



OFFICE OF THE STATE PROJECT DIRECTOR (SSA/RMSA), TRAINING (2016-17)

To

- All the Dy. Directors of Elementary and Higher Education-cum-District Project Coordinators (SSA/RMSA), Himachal Pradesh
- All the DIET Principals-cum-District Project Officers (SSA/RMSA) Himachal Pradesh

Subject:- Instructions for the implementation of various quality education programmes under SSA like; "PRERNA" for class I to V children, "PRAYAS" for class VI to VIII children and Capacity Building of teachers.

Sir / Madam,

In continuation to this office letter No. HPSES-SSA-TeacherTraining-2016-17 dated, 12-05-2016, suggestive guidelines about the implementation of quality initiatives are as follows:-

- A. Implementation of "PRERNA" (initiative to improve and enhance the skills of children in language and arithmetic) at Primary level for class I to V children at different levels.**

District level

- (i) Development of resource material and procurement of learning resources at the district level with all requisite codal formalities**

Printing of following material at district level:-

- a. Teaching and learning material under "PRERNA" as per soft copy already supplied.
- b. Other material / learning resources for children

- (ii) Capacity Building of CHTs, BRCCs (Pry) and BEEOs at the district**

4 days capacity building programme of CHTs, BRCCs (Pry) and BEEOs at the DIET level by the DIET faculty trained at the State Level. DPOs will provide cluster and school level material to all CHTs during the workshop as per calendar of manual (PRERNA). Udaan and Prerna have been merged together for class-1 to 5th and learning material shall be developed /printed as per Prerna manual for 2016-17.

- (iii) Financial management at the district level**

Funds for the development of material and capacity building programmes will be sourced from the district budget approved under Resource Persons training, innovation, LEP and TLM grant heads for 2016-17. DPOs will develop and print the material at district level and conduct training of CHTs, BRCCs and BEEOs accordingly. Funds to organise orientation/meetings, arranging teaching learning material at cluster level may be proportionately transferred to CHTs.

(iv) To see the extent of improvement in the learning levels of children at the school level, following tools will be used:-

- School Performance Index-I based on the focussed foundation programme showing three zones i.e. Green, Yellow and Red (To be filled twice i.e. at the time of pre-test and post test).

Reporting: Cluster → Block → District → State

Cluster schools → Cluster

- School Performance Index-II based on the text books content (To be filled twice i.e. at the time of first term and second term respectively)

Reporting: Cluster → Block → District → State

Cluster schools → Cluster

(v) **Monitoring of the initiative**

Districts will constitute the monitoring teams including Deputy Directors (Elementary & Higher Education) for their respective districts and clusters by involving the Dy. Commissioners being Chairpersons of District SSA Committees at the district level.

Cluster Level

(i) **Actual Implementation**

Every CHT will first ensure the implementation of "PRERNA" in her/his centre school as an exemplar.

(ii) **Timeline for the implementation of "PRERNA"**

First two hours of each working day in the schools will be dedicated to "PRERNA" initiative (one hour to Language and one hour to Mathematics)

(iii) **Capacity Building of teachers at the cluster level**

CHTs will orient their cluster teachers for implementing "PRERNA" in their respective schools in one day workshop at the cluster level on a convenient date. Teachers must also be provided the requisite material (one manual to each teacher and resource material for students to each school) during the workshop.

(iv) **Follow-up meetings at the cluster level**

To regularly monitor and review the progress of "PRERNA", 5 one day follow-up meetings with cluster teachers in every month i.e. July / August, September, October, November and December. Progress on the learning curve of children may be recorded, shared with parents / teachers / children and documented.

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(v) Financial Management at the cluster level

Funds for the development of additional material for children and capacity building of cluster teachers for an appropriate period will be met out of the funds transferred to the clusters.

B. Implementation of "PRAYAS" (initiative to improve and enhance skills of children in Science and Mathematics) at Upper Primary level for class VI to VIII students.

District level

(i) Development of resource material and procurement of learning resources at the district level with all requisite codal formalities

Printing of following material at district level:-

- a. Teaching and learning material under "PRAYAS" as per soft copy already supplied.
- b. Other Science and Mathematics material / learning resources for class VI to VIII children

(ii) Capacity Building of Upper Primary Cluster School Heads, Science and Mathematics teachers at the district level

4 days capacity building programme of Upper Primary Cluster School Heads, Science and Mathematics teachers (3 days to be used for model making and last day on demonstration and feedback from children) will be organized at the DIET level. DPOs will provide cluster and school level material to all Upper Primary Cluster School Heads during the workshop. DPOs will provide cluster and school level material to all Cluster Heads during the workshop as per calendar of manual (Prayas). Prayas learning material shall be developed /printed as per Prayas manual for 2016-17.

(iii) Financial management at the district level

Funds for the development of material and capacity building programmes will be sourced from the district budget approved under training, innovation, LEP and TLM grant heads for 2016-17. DPOs will develop and print the material at district level and conduct orientation of Cluster Heads, Science and Mathematics teachers accordingly. Funds to organise the orientations /meetings, arranging teaching learning material for students at the cluster level may be proportionately transferred to the Cluster Heads.

