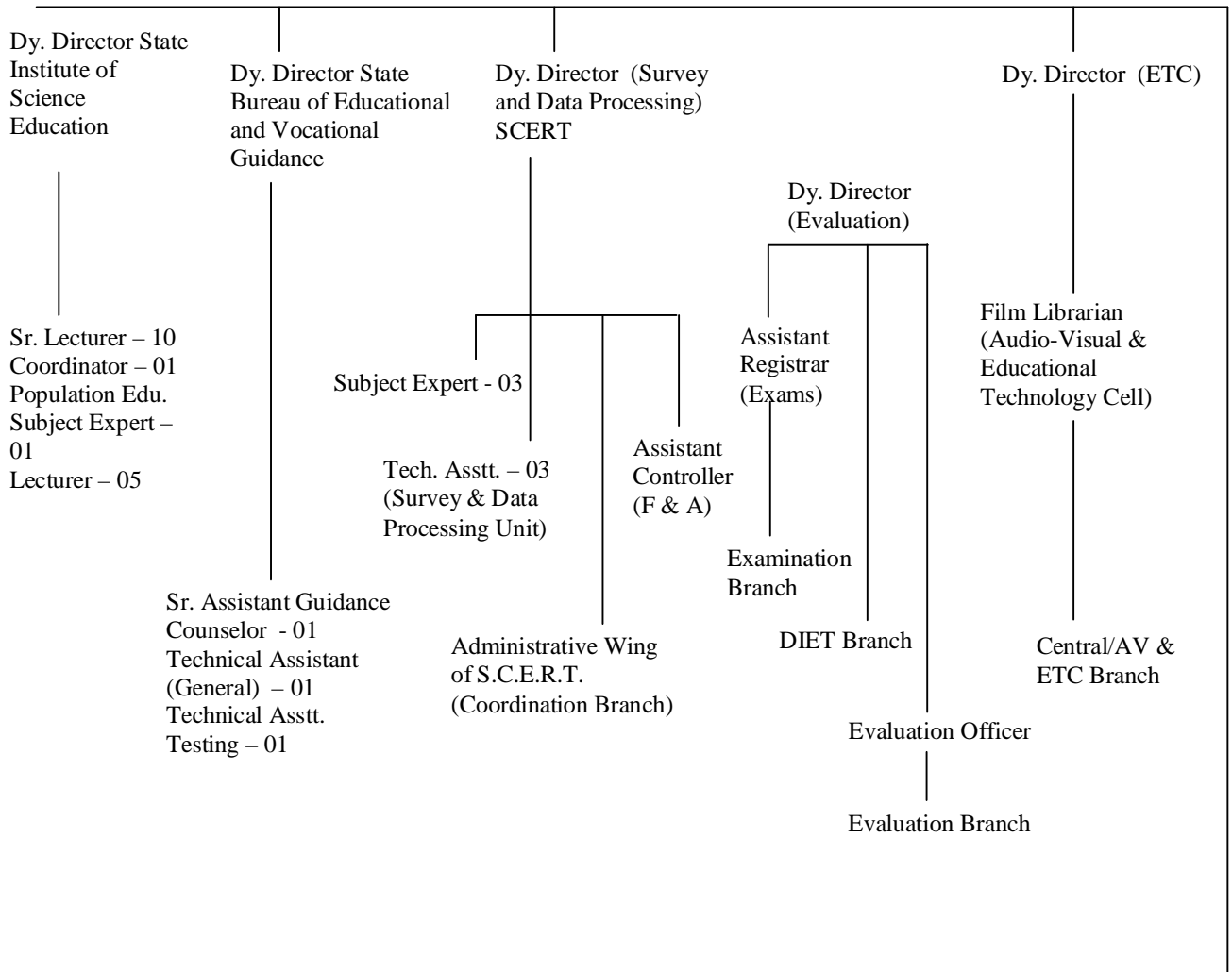


Manual – I  
Particulars Of Organization, Functions And Duties

STATE COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING (S.C.E.R.T.)  
PUNJAB, SCO NO. 66-67, SECTOR 17-A, CHANDIGARH

