



# Asha Academy, Patan

## Role of Class Monitor: Dos & Don'ts

### ✓ Dos

1. **Be Punctual** – Reach before the teacher arrives.
2. **Maintain Discipline** – Remind classmates to stay quiet and focused.
3. **Be Fair** – Treat everyone equally; no favouritism.
4. **Help Teachers** – Distribute books, collect notebooks, manage class tasks.
5. **Keep Class Clean** – Ensure the room is always tidy.
6. **Mark Absentees** – Record who is absent accurately.
7. **Maintain Homework Record** – Check and note if homework is done.
8. **Help in Attendance** – Assist teachers with daily attendance.
9. **Report Sensibly** – Share only important issues with the teacher.
10. **Be a Role Model** – Show honesty, respect, and responsibility.

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### ✗ Don'ts

1. **Don't Be Bossy** – Speak politely, not like a commander.
2. **Don't Punish** – Never scold, hit, or discipline anyone.
3. **Don't Misuse Power** – Don't use your role for personal gain.
4. **Don't Gossip** – Avoid complaining or spreading rumors.
5. **Don't Neglect Studies** – Balance duties and academics.
6. **Don't Take Sides** – Stay neutral during conflicts.
7. **Don't Interrupt Lessons** – Help quietly without disturbing.

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✦ *A good monitor leads by example and supports both classmates and teachers with honesty and responsibility.*