



CITIZEN'S CHARTER 2022



**DIRECTORATE OF STATE COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING
SCHOOL EDUCATION DEPARTMENT
GOVERNMENT OF MIZORAM**



सत्यमेव जयते

GOVERNMENT OF MIZORAM

CITIZEN'S CHARTER

for

**Directorate of State Council of Educational Research and
Training (SCERT), Mizoram**

for the year 2022

Address : Directorate of SCERT
Chaltlang, Aizawl – 796012
Mizoram

Email : scertmizoram@gmail.com

Contact : 0389-2397790/0389-2349784

Website : scert.mizoram.gov.in

Date of Issue : 5th May, 2022

INTRODUCTION

The State Council of Educational Research & Training (SCERT), was established on the 20th January, 1980 as the Academic Wing of the Directorate of Education. It was established to be the state counterpart of the National Council of Educational Research and Training (NCERT) New Delhi, dealing with academic aspects of School Education and Teacher Education to act as an agent of change to bring about qualitative change in education. It became a full-fledged Directorate on the 22nd May, 2008 with the 8 District Institutes of Education & Training (DIET) as District level functionaries. The SCERT campus is at Chaltlang, Aizawl, neighbour to the Mizoram Board of School Education (MBSE) and the DIET, Aizawl. With enforcement of the Right to Education Act 2009, the SCERT was declared the Academic Authority for Elementary Education on 22nd September 2010 giving it additional duties to lay down the curriculum, the evaluation procedure and development of textbooks for elementary education in addition to its existing roles and responsibilities.

In fulfilling its responsibility as Academic Authority the SCERT has not lagged behind in the growing trend towards digitization of education. Elementary school textbooks are energized from 2020-2021 to provide more information and contextualized content in the form of video films and audio. These QR codes are two-dimensional bar codes printed in chapters of the textbooks linked to videos and interactive contents to equip teachers, and to help students understand chapters better by providing additional multimedia contents which can easily be accessed through smart phones.

The SCERT provides continuous professional development of teachers in the form of in-service training and teacher preparation. B. Ed is offered in the 2 DIETs at Aizawl and Lunglei. While B.Ed in Special Education is offered in SCERT for pre-service students, Diploma in Elementary Education, a pre-requisite qualification for Elementary School teachers is offered in all 8 DIETs. Certificate

Course in Early Childhood Care and Education (ECCE), English Language Teaching (ELT) and Guidance & Counselling are offered and are running for in-service teachers.

The Citizen's Charter for 2022 will give an insight into the diversified roles and functions of the SCERT which was recently restructured to align to its diversified and increased responsibilities. It acts as a Resource Centre for Teacher Education, Science & Mathematics Education, English Language Education, Inclusive Education and emerging issues and trends in school education. Enrichment programmes for teachers available under different subject areas are given and the modalities for availing the services offered by and through SCERT are available in the booklet. Materials production, an integral activity of the SCERT, is a means through which the SCERT strives to impact education in a positive way and several materials have been developed for teachers as well as for students.

VISION

Improvement of School Education focussing on Curriculum & Textbook Development, Science and Mathematics Education, Promotion of English and English Language Teaching, Vocational Education, Educational Guidance and Counselling Services, Special Education, Environmental Education, Computer Aided Education, Continuing Professional Development and Digital Education, Population Education, Child Rights Education, Life Skills Education, School Health and Wellness, School Leadership Programme, Educational Research and Non-Formal Education and sensitization of the general public on specific and emerging issues.

MISSION

To realize our vision through Training, Sensitization and Research, Educational training provides in-service training programmes for teachers, teacher educators, educational

supervisors and educational administrators, pre-service training programmes for would-be teachers and extension services for the general public. Research Works to help formulate desirable changes to bring about qualitative changes in education.

