

No. EDN-HE (PS)-2023- (Gen Branch)
Directorate of Higher Education
Himachal Pradesh



To

All the Deputy Director Higher Education
Himachal Pradesh


Subject :- Guidelines to improve Quality of Education through Convergence and Resource Sharing .

Sir,

Kindly find enclosed herewith the letter No. PS/Secy (Edu)11/2023 Dated 29th Nov. 2023 along with guidelines on the subject cited above. In this regard you are directed to take further necessary action for the strict compliance of directions contained there in.

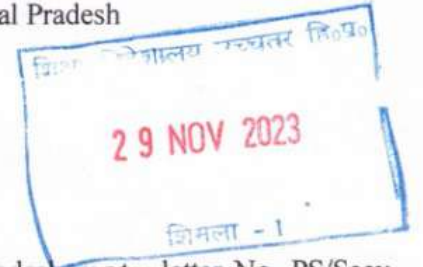
Compliance report(s) and action taken there of be submitted to undersigned on monthly basis on 5th of every month positively.

Encls As above


(Dr. Amarjeet K Sharma)
Director Higher Education
Himachal Pradesh


Endst. No. Even

Dated : 29th Nov 2023



Copy for information to :-

1. The Secretary (Education) to the Government of Himachal Pradesh w.r.t. letter No. PS/Secy (Edu)11/2023 Dated 29th Nov. 2023.
2. The Director Elementary Education Directorate of Elementary Education Shimla.
3. The State Project Director , SSA Shimla .
4. The Supdt. General Branch will monitor the above well in time.
5. Guard File.


(Dr. Amarjeet K Sharma)
Director Higher Education
Himachal Pradesh

No.PS/Secy(Education)/11/2023
O/o Secretary (Education)
Government of Himachal Pradesh.

To

1. The Director, Higher Education
Shimla-1
2. The Director, Elementary Education
Shimla-1
3. The State Project Director, SSA
Shimla-1

Dated, Shimla-171002, the29th November, 2023

Subject: Guidelines to improve Quality of Education through Convergence and Resource Sharing.


Sir,

The issue of sharing of resources and convergence of activities in the schools (Elementary and Secondary) was engaging attention of the Government for quite some time.

In this regard the attached Guidelines are hereby issued, which shall be followed in letter and spirit. The Director, Higher Education and Director, Elementary Education shall ensure compliance of these Guidelines in their respective jurisdiction. The Deputy Directors of Higher Education and Elementary Education will monitor implementation of these Guidelines on monthly basis and will ensure that all the schools follow these Guidelines.


The Director, Higher Education shall also develop a system to rank and reward best performing School clusters.

Yours faithfully,


(Rakesh Kanwar)IAS
Secretary (Education) to the
Government of Himachal Pradesh,
Shimla-171002.

Endst No. PS/Secy(Education)/11/2023 Dated:-29th November,2023

Copy forwarded to all the Deputy Directors of Higher/Elementary Education, Himachal Pradesh for information and necessary action in the matter.


(Rakesh Kanwar)IAS
Secretary (Education) to the
Government of Himachal Pradesh,
Shimla-171002.

GUIDELINES FOR IMPROVING QUALITY EDUCATION: 01/2023

Dated: November 29, 2023

Guidelines Regarding Resource Sharing and Convergence of Activities in the Schools Located Within The Same Campus or Adjoining Campus or within A Walking Distance of 300 and 500 meters

