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शिक्षा का अधिकार

सर्व शिक्षा अभियान
सब पढ़ें सब बढ़ें

OFFICE OF THE U.E.E. MISSION

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No: - F.SS/04/MS-CRCs/2019/01/72877337 Date:- 21/11/20

CIRCULAR

SUB: Questionnaire for Cluster Resource Coordinators.

In continuation of Circular No. F.SS/04/MS-CRCs/2019/01/6801-22 dated 27.12.2019 on the subject "Guidelines for CRCC visit to schools" it is informed that a detailed questionnaire and instructions for periodic inspection of schools by Cluster Resource Coordinators to observe the infrastructure facilities, teachers, students, administrative and academic aspects have been received from MHRD in the context of PAB approved Activity "Mobility Support for CRCCs (Strengthening of CRCCs)" as part of the Sub Component – Academic Support through BRC /URC and CRC under major component –Quality Interventions.

2. The MIS Team of Samagra Shiksha has developed an online module which incorporates
 - a) Questionnaire from MHRD (**Annexure-I**)
 - b) Format enclosed with Circular No. F.SS/04/MS-CRCs/2019/01/6801-22 dated 27.12.2019 (**Annexure -II**)
3. The General instruction for filling the questionnaire received from MHRD are placed at **Annexure-III**.
4. All the CRCC are directed to visit the schools to observe the infrastructure facilities, teachers, students, administrative, academic aspects and monitor the implementation of school level interventions. They will enter the report in r/o each school in the online module.

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5. This issues with the prior approval of Secretary (Education)/Chairman EC-UEEM.

Kare

(Kavita Rana)
OSD-Samagra Shiksha

Encl: As above

To

1. All CRCCs through DURCCs concerned

Copy to:

1. Director Education North DMC, Education Department HQ, 15thfloor, Civic Centre, Minto Road, New Delhi-02
2. Director Education East DMC, Education Department (HQ), 419-Udyog Sadan, New Patparganj, Industrial Area, New Delhi-110092
3. Director Education South DMC, Education Department HQ, 23rdfloor, Civic Centre, Minto Road, New Delhi-02.
4. Director (Education), NDMC Palika Bhawan, New Delhi.
5. CEO-DCB, Office of Cantonment Board, Sadar Bazar, Delhi Cantt-10
6. FCA-SS , Lucknow Road
7. DDEs/DPOs (All District)
8. PS to Secretary (Educaiton), Old Secretariat, Delhi
9. PS to Director (Education), Old Secretariat, Delhi
10. PA to State Project Director-SS
11. All Head of Schools
12. All DURCCs, SS
13. S.O (IT) to upload the circular on the official website of the DoE, Delhi
14. Guard file

Kare

(Kavita Rana)
OSD-Samagra Shiksha

Questionnaire for Cluster Resource Coordinator (CRC-2019-20)

Please fill the UDISE Code of the assigned School (11 digits)

(A) General Information

- i) State:
- ii) District:
- iii) Block:
- iv) Village/Ward:
- v) Name of the School:
- vi) Pin Code:
- vii) Lowest Class in the School
- viii) Highest Class:
- ix) Type of School
 - a) Boys only
 - b) Girls only
 - c) Co-educational
- x) Management of School
 - a) Department of Education
 - b) Tribal Welfare Department
 - c) Local Body
 - d) Government Aided
 - e) Social Welfare Department
- xi) School location
- xii) Year of Establishment of School
- xiii) When does the academic session start (Month)

(Rural/Urban)

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Questions from Section B onwards will need to be filled on the spot. Tick, or fill in the box.

