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Directorate of Higher Education,
Himachal Pradesh, Shimla-1
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To Dated Shimla-1 the January,2019

1. All the Deputy Directors of Higher Education in, Himachal Pradesh
2. All the Principals /Headmasters, Government Senior Secondary / High Schools in, Himachal Pradesh.

Subject:- Teaching Learning Procedures to be Followed/ Adopted to Improve the Result of All Classes Including Board Classes.

On the above mentioned subject, you are directed to ensure the following procedures in your Educational Institutions:-

1. In the beginning of the session every teacher must assess the learning level of each student by taking test in his class and make a record and fix the target accordingly for the academic year.
2. In languages knowledge of alphabets, formation of simple sentences, reading skills, story writing etc may be assessed by the teacher.
3. In Mathematics teacher may asses the knowledge of numerals, number system digits, tables (1-20), four fundamental operations (addition, subtraction, multiplication & division), formation of mathematical problem in the form of equations and knowledge of geometrical shapes etc.
4. Scientific outlook of students, knowledge of environment, flora and fauna, colors distinction, climate changes, differentiate between living and non living beings may be assessed.
5. Concerned teacher will make a plan for those students who are lacking in basic knowledge in elementary or secondary classes. He will record the weaknesses of students name wise in his teacher diary and try to remove these weaknesses within time frame. Within this time frame the students will be re- assessed and progress made will be recorded and reported to the Head of the Institution and parents.
6. Counseling of students and parents can help in achieving the desired goals.
7. Weekly small tests should be conducted in the class and record should be maintained by teacher to check the performance of the students. Fortnightly, Monthly and quarterly tests may be conducted in secondary and Sr. Sec.





Classes. Students may be encouraged to improve their performances through motivation. Teacher's role is crucial for motivation.

8. To enhance the interactive learning and sharing of their knowledge, peer groups discussion of the students of different grades may be encouraged.
9. Students may be encouraged to set their targets in the academic field (A, B, C Grades) in Sec. Classes and second division, first division, distinction, merit position in 10th, 10+1 and 10+2 classes. Teachers will also set their target as how many students of their classes will be able to pass their examination in different grades A, B, C etc. Concerned teacher must be aware two months prior to the board examination that how many students are going to pass the board examination and should plan the activity for improving the result. The concerned teacher will inform the school Head on regular basis at different intervals of assessment. Students progress as well as weaknesses may be discussed with the parents to achieve the desired target. Extra classes be arranged for the weak students.
10. Experiments should be carried out simultaneously with the theory classes to impart the practical knowledge of the concerned subject.
11. Co-curricular activities may be allowed only on "Bag Free Day" or on the day of Joy of Learning.
12. Celebration of the special day may be only during morning assembly / within one hour.
13. All reports of results may be shared with the Principal, the parents, the SMC's and the DDHE for further necessary action and prior to the final examination at least one month before the final examination.



(Dr. Amarjeet Kumar Sharma),
Director of Higher Education,
Himachal Pradesh

Endst. No. Even Dated Shimla-1 the February, 2019
Copy for information and necessary action is forwarded to:-

1. The President, all the Registered Teachers Unions in Himachal Pradesh.
2. The Technical Officer, IT Cell, with the directions to upload the same on the Departmental website.
3. Guard file.

विद्या निदेशकालय पुस्तकालय 401

02 FEB 2019



Director of Higher Education,
Himachal Pradesh