1. There is a tendency within the education department to see Government Schools as standalone compartmentalised units of Primary/Elementary, High and Senior Secondary where there is very less collaboration and coordination. Though a few Principals and teachers make an effort to share resources between elementary and secondary schools but there is no institutional framework to do so. It has been noticed that the Elementary Schools and High School generally function in silos and watertight compartments. It has been noticed that the standalone Primary and Middle Schools, even though located nearby, function as independent entities. It is important that schools function as a composite unit from pre-primary to the high/senior secondary levels. **Therefore, it is essential that the schools share resources (both human and material) wherever possible and to the extent possible amongst primary, middle, high and senior secondary schools.**
2. Since there is lack of convergence among schools located within the same campus and/or those located nearby, available resource remain underutilised and/or unutilised. Therefore, after examining the matter carefully, it has been decided that such Primary and High/Senior Secondary Schools, which are co-located (that is located within the same campus or adjoining campuses) or which are located within a distance of less than 300 meters (and 500 meters) from each other will be known as a “**School Cluster**”.
3. Following Schools are declared as SCHOOL CLUSTERS and these will start functioning as such with immediate effect:
 - 3.1. All the Government Senior Secondary Schools (1984 in number) which have a primary school in the same campus (along with those schools which are located within walking distance of 500 meters of the Senior Secondary School).
 - 3.2. All the Government High Schools (960 in number) which have a primary school in the same campus (along with those schools which are located within walking distance of 500 meters of the High School).
 - 3.3. All the Government Middle Schools (1885 in number) which have a primary school in the same campus (along with those schools which are located within walking distance of 500 meters of the Middle School).
 - 3.4. The Principal/Headmaster of the Senior Secondary/High/Middle School with which the Primary Schools will form the Cluster will function as the head of the School Cluster for day-to-day co-ordination and convergence.
 - 3.5. The Deputy Directors of Higher and Elementary Education will ensure that **CLUSTER SCHOOLS** start sharing resources immediately. These Schools must make Cluster Sharing Plan (a suggestive list of activities/resources to be clubbed and shared) before the closure of schools for winter holidays so that the resource sharing starts to happen in a meaningful manner from the start of the next academic session.
 - 3.6. The Deputy Directors of the Elementary and Higher Education will hold a meeting within a week of the issuance of these Guidelines and resolve local issues if any. The



Directors of Higher and Elementary Education should review the progress made by the schools in the area of resource sharing, convergence and collaboration on monthly basis and guide the Cluster Heads to make it more effective.

4. These Cluster Schools will function as a **Model Composite Educational Institution** for all practical purposes. The school heads of the respective primary/middle/high/secondary schools will continue to discharge their administrative duties in respect of their institution and will continue to report to their superiors as per the continuing practice however **the Principal/Head Master/Head Teacher/School In-Charge of the Senior Secondary/High/Middle High School of the School Cluster shall function as the overall Cluster Head and will supervise the academic and day-to-day administrative activities within the cluster.**
5. There will be a Committee called Cluster Committee headed by the Principal/Head Teacher of the Cluster comprising the head(s) of the Primary/Middle/High Schools in the School Cluster to steer this initiative. **This Committee shall meet formally at least once in a month** to review the progress made in respect of sharing of resources and to decide action plan/future steps to make their Cluster as one of the best example of School Clusters.
 - 5.1. The Cluster Committee will assist the School Management Committee (SMC) to prepare Cluster School Development Plan, Annual Academic Plan, Annual Calendar of Activities in consultation with the SMC.
 - 5.2. This plan will be reviewed annually by the Committee and suitable changes will be made as per the requirement.
 - 5.3. Active members of the SMC may be included in the above Committee if the Cluster Head so feels.
6. Following specific steps will be taken by the Cluster Schools to build a culture of convergence and collaboration. While the activities suggested below should be adopted by all the School Clusters, the schools are free to be creative and innovative and they should devise ways and means to embed the culture of convergence.
 - 6.1. The School Cluster will in due course of time constitute a **Common SMC** for the Composite School.
 - 6.2. **Morning Assembly** for all students from Primary up to the highest class in the School Cluster (if attached schools are within 300 meters from the Senior Secondary/High/Middle School). For schools located between 300 to 500 meters from the Cluster School the Committee headed by the Principal/Head Master will decide whether a common morning assembly is possible or not.
 - 6.3. The Morning Assembly can be turned into a meaningful learning opportunity for students by introducing several creative and participative activities (most of the schools do these activities already). Activities such as: news reading; topic of the day; song of the day; book review of the day; the book I read; open quiz; talent show; what good I did in the last week/month etc. may be encouraged.
 - 6.3.1. Students of Primary/Middle sections should be encouraged to participate in all the activities at the time of the morning assembly and they should form part of the group that leads the prayers. Even days may be fixed for leading the prayers for each class.
 - 6.3.2. Students from higher classes may be engaged to mentor students of Primary/Middle Sections and joint performances may be encouraged.

