**5.3 General Instructions for Teachers**

**General instructions for teacher**

* Report the duty in time. Record the time of arrival and departure in staff attendance register for every working day.
* Observe the leave rules.
* Remain present in assembly hall at least five minutes before the assembly time and help students in maintaining the discipline and participate in assembly.
* To make it sure that the students are in uniform, make a list of those who fail to wear the complete uniform.
* To maintain the attendance register of students properly.
* Keep the absent record of students.
* Use a few minutes of first period telling about the importance of the moral values and discipline.
* To keep the classroom neat and clean.
* Make the students aware of their responsibility of keeping the furniture, electric fittings and electronic equipments safe in the classroom..
* To tell the students about maintaining the importance of keeping the entire school property safe.
* To intimate properly the detailed weekly timetable to the students and parents and the change, if any.
* To instruct the students bring the necessary books and note-books as per their class timetable that has to be checked before leaving home to the school.
* To make sure the proper and regular use of the students diary. Note each and every default committed by the student is to be noted in the diary.
* Class teachers are required to prepare the class timetable and display it properly in the classroom. Make the monitor of the class responsible for its safety.
* To instruct the students, especially the monitor to maintain the discipline in the classroom as well as in the school.
* To observe the conduct of every student and report to the Principal about the incident/misconduct of the student/s.
* Not to leave the class un-attended in any case.
* To give due importance to oral work, handwriting, reading and pronunciation.
* To keep pace with the advancement in technology.
* To consult the Principal/HOD in case of any problem academic or otherwise.
* To assign the homework regularly, check and evaluate carefully and thoroughly within a specific frame of time.
* To make the weekly lesson plan sincerely and regularly and submit the teachers diary to the Principal for checking in the first period of first working day of every week.
* To enlist the difficulties concerning the syllabi and record the necessary suggestions and recommendations for improvement.
* To report to the Principal, in case a student/s is not feeling well and make sure that his parents are informed immediately about the ailment of their ward.
* Proper prescribed procedure is to be followed for students’ award.
* To be present on the last working day of every month/PTM to discuss the performance, progress and problems of the students with their parents/guardians.
* Not to indulge in un-necessary discussions with the parents without the knowledge of the Principal in daily routine.
* To collect the students’ possessions left by them in the classrooms, in the last period daily and return the same to the student/s concerned on the next day.
* To avoid physical punishment to the student.
* To inspire, motive and guide the students on daily basis.
* To talk in English with the students and colleagues in the school.
* To make a careful reading of the notice/circular/office-orders and to work accordingly.
* To maintain a polite conversation with the students, parents and colleagues.
* To perform the assigned additional duties properly and sincerely.
* To make the regular efforts to achieve the objectives and goals set by the school.
* To work in accordance of school’s strategic planning.
* To make the suggestions and proposals for the betterment of the students and the school.
* Do not allow the parents to reach the classrooms except in the dire consequences.
* Week-end seminars hold an important position. Leave on the date is generally not permitted except in emergency situations.
* 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 to the notice of the Principal’
* Class-in-charge is to maintain proper record of leave applications of the students of their respective class.
* To report the continuous absence of the student (without information) to the Principal.
* To report to the next period in the next class without any delay or wastage of time.
* Utilize the adjustment/arrangement period in a very useful manner.
* To guide, encourage, motivate, inspire, help and facilitate the students in their pursuit of studies and activities.
* To give special and personal attention to slow learners/physically handicapped/mentally retarded/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 and outside the classrooms in order to improve communicative skill of the students.