

**PROCEEDINGS OF THE STATE PROJECT DIRECTOR SARVA SHIKHA ABHIYA  
ANDHRA PRADESH: HYDERABAD.  
Present: K.Sandhya Rani, I.Po.S.,**



**Rc.No.13/SSA//A3/2015-16**

**Dt.-20-04-2015.**

Sub- Pedagogy –Revised Guidelines for Performance assessment of CRTs, SOs, and other staff of KGBVs- for Preparation and Arrangements instructions issued- Reg.

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Ref: Note order Dt.17.4.2015 of SPD madam, APSSA, Hyderabad.

All the District Educational Officers, the Project Officers of SSA and the Principals of DIETs in the state are informed that SSA in collaboration with SCERT decided to conduct the performance assessment to all CRTs, S.Os, Accountants, PETs and ANMs in all KGBVs.

The main Purpose of this assessment is need based assessment to all CRTs, S.Os, Accountants, PETs and ANMs in all management KGBVs to provide training on the basis of the performance of the CRTs.

All the District Educational Officers, the Project Officers of SSA and the Principals of DIETs, are directed to follow the guidelines for conducting of Assessment test to staff of all management KGBVs in Andhra Pradesh.

**Conduct of Assessment**

Assessment is to be conducted: All Management KGBVs

The assessment is to be conducted to:

1. Special Officers, & Accountants
2. CRT (7 subjects)
3. PETs and ANMs

Conduct of Examination: 28<sup>th</sup> April 2015

Conduct of Video conference: 25<sup>th</sup> April 2015 to all DEOs,DIETs and DPOs of SSA.

**Blue print for Assessment test**

Part-I -50 Marks	General -Child Psychology and English	Common to all SOs,CRTs,PETs,ANMs and Accountants
Part-II -50 Marks	Subject Specific CRTs	Telugu, English,Urdu,Maths,PS,NS,Social,PET,ANM &Accountant
Total: -100 Marks	100 Marks: (PartI&II)	To all Faculties in KGBV
Duration of The test-2 hours 30 minutes on 10 am to 12.30 pm(part-I: 75 minutes and Part-II: 75 minutes)		
The Question paper will be MCQ type only along with answer sheets.		

**Guidelines for the conduct of test**

- a. The test will be conducted for 100 marks
- b. The test shall be conducted at the district head quarter in the identified examination centers by concerned DPOs based on the No.of KGBVs and staff of the KGBVs. Accordingly submit the examination plan to SPO immediately.
- c. Orientation is planned through Video conference to all DIETs and DEOs and DPOs  
On 25 April 2015 (1PM to 3 PM)
- d. Distributions of Question papers from SPO to DPOs (through District Messenger): between 25<sup>th</sup> and 26<sup>th</sup> 2015
- e. The POs are requested to depute one gazzetted officer to bring the Question papers from SPO to district between 25<sup>th</sup> and 26<sup>th</sup> 2015 and keep in safe custody in the DPO office
- f. After completion of the test the answer sheets should be kept in the DIETs with coordination AMO and GCDO and start evaluation immediately
- g. Conduct of Test: 28<sup>th</sup> April 2015 from 10 am to 12.30 pm.
- h. Taking the attendance of the Participants of all staff of KGBVs.
- i. Further instructions, if any will be issued through E-mail.
- j. Valuation of question papers: 30<sup>th</sup> April 2015 in DIET with coordination of DPOs
- k. Computerization of Assessment Data: 3<sup>rd</sup> May 2016 in DIETS with coordination of DPOs
- l. Data Analysis and Report Generation: May 10<sup>th</sup> 2015 in DIET with coordination of DPOs
- m. To communicate all types of management KGBVs to attend the examination without fail.
- n. Further the POs may be informed that certain officers from SSA, SCERT, and DIET faculty/State Resource Persons are drafted to Districts as State Level observers to monitor one day District level Examination of assessment of KGBVs.



- o. Further the DEOs and POs of SSA should conduct the one day planning meeting with AMO and GCDOs and DIET faculty to plan and organize the exam smoothly.

The DEOs and POs of SSA should Furnish the district wise evaluation report in prescribed format as it will be supplied by the SPO, with the help of DIET and completed the above work stipulated time

#### Appointment of invigilators

- for every 30 candidates, one invigilator must be appointed
- This invigilator must be chosen from the Education Department
- Honorarium may be paid to the personnel involved in the conduct of the examination as per the rates given below.

Chief Superintendent/Dept. Officer	Rs. 500
Invigilator	Rs.300
Other Supporting Staff	Rs. 200
State level Observers	Rs.1000
Stationery and Contingencies: As required	
<b>Evaluation</b>	
Chief Examiner@ per day Rs.400	400×3 days
Evaluators (4 to 7 Persons) @ per day Rs.300 (DIETs/School Assistant)	Rs.300×2 days(100 papers per day)
Data Entry operator @ per day Rs.250	Rs. 250×3 days
Stationary	Rs.1000
Contingencies: As required	

The entire expenditure for the above test met from the management Cost of the District Project Office and follows the unit cost norms of Govt. examination.

The district Educational officers and Project Officers and Principal DIETs shall be held responsible, if there any deviations to the instructions issued from time to time by this office.

This has got the approval of State Project Director, SSA, A.P., Hyderabad.

*MV Jayaram* 20/4/15  
**for State Project Director**  
*S. 20/4/15*

To

All The District Educational Officers and all the District Project Officers, SSA and all the Principals of DIETs in the State .

Copy to the JS,KGBV, SSA, AP, Hyderabad for the information  
 Copy to the Peshi of State Project Director, A.P for the information  
 Copy to the Addl.SPD, APSSA, Hyderabad  
 Copy to the Director SCERT for the information.  
 Copy to FC,APSSA, Hyderabad

