

- 6.) Reading and Dictation Work of familiar words after teaching each lesson should be done by all the subject teachers in the classes up to V. But the language teachers are required to practice Handwriting (separate copies), Sentence framing (CW copies) up to class III. But the handwriting in Sanskrit will be only for std V.
- 7.) No students should be in classroom during lunch/game period/ assembly without prior permission of the class/subject teachers.
- 8.) The parents of very irregular, insincere/poor students in studies should be intimated through the Student's Diary keeping an official record with him/herself for proof. All the teachers should strictly advise and check the students from LKG to XII for bringing the students diary daily.
- 9.) Extra classes will be taken by the concerned subject teachers for weak students from the beginning of the session so that the class average will be increased. This is the special instruction of Director Personnel, CCL. **Science & Maths** teachers are required to prepare maximum students to participate in National Olympiad in ensuing session.
- 10.) Teachers should not get his/her responsibility done by the students i.e. **carrying copies, entry of award list, attendance register work etc.**
- 11.) **Class Test from Std I to XII** should be taken by the **subject teachers every fortnight with prior intimation to the students through routine.**
- 12.) **Teachers should not check any home assignments in the class room.**
- 13.) All teachers should use educational CDs for giving better concept about the topic through audio – visual system. Specially language teachers should go through the CDs prescribed by DAV CMC.
- 14.) As per the instruction of the Head quarters we should **devote eight hours for teaching work in school. After school hour, minimum two hours should be spared for regular daily routine work** of the school. Practically it is not possible to complete the Checking works during the school-hour. As per the previous instruction, once again all are requested to carry at least 15-20 assignments /Copies / Books to the residence for connections. Please don't try to spoil the time of the students by checking the assignments in the classroom.