

①

Government of Jammu and Kashmir
Directorate of School Education, Kashmir

...

Subject: - Minutes of the meeting.

A review meeting of functioning of Education Department was held today on **12.12.2015** in the Directorate of School Education, Kashmir under the Chairmanship of Hon'ble Minister for Education in presence of Commissioner / Secretary to Government School Education Department .

Participants:

- 1 Director, School Education, Kashmir.
- 2 Joint Directors.
- 3 Deputy Director, Planning.
- 4 Chief Accounts Officer.
- 5 Chief Education Officers.
- 6 Principal, DIET's
- 7 OSD's.


1st Session

- 1.** In his inaugural speech the Hon'ble Minister for Education underlined importance of regular inspection of schools by Chief Education Officers for ensuring quality education in government schools.

It is surprising to note that no inspection register is maintained in schools for recording of observations / feedback of inspecting officers.

- 2.** Accordingly, it was impressed upon participants to **maintain an inspection register** in all schools where ZEO's Dy- CEO's , CEO's, J. D's will be recording their observation on their visit. Officers shall firm-up tour dairies for ensuring quality inspection and shall ensure regular academic / administrative audit at Institution / ZEO / CEO level..
- 3.** It was observed that teachers are not checking the home work in many schools. During recent visit to an Institute the Principal was found wanting in the knowledge of his role, so it was felt that charter of duties needs to be prepared for all Principals.

The Chief Education Officers were impressed upon to ensure regular visit to Institutions of their jurisdiction.

- 4.** In order to attend public grievances, Hon'ble Minister for Education helpline has been constituted for their redressal. It was exhorted upon participants to rededicate
- 

themselves to come up to the expectations of common people and shall reply to the grievances by concrete action.

Few CEOs have been found lagging in their response and they were directed to work hard for achieving desired goals.

- 5. Some CEOs have not understood the importance of rationalization and reports are still pouring in where there is abnormal Pupil Teacher ratio. There are incidents where more than three Institutions exist at one location separated by inner walls and no integration has been carried.

It was informed in the meeting that rationalization and clubbing is state policy and has been complemented at national level. So no lacklustre approach shall be tolerated about its implementation. Those CEOs who have been proactive in the implementation of the said policy were complemented and their services, it was told, shall be recognized.

- 6. As regards Model Schools, CEO's were directed to ensure that these schools become centres of excellence. They shall liaise with Sectorial Officers/ Dy. Commissioners for pooling of resources through various existing schemes like convergence of MGNREGA, mobilisation departmental resources, Constituency Dev. Fund through Hon'ble public representatives.

- 7. The Hon'ble Minister for Education also lauded the **Hon'ble Chief Minister's super 50 free winter tutorial** initiative for Class 10th, 11th & 12th of aspirants of Medical and Engineering exams. These free winter tutorials shall be run by the best brains and students have to pay nominal charges of Rs. 50 to 100. Guest Lecturers / faculty shall be arranged by Head of the Institutions / Chief Education Officers.

Second session

Worthy Commissioner/ Secretary to Government, School Education thanked the Chair for his valuable guidance and stressed upon the participants to rededicate themselves for making education sector as a change agent for social transformation /creation of good human resource/knowledge society.

After 1st session the meeting was presided over by the Commissioner /Secretary School Education and following decisions were taken: -

- 1. **KGBV Teachers:** CEO's shall identify location of posts for suitable proposal of engagement of KGBV Teachers. In case posts are not available within the said zone, the vacancies available from ZRP/CRP quota shall be identified.
- 2. **KGBV Construction:** The issue of revising project cost of the KGBV along with its specification will be reviewed separately.

3. **Intensive review of human resources:** It shall be personal responsibility of CEO's to undertake qualification profiling of all Teachers, Masters, Lecturers at Institution level, at Zonal level, at District level so that the best teachers are placed at suitable Institutions as per qualification / requirement for ensuring quality education.

The intensive review if undertaken scientifically can help in identification of schools for introducing new subjects without any additional expenditure as well as for exploring up-gradation of schools wherever required without incurring new expenditure.

Plan review:

It was impressed upon the participants that Adm. approval must be available before start of any work. Therefore, Chief Education Officers shall frame list of works which have been completed or are under execution but have not been accorded Adm. Approval for accord of approval.

