

Citizen Charter

Directorate of Education

U.T. of Dadra and Nagar Haveli,

Silvassa.

**U. T. Administration of
Dadra & Nagar Haveli
(Directorate of Education)
Secondary / Higher Secondary Education
Silvassa – 396230**

CITIZEN'S CHARTER

The Union Territory of Dadra & Nagar Haveli is situated on the western part of India between the states of Gujarat and Maharashtra. Its area is 491 Sq. km. It is a tribal dominated territory, about 64% of the population consist of tribal.

OUR VISION :

- Our vision of education is not only to impart knowledge, but the wholesome development of the child; i.e. to inculcate self confidence, self reliance and be a good citizen.
- Vision of Education “Thinking Schools, Learning Nation” (TSLN)
- Thinking Schools aims to develop creative thinking, life long passion for learning and nationalistic commitment in the young.
- Learning Nations aims to make learning proactive by encouraging creativity and innovation at every level of society, which goes beyond schools and educational institutions.

OUR MISSION :

- To nurture children in a wholistic way
- To develop the child morally, intellectually, physically, socially and aesthetically.
- To develop the individual and educate the citizen.

OUR CLIENTS :

- Students seeking admission for formal education in the High Schools or Higher Secondary Schools (Between 13 – 17 yrs age group).

1. INTRODUCTION :

The U.T. of Dadra & Nagar Haveli is a small territory with an area of 491 sq. km and population of 3.4 lakhs as per 2011 Census, 64% of the population consists of Tribal population. The U.T. of Dadra & Nagar Haveli was liberated on 2nd August, 1954 from Portuguese Colonial rule and was integrated with the Union of India on 11th August, 1961. Then it was relatively backward territory in education, infrastructure and development.

The U.T. of Dadra & Nagar Haveli is a single district, single taluka territory. Different dialects are spoken by the tribals and there is a great influence of Gujarati in the northern part of this territory and of Marathi in the southern part of this territory.

Due to rapid industrial development, the outlook of the territory has changed. At the time of liberation there were only five schools and literacy rate increased to 77.65% in 2011 from 57.63% in 2001.

The capital of Dadra & Nagar Haveli, Silvassa is well connected with road transport. NH – 8 is only 13 km away (Bhilad) in the West. Vapi is the nearest railway station (18 km) which is on the Western Railway line between Mumbai and Surat. Vapi is 167 km from Mumbai Central and 95 km from Surat. The Daman Ganga river flows from Nasik and passes through Dadra & Nagar Haveli.

Numbers of Government and Private Schools under U.T. of D&N.H.2013-14

Type of Management	No. of Schools
Primary Only	181
Upper Primary Only	01
Primary with Upper Primary	121
Primary with Upper Primary and Secondary	0
Upper Primary with Secondary	10
Upper Primary with Secondary and Higher Secondary	1
Primary with Upper Primary and Secondary and Higher Secondary	5
Secondary Only	11
Secondary with Higher Secondary	12
Higher Secondary Only	1
Total	343

