

**PROCEEDINGS OF THE DIRECTOR OF SCHOOL EDUCATION, ANDHRA
PRADESH: AMARAVATI**

Present: Sri. Vijay Rama Raju V, IAS

Rc.No: ESE02-11021/83/2025-SCERT

17-07-2025

Sub: School Education – SCERT, A.P. - Launched several transformative educational programmes and reforms in the state - Constitution of Academic Forums at State, District, and Mandal Levels for monitoring of schools for strengthening of academics and enhancing the learning outcomes – Certain instructions - Orders – Issued -Reg.

Ref: 1. Instructions of the Director of School Education, Andhra Pradesh Dated: 05-07-2025
2. Academic Calendar

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The attention of all the Regional Joint Directors of School Education and the District Educational Officers is invited to the subject read above, the Government of Andhra Pradesh has undertaken several transformative educational programmes and reforms aimed at enhancing the quality of education and improving learning outcomes across all schools. As part of this broader initiative, the Department of School Education has introduced multiple interventions, including the development of Teacher Handbooks, Student Assessment Booklets, Curriculum Integration initiatives, the LEAP App, Value Education Books, and Summary Videos, among others.

They are further informed that in order to ensure the effective delivery of both curricular and co-curricular components; an innovative Academic Calendar has been developed. A distinctive feature of this calendar is the implementation of “No Bag Day” every Saturday for students from Grades 1 to 9, during which structured co-curricular activities are conducted.

The School Education Department has also introduced Student Assessment Booklets for all subjects and all classes, enabling structured assessment. These booklets are designed to include both Written test answers and internal assessment tools such as projects, which are evaluated by teachers using OMR sheets.

They are also informed that to effectively monitor all these academic programmes; it has become essential to establish Academic Forums at the State, District, and Mandal levels. Accordingly, it has been decided to form these forums as per the guidelines mentioned below:

Formation of Academic Forums:

In order to ensure effective monitoring and implementation of all academic initiatives and reforms, it is essential to establish Academic Forums at the **State**, **District**, and **Mandal** levels. These forums will be responsible for providing academic direction, supporting capacity building, and ensuring accountability in school education thereby paving the way for enhanced

Learning Outcomes.

State Academic Forum (SAF):

The State Academic Forum shall comprise of the following members:

1	Director of School Education, A.P.	Chairperson
2	State Project Director, Samagra Shiksha, A.P.	Vice-Chairperson
3	Director, SCERT, A.P.	Member Convener (For Primary Classes I to VIII)
4	Director of Government Examinations, A.P.	Member Convener (For Secondary Schools)
5	Secretary, A.P. Residential Educational Institutions Society	Member
5	Secretary, KGBV, A.P.	Member
6	Director, A.P. Open School Society (APOSS)	Member
7	Director, A.P. Government Text Book Press	Member
8	Secretary, A.P. Model Schools, A.P.	Member

Roles and Responsibilities of SAF:

1. The forum shall provide strategic direction, academic guidance, support, and review mechanisms to ensure quality education across the state.
2. The SAF shall coordinate with the DAFs and provide inputs and guidance from time to time.
3. The SAF shall conduct regular meetings monthly once, with the DAFs and review the monitoring being done by them.

District Academic Forum (DAF):

The District Academic Forum shall comprise of the following members:

1	District Educational Officer	Chairperson
2	Additional Project Coordinator, Samagra Shiksha	Vice Chairperson
3	Principal, DIET	Member-Convener (for Primary Schools)
4	Assistant Commissioner for Govt. Exams/DC APOSS	Member-Convener (for Secondary Schools)
5	Secretary, DCEB	Member
6	Academic Monitoring Officer	Member
7	Mandal Educational Officers @ 3	Member

8	Secondary Level Subject Experts (SAs) @ 4 per each subject (4 X 7 = 28)	Member
9	Primary Level Expert Teachers (SGTs) @ 4	Member

Note:

1. *The Subject experts should be preferably SRPs/DRPs, Text Book Writers, Fluency in English, Good Communication Skills, technologically well-equipped and should have participated in State Level Academic Programmes.*
2. *Same Criteria to be followed at Mandal level*
3. *Select the subject experts & Expert teachers from different divisions at the district level and from different schools at the mandal level*

Roles and Responsibilities of DAF:

1. This forum is responsible for the implementation of academic programs at the district level, capacity building, assessment review, and coordination with mandal-level teams.
2. Steps should be taken to enhance the learning competencies of students in Grades 1 and 2, in line with NIPUN Bharat goals.
3. Bridge Courses are implemented efficiently in identified grades as per the guidelines.
4. Regular checks are conducted to ensure that Teacher Reflections are being recorded in the Teacher Handbooks.
5. All schools shall ensure that the Academic Calendar components are executed without deviation.
6. Teachers shall document both Written test answers and internal assessment tools such as Project Work within the Student Assessment Booklets.
7. Monitoring shall be done by the entire DAF by undertaking field visits twice in a week.
8. The monitoring shall specifically focus on enrolment, Student-Teacher Attendance and conduct of seasonal activities.
9. The DAF shall conduct regular meetings for every 15 days, with the MAFs and review the monitoring being done by them.
10. Positive feedbacks should be provided to the Mandal Academic Forums so as to enable them to work with more zeal.
11. The visit reports and feedback reports shall be preserved at the District Level and should be produced before the State Academic Forum as and when demanded.
12. **Deputy Educational Officers** in the district should attend the meetings of both DAF and MAF, monitor the activities of Academic Forums in their

respective Divisions and coordinate with the Mandal Academic Forums during their visits invariably. Further, they shall obtain fortnight reports from the Mandal Academic Forums, review them and submit a consolidated report to the concerned District Educational Officers duly recording their specific observations and feedback.