OUR RESPONSIBILITIES

- providing academic leadership in school education in the state.
- providing qualitative improvement in school education through training of teacher educators and teachers on innovative educational practices
- undertaking academic reforms in the light of policy changes in the state.
- coordinating with NCERT, NIEPA, UNFPA, RIE, NERIE, British Council, Rehabilitation Council of India, Samagra Shiksha, Ministry of Health and Family Welfare (MoHFW) through National Health Mission (NHM), National Institute of Social Defence (NISD), National Institute of Empowerment of Persons with Visual Disabilities (NIEPVD), Ministry of Social Justice and Empowerment (MoSJE), Ali Yavar Jung National Institute of Speech & Hearing Disabilities (Divyajjan) (AYJNISHD), National Institute of Empowerment of Persons with Intellectual Disabilities (NIEPID), National Institute of Empowerment of Persons with Multiple Disabilities (NIEPMD), NGOs etc. for implementation of schemes and projects.
- acting as a nodal agency for different innovative educational programmes and schemes.
- developing Curricula, Instructional materials, Textbooks, Teachers' Handbooks, Supplementary reading materials (for teachers & students) for use in educational institutions of elementary stages.
- acting as Resource Centre for Teachers and Teacher Educators.
- providing administrative backup of DIETs, technical guidance and academic support to the DIETs.
- conducting research studies on educational issues and action research.

- providing for continuing education for teachers and teacher educators.
- conducting various Continuing Professional Development (CPD) programme for teachers like B.Ed., B.Ed. (Special Education), D.El.Ed., English Language teaching (ELT) and Diploma in Early Childhood Education (ECE).

OUR ACTIVITIES

- organising trainings in different curricular and co-curricular areas for all levels of teacher educators and teachers.
- developing evaluation procedures and materials for practising teachers.
- preparing curriculum, syllabus and textbooks for elementary education.
- developing instructional materials and supplementary reading materials for different levels of school education.
- dissemination of knowledge related to improvised methods followed by educational institutions.
- coordinating with national organizations in academic programmes.
- providing enrichment programmes for teachers in different disciplines
- providing Certificate Courses in English Language Teaching (ELT), Guidance & Counselling and Early Childhood Care & Education (ECCE) for in-service teachers.
- organising children-oriented programmes to provide support, encouragement and exposure for children on different aspects of education for all-round development.
- organising sensitisation and awareness programme on specific and emerging issues.

DIVISIONS IN THE SCERT

1. Division of Research and Development

- 1.1. Department of Science & Mathematics
- 1.2. Department of Social Science
- 1.3. Department of Language
- 1.4. Department of Commerce
- 1.5. Department of Inclusive & Special Education
- 1.6. Department of Work Education & Vocational Education, Guidance & Counselling
- 1.7. Department of Pre-Primary
- 1.8. Department of Health & Physical Education
- 1.9. Department of Art Education

2. Division of Teacher Education.

- 2.1. Department of Teacher Education
- 2.2. Department Leadership & Management
- 2.3. Department of Research, Survey & Assessment

3. Division of ICT

- 3.1 Department of Educational Technology
- 3.2 Department of EDUSAT

4. Division of Programme and Monitoring

- 4.1 Area Intensive Education Project (AIEP)
- 4.2 Environmental Orientation to School Education (EOSE)
- 4.3 National Population Education Project (NPEP)
- 4.4 Management Information System (MIS)
- 4.5 Child Rights Protection Cell

5. Division of Continuing Professional Development.

- 5.1. Mizoram Institute of Spoken English
- 5.2. English Language Teaching Institute
- 5.3. B.Ed. Special Education
- 5.4. Certificate Course in English Language Teaching (ELT)
- 5.5. Certificate Course in Early Childhood Care & Education (ECCE)
- 5.6. Certificate Course in Guidance & Counselling

6. Division of Library, Documentation & Publication.

- 6.1 Department of Publication

7. Administrative Division

CITIZEN'S CHARTER FOR DIRECTORATE OF SCERT

(2022)

LIST OF STAKEHOLDERS/ CLIENTS

Sl. No	Stakeholders/Clients
1.	Teachers
2.	Students
3.	Teacher Educators
4.	All stake-holders in education
5.	Media
6.	Parents/ School Community members
7.	General Public
8.	NGOs

CITIZEN'S CHARTER FOR DIRECTORATE OF SCERT

(2022)

