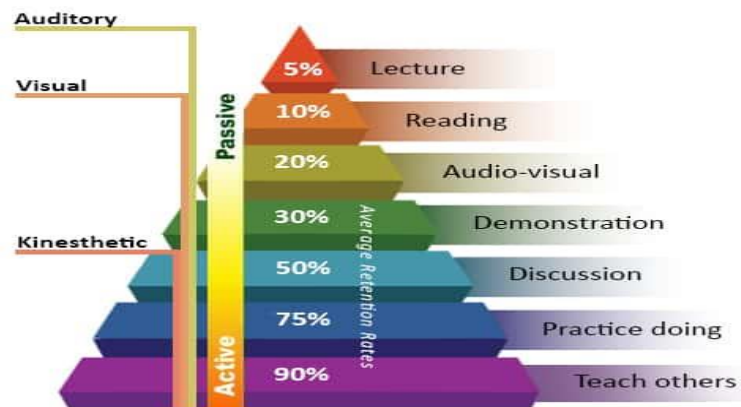




# SREE NARAYANA CENTRAL SCHOOL NEDUNGOLAM, KOLLAM

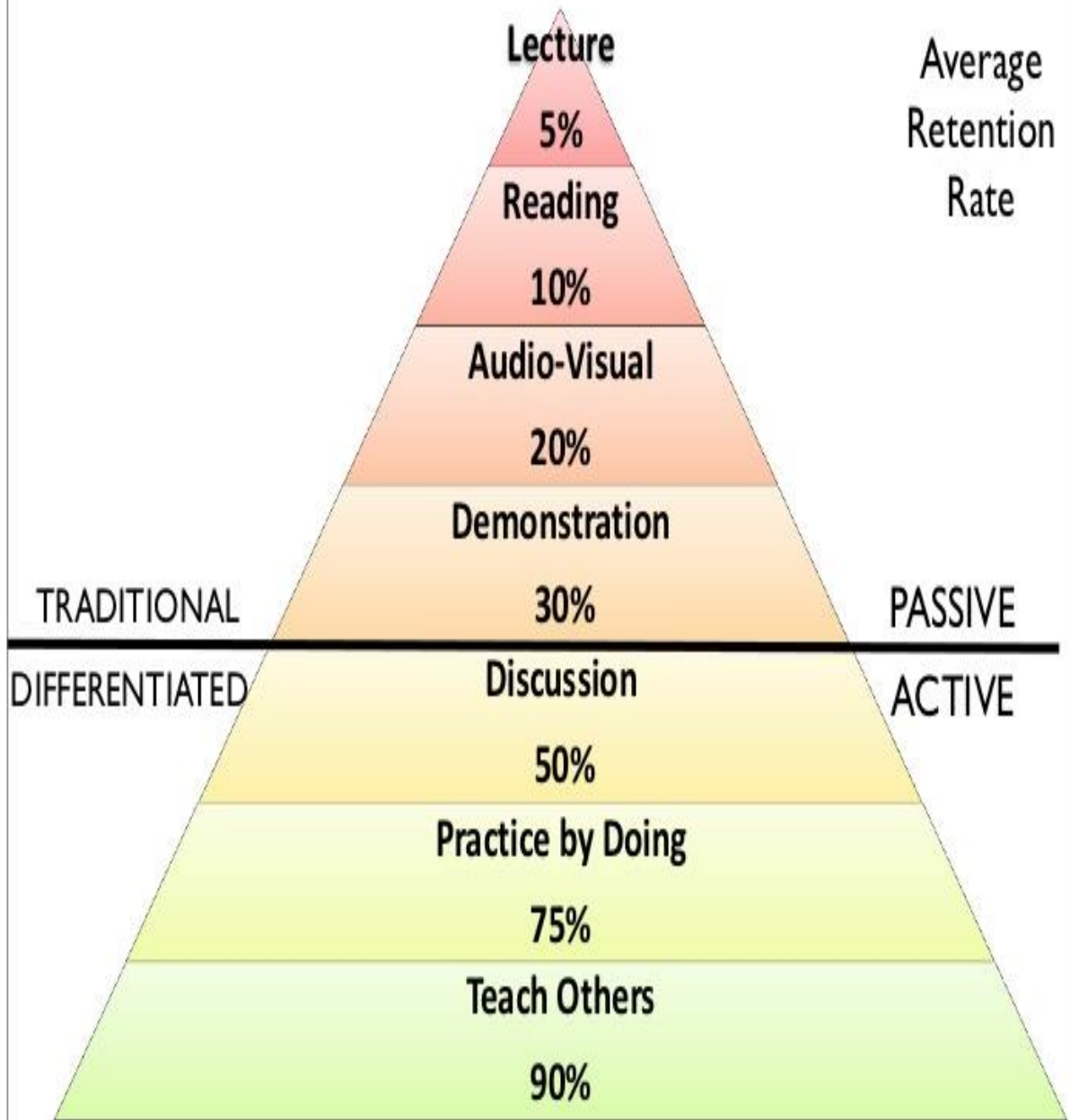
## TEACHER'S DAILY WORK MANUAL



Adapted from the NTL Institute of Applied Behavioral Science Learning Pyramid

*“Teaching is a very noble profession that shapes the character, caliber and future of an individual”.*

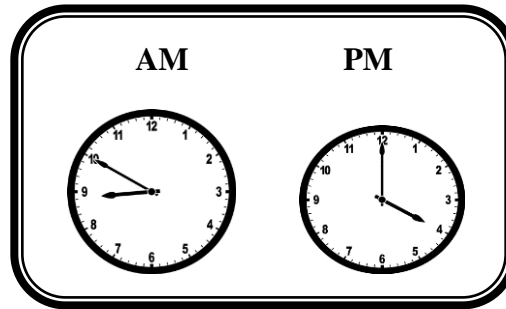
# LEARNING PYRAMID



Adapted from National Training Laboratories, Bethel, Maine

# TEACHER'S DAILY WORK

❖ School Time:8.50am to 4.00pm



1. The teachers after signing the attendance and fingerprint will go to their respective classes and get ready the class with students who come early.



2. Teachers are requested to greet the children who are coming to the class.

***Good Morning ,  
Student.***

3. While the students are entering into the class in the morning they have to submit their diaries,completed homework and handwriting notebook.



4. Get ready the students for the assembly.



5. The students must be quiet during the assembly by making them stand in a straight line. During school and country pledge they must stretch their right hand and repeat the pledge. Teachers have to do the same.



6. After assembly the teacher has to verify that all students have submitted their diary and completed their homework. Defaulters name should be entered in Rectification note book and make them to do the incomplete homework in the evening. Inform the parents in the morning about the retention of student for not doing homework through SMS or Telephone.

