

# SHANTI NIKETAN VIDYAPEETH

## MEERUT

### **Guidelines for Teachers in SNVP**

Our initiative at **Shanti Niketan Vidyapeeth** is aimed at responding to the need for India to make the critical transition from an industrial economy to a knowledge-based one by providing an opportunity for need-based education and tapping the potential excellence in the young generation of today. In our school we aim to develop a system in which learning will be self-directed, individually-paced, continuous and reflective and teaching focus shift from being teacher-centred to student-centred, supported by a flexible and need-based curriculum. Computer technology will allow for this flexibility and diversity to be built into the system. This will be made possible through the provision of multimedia technology and world-wide networking.

A first step to accomplish this complex task our efforts are aimed at orienting the school to meet the future needs, based on a different forward looking strategy, taking into account:

- The goals of school education in the next millennium
- The envisioned features of school in a technology-dependent society
- The existing policies and regulations in education
- Best courseware materials need for teaching School subjects
- All teachers skilled in the use of IT and integration of IT in the teaching-learning process
- Educator-parents partnership in which parents have continuous access and knowledge of the academic and over-all progress of their child and are encouraged to play their role in our efforts in making our school a centre of learning for the community

A School under SNVP will lead to the full democratization of education ensuring that every student - strong or weak, rich or poor - stretches to his fullest potential in a way that is best suited to his learning pace and style. The curriculum and the teaching-learning strategy will therefore recognize that students have different learning needs.

#### **Philosophy:**

We believe in a philosophy that says all students can learn if taught, coupled with high expectations for all students. The emphasis would be on learning and not on teaching. In order to realize this vision environment would be created where children want to learn. Knowledge is not just imparted but students are trained to experiment, collate information, draw inferences and to

arrive at their own conclusions. We believe that real learning comes from doing things, taking the knowledge thus learnt and applying it in other situations.

### **Educator's role**

In our school all efforts will be directed towards further developing the potential of individuals in a holistic and integrated manner, so as to produce individuals who are intellectually, spiritually, emotionally and physically balanced and harmonious, based on a firm belief in God. Such an effort is designed to produce future citizens who are knowledgeable and competent, who possess high moral standards, and who are responsible and capable of achieving high levels of personal well being as well as being able to contribute to the harmony and betterment of the family, the society and the nation at large. Our aim is to encourage originality. Therefore, in our school, as educators our main objectives of the school would be to

- a.] encourage all-round development of the individual covering the intellectual, physical, emotional, and spiritual domains;***
- b.] to provide opportunities for the individual to develop his or her own potentials and special strengths and abilities;***
- c.] to produce a technologically literate citizen who can contribute to the national development in the knowledge-based technology era;***
- d.] to increase the participation of all stakeholders such as parents, society in the education process.***

### **The approach:**

An integrated set of strategies needs to be employed by all of us to achieve these goals. These include;

- *An emphasis on thinking, language, and values across the curriculum*
- *Teachers functioning more as "facilitators of learning" rather than "purveyors of knowledge"*
- *Learning being to a larger extent self-directed.*

Three main focal areas for development in the SNVP School will be:

- a. **Thinking and creativity enhancement:** Teaching would aim to enhance thinking and creativity. Towards achieving this, teaching has to allow students to determine for themselves when and how they learn. Effort needed to improve this includes:
  - \* Using methodologies such as student-centred instruction, team teaching and interdisciplinary project-based instruction;
  - \* Taking advantage of other delivery vehicles such as interactive multimedia and the internet;

- \* Using technology to enhance co-operative learning skills;
- b. **Appropriate use of technology:** Using technology to enhance learning. Technology is used as a tool and would be integrated into the curriculum rather than be taught separately as an end in itself.
- c. **Values inculcation:** Teaching in school should help students develop sound moral reasoning skills to reach the higher stages of moral development.

### **Educator's Guidelines:**

Information technology will be a prime enabler in implementing all these strategies, supported by the appropriate people, skills, policies, and processes. We also believe that to succeed in our and to make our school relevant in today's context some of the critical factors leading to the ultimate success are:

- ***School should have in place processes which reflect the need for efficiency and effectiveness;***
- ***There should be continuous professional development for teachers and other personnel;***
- ***Policies, regulations, norms and guidelines that support operational efficiency of a school should be adhered to and followed in true spirit;***

It is, therefore, essential that all personnel, specially the educators working in SNVP school, are aware of their responsibilities, duties and tasks as educators. To facilitate this "Guidelines for Teachers In SNVP School" have been developed. These are meant to be guidelines (and not 'rules and regulations') and should be taken as a supportive document to help the educators perform their role more efficiently and effectively. However, not following these guidelines may seriously affect the quality of work of the educator which then may lead to lowering of the school standards. Hence, the educators in SNVP school are expected to ensure that these guidelines are followed in letter and spirit.

