



CENTRAL BOARD OF SECONDARY EDUCATION

(An autonomous Organization under the Union Ministry of Human Resource Development, Govt. of India)
Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi-110092

CBSE/ACAD/CCE/M&M/2010

5th July, 2010

Circular No. 29

All the Heads of Institutions
of Private Independent Schools
affiliated with the Board

Subject: Monitoring and Mentoring of Continuous and Comprehensive Evaluation (CCE) implemented by the Central Board of Secondary Education

Dear Principal

The Central Board of Secondary Education has introduced a number of steps for reforms in the school education sector. The creation of an assessment paradigm that is diagnostic in nature, provides essential feedback about each student and helps in the all-round growth of the learner is the backbone of the Continuous and Comprehensive Evaluation (CCE) system. Although not a new concept, it requires changes in the ways in which schools have been assessing their students and there are many issues that can come in the way of its effective and efficient implementation.

While every school has its own unique environment, focus and resource availability, a collective experience with different schools would help us understand the possible issues a school could face. These inputs would be critical in ensuring that there is sufficient sharing, guidance and intervention that can be carried out to make CCE successful in schools.

The overall approach for this exercise in Monitoring and Mentoring of Schools, therefore, is based on two major objectives:

- to ensure that the implementation of CCE has to be in **letter and spirit**, not just a procedure fulfilled on paper.
- it involves working very closely with the actual resource base that can make CCE a worthwhile initiative – i.e., the teachers and school leaders. This involves understanding them, their views and their constraints (and finding ways to resolve them).

Furthermore, in accordance with the recommendations of National Curriculum Framework (2005) and National Knowledge Commission (2008), it is felt that this is also an opportunity for schools to revamp the internal school assessments, especially in the area of quality leading to enhanced learning.

Capacity Building:

One of the main aims of M & M programme is to build capacity within the schools to implement CCE effectively. This will be done through 'Train the Monitor-Mentor framework'. Monitors and Mentors will work as Peer assessors. Each Mentor is a Principal who will be assigned three to six schools in the neighborhood. The Mentor will visit a school and document observations through **Checklists, Interaction with Teacher Form, Classroom Observation Scale, Self Review Form and Mentoring Form on CCE**. They will then mentor the school if required. A report will need to be submitted online.

The process to be followed by the Monitor-Mentor is at *Annexure A*.

Identification of Mentoring Schools: Mentoring Schools have been identified based on the following criteria:

- Reach
- Vicinity to other schools
- School's relations with schools that it will be required to monitor & mentor
- Motivated and Proactive Management
- Visibility
- Vision to incorporate new ideas
- Nominated and supported by Regional Offices
- Prior experience in leading new educational initiatives

The Mentoring schools are expected to provide a helping hand to such schools in their respective areas by sharing their best practices or inviting schools to their own schools and by making use of the Mentoring tools developed by the Board.

The Role of the Monitor & Mentor:

The role of the Mentor is different from that of an Inspector or an Auditor. A Mentor seeks to promote an atmosphere of trust, support and encouragement. Ideally, the Mentor is a Peer willing to share and learn in the process.

CBSE CCE and Mentor Awards 2010-2011 for Private Independent Schools:

I am delighted to share with you the initiation of the CCE and M&M awards for Private Independent Schools with effect from the present session i.e. 2010-2011:

A. CCE Award for schools:

One award for every 100 schools and each award shall consist of Rs. 25,000/- and a certificate

B. Mentor Award for Principals:

One award on every 100 schools i.e. one award on every 10 to 15 mentors and each award shall consist of Rs. 10,000/- and a certificate

Criteria for CCE Award for schools:

These awards will be decided on the basis of the following criteria:

