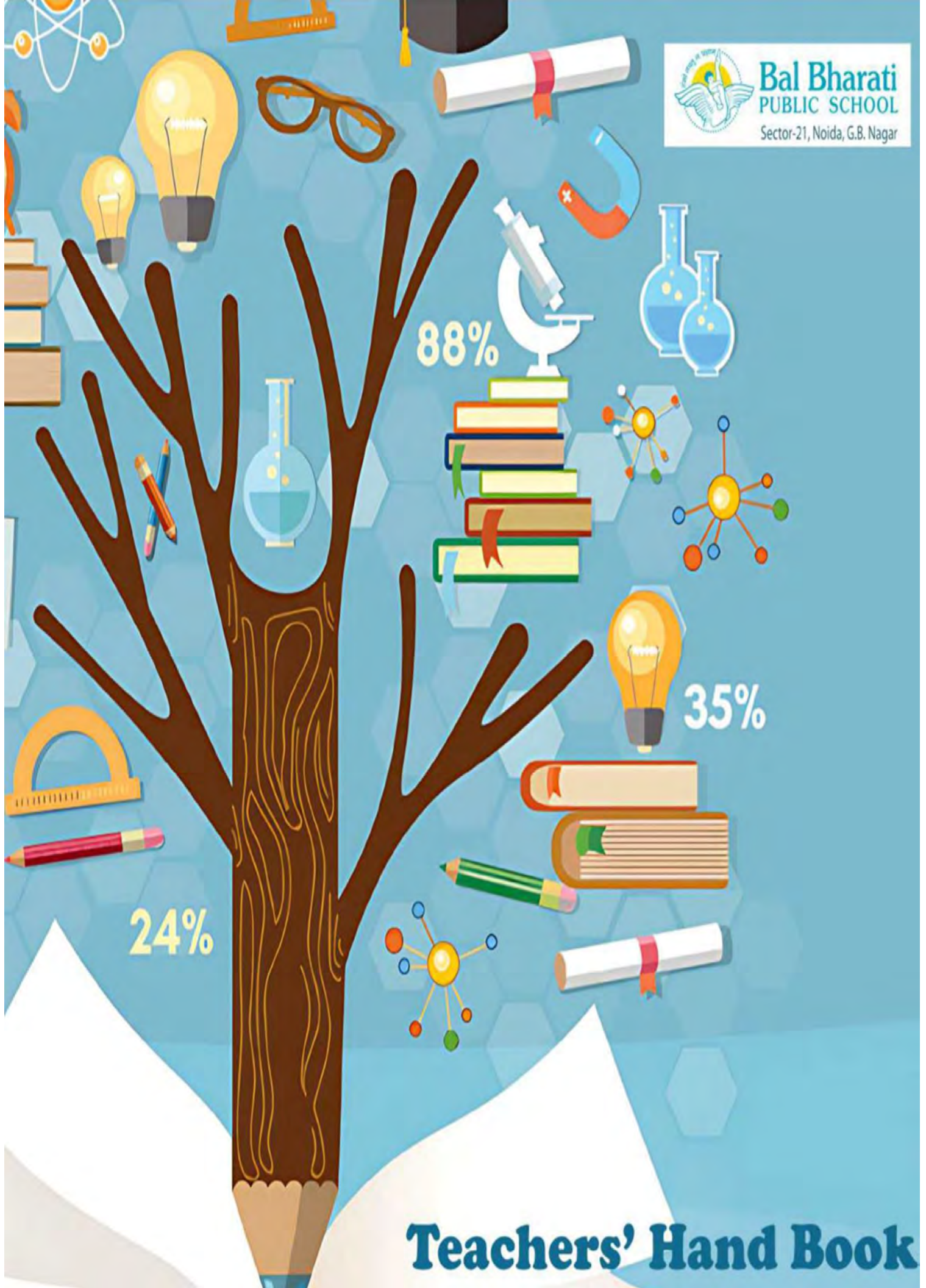




Bal Bharati
PUBLIC SCHOOL
Sector-21, Noida, G.B. Nagar



88%

35%

24%

Teachers' Hand Book

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

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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

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



CHILD EDUCATION SOCIETY

The dynamic odyssey of the Child Education Society began when a seed was sown in 1944 by the eminent philanthropist, Padma Vibhushan Lala Hansraj Gupta. The rich legacy was carried forward by inspiring and charismatic stalwarts like Shri KK Khullar and Shri LR Channa. The sagacious synergy and prudence of Shri KK Khullar laid the foundation of strong systems of governance for the schools, while Shri LR Channa was immeasurably dynamic and proactive in introducing state-of-the-art infrastructure and facilities in Bal Bharati ® schools. Owing to their ceaseless efforts, the iconic Child Education Society today boasts of 26 stellar institutions, established not just in the major cities but also in the remotest parts of India. Today, the legacy is being carried forward by Mr Nikhil Channa as President, CES. He is committed to aligning the actions of CES with its vision of shaping the future generation of discoverers, inventors and innovators.

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10377	SRISHTI MATHUR	TGT Social Science	D33 Sec 20 Noida 201301	9818319983	Srishti.mathur@nd.balbharati.org
10227	SONAM MALIK	T.G.T Computer Science	A31 Sector 55 Noida	9711045629	sonam.malik@nd.balbharati.org
10228	SUBHA RENAKUMAR	TGT MATHEMATICS	C503,JM AROMA, SECTOR 75 NOIDA	9971882574	subha.renakumar@nd.balbharati.org
10237	SWAPAN MAZUMDAR	TGT DANCE	J-64-1ST FLOOR GALI NO-4 LAXMI NAGAR DELHI	9871920098	Swapan.mazumdar@nd.balbharati.org
10282	SWETA GUPTA	TGT HINDI	SEC- 107, H - 801, GREAT VALUE SHARNAM, NOIDA	9810759801	sweta.gupta@nd.balbharati.org
10246	UMESH KUMARI	TGT	1104, TOWER - A, AMAATRA HOMES, SECTOR -10, GREATER NOIDA (WEST), PIN - 201308	9871920321	umesh.kumari@nd.balbharati.org
10247	UMESH VERMA	TGT SCIENCE	CV7 1102, SUPERTECH CAPETOWN SECTOR 74,	9811337317	Umesh.verma@nd.balbharati.org

TEACHERS' DIARY

			NOIDA		
10260	VIDHI OBEROI	TGT	H 1074 Gaur Green City Indirapuram	9871775115	vidhi.oberoi@nd.balbhharati.org
10267	YUVRAJ PANWAR	TGT	E-1803 AISHWARYAM GAUR CITY 2 NOIDA EXTENSION	9990926768	yuvraj.panwar@nd.balbhharati.org
10149	PRADEEP PALLAVI	TGT MUSIC (VOCAL)	FLAT -NO-516 PLOT NO.F-30 MAHAGUN MANOR SECTOR-50 NOIDA	9810445196	Pradeep.pallavi@nd.balbhharati.org

SENIOR SECONDARY DEPARTMENT

STAFF CODE	NAME	DESIGNATION	ADDRESS	Phone Number	E-mail Id
10019	ANOOP DIXIT	P. G. T. (MATHS)	4/425, S - 1, VAISHALI GHAZIABAD U. P. Pin 201010	9910199443	anoop.dixit@nd.balbhharati.org
10375	M S SITHARA	PGT COMMERCE	34B/B-5, Dhawalgiri Apartment sector 34 Noida	9582936174	sitharasekarbajpai@gmail.com
10106	MEETU TRIPATHI	PGT - Computer Science	12A04- Tower 11, Sunworld Vanalika, sector 107, Noida	9818751479	meetu.tripathi@nd.balbhharati.org
10361	PHILO MARIA ALEXANDER	PGT PSYCHOLOGY AND SCHOOL COUNSELOR	F3 KRISHNA RESIDENCY, HARI NAGAR ASHRAM, NEW DELHI 110014	8447236965	philomaria.alexander@nd.balbhharati.org
10167	RACHNA SONDHI	PGT-ENGLISH	A-73, SECTOR-19, NOIDA	9560788400	rachna.sondhi@nd.balbhharati.org
10187	RUBY SINGH	PGT COMMERCE	J 136 , SECTOR 25 , NOIDA	9810087023	ruby.singh@nd.balbhharati.org
10192	RUMPA BHATTACHARYYA	PGT ENGLISH	78 C , DHAWALGIRI APPARTMENTS, SECTOR 11 , NOIDA	9871590185	rumpa.bhattacharyya@nd.balbhharati.org
10279	SANJAY DUA	PGT MATHS	C-1503, RG RESIDENCY, SECTOR 120,NOIDA.	9990696770	sanjay.dua@nd.balbhharati.org
10210	SHALLY WALIA	PGT: POLITICAL SCIENCE	A-9, SECTOR 33,NOIDA	8800439562	shally.walia@nd.balbhharati.org
10238	SWATI CHAWLA	PGT	J-39, Sector-25, Jalvayu Vihar Noida	9911733761	swati.chawla@nd.balbhharati.org
10257	VIBHA JAIN	PGT CHEMISTRY	Q-497. SECTOR -22 JALVAYU VIHAR	9810194984	vibha.jain@nd.balbhharati.org
10384	SHAGUN SARASWAT	PGT LEGAL STUDIES	C-207, Sector-20, Noida	9644767155	Shagun.saraswat@nd.balbhharati.org

COACHES

STAFF CODE	NAME	DESIGNATION	ADDRESS	Phone Number	E-mail Id
10350	TARA SINGH	BAND MASTER	C 214 SAVTRI NAGAR DELHI	8375867170	Tara.singh@nd.balbhharati.org

TEACHERS' DIARY

10174	RAMESH CHAND	VOLLEYBALL COACH FULL TIME	105-A GALI NO 8 DWARKA VIHAR OLD KAKROLA ROAD NAJAFAGARH NEW DELHI	7982283694	ramesh18279@gmail.com
10352	SHIV KUMAR RAI	BASKETBALL COACH	H no 3 , second floor, gali no 32 , village dallupura	813003621	<a href="mailto:Shiv.Kumar@nd.balbh
arati.org">Shiv.Kumar@nd.balbh arati.org
10351	RAJ BALI	ROPE SKIPPING	E-28, VIJAY NAGARDELHI	9958183126	<a href="mailto:raj.bali@nd.balbh
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10030	ASHUTOSH SHARMA	CHESS	B-116/S-3,SHALIMAR GARDEN, EXT-II, SAHIBABADGHAZIAB AD- 201005	9953517179	<a href="mailto:ashutosh.sharma@nd.bal
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SUPPORT STAFF

10051	DEEPAK RANA	LAB ASSISTANT	C-14/3, SHIVSHAKTI APTS SECTOR 71, NOIDA PIN - 201301 DELHI,INDIA	9873167542	<a href="mailto:deepak.rana@nd.balbh
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10067	HARENDRA SINGH	LAB ASSISTANT	FLAT NO:44 F, SECTOR 2A, VAISHALI GHAZIABAD PIN -201301 UTTAR PRADESH,INDIA	9999484344	<a href="mailto:harinder.negi@nd.balbh
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10136	OMPAL SINGH	LAB ATTENDANT	VILLAGE MORNA, SECTOR 35, NOIDA PIN - 201301 UTTAR PRADESH,INDIA	9899616542	<a href="mailto:ompal.singh@nd.balbh
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10233	SUNDER LAL	LAB ATTENDANT	VILLAGE SALARPUR SECTOR-101, NOIDA PIN -201301 UTTAR PRADESH,INDIA	8527159450	<a href="mailto:sunder.choudhary@nd.bal
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10034	BADRI DUTT MISHRA	GARDENER	HOUSE NO162 GALI 05 SECTOR 45 NOIDA PIN - 201301 UTTAR PRADESH,INDIA	9560074317	<a href="mailto:bdmishra_1971@rediffma
il.com">bdmishra_1971@rediffma il.com
10057	DHEER SINGH	SAFAI KARAMCHARI	VILLAGE WAZIDPUR DHAKHANA BHANGEL THAN SECTOR-134, PIN - 201301 UTTAR PRADESH,INDIA	8744919113	<a href="mailto:dheer.singh@nd.balbh
arati.org">dheer.singh@nd.balbh arati.org
10062	GAGAN BAHADUR	WATCHMAN	MAYUR VIHAR PHASE III DELHI MAYUR VIHAR PHASE III DELHI DELHI PIN -110096 DELHI,INDIA	9711546712	<a href="mailto:gagan.bahadur@nd.balbh
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10079	KAMLA DEVI	SAFAI KARAMCHARI	VILLAGE NITHARI SECTOR 31, NOIDA PIN - 201301 UTTAR PRADESH,INDIA	9540429454	<a href="mailto:kamla.devi@nd.balbh
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TEACHERS' DIARY

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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
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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
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10225	SOHNVIRI	SAFAI KARAMCHARI	GALI NO.5, 338 ADARSH NAGAR KHODA COLONY GHAZIABAD PIN -201310 UTTAR PRADESH,INDIA	9136454619	sohnviri@nd.balbharati.org

LIST OF HOLIDAYS: 2023-24


Summer Vacation	:	15-05-2023 to 02-07-2023 (Pre-School to Class-V) 22-05-2023 to 02-07-2023 (Class – VI to Class-IX) 25-05-2023 to 02-07-2023 (Class – X to XII)
Dussehra Break :		21-10-2023 to 24-10-2023
Diwali Break	:	11-11-2023 to 15-11-2023
Winter Break	:	30-12-2023 to 12-01-2024 (Pre-School to Class-V) 30-12-2023 to 10-01-2024 (Class – VI to Class-IX) 30-12-2023 to 05-01-2024 (Class – X to XII)

DATE	DAY	FESTIVALS/HOLIDAY
APRIL 2023		
01.04.2023	Saturday	Holiday for students
04.04.2023	Tuesday	Mahavir Jayanti
07.04.2023	Friday	Good Friday
08.04.2023	Saturday	Holiday for staff and students
14.04.2023	Friday	Ambedkar Jayanti
15.04.2023	Saturday	Holiday for students(except VI-VIII)
22.04.2023	Saturday	Eid – Ul – Fitr
29.04.2023	Saturday	Holiday for students
MAY 2023		
05.05.2023	Friday	Buddha Purnima
06.05.2023	Saturday	Holiday for students(except VI-VIII)
13.05.2023	Saturday	Holiday for staff and students
20.05.2023	Saturday	Holiday for students
27.05.2023	Saturday	Holiday for staff and students
JUNE 2023		
10.06.2023	Saturday	Holiday for staff and students
24.06.2023	Saturday	Holiday for staff and students
29.06.2023	Thursday	Eid – Ul – Zuha
JULY 2023		
01.07.2023	Saturday	Holiday for students
08.07.2023	Saturday	Holiday for staff and students
15.07.2023	Saturday	Holiday for students(except VI-VIII)
22.07.2023	Saturday	Holiday for staff and students
29.07.2023	Saturday	Muharrum
AUGUST 2023		
05.08.2023	Saturday	Holiday for students(except VI-VIII)
12.08.2023	Saturday	Holiday for staff and students
15.08.2023	Tuesday	Independence Day
19.08.2023	Saturday	Holiday for students(except VI-VIII)
26.08.2023	Saturday	Holiday for staff and students
31.08.2023	Thursday	Raksha Bandhan
SEPTEMBER 2023		
02.09.2023	Saturday	Holiday for students(except VI-VIII)
07.09.2023	Thursday	Janmashtami
09.09.2023	Saturday	Holiday for staff and students
16.09.2023	Saturday	Holiday for students(except VI-VIII)
23.09.2023	Saturday	Holiday for staff and students
28.09.2023	Thursday	Eid – Ul – Milad
30.09.2023	Saturday	Holiday for students

