

CIRCULAR NO. - 1 (FOR SECTION CO-ORDINATORS & SUBJECT TEACHERS)

Dear Section Co-ordinators /Teachers/ Floor In-charges

Greetings to you all for the new academic year.....

All of us are aware of the facts that the students faced almost negligent in attending the school due to ill effect of Covid -19. Since, we are now beginning the A.Y. 2021-2022, we expect, there is ferocious efforts from our side to provide a far better platform of academics and activities to the students than we keep on providing them the same as earlier.

In this context, we expect you to ensure the following without any loop-hole and fallacy and should complete the task within time frame:

1. Please ensure, the **teaching -learning process (syllabus teaching)** should begin right from **5th April, 2021**.
2. Please ensure, by **3rd May, 2021** - almost **25%** out of total syllabus must be taught/completed (without fail), along with a '**Class Test (individually by subject teacher, as per his/her convenience)**' to be conducted (Marks folio of the '**Class test**' to be submitted to each '**Section co-ordinator**' without fail).
3. Please ensure, enough **home work** to be given (written work preferred) to each student. **Class teacher**, must evaluate **Students' Diary** daily. **HW/CW** note - books must be assessed by the subject teachers on regular basis and by **Section Co.** fortnightly. Token Signature on each note-book by **Subject Teacher/Section Co.** must be earmarked every time while completing the assessment.
4. For Std. LKG - Std. 10: On completion of every fortnight, two **worksheets** (each chapter taught by you) by every subject teacher must be uploaded at school's website (davsasaram.com) and the taught should get proper instruction to get it downloaded, printed, solve and get it evaluated by the teacher's concerned.
5. **Class Teachers/ Sec. Co. should ensure...**
 - i. Students' are in proper & prescribed uniform. It must be neat & modest.
 - ii. They carry handkerchief & water-bottle along with them daily (without fail).
 - iii. They wear I- Card/ Transport Card (if any) issued by the school daily (without fail).
 - iv. They carry '**Diary & Almanac**' daily along with them daily (without fail).
 - v. Nails are trimmed & shoes are polished

PP: If possible, appoint a student monitor for each work duly monitored by '**Class Teacher concerned & Head Monitor**'.

6. Any indiscipline or nuisance must be reported to '**Discipline Hearing Committee**' and to be dealt effectively with amount of seriousness as per the quality of indiscipline conducted by the individual.

7. **Please instruct - Floor In-charges** should ensure, monitoring cleanliness of the floor, maintenance of bulletin boards on the floor with quality information pasted on it, cleanliness of toilets at proper interval and no classes should go un- attending. They are going to be accountable for it.
8. **Damaging school property** by any individual is a serious offence and accountable by the concerned individual be it students or parents or employees. Penalty & Punishments both are recommended if any damage is done by any one subject to the cost of damaged property of the school.

In case of students' showing unity in such a circumstances, the matters should refer to the undersigned immediately by the **Floor In-charges & Class Teachers** of the floor....

Wishing you all a happy & better association within us throughout A.Y. 2021-2022.

Regards

(Dr. Birendra Kumar)

Principal

Principal

D. A. V. Public School

Hansraj Nagar, Admapur

Sasaram, Rohtas