



NEW ADARSH PUBLIC SCHOOL

(AFFILIATED TO C.B.S.E)

Teela Shahvajpur, Loni, Ghaziabad (U.P)

School Code - 60138



Rainbow Activity

Annual Pedagogical Plan (2019-20)



Healthy Food Activity

☎ 9810329575, 0120-2682500

✉ naps.loni@rediffmail.com

🌐 napslonigzb.in



New Adarsh Public School

Teela Shavajpur, Loni, Ghaziabad
(Affiliated to CBSE)

School Detail

❖ Name of the Principal	:	Mrs. ROHINI MAHUR		
❖ Contact No.	:	9810329578, 9650830053		
❖ Email ID	:	naps.loni@rediffmail.com		
❖ Year of Affiliation	:	2017		
❖ Affiliation No.	:	2130297		
❖ School Code	:	60138		
❖ Type of School	:	Senior Secondary		
		Co-Education		
		Day School		
❖ No. of students	:	Total 1348	762 Boys	585 Girls
❖ No. of Divyang Students	:	No		
❖ No. of Students in : Day School :		1348		
❖ Location Type	:	Rural		
❖ Is the School a Minority School :		No		

OUR VISION



"Think Today Change Tomorrow"

OUR MISSION

We at NAPS pledge to lead the children to find and develop their 'God Given Talent' and their learning potential to the fullest to become a self reliant citizen, a fine human being socially aware humanistic, compassionate and kind, having pride in his/her country and believe in peace, harmony and brotherhood, which is reacted by excellent facilities, exposure and guidance provided by energetic enthusiastic, talented and dedicated faculty. Every coming moments inspires us to do better than the one passed.



OUR VALUES



- Commitment
- Acceptance
- Respect
- A focus on success for all students
- Excellence
- Striving for innovation

OUR FOCUS

NAPS is a school that would offer the modern education while imparting age-old values to the coming generation.

To develop self-confidence, capability, good desire & passion for learning. Students are given ample opportunities to explore their creative abilities & the freedom to demonstrate their leadership potential.



OUR PEDAGOGICAL VISION



At New Adarsh Public School we personalize our students learning to ensure that each student is met at their point of needs actively engaged in co-constructing their individual learning pathways. Our teacher work in collaboration to develop implement and inquiry driven curriculum.

Teachers share refine their practice by learning & working in teams. We more focusing on supporting and extending student learning through providing opportunities for them to applying their skills and knowledge to real life experiences.

OUR TEACHING LEARNING APPROACH

➤ **Personalized Learning:-**

- ❖ Carefully planned based on each individual's child's needs which includes
- ❖ Prior knowledge
- ❖ Interest
- ❖ Learning Styles
- ❖ Abilities & Skills
- ❖ Class Lectures
- ❖ Story telling
- ❖ Small group teaching
- ❖ Probing approach
- ❖ Experiments (lab/field)
- ❖ Brain storming
- ❖ Presentation (Individual/group)
- ❖ Case studies
- ❖ Inquiry project Based learning
- ❖ Portfolios
- ❖ Workshops
- ❖ Digital classrooms

➤ **Integrative Approach:-**

- ❖ It aims to connect what is learned in school to real life situation, thus it is more on developing problem solving & discussion of issues in the real world.

➤ **Collaborative Approach:-**

- ❖ Allow interaction, work independently develop listening and empathy skills

➤ **Experiential Learning:-**

- ❖ Role play, solving problem by experiencing in personal life
- ❖ Joyful Learning
- ❖ Art integrated learning
- ❖ Activity Based Learning
- ❖ Fun, games and studies
- ❖ Sport Integrated Learning
- ❖ Inquiry based learning
- ❖ Collaborative learning
- ❖ Assessment as learning
- ❖ Learning by doing

School Information & Academic Resources

Type of School	Rural
Total Students	1348 (Boys = 763, Girls = 585)
Total Staff	54
Total Sections	34
Computer Lab	02
Physics Lab	1
Biology Lab	1
Chemistry Lab	1
Fine Art Lab	1
Library	1
Music Room	1
Indoor Stadium	1
Transport	6 Buses
CCTV	More than 70 Camera
Technology Enabled class room	12 Class Rooms
Auditorium	1
Streams	Science, Humanities, Commerce
Skill Education	Yes (Music/Fine Art/Mass. Comm.)
Study Material	Subject wise
Knowledge Pass Program	Videos during substitution periods
Facebook Page	Yes
School Website	Yes (Dynamic)
WhatsApp Group	Teachers, Students/Parents
School ERP	Yes
Task Manager Software	Yes (Teacher & Parents)
Activity Room	1

Staff Detail

Group	Regular	Part-Time	No. of Teacher	
			Trained	Untrained
Primary	07	0	√	
Middle	12	0	√	
Secondary	18	0	√	
Sr. Secondary	08	02	√	
PET	03	0	√	
Librarian	02	0	√	
Music	01	0	√	
Dance	01	0	√	
Total	52	02	52	00

School Academic Results

Session 2018-19	Class XII	Class X
TOTAL	88	129
APPEARED	88	128
ABST	00	02
PASSING	85	93
COMP.	03	27
FAIL	0	06
N.E.	0	0
90+	02	04

The overall distinctions were in different subjects – 342

Key Strengths of the School

We aim to equip teachers and students in adopting a strength based approach for ACADEMIC, EXCELLENCE, INTER PERSONAL RELATIONSHIP & LEADERSHIP DEVELOPMENT. We aim to partner educators and parent to make every student an engaged learner.

1. Improve personal productivity
2. Improve self esteem & self confidence
3. Improve team work

Goals to be Achieved – Annual and long Term

Annual Goals

- Goals set by CBSE board will be tried to be achieved eg. Directing the entire focus of all the school

	activities towards the school's learning processes. • Promoting innovative pedagogy. • Ensuring joyful learning at all levels • Ensuring proper in house training of teachers
Strategies	• Previously set strategies will be continued although wherever need felt, innovative strategies according to situations will also be introduced.
Long Term Goal	• Leading, guiding and supporting the teaching and learning processes. • Ensuring school's specific resources for teaching and learning
Strategies	• The best strategies ever used by any institution will be used. • Extra remedial classes to improve academic performance • School resources will be developed

Annual Pedagogical Plan 2019-20

Pedagogical Plan committee:-

Consultations and discussions held for preparing the Annual Pedagogical Plan (APP)

Name	Designation	Role in PPC
Mrs. Rohini Mahur	Principal	Coordinator To guide committee members how to prepare APP
Mr. Sumit Kumar Charak	PGT Physics	Co-Coordinator -Provide all the data related to Academic session -Provide all the data related to Co- curricular activities
Mr. Praveen kumar	TGT English	
Mrs. Soma Dutta	TGT Hindi	

