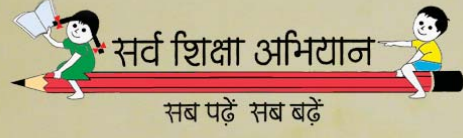


2



Administration



Organisational Structure

Under the Ministry of Human Resource Development, there are two Departments, namely, the Department of Elementary Education and Literacy and the Department of Secondary and Higher Education. The Minister for Human Resource Development is assisted by two Ministers of State; one for Department of Elementary Education and Literacy and another for the Department of Secondary and Higher Education. Each Department is headed by a Secretary to the Government of India. The Departments are organised into Bureaus, Divisions, Branches, Desks, Sections and Units. Each Bureau is under the charge of a Joint Secretary assisted by Divisional Heads at the level of Deputy Secretary/Director.

Establishment matters of the Secretariat proper of both the Departments of Education and establishment matters of Education Wings in Indian Embassies abroad are handled in Administration Division of the Department of Secondary and Higher Education. In addition, establishment matters of officers appointed under Central Staffing Scheme for the Department proper and ex-cadre posts i.e. Advisory Cadre, Statistical Cadre etc., are being administered in this Division.

A scheme, namely, disbursement out of HRM's Discretionary Fund is also handled in the Administration Division of the Department of Secondary and Higher Education.

Education Wings in Indian Missions Abroad

Education Wings have been established abroad with a view to developing good relations in the fields of Science, Education and Culture with friendly countries. At present, Education Wings are functional in the following Indian Missions/Embassies abroad:

- Consulate General of India, New York

- Embassy of India, Washington
- Embassy of India, Moscow
- Embassy of India, Berlin

The Education Wings have been doing useful work in looking after the welfare of Indian student community and Indian diaspora in the country concerned. These Missions keep in touch with the academic world and keep track of the latest developments in the field of Science and Education to provide feedback to the Ministry. Apart from this, the Education Wings abroad act as Liaison offices between the Academic Institutions in India and the countries in which they are located. Besides, they advise the Government about academic disciplines, especially in the field of science and technology, in which scholarships for Indian students could be secured from the country concerned.

Permanent Delegation of India to UNESCO, Paris

India is a founder Member of UNESCO. There is an officer at the level of Ambassador designated as Permanent Representative of India, UNESCO, who looks after the work of Education Wing in the Indian Embassy, Paris.

Training Cell

The Training Cell assesses the training needs of the officers and staff members of both the Departments i.e. Department of Secondary and Higher Education and the Department of Elementary Education and Literacy. It also liaises with Organisations like DOPT, Ministry of Finance (Department of Economic Affairs), IIPA, NIC, ISTM, New Delhi and NIFM, Faridabad for imparting training to the staff and officers of the Department, so that they could be deputed to attend various Courses/Programs such as management and administration, vigilance, cash and accounts, personnel and house keeping matters, conducted by these Agencies.

Training Cell also sends nominations of eligible and



suitable officers in response to circulars issued by the DOPT and Department of Economic Affairs of the Ministry of Finance for short term and long term training courses abroad under the Colombo Plan, Bilateral Technical Assistance Programmes respectively.

HRM's Discretionary Grant

The HRM's Discretionary Fund is intended to provide financial assistance to Institutions, Organisations, individuals doing useful work in the field of Education, Culture, Sports, Media and also to the meritorious students etc. This Fund is also intended to give relief to the families of the needy and poor journalists, workers employed in film industry and artists when such families are in need of financial assistance due to demise of their only bread earner. Disbursement out of this fund is made in accordance with the prescribed rules.

Vigilance Activities

The vigilance set up for the Department is under the overall supervision of the Secretary, who, in turn, is assisted by a part-time Chief Vigilance Officer of the rank of Joint Secretary, an Under Secretary and other subordinate staff. Shri C. Balakrishnan, Joint Secretary, who has been functioning as Chief Vigilance Officer in both the Departments of Secondary and Higher Education and Elementary Education and Literacy, demitted his office on his transfer from the department. Shri Ravi Mathur, Joint Secretary was appointed as Chief Vigilance Officer in his place. More recently Shri Sunil Kumar, Joint Secretary has been posted and working as Chief Vigilance Officer.

