From

        Director Secondary Education, Haryana, Panchkula

To

        All the Principals/ Headmasters of
        Government Senior Secondary/ High Schools

        Memo No. 1/40-2013-IT Cell

        Dated Panchkula, the 01.05.2013

Sub: Utilization of services of School Information Managers- Guidelines thereof.

        Kindly refer to the subject cited above.

        As you are aware that School Management comprises many academic and non academic activities and many a time the teacher, whose primary job is to teach the students, is busy in performing non-academic activities related to school management. There are many intervention areas at school level, which require a lot of work to do at institution level. For example a lot of Computer Hardware has been put in place by the Department in every High and senior secondary school through various schemes run by the Department and the Haryana School Shiksha Priyojna Prishad. Similarly, library system at school level also needs revamping. There are many other areas which require intervention to smoothen the working and information flow among different responsibility centres of the Department. Providing sufficient infrastructure as per the requirement of the students is also a challenge. To meet the challenge the Government has approved the School Nurture Policy and the process flow of implementation of this policy has been made online by creating a portal for publishing the requirement at institution level and allowing the donors to search for the requirements in the schools and apply for the donation in the schools.

        To manage these activities using Information Technology, the Department has got the post of "School Information Manager" created in all the Government High/ Senior Secondary Schools of the State under RMSA. The process of recruitment of these Managers has already been initiated and around 800 School Information Managers have been posted in different Government High and Senior Secondary Schools. The Department has provided them 5 days orientation training to make them familiarise with the functioning of the department and

different schemes run by the Department and priority areas where there services are required immediately. Detailed guidelines have also been issued by State Project Director, HSSPP, vide letter No. Admn./RMSA/2013/98213-98633 dated 20.03.2013 alongwith their job profile and priority areas. The instructions are available on and can be downloaded from the website of the Department i.e. www.schooleducationharyana.gov.in.

Although they have been provided an orientation training but your guidance and monitoring is vital to familiarise them with the process and flow of information at institution level. A combination of Information Technology and domain expertise could transform the working of the Department well from the Institution level to the State Level.

As has been mentioned in para 1 above, the Department has picked out some priority areas with which the process of transformation could be initiated. Such areas are – (i) Making the Computer labs functional established in the schools through various service providers, (ii) Management of School Nurture portal by uploading the information and available infrastructure in the individual school on it and publishing the requirement to enable the volunteers to come to know about the requirement of items in Government School and contribute in it, (iii)enlisting of library books available in the schools and give them shape of the library and distribute them among the children, (iv) collect and capture the information in respect of every student enrolled in the Government Schools at a central portal for which Student Enrollment Formats have also been circulated to all schools alongwith "Shiksha Setu". Besides these priority areas, the School Information Managers are supposed to assist you in automation of school processes on the basis of local conditions of the individual school.

In view of recruitment of less number of School Information Managers, such SIMs have been also been allocated some additional schools located in the neighbourhood of the school, they are posted in. To utilise their services optimally, it has been decided that their services may be utilised to complete these tasks by ensuring their presence in the school they are posted in and handling the automation of information in respect of all school allotted to them from that school only.

In view of the above, you are assigned the responsibility to coordinate with the Heads of Institutions concerned for providing such information to the SIM posted in your school, which is required for automation and get the same completed under your observation. To complete these tasks, necessary stationery items, access to Computers, Printers, Internet connection etc. may also

be provided to these School Information Managers out of the available resources at school level from any relevant scheme run by the Department (DSE, DEE, HSSPP). Further these Information Managers may also not be deputed to other offices such as BRC, DRC, BEO, BEEO, DPC, DEEO or DEO so that Processes of the schools could be automated.

This instructions may be followed strictly.

Sd/-

Additional Director Administration
For Director Secondary Education, Haryana,
Panchkula

Endst. No. Even   Dated: 01/05/2013

A copy is forwarded to the following for information and necessary action:-

1. All District Education Officers
2. All District Elementary Education Officers
3. All District Project Coordinators
4. All Block Education Officers
5. All Block Elementary Education Officers
6. All Block Resource Coordinators

Additional Director Administration
For Director Secondary Education, Haryana,
Panchkula

Endst. No. Even   Dated:

A copy is forwarded to the following for information and necessary action:-

1. PS/PSSE for kind information of Principal Secretary School Education, Haryana.
2. PS/DGEE for kind information of Director Secondary Education
3. PS/SPD for kind information of State Project Director.
4. PS /DSE for kind information of Director Secondary Education
5. CC for uploading on the website.

Sd/-

Additional Director Administration
For Director Secondary Education, Haryana,
Panchkula