

**PROCEEDINGS OF THE DIRECTOR OF SCHOOL EDUCATION
ANDHRA PRADESH :: AMARAVATI.**

Present: Smt. Thameem Ansariya. A , IAS.

Rc.No.

Date: #ApprovedDate#

Sub:-	School Education- SCERT, A.P. - Conduct of Cluster Complex Meeting on 22.08.2025 – Guidelines and Instructions for conduct of the meeting-Issued –Reg
Ref:-	Instructions of the DSE issued during the meeting held on 31.07.2026 at the Conference Hall, O/o CSE,A.P., Amaravati

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All the RJDSEs, DEOs, APCs, Dy.EOs, DIET Principals, MEOs and Sectoral Officers of District Samagra Shiksha in the State are hereby informed to ensure the conduct of the School Cluster Complex Meeting at the Cluster Complex level on 22-08-2026, from 09:00 AM to 04:00 PM, without any deviation.

As per NEP 2020, every teacher is expected to participate in at least 50 hours of Continuous Professional Development (CPD) annually. The NCERT Guidelines on 50 Hours of CPD provide a flexible framework covering face-to-face and other academic and professional activities. In this context, School Cluster Complex Meetings shall serve as an important platform for CPD, enabling teachers to strengthen subject knowledge, pedagogy, lesson planning, assessment practices, TLM preparation and classroom strategies. Accordingly, School Cluster Complex Meetings shall be conducted every month as a regular CPD mechanism.

It is further informed that, henceforth, School Cluster Complex Meetings shall be conducted as full-day programmes from August 2026 onwards.

Cluster Complex Meetings for Primary:

SGTs: The SGTs of each Mandal shall be divided into two groups. One half (50%) of the SGTs handling Classes I & II shall attend the **newly mapped Cluster Complex** on the third Saturday of every month, while the remaining half (50%) of the SGTs handling Classes III, IV & V shall attend the **newly mapped Cluster Complex** on the fourth Saturday of every month, ensuring the continuity of academic and school activities.

Example: If a Mandal has six Cluster Complexes, they may be mapped as 1 & 2, 3 & 4, and 5 & 6 for conducting the Cluster Complex Meetings.

- Third Saturday: Teachers of Cluster Complex 1 shall attend

Cluster Complex 2, teachers of 3 shall attend Cluster Complex 4, and teachers of 5 shall attend Cluster Complex 6.

- Fourth Saturday: Teachers of Cluster Complex 2 shall attend Cluster Complex 1, teachers of 4 shall attend Cluster Complex 3, and teachers of 6 shall attend Cluster Complex 5.

If a Mandal has seven Cluster Complexes, the same pairing principle shall be followed. The first six Cluster Complexes may be paired as 1 & 2, 3 & 4, and 5 & 6, while the remaining 7th Cluster Complex shall be accommodated in the paired Cluster Complexes based on the strength of teachers, so as to ensure balanced participation and effective conduct of the meetings.

If there is any single-teacher school, the regular teacher (SGT) working in that school should attend the Cluster Complex Training on the third Saturday of every month.

In such cases, to ensure that academic activities continue without interruption, the CMRT/Cluster Teacher should be temporarily deployed to the school, enabling the regular teacher to attend the Cluster Complex.

Cluster Complex Meetings for Secondary:

Teachers from two neighbouring Mandals shall be combined, and subject-wise Cluster Complex Meetings shall be conducted at the designated Subject Cluster Complex for each subject.

For Secondary Level teachers, teachers of two subjects shall attend the **newly mapped Cluster Complex** Meeting at the Mandal Headquarters of one Mandal, while teachers of the remaining two subjects shall attend the **newly mapped Cluster Complex** Meeting at the neighbouring Mandal Headquarters.

1. **Language Subjects:** Subject Complex Meetings for Language subjects (Telugu, Hindi and English) Physical Education shall be conducted on every month third Saturday.

Languages – Third Saturday:

1. Mandal Headquarters–I: Telugu and English Teachers
 2. Neighbouring Mandal Headquarters–II: Hindi, Physical Education
2. **Non-Language Subjects:** Subject Complex Meetings for Non-Language subjects (Mathematics, Physical Science, Biological Science and Social Science) shall be conducted on every month fourth Saturday.

