

**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. ESE02/208/205-SCERT**

**Dt. 17.12.2025**

<b>Sub :-</b>	School Education- SCERT, A.P. - Conduct of Cluster Complex Meeting on 20.12.2025 (Saturday) – Guidelines and Instructions for conduct of the meeting- Issued –Reg.
<b>Ref :-</b>	<ol style="list-style-type: none"> <li>1. This office Procs.Rc.No.ESE02/208/2025-SCERT, Dt:14.02.2025 dt: 11.03.2025, 17.07.2025, 26.08.2025, 19.09.2025, 15.10.2025, and 22.11.2025</li> <li>2. Academic Calendar 2025 - 26.</li> </ol>

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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 20.12.2025 from 1.00pm to 5.00pm without any deviation and ensure 100% attendance in all Cluster complexes.

They are further informed that cluster complex meetings for teachers dealing with classes VI to X have been taking place at the mandal headquarters since last month. The same shall be continued further. So, they are requested to act accordingly.

They are further informed that no video links will be provided from SCERT; instead, relevant content & notes related to the topics to be discussed in the sessions will be shared wherever necessary. So, they are requested to identify a sufficient number of well-versed, knowledgeable subject-specific Resource Persons at the cluster level to handle the sessions and lead the fruitful peer group discussions and learning activities.

They are further informed that the agenda for the Cluster Complex Meeting for the month of December 2025 i.e., 20.12.2025, for both primary and High schools is appended in Annexure-I.

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 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.
- Ensure the identification of sufficient number of subject-specific Resource Persons to lead sessions and facilitate peer group discussions.
- Ensure that the content/ notes shared by the SCERT reach the RPs in advance so that they can utilise them effectively during the sessions.
- 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), 20<sup>th</sup> December 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, 20<sup>th</sup> December 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 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 be acknowledged.

Encl: Annexure-I

VENKATA KRISHNA REDDY MARTHALA  
Director, SCERT

To

All the Regional Joint Directors of School Education in the State

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 the State

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 December - 2025

Saturday 20.12.2025 (1.00 Pm to 5.00 Pm)

Agenda for December 2025 – School Cluster Complexes			
Time	Duration	Agenda Points - Primary	Agenda Points - Secondary
1.00 pm to 2.00 pm	60 Min	<b>Session 1: (Common Session)</b> i) Opening Remarks ( <b>CSE/SPD SS/ SCERT</b> ) (1.00 pm to 1.10 pm) (Link will be shared ..)  ii) Briefing the Agenda items ( <b>Cluster HM</b> ) (1.10 pm to 1.15 pm)  iii) Discussion on attendance and tracking of long absentees ( <b>Cluster HM/ Cluster Sr. School Assistant</b> ) (1.15 pm to 1.20 pm)  iv) Review on Mega Parents meeting - Measures taken by schools in response to the issues/requests raised by parents during MPTM. ( <b>Cluster HM/ Cluster Sr. School Assistant</b> ) (1.20 pm to 1.35 pm)  v) Review on Usage of teacher handbooks ( <b>Cluster HM/ Cluster Sr. School Assistant</b> ) (1.35 pm to 1.40 pm)  vi) Review on Completion of Syllabus up to this month ( <b>Cluster HM/ Cluster Sr. School Assistant</b> ) (1.40 pm to 1.50 pm)	<b>Session 1: (Common Session)</b> i) Opening Remarks ( <b>CSE/SPD SS/ SCERT</b> ) (1.00 pm to 1.10 pm) (Link will be shared ..)  ii) Briefing the Agenda items ( <b>Cluster HM</b> ) (1.10 pm to 1.15 pm)  iii) Discussion on attendance and tracking of long absentees ( <b>Cluster HM/ Remaining HMs</b> ) (1.15 pm to 1.20 pm)  iv) Review on Mega Parents meeting - Measures taken by schools in response to the issues/requests raised by parents during MPTM. ( <b>Cluster HM/ Remaining HMs</b> ) (1.20 pm to 1.35 pm)  v) Review on Usage of teacher handbooks and summary videos ( <b>Cluster HM/ Remaining HMs</b> ) (1.35 pm to 1.40 pm)  vi) Review on Completion of Syllabus up to this month ( <b>Cluster HM/ Remaining HMs</b> ) (1.40 pm to 1.50 pm)
		vii) Peer Group Discussion - Action Plan to achieve the next month targets like completion of Syllabus, achieving LOs, Plan for conducting FA -III examinations, Evaluation, marks entry and issue of Holistic Progress Card (HPC) etc. ( <b>All participants</b> ) (1.50 pm to 2.00 pm)	vii) Peer Group Discussion - Action Plan to achieve the next month targets like completion of Syllabus, achieving LOs, Plan for conducting FA – III examinations, Evaluation, marks entry and issue of Holistic Progress Card (HPC) etc. ( <b>All participants</b> ) (1.50 pm to 2.00 pm)

