

No. MEGH/SEMAM-SSA/PG/1/2024/5

Dated. Shillong, the 29<sup>th</sup> January, 2024

## ORDER

It has come to the notice of the undersigned that there have been cases in some schools where the appointed teachers have been engaging **PROXY TEACHERS** to perform the duties on their behalf. These proxy teachers have been going to the schools and teaching students instead of the appointed teachers which is completely illegal and violation of the service rules. To ensure that such things do not take place in the future, the following directives are hereby issued:

- Monitoring by Heads** - Heads of all Govt and Private Aided Schools functioning within the State shall ensure that no Teachers serving under their establishments engage substitutes/proxies against them under any circumstances as it adversely affects the quality of Education in schools as evident from their poor performance in Board examinations. Disciplinary Action will be initiated against teachers who are found to have engaged such proxies.
- TIMS mobile attendance app** - All Teachers/staff are to give their daily attendance through the "TIMS" App. The latest version shall also feature face recognition and the present version already has the feature of geo-fencing. This initiative will maintain the integrity, accuracy and streamline the attendance monitoring process to ensure accountability, transparency and improving the attendance submission.
- Photographs of Teachers to be displayed** - The School Heads should also ensure that photographs of all Teaching staffs along with names, subject taught imprinted/affixed are displayed prominently in the school premises in the Notice board for anyone to see. The photographs shall be in colour and not too small. This exercise should be completed by all schools without fail by 15<sup>th</sup> February, 2024. A proposed format for display of teacher Photos is enclosed as Annexure A.
- Surprise Inspections** - The DSEOs / DPCs / DMCs / SDSEOs are instructed to conduct surprise checks at schools under their jurisdiction and ensure that no proxy Teachers are engaged by any Teachers / Staffs. Violation of the above instructions if found, responsibility will be fixed on the concerned Officers.



  
(Swapnil Tembe, IAS)

Director of School Education and Literacy &  
State Project Director, Samagra Shiksha  
Meghalaya, Shillong

M. No. MEGH/SEMAM-SSA/PG/1/2024/5-A

Dated. Shillong, the 29<sup>th</sup> January, 2024

Copy forwarded to:-

- The Chief Secretary to the Govt of Meghalaya, Meghalaya, for your kind information.
- The Commissioner and Secretary to the Government of Meghalaya, Education Deptt. & State Mission Director Samagra Shiksha for your kind information.
- The Deputy Commissioner, East Khasi Hills/Ri- Bhoi/West Jaintia Hills/East Jaintia Hills/ West Khasi Hills/South West Khasi Hills/East Garo Hills/North Garo Hills/West Garo Hills/South West Garo Hills/South Garo Hills for kind information.
- The District School Education Officer / District Mission Coordinators, East Khasi Hills/Ri- Bhoi/West Jaintia Hills/East Jaintia Hills/ West Khasi Hills/South West Khasi Hills/East Garo Hills/North Garo Hills/West Garo Hills/South West Garo Hills/South Garo Hills, for information and necessary action.
- The Sub-Divisional School Education Officer, , East Khasi Hills/Ri- Bhoi/West Jaintia Hills/East Jaintia Hills/ West Khasi Hills/South West Khasi Hills/East Garo Hills/North Garo Hills/West Garo Hills/South West Garo Hills/South Garo Hills, for information and necessary action.

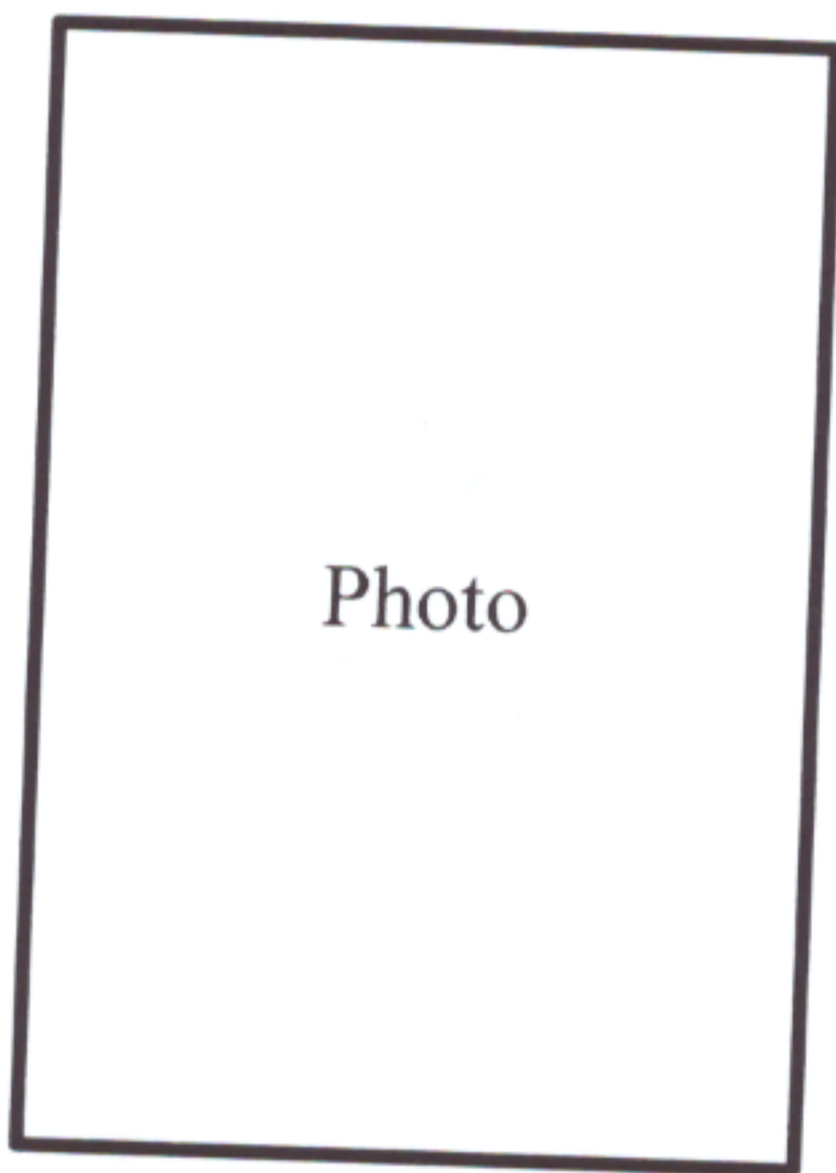
  
Director of School Education and Literacy &  
State Project Director, Samagra Shiksha  
Meghalaya, Shillong





**Photographs & Details of the all the Teachers and Staff**

Name of the School:



Name of Teacher  
Subject and  
Classes being  
taught



Name of Teacher  
Subject and  
Classes being  
taught



Name of Teacher  
Subject and  
Classes being  
taught