

**PROCEEDINGS OF THE COMMISSIONER OF SCHOOL EDUCATION
ANDHRA PRADESH: AMARAVATHI
Present: K. Sandhya Rani, I.Po.S.,**

ESE02-31021/99/2018-PMU-CSE

09/10/2019

Sub: - CSE – IT Cell – Implementation of Personalized Adaptive Learning (PAL) Program in the State – Certain Instructions –Issued.

Read:- Concept Note of PAL Project

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All the Regional Joint Directors and the District Educational Officers are informed that the Department of School Education (CSE) intends to enable the Personalised Adaptive Learning (PAL) solution in the ~3000 schools across all districts in the State as approved by Samagra Shiksha Project Appraisal Board 2019. The objective of this intervention is to help teachers identify and improve the student's actual learning levels, provide relevant assessments and educational content and help students to gain mastery at his/her grade level learning outcome in an efficient, convenient and transparent manner.

In this connection, the School Education Department empanelled three PAL software solution providers – ConveGenius, Mindspark and Funtoot and designed a strategy to scale up these solutions in ~3000 schools across the State. This project has been undertaken as 'PAL programme' and will be launched in two Phases. In each of the Phases, there will be two models with two types of hardware – schools with tablets (tablet model) and schools with laptops (laptop model). The PAL software will be deployed as per compatibility on specific hardware.

Accordingly, necessary bids have been floated in Government e-Market (GeM), among them the TAB Solution has been finalized and work orders have been issued to supply the infrastructure to the Phase-1 (300 Schools), whereas the Laptop model is to be finalized in a couple of weeks.

Further the Roles and Responsibilities, Do's & Don'ts etc.. are detailed here under:

Guidelines :

- In academic year 2019-20, PAL will be deployed for Mathematics subject.
- All Mathematics teachers of Grades 6th, 7th, 8th and 9th will be given at least 2-day training on conducting PAL class in the ICT Lab.
- All HMs & district officials will be given a 1-day orientation on how PAL works.
- One Facility Management Service (FMS) person will be deployed for every 6 schools to support schools with PAL hardware and software

troubleshooting.

- Initially the FMS will support in setting up the Lab and software installation in every school by visiting the school at least once a week.
- Once the teachers are trained and equipped with all hardware and software handling knowledge and skills, the teachers with HMs' support will take the complete ownership of running PAL classes in their school.
- HMs in collaboration with teachers will finalise the timetable for every class and every section. Detailed guidelines on timetable will be provided by the CSE to help HMs. However, it will be HMs' responsibility to ensure the all students get access to at least 2 periods of PAL class for Mathematics in this Lab (per each class per week).
- **The teachers handling Mathematics will be specially trained to understand the emerging analytical reports - about the student learning levels and facilitate/conduct of remediation, clarification to the students about concepts/ errors/hard spots, etc. based on these reports.**
- HMs with the support from District IT Cell will ensure that the physical infrastructure (facilities) for PAL Lab is ready and make it functional before the hardware is deployed in the schools. Detailed guidelines will be provided separately.
- Hardware shall reach all 300 schools within three-four weeks i.e by 10th October. Therefore, the HMs and District IT teams need to coordinate and ensure that all necessary infrastructure is deployed in every school before hardware is delivered.
- The trainings shall start after Dusshera holidays in October. Separate guidelines will be issued by CSE in this regard.
- The teachers of the chosen 300 schools should be intimated about PAL immediately and the preparation for setting up PAL Lab should start in schools at earliest.
- The list of schools will be shared separately along with this concept note and the appointed officials are requested to reach out to HMs of chosen schools and begin the process of implementation.

