

INTRODUCTION

Information and Public Relation Department is the Administrative Department for Implementation of the provisions of the Right to Information Act, 2005. Important information relating to Directorate of TE and SCERT, Orissa, Bhubaneswar is elaborated in the following chapters.

Background of this Hand-Book (Right to Information Act. 2005):

As per RTI Act-2005 and Odisha RTI Rules, 2005.

Objective / Purpose of this Hand-Book:

As per RTI Act-2005 and Odisha RTI Rules, 2005.

Who are the Intended users of this hand-book?

As per RTI Act-2005 and Odisha RTI Rules, 2005.

Organization of the information in this hand-book.

As per RTI Act-2005 and Odisha RTI Rules, 2005.

Definitions of various terms used in the handbook.

As per RTI Act-2005 and Odisha RTI Rules, 2005

Contact person.

As per RTI Act-2005 and Odisha RTI Rules, 2005

Procedure and Fee Structure.

As per RTI Act-2005 and Odisha RTI Rules, 2005

CHAPTER 1

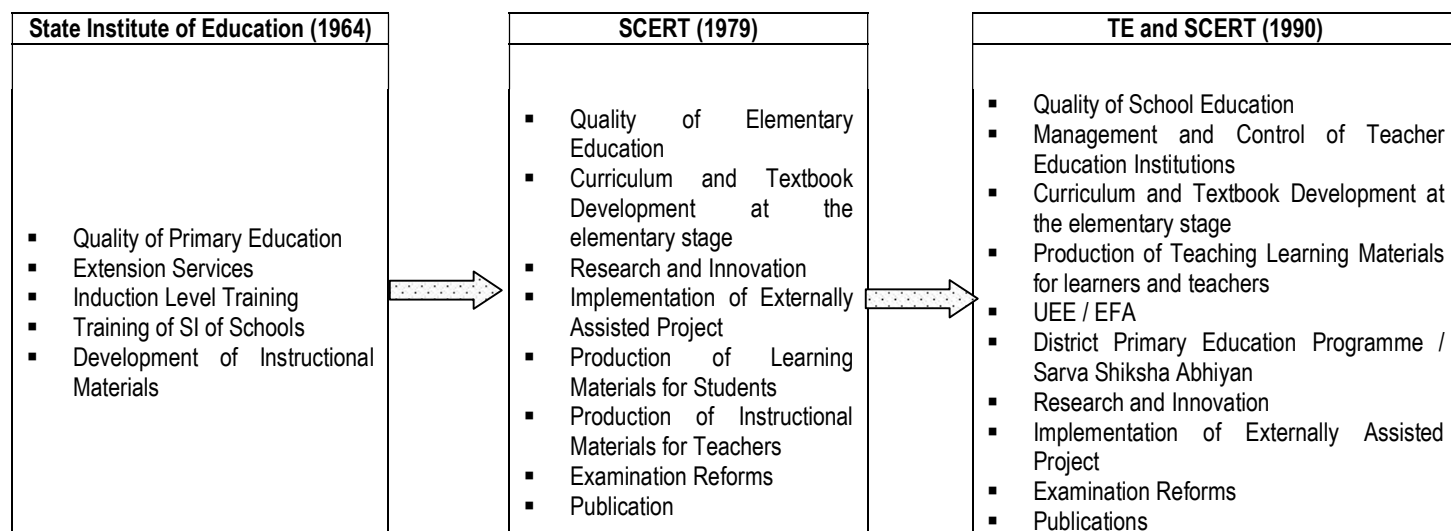
PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES

Mission and Vision :