7. The teachers who are in the class has to send their class students during the break time for lavatory in line and when the school time ends they must make sure they are going in line up to the school bus .The school bus students must be left first and the other students must be sent after the bus leaves the school.

8. ***The basic etiquette of students to be followed in school is as follows***

❖ Seeing the teacher, the students have to greet the teacher.



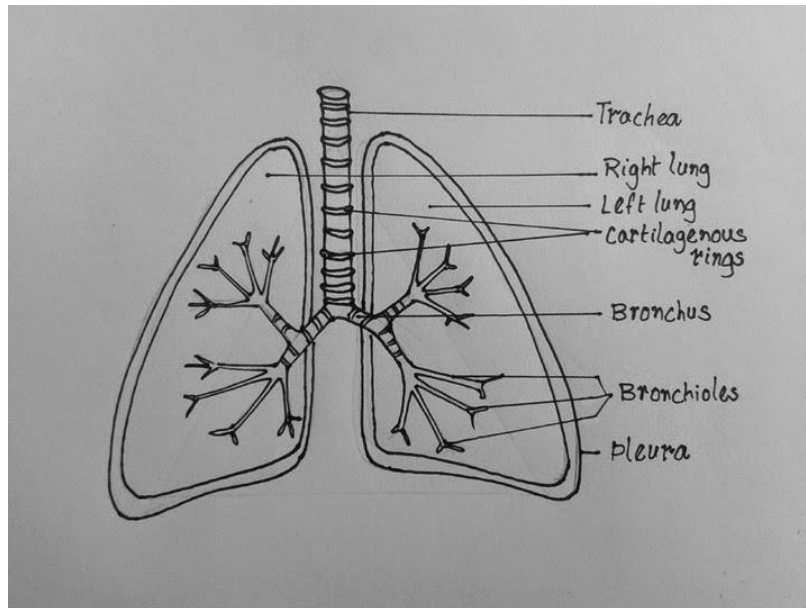
- ❖ Students while going to restroom or moving anywhere inside the school compound they must go in line.
- ❖ When teacher enters the class the student has to standup and greet saying – ***Good Morning Sir/Madam. How are you Sir/Madam and Welcome to our class.***
- ❖ This practice must be taught by every teacher to students.
- ❖ When a student enters a class late or after doing some duty he/she must stretch their hands before the chest and request saying ***Sir/Madam “Please May I come in”.***
- ❖ The teacher and student must exchange pleasantries such as **‘Thank You’** after a job is done.
- ❖ Teachers must know the uniform dignity of students. No tight wearing is allowed.
- ❖ Teachers must ask the students to maintain their classroom neat and clean. The notebooks must be arranged in order in their cupboards provided.

