



**SECRETARÍA DE EDUCACIÓN PÚBLICA SUBSECRETARÍA DE EDUCACIÓN SUPERIOR**

**DIRECCIÓN GENERAL DE EDUCACIÓN SUPERIOR UNIVERSITARIA**

**PROGRAMA PARA EL DESARROLLO PROFESIONAL DOCENTE, PARA EL TIPO SUPERIOR**

**PROGRAMA INSTITUCIONAL DE DIFUSIÓN DE CONTRALORÍA SOCIAL 2017**

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| **Actividades de promoción y seguimiento de Contraloría Social** | | | **Responsable de cada actividad** | | **Unidad de**  **Medida** | | **Meta de cada Actividad** | | **Calendarización para la Ejecución de las Actividades** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **ENERO** | | | | | | | | | **FEBRERO** | | | | | | | | | **MARZO** | | | | | | | | | **ABRIL** | | | | | | | | | | **MAYO** | | | | | | | | | **JUNIO** | | | | | | | | | | **JULIO** | | | | | | | | | **AGOSTO** | | | | | | | | | **SEPTIEMBRE** | | | | | | | | | | **OCTUBRE** | | | | | | | | | **NOVIEMBRE** | | | | | | | | | **DICIEMBRE** | | | | | | | | | |
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| **1. PLANEACIÓN** | | | | | | | | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | |
| **1** | | **Nombrar o ratificar al responsable de las actividades de contraloría social, en su caso actualizar sus datos** | **Titular de la IES** | | **Oficio de nombramiento** | | **1** | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | |
| **2** | | **Establecer la coordinación con el PRODEP para acordar lo referente a la contraloría social** | **Responsable de**  **Contraloría Social** | | **Actividad** | | **1** | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | |
| **3** | | **Elaborar el Programa Institucional de Difusión de Contraloría Social (PIDCS), remitirlo al PRODEP para su aprobación y capturarlo en el sistema informático de contraloría social de la Función Pública (SICS)** | **Responsable de**  **Contraloría Social** | | **Programa Institucional de Difusión de Contraloría Social** | | **1** | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | |
| **2. PROMOCIÓN** | | | | | | | | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | |
| **1** | | **Difundir a través de la página de internet institucional la información referente a las actividades de contraloría social y de los servicios y apoyos que ofrece el Programa** | **IES** | | **Información publicada** | | **1** | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | |
| **2** | | **Difundir los formatos de las Cédulas de Vigilancia y del Informe**  **Anual del Comité a través de la página de Internet Institucional** | **IES** | | **Formatos de Cédula de Vigilancia e Informe Anual del Comité** | | **1** | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | |
| **3** | | **Proporcionar la asesoría en materia de contraloría social a los beneficiarios del Programa** | **Responsable de**  **Contraloría Social** | | **Asesoría** | | **XX indicar la cantidad** | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | |
| **4** | | **Constituir y capacitar a integrantes de Comités de Contraloría**  **Social** | **Responsable de Contraloría Social de las IES** | | **Comités** | | **XX indicar la cantidad** | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | |
| **5** | | **Registrar en el SICS los Comités de Contraloría Social constituidos** | **Responsable de Contraloría Social de las IES** | | **Acta de registro de Comité** | | **XX indicar la cantidad** | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | |
| **6** | | **Realizar reuniones con los beneficiarios y Comités de Contraloría Social para proporcionar asesoría por parte de las Ejecutoras y registrar minutas en el SICS** | **Responsable de Contraloría Social de las IES** | | **Minutas** | | **XX indicar la cantidad** | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | |
| **3 SEGUIMIENTO** | | | | | | | | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | |
| **1** | | **Capturar en el SICS las actividades de promoción de contraloría social (trimestral)** | **Responsable de**  **Contraloría Social** | | **Información capturada** | | **1** | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | |
| **2** | | **Captura de las cédulas de vigilancia en el SICS (Trimestral)** | **Responsable de Contraloría Social de las IES** | | **Cédulas e capturadas** | | **XX indicar la cantidad** | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | |
| **3** | | **Captura del informe final de las actividades de contraloría social en el SICS** | **Responsable de Contraloría Social de las IES** | | **Informe capturado** | | **XX indicar la cantidad** | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | |
| **4** | | **Recibir, atender o canalizar las quejas y denuncias presentadas** | **Responsable de**  **Contraloría Social** | | **Queja o denuncia presentada** | | **XX indicar la cantidad** | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | |
| **5** | | **Realizar informe sobre las quejas o denuncias presentadas** | **Responsable de**  **Contraloría Social** | | **Informe Anual** | | **1** | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | |
| **6** | | **Analizar los resultados de la contraloría social y plantear acciones de mejora** | **Responsable de**  **Contraloría Social** | | **Informe** | | **1** | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | |
| **7** | | **Elaborar un informe sobre la asesoría y difusión de la contraloría social realizadas** | **Responsable de**  **Contraloría Social** | | **Informe** | | **1** | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | |

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**ANEXO 4**

**Nombre**

**Responsable de Contraloría Social**

**IES**