Pedagogical Plan Committee Meeting to develop Annual Pedagogical Plan

S.No.	Stakeholder Consulted	Discussion Held
1.	Member of PTA	Safety in schools, disciplinary guideline School rules & regulation, Social skills, Roles & expectation of parent
2.	School Management	✓ Latest CBSE guidelines & circulars ✓ Pedagogical reforms ✓ Resource requirement ✓ Academic calendar ✓ Academic Review
3.	Head of the Department	✓ Academic Planner ✓ Integration of technology with subjects ✓ Assessment planning ✓ Syllabus updation as per CBSE ✓ CBSE Circulars
4.	Teachers	✓ Academic Planning with focus on ✓ Art integration, and experiential learning ✓ Academic Calendar ✓ Activity schedule ✓ Assessment planning

COORDINATION WITH STAKEHOLDERS

Stakeholders	Methods of Communication	Activities Planned
Parents	Whatsapp letter/circulars SMS PTM E-mail Telephone calls	PTA Meetings
Teaching Staff	Letter/circulars SMS Whatsapp E-mail	Development Programmes, Training Programme Conducted by school Participation in Capacity Building programme by CBSE
Other Staff	SMS letter/circulars	In service training programme
School Managing committee	Official circular	Academic Review, Academic calendar, School magazine, Annual activities
Board	E-mail Telephone call Official letter	Capacity Building Programmes, Principal Meet.
Media	E-Mail Telephone call Official letter	

Teacher's Development Programme

Teacher Training Activity	Date	Venue
CBP on Mathematics	28/06/2019	Children Academy, Ghaziabad
CBP in Gender Sensitivity	06/09/2019	Sun Valley International School, Ghaziabad
Principal Meet on Experiential Learning	19/09/2019	DPS Bulandshar
CBP on Science	17/09/2019 – 18/09/2019	DPS Indirapuram , Ghaziabad
CBP on Class Room Management	21-22 Nov-2019	New Adarsh Public School , Loni, Ghaziabad

Community Service Plan

Month	Project	Objectives	No. of Students	Classes
August 1 week	Workshop on good touch and Bad Touch	A step towards safety of children	10	9, 11
September 2 week	Workshop on Health & Hygiene	To make students learn their personal care	08	10, 11
3 Week	Rally on "Say No to cracker"	To make student aware about the importance of environment	35	6,7,8
October 4 week	A visit to orphanage to celebrate Diwali	To make students learn their culture importance	07	07, 08
January 3 week	A Nukkad Natak on " NO use of Plastic"	A step towards environment awareness	09	09, 10

- ❖ Financial support to the needful school of Loni
- ❖ Scholarship & fee concession for common man wards
- ❖ We share the hands at the time of natural calamities & disaster in collaboration & co-operation with society.

Collaborative Activities

Month	Activity	Learning Objective	Proposed School for collaboration
20/07/2019	Discovery explore your world G.K. competition	To enrich their minds with knowledge and competitive spirit	NAPS
13/08/2019	Rakhi Making Activity (CBSE HOL)	To bring harmony and sound relations and increased knowledge & skills	Sarswati Vidya Mandir, CCS Sahibabad, PMS Gzb, JKG Gzb
30/08/2019	Science Exhibition (CBSE HOL)	To develop competitive spirit, learning of new innovative ideas from each other	Sarswati Vidya Mandir, CCS Sahibabad PMS Gzb, JKG Gzb
14/10/2019	Awareness Rally	To develop the spirit Of save mother nature	HUB School

Wellness Activity

Months	Types of Activity	Objective	Target Group
3 Week of April	Hygiene Activity	To make students aware about their personal care	6-8
4 Week of August	Gender Sensitivity	To sensitize students about gender and their rules	6-10
2 week of September	Sharing & Caring	To make students care & respectful towards each other	6-12
1 week of October 2019	Say No to Plastic	To make students aware about the health hazard of environment	6-12
2 week of November	Yoga mediation week	To make students more concentrated	6-12
2 week of December	Avoid excessive use of Apps/Smart phone	To make students aware about the controlled and safe use of various apps and technology	6-12

School Culture

Aims and Objective

NAPS Loni, Gzb is about the spirit, morals and ethics of our nation blended with futuristic vision to impart quality education.

Aims and Objective:

1. To provide education that nurtures traditions of our culture and also prepares for future competitions and challenges.
2. To impart quality education based on modern and scientific technology.
3. To provide a congenial atmosphere to all the students without any discrimination of caste, colour or creed.
4. To develop the personality of child through holistic approach of self-discipline, tolerance, sportsmanship and dignity of labor by laying stress on emotional, intellectual, mental, physical, social and spiritual growth.

School Session

The School session is set within the framework of the Central Board of Secondary Education, New Delhi. School observes the Academic Session from April to March

Curriculum

The school curriculum is based on the national pattern of education and designed as per the guidelines of C.B.S.E., New Delhi. The school holds classes from Nursery up to Senior Secondary stage of education with English as the medium of instruction. General Knowledge forms an essential part of the school curriculum. Children are imparted quality education with the help of computer-based programmed lessons and other audio-visual media. To maintain an ideal standard, ratio between teacher and student is kept within the limits.

Timing to Meet the Principal

- Parents can meet the principal on all working days between 11:00am to 1:00pm.
- Kindly call the School Office and can fix up an appointment.
- Parents cannot meet the Teachers during School hours as it will disturb the teaching learning process.
- Parents can meet the teachers during PTM's only.

School Rules



Disciplinary Guidelines

Philosophy

We believe that the best kind of discipline is self-discipline, one that comes from within rather than that which is imposed. We believe that discipline is best when it is preventative rather than punitive. In working with children, the staff will use those means that will promote and build good attitudes and respect for others.

Types of Consequences

Whenever a student violates school rules and shows disregard for their importance, school personnel will institute the consequences or disciplinary actions. The following will be considered:

1. Students will be counseled in addition to any consequence.
 2. The severity of the infraction will be taken into consideration in determining the specific consequence. For example, a mild infraction may be handled with a reprimand and warning, while other infractions may warrant notification to the parents.
 3. The number of times the offense has been repeated will be taken into account in determining the specific consequence. Progressive discipline will be used for repeat offenders.
 4. Whenever possible, behavior improvement plans will include natural or logical consequences of behavior, e.g. loss of "free-time" privileges, cleaning up of graffiti.
 5. The classroom teacher will refer a student to the administration when efforts to help the student have not altered the offending behavior or when the severity of the offense requires disciplinary measures beyond the classroom.
- Lunch will never be revoked for disciplinary reasons.
 - Corporal punishment will not be used in the school.
 - See section in Chapter 19 under disciplinary action.

