



**PROCEEDINGS OF THE COMMISSIONER OF SCHOOL EDUCATION  
ANDHRA PRADESH::HYDERABAD**  
*Present: K Sandhya Rani I.Po.S*

**Rc.No.158/A & I/2016**

**Dated:30.05.2016**

**Sub:-** School Education - Selection of Mandal Academic Coordinator - Instructions Issued - Reg.

**Read:** 1. G.O.Ms.No. 39 to 53, Education (Ser.II) Department,  
Dated: 07.08.2015

2. CSE Procs. RC.No.25/Estt-3/2015 dated: 16.09.2016 of  
this office

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The attention of all the Regional Joint Directors of School Education and the District Educational Officers are invited to the references read above where in the Government in the reference 1<sup>st</sup> read above, decided to utilize the services of surplus teachers during the process of Rationalization and Resources Re - distribution and indicated the manner in which the services should be utilized at para no. 6 (1) (f and g) of the Government Orders mentioned in the reference 1<sup>st</sup> read above. The Government Orders stipulates that:

- f) Academic support will be provided on priority for Model Primary School for, quality enhancement and improving learning levels of students, special Training in English Teaching to the identified Teacher, Academic Coordination & Monitoring support by additional teachers (if required) and adequate Teaching-Learning Material will be provided to the Model PS.**
- g) Any of the teachers to be adjusted after allocation to the Adarsha Prathamika Pantasala (Model Primary School), such teachers services will be utilized as an Academic Support to M.E.O. / Dy.E.O. / D.E.O. / D.I.E.T. / S.S.A etc., and as Cluster Academic Coordinators in Special projects for enhancing learning levels.**

They are further informed that in the reference 2<sup>nd</sup> read above, the instructions issued in the aforesaid Government Orders were reiterated for utilization of surplus teachers to ensure school level and class level Teacher Pupil Ratio and for strengthening Academic Monitoring.

Keeping in view of the above instructions, it is decided to appoint the Mandal Academic Coordinators for the following purpose:

- As per the various assessment reports, including ASER, 2014, SLAS 2014-15, Annual Assessment Survey 2015, etc. the school children do not have the expected learning levels of their class.
- The purpose/objective of positioning a Mandal Academic Coordinator is threefold:
  - a) Support Students for ensuring improvement of learning levels in the schools in the assigned cluster.**
  - b) Support Teachers in the Schools** through class room observations, constructive and professional feedback, development of Teaching Learning Material, assessing student performance, etc.
  - c) Support MEO to monitor academic activities** in the Mandal and update relevant information/data in the form of reports, both online and offline.



Accordingly, the Director, SCERT, A.P., Hyderabad has proposed certain criteria for selection of Mandal Academic Coordinators. The Criteria proposed by the Director, SCERT is as follows:

### **MANDAL ACADEMIC COORDINATOR:**

#### **1. Eligibility:**

School Assistant who have not crossed 40 years of age as on 1<sup>st</sup> May of the year with at least 5 years of Experience.

#### **2. Number of Posts:**

It is proposed to position maximum of Three (03) Mandal Academic Coordinators, covering at cluster of schools each. The actual number of requirement within this may be decided by the Committee based on the number of schools, performance levels in the schools / mandals etc..

#### **3. Criteria for Selection:**

<b>A. Written Test</b>	<b>75 Marks</b>
<b>B. Test (Interview)</b>	<b>10 Marks</b>
<b>C. Demo Class</b>	<b>15 Marks</b>

##### **A. Written Test:**

Includes 75 marks in 4 areas. All 75 multiple choice questions carry 75 marks. Time duration is 2.00hrs with offline mode.

a) English	(15m)
b) Concerned Subject of Graduation	(20m)
c) Pedagogy	(20m)
d) E-skills	(20m)

##### **B. Syllabus for Written Test:**

English:	Basics of English, Better Communicative Skills, Pronunciation
Subject:	Proficiency in his concerned Academic subject
Pedagogy:	Awareness in Contemporary issues of Education aspects viz., CCE, RMSA, SSA, RTI – Act, NCF, Survey reports of Lindics, Pindics etc.,
Computer Skills:	Well versed in M.S. office, Net browsing, Scanning, DTP, Photoshop, E – Mailing etc.,

#### **4. COMMITTEE FOR SELECTION OF MAC:**

1) District Educational Officer	-	Chairman
2) Dy.E.O. Concerned	-	Convener
3) Project Officer, SSA	-	Member
4) Head Master of High School/MEO	-	Member

#### **5. Selection List:**

- a) Basing on the marks obtained in the Written Test and in the interview, the Committee shall prepare a Selection list.
- b) The Selection List shall be displayed in the Office of the MEO concerned and should be displayed on DEO's website.





