



Need, Utility And Implementation Of Teacher's Guide 2024 In Government Schools Of Bihar

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Abstract

To improve the quality education and teaching management system in the government schools of Bihar state, the Education Department has issued the Teacher Guide 2024. The Additional Chief Secretary Dr. S. Sidhharth of the Education Department has issued a letter to the DEO regarding the role and responsibility of teachers in schools and has directed to make available the Teacher Guide issued by the Education Department in all the government schools of the district. In the guideline, the Additional Chief Secretary has specifically said that corporal punishment should not be used on the student under any circumstances. Along with teaching the children, the teachers have to explain and teach the parents of the students as well. To improve all the classes, facilities of blackboard, computer, smart classes will be provided. Instructions have been given that parents should also take care of all these things before sending their children to school and get it done. At the same time, during school management, teachers should be present in the school ten minutes before the start of the class. Register your attendance with the e-Shiksha Kosh app inside the school premises, sit with the headmaster of the school and discuss the teaching plan of that day, organize student discipline by ensuring your participation in the school's awareness session. An eight-page guide has been issued an eight-page teacher's guide has been issued. In the teacher's guide, the roles and responsibilities of teachers in schools have been divided into five categories namely student appearance, school management, classroom management, student management and parent management. According to this, sequential information has been given on which points have to be worked upon and how during school and class operation. In the same sequence, teachers have been instructed to ensure in student form that all students come to school in the prescribed school dress and bring books of all subjects, notebooks, pencil, box and water bottle in their bags as per the school timetable.

Keywords : Student appearance, School management, Classroom management, Student management and Parent management etc.

Introduction

In order to make the high quality education and teaching management system efficient and correct in all the government schools of Bihar state, the Education Department has issued a 'Shikshak Guide' in a total of five categories in the year 2024. In which the instructions issued to all the District Education Officers of the state include Student Appearance, School Management, Classroom Management, Student Management and Parent Management. It basically states that teachers have an important role in schools in which the teacher provides a positive direction to the overall development of the children. Along with this, it is the duty of the teacher to make them the best citizens of the future by improving the academic achievement of the students as well as their social, mental, physical, character and emotional behavior. Apart from this, "An ideal teacher is like a candle which burns itself to light the path of others."

Under this, teachers have been asked to work on the following points

1. Student Appearance -

Student appearance is a student's outward appearance, including their dress and hygiene. It can have different meanings depending on the context, such as in traditional classrooms. First of all, teachers will ensure that all students studying in the school come to school in clean school uniform and carry textbooks of all subjects, notebooks, pencil box, clean drinking water bottle in their bags as per the school timetable. Along with this, it is also fully expected from the teachers that the students will ensure to come to school while paying attention to their personal hygiene such as regular bath, cut/groomed hair and cut nails. Apart from this, it is also necessary that the parents will also ensure to verify all the above points before sending their ward to school.

To apply the above mentioned Nirdeshika, the teacher should make a group and check all the students one by one in the school prayer assembly with strictness and give them necessary suggestions for compliance.

2. School Management -

School management means running the school along the desired educational policies. It takes into account all aspects of the school (policies, material and human resources, programmes, activities, equipments etc.) In this regard, the following rules have been made in the Education Department.

1. It is mandatory for all teachers to be present in the school 10 minutes before the start of the class.
2. It is necessary for all teachers to register their presence within a maximum of 500 meters of the school premises through the e-Shikshakosh app issued by the government.
3. All teachers should hold a brief meeting with the school principal after the prayer meeting and discuss in depth the complete teaching plan and activities of that day.
4. All teachers should ensure their participation in the school's morning assembly 'Chetana Session' and keep the students disciplined.
5. It is the duty of all teachers to discuss moral values in the 'Chetana Session' every day and on special occasions such as World Health Day on 7 April, Teachers' Day on 5 September, Republic Day on 26 January, etc., discuss in detail the specialty or importance of the said day.
6. All teachers must ensure to complete the six-day residential training in Teacher Education Institutes (TEIS). Apart from this, if untrained teachers are found in any school, strict action will be taken against them.
7. Ensure that healthy mid-day meals are provided to all students present in the school as per the prescribed menu. If any student is found malnourished, he should be identified and the class teacher should give special priority to his nutrition and health. Along with this, the details of the identified student's snacks and food along with their nutrition should be shared with their parents.

