



Bal Bharati PUBLIC SCHOOL

Sector-21, Noida, Dist. G.B. Nagar, U.P.-201301

Tel. : 0120 - 2534064, 2538533

Email : bbpsnd@yahoo.co.in, bbpsnd8@gmail.com

Website : <http://bbpsnoida.balbharati.org>

(An Institution of the Child Education Society (Regd.), Delhi)

TEACHER'S HANDBOOK 2022-23

TEACHER'S DIARY

VISION

"To strive for better and better, not resting on one's laurels; seek solutions not excuses, deliver results and serve the community by providing quality education."

MISSION

- To develop scholastic personalities and impart knowledge to maximize skills and competencies.
- To foster a positive school atmosphere of sharing and caring, to help them achieve their greatest potential scholastically and co-scholastically.
- To help the students become resourceful thinkers who independently and creatively strive to solve complex problems through reflection, risk taking and critical evaluation.
- To impart wisdom that transforms mere knowledge into a meaningful initiative and enterprise for a harmonious and prosperous society.
- To provide holistic education to society as a whole, without prejudice or discrimination.
- Equip the child to meet all challenges – social, moral and intellectual and comprehend human values.
- To make students responsible, law abiding and enlightened citizens of a global society.
- Instil traits of team work, empathy, patience, perseverance and respect of elders and mentors.
- To ensure sensitivity and commitment to environment and all beings to save the planet for future generation.

THE IDEAL TEACHER

"A teacher can never truly teach unless he too continues to teach himself. One lamp can never light another lamp unless it continues to burn its own flame. Similarly, the teacher who has come to the end of his subject and who has no living traffic with his knowledge, but merely repeats his lesson to his students can only burden their minds, he cannot inspire them. Truth not only must inform, but also must inspire. If this inspiration dies out and information merely keeps on accumulating, then truth loses its infinity."

- **GURUDEV RABINDRANATH TAGORE**

*"Your right is to work only, but never to the fruit thereof.
Let not the fruit of action be your object, nor let your attachment be to
inaction."*

- THE BHAGAVAD GITA

TEACHER'S DIARY

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PERSONAL MEMORANDA

Name :

Designation :

Qualification :

Department :

Employee Code :

Pan Number :

Driving Licence No. :

Electoral Card :

Aadhar/UID Number :

Classes and Subject Taught : Class/ Section : Subject :

Class/ Section : Subject :

Class/ Section : Subject :

Class/ Section : Subject :

Additional Responsibilities :

Home Address :

Tel. No. :

E-mail :

Students learn what they care about, from the people who care about them

TEACHER'S DIARY

FROM THE PRINCIPAL'S DESK

"Education is the manifestation of the perfection that is already in man." It is primarily a process for humanizing mankind by giving them the freedom to explore the ethos, the mythos and the pathos of human existence.

Bal Bharati Public School, keeping the Indian culture as its backbone, aims not only at imparting knowledge to the children, but helping them develop a matrix of philosophy, meaning, direction and purpose in life. Our aim is to help our students to navigate through the chaotic waters of competition and development and safely land in a world, well equipped, with scholarship, confidence, character and sound values.

I am confident that my teachers will do their best in achieving the motto of the Bal Bharati Parivaar and keep the school flag flying high so that the future world may look at it, with pride.

In Humility
Asha Prabhakar
Principal

All knowledge is inside, which has to find an outlet

TEACHER'S DIARY

STAFF DETAILS

ADMIN DEPARTMENT

STAFF ID	EMPLOYEE NAME	DESIGNATION	PRESENT ADDRESS	MOBILE	EMAIL
10026	ASHA PRABHAKAR	PRINCIPAL	F-114, SECTOR-41, NOIDA, PIN 201301, UTTAR PRADESH, INDIA	9810502277	asha.prabhakar@bal.bharati.org
10021	ANUPAMA MOTWANI	VICE PRINCIPAL	58 HCL TOWERS B-9/16 SECTOR-62 NOIDA PIN - 201301 UTTAR PRADESH,INDIA	9818539853	anupama.motwani@nd.balbharati.org
10010	AMITA GANJOO	HEAD MISTRESS -I	93C, EXPRESS VIEW APPARTMENTS, POCKET C, SECTOR-105, NOIDA PIN-201301, UTTAR PRADESH, INDIA	9810962954	amita.ganjoo@nd.balbharati.org
10261	VINAYA PUJARI	HEAD MISTRESS -II	P-205, SECTOR-21 NOIDA PIN -201301 UTTAR PRADESH,INDIA	9350975211	vinaya.pujari@nd.balbharati.org
10203	SARIKA PASSI	HEADMISTRESS-III	J-238/25, NOIDA J-238/25, NOIDA SECTOR-25 PIN - 201301 UTTAR PRADESH,INDIA	9910773326	sarika.passi@nd.balbharati.org
10012	ANANDA HALDER	ADMINISTRATIVE OFFICER	1679A/3 2ND FLOOR GOVINDPURI EXTN KALKAJI NEW DELHI PIN -110019 DELHI,INDIA	9811899886	ananda.halder@nd.balbharati.org
10255	VARUGHESE. M.JOHN	ACCOUNTS OFFICER	N-702, HOMES-121, SECTOR-121 NOIDA NOIDA PIN -201301 UTTAR PRADESH,INDIA	7840857640	varughese.john@nd.balbharati.org
10283	ANJUNI RAZDAN	UDC	NRI RESIDENCY. TOWER - 6, G-1, SECTOR - 45, NOIDA	9910106455	anjuni.razdan@nd.balbharati.org
10265	YOGRAJ MALIK	DATA ENTRY OPERATOR	FF-38B, GALI NO.2 LAXMI NAGAR, N.DELHI DELHI PIN -110092,INDIA	9990576610	yograj.malik@nd.balbharati.org
10284	BINU K BABY	LDC	1005, B-12A/SUPERTECH ECO VILLAGE 2, GREATER NOIDA WEST	9990715881	binu.baby@nd.balbharati.org
10201	SANTHOSH KUMAR K G	LDC	B-9/84A, SEC 34, NOIDA B-9/84A, SEC 34, NOIDA SECTOR-34 PIN -201301 UTTAR PRADESH,INDIA	9654780234	santhosh.kumar@nd.balbharati.org
10300	SACHIN KUMAR	IT MANAGER	RZ/21 Purean Nagar, Gali No.7, Palam, New Delhi-45	8376952508	sachin.kumar@nd.balbharati.org

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10006	AJAY KUMAR	SECURITY OFFICER	B-7/301, GAURS PLAZA SHALIMAR GARDEN EXTN-II SAHIBABAD GHAZIABAD PIN -201005 U P,INDIA	9810530210	ajay.kumar@nd.balbharati.org
10342	RAVINDAR SINGH	TRANSPORT INCHARGE	KHAIRPUR GUJJAR- SECTOR-3,GREATER NOIDA WEST, GAUTAM BUDDH NAGAR, U.P., INDIA	916632038	ravindar.singh@nd.balbharati.org

PRE PRIMARY DEPARTMENT

10017	ANJU RAGHAV	PRE PRIMARY TEACHER	B-154, NEW ASHOK NAGAR DELHI DELHI PIN -110096 DELHI,INDIA	9911708020	anju.raghav@nd.balbharati.org
10091	KULDEEP SOOD	PRE PRIMARY TEACHER	53, POCKET-E MAYUR VIHAR. PHASE-II DELHI PIN -110091 DELHI,INDIA	9899042559	kuldeep.sood@nd.balbharati.org
10095	MANAMI GHOSH	PRE PRIMARY TEACHER	521,MANTOVA,MAHAGU N MANSION PH-1,1/5 VAIBHAV KHAND GHAZIABAD UTTAR PRADESH,INDIA	9873557181	manami.ghosh@nd.balbharati.org
10100	MANJU MALKOTI	PRE PRIMARY TEACHER	1712, SECTOR-37, NOIDA 1712, SECTOR-37, NOIDA SECTOR-37 PIN -201301 UTTAR PRADESH,INDIA	9999746026	manju.malkoti@nd.balbharati.org
10124	NEERU SHARMA	PRE PRIMARY TEACHER	237 AKASHDARSHAN APARTMENT MAYUR VIHAR PH-I DELHI 237 AKASHDARSHAN APARTMENT MAYUR VIHAR PH-I DELHI DELHI PIN -110091 DELHI,INDIA	9891160184	neeru.sharma@nd.balbharati.org
10134	NITIKA BHATIA	PRE PRIMARY TEACHER	H-3, LAJPAT NAGAR -III NEW DELHI DELHI PIN - 110024 DELHI,INDIA	9891770982	nitika.bhatia@nd.balbharati.org
10215	SHEULI RAY	PRE PRIMARY TEACHER	902, TOWER-12 SUPREME TOWERS SECTOR-99 NOIDA UTTAR PRADESH,INDIA	9811460199	sheuli.ghosh@nd.balbharati.org

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10258	VIBHA KHURANA	PRE-PRIMARY TEACHER	F NO.32, NIRUPAM VATIKA, C-58/14 SECTOR-62, NOIDA F NO.32, NIRUPAM VATIKA, C-58/14 SECTOR-62, NOIDA SECTOR-62 PIN -201301 UTTAR PRADESH,INDIA	9911387568	vibha.khurana@nd.balbharati.org
10292	EVA KULSHRESTHA	PRE-PRIMARY TEACHER	B-10A, 45, UDAIGIRI-I, SECTOR-34, NOIDA	9650582964	eva.kulshrestha@nd.balbharati.org
10295	PAYAL CHAUHAN	PRE-PRIMARY TEACHER	N-1104, GRAND AJNARA HERITAGE, SECTOR-74, NOIDA	9868746693	payal.chauhan@nd.balbharati.org
10308	GITIKA THAPLIYAL	PRE-PRIMARY TEACHER	a-203, Mangal Apts, Vasundhara Enclave, Delhi	9711874178	gitika.thapliyal@nd.balbharati.org
10333	MANSI ANAND	PRE-PRIMARY TEACHER	C-289, SURAJMAL VIHAR, DELHI, 92	9716273838	mansi.anand@nd.balbharati.org
10337	POOJA BHATNAGAR	PRE-PRIMARY TEACHER	PRATEEK GRAND CITY, CARNESIA, SIDDHARTH VIHAR, GHAZIABAD	9999649891	pooja.bhatnagar@nd.balbharati.org
10341	PALLAVI KAKOTY	PRE-PRIMARY TEACHER	BLOCK P/303, SECTOR- 21, NOIDA	9871931228	pallavi.kakoty@nd.balbharati.org
10346	ANKITA BATRA	PRE-PRIMARY TEACHER	A-110, SECOND FLOOR, YOJNA VIHAR, DELHI -92	9999783878	ankita.batra@nd.balbharati.org
10347	GARIMA MEHTA	PRE-PRIMARY TEACHER	A-906, MAYURDHWAJ APTS, GEETA COLONY, DELHI - 31	8377059583	garima.mehta@nd.balbharati.org
10353	SWATI CHORDIA	PRE-PRIMARY TEACHER	L-3, SECOND FLOOR,- SECTOR-11, NOIDA-201301	8826007393	swati.chordia@nd.balbharati.org

PRIMARY DEPARTMENT

10009	ALKA RAI	PRIMARY TEACHER (PRT)	J-404, AJNARA GRAND HERITAGE SECTOR-74 NOIDA	9205027408	alka.raai@nd.balbharati.org
10014	ANITA VERMA	PRIMARY TEACHER (PRT)	B-212, A SUPERTECH OXFORD SQUARE SECTOR-16 B GREATER NOIDA U P,INDIA	8287555837	anita.verma@nd.balbharati.org
10024	ARPITA SINGH	PRIMARY TEACHER (PRT)	B-125, SECTOR-31 NOIDA U P,INDIA	9871802369	arpita.singh@nd.balbharati.org
10086	KAVITA PANDEY	PRIMARY TEACHER (PRT)	F.NO 40 VRINDAVAN APTT PLOT NO 110 I.P EXTN PATPARGANJ DELHI PIN -110092 DELHI,INDIA	9871474527	kavita.pandey@nd.balbharati.org

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10104	MEENA AGGARWAL	PRIMARY TEACHER (PRT)	A-101, MANGAL APTS VASUNDHARA ENCLAVE DELHI-96 DELHI PIN - 110096 DELHI,INDIA	9716928188	meena.aggarwal@nd.balbharati.org
10110	MOHIT BHOLA	PRIMARY TEACHER (PRT)	1/9105, ST. NO. 4 WEST ROHTASH NAGAR SHAHDARA DELH DELHI PIN -110032 DELHI,INDIA	7838533773	mohit.bhola@nd.balbharati.org
10111	MONIKA PANWAR	PRIMARY TEACHER (PRT)	1252, 2ND FLOOR, MAHAVEER APPTS., SECTOR-29, NOIDA UTTAR PRADESH, INDIA	9810336506	monika.panwar@nd.balbharati.org
10114	MUKUL SRIVASTAVA	PRIMARY TEACHER (PRT)	D-125A/26, NOIDA D-125A/26, NOIDA SECTOR-26 PIN -201301 UTTAR PRADESH,INDIA	9212327904	mukul.srivastava@nd.balbharati.org
10129	NISHA RAY	PRIMARY TEACHER (PRT)	2-C /599 VASUNDHARA GHAZ 2-C /599 VASUNDHARA GHAZ GHAZIABAD PIN -201012 UTTAR PRADESH,INDIA	9999759277	nisha.ray@nd.balbharati.org
10140	PARIMEETA KHANNA	PRIMARY TEACHER (PRT)	A-526, SECTOR-47 NOIDA PIN -201301 UTTAR PRADESH	9810678097	parimeeta.khanna@nd.balbharati.org
10175	RANI NEGI	PRIMARY TEACHER (PRT)	PKT-B-4, 9H MAYUR VIHAR DELHI PKT-B-4, 9H MAYUR VIHAR DELHI DELHI PIN -110096 DELHI,INDIA	8586081433	rani.negi@nd.balbharati.org
10188	RUCHIKA GUPTA	PRIMARY TEACHER (PRT)	A-703, PMO APTS C-58/20, SECTOR-62 NOIDA PIN - 201301 UTTAR PRADESH,INDIA	9810338175	ruchika.gupta@nd.balbharati.org
10189	RUCHIKA KHANNA	PRIMARY TEACHER (PRT)	B-92, SECTOR-19 NOIDA U.P U P,INDIA	9717679226	ruchika.khanna@nd.balbharati.org
10212	SHARMISTHA CHAKRABORTY	PRIMARY TEACHER (PRT)	G-3 387 NITIKHAND INDIRAPURAM GHAZIABAD U P,INDIA	8800890509	sharmistha.chakraborty@nd.balbharati.org
10227	SONAM MALIK	PRIMARY TEACHER (PRT)	A-31, SECTOR-55 NOIDA NOIDA PIN -201301 U P,INDIA	9999985445	sonam.malik@nd.balbharati.org
10230	SUMANA SEN GUPTA	PRIMARY TEACHER (PRT)	56, PKT-A NEW MIG MAYUR VIHAR PHASE-3 DELHI PIN -110096 DELHI,INDIA	9871008097	sumana.sengupta@nd.balbharati.org
10254	VARDHAN SHARMA	PRIMARY TEACHER (PRT)	1100, UGGER SEN STREET BAZAR SITA RAM DELHI PIN -110006 DELHI,INDIA	9999333797	vardhan.sharma@nd.balbharati.org

TEACHER'S DIARY

10274	MAMTA MAGGU	LIBRARIAN	857, UGF-1, NITI KHAND-I, INDIRAPURAM GHAZIABAD U P,INDIA	9953644671	mamta.maggu@nd.balbharati.org
10275	NEHA YADAV	PRIMARY TEACHER (PRT)	558, SECTOR-4 VAISHALI GHAZIABAD U P,INDIA	9999657599	neha.yadav@nd.balbharati.org
10281	SMRITI SHARMA	PRIMARY TEACHER (PRT)	NRI RESIDENCY T-7/1503, SECTOR-45 NOIDA PIN - 201303 U P,INDIA	1204136001	smriti.sharma@nd.balbharati.org
10293	RASHI ANAND	PRIMARY TEACHER (PRT)	246,DDA FLATS, JAIDEV PARK, EAST PUNJABI BAGH, NEW DELHI	9999891682	rashi.anand@nd.balbharati.org
10294	LEENA MADAN	PRIMARY TEACHER (PRT)	1708, TOWER - 8, PARAS TIEREA, SECTOR - 137, NOIDA	7404727725	leena.madan@nd.balbharati.org
10303	SHILPI SINGH	PRIMARY TEACHER (PRT)	14132, ATS Paradiso Sec Chi IV Gr Noida	9891477696	shilpi.singh@nd.balbharati.org
10304	DEEPA CHATURVEDI	PRIMARY TEACHER (PRT)	FLAT NO: 804, B-2, BHARAT CITY, TEELA MORH, GHAZIABAD	9793084119	deepa.chaturvedi@nd.balbharati.org
10306	DHANYA PATIL	PRIMARY TEACHER (PRT)	141/204, Sector-4, Vaishali, Ghaziabad	9540870053	dhanya.patil@nd.balbharati.org
10309	PALAK GOEL	PRIMARY TEACHER (PRT)	2001, T-15, NIRALA ESTATE, TECHZONE-IV, GR NOIDA WEST	9871888995	palak.goel@nd.balbharati.org
10316	RENU UPRETI PANDEY	PRIMARY TEACHER (PRT)	GREEN VIEW APPARTMENTS, HOUSE NO;21-B, HIG FLATS, SECTOR-99, NOIDA	9540578691	renu.pandey@nd.balbharati.org
10330	POORWA LALDHAR	PRIMARY TEACHER (PRT)	B - 5/ 51 B, DHAWALGIRI APARTMENT, SECTOR - 34, NOIDA	9911230989	poorwa.laldhar@nd.balbharati.org
10331	FAIZ AHMED	PRIMARY TEACHER (PRT)	G-8, GROUND FLOOR, MURADI ROAD, BATLA HOUSE, JAMIA NAGAR, OK	9718348398	faiz.ahmed@nd.balbharati.org
10334	SYED HUMERA	PRIMARY TEACHER (PRT)	HOUSE NO: 2106, KUCHA NAHAR KHAN, DARYA GANJ, NEW DELHI	9582944009	syed.humera@nd.balbharati.org
10336	NANDINI GIRDHANI	PRIMARY TEACHER (PRT)	N-12/235, P-9, Judge colony, Vaaranasi	8604881439	nandini.girdhani@nd.balbharati.org
10340	RUPALI PATIL	PRIMARY TEACHER (PRT)	PRATEEK LAUREL, G-807, SECTOR 120, NOIDA	9673315510	rupali.patil@nd.balbharati.org
10301	YASHA SHARMA	PRIMARY TEACHER (PRT)	EH2-402, Elecrtro Utopia, Sector - 93A, Noida	9650268778	yasha.sharma@nd.balbharati.org

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10307	SONA RAWAT	PRIMARY TEACHER (PRT)	A-30A, Lane No.4, East Vinod Nagar, Delhi	7838715223	sona.rawat@nd.balbharati.org
10322	CHARU GUSAIN	PRIMARY TEACHER (PRT)	6047, SANDALWOOD, MAHAGUN MYWOODS, SECTOR -16C, GREATER NOIDA WEST	9871597095	charu.gusain@nd.balbharati.org
10348	TANVI SHRIMAL	PRIMARY TEACHER (PRT)	F-302, AMARPALI PLATINUM, SECTOR -119, NOIDA	9810840473	tanvi.shrimal@nd.balbharati.org
10345	YASHASVI KUMAR	PRIMARY TEACHER (PRT)	216-A, AMRIT PURI "B", GALI NO.10 GARHI, EAST OF KAILASH, NEW DELHI -65	8700327248	yashavi.kumar@nd.balbharati.org
10344	POONAM	PRIMARY TEACHER (PRT)	A-45, NEW KRISHNA NAGAR, DELHI-51	8130618796	poonam.sethi@nd.balbharati.org
10349	DILIP KUMAR	PRIMARY TEACHER (PRT)	4/20, III FLOOR, NEHRU NAGAR- NEW DELHI	9810867604	dilip.kumar@nd.balbharati.org

MIDDLE AND SECONDARY DEPARTMENT

10004	ABHA BHARDWAJ	LIBRARIAN	E-578, M.V.P-II, DELHI DELHI PIN -110096 DELHI,INDIA	9873021332	abha.bhardwaj@nd.balbharati.org
10020	ANSHUL DUBEY	TRAINED GRADUATE TEACHER (TGT)	254 D-1, STREET NO. 5 SARASWATI BHANDAR GANDHI NAGAR DELHI PIN -110031 DELHI,INDIA	9717617293	anshul.dubey@nd.balbharati.org
10027	ASHA MENON	TRAINED GRADUATE TEACHER (TGT)	C-003, JM AROMA, SECTOR- 75, NOIDA	9810956329	asha.menon@nd.balbharati.org
10058	DINESH BIST	TRAINED GRADUATE TEACHER (TGT)	4/426, S-1 2ND FLOOR, VAISHALI GHAZIABAD PIN -201301 UTTAR PRADESH, INDIA	9810461706	dinesh.bist@nd.balbharati.org
10071	INDULA MISHRA	TRAINED GRADUATE TEACHER (TGT)	S-2, 862, SEC 5 VAISHALI, GHAZIABAD PIN -201010 UTTAR PRADESH,INDIA	9868473498	indula.mishra@nd.balbharati.org
10082	KAMNA JOSHI	TRAINED GRADUATE TEACHER (TGT)	F-59 SECTOR-21 NOIDA PIN -201301 UTTAR PRADESH,INDIA	8383908874	kamna.joshi@nd.balbharati.org
10087	KOMAL MENDIRATTA	TRAINED GRADUATE TEACHER (TGT)	A-20, SECTOR 41 NOIDA PIN -201301 U P,INDIA	8860428429	komal.mendiratta@nd.balbharati.org

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10090	KRITIKA SHREYA	TRAINED GRADUATE TEACHER (TGT)	08, RAIL VIHAR, SEC.33, NOIDA PIN -201301 UTTAR PRADESH,INDIA	9891481054	kritika.shreya@nd.balbharati.org
10097	MANISHA ARORA	TRAINED GRADUATE TEACHER (TGT)	D-144 SECTOR-61 NOIDA PIN -201301 UTTAR PRADESH,INDIA	9810168860	manisha.arora@nd.balbharati.org
10105	MEENAKSHI GULATI	TRAINED GRADUATE TEACHER (TGT)	8192, Oliver Tower, Parx Laureate, SECTOR-108, NOIDA Expressway.	9873420106	meenakshi.gulati@nd.balbharati.org
10119	NAMRTA KAUSHIK	TRAINED GRADUATE TEACHER (TGT)	1903, T-3, PANCHSHEEL WELLINGTON CROSSING REPUBLIC GHZIABAD U P,INDIA	9811261176	namrta.kaushik@nd.balbharati.org
10123	NEERJA BHATNAGAR	TRAINED GRADUATE TEACHER (TGT)	P-446 SECTOR-21 NOIDA PIN -201301 UTTAR PRADESH,INDIA	9958555174	neerja.bhatnagar@nd.balbharati.org
10126	NEHA GUPTA	TRAINED GRADUATE TEACHER (TGT)	KK 36 KAVINAGAR GHZ PIN -201002 UTTAR PRADESH,INDIA	9818603320	neha.gupta@nd.balbharati.org
10128	NILADRI SHEKHAR DAS	TRAINED GRADUATE TEACHER (TGT)	RM BLOCK-II 153/A GDA FLAT RAJENDER NAGAR SECTOR-2 SAHIBABAD GHAZIABAD PIN -201005 U P,INDIA	8802252839	niladri.shekhaldas@nd.balbharati.org
10131	NISHI NIGAM	TRAINED GRADUATE TEACHER (TGT)	B-3, 402, GARDENIA GLORY SECTOR-46 NOIDA PIN -201303 U P,INDIA	9871476656	nishi.nigam@nd.balbharati.org
10132	NISHI SOURABH	TRAINED GRADUATE TEACHER (TGT)	W-116, SECTOR-12 NOIDA NOIDA PIN -201301 U P,INDIA	9810939664	nishi.sourabh@nd.balbharati.org
10135	NIVEDITA BHATTACHARJEE	TRAINED GRADUATE TEACHER (TGT)	G-1377 GROUND FLOOR C.R. PARK NEW DELHI PIN -110019 DELHI,INDIA	9873533375	nivedita.b@nd.balbharati.org
10147	POONAM SHARMA	TRAINED GRADUATE TEACHER (TGT)	L-275 SECTOR-25 NOIDA U P,INDIA	9899010957	poonam.sharma@nd.balbharati.org
10148	PRABHAT KUMAR MISHRA	TRAINED GRADUATE TEACHER (TGT)	H.NO.77 ST. NO. 9 PART-III A - BLOCK SONIA VIHAR DELHI PIN -110090 DELHI,INDIA	9540320382	prabhat.mishra@nd.balbharati.org
10149	PRADEEP PALLAVI	TRAINED GRADUATE TEACHER (TGT)	516, F-30, SECTOR-50 NOIDA 516, F-30, SECTOR-50 NOIDA SECTOR-50 PIN -201301 UTTAR PRADESH,INDIA	9810375196	pradeep.pallavi@nd.balbharati.org

TEACHER'S DIARY

10172	RAJNI GATHANIA	TRAINED GRADUATE TEACHER (TGT)	A-264, SECTOR 46, NOIDA NOIDA PIN -201301 UTTAR PRADESH,INDIA	9999088337	rajni.gathania@nd.balbharati.org
10195	SABARI MAITRA	TRAINED GRADUATE TEACHER (TGT)	C-174/VI, KENDRIYA VIHAR-II, SECTOR-82 NOIDA PIN -201301 UTTAR PRADESH,INDIA	9873983021	sabari.maitra@nd.balbharati.org
10198	SAMRA REHMAN	TRAINED GRADUATE TEACHER (TGT)	1172 SUNAR STREET KALAN MAHAL DARYA GANJ NEW DELHI PIN - 110002 DELHI,INDIA	9718631973	samra.rehman@nd.balbharati.org
10228	SUBHA RENAKUMAR	TRAINED GRADUATE TEACHER (TGT)	C-503, JM AROMA SECTOR-75, NOIDA PIN - 201301 UTTAR PRADESH,INDIA	9971882574	subha.renakumar@nd.balbharati.org
10237	SWAPAN MAZUMDAR	TRAINED GRADUATE TEACHER (TGT)	J-64, 1st FLOOR STREET NO 4 NEAR BEGOLI SCHOOL, LAXMI NAGAR DELHI PIN -110092 DELHI,INDIA	9871920098	swapan.mazumdar@nd.balbharati.org
10246	UMESH KUMARI	TRAINED GRADUATE TEACHER (TGT)	1104, TOWER-A, AMAATRA HOMES, SECTOR -10, GREATER NOIDA (WEST)	9871920321	umesh.kumari@nd.balbharati.org
10247	UMESH VERMA	TRAINED GRADUATE TEACHER (TGT)	177, REHMAT ALI COMPOUND BAJARIA GHAZIABAD 177, REHMAT ALI COMPOUND BASARIA GHAZIABAD GHAZIABAD PIN -201001 UTTAR PRADESH,INDIA	9811336317	umesh.verma@nd.balbharati.org
10249	VAISHALI MITTAL	TRAINED GRADUATE TEACHER (TGT)	E-39, SECTOR-20, NOIDA	8527852039	vaishali.mittal@nd.balbharati.org
10260	VIDHI OBEROI	TRAINED GRADUATE TEACHER (TGT)	H-1074, GAUR GREENCITY INDIRAPURAM GZBD H-1074, GAUR GREENCITY INDIRAPURAM GZBD GHAZIABAD PIN -201301 UTTAR PRADESH,INDIA	9871775115	vidhi.oberoi@nd.balbharati.org
10267	YUVRAJ PANWAR	TRAINED GRADUATE TEACHER (TGT)	E-1803, AISHWARYAM, GAUR CITY-2, NOIDA EXTENSION U.P	9990926768	yuvraj.panwar@nd.balbharati.org
10271	DEEPTI MEHRA	TRAINED GRADUATE TEACHER (TGT)	B-13, FIRST FLOOR SECTOR-14 NOIDA PIN - 201301 U P,INDIA	9873558391	deepti.mehra@nd.balbharati.org

TEACHER'S DIARY

10282	SWETA GUPTA	TRAINED GRADUATE TEACHER (TGT)	H.NO. 172, SECTOR-16 VASUNDHARA GHAZIABAD PIN -201012 U P,INDIA	9810759801	sweta.gupta@nd.balbharati.org
10297	SHEETAL JOSHI	TRAINED GRADUATE TEACHER (TGT)	2-E,POCKET-3,PHASE - 1, MAYUR VIHAR, DELHI - 91	8700827818	sheetal.joshi@nd.balbhrati.org
10329	DEEPTI TIWARI	TRAINED GRADUATE TEACHER (TGT)	L - 32, SECTOR - 11, NOIDA	9811425250	deepti.tiwari@nd.balbharati.org
10345	YASHASVI KUMAR	TRAINED GRADUATE TEACHER (TGT)	216-A, AMRIT PURI "B", GALI NO.10 GARHI, EAST OF KAILASH, NEW DELHI -65	8700327248	yashavi.kumar@nd.balbharati.org

SENIOR SECONDARY DEPARTMENT

10013	ANITA PANDA	POST GRADUATE TEACHER (PGT)	HOUSE NO.1502, TOWER-10, LOTUS PANACHE SECTOR-110 HOUSE NO.1502, TOWER-10, LOTUS PANACHE SECTOR-110 NOIDA U P,INDIA	9811737378	anita.panda@nd.balbharati.org
10015	ANJALI SHARMA	POST GRADUATE TEACHER (PGT)	J-268, SECTOR-25, NOIDA PIN -201301 UTTAR PRADESH,INDIA	9958864255	anjali.sharma@nd.balbharati.org
10019	ANOOP DIXIT	POST GRADUATE TEACHER (PGT)	4/425, 2ND FLOOR FLAT NO.1, VAISHALI GHAZIABAD PIN -201301 UTTAR PRADESH,INDIA	9910199443	anoop.dixit@nd.balbharati.org
10106	MEETU TRIPATHI	POST GRADUATE TEACHER (PGT)	SUNWORLD VANALIKA TOWER-11, 12 A04, SECTOR-107, NOIDA	9818751479	meetu.tripathi@nd.balbharati.org
10167	RACHNA SONDHI	POST GRADUATE TEACHER (PGT)	A-73, SECTOR-19, NOIDA PIN -201301 UTTAR PRADESH,INDIA	9560788400	rachna.sondhi@nd.balbharati.org
10176	RANI VAID	POST GRADUATE TEACHER (PGT)	V-32 NAVEEN SHAHDARA, DELHI PIN - 11032 DELHI,INDIA	9891312120	rani.vaid@nd.balbharati.org
10187	RUBY SINGH	POST GRADUATE TEACHER (PGT)	J-136, SECTOR-25, NOIDA PIN -201301 UTTAR PRADESH,INDIA	9810087023	ruby.singh@nd.balbharati.org

