

**Date: 13/12/2019**

**All teachers are requested to note following instructions :-**

1. Fee collection details should be noted in the diary and try to avoid confusion about fee due.
2. Parents are required to contact teachers in between 7 pm to 9 p m. If any teacher is not able to attend the phone on time please make a recall.
3. Question papers for 2nd mid term should be ready on time and submit true copy to principal before printing.
4. Along with question paper value points should be prepared and submitted to principal.
5. Answer sheets of examination (including revision/model test) should be submitted to principal before distribution (for counter checking)
6. Morning reporting time is before 8.25 a m. Three late coming will be considered as casual leave.
7. All teachers are required academic details and profile with staff secretary for affiliation renewal on or before 18th December 2019, Wednesday.....

Principal

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