- To be a centre for excellence in elementary education and teacher education programme (elementary and secondary) in the state.
- To organize pre-service training for prospective teachers, and capacity building programmes for inservice teachers, conferences, meetings, seminars and briefing sessions for State Education Officers and field functionaries.
- To organize induction level training programmes for the new entrants / teaching workforce of the teachers training institutions.
- To restructure syllabus and curriculum used at the elementary education and teacher education sector so as to make it need-based and relevant based and functional.
- To undertake, aid, promote and coordinate research and innovation activities among faculty members of teacher training institutions.
- To generate new ideas, innovations, improved practices in education, quality monitoring and supervision etc. by conducting studies and researches both short term and longitudinal and their dissemination among faculty members of teacher training institutions.
- To produce high quality teaching learning materials and enriched literature for teachers, trainers, supervisors and key educational functionaries.
- To provide academic and professional support and guidance to agencies and institutions working in the field of education, population and development education, child rights and environment protection, and eco-friendly life style, community education etc.
- To collaborate with other agencies, institutions, organizations for the cause of quality in school education and teacher education programme.

The Backdrop :

The Directorate of Teacher Education and SCERT came into existence as an independent Directorate on January 15, 1990. It progressively acquired its present status from the State Institute of Education, established in 1964 to State Council of Educational Research and Training (SCERT) in 1979, and from SCERT to TE and SCERT in 1990. Its progressive evolution from SIE to TE and SCERT was largely mandated by ever expanding and emerging developments in education. Three important developments that accelerated the scale and pace of reforms leading to institutional strength included : (i) unprecedented quantitative expansion of the education system to meet the explosion in people's expectations; (ii) shift of emphasis from quantity to quality; and (iii) stress on research, innovation and extension as a means for renewal and reform of the existing system. Expansion and deepening of original roles and responsibilities eventually led to its upgradation.

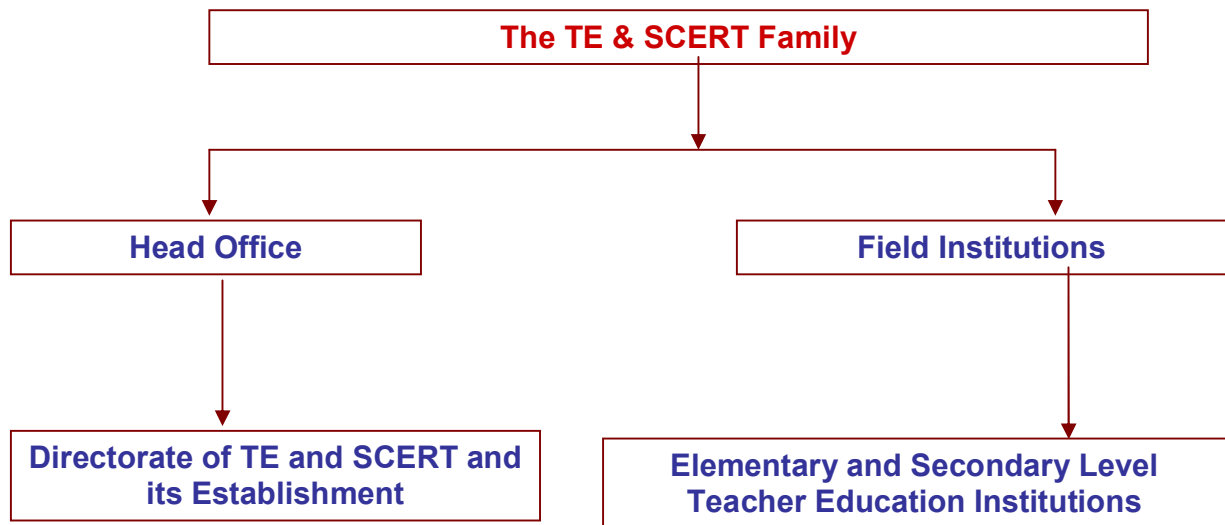


Important Activities :

