



OFFICE OF THE DISTRICT EDUCATION OFFICER (M) SWAT

No. 6088 Dated: 11-07-2015

To

All the concerned



MINUTES OF THE MONTHLY REVIEW MEETING AT GHS MATTA ON JULY 1st 2015

Date: July 1st, 2015

Venue: GHS Matta Swat

Timing: 09:00 AM to 12:00 PM

Chaired by: DEO (M) Swat

Host by: Mr. Hazrat Rahman Principal GHS Shagai, Swat

Participants: Heads of GHSSs, GHSs, ASDEOs & Representatives of DEO (M) Swat office.



Proceedings:

Monthly review meeting of the Higher Secondary & High Schools' Principals, Headmasters & In-charges was held on 1/07/2015 at GHS Matta. The meeting was presided over by honourable DEO Mr. Muhammad Uzair Ali and conducted by the Dy.DEO Mr. Zulfiqar ul Mulk. The meeting began with the recitation from the Holy Quran.

The Dy. DEO & the DEO (M) Swat discussed the following agenda items & gave the following instructions to the audience:



AGENDA POINTS & DECISIONS ON THEM

- The missing/revised **School Improvement Plans** must be submitted to Mr. Fazal Khaliq ADO P&D, DEO (M) office Swat
- The schools having missing facilities or other necessities despite having the conditional grants must prepare their proposals with the involvement of local notables (at least 30 for a proposal) along with the copies of their CNICs. The proposals should be prepared for the CDLD program in which additional rooms, laboratories, libraries, exam halls, furniture, access roads and the fundamental basic facilities can be addressed. The same must also be submitted to Mr. Fazal Khaliq ADO P&D, DEO (M) office, Swat.
- The house was informed about the newly approved 716 PST, 80 CT & 90 SST posts for the district in result of rationalization. Special thanks were paid to all the principals/HMs that contributed in the rationalization exercise & make this achievement possible.
- The participants were directed to submit complete details of the staff appointed in their schools against the special quota for disabled/PWDs.
- It was directed that all school heads must submit their demand of furniture's both for staff & students. In case a school has surplus furniture or in no need of additional furniture even then the school head shall submit the report to the Dy.DEO (M) Swat within two days positive.
- With reference to FTB it was directed that not a single book may be kept stored in the school rather all of them be issued to students of relevant/various classes to be studied as **supplementary reading material.**



The house was directed to reorganize and activate their school PTCs keeping in view that;

- The PTC chairman must not be from school staff members.
- PTC account must be a joint one.
- All the PTC members (including chairman) must have their kids studying in the same school.
- The Chairman/member must be changed if his son leaves the school
- PTC meetings must be conducted on a monthly basis & never missed in a single month
- The PTC record (complete in all respects) must be kept ready & available to any authorized visitor
- The PTC allocated amount & expense details must be displayed on a 2 x 4 size board displayed at a most visible/prominent place in the school
- The amount allocated for a specific head may not be used for another purpose until & unless the amount is in excess and the expense is duly recommended by the PTC committee.



To ensure the smooth functioning of PTC committees, to facilitate them in understanding the complete process of how to utilize the conditional grant releases & to ensure transparency 12 teams constituted. Each committee comprises a school head of GHSS/GHS (as chairman), a school head of GMS & a PSHT from GPS along with the circle ASDEO to facilitate the teams in their jurisdiction.



It has been observed with grave concern that some school heads are not observing the official school timings and also not marking their daily attendance in the staff attendance registers. It is therefore clearly instructed that not a single school shall be opened / closed with unauthorized timings and the school heads must ensure their attendance in the staff attendance registers.



It has been reported & observed that in some schools partial impersonation is in practice. All the heads are directed that no impersonation (in any of its kind) is allowed & in case found the school head shall even be treated under E&D rules 2011 for this unlawful act.



During surprise visits to the schools it has been observed that the schools are running with overcrowded classes whereas both the class rooms and the staff are available in the school. After probing into the case it has been found that some of the **Subject Specialists** are refusing to take classes in high/middle section of the school. It is therefore categorically stated that as per official directives all the subject specialists are bound to take classes from 6th to 12th as & when needed in a school.



The illegal occupation of school land/building & wrong posting of staff must be reported to the ADO (P&D) & ADO (Estab; Secondary) in a couple of days for further necessary action.



Lists of all the material/furniture in the schools (needs to be auctioned) must be submitted to the office within three days along with detail description of each item category so that they may be auctioned as per rules.



Five tablet laptops shall be provided to each government higher secondary school to improve the quality of education & bring them up to per Beckon House standards in the country.



General issues

- The threat of privatizing of government schools & recommendations/steps to improve quality education discussed in details and consensus was developed on taking various steps like;
 1. Removing staff deficiency from schools
 2. Enrolling own kids in government schools

3. Implementing measures for quality education
 4. Not to protect/defend the wrong doers
 5. Observing school timings etc
- Any information regarding school record must not be given to anyone without proper authorization.
 - Point was raised regarding difficulties in comprehending the given instructions during the meeting and it was decided that all the meeting minutes shall be displayed on Swat education website www.sed.edu.pk & shall be sent to all the schools having their official email Ids so that everyone may go through it as per his convenience & take guidance.
 - The meeting ended with a collective prayer for the prosperity & righteousness of education throughout the country & especially in Swat.



Zulfiqar-ul-Mulk
Dy. DEO (M) Swat