(B) Questions

1) **Total number of Teaching Staff in position.** (Contractual teachers include all categories of teachers other than regular teachers)

S.No	Category	Regular	Contractual	Total
a)	Primary level (Classes 1-5)			
b)	Upper Primary level (Classes 6-8)			
c)	Secondary level (Classes 9-10)			
d)	Higher Secondary (Classes 11-12)			

2) **Number of Teachers present on the day of visit.**

S.No	Category	Regular	Contractual	Total
a)	Primary level (Classes 1-5)			
b)	Upper Primary level (Classes 6-8)			
c)	Secondary level (Classes 9-10)			
d)	Higher Secondary (Classes 11-12)			

3) **Whether all the teachers in the School have photo ID.** (Yes/No)

4) **Details of Toilets facility***

	Boys only	Girls Only
a) No. of Toilet seats available	<input type="text"/>	<input type="text"/>
b) No. of Toilet seats functional	<input type="text"/>	<input type="text"/>
c) No. of Urinals available	<input type="text"/>	<input type="text"/>
d) No. of Urinals functional	<input type="text"/>	<input type="text"/>

(Definition of functional toilet: water available in the toilet, minimal odour (no foul smell), unbroken seat, regularly cleaned, dry, with working drainage system, accessible to users, closable door)

**Note: In case it is a Boys only or Girls Only School then please write NA against the other boxes.*

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5) What is the main Source of drinking water functional in the School.

- a) Hand Pump or Bore well within the School premises
- b) Protected Well
- c) Unprotected Well
- d) Tap Water
- e) Packaged or Bottled or RO or UV water provided by the School
- f) No access to drinking water

6) How does the School dispose its liquid waste.

- a) No specific measures
- b) Open Drain
- c) Leach pits with sturdy cover to prevent accidental fall
- d) Septic tank or bio-toilets or Sewer line with sturdy cover to prevent accidental fall

7) Whether Library facility or Story Book Bank or Story Book Reading Corner is available. (Yes/No)

8) Status of Enrolment in the School.

Category	General Enrolment (Including CWSN)			Children attending the School on the day of visit		
	Boys	Girls	Total	Boys	Girls	Total
Primary (Classes 1 - 5)						
Upper Primary (Classes 6 - 8)						
Secondary (Classes 9 - 10)						
Higher Secondary(Classes 11 - 12)						

9) Total number of Children (Classes 1-8) availing MDM on the day of visit.

- a) Primary
- b) Upper Primary

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10) Number of Out of School Children identified and enrolled for Special Training in current year

	Number Identified as per household survey	Number enrolled
a) Boys	<input type="text"/>	<input type="text"/>
b) Girls	<input type="text"/>	<input type="text"/>

If, answer to the above is positive, then-

i) Who conducts the Special Training in the School?

- a) School Teachers
- b) Specially engaged teachers /NGOs
- c) Both

ii) Type of Special Training being conducted?

- a) Residential
- b) Non-residential
- c) Both

11) Whether the School has displayed class wise Learning Outcomes? (Yes/No)

12) Whether daily data on number of children availing Mid-day Meals is being furnished on Automated Monitoring System (AMS). (Yes/No)

13) Whether one teacher and SMC member are tasting the food before serving to the children. (Yes/No)

14) Were 2 sets of Uniform received for the academic year 2019-20 by all the eligible children in the School for classes I to VIII.

a) (Yes/No)

b) If, yes. Please mention the Month

c) Reasons for short fall/deviation/No distribution.....

15) Whether the School has received the Library grant/Books.

a) (Yes/No)

b) If, yes. Number of Library books purchased/received

c) If, no. Reasons for not receiving the grant.....

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16) Has the School received funds for constitution of Youth & Eco Club.

- a) (Yes/No)
- b) If, yes, please mention the Month
- c) Whether Youth and Eco Club has been constituted? (Yes/No)
- d) If, no. Reasons for not receiving the grant.....

17) Were complete set of Textbooks received within one month of start of academic year 2019-20 by all children in the School for Classes I to VIII.

- a) (Yes/No)
- b) If, yes, please mention the Month
- c) If received late then mention-when they were received.....

18) Whether Aids & Appliances have been provided to CWSN in the School (If, applicable).

- a) Elementary Sections (Yes/No/ Not applicable)
- b) Secondary and Senior Secondary Sections (Yes/No/ Not applicable)

19) Whether board on School safety pledge has been displayed? (Yes/No)

20) Whether School Management Committee (SMC/SMDC) has been constituted.

