

PROCEEDINGS OF THE DISTRICT EDUCATIONAL OFFICER, NTR, VIJAYAWADA

Present: Sri.U.V.Subba Rao, M.A., B.Ed.,

Rc.No.20/B1/2025

Dated: 18 .07.2025

Sub: School Education - - SCERT, A.P. - Conduct of Cluster Complex Meeting on 19.07.2025 (Saturday) – Guidelines and Instructions for conduct of the meeting: Issued – Communicated - Reg

Ref: Proc. Rc. No. ESE02/208/2025-SCERT Dt.17-07-2025 of the Director, SCERT, A.P, Amaravathi.

The attention of all the Headmasters of Cluster Complexes, Mandal Educational Officers, Sectoral Officers of Samagra Shiksha, Deputy Educational Officers and Additional Project Coordinator, Samagra Shiksha, NTR District is invited to the reference read above, wherein, the Director, SCERT, A.P, Amaravathi has informed that to conduct Cluster Complex training at the complex level on 19.07.2025 from 1.00pm to 5.00pm without any deviation and ensure 100% attendance in all Cluster complexes.

The Director, SCERT, A.P, Amaravathi has further informed that the agenda for the Cluster Complex Meeting for the month of July'2025 i.e., 19.07.2025, for both primary and High schools is appended in Annexure-I (The video links will be shared).

The responsibilities of the Cluster Complex Headmaster are detailed below:

- Ensure 100% attendance and engagement of teachers. Ensure the availability of digital infrastructure.
- Ensure a smooth flow of the session as per the schedule communicated.
- Ensure the RPs are designated and pre-informed about the agenda, and notes are shared with them.
- Ensure the teachers attending the complex meeting submit their feedback form before dispersing.
- Ensure the Prior intimation of the Minute to Minute programme to the Participants of the concerned cluster complex.
- They have to submit the monitoring format of the meeting convened in their school complex.
- All Govt., Aided, KGBV, and residential school teachers must attend the Cluster Complex meeting.
- Ensure the mapping of one responsible person from District Samagra to each Cluster.
- Ensure the proper functioning of the IFPs required and internet connectivity at the cluster complex.
- Ensure that the content in the links shared by the SCERT are properly displayed.
- Ensure proper accommodation, seating arrangement for the teachers, water, and sanitation facilities.
- Ensure the Identification of 7 Subject-wise School Assistants and two senior SGTs as the facilitators, one for the teachers handling classes 1 and 2, and one for teachers handling 3 to 5 classes of the cluster complex.
- The cluster complex first assistant shall assist the cluster complex HM in monitoring the SGTs.
- By 11.45 am Mid-Day Meal should be closed on the day of the cluster complex meeting (Saturday, 19th July, 2025), and all the teachers have to reach the concerned cluster complex venue by 1 pm sharp.
- Ensure the Facial recognition (Attendance) of the total teachers of the concerned complex is marked at 1 pm and 5 pm.
- Ensure the Prior intimation to parents regarding the half-day school (9 am to 12 pm) on Saturday, 19th July, 2025, due to the cluster complex meetings, keeping in view the safety of the children.

Don'ts in the Complex Trainings:

- No Felicitation activities like transfers, promotions, no meeting with shawls and garland.
- No personal parties, birthday parties, no visits, no sightseeing programmes, Availing of Leaves except for Medical emergencies.
- No discussions on service matters and no personnel discussions.
- No Union Meeting Discussions.

Monitoring Mechanism:

Monitoring should be done by DyEO, APC, AD, all Sectorial officers of District Samagra, MEO-I & 2, MIS coordinators and CRPs of the concerned district. Ensure the mapping of one official from the district Samagra to each cluster complex.

The Director, SCERT, A.P, Amaravathi has issued instructions to all the RJDSEs, DEOs, APCs, DyEOs, DIET Principals, MEOs and Sectorial Officers of District Samagra Shiksha, District Officers, DIET Principals, MEO-I & II, Cluster Complex Headmasters in the state to monitor the complexes and fill the monitoring format. The Cluster Complex Headmaster shall ensure that the teachers who attend the Cluster Complex Meeting shall submit the feedback form invariably.

The detailed guidelines and instructions issued by the Director, SCERT, A.P, Amaravathi is herewith enclosed along with this procs.

Therefore, all the Headmasters of Cluster Complexes, Mandal Educational Officers, Sectoral Officers of Samagra Shiksha, Deputy Educational Officers and Additional Project Coordinator, Samagra Shiksha, NTR District in the district are hereby instructed to conduct Cluster Complex training at the complex level on 19.07.2025 from 1.00pm to 5.00pm without any deviation and ensure 100% attendance in all Cluster complexes as per instructions issued by the Director, SCERT, A.P, Amaravathi without fail.

