

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

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

Rc.No.5730/RVM(SSA)/C4/2010.

Dated:18.04.2013

Sub: RVM (SSA) A.P, Hyderabad – Re-Engaging the services of Cluster Resource Persons/ MIS Coordinators/ Part Time Instructors etc.,
– Further instructions issued - Reg.

Ref: This office Proc.Rc.No.5730/RVM(SSA)/C4/2010 dt:14.02.2013

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All the Project Officers of RVM(SSA) in the state are informed that necessary instructions were issued for termination and re-engaging the services of Cluster Resource Persons, Part Time Instructors in the reference cited. Further the above personnel may be re-engaged in the next academic year based on their performance. In this connection following instructions are issued.

The criteria for assessing the performance of the above persons is regularity & punctuality, commitment towards duties prescribed and timely completion of given assignment etc.

1. Cluster Resource Persons (CRPs):

- i. Performance shall be assessed based on the job chart prescribed
- ii. Certification from the Head Master of concerned school complex on the work of Cluster Resource Persons.
- iii. School Visits – Schools, RSTCs, KGBVs etc.,
- iv. Participation in SMC meetings
- v. Assistance provided to school complex Head Masters
- vi. Relationship with Head Master and Teachers in schools
- vii. Maintenance and updation of data of schools
- viii. Commitment towards duties.

2. MIS Coordinators:

- i. Performance shall be assessed based on the job chart prescribed
- ii. Maintenance of data related to schools, children, teachers and Infrastructure.

- iii. Analysis of DISE data
- iv. Generation of reports for various purposes
- v. Monitoring of CAL schools

3. Part Time Instructors:

- i. Completion of syllabus
- ii. Innovations if any under taken
- iii. Participation of children in various competitions
- iv. The concerned Head Master should certify the performance of the Part Time Instructors
- v. No complaints from students on teaching and other activities

A committee may be constituted at the mandal level with the following to assess the performance of the above personnel.

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| i. | Mandal Educational Officer | - | Chairman |
| ii. | Head Master of One school complex | - | Member |
| iii. | One Head Master of High School other then school complex | - | Member |

4. Inclusive Education Resource Teachers:

A separate committee should be constituted with the following members to assess the performance of the IERTs duly following guidelines and rule of reservation

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|------|----------------------------|---|----------|
| i. | District Project Officer | - | Chairman |
| ii. | District I.E., Coordinator | - | Member |
| iii. | One best IERC MEO | - | Member |
| iv. | One best Non-IERC MEO | - | Member |

- a) Performance shall be assessed based on the job chart prescribed by RVM for which DPO shall be maintaining the record
- b) Participation and level of performance of IERTs in the I.E related programme like "Chinnari Choopu" survey of CwSN by Anganwadi workers enrolment of CwSN in Inclusive KGBVs etc.,

- c) While evaluating the performance of IERTs the performance report of MEO has to be taken into consideration.
- d) Performance in maintaining prescribed records such as IEPs, profiles, submission of monthly reports like HVR, WDR, AVR etc.,

The Project Officers are requested to take necessary action for re-engaging the services of above personnel in their districts duly following guidelines and entering into the contract in the prescribed format by the concerned officers as communicated earlier and without scope for complaints.

This has got the approval of the State Project Director RVM (SSA) Andhra Pradesh, Hyderabad.

Sd/-Dr.Y.Ali Akbar Basha
for STATE PROJECT DIRECTOR

To
All the Project Officers of RVM (SSA) in the State.
All District Educational Officers in the state.
Copy to all the District Collectors in the state
Copy to all Sectoral Officers of this office.

//T.C.Attested//

Planning Coordinator