

## **TEACHERS' DIARY**

Each teacher is required to maintain prescribed Daily & Weekly Diary as a comprehensive record of her/his work throughout the year. The Weekly Diary may also be used to communicate with the H.M./V.P./Principal. This Diary must be submitted to the Vice Principal/Principal every Monday or the next working day if Monday happens to be a holiday. Daily Diary is to be signed every day.

## **HOMEWORK ASSIGNMENTS**

All subject teachers must ensure that adequate written work is assigned to the students to be done at home. All Home Work assignments should be very carefully checked and returned to the students within two/three days of their submission. The teacher must sign the corrected piece of work and should also record the date of correction. Students must be instructed to note their mistakes and do corrections before attempting new assignments.

Quality and quantum of Home Work and its frequency should be planned by the concerned subject teachers of a class in consultation and coordination with each other and with the class coordinator to maintain proper balance and to keep alive students' interest in doing these assignments themselves.

Attention of each student should be drawn towards (a) proper indexing (b) neat and systematic work (c) timely submission of written work and (d) prompt execution of teachers instructions, if any, on students note book.

Stress should also be laid on improving handwriting. The fundamentals of good handwriting i.e. uniformity in proper slant, sizes and distancing of letters and words etc. have to be stressed repeatedly.