DIRECTORATE OF STAFF DEVELOPMENT

ANNUAL PROGRESS REPORT
2014

Directorate of Staff Development, Punjab,
Wahdat Colony, Lahore

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Quality education in public schools is one of the major factors being focused by the Government of the Punjab. The School Education Department, Punjab is committed to provide resources and supportive policies and actions for quality education to the children of Punjab. Teachers' professional development has been the most important aspect as the quality of learning cannot be enhanced without improving the quality of the teaching force. Directorate of Staff Development (DSD) came was restructured with redefined roles and functions. It was designated as the sole agency for coordinating activities that relate to teacher development. The overall mandate of the DSD is to enhance the professional capacity of teachers, head teachers, education managers, teacher educators, and various categories of education personnel whose work affects the quality of learning in schools directly or indirectly.

The overall vision of DSD is to establish a system of professional development for teachers and education personnel and create an enabling environment for enhancing the quality of learning in the government schools of Punjab. The key functions of DSD are as follows:

- Provide and facilitate provision of in-service training to government school teachers and other related staff through innovative means (e.g., public-private partnership, in-service training combined with cluster and school-based teacher support systems);
- Identify and propose structures and procedures that will enable quality learning (e.g., incentives, accountability and monitoring);
- Develop linkages with (a) institutions imparting pre-service education; (b) other related departments; and (c) government policy decisions regarding issues that impact on teaching quality.

DSD has expanded its operations over years in response to the demands of the school education system focusing on several areas of critical importance such as continuous assessment and mentoring of teachers, early childhood education, quality improvement through training reforms, provision of teachers' supplementary reading materials, and innovative pre-service courses. The continuous professional development approach adopted by DSD has evolved into the robust Continuous Professional Development framework that now takes into its ambit the complete gamut of features essential for quality of teachers and teaching.

During the year 2013-14, DSD conducted a variety of innovative programmes for the quality of education in the province. DSD conducted several researches in priority areas in school education and teacher education. Considering the importance of early childhood education, DSD started pre-service course of B.Ed (ECE) with a view to developing expertise in the area. It also provided support for the revision of national educational curricula and textbook review processes.

The major training areas focused during DSD's planned training courses include;

- Content-based Model Teaching (for Teachers only)

- Administration and Financial Management (for Educational Managers only)

- Language Up-gradation Courses, in collaboration with British Council

- Computer Technology

- CM Roadmap; Service Rules & Regulations

- Leadership Skills, Communication Skills

- Protection Against Harassment of Women Act

- National Professional Standards for Teachers

- Educational Concepts and Techniques & Pedagogy

- School Safety Plan

Credibility of the training courses conducted by DSD resulted in creating demand of training by various public and private organizations. Along with the public school personnel of Punjab, DSD has provided technical, professional services accordingly to the following:

- Textbook developers of Baluchistan

- MTs of ICT, AZK, GB, FATA & Baluchistan

- Examiners and Sub-Examiners of All BISEs in Punjab

- Education Managers of Gilgit-Baltistan

- Trainers of Punjab Education Foundation (PEF)

- Special Education Department – Inclusive Education Project

- Teachers of Child Protection & Welfare Bureau Schools

- District Mangers of NCHD

- Teachers of Punjab Workers Welfare Board (PWWB)

- Teachers of Divisional Public School (DPS) Gujranwala

DSD's brought uniformity in the quality of the decentralized training system established by DSD. Considering the need for paying attention to the district and tehsil level trainings, DSD developed a comprehensive quality assurance system. The District Training and Support Centers (DTSCs) and the Cluster Training and Support Centers (CTSCs) have been equipped to impart quality teacher trainings in their respective regions.

This report presents an overview of the efforts made by DSD to provide quality education to our children. We are thankful to District Education Departments, students, teachers and parents for their faith in the efforts of DSD.