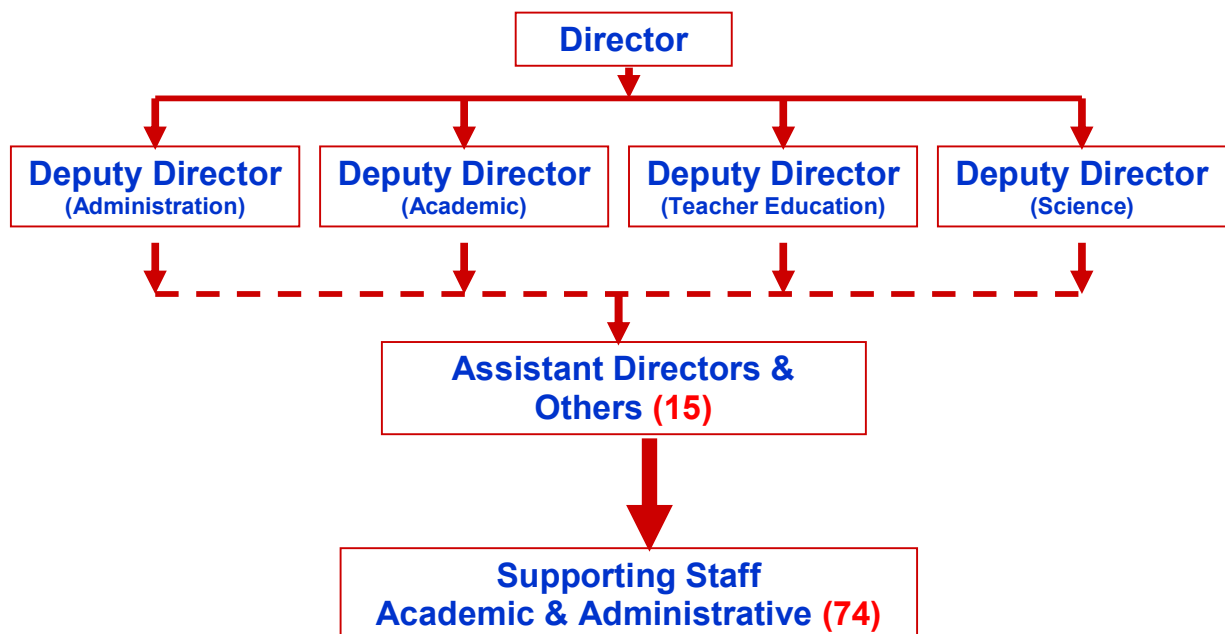
Sl. No.	Activities	Major Functions
1.	Curriculum Revision and Textbook Preparation	<ul style="list-style-type: none"> Preparation of State Curriculum Framework in the light of National Curriculum Framework – 2005. Subject specific curriculum renewal for elementary and secondary classes. Textbook Revision
2.	Distance Education Programme	<ul style="list-style-type: none"> Imparting CT Training to untrained elementary school teachers and SC / ST Shiksha Sahayaks through Distance Mode. 3402 number of teachers trained in first phase. Training in second phase is continuing.
3.	Pre-School Teacher Education	<ul style="list-style-type: none"> Preparation of pre-school teachers NCTE recognition obtained. No. of students to be trained during 2008-2009 : 500.
4.	NTS / NMMS Examination	<ul style="list-style-type: none"> Conducting State Level Screening Test of NTS and NMMS Examination.
5.	Teacher Education Courses (CT, B.Ed., M.Ed., M.Phil (Education))	<ul style="list-style-type: none"> Admission to pre-service teacher education courses. Selection of candidates to Teacher Education Courses CCT, B.Ed., M.Ed. and M.Phil (Education) offered by Teacher Education Institutions. Revision of pre-service CT, B.Ed. and M.Ed. Courses. Inclusion of content upgradation, new interactive pedagogy and other contemporary concerns in the context and process of teacher education courses.
6.	BAS, MAS and TAS Projects	<ul style="list-style-type: none"> To assess achievement status of primary school students.
7.	Time-on-Task Study for Students	<ul style="list-style-type: none"> To study task-wise utilization of time by teachers and students in schools.

