

## Organization, Functions and Duties

### [Section 4(1) (b) (i)]

2.1 Particulars of the organisation, function and duties:

NAME OF ORGANISATION:	DEPARTMENT OF HUMAN RESOURCE DEVELOPMENT
ADDRESS:	DEPARTMENT OF HRD, GOVERNMENT OF SIKKIM, TASHILING SECRETARIAT, GANGTOK – 737101
TELEPHONE:	03592 - 202651 / 202213 / 202236
WORKING HOURS:	10 am – 4 pm MONDAY TO SATURDAY (All government offices remain closed on second Saturdays)

### OBJECTIVES OF THE DEPARTMENT

The aims and objectives of the Department of Human Resource Development are framed per the State Government and Government of India education policies. The objectives are also in consonance with the various programmes and schemes formulated both at the national and the state levels. Broadly speaking, the aims and objectives of the HRD Department are:

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- Universalisation of Education at all levels
- Reduction in the rate of school dropouts
- Free and compulsory education up to the age of 14
- Enhancing quality of education

- Greater emphasis on teachers' training and skill up-gradation
- Implementation of Adult Education, Non-Formal Education and education programmes for the physically challenged
- Strengthening Moral & Value Education
- Imbibing employable skills in the changing global scenario
- Setting up and running of technical training and craftsmen training institutes
- Establishment of higher institutions of learning
- Utmost priority on people's participation in Departmental activities at the stages of planning, implementation, monitoring and evaluation

## **FUNCTIONS AND DUTIES OF HUMAN RESOURCE DEVELOPMENT DEPARTMENT (SECTION-WISE)**

The functions and duties of the various sections of the Department have been compiled section-wise below for a better understanding of the Department's activities:

### **I) ESTABLISHMENT SECTION - I**

The Establishment Section-I deals with the following administrative matters of the Department:

1. All matters related to Higher Education.
2. Correspondence with University Grants Commission and Ministry of Human Resource Development, Government of India relating to appointment of Lecturers.
3. Promotion cases of all officers of the Department.
4. Framing of Rules and Regulation relating to appointment/policy etc.
5. Court cases pertaining to the Department.

6. Execution of role of Recruitment Cell which deals with recruitment of Group “D” employees, School Mothers & Primary Teachers, Graduate Teachers, Post Graduate Teachers, Headmasters, Principals, and Lecturers etc.
7. Monitor the Foreign Language Classes under the “Skill Development Programme for Unemployed Youth”.

## II) ESTABLISHMENT SECTION - II

The section deals with the following administrative issues:

1. All the administration matters related to teaching and non-teaching staff viz., leave, increments, advancement grade/gradation, probation crossing/confirmation of service, disciplinary cases, muster roll re-appointments, Annual Confidential Reports, casual leave records/attendance, records of seniority/nominal list of muster roll staff and other administrative cases as and when required.
2. Construction and maintenance of personal files of newly appointment regular as well as ad hoc teachers and other staff.
3. Issue Memorandum and Appointment Orders to all teaching and non-teaching staff after the recruitment procedure is completed by the Recruitment Cell of the Department.
4. Inter-District transfers and record of vacancies of all teaching and non-teaching staff.
5. Distribution of office stationery.
6. Compilation and processing of applications for ad hoc appointment to teaching and non-teaching posts.
7. Uniform and other entitled kits distribution in respect of all Group ‘D’ personnel and drivers under HRDD.
8. Miscellaneous cases like playground permission and correspondences with other departments/PSUs, MHRD, etc.

### III) PLANNING, MONITORING & EVALUATION (PME) SECTION

The PME has been assigned with the following responsibilities and duties:

1. Implementation of “Single Window Education Management Information System “ (SWEMIS)
2. Collection, compilation and analysis of statistical data pertaining to the Department.
3. Generation of statistical reports and educational indices like dropout rates, teacher-pupil ratio, failure rates, repeaters rates, percentage of schools with various facilities, different categories of manpower across parameters like community, gender, training status, etc., and enrolment of students by community, religion, residential status and gender.
4. Replies to Parliamentary Questions.
5. Joint Director has the additional duty of Nodal Officer for EDUSAT and Member Secretary at the State Level Co-ordination Committee for “Education for All”.
6. Preparation of reports on achievements of the Department during the last 30 years.
7. Preparation of Road Map for Economic Development till 2015 in the form of a project report.
8. Matters related to Information Technology services.

