

to the approved staff pattern enumerated above.

Sd/- S. C. Roy

for Director of Public Instruction.

Government of West Bengal
Education Department, Secondary Branch

No. $\frac{772 - \text{Edn(s)}}{18 - S / 8 / 74}$

Calcutta, the 8th July, 1974

From : Shri B. N. Chatterjee, I.A.S. Joint Secretary, to the Govt. of West Bengal.

To : The Director of Public Instruction, West Bengal.

Sub : *Pattern of teaching staff in recognised Non-Government Secondary Schools under the revised pattern introduced from 1.1.74.*

The undersigned is directed to say that consequent on restructuring of Secondary Education in conformity with the national pattern and on introduction of revised curriculum and syllabuses from 1.1.74 the question of prescribing revised pattern of teaching staff has become necessary. The West Bengal Board of Secondary

Education has calculated minimum number of periods per week required to cover the new syllabuses in different classes from V to X.

After careful consideration of matter Governor is now pleased to direct that with effect from 1.1.74 the number of teaching posts admissible to a school having classes V to X with only one section in each class shall be as follows, Viz.

Language Group (1st, 2nd and 3rd Languages)	...	4
Science and Mathematics	...	3
Social Science (History & Geography)	...	2
Work Education, Physical Education & Social Service	...	2
Headmaster	...	1
Total		<hr/> 12

The maximum number of periods for pupil, as at present, be limited to 36 per week. Subject to this limit the Head of the institution may fix the number of periods for each class so as to cover satisfactorily the entire syllabuses prescribed for the class within the academic year. The teaching load for a teacher should normally be 36 periods per week distributed as follows :—

(i) Class Room teaching — 25 periods (including occasional work for absentee teachers)

(ii) Tutorial Class — 11 periods (including correction of home work)

All teachers should be involved in work education programmes. For such involvement two periods may be assigned to the teacher concerned with corresponding adjustment in the total teaching load per week.

Although the teaching posts have been shown against different group of subjects, head of the institution should by suitable distribution of teaching load ensure full utilisation of the service of the teachers in the best interest of the school. It should be possible to achieve some degree of flexibility in the adjustment of teaching load in subjects other than those requiring specialised knowledge.

Existing norms relating to size of a section and additional enrolment in the section with prior approval of appropriate authorities shall remain in operation. Additional sections may be permitted if the enrolment is steady over a period of at least three years. In cases of fluctuating enrolment, the trend over a longer period should be watched. Teaching load should as far as practicable distributed amongst the teachers in position. If, however, additional work load justifies appointment of additional teachers sanction would be given initially for a limited period and the appointment should be made purely on temporary basis against such posts.

The minimum academic qualification of a teacher should be pass degree with such combination of subjects as would enable the teacher to teach the school course prescribed by the West Bengal Board of Secondary Education under the new curriculum. The existing orders relating to training qualifications shall remain in

operation until further orders. The minimum qualification for the Headmaster/Headmistress/Assistant Headmaster/Assistant Headmistress should be as prescribed under the existing orders. In case of teachers in Physical Education, Work Education and Social Service Group the minimum academic qualification may be relaxed with the approval of the Director of public Instruction. Such relaxation should as far as possible be granted only in case of teachers already in position. One of the teachers under this group should have recognised degree, diploma or certificate in Art and Craft.

In the language group the maximum number of posts for which Honours or Master's Degree may be admitted should be limited to 50% of the number of posts required for teaching 1st and 2nd languages. In the Science and Mathematics Group the maximum number of posts so admissible for teachers with Honours or Master's Degree should be limited to 66% of the total posts sanctioned for that particular group. Teachers already in position who have been allowed higher scale of pay in conformity with the principle laid down in the G.O. No. 60-Edn.(s) dated, 15th January, 1972 should continue to draw pay in that scale. They should be gradually fitted in the new pattern.

Staffing pattern herein prescribed should apply also to the Higher Secondary Schools with suitable adjustment. With the abolition of Class XI, the teachers in position should be fitted into the new pattern keeping in view the declared policy of Government about absorption of teachers.

Sd/- B. N. Chatterjee
Joint Secretary

Government of West Bengal
Education Department, H. S. Branch

No. $\frac{61 - \text{Edn(HS)}}{3S - 27 / 77}$

Dated : Calcutta, the 11th May, 1978

To : The Director of Secondary Education, West Bengal.

Sub : Sanction of whole-time teachers for the Higher Secondary Institutions in integrated form.

Ref : His U. O. No. 578/HS, dated 10.12.77.

The undersigned is directed to state that the question of prescribing a new staff pattern for the institution having new Higher Secondary Courses (Classes XI & XII) introduced from July, 1976 has been under active consideration of the Government.

2. Pending formulation of the policy in this respect, the Governor is pleased to decide that from 1.4.78 the schools having new Higher Secondary Course (Classes XI & XII) may appoint whole-time teachers on ad-hoc basis, subject to the following conditions :

(a) The number of whole-time teachers to be appointed, according to requirement, should not exceed 2 (two) in any school and the total number of schools to be covered during the current financial year shall not exceed 900 (nine hundred).

(b) The teachers must have the minimum qualifications prescribed by the West Bengal Council of Higher Secondary Education.

(c) The scale of pay of the whole-time teachers so appointed should be the same as prescribed for teachers in Secondary Schools with comparable qualifications.

(d) The selection and appointment of teachers will be made provisionally (on a temporary basis) by the Managing Committee of each school subject to the approval of the Director of Secondary Education or an Officer, not below the rank District Inspector of Schools, authorised by him.

(e) The teaching load for a teacher should normally be 36 periods per week (25 periods for class-room teaching plus 11 periods for tutorial class, home task).

(ii) For the purpose of calculation of work-load 1 (one) period in the Higher Secondary Section shall be taken to be equivalent to 1.25 times the period in the Secondary Section (Class V to X).

(iii) Qualified teachers on the staff of the school may be given preference in the matter of selection and appointment and consequential vacancy may be filled up temporarily according to the staff pattern. An M.A. for instance, serving against a post meant for a B. A., according to the staff pattern and drawing pay in the scale of a (Pass) graduate may be temporarily appointed, if otherwise suitable, against one of the posts now sanctioned and consequential vacancy may be filled up by a pass graduate.

3. The expenditure on payment of salaries of the new teachers from 1.4.78 will be met from grants-in-aid to each school under the Salary Deficit Scheme. The tuition fees of the students of the Higher Secondary Section will accordingly go to the fund of the schools and will be taken into account in calculating the amount of grant payable under the Salary Deficit Scheme. The cases of schools/institutions, if any, which are not covered by the Salary Deficit Scheme may be referred to Govt. for further orders. The Grants-in-aid to be sanctioned from the current financial year to the Higher Secondary institution as incidental charges will be reduced proportionately and determined separately.

4. The charge involved will be met from the provision under the appropriate head in the current year's 277 Edn. (excluding Sports & Youth Welfare) Budget.

5. The order issues with the concurrence of the Finance Department vide their U.O. No. Group B 1267 dated 21.4.78.

Sd/-S. N. Chowdhury
Deputy Secretary.