Lahore
April, 2015

PROGRAMME DIRECTOR
Directorate of Staff Development

Abbreviations

- **CIDA:** Canadian International Development Agency
- **CPD:** Continuous Professional Development
- **CTSC:** Cluster Training and Support Centre
- **DEO:** Deputy Education Officer
- **DLI:** Disbursement Linked Indicator
- **DSD:** Directorate of Staff Development
- **DTE:** District Teacher Educator
- **DTSC:** District Training and Support Centre
- **ECE:** Early Childhood Education
- **EDMS:** Educational Data Management System
- **EDO:** Executive District Officer
- **ESE:** Elementary School Educator
- **EST:** Elementary Science Teacher
- **GCET:** Government College for Elementary Teachers
- **GIZ:** *Translation*: German Corporation for International Cooperation
- **MT:** Master Trainer
- **PCDSP:** Pak Canada Debt Swap Project
- **PCTB:** Punjab Curriculum & Textbook Board
- **PEC:** Punjab Examination Commission
- **PESRP:** Punjab Education Sector Reform Programme
- **PITB:** Punjab Information & Technology Board
- **PST:** Primary School Teacher
- **SAHE:** Society for Advancement of Education
- **SESE:** Senior Elementary School Educator
- **SS:** Subject Specialist
- **SSE:** Secondary School Educator
- **SSS:** Senior Subject Specialist
- **TE:** Teacher Educator

Directorate of Staff Development is the apex organization setup in 1959 by the Government of Punjab to assist, advise and professionally groom the public school teachers for qualitative improvement in school education. Major objectives of DSD are to:

- Provide quality Pre-service Education to prospective teachers

- Plan and conduct In-house and Field trainings to teachers and education personnel

- Support and mentor the teachers through Continuous Professional Development Framework

- Establish Early Childhood Education classrooms in public sector schools

Major Constituent Units of DSD

- Planning Wing

- Material Development Wing

- Training Wing

- Pre-Service Education and GCET Wings

- Research and Development Wing

- Regional Programme Manager Wing

- Quality Assurance Wing

- Data Base Center

Training Courses, planned and conducted in 2013-14

The following table provides details of the training courses conducted by DSD at DSD and in the field.

	Name of Training	Number of Participants	Duration	Schedule
(A) AT DSD				
1	Induction training of newly recruited Teacher Educators	24	01 week	26-12-2013 to 01-01-2014
2	Induction training of newly recruited DSD staff	27	02 weeks	15-01-2014 to 28-01-2014
3	Induction training of newly recruited Senior / Subject Specialists in the subject of Computer Science, Physics, Urdu & History/Pak Studies (Batch-03)	88	04 weeks	27-01-2014 to 21-02-2014
4	Training of DSD staff on office management	40	02 weeks (02 hours daily)	13-01-2014 to 27-01-2014
5	Induction training of newly recruited Teacher Educators	24	03 weeks	10-02-2014 to 28-02-2014
6	Training of newly recruited District Teacher Educators (DTEs) of Lahore Division	107	04 weeks	17-02-2014 to 14-03-2014
7	Workshop on "Educational Governance, Institutional Leadership and Management" of Directors & Deputy Directors etc. from Gilgit Baltistan through Aga Khan Foundation	10	02 days	06-02-2014 to 07-02-2014
8	Workshops for item developers to update items bank for assessment of students under Continuous Professional Development Programme (Workshop 1)	27	05 days	24-02-2014 to 28-02-2014
9	Induction training of newly recruited Senior / Subject Specialists in the subjects of Biology, Chemistry & Mathematics (Batch-04)	68	04 weeks	03-03-2014 to 28-03-2014

