

JOB CHART OF CLUSTER RESOURCE PERSON (CRP)

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

JOB CHART OF MIS COORDINATOR

1. Maintenance of all types of Mandal level statistical data including planning & DISE.
2. Maintenance of Web portal data.
3. Maintenance of data related to all SSA interventions.
4. Monitoring the status of working condition of computers in schools.
5. Any work assigned by Mandal Education Officer.
6. Analysis of DISE and other data.
7. Generation of various reports as per requirement.

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