



NETARHAT RESIDENTIAL SCHOOL **NETARHAT**

(An autonomous Institution under School Education & Literacy Dept. Govt. of Jharkhand)

Letter No. 2258

Date: 07-10-24

Notice

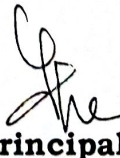
All the housemasters are hereby informed that the principal cum member secretary of the school has defined the certain duties for house masters (mentioned at Annexure -A) which needs to followed by all in true letter & spirit.


Principal 05/10/24

Netarhat Residential School
- Cum Member Secretary
Netarhat Vidyalaya Samiti.

FOR KIND ATTENTION TO ALL HOUSEMASTERS (Annexure – A)

1. Mention / keep a separate Register for your Ashram's boys & allot two/three pages for one student. Write name of the students, father & mother name with full address and mobile number. Also write the name of his brother & sister.
2. Whether the boy is vegetarian or non-vegetarian?
3. Hobbies & habits of the boy.
4. Keep record of his pocket money with receipt & expenditure. Don't allow any student to keep money with him. Check it occasionally.
5. Do not allow mobile to students. Keep his mobile phone with you & allow him to talk on Sunday /Saturday for few minutes only with parents.
6. No Ashram boys will go out of Ashram without the permission of the respective House Master. Maintain the attendance of all students of Ashram.
7. Keep your Ashram, Garden & campus clean every day.
8. Cultivate the habit of using dustbin.
9. Ensure that all boys of ashram utilize self-study hours with full concentration, sincerity & devotion.
10. Be very particular, watch the movement & activity of your boys specially at the end of session before they depart for long vacation from School.
11. Get up early in the morning and see personally that all students of your Ashram have gone for P.T.
12. During off hours make a round of Ashram and see that none of your Ashram students have bunked, avoided classes, games & other activities.
13. Inspect the cleaning of your house especially toilet, bathroom, dining hall & pantry every day.
14. Be present along with prefect at the gate of the Ashram and check their dress, shoes etc. before going to school morning Assembly on every working day.
15. Have dinner regularly with students and try to join lunch & breakfast. It must be distributed to every students at the fixed quantity properly. See that food is not spoiled & thrown.
16. Check your students before they go to bed after sleeping bell & be sure that all students are present in the Ashram.
17. Ashram is a family. Be happy cheerful & live in Ashram as you live at your home with father, mother & other members of family.
18. Be punctual in attendance.
19. Do not use mobile phones during the class hours.
20. Be polite & courteous.
21. Always reflect the positive aspects of life.
22. Never neglect class-work or homework or any other duties assigned to you for the interest of the student.
23. A teacher will not give corporal punishment to students.
24. Do not use tobacco/tobacco products.
25. At the time of departure & arrival of students the concerned House masters/mistress will escort them to designated place if it requires for the interest of school & students.
26. Menu and Time-Table should be followed properly.
27. Seeing that the boys property is properly named or and numbered.
28. Housemasters will check up the boys almirah and bed lockers etc. daily.
29. To assist the boys in organizing cultural and social activities.


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