	Name of Training	Number of Participants	Duration	Schedule
10	Workshops for item developers to update items bank for assessment of students under Continuous Professional Development Programme (Workshop 2)	27	05 days	10-03-2014 to 14-03-2014
11	Induction training of newly recruited SSS (BS18)	07	02 weeks	17-03-2014 to 28-03-2014
12	Training of Heads of District Training & Support Centers (DTSCs)	36	01 week	21-03-2014 to 26-03-2014
13	Workshops for item developers to update items bank for assessment of students under Continuous Professional Development Programme (Workshop 3)	27	05 days	24-03-2014 to 28-03-2014
14	Training of English Master Trainers (MTs) for induction training of newly recruited Educators in districts (in collaboration with British Council)	208	02 days	02-04-2014 to 03-04-2014
15	Workshops for item developers to update items bank for assessment of students under Continuous Professional Development Programme (Workshop 4)	27	05 days	07-04-2014 to 11-04-2014
16	Training of Master Trainers of Physical Education Teachers (PET) for induction training of newly recruited PETs in districts	27	03 days	21-04-2014 to 23-04-2014
17	Induction training of Dy. DEOs & Senior Headmistress	48	04 weeks	24-04-2014 to 20-05-2014
18	Promotion linked training of candidates (BS18 - BS19 Male)	77	06 weeks	26-05-2014 to 04-07-2014
19	Four weeks Induction Training of Teacher Educators & District Teacher Educators	30	04 weeks	02-06-2014 to 27-06-2014
20	Promotion linked training of officers (BS18 male)	60	06 weeks	12-06-2014 to 18-07-2014
21	Promotion linked training of officers (BS19)	48	08 weeks	12-06-2014 to 13-08-2014
22	Training of Teachers & Principals of Punjab Workers Welfare Board (PWWB) as Master Trainers	95	01 week	23-06-2014 to 28-06-2014

	Name of Training	Number of Participants	Duration	Schedule
23	Training of Subject Specialists of Punjab Education Foundation	31	01 week	07-07-2014 to 18-07-2014
24	Training of teachers of Thal Public School, Khushab	30	08 days	04-08-2014 to 10-08-2014
25	Induction training of newly recruited Subject Specialists in the subjects of Biology, Chemistry, Mathematics & English (Batch-V)	99	04 weeks	04-08-2014 to 30-08-2014
26	Promotion linked training of teachers of BS18 (female)	44	06 weeks	04-08-2014 to 12-09-2014
27	Promotion linked training of Senior Headmasters/Headmistress/Senior Subject Specialists of BS-18 working on acting charge basis (Batch-I)	82	04 weeks	04-08-2014 to 30-08-2014
28	Induction Training of newly recruited SS/SSS (BS17 & BS18)	113	04 weeks	04-08-2014 to 30-08-2014
29	Induction training of newly recruited DTEs	110	02 weeks	25-08-2014 to 05-09-2014
30	Induction Training of newly recruited Dy. DEOs / Sr. Headmasters(Male- BS18)	77	04 weeks	01-09-2014 to 26-09-2014
31	Induction re-training of newly recruited Educators	63	02 weeks	15-09-2014 to 27-09-2014
32	Induction training of newly recruited Subject Specialists in the Subjects of History/Pak Studies, Urdu, Biology & English (Batch-VI)	78	04 weeks	15-09-2014 to 15-10-2014
33	Induction Training of newly recruited SS/SSS in the subjects of Urdu (39), History/Pak Studies (22), and English (21)	80	04 weeks	29-09-2014 to 07-11-2014
34	Promotion linked training of teachers of BS18 (male)	47	06 weeks	29-09-2014 to 07-11-2014
35	Training of newly selected DTSC Heads	14	02 weeks	27-10-2014 to 08-11-2014
36	Training of Master Trainers for training of Caregivers on ECE at DTSCs	33	02 days	28-10-2014 to 29-10-2014
37	Promotion linked training of Senior Headmasters /Headmistress /Senior Subject Specialists of BS18 working on acting charge	144	04 weeks	10-11-2014 to 05-12-2014

	Name of Training	Number of Participants	Duration	Schedule
	basis (Batch-II)			
38	Promotion linked training of officers (BS19 - male & female)	29	08 weeks	10-11-2014 to 02-01-2015
39	Promotion linked training of Senior Headmasters/Headmistress/Senior Subject Specialists of BS18 working on acting charge basis (Batch-III)	30	04 weeks	08-12-2014 to 02-01-2015
40	Induction Training of newly recruited SS/SSS (minorities/ reserved/disabled quota) in the subjects Urdu, English, Pak Studies/History	30	04 weeks	15-12-2014 to 09-01-2015
41	Promotion linked training of Senior Headmasters/Headmistress/Senior Subject Specialists of BS18 working on acting charge basis (Batch-IV)	81	04 weeks	12-01-2015 to 06-02-2015
(B) IN FIELD				
3	Training of newly recruited DTEs at 08 Divisional Headquarters and 05 Districts DTSCs (RY Khan, Khanewal, Bahawalnagar, Jhang & Muzaffargarh)	928	04 weeks	17-02-2014 to 14-03-2014
40	Training of DTEs on content at DTSCs	3000	04 weeks	03-03-2014 to 29-03-2014
1	Induction Training of newly recruited ESE, SESE and SSE in districts (DTSCs) and tehsils (CTSCs)	11,997	04 weeks	Batch I: 14-04-2014 to 10-05-2014 Batch II: 21-04-2014 to 17-05-2014
37	One day orientation workshop of EDOs, DEOs, Dy DEOs and AEOs on ECE • Gujranwala: 175 participants • Sahiwal: 63 participants • Rawalpindi: 125 participants • Sargodha: 99 participants • Lahore: 127 participants	1004	01 day	 07-05-2014 12-05-2014 13-05-2014 15-05-2014 17-05-2014

