

CHAPTER – 2 (Manual 1)

Particulars of organization, Function and duties

2.1 Objective/purpose of the public authority.

To provide and regulate education facilities at Secondary and Higher Secondary Level in Ri Bhoi District and assisting in establishment of new Institutions whenever there is a felt need in those areas not covered. The Government institutions are under the direct control while the non-Govt. Institutions that received the Grant-in-aids from the Govt. towards the Salaries of the teachers and other purposes are under the indirect control.

2.2 Mission/Vision Statement of the public authority.

While the status of the existing institutions shall have to be maintained. It is the vision of the Directorate and the Inspectorate to improve the quality of education in the state and the District and encourage private participation in the field of education as the Govt. may not have adequate fund to meet the need of opening new Schools due to fund constraints. The authority aims at achieving quality not only in academic but also in Co-curricular and Extra-curricular activities.

2.3 Brief History of the Public authority and context to its formation.

The Office or the Inspector of Schools, Ri Bhoi District, Nongpoh came into existence on the 2nd August, 2001 after the bifurcation of the Office of the of the Inspector of Schools, East Khasi Hills, District, Shillong in 2001. This office or Inspectorate controls over the Administration, Supervision and Inspection of all Higher Secondary Schools, secondary Schools and the Office of .the Deputy Inspector of Schools, Ri Bhoi District, Nongpoh.

2.4 Duties of the public authority.

- * Regulate setting up Higher and Secondary Schools through granting of opening permission by the Regional Committee constituted by Govt. for the purpose who examine the genuineness of the proposals having fulfilled the required criteria laid down.
- * Plays a supporting role by extending grant-in-aid to newly permitted Secondary Schools and Higher Secondary Schools with the approval/sanction by the Directorate which it becomes a recurring maintenance Grant.
- * Releases recurring grant-in-aid to all Secondary and Higher Schools on a quarterly basis beginning from March each year.
- * Also releases Non-recurring grant like building, furniture, Library, Games, etc. but due to paucity of fund, these types of grants have been stopped since the last 10 years.
- * Lay emphasis on science education through proposals and releasing of grant-in-aid for entertainment of one qualified Science Graduate with Mathematics in every Adhoc aided School.

- * Encourages IT Education through introduction of Computer Education more and more schools, some under the 11th the Assistance of NEC, some under the 11th Finance commission Awards and others under the Computer Literacy and studies in Schools.
- * Proposes deputation for B. Ed. Training about 5 (five) annually in the two B. Ed. colleges in the State with Stipend. Additional teachers are encouraged to obtain B. Ed. through correspondence course since B. Ed. has been made a minimum qualification by the National council of teachers Education, a statutory Body.
- * Proposes financial assistance to Authors bringing out Literature and Books for Children in Local languages.
- * Teachers are felicitated every year with District Awards in recognition to their distinguished Services. The same is in respect of State Awards which is held at Shillong.
- * Emphasis on youth development facilities through holding regular programmes on Meghalaya Bharat Scouts and Guides in Schools.
- * Provides incentives in the form of Scholarship in various categories, mainly to ST and SC students.
- * Proposes grant-in-aid from Govt. of India through the Directorate under various Centrally Sponsored Schemes like buildings, Hostels for ST boys and Girls, etc.

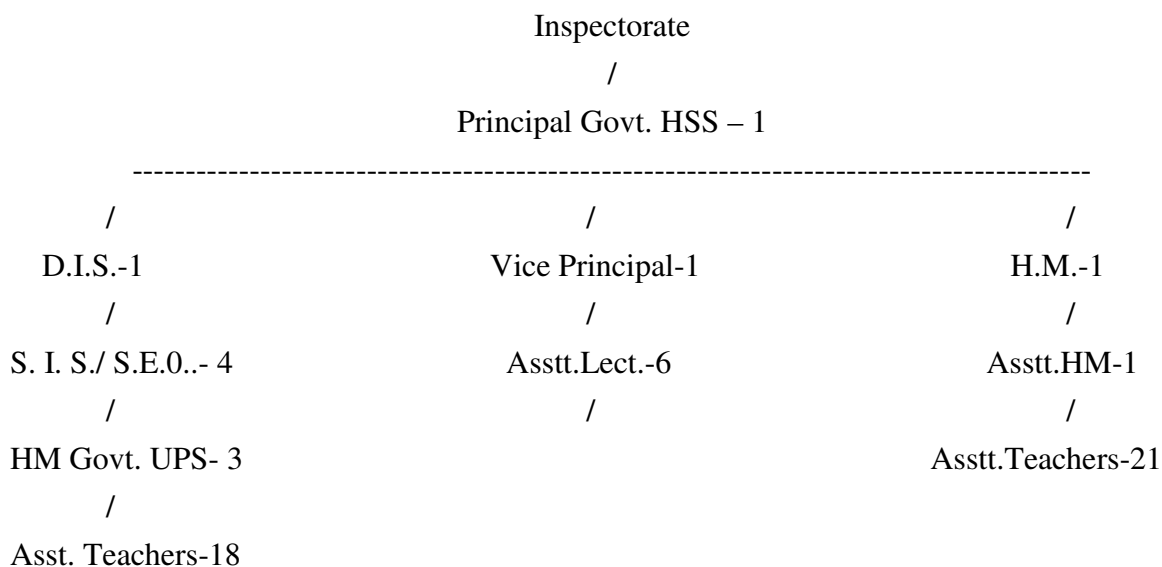
2.5 Main activities/functions of the public authorities.

- * To administer and run all Govt. Institution in the District.
- * Release of Grant-in-aid to Non-Govt. Institutions on a quarterly basis or as receiving sanction from the Directorate.
- * Filling up of vacant posts in Govt. Institutions.
- * Sending of proposal to Directorate for obtaining sanction on various Schemes.

2.6 List of Services being provided by the public authority with a brief write up on them.

- * Proposes different categories of Scholarships, Book grants, etc.
- * Conduct of Entrance Examination for J.N.V. Niangbari, Ri Bhoi District.
- * Conduct of S.S.L.C./private Candidates every year for appearing the SSLC Examination conducting by the MBOSE.
- * Administration, Supervision and Inspection to all Schools in the District.

- 2.7 Organizational structure Diagram at various levels namely State, Directorate, region, District, Block, etc. (Whichever is applicable).



- 2.8 Expectation of the public authority from the public for enhancing its effectiveness and efficiency.

In order to increase the effectiveness and efficiency of the Inspectorate of Higher and Secondary Schools in the District in the delivery system it is expected that the public may offer their valuable suggestions in writing.

- 2.9 Arrangements and methods made for seeking public participation/Contribution.
For award of Scholarship, Stipend and allotment of Seats in Technical Courses, etc., the Inspectorate cause an advertisement in the District on the basis of the instruction from the Directorate.

- 2.10 Mechanism available for monitoring the service delivery and public grievance resolution.

Any grievance can be lodged in writing to the Inspectorate and obtain a communication from him in due course. He can also be approached personally.

- 2.11 Address or the main Office and other Offices at district levels (Please categorize the addresses District wise for facilitating the understanding by the user).

(a) The Inspector of Schools, Ri Bhoi District, Nongpoh-793102. (b) The Deputy Inspector of Schools, Ri Bhoi District, Nongpoh - 793102.

- 2.12 Morning hours of the Office : 10.00 AM

Closing hours of the Office : 5:00 PM.; 4:30 PM wef 1st November to Midst February.