

Shiv Chand Public High School

Village: Sakohpur, Distt.: S.B.S. Nagar, 144421

C.B.S.E., Affiliation no. 1631245

SESSION: 2024-25

DATE: 10-04-2024

CIRCULAR FOR TEACHERS!!!

1. Kindly submit your maintenance and purchase requirements to the Principal's office in writing before any action is taken.
2. Ensure that you maintain an inventory of your classroom materials and submit it to the coordinator's office.
3. Diary checks will be conducted by Mr. Sandeep Chawal, the Head Master, for classes nursery to 8, and by the Principal for classes 9 to 12, every Friday.
4. The first and last Friday of each month will be designated as staybacks for all teachers.
5. Encourage student responsibility by assigning roles such as class monitor, discipline incharge, and line monitor.
6. Check students' uniforms before assembly and issue warnings to defaulters, documenting notices in their diaries.
7. Begin each class with a brief motivational speech and incorporate lessons on moral duties.
8. Assign daily homework to students and ensure it is checked by both parents and teachers.
9. Maintain records of notebook checks and attendance, which may be inspected by the Principal at any time.
10. Students should not be sat on floor or outside class as punishment.
11. Teachers are reminded not to leave their classes for socializing. Defaulters will receive a warning letter along with a fine.
12. Under no circumstances should teachers leave their classes unattended. In case of emergencies, ensure a substitute teacher is present.

Principal

Shiv Chand Public High School

Village: Sakohpur, Distt.: S.B.S. Nagar, 144421

C.B.S.E., Affiliation no. 1631245

SESSION: 2024-25

DATE: 16-04-2024

CIRCULAR FOR TEACHERS!!!

This is to inform everyone that third Friday, April 19th is a stay back followed by one hour spoken English class by Mr. Sandeep Chawla.

Principal

Shiv Chand Public High School

Village: Sakohpur, Distt.: S.B.S. Nagar, 144421

C.B.S.E., Affiliation no. 1631245

SESSION: 2024-25

DATE: 19-04-2024

CIRCULAR FOR TEACHERS!!!

Dear Teachers,

"Good morning, team. Please have your test reports, call reports, and syllabus completion report ready by 2:20 PM."

Mr. Sandeep Chawla

Ms. Neena Chawla

Mr. Mamta Bali

Ms. Vandana Arora

Mr. Nar Singh

Ms. Manpreet Kaur

Principal

Shiv Chand Public High School

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SESSION: 2024-25

DATE: 24-04-2024

NOTICE REGARDING I'D CARDS!!!

ATTENTION!!!

This is to inform everyone that the Photograph for **ID cards** will be clicked for **Teachers** as well as **Students** on **25-04-2024 Day: Thursday**. It is mandatory to come in Proper School Uniform. Attendance is **MANDATORY**.

Principal

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SESSION: 2024-25

Notice!!!

Dated: 29-04-2024

This is to inform everyone that **Mr. Hardeep Singh** and **Mr. Ram Lal** are the overall in-charges of the **SPORTS ACADEMY**. They both are fully responsible for ensuring the safety and security of the students.

Principal

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SESSION: 2024-25

CIRCULAR!!!

Dated: 02-05-2024

Dear Teachers,

This is to inform all the class in charges from 6 to 12 that it is mandatory to teach one word or an idiom daily with meaning and usage from the vocabulary page. Children will either write in their English Notebooks or in their Diaries. On week end in Diary period Test will be conducted. Follow up is to be taken from dated May3, 2024 positively.

Ms. Babita Kumari the Activity In charge is to report the principal on every Saturday.

Ms. Babita Kumari (Activity In charge)

Principal

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SESSION: 2024-25

CIRCULAR!!!

Dated: 15-05-2024

Dear Teachers,

This is to inform everyone that from tomorrow onwards the unit test-1 exams will be conducted after the recess.

Principal