	Name of Training	Number of Participants	Duration	Schedule
	• Multan: 106 participants			28-05-2014
	• DG Khan: 85 participants			29-05-2014
	• Bahawalpur: 117 participants			30-05-2014
	• Faisalabad: 107 participants			02-06-2014
38	One day orientation workshop of School Council of concerned ECE Schools at District Level	2762	01 day	Batch I: 27-05-2014 (909 trainees) Batch II: 28-05-2014 (937 trainees) Batch III: 29-05-2014 (916 trainees)
4	Training of PSTs (diagnostic training) on Content and Pedagogy at Tehsil CTSCs (class size = 40)	9,856	04 weeks	02-06-2014 to 28-06-2014
34	Training of PSTs (Specialized Training) on Content/Curriculum/Lesson Plan at districts DTSCs (class size = 40)	3,240	04 weeks	02-06-2014 to 28-06-2014
45	Training of PSTs of Child Protection & Welfare Bureau at different DTSCs	13	04 weeks	02-06-2014 to 28-06-2014
42	Induction training of newly recruited DTEs at DTSC Rawalpindi, DTSC Multan and DTSC Layyah	86	04 weeks	02-06-2014 to 28-06-2014
2	Training of DTEs on "Inclusive Education and Health & Hygiene" at Divisional level DTSCs"	365	04 days	09-06-2014 to 12-06-2014
35	Training of PSTs on Leadership at DTSCs	5,310	02 weeks	04-08-2014 to 16-08-2014
36	Promotion Linked Training of SSTs (BS16) at selected DTSCs	779	04 weeks	04-08-2014 to 30-08-2014
39	Training of one teachers & head teacher of concerned schools on ECE at District level in 36 districts	1976	04 days	

	Name of Training	Number of Participants	Duration	Schedule
	• Batch I: Lahore, Kasur, Nankana Sahib & Sheikhupura	212 trainees		
	• Batch II: Faisalabad, TT Singh, Jhang and Chiniot	281 trainee		
	• Batch-III: Sahiwal, Okara & Pakpattan	144 trainee		
	• Batch-IV: Gujranwala, Sargodha & Rawalpindi Divisions	707 trainees		
	• Batch-V: Multan, DG Khan & Bahawalpur Divisions	632 trainees		
41	Refresher Course for existing DTEs in 6 Districts (Kasur, Sheikkhupura, Sargodha, Mianwali, Rajanpur, RY Khan) on Child Friendly Education (CFE)	754	02 days	25-08-2014 to 26-08-2014
43	Re-Training of Educators (who have not successfully completed induction training) at DTSC Lahore/GCET Kot Lakhpat	60	02 weeks	15-09-2014 to 27-09-2014
44	Training of leftover Educators (ESEs, SESEs, SSEs of different subjects) at selected DTSCs	1638	04 weeks	10-11-2014 to 05-12-2014
46	Training of DTEs at DTSCs and CTSCs (Tehsil level) on CTSC file and Content (English, Science and Maths)	3,913	08 days	22-12-2014 to 30-12-2014

There are 29 Government Colleges for Elementary Teachers (GCETS) in Punjab under the administrative control of DSD with over 7000 enrolment of pre-service students. 22 GCETs out of these also work as District Training and Support Centres (DTSCs). Laboratory schools are also attached with each GCET with overall 25,000 enrolments from Grade I to XII.

