



Elementary & Secondary Education Department
Government of Khyber Pakhtunkhwa

Block "A", Opposite MPA's Hostel, Civil Secretariat Peshawar, Phone # 091-9214092, Fax# 091-9211419

No. PM-IT/E&SE/1-3/500-IT-Labs/Recruitment

Dated: January 02, 2017

To

All the District Education Officer (Male/Female),
in Khyber Pakhtunkhwa.

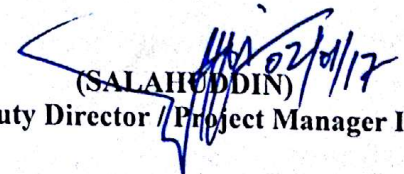
Subject:- Guidelines/Instructions for Optimum Utilization of the IT Labs and the IT Teaching Staff recruited under the IT Project.

Memo:

I am directed to refer to the subject cited above and to state that upon the establishment of IT Labs in the Government High/Higher Secondary Schools for pursuing the policies of Provincial Government of making education common and free for all with special focus on IT/Computer Science, the Elementary & Secondary Education (E&SE) Department is determined to ensure the provision of all technical facilities to students and teaching staff as well under the IT Project.

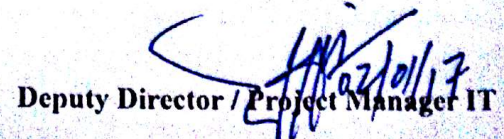
For optimum utilization of the IT Labs and the IT Teaching Staff i.e. Senior IT Teachers (B-17), IT Teachers (B-16) and Computer Lab Incharges (B-07) recruited under the IT Project, the following guidelines/instructions may be strictly followed and communicated to the selected schools where the IT Labs are established:-

1. The Principals of the schools are required to enroll maximum students in the IT/Computer Science subject in the coming academic session.
2. The School's Administrations are required to provide internet connectivity in the IT Labs from the School funds on priority basis.
3. The IT Teaching Staff under the IT Project are specially recruited to teach the IT/Computer Science subject from Class 6th to 12th in the schools and they may not be assigned other subject to teach.
4. The IT Teaching Staff under the IT Project may not be assigned any clerical assignment either in the Schools or in the District Education Offices.
5. Senior IT Teachers (B-17) in the Government Higher Secondary Schools will teach IT/Computer Science subject in schools from Class 6 to 12. While IT Teachers (B-16) in the Government High Schools will teach IT/Computer Science subject in the schools from Class 6 to 10 and the Computer Lab Incharges (B-07) in the Government High/Higher Secondary Schools are required to teach the IT/Computer Science subject in the schools from Class 6 to 8 and also help in all the practices in the IT Labs from Class 6 to 12.
6. Computer Lab Incharges B-07 will also look after, supervise and manage the equipments and the Computers in the IT Lab during the school timings.
7. After the school timings, security of the IT Lab will be the responsibility of the School Administration; therefore, all the doors and windows of the Lab room should be grilled and tightly locked.
8. Heads/Incharges of the concerned schools are required to supervise the performance of the Senior IT Teachers (B-17), IT Teachers (B-16) and Computer Lab Incharges (B-07) and report it to the Project Manager IT on quarterly basis.


(SALAHUDDIN)
Deputy Director / Project Manager IT

Copy for information and further n/a to:

1. The Director E&SE Khyber Pakhtunkhwa, with the request to direct all the DEOs (Male/Female) for strict compliance please.
2. The Principal/Head Master/Head Mistress of Govt. High/Higher Secondary School concerned.
3. All the Senior IT Teachers, IT Teachers and Computer Lab Incharges under the IT Project.
4. PS to Secretary E&SE Department, Government of Khyber Pakhtunkhwa.
5. PS to Special Secretary (Dev) E&SE Department, Government of Khyber Pakhtunkhwa.


Deputy Director / Project Manager IT