

USER MANUAL

**Teacher Education
Institute
Management System**

**Directorate of State Council of
Educational Research and Training
Assam, Kahlilpara, Guwahati - 781019**

Software Developed by:
Redpanchi Web Solutions
BA, Rediff.com India Ltd.
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Guwahati. PIN 781005. Assam

Introduction:

State Council of Educational Research and Training (SCERT), Assam is the state academic authority notified by Government of Assam u/s 29 of RTE Act,2009 assisting in formulating academic policies, planning for quality improvement of school education, teacher education, maintain appropriate linkages with other educational organizations and provide supervision/support to the district and sub-district level institutions. SCERT is organizing in-service teacher training program for professional development of all teachers. Along with its in-service responsibilities, the SCERT conducting short term and long term teacher education programs on specific themes of specialization for secondary and senior secondary teachers, administrators and teacher educators. SCERT, Assam is the affiliating body for D.El.Ed. course, which has been conducted by a good number of government and private TEIs recognized by NCTE. Development of curriculum, textbooks/ resource materials and assessment strategies for both school and teacher education besides conduct of research based activities are the prime responsibilities of SCERT, Assam.

Under SCERT, Assam, total 62 different Teachers education institutes (TEIs) such as District Institutes of Education and Training (DIETs), Colleges of Teacher Education (CTEs), Institutes for Advanced Studies in Education (IASEs), Normal Schools, Basic Training Centres (BTC)/ Block Institute of Teacher Education (BITE), Hindi Teacher Training College, Hindi Training Centre, Pre-Primary Teacher Training Centre (PPTTC).

Objective:

In today's digital world, delivery of information and services in a consistent, accurate and uniform manner is critical to maintain transparency in governance. Information related to Teacher Education that was available on the web was found limited largely to the functions of the institution, important documents and details of officials. Issues related to the content, it's no availability; accuracy and low level of intuitiveness were the major findings. The information that users looked for were generally found lacking. This is a design for development of standardized, quality, informative, user-friendly online portal to generate data-base with provision for regular updatation and grading of TEIs based on certain vital phenomena as well as performance appraisal of individual teacher educator.

Advantages:

- With Simple and easy to use.
- Faster access to information.
- Assured Content authenticity and accuracy.
- Provide a platform to the users to express their initiative/works.
- Encourage end user to execute as their works can be monitored and recognized.
- Self appraisal leads to better Performance of the Teacher Educators
- Tracking of the individual employee
- Increases Productivity.
- Grading of TEIs and Performance appraisal

System URL: <http://103.158.205.142>



Home Page:

The screenshot shows the home page of the Teacher Education Institute Management System. At the top, there is a header with the system name and the Directorate of State Council of Educational Research and Training, Assam, Kahilpara, Guwahati - 781019. Below the header is a navigation menu with links: HOME, ABOUT TEIMS, LIST OF INSTITUTES, TEIMS USER MANUAL, INSTITUTES LOGIN, and CONTACT US. The main content area features a large image of an open book and a laptop on the left, and a dark grey box on the right with the text "Welcome to Teacher Education Institute Management System by State Council of Educational Research and Training (SCERT), Assam" and a "LOGIN" button. Below this, there are two columns: "About SCERT" and "TEIMS ADVANTAGES". The "About SCERT" section contains a paragraph about the SCERT's role and a "Login" button. The "TEIMS ADVANTAGES" section lists several benefits of the system. At the bottom, there is a footer with the system name, the Directorate information, and a copyright notice: "Copyright © 2024 Directorate of State Council of Educational Research and Training, Assam. All Rights Reserved. Powered by Redpanchi."

Institute Login:

The screenshot shows the Institute Login page. The header is identical to the home page. The navigation menu is also identical. The main content area is mostly obscured by a large blue graphic with icons, but the "INSTITUTES LOGIN" button in the navigation menu is circled in red, with a red arrow pointing to it from the text "Institute Login" on the right.

Login Form: Institutes can login into the TIEMS using pre-defined user name and password. User Name and Password will be created by Admin.

**Teacher Education
Institute
Management System**

Directorate of State Council of
Educational Research and Training
Assam, Kahilpara, Guwahati - 781019

HOME ABOUT TEIMS LIST OF INSTITUTES TEIMS USER MANUAL INSTITUTES LOGIN CONTACT US

Institute Login

Home > Institute Login

User Id

Password

Enter the code above here :

Can't read the image? [Click here](#) to refresh.

