



GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF SCHOOL EDUCATION
STATE PROJECT OFFICE, SAMAGRA SHIKSHA, PUDUCHERRY

No:636 /SS/Q/SDP/2019-20

Date: 16.03.2020

CIRCULAR

It is aware that Samagra Shiksha releases various grant like School Grant, Library Grant, Sports Grant, etc and activities on various interventions of Access, Quality, Inclusive Education, Vocational Education, etc on the recommendations of Project Approval Board, MHRD, Govt. of India.

During School Audit, it is found that some of the schools have not utilized the funds allotted to the schools and they have carried forward to the next year. To streamline the process, as per the recommendations of PAC of UT of Puducherry, a Data Capturing Format, comprising of four excel sheets namely 1) SDP – Basic Information, 2) Financial 3) Activity wise plan and 4) List of activities has been designed for School Development Plan (SDP) for the year 2020-21.

In this regard, the Heads of Schools are requested to download Data Capturing format (***Annexure- I / II / III / IV***) of School Development Plan (SDP) for the year 2020-21 from School Education website (<https://schooledn.py.gov.in/>). The Heads of Schools are requested to send the soft copy and hard copy of SDP to their respective Inspective Officers **on or before 30th April 2020**. The Inspecting Officers shall review the SDPs and send the consolidation of civil and other infrastructural requirement of schools with their UDISE code in Excel sheet (Soft and Hard copy) to State Project Director, Samagra Shiksha, Puducherry **on or before 30th May 2020** for further planning at District and State Level. This circular intends for optimum utilization of funds after identification of needs to the schools. ***This is issued with approval of Director of School Education.***


(N. DINAKAR) 16/3/20

STATE PROJECT DIRECTOR

To
All the Heads of Govt. Schools in UT of Puducherry
Copy to

1. All the Inspecting Officers, Directorate of School Education, Puducherry
2. All the ADPC, Pondicherry/Karaikal/Mahe/Yanam
3. All the Block Resource Coordinators, Samagra Shiksha
4. All Coordinators of Samagra Shiksha, Puducherry
5. P.S. to DSE
6. P.A to SPD

**DIRECTORATE OF SCHOOL EDUCATION
STATE PROJECT OFFICE, SAMAGRA SHIKSHA**

ANNEXURE -I - SCHOOL DEVELOPMENT PLAN – YEAR 2020-21

1. Name of the School:

2. UDISE code:

3. Region: Pondicherry/Karaikal/Mahe/Yanam

4. Area: Rural/Urban

5. Inspecting Officer:

6. School Strength for the year 2019-20 (Class wise, Gender wise)

Sl. No.	Class	Boys	Girls	Total
1	LKG			
2	UKG			
3	I			
4	II			
5	III			
6	IV			
7	V			
8	VI			
9	VII			
10	VIII			
11	IX			
12	X			
13	XI			
14	XII			
	Total			

7. Particulars of School Management Committee

Sl. No.	Name of the SMC member	Desigation
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		

8. No. of SMC meeting conducted during 2019-20

9. Infrastructural Facilities

Sl. No	Infrastructure Facility Available as on 31.03.2020	Year of establishment/ Installed		Nos
		Block I	Block II	
1	Class Room			
2	Library			
3	Girls Toilet (No. of Seats)			
4	Boys Toilet (No. of seats)			
5	Girls Urinal (No. of seats)			
6	Boys Urinal (No. of seats)			
7	CWSN Toilet (No. of seats)			
8	ICT Lab			
9	Smart Board			
10	Projector			
11	Science Lab			
12	Vocational Lab			
13	Computers			
14	Drinking water facility (Yes /No)			
15	RO is available (Yes/No)			
14	Others if any -			

10. Infrastructural Requirement for the school: Eg. Civil, ICT, etc)
- can use extra page also

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11. Requirement for Quality Initiatives (Eg. Remedial Teaching, Learning Outcomes):

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12. Any other specific requirement for school:

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ANNEXURE - II - SCHOOL DEVELOPMENT PLAN - 2020-21

13. Financial Progress and Requirement

Amount carried forward from previous years (A) = Rs.

