

## KENDRIYA VIDYALAYA ,NTPC,KANIHA

12.09.2019

Respected Colleagues;

I would like to invite your attention toward some basic and essential rules for the sake of the young buds and overall development of the vidyalaya and consequently our society and the nation. Let us move ahead and propagate the wave of discipline, honesty, punctuality, Integrity, Harmony, Mastery in your subject and overall generate an ever leading mankind.

Following are some suggestions/instructions to be followed by the stake holders. These suggestions are not exhaustive at all. You may suggest wherever/whenever you feel. Practical possible suggestions will be accepted. I do anticipate your co-operation in every walk of functioning of the vidyalaya.

### **DUTIES OF CLASS TEACHER/CO-CLASS TEACHER**

#### **MAINTENANCE AND UPDATION OF CLASS ATTENDANCE REGISTER:**

Student's bio data to be completed in all respects. The entries should conform to admission cum withdrawal register/application submitted by parents at the time of admission of his/her ward.

Fee abstract column to be completed and updated month wise. Fee should be collected as per the existing fee structure and the rates in accordance with KVS guidelines. Failure to realize fees from particular students will make the defaulting teacher accountable. The sub totals and total from the fee abstract column should be properly posted in the relevant sections of the month wise summaries of fees and fines.

Fee collection requires extreme caution. All entries in the class attendance register should tally with CS-54 register and daily fee collection register.

Month wise average attendance of the child should be properly computed. Entries which are to be carried forward to the next month should be done correctly.

Every student should conform to the code of conduct for students as outlined in Article 60 of the KVS education code. Willful violation of codal provision will invite appropriate disciplinary action on the defaulting student.

Entries regarding date of birth of child and SC/ST entries should be absolutely correct and written using Red Ink. Boys and girls name to be entered using different coloured inks. Category of child should be clearly recorded.

#### **DUTIES DURING MORNING ASSEMBLY:**

Punctuality and promptness of Cass Teacher/Co-Class Teacher along with respective students immediately after first bell. **Every class teacher has to escort the students from class room to assembly ground and return theiron.**

Ensuring that uniform check is conducted by Cass Teacher/Co-Class Teacher and students are made to stand height wise in increasing order in a straight line with adequate gap between two students.

Ensuring that all students are participating in chorus in the following items:

Prayer, Pledge, Community song, National Anthem, Leg beats.

Ensuring that these students disperse to the respective classes in prayer line maintaining line discipline.

#### **INSTRUCTION TO BE FOLLOWED WHILE FILLING UP THE TRANSFER CERTIFICATE/WITH DRAWAL FORMS:**

When a student applies for Transfer Certificate, the Class/Co-Class Teacher should check the following thoroughly.

**Name of a child**

**Class/Section in which studying**

**Last fees paid Month/Year to be indicated**

**Reason for applying for Transfer Certificate**

**Admission Number (SR No.)**

**Present Class in which studying**

**Result pertaining to previous class**

**Signature of Parent/Principal**

After checking the entries, the Class Teacher should sign with date clearly indicating the number of school meetings from 1<sup>st</sup> April onwards and number of meetings attended by the student.

NOTE: One day comprises of two meetings (i.e. F/N & A/N)

#### **INSTRUCTION TO BE FOLLOWED WHEN A STUDENT BRINGS A LEAVE LETTER:**

The application should be properly scrutinized.

**Signature of Parent is compulsorily.**

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Reason for leave to be checked.

If reason is found genuine, the application is to be forwarded to the principal with the following remarks of the teacher

Total attendance since 1<sup>st</sup> April

Total attendance of a child in percentage.

Recommended/Not recommended with the Class Teacher's signature.

**NOTE:**As per KVS rules, every student studying in classes IX to XII should have 75% attendance compulsory before taking the Session Ending Examination.

No permission will be given for any student to skip Unit Test/Assignment Test/Cumulative Test etc., which is a part of CCE.

Any genuine medical cases should be accompanied with Medical Certificate issued by Government Doctors/Army Doctors or Registered Medical Practitioner, to avoid submission of fraudulent medical certificate.

NOTE: Private Hospital Certificate will not be accepted.

#### **DUTIES OF CLASS/CO-CLASS TEACHERS INSIDE THE CLASS ROOM:**

The class room should be neat and tidy.

The seating arrangement should be proper.

Boys & Girls should be made sit separately.

Overflowing dust bin should be avoided. Cupboard should not be made into make shift dustbins.

The display corners in the class room should have

Class Time Table

House division chart

Wall magazines in the class should be neat and impressive. Class room should be well decorated with colourful charts.

Black board should contain the following information period wise and day wise, on a compulsory task.

**Date:** ..... **No.on.Roll:**..... **Class:** ..... **No. Present:**..... **Period:** ..... **No.**

**Absent:**.....

**Class Teacher:** ..... **Subject:** ..... **Topic:**..... **Subject Teacher:**..... **Period:**.....

Information should be provided in Hindi & English on alternative days.

