



A Unit of Techno India Group

(A Co-educational upcoming CBSE School)

P.O. : Guskara, P.S.: Ausgram

Dist. : Purba Bardhaman, W.B-713128

Mob. : +91 8583823921, Email : tigps.gska@gmail.com

Notice No: TIGPS/GUS/ADM/016

Date: 21st August, 2025

OFFICE ORDER

It has been observed that despite several reminders, certain teachers are still violating the institutional guidelines. This is a matter of serious concern.

1. Mobile Phone Use: -

The use of mobile phones **in classrooms is strictly prohibited**. Only during Activity Classes, where the teacher is acting as an Activity Instructor, mobile phones may be used solely for teaching-learning purposes.

2. Proxy Teaching: -

Proxy teaching is strictly forbidden and must be stopped with immediate effect.

3. Use of Copies/Books: -

Checking bulk copies into the classroom during teaching-learning sessions is not allowed. If a teacher needs to hold a copy or book for correction, it must be returned the very next day without fail.

4. Punctuality & Movement According to Timetable: -

It is still being found that some teachers are not moving to their classrooms as per the timetable, or are delaying movement after lunch break, CTP, or at the time of dispersal. Such delays, often ranging from 10 to 15 minutes, are causing disruption to the teaching-learning process. All teachers are strictly instructed to reach their assigned classrooms on time without exception.

FINAL WARNING: -

- This circular serves as a final warning. Any violation of the above instructions will lead to:
- Issuance of a Warning Letter in the first instance.
- Suspension orders in case of repeated violations.
- All staff members are hereby instructed to adhere to these directives with immediate effect and utmost seriousness.

By Order
Head of the Institution
TIGPS Guskara