

STANDARD OPERATING PROCEDURE (SOP)
APPOINTMENT OF STUDENT LEADERS – STUDENT COUNCIL (SESSION 2025–26)

Leadership is the ability to inspire, influence, and guide others toward a shared vision. It is a skill rooted in responsibility, empathy, and the courage to create change.

Being a part of the Student Council provides students with a valuable opportunity to develop these qualities early on. It allows them to take initiative, work collaboratively, and make a lasting impact on the school community—shaping them into thoughtful, capable leaders of tomorrow.

Following Student Appointments will be made in the Academic Session 2025-26:

S NO.	CATEGORY	PROPOSED CLASSES
1	PRESIDENT STUDENT COUNCIL	XII
2	VICE PRESIDENT STUDENT COUNCIL	XII
3	HEAD BOY (SR / PR)	XII, V
4	HEAD GIRL (SR / PR)	XII, V
5	VICE HEAD BOY (SR / PR)	XI, IV
6	VICE HEAD GIRL (SR / PR)	XI, IV
7	SPORTS CAPTAIN	XII, V
8	VICE SPORTS CAPTAIN	X
9	DISCIPLINE CAPTAIN	XI, V
10	DEPUTY DISCIPLINE CAPTAIN	X, IV
11	PRESIDENT: INFO TECH	XI, V
12	SECRETARY : INFO TECH	X
13	PRESIDENT: SCIENCE & TECHNOLOGY	XI
14	SECRETARY : SCIENCE & TECHNOLOGY	X
15	PRESIDENT: LITERARY ACTIVITIES	XI, V
16	SECRETARY : LITERARY ACTIVITIES	X
17	PRESIDENT : CULTURAL ACTIVITIES	XI, V
18	SECRETARY : CULTURAL ACTIVITIES	X
19	PRESIDENT : ART APPRECIATION	XI
20	SECRETARY : ART APPRECIATION	X
21	PRESIDENT: QUIZ CLUB	XI
22	SECRETARY : QUIZ CLUB	X
23	PRESIDENT: MUN	XII
24	SECRETARY : MUN	X
25	PRESIDENT: INTERACT CLUB	XI, V
26	SECRETARY : INTERACT CLUB	X
27	PRESIDENT: HEALTH & WELLNESS CLUB	XI, V
28	SECRETARY : HEALTH & WELLNESS CLUB	X
29	PRESIDENT: ENVIRONMENT CLUB	XI, V
30	SECRETARY: ENVIRONMENT CLUB	X
31	PRESIDENT: PHOTOGRAPHY CLUB	XI
32	SECRETARY : PHOTOGRAPHY CLUB	X
33	PRESIDENT – ANVESHKA	XI
34	SECRETARY – ANVESHKA	X
35	PRESIDENT – SCHOOL INNOVATION CELL	XI
36	SECRETARY – SCHOOL INNOVATION CELL	X

HOUSE PREFECTS

1	HOUSE CAPTAIN : SHIVAJI	XI, V
2	VICE HOUSE CAPTAIN : SHIVAJI	X, IV
3	HOUSE SPORTS CAPTAIN : SHIVAJI	XI, V
4	HOUSE CAPTAIN : TAGORE	XI, V
5	VICE HOUSE CAPTAIN : TAGORE	X, IV
6	HOUSE SPORTS CAPTAIN : TAGORE	XI, V
7	HOUSE CAPTAIN : ASHOKA	XI, V
8	VICE HOUSE CAPTAIN : ASHOKA	X, IV
9	HOUSE SPORTS CAPTAIN : ASHOKA	XI, V
10	HOUSE CAPTAIN : RAMAN	XI, V
11	VICE HOUSE CAPTAIN : RAMAN	X, IV
12	HOUSE SPORTS CAPTAIN : RAMAN	XI, V

To establish a fair, transparent and merit-based system for selecting student leaders who embody excellence in academics, co-curricular activities, discipline and leadership, the following procedure will be followed :

Stage 1: Nominations by Teachers

Class Teachers of the concerned classes (2024-25) will nominate 4 names for each position collectively.