General School Rules

General School Rules

- Be punctual, report to school and class on time. School begins at 8:00 a.m. If a student arrives in school after 8:00 he/she needs to report to the office to receive an entry slip. Students are discouraged from coming to school prior to 7:30 a.m. because of lack of adult supervision. Students purchasing stationery material are allowed in the cafeteria at 7:15 am.
- Strive to be present every school day. In case of absence, parents should call the school in the morning of the absence and notify the teacher in writing upon the student's return to school.
- Respect each other at all times. Disagreements will be settled by discussing the problem and seeking a solution that is fair to all concerned.
- Buildings and the campus will be kept clean and neat. Do not deface or damage school property. Students who vandalize the school property will make restitution.
- Maintain order when moving to different areas. Do not run; running is a frequent cause of injuries.
- The following are not allowed in school unless prior permission is granted by the school staff:
 - radios, cell phones, pagers and other electrical equipment
 - yoyos, darts, sling shots, and other potentially dangerous toys
 - pets

- skateboards, roller skates, rollerblades, razors
 - valuables, extra money, computer games, items of sentimental value
 - fireworks, matches
 - weapons or expensive toys
 - gum
- Remain within school boundaries at all times. Students leaving the campus must have a Student Pass and must be accompanied by a parent/guardian. (Leaving campus without consent is a Class C offense, prohibited by CBSE Rules).
 - Avoid using abusive or profane language and gestures. (Disorderly Conduct, a Class B offense)
 - Do not climb trees, gates, railings, fences, and the school buildings.
 - Respect the property rights of others.
 - Leave the premises immediately after school duties/responsibilities are completed.
 - Buying/selling of personal items and trading are not allowed.
 - The School is a tobacco free zone.
 - Kindly ensure that the student come in proper School uniform including shoes/hair.
 - Visitors / parents to come formally dressed.
 - No slippers/sandals allowed during visit to School.
 - Leave application/Absentee Note is mandatory in case of absence of the student from the School.
 - School is not responsible for fee reminders. Fee defaulters will be dealt as per the School norms.

Basic Classroom Rules

1. Be in your assigned seat/location, ready to work when the school bell rings.
2. Bring paper, pencils, books and all necessary supplies everyday.
3. Keep hands, feet, body, objects to yourself .
4. Follow Directions
5. Respect others. Swearing, rude gestures, cruel teasing or put-downs are prohibited.

Student Code of Conduct

REGULAR ATTENDANCE

Students are expected to attend school regularly and to attend all classes.

PUNCTUALITY

Students are expected to be on time for school and classes.

WORK HABITS

Students are expected to be prepared for and to participate in each class to meet performance standards, to have the necessary class materials, to complete classwork and homework accurately and on time, and to prepare for quizzes, tests and examinations.

RESPECT FOR SELF AND OTHERS

Students are expected to be honest, behave with dignity and treat others with respect and courtesy. Behavior of the individual should not interfere with the rights of others. This includes the use of appropriate language, actions and attire. Students are expected not to harass others verbally and physically. Students are expected to come to school free from the influence of tobacco products, alcohol or drugs. Students are expected not to use or possess such substances.

RESPECT FOR AUTHORITY

Students are expected to comply with all school rules and to obey all laws. Students are expected to respond in a respectful manner to all adults while under the jurisdiction of the school and while participating in school-sponsored activities.

RESPECT FOR PROPERTY

Students are expected to treat all property belonging to the school and to others with care.

FREEDOM FROM FEAR

Students are expected to contribute to a safe school environment free from fear. Acts of violence, weapons and contraband are never acceptable.

Assembly Schedule

Everyday morning assembly is conducted by the respective classes and special assembly is conducted on every special occasion and weekly assembly as per the schedule.

CLASS: I to V (Monday to Wednesday)

1. Prayer (Daily)
2. Thought (Daily)
3. Pledge Monday)
4. News (Daily)
5. G.K Quiz (Daily)
6. Manners & Etiquettes Tips (Monday)
7. Speech (Tuesday)
8. English Vocabulary (Daily)
9. National Anthem (Daily)

CLASS: VI to XII (Thursday to Saturday)

1. Prayer (Daily)
2. Thought (Daily)
3. Pledge (Thursday)
4. News (Daily)
5. G.K Quiz (Daily)
6. Manners & Etiquettes Tips Saturday
7. Speech (Friday)
8. English Vocabulary (Daily)
9. National Anthem (Daily)

ACADEMIC RESOURCES AVAILABLE

Name of Resource/s	Segment Pre-primary/Primary/Sec/Sr. Sec.	Usefulness
Smart Class	All three segments	Pre-primary, primary and senior secondary students learn everything easily with the help of smart classes
Language labs	Primary , secondary and senior secondary	Resources used in language lab are helpful in effective teaching and learning process
Science lab	Secondary and senior secondary level	Enhances mastery of science subject matter , develops scientific reasoning abilities , develops practical skills , develops understanding of nature of science , cultivate interest in science
Computers	Secondary and senior secondary level	It helps students to develop the knowledge about the current technology
Reference Books (library)	Primary , secondary and senior secondary level	Students acquire knowledge
Library	All levels	To develop reading habits

Pedagogical Solutions

The main areas relevant for curricular planning have remained remarkably stable for a long time, despite major changes in social expectations and the academic study of different broad disciplines. It is important that each curricular area is revisited in depth, so that specific points of entry can be identified in the context of emerging social needs. In this respect, the status and role of the arts and health and physical education deserve special attention in view of the peculiar orbit of the 'extra-curricular' to which they were relegated almost a century ago. Aesthetic sensibility and experience being the prime sites of the growing child's creativity, we must bring the arts squarely into the domain of the curricular, infusing them in all areas of learning while giving them an identity of their own at relevant stages. Work, peace, and health and physical education have a similar case. All three have a fundamental significance for economic, social and personal development. Schools have a major role to play in ensuring that children are socialized into a culture of self-reliance, resourcefulness, peace-oriented values and health.

Syllabus Division

Syllabus of each subject/class is divided monthly with the accurate volume after considering total number of working instructional days. Teachers are planning this syllabus monthly in weekly. Every Saturday teachers are writing their Lesson Planner for upcoming week as per following; And it is verified and checked by HODs (Subject wise), coordinator and Principal.

Planner for the month of _____ 202....

Class	Week-1	Week-2	Week-3	Week-4	Week-5

Lesson Plan (Weekly) Date : from _____ to _____

Class/Subjects	Lesson No./topic to be taught	Learning objective	Lesson plan delivery (Method & teaching Aids)

