

# **Job Chart of Mandal Resource Persons (MRP's)**

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Component :

- 1.Training
- 2.Academic Support
- 3.Community MObilisation

## **1.Training :**

MRP should act as Resource Person in all the taining programmes.

MRP SHOULD identify the training needs of the teachers.

MRP should develop and collect exemplary material innovative activities and other materials related pedagogy.

MRP should develop activity packs/ banks for all units in all the subject areas for primary classes.

MRP should plan for the conduct of training programme.

MRP should record and disseminate good practices he notice on job.

MRP should Document the training programme proceedings.

## **II. Academic Support to Schools**

MRPs should vist all primary schools, Upper Primary Schools, ECE centres, Child

Labours Project Bridge Course Centres, Alternative Schools, NFE, PLC,CECs in the Mandal.

Vist to minimum 20 habitations at the rate of one habitation per day. and monitor the functioning of primary scholl and other intervention in basic education viz., ECE,ASs,NFE,DLC, etc.,

Facilitate in the implementation of six A.P.Primary Education Project (9APPEP) principles.

Ensure the practive of child centred pedagogy.

Ensure take follow up action for the implementation of the training methodology in the class room by teachers

Provide on Job support by way of demonstration, preparation of activity packs/lesson plan etc.,

(a) Support the teacher in the assessment of pupil performances.

(b)

Appraise of teacher plans and lesson plans of the teacher and suggest corrective steps wherever required.

Ensure Utilisation of the teaching learning material supplied under Operation Black Board 9OBB), A.P.Primary Education Project 9APPEP), District Primary Education Project (DPEP) and A.V.Education.

Conduct of Teaching and learning Material (TLM) exhibitions at mandal level.

Concentrate efforts for enrollement of girl children and other children belonging to disadvantaged groups viz., SC,ST and working children

Observing the trends in the progress of enrollment, attendance, retention and achievement and taking suitable action.

Ensure beautification of School premises by implementing clean and green concept.

Categorisation of schools as A,B,,D based on their performance and teachers based on their professional practice and thereafter concentrate on weak schools and teachers.

Identification of subject experts to act as advisory group at MRC.

Participation in the TC meetings in his jurisdiction and making it more functional.

### **111.Community Mobilization :**

Meeting with school committee members invariable whenever he visits school.

Promotion of home school links by way of attending Parent-Teacher Association (PTA) meetings.

Identification of academic monitor ( Student) and community monitor (Local Youth) to promote enrollment and retention respectively.

Help the village community in mobilising resources for school improvement fund.

Organising , awareness, campaign for the enrollment and retention of children especially belonging to disadvantage groups.

Watching for performance of School Committees through quarterly appraisal forms.

Up-dating the habitation level micro plans with the help of teachers & villages youth. Additional Duties

MRP's additional duties are explained in GO.Ms.No.79, Edn,Dept.Dt.14.07.2000

The MRP's will follow up all aspect as mentioned in their job chart issued in the GO.Ms. No.67,Education Department. Dated 13/06/2000. During their visits the following aspects in particular will be verified and specifically mentioned in the visit register.

The number of children enrolled, recorded as present and actually present. in this they should refer to instructions issued in the Government Memo first cited and take up random physical verification wherever therein variation.

Name of the teachers unauthorisedly absent must be recorded in the visit register and informed to MEOs for necessary action.

Implementation of clean and green programmes, availability and utilisation of waste paper bins by students, cleanliness of premises conduct of morning assembly etc., as instructed.

Teaching and learning environment in class rooms including activity based methodologies coverage of syllabus, checking of note books by teachers concerned conduct of tests etc.

The MRP shall be responsible for monitoring and providing guidance to institutions including cluster / jurisdiction, in other words they shall visit / monitor all programmes / schemes being implemented and founded by Education Department in this respective cluster.

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