

be given more than 40%, students scoring D grade 60%, but students scoring 80% and above may be given 100%.

- 22.) It is found that 3-4 teachers are habituated to sit on the desk of the students even from the 1st period which seems indecent and awkward before the students which they do not feel. It should be strictly stopped.
- 23.) Teachers should avoid the frequent visit of the staff room for the bathroom purpose, if it is not so essential. We have separated a bathroom on the Ground and First floor especially for the teachers.
- 24.) English teachers teaching from Std. V onwards are required to make writing practice at least twice a week giving articles, diary entry, notice writing, letter, essay etc., according to the syllabus.
- 25.) Home assignment should be given and checked thrice a week. Teachers will go through the instructions given in the Teacher's Diary and follow strictly. Teacher's Diary should be collected and prepared as per the CCE schedule. We must read & follow thoroughly the contents of the Students Diary.
- 26.) Particular teachers are habituated to avail the leave even without genuine reason. They should take care of it. If it continues, it will be viewed negatively and the matter may be forwarded to the Hon'ble Director for necessary action.
- 27.) Sometimes we give punishment to the irregular students for different reasons asking them to go out and they enjoy in the verandah. It should be avoided.
- 28.) All are requested to be cordial with one another and maintain the dignity of a teacher being a model for the society. Please share freely feelings, problems with colleagues so that the problems may be solved/ lessened.

Role of Class Teachers

- 1.) They are required to escort their students from the class room to the assembly and from the assembly to the class room every day.
- 2.) They should maintain the record of the students like complete address, cell no. CCL/Non-CCL/SC/ST, No. of boys and girls, leave application, class room activities, cleanliness, uniform and their regularity etc).
- 3.) Well – behaved students (one boy and one girl) must be selected as monitors who can intimate the required information from time to time to the class teacher.