

D.S.E. MANUAL FOR ITS STAFF



DIOCESAN SOCIETY OF EDUCATION

INSTITUTO NOSSA SENHORA DE PIEDADE, D.B MARG,
PANJIM, GOA 403 001- INDIA

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FOREWARD

Diocesan Society of Education is a minority based organization, specifically looking after the minority educational institutions, catering to Primary, Secondary and Higher Secondary Schools and also Colleges.

Every organization is governed by its rules, regulations and principles. Above all, the Diocesan Society of Education is committed to impart Christian value based education according to the tenets of the Gospels.

To set the tone and direction to the functioning of its employees, the Diocesan Society of Education has brought out its "D.S.E Manual for its Staff", a long cherished dream come true, which will go a long way to enlighten, guide and inspire Diocesan Society of Education Institutions, Management and Staff members.

I take this opportunity to thank and appreciate the efforts of all those, closely and remotely, involved in making this "D.S.E Manual for its Staff". May the Good Lord bless them abundantly.

We hope and pray that this "Manual" will help each and every person, who uses it, to enhance the quality of education, in their personal growth and, in a special way, to promote all round development and charity with wisdom.

This "D.S.E Manual for its Staff" is dedicated to all DSE Family members.

Fr. Zeferino D'Souza
Secretary - DSE

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CHAPTER I

VISION, MISSION AND GOALS

VISION STATEMENT :

"All may have life , and have it in abundance."

MISSION STATEMENT :

Aims at providing spiritual, humanizing , liberating and quality education which is a gateway to socio – cultural and economic development of persons and of the country and particularly helping the catholic youth to be committed followers of Christ.

GOALS :

The goals of the Diocesan Society of Education is to provide the students and staff an opportunity:

1. To think for themselves independently and critically.
2. To seek, extend and apply knowledge to the solution of human problems.
3. To continually strive after excellence in every field.
4. To become mature, spiritually aware men and women of character.
5. To value and judiciously use their freedom, combining with it a full sense of responsibility for actions.
6. To be clear and firm on principles and courageous in action.
7. To be unselfish in the service of their fellowmen and concerned for the welfare of the poor and socially oppressed.

8. To become agents of the needful social change in their own situations.
9. To bring quality in education and relevance to all, and in particular to the marginalized sections of the society.
10. To ensure that education frees persons from social conditioning such as caste, class, gender and other culture linked prejudices which prevents them to see life as a vocation and as a gift.
11. To enable them to make free and considered choices in the key areas that affect their personal lives, communities and society.
12. To provide an education that leads the young into s a c r e d space of the human person and of every person making them aware of the inalienable human rights of every individual and group.
13. To foster pluralism, cultural and religious diversity, individual and collective freedoms and respect for and application of differences in the face of a globalized world that aggressively pushes towards economic and cultural uniformity.
14. To provide an education that humanizes and contextualizes by assisting the students to raise essential questions concerning the meaning of life and of their role in society enabling them to become conscious of their responsibility to contribute to evolving a borderless society and to promoting common good.
15. To enable the youth to understand the implications of economic policies and structures, political decisions and the

media that play a critical role in shaping peoples lives especially those of the poor and the social responsibility of citizen as individuals and as groups to engage in proactive measures to bring both transparency and accountability.

16. To provide an education that energizes the young to take up the task of contributing to nation building, so as to evolve a new inclusive Indian society, an India of their dreams, which they can own with pride and joy.
17. To provide an education that forms the young to evolve as men and women of character, competence, conscience, compassion and commitment who all contribute to the evolution of a counter culture.
18. To promote collaboration and co-operation for the growth of all in a climate of mutual trust and sharing and by fostering uprightness in public life.
19. To provide an education which nurtures an encounter with God as a personal event and a free response to the call of faith which nurtures a life of meaning, purpose and personalized values, including appreciation of other faiths.
20. To enable the catholic youth to enlighten and strengthen the faith, lead to intelligent participation in the liturgy and provide motivation for apostolic activities.

CHAPTER 2

MEANING, NATURE & AIMS OF EDUCATION

MEANING OF EDUCATION :

The word education is derived from the Latin word "Educare" which means to draw out the best in an individual i.e physical , intellectual, moral, emotional, spiritual, social and cultural aspects leading out the innate knowledge, virtues and powers of the child, making the potential actual. True education deals with knowledge that is recognizably worthwhile and capable of achieving a voluntary and committed response from the learner. It leads to a quality of understanding that gives rise to new mental perspectives in the learner. Education uses methods that encourages the exercise of judgment by the learner and the use of his critical faculties.

Education is society's cultural reproductive system. By education, society reproduces itself, passing on its main characteristics to the next generation.

NATURE OF EDUCATION :

Education of a person does not begin at school, it begins at birth. It ends not when he/she graduates from the university, but at his death. Hence education is a lifelong process. The child learns through his/her experiences. It goes on forever without any break or barrier. This education becomes an active and dynamic process. It is much more than schooling , memorizing or learning a prescribed syllabus. According to J. S. Makenzie "Education is a process that goes on throughout life, and is promoted by almost every experience in life." When the learner comes in contact with real situation, he utilizes all his past experiences that are relevant

to it and gains new experiences. Thus the child goes on reconstructing experiences throughout the whole life. Therefore education is considered by the educationists as an active and dynamic process. Hence education is considered as a product, as growth, as direction, as continuous reconstruction of experiences, as instruction, as acquisition of knowledge and skills and as transmission of culture.

AIMS OF EDUCATION :

Life and education are integrally connected in a meaningful way. Therefore, Dewey defines education as "Life itself" Man comes to the earth, grows and lives for an aim. Education is the process of realizing the aim. James S. Ross states "Aim is that condition which an individual sets before himself or a group of individuals set before themselves to be realized as a result of the execution of a project." The aim is a predetermined goal which the individual tries to achieve after careful thinking proper planning and successful methods. While the concept of education refers to what education is, aims of education refer to what education should do.

Education is not a single aimed activity. It has multiplicity of aims. Formation of character , preparation for a full life, formation of a sound mind and a sound body, adjustment, acquisition of ability for livelihood and making of good citizens are aims of education.