EXPECTATIONS OF THE DEPARTMENT/ OFFICE FROM CITIZENS/ SERVICE RECIPIENTS

Sl. No	Expectations of the department/ office from citizens/service recipients
1.	Elementary school textbooks prescribed for each academic year is expected to be followed by all elementary schools in Mizoram with no additional textbooks for a particular school
2.	Trainings/ capacity building programmes organized for District level functionaries are expected to reach intended recipients at the Districts
3.	Awareness programmes organized for media persons in different emerging issues are expected to reach the public through different media- print, electronic, or in digital form
4.	Guidelines for CCE are expected to be followed in all elementary schools
5.	Sensitization programmes organized for NGO's/ CBO's on specific topics are expected to be shared in their respective organizations to sensitize members

CITIZEN'S CHARTER FOR DIRECTORATE OF SCERT

(2022)

GRIEVANCE REDRESS MECHANISM

Sl. No	Name of the responsible officer to handle public grievance in the office	Contact number	Email	Time limit for redress of grievance
1.	Pi Lalduhawmi Thomte Deputy Director	9774008296/ 8413951080	awmithomte@gmail.com	

CITIZEN'S CHARTER FOR DIRECTORATE OF SCERT, Mizoram
(2022)

MAIN SERVICES

Sl. No	Services delivered by the office to citizens or other offices/ organisations including non-governmental organisation	Responsible official with designation	Email and Mobile No. (Phone No.)	Process for delivery of service within the office	Documents, if any, required for obtaining service to be submitted by citizen/ client	Fees, if any, for the service with amount
I	Publication, Production & Development of Materials etc.					
1.	Development, Production & Publication of Elementary School Textbooks.	i) Pi Laldawngliani Chawngthu Director ii) Pi Lalduhawmi Thomte Deputy Director iii) Pi Zoramthangi Ralte Deputy Director	dawngi.chawngthu@rediffmail.com 0389-2397790 0389-2349784 awmithomte@gmail.com 9774008296/ 8413951080 mazoviralte2@gmail.com 9436156783	Proposal for signing of Agreement for copyright with NCERT. Revisions of textbooks. Preparation and obtaining of Government's approval for Tender Notice. Preparation and proposal for meeting of SPAB. Monitoring and supervision of printing textbooks.		

Sl. No	Services delivered by the office to citizens or other offices/ organisations including non-governmental organisation	Responsible official with designation	Email and Mobile No. (Phone No.)	Process for delivery of service within the office	Documents, if any, required for obtaining service to be submitted by citizen/client	Fees, if any, for the service with amount
2.	Development of Educational Media for Doordarshan Kendra.	Dr. C. Lalrozami Prog. Coordinator	chawngthu17@gmail.com 8729914979	Development of Media to be transferred to DDK , Aizawl.		
3.	Development of e-content/videos programmes for EDUSAT.	Pu Samuel Lalmalsawma Sailo Technical Officer	samuellsailo@gmail.com 9615715731	Telecast through EDUSAT to Satellite Interactive Terminals (SITS)		
4.	Development of Mizo Standard Braille.	Pu Rorelkima Special Education Officer	rorelkima@gmail.com 9436153444	Production and Publication for Visually Impaired		
II	Continuous Professional Development Programme for Teachers					
1.	Diploma in Elementary Education (D.El.Ed) at 8 DIETS.	i) Pi Laldawngliani Chawngthu Director ii) Dr. A. Lalchhandami Fanai Joint Director	dawngi.chawngthu@rediffmail.com 0389-2397790 0389-2349784 alicefanai@gmail.com 94361151605	i) Common pre - entry test for admission to D.El.Ed and B.Ed course is conducted. ii) B.Ed is affiliated to Mizoram	Educational Certificates of Class 10 & 12 (Minimum 45%)	1 st Sem = ₹ 3,850 2 nd Sem = ₹ 1,400 3 rd Sem = ₹ 3,250 4 th Sem = ₹ 1,400 Total: ₹ 9900

