

GOVERNMENT OF ASSAM
ELEMENTARY EDUCATION DEPARTMENT
DISPUR, GUWAHATI-6

ORDERS BY THE GOVERNOR OF ASSAM
NOTIFICATION

Dated Dispur, the 30th November, 2022

No. E-219473/34 : The Governor of Assam is pleased to notify the Guidelines on Role and Responsibilities of the District Institute of Education and Training (DIET), Block Resource Centre (BRC) and Cluster Resource Centre (CRC) and linkage among them as NEP-2020 has suggested four pillars of Education- Academic, Administrative, Evaluation/Examination and Assessment for changing the goal of education to the desired level. The linkage of the Block Resource Centre (BRC), Block Resource Person (BRP), Cluster Resource Centre (CRC), and Cluster Resource Centre Coordinator (CRCC) with the District Institutes of Education and Training (DIET) is required for achieving the learning outcomes of students at School level.

1. Roles, Responsibilities and Linkage of DIET:

- DIETs will act as an Academic Resource Centre at the district level.
- DIETs are responsible for teachers' need analysis, conducting short-term training programmes for the teachers, maintaining linkage with BRC & CRC
- Conduct action research, and studies and take up corrective measures, review block and cluster-level performance of teachers.
- DIETs will provide academic support to teachers through the block and cluster-level functionaries.
- Conduct training for teachers for their professional enhancement
- To act as District Center for Adult Education/Literacy for lifelong learning
- Facilitating the conduct of Action research as a tool for solving academic problems
- Providing guidance to Normal Schools and Basic Training Centres for offering quality training on Early Childhood Care and Education (ECCE), Anganwadi workers, and other aspects related to pre-primary education.
- District-specific planning for the implementation of educational policies, and other initiatives of government at the school level for provisioning quality education in an equitable manner.
- Continuous monitoring and research-based support to the school for learning enhancement through experiential and innovative strategies.
- DIET Principal will act as Associate District Mission Coordinator (Academic) for enhancing close coordination with Samagra Shiksha for ensuring quality education in the district. In districts where there is no DIET, one Senior Lecturer of DIET of the nearby district will act as Associate District Mission Coordinator to be nominated by the Director, SCERT.
- DIETs need to act as a focal point for driving pedagogic initiatives providing necessary leadership for Foundational Literacy and Numeracy (FLN), use of technology in education and orienting teachers on assessment tools for competency-based evaluation

2. Roles and Responsibilities of BRC:

- Block Resource Centers (BRC) will act as resource Centres for providing onsite academic support to the teachers at the elementary level.
- BRCs will be treated as a venue for teacher training, material development, community mobilization, action research works and organization of different activities or competitions among teachers and students.
- BRC will be a repository of data.
- The BRCC/BRP is an academic coordinator at the block level who is responsible for in-service training of teachers and providing guidance to the CRCCs, School Management Committee (SMCs) and School Development and Monitoring Committee etc.

3. Roles and responsibilities of CRC:

Cluster Resource Centers (CRC) have been set up at the Cluster level. CRCs are headed by Cluster Resource Centre Co-coordinators (CRCCs).

CRCs are responsible for providing constant support to the teachers, identifying their needs and liaising with the SDMCs, the community and NGOs working in the area of education.

4. Academic functions of BRCs and CRCs

1. Development of the Centre as a rich academic resource with ample reference materials for the teachers.
2. Development of strong resource pools (by inviting resource persons) from nearby teacher education institutions, NGOs, Colleges/ Universities and resourceful individuals to form Resource Groups in different subject areas for primary and upper primary levels.
3. Regular school visits for addressing emerging pedagogic issues and issues related to school development.
4. Organize teacher training and monthly meetings to discuss academic issues and design strategies for better school performance.
5. Hold consultations with community members to strive for school improvement.

5. Role and Responsibilities of BRPs**A. Planning**

1. Discussion/meeting with BEEO, ISs, SIs, DIET, DPOs, and CRCCs for preparation of Action Plan for monitoring and providing academic support to schools/teachers/children for improvement of quality education
2. Preparation of Advance Action Plan/agenda for BACG meeting and school visit.
3. Analysis of learning level/achievement of children of the schools of the concerned block and planning for follow-up action as per need.