CHAPTER 3

THE TEACHING – LEARNING PROCESS

NATURE OF TEACHING :

The quality of education depends largely upon the quality of the teacher. Whether the teacher is seated at one end of the proverbial log with the student at the other end, or whether the teacher is at work with small group of students or is on a television screen that is seen by tens of thousands, whether the teacher is a professor or whether the teacher is a programmed text-book, it is unlikely that the students will get a superior education unless the teacher is superior. With good leadership and appropriate teaching aids, the teacher's effectiveness can be enhanced but the most ingenious plans of inspired administrators and the best array of instructional devices are of little avail if the teacher is "ignorant , unskilled or indifferent" Teaching is not a mechanical process. It is an intricate, exacting, challenging job. Teaching is not a monologue but a dialogue in which one partner is vocal and the other partner may, by simple expressions, on the face, by some gesture or exclamation or by brief participation in the form of a query, partake in the dialogue. The modern teaching process stresses three fundamentals.

- (a) Emphasizing the learner.
- (b) Guiding the learner.
- (c) Promoting learner development.

Teaching is a sublime art. It is difficult to separate the teacher and teaching. The teacher in fact mirrors himself into the child. He puts an indelible stamp on the young. The child generally takes the teacher as his/her model.

NATURE OF LEARNING :

The main aim of education is to produce desired changes in the behavior of children and when these changes have taken place we say the child has learnt . We expose the children to certain experiences to produce changes in behavior pattern .Such changes are termed 'Learning'. Learning is a natural outcome of the individuals attempts to meet his basic and normal needs. Learning can only take place in response to the felt need of the child. Learning is a complex process by which a person acquires a new mode of behavior which tends to persist and affect the general behavior. It also helps an individual grow in intelligence and in moral stature. Effective learning takes place when the needs of the learner, readiness to learn, situation the learner is placed in and interaction in the learning situation is taken care of .The main characteristics are: learning is growth, learning is adjustment, learning is organizing experiences, learning is purposeful, learning is intelligent, learning is action, learning is both individual and social, learning is unenforceable, learning is a product of the environment, learning affects the conduct of the learner, learning is whole and finally learning frequently depends upon insight.

CHAPTER 4 CODE OF CONDUCT AND PENALTIES

Code of conduct and behavior of members of Teaching and Non-Teaching Staff is laid down in Rule 99 and Rule 100 of the Goa, Daman and Diu School Education Rules 1986 and the penalties and disciplinary authorities are laid down in Rule 94 which are given in this chapter.

1. Rule 99 as per GDD SER 1986

Employees of recognized schools to be governed by the code of conduct :

Every employee of a recognized schools, whether aided or not, shall be governed by the code of conduct, as specified in this Chapter, and every such employee shall be liable to the disciplinary action, specified in rule 94, for the breach of any provision of the code of conduct.

2. Rule 100 as per GDD SER 1986

Conduct and behavior of teachers including Heads of Schools –

- (1) The Code of Conduct for the teachers of the recognized schools, shall be as follows :-
- (a) No teacher shall ...
 - (i) Knowingly or willfully neglect his duties assigned to him by the Head of the school, the Director of Education and the Examination Board.

Explanation :-

Teacher's duties include, marking attendance of pupils, correction of classroom work and homework of pupils, setting question papers, cutting the manuscript stencils as per exigency, assessment of answer books of all tests/examinations consolidation and preparation or

examination results, correction of composition note books, science journals, conduct of practical's, etc.

- (ii) Propagate through his teaching lessons or otherwise communal or sectarian outlook, or incite or allow any student indulge in communal or sectarian activity;
- (iii) Discriminate against any student on the ground of caste, creed, language, place of origin, social and cultural background or any of them;
- (iv) Indulge in, or encourage, any form of malpractice connected with school or public examination or any other school activity;
- (v) Make any sustained neglect in correcting class-work or home-work done by students or work connected with school examination, absentee arrangement, remedial teaching, observation of school functions, sports, social gathering etc.;
- (vi) While being present in the school, absent himself (except with the previous permission of the Head of school) from the class which he is required to attend;
- (vii) Remain absent from the school without leave or without the previous permission of the Head of the school: Provided that where such absence without leave or without the previous permission of the Head of the school is due to reasons beyond the control of the teacher, it shall not be deemed to be a breach of the Code of Conduct, if, on return to duty, the teacher has applied for with full justification in writing and obtained, ex-post facto, the necessary sanction for the leave.

- (viii) Accept any job of a remunerative character from any source other than the school or give private tuition to any student or other person or engage himself in any business;
- (ix) Prepare or publish any book or books, commonly known as keys, or assist, whether directly or indirectly in their publication;
- (x) Engage himself as a selling agent or canvasser for any publishing firm or trader;
- (xi) Ask for or accept (except with the previous sanction of the Director in the case of an aided school, or of the managing committee, in the case of an unaided school) any contribution, or otherwise associate himself with the raising of any funds or make any other collections, whether in cash or in kind, in pursuance of any object whatsoever, except subscription from the members of any association of teachers.
- (xii) Enter into any monetary transactions with any student or parent; nor shall he exploit his influence for personal ends, nor shall he conduct his personal matters; in such a manner that he has to incur a debt beyond his means to repay.
- (xiii) Accept, or permit any member of his family or any other person acting on his behalf to accept, any gift from any student, parent or any person with whom he has come into contact by virtue of his position in the school.

Explanation: (A) The expression 'gift' shall include free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a near relation or personal friend having no dealings with him in connection with the school.

Note: A casual meal, lift or other social hospitality of a casual nature shall not be a gift.

- (xiv) Practice, or incite any student to practice, casteism, communalism or untouchability;
 - (xv) Cause, or incite any other person to cause, any damage to school property;
 - (xvi) Behave, or encourage or incite any student, teacher or other employee to behave, in a rowdy or disorderly manner in the school premises;
 - (xvii) Be guilty of, or encourage, violence, or any conduct which involves moral turpitude;
 - (xviii) Be guilty of misbehaviour or cruelty towards any parent, guardian, student, teacher or other employee of the school, or be guilty of misbehaviour by disobeying the instructions of the Head of the school or Departmental Officers or of using indecent language while talking with superiors or corresponding with superiors, including the Department;
 - (xix) Organise or attend any meeting during the school hours except where he is required, or permitted by the Head of the school to do so;
- (b) Every teacher shall
- (i) be punctual in attendance and in respect of his classwork and also for any other work connected with the duties assigned to him by the Head of the school ; and he shall prepare his lessons and lesson notes well in advance and maintain the records for the verifications of the Head of the school.