Programs in GCETs

- ADE was phased out and 4 Years B.Ed (Honours) was rolled out with self sustainable initiative.

- Upscale B.Ed ECE, B.ED Secondary, in all GCETs

- Initiated B.Ed (In-Service) in all GCETs

- Enrolment enhanced to 7000

- Scope of affiliation increased to 7 Universities (Punjab University, University of Education, Govt. College University Faisalabad, University of Gujrat, Bahauddin Zakariya University, Fatima Jinnah Women University).

Capacity Building

- Induction training conducted at DSD for newly selected Principals of GCETs

- In-house and cluster level trainings were conducted for the launching of B.Ed (Honours) in GCETs by DSD without financial implication.

- Information Technology training of lab school teachers in collaboration with INTEL Education

- Information Technology training of Pilot Secondary School faculty at DSD

Results of Pre-Service and Lab School Grade 5th & 8th

- Average Result (B.Ed) = 88%

- Average Result (M.Ed) = 90%

- Pass %age of Grade-5 = 91%

- Pass %age of Grade-8 = 90%

The Research and Development Wing of DSD carried out the following professional development activities for public school teachers.

	Objectives	Execution
1	To plan and manage field trainings	1. Conducted 3 days specific need-based training for 180,000 Teachers through PD Days 2. Conducted promotion linked training of 1079 Head Teachers and Subject Specialists. 3. Conducted induction training of 22439 Educators of 9 categories all over the Punjab. 4. Conducted Division-wise training 2056 newly recruited Educators who received Orders late. 5. Conducted diagnostic training of 12352 teachers at Tehsil level. 6. Conducted specialized training of 4357 teachers at District level. 7. Conducted training of 14 dedicated DTSC Heads. 8. Planned trainings including Training of PSTs in field, all induction level trainings, promotion linked trainings and trainings of MTs for field training.
3	To conduct assessment of Grade-III to Grade-V students and mentoring of Grade-I to Grade-V teachers	1. Assessed 152,000 teachers. 2. Conducted on-the-job training/mentoring of 140,000 teachers.
4	To coordinate with donors regarding Continuous Professional Development (CPD) issues and new initiatives	1. Coordinated with donors like Tele Taleem, SAHE, giz, PITB, etc. regarding CPD and other research related issues. 2. Signed MOU with Tele Taleem and SAHE. 3. Coordinated with giz for the establishment of resource centres in 8 districts (Lahore, Okara, Khushab, Sheikhupura, Kasur, Nankana Sahib, Vehari, and TT Singh). 4. Started pilot activity of Learning Boost programme supporting Tele Taleem for the pilot activity in 3 districts (Sheikhupura, Vehari and MB Din). 5. Started pilot activity of EDMS in support of Tele Taleem in District Sheikhupura. 6. Piloted activity regarding collection of data on tabs with support of PITB in six districts (Sheikhupura, Bahawalpur, Khushab, Layyah, Rajanpur and Sahiwal). 7. Piloted activity of double mentoring in collaboration with CM

		Road Map team in 5 districts (Bahawalpur, Khushab, Rajanpur, Sahiwal, and Sheikhupra).
7	To plan and implement new strategies for quality education in field	1. Completed activity in 11033 DLI Schools, identified in all districts which needed to be focused.

Continuous Professional Development – Regional Programme Management

The Regional Programme Manager Wing of DSD caters for the Continuous Professional Development of Primary School Teachers of the province through a network of field force of Regional Programme Managers, Teacher Educators and District Teacher Educators.

Recruitment

- Selection of Regional Programme Manager in Bahawalpur and Faisalabad region through search committee chaired by Secretary School Education

- Selection of DTSC Heads in Khanewal, Islamabad, Okara, Chiniot, Bahawalnagar, Chakwal, Jhelum, Narowal through search committee chaired by Secretary School Education

- Selection of Teacher Educators in 11 districts in December 2014

- Selection of District Teacher Educators in 27 districts in August 2014

- Selection non-gazetted staff in 33 district in June 2014

- Contract extension of non-gazetted staff in 30 districts in October 2014

Capacity Building at Tehsil Level

- Monitoring of Professional Development Days of DTEs at concerned DTSCs on monthly basis

