

## **MANUAL-I**

### **1. AIM AND OBJECTIVE: -**

The aim and objectives of the organization is the quality management of school education system of the circle i.e. Sundargarh revenue district. The office of the Inspector of schools is also controlling the establishment of secondary schools and to promote community participation for better human resource development.

### **2. MISSION /VISION: -**

To achieve the target of universalisation of education, to reduce the dropouts and stagnation. Develop the infrastructure facilities of the schools. To build the capacity of the teachers through inservice training. To provide quality education of the children within the age group of 6-14.

### **3. BRIEF HISTROY AND BACKGROUND FOR ITS ESTABLISHMENT:-**

The circle was bifurcated from Sundargarh – Sambalpur education circle and came to existence since 1968 with area of operation within the geographical territory of Sundargarh revenue district.

### **4. ORGANISATION CHARTS:-**

Department of School and Mass Education (State Level), Directorate of Secondary Education (State Level), Inspectorate of Schools (Circle /Revenue district level), Schools (Institutional Level).

### **5. ALLOCATION OF BUSINESS:-**

To Inspect the Schooling system and to take remedial measure for quality improvement. Appointment and transfer of teachers and office staff and to make payment of their salary and others legitimate dues

### **6. DUTIES TO BE PERFORMED TO ACHIEVE THE MISSION: -**

Responsibilities have been distributed to individual staff member as per their respective job chart and to supervise it for timely disposal.

**7. DETAILS OF SERVICE RENDERED:-**

To monitor all the educational administrative and financial affairs, including smooth conduct of public examination in the circle.

**8. CITIZENS INTERACTION:-**

P.T.A., M.C, School Committee have formed as per rules for participatory management of quality education.

**9. POSTAL ADDRESS OF THE MAIN OFFICE, ATTACHED /SUBORDINATE OFFICE/FIELD UNITS ETC.:-** Inspectorate of School Sundargarh.

At/Po- Sundargarh, Dist- Sundargarh

**10. MAP OF OFFICE LOCATION:-** Enclosed in separate sheet.

**11. WORKING HOURS BOTH FOR OFFICE AND PUBLIC:-**

10 AM. to 5 PM. With half an hour lunch break on every working day except morning office during summer which is 7 AM to 1.PM without lunch break.

**12. PUBLIC INTERACTION, IF ANY:-**

This organization interacts with the public for fulfillment of their demands regarding access to education and establishment of high schools, appointment and transfer of teaching and non teaching staff and other public works relating to education.

**13. GRIEVANCE REDRESSES MECHANISM:-**

Grievance cell is function on every Saturday. In other working days special grievance has hard for smooth management. Grievance petitions received from various quarters are enquired into and action is being taken as per rule with in stipulated time.

Inspector of Schools,  
Sundargarh