Observations of teacher at the end of week

Amount of syllabus taught	Home Assignment	Observation by teacher	Remarks

Special efforts to improve weak students

Name of students	Class & Section	Sub needing Improvement	Action Taken

PEDAGOGICAL STRATEGIES

Stakeholder Class	English	Hindi	Mathematics	EVS	Computer
I	✓ Vocabulary Building ✓ Character sketch of the poem/story ✓ Visual Exercise ✓ Incorporating the use of ICT	✓ Vocabulary Building ✓ character sketch of the poem/story ✓ Role plays ✓ Story Boards ✓ Incorporating the use of ICT	✓ Demonstration ✓ Brain storming ✓ Team work ✓ Incorporating the use of ICT	✓ Puzzles ✓ Diagrams of the content ✓ Incorporating the use of ICT	✓ Lab Group discussion ✓ Diagram of different screens of the content ✓ Incorporating the use of ICT
II	✓ Vocabulary Building ✓ Character sketch of the poem/story ✓ Visual Exercise ✓ Presentation in group/pair ✓ Incorporating the use of ICT	✓ Vocabulary Building ✓ Character sketch of the poem/story ✓ Role plays ✓ Story Boards ✓ Incorporating the use of ICT	✓ Demonstration ✓ Brain storming ✓ Team work ✓ Incorporating the use of ICT	✓ Puzzles ✓ Diagrams of the content ✓ Incorporating the use of ICT	✓ Lab Group discussion ✓ Diagram of different screens of the content ✓ Incorporating the use of ICT
III	✓ Role Plays ✓ Character sketch of the poem story ✓ Presentation in group/pair ✓ Spelling Bee ✓ Incorporating the use of ICT	✓ Vocabulary Building ✓ character sketch of the poem/story ✓ Role plays ✓ Story Boards ✓ Incorporating the use of ICT	✓ Games ✓ Math Bee ✓ Brain storming ✓ Geometry ✓ Incorporating the use of ICT	✓ Cue Recognition ✓ Diagram of the content ✓ Quizzes ✓ Incorporating the use of ICT	✓ Lab Group discussion ✓ Diagram of different screens of the content ✓ Incorporating the use of ICT
IV	✓ Spelling Bee ✓ Jigsaw ✓ Visual exercise ✓ Role plays ✓ Presentation ✓ Character sketch of the Poem/Story ✓ Incorporating the use of ICT	✓ Spelling Bee ✓ Clue pictures ✓ Role Plays ✓ story Board ✓ Vocabulary Building ✓ Incorporating the use of ICT	✓ Demonstration ✓ Brain storming ✓ Team work ✓ Math bee ✓ Geometry ✓ Incorporating the use of ICT	✓ Choice Board ✓ Tic-Tac Toe Board ✓ Quizzes ✓ Diagram of the content ✓ Cue Recognition ✓ Incorporating the use of ICT	✓ Lab Group discussion ✓ Diagram of different screens of the content ✓ Incorporating the use of ICT
V	✓ Story Boards ✓ Spelling Bee ✓ Role Play ✓ Presentation ✓ Jigsaw	✓ Spelling Bee ✓ Clue pictures ✓ Story Board ✓ Role Play	✓ Quizzes ✓ Brain storming ✓ Team work ✓ Math bee	✓ Choice Board ✓ Quizzes ✓ Diagram of the Content	✓ Lab Group discussion ✓ Diagram of different

	✓ Incorporating the use of ICT ✓ Character sketch of the Poem/Story	✓ Vocabulary Building ✓ Incorporating the use of ICT ✓ Character sketch of the Poem/Story	✓ Geometry ✓ Incorporating the use of ICT	✓ Tic-Tac Toe Board ✓ Incorporating the use of ICT	✓ screens of the content ✓ Incorporating the use of ICT
VI	✓ Story Boards ✓ Spelling Bee ✓ Role Play ✓ Presentation ✓ Jigsaw ✓ Incorporating the use of ICT ✓ Character sketch of the Poem/Story	✓ Spelling Bee ✓ Clue pictures ✓ Story Board ✓ Role Play ✓ Vocabulary Building ✓ Incorporating the use of ICT ✓ Character sketch of the Poem/Story	✓ Quizzes ✓ Brain storming ✓ Team work ✓ Math bee ✓ Geometry ✓ Incorporating the use of ICT	✓ Choice Board ✓ Quizzes ✓ Diagram of the Content ✓ Tic-Tac Toe Board ✓ Incorporating the use of ICT	✓ Lab Group discussion ✓ Diagram of different screens of the content ✓ Incorporating the use of ICT
VII	✓ Story Boards ✓ Spelling Bee ✓ Role Play ✓ Presentation ✓ Jigsaw ✓ Incorporating the use of ICT ✓ Character sketch of the Poem/Story	✓ Spelling Bee ✓ Clue pictures ✓ Story Board ✓ Role Play ✓ Vocabulary Building ✓ Incorporating the use of ICT ✓ Character sketch of the Poem/Story	✓ Quizzes ✓ Brain storming ✓ Team work ✓ Math bee ✓ Geometry ✓ Incorporating the use of ICT	✓ Choice Board ✓ Quizzes ✓ Diagram of the Content ✓ Tic-Tac Toe Board ✓ Incorporating the use of ICT	✓ Lab Group discussion ✓ Diagram of different screens of the content ✓ Incorporating the use of ICT
VIII	✓ Story Boards ✓ Spelling Bee ✓ Role Play ✓ Presentation ✓ Jigsaw ✓ Incorporating the use of ICT ✓ Character sketch of the Poem/Story	✓ Spelling Bee ✓ Clue pictures ✓ Story Board ✓ Role Play ✓ Vocabulary Building ✓ Incorporating the use of ICT ✓ Character sketch of the Poem/Story	✓ Quizzes ✓ Brain storming ✓ Team work ✓ Math bee ✓ Geometry ✓ Incorporating the use of ICT	✓ Choice Board ✓ Quizzes ✓ Diagram of the Content ✓ Tic-Tac Toe Board ✓ Incorporating the use of ICT	✓ Lab Group discussion ✓ Diagram of different screens of the content ✓ Incorporating the use of ICT

Class	English	Hindi	Mathematics	Science	Social Studies
IX	✓ Story telling ✓ Framed sentence exercise ✓ Character sketch of the story poem ✓ Jigsaw ✓ Presentation ✓ ASL ✓ Incorporating the use of ICT	✓ Verbal reports ✓ Character sketch of the story/poem ✓ Presentation ✓ AS ✓ Incorporating the use of ICT	✓ Reformulation of the problem ✓ Geometry ✓ Formulation of formulas ✓ Incorporating the use of ICT	✓ Content analysis ✓ Lab activity ✓ Note making ✓ Labelled diagrams ✓ Incorporating the use of ICT	✓ Case study ✓ Portfolio ✓ Project ✓ Lab work ✓ Map work ✓ Incorporating the use of ICT
X	✓ Story telling ✓ Framed sentence exercise ✓ Character sketch of the story poem ✓ Jigsaw ✓ Presentation ✓ ASL ✓ Incorporating the use of ICT	✓ Verbal reports ✓ Character sketch of the story/poem ✓ Presentation ✓ AS ✓ Incorporating the use of ICT	✓ Reformulation of the problem ✓ Geometry ✓ Formulation of formulas ✓ Incorporating the use of ICT	✓ Content analysis ✓ Lab activity ✓ Note making ✓ Labelled diagrams ✓ Incorporating the use of ICT	✓ Case study ✓ Portfolio ✓ Project ✓ Lab work ✓ Map work ✓ Incorporating the use of ICT

