

Del E / MIS

INTRODUCTION:

The Department of Education is the largest Department of Govt. of NCT of Delhi with more than 50,000 employees working in different field units (1011 DoE & 211 Aided Schools, 29 Zones, 13 Districts, 4 Regions and various Branches at HQ as well as SCERT, DIET and UEEM) geographically spread out all over Delhi. In such a huge setup, timely communication with the field units dissemination of information to field units, compilation of data from field units and effective monitoring of the functioning of the units becomes the most challenging tasks, Transparency and Accountability in the system is often a casualty if the traditional system of governance is followed. In fact, maintaining proper information in respect of approximately 50,000 employees and 17 lakh students in the manual system would be herculean task prone to errors and transmission losses.

In addition to above, UDISE online data is collected/ processed/ tabulated and made available to other users (i.e. various branches of DoE). UDISE data is also transferred on line to NUEPA. CBSE results of class X and XII are also processed/ analyzed by MIS and various reports are made available to Pr. Secretary (Edn), Director (Edn), Addl. Directors (Edn) including all Branch Officers.

Del E has led to:-

- Effective, reliable and faster means of communication and information dissemination
- Effective means of information and data complication from schools with no transmission loss/error.
- Transparent means of posting and transfer of teachers which keeps need of the students at top most priority.
- Comprehensive database of nearly 17 lakh students with facility for updating their status (Promotion/ Marksheet /drop-out/NSO) which can be used for multiple purposes like allocation of budget to schools., Post-fixation, existing requirement of furniture etc.
- Allocation of budget to and in monitoring of expenditure incurred by almost 1000 DDOs in the Directorate
- Monitoring of court cases and ensuring that requisite action is taken in time.
- Monitoring of all vigilance cases, insuring that timely action is taken in these cases.
- Monitoring of each EOR being carried out in the schools.
- Facilitating and streamlining the process of admissions of children from MCD schools to Directorate of Education Schools as also direct admission.
- Increased transparency all activities of the directorate and accountability of all officers of directorate.

ONLINE MODULES:

Following modules are operational at present:-

1. Personnel
2. Online Attendance
3. Post Fixation
4. Finance

5. Payroll
6. File Track
7. Library Management System
8. Vigilance
9. AERU
10. Estate
11. VKS
12. CEP (Data Entry Operator & IT Assistant)
13. ACP/MACP
14. ACR
15. APAR
16. Grievances
17. SMC (School Management Committee)
18. MDM (Mid Day Meal)
19. Court Case
20. Inspection
21. Recruitment
22. Swachh Bharat Abhiyan
23. Student
24. Online Admissions
 - (i) Plan admissions
 - (ii) Non- Plan admission
25. SIS / UDISE
26. SSA-Monitoring of all Interventions and Activities undertaken.

Every Module has an Enforcement Mechanism to ensure Universal compliance. At least one mandatory form has been linked with every module to serve as an Enforcement Tool. e.g. Employee Module has Payroll generation as Enforcement Mechanism so that Payroll of an employee can be generated if and only if all the particulars including Name, Date of Birth, Place of Posting, Post etc. are correctly filled. For Finance Module, Sanction Order has been devised as an Enforcement Mechanism. For Court Module, issue of Online BTF serves as an Enforcement Mechanism. For Student Module, issuance of Mark Sheet by Online generation only is the Enforcement Mechanism.

1. Personnel Module:

This module contains Employee data on 43 parameters and is used for

- Search Employee Functionality.
- Fresh Appointments & Postings.
- Posting of Teachers joining on promotion from MCD.
- Departmental promotions.
- Online transfers.
- Grant of MACP
- Filling up of ACRs Online.

2. Online Attendance:

- All employees assigned unique ID number.
- Attendance of each teacher marked online by the Principals within an hour of opening of school.
- Teacher attendance in public domain
- Problem of teacher absenteeism almost NIL even in the remotest schools
- Introduction of biometrics based attendance marking system at the Headquarters since last few months.
- Plan to do the same in District Offices shortly.
- Attendance of all of around 50000 teachers working in 1011 schools online in real time.
- Student's attendance marked online.
- Based on these real time reports effective inspections of the schools done and punctuality ensured.

3. Post Fixation Module:

- To ascertain the requirement of teachers in respect of each and every school.
- Any deficiency or surplus in staff can be rationalized and requirements can be estimated much in advance.

4. Finance Module:

- To achieve absolute control over financial position of the Department at any given point of time.
- To allocate all funds to schools via this module.
- To prepare individual bills of the schools.
- To be able to redistribute the funds according to requirement.

5. Pay Roll Module:

- All the salary and other bills to be prepared through this module only.
- To obviate any need for obtaining data regarding Income Expenditure, Budget etc. from the Schools or Branches.
- To issue salary slips through this module only.

