**//Most Urgent//**

**Proceedings of the District Educational Officer & Ex-Officio District Project Coordinator, RMSA, Chittoor**

**Present: K.Nageswara Rao, M.Com., B.Ed.,**

Rc No. 99/RMSA/B1/2017 Dated: 10-01-2017

**Sub:** RMSA - Annual Work Plan & Budget (AWP & B) for 2017-18 – Preparation of School Improvement Plan(SIP) 2017-18 – Orders Issued

**Ref:** Procgs Rc.No. 5051/RMSA-AP/2014, dated: 05-01-2017 of the Commissioner of School Education & Ex-Officio Project Director, RMSA, A.P., Amaravathi

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In pursuance of the instructions issued in the reference cited above, the Heads of the all Secondary / Higher Secondary Schools under State Govt., Zilla Parishad, Municipal, APREIS, APSWREIS, APTWREIS, KGBV and A.P.Model Schools managements in the district are requested to prepare School Improvement Plan 2017-18 in the prescribed proforma and to submit to this office on or before 12-01-2017 without fail.

The SIP 2017-18 proforma is also available on the website <http://rmsachittoor.weebly.com>

The hard copy of the SIP 2017-18 should be submitted through a special messenger and the soft copy of excel profroma (enclosed) has to be sent to the email-id rmsachittoor@gmail.com

Further all the Heads of Schools mentioned above have to attend Divisional level meetings on preparation of SIP at the venues mentioned below along with the SIP Proforma on 12-01-2017.

|  |  |  |
| --- | --- | --- |
| Division | Venue | Date & Time |
| Chittoor  | Sherman Memorial Girls High School, Chittoor | 12-01-2017, 10.30 AM |
| Madanapalle | ZPHS, Madanapalle | 12-01-2017, 10.30 AM |
| Puttur & Tirupati | Sri Padmavathi Girls High School, Tirupati | 12-01-2017, 10.30 AM |

All the Deputy Educational Officers are requested to inform all the Heads of Schools concerned in their jurisdiction to attend the meeting along with the SIP Proforma without fail.

**Encl:** As above

**Sd/ K.Nageswara Rao**

**District Educational Officer &**

**Ex-Officio District Project coordinator**

**RMSA, Chittoor**

**To**

All the Heads of Secondary /Higher Secondary Schools under State Govt., Zilla Parishad, Municipal, APREIS, APSWREIS, APTWREIS, A.P.Model Schools and KGBV managements through the Mandal Educational Officers

All the Mandal Educational Officers with a request to communicate the proforma to all the Heads of Schools concerned in their mandal

All the Deputy Educational Officers

Copy submitted to Director, RMSA, A.P., Amaravathi