

NO. EDN-KGR (E-7)/.02/2020 - 10/57-58

O/O the Dy. Director of Elementary Education

Kangra at Dharamshala

Dated: Dharamshala-176215

12-02-2020

To

All the Block Elementary Education Officers,
Distt. Kangra.

Subject :-

Questionnaire for Cluster Resource Coordinator(CRC)

Memo,

Reference to the Directorate of Elementary Education, Shimla letter No. EDN-H(4)(Ele)1/2019-Misc dated 28-01-2020 on the subject cited above.

In this context, find enclosed herewith a photocopy of letter No. EDN-C-A(4)1/2018-III dated 17.01.2020 alongwith its enclosures. Therefore, you are directed to go through the contents & take further necessary action in the matter accordingly under intimation to this office.

Encls: As above


Dy. Director Elementary Education
Kangra at Dharamshala

Endst. No. (G-5)


Dated

Dharamshala-176215

12-02-2020

Copy to:-

The Director of Elementary Education, Shimla with reference to your referred above letter for information please.


Dy. Director Elementary Education
Kangra at Dharamshala

CDE-5517

20-1-20

Cr 527
22-1-20

Immediate

No. EDN-C-A(4)1/2018-III
Government of Himachal Pradesh.
Department of Elementary Education

From

The Principal Secretary (Education) to the
Government of Himachal Pradesh.

To

The Director Elementary Education,
Himachal Pradesh, Shimla-171001

The State Project Director (ISSE)
Himachal Pradesh, Shimla-1.

Dated: Shimla-171002, the

17th Jan 2020.

Subject:- Questionnaire for Cluster Resource Coordinator (CRC)

Sir,

I am directed to enclose herewith photocopy of D.O. No.48-19/2019-IS-13, dated 7th January, 2020 received from Shri Maneesh Garg, Joint Secretary to the Govt. of India, Ministry of Human Resource Development, Department of School Education & Literacy, New Delhi on the subject cited above and to request you to go through the contents contained in the above mentioned letter and issue necessary directions to all field offices for making exercise of periodic inspection and supervision effective and efficient as per CRC Questionnaire 2019-20 under intimation to this Department as well as to quarter concerned urgently.

Yours faithfully,


Deputy Secretary (Ele. Edu.) to the
Government of Himachal Pradesh.



एक कदम स्वच्छता की ओर
Maneesh Garg
 Joint Secretary (SS.II)
 Tele: 011-23386232
 Email: maneesh.garg@nic.in



सूचना का अधिकार

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 247424620
 16.1.20 Edu-C

भारत सरकार
 मानव संसाधन विकास
 स्कूल शिक्षा और साक्षरता
 शास्त्री भवन
 नई दिल्ली - 110 111
 GOVERNMENT OF INDIA
 MINISTRY OF HUMAN RESOURCE
 DEVELOPMENT
 DEPARTMENT OF SCHOOL EDUCATION
 SHASTRI BHAVAN
 NEW DELHI-110 115

D.O. No. 48-19/2019-IS-13

Dated: 7th January, 2020

Respected Ma'am/Sir,

As you are aware, periodic inspection and supervision of schools is a critical facet providing quality school education. The Cluster Resource Centres, are the most crucial units carrying out such inspection and providing training and on-site support to schools and teacher

2. In this regard, a proper system of academic and curricular support has to be developed to serve the purpose of continuous professional up gradation of teachers. For this purpose, the CRCs need to undertake regular visits and organize monthly meetings to discuss academic issues and design strategies for better school performance. In this context, funds have been provided in the PAB for 2019-20 for each Cluster Resource Coordinator to visit the schools and provide onsite academic support to school under his/her jurisdiction at least once in 2 months and send regular reports to the District Education Officer.

3. The Department has developed a detailed questionnaire and instructions for periodic inspection of schools by Cluster Resource Coordinators to observe the infrastructure facilities, teachers, students, administrative and academic aspects. The same is enclosed for necessary action at your end.

4. It is requested to issue necessary instructions for making this exercise of periodic inspection and supervision effective and efficient.

With Regards,

Yours sincerely

Maneesh Garg

(Maneesh Garg)

S.S. (Edu-B)
 14/1/2020

S.S. (Edu-B)/B
 To: 15/1/2020
 16.1.2020

Principal Secretary/ Secretary, School Education, All States and UTs

Copy to: State Project Directors (Samagra Shiksha), All States and UTs

Smt. A.K.



