

**DIRECTORATE GENERAL, BORDER SECURITY FORCE
(ADMINISTRATIVE DIRECTORATE : ADM - I SECTION)**

No.43/SSS/111/BWWA/2015/2433-2735 Dated, the 23rd Mar, 2015

S O P FOR SUPPORT STUDY GROUP
(IMPARTING TUITION TO WARDS OF BSF PERSONNEL FOR A BETTER FUTURE)

Introduction :-

BSF is a the premier border guarding Force of the Country where majority of manpower is often deployed on the remote border areas where basic education facilities are lacking. Bn HQr and BOPs are located away from District Head Quarters where educational facilities are often rudimentary due to which BSF Jawans feel handicapped to provide education to their wards. Due to nature of deployment, the parents are not in position to properly supervise the education of their wards. Hence, the importance of coaching becomes important.

Aim:-

2. The aim of opening the Support Study Group at all over BSF campuses is to provide Institutionalised Academic Support to the children of BSF personnel inside the campus for a better future at a reasonable cost by well qualified Faculty. It will not only benefit the children in their academic pursuits but will also help their fathers to perform their operational duties without any anxiety about the studies of their wards.

Administration :-

3. Head of the Office in BSF campus will be the chairman and he will be responsible for smooth running of the Support Study Group. Chairman of the respective HQrs are empowered to establish Support Study Group as per their deployment and strength of children. A nodal officer may also be detailed by concerned HQr.

Planning Preparation and Execution :-

4. Now-a-days the tuition fee charged by Private tutors is subject wise and ranges from Rs. 500/- to Rs. 1000/- on an average as per the locality. This will keep on increasing gradually. Transport charges are also affecting at some places. Besides above, good teachers are in great demand & therefore, do not have time.

5. All out efforts should be made by Head of Office to find suitable tutors within the campuses or nearby areas keeping in mind their educational qualification, work experience and by conducting trial classes after conducting interviews.

6. A proper time-table may be prepared keeping in mind the school timings. Quarters/recreation room or available spaces with required sitting capacity may be utilised. It should also be ensured that maximum number of children in one batch is not very high.

7. The lady wives of Officers and good teachers available from outside deputed as faculty may be paid an honorarium out of the collection of the tuition fee received from children. Tuition fee should be fixed as per standard of the classes. Services of BSF persons posted in units having good educational qualification/knowledge may be utilised as per their willingness in addition to their own duties. Such persons may also be rewarded suitably to boost up their morale.

Group study may also organise coaching classes for students from class IX to

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Teaching Aids

8. Initially teaching aids like black board, Chalk, Duster etc should be provided by the concerned Headquarters and after this same may be purchased out of collection of fees from students.
9. Some essential reference books like dictionary, General Knowledge, Grammar, Thesaurus and other reference books may also be provided at coaching/tuition centre to help the children.
10. If possible, one computer with Internet & projection facility may also be installed at coaching class/tuition centre.

Utilisation of fee of children

11. In some cases, it has been observed that Headquarters are incurring expenditure for purchase of such items which are costly and not really useful for coaching classes. Chairman will ensure that only relevant literature & other items required for Support Study Group are purchased from local market by detailing 1 to 2 children alongwith a small Board of Officers.
12. Proper cash book of Support Study Group should be maintained.
13. Support Study Group will be run on "No Profit and No Loss" basis. As far as possible whole amount is to be spent on Honorarium of teachers and purchase of coaching books for students.

Conclusion

Above mentioned guidelines are suggestive in nature. Chairman of the HQrs may take steps, as deem fit, for betterment of the coaching/tuition centre.

(Pramod Kumar)
DIG(Welfare) 23/3

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