TEACHER'S DIARY

10192	RUMPA BHATTACHARYA	POST GRADUATE TEACHER (PGT)	78C, DHAWALGIRI APPTS SECTOR - 11 NOIDA PIN - 201301 UTTAR PRADESH,INDIA	9871083417 9871590185	rumpa.bhattacharyya@nd.balbharati.org
10210	SHALLY WALIA	POST GRADUATE TEACHER (PGT)	A-9/33, SECTOR-33 NOIDA PIN -201301 UTTAR PRADESH,INDIA	8800439562	shally.walia@nd.balbharati.org
10238	SWATI CHAWLA	POST GRADUATE TEACHER (PGT)	M-29, JALVAYU VIHAR, SEC-25 NOIDA UTTAR PRADESH PIN -201301 U P,INDIA	9899996417	swati.chawla@nd.balbharati.org
10257	VIBHA JAIN	POST GRADUATE TEACHER (PGT)	Q-497, 3RD FLOOR SECTOR 21, NOIDA PIN - 201301 UTTAR PRADESH,INDIA	9810194984	vibha.jain@nd.balbharati.org
10279	SANJAY DUA	POST GRADUATE TEACHER (PGT)	C-1503, RG RESIDENCY SECTOR-120 NOIDA PIN - 201301 U P,INDIA	1207152739	sanjay.dua@nd.balbharati.org
10327	MANDEEP KAUR	POST GRADUATE TEACHER (PGT)	HD-285,SECTOR - 135, NOIDA	9911168764	mandeep.kaur@nd.balbharati.org
10332	DR SWATI S SONI	POST GRADUATE TEACHER (PGT)	D-102, SECTOR-20, NOIDA	9873839762	swati.sharma@nd.balbharati.org
10325	DIVYANSHU	POST GRADUATE TEACHER (PGT)	D-03, DEEN DAYAL NAGAR, PHASE-11, SECTOR-2, NDA-MORADABAD	9412633117	divyanshu.madhurendra@nd.balbharati.org

COACHES

10174	RAMESH CHAND	VOLLEYBALL	105-A, GALI NO.- 8 KAKAROLA ROAD,DWARKA VIHAR, NAJAFGARH	9868327267	ramesh.chand@nd.balbharati.org
10030	ASHUTOSH SHARMA	CHESS	B-116/S-3,SHALIMAR GARDEN, EXT-II, SAHIBABAD-GHAZIABAD-201005	9953517179	ashutosh.sharma@nd.balbharati.org
10352	SHIV KUMAR RAI	BASKETBALL	K-212, SHAKTI KUNJ, VILLAGE DALLUPURA, DELHI 96	8130036211	shiv.kumar@nd.balbharati.org
10351	RAJ BALI	ROPE SKIPPING	E-28, VIJAY NAGAR-DELHI	9958183126	raj.bali@nd.balbharati.org
10350	TARA SINGH	BAND MASTER	CHIRAG DELHI	8375867170	tara.singh@nd.balbharati.org

TEACHER'S DIARY

SUPPORT STAFF

10051	DEEPAK RANA	LAB ASSISTANT	C-14/3, SHIVSHAKTI APTS SECTOR 71, NOIDA PIN - 201301 DELHI,INDIA	9873167542	deepak.rana@nd.balbharati.org
10061	DIPTI SINGH	LAB ASSISTANT	A3/20, NEW KONDALI NEW DELHI PIN -110096 DELHI,INDIA	9958054043	dipti.singh@nd.balbharati.org
10067	HARENDRA SINGH	LAB ASSISTANT	FLAT NO:44 F, SECTOR 2A, VAISHALI GHAZIABAD PIN -201301 UTTAR PRADESH,INDIA	9999484344	harinder.negi@nd.balbharati.org
10073	JAGAT PAL	LAB ATTENDANT	VILLAGE MORNA SECTOR 35, NOIDA PIN - 201301 UTTAR PRADESH,INDIA	9811946757	jagat@nd.balbharati.org
10121	NARENDRA KUMAR	LAB ATTENDANT	US 224, MANDAWALI FAZALPUR, NEW DELHI DELHI PIN -110092 DELHI,INDIA	9871213714	narender.kumar@nd.balbharati.org
10136	OMPAL SINGH	LAB ATTENDANT	VILLAGE MORNA, SECTOR 35, NOIDA PIN - 201301 UTTAR PRADESH,INDIA	9899616542	ompal.singh@nd.balbharati.org
10233	SUNDER LAL	LAB ATTENDANT	VILLAGE SALARPUR SECTOR-101, NOIDA PIN -201301 UTTAR PRADESH,INDIA	8527159450	sunder.choudhary@nd.balbharati.org
10339	CHIRAG PANWAR	LAB ATTENDANT	VPO, SAIDPUR, TEHSIL-KHARKHADE, DISTRICT, HARYANA	9992919596	chirag.panwar@nd.balbharati.org
10034	BADRI DUTT MISHRA	GARDENER	HOUSE NO162 GALI 05 SECTOR 45 NOIDA PIN - 201301 UTTAR PRADESH,INDIA	9560074317	bdmishra_1971@rediffmail.com
10057	DHEER SINGH	SAFAI KARAMCHARI	VILLAGE WAZIDPUR DHAKHANA BHANGEL THAN SECTOR-134, PIN - 201301 UTTAR PRADESH,INDIA	8744919113	dheer.singh@nd.balbharati.org
10062	GAGAN BAHADUR	WATCHMAN	MAYUR VIHAR PHASE III DELHI MAYUR VIHAR PHASE III DELHI DELHI PIN -110096 DELHI,INDIA	9711546712	gagan.bahadur@nd.balbharati.org

TEACHER'S DIARY

10079	KAMLA DEVI	SAFAI KARAMCHARI	VILLAGE NITHARI SECTOR 31, NOIDA PIN - 201301 UTTAR PRADESH,INDIA	9540429454	kamla.devi@nd.balbharati.org
10080	KAMLESH	SAFAI KARAMCHARI	H.NO:273, BLOCK 16 TIRLOKPURI, DELHI PIN - 110091 DELHI,INDIA	7042757648	kamlesh@nd.balbharati.org
Staff Id	KAMLESHWARI	AYAH	N: 119, SECTOR 25 NOIDA PIN -201301 UTTAR PRADESH,INDIA	9910170188	kamleshwar@nd.balbharati.org
10042	KUSUM	SAFAI KARAMCHARI	SECTOR-128, SULTANPUR VILLEGE, P O BHANGEL G B NAG SECTOR-128, SULTANPUR VILLEGE, P O BHANGEL G B NAG SECTOR-128 PIN -201301 UTTAR PRADESH,INDIA	9811726714	kusum@nd.balbharati.org
10059	MAYA	AYAH	B-147, SECTOR 20 NOIDA. PIN -201301 UTTAR PRADESH, INDIA	7042082856	maya@nd.balbharati.org
10169	PRAMOD	SAFAI KARAMCHARI	RC:145, ADARSH NAGAR KHODA COLONY RC:145, ADARSH NAGAR KHODA COLONY NOIDA PIN - 201310 UTTAR PRADESH,INDIA	9312470231	pramod@nd.balbharati.org
10170	SARITA	SAFAI KARAMCHARI	B-955, SECTOR-8, NOIDA PIN -201301 UTTAR PRADESH,INDIA	8527989647	sarita@nd.balbharati.org
10224	SOHANVEER SINGH	PEON	RC-388, KHODA COLONY ADARSH NAGAR GHAZIABAD PIN -201310 UTTAR PRADESH,INDIA	9871715644	sohnveer.singh@nd.balbharati.org
10225	SOHNVIRI	SAFAI KARAMCHARI	GALI NO.5, 338 ADARSH NAGAR KHODA COLONY GHAZIABAD PIN -201310 UTTAR PRADESH,INDIA	9136454619	sohnviri@nd.balbharati.org

TEACHER'S DIARY

LIST OF HOLIDAYS: 2022-23

Summer Break	:	17.05.2022 to 30.06.2022	Classes PS-V
		23.05.2022 to 30.06.2022	Classes VI-XII
Dussehra Break	:	03.10.2022 to 05.10.2022	
Diwali Break	:	24.10.2022 to 26.10.2022	
Winter Break	:	30.12.2022 to 08.01.2023	

<u>DATE</u>	<u>DAY</u>	<u>FESTIVALS/HOLIDAYS</u>
April 2022		
02.04.2022	Saturday	Holiday for students
09.04.2022	Saturday	Holiday for staff and students
10.04.2022	Sunday	Ram Navami
14.04.2022	Thursday	Mahavir Jayanti/Ambedkar Jayanti
15.04.2022	Friday	Good Friday
23.04.2022	Saturday	Holiday for staff and students
May 2022		
03.05.2022	Tuesday	Eid-ul-Fitr
07.05.2022	Saturday	Holiday for students
14.05.2022	Saturday	Holiday for staff and students
28.05.2022	Saturday	Holiday for staff and students
June 2022		
11.06.2022	Saturday	Holiday for staff and students
25.06.2022	Saturday	Holiday for staff and students
July 2022		
02.07.2022	Saturday	Holiday for students
09.07.2022	Saturday	Holiday for staff and students
10.07.2022	Sunday	Eid-ul-Juha
23.07.2022	Saturday	Holiday for staff and students
30.07.2022	Saturday	Holiday for students
August 2022		
06.08.2022	Saturday	Holiday for students
09.08.2022	Tuesday	Muharram
11.08.2022	Thursday	Raksha Bandhan
13.08.2022	Saturday	Holiday for staff and students
15.08.2022	Monday	Independence Day
19.08.2022	Friday	Janmashtami
27.08.2022	Saturday	Holiday for staff and students

TEACHER'S DIARY

September 2022

10.09.2022	Saturday	Holiday for staff and students
24.09.2022	Saturday	Holiday for staff and students

October 2022

02.10.2022	Sunday	Gandhi Jayanti
03.10.2022	Monday	Maha Ashtami
04.10.2022	Tuesday	Maha Navami
05.10.2022	Wednesday	Dussehra
08.10.2022	Saturday	Holiday for staff and students
09.10.2022	Sunday	Valmiki Jayanti Prophet's Birthday
13.10.2022	Thursday	Karva Chauth
15.10.2022	Saturday	Holiday for students
22.10.2022	Saturday	Holiday for staff and students
23.10.2022	Sunday	Chotti Diwali
24.10.2022	Monday	Diwali
25.10.2022	Tuesday	Goverdhan Puja
26.10.2022	Wednesday	Bhai Dooj
29.10.2022	Saturday	Holiday for students
30.10.2022	Sunday	Chath Puja

November 2022

08.11.2022	Sunday	Guru Nanak Jayanti
12.11.2022	Saturday	Holiday for staff and students
26.11.2022	Saturday	Holiday for staff and students

December 2022

10.12.2022	Saturday	Holiday for staff and students
24.12.2022	Saturday	Holiday for staff and students
25.12.2022	Sunday	Christmas
31.12.2022	Saturday	Holiday for staff and students

January 2023

07.01.2023	Saturday	Holiday for staff and students
14.01.2023	Saturday	Holiday for staff and students
26.01.2023	Thursday	Republic day
28.01.2023	Saturday	Holiday for staff and students

February 2023

04.02.2023	Saturday	Holiday for students
11.02.2023	Saturday	Holiday for staff and students
18.02.2023	Saturday	Maha Shivratri

TEACHER'S DIARY

25.01.2023	Saturday	Holiday for staff and students
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March 2023

07.03.2023	Tuesday	Holika dahan
08.03.2023	Wednesday	Dhulandi
11.03.2023	Saturday	Holiday for staff and students
25.03.2023	Saturday	Holiday for staff and students
30.03.2023	Thursday	Ram Navami

TEACHER'S DIARY



TIME-TABLE FOR PRE SCHOOL

(SESSION: 2022-23)

TIME/DAY	I (9.10 am-9.45 am)	II (9.45 am-10.20 am)	III (10.40 am-11.20 am)	IV (11.20 am-12.00 noon)	V (12.00 noon-12.30 pm)
MONDAY	Circle Time	PS B -(PP)- Ms Gitika T.	PS A(Swim)* (10.45-11.20)- Ms Manami G. PS C (AR)-Ms Pooja B./ Ms Vibha K. PS D-PBL/Activity- Ms Sarika Passi	PS D(Dance) -*(10.45-11.20)- Ms Nisha R & Ms Eva K.	Recapitulation/ Interaction
TUESDAY	Tell A Tale (Story Narration)	PS E (PP)-Ms Neeru S.	PS B (Swim)* (10.45-11.20)-Ms Gitika T. PS A(AR)-Ms Pooja B/Ms Manami G.	PS C (Dance)* (10.45-11.20)- Ms Nisha R & Ms Vibha K.	Recapitulation/ Interaction
WEDNESDAY	Bal Sabha Activity	PS D (PP)-Ms Eva K.	PS C(Swim)* (10.45- 11.20)- Ms Vibha K. PS E(AR)-Ms Pooja B./Ms Neeru S.	PS A (Dance)* (10.45-11.20)- Ms Nisha R & Ms Manami G. PS A/E-PBL/Activity- Ms Sarika Passi	Recapitulation/ Interaction
THURSDAY	Morning Assembly	PS A (PP)- Ms Manami G.	PS D(Swim)* (10.45-11.20) PS B(AR)-Ms Pooja B./Ms Gitika T.	PS E (Dance)* (10.45-11.20)- Ms Nisha R & Ms Neeru S. PS B/C-PBL/Activity- Ms Sarika Passi	Recapitulation/ Interaction
FRIDAY	Mass PT/ Stretch Time	PS C(PP)- Ms Vibha K.	PS E(Swim)* (10.45-11.20)-Ms Neeru S. PS D(AR)-Ms Pooja B./Ms Eva K.	PS B (Dance)* (10.45-11.20)- Ms Nisha R & Ms Gitika G.	Recapitulation/ Interaction

*As per the Primary/ Senior School Timings

Please note:

- Each section of Pre School has been assigned one period each for Swimming, Playpen, Dance and Activity Room per week.
- PP stands for Playpen; AR stands for Activity Room.

Ms. Sarika Passi
HM (Pre Primary)

Ms. Asha Prabhakar
Principal

TEACHER'S DIARY



TIMETABLE FOR PRE PRIMARY

(SESSION: 2022-23) (SESSION: 2022-23)

TIME/DAY	I (9.10 am-9.45 am)	II (9.45 am-10.20 am)	III (10.40 am-11.20 am)	IV (11.20 am-12.00 noon)	V (12.00 noon-12.30 pm)
MONDAY	Circle Time	PP A(Swim)*(09.50-10.25)-Ms Sheuli G. PP G (AR)-Ms Pooja B/Ms Payal C.	PP F (PP)-Ms Mansi A. PP D-PBL/Activity- Ms Sarika Passi	PP B(Swim)*(11.20-11.55)-Ms Kuldeep S. PP D (PP)-Ms Anju R. PP E(AR)-Ms Pooja B/Ms Manju M. PP C(Dance)*(11.20-11.55)-Ms Kavita P. & Ms Nitika B. PP G/f-PBL/Activity-Ms Sarika Passi	Recapitulation/Interaction
TUESDAY	Mass PT/ Stretch Time	PP C(Swim)*(09.50-10.25)-Ms Nitika B. PP A (AR)-Ms Pooja B/Ms Sheuli G.	PP G (PP)-Ms Payal C.	PP D(Swim)*(11.20-11.55)-Ms Anju R. PP F(AR)-Ms Pooja B/Ms Mansi A. PP E(Dance)*(11.20-11.55)- Ms Kavita P. & Ms Manju M.	Recapitulation/Interaction
WEDNESDAY	Bal Sabha Activity	PP E(Swim)*(09.50-10.25)-Ms Manju M. PP B(AR))-Ms Pooja B/Ms Kuldeep S. PP A/C-PBL/Activity-Ms Sarika Passi	PP A (PP)-Ms Sheuli G. PP D(Dance)*(10.45-11.20)-Ms Kavita P. & Ms Anju R.	PP C(AR))-Ms Pooja B/Ms Nitika B.	Recapitulation/Interaction
THURSDAY	MORNING ASSEMBLY	PP F(Swim)*(09.50-10.25)-Ms Mansi A. PP B(Dance)*(09.50-10.25)-Ms Kavita P. & Ms Kuldeep S.	PP C (PP)- Ms Nitika B. PP G(Dance)*(10.45-11.20)-Ms Kavita P. & Ms Payal C.	PP E (PP)-Ms Manju M.	Recapitulation/Interaction
FRIDAY	Tete A Tete (Interaction Time)	PP G(Swim)*(09.50-10.25)-Ms Payal C. PP A(Dance)*(09.50-10.25)-Ms Kavita P. & Ms Sheuli G.	PP B (PP)-Ms Kuldeep S. PP F(Dance)*(10.45-11.20)-Ms Kavita P. & Ms Mansi A.	PP D (AR))-Ms Pooja B/Ms Anju R. PP B/E-PBL/Activity-Ms Sarika Passi	Recapitulation/Interaction

*As per the Primary/ Senior School Timings

Please note:

- Each section of Pre School has been assigned one period each for Swimming, Playpen, Dance and Activity Room per week.
- PP stands for Playpen; AR stands for Activity Room.

Ms. Sarika Passi
HM (Pre Primary)

Ms. Asha Prabhakar
Principal

TEACHER'S DIARY



SWIMMING SCHEDULE FOR PRE PRIMARY

SESSION: 2022-2023

TIME	9.50 AM-10.25 AM	10.45 AM-11.20 AM	11.20 AM-11.55 AM
DAY			
Monday	PP A	PS A	PP B
Tuesday	PP C	PS B	PP D
Wednesday	PP E	PS C	-
Thursday	PP F	PS D	-
Friday	PP G	PS E	-

Ms. Sarika Passi
HM (Pre Primary)

Ms. Asha Prabhakar
Principal

TEACHER'S DIARY

SCHOOL ROUTINE (PRIMARY SCHOOL)

School Timings : 07.50 a.m. to 02.20 p.m. Summer Months (April to March)
 : 08.20 a.m. to 02.50 p.m. – Winter Month (January only)

PERIODS	TIMINGS	DAY	ACTIVITIES	COORDINATOR(S)
ZERO	07.50–08.35 a.m.	Mondays	• STRETCH TIME: FOR CLS I – V	MS MONIKA P, MS NISHA & MS RANI N
ZERO	07.50–08.50 a.m.	Tuesdays	• PERIODIC TEST FOR CLS I – V	MS MUKUL S (Pr. Exam Cell I/C) MISMUSTER : MS POOJA K
ZERO	07.50–08.35 a.m.	Wednesdays	• INTER SCHOOL REHEARSALS / BAL SABHA ACTIVITIES	MS SUMANA S & MS RUCHIKA G MS SMRITI S & MS LEENA
ZERO	07.50–08.35 a.m.	Thursdays	• ASSEMBLY	MS SUMANA S, MS RANI N & MS RASHI A
ZERO	07.50–08.35 a.m.	Fridays	• REMEDIAL CLASSES • PREPARATORY CLASSES FOR COMPETITIVE EXAMS.	MS RENU UPRETI & MS NANDINI MS ARPITA S & MS POORVA L
ZERO	07.50–08.35 a.m.	Saturday (1 st & 3 rd of each month)	• CLUB ACTIVITIES (FOR CLS I-V)	MS PARIMEETA K & MS SONAM M

- DURING STRETCH TIME & MASS PT, Specialised coaching in Table Tennis, Volleyball and Football (Junior Team) will remain suspended.

MONDAY(S), WEDNESDAY (S) TO SATURDAY(S)			TUESDAY(S)			POINTS TO REMEMBER
PERIOD	TIMING	DURATION	PERIOD	TIMING	DURATION	
Zero Period	07.50 – 08.35	45 Min	Zero Period	07.50 – 08.50	1 Hr.	1. Departure Time for School Buses: 02.30 p.m. 2. Dispersal of Teaching Staff : 02.45 p.m. 3. 2 ND AND 4 TH SATURDAYS WILL BE OBSERVED AS HOLIDAYS. 4. 1 st & 3 rd Saturdays of each academic month will be working for the students of Cls I-V 5. 1 st , 3 rd and 5 th Saturdays of each academic month will be working for Staff. Dispersal of Teaching Staff : 02.45 p.m. 6. Dispersal Time for the teaching Staff on the last day of the working month is 03.00 p.m 7. Class Teachers are to invite parents for a brief discussion, if any, on any working day between 02.30 p.m. to 03.00 p.m. 8. All Departmental, House Meetings, Class Rep Meetings and any other desired meeting will be held on week days after school hours.
1	08.35 – 09.15	40 Min	1	08.50 – 09.25	35 Min	
2	09.15 – 09.50	35 Min	2	09.25 – 10.00	35 Min	
3	09.50 – 10.25	35 Min	3	10.00 – 10.35	35 Min	
LUNCH BREAK	10.25 – 10.45	20 Min	LUNCH BREAK	10.35 – 10.55	20 Min	
4	10.45 – 11.20	35 Min	4	10.55 – 11.30	35 Min	
5	11.20 – 11.55	35 Min	5	11.30 – 12.05	35 Min	
6*	11.55 – 12.35	40 Min	6	12.05 – 12.40	35 Min	
7	12.35 – 01.10	35 Min	7	12.40 – 01.15	35 Min	
8	01.10 – 01.45	35 Min	8	01.15 – 01.50	35 Min	
9	01.45 – 02.20	35 Min	9	01.50 – 02.20	30 Min	
--	02.20 - 02.30	DISPERSAL OF STUDENTS UNDER THE SUPERVISION OF CLASS TEACHERS				

*05 Min short break for Jr. school is meant for a fruit / drinking water / visiting toilets, under the supervision of respective subject teachers. During this break on all days except Tuesday, subject teachers / substitution teachers of 6th period are to remain in their respective classes and settle the students down before leaving for the next class.

TEACHER'S DIARY

SCHOOL ROUTINE (MIDDLE & SECONDARY SCHOOL)

School Timings : 07.50 a.m. to 02.25 p.m. – Summer Months (April to March)
 : 08.20 a.m. to 02.50 p.m. – Winter Month (January only)

PERIODS	TIMINGS	DAY	ACTIVITIES	COORDINATOR(S)
ZERO	07.50–08.50 a.m.	Mondays	• PERIODIC TEST FOR CLS VI – VIII IX - X	MR UMESH VERMA MS KOMAL MENDIRATTA
ZERO	07.50–08.35 a.m.	Tuesdays	• STRETCH TIME: FOR CLS VI – XII	MR D BIST & MR VARDHAN
ZERO	07.50–08.35 a.m.	Wednesdays	• SCHOOL ASSEMBLY : FOR CLS VI-XII	MR D BIST & MR VARDHAN OVERALL SUPERVISION : MS MANISHA ARORA
ZERO	07.50–08.35 a.m.	Thursdays	• REMEDIAL CLASSES (VI-X) • TED VIDEOS (VI-VIII) • TEDex TALKS (IX-X)	RESPECTIVE SUBJECT TEACHERS & CLASS REPS MS M ARORA AND RESPECTIVE CLASS TEACHERS OVERALL SUPERVISION : HM (SR)
ZERO	07.50–08.35 a.m.	Fridays	• MASS P.T.: FOR CLS VI – XII • REMEDIAL CLASSES (VI-X) • ARYABHATTA CLASSES (FOR CLS VIII)	MR D BIST/ MS R NEGI OVERALL SUPERVISION : MS MANISHA ARORA RESPECTIVE SUBJECT TEACHERS & CLASS REPS MS SUBHA R KUMAR
8 TH & 9 TH PERIOD	01:10-02:20 (Sr School)		• INTER HOUSE ACTIVITIES (IX & X) • INTER HOUSE MATCHES (IX & X)	MS MANISHA ARORA MR D BIST
ZERO	07.50–08.35 a.m.	Saturday (1 st & 3 rd of each month)	• LIFE SKILLS: AWAKENED CITIZEN PROGRAMME FOR CLS VI-VIII	MS DEEPTI MEHRA & RESPECTIVE CLASS TCHRS.
1 st & 2 nd PERIOD	08.35-09.50 a.m.		• CLUB ACTIVITIES (FOR CLS VI-VIII)	MS K SHREYA & RESPECTIVE CLUB INCHARGES
8 TH & 9 TH PERIOD	01:10-02:25 (Middle School)		• INTER HOUSE ACTIVITIES (VI-VIII) • INTER HOUSE MATCHES (VI-VIII)	MS MANISHA ARORA MR D BIST

- TGTs are required to adhere to the Remedial Time Table (Cls VI-X) on Thursdays and Fridays.
- DURING STRETCH TIME & MASS PT, Specialised coaching in various Games & Sports will remain suspended.

TUESDAY (S) TO SATURDAY(S)			MONDAY(S)			POINTS TO REMEMBER
PERIOD	TIMING	DURATION	PERIOD	TIMING	DURATION	
Zero Period	07.50 – 08.35	45 Min	Zero Period	07.50 – 08.50	1 Hr.	1. Zero period will be utilized for sports practice (only school teams) on Wednesdays & Thursdays only 2. Departure Time for School Buses: 02.30 p.m. 3. Dispersal of Teaching Staff : 02.45 p.m. 4. 2ND AND 4TH SATURDAYS WILL BE OBSERVED AS HOLIDAYS. 5. 1 st & 3 rd Saturdays of each academic month will be working for the students of Cls VI-VIII 6. 1 st , 3 rd and 5 th Saturdays of each academic month will be working for Staff. Dispersal of Teaching Staff : 02.45 p.m. 7. Dispersal Time for the teaching Staff on the last day of the working month is 03.00 p.m 8. Class Teachers are to invite parents for a brief discussion, if any, on any working day between 02.30 p.m. to 03.00 p.m. 10. All Departmental, House Meetings, Class Rep Meetings and any other desired meeting will be held on week days after school hours.
1	08.35 – 09.15	40 Min	1	08.50 – 09.25	35 Min	
2	09.15 – 09.50	35 Min	2	09.25 – 10.00	35 Min	
3	09.50 – 10.25	35 Min	3	10.00 – 10.35	35 Min	
4	10.25 – 11.00	35 Min	4	10.35 – 11.10	35 Min	
LUNCH BREAK	11.00 – 11.20	20 Min	LUNCH BREAK	11.10 – 11.30	20 Min	
5	11.20 – 12.00	40 Min	5	11.30 – 12.05	35 Min	
6	12.00 – 12.35	35 Min	6	12.05 – 12.40	35 Min	
7	12.35 – 01.10	35 Min	7	12.40 – 01.15	35 Min	
8	01.10 – 01.45	35 Min	8	01.15 – 01.50	35 Min	
9	01.45 - 02.25	40 Min	9	01.50 - 02.25	35 Min	
--	02.25 - 02.30	DISPERSAL OF STUDENTS UNDER THE SUPERVISION OF CLASS TEACHERS				

TEACHER'S DIARY

SCHOOL ROUTINE (SR. SEC. SCHOOL)

School Timings : **07.50 a.m. to 2.25 p.m. – Summer Months (April to March)**
08.20 a.m. to 02.50 p.m. – Winter Month (January only)

PERIODS	TIMINGS	DAY	ACTIVITIES	COORDINATOR(S)
ZERO	07.50–08.50 a.m.	Mondays	Round Test For Cls XI & XII	Ms Neha & Ms Sheetal J
ZERO	07.50–08.35 a.m.	Tuesdays	Stretch time for Cls VI - XII	Mr Dinesh B & Mr Vardhan S
ZERO	07.50–08.35 a.m.	Wednesdays	SCHOOL ASSEMBLY : FOR CLS VI-XII	Mr D Bist & Mr Vardhan OVERALL SUPERVISION : Ms Manisha Arora
ZERO	07.50–08.35 a.m.	Thursdays	Class XII : Extra Classes for Physics, Accountancy and Political Science Class XI : I am / I Can Talks	Ms Swati C, Ms Ruby S, Ms S Walia, Ms Rani V Ms Rumpa B, Ms Rachna S, Ms Anjali S, Ms Anita P
ZERO	07.50–08.35 a.m.	Fridays	MASS P.T.: FOR CLS VI – XII Class XI : TGIP – Express It ! Class XII : Free Play	Mr D Bist/ Ms R Negi OVERALL SUPERVISION : Ms Manisha Arora Respective Subject Teachers & Class Reps Ms Rachna, Ms S Walia, Ms Rumpa B, Ms Ruby S Mr Dinesh B & Mr Vardhan S, Ms Neha G, Ms Sheetal J, Mr Sanjay D
8 TH & 9 TH PERIOD	01:10-02:20 (Sr School)		<ul style="list-style-type: none"> • Inter House Activities • Inter House Matches • Counselling Sessions 	Ms Manisha Arora Mr D Bist School Counselor

- PGTs are required to adhere to the Extra Class Time Table on Thursdays & Fridays.
- DURING STRETCH TIME & MASS PT, Specialised coaching in various Games & Sports will remain suspended.

TUESDAY (S) TO FRIDAY(S)			MONDAY(S)			POINTS TO REMEMBER
PERIOD	TIMING	DURATION	PERIOD	TIMING	DURATION	
Zero Period	07.50 – 08.35	45 Min	Zero Period	07.50 – 08.50	1 Hr.	1. Zero period will be utilized for sports practice (only school teams) on Wednesdays & Thursdays only 2. Departure Time for School Buses: 02.30 p.m. 3. Dispersal of Teaching Staff : 02.45 p.m. 4. 2ND AND 4TH SATURDAYS WILL BE OBSERVED AS HOLIDAYS. 5. 1 st , 3 rd and 5 th Saturdays of each academic month will be working for Staff. Dispersal of Teaching Staff : 02.45 p.m. 6. Dispersal Time for the teaching Staff on the last day of the working month is 03.00 p.m 7. Class Teachers are to invite parents for a brief discussion, if any, on any working day between 02.30 p.m. to 03.00 p.m. 8. All Departmental, House Meetings, Class Rep Meetings and any other desired meeting will be held on week days after school hours.
1	08.35 – 09.15	40 Min	1	08.50 – 09.25	35 Min	
2	09.15 – 09.50	35 Min	2	09.25 – 10.00	35 Min	
3	09.50 – 10.25	35 Min	3	10.00 – 10.35	35 Min	
4	10.25 – 11.00	35 Min	4	10.35 – 11.10	35 Min	
LUNCH BREAK	11.00 – 11.20	20 Min	LUNCH BREAK	11.10 – 11.30	20 Min	
5	11.20 – 12.00	40 Min	5	11.30 – 12.05	35 Min	
6	12.00 – 12.35	35 Min	6	12.05 – 12.40	35 Min	
7	12.35 – 01.10	35 Min	7	12.40 – 01.15	35 Min	
8	01.10 – 01.45	35 Min	8	01.15 – 01.50	35 Min	
9	01.45 – 02.25	40 Min	9	01.50 – 02.25	35 Min	
--	02.25 - 02.30	DISPERSAL OF STUDENTS UNDER THE SUPERVISION OF CLASS TEACHERS				

TEACHER'S DIARY

LIST OF CLASS TEACHERS (2022-23) PRE PRIMARY DEPARTMENT

Ms S. Passi : HM (Pre Primary)

CLASS	SECTION	NAME OF TEACHER	CLASS	SECTION	NAME OF TEACHER
PRE SCHOOL L	A	Ms Manami Ghosh (CI Rep)	PRE PRIMARY	A	Ms Sheuli Ghosh (CI Rep)
	B	Ms Gitika Thapliyal		B	Ms Kuldeep Sood
	C	Ms Vibha Khurana		C	Ms Nitika Bhatia
	D	Ms Eva Kulshrestha		D	Ms Anju Raghav
	E	Ms Neeru Sharma		E	Ms Manju Malkoti
				F	Ms Mansi Anand
				G	Ms Payal Chauhan

INCHARGES :

S.NO	AREA	NAME OF STAFF
1.	Morning Assembly	Ms S. Ghosh, Ms V Khurana & Ms M Anand
2.	Play Pen Equipment (Procurement & Maintenance)	Ms K. Sood, Ms. N. Bhatia & Ms A Raghav
3.	Visits & Excursions	Ms V. Khurana & Ms N. Sharma
4.	School Publication – Pre Primary Magazine ‘Sagarika’	Ms S. Ghosh (Editor), Ms K Sood (Co-Editor) Ms V. Khurana & Ms P. Chauhan (Technical Support)
5.	Photography / Website I/Cs	Ms M. Ghosh, Ms V Khurana & Ms P Chauhan
6.	School Transport & Management of Private Vans	Ms V. Khurana, Ms N. Bhatia
7.	Maintenance of Inventory (Furniture, Fixtures & Electrical Items)	HM(PP) Respective Class Teachers
8.	Bal Sabha Activities	Ms Anju R & Ms E Kulshrestha
9.	Time Table (Swimming, Activity Room, Play Pen, Dance & Music)	Ms N Sharma & Ms M Malkoti
10.	Substitutions	Ms A. Raghav & Ms E. Kulshreshtha
11.	Inter School Competitions	Ms M. Malkoti & Ms S. Ghosh
12.	Workshop Coordinators	HM (Pre Primary) & Ms S. Ghosh
13.	Summer Camp I/Cs	Ms K. Sood, Ms M. Malkoti & MS M Anand
14.	ISA Activity Coordinators	Ms M. Ghosh, Ms S Ghosh
15.	Resource Material (Procurement, Distribution & Stock Taking)	HM (PP) Members : Ms K. Sood, Ms. N. Bhatia, Ms A Raghavi & Ms N. Sharma
16.	Display Boards (Preparation of Topics for Display Board- Pre School & Pre Primary)	Class Reps Ms P. Chauhan & Ms E. Kulshreshtha
17.	Class Libraries	Ms M. Ghosh & Ms G Thapliyal
18.	Digital Report Card	Ms Sheetal Joshi, Ms P Chauhan & Ms Vibha Khurana
19.	Montessori Activity Room (Upkeep, Repair and Maintenance)	Ms A Raghav & Ms S Ghosh
20.	Language and Communication Programme	Ms Gitika Thapliyal & Ms Eva Kulshrestha

Staff members are expected to perform the above duties diligently.