**ADMINISTRATIVE SET UP**  
**DIRECTOR S.C.E.R.T., PUNJAB**



Govt In Service Training Centre (GISTC)	-	12
Staff Per Centre		
Principal	-	01
Sr. Lecturer	-	04
Lecturer	-	07

District Institute Of Education and Training (DIET)	-	17
DIET (Permanent)	-	12
DIET (Temporary)	-	05
Staff Per DIET		
Principal	-	01
Sr. Lecturer	-	06
Lecturer	-	14

STATE COUNCIL OF EDUCATION RESEARCH AND TRAINING (S.C.E.R.T.)  
PUNJAB SCO NO. 66-67, SECTOR 17-A, CHANDIGARH.

Phone No. 0172-2703221

State Council of Educational Research and Training (S.C.E.R.T.) Punjab, Chandigarh came into existence in July 1981 as Nodal Agency for bringing qualitative improvement in School Education. The National Policy of Education 1986/1992 followed by Programme of Action for the future necessitated its strengthening so as to equip it to provide leadership for effective implementation of assigned programmes for bringing qualitative improvement in School Education.

There are 12 In-service training Centres, which are functioning at the District Headquarters under the control of this Directorate. These institutions are providing in-service training to the teachers and heads of the institutions of Government High, Higher/Senior Secondary Schools so that they can educate the students according to the New Education Policy. Against the target to train 6923 teachers in the year of 2006-07 and 7859 during the year of 2007-08 have undergone orientation training programme regarding culture and education.

There are 17 district institutes of Education and Training (DIETs) working at District headquarters. The main objective of these institution is to provide training and to improve the teaching skill of primary teachers. During the year of 2006-07, 8704 teachers and 8805 teachers during the year of 2007-08 have been given in-service training. The target of these institutions is to train 8800 teacher every year.

E.T.T. Entrance examination is also conducted by the S.C.E.R.T. Approximately 60000 students appear for this examination. It is a matter of pride that the number of seats for Elementary Teacher Training (ETT) Course has increased from 1950 to 3400 to offer more job opportunities to the un-employed youth of the Punjab. Elementary Teachers at the District Level.

S.C.E.R.T. Punjab ensures 20 days teachers training for all the primary and upper primary teachers working in the State Schools, which supplements to improve the quality of education and to sensitize the teachers regarding gender sensitization, disability among children and community participation.

The Main objectives of the Council are :-

1. To bring about improvement in the present educational system of the fields of education.
2. To undertake and promote investigation, surveys studies and researches in various fields of education.
3. To Provide pre and in service training of teachers and educational supervisors.
4. To formulate and implement pilot project for bringing about qualitative improvement in different fields of education.
5. To develop new techniques and methodology in the field of school education.
6. To introduce implement new policies of Centres/States.
7. To evaluate monitor and develop the educational programmes.
8. To develop syllabi and curricular of various subjects at school stage.
9. To Provide career guidance and counseling to school students.
10. To Conduct research and qualitative improvement in school education.

Besides performing activities for achieving the above objectives the following are also undertaken by S.C.E.R.T.

1. Conduct of Elementary Teacher Training (E.T.T.) Entrance Examination.
2. Conducting Semester examination of E.T.T.

## Units under the Administrative Control of Director S.C.E.R.T. Punjab, Chandigarh

The following units are functioning under the administrative control of Director, State Council of Educational Research and Training, Punjab: -

1. Survey and Data Processing Unit.
2. Evaluation Unit.
3. Audio Visual and Educational Technology Cell.
4. State Bureau of Educational and Vocational Guidance.
5. State Institute of Science Education.

