



GUDIELINES FOR TEACHERS

All teachers are required to follow the Year Plan for the year 2024–2025. They are not permitted to make any alteration to the Year Plan without approval from the Principal. They shall contact their respective Supervisor for instruction, clarification and guidance.

Code of Ethics: All teachers are instructed to follow the rules & responsibilities mentioned in the code of ethics document issued by the Ministry of Education & Higher Education.

Guidelines:

All teachers shall maintain a folder with the following files:

- ❖ A copy of the year plan and split up of the syllabus.
- ❖ Circulars, memos etc. issued by the Principal.
- ❖ Teacher's time table & class time table.
- ❖ Students' leave letters and record of their students' marks.
- ❖ List of slow learners in his / her classes and follow up action taken with date.
- ❖ List of repeated / detained students.
- ❖ Teaching aids such as; drawings, pictures, paper cuttings, materials collected / made by the teacher for class room teaching etc.
- ❖ List of co-curricular activities.
- ❖ List of students with behavioral problem.
- ❖ Medical Certificate and long leave applications shall be entrusted with the respective supervisor.
- ❖ All teaching staff shall follow a decent dress code.

PREPARATION OF NOTES AND WORKSHEETS

Notes of lessons and worksheets should be prepared in advance and approved by the supervisor/Head of Department and the Principal to avoid delay and to facilitate proper leave cover during emergencies.

Teaching Aids:

All teachers shall use teaching aids whenever they are needed. Libraries and laboratories are to be made use of to the maximum. Teachers have to collect and / or prepare required teaching aids themselves.

Classroom Teaching:

To make teaching effective, teachers must be proficient in their subject. To achieve this objective, they shall prepare the topic thoroughly before hand. They shall teach as per the guidelines issued.

The following points, however, may be borne in mind:



- ❖ They shall use teaching aids, Interactive boards and digital content to facilitate learning. They shall make use of the laboratories / libraries etc. to supplement classroom teaching.
- ❖ Worksheets given to the students should be timely checked. **Any lapse in the correction of worksheets will be deemed as poor reflection on the teacher's efficiency and will invite administrative action.**
- ❖ Students should be encouraged to read the textbooks, reference books, participate in the question and answer session and clarify their doubts without hesitation
- ❖ **The conduct of the teachers should prompt the students to involve themselves in teaching- learning activities.**
- ❖ Practical records should be duly checked. Students should be guided to rectify the defects and make improvements. Patience and concentration should be inculcated in students while doing practical's.
- ❖ Social Science teachers, shall use charts / maps as and when applicable.
- ❖ **Teachers shall keep the following records with them for reference while in class.**
 - Teacher's Plan Book
 - Updated Teaching file.

Supervision of Classes: Classes will be supervised regularly by the department supervisors. They will prepare supervision reports in a prescribed form and submit them to the Principal for appraisal. Suggestion given by supervising authorities shall be followed strictly. Adverse remarks from the supervising authority will be taken up for scrutiny.

Micro-teaching:

All teachers teaching classes 4th to 10th will strictly follow micro teaching methodology with following steps:

- i. Searching of difficult words and their meanings by students.
- ii. Word meaning by teacher in case of students inability.
- iii. Reading of lesson in the class by the students
- iv. Framing of questions by students from each para.
- v. Writing of answers by the students.
- vi. Correction of answers by the teacher.

Discipline: Discipline of the class is the responsibility of the supervisors and the teacher concerned while he / she is teaching / engaging the class, whereas, discipline on the campus in general, is the collective responsibility of each and every member of the teaching faculty.

- ❖ Students should be instructed to conduct themselves appropriately towards teachers and school staff and to be polite and courteous in their dealings with the general public and elderly people outside the school.



- ❖ Teachers shall instruct the students to be disciplined, take care of health and hygiene and keep the classrooms and the campus neat and clean. They should also advise them to fall in line at canteen / library / bus stops etc.
- ❖ Punctuality in attending classes should be emphasized.
- ❖ Supervisors / subject teachers shall see that students attend classes in school uniform. They have to carry out surprise checks to ensure proper turnout and search for any objectionable material in possession of them and report such matters to the school authorities.
- ❖ Teachers on their part, shall conduct themselves properly in dealing with students. The sacred relation between the teachers and the taught should be maintained. The conduct of the teachers should inspire the students and should be worthy of emulation.
- ❖ Teachers shall report to the classes in time. They may establish a congenial relationship with each student. The child should realize that the teacher is her / his guide and advisor. **Abusive language and corporal punishment should be avoided at any cost.**
- ❖ Teachers should be alert and cheerful and make teaching lively and interesting.
- ❖ Teachers shall brief the students about the various aspects of studies, activities etc.

Periodic correction of the students work must be carried out. There should NOT BE ANY MISTAKE IN THE CORRECTED WORKSHEETS / EXERCISES. Mistakes noticed in the students notes after the correction work will be viewed seriously. Teachers shall see that all students in the class bring the required notes and textbooks every day and maintain the notes neatly. Diagrams, Maps, charts etc. should be neatly drawn in note books / workbooks / record books etc. and labeled properly by the student. Headings are to be given for diagrams / maps / charts. Students' notes will be rechecked by the Head of Department / Principal.

