



MEMO

Regarding duty of employees

This is to information to all the employees recruited by the school authority, as per CBSE concern they need to follow the instructions for smooth conduct of the schooling:


Employee	Key responsibilities	Duty hour	Remarks
SNHC	<ul style="list-style-type: none"> ➤ Provide first aid and manage medical emergencies for students and staff. ➤ Monitor student health, administer medicines, and track immunizations and chronic conditions. ➤ Conduct health awareness programs on hygiene, nutrition, and preventive care. ➤ Offer counselling support for emotional well-being, stress management, and behavioural issues. ➤ Maintain health records and coordinate with parents, teachers, and healthcare providers. 	10:30am to end of school	Assigned for 2 days a week
CCA Teachers	<ul style="list-style-type: none"> ➤ Plan and organize co-curricular activities such as music, dance, art, sports, and clubs. ➤ Encourage student participation and identify individual talents beyond academics. ➤ Coordinate events, competitions, and cultural programs at school level. ➤ Support holistic development by fostering teamwork, discipline, and creativity. ➤ Maintain records of student involvement and achievements in co-curricular activities. 	10:30am to the end of assigned class	If authority needed need to stay at school. They will leave the school after prior permission from School authority.
AYA for Preprimary (Nurse Maid)	<ul style="list-style-type: none"> ➤ Assist children with basic hygiene like washing hands, toileting, and keeping clean. ➤ Help in feeding, serving meals, and ensuring children eat properly. ➤ Support teachers in managing classroom routines and maintaining discipline gently. ➤ Ensure safety of children during playtime, movement, and rest. ➤ Keep the classroom, toys, and learning materials clean and organized. 	10:15am to 2:00pm	Do
Gate Keeper cum Mali	<ul style="list-style-type: none"> ➤ Monitor entry and exit points to ensure safety and security of the premises. ➤ Maintain visitor records and assist in regulating access to the campus. ➤ Take care of gardens, lawns, and plants by watering, pruning, and cleaning regularly. ➤ Support in keeping the surroundings neat, clean, and environmentally friendly. ➤ Assist during school events by managing gates and preparing outdoor areas. 	10:00am to end of the school	Do
Cleaning staff	<ul style="list-style-type: none"> ➤ Keep classrooms, corridors, toilets, and common areas clean and hygienic. ➤ Sweep, mop, dust, and sanitize regularly to maintain a healthy environment. ➤ Dispose of waste properly and ensure dustbins are emptied daily. ➤ Assist in setting up and cleaning after school events or functions. ➤ Report any maintenance or repair needs to the administration promptly. 	10:30am to 2:30pm	Do
Night Guard	<ul style="list-style-type: none"> ➤ Monitor and secure the premises during night hours to prevent unauthorized entry. ➤ Conduct regular patrols of classrooms, corridors, and outdoor areas. ➤ Ensure gates and doors are properly locked after school hours. ➤ Report any unusual activity, safety hazards, or emergencies to the administration. ➤ Maintain a logbook of night observations and hand over updates to the morning staff 	4:00pm to morning of next day	Do

Note:

1. Saturday and Sunday is CLOSED for all the employees.
2. Aya, Gate Keeper and Cleansing staffs need to maintain proper dress code.

Copy to-

1. The Teacher Council Secretary for kind information
2. Sri/ Smt _____ for individual concern


DEBABRATA PAL
 Vice-Principal
 Kirit Bikram Institution
 Udaipur, Gomati, Tripura.