

**Government of Jammu & Kashmir
Directorate of School Education,
Kashmir**

The Chief Education Officer,
_____ (All)

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?

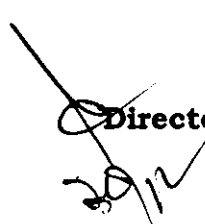
Ans: JD (EE)/Principal SIE/OSD Innovation Cell.

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


Personnel Officer
Directorate of School Education,
Kashmir

Copy to the:-

1. Commr./Secretary to Govt. School Education Department, Civil Secretariat, Jammu for information.
2. Joint Director _____ (All) for information and necessary action.
3. Principal SIE, Kashmir for information and necessary action.
4. Chief Accounts Officer, Directorate of School Education, Kashmir for information and necessary action.
5. 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.
8. Principal HSS _____ (I/C Super-50) for information and necessary action.
9. Order/stock file.

