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BANGLADESHI MHM SCHOOL & COLLEGE
DOHA, QATAR

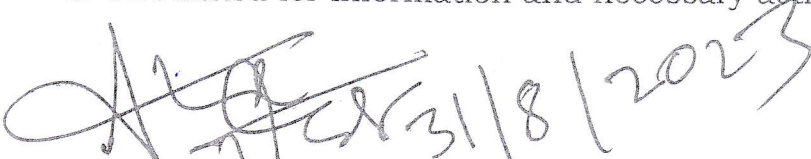
NOTICE

O. N. No. BMHMSC/02(48)/2023

Date: 31 August, 2023

Subject : Duties & Responsibilities of Form Prefect

1. This is for general information of all concerned that the Form Prefect will be responsible for the following duties:
 - a. Maintain the discipline of the Form in absence of Teacher.
 - b. Updating the students' information of attendance daily.
 - c. Maintain the class decorum (arranging desk and chair properly).
 - d. Switch off the light, fan and AC at the end of school hours.
 - e. Collecting note book, diary etc from the students and return after signature of teacher.
 - f. Informing Form Teacher if anybody doesn't follow his / her instruction or do any harm to anybody or to school properly or do any unethical job in the campus.
 - g. Call the subject teachers if he / she is late for more than 05 minutes. If the subject teacher is not found, he/she should inform the matter to Heads or Vice Principal or Principal.
 - h.. Maintaining cleanliness in of the class and throw all kind dust to dustbin.
 - i. Assisting Form Teacher or Subject Teacher if required.
 - j. Helping the weak students.
2. Circulated for information and necessary action by all concerned.


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Director

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