

TEACHER'S DAIRY

Date:

Period No	Class & Medium	Subject	Name of the Lesson / Nature of Work Done	No. of Students Present
1				
2				
3				
4				
5				
6				
7				
8				

Signature of the Teacher

Signature of the HM

Date:

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Signature of the HM

- Note:
- 1) Daily schedule should be approved by HM every day before taking the classes.
 - 2) Leisure Periods & holidays should also be noted.
 - 3) No. of students should be noted after the class only.
 - 4) Diary should be handover to the HM on leaving the school by transfer/retirement etc.
 - 5) Every teacher i.e., SGT's, subject teachers, HM, Craft, drawing & PET/PD etc., should also be maintained.