

**o/o Director State Council of Research and Training**

To

All DEOs  
All School Heads  
In the State of Punjab  
(through Website)

Memo No. SSS/2019/188176  
Dated: 03-07-2019

- 1.0 Department of Personnel vide their letter dated 01.05.2019 has asked all the Departments to fix the annual targets of Key Indicators of their officers/ offices.
- 2.0 Accordingly, a meeting was held in the head office of DEOs, Principals, Headmasters, BPEOs and other teachers. During the discussions it has been suggested that the annual target/Key Performance Indicators for schools have been fixed as per Annexure 'A' attached herewith.
- 3.0 It is clarified that these are the annual targets and Key Performance Indicators. Some of the targets and Key Performance Indicators also require funds and may involve other constraints as well. It may be possible that some of the targets may not be achieved due to the above said constraint. However, all the schools and other respective offices may explore all possibilities to achieve these indicators.



**Director  
State Council of Research  
and Training**



## Annual Targets/ Key performance Indicators for Govt. Schools

### (i) **Annual Results of Students:**

Average results of the schools should be more than PSEB results. Average percentage of marks obtained by students of the school should increase by 5% of last year result, if school result is less than 80% and increase by 2% if school result is more than 80%.

### (ii) **Enrollment enhancement:**

1. **Enrollment enhancement:** Enrollment should be enhanced in the schools by 5% of the last year enrolment.
2. **English Medium in schools:**

### (iii) **Infrastructure:**

1. **BALA work and Paint**
  - Conceptualized BALA work on the walls, Pillars, Stairs, Varandas etc. based on syllabus.
  - School building should be properly painted.
2. Furniture should be available for all students.
3. **Availability of Basic Facilities in the schools**
  - Availability of Drinking Water Facility in the schools.
  - Functional separate Washrooms in the schools for Boys and Girls.
  - Fans should be in working condition.
4. School should have working computer lab with internet facility for students.
5. **Library:** Schools should have separate room for library, availability of almirahs for books, number of books available per student, book bank and monthly magazines and newspapers. Schools should have more than 5 books per student. Students should have read atleast 3 books in a year apart from his textbooks.

6. **Mid day Meal:** Schools should have separate dinning space for students and have utensils for students.
7. **Sports:** Schools should have equipment for atleast two games for the students and have well maintained play grounds. All the students should participate in the games held or organized by school. Further the schools should participate in the Block Level games atleast in two games.
8. **Availability of electricity and equipments:** Schools should have electricity connection, safe electrical wiring, availability of MCBs and generator/ inverter.

(iv) **Board of Honours in the school:**

- Achievements of the Staff (if any) should be displayed in the staff room on the display board along with photographs.
- Achievements of the students in academic, sports, co-curricular etc. should be displayed in the school.

(v) **Co curricular Activities:**

Students participate in various co-curricular activities such as sports, science exhibitions, Cultural/Academic Competitions, NCC/ NSS/ Scout and Guide and other activities. Students should take part in such activities at Zone, District, State and National levels. Schools also publish magazines. To promote mass participation of students schools should publish magazines and also conduct Annual function/ Sports meet/ Bal Mela.

(vi) **Students Attendance:**

Students attendance in schools is the prime factor in Education so average attendance of students in school should be more than 80. Formula to calculate annual attendance rate is as follows:

$$\text{Annual Attendance Rate} = \frac{\text{Total Annual attendance of all students}}{\text{Total no of students} \times \text{Annual instructional days}} \times 100$$