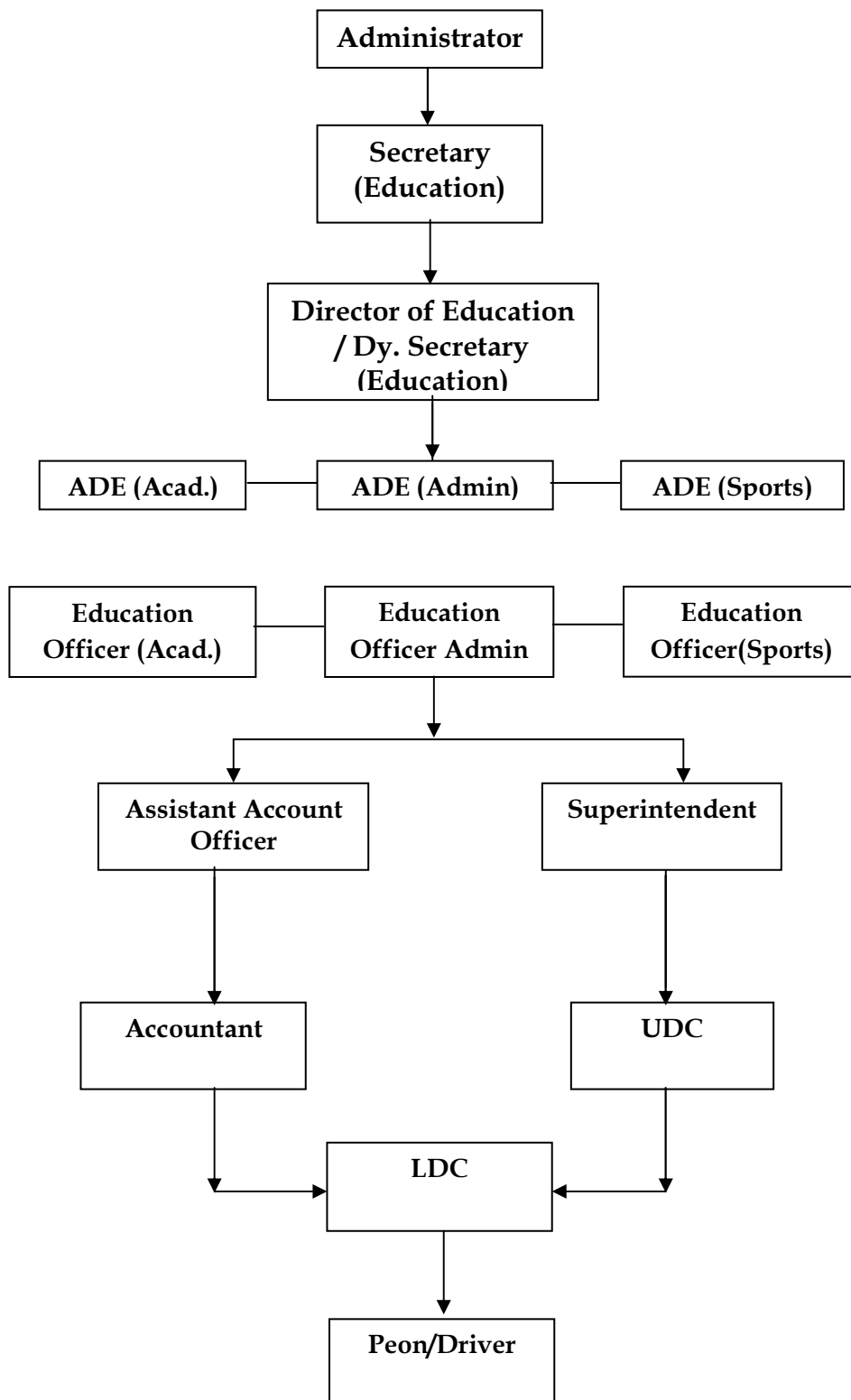
In addition to these there is one Polytechnic College, one Industrial Training Institute, one Government College (Silvassa Institute of Higher Learning) and a private Degree College (SSR College of Arts, Science and Commerce) in the UT

It is pertinent to mention that with the rapid growth of industrialization in Dadra & Nagar Haveli, the population is migrating / floating in nature. As the Territory is surrounded by Gujarat and Maharashtra, we are required to conduct classes in Hindi, English, Gujarati and Marathi mediums.

2. ORGANIZATIONAL SET-UP :

The Directorate of Education deals with the organization, development and regulation of schools education in the U.T. of Dadra & Nagar Haveli under the provisions of the Dadra & Nagar Haveli Education Rules. The educational structure of the state consists of Pre-Primary, Primary, Upper Primary, Secondary and Higher Secondary Education.