- (ii) abide by the rules and regulations of the school and also show due respect to the constituted authority.
 - (iii) make representations to the higher authorities only through the Head of the school or Manager, as the case may be.
- (2) Nothing contained in sub-rule (1) shall be deemed to take away or abridge the right of teacher,
- a) to appear at any examination to improve his qualifications with prior permission of the Management;
 - b) to become, or to continue to be, a member of any literary, scientific or professional organization;
 - c) to make any representation for the redressal of any bonafide grievance, subject to the condition that such representation is not made in any rude or indecorous language;
 - d) to organise or attend any meeting outside the school hours, subject to the condition that such meeting is held outside the school premises:
 - e) provided that where any teachers' organisation or association does not have any facility to hold any meeting outside the school premises, a meeting of such organisation or association for the bonafide purpose may be held within the premises but before or after the school hours, with the previous permission of the Head of the school.
- (3) The breach of any condition specified in sub-rule (1) shall be deemed to be a breach of the Code of Conduct.

- (4) The Head of the School/Chairman shall duly receive the representation or any other correspondence addressed to the higher authorities or to him by the employee of the school and give acknowledgement of the same to the employee on the duplicate. The Head of the School/Chairman shall forward the same to the next superior authority”.

3. Rule 94 as per GDD SER 1986

Penalties and Disciplinary Authorities

(1) The following penalties may, for good and sufficient reasons, including, breach of one or more of the provisions of the Code of Conduct, be imposed upon an employee of a recognized private school, whether aided or not, namely :-

(a) Minor penalties

- (i) Censure;
- ii) Recovery from pay the whole or any part of any pecuniary loss caused to the school by negligence or breach or orders;
- (iii) withholding of increment of pay not exceeding 3 (three) at a time;

(b) Major penalties

- (i) Reduction in rank.
- (ii) Compulsory retirement.
- (iii) removal from service, which shall not be a disqualification for future employment.
- (iv) dismissal from service, which shall ordinarily be a disqualification for future employment in any recognized school or a Government service.

- (2) The managing committee shall be the disciplinary authority for employees of a recognized private school whether aided or not.

- (3) In case of doubts regarding the interpretation, the penalties, their imposition, functioning of the disciplinary authority etc., the detailed instruction and interpretations given by the Government in that behalf in respect of Government Servants of corresponding status shall be followed.

Explanation : - The following shall not amount to a penalty within the meaning of this rule, namely:-

- (a) Stoppage at the efficiency bar on the ground of unfitness to cross the bar.
- (b) Retirement of the employee in accordance with the provisions relating to superannuation or retirement.
- (c) Discharge of an employee appointed on a short term officiating vacancy caused by the grant of leave, suspension or the like.

CHAPTER 5

SERVICE CONDITIONS FOR ALL EMPLOYEES

1. GENERAL DUTIES AND RESPONSIBILITIES WITH REGARD TO THE TEACHING AND NON- TEACHING STAFF OF DSE INSTITUTIONS.

Your appointment is for the service of the Diocesan Society of Education Goa, a religion based minority institution and registered under the societies Registration Act 1860, Reg. No. 466, and under Art. 30 of the constitution of India, and hence you are under the preview of its rules and regulations.

1. Your place of posting, at present, will be at _____ (Name of the Institution) and you are liable to be transferred to any other D.S.E. Schools/Colleges run by the Diocesan Society of Education, whether in existence or which may come into existence hereafter. You may also be deputed to work in other Institutions belonging to the Society, if required. However no additional payment will be made for such work.
2. In the first instance, you will be on probation for a period of two years from the date of joining, thereafter the probation period may be either extended at the discretion of the management or your services confirmed. Unless confirmed in writing, you will be deemed as probationer after the expiry of the initial or extended period of probation. During the probation period your services may be discontinued without assigning any reason.

3. You will work under the supervision of such persons as may be appointed by the management from time to time. You shall diligently and satisfactorily carry out the duties assigned to you to the best of your skills and abilities and abide by the instructions that may be issued from time to time by the duly constituted school authorities.
4. You will strictly observe punctuality. In case you come late by 10 minutes on three days in a month, one day earned leave shall be deducted for every such three days on which you have come late as aforesaid. The privilege of the grace period is not accumulative. Besides deduction of leave, as stated herein above, disciplinary action for habitual late coming will also be initiated.
5. You will carry out your duties to the best of your abilities, should devote your time for the work of the Institution and will not engage yourself directly or indirectly, either honorary or on remuneration, in any other service, trade, business, vocation or occupation. Also, you will not appear in any examination or any kind of interview, or attend classes without prior and written approval of the Management.
6. For any service or notice or communication of whatever kind, you will be informed by ordinary post or telephonically or through courier service at the address or telephone number given by you at the time of employment or such other address/telephone number which you may hereafter intimate to the Management. It will be your duty to intimate in writing to the Management whenever there is any change of your address or telephone number. Also, you will not refuse to accept any communication that may be sent to you. In case you go out of station, on duty or for any other purpose, it will be your duty to inform the

Management in writing your address during your period of absence from the Institution.

7. Absence for a continuous period of 8 days, including absence due to leave though applied for but not granted, or should you overstay beyond the sanctioned period of leave without authorization, would make you lose your lien on the service and the same shall be liable to be automatically terminated without any notice or even intimation. In such an eventuality, the management will draw a conclusion that you have abandoned your job.
8. Privilege/Earned leave shall be allowed as per rules Grant of leave will depend on the exigencies of work and shall be at the discretion of the Management. Before proceeding on leave you will have to apply for leave at least 30 days in advance, in case of long leave, to the appropriate authority and seek prior sanction for leave. Similarly, for extension of leave an application will have to be made in advance so as to reach positively at least 10 days before the expiry of leave originally granted. Mere submission of application will not mean that the leave has been sanctioned. Casual/sick leave will be given as provided under the law depending upon the justification of the grounds for availing of leave and in case of sick leave/commuted leave application for leave should be supported by genuine medical certificate. The Management will be within its rights to get you medically examined to verify your alleged sickness.
9. During the tenure of service, you will treat all information coming to you as strictly confidential and the information contained in all documents and papers and other matters relating to the Institution will not be divulged by you to any person in or outside the Institution.
10. Your increments and promotion/demotion will depend upon your efficiency, intelligence, regular attendance, sense of

discipline, loyalty and good behaviour. The Management will have the sole discretion in this matter.

