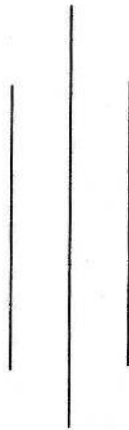


Government of Manipur
**DIRECTORATE OF STATE COUNCIL OF EDUCATIONAL
RESEARCH AND TRAINING
(SCERT)**



**ANNUAL ADMINISTRATIVE REPORT
2010-11**

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ADMINISTRATIVE REPORT 2010-2011

1. INTRODUCTION :

State Council of Educational Research and Training (SCERT), Government of Manipur, was established by amalgamating the erstwhile State Institute of Education (S.I.E.) and State Institute of Educational Technology (SIET) and some other units from the Directorate of School Education in the month of February, 1989. The SCERT has since then been working for upliftment of the quality of education in the elementary stage of education as well as for achieving the goal of Universalisation of Elementary Education (UEE).

The Department is implementing the following State Plan Schemes:

- I. **Preparation and Production of Academic Materials:**
 - i) Production of Academic Materials
 - ii) Development of Curriculum & Syllabus for Teachers Training
- II. **Teacher Training and Extension Services**
- III. **Improvement of Science and Mathematics**
- IV. **Population Education (PE).**
- V. **Evaluation and Examination Reforms**
- VI. **Educational Research and Survey**
- VII. **Educational Technology (ET).**
- VIII. **Vocational Guidance and Counseling Services.**
- IX. **Library and Documentation Services.**
- X. **Direction and Administration:**
 - i) General Administration.
 - ii) Information Technology.
 - iii) Major Works (SCERT)

In addition to the State Plan Schemes, the Department is also implementing the following Centrally Sponsored Schemes/Central Plan Schemes:

- I. Restructuring and Reorganization of Teacher Education (RRTE); District Institute of Education and Training (DIET).
- II. Integrated Education for Disabled Children (IEDC)
- III. National Population Education Project (NPEP).

2. MAJOR FUNCTIONS :

The major functions of the Department are as follows:-

- i) To organize in-service training of teachers and orientation of supervisors/inspecting officers dealing with Pre-school, Elementary, Secondary and Higher Secondary Education in the State of Manipur.
- ii) Conduct of in-service training of (a) Teacher-Educators working in the teacher-training institutes and (b) Teachers at all stages of education from Pre-school to Higher Secondary.
- iii) To arrange appropriate programmes for the overall professional development of teachers, teacher-educators and supervisors/ inspecting officers.
- iv) To provide extension services to teacher training institutions at all levels in the state.
- v) To coordinate the work of extension services centers of the teacher training institutions in the state.
- vi) To prescribe Curricula and Textbooks for Teacher Training Institutions at the Pre-Schools and Elementary Stages.
- vii) To produce instructional materials for use of teachers & teacher educators at the Secondary and Higher Secondary Stages
- viii) To conduct action researches and school surveys in various areas of school education and Teacher Training.
- ix) To achieve Universalisation of Elementary Education (UEE) and maintain quality education by using electronic media of all kinds.
- x) To undertake specific projects at all levels of education not inconsistent with the basic objectives of the Department, and also works/assignments as entrusted to it by the Government from time to time.

(3)

3. BUDGET PROVISION:

The budgeted outlay for Annual Plan 2010-11 is Rs. 250.00 lakhs only and the head-wise allocation is shown below:

(Rs. in lakhs)

Sl. No.	Name of the Scheme	Approved Outlay (Rs. In lakhs)
1.	<u>Preparation & Production of Academic Materials:</u> Preparation of Other Academic Materials	1.50
2.	Teacher Training & Extension Services	10.00
3.	Improvement of Science & Mathematics	3.00
4.	Population Education	0.30
5.	Evaluation and Examination Reforms	5.00
6.	Educational Research & Survey	4.00
7.	Educational Technology	12.00
8.	Vocational Guidance & Counseling Services.	3.00
9.	Library & Documentation Services.	0.75
10.	<u>Direction & Administration :</u> General Administration Information Technology Major works (SCERT)	27.15 3.30 180.00
Total :		250.00

(4)

4. PHYSICAL ACHIEVEMENT DURING THE YEAR 2010-11.

I. Preparation and production of Academic Materials.

Sl.No.	Programme
	Preparation and production of Academic Materials.
1.	Seminar on present status of curriculum & Syllabus.
2.	An Annual bulletin has been prepared and will be published very shortly.

II. TEACHER TRAINING AND EXTENSION SERVICES.

Sl.No.	Programme
	<u>Teacher Training and Extension Services.</u>
1.	15 nos. of short term Orientation Programme on teaching of Meetei Mayek.
2.	Seminar/Workshop.
3.	Purchase of furniture, books for the HTTI and teacher training unit.
4.	Study Tour for Hindi teacher's training Programme at Agra and Misc.
5.	Orientation programme on teaching of Hindi.
6.	Purchase of Computer and accessories.

