

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 one Minister of State. 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 the 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 field 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 the 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 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 can 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 member 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 the DOPT, Ministry of Finance (Department of Economic Affairs), IIPA, NIC, ISTM, and NIFM, Faridabad, for imparting training to the staff and officers of the Department, so that they can be deputed to attend various courses/programmes such as management and administration, vigilance, cash and accounts, personnel and housekeeping matters, conducted by these agencies.

The 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, and 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. The scheme is currently under review.

Vigilance Activities

The vigilance set-up of 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, has been functioning as Chief Vigilance Officer in both the Departments of Secondary and Higher Education and Elementary Education and Literacy.

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 the Headquarters and in the Subordinate offices. Eleven disciplinary cases were initiated during the year. Ten disciplinary proceedings against officials, including five cases carried over from the previous years, were concluded and appropriate orders passed. Disciplinary proceedings in seven cases are still in progress.

Vigilance Awareness Week was observed from November 1-6, 2004. Banners and posters were displayed and an oath taking ceremony was also held, wherein an oath was administered to the officials of the Departments to maintain honesty in all public dealings. The subordinate offices and autonomous bodies also observed the Vigilance Awareness Week.

Chief Vigilance Officers were appointed in various



Vigilance Awareness Week was observed from 1 November to 6 November 2004. Banners and posters were displayed and an oath taking ceremony was also held wherein an oath was administered to the officials of the Departments to maintain honesty in all public dealings. The subordinate offices and autonomous bodies also observed the Vigilance Awareness Week.

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 like posting of officials in Vigilance Units, appointment of Presenting Officers by the Disciplinary Authorities concerned in the cases investigated by CBI, utilising the services of outsiders, including retired officers, for conducting Departmental Enquiries, use of the internet in Government procurement or tender process and delay in implementation of Commission's advice. All the instructions issued by the CVC have been brought to the notice of all the officers and offices concerned for compliance. Action was also taken to identify the sensitive spots/posts in the Departments in consultation with the various Bureaux.

A specific grievance redressal machinery also functions under the CVO, who also functions as the Director of Grievances in the Department. The Director of 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 Director of Grievances. Regular review meetings with the concerned Bureau Heads/Organisations were held during the year to resolve and expedite the specific grievances. This has resulted in solving some long pending cases. Periodic meetings were also held with the Directorate of Public Grievances (DPG), Cabinet Secretariat and Department of Administrative Reforms and Public Grievances (AR&PG) to review the grievances sent by DPG/AR&PG. 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.

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.

Official Language Division

Both the Departments of this Ministry are giving due attention to all the items of Annual Programme issued by the Department of Official Language (Ministry of Home Affairs). Meetings of the Official Language Implementation Committee are being organised regularly. Quarterly Progress Reports are being sent regularly to the Department of Official Language. The position of Hindi correspondence for the period from April to September 2004 is as under:

'A' Region - 52 per cent

'B' Region - 38 per cent

'C' Region - 25 per cent

According to the direction of the Department of Official Language, checkpoints have been made. During this period, 15 Subordinate offices were inspected by the

Ministry. During the period under review, Committee of Parliament on Official Language inspected 3 Subordinate Offices of the Ministry. Beside this, representation was made by the Ministry in the Official Language Implementation Committee meetings of 15 Subordinate offices. Hindi Workshops were organised in subordinate offices. During the period from April 2004 to January 2005, Hindi workshops were organised in the offices located at New Delhi, Kolkata, Shanti Niketan, Mumbai, Chennai and Pondicherry, including the Ministry, in which training was imparted to about 400 officers.

The Ministry nominates employees/officers for training in every session of the training programme of the Department of Official Language. A two-day workshop on 29-30 June, 2004, was organised at Ujjain for the officers/officials looking after the work of Hindi in the offices of this Ministry located in North India. A similar 'Sangosthi' workshop was organised at Bhubaneswar on 7-8 February, 2005. In addition, a Power-point presentation regarding the position of Hindi in both the Departments of the Ministry was made by the Secretary, Department of Secondary and Higher Education in a conference held in October 2004 under the Chairmanship of the Cabinet Secretary. During the year, the Hindi month was celebrated on a large scale in which about 280 employees of the Ministry and its subordinate offices, located at Delhi took part. An official language shield scheme for the promotion of Hindi in the sections of the Ministry as well as in Subordinate Offices, Institutions, Bodies under the Ministry is being implemented.