TEACHER'S DIARY

LIST OF CLASS TEACHERS (2022-23)

PRIMARY DEPARTMENT Mrs V Pujari : HM (Pr)

Class	Section	Name of Teacher	Class	Section	Name of Teacher
I	A	Ms Meena Aggarwal (CI Rep)	II	A	Ms Parimeeta Khanna (CI Rep)
	B	Ms Ruchika Gupta		B	Ms Pooja Kapoor
	C	Ms Monica Panwar		C	Ms Arpita Singh
	D	Ms Syed Humera		D	Ms Dhanya Patil (English)
	E	Ms Leena Madan		E	Ms Nandini Girdhari
	F	Ms Poorva Laldhar		F	Ms Parul Tiwari
III	A	Ms Sona Rawat (CI Rep) (English)	IV	A	Ms Rashi Anand (English) (CI Rep)
	B	Ms Mukul Srivastav (Hindi)		B	Ms Shilpi Singh (Maths/Sc)
	C	Ms Palak Goyal (Maths)		C	Ms Anita Verma (Maths)
	D	Ms Renu Upreti Pandey (Hindi)		D	Ms Yasha Sharma (Science)
	E	Ms Charu Gusain (English)			
V	A	Ms Smriti (SST) (CI Rep)	V	C	Ms Deepa Chaturvedi (Hindi)
	B	Ms Sharmishtha C (English)		D	Ms Ruchika Khanna (Maths/Sc.)

MIDDLE / SECONDARY DEPARTMENT Mrs A Ganjoo : HM (Sr)

Class	Section	Name of Teacher	Class	Section	Name of Teacher
VI	A	Mr Prabhat K Mishra (CI Rep)	VII	A	Ms Deepti Mehra (CI Rep)
	B	Ms Deepti Tiwari		B	Ms Sweta Gupta
	C	Ms Nishi Sourabh		C	Ms Kamna Joshi (Co CI Rep)
	D	Ms Samra R (Co-CI Rep)		D	Ms Vaishali Mittal
VIII	A	Ms Nivedita Bhattacharya (CI Rep)	IX	A	Ms Sabari Maitra (CI Rep)
	B	Mr Anshul Dubey		B	Ms Neerja Bhatnagar
	C	Ms Namrta Kaushik (Co-CI Rep)		C	Ms Subha Renakumar (Co-CI Rep)
	D	Ms Rajni Gathania		D	Ms Umesh Kumari
	E	Mr Mohit Bhola			
X	A	Ms Poonam Sharma (CI Rep)	X	C	Ms Vidhi Oberoi (Co-CI Rep)
	B	Ms Indula Mishra		D	Ms Kritika Shreya

In absence of Mrs A Ganjoo, VPL will assist PPL in the overall functioning of the Middle & Secondary Dept.

SR SECONDARY DEPARTMENT Mrs A Motwani : VPL

Class	Section	Name of Teacher	Class	Section	Name of Teacher
XI	A (S)	Ms V Jain (CI Rep)	XII	A (S)	Ms Swati Chawla (CI Rep)
	B (S)	Mr Sanjay Dua		B (S)	Ms Rachna Sondhi
	C (C)	Ms Mandeep Kaur		C (C)	Ms Ruby Singh (Co-CI Rep)
	D (H)	Ms Shally Walia		D (H)	Ms Rumpa Bhattacharyya

In absence* of VPL, Mrs A Ganjoo (HM-Sr) under the guidance of Principal will assist the PPL in overall functioning of the Senior Secondary Dept.

NON CLASS TEACHERS

S NO.	PRIMARY DEPT	SECONDARY DEPT	SR SEC DEPT
1.	Ms Nisha (Dance)	Ms Manisha A (English)	Ms Rajeshwari Ravi
2.	Ms Mamta Maggu (PRT-Library)	Ms K Mendiratta (Hindi)	(PGT-Psychology) / Counsellor
3.	Ms S Sengupta (Music)	Dr Nishi Nigam (Sanskrit)	Ms. Anita Panda, Economics
4.	Ms Kavita Pandey (Dance)	Mr Anoop D (Maths)	Ms Meetu T (Computer Sc)
5.	Ms. Rani Negi (Phy Edu)	Mr U Verma, TGT (Sc)	Ms Neha Gupta, TGT (H.Sc)
6.	Ms Neha (Sp Educator Pr)	Ms Asha M (Comp .Sc)	Mr. Divyansh Madhendra (Legal Studies)
7.	Ms Sonam M (Computer Sc)	Ms M Gulati, TGT (C.S)	Ms Sheetal J, TGT (A I Teacher)
8.	Ms Alka R / Ms Rupali (Comp Sc)	Mr P Pallavi (Music)	Ms Anjali Sharma (PGT –Maths)
9.	Mr. Faiz Ahmed (Art)	Mr Yuvraj (Art)	Ms Rani Vaid (PGT – Physics)
10.		Mr Niladri S (Art)	
11.		Mr Swapan (Dance)	
12.		Mr D Bist (Phy Edu)	
13.		Ms A Bhardwaj (Lib)	
14.		Mr Ranjeet (Atal Lab Coordinator)	
15.		Mr Vardhan (P.Ed)	

TEACHER'S DIARY

DUTIES AND RESPONSIBILITIES (SESSION 2022-23)

S.N	AREA	TEACHER-IN-CHARGE(S)		
	ACADEMICS			
	Exam Cell I/Cs	SR SECONDARY	MIDDLE & SECONDARY	PRIMARY
1.	a) For Classes I to V Mismuster Exam/ Holiday Homework	--	--	Ms Mukul S Ms Pooja K Class Reps
	b) For Classes VI – X Exam Cell Holiday Home.Work	--	Mr U Verma (VI-VIII) Ms K Mendiratta (IX & X) Class Reps	--
	c) For Classes XI & XII Exam Cell Holiday Home Work	Ms Neha G Ms Anita P Ms Anjali S	--	--
2.	Assignment I/Cs	Ms Rani V	Subject Coordinators & Ms Deepti M	Ms Syed Humera
3.	Open Exams	--	Ms Indula M	Ms Arpita S
	a) CBSE			
	CBSE Expression Series CBSE Circulars	Ms Rumpa B	Mr Niladri S Das Ms Vaishali M	Ms Sona R Ms Deepa C
	CBSE (AISSE (X) AISSEE (XII)	--	VPL / HM(Sr) /Ms Ruby S & Ms Asha M	--
	Submission of Data (Online) for Classes 9,10,11 & 12	Ms Meetu T & VPL	Ms M Gulati & HM (Sr)	--
b) Olympiads / UPSTSE / NTSE / Aryabhata / INSPIRE / Vidya Manthan & Others	--	Aryabhata – Ms S Renakumar INSPIRE – Mr U Verma VVM & NTSE – Ms Indula M	Aryabhata – Ms Ruchika K BRICS Math – Ms Shilpi S Olympiad – Ms Arpita	
4.	Inter School Activities	--	Ms K Pandey & Ms Nishi S	Ms Ruchika G & Ms Sumana S
5.	Nodal Teacher Supervisor for Training Programme	Ms Vibha Jain to be assisted by Ms Nishi N, Ms Meena Aggarwal and Ms Vibha Khurana		
6.	Advocacy Programmes	Dr Surbhi		Ms Rajeshwari Ravi
7.	Substitutions	Ms Anjali S	Mr Mohit Bhola	Ms Mamta M
8.	Transport Duty Roster	--	Mr Anoop D	Ms Mukul S
9.	KHAN'S ACADEMY – TABLAB	--	Ms Vaishali M	Ms Anita V & Ms Palak G
10.	House Coordinator(s)	--	Ms Manisha A	Ms Leena & Ms Smriti S
11.	Time Table	Ms Anita P & Ms Anjali S	Ms Namrta K & Mr Anshul D	Ms Ruchika K & Ms Mukul S
12.	Tour & Travel	Ms S Walia	Mr D Bist	Ms Dhanya P & Ms Monika P
13.	All Clubs including the outsourced ones	--	HM (Pr) & Ms K Shreya	Ms P Khanna & Ms Sonam M
14.	Atal Tinkering Lab	Ms Rani V	Mr U Verma & Mr Ranjeet S	Ms Dhanya P
15.	My Class Board	Ms Meetu T	Ms Meenakshi G & Ms Asha M	Ms Sonam & Ms Sheetal
16.	Solan Co-ordinator	Mr Sanjay Dua	Ms Samra R	Ms Ruchika K & Ms Renu U
		Overall I/Cs : Ms Komal M & Ms Manisha A		
17.	Smart Class / Interactive Panels / Extramarks Modules	--	Ms Meenakshi G & Class Reps Overall I/C : HM (Sr)	Ms Palak G
18.	Model United Nations	Ms S Walia & Legal Studies Teacher	Ms Samra R, Ms Nivedita & Ms Deepti M	--
19.	Interact Club	Ms Anjali S & M Neha G	--	Ms P Khanna & Ms Meena A
20.	Artificial Intelligence Lab / coding	Ms Sheetal J	Ms Asha M	Ms Sonam M
21.	Awakened Citizen Program	--	Ms Deepti M	--

TEACHER'S DIARY

22.	School Assembly For Primary School	--	--	Ms Sumana S, Ms Rani N Ms Nisha R & Ms Rashi A
	For Senior School	--	Mr P Pallavi, Mr D Bist, Mr Swapan M and Ms M Arora	Mr Vardhan S
23.	Discipline	Mr D Bist	Mr Vardhan S	Ms Rani N
24.	School Publication SAGARIKA - ANNUAL JOURNAL	Ms Rachna S	Ms Kamna J	Ms Charu G & Ms Deepa C
25.	Teachers Hand Book (Updation)	Ms Rumpa B	Ms Deepti T	Ms Charu G
26.	Annual Report	Ms Rumpa B	Ms Sharmishtha C	--
27.	Disaster Management Mock Drills	--	Ms K Shreya & Ms Nivedita B	Ms Smriti S
28.	International Collaborations	Ms Rachna S	Ms Kamna J / Ms Sabari M	Ms Mamta M
29.	Tony Blair Foundation & Korean Cultural Exchange	--	Ms Sabari M	--
30.	Horticulture Team	--	Ms Neerja B & Mr U Verma	--
31.	School Bag Weight	Mr Sanjay D	--	Ms Syed H
32.	Environment Club	--	Ms Neerja B	Ms Yasha S
33.	Health & Wellness Club	--	Ms Vidhi O	Ms Palak G
34.	Annual School Calendar (Digital)	--	VPL /Mr Prabhat	Ms Meena A & Ms Smriti S
35.	Social Media Co-ordinator	Ms Ruby S	--	--
36.	Display Board I/Cs of Corridor	Ms Swati S	Ms Deepti T	Ms Ruchika G
37.	School Transport	Mr Anoop D & Mr Prabhat M		
38.	Chinmaya Mission – Lectures for students and staff Incharges / ACP	HM (Sr) / Ms Manisha Arora, Ms Renu Pandey & Ms Deepti Mehra		
39.	Local/Zonal Sports Matches (Under the aegis of Sports Council, CES)	Mr Dinesh Bist, Mr Vardhan S		
ADMINISTRATIVE				
1	Release of School Circular	Ms A Razdan & PPL		
2	NEET /JEE/CBSE/CTET	VPL / HM (Sr) / Ms Meetu T, Ms Ruby S / Ms Asha M / Ms Sheetal J		
3	Updation of Information on School Website (Every fortnight)	Mr Sachin, Ms Meetu T, Mr Yograj, Ms Meenakshi G, Ms Asha M, Ms Sonam M Supervision : VPL, HM (Sr), HM (Pr), HM (PP)		
4	Printing of Stationery (Annual)	VPL		
5	Hospitality	Ms Neha G, Ms Abha B, Ms Parimeeta K, Ms Mamta M, Ms Shally W, Ms Smriti Sharma, Ms Komal M, Ms Arpita S, Ms Pooja Kapoor		
6	Supervision / Counselling / Grooming of Support Staff	Ms Ruchika Gupta, Ms R Gathania & Ms Monika P		
7	Dress Code for Staff	Ms Rajni G, Ms Anjuni R & Ms Parimeeta K		
SMC REPORT				
1	Innovative Pedagogies	--	Ms Deepti Tiwari	Ms Charu G
2	Student's Achievements	--	Ms Sweta G	Ms Smriti S
3	Teacher's Achievements	--	Ms Vidhi Oberoi	Ms Rashi A
4	Alumni Connect	Ms Anita P & Ms Rumpa B	--	--
5	Meritorious Achievements/Awards	Ms Rachna S	--	--
6	School Functions	Ms Rumpa B	--	--
7	Tech Council	Ms Meetu T	--	--
8	Microsoft Reports	--	Ms Asha M	--
9	Smart Classes / Senses Panels	--	Ms Meenakshi G	Ms Sonam Malik & Ms Leena

TEACHER'S DIARY

10	Sports Achievements	--	Mr Vardhan & Ms Poonam	--
11	ISA	Ms Rachna S (Russia)	Ms Sabari M (Overall I/C) Ms Kamna J (US) Ms Abha B (Kazakhstan)	--

- Staff members are required to remain present in the assigned areas and report on time. During Assembly / Stretch Time / Mass PT days, staff is not permitted to sit in respective classes /staff rooms.
- All the respective incharges are required to forward the reports to HM (Sr) through Reporting Officers for compilation of SMC Report.
- All staff members are requested to strictly adhere to the above duties and responsibilities.

TEACHER'S DIARY

ASSEMBLY SCHEDULE (PRE PRIMARY) 2022-23

SPECIAL ASSEMBLY ROASTER SESSION: 2022-2023

S.No.	Date	Name of the Event	Event In charges
1.	20.4.2022	Foundation Day	Ms. Neeru S and Ms. Payal C
2.	10.08.2022	Raksha Bandhan	Ms. Eva K and Ms. Manju M
3.	12.08.2022	Independence Day	Ms. Geetika T and Ms. Anju R
4.	17.08.2022	Janmashtami	Ms. Vibha K and Ms. Mansi A
5.	30.09.2022	Gandhi Jayanti/ Dussehra	Ms. Monami G, Ms. Nitika B and Pooja B
6.	18.10.2022	Deepawali	Ms. Sheuli G and Payal C
7.	23.12.2022	Christmas/ New Year	Ms. Kuldeep S, Ms. Neeru S and Pooja B
8.	26.01.2022	Republic Day	Ms. Geetika T and Ms. Manju M
9.	28.02.2022	Holi	Ms. Anju R and Ms. Vibha K

TEACHER'S DIARY

ASSEMBLY SCHEDULE (PRIMARY) 2022-23

S NO	DATE	CLASS	CONDUCTING TEACHER
1.	21.04.22	V A	Ms. Smriti
2.	28.04.22	V B	Ms. Sharmistha
3.	05.05.22	V C	Ms. Deepa C
4.	12.05.22	V D	Ms. Ruchika k
5.	07.07.22	IV A	Ms. Rashii
6.	14.07.22	IV B	Ms. Shilpi s
7.	21.07.22	IV C	Ms. Anita v
8.	28.07.22	IV D	Ms. Yasha sharma
9.	04.08.22	III A	Ms. Sona rawat
10	18.08.22	III B	Ms. Mukul Srivastav
11	25.08.22	III C	Ms. Palak
12	01.09.22	III D	Ms. Renu U
13	08.09.22	III E	Ms. Charu gosain
14	15.09.22	II A	Ms. Parineeta Khanna
15	22.09.22	II B	Ms. Pooja Kapoor
16	29.09.22	II C	Ms. Arpita
17	06.10.22	II D	Ms. Dhanya Patil
18	20.10.22	II E	Ms. Nandini
19	27.10.22	II F	Ms. Parul
20	03.11.22	II A	Ms. Meena Aggarwal
21	10.11.22	I B	Ms. Ruchika Gupta
22	17.11.22	I C	Ms. Monika Panwar
23	24.11.22	I D	Ms. Syed U
24	01.12.22	I E	Ms. Leena Madan
25	08.12.22	I F	Ms. Purva
26	15.12.22	Activity Teacher	Ms. Nisha
27	22.12.22	Activity Teacher	Ms. Mamta Maggu
28	29.12.22	Activity Teacher	Ms. Sumana Sengupta
29	12.01.23	Activity Teacher	Ms. Rani Negi
30	19.01.23	Activity Teacher	Ms. Neha Yadav
31	02.02.23	Activity Teacher	Ms. Sonam
32	09.02.23	Activity Teacher	Ms. Kavita
33	16.02.23	Activity Teacher	Ms. Alka
34	23.02.23	IV A and B	Ms. Rashii Anand & Ms. Shilpi
35	02.03.23	IV C and D	Ms. Anita and Ms. Yasha
36	09.03.23	Class III A and B	Ms. Sona and Ms. Mukul
37	16.03.23	Class III C, D and E	Ms. Palak, Ms. Renu, Ms. Charu
38	23.03.23	Class II teachers	All Teachers

TEACHER'S DIARY

ASSEMBLY SCHEDULE (MIDDLE, SR & SR SECONDARY) 2022-23

CLASS	DATE	DAY	TEACHER'S TALK
XII A	13.04.22	Wednesday	Ms Swati Chawla
XII B	20.04.22	Wednesday	Ms Rachna Sondhi
XII C	27.04.22	Wednesday	Ms Ruby Singh
XII D	04.05.22	Wednesday	Ms Rumpa Bhattacharya
X A	11.05.22	Wednesday	Ms Poonam Sharma
X B	18.05.22	Wednesday	Ms Indula Mishra
X C	06.07.22	Wednesday	Ms Vidhi Oberoi
X D	13.07.22	Wednesday	Ms Kritika Shreya
IX A	20.07.22	Wednesday	Ms Sabari Maitra
IX B	27.07.22	Wednesday	Ms Neerja Bhatnagar
IX C	03.08.22	Wednesday	Ms Subha Renakumar
IX D	10.08.22	Wednesday	Ms Umesh Kumari
VIII A	17.08.22	Wednesday	Ms Nivedita Bhattacharya
VIII B	24.08.22	Wednesday	Mr Anshul Dubey
VIII C	31.08.22	Wednesday	Ms Namrta Kaushik
VIII D	07.09.22	Wednesday	Ms Rajni Gathania
VIII E	14.09.22	Wednesday	Mr Mohit Bhola
VII A	21.09.22	Wednesday	Ms Deepti Mehra
VII B	28.09.22	Wednesday	Ms Sweta Gupta
VII C	12.10.22	Wednesday	Ms Kamna Joshi
VII D	19.10.22	Wednesday	Ms Vaishali Mittal
VI A	02.11.22	Wednesday	Mr Prabhat Mishra
VI B	09.11.22	Wednesday	Ms Deepti Tiwari
VI C	16.11.22	Wednesday	Ms Nishi Soutabh
VI D	23.11.22	Wednesday	Ms Samra Rehman
XI A	30.11.22	Wednesday	Ms Vibha Jain
XI B	07.12.22	Wednesday	Mr Sanjay Dua
XI C	14.12.22	Wednesday	Ms Mandeep Kaur
XI D	21.12.22	Wednesday	Ms Shally Walia
IX A	11.01.23	Wednesday	Ms Sabari Maitra
IX B	18.01.23	Wednesday	Ms Neerja Bhatnagar
IX C	25.01.23	Wednesday	Ms Subha Renakumar
IX D	01.02.23	Wednesday	Ms Umesh Kumari

TEACHER'S DIARY

HOUSE SYSTEM (2022-23) (PRIMARY)

House Coordinator : Ms. Smriti Sharma
Co-Coordinator : Ms. Leena Madan

HOUSE REPRESENTATIVES:

SHIVAJI	TAGORE	ASHOKA	RAMAN
Sharmishtha C.	Monika P.	Ruchika K.	Dhanya P.

HOUSE MEMBERS:

Ruchika G.	Parimeeta K.	Meena A.	Pooja K.
Palak G.	Nandini G.	Leena M.	Arpita S.
Mamta M.	Mukul S.	Poorwa L.	Syed Humera

SPECIAL ASSEMBLIES

DATE	ASSEMBLY	HOUSE ON DUTY
20/04/2022	Foundation Day	Shivaji
14/08/022	Independence Day	Tagore
01/10/2022	Gandhi Jayanti/Lal Bahadur Shastri Jayanti	Ashoka
24/12/2022	Christmas and New Year	Raman
25/01/2023	Republic Day/ Subhash Chandra Bose Jayanti	Shivaji

TEACHER'S DIARY

HOUSE SYSTEM (2022-23) (MIDDLE, SENIOR & SR SECONDARY)

House Coordinator : Manisha Arora

Deputy House Coordinator : Abha Bhardwaj

House Wardens

SHIVAJI	TAGORE	ASHOKA	RAMAN
Neerja Bhatnagar	Indula Mishra	Rajni Gathania	Kritika Shreya

Deputy House Wardens

Anjali Sharma	Rani Vaid	Anita Panda	Rumpa Bhattacharya
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Members

Shally Walia	Komal Mendiratta	Swati Chawla	Nivedita Bhattacharya
Meetu Tripathi	Sanjay Dua	Meenakshi Gulati	Anoop Dixit
Vidhi Oberoi	Rachna Sondhi	Umesh Verma	Sheetal Sharma
Rajeshwari Ravi	Asha Menon	Umesh Kumari	Yuvraj Panwar
Ruby Singh	Nishi Nigam	Subha Renakumar	Nishi Sourabh
Sweta Gupta	Dinesh Bisht	Deepti Mehra	Kamna Joshi
Anshul Dubey	Mohit Bhola	Namrta Kaushik	Vaishali Mittal
Samra Rehman	Sabari Maitra	Poonam Sharma	Vardhan Sharma
Niladri S. Das	Pradeep Pallavi	Swapan Majumdar	Vibha Jain
Deepti Tiwari	Neha Gupta	Mandeep Kaur	Prabhat Mishra

SPECIAL ASSEMBLIES (2022-23)

DATE	ASSEMBLY	HOUSE ON DUTY
20/04/2022	Foundation Day	Shivaji
14/08/022	Independence Day	Tagore
01/10/2022	Gandhi Jayanti/Lal Bahadur Shastri Jayanti	Ashoka
24/12/2022	Christmas and New Year	Raman
25/01/2023	Republic Day/ Subhash Chandra Bose Jayanti	Shivaji

**BAL SABHA ACTIVITY CALENDAR
(PRE-PRIMARY)**

<https://bbpsnoida.balbharati.org/activities/>

**BAL SABHA ACTIVITY CALENDAR
(PRIMARY)**

<https://bbpsnoida.balbharati.org/wp-content/uploads/2022/04/Academic-PLANNER-2022-23-22.03.22-final.pdf>

**BAL SABHA ACTIVITY CALENDAR
(MIDDLE, SENIOR AND SR SECONDARY)**

<https://bbpsnoida.balbharati.org/wp-content/uploads/2022/04/PLANNER-FOR-THE-MONTH-OF-APRIL-2022-1.pdf>

TEACHER'S DIARY

ACTIVITY CALENDAR 2022-23 (MIDDLE, SECONDARY & SR. SECONDARY WING)

DATE	ACTIVITIES	CLASSES	CONVENOR
April, 2022			
08.04.2022	Introduction to the House System and Quiz Club Listing the areas of interest of the students and their strengths	All	Class teachers Ms A Panda & Ms Namrta Kaushik, Mr Anshul D
	<u>School Team selection Trials</u> Badminton,(XI-XII), Table Tennis (IX-X), and Cricket (VI-VIII)	VI-XII	Physical Education Department
16.04.2022	Counseling session : Self care and well-being	VI	Counselling Cell
20.04.2022	FOUNDATION DAY ASSEMBLY -House on duty- Shivaji House	All	House warden
22.04.2022			
	Enactment, on using SMS S(Sanitizer) .M(Mask). S(Social distance) during covid19	IX-X	Mr Umesh Verma
	*Display Board Competition. Topic: 2022-A Rainbow of Possibilities in the Digital World Post Pandemic	IX-XII	M Manisha Arora
	<u>*School Team Selection Trials: Badminton,(IX-X), Table Tennis (VI- VIII), and Cricket (XI-XII)</u>	VI-XII	Mr D Bisht & Sports Coaches
	<u>School Team Selection Trials</u> : Badminton, Table Tennis, Volleyball, Tennis, Football, Basketball, Chess, Swimming, Athletics	VI-XII	Physical Education Department
29.04.2022	Inter-section Spell Bee introductory round	VI & VII	Ms Kamna Joshi
	Inter-House Pick and Speak	IX-X	Ms Poonam Sharma
	Bardolatry: Dramatic Monologue from Shakespeare's plays (On the occasion of William Shakespeare's birthday)	XI-XII	Ms Rumpa B
	<u>*School Team Selection Trials: Badminton,(VI-VIII), Table Tennis (XI-XII), and Cricket (IX-X)</u>	VI-XII	Mr D Bisht & Sports Coaches
	Counseling session : Self care and well-being	VIII	Counselling Cell
30.04.2022	JIGYASA - Inter house Quiz: Theme- Sustainable Developmental Goals (on the occasion of Mother Earth Day)	VI-VIII	Ms Anita Panda
May, 2022			
06.05.2022	Lippan – Indigenous Art of Gujarat	IX-X	Mr Niladri S Das
	Panel Discussion	XI-XII	Ms Rachna Sondhi
	<u>School Team Selection : Basketball (VI-VIII), Volleyball (IX-X) and Lawn Tennis (XI-XII)</u>	VI-XII	Mr D Bisht & Sports Coaches
	<u>Counseling Session: Cyber Safety</u>	IX	Counselling Cell
07.05.2022	Inter-section handwriting competition (English)	VI-VIII	Class Teachers
13.05.2022	Turncoat Debate	IX -XII	Ms Poonam Sharma
	<u>School Team Selection : Basketball (IX-X) and Lawn Tennis (VI-VIII)</u>	VI-XII	Mr D Bisht & Sports Coaches

TEACHER'S DIARY

	<u>Counseling Session: Cyber Safety</u>	X	Counselling Cell
20.05.2022	Jigyasa Quiz – Topic: International Red Cross	IX-X	Ms Anita Panda
	<u>Inter House Friendly Match (Cricket - Classes IX-XI) SHIVAJI vs TAGORE</u>	IX and XI	Mr D Bisht
	Counseling session Cyber Safety	XI-XII	Counselling Cell
21.05.2022	Infographic Designing	VI-VIII	Ms Meenakshi Gulati
	Inter-section handwriting competition (Hindi Sulekh)	VI-VIII	Class Teachers
27.05.2022	<u>Inter Housse Friendly Match (Cricket - Classes X-XII)</u>	X and XII	Mr D Bisht
	<u>ASHOKA vs RAMAN</u>		
July, 2022			
01.-7.2022	Experimental Art	IX-X	Mr Yuvraj Panwar
	Crafty Cover	XI-XII	Ms Neha Gupta
02.07.2022	Spell Bee Round 1 and 2	VI-VIII	Ms Kamna Joshi
	Counseling session - Creating safe and stimulating learning environment	VI	Counselling Cell
08.07.2022	Inter-section Handwriting Competition	XI-XII	Class Teachers
	INTER HOUSE BADMINTON & TABLE TENNIS	IX-X	Physical Education Department
15.07.2022			
	Inter-House Fish Bowl Discussion	XI-XII	Ms Rumpa B
	INTER HOUSE BADMINTON & TABLE TENNIS	IX-X	Physical Education Department
16.07.2022	Inter-House Spell Bee Round 3 & 4	VI-VIII	Ms Kamna Joshi
	Counseling session - Creating safe and stimulating learning environment	VII-VIII	Counselling Cell
22.07.2022	Face to Face ; Rubaru	XI-XII	Ms Shally Walia
	INTER HOUSE BADMINTON & TABLE TENNIS	IX-X	Physical Education Department
	Counseling session - Creating safe and stimulating learning environment	IX & X	Counselling Cell
29.07.2022	Inter-section Handwriting Competition	IX-X	Class Teachers
	Innovative Ideas on Nature Conservation	XI-XII	Ms Neerja Bhatnagar
30.07.2022	Veer-gatha gayan pratiyogita – Hindi (On the occasion of Kargil Vijay Diwas 26/7)	VI-VIII	Mr P Pallavi
	Jigyasa Quiz Topic: Flora and Fauna of the Asian sub-continent	VI-VIII	Ms Namrta Kaushik
August, 2022			
05.08.2022	Nuclear energy - boon or bane	XI-XII	Ms Indula Mishra
	<u>INTER HOUSE VOLLEYBALL TENNIS</u>	IX-X	Physical Education Department
	Collage Art – My Hero my Pride	VI-VIII	Mr Niladri S Das
06.08.2022	Creative Writing – Write a letter to a soldier sending him a Rakhee/Friendship Band	VI-VIII	Class Teachers
12.08.2022	Role Play on a Freedom Fighter	IX-X	Ms Nivedita B
	Essay writing competition 'Youth is the hope of our future'	XI -XII	Ms Rachna Sondhi
	<u>INTER HOUSE VOLLEYBALL & TENNIS</u>	IX-X	Physical Education

