



Estd. 1953

# BIRLA SHISHU VIHAR

A Prestigious Day School for Boys and Girls  
(Affiliated to CBSE, New Delhi No: 1730263, School No: 10606)  
(A Birla Education Trust, Pilani Institution)  
Website: [www.bsvpilani.edu.in](http://www.bsvpilani.edu.in)



Circular No. 040

14<sup>th</sup> May'26

Kind-Attention: Teaching Staff  
From: Principal

## Teachers' Diary-reg

Dear Colleagues,

Teachers' diary is an essential academic document that ensures systematic and smooth transaction of the syllabus throughout the session. It helps teachers in effective time management, lesson planning, monitoring curriculum coverage, and maintaining continuity in teaching-learning processes.

A well-maintained diary also reflects the academic growth and learning progress of students through regular reflection, assessment records, and remedial measures.

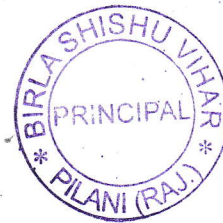
Furthermore, the teachers' diary serves as an important tool to measure both teacher performance and students' learning outcomes. It acts as documentary evidence of classroom practices, pedagogical planning, enrichment activities, and timely completion of academic responsibilities.

Therefore, maintaining an updated and meaningful teachers' diary is not only a professional responsibility but also an important indicator of accountability, quality teaching, and annual performance appraisal of teachers.

Headmistress/academic coordinator is requested to check it regularly and give feedback-appreciation/suggestion for improvement.

Thanks.

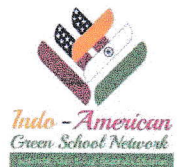
Copy: e-mail & WhatsApp- All concerned



With regards,

*(Handwritten signature)*  
14.05.26  
(PAVAN VASHISHTHA)  
PRINCIPAL

"The illiterate of the 21<sup>st</sup> century will not be those who cannot read and write,  
But those who cannot learn, unlearn, and relearn." ...By - Alvin Toffler



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