11. In case you are charged with any act of misconduct, you may have to give in writing the reason for your misbehaviour. You may be suspended from service pending enquiry. During suspension period, you will be entitled to half of your salary towards suspension allowance, subject to your marking of attendance on the working days at any time during working hours. While claiming suspension allowance, you will give an undertaking or affidavit every month in writing that you were neither employed nor self employed during such period.
12. After confirmation, your services may be terminated by the Management with due notice period as per the Government rules in force. Should you wish to resign or proceed on Voluntary Retirement you will be required to give three months notice failing which you will have to pay an amount equal to three months salary calculated on the basis of the salary drawn on the day of Resignation/Voluntary Retirement. In case you are incapacitated by reasons of illness, accident or any other cause and cannot perform your duties, the Diocesan Society of Education, may at its option, grant leave for reasonable time at its own discretion. However, at the end of the leave period, Management may ask you to resign/ take Voluntary Retirement, if it is satisfied that you will not be able to carry out your duties due to your disability. If you are found suffering from any infectious/contagious disease, the Society may request you to resign or to take Voluntary Retirement.
13. The continuation of your service is subject to your being found remaining medically, physically and mentally fit.

14. You will report to school/college modestly, decently and discreetly dressed.

15. You will automatically retire without any notice on your reaching the age of superannuation.

16. This appointment is based on the information given by you to us in your employment/ personal data form and otherwise and shall be considered null and void if a material error/suppression of truth or false detail is discovered therein at any time. In that eventuality, the Management can recover the payment made to you towards your remuneration during employment.

17. Besides the above conditions, you will abide by the Service Rules/Regulations in force besides office orders which are issued from time to time. The Service Rules/Regulations can be modified/replaced by the Certified Standing Orders which will be binding upon you.

18. You shall obtain prior permission from the competent authorities before leaving the headquarters.

19. Besides what it has been stated above you are bound by the Code of Conduct and other rules as per GDDSE Act 1984 and Rules of 1986, Goa University Statutes and Amendments, various circulars issued by Directorate of Education, Goa Board of Secondary and Higher Secondary Education, Diocesan Society of Education, etc.

2. SPECIFIC DUTIES AND RESPONSIBILITIES OF THE MANAGER:

- 1) The Manager/Administrator of the school/college shall be responsible for all financial matters of the school/college. He is the primary drawing and disbursing officer of the staff salaries as well as non salary grant.
- 2) He shall cause the salaries to be disbursed by the Head/Principal who shall be the second signatory for the salary claims and such other claims to be forwarded to the Government.
- 3) He shall ensure proper utilization of the maintenance grant and that accounts are properly maintained.
- 4) The manager shall not interfere with the day today administrative and academic activities of the school. However in case of breakdown of the academic work to the detriment of the interest of the students he shall call the attention of the Head/Principal as well as other staff members initiate such actions as deemed necessary.
- 5) Along with the Head/Principal, he shall be responsible for discipline in the school/college.
- 6) He shall act as a guide and advisor to the staff and students. He shall be impartial in dealing with the staff and ensure healthy relationship among all the members of teaching and non teaching staff.
- 7) He shall write the Confidential Reports of the Head/Principal every year and verify the service of all the employees at the end of each academic year.
- 8) He is an important link between the school/college and the office of the Diocesan Society of Education. He shall keep the office informed about the progress as well as problems of the school/college.



3. SPECIFIC DUTIES, POWERS AND RESPONSIBILITIES OF THE HEAD/PRINCIPAL OF THE SCHOOL/COLLEGE:

- 1) He/She shall function as the head of office of the school/college under his/her charge and carry out all administrative duties required of a head of office as assigned to him by the Managing Committee.
- 2) He/She shall be responsible for drawing and disbursing the salaries of the employees of the school/college as per the scheme of direct payment of the Education Department through the banks.
- 3) He/She shall be responsible for proper maintenance of accounts of the school/college, subject to such authorization by the Managing Committee, and maintain school/college records, service books of teaching and non teaching staff and such other registers and statistics as may be specified by the Director from time to time.
- 4) He/She shall handle official correspondence relating to the school/college expecting the establishment matters and financial matters, he/she shall cause to furnish the information by the Management. All representations of the staff including the Heads/Principals of the schools/colleges shall be routed through the Management.
- 5) He/She shall cause to purchase stores and other materials required for the school/college in accordance with the rules governing such purchases and enter all such stores in the stock register and shall scrutinize the bills and cause to make payments.
- 6) He/She shall ensure that the tuition fees, where levied are realized and appropriately accounted for and duly appropriated for the purpose for which they were levied.
- 7) He/She shall conduct physical verification of school/college property and stocks at least once a year and ensure the maintenance of stocks registers neatly and accurately.

- 8) He/She shall be responsible for proper utilization of the Pupils Fund.
- 9) He/She shall make satisfactory arrangement for the supply of good drinking water and provide other facilities for the pupils and ensure that the school/college building, its fixtures and furniture, office equipments, lavatories, playground, school/college garden and other properties are properly and carefully maintained.
- 10) He/She shall supervise, guide and control the work of the teaching and non teaching staff of the school/college.
- 11) He/She shall be in charge of the admission in the school/college, preparation of school/college timetable, allocation of duties and teaching aids to the teachers and shall provide necessary facilities to the teachers in the discharge of their duties, and conduct of school/college examinations in accordance with the instructions issued by the Director of Education/Higher Education from time to time and he/she shall discharge these duties in consultation with and assistance of his/her colleagues.
- 12) He/She shall plan the year's academic work in advance in consultation with his/her colleagues and hold staff meeting at least once a month, review work done during the month and assess the progress of the pupils.
- 13) He/She shall help and guide the teachers and promote their professional growth and towards the end, actively encourage their participation in course designed for in service training.
- 14) He/She shall promote the initiative of the teachers for self improvement and encourage them to undertake experiments which are educationally sound.
- 15) He/She shall supervise classroom teaching and secure cooperation and coordinate amongst teachers of the same subjects area as well as inter subject coordination, so as to eliminate the isolation both vertical and horizontal.

