CIRCULAR

The current academic session 2011-12 is in progress and it is hoped that the task of admissions and online up-dation of students’ data in govt. schools is almost over. It is the time, schools should focus on teaching learning process which is now based on Continuous and Comprehensive Evaluation. Continuous efforts are required on the part of the Heads of Schools, teachers and students for improving the quality of education in govt. schools. The schedule of activities which are to be covered in govt. schools has already been circulated through Annual School Calendar vide circular NO.F. DE.23(3)/Sch. Br./04/117-138 dated 31/01/2011. The subject-wise/week-wise distributed syllabus for classes VI-XII for the session 2011-12 is also available on the Department’s website. The following activities/tasks which the teachers and Heads of Schools have to perform during academic session are being reiterated. It is to be ensured by them that the same are performed religiously:-

1. Attendance of the students class-wise / section-wise is to be marked online on daily basis.

2. Attendance of staff is to be marked without fail on daily basis within 30 minutes of the opening of the school.

3. Ensure that the students attend classes regularly and do not miss the school without any valid reason. If any student is absent continuously for more than 3 days without information, parents of the child should be contacted and motivated to send him/her to school if the reason of absence is found to be not satisfactory.

4. It is the responsibility of the HoSs, PETs and all other teachers to ensure that the students stay in the school for the entire duration of the school day and no student is allowed to leave the school premises without the permission of the HoS.

5. All the students of classes I-XII must be in possession of prescribed DBTB/NCERT text books. If any child is found to be without any book, the reason for non-availability of same is to be found out and rectified. In case, for some reason, books have not been distributed to the school, immediate necessary action for procurement of books may be taken at the level of HOS.

6. Class time table / subject time table must be framed as per norms and made available to class / subject teachers as well as with students. A copy of the same must also be with the HOS concerned and displayed in staff room.
7. The Head of School must ensure that teachers take classes regularly as per time table and no class is left unattended by any teacher. If any teacher is absent on a particular day, arrangements should be made in advance to send substitute teachers in those classes.

8. Weak students on the basis of unit tests should be identified in all the classes by class / subject teachers. Teachers should list the names of such students in their diaries. Action plan for helping these weak students be prepared and executed under the direct supervision of the HoS. The plan and its execution should be recorded in teachers diary and countersigned by the HoS.

9. Zero periods, extra classes should be conducted regularly for the so identified weak students especially of classes X, XI, and XII in concerned subjects. A proper time table be framed for zero period and extra classes. For classes X, XI and XII, there should be subject-wise block teaching on last working day of each month. Attendance in these special classes is also to be monitored by the HoS. Instead of teaching regular course, in these special classes, teachers should be advised to guide the students individually, motivate them to bring problems and help them solve the same, wherever required.

10. Teachers must ensure that Science practicals, subject activities are actually conducted by students and the same are being recorded by them. These activities are conducted in schools as per CCE norms in each subject as notified by Directorate of Education up to classes VIII and by CBSE for classes IX-X. Records should be kept ready for inspection by any individual officer or inspection team.

11. Science labs must be maintained properly. Science teachers must ensure that requisite consumable / non consumable material for conducting Science practicals is available in the labs in sufficient quantity. Coverage of syllabus of Science practical and theory for classes 11th and 12th has to be in accordance with week-wise distributed syllabus.

12. Unit tests must be conducted regularly as per schedule. The copies / answer sheets must be checked thoroughly and on timely basis and shown to students. Students should be given follow up exercise in the areas in which their performance is not up to the mark.

13. Records of unit tests, assignments, projects, practicals and other activities under the CCE given to students should be maintained in proper manner by teachers teaching classes up to X and kept readily available for inspection.

14. School libraries must be fully functional; books be issued to students regularly as per directions issued from time to time. Students should be encouraged to read books in library period and to write book reviews. 'Tell a story' competitions should be organized by school librarian for junior classes.
15. Students of all classes should be encouraged and motivated to participate in Science/sports/cultural activities which are organized at School/Zone/District levels and all guidance/assistance/material be provided by concerned teachers/HoS to those students who want to participate in these activities.

16. At least, two classes per day must be inspected by the School Head and necessary guidance be provided to the inspected teachers, wherever required. A proper record of class-wise inspection on daily basis be maintained by each HOS.

17. Career counseling should be provided to the students of classes X, XI and XII by organizing sessions by EVGC’s and during Career Melas.

18. The admission registers, movement register, inspection register, linguistic minority register should be maintained in schools and be kept readily available with HOS for inspection.

19. Parents of weak students especially of board classes should be called in school, at least, on quarterly basis for monitoring the progress of their wards and for discussing mutually the suitable measures to be taken to help these students in subjects in which they are weak.

20. Similarly, parents of weak students of other classes should also be called in school after the results of Summative-I Assessment on a suitable day (in consultation with PTA, preferably within one week of the declaration of result) to acquaint the parents with the progress of their wards.

The HoSs are advised to distribute copies of this Circular to all the members of the staff against proper receipt.

(Diwang Chand)
DIRECTOR (EDUCATION)

All RDEs/District DDEs/EOs/Heads of Govt. Schools through DEL-E

No.DE.23(03)/Sch.Br./09/

Copy for information to:-

1. P.S. To Secretary (Education)
2. OS (IT) to paste on the website
3. Guard File.

(Dr. (Mrs.) Sunita Kaushik)
ADDL. DIRECTOR OF EDUCATION (SCHOOL)