STRUCTURE OF DIRECTORATE (EDUCATION)



List of employees working under Directorate of Education

Sr.No	Name of the Employee	Designation	Presently Working at stated Department
1	Shri B. B. Rathod	ADE (Admin)	
2	Shri Ranjit L.Gohel	ADE(Acad)	
3	Shri Paritosh V.Shukla	E.O.(Acad)	
4	Shri A. N. Pawar	E.O.(Admin)	
5	Shri G .H.Vora	E.O.(Sports)	
6	Krutika V.Solanki	Acctt.	
7	Khalpa V.Dhodia	S.A	
8	P.M.Shinde	Steno	
9	Barsu K.Chaudhari	UDC	Finance
10	Ranjit K.Patel	UDC	
11	Kantilal R. Narolia	UDC	
12	Bhikhu G.Patel	UDC	Mamlatdar
13	Willma M.Qunitall	UDC	Secy-Edu
14	Niraj Kumar	LDC	
15	Kanu V. Patel	LDC	
16	Manisha S.Patel	LDC	
17	Jayshree T.Patel	LDC	DP
18	Kamlesh Patel	LDC	
19	Amrat K Patel	LDC	
20	Dhanraj Patel	LDC	PWD
21	Ashish K Ohal	LDC	Personal
22	Heena Surma	LDC	Irri
23	Pushpa Ahir	LDC	Law
24	Suruchi N. Patel	LDC	
25	Ramu K Mahyavanshi	Driver	
26	Mohan M Patel	Driver	
27	Nagin B. Patel	Driver	
28	Kalan S. Sonji	Peon	
29	Veslav B.Gonsalvis	Peon	DP
30	Tulsi G. Patel	Peon	
31	Ishwar C. Dhodia	Peon	
32	Raman M Gavit	Peon	Collector
33	Jayesh A. Bhandari	TGT	DP
34	M.M.Solanki	Asstt. Lib	School

3. ADMISSION IN SCHOOLS:

3.1 ADMISSION TO HIGH SCHOOLS

The child who has passed STD – VIII can seek admission in std – IX in any High School / Composite Higher Secondary School. Application in the prescribed form duly signed by the parents / guardians should be accompanied by (i) attested copy of the mark sheet issued by the last school attended, (ii) two passport size photographs and (iii) school leaving certificate (in original) along with one attested copy there of.

3.2 ADMISSION TO HIGHER SECONDARY SCHOOLS :

A student who has passed STD – X can seek admission in any Higher Secondary School by applying in the prescribed form. Application form should be accompanied by (i) attested copy of the mark sheet issued by the State Education Board, (ii) two passport size photographs and (iii) school leaving certificate (in original) along with one attested copy there of.

4. LEAVING / CHANGE OF SCHOOL:

4.1 WITHIN THE U.T.

(i) The parents / guardians of the child / candidate shall make an application on a plain paper to the Head of the Institution to obtain the School Leaving Certificate

(ii) The parents / guardians of the child / candidate shall make an application in the prescribed form to the Head of Institution in which he / she wants to seek admission along with the School Leaving Certificate from the school attended last.

4.2 FROM ANOTHER STATE TO U.T. OF D&NH:

(i) The parents / guardians of the candidate shall get the School Leaving Certificate counter signed by the District Education Officer of the UT.

(ii) The parents / guardian of the child shall make an application in the prescribed form for admission along with the School Leaving Certificate and shall also produce the Progress Report / Result Card to the Head of the Institution.

4.3 SCHOOL LEAVING CERTIFICATE:

(i) The parents / guardians can file an application on plain paper giving reasons for seeking School Leaving Certificate to the Head of Institution.

(ii) The School Leaving Certificate will be issued free of charge. The delay in issuing of School Leaving Certificate without sufficient justification by the Head of Institution could be reported to the Director of Education.

5 INCENTIVES OR SCHEMES :

5.1 FREE UNIFORMS TO SC/ST & LIG STUDENTS :

The Scheme has been devised for providing incentives to the SC/ST/LIG students in Government High Schools of the Territory. Under the Scheme two pairs of School Uniforms, one pair of canvas shoes and two pairs of nylon socks are provided to the students.

ELIGIBILITY

The SC/ST/LIG students in the Government High Schools are eligible for the benefits under the scheme.