TEACHER'S DIARY

			Department
15.08.2022	<u>Independence Day Special Assembly. House on Duty: Tagore</u>	All	
20.08.2022	English Declamation	VI-VIII	Ms Charu Gusain
26.08.2022	Display Board Competition : Think Equal, Build Smart	IX-XII	Ms Manisha Arora
	Bio-yarn -(making a video on a concept related to Biology	XI-XII	Ms Vidhi Oberoi
	<u>INTER HOUSE VOLLEYBALL & TENNIS (FINAL)</u>	IX-X	Physical Education Department
September, 2022			
02.09.2022	Kalpna ki Udaan	IX-X	Ms Umesh Kumari
	Food Philosophy – Food for Thought	XI-XII	Ms Neha Gupta
	INTER HOUSE CRICKET IX & X, BADMINTON VI & VII	VI-X	Physical Education Department
03.09.2022	Doha Srijan	VI-VIII	Ms Sweta Gupta
09.09.2022	Tana Bana – Buno Kahani	IX-X	Ms Komal Mendiratta
	Hindi Debate	XI-XII	Ms Rajni Gathania
	INTER HOUSE CRICKET IX & X, BADMINTON VI & VII	VI-X	Physical Education Department
16.09.2022	Nayi khoj: ek chitratmak prastuti	IX-X	Ms Nishi Sourabh
	Mindset Jam	IX-XII	Ms Shally Walia
17.09.2022	Jigyasa Quiz Topic International Day for Preservation of Ozone Layer	VI-VIII	Mr Anshul Dubey
	INTER HOUSE CHESS AND CARROM	VI-VIII	Physical Education Department
	Inter-section Hindi Dictation	VI-VIII	Class Teachers
23.09.2022		IX X	Mr Mohit Bhola
	Le Spontane		
	Sanskrit Paragraph Writing	IX-X	Ms Nishi Nigam
	Meme Marketing	XI-XII	Ms Ruby Singh
30.09.2022	Counseling session on Cyber Safety	IX-X	Counselling Cell
	Anchor Chart Making	XI-XII	Ms Vibha Jain
October 2022			
01.10.2022	INTER HOUSE CHESS & CARROM	VI-VIII	Physical Education Dept
	<u>Counseling Session: Managing Anger</u>	VII-VIII	Counselling Cell
07.10.2022	La expression	IX-X	Ms K Shreya
	Robot Designing	XI-XII	Mr Umesh Verma
14.10.2022			
	Nukkad natak (Social Science)	IX-X	Ms Nivedita B
	AI Competition on Sustainable Development Goals	XI-XII	Ms Sheetal Joshi
15.10.2022	Traditional India Craft – Home Décor	VI-VIII	Mr Yuvraj Panwar
	Story Weaving - Comic Strip (on the occasion of Computer Security Day	VI-VIII	Ms Asha Menon
21.10.2022	Display Board Competition : Climate Action for World Peace	IX-XII	Ms Manisha Arora
	<u>Counseling Session: Coping with Peer Pressure</u>	IX	Counselling Cell
28.10.2022	Help Me Understand	IX-X	Ms Charu Gusain
	Doodling competition on the occasion of Computer Security Day	XI-XII	Ms Meetu Tripathi
	<u>Counseling Session: Coping with Peer Pressure</u>	X	Counselling Cell

TEACHER'S DIARY

29.10.2022	The Art of Rangoli	VI-VIII	Ms Sabari Maitra
November 2022	Annual Day	ALL	
05-11.2022	<u>Counseling session: Interpersonal Communication</u>	<u>VIII</u>	Counselling Cell
	INTER HOUSE CHESS & CARROM	VI-VIII	Physical education Dept
18.11.2022	<u>Counseling session: Interpersonal Communication</u>	<u>IX A & B</u>	Counselling Cell
25.11.2022	<u>Counseling session: Interpersonal Communication</u>	<u>IX C & D</u>	Counselling Cell
	<u>Trials for Inter House Athletic Meet</u>	<u>VI-XII</u>	Physical Education Dept
December 2022			
02.12.2022	Comic Strip (Commerce)	XI-XII	Ms Ruby Singh
	TRIALS FOR INTER HOUSE ATHLETIC MEET	All	Physical Education Dept
	War of Exponents	VI-VIII	Mr Anoop Dixit
03.12.2022	Jigyasa Quiz Topic: Monuments of the world	VI-VIII	MR Anshul Dubey
09.12.2022	Human Rights Day – Debate	IX-XII	Ms Samra Rehman
16-12.2022	Marathon - Maths Relay	VI-IX	Ms Subha Renakumar
	Mathematical Modelling	XI-XII	Mr Sanjay Dua
	INTER HOUSE ATHLETIC MEET	All	Physical Education Dept
	Pi Hunt	VI-VIII	Ms Vaishali Mittal
17.12.2022	Mathematical Ludo	VI-VIII	Mr Anshul Dubey
23.12.2022	Igyasa Quiz – Topic: Freedom Fighters of India	IX-X	Ms Anita Panda
	3D Model Designing	XI-XII	Ms Swati Chawla
30.12.2022	New Year Assembly. House on Duty: Ashoka	All	
January, 2023			
13.01.2023	Famous Speeches of Swami Vivekananda(On the occasion of National Youth Day)	IX-X	Ms Poonam Sharma
	Face to Face (Commerce)	XI-XII	Ms Anita Panda
	Counseling session: Managing Exam Stress	X	Counselling Cell
20.01.2023	ATL Space Challenge	VIII, IX, XI	Ms Rani Vaid
	Counseling session: Managing Exam Stress	XI	Counselling Cell
21.01.2023	Mother language day activity (on the occasion of Mother Language Day 22 Feb)	VI-VIII	Ms Charu Gusain
	The Traverse Tale	VI-VIII	Ms Deepti Mehra
26.01.2023	Republic Day Special Assembly - House on Duty- Raman House	All	
27.01.2023	Meri drishti mein 100 varshon baad bharat (On the occasion of Martyrs Day)	VI-XI	Ms Umesh Kumari
	Counseling session: Managing Exam Stress	XII	Counselling Cell

TEACHER'S DIARY

ANNUAL SPORTS AND GAMES CALENDAR -2022-23

Selection trials for Cricket, Football, Basketball, Table Tennis, Swimming, Hockey, Lawn Tennis, Badminton, Volleyball & Chess will be held under the guidance of Physical Education Department and supervision of House Wardens during the month of April 2022. The selected sportsmen and teams will represent the respective houses during all Inter house Sports events.

All the matches will be held during the Bal Sabha periods.

DATE	ACTIVITY	CLASS	TEACHER INCHARGE	VENUE
04.05.2022 (Wed)	Inter House Bicycle Race (Boys) Shivaji Vs Tagore Inter House Badminton (Girls) Ashok Vs Raman	III – V III – V	Ms Rani Negi Mr D Bist	School Lawns Badminton Court
06.05.2022 (Fri)	Inter House Badminton (Girls) Ashok Vs Raman Inter House Table Tennis (Boys) Shivaji Vs Tagore Inter House Football (Boys) Ashok Vs Raman	VI-VIII VI-VIII IX-XII	Mr D Bist Mr Vardan Sharma Mr Ramesh	Badminton Court Table Tennis Arena School Lawn
11.05.2022 (Wed)	Inter House Bicycle Race (Girls) Shivaji Vs Tagore Inter House Badminton (Boys) Ashok Vs Raman	III – V III – V	Ms Rani Negi Mr D Bist	School Lawns Badminton Court
13.05.2022 (Fri)	Inter House Badminton (Boys) Ashok Vs Raman Inter House Table Tennis (Girls) Shivaji Vs Tagore Inter House Football (Girls) Ashok Vs Raman	VI-VIII VI-VIII IX-XII	Mr D Bist Mr Vardan Sharma Mr Ramesh	Badminton Court Table Tennis Arena School Lawn
20.05.2022 (Fri)	Inter House Badminton (Boys) Shivaji Vs Tagore Inter House Table Tennis (Girls) Ashok Vs Raman Inter House Football (Girls) Shivaji Vs Tagore	VI-VIII VI-VIII IX-XII	Mr D Bist Mr Vardan Sharma Mr Ramesh	Badminton Court Table Tennis Arena School Lawn
06.07.2022 (Wed)	Inter House Bicycle Race (Boys) Ashok Vs Raman Inter House Badminton (Girls) Shivaji Vs Tagore	III – V III – V	Ms Rani Negi Mr D Bist	School Lawns Badminton Court
08.07.2022 (Fri)	Inter House Badminton (Girls) Shivaji Vs Tagore Inter House Table Tennis (Boys) Ashok Vs Raman Inter House Football (Boys) Shivaji Vs Tagore	VI-VIII VI-VIII IX-XII	Mr D Bist Mr Vardan Sharma Mr Ramesh	Badminton Court Table Tennis Arena School Lawn

TEACHER'S DIARY

DATE	ACTIVITY	CLASS	TEACHER INCHARGE	VENUE
13.07.2022 (Wed)	Inter House Bicycle Race (Girls) Ashok Vs Raman	III – V	Ms Rani Negi	School Lawns
	Inter House Badminton (Boys) Shivaji Vs Tagore	III – V	Mr D Bist	Badminton Court
15.07.2022 (Fri)	Badminton (Boys) Final Table Tennis (Girls) Final Football (Boys) Final	VI-VIII VI-VIII IX-XII	Mr D Bist Mr Vardan Sharma Mr Ramesh	Badminton Court Table Tennis Arena School Lawn
20.07.2022 (Wed)	Inter House Bicycle Race (B/G) Final	III – V	Ms Rani Negi	School Lawns
	Inter House Badminton (B/G) -Final	III – V	Mr D Bist	Badminton Court
22.07.2022 (Fri)	Badminton (Girls) Final Table Tennis (Boys) Final Football (Girls) Final	VI-VIII VI-VIII IX-XII	Mr D Bist Mr Vardan Sharma Mr Ramesh	Badminton Court Table Tennis Arena School Lawn
27.07.2022 (Wed)	Inter House Kho-Kho (Boys) Ashok Vs Raman	III – V III – V III – V III – V	Mr Vardan Sharma Ms Rani Negi Mr Ramesh	School Lawn
	Inter House Kho-Kho (Girls) Shivaji Vs Tagore			School Lawn
	Inter House Carom (Girls) Ashok Vs Raman			Activity Room
	Inter House Chess (Boys) Shivaji Vs Tagore		Double Height Area	
29.07.2022 (Fri)	Inter House Badminton (Girls) Ashok Vs Raman	IX-XII IX-XII VI-VIII	Mr D Bist Mr Vardan Mr Ramesh / Ms Rani Negi	Badminton Court Table
	Inter House Table Tennis (Boys) Shivaji Vs Tagore			Tennis Arena
	Inter House Football (Boys) Ashok Vs Raman			School Lawn
03.08.2022 (Wed)	Inter House Kho-Kho (Girls) Ashok Vs Raman	III – V III – V III – V III – V	Ms Rani Negi	School Lawn
	Inter House Kho-Kho (Boys) Shivaji Vs Tagore			School Lawn
	Inter House Carom (Boys) Ashok Vs Raman		Activity Room	
	Inter House Chess (Girls) Shivaji Vs Tagore		Double Height Area	
05.08.2022 (Fri)	Inter House Badminton (Boys) Ashok Vs Raman	IX-XII IX-XII VI-VIII	Mr D Bist Mr Vardan Mr Ramesh / Ms Rani Negi	Badminton Court Table
	Inter House Table Tennis (Girls) Shivaji Vs Tagore			Tennis Arena
	Inter House Football (Boys) Shivaji Vs Tagore			School Lawn
10.08.2022 (Wed)	Inter House Hockey (Girls) Ashok Vs Raman	III – V III – V III – V	Ms Rani Negi Mr Ramesh Mr Ashutosh	School Lawn
	Inter House Carom (Boys) Shivaji Vs Tagore			School Lawn
	Inter House Chess (Girls) Ashok Vs Raman			Activity Room
				Double Height Area

TEACHER'S DIARY


DATE	ACTIVITY	CLASS	TEACHER INCHARGE	VENUE
12.08.2022 (Fri)	Inter House Badminton (Boys) Shivaji Vs Tagore Inter House Table Tennis (Girls) Ashok Vs Raman Inter House Football (Girls) Shivaji Vs Tagore	IX-XII IX-XII VI-VIII	Mr D Bist Mr Vardan Sharma Mr Ramesh / Ms Rani Negi	Badminton Court Table Tennis Arena School Lawn
17.08.2022 (Wed)	Inter House Kho-Kho (Girls) Shivaji Vs Tagore Inter House Carom (Boys) Shivaji Vs Tagore Inter House Chess (Girls) Ashok Vs Raman	II – V III – V III – V	Ms Rani Negi Mr Ramesh Mr Ashutosh	School Lawn School Lawn Activity Room Double Height Area
19.08.2022 (Fri)	Inter House Badminton (Girls) Shivaji Vs Tagore Inter House Table Tennis (Boys) Ashok Vs Raman Inter House Football (Girls) Ashok Vs Raman	IX-XII IX-XII VI-VIII	Mr D Bist Mr Vardan Sharma Mr Ramesh / Ms Rani Negi	Badminton Court Table Tennis Arena School Lawn
31.08.2022 (Wed)	Kho-Kho (Boys/Girls) – Final Hockey (Girls)Final Carom (Boys/Girls)- Final Chess (Girls/Boys) – Final	III – VIII – V III – V III – V	Mr Vardan Sharma Ms Rani Negi Mr Ramesh Mr Ashutosh	School Lawn School Lawn Activity Room Double Height Area Activity Room Double Height Area
02.09.2022 (Fri)	Badminton (Boys) Final Table Tennis (Girls) Final Football (Boys) Final	IX-XII IX-XII VI-VIII	Mr D Bist Mr Vardan Sharma Mr Ramesh / Ms Rani Negi	Badminton Court Table Tennis Arena School Lawn
12.10.2022 (Wed)	Inter House Volleyball (Girls) Shivaji Vs Tagore Inter House Cricket (Boys) Ashok Vs Raman	III – V III – V	Mr Ramesh Mr D Bist	Volleyball Court School Lawn
14.10.2022 (Fri)	Badminton (Girls) Final Table Tennis (Boys) Final Football (Girls) Final	IX-XII IX-XII VI-VIII	Mr D Bist Mr Vardan Sharma Mr Ramesh / Ms Rani Negi	Badminton Court Table Tennis Arena School Lawn
19.10.2022 (Wed)	Inter House Volleyball (Girls) Ashok Vs Raman Inter House Cricket (Boys) Shivaji Vs Tagore	III – V III – V	Mr Ramesh Mr D Bist	Volleyball Court School Lawn
21.10.2022 (Fri)	Inter House Kho-Kho (Boys) Ashok Vs Raman Inter House Kho-Kho (Girls) Shivaji Vs Tagore Inter House Basketball (Girls) Ashok Vs Raman Inter House Cricket (Boys) Shivaji Vs Tagore	VI-VIII VI- VIII IX-XII IX-XII	Mr Vardan Ms Rani Negi Mr Yash Negi Mr D Bist	School Lawn School Lawn Basketball Court School Lawns

TEACHER'S DIARY

DATE	ACTIVITY	CLASS	TEACHER INCHARGE	VENUE
26.10.2022 (Wed)	Inter House Volleyball (Girls) Final Inter House Cricket (Boys) – Final	III – V III – V	Mr Ramesh Mr D Bist	Volleyball Court School Lawn
28.10.2022 (Fri)	Inter House Kho-Kho (Girls) Ashok Vs Raman Inter House Kho-Kho (Boys) Shivaji Vs Tagore Inter House Basketball (Girls) Shivaji Vs Tagore Inter House Cricket (Boys) Ashok Vs Raman	VI-VIII VI-VIII IX-XII IX-XII	Ms Rani Negi Mr Vardan Mr Yash Negi Mr D Bist	School Lawn School Lawn Basketball Court School Lawns
30.11.2022 (Wed)	Inter House Hockey (Boys) Shivaji Vs Tagore Inter House Lawn Tennis (Girls) Ashok Vs Raman	III-V III-V	Ms Rani Negi/ Mr Ramesh Mr D Bist /MrVardan	School Lawns Tennis Court
02.12.2022 (Fri)	Kho-Kho (Girls) Final Kho-Kho (Boys) Final Basketball (Girls) Final Cricket (Boys) Final	VI-VIII VI-VIII IX-XII IX-XII	Ms Rani Negi Mr Vardan Mr Yash Negi Mr D Bist	School Lawn School Lawn Basketball Court School Lawns
07.12.2022 (Wed)	Inter House Hockey (Boys) Ashok Vs Raman Inter House Lawn Tennis (Girls) Shivaji Vs Tagore	III-V III-V	Ms Rani Negi/ Mr Ramesh Mr D Bist/ Mr Vardan	School Lawns Tennis Court
09.12.2022 (Fri)	Trials Inter House Athletic Meet – Agnipath	VI-XII	Overall Incharge – Mr D Bist	School Lawns
14.12.2022 (Wed)	Inter House Hockey (B) – Final Inter House Lawn Tennis (Girls)- Final	III-V III-V	Ms Rani Negi/ Mr Ramesh Mr D Bist/ Mr Vardan	School Lawns Tennis Court
16.12.2022 (Fri)	Trials Inter House Athletic Meet – Agnipath	VI-XII	Overall Incharge – Mr D Bist	School Lawns
17.12.2022 (Sat)	Agnipath - Inter House Athletic Meet	VI-XII	Overall Incharge – Mr D Bist	School Lawns
18.01.2023	Rehearsal - Spring Fest	PPI – V	Incharge – Ms Rani Negi	School Lawns
25.01.2023	Spring Fest	PPI – V	Incharge – Ms Rani Negi	School Lawns




- July - Zonal Bal Bharati Sports Meet 2022-23 (BADMINTON)
- Aug -Interhouse Swimming Championship(Classses III-VIII)
- Sept - Zonal Bal Bharati Sports Meet 2022-23 (TABLE TENNIS)

TEACHER'S DIARY



Bal Bharati PUBLIC SCHOOL
Sector-21, Noida, G.B. Nagar

FIELD LAYOUT FOR STRETCH TIME (EVERY TUESDAY)
INCHARGES Mr. Dinesh Bist, Mr. Vardhan Sharma & Mrs. Rani Negi

 	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; border-radius: 50%; background-color: #d9ead3; padding: 10px; width: 45%;"> <p>Circle-I Stretching Exercise <u>(XI & XII Boys)</u> <u>Incharge: Mr. Vardhan, Mr. Sanjay</u> <u>Dua, Mr. Anshul, Mr. Anoop Dixit</u></p> </div> <div style="border: 1px solid black; border-radius: 50%; background-color: #d9ead3; padding: 10px; width: 45%;"> <p>Circle-III Stretching Exercise <u>CI-VIII (Boys)</u> <u>Incharge: Mr. Niladri</u> Ms. Subha R. Kumar, Ms. Namrata K, Ms. Nishi N, Ms Nivedita B, Mr. Mohit,</p> </div> </div> <div style="text-align: center; margin: 10px 0;"> <div style="border: 1px solid black; border-radius: 50%; background-color: #4f81bd; color: white; padding: 5px; width: 60px; margin: 0 auto;"> Mr. D. BIST & Mr. Vardhan Sharma </div> </div> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; border-radius: 50%; background-color: #f4cccc; padding: 10px; width: 45%;"> <p>Circle-II Stretching Exercise <u>CI-X (Boys)</u> <u>Incharge: Mr. Yuvraj</u> Ms. Neerja B, Ms Vaishali Mittal, Ms K. Shreya, Ms Vidhi, Ms. Sweta, Ms. Samra</p> </div> <div style="border: 1px solid black; border-radius: 50%; background-color: #fff2cc; padding: 10px; width: 45%;"> <p>Circle-IV Stretching Exercise <u>CI-IX (Boys)</u> <u>Incharge: Mr. Umesh Verma</u> Ms M. Gulati, Ms. R. Gathania, Ms. Charu Gosain Ms. Poonam Sharma, Ms. Komal M, Mr. Ranjeet</p> </div> </div>		<p>B O U N D A R Y W A L L</p>
<p>AEROBICS GIRLS VI, VII VIII, IX (Basketball Court)-I <u>I.C. Kavita Pandey</u></p> <p>Ms Manisha A Ms. Kamna J Ms. Sheetal S Ms.D Mehra, Ms. S Matra Ms U Kumar, Ms. Indula M</p>	<p>Aerobics Girl XXI & XII Basketball Court-II <u>Incharge:</u> Ms. Ram Vaid Ms Swati C Ms V. Jain Ms. Anjali S Ms. Anjali Panda</p> <p><u>Only School Swimming Team is permitted to Swim during Stretch Time and M.P.T</u></p>		
<p>Incharge: Ms. Nishi S Stretching Exercises Boys VI& VII - Ms Rumpa, Mr. P. Pallavi, Ms. Asha M. Swapan</p>	<p>Steps</p>	<p>Stretching Exercises Mr Prabhat Mishra, Ms Ruby Singh, Ms Meenu T, Ms. R Sondhi Ms Payal Arora</p>	
<p>Mr. Dinesh Bist (HOD Sports)</p>	<p>Amita Ganjoo H.M (Senior)</p>	<p>Anupama Motwani Vice Principal</p>	<p>Asha Prabhakar Principal</p>

TEACHER'S DIARY

IMPORTANT DAYS

DATE	IMPORTANT DAYS	TEACHER I/C (Sr.)	TEACHER I/C (Pr.)	TECHNICAL I/C	SUPERVISION
02.04.2022	World Autism Awareness Day	Ms Neha Y	Ms Neha Y	--	--
07.04.2022	World Health Day [WHO]	Ms Vidhi O	Ms Palak G	--	HM (Sr)
18.04.2022	World Heritage Day	Ms Samra R	Ms Sharmishtha C	--	HM (Sr)
22.04.2022	International Mother Earth Day	Ms Neerja B	Ms Parul T	--	VPL
23.04.2022	World Book and Copyright Day	Ms Rani V	Ms Mamta M	--	VPL
29.04.2022	International Dance Day	Ms Kavita P	Ms Nisha R	--	HM (Pr)
05.05.2022	World Asthma Day	For Dissemination of information only		Mr U Verma	--
08.05.2022	International Red Cross Day	Ms Nivedita B	Ms Dhanya P	--	VPL
31.05.2022	World No Tobacco Day [WHO]	Ms Nishi S	Ms Monika P	--	HM (Pr)
05.06.2022	World Environment Day	For Dissemination of information only		Ms Neerja B	--
14.06.2022	World Blood Donor Day	For Dissemination of information only		Ms Vidhi O	--
21.06.2022	Yoga International Day	Mr Dinesh B	Mr Vardhan S	--	VPL
11.07.2022	World Population Day	Ms Anita P	Ms Pooja K	--	HM (Pr)
20.07.2022	Nelson Mandela International Day	Ms Manisha A	Ms Nandini G	--	HM (Pr)
22.07.2022	Pie Approximation Day	For Dissemination of information only		Ms Anjali S	--
26.07.2022	Kargil Vijay Diwas/Kargil Memorial Day or Kargil Victory Day	Ms Komal M	Ms Charu G	--	VPL
28.07.2022	World Hepatitis Day	For Dissemination of information only		Mr U Verma	--
12.08.2022	Sanskrit Day	Ms Nishi N	Ms Deepa C	--	HM (Sr)
19.08.2022	World Photographer Day	Mr Niladri S Das	Ms Arpita S	--	VPL
29.08.2022	National Sports Day or Dhyanchand's Birthday	Mr Vardhan S	Ms Rani N	--	HM (Pr)
08.09.2022	International Literacy Day	Ms Rajni G	Ms Sona R	--	HM (Sr)
14.09.2022	Hindi Day	Ms Umesh K	Ms Renu P	--	HM (Pr)
16.09.2022	International Day for the preservation of Ozone Layer	Ms Vibha J	Ms Anita V	--	VPL
21.09.2022	International Day of Peace	Ms Deepti T	Ms Syed H	--	HM (Sr)
24.09.2022	World River Day	Ms Sweta G	Ms Monika P	--	HM (Pr)
27.09.2022	World Tourism Day	Ms Kamna J	Ms Leena	--	HM (Sr)
02.10.2022	Gandhi Jayanti (Cleanliness week)	Ms Poonam S	Ms Poorwa L	--	HM (Pr)
03.10.2022	World Habitat Day/World Animal Welfare Day	For Dissemination of information only		--	--
04.10.2022 - 10.10.2022	World Space Week	Ms Vaishali M	Ms Sarika P	--	HM (Sr)
11.10.2022	International Day of Girl Child	Ms Ruby S	Ms Sonam M	--	VPL
13.10.2022	International Day for Disaster Reduction	Ms K Shreya	Ms Faiz A	--	HM (Pr)
16.10.2022	World Food Day	For Dissemination of information only		--	--
24.10.2022	United Nations Day	Ms S Walia	Ms Pooja K	--	VPL
02.11.2022	Swachhta Pakhwada /Vigilance Week	Ms Mandep K	Ms Sumana S	--	HM (Sr)
11.11.2022	National Education Day	Ms Meetu T	Ms Mukul S	--	VPL
14.11.2022	Jawaharlal's Nehru Birthday [Children's Day]	Ms Rachna S	Mr Faiz A	--	VPL
01.12.2022	World AIDS Day	Ms I Mishra	Ms Parul T	--	HM (Sr)
02.12.2022	National Pollution Control Day	For Dissemination of information only		--	--
03.12.2022	International Day of Person With Disability	Ms Rajeshwari R	--	--	HM (Pr)
10.12.2022	International Human Rights Day	Mr Mohit B	--	--	VPL
14.12.2022	World Energy Conservation Day	Mr Prabhat M	--	--	HM (Sr)
22.12.2022	Ramanujan's B'day	Ms Namrta K	--	--	HM (Pr)
10.01.2023	World Hindi Day	For Dissemination of information only		--	--
12.01.2023	National Youth Day [Birthday of Swami Vivekanand]	Ms Deepti M	--	--	HM (Sr)
23.01.2023	Netaji Subhash Chandra Bose's Birth Anniversary	Ms Sabari M	--	--	HM (Pr)
30.01.2023	Martyr's Day/Sarvodaya Day, World Leprosy Eradication Day	Ms Rani V	--	--	VPL
04.02.2023	World Cancer Day	For Dissemination of information only		--	--
28.02.2023	National Science Day	Ms Swati C	--	--	HM (Sr)
08.03.2023	Women's Day	Ms Rumpa B	Ms Parimeeta K	--	HM (Pr)
14.03.2023	World Pie Day	Mr Sanjay D	Ms Ruchika K	--	VPL
15.03.2023	Consumer Protection Day	Mr Anshul D	Ms Nandini G	--	HM (Sr)

Note:

- Teacher I/Cs are required to peruse the videos available in the repository to be screened on the special day.
- All the teachers are required to send the pictures/ videos of the activity to picsformcm@gmail.com
- Creatives, if applicable can be taken from the repository with change in date and theme. Information of the Special Day must be disseminated through Special Assembly / Display Boards.
- The above teacher-in-charges will also supervise the observation of day(s) at BBPS (NB) & BBPS (NP).

TEACHER'S DIARY

LIST OF CLUB INCHARGES

Coordinators – Ms. Parimeeta K. & Ms. Sonam M.

S.NO	CLUB	TEACHER IN CHARGE
1	INTERACT CLUB	Ms. Parimeeta K, Ms.Meena A
2	HEALTH & WELLNESS CLUB	Ms.Syed Humera,, Ms.Poorwa Laldhar
3	ORIGAMI CLUB (ACTIVITIES BASED ON READING, EBSB, SDG'S)	Ms.Pooja, Ms.Ruchika G & Respective Class Teachers
4	READING CLUB	Ms.Mamta M, Ms.Sharmistha, Ms.Renu
5	SPELL BEE CLUB	Ms.Rashi A, Ms.Deepa C
6	EK BHARAT SHRESHTH BHARAT CLUB (EBSB)	Ms.Sona R, Ms.Palak G
7	ENVIRONMENT CLUB	Ms.Smriti S, Ms Yasha S
8	INTERNATIONAL COLLABORATION	Ms.Rashi A, Ms,Sona R, Ms.Mamta M Ms.Charu G, Ms.Nandini
9	ARTIFICIAL INTELLIGENCE & ICT	Ms. Sonam M and ICT Faculty
10	TINKERING CLUB	Mr.Ranjit, Ms.Shilpi S
11	AEROMODELLING CLUB	Resource Person, Ms.Sumana S, Mr.Faiz A
12	ASTRONOMY CLUB	Resource Person, Ms.Kavita P, Ms.Anita V
13	RUBIK'S CUBE CLUB	Resource Person, Ms. Mukul S & Ms. Ruchika K
14	ROBOTICS CLUB	Resource Person, Ms.Charu G, Ms.Nisha R.
15	*THANK GOD IT'S FRIDAY (TGIF) – EXPRESS IT!!	Ms.Mamta, Ms.Nandini, Ms.Dhanya

In order to provide a platform to the students who have been able to identify their talents and to motivate those who are yet to identify their inherent potential, BBPS Noida is initiating a Club named TGIF - Express it !! which will operate on all Fridays from **05.00 pm to 06.30 pm** starting from April, 2022. The objective of the club would be to showcase the talent of the students and build on their communication skills; to provide them with a platform and audience to interact with and thereby build confidence amongst the children to stand in front of a crowd and present their skills.

- Astronomy, Robotics, Rubik's Cube and Aeromodelling are the paid clubs.
- The Clubs will be held in zero period of every 1st and 3rd Saturday of the month.

TEACHER'S DIARY

LIST OF CLUB INCHARGES (2022-23)


Overall Coordinator : Ms Kritika Shreya

S. NO	CLUB	TEACHER IN CHARGE
1	ASTRONOMY	Ms Vaishali Mittal, Mr Prabhat Mishra
2	ROBOTICS	Mr Umesh Verma
3	AEROMODELLING	Ms Swati Chawla, Mr Prabhat Mishra
4	RUBIK'S CUBE	Ms Subha R Kumar, Mr Anoop Dixit
5	TINKERING	Mr Ranjeet Singh, Mr Umesh Verma
6	ATITHYA/SPIRIT OF INDIA	Ms Neha Gupta, Ms Sweta Gupta
7	HASTHA SHILP	Mr Yuvraj Panwar
8	SNAPSHOTS	Mr Niladri, Mr Mohit Bhola
9	QUIZ	Ms Namrta Kaushik & Mr Anshul Dubey
10	GEN-ORATORS	Ms Poonam Sharma, Ms Deepti Tiwari
11	HOOKED ON BOOKS	Ms Manisha Arora
12	MUN	Ms Samra Rehman, Ms Nivedita B
13	THEATRE	Ms Kamna Joshi
14	CALLIGRAPHY	Ms Deepti Mehra
15	*THANK GOD IT'S FRIDAY (TGIF) – EXPRESS IT !!	Ms Sabari Maitra, Ms Nishi Sourabh. Ms. Rumpa Bhattacharya Ms. Abha Bhardwaj





In order to provide a platform to the students who have been able to identify their talents and to motivate those who are yet to identify their inherent potential, BBPS Noida is initiating a Club named TGIF - Express it !! which will operate on all Fridays from 5.00 pm to 6.30 pm starting from April 2022. The objective of the club would be to showcase the talent of the students and build on their communication skills; to provide them with a platform and audience to interact with and thereby build confidence amongst the children to stand in front of a crowd and present their skills.


- Astronomy, Robotics, Rubik's Cube, Aeromodelling, Theatre, Snapshots and Calligraphy are the paid clubs.
- The Clubs will be held on 1st and 3rd Saturday of the month.

CALENDAR 2022



Bal Bharati
PUBLIC SCHOOL
Sector-21, Noida, G.B. Nagar




LEAVE NO ONE BEHIND

INDIGENOUS ART FORMS

- ❑ The NEP-2020 aims to create an education system that is more student centric.
- ❑ With a focus on positive creativity, our students have beautifully aligned the Indigenous Art Forms with Sustainability.


"The future belongs to young minds with an education and the imagination to create"

APRIL 2022



GOOD HEALTH AND WELL-BEING

"Death, too, wears a mask"



ART FORM - SANTHAL

Santhal Paintings are done in primary colors and are enhanced with leafy patterns in the foreground, background and borders. These paintings are characterized by a child like simplicity in the depiction of birds, animals and insects. The figures are static, frequently multicolored, artistic rather than realistic projections.

VAANI GUPTA (11 B)

SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
												1	2
3	4	5	6	7	8	9	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24	25	26	27	28	29	30




Bal Bharati
PUBLIC SCHOOL
Sector-21, Noida, G.B. Nagar

APRIL 2022


SUN	MON	TUE	WED	THU	FRI	SAT
					1	2 World Autism Awareness Day
3	4 Satrarambh	5	6	7 World Health Day [WHO]	8	9
10 Ram Navmi	11	12	13	14 Mahavir and Ambedkar Jayanti	15 Good Friday	16
17	18 World Heritage Day	19	20 30 th Foundation Day Celebration	21 Investiture ceremony (Pr. & Sr. School)	22 International Mother Earth Day	23 World Book and Copyright Day
24	25	26	27	28	29 International Dance Day	30

MAY 2022



LIFE ON LAND

"I love to dwell in forest wild , Where giant pine trees pierce the sky;
A beauty spot where Nature smiled, A fitting place to live and die;"



ART FORM – BHIL

Bhil paintings usually consist of large, un-lifelike shapes of everyday characters filled in with earthy, yet bright colours, and then covered with an overlay of uniform dots in several patterns and colours that stand out strikingly against the background. The dots on a Bhil painting are not random. The pigments used for paintings are made from natural materials like leaves and flowers ,neem twigs are used as brushes to create the art.