Assessment Tools

Academic

Class I-V

- ❖ Weekly test
- ❖ Class work
- ❖ Dictation
- ❖ Handwriting
- ❖ Small group activity
- ❖ Review of home works
- ❖ Oral reports
- ❖ Written reports
- ❖ Quizzes
- ❖ Map
- ❖ Note Book Assessment
- ❖ Periodic Test
- ❖ Half yearly examination
- ❖ Annual examination

Class VI-XII

- ❖ Weekly Test
- ❖ Class Work
- ❖ Handwriting
- ❖ Review of Homework
- ❖ Lab. Activity
- ❖ Map
- ❖ Models.
- ❖ Quiz
- ❖ Multiple choice question
- ❖ Note Book Assessment
- ❖ Periodic Test s
- ❖ Half yearly examination
- ❖ Annual examination

Co-scholastic Areas

- * Discipline
- * Art education

Whole school rubrics

ELEMENTS					
		LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
TEACHING & LEARNING	Personalized Learning	Knowledge and understanding of how students learn is demonstrated by a minority of teachers	Knowledge and understanding of how students learn is emergent in teacher practice. Individual and/or teams of teachers are planning new approaches to teaching and learning.	Knowledge and understanding of how students learn is demonstrated by the majority of teachers. Most teachers have developed and implemented practices that put students at the centre of the learning process.	Knowledge and understanding of how students learn is evident in the practice of all teachers through a broad repertoire of student-centred teaching strategies and assessment Methods
		Initial work is being undertaken to gather data on the individual learning styles of students at a year level	Data on the individual learning styles of students has been used to inform planning for the way in which teaching practices can be aligned to the learning needs and goals of individual students.	Pedagogical practice is informed by data and aligned to the learning needs and goals of individual students at certain year levels	Pedagogical practice is aligned to the learning needs and goals of individual students across the whole school
	Curriculum	Curriculum is usually designed by individual teachers based on the year level and associated subjects.	Teachers plan together to provide consistency of curriculum that reflects the stages of learning and student backgrounds and addresses the needs of particular cohorts of students.	Curriculum planning and practices reflects the achievements of students in relation to the standards for some domains, stages of learning and student backgrounds and perspectives.	All curriculum planning and practices analyses and addresses the full range of learning needs of individual students providing coherence, balance and continuity across all of the domains.
		Domains are connected in an ad hoc manner when planning learning experiences.	Domains are being combined when planning learning experiences for students.	Many of the domains are strategically integrated creating quality learning experiences for students.	All domains are interwoven in a sophisticated way in the design and delivery of a cohesive curriculum for all students.
		Curriculum planning and practice for cohorts of students is undertaken as something separated from System Frameworks and the School Strategic Plan.	Any discrepancies between current priorities in the School Strategic Plan and System Frameworks have been	Whole school curriculum planning and practice demonstrates the interconnectedness between the School Strategic Plan, System	Whole school curriculum planning and practice is based on the local context

			identified.	Frameworks and school improvement.	and interconnects with the School Strategic Plan and an agenda of continuous school improvement.
	Assessment	Students require structured support to develop the necessary knowledge and skills to manage and monitor their learning.	Teachers provide support for students to monitor and manage their learning.	Students have opportunities to monitor and manage their learning through structured support.	All students are equipped to monitor and manage their learning.
		Assessment for teaching (for, of and as learning) is not explicitly planned. Assessment of learning (summative) remains the focus.	Assessment for teaching (for, of and as learning) is being planned with a focus on identification of effective assessment strategies.	Assessment for teaching (for, of and as learning) is planned for at the whole school level and for cohorts of students using a range of data. Parents and students receive regular information on strengths and areas for improvement/future learning.	All teachers use assessment for teaching (for, of and as learning) to provide individualized learning. Learning portfolios enable ongoing information sharing between teachers, students and parents. Evidenced-based valid and consistent judgments are made through moderation.
ORGANISATIONAL STRUCTURES		Current organizational structures all limit flexibility within student groupings and roles and responsibilities of teachers. Student learning and welfare are managed separately.	Current organizational structures are being examined and options are developed and analysed to identify structures that will better support student learning.	Flexible organisational structures are being implemented for aspects of the learning program and/or particular groups of students.	Organizational structures enable learning to happen in a range of places at a range of times through flexible use of people, IT and spaces.
		Learning spaces are confined to the classroom And there is limited use of ICT to support student learning.	A needs analysis informs future developments of physical and electronic learning environments.	Some spaces have been reorganised to create physical and electronic learning environments that support student learning.	All physical and electronic learning environments have been created that complement diverse student learning.
PERFORMANCE & DEVELOPMENT CULTURE		Professional learning is fragmented and usually short term.	Protocols have been established to increase the effectiveness of professional learning including the importance of reflection on practice.	Teams of teachers plan for learning opportunities that will meet their needs as a group.	Professional learning in collaborative teams focuses on exploration and sharing of learning and teaching practices to continually improve student learning.
		Professional learning focuses on individual teacher needs rather than agreed school priorities and processes.	School curriculum planning has begun to identify needs and processes for more effective professional learning within the school context.	A schedule of professional learning is established that best meets the needs of all teachers by focusing on their learning needs and grouping teachers accordingly.	The school fosters a culture that values and supports ongoing professional learning, risk taking and focused evaluation
COMMUNITY BUILDING & PARTICIPATION		The leadership team is exploring how to incorporate the System Frameworks in their school and beginning to raise awareness of these initiatives with staff and school Community	The leadership team is building its depth of knowledge of the System Frameworks and beginning to structure opportunities for staff and school community to engage with these initiatives to facilitate whole school curriculum planning.	The leadership team has a deep understanding of the System Frameworks and has created structures and processes that support staff and school community to implement these initiatives.	The leadership team has a meta-view of the System Frameworks and provides clear direction for improving student learning that involves all staff, students and relevant aspects of the local community.

Assessment

EXAMINATION SYSTEM

“Education is the manifestation of the perfection already in man and its assessment has long been a part of our public education tapestry.”

School Terms

1. Academic session is divided into two terms.
2. Each term has two monthly assessments.
3. Each term will have periodic tests as well as Half Yearly (Term I)/ Annual (Term –II) examination.
4. Grades will be awarded instead of marks. Some areas of development will be informally assessed.
5. Extra-curricular activities will be marked on the basis of overall performance.

- First term – April to September
- Second term – October to March

Examination and promotion

- Each students will be evaluated on the basis of the entire year’s performance hence the importance of regularity in attendance and work is essential.
- Minimum 33% in each subject must be secured in each Term and in the final assessment for promotion to the next higher class.

Regular assessment of Scholastic and Co- Scholastic domains.



Primary Wing

CLASSES

PRE-SCHOOL

&

PRE-PRIMARY:

1. Learning as an ongoing, wholesome process will be evaluated in a continuous comprehensive manner. The Comprehensive Assessment Process, at this stage, will focus on the daily, consistent progress made by the child in academic as well as co-curricular activities.
2. The assessment procedure will be based on the child's daily interaction in the class, his/her level of general awareness, the quality of work produced by him/her, internalization of the concepts taught during the course of classroom interaction and the consequent learning outcomes throughout the year.

