



**SOMVANSHI**  
INTERNATIONAL ACADEMY

## Maintenance of Record by the Teachers

1. A teacher is expected to maintain the following documents and also any other record as maybe specified from time to time.

- a) Attendance Register of the class for which he/she is the Class Teacher.
- b) Personal Log Book and Class Log Book, Programme of Instruction and Lesson Plans.
- c) Cumulative result of his class.
- d) Attendance Diary of optional subjects in case of teachers teaching such optional subjects.
- e) Stock Register of properties held by him/her.
- f) CRB (Cumulative Record Book) of the class for which he/she is a class teacher.
- g) Fee collection book of the class.

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*1-4-18*  
*Manager*