## CLASSROOM TEACHING

- This is the minimal method of teaching that has to be compulsorily followed by teachers.
- Introduction of topic:  
The topic of the lesson must be written on the blackboard.
- Development of the lesson
- Presentation-With examples and usage of black board.
- Interaction- Question and probing their understanding of subject.
- Encouraging students to note down lecture notes.
- Class Control
- Reading practice should be done.
- Recapitulation
- Giving home assignment
- Evaluation through slip test or class test
- After completion of a topic we must conduct class test and also give home assignment for reading and writing. Learning will be checked by class test. The class test and slip test marks have to be recorded in Teacher's diary. Every day morning in **zero period** the teacher has to conduct a **class test** in the scheduled timetable.
- The teacher can adopt innovative method for meaningful learning.
- In the last period the teacher who is taking the class must ensure that the classroom is clean without any bits of papers and the gadgets (smart class, computer) are proper.
- The last period must be used for giving coaching for the class test of the next day.

## NEATNESS

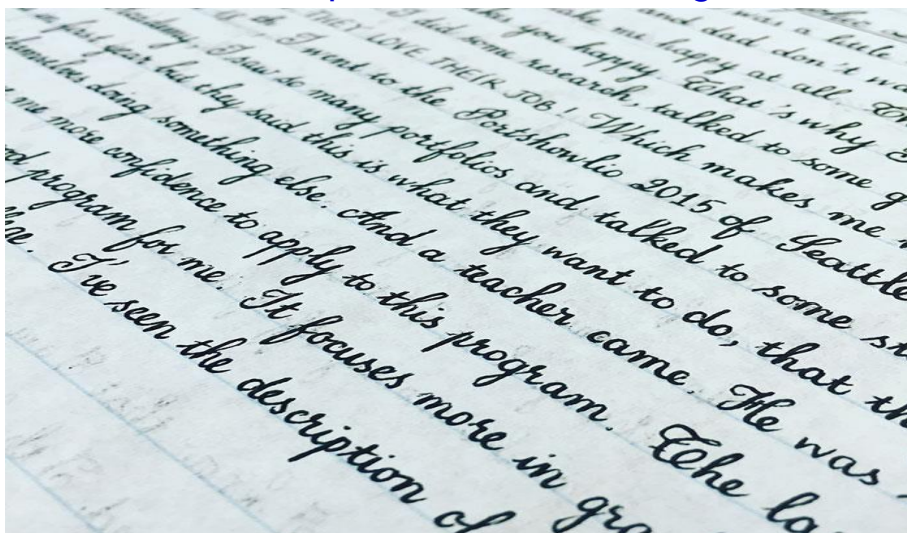
- ❖ The note book/work book should be neatly covered.



- ❖ Ensure neat work by taking a round while the students are writing.
- ❖ Diagrams should be first neatly drawn.

## HANDWRITING

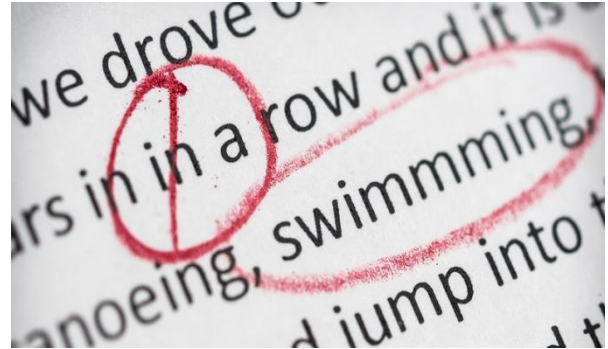
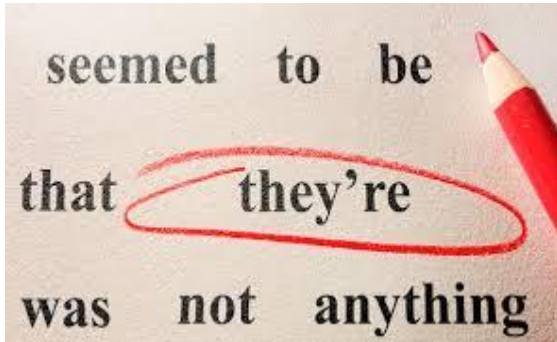
- ❖ Insist on cursive form of writing
- ❖ Make sure that Capital Letters are being used in the correct places.



