CANTT. SCHOOL

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"Who Dares To Teach Must Never Cease To Learn"

IT WILL MAKE A DIFFERENCE

If you can keep the class interested while those around you fail.
If you are in touch with the subject and don't grow stale.
If you are really certain that your stuff has gone across.
If you can stress the things that count, not teach all you know.
To make a great impression on the students down below.
If you can keep the human touch, and are even-tempered all the day.
If you set a good example in dress, gait and air.
Though it may mean early rising and an awful lot of care.
If you can reason why and how, not boring and out of joint.
If your equipment is working, while others fume or stall.
And your lesson has sequence and never start to pall.
If your diagrams and models can be seen by everyone.
And your class, when you have finished, is sad that it is done.
And if, to top it all you've infinite patience.
Yours will be the class, right down to the last dunce.
And-what more-you'll be a teacher par excellence.

CANTT. SCHOOL

EDUCATOR'S PROFILE

PHOTO

Name : .....

Husband's/Father's Name : .....

Date of Birth : .....

Blood Group : .....

Academic Qualification : .....

Professional Qualification : .....

.....

.....

.....

Total Teaching Experience : CBSE ..... ICSE ..... STATE BOARD .....

Date of Joining the Institute : .....

Workshops Attended : .....

.....

.....

.....

Income Tax PAN Number : .....

Permanent Residence Address : .....

: .....

: .....

Telephone Number/E-mail Id. : .....

Mobile Number : .....

Specimen Signature : .....

CANTT. SCHOOL

TEACHER TIME TABLE

SCHEDULE

		Period-1	Period-2	Period-3	Period-4	Period-5	Period-6	Period-7	Period-8	Period-9	Period-10
Time	From	am pm	am pm	am pm	am pm	am pm	am pm	am pm	am pm	am pm	am pm
	To	am pm	am pm	am pm	am pm	am pm	am pm	am pm	am pm	am pm	am pm
Monday	Subject										
	Class										
Tuesday	Subject										
	Class										
Wednesday	Subject										
	Class										
Thursday	Subject										
	Class										
Friday	Subject										
	Class										
Saturday	Subject										
	Class										

RECESS TIME : From ..... am/pm ..... am/pm LUNCH TIME : From ..... am/pm ..... am/pm

SCHEDULE

		Period-1	Period-2	Period-3	Period-4	Period-5	Period-6	Period-7	Period-8	Period-9	Period-10
Time	From	am pm	am pm	am pm	am pm	am pm	am pm	am pm	am pm	am pm	am pm
	To	am pm	am pm	am pm	am pm	am pm	am pm	am pm	am pm	am pm	am pm
Monday	Subject										
	Class										
Tuesday	Subject										
	Class										
Wednesday	Subject										
	Class										
Thursday	Subject										
	Class										
Friday	Subject										
	Class										
Saturday	Subject										
	Class										

RECESS TIME : From ..... am/pm ..... am/pm LUNCH TIME : From ..... am/pm ..... am/pm

General Instructions

1. Teacher's Diary :

Each teacher must maintain a Teacher's Diary which will serve as a comprehensive record of his/her work throughout the year. This to help.

(a) The teacher in his/her day to day work.

(b) Others to understand and appreciate his/her work.

The diary should contain the syllabus of the subjects taught, the weekly plan of work, text book aids and references used, the projects undertaken, the response from the students, the contacts with parents, remedial measures taken to improve the weak students.

The work for each week should be pre-planned and entered in the diary and this should be submitted to Head of Department / V. Principal / Principal on the last working day of each week day by 1 p.m. for checking.

2. In Service Education :

Every teacher is expected to keep himself/herself well informed on the latest trends of education and take advantage of Workshops and Seminars being held from time to time.

Teachers must use the library regularly and acquaint themselves with reference material in their subject.

3. Duties of Class Teacher :

The Class Teacher is responsible for each students in the class. He/She should maintain a personal rapport with each students so as to exercise a moral influence on each of them.

The class teacher is primarily responsible for the discipline of each students in the class and punctually. They should see to it that the students strictly follow the school rules.

It is the responsibility of the class teacher to bring their class teacher to the venue for morning assembly in time and maintain discipline the assembly period.

