Sub:- Remedial classes for Class XII during Winter Break

Analysis of First Term Result has shown that the performance of students needs improvement in various subjects especially Economics, English, Mathematics, Physics, Chemistry, Accountancy and Business Studies. Therefore, it has been decided to arrange remedial classes within the school premises between 31.12.2012 and 11.01.2013 for the students of class XII. All the students of Vocational Stream shall also attend the classes for their Elective subjects.

One of the main objectives of these classes is to conduct revision and practice of the subject matter to prepare students for the annual board examination.

- There will be three (3) classes for three different subjects everyday, duration of each class will be one hour.

- Classes for morning shift and evening shift students will be held separately at different timings.

For Morning shift 8.30 a.m to 11.45 a.m  
(15 minute break after the 2nd period)

For Evening shift 12.15 p.m to 3.30 p.m  
(15 minute break after the 2nd period)

- Classes must be conducted in respect of the above subjects. Further, the HOS may arrange classes for additional subjects also, if there is a need with the prior approval of DDE concerned.
• The HOS will prepare the time table for these classes. All the students and teachers should be informed well in advance, about these classes. A copy of the time table should be sent to the concerned E.O.

• The teachers are advised to make optimum utilization of support material provided.

• The students should also be prepared for value based questions by using the additional support material.

• No leave will be allowed to teachers engaged for these classes. However, in case of a genuine emergency, permission has to be sought from the District DDE through the concerned Education Officer.

• In case some guest teacher is working against the post of regular teacher in the school, he/ she shall also take remedial classes.

• The Guest Teachers will be made payment as per norms stipulated by Planning Branch.

• Regular teachers will be granted earned leave as per Rule (3) of 28 of CCS (Leave) Rules, 1972 as per the circular issued by DDE (Coordination) vide No.F.30-3(17)/Id-6978/2005/Cir/Coodn./19289-314, dated 4.8.2006.

• The HOS shall take all necessary measures to ensure 100% attendance of students.

• The concerned Regional Directors, Deputy Directors, Education Officers shall conduct inspections of remedial classes to ensure that the classes are being held regularly. The inspecting officers must check the record of attendance of teachers & students and the portions of syllabus taught/revised.

• The EOs/DEOs should submit a brief report to their respective DDEs and wherever required, necessary action may be taken at District level.
Note:- In case the school is the venue for National Games, the HOS has to ensure that, at least, minimum number of rooms are available for conducting remedial classes.

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

No. DE.23 (525)/Sch.Br./12 /14/3

Copy for information to:-

1. P.S. to Secretary (Education).
2. P.S. to Director (Education).
3. All Regional Directors.
4. All DDEs (District)/EOs.
5. OS(IT) to please paste it on the website.

(Kum Kum Lamba)
A.D.E (School)