B. Academic support and Monitoring

1. School visits and monitoring individually and in groups with block Academic Core Group (BACG) members for providing academic support to schools/teachers on regular basis.

2. Monitoring of the activities of CRCCs in school.
3. Supervise the work of the resource teacher in the block

C. Training

1. Identification of Training needs of Teachers in consultation with different Teacher Training Institutes like DIETs, Normal Schools, BTCs etc.
2. Preparation of need-based Training Schedules/Modules/TLMs/Resource materials etc. and organization of Training/Orientation programs etc.

D. Coordination

1. Attending DACG, BACG and monthly teacher meet.
2. Discussion/interaction/meeting with teachers, Mothers' Group, parents, community etc.
3. Maintenance of good coordination amongst Block and Cluster level functionaries, schools and teachers.
4. Strengthening community school linkage
5. Convergence with primary health centres for early identification and medical assessment of children with special needs

E. Reporting and Record Maintenance

1. Preparation and Submission of Monthly report on a school visit to BEEO /DACG for further follow-up action
2. Report to the DEEO/IS/DIET principal about the progress, and status of activities implemented in the block.
3. Updating of all relevant data/information of the block and regular discussion with BEEO/BMC for smooth implementation of various activities in the block
4. Keeping records of field visit reports of BACG members and the report of follow-up action.
5. Maintenance of minutes of BACG meetings and keeping reports/records of different activities/training Programmes etc. implemented in schools/clusters of the block.
6. Keeping records of any innovative /good practices of schools/teachers etc. of the block.
7. Keep records of the number of CWSN in the block.

F. Management

1. Ensure smooth functioning of the resource room at the BRCs.
2. Ensuring that all CWSN in the cluster have access to education in some form or other

6. Role and Responsibilities of CRCCs

The role and responsibilities of CRCCs are changing with the changing demand of the system of education and technological advancement. For the successful implementation of NEP-2020, the CRCCs have to work efficiently at the cluster level for conducting/implementing all educational activities at the grassroots level. The major activities of the CRCs will be as follows:

A. Planning

1. Preparation of an Action Plan for monitoring and providing academic support to schools/teachers/children for improvement of quality education
2. Programmes like -training, workshop, school visit etc. School Development Plan.
3. Analysis of the learning level of children of the schools of the concerned cluster and planning for follow-up action as per need.

B. Academic support and Monitoring

1. Academic support (classroom transaction, TLM preparation etc.) to all the schools under the cluster.
2. Design strategies for better school performance
3. Providing resource support and carrying out action research
4. Providing measures for dropout students and irregular students.
5. Monitoring of Pupil and Teacher attendance at the concerned school of the cluster
6. Monitor that all schools in the cluster are barrier-free and disabled friendly
7. Support to CWSN.

C. Training

1. Identification of gap areas in classroom transactions and remedial measures
2. Conduct monthly teacher capacity development programme
3. Enabling each teacher to use ICT in their classes.
4. Organization of orientation/workshops/ awareness programmes for students and teachers at the cluster level

D. Coordination

1. Coordinating SMCs, PTAs and Mother Groups of the concerned schools including the community.
2. Coordinate from grass root level to district, block, teachers' community, SDMCs, NGOs working in the area of education and others.
3. Convergence with primary health centres for early identification and medical assessment of children with special needs.
4. Coordinating with BRCs and DIETs for ensuring quality education.

E. Reporting and Record Maintenance

1. Appraising the BEEO/BRP/ DIET about the problems and other issues of the teachers and the schools.
2. Documentation of good TLM / innovative practices of schools, activities/reports of good/poor-performing schools.
3. Updating of all relevant data (school visits, the performance of students, number of CWSN etc.)

F. Management

1. Manage all academic activities of the cluster.
2. Utilization of local resources and strengthening community school linkage.
3. Ensure the smooth functioning of the resource room at the CRC.
4. Review the progress of activities implemented in the cluster and report it at the BACG meeting.
5. Implementation of the remedial proposal/ measures at the schools as discussed in the BACG meeting.
6. Ensuring effective implementation of various relevant sections and sub-sections of the RTE Act 2009, Academic calendar, scholastic and co-scholastic activities, evaluation and other orders/policies of the department issued from time to time in schools
7. Ensuring that all CWSNs in the cluster have access to education in some form or the other.