5.2 FREE TEXT-BOOKS:

The Department of Education supplies free text-books, note books, compass boxes and other teaching learning materials to all SC/ST/LIG students of Government High / Higher Secondary Schools.

5.3 SCHEME OF POST MATRIC SCHOLARSHIP TO THE STUDENTS BELONGING TO SC/ST/LIG FOR STUDIES IN INDIA.

It is a centrally sponsored Scheme to provide incentive to students belonging to SC/ST/LIG group for Post Metric Studies.

Objective:-

The objective of the scheme is to provide financial assistance to Schedule cast/Scheduled Tribe/ Other Backward Class (LIG) studying at Post matriculation or Post Secondary stage to enable them to complete their education.

Scope:-

These scholarships are available for studies in India only and are awarded by the Government of the State/ U.T to which the applicant actually belongs i.e. permanently settled.

Conditions of eligibility:-

- i. The Scholarships are open to nationals of India.
- ii. This scholarship will be given for the study of recognized post-matriculation/ Post Secondary courses pursued in recognized institutions.
- iii. Student perusing Post Graduate Courses in medicine will be eligible if they are not allowed to practice during the period of their course.
- iv. Student who peruse their studies through correspondence courses are also eligible. The term correspondence includes distant and continuing education.
- v. Employed students whose income combined with the income of their parents/guardians does not exceed Rs. 1.45 lakhs are eligible to Post-Matric Scholarship to the extent of reimbursement of all compulsorily payable non refundable fees.

- vi. All children of the same / guardians will be entitled to receive the benefit of the scheme.
- vii. The Scholarship holder under the scheme will not hold any other scholarship/stipend. If awarded by any other scholarship, the student has to give an option for either of the two whichever is more beneficial to him/her.

5.4 SCHEME FOR GRANT OF CASH AWARD TO SC/ST STUDENTS OF SECONDARY & HIGH SECONDARY SCHOOLS.

Under the scheme cash award will be provided to SC/ST students of High / Higher secondary schools for securing 55% marks (Boys) and 50 % Marks (Girls) in Annual examination at the rate of Rs. 500 per student annually.

Objective:-

The objective of the scheme is to provide incentive to SC/ST students to pursue their studies and thereby to reduce the dropout rate.

Condition:-

1. The scheme shall be applicable to SC/ST students of this Territory studying in Secondary/Higher Secondary schools run by this administration.
2. All the students who pass in all the subjects and secure 55% marks (50% in case of girls students) in their previous examination shall be given cash award of Rs. 500.
3. The students passing IXth to XIIth Std. shall be eligible under the scheme.

5.5 GRANT OF CASH AWARD TO THE STUDENT WHO SECURE HIGHEST PERCENTAGE OF MARKS IN SSC/HSC BOARD EXAMINATION.

Under this scheme the award is named as “**Administrator’s award for Excellence**”. The department of education will grant cash award to the candidates standing 1st, 2nd and 3rd in general and SC/ST categories separately in the board examinations i.e. Std X & XII. The awardees may be given a trophy/ shield as well as financial incentives as under:-

1. **For the 1st Prize Rs. 5000/- cash.**
2. **For the 2nd Prize Rs. 3000/- cash.**
3. **For the 3rd Prize Rs. 2000/- cash.**

These awards are given to inspire the students to excel in the field of education and perform par excellence in the board examinations.

Note : The above scheme has been modified only for HSC as GYAN GURAV award for Student who secure 1st ,2nd and 3rd position at U.T. Level 2013-14.The awardees will be given Laptop as an incentive for Higher Education.

5.6 EQUIPMENT AND MATERIALS FOR HIGH/HIGHER SECONDARY SCHOOLS:

Under this scheme, for better management of the schools materials like furniture, school library books, Science equipments, Maps, Charts and other teaching materials are provided to all Government Schools every year.

5.7 EDUCATIONAL STUDY TOURS FOR SC/ST/LIG STUDENTS:

The main purpose of the scheme is to provide facility to SC/ST/LIG students for undertaking educational tours to places of interest relating to educational, historical & cultural heritage as per rate approved for lodging & boarding by the Government of India and the U.T Administration from time to time.