- c) The hosting of the selection list should be informed to the candidate by delivering a SMS alert to her/his Registered Mobile Number (RMN).
- d) The Selection Committee shall issue the appointment orders to the selected candidates duly submitting a copy to the CSE, A.P., Hyderabad.
- e) The Selected candidates should join in the post within One Week from the date of receipt of orders.

#### **6. Schedule for Examination:**

<b>Sl. No.</b>	<b>Item</b>	<b>Date</b>
1.	Inviting applications from the candidates	31.05.2016 to 03.06.2016
2.	Conduct of Written Examination	05.06.2016
3.	Conduct of Oral Interview and Demo class	06.06.2016 & 07.06.2016
4.	Publication of Selection List	08.06.2016
5.	Issue of Posting Orders	10.06.2016
6.	Training programme to MAC's	12.06.2016

- a) Proper selection process should be followed and qualified competent Mandal Academic Coordinators are selected.
- b) Based on the Selection Committee Report, the District Educational Officer shall issue the posting orders.
- c) District Educational Officers should ensure that all the selected candidates should attend the training programme on 12-06-2016 at District level.
- d) They should be posted at Mandal level by 15-06-2016.
- e) The District Educational Officers should monitor their performance and ensure enhanced academic performance in the district.

#### **7. Role of SCERT:**

- a) SCERT shall design the training programme for the Mandal Academic Coordinators. They should complete the training of teachers at State level and conduct the training for Mandal Academic Coordinators at District level on 12-06-2016.
- b) SCERT should also develop the monitoring format and framework for monitoring by Mandal Academic Coordinators through DIETs periodically.
- c) The SCERT should obtain the approval of Commissioner of School Education, A.P., Hyderabad immediately on the proposed Training Manual.

Therefore, all the Regional Joint Directors of School Education and District Educational Officers in the state are requested to strictly adhere to the schedule and report compliance to the undersigned.

The Roles and responsibilities of the Mandal Academic Coordinator is appended in Annexure-I to this proceeding.

This item of work should be treated as time bound and most urgent.

Encl: As above.

**Sd/- K.SANDHYA RANI**  
Commissioner of School Education

To

All the District Educational Officers in the State.

All the Regional Joint Director of School Education in the State.

The Director SCERT, A.P., Hyderabad.

-Copy submitted to the Principal Secretary to Government, School Education Department, A.P., Secretariat, Hyderabad for kind information.

**//True Copy Attested//**

  
**ASSISTANT DIRECTOR (Ser-I)**

  
24.5.16

**ANNEXURE-I**

**SCHOOL EDUCATION DEPARTMENT**  
**ANDHRA PRADESH**

**MANDAL ACADEMIC COORDINATOR**

- Job Title** : **Mandal Academic Coordinator**
- Place of Work** : **One Cluster (Each Mandal is divided into 3 clusters)**
- Responsible to** : **Mandal Educational Officer**
- Purpose of the Job** :

Various assessment reports, including ASER, 2014, SLAS 2014-15, Annual Assessment Survey 2015, etc. indicate that the school children do not have the expected learning levels of their class. This is particularly so at the Primary School level.

By this we can say that there is a need to support the administrative system at Mandal level in monitoring and sharing of responsibilities to achieve the targets set to prepare future citizens of our society.

The purpose/objective of positioning a Mandal Academic Coordinator is threefold:

1. **Support Students for ensuring improvement of learning levels** in the schools in the assigned cluster.
2. **Support Teachers in the Schools** through class room observations, constructive and professional feedback, development of Teaching Learning Material, assessing student performance, etc.
3. **Support MEO to monitor academic activities** in the Mandal and update relevant information/data in the form of reports, both online and offline.

The primary focus of the MAC's responsibilities is academic monitoring and development of schools. The major areas to be focused on will be as follows:

**1. Support to Students**

- a. **Grading of students:** MAC should identify and obtain the list of low-skilled students in reading and writing with the support of concerned teachers based on a formal assessment.
- b. **Remedial coaching:** Identify low performing students and support teachers to prepare action plan for remedial coaching and conduct assessments for improvement of the students' performance in a targeted timeline.



- c. **Organizing co-curricular competitions:** Organize at least one co-curricular activity like Quiz, debate, elocution, essay writing, etc., on special days in each month to bring out the talents among children at cluster level
- d. **Special classes:** MAC should take at least five special classes to low performing students and suggest the ways to improve the academic levels.
- e. **Special material:** MAC should work for gathering innovative strategies being adopted in various schools and the same strategies or material may be replicated in other schools in the cluster.

