

SCHOOL WEBSITE

Staff is requested to peruse the following areas of responsibility for continuous updation of the School Website.

Sl. No.	Website - Page Title	Sub Page Title	Office Staff on Duty	Teacher I/C	Supervision by :	Frequency of Updation
01	Awards and Accolades	Co-Curricular	Sachin Kumar	Manisha Arora Smriti Sharma	VPL	As and when required
		School Ranking		Abha B		Annually
		Sports		Dinesh Bist, Vardhan		As and when required
		Testimonials Stake holder and dignitaries speak Parents, students speak		Ms Mamta M		As and when required
02	What's New Explore activities	Explore Circulars	Yograj Malik /Sachin Kumar	Santosh Kumar	VPL	As and when required
03	Gallery	Photo Gallery	Yograj Malik/ Sachin Kumar	Niladri D/Kamna J	HM(PP)	As and when required
		Video Gallery		Yuvraj P/Rashi A		
		Achievers Gallery		Ms. V Khurana		
		Educational Sports Video		Vardhan / Poonam S		
04	PTA	-	Yog Raj Malik	Anjuni R	HM(PR)	Annually
05	School Functions	-		Rachna S	VPL	After every school function
06	Alumni Corner	-		Anita Panda	VPL	Annually
07	Contact Us	Contact Details	Yograj Malik	Anjuni R	VPL	As and when required
		Map/How to reach		-		
		Appointments		Anjuni R		
		Feedback				
		Careers with BBPS				
08	Bharati Connect	Parent Portal	Yog Raj Malik	Subha R/Meena A	VPL	As and when received
		Online Payment (Direct Link)		Binu B		As and when required
		Guidelines for Online Fee Payment through Parent Portal		A.O		As and when required
		Inter Office Note	Yog Raj Malik	Santhosh Kumar		As and when required
		Staff Portal	Yograj Malik	Anjuni R		As and when required

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09	About BBPS	About Us	Yograj Malik	Anjuni R	VPL	Annually
		History of School				
		Mission				
		Vision				
		Management				
		Chairman's Message				
		Principal's Message				
		Secretary's Message				
		Faculty				
		History of School				
		Affiliation/Mandatory Public Disclosure				
		Inclusive Education				
		OASIS Data				
	Anjuni R					
10	Campus	Campus Tour	Sachin Kumar Yog Raj Malik	Yuvraj P	HM (Pr)	Annually
		Facilities and Infrastructure		Niladri D		Annually
		Safety and Security		K Shreya		Annually
11	Admission	Admission Notice	Yog Raj Malik	Binu / Anjuni R	HM (Sr) / HM (PP)	As and when required
		Procedure		Binu / Anjuni R		As and when required
		Prospectus		Sheuli, Payal C		Annually
		Fee Structure		Binu		Annually
		Admission Forms and Details		Kuldeep Sood , Ruchika Gupta M Ghosh		Annually
		Orientation		Neeraj B Asha Rajan		Annually
		Admission Notice - Cls XI		Anjuni R		As and when required
		Stream Allocation for Cls XI		Anjali S, Swati C		Annually
Incentives for Sports	D Bist	As and when required				
12	Academics	Subjects Offered I - XII	Yograj Malik	-	HM (Sr)	Once in Academic Session
		List of Class Teachers	Yograj Malik	-		Once in Academic Session
		Syllabus/Curriculum	Sachin Kumar	-		Once in Academic Session
		Financial Market Management	Yograj Malik	Meenakshi G		As and when required
		Artificial Intelligence	Yograj Malik	Asha Menon		As and when required
		Assessment	Sachin Kumar	Resp Exam Cell I/Cs		Quarterly
		Assignment/Homework	Yograj Malik	Class Reps		As and when required
		Exam Schedule	Sachin Kumar	Resp Exam Cell I/Cs		Quarterly
		Internal Exam Results	Sachin Kumar	Class Reps		After every exam
		Class Timetable	Sachin Kumar	Resp Timetable I/Cs		As and when required
		List of Textbooks	Yograj Malik	Class Reps		Once in Academic Session
		Monthly Report	Sachin Kumar	IT Dept		Monthly
		External Exam Results	Sachin Kumar	Indula M		As and when declared
		CBSE Results	Yograj Malik	Meenakshi G/ Meetu T		As and when declared
		Weekly Fortnightly Report	Sachin Kumar			Quarterly
Promotion Policy	Yograj Malik	Resp Exam Cell I/Cs		Once in Academic Session		