### IV) STATE INSTITUTE OF EDUCATION

The State Institute of Education (SIE) was established in 1978-79 as the academic wing of the Department of Human Resource Development. The primary responsibility of the SIE is to conduct in-service training to the teachers of Sikkim and conduct programmes and activities required to bring about qualitative improvement of school education at all levels. The other major responsibility of the SIE is writing of textbooks for Classes I, II and III in all subjects as per National Curriculum Framework 2005.

#### **SIE has the following Cells/Units:-**

1. Science & Mathematics
2. Social Science
3. English
4. Population Education

## FUNCTIONS

### 1. Science Cell:

- Conduct 5-day training programmes on Science with the objective of acquainting teachers with concepts and context of the new books. Introduce the latest and relevant methodology dealing with text.
- Conduct State Level Science Seminars and State Level Science Exhibitions. Prepare students to compete at the national level by creating a scientific temper among teachers and students

### 2. Mathematics Cell:

- Conduct 5-day training programme for teachers to acquaint them with modern techniques of teaching and handling mathematics effectively in the classroom.

### 3. English Cell

- Conduct 10-day training programmes for English teachers with the objective of developing professional competence of teachers and improve their own proficiency in English.

### 4. Social Science

- Conduct 5-day training programme for social science teachers to create awareness of the current changes in classroom techniques.

### 5. Population Education Cell

Implement population education programmes.

## V) DISTRICT INSTITUTE OF EDUCATION & TRAINING

The Teachers Training Institute was upgraded to District Institute of Education and Training (DIET) in 1998 in compliance with the National Policy on Education 1986. DIET continued to run the In-Service Teacher Training programme till 2003. In 2003, the National Council for Teacher Education granted recognition to DIET and the institute started to conduct Pre-Service Teacher Education (PSTE) course. The State Government has now made PSTE certificate mandatory for selection as primary teacher in government schools. The PSTE is a 2-year certificate course divided into four semesters. The sanctioned strength is 50 students per batch. Apart from the PSTE course, DIET also holds “Content Enrichment”, “Orientation” and other training programmes for in-service teachers. The duration of these training programmes depend upon the subject matter and range from one week to one month.

The Government of India has approved and sanctioned establishment of three DIETs in Sikkim. Apart from Gangtok, DIETs will also be set up in Namchi (South District) and Soreng (West District). A new DIET can be set up in a district if the district has a primary teacher population of more than 2500. District Resource Centres can be set up in districts with a primary teacher population of below 2500.

As per the national policy, DIETs have the following units:

1. PSTE – Pre-Service Teacher Education Branch
2. WE – Work Experience Branch
3. DRU – District Resource Unit
4. IFIC – In-Service Programmes Field Interaction and Innovation Coordination Branch
5. CMDE – Curriculum, Material Development and Evaluation Branch
6. ET – Educational Technology Branch
7. P&M – Planning and Management Branch

## VI) EXAMINATION SECTION

This section deals with all matters related to setting up of question papers, conduction of examinations and evaluation of papers as explained below:

1. February: Merit Scholarship for Class V at sub-divisional level – The examination is conducted at nine Sub-Divisions for the students who have stood 1st, 2nd and 3rd in Class V examination in their respective Districts. It is conducted under the supervision of Assistant Director (Sub-Division) and under the observation of respective SDM. The question papers are set by the section with the help of experts and paper assessment is done centrally by the section.
2. March-April: C.B.S.E Theory and Practical Examination – Question papers are sent by CBSE Board, New Delhi and there are 27 approved centres for this examination in the state. Answer scripts are sent to Guwahati Regional Office for evaluation. The Department appoints External Examiners for the conduction of Practical Examination in Physics, Chemistry, Biology, Geography and Vocational courses. These examiners, in consultation with the Internal Examiners set the questions and evaluate the answer scripts also and the marks are sent to the Board.

3. May-June: Common Entrance Test for selection of candidates for MBBS, B.E and other allied courses – Question papers are set by the Department with the help of external agency. The answer sheets are evaluated by the teachers and lecturers of Manipal University and merit list is drawn for seat allotment.
4. November: State Level National Talent Search for the students of Class X and Class XII – It is conducted to select 20 students each reading in Class X and Class VIII who will appear for National Level Examination for award Merit Scholarship of Government of India. For the State Level Examination, question papers are set by the section itself; however, for the National Level Examination, the question papers are sent by NCERT, New Delhi and the answer sheets are evaluated in New Delhi. This examination is conducted sometime in the month of May next year.
5. November-December: Class VIII Board and Annual Examination for other Classes (Class IV to IX) – Question papers for all these classes are prepared by the section. Evaluation of answer scripts for Class VIII is done centrally after coding the papers and results are prepared by the section. For other classes, answer papers are evaluated by the schools themselves and results are also prepared by the schools.