Sl. No.	Activities	Major Functions
8.	Quality Enhancement Unit	<ul style="list-style-type: none"> ▪ To develop the capacity of teacher educators of DIETs about different pedagogic issues relating to elementary education. ▪ To plan, develop and carryout the teacher training programmes of the state.
9.	Inservice Training Programme	<ul style="list-style-type: none"> ▪ To build the capacity of and infuse professionalism to primary and secondary teachers.
10.	Department of Science and Mathematics	<ul style="list-style-type: none"> ▪ To improve Science education and to popularize Science. ▪ Conducting Science Seminars, Science Exhibitions, Science Drama, Science and Mathematics Olympiad and Science Club activity programmes.
11.	Population Education Project	<ul style="list-style-type: none"> ▪ Making learners aware of the Inter-relationship between population and sustainable development. ▪ Developing in them an understanding of critical nature of essential conditions of population, stabilization for better quality of life at present and future generations. ▪ Inculcating in them rational attitude and responsible behaviour towards population and development issues. ▪ Making them understand the crucial aspects of adolescent reproductive health, focusing on the elements of process at growing up and implication of HIV / AIDS and drug abuse. ▪ Inculcating in them rational attitude towards sex and drugs and promoting respect on the opposite sex. ▪ Empowering them to take informal decisions on issue of population and development including those of reproductive health.

STRUCTURE OF TE AND SCERT

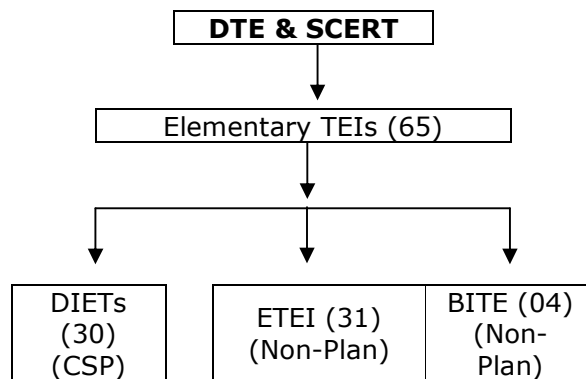


Directorate of TE and SCERT and its Establishment



STRUCTURE OF FIELD LEVEL INSTITUTIONS UNDER DIRECTORATE OF TE AND SCERT, ORISSA, BHUBANESWAR

Institutions under Administrative Control and Management :



Notes : DIETs : District Institute of Education and Training, ETEI : Elementary Teacher Education Institution, BITE : Block Institute of Education and Training

CHAPTER 2

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

Designation / Powers	Administrative	Cases to be disposed off by different officers of this Directorate as per standing order and rules.
	Financial	As delegated under rules of OGFR, DPR, Rules Regulating Control and use of Government Vehicles, Service Code, GPF Rules, Treasury Code, Concurrent and Consultation in financial matters.
	Others	
Duties	As indicated in Chapter 2 above	

CHAPTER 3

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

[Section-4 (1) (b) (iii)]

Decisions are being taken as per Govt. rules of Business and on standing orders issued from time to time and other codal provision / executive instruction etc.

CHAPTER 4

NORMS FOR DISCHARGE OF FUNCTIONS

[Section-4 (1) (b) (iv)]

Decisions are being taken as per Govt. rules of Business and on standing orders issued from time to time and other codal provision / executive instruction etc.

CHAPTER 5

RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS FOR DISCHARGING FUNCTIONS BY DIRECTORATE OF TE AND SCERT, ORISSA, BHUBANESWAR

Sl. No.	Name / Title of the Documents	Brief Write up of the Documents	From whom one can got a copy of the Rules, Regulations etc.	Address / Telephone No. / Fax etc.	Fee charged by the Directorate for a copy of the Rules
1.					

Decisions are being taken as per Government rules of business and on standing orders issued from time to time and other Codal provisions / exertive instructions etc.

