

# **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**

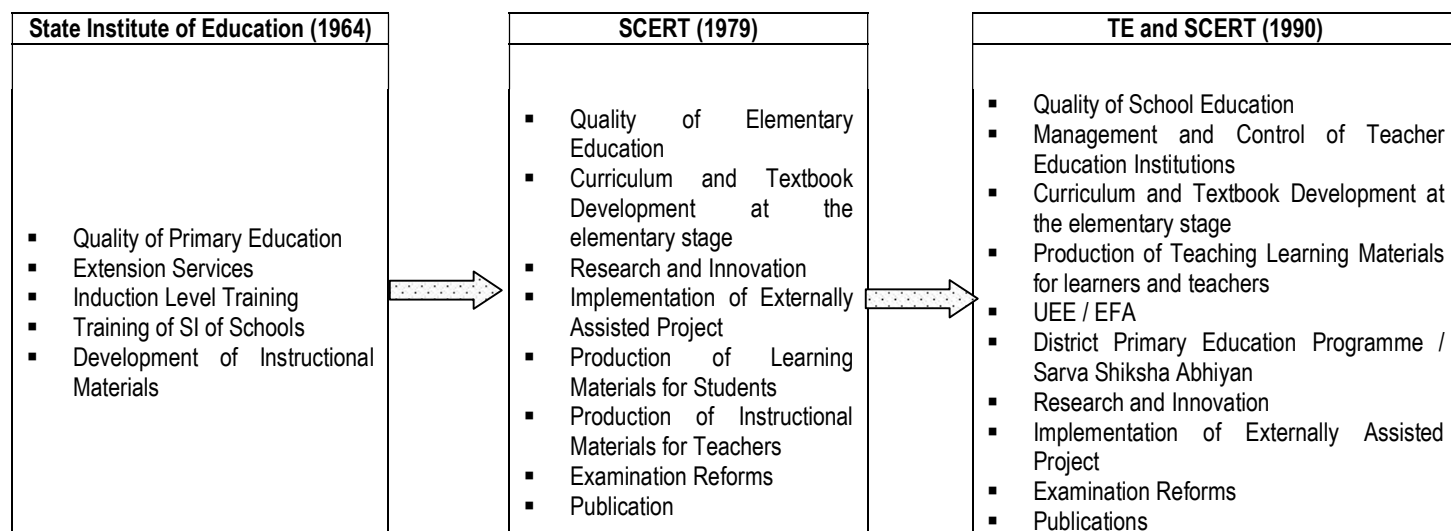
## **PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES**

