



# The IIBS KUPWARA KASHMIR

*(Approved by Govt. of Jammu & Kashmir, a model & unique School based on scientific pattern)*

Bumhama, (Maqam-i-Shahiwali Road) Kupwara (J&K)

## **Order Dated: 15/05/2017**

1. **Written requests** from staff and students as and when they require any assistance from administration shall be entertained only. It includes any activity they would like to carry in and outside the institution. **The application has to be addressed to Principal.**
2. Administration can grant permission through SMS/Mail within 24 hours or even immediately (depending upon nature of case) and after permission activity/work can be executed. **It should be recorded as an approved activity recorded on order book.**
3. **Daily Accountability Register** (DAR) should be maintained with details of how many Notebooks/Copies have been checked during office hours. **Principal will make super check of one/two subjects daily as per schedule, with remarks to Parents, if need arises.**
4. Handover **Lesson Planes**/ Lecturer Notes/Worksheets/ Home assignments of the lectures to Principal daily. Lesson Plan should be of one page- **topics to be covered in class. Make sure that the Home work is being assigned and carried daily.**
5. One Assignment atleast shall be given to each teacher, which includes Symposium series/ library/ laboratory/ Examination/ Admission /House/Lunch duty and other routine matters. **It should be recorded on Order Book.**
6. Everyone should ensure harmony and peace within the school as to reflect one body. Anyone involved in any conspiracy, which is harmful for institution as well as for students shall be dealt as per law. **The Principal should report to administration such matters on priority.**
7. **No one is allowed to take Mobile in the class.** Reporting Time: 9:00am and departure time is 3:30pm. **Teachers** should inform parents immediately if any student shows poor performance in making Note Books/or in carrying home assignment daily.

Teaching, engaging tutorial classes, conducting examination, evaluation process and engage in creative work or to provide service at any location within the school as specified by the administration shall be the imperative on all the Teachers & shall be rewarded accordingly.

**Administration**