Further, the Additional Project Coordinator, Samagra Shiksha, NTR District is requested to identify one nodal person for each and every cluster complex for the smooth functioning.

Any laxity in the matter will be viewed seriously, and these instructions shall be followed scrupulously.

Receipt of this procs. should be acknowledged.

Encls:- As above.

//t.c.f.b.o//

Sd/- U.V.Subba Rao,
District Educational Officer,
NTR District, Vijayawada.

To

All the Headmasters of Cluster Complexes in the district.

All the Mandal Educational Officer – I & II, NTR District.

All the Sectoral Officers of Samagra Shiksha, NTR District

All the Deputy Educational Officers in the district.

Copy to the Additional Project Director, Samagra Shiksha, NTR District, Vijayawada for necessary action.

Copy submitted to the Regional Joint Director of School Education, Kakinada for favour of kind information.

Copy submitted to the Director, SCERT, A.P, Amaravathi for favour of kind information.

Copy submitted to the State Project Director, Samagra Shiksha, AP, Amaravati for favour of kind information

Copy submitted to the Director of School Education, AP, Amaravati for favour of kind information.

**PROCEEDINGS OF THE DIRECTOR, STATE COUNCIL OF EDUCATIONAL
RESEARCH AND TRAINING::ANDHRA PRADESH, AMARAVATI**

Present :: Sri M. Venkata Krishna Reddy, M.A., B.Ed.,

Rc. No. ESE02/208/2025-SCERT

Dt.17-07-2025

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|---------------|--|
| Sub :- | School Education- SCERT, A.P. - Conduct of Cluster Complex Meeting on 19.07.2025 (Saturday) – Guidelines and Instructions for conduct of the meeting- Issued –Reg. |
| Ref :- | 1. This office Procs.Rc.No.ESE02/208/2025-SCERT, Dt:14.02.2025 2. This office Procs.Rc.No.ESE02/208/2025-SCERT,dt: 11.03.2025. 3. Academic Calendar 2025 - 26. |

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All the RJDSEs, DEOs, APCs, DyEOs, DIET Principals, MEOs and Sectorial Officers of District Samagra Shiksha in the state are hereby informed to conduct Cluster Complex training at the complex level on 19.07.2025 from 1.00pm to 5.00pm without any deviation and ensure 100% attendance in all Cluster complexes.

They are further informed that the agenda for the Cluster Complex Meeting for the month of July 2025 i.e., 19.07.2025, for both primary and High schools is appended in Annexure-I (The video links will be shared).

The responsibilities of the Cluster Complex Headmaster are detailed below:

- Ensure 100% attendance and engagement of teachers. Ensure the availability of digital infrastructure.
- Ensure a smooth flow of the session as per the schedule communicated.
- Ensure the RPs are designated and pre-informed about the agenda, and notes are shared with them.
- Ensure the teachers attending the complex meeting submit their feedback form before dispersing.
- Ensure the Prior intimation of the Minute to Minute programme to the Participants of the concerned cluster complex.
- They have to submit the monitoring format of the meeting convened in their school complex.
- All Govt., Aided, KGBV, and residential school teachers must attend the Cluster Complex meeting.
- Ensure the mapping of one responsible person from District Samagra to each Cluster.
- Ensure the proper functioning of the IFPs required and internet connectivity at the cluster complex.

- Ensure that the content in the links shared by the SCERT are properly displayed.
- Ensure proper accommodation, seating arrangement for the teachers, water, and sanitation facilities.
- Ensure the Identification of 7 Subject-wise School Assistants and two senior SGTs as the facilitators, one for the teachers handling classes 1 and 2, and one for teachers handling 3 to 5 classes of the cluster complex.
- The cluster complex first assistant shall assist the cluster complex HM in monitoring the SGTs.
- By 11.45 am Mid-Day Meal should be closed on the day of the cluster complex meeting (Saturday, 19th July, 2025), and all the teachers have to reach the concerned cluster complex venue by 1 pm sharp.
- Ensure the Facial recognition (Attendance) of the total teachers of the concerned complex is marked at 1 pm and 5 pm.
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Don'ts in the Complex Trainings:

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- No personal parties, birthday parties, no visits, no sightseeing programmes, Availing of Leaves except for Medical emergencies.
- No discussions on service matters and no personnel discussions.
- No Union Meeting Discussions.

Monitoring Mechanism:

Monitoring should be done by DEO, DyEO, APC, AD, DIET Principal, DIET Faculty, all Sectorial officers of District Samagra, MEO-1 & 2, MIS coordinators and CRPs of the concerned district. Ensure the mapping of one official from the district Samagra to each cluster complex.

