

**GOVERNMENT OF ODISHA
SCHOOL & MASS EDUCATION DEPARTMENT**

OFFICE ORDER

Bhubaneswar Dtd. the 16-03-15

No. 5354 ^{SME-SSE-SSE-32-2014} The Block Education Officers of the respective of blocks (list enclosed - **ANNEXURE - I**) are hereby allowed to remain in-charge of the Principals of Model Schools of the concerned block in addition to their own duties till regular Principals are posted in the Model School and they will discharge the duties (as per the list enclosed - **ANNEXURE - II**) until further orders.


Commissioner-cum-Secretary to Govt.

Memo No. 5355 /SME Dt. 16-03-15
Copy ^{with enclosure} forwarded to all Directors under S&ME Deptt./ SPD,OMSM(RMSA)/ SPD,OPEPA/ all Collectors/all BDOs/ all DEOs /all DPC,SSA /all BEOs for information and necessary action.

^{D.S. 16/03/2015}
Addl. Secretary to Govt.

Memo No. 5356 /SME Dt. 16-03-15
Copy ^{with enclosure} forwarded to respective institutions (as per the list) for information and necessary action.

^{D.S. 16/03/2015}
Addl. Secretary to Govt.

Memo No. 5357 /SME Dt. 16-03-15
Copy ^{along with encs.} forwarded to all Officers/ all Sections/Section-VIII(A) (50) copies/ Computer Cell of the S&ME Deptt./ State Portal for information and necessary action.

^{D.S. 16/03/2015}
Addl. Secretary to Govt.

LIST OF 111 MODEL SCHOOLS (1ST PHASE)

Sl. No.	Name of the District	Name of the Block	Location of the Model School
1	Baragarh	Rajbora Sambar	Bandupali
2	Baragarh	Gaisilet	BHQ Gaisilet
3	Baragarh	Paikmal	BHQ Frejarpur
4	Bolangir	Saintala	Bibina
5	Bolangir	Khaparakhol	Khaparakhol
6	Bolangir	Patnagarh	Bhainsa
7	Bolangir	Bolangir	Patherchepa
8	Bolangir	Loisingha	Jharmunda
9	Bolangir	Puintala	Mahimunda
10	Bolangir	Muribahal	Muribahal BHQ
11	Bolangir	Turekela	Jharni
12	Bolangir	Bangamunda	Bhalumunda
13	Bolangir	Titilagarh	Kursud
14	Deogarh	Tileibani	BHQ Tileibani
15	Deogarh	Reamal	Budhapala
16	Gajapati	Guma	Krishnachandrapur
17	Gajapati	Kashi Nagar	Allada
18	Gajapati	Parlakhemundi (Gosani)	Lingipur
19	Gajapati	Rayagada	Kaitha Padar
20	Gajapati	R.Udayagiri	Chheligada
21	Gajapati	Mohana	Gundima
22	Gajapati	Nuagada	BHQ Nuagada
23	Ganjam	Dharakote	Kusaguma
24	Ganjam	Purusottampur	Bhatakumarada
25	Ganjam	Surada	BHQ Surada
26	Ganjam	Polsara	Hatiota
27	Ganjam	Digapahandi	Sidheswar
28	Ganjam	Ganjam	Panidandha
29	Ganjam	Hinjilicut	Sasanambagan
30	Ganjam	Kukudakhandi	Kusumi
31	Ganjam	Kabisuryanagar	BHQ K.S. Nagar (Bada agula)
32	Ganjam	Khallikote	Baurigandapalli
33	Ganjam	Patrapur	Budapur
34	Ganjam	Rangeilunda	Karapalli
35	Ganjam	Sanakhemundi	Chanameri
36	Ganjam	Seragada	Pakido Hill



