

ਸੁਸਾਇਟੀ ਫਾਰ ਪ੍ਰੋਮੋਸ਼ਨ ਆਫ ਕੋਆਲਿਟੀ ਐਜੂਕੇਸ਼ਨ ਫਾਰ ਪ੍ਰਯੋਗ ਐਂਡ ਮੈਰੀਟੋਰੀਅਸ ਸਟੂਡੈਂਟਸ ਆਫ ਪੰਜਾਬ
ਵਿੱਦਿਆ ਭਵਨ (ਪੰਜਾਬ ਸਕੂਲ ਸਿੱਖਿਆ ਬੋਰਡ) ਬਲਾਕ ਈ, ਪੰਜਵੀਂ ਮੰਜਿਲ, ਫੇਜ਼-8, ਐਸ.ਏ.ਐਸ. ਨਗਰ(ਮੁਹਾਲੀ)
ਫੋਨ ਨੰ:- 0172-5212313, ਫੈਕਸ ਨੰ:- 0172-5212369

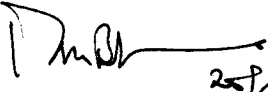
ਵੱਲ

ਜ਼ਿਲ੍ਹਾ ਸਿੱਖਿਆ ਅਫਸਰ (ਸੈ.ਸਿ.) ਅਤੇ
ਪ੍ਰਿੰਸੀਪਲ ਮੈਰੀਟੋਰੀਅਸ ਸਕੂਲ
ਅੰਮ੍ਰਿਤਸਰ, ਬਠਿੰਡਾ, ਲੁਧਿਆਣਾ, ਜਲੰਧਰ,
ਪਟਿਆਲਾ ਅਤੇ ਐਸ.ਏ.ਐਸ. ਨਗਰ।

ਮੀਮੋ ਨੰ. ਪ੍ਰੋ.ਡਾ./ਮੈਰੀਟੋਰੀਅਸ.ਸੋ./2014/ 277
ਮਿਤੀ ਮੋਹਾਲੀ 20/08/14

ਵਿਸ਼ਾ:- ਮੈਰੀਟੋਰੀਅਸ ਸਕੂਲਾਂ ਲਈ ਦਿਸ਼ਾ ਨਿਰਦੇਸ਼ ਸੰਬੰਧੀ।

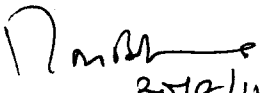
ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਸੰਬੰਧੀ ਮੈਰੀਟੋਰੀਅਸ ਸਕੂਲਾਂ ਨੂੰ ਜ਼ਰੂਰੀ ਦਿਸ਼ਾ ਨਿਰਦੇਸ਼ ਅਨੁਲਗ 'ਓ' ਤੇ ਹਨ।
ਇਹ ਦਿਸ਼ਾ ਨਿਰਦੇਸ਼ ਸਕੂਲਾਂ ਦੇ ਕੰਮਾਂ ਨੂੰ ਸੁਚਾਰੂ ਢੰਗ ਚਲਾਉਣ ਲਈ ਆਪ ਦੀ ਸੂਚਨਾ ਹਿੱਤ ਪੇਸ਼ ਹੈ।


20/08/14
ਪ੍ਰੋਜੈਕਟ ਡਾਇਰੈਕਟਰ
ਮੈਰੀਟੋਰੀਅਸ ਸਕੂਲ

ਪਿੱਠ ਅੰਕਣ ਨੰ: ਪ੍ਰੋ.ਡਾ./ਮੈਰੀਟੋਰੀਅਸ.ਸੋ./2014/ 278

ਮਿਤੀ: 20/08/14

ਉਪਰੋਕਤ ਦਾ ਉਤਾਰਾ ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ ਸਕੂਲ ਸਿੱਖਿਆ, ਪੰਜਾਬ ਨੂੰ ਸੂਚਨਾ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ ਜੀ।

