

**MINUTES OF MEETING HELD ON 07-3-2017 AT 3-00 P.M. UNDER THE CHAIR OF CHIEF EXECUTIVE OFFICER, DISTRICT EDUCATION AUTHORITY, MULTAN IN HIS OFFICE FOR MAKING ARRANGEMENTS IN CONNECTION WITH ENROLMENT & RETENTION CAMPAIGN-2017**

A meeting was held on 07-3-2017 at 3-00 P.M, under the chair of Mr. Aezaz Ahmad Khan, Chief Executive Officer, District Education Authority, Multan in the office of CEO, DEA, Multan for making effective steps and to review the progress in connection with current Enrolment and Retention Policy-2017 issued by the Additional Secretary (DEA), Govt. of the Punjab, School Education Department, Lahore vide letter No. SO (DEA) 1-30/2017, dated 06-03-2017.

**Following Officers attended the meeting;-**

- 1- **Mr. Aezaz Ahmad Khan Joiya**, Chief Executive Officer (DEA), Multan. **(Chair)**
- 2- **Mr. Muhammad Javed Rafique**, District Education Officer (EE), Multan and Additional charge of Divisional Director (Elementary) Multan Division, Multan.
- 3- **Mr. Muhammad Riaz Khan Baloch**, District Education Officer (SE), Multan.
- 4- **Mr. Mrs. Fozia Hina**, District Education Officer (EE-W), Multan.
- 5- **Rao Tassarwar Ali**, Deputy Director, Finance, DEA, Multan.
- 6- **Mrs. Rakhshanda Qamar**, Dy. DEO(EE-W) Tehsil Multan City
- 7- **Mrs. Hajran Shaheen**, Deputy DEO(EE-W), Tehsil Multan Sadder.
- 8- **Mr. Ahsan Farid**, Dy. DEO(SE-HQ), Multan.
- 9- **Hafiz Muhammad Qasim**, Dy. DEO(EE-M) Tehsil Multan City
- 10- **Mr. Muhammad Ejaz**, Assistant Director (ADmn/G) o/o CEO, DEA, Multan
- 11- **Mr. Nadeem Iftikhar Khan**, Assistant, GB, o/o CEO, DEA, Multan

**The meeting started with the recitation of Holy Quran.**

Mr. Aezaz Ahmad Khan Joiya, Chief Executive Officer, District Education Authority, Multan presided over and addressed the meeting. The chair briefed the participants regarding the Policy of Enrolment & Retention campaign-2017 issued by the Govt. of the Punjab and directed to ensure the implementation of the directions in letter and spirit.

The chair described that the Government has decided to achieve 100% enrolment of out of school children (5 to 9 years old) and 100% retention of enrolled students. In this regard the Chief Minister Punjab has been pleased to desire to achieve 95% enrolment of out of school children by 31.10.2017 under 2018 Goals. Further the Chief Minister Punjab will inaugurate enrolment and retention campaign in first week of April, 2017. The Public Representatives, Deputy Commissioners and CEOs(DEA) will also inaugurate the campaign in their respective districts.

Thereafter, Mr. Muhammad Javed Rafique, DEO(EE-M), Multan briefed that the work on the implementation on the directions issued by the Govt. of the Punjab regarding Enrolment campaign and other issues has already been started in the public and private schools of Elementary wing. Mr. Muhammad Riaz Khan, DEO(SE), Multan intimated regarding the progress of USE campaign and security arrangements made in Higher and High schools of District Multan. He informed that

all necessary arrangements as per directions issued by the Govt. of the Punjab have been made in public and private High schools of District Multan. Mrs. Fozia Hina, DEO(EE-W), Multan explained that all necessary arrangements regarding enrolment campaign have already been made in the female Elementary and Primary schools of District Multan.

The chair discussed the following issues / matters and directed to ensure the implementation as per directions in letter and spirit.



