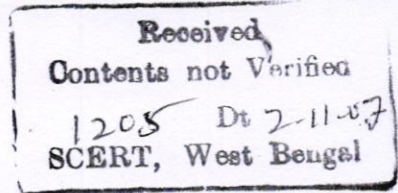


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Government of West Bengal  
School Education Department  
(Primary Branch)  
Bikash Bhavan, Bidhannagar, Kolkata-700 091

No. 881 -SE (Pry)/SCERT-3/2007

Date: 12-11-07

From: Joint Secretary  
School Education Department  
Government of West Bengal

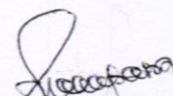
To: ✓ The Director,  
State Council of Education Research & Training  
25/3 Ballygunj Circular Road  
Kolkata-700 019.

Sub: Function of different branches of SCERT

Enclosed please find herewith a statement on the functions of different branches of State Council of Education Research & Training, West Bengal along with detailed job charts of the officials of SCERT. For other non-academic and clerical staff, the usual job allocations will apply.

Encl: As stated.

Yours faithfully,

  
Joint Secretary



FUNCTIONS OF STATE EDUCATIONAL RESEARCH AND TRAINING

Section-I:- Curriculum and materials development

- (1) To assist West Bengal Board of Secondary Education, West Bengal Council of Higher Secondary Education and West Bengal Board of Primary Education in developing the text books. SCERT will be a permanent invitee in the text book committee of these Boards and Council.
- (2) SCERT will help the above named Boards and Council in the preparation of instruction materials for Language and subject teachers containing Methodology in classes of Lecture type, interactive, Outdoor (Environment) and Organizational (Eco-Club) for building of awareness.
- (3) Study and identify problems and suggest measures to improve inclusive Education and the class-room and taken up sensitization / counseling of teachers and Inspectorate officials as well as families towards inclusive education specially in the context of disabled children, over aged children and children who had dropped out but who are being re-admitted to formal schools.
- (4) Development of materials for joyful learning through identification of problem areas specially for the beginners and development of materials for e-learning.
- (5) To prepare periodical work-plan and review of performance.

Section-II Orientation and Training:-

- (1) To develop modules of Orientation Training of In-Service Primary Teachers / Secondary Teachers in consultation with Primary / Secondary Boards and Council.
- (2) To develop and introduce a Course in Guidance and Counseling for teachers of Secondary schools (one teacher from one school in a block / municipality –



around 600 no. of teacher in a span of 2 years ) in the SCERT premises with assistance from NCERT, New Delhi

- (3) Training of supervisory staff (SI and AI) and Teacher Educators in PTTIs & DIETs.

Section-III Research and Evaluation :-

- (1) Action research studies on impact of Mid-Day Meal, distribution of free textbooks, free school dress of girls.
- (2) Action research studies on enrolment, drop outs in Primary / Upper Primary Level on enrolment / attendance / drop-outs according to Caste / Gender / Community.
- (3) Action research studies on functioning of schools under State Board vis-à-vis ICSE / CBSE Boards.
- (4) Study on the functioning of sector and sector level functionaries.

Section-IV: - Extension and Dissemination of Information: -

- (1) To assist DIETs in extension work of developing at least one Model Primary School and one Upper Primary School in the district.
- (2) To set up one Branch Office (in the premises of DIET Sovanagar, Malda) to cater the needs of PTTIs / DIETs of North Bengal areas.
- (3) To collect information on such ongoing development programmes of School Education Department as required by the department.
- (4) To set up a Statistical Wing to store the collected data / information on all ongoing programmes of School Education Department with electronic records.
- (5) Analysis of these data, publication of reports and submission to School Education Department for policy level decisions.
- (6) To set up a Library equipped with the books publication, journals etc. containing recent thoughts on education in schools, Teachers' Education Training etc.



(1) Job Chart for Director

1. Administrative Head and 'Head of Office' in respect of administrative / financial matters, sanctioning authority of casual leave and other kinds of leave to subordinate employees (as delegated by the Appointing Authority / Head of Department), advance from GPF (Refundable and non-refundable), tours and T.As. admissible to employees of the establishment.
2. To be responsible for affairs of State Council of Education Research & Training.
3. Maintenance of Service Books of the employees, grant of normal increment and pay fixation of employees, settlement of their personal claims, acceptance of nominations on account of Group Insurance, Death Gratuity, Family Pension and GPF. GPF Account of Gr.'D' staff, final payment etc. will be maintained by Head of Office.
4. Sanction of Pension / Family Pension including final payment of GISS Scheme.
5. Initiation of Open Performance Report of the employees.
6. Preparation of Annual Plan of different Wings and submission for approval to the appropriate authorities.
7. Preparation of Budget / Revised budgets, submission of Utilization Certificates of the funds received.
8. To represent / assist School Education Department in the preparation of reports / interaction with agencies like NCTE, NCERT, NUEPA, IASE, CTE, CIET etc. in the matters of Teacher Training (Primary and Secondary Levels).
9. To act as 'Controlling Officer' of DIETs in academic matters like training, action research, field studies and surveys as would be entrusted to DIETs by the School Education Department or other State / Central Agencies with the approval of School Education Department.



10. To assist the School Education Department in the formulation of training programmes, Career Counselling of students, planning and review of various schemes of the department
11. Distribution of duties to different officials and other employees in different sections of Council and provide maintenance of record of work done.
12. To be overall-in-charge of the Institute and to liaise with School Education Department on behalf of the Institute.
13. Any other work as assigned by the department.

### (2) Finance Officer

1. To act as Drawing and Disbursing Officer in respect of all financial bills along with Drawal of Advance against proforma invoice.
2. To maintain all registers, books of accounts, bank transactions passbooks etc. up to date and to arrange for audit of accounts of the establishment in time.
3. To ensure proper deductions towards contributions towards GPF, Income Tax, Profession Tax and GISS from Pay and Allowances of employees and to deposit in proper Heads of Account.
4. To perform any other duties assigned by the Director time to time.

### (3) Research Fellow Grade-II

1. To perform the duties entrusted with the Section where he/she is posted by the Director, State Council of Education Research & Training. Research Fellows Grade-II will be placed in such Sections which are relevant to his / her subject/specialization.
2. To prepare an annual plan of the Section (in consultation with Director) as well as a budget estimate indicating the sources of fund.
3. To maintain a record of the programmes (in Registers / Soft Copies) conducted with details of data so collected for handing over to the Statistical Wing



(Extension and Dissemination of Information) for analysis and publication of reports.

4. Assist the department of School Education to prepare plans, to collect project specific information and also facilitate extension and dissemination of information.
5. Formulation and implementation of programmes on career counseling in schools, in consultation with the department, the directorate and school authorities.
6. To maintain all A.V. Equipments, Computer Lab, Science Lab, Library etc. in proper working condition in co-ordination of the other Sections of the Councils.
7. Any other work assigned by the Directorate / Department.