

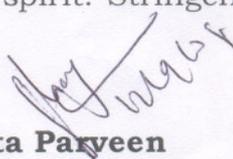
**Government of Jammu and Kashmir  
Directorate of School Education Kashmir**

**Circular**

In order to overcome the deficiency in the conduct of Teaching Learning process in all government institutions due to the recent turmoil in the state, the Government has issued a circular vide No: Edu-11-154/2008 dated 11-09-2008 whereby it has been impressed upon that:-

1. **All the Principals/ Headmasters shall ensure the presence of teaching staff in their schools and submit weekly attendance reports to the concerned CEOs for onward submission to this Directorate.**
2. **The Heads of all the Schools shall organize extra classes before and after the scheduled school timings to complete the syllabus. For this purpose extra periods shall also be carved out by curtailing the morning assembly period, recess period, work experience period, physical education and other extra curricular activity periods.**
3. **It shall be ensured that unit tests are conducted with the routine classroom transactions to avoid loss of time.**
4. **The DIET faculties, DRGs, ZRPs and CRPs shall monitor the classroom transactions in their respective districts/Zones and submit the reports regarding the completion of syllabus and teacher attendance to the Principal SIE, Srinagar who shall submit the weekly consolidated reports to this Directorate after conduct of random checks on sample basis.**

It is therefore impressed upon all the concerned that they shall strictly adhere to these instructions in letter and spirit. Stringent action will be taken against the defaulters.

  
**Shagufta Parveen  
Director School Education  
Kashmir**

**No: DSEK/CEW/463-68**

**Dated: 12/09/08**

**Copy to the:**

1. Secretary to Government Education Department for information
2. **Editor News, Doordarshan Kendra Srinagar/ Radio Kashmir Srinagar** with the request to give the circular wide publicity in news bulletins.
3. **Joint Director information** with the request to give wide publicity through local dailies.
4. Principal SIE, Srinagar for information and necessary action.
5. All CEOs for information and necessary action