<u>S</u> <u>N</u>	<u>AGENDA</u> <u>ITEMS</u>	<u>IMPLEMENTATION STATUS</u>	<u>RESPONSIBIL</u> <u>ITY</u>
<u>1</u>	Enrolment & Retention campaign- 2017	The Chair directed that all the directions issued in connection with Enrolment and Retention campaign-2017 must be ensured as the Government of the Punjab has decided to achieve 100% enrolment of out of school children (5 to 9 years old) and 100% retention of enrolled students. In this regard, the Chief Minister Punjab has been pleased to desire to achieve 95% enrolment of out of school children by 31-10-2017 under 2018 goals.	All DEOs All Dy. DEOs/ All AEO (M & F) / Heads of all Schools in District Multan
<u>2-</u>	Inauguration of Enrolment and Retention campaign- 2017	The chair informed that the Chief Minister Punjab will inaugurate enrolment and retention campaign in first week of April,2017 .The Public Representatives, Deputy Commissioners and CEOs (DEA) will also inaugurate the campaign in their respective district as per schedule. The Chair directed to the DEO(SE/EE-M/EE-W), Multan to make suitable arrangements for the proposed inauguration ceremony at Divisional and District Level as per directions and schedule. The DEO (SE), Multan will be Focal Person for the arrangements of above ceremonies.	All DEOs All Dy. DEOs (M & F) All AEO (M & F) / Heads of all Schools in District Multan
<u>3</u>	District wise and class wise breakup of Targets	The Chair informed that District wise and class wise break up of targets has already been issued by the Govt. of the Punjab vide above mentioned letter. Total Target for District Multan has been fixed as 3,98,515. The chair directed the DEOs to distribute school- wise and class-wise enrolment & retention targets to schools by 10-03-2017 and submit the copy of order of award of targets to this office for further transmission to the higher authorities. The chair also requested the DEOs to direct all the Dy. DEOs/ AEOs and Heads of schools under their wing to start the admissions of students in their respective schools, immediately. All the Education stakeholders shall ensure ZERO DROPOUT POLICY throughout academic session.	All DEOs All Dy. DEOs (M & F) All AEO (M & F)/ Heads of schools
<u>4-</u>	Phases of Enrolment Campaign	First phase of Enrolment & Retention campaign has been started from March 01, 2017 in compliance of the direction passed during CEOs (DEA) Training Workshop dated 30-1-2017 at DSD and will continue till 31-05-2017..Further Second Phase of Enrolment	

		<b>&amp; Retention campaign will start from August 14, 2017 and will continue till 31-02-2017</b>	
5-	<b>Awareness Campaign</b>	The chair briefed that Public awareness is an important component of this drive and the DEOs /Dy. DEOs/AEOs/ Heads of schools are required to make best use of electronic and print media, posters , banners, public awareness walks and coordination with parents / local community are made. Social mobilization is an important component of Enrolment campaign-2017. The chair directed to the DEOs to ensure that all the schools have displayed banners regarding opening of admission under Enrolment Campaign-2017 at the prominent places in their areas of jurisdiction.	
6-	<b>Hiring of Part Time coaches / Survey of out of school children</b>	The chair directed that all the DEOs shall notify catchment areas of their respective school. Door to door survey of children of age group of 1 day to 16 years on the prescribed form will be carried out by the Part Time coaches / teachers in the respective notified catchment areas of their schools from March 10 to May 31, 2017. The part time coaches will be hired as per need. In single school two coaches will be hired. There should be at least three teachers in every school. First assignment of the Part time coaches is to carry out the survey of their respective catchment area on the prescribed form (already issued). A register of admission able children will be prepared and particulars of all such children will be entered in that register. These children will be admitted in the schools. All the children who will be reported during three months will be admitted in the schools. No fake admission as per past practice will be made. All the coaches/ teachers and their controlling officers will be responsible for the consequences in case of fake admission / survey.	All DEOs All Dy. DEOs (M & F) All AEO (M & F) Heads of all Schools in District Multan
7-	<b>Workshops / Meetings</b>	The Chair directed that the DEO (SE/EE-M/EE-W), Multan will arrange one day workshop of the Head Teachers of their schools and sensitize them for enrolment of out of school children and ensure zero drop out policy. Further, the DEOs shall notify school specific and class specific targets of each school under his jurisdiction. Moreover, all the DEOs / Dy. DEOs/AEOs will hold weekly meetings with the Heads of schools working under their jurisdiction and will submit report to his office.	
8-	<b>UPE /USE Campaign-2017</b>	The chair warned that less admission from the target will not be tolerable under UPE/ USE campaign-2017. The chair told that no attention was paid by the Heads of the Higher and High (Male and Female) schools which have primary portion as the target of Kachi and primary classes was not achieved in District Multan last year. Moreover, the chair said that the enrolment in sixth class was also	All DEOs All Dy. DEOs (M & F) All AEO (M & F)

