

LAUNCHING OF M.L.L. PROGRAMME FOR 1993-94.

DUTIES OF VARIOUS ORGANS.

PROJECT CO-ORDINATOR

1. Planning, Co-ordinating, facilitating and monitoring.
2. Modalities of Monitoring.
 - a. Conducting review meeting.
 - b. Surprise visits to Experimental schools.
 - c. Getting school wise progress reports.
 - d. Involving Deputy Inspector of Schools & Assistant Educational Officers in the Evaluation process.
3. Reporting the periodical, Quarterly, Halfyearly, Annual and Appraisal Reports to the Director, DTERT, Madras-6.
4. Facilitating the circulation of a news letter to highlight the works of MLL.
5. Budgeting and provision of Funds.

M.L.L. DUTIES.

PROJECT TEAM.

1. Selection of School - Final List should be prepared.
2. Survey report of the Schools.
3. Project enlightenment and integration with other faculties.
4. Conducting in-service programmes for the selected school teachers.
5. Course Design to be prepared.
6. Sending Fortnight report to the Director about the progress of the project.
7. Project Appraisal meeting with other committees once in a fortnight.
8. Setting up a monitoring Cell for the effective management of the project.
9. To offer guidance and counselling school incharges (Lecturers) inkeeping School Evaluation charts and other particulars and progress reports.
10. To maintain the prescribed Time Schedule given by the DTERT.
11. Co-ordinating Academic and Administrative Staff of the Education Department in the Smooth conduct of the programme.
12. Re-orientation of the Selected School Teachers
 - i. after quarterly review,
 - ii. Halfyearly review.
13. Conducting yearly review with external Evaluation.
14. Preparation of report about the Achievement of the Project in the selected school for 1993 & 1994 and submitting the report to the DTERT & MHRD.
15. Planning for the next phase in the year 1994-95.

CURRICULUM & EVALUATION COMMITTEE.

1. Collection of competency materials from subject committees and DIERT.
2. Distribution of Curriculum materials to the Selected Schools.
3. Pre-Test material preparation.
4. Administering the pretest
5. Analysing the test results and grading the schools.
6. Preparation of training material
7. Guiding Evaluation Strategies.
8. Conducting Quarterly, Halfyearly and Annual Evaluation tests in selected schools.
9. Should do the work of getting question papers prepared along with keys for administer.
10. Project evaluation at the end of the year.

SUBJECT EXPERT COMMITTEE.

1. Preparation of competency based test material for stds I, II & III.
2. Preparation of competency based practice book.
3. Identifying the hard spots in learning and offering remedial measures to the weed out the same.
4. Pretest material, Quarterly, Halfyearly, Annual Review Test material based on competencies in co-ordination with Evaluation committee.
5. Frequent visits to Schools on experimentation to offer on spot guidance in the subject.