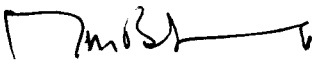

20/08/14
ਪ੍ਰੋਜੈਕਟ ਡਾਇਰੈਕਟਰ
ਮੈਰੀਟੋਰੀਅਸ ਸਕੂਲ

IMPORTANT INSTRUCTIONS FOR MERITORIOUS SCHOOLS

1. **Nomination of Houses**:- Each School will have four houses into which all girls and boys students will be divided. Each house will also be allotted a different colour and name.
2. **Student Appointments**:-
 - a) **Head Boy and Head Girl**:- A three member committee under the School Principal will select and appoint a school head boy and head girl. The students selected for these appointments should be all rounder's and able to control other students.
 - b) **House Prefect**:- The same committee will select and appoint one boy and one girl as House Prefect.
 - c) **Class Monitor**:- Class teacher will select and appoint one class monitor (Boy or Girl) for every class.
 - d) **Badges of Appointment**:- Suitable breast badges will be procured locally and issued to the above appointments who will wear the same during school hours.
3. **Nomination of Vice Principal**:-The District Education Officers concerned will nominate a Vice Principal from the permanent teaching staff selected. This appointment shall be in addition to other duties (including teaching) of the so detailed teacher. He/she shall officiate as the Principal when the permanent incumbent is away/on leave and will also assist the Principal in his/hers day to day duties.
4. **Purchase Committee**:- The Principal shall nominate a three member purchase committee consisting of two permanent teaching staff and one attached teacher to execute the following purchases forth with as per laid down govt. procedures:-
 - a) Two fly catchers each per boys and girls Mess.
 - b) Curtains for Girls Hostel.
 - c) Four Bulletin Notice Boards per school of size 6'X3' having outer frame made of aluminium beading and rest made of 6mm thick back ply for extra durability and provided with sunil/velvet cloth.
 - d) Two newspaper stands per school of size 3'x2'x5' (height) with frame made of 25mm gauge, 25mm square ERW tube (Tata steel or equivalent brand) epoxy powder coated. Top made of 18mm thick exterior grade both sides pre-laminated board (Action Tesa/Green Lam or equivalent) having matching PVC beading on all sides.
 - e) Two catalogue Boxes per school of size 4'x1'3"x5'6" made of 25mm exterior grade both sides pre laminated board (Action tesa/Green Lam or equivalent) on sides with 15 No. display tapes compartments made of 18mm exterior grade both sides pre laminated board (Action tesa/Green Lam or equivalent) having matching PVC beading on all sides for magazines etc.
 - f) **Office Executive Table**:- One per school for Principals office not exceeding Rs. 18000/- (Rs. Eighteen thousand only).
 - g) **Revolving Executive Chair**:- One per school on DGS&D rate contract rate for school principal.
 - h) **Sofa Set 7 seater**:- One per school for Principals office not exceeding Rs. 20,000/- (Rs. Twenty thousand only).
 - i) **Centre Table**:- One size 4'X2'6" made of wood with glass top for Principal's office.

