

Annexure- I

DETAILED LIST OF INDICATIVE SERVICES

I. LEARNING SUPPORT SERVICES

1. ICT - Literacy content and tools for Teachers and students

- Training in ICT Based Tools for Teachers
- Course creation and delivery for IT literacy for students
- Self-Assessment tools
- Interaction with key applications at school
- Exposure to different devices (PC/ Mobiles etc.)

2. ICT-enabled learning tools

- Question bank
- Assessment engine
- Analysis platform
- Simple visualization frontend

3. Common platform with Teacher & Student resource hubs

- Common Digital Content
- Sharing of Best Practices
- Self-Training Tools
- Professional Development

4. ICT-enabled learning tools for CWSN

- Specialized applications
- Repository of books and content
- Improved computer interactions

II. GOVERNANCE OF SCHOOL

5. Student Lifecycle Management Services Landscape

- Enrollment/ Admissions/ Transfers
- Examination/ Results
- Academics performance
- Attendance (Students)
- Health Metrics
- Co-Curricular Activities
- Certificates

6. Academic Operations

- Curriculum / Syllabus
- Time Tables
- Lesson Plans
- Library Management

7. School Administration Services

- Accounts/ Fee
- Teacher/ Staff Management
- Inventory/ Asset
- School Particulars

- Hostel Activities
- Scheme Implementation
- Notice board
- Scholarships & Donations

III. GOVERNANCE OF SCHOOL EDUCATION DEPARTMENT

8. Teacher Recruitment

- Registration by Students
- Verification by DSC authorities
- Final List preparation
- Download of Hall Tickets
- Publication of Final Merit List for Conducting interviews and Final Selection

9. Teacher Transfer

- Preparation of School wise teachers list
- Rationalisation
- Publication of final vacancies list
- Guidelines for posting and transfers
- Request from Teachers for transfers
- Transfer and Postings Notifications

10. Teacher Training

- Identification
- Training
- Evaluation
- Feed back

11. Admissions into Premier Residential Schools

- Registration of Students by the authorities
- Verification by Committee
- Final List preparation
- Selection of Students
- Admissions confirmations and Waiting list finalisation

12. TET/CET (DIET/D.Ed , LP) and Admissions Management

- Registration by Students
- Verification by TET/CET authorities
- Nominal Rolls
- Download of Hall Tickets
- Publications of Results and Online Counselling

13. Examination Services

- Application/Fee
- Student Nominal Rolls
- Exam center management
- Admit Cards
- Evaluation
- Results
- Revaluation / Photocopy Requests

14. Scholarship Management

- Registration by Students
- Forwarding to Sanctioning departments

- Verification by Field Officers
 - Sanction and Release
 - ETF to Bank Accounts
- 15. Special Exams, Events Management-**
- Publishing the calendar of Events
 - Registration
 - Facilities arrangement
 - Conduct of Events
 - Publishing the videos of Events
- 16. Schools recognition, renewals, monitoring**
- Application submission for recognition , renewals, additional classes , sections
 - Verification by Authorities
 - Permissions from other departments
 - Grant of Permissions
- 17. D.Ed. Schools Affiliations, renewals, monitoring**
- Request for affiliations by D.Ed institutions
 - Inspection by SCERT Authorities
 - Recommendation to NTSE
 - Approval Process
 - Grant of Affiliations
- 18. Funds /Budget Release Management**
- Raising of requests by Schools
 - Compilation of all requests
 - Sanction orders
 - EFT
 - Utilisation Certificates
- 19. Scheme Monitoring**
- Raising of requests by Schools
 - Sanction orders
 - Vendor orders
 - Receipt of materials
 - Distribution to Beneficiaries
- 20. Certificate Depository Services**
- Depository
 - Correction of certificates
 - Duplicate Certificates
 - Verification
 - Reporting Scores
- 21. Court case/ disciplinary case management**
- Registration of Cases
 - Updation of the case status
 - Implementation of Judgments
 - Monitoring of Implementation