

From

Joint Director ADMN,
Department of Elementary Education,
Haryana, Panchkula

To

All BEEOs, BEOs, DEEOs, Deputy DEOs, DEOs,

Date: May 24, 2016

Memo No: PA/ADMN-2016-123

Subject: Verification of primary schools allotted for LEP mentoring in Academic Year 2016-17

As you are aware, the Department of School Education launched the Learning Enhancement Program (LEP) in 3,222 primary schools across all 21 districts and 118 blocks in October 2015. The objective of the program is to bridge the learning gaps of children in classes 1-5.

A cornerstone of LEP is the mentoring process that has been put in place. Mentors provide invaluable academic support to teachers by visiting schools regularly, assessing students and sharing best practices.

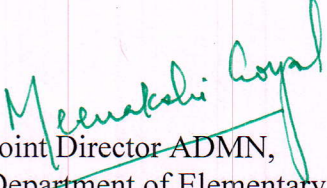
Based on the positive response received from both teachers and field officers, the Department has decided to scale up LEP to all primary schools in Haryana in the new Academic Session 2016-17.

Principals of Senior Secondary Schools, Head Masters of High Schools and Elementary School Head Masters, will be required to serve in the capacity of mentors. These schools will be referred to as 'mentor schools'. Mentor schools have been allocated up to 4 primary schools in their clusters and will be responsible for mentoring and implementation of LEP in these schools.

Important instructions for BEOs and BEEOs in this regard

1. The allocation of Primary schools to mentor schools in each cluster is provided in *Annexure A*. **BEOs are required to verify the allocation and suggest any changes to the list by June 3.**
 - Verify that all primary schools in the cluster are covered in the list and are allocated to one mentor school in the cluster.
 - In case any school is missed out, or there are changes to the list, BEOs must provide the details to the Department and SCERT via lepharyana@gmail.com by June 3.
2. In case there is no Principal in the Senior Secondary School, Head Master in the High School or Elementary Head Master in the Middle School, the teacher in-charge will have the responsibility for mentoring.
3. Training will be organized for all Principals, Head Masters and Elementary Head Masters of mentor schools, by SCERT at the block level to explain the role mentors and the use of the online utility. **BEOs must ensure that Principals, Head Masters and Elementary Head Masters of mentor schools, attend the training as per schedule.**
4. List of clusters where there is only one mentor school and more than four primary schools has been provided in *Annexure C*. **BEOs must allocate the primary schools which are closest to the mentor school and can allocate the other primary schools to a mentor school in a neighbouring cluster. BEOs must ensure that no mentor school gets allocated more than 4 primary schools for mentoring.**

5. BEOs must ensure that the **clusters that have no mentor schools should be combined with other clusters for the purpose of mentoring.** The list of these clusters with primary schools is provided in *Annexure D*.
6. **All information requested in points 1, 4 and 5 must be submitted to the Department and SCERT by June 3 via lepharyana@gmail.com.** Information must be submitted in the **format shared in Annexure B.**
 - **Subject of the email should be: Regarding allocation of primary schools to mentor schools.**


Joint Director ADMN,
Department of Elementary Education,
Haryana, Panchkula

Copy to:
Director SCERT
All DPCs
All DIET Principals