### 1. SURVEY AND DATA PROCESSING UNIT

The main objectives of this unit are as under: -

1. To collect and process data relating to various fields of school education.
2. To disseminate required data to various units of S.C.E.R.T. as per demand.
3. To provide guidance and leadership in application of statistical methodology Technology to various units of S.C.E.R.T.
4. To conduct oriented research studies.
5. To prepare long range series of data on various fields of education of sample survey techniques in the fields of education.
6. Evolve application of sample survey techniques in the field of education.
7. To fill in gaps in the existing data.
8. To act as data bank for S.C.E.R.T.
9. To conduct special surveys assigned by N.U.E.P.A./M.H.R.D./ N.C.E.R.T.
10. To conduct All India Educational Surveys.

### 2. EVALUATION UNIT

The main functions of Evaluation Unit are as under: -

1. Monitoring and Evaluation of various training programmes especially the scheme of continuous comprehensive evaluation and its implementation.
2. Developing and revising syllabi and curriculum of various subjects in respect of semester and elementary teachers,
3. Organizing various workshops of elementary and secondary school teachers for the purpose of developing model question papers in order to improve the examination systems at various levels.
4. Translating and developing teaching learning material like teacher guidebooks for the scheme of M.L.L. at various levels.
5. Administrative control and monitoring of Pre-service and In-service training of elementary teachers is imparted through 17 DIETs (Verka (Amritsar), Deon

(Bathinda), Ferozepur, Faridkot, Gurdaspur, Ajjowal, (Hoshiarpur), Rampur Lallian (Jalandar), Shekhupura (Kapurthala), Jagraon (Ludhiana), Nabha (Patiala), Ropar, Sangrur, Budhlada (Mansa), Khosa Pando (Moga), Naura (Nawanshahar), Muktsar and Fatehgarh Sahib).

6. Coordinating the training programmes of State Institute of Science Education and State Bureau of Educational and Vocational Guidance.
  7. Organization of all training programmes/seminars and orientation course according to instructions issued by N.C.E.R.T. and M.H.R.D.
  8. Coordination of various programmes of training for primary teachers, teacher educators and educational administrators which are conducted by N.C.E.R.T. and N.U.E.P.A., Regional College of education and other National level and Regional level educational agencies.
  9. Implementation and monitoring of National Policy of Education at various levels.
  10. Coordinating the work of implementation of M.L.L. concept and various programmes under various schemes.
  11. Organising various programmes of massive/special orientation of Primary school teachers/secondary school teachers in accordance with the direction of M.H.R.D., N.C.E.R.T./N.U.E.P.A.
  12. Examining of various cases regarding equivalency of various professional courses/certificates awarded to various teachers training course conducted by other States.
  13. All matters relating to Elementary Teachers Training.
3. AUDIO VISUAL AND EDUCATIONAL TECHNOLOGY CELL

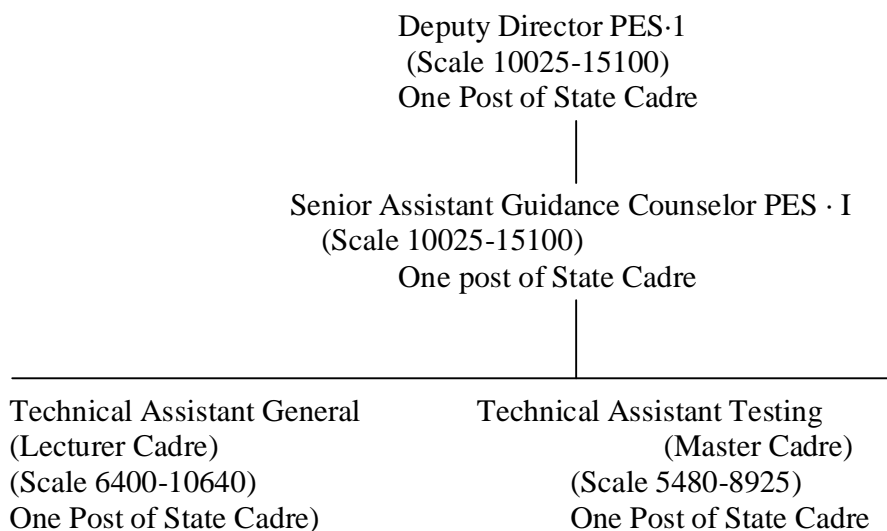
The main functions of this unit are as under: -

