

Sent through e-mail

No. EDN-RMSA-2/2014-ICT Phase-II Vol. II
O/o State Project Director, RMSA/SSA
Himachal Pradesh, Shimla-1

1484-152

Dated: Shimla-1 the

22

August, 2015

To

1. All the Dy. Director (Higher Education)
Himachal Pradesh
2. All the Dy. Director (Elementary Education)
Himachal Pradesh
3. All the DPOs Cum Principal DIETs
Himachal Pradesh
4. All the Principals,
GSS Schools (Under ICT Phase-II)
5. All the Headmasters
GHS (Under ICT Phase-II)

Subject: Implementation of ICT @ School Phase-II Project-Instructions thereof.

Madam/Sir,

It is to inform you that, entire ICT@School Phase-II project is being implemented in State by Dept. of Higher Education through State Project Director (SSA/RMSA) and M/s IL&FS Education & Technology Services Ltd. as implementing agency by the Govt. after due process. As per the tender, M/s IL&FS shall supply the Hardware, Software and other infrastructure with required specification and quantity in each school, the copy of which has been already circulated and uploaded on Hr. Education website.

Now in order to ensure that the hardware, software and other infrastructure related activities are carried out as tendered specification, the guidelines/ instructions are being issued for smooth functioning of project (copy attached).

You are further directed not to sign the ICR (Installation & Commissioning Report) format unless until the members of committee are fully convinced with installation, commissioning and specification of hardware/software and other related infrastructure.

Yours faithfully

C. S. D. S.
State Project Director (SSA/RMSA)
Himachal Pradesh, Shimla-1

Endst. No. Dated Shimla-171001,

August, 2015

Copy for information please:

1. The Addl. Chief Secretary (Edu) to the Govt. of Himachal Pradesh.
2. The Director Higher Education, Himachal Pradesh
3. The Director Elementary Education, Himachal Pradesh

C. S. D. S.
State Project Director (RMSA/SSA)
Himachal Pradesh, Shimla-1

How to check the specification of IT Infrastructure

1. CPU & Integrated Computer Projector

Step 1: Open the System window. This can be accessed by right-clicking on Computer/My Computer and selecting Properties. You will see the following information: make, model, processor, system type, RAM.

Step 2: Check your installed graphics card. Click the Device Manager link in the System window. Expand the "Display adapters" section of the list. Your installed graphics adapters will be shown.

Step 3: Check your free hard disk space. Open Computer/My Computer/This PC. The Windows will show a bar of the amount of free space available, as well as list the numbers.

2. UPS, Battery, Interactive White Board, Printer

The make and model of above mentioned items are available on the specification plate placed on the equipment.

3. Furniture, Modular Table and Wiring material

The specifications of these items are mentioned in the ICR (Installation & Commissioning Report) format, which is available with DPO-Cum-Principal of concerned DIETs and Dy. Director office. All the head of institution (ICT Schools) can collect this format from the concerned officers or the representative of implementing agency (M/s IL&FS).

Note:

1. You are directed to involve the teachers (Lecturer Physics or PGT (IP) and TGT Non-Medical) from the nearby school to inspect the hardware, software and other infrastructure to be deployed by M/s IL&FS ETS in the schools, if these post are not available in your schools (informed vide letter no EDN-RMSA-2/2014-ICT Phase-II Vol. I-1257-95, dated 14th Aug 2015 the copy of this letter can be received from concerned DPO-Cum-Principal and Dy. Director, Higher Education/ Dy. Director Elementary Education).
2. It is strictly conveyed not to sign the ICR format by the committee members unless until the members are fully convinced with installation, commissioning & specification of hardware/software and other related infrastructure.
3. The State has deployed Asstt. Nodal Officer (ICT) at all the district DIETs for coordinating/monitoring and successful implementation of ICT@School