***From the Director, Shanti Niketan Vidyapeeth***

*Excellence requires an incredible commitment to persist through the ups and downs associated with becoming your best and maintaining your best performance. You must ignite something within that drives you to excel. You must not only commit yourself to the goal of excelling, but must also commit yourself to act on a daily basis in ways that lead you to excel. This includes committing yourself to engage in ongoing, high quality preparation (mental, physical and technical) and committing yourself to give your best for the entire performance.*



# SHANTI NIKETAN VIDYAPEETH

## MEERUT

### **Guidelines for Teachers' duties and responsibilities**

*(Note: Head means the Head of the school i.e. Headmistress / Headmaster / Head as applicable.)*

#### **I. TEACHERS' FUNCTIONAL RESPONSIBILITIES**

##### **1. Attending the school and duties**

- All teachers must pay due regards to their expected role as the mentor and guide for the students, colleague of their fellow workers in the school and as parent's partner in ensuring the child's proper growth and development.
- They must attend the school properly attired reflecting high standards of the school and in no case undermine the dignity of the profession and cultural high-status of the teacher.
- The teachers are expected to be leaders in their areas of activity and specialization; therefore, they must ensure continuous professional and personal growth to effectively play their roles in the school and the society.
- For younger children, particularly at pre-primary and primary stage teachers should pay attention to special needs of the children who may find difficulty in adjusting in the formal environment of the school and the parents must be encouraged to play an active role in supporting our efforts in this direction.
- All teachers are expected to carry out their duties and responsibilities without round-the-clock direct supervision and be self-motivated to do their best.

##### **2. Maintenance of students discipline**

- It is the duty of all teachers to create a suitable culture and environment whereby each student is aware of his/her responsibility of maintaining discipline in the school in general and classroom in particular as a responsible member of the school family. Our objective is to inculcate the sense of discipline in them whether supervised or unsupervised and develop responsible and law-abiding citizens of tomorrow.

- There should be no disturbing noise in the classroom while the teacher is teaching (unless its an activity which requires participation of students-even then care should be taken that other classes are not being disturbed).
- Students should not be seen roaming around the classroom. They should leave their respective places only for genuine reasons
- There should be reasonable control over allowing the students to go out to drink water or for toilet. They should be encouraged to use the break for that. (However, care should be taken for special cases where the child has an ailment requiring frequent visits to the toilet)
- Students should not be allowed to go to other classes for borrowing pencils, geometry boxes etc. or other such reasons.
- Students should be made to line up for going out of the classroom for other activities and other classes like computers, music etc without making a noise.
- The Class-teacher should ensure that in the absence of a teacher (during period change-over or late coming of the teacher due to unavoidable reasons) a responsible child-monitor/prefect naturally takes over and mind the class till the teacher comes.
- The monitor going out in search of the teacher should be strictly discouraged.
- In Pre primary classes the students should not be left unattended under any circumstances. Even if the teacher has to go out for an emergency she should leave the Ayah to take care of the children (this should be only for a few minutes).

### 3. **Classroom teaching**

- The teacher must go to the class well prepared with whatever teaching aids are required.
- Teaching is most effective when the teacher stands and teaches as she /he can have eye contact with all the children who are specially required during the schooling-age so it is mandatory for every teacher to stand and teach.
- The teacher must use methods and materials to make the lesson interesting and optimum for learning. There should be more student participation than teacher participation.
- Instructions to students should be clear and specific to avoid variation in the work.
- All the students should be given an opportunity to answer rather than a chosen few.
- Students should be discouraged from answering in chorus.
- Black Board work should be clear, legible and neat.
- Recapitulation must be done at the end of the lesson.
- An appropriate feedback should be taken to ensure learning of the concepts by the students.

#### 4. Classroom environment

- Students should be taught to keep the classroom neat and tidy at all times (using the dustbin for throwing paper etc).
- As soon as the teacher enters the class he/she must check that the room is in proper order (furniture etc are in its place)
- The classroom should be suitably decorated with charts and display of work done by the students and the teachers should encourage the students to contribute in this direction.
- Students should be taught to take proper care of the school belongings and not to cause any kind of damage/ destruction to walls furniture and any other such fixtures, by writing or scratching on them or rough handling of these items.
- The fan and lights should be switched off when not in use.
- The BB is for teachers use and the students should not misuse B.B.
- Make sure that Duster and chalks are always at hand. This responsibility may be delegated to the class / subject prefect.

