Department of School Education
Government of Andhra Pradesh
Cluster Complex Meeting Agenda for the Month of August - 2025
Saturday 30.08.2025 (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) Discussion on attendance and tracking of long absentees **(Cluster HM/ Cluster Sr. School Assistant)** (1.15 pm to 1.20 pm)	iii) Discussion on attendance tracking of long absentees **(Cluster HM/ Remaining HMs)** (1.15 pm to 1.20 pm)
		iv) Review on FA-I Examinations, evaluation of papers, marks entry **(Cluster HM/ Cluster Sr. School Assistant)** (1.20 pm to 1.40 pm)	iv) Review on FA-I Examinations, evaluation of papers, marks entry **(Cluster HM/ Remaining HMs)** (1.20 pm to 1.40 pm)
		v) Preparation of action plan on improvement of C, D grade students for I to V classes based on performance in FA-1 **(Cluster HM/ Cluster Sr. School Assistant)** (1.40 pm to 1.50 pm)	v) Preparation of action plan on improvement of C, D grade students for VI to X classes based on performance in FA-1 **(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)
		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) Peer group Discussion on Teacher Handbook and model lesson **(All the participants)** (2.45 pm to 3.00 pm)	ii) Peer group Discussion on Teacher Handbook and model lesson **(All the participants)** (2.45 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:** **(Common sessions for SGTs)** i) Video demonstration on FLN **(3.15 pm to 3.55 pm)** (Link will be shared ..)	**Session 3:** **(Separate sessions - Subject wise)** i) SSC Examination Blueprints **(3.15 pm to 3.55 pm)**
			Telugu: _____ (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 on FLN **(All participants)** (3.55 pm to 4.00 pm)	ii) Peer Group Discussion on SSC examination blueprints **(All participants)** (3.55 pm to 4.00 pm)
4.00 pm to 5.00 pm	60 Min	**Session 4:** i) Assessments and Assessment Booklet **(Resource Person from SCERT and Cluster RP)** (From 4.00 pm to 4.30 pm) (Link will be shared ..)	**Session 4:** i) Assessments and Assessment Booklet **(Resource Person from SCERT and Cluster RP)** (From 4.00 pm to 4.30 pm) (Link will be shared ..)
		ii) Peer Group Discussion - Action Plan to achieve the next month targets like completion of Syllabus, achieving LOs etc. **(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, achieving LOs etc. **(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 ..)
		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)

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#ApprovedByName#

Director, SCERT