TEACHERS' DIARY

OCTOBER 2023		
02.10.2023	Monday	Mahatma Gandhi Jayanti
07.10.2023	Saturday	Holiday for students(except VI-VIII)
21.10.2023	Saturday	Saptami
22.10.2023	Sunday	Maha Ashtami
23.10.2023	Monday	Maha Navami
24.10.2023	Tuesday	Dussehra
28.10.2023	Saturday	Valmiki Jayanti
NOVEMBER 2023		
01.11.2023	Wednesday	Karwa Chouth
04.11.2023	Saturday	Holiday for students(except VI-VIII)
11.11.2023	Saturday	Chotti Diwali
12.11.2023	Sunday	Diwali
13.11.2023	Monday	Govardhan Puja
14.11.2023	Tuesday	Holiday for staff and students
15.11.2023	Wednesday	Bhai Dooj
18.11.2023	Saturday	Holiday for students(except VI-VIII)
19.11.2023	Sunday	Chhath Puja
25.11.2023	Saturday	Holiday for staff and students
27.11.2023	Monday	Guru Nanak's Birthday
DECEMBER 2023		
02.12.2023	Saturday	Holiday for students(except VI-VIII)
09.12.2023	Saturday	Holiday for staff and students
16.12.2023	Saturday	Holiday for students(except VI-VIII)
23.12.2023	Saturday	Holiday for staff and students
25.12.2023	Monday	Christmas
30.12.2023	Saturday	Holiday for staff and students
JANUARY 2024		
06.01.2024	Saturday	Holiday for staff and students
13.01.2024	Saturday	Holiday for staff and students
20.01.2024	Saturday	Holiday for students(except VI-VIII)
26.01.2024	Friday	Republic Day
27.01.2024	Saturday	Holiday for students(except VI-VIII)
FEBRUARY 2024		
03.02.2024	Saturday	Holiday for students(except VI-VIII)
10.02.2024	Saturday	Holiday for staff and students
17.02.2024	Saturday	Holiday for students(except VI-VIII)
24.02.2024	Saturday	Holiday for staff and students
MARCH 2024		
02.03.2024	Saturday	Holiday for students(except VI-VIII)
08.03.2024	Friday	Maha Shivaratri
09.03.2024	Saturday	Holiday for staff and students
16.03.2023	Saturday	Holiday for students (except VI-VIII)
23.03.2024	Saturday	Holiday for staff and students
24.03.2024	Sunday	Holika Dahan
25.03.2024	Monday	Holi
29.03.2024	Friday	Good Friday
30.03.2024	Saturday	Holiday for students

TIME TABLE PRE SCHOOL

 TIME TABLE FOR PRE SCHOOL (SESSION: 2023-24)										
Time	9:00 to 9:20 am	9:20 to 9:30 am	9:30 to 9:40 am	9:40 to 10:10 am	10:10 to 10:20 am	10:20 to 10:40 am	10:40 to 11:10 am	11:10 to 11:40 am	11:40 am to 12:10 pm	12:10 to 12:20 pm
Days	Meal Time									
Monday	Circle Time	Reporting to class	Attendance and Turn out	PS D (Ms. Sheela G.) - PBL PS F (Ms. Manju M.) - Dance (9:50 - 10:25) PS B (Ms. Nishka B.) - PP	Hand wash, Mat and Apron wearing (10:25-11:00)	Meal Time PS E (Ms. Anju R.) - Dance (10:25-11:00) PS A (Ms. Payal C.) - Swimming Swimming (10:25-11:00)			PS C (Ms. Kulddeep S.) - AR - 1 PS E (Ms. Anju R.) - PBL PS E (Ms. Anju R.) - AR - 1 PS A (Ms. Payal C.) - PBL	Reflection Time
Tuesday	Tea A talk	Reporting to class	Attendance and Turn out	PS D (Ms. Sheela G.) - Dance (9:50 - 10:25) PS C (Ms. Kulddeep S.) - PP	Hand wash, Mat and Apron wearing	PS B (Ms. Nishka B.) - Swimming Swimming (10:25-11:00)		PS F (Ms. Manju M.) - AR - 1		Reflection Time
Wednesday	Tea sabha Activity class	Reporting to class	Attendance and Turn out	PS B (Ms. Nishka B.) - Dance (9:50 - 10:25) PS E (Ms. Anju R.) - PP PS C (Ms. Kulddeep S.) - Dance (9:50 - 10:25) PS F (Ms. Manju M.) - AR - 2	Hand wash, Mat and Apron wearing	Meal Time PS D (Ms. Sheela G.) - Swimming Swimming (10:25-11:00) PS A (Ms. Payal C.) - AR - 1 PS F (Ms. Manju M.) - PP		PS D (Ms. Sheela G.) - AR - 1		Reflection Time
Thursday	Morning Assembly	Reporting to class	Attendance and Turn out	PS A (Ms. Payal C.) - PP PS E (Ms. Anju R.) - Swimming (9:50 - 10:25) PS A (Ms. Payal C.) - Dance (9:50 - 10:25) PS D (Ms. Sheela G.) - PP	Hand wash, Mat and Apron wearing	PS E - (Ms. Anju R.) - AR - 2 PS F (Ms. Manju M.) - Swimming (10:25-11:00)		PS B (Ms. Nishka B.) - AR - 1		Reflection Time
Friday	Mass Pr/Screen T class	Reporting to class	Attendance and Turn out	PS D (Ms. Sheela G.) - PP Swimming (9:50 - 10:25) PS A (Ms. Payal C.) - Dance (9:50 - 10:25) PS D (Ms. Sheela G.) - PP	Hand wash, Mat and Apron wearing	PS F (Ms. Manju M.) - Swimming (10:25-11:00) AR - 2		PS D (Ms. Sheela G.) - AR - 2 PS C (Ms. Kulddeep S.) - AR - 3		Reflection Time


* Dance Classes for PS will be taken by Ms. Nisha R.

* PBL will be taken by Ms. Sanika Pasi

* Activity Classes will be taken by Ms. Kamla B.

* Teachers' Assistants will be assisting the Mother Teachers in PS classes, one teacher will be assigned for two sections, for 1.5 hours each everyday.
PP - Play Pen
AR - Activity Room
PBL - Project Based Learning

TIME TABLE PRE PRIMARY

 TIME-TABLE FOR PRE PRIMARY (SESSION: 2023-24)										
Time Days	9:00 to 9:20 am	9:20 to 9:30 am	9:30 to 9:40 am	9:40 to 10:10 am	10:10 to 10:20 am	10:20 to 10:40 am	10:40 to 11:10 am	11:10 to 11:40 am	11:40 am to 12:10 pm	12:10 to 12:20 pm
Monday	Circle Time	Reporting to class	Attendance and Turn out	PP A (Ms. Manami G.) - Swimming (9:50-10:25) PP B (Ms. Geeta T.) - AR-1 PP D (Ms. Eva K.) - PBL PP F (Ms. Swati C.) - Dance (9:50 - 10:25)	Hand wash, Mat and Apron wearing - AR-1	Meal Time	PP C (Ms. Vibha K.) - AR-1	PP E (Ms. Neeru S.) - AR-1	PP E (Ms. Neeru S.) - PBL	Reflection Time
Tuesday	Mass PT/Stretching Time	Reporting to class	Attendance and Turn out	PP B (Ms. Geeta T.) - Swimming (9:50-10:25) PP E (Ms. Neeru S.) - Dance (9:50 - 10:25) PP C (Ms. Vibha K.) - AR-2	Hand wash, Mat and Apron wearing - AR-1	PP D (Ms. Eva K.) - PP PP F (Ms. Swati C.) - AR-1	PP A (Ms. Manami G.) - AR-1		PP A (Ms. Manami G.) - PBL	Reflection Time
Wednesday	Badminton Activity	Reporting to class	Attendance and Turn out	PP C (Ms. Vibha K.) - Swimming (9:50-10:25) PP D (Ms. Eva K.) - Dance (9:50-10:25) PP E (Ms. Neeru S.) - AR-2	Hand wash, Mat and Apron wearing - AR-1	PP B (Ms. Geeta T.) - Dance (10:25-11:00)	PP A (Ms. Manami G.) - PP PP F (Ms. Swati C.) - AR-2		PP E (Ms. Swati C.) - PBL	Reflection Time
Thursday	Morning Assembly	Reporting to class	Attendance and Turn out	PP D (Ms. Eva K.) - Swimming (9:50-10:25) PP A (Ms. Manami G.) - Dance (9:50-10:25)	Hand wash, Mat and Apron wearing - AR-1	PP F (Ms. Swati C.) - PP	PP C (Ms. Vibha K.) - PP	PP B (Ms. Geeta T.) - AR-2 PP E (Ms. Neeru S.) - Swimming (11:00-11:35)	PP B (Ms. Geeta T.) - PBL	Reflection Time
Friday	Teke A Teke (Interaction Time)	Reporting to class	Attendance and Turn out	PP C (Ms. Vibha K.) - Dance (9:50-10:25) PP A (Ms. Manami G.) - AR-2	Hand wash, Mat and Apron wearing - AR-1	PP E (Ms. Neeru S.) - PP PP F (Ms. Swati C.) - PP	PP B (Ms. Geeta T.) - PP PP D (Ms. Eva K.) - AR-2	PP E (Ms. Swati C.) - Swimming (11:00-11:35)	PP C (Ms. Vibha K.) - PBL	Reflection Time

SWIMMING SCHEDULE PRE PRIMARY

Bal Bharati
PUBLIC SCHOOL
KODGA

SWIMMING SCHEDULE FOR PRE PRIMARY**SESSION: 2023-2024**

TIME	9.50 AM-10.25 AM	10.25 AM-11.00 AM	11.00 AM-11.3
DAY	5 AM		
Monday	PP A	PS A	-
Tuesday	PP B	PS B	-
Wednesday	PP C	PS C	-
Thursday	PP D	PS D	PP E
Friday	PS E	PS F	PP F

Ms. Sarika Passi
HM (Pre Primary)

Ms. Asha Prabhakar
Principal

SCHOOL ROUTINE PRIMARY WING**SCHOOL ROUTINE-PRIMARY WING**

Following school routine will come into force with effect from 03 April, 2023 :

Reporting time for teaching staff : 07.50 a.m.

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	• MASS PT STRETCH TIME: FOR CLS I – V	MS MONIKA P, MD 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 POORWA L
ZERO	07.50–08.35 a.m.	Wednesdays	• INTER SCHOOL REHEARSALS CLASS LIBRARY PERIOD	MS SUMANA S & MS RUCHIKA G
	01.10-2.20 pm		BAL SABHA ACTIVITIES	MS SONA S & MS LEENA
ZERO	07.50–08.35 a.m.	Thursdays	• PR SCHOOL ASSEMBLY	MS SUMANA S, MS RANI N & MS RASHI A
ZERO	07.50–08.35 a.m.	Fridays	• CLUB ACTIVITIES (FOR CLS I-V)	MS PARIMEETA K & MS ALKA R
			• REMEDIAL CLASSES	MS ANKITA B. & MS NANDINI G
ZERO	07.50–08.35 a.m.	Saturday (1 st & 3 rd of each month)	• PREPARATORY CLASSES FOR COMPETITIVE EXAMS.	MS ARPITA S & MS DEEPA C
			• REMEDIAL CLASSES	MS ANKITA B. & MS NANDINI G

SCHOOL ROUTINE - PRIMARY WING

MONDAY(S), WEDNESDAY (S) TO SATURDAY(S)			TUESDAY(S)		
PERIOD	TIMING	DURATION	PERIOD	TIMING	DURATION
Zero Period	07.50 – 08.35	45 Min	Zero Period	07.50 – 08.50	1 Hr.
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.

POINTS TO REMEMBER

1. Departure Time for School Buses: 02.30 p.m.
2. Dispersal of Teaching Staff : 02.45 p.m.
3. 2nd and 4th Saturdays will be observed as holidays.
4. 1st, 3rd & 5th Saturdays of each academic month will be working for the staff.
Dispersal of Teaching Staff : 02.45 p.m.
5. Dispersal Time for the teaching Staff on the last day of the working month is 03.00 p.m
6. 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.
7. All Departmental, House Meetings, Class Rep Meetings and any other desired meeting will be held on week days after school hours.

SCHOOL ROUTINE (MIDDLE & SECONDARY SCHOOL)

PERIODS	TIMINGS	DAY	ACTIVITIES	COORDINATOR(S)
ZERO	07.50–08.50 a.m.	Mondays	PERIODIC TEST FOR CLS VI – VIII IX - X	MS RAJNI GATHANIA MS MEENAKSHI GULATI
ZERO	07.50–08.35 a.m.	Tuesdays	STRETCH TIME: FOR CLS VI – XII	MR D BIST, MR A DIXIT & MR U VERMA
ZERO	07.50–08.35 a.m.	Wednesdays	SCHOOL ASSEMBLY : FOR CLS VI-XII	MR D BIST, MR VARDHAN & MR P PALLAVI OVERALL SUPERVISION : MS MANISHA ARORA
ZERO	07.50–08.35 a.m.	Thursdays	<ul style="list-style-type: none"> · CLUB ACTIVITIES (FOR CLS VI-VIII) · REMEDIAL /EXTRA CLASSES (IX & X) 	MS K SHREYA & MS SAMRA R OVERALL SUPERVISION :HM (SR) SUBJECT COORDINATORS & CLASS REPS
ZERO	07.50–08.35 a.m.		· MASS P.T.: FOR CLS VI – XII	MR VARDHAN S & MR RAJ BALI
			· REMEDIAL CLASSES (VI-VIII)	OVERALL SUPERVISION : MS MANISHA ARORA SUBJECT COORDINATORS & CLASS REPS
8 TH & 9 TH PERIOD	01:10-02:20 p.m. (Sr School)	Fridays	<ul style="list-style-type: none"> · INTER HOUSE ACTIVITIES · INTER HOUSE/SECTION MATCHES · LIFE SKILLS: AWAKENED CITIZEN PROGRAMME FOR CLASSES VI-VIII 	MS MANISHA ARORA & MS ABHA BHARDWAJ MR D BIST & CONCERNED COACHES
ZERO	08.00–11.00 a.m.	Saturday (1 st & 3 rd of each month)	<ul style="list-style-type: none"> · PREPARATORY CLASSES FOR COMPETITIVE EXAMS. · REMEDIAL CLASSES 	MS ASHA M & MR ANSHUL RESPECTIVE CLASS REPS

• TGTs are required to adhere to the Remedial Time Table (Cls VI-X) on Fridays.

• DURING STRETCH TIME & MASS PT, Specialised coaching in various Games & Sports will remain suspended.

TEACHERS' DIARY

TUESDAY (S) TO FRIDAY			MONDAY(S)		
PERIOD	TIMING	DURATION	PERIOD	TIMING	DURATION
Zero Period	07.50 – 08.35	45 Min	Zero Period	07.50 – 08.50	1 Hr.
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			

POINTS TO REMEMBER
<ol style="list-style-type: none"> 1. Zero period will be utilized for sports practice (only school teams). Nearing a tournament, 1 & 2 periods can be utilized for Practice Matches. 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. Remedial Classes will be conducted on 1st & 3rd Saturdays of each month for the students of Cls VI-X. 6. Paid Clubs will be conducted on 1st & 3rd Saturdays of each month for the students of Cls VI-VIII. 7. 1st ,3rd and 5th Saturdays of each academic month will be working for Staff. Dispersal of Teaching Staff :02.45 p.m. 8. Dispersal Time for the teaching Staff on the last day of the working month is 03.00 p.m 9. Class Teachers may 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. A prior intimation will be given to the staff.

SCHOOL ROUTINE (SENIOR 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	Round Test For Cls XI & XII	Ms Neha & Ms Philo M
ZERO	07.50–08.35 a.m.	Tuesdays	Stretch time for Cls VI - XII	Mr D Bist, Mr A Dixit & Mr U Verma
ZERO	07.50–08.35 a.m.	Wednesdays	SCHOOL ASSEMBLY : FOR CLS VI-XII	Mr D Bist, Mr Vardhan & Mr P Pallavi Overall Supervision : Ms Manisha Arora
ZERO	07.50–08.35 a.m.	Thursdays	<ul style="list-style-type: none"> • Class XII : Extra Classes for Physics, Accountancy and Political Science • Career Counselling sessions • Class XI : I am / I Can Talks 	Ms Swati C, Ms Ruby S, Ms S Walia & Mr Vipin Kumar Ms Philo Maria & Ms Ruby Singh Ms Rumpa B & Ms Rachna S
ZERO	07.50–08.35 a.m.		MASS P.T.: FOR CLS VI – XII	Mr Vardhan S & Mr Raj Bali Overall Supervision : Ms Manisha Arora
8 TH & 9 TH PERIOD	01:10-02:20 (Sr School)	Fridays	<ul style="list-style-type: none"> • Inter House Activities • Inter House Matches • Counselling Sessions 	Ms Manisha Arora & Ms Abha Bhardwaj Mr D Bist & Concerned Coaches 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.