Students who are given permission to go for drinking water/toilets etc should invariably have an Out Pass. Each class should prepare One Out Pass for Boys and One Out Pass for Girls. The Out Pass should have signature of Class Teacher, Monitor & Principal.

#### **Some Common Expectation from all the teachers**

Every teacher should report to the school in time. Punctuality should be strictly followed as Teacher is a role model. All Class Teachers / Subject Teachers should reach their respective classes well in time. Deliberately going late to your class is against teacher ethics and should be avoided. Explanation will be asked in writing if any teacher is not physically present in his / her class during regular / arrangement periods. Avoid seating in the classes during teaching learning process.

Periodic test question paper / HY / SEE etc. should be prepared in accordance with NCERT curriculum / CBSE. Graded levels of difficulty to be included in the question paper covering knowledge, understanding, application and skill. Blue print and answer key should be prepared additionally by the subject teacher concerned.

Correction work to be taken up promptly, punctually and properly. Every note book should contain an index. Index should be signed by the teacher concerned with date. Correction should be done using red ink only. It should be suggestive and remedial. After correction of each unit/sub unit the teacher should sign with date. Language teachers (English, Hindi, and Sanskrit) should ensure that the index is compulsorily maintained in the language related to their subject and not in English.

**Lecture method should be completely avoided during teaching.** All the students should be given adequate opportunities to interact with the teachers. Students should be vibrant and active in the class and not passive listeners.

**Innovative project work should be compulsorily assigned to student's.** The Project work should be given as group work / individual work in all related classes from VI onwards. Record in this regard should be maintained by all teachers. The objectives of the Project work should be clearly spelt out in the Teacher's diary cum lesson plan register. For classes I to V activities under CMP should be done during block periods and related records must be maintained. Record of usage of TLM should find a place in the Teacher's Diary of Primary teachers.

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Corporal punishment / beating a student / scolding a student / hurling invectives etc should be completely avoided. Deviation in this regard will be against the code of conduct of teachers and can invite disciplinary action on the defaulter.

Ensure adequate coverage of syllabus in the respective classes being handled by the subject teacher concerned in conformity to split up syllabus.

Upkeep of discipline in the Vidyalaya is very important both inside and outside the class room. Students should be strictly warned not to run in the corridors,during recess,departure.

Line discipline during movement of students to departments, library, labs, games etc. should be ensured.Self-discipline should be taught to students. Monitors of each class should be assigned duty to maintain discipline in case the teacher is busy with some urgent official work.

Clarity of concepts while teaching should be ensured by subject teachers in related subjects. Concept search, concept consolidation and concept evaluation as advised by CBSE to be ensured.

The following records should be maintained systematically and neatly by each subject teacher on a chronological basis.

- Teachers dairy cum lesson plan every page should contain teacher's signature as well as Principal's signature
- Remedial teaching/Re-teaching pertaining to late bloomers / slow learners / under achievers.
- Computer Aided Learning (CAL).
- Technology Assisted Learning (TAL) - usage of LCD Projector.
- Class Work / Homework Correction.
- Project work assigned (for secondary students VI onwards) - Objectives of the PW should be clearly spelt out in the Teacher's Diary.
- CMP and TLM records for Primary teachers
- Activity based teaching cum Competency based learning (For Primary Teachers in relation to CMP and SPE).
- Subject committee meetings held and implemented decisions.

Lab in charges should maintain an individual lab diary regarding lab activities chronologically. As per appendix B- Inspection tools, cycle of experiments ,date of allotment , date of completion etc should be reflected in the lab.

Department in charges should maintain a dept diary compulsorily in a uniform format regarding dept activities viz. Games and Sports, SUPW, Art , Yoga, Library, Music , Teaching Aids , Scouts and Guides and Computers.

All teachers should comply with KVS instructions and ensure that they develop operational skills in Computers and Internet. Project think. com to be taken utmost seriously both by students and teachers.

Website updating Committee to take up all updating works regularly as per order served.

Every teacher should make conscious efforts to enhance Spoken English in the Vidyalaya. Except during Hindi / Sanskrit / periods teachers should speak only in English. Bilingual communication is permitted during Social Science classes as per KVS rules.

Class Attendance register to be systematically and properly maintained by all class teachers / co-class teachers as per duty chart circulated to them. Extreme care should be taken to collect VVN, Computer, and Tution Fee etc as per existing fees structure of KVS.

Junior Science Lab activities and Maths Lab activities for classes VI to VIII(For Maths lab it is for classes VI to X) as per CBSE directives should be strictly followed and relevant records should be maintained.



Principal

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#### Information/Copy to:

- All Staff Members-For strict compliance.
- Secondary Staff room notice board.
- Primary Staff room notice board.
- Office copy.

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