

- 15.)) If a teacher is assigned an arrangement period, he/she should take the assigned subject. If not possible, he/she will take his/her own subject and will mention the same in the activity register. Nobody is allowed to take the students for games/Self Studies.
- 16.)) Class activity register should be maintained properly and submitted to the undersigned at the week end and Teacher's Diary as per the instruction.
- 17.)) The subject teachers of Junior Classes from I to VII are required to show the copies of the detained/week students to the undersigned once a week without fail.
- 18.)) Music teacher, Art Teacher and PETs are required to prepare the register as per norms of CCE which will be helpful for preparing result of each term/annual examination. Class Teacher should prepare the record as per the instruction given on the 1<sup>st</sup> page of the progress report card. They're required to prepare the students to participate in MHRAT, Cultural Activities etc. of the year. The Language Teachers will also prepare the students for the same.
- 19.)) The annual increment may be held up by the management if the result is not of 'Very Good Category'.
- 20.)) Before leaving head quarters, it is our moral responsibility to inform the school through the register available with Mr. B.N. Jha, LDC every Sunday and holidays. But frequently leaving headquarters on every Sunday and holidays may prove inefficiency in teaching learning process. Such teachers are required to avoid this habit.
- 21.)) It is observed that the implementation of formative assessment was not satisfactory rather it was merely formal. After taking the consent of Subject-Teachers, we have prepared specified format for the execution of Formative Assessment from this Session. Students should be informed at least a week ago before doing the same and record should be maintained properly taking the signature of the undersigned in the same week. Marking in formative assessment should be judged as per the exact performance of the students. It should be noted that students should not get less marks in summative assessment. Students scoring **E1 or E2 grade** in summative assessment may not