

OFFICE OF THE DEPUTY DIRECTOR OF EDUCATION,
DISTT. CENTRAL/NEW DELHI, PLOT NO 5,
ASHOKA HILL, JHANDEWALAN, NEW DELHI-110005

No.DE.51/DDE/PB/C & ND/2021/51

Dated: 20/01/2021

CIRCULAR

SUB: Instructions for HoSs/Teachers regarding Re-opening of Schools for classes X & XII

Now that schools have been re-opened for the students of Classes X & XII in compliance of the Circular No. DE.5/43/04/Exam/2019-20/39-46 dated 13.01.2021 issued by Examination Branch, it is imperative that we have a concrete and clearly-visualized plan of action along with a set of standard operating procedures for safety and security of students.

The minimum aim regarding safety is to ensure that **all children are fully protected against Covid19**. Similarly, the minimum aim in terms of academics is to give maximum to students in a limited period of 40 odd working days to ensure that students are well-prepared for the CBSE Board Examinations so that they go into examination room without any stress and strain, fear and hesitation.

In this regard, a set of guidelines cum instructions has been drawn up and is given in Annexures A and B of this Circular.

It is hoped that the guidelines cum instructions shall be followed in letter and spirit without any lapse and pitfall.

Zonal DDEs are hereby advised to visit schools to oversee and supervise the teaching-learning activity and guide the HoSs wherever, whenever required. The undersigned is always available 24X7 for any help and guidance.

(VIKAS KALIA)
DY .DIRECTOR OF EDUCATION
DISTT. CENTRAL/ NEW DELHI

HoS

Govt. and Govt. Aided Schools of Districts Central & New Delhi

No.DE.51/PB/DDE/C&ND/2021/

Dated: _____

Copy to:

1. PS to Director of Education
2. Additional DE Exam/School
3. RDE (Central)
4. ADE (ASB), Directorate of Education
5. DDE, Zones 26, 27, 28
6. Guard File

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DISTT. CENTRAL/ NEW DELHI


No. 1. 41

ANNEXURE - A

A) STANDARD OPERATING PROCEDURE

It is to be ensured that:

1. No Symptomatic Child /Staff is allowed inside school.
2. Mandatory Thermal Screening at school gate is done.
3. Compulsory Hand Sanitisation at entry point is carried out.
4. Everyone wears mask compulsorily.
5. One Teacher, if not Principal, must be there at the Gate to welcome students at the time of opening of school.
6. Rooms for classes are identified well in advance. Principal must visit rooms repeatedly to ensure that the desks, doors, door-handles are clean and sanitized.
7. Children must sit on same seat every day.
8. There is no sharing of bottles /lunch/seats etc.
9. Each Room must have sanitiser.
10. There is no Assembly.
11. There is no gathering except classes.
12. Uniform is not to be insisted upon too strictly but sweater is a must.

B) PARENTS' CONSENT

1. Teachers must call parents telephonically to explain to them the importance of classes.
2. If Parents are not convinced by the teacher, Principal must talk to them.
3. If still some parents do not allow their wards to attend classes, then call a PTM of the parents who refuse to send their children to school.
4. Safety arrangements made by HoS for the Students must be shown to such parents in order to convince them to send their children to school.

C) MENTAL HEALTH OF CHILDREN:

1. Children have been away from schools for ten months from 19/03/2020 to 17/01/2021.
2. During this 10-month period, they may have undergone various types of strain, and, in some cases, even severe traumatic experience such as
 - a. Trauma of Covid in Family/Self.
 - b. Trauma of Death in family.
 - c. Trauma of Labour Migration – Unemployment in family.
 - d. Trauma of Child Labour.
3. The only solution to such traumatic experience is: Give affection to the child; deal with him/her lovingly and empathetically.
4. Teachers must, accordingly, be sensitized to deal with children sensitively.
5. It is over bounden duty to reach out to such children.


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D) ACADEMICS**INSTRUCTIONS FOR HOS**

1. Continue Online Classes for classes I to IX and XI.
2. Call the teachers, deputed on Covid Duty, on days when they are not on duty (it is learnt that Covid duty is not on all days of the week).
3. Prepare Time Table :
 - a. Plan for class X carefully if you have 2-3-4 sections.
 - b. Don't Plan Section-Wise : Plan in Totality in groups of 12-15 students per class.
 - c. Period of 40-45 minutes is ideal.
 - d. Follow Block Teaching: ideally, 5 periods a day.
4. Time Available:
 - a. Total Working days available: 8 in January + 23 in February + 25 in March=56 Days.
 - b. Days to be consumed in two Periodic Assessments: 2 X 6=12 days.
 - c. Total Working Days available (excluding Periodic Assessments): 44 days.
5. So, let us divide these Working Days into two capsules of 22 days each.
6. Plan Periodic Assessments after each capsule of 22 days.
7. Periodic Assessments /Pre-Boards:
 - a. Class XII Pre-Board 20.03.2021 to 15.04.2021
 - b. Class X : 15 Feb. onwards 1st Periodic Assessment
15 March onwards 2nd Periodic Assessment.
Pre-Board (3rd Periodic Assessments) 01.04.2021 onwards.

INSTRUCTIONS FOR TEACHERS:

All Teachers teaching Classes X and XII:

1. Must write on Black Board names of lessons deleted (30%).
2. Must write on Blackboard Lessons to be done in class (70%).
3. Must make sure that the students note both in note book, and also mark in the Book with cross (X) or tick (✓).
4. Must take up even those topics which are deleted but used in some other Lesson.
5. Must select chapters carefully out of 70% syllabus to be transacted; teachers to include these chapters into their Plan.
6. Must divide chapters to be done in 2 capsules of 22 days each as discussed above.
7. Must plan right now as to which chapters /topics are to be taught during each block/capsule.
8. Must inform and familiarize the students with the new format of CBSE Question Papers including new types of questions. Write on Black Board 5 questions each of the following types:
 - a. Objective Type
 - b. Analytical
 - c. Source Based
 - d. HOTS
9. Must download CBSE Model Test Papers; supply copies of these Model Test Papers for each subject to the students and give adequate practice.
10. Must take attendance to identify Absentees.

NO REVISION OF THE SYLLABUS IS TO BE UNDERTAKEN AT THIS STAGE:

1. Begin teaching as if it is the first day of the session. The minimum requirement is to give maximum within next 40 teaching days!
2. Note Attendance but no weightage for Attendance is to be given.
3. Note Attendance primarily to know absentees to contact them.


 20.1.21