



OFFICE OF THE SECRETARY
DIOCESAN BOARD OF EDUCATION, DOC, CNI

AT - STEWART SCHOOL BHUBANESWAR, CAMPUS
UNIT - 8, CRP SQUARE, BHUBANESWAR - 12

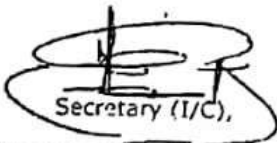
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OFFICE ORDER / DOC / FS / SSC / 02 / 2019

Date : 17.10.2019

GUIDELINES FOR ALLOTMENT OF SUBSTITUTION CLASSES

- Substitution periods to be given to teachers to ensure that no teacher gets more than 30 classes in week as far as possible.
- Substitution classes to be given to teachers having less period.
- Teachers who will be teaching in Classes X & XII should be given special Substitution classes in the month of January & February as they will be relatively free after the students of Classes X & XII will be on study leave after the final test.
- All office staff and Nurses not being teaching staff shall also be given substitution classes when 10% of teaching staff are on leave. During substitution classes, the office staff are required to collect in Pendrive a small video on value education from the Office of the Principal to screen and show it to the students through Smart class. Nurses during substitution classes need to take a class on Health care education and speak to them about Good hygiene and Healthy Food.
- If a lady employee goes on maternity leave her classes shall not be adjusted with a Substitution teacher. The Secretary in consultation with the Principal shall make an ad-hoc appointment with the appropriate teacher to meet the requirement during the said period.
- Ordinarily the above Guideline be followed by the Principals of Stewart Schools, but in exceptional cases when there is an acute shortage of teaching staff due to any inevitable reason then the Principal has full authority to allot more substitution classes (more than 6 / weekly more than 30 classes) to the staff to meet the requirement of classroom management


Secretary (I/C),

Diocesan Education Board, DOC, CNI



C.E.O,

Diocesan Institutions, DOC, CNI

Copy to All Secretaries / Principals/ Account Section of Stewart School under the management of the Diocese of Cuttack, CNI for their information and necessary action.