The classroom should be kept neat and tidy and a class monitor should be appointed to help out and ensure cleanliness inside the class. Students should be encouraged to take pride in their classes and value the school property.

No damage to school property must be tolerated. Any damage should be reported

immediately to the Principal.

It is the responsibility of the class teacher to record the attendance of the students of his/her class every morning Rules regarding maintenance of the attendance register are printed on the front page of the register.

No student should be allowed to leave the school premises during school hours unless he/she produces an application from their parents on the basis of which a gate will be issued to them by the Principal.

The class teacher is responsible for maintaining a cumulative academic evaluation record of each student in his/her class and to prepare and send to parents, Report Cards and other communications pertaining to the academic progress of the students. They should maintain contact with the parents with regard to discipline and behaviourial problem of the students.

Students are to wear the complete school uniforms daily. It is the duty of the class teacher to check the uniform and to see that the students are neat and tidy in all respects. Students should be checked for hair and nails and personal hygiene should be emphasized upon. Students should not be allowed to bring large sums of money.

4. Discipline and Punishments :

Discipline should be the responsibility of each teacher. Discipline can be enforced through precept and example.

No corporal punishment is allowed at "Cantonment Board Schools". Other forms punishment may be permitted in consultation with the principal.

5. Parent-Teacher Co-operation :

The school maintains very cordial relations with the parents of the children and teachers must always deal with parents with polite and courteous manner. Regular parent teacher meetings are held throughout the year. Teachers may fix times when the parent can come to see them to discuss the progress of their children. No parent however, is allowed to meet teachers during regular study hours which disturbs the teacher from his/her work.

6. General :

All teachers are expected to help in the implementation of all school programmes and whenever called upon to do so.

Attendance is compulsory for teachers at the school functions held during and outside

Class Room Teaching-A Module

P-1. Introduction :

Introduce the lesson through Anecdotes, Teaching Aids - Maps, Charts, Models, Objects, Diagrams or eliciting answers for a few questions, to test the knowledge of the previous lessons etc.

P-2. Development of the Lesson

Concept/Skills/Teaching points to be developed systematically and methodically. Teaching methods could be simple, Narration, Explanation, Experimentation, Demonstration, Dramatization etc should be used alternatively. Proper correlation of the Concepts / Teaching points with learning outcomes is to be maintained.

P-3. Presentation :

Language of communication should be simple and clear. Presentation of lesson should be impressive the tone and voice modulation to be apt to catch the attention of young minds.

P-4. Interaction :

Teachers should give a lot of scape for students participation. Questions should be asked specifically to a particular students are to be given equal importance. A timed child should be encouraged as well as motivated to take part in the learning process. Discourage mass answering in the class.

P-5. Black Board Work :

Hand Writing to be neat and legible. Bold Diagrams may be drawn Coloured chalks may be used whenever required.

P-6. Evolution :

Simple questions may be given to test the teaching items Taught / Discussed in the class.

P-7. Class Control :

Maintaining of discipline in a classroom is highly desirable at the time of teaching for rapt attention and concentration amongst students which is conducive to learning.

- For Language Teaching : Exclusively for English/Hindi/Punjabi
- For spoken language, assign at least one period per week.
- For teaching grammar, use indirect/integrated approach.
- Try to make the lessons concrete in presentation, appealing to the senses. The teacher should give a model reading of the lesson and encourage the students to follow in correct pronunciation, accent etc.
- The teacher is free to adopt any innovative method / practice for meaningful learning and

Suggested Project Works / Activities

Language :

1. Students may be encouraged to read good books and write a Book Review.
2. Maintain a scrap book pertaining to literature and general reading.
3. Attempt creative writing-poems, articles etc.

Mathematics :

1. Preparation of Quiz Books.
2. Mathematics Puzzles.
3. Statistics diagrams, their practical applications, pictorial graphs etc.

General Science :

1. Preparation of working models, electrical gadgets, quiz boards etc.
2. Biography of scientists with their pictures.
3. Specimen collection with a write-up.
4. To take up a small/simple home experiments like the 'Germination of Seeds'.
5. Scrap book/ Herbarium.

