

## **Duties and responsibilities of Class-teacher**

- To correct the ratio of strength and furniture availability.
- To keep the proper ventilation and light.
- To follow the lesson plan and course file approved by HOD and Principal.
- To prepare for the lecture as per lesson plan of allotted subject.
- To keep the control of student and should be strict but not harsh.
- To take regular attendance and counseling the students and their parent on more absentee report.
- To keep record and personal attention on their internal evolution such as test, seminar, presentation or any other curricular and extracurricular activities.