Note: Progress Profile Card of the students of class Pre-School will be sent after each term. It is to be signed by the Parents/ Guardians. In case, a student's performance is not upto the expected standard, it will be discussed on a one to one basis.

Middle Wing

Class I to VIII

- Periodic Test – May 40 Mark converted into 10 marks
- Note Book Assessment = 05 Marks
- Subject Enrichment Activity = 05 Marks
- Half Yearly / Annual Examination : 80 Marks
- Term = Periodic Test + Note Book assessment + Subject Enrichment activity +Half Yearly / Annual Exam
- Annual Assessment = First term + second term
- Physical Education and activities like Dance, Music and Art will also be assessed.
- Letter grades based on a 9 point scale will be awarded in each subject.
- On completion of every topic, Revision Work will be taken up in the form of written assignments and oral tasks (in every subjects)
- Performance of the child in these Revision Assignments and Tasks along with General Observation will comprise his/her term wise Continuous Assessment.
- Revision Assignments and Tasks will be done as a part of routine class work at regular intervals. No prior information will be provided regarding the dates for the same.

Periodic Assessment

The main purpose of Periodic Assessment is to assess the learning progress of students. Such Assessment done at regular intervals provides feedback and insight to teachers regarding learners' needs and helps them to improve instruction, do remedial teaching and set curricular targets for a student or a group of students. The feedback also helps students to know their errors as well as strengths and weaknesses.

Periodic Tests (10 marks):

Tests tend to follow a pattern, which is quite similar to the final end of course examination, and have a gradually increasing portion of content. Hence, they also tend to prepare students for final summative exams in a more confident manner.

Note Book Assessment (05 marks):

Note book assessment would make assessment more comprehensive and provide teachers flexibility to assess the students understanding writing skill, work schedule etc.

Subject Enrichment Activities (05 marks):

- These are subject-specific activities aimed at enhancing the understanding and skills of the students. These activities are to be carried out throughout the term, however, they should be evaluated at the term-end.
- Aimed at equipping the learners to develop effective listening and speaking skills. The language teachers may devise their own methods and parameters for assessment of the languages

Co-Scholastic Activities (Classes VI-VIII)

- For the holistic development of the student, co-curricular activities in the following areas be carried out in CBSE affiliated schools by the teachers and will be graded term-wise Grading on a Three Point Scale (A – C)
- **(A=Outstanding, B=Very Good and C=Fair).**
- The aspect of regularity, sincere participation, output and teamwork be the generic criteria for grading in the co-scholastic activities.
- Minimum 33% in each subject must be secured in each Term and in the final assessment for promotion to the next higher class.
- Students will opt for any one from the given options.
- Work Education
- Art Education
- Health and Physical Education.
- Discipline (To be graded by the teachers)

Grading Scale for Scholastic Areas (Classes VI-VIII)
(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 & below	E (Needs improvement)

Co-Scholastic Areas [on a 5-point (A-E) grading scale] G	GRADE
WORK EDUCATION	
ART EDUCATION	
HEALTH & PHYSICAL EDUCATION	

	GRADE
Discipline[on a 5-point (A-E) grading scale]	

Senior Wing

Class - IX & X - Scholastic Area: The assessment structure and examination for classes VI to VIII have been prepared in view of the provisions of RTE-Act 2009 and comprises of two terms i.e. Term-1 and 2 as explained below:

For Class IX- X

Subjects – Language 1, Language 2, Mathematics, Science, Social Science.

Criteria of Assessment – 20% Internal Assessment + 80% Final Exam.

Internal Assessment:

- 5% Notebook Submission
- 5% Subject Enrichment Activity
- 5% Multiple Assessment
- 5% Best two of Periodic Tests

There will be three Periodic Tests in a year:

1. **Pre-Mid Term Exam** (written exam for 40 marks with syllabus covered till announcement of exam dates).
2. **Mid Term Exam** (written exam for 80 marks with syllabus covered till announcement of exam dates).
3. **Post Mid Term** (written exam for 40 marks with syllabus covered till announcement of exam dates).

Final/ Board Exam - Written exam for 80 marks with full syllabus.

Periodic Assessment

The main purpose of Periodic Assessment is to assess the learning progress of students. Such Assessment done at regular intervals provides feedback and insight to teachers regarding learners' needs and helps them to improve instruction, do remedial teaching and set curricular targets for a student or a group of students. The feedback also helps students to know their errors as well as strengths and weaknesses.

Periodic Tests (05 marks):

Tests tend to follow a pattern, which is quite similar to the final end of course examination, and have a gradually increasing portion of content. Hence, they also tend to prepare students for final summative exams in a more confident manner.

Note Book Assessment (05 marks):

Note book assessment would make assessment more comprehensive and provide teachers flexibility to assess the students understanding, writing skill, work schedule etc.

Subject Enrichment Activities (05 marks):

- These are subject-specific activities aimed at enhancing the understanding and skills of the students. These activities are to be carried out throughout the term, however, they should be evaluated at the term-end.
- Speaking skills - The language teachers may devise their own methods and parameters for assessment of the languages

Multiple Assessment (05 marks):

Multiple assessment would make assessment more comprehensive and provide schools/teachers flexibility to use multiple and diverse techniques to assess learners viz. observation, oral tests, individual or group work, class discussion, field-work, concept maps, graphic organizers, visual representation etc. Hence, the schools are given autonomy to use alternate modes of assessment as per the demand of the subject and the context towards addressing the goal of assessment for and as learning, such as, quizzes, portfolio, project-work, Self and peer assessment, collaborative projects, experiments, classroom demonstrations, etc.

Co-Scholastic Activities : Classes IX & X

Grading on a Five Point Scale (A – E)

1. Co-Scholastic Activities will include:

- Work Education
- Art Education (Students will opt for any one from the given options)
- Health & Physical Education

2. Discipline (To be graded by the teachers)
3. Assessment will be done on a five point scale once in a year
4. No up scaling of grades will be done.

SCHEME OF ASSESSMENT

Classes: VI - XII

Categories of Assessments and schedule:

Type	Classes	M.M.	Duration
Periodic Test	VI – VIII	40 marks	1 hr. 30 minutes
Pre-Mid Term Exam	X & XII only	40 marks	1 hr. 30 minutes
Mid Term Exam/ Half Yearly Exam	VI – VIII	80 marks	3 hrs. 15 minutes
	IX – XII	Pattern & Weightage as per Board Guidelines	3 hrs. 15 minutes
Post- Mid Term Exam (Pre Board)	X & XII only	Pattern & Weightage as per Board Guidelines	3 hrs. 15 minutes
Final Exam	VI – VIII	80 marks	3 hrs. 15 minutes
	IX & XI	Pattern & Weightage as per Board Guidelines	3 hrs. 15 minutes
	X & XII	CBSE Board Exams	3 hrs. 15 minutes

- Minimum 33% in each subject must be secured in each Term and in the final assessment for promotion to the next higher class.
- All students are required to complete 75% of attendance to make him/her eligible to take the examination.
- **If any student is found using unfair means during any school examination, he/she will be marked 'zero' in that particular exam. He/she will not be eligible for any post of responsibility in the Student Council during that academic session.**

For Class XII

Some Points to Remember with Regard to School Attendance and Examination Scheme of the CBSE for

CLASSES XI- XII

Attendance requirement:

All students are required to complete 75% of attendance to make him/her eligible to take the examination.

