

MINUTES OF MEETING HELD ON 13-4-2017 AT 10-30 A.M. AT GOVT. COLLEGE FOR ELEMENTARY TEACHERS, BOSAN ROAD, MULTAN TO REVIEW THE PROGRESS ON DIFFERENT INDICATORS UNDER THE C.M. ROAD MAP PROGRAME, 2016-17

The Pre-DRC meeting was held on 13-4-2017 at 10-30 A.M, under the chair of Mr. Aezaz Ahmad Khan Joiya, Chief Executive Officer, District Education Authority, Multan at Govt. College for Elementary Teachers, Bosan Road, Multan to review the progress of different indicators of C.M. Road map programme i.e. Teachers presence, Student attendance, Administrative visits, Utilization of Funds, LND, UPE Enrollment, NSB, FTB and others.

Following Officers attended the meeting;-

- 1- Mr. Aezaz Ahmad Khan Joiya, Chief Executive Officer (DEA), Multan. (Chair)
- 2- Mr. Farooq Malgani, Acting Head of DTSC/ Principal, GCET, Multan
- 3- Mr. Talha Tassarwar, District Field Coordinator, Delivery Team ,Multan
- 4- Mst. Amna Tahir Zaidi, District Monitoring Officer, Multan
- 5- Mr. Muhammad Riaz Khan Baloch, District Education Officer (SE), Multan.
- 6- Mr. Muhammad Javed Rafique , District Education Officer (EE), Multan
- 7- Mrs. Rakhshanda Qamar, I/c District Education Officer (EE-W), Multan.
- 8- Mrs. Hajran Shaheen , Deputy DEO(EE-W), Tehsil Multan Saddar.
- 9- Mrs. Iqra , Deputy DEO(EE-W), Tehsil Shujabad
- 10- Mrs. Zahida Nasim, Dy.DEO(EE-W), Tehsil Jalal pur pirwala
- 11- Mr. Ahsan Farid, Dy. DEO(SE-HQ), Multan.
- 12- Hafiz Muhammad Qasim, Dy.DEO(EE-M) tehsil Multan City
- 13- Mr. Tariq Habib Farooqi Dy.DEO(EE-M), Tehsil Multan Saddar
- 14- Mr. Jamil Ahmad Qureshi, Dy. DEO (EE-M), Shujabad.
- 15- Mr. Nek Muhammad , Dy. DEO(EE-M), Tehsil jalal pur pirwala
- 16- Mst. Alia Hamid (AEO-MC-F) Rep of Dy. Director, MC schools, Multan
- 17- All the Assistant Education Officers (Male and Female) District Multan.

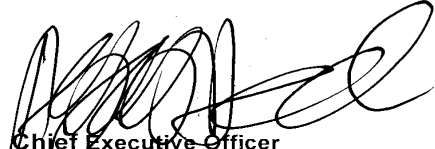
The meeting started with the recitation of Holy Quran. Mr. Aezaz Ahmad Khan Joiya , Chief Executive Officer, District Education Authority, Multan presided over and addressed the meeting. Thereafter, Mr. Talha Tassarwar, District Field Coordinator ,Punjab Road Map Delivery Team, District Multan gave briefing through slides prepared on power point on Multi Media regarding the follow up report for the month of March, 2017 in connection with different indicators of Road Map programme for Male/ Female Elementary and Secondary wing. The District Field Coordinator highlighted the important points of the follow up report and told regarding weak areas and deficiencies found. The chair directed the defaulter AEOs to remove the short comings and deficiencies found in their schools as per report. The chair further directed to submit report to his office after fulfilling the requirements. Decisions taken in the meeting are summarized as under;-