## **2. Support to Teachers**

- a. **Visit Schools as per the schedule:** The MAC should cover all the schools at least twice in each Month. Ensure school effectiveness by providing suggestions and intimate the problems identified or received from the teachers to the higher authorities. MAC should actively involve in problem solving and school management issues.
- b. **Ensure Class Room Observation:** The MAC should cover at least 40 periods under class room observation. Provide constructive suggestions in teaching learning process like effective use of TLM, questioning, conceptualization, etc. Support teachers in pedagogical aspects.
- c. **Provide Academic guidance:** Providing constructive and professional feedback to the Teachers on regularity and dedication towards their profession. Regular mentoring and in-school training to the teachers.
- d. **Workshops and camps:** Organize workshop or camp at least once in two months for sharing experiences, development of innovative TLM, etc. Share best practices and brainstorm potential solutions for the challenges observed.
- e. **Identification of topics:** Identify and suggest on the specific training required to the teachers in his/her cluster.
- f. **Grouping of Students:** Support teachers in organizing students into groups based on their academic levels and demonstrate appropriate teaching activities to each group.

## **3. Support to MEO**

- a. **Conduct Review meeting:** Support in conduct of Monthly Mandal level Academic review meetings with Headmasters and Teachers.
- b. **School complex meetings:** Visit and facilitate conduct of School complex meetings every second and fourth Saturday of the month.
- c. **Records and registers:** Monitor the submission and updation of offline and online records and related to Comprehensive



Curriculum Evaluation assessment and any special assessment undertaken by School Education Department from time to time.

- d. **Attend Review meetings:** MAC should attend the review meetings held at Division and District level and should provide the information asked for. Share the issues and challenges come across during the period.
- e. **Training:** Participate in team training and development activities, to update skills and knowledge.

***Note:** Apart from the above responsibilities MAC should undertake such additional duties or projects as the higher authorities may determine from time to time after consultation.*

#### **Competencies expected from Mandal Academic Coordinator (MAC)**

##### **Monitoring and support services under Pedagogical practices**

- o **Command on instructional strategies:** MAC should be in a position to suggest and have command on new instructional strategy that fits to the concerned classroom.
- o **Use of technology:** suggest the technology that can be used for effective transaction of the content in the classroom. Facilitate teacher to enrol on teacher forms, conduct of Teaching learning workshop etc.
- o **Assessment of students' learning:** support the teachers and involve in assessing the learning levels of the students. MAC should be in a position in a position to diagnose learning levels of students.
- o **Interdisciplinary linkages:** Identify and establish the interdisciplinary linkages wherever MAC feels necessary.
- o **Capacity to handle diversity:** Suggest suitable methodology to deal with heterogeneous students in the classroom.
- o **Citing activities:** Citing meaningful activities that compose of curricular content and its objectives.
- o **Planning of new pedagogical practices/strategies:** MAC should study the literature and have command on the latest trends in pedagogy and suggest the teachers on it.
- o **Classroom Management:** Solve the issues and challenges based on the observations and outcomes of action research.
- o **Learning environment:** Suggest the ways to create conducive learning environment.
- o **Constructive feedback & Application:** Observing status of application of constructive feedback in teaching learning
- o **Participatory approach:** Observing child centered and participatory approach in classroom.





- **Professional leadership:** Citing innovative approaches for effectiveness
- **Commitment:** Work with commitment to achieve high standards among all children.
- **Human resources:** Use of community resources like involving experts of different professions as Resource Persons in teaching concerned concepts.

### **Training& Development of Academic Coordinators**

The MAC will undergo a total of 10 day training in a year in different spells. The Induction spell will be for 4 days and will include coverage of use of simple reading and math tools for assessment, improvement in basic ability of the students, Practice classes, etc.

SCERT & DIET will develop and implement the Academic Coordinators development program and closely monitoring and support the performance of the MACs

The Teachers and Head Masters in the Mandal will work in coordination with the MACs to ensure significant improvement in the performance of their respective schools and especially in the improvement of the learning levels of the students.

### **Monitoring**

The various Proformas to be used by MACs for monitoring are given in Annexure I: **School Monitoring Format for Mandal Academic Coordinator (MAC)** and Annexure II: **Consolidated Monthly Monitoring Format for Mandal Academic Coordinator.**

### **Expected Outcomes**

- Increase of academic levels of low performing students
- Remedial teaching to low-skilled students
- Improvement in classroom transaction and school effectiveness
- Support to teachers to improve their knowledge, attitude and skills
- Maintain Close contact with the teachers and support development access to Teaching Learning Module (TLM)
- Frequent monitoring of classes
- Support to MEOs in academic and administrative issues
- Effective academic results at school and Mandal level