Baylling Higher Secondary School

Trashiyangtse

School Working Document
Striving towards Perfection
Striving towards Perfection

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School History

Baylling Higher Secondary School under Trashiyangtse Dzongkhag is a pride of the place. Established in 2004, the school is constructed under the World Bank financing and has beautiful infrastructures and landscape. The school is 4 kms away from Trashiyangtse town and has a conducive learning environment.

The concept of this school was the brainchild of a dynamic and a very robust leader in the person of the then Health and Education Minister, Lyonpo Sangay Ngedup. Yangtshipas hold a clear memory of touring the present site in cold December month of 1999 with the Lyonpo to have the school of current stature. The construction work was allotted to Druk Construction Company and work actually began on 16th November, 2000 with the projected tendered cost of Nu. 5,48,14,900.40/- to be completed within the project duration of 30 months. The approach road from Dzongkhag to school was constructed under Government of India Grant.

The school was formally taken over by the Dzongkhag Administration, Trashiyangtse on 8th March 2005 after a complete verification of the infrastructures by a team led by Dasho Dzongdag Dorji Norbu.

Sometimes in the 8th century, Guru Rimpoche, blessed this nation by his divine visits. He traversed the whole length and breadth of our country spreading the teaching of Lord Buddha. It was during one such time that Guru Rimpoche visited Yangtse and concealed treasures here to be discovered by Treasure Revealers. Thus, this place came to be known as “Baylling – meaning Hidden Land”.

The school derives its name from the spiritual blessings by Guru Rimpoche himself. The school envisions living by the spiritual bonds of both the modern and monastic learning to attain the noble mission of providing quality Wholesome Education to the learners.
Today, the school has good administrative and academic buildings with equipped library, computer and laboratories, furnished hostels, summer houses, adequate games and sports arena including a standard size archery range, a spacious auditorium, internal road network and campus street light.

We would like to be remembered as an institution of quality, home of knowledge to young aspirants, a model amongst schools, the pride of the in-house members and the envy of the others.

The school has two principals in its name till now. The first principal, Mr. Phuntsho Wangdi (2004-2008), dynamic and modern in approach, currently the Chief of SLCD, MoE, Thimphu had served his tenure wholeheartedly and built strong foundation for later principals to construct the building of any stature. The present principal, Mr. Yonten Jamtsho (2009-20..) who believes in the ‘dynamic of change’, clears the path and pushes the school to greater elevation. School stands giant and optimistic!

DREAMS OF OUR SCHOOL

VISION OF MOE

“….an educated and enlightened society of ‘gyalyong gakid pelzom’ at peace with itself, at peace with the world, build and sustained by the idealism and the creative spirit of our citizens”. MOE
SCHOOL VISION

To stand out as GNH Institution of Education to Impart Knowledge for Development and Excellence.

SCHOOL MISSION

To strive to attend GNH through hard work, dedication of thought, speech, action, provision of wholesome quality education and Gross School Happiness.

SCHOOL GOALS

1. To set sound academic standard.
2. To provide quality education.
3. To nurture sound body and sound mind.
4. To provide necessary support for the growth of students as productive citizens.

Our Values:

- Team Spirit
- Discipline
- Honesty and Integrity
- Hard work
- Dignity of labour
Patriotism and Loyalty
Love for culture, custom, etiquette and spiritual values
Sense of belonging
Ownership and responsibility
Punctuality and conduct

School Motto:

CAP (Conscience + Attitude + Professionalism)

Our Strategy:

To fulfill the vision and goals through:

- Proper guidance and collaborative ventures
- Proper planning and introspection
- Consistent hard work with dedication
- Efficient delivery of duties
- Perseverance to improve further.
SCHOOL ORGANOGRAM

PRINCIPAL

SMB

SCHOOL MANAGEMENT TEAM

ACADEMIC AFFAIRS

Professional Program
SLM Support Services
Exam/Eva/Promotion
School Library
School Laboratory
Class Teachers
Subject Teachers
Attendance
Science Exhibition

NON-ACADEMIC AFFAIRS

Games & Sports
Cultural Activities
Agriculture prog.
Life Skills Clubs
Scouts
Literary Activities
Audio/Visual
Publication
GNH
Media Literacy
Club Exhibition

STUDENT AFFAIRS

School Health
S Development Fund
Career Education
Counseling
Parenting Education
Positive Disciplining
Store/Stationary
Furniture
Chhoshed Lerim
Chadi/Protocol
Hostel Management
SUPW/Waste Mtg.
Estate Manager

GNH
Media Literacy
**Steps for Job Delegation**

1. Principal to chair the meeting.
2. Staff members nominate candidate for “School Management Team” and Staff Secretary.
3. Form School Human Resource Committee.
4. School HR Committee and SMT assign appropriate jobs to different staff members based on their aptitude, interest and competence.