Computerised Management Information System (CMIS)

The Computerised Management Information System (CMIS) Unit was set up in the Department with a view to accelerate the growth management information system and to create expertise within the Department. The main objectives of the Unit are to identify areas for computerisation and to conduct feasibility studies for the development of computer-based management information system, system analysis, design and

development of software for the implementation of the management information system, maintenance of software packages developed as per varying needs of the users in the Department; act as a resource unit and provide training to the officials of the Department to develop local knowhow for day-to-day processing of information; design and develop database methodologies and liaison with National Informatics Centre (NIC) and other agencies of Information Technology.

This Unit has put in considerable effort to introduce and provide software support to meet the various types of software requirements of the Department. As the nodal agency for computerisation in the Department, this Unit has prepared an overall IT vision for the Department with specific plans and targets. As per the strategy, a Group of Senior officers of the Department was constituted to review the IT requirements of the Department. The Group recommended to provide computers to all dealing hands and personal assistants, computer training programme to the officials of the Department, regular update of the website of the Department, provision of Local Area Network (LAN), implementation of File Tracking System and networking of National Institutions on Education. As per the recommendation of the Group, this Unit conducted a survey to work out the requirements of computers at the Assistants' and Personal Assistants' level. Besides providing computers to all Sections with LAN facility, an additional computer with Linux Operating System and Open Office software has been provided to each Section and all Personal Assistants in the Department. Efforts are being taken to provide computers to all dealing hands in each Section. Section-level information is being collected to implement the File Tracking System.

In order to promote and implement the concept of e-Governance in the Department, all new announcements of the Department are converted into electronic forms along with other related materials like guidelines, etc., and are being made available on the website of the Department. Application forms and other relevant materials are available for online submission. The contents of the website were updated regularly and

provisions have been made for internet users to take printouts of the forms and other materials available on the website. Parliament Questions and Answers relating to the Department were electronically transferred to the Lok Sabha and Rajya Sabha Secretariat regularly during Parliament Sessions. Besides a database on Parliament Questions along with the replies is also made available in Local Area Network to enable all Sections to readily access the questions answered by them earlier on related subjects.

Training camps were organised from time to time to bring awareness on office automation software and to enhance computer usage in the Department. In order to create a paperless environment, efforts are being made to develop suitable software for submission of leave application, tour intimation of officers, online notice board, web publishing of circulars, etc. All officials in the Department were encouraged to utilise the e-mail facility provided by the NIC. As a result, e-mail has been widely used in the Department to send/receive letters, documents, etc., to other offices where such facility is available. Various publications/databases like Education in India series, Budgeted Expenditure on Education for 2002-03, 2003-04 and 2004-05, Telephone Directory of the Department were processed from time to time. An Electronically Clearing System (ECS) for distributing salary and other allowances for the employees of the Departments was introduced during the year. The budgeted expenditure of both the Departments were monitored by this Unit and outputs are generated on various parameters through data processing. Slideshow presentations were prepared and arranged for meetings organised by various Bureaux of the Departments.

This Unit also monitored the maintenance of all computers, laptops, printers, UPS, scanners, etc., installed in the Departments and liaised with NIC and other agencies like Department of Administrative Reforms and Public Grievances, etc., on matters related to Information Technology.

Information and Facilitation Centre

A NICNET-based Information and Facilitation Centre was set up in June 1997 for providing prompt and convenient access to the information to the general public and NGOs visiting the MHRD. The main objective of the Facilitation Centre is to promote an effective, responsive and citizen-friendly administration. The Centre provides information to visitors, NGOs, Indian students and foreign students visiting India for higher studies about the schemes of the MHRD. Information regarding Schemes being implemented by the Ministry and procedure to be followed for availing the services is supplied through brochures, booklets and reports.

The guidelines of various Schemes/Programmes of the Department and application forms are also available on the internet. The data information can be accessed through computers having internet facility. The addresses of the website for the Department of Secondary and Higher Education, Women and Child Development are www.education.nic.in and www.wcd.nic.in respectively.

