

Teacher's Responsibilities :

- Report to duty on time every working day and mark the exact time of arrival and departure in the Staff Attendance Register.
- Take prior permission from the Principal before taking any leave and follow the leave rules.
- Be present at the morning assembly at least five minutes before it begins.
- Check students' uniforms daily and keep a record of uniform defaulters.
- Maintain the Student Attendance Register properly and submit it, along with the lists of uniform defaulters and absentees, to the Principal on the last working day of every month.
- Divide the books, notebooks, and workbooks properly and instruct students to bring them as required.
- Assign homework regularly and carefully check all classwork and homework. Sign and date all checked work.
- Observe student behavior and report any misbehavior or problems to the Principal.
- Never leave a class unattended under any circumstances. Do not carry your phone into the classroom.
- Submit the Teacher's weekly teaching plan to the Principal during the first period on the first working day of each week.
- Note any challenges in covering the syllabus and give suggestions for improvement.
- Submit all documents (lists, reports, results, etc.) after thoroughly checking them, by the given deadline.
- Report to the office if a student is unwell or shows signs of illness or infection.
- Regularly observe students' performance as per the Monthly Record format and fill it out on the last working day of every month to help identify the "Best Student."
- Attend the parent-teacher meeting on the last working day of every month to discuss students' progress. Do not talk to parents during regular school hours without the Principal's permission.
- Collect any student belongings left behind in the classroom during the last period and return them the next day.
- Encourage, motivate, guide, and support students in both academics and activities.

- Read all notices, circulars, and office orders carefully and follow them.
- Do not allow parents to enter the classroom or have discussions without the Principal's permission.
- Attend all weekend seminars. Leave will not be granted on seminar days.
- Class teachers must keep proper records of leave applications submitted by their students.
- Report the names of students who have been absent for more than 10 consecutive days without approved leave to the Principal in writing.
- Enter the classroom as soon as the period bell rings and do not waste time.
- Make effective use of substitution (adjustment) periods.
- Help and support all students, especially those who need extra attention or have behavioral issues, and work with parents for better results.
- Keep updating your knowledge by reading reference books, newspapers, magazines, and other materials regularly.