Subjects offered:

English , Mathematics, Physics, Chemistry, Biology, Physical Education, Hindi, History, Fine/Applied Arts, Political Science,

Rules for Change of Subject:

- (i) Change of subject(s) in class XI may be allowed by the Head of the School but not later than 15 July of that academic session.
- (ii) No candidate shall be permitted to change his subject of study after passing Class XI.
- (iii) The candidate shall not be offered a subject in Class XII which he has not studied and passed in class XI.

Scheme of Examinations and Pass Criteria Senior School Certificate Examination: XII

(i) The Board conducts examination in all subjects except General Studies, Work Experience, Physical and Health Education, which will be assessed internally by the school.

(ii) In all subjects examined by the Board, a student will be given one paper each carrying 100 marks for 3 hours 15 mins. However, in subjects requiring practical examination, there will be a theory paper and practical examinations as required in the syllabi.

(iii) In Work experience, General Studies and Physical and Health Education, the School will maintain cumulative records of student's periodical achievements and progress during the year.

(iv) In order to be declared as having passed the examination, a candidate shall obtain a grade higher than E (i.e. at least 33% marks) in all the five subjects of external examination in the main or at the end of the compartmental examination. The pass marks in each subject of external examination shall be 33%. In case of a subject involving practical work a candidate must obtain 33% marks in theory and 33% marks in practical separately in addition to 33% marks in aggregate in order to qualify in that subject.

For further information, please refer to the CBSE website : www.cbse.nic.in

TEST / EXAMINATION SCHEDULE: 2019-20

Deadlines to Follow for Classes I – VIII

PERIODIC TEST – 1

06.05.2019 to 16.05.2019

Last date to submit 2 sets of Question Papers: -

20.04.2019

Last date to submit the Result: -

28.05.2019

Last date to submit the Cumulative Result & Report card: -

30.05.2019

PERIODIC TEST – 2

15.12.2019 TO 20.12.2019

Last date to submit 2 sets Question Papers: -

05.11.2019

Last date to submit the Result: -

24.11..2019

Last date to submit Cumulative Result & Report card: -

25.11..2019

SUBJECT ENRICHMENT ACTIVITY-1

22.07.2019 TO 27.07.2019

Last date to submit List of Activities: -

08.07.2019

Last date to submit the Award List: -

30.07.2019

NOTE BOOK SUBMISSION -1

05.08.2019 TO 10.08.2019

Last date to submit the Award List: -

12.08.2019

HALF YEARLY EXAMS

13.09.2019 TO 26.09.2019

Last date to submit Question Papers

10.07.2019

Last date to submit the Result: -

30.09.2019

Last date to submit Cumulative Result & Report card: -

03.10.2019

SUBJECT ENRICHMENT ACTIVITY-2

09 1.2020 to 14.1.2020

Last date to submit List of Activities: -

02.1.2020

Last date to submit the Award List: -

18.1.2020

NOTE BOOK SUBMISSION -2

16.1.2020 to 21.1.2020

Last date to submit the Award List: -

23.1.2020

YEARLY EXAMS

24.02.2020 to 13.03.2020

Last date to submit Question Papers

11.01.2020

Last date to submit the Result: -

20.03.2020

Last date to submit Cumulative Result & Report card: -

21.03.2020

Declaration of result for promotion: 23 March 2020

TEST / EXAMINATION SCHEDULE: 2019-20

Deadlines to Follow for Classes IX – X

Pre Mid Term Test **15.07.2019 TO 20.07.2019**

Last date to submit 2 sets Question Papers: - 05.07.2019

Last date to submit the Result: - 24.07.2019

Last date to submit Cumulative Result & Report card: - 25.07.2019

SUBJECT ENRICHMENT ACTIVITY-1 **22.07.2019 TO 27.07.2019**

Last date to submit List of Activities: - 08.07.2019

Last date to submit the Award List: - 30.07.2019

NOTE BOOK SUBMISSION -1 **05.08.2019 TO 10.08.2019**

Last date to submit the Award List: - 12.08.2019

Mid Term Test **13.09.2019 TO 26.09.2019**

Last date to submit Question Papers 10.07.2019

Last date to submit the Result: - 30.09.2019

Last date to submit Cumulative Result & Report card: - 03.10.2019

SUBJECT ENRICHMENT ACTIVITY-2 **09.12.2019 to 14.12.2019**

Last date to submit List of Activities: - 21.11.2019

Last date to submit the Award List: - 16.12.2019

NOTE BOOK SUBMISSION -2 **16.12.2019 to 21.12.2019**

Last date to submit the Award List: - 23.12.2019

Post Mid Term Test **11.11.2019 to 18.11.2019**

Last date to submit 2 sets of Question Papers: - 21.10.2019

Last date to submit the Result: - 20.11.2019

Last date to submit the Cumulative Result & Report card: - 21.11.2019

Pre Board Examination (Only For X) **16.1.2020 to 23.1.2020**

Last date to submit 2 sets of Question Papers: - 03.12.2019

Last date to submit the Result: - 25.12.2019

Last date to submit the Cumulative Result & Report card: - 02.02.2020

YEARLY EXAMS **24.02.2020 to 13.03.2020**

Last date to submit Question Papers 11.01.2020

Last date to submit the Result: - 20.03.2020

Last date to submit Cumulative Result & Report card: - 21.03.2019

AISSE (X) 2020 **March 2020**

Declaration of result for promotion: 23 March 2020

TEST / EXAMINATION SCHEDULE: 2019-20

Deadlines to Follow for Classes XI/XII

Unit Test – 1: **15.07.2019 TO 20.07.2019**

Last date to submit 2 sets Question Papers: - 05.07.2019

Last date to submit the Result: - 24.07.2019

Last date to submit Cumulative Result & Report card: - 25.07.2019

HALF YEARLY EXAMS **13.09.2019 TO 26.09.2019**

Last date to submit Question Papers 10.07.2019

Last date to submit the Result: - 30.09.2019

Last date to submit Cumulative Result & Report card: - 03.10.2019

Unit Test – 2 **11.11.2019 to 18.11.2019**

Last date to submit 2 sets of Question Papers: - 21.10.2019

Last date to submit the Result: - 20.11.2019

Last date to submit the Cumulative Result & Report card: - 21.11.2019

Project: **(To collect between) 06.01.2020 to 11.01.2020**

Last date to submit Syllabus: - 02.12.2019

Last date to submit the Result: - 13.01.2020

Pre Board Examination (Only For XI & XII) **14.12.2019 to 23.12.2019**

Last date to submit 2 sets of Question Papers: - 03.12.2019

Last date to submit the Result: - 25.12.2019

Last date to submit the Cumulative Result & Report card: - 05.01.2020

YEARLY EXAMS **24.02.2020 to 13.03.2020**

Last date to submit Question Papers 11.01.2020

Last date to submit the Result: - 20.03.2020

Last date to submit Cumulative Result & Report card: - 21.03.2019

EXTERNAL BOARD PRACTICALS **Jan/February 2020**

AISSCE EXAM 2019 **March 2020**

Declaration of result for promotion: 23 March 2020

Note:-

1. All teachers are requested to follow the deadlines strictly. No separate reminders will be given for the above mentioned schedule.
2. Two sets of question paper to be prepared for the scholastic subjects for the half yearly and Annual Exam.
3. Date Sheets for the Tests / Exams will be circulated at least two weeks in advance from the respective commencement dates.