Total Amount received for the year 2019-20 (B) = Rs.

Sl. No.	Activities	Amount Received for the year 2019-20 (C)	Expenditure Incurred for the year 2019-20 (D)	Balance Amount as on 31.03.2020 E=(A+C-D)	Amount Required for 2020-21 (F)	Plan of activity for the year 2020-21 (G)
I	Access and Infrastructure					As per Annexure
1	School Grant					
2	Library Grant					
3	Sports Grant					
4	Special Training for Out of School Children					
5	SMC Training					
6	Media & Community Mobilisation					
7	Shaala Shiddhi (Internal & External Evaluation)					
8	Ek Bharat Shrestha Bharat					
9	School Safety (Display Board for Safety Pledge)					
10	Youth & Eco Club					
11	DEAL Programme - Reading Festival, TLM, etc)					
12	Twinning of Schools					
13	Establishing Science Corner					

Sl. No.	Activities	Amount Received for the year 2019-20 (C)	Expenditure Incurred for the year 2019-20 (D)	Balance Amount as on 31.03.2020 E=(A+C-D)	Amount Required for 2020-21 (F)	Plan of activity for the year 2020-21 (G)
14	Remedial teaching for Slow Learners					As per Annexure
17	Prevesham Utsav					
18	Self Defence					
20	Beti Bachao Beti Padhao (Yanam region only)					
23	CWSN -Surgery					
24	Support at Pre Primary					
25	Others if any -					
26	Others if any -					
	Total Amount					

Amount as per Pass Book as on 31.03.2020: Rs. _____

SIGNATURE OF THE HEAD OF SCHOOL

ANNEXURE - III - SCHOOL DEVELOPMENT PLAN (SDP) - 2020-21

Sl. NO.	Proposed activities	Period		Expenditure in Rs.	
		From	To	Amount Spent Last	Approximate Estimate
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
	Total				

ANNEXURE - IV - LIST OF ACTIVITIES

1. *School Grant - Maintenance of Toilet/Drinking Water/Purchase of consumables, lab articles, etc*
2. *Library Grant - Constitution of Committee, Selection of Books, Procurement of books, etc*
3. *Sports Grant - Constitution of Committee, Selection of sports articles, Procurement of articles*
4. *Special Training for OoSc- Identification, Distribution of grant as per guidelines, Monitoring and Evaluation*
5. *SMC - Preparation of SDP, Conduct of SMC training, Passing Resolution for various grants and activities*
6. *Media & Community Mobilisation - Awareness programme on RTE, Schemes of Samagra Shiksha, Swachh Vidyalaya*
7. *Shaala Shiddhi - Internal and External Assessment*
8. *Ek Bharat Shrestha Bharat - Year long programme of EBSB - This programme is a priority of MHRD (Guidelines issued)*
9. *Youth & Eco Club - Constitution of Clubs in all Govt. Schools*
10. *DEAL Programme - Preparing children for Pre Test, Post Test to achieve the LOs*
11. *Twinning of Schools - Identification of School for Twinning as per guidelines, Visit to partner School, Inviting Partner School*
12. *Establish Science Corner - Constitution of Committee members, Identification of articles for Science Corner, Procurement of articles*
13. *Remedial Teaching for Slow Learner - Identification of slow learners and Mentor teachers, Conduct of Special coaching using techniques as per the guidelines issued*
14. *Prevesham Utsav - Conduct of Prevesham Utsav on Reopening Day, Inviting Role models to motivate the children, Encouraging children during assembly*
15. *Self Defence - Nominating Instructor for Self Defence for Girl students, Conduct of Self Defence Programme, Monitoring, Evaluation*
16. *Beti Bacho Beti Padhao (For Yanam region only) - Conduct of the programme as per the guidelines issued by Delegate to DSE*
17. *CWSN - Participating in IE Camp for Identification of Children with Special Need, Providing Escort/Transport Allowance, etc*
18. *Others if any*