The Chief Education Officers shall furnish following information (progress report) to the Adm. Department within two days through the Director, School Education, Kashmir: -

- i. **State sector schemes:** The progress report shall also indicate additional demand for completion of ongoing works and work done claims of ongoing works in separate columns.
- ii. **District Sector Scheme:** The Chief Education Officers shall identify such district sector schemes which are carried over years together because of non-availability of sufficient funds. Such works shall be identified separately for augmentation / additional funding from other resources.
- iii. The Chief Education Officers shall prepare a work-wise progress report for identification of District Sector Schemes for additional funds from District Sector and / or for additional work done claims.
- iv. **Progress report of works under taken on the commitment of Hon'ble CM / Hon'ble Minister for Education:** - A list of works identified on the public commitment of HCM/HME shall be prepared separately. DPR's shall be got prepared for arrangement of funds, indicating source of funding also.
- v. **Works taken up on the recommendations of Hon'ble Ministers / HMLAs:-** The Chief Education Officers shall scrutinize DPRs and certify the necessity of such works so that reasonable finances are arranged / projected. The example of

Chandgam was highlighted in meeting, where poor homework of said proposal lead to construction of few more toilet blocks leading to wastage of resources.

vi. Sanctioned works under RMSA /SSA: Having cost issues shall be identified separately and list firm up on the basis of report of Executive Agency shall be submitted to the Adm. Department within three days.

vii. In case of District Sector buildings: A convergence plan with other schemes at the District Level shall also be got prepared and forwarded to the respective Directors.

viii. SSA / RMSA works: The Chief Education Officers shall identify SSA / RMSA works which are not taken up because of non-availability of suitable land / other such administrative issues. The list shall be shared with Dy. Commissioners for their intervention.

ix. SSA works taken up after 2011-12 and RMSA building which can be completed by meagre additional funding shall be communicated to the Administrative Department for arrangement of additional funds.

x. Works under taken under BADP / PM reconstruction programme shall be enlisted separately.

xi. A list of buildings completed but not handed over because of vigilance cases shall be prepared separately.

xii. In order to ensure that buildings so constructed are as per requirement of education department, CEO's shall ensure to **obtain DPR's of all new works** from their executive agencies.

xiii. A copy of DPR shall be provided to the Head of Institution as well for his/her record and reference.

xiv. An attested copy of such DPR's shall be forwarded to Directorate for maintenance of records. Dy Dir Planning shall maintain the record of all DPR's properly.

xv. To avoid wastage of public money, the DPRs shall be scrutinized on the basis of dimensions and cost incurred per sq. ft. area. The expenditure under different components of work shall be verified to avoid repetition / wastage of money.

xvi. DPR's shall clearly indicate necessity of a particular work. In case of works which have rich specifications / are costly it shall be ensured that structural component utilizes 70% of project cost. Chief Education Officers will visit invariably to under construction buildings in their jurisdiction to ensure that lavish inner work of un-

necessary specification are identified and communicated to the concerned Executive Engineer for modification in DPR.

xvii. The Chief Education Officers have reported that a number of sanctioned works have not been taken up from last few years because of various issues. In case such works are not required now, the CEO's shall furnish the list of such not required works alongwith detail of unspent funds received on their account. The amount is returned to the concerned quarters as saving and projected for other items.

Regarding funds:

1. CEOs shall prepare a statement of availability of unspent funds in their kitty under different components like school improvement fund, admission fund, games fund, library fund etc. On the receipt of the information a committee of officers viz. CEO's Srinagar, Baramulla and Kulgam shall be constituted for recommending best utilization of these local funds.
2. The Principals shall be authorized to utilize upto Rs 5.00 lacs local funds available with them under supervision of CEOs for development of the Institution. Civil construction code however, bars non-technical persons undertaking new constructions in their hand so local fund shall be utilized in augmenting available infrastructure, repair, up-gradation, landscaping and other permissible items only.
3. In order to ensure better utilization of unspent balance on account of Library fund, Printing fund, School improvement fund, Lab fund, Magazine fund, a committee of following officers is constituted for giving their recommendation for proper utilization within one week: -
 - i. CEO Baramulla.
 - ii. CEO Bandipora.
 - iii. CEO Ganderbal.
4. **SSA funds:** In order to take account of unspent funds available at the level of CEO, ZEO, VEC under various heads of accounts or abandoned buildings, SPD SSA has devised a proforma. Full information shall be furnished regarding unspent balance to him.
5. **Girls Hostels:** The already allotted Girls Hostels in educationally backward areas shall be taken up immediately and in case need arises because of administrative issues, shall be shifted within the block to another suitable place.