During the period under report, sustained efforts were continued to tone up the administration and to maintain discipline amongst the staff of the Departments, both at Headquarters and in the Subordinate offices. 6 new disciplinary cases were initiated during the year of which 2 were completed. Of the 9 old disciplinary cases brought forward from previous years, 5 old cases were concluded during the year.

Vigilance Awareness Week was observed from



Vigilance Awareness Week was observed from November 7-11, 2005. Banners and posters were displayed and an oath taking ceremony was also held, wherein an oath was administered to the officials of both the Departments to maintain honesty in all public dealings. The subordinate offices and autonomous bodies also observed the Vigilance Awareness Week.

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Chief Vigilance Officers were appointed in various Autonomous Organisations under the administrative control of the Department, wherever the post of CVOs fell vacant, with the prior approval of Central Vigilance Commission.

During the year, CVC has issued several instructions. All the instructions issued by the CVC have been brought to the notice of all the officers and offices concerned for compliance.

As per the directions of the Hon'ble High Court of Delhi, a massive effort is in progress to verify the authenticity of certificates of employees who have obtained employment on the basis of ST certificates.

A specific grievance redressal machinery also functions under the CVO, who also functions as the Director of Grievances in the Department. The Director of



In order to promote and implement the concept of e-Governance in the Department as per the minimum agenda of e-Governance, all officers up to the level of Section Officers were provided computers with office automation software. Administrative support information systems like file sharing, monitoring, diary etc., have also been installed to improve the delivery of services.

Grievances is accessible to the staff as well as the members of public to hear their problems every Wednesday. In order to ensure the implementation of the policy of the Government regarding redressal of public grievances in its totality, autonomous organisations under the Department of Secondary and Higher Education and Department of Elementary Education and Literacy have also designated officers as Directors of Grievances. The grievances have been computerised by using the PGRAMS software devised by NIC.

The Committee on Complaints of Sexual Harassment of Women at the workplace has been reconstituted to hear/accept the complaints from employees posted in the Departments and to take appropriate steps for timely redressal of their complaints. All the autonomous bodies under the administrative control of the Department of Secondary and Higher Education and Department of Elementary Education and Literacy have been advised to constitute a Sexual Harassment Cell to deal with cases in their respective organisations.

Emphasis was continued on the observance of discipline

and punctuality in the Department of Secondary and Higher Education and Department of Elementary Education and Literacy through surprise floor-wise inspection by teams appointed for this purpose.

Computerised Management Information System (CMIS)

Computerised Management Information System (CMIS) Unit is the nodal unit for computerisation for both the Departments. The main objectives of the unit are to develop, implement and maintain various online information systems for decision support, to act as a resource unit and provide training to the officials of the Department to develop know-how for day-to-day processing of information and liaison with the National Informatics Centre and other agencies related to Information Technology (IT).

In order to promote and implement the concept of e-Governance in the Department as per the minimum agenda of e-Governance, all officers up to the level of Section Officers were provided computers with office automation software. Administrative support information systems like file sharing, monitoring, diary etc., have also been installed to improve the delivery of services. Another major achievement is transition to the use of e-mail widely by the Department. Replies to queries, notices and materials for meetings etc., are sent through e-mail wherever e-mail addresses are available. Files, replies to Parliament Questions etc., are shared between sections through local network. This major shift to the electronic media has been made possible by providing computers and Internet connection to all Sections. Parliament Questions and Answers are electronically transferred to the Lok Sabha and Rajya Sabha secretariats on the same day the questions were replied for posting on their respective web sites. Besides a database on Parliament Questions are also made available on local area network to enable all the sections in both the Departments to readily access questions answered by them earlier on related subjects.

Various database applications like pay roll accounting and other house keeping software like budgeted



expenditure, Education in India series etc., have been developed and put to use for day-to-day operations. Monthly pay-bills, pay-slips, various recovery schedules of officers on deputation, annual GPF statements, telephone directory of the Departments are processed and updated from time to time. Slide show presentation has become an effective tool for communication; this Unit prepared and arranged slide show presentations for various meetings organised by both the Departments.

New announcements of the Departments including scholarship schemes were converted into electronic form and along with other materials of interest like guidelines etc., are made available on the website of the Department. Information published in pursuance of Section 4(1)(b) of RTI Act 2005 were processed and published in the website of the Department. The contents of the website are updated regularly. Application forms and other relevant materials of various bureaus of the Department are also made available for on-line submission. Provisions have also

been made to take print out of these forms by the users of internet.