Sign in

Forgot Password? [Click here](#) to reset.

Institute Dashboard: After successful login, institutes will be welcomed in this page.

Welcome DIET, Karimganj

Dashboard

INSTITUTE PROFILE

- # General Profile
- 👤 Administrative Profile >
- 🏠 Infrastructure >
- 📚 Academic Profile >
- 💰 Financial Profile >
- ☰ Miscellaneous >

EMPLOYEE PROFILE

- 👤 Academic
- 👤 Non Academic

OBSERVATION

- 📊 Consolidation of observation
- 📊 Overall Grade
- 🔧 Tools >

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Teacher Education Information Management System | Institute Dashboard

Have any queries or need any further information, please do not hesitate to Contact on
Email: scert.teims@gmail.com
Download User Manual [Click Here](#) ↓

5

TOTAL ACADEMIC STAFF

17

TOTAL NON ACADEMIC STAFF

4

TOTAL RESEARCH STUDIES CONDUCTED

0

TOTAL INNOVATIVE PROGRAMME CONDUCTED

Institute Profile

Name of TEI	DIET, Karimganj
Address for Communication	SURJADAS, KALIGANJ BAZAR
Name of Principal	JASIMUDDIN SEIKH
Year of Establishment	1995
Email ID	dietskirimganjkaliganj@gmail.com
Phone/Mobile	9101612896

Consolidation of Observation

Administration	Average/ 48.0
Infrastructure	Fair /32.0
Academic	Poor /12.0
Financial	Excellent /90.0

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Introduction of the Dashboard:

Navigation Menu

- Dashboard
- INSTITUTE PROFILE
 - General Profile
 - Administrative Profile
 - Infrastructure
 - Academic Profile
 - Financial Profile
 - Miscellaneous
- EMPLOYEE PROFILE
 - Academic
 - Non Academic
- OBSERVATION
 - Consolidation of observation
 - Overall Grade
 - Tools

Notification from Admin

Counters

5 TOTAL ACADEMIC STAFF	17 TOTAL NON ACADEMIC STAFF	4 TOTAL RESEARCH STUDIES CONDUCTED	0 TOTAL INNOVATIVE PROGRAMME CONDUCTED
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Institute Profile

Name of TEI	DIET, Karimganj
Address for Communication	SURJADAS, KALIGANJ BAZAR
Name of Principal	JASIMUDDIN SEIKH
Year of Establishment	1995
Email ID	dietskimganj[kaliganj@gmail.com
Phone/Mobile	9101612896

Consolidation of Observation (Auto Calculated by TIEMS)

Administration	Average / 48.0
Infrastructure	Fair / 32.0
Academic	Poor / 12.0
Financial	Excellent / 90.0

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General Profile Update: Institutes will be able to create and update their general profile from this page. It is compulsory to upload few certificates like NCTE Recognition Letter For D. El. Ed Course, NCTE Recognition Letter For B. Ed Course, Affiliation Letter of University for B. Ed Course as applicable.

General Profile Update: DIET, Karimganj

Submit Basic Details

Name of TEI DIET, Karimganj	Year of Establishment 1995	Communication address SCHOOL, KAHILLPARA, GUWAHATI
Official Email ID di@karimganjdietscrtassam.org	Name of the principal MAMUDDIN SEIKH	Mobile No. of Principal 9818120000
NCTE Recognition Letter For D. El. Ed Course Choose File No file chosen (File) Type: PDF, Max Size: 2MB	NCTE Recognition Letter For B. Ed Course Choose File No file chosen (File) Type: PDF, Max Size: 2MB	Affiliation Letter of University for B. Ed Course Choose File No file chosen (File) Type: PDF, Max Size: 2MB

[Update](#)

Man In Position: Auto Calculated by TIEMS.

