

DFA/4443954

**PROCEEDINGS OF THE STATE PROJECT DIRECTOR  
SAMAGRA SHIKSHA, ANDHRA PRADESH  
Present: -Sri B.Srinivasa Rao.,IAS**

RC. NO. SS-15023/40/2024-SAMO-SSA, Dated: 19/09/2024

Sub: Dept of school Education- Samagra Shiksha , AP- SALT - Roll out of Training Need Analysis (TNA) to Teachers for 2024-25 - certain instructions- Issued= Reg.

1.AP SALT Project, Andhra Pradesh[G.O.Ms.No.4, School Education(Prog.II),  
Read: 30th January, 2022]  
2. Mail from LFE on 12/09/2024

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O R D E R :

All the Regional Joint Directors of School Education, District Educational Officers and Additional Project Coordinators of Samagra Shiksha in the state are invited to the subject cited, in accordance with the provisions of the National Education Policy 2020 for fulfilling needs-based training of teachers, School Education dept is conducting the exercise to understand the '**Teacher Training Need Analysis**' (TNA) to facilitate the continuous professional development of teachers under the SALT Project. To develop need-based courses to enhance teaching practices, learning outcomes, and overall school management across the state, this exercise aims to collect the training requirements of our teachers in 2 phases.

In the first phase, all Complex HMs are required to fill the survey form based on the **focus group discussions (FGD)**. In the second phase, all teachers in the state are required to fill the survey form.

**Phase 1:** Complex Headmasters (HMs) are instructed to conduct a school meeting comprising 50% teachers from primary and 50% teachers from secondary

The following actions are to be taken without exception by the Complex Headmasters (HMs):

1. Attend the online orientation session to be conducted between 24th to 26th September 2024 over Webex or other online platforms. Online orientation will be conducted in 3-4 batches per district.

2. Post the orientation, conduct a focus group discussion (FGD) in the complex school. This FGD should be attended by 50% of teachers from High school and 50% of teachers from Primary school. Teachers from High school should include all subject teachers.
3. Facilitate the FGD by taking responses from all teachers who are part of the discussion in accordance with the formats and information provided during the orientation.
4. Survey CTO is the name of the form that will be used for taking responses. All the responses should be entered into the Survey CTO form. The form, containing specific questions, must be filled out in English by October 3rd, 2024. Complex HMs will be responsible to ensure only 1 form submission is coming from each complex after the discussion.

SCTO form link - [https://lfenew.surveyccto.com/collect/tna\\_new\\_p\\_l?caseid=](https://lfenew.surveyccto.com/collect/tna_new_p_l?caseid=)

5. The above form needs to be submitted along with the group photo with the participant, on the same day of the meeting.

TNA Implementation(24-25)	Timeline
State level TNA online orientation to AMOs and LFE ICs	20 <sup>th</sup> September 2024
District level online orientation to complex HMs by AMOs and LFE ICs	24 <sup>th</sup> to 26 <sup>th</sup> September 2024
School complex level FGD with teachers and to submit survey CTO form by complex HM	27 <sup>th</sup> September to 3 <sup>rd</sup> October 2024

**Phase 2:**

1. In this phase, a survey will be rolled out to **all teachers** of the state listing different courses based on the first phase of TNA at complex level and classroom based assessment (CBA) student scores across the state. Each teacher would be asked to give their preference on the courses they are interested to take part in.
2. Complex HM is expected to **orient teachers and support them** in completing the survey.
3. The platform for this survey is based on the recommendation of the state will be communicated. Last year, the survey was done using **Swiftchat**.

Therefore, the Regional Joint Directors of School Education, District

Educational Officers and Additional Project Coordinator's of Samagra Shiksha in the state are instructed to issue the necessary orders to all the Deputy Educational Officers (DyEOs), Academic Monitoring Officers (AMOs), Mandal Educational Officers (MEOs), Complex HMs and Headmasters (HMs) to ensure the seamless execution of this survey. Please ensure that the TNA Survey is submitted by 100% of participants within the given timeline.

Encls: Annexure

B Srinivasa Rao I A S  
State Project Director  
Samagra Shiksha

To

The Director SCERT, Andhra Pradesh for taking further necessary action.  
The Regional Joint Directors of School Education, Andhra Pradesh  
The District Educational Officers in the State.  
The Additional Project Coordinators of Samagra Shiksha in the state.  
The Manager, LFE, SALT Building

Copy Submitted to the Secretary to Govt, School Education Department, AP Secretariat, Velagapudi, Andhra Pradesh for favor of information.

Copy submitted to the Director of School Education, Mangalagiri Andhra Pradesh for favor of information.

## **ANNEXURE:**

### **Guidelines for TNA 2024-25**

Guidelines to complex HMs on TNA first phase:

1. Go through the framing of the meeting and Focus Group Discussion questions in detail.
2. Ensure all teachers were given prior information about the meeting and allocate 2 hours for the FGD.
3. Take a printout of the questionnaire sheet to take it along with you to the interview.
4. Group size should be between 8 to 12 teachers with a combination of primary and secondary teachers.
5. Ideally the group should be seated in a circle so that everyone can see each other. Nominate one teacher as a note-taker.
6. Encourage all teachers to participate in the discussion.
7. During the discussion, ask follow-up questions and probing questions to get more information if required.
8. Towards the end of the discussion, summarize in brief. Thank all the participants for their valuable responses.
9. Take a group photo at the end.
10. All the responses should be submitted in the Survey CTO form.