This Unit continues its endeavour to create computer awareness to enhance computer usage among the officials in the Department. Regular training are being provided on individual as well as group level by this Unit on office automation software, sharing of files and printers, internet browsing, sending/ receiving e-mails, remote log-in, prevention and removal of computer virus etc. This Unit also monitored the maintenance of PCs, laptop computers, printers, scanners, UPS etc., installed in the Departments.

NIC Computer Centre

NIC has established a Computer Centre for Ministry of Human Resource Development at 336-C, Shastri Bhavan, for IT Applications' development and operation. NIC has established 320 nodes in LAN at Shastri Bhavan and provided WAN connectivity



through NICNET Gateway with RF Link connectivity of 10 MB. As a backup, this has been supported by 2 MB leased line. To make it virus free, which is coming in the way of smooth LAN & WAN functioning, anti virus server has been established at Shastri Bhavan for online updation of anti virus software after removing the viruses from each of the clients of the Ministry. NIC has also assisted the Ministry in the establishment of 22 nodes at Curzon Road barracks office and 50 nodes at Jamnagar Office.

1. **External Scholarships:** NIC has implemented online submission of applications for grant of external scholarships. During the current year Israel, Norway, Czech and Commonwealth fellowships for UK and Canada have been received through the portal.
2. **Presentation of IntraHRD:** IntraHRD, G2E web portal for the Ministry has been designed and developed covering the employee related information concerning personnel, pay, official circulars, Email addresses and telephone number etc. It is in the process of implementation.
3. **Redesign & launching of the portal for MHRD:** As per the discussion held with the Ministry, the portal has been redesigned and launched. The content has been ported as per the new layout. VPN connectivity for remote updation has been configured and CMIS officials have been trained in the development and updation of the website contents.
4. **Mid Day Meal Scheme:** Detailed discussions have been held with JS(EE-I) on the requirements of an online application catering to the needs of information compilation across different levels of hierarchy and their consolidation and generation of reports and queries at the press of a button. A detailed feasibility report has been prepared and submitted for approval by the Ministry. A small presentation has also been made in the Meeting of State Education Secretaries on the potential and utility of the package proposed.
5. **Teacher Educational Institutions:** The data formats and report formats for various components of Establishment and performance have been



During the counselling for AIEEE 2005, 45 institutions participated, 77 courses were offered against 10,000 seats for three streams viz. Engineering, Architecture and Pharmacy. Off-campus application was accessible round-the-clock across the globe for 15 days and on-campus was accessible from 16 counselling centres for online counselling.

designed and feasibility report incorporating these have been prepared and submitted to the Ministry for their approval

6. **Analysis of Budgeted Expenditure on Education:** The budgeted layouts of various Central Government and State Government Ministries and Departments for Education, is being compiled and analysed by the Ministry. A software package catering to the analytical needs of the screens of the above is being designed and developed.

CBSE

Portal of AIEEE Examination 2005

Central Board of Secondary Education (CBSE) has requested NIC for the development of software package of online acceptance of Application Forms for AIEEE Examination – 2005 through NIC web server. It has been designed, developed and executed as a web enabled application system for AIEEE 2005 Examination. AIEEE Examination Portal was developed using Microsoft Web Technology and hosted at <http://www.aieee.nic.in>.



The Major activities carried out are as follows

- ❑ To analyse functional requirements from the User and translate them into Design Specifications.
- ❑ Creation of Portal comprising of online display of Examination brochure
- ❑ User friendly online acceptance of AIEEE 2005 application form
- ❑ System auto generate registration number, which is the key for all kinds of future correspondence.
- ❑ Display on the status of receipt of AIEEE 2005 application through Indian Postal Service
- ❑ Transmission of online received applications' data to CBSE on regular basis
- ❑ Online Admit card information published on net
- ❑ Declaration of AIEEE Examination Result

Online AIEEE Counselling 2005

Counselling for AIEEE 2005 was fully online. Designing, development and implementation of the online application software for AIEEE Counselling 2005, was taken up on a turnkey basis. The System was developed using Microsoft Web Technology and hosted at Public URL as <http://www.ccb.nic.in> and restricted URL as <http://intraccb.nic.in> for access to Counselling Centres and CCB during the Counselling period.