37	Ganjam	Chikiti	Pitatali
38	Ganjam	Chhatrapur	Kaliabali (Sundarada)
39	Ganjam	Beguniapada	Rajapur
40	Kalahandi	Bhawanipatna	Musiguda
41	Kalahandi	Kesinga	Bhejapadar
42	Kalahandi	Narla	Chapatkhanda
43	Kalahandi	M.Rampur	Madanpur
44	Kalahandi	Th. Rampur	Th. Rampur
45	Kalahandi	Junagarh	Junagarh
46	Kalahandi	Lanjigarh	Dhanurdhata
47	Kalahandi	Karlamunda	Regeda
48	Kalahandi	Dharmagarh	Parla
49	Kalahandi	Golamunda	BHQ Golamunda
50	Kalahandi	Jaipatna	Chancharapada
51	Kalahandi	Kalampur	Kalampur
52	Kalahandi	Koksara	Bangomunda
53	Kandhamal	Phulbani	Dhobotota
54	Kandhamal	Khajuripada	Dutimendi
55	Kandhamal	Phiringia	Dindiragaon
56	Kandhamal	Baliguda	BHQ Dandapadar
57	Kandhamal	Tumudibandha	Jalishapatta
58	Kandhamal	Kotagarh	Nuagaon changed to Kotagarh
59	Kandhamal	Daringibadi	BHQ Daringibadi
60	Kandhamal	Raikia	BHQ Raikia
61	Kandhamal	K.Nuagaon	Kudutuli
62	Kandhamal	Chakapad	BHQ Chakapad
63	Kandhamal	Tikabali	salapgam
64	Keonjhar	Anandpur	Salapada
65	Keonjhar	Harichandanpur	Harichandanpur
66	Keonjhar	Saharapada	BHQ Saharpada
67	Keonjhar	Ghatagaon	Tikira (Ghatagaon)
68	Keonjhar	Jhumpura	Khendra (Jhumpura)
69	Keonjhar	Champua	BHQ Champua
70	Keonjhar	Joda	Lahanda (Joda)
71	Keonjhar	Telkoi	Oriya (Telkoi)
72	Keonjhar	Banspal	Talachampai (Banspal)
73	Jajpur	Sukinda	BHQ Madhapur
74	Koraput	Koraput	Machhara
75	Koraput	Dasamantapur	Prajapucci
76	Koraput	Jeypore	Jayantigiri
77	Koraput	Kotpad	BHQ Kotapad
78	Koraput	Boipariguda	Gumma

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79	Koraput	Kundura	Gondal
80	Koraput	Lamtaput	Messingput
81	Koraput	Boriguma	Tarabhatta
82	Koraput	Laxmipur	Goudaguda
83	Koraput	Nandapur	Ganinayakput
84	Koraput	Similiguda	Pangar
85	Koraput	Bandhugaon	Nilabadi
86	Koraput	Naryanpatna	Pachingi
87	Koraput	Pottangi	BHQ Potangi
88	Malkangiri	Mathili	Julunibahal
89	Malkangiri	Malkangiri	Gandhipalli
90	Malkangiri	Khairput	Mudulipada (Khairaput)
91	Malkangiri	Podia	Bopanpalli
92	Malkangiri	Kalimela	Kangurukonda
93	Mayurbhanj	Saraskana	Sirsa
94	Mayurbhanj	Khunta	Khamansahi
95	Mayurbhanj	Baripada	Ranibhol
96	Mayurbhanj	Jashipur	Matiagarh
97	Mayurbhanj	Raruan	Tingria
98	Mayurbhanj	Sukruli	Khiching
99	Mayurbhanj	Jamda	Pasana
100	Mayurbhanj	Rairangpur	Sanamunda
101	Mayurbhanj	Bijatata	Luhasila
102	Mayurbhanj	Bahalda	Jhargan
103	Nuapada	Komna	Jhagrahi
104	Nuapada	Nuapada	Negipalli
105	Nuapada	Khariar	Badi
106	Nuapada	Boden	Keshrajpur
107	Nuapada	Sinapali	Timanpur
108	Sonepur	Tarabha	Jamkani
109	Sonepur	Sonepur	BHQ Sonepur
110	Sonepur	Birmaharajpur	Rathapur
111	Sonepur	Ulunda	Jharbahal

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DUTIES & RESPONSIBILITIES OF MODEL SCHOOL PRINCIPALS

1. Overall Responsibility

- The principal shall function as the academic, administrative head of the Model school and to act as the Drawing and Disbursing Officer (DDO) of the staff.
- To act as Liaison Officer between District and State authorities.
- To implement the instructions and policies of the State in respect of curricular and co-curricular activities and to ensure healthy development of the Model school in all fields.

