

## Stakeholders meeting :

District level steering committee consisting of the District Collector (chairman), COP / SP (member) and DEO / Dy. Ins. of schools (member) will convene a meeting with the following stakeholder departments at least once in 6 months to assess the involvement and contribution of each department in implementation of the SPC program.

- Police
- Education department
- Transport department
- Forest department
- Pollution control
- Corporation, municipal and panchayat administration
- Enforcement wing & NIBCID
- Other agencies & organizations such as national rural health mission, department of youth affairs and sports etc.,

## V. Records to be maintained

### (i) At school level :

1. Visitors book
2. Minutes of meetings
3. Bank account passbooks
4. Cashbooks
5. Bio data of CPOs, ACPOs, and SPC cadets
6. Proceedings of the School Advisory Committee
7. Details of Drill Inspectors
8. Outdoor Registers
9. Indoor Registers
10. Field Visit Registers
11. Journal for CPO, ACPO, and Cadets
12. Monthly Assessment Register
13. Performance Register
14. Attendance Register

**The Nodal officer shall visit the schools in the district and check with each school whether all these registers are maintained in order. The nodal officers should ensure the records are opened.**