#### 5. Emergency procedure in case of any physical harm to a child.

- In case of any physical injury to a child or fainting or any such sudden illness, the class teacher or any other teacher who is near the child at that time should take the initiative and immediately inform Head and admin at front desk simultaneously, through the Ayah in the room or office boy outside. If there is no one around to send to the Front office the child should be brought or carried to the Front office. **The teacher must not leave the child unattended in any case.**
- If the child is bleeding steps should be taken to stop the bleeding. A first aid box has been provided in each class.
- The teacher's responsibility is over only after the Head takes over and he/she makes sure that news has been sent to the Parents and arrangement made to take the child to hospital or doctor.

#### 6. Reporting to the Head

- All matters must which may affect the school environment and discipline, normal teaching and future performance of the child should be reported to the Head.
- No decisions affecting the routine and normal functioning and /or role of the teacher to be taken without consulting her.



## II. DUTIES FOR TEACHING-LEARNING ACTIVITIES

### 1. Lesson preparation (diaries etc)

- The sessional preparation for respective classes and subjects to be undertaken by the teacher must be made in advance before the commencement of the session and duly approved by the Head.
- Syllabus has to be prepared at the beginning of the session and approved by the Head.
- The monthly distribution of the syllabus has to be entered in the Teachers' Diaries.
- Weekly-Lesson plan has to be made in advance every week (as per the format given) and Diaries submitted.
- Diaries should be neatly maintained and available with the Teacher during school hours.
- The weekly plan should be submitted every Monday morning and the Daily schedule diary every morning to the Head.
- Lessons should be followed according to dates planned in the diary. If for some reason it is not completed it should be noted down for the next week giving reasons.
- Syllabus Completion Report (APPENDIX I) must be completed regularly as required and submitted to the Head.

### 2. Correction work

- All correction work must be carried out as per the guidelines issued for the teachers by the school (Appendix II).

### 3. Remedial work

- Remedial work in the form of writing or learning can be given to students who are not up to the level of the rest of the class.
- Daily page of handwriting can be given to students whose writing is not proper.

### 4. Project work

- Project work that is given can be compiled at home or data for it can be collected at home but the final presentation should be done in the school to ensure that the students do it on their own.
- Proper time limit should be given to prepare the project.
- Projects should be specific and related to their lessons.
- Project work should be evaluated and preserved in the class till the end of each term.

## 5. Orals

- Orals can be conducted on any day according to the need of the class.
- There should be a definite pre-determined objective for conducting the orals.
- A record of the marks obtained should be maintained. (If the teacher feels that a student is not able to read or recite well, they should repeat the testing till the student reaches the required level).

## 6. Syllabus completion

- Syllabus must be completed as per schedule. If it is not done it will be considered as dereliction of duty and serious consequences can follow.
- Syllabus Completion Report (APPENDIX II) must be completed regularly as required and submitted to the Head.

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### III. DUTIES FOR EVALUATION AND ASSESSMENT ACTIVITIES

#### 1. Conducting exams, tests and maintaining performance records

- After completion of every unit a test must be taken to evaluate the work
- At the end of the term a final test should be taken during the Assessment days mentioned in the Calendar.
- A record of all the unit tests conducted should be maintained in the rough mark book provided for it.
- Question papers should be made for these tests in a separate notebook given to the Teachers and every test paper should be shown to H M and then conducted in the class.

#### 2. Assessment work

- All the written work done by the students (except the tests) would be marked for internal assessment.
- These should be maintained (job sheets etc) neatly in a file.

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## **IV. DUTIES FOR CO-CURRICULAR ACTIVITIES**

### **1. Co-curricular activities including societies, clubs, exhibitions etc.**

- Every teacher will be given co curricular and other duties with separate instructions for each.
- The teachers (specially if new or undertaking the duty for first time) must acquaint themselves concerning their responsibilities, details of the specific activity and the requirements of any allotted activity and any fault due to ignorance of any detail is not acceptable.

