

Office of the Director of Higher
Secondary Education, Housing
Board Buildings, Shantinagar,
Thiruvananthapuram

No Acd/Spc(2)/ 55382/CE/2014-15

Dated: 16/12/2014

CIRCULAR

Sub:HSE-CE Monitoring for 2014-15-Cluster Meeting/District-wise,
Subject- wise Subject Councils - schedule- reg.

Cluster Meeting of HSSTs for the formation of CE Monitoring for 2014-15 is
scheduled as follows:

30/12/2014 (Tuesday)	31/12/2014 (Wednesday)
English Mathematics Political Science Second Languages Biology (Botany & Zoology) Physics & All Rare Subjects*	Chemistry Computer Science/Appln Commerce (Bus.Studies& Accountancy) Economics History Geography Sociology & any other subject not figured in the list.

* Urdu, Tamil, Latin, Syriac, Kannada, French, German, Russian, Communicative English, Statistics, Electronics, Home Science, Social Work, Geology, English Literature, Music, Gandhian Studies, Islamic History, Psychology, Journalism, Anthropology, Philosophy, Electronics Service Technology (EST), Computer Information Technology (CIT).

The meeting will be held in each district at the same venues where it was held last year. The Principals of the cluster venues shall make necessary arrangements for the conduct of the meeting. The Regional Deputy Directors will oversee the programme.

Each subject convener shall furnish a copy of the list of teams and the schools allotted to the Regional Deputy Director concerned and the District Co-Ordinators.

Each team will consist of 2 teachers. A team should conduct monitoring at 2 schools on a day. A maximum of 10 schools can be allotted to each team. They shall complete the process within 5 days. (Care shall be taken to allot schools in even numbers).

Except the teachers of rare subjects, the teachers of all other subjects shall conduct monitoring in the district of their head quarters only.

Teachers of rare subjects, their number being a few and unevenly distributed across the state, are permitted to travel to neighbouring districts for monitoring purpose.

They are permitted to conduct monitoring at one school per day as the schools with rare subjects are sparsely distributed and far apart.

There will be regular classes in the schools on the days of cluster meeting. The Principals shall re-arrange the time table so as to engage classes with the available teachers.

The schedule for the school level monitoring of CE scores:

1. Publication of CE score at school : 02/02/2015
2. School level redressal of complaints & anomalies : 03/02/2015 to 06/02/2015
3. Publication of final list at school : 09/02/2015
4. Monitoring of CE by Monitoring teams : 11/02/2015 to 20/02/2015
5. Meeting of District Monitoring Committee : 23/02/2015
6. Submission of CE scores from schools to DHSE : 26/02/2015 to 27/02/2015

Detailed guidelines is furnished below.

1. There should be two teachers in a team.
2. A team should visit at least 2 schools on a day. (This is not applicable for rare subjects)
3. A team should conduct monitoring at a total of 10 schools.
4. Each team should complete the monitoring activities within 5 working days in the period allotted for the purpose.
5. **The subject conveners should ensure that only the required number of teachers in a Subject is deployed for monitoring activities. The number of teachers deployed for monitoring in a subject should be proportionate to the quantum of work.**
6. In the case of rare subjects, since the number of teachers is very few and the schools with these subjects are sparsely distributed across the state, the teachers are permitted to conduct monitoring in more than one district , for which they are eligible to claim TA as per rules. They are permitted to finish the duty within 20/02/2015.
7. The Monitors shall keep a copy of the verified score sheet for avoiding malpractice after monitoring.
8. Teachers should obtain duty certificates from the Principals of the host schools for claiming remuneration. The original duty certificate should be submitted along with the claim for remuneration to the RDD . A self attested photo copy of the same shall be furnished to the Principal of the parent school for sanctioning duty off. The bills for remuneration should be countersigned by the Principal.
9. The above bills should be submitted to the RDD s on or before 20/03/2015.
10. The subject conveners should furnish a copy of the list of monitoring team members to the RDDs concerned to enable them to distribute remuneration to the eligible teachers.

**Sd/-
DIRECTOR**