Man In Position: DIET,

Man In Position

Category	No. of Sanctioned post	Man in Position	% of man in position	Vacancy	% of vacancy
GAZETTED	25	5	20%	20	80%
Non-GAZETTED	23	18	78%	5	22%

Manpower Strength:

Click here to add more Manpower Strength

Manpower Strength: DIET,

Manpower Strength

[+ Add More](#)

Id	Post	No. of Sanctioned post	Man in position	No. of Vacant Post	% of vacancy	Category	Edit
247	Principal	1	1	0	0.00	GAZETTED	
248	Vice Principal	1	0	1	100.00	GAZETTED	
249	Senior Lecturer	6	0	6	100.00	GAZETTED	
253	Work Education Teacher	1	1	0	0.00	Non-GAZETTED	

Add More Manpower Strength

Manpower Strength

Category: Non-GAZETTED

No. of sanctioned post: 0

Vacancy:

Post: Accountant

Man in position: 0

% of vacancy:

[Save](#) [Close](#)

Administrative Detail:

Click here to Edit Information

Administrative Detail: DIET, Karimganj

[Edit Records](#)

Administrative Detail	
Job description/ job chart	Available
Incumbent's personal file	Well maintained
Institutional common Activity Calendar for current year	Well developed
Training Management System (TMS)	Available
If available	Without digitization
Website	Functional
If available, please mention	ALL THE ACTIVITIES ARE RUN AS PER NORMS.
Did you upload the latest innovative activities in website?	Yes
Have you notified SPIO under RTI Act 2005	Yes
If yes, Please mention name of the SPIO and ASPIO	Mahul Chowdhury
No. of petition received under RTI Act last year	2
No. of petitions disposed off last year	2
% of RTI petition disposed off	100.00
Disclosure u/s 4 of RTI Act	Published
Publication of citizen charter	Available
Frequency of academic meeting with faculty with proper documentation	Once in a month
Is there any institutional planning Mechanism for faculty development?	Yes
*If yes, please mention in brief	
Attendance Register of employees	Maintained regularly
Whether Biometric Attendance available	Yes
Movement Register of employees	Maintained regularly

Edit Administrative Detail: Institutes will be able to edit their Administrative Details from this page.

Welcome DIET, Karimganj

Edit Administrative Detail: DIET, Karimganj

Subject	Existing Records	Select New Record
Job description/ job chart	Available	Available
Incumbent's personal file	Well maintained	Well maintained
Institutional common Activity Calendar for current year	Well developed	Well developed
Training Management System (TMS)	Available	Available
If available	Without digitization	Without digitization
Website	Functional	Functional
If available, please mention	ALL THE ACTIVITIES ARE RUN AS PER NORMS.	ALL THE ACTIVITIES ARE RL
Did you upload the latest innovative activities in website?	Yes	Yes

Pension Status:

Welcome DIET, Karimganj

Pension Status: DIET, Karimganj

Click here to add more pension

Year	Name of Retired Incumbent	Designation	Date of retirement	Status of Pension	Other Pensionary Benefits	Remarks	Edit
2021	Sri Kanailal Dey	Lecturer	31/03/2021	Not Yet	Leave Encashment,Gratuity,GPF,GIS,Not Available Pensionary,Leave Encashment,Gratuity,GPF,GIS,Other Pensionary	Pensionrelated papers are yet to receive from the concerned retired person	

Land and built up area:

Welcome DIET, Karimganj

Infrastructure | Land and built up area: DIET, Karimganj

Land and built up area

Land available in the name of your TEI ?

If no, please, mention the name of owner as per record of circle office

Taken any step for registration and Mutation (Namjari) of the land in favour of your TEI No file chosen (File Type: JPG/JPEG, Max Size: 2MB)

Laboratory Facility: Details of Laboratory Facility can be created and edited from this page.

Infrastructure | Laboratory Facility: DIET, Karimganj

Laboratory Facility	
Psychology Lab	Available with limited equipments
E.T. Lab	Available with limited equipments
Science Lab	Available with limited equipments
Language Lab	Not available
Mathematics Lab	Available with limited equipments
Art & Physical Education	Available with limited equipments

[Submit](#)

Academic Facilities & Hostel: Details of Academic Facilities & Hostel Facility can be created and edited from this page.

Infrastructure | Academic Facilities & Hostel: DIET, Karimganj

Academic Facilities & Hostel	
Auditorium	Not available
No. of classroom and condition Well furnished	6
No. of classroom and condition Poorly furnished	2
ICT facility in the classroom	Available with limited equipments
EDUSAT	Not Available
Hostel for Boys ?	Not Available
No. of Hostels for Boys	
Hostel for Girls ?	Not Available
No. of Hostel for Girls	
Hostel infrastructure	

Library & Other Infrastructure: Details of Library & Other Infrastructure can be created and edited from this page.

