Government of Jammu & Kashmir Directorate of School Education, Kashmir

The	Chief	Education	Officer,
			(A11)

No. DSEK/Estt-I/WT/1584

Date:-30-12-2016

Subject: - Frequently Asked Questions (FAQs) regarding implementation of Winter Tutorial.

Sir,

From the date of rolling down of the scheme of Winter Tutorial, a number of questions have been raised about their smooth functioning. Therefore, in order to ensure that the scheme is implemented strictly in accordance with the Govt. order and keeping in view the larger objective of academic enhancement of the students, I am directed to notify the following Frequently Asked Questions (FAQs) for the guidance of Chief Education Officers/Cluster Heads/HOIs:-

Q 1: What if two centers are close to each other.

Ans: Choose only one with better infrastructure in the first instance and in case the enrolment exceeds beyond the capacity, then second one to be considered also.

Q 2: What if the identified centre lacks infrastructure?

Ans: In that case school may be replaced by a nearby school with good infrastructure in the same locality.

Q 3: What if some area has not been covered / notified?

Ans: New centre can be established by Chief Education Officer ensuring that the Student Teacher Ratio in most of the classes does not fall below 45:1. Infrastructure and quality staff availability should also be kept in mind. In case of hard to reach areas some relaxation shall be considered in Student Teacher Ratio on the merits of the case. Such cases shall be forwarded to DSEK for approval.

Q4: What if community comes with a demand to establish a Centre at a particular location?

Ans: New centre can be established by Chief Education Officer ensuring that the Student Teacher Ratio in most of the classes does not fall below 45:1. Infrastructure and quality staff availability should also be kept in mind. In case of hard to reach areas, some relaxation may be considered in Student Teacher Ratio. Such cases shall be forwarded to DSEK for approval. It has to be ensured that Child has not to travel long distance on one hand and mushrooming of such centres does not take place which will defeat the very objective of monitoring/quality coaching.

Q5: What about the formal order of deployment of faculty members?

Ans: A panel of expert and well qualified staff (from the school/other schools of the cluster) shall be prepared by the cluster head duly countersigned by the Chief Education Officer forwarded to this Directorate for the issuance of formal orders from this office, meanwhile the class work shall start immediately without waiting for formal orders.

Q6: What if some faculty member has to be replaced for poor performance or for some other valid reason?

Ans: The issue to be redressed by Chief Education Officer in consultation with Cluster Head with an intimation to this office.

Q7: Whom to report any issue or grievance at district level?

Ans: Chief Education Officer concerned/ Nodal Officer in the office of the CEO.

Q8: Whom to report any issue or grievance at divisional level?

Ans: JD (EE)/Principal SIE/OSD Innovation Cell.

Q9: In case of any clarification about the academic transaction in the Tutorial?

Ans: Innovation Cell of this office

[Helpline No.'s 9906501700; 9419004012; 9419999786]

Yours faithfully

	Kashah
Сору	to the:-
1.	Commr./Secretary to Govt. School Education Department, Civil Secretariat, Jammu for information.
2	Joint Director (All) for information and necessary action.
	Principal SIE, Kashmir for information and necessary action.
4.	Chief Accounts Officer, Directorate of School Education, Kashmir for
	information and necessary action.
	Chief Education Officer (All) for information and necessary action. They shall furnish details of new proposed alterations/additions of Notified Centres, Enrollment and Staffing as per proforma A, B & C enclosed herewith which should reach this office within 02 days positively.
6.	Principal DIET (All) for information and necessary action.
7.	OSD to Hon'ble Education Minister for information of Hon'ble Minister.
	Principal HSS (I/C Super-50) for information and necessary action.
9.	Order/stock file.

Directorate of

Date: 3º-12-2016

Proforma A: Proposal for additional Winter Tutorials centres.

Class	-wise expected (enrolled ir	newly	proposed W	inter Tuto	rials ce	entres.	District:-	·		Date:-		
	Name of the Centre / School	Winter Tutorials											
S. No.		12th class			11th class			40.1	0.1	0.1	Total	No. of tutors	
		Science	Arts	Commerce	Science	Arts	Commerce	10th	9th	8th	enroliment	to be engaged	
	 		<u> </u>										
	otal (District)									<u> </u>	<u> </u>		

Proforma B: Class-wise number of students enrolled in CM's Super 50 & notified Winter Tutorials as on _______(Fortnightly format to be submitted on 1st and 16th of every month both hard and soft copies.)

	-wise number es as on	of stud	lents er	rolled in	CM's S	uper 50 & w	inter tut	orials i	n notified	Dis	trict:			
		CM's	Super					V	Vinter Tutoria	ls				
S. No.	Name of the Centre / School	50	•	12th class			11th class						Total	No. of tutors
		РСВ	PCM	Science	Arts	Commerce	Science	Arts	Commerce	10th	LOth 9th 8th	enrollment	engaged	
To	otal (District)													

Proforma C: Details of the Teaching staff engaged in notified Winter Tutorials as on ______

S. No.	Name of the Centre / School	Name of the tutor engaged	Designation	Qualification	Subject	Place of posting	Contact No.	Remarks