## VII) TRAINING SECTION

The Teacher Training Section of the Department was started in the year 2003 in order to:

1. Implement the newly initiated Departmentally sponsored B.Ed and CPE (Certificate of Primary Education) Programmes from IGNOU for untrained teachers of government schools. The objective of this was to clear the huge backlog of untrained graduate and primary teachers teaching in government schools. The section managed to enroll approximately 900 graduate and post-graduate teachers for B.Ed in four batches from IGNOU till the year 2006. The B.Ed programme for the 2006 session is still continuing. However, due to certain reasons, these programmes could not be carried out in 2007.
2. Besides the IGNOU programmes, the section also deals with Centrally Sponsored Projects on Environment Education, Orientation Programme for Teachers and other miscellaneous works like organization of District and State Level Quiz programmes, etc.

### VIII) PLANNING SECTION

The functions of the Planning Section are as under:

1. Prepare Draft Annual Plan documents on the basis of the requirements submitted by various sectional Heads and Districts
2. Allocate the Plan fund to the different Head of Accounts as per the demand for grants.
3. Monitor the entire plan expenditure.
4. Feasibility for up-gradation of different categories of schools including taking over of private schools.
5. Creation of different categories of teaching and non-teaching posts under school education as well as higher education.
6. Purchases of science equipments, furniture, typewrites, computers, cyclostyle machines, etc., as per the demand made by the Sectional Heads and the schools subject to budget provisions.

### IX) LANGUAGE SECTION

At present, there are 11 languages being directly dealt with by this section including Nepali, Bhutia, Lepcha and Limboo languages. The section monitors the proper functioning and development activities of all the national and regional languages recognized by the state government as under:

1. Constitute committees of language experts of all languages.
2. Review of language textbooks.
3. Matters relating to promotion and development of local languages.
4. Appointment, transfer and promotion of language teachers.
5. Training of language teachers.
6. Literary association matters.
7. Inspection and supervision of schools relating to language development.
8. Preparation of language textbooks for printing and publications.

9. Preparation of syllabus and courses and setting of question papers in local languages for classes IV to XII (both for Sikkim Junior Secondary School Level and CBSE Board Examination).
10. Preparation of teaching-learning materials in local languages for formal and non-formal education.
11. Development of textbooks in local language from pre-primary to senior secondary level.

### **X) MID-DAY MEAL SECTION**

Under the Mid-Day Meal scheme, 909 schools (780 Government Schools, 79 Monastic Schools, 12 Sanskrit Pathshalas and 38 EGS centres) are being covered and from July 2007 onwards, mid-day meals are being served on all school working days unlike 4 days mid-day meal service of previous years.

As per the Central Government norms, only classes I to V have to be included in the scheme. However, in the state of Sikkim, since pre-primary classes are attached to all schools, the children of pre-primary classes are also served the mid-day meals.

Rice is supplied free of cost by the Central Government @ 100 gm/child/ on school days as per the enrolment and number of working days in an academic session. The food grains are supplied by the FCI (Food Corporation of India) to the principal distribution centres. Sikkim has two Principal Distribution Centres (PDCs) - one at Jorethang for South and West Districts and the other at Rangpo for East and North Districts. The District offices of the department lift the rice and distribute them to the schools. In East District, a private agency has been given the responsibility of lifting and distributing the same. The District Collector of each District checks proper implementation of the mid-day meal programme.

Implementation of cooked mid-day meal is handled by the School Managing Committee (SMC). The SMC engages a local resident as a cook for cooking the meals. The wage of the cook is managed from within the cooking cost @ Rs. 3.05/child/day.

### **XI) TEXTBOOK SECTION**

The Text Book Unit (TBU) of the Department implements various beneficial schemes like supply of textbooks and exercise copies and school uniforms to government school students. These schemes have been operational and are in existence for the last many years.

The Department had been earlier supplying all prescribed textbooks to all the students studying in government schools from pre-primary to Class XII since 1985. However, the scheme was more focused to cover the students of only pre-primary to class V since the year 2000; the students from class VI to XII are required to purchase these

books from the Department at 50% of the actual rates since 2000. Free distribution of exercise books is restricted up to Class V.