**Work and Duty**
We are here in the school because of our students. Students must therefore be treated as our primary customers. So, all teachers and other staff members of the school are expected to sacrifice personal interest for the benefit of our students. All members must be ready and willing to take up any type of work/duty assigned to them by school, at any time.

In general, all staff members are expected to carry out responsibilities as described underneath:

**Jobs Description**

**PRINCIPAL**

The principal is primarily responsible:

- To spell out policies and visions of the school.
- To be role model at all times.
- To up-grade the quality of education through creative, cooperative and constructive supervision.
- To provide professional and personal support to teachers and students.
- To see that all activities are well planned.
- To distribute the activities according to the interest and aptitude of the teachers.
- To be resourceful for staff development.
- To steer sense of volunteerism from students.
- To set sound management system.
- To counsel boarder students once a month.
- To make adequate budget allotment for activities.
- To make teacher-teacher, teacher-pupil, teacher-parents and school-community relationship.
- To build institutional image.
- To make report of the school development at the end of the year to the concerned authorities.
- To prompt love with awe for the King, Country and the People.

The principal is the overall administrator, supervisor responsible for the effective implementation of government policies and programs in the schools.

**VICE PRINCIPAL**

Vice principal is specifically responsible:

- To steer school in absence of principal.
- To coordinate all academic activities.
- To distribute various subjects of different classes to the teachers.
- To check the lesson plans of mentors every Monday.
- To ensure that clubs are coordinated and run to promote values and cultures.
- To ensure that assessment practices are in line with the policies and directives received from education ministry and related agencies.
- To instill value education among the school family members.
- To make proper schedule for study in-charges and ToDs and making substitution in their absence.
- For timely display of students’ results on the notice board.
- To maintain general student discipline in line with the Bhutanese value systems.
- To check hostel cleanliness, adequacy of furniture and electrical facilities.
- To be role model at all times.

SCHOOL MANAGEMENT BOARD (SMB)

Every school is required by the policy (9th QPGI, 1992) to form the school management board to help facilitate better school governance.

The SMB is the immediate governing body of any school/institution. The head of the school is the secretary of SMB, while the chairperson and the other members of the board are from local community with equal representation from different community.

ACCOUNTABILITY OF THE SMB

Towards School:

- To plan the development of the school and its proper maintenance.
- To guide and support the management of the school for proper implementation of government policies and guidelines.
- To approve the school plans and programs, monitor the implementation, review and assess all school programs for future improvement to ensure the provision of quality education.
- To ensure the provision of adequate facilities (maintenance, construction and transportation of supplies).
- To assist in mobilizing resources for school development (fund, materials and manpower).
- Provide directives to the management team of the institution and monitor its function.
CODE OF ETHICS FOR THE SMB

The SMB’s individual member is not expected to interfere in the day to day internal administration of the school. However, the SMB, as a body will meet on quarterly basis to provide direction and to review the progress of the school.

SCHOOL MANAGEMENT TEAM

The school management team consists of:

- Principal
- Vice principal
- Coordinators
- Warden/Matron
- Staff secretary
- Concerned class teachers.
- Student chairpersons.

The roles of SMT are:

- To make school related decisions.
- Meet for timely review.
- Follow up on concerned issues raised.
- Redesign the school programs.
- Ensure availability of resources for different activities.
- Forward the agenda for SMB level decisions.
- Decide and fix SMB meetings.
- Manage situational crises and emergencies of the school.
- Initiate development policies and plans for the school.
- Ensure proper implementation of the school programs, monitor, support and evaluate progress of the school programs delegated to committees, as a team study impact, assess and provide feedback to concerned in-charges or individuals on their performances and decide to continue or change.
- Disseminate information to the personnel of the school.
- Plan professional development programs for staff within school or nominate for NBIP and others.

SCHOOL HUMAN RESOURCE COMMITTEE

Comprise of:
1. Principal,
2. Vice principal,
3. Coordinators,
4. Staff secretary.

Its functions are;
- To see that school has enough resources, human as well as material resources.
- Nominate competent persons for workshops/trainings/studies based on the set criteria.
- Provide professional support to new members.
- Identify potential persons.
- Share knowledge or expertise in the form of SBIPs.
- Work on promoting professionalism.
- To see that the deserving people are rewarded by nominating, recommending for headship, trainings, workshops and further studies.
- Recommend even for out of turn and meritorious promotions.