ADYASHA PRADHAN (8 A)

SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
							1	2	3	4	5	6	7
8	9	10	11	12	13	14	15	16	17	18	19	20	21
22	23	24	25	26	27	28	29	30	31				

TEACHER'S DIARY



Bal Bharati
PUBLIC SCHOOL
Sector-21, Noida, G.B. Nagar

MAY 2022

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3 Eid-UI-Fitr	4	5 World Asthma Day	6	7
8 International Red Cross Day	9	10	11 ATL Community Day	12	13	14
15	16 Buddha Purnima	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31 World No Tobacco Day (WHO)				



JUNE 2022

LIFE BELOW WATER

"It is only in deep waters that a fish knows how strong it is."



GAZAL SEHGAL (11 D)

ART FORM - MADHUBANI

Madhubani is a style of Indian painting, practiced in the Mithila and Madhubani regions of Bihar, India. This painting is done with a variety of tools, including fingers, twigs, brushes, nib-pens and by using natural dyes and pigments. It is characterized by its eye-catching geometrical patterns.

SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
										1	2	3	4
5	6	7	8	9	10	11	12	13	14	15	16	17	18
19	20	21	22	23	24	25	26	27	28	29	30		

TEACHER'S DIARY



Bal Bharati
PUBLIC SCHOOL
Sector-21, Noida, G.B. Nagar

JUNE 2022

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5 World Environment Day	6	7	8	9	10	11
12	13	14 World Blood Donor Day	15	16	17	18
19	20	21 Yoga International Day	22	23	24	25
26	27	28	29	30		



CLIMATE ACTION

"Heaven is under our feet as well as over our heads."



ART FORM - PHAD

Phad is a religious / folk painting practiced in Rajasthan state of India. This style of painting is traditionally done on a long piece of cloth or canvas, about 30 feet long and five feet wide known as the Phad. The colour palette consists of bright orange, red, yellow, black, blue, green and brown, derived from stones and minerals. Phad depicts the heroic deeds of kings and princes, the daily lives of common men, animals and birds, flora and fauna.

JIGNASA SRIVASTAVA (8 C)

JULY 2022

SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
					1	2	3	4	5	6	7	8	9
10	11	12	13	14	15	16	17	18	19	20	21	22	23
24	25	26	27	28	29	30	31						

TEACHER'S DIARY




Bal Bharati
PUBLIC SCHOOL
Sector-21, Noida, G.B. Nagar

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10 Eid-UI-Zuha	11 World Population Day	12	13	14	15	16 Scholar Badge (Pr. School & Sr. School)
17	18	19	20 Nelson Mandela International Day	21	22 Pie Approximation Day	23
				Zonal Badminton Meet		
24	25	26 Kargil Vijay Diwas/Kargil Memorial Day	27	28 World Hepatitis Day	29	30
				REVERBERATIONS - An inter school festival		
31						


JULY 2022

AUGUST 2022



AFFORDABLE AND CLEAN ENERGY

"Renewables are critical in our fight against climate change."



ART FORM - KALIGHAT

Kalighat art form is characterised by bright colours and bold outlines. Kalighat painting evolved as a unique genre of Indian painting in the 19th-century, in Kolkata, West Bengal. From the depiction of Gods and other mythological characters, these paintings developed over time to reflect a variety of themes.

CHARVI AGARWAL (10 A)

SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
								1	2	3	4	5	6
7	8	9	10	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30	31			

TEACHER'S DIARY



Bal Bharati
PUBLIC SCHOOL
Sector-21, Noida, G.B. Nagar

AUGUST 2022

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9 Muharram	10	11 Raksha Bandhan	12 Sanskrit Day	13
14	15 Independence Day Assembly	16 17 SNAPSHOTS - An Inter School Photography Festival		18 Janmashtami	19 World Photographer Day	20
21	22	23	24	25 26 TECHSPARDHA - ATL Fest		27
28	29 National Sports Day/Dhyanchand's Birthday	30	31	Zonal Table Tennis Meet		



SEPTEMBER 2022

QUALITY EDUCATION

"To learn to read is to light a fire; Every syllable that is spelled out is a spark."



KHYATI (7 A)

ART FORM - MADHUBANI


Madhubani is a style of Indian painting, practiced in the Mithila and Madhubani regions of Bihar, India. This painting is done with a variety of tools, including fingers, twigs, brushes, nib-pens and by using natural dyes and pigments. It is characterized by its eye-catching geometrical patterns.

SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
											1	2	3
4	5	6	7	8	9	10	11	12	13	14	15	16	17
18	19	20	21	22	23	24	25	26	27	28	29	30	

TEACHER'S DIARY


 Bal Bharati PUBLIC SCHOOL Sector-21, Noida, G.B. Nagar						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3 'ESPRIT' - Folk Lores- Tales Untold An Inter School Pre-Primary Fiesta
4	5 Teachers' Day Celebration	6	7	8 International Literacy Day	9	10
11	12 Sahityanjali / Hindi diwas / Festival of plays	13	14 Hindi Day	15	16 International Day for the preservation of Ozone	17 Celebrating the life and works of Munshi Premchand
18	19	20	21 International Day of Peace	22	23	24 World River Day
25	26	27 World Tourism Day	28	29	30	

OCTOBER 2022



ZERO HUNGER

"We rise by lifting others."



AATMAN AKSH (3 B)

ART FORM - GOND

Gond painting is a form of painting practiced by one of the largest tribes in India with whom it shares its name. The Gond paintings flourished with vivid colours, especially red, blue, yellow, and white with excellent contrast. These bright paints are usually derived and extracted from organic sources such as coloured soil, charcoal, plant leaves and sap, and even cow dung. These paintings are a reflection of man's close connection with his natural surroundings.

SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
						1	2	3	4	5	6	7	8
9	10	11	12	13	14	15	16	17	18	19	20	21	22
23	24	25	26	27	28	29	30	31					

TEACHER'S DIARY

Bal Bharati PUBLIC SCHOOL Sector-21, Noida, G.B. Nagar						
SUN	MON	TUE	WED	THU	FRI	SAT
						1 Gandhi Jayanti Assembly
2 Gandhi Jayanti (Cleanliness week)	3 Ashtami World Habitat Day/World Animal Welfare Day	4 Ram Navmi	5 Dussehra	6	7	8
Ramayana Sagar		World Space Week				
9 Maharishi Valmiki Jayanti and Milad-Un-Nabi	10	11 International Day of Girl Child	12	13 Karva Chauth International Day for Disaster Reduction	14	15
World Space Week		OXAMITE - An inter school IT Festival				
			R.K. Narayan Reading Week			
16 World Food Day	17	18	19	20 VANIJYA - Commerce fest	21	22
23 Choti Diwali	24 Diwali United Nations Day	25 Goverdhan Puja	26 Bhai Dooj	27	28	29
30 Chath Puja	31					

NOVEMBER 2022

CLEAN WATER AND SANITATION

"Drinking brown water, suffocating with air you can chew."

AVANI KANSAL (4 D)

ART FORM - MADHUBANI

Madhubani is a style of Indian painting, practiced in the Mithila and Madhubani regions of Bihar, India. This painting is done with a variety of tools, including fingers, twigs, brushes, nib-pens and by using natural dyes and pigments. It is characterized by its eye-catching geometrical patterns.

SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
									1	2	3	4	5
6	7	8	9	10	11	12	13	14	15	16	17	18	19
20	21	22	23	24	25	26	27	28	29	30			

TEACHER'S DIARY

NOVEMBER 2022




Bal Bharati
PUBLIC SCHOOL
Sector-21, Noida, G.B. Nagar

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2 Swachhta Pakhwada /Vigilance Week	3	4	5
6	7	8 Guru Nanak Birthday	9	10	11 National Education Day	12
13	14 Jawaharlal's Nehru Birthday (Children's Day)	15	16	17	18	19
20	21	22	23	24	25	26 Annual Day / Prize Distribution Function
27	28	29	30			

DECEMBER 2022

REDUCE INEQUALITY

"Share Similarities and Celebrate Differences."



AAROHI GUPTA (8 A)


ART FORM - PATTACHITRA

Pattachitra is a general term for traditional, cloth-based scroll painting, based in the eastern Indian states of Odisha and West Bengal. It is a painting done on canvas, and is manifested by rich colourful application, creative motifs, designs and portrayal of simple themes, mostly mythological in depiction.

SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
											1	2	3
4	5	6	7	8	9	10	11	12	13	14	15	16	17
18	19	20	21	22	23	24	25	26	27	28	29	30	31

TEACHER'S DIARY


DECEMBER 2022



Bal Bharati
PUBLIC SCHOOL
Sector-21, Noida, G.B. Nagar


SUN	MON	TUE	WED	THU	FRI	SAT
				1 World AIDS Day	2 National Pollution Control Day Career Fair	3 International Day of Person With Disability
4	5	6	7	8	9	10 International Human Rights Day
			ALANKRIT - An Art & Design Fest			
11	12	13	14 World Energy Conservation Day	15	16	17 AGNIPATH - Annual Athletic Meet
18	19	20	21	22 Ramanujan's Birthday	23	24
	Ramanujan Week					
25 Christmas	26	27	28	29	30	31 Winter Carnival

JANUARY 2023



ZERO POVERTY

"Poverty is the only burden that is not lightened by sharing with others."



ARSH SHARMA (8 A)

ART FORM - KALAMKARI

Kalamkari or more specifically the Srikalahasti style of Kalamkari, where the "kalam" or pen is used for freehand drawing of the subject and filling in the colours, is entirely hand worked. The dyes used in kalamkari are natural. This form of painting flourished in temples centered on creating unique religious identities, and scenes taken from the Hindu epics - Ramayana, Mahabharata etc.

SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
							1	2	3	4	5	6	7
8	9	10	11	12	13	14	15	16	17	18	19	20	21
22	23	24	25	26	27	28	29	30	31				

TEACHER'S DIARY




Bal Bharati
PUBLIC SCHOOL
Sector-21, Noida, G.B. Nagar

JANUARY 2023

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7 Alumni Meet
8	9	10 World Hindi Day	11	12 National Youth Day (Birthday of Swami Vivekanand)	13	14
15	16	17	18	19	20	21 INSPIRE - An Inclusion Festival
22	23 Netaji Subhash Chandra Bose's Birth Anniversary	24	25	26 Republic Day Assembly	27	28
29	30 Martyr's Day/Sarvodaya Day, World Leprosy Eradication Day	31				


* Spicmacay / Virasat to be held in January 2023



GENDER EQUALITY

"I am a woman phenomenally. Phenomenal woman, That's me."

FEBRUARY 2023



ART FORM - MADHUBANI

Madhubani is a style of Indian painting, practiced in the Mithila and Madhubani regions of Bihar, India. This painting is done with a variety of tools, including fingers, twigs, brushes, nib-pens and by using natural dyes and pigments. It is characterized by its eye-catching geometrical patterns.

SAKSHI YADAV (5 C)

SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
										1	2	3	4
5	6	7	8	9	10	11	12	13	14	15	16	17	18
19	20	21	22	23	24	25	26	27	28				

TEACHER'S DIARY



Bal Bharati
PUBLIC SCHOOL
Sector-21, Noida, G.B. Nagar

FEBRUARY 2023

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4 Aashirwad Ceremony/ Forewell Class XII World Cancer Day
				GEEK-O-PEDIAS - Inter School Quiz Contest		
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28 National Science Day				



PARTNERSHIPS FOR THE GOALS

"Celebrating the human spirit"

MARCH 2023



SRISHTI KATHAIT (11 D)

ART FORM - SANTHAL

Santhal Paintings are done in primary colours and are enhanced with leafy patterns in the foreground, background and borders. These paintings are characterized by a child like simplicity in the depiction of birds, animals and insects. The figures are static, frequently multicoloured, artistic rather than realistic projections.

SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
										1	2	3	4
5	6	7	8	9	10	11	12	13	14	15	16	17	18
19	20	21	22	23	24	25	26	27	28	29	30	31	

TEACHER'S DIARY



Bal Bharati
PUBLIC SCHOOL
Sector-21, Noida, G.B. Nagar

MARCH 2023

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8 Women's Day	9	10	11
12	13	14 World Pie Day	15 Consumer Protection Day	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

* Orientation Day (PS) to be held in March 2023



Bal Bharati
PUBLIC SCHOOL
Sector-21, Noida, G.B. Nagar

Sustainable development is development that meets the needs of the present without compromising the ability of future generations to meet their own needs.

- Gro Harlem Brundtland



TEACHER'S DIARY

TEST SCHEDULE (PRIMARY WING) SESSION (2022-23)

A. SCHEDULE FOR PEN AND PAPER TEST FOR CLASSES I-IV (2022-23)

TERM-I (APR-SEP)		TERM-II (OCT-MAR)		CLASSES			
ROUND-I	ROUND-II	ROUND-III	ROUND-IV	I	II	III	IV
26.04.2022	02.08.2022	27.09.2022	24.01.2023				G.K./V.E.
04.05.2022 (WED.)	16.08.2022	11.10.2022	31.01.2023		G.K./V.E.	G.K./V.E.	ENGLISH
10.05.2022	23.08.2022	18.10.2022	07.02.2023	G.K./V.E.	HINDI	HINDI	ICT & AI
05.07.2022	30.08.2022	06.12.2022	14.02.2023	EVS	EVS	EVS	HINDI
12.07.2022	06.09.2022	13.12.2022	21.02.2023	ENGLISH	ENGLISH	ICT	MATHS
19.07.2022	13.09.2022	20.12.2022	28.02.2023	HINDI	ICT	ENGLISH	S.ST.
27.07.2022 (WED.)	20.09.2022	27.12.2022	02.03.2023	MATHS	MATHS	MATHS	SCIENCE

B. SCHEDULE FOR PEN AND PAPER TEST FOR CLASS V (2022-23)

TERM-I(APR-SEP)		TERM-II(OCT-MAR)		
ROUND-I	ROUND-II	ROUND-II	ANNUAL EXAMS	SUBJECTS
26.04.2022	02.08.2022	11.10.2022	Dates to be announced later	HINDI
29.04.2022 (FRI.)	16.08.2022	18.10.2022		G.K./V.E.
04.05.2022(WED.)	23.08.2022	06.12.2022		SCIENCE
10.05.2022	30.08.2022	13.12.2022		ENGLISH
05.07.2022	06.09.2022	20.12.2022		MATHS
12.07.2022	13.09.2022	27.12.2022		ICT & AI
19.07.2022	20.09.2022	17.01.2023		S.ST.
27.07.2022(WED.)	27.09.2022	24.01.2023		SANSKRIT

- The **Round IV examination for Classes I to IV** shall comprise important units from Round I, II & III.
- For Class-V, Annual Exam will be a 2 ½ hr. paper of M.M. 80, likely to be held in 2nd week of Feb 2023. The dates will be announced later.

D. PTM SCHEDULE

- Interactive PTM : 7TH May 2022 (For Cls I – Cls V)
- Round I : 6TH August 2022 (For Cls I – Cls V)
- Term I : 15TH October 2022 (For Cls I – Cls V)
- Round III : 4TH February 2023 (For Cls I – Cls V)
- Term II : Date to be announced later.

PROMOTION POLICY (PRIMARY)

1.Attendance

(a)75% attendance is mandatory for promotion to the next higher class.

(b)15% shortage in attendance can be condoned by the Principal on account of Medical grounds (To be validated with Medical Certificate)

(c)Case of candidate with attendance less than 60% will be put up for condonation to the Principal for consideration.

2.In order to be promoted to the next higher class, a student must secure 33% marks on the aggregate and minimum of 33% in each subject during Annual Examination and Internal Assessment as well.

3.A student scoring less than 33 % (Annual Exam/Cumulative) in 03 or more subjects will repeat the same class.

4.A student scoring less than 33 % marks (Annual Exam/Cumulative) in one or two subjects is eligible for Improvement Examination.

5.A student appearing for Improvement Exam must score 33 % marks in the Exam in order to be promoted to the next higher class, failing which he/she will be placed in 'ESSENTIAL REPEAT CATEGORY'.

MISMUSTER POLICY (PRIMARY)

ASE-1 Missed a test due to participation in the Inter-School Competitions (Sports / Co-scholastic)

POLICY Eligible for Mismuster Exam in the concerned subject

CASE-2 Missed a test for being Medically Indisposed (e.g., illness, accident or fracture -minimum of 2 days leave).

POLICY a. Missed one unit test in any subject in a term, the marks of other UT of that term will be taken into consideration.

b. Missed two UTs in the same subject in a term, to be marked ABSENT and awarded Zero.

NOTE The school policy stated at (a) and (b) is subject to submission of a medical certificate from a registered practitioner along with an application addressed to the Principal, within 48 hours of joining school.

CASE-3 Missed a test due to immediate death in the family.

POLICY Eligible for Mismuster Exam in the respective subject, subject to submission of application within a day to the school. The school authority has the right to ascertain the facts in its own way to arrive at a conclusion for according the Mismuster Exam.

CASE-4 Missed a test due to marriage in the family, travelling outstation or any other personal reasons other than stated above.

POLICY There will be no Mismuster Examination. The Report Card will show the status of missed test as 'ABSENT'.

CASE-5 Only applicable to Class XI & XII students.

POLICY All medical cases to appear for Improvement Exam. Failing to do so the school will not be liable to release Clearance Certificate, Provisional T.C and other essential documents at the end of the term.

CASE-6 New admission (I-XII)

POLICY No Mismuster Exam will be held for the new admission of Classes I-VIII. Only, the new admissions (For Cls IX-XII) will be eligible for mismuster exam.

For Cls IX and X, it is mandatory to appear for the Half Yearly and Annual Examination as per CBSE rules.

EXAMINATION SCHEDULE FOR PERIODIC TESTS VI – VIII (2022-23)

ROUND I EXAMINATION (25 MARKS)

DAY	DATE	VI-MM: 25	VII-MM: 25	VIII-MM: 25
Monday	02.05.22	Science	English	Hindi
Monday	09.05.22	S. Science	Science	Mathematics
Tuesday	17.05.22	English	S. Science	Science
Monday	04.07.22	IT/AI	Mathematics	Sanskrit/French
Monday	11.07.22	Hindi	Sanskrit/French	IT/AI
Friday	15.07.22	Mathematics	IT/AI	English
Monday	18.07.22	Sanskrit/French	Hindi	S. Science
Friday	22.07.22	GK/VE	GK/VE	GK/VE

- An interactive PTM with the Parents will be held on 21 May '22 (Saturday) between 08.30 a.m. and 12.30 p.m. only.
- PTM-II (Round – I Examination)- 30 July'22 (Saturday)

HALF YEARLY EXAMINATION (80 MARKS)

- Class VI to VIII HALF YEARLY EXAMINATION DATE SHEET will be announced later
- PTM – III (HALF YEARLY EXAMINATION): 15 October'22 (SATURDAY)

ROUND II EXAMINATION (25 MARKS)

DAY	DATE	VI-MM: 25	VII-MM: 25	VIII-MM: 25
Monday	07.11.22	Science	English	Hindi
Monday	14.11.22	S. Science	Science	Mathematics
Monday	21.11.22	English	S. science	Science
Monday	28.11.22	IT/AI	Mathematics	Sanskrit/French
Monday	05.12.22	Mathematics	Sanskrit/French	IT/AI
Friday	09.12.22	Hindi	IT/AI	English
Monday	12.12.22	Sanskrit/French	Hindi	S. Science
Friday	16.12.22	GK/VE	GK/VE	GK/VE

- PTM - IV: Interactive PTM : 17 Dec'22 (Saturday)
- PTM – V (ROUND II EXAMINATION): 21 Jan'22 (Saturday)

ANNUAL EXAMINATION (80 MARKS)

- Class VI to VIII ANNUAL EXAMINATION DATE SHEET will be announced later.
- PTM VI (ANNUAL EXAMINATION) will be announced later.

TEACHER'S DIARY

EXAMINATION SCHEDULE FOR CLASSES IX-X (2022-2023)

PRE TERM EXAMINATION

DAY	DATE	IX (25)	X (25)
Monday	02.05.22	English	Science
Monday	09.05.22	Maths/Computer App.	English
Tuesday	17.05.22	Hindi/Sanskrit/French	Hindi/Sanskrit/French
Monday	04.07.22	Science	Maths/Computer App.
Monday	11.07.22	Social Science	Social Science
Monday	18.07.22	FMM/H.Sc./AI	FMM/H.Sc./AI

• An interactive PTM will be held on **21 May '22 (Saturday)** between 08.30 a.m. and 12.30 p.m. only.

• **PTM - I (PRETERM EXAMINATION): 30 JUL '22 (SATURDAY)**

MIDTERM EXAMINATION

DAY	DATE	IX (80)	X (80)
Saturday	07.09.19	FMM	FMM
Monday	09.09.19	Mathematics/H Sc	Science/FIT
Thursday	12.09.19	Social Science/FIT	Mathematics/H Sc
Monday	16.09.19	Science	Social Science
Wednesday	18.09.19	English	Hindi/Sanskrit/French
Friday	20.09.19	Hindi/Sanskrit/French	English

• **PTM - II (MID TERM EXAMINATION): 15 OCTOBER '22 (SATURDAY)**

POST-TERM EXAMINATION

DAY	DATE	IX (25)	X (25)
Monday	05.12.19	Maths/Computer App.	FMM
Friday	09.12.19	English	Science/FIT Social
Monday	12.12.19	Social Science	Mathematics/H Sc
Friday	16.12.19	Hindi/Sanskrit/French	English
Monday	19.12.19	Science	Hindi/Sanskrit/French
Friday	23.12.19	FMM/H.Sc./AI	Social Science

• **PTM - III (POST TERM EXAMINATION): 21 DECEMBER '22**

PRE-BOARD EXAMINATION (ONLY FOR CLASS X): DATES WILL BE ANNOUNCED LATER

PROMOTION POLICY FOR CLASSES VI, VII, VIII & IX

Attendance

(a) 75% attendance is mandatory for promotion to the next higher class.

(b) 15% shortage in attendance can be condoned on account of Medical grounds (To be validated with Medical Certificate)

(c) Case of a candidate with attendance less than 60% shall be put up to the Principal for condonation.

To be promoted to the next higher class a student must secure 33% marks in the aggregate and a minimum of 33% in each subject in Annual Examination and Internal Assessment as well.

A student scoring less than 33% (Annual Exam / Cumulative) in 03 or more subjects will be detained in the same class.

For Classes VI to IX, a student scoring less than 33% marks (Annual Exam/ Cumulative) in one or two subjects will be given Compartment.

A student appearing for Compartment Exam must score 33% marks in the Compartment Exam to be promoted to the next higher class failing which he/she will be placed in 'ESSENTIAL REPEAT CATEGORY'.

In order to be promoted to the next higher class, it is mandatory for student to obtain a minimum B Grade in Art Education/ Performing Art / Health and Physical Education.

TEACHER'S DIARY

MISMUSTER POLICY CLASSES VI, VII & VIII

CASE -1 Missed a Periodic test due to participation in the Inter-School Competitions (Sports/Co-Scholastic)
POLICY Eligible for Mismuster Exam in the concerned subject.

CASE-2 Missed a Periodic test for being medically indisposed (e.g. ill, accident or fracture- minimum of two days leave).

POLICY a. Missed one Periodic Test (PT) in any subject in a term, the marks of other PT of that term will be taken into consideration.

b. Missed two PTs in the same subject in a term, to be marked ABSENT and awarded ZERO.

NOTE :The school policy stated above is subject to submission of an application the same day through school email and Medical Certificate from a registered practitioner along with an application addressed to the Principal, within 48 hours of joining School.

CASE-3 Missed a Periodic test due to death in the immediate family.

POLICY Eligible for Mismuster exam in the respective subject. Subject to submission of application through school email within a day to the school. The school authority has the right to ascertain the facts in its own way to arrive at a conclusion for according the Mismuster Exam.

CASE -4 Missed a test due to marriage in the family, travelling outstation or any other personal reasons other than stated above.

POLICY There will be no Mismuster Examination. The Report Card will show the status of missed test as 'ABSENT'.

CASE -5 New admission (VI to VIII)

POLICY No Mismuster Exam will be held for the new admission cases of Classes VI-VIII.

CASE-6 If Half Yearly / Annual Exam is missed in any subject/s, eligible students to be tested along with the Compartment Cases.(Cases 1,2 and 3).

TEACHER'S DIARY

SENIOR SCHOOL (XI-XII) EXAMINATION SCHEDULE (2022-23)

ROUND 1

	Day & Date	XI	XII
Monday	02/05/22	—	English
Monday	09/05/22	—	Legal Std/IP/Entre
Monday	17/05/22	—	Phy / Accts / Pol Sci
Monday	23/05/22	—	Chem/B.St/History
Friday	30/05/22	—	Bio/CS/AI/Eco/EG/ Painting /Hindi
Tuesday	05/07/22	—	Applied Maths/ Maths/Psycho/H.Sc
Monday	08/07/22	—	Physical Education
Monday	18/07/22	English	—
Friday	22/07/22	Physical Education	—
Monday	25/07/22	Chem./B.St/History	—
Friday	29/07/22	Bio/CS/AI/Eco/Painting/ Hindi	—
Monday	01/08/22	Phy / Accts / Pol Sci.	—
Friday	05/08/22	Legal Std./IP/Entre	—
Monday	08/08/22	Applied Maths / Maths/Psycho/H.Sc	—

An Interactive PTM - I will be held on 21 May' 22 (Saturday) between 8.30 a.m. And 12.30 p.m. only

PTM – II; 30 July'22 (Saturday)

TEACHER'S DIARY

ROUND 2

	Day & Date	XI	XII
Monday	11/07/22	—	English
Monday	18/07/22	—	Phy / Accts / Pol Sci
Monday	25/07/22	—	Bio/CS/AI/Eco/EG/ Painting /Hindi
Friday	29/07/22	—	Physical Education
Monday	01/08/22	—	Chem/B.St/History
Monday	08/08/22	—	Applied Maths/ Maths/Psycho/H.Sc
Friday	12/08/22	—	Legal Std/IP/Entre
Tuesday	16/08/22	English	—
Monday	22/08/22	Chem./B.St/History	—
Friday	26/08/22	Legal Std./IP/Entre	—
Monday	29/08/22	Applied Maths / Maths/Psycho/H.Sc	—
Friday	02/09/22	Bio/CS/AI/Eco/Painting/ Hindi	—
Monday	05/09/22	Phy / Accts / Pol Sci	—
Friday	09/09/22	Physical Education	—

HALFYEARLY / TERM 1 / PREBOARD EXAMINATION IS LIKELY TO COMMENCE FROM 15 SEPT 2022 (DATE SHEET TO BE ANNOUNCED LATER)

PTM III – Half yearly Examination: 15 October' 22 (Saturday)

TEACHER'S DIARY

ROUND 3

	Day & Date	XI	XII
Monday	17/10/22	English	English
Friday	21/10/22	Legal Std./IP/Entre	Physical Education
Monday	31/10/22	Applied Maths / Maths/Psycho/H.Sc	Bio/CS/AI/Eco/EG/ Painting /Hindi
Friday	04/11/22	Physical Education	Legal Std/IP/Entre
Monday	07/11/22	Bio/CS/AI/Eco/Painting/ Hindi	Applied Maths/ Maths/Psycho/H.Sc
Monday	14/11/22	Chem./B.St/History	Phy / Accts / Pol Sci
Monday	21/11/22	Phy / Accts / Pol Sci	Chem/B.St/History

ROUND 4

	Day & Date	XI
Monday	28/11/22	Chem./B.St/History
Monday	05/12/22	Legal Std./IP/Entre
Monday	12/12/22	English
Monday	19/12/22	Applied Maths / Maths/Psycho/H.Sc
Monday	26/12/22	Phy / Accts / Pol Sci
Monday	09/01/23	Physical Education
Monday	16/01/23	Bio/CS/AI/Eco/Painting/ Hindi

PTM – IV (Interactive PTM) class XI : 17 Dec'22 (Saturday)

CLASS 11 ANNUAL EXAMINATION & CLASS XII PREBOARD DATE SHEET will be announced later

PTM (CLASS 11 ANNUAL EXAMINATION & CLASS XII PREBOARD) will be announced later

TEACHER'S DIARY

PROMOTION POLICY CLASS XI

REFERENCE SCALE FOR LEVEL / GRADE IN HEALTH AND PHYSICAL EDUCATION			
Level	Learning	Proficiency	Advanced
Swimming / Athletics /Sports & Games	Up To 25 Marks	26 To 40 Marks	41 To 50 Marks
Health & Fitness, Sewa	Up To 12 Marks	13 To 20 Marks	21 To 25 Marks

1. ATTENDANCE:

- * A minimum of 75% online attendance as per CBSE guideline is a must for promotion to the next higher class.
- * Students must attend online classes regularly & take all weekly, Half Yearly & Annual Exams seriously.
- * Case of a candidate with less than 75% attendance will be put up to the Head of Institution for condonation purposes. Leave availed on Medical grounds to be validated by Medical Certificate. Shortage in attendance may/may not be condoned by the Head of Institution

2. PASSING CRITERIA (REFER TO CBSE EXAM BYE LAWS 42.1/1.2 1.3 1.4)

- * A student scoring less than 33% marks (Annual Examinations as well as Cumulative Score), in 03 or more subjects will be placed in the "ESSENTIAL REPEATCATEGORY"/ DETAINED in the same class.
- * The weightage's accorded to each exam in terms of marks is as follows
Cumulative Results (100%) = Unit Test* (30%) + Half Yearly Exam (30%) + Annual Examination (40%).
- * Weightage of Half Yearly and Annual Examination will be taken excluding Practical Marks / Projects Marks / any other internal assessment. i.e. only the Theory Exams. * Unit Tests, Projects & Internal Assessment are as important as Half Yearly & Annual Examination.
- * There are four rounds of Unit test in an academic year and the best three scores will be used for promotion purpose.
- * In order to be declared "Pass" at the end of the session, a student of class XI must secure at least 33% marks in each of the subjects studied by him /her during the session in the Final Exams as well as cumulative scores separately. Further a student must secure 33% marks separately in theory and in practical. As per the CBSE manual, it is mandatory to get 33% marks in Practical Examination conducted by the school.
- * Provided further the student must also obtain qualifying Grade(s)/Marks in the subjects of Internal Assessment as per curriculum provided by CBSE (Refer to Circular No. CBSE/ACAD/DD(MS)/SPORTS /2018- Mainstreaming Health and Physical Education Dated: 21.3.18).

3. GRACE MARKS:

- * Grace marks will be applicable for those students who have made contribution in Co-Curricular and Extra Curricular activities/ Sports at State/National/International level.
- * No grace marks shall be awarded to a student to become eligible for 'COMPARTMENT EXAM' or to pass the 'COMPARTMENT EXAM'.

4. COMPARTMENT EXAMINATION:

- * A student scoring less than 33% marks. (Annual Examination as well as Cumulative Score) in one or two subjects will be placed in the 'COMPARTMENT CATEGORY'.
- * A student can be given 'COMPARTMENT EXAMINATION' in a maximum of two failing subjects and the exam will be administered only once.
- * Out of the five main subjects, a student who fails in Theory, he/she will be placed in Compartment in Theory, if a student who fails in Practical or is absent, will be placed in compartment in Practical as well as

TEACHER'S DIARY

Theory. ‘

* If the student secures 33% marks in the subject in which he/she has taken the ‘COMPARTMENT EXAMINATION’, disregarding the marks of Half Yearly & Annual Exams, he/she shall be declared successful in the ‘COMPARTMENT EXAMINATION’ and promoted to the next higher class.