- ❖ You must give a page for writing every day for students as homework in English, Malayalam and Hindi.

## CORRECTION OF NOTE BOOKS

- ❖ Very thorough and accurate checking is expected.
- ❖ Read each and every word carefully while correcting.
- ❖ The corrections should be thorough that even commas and full stops should not be ignored.
- ❖ Underline spelling mistakes and write on top. Circle or underline grammatical mistakes.



- ❖ Correct only with red pen.
- ❖ Correction of Class work notebook on time.
- ❖ Extra Curricular Activities-Identifying Students' Talent
- ❖ Super Ten Selection, Value Education, Submitting the Mark Percentage after every exam.
- ❖ Correction of Homework without any mistake
- ❖ Completion of lesson as per the plan given
- ❖ Sending important circular to the parent through diary/mail with the permission of Principal
- ❖ Handover the students to parents/auto/bus safely.



- ❖ Maintenance of student record
- ❖ Parental care to be taken on every child.

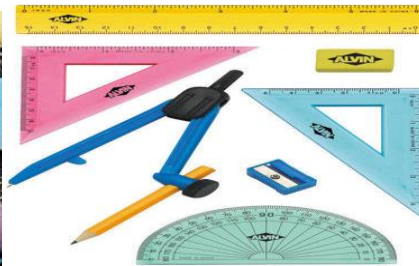


## EFFECTIVE TEACHING

- ❖ The teacher should always carry the programme of work/lesson notes and teaching aids to the class.
- ❖ Prepare for the class well in advance.
- ❖ The teacher should be confident of facing the students with proper preparation.

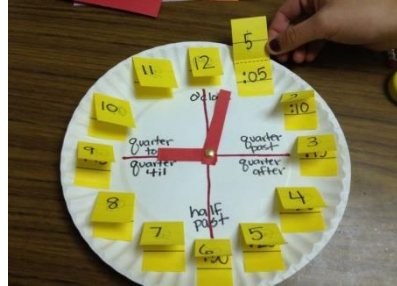


- ❖ Correction is part of teaching. In between, the teacher should go round the class and ensure that the students are attentive doing the given work, specially in a Mathematics class.
- ❖ Individual attention is to be paid as far as possible, at least to the slow learners.
- ❖ Black board work must be neat and tidy. Handwriting should be legible, clear and diagrams to be neat. Colored chalk may be used wherever needed.



- ❖ In Mathematics class geometry instrument box to be taken by the teacher.
- ❖ Update with latest information-reference material may be recorded in the teacher's hand book.

- ❖ Teaching aid's -Use of Modern Gadgets, Multimedia methodology and computers should find a place in class room teaching.



- ❖ Teaching to be interesting and effective.
- ❖ Giving Value Education, Super Ten and lower level students selection, Club Activities, Competitive Exams. The Slow learners must be identified and given special care during class instruction time and Remedial classes to be conducted.
- ❖ **Corporal punishment is not allowed. Shouting and spanking of the children reducing their self esteem should be avoided.**
- ❖ **If any such incident hurting the student by giving corporal punishment inside the classroom and in the playground. The teacher has to take the sole responsibilities to the problem caused and it may be detrimental for the continuation of service in the school.**



**DON'T  
DO  
IT!**



**Teachers have to prepare the subjects for the daily class and note down the assignment question in the notebook provided for one week and initial it from HOD and Principal.**

The teaching aids needed for the next day class must be prepared and submitted to HOD/Coordinator/Principal.