CHAPTER 6

CATEGORIES OF DOCUMENTS UNDER CONTROL

[Section 4 (1) (b) (vi)]

As per need of the Government.

CHAPTER 7

PARTICULARS OF ARRANGEMENT IN FORMULATION OF POLICY

[Section 4 (1) (b) (vii)]

Decisions are being taken as per Govt. rules of Business and on standing orders issued from time to time and other codal provision / executive instruction etc.

CHAPTER 8

**BOARD, COUNCILS, COMMITTEES AND OTHER BODIES
CONSTITUTED**

[Section 4 (1) (b) (viii)]

Decisions are being taken as per Govt. rules of Business and on standing orders issued from time to time and other codal provision / executive instruction etc.

CHAPTER 9

DIRECTORY OF OFFICERS AND EMPLOYEES

[Section 4 (1) (b) (ix)]

Sl. No.	Name of the Employee	Designation	Contact No.	Mobile No.	Address
1.	Shri Manoj Kumar Padhy	Director	0674-2502928		Heads of Department Building, Unit-5, Bhubaneswar- 1, pin751001
2.	Ms. Aparna Mishra	Assistant Director		9437173825	
3.	Ms. Sabita Sahoo	Assistant Director		9437141772	
4.	Ms. Lipika Sahu	Assistant Director		9437170677	
5.	Ms. Chandrika Nayak	Assistant Director		9338034356	
6.	Shri Manoranjan Mohapatra	Assistant Director		8763187075	
7.	Shri Dilip Kumar Sahoo	Assistant Director		9437276608	
8.	Dr. Sudarsan Santara	Assistant Director		9437238901	
9.	Radha Damodar Satapathy	PA to Director		9439860753	
10.	Shibu Soren	Establishment Officer			
11.	Laxman C. Murmu	Section Officer		9861149389	
12.	Sushant Kumar Mohapatra	Section Officer		9437560442	
13.	Jatindra Kumar Behera	Statistical Assistant		9438328588	
14.	Mrunalkanta Jena	Statistical Assistant		9437668458	
15.	Namita Chhotray	Assistant Section Officer		9437133452	
16.	Prasanna Kumar Rout	Assistant Section Officer		9237000947	
17.	Dillip Kumar Moharatha	Junior Assistant		7504690873	
18.	Kunja Bihari Pradhan	Junior Assistant		9438291218	
19.	Debaranjan Bhoi	Junior Assistant		9438320465	
20.	Prasant Kumar Kar	Library Attendant		9338223990	
21.	Bijay Kumar Moharana	Technical Assistant		9861084650	
22.	Shri Chinuja Mallick	Junior Stenographer		9938632433	
23.	Amareswar Pradhan	Duftary		9853085650	
24.	Dinabandhu Nayak	Peon		9437153224	
25.	Dullav Kishore Murmu	Peon		9438674462	
26.	Shri Rudraditya Panda	Peon		8887856952	
27.	Basudev Gochhayat	Sweeper		9556469641	
28.	Yudhisthir Nayak	Duftary		9178309437	
29.	Jogendra Kumar Naik	Sweeper		8144821597	
30.	Basanta Kumar Behera	Water Bearer		7894415725	
31.	Satrughan Sethi	Nightwatchman		9938411899	
32.	Pabitra Kumar Swain	Gardener		7894344369	
33.	Sanatan Munda	Darwan		9437470059	

CHAPTER 10

MONTHLY REMUNERATION AND COMPENSATION OF OFFICERS AND EMPLOYEES

[Section 4 (1) (b) (x)]

