MINUTES OF COORDINATION COMMITTEE MEETING CHAIRED BY DIRECTOR (EDUCATION) ON 08.07.2016 AT LUDLOW CASTLE SPORTS COMPLEX.

1. Creating Posts for Field Offices:

Spl. DE (Admin.) to put up proposal for creating adequate number of posts for the offices of RDE, Distt DDEs & Zonal DDEs so that these officers do not have to draw staff from schools in diverted capacity. Also, a time bound stand relieving order to be issued. The diversion of capacities of schools, due to our inability to create posts cannot continue indefinitely.

Action: Spl. DE (Admin.)

2. Immediate Disbursal of Funds of Welfare Schemes:

DE reiterated that this year, there will be no ADHAAR linked payment to students. Planning Branch had issued a detailed Circular to his effect. In addition, DE herself had sent message to all DDEs clarifying the stand and strategy of the department on the issue of direct transfer of benefits to students.

All eligible students who are attending schools must be disbursed the requisite amount that they are entitle to. DDEs/HoSs not to wait for completion of admission process, and not to withhold transfer of funds to those students who have already joined. Those who join/get admission later can be passed on the benefits in the second installment, as soon as they join school.

Action: JDE (Plg.)/All Distt. DDEs

3. Cash Payments to Students Without Bank Account:

Prior approval of DDE concerned may be taken for cash payment to those students whose bank accounts have still not been opened.

Action: JDE (Plg.)/All Distt. DDEs
4. Write to Banks Not Opening Zero Balance Accounts:

DDEs must provide information, within three working days, about those banks which are creating hurdles in opening zero balance accounts for students. Addl.DE (Plg), in turn, will write to senior most officers of those banks with copies marked to Chief Secretary and Principal Secretary Finance of GNCTD.

Action Addl.DE (Plg)/All Distt DDEs

5. Posting Guest Teachers Against LAs:

JDE (Plg.) to issue Circular for giving Guest Teachers against the posts occupied by Legal Assistants (who are assisting DEOs in court cases).

Action: JDE (Plg.)

6. Safety Audit of All Govt./Private/Aided Schools:

Spl. DE (L&E) to issue a fresh Circular regarding Safety Audit to be conducted by all Govt., Recognized Private and Govt. Aided schools. Land & Estate Branch should get a detailed on-line module prepared so that these schools can enter their reports on the same, online. Option to get the status updated online should be given to schools. CTB may help L&E Branch in designing the format for safety audit.

Action: Spl. DE (L&E)/JDE (IT)

7. Basic Information of Private Schools To Be In Public Domain:

Act-I Branch to issue a Circular regarding providing option for private recognized schools for correction, updation of their basic data (vis-à-vis ownership of land, EC, Scheme of Management, Recognition & terms and conditions thereof etc) on DoE’s website. Once the District Offices finalize this information, Act Branch should put this in public domain through DoE’s website. The Act-I Branch should also give advertisements in newspapers about this centralized pool of information.

Action: Addl. DE (Act-I)
8. **Act-I Branch to send Notice to Laxman Public School:**

Act-I Branch to send a strictly worded Show Cause Notice to Laxman Public School for their alleged policy to discourage and harass the Special Children. DDE (South) to provide them copies of complaints in this regard.

**Action:** Addl. DE (Act-I)/DDE (South)

9. **Promptness in Sending MDM Data:**

Information regarding how many children have been served Mid Day Meal on daily basis has to be provided to MHRD. There are 97 schools which have not given this information on line, even once. Distt DDEs to tell their respective HoSs to furnish this information, promptly and on a regular basis.

**Action:** All Distt. DDEs/HoSs

10. **HoSs Not to Leave School During School Hours:**

School Branch to issue a Circular to the effect that Heads of Schools/Principals shall not leave their respective schools for any reason whatsoever (including trainings), during school hours. Distt DDEs & Officers at HQs shall also not call Principals/HoSs for meetings during school hours.

**Action:** Addl. DE (School)

11. **Zero Tolerance for Loose Marking/Cheating:**

All DDEs to convey this to their respective HoSs that DoE shall follow the policy of Zero Tolerance for Cheating & Loose marking, especially in Formative Assessments. SDMs and other senior officers of Delhi Govt and DoE shall be heading Flying Squads to report on the standard of invigilation maintained by HoSs. Students and teachers must be conveyed this message, well in advance, so that they are mentally prepared.

**Action:** Addl. DE (Exam)/All Distt. DDEs

12. **Promotions from Vice Principals to Principals:**

Distt DDEs raised the issue of hundreds of posts of Principals lying vacant as the Union Public Service Commission is neither
conducting Direct Recruitments nor Promotions to the Post of Principals. DE directed Secretariat Branch to make efforts to resolve this issue at the earliest.

**Action: Spl. DE (Sectt. Br.)**

13. **VKS Funds on the Basis of Students’ Strength/School Area:**

Some Distt. DDEs suggested that VKS funds should be allocated to schools in accordance with the area of school and strength of students. DE directed Addl. DE (VKS) to examine the proposal and advise.

**Action: Addl. DE (VKS)**

14. **Mass SMS Facility:**

Spl. DE (IT) to issue a Circular for HoSs regarding appropriate use of Mass SMS facility being provided to HoSs. Each SMS should be worded very carefully as even the slightest error/misuse can dent the Department’s reputation among parents/public, at large. Distt. DDEs must closely monitor the use of Mass SMS Facility by HoSs.

**Action: Spl. DE (IT)/DDEs**

15. **Each Distt to Identify 5 to 10 Best/Weakest Schools:**

Distt DDEs to identify five to ten of their best and an approximately equal number of weakest schools for special and individualized briefing sessions by Addl. DE (School). DE may also like to participate in some of these sessions.

**Action: Addl. DE (School)/All Distt. DDEs**

17. **Greater Transparency in Admissions in Govt. Schools:**

DDEs to convey to HoSs to conduct themselves very politely when they deal with parents, especially those who approach them for admission of their wards. All parents should be heard patiently and the reasons must be explained to parents, in case an admission is not doable. A list of available vacancies should be pasted in front of Principal’s office and updated daily. School Br. to prepare a Module for conducting on line admissions to classes IX & XI.

**Action: Addl. DE(School)/All DDEs**
18. Starting ICT Labs:

HoSs not to refuse setting up of ICT labs (in two rooms). In case, there is dire shortage of rooms, HoS to give in writing to DDE concerned who will, in turn, explain the facts to IT Branch with his/her recommendation (which will be final).

Action: All DDEs/Addl. DE(IT)

The meeting ended with a Vote of Thanks to the Chair.

Minutes issued with the approval of Director (Education).

(VIKAS KALIA)
OSD to Director (Education)

Copy to:

1. PS to Secretary (Education)
2. All Spl.DEs/Addl.DEs/JDEs/DDEs
3. Advisor to Dy. CM
4. Principal Advisor to DE
5. OS(IT) to put it on the DoE's website