

DAV PUBLIC SCHOOL
BRS NAGAR, LUDHIANA

Dear Teachers

You know that our school has completed 40 years of its impeccable existence. It has been a highly successful journey of being an educational institution of par excellence in academic achievements, sports and co-curricular areas in the last four decades. We have produced thousands of alumni who are proving their mettle in varied areas of work as productive citizens of the global society. As we embark on our journey of the 5th decade, I, along with the DAV Management, congratulate the work force of this edifice of excellence on this momentous day. I wish & pray for greater zeal and stronger commitments so as to achieve resounding success in all our future endeavours.

Please note the following –

1. School has ‘zero tolerance’ for late reporting. All good institutions & organisations have great work culture that builds a strong foundation to support them for years together. We too have a strong culture and expect an equally strong commitment from our staff members, wherein we view even 30 seconds’ late as late.

All the staff members must punch their attendance before the given time.

2. School dress code must be followed without fail, whether it is saree or formal shirt and trouser, good quality shoes, properly shaven faces (males) and a neat hair do (females). Certain informal items of clothing which are not suitable for a school setup must not be worn to school. No reminders are needed.
3. Leave of absence for one day can be granted by the HOD after doing proper substitution of the teacher’s time table within the department. Such leave application on printed proforma should be submitted well in advance.
4. No substitution will be done by the time table in charges for sudden short leave/half day leave. HODs will also not grant any short leave in the first or the second half if proper substitution of allotted classes of the concerned teacher has not been done.

Manage your personal commitments to manage your job first, not vice-versa.

5. No casual leave, except for in case of exigency (hospitalisation or death of a close relative), will be granted through email if proper substitution detail of one's time table for the day is not attached with it.
6. No teacher will miss her/his class and ask the time table in charges to manage on the pretext that some work is assigned by the Principal/HOD, or that they are preparing students for any competition or tournament. If ever, there is any urgent and time bound work for which the teacher concerned will be required to miss her/his allotted time table, it should first be brought in the knowledge of the Principal, who may grant written permission after assessing the situation.

No teacher will assign her/his period to any other teacher while being present in the school.

7. Teacher's Daily Diary is to be carried by ALL the teachers to all their classes, and should be produced on demand by the HOD/ Supervisor.
8. Learning Outcomes of each topic/lesson are not only to be written on the chalk board but the students must be made to note down in their notebooks. At the end of the topic, while conducting formative assessment through worksheet or assignment or oral test, teacher has to ensure that the LOs are achieved by every student. If not so, the teaching methodology has to be changed for re-teaching the same topic, so that the objectives are met and outcomes are achieved.
9. In case of Sports, Music, Dance, Art and Computer subjects, the skill level of each and every student has to be assessed on five-point scale with star rating, starting from Beginners – 1 star, Basic – 2 star, Emerging – 3 star, Advanced – 4 star and Master – 5 star. Proper written record is to be maintained by the concerned teachers.
10. Every section from class III to X must have four line monitors, two uniform monitors and a Prefect of the class. Class Teachers must submit the names of the seven students per section to the Principal by 5th April positively.
11. The designate pages of the Student Diary for Performance Tracker and Extra Reading Record must be got filled by the teachers regularly.

Let's together work in tandem and take our institution to greater heights in all possible area.

Best wishes!

Principal