



# Delhi Public School Dhuri

Under the aegis of The Delhi Public School Society, New Delhi)

Affiliated to CBSE, New Delhi(Aff. No. 1631057)

## Annexure -II

### Subject Teacher Duties

- A. Syllabus:** Frame Syllabus and share it with students. Consider following points
1. Share the changes if done in syllabus from **CBSE** or school side. Verbal conveying should be associated with printed handouts or soft copy.
  2. **Month-wise, Periodical** and **Term-wise** divisions of Syllabus must include the **G.K. & Competitive concepts** as well.
  3. Prepare the syllabus as per the Guidelines by the CBSE with reduction of 30 percent syllabus.
  4. Reduction should not include important concepts or the concepts which are linked to the next immediate class concepts.
  5. Once the syllabus is shared, it should not be changed in any case. For unavoidable circumstances, it can be discussed with authority and permission can be sought.
  6. Language Teachers must not bring any changes in the Grammar portion. It is recommended to reduce those literature chapters that are fictitious and not bear productive moral.
  7. Grade 9 to 12 teachers must not bring any changes in syllabus. They must follow the syllabus given by CBSE at [http://cbseacademic.nic.in/Revisedcurriculum\\_2021.html](http://cbseacademic.nic.in/Revisedcurriculum_2021.html)
- B. Online Teaching Classes:** Subject incharges must prepare a worksheet and video link for each lesson. Following Points should be considered ensured-
1. Only Standard Header and format to be used.
  2. At the top, after the Header, Link must be there followed by instruction to watch the link and solve the worksheet.
  3. It must be shared daily by 8:30 am in groups and on schoofii.
  4. Seek answers of each worksheet from students.
  5. Answer key must be uploaded on schoofii on next day to day when the worksheet was shared.
  6. Teachers must prepare the Zoom link as per the given timings in time table for each class, where the same lesson video prepared by teacher will be shared and queries can be solved side by side.
  7. **For Grade 3 to 8:** Zoom classes are optional for students from grade 3 to 8. But tests are compulsory to be taken on Zoom app. Inform the parents, that it is optional ( for grade 3to 8) to stay onscreen for longer ( on zoom app) to clarify their doubts. The same material is going to be shared in zoom classes which had been done on app. So the weak eyesight students can avoid it.
  8. **For Grade 9 to 10:** Zoom classes are compulsory for all students and **Attendance** must be individually updated by subject teachers in the class groups and with the incharge of the section. It is recommended to share the recorded video only with the students. In case direct zoom teaching is being done the video recording of that must be shared with Ms. Neelam.
  9. **Grade Nur to 2:** Zoom classes are essential for the Reading classes and must be followed on the given timings. Recorded class can be updated by teacher with the coordinator.

10. Online live classes must not be an audio class only. It must give a live class impression by making use either or all of things like- ppts, videos, Notebook/ Black board writing & explanation, Book reading& explanation or illustrations etc.

**C. Activities:** For the better understanding, teachers must ensure that video links related to Practicals, Flowcharts of Summary or Handouts, well labeled diagrams, Technique to draw diagram by teacher itself must be shared with the students. Activities related to the subject must be incorporated in syllabus and must be done with students from time to time.

**D. G.K. Concepts :** G.K. must be illustrated with examples and students must not be left to rely on the back answers of the book only. It must also be tested during **Class & Term tests**.

**E. Online Class Tests:** Regular revisions and class tests must be taken and proper record of mark list must be recorded by the teacher. It is recommended that test must be essentially taken on zoom app.

**F. Links :** Link of each live class by any teacher must be shared by subject teacher himself or herself in the group named ZOOM Classes link DPS, Class groups. Ensure Following things for Zoom Classes –

1. It must be shared during permissible timings in official up stated groups either one day early after 2:00pm or on the same day by or before 8:30 am.
2. Only the children from the concerned stream or section should be permitted to join the class.
3. Each child must login with his/ her own actual name otherwise s/he not be admitted to join the zoom class.
4. All children have to compulsorily switch on the cameras and must be focused in such a manner that both things- each child's face and study material may be visualized.
5. Chat settings must be accessible to the host. No participant should be allowed to chat with anyone via the link shared by teacher.
6. Rename setting should be disabled. Settings in zoom app must be done that no participant will be allowed to rename himself / herself once entered the app.
7. Settings must be done that all participants will be mute on entering the meeting.
8. All students must be mute and one by one teacher can provide access to child and tell to unmute him/herself.
9. No outsider, home-tutor or parent of child should be permitted to join the class.
10. Students are not allowed to pause or close their video in between. Otherwise they can be shut out of the zoom class.
11. Wait for just 5 minutes to mark the attendance and to ensure the children onscreen video and then lock the meeting.
12. If any undisciplined act, talk or gestures are noted by teacher, screenshot for the same must be taken immediately and forwarded it to higher authorities. Believe your management, no such disrespectful act will be taken for granted and appropriate action will be taken to maintain the dignity of teacher or child.