ICT Lab Rules

1. Be considerate of other lab users -- this is a study area. In consideration of others, do not talk on cell phones in the lab.
2. **NO FOOD** or **BEVERAGES** in the computer lab.
3. Do not waste our limited resources by printing extra copies you do not need. If you do print something, be sure to pick it up from the printer. Don't waste paper!
4. **Please limit your printing.** If you need to print from the Internet and don't know how long a document is, download it to your disk first and check to see how long it is.
5. Only print items that are school related. The free printing is not for personal use.
6. If other students are waiting to use the computer and you are not doing school related work, please let them use the computer. The primary purpose of the lab is to assist with school-related work.
7. Do not install or download any software or modify or delete any system files on any lab computers.
8. CD-ROMs and other multimedia equipment are for **school work only**. Do not use them for playing music or other recreational activities.
9. Respect the equipment. Don't damage, remove, or disconnect any labels, parts, cables, or equipment.
10. Do not read or modify other users' files.
11. Turn off the machine once you are done using it
12. Do not plug in external devices without scanning them for computer viruses.
13. Do not touch any of the circuit boards and power sockets when a device is connected to them and switched on.
14. Always maintain an extra copy of all your important data files.
15. Students should not attempt to repair, open, tamper or interfere with any of the computer, printing, cabling, or other equipment in the laboratory.
16. Teachers are requested to aware Students of office ergonomic guidelines for correct posture when using computer equipment.
17. In case of an emergency or incident in the laboratory inform Teacher/Principal of school.
18. If you are unsure of what to do, for instance in the case of an error message, a web site offer, a strange e-mail, a hardware malfunction, etc., ask a lab supervisor. It is better to wait and ask, than to take an action which will endanger yourself, the computer, or the network.
19. Student browsing the World Wide Web are expected to avoid offensive materials. If any user encounters any such material accidentally, they should report the circumstances immediately to the teacher.
20. In case of any problem/issue in ICT infrastructure of Lab/smart classroom, kindly lodge a complaint at numbers 8894779950/51/52/52/54/55 (Helpdesk M/s IL&FS Technologies)

Do's and Don'ts

Do's

1. In case of any problem/issue in ICT infrastructure of Lab/smart classroom, kindly lodge a complaint at numbers 8894779950/51/52/52/54/55 (Helpdesk M/s IL&FS Technologies)
2. Report any broken plugs or exposed electrical wires to your lecturer/laboratory technician immediately.
3. Turn off the machine once you are done using it
4. Teachers are requested to aware Students of office ergonomic guidelines for correct posture when using computer equipment.
5. In case of an emergency or incident in the laboratory inform Teacher/Principal of school.
6. Always maintain an extra copy of all your important data files.

Don'ts

1. Do not eat or drink in the laboratory.
2. Avoid stepping on electrical wires or any other computer cables.
3. Do not open the system unit casing or monitor casing particularly when the power is turned on. Some internal components hold high electric voltages, which can be fatal.
4. Do not insert metal objects such as clips, pins and needles into the computer casings. They may cause fire.
5. Do not remove anything from the computer laboratory without permission.
6. Do not touch, connect or disconnect any plug or cable without teacher's permission.
7. Do not misbehave in the computer laboratory.
8. Do not waste our limited resources by printing extra copies you do not need. If you do print something, be sure to pick it up from the printer. Don't waste paper!

project. All the head of institutions are advised to kindly get in touch with the concerned ANO (ICT) for any clarification/suggestion.

Detail of ANO (ICT) DIETs in H.P				
Sr. No.	DIETs	Name of ANO(ICT)	Contact No.	E-Mail ID
1	Kangra/DIET Dharamshala	Sh. Sandeep Dewan	9418086799	sandeepdewan5@gmail.com
2	Mandi/DIET Mandi	Smt. Rekha Sharma	9418562906	nodalitmandi@gmail.com
3	Bilaspur/DIET Jukhala	Sh. Umesh Kumar	9418497971	ud97971@gmail.com
4	Kinnaur	Sh. Pritam Singh Negi	9418402328	mr.negipritam@gmail.com
5	Hamirpur/DIET Gauna	Rajesh Bhardwaj	9418165054	rajeshj5666@gmail.com
6	Una at DIET Delhan	Sh. Ajay Sharma	9418038893	unadiet.ano@gmail.com
7	DIET Solan	Sh. Narender Tyagi	9418469181	narendertg6@gmail.com
8	Sirmour DIET Nahan	Sh. Virender Shri vastav	9418735981	vickay.s@gmail.com
9	DIET Kullu	Smt. Sanjana Verma	9418363939	srubyverma@gmail.com
10	Shimla at DIET Shamlaghat	Sh. Padam Singh	9418162848	cpadam81@gmail.com
11	DIET Chamba	Sh. Vishal Sharma	9459076006	ssachambahp@gmail.com
12	DIET L&S	Principal DIET	9459806264	