Other issues

1. **B. Ed. Training:** It was informed that under SSA 2,000/- under graduate teachers are being trained in current year. The BEd course is by distance mode, offered by

(6)

IGNOU through its study centres. Accordingly all CEOs are directed to furnish a list of **(10) un-trained teachers from each Zone as per their seniority for the said training**. Against the course fee of Rs.20,000/-. SSA shall bear Rs.12,000/- while the remaining Rs.8,000/- shall be borne by the Teacher concerned @ Rs.4,000/- per annum. CEO's/Principal DIET's shall extend full cooperation to IGNOU authorities for identification of Study Centres.

2. D. Ed training: Under SSA, sanction has been accorded for training of (5000) un-trained undergraduate D.Ed Teachers by NIOU. For this purpose CEOs shall furnish a list of **(25) teachers per Zone as per their seniority /merits** for the said training. For this purpose aspirants have to bear Rs.1,000/- per annum.

3. ZRP, CRP, DRG: The issue of utilization of services of ZRPs, CRPs and DRGs was discussed threadbare . It was felt that their services are currently utilized in collection of data/non-teaching activities. Accordingly it was decided that DSEK will come up with a proposal for adopting scientific selection procedure and for requirement of number of such resource persons in each Zone so that further course of action is taken in ensuring quality education.

4. Monthly format for reporting: It has been seen that most of times teachers are visiting ZEO/other offices for collection/deposition of information, leading to absenteeism in Schools. A detailed format for filing month-wise work done report by institutions with all required details regarding functioning of Schools shall be obtained from all CEOs. DSEK shall get devised format prepared which shall be shared with DSEJ for its adoption. The Committee of officers shall be constituted for devising format. Accordingly a Committee of following officers is constituted for proposing the intervention:-

1. Chief Accounts Officer, DSEK
2. Chief Education Officer, Baramulla
3. Chief Education Officer, Ganderbal
4. Chief Education Officer, Bandipora
5. DD(P&S)

5. New Districts: New Districts have reported deficiencies of staff. A suitable proposal for augmenting human resources in new Districts shall be prepared by the respective Directorates. Any intervention required for old Districts shall also be recommended.

6. Attachments: All attachments shall be cancelled immediately. Teachers doing non-teaching job shall immediately be shifted out of offices to the Schools for performing teaching job where their services are required.

As regards non-teaching staff, it shall be ensured that the officials having worked in ZEOs/CEOs offices shall be shifted immediately and posted in such offices where they have not worked for last 5-years.

6. a. Mapping of physical resources: - Chief Education Officers shall prepare a comprehensive report of availability of physical infrastructure in their areas of

7

operation. This will help in fruitful integration & optimal utilization of available infrastructure.

- b. Computer Lab/Smart Classes:** For establishment of smart class room in the model schools, a suitable room as per dimensions already indicated shall be completely ready by or before 15/12/2015 so that NIELT authorities are approached to implant necessary equipment. It was reported that some institutions are missing in the revised plan for establishment of model school and new names have been recommended by Hon'ble public representatives. Accordingly it was decided that earlier institutions shall be kept intact and additional demand shall be projected for entrants.
- c. Model Schools:** The Director, School Education, Kashmir shall work out a tentative calendar of activities (soft intervention) for entire year for model schools (to begin with) e.g., PTM shall be held in the month of December before on set up winter vacations.

Gap analysis of Institutes regarding their infrastructures in the area of operation of CEO shall be got conducted afresh on the basis of:-

- i. Space availability/requirement of space (per square feet of area);
- ii. Availability of local funds and reasonability of demand so projected to the Adm. Department.

7. Constitution of School Management Dev. Committee: CEOs shall constitute the School Management Development Committee in all Hr. Sec. Schools. The committee shall be constituted in the first instance in model schools by or before 31/01/2016. The first meeting of SMDC shall be held by or before 01/02/2016.

8. SRO-43 (death cum harness cases): - All CEO's shall nominate a Nodal Officer for following SRO-43 cases at different levels.

Meeting ended with a vote of thanks to the chair.


Sd/-
Director,
School Education, Kashmir.

No: - DSEK/

Dated: / 01/ 2016

Copy of the minutes forwarded to the: -

1. Commissioner / Secretary to Government, School Education Department, Civil Secretariat, J&K, Jammu.
2. Director, School Education, Jammu for information.
- 3-5. Joint Directors of Dir. of School Education, Kashmir for follow-up.
6. Principal SIE, Srinagar for follow-up.
7. Chief Accounts Officer, Dir. of School Education, Kashmir for follow-up.
8. Deputy Director, Planning, Dir. of school Education, Kashmir for follow-up.
9. Chief Education Officer _____ (all) for information & n/a/
10. Principal, DIET, _____ (all) for information & n/a.
11. I/C Website.


Personnel Officer
Directorate of School Education, Kashmir
28/11/2010

P