COORDINATORS

Coordinators are chosen from amongst the many best teachers. It is deemed that they be promising and possess leadership qualities. They should be able to guide their colleagues. They should also be able to take active roles in supporting the general functioning of the school. Most importantly, they should be able to act as role models for teachers as well as students at all times.
Roles of Academic Coordinator

1. To frame and review school academic policy.
2. To explore professional development programs like SBIPs for teachers.
3. To look after examination and promotion system of school.
4. To supervise the use of library resources by students and teachers. Submit the records to office every month.
5. To facilitate safe and adequate use of laboratory facilities.
6. To institutionalize and consolidate SLMSS in school.
7. To play active role in supporting the general functioning of our school.
8. To see that students have minimum of 90% attendance in both the terms.
9. To monitor all club activities and see that all club goals set by club in-charges are met.
Roles of In-Charges

Class teacher

- Maintain the class decorum.
- Look after class properties and cleanliness including nearby corridors and footsteps.
- Coordinate SUPW work on Saturdays and as per necessity.
- Maintain the attendance register everyday.
- Keep track of the students’ performance.
- Prepare the consolidated sheet and progress report of the students
- Maintain the records of students’ marks for all kinds of examinations.
- Act as a role model for the students.
- Look after health and hygiene, relationship and discipline of students.
- Comment on dress code, hair dressing and take appropriate actions, when ever necessary.
- Give value lesson to class students at least once a month.
- Advice/refer the problematic students to the counselor.
- Understand each class members wholly.
- Special care to be given to the needy or kidu students.

**SLMSS focal teacher/Mentors**

- Timely observe the lesson and teaching aids used by teachers and provide constructive feedback.
- Tick on the checklist after receiving lesson plans from mentees.
- Organize subject related meeting and submit minutes to Academic coordinator.
- Inform subject teachers in case of syllabus change.
- Fill up the forms and document it for future reference.
- Suggest need based SBIP
- Ensure that test questions are prepared inline with latest BCSEA directives and also ensure that answers are evaluated as per set criterion.
- Provide general report on SLMSS conduct.

**Examinations’ Coordinator (s)**

- Make time table for the Class test, Mid-term, Trial and Annual Examinations.
- Fix the date for various examinations in the beginning of the year.
- Inform teachers about the date of submission of question papers along with blueprint and also submission of mark list.
- Assign invigilation duty uniformly to teachers for smooth conduct of exams.
- Make sure that question papers and answer sheets are properly collected and kept under safe custody.
- Make seating arrangement for the conduct of examinations.
- Supervise the cyclostyle of question papers.
- Document the examinations records.
- Prepare the over all examinations report.
- Review, analyze and suggest remedial measures to improve the examination system of the school.
- Arrange the examination halls for Board examinations after our promotion examinations.
Timetable In-Charge

- Prepare school timing for Summer, Winter, Wednesdays and Special separately.
- Prepare school academic timetable.
- Ensure that distribution of periods is fair and just.
- Ensure that subject allocation is done as per the directives received from concerned agencies.

Attendance In-Charge

- **Check** the attendance of students on monthly basis.
- Remind students of attendance and importance of it individually/group/assembly.
- Remind the parents of irregular students through phone or in writing after getting approval from the office.
- Recommend medical leave for the boarder students who could not attend classes for long period in consultation with warden/matron and health in-charge.
- Ensure continuity & maintenance of study attendance register.

Librarian

- Make a catalogue of books, magazines, periodicals, newspapers, newsletters and journals and are properly stored, displayed, issued and mended.
- Keep library clean and create reader friendly.
- Prepare requisition of books in consultation with teachers and school administration.
- Maintain discipline during library period and take attendance.
- Make effective correspondence with different agencies pertaining to the purchase and payment for books.
- Make a report for loss, replacement and purchase of books new books biannually.

Lab In-Charge (Lab assistants)

- Arrange the instruments in proper place and fix the disordered
instruments.
- Keep lab clean.
- Arrange the apparatus for the experiments before students enter inside the lab.
- Maintain stock register and update it.
- Prepare requisition for lab equipment.
- Must be in position to help students with practical works in absence of teachers.
- Must learn and be thorough with the names of the items inside the laboratory.
- Must be held responsible for things not functioning, missing or insufficient during any practical examinations.

**Non-Academic Coordinator**

Roles of Non-academic Coordinator

1. To frame and review non-academic policy of our school.
2. To promote games and sports activities.
3. To foster the sense of dignity of labor in students through SAP. To see that SAP is carried out effectively.
   1. To promote love for culture through cultural activities.
   2. To provide life related knowledge through life skill clubs.
   3. To instill sense of competition through literary activities.
   4. To promote scouting activities.
   5. To play active role in supporting the general functioning of our school.
   6. To make comprehensive plans and promote GNH values in our school.
   7. To ensure that the concerned in-charges of co-curricular activities have plan and execute it with precession.
11. To submit club report twice a year (after mid-term and at the end of year).
12. To see that cultural programs are carried our in line with our cultural values.
14. Be role model at all times.
GENERAL ROLES AND RESPONSIBILITIES OF INCHARGES

- In-charges should submit their action plans to the coordinator in the beginning of the year.
- In-charges should submit their reports to coordinator based on SWOT analysis at the end.
- Proper records should be maintained for transparency and accountability.
- Ensure students are meaningfully engaged especially during the club hours.
- Clubs having budget must submit budget report including the expenditure and income for the year.
Cultural Coordinator

Preservation and promotion of culture is an important aspect of the country’s national goals. Therefore, the culture coordinator must see that:

- The school’s cultural programs are carried out according to the directives of education, Dzonghag Development Authority and Special Commission for Cultural affairs.
- The School’s cultural programs are conducted according to the school Calendar.
- He/she maintains yearly cultural plan with specific objectives in line with the national directives.
- Organized programs are reviewed and remedial measures adopted for positive improvements.
- He/she maintains cultural file to document the cultural programs and competitions, Organization, prizes, winners and participants. He coordinates culture related programs in school.