## **TEACHER'S DISCIPLINE**

- ❖ *Teachers must be on time to school.*
- ❖ *Morning after signing they have to go to their classes straight away.*
- ❖ *Teachers are not allowed to talk to one another in the corridor or in the entrance of the classroom.*
- ❖ *Ladies and Gents teachers must use only the staff room allocated for them.*
- ❖ *No exchange of gifts between the teacher and students.*
- ❖ ***Teacher should speak only in English inside the campus.***

### **Grant of Leave**

1. Leave cannot be claimed as a matter of right.
2. Grant of any leave shall depend on the exigencies of the institution and shall be at the discretion of the Principal/Manager.
3. Except in unavoidable circumstances, applications for leave in writing shall be made in advance, a letter or a phone message giving reasons should reach the Principal on the day of absence. When a phone message is sent, it should be confirmed in writing by the subsequent day. Merely applying for leave will not mean sanction, until and unless the leave is sanctioned by the sanctioning authority.
4. 3 late coming will be considered as one day leave.  
(5 to 10 minutes only)
5. Only one hour permission will be allowed for a month to be followed in our school.
6. Teachers who are failing in their duties in teaching, discipline and any other incomplete work will be fined according to the intensity of failure and their salary will be withheld until the completion of their work.

The teachers have to explain and follow the role of four monitor system.

## **DUTIES OF MONITOR / MONITRESS**

All the class Monitors have the right and duties to assist the class and subject teachers to maintain a good order in their own classroom.

### **RED MONITOR /MONITRESS**

1. Report to the INCHARGE when the subject teacher does not turn up for five minutes after the bell.
2. Remind the fellow students who are on duty to clean the blackboard after a lesson.
3. If the teacher assigns you the power, you could be allowed to maintain discipline in a courteous, but firm manner such as giving verbal warnings or sending a student to the principal.
4. Collection of the homework(Language Subjects)

### **BLUE MONITOR/MONITRESS**

1. Instruct fellow students to greet the teacher and say "GOOD MORNING/AFTERNOON/EVENING"
2. Accompany the student who requests an early leave and brings along the classroom diary to the PRINCIPAL after getting sign from class teacher and Incharge.
3. Supervisor of classroom facilities and communication in English.
4. Collection of the homework(Science Subjects)

### **YELLOW MONITOR/MONITRESS**

1. Fill in the classroom diary and remind subject teachers to sign the classroom diary.
2. Buy exercise books at the school store for the fellow students.
3. Sending classmates in line for rest room, lunch and leaving to home.
4. They have to maintain class in silence until the next teacher comes.
5. Collect Maths homework.

### **GREEN MONITOR/MONITRESS**

1. Switch off the lights & fans when all students have left.
2. Collect all homework and pass the homework record form to the Red Monitor/Monitress.
3. Fetch notices from the school office when being asked and maintenance of cleanliness in class
4. Collection of homework (SS & other subject)

## Code of Conduct for employees

1. Every employee shall be governed by the Code of Conduct. The following acts shall constitute breach of code of conduct:
  - i) Habitual late coming and negligence of duty.
  - ii) use of abusive language, quarrelsome and riotous behavior.
  - iii) Insubordination and defiance of lawful order.
  - iv) Disrespectful behaviour, rumour mongering and character assassination.
  - v) Making false accusations or assault either provoked or otherwise.
  - vi) Use of liquor or narcotics on the school premises.
  - vii) Embezzlement of funds or misappropriation of school property or theft or fraud.
  - viii) Mutilation/destruction of school records and property.
  - ix) Conviction by a court of law for criminal offence.
  - x) Possession in school premises of weapons, explosives, and other objectionable materials.
  - xi) Indulging in or encouraging any form of malpractice connected with examination or other school activities.
  - xii) Divulging confidential matters relating to school.
  - xiii) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the school authorities.
  - xiv) Carrying on personal monetary transactions among themselves, with the student and/or with the parents.
  - xv) Taking active part in politics.
  - xvi) Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
  - xvii) Teachers are strictly restricted to use Mobile Phone in school. Teachers can use the land line of the school from where they can make calls in need and emergency. Even in silent mode teachers must not carry mobile phone. If any teacher is found guilty, memo will be issued.**
  - xviii) Making sustained neglect in correcting class work or home work.
  - xix) Taking private tuitions without permission of school authorities.
  - xx) Organising or attending any meeting during school hours except when he/she is required or permitted by the Head of the school to do so.
  - xxi) Absenting from work even though present in the school premises or absent without leave.
  - xxii) Preparing or publishing any book or books commonly known as keys or assist whether directly or indirectly in their publication or as a selling agent or canvasser for any publishing firm or trader.