2.00 pm to 2.45 pm	45 Min	<p><b>Session 2:</b> <b>(Common sessions for SGTs)</b></p> <p>i) Guaranteed FLN – 75 days Action plan, implementation strategy &amp; Preparation for Foundational Learning Survey (FLS) for class III students by PARAKH <b>(Cluster RP)</b> <b>(2.00 pm to 2.40 pm)</b></p> <p>ii) Peer Group Discussion on Guaranteed FLN &amp; <b>(All participants)</b> (2.40 pm to 2.45 pm)</p>	<p><b>Session 2:</b> <b>(Common sessions – for SA s)</b></p> <p>i) SSC 100 days action - implementation strategy &amp; <b>Presentation skills</b> for examinations <b>(Cluster RP)</b> <b>(2.00 pm to 2.40 pm)</b></p> <p>ii) Peer Group Discussion on SSC 100 days action &amp; Presentation skills <b>(All participants)</b> (2.40 pm to 2.45 pm)</p>
2.45 pm to 3.00 pm	15 Min	<b>Tea break</b>	
3.00 pm to 4.00 pm	60Min	<p><b>Session 3:</b> <b>(Common session for all SGTs)</b></p> <p>10 minutes: Instructions on how to make Handmade TLM (03.00pm to 03.10pm) (Link will be share)</p> <p>50 minutes: Preparation of Handmade TLM by watching videos available on DIKSHA</p> <p>All teachers has to prepare the handmade TLM at least 20+ during this period. (03.10pm to 04.00pm)</p>	<p><b>Session 3:</b> <b>(Separate sessions - Subject wise SAs and HMs/ Principals)</b></p> <p><b>For SAs</b> - Model Lesson with focus on subject specific skills: Languages – techniques in teaching Grammer</p> <p>Mathematics – techniques in teaching Graph based problems</p> <p>Science – Conducting lab activities</p> <p>Social – Techniques in teaching map pointing <b>(Cluster RP)</b></p> <p><b>For HMs/ Principals – PLC (Peer Learning Communities):</b></p> <p>Discussion on School Leadership Training</p> <p>Topic: Collaboration - Building Stronger School Communities</p> <p>Key points for schedule:</p> <ol style="list-style-type: none"> <li>1. Understand the importance of collaboration in schools.</li> <li>2. Identify areas and models for effective collaboration.</li> <li>3. Prepare an action plan for implementing collaborative practices. <b>(Cluster HM/ other resourceful HM)</b></li> </ol> <p>(From 3.00 pm to 3.50 pm)</p> <p>Peer Group Discussion on Model Lesson/ PLC <b>(All participants)</b> (3.50 pm to 4.00 pm)</p>
4.00 pm to 5.00 pm	60 Min	<p><b>Session 4:</b></p> <p>i) 40 minutes: Preparation of Handmade TLM by watching videos available on DIKSHA</p>	<p><b>Session 4:</b></p> <p>i) Competency Based Assessments – Importance, Question types, characteristics,</p>

	<p>All teachers has to prepare the handmade TLM at least 10+ during this period. (04.00pm to 04.40pm)</p>	<p>skills (<b>Cluster RP</b>) (From 4.00 pm to 4.30 pm) ii) Peer Group Discussion on Competency-based assessments – strategies to practice them in the class (<b>All participants</b>) (4.30 pm to 4.40 pm)</p>
	<p>ii) Videos on best practices (<b>From SCERT</b>) (4.40 pm to 4.45 pm) (Link will be shared ..)</p>	<p>iii) Videos on best practices (<b>From SCERT</b>) (4.40 pm to 4.45 pm) (Link will be shared ..)</p>
	<p>iii) Interaction with Samagra Shiksha / SCERT officials (4.45 pm to 4.55 pm) (Link will be shared ..)</p>	<p>iv) Interaction with Samagra Shiksha / SCERT officials (4.45 pm to 4.55 pm) (Link will be shared ..)</p>
	<p>iv) <b>Feedback</b> - Post-Training Evaluation with 5 MCQs (<b>SCERT</b>) (Link will be shared..) &amp; Closing remarks (<b>Cluster HM</b>) (4.55 pm to 5.00 pm)</p>	<p>v) <b>Feedback</b> - Post-Training Evaluation with 5 MCQs (<b>SCERT</b>) (Link will be shared..) &amp; Closing remarks (<b>Cluster HM</b>) (4.55 pm to 5.00 pm)</p>

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**VENKATA KRISHNA REDDY MARTHALA**  
**Director, SCERT**