- Monitoring of Professional Development Days of PSTs at concerned CTSCs on monthly basis

Quality Assurance

- Repatriation of DTEs on performance basis

- Monitoring visits of DSD officers for field trainings and monthly activities at DTSCs and CTSCS

- Telephonic monitoring of DTSC Heads, TEs, DTEs and CTSC Heads visits to their target schools

- Planning and implementation of new timetable for Grade 1 to 3 in all public schools

- Meeting of DTEs at Tehsil level on weekly basis after Juma prayer without wasting school time

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- Planning and implementation of Pre-PEC exams 2014 in all over the Punjab

- 22 Principals of GCETs and 14 Principals / Senior Head Teacher of Schools were declared dedicated DTSC Heads while the other responsibilities of GCETs and Schools were shifted to the Vice Principal of GCETs and Deputy Headmaster of Schools.

- Establishment of resource centers at DTSCs Lahore, Faisalabad, Ghakhar, Sahiwal and Bahawalpur with latest technology i.e. UPS, Computer Systems, Multimedia, Webcams, Sound Systems, Computer Tables and Chairs, Book Shelf with 150 books and CDs in collaboration with British Council

Development of Teachers' Resource Material in 2013-2014

Material Development Wing developed the following material during 2014 (the list excludes the training work plans, pre-tests & post-tests for all the in-house & field trainings).

	Title of the Material	No(s)
1.	Revised Module on Concepts and Techniques for teachers and trainers	01
2.	Resource Book for Educational Management	01
3.	Guidebook for District Teacher Educators	01
4.	Guidebook for the Heads of Cluster Training and Support Centres (CTSCs)	01
5.	Lesson Plans and Demonstration Activities for CLIL (Content and Language Integrated Learning) in collaboration with British Council	01
6.	Grade 1 Textbook and Teachers' Guide for English in collaboration with Punjab Curriculum and Textbook Board (PCTB)	02
7.	Guidebook for the Training on Equitable Access in collaboration with UNICEF	01
8.	Disaster Risk Reduction Module in collaboration with UNICEF	01
9.	Training Manual for the Heads of District Training and Support Centres (DTSCs)	01
10.	Pre-PEC papers for Grade-V students of low performing schools of the province	01
11.	Training Manual for Induction training of Teacher Educators	01
12.	Revision of the Primary Teachers' Guides (English, Maths, Science)	12

Quality Assurance of Professional Development Programs

DSD is an ISO 9001:2008 certified organization. The Quality Assurance Wing DSD facilitates and monitors the quality of every aspect of the training programs and courses.

Objectives of Quality Assurance Wing

- To define standards, parameters and SOPs for all activities in context of quality trainings for professional development of educational personnel to ensure the delivery of quality education in Govt. Schools of Punjab
- To support training wings of DSD by giving feedback through evaluation reports so that they may improve their activities
- To enable the authority to take information-based decisions

Major activities carried out by Quality Assurance Wing

i. Performance Evaluation Tools for trainees, trainers and trainings were revised and modified.
ii. Training qualifying criteria was notified for promotion- linked and induction level trainings in field and DSD
iii. Monitoring and Evaluation of all training activities was carried out by using the revised evaluation tools and the collected data was compiled to evaluate and analyze the strengths and grey areas of trainings.
iv. Reports of all trainings conducted during respective quarters were compiled to generate quarterly reports.
v. Quarterly reports (Quarter-I, II, II, IV) were compiled to generate annual consolidated report-2014 to identify issues and progress in all parameters.
vi. Management Review meetings of trainings were held to address the identified issues and loopholes for further improvement.
vii. Internal audit of management processes was successfully accomplished to assess the compliance of Quality System Manual which is essential for ISO re-certification.
viii. All documents required for external re-certification audit (2015-2018) were prepared.
ix. Standard Operating Procedures (SOPs) were developed for different training activities.
x. New potential resource persons were selected and added in existing pool of trainers.
xi. Miscellaneous activities like item development and quality drive etc. were monitored.

Establishment of Early Childhood Education Rooms

DSD has developed 1225 ECE Rooms in 36 Districts of Punjab with the cost of Rs.192 millions.