7. Linkage of BRCs, CRCs with DIETs

SCERTs and DIETs are expected to provide academic support to teachers through the block and cluster-level functionaries. The Sarva Shiksha Abhiyan: Framework for Implementation clearly mentions the set-up of BRCs and CRCs, the identification of BRC and CRC coordinators from among the teachers, and their functioning under the guidance of DIETs. The CRCs, BRCs and DIETs have a major role in the preparation of perspective and Annual Plans and their systematic capacity development has to be a priority in programme implementation.

8. Strengthening of CRCs and BRCs with DIETs for improvement of Learning Outcome

1. DIET will orient the BRPs and CRCCs regarding their job responsibilities and implementation of other academic activities of Govt.
2. A mechanism for academic performance assessment of CRCCs and BRPs will be done by SCERT.
3. Efforts will be made to discharge the academic duties of BRPs and CRCCs.
4. Weekly online meeting of BRPs and CRCCs with DIET preferably on Saturday for follow-up action.
5. DIET will work as a District Resource Centre for providing resource materials to the BRCs and CRCs.
6. DIET will develop a pool of Key Resource Persons (KRP) at the district level to support BRPs and CRCCs.
7. Conduct Action Research in low-performing schools in collaboration with DIETs, BRCs and CRCs.
8. Each CRCC and BRP have to submit a monthly report (achievement of learning outcome of students) to the concerned Block-in-charge of DIETs and the Block in-charge of DIET will submit a compiled report of academic activities of CRCCs and BRPs to the Principal of DIET.
9. The chairperson of BACG (the concerned block in-charge of DIET) will coordinate all academic activities of the concerned BRC.

10. A web portal is to be developed at the State level for performance appraisal of BRP and CRCC, and for sharing and dissemination of information.
11. Online monitoring of live classes of CRCCs and Teachers from DIETs and SCERT and to provide feedback and academic support.

9. Procedure of selection of CRCCs and BRPs :

SCERT, Assam with the support of DIET and District Mission Office (DMO), Samagra Shiksha, Assam will conduct the entire process of selection of CRCCs and BRPs. The entire exercise of selection and engagement of CRCCs and BRPs against vacant posts is to be conducted as per the following guidelines:-

A. State-Level Selection Committee (SLSC)

Secretary, Department of School Education, Assam	Chairperson
Addl. Secretary, Department of School Education, Assam	Member/Vice Chairperson
Mission Director, Samagra Shiksha, Assam	Vice Chairperson
Director, SCERT, Assam	Member Secretary
Director, Elementary Education	Member
Director, Secondary Education	Member
Two Officers of SCERT, Assam	Member
One Principal, DIET	Member

B. District Level Selection Committee (DLSC)

Additional Deputy Commissioner (Education)	Chairperson
Principal, DIET (or the representative of the Principal, DIET of a nearby district in the case of a district where there is no DIET)	Member Secretary
District Elementary Education Officer and Inspector of Schools	Member
District Mission Coordinator	Member
Principal, Institute of Advanced Studies in Education (IASE), College of Teacher Education (CTE), Normal School, Basic Training Center	Member
Two Senior Lecturers of DIET	Member
One Retired Teacher of H. S. School	Member
One Retired Teacher Educator	Member

1. SLSC will publish advertisements for filling up vacant posts of BRPs and CRCCs.

2. Applications along with relevant documents and work experience certificates will be scrutinized by DLSC on the basis of criteria/qualification/other points as per advertisement. Eligible candidates will be called for a Written Test.
3. SLSC will make arrangements and notify the date of the Written Test.
4. SLSC will notify the list of eligible candidates for the Written Test on the basis of the eligibility criteria of the advertisement.
5. Maximum 4 candidates against each vacant post are to be selected/shortlisted for interview (viva-voce) and demo classes.
6. The written test and Class Demonstration/Presentation cum Interview will be held in DIETs as per instruction of SLSC.
7. Interview cum Classroom Demonstration should be conducted for all the shortlisted candidates.
8. SLSC will constitute State teams for monitoring.