- j) **LCD TVs**:- Two per school @ one for boys Mess common room and one for Girls Mess common room.
- k) **Sound system**:- One per school for morning assembly and school functions.
- l) **Lecture Stand**:- Two per school.
- m) **Reimbursement**:- Cost of items from Para 4 (c) to 4 (g) and para 4 (l) will be reimbursed by this office. Remainder items will be paid for existing funds already allotted.
5. **Laundry Services**:- Students will wash their own clothes. Dhobis can be hired locally for ironing clothes on cash payment by students. Ironing rates will be fixed a school committee for their respective schools.
6. **Newspapers**:- Each school will subscribe to atleast two newspaper per school with immediate effect.
7. **Extra classes for English**:- Two days per week will be devoted for extra English Language and conversation classes in the afternoon. Since this involves basic English all teachers can take the classes. Students will be encouraged to speak in English.
8. **Teacher Orientation Training**:- Same will now start from 4th October 2014 as 3rd October 2014 is Dushera. Nodal Officers (DEO Amritsar and Patiala) will liaise with respective universities to convey the amendment to the dates and confirm to the Project Director by 30th August 2014.
9. **Control of PESCO and Sulabh Staff**:- They shall work directly under the supervision of the School Principal. Their supervisors must report to the Principal atleast twice a day for orders. Time of start duties of the Sulabh staff may be staggered so that some staff is available in the evenings to clean the school premises.
10. **Parent Visiting Hours**:- Parents will not be allowed to meet children/ wards except as per laid down dates and timings. Parents can meet children on every Sunday from 0900 to 1200 hrs in the school premises in location to be specified by the Principal. Access control will be executed at the main gate by PESCO staff, even if the gate is yet to be constructed. Necessary notice to this effect will be placed at the main gate and all parents informed via SMS/interaction.
11. **Leave of Students**:- Permitted only during long leave and students can be taken home only by parents or previously specified persons at the time of admission. Presently there is only one long leave in the month of October, 2014. However, in extra ordinary circumstances such as serious illness/tragedy at home etc leave upto 10 days may be sanctioned by the Principal. Leave beyond 10 days will be approved by the Project Director.
12. **Instructions for Teaching**:- Other than PSEB books NCERT Books on relevant subjects will also be referred. Suitable No. of sets can be purchased for the school library.
13. **Inspection Report Furniture**:- All furniture received through Forest Corporation Punjab shall be inspected for correctness & correctness certificate along with list of furniture received shall be submitted to the office of the Project Director by 25 August 2014 duly signed by the Principal without fail.

- 14. Extension of Messing Contract** :- Existing Mess contract may please be extended upto 30 September 2014. Centralized contract not yet finalized at our end.
- 15. Telephone Facility**:- Two telephone connections will be installed in the school if not already done. One for office and one for hostel. Hostel Number can be given to parents for incoming calls only. Incase of difficulty/delay respective District Education Officer must liaise with DC for speedy action. Please confirm by 25th August 2014.
- 16. Internet Connection**:- All schools will have WIFI internet connection in office/school building. Each school will have separate e-mail ID which must be communicated to this office by 25th August 2014.
- 17. Canteen Facility**:- Present Mess Contractor will be asked to establish canteen facility for students on cash payment. Permanent canteen for school has been catered in the centralized Mess contract.
- 18. Career Counselling**:- Centralized career counselling will be organised by this office. In the Interim DEO/Principal will conduct a small presentation for all students giving out career options available to students as per their stream selected. Please confirm by 30th August, 2014.
- 19. Library Fund**:- The same is under consideration and will be released soon. In the Interim each school will detail one board to recommend additional books required in each stream to be kept in the library. These should be purchased after due sanction as soon as funds are released.
- 20. Tele Facility to Students**:- Public Call office can be invited once/twice a week for students to talk home on cash payment.
- 21. Cleanliness of Kitchen & School premises**:-
- Teachers/Principals will personally teach toilet manners to children.
 - School bathroom should be cleaned and dried every evening after school. Hostel toilets will be cleaned and dried once children are in school.
 - Mess contractor will be impressed upon to keep kitchens clean and devoid of fly menace. He will be fined in cash if found wanting in above regard.
 - When required anti insect spray/fogging may be carried out after liason with local civil administration by the DEO.
- 22. Mess Contract**:- The same is for students and payment shall be made based on student strength only. Incase anyone else uses the facility it shall be on cash payment as decided between the contractor and school management. Mess contractor will ensure laid down menu. He is not at liberty to delete any item including milk twice a day, fruit or pudding. Incase same happens then he shall be penalized. School Principal should be in knowledge of laid down menu and must check. Also one member of the staff must check all the Messes daily and endorse their comments in a note book regarding cleanliness, taste of food and adherence to menu. This book shall be checked during inspection/visit by Senior Officers. Also menu as approved by this office shall be displayed in both the Messes.


Project Director
Meritorious Schools