Abi

- 6.3.3. Days and time for the primary and higher sections for participating/presenting various items during the morning assembly may also be fixed.
- 6.4. **Mid-Day Meal:** The preparation, as well as serving, of the Mid-Day Meal shall be at one common place (for the schools that are located within 300 meters) and the work force will be shared. This will not only result in bonding amongst the students but shall also lead to savings of fuel/ration charges. The savings will be utilised for improvement of hygiene and better nutrition. Extra care and attention to the younger children will be ensured at the time of mid-day meal.
- 6.5. If there is only one playground available within the School Cluster, it shall be shared and shall be made available to all the students with earmarked separate space for the primary section. However, if separate playgrounds are available, these shall be allocated to primary and higher sections respectively.
- 6.6. Musical instruments/Sports equipment irrespective of their custodian, shall be made available for use by the students of both wings in a uniform manner.
- 6.7. The Multipurpose Hall/Activity Room, Library and/or Reading Room, Computer Labs/ICT labs/Laboratories etc. (by whatever name these are called) shall be available for use by both wings.
- 6.7.1. The students of the Primary classes should be taken to the ICT Labs/Laboratories/Computer Labs (by whatever names these are called) for a fixed time in a week so that they are exposed to the equipment/technology and digital learning experience.
- 6.7.2. It would be appreciable if the Cluster Schools make a time-table for these activities.
- 6.7.3. Similarly, a schedule should be prepared for all the classes of the school (from primary onwards) to make effective use of the library. All students should be issued age-appropriate books and they maybe encouraged to share their experiences after reading the book.
- 6.8. The vacant/unutilised room(s) of either wing shall be made available for use by the other wing under properly signed Handed over/Taken over by the concerned Principal/Headmaster/CHT/Senior Most Teacher of the respective wing. Similarly, the surplus/unutilised or underutilised furniture/computers/sports material/lab equipment and/or any other item of either wing shall be made available for use by the other wing. The Cluster Head will decide these matters in consultation with the heads of the schools located in the cluster.
7. All the students may be engaged in various co-curricular activities on the bag free days. All the students must participate in sports/cultural activities.
8. No matter how hard the State Government tries to fill up vacancies, there will always be instances of shortage of teachers in the different sections of the schools due to one reason or other. In such critical situations, the teacher(s) from Higher Section may be asked to teach the primary section/middle section so that the education does not suffer. It will be appreciated if teachers from Middle/High/Senior Secondary sections help the primary school students on need basis. Such teachers should be suitably rewarded and their services should be recognised by awarding Certificate of Appreciation. The Cluster Head will be competent to take these decisions in the best interest of the students.
9. Similarly, there may be instances when there is a vacancy (ies) of PGT/TGT/LT/Shastri in Higher/Upper Primary level. These days, several JBTs are graduates/post graduates with

good command over their respective subjects. It will be highly appreciated if such JBTs volunteer to teach higher classes in case of requirement. The head of the School Cluster shall intimate the detail of such teachers to the Deputy Directors HE and EE so that their services are recognised formally. Such teachers should be suitably rewarded and their services should be recognised by awarding Certificate of Appreciation.

10. The Cluster Schools shall focus on Learning Outcomes in a focused manner and shall direct all their efforts to improve learning outcomes.
11. The SMCs should also be involved in the process. The SMCs of the schools in a School Cluster must become part of the process of quality improvement in the schools. The progress made by the Clusters will be shared with the SMC on monthly basis.
12. The Best Practices will be shared by the Schools with the Director Higher and Director Elementary Education on monthly basis so that these are documented and are scaled up.
13. The changes made in the Cluster Schools in view of these instructions, and the impact of these changes, will be shared by the Deputy Directors Higher Education and Elementary Education by way of a joint report before 31 December 2023. The report shall be compiled by the Director Higher Education and discussed at the State Level so that necessary improvements in these Guidelines are made before the next academic session.
14. Principals/Headmasters, who will function as the Cluster Head, shall be responsible for ensuring compliance of these instructions. In order to enable them to implement these instructions, they are authorised to issue directions to collocated Primary wing.
15. Resource sharing for schools between 300 meters shall be mandatory however for schools located between 300 to 500 meters optimal resource sharing plan will be made by the Cluster Head keeping the actual physical distance in view.
16. Cluster Schools will also make an effort to establish a professional learning community, where teachers from different levels of education will interact with each other every week to discuss weak learning outcomes and find measures to ensure smooth learning progression and achievement of age-grade appropriate learning outcomes.
17. The Director Higher Education and Elementary Education shall also ensure that the officers posted in the directorates and the field officers (the Deputy Directors/DPOs/Faculty of DIETs/SCERT and others) visit these schools to understand the impact of convergence.
18. Samagra Shiksha Abhiyan (SSA) will also make an effort to converge various quality improvement initiatives in line with the spirit of these Guidelines.
19. **The performance of School Clusters, Cluster Heads and teachers who will put in extra effort to make these Clusters functional will be ranked and the best performing individuals/institutions will be rewarded by the Education Department once in every three months. Best Performing School Clusters will be given State Awards annually.**


(Rakesh Kanwar)

Secretary Education
to the Government of Himachal Pradesh