5. RULES REGARDING ABSENCE DURING EXAMINATION:

* In case a student is unable to appear for one or more subject(s) in the Half Yearly Examination on medical grounds (duly supported by a medical certificate issued by a Registered Medical Practitioner) / Participating in National/ State/ International Games & Sports/ Participation in co-scholastic activities at Interschool Level, a Mismuster will be awarded only after due verification. The decision of the Head of Institution will be final.

* A student who is on leave on medical grounds (duly supported by a medical certificate issued by a degree holder doctor) at the Annual Examination in one or more subjects shall be allowed to take Mismuster in the subject(s) in which he/she had been on leave on medical grounds.

* Absence in the examination or a part thereof; A medical certificate is to be submitted within two working days of the date of absence at the exam, otherwise it will be considered willful absence and no Mismuster will be permitted.

6. ESSENTIAL REPEAT:

A STUDENT OF CLASS XI WHO DOES NOT ACHIEVE THE QUALIFYING MARKS (33%) IN THREE OR MORE SUBJECTS WILL BE PLACED IN THE ESSENTIAL REPEAT CATEGORY AND WILL NOT BE ELIGIBLE FOR COMPARTMENT EXAM. A STUDENT WHO IS NOT ABLE TO SCORE THE QUALIFYING MARKS (33%) IN ONE/TWO SUBJECTS OF COMPARTMENT EXAMINATION SHALL ALSO BE PLACED IN THE ESSENTIAL REPEAT CATEGORY & WILL BE DETAINED IN THE SAME CLASS DURING THE NEXT ACADEMIC SESSION.

7. ADDITIONAL SUBJECTS:

* A student may enroll in class XI with 6/7 subjects and will appear for the subject at the Half Yearly as well as Annual Examination. He / She will have to score the qualifying marks i.e. 33% to continue with the 6th/7th subject in Class XII.

* If a student fails in any of the Elective Subjects, then the marks of the Elective may be replaced by the 6th Additional Subject and the result of Class XI will be computed accordingly.

* The student if promoted to class XII will not be allowed to pursue the subject in which he has not scored the qualifying marks in class XI. PS: No request for change of a subject will be entertained once the registration of the student is completed with CBSE in the month of August / September (Refer to CBSE Circular no. CBSE/RO/DDN/E-BL-2015 Dtd:15.05.2015)

MISMUSTER POLICY (SR. SECONDARY)

CASE-1 Missed a test due to participation in the Inter-School Competitions (Sports / Co-scholastic)

POLICY Eligible for mismuster exam in the concerned subject

CASE-2 Missed a test for being Medically Indisposed (e.g., ill, accident or fracture minimum of 2 days leave).

POLICY a. Three out of four-unit tests are included for final promotion.

Missed Two UTs in the same Subject, eligible for Mismuster in the concerned Subject.

NOTE The school policy stated at (a) and (b) is subject to submission of a Medical certificate from a registered practitioner, within 48 hours.

CASE -3 Missed a Test due to death in the immediate family

POLICY Eligible for Mismuster Exam in the respective subject, subject to submission of application within a day to the school. The school authority has the right to ascertain the facts in its own way to arrive at a conclusion for according the Mismuster Exam.

CASE- 4 Missed a test due to marriage in the family, traveling outstation or any other personal reasons other than stated above.

POLICY There will be No Mismuster Examination. The Report Card will showcase the status of Missed Test as 'ABSENT'.

CASE-5 Only applicable to Class XII students.

POLICY All medical cases to appear for improvement exam. Failing to do so, the school will not be liable to release Clearance Certificate, Provisional T.C and other essential documents at the end of the term.

CASE-6 New admission (XI -XII)

POLICY The new admissions (For Cls XI - XII) are eligible for Mismuster exam.

CASE-7 If any exam for SA I/ Half yearly is missed, retest as per the schedule drawn for the Eligible Students (Cases 1, 2, 3)

CASE-8 If any exam for SAII/ Final is missed, Eligible Students to be tested along with the Compartment Cases. (Cases 1, 2, 3)

TEACHER'S DIARY

EXAM CELL GUIDELINES (VI-XII)

Submission of Question Papers

1. All staff members (teaching faculty) are required to submit Q.Ps as per the format circulated by the Exam Cell, (attached as Annexure- I), two weeks prior to the date of examination.

Teachers are required to mail the question paper to the exam cell after getting it approved by their respective Reporting Officers. The approved hard copy is to be submitted to the exam cell along with the softcopy.

2. All paper setters are required to ensure that the Q.P is zero error. They may / may not seek approval of the HOD, but the onus of a Zero Error Q.P. lies with the paper setter.
3. The Q.Ps will be photocopied by the Exam Cell on either Tuesday or a Wednesday, preceding the day of the examination (at least 4 days prior to the exam) on receipt of hard copy of the question papers duly vetted by the Reporting Officers.

Collection of Answer Scripts

1. Once the examination is over, Class Teachers are supposed to count the answer scripts and submit the same to the Exam Cell immediately after exam. Teachers are supposed to mention the attendance, name of absentees in the Exam Cell register at the time of submission of answer sheets. The Staff is not permitted to ask the students to count the answer sheets and submit the same to the Exam Cell.
2. The Evaluating Teachers are required to count and collect their respective answer scripts from the Exam Cell on the day of the exam before dispersal. In case the answer scripts are not collected, an entry to that effect will be made in the exam cell register by Exam Cell I/C.

Submission of Checked Answer Scripts

1. Teachers are required to evaluate the answer scripts within 48 to 72 hours from the day of the examination.
2. In case, a teacher has more than one bundle for correction, then additional time of 2 days per bundle may be allowed.
3. The nominal roll, neatly written and complete in all respects, should be submitted to the Class Rep for record purposes, after showing the answer scripts to the students and incorporating any corrections. All Class Reps are required to forward the record of nominal rolls to the respective HMs / VPL / PPL on each Monday.
4. A proforma bearing the names of the students who have been permitted mismatch is to be maintained by the Exam Cell I/C after each round of unit exam and Half Yearly Examinations.

Policy on the use of unfair means by students during Examinations.

If a student is found involved in using unfair means like

- Writing on the desk before the start of the exam.
- Speaking outside the examination hall during the examination while granted permission to go out e.g. washroom, etc.
- Exchanging question paper / books (in case of open book examination) during examination
- Use of electronic communication devices for any purpose whatsoever.
- Use of paper slips containing examination relevant material
- Other offences of similar nature and intensity.

Disciplinary action will be taken against the child. The paper in which the student is caught using unfair means will be cancelled and zero marks will be awarded in that paper. If a child is found repeating the offence, he / she will be debarred from taking all the remaining exams.

TEACHER'S DIARY

Feeding of Marks

After the answer scripts have been shown to the students and the corrections made, if any, the marks awarded must be fed in My Classboard software on an immediate basis. No reminders will be given for the same.

Marking Technique

1. Evaluation is to be done as per instructions provided in the marking scheme only.
2. If a question has parts, marks must be awarded on the right-hand side for each part. Marks awarded to different parts of a question should then be totaled up, written and circled on the left hand margin of the answer concerned.
3. If a question does not have any parts, marks for that question must be awarded on the left-hand margin of the answer and may be circled.
4. If a child has attempted an extra question, the answer deserving more marks should be retained and the other answer be scored out.
5. In case of an incorrect answer, the teacher must write the correct answer in the answer script of the student.
6. In case an answer does not deserve any marks, it should be crossed and a zero should be written in the left-hand margin.
7. Teachers must cross out all empty/ unused spaces in the Answer Scripts.

Duties & Responsibilities within the Exam Cell

- Middle and Secondary Department : Mr. Umesh Verma and Ms. Komal Mendiratta
- Senior Sec. Department (XI-XII) : Ms. Neha Gupta and Ms. Anita Panda
- Mismuster Exam (VI-X) : Mr. Umesh Verma and Ms. Komal Mendiratta
- Mismuster Exam (XI-XII) : Ms. Anita Panda
- Photocopying of Questions Papers : Mr. Sunder & Mr. Deepak
- Stapling : Mr. Deepak, Mr. Sunder, Mr. Harinder
- Distribution / Collection of Papers : Mr. Deepak, Mr. Ompal, Mr. Harender
Mr. Dipti, Mr. Sunder & Mr. Debraj
- Distribution of Answer Scripts : Mr. Deepak, Mr. Ompal, Mr. Harender, Mr. Dipti, Mr. Sunder
- Packing of Question Papers : Mr. Dipti, Mr. Ompal
- Printing of Assignments / Circulars : Mr. Dipti Singh

Dates of Printing / Packing will be assigned by the Overall I/ C, Exam Cell.

TEACHER'S DIARY

Yearly Schedule of Counselling Cell 2022-23

MONTH	TOPIC	CLASSES
APRIL	SELF CARE AND WELL BEING	VI-IX
MAY	KEEPING MY BODY SAFE	IV-V
	CYBER SAFETY	VI-VIII
JULY	AWARENESS ABOUT POCSO ACT	VI-VII
AUGUST	GENDER SENSITIVITY	IV-V
	RELATIONSHIPS AND ATTRACTION	IX-X
OCTOBER	MANAGING ANGER	VII-VIII
	BEING ASSERTIVE-COPING WITH PEER PRESSURE	VI-VII
NOVEMBER	EFFECTIVE INTERPERSONAL COMMUNICATION	VIII-IX
DECEMBER	CAREER FAIR	IX-XII
JANUARY	PREPARING FOR EXAMS- ROLE OF STUDY SKILLS	X -XII

TEACHER'S DIARY

POLICY FOR STUDENTS WITH LEARNING DISABILITY VI-XII (2022-23)

The Central Board of Secondary Education is extending several exemptions/ concessions to Spastic, Visually impaired, Physically Handicapped, Dyslexic, Autistic and candidates with disabilities as defined in PERSONS WITH DISABILITIES ACT 1995 with regard to both Secondary School Examination and Senior School Certificate Examination.

General Instructions and Concessions

Medical Certificate: The medical certificate issued by the following agencies/ organizations will be considered for granting concessions to Differently abled candidates:

- i. Disability Certificate(s) issued by Government hospitals controlled by either the Central or State Governments;
- ii. Disability Certificate(s) issued by Recognized institutes of national level viz National Association for the Blind, Spastic Society of India etc; and
- iii. Disability Certificate(s) issued by Non-governmental Organization s/ practitioners registered with Rehabilitation Council of India/ Central Government/ State Government of the Respective State.
- iv) The disability certificate issued by the competent authority at any place shall be accepted.
- v) The proforma of the certificate regarding physical limitation for an examinee

Scribe and Extra time

- i. Spastic, Visually Impaired, Physically Handicapped, Dyslexic, Autistic and candidates with disabilities as defined in THE RIGHTS OF PERSONS WITH DISABILITIES ACT 2016 are permitted to use a Scribe or allowed Compensatory time as given below or both :
 - For paper of 3 hours duration 60 minutes
 - For paper of 2½ hours duration 50 minutes
 - For paper of 2 hours duration 40 minutes
 - For paper of 1½ hours duration 30 minutes
- ii. Autistic candidate is permitted to use the services of a scribe or an Adult prompter.

Appointment of Scribe and Related Instructions

- i. A person to be appointed as scribe should not have obtained his/ her qualifications in the same subject (s) in which the candidate shall be appearing for the examination.
- ii. Candidate shall have the discretion of opting for his own scribe or request the examination centre for the same and shall have the flexibility in accommodating change in scribe in case of emergency.
- iii. Candidate shall also have the option of meeting the scribe a day before the examination. The candidate shall also be allowed to take more than one scribe/reader for writing different papers specially for languages. However, there can be only one scribe per subject.
- iv. The person with benchmark disabilities opting for own Scribe/Reader should submit the detail of the own scribe/Reader as per proforma
- v. Centre Superintendent of the examination centre concerned shall forward to the concerned Regional Officer of the Board, a report giving full particulars of the candidate and of the scribe
- vi. Suitable room shall be arranged for the candidate for whom a scribe is allowed and a separate Assistant Superintendent shall be appointed by the Centre Superintendent to supervise his/ her examination.
- vii. Services of Scribe shall be provided free of cost
- viii. The Scribe shall be paid by the Board remuneration as prescribed from time to time.

Other General instructions/ facilities

- i. To facilitate easy access, a few selected schools are made examination centers for special students.
- ii. Teachers from schools for visually impaired are appointed as Assistant Superintendent(s) (Invigilators) at the special examination centers. However, precaution is taken to appoint different subject teachers on different days.
- iii. Answer books of differently abled candidates are sent separately by the Centre Superintendents
- iv. A separate column is provided on the title page of the answer book for indicating the category of differently abled

TEACHER'S DIARY

- candidates.
- v. Visually Impaired candidates are permitted use of screen reading software (like JAWS- Job Access with Speech) with prior approval of the Board. They also have the facility of using a computer or a typewriter for writing answers.
 - vi. Use of calculator is not permitted in any of the examinations conducted by the Board
 - vii. For Categories of disabilities for which Computer is permissible please refer to the Annexure C
 - viii) Computer will be allowed as per the actual need and skills of the students with disabilities duly supported by certificate issued by registered medical practitioners / qualified psychological consultants recommending use of Computer facility for writing the examination citing the ground on which recommendation for use of computer has been made. Such permission shall be subject to the followings: -
 - (a) Use of computer shall be limited to only for typing answers, for viewing the questions in the enlarged font size, for listening the question items. Concerned candidate shall bring his / her own computer or laptop duly formatted and the Centre Superintendent shall allow such candidate after an inspection by the Computer teacher and the same teacher may do the monitoring of the use of the computer. Centre Superintendent may compensate for the loss of time, if any, and record the same.
 - (b) The computer / laptop brought by the candidate will not have any internet connection so as to maintain the sanctity of the examination.
 - (c) The candidate shall use the computer / laptop only for the purpose for which permission has been taken.
 - (d) Such requests along with specific recommendation by the competent medical authority / qualified psychological consultants, shall be sent to the concerned CBSE Regional Office.
 - (e) Responsibility for use of computer shall lie on the candidate and Board shall not be liable for any consequences arising out of any mis-happening on account of use of computer.
 - ix) Provision of Reader to read the question paper in case student with disability does not want scribe facility will be allowed but the role of such Person will be limited to Reading of question Paper. Request for such permission should be made by the candidate through Principal with specific recommendation by the registered medical practitioners / authorized psychologist. Such cases will be referred to the CBSE Regional Office by the school Principal and permission will be accorded on case to case basis based on merit. Such candidates will not be allowed to use scribe facility.
 - x) For Categories of disabilities for which relaxation in attendance is permissible please refer to Annexure-C. Relaxation in attendance up to 50% may be considered for candidates with disability who are unable to attend the school for prescribed days. Such recommendations with attendance details must come from the Principal of the school of the candidate along with supporting certificate from the registered medical practitioner/authorized psychologist.

Fee Registration and Examination fee (IX, X, XI, XII) will not be charged from Visually Impaired student

POLICY FOR LEARNING DISABILITY: CLASSES VI-X

Exemption from third language:

Exemption from examination in the third language from Classes VI to VIII is granted to:- Visually impaired candidates , Candidates suffering from speech / hearing defects, Dyslexic candidates, Candidates with disabilities as defined in THE RIGHTS OF PERSONS WITH DISABILITIES ACT 2016.

NOTE: Exemption from a subject should be sought by the consent of the parent in the beginning of the academic session. Exemption shall not be granted mid- session or for the purpose of promotion to the next grade due to inability of obtaining qualifying marks.

Flexibility in choosing subjects

Candidates with visual and hearing impairment, Spastic, Dyslexic, Autistic and candidates with disabilities as defined in THE RIGHTS OF PERSONS WITH DISABILITIES ACT 2016 have the option of studying one compulsory language as against two.

This language should be in consonance with the overall spirit of the Three Language Formula prescribed by the Board. Besides one language any four of the following subjects be offered". Mathematics, Science, Social Science, another language, Music, Painting, Home Science, Foundation of Information Technology, Commerce(Elements of Business),

TEACHER'S DIARY

Commerce (Elements of Book Keeping and Accountancy), E-Publishing and E-Office (English), E-Publishing and E-Office (Hindi), Information and Communication Technology (ICT-166), any one out of Retail (NSQF) and Information Technology (NSQF)

Bonafide residents of Delhi appearing as Private candidate as per provisions of Examination Byelaws cannot take subjects having Practical Component at Secondary level. However, candidates with disabilities as defined in the Examination Byelaws have the option of taking up Music, Painting, Home Science as the subjects of study.

Physio-therapist exercises are considered as equivalent to Physical and Health Education course of the Board.

Alternate questions/Separate Question Paper

- Alternative type questions are provided in lieu of questions having visual inputs for Visually Impaired candidates in the subjects of English Communicative and Social Science. Separate question papers in enlarged print are provided in the subjects of Mathematics and Science.
- With effect from 2020, in lieu of large font Question Papers, candidates will be allowed to use magnifying glasses/portable video magnifiers.

POLICY FOR LEARNING DISABILITY: CLASS XII

Flexibility in Choosing subjects

Bonafide residents of Delhi appearing as Private candidate as per provisions of Examination Byelaws cannot take subjects having Practical Component. However, candidates with disabilities as defined in the Examination Bye-laws have the option of taking Music, Painting, Home Science as the subjects of study.

Separate question paper and questions in lieu of practical component Visually Impaired candidates are –

- given separate question papers containing Multiple choice questions based on Practical component in lieu of practical's in the subjects of Physics, Chemistry and Biology
- Question papers administered in the subjects of Physics, Chemistry, Mathematics and Biology are without any visual input
- Alternative type questions are provided in lieu of questions having visual inputs in the subjects of History, Geography and Economics

Students studying in schools affiliated to the Board and desirous of availing the exemptions/ concessions should approach the concerned Regional Office of CBSE through the Head of their Institution preferably while in Class IX and/ or XI. The request should be supported by relevant medical certificate and recommendation from the Head of the School/ Institution. Only those students would be considered for grant of exemption/ concession in whose respect relevant category has been entered during registration in Class IX and/ or XI.

TEACHER'S DIARY

CENTRAL BOARD OF SECONDARY EDUCATION

CBSE/Coord/112233/2019

Dated: 12.04.2019

CIRCULAR

Subject: Exemptions/Concessions extended to Persons with Benchmark Disabilities for Class X & XII Examinations conducted by the CBSE and Standard Operating Procedure

Students studying in schools affiliated to the Board and desirous of availing the exemptions/concessions should approach the concerned Regional Office of CBSE through the Head of their Institution preferably while in Class IX and/or XI. The request should be supported by relevant medical certificate and recommendation from the Head of the School/Institution. Only those students would be considered for grant of exemption/concession in whose respect relevant category has been entered during registration in Class IX and/or XI.

Advisory to schools as per the Guidelines of Inclusive Education of Children with Disabilities (IECD):

- a. Ensure that no child with special needs is denied admission in Mainstream Education
- b. Monitor enrolment of disabled children in schools
- c. Schools to provide support through assistive devices and the availability of trained teachers
- d. Modify the existing physical infrastructure and teaching methodologies to meet the needs of all children including Children with Special Needs
- e. Ensure that the school premises are made disabled friendly by 2020 and all educational institutions including hostels, libraries, laboratories and buildings have barrier free access for the disabled
- f. Ensure availability of Study material for the disabled and Talking Text Books, Reading Machines and computers with speech software
- g. Ensure adequate number of sign language interpreters, transcription services and a loop induction system for the students with Speech Language disability
- h. Revisit classroom organization required for the education of Children With Special Needs
- i. Ensure regular in-service training of teachers in inclusive education at the elementary and secondary level.

CBSE has 16 Regional Offices which deal with matters of different states. Contact number, jurisdiction and address of Regional Offices is available on the website of CBSE i.e. www.cbse.nic.in. CBSE has also a Helpline 1800-11-8002 which is functional on all working days from 9 AM -5.30 PM.

STANDARD OPERATING PROCEDURE FOR AVAILING EXEMPTIONS

STEP I : Parents should go through the consolidated instructions issued by CBSE.

STEP II: Parents get the child examined by the Competent Medical Authority and obtain requisite Medical Certificate of Disability.

STEP III: For availing any exemption, parents will have to make a request to school alongwith copy of certificate of disability by latest by 7th July, 2019. The draft application is annexed at Annexure-D. School will acknowledge the request made by the candidate.

STEP IV: School will forward the request to concerned Regional Office of the Board latest by 15th July, along with specific recommendation. In case of rejection by the school, the same should also be sent to Board along with reasons of such rejection.

STEP V: Regional Office will examine the request in accordance with the rules of the Board.

In case of rejection, reasons for the same will be intimated.

Dr. SANYAM BHARADWAJ
CONTROLLER OF EXAMINATIONS

TEACHER'S DIARY

CENTRAL BOARD OF SECONDARY EDUCATION

CBSE/JS/Coord/16Feb/EC/2018

Dated : 27.02.2018

NOTIFICATION

Principals/ Heads of the Institutions All CBSE affiliated Schools

The Examination Committee of the Board in its meeting held on 16.02.2018, resolved to consider granting following additional concessions/ facilities for Candidates with Special Needs (CWSN) Category from the examination year 2018 and onwards

- A. USE OF COMPUTER IN WRITING the examination as per the actual need and skills of the students with disabilities.

It may be allowed as per the actual need and skills of the students with disabilities duly supported by certificate issued by registered medical practitioners/ qualified psychological consultants recommending use of Computer facility for writing the examination citing the ground on which recommendation for use of computer has been made. Such permission shall be subject to the followings.

- I. Use of Computer shall be limited to only for typing answers, for viewing the questions in the enlarged font size, for listening the question items. Concerned candidate shall bring his/ her own computer or laptop duly formatted and the Centre Superintendent shall allow such candidate after and inspection by the Computer teacher and the same teacher may do the monitoring of the use of the Computer. CS may compensate for the loss of time if any and record the same.
- II. The computer / laptop brought by the candidate will not have any internet connection so as to maintain the sanctity of the examination.
- III. The candidate shall use the computer/ laptop for the purpose for which permission has been taken.
- IV. Such requests along with specific recommendation by the registered medical practitioners/ qualified psychological consultants, shall be sent to the Centre Superintendent (CS) by the Candidate through school. Concerned CBSE Regional Office, will examine the case based on merit and obtain CBSE HQ approval or otherwise based on merit and documents.
- V. Print out of the answer written by the candidate using computer will be arranged by the Centre Superintendent and each page of the print will be signed by the Invigilators, Computer teacher, CS mentioning Total pages, Roll No, Subject, Subject Code, QP code and Centre Code etc. on the top cover page.

PROVISION OF READER IN case student with disability DOES NOT WANT THE FACILITY OF SCRIBE and need a person to read the question paper.

Provision of Reader to read the question paper in case student with disability does not want scribe facility, may be allowed but the Role of Such Person Will Be Limited To Reading of Question Paper. Centre Superintendent will make arrangement for proper invigilation in such cases. Request for such permission will be made by the candidate through principal with specific recommendation by the registered medical practitioners/ authorized psychologist. Such cases will be referred to the CBSE RO by the school principal and permission may be accorded by the CE, CBSE on case to case basis based on merit. Such candidates will not be allowed to use scribe facility.

RELAXATION IN MANDATORY ATTENDANCE may be granted if any student with disability could not attend the school for prescribed days.

Relaxation in attendance upto 50% may be considered and allowed at RO level to such candidates with disability who could not attend the school for prescribed days. Such recommendations with attendance details must come from the Principal of the school of the candidate along with supporting certificate from the registered medical practitioners/ authorized psychologist. Cases less than 50% attendance along with supporting documents, may be referred to the HQ for consideration and approval or otherwise by the Controller of Examinations. CBSE.

(K.K. CHOUDURY) CONTROLLER OF EXAMINATIONS

TEACHER'S DIARY

INTERNATIONAL SCHOOL POLICY

- Besides academic excellence and intellectual development, the school endeavors to help each child discover and develop one's innate talent and abilities. It seeks to instill in the children proper habits, positive attitude and values such as truthfulness, unselfishness, self-respect, self-control, sense of duty, good manners, fair play, team spirit, dignity of labour, punctuality, compassion, freedom of mind and a rational and scientific approach.
- Bal Bharati Public School strives towards holistic development of students focusing on scholastic and co-scholastic areas of education. Playing an important role of a facilitator the school encourages learners to set the pace of learning, facilitating them to enter into the realms of creativity and cultivate a scientific temperament.
- Conscious effort is made to foster pride in and love for the country and its great heritage and tradition, tolerance epitomized in the noble phrase "Sarvasva Parivaar." The whole world is one family.

Following are the components of the School's International Policy:

- To develop enquiry and critical thinking skills, create a caring attitude and equip students with the necessary life skills to become global citizens.
- To practice peace and harmony and resolve conflicts in the Gandhian way.
- To work towards the conservation of the earth and its resources.
- Endeavour to integrate universal values and international dimension into the school curriculum and facilitate greater avenues of knowledge and learning.
- Promote respect and make efforts to preserve the world we live in.
- Foster appreciation of diverse global cultures.
- Promote respect for universal values and human rights.
- Promote greater interaction through students - teacher exchange programmes and make learning more dynamic.
- Facilitate co-operative learning growth and development, transcending boundaries.
- Encourage creation of links with schools in other countries and provide an opportunity for foreign students to visit and study in our school.
- Promote innovative teaching learning methodology.
- Facilitate a scientific temperament amongst students along with provision of greater vistas for communicating with people from different backgrounds.
- Provide greater information on educational and career opportunities available beyond the domestic frontiers.

***The School received the ISA Award for the third consecutive year.
A commendable feat indeed!***

TEACHER'S DIARY

STREAM ALLOCATION (CLASS XI – SESSION 2022-23) **- Know about the Stream and Subject after Class-X**

Dear Parent,

As per NEP 2022, and CBSE scheme of studies, there will be no hard demarcation of streams, students will be allowed to offer any combination of subjects from any streams i.e. Arts, Commerce and Science.

The school proposes to offer the following subject combinations as listed below **for Class XI during the Academic Year 2022-23**. All Class-X students (2021-22 batch) will become eligible for **Provisional Admission**, based upon **PB-II scores**.

OPTION - I SCIENCE STREAM (XI A)	
1.	ENGLISH (CORE)
2.	PHYSICS
3.	CHEMISTRY
4.	STANDARD MATHEMATICS
5.	COMPUTER SCIENCE (Python) / ARTIFICIAL INTELLIGENCE
6.	GENERAL STUDIES
7.	WORK EXPERIENCE
8.	PHYSICAL AND HEALTH EDUCATION

OPTION - II SCIENCE STREAM (XI B)	
1.	ENGLISH (CORE)
2.	PHYSICS
3.	CHEMISTRY
4.	STANDARD MATHEMATICS / PSYCHOLOGY (ANY ONE)
5.	BIOLOGY/ ECO./FINANCIAL MARKETING MANAGEMENT (ANY ONE)
6.	GENERAL STUDIES
7.	WORK EXPERIENCE
8.	PHYSICAL AND HEALTH EDUCATION

NOTE : A STUDENT OPTING FOR SCIENCE STREAM SHOULD SCORE A MINIMUM OF 80% IN AGGREGATE IN PRE-BOARD-II EXAMINATION AND 80% AND ABOVE IN MATHEMATICS AND SCIENCE.

OPTION - III COMMERCE STREAM (XI C)	
1.	ENGLISH (CORE)
2.	ACCOUNTANCY
3.	BUSINESS STUDIES / ENTREPRENEURSHIP / INFORMATICS PRACTICES
4.	STANDARD MATHEMATICS/ PSYCHOLOGY / LEGAL STUDIES (ANY ONE)
5.	ECONOMICS / FINANCIAL MARKETING MANAGEMENT
6.	GENERAL STUDIES
7.	WORK EXPERIENCE
8.	PHYSICAL AND HEALTH EDUCATION

Note :
A STUDENT OPTING FOR COMMERCE STREAM MUST SCORE 80% IN AGGREGATE IN PRE-BOARD-II EXAMINATION AND FOR OPTING MATHS SHOULD SCORE 80% AND ABOVE IN MATHEMATICS.

OPTION - IV HUMANITIES STREAM (XI D)	
1.	ENGLISH (CORE)
2.	POLITICAL SCIENCE
3.	HISTORY / ENTREPRENEURSHIP / INFORMATICS PRACTICES (ANY ONE)
4.	STANDARD MATHEMATICS / PSYCHOLOGY / HOME SCIENCE / LEGAL STUDIES (ANY ONE)
5.	ECONOMICS/PAINTING/ FINANCIAL MARKETING MANAGEMENT (ANY ONE)
6.	GENERAL STUDIES
7.	WORK EXPERIENCE
8.	PHYSICAL AND HEALTH EDUCATION

Note:
FOR STUDENTS OPTING FOR PSYCHOLOGY, ECONOMICS & MATHEMATICS AS MAJORS, AN OVERALL SCORE OF 80% IN PRE-BOARD –II EXAMINATION AND 80% AND ABOVE MARKS IN SCIENCE & MATHEMATICS ARE A MUST.

- **PHYSICAL EDUCATION WILL BE OFFERED ONLY AS A 6TH SUBJECT.**

- Please find attached the **Provisional Admission Form** for Provisional Admission to Cl-XI. The **last date for submitting the application form to the school is 31.03.2022**. The application forms can be downloaded from the school website. Kindly note, failing to submit the form by 31.03.2022, the seats will be allotted to external candidates.

- A noticeable trend of shifting out students after Cls X to Delhi Schools in Cl XI which was observed earlier has faded completely. This is to inform that now shifting out is of no consequence, since all the prestigious competitive exams are held on an All India Basis and the merit list is prepared accordingly. **HOWEVER, PARENTS DESIRING TO SHIFT THEIR WARD OUT OF THE SCHOOL AFTER CL X MAY APPLY FOR TRANSFER CERTIFICATE BEFORE 31.03.2022. PLEASE NOTE, PARENTS APPLYING FOR TRANSFER CERTIFICATE IN THE MONTH OF MAY / JUNE WILL COME UNDER THE AMBIT OF FEE PAYMENT FOR THE MONTH OF APRIL, MAY & JUNE, 21 (1ST QUARTER).**

- **The Stream Allocation list for Session 2022-23 will be put up on the school website on 23 May, 2022.**

- All PROVISIONAL ADMISSION FORMALITIES are to be completed latest by 30.05.2022. The Final Admission in Class XI only stands confirmed subject to passing the Class-X Board Examination. Upon declaration of the CBSE results, those students qualifying the school criteria and wanting to shift in a stream of their choice, are to contact the office of Vice Principal.

- **CLASS XI COMMENCES W.E.F 04.07.2022**

TEACHER'S DIARY

WHAT IS EXPECTED OF A MEMBER OF BAL BHARATI PARIVAAR

Planning each and every activity in advance is the characteristic of an efficient and disciplined person. Planning your lessons and inculcating good habits and sound values in our students is of utmost importance.

All teachers must consider it their duty to maintain the tone of discipline of the institution at all times. Students who willfully break the school rules must be dealt with strictly by all the teachers acting with a unified purpose.

"Preach not, what you, practise not."

A teacher is looked upon as a role model and is expected to act as one. Hence, it is imperative that we DO NOT :

1. Arrive late for the Morning Assembly which all teachers are required to attend and which marks the beginning of the work of the school each day. (In fact every teacher is expected to arrive 5 minutes before the first bell.)
2. Remain absent from school without prior permission or arrive late to any class or leave school during school hours without permission.
3. Undertake private tuition or private employment or business activity.
4. Neglect correction of class work or home work.
5. Enter into any monetary transaction or receive any gift from any student or parent.
6. Behave or encourage or incite any student, teacher or other employee to behave, in a rowdy or disorderly manner in the school premises.
7. Organise or attend any meeting during the school hours except where he/ she is required, or permitted by the Head of the school to do so.
8. Miss House/ School functions as and when they are held.