S N	AGENDA ITEMS	IMPLEMENTATION STATUS	RESPONSIBILITY
1	<u>DATA PACK REPORT</u>	Mr. Talha Tassarwar, District Field Coordinator, Punjab Road Map Delivery Team, Punjab, District Multan briefed regarding Data Pack Report in connection with the indicators of Road Map. He described that complete information as per DC/CEO/ DEO/ Dy. DEO/ AEO / school level has been given in this report. As per directions already issued, following two Male AEOs and two Female AEOs came on stage and presented their reports regarding action plans. Mr. Yasir ul Haq, AEO (EE-M) Qadir pur Ran presented his report regarding action plan, problems and work done by him. He described that all efforts are being made under the guidance of his Deputy DEO to improve the low performance found in LND (English) and attendance of students, and suitable guidance is being provided. Mr. Sabir Hussain, AEO (EE-M) Makhdoom Rashid presented his report and action plan. He also told that he is trying his best to improve the low performance found in his week areas particularly LND results of English. Mst. Khadija Ibrahim, AEO (EE-W) Markaz Rangeel Pur presented her report in shape of presentation /	CEO All DEOs All Dy. DEOs/ All AEO (M & F)

		slide on multi media. She described that she called the meetings of her Head Teachers and discussed the problems with them. She is trying her best to improve the low areas found in her Markaz. She further explained that the LND result of her Markaz has improved from 67% to 73%. She explained her efforts through the slides prepared by her. The AEO(EE-W) Markaz Sher shah also presented her report and told that as she is new but she is trying her best to improve the low performance. Mr. Talha Tassawar expressed his satisfaction on the reports of all four AEOs.	
2	LND (Literacy Numeracy Drive)	Mr. Talha Tassawar, District Field Coordinator, Punjab Road Map Delivery Team, Punjab, District Multan briefed regarding the LND scorecard report for the month of March,2017 issued by PMIU. He explained the procedure and identified the schools where the result of LND remained poor. He told that the result of English is 73.5 % instead of 80% target in schools.DFC pointed out the name of marakza whose result was poor and asked to come on stage and explain the reasons of poor results. The AEO Male and Female explained that the result of English subject has been poor but they are trying their best to improve the results by instructing the teachers for improving their method of teaching. AEO (EE-W), Bosan told that she has distributed material to all schools. The result of three schools is less but she is trying to improve by guiding the teachers of schools. AEO (EE-W), Muzafferabad told that the results of her schools are good due much hardworking as she guided the teachers and get issued the explanation of the poor resulted teachers. The chair took serious notice of the poor performing schools and directed to all the AEOs should visit the low performing schools and make complete record of all teachers and schools and keep continue to record the performance of all teachers and submit the comprehensive report in this regard within a week time to his office and all reports on the above proforma in the next Pre-DRC meeting for further necessary action. Moreover, the chair directed to all AEOs to pay full attention and visit all the schools of poor results and guide the teachers for improving their results. The Head of DTSC proposed that all the stakeholders i.e. DTEs & AEOs and teachers should collectively work for the improvement. The chair directed that all the DTEs should work with the AEOs collectively so that the teachers may be guided in proper way.	All DEOs All Dy. DEOs (M & F) All AEO (M & F)/ Heads of schools Head of DTSC
3-	Teachers Profile	The chair stressed upon all AEOs that they should visit all the schools working under their control and make a complete profile of each teacher. All information regarding teachers bio-data and qualification should be given in the profile. The detail of their teaching assignments and progress and result should be given in the profile. The ACR should be written on the results and performance of the teachers. The AEO should check his teaching method & style. The teachers should be given the subjects as per their qualification and ability and the results and his performance should be checked regularly.	All DEOs All Dy. DEOs (M & F) All AEO (M & F)
4-	Administrative visits	Mr. Talha Tassawar, District Field Coordinator, Punjab Road Map Delivery Team, Punjab, District Multan briefed regarding the administrative visits of Education Officers which remained 95.8.% out of target 90 %.. The chair directed to all DEOs / Dy. DEOs/ AEOs to make 100% administrative visits of the school and Action taken reports must be provided by concerned Officers within time schedule.	All DEOs All Dy. DEOs (M & F) All AEO (M & F)
5-	Retention of Students	Mr. Talha Tassawar, District Field Coordinator, Punjab Road Map Delivery Team, Punjab, District Multan described the importance of retention of students. The chair directed to the all field officers and Heads of schools to ensure the retention of newly admitted OSC students in the schools and obtain certificate from each Head	All DEOs All Dy. DEOs (M & F) All AEO (M & F)/ Heads of schools in Multan District

