**PROCEEDINGS OF THE STATE PROJECT DIRECTOR**

**RAJIV VIDYA MISSION (SSA), A.P, HYDERABAD**

***Present: Smt V.Usha Rani, I.A.S.***

**Rc.No.582/RVM (SSA)/SIEMAT/B14/2013 Date . 23. 08.2013**

**Sub:** A.P, RVM (SSA), Hyderabad – SIEMAT &R&E Implementation of Quality Monitoring Tools- Reg.

**Ref:** F.No. 37-1/SSA-QMT/YK/DEE/2012-13, dt. 01-07-2013, from Dr. Kiran Devendra, Prof & Head, NCERT, New Delhi.

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The Department of Elementary Education of NCERT has designed Quality Monitoring Tools for Quality management in Elementary Education under SSA at different levels through the following seven Quality Monitoring Formats:

1. **School monitoring format (SMF)** – Reflects upon the status of various indicators

influencing the quality of School Education

1. **School Management Committee format (SMCF)** – Provides on information on perception of SMC members about the functioning of school.
2. **Cluster / School Complex Monitoring format (CMF)** – Part-I of CMF provides consolidated information of all schools in the cluster / School Complex collected through SMFs.

Part-II deals with the perception of CRCC/School Complex HM about functioning of schools in the cluster.

1. **Classroom Observation Schedule (COS)** – Records information about various aspects of classroom processes in progress.
2. **Mandal Monitoring Format (MMF)** – Part-I, provides consolidated information of all schools in the Mandal collected through SMFs.

Part-II provides consolidated information on perceptions of CRCCs/School Complex HMs.

Part-III deals with the perceptions of MRCC/MEO on various quality indicators in the Mandal.

1. **District Monitoring Format (DMF):**

Part-I consolidation of MMF.

Part, II and III of DMF respectively consolidate the information about schools in the district, perceptions of CRCCs/ School Complex HMs and perceptions of the MRCC/MEOs on various quality indicators in the District.

Part-IV provides the perceptions of the DPO about quality aspects in the District.

1. **State Monitoring Format (STMF)**

Part-I, II, III, IV and V of STMF respectively provide consolidated information about schools in the district, perceptions of CRCCs, perceptions of the BRCCs and perceptions of the DPOs on various quality indicators in the district.

Part-V deals with the perceptions of the SPO about quality aspects in the State.

The above (i) to (vi) formats are hereby communicated to all the Project officers for onward transmission.

The above formats have to be submitted quarterly i.e four times in a year as shown hereunder by State Government to GOI.

|  |  |  |
| --- | --- | --- |
| **Quarter** | **Period Covered** | **Submission** |
| I | April to June | July |
| II | July to September | October |
| III | October to December | January |
| IV | January to March | April |

All the POs are requested to take up the following action to collect, compile and submit the Quality Monitoring Formats at different levels in their respective districts.

1. Communicating the Monitoring Formats in the form of soft copy and hardcopy as shown below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. N** | **Name of the format** | **Level** | **Responsible Officers** | **Formats in Soft copy / Hard Copy** | **Formats to be made available at each level** |
| 1 | School Monitoring Format (SMF)– HM | School | HM | Hard copy | SMF, SMC |
| 2 | School Management Committee Format – HM | School | SMC- Chair person | Hard copy |
| 3 | Cluster Monitoring Format (CMF) by School Complex HM and CRPs. | School Complex | School complex HM | Soft copy /Hard Copy | SMF, SMC, CMF, COS |
| 4 | Classroom Observation Schedule (COS) – School Complex HM and CRPs | School level | School complex HM | Hard copy / Soft copy |
| 5 | Mandal Monitoring Format (MMF) – MEOs, MIS co-coordinator | Mandal Level | MEO | Soft Copy | SMF, SMC, CMF, COS, MMF |
| 6 | District Level Monitoring format – PO, AMO, MIS Co-coordinator | District Level | PO RVM(SSA) | Soft copy | SMF, SMC, CMF, COS, MMF, DMF |

1. Deputing of AMOs and MIS coordinators of DPO for one day State Level Orientation at SPO, RVM for effective implementation of QMT and consolidation of data at District level in first week of September, 2013. The date will be communicated shortly
2. The DPOs shall conduct the one day Orientation at District Level in different spells in 2nd week and/or 3rd week of September to Dy E.os, MEOs, School complex HMs, MIS coordinators. For HMs of PS , UPS and High schools and CRPs Orientation shall be conducted at school complex level
3. The responsibilities at various level for proper collection of data and consolidation at various levels may fixed.
4. While conducting the training programme, required number of formats shall be made available to the participants.
5. The information at various levels has to be collected and consolidated for 2nd quarter i.e July to September, 2013.
6. The schedule for consolidation of data at various levels for 2nd quarter is as follows:
   1. School Level: Completion of School Formats and handing over to School

Complex HM by 3rd October, 2013

* 1. Consolidation of School Formats and preparation of CMF at cluster level by

7th October, 2013.

* 1. Consolidation of Cluster level Formats and preparation of Mandal Format by

10th October, 2013.

* 1. Consolidation of Mandal Level Formats and preparation of District Level

Format by 15th October, 2013

* 1. Consolidation of District Formats and preparation of State Level Format by

25th October, 2013.

The POs are requested to scrupulously follow the above said schedule in conduct of orientation programmes, collection of data at different levels and its consolidation in the prescribed formats. Further they are requested to collect and validate the data. Instructions should be given to the concerned officers at various levels to undertake Sample check of 10% of data at every level. The same data will be cross checked by the SPO, RVM(SSA) by sending State Monitoring Teams to visit the districts.

**Encl** : Six formats (i to vi)

Sd/ *Smt V.Usha Rani*

**State Project Director**

**To**

**All District Project Officers RVM(SSA) in the State.**