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13	Beyond Academics	House System	Sachin Kumar	Manisha A		Once in Academic Session
		School Clubs	Yograj Malik	Sonam M / K Shreya		Once in Academic Session
		International Dimension	Yograj Malik	Sabari M	HM (SR)	As and when required
		Sports and Games		R Negi / Vardhan		Monthly
		Excursions and Tours	Sachin Kumar	--		As and when results declared
		Open Exams	Yograj Malik	Indula M		As and when results declared
		Awakened Citizen Programme	Sachin Kumar	Deepti Mehra		As and when required
		Community Service	Sachin Kumar	-		
		Student Council	Yograj Malik	Ruby S		Once in an Academic Session
		Virtual Summer Camp	Yograj Malik	---		
		Publications	Sachin Kumar	-		Yearly
		Best Practices	Yograj Malik	-		Monthly
		ATAL Tinkering Lab	Yograj Malik	Rani V		Weekly
		Webinars	Yograj Malik Sachin Kumar	Vibha Jain ,Sheetal Sharma , Ruchika K		Monthly
14	Activities	Bal Sabha Activities	Sachin Kumar	Pooja K / Manisha A	HM (Pr)	Weekly
		School Events and Activities	Sachin Kumar	Rajni G / Rumpa B		As and when required
		Interschool Activities	Sachin Kumar	Sumana /Nishi S / Kavita P		Monthly
		Projects	Yograj Malik	Umesh V		As and when required
		Workshop and Camps	Yograj Malik	-		As and when required
		CBSE - Initiatives	Yograj Malik	Vaishali M		As and when required
		Care and Connect	Yograj Malik	Ruby S		As and when directed
		Festivals and Celebrations	Yograj Malik	Ruby S		Every Academic Session
15	Information	School Calendar	Sachin Kumar	Komal M, Prabhat	HM(Pr)	Every Academic Session
		Uniform	Yograj Malik	Manami G		
		School/Office Timings	Yograj Malik	Anjuni R		
		List of Holidays	Yograj Malik	Komal M, Prabhat		
		Bus Routes	Yograj Malik	Anshul D/ Anoop Dixit		
		SLC details	Sachin Kumar	Anjuni R		
		Covid-19 Updates	Yograj Malik	Asha M		
		Code of Conduct	Yograj Malik			
		School Bag Weight Policy	Yograj Malik	Aditi G		
		Grievance Redressal Cell	Yograj Malik			
		The Flag Code of India	Yograj Malik	Shally W		
		Career Counselling	Yograj Malik	Aditi G / Ruby S		
		Annual Pedagogical Plan	Yograj Malik	-		
		School Safety Committee	Yograj Malik	K Shreya		
Relevant Extracts from Lease Deed	Yograj Malik	Anjuni R				

Sl. No	Website - Page Title	Sub Page Title	Office Staff on Duty	Teacher I/C	Supervision by :	Frequency of Updation
16	Pre Primary System	Pre Primary System Academics Games and Sports Orientation Guidelines Infrastructural Facilities Collaboration with Parents Achievements	Sachin Kumar	HM (Pre Primary) HM (Pre Primary) HM (Pre Primary) HM (Pre Primary) HM (Pre Primary) HM (Pre Primary) HM (Pre Primary) Parimeeta K	HM (Pre Primary)	As and when required As and when required As and when required As and when required As and when required As and when required As and when required
17	Home Page	Slide Show Highlights What's New Recent Activities	Yograj Malik Sachin Kumar	Leena M , Meenakshi G Santosh Kumar Santosh Kumar Abha B , Mamta M	HM(Sr)	Quarterly As and when required Fortnightly Fortnightly
18	Get In Touch	Follow us on Facebook Twitter LinkedIn Instagram	Sachin Kumar	HM (Sr) VPL Ruby singh HM (Pr)	---	---

• The Photographs of all events are to be shared with **1) Ms Abha Bhardwaj, 2) Mr Niladri, 3) Ms Leena Madan**. Please share well captioned good quality images through email only and do not share via whatsapp, since there is a loss in the quality of images.

• The Videos of all School events and related activities are to be shared with **1) Ms Mamta Maggu, 2) Mr Yuvraj, 3) Ms Rashi Anand and 4) Ms Payal Chauhan** by respective convenors. Kindly share properly edited, well-formatted videos with the 04 incharges through email only and not through whatsapp since there is a loss in the quality of images.

• The Website I/c of the school is not permitted to directly upload any information on the School Website. The desired information will be uploaded only upon getting a nod from the HM's /VPL/ Principal. **Action:** Sachin Kumar / Yog Raj Malik.

• The **Teacher incharges** will be responsible for compiling and sharing the information as per the periodicity mentioned above with the concerned Reporting Officers

A website is a window through which an organisation says hello to the world !!!

Asha Prabhakar
(Principal)

स्वच्छ भारत
एक कदम स्वच्छता की ओर

Distribution

VPL, HMs, Staff (via e-mail)
Students through Broadcast Groups