From the academic session 2005, the benefit of pullover has been extended to all the students of government schools from pre-primary to Class V. Further, the government has decided to provide raincoats and school bags to these students from the year 2005-2006. Thus, under the uniform scheme, shirts and pants for boys and shirts, skirts/tunics for girls are provided annually and pullovers, schoolbags and raincoats are provided biennially.

## **XII) VOCATIONAL SECTION**

The implementation of Vocational Education as a stream at +2 levels in 40 Senior Secondary Schools in Sikkim was initiated with effect from February 2004 with the fund received from MHRD, New Delhi. The vocational education programme in Sikkim is currently running on its fourth academic year 2007 and is funded on sharing basis by the Government of India and the State Government.

The following vocational streams/trades are approved and examination & certification are being governed by the Central Board of Secondary Education, New Delhi:

1. Horticulture
2. Dairying
3. Automobile Technology
4. I. T Application
5. Travel & Tourism Management
6. Hotel Management & Catering Technology
7. Office Secretary
8. Poultry Farming
9. Photography is on due process of being approved by CBSE, New Delhi. Local handicraft is also offered but only as an additional subject.

### **XIII) SCHOLARSHIP SECTION**

This section looks after the following functions:

1. Allotment of state quota seats for pursuing higher education. Allotment of seats is done as per the inter-se merit list of the CET examination conducted by the department and as per the reservation policy of the state government.
2. Award of Merit and Prerna (Girls) Scholarships to students of Class VI to XII.
3. Award of scholarship to merit students of National Talent Search (State Level Examination).
4. Award of financial assistance to Sikkimese students studying in Regional Medical Colleges and Sainik School, Goalpara, Assam.
5. Reimbursement of fees incurred by destitute home in Chakung/West Sikkim.
6. Award of financial assistance to Below Poverty Line (BPL) students of Government Degree Colleges of Sikkim.
7. Award of financial support and book grant to students for higher professional courses under NEC.
8. Award of scholarship (CSS) to students of non-Hindi speaking state – for implementation, thereof.

### **XIV) SARVA SHIKSHA ABHIYAN (SSA)**

Sarva Shiksha Abhiyan is to provide useful and relevant elementary education for all children in the 6 to 14 age group by 2010. There is also another goal to bridge social, regional and gender gaps, with active participation of the community in the management of schools.

#### **Objectives of Sarva Shiksha Abhiyan:**

1. All children in school, Education Guarantee Centre, Alternate school, Back to School Camp by 2003.
2. All children complete five years of primary schooling by 2007
3. All children complete eight years of elementary schooling by 2010.
4. Focus on elementary education of satisfactory quality with emphasis on education for life.

5. Bridge all gender and social category gaps at primary stage by 2007 and at elementary education level by 2010.
6. Universal retention by 2010

The assistance under the programme of SSA will be 75:25 sharing arrangement during the X Plan, and 50:50 sharing thereafter between the Central Government and State Government.

### **XV) TOTAL LITERACY CAMPAIGN (TLC)**

Launched in February 2004, the Total Literacy Campaign (TLC) was intended to impart functional literacy to the illiterate adults in the age group of 15-35 years within a stipulated time of 18 months. The programme sought to achieve this objective through a centre based programme and through mass volunteer-based approach.

The door-to-door survey of identifying the teachers was completed and the TLC centres have started functioning. A total of 21,000 illiterates are identified and for these 400 TLC Centres are opened with equal number of volunteer teachers (VTs) entrusted with the job.

The learners are provided with free Textbook- Primer, Exercise book, Pencil, eraser, chalk, slate and the centres are provided with free blackboard/ chalk/ duster. To overcome the difficulty posed by non-availability of lighting facility in the rural based TLC centres, the East District arranged for provision of Solar Lantern to some selected Literacy Centres also.

Together with the support of the VTs / Supervisors/ District Officials, the TLC programme has now reached its concluding stage, having successfully completed both the Primer I & II. The Primer III has been distributed to the Learners and the VTs are proposed to be sensitized on the content/ methodology of the said book.

With the active participation and support of all the VTs and Officials, the TLC programme is targeted to be completed by the end of this year (2007), which is to be subsequently followed by PLP (Post literacy Programme).

### **XVII) ENGINEERING CELL**

The functions of the Engineering Cell are as follows:

1. Preparation of estimates and blue prints for various construction works
2. All major and minor construction works of government school buildings
3. All other civil engineering works