rangachary, Warangal
6	Sri Pavan, East Godavari	Sri Vishnu Vardhan Reddy, Mahaboobnagar
7	Sri ED Madhusudhana Reddy, Mahaboobnagar	Sri ED Madhusudhana Reddy, Mahaboobnagar
8	Sri K.Narasimhamurthy, Warangal	Sri D.Madhusudhana Reddy, SA , ZPHS Munagala, Nalgonda.
9	Sri B.Hanmantharao, Nalgonda	Sri B.Hanmantharao, Nalgonda
10	Sri M. Hariprasad, Kurnool	Sri V. Madhu, Chittoor
11	Sri Dr. Suresh, Warangal	Sri Dr. Suresh, Warangal
12	Smt. GVR Rajeswari, Rangareddy (2 nd & 3 rd day)	Smt. GVR Rajeswari, Rangareddy (2 nd & 3 rd day)
13	Sri K. Narasaiah, MEO, Indravelli, Adilabad (1 st day)	Sri K. Narasaiah, MEO, Indravelli, Adilabad (1 st day)
14	Sri B.Ashok Reddy, GHM, Suryapet, Nalgonda (1 st day)	Sri B.Ashok Reddy, GHM, Suryapet, Nalgonda (1 st day)