

Management Information System(MIS)
Mandal MIS Coordinator's-JOB CHART

a) Monitor all CAL Schools in the District and prepare inventory school wise.

- i) Computers availability in the school(UP/KGBVs)
 - i. MPLADS
 - ii. NGOs
 - iii. DPEP
 - iv. Donations
 - v. RVM(Since 2004 onwards)

ii) Year of supply, Name of the school, configuration, functioning etc.

b) Utilization of computers by children(UP schools/KGBV)

- i. Availability of CDs.
- ii. Whether utilizing or not.
- iii. Maintenance of Registers (Time tables, complaints etc).

c) Functional aspects of computers

1) If AMC/Warranty

- i. Registered complaints to concerned agencies through online from Mandal MIS Cos.
- ii. Follow up complaint.
- iii. Regular report should be obtained and furnished online to DPO/SPO.

d) Monitoring of Schools

- i. Visit CAL Schools in the mandal at least 2 or 3 times and ensure to functional of computers/Printers
- ii. Rectify if any small repairs like key board connection, mouse, Electrical connections etc.

e) Monthly Reports:

Monthly reports on functionality and utilization aspects of CAL schools/KGBVs shall be furnished to SPO/DPO on or before 1st of every month through online.

f) G-MAPs:

1. Utilize GMAPs in Mandal and inform to all EOs/Teachers/Parents/Officials.
2. Updation of information of schools/Habitations/Photographs when ever necessary.
3. Present GMAPs in the meetings of Mandal level.

g) Web portal:

1. Maintenance of District web portal and ensure utilization of web portal in mandals/schools.
2. Updation of web portal.
3. Usage of District web portal and check the District information

h) Data/ Surveys:

Ensure monitoring & completion of the following surveys

- a. VIIIth All India Education Survey(National Educational surveys)
- b. DISE
- c. Other related surveys data
- d. All reports should be generated and furnished to State Project Office time to time.