Infrastructure | Library & Other Infrastructure: DIET, Karimganj

Library & Other Infrastructure	
If civil works sanctioned for the year	Completed on time
Internet facility available in institute	No
If Yes, Provide Service Provider Name	
Library	Not Professionally maintained
Classification/ cataloguing	Under process
No. of books in library	3001 to 3500
Journals	5

Academic Profile: Details of Academic Status, Academic Activities, School Internship Activities, Best Practices, Teacher Education, Innovative Programme, Onsite Support to Teacher, PPP Program Conducted, Research Studies Conducted can be created and updated from this menu.

Academic Profile | Academic Status: DIET, Karimganj

Academic Status	
No. of acadmic activities approved	9
No. of activities completed	9
Percentage(%) of activities completed	100.00
No. of activities ongoing as per schedule	1
Percentage(%) of activities ongoing as per schedule	11.11
No. of activities not yet started	1

Submit

Academic Profile Menu

Financial Profile: Details of Financial Status, Fund Mobilized and Other Financial Details can be created and updated from this menu.

Financial Profile | Financial Status: DIET, Karimganj

Area	Fund released for the last financial year	Fund utilized for the last financial year	Unspent balance/deficit	Reasons for unutilization/underutilization/deficit
Civil work				
Equipment				
Salary	18236264	18160895	75369	One Employee absent.
Programme activities (State/Central fund)	400000	400000	0	
Office Expenses (O.E.)	2918000	2548000	370000	Govt. sanction unavailablE.
Grant in Aid				
Total	21554264	21108895	445369	

Update Report in Server

Financial Profile Menu

Miscellaneous Menu: Details of Deputation, Yoga Olympiad, Science Exhibition and Observation/ Celebration of Imp. Days can be created and updated from this menu.

Miscellaneous | Deputation Details: DIET, Karimganj

From Date	To Date	No. of Days	Purpose of deputation	Where Deputed	Edit
2024-03-03	2024-03-06	2	hjjhg	yytr	Delete

Miscellaneous Menu

Academic Staff Details:

Search Name, Father's Name

Welcome DIET, Karimganj

Academic Staff Details: DIET, Karimganj

List of Academic Staff

[+ Add Academic Staff](#)

Show 10 entries

Name	Father's Name	Mobile No.	Gender	DOB	View Details
JASIMUDDIN SEKH	KABIRUDDIN SEKH	9101612896	Male	01/02/1963	View
MAHUL CHOWDHURY	MRINAL KANTI CHOWDHURY	9435374669	Male	11/03/1970	View
MISTU BHATTACHAJEE	LATE HARIPADA BHATTACHARJEE	9435533450	Female	01/03/1972	View
NAVAJIT PRODHANI	BINOY KUMAR PRODHANI	8638448630	Male	18/11/1991	View
NIBEDITA DAS	LATE SRI NILAKANTA DAS	9127063470	Female	12/01/1981	View

Showing 1 to 5 of 5 entries

Academic Menu

Add New Academic Staff Button

View Staff Profile Button

Add New Academic Staff Profile:

Welcome DIET, Karimganj

CREATE NEW ACADEMIC STAFF | PLEASE PROVIDE BASIC DETAILS

ADD BASIC DETAILS OF NEW STAFF

Add Basic Details of New Staff

Photo (File Type: JPG/JPEG, Max Size: 2MB) [Choose File](#) No file chosen

No Image Available

Name: Fathers's Name: Spouse Name:

Date of Birth: Date of Birth: DD/MM/YYYY Email ID: Mobile No.:

Gender: Religion: Caste:

PAN No.: Aadhaar No.: GPF/NPS No.:

Passport No.: Description:

View Academic Staff Profile:

Academic Staff Individual Profile Menu

Basic Detail: **NIBEDITA DAS**

Basic Details

Profile Details are displayed here. All details are editable.