5.8 FINANCIAL ASSISTANCE (GRANT-IN-AID) TO GOVERNMENT AIDED SCHOOLS:

The U.T Administration has notified a new scheme as approved by the Government of India, Ministry of Human Resource Development. Under this scheme Financial Assistance will be given to the Private recognized High/Higher Secondary Schools of this U.T, with effect from the academic year 2011-12.

5.9 GIRLS INCENTIVE SCHEME FOR HIGHER & PROFESSIONAL COURSES:

This is a new scheme which is being implemented from the academic year 2011-12. Under this scheme of the tuition fees and Hostel expenditure, 50% will be reimbursed to the girls students who continue higher/professional courses.

5.10 SCIENCE SEMINAR:

Objectives:-

- i. To stimulate and motivate Secondary and Higher Secondary students.
- ii. To explore new horizons in the field of science.

The Department of Education in collaboration with Department of Science & Technology (U.T of D&NH) organizes science seminar in month of July and August for the students of Std. IX & X. One student is selected for the National Level Science seminar organized by Nehru Science Centre, Varli, Mumbai.

5.11 WESTERN INDIA SCIENCE FAIR:

Objective:-

- i. To inculcate research habits and abilities in Secondary and Higher Secondary students.
- ii. To help students to evolve a practice approach towards problems in science.

The Department of Education conducts annually the State level Western India Science Fair. In all 05 individuals student projects, 05 student team projects and 05 teachers teaching aid projects are selected for participation at the Zonal level science fair at Mumbai.

At Zonal level Western India science fair the following states participate:-

1. Goa
2. Gujarat
3. Maharashtra
4. Chattisgarh
5. Rajasthan
6. Daman
7. Diu
8. Dadra and Nagar Haveli.

5.12 JAWAHARLAL NEHRU SCIENCE EXHIBITION

Objective:

- i. To help students evolve a practical approach towards problems in science.
- ii. To develop a scientific attitude and scientific temper among students

Every year the Department of Education organizes Jawaharlal Nehru Science Exhibition for Secondary and Higher Secondary students. Each science exhibit is accompanied by two students and one guide teacher. The Science Exhibition is organized in collaboration with Department of Education in science and mathematics, NCERT, New Delhi.

The top five write ups of the science exhibit selected at the U.T level are sent to NCERT, New Delhi which after screening selects some science exhibit for further participation at national level Jawaharlal Nehru Science Exhibition.

5.13 NATIONAL TALENT SEARCH EXAMINATION:

A. The modified National Talent Search Scheme is given below:

- i. The Scholarship will be given to the candidate from Std. IX onwards till they complete Ph.D in basic sciences, social sciences including commerce.
- ii. The candidates who will pursue their studies in professional courses like medicine, engineering, management & law will be given scholarship up to second degree level.
- iii. National Talent Search Examination will be held in class of Std. VIII to select candidates for award of scholarship.
- iv. The selection test will have two question papers, the Mental Ability Test and Scholastic Aptitude Test. The Mental Ability test has 100 multiple choice items each carrying one mark. Scholastic Aptitude Test (SAT) will also have 100 items each of 100 mark.

B. Syllabus to be covered in the examinations

- i. There are no specific syllabus for the examination.
- ii. However, questions will be asked based on the curriculum of class VII /VIII in the selection test to be held at the end of class VIII.

C. Date of the examination

- i. State level :- It was decided that the state level selection test for class VIII will be held on second Sunday of November every year.
- ii. National Level:- The second level NTS examination will be held on second Sunday of May as per existing practice.

From the current academic year onwards the authority to conduct NTS examination is forwarded to the District Panchayat as Std. VIII is now included with upper primary under District Panchayat.

5.14 RASHTRIYA MADHYAMIK SHIKSHA ABHIYAN:

Rashtriya Madhyamik Shiksha Abhiyan is an ambitious scheme of Government of India, introduced in DNH in 2010-11. To carry out the activities of RMSA, a society named Rashtriya Madhyamik Shiksha Abhiyan Implementation Society has been formed and registered under Societies Act 1860 on 29-12-2010.