शिक्षा का अधिकार

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Questionnaire
for
Cluster Resource Coordinator (CRC)
(for all Government and Government Aided Schools having
Grades 1-12)

Department of School Education & Literacy
Ministry of Human Resource Development
Government of India

Section	Information
Section-A	General Information
Section-B	Questions
Section-C	Details of Cluster Resource Coordinator (CRC)

All fields which appear are mandatory and no question should be left blank.

Instructions-Cluster Resource Coordinator (CRC)

I. General Instructions:

- a) Cluster Resource Centre should function as academic resource centres with adequate resource/reference materials for concerned teachers;
- b) Cluster Resource Coordinator should undertake regular school visits and provide onsite academic support to teachers;
- c) Cluster Resource Coordinator should organise monthly meetings to discuss academic issues and design strategies for better school performance;
- d) Cluster Resource Coordinator should visit and hold meetings with members of the SMCs and other local bodies for school improvement, support SMC in school development plan;
- e) Cluster Resource Coordinator should ensure that the special training programmes are properly designed and implemented in the cluster for out-of-school children and securing their admission to age-appropriate classes;
- f) Each Cluster Resource Coordinator to visit the schools and provide onsite academic support to school under his/her jurisdiction at least once in 2 months and send regular reports to the District Education Officer.

II. How to fill the Questionnaire:

- a) All CRCs must go through and understand each and every question of the questionnaire.
- b) Surveyors should physically verify infrastructure facilities and availability of other resources such as classrooms, toilets, drinking water facility, teachers, enrolment of students, laboratories, library, sports equipment and check documentary evidence wherever applicable before filling information in the Questionnaire. Surveyors should also observe the preparation and serving of Mid-Day Meal.
- c) Surveyors should also check the attendance register of Students and Teachers along with other required information before feeding relevant information in the questionnaire.
- d) This Questionnaire has been divided into 3 sections starting from A to C, a brief about the questions in each section is as below:
 - **Section A- General Information:** This section contains general information about the School such as UDISE code, Name, Category & Management of the School, School Location, etc.
 - **Section B- Questions:** There are 33 questions in this section pertaining to different areas of the School such as type of school buildings, functional status of classrooms, availability and functional status of toilets, availability

of toilets for CWSN children, availability of drinking water, electricity, waste management system, availability of library, availability and functional status of computer laboratories, status of enrolment and special training, attendance of children on a particular day, availability of mid-day meal, display of school safety pledge, identification of out of school children and steps taken for mainstreaming them, etc. It also includes questions related to various entitlements and grants available to students and schools such as uniform, textbooks, library grant, composite school grant, youth & eco club, aids and appliances for CWSN, etc. This section may be filled in through physical verification, checking with records and interacting with students and teachers.

- **Section C- Details of CRC:** This section contains details of the Cluster Resource Coordinator visiting the school such as name, designation, organisation, mobile number, email ID and date of visit.

Questionnaire for Cluster Resource Coordinator (CRC-2019-20)

Please fill the UDISE Code of the assigned School (11 digits)

(A) General Information

- i) State:
- ii) District:
- iii) Block:
- iv) Village/Ward:
- v) Name of the School:
- vi) Pin Code:
- vii) Lowest Class in the School
- viii) Highest Class:
- ix) Type of School
 - a) Boys only
 - b) Girls only
 - c) Co-educational
- x) Management of School
 - a) Department of Education
 - b) Tribal Welfare Department
 - c) Local Body
 - d) Government Aided
 - e) Social Welfare Department
- xi) School location
- xii) Year of Establishment of School
- xiii) When does the academic session start (Month)

(Rural/Urban)

Questions from Section B onwards will need to be filled on the spot. Tick, or fill in the box.

(B) Questions

1) **Total number of Teaching Staff in position.** (Contractual teachers include all categories of teachers other than regular teachers)

S.No	Category	Regular	Contractual	Total
a)	Primary level (Classes 1-5)			
b)	Upper Primary level (Classes 6-8)			
c)	Secondary level (Classes 9-10)			
d)	Higher Secondary (Classes 11-12)			

2) **Number of Teachers present on the day of visit.**

S.No	Category	Regular	Contractual	Total
a)	Primary level (Classes 1-5)			
b)	Upper Primary level (Classes 6-8)			
c)	Secondary level (Classes 9-10)			
d)	Higher Secondary (Classes 11-12)			

3) **Whether all the teachers in the School have photo ID.**

(Yes/No)

4) **Details of Toilets facility***

	Boys only	Girls Only
a) No. of Toilet seats available	<input type="text"/>	<input type="text"/>
b) No. of Toilet seats functional	<input type="text"/>	<input type="text"/>
c) No. of Urinals available	<input type="text"/>	<input type="text"/>
d) No. of Urinals functional	<input type="text"/>	<input type="text"/>

(Definition of functional toilet: water available in the toilet, minimal odour (no foul smell), unbroken seat, regularly cleaned, dry, with working drainage system, accessible to users, closable door)

**Note: In case it is a Boys only or Girls Only School then please write NA against the other boxes.*

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5) What is the main Source of drinking water functional in the School.