He/she must also see to it that:
- Proper Bhutanese attire is worn in all the programs
- Program should not have an overdose of foreign culture.
- The decoration for cultural programs must match the Bhutanese decorum.
- Delegate jobs during such programs.
- Prepare participants for National Day and Royal Birthday Celebrations.

Agriculture Coordinator/Agri. Focal Teacher

Bhutan is an agrarian society and there is the need to inculcate love towards agricultural practices in students and also to improve the nutritional value of the student’s diet with agricultural produce from the school agriculture. The primary roles of Agriculture coordinator include:

- Creation of inquisitiveness towards agricultural practices.
- Giving a variety of modern methods of farming.
- Helping the students to understand and appreciate the importance of forest.
- Creating awareness of the diversification of agricultural practices.
- Developing respect for manual labour and agriculture.
- Helping them acquire certain practical skill for gainful occupation.
- Distribution of lands equally amongst different classes for agricultural practices.
- Procuring and distribution of seeds and tools to different classes.
• Preparation of progress reports and accounts of the annual/seasonal produce.
• Acting as the link between the school and the national projects on agriculture related activities.
• Advising the school on agriculture related matters.
• Discourage use of fertilizers like pesticide or insecticide. Instead encourage organic farming.

**Games and Sports Co-coordinator**
Games and sports is a vital component in enhancing physical and mental domain of students. Hence, the roles of the games coordinator:

• Inculcate sporting spirits.
• Ensure Custodians perform their respective duties properly
• Shall make sure that proper yearly sports plan is framed and implemented.
• Make sure that students know their physical capacity.
• Can expose the students to a variety of recreational skills.
• Shall make sure that mass participation is encouraged.
• Help students develop confidence in themselves.
• Allow students organize games and sports activities on their own.
• Intimate on National, Regional, Dzongkhag, Inter school, Intra school competitions.
• Select and train students for various sporting disciplines, based on their abilities.
• Maintain proper records of events, prizes won and winners.
• Recommend students with outstanding qualities in sports to agencies whereby they could move further in their sporting skills.
• Analyze and review the school’s sporting activities and suggest implement corrective measures.
• Keep proper records of sporting equipments and make necessary demands as per requirement.
• Issue sporting equipments accordingly.

**LIFE SKILL CLUBS**

• Students are to be provided as many options of life skill clubs as possible.
• Students will be encouraged to choose their best clubs.
• Clubs will be conducted every Wednesday after 6th period
• Clubs will be run for 1 hour.
• It is mandatory for all students to be at least in one club.
• Club masters must submit the report of their club activities once a year.
• Organize club exhibition.

**CLUB IN-CHARGES**

It is one of the salient features of (imparting) wholesome education & therefore it needs to be established well:

- Every Wednesday is earmarked as club day/ club activities to be organized on Wednesdays.
- The respective club advisors will plan the program with specific objectives.
- Review of the club program would be done ½ yearly following the SWOT Analysis.
- Club advisors should maintain member’s attendance.
- Club advisors will design, both practical and theoretical programs.
- Club membership would depend on students’ options.
- Every teacher must have a club each so as to keep the numbers of members less and make the activities effective.

**SCOUT PROGRAM MASTER**

Scout program will be respected:

- Scout master should organize activities as per their plan
- Scout in-charge must work in coordination with DSA
- A sum of Nu.15 to be collected and deposited to SSA, and DSA accounts every year.
- Membership badge, advancement badge and importance of scout would be stressed during investiture ceremony conducted in the beginning of every year.
- Must identify potential students for leadership training or training related to scouts organized by DYS, as required.

**LITERARY ACTIVITIES IN-CHARGES**

- Must have so many literary activities like debate, quiz, extempore, declamation, prepared speeches, etc. both in Dzongkhag and English spread over the year.
- Must plan to provide opportunities to almost all students (Mass Participation).
- Records of participation to be maintained in student’s diary or remind either class teachers or concerned persons to record in students’ diary.
- Must explore the possibilities of sending students for both intra as well as inter school literary competitions.
- Must make students participate in essay, art or poster competitions organized by different agencies.
- Both planned as well as ad hoc literary activities to be conducted by
- Must make arrangement of somebody to comment after every program for positive improvements.
Pastoral Care (SSS) Coordinator

Roles of Pastoral Care Coordinator

1. To frame and review pastoral care policy of our school.
2. To look after the school health program.
3. To advise and help SDF in-charge allocate budget in transparent manner.
4. To manage furniture and stationery adequately for students.
5. To enhance career and counseling education as alternative to corporal punishment.
6. To provide parenting education to parents.
7. To explore possibilities of providing better services in the mess and hospitals.
8. To find ways to curb disciplinary problems of school.
9. To play active role in supporting general functioning of our school.
10. To steer the school in absence of Principal and Vice Principal
11. To see the duties are carried out by warden and matron and provide necessary assistance.
12. To monitor and render necessary help to class teachers.
13. To see the proper functioning of Mess committee and give necessary feedback for improvement.
14. To see that SUPW work is carried out regularly and that the records are maintained.
15. To supervise the school beautification activities carried out by the concerned in-charges.
16. To counsel day students once a month.
17. Be role model at all times.

