

Indicative Roles & Responsibilities of key stakeholders for PAL Deployment

Stakeholder	Responsibilities
<p align="center">IT & PMU Team, CSE office & SCERT</p>	<ul style="list-style-type: none"> • The IT & PMU Team from Office of Commissioner, School Education will play overall supportive role for implementation of the PAL program. • They will liaise with the vendors/service providers • Provide clarifications whenever required • Conduct Field Visits • Conduct periodical reviews with the DEOs and issue directions for further necessary action. • SCERT will support training of the Mathematics teachers. • Any other responsibility, as emerging.
<p align="center">RJDSEs</p>	<ul style="list-style-type: none"> • Co-ordinate with DEOs for all activities related to PAL in their respective districts, support DEOs in resolving matters, and escalating matters if required • Monitor the deployment in the allocated schools • Review progress of PAL deployment until PAL is live in all the allocated schools and coordinate with respective DEOs to address challenges for go-live • Conduct field visits (preferably once a month) to highlight the importance and investment of the senior leadership on PAL
<p align="center">DEOs</p>	<ul style="list-style-type: none"> • Co-ordinate all activities related to PAL in their respective districts • Allocate responsibilities and issue all necessary instructions to different stakeholders in the district for PAL implementation • Provide adequate administrative support to ensure the PAL is being implemented in all the selected schools, highlight any challenges for appropriate action/resolution. • Take measures for secure storage of the hardware received at the district level and during software installation until delivered to schools • Conduct 1-day orientation workshops with HMs on PAL and emphasize their roles and responsibilities in PAL implementation • Support DyEOs & District IT cell in actively resolving grievances/challenges related to PAL deployment/go-live in selected schools • Review progress of PAL deployment (with DyEOs & IT cell) until PAL is live in all the allocated schools. • Conduct field visits (preferably once a week) to

	<p>highlight the importance and investment on PAL</p> <ul style="list-style-type: none"> • Visit the teacher trainings, preferably on first day of every training to introduce the PAL programme, emphasize its importance and encourage teachers to adopt it
<p>DyEOs</p>	<ul style="list-style-type: none"> • Co-ordinate all activities related to PAL in their respective districts and support DEOs in the implementation • Coordinate with HMs and ensure that the PAL lab is ready and functional before the hardware is deployed in schools (all physical infrastructure, repairs and other equipment as indicated by the CSE) • Monitor the status of school readiness and deployment in the selected schools, preferably conduct inspection of the schools to monitor school readiness and deployment • Participate in orientation workshop to be conducted by CSE to understand about PAL and their roles and responsibilities in PAL implementation • Support DEO in organizing a 1-day orientation program for the HMs to communicate about PAL and their responsibilities in deployment • Support district IT team in organizing the 2-day induction training program for select teachers • Visit the teacher trainings (preferably on first day of every training) to introduce the PAL programme, emphasize its importance and encourage teachers to adopt it
<p>District IT Cell</p>	<ul style="list-style-type: none"> • Support DEOs & DyEOs in all day-to-day activities related to PAL in their respective districts • The district teams are required to support in hardware deployment • Receive the hardware/equipment and bill of materials (and complete related documentation) • Store the hardware securely until delivered to schools • Coordinate with PAL vendors on the quality check of the hardware received • Support PAL vendors in software installation and appropriate tagging of the hardware to respective schools before dispatch • Support hardware vendor in dispatching the hardware to respective schools • Support required in PAL workshops & trainings • Coordinate with DEOs, DyEOs & HMs and organize the 1 - day orientation workshop to be led by CSE to communicate and discuss about PAL and their roles and responsibilities in the implementation • Coordinate with CSE and PAL vendors in arranging for 2-day training program for 2 mathematics teachers

	<p>from each of the selected schools (try to bring DEOs to address the teachers at the start of the training program)</p> <ul style="list-style-type: none"> • Provide guidance to HMs in selected school to ensure that the PAL lab is ready and functional before the hardware is deployed in schools (all physical infrastructure, repairs and other equipment as indicated by the CSE)
<p>Head Masters</p>	<ul style="list-style-type: none"> • Attend 1 - day orientation workshop to understand the PAL project and their roles and responsibilities in the school readiness, PAL lab setup and program implementation. • Ensure the PAL lab is ready and functional before the hardware is deployed in their respective schools i.e. all physical infrastructure, repairs and other equipment as indicated by the CSE (Follow the PAL set up and readiness guidelines shared by the department) • Coordinate with District officials and receive the hardware dispatched to the school, and complete necessary documentation • Ensure safe-keeping of the hardware in the school, throughout the duration of the PAL project • Ensure that all the devices received are entered in the stock register • Nominate 2 Mathematics/Physics teachers from grades 6,7,8,9 from their respective schools to support HMs in PAL related activities • Ensure the nominated teachers attend the 2-day induction training on PAL. Give permissions and approvals to selected teachers for attending the 2-day training on the given date at the mentioned location as per the schedule shared by the CSE • Provide active support to nominated Math teachers in setting up the PAL lab <p>NOTE: If the total Math teachers in above mentioned grades are more than 2, these nominated and trained teachers will induct and train remaining teachers on PAL implementation.</p> <ul style="list-style-type: none"> • Work with teachers to prepare timetable for PAL sessions and ensure all stakeholders in school are aware and follow the timetable. • Co-ordinate with the FMS to resolve PAL issues (related to hardware and software) in the school and escalate any important matter for necessary action. • Ensure that the FMS visiting the school is recording attendance through eHazar biometric attendance system
<p>Teachers</p>	<ul style="list-style-type: none"> • Participate in the 2-day induction training program (schedule to be shared later) to understand and discuss about PAL and their roles and responsibilities in the

	<p>implementation and how to operate PAL product</p> <ul style="list-style-type: none">• Set up of PAL lab with support from FMS and helpdesk• Set up processes like Do's & Dont's for students, lab attendance registers, lab set up etc.- detailed guidelines to be issued in induction training.• Work with HM in preparation of time-table• Train the other mathematics teachers in the school on PAL with the support of FMS
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