Do's and Don'ts:

DO's & DO Not's for ICT Computer Labs

	THINGS TO DO	THINGS NOT TO DO
1	Safety & Security: All the IT equipment supplied by the department shall be kept safely in ICT lab/ computer room.	Do not Shift of IT Equipment from ICT Lab: The equipment/ infra installed in computer lab shall not be re-

<p>The metal door and iron grills must be installed at main doors and windows. The equipment's shall be handled properly and any mishandling shall be avoided.</p>	<p>located /shifted outside of computer lab.</p>
<p>2 Cleaning: Cleaning of all equipment installed in ICT labs and cleaning of computer room shall be done on regular basis. Rodents repellent may also be used (If required) to protect equipment's from rat cuttings etc.</p>	<p>Do not Mishandle: Mishandling of any IT equipment must be avoided. The items if any broken due to mishandling, rat cut, fire/burn may not be repaired due to voiding of warranty.</p>
<p>3 Record Maintenance: The schools shall maintain the following registers to keep the track record of usage of computer labs efficiently:</p> <ul style="list-style-type: none"> i. Stock & Complain Register: For maintaining records of equipments supplied in ICT lab (i.e. Item Name, Serial Number, Quantity, Date of Delivery, Date of installation; Copy of Delivery challans, installation reports etc.). In case any equipment gets faulty, the complain may be registered immediately on Toll Free No. and complain number obtained, its resolutions etc. may also be maintained in this register. ii. Visit Register: For maintaining records of persons i.e. engineers, visitors, worker etc. visiting ICT labs (i.e. Name, Date of visit, mobile no., purpose etc.). iii. ICT Lab Usage Register: For maintaining record of classes taken in labs, lectures delivered/topic covered etc. 	<p>Do not Turn Off Charging of UPS Batteries: To get full power backup from batteries and for longer life duration, continues charging of batteries is required. When ICT lab/equipment is not in use keep UPS in BY-PASS Mode with 32 Amp isolator in on position and DO NOT turn off Charging of UPS Batteries.</p>
<p>4 Computer Lab usage: The equipment installed in computer lab shall be regularly used for dissemination of subject knowledge by school subject teachers to students. Teachers shall teach their subjects through computers up to maximum possible extent.</p>	<p>Do not keeping IT equipments in Idle Condition: The IT equipment must be used regularly and keeping them off / in idle state for longer duration must be avoided.</p>
<p>5 Proper usage of IT equipment : i. Desktop /Laptops :All Desktop / Laptops must be used on regular basis. After usage,</p>	<p>Do not connect Fans, lights from UPS output:</p>

	<p>they must be shutdown properly.</p> <p>ii. Projector: The switch must be on position when projector usage is required and turn off immediately after the usage and the bulb shutter must be closed.</p> <p>iii. UPS: The charging of batteries is compulsory so keep the UPS in BY-PASS mode 24 x 7.</p> <p>iv. Tabs : Tabs should be charged when required and should not be continuously left in charging position.</p> <p>v. Headphones: Headphones should be properly handled and necessary guidance should be given to the students on usage.</p> <p>vi. SD Card: All Tabs will be given with inbuilt PAL software with license 32 GB SD card ensure it is not removed and stolen.</p>	<p>Fans & lights or any other item shall not be connected to UPS output</p>
6	<p>Water Seepage:</p> <p>The seepage of water from window, door or roof must be avoided in ICT lab for proper functioning of all IT equipment.</p>	
7	<p>Complain on Toll-Free Nos.:</p> <p>In case non-working / faulty IT equipment, the complaint must be logged at Toll-Free Nos. by school in charge teachers with the help of FMS.</p>	
8	<p>FMS: Filed management Staff @ 1:6 Schools will be provisioned by the Software provider they should mark their attendance (in/out) in the bio-metric.</p>	

Surprise Visits and Inspections:

The Regional Joint Directors and the District Educational Officers should visit at least 3 PAL schools per week. Further, they are directed to issue necessary instructions to all the Deputy Educational Officers in the district and members of the District IT Cell to visit the PAL schools continuously. The Deputy Educational Officer, RMSA or any suitable officer should be the Nodal officer for the PAL Project and he/she should visit the schools regularly.

Therefore, all the District Educational Officers in the state are instructed to bestow their personal attention and follow the below guidelines carefully for smooth conduct of the PAL programme.

The above instructions and other guidelines issued in due course should be followed strictly and any violations will be viewed seriously.

**Encl: 1.List of Schools,
2.Concept Note
3. Role and Responsibilities**

**K.SANDHYA RANI
COMMISSIONER OF SCHOOL EDUCATION**

To

All the DEOs in the State
All the RJDSE's in the State.
Copy to SPD, SSA for information
Copy to Director, RMSA for information
Copy to Director, SCERT for information
Copy to District Collectors for information