TEACHER'S DIARY

ATTENDANCE REGISTER

GUIDELINES FOR TEACHERS

A. How to complete the Attendance Register at the end of the month

- Calculate the total no. of attendance for the month by adding the attendance of each student for the month & mark it as 'A'

- Daily average attendance (B) =
$$\frac{A}{\text{No. of meetings}}$$

- Average attendance in percentage(C) =
$$\frac{B \times 100}{\text{No. of students}}$$

B. How to mark the attendance in case of major events.

- In case of major events like Annual Day, Annual Fete, Sports Day, etc. when only participants are required to be called for rehearsals, they are to be marked as present & those participants who do not come are marked absent. This will be counted for the attendance of the month. The non- participants will be marked as 'PL' & the attendance to be added for that month.
- In case of preparatory leave (s) for examinations, 'Prep leave' is to be marked in the attendance register but counted for the total attendance of that month.
- In case of PTA meetings, it will be marked in the register but not counted for that month.
- **'PL' stands for permitted leave.**

TEACHER'S DIARY

MONTHLY MEETING SCHEDULE SESSION: 2022-23

S NO.	DEPARTMENT / FACULTY	STAFF TO ATTEND	DATE / TIME / VENUE
1	Coordination Committee Meetings	VPL, HM-1, HM-2 A.O / E.O. and Transport I/ C	30th of each month (02.30 p.m. onwards) VPL Room
2	Class Reps	All 'A' Section Teachers (Mont. I to Class XII)	3rd Saturday of each Month XII-D
3	HODs	All HODs (Pr/ Sr School) & HM (Sr.) HM (Pr)	1st Saturday of each month (01.00 p.m. onwards) VPL
4	House Meetings	House Wardens, Asstt. House Wardens, House Reps and House Coordinators	4th Monday of each month (2.20 p.m. onwards) XII-D
5	General Body Meeting	All Staff Members / Admin Block / A.O./ Transport I/ C (PPL/ VPL/ HM (Sr.), HM (Pr.) HM (PP)	05 May, last working day of August, October, January and March 4th Friday of each month Auditorium
6	Pre Primary and Primary Dept. Meeting	Concerned Staff (PPL/ VPL)	(2.20 p.m. onwards) -----
7	Sports Dept. Meeting	Members / Coaches (Part Time and Full Time)	3rd Tuesday of each month (02.20 p.m. onwards) VPL Room
8	Student Council	Student Council, VPL Deputy Council, HM (Sr.) Student HM (Pr.)	4th Friday (Zero Period) Mrs. D. Kaushal and Ms. M. Gulati XII-D
9	Clubs	VPL, HM-1, HM-2, Clubs I/ C	4th Tuesday of each month 2:30 p.m. onwards XII-D

The venue for General Body meeting will be in the Auditorium. MOMs are to be raised by concerned HMs or nominee teacher of the HM and forwarded to Principal's Desk within 48 hours.

TEACHER'S DIARY

DUTIES & RESPONSIBILITIES

You will assist the Vice Principal/ Head Mistress in all activities pertaining to your department which are as under:

HEADS OF THE DEPARTMENTS

1. Execution of the Calendar of the activities and the programme of the school in consultation with the Vice Principal/ Headmistress.
2. Record of Casual Leave, Short Leave, Late Coming of the concerned teachers.
3. Allotment of duties to the teachers and preparation of students with the help of colleagues for different competitive examinations.
4. Involve maximum number of your colleagues in school activities in order to create a team spirit amongst them.
5. Guide, arrange and assist the teachers also by way of seminars, workshops and for their professional growth.
6. Make timely and efficient arrangements for supply of equipments of Audio Visual Aids.
7. Consumable and Non Consumable stock registers to be maintained properly.
8. To see that substitution periods are taken sincerely and seriously.
9. Punctuality, regularity & the turn out of the students to be checked regularly.
10. Ensure proper induction of new staff members.
11. Ensure completion of syllabus is completed on time in all the classes.
12. Judicious usage of Extra Marks modules.
13. Have regular weekly meetings with Department Members.

CLASS REPRESENTATIVES

1. Check class attendance registers and reports of students and forward these on the last working day of every month to the H.M./ V.P.
2. Supervision and appraisal of class teaching / written work assignments, Confidential files and students diaries. Prepare report, discuss with the teacher and submit the report.
3. Organise evaluation of weekly test papers and compilation of results along with checking and signing of Report Cards.
4. Interact with parents, teachers and students in matters of progress of the ward, discipline, sickness, accident, missed bus/ auto, loss of property
5. Review and take measures for the health and safety of the children especially with regard to bus travel, excursions and tours.
6. Organise Special classes for weak as well as talented students.
7. Arrangements for P.T.A. meetings.
8. Submission of periodic reports on time.
9. To see that substitution periods are taken sincerely and seriously.
10. Punctuality, regularity & the turn out of the students to be checked regularly.
11. To see that the students & the teachers are punctual in reaching the assembly ground for the assembly or any other occasion.
12. To ensure the inception, maintenance and functioning of the class library. The same to be passed on to the next class with proper record of the number of books etc.
13. Teachers Day & Farewell (for class rep. of class XII) Dress code for the students of class XII.
14. To ensure that the G.K. Q's given by the class teachers are appropriate for that class.
15. To ensure that the class passes have been issued to the Class Teacher.
16. To ensure that the SUPW/ PT/ Music Dance/ Fine Arts grades have been entered by the Class Teacher.

HOUSE COORDINATOR

A House Coordinator plays an important role in strengthening the House System in a school, a system that helps in shaping the overall personality of a student in order to meet the challenges in life.

1. Periodically orient the students about the House System and motivating the students to participate in the house activities by developing the 'House Spirit'.
2. To frame and monitor the duties of the student appointments.

TEACHER'S DIARY

3. Planning and executing the inter-house activities throughout the year in coordination with the House Wardens and the 'Students' Council.
4. Disseminating information regarding the forthcoming activities, rules and number of participants per house. Arranging for judges for the various activities. Laying down the rules for the various competitions in consultation with the Heads of Departments and Sports Coaches/ Convenors.
5. Implementing a fair system of selection of participants, ensuring that the same students are not repeated in different activities, thus focusing on overall personality development for the maximum number of students.
6. Co-ordinating and conducting the morning assembly, morning games, yoga, karate and the various other clubs. Taking care that the house wardens are checking the turn out of the students, submitting the volunteer list in advance and arranging for the morning assembly.
7. Assu ring the submission of Monthly Rep ort highlighting the achievements of the students of the house at various levels (National, Zonal, Inter School, Inter House) Maintaining the record of these activities in a systematic order and displaying the House positions periodically.
8. Compiling the result of the overall House Trophy in coordination with the Class Representatives & Computer Department by the end of the session.
9. Maintaining the House Trophies and ensuring that they are displayed at the right place and time. House coordinators should collect the trophies back form the House Wardens at the end of the session.
10. Organize Bal Sabha activities and guide the House Wardens to create a "Talent Bank' for the various activities.
11. Actively participate in the selection of the 'Student Appointment's - seeking recommendations; conducting group discussions, group tasks and interviews; and tabulating the results along with the chancellor.
12. Organizaing the Investiture ceremony of the new appointments
13. Holding regular meetings with the Student Appointments and guiding them to work collaboratively as a team.

HOUSE WARDENS

A House Warden has a very important role to play in the overall deployment of the personality of student. Each member of the house must work towards the individual's growth and developments of social and emotional skills of the students of their house.

1. A proper record of each activity must be maintained. The house report should be submitted monthly on the 1st Monday. A duplicate copy must be maintained. The report should be comprehensive and must record the achievements of the House.
2. Turn out and uniform should be a matter of pride. A regular check must be maintained.
3. Special Assemblies are to be organized by each House on rotation basis. Teachers must take it upon themselves to encourage students to use this platform. Preparation involves filling of the assembly proforma, preparing speakers and helping in organizaing special assemblies. All tutors must be active in maintaining discipline in the assembly.
4. Volunteer duty must be assigned to students. The House is responsible for ensuring that volunteers report regularly on time.
5. Inter-house, Inter-school competitions and other competitive and non-competitive events are essential opportunities for students to identify and enhance their talents, and also help build team-spirit. Each House works as a team to prepare students for various competitions and also organize events by rotation. All teachers must ensure that students learn how to be an appreciative and keen audience.
6. Guidance and counselling of students under their charge.
7. Organization of House Functions to recognize and highlight the achievements of the house.
8. Organisation of regular meetings of the members of the House through house meetings, picnics etc.
9. Must see the assembly speakers have innovative speech topics and they don't read out from the papers.

CLASS TEACHER

1. The Class Teacher's period is a period when a class teacher can build a close rapport with her/ his students. Hence, it should be utilized fruitfully. It is important that the teachers discuss current affairs and encourage newspaper reading in this period.
2. Class Teacher is advised to be punctual to school and to their classes. They must involve themselves in participative and interactive sessions with the students.
3. If a student is absent from school for two or more days, a Contact Card is to be sent to the parent so as to receive feedback on the reason for his/ her absence. Absence of the students to be intimated to the Class Representative immediately.
4. Class Teacher must ensure that students are always in proper school uniform. Hair cuts must be checked regularly.
5. Keeping in mind the sanctity of the teaching class, the teachers are requested not to send any student out of the class

TEACHER'S DIARY

- for any reason whatsoever in the teaching periods.
6. The test answer sheets, once collected, should be personally handed over to the class representative. In no case should they be sent through a student.
 7. The checked answer sheets should be distributed within a week of the test. The mark list should be given to the HOD only after all the corrections have been made. The mark list will be handed over to the Vice Principal/ Head Mistress and then be received by the Computer Deptt. No corrections shall be made once the marks are fed into the computer.
 8. Any money to be collected, be it for a trip, a picnic or for any other reason, is to be collected through cheque only. The cheques are then to be deposited with the Class Rep. who will deposit them in the Bank.
 9. While preparing for a speech in the Assembly, the teachers are requested to bear in mind that the speech is not a sermon but thoughts/ ideas related to their subject or any current/ important issue. Remember, our primary motive is to make our student mentally alert and socially aware.
 10. It may be kept in mind that practices for all activities and functions are to be conducted only in the Zero period or after school hours.
 11. The Dossier Files are a confidential record of a student's performance throughout his/ her school career. They should be maintained and updated on a regular basis. The marks of Half Yearly and Finals in the case of classes VI to XII are to be duly filled in. Photocopies of any certificate that a student receives should be attached in the confidential file. The teachers are advised not to hand over these files to students. The Student's Achievements Proforma is to be filled in at the end of every year.
 12. If a child has submitted the holiday homework but has failed to appear in the cycle test, only holiday homework marks out of 5 will be mentioned in the report card and the average of the next three cycle tests, will be taken out from 20 marks. For new students who have also not submitted the holiday homework the average will be taken out from 25 marks.

JOB DESCRIPTION OF ISA COORDINATOR

- To implement the International Policy comprising the action plan through projects and activities of the school along with partner schools.
- To undertake periodic appraisal of the action plan which is getting implemented.
- To establish links with schools of different countries.
- To facilitate exchange programmes to enrich the knowledge of teachers and students.
- To create an awareness in the class room teaching and activities by adding international dimension.
- To execute the action plan for international activities into well-defined projects.
- To provide a framework to strengthen the existing international dimension in the school.
- To infuse in the students the desire to learn about other countries e.g. Kazakhstan, Russia, U.S.A., China, etc.
- To help the school celebrate the rich and diverse cultural heritage and ethnic diversity within the school through assemblies, international days, multi-cultural events etc.
- To reinforce and regularly evaluate learning outcome recorded on a continuous basis.
- To set up collaborative projects with link schools, which include pen pal linkages, exchange visits, questionnaires, workshops etc.
- To motivate students to participate in various Video Conferences that are organized by Generation Global. To archive the feedbacks and maintain the records.
- To organize bilateral Video Conferences with international schools on appropriate and relevant topics.

SUBJECT COORDINATORS

Subject coordinators', in consultation with their respective HOD, are responsible for ensuring –

1. The syllabus for each cycle is covered adequately and simultaneously in all sections. All topics should be taught at least a week before the cycle test / exam in co-ordination with the syllabus book.
2. Correction work is regular and comprehensive. All notebooks are checked and returned before the tests. Follow-up work done by the students is monitored by the teacher.
3. Assignments are prepared well in advance and distributed in all sections.
4. Preparation and co-ordination of question papers for each test.
5. In case a teacher is on leave, the syllabus is covered in the sections of the concerned teacher. Also, there is co-ordination of work done in the substitution periods.
6. Holiday Homework is set in an appropriate manner and should be comprehensive and interesting.
7. Suggestion and procurement of teaching aids and resource material related to the subject.

TEACHER'S DIARY

8. Smart class modules are available and used effectively.
9. Preparation and maintenance of question banks for ready reference.
10. Planning of excursions and activities related to the subject as per syllabus.
11. Any changes / additions in syllabus prescribed by the NCERT are notified to the teachers.
12. Project work practical's and viva are conducted as per syllabus scheduled
13. Recommendation of books related to the subject for the school library, from time to time and as and when required.

DUTIES OF TRANSPORT INCHARGES/BUS INCHARGES

Keeping in view the number of accidents that take place on the roads of Noida and Delhi and also the stringent rules imposed by the Supreme Court, the role of a teacher in a school bus is very important. A teacher on bus duty must ensure the following:

- The windows and glasses of the bus should be made in such a way that no child is able to put his / her body or head outside the bus and at the same time they shouldn't be deprived of fresh air.
- Each vehicle should also have a first aid box & fire extinguisher.
- Registered seating capacity including the driver and conductor does not exceed 1.5 times.
- Presence of a conductor (who must get down to help students board the bus) at the front gate.
- Students board the bus in an orderly manner.
- List of students travelling on the route is available in the bus is kept updated at all times.
- He/ She takes a seat next to the entry or exit door to assist in observance of safety norms by the students.
- Students getting in and off the bus earlier on the route should take their seats nearer to the exit door to facilitate smoother movement.
- Attendance of the students to be taken.
- Students maintain discipline and decorum in the bus.
- The School bus starts only when all the students have safely boarded the bus.
- Physical needs of the students with disabilities are attended to.
- Bus driver obeys all traffic rules. Speed limit of 40 km ph is observed. Any violation of traffic rules or negligent driving by the driver must be brought to the notice of the School authorities.
- Keep a check whether the parents are coming to pick up their ward from the stop.
- In case of any injury in the bus, first aid is to be given to the child by the teacher.
- Only authorized students / staff members travel in the bus.
- Rear door of the bus is kept closed at all times.

TEACHER'S DIARY

DRESS CODE POLICY

Guidelines for the dress code for the staff are as follows:

- Male Staff Members : Formal wear –Shirt, Trousers, Suits, Blazers, Cardigans, Sweaters, Jackets and Formal Shoes. T-shirts, jeans, sandals and chappals should be avoided.
- Female Staff Members : Formal wear -Sari and Suits with Dupattas. Western wear, sleeveless blouse / shirt, short kurtis, palazzo flashy accessories, heavy makeup and stiletto heels should be avoided.
- Sports Teachers : Tracksuits with Sports Shoes are permitted
- ID Card : Staff members are provided with an ID Card which must be worn at all times when on duty within the school premises or when on duty or acting in an official capacity or presenting School anywhere.

Vice Principal, HMs and A.O. will have the responsibility to ensure that the dress code policy is strictly adhered to by all the staff members.

DRESS CODE FOR TEACHERS (OUTSTATION TRIP INCLUDING SOLAN)

Guidelines for dress code for the staff are as follows:

Male Staff Members:

1. Jeans / Trousers which should not be too fitted/ tight
2. Wearing of shorts not permitted

Female Staff Members:

1. No sleeveless/ deep neck / tight fitting dresses, tops, T-shirts to be worn.
2. Jeans / Trousers should not be too fit ted. They should be worn with long & loose kurtis.
3. High heeled footwear should be avoided. Comfortable flat sandals / shoes may be worn.

Following an established dress code policy will help the staff to obtain respect and credibility necessary from students and parents. Students will tend to model the behaviour and appearance they see in the classroom. An effective teacher will dress appropriately as a professional educator to model success. Your respect in the classroom begins with your appearance and you should strive to be a positive role model for each student.

FIELD TRIP GUIDELINES

Field trips and excursions shall conform to the following guidelines:

- A. Curricular, Co-Curricular, Extra-Curricular and Transitional Field Trips
1. Such trips are to be planned and submitted on a "Trip and/ or Transportation Request" for Principal's consideration. The request shall include educational value of the trip and follow-up procedures that will be used to reinforce the educational objectives, to gain approval, a field trip must align with one of the four areas listed below and adhere to the specified guidelines.
No child shall be prevented from participating in an education field trip because of lack of money.
 2. Field trips shall provide adequate teachers to give a ratio of one chaperone to every ten students. Parents can serve as chaperones but cannot be in charge of a bus. The occasion may arise when additional chaperones would be needed in excess of the one to ten ratio, such as in transporting students with special needs.
 3. When students are participating in activities that require them to be away overnight:
 - a. A school employee shall accompany the group unless each child participating is accompanied by his/ her parent.
 - b. The school will offer to provide transportation, lodging and supervision for students.

TEACHER'S DIARY

4. The Teacher I/ C of all school activities held away from home shall be responsible for returning all participants to the school after such event. However, a parent may be permitted to take his/ her child home provided the Teacher I/ C is presented with a written request assuming the responsibility for the student involved. Such a request is to be handed to the Teacher I/ C the parent or guardian at the end of the event.
5. When private cars are used to transport students, it shall be the responsibility of the Teacher I/ C and Transport Incharge of the trip to verify the following:
 - a. All drivers are twenty-five years of age or older or are parents of students participating in the trip or are school board employees.
 - b. All vehicles have current registration.
 - c. All vehicles are properly insured with a copy of the insurance card attached.
 - d. All drivers have a valid driver's license with a copy of the driver's license attached.
6. Unless it can be verified that a student's presence on a field trip would endanger the student or his/ her classmates, students are not to be excluded from field trips as a disciplinary measure.
7. When substitutes are required for teachers accompanying students on trips, professional leave requests are to be attached to the trip request.
8. Written permission shall be obtained from the custodial parent/ guardian prior to any student leaving his/ her home school during the regular school day and/ or participating in a field trip.

PROCEDURE FOR APPROVAL OF TRIPS

1. The organization shall prepare a written request to be directed to the superintendent through the school principal.
2. The principal shall recommend approval or disapproval regarding the request and submit it to the superintendent/ superintendent's designee.
3. Fund raising activities to finance a field trip or excursion shall be clearly outlined. No fund-raising activity/ activities shall be conducted prior to the approval of the principal.
4. Public announcement of such trips shall be withheld until the approval.

USE OF TRIP BUSES

1. Determine the number of buses needed:
2. Space is limited on school buses to transport equipment. Make necessary arrangements for bulky items. As per state regulations, any item too large to conveniently hold on the lap or between the feet is not permitted. Items positioned between the feet cannot be over twenty-four inches high.
3. There will be no eating or drinking on the bus at any time.
4. Football shoes will not be worn on a bus.
5. Coaches/ teachers, etc., being transported with a group are to assume responsibility in assisting the driver with proper student discipline.
6. In the event a trip is cancelled or a time is changed, contact the transportation I/ C immediately.
7. We will endeavor to meet the requested time for departure. The group to be transported is to be on time.
8. Indicate the "estimated time involved" on the trip form.
9. If overnight travel is involved, the destination should be listed as well as the place of activity and the location of lodging. Also, indicate location of restaurant facility if travel is necessary from place of activity that involves additional miles.
10. A complete list of student names and teacher escorts to be on the trip, is to be provided to the driver at the time of departure for each trip. A one-time list could be provided for athletic teams, bands, etc., that does not change. Anyone who has not been Board approved, will not be permitted on the bus. The driver must take roll call.
11. With more than one bus on a trip, all buses travelling on the same route are to leave together and return together.
12. Every effort should be made to schedule co-curricular and extra-curricular trips during non-instructional time.

TEACHER'S DIARY

POLICIES

1. ANTI-CORPORAL PUNISHMENT POLICY

The Right of children to Free and Compulsory Education Act (RTE, 2009), clearly states that no child shall be subjected to “physical punishment or mental harassment” in schools. Those officials that contravene this provision shall be liable for disciplinary action under service rules applicable to them.

It is not easy to define corporal punishment as it involves humiliation and insult which a child feels as a subject. Considering the millions of ways in which punishment is perpetrated on children in contemporary times, it is impossible to exhaust all the forms of insinuations and violence. However, following behaviour has been categorically put under Anti corporal policy of the school.

PHYSICAL PUNISHMENT is understood as any action that causes pain, hurt/injury and discomfort to a child, however light. Examples of physical punishment include but are not restricted to the following:

- Causing physical harm to children by hitting, kicking, scratching, pinching, biting, pulling the hair, boxing ears, smacking, slapping, and spanking or with any implement (cane, stick, shoe, chalk, dusters, belt, whip, giving electric shock etc.)
- Making children assume an uncomfortable position (standing on the bench, standing against the wall in a chair-like position, standing with a schoolbag on the head, holding ears through legs, kneeling etc.)
- Forced ingestion of anything (for example: washing soap, mud, chalk, hot spices etc.)
- Detention in the classroom, library, toilet or any closed space in the school.

MENTAL HARASSMENT is understood as any non-physical treatment that is detrimental to the academic and psychological well-being of a child. It includes but is not restricted to the following:

- Sarcasm that hurts or lowers the child's dignity; Calling names and scolding using humiliating adjectives, intimidation;
- Using derogatory remarks for the child, including pinning of slogans;
- Ridiculing the child with regard to his/her background or status or parental occupation or caste;
- Ridiculing the child with regard to his/her health status or that of the family – especially HIV/AIDS and tuberculosis;
- Belittling a child in the classroom due to his/her inability to meet the teacher's expectations of academic achievement;
- Punishing or disciplining a child, not recognizing that most children who perform poorly in academics are actually children with special needs. Such children could have conditions like learning disability, attention deficit hyperactivity disorder, mild developmental delay etc.
- Using punitive measures to correct a child and even labelling him/her as difficult; such as a child with attention deficit hyperactivity disorder who may not only fare poorly in academics, but also pose a problem in management of classroom behaviours;
- ‘Shaming’ the child to motivate the child to improve his performance and
- Ridiculing a child with developmental problems such as learning difficulty or a speech disorder, such as, stammering or speech articulation disorder.

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DISCRIMINATION is understood as prejudiced views and behaviour towards any child because of her/his caste/gender, occupation or region and non-payment of fees or for being a student admitted under the 25% reservation to disadvantaged groups or weaker sections of society under the RTE, 2009. It can be latent; manifest; open or subtle. It includes but is not restricted to the following:

- Bringing social attitudes and prejudices of the community into the school by using belittling remarks against a specific social group or gender or ability/disability;
- Assigning different duties and separate seating in schools based on caste, community or gender prejudices for example, cleaning of toilets assigned by caste; task of making tea;
- Commenting on academic ability based on caste or community prejudices and
- Denying a facility like library books or uniforms or sports facilities to a child or group of children based on caste, community, religion or gender.

SCHOOL PHILOSOPHY (INTRODUCTION)

The concept of punishment has always nursed a sense of fear and learning does not occur in a fear prone environment. It is therefore imperative that schools should adopt such methods by which the learner develops a sense of self-confidence and self-dependence on certain occasions, when the behaviour and attitude of the students is acceptable, it is important to find out the reasons for such errant behaviour and counsel them appropriately rather than to punish them straight away.

Corporal punishment signals to the child that a way to settle interpersonal conflicts is to use physical force and inflict pain. Such children may in turn resort to such behaviour themselves. They may also fail to develop trusting, secure relationships with adults and fail to evolve the necessary skills to settle disputes or wield authority in less violent ways. Supervising adults who will-fully humiliate children and punish by force and pain are often causing more harm than they prevent.

Research on corporal punishment has shown that it is indeed harmful. Many other methods of discipline are effective in promoting self-control, eliminating undesirable behaviours and promoting desired behaviours in children. The school recommends non-violent methods of addressing inappropriate behaviour, such as behaviour management and school-wide positive behaviour supports.

The school believes that there is no scope for such punishments in the learning environment and the teachers should adopt strategies by which the learner realizes one's mistake, if any, rather than face a corporal punishment by the institution. Love reinforces confidence and once the learner believes that the school atmosphere is permeating with love from the teachers, they will desist from indulging any acts that would negate the environment that has been built.

THE SCHOOL HAS A ZERO TOLERANCE TO CORPORAL PUNISHMENT. THE SCHOOL UNDERTAKES THE FOLLOWING STEPS TO ENSURE COMPLIANCE TO THE ABOVE STATED.

ROLE OF SCHOOL MANAGEMENT / ADMINISTRATION

- All staff associated with the school is made familiar with such guidelines.
- All staff ensures that all children enjoy their rights as per the RTE Act.
- All forms of interaction with children and amongst children is geared towards ensuring this objective. All staff ensures that the child is treated in a manner that encourages him or her to stay in school and learn to his or her potential.
- No physical punishment or mental harassment of any kind or any form of discrimination based on gender, caste, class, disability etc is permitted.
- Any instance of corporal punishment, mental harassment or discrimination is dealt with in a time-bound manner in such a way that implications for the child are minimised.

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- It is the responsibility of all staff to create an environment free of all forms of fear, trauma, prejudice and discrimination.
- The treatment of the child in the school is such that the child feels included and secure.
- All children are informed through campaigns and publicity drives that they have a right to speak against physical punishments, mental harassment and discrimination and bring it to the notice of the authorities. They are given confidence to make complaints and not accept punishment as a 'normal' activity of the school.
- The conduct of the teacher and administration is such that it fosters a spirit of inclusion, care and nurturing.
- All School Management and Educational Administration Authorities regular training programmes to enable teaches and educational administrators to make a shift to a rights based approach to education and abolish physical punishment, mental harassment and discrimination. The teachers are trained in the skills required to positively engage with children who are different in order to understand their predicaments.
- The School Management / Administration instructs every school Headmaster/Head teacher to hold a meeting with all parents of the school as well as the school Management Committees or Parent Teacher Association on the guidelines and the procedures to be adopted for protecting children and their rights in schools.
- A mechanism for children to express their grievances both in person and anonymously is provided. Drop Boxes for complaints are placed in the school to address the same anonymity of the children/parents is maintained while sharing the details of the complaints/grievances with other agencies such as the media in order to protect their privacy / confidentiality.

2. DRUG AND SUBSTANCE ABUSE POLICY

Substance abuse / illegal drugs means any unlawful, intoxicating or stupefying substances, these include tobacco, alcohol, prescription drugs, and other psychoactive compound.

Substance abuse is prohibited by law and severe action will be taken against perpetrators.

PURPOSE AND SCOPE

The aim of this policy is to encourage all students to abstain from using any drugs (other than those which are medically prescribed), including alcohol and tobacco.

POSITION

The school does not tolerate:

- the use or possession of any illegal or prohibited substance;
- the possession of drug-related equipment such as cigarette papers, pipes,
- matches, lighters, bottle ends, foils or other;
- performance enhancing drugs;
- the inappropriate use of solvents, inhalants, aerosols and similar agents;
- the consumption of alcohol and the smoking of tobacco.

If any student is involved in dealing or selling any of the above-mentioned substances, disciplinary action will be taken.

TEACHER'S DIARY

The school will respond to substance abuse with serious punishments, with a humanitarian view. Our approach will be one of prevention education. The school undertakes to educate (through guidance lessons, life skills) to inform (using outside speakers, exhibitions) and to guide and support (counselling, peer-counselling).

PROCEDURE

Anybody found in possession of or using any of these substances either on school property, or when in school uniform, or when under the supervision of the school, or attending school-related functions including sports outings, tours and social events, will be subject to the following procedure:

- The student will be required to have a drug test administered.
- If a student tests positive for a substance use, the student will first be interviewed by school management or the school counsellor to determine the nature and extent of the student's involvement with drugs (casual experimentation / habitual use / dependence / dealing, etc.) and determine the appropriate response.
- The student's parents will be informed of the alleged involvement and will be required to attend a meeting at the school with the Principal, and the School Counsellor.

On the basis of the meeting, the school will take the necessary action:

- Inform the parents of a pending disciplinary hearing.
- Disciplinary action against the student may follow if, in the opinion of the hearing, this is warranted by the nature of the student's involvement with drugs. The results of such disciplinary action may include the provision of support, including counselling, to a range of punishments which may include recommendation for expulsion.

PLEASE NOTE!

- Drug testing and searches will be done when substance abuse or the possession of illegal substances is suspected.
- Dealing in drugs or involving others in their use will normally result in a recommendation that the pupil be expelled from the school.

PRESCRIPTION DRUGS

The school needs to be informed if any learner needs to bring prescription drugs to school. Students are not allowed to bring more than one day's dose to school.

ADDICTION, TREATMENT AND HELP

The school understands that addiction is a medical problem.

Students who experience problems with substance abuse or related matters, and need help, will be treated in confidence and will not be discriminated against in any way.

The drug policy is for the benefit of all parties concerned. The aim of the policy is to assist, educate and guide students, and to help those who want to be helped or who need help. The school through its CFSI Centre with the help of School Counsellor shall assist in the rehabilitation efforts of the students.

Kindly refer to the links below for the following policies-

3. **POSCO ACT-2012-** <https://bbpsnoida.balbharati.org/wp-content/uploads/2016/05/POCSO-ACT-2012-completed.pdf>
4. **Child Sexual Abuse Prevention Policy-** <https://bbpsnoida.balbharati.org/wp-content/uploads/2021/07/CHILD-SEXUAL-ABUSE-PREVENTION-COMMITTEE-1.pdf>
5. **Policy Prohibiting Harassment, Intimidation and Bullying-** <https://bbpsnoida.balbharati.org/wp->

TEACHER'S DIARY

- [content/uploads/2021/07/ANTI-BULLYING-policy-1.pdf](#)
6. **Cyber Security Policy-** <https://bbpsnoida.balbharati.org/wp-content/uploads/2022/01/BBPS-Cyber-Security-Policy-1.0.pdf>
7. **Policy on Prevention Sexual Harassment on Women at Workplace-** <https://bbpsnoida.balbharati.org/wp-content/uploads/2021/08/Sexual-Harassment-At-Workplace-Women-2.pdf>
8. **Laws and Procedures: Sexual Harassment in the Workplace Vishaka Guidelines against Sexual Harassment in the Workplace-** http://bbpsnoida.balbharati.org/wp-content/uploads/2016/05/Vishaka_Guidelines.pdf
9. **Grievance Redressal Mechanism-** <https://bbpsnoida.balbharati.org/wp-content/uploads/2021/07/grievance-Draft-2.pdf>
10. **Policy on Vandalism : Damage to School property/graffiti-** <https://bbpsnoida.balbharati.org/wp-content/uploads/2022/07/Policy-Vandalism.pdf>
11. **Standard Operating Procedure for dealing with any Terrorist Attack on Schools-** <https://bbpsnoida.balbharati.org/wp-content/uploads/2022/07/Terrorist-Attack.pdf>
12. **Disaster Management Guide-** <https://bbpsnoida.balbharati.org/wp-content/uploads/2016/05/Disaster-28062019.pdf>

GRIEVANCE REDRESSAL CELL

<https://bbpsnoida.balbharati.org/grievance-redressal-cell/>

TEACHER'S DIARY

PROCEDURE FOR APPLYING FOR A CHANGE OF ESSENTIAL INFORMATION ABOUT THE STUDENT

Dear All,

It may please be noted that with a view to maintain consistency and authenticity in the documents of the students, all below mentioned changes will be done through the ADMIN office STRICTLY.