Initial Comparison of Students' enrollment before & after ECE initiative in Punjab

	Division	Nursery enrollment before establishment of ECE rooms MAY, 2014	Nursery enrollment after establishment of ECE rooms MARCH, 2015	Increase in enrollment (percentage)
1	Rawalpindi	4276	5073	15.71%
2	Gujranwala	9403	12116	22.39%
3	Bahawalpur	9030	10043	10.09%
4	Multan	8084	10566	23.49%
5	Sahiwal	5316	6347	16.24%
6	D.G.Khan	5844	8132	28.14%
7	Sargodha	5020	5935	15.42%
8	Faisalabad	10644	12233	12.99%
9	Lahore	7670	8326	7.88%
Grand Total		**65287**	**78771**	**17.12%**

Establishment of Day Care Center

Under the policy initiatives of the Punjab Government for women empowerment, Women Development Department (WDD) through Punjab Day Care Fund (PDCF) Society, invited proposals to establish Day Care Center (DCC) in educational and other institutions where females are working. DSD submitted a proposal worth Rs.1, 626,000 fund sharing basis. The proposal was approved by the WDD. DSD earmarked a hall and its adjacent area for this centre. Purchases are in the final stages which are being done under PPRA rules. It is expected that the centre will be fully functional in May 2015. About 25 children will be benefiting with this establishment. It was required to cater the needs of mothers of small kids, who are coming to attend training from all over the Punjab. In addition, DSD also have 15 female members working here.

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The funding for the establishment is being used. From the next years recurring cost is to be borne by DSD. The DCC will have play and study areas, feeding, and rest space/area for infants/ toddlers, and preschool going age kids. Curriculum for preschool children will also be used for productive use of time. Initially, this centre will cater for the requirements of 10 to15 kids.

It is hoped that the centre will be officially inaugurated in the 2nd week of May 2015 by the honourable Minister Education, Punjab. Secretary Schools and Secretary Women Development Department will also accompany the Minister.

Online Coordination among various stakeholders

DSD has a well-equipped Data Base Center which hosts online information management systems for real time guidance to the teaching community all over the province. The following are the major activities carried out by the Data Base Center.

Online CPD Management System (Online DTE Plan, Mentoring, Assessment)

- CPD Management System is based on information provided by the field staff that includes DTEs, TEs, CTSC Heads and DTSC Heads.

- CPD Management System contains the complete profile information of PSTs and the field staff.

- Online performa has been designed to facilitate the collection and dissemination of Assessment and Mentoring information by DTEs.

- Complete CTSC and staff information can be viewed by search or by hierarchical manner.

- Online plan can also be generated for DTEs assessment and mentoring.

Usage of TABLETS with the collaboration of Punjab Information Technology Board (PITB)

- CPD management system is further enhanced with the collaboration of PITB.

- Android based performa has been designed to facilitate DTEs and TEs with the help of android tablet. In this way, information handling has been made quick and optimized.

- Graphical view has been presented at DTE portal to view their visits and teachers' performance etc.

Online GCET Attendance

- GCETs and their attached lab schools data have been integrated to DSD Web Portal.

- They have access to add their complete staff information and their daily attendance sheet.

- Further reporting has been done where they can view GCETs details, staff information and attendance record.

Online Training System (training center wise, designation wise, gender wise, district wise)

- DSD core program 'Training' has been computerized and globally accessible to all stakeholders.

- Training module contains complete information of training center, training type, training duration and number of staff that has been trained by particular training.

- Complete reporting module has been designed where one can find all basic filters for training search like designation wise, district wise etc.

Mobile Application for CPD Assistance

- Mobile application was designed to get CPD information using android mobile.

- This program was initiated by core DSD, Data Base Center team. Idea was further expanded and refined by PITB in the form of Android TABLETS.

DSD's Professional Discussion Forum

- Data base center developed a Google+ community page as "Directorate of Staff Development". It is for professional discussion among the teacher and trainer community of the province. It has also been linked with the requirement to follow up on the training events conducted in DSD and in field. The users / members of this community page extend help to their colleagues in capacity building and clarifying their professional questions.