- a) Hand Pump or Bore well within the School premises
- b) Protected Well
- c) Unprotected Well
- d) Tap Water
- e) Packaged or Bottled or RO or UV water provided by the School
- f) No access to drinking water

6) How does the School dispose its liquid waste.

- a) No specific measures
- b) Open Drain
- c) Leach pits with sturdy cover to prevent accidental fall
- d) Septic tank or bio-toilets or Sewer line with sturdy cover to prevent accidental fall

7) Whether Library facility or Story Book Bank or Story Book Reading Corner is available.

(Yes/No)

8) Status of Enrolment in the School.

Category	General Enrolment (Including CWSN)			Children attending the School on the day of visit		
	Boys	Girls	Total	Boys	Girls	Total
Primary (Classes 1 - 5)						
Upper Primary (Classes 6 - 8)						
Secondary (Classes 9 - 10)						
Higher Secondary(Classes 11 - 12)						

9) Total number of Children (Classes 1-8) availing MDM on the day of visit.

a) Primary

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b) Upper Primary

--

22) Does the school maintain up-to-date record of students attendance in the registers/electronically. (Yes/No)

23) How is student's personal-social development monitored.

- a) By observing students in class and during their participation in games/ Sports and other co-scholastic activities.
- b) By keeping a record of student's participation and attainment in class only.
- c) No efforts made to monitor personal-social development.

24) How is student attainment measured and how is the progress ascertained over time.

- a) By counting periodic tests
- b) Half yearly
- c) Annual Exam
- d) By awarding grades based on marks

25) Does the school maintain a record of teachers' attendance along with reasons for absence. (Yes/No)

26) School makes alternative arrangements for the classes of absent teachers by.

- a) Assigning substitute teachers
- b) Combine classes.
- c) Assigning a class to the Senior student
- d) No arrangement

27) Teacher performance is monitored through.

- a) Annual Confidential Report
- b) School head observations.
- c) Students achievements
- d) Feedback from Students/Parents/SMC
- e) No provision

28) Teachers access to different types of teaching-learning resources. (e.g. Charts, low cost models, pictures, globes, maps etc)

- a) Unaware of resources
- b) Aware of resources but unable to access them
- c) Access to the resources but don't use

- d) Access to resources and use in classroom
- e) Personal efforts-Use of internet/sites of different agencies/
use of DIKSHA/e-Pathsala etc.

29) Whether the teacher encouraged students to ask questions*.

- a) Yes
 - b) No
 - c) Name of the Teacher
 - d) Class
- | |
|--|
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| |
| |

30) Whether the teacher paid equal attention to all the students*.

- a) Yes
 - b) No
 - c) Name of the Teacher
 - d) Class
- | |
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| |

(*BRC/CRC should sit & observe the classroom transaction for each level e.g., Primary and Upper primary) for 1 period and provide his/her general observation for questions 30 and 31. For every visit BRC/CRC should observe different teacher class and different grade)

31) Whether the school has a Head Teacher / Principal / Head Master in position. (Yes/No)

32) Number of Teachers provided In-service Teacher Training during last 2 years

School Category	Total No. of Teachers	No. of Teacher Received Teacher Training	No. & Names of Teacher Not Received Teacher Training
Primary level			
Upper Primary			

33) Does the school have a Child cabinet (Bal Sansad) that takes an active role in promoting sanitation and hygiene practices? (If Yes, please see the "records of the meetings". Topics related to water; sanitation & hygiene should be observed from the meetings over last one-year). (Yes/No)

34) Has the school developed a Swachhata Action Plan (SAP)? (Yes can be selected if the schools is able to show the plan) (Yes/No)

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35) Specific observations on strengths, weakness and requirements of inputs for school improvement :

Academic	
Infrastructure	
Teacher and staff	
Any other	

(C) Details of CRC (Please fill in capital letter)

Name	
Designation	
Department/Organisation	
Mobile Number	
Email Id (Optional)	
Date of the Visit	

Any comments which the Surveyor would like to give (Maximum 100 words)