Pastoral care Program

Pastoral care policy is considered as an important element of schools’ program in supporting students’ learning. This program is particularly important for physical, mental and spiritual growth of our students.

Goals
Pastoral care will particularly look into providing:

- A safe physical and emotional environment.
- Facilitate effective academic and non-academic learning.
Role of In-charges

School Health
- Keeping the surrounding including toilets clean
- Arranging basic medicine from the hospital
- Ensuring healthy food and safe drinking water
- Arranging health personnel for health talks minimum of two times a year.
- Taking care of sick people and regulating the sick person for the hospital visit
- Giving necessary medicines on time
- Conducting health check up at least once a year.
- Arrange first-aid facilities in the hostels with the help of warden and matron.

School Development Fund
- Collecting school fees from the students.
- Allocating the budget for different programs in consultation with the SMT members.
- Maintaining proper accounts for the usage of budget.
- Initiating budget meetings as and when necessary.
- Making budget presentation to general staff on monthly basis.
- Timely submission of bills, records and receipts etc…
- Ensuring proper utilization of budget.

Career Education and counseling
- Provide necessary guidance to students
- Maintaining proper records and reports of career activities
- Counsel students as per the need of individual student
- To organize career related activities
- Use counseling program as a means to positive disciplining.
- Taking counseling class once a week for all sections.

Parenting education
- To identify the community for parenting workshop
- Arranging requirements for parenting workshop
- Finding suitable time, in order not to disturb the instructional hours in the school
- Arranging PTA program
- Informing students about positive parenting month (April).
- Invite 1 or 2 parent(s) to share their expectations.
- Sending workshop report and necessary bills to Dzongkhag, if bills are incurred.
Hostel Management (Warden/Matron)
- Maintaining good discipline in the hostel
- Providing guidance and advice to boarder students
- Supervising SUPW work for the boarder students
- Regulating overnight leave and hospital visit for hostel students
- Monitoring night study and conducting night checkup timely
- Ensuring no cooking or eating in the hostel
- Control and keep trace of the students
- Making students available for all the major programs
- Assuring all the facilities and school properties are intact in the hostel rooms and no mobile phones are used.
- Suggesting for improvements in hostels, to the school administration
- Be guardians of students all the time.

Mess
- Ensuring students get maximum benefit in terms of food quality, within the budgetary ceilings
- Make sure that there is no wastage of food or no corruption practices
- Preparing menu based on nutritional value and budget capacity
- To keep school kitchen/store clean and provide food hygienically
- To monitor student’s discipline while serving meals
- To keep trace of cooks.
- Meet boarder students once a month to hear their voices.

Discipline
- To develop concrete disciplinary guidelines
- To orient students on the disciplinary issues and its procedures for action
- Handling problematic students as per disciplinary guidelines
- Giving advice to the concerned students
- Calling discipline committee (SMT) as and when necessary.
- Informing parents on the disciplinary issues of an individual student.
- Refer students to the counselor, if necessary.

Store
- Issuing sufficient text books to the students
- Displaying user policy and fine procedures in each class through the help of class teachers
- To put up requisition of a stationery and necessary materials based on the number of expected enrolment in the following year
- Minimizing wastage of books in the school
- Ensuring that the new books last at least the span of three years
- To collect fine from the defaulter as per the rate stated in the school
• To maintain records of the fines collected.
• Deposit fines collected to revenue.

**Furniture**
• Ensuring sufficient furniture for all the staff and students
• To put up requisition every year based on the approved budget for the fiscal year
• Displaying the user policy and fine procedures on the notice board
• To keep the record of all the furniture and updating at least once half yearly
• Ensuring no furniture is moved out of school campus.

**Welfare Committee**
• Cater during staff meeting, gathering, official visit and other ad hoc get together.
• Maintaining necessary collections and keeping a record of it.
• Collection of ‘semso’ amount based on the policy document.
• To organize parties/gatherings on different occasions based on our policy documents.
• To look after staff welfare program.
• To see that everybody is treated with justice.

**Religious Discourse Program (Choeshed)**
• To initiate religious activities in the school
• To invite qualified and respected scholar to impart values to our students.
• To regulate fund collected for the program.

**GENERAL ROLES**

**STAFF SECRETARY**
• To organize staff meeting.
• To set agendas for meeting by collecting it from concerned teachers on or before 25th of every month.
• To maintain minutes of the meetings.
• To prepare school calendar/maintain chronological record of things
happening in our school.