Mandal Academic Forum (MAF):

The Mandal Academic Forum shall comprise of the following members:

1	Mandal Educational Officer - 1	Chairperson
2	Mandal Educational Officer - 2	Member – Convener
3	Cluster Complex Chairpersons	Member
4	CMRTs (Cluster Monitoring Resource Teachers)	Member
5	Secondary Level Subject Experts (SAs) @ 7 (one each from each subject)	Member
6	Primary Level Expert Teachers (SGTs) @ 5	Member

Roles and Responsibilities of MAF:

1. The Mandal forum shall work closely with schools to ensure academic quality, provide field-level academic support, monitor classroom practices, and assist in training and resource dissemination.
2. Attendance of both teachers and students should be regularly monitored to ensure consistency and discipline.
3. Ensure that the syllabus is being completed on time as specified in the Academic Calendar
4. On No Bag Days, observe whether DIET Student Teachers are conducting appropriate activities for students of classes I to IX.
5. Class teachers are maintaining the Student Assessment Booklets effectively as per academic norms.
6. Proactive steps are to be taken to increase student enrolment in every school.
7. Monitoring shall be done by the entire MAF by undertaking field visits twice in a week.
8. The Chairperson and Member Convener with the members of the MAF shall undertake regular visits to the schools to ensure the compliance of the instructions issued by the undersigned.
9. Overall, the focus should be on enhancing the Learning Outcomes.
10. The MAF shall conduct regular meetings weekly once, review the monitoring

being done by them and submit their monitoring reports to DMF.

General Guidelines:

- Measures are in place to ensure that bogus entries in studentrolls are completely eliminated.
- Measures to be taken to purify the U-DISE date and update the same in school records also.
- For students with three or more consecutive days of absence, check whether house visits are being conducted. Confirm whether counsellors are also visiting the homes of such students.
- In cases of false attendance recording, red flags are raised, and immediate inspection is ensured by the concerned Dy.E.O.
- In high schools with low academic performance, subject- wise reviews are conducted regularly, and concerned teachers are reviewed multiple times to address performance gaps.
- Schools should conduct internal academic reviews twice a week to monitor teaching effectiveness.
- Unauthorized absentees among staff are being curbed through strict monitoring protocols.
- Focus is placed on strengthening foundational skills in Grades 1 and 2, in primary schools.
- Summary videos are being shown to students at the end of each lesson/topic to reinforce learning.
- Verify whether Value Education Books are being used in all schools, and take necessary steps to ensure their effective usage.
- Holistic Progress Cards are being updated regularly to reflect student progress in academic, personal, and extracurricular areas.
- Cluster Complex Meetings are to be organized in a systematic and structured manner to review progress at the micro-level.
- All observations, implementation updates, and monitoring details are documented and reported regularly to the Director of School Education via email for record and review.

The Regional Joint Directors of School Education are further informed that they shall monitor the activities of District Academic Forums in their respective Zones and coordinate with the Mandal Academic Forums during their visits invariably. Further, the Regional Joint Directors of School Education shall obtain fortnight reports from the District & Mandal Academic Forums, review them and submit a consolidated report to the Director of School Education duly recording their specific observations and feedback.

Therefore, all the Regional Joint Directors of School Education and District Educational Officers are hereby instructed to take immediate steps to operationalize these forums at their respective levels. Meetings should be

convened in accordance with the timelines set in the Academic Calendar and as per the state guidelines.

Treat this reference as **Most Urgent**.

Enclosures: Annexure I and II

VIJAY RAMA RAJU V
DIRECTOR OF SCHOOL EDUCATION

To

All the Regional Joint Directors of School Education in the State for necessary action.

All the District Educational Officers in the State for necessary action.

All the Additional Project Coordinators, Samagra Shiksha, in the State for necessary action.

All the Principals of DIETs in the State for necessary action.

The Director, SCERT, A.P. for information and necessary action.

The Director, Government Examinations, A.P., for information and necessary action.

The Secretary, A.P. Residential Educational Institutions Society, for information and necessary action.

The Secretary, KGBV, O/o SPD, SS, for information and necessary action.

The Secretary, A.P. Model Schools, O/o DSE, A.P., for information and necessary action.

The Director, A.P. Open School Society, A.P., for information and necessary action.

The Director, A.P. Text Book Press, A.P., for information and necessary action.

Copy to the State Project Director, Samagra Shiksha, Andhra Pradesh, Amaravati for kind information.

Copy submitted to the Secretary to Government, School Education, AP, Amaravathi, for the favour of kind information.

Copy to the OSD to Hon'ble Minister HRD, AP, Amaravathi for kind information.