

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

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

Proc. Rc. No. 463/RVM(SSA)/C1/2012,

Dated:12.07.2012.

Sub: RVM (SSA), A. P., Hyderabad – Pedagogy Wing – Conduct of certain activities institution-wise – Communication of Instructions and guidelines - Reg.

All the District Educational Officers, the Project Officers of RVM (SSA) and the Principals of DIETs in the State are informed that the Pedagogy wing, State Project Office has prepared certain notes, guidelines, formats, tools etc., to take up the activities at various levels i.e., Schools, School complexes, MRCs and DIETs as per the approved plan of AWP &B 2012-13. The information on the said aspects should be communicated to the field level in the form of book lets. The arrangement of contents in the books lets are as follows.

- I. Educational Activities at School level:**
 - a) School activities in general
 - b) Children Talent Search Activities
 - c) Children Health Cards (JBAR)
 - d) Reading Cell- Children Magazine
 - e) Academic Monitoring
 - f) Maa Badi – Manchi Badi-
 - g) Utilization of Grants- Guide lines
 - h) Subject forum and online forum
- II. At School, Indicators and formats**
 - a) Performance Indicators for Teachers
 - b) Performance Indicators for HMs
 - c) School Grading and
 - d) School Observation Format
 - e) LEP Formats
- III. At School Complex Level:**
 - a) Job Chart of CRPs
 - b) Performance Indicators for School Complexes
 - c) Observation Format for School Complexes
- IV) At MRC Level:**
 - a) Job Chart of MRPs
 - b) Job Chart of CRPs
 - c) Performance Indicators for MRCs
 - d) Observation Format for MRCs
- V) At DIET Level:**
 - a) Development of Children’s Magazine- guidelines for printing.
 - b) Institutional Cooperation

In this connection, it is informed that the above mentioned items which will be sent to DPOs in the form of soft copies have to be got printed and supplied to the Institutions for their guidance purpose and for implementation. However, certain items furnished under the above mentioned heads have to be clubbed and supplied to the institutions to the level of School for their information and to take up follow up actions during their visits to schools for academic monitoring. In regard to the items mentioned under DIET i.e., development of children magazine and Institutional cooperation, as the items are few in number, the few pages containing the said information may be got xeroxed and supplied to the DIET instead of going for printing in the form of a small booklet.

Further it is informed that the book lets shall be supplied to different levels as mentioned below

- I. School level:** All the items given under I & II book lets (Total 13 items in two book- lets)
II. Complex Level: All the items given under I, II & III book lets (Total 16 items in 3-booklets)
III. MRC Level: All the items given under I,II, III & IV (Total 20 items in 4-booklets)
IV. DPO Level: All the items given under I, II, III, IV & V (Total 22 items)
V. DIET Level: All the items given under I, II, III, IV & V (Total 22 items)

The following specifications shall be followed for printing of the above mentioned items category-wise.

Sl. No.	Description of the Item	Specification
1.	Cover Page	120 GSM (Single colour but separate colour for each Category with text on the Cover page).
2.	Inner pages	75 GSM (Milky white)
3.	Size of the Paper (inner pages)	A4

Therefore, all the District Educational Officers and the Project Officers of RVM (SSA) in the state to take up the printing / Xeroxing of the above mentioned items category-wise as per the requirement of the districts and supply the material as stated above, duly following the norms communicated earlier in respect of taking up of printing work of training modules as per the stated specifications. Further the DEOs and Pos are further informed that to ensure the said materials reach the designated place as early as possible to take up the programmes and activities specified in the above book- lets and ensure that they happen at the field level by strengthening the monitoring at various levels. The expenditure for printing of book lets shall be met from the heads of REMS/ Teacher Training /Management Cost from the respective Districts AWP & B2012-13.

This has got the approval of the State Project Director.

Sd/- Raja Ram Punna,
For State Project Director.

- Encl:** 1) School Level Formats
2) School Complex Level Formats
3) MRC Level Formats
4) DIET Level Formats

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.