Sl. No.	Name of the Employee	Designation	Scale of Pay	Salary Received (in Rs.)
1.	Ms. Aparna Mishra	Assistant Director	15600-39100	
2.	Ms. Sabita Sahoo	Assistant Director	9300-34800	
3.	Ms. Lipika Sahu	Assistant Director	9300-34800	
4.	Ms. Chandrika Nayak	Assistant Director	9300-34800	
5.	Shri Manoranjan Mohapatra	Assistant Director	9300-34800	
6.	Shri Dilip Kumar Sahoo	Assistant Director	9300-34800	
7.	Dr. Sudarsan Santara	Assistant Director	9300-34800	
8.	Shibu Soren	Establishment Officer	9300-34800	
9.	Laxman C. Murmu	Section Officer	9300-34800	
10.	Sushant Kumar Mohapatra	Section Officer	9300-34800	
11.	Jatindra Kumar Behera	Statistical Assistant	9300-34800	
12.	Mrunal Kanta Jena	Statistical Assistant	9300-34800	
13.	Namita Chhotray	Assistant Section Officer	9300-34800	
14.	Prasanna Kumar Rout	Assistant Section Officer	9300-34800	
15.	Dillip Kumar Moharatha	Junior Assistant	5200-20200	
16.	Kunja Bihari Pradhan	Junior Assistant	5200-20200	
17.	Prasant Kumar Kar	Library Attendant	4930-14680	
18.	Radha Damodar Satapathy	PA to Director	9300-34800	

CHAPTER 11

BUDGET ALLOCATED TO EACH AGENCY

[Section 4 (1) (b) (xi)]

Sl. No.	Name of the Scheme	Budget Provision, 2021-2022	Expenditure, 2021-2022	Budget Provision, 2022-2023	Expenditure, 2022-2023 (up to 28.07.2022)
1.	Direction and Administration (Headquarters Organization)	48115	34872	51558	10360
2.	Government S.T. Schools (ETEIs)	207696	194799	254608	62427
3.	IAS Coaching Centre at Ravenshaw University	6	-	-	-
4.	Science and Mathematics Education	5500	1733	6785	-
5.	NTS / NMMS Examination	7200	5746	7200	66
6.	Curriculum and Material Development	1000	461	4000	287
Total		269517	237611	324151	73140
Centrally Sponsored Scheme of Samagra Shiksha (Teacher Education) Ratio – 60 (Central) : 40 (State)					
1.	Samagra Shiksha (Teacher Education)	496555	390884	807438	154200

CHAPTER 12

MANNER OF EXECUTION OF SUBSIDY PROGRAMMES

[Section 4 (1) (b) (xii)]

Decisions are being taken as per Govt. rules of Business and on standing orders issued from time to time and other codal provision / executive instruction etc.

CHAPTER 13

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED

[Section 4 (1) (b) (xiii)]

Decisions are being taken as per Govt. rules of Business and on standing orders issued from time to time and other codal provision / executive instruction etc.

CHAPTER 14

INFORMATION AVAILABLE IN AN ELECTRONIC FORM

[Section 4 (1) (b) (xiv)]

Decisions are being taken as per Govt. rules of Business and on standing orders issued from time to time and other codal provision / executive instruction etc.

CHAPTER 15

PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

[Section 4 (1) (b) (xv)]

Decisions are being taken as per Govt. rules of Business and on standing orders issued from time to time and other codal provision / executive instruction etc.

CHAPTER 16

NAMES, DESIGNATIONS AND OTHER PARTICULARS OF PUBLIC INFORMATION OFFICER

[Section 4 (1) (b) (xvi)]

Sl. No.	Name	Designation	STD Code	Office Phone No.	Fax No.	E-mail	Address
1.	Shri Shibu Soren	Establishment Officer (Nodal PIO)	0674	2502928	2502929	tescertodisha@gmail.com	Heads of Department Building, Unit-5, Bhubaneswar-1, pin751001

CHAPTER 17

OTHER USEFUL INFORMATION

[Section 4 (1) (b) (xvii)]

Decisions are being taken as per Govt. rules of Business and on standing orders issued from time to time and other codal provision / executive instruction etc.