CIRCULAR

Subject: Remedial Classes for class IX to XII

As per prevailing practice it is hoped that Heads of Govt./Govt. Aided schools must have identified the students of classes IX-XII who need special attention (subjectwise) on the basis of previous class annual result.

In order to give extra support to these identified students in the subjects in which they require the guidance from the concerned subject teachers, Heads of schools are directed to organize remedial classes for them in their schools.

The remedial classes for these identified students of classes IX to XII be organized before/after school hours as per following schedule.

Double Shifted schools

<table>
<thead>
<tr>
<th>Shift</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>Morning</td>
<td>12.45 p.m. to 1.45 p.m.</td>
</tr>
<tr>
<td>Evening</td>
<td>12.15 p.m. to 1.15 p.m.</td>
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</tbody>
</table>

Single Shifted schools

One hour after school timings

These classes should be organised under the supervision of Head of school and in co-ordination with Head of school of the other shift (In case of double shifted schools). Care is also to be taken that proper discipline is maintained in the school during extended hours and no class remains unattended.

Parents /Guardians of the students (only those who need special attention) attending classes in extended school hours should be informed well in advance about remedial classes. The Head of schools should ensure that security guards are also available at the school gate when remedial classes are going on.

All Heads of schools to ensure that the students should attend these classes compulsorily. There will be surprise inspection of these remedial classes by officers of the Directorate and very strict action will be taken if any lapse / non sincerity is found.

(Dr. (Mrs.) Sunita Kaushik)
Addl. Director of Education(Schools)

To All Heads of Govt./Govt. Aided school through Del-E

Copy of for information

1. PS to Pr. Secretary(Education)
2. PS to Director(Education)
3. All RDEs/ DDEs(District)/EOs/DEOs
4. OS(IT) to please paste it on the website

(Usha Rani)
ADE.(Schools)