The goal of Rashtriya Madhyamik Shiksha Abhiyan is to universalize access to Secondary Education and improve its quality while ensuring equity.

To improve the quality of education at secondary level 04 Centrally Sponsored has been subsumed under Rashtriya Madhyamik Shiksha Abhiyan umbrella i.e. (RMSA, ICT@School, IEDSS (Inclusive Education of Disabled at Secondary Stage, Girls Hostel, V.E (Vocationalization of Secondary & Higher Secondary Education).

OBJECTIVES:

- To universalize access to Secondary Education and improve its quality while ensuring equity.
- To improve quality of Secondary Education by making all schools conforms to prescribed norms.
- To remove disparity based on gender, socio-economic class, geography and disability.
- To provide community owned quality Secondary Education.
- To change the face of Secondary Education system of the U.T and aim to provide quality education to all children of the age group 14-18 by 2017.

Under this scheme grants are provided for:-

1. Strengthening Up of Schools.
2. Setting up Schools
3. Teacher Training, Workshops.
4. Civil Works: Classrooms, Toilet and Water supply.
5. Excursion of students.
6. Maintenance grants.
7. Up gradation of Schools.
8. Training of Head of Institutions
9. Innovative activities.
10. Research Monitoring and Evaluation.

5.15 INFORMATION COMMUNICATION TECHNOLOGY:

This scheme was implemented in our Territory to provide Computer Literacy to the children of Government schools. Main objectives are to build their capacity on ICT skills and make them learn through computer aided learning process. 08 schools were provided with Computer labs in 2006-07, 06 schools covered in 2007-08 and 14 schools will be covered in 2011-12. Under ICT scheme, Central Government provides 75% of the financial assistance to the State and the balance of 25% of the funds by the U.T Administration.

5.16 SHAKSHAR BHARAT PROGRAMME (SLMA):

The Department of Education, U.T administration of D&NH introduced the scheme in the territory. The Dadra Nagar Haveli Literacy Mission Authority (D&NHLMA) was registered in March 2011.

The main Objectives are:-

- To impart functional literacy and numeracy to non literate and non numerate adults.
- Enable the neo – literate adults to continue their learning beyond basic literacy and acquire equivalency to formal educational system.

6. PROPOSAL FOR NEW HIGH SCHOOLS:

During the 12th Five year Plan, the department proposes to start 04 high schools at the places shown below in phased manner.

Sr. No	Place of Proposed School	Std.	No of Divisions	Medium
1	Kherdi	IX-X	04	Marathi
2	Luhari	IX-X	04	Gujarati
3	Masat	IX-X	04	Gujarati
4	Khadoli	IX-X	04	Gujarati

7. AWARDS:

7.1 U.T AWARDS FOR MERITORIOCES TEACHERS:

Categories:

1. One Award for Primary School teachers.
2. One Award for High/Higher Secondary School, teachers.

The U.T selection committee selects the teachers for such awards.

A. The eligibility criteria is as follows:-

1. Teacher with at least 15 years of regular teaching experience are eligible for the Award. This service should be in the U.T of D&NH only. The teachers should be

presently working either as teacher in Primary/Secondary/Higher Secondary Schools Headmasters/Principals of aided Primary/Secondary/Higher Secondary Schools shall also be eligible in respective cadre.

2. Normally, retired teachers are not eligible for the Awards but also teachers who have served for a part of the academic year can be considered provided that all other conditions are fulfilled.

B. Main guidelines for selection of teachers are as follows.

- a. Teachers reputation in the local committee,.
 - b. His/her academic efficiency and desire for its improvement.
 - c. His/her general interest and love for children.
 - d. His/her share in Social life of the Community.
 - e. His/her service in most remote areas of the U.T.
 - f. Details of any outstanding work done by him/her.
3. Proposals should be submitted only in the prescribed performa, by the head of institutions.
 4. The management of the aided institutions have to recommend the name of eligible and meritorious teachers in respective categories from this institution to the Department of Education.
 5. Proposal received from the individual teachers with its own signature cannot be considered.