- To give general notification.

**ROLES OF TEACHER ON DUTIES (TODs)**

For smooth functioning of school, each and everyone should experience the responsibility of ToDs. Hence, TODS:

- Closely supervise the functioning of the school during the day.
- Make sure that morning and evening studies are carried out effectively.
- Maintain study attendance.
- Make sure that the morning social works are carried out regularly.
- Make sure that students do not move in and out of classes and school compound during class hours.
- Make necessary announcements regarding the day’s program, comment on any incidence of misconduct (if any) and on the morning speeches delivered by students.
- Write critical report on the events of the day with suggestions for improvement.
- Ensure the punctuality of students for all events of the day.
- Manage substitute at the time of his/her sickness.

**ROLES OF WARDEN/MATRON**

Hostel management and administration are very important in boarding schools. We like to treat two wardens and matron of our school as second parents to the boarding students. Hence, wardens and matron ideally:

- Have an aptitude liking for the job.
- Treat students psychologically.
- Counsel students rather than imposing discipline.
- Be a good listener.
- Be available with students round the clock.
- Be able to make balanced decisions and judgments.
- Scrutinize hospital visits and attend sick students.
- Maintain students leave and attendance.
- Recommend to the school about sick students who need special diet and coordinate it accordingly.
- Maintain hostel cleanliness and sanitation.
- Supervise SUPW of the boarders.
- Conduct night check up and supervise night studies.
- Issue out pass to students wishing to move out of the school campus.
• Control and keep trace of the students.
• Wake up students and ensure that everybody is on time for prayer and studies.
• Recommend school for repair and maintenance of hostel properties.
• Act as a member of discipline committee.
• Be present for all school functions and play a major role in curbing indiscipline.
• Escort students visiting temples, places of historical and religious importance during auspicious days.
• Take care of property in the hostels including toilets and surroundings (must understand that if things are not utilized properly by students, it is our failure to teach them).
• Take stern action against an individual or group in the event of property vandalism.
• Keep the administration informed of all irregularities concerning hostel management/discipline.
• Brief students on safety rules and ensure their compliance.
• See that the students strictly adhere to dinning hall norms such as proper outfit, proper saying of grace, organized serving, not taking food to the hostels, eating manners, kitchen and store entry prohibited.
• Prepare hostel cleaning routine.
• Ensure that no property is moved in or out of hostels at any cost.
• See that no music is played, cooking and boiling water is done in the hostel.
• See that no mobile phone is used.
• See that no electrical wirings are tampered.
• Provide congenial atmosphere for learning in the hostel.
• Remind students of timing for different activities.
• Ensure that students sleep in the hostels even during time of examinations.
• Minimize availing overnight or out of station leave. Avoid altogether, if possible.

CLASS PARENTS/ASSOCIATE PARENTS

We have fifteen sections with fifteen class teachers. For closer supervision, management and effective coordination, class teachers will be treated as class parents. Therefore, the class parents are to assist school authority in the proper management of school functions.

To this effect, they shall be:

• Counseling students at least once a month.
• Counseling problematic students as per necessity.
- Serving as the member of discipline committee.
- Coordinating agriculture activities. Or other SUPWs.
- Organizing and supervising class cultural activities.
- Supervising the overall cleanliness of the students.
- Maintaining the decorum in the morning assembly.
- Maintaining the record of the participants in the various class activities.
- Checking the cleanliness, appearance, dress code, hair style, listening habits, and the discipline after dispersal from the assembly till their respective classes.
- Coordinate all sporting events among classes.
- Make frequent visit to hostels, and pay attention to cleanliness, physical facilities and advice the class members to refrain from indulging in unwanted practices.

**ROLES FOR MESS IN-CHARGE**

- Receiving mess items from the suppliers.
- Maintaining register for receipt and issues.
- Preparing menu for the school mess.
- Supervising and maintaining discipline during the meals.
- Checking if the meals are prepared hygienically.
- Maintaining the register for kitchen utensils.
- Preparing monthly mess bills with nominal roll for submission to Dzongkhag.
- Hearing complaints regarding meals and taking necessary action.
- Appointing student mess representatives (1 boy and 1 girl on rotational basis) and delegating their jobs.

**ROLES OF SUPPORTING STAFF**

**OFFICE ASSISTANT**

- Computing of official letters.
- Dispatch and file letters.
- Caring of old files, registers, board exams certificates.
- Issuance of certificates to students.
- Prepare duty roster, leave report.
- Take up any ad hoc work assigned by school.
STORE IN-CHARGE

- Maintain proper record of stationery stocks and issues.
- Prepare requisition of stationery annually.
- Receive stationery items.
- Enter in the stock register and submit bills to office for onward submission to the Dzongkhag for payment.
- Issue textbooks and teaching aids, collect it back with fine for damaged and lost.
- Inform administration about the damage and fines imposed.
- Ensure that there are no excess textbooks in the store.
- Carry out any work assigned by school.