		of school that all the students are studying in the schools and no student has been struck off from the school. Some AEOs told that the target for retention of students could not be achieved as some students have been promoted in next higher classes so the number of students has decreased.	
6-	Functioning of existing school Facilities Electricity, Toilet, Furniture, Wall, Clean water	Mr. Talha Tassawar, District Field Coordinator, Punjab Road Map Delivery Team, Punjab, District Multan told that the functioning of facilities is 98.4% for the month of March, 2017 against the target of 95.0%. The chair directed to all the DEOs / Dy. DEOs/ AEOs and Heads of institutions to ensure functioning of all existing school facilities according to the directions of the Govt. of the Punjab particularly Electricity, toilets, Furniture, Wall and provision of clean water to the students	All DEOs All Dy. DEOs (M & F) All AEO (M & F)
7-	Dangerous Buildings	The matter of development schemes and dangerous buildings came under active discussion. Improvement has been made in this target. The chair directed to prepare complete mechanism for the improvement of dangerous buildings.	All DEOs All Dy. DEOs (M & F) All AEO (M & F)
8	Progress of missing facilities / Development Schemes	The chair directed to all the DEOs / Dy. DEOs/ AEOs and Heads of institutions to ensure the provision of missing facilities in all the schools and provide lists where Electricity, Toilets, boundary wall, furniture and clean water is not available.	All DEOs All Dy. DEOs (M & F) All AEO (M & F)
9	Over crowding and multi grade- classrooms/ teachers	Mr. Talha Tassawar, District Field Coordinator, Punjab Road Map Delivery Team, Punjab, District Multan described regarding the overcrowding and multi-grade-class rooms and overcrowding and multi-grade- teachers and targets given as per report. The matter was discussed in detail. The chair briefed that new AEOs have been posted and advertisement for vacant posts of AEOs is under process. After recruitment of new AEOs the issue will be solved.	All DEOs All Dy. DEOs (M & F) All AEO (M & F)
10	Enrolment campaign and Double Shifting programme	The chair directed all the DEOs to achieve the targets of admission campaign in all schools. He also directed to make successful the project of double shifting schools as the Govt. of the Punjab has already approved double shifting programme in 21 schools and list of schools has been issued. The chair directed the DEOs to ensure the success of double shifting programme as per directions.	All DEOs All Dy. DEOs (M & F) All AEO (M & F)
11	General Directions	The chair explained the importance of quality education in detail. He directed to all the officers to improve the quality of education in all schools. The teachers should be guided regarding the improvement of quality of education as new method of teaching have been introduced and the teachers and all AEOs should learn new methods and way of teaching. Result oriented teaching is more necessary. All AEOs should prepare complete record of the results of teachers and should personally intervene if situation is found poor. Moreover, the Chair stressed that every AEO will have to prepare complete report regarding his indicators and keep complete file at the time of Pre-DRC meeting. Every AEO, Dy. DEO and concern DEO is answerable for their respective schools. All the Education officers must come in the PRE-DRC with complete preparation. No excuse will be entertained in the future.	All DEOs All Dy. DEOs (M & F) All AEO (M & F)

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

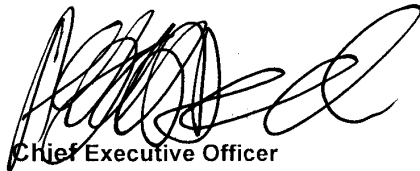

 Chief Executive Officer
 District Education Authority
 Multan
 24/4/17

No. 1647 /G.I.

Dated 25 -4-2017

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 Programme Director, PMIU, Punjab, Lahore,
- 5- The District Coordination Officer, Multan.
- 6- The Head of DTSC/ Principal, GCET, Bosan Road, Multan
- 7- The District Monitoring Officer, Multan.
- 8- The District Field Coordinator, Punjab Delivery Team, District Multan.
- 9- The District Education Officer (SE/EE-M/EE-W), Multan.
- 10- The Deputy Directress, M.C schools, Multan.


Chief Executive Officer
District Education Authority
Multan
24/4/17