

# State Coordinator's Norms & Functions



**BOARD OF SCHOOL & TECHNICAL EDUCATION**  
**CHHATTISGARH**

Coordination@.....BSTE,CG

## Norms :

To ensure effective delivery of Open Schooling programmes a State Coordinator, should be owned and managed by persons having experience in education. The norms for approval of BSTE, CG's State Coordinator will be as under:

- The State Information Centre should be hosted by the institutions established by the Government, a Trust or Society or Company.
- An institution affiliated to recognize Boards/ Universities, will be eligible for the establishment of a State Information Centre. Institutions running Study Centers of UGC recognized Universities, Polytechnics and ITIs will also be considered for running State Information Centers of BSTE, CG.
- The State Information Centre must have adequate infrastructure facilities as per the norms and standards of BSTE, CG.
- The BSTE, CG will publish Admission Notification on the most popular website. However, the

State Coordinator will be responsible to issue advertisements (one in State language and one in English newspaper) in the Region at their own expenses for mobilizing student clientele for Information Centre. A draft admission notification or any other publicity material in which name of the BSTE, CG is included will have to be getting approved from the BSTE, CG at least one month in advance. It will be ensured by the State Coordinator that such advertisements do not give an impression of commercialization of higher education.

- The BSTE, CG will provide Prospectus, Admission Form, Examination Form and other material to the State Coordinator for onward dispatch to the Information Centres, Organizations and students. It will be the responsibility of State Coordinator to promptly deliver the material to Information Centers, Organizations and students.
- For the conduct of examination BSTE, CG will supply question papers, answer booklets and other instruction to the State Coordinator. The BSTE, CG will be responsible for the conduct of examination, evaluation of answer booklets and declaration of the results. The State Coordinator shall provide, free of charge, space for conduct of examination (online and offline) including practical examination. It will be the responsibility of the State Coordinator to conduct periodic inspection of information Centre (s) and organizations as prescribed by the BSTE, CG for each Programme, at no extra charges.
- The BSTE, CG will register the students after receiving the application forms along with the requisite certificates and fees from the State Coordinator through BSTE, CG and a consolidated list of admitted candidates will be sent back by BSTE, CG to the State Coordinator for their training, counseling and examination etc. Registration numbers will be allotted by the BSTE, CG to admitted students. The BSTE, CG will have a right to refuse admission to any student without assigning any reason.
- In case of unsatisfactory performance of the State Coordinator, the BSTE, CG reserves the right to cancel the appointment of State Coordinator and withdraw the State Information Centre, after giving one month's notice
- The prospective individual will apply to the BSTE, CG along with the application form, which can be downloaded from BSTE, CG Website. The BSTE, CG may invite the State Coordinators to Head office (Bilaspur) for discussion. The BSTE, CG may also conduct inspection of proposed State Information Centre.

- State Coordinator is service provider for allotted district subject to the following condition:
  - a. State Coordinator will establish minimum two information Centre in each district for the allotted district within three months from the date of authorization and enroll minimum 50 students in each information center within six month.
  - b. BSTE, CG have right to appoint another State coordinator for the those district where he/she fails to establish two Information Centre and/or enroll 50 students without giving any notice , if he/she fails to fulfill above said information.
- In case of any dispute between the information center and state coordinator the matter will be referred to The Chairman whose decision shall be final in all respect.

### **Functions :**

- The State Coordinator shall be responsible for all the activities of the State Information Centre. He/She shall coordinate and supervise the work of all the Information Centers under him/her and will act as a link between the BSTE, CG and Organizations/Information Centers.
- He/she shall be responsible for coordinating with open schooling branch and Organizations to offer Open Schooling Programme through network of Information Centers in the allotted Region.
- He/she is authorized to send proposal to the organizations in the allotted Region for the offer information centre of BSTE, CG .
- He/she shall be responsible for the maintenance of all records and registers in respect of the activities of the State Information Centre, either academic or administrative.
- He/she shall supervise the work of the supporting staff members of the State Information Centre.
- He/she shall ensure that the State Information Center is kept open on the days fixed by the BSTE, CG.
- He/she shall abide by the instructions issued to him/her from time to time by the BSTE, CG and shall submit a quarterly report on the activities of the State Information Centers to the BSTE, CG.

- He/she shall ensure discipline in the State Information Centre in consistent with the aims and objects of the BSTE, CG.
- He/she shall be required to perform such other duties as may be assigned by the BSTE, CG from time to time for the effective functioning of State Information Centre. He/she is authorized to collect Admission Form for Open Schooling Programme with Fee and eligibility documents in allotted Region from recommended Information Centers. State Coordinator is responsible for uploading Admission Form in the BSTE, CG examination Branch within three working days from the date of receiving.
- State Coordinator is responsible to verify eligibility documents of the students as per BSTE, CG norms and prepare prescribed checklist within three working days. If any discrepancies found in the documents and fee, the same will be informed to Student and Information Centre within 3 working days from the date of receiving. If student and Information Centre fails to remove discrepancies within 7 working days from the date of receiving email from State Coordinator regarding discrepancies, then the State Coordinator will send back student admission Form along with fee and documents to Information Centre and same will be informed to BSTE, CG Office and concerned student on the same day by email and by registered post.
- He/she shall Submit Complete Admission Form along with eligibility documents and fee through head office of BSTE, CG for further processing within 15 working days from the date of receiving.
- He/she is responsible to develop Information Centre to promote Open Schooling Programme in the allotted Region. State Coordinator is responsible to submit Information Centre Form along with supporting documents, Allotment Fee and Joint undertaking within five working days from the date of receiving.

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