



**SCHOOL WEBSITE UPDATION**

1. The CES – Parent Body of Bal Bharati Public School, Noida has developed a responsive website and for this the School website needs to be updated on a day to day basis, since a person visiting the CES website can now draw comparatives by visiting to the links of various sister schools. It has been advocated to all the staff members in the past that reporting an event/activity on the School website is an integral part of a teacher’s job to keep the world abreast about the latest events held in the School.

2. In this context it is desired that all the information related to Inter House / Inter School functions are to be uploaded on the School website, and the content be mailed to [bbpsnd.web@gmail.com](mailto:bbpsnd.web@gmail.com) or can be copied to Mr J Pant’s computer after approval from PPL, routed through the respective HM’s / VPL.

3. For any kind of uploading on the website, entry is to be made in the “ Upload Register” Available with Mr. J Pant in the Resource Room.

S.No.	Info for Upload	Date of the Task	Name/ Sign of Tr.	Date of uploading	Sign-J Pant	Remarks

4. The above mentioned “Upload Register” is also to be used for the follow up purpose by the teachers. The onus to have the information/ reports uploaded will be of the convenor.

5. All the reports prepared by various in-charges regarding the below mentioned areas are to be mailed to [bbpsnd.web@gmail.com](mailto:bbpsnd.web@gmail.com) after the approval has been sought from the Principal.

6. Following I/C’s are to update the School website on a regular basis.

S. NO.	ACTIVITY	TEACHER I/C (SR. SCHOOL)	TEACHER I/C (PR. SCHOOL)
1	Open Exam	Mrs I Mishra	Mrs Anju Bhatnagar
2	Inter School Events	Mrs M Arora	Mrs Asha Menon & Ms Arpita S
3	Inter House Events	Mrs M Gulati	Mrs A Dhar & Mrs S Taak
4	Workshops/CFSE/Career Guidance	Mrs A Gaur	Mrs P Chand
5	Sports Activities	Mrs Poonam Sharma & Mr D Bisht	Mrs R Negi & Mrs M Panwar
6	Exam Schedule/Academic Achievers/Home Work & Assignment	Mrs M Tripathi with other Exam Cell I/Cs	Mrs Anju B, Mrs D Khanna & Class Reps.
7	School Clubs/ School Functions	Mrs N Bhattacharya	Mrs A Menon & Mrs A Dhar
8	International Activities	Mrs Aruna Sharma	Ms Vaishali V
9	Excursion and Tours	Mrs Abha B	Mrs D Khanna & Ms D Mehra
10	Community Services	Mrs Rumpa B	Mrs Anju B & Ms Vasundhara
11	Awards and Achievements	HM (Mont) / HM (Pr.) / HM (Sr.) / VPL	
12	Alumni	Mrs A Panda	
13	Miscellaneous	Mr J Pant	

7. All School functions and Special Assemblies Photographs /videos are to be copied in the laptop available with Mrs N Anju ( Sr. School) / Mrs A Menon (Pr. School) in Computer Lab by respective convenors.

8. For the Inter House activities the rules laid down by the Convenor (in the hard copy format) are to be forwarded to Mrs D Kaushal (Sr. School)/ Mrs V Pujari (Pr. School) for editing, after approval the soft copy is to be forwarded to Mrs M Gulati (Sr. School) / Ms Vasundhara (Pr. School) for uploading. The reporting on events is to be sent to Mrs M Gulati after receiving the approval from PPL through concerned Reporting Officers.

9. All the event convenors are also required to select 10 to 12 good photographs of their respective events, independent of the report, caption them and hand over the same to Mrs M Gulati (Inter House Activity-Sr. School)/Mrs A Menon(Inter House Activity-Pr. School) and Mrs N Anju (School Functions and Assemblies-Sr. School) / Mrs A Dhar (School Functions and Assemblies-Sr. School) within two days of the event for uploading in the Photo Gallery.

**Timely Actions are always appreciated by the Parents!!!**

**Asha Prabhakar**  
(Principal)

स्वच्छ भारत  
एक कदम स्वच्छता की ओर

Distribution  
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