		remained low. The primary portion is being ignored by the Heads of High schools and their controlling officers. They should improve this situation and pay attention to this issue. All the DEO s of Multan should convene the meetings of the Heads of all their respective schools and sensitizes them in this regard.	
9-	<b>Retention of Students</b>	The Chair warned that the Govt. of the Punjab has issued strict directions in connection with retention of the students as this is a national issue. There are many enquiries are under process against the Heads of schools regarding retention of children. As the Heads of some schools sent more registration forms of the students but less students appeared in the public examinations held by Boards and the results also remained very low. PEEDA cases will be registered against the defaulters and report against the defaulter Heads will be submitted to the higher authorities accordingly. The Chair directed that all the Heads of schools and controlling officers must pay their full attention to this serious matter as the Govt. of the Punjab is taking strict action in this regard.	All DEOs All Dy. DEOs (M & F) All AEO (M & F)/ Heads of schools in Multan District
10 -	<b>Supervisory Visits and submission of reports</b>	The chair informed that the Divisional Directors (SE/EE),Multan shall supervise and monitor door to door survey and enrolment & Retention Campaign in their jurisdiction . District shall furnish consolidated reports of phase-1 and submit to Divisional Directors (SE/EE), DPis (SE/EE) Punjab, Lahore by June 15, 2017 .The DPis (SE/EE) will examine these reports and submit district –wise reports regarding survey and achievement of enrolment & retention targets during Phase-1 to the Department by June-30, 2017.	All DEOs All Dy. DEOs (M & F) All AEO (M & F)
11	<b>Visit of provincial officers</b>	The chair informed that the Provincial level officer/ Mr. Mushtaq Ahmad Sial, Additional Secretary (DEA), Govt. of the Punjab, School Education Department, Lahore will visit on each Saturday during March, April and Ma, 2017 and may visit schools, convene meetings of CEO (DEA), DEOs, Dy. DEOs & AEOs after school hours and discuss progress of Survey , achievement of enrolment targets and other related issues. Third Party validation based on Head count of enrolled students will also be conducted.	
12	<b>Monitoring of Progress</b>	The Administrator (DEA) and CEOs (DEA) will monitor progress of enrolment & retention campaign, survey of children ( 1 day -16 years) on weekly basis. In this regard they will take weekly meetings of DEOs, Deputy DEOs ad AEOs. The CEOs will submit progress of class wise enrolment and retention of students to the Divisional Directors (SE/EE) and Director Public Instruction (SE/EE) on daily basis. The DPI (SE/EE) shall submit	

		<b>consolidated progress of enrolment of all districts on the prescribed format to the Department on daily basis.</b>	
13		<b>The chair directed that all DEOs / Dy. DEOs /AEOs and all the Heads of schools in District Multan should participate in the Enrolment &amp; retention campaign-2017 with full heart and soul keeping in view it as a national cause.</b>	

**Meeting was ended with a vote of thanks to the participants by the chair.**

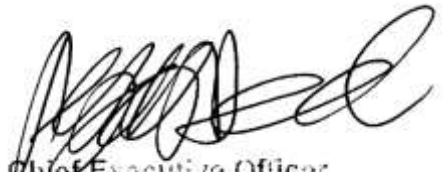
  
 Chief Executive Officer  
 District Education Authority  
 Multan  


No. \_\_\_\_\_ 816 \_\_\_\_\_ /G.I.

Dated 11-3-2017

**Copy is submitted /forwarded for information and necessary action to:-**

- 1- The Secretary, Govt. of the Punjab, School Education Department, Lahore.
- 2- The Director Public Instruction (SE / EE), Punjab, Lahore.
- 3- The Director Monitoring, CMMF, School Education Department, Punjab, Lahore.
- 4- The Program Director, PMIU, Punjab, Lahore,
- 5- The Deputy Commissioner/ Administrator, DEA, Multan.
- 6- The CPO / SP (Security/ Special Branch), Multan
- 7- The Head of DTSC/ Principal, GCET, Bosan Road, Multan
- 8- The District Monitoring Officer, Multan.
- 9- The District Education Officer (SE/EE-M/EE-W/ Spl Edu), Multan.
- 10- The Deputy Directress, M.C schools, Multan.
- 11- All the Heads of Schools in District Multan.

  
 Chief Executive Officer  
 District Education Authority  
 Multan  
