



F.NO. NESTS/EMRS/CAC/109/2021-22/2026

Dated 09-03-2026

**The Principals,
All EMRS.**

Subject: Implementation of Standardized Teachers' Diary, Students' Diary and Monitor Diary for Academic Year 2026-27-reg.

NESTS has developed standardized Teachers' Diary, Students' Diary, and Monitor Diary with the objective of ensuring uniformity in academic planning, classroom management, student monitoring, and systematic documentation across all EMRSs.

Fund requirement for Printing these diaries can be met from the Operational Expenditure component of the recurring grant of schools.

Further, the procurement of the aforesaid diaries shall mandatorily be undertaken through the Government e-Marketplace (GeM). The Purchase Advisory Sub-Committee (PASC) shall duly deliberate and record its recommendations.

In view of the above, principals shall ensure that the procurement process is completed well in advance so that adequate printed copies are available before the commencement of the Academic Year 2026-27. The diaries shall be distributed to all teachers, students and class monitors prior to the start of the session and shall be brought into use from the first working day of the academic year. Additionally, principals shall also ensure regular monitoring of their proper and effective usage and strict adherence to the prescribed standardized format.

The PDF file of these diaries are being sent along with this letter and printable file being attached along with the e-Mail.

This issues with the approval of the competent authority.

--sd--

(Vipin Kumar)
Joint Commissioner, NESTS

Encl.:

- 1. Teacher Diary**
- 2. Student Diary**
- 3. Monitor Diary**

Copy to :

1. The Nodal Officer, State/UT EMRS Societies, as per list for information please.



EKLAVYA MODEL RESIDENTIAL SCHOOL

एकलव्य आदर्श आवासीय विद्यालय

MONITOR DIARY

SESSION : 2026 - 2027

Class / कक्षा Section / विभाग

Name of Monitor / मॉनिटर का नाम

Class Teacher / Co-Class Teacher / कक्षा-अध्यापक / अध्यापिका /

सहकक्षा-अध्यापक / अध्यापिका



TRIBAL TRANSFORMATION THROUGH EDUCATION

शिक्षा के माध्यम से जनजातीय उत्थान

MESSAGE

This diary is an attempt to create a shared learning resource for your entire class. By recording daily all topics covered and activities conducted, it ensures that every student stays informed and can revise effectively. By maintaining it regularly, it will develop academic discipline and responsibility in academic life.

THE CONSTITUTION OF INDIA PREAMBLE

WE, THE PEOPLE OF INDIA, having solemnly resolved to constitute India into a **'[SOVEREIGN, SOCIALIST SECULAR DEMOCRATIC REPUBLIC]** and to secure to all its citizens:

JUSTICE, social, economic and political;

LIBERTY of thought, expression, belief, faith and worship;

EQUALITY of status and of opportunity; and to promote among them all

FRATERNITY assuring the dignity of the individual and the ²[unity and integrity of the Nation];

IN OUR CONSTITUENT ASSEMBLY this twenty –sixth day of November, 1949 do **HEREBY ADOPT, ENACT AND GIVE TO OURSELVES THIS CONSTITUTION.**

1. Subs. by the Constitution (Forty-second Amendment) Act, 1976, Sec.2, for "Sovereign Democratic Republic" (w.e.f.3.1.1977)
2. Subs. by the Constitution (Forty-second Amendment) Act, 1976, Sec.2, for "Unity of the Nation" (w.e.f.3.1.1977)

FUNDAMENTAL DUTIES

It shall be the duty of every citizen of India

- To abide by the Constitution and respect its ideals and institutions, the National Flag and the National Anthem,
- To cherish and follow the noble ideals that inspired the national struggle for freedom,
- To uphold and protect the sovereignty, unity, and integrity of India,
- To defend the country and render national service when called upon to do so,
- To promote harmony and the spirit of common brotherhood amongst all the people of India transcending religious, linguistic, and regional or sectional diversities and to renounce practices derogatory to the dignity of women,
- To value and preserve the rich heritage of the country's composite culture,
- To protect and improve the natural environment including forests, lakes, rivers, and wildlife, and to have compassion for living creatures,
- To develop a scientific temper, humanism, and the spirit of inquiry and reform,
- To safeguard public property and to abjure violence,
- To strive towards excellence in all spheres of individual and collective activity so that the nation constantly rises to higher levels of endeavor and achievement, and
- To provide opportunities for education to his child or ward between the age of six and fourteen years.

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Do's & Don'ts

✓ **Dos (What a Class Monitor Should Do)**

1. **Maintain Discipline:** Ensure students follow classroom rules and behave respectfully during and between classes.
2. **Assist the Teacher:** Help in distributing and collecting notebooks, assignments, or other materials.
3. **Maintain Attendance:** Mark attendance accurately in the absence of the teacher or when assigned.
4. **Keep the Classroom Clean:** Ensure cleanliness and encourage classmates to maintain it.
5. **Be Punctual and Responsible:** Arrive on time and set an example of good behavior for others.
6. **Represent the Class:** Communicate students' concerns or issues to the class teacher politely and responsibly.
7. **Maintain Order in Teacher's Absence:** Keep the class quiet and organized until the teacher arrives.
8. **Encourage Team Spirit:** Motivate classmates to participate in school activities and maintain harmony.
9. **Help New Students:** Make new classmates feel comfortable and guide them about class routines.
10. **Respect Everyone:** Show equal respect to all classmates, teachers, and school staff.

× **Don'ts (What a Class Monitor Should Avoid)**

1. **Don't Misuse Authority:** Never threaten, scold, or punish classmates.
2. **Don't Be Partial:** Treat all students fairly without favoritism.
3. **Don't Argue with Teachers or Students:** Always maintain calm and politeness.
4. **Don't Ignore Misbehavior:** Report serious indiscipline to the teacher instead of handling it alone.
5. **Don't Be Overbearing:** Lead by example, not by force.
6. **Don't Neglect Studies:** Focus on academics while managing monitor duties.
7. **Don't Leave Class Unattended:** Stay responsible during your duty hours.
8. **Don't Share Wrong Information:** Pass on only accurate and clear messages from teachers.
9. **Don't Gossip or Create Conflicts:** Maintain peace and unity in the class.
10. **Don't Take Sides in Disputes:** Stay neutral and guide others to resolve peacefully.



*“Basic education links the children,
whether in cities or the villages, to all that
is best and lasting in us.”*

- Mahatma Gandhi

ACADEMIC CALENDAR 2026-27

April 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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June 2026

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August 2026

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December 2026

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July 2026

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