8. The welfare and safety of students is of utmost importance. Therefore, it is necessary for all students and teachers to ensure that the school environment is maintained in the same way.
9. If any officer or Support Teacher or Mentor comes to the school for school inspection, then the teacher should ensure that his lesson plan, class management, curriculum/syllabus, weekly and monthly assessment and nutrition and teacher-parent meeting (PTM) are reviewed. Apart from this, in case of any kind of departmental objection, inconvenience or deficiency, the teacher should ensure to present his side with appropriate evidence.
10. All teachers should ensure to consult their support teacher/BRC/DIET mentor for educational guidance/assistance.

3. Classroom Management -

Classroom management is teachers' strategies that create and maintain an orderly learning environment and discipline means teachers' responses to student's misbehavior. Classroom management is a term used by teachers to ensure that lessons in the classroom run smoothly and systematically despite unruly behavior by students. Teachers must realize the constant influence of many communication channels outside the classroom on students. The teacher is the formally designated leader and is accepted as such by the students. The teacher is the resource who has to steer the conversation in such a way that the various needs of the learners are met. Classroom management refers to a collection of techniques that teachers use to promote effective learning, particularly by minimizing classroom distractions and disruptions. It potentially includes everything a teacher does to promote learner participation, collaboration, and a productive work environment. In this regard, the following rules have been made in the Education Department.

1. All teachers must write the name of the class, date, day, subject, number of present and absent students on the blackboard of the respective class or get it done by the class monitor.
2. All teachers must ensure cleaning of the classroom (through a deputed worker) before the start of the first period.
3. Ensure that the attendance of students is recorded in the e-shikshakosh App and the prescribed attendance register. Keep in mind that this work must be completed within five minutes of the start of the class so that teaching-learning is not affected.
4. If the number of students in the class is high, the class teacher should discuss with his principal and quickly divide them into sections.
5. In case of shortage of subject-wise teachers, a 'multi-grade classroom' can be conducted in which the students of the smaller classes are seated in the first row while the students of the bigger classes are seated at the back in order of priority.
6. In case of 'multi-level class', within ten (10) minutes of the start of the class, all the students of the class should be assigned academic activities/tasks. While giving more time to the students of the lower classes, special emphasis should be laid on the development of their basic literacy and numeracy skills.
7. The teacher should give clear instructions to all the students to bring the school textbook and writing book for class work and homework on a regular basis.
8. It is important for the teachers to note that the same writing book should not be used for various subjects.

9. The teacher should strictly follow the lesson plan. The teacher should ensure compliance with the curriculum and syllabus.
10. The teacher should ensure that the practice book and writing book are updated. Also, by checking them regularly, ensure timely feedback to the concerned student and parent.
11. The lesson should be taught with the help of supporting teaching material as far as possible and all the students of the primary level should get the opportunity to use various supporting teaching material.
12. Study the 'Teacher's Guide' (Class 1, 2-3) properly and follow the instructions given.
13. Ensure that the weekly test of the students is conducted every week with the help of questions from the developed 'Question Bank' or with questions developed by yourself and ensure that the results of the examination are sent to the parents through the student's diary.
14. Update the student's diary regularly and keep giving information to the parents regarding the work and development of the students in the class.
15. Ensure that special emphasis is given to textbook reading in the class. The practice of listening, reading and writing skills will help in the development of language and communication skills of the students.
16. Try to develop basic communication skills in English language in your students.
17. Try to enhance your teaching as much as possible through the technology available in the school through the content available freely on DIKSHA, PMeVidya channel, Unnayan Bihar program etc.
18. Teachers should regularly fill the progress report of students at fixed intervals of 3 months and communicate it to parents.
19. Teachers should regularly give homework to students and ensure that they complete their homework on time.
20. Prepare students for half-yearly and annual examinations which also include weekly and monthly examinations conducted regularly.
21. Make the lesson plan for the next day in the school itself before leaving for home every day.