New Initiative

File Tracking System (FTS) is a user friendly barcode-based tracking system. FTS features include:

- Comprehensive File Search Facilities

- Full File Transaction Reporting

- Password Security

- Networkable

- User History

- Barcode Print Generator

An operator can transfer a file to his/her own location by simply scanning the barcode on the file. No keyboard strokes are necessary.

- 573 purchased books (2014) were processed technically (accessioning, classification, cataloging, labeling and data entry in library software).

- Proceeding of 479 books gifted by British council

- Proceeding of 660 thesis and 850 reports

- Provision of user's services to accomplish their presentations, assignments, book review, simulations and syndicate work

- Orientations and presentations for the new trainees

New Initiatives in 2013-2014

Training Contents and Methodology

1. Training of DSD faculty

2. Promotion linked trainings (all levels) of teachers and educational managers

3. Allotment of different project works to the trainees

4. Compulsory component of school safety & rescue in all trainings

5. Computer applications tests of trainees

6. Project for improvement of Govt. Pilot Secondary School using available resources

7. Trainees' portfolio preparation

8. On job school based training on pedagogy & content in adopted school

Government Colleges of Elementary Teachers

1. Posting of Principals / DTSC Heads in 15 GCETs

2. Establishment of resource rooms and science labs in GCETs with support of CIDA

3. Provision of science equipment and up-gradation of science labs to graduation level with support of CIDA

4. GCETs Principals declared as dedicated DTSC Heads and Vice Principals as functional Principals

5. Orientation of Principals, Vice Principals / Deputy Heads on new roles & responsibilities after the notification

6. Selection of Vice Principals through designated committee after declaration of Vice Principals as a functional Principals

7. Remedial / extra coaching classes are implemented in 30 laboratory schools attached with GCETs and DSD to improve the PEC result of 5th and 8th classes for academic year 2014-15

8. Development of resource centers with support of British Council

Other Initiatives

- Strong collaboration with universities and DSD-Universities coordination meetings

- Efforts for alignment of pre-service Program with recruitment policy

- Search committee notified for the selection of Principals

- Govt. Pilot School declared as Lab school of DSD

- Merger of GCETs for cost effectiveness

- On-line short courses in collaboration with INTEL Education on Educational Leadership and Management

- Installation of biometric system in all GCETs

- Rigorous implementation of Zero Erratic Policy

- Development plan in 17 GCETs

Lab Schools

1. Remedial/extra coaching classes were implemented in 29 laboratory schools attached with GCETs and DSD to improve the PEC result of 5th and 8th classes.

2. Pre-PEC examination was conducted in all lab schools attached with GCETs

3. Zero periods were conducted for slow learners.

4. Subject Specialists were deputed for classroom teaching and mentoring of lab school teachers.

Material Development

1. Representing the Education Department of the Punjab for the review of National Education Policy under Ministry of Federal Education and Professional Training (MoFEPT)

2. Representing the Education Department of the Punjab in the National Curriculum Council under Ministry of Federal Education and Professional Training (MoFEPT)

3. Collaboration with PCTB for the development of Grade I-V textbooks and Teachers' Guides

4. Development of Notes for teachers on the topics of various subjects of Grade I-V

Administration & Finance matters

1. Fresh SNE worth Rs. 659 million approved by Finance Department for effective implementation of CPD Programme in the field. This includes creation of 4 posts of RPMs, and 12 posts of Junior Clerks, drivers and Naib Qasids.

2. Women hostel worth Rs.102.00 million is under construction in DSD with financial support of PCDSP.

3. New tube-well installed in DSD campus at cost of Rs.7.00 million

4. Multipurpose hall renovated with the financial support of PCDSP at cost of Rs. 2.7 million

5. Computer labs are being renovated at total cost of Rs.1.8 million with the financial support of Sight Savers

6. ECE project launched at total cost of Rs. 192 million, established ECE Rooms in 1200 schools

DSD Library

1. Reference and information services through email group dsdlibrary@gmail.com

2. Establishment of course reserve shelves for the training participants

3. Organized a book fair on April 07-08, 2015 for the selection of books according to the needs of Library users

4. Up-gradation of digital library with 12,374 books and catalogue

5. Revalidation of keywords (Title, Author, and Classification Number) of books in library software. 15,000 books have been revalidated successfully in Library management software.

6. Preparation of SOPs for DSD library