Therefore, all the RJDSEs, DEOs, APCs, DyEOs, DIET Principals, MEOs and Sectorial Officers of District Samagra Shiksha, District officers, DIET Principals, MEO-I & II, Cluster Complex Headmasters are requested to monitor the complexes and fill the monitoring format. The Cluster Complex Headmaster shall ensure that the teachers who attend the Cluster Complex Meeting shall submit the feedback form invariably.

Further, all the District Educational Officers are requested to identify one nodal person for each and every cluster complex for the smooth functioning.

Any laxity in the matter will be viewed seriously, and these instructions shall be followed scrupulously.

Receipt of these proceedings shall beacknowledged.

Encl: Annexure-I

VENKATA KRISHNA REDDY MARTHALA
Director, SCERT

To

All the Regional Joint Directors of School Education in theState

All the District Educational Officers in the State

All the Additional Project Coordinators, Samagra Shiksha in the State

All the Deputy Educational Officers in the State

All the Principals, DIETs in the State.

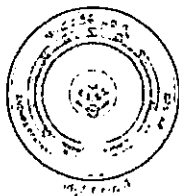
All the Mandal Educational Officers in theState

All the Sectorial Officers in the State through the APCs concerned

Copy submitted to the Director of School Education, A.P., Amaravathi, for kind information.

Copy submitted to the State Project Director, Samagra Shiksha, A.P., Amaravathi, for kind information

Copy submitted to the Secretary to Government, School Education Department, A.P., for the favour of kind information.



Department of School Education
Government of Andhra Pradesh
Cluster Complex Meeting Agenda for the Month of July - 2025
Saturday 19.07.2025 (1.00 Pm to 5.00 Pm)

| Agenda for July 2025 – School Cluster Complexes | | | |
|---|----------|---|---|
| Time | Duration | Agenda Points - Primary | Agenda Points - Secondary |
| 1.00 pm to 2.00 pm | 60 Min | Session 1: (Common Session) i) Opening Remarks (CSE/SPD SS /SCERT) (1.00 pm to 1.10 pm) (Link will be shared ..) | Session 1: (Common Session) i) Opening Remarks (CSE/SPD SS /SCERT) (1.00 pm to 1.10 pm) (Link will be shared ..) |
| | | ii) Briefing the Agenda items (Cluster HM) (1.10 pm to 1.15 pm) | ii) Briefing the Agenda items (Cluster HM) (1.10 pm to 1.15 pm) |
| | | iii) Review on enrolment drive (Cluster HM/ Cluster Sr. School Assistant) (1.15 pm to 1.25 pm) | iii) Review on enrolment drive (Cluster HM/ Remaining HMs) (1.15 pm to 1.25 pm) |
| | | iv) Discussion on attendance and tracking of long absentees (Cluster HM/ Cluster Sr. School Assistant) (1.25 pm to 1.30 pm) | iv) Discussion on attendance and tracking of long absentees (Cluster HM/ Remaining HMs) (1.25 pm to 1.30 pm) |
| | | v) Review on previous year results (Cluster HM/ Cluster Sr. School Assistant) (1.30 pm to 1.40 pm) | v) Review on previous year results with special focus on SSC (Cluster HM/ Cluster Sr. School Assistant) (1.30 pm to 1.40 pm) |
| | | vi) Preparation of action plan on improvement of C, D grade students based on performance in last year SA-2 (Cluster HM/ Cluster Sr. School Assistant) (1.40 pm to 1.50 pm) | vi) Preparation of action plan on improvement of C, D grade students based on performance in in last year SA-2 (Cluster HM/ Remaining HMs) (1.40 pm to 1.50 pm) |
| | | vii) Review on Completion of Syllabus up to this month (Cluster HM/ Cluster Sr. School Assistant) (1.50 pm to 2.00 pm) | vii) Review on Completion of Syllabus up to this month (Cluster HM/ Remaining HMs) (1.50 pm to 2.00 pm) |
| 2.00 pm to 3.00 pm | 60 Min | Session 2: (Separate sessions for SGTs dealing 1& 2 and 3 to 5) i) "How to use Teacher Handbook?" - Model Lesson using teacher handbook (Resource Person from SCERT and Cluster RP) (From 2.00 pm to 2.45 pm) | Session 2: (Separate sessions - Subject wise) i) "How to use Teacher Handbook?" - Model Lesson using teacher handbook (Resource Person from SCERT and Cluster RP) (From 2.00 pm to 2.45 pm) |