Examination Work:

Eliciting information from other teachers about the marks scored by a student and passing them on to the students / parents is an act that belies the dignity of a teacher and affects adversely his / her reputation / as well as that of the school. Strict disciplinary action will be taken against those who resort to such unethical acts.

- ❖ Leaking of marks, results, question papers etc. will be strictly dealt with and maximum punishment will be meted out to those who are found guilty.
- ❖ All matters concerning examination work, including marking, should be dealt with confidentially.
- ❖ Teachers should be very meticulous in setting question papers. Structural mistakes and grammatical errors should be avoided at all cost.
- ❖ Typed question papers shall be proof read most carefully.
- ❖ Teachers are also advised to be committed while carrying out the evaluation and tabulation work which will not be done in the class room.



Workbooks/Worksheets:

Students shall be asked to work out the exercises given in the prescribed workbooks/worksheets. Proper drilling is to be done before they embark on the task of completing the exercises. These books are to be checked duly and date and signatures shall be affixed at the end of each unit. All students should have workbooks with them. Teachers are advised to make proper use of the workbooks as per the split up syllabus.

Questions and Answers:

Students should be exposed to various questioning techniques during the course of the lesson. Students shall be given positive reinforcement to come forward with correct answers. Upon completing a lesson, important questions shall be discussed. Students shall be encouraged to frame questions and prepare their own answers, **but sufficient guidance must be given to them. The answers prepared by the students** shall be checked minutely to make sure they contain all the required points and are written in grammatically correct language.

Inclusive Learning:

Special and individual attention is to be given to the differently abled students. Teachers should apply diversified teaching strategies that maximize students roles in interactive learning and accommodate differently abled students. Congenial study ambiance should be provided to the slow learners to develop confidence. No student should be neglected or left unattended in the class. It is the duty of the teacher to see that each student does his / her work in the class. A record of the slow learners should be maintained.

Teacher and the social worker should interact with each other and maintain a healthy rapport. Teachers shall bring to the notice of the social worker cases requiring social worker's attention and guidance. They shall handle students requiring special help with utmost care and in confidentiality.

Punishment:

If a student is not responding positively, not doing his / her worksheets or found in disciplined in the class, the matter may be brought to the notice of the parent through the supervisor. In the event of no response from the parent, the matter is to be reported to Principal / In charge of DISCIPLINE. **Punishment of any kind may be avoided. Students should not be asked to remain outside the classroom during working hours by way of punishment. Students should not be made to stand on the bench / desk.**

It is expected from a resourceful teacher to discipline the students and motivate them for meaningful and purposeful learning, to do class work, homework etc. by creating in them necessary interest and devotion to studies. Students' indulgence in indiscipline, negligence in doing the class work, homework etc, will lead to the presumption that the teacher does not have the required standard.



Co-Curricular and Extra Curricular Activities for the year 2024-25:

- ❖ Teachers shall accomplish the duties allotted to them to the satisfaction of all concerned.
- ❖ They shall initiate the activities allotted to them in consultation with the teachers in charge of activity/convenor of the various committees without waiting for their instructions.
- ❖ The teachers concerned with the activities will be responsible for the successful accomplishment of the given task. If they are not able to get proper guidance, the matter should be reported to the Principal.

Substitution Work:

To ensure students discipline in the class, substitution work will be arranged if a teacher is absent. Teachers who get substitution work shall ensure to complete the lesson/worksheet planned for the day. If there is any complaint about the arrangement of substitution work, the matter may be brought to the notice of the Principal.

Leave Application of Teachers:

Leave applications, medical leave, long leave etc. shall be submitted well in advance as per the rule. Days not attended without getting the leave sanctioned in advance will be treated as absence. Taking leave on/during examinations or on special occasions when the teacher's service is required in the evening should be avoided.

School Transport:

Matters related to School Transport shall be reported to / discussed with Transport Supervisor.

Certain Prohibitions:

- ❖ Topics against Islam and traditions of the host country should not be discussed. Such chapters, lessons, paragraphs etc. should be promptly detected and deleted from the course of study in consultation with the Principal. Heads of Departments shall see that such topics are deleted from the prescribed books.
- ❖ Students should not be encouraged to purchase books that are not prescribed by the School. They may also be advised not to bring sweets, chocolates etc., to the class on their birthdays and not to distribute them to the classmates and teachers or arrange parties on the last working day of the academic year.
- ❖ Care should be taken to bring the slow learners to the general standard of the class.
- ❖ Teachers shall not administer corporal punishment to students. Unethical ways of handling pupils like spanking on the face, head, vulnerable parts of the body, abusing and insulting them in the class when they raise doubts for clarifications are strictly prohibited.
- ❖ Teachers are prohibited from attending parties arranged by students. They are also advised to discourage students from raising funds and organizing parties, cultural activities etc. on their own. Proper educational tours, excursions etc. are arranged



by the School and pupils may participate in such activities alone. Teachers are further advised to see that they receive no gift from students / parents.

All teachers are requested to follow the guidelines issued to the best of their abilities in the best interest of the school, so that the general standard of teaching and discipline can be improved further.

The department supervisors shall brief the newly joined teachers about their duties and responsibilities as well as the school norms in addition to giving them a copy of these instructions.