### **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.

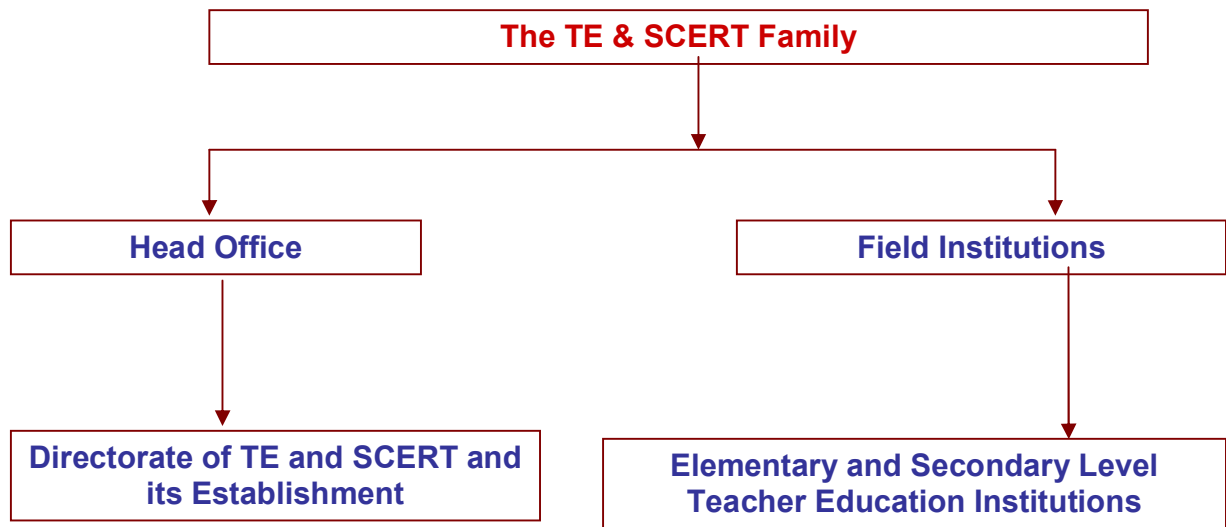


### Important Activities :

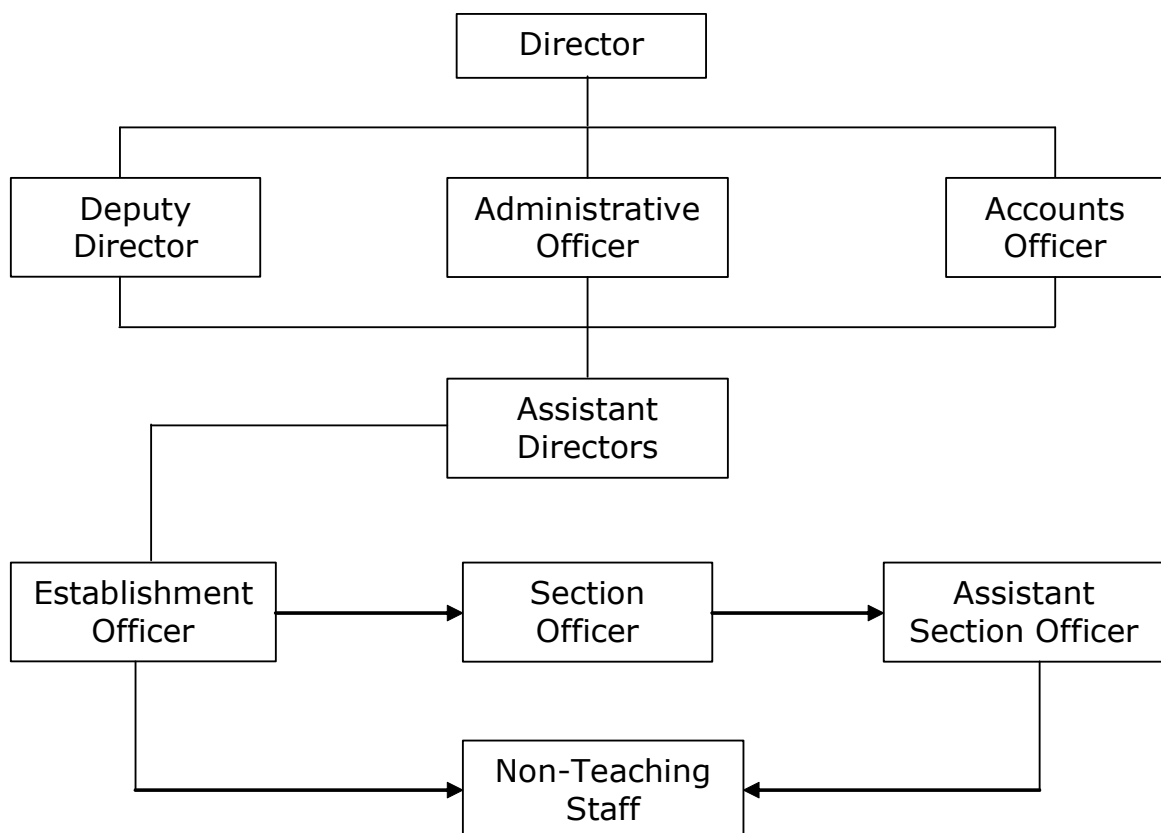
Sl. No.	Activities	Major Functions
1.	Curriculum Revision and Textbook Preparation	<ul style="list-style-type: none"> <li>Preparation of State Curriculum Framework in the light of National Curriculum Framework – 2005.</li> <li>Subject specific curriculum renewal for elementary and secondary classes.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

