

No.F.13 (2-10)-SE-GL-I/2005(Loose)
GOVERNMENT OF TRIPURA
EDUCATION (SCHOOL) DEPARTMENT

Dated the 30/1 January, 2019

Memorandum

Attention of all Head Teachers/Teacher-In charges is hereby drawn to this office Notification vide No.F.13(2-10)/SE/GL-I/05 (L)/1315 dated 31/12/2018 issued in connection with adoption and introduction of NCERT curriculum/syllabi from the academic session 2019-20 commencing from 1st April, 2019. In the Notification under reference at **Annexure-A (copy enclosed)** a 12-point chart of activities have been provided for effective implementation during the period from January to March, 2019.

With a view to ensuring proper utilization of schooling hours through effective implementation of the special activities listed in **Annexure-A** during the period upto March, 2019 following strategies/measures are required to be undertaken by the Head-teachers of all schools at elementary level:-

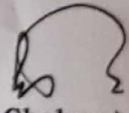
- (i) Formal class routine shall be followed class wise (not teacher wise) and week day wise in the format **attached**. Each teacher must affix either photocopy or manual copy of the class routine in his / her Teachers' Diary.
- (ii) Separate class routines for classes - I to V and VI to VIII shall be displayed outside all schools wherever applicable in appropriate size on a blackboard /whiteboard of size 4/3 ft. prominently in Bengali /English language for facilitating easy understanding of the parents. In this regard, two sets of sample class routines, one for classes - I to V and another for classes - VI to VIII are **annexed** herewith for ready reference of all Head-teachers /concerned officials.
- (iii) It will be the responsibility of every Inspector of Schools /DEO to ensure that such class routine board is displayed and continued to be displayed outside all the schools so that parents are aware of the class routines as well as the concerned teachers who are teaching their children.
- (iv) Wherever text books of the new curriculum which are to be introduced w.e.f. 01.04.2019 are yet to reach, the concerned teachers will use any available materials from earlier text books in order to achieve the academic goal specified in **Annexure-A**. No excuses for not holding classes properly will be accepted on the plea that this is a transition period of 3(three) months from one curriculum to another.



- (v) At the lower Primary level (classes - I to V) special emphasis should be given for improving /developing basic reading skills in Bengali/English (whatever is the medium of instruction) and basic arithmetical operations like addition, subtraction, multiplication and division.
- (vi) All Head-teachers/Teacher In-charges must personally check the level of reading ability and arithmetical skill of the children at lower primary level by administering sample test to the students. Sample test papers for all classes of Bengali Language and Arithmetic are **attached herewith**. Depending on the academic response of the students the Head-teachers/Teacher In-charges must personally design the academic strategies and undertake measures to achieve the grade appropriate level of learning of the children by 31st March, 2019.
- (vii) Parents'-Teachers' Meeting cum mega inspection will be organised shortly in which performance of each individual teacher and Head-teacher will be evaluated with reference to utilising the transition period for strengthening the basic skills of the children (detailed instructions and dates will follow).
- (viii) In classes VI to VIII, children are to be identified who are not able to fluently read/write and are not able to do basic Mathematical operations like division, multiplication etc. A list of such children should be available with all HMs/TICs as well as the teachers who have adopted them and the class teachers. Specific inputs must be designed for these children to strengthen their basic skills in Reading, Writing and Numerical skills.

This shall take immediate effect.

Encl: As stated


(U.K.Chakma)

30.1.19
Addl. Secretary to the
Government of Tripura

To
The Headmaster / Headmistress / Teacher-in-Charge _____
JB/SB School, _____ for information and taking
necessary action.

Copy To:-

1. The PS to the Hon'ble Minister, Education Department, Tripura for kind information of the Hon'ble Minister.
2. The PS to the Secretary, School Education Department, Government of Tripura for kind information of the Secretary.
3. All District Education Officers for information and taking necessary action.
4. The Principal (Education) TTAADC, Khumlung, for information and taking necessary action.