Social Science :

1. Scrap book on current affairs.
2. Preparation of albums, charts, maps, models like 'Sanchi Stupa' or a Volcano.
3. Collection of coins (Numismatics) stamp, rock samples etc.
4. Information on religious teacher/leaders accompanied by the life and career of saints, their pictures / portraits (any one saint can be taken up).
5. Disposal of waste materials in their neighborhood, their usage, a small write-up, recycling, pollution etc.
6. Field trips may be organized to visit places like planetariums, Museums, Historical Places, Meteoroidal Observations etc.

Class And Subject Allotted

S. No.	Class & Section	Subject	Number of Periods Per Week for the Subject	Text Book Used	Remarks

Details of Extra Curricular Activities to be Undertaken by the Teacher

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	

Secondary Duties Alloted During The Year

Terms-wise Distribution Of Syllabus

S.No.	No. OF THE LESSON / TOPIC	NAME OF THE LESSON / TOPIC

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Record of Vacation Task Assigned

S.No.	No. OF THE LESSON / TOPIC	NAME OF THE LESSON / TOPIC

Special Cases

S.No.	Student's Name	Class/ Section	Adm. No.	Attendence	Studies	Games	Discipline	Phy. Fitness	Remarks

Extra Duties Assigned / Performed

S.No.	Nature of Duties Assigned / Performed	Brief-Details

List of Articles on Teacher's Charge

S.No.	Nature of Duties Assigned / Performed	Brief-Details

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Minutes Of Faculty Meeting & Follow Up

S.No.	Agenda / Resolution	Follow-up

Teaching Aids Prepared And Used

S.No.	Name of the Teaching Aid	Description

Parent Teacher Meetings

RECORD OF MINUTES (DATE-WISE)

S.No.	Date	Minutes

Details of Reference Materials (Books, Journals, Websites)

(READ AND REFERRED BY THE TEACHER)

S.No.	Name of the Book / Journal / Website etc.	Author	Publication	Periodicity

Experiments Conducted in the Laboratories

LANGUAGE, MATHS, SCIENCE AND COMPUTERS

S.No.	Date	Class and Section	Name of the Experiment

Computer Aided Learning Programme

A NOTE ON THE PROGRAMMES UNDERTAKEN

Multimedia And CDs Used

DETAILS

Class & Section	Subject	Topics Proposed	Concepts to be taught	H.W. Assigned	Test	Practical / Activity	Remarks

TEACHER ..... H.O.D. .....

CANTT. SCHOOL

PROPOSED LESSON PLAN

FROM ..... TO .....

Brief Methodology and Concepts to be taught	Specific H.W. Assigned	Remarks

VICE PRINCIPAL ..... PRINCIPAL .....

RECORD OF

CLASS & SECTION ..... FROM ..... TO .....

Roll No.	Name of the Student	Test No.	1	2	3	4	5	6	7	8	9	10
		Date										
		Max Marks										
	INITIALS OF TEACHER											
	INITIALS OF HOD											
	INITIALS OF PRINCIPAL											

CLASS TESTS

SUBJECT .....

10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	Remarks

RECORD OF

CLASS & SECTION .....

Roll No.	Name of the Student	Detail	Formative I (F1)	Formative II (F2)
		Date		
		Out of		
	INITIALS OF TEACHER			
	INITIALS OF HOD			
	INITIALS OF PRINCIPAL			

EXAMINATION

SUBJECT .....

Summative I (S1)	Formative III (F3)	Formative IV (F4)	Summative II (S2)	Grand Total

FORMATIVE ASSESSMENT

FOR SESSION .... - ....

CLASS & SECTION ....

Admission No.	Roll No.	EVALUATION →	FA 1							FA 2							FA 3							FA 4							OVERALL GRADE
		NAME OF STUDENTS ↓	Activity No. 1	Activity No. 2	Written Test	LCT/ASS./PRO./PRA.	Total	Out of 10	Grade	Activity No. 1	Activity No. 2	Written Test	LCT/ASS./PRO./PRA.	Total	Out of 10	Grade	Activity No. 1	Activity No. 2	Written Test	LCT/ASS./PRO./PRA.	Total	Out of 10	Grade	Activity No. 1	Activity No. 2	Written Test	LCT/ASS./PRO./PRA.	Total	Out of 10	Grade	