C. Eligibility Criteria

1. Regular Teacher of Elementary Level / Secondary Level (Excluding Subject Teacher / Post Graduate Teacher) of the working district.
2. Contractual Teacher working under SSA (including State Pool Teacher) of the working district.
3. Teachers of the same medium can apply against the medium-specific cluster.
4. Single Science Teachers/ Hindi Teachers/ Classical Teachers/ Arabic Teachers/ Sanskrit teachers of a school will not be eligible.
5. Teacher of Single/ Double Teacher school is not eligible.
6. Head Master/ Head Teacher/Principal are not eligible.
7. The PTR of the school will have to be counted excluding the applicant teacher.
8. The teachers whose Schools have not performed well in Gunotsav (Grade B or Grade C) will not be considered for the post of CRCC.
9. The maximum age is 45 years as on 1st January in a calendar year.
10. The maximum age is 50 years as on the 1st January in a calendar year for the teachers who have already served as CRCC for at least 3 years.

D. Qualification

1. Graduation from UGC recognized University with NCTE-recognized professional qualification (D.El.Ed./ B.Ed. etc.). However, preference will be given to the candidate with a Master's degree.
2. In the case of Dima Hasao, Karbi Anglong and West Karbi Anglong districts, the minimum qualification is Graduation from UGC recognized University. However, preference will be given to the candidate having D.El.Ed./ B.Ed. etc.
3. In the case of Garo medium clusters of Kamrup and Goalpara districts, the minimum

qualification is Graduation from UGC recognized University. However, preference will be given to the candidate having D.El.Ed./ B.Ed. etc.

4. Computer Literate (MS Word, MS Excel, MS PowerPoint, Internet browsing etc.).

E. Preference

1. Preference will be given to the candidate with a Master's Degree and TET qualified candidate.
2. Candidate having at least 3 years experience as CRCC.
3. Candidate with at least 5 years teaching experience as Asstt. Teacher in Govt./Provincialized schools.

F. Important point

1. In case of more than one teacher is selected from the same school, the candidature of the highest mark (both in written exam, class demo and viva) will be selected.
2. Candidature will automatically be cancelled on submission of any false/fake documents/information as and when detected.
3. The candidates will have to apply in written application in a specific Format along with work experience certificate and other details (to be prepared by SCERT and SSA).
4. State authority reserves the right to decide the allotment of the cluster.
5. The tenure/ continuation of the services of the selected CRCCs will be decided by the State authority on the basis of the performance report of CRCCs to be submitted by the Principal, DIET of the concerned district.
6. The selected CRCCs will not have any claim in future for absorption and continuation as CRCC under Samagra Shiksha or in the Education Department.

G. The allotment of clusters against the selected candidates:

1. Cluster allotment should be done purely on the basis of merit and preference of cluster given by the candidates enlisted in the merit list after considering the medium of the cluster.
2. List of advertised Cluster and list of selected candidates with their merit points, medium of his/her working school or medium of his/her Language of TET and his/her preference for Cluster to be made available first.
3. In the case of more than one candidate with equal marks preferring the same cluster, the female candidate will get the preference.
4. In the second step, the candidate with experience (for at least 3 years as CRCC) will get preference, then candidates with 5 years of teaching experience as Assistant Teacher in Govt./ Provincialized schools).
5. If any cluster remains un-preferred by candidates, such vacant clusters are to be allotted to those candidates who could not get an allotment of his/her preferred clusters due to the order of merit and criteria mentioned above.
6. DLSC will complete the entire process of selection and will send the list of selected candidates along with the allotment of the cluster to SLSC for publication of the final list

and appointment of CRCCs.

7. The Director, SCERT, Assam may depute faculties from Normal schools/ Basic Training Centers for a definite period to perform the role of BRP/CRCC and the Director, Elementary Education and Director, Secondary Education may depute Resourceful Teachers to perform the role of BRP/CRCC(in same working district) in case of non - availability of candidates.

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Secretary, to the Govt. of Assam
Department of School Education, Dispur

Memo No. E 219473/34-A Dated Guwahati the 9th November,2022

Copy for kind information to:

1. The Mission Director, Samagra Shiksha, Assam, Kahilipara, Guwahati-19
2. The Director, Secondary Education, Assam, Kahilipara, Guwahati-19
3. The Director, Elementary Education, Assam, Kahilipara, Guwahati-19
4. The P.S to Hon'ble Minister of Education, Assam for kind appraisal of Hon'ble Minister.
5. Guard File.

Joint Secretary, to the Govt. of Assam
Department of School Education, Dispur