**G. Schoofi Updation :** It is compulsory to be done for each worksheet, lesson taught by 8:30 and test conducted by 3:00pm.

**H. Remedial measures:** Parents must be contacted of the students who do not respond regularly in the class. Remember 'the early bird catches the worm'. Critical cases can be discussed with the HOD to analyse the way out.

**I. Assignments/ Worksheets :** should be purposeful enough to enhance the knowledge of the students. It must comprise of additional questions to the back exercises. It must be in printed form with standard header and cross checked by subject Experts. Kindly share such things as per the timings given to you by your HODs.

**J. Additional & Important Questions :** At the end of each chapter , the moral, important or additional questions must be given to the students by each teacher. Kindly keep the record of all additional questions by you to them as these are teacher's own individual lifelong teaching assets.

Questions from Reference books can also be asked in the class, periodic or term tests.

**K. New words :** New words for each subject including Maths , S.S., Sci and all languages must be given at the starting of each lesson to assimilate subject vocabulary in the notebook.

**L. Checking:** Teachers themselves once must check child notebooks on weekly basis. So that students may not be carrying on with wrong context. It is recommended that tests must be checked by the subject teacher only. The students who are not regular in taking tests, once in a while, their notebooks can be asked for, by the teacher.

**M. Art , Computer & French** teachers must conduct revision tests prior to the final assessments with one week prior information to the students on app. /diary note.

**N. Some Don'ts :**

1. Don't use material or comment reflecting race, ethnic or sex bias.
2. Don't give Corporal Punishment to Students. If unable to deal politely or gently bring the things to authority notice.
3. Don't skip your classes.

**O. Blue Prints :** Following points must be considered while preparing blue prints-

1. It must follow the fully CBSE pattern.
2. Question Paper must comprise of all Relevant Test Items:

Easy  
Moderate  
Difficult  
Hot Questions

50% marks should be comprised of such questions that all students will able to do;  
20% marks ----- that average and above average will do;  
20 % marks ----- those only intelligent students will do;  
10% marks -----that only Extra talented / thinkers will do;

3. The items used be comprised of both Selection-Type & Supply-Type items.

The selection-type items present the students with a set of possible responses from which they are to select the most appropriate answer. Selection-type items include: Multiple Choice, True-False, Matching, Interpretative exercises. The preparation of good selection-type items is difficult and students can get a proportion of answers correct by guessing. So it should not be comprised of more than 20% marking of total paper mark.

The supply-type item requires students to create and supply their own answers. Supply-type items include: Short answers, Essays (restricted responses, unrestricted responses).

4. Ensure that the difficulty level matches the intent of the learning outcome and the age group to be tested.
5. Ensure that there is no disagreement concerning the answer. Typically the answer should be one that experts would agree on the correct or best answer.
6. Subparts of Multiple Choice questions/ Fill ups /True False/ Giving one word / Grammar one word answers /Match the column / Map work should be restricted to 0.5 marks each only.
7. Grade 4<sup>th</sup> and 4<sup>th</sup> onward students must be given Correct the statement instead of True False.
8. Label the diagram /Short answer type questions should be restricted to 1 mark for each subpart.
9. Distinguish Between, Practical based and hot questions are must to ask in question paper.
10. G.K. must be included in TERM Exam and syllabus for the same must be informed to students by the teacher along with subject teacher only.

**P. Question Papers:** Following points must be considered while preparing blue prints-

1. Question Paper must have standard header.
2. Standard set of instructions must be there.
3. Strictly preplanned blue- print must be followed.
4. Marking for each question must be aligned in braces at the right corner of the paper as –

Type of Question	No. of subparts	Marks per subpart	Total Marks
E.g. Short Question answer	5 questions	1 mark each	5
Long answer Questions	3 questions	3 mark each	9
Map work	6	0.5 + 1 index	4
Diagrams	2	5	10