ASSISTANT LIBRARIAN

- Maintain stock register of books and other things in the library.
- Issue books to teachers and students.
- Submit new requisition in consultation with subject teachers.
- Prepare and implement library norms.
- Initiate improvement in library services.
- Maintain record of the receipts of Kuensels, magazines and Journals.
- Charge fines for the lost and torn books.
- Inform administration about the lost and fines imposed.
- Attend office works as and when required.
- Make effective communication with different agencies pertaining to the purchase and payment for books.

LABORATORY ASSISTANT

- Maintain stock register of instruments, tools and chemicals.
- Prepare requisition annually.
- Maintain the cleanliness inside the laboratory.
- Learn and keep abreast the names of items inside the laboratory.
- Prepare laboratory for class practical (both home as well as board examinations).
- Care for equipments and collect fines if lost/mishandled equipments.
- Attend office works as and when required.
- Assist subject teachers in conducting practical classes and examinations.
- Must be held responsible for things not functioning, missing or insufficient during any practical examinations.
SCHOOL DRIVER

The school being a large boarding one, is provided with a physical facility of a bus. It allows easy mobility for the school. The drive has the following responsibilities:

i.DO’S

- Be available in the school campus round the clock.
- Identify and inform the school authority about any maintenance required.
- Maintain the log book properly.
- Keep record of all bus accessories and produce them for inspection whenever asked for.
- Inform the authority on the renewal/updating of bus documents (blue book, insurance, movement order, fitness, POL book) and keep them under safe custody.
- Maintain discipline of students, in the bus, if not accompanied by teachers/warden or matron.
- Maintain the cleanliness of the bus.
- Timing of the movement order to be followed strictly.
- Be available for duties other than driving if needed.

ii. DON’TS

- Never drive under intoxication.
- Never exceed the specified speed limit (30 km/hour)
- Never carry unauthorized persons.
- Never leave the campus with bus without the movement order.
- Never take the route other than the one specified by school authority.
- Never let an unauthorized person to drive the bus.
- Never drive in neutral gear.

PEON

- Receive and deliver letters.
- Lock and open offices, staff rooms, main doors and staff toilets.
- Carry notices and messages.
- Attend phone calls.
- Dusting tables and windows.
- Attend office works.
- Ring bell for every period.
- Prepare and serve staff tea.

**CARE TAKER/NIGHT GUARD**

- Look after the school campus.
- Prepare and maintain flower gardens.
- Lock the gate during class hours and night from 11.00 pm.
- Put on/off street and corridor lights.
- Inform school of any strange visitors during odd hours.
- Inform school of any damage, stolen or missing items immediately.
- Take care of flower gardens during day time.

**MULTI-SKILLED PERSONNEL**

- Operate/and repair duplicating machines/digital printing machines.
- Carry out minor electrical works.
- Take charge of mike and its accessories.
- Carry out light masonry works.
- Maintain and repair minor damages of furniture.
- Attend office works as and when required.

**Estate Manager**

- To take care of school property.
- Carry out maintenance work.
- Register all properties (moveable cum immovable).
- Put requisition for things required.
- Suggest for external maintenance.
- Lock hostels during breaks and hand over rooms to warden/matron when school reopens.
- Attend office works as and when required.

**DRY SWEEPER**

- Sweep offices, staff rooms, corridors after school hours.
- Wipe off cobwebs.
- Pick up papers, plastics and containers in and around school campus.
- Keep staff toilets clean.
- Clean drains of school buildings, dining and multi-purpose hall.
- Clean table tops and window panes of offices and staff room.
WET SWEEPER

- To ensure that there is no blockade in the toilets, hostels and staff.
- To carry out minor maintenance works of toilet pots and water supplies.
- To flush day students’ toilets once everyday.
- To wet wash offices and staff rooms once every two weeks.

COOKS

Cooks form an important part of school organization and their role is equally important. Hence, they shall:

i. DO’S

- Serve food to students with filial affection.
- Cook food and serve it with cleanliness.
- Maintain personal hygiene.
- Carry out internal and external cleaning of a dining hall and kitchen.
- Keep utensils clean at all times.
- Help in unloading mess items.
- Keep proper record of the firewood brought.
- Carry out the chopping of firewood.
- Provide hot water to students who are recommended by warden/matron.
- To put out fire especially at night before leaving for home.
- To ensure that no edible items are lost from the kitchen or from the store.
- The cook in-charge of the night is responsible for the safety of the kitchen or the store.
- Be available for all kitchen works from 4 am till 9 pm.
- Report to the school about any unusual behaviour of students or outsiders found in the school premises.
- Attend to any school work as and when required.

ii. DON’TS

- Reserve food for themselves before serving it to students.
- Never carry left over food to their respective residences.
- Never leave firewood near oven when people are away.
- Never entertain students in the kitchen and their quarters.
- Keep away from close friendship with students.
- Never take intoxication during working hours.
- Never serve food before time.
- No man-handling, physical or verbal, of students.
ROLES OF GNH CORE GROUPS

This body consists of student members with the chairman responsible for student affair.