Non-Languages – Fourth Saturday:

1. Mandal Headquarters–I: Mathematics and Social Science Teachers
2. Neighbouring Mandal Headquarters–II: Physical Science

and Biological Science Teachers

In this regard, the Cluster Complex Meeting will be conducted on the fourth Saturday, i.e., 22-08-2026, for Primary Level teachers (Classes III, IV and V), and for Secondary Level Non-Language teachers (Mathematics, Physical Science, Biological Science and Social Science). All concerned officers shall ensure 100% attendance of the designated participants in all School Cluster Complexes and ensure that the programme is conducted strictly as per the approved agenda and schedule.

They are further informed that the agenda for Cluster Complex Meeting for the month of August 2026 i.e., 22.08.2026 for Primary and Secondary is appended in Annexure-I.

The responsibilities of the Cluster Complex Headmasters are detailed below:

1. Ensure 100% attendance and engagement of teachers.
2. Ensure availability of digital infrastructure.
3. Ensure smooth flow of session as per the schedule communicated.
4. Ensure the RPs are designated and pre informed about the agenda and notes are shared with them.
5. Ensure the teachers attending the complex meeting submit their feedback form before dispersing.
6. Ensure the Prior intimation of Minute to Minute programme to the Participants of the concerned cluster complex.
7. They have to submit the monitoring format of the meeting convened in their school complex.
8. All teachers shall bring the relevant textbooks with them when attending the Cluster Complex Meeting.
9. All the teachers of Govt, Aided, KGBV schools, residential must attend the Cluster Complex meeting.
10. Ensure the mapping of one responsible person from District Samagra to each Cluster.
11. Ensure the proper functioning of IFPs required and internet connectivity at the cluster complex.
12. Ensure that all content-related PPTs and links shared by SCERT are properly utilised during the programme.
13. Ensure proper accommodation, seating arrangement for the teachers, water, sanitation facilities.
14. 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, one for teachers handling 3 to 5 classes of the cluster complex.
15. Cluster complex first assistant shall assist the cluster complex HM to monitor the SGTs.
16. The participants shall reach the concerned Cluster Complex venue by 09:00 AM sharp on 22-08-2026. 50% of Primary School Teachers (Classes III, IV and V) and Non-Language Teachers at

the Secondary Level shall attend the School Cluster Complex Meeting at their respective **newly mapped Cluster Complex** venues.

17. Ensure that facial recognition attendance is marked for all teachers of the concerned Cluster Complex.
18. The instructions are applicable to all Residential Schools in the State and shall be followed strictly without any deviation.

Don'ts in the Complex Trainings:

1. **Strict Focus on Academic Activities:** No felicitation events, including those related to transfers, promotions, retirements or ceremonial gatherings with shawls or garlands.
2. **Avoid Non-academic engagements:** No personal celebrations such as birthday parties, social visits, or sightseeing programs. Leave requests should only be made in case of genuine medical emergencies.
3. **Maintain Professional Discourse:** No discussions related to service matters or personal topics. Any deviation from Academic discussions will lead to appropriate departmental action.

Key Roles & Responsibilities for Monitoring :

1. Regional Joint Directors of School Education :

- Regional-level supervision of all School Cluster Complexes within the jurisdiction.
- Ensure 100% conduct of Cluster Complex Meetings as per schedule and approved agenda.
- Review district-wise Cluster Complex performance through periodic meetings with DEOs.
- Conduct random/surprise inspections to verify actual functioning and teacher participation.
- Identify weak/non-functional Cluster Complexes and ensure corrective action through DEOs.
- Monitor the quality of academic activities, teacher professional development and classroom implementation.
- Ensure effective coordination among DEOs, APCs, Dy.EOs, DIETs, MEOs and Sectorial Officers.
- Ensure follow-up and time-bound action on deficiencies identified during monitoring.

2. District Educational Officer (DEO) :

- Overall responsibility for effective functioning of all Cluster Complexes in the district.
- Ensure 100% conduct of Cluster Complex Meetings as per schedule and approved agenda.