Name	Fathers's Name	Spouse Name
NIBEDITA DAS	LATE SRI NILAKANTA DAS	RAJESH PAUL
Date of Birth	Email ID	Mobile No.
12/01/1988		943763176
Gender	Religion	Category
Female	Hinduism	SC
PAN No.	Aadhaar No.	GPF/NPS No.
FBOPD7558G	573511511490	2019342700500035
Passport No.	Description	
Passport Number:	Description:	

Non Academic Staff Details:

Search Name, Father's Name

Non Academic Details: DIET, Karimganj

List of Non Academic Staff

Non Academic Menu

Add New NonAcademic Staff

View Staff Profile Button

Name	Father's Name	Mobile No.	Gender	DOB	View Details
ABDUL JALIL	ABDUN NOOR	9435689865	Male	31/03/1971	View
ABUL KALAM AZAD	LATE ABDUL BARI	7578891829	Male	04/01/1963	View
AMULYA KUMAR TAN	LATE ANITANTI	9864237002	Male	30/07/196	View
ASIT BOSE	LATE AJIT KR BOSE	7399451327	Male	14/11/1973	View
HARUN RASHID	ABDUL KHALIK	8134948704	Male	27/11/1968	View
KHALILUR RAHMAN	LATE ABDUL KARIM	6002886615	Male	01/08/1967	View

Add New Non Academic Staff Profile:

Welcome DIET, Karimganj

CREATE NEW NON ACADEMIC STAFF | PLEASE PROVIDE BASIC DETAILS

ADD BASIC DETAILS OF NEW STAFF

Add Basic Details of New Staff

Photo (File Type: JPG/JPEG, Max Size: 2MB) No file chosen

No Image Available

Name	Fathers's Name	Spouse Name
<input type="text" value="Name"/>	<input type="text" value="Fathers's Name"/>	<input type="text" value="Spouse Name"/>
Date of Birth	Email ID	Mobile No.
<input type="text" value="Date of Birth: DD/MM/YYYY"/>	<input type="text" value="Email ID"/>	<input type="text" value="Mobile No."/>
Gender	Religion	Caste
<input type="text" value="Choose..."/>	<input type="text" value="Choose..."/>	<input type="text" value="Choose..."/>
PAN No.	Aadhaar No.	GPF/NPS No.
<input type="text" value="PAN No."/>	<input type="text" value="Aadhaar No."/>	<input type="text" value="GPF/NPS Number"/>
Passport No.	Description	
<input type="text" value="Passport Number"/>	<input type="text" value="Description"/>	

Communication Address

View Non Academic Staff Profile:

Welcome DIET, Karimganj

NON ACADEMIC STAFF BASIC DETAILS: **RUPAM NATH CHOUDHURY**

NON ACADEMIC STAFF BASIC DETAILS

Basic Details

Photo (File Type: JPG/JPEG, Max Size: 2MB) No file chosen

No Image Available

Name	Fathers's Name	Spouse Name
<input type="text" value="RUPAM NATH CHOUDHURY"/>	<input type="text" value="HIMANGSHU NATH CHOUDHURY"/>	<input type="text" value="NIBEDITA NATH"/>
Date of Birth	Email ID	Mobile No.
<input type="text" value="21/02/1985"/>	<input type="text" value="sheevronath1985@gmail.com"/>	<input type="text" value="8638913549"/>
Gender	Religion	Caste
<input type="text" value="Male"/>	<input type="text" value="Hinduism"/>	<input type="text" value="OBC/MOBC"/>
PAN No.	Aadhaar No.	GPF/NPS No.
<input type="text" value="AYJPC8036B"/>	<input type="text" value="987083095023"/>	<input type="text" value="2013110300101031"/>
Passport No.	Description	
<input type="text" value="Passport Number"/>	<input type="text" value="Description"/>	

Profile Details are displayed here. All details are editable.

Change Password: Institutes can change their password from the Change Password Menu under Tools → Change Password menu.

The screenshot displays the user interface of the Teacher Education Institute Management System. On the left, a dark sidebar contains navigation options: 'EMPLOYEE PROFILE' (Academic, Non Academic), 'OBSERVATION' (Consolidation of observation, Overall Grade), and 'Tools' (Change Password, Logout). The 'Tools' menu is highlighted with a red box, and 'Change Password' is the selected option. The main content area features a dashboard with a 'TOTAL ACADEMIC STAFF' indicator showing '5' and an 'Institute Profile' table.

Institute Profile	
Name of TEI	DIET, K
Address for Communication	SURJAD
Name of Principal	JASIML
Year of Establishment	1995
Email ID	dietkari
Phone/Mobile	910161

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