

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

No. F. DE. 23 (08)/School Branch/ 2019/1134

Dated : 11/12/19

**CIRCULAR**

**Sub: - Remedial Classes for Classes IX, X and XII during Winter Break/ Vacation.**

All the Govt. schools under Directorate of Education will remain closed during Winter break/ vacation from 1<sup>st</sup> January 2020 to 15<sup>th</sup> January 2020. However, to revise the syllabus and to enhance the learning level/ Academic performance of the students, Remedial classes will be held for classes IX, X and XII. These classes will enable the students in conceiving the basic concepts of the poorly performed subjects.

It is essential for the concerned subject teachers to understand thoroughly the difficult topics and the weaknesses of their students so that individual attention may be given to each student and their problems may be solved. Therefore, Remedial classes will be held as per the given schedule:

**Schedule for Remedial Classes**

**Period: 02.01.2020 to 14.01.2020**

- In case of double shifted schools Remedial Classes will be held in separate wings of the school. However, if there is space crunch, the HoS may consult DDE (District) and decide accordingly.
- **Schools Opting Morning Timings:** 8.00 A.M. to 1:00 P.M for teachers  
8:30 A.M. to 12:50 PM for students

Time	Period
8.30 to 9.30	1 <sup>st</sup>
9.30 to 10.30	2 <sup>nd</sup>
10.30 to 10.50	Recess
10.50 to 11.50	3 <sup>rd</sup>
11.50 to 12.50	4 <sup>th</sup>

- **Schools Opting Evening Timings:** 1.00 P.M. to 6:00 P.M for teachers  
1:30 P.M. to 5:50 PM for students

Time	Period
1:30 to 2:30	1 <sup>st</sup>
2:30 to 3:30	2 <sup>nd</sup>
3:30 to 3:50	Recess
3:50 to 4:50	3 <sup>rd</sup>
4:50 to 5:50	4 <sup>th</sup>

- The duration of one period should not be less than one hour.

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- In class X, English, Science and Maths subjects must be taught daily mandatorily. HoS may decide regarding the remaining subjects for the benefit of students and on the basis of result analysis.
- In respect of class XII, Remedial Classes are compulsory for all the streams.
- The teachers will conduct revision and practice of the Pre-Board Question Papers of both the shifts (Morning & Evening). The teachers are advised to give practice to students in the selected topics of subjects from examination point of view. The support material is also to be used optimally.
- In the observation and analysis of answer sheets conducted by Core Academic Unit (CAU), it has been noticed that the students do not attempt the question paper properly. The subject teachers are directed to guide the students in this regard.
- All the students shall come in proper school uniform for attending Remedial classes.
- **Heads of schools will prepare the time table for the Remedial Classes before commencement of the Winter Break and copy of the same is to be submitted to the concerned Zonal- DDE in advance.**
- Guest teachers/Contract teachers teaching in relevant classes shall be called for Remedial Classes.
- The Guest teachers/ Contract teachers may also be called in case of non-availability of regular teachers due to some genuine reasons,.
- Leave to the staff deputed during Winter Break would not be granted, in general, so that remedial classes are not disturbed. However, under compelling circumstances leave on valid grounds may be granted only on the proposal of HoS, and after the prior permission of the concerned Zonal DDE (Each Zonal- DDE will maintain a register of leaves granted). In such cases, the Head of the school must ensure the availability of substitute in place of the teachers proceeding on leave, before forwarding his/her application.
- HoS to ensure that the teacher on duty for Remedial Classes during the Winter Break/Vacation will be granted Earned Leave in lieu of this period as per CCS Leave Rules.
- Students and their parents must be informed about these classes in advance in the morning/evening assembly, through SMC meetings, notes in the students' diaries and mass SMS facility etc. HoS must ensure that all the students attend these Classes.
- The attendance of the students is compulsory, as it will be counted towards the total attendance of the students.

*S. Jain*

- DDEs (District & Zone) must visit, at least, two schools per day to ensure that Remedial Classes run properly during winter break.

**This issues with approval of the Competent Authority.**

*S. Jain*  
11.12.19  
Addl.DE (School)

**All Heads of Govt. Schools under Directorate of Education through DEL-E**

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Copy to :-

- 1.PA to Secretary (Education), GNCT of Delhi.
- 2.PA to Director (Education), GNCT of Delhi.
- 3.SPD (SS) for necessary action.
- 4.JD (Planning) for necessary action.
- 5.All RDEs, DDEs ( District/Zone) of Directorate of Education to ensure compliance.
- 6.System Analyst (MIS) for uploading on MIS.
- 7.Guard file.

*S. Jain*  
DDE (School)