Sl. No	Services delivered by the office to citizens or other offices/ organisations including non-governmental organisation	Responsible official with designation	Email and Mobile No. (Phone No.)	Process for delivery of service within the office	Documents, if any, required for obtaining service to be submitted by citizen/client	Fees, if any, for the service with amount
				University after approval from NCTE. iii) Both the pre-service teacher education courses are of 2 years duration.		
2.	Bachelor in Education (B. Ed) at DIET Aizawl & Lunglei.	i) Pi Laldawngliani Chawngthu Director ii) Dr. A. Lalchhandami Fanai Joint Director	dawngi.chawngthu@rediffmail.com 0389-2397790 0389-2349784 alicefanai@gmail.com 94361151605		Educational Certificates from Class 10 upto Bachelor's Degree	1 st & 2 nd Semester = ₹ 9,430 3 rd & 4 th Semester = ₹ 8,000 Total: ₹ 17,430
3.	B.Ed. in Special Education	i) Pi Laldawngliani Chawngthu Director	dawngi.chawngthu@rediffmail.com 0389-2397790 0389-2349784	Obtaining permission from Rehabilitation Council of India (RCI)	Educational Certificates from Class 10 upto Bachelor's Degree	1 st and 2 nd Sem = ₹ 12,600 3 rd & 4 th Sem = ₹ 12,600

Sl. No	Services delivered by the office to citizens or other offices/ organisations including non-governmental organisation	Responsible official with designation	Email and Mobile No. (Phone No.)	Process for delivery of service within the office	Documents, if any, required for obtaining service to be submitted by citizen/client	Fees, if any, for the service with amount
	B.Ed. in Special Education (Hearing impairment) B. Ed. in Special Education (Visual impairment).	ii) Pu Rorelkima Coordinator, B.Ed. Spl Edn. Special Education Officer i) Pi Lilypuii Chhangte Lecturer ii) Pi Lalbiakkimi Lecturer iii) Pi Zothanpuii Hangjo Lecturer iv) Pi Helen Lalrinliani Lecturer	rorelkima@gmail.com 9436153444 lilypuii26@gmail.com 9436365487/ 8132832468 ateichawngthu@yahoo.com 9862185125 juliehangjo@gmail.com 9436149186 helenlalrinliani01@gmail.com 9436144053	Getting approval from Govt. of Mizoram. Common pre-entry test for admission to B.Ed. (H.I & V.I) Special Education course is conducted. B.Ed. Special Education (H.I & V.I) is affiliated to Mizoram University after approval from RCI. Both the courses – B.Ed. Hearing Impairment and Visual Impairment are of 2 years duration		One time Fee (reg. fee, caution money, id, etc) = ₹ 2,350 Total: ₹ 27,550

Sl. No	Services delivered by the office to citizens or other offices/ organisations including non-governmental organisation	Responsible official with designation	Email and Mobile No. (Phone No.)	Process for delivery of service within the office	Documents, if any, required for obtaining service to be submitted by citizen/client	Fees, if any, for the service with amount
4.	Diploma in Early Childhood Care Education (ECCE).	i) Pi Laldawngliani Chawngthu Director ii) Dr. A. Lalchhandami Fanai Joint Director iii) Pi Ruth Rosangpuii Lecturer	dawngi.chawngthu@rediffmail.com 0389-2397790 0389-2349784 alicefanai@gmail.com 94361151605 ruthtochhawng@gmail.com 9862312965	Obtaining approval for conducting the programme from Govt. of Mizoram. ii) Requesting Directorate of school Education to depute primary school teachers to undergo the course.		Free of cost
5.	Diploma in English Language Teaching (ELT).	i) Pi Laldawngliani Chawngthu Director ii) Pi Lalnunsiami Lecturer iii) Pu PC Vanlalruata Tutor	dawngi.chawngthu@rediffmail.com 0389-2397790 0389-2349784 nunsiami1674@gmail.com 9436153547 vavapachau@gmail.com 9436351415	Obtaining approval for conducting the programme from Govt. of Mizoram. Requesting Directorate of school Education to depute elementary		Free of cost

Sl. No	Services delivered by the office to citizens or other offices/ organisations including non-governmental organisation	Responsible official with designation	Email and Mobile No. (Phone No.)	Process for delivery of service within the office	Documents, if any, required for obtaining service to be submitted by citizen/ client	Fees, if any, for the service with amount
				teachers to undergo the course.		
III	Academic Support to Schools & Teachers					
1.	Continuous & Comprehensive Evaluation (CCE)	i) Pi Laldawngliani Chawngthu Director ii) Dr. A. Lalchhandami Fanai Joint Director	dawngi.chawngthu@rediffmail.com 0389-2397790 0389-2349784 alicefanai@gmail.com 94361151605			
2.	Learning Outcomes based Work Plan & Learning Outcomes	i) Pi Laldawngliani Chawngthu Director ii) Dr. A. Lalchhandami Fanai Joint Director	dawngi.chawngthu@rediffmail.com 0389-2397790 0389-2349784 alicefanai@gmail.com 94361151605			
3.	National Achievement Survey (NAS).	i) Pi Laldawngliani Chawngthu Director	dawngi.chawngthu@rediffmail.com 0389-2397790 0389-2349784			