National Informatics Centre

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 300 nodes in LAN at Shastri Bhavan and provided WAN connectivity through NICNET Gateway with RF Link connectivity of 10 MB. As a backup, this is supported by a 2 MB leased line. To make it virus free and to ensure smooth LAN and WAN functioning, an anti-virus server has been established at Shastri Bhavan for online updation of anti-virus software. NIC has also assisted the Ministry in the establishment of 20 nodes at Curzon Road barracks office and 50 nodes at Jamnagar Office.

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.

Presentation of IntraEDU: An IntraEDU portal for communications within the Ministry has been developed and presented. It has the following features:

- a. Personnel Data of Employees
- b. Pay Information
- c. Online Submission of Leave Applications
- d. Telephone and E-mail Directories
- e. E-Notice Board
- f. Sharing of Documents Online
- g. Applications in Downloadable Format for GPF Advance/Withdrawal, Vehicle Advance, House Building Advance, etc.

Portal of AIEEE Examination 2004

The Central Board of Secondary Education (CBSE) has requested the NIC for the development of a software package for online acceptance of application forms for AIEEE Examination–2004 through the NIC web server. It has been designed, developed and executed as a web enabled application system for AIEEE 2004 Examination. The AIEEE Examination Portal was developed using Microsoft web technology and hosted at <http://www.aieee.nic.in>.

Major activities carried out

- ❑ To Analyse Functional Requirements from Users and Translate Them into Design Specifications.
- ❑ Creation of Portal Comprising Online Display of Examination Brochures
- ❑ User-friendly Online Acceptance of AIEEE 2004 Application Forms
- ❑ System Auto Generation of Registration Number, which was Key for all Kinds of Future Correspondence.
- ❑ Display on the *Status* of Receipt of AIEEE 2004 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 Results.

Online AIEEE Counselling 2004

Counselling for AIEEE 2004 was fully online. Designing, development and implementation of the online application software for AIEEE Counselling 2004 was taken up on a turnkey basis. The System was developed using Microsoft web technology and hosted on a public URL at <http://www.ccb.nic.in> and on a restricted URL at <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 the internet, 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 the net.

During the counselling for AIEEE 2004, 45 Institutions participated, and 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 form was accessible from 16 counselling centres for online counselling.

Major activities carried out

- ❑ 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 Requirements Freed by CCB

- ❑ Launching of Website and Porting of all Relevant Information on Net
- ❑ Development and Testing of Software Packages for the Desired Deliverables
- ❑ Training and Coordination with each Counselling Centre on the Software Packages and the Necessary Technical Inputs
- ❑ Performing DBA Activities and Planning Backup/ Recovery of Database
- ❑ Certified as per “IEEE” standard.

Online Counselling of Uttar Pradesh Technical University- State Entrance Examination (UPTU-SEE) 2004

During the counselling for UPTU-SEE 2004, 183 institutions participated, 72 courses offered against 30,000 (approx.) seats for seven streams viz., engineering, architecture, pharmacy, hotel management, masters in computer applications, masters in business administration and direct admission to second year for diploma-holder candidates. Off-campus application was accessible round the clock, across the globe, for seven days and on-campus was accessible from seven counselling centres for 24 days for online counselling.

A very complex algorithm was designed keeping in view 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>

Activities carried out

- o Development and Updation of UPTU Website and Porting of all Relevant Information
- o Development of SRS as per Specifications Freezed by UPTU
- o Design, Development, Testing and Implementation of Customised Online Application of UPTU-SEE 2004
- o Training and Coordination with each of the Counselling Centres on the Software Packages and the Necessary Technical Inputs

Deemed University Portal

A “Techno-economical” proposal for the development of “Portal of Deemed University” has been developed and submitted to the Ministry of HRD.

Urdu Council Website Updation

The entire website of National Council for Promotion of Urdu Language (NCPUL) has been updated with enhanced features. Monthly magazine “Urdu Dunia” was also published on the net on a regular basis during the year 2004. A “Techno-economical” proposal for the development of “Portal on Urdu Council” has been developed and submitted to NCPUL.

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