### **2. Organising Co-curricular activities.**

- Undertaking activities for preparing students and other preparatory activities for functions, special days / activities and competitions etc. is the responsibility of the Head and the teachers of the school. They must ensure all necessary arrangements are ready in time and rehearsal of the functions and special days activities must take place at least two days before (with a one day gap before the actual activity) the activity so that the deficiencies observed are rectified on the last day. The activity in-charge will be responsible and accountable for any failing in this direction. The school administration is for providing all supports in the matters of arrangements, procuring and making available materials and articles necessary for the activities as requisitioned by the Head and teachers, ensuring availability and preparation of the venue /halls and ensuring standby arrangements for equipments, electricity, invited guests arrangements, ensuring transport arrangements for teachers, students as necessary etc. as per the need expressed by the Head and teachers. Therefore, all, activity in-charge and the admin, should ensure proper coordination, by carrying out respective roles in making each activity a success. The Teachers and the admin. In-charge are, therefore, responsible and accountable for any problem due to coordination failure.
- Calendar should be consulted for the various events before hand and preparations for Functions and competitions should start much (in no case less than a week) in advance;
- Students should be prepared for Interschool competitions only after the Head issues necessary directives.
- Rehearsals for major events to be held at least 2 –3 days before the Main event.
- Those given duties must carry them out impeccably.
- Teachers in charge of various activities should plan out the Activity according to the calendar one week in advance for a regular activity and one month for special ones



## **V. DUTIES FOR SCHOOL ACTIVITIES**

### **1. Assembly**

- When the 1<sup>st</sup> warning bell rings for assembly Teachers should get the students to assemble in a proper line.
- Class teachers should be with their respective classes and ensure discipline of the students of their class throughout the assembly.
- Teacher should see that all the students are participating in school song and prayer.
- Inspection of school uniform, hair, nails, shoes etc may be done during lining up for the assembly.
- Class teachers will take responsibility for preparation of assembly when it is their class on duty.
- After the Assembly class teachers should follow their students to their respective classes.

### **2. Attendance**

- Attendance should be taken immediately after students have entered their classes after the assembly.
- 'P' should be written for those who are present in blue and 'A' in red if they are absent, 'A' should be marked only at the end of the first period, '.' Should be used to denote absent till that time.
- After taking the attendance this information (Date, Total No., No. Present and No. Absent) should be entered on the right hand top corner of the B.B. daily.

#### **Attendance Register**

- Attendance Register should be deposited/ sent to the Head's office after attendance is over.
- All the relevant details of the students should be checked in the office before entering them in the 1st page of the attendance register.
- Holidays should be marked with a red line and 'Sunday' 'Ganesh chaturthi'etc written giving the reason for the holiday.
- Total no. Present everyday should be written in the bottom line.
- Cumulative totals of previous months should be written.

### **3. Organizing Functions, Special days/activities and Competitions**

- Undertaking activities for preparing students and other preparatory activities for functions, special days / activities and competitions etc. is the responsibility of the Head and the

teachers of the school. They must ensure all necessary arrangements are ready in time and rehearsal of the functions and special days activities must take place at least two days before (with a one day gap before the actual activity) the activity so that the deficiencies observed are rectified on the last day. The activity in-charge is responsible and accountable for any failing in this direction. Proper coordination should be ensured by the activity in-charge.

- Calendar should be consulted for the various events before hand and preparations for Functions and competitions should start much (in no case less than a week) in advance;
- Students should be prepared for Interschool competitions only after the Head issues necessary directives.
- Rehearsals for major events to be held at least 2 –3 days before the Main event.
- Those given duties must carry them out impeccably.

#### 4. **Participation in Competitions**

- Students are encouraged to participate in external competitions and vents with due preparation only. For coordination and administrative reasons the participation of students in events outside the school will be after approval of the decision by the Head.
- Any activity in-charge/ teacher wishing the students to participate in any event must discuss the proposal with the Head and only when agreed by the Head any entry should be sent/confirmed.
- The students should be very well prepared and must excel in whatever competition they are sent outside the school.

#### 5. **Field visits**

- Class teachers will accompany the students for field visits and will be responsible for ensuring proper arrangements for the visits.
- They should make sure that parents have been informed about the visits and the indemnity form has been signed by them before the child is allowed to go on the visit;
- The teacher will ensure that timings and proper instructions are given to students to bring required items (water etc), for lower classes written communication for this must be sent to the parents well in advance.
- The safety and security of the students should be a prime concern of the Teacher and they must ensure that the students maintain discipline in the bus, and at the place of visit.



## **VI. TEACHERS' GENERAL DUTIES**

### **1. Documentation (maintaining student records, registers etc)**

- All records to be maintained as per instructions, neatly, legibly and in the time allotted for it.
- All the teachers are expected to be computer proficient to carry out their tasks concerning data-base updating and record maintenance. The teacher related databases like assignments, question papers, marks etc. will be prepared and maintained by the concerned teachers themselves.
- Teachers who find any difficulty in doing their activities on the OPC must take the initiative and learn the needed skill with the help of the Computer Incharge / teacher or their better proficient colleagues of the school.
- The teachers' diary, class-registers, examination registers and marks etc. should be maintained in an exemplary manner to reflect the expected professional standards.

