

**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.ESE02/208/2025-SCERT

Dt.19-09-2025

Sub :- School Education- SCERT, A.P. - Conduct of Cluster Complex Meeting on 20.09.2025 (Saturday) - Guidelines and Instructions for conduct of the meeting - Issued -Reg.

Ref :- This office Procs.Rc.No.ESE02/208/2025-SCERT, Dt:14-02-2025, dt. 11.03.2025, 17.07.2025 and 26.08.2025
&&&&

In continuation of the instructions issued in the reference read above, all the RJDSEs, DEOs, APCs, Dy.E.Os, DIET Principals, MEOs and Sectorial Officers of District Samagra Shiksha in the state are hereby informed that the Cluster Complex training at the complex level will be conducted on 20.09.2025 i.e., on Saturday from 1.00 pm to 5.00 pm for the month of September - 2025 without any deviation. 100% attendance in all Cluster complexes shall be ensured.

They are further informed that the agenda for Cluster Complex Meeting for the month of September -2025 i.e., 20.09.2025 is appended in Annexure-I (The video links will be shared).

The responsibilities of the Cluster Complex Headmaster are detailed below:

- Ensure 100% attendance and engagement of teachers.
- Ensure availability of digital infrastructure.
- Ensure smooth flow of session as per the schedule communicated.
- Ensure the RPs are designated and pre-informed about the agenda.
- Ensure the teachers attending the complex meeting submit their feedback form before dispersing.
- Ensure the Prior intimation of 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 the teachers of Govt, Aided, KGBV schools, residential must attend the Cluster Complex meeting.
- Ensure the mapping of one responsible person from District Samagra to each Cluster.

- Ensure the proper functioning of IFPs required and internet connectivity at the cluster complex.
- Ensure that the content in the links shared by the SCERT are properly displayed.
- Ensure proper accommodation, seating arrangement for the teachers, water, sanitation facilities etc.
- 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.
- Cluster complex first assistant shall assist the cluster complex HM to monitor the SGTs.
- By 11.45 am Mid-Day Meal should be closed on the day of cluster complex meeting (Saturday, 20th September 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 timings (9 am to 12 pm) on Saturday, 20th September-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 site seeing programmes, Availing Leaves except Medical Emergency.
- No Discussions on service matters, No personnel discussions.
- No Union Meeting Discussions.

Monitoring Mechanism:

Monitoring should be done by DEO, DyEO, APC, AD, DIET Principal, DIET Faculty, all sectoral 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, and 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 the Government, School Education Department, A.P., for favour of kind information.



Department of School Education

Government of Andhra Pradesh

Cluster Complex Meeting Agenda for the Month of September - 2025

Saturday 20.09.2025 (1.00 Pm to 5.00 Pm)

Agenda for September 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 and tracking of long absentees (Cluster HM/ Remaining HMs) (1.15 pm to 1.20 pm)
		iv) Review on FA-I Examinations, marks entry status, C, D grade students remediation plan (Cluster HM/ Cluster Sr. School Assistant) (1.20 pm to 1.40 pm)	iv) Review on FA-I Examinations, marks entry status, C, D grade students remediation plan (Cluster HM/ Remaining HMs) (1.20 pm to 1.40 pm)
		v) Review on FA assessment tools (Tool-1, 2, and 3) for FA -II and usage of assessment booklet (Cluster HM/ Cluster Sr. School Assistant) (1.40 pm to 1.50 pm)	v) Review on FA assessment tools (Tool-1, 2, and 3) for FA -II and usage of assessment booklet (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) For Classes 1 & 2: Model Lesson on Difficult Concepts (Resource Person from SCERT and Cluster RP) (From 2.00 pm to 2.45 pm) (Link will be shared ..)	Session 2: (Separate sessions - Subject wise) i) Model Lesson on Difficult Concepts (Resource Person from SCERT and Cluster RP) (From 2.00 pm to 2.45 pm)

		For Classes 3 to 5: Model Lesson on Difficult Concepts (Resource Person from SCERT and Cluster RP) (From 2.00 pm to 2.25 pm) (Link will be shared ..) TaRL activities- base line, Middle line and End line tests, their integration with FA tools (Resource Person from SCERT and Cluster RP) (From 2.25 pm to 2.45 pm) (Link will be shared ..)	Telugu: (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	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 ..)
			Sanskrit: Blue print (Link will be shared ..)
			Composite telugu : (Link will be shared ..)
			Urdu: Lesson plan preparation and model lessons (By Cluster RP)
			PDs & PETs: (Link will be shared ..)
		ii) Peer group Discussion on model lesson and Difficult Concepts (All the participants) (2.45 pm to 3.00 pm)	ii) Peer group Discussion on model lesson and Difficult Concepts (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) Primary Schools Academic Calendar - 2025 activities (3.15 pm to 3.55 pm)	Session 3: (Common sessions – for SA s) i) Secondary Schools Academic Calendar - 2025 activities (3.15 pm to 3.55 pm)
		ii) Peer Group Discussion on Primary Academic Calendar - 2025 activities (All participants) (3.55 pm to 4.00 pm)	ii) Peer Group Discussion on Secondary Academic Calendar - 2025 activities (All participants) (3.55 pm to 4.00 pm)

4.00 pm to 5.00 pm	60 Min	Session 4: i) Peer Group Discussion – Strategies to archive Learning Outcomes – experiences and reflections (Cluster RP and participants) (From 4.00 pm to 4.30 pm)	Session 4: i) Peer Group Discussion – Strategies to archive Learning Outcomes – experiences and reflections (Cluster RP and participants) (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 of conducting FA-II exams, Evaluation and issue of Holistic Progress Card (HPC) 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 of conducting FA-II exams, Evaluation and issue of Holistic Progress Card (HPC) 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)

VENKATAKRISHNAREDDY MARTHALA
DIRECTOR, SCERT