

**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.18-02-2026

Sub :-	School Education- SCERT, A.P. - Conduct of Cluster Complex Meeting on 21.02.2026 (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 dt: 11.03.2025, 17.07.2025, 26.08.2025, 19.09.2025, 15.10.2025, 22.11.2025, 20.12.2025 and 22.01.2026. 2. 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 21.02.2026 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 November 2025. 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 February 2026 i.e., 21.02.2026, 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, APMS 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, 21.02. 2026 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, 21.02. 2026 , 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 and also engage the subject specific Resource Persons at the Cluster Level who are well-versed in their subjects.

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 February - 2026

Saturday 21.02.2026 (1.00 Pm to 5.00 Pm)

Agenda for February 2026 – 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 and tracking of long absentees (Cluster HM/ Remaining HMs) (1.15 pm to 1.20 pm)
		iv) Review on FA – IV Examinations, marks entry status and C, D grade students remediation plan. (Cluster HM/ Cluster Sr. School Assistant) (1.20 pm to 1.40 pm)	iv) Review on FA – IV & prefinal Examinations, marks entry status and C, D grade students remediation plan. (Cluster HM/ Cluster Sr. School Assistant) (1.20 pm to 1.40 pm)
		v) Review on Usage of teacher handbooks and implementation of G-FLN (Cluster HM/ Cluster Sr. School Assistant) (1.40 pm to 1.50 pm)	v) Review on Usage of teacher handbooks, summary videos and X class 100 days action plan (Cluster HM/ Remaining HMs) (1.40 pm to 1.50 pm)
		vi) Review on Completion of Syllabus up to this month (Cluster HM/ Cluster Sr. School Assistant) (1.50 pm to 2.00 pm)	vi) 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 (For SGTs) i) Guaranteed FLN – <ul style="list-style-type: none"> Discussion on 75 days Action plan Focus on 100% stream schools Ready for endline test (Cluster RP) (2.00 pm to 2.50 pm)	Session 2: (For HMs & Subject Teachers) i) SSC 100 days action plan – <ul style="list-style-type: none"> implementation strategy Analysis on Pre-final examinations Attention on C, D grade students – focus on important concepts Quick revision techniques before the examinations For PETs: Diet for healthy living and waste management - physical education (Cluster RP) (2.00 pm to 2.50 pm)
		ii) Peer Group Discussion on Guaranteed FLN - ready for end line test (All participants) (2.50 pm to 3.00 pm)	ii) Peer Group Discussion on SSC 100 days action plan – raising stars & shining stars (All participants) (2.50 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: (For all SGTs) i) Foundational Learning Study (FLS): Practice of sample questions for Foundational Learning Study (FLS) for class III students by PARAKH (Cluster RP) (3.15 pm to 3.50 pm)	Session 3: (For HMs & Subject Teachers) i) Final Examinations (SA-II) for class IX students ii) Bridge course for class IX students for class X readiness <ul style="list-style-type: none"> • Planning • Strategy • Topics to be covered (Cluster RP) (3.15 pm to 3.50 pm)
		ii) Peer group Discussion on FLS (All the participants) (3.50 pm to 4.00 pm)	iii) Peer group Discussion IX class final examinations (SA-II) (All the participants) (3.50 pm to 4.00 pm)
4.00 pm to 5.00 pm	60 Min	Session 4: (For all SGTs) i) Classroom observations using Teach tool: <ul style="list-style-type: none"> • Overview and objectives of Classroom observations by Teach tool • Current status of classroom observations • Impact of classroom observations (Cluster RP) (From 4.00 pm to 4.30 pm) 	Session 4: (For HMs & Subject Teachers) i) Classroom observations using Teach tool: <ul style="list-style-type: none"> • Overview and objectives of Classroom observations by Teach tool • Current status of classroom observations • Impact of classroom observations (Cluster RP) (From 4.00 pm to 4.30 pm)
		ii) Peer Group Discussion - Action Plan to achieve the next month targets like completion of Syllabus, achieving LOs, Plan for conducting Annual Examinations (SA-II) , Evaluation, marks entry, issue of Holistic Progress Card (HPC) and planning year-end academic activities 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, Plan for conducting Grand test, IX SA-II, VI to VIII Annual (SA-II) & SSC examinations, Evaluation, marks entry, issue of Holistic Progress Card (HPC) and planning year-end academic activities 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)

VENKATAKRISHNAREDDYMARTHALA
Director, SCERT

Digitally signed by
Marthala Venkata Krishna Reddy
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