

Dear Staff Members  
Greetings!

As the school re-opens on 3<sup>rd</sup> July, 2023 after summer vacation, I wholeheartedly welcome the teachers and the students back on the campus. Teachers are the backbone of the whole education system, without them there is not enough learning in life. The bond between the teachers and the students is pure and pious, which grows stronger by the time they spend together and the impact of a teacher remains till eternity. As you embark further on your journey as a teacher, I would like you to read and abide by the following guidelines/instructions –

I. Teachers' Punctuality and Personality

1. Teachers' reporting time – between 7:00 am to 7:20 am, dispersal time – 2:30 pm.
2. Teachers on House Duty must report at 7:00 am sharp.
3. Wearing I-card on all working days and at all times in the school is a must.
4. Wearing saree by female staff members on every Monday is a must. Wearing casual clothes like jeans, T-shirts, slippers etc. or reporting without shave by the male staff members is a strict NO.
5. Teachers must maintain the time line for transacting the portion of academic syllabi for mid-term examination by 14<sup>th</sup> August positively in all the classes, while using the latest teaching pedagogies and assessment techniques. For this, all the teachers are required to keep 'no leaves' promise after the summer break.
6. Leaving your class unattended, not taking your class as per the allotted time table or giving your allotted class to some other teacher without the written permission of the time table in-charges is viewed seriously, and may require written explanation for dereliction of primary duty of a teacher. Kindly take care.

## II. Classroom Management

- Every class teacher must ensure that there are sufficient number of desks in the classroom as per the number of students. Teachers' table/lecture stand, teachers' chair, hot case, almirah, smart board, computer and the wooden cabinets for their storage must be maintained neat and clean, dust free and in an orderly manner.
- Inspection of the classrooms and the area immediately outside the classrooms, for their cleanliness and maintenance, will be done on regular basis.
- The bulletin boards in the classrooms must be decorated with relevant teaching material by Thursday – 6<sup>th</sup> July for an inter class B.B. decoration competition. Classes will be inspected on Friday – 7<sup>th</sup> July.
- In order to inculcate cleanliness as a habit and a skill, class teachers must constitute small committees in their respective classes who will check the class fellows for proper maintenance of their uniform, hair, nails, shoes, bags etc. These class levels committees can cross-check each other's class in order to ensure the spirit of healthy competition and growth amongst the student body.
- Students must be regularly checked for what they carry in their bags and tiffin. Bags should be LIGHT, containing the books and notebooks as per the schedule, and should not contain any barred items. Tiffin must contain home cooked food only, as per the roll no-wise menu given by the class teacher. Students must be taught and regularly checked for correct use of cutlery (at least once a week).
- Teachers of 2<sup>nd</sup> period are NOT allowed to teach in the fruit break of 10 minutes at the end of 2<sup>nd</sup> period. They should just monitor that all the students enjoy the fruit break without creating any mess in the class/corridors.
- Class Library (I to V) books must be regularly issued to the students while maintaining a record in the attendance registers.

(Please read the article on Classroom Management – <http://davbrsnagar.org/File/279/Annexure1.pdf> )

### III. Student Management

- Remember – English being the medium of instruction has to be spoken by all the teachers while interacting with each other as well with the students. Conversing in regional languages does not require as much effort as is required for developing proficiency in spoken English which is not our mother tongue. Providing an environment in which every student can learn to communicate well in English is our duty, and the teachers must not fail in their duty.
- Sports and Activity teachers must send the slip as per the following format, duly filled and signed by them, whenever they need to call any student out of a class.

Name/s of the student/s – \_\_\_\_\_

Class & Section – \_\_\_\_\_

Required for practice of – \_\_\_\_\_

Time – from \_\_\_\_\_ to \_\_\_\_\_

In – room/lab/ground/court etc. \_\_\_\_\_

Signed by – teacher in-charge of Sports/ Activity. Date – dd/mm/yy

- A record of these slips has to be compulsorily maintained by the sports/activity teachers with them, and also by the class teachers. If a group of students from different sections are required to be called together then the class teacher of alphabetically first section will maintain the slips.
- Any student seen roaming around the school campus without class out-pass needs to be intercepted by the teachers whosoever see him/her, and must send the student back to the class immediately. Such students must be allowed to attend the class by the subject teacher in the class without any further delay, but information about late reporting must be entered in the class anecdotal record register and should be gotten signed by the concerned student/s with date.
- Class/subject teachers must send a duly filled and signed slip before allowing any student to go to the infirmary/medical room.
- Class teachers must change the seats of the students cyclically, from front to back on daily basis and from one row to another row on weekly basis. This is done to ensure that there are no permanent back benchers in any class. Subject teachers can change the arrangement of desks from usual 'rows and columns' to 'clusters', 'U-shaped' or 'mixed' arrangement as per their lesson pedagogy or discipline needs.

- Students' Almanac must have entries regarding late reporting to school, any other default on the prescribed pages. Almanac will be checked at random to ensure proper compliance by the students.
- The 'attitude of gratitude' must be practiced by the students. Class and subject teachers should check the weekly entries made by the students in their almanac.

I hope you will follow all the instructions in letter and spirit for ensuring a smooth working of the school, which will help us in creating a conducive and happy learning environment for the students.

Wishing you a happy & successful year ahead!

Yours sincerely,

Jaswinder K. Sidhu  
Principal cum ARO