Sl. No	Services delivered by the office to citizens or other offices/ organisations including non-governmental organisation	Responsible official with designation	Email and Mobile No. (Phone No.)	Process for delivery of service within the office	Documents, if any, required for obtaining service to be submitted by citizen/ client	Fees, if any, for the service with amount
		ii) Pi Lalduhawmi Thomte, Deputy Director	awmithomte@gmail.com 9774008296/ 8413951080			
4.	Digital Education	i) Pi Laldawngliani Chawngthu Director ii) Dr. C. Lalrozami Prog. Coordinator	dawngi.chawngthu@rediffmail.com 0389-2397790 0389-2349784 chawngthu17@gmail.com 8729914979			
5.	School Leadership Academy	i) Pi Laldawngliani Chawngthu Director ii) Pi Lianhlupuii Lecturer	dawngi.chawngthu@rediffmail.com 0389-2397790 0389-2349784 hnamtelianhlupuii@gmail.com 9436361749			
IV	Teacher Enrichment Programmes (Short Term)					
1.	1-Month Course in English Language Teaching (ELT).	Pi Zoramthangi Ralte Deputy Director	mazoviralte2@gmail.com 9436156783	Requesting Directorate of School Education to depute		Free of cost

Sl. No	Services delivered by the office to citizens or other offices/ organisations including non-governmental organisation	Responsible official with designation	Email and Mobile No. (Phone No.)	Process for delivery of service within the office	Documents, if any, required for obtaining service to be submitted by citizen/client	Fees, if any, for the service with amount
				elementary/ secondary teachers to undergo the course.		
2.	1-Month Course in Spoken English (ESP).	Pu PC Vanlalruata Tutor	vavapachau@gmail.com 9436351415	i) Requesting DSE to conduct the programme from selected school students.		Free of cost
3.	10- Day Course in English Language Teaching (ELT).	Pi Lalnunsiami Lecturer	nunsiami1674@gmail.com 9436153547	Requesting Directorate of school Education to depute elementary/ secondary teachers to undergo the course.		Free of cost
4.	10- Day Course in Teaching of Science.	Pu PC Lalrintluanga Science Consultant	pclalrintluanga@yahoo.com 9436146711	Requesting Directorate of School Education to depute elementary/		Free of cost

Sl. No	Services delivered by the office to citizens or other offices/ organisations including non-governmental organisation	Responsible official with designation	Email and Mobile No. (Phone No.)	Process for delivery of service within the office	Documents, if any, required for obtaining service to be submitted by citizen/client	Fees, if any, for the service with amount
				secondary teachers to undergo the course.		
5.	10- Day Course in Computer Education.	i) Pi Zohmingliani Joint Director ii) Pi Lalrinpuii Deputy Director	zohmingiralte@gmail.com 9436147597 lalrinpuii0016@gmail.com 9436141815	Requesting Directorate of School Education to send H/S and HSS school teachers to attend the course.		Free of cost
6.	Language Proficiency Course for newly Converted (English Medium) Elementary Schools teachers.	Pi Lalnunsiami Lecturer	nunsiami1674@gmail.com 9436153547	Requesting Directorate of School Education to depute elementary/ secondary teachers to undergo the course.		Free of cost
7.	Training for teachers on Multimedia Scripting.	i) Pi Lalrinpuii Deputy Director	lalrinpuii0016@gmail.com 9436141815	Requesting Directorate of School Education to depute elementary,		Free of cost