TEACHERS' DIARY

TUESDAY (S) TO FRIDAY(S)			MONDAY(S)		
PERIOD	TIMING	DURATION	PERIOD	TIMING	DURATION
Zero Period	07.50 – 08.35	45 Min	Zero Period	07.50 – 08.50	1 Hr.
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			

POINTS TO REMEMBER

1. Zero period will be utilized for sports practice (only school teams). Nearing a tournament, 1 & 2 periods can be utilized for Practice Matches.
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. 1st, 3rd and 5th 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 may 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. A prior intimation will be given to the staff.

LIST OF CLASS TEACHERS (2023-24)
PRE PRIMARY DEPARTMENT

Ms S. Passi : HM (Pre Primary)

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

INCHARGES :

S.NO	AREA	NAME OF STAFF
1.	Morning Assembly	Ms Manju Malkoti, Ms Eva Kulshrestha and Ms Kanika Bhatia
2.	Play Pen Equipment (Procurement & Maintenance)	Ms Kuldeep Sood, Ms. Nitika. Bhatia & Ms Anju Raghav
3.	Visits & Excursions	Ms Neeru Sharma & Ms Eva Kulshrestha
4.	School Publication – Pre Primary Magazine ‘Sagarika’	Ms Payal Chauhan (Editor), Ms Neeru Sharma (Co-Editor) Ms Vibha Khurana & Ms Swati Chordia (Technical Support)
5.	Photography / Website I/Cs	Ms Eva Kulshrestha, Ms Payal Chauhan & Activity Incharges
6.	School Transport & Management of Private Vans	Ms Vibha Khurana, Ms Nitika Bhatia
7.	Maintenance of Inventory (Furniture, Fixtures & Electrical Items)	HM(PP) Respective Class Teachers
8.	Bal Sabha Activities	Ms Manju Malkoti & Ms Kuldeep Sood
9.	Time Table (Swimming, Activity Room, Play Pen, Dance & Music)	Ms Sheuli Ghosh & Ms Gitika Thapliyal
10.	Substitutions	Ms Anju Raghav & Ms Eva Kulshreshtha
11.	Inter School Competitions	Ms Sheuli Ghosh & Ms Manami Ghosh
12.	Workshop Coordinators	HM (Pre Primary) & Ms Sheuli Ghosh
13.	Summer Camp I/Cs	Ms Manju Malkoti & Ms Anju Raghav
14.	ISA Activity Coordinators	Ms Manami Ghosh, Ms Sheuli Ghosh
15.	Resource Material (Procurement, Distribution & Stock Taking)	HM (PP) Members : Ms Kuldeep Sood, Ms. Nitika Bhatia, Ms Anju Raghav & Ms Neeru. Sharma
16.	Display Boards (Preparation of Topics for Display Board- Pre School & Pre Primary)	Class Reps Ms Anju Raghav & Ms Eva. Kulshrestha
17.	Class Libraries	Ms Kuldeep Sood and Ms Nitika Bhatia
18.	Holistic Report Card (Digital/Physical)	Ms Payal Chauhan & Ms Vibha Khurana
19.	Montessori Activity Room (Upkeep, Repair and Maintenance)	Ms Kuldeep Sood, Ms Anju Raghav & Ms Kanika Bhatia
20.	Language and Communication Programme	Ms Gitika Thapliyal & Ms Eva Kulshrestha
21.	ESPRIT (2023 – 24)	Ms Manami Ghosh & Ms Neeru Sharma

NON CLASS TEACHERS

S NO	PRE- PRIMARY DEPT
1	Ms Kanika Gupta- Activity Teacher
2	Ms Khushboo Sharma- Teacher Assistant
3	Ms Pallavi Kakoty-Teacher Assistant
4	Ms Rohini Sen- Teacher Assistant

LIST OF CLASS TEACHERS (2023-24)**PRIMARY DEPARTMENT** Mrs V Pujari : HM (Pr)

CLASS-I		CLASS-II		CLASS-III	
SECTION	NAME OF TEACHER	SECTION	NAME OF TEACHER	SECTION	NAME OF TEACHER
A	Ms Meena A (CI Rep)	A	Ms Dhanya Patil (CI Rep)	A	Ms Nandini G (CI Rep)
B	Ms Poorwa Laldhar	B	Ms.Ankita Batra (EVS)	B	Ms Suniti (Physical Sc.)
C	Ms Leena	C	Ms.Aiman Syed (English)	C	Ms Mukul S (Maths)
D	Ms Monika	D	Ms Pooja Kapoor (Maths)	D	Ms Ankita T Chauhan (Maths)
E	Ms Humera	E	Ms Arpita (Maths)	E	Ms Sona Rawat (English)
F	Ms Ruchika Gupta	F	Ms Parimeeta K (English)	F	Ms Minakshi J (Maths)

CLASS-IV		CLASS-V	
SECTION	NAME OF TEACHER	SECTION	NAME OF TEACHER
A	Ms Anita Verma (CI Rep)	A	Ms Ruchika Khanna (CI Rep)
B	Ms Charu Gusain (English)	B	Ms Rashi Anand (English)
C	Ms Diksha Sharma (S.St)	C	Ms Deepa Chaturvedi (Hindi)
D	Ms Medha Banerjee (English)	D	Ms Yasha Sharma (Science)
E	Ms Mansi Tandon (Maths)	--	--

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

CLASS-VI		CLASS-VII		CLASS-VIII	
SECTION	NAME OF TEACHER	SECTION	NAME OF TEACHER	SECTION	NAME OF TEACHER
A	Ms Deepti T (CI Rep)	A	Mr Prabhat M (CI Rep)	A	Ms Kamna J (CI Rep)
B	Ms Sonam M	B	Ms Sweta G (Co-CI Rep)	B	Ms Poonam Sharma
C	Ms Nivedita B (Co CI Rep)	C	Ms Srishti Mathur	C	Ms Kritika S (Co-CI Rep)
D	Ms Nishi S	D	Ms Namrta Kaushik	D	Mr Anshul Dubey

CLASS-IX		CLASS-X	
SECTION	NAME OF TEACHER	SECTION	NAME OF TEACHER
A	Ms Vidhi Oberoi (CI Rep)	A	Ms Sabari Maitra
B	Ms Deepti Mehra	B	Ms Neerja Bhatnagar (CI Rep)
C	Mr Anoop Dixit (Co-CI Rep)	C	Ms Subha Renakumar
D	Ms Indula Mishra	D	Ms Umesh Kumari
E	Ms Komal Mendiratta	--	--

*Only for the months of April & May

IN ABSENCE OF MRS A GANJOO, VPL WILL ASSIST PPL IN THE OVERALL FUNCTIONING OF THE MIDDLE & SECONDARY DEPT.

TEACHERS' DIARY

SR SECONDARY DEPARTMENT Mrs A Motwani : VPL

CLASS-XI		CLASS-XII	
SECTION	NAME OF TEACHER	SECTION	NAME OF TEACHER
A (S)	Ms Swati Chawla (CI Rep)	A (S)	Ms V Jain (CI Rep)
B (S)	Ms Rachna Sondhi	B (S)	Ms Asha Menon
C (C)	Ms Anita Panda (Co-CI Rep)	C (C)	Ms Ruby Singh (Co-CI Rep)
D (H)	Ms Rumpa Bhattacharyya	D (H)	Ms Shally Walia

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	SPORTS COACHES	PERFORMING ARTS
1	Ms Nisha (Dance)	Ms Manisha A, TGT(E)	Ms Philo Maria, PGT(Psycho)/ Counsellor (Primary School)	Mr Raj Bali (Rope)	Mr Dilip (Tabla)
2	Ms Mamta Maggu (PRT-Lib)	Ms Rajni G (Hindi)	Ms M S Sithara, PGT (Com)	Mr. Ankit Jawla (Volleyball)(Sitar)
3	Ms S Sengupta (Music)	Ms Nishi Nigam (Skt)	Ms Meetu T, PGT (Comp Sc)	Mr. Prateek Badola (Lawn Tennis)	
4	Ms Kavita Pandey (Dance)	Mr U Verma, TGT (Sc)	Ms Neha Gupta, TGT (H.Sc)	Mr Shiv (Basketball)	
5	Ms. Rani Negi (Phy Edu)	Ms M Gulati, TGT (C.S)	Mr Divyansh M, PGT (L St)	Mr Ashutosh (Chess)	
6	Ms Neha (Sp Educator Pr)	Mr P Pallavi (Music)	Mr Vipin Kumar, PGT (M)	Mr Gaurav Kr Sharma (Athletics)	
7	Ms Alka R	Mr Yuvraj (Art)	Mr Sanjay Dua, PGT (M)	Mr Tara Singh (Band Master)	
8	Mr. Faiz Ahmed (Art)	Mr Niladri S (Art)	Mr Vipin Kumar, PGT (P)	Mr Ashutosh (Chess)	
9	Mr Vardhan (P.Ed)	Mr Swapan (Dance)	Ms Khushi Pallavi- School Counselor (Sr School)		
10	Ms Garima Priya (Comp Sc)	Mr D Bist (Phy Edu)	Mr Rajkumar (System Analyst)		
11	Ms Poonam K (Hindi)	Ms A Bhardwaj (Lib)			
12	Ms Nidhi (Hindi)	Mr Mohit B(French)			
		Ms Nupur Agarwal			
13		...(STEM Coordinator)			

TEACHERS' DIARY

DUTIES AND RESPONSIBILITIES (SESSION 2023-24)

S.N	AREA	TEACHER(S) IN-CHARGE		
	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 & HM (Pr)
	b) For Classes VI – X Exam Cell Holiday Home.Work	--	Mr Mohit B (VI-VIII) Ms Meenakshi G (IX & X) Class Reps	--
	c) For Classes XI & XII Exam Cell Holiday Home Work	Ms Neha G, Ms Philo M	--	--
2.	Assignment I/Cs	Mr Sanjay D, Ms.Sithara	Subject Coordinators & Ms Deepti M, Ms Srishti M	Ms Syed Humera, Ms Charu G
	Open Exams	--	Ms Indula M & Ms Sonam M	Ms Nandini G, Ms Garima Priya Ms Dhanya P
	a) CBSE			
	CBSE Expression Series HM (Pr) / (Sr)	Ms Rumpa B, Ms Abha B Mr Rajkumar	Mr Niladri S Das Ms Sweta G	Ms Arpita S, Ms Poonam
	CBSE Circulars VPL	Mr Rajkumar, Mr Narender	--	--
	CBSE (AISSE (X) AISSCE (XII) VPL	Ms Ruby S	Ms Asha M	--
3.	Submission of Data (Online) for Classes 9,10,11 & 12	VPL & Class Reps Ms Meetu T	HM (Sr.) & Cls Reps Ms M Gulati	--
	Olympiads / UPSTSE / NTSE / Aryabhata / INSPIRE / Vidya Manthan & Others HM (Sr)	--	Aryabhata – TGT (Maths) Ms Subha R Mr Anshul D INSPIRE – Mr U Verma VVM & NTSE – Ms Indula M IT Olympiads – Ms Meetu T Ms Asha M Ms M Gulati Ms Sonam M	Aryabhata – Ms Ruchika K Ms Ankita T BRICS Math – Ms Anita V Olympiads Ms Nandini G, Ms Dhanya Ms Garima
4.	Inter School Activities	--	Ms K Pandey & Ms Nishi S	Ms Rashi Anand & Ms Sumana S
5.	Nodal Teacher Supervisor for Training Programmes of CBSE	Ms Vibha Jain is to be assisted by Ms Namrta K, Ms Meena Aggarwal and Ms Vibha Khurana HM (Sr) / VPL		
6.	Advocacy Programmes	Counsellor / VPL/HM (Sr) / HM (Pr) / HM (PP)		Ms Pillo Maria
7.	Substitutions	Mr Vipin	Ms Abha B	Ms Alka Rai
8.	Transport Duty Roster	--	Mr Anoop D, Mr Mohit B	Ms Aiman S
9.	House Coordinator(s)	--	Ms Manisha A, Ms Abha B	Ms Leena M & Ms Sona R
10.	Time Table	--	Ms Namrta K & Mr Anshul D	Ms Mukul S, Ms Ruchika K & Ms Ankita T
11.	Tour & Travel	Ms Abha B	Mr D Bist	Ms Nandini G & Ms Monika P
12.	School Clubs including outsourced Clubs	--	HM (Sr) & Ms K Shreya	Ms P Khanna & Ms Alka R
13.	Atal Tinkering Lab	--	Mr U Verma & Mr Rajkumar Ms Nupur Agarwal	Ms Suniti
14.	My Class Board	Ms Meetu T & Ms Asha M	Ms M Gulati & Ms Sonam M	Ms Alka R & Ms Garima Priya
15.	Solan Co-ordinator(s)	Mr Sanjay Dua	Ms Nishi S	Ms Pooja & Ms Anita V
		Overall I/Cs : Ms Komal M & Ms Manisha A		
16.	Smart Class / Interactive Panels	Ms M Gulati & Class Reps	Ms Meenakshi G & Class Reps Overall I/C : HM (Sr)	Ms Ruchika G & Class Reps
17.	Model United Nations	--	Ms Nivedita & Ms Deepti M	--
18.	Interact Club	Ms Neha G / Ms Rumpa B	Ms Sweta G	Ms Deepa C & Ms Meena A
19.	Artificial Intelligence Lab / Coding	Ms Asha M	Ms Sonam M	Ms Alka R & Mr Rajkumar
20.	Awakened Citizen Program	--	Ms Deepti M & Ms Deepti T	--
21.	School Assembly For Primary School	--	--	Ms Sumana S, Ms Rani N Ms Nisha R & Ms Monika P
	For Senior School	Mr P Pallavi, Mr D Bist, Mr Swapan M and Ms M Arora	--	--
22.	School Discipline	Mr D Bist	Mr Vardhan S	Ms Rani N
23.	School Publication SAGARIKA–Annual Journal	Ms Rachna S	Ms Kamna J	Ms Rashi A, Ms Sona & Ms Deepa C
24.	Moot Court	Shally W and Divyansh	Ms. Sabari M	--
25.	Remedial Classes	Mr S Dua, Class Rep and Co Class Rep	Ms Smriti S Respective Co Class Reps	Ms Ankita B, Ms Arpita S
26.	Career Conclave	VPL, Ms Ruby S, Ms Sithara & Ms Asha M	--	--