Hindi Teacher Training Institute (H.T.T.I.):

In-Service and Pre-Service Training Courses in Hindi are conducted in this institution for popularization and improvement of Hindi language in the State.

III. Improvement of Science and Mathematics.

Sl.No	Programme
	<u>Improvement of Science and Maths.</u>
1.	1(one) no. of A 7-Day Orientation Training Programme on the Teaching of Mathematics.
2.	1(one) no. of A 7-Day Orientation Training Programme on the Teaching of Science.
3.	Workshop for Development of Exemplar problems in Science & Mathematics for Classes-IX & X.

(5)

IV. Population Education:

- i. Observance of the world population week, 2009.

V. Evaluation & Research

1. Publication of hand book on classroom management.
2. Workshops.
3. Survey works.
4. Research.

VI. Educational Technology: Educational Technology Unit has conducted various programmes as shown below.

Sl. No.	Programme	No. of Programmes conducted
1.	10-Day training programme on Educational Technology for school teachers.	3 Programmes.
2.	3-Day workshop on Topic Identification for Media Script Writing programme.	3 programmes.
3.	5-Day workshop on Educational Media Script writing.	10 programmes
4.	10-Day workshop on Educational Broadcast Programme Production.	10 programmes.
5.	Fee for broadcasting of E.B .programme to the All India Radio (AIR) Imphal.	1 Onetime payment for 2009-10.
6.	Purchase of equipments.	Purchased.

VII. Vocational Guidance and Counseling Services.

Sl.No.	Programme	No. of programmes conducted
1.	<u>Vocational Guidance and Counseling Services</u> Procurement of I.Q. Testing Equipments.	1
2.	Honorarium to Career Masters @ Rs. 100/-p.m for 50 career Master for 12 months.	3
3.	Organization of Career Guidance Expo-2011.	3
4.	Organization of Workshop for teachers	1

(6)

VIII. Library and Documentation Services.

- i. Procurement of Books.
- ii. Subscription of Journal/Newspaper etc.
- iii. Purchase of library Accessories.

IX. Direction and Administration

a) General administration

- i. Domestic Travel Expenses.
- ii. Electric bills for the year 2010-11.
- iii. Purchase of petrol/Diesels .
- iv. Maintenance of Vehicle.
- v. Misc. Expenditure.
- vi. Contingency for the General Administration of the Directorate.

b). Information Technology (IT)

- 1. Training on IT for school teachers.
- 2. Purchase and up gradation of IT equipment.
- 3. Purchase of Misc, Items.
- 4. Training on IT for school teachers.

X. Major Works

- 1. Construction of a multipurpose hall/building at Moirang DIET.
- 2. Construction of a multipurpose hall/building at new office complex at Lamphelpat.
- 3. Construction of canteen of new office complex at Lamphel.
- 4. Construction of cement concretet approach road of the Office complex at Lamphelpat.
- 5. Construction of approach road from Highway to DIET building and Practicing school, Kakching with black toping.
- 6. Construction of 1st floor of Edu Sat building for I.T.Training.
- 7. Construction of cycle shade of practicing school Kakching.
- 8. Construction of chawkidar Quarter at Lamphelpat.

XI. District Institute of Education and Training (DIET) :

Under 100% Centrally Sponsored Scheme of Restructuring and Reorganization of Teacher Education (RRTE), 8(eight) District Institute of Education and Training (DIETs) are functioning at Imphal, Kakching, Churachandpur, Moirang, Senapati, Chandel, Ukhrul and Tamei. In these DIETs this Directorate is conducting the following teacher training courses/programmes.

Objectives of the Scheme: The main objectives of the Schemes are:-

- i) Upliftment of the quality of Teachers/ Instructors/ Educational Volunteers/at Elementary stage.
- ii) To give suitable academic and Resource Support to the teachers/instructors at the Elementary level which would comprise of the following activities:
 - (a) Training, Guidance and Advice, (b) Development of locally relevant teaching learning materials and teaching aids, (c) Evaluation and (d) Field studies, Action Research, Innovation etc.
 - (b) Planning and Management of Teacher Education.

The following academic programmes are implemented in the said DIETs:-

- i) Two years Training Course for Pre-Service Teachers (DETEd).
- ii) Six months Training Course for In-Service (CETEd).
- iii) Short Term training/ Orientation Courses for teachers on different subjects.
- iv) Workshop /Seminar for production of training modules, teacher guide books etc.
- v) Action Research and School Survey.

Sl. No.	Programme/Course	Duration
1.	Six-Months In-Service Training Course leading to the Certificate in Elementary Teacher Education (C.E.T.Ed.).	6 months
2.	Two-Years Pre-Service Training Course leading to the Diploma in Elementary Teacher Education (D.E.T.Ed.)	2 years

In addition to the above normal programmes the following programmes have also been conducted in the eight DIET centers during the Year 2009-10.

