



## **CLASS LEADERS 2025-2026**

### **CHARTER OF DUTIES**

#### **TERM 1**

##### **Class Monitor**

1. Class monitors are the overall monitors and the other monitors will work in consultation with them.
2. The class monitors need to maintain silence in the class when the teachers are not there.
3. The class monitors are required to check the substitution sheet to ensure that there is a teacher in the class.
4. They need to ensure that discipline is maintained throughout and that no student is disturbing the teaching-learning process.
5. Monitors should be observant and alert and act promptly as per the needs of the class.
6. He/she should ensure that the lights, fans or any other device that consumes electricity are switched off before leaving the school premises.
7. The class monitors along with the other monitors should lead the students without being dictatorial.
8. They will report any act of bullying to their class teacher.
9. The class monitor needs to be a role model and lead the entire class to progress.
10. In case any other monitor is absent, the class monitors will take charge.

##### **Uniform Monitor**

1. Uniform monitors need to check students for proper school uniforms.
2. They need to ensure that the students are wearing:
  - Well-ironed school uniforms
  - ID cards
  - Polished shoes
  - Finger nails should be trimmed
  - Hair should be properly combed

### **Row Monitor**

1. Row Monitors need to make sure that the rows are neat, organized and straight.
2. They will ensure that the students are sitting according to the seating arrangement.
3. They will monitor and ensure that proper rotation of seats is taking place.
4. The row monitors are in charge of their respective rows.

### **Log Book Monitor**

1. Log Book Monitors will make sure that every teacher fills the log book correctly before leaving the class.
2. He/she needs to ensure the safety of the Log Book. It should not be misplaced or lost.
3. It should be kept in the designated place before leaving the school.
4. During the activity periods, the log monitor will carry the logbook.

### **Discipline Monitor**

1. A Discipline monitor will ensure discipline in the classroom, library, ground, assembly while walking in lines and so on.
2. They need to ensure that the students are walking to their left always.
3. They need to make sure that their classmates are not running, shouting or fighting.
4. They need to immediately report any misbehavior to the class teacher or to the teacher available in the vicinity.

### **Cleanliness Monitor**

1. Cleanliness monitors need to make sure that the classroom and the class property is neat and clean.
2. They will ensure that the students are:
  - Throwing the garbage into the dustbin.
  - Keeping the tables and desks tidy
  - Returning the supplies/books/files to their proper places
  - Report to the Sahayikas if the classroom is untidy. For example, after long and short breaks.

### **Mass PT**

1. The Mass PT monitors will be trained by the physical department in the coming weeks.

2. During Mass PT, the monitors will lead their respective sections and ensure that their classmates are properly performing Mass PT.
3. They are responsible for training their classmates during the physical education period or substitution period with due permission.

### **Power Angel Monitor**

1. Power Angel Monitor will be in continuous touch with the other students.
2. They will guide the other girl students about good and bad behaviour inside and outside the classroom.
3. They will motivate the girl students to frankly share any bad behavior with them.
4. The Power Angels will inform the class teacher about such bad behaviour, if any, for timely and necessary action.
5. If the class teacher is unavailable, she will report the case to the Counsellor.
6. If the Power Angels come across a distressed girl student, she shall talk to her, share her feelings, find out its cause and report the same to the class teacher or the counsellor (in case of unavailability of the class teacher) immediately.
7. The Power Angel shall be friendly, sympathetic, comforting, supporting, encouraging, friendly, compassionate and considerate towards other girl students.

### **Notebook Monitor**

1. Notebook monitors will collect the notebooks for correction as per the instructions given.
2. They will maintain a record of not submitted, unchecked or incomplete notebooks with the help of the row monitors.
3. They will make sure that the students are getting their notebook work checked regularly.
4. They will also inform loss of any notebook to the class teacher.
5. Notebook monitors should be the role models and motivate their classmates by setting an example.

### **Senses Panel Monitors**

1. Senses Panel Monitor will look after the senses board and its accessories.
2. They will make sure that the power of the panel is switched off at the time of dispersal.
3. They will report any loss or misplacement of any accessory to their respective class teachers.
4. They will ensure that the accessories are kept in the right places.