

**GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF SCHOOL EDUCATION
SAMAGRA SHIKSHA**

No: 636/SS/SMC/SDP/2021-22

Date:16 .06.2021

CIRCULAR

It is aware that Samagra Shiksha releases various grants 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, MoE, 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. School Development Plan (SDP) – Basic Information, 2. Financial, 3. Activity wise plan and 4. List of activities has been designed for SDP for the year 2021-22.

All the Govt. schools are here by requested to expedite the expenditure of available balance within 3 months and make their SMC / SMDC account as Zero balance account. The guidelines regarding this will be issued soon.

In this regard, the Heads of Schools are requested to download Data Capturing Format (Annexure I / II / III / IV) of SDP for the year 2021-22 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 Inspecting Officers on or before 15th July 2021. 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 & Hard copy) to State Project Director, SS on or before 30th July 2021 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)
STATE PROJECT DIRECTOR**

To

All the Heads of Govt. Schools in the UT of Puducherry

Copy to

1. All the Inspecting Officers in the UT of Puducherry
2. All the ADPCs & Coordinators of Samagra Shiksha
3. All the Block Resource Coordinators of Samagra Shiksha
4. The EDP Section, DSE, Puducherry
5. The P.S. to DSE
6. The P.A. to SPD

7. Particulars of School Management Committee

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

8. No. of SMC meeting conducted during 2020-21

9. Infrastructural Facilities

Sl. No	Infrastructure Facility Available as on 31.03.2021	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			

Sl. No	Infrastructure Facility Available as on 31.03.2021	Year of establishment / Installed		Nos
		Block I	Block II	
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 (attach Photos for requirement)

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

12. Any other specific requirement for

ANNEXURE - II - SCHOOL DEVELOPMENT PLAN - 2021-22

13. Financial Progress and Requirement

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

Total Amount received for the year 2020-21 (B) = Rs.

Sl. No.	Activities	Amount Received for the year 2020-21 (C)	Expenditure Incurred for the year 2020-21 (D)	Balance Amount as on 31.03.2021 E=(A+C-D)	Amount Required for 2021-22 (F)	Plan of activity for the year 2021-22 (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 2020-21 (C)	Expenditure Incurred for the year 2020-21 (D)	Balance Amount as on 31.03.2021 $E=(A+C-D)$	Amount Required for 2021-22 (F)	Plan of activity for the year 2021-22 (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 31.03.2021: Rs. _____

Please make a Note: The Pass Book entries in the Bank Account Should exactly match with Cash Book maintained at School (with resolution made at SMC/SMDC)

SIGNATURE OF THE HEAD OF SCHOOL

ANNEXURE - III - SCHOOL DEVELOPMENT PLAN (SDP) - 2021-22

Sl. NO.	Proposed activities	Period		Expenditure in Rs.	
		From	To	Amount Spent Last Year	Approximate Estimate Amount for current year
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. *UDISE Plus - Data Entry of the School Particulars in the UDISE Portal*
2. *School Grant - Maintenance of Toilet/Drinking Water/Purchase of consumables, lab articles, etc*
3. *Library Grant - Constitution of Committee, Selection of Books, Procurement of books, etc*
4. *Sports Grant - Constitution of Committee, Selection of sports articles, Procurement of articles*
5. *Special Training for OoSc- Identification, Distribution of grant as per guidelines, Monitoring and Evaluation*
6. *SMC - Preparation of SDP, Conduct of SMC training, Passing Resolution for various grants and activities*
7. *Media & Community Mobilisation - Awareness programme on RTE, Schemes of Samagra Shiksha, Swachh Vidyalaya*
8. *Shaalaa Shiddhi - Internal and External Assessment*
9. *Ek Bharat Shrestha Bharat - Year long programme of EBSB - This programme is a priority of MHRD (Guidelines issued)*
10. *Youth & Eco Club - Constitution of Clubs in all Govt. Schools*
11. *DEAL Programme - Preparing children for Pre Test, Post Test to achieve the LOs*
12. *Twinning of Schools - Identification of School for Twinning as per guidelines, Visit to partner School, Inviting Partner School*
13. *Establish Science Corner - Constitution of Committee members, Identification of articles for Science Corner, Procurement of articles*
14. *Remedial Teaching for Slow Learner - Identification of slow learners and Mentor teachers, Conduct of Special coaching using techniques as per the guidelines issued*
15. *Prevesham Utsav - Conduct of Prevesham Utsav on Reopening Day, Inviting Role models to motivate the children, Encouraging children during assembly*
16. *Self Defence - Nominating Instructor for Self Defence for Girl students, Conduct of Self Defence Programme, Monitoring, Evaluation*
17. *Beti Bacho Beti Padhao (For Yanam region only) - Conduct of the programme as per the guidelines issued by Delegate to DSE*
18. *CWSN - Participating in IE Camp for Identification of Children with Special Need, Providing Escort/Transport Allowance, etc*
19. *Others if any*