All the teachers are advised to follow the procedure mentioned below :

1. Change of Address : Application to be Submitted to Ms. Rajdan PPL's Approval MGRM I/ C (Change in MGRM records) Class Teacher (Change in the Attend. Register) File in Dossier.
2. Change of Name (Students, Father, Mother) Application with Affidavit by First class Magistrate and Photo copy of Publication in Two National Dailies to be Submitted to Ms. Anjani Rajdan PPL's Approval MGRM I/ C (Change in MGRM records) Class Teacher (Change in the Attend Register) File in Dossier.
3. Change in Date o f Birth (only if recorded wrongly at the time of Admission) Application with Attested photocopy of Birth Certificate (Original Birth Certificate for Verification only) to be Submitted to Ms. Anjani Rajdan PPL's Approval MGRM I/ C (Change in MGRM records) Class Teacher (Change in the Attend. Register) File in Dossier.
4. Change in Transport Route Application in prescribe format to be submitted to the class teacher HM/ VPL for PPL's Approval Transport I/ C (for necessary action) MGRM I/ C (Change in MGRM records) Change is Transport rosters Class Teacher (Change in the Attend. Register) - File in Dossier.
5. Caste Certificate (Caste must be essentially mentioned at the time of Admission only, under extra-ordinary circumstances change will be entertained after thorough verification) Application with Attested photocopy of Caste Certificate (Original Caste Certificate for Verification only) to be Submitted to Ms. Anjani Razdan (Verification can be done from [http:// edistrict.up.nic.in](http://edistrict.up.nic.in) link using certicate number) PPL's Approval MGRM I/ C (Change in MGRM records) Class Teacher (Change in the Attend. Register) File in Dossier.
6. Income certificate for EWS category (Category must be essentially mentioned at the time of Admission only, under extra-ordinary circumstances change will be entertained after thorough verification) Application with Attested photocopy of Income Certificate (Original Certificate for Verification only) to be Submitted to Ms. Anjani Razdan (Verification can be done from [http:// edistrict.up.nic.in](http://edistrict.up.nic.in) link using certificate number) PPL's Approval MGRM I/ C (Change in MGRM records) Class Teacher (Change in the Attend. Register) File in Dossier.

(It may be noted that all income certificates issued by the competent authority are valid for 3 years from the date of issue)

All applications received from students are to be submit ted to the Principals' office through Ms. Anjani Razdan

TEACHER'S DIARY

SCHOLAR BADGE – PRIMARY (ACADEMIC SESSION 2021-22)

RAMANUJAN AWARDEES (MATHEMATICS)

CRITERIA: The student scoring 99-100% marks in all 4 evaluation rounds, open exam achievements, interschool achievements, contribution to newsletter.

CV RAMAN AWARDEES (SCIENCE)

CRITERIA: The student scoring 99 -100% marks in all 4 evaluation rounds, open exam achievements, interschool achievements, contribution to newsletter.

R K NARAYAN AWARDEES (ENGLISH)

CRITERIA: The student scoring 98-100% marks in all 4 evaluation rounds, open exam achievements, interschool achievements, contribution to newsletter.

No student qualifies the given criteria

MUNSHI PREMCHAND AWARDEES (HINDI)

CRITERIA: The student scoring 98-100% marks in all 4 evaluation rounds, open exam achievements, interschool achievements, contribution to newsletter.

SCHOLAR BADGE – CLASSES VI –XI (ACADEMIC SESSION: 2021-22)

Criteria : All students from Classes VI-XI scoring 91% and above **in all scholastic subjects** as well as in the aggregate qualify for the Scholar Badge.

SUBJECT PROFICIENCY AWARD SESSION-2021-22

Criteria : Students scoring highest marks in the respective subject qualifies for the Subject Proficiency Award.

SCHOLAR BADGE (ACADEMIC SESSION: 2021-22) **P.T.A SPONSORED SCHOLARSHIP (FOR CLASSES VI – IX)**

Criteria : 95% and above in Aggregate and 95% and above in all scholastic subjects.

INDUCTION PPT FOR TEACHERS

<https://bbpsnoida.balbharati.org/induction-programme/>

TEACHER'S DIARY

MAINTENANCE OF SCHOOL RECORDS

The Principal/ Principal's designee is responsible for recording and maintaining information required.

1. Change of Address -> Application to be Submitted to Office Assistant for PPL Approval for MGRM I/ C (Change in MGRM records) for Class Teacher (Change in the Attend. Register) for Filing in Dossier.
2. Change of Name -(Student, Father, Mother) for Application with Affidavit by First class Magistrate and Photo copy of Publication in Two National Daily to be Submitted to Office Assistant for PPL Approval for MGRM I/ C (Change in MGRM records) for Class Teacher (Change in the Attend. Register) for File in Dossier.
3. Change in Date Of Birth -(only if recorded wrongly at the time of Admission) Application with Attested photocopy of Birth Certificate (Original Birth Certificate for Verification only) to be Submitted to Office Assistant-) PPL Approval for MGRM I/ C(Change in MGRM records) for Class Teacher (Change in the Attend. Register) for Filing in Dossier.
4. Change in Transport Route - Application to be Submitted to Office Assistant-) PPL Approval -Transport I/ C (for necessary action) for MGRM I/ C (Change in MGRM records) for Change is Transport rosters for Class Teacher (Change in the Attend. Register) for File in Dossier.
5. Caste Certificate- [Caste must be essentially mentioned at the time of Admission only, under extra-ordinary circumstances change will be entertained after thorough verification] Application with Attested photocopy of Caste Certificate (Original Caste Certificate for Verification only) to be Submitted to Office Assistant (Verification can be done from [http:// edistrict.up.nic.in](http://edistrict.up.nic.in) ' link using certificate number) for PPL Approval for MGRM I/ C(Change in MGRM records) —> Class Teacher (Change in the Attend. Register) for File in Dossier.
6. Income certificates for EWS category [Category must be essentially mentioned at the time of Admission only, under extra-ordinary circumstances change will be entertained after thorough verification] - Application with Attested photocopy of Income Certificate (Original Certificate for Verification only) to be submitted to Office Assistant(Verification can be done from [http:// edistrict.up.nic.in](http://edistrict.up.nic.in) link using certificate number) for PPL Approval for MGRM I/ C(Change in MGRM records) - Class Teacher (Change in the Attend. Register) for File in Dossier.
7. It may be noted that all income certificates issued by the competent authority are valid for 3 years from the date of issue) In all schools, the principal is the custodian of the student records (permanent folders) and has the responsibility of establishing procedures to ensure confidentiality. The student records shall be maintained in a secure central location in a fire resistant cabinet. The student records (permanent folders) shall contain the following: cumulative folder, end-of-year record card, test card, home language survey, immunization record and a copy of a certified birth certificate. It is important that information is recorded accurately. All Student Dossiers should be reviewed periodically to be sure they are complete.
8. No information contained in a student's record shall be released to any party unless the parent or student has sent a request to the Principal. Parental permission is required for the release of information for students who have not reached the age of eighteen.
9. Notice shall be printed on the cover page of a student record that student records may not be disclosed to any party without the written consent of the parent/ legal guardian or the student when the student is eighteen years or older. With a view to maintain consistency and authenticity in the documents of the students, all below mentioned changes will be done through the ADMIN office STRICTLY.

HOW A PURCHASE ORDER IS PLACED

1. An indent or supply order after approval must be entered in the supply order register. Sl. No. of the Register shall be noted on the Indent.
2. As soon as the material is received the same may be entered in the stock register on the basis of the challans.
3. On receipt of the bill, it is to be verified on the basis of the entry already made in the stock register by making a corresponding entry in the stock register.

TEACHER'S DIARY

4. All bills of suppliers/ contractors shall be received at the Reception Counter only. After recording of the bills, the same will be sent to the concerned Department/ Officials for entering the same in the respective Stock Registers. The reference of Stock Registers shall be recorded on the body of the bill and signed by the concerned official with date. The Bills shall be submitted to the Accounts Branch along with the Stock Registers.
5. No. bill shall be received directly by the concerned Department/ official from the supplier/ contractor.
6. The copy of the Supply Order and the Indent shall henceforth, be enclosed invariably with the bill before sending it to the Accounts Department. The bill should be on the top followed by the Supply Order and the Indent.
7. The Bill be submitted to the Accounts Department within three working days, after its receipt by the concerned official.
8. The Indent must contain name and signature of the initiator. Before its approval, the Indent shall be routed through Accounts Department for indicating the budget position in the Indent.

Adjustment of Advances:

In order to cut short, the avoidable delay in the adjustment of the advances taken by the staff members, it is advised that the adjustment bills shall be submitted within three working days after completion of the work/ job. The adjustment bills should be completed in all respects and counter signed by the Vice Principal/ Head Mistress of the concerned department before its submission to the Accounts Department.

Excursion Details :

- A. Documents required with Advance Form for the Excursion
 - (i) Trip Proforma with the list of Student, Address, Telephone
 - (ii) Original Sanction after from the Principal
 - (iii) Tour Itinerary
 - (iv) Excursion circular given to the students
- B. Before submitting the cheques, kindly note the following conditions:
 - (i) Once the cheque is submitted + reservation is made 50% will be refunded.
 - (ii) Refusal 10 days before the Journey date, no refund will be given.
 - (iii) Student should be in school uniform during the entire period of the excursion. (unless otherwise stated.).

TRANSPORT

1. Transport is a facility extended to the student of the school and is not a matter of right for parents. The school reserves the right to add/ alter or withdraw this facility on any of these routes with due notice to the parents. The routes can also be changed in case of repair of the roads etc. by the civic authorities and no advance notice may be given to the students / parents in this regard. Such changes will remain operative till the time when the road is declared open and safe by the authorities. Parents are also requested not to make any comparison with other school routes and stops etc.
2. Students who avail the bus facility, and discontinue transport in the middle of the session, will not get the privilege again for the next calendar year. The transport fee will not be refunded at any stage.
3. It may be possible that the students applying late for the transport facility are denied bus facility because more than 80 persons (Students and staff) are not allowed to travel in a school bus as per rules. Moreover, it is not possible to add a new bus on the route because, it is not economical to run the bus with a few students.
4. Kindly note that if a student availing the bus facility wishes to discontinue in mid-session, he will have to pay the transport fee for the entire academic year.

FOR YOUR WARD'S SAFETY

In case the students are not availing school transport and are using car pools-verify the antecedents of such drivers

TEACHER'S DIARY

thoroughly, as the school will not be responsible for the same. Parents are advised in their own interest, to note the vehicle number and retain photo ID of such drivers, with their permanent address proof. Kindly ensure that the vehicle is carrying only the permitted number of students. Police verification of the drivers is a must. This also holds applicable in case of accompanying servants/ maids.

We reiterate that the school will not be responsible for the safety of the students who choose to travel by private transport.

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AUDITORIUM ETIQUETTE

In order to make every performance enjoyable for all, a basic set of rules is to be observed by each one of us.

1. Always enter or depart from the Auditorium in an organized and disciplined manner along with your teacher.
2. Never enter or leave a performance midway, as it distracts others.
3. No one likes having you squish your way into the seats, once the auditorium lights are down, so be in time.
4. Don't take up more than your own space when sitting on chairs or durries.
5. Always remember, feet do not belong on chairs.
6. Refrain from talking, laughing, joking, poking each other especially when the stage performance is on.
7. Whistling, yelling and making catcalls are definitely not forms of appreciation.
8. Do not sing along while watching a programme.
9. If you have to cough, cover your mouth.
10. Always clap at the end of the performance.
11. No food or drink is allowed inside the Auditorium.
12. Chewing gums and candies are absolutely prohibited inside the Auditorium, Green Room, Wings etc.
13. Do not carry pieces of papers, chalks etc. to the Auditorium.
14. Do not run or jump on the chairs and sofa sets inside the Auditorium.
15. The student audience must keep waiting (being seated) on completion of the School function/ School programme, until the Chief Guest/ Guest of Honour leaves the School Auditorium.
16. When asked to exit, get up and leave as instructed by your teachers, do not create pandemonium.
17. While the Rehearsals are on for the Annual Play, do not misuse the Auditorium property, i.e. Sofas, Chairs, Mikes, Curtains, Windows, LCD Projector and Props.

For the participants

- Keep the Music and Sound to a moderate level. Remember, we all share walls with others.
- Honour your allotted time frame, others may be using the facility before and after you.
- Set up and put away all props and costumes used by you properly in their places.
- Do not tape wires etc. to the floor, people might trip and fall.

AUDITORIUM USAGE POLICY

From the Desk of Principal(Strictly to be adhered to)

- The facility must be received through A.O at least 48 hours prior to the event.

- The Staff Members booking the Auditorium must be present throughout the duration of the event in order to co-ordinate the programme in capacity of the Convenor

- Before the lights dim and opening credits start to roll in, the Evacuation Plan must be read out to all the students

- The doors to the Auditorium must never be bolted.

- The Entry and Exit points to the Auditorium must not be cluttered with furniture/props etc

- No equipment or materials must be stored / kept in the wings or steps going upto the stage

- At the end of the event all Lights, Fans, Air conditioners and Electronic equipments must be turned off.

- All the doors and windows must be secured at the end of the event.

- For Staff Meeting the Staff Reps are required to book the auditorium in consultation with the Vice Principal

Action : Mrs. K Shreya

Action Respective Convenor

TEACHER'S DIARY

Organization Chart

Auditorium In-charge: Mr. P Pallavi / A.O

<u>S. NO</u>	<u>FUNCTION/ ACTIVITY</u>	<u>RESPONSIBILITY</u>
1.	LCD Projector (Included maintenance on day-to-day basis)	Mr. Harinder Negi, Mr. Narendar Kumar, Mr. Sunder Lal
2.	Power Supply (Operation of AC's, Generators)	Mr. Jagat Pal (In consultation with AO)
3.	Light & Sound (Operating, setting, Maintenance including switching on/off lights and fans etc.)	Mr. Jagat Pal, Mr. Deepak Rana, Mr. Ompal
4.	Podium (Cleaning, Placement etc.)	Mr. Jagat Pal, Mr. Sohnvir, Mr. Joginder
5.	Lamp & Flower, Decoration, Banner	Art Deptt. (Mr. Yuvraj, Mr. Niladri, Mr. Faiz) Ms. Sumana, Ms....
6.	Cleaning of Auditorium (Sweeping/dusting of floors, curtains, fans-before and after use)	Staff- under the supervision of Mr. Harender Negi
7.	Seating Arrangement (Placing of Chairs, Sofa, Tables)	Mr. Harender Negi, Mr. Dipti Singh
8.	Fire Safety	A.O., Mr. Harender Negi, Mr. Dipti Singh, Mr. Deepak Rana
9.	A/V System	Mr. P. Pallavi, Mr. Swapan
10.	Arboriculture	Mr. Umesh Verma, Mrs. Neerja Bhatnagar

TEACHER'S DIARY

SALIENT FEATURES OF L. T. C. RULES & REGULATIONS

(This is not the complete scheme. For details, contact School Office section- Major guidelines are as per Central Government L.T.C. Scheme)

1. Any confirmed employee who has completed one year of continuous service on the date of journey undertaken by him/ her and his/ her dependents is eligible for L.T.C.
2. Admissible once in a block of four years to any place within the territory of India. (Block Year : 2018-2021)
3. Concession of one block year can be carried forward to the first year of the next block year.
4. Where the husband and wife are both in service and residing together, either one can avail of the concession treating the other as a member of the family.
5. Concession is admissible for all journeys by rail/ road/ steamer as per entitlement.
6. 90 percent of the anticipated reimbursement amount may be granted as advance.
7. When advance is taken, the claim should be submitted within one month from the date of return journey. If not, outstanding advance will be recovered in one lump sum along with penal interest @ 2% over EPF interest on the entire advance from the date of drawing of advance to the date of recovery.
8. Photocopy of the tickets/ other documents should be furnished within ten days of the drawing of advance.
9. Not admissible when the journeys are undertaken in a private car (owned, hired or borrowed) or chartered bus, van or other vehicle owned / chartered by private operators.
10. Calculation will be based on fares by the shortest route, and on a through ticket basis only.
11. Extra cost like telegram charges, dynamic fare service charges etc. for reservation will be borne by the employee.
12. The intended place of visit should be declared by the employee in advance. Any change in the declared place of visit should be brought to the notice of sanctioning authority before the commencement of the journey.
13. A declaration form and the advance form should be submitted by the employee well in advance and he/ she should commence the outward journey within 30 days from the date of grant of the advance.

TEACHER'S DIARY

SALIENT FEATURES OF MEDICAL REIMBURSEMENT SCHEME

1. These rules are applicable to any confirmed employee and his/ her family who are wholly dependent on him/ her.
2. The claim should not exceed the ceiling approved.
3. Medical consultation can be had from any Registered Medical Practitioner with specified qualifications : MBBS' BIMS' B.A. MH (Homeo).
4. Bills should be submitted within seven days of completion of treatment to the Medical Officer of the School Medical Unit.
5. Bills from any private clinic/ private X-ray establishment for pathological examinations, etc., will not be reimbursed without reference by the medical consultant.
6. All the bills will be certified by the School Medical Unit and recommendations will be made as per rules.
7. All employees eligible for reimbursement of medical charges will pay a sum of Rs. 50 as consultation fee for each visit in case they consult the Doctor at the Medical Unit in the school premises.
8. Bills pertaining primarily to food, tonics, toilet preparations, disinfectant, etc., are not covered under this rule.
9. Bills pertaining to Maternity (pre-natal & post-delivery, mis-carriage, etc.) are not reimbursable.
10. In respect of major diseases, please consult the school office/ Accounts department for detailed information.

TEACHER'S DIARY

LEAVE RULES

A. General

1. Leave can not be claimed as a matter of right.
2. Leave sanctioning authority may refuse or revoke leave of any kind but cannot alter the kind of leave due and applied for.
3. Employee on leave on medical grounds/ reason will be permitted to return to duty only on production of medical certificate of fitness from a registered medical practitioner.
4. Overstay of leave without proper sanction will be treated as Extraordinary leave.
5. No leave salary is admissible for the entire period of overstay and the period of such overstay will not be count for increment, leave and pension.
6. Willful absence from the duty after the expiry of leave renders the employee liable to disciplinary action.
7. If the employee is on leave on 1st July, the benefit of increment will be drawn from the date on which he resumes duty and not from 1st July.

B. EARNED LEAVE

1. EL is now admissible to vacation staff w.e.f. 01.01.2018.
2. For non vacation staff credit will be afforded at a uniform rate of 15 days, for vacation staff of 05 days on 1st of Jan and 1st of July every year.
3. EL can be accumulated upto 300 days only to non-vacation staff.
4. EL can be availed upto 180 days at a time.

C. HALF PAY LEAVE

1. HPL to vacation staff has been discontinued w.e.f. 01.01.2018
2. It will be credited in advance at the rate of 10 days on 1st of Jan and 1st of July every year.
3. HPL can be availed either with or without medical certificate.
4. HPL can be commuted into full pay leave as commuted leave, if, leave applied for is on medical grounds.
5. HPL will be debited to the extent it is availed. In such case employee will be given HPL for such period.
6. On commutation of HPL, account will be debited by the double number of days so availed and salary will be paid at full rate.

D. TEACHER'S DIARY

E. HALF-PAY-LEAVE (HPL) for non-vacation staff only

1. HPL can be commuted only on the basis of medical grounds and in that case, pro per Medical/ Fitness certificate is to be submitted within 24 hrs. along with the leave application of commuted leave.
2. HPL leave can be taken without medical certificate.
 - a. Upto a maximum of 60 days by a female employee if it is continuation of maternity leave.
 - b. It can be taken without medical certificate upto a maximum of 60 days by a female employee with less than 2 living children if she adopts a child less than 1 year old.
3. Where an employee, granted a commuted leave shall voluntarily, without returning to duty, commuted leave shall be treated as HPL and excess leave salary recovered.
4. Commuted leave may be granted at the request of the official even when EL is available.

D. CASUAL LEAVE

1. Casual leave can be combined with special casual leave/ vacation but not with any kind of leave.
2. Sundays and holidays falling during a period of casual leave are not counted as a part of casual leave.
3. Sundays / Holidays / Restricted holidays / weekly off can be prefixed/ suffixed to casual leave.
4. LTC can be availed during casual leave.
5. Casual leave can be taken for half day also.

E. HALF DAY CASUAL LEAVE

1. Employees who have to go home for urgent work but do not require 1 day leave can avail half day casual

TEACHER'S DIARY

leave.

2. For three late attendance in a month one day casual leave is to be debited to the casual leave account of an employee.

F. MATERNITY LEAVE

1. w.e.f 01.09.2008, leave permitted during pregnancy is admissible to employees with 2 surviving children.
2. Miscarriage/ Abortion - Total of 45 days in the entire service excluding any such leave taken prior to 16.06.1994. It is admissible, irrespective of number of surviving children. Application should be supported by a certificate from a registered medical practitioner.
3. It may be combined with leave of any other kind.

TEACHER'S DIARY

BAL BHARATI PUBLIC SCHOOL

Sector 21, Noida (U.P.)

LEAVE TRAVEL CONCESSION BILL (IN DUPLICATE)

Sub-Bill No.

For the Block of years..... to

Part - A **(TO BE FILLED IN BY THE EMPLOYEE)**

1. Name..... 2. Designation
3. Pay (Basic) 4. Headquarters
5. Nature and period of leave sanctioned :
- Nature of Leave fromto

6. Particulars of members of family in respect of whom the Leave Travel Concession has been claimed :

S. No.	Name (s)	Age	Relationship with the employee
1.			
2.			
3.			
4.			
5.			

7. Details of Journey (s) performed by the employee and the members of his/ her family :

Departure	Arrival	Distance in Km.	Mode of Travel	Class of accommodation used	No. of Fares	Fare Paid		Ticket No.	Remarks
						Rs.	P.		

8. Amount of advance, if any, drawn Rs.
9. Particulars of journey (s) for which higher class of accommodation than the entitled one was used. (Sanction No. and date)

Place		Mode of conveyance	Class to which entitled	Class by which actually travelled	No. of fares	Fares Paid Rs. P.	
From	To						

10. Particulars of journey (s) performed by road between places connected by rail :

Name of Places		Class to which entitled	Ticket No.	Rail Paid Rs. P.	
From	To				

TEACHER'S DIARY

CERTIFIED THAT: -

1. The Information as given is true to the best of my knowledge and belief.
2. My husband / wife is not employed in Government service/ that my husband/ wife if employed in Government service and the concession has not been availed of by him/ her separately for himself/ herself or for any of the family members for the concerned block of yearsto..... .
3. My husband/ wife for whom L.T.C is claimed by me is employed in
(name of the Public Sector Undertaking / Corporation / Autonomous Body etc.) which provides Leave Travel Concession facilities but he/ she has not preferred and will not prefer, any claim in this behalf to his/ her employer and
4. My wife/ husband for whom L.T.C is claimed by me is not employed in any Public Sector Undertaking/ Corporation/ Autonomous Body financed wholly or partly by the Central Government or a Local Body, which provides L.T.C facilities to its employees and their families.

Date

Signature of Employee

TAKE CARE WHILE I AM AWAY

I will be going out of the school on (Duration
) to for
 will be leave w.e.f.)

Kindly have my classes arranged. The attached assignments may be given to the students of the mentioned classes.

DAY	DATE	CLASS/SEC	ASSIGNMENT / EXPECTED COURSE TO BE COVERED	Rkm

Thanks,

Submitted on Name : Deptt :

(To be submitted three days in advance)

Substitution Incharge..... HM/VP Principal

TEACHER'S DIARY

PROPOSAL FOR PURCHASE OF BOOKS FOR LIBRARY

S. No.	Title	Author	Price Per copy	Discount%	No. of copies	Estimated Total Cost
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Certified book(s) not available in Library (after checking with the Librarian)

Teacher's Name Signature..... Date.....

Recommended / Not recommended

Deptt. Incharge

Agreed/Not agreed

Headmistress / Vice Principal

Principal's Remarks

TEACHER'S DIARY

BAL BHARATI PUBLIC SCHOOL

Sector 21, Noida (U.P.)

APPLICATION FOR MEDICAL / EARNED LEAVE

The Principal,

BAL BHARATI PUBLIC SCHOOL

Sector-21, Noida (U.P.)

Dear Sir

Kindly sanction Earned Leave/Medical Leave for..... days
from to on account of the following reasons :

.....
.....
Medical Certificate from a qualified Medical Practitioner is attached.

I shall submit the fitness certificate from the doctor on joining my duty.

Yours faithfully

Date.....

Signature.....

Name

(in capital)

Designation

Department

Signature

Recommendations by Department / Section Incharge

To be completed by the Office

Name of the teacher / employee

Department

No. of E.L. / M.L. entitlement

No. of E.L. / M.L. taken so far

No. OF e.l. / M.L. sanctioned

Balance carried forward

Remarks

Principal's decision & Signature

Signature of the employee

TEACHER'S DIARY

BAL BHARATI PUBLIC SCHOOL

Sector 21, Noida (U.P.)

APPLICATION FOR CASUAL LEAVE

The Principal,
BAL BHARATI PUBLIC SCHOOL
Sector-21, Noida (U.P.)
Dear Sir / Madam,

I shall feel much obliged if you could kindly grant me
Casual Leave for day (s) i.e.
from..... to for the following
reason/s.

.....
.....

Yours faithfully,

Date :

Signature

Head of Department

Name

Head Mistress / Vice Principal

Designation

Department.....

FOR OFFICE USE

Maximum No. of C.L. entitled for the year

No. of C. L. due on (date).....

No. of C. L. sanctioned

Balance carried forward

Remarks

Date

Principal

TEACHER'S DIARY

PERMIT FOR ABSENCE FROM CLASSROOM

Name of the student : Date :

Class : Section :

Particular in activity to be held at
..... on

Request to relieve the child for practice on (dates)
during periods.

Teacher I/C Name : Signature

HM-I / HM-II/VPL

(The above information will be noted down by C
lass Captains in Class Log Books)

PERMIT FOR ABSENCE FROM CLASSROOM

Name of the student : Date :

Class : Section :

Particular in activity to be held at
..... on

Request to relieve the child for practice on (dates)
during periods.

Teacher I/C Name : Signature

HM-I / HM-II/VPL

(The above information will be noted down by C
lass Captains in Class Log Books)

TEACHER'S DIARY

AUDITORIUM USAGE PROFORMA (THIS FORM IS TO BE COMPLETED AND SUBMITTED 48 HOURS PRIOR TO THE EVENT)

- Date of Submission :
- Class/Club/Teacher/ :
- House Function/School
Function
- Name of the Convenor :
- Contact No. :
- Arrival Time for Setup :
- Activity Start Time :
- Date (s) for Booking :
- Event :
- Approx No. of :
- People Attending
- Email-ID :
- Dispersal Time :
- Activity Finish Time :

A. DESCRIPTION OF THE ACTIVITY

STAGE PROPS REQUIRED

1. Presentation (Workshop/Seminar)	<input type="checkbox"/>	1.
2. Inter House Function	<input type="checkbox"/>	2.
3. School Function	<input type="checkbox"/>	3.
4. Annual Play	<input type="checkbox"/>	4.
5. Inter School Event	<input type="checkbox"/>	5.

TEACHER'S DIARY

6. Staff Meeting	<input type="checkbox"/>	6.
7. Any other activity	<input type="checkbox"/>	7.

B. A/V REQUIREMENTS

- a) Wired Handheld Mikes
- b) Cordless Handheld Mikes
- c) Collar Mikes
- d) Mikes with stands
- e) Stage mikes
- f) Lights, if required
- Projector and projection screen required : Yes / No
- Laptop/Desktop/DVD Player/CD Player : Yes / No
- Network and wiring for Computer : Yes / No
- Cable and Connection for Video : Yes / No

FURNITURE REQUIREMENT

- Chairs Yes / No Number (s)
- Sofas Yes / No Number (s)
- Coffee Tables Yes / No Number (s)
- Other Tables Yes/No Number (s)
- Durries Yes/No Number (s)

GENERAL REQUIREMENTS

- Air-conditioning On/Off
- Fans On/Off
- Stage Curtains Required/Not Required
- Green Room Required/Not Required
- Help Required for placing props (specify Nos.) Required/Not Required
- This form is to be filled in and submitted either to A.O. or Mr. P. Pallavi, 48 hours in advance, prior to the event.
- All proposals for booking of the Auditorium are to be routed and vetted through VPL's Office.

TEACHER'S DIARY

INTIMATION OF MEETING

Dear Parent,

Kindly come to meet the on (date),
i.e. (day) at time to discuss about your ward
..... (name) of class You have to report
to (place). Hope you will adhere to the timings.

.....

(Signature)

Name :

Date :

ACKNOWLEDGMENT

I, the parent of (name) of class, confirm the
day and date of for meeting with the concerned
teacher.

.....

(Signature of the parent)

INTIMATION OF MEETING

Dear Parent,

Kindly come to meet the on (date),
i.e. (day) at time to discuss about your ward
..... (name) of class You have to report
to (place). Hope you will adhere to the timings.

.....

(Signature)

Name :

Date :

ACKNOWLEDGMENT

I, the parent of (name) of class, confirm the
day and date of for meeting with the concerned
teacher.

.....

(Signature of the parent)

TEACHER'S DIARY

PERSONAL RECORD

A. Casual Leave

S. No.	C.L. Dated	Prog. Total	Balance		
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

B. Earned / Medical Leave

S. No.	E.L. / M.L. Dated	Prog. Total	Balance		
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

C. Medical Reimbursement

S. No.	Bill Dated	Total Amount	Prog. Total	Balance	
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

TEACHER'S DIARY

TIME-TABLE

PERIOD	MON	TUE	WED	THU	FRI	SAT
1						
2						
3						
4						

LUNCH BREAK

5						
6						
7						
8						
9						

TEACHER'S DIARY

2022

JANUARY	FEBRUARY	MARCH	APRIL
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
MAY	JUNE	JULY	AUGUST
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

2023

JANUARY	FEBRUARY	MARCH
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
APRIL	MAY	JUNE
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
JULY	AUGUST	SEPTEMBER
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
OCTOBER	NOVEMBER	DECEMBER
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

"TEACH HIM TO BE BRAVE"

Abraham Lincoln, the Sixteenth President of U.S.A. (1861-1865) once wrote a letter to the headmaster of his son's school. Here are a few extracts from the letter :

"He will have to learn. I know, that all men are not just, all men are not true. But teach him also that for every scoundrel, there is a hero that for every selfish man, there is a dedicated leader."

"Teach him for every enemy, there is a friend, It will take time, I know, but teach him, if you can, that a dollar earned is of far more value than five pound..... Teach him to learn to lose and also enjoy winning. Teach him that it is far more honourable to lose than to cheat..... Teach him that nothing is accomplished without hard and sincere work. Steer him from envy, if you can."

"Teach him the secret of silent laughter, to keep some quiet time for himself. Teach him, if you can, the wonder of books.... But also give him a quiet time for pondering over the eternal mystery of birds in the sky, bees in the sun, and flowers on a green hillside."

"Teach him early in life to have faith in his own self and his ideas, even if everyone tells him they are wrong..... Try to give strength and wisdom to my son, not to follow the crowd when everyone is getting on the bandwagon. Teach him to listen to all men but teach him also to filter all he hears on a screen of truth and take only the good that comes through."

"Teach him, if you can, how to laugh when he is sad... Teach him there is no shame in mistake, but teach him also that it is a sin not to own a mistake.... teach him to stand for the right and fight hard if he thinks he is right....."

"Treat him gently; but do not cuddle him because only the test of fire makes fine steel. Let him have the courage to be impatient, let him have the patience to be brave. Teach him always to have sublime faith in himself, because then he will have sublime faith in mankind."

"Teach him to scoff at cynics and to beware of too much sweetness... Teach him to sell his brawn and brain to the highest bidders; but never to put a price tag on his heart and soul."

"This is a big order; but see that you can do..... He is such a fine little fellow, my son."

(Inadvertent errors may be kindly excused)