Eligibility Criteria:

- Students of Classes IV & V, X, XI and XII as detailed above are eligible.
- Minimum academic aggregate achievement : 75% for last 2 academic years
- Noteworthy participation in co-curricular/sports activities/ olympiad

Screening Rubric (Points System): Action: Teachers must submit the nominations by 21 April, 2025.

CATEGORY	CRITERIA	POINTS
Academics Average of 2 years (2023-24, 2024-25) to be taken	Above 90%	5
	Above 85% – Below 90 %	4
	Above 75% – Below 85 %	3
Co-curricular Achievements 2024-25	International / National Level	5
	Zonal/State Level	4
	Inter School / District Level	3
	Intra-school	2
Sports Achievements 2024-25	International / National Level	5
	Zonal/State Level	4
	Inter School / District Level	3
	School Level	2
Olympiads 2024-25	International Level – Gold, Silver, Bronze	5
	Zonal/State Level – Gold, Silver, Bronze	4
	School Level – Gold, Silver, Bronze	3
	Medals of Excellence	2
	Certificate of Distinction	1
Past Leadership Roles 2024-25	Supreme	5
	Deputy Council	4
	House Captain	3
	Class Captain / Club Captain	2

Stage 2: SOP Submission by Shortlisted Students –

Deadline for submission of SOPs: 23 April, 2025

Nominated students must submit a Statement of Purpose, including:

- Brief personal and academic profile
- Achievements & experiences
- Why they're fit for the role
- Vision for contribution to school life
- Declaration of commitment

Committee for reviewing the SOPs:

POSITION TYPE	COMMITTEE MEMBERS
Class XII Roles	VPL, Mrs R Sondhi, Mrs Ruby S, Mrs Swati C, Ms Meetu T
Classes X & XI	HM (Sr), Mrs Neerja B, Mrs Komal M, Mrs Indula M, Mrs S. Renakumar
Classes IV & V	HM (Pr), Mrs Ruchika Khanna, Mrs Anita, Ms Pragya, Ms Nandini, Ms Sona R
Sports	Principal & Sports Dept.
Cultural	Mr P. Pallavi, Mrs K Pandey, Mr S. Majumdar, Ms Nisha, Ms Sumana S
Art/Photography	Mr Y Panwar, Mr N Das, Mr F Ahmed

Late date for shortlisting of candidates by the panel of teachers based on SOPs submitted (2 for each position) : 25 Apr, 2025.

Stage 3: Leadership Camp : 28 / 29 April, 2025

All shortlisted students of Classes X, XI & XII except those shortlisted for House positions will attend the leadership camp at DME where they will be given **Hands-on, group-based problem-solving activities**. These activities will simulate real-world societal challenges and aim to nurture leadership, critical thinking, collaboration, and a spirit of social responsibility. The students will be graded on the basis of the following rubrics :

CRITERIA	EXCELLENT (5)	GOOD (4)	SATISFACTORY (3)	NEEDS IMPROVEMENT (1-2)	SCORE
Problem Understanding	Deep understanding; clearly identifies core issue and its relevance	Good grasp of the problem; some deeper insights	Basic understanding of the issue	Limited grasp or misinterpretation of the issue	/5
Collaboration & Teamwork	All members contributed equally and constructively	Most members were active and collaborated well	Unequal participation; some teamwork gaps	Poor collaboration; dominant/absent members	/5
Creativity & Innovation	Highly creative and original approach; out-of-the-box thinking	Some originality and creativity shown	Common solutions, limited creative input	Lack of creativity; copied or uninspired solutions	/5
Feasibility of Solution	Solution is practical, scalable, and implementable	Mostly practical with minor feasibility issues	Some parts practical; needs refinement	Impractical or unrealistic solution	/5

Presentation & Communication	Clear, confident, engaging; used visuals/tools effectively	Good delivery; visuals used, minor gaps	Basic presentation; lacked impact or clarity	Poorly communicated or disorganized	/5
Social Impact / Empathy	Solution reflects strong social consciousness and empathy	Shows awareness of social needs; some emotional connection	Surface-level awareness; limited empathy	Missed the social aspect of the challenge	/5

Total Score: /30

Bonus Points (Optional – 5 points)

(Awarded for extraordinary effort, innovation, or real-world implementation)

The nominated students of the Primary Wing will attend a 'Leadership Camp' in-house. The final appointments will be jointly proposed by HM (Pr) and chosen Primary staff members of BBPS, Noida.

