

GOVT. OF ASSAM  
SECONDARY EDUCATION(PLANNING CELL) DEPARTMENT, DISPUR, GUWAHATI-06

ORDERS BY THE GOVERNOR

NOTIFICATION

Dated Dispur the 11<sup>th</sup> September, 2017

No. PMA(S) 171/2011/Pt-1/240: To initiate a comprehensive computer education programme in all High Schools and Higher Secondary Schools for development of an ecology of IT enabled teaching-learning process, the Government of Assam is going to implement ICT Enabled teaching-learning facilities in the Govt. / Prov. High Schools, Higher Secondary Schools, High/Sr. Madrassa, Sr. Secondary Schools, Arabic Colleges and local body schools under the scheme "**Dr. Banikanta Kakoti Computer Literacy Programme**".

There are 4290 nos. of Govt. / Prov. High Schools, Higher Secondary Schools, High/Sr. Madrassa, Sr. Secondary Schools, Arabic Colleges and local body schools across the State. Govt. of Assam has decided to provide ICT enabled education in 3052 schools initially as a first phase for a period of 3 (three) years in the following manner.

1. Providing of ICT enabled education in the schools where the computers provided under RGCLP/ ICT@Schools scheme where minimum 03 nos. of computers are in working condition and schools in which RMSA will provide ICT education as per the approval of Govt. of India. There are 3052 nos. of schools where computers and ICT labs are in working condition including the 600 nos. of schools where ICT education scheme of RMSA is under progress. In these 3052 schools, it is decided to engage one part-time computer instructor in each school by Director, Secondary Education through the SMDCs. The amount required for payment of remuneration to the part-time instructors for 600 schools shall be borne by RMSA and for the remaining 2452 schools shall be borne by Govt. of Assam. In all other schools Govt. of Assam will take action for ICT education in the 2<sup>nd</sup> phase.
2. **Objectives of the programme and functions of the part time ICT instructor:**
  - i. To provide ICT enabled new teaching learning facilities to the students of Govt/Provincialized High Schools, Higher Secondary Schools, Senior Secondary Schools, High/Sr. Madrassas, Arabic Colleges and local body schools from classes VI to X.
  - ii. To provide basic understanding of computers and their usage for students of classes VI to X including for giving basic knowledge to the students who has opted computer education as an "Elective Subject".
  - iii. To provide training to the teachers of the schools for use of multimedia educational contents available in the websites to teach subjects viz. English, Science, Mathematics and Social Science through Internet to the students.
  - iv. To assist the Head of the Institutions in maintenance of Management & Information System (MIS) in the school itself required for submission of applications etc. as per requirement of DSE, SEBA as well as RMSA.
3. **Programme Management and Monitoring:**
  - A. **State Level:** The overall responsibility of the programme at the State level shall rest on DSE as given below.
    - i. **Monitoring of ICT Labs** - DSE will monitor the functioning of all ICT Labs and RMSA will provide all necessary technical assistance and infrastructural support in their State / District set up to DSE.
    - ii. **Training of part-time ICT Instructors** - RMSA will be responsible for providing training to part-time ICT Instructors from time to time, from their own fund. In all other schools where part time ICT instructors not yet provided, RMSA will impart training to one of the Computer expert teacher of the school.

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iii. **Engagement, performance appraisal & remuneration of part-time ICT Instructors-** DSE will be responsible for engagement and disbursement of remuneration to part-time ICT Instructors as well as maintenance costs through the SMDC of the school. SMDC will provide annual performance appraisal of each part-time ICT instructor on completion of his/her agreement to the Inspector of Schools of the respective district who will be responsible for onward submission of performance report to DSE and DSE on the basis of performance may re-engage the part-time ICT instructor. For evaluation of the performance of the part time ICT instructors, there will be a on-line evaluation test at the interval of every six months. If the part time ICT instructor fails to score less than 40 marks in the evaluation test, he/she will liable to be released from service.

iv. **Software for monitoring etc.:** For monitoring as well as for payment of regular remuneration, DSE will prepare a proper software with the assistance of RMSA/AMTRON.

B. **District Level:** The Inspector of Schools will manage the programme implementation in the said specific High Schools, Higher Secondary Schools, Sr. Secondary schools, High/Sr Madrassas, Arabic colleges etc. in the district through the RMSA. He will monitor the programme and also maintain all records including periodic financial and physical reports to be sent to the Director of the Secondary Education.

C. **School Level :** The head of the school assisted by the part-time ICT Instructor would be responsible for the school-level implementation. The School Management & Development Committee (SMDC), the Parents Teacher Association and the local bodies would be fully involved. The facilities can also be used outside the school hours for the benefit of the students so that optimal utilization of the ICT infrastructure takes place while enabling generation of new pedagogy.

4. **Qualification of Part-time ICT Instructor :**

The computer faculties who were engaged and worked minimum for 5 years in the existing RGCLP/ICT@ Schools Scheme shall be engaged for the implementation of the programme, provided the qualification of a part-time ICT Instructor must be -

(i) Graduate from a recognized university and minimum one year diploma in Computer Science or Computer Application from a university/institute recognized by AICTE / UGC.

(Or)

Graduate degree in Computer Science or Computer Application from a recognized University.

