

Government of Andhra Pradesh-Samagra Shiksha

School Complex Meetings/Trainings

Agenda for November 2024 – Secondary School Complexes			Resource for the sessions
Time	Dur	Agenda Points	
09:00-09:10	10 min	Prayer (Vandemataram)	
09:10-09:40	30 min	Session 1: (By School Complex HM) Discussion on previous meeting actionable points and briefing of this month agenda	
09.40- 10.40	60 mins	Session- 2: (By Designated RP) Videos on 1. Types of Assessments 2. Best Practices for creating Effective MCQs(Part 1) 3. Best Practices for creating Effective MCQs(Part 2) 4. Test Blue Print Endline form has to be filled by the teachers after watching the videos	Session plan: (Video resources) https://drive.google.com/drive/folders/1UUwA3CVY5ZcRZktreucpBnUUYsaMS6TV Post Survey form: https://forms.gle/b9qpfyepkjp3vrQ6
10.40-10.50	10 mins	Tea Break	
10.50 – 12.00	70 mins	Session 3: (By Designated RP) Teach Update and Teacher Resource Book Usage	Session Plan: https://docs.google.com/document/d/1hhj_ht2M8zKeBt4BbuferGQHkU0pIFNyPEVH5NhAvg/edit?usp=drive_link PPT for the session: https://docs.google.com/presentation/d/1CsEd51N8Swcl3UvvM9RoR6Nllv73Fw2najjrKRTypPk/edit?usp=drive_link
12.00 – 12.30	30 mins	Session-4: 1. PMSHRI Vidya Vaibhav 2. TOFEI (Tobacco Free Educational Institutions) 3. Veergatha	https://docs.google.com/document/d/1imoo-3aASwqrBLgU-6pevLdW4WKWanO_/edit?usp=sharing&oid=109481411745958814399&rtpof=true

			e&sd=true
12.30 to 1.30	60 mins	Lunch Break	
1.30 – 2.00	30 mins	Session 5: (Complex HM/Resource Person) Training Need Analysis Survey (TNA) Grades- Teachers teaching grade 1 to 10 should fill out the survey form	Orientation link: https://drive.google.com/drive/folders/1_GG7ieeByjWA0VGiiqbi1_8Tl3C3Vzg2?usp=sharing Survey form link: https://cgweb.page.link/ydtsZHd4yTm7Fgod7
2.00 – 3.00	60 mins	Session 6: (Teacher driven discussion) How to plan the teaching – learning classroom strategy for lesson/concept discussed in the previous session for effective classroom interaction? (Lesson Planning session)	
3.00 – 3.10	10 mins	Tea Break	
3.10 – 4.10	60 mins	Session 7: (Teacher driven discussion) Discussion on usage of appropriate TLMs or activities for the topic to be discussed in the class during the October month.	
04.10– 4.30	20 min	Submission of Teacher feedback form on complex meetings (To be monitored by the school complex HM)	

Note : The School Complex Headmaster must have the details of the complex level RPs(selected among the attendee teachers) for the smooth conduct of the sessions planned in the school complex agenda.

All the RJDSE, DEOs, AMOs, and APCs in the state are hereby informed to conduct school complex training at the complex level without any deviation and ensure 100% attendance in all school complexes. The School Complex Head masters must fill and submit the monitoring format.MEO-II, District officers and DIET Principals to make monitoring visits and fill the monitoring form.

Responsibilities of the School complex Headmaster:

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 also shared with them.
5. Ensure the teachers attending the complex meeting submit their feedback form before dispersing.
6. Ensure the MoM is shared with the Headmasters/Principals in their complex within 2 days of completion of school complex meetings.
7. They have to submit the monitoring format of the meeting convened in their school complex.

Don'ts in the Complex Trainings:

1. No Union Meeting Discussions.
2. No Discussions on service matter, No personnel discussions.
3. No felicitation activities like transfers, promotions, no meeting with shawls and garland.
4. No personnel parties, birthday parties, no visits, no site seeing programmes.
5. All the teachers of govt, govt-aided, KGBV schools, residential must attend the school complex meetings

