

DIRECTORATE OF HIGHER SECONDARY EDUCATION

No. ICT Cell/01/26243/HSE/2008

10th November 2008

CIRCULAR

Sub: Guidelines for the selection of Higher Secondary School IT Co-ordinator(HITC)

In pursuance of the National Policy on ICT in School Education the state government decided to incorporate ICT enabled education in the curriculum of higher secondary and vocational higher secondary course from the academic year 2008-09 onwards. In order to streamline the implementation of the scheme an ICT Cell has been set up for Higher Secondary Education. For facilitating the initiative at the school level there should be an IT Co-ordinator in each higher secondary and vocational higher secondary school.

The Principal of the school shall nominate a person from among the higher secondary teachers as the Higher Secondary IT Co-ordinator (HITC). The HITC need not always be a Computer Teacher but should necessarily be proficient in IT related matters.

The nomination should be made only after getting the willingness of the concerned teacher. Once nominated as HITC, the teacher will be the contact person for the ICT Cell in providing all the school related information such as hardware requirements for the school, IT training and matters related to Single Window Admission. For the same reason dedication and diligence should be the supplementary qualifications for the HITC. Hence care should be taken to nominate the appropriate person for the responsibility. In some schools both higher secondary and vocational higher secondary streams co-exist. In such schools separate HITCs should be nominated for each stream. There shall be an Advisory IT committee in the school with the Principal as Chairman and 4 senior most HSSTs, HITC and one representative from PTA as members. The District Panchayat President will be the chief patron of the Committee. This committee should ensure that IT infrastructure in the school is being utilized effectively and ICT enabled components are being used in the higher secondary class rooms for curriculum transaction.

The HITCs will be the nodal implementing officers of the ICT scheme at the school level. They will be offered effective training programmes in ICT field and supplied with software and other tools necessary for carrying out their responsibilities. However they shall perform the functions of HITC without affecting their normal duties in the school. The HITC nomination should be sent to the following e-mail addresses before 18th November 2008. Hard copies of the nomination should be sent to Co-ordinator, ICT Cell, Directorate of Higher Secondary Education, IT@school Project Office, SCERT Buildings, Poojappura, Thiruvananthapuram.



DIRECTOR

Higher Secondary Education

The proforma for the nomination of HITC is given below

Directorate of Higher Secondary Education
Proforma for the nomination of HITC

School Code:

District:

1 School Name

Govt. / Aided

Details of HITC Nomination

2 Name of HITC :

3 Designation :

4 Sex :

5 Teaching Subject :

6 Qualifications :

7 Additional Qualifications, (IT related and other)if any:

8 Date of Birth :

9 Date of entry in higher secondary service:

10 Contact phone number of the HITC

Office :

Residence :

Mobile :

Email address :

11 Contact phone number of the Principal

Office :

Residence :

Mobile :

Email address :

Declaration by the Principal

Certified that the above details pertaining to the nominated teacher are true to the best of my knowledge and that I have obtained his/her willingness for the nomination.

Dated Signature of HITC:

Name and Signature of the Principal

Date:

School Seal

Special Note

All the communications related to **ICT Scheme** and **Single Window Admission** should be sent strictly in the e-mail addresses shown below. The Principals should take special attention to send the HITC nomination etc. only in the e-mail address noted against the school's revenue district. **Schools belonging to one revenue district should not sent mails to addresses meant for other districts.**

Sl. No	District Name	Email - ID
1	THIRUVANANTHAPURAM	highsectvm@gmail.com
2	KOLLAM	highsecklm@gmail.com
3	PATHANAMTHITTA	highsecpta@gmail.com
4	ALAPUZHA	highsecalp@gmail.com
5	KOTTAYAM	highsectm@gmail.com
6	IDUKKI	highsecidk@gmail.com
7	ERNAKULAM	highsecekm@gmail.com
8	THRISSUR	highsectsr@gmail.com
9	PALAKKAD	highsecplkd@gmail.com
10	MALAPURAM	highsecmlpm@gmail.com
11	KOZHIKODE	highseckkd@gmail.com
12	WAYANAD	highsecwyd@gmail.com
13	KANNUR	highsecknr@gmail.com
14	KASARGOD	highsecksd@gmail.com