6. File Track:

Tracks the moment of files:-

- Files which are not received yet.
- Files which are not received from two month.
- List of file to be received from branch on date.
- Total no. of Files with full details.
- Record room details (for close file).
- View Files (Branch Wise).
- Close Files.
- File Search.
- Daily Transaction

7. Library Management Module:

All the books available in schools libraries of Delhi Government Schools are entered, issued and monitored through this module. Any authorized person can search for availability of a required book. Issue of books to children can also be monitored through this module.



8. Vigilance:

Track the latest position of Vigilance cases:

- Employee can be suspended against whom complaint has been registered.
- Facility to appoint Inquiry Officer and Presenting Officer.
- List of employees against whom charge sheet issued,
- Case pending for Inquiry Report.
- List of employees under suspension
- Final Report of employees,
- Complaint Status Report

9. AERU (Application for Essential Certificate, Recognition, Upgradation) Module:

All applications for Essential Certificate, Recognition, and Up-gradation can be tracked online by the applicant. Through this module anybody can request for opening new schools. The goal is to move ultimately to a system of online application and certification.

10. Estate (Infrastructure Module):

- School's infrastructure details like number of rooms, water facility, electricity, toilets, boundary wall, playground area etc. are covered.
- Construction detail for new building and maintenance detail of existing building.
- **Online Monitoring of Repairs & Maintenance of School Buildings:**

Extraordinary Repairs (EOR) Track System

- Proposal for repair of school building to PWD / DSIIDC is made through EOR Track System.
- A unique EOR ID generated for each proposed estimate.
- PWD / DSIIDC prepare estimate and enter in the EOR Track System, forward to Zonal EO for further action.
- Project sanction at the level of DDE/RDE as per competence.
- All the requests of EOR are tracked and monitored through this system.

11. V.K.S. (Vidyalaya Kalyan Samiti)

- Monitoring of School funds
- One head school of over three schools.
- Funds are allotted through the Planning Branch.
- Maintained all record Entry of All VKS
- Update & delete record of VKS

12. CEP (DEO/ IT Assistant)

- Online attendance of DEO/ IT Assistant.
- Monitoring of IT Staff
- Salary of Data Entry Operator & IT Assistant

13. ACP/ MACP Module:

- The detail of eligible employees for grant of ACP is confirmed from the school, online.
- District authorities approve the data online for grant of ACP.
- All the documentary evidence is verified in the ACP Branch.
- ACP Branch grants ACP to the eligible employees.
- Online ACRs

14. ACR Module:

This module helps in expediting the process of promotion and other administrative works Non Gazetted Staff.

- Self-appraisal filled by Employee online.
- Reporting done by Reporting Officer online.
- Review by Reviewing Officer online.

15. APAR Module:

This module helps in expediting the process of promotion and other administrative works for Gazetted Officers:

- Self-appraisal filled by Employee online.
- Reporting done by Reporting Officer online.
- Review by Reviewing Officer online.

16. Grievance:

- Related with student admission process
- Grievance under RTE Act Report

17. SMC (School Management Committee):

- SMC Members Entry & Report
- School Basic Information & Infrastructure
- Teaching Equipments, Sanitation & Cleanliness
- Admission of out of school and Mid day meal
- Welfare, Teaching, Performance, Library

18. MDM (Mid Day Meal):

- Management of information regarding Free-Meals to Govt. school children.
- Free Meals supplied by NGO
- Meal supplied in the school on behalf of student enrolment.

19. Court Case Module:

- All the details of the cases are entered into this module by different branches and district offices.
- Each and every case is given unique Notice ID.
- Details of the cases can be seen through Notice ID by any authorised officer.
- Brief Transmission Form(BTF) to Government Counsel issued using Notice ID.

- Pairavy officer enters the details of court proceedings and next date of hearing in this module.
- List of cases in different courts and their dates of hearing can be viewed by authorised officers.

20. Inspection:

- School profile
- Infrastructure – adequacy, functionality & aesthetics
- Data and record maintenance (management & administration)
- Curriculum planning
- Student’s assessment and performance (results)
- Human resources (vacancy position)
- School inspection report

21. Recruitment:

- Engagement of Guest Teachers.
- Engagement of Primary School Teacher on Contract Basis, under SSA.
- Engagement of BURCCs, CRCCs, Accountant etc. on Contract Basis, under SSA.
- Engagement of Contractual Vocational Teachers in Schools of DoE.

22. Swachh Bharat Abhiyan:

- All the Govt. School would be visited during the campaign period
- Visiting officers would be filling in this grading format.
- Cleanliness grading wise
- Selected on daily basis during the campaign period and would be awarded.
- School names and photo would be displayed.

23. Student Module:

- To keep track of each and every child of the Department right from admission procedure till issuance of SLC. In particular, analysis of performance of children in academic and extracurricular activities and take appropriate remedial measures.
- To maintain record of incentives offered to children in terms of scholarship etc.
- Keeping record of health, discipline and behavior of each and every child and take corrective measures.
- Keeping academic record and issuance of Marks Sheets etc. to each child.
- Issuance of School Leaving and Other Certificates.