- 16) He/she shall arrange for special remedial teaching of the children belonging to the weaker sections of the community as also of other children who need such remedial teaching by drawing a regular annual programme in consultation with the teachers and review the progress periodically.
- 17) He/she shall arrange for informal and non classroom teaching.
- 18) He shall plan and specify a regular timetable for the scrutiny of pupils written work and home assignments and ensure that the assessment and corrections are carried out timely and effectively.
- 19) He/she shall make necessary arrangements for organizing special instructions for the pupils according to their needs with the cooperation and assistance of the teachers.
- 20) He/she shall organize and coordinate various co curricular activities through the house system or in such other effective ways as he/she may think fit.
- 21) He/she shall cause to develop and organize the library resources and reading facilities in the school/college and ensure that the pupils and teachers have access to and use books and journals of established value and usefulness.
- 22) He/she shall cause to send regularly the progress report of the students to their parents or guardians through the office or personally.
- 23) He/she shall promote the physical well being of the pupils ensure high standard of cleanliness and health habits, and arrange periodical medical examinations of the students and send medical reports to parents or guardians through the class teachers/school/college office.
- 24) He/she shall be present in the school premises during the school hours and shall be available to the public and departmental officers in the school/college premises for consultation during school/college hours and devote at least twelve periods in a week to teaching of the pupils

4. SPECIFIC DUTIES AND RESPONSIBILITIES OF TEACHING STAFF

Academic :

- (1) He/She shall be present in the premises of the Institution a least 5 ½ hours a day or more as when required by the Government of Goa or the Diocesan Society of Education.
- (2) He/she will have to conduct classes, Tutorials, Assignments, Substitute Teaching, Practical and Tests/Examinations regular and Supplementary, periodically as prescribed by the Institution/Government.
- (3) He will also have to participate in organizing and conducting co-curricular activities and extra-curricular activities for the students. He/She should be involved in all activities that contribute to the growth of students personality.
- (4) He/She will have to train and accompany students for exhibitions, competitions and other sports and co-curricular activities within and outside the state.
- (5) He/She will have to participate in conducting Board Examinations assessing answer papers and setting question papers for the Goa Board of Secondary and Higher Secondary Education/Goa University.
- (6) He/She will have to conduct activities and classes and accompany the students during camps within or outside the state in the school Assessment subject viz YRC /NSS /NCC / Scouts-Guides/Value Education/Environment Education and/or Computer Awareness or any such subject as may be introduced by the school.

(7) He/She will have to conduct 200 hours remedial teaching annually for weaker students.

(8) He/She will use e-learning and other innovative teaching methods to make the teaching learning process a joyful experience for students.

(9) He/She will have to undertake any duty/work assigned to him/her by the Management and Head/Principal of the institution.

(10) He/She is bound by the code of conduct and other rules as per GDDSE Act of 1984 and Rules of 1986, and any other rules in force either by the Govt. of Goa or The Diocesan Society of Education or Goa University Statutes and Amendments.

Administrative:

(11) He/She will complete and maintain the students attendance register on day to day & monthly basis.

(12) He/She will adhere to deadlines set by Manager/Head of the Institution/Principal with reference to submission of question papers, correction of answer books with list of marks, compiling of results, follow up of absentee students and conduct of supplementary Exam, annual subject plans, etc.

(13) He/She will ensure submission of Tax saving investment details to the office in writing at the beginning of the financial year along with individual tax calculations statements, to assess Tax to be deducted at source.

(14) He/She will conduct Physical Verification of Dead Stock of the institution at the end of the Financial year or as and when required by the Head/Principal.

(15) He /She will provide soft and hard copy of the question paper for the examination.

(16) He/She will submit leave application before availing leave and not leaving the Institution/Headquarters before obtaining Leave Sanction Order.

(17) He/She will sign the Muster Roll at the beginning and the end of the day.

(18) He/She will help in the admission process or any duty assigned by the Head/Principal.

5. SPECIFIC DUTIES OF LABORATORY ASSISTANTS

The Lab Assistant shall work for 6 ½ hours per day excluding recess if any.

1. (a) He/She should prepare and maintain a book with columns for details like date, standard, period, topic of experiment, signature of teacher where the respective teachers enlist in advance their requirements.

(b) Accordingly He/She should set up the apparatus and keep the other requisites ready before the students are brought to the laboratory.

2. He/She should assist the respective teacher (Std. V to X/ Std. XI to XII/College) in performing the experiment and supervising the particulars in batches. He/She should,

therefore, duly acquaint himself/herself with the various stages or steps of the experiment to be conducted, so he/she can guide the students, warn them of the necessary precautions to be taken when handling dangerous material or correct them if they use the apparatus or material carelessly.

3. He/She should supply the materials and apparatus needed by the concerned teachers for demonstrations in the class rooms check when it is returned and replace it.
4. After the experiments are conducted, it is his/her responsibility to see that each and every apparatus is cleaned properly and returned to the allotted place. He/she may take help of the student and peons to do this work. On no account he/she should leave apparatus without cleaning them after use.
5. He/She should prepare a proper register of all the apparatus and material in the laboratory and maintain it up to date.
6. He/She should take stock of the apparatus and other material in the laboratory twice a year i.e. at the end of each term. He/She should write off the breakage and get it countersigned by the concerned teacher and the Head/Principal.
7. He/She should in consultation with the science teachers make a written list of the requisites (apparatus or consumable material) and present it to him and help the school in buying the same.
8. He/She should label and arrange the material and maintain order and cleanliness in the laboratory.

9. He/She should cooperate with the school when practicals have to be conducted in the evenings.
10. In schools/colleges where the divisions in the higher classes are few, the Laboratory Assistant may be asked by the school authorities to:
 - (a) Substitute when teachers are absent.
 - (b) Carry out the duties of a Librarian.
 - (c) Help in any other academic activities where his/her talents and abilities can be use.

He/She is responsible for :

11. Annual weekly planning and execution of class wise practicals and activities in consultation with science teachers.
12. Guidance for the students to conduct practicals and activities.
13. Maintenance of attendance register of the students attending the practical work.
14. To assist science teachers in Science Exhibition, Science Club, Eco Club or any other work related to science projects and activities.
15. Exposure of science equipment's for V, VI and VII and assisting the science teachers in conducting activities/ demonstration for these classes.
16. Procurement of materials/ equipment for laboratory as per norms in consultation with Head/Principal/Manager.
17. Maintenance of consumable and non consumable registers and register of breakage's.
18. Maintenance of Laboratory equipments, labelling and arranging equipments and specimens in proper order.
19. Maintenance of science charts, maps, models, teaching aids and maintain teaching aids register used by the Science Teacher.

