



EAST WEST MODEL SCHOOL

TALIT, PURBA BARDHAMAN

PIN-713141

DUTY LIST FOR ARRIVAL, RECESS, DEPARTURE

ARRIVAL TIME DUTY

	MON	TUES	WED	THURS	FRI
Ground floor (Near Ganesh Idol)	AGB SBR ARD	NCD PSD RTH	PRG ARD	AGB ARD	SBR NCD RTH
2nd floor (near library)	RTH	MLR	NZM	MLR	NZM
First floor water point	AKP	PRG	AKP	TME	ANM
2nd floor water point	MLR	SMC	KSI	NZM	STC
First floor staircase	NCD	AGB	PSD	AKP	PSD

- Class teachers of different sections are requested to be present in their respective classroom at 9:50 a.m. and keep their students ready for the Assembly
- Boys and girls should be in proper dress
- Checking uniforms, nails, hair should be done during this time, If any class teacher is absent, class teacher of the nearest neighbouring classroom will manage both the classes
- Teachers are requested to be present at the duty points and volunteer to take over the charge of any absent Class teacher From 9:50 a.m. till the completion of the day section assembly.

RECESS DUTY

CLASS	MON	TUES	WED	THURS	FRI
6AB	PRY	ACY	PRY	ACY	PRY/ACY
7AB	STS	RJS	STS	RJS	STS/RJS
8AB	PPA	AKM	PPA	AKM	PPA/AKM
9AB	TME	ANM	TME	ANM	TME/ANM
10AB	MKS	MKC	MKS	MKC	MKS/MKC
11 A-D	RTM	MLR	NZM	MLR	NZM/RTM
12 A-D	STC	SMC	KSI	STC	KSI
CANTEEN	NCD	SSR	PRG	SMC	PRG
WATER PURIFER 1 ST FLOOR	PSD	AKP	STC	PSD	NDC
WATER PURIFER 2 ND FLOOR	NZM	ARD	SBR	KSI	SMC
CORRIDOR 1 ST FLOOR	NDC/ARD	NCD/RTH	NDC/RTH	AKP/RTH	AKM
CORRIDOR 2 ND FLOOR	PRG	AGB	RTM	ARD	MLR
BASKET BALL AND FOOTBALL GROUND	MKC/SSR	SBR/SVC	PSD/SVC	NCD/AGB	AKP/SBR

During tiffin break

- One teacher should maintain the discipline of both the sections of that class according to duty list
- During tiffin duties teachers may have their tiffin with the students (may also take it in any free period)

DISPERSAL DUTY

	MONDAY	TUESDAY	WED	THURS	FRI
COMMANDER	RTM	AGB	SBR	SBR	MKS
2 ND FLOOR NCAR LIB	ACY	NDC	STC	PRY	AGB
2 ND FLOOR STAIRCASE	NCD	RTH	NZM	RJS	ACY
2 ND FLOOR WATER POINT	ARD	ANM	AKP	ACY	RJS
1 ST FLOOR STAIRCASE	PPA	ACY	STS	ANM	NCD
GANESH IDOL	SBR/KSI	PRY/SVC	PSD	RTH/AGB	NZM
BUS PARKING AREA	PSD/MKC	KSI/SSR/MKC	MKC/PRY	STC,PRG,ARM,NDC,STS	STS/SBR/MLR/RTH/PSD/PPA/MKS

During Dispersal

- Respective subject teachers of the class and section should accompany the students to the bus and pool car parking zone
- During day section dispersal and activities period teachers are requested not to be in the teachers' room and volunteer to maintain student discipline wherever needed.

S. Ghoshal 23/4/25

RECTOR
RECTOR
EAST WEST MODEL SCHOOL
TALIT, PURBA BARDHAMAN
PIN-713141

