



REVIEW MEETINGS

HANDBOOK





Table of Contents

Item	Page No
Tentative agenda	3
Har Ghar Pathshala	4
WhatsApp-based assessment	5
Elementary Grade Interventions	6
Higher Grade Interventions	7
e-Samwad	8
Review and Monitoring	9



Review Meetings Handbook

The document contains information on tentative meeting structure which should be followed in district, block and cluster meetings. It can be modified on the basis of the meeting type (district, block, cluster) and the relevant interventions running in a current month. The document also contains detailed information on how to use the different dashboards developed for academic and quality interventions. Data from these dashboards should be reviewed in detail and it should be used to prepare plan for the district/block/cluster.

Tentative meeting schedule

Time Duration	Session Name
10.00-10.15	Opening remarks by Chairperson(s)
10.15-10.45	Discussion on school reopening and SOP guidelines
10.45-11.30	Har Ghar Pathshala & WhatsApp quiz
11.30-12.15	Elementary grade interventions
12.15-1.00	Higher grade interventions
1.00-1.30	Lunch
1.30-2.15	Review & Monitoring mechanism & school visits
2.15-2.45	Parent engagement through e-Samwad and SMC
2.45-4.00	Account, PMIS, civil works, court cases etc.
4.00-4.30	Review of court cases, administrative items, pre-primary, CwsN, ICT, RTE implementation etc.
4.30-5.00	Any other agenda item and concluding remarks



Har Ghar Pathshala

There should be a discussion / review on the following:

- Reach and effectiveness of the online HGP program
- Review of plans prepared by blocks/schools to connect students on
- Steps taken by officials to reach out to students not connected through WhatsApp or any other digital means
- Any challenges faced by the officials, teachers, parents or students should be discussed and resolved

Data / Dashboard to be used:

- Har Ghar Pathshala dashboard (<https://bit.ly/hgpdashboard>)
 - Teacher compliance form submission should be reviewed
 - Schools where teachers are not filling the forms should be identified
- Har Ghar Pathshala website for discussion on academic content (if required)



Weekly WhatsApp-based assessment

- Track participation at district, block, school level
- Review performance of students in district through the dashboard (check subject-wise and grade-wise performance)
- Review plans prepared by schools to improve participation and performance of students
- Randomly, download the classroom and school report of any school to check performance. Reports can be downloaded through WhatsApp-quiz teacher registration bot

Data / Dashboard to be used:

- WhatsApp quiz dashboard for elementary students (<http://bit.ly/whatsappquizelementary>)
- WhatsApp quiz dashboard for higher students (<http://bit.ly/whatsappquizhigher>)
- WhatsApp quiz dashboard for tracking participation and performance at school level (<http://bit.ly/whatsappquizzeschooldb>)
- Teacher registration and report download (Send WhatsApp message “Hello” on +91-8595524374)



Elementary grade interventions

Assessments Dashboard

Samarth Assessment Dashboard is a publicly available portal which shows the performance of elementary students from Himachal Pradesh's government in SA and FA. The data is collected from all government schools through e-Samwad app. The dashboard gives a view on grade and learning outcome performance with views available for State, District, Block and School level.

- Check and analyse results of the latest assessment (Summative assessments, formative assessments) on hpsamarth.com
- Results can be generated based on 2 levels
 - Grade-level result
 - LO-level result
- Find out and analyze results through the following:
 - Where does your district stand in comparison with state?
 - Which blocks and schools have performed well in district?
 - Which blocks and schools have performed poorly in district?
 - Identify classes, subjects and LO-competencies in which performance of your district/block has been good
 - Identify classes, subjects and LO-competencies in which performance of your district/block has been poor
 - What are the focus areas?
- Make plan for remedial classes in your district/block/cluster
- Organize teacher training if need be for effective remediation
- Track compliance through inspections. Make inspection visits to poor-performing blocks/schools to identify causes and concerns
- Track progress on action points discussed regarding remedial classes in the next review meeting

Data / Dashboard to be used:

