



**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DIRECTORATE OF EDUCATION: SCHOOL BRANCH  
OLD SECRETARIAT: DELHI-110054.**

No. DE.23 (59)/Sch.Br./2015/1935

Dated: 10/12/15

**Circular**

**Sub: - Guidelines to administer the Pupil Teachers teaching in Government Schools.**

Certain shortcomings have come to the notice of Competent Authority regarding the practice of administering the Pupil Teachers teaching in the Schools of Directorate of Education. Therefore, it has been decided that the following guidelines should be adhered to while administering the Pupil Teachers.

- The regular subject Teachers will decide the content of the lesson to be delivered by the Pupil Teachers keeping in view the requirement of the weekly syllabus.
- The regular subject teachers will discuss the content as well as the methodologies to be adopted, with the Pupil Teachers before the actual delivery of the lesson.
- While the Pupil Teacher delivers the lesson allotted to him in a class, it is mandatory for the regular subject teacher to be present in the Class and observe the Pupil Teacher attentively.
- The periods dedicated for the Learning Enrichment Sessions must neither be allotted to the Pupil Teachers nor for any other activity.

All the Heads of Government Schools are directed to ensure that the above guidelines are complied with, in letter and spirit.

This issues with the prior approval of the competent authority.

  
(Dr. Sunita S Kaushik)  
Addl.D.E(School)


**All Heads of concerned Government Schools through DEL-E**

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Copy to:-

1. P.S. to Secretary (Education), GNCTD, Old Sectt., Delhi.
2. P.S. to Director (Education), GNCTD, Old Sectt. Delhi.
3. All RDs/DDEs (District/Zone)/DEOs for necessary action.
4. OS (IT) to place on the website.
5. Guard File.

  
Usha Rani  
DDE (Schools)