

## **General Instructions for teachers**

- **To report for duty in time and to mark the attendance of arrival and departure through Biometric Machine installed in each KV 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 attendance of the students of the class and ensure that the same has been recorded in the register.**
- **To maintain the student's Attendance Register properly. To submit them complete in all respects, to the HM/VP and Principal for checking along with the lists of uniform defaulters and absentees on the last working day of the every month.**
- **To utilize first few minutes of the first period to instruct the students regarding uniform, performance in morning assembly, class discipline, maintenance of students possessions, class-rooms furniture and school property, cleanliness of class-rooms, general manners, etiquettes and good habits.**
- **To make the 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 as per schedule. To check and evaluate carefully and thoroughly all the class and home assignment. 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/problematic 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 classes and teach the students as per guidelines and instructions issued there in and notified from time to time.
- To give due importance to Handwriting, Reading, pronunciation etc.
- To keep pace with the advancement in education and make optimum use of Smart Class Rooms.
- To consult the Principal if there is any difficulty or problem regarding syllabus.
- To submit the Teachers Dairy with weekly/fortnightly teaching plan to the Principal for checking in the First period 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 report is a student is not feeling well or suffering from any ailment of infection.
- To be present on the last working 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 students possession/s left by them in the class-rooms, in the last period daily and return the same to the students concerned on the next day.
- To avoid physical punishment to the student.
- To inspire, motivate, persuade and guide the students.
- 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 a teacher.
- To perform the House duties and other special and additional duties as assigned sincerely, carefully and with utmost sense to responsibility, co-operation and coordination.

- To make regular efforts to achieve the cherished aims and objectives of KVS.
- To make suggestions and proposals for betterment of the students and the Vidyalayas.
- Not to entertain the parents in the classes without permission of the Principal.
- 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 HM/VP/Principal.
- To report the name/s of the long absentees (continuous absence without any section of leave for more than 7 working 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/News papers/magazines and other reading material.
- To give special & personal attention to slow learners/children with special needs/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 classroom to improve the communicative skill of the students.
- Today there is a great need to preserve and protect our environment, as degradation of environment will result into a number of problems and to achieve desired goal, the role of the students and teachers would go a long way.

(Teacher)

(Principal)