The Counselling was conducted in two phases.

- ❑ **Off-Campus Online Counselling** comprising of Online registration by eligible candidates through Net, Submission of Choices based on his/her All India Rank (AIR), Gender, Category, State of Eligibility and generation of tentative seat matrix on regular basis.
- ❑ **On-Campus Online Counselling** comprising of Online Payment of Counselling Fees, Online Registration from designated Counselling Centres, Final exercising of Choices based on the availability on that time, Final Seat Allotment, generation of Allotment Letters in triplicate and publishing the result on Net.

During the counselling for AIEEE 2005, 45 Institutions participated, 77 courses offered against 10,000 seats for three streams viz. Engineering, Architecture and Pharmacy. Off-campus application was accessible round the clock across the globe for 15 days and on-campus was accessible from 16 counselling centres for online counselling.

The Major activities carried out as follows

- ❑ To analyse functional requirements from the Complete System and translate them into Various Modules like Online Fee Collection/Refund Module, Online Registration Module, Final Choice Submission Module, Locking/Unlocking Module, Final Seat Allotment Module, etc.
- ❑ Development of SRS as per the requirements freezed by CCB
- ❑ Launching of website and posting of all relevant information on Net
- ❑ Development and Testing of the software packages for the desired deliverables
- ❑ Training and co-ordination with each of the Counselling Centres on the software packages and the necessary technical inputs
- ❑ Performing DBA activities and planning Backup/Recovery of Database
- ❑ Certified as per "IEEE" standard.

Automation of the processes leading to affiliation of schools to the board

NIC is developing the software packages leading to the automation of affiliation of schools comprising of:

- ❑ online submission of application forms along with scanned support documents for various needs of affiliation and addition of subjects;
- ❑ online status of affiliation process;
- ❑ inspection reports processing (in process).



Counselling support for other State Boards

Online Counselling of Uttar Pradesh Technical University – State Entrance Examination (UPTU-SEE) 2005

During the counselling for UPTU-SEE 2005, 183 Institutions participated, 72 courses offered against 30,000 (approx.) seats for seven streams viz. Engineering, Architecture, Pharmacy, Hotel Management, Master of Computer Applications, Master of Business Administration and Direct admission to 2nd year of Diploma holder candidates. Off-campus application was accessible round the clock across the globe for 7 days and on-campus was accessible from 7 counselling centres for 24 days for online counselling.

A very complex algorithm was designed keeping in view the state government reservation policies (like SC/ST/OBC, Girls, Freedom Fighter, Physically Handicapped, Armed Forces and Rural weightage quota, etc.)

The Online application was developed using Microsoft Web Technology and hosted at <http://uptu.nic.in>

The activities carried out were as follows:

- ❑ Development and updation of UPTU website and posting of all relevant information
- ❑ Development of SRS as per the specifications freezed by UPTU
- ❑ Design, Development, Testing and Implementation of Customised online application of UPTU-SEE 2005
- ❑ Training and co-ordination with each of the Counselling Centres on the software packages and the necessary technical inputs

Kerala State Counselling

Kerala state has required for NIC support for automating the centralised real time counselling for three different locations of the state. NIC has designed & developed the suitable software modules for complete automation of the entire counselling operation. The real time counselling took place at Trivandrum, Kozhikode and Ernakulum.

Counselling Support for Haryana State

Haryana state requisitioned for the provisional terminal and software development supports for its online counselling processes for admission to first year of polytechnic, Engineering, MCA & MBA etc.

Automation for NCERT

As desired by NCERT, the website has been launched on NIC Server URL: <http://ncert.nic.in> VPN connectivity has been configured and the officials of NCERT have been trained for remote updation of the site. Digitisation of NCERT text books for classes 9th to 12th (English Medium) have been completed and ported onto NCERT website to have online access of the text books.

National Bal Bhawan Website

The Hindi version of the website of the National Bal Bhavan, available on the URL: <http://nationalbalbhavan.nic.in> has been developed and launched on 19th November 2005 by Hon'ble Prime Minister of India.

Technical Support

The technical support as desired has been extended to Rashtriya Sanskrit Sansthan, Central Board of Secondary Education, NCERT, CTSA etc., VII All India Education survey has been carried out on a turnkey basis for NCERT.

