

DIRECTORATE OF SCHOOL EDUCATION, KASHMIR

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Order No.: 98 DSEK of 2020

Dated: 22 / 02 / 2020

Subject: Back to School- A School Mentoring programme.

The Department of School Education has decided to systematize the process of School support and monitoring mechanism under the programme of **Back to School—A School Mentoring programme**. Under this programme all the Gazetted officers of School Education Department working in District including Chief Education Officer, Principal District Institute of Education and Trainings, Principals Higher Secondary Schools and equivalent, Lecturers, Zonal Education Officers and equivalent and Headmasters and equivalent shall be assigned school/s for mentorship.

These officers shall be responsible for the overall performance of their allotted school/s including areas mentioned in the **School Support and Evaluation Tool (SSET)** appended with this order as **Annexure-I**. These officers shall visit these schools for one full day (**one day per month per school**). The support shall be rendered in such a way that the school should register improvement after every visit. The observations / recommendations / discrepancies / good practices / requisite support to school thus recorded by the officer shall be submitted physically to respective Chief Education Officer and Principal District Institute of Education and Trainings for further necessary support and electronically to the Director School Education Kashmir via **Google Docs/ link: <https://sites.google.com/view/dseksset>** & App subsequently.

Respective Chief Education Officer and Principal District Institute of Education and Trainings shall be responsible for analyzing the duly filled in School Support & Evaluation Tools received from all the officers for the necessary reflection, correction, support, remedial measures & recommendations and send consolidated monthly report to this directorate by or before **5th of every month**.

The school visits shall be planned on rotation basis so that these schools/offices wherein these officials are working shall not be affected. The visiting officer shall assess the ground situation of allotted school/s and shall adopt an unbiased attitude in reporting issues. Any conclusions drawn shall include a holistic view of the students, teachers, parents and community in general.

The tentative list of district-wise in-position Gazetted officers of education department along with allotted schools is appended with this order as **Annexure-II**. The Chief Education officers (CEOs) are advised to verify and rectify the list (officers & Schools) before endorsing the order for implementation. While verifying the list it should be ensured that all Officers and Schools (**Merged / Clubbed School to be treated as a single School**) of the District are covered and Higher Secondary School lecturers, who are directly involved in day to day classroom transaction are assigned minimum possible Schools.

(Mohammad Younis Malik)

Director School Education, Kashmir

No. DSEK/Innovation/24906-15/20

Dated: 22/02/2020.

Copy to:

- (i) Commissioner Secretary to Government School Education Department, Civil Secretariat Srinagar for information.
- (ii) State Project Director, Samagra Shiksha J & K Srinagar for information.
- (iii) Joint Directors of School Education Department (Kashmir Division) _____ (All) for information and necessary action.
- (iv) Chief Education Officer _____ (All) for information and necessary action.
- (v) Principal District Institute of Education and Trainings _____ (All) for information and necessary action.
- (vi) All Principals of Higher Secondary Schools of Kashmir Division for information and necessary action.
- (vii) All Zonal Education Officers of Kashmir Division for information and necessary action.
- (viii) All Headmasters of High Schools of Kashmir Division for information and necessary action.
- (ix) Web Site of DSEK.
- (x) Order file.