- xxiii) Asking for or accept, except with the previous sanction of the society, any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever, except subscription from the members of any association of teachers.
2. All the teachers are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration of the youth committee to their care. The teacher shall attend to his duties with care and commitment, be punctual in attendance and dutiful in respect of class room and also for any other work connected with the duties assigned to him by the Head of the school or the Board. He shall abide by the rules and regulations of the school and carry out the lawful orders and also show due respect to the constituted authorities.
3. The following shall not be deemed as a breach of the Code of Conduct.
- i) To appear at an examination to improve his/her qualifications with the Permission of the employer.
  - ii) to become, or to continue to be a member of any religious, literary, scientific or professional organisation or cooperative society to make any representation to the management for the redressal of any bonafide grievance, subject to the condition that such representation is not made in rude or indecorous language.

## Disciplinary Procedure

### Suspension

1. The school Managing Committee may place an employee under suspension where:
- a) The disciplinary proceedings against him are contempt or pending.  
Or
  - b) A case against him / her in respect of any criminal offence is under investigation or trial:  
Or
  - c) he/she is charged with embezzlement;  
Or
  - d) *He/she is charged with cruelty/physical punishment or mental harassment towards any student or any employee of the school.*  
Or
  - e) he/she is charged with misbehavior towards any parent, guardian student or employee of the school;  
Or
  - f) he/she is charged with a breach of any other Code of Conduct.

2. No order for suspension shall remain in force for more than six months unless the Committee, for reasons to be recorded by it in writing directs the continuation of the suspension beyond the period of six months.
3. Where the Principal/Manager intends to suspend any of the employee such intention shall be communicated to the Chairman of the School, Managing Committee and no such suspension shall be made except with prior approval of the Chairman of the Committee provided that the Principal/Manager may suspend an employee with immediate effect and without prior approval of the Chairman of the Committee if he/she satisfied that such immediate suspension is necessary by reason of the gross misconduct within the meaning of the Code of Conduct or involves moral turpitude.

## **Portfolio**

The creation of portfolios is suggested to broaden the scope of learning and achieve diverse curriculum outcomes by examining a range of evidence of student performances being assessed.

### **What is a portfolio?**

- a) A portfolio is a purposeful collection of intentionally chosen student's work representing a selection of performances that is assembled over time and describes the learner's efforts, progress, growth and achievement in key areas learning outcomes. It is a tool for assessing a variety of skills not usually testable in a single setting of the traditional written paper and pencil tests. Assessment would include self and peer assessment among others. Its use is recommended as a support to the new instructional approaches that emphasize student's role in constructing knowledge and understanding.
- b) For a more simple approach in the first year, it is suggested that the portfolio take the form of a journal or notebook that would include besides classwork, students artifacts selected within a coherent framework along with their reflections. Learner here is an active participant involved in constructing his or her journey through the portfolio building process of selecting, organizing and reflecting. In the second year, Schools are expected to develop the portfolios as per para 4.2.2 (a)

### **c) This portfolio can be seen both as a process and as a product:**

*As a product, it holds the performance records and documents, a student has produced during the learning course and represents a collection of their learning achievements.*

As a process, *it enables learners to monitor their own learning systematically, reflect on their performance, redirect their efforts and set future goals.*

#### **d) What purposes does a portfolio serve?**

In a general sense, a portfolio

- offers the possibility of assessing more complex and important aspects of a learning areas or subject matter that can't be assessed through traditional forms of testing;
- provides a profile of learner's abilities – in-depth growth and progress
- serves as a concrete vehicle for an ongoing communication or exchange of information and feedback among various stakeholders - students, peers teachers, administrators. It may even be used to compare achievement across classrooms or schools;
- serves as a lens and helps to develop among students an awareness of their own learning. The focus on self assessment and reflection helps students to identify their strengths and weaknesses thereby facilitating setting up of realistic improvement goals. The active role that students plays in examining what they have done and what they want to accomplish, not only motivates them but also help to develop metacognitive skills which enable them to make adjustments not only in their learning in school but beyond as well;
- provide an opportunity to share own learning with peers and review and give feedback on each other's work. Peer Assessment thus becomes a great support that further facilitates a clear understanding and evaluation of personal goals;

Thus, a portfolio, on one hand helps to establish a common vision of goals and holistic picture of students learning, on the other, increases accountability and contributes to improved teaching and learning. Enabling review of curriculum and instruction, it may also be seen as a tool for curriculum enhancement.

