

**Government of Jammu & Kashmir**  
**School Education Department**  
**Civil Secretariat, Srinagar**

Subject: Standard Operating Procedure (SOP) for conducting of "Community Classes" by volunteer teachers & parents in JK UT.

CIRCULAR No: 04-Edu of 2020  
Dated: 27.7.2020

1. In view of Covid-19 pandemic and restriction on opening of schools due to lockdown, It has come to fore that teachers/parents are organizing "Community Classes on voluntarily" basis.
2. In this backdrop, to explore possibility to reach out to children with no access to online Teaching/Learning due to digital divide, lack of mobile connectivity and non-availability of smart phones, after a series of consultations were held with all stakeholders, it was observed that Community classes was 'the only option' to handhold such children with active support of local communities without compromising prescribed anti Covid-19 SOPs notified by WHO/Government from time to time.
3. Community Classes are arranged by volunteer teachers with active support of willing parents & local community in "feasible areas" except in Red Zones (containment Zones).
4. Therefore, following SOPs shall be followed while organizing such "community classes" with immediate effect:-
  - i) The community classes should be held under overall supervision of Directors of School Education, Jammu/Kashmir/Deputy Commissioners/CEOs/ZEOs and school heads.
  - ii) The community classes should preferably be held for children not connected through online classes.
  - iii) Ownership of the initiative should be vested in *Local Committees* comprising of local teachers, Parents, VEC members, School Management Committee members and prominent persons from the habitation Locality/Mohalla for mentoring local school children.
  - iv) Community classes should invariably be held in "open areas & grounds" where students can sit atleast 2 metres apart from each other. In case of non-availability of such space, staggered schedules /Shift Timings and student rotation should be followed as an option.
  - v) Teachers who volunteered for community classes can work in close neighbourhood of their homes, they may register themselves with Zonal Education Offices in case of elementary classes with Headmaster in case of Secondary Classes with Principal HSS concerned for higher (10+2) classes.
  - vi) All students & Teachers should invariably wear "masks" and no one should be allowed to attend classes without masks.
  - vii) Hand washing facility shall be made available for all students & teachers to wash hands frequently while maintaining proper physical distance, Safe water supplies and toilets should be ensured.
  - viii) Disinfecting, sanitizing and cleaning the learning spaces & surfaces daily in convergence with the concerned Department by local volunteers should be encouraged by the community.
  - ix) Personal Hygiene of school children & hygiene of the surroundings should be ensured by the community.

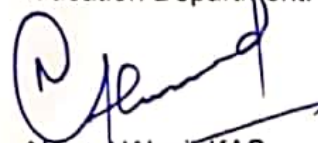
- x) Adequate social distance should be maintained; close contacts should be avoided and teachers should teach and leave the "community space" individually. Local community volunteers may coordinate with volunteer teachers to ensure safety of school children.
- xi) Students should not carry their own stationary/ books and exchanging/sharing of these items amongst students/teachers should be avoided.
- xii) The student safety, self-esteem and security should be ensured by the community/volunteers & assistance from local administration sought in exigencies.
- xiii) The community classes should be conducted within the notified syllabus prescribed by JKBOSE/CBSE for all students. 9
- xiv) Volunteer teachers should draw a proper "time table" every week in consultation with local community and duration of each class should not exceed 40 minutes.
- xv) Local community voluntary tutors may include qualified local youth or retired teachers/government employees) to share their social responsibilities.
- xvi) Teachers should focus on learning outcomes & remedial teaching of children, their mental health / psychosocial counselling should go hand in hand.
- xvii) Keep students reminding of Covid related precautions frequently during classes. Teachers should keep organising "Covid Precaution" related Quiz, debates & Essay/ drawing competitions to awareness amongst students & community at large.
- xviii) Staff, teachers & students who are at high risk due to age or underlying medical conditions should continue with online education from home and should not be associated with community schooling.
- xix) Community volunteer teachers should seek help if any students/staff get unwell. Student & teacher health should be closely monitored & regular contact kept with local health authorities for any emergency assistance.
- xx) Sick students/staff should be isolated without creating stigma.
- xxi) Access to community classes should be restricted to only volunteer teachers and students.

**Sd/-**  
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Principal Secretary to Government  
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No: Edu / NC-SE/20/2020

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