

Copy File  
187

Received  
Contents not Verified  
1205 Dt 2-11-07  
SCERT, West Bengal

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

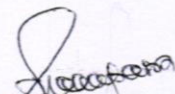
To: ✓ The Director,  
State Council of Education Research & Training  
25/3 Ballygunj Circular Road  
Kolkata-700 019.

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 –