



# OFFICE OF THE CEO & TRUSTEE STEWART SCHOOLS & COLLEGE

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Letter No. : .....

Date : .....

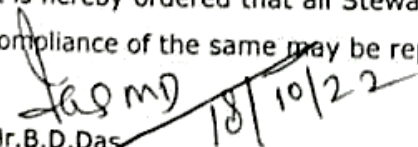
OFFICE ORDER/DBE/10-2022

Date: 18.10.2022

It is observed that most of the extra-curricular activities which were going on in the Stewart Schools have been almost stopped. As per the NEP guidelines extra-curricular activities along with skill training is mandatory. In order to comply the same, it is necessary that every Stewart school shall appoint an Activity Coordinator and their payment shall be same as E-class Coordinator. The school who cannot afford for the same for the time being as budgetary provision has not been made in the current year, the Secretary and Principal of the school shall select one teacher who would be given additional responsibility of Activity Coordinator. The Activity Coordinator so appointed with additional responsibility shall be eligible to receive Rs.5000/- per month as special allowance as long as he/she discharges the said responsibility. Further, it is directed that the Staff Yardstick of the Stewart Schools be amended and one post of Activity Coordinator be included in the Staff Yardstick of the school.

It is necessary that the performance of the Activity Coordinator shall be assessed half yearly by the Coordinator, Sr.Coordinator, Vice-Principal and Principal of the Stewart school and inform the same to the Secretary of the school. In the event the performance of the Activity Coordinator is not satisfactory, he/she shall be removed from the post automatically and another staff can be replaced in her/his place. It is expected that the Principal shall not give substitution classes to the Activity Coordinator or preferably reduce one or two classes in order enable him/her to discharge his/her duty properly. The Secretary of the Diocesan Board of Education is requested to prepare a format of monthly reporting for the Activity Coordinator including his/her record of work. Further, the Secretary, Diocesan Board of Education is requested to prepare a chart of responsibility before appointing the Activity Coordinator and communicate the same to the school Principals.

It is hereby ordered that all Stewart Schools shall meticulously implement the order and compliance of the same may be reported to the undersigned.

  
Mr.B.D.Das

18/10/22  
Officiating C.E.O. Stewart Schools & Stewart Science College