

**PROCEEDINGS OF THE COMMISSIONER & DIRECTOR OF SCHOOL
EDUCATION; AP; HYDERABAD**

Rc.No.840/VE-1/2008

Dt:19-10-2013

Sub:- Computer Education – ICT @ Schools Computer Education Programme –
Certain instructions issued – Reg.

Ref:- 1. G.O. Ms. No. 73 SE (Prog.1) Dept., Dt:04-06-2008
2. MOU entered with the agencies.
3. This office Procs. Rc. No.840/VE-1/08, Dt:16-03-2013 and 06-08-2013.
4. This office Lr. Rc. No.7/VE-1/2010-1, Dt:30-08-2013
5. This office Procs. Rc. No.7/VE-1/2010-2, Dt:30-08-2013

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All the under mentioned officers in the State are informed that the Computer Education Programme is being implemented in 5000 High Schools in the State under ICT@Schools Scheme.

Further, in the reference 2nd cited, MOU has been entered with the agencies for implementation of the scheme in all 5000 Schools in the State for 5 year period from 2008-09. As per the MOU, all the agencies have to handover the Computer Lab in good condition to the concerned School Head Master after the completion of 5 year contract period.

Further, all the agencies have been requested vide this office letter 4th cited to handover the Computer labs of the 5000 High Schools in good condition to the HMs concerned duly obtaining the acknowledgement from the concerned School Head Master and submit handover reports to this office.

Therefore, they are requested to issue instructions to the Head Masters concerned where the ICT@5000 Schools Computer Education Programme is being implemented on the following and submit the report immediately:

- a. To allot all the teachers (including HM) to undergo the computer training programme given by the contractor/agency in the school premises as the ICT@5000 Schools CEP is going to be ended by September 2013 to February 2014 in the phased manner and the Computer Lab is to be maintained by the Teachers for teaching the Computer Education Lessons and Academic subjects also to the students.
- b. To identify one teacher who is trained and aware of Computer Education as incharge of the Computer Lab and inform the Name of the Teacher along with Contact Number to this office immediately.
- c. To take over the Computer Lab i.e., computers, printer, generator, UPS, furniture and other equipment related with the Computer Lab are in good working condition.
- d. The Head Master should see that the electricity and internet bills are paid by the agency without any dues as the Computer Lab will be handed over by the Agency to the concerned Head Master after completion of ICT@5000 Schools Computer Education Programme.
- e. After taken over the computer lab, the Head Master should maintain the Stock Register for the Software and Hardware and other equipment in Computer Lab properly.
- f. The Head Master should take necessary measures to keep the equipment in Computer Lab in safe custody.

(P.T.O.)

- g. To start the Computer Education teaching immediately after handing over the Computer Lab by the agency.
- h. If, there are no teachers trained on Computer Education, the Head Master should take measures to teach the Computer Education to the students by the teachers who are aware of Computer Education.

Further, all the DEOs in the State are requested to submit the following information on Computer Education Programmes:

- a) To submit the list of schools where Computer Lab is taken over by the Head Masters and the name of the teacher who is appointed as incharge for the Computer Lab under ICT@5000 Schools CEP.
- b) To submit the handingover reports by the agency are to be furnished through DEO under ICT@5000 Schools CEP.
- c) To inform the date of Computer Education teaching is started by the teachers after handing over by the Agency under ICT@5000 Schools CEP schools wise.
- d) To submit the year-wise and school-wise list of teachers trained by the agency under ICT@5000 Schools CEP.
- e) To allot the Schools to MEOs / Dy.EOs to visit randomly where ICT@5000 / 1300 Schools Computer Education Programme is being implemented and submit the fourthnight reports to this office regularly.

Further, all the Regional Joint Directors of School Education concerned are requested to see that the above instructions are complied with by all the DEOs under their control.

**Sd/- S.JAGANNADH REDDY,
for Commissioner & Director of
School Education**

To
All the District Educational Officers in the State.
All the RJDSE's in the State.

// t.c.f.b.o.//

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SUPERINTENDENT**