TEACHERS' DIARY

27	Teachers Hand Book (Updation)	Ms Rumpa B	Ms Deepti T	Ms Charu G
28	Annual Report	Ms Rumpa B	Ms Manisha A	---
29	Disaster Management Mock Drills	---	Ms K Shreya & Ms Nivedita B	Ms Smriti S, Ms Poorwa L
30	International Collaborations	Ms Shally Walia	Ms Kamna J	Ms Medha B, Ms Rashi A
31	Tony Blair Foundation & Korean Cultural Exchange	---	Ms Sabari M	Ms Arpita S
32	Horticulture Team	---	Ms Neerja B & Mr U Verma	Ms Suniti
33	School Bag Weight	Mr Sanjay D	---	Ms Syed H, Ms Mansi T
34	Environment Club	---	Ms Neerja B, Ms Nupur A	Ms Minakshi J
35	Health & Wellness Club	---	Ms Vidhi O	Ms Poorwa L
36	Quiz Club	---	Mr Anshul D, Ms Smriti	---
37	Annual School Calendar (Digital)	Ms M S Sithara	Ms Sonam M	Ms Garima P
38	Social Media Co-ordinator	Ms Ruby S	---	---
39	School Transport	Mr Ravindra, Mr Anoop D		
40	Local/Zonal Sports Matches (Under the aegis of Sports Council, CES)	Mr Dinesh Bist, Mr Vardhan S, Ms. Rani Negi		
41	Hardware I/C	Ms Meetu T & Ms Sonam M		
42	Software I/C	Ms Asha M, Ms Alka R & Mr Rajkumar		
43	Mashmari	Ms Sonam Malik & Mr Rajkumar C C		
44	Embibe	Ms Meenakshi G & Ms Meetu T		
45	Student Recommendations/LOR	Ms Philo M / School Counselor / Ms Khushi P		
46	TOI Survey	Ms S Walia, Ms Rachna S, Ms Neerja B & Ms Rashi A		
47	Annual Play	Ms Rachna / Ms Umesh K		
48	Press Release	Ms Mamta M		
	ADMINISTRATIVE			
1	Release of School Circulars	Ms A Razdan & PPL		
2	NEET /JEE/CBSE/CTET	VPL / Ms Meetu T / Ms Ruby S / Ms Asha M		
3	Updation of Information on School Website (Every fortnight)	Mr Raj Kumar, Ms Meetu T, Mr Yograj, staff as per areas allocated. Overall Supervision : VPL, HM (Sr), HM (Pr), HM (PP)		
4	Printing of Stationery (Annual)	VPL		
5	Hospitality	Ms Neha G, Ms Abha B, Ms Pooja Kapoor		
6	Supervision / Counselling / Grooming of Support Staff	Ms Kamna J, Ms Vidhi O, Ms Ruchika Khanna and Ms Manami G		
7	Dress Code for Staff	A.O (Support Staff), VPL & HMs		
	SMC REPORT			
1	Innovative Pedagogies	Ms Ruby Singh	Ms Subha R	Ms Charu G
2	Student's Achievements	Ms M S Sithara	Ms Sweta Gupta	Ms Arpita S
3	Student's Workshop	Ms Philo M	Ms Khushi P, Ms Neha	Ms Mukul S
4	Teacher's Achievements	Ms Shagun S	Ms Vidhi Oberoi	Ms Dhanya P
5	Alumni Connect	Ms Rumpa B	Ms Kamna J	---
6	School Achievements / Awards	Ms Rachna S	---	---
7	School Functions	Ms Rumpa B	---	---
8	Tech Council	Ms Meetu T & Ms Sonam M	---	---
9	Microsoft Reports	---	Ms Asha M	Ms Alka R
10	Smart Classes / Senses Panels	---	Ms Meenakshi G, Ms Sonam M	Ms Alka R & Ms Poorwa L
11	Sports Achievements	Mr Dinesh B	Mr Vardhan & Ms Poonam	Ms Rani N
12	ISA/International Collaborations	Ms S Walia	Ms Sabari M (Overall I/C) Ms Kamna J, Ms Abha B	Ms Rashi A
13	My Class board	Ms Meetu T	Ms Sonam M	Ms Alka R
14	ATL	---	Mr U Verma	Ms Suniti
15	School Innovation Cell	Ms Swati C, Mr Sanjay D	Mr Anshul D	---
16	Standards Club	Mr Vipin Kumar	Mr Prabhat M	---
17	Inter School Activities	---	Ms Kavita P, Ms Nishi S	Ms Sumana S, Ms Ruchika G
18	Teachers' Workshops	Ms Vibha J	Ms Manisha A	Ms Meena A
19	CFSI	Ms Philo M Alexander	---	Ms Neha Y
20	Open Exam	---	Ms Indula M	Ms Arpita S, Ms Nandini, Ms Garima P
21	Clubs	---	Ms K Shreya, Ms Sonam M	Ms Parimeeta K & Ms Alka R
22	Bal Sabha	Ms Abha B	Ms Manisha A	Ms Sona, Ms Leena
23	School Publications	Ms Asha M	Ms Meenakshi G	Ms Rashi, Ms Sona R & Ms Deepa
24	Important Days	Ms Khushi Pallavi	---	---
25	Exam Cell	Ms Neha Gupta	Ms Meenakshi G, Mr Mohit B	Ms Mukul S, Ms Pooja K

ASSEMBLY SCHEDULE (PRIMARY) 2023-24

	DATE	CLASS	CONDUCTING TEACHER	Teacher's Talk
1.	06 April 2023	Activity Teacher	Ms. Rani Negi And Ms. Neha Yadav	Ms. Neha Yadav
2.	13 April 2023	Activity Teacher	Ms. Mamta Maggu	Ms. Mamta Maggu
3.	27 April 2023	V A	Ms. Ruchika Khanna	Ms. Ruchika Khanna
4.	4 May 2023	V B	Ms. Rashi Anand	Ms. Rashi Anand
5.	11 May 2023	V C	Ms. Deepa Chaturvedi	Ms. Deepa Chaturvedi
6.	6 July 2023	V D	Ms. Yasha Sharma	Ms. Yasha Sharma
7.	13 July 2023	Activity Teacher	Mr. Vardhan	Mr. Vardhan
8.	20 July 2023	IV A	Ms. Anita Verma	Ms. Anita Verma
9.	27 July 2023	IV B	Ms. Charu Gusain	Ms. Charu Gusain
10	3 August 2023	IV C	Ms. Diksha Sharma	Ms. Diksha Sharma
11	10 August 2023	IV D	Ms. Medha Banerjee	Ms. Medha Banerjee
12	17 August 2023	IV E	Ms. Mansi Tandon	Ms. Mansi Tandon
13	24 August 2023	Activity Teacher	Ms. Kavita	Ms. Kavita
14	14 September 2023	III A	Ms. Nandini Girdhani	Ms. Nandini Girdhani
15	21 September 2023	III B	Ms. Suniti	Ms. Suniti
16	5 October 2023	III C	Ms. Mukul Srivastava	Ms. Mukul Srivastava
17	12 October 2023	III D	Ms. Anita Tomar	Ms. Anita Tomar
18	19 October 2023	III E	Ms. Sona Rawat	Ms. Sona Rawat
19	26 October 2023	III F	Ms. Minakshi Joshi	Ms. Minakshi Joshi
20	2 November 2023	Activity Teacher	Ms. Nisha	Ms. Nisha
21	9 November 2023	II A	Ms. Dhanya Patil	Ms. Dhanya Patil
22	16 November 2023	II B	Ms. Ankita Batra	Ms. Ankita Batra
23	23 November 2023	II C	Ms. Aaiman Syed	Ms. Aaiman Syed
24	30 November 2023	II D	Ms. Pooja Kapoor	Ms. Pooja Kapoor
25	7 December 2023	II E	Ms. Arpita Singh	Ms. Arpita Singh
26	14 December 2023	II F	Ms. Parimeeta Khanna	Ms. Parimeeta Khanna
27	21 December 2023	Activity Teacher	Ms. Sumana Sengupta	Ms. Sumana Sengupta
28	28 December 2023	I A	Ms. Meena Aggarwal	Ms. Meena Aggarwal
29	11 January 2024	I B	Ms. Poorwa Laldhar	Ms. Poorwa Laldhar
30	18 January 2024	I C	Ms. Leena Madan	Ms. Leena Madan
31	25 January 2024	I D	Ms. Monika Panwar	Ms. Monika Panwar
32	1 February 2024	I E	Ms. Humera	Ms. Humera
33	8 February 2024	I F	Ms. Ruchika Gupta	Ms. Ruchika Gupta
34	15 February 2024	Hindi	Ms. Poonam & Ms. Nidhi	Ms. Poonam & Ms. Nidhi
35	22 February 2024	Activity Teacher	Mr. Faiz	Mr. Faiz
36	29 February 2024	Activity Teacher	Ms. Alka	Ms. Alka
37	07 March 2024	Activity Teacher	Ms. Garima	Ms. Garima

ASSEMBLY SCHEDULE (MIDDLE, SR & SR SECONDARY)
2023-24

DATE	CLASS	TEACHER INCHARGE
3-Apr-2023	XII A,B,C,D	Vibha Asha Ruby Shally
5-Apr-2023	X A	Ms Sabari Maitra
12-Apr-2023	X B	Ms Neerja Bhatnagar
19-Apr-2023	X C	Ms Subha Renakumar
26-Apr-2023	X D	Ms Umesh Kumari
3-May-2023	XI A	Ms Swati Chawla
10-May-2003	XI B	Ms Rachna Sondhi
17-May-2023	XI C	Ms Anita Panda
5-Jul-2023	XI D	Ms Rumpa Bhattacharyya
12-Jul-2023	XII A	Ms Vibha Jain
19-Jul-2023	XII B	Ms Asha Menon
26-Jul-2023	XII C	Ms Ruby Singh
2-Aug-2023	XII D	Ms Shally Walia
9-Aug-2023	IX A	Ms Vidhi Oberoi
16-Aug-2023	IX B	Ms Deepti Mehra
23-Aug-2023	IX C	Mr Anoop Dixit
4-Oct-2023	IX D	Ms Indula Mishra
11-Oct-2023	IX E	Ms Komal Mendiratta
18-Oct-2023	VIII A	Ms Kamna Joshi
25-Oct-2023	VIII B	Ms Poonam Sharma
8-Nov-2023	VIII C	Ms Kritika Shreya
22-Nov-2023	VIII D	Mr Anshul Dubey
29-Nov-2023	VII A	Mr Prabhat K Mishra
6-Dec-2023	VII B	Ms Sweta Gupta
13-Dec-2023	VII C	Ms Srishti Mathur
20-Dec-2023	VII D	Ms Namrta Kaushik
27-12-20223	VI A	Ms Deepti Tiwari
10-Jan-2024	VI B	Ms Sonam Malik
17-Jan-2024	VI C	Ms Nivedita B
24-Jan-2024	VI D	Ms Nishi S

HOUSE SYSTEM (2023-24)

HOUSE COORDINATOR : SONA RAWAT
CO-COORDINATOR : LEENA MADAN

HOUSE REPRESENTATIVES

SHIVAJI	TAGORE	ASHOKA	RAMAN
Ruchika G.	Mukul S.	Meena A.	Arpita S.

HOUSE MEMBERS

Anita V.	Parimeeta K.	Charu G.	Dhanya P.
Deepa C.	Nandini G.	Ruchika K.	Smriti S.
Poorwa L.	Yasha S.	Monika P.	Rashi A.
Minakshi J.	Ankita T.	Ankita B.	Poonam K.
Medha B.	Nidhi	Aiman S.	Syed H
Pooja K.	Neha Y.	Alka R.	Suniti
Mamta M.	Faiz R	Mansi T.	Garima P.

SPECIAL ASSEMBLIES

DATE	ASSEMBLY	HOUSE ON DUTY
20/04/2023	Foundation Day	Shivaji
14/08/023	Independence Day	Tagore
29/09/2023	Gandhi Jayanti/Lal Bahadur Shastri Jayanti	Ashoka
29/12/2023	New Year	Raman
25/01/2024	Republic Day/ Subhash Chandra Bose Jayanti	Shivaji

(MIDDLE, SR & SR SECONDARY)**House Coordinator : Manisha Arora****Deputy House Coordinator : Abha Bhardwaj****House Wardens**

SHIVAJI	TAGORE	ASHOKA	RAMAN
Neerja Bhatnagar	Indula Mishra	Poonam Sharma	Kritika Shreya

Deputy House Wardens

Shally Walia	Sanjay Dua	M S Sithara	Rumpa Bhattacharya
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Members

Vipin Kumar	Komal Mendiratta	Swati Chawla	Nivedita Bhattacharya
Meetu Tripathi	Nupur Agarwal	Meenakshi Gulati	Anoop Dixit
Vidhi Oberoi	Rachna Sondhi	Umesh Verma	Sonam Malik
Philo Maria A.	Asha Menon	Umesh Kumari	Yuvraj Panwar
Ruby Singh	Shagun S	Subha Renakumar	Nishi Sourabh
Sweta Gupta	Niladri S. Das	Deepti Mehra	Kamna Joshi
Anshul Dubey	Mohit Bhola	Namrta Kaushik	Vibha Jain
Deepti Tiwari	Sabari Maitra	TGT (Hindi)	Prabhat Mishra
Srishti Mathur	Neha Gupta	Smriti Sharma	TGT (Maths)

SPECIAL ASSEMBLIES (2023-24)

DATE	ASSEMBLY	HOUSE ON DUTY
20/04/2023	Foundation Day	Shivaji
14/08/2023	Independence Day	Tagore
01/10/2023	Gandhi Jayanti/Lal Bahadur Shastri Jayanti	Ashoka
24/12/2023	Christmas and New Year	Raman
25/01/2024	Republic Day/ Subhash Chandra Bose Jayanti	Shivaji

TEACHERS' DIARY

SCHOOL FUNCTIONS (2023-24)

S.NO.	EVENTS	DATE / DAYS	CLASSES	CONVENOR(S)
1	SATRARAMBH	03 Apr, 2023 (Monday)	I-X & XII	VPL / HMS
2	APPOINTMENT OF CLASS LEADERS	07 Apr, 2023 (Friday)	I – XII	VPL / HM (Sr) / HM (Pr)
3	31 ST FOUNDATION DAY CELEBRATION	20 Apr, 2023 (Thursday)	I – XII	SHIVAJI HOUSE
4	JIGYASA DIWAS - ATL COMMUNITY DAY	28 & 29 Apr, 2023 (Friday-Saturday)	V-VIII	VPL/HM (SR), MR VIPIN KUMAR, MR UMESH V, MS YASHA S
5	INVESTITURE CEREMONY (PR & SR SCHOOL)	29 Apr, 2023 (Saturday)	IV, V IX, X & XII	VPL / HM (SR) / HM (PR), MS RUBY S, MS NEERJA B, MS RUCHIKA K
6	INTER SCHOOL MOOT COURT COMPETITION	06 May, 2023 (Saturday)	XI & XII	MS SHALLY W, MS SABARI M, LEGAL STUDIES TEACHER
7	INTER SCHOOL MODEL UNITED NATIONS CONFERENCE 2023	17 & 18 May, 2023 (Wednesday-Thursday)	VI – XII	HM (SR), MS S REHMAN MS NIVEDITA
8	SCHOLAR BADGE (PR SCHOOL & SR. SCHOOL)	15 July 2023 (Saturday)	V-XII	VPL/HM (SR) / HM (PR.), MS SHALLY W & MS ABHA B, MS SMRITI S
9	CLASS III TO V PRESENTATION	03 to 05 Aug, 2023 (Thursday -Saturday)	III - V	HM (PR) & CONCERNED CLASS REPS
10	AGNIPATH – ANNUAL ATHLETIC MEET	11 Aug, 2023 (Friday)	--	MR D BIST / SPORTS DEPT / VPL / HM (SR)
11	INDEPENDENCE DAY ASSEMBLY	15 Aug, 2023 (Tuesday)	ALL	TAGORE HOUSE
12	SNAPSHOTS – AN INTER SCHOOL PHOTOGRAPHY FESTIVAL	17, 18, 19 Aug, 2023 (Thursday-Saturday)	VI-XII	VPL/ NILADRI/ FAIZ/ COUNSELLOR/ SPECIAL EDUCATOR
13	CLASS VI TO VIII PRESENTATION	23 to 25 Aug, 2023 (Wednesday- Friday)	VI-VIII	HM (Sr), CONCERNED CLASS REPS & SUBJECT COORDINATORS
14	ANNUAL ENGLISH PLAY	02 Sep, 2023 (Saturday)	VI-XII	MS RACHNA SONDHI & ENGLISH DEPARTMENT
15	TEACHERS' DAY CELEBRATION	05 Sep, 2022 (Monday)	ALL	STAFF REPS
16	PRE PRIMARY PRESENTATION	16 Sep, 2023 (Saturday)	PP	HM (PP), CLASS REP & MS NEERU S
17	KAVYANJALI	29 Sep, 2023 (Friday)	VI-XII	U KUMARI & HINDI DEPARTMENT
18	GANDHI JAYANTI ASSEMBLY	29 Sep, 2023 (Friday)	ALL	ASHOKA HOUSE
19	CLASS I & II PRESENTATION	29 & 30 Sep, 2023 (Friday & Saturday)	I & II	HM (PR) & CONCERNED CLASS REPS
20	RUBIK'S CUBE CHAMPIONSHIP (PRELIMS)	04 Oct, 2023 (Wednesday)	I-V	HM (PR), MS MUKUL SRIVASTAVA, MS RUCHIKA KHANNA
21	DANDIA NIGHT	11 Oct, 2023 (Wednesday)	ALL	MS KAVITA / MR SWAPAN M/MS NISHA
22	ANNUAL DAY / PRIZE DISTRIBUTION FUNCTION	04 Nov, 2023 (Saturday)	ALL	VPL / HMs / PERFORMING & VISUAL ARTS DEPT.
23	OXAMITE – AN IT FEST	21 & 22 Nov, 2023 (Tuesday-Wednesday)	IV -XII	MEETU T, COMPUTER DEPT
24	CAREER CONNECTIONS	30 Nov, 2023 (Thursday)	XI & XII	VPL, MS RUBY SINGH, MS MEETU TRIPATHI, MS ASHA MENON
25	ALANKRIT – AN ART & DESIGN FEST	02 Dec, 2023 (Saturday)	PS – XII	MR YUVRAJ P & ART DEPT.
26	HUNAR BAZAAR (WINTER CARNIVAL)	17 Dec, 2023 (Saturday)	ALL	VPL, MR VARUGHESE, HMs, A.O, MR D BIST
27	RAMANUJAN WEEK	18 to 22 Dec, 2023 (Monday – Friday)	I-XII	MR SANJAY DUA, MS ANITA V AND MATHS DEPARTMENT
28	RUBIK'S CUBE CHAMPIONSHIP (FINALS)	20 Dec, 2023 (Wednesday)	I-V	HM (PR), MS MUKUL SRIVASTAVA, MS RUCHIKA KHANNA
29	ALUMNI MEET	23 Dec, 2023 (Saturday)	--	MS. ANITA PANDA & MS RUMPA B
30	INSPIRE – AN INCLUSION FESTIVAL	27 Dec, 2023 (Wednesday)	VI-XII	VPL / HM (SR), COUNSELOR & SPECIAL EDUCATOR
31	SPICMACAY / VIRASAT	Jan, 2024	--	VPL/HM (SR), MR P PALLAVI & PERFORMING ARTS DEPT.
32	GEEK-O-PEDIAS – INTER SCHOOL QUIZ CONTEST	23 & 24 Jan, 2024 (Thu & Fri)	VI – IX	VPL & MS ANITA PANDA
33	REPUBLIC DAY ASSEMBLY	26 Jan, 2024 (Friday)	ALL	RAMAN HOUSE
34	AASHIRWAAD CEREMONY	02 Feb, 2024 (Friday)	X & XII	CLASS TEACHERS X & XII
35	HASTA LA VISTA FAREWELL CLASS XII	03 Feb, 2024 (Saturday)	XI & XII	CLASS XI TEACHERS
36	PRE SCHOOL PRESENTATION	18 Feb, 2024 (Sunday)	PS	HM (PP), CLASS REP & MS SHEULI G

THE NOMINATED CONVENORS SHALL HOLD THE ABOVE LISTED EVENTS AS PER THE DATES MENTIONED, IN ASSISTANCE WITH THE OFFICE OF THE CONCERNED REPORTING OFFICERS.