Sl. No	Services delivered by the office to citizens or other offices/ organisations including non-governmental organisation	Responsible official with designation	Email and Mobile No. (Phone No.)	Process for delivery of service within the office	Documents, if any, required for obtaining service to be submitted by citizen/client	Fees, if any, for the service with amount
		ii) Dr. C. Lalrozami Prog. Coordinator	chawngthu17@gmail.com 8729914979	secondary teachers to undergo the training programme.		
V	Need –based Courses on specific issues					
1.	Skill Development Training Programme for M/S teachers.	i) Pi Lalrinpuii Deputy Director ii) Pu Rorelkima Spl. Edn. Officer	lalrinpuii0016@gmail.com 9436141815 rorelkima@gmail.com 9436153444	Conducting the training in collaboration with Ali Yavar Jung, National Institute of Speech and Hearing Disabilities (Divyajan) Mumbai.		Free of cost
2.	Training on the Rights of Persons with Disabilities Act 2016 for teachers, Anganwadi and ASHA workers.	i) Pi Lalrinpuii Deputy Director ii) Pi Lilypuii Chhangte Lecturer	lalrinpuii0016@gmail.com, 9436141815 lilypuii26@gmail.com 9436365487/ 8132832468	Conducting the training programme in collaboration with Ali Yavar Jung National Institute of Speech and Hearing		Free of cost

Sl. No	Services delivered by the office to citizens or other offices/ organisations including non-governmental organisation	Responsible official with designation	Email and Mobile No. (Phone No.)	Process for delivery of service within the office	Documents, if any, required for obtaining service to be submitted by citizen/client	Fees, if any, for the service with amount
		iii) Helen Lalrinliani Lecturer	helenlalrinliani01@gmail.com 9436144053	Disabilities (AYJNISHD). Target group of Resource Person (CWSN))		
		iv) Pu Rorelkima Spl. Edn. Officer	rorelkima@gmail.com 9436153444			
3.	Management of Childhood Disorders and Behaviour Problems.	i) Pi Lalrinpuii Deputy Director ii) Pi Lalbiakkimi Lecturer iii) Pu Rorelkima Spl. Edn. Officer	lalrinpuii0016@gmail.com, 9436141815 ateichawngthu@yahoo.com 9862185125 rorelkima@gmail.com 9436153444	Conducting the training in collaboration with Ali Yavar Jung, National Institute of Speech and Hearing Disabilities(Divya jan) Mumbai.		Free of cost
4.	Population Education/Adolescence Education for School Children.	Pi Laldampuii Project Coordinator	dampuiiz@gmail.com 9436960715	Requesting Directorate of school Education to send school children to attend the course.		Free of cost
5.	Training programme for Headmasters/	Pi Laldampuii Project Coordinator	dampuiiz@gmail.com 9436960715	Requesting DEOs & SDEOs of School Education		Free of cost

Sl. No	Services delivered by the office to citizens or other offices/ organisations including non-governmental organisation	Responsible official with designation	Email and Mobile No. (Phone No.)	Process for delivery of service within the office	Documents, if any, required for obtaining service to be submitted by citizen/client	Fees, if any, for the service with amount
	teachers on Adolescence Education Programme (AEP)			Deptt. to depute Headmaster and teachers who will undergo the training programme.		
VI	Sensitisation Programmes on specific & emerging issues					
1.	Sensitization Programme on Disability Management for Grassroot Level Workers.	i) Pi Lalrinpuii Deputy Director ii) Pi Julie Zothanpuii Hangjo Lecturer iii) Pu Rorelkima Spl. Edn. Officer	lalrinpuii0016@gmail.com, 9436141815 juliehangjo@gmail.com 9436149186 rorelkima@gmail.com 9436153444	Conducting the training in collaboration with Rehabilitation Council of India, New Delhi.		Free of cost
2.	Protection of Child Rights.	i) Pi Laldampuii Project Coordinator ii) Pi Zozikpuii Lecturer.	dampuiiz@gmail.com 9436960715 zovihmar@gmail.com 9774955014	Requesting Directorate of school Education to send H/S and HSS school children to attend the course.		Free of cost

