

SARVA SHIKSHA ABHIYAN - WARANGAL DISTRICT

REVISED JOB CHART OF THE CLUSTER RESOURCE PERSONS

- To assist School Complex Head Master & Asst. Secretary in conducting School Complex meetings.
- Maintenance of school complex records.
- Collection of data from cluster schools and consolidation.
- Conducting survey on school age children and updating the data
- Collecting the data of in-school and out of school children school wise, class wise, gender wise and community wise.
- Collecting and maintenance of the data of teacher posts sanctioned school complex wise, school wise - number of teachers functioning and the posts fallen vacant.
- Collection and maintenance of the data on the access to primary and Upper Primary Schooling with in 1km and 3kms in the habitation.
- Collection of data on the availability of transport facility to the habitations.
- Collection and maintenance of data pertaining to KGBVs, MCSs, neighborhood schools, RSTCs, NRSTCs, School complexes.
- Visiting all schools in the concerned school complex jurisdiction at least twice in a month.
- Observing the records pertaining to the utilization of school grants, maintaining of records etc.,
- Visiting KGBVs, RSTCs, NRSTCs, EGS centers and providing appropriate guidance/ suggestions.
- Attending the School Management Committees meetings, encouraging to exhibit the performance of the children in the meetings.
- Observing the computer education implementing in the cluster schools.
- Organizing various melas, competitions for the children at School/ School Complex level.
- Monitoring the implementation of mid day meal programme effectively.
- Taking care of all the enrolled children in sending to the next higher classes.
- Monitoring the implementation of RTE Act in the schools.
- Conducting of Swachha Bharat.
- Supervision of Anganwadi Centers.

AS

K. Venkatesh
Additional Joint Collector &
Project Officer (FAC)
TSSA - Warangal

21/11/2018