<http://hpsamarth.com/>

<https://hpsamarth.com/user-manual/>



Higher grade interventions

Board examination preparation

- Track performance of district/block in last year's Board examination
- Find out schools which have zero pass percentage
- Prepare plan for remedial and performance improvement
- Find out performance of district/block/school in pre-boards exam
- Review performance improvement plan prepared by school heads

Career counselling

- Review students registered under Ujjwal Bhavishya program. Ensure registration of all higher grade students on the HP Career Saathi portal
- Track usage of career counselling services availed by students
- Promote the usage of Samagra Career Online section on Har Ghar Pathshala website

Data / Dashboard to be used:

- Website: <https://sites.google.com/view/himachalpre-board/home>
- Website: <https://bit.ly/hpboardprep2021>
- Website: <http://hpcareersaathi.com>
- Career counselling reports (to be shared later)
- HGP website: <https://hargharpathshala.in/career-online>



e-Samwad (Website: <http://bit.ly/esamwad>)

e-Samwad is a flagship program of the Department of Education, Himachal Pradesh to involve parents in child's education by providing them regular updates about child's progress.

Through e-Samwad app, parents receive regular SMS about student's attendance, examination dates, examination scores, holidays, homework completion and parent teacher meeting on their mobile phone.

e-Samwad app is also used by teachers to fill assessment results of their students which are available on the <http://hpsamarth.com/> website at state-level.

2 dashboards should be used during review meetings:

- **Enrolment Dashboard** for tracking student enrolment across various Districts, Blocks and Schools (<http://bit.ly/enrolmentdb>)
 - Dashboard provides data on category-wise, gender-wise, grade-wise enrolment at state, district, block and school level
 - Find out number of schools registered in district/block
 - Find out names of schools which are not registered in district/block and ensure they are registered on e-Samwad
 - Find out number of students registered in district/block through the e-Samwad app
 - Ensure all students are registered by the schools
- **e-Samwad Usage Dashboard** for tracking District, Block and School wise outreach, compliance, Assessment data submissions and SMS frequency (<http://bit.ly/esamwaddashboard>)
 - Find out number of schools which have registered all students in district/block
 - Find out number of schools which are regularly sending SMS to parents and students in district/block
 - Find out number of schools which have submitted latest assessment results of students in district/block
 - Ensure full compliance of all the above



Review and Monitoring

All DDEEs/DDHEs/DPOs to ensure **academic support by mentoring, monitoring and review meetings with special focus on quality of education.**

- Monthly Review Meetings
 - Structured review meetings at state, district, block, cluster should be organized to monitor and review progress on key interventions focused on quality of education, as well as take corrective action.
 - DPOs to direct all the BRCCs & CRCCs to conduct monthly Block and Cluster level review meetings.
 - Detailed agenda should be prepared for district, block and cluster level meetings. All key academic and quality interventions should be discussed and reviewed.
 - All relevant dashboards should be used for data-backed review and discussion.
 - Meeting minutes form should be uploaded on Shiksha Saathi app. Meeting will be marked complete only after submission of the form.
- School visit: (Below mentioned action items to be undertaken when schools reopen)
 - Discuss and resolve issues identified from school visit reports submitted by various officials. Fix accountability to resolve the issues.
 - All the DDEE to initiate action against BEEOs and CRCCs who do not visit targeted schools, under intimation to Director Elementary Education and SPD (SS).
 - All the DPOs to initiate action against BRCCs (Primary and Upper Primary) who do not visit targeted schools, under intimation to State Project Director (SS).
 - Update Action Point Tracker
 - All the R&M coordinators to prepare Micro Plan of the District in coordination with DPOs, DDHE, DDEE, BPOs, BEEOs, BRCCs and CRCCs to visit each school at least twice in the academic year and to prepare strategy to provide academic support based on findings of Monitoring Reports.



Data / Dashboard to be used:

- Review Meeting tracker
 - District Review Meeting status tracker (on Samagra Shiksha website)
 - DRM, BRM, CRM Dashboard
- Dashboards on Shiksha Saathi website (to be updated after reopening of schools. Currently past data is available)
 - Monthly Visit Compliance dashboard: Visits conducted by different cadre of officials
 - Details of Schools Visited dashboard: Names of schools which were visited and not visited
 - School visits in primary, elementary, higher grades