Stage 4: Interview by Teachers Panel : 30 April, 2025

Constitution of Interview Panel:

POSITION TYPE	COMMITTEE MEMBERS
Class XII Roles	VPL, Mrs R Sondhi, Mrs Ruby S, Mrs Swati C, Ms Meetu T
Classes X & XI	HM (Sr), Mrs Neerja B, Mrs Komal M, Mrs Indula M, Mrs S. Renakumar
Classes IV & V	HM (Pr), Mrs Ruchika Khanna, Mrs Anita, Ms Pragya, Ms Nandini, Ms Sona R
Sports	Principal & Sports Dept.
Cultural	Mr P. Pallavi, Mrs K Pandey, Mr S. Majumdar, Ms Nisha, Ms Sumana S
Art/Photography	Mr Y Panwar, Mr N Das, Mr F Ahmed

Interview Rubric – Teacher Panel Evaluation

Each student will be assessed on a 20-point scale, divided into the following four key categories:

CATEGORY	DESCRIPTORS	SCORE RANGE
Communication Skills & Confidence	Speaks clearly and confidently- Maintains eye contact- Listens actively and responds appropriately- Presents ideas logically	0–5
Teamwork & Conflict Resolution	Shares examples of working in a team- Shows ability to resolve disagreements peacefully- Demonstrates inclusivity and cooperation	0–5
Problem-solving & Decision-making	Responds to situational questions logically- Shows maturity in handling school/class issues- Displays initiative and sound judgment	0–5
Conduct & Leadership Readiness	Past behavior in school as per teacher feedback- Reflects responsibility and accountability- Shows willingness to take initiative and lead	0–5

Committee to use Annexure-1

TOTAL SCORE (OUT OF 20)	RATING	REMARKS
17–20	Outstanding	Strong leadership potential
13–16	Very Good	Ready for leadership role
9–12	Good	Can be considered for support roles
< 9	Average	Needs further development

Panel Notes: Teachers are encouraged to add qualitative observations for each candidate to support scoring and for use during final deliberations.

Assessment Criteria for interview:

- Communication & confidence
- Teamwork and leadership
- Problem-solving ability
- Teacher feedback on past behavior

The House wardens and Deputy House wardens will conduct personal interviews for the appointment of House Captain, Vice House Captain & House Sports Captains independently & put up the list for approval to the School Principal on 30th April 2025.

Stage 5: Final Interaction & Principal's Approval : 01 May, 2025

- Final interviews with the Principal and Senior Faculty Panel
- Leadership positions assigned based on aptitude and suitability
- Final list approved and declared by the Principal

The Student Appointments (2025-26) will be released from the desk of Principal dated 01 May, 2025.

Note:

- A student may be considered for multiple positions but will be appointed to only one.
- The school reserves the right to revoke or reassign portfolios in case of misconduct or dereliction of duties.
- Decisions of the final panel are binding.



Asha Prabhakar
(Principal)

Kindness, Resilience, Respect





STUDENT COUNCIL SELECTION 2025-26
STAGE 3: TEACHER PANEL INTERVIEW – SCORING SHEET

Student Name : _____

Class & Section : _____

Interview Date : _____

Panel Member Name : _____

Evaluation Rubric (Total: 20 Marks)

CRITERIA	DESCRIPTOR	SCORE (0-5)	REMARKS
Communication Skills & Confidence	Clarity, articulation, confidence, logical flow		
Teamwork & Conflict Resolution	Team spirit, inclusivity, mediation ability		
Problem-solving & Decision-making	Logical thinking, initiative, maturity		
Conduct & Leadership Readiness	Past behavior, sense of responsibility, initiative		
TOTAL SCORE			

Rating (Tick one):

- Outstanding (17-20)
- Very Good (13-16)
- Good (9-12)
- Average (<9)

Additional Comments by Panelist:

Signature of Panelist: _____

Date: _____