

DAV PUBLIC SCHOOL  
BRS NAGAR, LUDHIANA

Dear Staff Members  
Greetings!

As already shared, we are shifting to winter timings from 4<sup>th</sup> November, 2024. Winter Timings for the teaching staff are 8:20am to 3:30pm, unless required to be changed as per need.

Please read the following points carefully and note down for proper action –

1. Last 40 minutes from 2:50 pm to 3:30 pm are for writing daily diary in detail, as per the weekly plan. This time is also divided for staff meeting on Mondays, faculty seminars/discussions on latest pedagogies on Tuesdays and Thursdays, CBSE circular reading and discussion on Wednesdays, and for in-house trainings on Fridays and Saturdays. **No teacher should leave the faculty or the allotted rooms before the dispersal bell.**
2. Many parents have shared the feedback in writing about very poor or no use of the school ERP app – Edusecure, by the class teachers and/or subject teachers of their wards. The parents want to receive all kind of information about the academic and co-curricular activities of their wards, Class Test schedule, Test scores, Attendance, Homework, Notebook correction etc. from the concerned teachers. **Using various tools available on Edusecure app like the Learning Planner, Homework, Daily Attendance of the students, Notebooks checked details, Class Test schedule and Class Test marks, and the class activities etc. is already mandatory for all the teachers.** Still a gentle reminder is being given to all. It will be regularly checked by the In-charges and feedback will be shared online with the defaulters.
3. Teachers from grade Nursery to XII are **NOT allowed to burden any parents** to help prepare their wards for any activity of the school, be it morning assembly presentation, any Intra or Inter school events or competitions, and even for planning or arranging dress or costumes for their wards. Teachers should not forget that all these are the responsibilities of the teachers and most of the parents are not willing to shoulder this responsibility, due to their own work schedule. In this regard, teachers of the Foundational Wing and Activity Department must take caution before sending any such message or circular to the parents without information to the undersigned. One has to take a written consent from the parents in case their help is to be sought for any such reason, and only with the written permission of the undersigned.

4. **Under no circumstances, any staff member of the school should take any kind of favours from the parents, be it in cash or kind.** Such acts of over-expectation from the parents by few staff members are counted as ‘indecent behaviour’, and bring bad name to the whole teaching community. All those who indulge in or have ever indulged in the past in such acts are warned of strict action as per Rules and Regulations of DAVCMC if they do not mend their ways.
5. There are numerous written and verbal **complaints about the use of indecent and discriminatory language by some teachers with the students** of all ages, which violates their right to unbiased and fair handling by the teachers. School students at all age and stage must be treated in a decent, polite and dignified manner by the teaching and non-teaching staff of the school. All the staff members are also reminded of the ban on corporal punishment in the schools by the Hon’ble Supreme Court of India, and are warned of consequences under law in case a complaint is registered by some parents.
6. **School puts a complete ban on the use of mobile phones by the teachers on the campus.** No teachers are allowed to carry their phones to the classrooms / labs / playground / duty points or any other activity area during the school hours. Teachers can access their phones only and only during their free periods, provided their academic work like correcting notebooks, marking tests/answer sheets, preparing or updating assignments or lesson plans, writing diary, planning for their co-curricular duties, updating oneself on DAVCAE / CBSE circulars etc. is completed in all respects and noting is pending. **Keeping oneself busy on phone or social media during working hours by ignoring one’s duties or academic roles is dereliction of duty and is a breach of code of conduct for the DAV employees, and can lead to strict action.**
7. Music and Dance teachers are also NOT allowed to use their phones on the pretext of using recoded music from the phone. They should upload their required music or video on the server and use it on the smart boards instead of phones.
8. In case a teacher has to make a video of one’s lecture for any competition or for any other duty assigned by the principal, the concerned teacher should do so by taking written permission about date and time of such recording. The teacher must also mention it in the academic planner for the information of the concerned parents.

9. Whenever the school is closed for more than two days on account of consecutive holidays, academic work in the form of differentiated assignments or worksheets must be assigned to the students of all the classes from class I upwards, so that the students use the free time in a productive manner.
  
10. Last but not the least, all the teaching staff members are reminded that the medium of instruction in the school is English.

A strict compliance is solicited from all.

Educationally Yours

J.K. Sidhu

Principal cum ARO