BAL SABHA ACTIVITY CALENDAR
(PRE PRIMARY)

<https://bbpsnoida.balbharati.org/wp-content/uploads/2023/05/ACTIVITY-CALENDAR-FINAL-2023-24.pdf>

BAL SABHA ACTIVITY CALENDAR
(PRIMARY)

<https://bbpsnoida.balbharati.org/wp-content/uploads/2023/05/Bal-Sabha-Calendar-Primary-2023-24.pdf>

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

<https://bbpsnoida.balbharati.org/wp-content/uploads/2023/05/ACTIVITY-CALENDAR-2023-24-FOR-ALMANAC-amended-on-1-march-1.pdf>

ANNUAL SPORTS CALENDER 2023-2024

<https://bbpsnoida.balbharati.org/wp-content/uploads/2023/05/SPORTS-CALENDAR-2023-2024-FINAL.pdf>

FIELD LAYOUT FOR STRETCH TIME



IMPORTANT DAYS

DATE	IMPORTANT DAYS	TEACHER I/C (Sr.)	TEACHER I/C(Pr/Pp)	SUPER-VISION
02.04.23	World Autism Awareness Day	Ms Philo M	Ms Neha Y	VPL
07.04.23	World Health Day [WHO]	Ms Vidhi O	Ms Palak G	HM (Sr)
18.04.23	World Heritage Day	Ms Samra R	Ms Smriti S	HM (Pr)
22.04.23	International Mother Earth Day	Ms Neerja B	Ms Ankita B	HM (PP)
23.04.23	World Book and Copyright Day	Ms Abha B	Ms Mamta M	VPL
29.04.23	International Dance Day	Ms Kavita P	Ms Nisha R	HM (Pr)
02.05.23	World Asthma Day	Ms Indula M	Ms Meena A	HM (PP)
08.05.23	International Red Cross Day	Ms Nivedita B	Ms Dhanya P	HM (Sr)
31.05.23	World No Tobacco Day [WHO]	Ms Nishi S	Ms Monika P	HM (PP)
05.06.23	World Environment Day	Ms Vidhi O	Ms Aiman Syed	HM (Pr)
14.06.23	World Blood Donor Day	Mr Umesh V	Ms Pallavi K	HM (PP)
21.06.23	International Yoga Day	Mr Dinesh B	Ms Tanvi S	VPL
11.07.23	World Population Day	Ms Anita P	Ms Garima P	VPL
18.07.23	Nelson Mandela International Day	Ms Manisha A	Ms Nandini G	HM (PP)
22.07.23	Pi Approximation Day	Ms Subha	Ms Anita V	HM (Pr)
26.07.23	Kargil Vijay Diwas/Kargil Memorial Day or Kargil Victory Day	Ms Komal M	Ms Rashi A	HM (Sr)
28.07.23	World Hepatitis Day	Ms Nupur A	Ms Suniti	HM (Sr)
19.08.23	World Photography Day	Mr Niladri S. Das	Ms Arpita S	HM (PP)
29.08.23	National Sports Day or Dhyaanand's Birthday	Mr Vardhan S	Ms Rani N	HM (Sr)
30.08.23	Sanskrit Day	Ms. Nishi S	Ms Deepa C	HM (PP)
08.09.23	International Literacy Day	TGT HINDI	Ms Sona R	HM (Pr)
14.09.23	Hindi Day	Ms Umesh K	Ms Poonam K	HM (Sr)
16.09.23	International Day for the preservation of Ozone Layer	Ms Vibha J	Ms Yasha S	VPL
21.09.23	International Day of Peace	Ms Deepti T	Ms Syed Humera	HM (Pr)
24.09.23	World River Day	Ms Neerja B	Ms Monika P	HM (Sr)
27.09.23	World Tourism Day	Ms Kamna J	Ms Leena	VPL
02.10.23	Gandhi Jayanti / World Habitat Day	Ms Poonam S	Ms Poorwa L	HM (PP)
04.10.23	World Animal Welfare Day	Mr Vipin K	Ms Sona	HM (Sr)
04.10.23 - 10.10.23	World Space Week	Ms Smriti S	Ms Suniti	HM (Pr)
11.10.23	International Day of Girl Child	Ms Ruby S	Ms Meena A	VPL
13.10.23	International Day for Disaster Reduction	Ms K Shreya	Ms Faiz A	HM (Sr)
16.10.23	World Food Day	Ms Neha Gupta	Ms Charu	HM (Pr)
24.10.23	United Nations Day	Ms S Walia	Ms Smriti S	VPL
31.10.23 -	Swachhta Pakhwada /Vigilance Week	Mr Vipin K	Ms Sumana S	HM (PP)

TEACHERS' DIARY

06.11.23				
11.11.23	National Education Day	Ms Meetu T	Ms Mukul S	HM (Sr)
14.11.23	Jawaharlal's Nehru Birthday [Children's Day]	Ms Rachna S	Mr Faiz A	VPL
01.12.23	World AIDS Day	Ms I Mishra	Ms Parimeeta K	HM (PP)
02.12.23	National Pollution Control Day	Ms M. Gulati	Ms Dhanya	HM (Pr)
03.12.23	International Day of Person With Disability	Ms Philo A	Ms Neha Y	VPL
10.12.23	International Human Rights Day	Mr Mohit B	Ms Ruchika G	HM (Sr)
14.12.23	World Energy Conservation Day	Mr Prabhat M	Ms Sona	HM (PP)
22.12.23	Ramanujan's B'day	Ms. Namrta	Ms Ruchika K	VPL
10.01.24	World Hindi Day	Ms. Shweta G	Ms Nidhi K	HM (Pr)
12.01.24	National Youth Day [Birthday of Swami Vivekanand]	Ms Deepti M	Ms Eva K	HM (PP)
23.01.24	Netaji Subhash Chandra Bose's Birth Anniversary	Ms Sabari M	Ms Medha B	HM (Sr)
30.01.24	Martyr's Day/Sarvodaya Day,World Leprosy Eradication Day	Ms Asha Menon	Ms Rashi A	HM (Pr)
04.02.24	World Cancer Day	Ms Deepti T	Ms Payal	HM (PP)
28.02.24	National Science Day	Ms Swati Chawla	Ms. Yasha	VPL
08.03.24	Women's Day	Ms Rumpa B	Ms Parimeeta K	HM (Sr)
14.03.24	World Pie Day	Mr Sanjay D	Ms Mansi T	VPL
15.03.24	Consumer Protection Day	Mr Anshul D	Ms Nandini G	HM (Pr)

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.

LIST OF CLUB INCHARGES

Coordinators – Ms. Parimeeta K. & Ms. Alka R.

S.NO	CLUB	TEACHER IN CHARGE
1	INTERACT CLUB	Ms. Parimeeta K, Ms.Meena A
2	HEALTH & WELLNESS CLUB	Ms.Poorwa Laldhar
3	ORIGAMI CLUB	Ms.Monica P. & Respective Class Teachers
4	READING CLUB	Ms.Sona Rawat and Ms. Deepa C.
5	SPELL BEE CLUB	Ms.Charu G., Ms. Dhanya Patil
6	EK BHARAT SHRESHTH BHARAT CLUB (EBSB)	Ms.Sona R
7	ENVIRONMENT CLUB	Ms.Smriti S
8	INTERNATIONAL COLLABORATION	Ms.Mamta M, Ms.Nandini
9	ARTIFICIAL INTELLIGENCE & ICT	Ms. Alka Rai
10	TINKERING CLUB	Ms. Yasha S.
11	AEROMODELLING CLUB	Ms.Sumana S
12	ASTRONOMY CLUB	Ms. Nisha R.
13	RUBIK'S CUBE CLUB	Ms. Ruchika K
14	ROBOTICS CLUB	Ms. Kavita Pandey
15	*THANK GOD IT'S FRIDAY (TGIF) – EXPRESS IT!!	Ms.Mamta, Ms.Nandini
16	QUIZ CLUB	Ms. Mukul S.

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.

LIST OF CLUB INCHARGES (2023-24)**Overall Coordinator : Ms Kritika Shreya**

S. NO	CLUB	TEACHER IN CHARGE
1	CODING	Ms Sonam Malik, Ms Meenakshi G., Ms Asha Menon
2	ROBOTICS	Mr Umesh Verma
3	AEROMODELLING	Ms Swati Chawla
4	TRAVEL AND TOURISM	Ms Srishti Mathur, Ms. Nishi S
5	CULINARY AND BAKING	Ms Neha Gupta, Ms Sweta Gupta
6	HANDICRAFTS	Ms Nivedita B, Ms Yuvraj Panwar, Mr Faiz Ahmed
7	DIGITAL CITIZENSHIP	Ms Deepti Tiwari
8	SNAPSHOTS	Mr Niladri
9	QUIZ	Ms Namrta Kaushik & Mr Anshul Dubey
10	DATA SCIENCE	Ms. Meetu Tripathi, Ms. Namrata K
11	ASTRONOMY	Ms Nivedita B
12	MUN	Ms Nivedita B
13	THEATRE	Ms Kamna Joshi, Mr. Swapan M.
14	STANDARDS CLUB	Mr. Prabhat Mishra, Mr. Anshul Dubey
15	*THANK GOD IT'S FRIDAY (TGIF) – EXPRESS IT !!	Ms. Rumpa Bhattacharya Ms. Abha Bhardwaj, Mr. Mohit Bhola, Ms. Umesh Kumari

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.

TEST SCHEDULE (PRIMARY WING) SESSION (2022-23)**TEST SCHEDULE (PRIMARY WING) SESSION 2023-24****A. SCHEME OF ASSESSMENT FOR CLASSES I-II**

(RTE Act-2009, Chapter-5, Section-29h says : Comprehensive and continuous evaluation of child's understanding of knowledge and his/her ability to apply the same.)

Students will be assessed on the basis of their assignments, observations, class response, project work, activities, discussions, participation, etc. **continuously and comprehensively.**

B. SCHEDULE OF PEN AND PAPER TEST FOR CLASSES III-V

TERM-I (APR-SEP)		TERM-II (OCT-MAR)		CLASSES		
ROUND-I	HALF-YEARLY EXAMS	ROUND-II	ANNUAL EXAMS	III	IV	V
02.05.2023	Dates to be announced later	03.10.2023	Dates to be announced later	-	-	HINDI
09.05.2023		10.10.2023		-	ENGLISH	SCIENCE
11.07.2023		17.10.2023		HINDI	HINDI	ENGLISH
18.07.2023		31.10.2023		EVS	MATHS	MATHS
25.07.2023		05.12.2023		ENGLISH	S.ST.	S.ST.
01.08.2023		12.12.2023		MATHS	SCIENCE	SANSKRIT
-		-		ICT	ICT & AI	ICT & AI
-	-	-	GK/VE	GK/VE	GK/VE	

Half Yearly & Annual Exam will be of 50 marks each and the duration will be for 2 hours, likely to be held in Sep 2023 and Feb 2024 respectively. The dates will be announced later.

- The syllabus for the First Term and the Annual Examination will be separate.
- The Question Papers for both the terms will be set according to the term-syllabus.
- Computer Assessment will be Practical Based and Pen and Paper based.
- Both GK and Computers will be categorized as Co Scholastic subjects.
- Marks in main subjects will be included in the report card.
- Non-Scholastic grading scale for grades will be mentioned in the report card.

C. PTM SCHEDULE

- Interactive PTM : 6th May 2023 (For Cls I – Cls V)
- Round I : 2nd September 2023 (For Cls I – Cls V)
- Half Yearly : Date to be announced later.
- Round II : 20th January 2024 (For Cls I – Cls V)
- Final PTM : Date to be announced later.

- of two months from the date of declaration of the result known as the "Re-Examination".
- Re-Examination will be conducted on the same syllabus and pattern as of Annual Examination. Weightage of Marks obtained by the student in Re-Examination will be proportionately calculated out of 70 marks.
 - Marks obtained in the attendance of the student (05 marks) plus marks of Subject Enrichment (05 marks) plus marks of Project Based Activities (05 Marks) plus marks of Portfolio (05 marks) plus marks of Multiple Assessment (05 marks) plus marks of Periodic Tests/Unit Tests (05 marks) will be carried forward and added with the marks obtained by the student in the Re- Examination.
 - To be declared "Pass" in Re-Examination, a student will have to secure at least 25% marks in the subject(s) in which he/she has taken the Re-Examination i.e., 18 marks out of 70, provided that a minimum of 33 marks out of 100 marks are secured in total i.e., Marks of Re-Examination (70 marks) plus marks obtained in the internal assessment (30 marks).
 - No benefit of the discretionary grace marks will be given to the student appearing in Re - Examination for the promotion to the next higher class.

CRITERIA FOR ESSENTIAL REPEAT

- If a student does not secure at least 25% marks in the subject(s) in which he/she has taken the Re-Examination and minimum of 33 out of 100 marks in that subject(s) or does not appear in the Re-Examination, he/she will be placed in the category of "**Essential Repeat**" (ER).
- A student of **Class V** who is not eligible for Pass, Promotion and placed in the category of "Essential Repeat" (ER) will be held back in the same class during the next session, **in states** where detention is applicable. In other states, RTE act to be followed.

MISMUSTER POLICY

1. A student missing a test or exam due to participation in the Inter-School competitions (sports/co-scholastic) will be eligible for Mismuster Exam in the concerned subject.
2. A student missing a test due to death in the immediate family will be eligible for Mismuster Exam in the respective subject on submission of application within a day or two to the school.
3. A student missing a test in a term for being Medically Indisposed (minimum of 2 days leave), will be eligible for the Mismuster, on submission of a Medical cum Fitness certificate duly signed and certified by a Registered Medical Practitioner within 48 hours of joining School.
4. A student missing a test due to marriage in the family, travelling outstation or any other personal reasons, other than the stated above will not be eligible for Mismuster Exam in the concerned subject. The Report card will show the status of missed test as 'ABSENT'.
5. No Mismuster Exam will be held for the New Admissions of Classes I-V.

****Please note :** The School authority has the right to ascertain the facts to arrive at a conclusion for according the Mismuster Exam.

PROMOTION POLICY

CLASSES I and II

As per RTE Act-2009, Chapter-5, Section-29 h : Comprehensive and continuous evaluation of child's understanding of knowledge and his/her ability to apply the same is to be done.