#### **How to prepare a portfolio?**

At the outset, it is important to know *why a portfolio is being created and be clear of the purposes without purpose.* Without purpose, it simply becomes acatalogue of student's work. It issuggested that the



portfolios be an extension of note books developed subject-wise. They would include class-work and homework assignments that would help evaluate learner's progress. Besides this, portfolio should be a space for student to display his/her exemplary work in the related area. The attention should be to promote techniques such as annotation, identification of key words / topics / themes, summarization and organization of ideas and content.

The sample of creative work and evidences that demonstrate process skills or development of critical thinking or problem solving merit inclusion as well. A periodic review of the evidences included in the portfolio would facilitate self assessment by learners who would be more aware of their own learning and be able to identify their strengths and weaknesses. The portfolio also provide an opportunity to learners to share and comment on each other's work. Such peer assessment facilitate understanding of criteria of good work to students. It is advised that such criteria be developed and made clear to students. Initially this self and peer assessment would be a guided endeavor.

### **Assessing Portfolios**

Students' portfolio can be effectively evaluated using a simple scoring rubric. The criteria – the factors to be used in determining the quality of a particular student's portfolio needs to be carefully developed and shared with students. The key elements of the particular criteria need to be specified as well.

Suggested are some elements to judge student's portfolio:

- Organization – Neatness and Visual Appeal
- Completion of guided work focused on specific curricular objectives
- Evidences of student's growth
- Inclusion of all relevant work (Completeness)

Teachers can include other subject relevant criteria and elements to assess portfolios.

**A Word of Caution:** Portfolios need to be developed in an easy to manage form. They need to be meaningful but simple and accessible. Developing them should not be a burden on students- both in terms of cost and time.

*The weightage of this component would be of 05 marks.*

## SCHEME OF STUDIES

### Scholastic Assessment

Class	Subject	Internal Assmt (20)	Terminal Exam (80)	Total
I to V	English	<ul style="list-style-type: none"> <li>• Periodic Test 5 marks with syllabus covered till announcement of test dates by school.</li> <li>• Multiple Assessment - 5 marks</li> <li>• Portfolio - 5 marks</li> <li>• Subject Enrichment - 5 marks</li> </ul>	Term 1 & Term2 Exams – Syllabus covered till announcement of Exam Dates.	100
	Hindi			
	Malayalam			
	Maths			
	EVS			
VI to VIII	English	<ul style="list-style-type: none"> <li>• Multiple Assessment - 5 marks</li> <li>• Portfolio - 5 marks</li> <li>• Subject Enrichment - 5 marks</li> </ul>	Term 1-80 marks Syllabus covered till announcement of Exam. Term 2 – 80 marks  Class VI: 10% of 1 <sup>st</sup> term covering significant topics + 2 <sup>nd</sup> Term portion.  Class VII: 20% of 1 <sup>st</sup> term covering significant topics + 2 <sup>nd</sup> Term portion.  Class VIII: 30% of 1 <sup>st</sup> term covering significant topics + 2 <sup>nd</sup> Term portion.	100
	Hindi			
	Malayalam			
	Maths			
	Science			
	Social Science			
IX & X	English		Term 1 - 80 marks Syllabus covered till announcement of Exam.  Terminal Exams – 2 Complete Portions	100
	Hindi/ Mal.			
	Maths			
	Science			
	Social Science			
XI & XII	English	20	Terminal Exams – 1 Complete Portions	100
	Maths	20		
	Physics	30		
	Chemistry	30		
	Biology	30		
	Computer	30		
	Hindi	20		
	Malayalam	-		

### Co-scholastic Assessment

In all classes 5 point grading system for Health & Physical Education, Work Education & Art Education.

A – Outstanding    B – Very Good    C – Good    D – Fair    E – Average

### Morning Assembly

**Time : 9.05 a.m. (First Assembly Bell)**

1. Physical Exercise
2. Prayer Song
3. Morning Prayer
4. Thought for the day
5. News (English)
6. Two new vocabulary words
7. Speech by
  - a. Principal (Monday)
  - b. Vice Principal / Co-ordinator (Wed)
  - c. Teachers (Friday)
  - d. Students – Tue, Thu, Sat
8. Birthday Wishes
9. Pledge
10. Dispersal of School Assembly