20. Attending monthly staff meeting.
21. Painting the lab Equipments prone for rusting.
22. Collecting of specimen as suggested by the teachers.
23. To ensure that Laboratories have been provided with (a) adequate safe equipments and (b) has a First Aid Box having required medicines etc.
24. To see that the students handles the apparatus and chemicals carefully and inform the teachers in case any carelessness is noticed on the part of the students while performing the experiments.
25. To see that the students complete the science journals after performing the experiments. However checking of journals shall be done by the respective teacher.
26. To note any breakage occurred during the conduct of the practical or otherwise and register the same on the breakage register.
27. In case the science teacher needs any apparatus or chemicals for demonstration in the class room the Laboratory Assistant shall make it available to the teacher and also be responsible to take back the items to the Laboratory.
28. To ensure that Laboratory is kept clean and in orderly manner with the proper labels on flasks containing the chemicals, material etc. and make an index of the item which could be pasted on the cupboard etc.
29. To help the science teachers to conduct annual physical verifications of material/equipment in the Laboratory and a certificate in this respect.
30. To undertake any duty/work assigned to him/her by the Management and Head of the Institution/Principal.
31. He/she is bound by the code of conduct and other rules as per GDDSE Act of 1984 and Rules of 1986/ statutes of Goa University and any other rules in force either by the Govt. of Goa or The Diocesan Society of Education.

6. SPECIFIC DUTIES OF CLERICAL STAFF:

The clerical staff should work for 6 ½ hours per day.

He/she is responsible for:-

- 1) Maintenance grant A/c, Term Fee A/c, Pupils Fund A/c, Computer Fee A/c, DSE A/c, Scout/Guide A/c, PTA A/c, Salary A/c.
- 2) Registers- Cash Book, Salary, Ledgers, Dead Stock, Laboratory, Library, Sports, Stationery, consumables, Inward, Outward, GPF, NDCPS.
- 3) Salary bills, monthly/quarterly claim, supplementary claims and payments.
- 4) GPF, Gratuity, L.T.C., Medical /Tuition fees Reimbursement.
- 5) Audit(internal/ Govt.) and compliance report.
- 6) Pension finalization, commutation of Pension.
- 7) Purchases of stationery for office, exams, furniture.
- 8) Inspection and compliance report
- 9) Seniority list, higher scales.
- 10) Personal visits to Department of Education , Goa Board & North / South / Central Educational Zones/Goa University.
- 11) SSC/HSSC Exams forms, SSC/HSSC Board's work/University Examination work.
- 12) Income tax calculations, TDS, Filing quarterly and Annual Return of the Institution. (Form 24Q), Form 16.
- 13) Preparation of annual calendar and budget in consultation with the Head/Manager/Principal.
- 14) Muster Roll
- 15) Service Book, leave records
- 16) Lease agreement and renewal in time
- 17) Scholarships, collection of forms and payments
- 18) Issue of Identity cards
- 19) General correspondence
- 20) Admission and matters regarding admissions
- 21) Statistics

- 22) Vacancies, appointment, promotion, NOC/approval
- 23) Interview, advertisement and minutes of interview
- 24) General Register
- 25) Enrolment, new division, closing down of division.
- 26) Staff/ student attendance registers.
- 27) Examination-Unit/Terminal/Preparatory / marks register.
- 28) Stencil cutting, typing, cyclostyling
- 29) Writing of Leaving Certificates and other certificates
- 30) Sports, games entries cards and medical inspection
- 31) Telephone record
- 32) LIC, Postal department.
- 33) Inward and Outward registers
- 34) Seminars, deputation of teachers
- 35) Issue of library books
- 36) Purchase of library books, teaching aids
- 37) Sale of calendars, journals, badges
- 38) Scout/guide/NCC/JRC/NSS.
- 39) Donations, Prizes
- 40) Any other matter as and when required will be assigned by the Head/Principal.
- 41) The work of clerical staff will be properly distributed among them when there are more than one by the Head/Principal/Senior Clerk. The arrangement is subject to rotation from time to time.
- 42) He/she will have to undertake any duty/work assigned to him/her by the Management/Head/Principal.
- 43) He/she is bound by the code of conduct and other rules as per GDDSE Act of 1984 and Rules of 1986/ statutes of Goa University and any other rules in force either by the Govt. of Goa or The Diocesan Society of Education.

7. SPECIFIC DUTIES AND RESPONSIBILITIES OF LIBRARIANS.

- 1) He/She will facilitate the instructional programme for the Teacher.
- 2) He /She will create an atmosphere conducive to the growth of reading habits.
- 3) He/She will stimulate literary appreciation amongst staff and students.
- 4) He/She will provide fruitful social experiences.
- 5) He/She will make the Library an agency for curriculum enrichment, pupil exploration and dissemination of good literature.
- 6) He/She will make available non-book resources such as periodicals, pamphlets, newspapers, special documents and publications, audio visual or non reading materials present in the library to the staff and the students.
- 7) He/She will ensure that the furniture ie. Chairs, tables, racks, cupboards etc. are well maintained and kept dust free and clean with the help of a Class IV employee.
- 8) He/She will ensure that the library possesses adequate books appropriate to age, taste and standard of the children in the school/college.
- 9) He/She will evolve a code of rules to regulate the library for efficient service.
- 10) He/She will maintain and compile a shelf register, accession record catalogue, and issue statistics and decide upon circulation methods and other routines.
- 11) He/She will arrange for withdrawal, binding, replacement of torn out or damaged books.
- 12) He/She will take charge of computerization of the library.
- 13) He/She will ensure that the library is decorated with beautiful and meaningful pictures on all possible topics.