5. Paper must not be leaked or left anywhere on the table or office.
6. Concept, Numbering, sub-numbering & grammar must be checked before the submission of question paper.
7. Question paper must be submitted with answer key.
8. Class & subject must be mentioned in the header. It should not be left blank.
9. Submission or resubmission of question papers with answer keys must be submitted before the deadline to respective HODs.
10. Final Question paper and answer key must be mailed from HOD mail id to the [dpsdhuriprints@gmail.com](mailto:dpsdhuriprints@gmail.com)
11. Both parallel teachers have to submit their own individual question paper & answer keys.
12. Paper should be submitted with full final settings and in standard format only.
13. Hand in the Marking Scheme together with the Examination Paper for printing.
14. Include the mark allocation for each question and parts of a question, with a more detailed breakdown where necessary;
15. Check that the diagrams, pictures or photographs used are necessary, helpful and of high quality.
16. Ensure that marks assigned for each item / exercise / section are clearly indicated on the paper.
17. Make the necessary changes in the examination paper and the marking scheme as advised by the reviser/ HOD. Proof read the text once again before passing on the paper to the Reviser for the final proof reading.
18. Long question type questions: instead of using limiting the response for words who /what/ when /where we can make use of following words.

Comparing : Compare, classify, describe, distinguish between, explain, outline, summarize

Interpreting : Convert, draw, estimate, illustrate, interpret, restate, summarize, translate  
Inferring  
Derive, draw, estimate, extend, extrapolate, predict, propose, relate  
Applying : Arrange, compute, describe, demonstrate, illustrate, rearrange, relate, summarize  
Analyzing : Break down, describe, diagram, differentiate, divide, list, outline separate  
Creating  
Compose, design, devise, draw, formulate, make up, present, propose  
Synthesizing : Arrange, combine, construct, design, rearrange, regroup, relate, write  
Generalizing: Construct, develop, explain, formulate, generate, make, propose, state  
Evaluating : Appraise, criticize, defend, describe, evaluate, explain, judge, write

**Q. Paper Attempting Guidelines :** Ensure to guide your class students about the following paper attempting skills-

1. Write the name, class, section, date and subject at the top of the first page.
2. Read the question paper carefully and ask the queries in first 15 minutes. Though queries can be taken later as well.
3. Draw the left and right margins on your each sheet.
4. Do the rough work or calculations in the right margin of the notebook.
5. No need to write questions, only answers can be written.
6. In case of circle or underline the word in given sentence, full sentence must be written.
7. Answers must be written in proper sequence or leave the space in order only if you want to attempt the question at the end.
8. Draw a line at the end of each main question.
9. The same question numbering must be used to answer your questions as written in question paper. Specify the numbering as –  
main question number . Sub part question number  
e.g.

#### **Part A**

**Q1 Write True /False**

- a) Mohan is a boy
- b) Sita is a man

**Q2) Pick Proper Noun**

- 1) Ram & Sham went to school
- 2) Gita is a girl

**The above question numbering should be done as**

#### **Part A**

**1.1 True**

**1.2 False**

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**2.1 Ram , Sham**

**2.2 Gita**

10. Avoid the cutting, Use of red colour ink and whitener is strictly prohibited.
11. Keep your handwriting neat and clean.
12. Must revise your paper, Check the spelling mistakes or other well in time. Tally the questions if you have attempted all the paper.
13. Don't cheat. If you found cheating or paper done by some one else, paper will be cancelled and no second chance will be given in case of guilty.

14. Don't miss your exam . It will not be re conducted in any case. Health issues or serious family misfortune can be brought to exam deptt notice before the exam with written application.
15. Application for reconduction of exam must specify **child name, section, subject missed, date scheduled, reason, parent signature**. But giving an application doesn't mean that child is eligible or re conduction o exam. The decision lies with the school authority to sanction or reject the request.
16. Student must admit to the class on time. No extra time will be given.
17. Child will not be allowed for any pee time or drinking time in between the exam.
16. If exams are online then Online exam Guidelines can also added to it.

**R. Paper Checking :** Subject teachers must collect the paper on timing as per displayed duty chart for checking by exam deptt.

1. Fair & strict marking should be done.
2. Answer key must be discussed with the students within the next 3 working days to the last exam.
3. Mark lists must be eligibly prepared without any cross cutting or overwriting.
4. Failure students must be highlighted.
5. Marks must be uploaded before you show the answer sheets to students.
6. Grade 1 & 2 must exchange their papers for crosschecking.
7. Marks can be changed in the list only on the approval by Principal.
8. Each and every child must be allowed to see his/ her answer sheet.
9. Standard slips for periodical result must be collected and distributed to students on the given date.
10. Result can be disclosed or handed over only to child or his parents. Result of any child must not be disclosed to any other known or unknown personality to the child.

**S. Other Duties :** Other duties can be given from time to time to you like invigilation, cross checking record, activity conduction, calling students, convincing etc. which you all may have to do as per the given instructions.

**Note: Delay or non regularisation of above things will be considered as non- dutiful attitude and Incharge will be penalized as per the higher authorities' decision and the candidate has to bide with the orders.**

\*\*\*\*\*Enjoy the Charge\*\*\*\*\*