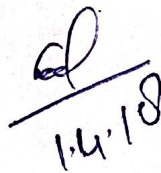


- 17.** Supervise class room teaching and secure co-operation and coordination amongst teachers of the same subject areas as well as inter subject coordination.
- 18.** Arrange for special remedial teaching of the children belonging to the weaker sections of the community also of other children who need such remedial teaching.
- 19.** Arrange for informal and non-class room teaching.
- 20.** Plan and specify a regular time-table for the scrutiny of pupils written work and home assignment and ensure that the assessment and corrections are carried out timely and effectively.
- 21.** Make necessary arrangement for organising special instructions for the pupils according to their needs.
- 22.** Organise and coordinate various co-curricular activities through the house system or in such other effective ways as he may think fit.
- 23.** Develop and organise the library resources and reading facilities in the school and ensure that the pupils and teachers have access to and use of books and journals of established value and usefulness.
- 24.** Send regularly the progress reports of the students to their parents or guardians
- 25.** Promote the physical well being of the pupil, ensure high standard of cleanliness and health habits, and arrange periodical medical examinations of the students and send medical reports to parents or guardians.
- 26.** Devote at least twenty four periods in a week to teaching of the pupils/students.


1.4.18