- 14) He/She will create an atmosphere where knowledge is sought and it becomes an intellectual hub and laboratory of the Institution.
- 15) He/She will create a link between the child and the book.
- 16) He/She will help the students in identifying books for assignments and research work.
- 17) He/She will organize reading groups and encourage pupils to maintain diaries of what they read.
- 18) He/She will keep proper records of books read by pupils.
- 19) He/She will prescribe minimum library reading for each pupil.
- 20) He/She will help in the celebration of days of national importance and birthdays of great men. He will urge the students to write articles, draw illustrations for these occasions and display them on wall magazines or bulletin boards.
- 21) He/She will organize book competitions, book exhibitions, quiz competitions, debates, poetry recitation, essay writing competitions etc.
- 22) He/She will maintain an Honour roll list of the books read and reward pupils for reading books.
- 23) He/She should bring to the attention of teachers certain books containing interesting accounts relevant to their subjects.
- 24) He/She can introduce an open shelf-system where they are given freedom to look for many interesting reading items.
- 25) He/She should work for teacher-librarian co-operation.
- 26) He/She should ensure that the library is well stocked and efficiently organized.
- 27) He/She should see that the library is well furnished with the help of the Manager and Head of the School/Principal.
- 28) He/She will help in the office work as and when the need arises.

- 29) He/She will help in organizing study tours, co-curricular activities and other activities in the Institution.
- 30) He/She will have to accompany the student on study tours, competitions etc. within and outside the school/college premises and the State.
- 31) He/She will have to undertake any other work assigned to him by the Manager/Head of the Institution/Principal.

8. CLASS IV EMPLOYEE

Class IV employee should work 7 ½ hours per day. The Head of the Institution will see that the work of class IV employee is evenly distributed among them, when they are more than one. The work essential for the normal working days implies as follows:

1. Opening the premises and the class rooms used for the purpose at least 30 minutes before the assembly.
2. Keeping the school establishment clean by sweeping & moping the Manager's Room, the Headmaster's room, Principal's room the staff room, the school/college office, the laboratories, computer room, the classrooms, the library room, the store room, the reading room, subjects rooms, the sports room, the Audio Visual aids room, the entrance, lobbies, corridors, the cloak room, the drawing room, the hall, the staircase and steps, by sweeping at least twice a week so also around school premises.
3. Dusting and wiping the furniture in all rooms as shown under 2 above.
4. Washing, wiping and keeping the apparatus in proper place in the laboratories. This work is to be done by him with the help of the laboratory attendant, when such post is sanctioned to the school/college.

5. Keeping the maps and charts and other audio visual aids in proper places or racks or holders after being dusted and after been used by the teacher
6. Providing drinking water to the staff members and student. He has to see water is changed everyday. It would be advisable that hot water after being cooled down, be provided for them. He has to take due care of water filter or other material used to store water. A good number of glasses may be of plastic or of steel should be made available to students, the same should be washed everyday with soap. Glasses of glass material may be provided to the staff.
7. Provide water for washing and help in washing cups, saucers, glasses, plates on the days of school functions.
8. Doing the work of ringing bell, carrying notices, books, registers, posting letters, any other work assigned with the banks, government offices, other schools/colleges, zonal offices/university.
9. Setting up the mike arrangements for day to day assembly in the school/college, when the same is being conducted on the assembly grounds, otherwise by daily checking if the intercom system is in order, in order to be able to conduct the assembly from the school/college office.
10. The peon who is paid cyclostyling allowances at the rates prescribed by the Government, will do the work of cyclostyling the question papers or any other material under the supervision of one or two teachers appointed by the Head/Principal.
11. Helping in the arrangements like setting up of chairs, tables, stage and other requirement, on the occasion for

school/college functions, Sport's day, Principal's day, Teachers Day and all other activities including co curricular activities organized by the school/college.

12. Helping in numbering the institution Dead Stock / furniture.
13. Manning the school gate, vigilance and security of the students.
14. General discipline of the students inside premises and in the campus.
15. Watering of the campus plants as well as indoor plants/trees.
16. At the end of the day they will see that the premises are properly locked. Care should be taken that no student is locked inside. Retain the keys in proper place as instructed by the Head/Principal.
17. If there are more than one peon working in the Institution, the above duties may be distributed evenly by the Head of the Institution/Principal and if possible on rotation basis.
18. He/she will have to undertake any duty/work assigned to you by the Management/ Head/Principal.
19. He/she are bound by the code of conduct and other rules as per GDDSE Act of 1984 and Rules of 1986/statutes of Goa University, and any other rules in force either by the Govt. of Goa or The Diocesan Society of Education

9. DUTIES AND RESPONSIBILITIES OF LABORATORY ATTENDANTS:

- 1) To assist Laboratory Assistant in day to day work in laboratory.
- 2) Maintenance of computer equipment and software in the laboratory/workplace.
- 3) Maintenance of laboratory equipment and various chemicals in the laboratory.
- 4) Up keeping of laboratory area through regular cleaning.
- 5) Up keeping of laboratory equipment through regular cleaning and maintenance.
- 6) Know where all safety equipment is in; the laboratory.(fire extinguishers, first aid, etc)
- 7) Be prepared and aware of safety procedures for emergency or in just situations
- 8) Care of living organisms/specimens
- 9) Care of electrical and electronic equipment
- 10) Care of worktables, furniture, storage units, teaching aids, boards, screens, chalk and duster.
- 11) Any other work assigned by his superiors.
- 12) Check that no laboratory equipment is damaged or taken out of the laboratory after each practical session.
- 13) Check to be sure the laboratory and storage units are unlocked prior to practical and locked at the end of the sessions/day
- 14) In absence of Laboratory assistant, ensure that the students and teachers are able to conduct their lab work in a satisfactory manner.
- 15) Examination and other duties – all work assigned by the Principal and Heads and laboratory instructors, that is, of

clerical nature, or banking, or assistance at school functions shall be additionally performed as directed from time to time.

- 16) Proper storage and labeling of hazardous chemicals /items under lock and key
- 17) He/she will have to undertake any duty/work assigned to him/her by the Management/ Head of the Institution/Principal.

NOTE

I Besides what it has been stated above you are bound by the Code of Conduct and other rules as per GDDSE Act 1984 and Rules of 1986, Goa University Statutes and Amendments, various circulars issued by Directorate of Education, Goa Board of Secondary and Higher Secondary Education, Diocesan Society of Education, etc

II The Management reserves the right to modify, alter or delete the existing service rules or to introduce fresh service rules which will be binding upon you.

N.B : Kindly sign the letter at the end of the booklet in token of you having understood and having accepted the same and return the same to the office.

