

**Proceedings of the District Educational Officer, SPS Nellore**

**Present :-Sri D.Anjaneyulu, , M.Sc.,M.Ed.,**

Rc.No.482 /A3/AMO/SSA/2013

Dated : -02-2015

Sub:- Sarva Siksha Abhiyan - SPS Nellore – Formation of Mandal/ Cluster Level Monitoring Teams –Visit to Primary / UP Schools - Reg.

Ref:-1.Proceedings of the State Project Director, APSSA, Hyderabad.

Rc.No.40/SSA/A3/2014, Dated: 03.09.2014 & 16.10.2014.

2. AWP&B -2014-2015.

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All the Mandal Educational Officers And School Complex Headmaster`s in the district are informed that it decided to conduct “ Special Monitoring Drive” from 09.02.2015.to 20.02.2015 to monitor all primary and Upper primary Schools in the district by the Mandal Educational Officers , School Complex Headmaster ,MIS Co and CRPs .The monitoring teams have to visit each school as mentioned below.


1. The School Complex Headmaster and CRPs (Cluster Team Members).team has to cover all Primary and Upper Primary Schools in their cluster.
2. The Mandal Educational Officers And MIS Coordinator team(Mandal team Members) has to visit at least 2 Primary and 1 Upper Primary School in each cluster in the Mandal.
3. The Monitoring team members shall record their observations in the prescribed format. (Enclosed) and handover the filled formats to the Mandal Education al Officers concerned on 21.02.2015.
4. Monitoring team members are requested to record their remarks /Suggestions in the Academic Guidance Register (AGR) without fail.
5. The Mandal Educational Officers are requested to organize Headmasters meeting on 21.02.2015 at 2.00PM to 5.00 PM and appraise the observations of Mandal/ cluster team members on function of the schools.

The cluster team members are requested to furnish the detailed report to the Mandal Educational Officers for further action in the following proforma.

Sl. No	Name of the Cluster	Name of the School with UDISE code	Date of Visit	Academic Findings	Appreciation /Action to be taken	Remarks

The Mandal Educational Officers are requested to submit the consolidated report to the undersigned on or before 25.02.2015 without fail.

Encl: School Observation Monitoring format

  
District Educational Officer  
Sri Potti Sriramulu Nellore District

Copy to

- 1) The School Complex Headmaster`s through the Mandal Educational Officers.
- 2) The Mandal Educational Officers in the District for necessary action.
- 3) Copy submitted to the State Project director, SSA,A.P., Hyderabad for kind information.

Sarva Shiksha Abhiyan, SPSR Nellore  
School Observation format 2014-15

Name of the Visiting Officer & Designation :	1.
	2.

1	Name of the School with UDISE Code																			
2	Name of the Mandal																			
3	Date and time of Visit																			
4	School Assembly conducted on time	Yes / No																		
3	Children Attendance on the day of visit	Class	1		2		3		4		5		6		7		8		tot	
			B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G
		Roll																		
	Present																			
4	No. of students who are absent for longer period more than 30 days?																			
5	Teachers Attendance	<b>Sanctioned</b>						<b>Working</b>						<b>Present</b>						
8	Coverage of syllabus as per academic calendar ( Mention Teacher wise)																			
9	Whether the School displayed time table and the Classes are conducting as per time table?	Yes / No	Remarks:																	
10	Are teachers writing Unit plan/lessons plans regularly	All / Few / None	Remarks:																	
11	The standards of children observed : ( at least One Class Per Teacher )																			
	Class	Subject	Good/Satisfactory/ Poor										Remarks							
12	Conduct of Formative / Summative assessment Tests Mention Yes/No		Exam	Conducted				Valued				Entered in the Grading Register								
			FA-3																	
			SA-2																	
13	Implementation of Radio Programe (Vindam Nerchukundam, IRI, Meena Prapancham)		Good/Satisfactory/ Poor						Remarks:											
14	Whether the Grants are being utilized properly		Yes/No						Remarks:											
15	Conduct of SMCs Meetings and Recording of Minutes/Resolutions, Cash Book		Good/Satisfactory/ Poor						Remarks:											
16	Working of Computers in CAL School		Functional /Not Functional						Remarks:											
17	Whether maintained and updated OSC Register		Yes / No						Remarks:											
18	Maintenance of Toilets & Drinking Water		Good/Satisfactory / Poor						Remarks:											
19	Implementation of Midday Meal as per Menu		Good/Satisfactory / Poor						Remarks:											
20	Whether maintained Distribution and Acquittance registers for Uniforms and Text Books		Yes / No						Remarks:											
21	Best Practices & Gaps Identified																			
22	AADHAR STATUS		Number of children																	
			Enrolment				Entered in Child info				Aadhar Seeded				Not Enrolled for Aadhar					

# The Complex HMs are requested to attend along with PINDICS format

Signature of the HM

Signature of the Observer