

INSTRUCTIONS TO TEACHERS BY THE SCHOOL MANAGEMENT

1. Teachers must maintain punctuality to start their periods so that students would develop the same habit. Not even a 2-3 minute delay is acceptable to the Management.
2. Teachers must come prepared in the subjects they are going to handle and be ready to clear any doubts raised by the students.
3. They should avoid reading the books in the classrooms, except for some references.
4. Teachers should be on their feet (standing) while teaching. This will draw more attention from the students.
5. Moral instructions and related anecdotes should be part of the curriculum by all teachers.
6. Remember they should get both “Kalvi & Kalaachaaram”.
7. Special care must be given to Newly joined students since the parents admitted them with the assurance given by the Management.
8. Prohibit the use of mobile phones in classrooms. Teachers must set examples.
9. An optimum quantity of homework should be given to students every day and corrected promptly, with the focus on education and not punishment.
10. Dictation of difficult words & new words should be carried out every day in classes.
11. Teach techniques of improving handwriting in all Language classes of all levels.
12. Class tests should be conducted regularly on fixed days so that the students can come prepared (maybe weekly, fortnightly, or monthly).
13. Their performance should be registered systematically for verification by the HM, AHM & EC Members.
14. Parents-Teachers Association (PTA) should be made proactive and meet at least once a month; every 4th Friday for lower (6th to 9th) STDs & every 4th Saturday for higher (10th to 12th) STDs.
15. Students should be made to inculcate the habit of personal & environmental hygiene, including dress, belt, shoes, mouth, teeth, hair, hands, feet & nail care.
16. Always be prepared for surprise visits and internal monitoring by the School Secretary, Correspondent, HM, or AHM during working hours

17. Provide proper guidance regarding text & notebooks required for each subject, without overloading them.
18. Some Notebooks such as Dictation may be safely kept in the classrooms to avoid undue burden to carry them back & forth to school every day
19. Please remember your profession is noble and given more importance than the God in our culture (Maatha, Pithaa, Guru, Daivam). You should maintain the dignity of the profession, not only in the school but also while moving in the society.
20. Finally, please realize that the Management can only provide buildings, ambiance, and other facilities, but the reputation of the school depends mainly on the performance of the teachers and you must do justice to the high salaries you are drawing by translating it into honesty, sincerity, punctuality, dedication and professional skill. You should set examples in your conduct and character, so that the students remember you as role models, in their later lives.