CHAPTER 6 : **CONCLUSION**

The most important single factor in the development of a broad outlook among the students is the part played by the teachers. If the teachers devote their time, patience and ingenuity for organizing different programmes, collecting texts and illustrations and guiding their students in research and discussions, they can easily broaden the outlook of the students. They should attempt to give new colour and a fresh approach to their lessons in the interest of broader understanding. Of all different factors that build up young Indians into an emotionally integrated nation, role of the teacher is undoubtedly the most significant. The material of the teacher is the impressionable mind of the children which is unaffected by the vices of the past and the present yet constantly marching towards the future. The children learn the lessons that are imposed on them, learn the language taught and they learn with a free mind. The teachers should take the lead to create the foundation of a casteless nation in the classroom and infuse in the young minds the value of the quality of man. He should give them lessons in humility, nobility, humanism, discipline, leadership and love for the nation. He should imprint on the young minds about the vastness of our country, its glorious heritage, its lovely woods, blue mountains, winding rivers, bubbling streams and fertile plains. As a result of which the students can develop faith in national solidarity.

The Diocesan Society of Education through all its educational Institutions aims in providing such quality education to the students studying in its Institutions through their employees working in its Institutions. The vision of the Diocesan Society of Education- "*All may have life and have it in abundance*", can only be realized through the hardwork, dedication, commitment, loyalty and perseverance of all the employees of the Diocesan

Society of Education who must work tirelessly and with the principles that are enshrined in vision and mission statements. If our students have to become worthy citizens of our nation then we must strive hard to provide Spiritual, humanizing, liberating and quality education which will become a gateway to socio-cultural and economic development of persons and thereby of the nation. In a special way the Diocesan Society of Education has a special role towards helping the Catholic students to be committed followers of Christ. If the Diocesan Society of Education Institutions have to be model Institutions then every employee will have to work with renewed vigour, zeal, zest, enthusiasm and focus to achieve all the goals laid down. Here's wishing every staff member the very best in your endeavor to make Diocesan Society Education's Institutions a seat of quality education.

CHAPTER 7 : **QUOTATIONS ON EDUCATION**

1. The students will be bound to the teachers in ties of filial love, mutual respect and mutual trust.

Mahatma Gandhi

2. Our education, good and bad the obvious consequences had.

Panchatantra

3. An educator spreads the ocean of darkness to annihilate the little island of light.

Prof. V. B. Amar

4. Remember that education is a matter of the heart, and God alone is the author, and we shall not succeed to accomplish anything if life does not teach it and give us the key in our hands.

St. John Bosco

5. The whole work of Education and teaching must tend to unify, not to spread out, it must strive to foster internal unity in man.

Jacques Maritain

6. The human being, through balanced education, should become a work of art capable of quality and beauty of its own apart from any practical purpose to which his skills and powers are put.

Dr. S. Radhakrishnan

7. Education knows no saturation point.

Thomas J. Watson

8. Education commences at the mother's knee, and every word spoken within the hearsay of little children tends towards the formation of character.

Hosea Ballou

9. Education is not received it is achieved.

Proverb

10. The essence of Education lies in drawing out the very best in you.

Mahatma Gandhi

11. Education is the means by which the youth is trained to serve the cause of drastic social and economic changes.

Dr. S. Radhakrishnan

12. Education is to me primarily the discovery and upbringing of innate capacity in any person, child or adult.

V. Siddharthacharya

13. A good teacher must know how to arouse the interest of the pupil in the fields of study for which he is responsible, he must himself be a master in the field and be in touch with the latest developments in his subject. He must himself be a fellow traveler in the exiting pursuit of knowledge.

Dr. S. Radhakrishnan

14. The whole art of teaching is only the art of awakening the natural curiosity of young minds for the purpose of satisfying it afterwards.

Anatole France

15. Woe the teacher who teaches one thing with his lips and carries another in his heart.

Mahatma Gandhi

16. Our teachers must enable their students to realize the dignity of man as man see that our thoughts, our speech, our actions are inspired by a deep love of humanity and that our conduct and worship conform to our conscience.

Mahadev Govind Ranade

17. A teacher as a person is more important than a teacher as a technician. What he is has more effect than anything he does.

Jack Confield

18. He teaches me to be good that does me good.

Thomas Fuller

19. A good teacher is one who is willing to learn and to communicate. In the words of Tagore, he is a lamp and unless the lamp is burning other lamps cannot be lit.

Humayun Kabir

20. To teach is to learn twice over.

Joseph Joubert

21. Better be unborn than untaught, for ignorance is the root of misfortune.

Plato

22. Learning makes a man fit company for himself.

Young

23. Swallow all your learning's in the morning but digest it in the company of friends in the evenings.

Lord Chesterfield

24. Learning is the art of knowing how to use common sense to advantage.

Josh Billings

25. As a teacher, who has saved himself, he also saves his followers.

Guru Nanak

26. A teacher affects eternity, he can never tell where his influence stops.

Henry Adams

27. The larger the island of knowledge, the longer the shoreline of wonder.

Proverb

28. Knowledge comes but wisdom lingers. Proverb
29. It is not a question how much a man knows but what use he makes of what he knows. J.G.Holland
30. Little learning is dangerous. Proverb
31. To be conscious of that you are ignorant is a great step to knowledge. Benjamin Franklin
32. Knowledge is power. Francis Bacon
33. Science is organized knowledge. Herbert Spencer
34. Every man I meet is my superior in some way. In that I learn of him. Emerson
35. Thinking without learning makes one flighty and learning without thinking is a disaster. Confucius

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From: _____

Date: _____

To
The President/Secretary
Diocesan Society of Education
Institute Nossa Senhora de Piedade
D. B. Marg, Panaji Goa 403001

Dear Fr.,

I, _____,
(Name) (Designation)

posted at _____
(Name of the Institution)

have read the instructions contained in the "DSE MANUAL FOR ITS STAFF" and do hereby accept and promise to abide by the same.

Yours faithfully,

(Signature & Name)

Date: _____

From: _____

To
The President/Secretary
Diocesan Society of Education
Institute Nossa Senhora de Piedade
D. B. Marg, Panaji Goa 403001

Dear Fr.,

I, _____,
(Name) (Designation)

posted at _____
(Name of the Institution)

have read the instructions contained in the "DSE MANUAL FOR ITS STAFF" and I do hereby acknowledge having received "DSE Manual for its staff".

Yours faithfully,

(Signature & Name)