2. Preparatory Activities to be undertaken.

- Take over possession of the school building from Rural Works./PWD
- Follow up progress of construction incomplete building.
- Ensure electricity connection to the school.
- Ensure watch and ward of the school-one Peon/Watchman from another High School may be deployed temporarily till engagement of Watchman/Peon in the school.
- Create awareness programme in the locality and sensitisation of parents for this new scheme.
- Receive the furniture/material supplied to the school and preserve it.

3. To look into the day-to –day activities of the school like:

- Attendance of the teachers &the students
- Follow up of the timetable
- Discipline
- Classroom dynamics
- Co-curricular activities
- Assignments/ Home Work

4. Lesson Plans of Teachers

- To guide the teachers in planning their lessons effectively.
- Going through the lesson plans regularly and follow-up the progress of the lessons in the class.
- Keep track of the notes of the lessons taught in that week.
- Ensure the correction of notes by every teacher.
- Ensure error free corrections.
- Ensure that all the students have completed their notes and initiate suitable action on the erring students.

5. Evaluation

- Performance appraisal of the teachers to be done and reported to the principal.
- Scrutiny of the examination question papers.
- Scrutiny of teacher evaluation.
- Keeping track of the performance of the students and planning remedial and enrichment programmes.

6. Human resource management

- Planning and organizing workshops etc. for quality improvement.
- Training for new skill development.
- Selecting the suitable teachers for the remedial teaching programme and giving them suitable training to deal with slow learners.
- Keep track of educational courses etc. for improving the academic qualifications of self and the other staff members.
- Offer guidance and counselling to staff and students to maintain a healthy atmosphere in school.
- Carryout action research for improving the standards.

7. Administration Monitoring:

- Maintenance of attendance registers by teachers.
- Completion of syllabus in time.
- Correction of the notes, assignment etc.
- Preparation and submission of question papers in time.
- Preparation and submission of question papers in time.
- The distribution of progress cards to the students.
- Collection of progress reports, duly signed by the parents, in time.
- Help teachers to deal with the erring students by initiating suitable action on students who don't submit reports, notes etc on time.
- Handling parents and giving feedback about their child's performance and do the necessary follow up.
- Conduct staff meeting to discuss the various activities in school and give feedback to teachers about the parents meeting (in case teachers are not allowed to meet the parents or a particular teachers is absent for the parent teachers meet.)
- To promote healthy teacher pupil relationship.
- To ensure the maintenance of accounts, register, service-books of staff, returns and statistics as prescribed by the State Office.
- To make purchase of equipment/material required for the model School in accordance with the prescribed procedure and enter such purchases in Stock Register.
- To ensure the conduct of annual stock verification of the Model School property and to verify the stock registers occasionally, to ensure their proper maintenance in accordance with the existing rules.
- To make arrangements for supply of basic amenities to the pupils and staff.
- To ensure that the school building and its fixtures and furniture. Office equipment, laboratories, play grounds, school gardens etc. are properly and carefully maintained.
- To supervise and guide the work of the teaching and non-teaching staff of the Model School.
- To be the overall in charge of admission in the Model School, preparation of school time table, allocation of duties to teachers, provision of necessary facilities to them in the discharge of their duties and conduct of examinations and tests

in accordance with the rules prescribed by the State Office from time to time.

- To plan the year's academic activities as per the state academic calendar in consultation with colleagues and to hold subject committee and staff meetings at least once a month to review the work done during the month and to assess the progress of the pupils.
- To submit the monthly report of activities-academic and administrative to the State Office.
- To help and guide teachers and encourage their participation in professional development programmes.
- To promote self-improvement of teachers and encourage them to undertake innovative practices.
- To encourage teachers to analyse the curriculum and to make them use local specific learning resources.
- To ensure that Lesson Plan/ Teacher's diary is maintained.
- To supervise classroom teaching, secure cooperation and ensure coordination amongst teachers of the same subject area as well as of other subjects.
- To ensure timely scrutiny of pupils' written work and home assignments so as to provide written or oral feedback to individual students or to the entire class followed by appropriate remedial instruction.
- To develop and organize the library resources and reading facilities in the Model School so as to develop healthy study habits among children and teachers.
- To form parent teacher association and ensure their cooperation
- To keep the parents regularly informed about the progress of the students.

- To promote trust and understanding and build partnerships with parents and school community.

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