CLASSES III to V

ATTENDANCE

- Every student must have a minimum of 75% attendance.
- Students must be discouraged from missing an assessment unless on grounds of extreme emergency like a contagious disease, a fracture etc.

PASSING CRITERIA FOR CLASSES III - IV

Assessment of Classes III and IV will be done on the same examination pattern as of class V and students of Class III and IV will not be held back in the same class.

PASSING CRITERIA FOR CLASS V

To be declared "Pass" at the end of the session for promotion to the next higher class, a student must secure at least 33% marks in each subject studied by him/her during the session. He/she must secure overall 33% marks i.e., 33 marks out of 100.

- The promotion to the next higher class will also be subject to the condition that a minimum of 25% marks be scored in each subject in the Mid Term (20 marks) plus Annual Examination (50 marks) i.e., 18 marks out of 70 in each subject.
- A candidate not eligible to be declared "Pass" will be declared "Promoted" at the end of the session of a class provided he/she is entitled to grace marks.
- Discretionary Grace marks up to maximum of 10 in all, shall be awarded to a student to reach the minimum required 33% of marks in each subject.
- Provided that a minimum of 25% of marks are secured in each subject in the Mid Term plus the Annual Examination i.e., 18 marks out of 70 Marks to make him/her eligible for promotion.
- Provided that he/she does not require more than 05 marks in one subject to come up to the minimum required of 33% of marks in that subject.

RE-EXAMINATION

A candidate who appears in the Annual Examination can be declared eligible for appearing at the Re-Examination in all the failing subject(s). Such a candidate will be eligible to appear in the subject(s) at a subsequent examination to be held within a period of two months from the date of declaration of the result known as the "Re-Examination".

- A candidate who appears in the Annual Examination can be declared eligible for appearing at the Re-Examination in all the failing subject(s). Such a candidate will be eligible to appear in the subject(s) at a subsequent examination to be held within a period

**EXAMINATION SCHEDULE FOR CLASS VI to VIII
(2023-2024)
ROUND-I EXAMINATION (25 MARKS)**

DAY	DATE	VI	VII	VIII
Monday	10.07.23	Science	English	Hindi
Monday	17.07.23	Social Science	Science	Mathematics
Monday	24.07.23	English	Social Science	Science
Monday	31.07.23	Hindi	Mathematics	Sanskrit/French
Monday	07.08.23	Mathematics	Sanskrit/ French	English
Friday	11.08.23	Sanskrit/French	Hindi	Social Science

- An Interactive PTM I will be held on 20 May '23 (SATURDAY) between 08.30 a.m. and 12.30 p.m. only.
- PTM - II (ROUND-I EXAMINATION): 19 August' 23 (SATURDAY).

HALF YEARLY EXAMINATION (80 MARKS)

- Class VI to VIII HALF YEARLY EXAMINATION DATE SHEET will be announced later
- PTM – III (HALF YEARLY EXAMINATION): 7 October' 23 (SATURDAY)

ROUND -II EXAMINATION (25 MARKS)

DAY	DATE	VI	VII	VIII
Monday	20.11.23	Science	English	Hindi
Tuesday	28.11.23	Social Science	Science	Mathematics
Monday	04.12.23	English	Social Science	Science
Monday	11.12.23	Mathematics	Mathematics	Sanskrit/French
Friday	15.12.23	Hindi	Sanskrit/ French	Social Science
Monday	18.12.23	Sanskrit/French	Hindi	English

- PTM - IV (INTERACTIVE PTM): 16 Dec '23 (SATURDAY)
- PTM – V (ROUND -II EXAMINATION) : 20 Jan '24 (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.
- **Test dates are subject to change as per the Government orders.**

**EXAMINATION SCHEDULE FOR CLASS IX
(2023-2024)
PRE TERM EXAMINATION (25 MARKS)**

DAY	DATE	IX (25)
Monday	10.07.23	English
Monday	17.07.23	Hindi/Sanskrit/French
Monday	24.07.23	Mathematics/ Computer Applications
Monday	31.07.23	Science
Monday	07.08.23	Social Science
Friday	11.08.23	AI/FMM/H.Sc.

- An Interactive PTM I will be held on 20 May '23 (SATURDAY) between 08.30 a.m. and 12.30 p.m. only.
- PTM - II (PRE TERM EXAMINATION) : 19 August '23 (SATURDAY).

MID TERM EXAMINATION (80 MARKS)

- Class IX MID TERM EXAMINATION DATE SHEET will be announced later
- PTM – III (MID TERM EXAMINATION): 07 October'23 (SATURDAY)

POST TERM EXAMINATION (25 MARKS)

DAY	DATE	IX (25)
Monday	20.11.23	Mathematics/ Computer Applications
Tuesday	28.11.23	Science
Monday	04.12.23	Social Science
Friday	08.12.23	Hindi/Sanskrit/French
Monday	11.12.23	FMM/H.Sc./AI
Friday	15.12.23	English

- PTM - IV (INTERACTIVE PTM) : 16 Dec '23 (SATURDAY)

ANNUAL EXAMINATION (80 MARKS)

- Class IX ANNUAL EXAMINATION DATE SHEET will be announced later.
- PTM – V (POST TERM EXAMINATION) will be announced later.
- **Test dates are subject to change as per the Government orders.**

**EXAMINATION SCHEDULE FOR CLASS X
(2023-2024)
PRE TERM EXAMINATION (25 MARKS)**

DAY	DATE	X (25)
Monday	10.07.23	Science
Monday	17.07.23	Mathematics/ Computer Applications
Monday	24.07.23	English
Monday	31.07.23	Hindi/Sanskrit/French
Monday	07.08.23	FMM/H.Sc./AI
Friday	11.08.23	Social Science

- An Interactive PTM I will be held on 20 May '23 (SATURDAY) between 08.30 a.m. and 12.30 p.m. only.
- PTM - II (PRE TERM EXAMINATION): 19 August '23 (SATURDAY).

MID TERM EXAMINATION (80 MARKS)

- Class X MID TERM EXAMINATION DATE SHEET will be announced later
- PTM – III (MID TERM EXAMINATION) : 07 October'23 (SATURDAY)

POST TERM EXAMINATION/ PRE BOARD I EXAMINATION (80 MARKS)

- Class X POST TERM/ PRE BOARD I EXAMINATION date sheet will be announced later
- PTM – IV (POST TERM EXAMINATION/ PRE BOARD I EXAMINATION): will be announced later
- **Test dates are subject to change as per the Government orders.**

MISMUSTER EXAMINATION POLICY CLASSES VI-X

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 Eligible for Mismuster Exam in the concerned subject.

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 addresses to the Principal, within 48Hrs 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).

PROMOTION POLICY CLASSES VI-VIII & IX

1. **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.
2. To be promoted to the next higher class a student must secure 33% marks in the aggregate and a minimum of 33% in both Pen Paper test and Internal Assessment Exams taken together.
3. A student scoring less than 33% (Cumulative) in 03 or more subjects will be detained in the same class.
4. For Classes VI to IX, a student scoring less than 33% marks(Cumulative) in one or two subjects will be given Compartment.
5. 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'.
6. 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.
7. It is mandatory for a student to pass in the additional subject in class IX as per passing criteria. For students who are unable to meet the passing criteria, retest will be scheduled. Failure to fulfill the passing criteria after retest will lead to surrender of the additional subject in Class X.
8. If any student fails in any one of the three elective subjects (i.e. Science, Mathematics and Social Science), and passes in the Skill subject (offered as a 6th additional subject (A./ FMM/IT), then that subject will be replaced by the Skill subject and the result of Class IX Examination will be computed accordingly.

EXAMINATION SCHEDULE (2023-24)
CLASSES XI & XII
ROUND-1

Day	Date	XI	XII
			ROUND 1
Monday	01-May-23	—	English
Monday	08-May-23	—	Chem/B.St/History / IP/ Entre
Monday	15-May-23	—	Phy / Accts / Pol Sci
Monday	22-May-23	—	Bio/CS/AI/Eco/Painting
Monday	10-Jul-23		Maths/Psycho/H.Sc/ Legal Std/ Phy Edu
		ROUND 1	ROUND 2
Friday	21-Jul-23	English	English
Monday	24-Jul-23	Std Maths/Psycho/H.Sc / Legal Std / Yoga	Chem/B.St/History / IP/ Entre
Monday	31-Jul-23	Chem./B.St/History / Entre/ Web Application	Phy / Accts / Pol Sci
Monday	07-Aug-23	Phy / Accts / Pol Sci.	Bio/CS/AI/Eco/Painting
Monday	14-Aug-23	Bio/CS/AI/Eco/Painting/ FMM	Maths/Psycho/H.Sc/ Legal Std/ Phy Edu
			Round 3
Monday	21-Aug-23	--	Chem/B.St/History / IP/ Entre
Friday	25-Aug-23	--	English
Monday	28-Aug-23	--	Phy / Accts / Pol Sci
Monday	04-Sep-23	--	Bio/CS/AI/Eco/Painting
Monday	11-Sep-23	--	Maths/Psycho/H.Sc/ Legal Std/ Phy Edu

- An interactive PTM I will be held on 20May,2023 (SATURDAY) between 08.30 a.m. and 12.30 p.m only.
- PTM - II (ROUND 1 EXAMINATION): 19 August, 2023 (SATURDAY).
- HALF YEARLY EXAMIS LIKELY TO COMMENCE FROM 22September, 2023 (DATE SHEET TO BE ANNOUNCED LATER)
- PTM III – Half Yearly Examination : 07October, 2023 (Saturday)

TEACHERS' DIARY

Day	Date	XI
		Round II
Monday	06-Nov-23	Maths/Psycho/H.Sc/ Legal Std/ Yoga
Monday	20-Nov-23	English
Tuesday	28-Nov-23	Chem./B.St/History/ Entre/ Web Application
Monday	04-Dec-23	Phy / Accts / Pol Sci.
Monday	11-Dec-23	Bio/CS/AI/Eco/Painting/ FMM
Day	Date	XI
		Round III
Monday	15-Jan-24	Bio/CS/AI/Eco/Painting/ FMM
Friday	19-Jan-24	English
Monday	22-Jan-24	Phy / Accts / Pol Sci.
Monday	29-Jan-24	Chem./B.St/History/ Entre/ Web Application
Monday	05-Feb-24	Maths/Psycho/H.Sc/ Legal Std/ Yoga

- PTM – IV (Interactive PTM) class XI : 16 December 2023 (Saturday)
- CLASS XI ANNUAL EXAMINATION & CLASS XII PREBOARD DATE SHEET will be announced later
- PTM (CLASS 11 ANNUAL EXAMINATION & CLASS XII PREBOARD) will be announced later

MISMUSTER EXAMINATION POLICY (CLASSES XI-XII)

Mismuster will be given in case of missed Half Yearly/Annual Exam. There will be no mismusters for unit tests.

There will be 03 rounds of Unit Tests. Two best scored out of three unit tests are included for final promotion with a weightage of 20%

Mismuster will be given in the following cases only for Half Yearly / Annual Exams

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- Eligible for Mismuster in the concerned Subject 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 New admission (XI -XII)

POLICY If a New admissions (For CIs XI - XII) has missed one or two unit tests due to late joining, proportionate marks will be awarded.

P.S-Mismuster for Annual Exams will be held along with the Compartment Cases.

SCHEME OF ASSESSMENT AND PROMOTION POLICY (2023-24)

ATTENDANCE

A student must have a minimum of 75% attendance, failing which he/she will not be allowed to sit for the final examination/will not be promoted to the next higher class, as per the CBSE guidelines.

A student must not miss an exam unless on grounds of extreme emergency like a contagious disease, fracture etc. for which a medical certificate from a certified government hospital practitioner and supporting medical reports must be submitted within one week of the absence.

SCHEME OF ASSESSMENT

The Unit Tests will be conducted for 25 Marks each.

Half Yearly and Annual exams will be conducted as per CBSE Assessment Scheme.

CRITERIA FOR PASSING CLASS XI

PASS CRITERIA FOR CLASS XI

In order to be declared as having passed the Class XI Examination, the student must have obtained :

A. A minimum of 33% marks in Theory Cumulative total and 33% in Practical

INDIVIDUALLY for all the subjects

B. The students will appear for **3 rounds of Unit Tests**. Best scored two Unit Tests will be considered for the cumulative assessment.

The weightages assigned to the various exams are as follows:

- **20% of UT (Best two of three)**
- **20% of HALF YEARLY**
- **60% of ANNUAL EXAMINATION**

The numerical sum of the above weighted scores will be converted on the basis of 80/70/60/40/30, as per the CBSE norms, for that specific subject - theory component.

C. Minimum subject wise score of **33% in Annual Examination**

Both these criteria (A and C) must be fulfilled for a child to be declared passed and promoted.

ADDITIONAL SUBJECTS

It is mandatory for a student to pass in the chosen additional subject in class XI as per the given pass criteria. For students who are unable to meet the pass criteria, a retest will be scheduled. Failure to fulfill the pass criteria after retest will lead to surrender of the additional subject in Class XII.

ELIGIBILITY FOR RETEST IN CLASS 11 / DETENTION:

- A) A candidate obtaining less than 33% in one subject only will qualify for a retest in the specific subject. Change of subject is not permitted in Class XII.
- B) A candidate securing less than 33% in the retest shall be placed in the Essential Repeat Category.
- C) A candidate obtaining less than 33% in two or more subjects will be placed in the Essential Repeat Category.
- D) No retest/mismuster exams will be conducted for missed unit tests.

MISSED/RETEST EXAMS

- A) If a student has missed any exam (except for points mentioned in B and C underneath), no average shall be given i.e. the student will be awarded zero and there will be no retest.
- B) If a student is on duty or has missed the Half Yearly / Annual exam due to genuine medical reasons, retest shall be conducted only once and shall be held as per the declared schedule.
- C) If a new admission has missed one or two unit tests/Half Yearly exam/ due to genuine medical reasons or late joining, proportionate marks will be awarded.

USE OF UNFAIR MEANS

Strict disciplinary action will be taken against students using unfair means. Their answer scripts will be cancelled, and a new answer script will be issued during the remaining time. Only the new answer script will be assessed. Repeated unfair means will invite major penalty.

ASSESSMENT OF CO-SCHOLASTIC AREAS :

Assessment of co-scholastic areas will be done as per CBSE guidelines.

GRADING SCALE FOR SCHOLASTIC AREAS (CLASS – XI)

(School will award grades as per the following grading scale)

Marks Range	Grade
91-100	A1
81-90	A2
71-80	B1
61-70	B2
51-60	C1
41-50	C2
33-40	D
32 and below	E (Essential Repeat)

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 via e-mail exam.sr@nd.balbharati.org

Teachers are required to mail the question paper to the exam cell in PDF form after getting it approved by their respective Reporting Officers. The approved hard copy is to be submitted to the Exam Cell Incharge.

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 by Lab Assistants (Mr. Deepak, Mr. Sunder, Mr. Harinder & Mr.Dipti), 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.

4. The maximum marks for various tests /examinations are as follows:

TESTS / EXAM	MAXIMUM MARKS
Unit / Periodic Tests	25
Term Examinations	100

5.The paper setter must prepare 2 sets of question papers. Both the sets should have different questions (30%).

6. The question paper must have page numbers (...of ...) mentioned at the bottom in the centre.

7. Kindly ensure that the pictures, graphs, maps, charts, etc. in the test paper are clear (preferably black and white outlined pictures should be taken) and easily comprehensible.

8. NO CHANGE IN QUESTIONS is permitted without the express permission of HM (Sr) /VPL during the test.

COMPOSITION OF QUESTION PAPER YEAR - END EXAMINATION (THEORY) (VI TO X)

1	COMPETENCY BASED QUESTIONS- MCQ / CASE BASED QUESTIONS / SOURCE BASED INTEGRATED QUESTIONS OR ANY OTHER SIMILAR TYPES	(50%)
2	OBJECTIVE TYPE QUESTION	(20%)
3	SHORT ANSWER/ LONG ANSWER QUESTIONS	(30%)

(XI TO XII)

1	COMPETENCY BASED QUESTIONS- MCQ / CASE BASED QUESTIONS / SOURCE BASED INTEGRATED QUESTIONS OR ANY OTHER SIMILAR TYPES	(40%)
2	OBJECTIVE TYPE QUESTION	(20%)
3	SHORT ANSWER/ LONG ANSWER QUESTIONS	(40%)

TEACHERS' DIARY

Invigilation and Seating arrangement

1. Invigilators must ensure that students of the same class appearing for the same subject are not seated together.
2. The invigilator should ensure that the students write their Names and Roll No. clearly on the question paper and on answer sheets. Any additional sheet used must be carefully recorded and tied along with the main sheet at the end of the examination.
3. Invigilators will ensure that each child attempts the complete question paper.
4. Invigilators are required to remain alert and keep moving during the entire duration of Test / Exam.
5. A record of additional sheets issued by the Exam Cell must be maintained properly by the invigilators and balance copies returned to the Exam Cell at the end of the exam.
6. Students enrolled with CFSI must reach Sr. Library for the Monday Test on time.