7.2 NATIONAL AWARDS TO TEACHERS:

Categories of teachers:

1. Primary and Secondary School teacher

Teachers of Secondary and Higher Secondary schools are clubbed in one category as Secondary school teachers and those teaching in Primary & Upper primary schools are clubbed in another single category as "Primary School Teachers".

The Department of Education recommends the names teachers of respective categories for said awards to the Government of India.

2. Condition for eligibility
 - a. Suitable representation to be given to women teachers.
 - b. Suitable consideration to be given to teachers who themselves have disabilities and also the teachers who have done commendable work for education of children with disabilities.
 - c. A teacher must have at least 15 years regular teaching experience and Headmaster with 20 years teaching experience.
 - d. A brief note in about 150 words of outstanding work done by the teacher recommended for national awards should be submitted in triplicate.
 - e. It should be signed by the Assistant Director of Education/Director of Education.

8. **SARASWATI VIDYA YOJANA:**

A new Umbrella scheme for providing incentives to girl students for motivation and promotion of Girls to get School Education as well as higher education without burdening the family financial resources. This Umbrella schemes “Saraswati Vidya Yojana”, will have the following sub schemes/ components:

- a) Free Education to all girls upto post graduate level in the U.T. of DNH.
- b) Scholarship to all girls from IXth Class onwards.
- c) Incentives to Girls students Fee Re-imburement for all Certificate, Diploma, Graduation and Post Graduation level.
- d) Providing Free insurance to the Family of Girl Students under “Sanjeevani” Beema Yojana of the U.T. Administration.
- e) Saraswati Sadhna – free bicycle to all girls of Standards VIIIth and all girls of IX , X,XI and XII, who have not got bicycles in VIII class under existing scheme, in the U.T. of D&N.H.

Eligibility:

Under the Saraswati Vidya Yojana all the girl students will be provided the benefit irrespective of their social and economic status. However each component of the umbrella scheme would be having some eligibility criteria related to educational and residential status as per the benefits mentioned in the scheme component.

Activities

Sr. No	Service/Facilities Rendered	Process for collection	Time Limit for Disposal	To whom to contact
1	Monetary incentive to girl students under plan scheme	Concerned School	Yearly	ADE (Admin)
2	School level education	Head Masters of concerned School	Continuing Process	ADE (Acad)
3	Counter signature	General section	Immediately. During office hours	ADE (Acad)
4	Issuing of Leaving Certificate	Head Masters of concerned School	Immediately.	ADE (Acad)
5	Admission	Concerned School	Immediately.	Head Masters of concerned School
6	Admission for outside Students.	Concerned School	Immediately. As per requirement of the School leaving certificate must be countersigned by the Asstt. Director of Education (Acad)	Head Masters of concerned School
7	Correction / change in name, date of birth etc.	General section	Within 7 days	ADE (Acad)
8	All type of Scholarship	Duly Filled form process from respective Schools	Yearly process	D.E
9	Rashtriya Madhyamik Shiksha Abhiyan (RMSA)	Asstt. State Project Director.	Continue scheme	Head Masters of concerned School
10	National Award for Teacher	Director of Education and Asstt. Director of Education	Yearly	D.E and ADE
11	Inspire Award	Asstt. Director of Education (Admin)	Yearly	State nodal Officer DNH.
12	Jawaharlal Nehru U.T. Level of Science Exhibition	Asstt. Director of Education (Admin)	Yearly	ADE(Admin)/E.O. (Admin)
14	U.T Level of interschool Annual Sports	Asstt. Director of Education(Sport)/E.O .(Sport)	Yearly	ADE (Ports/E.O. (sport)
15	School Inspection	All Asstt Director of Education/E.O/Establishment.	Half Yearly	ADE/E.O
16	Central pool Reserved Sheet allotment for Engg. Medical etc.	Asstt. Director of Education (Technical)	Yearly	ADE (Technical)/E.O.