1. **The following Research & Survey have been conducted in the 8(eight) districts of the State by the teaching and non teaching staffs of the DIET.**

- (i) Spot study & survey of Mid-Day meal;
- (ii) Spot study & survey for development of Primary Schools in the state.
- (iii) Spot study & survey for less enrolment in the Government Primary Schools.

2. **The following Short-Term Training courses have been conducted in the 8(eight) DIET centers :**

- (i) Method of Teaching English Languages to the Primary School Teachers.
- (ii) Teaching of Science & Mathematics to the Primary School Teachers.

3. **Training Programmes of DIET Faculty Development conducted during 2009-10 are as follows:-**

- (i) Action Research.
- (ii) Evaluation (Question setting & measurement).
- (iii) Restoration of Peace in the context of Peace Education.
- (iv) Core Teaching Skill (Micro-teaching).
- (v) Communicative Skill.
- (vi) Learning motivation & Personality.
- (vii) Educational Technology.
- (viii) Educational Evaluation & Examination
- (ix) Child Psychology
- (x) School Development & Classroom Management
- (xi) Teaching & Teachers behavior
- (xii) Reward & Punishment
- (xiii) Educational management & administration.
- (xiv) Implementation & transaction of the new curriculum for the Diploma in Elementary Teacher education.

4. **Other Orientation programmes taken up in the DIETs during 2010-11 are as follows:-**

- (i) 7-day Training Prgms.on ECCE in 9 districts for Primary School Teachers & Anganwadi workers.
- (ii) 5-day Orientation Prgms. on teaching of Mathematics for Primary Teachers.
- (iii) 5-day Training Prgms. on Evaluation & Measurement for School Teachers.
- (iv) 5-day Training Prgms. on EVS for Primary Teachers.
- (v) 7-day Orientation Prgms. on Teaching Methodology.
- (vi) 3-day Training Prgms. on Grading Systems in Schools.
- (vii) 3-day Workshop on Curriculum revision of DETEd course.
- (viii) 2-day Workshop on Curriculum revision of CETEd course.

All the programmes mentioned above were conducted in a regular basis in each DIETs of the State.

XII. Integrated Education for Disabled Children (IEDC) :

This scheme is implemented in 8(eight) Community Development (CD) / Tribal Development (TD) Blocks with cent per cent Central Assistance:

- i) Imphal West-I CD Block, ii) Imphal West-II CD Block, iii) Imphal East-I ICDBlock,
- iv) Thoubal CD Block, v) Kakching CD Block, vi) Bishnupur CD Block, vii) Moirang CD Block and viii) Churachandpur CD Block.

Under this Scheme, disabled children of the following categories have enrolled in different schools.

i)	Orthopedically impaired	(OI)
ii)	Visually impaired	(VI)
iii)	Hearing impaired	(HI)
iv)	Speech impaired	(SI)
v)	Mentally impaired	(MI)
vi)	Learning Disability	(LD)

During the year 2010-11, 1598 Disabled Children enrolled in 405 schools have been given special facilities and Education with the help of special teachers of the Directorate.

ABBREVIATION COMMONLY USED IN THE ADMINISTRATIVE REPORT.

1.	A.P.	Annual Plan.
2.	B.P.	Blue Print.
3.	B.R.P.	Branch Resource Person.
4.	B.T.C.	Basic Training College.
5.	B.T.I.	Basic Training Institute.
6.	C.C.A.	Co-Curricular Activities.
7.	C.D.	Community Development.
8.	C.E.T.Ed.	Certificate in Elementary Teacher Education.
9.	C.P.S.	Centrally Plan Scheme.
10.	C.R.P.	Culture Resource Person.
11.	C.S.S.	Centrally Sponsored Schemes.
12.	D.C.E.	District Centre for English .
13.	D.E.T.Ed.	Diploma in Elementary Teacher Education.
14.	D.I.E.T.	District Institute of Education and Training.
15.	D.T.D.	Development of Tribal Dialects.
16.	E.B.	Educational Broadcast.
17.	E.T.	Educational Technology.
18.	E.V.S.	Environment Science.
19.	G.O.I.	Government of India.
20.	H.T.C.	Hindi Teacher Training Certificate Course.
21.	H.T.T.I.	Hindi Teachers Training Institute.
22.	I.E.D.C.	Integrated Education for Disabled Children.
23.	I.T.	Information Technology.
24.	M.Q.	Model Question.
25.	N.P.E.P.	National population Education Project.
26.	P.E.	Population Education.
27.	P.E.	Population Education.
28.	P.P.	Plan Project.
29.	R.E.	Revised Estimate.
30.	R.P.	Resource Person.
31.	R.R.T.E.	Restructuring and Reorganization of Teacher Education.
32.	S.C.E.R.T.	State Council of Educational Research and Training.
33.	S.I.E.	State Institute of Education.
34.	S.S.A.	Sarva Shiksha Ahiyan.
35.	T.D.	Tribal Development.
36.	U.E.E.	Universalisation of Elementary Education.
37.	V.E.	Vocationalisation of Education.
38.	V.G.	Vocational Guidance.