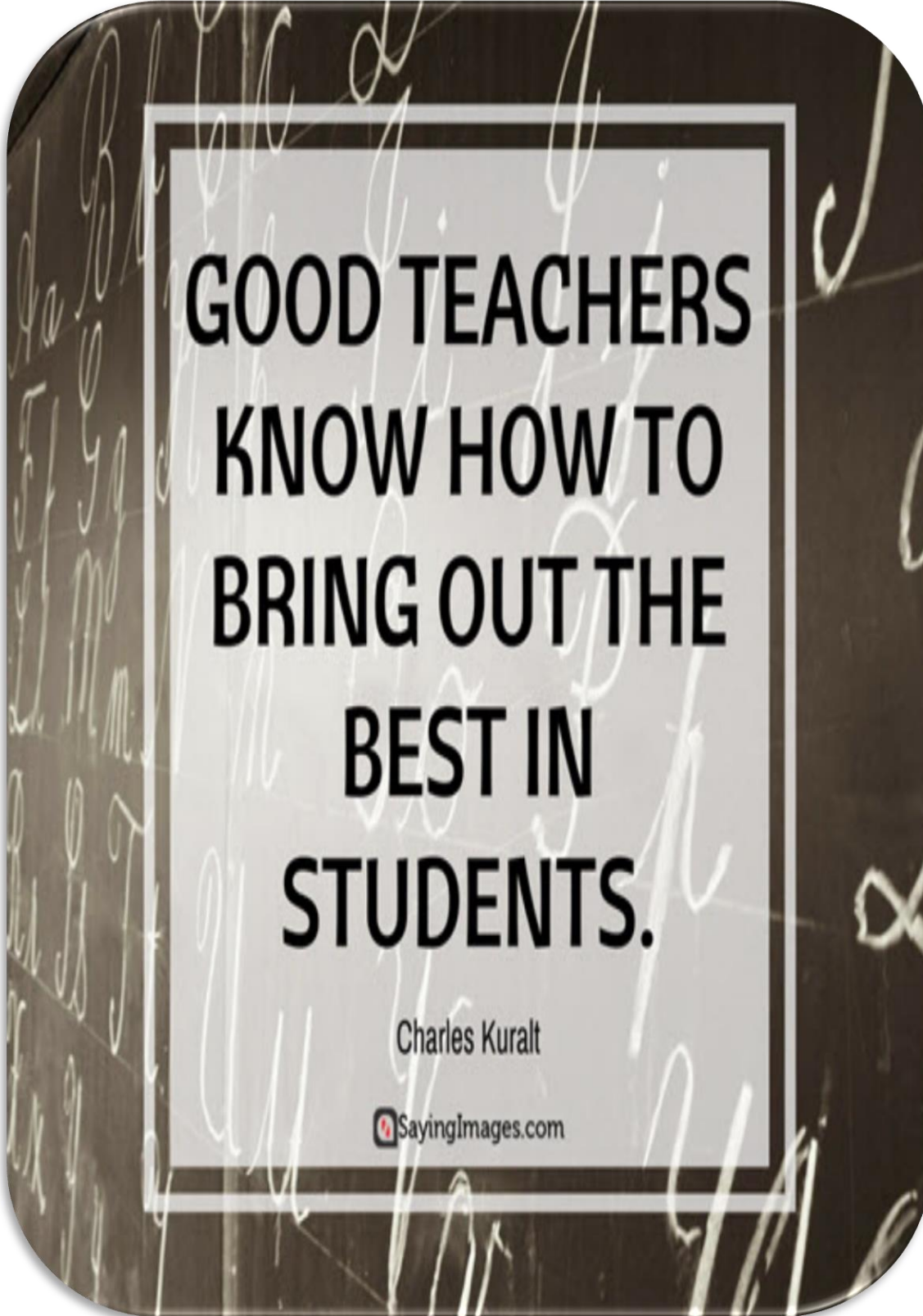
### Evening Dispersal

Evening Prayer  
National Anthem.

Mon	VI to XII
Tue	I to V
Wed	House Assembly
Thu	I to V
Fri	Inter-religious Assembly III, IV, V, VI
Sat	Inter-religious Assembly VII to XII


**A good TEACHER is like a candle-  
it consumes itself to light the way  
for others.**

INSTRUCT  
ENCOURAGE  
PRAISE  
INFLUENCE  
SHARE  
GUIDE  
INSPIRE

A chalkboard with white chalk writing on it. The text is centered in a white box with a black border. The background is a dark chalkboard with various white chalk scribbles and words like 'math', 'science', and 'history' visible.

**GOOD TEACHERS  
KNOW HOW TO  
BRING OUT THE  
BEST IN  
STUDENTS.**

Charles Kuralt

 SayingImages.com