Collection of Answer Scripts

1. Once the examination is over, the invigilators must collect the answer scripts as per the Roll Number of the students, prepare a summary and submit the same in the Exam Cell.
2. Invigilators are supposed to count the answer scripts and submit the same to the Exam Cell immediately after exam.
3. Teachers are supposed to sign in the register at the time of submission. NO ONE other than the invigilator will count the answer sheets and submit the same to the Exam Cell. If teachers are on Invigilation duty period wise, the last invigilator will deposit the papers as described above.
4. 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 between 2:00 PM to 2:30 PM (only for UT exams) for Half yearly and Annual exams (1:00 to 2:00 PM only) from Mr. Dipti (In case Mr. Dipti is not available then Mr. Sunder will issue the answer sheets). 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/Cs and shared with the respective Reporting Officer.
5. Answer scripts of half yearly exam will be swapped in case there is more than one teacher teaching the same subject.
6. Answer sheets of students enrolled with CFSI are to be collected separately from the Exam Cell.

Submission of Checked Answer Scripts

1. Teachers are required to evaluate the answer scripts within 48 to 72 Hrs from the day of the conduct of examination.
2. In case, a teacher has more than one bundle for correction, then additional time of 2 days per class will 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 through Exam Cell every Monday.

MISMUSTER EXAM

1. A record of those students who have missed Half Yearly / Annual exam is to be maintained by Exam Cell I/C. Mismuster will be given only to genuine Medical cases and students participating in State, National level competition or any other reason approved by Principal.
2. There will be no mismuster for Unit Test in case of Classes XI and XII.

Policy on the use of unfair means by students during Examinations

TEACHERS' DIARY

If a student is found involved in using unfair means like

- Writing on the desk before the start of the exam.
- Speaking to the classmates and senior students outside the examination hall during the course of examination while using the washroom with permission.
- 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 or a new answer sheet will be issued with no extra time. Only the second answer sheet will be evaluated. If a child is found repeating the offence, he / she will be debarred from taking all the remaining exams.

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 must be encircled.
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.
7. In case an answer does not deserve any marks, it should be crossed and a zero should be written in the left-hand margin.
8. Teachers must cross out all empty/ unused spaces in the Answer Scripts.
9. Lastly all the marks scored must be fed in the cage or the Front Page.

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.

Duties & Responsibilities within the Exam Cell

- Middle and Secondary Department : Mr. Mohit Bhola & Ms. Meenakshi Gulati
 - Senior Sec. Department (XI-XII) : Ms. Neha Gupta and Ms. Philo A.
 - Mismuster Exam (VI-X) : Ms. Meenakshi Gulati
 - Mismuster Exam (XI-XII) : Ms. Neha Gupta
 - Photocopying of Questions Papers : Mr. Sunder & Mr. Deepak
 - Stapling : Mr. Dipti, Mr. Sunder, Mr. Harinder
 - Distribution / Collection of Papers : Mr. Deepak, Mr. Harender Mr. Dipti, Mr.Sunder
 - Distribution of Answer Scripts : Mr. Dipti (In case Mr. Dipti is not available then Mr. Sunder will issue the answer sheets).
 - Packing of Question Papers : Mr. Deepak, Mr Harender, Mr. Dipti, Mr. Sunder
 - Printing of Assignments / Circulars : Mr. Deepak, Mr Harender
- Dates of Printing / Packing will be assigned by the Overall I/ C, Exam Cell

NOTE:

The exam cell sends information of setting papers individually to the paper setter and expects her or him to maintain the sanctity of the same. Question papers once made and sent to the exam cell must not be shared in any form with any one. You are advised to delete the same from your system once emailed to exam cell. Any act of sharing any part of the question paper will invite very strict action. All teachers are expected to maintain the sanctity of examination system.

Marks once entered in the nominal roll by the checker can't be changed by the subject teacher. Variation in marking if any to be submitted to HM/ VPL for perusal by the subject teacher. Fiddling with originally allotted marks will invite an

explanation.

Any student sent home on medical grounds will be marked as ABSENT for that Test. Mismuster will be applicable as per the policy.

ANNEXURE - I

_____ EXAM QUESTION PAPER
CLASS – _____ (2023-24)
SUBJECT – _____

Time: MM:

Date:

Prepared By:

General Instructions:

1. All questions are compulsory.
- 2.
- 3.
- 4.
5. Use of unfair means during exams is strictly prohibited. A candidate found guilty of using unfair means will be disqualified and debarred from appearing for any of the examinations for a year.

Yearly Schedule of Counselling Cell 2023-24

S.NO.	MONTH	TOPIC	CLASS/ES
1	APRIL	Sensitising students towards Children with Special Needs	VI - VIII
2	APRIL	Good Touch and Bad Touch	I - V
3	MAY	Social Etiquettes	VI - VIII
4	JULY	Body Positivity	V - XII
5	AUGUST	Relationships and Attraction	IX - XII
6	AUGUST	Managing Anger	VI - VIII
7	OCTOBER	Emotions and You	VI - XII
8	NOVEMBER	Gadget Addiction	VI - XII
9	NOVEMBER	Coping with Peer Pressure	IX - XII
10	DECEMBER	Bullying and it's Prevention	VI - VIII
11	JANUARY	Effective Stress Management	IX - XII

POLICY FOR STUDENTS WITH LEARNING DISABILITY VI-XII **(2023-24)**

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

TEACHERS' DIARY

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 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.

POLICY FOR LEARNING DISABILITY: CLASSES V-X

Exemption from third language:

Exemption from examination in the third language from Classes V 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), 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 Bye-laws 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.



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

No.CBSE/COORD/112233/2019

12th April, 2019

CIRCULAR

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

CBSE being sensitive to the needs of disabled students is extending several exemptions/concessions to candidates with disabilities as defined in The Rights of Persons with Disabilities Act - 2016.

It has been observed that neither the schools nor the students are fully aware about these exemptions and are also not following correct way of seeking available exemptions during their course of studies and examinations. It has therefore, been decided to update and compile all exemptions/concessions so that stakeholders are aware about the same.

Please find herewith consolidated exemptions/concessions alongwith Standard Operation Procedures for seeking exemptions.

Now, these changes will supersede all earlier Circulars. These exemptions/concessions will be applicable for the 2020 examination onwards.

(Dr. Sanyam Bhardwaj)
Controller of Examinations

"शिक्षा केन्द्र", 2, सामुदायिक केन्द्र, प्रीत विहार, दिल्ली - 110092
"Shiksha Kendra", 2, Community Centre, Preet Vihar, Delhi - 110 092
फोन / Telephone : +91-11-22509256, 22509257 वेबसाइट/Website: www.cbse.nic.in

FOR MORE INFORMATION REFER TO THE LINK : [CBSE CIRCULAR.PDF](#)

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 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!***

STREAM ALLOCATION (CLASS XI – SESSION 2023-24) **- Know about the Stream and Subject after Class-X**

The school proposes to offer the following subject combinations as listed below **for Class XI during the Academic Year 2023-24**. All Class-X students (2022-23 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.	MATHEMATICS / PHYSICAL EDUCATION
5.	COMPUTER SCIENCE (Python)
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.	MATHEMATICS / PSYCHOLOGY/HOME SCIENCE/ PHYSICAL EDUCATION
5.	BIOLOGY/ ECO./ ARTIFICIAL INTELLIGENCE 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 / INFORMATICS PRACTISES/LEGAL STUDIES
4.	MATHEMATICS/ PSYCHOLOGY / PHYSICAL EDUCATION/ ENTREPRENEURSHIP
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 / INFORMATICS PRACTISES/LEGAL STUDIES
4.	MATHEMATICS / PSYCHOLOGY / HOME SCIENCE / PHYSICAL EDUCATION/ ENTREPRENEURSHIP
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.
 - SUBJECTS i.e. YOGA, WEB APPLICATION AND FINANCIAL MARKETING MANAGEMENT WILL BE INTRODUCED ONLY, IF A MINIMUM OF 15 STUDENTS OPT FOR THE SUBJECT.
 - Attached is the **Provisional Admission Form** for Admission to CI-XI. The last date for submitting the application form to the school is **10.02.2023**. The application forms can be downloaded from the school website. Kindly note, failing to submit the form by 10.02.2023, the seats will be allotted to External Candidates.
 - A noticeable trend of shifting out students after Class X to Delhi Schools in Class 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 CLASS X MAY APPLY FOR TRANSFER CERTIFICATE BEFORE 31.03.2023. 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, 23 (1ST QUARTER).**
 - **The Stream Allocation list for Session 2023-24 will be put up on the school website on 30.03.2023.**
 - All PROVISIONAL ADMISSION FORMALITIES are to be completed latest by 06.04.2023. The Final Admission in Class XI stands confirmed subject to passing the Class-X Board Examination. Upon declaration of the CBSE results, 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 10.04.2023**
- WISHING ALL OUR CLASS X STUDENTS GOOD HEALTH & GOOD LUCK FOR THE FORTHCOMING BOARD EXAMS.**

TEACHERS' DIARY

**ADMISSION FORM (CLASS-XI)
(FOR INTERNAL CANDIDATES -2023-24)**

NAME OF THE CANDIDATE: _____
 ADMISSION NO: _____ CLASS TEACHER: _____
 D.O.B _____
 MOTHER'S NAME: _____
 FATHER'S NAME: _____
 TELE NO (LANDLINE) _____ MOBILE NO. _____

The application form will not be accepted without Photograph

STREAM OPTION

(Any THREE in order of preference)	1.	2.	3.	4.	5.
OPTIONAL SUBJECTS DESIRED	1.	1.	1.	1.	1.
	2.	2.	2.	2.	2.
	3.	3.	3.	3.	3.

ACHIEVEMENT IN GAMES & SPORTS

	I	II	III	SCHOLASTIC ACHIEVEMENT			
Gold				CLASS X- Pre Board –II Score AGGREGATE	Max. Marks	Marks Scored	Percentage
Silver							
Bronze							
Participation							
(At National Level)				English			%
Gold				Mathematics			%
Silver				Science (Theory)			%
Bronze				(Please record the marks scored out of 80)			
Participation				CO-CURRICULAR ACHIEVEMENT:			
(At State Level)				S No.	NAME OF THE EVENT	ACHIEVEMENT, IF ANY	
Gold							
Silver							
Bronze							
Participation							
(At District Level)							
Gold							
Silver							
Bronze							
Participation							

(Attach the certificate(s) of Merit)

Participation in School's Annual Day (Carries weightage of 2 marks): _____

(PLEASE AFFIX SELF-ATTESTED PHOTOCOPIES OF THE MERIT CERTIFICATES AND PRE BOARD-II REPORT CARD OF CLASS X IN SUPPORT OF YOUR STATEMENT.)

**Incomplete Application Form will be summarily rejected.
Kindly refer to Circular No.110/2022-23 for Stream Options**

(SIGNATURE OF PARENT)

(SIGNATURE OF CANDIDATE)

FOR OFFICE USE ONLY

NAME OF CANDIDATE: _____ ADMISSION NO: _____
 STREAM ALLOTTED: Sc / Com / Hum SUBJECTS OPTED: Eng/ _____ / _____ / _____

HM/VPL's Remarks: _____
 65uyyythty5

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.

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.**

TEACHERS' DIARY

MONTHLY MEETING SCHEDULE SESSION: 2023-24

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 & 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	PE Teachers / Coaches (Part Time and Full Time)/ Teacher I/C	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) 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.

TEACHERS' 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 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 on time in all the classes.
12. Judicious usage of 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, discuss with the parallel teachers and submit the report if required.
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 respective teachers are appropriate for that class.
15. To ensure that the class passes have been issued to the Class Teachers.
16. To ensure that the SUPW/ PT/ Music/Dance/ Fine Arts grades have been entered by the Class Teachers.

TEACHERS' DIARY

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 motivate the students to participate in the house activities by developing the 'House Spirit'.
2. To frame and monitor the duties of the student appointments.
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 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 the morning assembly.
7. Assuring the submission of Monthly Report 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 from 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, arranging speakers and helping in organizing 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.

TEACHERS' DIARY

CLASS TEACHER

1. In the Class Teacher's period, a class teacher must 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 is 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 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. Photocopy 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 AN 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.

TEACHERS' DIARY

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.
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, practicals 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/h 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.

TEACHERS' DIARY

DRESS CODE POLICY

Our profession has a certain dignity that should be maintained at all times. Introducing a dress code policy brings required decorum and grace to a workplace. Keeping this in mind, the school staff must adhere to the following policy with regard to the dress code:
Guidelines for the dress code:

FOR DAILY TURNOUT

Male Staff Members:	Formal wear –Shirts, Trousers, Suits and Formal Shoes **Jeans, T-Shirts, Sandals, Floaters and Slippers are not allowed.
Female Staff Members:	Formal wear- Sarees, Suits, Long Kurta (appropriate fitting) with Salwar/ Pants/ Churidars/Palazzo(flare not to be more than 10") and Dupatta. **Strappy or sleeveless blouse/shirt, Sleeveless or deep neck Short Kurtis, Flashy accessories, heavy make- up, strikingly coloured hair, long nails, nail art, high or stiletto heels and gum boots are not allowed. High slit Kurtis with Churidars to be avoided. Leggings are not allowed. Sports Shoes are not allowed.
Sports Teachers & Dance Teachers :	Tracksuits, Cargo Pants, Hip length T-Shirts and Sports Shoes.
Dance Choreographers:	Track Pants & T-Shirt (for men) Track Pants & loose hip length T-Shirt / Top or long kurta with churidar / Salwar with dupatta (for women)

DRESS CODE FOR TEACHERS (OUTSTATION TRIP INCLUDING SOLAN)

Male Staff Members:	T-Shirts with Track Pants/Cargo Pants, Jeans with Sports Shoes **Wearing of shorts is not permitted.
Female Staff Members:	No Strappy/sleeveless/ deep neck/tight fitting dresses/ Short Tops / T-Shirts / shorts are to be worn • Trousers/Jeans should not be too fitted. They should be worn with long & loose Kurti. • High heeled footwear not permitted. Comfortable flat sandals/shoes may be worn.

For the present, Front Office dress code is same as for staff.

For Principal, Vice-Principal and Headmistresses the same rule to apply. Special decorum to be maintained for PTM's and other special occasions.

Note: Social network conduct must be same as the expected physical code of conduct while being in school. The photos posted on social networking sites including Whatsapp group should be in keeping with the same decorum.

CODE OF CONDUCT FOR STAFF

<https://bbpsnoida.balbharati.org/code-of-conduct-parents-students-teachers/>

CODE OF CONDUCT FOR STUDENTS

<https://bbpsnoida.balbharati.org/code-of-conduct-parents-students-teachers/>

ANNEXURE

RED & WHITE CARD POLICY

“Recognize that responsibility is inherent in exercise of every right.”

To inculcate a stronger sense of discipline, a card policy is suggested.

Careful consideration shall be given to individual situations, so that the school's response to the student shall be appropriate.

In case of an act of indiscipline as enumerated earlier, the teacher will inform the parent in writing and a card will be issued, if required as per policy.

Standard Operating Procedure:

1. The discipline cases are reported to the Class Teacher, Class Coordinator/representative and brought to the knowledge of the VP/HM.
2. Card will be issued to the student in presence of the parent, teacher/School Counsellor.
3. A copy of the Card to be filed in the Confidential Files by the Class Teacher.