Sl. No	Services delivered by the office to citizens or other offices/ organisations including non-governmental organisation	Responsible official with designation	Email and Mobile No. (Phone No.)	Process for delivery of service within the office	Documents, if any, required for obtaining service to be submitted by citizen/ client	Fees, if any, for the service with amount
				Coordination & Report writing		
3.	Sensitization programme for leaders/teachers of Church Youth Fellowship on Adolescence Education.	Pi Laldampuii Project Coordinator	dampuiiz@gmail.com 9436960715	Requesting Church Leaders to send Sunday school teachers and leaders to participate in the programme. Coordination & Report writing		Free of cost
4.	Sensitization programme for NGO's/CBO's on Adolescence programme.	Pi Laldampuii Project Coordinator	dampuiiz@gmail.com 9436960715	i) Requesting NGOs to send participants in the programme.		Free of cost
5.	Sensitization Programme on Drug Demand Redduction	Pi Laldampuii Project Coordinator	dampuiiz@gmail.com 9436960715			
6.	School Health & Wellness	i) Pi Lalduhawmi Thomte Deputy Director	awmithomte@gmail.com 9774008296/8413951080			

Sl. No	Services delivered by the office to citizens or other offices/ organisations including non-governmental organisation	Responsible official with designation	Email and Mobile No. (Phone No.)	Process for delivery of service within the office	Documents, if any, required for obtaining service to be submitted by citizen/ client	Fees, if any, for the service with amount
		ii) Pi Laldampuii Project Coordinator	dampuiiz@gmail.com 9436960715			
VII	Student Oriented Programme					
1.	Poetry Writing Festival .	i) Pi Lalnunsiami Lecturer ii) Pu PC Vanlalruata Tutor	nunsiami1674@gmail.com, 9436153547 vavapachuu@gmail.com 9436351415	i) Organising on the spot Poetry writing competition for Higher secondary school Students. ii) Trophies, certificates and cash prizes given to top 3 participants.		
2.	Science Drama Competition (State/National Levels).	Pu Zonunthara Science Consultant	zonunthararalte@gmail.com 9774430797	Schools may submit write up of the script.		
3.	Science Exhibitions (State/ National Levels).	Pu PC Lalrintluanga Science Consultant	pclalrintluanga@yahoo.com 9436146711	Schools may submit write-up/model		

Sl. No	Services delivered by the office to citizens or other offices/ organisations including non-governmental organisation	Responsible official with designation	Email and Mobile No. (Phone No.)	Process for delivery of service within the office	Documents, if any, required for obtaining service to be submitted by citizen/client	Fees, if any, for the service with amount
4.	Science Seminar (District/State/ National Student Oriented Programme).	Pu F. Lalliansanga Deputy Director	lsaspw@gmail.com 9862368140	District Level may be conducted by the DEOs. District winner will participate at state level.		
5.	Folk Dance Competition (State/ National Levels)	Pi Laldampuii Project Coordinator	dampuiiz@gmail.com 9436960715			
6.	Role Play Competition (State/National Levels).	Pi Zozikpuii Lecturer	zovihmar@gmail.com 9774955014			
7.	On the spot painting competition for school children under NPEP	Pi Laldampuii Project Coordinator	dampuiiz@gmail.com 9436960715			
8.	On the spot essay writing competition for school children under NPEP	Pi Zozikpuii Lecturer	zovihmar@gmail.com 9774955014			

Sl. No	Services delivered by the office to citizens or other offices/ organisations including non-governmental organisation	Responsible official with designation	Email and Mobile No. (Phone No.)	Process for delivery of service within the office	Documents, if any, required for obtaining service to be submitted by citizen/client	Fees, if any, for the service with amount
9.	Career exhibition for Secondary schools.	i) Pi Caroline Zoramthangi Deputy Director ii) Pi Lalrindiki Lecturer	carozrt47@gmail.com 917005251654 lrdk@gmail.com 9436141674			
10.	On the spot painting competition under (Environmental Orientation to School Education (EOSE))	Pi Hmingthangmawii Asst. Project Officer	hmingthangmawii@gmail.com, 961222199			
VIII	Special Incentive Programme for Children					
1.	National Talent Search Scholarship (Class-X)	Pi Zohmingliani Joint Director	zohmingiralte@gmail.com 9436147597	i) Application form obtained from NCERT disseminated to all DIETs. ii) Conduct of state level examination in all		