- The GNH Core Groups will work as a team with regard to all student matters.
- Function as a bridge between management and student body.
- Assist in organizing all major school programs.
- Lead the school in maintenance of school property, behaviors, duty and infrastructure.
- Initiate peer counseling, mentoring and look into the comfort of fellow students.
- Assist the management in the promotion of school’s scholastic culture, caring approach, quality output and excellence.
- Be a role model in executing team spirit, hard work, dignity of labor, punctuality, conduct and respect for self and others.
- Meet frequently to discuss on the important student affairs and forward the minutes to principal/management.

ROLE OF SCHOOL CHAIRPERSON

School chairperson is the representative and spokesperson of the student body and s/he will:

- Chair the GNH Core group meetings and work out on the agenda, timing and submit the minutes.
- Represent the student body in the meetings and forums.

ROLE OF SCHOOL CHIEF COUNCILOR

Bearing the responsibility of being a link between the school authority, teachers and students, school councilors need to be a role model to students, be a natural leader.

- Be friendly, cooperative, vigilant, punctual, disciplined, and be able to handle the students with love and care.
- Assist the ToDs as and when required.
- Report to the authority on any abnormal behaviors among students like groupies, substance abuse, love affairs, indiscipline movement of students, theft, vandalism of school properties.
- Assist warden/matron in maintaining discipline in hostels and in all
school functions.
- Maintain attendance during study hours.

ROLE OF CULTURAL COUNCILOR
- Be role model
- Coordinating all the cultural related program
- Taking care of cultural material/equipments
- Maintaining discipline and order in the school particularly in the conduct of cultural program.
- Assisting chief councilor
- Helping the sick members in the hostel.

ROLE OF GAMES AND SPORTS COUNCILOR
- Be role model
- Coordinating games and sports in the school
- Taking care of games and sports related materials/equipments
- Maintaining discipline and order in the school particularly in the conduct of games and sports.
- Assisting chief councilor
- Helping the sick members in the hostels.

ROLES OF HEALTH/SANITATION COUNCILOR
Be role model
Take care of sick people in the school
Maintain discipline and order in the school.
Assist chief councilor
- Assisting health in-charge in maintaining infirmary, providing first-aid or attending emergency and keeping sick students’ register and proper records.
- Caring bathrooms, latrine, water tanks and urinary pots.
- Maintaining taps and supply of water.
- Ensure that the left over food items are thoroughly cleaned.
- Maintaining cleanliness, healthy habits, and hygiene in the hostels and
surroundings.

ROLE OF PRAYER COUNCILOR

- Be role model
- Conduct prayers.
- Arranging special prayer on special occasions in consultation with prayer in-charge.
- Care altar room and maintain register for religious items.
- Make offerings.
- Maintain discipline and order in the school particularly in the conduct of prayer.
- Assist chief councilor

ROLE OF PROTOCOL COUNCILOR

- Be role model
- Coordinate catering (Drangzha) in the entire school program
- Reception of school guest and making arrangements in consultation with the teacher protocol in charge.
- Taking care of pantry/serving materials.
- Maintaining discipline and order in the school
- Assisting chief councilor

ROLE OF VICE COUNCILORS

- Assisting councilors and work closely with them.
- Taking up roles of councilors in their absence.

ROLE OF STUDENT REPRESENTATIVES TO MESS

- Assisting mess in-charge and cooks.
- Maintaining discipline and order during meals.
- Hearing complaints and bringing notice to the authority.
- Explaining how much is got, issued per head and answering to why not. Verify the items receipt from the suppliers.
ROLE OF STUDENT REPRESENTATIVES TO AGRICULTURE PROGRAM

- Working closely with SAP in-charge.
- Maintaining record for SAP tools and equipments.
- Caring pigs and sty/ cattle and shed/chickens and coops.
- Distributing seeds, fertilizers, etc.
- Maintaining record on the agriculture produce from the class gardens.

ROLE OF TIME KEEPER

- Ringing bell for different activities in the hostels.
- Ringing warning bell 10 minutes before any program.
- Caring bell and hammer.
- Reminding teachers on duty about the time.

ROLE OF CLASS MONITORS

Class monitors are partaker in the smooth functioning of class, working in co-ordination with the class and subject teachers. Hence, they shall:

- Be a role model.
- Act as link between class/subject teachers and students.
- Report to the class teacher on matter of any unwanted behavior found among the students of the class.
- Be accountable for all school properties of the class.
- Ensure the cleanliness of the class.
- Take initiative in decorating the class with educative materials.
- Coordinate all the class related activities.
NB: The captains are in no way authorized to use physical or verbal actions against his/her fellow students but shall only appraise the authority of any matter noticed as un-acceptable.

Trashi Del ek!