1. Awareness of CCE
2. Implementation of the following in the School Based Assessment:
 - a. *Classes I & II:* Achievement Card
 - b. *Classes III – V:* Rating Scale
 - c. *Classes VI – VIII:* As per the guidelines provided in the Teacher's Manual
 - d. *Classes IX & X:* As per the guidelines provided in the Revised Manual
3. Awareness Generation regarding CCE:
 - a. Advocacy Programme for Parents
 - b. Training Programme for Teachers –
 - Organized by CBSE
 - Organized by some other agency
4. Record Keeping:
 - a. Student's Profile and Portfolios
 - b. Marking of the project work
5. Implementation of CCE:
 - a. Lesson planning
 - b. Use of teaching aids
 - c. Kind of activities done/planned for the formative assessment
6. Format of the Report card/Assessment Sheets
7. Assessment of Scholastic and Co-scholastic Areas

Note: The schools will apply for the CCE awards by filling in the Self Review Form with evidence. This can be uploaded on the CBSE website in the CCE corner under CCE Awards.

Criteria for Mentor Award for Principals:

Alongwith the above mentioned criteria, the following will also be considered:

1. Percentage of schools covered.
2. Kind of support given to the mentored schools
3. Reports submitted to the Board
4. Feedback received from the Mentee schools

The letter to the Chairman/Director/Manager of the Mentor school, letter to the Principal of the Mentor Schools and letters to the principal of the Mentee Schools have already been dispatched by CBSE.

In case the Mentee schools have a concern regarding the Mentor Schools chosen by the Board, they can write in confidence to *Dr. Sadhana Parashar*, Head (Innovations & Research) at sadhanap.cbse@nic.in or sadhanap.cbse@gmail.com; the cases received so far are being reviewed and their concerns will definitely be addressed.

Moreover, for any further enquiry or information regarding the Mentoring & Monitoring Programme, further M&M trainings, change of Mentor or Mentee schools or inability to access the website for online submission of the reports, you may contact *Mr. R. P. Singh*, Assistant Education Officer at telephone no. 011-23231070.

We look forward to your continued support, cooperation and motivation in taking this venture forward. The concept of learning through sharing is implicit in Mentoring and we hope that it will be an enriching experience both for the team of the Mentors as well as for the team of the Mentee schools.

The CBSE places implicit faith as always in its collaborative partners, Principals, Teachers and Management who will be a part of this massive exercise.

Regards,

Yours sincerely,



(VINEET JOSHI)
CHAIRMAN

Copy with a request to respective Heads of Directorates/KVS/NVS/CTSA as indicated below to also disseminate the information to all concerned schools under their jurisdictions and adapt the scheme accordingly:

1. The Commissioner, Kendriya Vidyalaya Sangathan, 18-Institutional Area, Shaheed Jeet Singh Marg, New Delhi-16.
2. The Commissioner, Navodaya Vidyalaya Samiti, A-28, Kailash Colony, New Delhi.
3. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi-110 054.
4. The Director of Public Instructions (Schools), Union Territory Secretariat, Sector 9, Chandigarh-160 017.
5. The Director of Education, Govt. of Sikkim, Gangtok, Sikkim – 737 101.
6. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar- 791 111
7. The Director of Education, Govt. of A&N Islands, Port Blair-744 101.
8. The Secretary, Central Tibetan School Administration, ESS ESS Plaza, Community Centre, Sec 3, Rohini, Delhi-85.
9. All the Regional Officers of CBSE with the request to send this circular to all the Heads of the affiliated schools of the Board in their respective regions.
10. The Education Officers/AEOs of the Academic Branch, CBSE.
11. The Joint Secretary (IT) with the request to put this circular on the CBSE website.
12. The Library and Information Officer, CBSE
13. EO to Secretary, CBSE
14. PA to CE, CBSE
15. PA to Secretary, CBSE
16. PA to Director (Acad.)
17. PA to HOD (AIEEE)
18. PA to HOD (Edusat)
19. PRO, CBSE

CHAIRMAN

PROCESS TO BE FOLLOWED BY THE MONITOR-MENTOR