- a) (Yes/No)
- b) If, Yes, has the SMC formed the School Development Plan (Yes/No)
- c) Whether members of SMC were given training about their roles and functions (Yes/No)
- d) When was the last SMC meeting held (Provide Date)

21) Actions taken by the school to promote regularity and punctuality in student attendance.

- a) Meetings with Parents/Guardians

- b) Reminder/Letter sent to the Parents/Guardians of Students having Irregular attendance.
- c) No action

22) Does the school maintain up-to-date record of students attendance in the registers/electronically. (Yes/No)

23) How is student's personal-social development monitored..

- a) By observing students in class and during their participation in games/ Sports and other co-scholastic activities.
- b) By keeping a record of student's participation and attainment in class only.
- c) No efforts made to monitor personal-social development.

24) How is student attainment measured and how is the progress ascertained over time.

- a) By counting periodic tests
- b) Half yearly
- c) Annual Exam
- d) By awarding grades based on marks

25) Does the school maintain a record of teachers' attendance along with reasons for absence. (Yes/No)

26) School makes alternative arrangements for the classes of absent teachers by.

- a) Assigning substitute teachers
- b) Combine classes.
- c) Assigning a class to the Senior student
- d) No arrangement

27) Teacher performance is monitored through.

- a) Annual Confidential Report
- b) School head observations.
- c) Students achievements
- d) Feedback from Students/Parents/SMC
- e) No provision

28) Teachers access to different types of teaching-learning resources. (e.g. Charts, low cost models, pictures, globes, maps etc)

- a) Unaware of resources
- b) Aware of resources but unable to access them
- c) Access to the resources but don't use

- d) Access to resources and use in classroom
- e) Personal efforts-Use of internet/sites of different agencies/
use of DIKSHA/e-Pathsala etc.

29) Whether the teacher encouraged students to ask questions*.

- a) Yes
 - b) No
 - c) Name of the Teacher
 - d) Class
-

30) Whether the teacher paid equal attention to all the students*.

- a) Yes
 - b) No
 - c) Name of the Teacher
 - d) Class
-

(*BRC/CRC should sit & observe the classroom transaction for each level e.g., Primary and Upper primary) for 1 period and provide his/her general observation for questions 30 and 31. For every visit BRC/CRC should observe different teacher class and different grade)

31) Whether the school has a Head Teacher / Principal / Head Master in position.
(Yes/No)

32) Number of Teachers provided In-service Teacher Training during last 2 years

School Category	Total No. of Teachers	No. of Teacher Received Teacher Training	No. & Names of Teacher Not Received Teacher Training
Primary level			
Upper Primary			

33) Does the school have a Child cabinet (Bal Sansad) that takes an active role in promoting sanitation and hygiene practices? (If Yes, please see the "records of the meetings". Topics related to water; sanitation & hygiene should be observed from the meetings over last one-year).
(Yes/No)

34) Has the school developed a Swachhata Action Plan (SAP)? (Yes can be selected if the schools is able to show the plan)
(Yes/No)

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35) Specific observations on strengths , weakness and requirements of inputs for school improvement :

Academic	
Infrastructure	
Teacher and staff	
Any other	

(C) Details of CRC (Please fill in capital letter)

Name	
Designation	
Department/Organisation	
Mobile Number	
Email Id (Optional)	
Date of the Visit	

Any comments which the Surveyor would like to give (Maximum 100 words)