24. Online Admissions:

(i) Plan Admissions

- The Delhi Government Schools named as ‘Parent Schools’ and the MCD schools as ‘Feeder Schools’.
- Feeder Schools are twinned with the Parent school on the basis of distance.
- The details of Class-V students of feeder schools are entered into Student Module.
- Parent School generates an Admission slip in triplicate and sends to Feeder schools, whose Class-V students are to take admission into Class-VI.

- HoS of Feeder School hand over the filled Admission slip duly signed and stamped by the him to the child who has to take admission into parent school.
- The child comes to Parent School with the Admission Slip, the HOS opens student module and the child is admitted.

(ii) Non-Plan Admissions

- Child/Parent fills online application along with choices of schools.
- Admission Ticket is generated online.
- Test is conducted and result declared online.
- A majority of the students allotted schools on the basis of merit and choice.
- Students not getting their choice allotted a school based upon distance and availability of seats.

25. SIS/DISE (School Information System/ Unified District Information System for Education)

Management of comprehensive information in respect of all schools located in Delhi.

- Through module each & every details of all recognised schools in Delhi (viz. DoE, MCD, NDMC, DCB, DSW, KVS, JNV, Jamia Melia Islamia, Private Aided and Unaided)
- It takes the information about the school details year of establishment funds provided by government or other aids. No. of teacher sensation and in-position, non-teaching staff. How many medium are there in schools their CRC, DIET and KshetraId Information .etc
- School Building infrastructure, Type of school building, No of class rooms in good and bad conditions, Whether the toilet facilities and its description etc
- Teaching and non teaching staff details.
- This module takes different types of student's enrolment entries, like age wise student enrolment, category wise student enrolment, medium wise enrollment, new admission and transfer cases and repeat readmission.
- Incentives provided to the students of different categories, Examination Results of the various head classes and disability present in the school as class wise and cast wise etc.

26. SSA (Sarva Shiksha Abhiyan)

Through this module, all Interventions are monitored at SSA HQ as well as District level.

- Special Training Centres for Out of School Children (STC)
- Girls Education
- SC/ST Education
- Minority Education
- Children With Special Need (CWSN)
- CWSN Survey Report
- CWSN Transport facilities Report
- Access
- Computer Aided Learning(CAL)
- Civil Work
- Monthly Performance Review of BRCC/ CRCC
- Inspection Report For STC

INFORMATION ONLINE TO ALL THE STAKE HOLDERS:

Links in Public Domain

- About us
- Attendance Report
- Tenders
- Public Circulars
- School Information
- Acts & Rules
- Syllabus
- Contacts
- Fee Review Committee
- Courses & Careers
- Technical Support
- All Admissions
- DE's Interaction with Students
- Result Analysis
- DGS Alumni
- Important Links
- About Website
- Right to Information
- Website Feedback
- CALtoonZ
- YUVA
- Pahal
- Mail to Minister link
- Important Links

MIS MAIL:

Department has developed a web based e-mailing system for its employees.

- Every employee has been given an ID and password.
- Every Branch/Department given separate ID and Password.
- Branches have bulk mailing facility by which a mail can be circulated amongst chosen employees at one go.
- All the employees are able to communicate directly with the highest officials via MIS Mail and communicate their concerns.
- Other departments like DSSSB allotted a mail box via which they communicate with the Principals with ease.

ORDERS & CIRCULARS ONLINE:

This facilitated real time communication between employees and branches. The branches can and do send the circulars/communication either in bulk or individually to intended school/branch/employee. There is no question any time lag or failure to reach the destination. All circulars/ orders issued online and available on the website www.edudel.nic.in of the department.

First thing in the morning, all HoS check the website, now as a matter of habit.

Monitoring with the help of online Reports:

Online Reports available

- Plan Schemes Reports
- Admitted Students Report
- Status of functioning of school Libraries.
- Status of AERU Requests
- List of the employees transferred in a particular period.
- List of the employees relieved but not joined at new work place.
- List Employees who have applied for transfer
- List of existing Principals, Vice Principals
- List of employees under suspension
- List of employees against whom charge sheet issued.
- List of cases pending for Inquiry Reports
- Status of EOR
- School Information
- School Information with result
- Court cases Report

Employee Information System:

Unique Employee ID Generated for further posting, transfer and all other official purposes

Use of ITA:

While posting of teachers ITA is used for two purposes.

- To ascertain the priority of a school in the manner that the school with the lowest ITA shall have the highest priority to get the teachers posted. For example, a vacant post in a school having ITA of '0' will be filled first.
- To fix a higher limit to exclude some schools for the purposes of posting. For example, if ITA of 0.8 is fixed it means post in any school having more than 80% of the sanctioned strength of the teachers would not be filled at all.
- While transferring teachers on voluntary application basis, minimum ITA is fixed so that if as a result of transfer of a teacher from a particular school, the ITA of a particular school falls below a designated figure, the transfer would not be affected. For example, if minimum of ITA of 0.6 is fixed and there are three teachers out of sanctioned strength of 5, the teacher would not be transferred out from the school because in that case the ITA would fall below 0.6 to 0.4.