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| | | Note: If a single teacher is handling all the classes from 1 to 5 the teacher has to sit in the session regarding the 1 & 2 classes | English: _____ (Link will be shared ..) |
| | | | Maths: _____ (Link will be shared ..) |
| | | | Physical Science: _____ (Link will be shared ..) |
| | | | Biological Science: _____ (Link will be shared ..) |
| | | | Social Sciences: _____ (Link will be shared ..) |
| | | iii) Peer Group Discussion on curricular integration (All participants) (3.55 pm to 4.00 pm) | iii) Peer Group Discussion on curricular integration (All participants) (3.55 pm to 4.00 pm) |
| 4.00 pm to 5.00 pm | 60 Min | Session 4: i) Introduction of Assessments Structure and Assessment Booklet (Resource Person from SCERT and Cluster RP) (From 4.00 pm to 4.30 pm) | Session 4: i) Introduction of Assessments Structure and Assessment Booklet (Resource Person from SCERT and Cluster RP) (From 4.00 pm to 4.30 pm) |
| | | For Classes 1 & 2: _____ (Link will be shared ..) | Telugu: _____ (Link will be shared ..) |
| | | For Classes 3 to 5: _____ (Link will be shared ..) | Hindi: _____ (Link will be shared ..) |
| | | | English: _____ (Link will be shared ..) |
| | | | Maths: _____ (Link will be shared ..) |
| | | | Physical Science: _____ (Link will be shared ..) |
| | | | Biological Science: _____ (Link will be shared ..) |
| | | | Social Sciences: _____ (Link will be shared ..) |
| | | ii) Peer Group Discussion - Action Plan to achieve the next month targets like completion of Syllabus, plan of conducting FA-I exams, Evaluation and issue of Holistic Progress Card (HPC). (All participants) (4.30 pm to 4.40 pm) | ii) Peer Group Discussion - Action Plan to achieve the next month targets like completion of Syllabus, plan of conducting FA-I exams, Evaluation and issue of Holistic Progress Card (HPC). (All participants) (4.30 pm to 4.40 pm) |
| | | iii) Videos on best practices (From SCERT) (4.40 pm to 4.45 pm) (Link will be shared ..) | iii) Videos on best practices (From SCERT) (4.40 pm to 4.45 pm) (Link will be shared ..) |

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|--------------------|--------|--|---|
| | | For Classes 1 & 2: (Link will be shared ..) | Telugu: (Link will be shared ..) |
| | | For Classes 3 to 5: (Link will be shared ..) | Hindi: (Link will be shared ..) |
| | | Note: If a single teacher is handling all the classes from 1 to 5 the teacher has to sit in the session regarding the 1 & 2 classes | English: (Link will be shared ..) |
| | | | Maths: (Link will be shared ..) |
| | | | Physical Science: (Link will be shared ..) |
| | | | Biological Science: (Link will be shared ..) |
| | | | Social Sciences: (Link will be shared ..) |
| | | | Sanskrit: Lesson plan preparation and model lessons (By Cluster RP) |
| | | | Urdu: Lesson plan preparation and model lessons (By Cluster RP) |
| | | | PDs & PETs: (Link will be shared ..) |
| | | ii) Video presentation on Guaranteed FLN (Resource Person from Samagra Shiksha and Cluster RP) (for all primary teachers) (2.45 pm to 2.55 pm) (Link will be shared ..) | ii) Video presentation on Summary videos (Resource Person from SCERT and Cluster RP) (2.45 pm to 2.55 pm) (Link will be shared ..) |
| | | ii) Peer group Discussion on Teacher Handbook, model lesson and guaranteed FLN (All the participants) (2.55 pm to 3.00 pm) | ii) Peer group Discussion on Teacher Handbook, model lesson and Summary videos (All the participants) (2.55 pm to 3.00 pm) |
| 3.00 pm to 3.15 pm | 15 Min | Tea break | |
| 3.15 pm to 4.00 pm | 45Min | Session 3: (Separate sessions for SGTs dealing 1& 2 and 3 to 5) i) Curricular integration in concern classes and subjects (3.15 pm to 3.55 pm) | Session 3: (Separate sessions - Subject wise) i) Curricular integration in concern classes and subjects (3.15 pm to 3.55 pm) |
| | | For Classes 1 & 2: _____ (Link will be shared ..) | Telugu: _____ (Link will be shared ..) |
| | | For Classes 3 to 5: _____ (Link will be shared ..) | Hindi: _____ (Link will be shared ..) |

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| | | iv) Interaction with Samagra Shiksha / SCERT officials (4.45 pm to 4.55 pm) (Link will be shared ..) | iv) Interaction with Samagra Shiksha / SCERT officials (4.45 pm to 4.55 pm) (Link will be shared ..) |
| | | v) Feedback - Post-Training Evaluation with 5 MCQs (SCERT) (Link will be shared ..) & Closing remarks (Cluster HM) (4.55 pm to 5.00 pm) | v) Feedback - Post-Training Evaluation with 5 MCQs (SCERT) (Link will be shared ..) & Closing remarks (Cluster HM) (4.55 pm to 5.00 pm) |

VENKATA KRISHNA REDDY MARTHALA
Director, SCERT