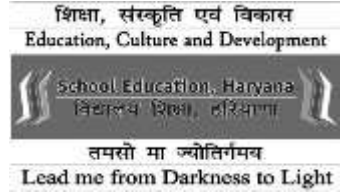




GOVERNMENT OF HARYANA / हरियाणा सरकार

Directorate School Education

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No. 14/1-2017 ACD (14)

Dated, Panchkula, the

Work Allocation Plan Guidelines

Once resources have been given to the campuses, it becomes incumbent on the school leadership to utilise such resources in an efficient and effective manner. Material as well as human resources are very important. A head of school can work wonders if these are utilised optimally. The human resources comprised of teachers and non-teaching staff needs proper consultation, guidance, support, motivation and empathy to take them along in the form of a committed team having aim of uplifting the academic standards of the campuses. Once a campus starts acquiring a sort of *brand name* then the students shall get attracted to be enrolled in such a campus. Therefore, the work done in any month or year shall certainly bear fruit in the years to come. Needless to say, *enrolment is normally a hallmark of success of a campus.*

For efficient utilisation of human resources, a school leadership has an important tool in its hand. This tool is known as Work Allocation Plan (WAP). As in the recent times, the academic performance has been recognised for weightage in APAR, transfer matters and while adjudging the conduct of a teacher. So the WAP needs to be distinct and undisputed.

Sometimes allegations that some particular teacher has taken credit of academic performance even while he did not teach the classes. Such allegations mar the spirit of WAP.

At the same time, some teachers who might have taught the classes are denied the benefit of the teaching done by him. This mainly arises when the WAP is not maintained in a proper way in the schools. At the time of any dispute, it is requested to be referred to. This non-availability of WAP at the time of any controversy further intensifies the favouritism in giving credit of academic performance.

Therefore, to streamline the WAP some guidelines as under are needed to be issued:

1. The head of school shall evolve, as against impose the WAP of the school by entering into a wide consultation with the teachers of his school.
2. Though *the primacy of opinion* of framing a WAP will be with the head of school, yet after resolving on a WAP, the head of school shall notify it to all teachers. As a token of this notice, signatures of all concerned shall be taken on this document. The head of school shall countersign this document meaning thereby that all teachers have been duly notified and the signatures on this document of all concerned are genuine.
3. A copy of this plan shall be displayed on the notice board and a master file shall be made where the WAP of different types shall be maintained.
4. To completely eliminate any possibility of any dispute of determining the credit for academic performance, it shall be ensured that a copy of such WAP shall invariably be uploaded or sent to the dedicated e-mail ID **hryschools.wap@gmail.com** from the e-mail ID of the school concerned. WAP format is attached herewith.
5. While framing a WAP, the Principal shall consult and give due weightage to the opinion of ESHM or Head Teacher, as the case may be. But in case of any severe differences of opinion, he shall either consult with the BEO or shall enforce his own opinion if he feels such opinion is in the best interest of the campus. This consultation with the ESHM or Head Teacher assumes significance as collaboration in teaching of classes is required across different cadres of teachers. *So, consulted WAP is very essential.*
6. A head of school may have to change a WAP with the change in the staff or otherwise. But while making any change element of effective consultation shall always be respected. Further, all changes shall be notified on notice board and the process of para 4 above shall be adhered to.

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