4. Student Management -

Student Management System simplifies the working of the teacher and provides user-friendly access to this program to all the students and staff of the institute. Student management is also defined as a complete process that is systematically and deliberately executed for all students (within an educational institution) along with providing continuous guidance so that they can follow the teaching-learning process effectively and efficiently from their enrolment till they pass out from the school. In tent.

1. Teachers should ensure that students should participate in conducting 'Chetana Session' every day.
2. The 'Head Girl' and 'Head Boy' of the school should be selected regularly by giving opportunity to all the students in turn and also provide 'Head Girl' and 'Head Boy' badges.
3. Teachers should divide all the students into four groups (houses) and name the groups according to their own will (e.g. name them after the rivers of Bihar) and positively involve them in various competitions (sports and other co-educational competitions etc.). The group that performs best in these competitions running throughout the year should be awarded in the school annual function.
4. All the teachers should ensure that all the students sit at their designated places in the class.
5. Ensure that all students come to school in prescribed uniform and well prepared with their school bag, such as with clipped nails, trimmed/combed hair, etc. Use positive/negative reinforcement techniques to motivate students for positive behaviour.
6. Teachers should ensure that relatively weaker students compulsorily sit in the first row with better performing students and instruct the better performing student to help the said classmate in completing his/her classwork, exercise sheets and incomplete homework.
7. It is important that teachers pay attention to the development of social and emotional skills of students along with their academic achievements.
8. Teachers should identify students who do not talk freely and confidently with their classmates and teachers in the class.
9. Identify such students and know their interests and hobbies and engage them in activities in which they feel comfortable. In the awareness session in front of all the students, praise such students and their small efforts so that their self-confidence can increase.
10. Teachers should always remember that school is a small society. If a student is full of self-confidence in school, then only he will be able to become an adult citizen with full confidence in the society.
11. Discipline is the most important lesson that teachers have to give to students because only a good student becomes a good and efficient citizen.
12. For the discipline of students, it is necessary that teachers present themselves as an ideal and have such advisors in whom they can have confidence in the school.
13. Physical punishment should not be used by the teacher under any circumstances because it negatively affects the behavior of the child in his future life.
14. Teachers can control students who behave in an undesirable manner by providing verbal/praise, behavior adjustment chart, indicator chart related to expected behavior in the class, token/symbolic warning etc.
15. Teachers should ensure that no student is promoted to the next class without achieving the learning outcomes as per their class level.

16. Teachers should conduct 'Daksh' classes for students who are relatively weaker in academic level so that they can complete the subject related lessons, class work and homework. Teachers should ensure that students do not have a tendency to rote learn but students can understand the subject related concepts.

5. Parent Management-

Parent management means parents techniques to help their children improve behaviors and learn new skills. In this regard, the following rules have been made in the Education Department

1. If a student is found absent for more than three days, then his/her parents should be questioned through telephone etc. If this does not give positive results, then the teacher should go to the student's house and review the situation and take necessary steps.
2. Teachers should never accept the reasons given by parents for not sending their children to school, such as busyness in employment, socio-economic conditions, ignorance etc., rather they should constantly try to explain to them that school education is the highest priority in their children's life.
3. If parents are suspicious about the poor level system of the school in sending their children to school, then the teacher should assure them that a good teacher is the most important resource for a school and the Bihar State Government is constantly making efforts to provide better facilities in schools.
4. Conduct regular parent-teacher meetings (PTM) with parents and discuss the academic, social-emotional behaviour of their child and discuss co-curricular activities and social, emotional behaviour.
5. If students do not come to school well-prepared with their prescribed uniform, school bag, textbook, notebook etc., then teachers should immediately inform the parents about this through the school diary. Also ensure to give information related to the clean habits and discipline of children in parent-teacher meetings (PTM) and over the telephone.

Conclusion

In the end it can be said that many great efforts are being made by the government to take the education system of Bihar to the heights of success, the implementation of which will prove to be extremely beneficial.

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