

- 4.) They should be vigilant about the circulation of each and every notice circulated among all the students to avoid complaints from the parents.
- 5.) They are required to check the coverage of syllabus and revision work to be done by the subject teachers as per the syllabus before the examination.
- 6.) They should advise the students not to take Tiffin in the class room and not to enter other classes. Students should be advised to behave well and be courteous with seniors, elders, and even with family members at home.
- 7.) Personality Development will be prepared by the Class-Teacher.
- 8.) Class-Teachers upto V will follow the instruction strictly given in progress report card. Monthly progress of the students will be maintained & the same should be countersigned by the undersigned in the register provided by the school.
- 9.) Senior students (VIII to XII) remain absent without prior information/ proper /satisfactory causes. All the class teachers are requested to maintain a file of absentees and their application for the grant of leave in a week. If a particular student remains absent as per his/her wish, a fine of Rs. 10/- per day will be imposed for the same month. The same should be communicated to the fee-counter for immediate deposit of the fine. Then only he/she will be allowed in the class room.
- 10.) The class-teachers will inform the students through the student's diary about his/her house and the colour of dress code for Wednesday & Saturday.



(A.N. Routaray)

PRINCIPAL
DAV Public School
Sawang C.C.L. Belpara

Copy to: - The Regional Director
DAV Public School & Colleges
Ranchi Zone, Ranchi