CRCC SCHOOL VISIT REPORT

NAME OF CRCC-		CLUSTER NO.-		SCHOOL ID-				
NAME OF SCHOOL-		DATE OF VISIT-		VISIT NO.-				
S.No	INTERVENTION	Circular No. & date	FINANCIAL PROGRESS			Funds utilized as per Guidelines received		REMARKS
			Date of receipt of funds in SS account of school	Amount Received (In Rs.)	Amount Utilized (In Rs.)	% of amount utilized as on last day of the previous month (Funds utilized /Funds received*100)	Yes/No	
1	Composite School Grant	No. DE.(61)/SS/2019-20/3719-50 dated 02.08.2019						
2	Gyan Lok(Model STC)	No. 29(UJEM) STC-Cell/12/2018-19/4554-60 dated 09.09.2019						
3	Visit to Bal Bhawan	No. 3992-48 dated 19.08.2019						
4	Rangotsav	No. 4195-4235 dated 29.08.2019						
5	Support at Pre-Primary Level	No.3940-90 dated 19.08.2019						
6	Learning Material for Resorce Room-IEB	No. F.36/DDE(IEB)/SS/Admn Cell/2019/8017-8023						
7	Large Print Books	No. F.243/DDE(IEB)/SS/Admn Cell/2019/8024-8032						
8	Scribe Facility	No. F.257/DDE(IEB)/SS/Admn Cell/Pt. File/2018/8088-						
9	Bhasha Sangam	4606-50 dated 12.09.2019						
10	Sports and Physical Education	No. F.42/DE/PE&NI/2019/8739-47 dated 07.10.2019						
11	Media & Community Mobilization	No. DE.29(10) /SS/Media & Comm. /04/2019-20/4894-4908 dated 20.09.19						
12	Youth & Eco Club (YEC)	No. DE.29(3)/UEEM/OSD/SS /2019-20/381/3856-96 dated 13.08.2019						
13	Funds for Safety & Security at School Level	No. DE.29(3)/UEEM/OSD/31/2019-20/6506-11 dated 12.12.2019						

Signature of CRCC-

Instructions-Cluster Resource Coordinator (CRC)

I. General Instructions:

- a) Cluster Resource Centre should function as academic resource centres with adequate resource/reference materials for concerned teachers;
- b) Cluster Resource Coordinator should undertake regular school visits and provide onsite academic support to teachers;
- c) Cluster Resource Coordinator should organise monthly meetings to discuss academic issues and design strategies for better school performance;
- d) Cluster Resource Coordinator should visit and hold meetings with members of the SMCs and other local bodies for school improvement, support SMC in school development plan;
- e) Cluster Resource Coordinator should ensure that the special training programmes are properly designed and implemented in the cluster for out-of-school children and securing their admission to age-appropriate classes; SIC
- f) Each Cluster Resource Coordinator to visit the schools and provide onsite academic support to school under his/her jurisdiction at least once in 2 months and send regular reports to the District Education Officer.

II. How to fill the Questionnaire:

- a) All CRCs must go through and understand each and every question of the questionnaire.
- b) Surveyors should physically verify infrastructure facilities and availability of other resources such as classrooms, toilets, drinking water facility, teachers, enrolment of students, laboratories, library, sports equipment and check documentary evidence wherever applicable before filling information in the Questionnaire. Surveyors should also observe the preparation and serving of Mid-Day Meal.
- c) Surveyors should also check the attendance register of Students and Teachers along with other required information before feeding relevant information in the questionnaire.
- d) This Questionnaire has been divided into 3 sections starting from A to C, a brief about the questions in each section is as below:
 - **Section A- General Information:** This section contains general information about the School such as UDISE code, Name, Category & Management of the School, School Location, etc.
 - **Section B- Questions:** There are 33 questions in this section pertaining to different areas of the School such as type of school buildings, functional status of classrooms, availability and functional status of toilets, availability

of toilets for CWSN children, availability of drinking water, electricity, waste management system, availability of library, availability and functional status of computer laboratories, status of enrolment and special training, attendance of children on a particular day, availability of mid-day meal, display of school safety pledge, identification of out of school children and steps taken for mainstreaming them, etc. It also includes questions related to various entitlements and grants available to students and schools such as uniform, textbooks, library grant, composite school grant, youth & eco club, aids and appliances for CWSN, etc. This section may be filled in through physical verification, checking with records and interacting with students and teachers.

- **Section C- Details of CRC:** This section contains details of the Cluster Resource Coordinator visiting the school such as name, designation, organisation, mobile number, email ID and date of visit.