● **WHITE CARD**

1. The cards will be issued by the Class Representative based on the suggestion of the Vice-Principal.
2. Possible Consequences: Issuing of card(s) may lead to following:
Parent- Teacher Meeting, Parent-Admin Meeting, Loss of Privileges like picnics, participation in school events, barring from school transport etc., Apology letter, short term detention, short term suspension.
3. Issue of two white cards will lead to issue of Red Card

● **RED CARD**

1. This is given to a child in case of receiving of two White cards or in case of any unacceptable behaviour as enumerated earlier.
2. After the matter is reported to the Discipline Committee Members, the possible consequences may be: Parent-Teacher Meeting, long duration suspension or expulsion from school.



BAL BHARATI PUBLIC SCHOOL

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DISCIPLINARY RED CARD (2023-24)

Name -	Date -
Class -	Nature of Misconduct -
Section -
Previous Warnings / Card issued -	
Action Taken -	

Issued by -
Name Designation Signature



BAL BHARATI PUBLIC SCHOOL

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DISCIPLINARY WHITE CARD (2023-24)

Name -	Date -
Class -	Nature of Misconduct -
Section -
Previous Warnings / Card issued -	
Action Taken -	

Issued by -
Name Designation Signature

PARENT CONTACT SLIP



BAL BHARATI PUBLIC SCHOOL

TEACHER PARENT INFORMATION LETTER

DATE:- _____

TO

Dear Sir/Madam

Your ward _____ of Class/Sec _____ has been caught in an act of indiscipline. He/She was found indulging in: -

- 1) School Bunking
- 2) Class Bunking
- 3) Misbehaviour towards teachers/ peers
- 4) Bullying in school premises /Transport
- 5) Damaging school property
- 6) Underage driving
- 7) Carrying mobiles/ electronic gadgets
- 8) Uniform defaulters /keeping long hair/ Colouring of nails and hair
- 9) Substance abuse (Possession / or consumption)
- 10) Cyber bullying
- 11) Any other (specify):

Class Teacher Signature

Counsellor

Student Signature

Parent Signature

Principal,
Bal Bharati Public School,
.....

I _____, Class & Sec. _____ acknowledge that I have committed the following offence on _____

Student Signature

Parent Signature

Class Teacher Signature

Counsellor

HM / VP

Principal

TEACHERS' DIARY

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.
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.

TEACHERS' DIARY

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, 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 endeavour 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.

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. Examples of physical punishment are as follows:

- 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 school bag 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

TEACHERS' DIARY

- Ridiculing a child with developmental problems such as learning difficulty or a speech disorder, such as, stammering or speech articulation disorder.

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 willfully 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.

TEACHERS' DIARY

- 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.
- 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 teachers 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.

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.

TEACHERS' DIARY

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

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-

TEACHERS' DIARY

- **POSCO ACT-2012-** <https://bbpsnoida.balbharati.org/wp-content/uploads/2016/05/POCSO-ACT-2012-completed.pdf>
- **Child Sexual Abuse Prevention Policy-** <https://bbpsnoida.balbharati.org/wp-content/uploads/2021/07/CHILD-SEXUAL-ABUSE-PREVENTION-COMMITTEE-1.pdf>
- **Policy Prohibiting Harassment, Intimidation and Bullying-** <https://bbpsnoida.balbharati.org/wp-content/uploads/2021/07/ANTI-BULLYING-policy-1.pdf>
- **Cyber Security Policy-** <https://bbpsnoida.balbharati.org/wp-content/uploads/2022/01/BBPS-Cyber-Security-Policy-1.0.pdf>
- **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>
- **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
- **Grievance Redressal Mechanism-** <https://bbpsnoida.balbharati.org/wp-content/uploads/2021/07/grievance-Draft-2.pdf>
- **Policy on Vandalism : Damage to School property/graffiti-** <https://bbpsnoida.balbharati.org/wp-content/uploads/2022/07/Policy-Vandalism.pdf>
- **Standard Operating Procedure for dealing with any Terrorist Attack on Schools-** <https://bbpsnoida.balbharati.org/wp-content/uploads/2022/07/Terrorist-Attack.pdf>
- **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/>

TEACHERS' 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 only.

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

1. Change of Address : Application to be submitted to Ms. Razdan for PPL's Approval Classboard(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 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 Ms. Anjani Rajdan PPL's Approval MGRM I/ C (Change in 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) I/ C (Change in 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 cerficate number) PPL's Approval I/ C (Change in 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 submitted to the Principals' office through Ms. Anjani Razdan

SCHOLAR BADGE – PRIMARY (ACADEMIC SESSION 2022-23)**CRITERIA FOR SCHOLAR BADGE AWARDEES**

<u>Class IV</u>	<u>Class V</u>
1. RAMANUJAN (MATHEMATICS)	
The student scoring 99-100% marks in Mathematics individually in 3 out of 4 evaluation rounds.	The student scoring 99-100% marks in Mathematics individually in R1, R2, R3 and Final evaluation round
2. C. V. RAMAN (SCIENCE)	
The student scoring 98% marks in SCIENCE individually in 3 out of 4 evaluation rounds.	The student scoring 98% marks in SCIENCE individually in R1, R2, R3 and Final evaluation round.
3. R. K. NARAYAN (ENGLISH)	
The student scoring highest marks with a minimum of 90% marks in English individually in 3 out of 4 evaluations rounds. The student should also have at least one contribution to Sagarika / Newsletter.	The student scoring highest marks with a minimum of 90% marks in English individually in R1, R2, R3 and Final evaluation round. The student should also have at least one contribution to Sagarika/Newsletter.
4. MUNSHI PREMCHAND (HINDI)	
The student scoring highest marks with a minimum of 90% marks in Hindi individually in 3 out of 4 evaluation rounds. The student should also have at least one contribution to Sagarika/Newsletter.	The student scoring highest marks with a minimum of 90% marks in Hindi individually in R1, R2, R3 and Final evaluation round. The student should also have at least one contribution to Sagarika/Newsletter.
5. SCHOLAR BADGE	
Class IV: The students scoring 93% and above in aggregate and also 93% and above individually in 5 out of 6 subjects–English, Hindi, Mathematics, SCIENCE, SST, and ICT.	Class V: The students scoring 93% and above in aggregate and also 93% and above individually in 6 out of 7 subjects–English, Hindi, Sanskrit, Mathematics, SCIENCE, SST and ICT.

CRITERIA FOR SUBJECT PROFICIENCY AWARDEES

- The students scoring A+ in all dimensions of a particular subject (in all four rounds) for class IV and (R1, R2, R3 and Final) for class V + Interschool achievement + Open Exam scores.

SCHOLAR BADGE – CLASSES VI –XI (ACADEMIC SESSION: 2022-23)

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-2022-23

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

SCHOLAR BADGE (ACADEMIC SESSION: 2022-23)
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/>

SOP for new Appointments in schools

“Even the greatest was once a beginner –
Don't be afraid to take that first step”

Starting a journey/ going for a change – be it a new home, job or relationship opens up a host of possibilities. New beginnings are about opening doors - both physical and mental and embracing the new with a very positive outlook. Things will seem different, difficult in the beginning - but the important thing is not to retreat into your cocoon. Remember your imagination should help you realise that small opportunities are often the threshold for great enterprises. New beginnings are exciting and offer the promise of hope and huge returns.

As someone said “don't go to the ocean with a teaspoon” - Imbibe every drop. A strategic and constructive induction through a supportive nature will help in gaining experience and expertise.

Successful onboarding programs incorporate four distinct levels, or building blocks, that they call “the Four C's.”

- A. **Culture:** Providing employees with a sense of organizational norms—both formal and informal
- B. **Clarification:** Ensuring that employees understand their new job and expectations
- C. **Compliance:** Training employees on basic legal and policy-related rules and regulations
- D. **Connection:** Fostering vital interpersonal relationships and information networks

A planned orientation is required to introduce the new teacher to the workplace, so that the induction is smooth

A Culture

- i. The first point of contact would be the receptionist who would send the employer to PA to Principal (incase some documents have to be deposited.).
- ii. The new appointee would then be sent to the VP who would welcome her. She would briefly explain to her about the institution, her role, her classes etc. and then send her to the HM of the department concerned.
- iii. There may be more than one teacher joining on the 1st day. The HM would then formally welcome them and brief them about their role, responsibilities and a brief introduction to the history of the institution (which they would have learned from the website as well)
- iv. General code of conduct for staff member, dress code, the accepted culture of the organisation contact list of seniors' details, documents to be submitted to the admin section would be given. Infact it is acquainting them with the culture.
- v. Send a welcome email to the new teachers once they are hired with a personalized message expressing why you are excited to have them on board. This then creates a dialogue for questions and concerns.
- vi. At some point within a day or 2 the new appointee should be invited for a cup of tea with the Principal. The tea-te would include a welcome to the fraternity, a general introduction to the expectations of the school from the teacher - not so much in terms of academic teaching which by now has been explained but the general attitude, behaviour, how to deal with colleagues, seniors and juniors, students and parents. An overview of the school and even more management hierarchy may be conveyed.

B Clarification vis a vis role as Academician

- i. The teacher would be then told of her specific role, given daily /weekly diary, register and other important documents.
- ii. As the next step they should be introduced to the Coordinators / Class Reps of the classes they would be teaching. The Coordinators would then give them a detailed plan of the work schedule expected including timetable, diaries, syllabus and other documents while explaining the process involved. The teacher may also be handed along with her official

timetable, the details of class teachership, if any. The teacher may also be asked to observe a couple of classes of subject teachers of the class/subject to better understand the process.

- iii. The coordinator may also escort her to the staff room and hand her over to the staff room in charge who would allocate her workstation, cupboard etc. She will be introduced to the staff members as and when they meet
- iv. It would always be a good idea to appoint a senior teacher as a Mentor teacher for the new appointee to whom she can turn for help in any area in the initial days. The Mentor would guide through trust, professional advice and providing solutions.

C Compliance of the work expected

The Mentor would help her in....

- Curriculum Guidelines
- Lesson Planning / Collaboration
- Timetables/Schedules/Class Lists
- Classroom Management /Behaviour Intervention
- Homework Policy
- Assessment & Evaluation
- Promotion Policy
- Special Education Policies and Procedures, Program
- School Activities Calendar
- Teaching / Learning Resources
- Ordering of Curriculum Resources
- Ordering of Classroom Supplies
- Discipline Policy
- Field Trip Procedures
- Administrative Structure
- Staff Manual
- Teacher Handbook
- Student Handbook
- School Tour/Staff Introduction
- School Safety Plan
- First Aid (Medical Room /Student Concerns)
- School Resources Personnel / Educational
- Photocopier/Protocol (i.e. paper allocation)

- Student Information/Emergency Contacts
- School Calendar
- Booking Media & Equipment
- Stage, Labs. Etc.
- Transportation Policy /Procedure
- Evaluation Procedure (APAR observations)
- PTA
- Some of the above points would take a fortnight's time

The new incumbent should take notes. It is essential that she / he display a propensity to learn
Individual Email from School Leaders

D Connection (Administrative)

The AO/Coordinator/HM would help provide the following information to the incumbent

The AO would call the teacher to the office and acquaint her with the formalities of

- i. Opening the bank account,
- ii. Filling of service book,
- iii. Details of PF forms, nominees etc.
- iv. Documents required for the personal files and medical certificate, appointment letter etc.

7. IT

- i. She may be introduced to the computer department so that an official ID be created
- ii. May also arrange a brief training session for
- iii. Operating interactive panels as well as record maintenance on Google Drive
- iv. A paper with SOP for the teaching aid may also be given to the teacher
- v. She should be inducted into the official what's app group for smooth communication
- vi. Computer Lab. / School/Board (i.e. Netiquette) Computers
- vii. School Website
- viii. Library Protocol/Audio-Visual Resources

8 Feedback/Observation

The mentor should for at least a month take regular feedback from teacher and ensure follow up on issues faced is done.

This would also help the teacher learn how to maintain attendance register, class student register, class library record, anecdotal register etc.

- i. The mentor must give a feedback report to the HM/Coordinator for the initial weeks.

These would include:

- Submission of daily weekly planner
- Any remarks by HOD/Coordinator
- Quantitative and Qualitative assessment on pedagogical practice
- Interpersonal dealings with students /colleagues
- Punctuality, regularity and discipline of the employee

A proforma may be prepared with these points and filled by the HM and sent to the Vice-Principal. They would form the basis of the decision on confirmation of the employee at the end of the year.

The general emphasis in all this is to create a congenial and welcome atmosphere so that the new appointee adjusts fast and understands what is expected from her in maintaining various records, the pace of teaching and the other various duties she will be given subsequently.

In case of any grievances, the redressal to be done by the HM in the initial stage

It's also a good idea to follow up with new employees after their first month, and throughout the year, to gather their feedback. This will give the administration the insight, needed to further refine the onboarding strategy and help future new hires succeed.

The entire effort is to ensure that the new teacher settles down completely in a positive environment even as she picks up the different practices. What is important is that she must know that for every initial hiccup, help is always at hand.

Rekha Sharma
Education Advisor

TEACHERS' 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.

TEACHERS' DIARY

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.
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.

TEACHERS' DIARY

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 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.

TEACHERS' DIARY

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

TEACHERS' 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. Sohnavir, 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

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.

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.

TEACHERS' 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.
4. EL can be availed upto 180 days at a time.
5. Encashment of 10 days Earned Leave while availing LTC is allowed. In the entire career, maximum 60 days Earned Leave can be encashed with LTC.

C. TEACHER'S DIARY

D.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 quits service 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.

E. 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.
6. Casual leave cannot be granted for more than 2 days.

F. 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 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.

TEACHERS' DIARY

G. MATERNITY LEAVE

1. w.e.f 01.09.2008, 180 days leave permitted during pregnancy is admissible to employees with less than 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.
4. It is granted on full pay.

H. PATERNITY LEAVE

Male employees with less than 2 surviving children, upto 15 days, can avail upto 15 days of leave before or upto 6 months from the date of delivery of the child.

TEACHERS' 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				

CERTIFIED THAT: -

- The Information as given is true to the best of my knowledge and belief.
- 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.....
- 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
- 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

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

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

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

BAL BHARATI PUBLIC SCHOOL

Sector 21, Noida (U.P.)

APPLICATION FOR MEDICAL REIMBURSEMENT

1. Name of the employee :
2. Designation :
3. Department :
4. Name of the patient :
(with relationship)
5. Nature of illness :
6. Period of illness :
7. Name & address of the :
doctor
8. Name & address of the :
hospital
9. Period of hospitalisation :
10. Total amount claimed :
11. Verification by the doctor :

Date (Signature of the employee)

Encl. : Prescription/bills in original to be attached.

FOR OFFICE USE

1. Amount for which employee :
is entitled
2. Previous amount paid during :
the year
3. Amount claimed :
4. Verification by the Accounts :
Deptt.
5. Passed for final payment :

(Signature of the Accounts In charge / Internal Auditor)

(Signature of the Head of the Institution)

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)

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.

TEACHERS' 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.

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)

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.					

TIME-TABLE

PERIOD	MON	TUE	WED	THU	FRI	SAT
1						
2						
3						
4						

LUNCH BREAK

5						
6						
7						
8						
9						

TEACHERS' DIARY

YEAR 2023

January							February							March							April						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4				1	2	3	4							1
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
29	30	31	26	27	28	26	27	28	29	30	31	23	24	25	26	27	28	29	30								

May							June							July							August							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4					1	2	3							1				1	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	
28	29	30	31	25	26	27	28	29	30	23	24	25	26	27	28	29	27	28	29	30	31	30	31					

September							October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7				1	2	3	4						1	2
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
24	25	26	27	28	29	30	29	30	31	26	27	28	29	30	24	25	26	27	28	29	30	31					

YEAR 2024

January							February							March							April							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4				1	2	3						1	2				1	2	3	4	5	6
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9	7	8	9	10	11	12	13	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16	14	15	16	17	18	19	20	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23	21	22	23	24	25	26	27	
28	29	30	31	25	26	27	28	29	24	25	26	27	28	29	30	28	29	30	31	28	29	30						

May							June							July							August								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
			1	2	3	4						1				1	2	3	4	5	6						1	2	3
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10		
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17		
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24		
26	27	28	29	30	31	23	24	25	26	27	28	29	28	29	30	31	25	26	27	28	29	30	31	30					

September							October							November							December							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7				1	2	3	4	5						1	2	1	2	3	4	5	6	7
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	
29	30	27	28	29	30	31	27	28	29	30	31	24	25	26	27	28	29	30	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)



88%

24%

3