Sl. No	Services delivered by the office to citizens or other offices/ organisations including non-governmental organisation	Responsible official with designation	Email and Mobile No. (Phone No.)	Process for delivery of service within the office	Documents, if any, required for obtaining service to be submitted by citizen/ client	Fees, if any, for the service with amount
				districts and selection of 50 students merit wise. iii) Selected candidates appear in national level NTS and if selected will get scholarship.		
2.	Cash Award for Proficiency in English (Class X & XII)	i) Pi Zoramthangi Ralte Deputy Director ii) Lalnunsiami Lecturer	mazoviralte2@gmail.com 9436156783 nunsiami1674@gmail.com 9436153547	i) Collection of list of top three students in English subject in HSLC & HSSLC Examination from MBSE.		
3.	Inspire Award	Pu F. Lalliansanga Deputy Director	lsaspw@gmail.com 9862368140	Nomination to be done through online by school authority.		
4	Incentive Cash Award for Proficiency in	Pu Zonunthara Science Consultant	zonunthararalte@gmail.com 9774430797	Collection of list of top three students in		

Sl. No	Services delivered by the office to citizens or other offices/ organisations including non-governmental organisation	Responsible official with designation	Email and Mobile No. (Phone No.)	Process for delivery of service within the office	Documents, if any, required for obtaining service to be submitted by citizen/ client	Fees, if any, for the service with amount
	Science (Class X & Class XII)			English subject in HSLC & HSSLC Examination from MBSE.		
IX	Our Flagship Programmes					
1.	Conversion of Mizo Medium Schools into English Medium Schools – in collaboration with Directorate of School Education	i) Pi Zoramthangi Ralte Deputy Director ii) Pi Lalnunsiami Lecturer	mazoviralte2@gmail.com 9436156783 nunsiami1674@gmail.com 9436153547	For conversion into English Medium school application has to be submitted to the Director of School Education through the concerned SDEO.		
2.	Pre-School Education – in collaboration with Directorate of School Education.	i) Pi Cecilia K. Lalremruati Lecturer ii) Pi Ruth Rosangpuii Lecturer	cicilrkhiangte@gmail.com 9862303069 ruthtochhawng@gmail.com 9862312965			

Sl. No	Services delivered by the office to citizens or other offices/ organisations including non-governmental organisation	Responsible official with designation	Email and Mobile No. (Phone No.)	Process for delivery of service within the office	Documents, if any, required for obtaining service to be submitted by citizen/ client	Fees, if any, for the service with amount
X	Research Conducted					
1.	A Study on Adolescents Reproductive and Sexual Health related Issues among Class-VIII students of Mizoram.					
2.	A Study on the Prevailing Conditions o Preschools in Private English Medium Schools within Aizawl.					
3.	An Evaluative Study on the Implementation of Continuous Comprehensive Evaluation					

Sl. No	Services delivered by the office to citizens or other offices/ organisations including non-governmental organisation	Responsible official with designation	Email and Mobile No. (Phone No.)	Process for delivery of service within the office	Documents, if any, required for obtaining service to be submitted by citizen/ client	Fees, if any, for the service with amount
	(CCE) in Mizoram.					
XI	Observance of important days:					
1.	World Population Day 11 July	Pi Laldampuii Project Coordinator	dampuiiz@gmail.com 9436960715			
2.	Ozone layer day 16 September	Pi Hmingthangmawii Asst. Project Officer	hmingthangmawii@gmail.com, 961222199			
3.	International Day against Child Abuse 14 November	Pi Laldampuii Project Coordinator	dampuiiz@gmail.com 9436960715			
4.	World Aids Day 1 st December	Pi Laldampuii Project Coordinator	dampuiiz@gmail.com 9436960715			
5.	World Disabled Day 3 December	Pu Rorelkima Spl. Edn. Officer	rorelkima@gmail.com 9436152444			
6.	SCERT Foundation Day 20 January	Pi Zohmingliani Joint Director	zohmingiralte@gmail.com 9436147597			

Sl. No	Services delivered by the office to citizens or other offices/ organisations including non-governmental organisation	Responsible official with designation	Email and Mobile No. (Phone No.)	Process for delivery of service within the office	Documents, if any, required for obtaining service to be submitted by citizen/ client	Fees, if any, for the service with amount
XII	Website Management					
1.	Updation of SCERT website & uploading contents	Pi Lalngaizuali Ralte Programmer	mangaii.scert@gmail.com 9485140884			



**DIRECTORATE OF STATE COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING
SCHOOL EDUCATION DEPARTMENT
GOVERNMENT OF MIZORAM**