- Review Cluster Complex performance through monthly/quarterly reviews.
- Undertake random/surprise inspections and identify non-functional/weak clusters.
- Ensure coordination among Dy.EOs, APC, DIET Principals, MEOs and Sectorial Officers.
- Review consolidated monitoring reports and issue corrective directions.
- Ensure Cluster Complexes contribute to improvement in classroom practices and learning outcomes.

3. Deputy Educational Officer (Dy.EO) :

- Monitor Cluster Complexes within the assigned jurisdiction through regular field visits.
- Verify attendance, quality of sessions and implementation of agenda.
- Review follow-up action on decisions of previous meetings.
- Identify academic and administrative gaps and report to the DEO.
- Conduct surprise checks and ensure corrective action.
- Consolidate field-level findings for district review.

4. Additional Project Coordinator (APC), Samagra Shiksha :

- Monitor implementation of Samagra Shiksha interventions through Cluster Complexes.
- Coordinate monitoring by Sectorial Officers and MEOs.
- Review programme-wise progress and identify implementation gaps.
- Ensure Cluster Complexes are used for effective teacher support and programme convergence.
- Place key issues and performance data before the DEO for corrective action.

5. DIET Principal :

- Provide overall academic leadership and mentoring for Cluster Complexes.
- Allocate Cluster Complexes to DIET faculty for academic monitoring.
- Review DIET faculty monitoring reports and identify common academic needs.
- Ensure subject-specific academic support, demonstration lessons and innovative practices.
- Document and disseminate good practices and successful interventions.
- Link Cluster Complex monitoring with teacher professional development and learning outcomes.

6. DIET Faculty :

- Visit assigned Cluster Complexes and provide subject-specific academic support.
- Observe quality of teacher learning and classroom-related discussions.
- Identify pedagogical difficulties and provide practical solutions.
- Review assessment practices, student work and learning gaps.
- Support demonstration lessons, TLMs, competency-based pedagogy and remedial strategies.
- Submit concise academic monitoring and follow-up reports to the DIET Principal.

7. Sectorial Officers, District Samagra Shiksha :

- Monitor implementation of their respective programmes / interventions through Cluster Complexes.
- Verify field-level implementation and identify gaps.
- Provide technical support within their respective domains.
- Coordinate with MEOs and CMRTs for follow-up at school level.
- Submit issue-based monitoring reports to the APC/DEO.

8. MEO-I :

- Ensure that all Primary and Secondary Teachers attend the newly mapped Cluster Complexes as per the revised mapping.
- Monitor Cluster Complex functioning and school-level academic implementation.
- Verify whether Cluster Complex learning is reflected in classroom practices.
- Review learning outcomes, assessment, remedial teaching and TLM usage.
- Identify schools requiring additional academic support.
- Coordinate with DIET Faculty and CMRTs for follow-up.

9. MEO-II :

- Monitor implementation of Samagra Shiksha programmes and Cluster Complex decisions.
- Verify programme records/data and field-level implementation.
- Coordinate with Sectorial Officers and CMRTs.
- Identify implementation gaps and ensure time-bound corrective action.
- Report unresolved issues to the APC/Dy.EO.

10. MIS Coordinator :

- Maintain updated Cluster Complex-wise monitoring data.
- Track attendance, meeting conduct, training participation and programme progress.
- Generate Cluster Complex-wise performance and exception reports.

- Identify irregular/low-performing clusters using data.
- Provide evidence for DEO/APC review and corrective action.
- Ensure accuracy and timely updating of MIS data.

11. CMRTs :

- Regularly visit schools under the Cluster Complex.
- Provide on-site academic support to teachers.
- Monitor implementation of Cluster Complex decisions at school level.
- Observe classroom practices and identify learning gaps.
- Support teachers in lesson planning, assessment, FLN, TLMs and remedial teaching.
- Report critical academic issues to MEO/DIET Faculty and follow up on action taken.

Therefore, all the RJDSEs, DEOs, APCs, DyEOs, DIET Principals, MEOs and Sectorial Officers of District Samagra Shiksha, 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

Mapped Mandals List

#ApprovedByName#
DIRECTOR, SCERT-AP

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 Cluster Headmasters in the State

All the Sectorial Officers in the State through the APCs concerned

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

Copy submitted to the Director of School Education, AP, Amaravathi
for kind information

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