### **2. PEM and Meeting parents (Mondays)**

- Monday meetings are meant for Parents to meet Teachers after school to interact with the teachers on matters related to their ward's welfare. Therefore, teachers should entertain them with full cordiality and render all possible help, as the main purpose of the meeting is to help the child with the co-operation of the parents.
- There should be no such communication with the parent, which reflects badly on the school. Teachers should keep themselves updated on policy matters concerning examinations, curriculum and teaching and these policies should be conveyed with due care as required.
- Teacher should not show ignorance about any matter relating to school. In case of any problem, the teacher can enquire about the matter with the concerned authorities and then pass on the information to the parent in due course of time.
- Any problem concerning the child should be taken care of immediately and parents assured on this matter. The Head should also be informed about the problems to eliminate chances of avoidable issues arising at a later date..
- Teachers should not make any derogatory remarks about the child to a parent. If there is a complaint about the child it should be tactfully conveyed without hurting any one's feelings.
- The PEM will be different in the sense that there will be a fixed agenda conveyed to the teachers before hand.
- It will be done on a 1 to 1 basis as a detailed Report of the child's progress is to be given to the parents.

### 3. **Requisition for teaching / consumable material, resource material and teaching aids /equipments for purchase / use.**

- If any teaching aid or stationary is required it should be filled up in the Requisition form one week in advance.
- In case of any urgent requirement the Head, depending on availability in the store can sanction it for issuing.
- An account of stationary used should be made and given to the concerned person (store- in - charge).
- The school administration needs the support of the teachers to ensure that their requirements are met in a timely manner so last minute rush should be avoided.

### 4. **Substitution duties and other special duties allotted**

- In the absence of a teacher, substitution duty can be given to any teacher who is free in that period.
- The teacher must utilize this period by monitoring the work given to the class by the teacher on leave.
- If no work is given, the teacher should conduct a quiz or games to keep the children occupied and, if possible, use the period in advancing the knowledge of the students by undertaking useful activity.
- If a special duty is given to a teacher it should be conducted as per instructions and with full responsibility and enthusiasm.

### 5. **Supervision during meals**

- The teachers should monitor the children during mealtime and ensure that they are following proper table manners.
- The students should be taught to wash their hands and after saying the prayer, they should start eating.
- The teacher also has to make sure that every child is eating his/her food.
- In case there are some children with food allergies the teacher should make it a point to check that the child doesn't get that eatable by mistake.





**SHANTI NIKETAN VIDYAPEETH****GUIDELINES FOR TEACHERS FOR CORRECTION WORK****Points to be noted/ taken care of while correcting note books****1. Index**

- a. Should be properly and neatly written in the given format (Sr no./Date/Lesson or Topic/Remarks or marks/Teachers sign/Parent's sign)
- b. Should be regularly maintained
- c. The signatures of Teachers and remarks to be filled immediately after corrections.
- d. Parent's sign to be ensured if it is sent home

**2. Format for starting a new lesson**

- a. 2 red lines to be drawn on the 1<sup>st</sup> & 3<sup>rd</sup> top lines
- b. Date should be mentioned on the left hand inside the margin.
- c. Lesson/Topic to be written in the center between the 2 red lines.

**3. Neatness**

- a. The note book/work book should be neatly covered.
- b. Name, class, subject etc should be neatly and legibly written on top of the note book
- c. Ensure neat work by taking a round while the students are writing so that you know how they are doing the work and checking them immediately if their work is not up to the mark
- d. Diagrams should be first neatly drawn, shown to the teacher and then coloured to avoid untidy work.
- e. Avoid use of felt pens for colouring as they leave an indent on the next page.
- f. See that the students are using well-sharpened pencils and are not very dark.
- g. Encourage students who do the work neatly and give remarks to those whose work is untidy.

**4. Handwriting**

- a. Insist on cursive form of writing (If you are not yourself very thorough with that form of writing please take specimen copies from the Library and practice it so that you can guide the students-this is for all subject teachers)
- b. Make sure that Capital letters are being used in the correct places.
- c. Check carefully if any student is forming any letter incorrectly-speak to him/her and show them how to write correctly and make them practice it till they have corrected themselves.
- d. You can give a page of writing every day for students with bad handwriting as remedial work.