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

## STRUCTURE OF TE AND SCERT

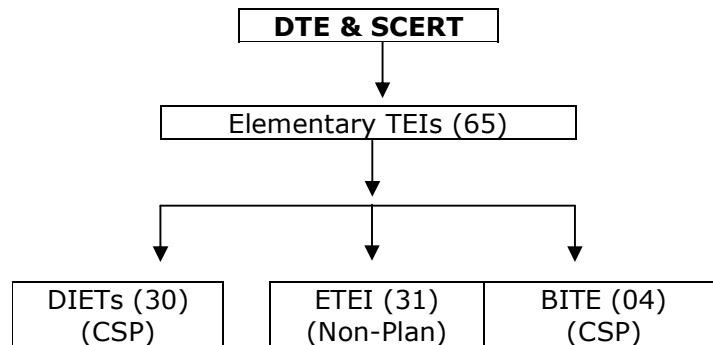


## ORGANIZATIONAL STRUCTURE OF DIRECTORATE OF TE AND SCERT, ODISHA, BHUBANESWAR



## 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**

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

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. Rupalika Dash	Administrative Officer		9437764029	
3.	Ms. Lipika Sahu	Assistant Director		9437170677	
4.	Dr. Sudarsan Santara	Assistant Director		9437238901	
5.	Shri Manoranjan Mohapatra	Assistant Director		8763187075	
6.	Shri Dilip Kumar Sahoo	Assistant Director		9437276608	
7.	Ms. Sabita Sahoo	Assistant Director		9437141772	
8.	Ms. Chandrika Nayak	Assistant Director		9338034356	
9.	Dr. Snehaprava Mohapatra	Assistant Director		9438612325	
10.	Dr. Prasana Kumar Sahoo	Assistant Director		9861102923	
11.	Dr. Bamadeba Tripathy	Assistant Director		9437985889	
12.	Dr. Purna Chandra Brahma	Assistant Director		9438319738	
13.	Shri Manas Chandra Rout	Assistant Director		8763763867	
14.	Shri Manas Kumar Nayak	Assistant Director		9178033004	
15.	Ms. Pralipta Mishra	Assistant Director		9778922463	
16.	Ms. Bandita Pattanaik	Assistant Director		8456959598	
17.	Ms. Jasmine Pattnaik	Assistant Director		6371620547	
18.	Ms. Bharati Tudu	Assistant Director		9668742857	
19.	Radha Damodar Satapathy	PA to Director		9439860753	
20.	Sushant Kumar Mohapatra	Section Officer		9437560442	
21.	Prasanna Kumar Rout	Assistant Section Officer		9237000947	
22.	Dillip Kumar Moharatha	Junior Assistant		7504690873	
23.	Debaranjan Bhoi	Junior Assistant		9438320465	
24.	Bijay Kumar Moharana	Technical Assistant		9861084650	
25.	Dinabandhu Nayak	Peon		9437153224	
26.	Dullav Kishore Murmu	Peon		9438674462	
27.	Shri Rudraditya Panda	Peon		8887856952	
28.	Basudev Gochhayat	Sweeper		9556469641	
29.	Yudhisthir Nayak	Duftary		9178309437	
30.	Jogendra Kumar Naik	Sweeper		8144821597	
31.	Pabitra Kumar Swain	Gardener		7894344369	
32.	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	Basic Salary (in Rs.)
1.	Shri Manoj Kumar Padhy	Director		-
2.	Ms. Rupalika Dash	Administrative Officer		
3.	Ms. Lipika Sahu	Assistant Director		87400.00
4.	Dr. Sudarsan Santara	Assistant Director		87400.00
5.	Shri Manoranjan Mohapatra	Assistant Director		87400.00
6.	Shri Dilip Kumar Sahoo	Assistant Director		87400.00
7.	Ms. Sabita Sahoo	Assistant Director		87400.00
8.	Ms. Chandrika Nayak	Assistant Director		87400.00
9.	Dr. Snehaprava Mohapatra	Assistant Director		87400.00
10.	Dr. Prasana Kumar Sahoo	Assistant Director		87400.00
11.	Dr. Bamadeba Tripathy	Assistant Director		87400.00
12.	Dr. Purna Chandra Brahma	Assistant Director		87400.00
13.	Shri Manas Chandra Rout	Assistant Director		56100.00
14.	Shri Manas Kumar Nayak	Assistant Director		56100.00
15.	Ms. Pralipta Mishra	Assistant Director		56100.00
16.	Ms. Bandita Pattanaik	Assistant Director		56100.00
17.	Ms. Jasmine Pattnaik	Assistant Director		56100.00
18.	Ms. Bharati Tudu	Assistant Director		56100.00
19.	Radha Damodar Satapathy	PA to Director		66000.00
20.	Sushant Kumar Mohapatra	Section Officer		60400.00
21.	Prasanna Kumar Rout	Assistant Section Officer		46200.00
22.	Dillip Kumar Moharatha	Junior Assistant		38700.00
23.	Debaranjan Bhoi	Junior Assistant		37600.00
24.	Bijay Kumar Moharana	Technical Assistant		50900.00
25.	Dinabandhu Nayak	Peon		39400.00
26.	Dullav Kishore Murmu	Peon		39400.00
27.	Shri Rudraditya Panda	Peon		20400.00
28.	Basudev Gochhayat	Sweeper		35400.00
29.	Yudhisthir Nayak	Duftary		39400.00
30.	Jogendra Kumar Naik	Sweeper		20400.00
31.	Pabitra Kumar Swain	Gardener		25000.00
32.	Sanatan Munda	Darwan		39400.00

## CHAPTER 11

### BUDGET ALLOCATED TO EACH AGENCY

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

Sl. No.	Name of the Scheme	Budget Provision, 2025-2025
1.	Direction and Administration (Headquarters Organization)	63263000.00
2.	Government S.T. Schools (ETEIs)	265952000.00
3.	Science and Mathematics Education	9752000.00
4.	NTS / NMMS Examination	13000000.00
5.	Curriculum and Material Development	5000000.00
<b>Centrally Sponsored Scheme of Samagra Shiksha (Teacher Education) Ratio – 60 (Central) : 40 (State)</b>		
6.	Samagra Shiksha (Teacher Education)	870527000.00



## **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 Government 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)]

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>STD Code</b>	<b>Office Phone No.</b>	<b>Fax No.</b>	<b>E-mail</b>	<b>Address</b>
1.	Shri Manas Kumar Nayak	Assistant Director (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.