(ii) The age of the candidate should not be more than 43 years for general and for SC/ST/OBC should not be more than 48years as on the date of advertisement.

(iii) The reservation rules for SC/ST/OBC/MOBC/Physically Challenged/women reservation etc. has to be followed as per prevailing rules and regulations.

(iv) The certificate issued by the AMTRON and the vendor for continuous working of 5 years will have to be submitted alongwith the application.

5. **Selection of part-time ICT Instructor :**

The DSE shall engage the aforesaid part-time ICT Instructors strictly adhering to the eligibility criteria as mentioned above. Initially, the part-time ICT instructors shall be engaged on contractual basis for a period of 3 years after which school-wise in-fact study will be carried out and it will be extended only if students are benefited in that school. All part-time ICT Instructors will sign a contract agreement in tune with NHM etc. For performance verification, proper indicator should be fixed in the contract itself.

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**6. Recruitment procedure:**

- (i) Director, Secondary Education, Assam will take necessary action for recruitment of part-time ICT instructors, as per prevailing acts and rules, including advertisement etc. For selection a marking pattern has to be developed.
- (ii) Online application system for the same has to be developed through RMSA, Assam.
- (iii) List of appointees for the 600 nos of schools, in which the scheme of ICT education of RMSA is in process, has to be provided to RMSA for payment.
- (iv) Each of the engaged part time ICT instructor has to submit an assessment report on the computer lab and accessories in his/her school to the Director of Secondary Education, Assam alongwith his/her joining report. For submission of assessment report a format will be developed and communicated to the Inspector of schools soon.

**7. Fund flow of school :**

Principal / Head Master shall be responsible for disbursement of the remuneration to the part-time ICT Instructor and the maintenance cost of ICT Lab (if any) provided the same must be passed in the SMDC meeting either before or after making the necessary payments. The fund required for implementation of the programme in 2452 schools will be released to the RMSA, Assam through the Director of Secondary Education, Assam who will collect the bank account details of the SMDCs of the respective schools for withdrawal and disbursement of the fund to the SMDCs through transfer credit. Fund required for 600 schools shall be borne by RMSA, Assam as per their terms and conditions. The payment of remuneration to the part-time ICT instructors will be made by the SMDCs in their individual bank account through transfer credit after ascertaining satisfactory performance, attendance etc. duly certified by the Head of the institution. The SMDC needs to maintain the account properly including cash book, stock book payment register etc for the same. SMDC is responsible for submission of utilization certificate to the Inspector of Schools for expenditure of the given funds.

**8. Remuneration & Maintenance:**

- A. The part-time ICT Instructor shall be paid a monthly remuneration of Rs. 10,000/- on the basis of their satisfactory performance. No remuneration shall be paid for non working days.
- B. For day to day maintenance and running of computer lab, equipment, procurement of materials/ stationaries, cost of fuel for generator etc., an amount of Rs. 4000/- per month will be provided to the SMDC of 2452 schools by DSE, Assam and in 600 nos. of schools RMSA, Assam shall borne the maintenance cost etc.
- C. For providing technical and maintenance support to the 2452 schools, the Director, Secondary Education, Assam will arrange an annual maintenance contract with suitable firm/firms. The same firm/firms will be engaged for the evaluation test etc.

9. **Teachers Training:** With sustainable and effective strategy, a standardized module on teachers training will be conceptualized and teachers of the schools & part-time ICT instructors are to be trained annually.

**10. E-Resources:**

RMSA, Assam will provide different type of ICT Tools, in conformity with the syllabus of NCERT/ SEBA. The predesigned course content of English, Science, Mathematics & Social Science from class-VI to X, as provided in the Smart Classroom may be provided in the computers of these schools. For all these E-resources DSE will coordinate with RMSA, Assam.

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11/5/17

11. This issues as per concurrence of Finance (EC-III) Department vide their U/O No. 998/2017 dated 04-09-2017.



(R.C. Jain, IAS)

Commissioner & Secretary to the Govt. of Assam  
✓ Secondary Education Department

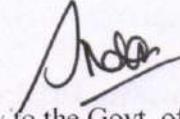
Memo No. PMA(S) 171/2011/Pt.-I/240-A

Dated Dispur the 11<sup>th</sup> September, 2017

Copy for information and necessary action to:

1. The Accountant General (A&E), Maidamgaon, Beltola, Guwahati-29
2. The Mission Director, RMSA, Assam, Kahilipara, Guwahati-19
3. The Director of Secondary Education, Assam, Kahilipara, Guwahati-19. He is directed to start the recruitment process, but the final order of appointment has to be issued only after proper budget provision.
4. The OSD to Hon'ble Chief Minister, Dispur, Guwahati-06
5. The Managing Director, AEDC Ltd.(AMTRON), Bamunimaidam, Guwahati-21
6. The Deputy Commissioner, (All).....
7. The Inspector of Schools, (All).....
8. The Director of Information and Public Relation, Assam, Dispur.
9. The Staff Officer to Chief Secretary, Assam, Dispur.
10. PS to Hon'ble Minister, Education.
11. Guard file.

By order etc.



Under Secretary to the Govt. of Assam  
✓ Secondary Education Department