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Cluster Level

(i) Actual Implementation

Every Upper Primary Cluster School Head and Heads of two schools falling under the cluster will first ensure the implementation of "PRAYAS" in her/his cluster school as an exemplar.

(ii) Timeline for the Implementation of "PRAYAS"

Two hours twice in a week during the working days in schools will be dedicated to "PRAYAS" initiative (one hour to Science and one hour to Mathematics)

(iii) Capacity Building of School Heads and Science / Mathematics teachers at the cluster level

Upper Primary Cluster School Heads and Science / Mathematics Teachers will thoroughly share the implementation of "PRAYAS" with their counterparts and Science / Mathematics teachers of the respective cluster schools in one day meet at the cluster level on a convenient date. Science / Mathematics teachers must also be provided the requisite material (one manual to each teacher and resource material for students to each school) during the meeting.

(iv) Follow-up meetings at the cluster level

To regularly monitor and review the progress of "PRAYAS", 5 one day follow-up meetings with heads of cluster schools and Science / Mathematics teachers in every month i.e. July /August, September, October, November and December. Progress on the learning curve of children may be recorded, shared with parents / teachers / children and documented.

(v) Financial Management at the cluster level

Funds for the development of additional teaching leaning material for children and capacity building of Heads of cluster schools and Science / Mathematics teachers for an appropriate period will be met out of the funds transferred to the clusters under TLM grant of cluster teachers and follow-up training head for 2016-17 at the cluster level.

(C) Instructions for expenditure to be incurred at the district and cluster level on above programmes including organizing orientation programmes/meetings/arranging teaching learning material for students.

District level

Following committee at the district level will decide the proper procedure of expenditure:-

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- (i) Dy. Director of Elementary Education: Chairman
- (ii) DPO (SSA/RMSA): Member Secretary
- (iii) Section Officer: Member
- (iv) Teacher Training In-charge (SSA): Member
- (v) Science faculty: Member
- (vi) Mathematics faculty: Member
- (vii) Language faculty: Member

Cluster level

Components of expenditure at the cluster level and norms thereof:-

To restrict the expenditure within the approved unit cost, it becomes absolutely necessary to manage the expenditure under the above noted items in a following way:-

Sl. No.	Component of Expenditure	Allocation of Expenditure	Remarks
1	TA/DA	Actual Basis as per rules	
2	Tea and Refreshment	Rs. 28/- per person per day i.e. (Tea @ Rs. 14 per person per day + Refreshment i.e. Samosa, Bread Pakora, Mathi etc. @ Rs. 14 per person per day)	
3	Ball Pen Blue and Writing Pad	Rs.22/- per person for whole training i.e. Rs. 10/- for pen and Rs.12/- for Writing Pad	
4	Expenditure on Photo Stat	Strictly as per prevailing market rates if photo stat work is up to 30 copies for the entire training	In case photo stat work is more than 30 copies and expenditure involved is less than Rs.3,000/- efforts shall be made to brought down the per copy rate from prevailing market rate i.e. Rs.2/- per copy. Annexure-A shall be followed.
		In case the anticipated expenditure on Photostat is Rs.3,000/- and above same shall be allowed only after completion of codal formalities.	
5	Other stationery items for use by the Account, Assistant & RPs	Rs.200/- for the whole orientation / meeting.	

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6	Teaching Learning Material for children out of the TLM grant and training head	As per enrolment of children. The expenditure is to be made on the purchase of items such as; colored charts, crayons, clay, sketch pens, drawing sheets, water colours, round brushes, pencils, erasers etc.
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All the purchases to be made by the following committees at the primary and upper primary cluster level:-

For class I to V children

Sl. No.	Member	Designation
1	CHT-cum-Cluster Head (SSA)	Chairman
2	One JBT from the existing Cluster Primary School	Member
3	One JBT from the adjoining primary school of the cluster	Member

For class VI to VIII children

Sl. No.	Member	Designation
1	Principal-cum-Cluster Head (RMSA /SSA)	Chairman
2	One Science Graduate Teacher from the existing cluster upper primary school	Member
3	One Mathematics Graduate Teacher from the adjoining upper primary school of the cluster	Member

Selection of appropriate supplier / service provider by the above committees does not mean that every time that particular supplier shall cater to the needs of school / children. Further selection of the supplier shall be strictly done on the basis of performance of the earlier supplier and feed-back of the teachers, students and parents. Cluster heads will ensure timely submission of the UCs.

Annexure-A

Applicable where photostat work is for more than 30 copies and expenditure involved is less than Rs.3000/-

"I, _____ (Cluster School Head) am personally satisfied that the photostat work is of requisite quality and the paper used for photostat work is of good quality and supplier _____ (name of supplier) recommended is reliable and per copy rate to be charged is also reasonable.

Signature of Cluster Head

State Project Director (SSA/RMSA)
Himachal Pradesh