

Dated: 9th September, 2014

DAV Centenary Public School,

Sec 12 HUDA, Panipat

Office Order

Academic Session 2014-15

All the members of the faculty are hereby being provided a copy of Code of Conduct, House Duties and General Instructions for the class in-charges (Session 2014-15). The teachers are to preserve the copy carefully, go through and the instructions properly and are to carry out their duties accordingly with utmost sense of responsibility.

Principal

DAV Centenary Public School,

GENERAL INSTRUCTIONS FOR TEACHERS

- To report for duty in time and to record the exact time of arrival and departure in Staff Attendance Register on every working day.
- To get the due sanction of the leave from the Principal before availing and also to observe the Leave Rules.
- To be present in the morning assembly ground at least five minutes before the assembly bell goes.
- To observe, instruct and help the students to maintain proper discipline and to participate actively in the morning assembly.
- To check the uniform of the students of the class and record the uniform defaulters regularly.
- To take the roll call of the students of the class and ensure that the same has been recorded in the attendance on Daily Attendance Register.
- To maintain the Student's Attendance Register properly. To submit them complete in all respects, to the Principal for checking alongwith the lists of uniform defaulters and absentees on the last working day of every month.
- To utilize first few minutes of the zero period to instruct the students regarding uniform, performance in morning assembly, class discipline, maintenance of students' possessions, class -room furniture and school property, cleanliness of class-rooms, general manners, etiquettes and good habits.
- To intimate properly the detailed weekly timetable to the students and parents and the change (if any).
- To make a proper division of books/note books/work books and ask the students to bring them to the school as per instructions.
- To make a proper and regular use of the Student's Diary to assign home work and to communicate with the parents. To fill regularly the columns like-Home Work Not Done, Note Book Not Brought, Uniform Defaulters, Late Coming, Absentee Note etc.
- To prepare and display the class time-table and class information chart in the class room.
- To assign the home work regularly. To check and evaluate carefully and thoroughly all the class and home assignments. To put signatures with date after checking.
- To instruct the students, especially the monitors to maintain proper discipline in the class-rooms as well as in the school.
- To observe the conduct of every student and report to the Principal about naughty/mischievous/problems students.
- Not to leave the classes unattended in any case.

- To plan the teaching work in advance, consulting the syllabus and courses of studies meant for the class and teach the students as per guidelines and instructions issued there in and notified from time to time.
 - To give due importance to Oral Work, Handwriting, Reading, pronunciation etc.
 - To keep pace with the advancement in education and make a proper use of latest Teaching aids (Audio and Visual).
 - To consult the head of the department or the Principal if there is any difficulty or problem regarding syllabus.
 - To submit the Teacher's Diary with weekly teaching plan to the Principal for checking before the assembly of the first working day of every week.
 - To enlist the difficulties concerning the coverage of the syllabi and record the necessary suggestions and recommendations for improvement.
 - To submit all the documents (lists, papers, reports, results etc.) after thorough checking by the stipulated date & time.
 - To report if a student is not feeling well or suffering from any ailment or infection.
 - To observe seriously and regularly the students in the spheres as per the proforma of Monthly Record of a scholar's performance and fill the proformas on the last working day of every month in order to adjudge the 'Best Student' of the class/section.
 - To be present on the Parent's day of every month to discuss the performance, progress and problems of the students with their parents/guardians. Not to indulge in any sort of discussion with parents without permission in daily routine.
 - To collect the student s possession/s left by them in the class-rooms, in the last period daily and return the same to the student's concerned on the next day.
 - To avoid physical punishment to the student.
 - To inspire, motivate, persuade and guide the students.
 - To talk in English with students and colleagues in the school.
 - To make a careful reading of the notices/circulars/office-orders and to work accordingly.
 - To behave with the students/colleagues/parents as expected from teacher.
 - To perform the House duties and other special and additional duties as assigned sincerely, carefully and with utmost sense of responsibility, co-operation and coordination.
 - To make regular efforts to achieve the cherished aims and objectives of the school.
 - To make suggestions and proposals for betterment of the students and school.
 - Not to entertain the parents in the classes without permission of the Principal.
 - The seminars and school functions are compulsory for every teacher. No leave would be sanctioned on that day.
 - To look into difficulties/disputes/problems of the students and efforts are to be made to resolve/solve the same and if needed the matter can be brought into the notice of the Headmistress/Principal.
 - Class-in-charge are to maintain proper record of leave applications of the students of their respective class.
 - To report the name/s of the long absentees (continuous absence without any sanction of leave for more than 10 days) in written to the Principal.
 - To report in the class-room as per the time table as soon as the period bell goes without any wastage of time.
 - To utilize the adjustment period/s in a very useful manner.

- To guide, encourage, motivate, inspire, help and facilitate the students in their pursuits of studies & activities.
- To enrich and refresh their knowledge by regular reading of extra reference books/Newspapers/magazines and other reading material.
- To give special & personal attention to slow learners/physically handicapped/mentally retarded/naughty students and suggest remedial methods seeking co-operation of the parents for better performance and conduct.
- To give general commands and instructions in English inside outside the class-room to improve the communicative skill of the students.
- One period talk to students about the syllabus of each subject is to be given by each teacher as per term wise syllabus.