1. Administrative control and monitoring of In-service training of secondary school teachers imparted through Government In-service Training centers: Patiala, Jalandhar, Ferozepur, Ludhinana, Gurdaspur, Amritsar, Hoshiarpur, Bathinda, Faridkot, Kapurthala, Sangrur, Ropar.
2. Coordination of various programmes of training for secondary school teacher, teacher educators and educational administrators which are conducted by N.C.E.R.T and N.U.E.P.A, Regional College of education and other various National Level and Regional level educational agencies,
3. To prepare the budget/plan outlay of all the branches of S.C,E,RT. regarding various programs and to make efforts for the clearance of plan schemes.

4. To monitor and reconcile plan and non-plan expenditure incurred by all the branches at the head quarter and different institutions in the field under administrative control of S.C.E.R.T.
5. Organization of training courses of Audio Visual Education and Educational Technology.
6. Organization of film library including loaning of films and other components to schools.
7. Inspection and repair of Audio Visual educational machinery in schools.

4. State Bureau of Educational and Vocational Guidance

The organization of State Bureau of Educational and Vocational Guidance, Punjab and its sub-offices, is as under: -



Supporting Staff

1. Senior Assistant
2. Jr. Scale Stenographer
3. Clerk
4. Peon
5. Chowkidar

This unit was established in 1960-61 and came under the administrative control of S.C.E.R.T Punjab in 1981. The main functions of this unit are under: -

1. To train career Masters/Mistresses.
2. Orientation programs for Headmasters/Headmistresses of High Schools and Principals of Senior Secondary Schools.
3. Short term training programs for teachers and other regarding their role in guidance program.
4. Developing guidance services in high and senior secondary schools and district headquarters offices.
5. Supervision of guidance services at district and school level.
6. Personal and emotional guidance to children when the need arises.
7. To open guidance comers in all the high and senior secondary schools of the state with emphasis on rural and remote areas.

Targets for the year 2007-08 (April 2007 to March 2008)

Sr. No.	Educational and Vocational Guidance Activities	Targets for the year 2007-08
1.	School Visits	1020
2.	Individual Guidance (No. of Students)	4080
3.	Group Guidance (No. of Students)	40800
4.	Career Talks	612
5.	Career Conference (Distt. level)	51
6.	Career Exhibitions (-do-)	34
7.	Career Weeks (-do-)	34
8.	Career Days (-do-)	68
9.	Guidance training courses for career Masters (Distt. Level)	34
10.	Career Film Shows	17
11.	Plant Tours (No. of Schools)	34
12.	Lecturers in In-service Training Centres	119
13.	Ruchi Parikhia Test (No. of Schools)	68
14.	Opening of new guidance corners	85
15.	State Level meetings	2

5. State Institute of Science Education, Punjab.

This unit was established in 1967-68. The main objective of this institute to raise the standard of science and mathematics in the schools and to inculcate scientific attitude among students. To achieve these aims, following activities are organised in this institute :-

1. To improve teaching learning strategies in science subjects of various classes from elementary to senior secondary stage.
2. To impart in-service training to science masters and lecturer in various science subjects of Middle, Secondary and Senior Secondary Schools.
3. To organize students science Exhibitions and Student Science Seminar from block level to state level for the students of elementary to Senior Secondary Schools in the State.
4. To organize science paper reading contests, debates, paper writing contests at various levels of school education in order to inculcate scientific attitude among students and teachers and thus, improve teaching learning strategies in respect of various science subjects.



5. To organize monitor and improve various programs of population education in schools.
6. To organize various types of competitions such as quiz poster making etc. for school students and teachers to stimulate interest in science and population education.
7. To prepare specification for science kits and others science material to be supplied to schools and to inspect this material during purchases.
8. To fill in gaps in the existing data.
9. To act as data bank of S.C.E.R.T.
10. To conduct special survey assigned by N.U.E.P.A./M.H.R.D./ N.C.E.R.T.
11. To conduct all India Educational Survey.