INSTRUCTION FOLIO FOR EXAMINATION

For smooth conduction of Examination 2019-20

1. During Annual Examination all the teachers to synchronize their wrist watches with school clock (in reception). Wrist watch is must for all.
2. During Annual Examination all the teachers to synchronize their wrist watches with school clock (in reception). Wrist watch is must for all.
3. During Examination Reporting Time decided by the exam dept. must be followed by all teachers. Late comer teachers will report in principal office.
4. All the teachers to reach their respective examination duty room, soon after they mark their attendance and must ensure that the students are ready for exam.
5. After checking the students' particulars in the appropriate columns the main invigilator will sign the answer sheets at the pre-assigned space only.
6. Invigilator will thoroughly check/tally ans. Script with the ques. papers .No ques. Should be left.
7. No student should put any identification mark on the answer sheet.
8. Extra sheets can be provided to the students after checking that the child has utilized the previous sheet properly and fully.
9. Invigilators will make sure that the students are not using any unfair means during the exam.
10. Invigilators are not supposed to carry any Mobile Phone or take tea, sitting on desks or teachers should not stand in corners or near the walls only.
11. No invigilator should leave the examination hall for small matters like bringing threads/graph papers/maps/supplementary sheets etc.
12. Invigilators hold the responsibility for any type of discrepancy found in the number of answer sheets.
13. All invigilators must sign in full at specified place only.
14. All the teachers concerned are requested to join hands in hands for the successful conduction of the examination.

Note: If any teacher is caught not following the above mentioned instructions /timings strictly would be marked on leave for that day and would be asked to give explanation in writing.

Internal Examinations:

The Exams Officer will be responsible for the preparation of timetable, accommodation and invigilation for these exams. Each department should advise the Exams Officer of their time requirement for their exams and will be responsible for producing papers that are suitable for the slot allocated to their subject. All the teachers have to submit two sets of question papers. HOD will combine the paper and make a new set. Exam rules and examples of misconduct will be discussed with each H.O.D.

Any misconduct in internal exams should be reported to the Exams Officer who will liaise with Senior Management to decide on action to be taken.

Internal Assessment Appeals:

NAPS is committed to ensure:

- Internal assessments are conducted by experienced professional staff who have appropriate knowledge, understanding and skills
- Assessment evidence provided by candidates has been produced and authenticated according to the requirements of the specification
- Internal assessment is consistent, through careful, considered internal standardization
- Staff responsible for standardization have been properly trained (in a small school it is likely that only one teacher will be teaching and standardizing work)

A pupil or parent wishing to appeal against procedures used in internal assessments should contact the Examinations Officer as soon as possible to discuss to appeal. The appeal should be made in writing in time to be considered and resolved by the date of the last examination in the summer series. On receipt of a written appeal an enquiry will be conducted by the Exams Officer, another Head of Department not involved in the internal assessment decision.

The enquiry will consider whether the procedures used in the internal assessment conformed to the published requirements of the Awarding Body.

The school would encourage the candidate to be supported by a parent or guardian in the presentation of their case. The appeal decision will be recorded and filed.

The candidate will be informed in writing of the outcome of the appeal, including details of any relevant communication with the Awarding Body and any steps taken to protect the interests of the candidate.

Examination Officer Responsibilities:

- Preparing, planning, coordinating and conducting internal and external examinations.
- Following guidelines laid down by exam boards
- Liaising with staff to ensure correct entries are made for all External Examinations.
- Checking entries are correct
- Informing students of the internal appeals procedure
- Issuing students with entry slips and making necessary corrections
- Drawing up timetables of exams as soon as practicable and informing Senior Management.
- Organization and preparation of the Examination room.
- Ordering and supplying necessary stationery.

- Maintaining effective and secure systems of storage and retrieval
- Ensuring all exams are supervised in accordance with exam regulations
- Dealing with special consideration in liaison with the concern Coordinator.
- Ensuring all necessary certification for extra time is filed on time.
- Attending results days, distributing documentation to staff and dealing with queries.
- Checking statistical forms agree with entries and results
- Verifying exam data and providing external agencies with accurate data
- Ensuring Senior Management has all updates of results
- Circulating incoming information and logging important communications
- Checking exam boards' certificates and arranging their dispatch to students
- Keeping up to date with IMS systems and examination requirements

Examination Committee-

Sr. No	Designation	No of Appointees	Name of Teacher
1	Center Superintendent	1	Ms. Rohini Mahur (Principal)
2	Exam. Controller	1	Mr. Sumit
3	Assistant Exam. Controller	1	Mr. Praveen Sharma
4	Observer	2	Mr. Vinod Mehra
5.	Clerk	1	Mr. Bhardwaj
6	Support Staff	2	Ms. Geeta Mr. Pawan

PUPIL'S WELL BEING

For ensuring the well-being of our students, there is a Dispensary in the school premises whereby first aid is given to the students in case of any emergency by a GNM (Nursing) qualified Nurse. Regular medical checkups are conducted from time to time for all the students. In the current year following are the activities performed in the school for the well-being of students

SCHOOL ALMANAC

SCHOOL PLANNER

2019-2020

DAYS	OCT	NOV	DEC	JAN	FRB	MARCH
Sunday			1 PERIODIC TEST-2			1 ANNUAL EXAM
Monday			2			2
Tuesday	1		3			3
Wednesday	2 GANDHI JAYANTI		4	1		4
Thursday	3		5	2		5
Friday	4	1	6	3		6
Saturday	5	2	7	4	1	7
Sunday	6 ASHTAMI	3	8	5	2	8
Monday	7 RAM NAVMI	4	9	6	3	9 HOLI KA DEHANA
Tuesday	8 DUSSEHRA	5	10	7	4	10 HOLI
Wednesday	9	6	11	8	5	11
Thursday	10	7	12	9	6	12
Friday	11	8	13	10	7	13
Saturday	12	9	14	11	8	14
Sunday	13	10	15	12	9	15
Monday	14	11	16	13	10	16
Tuesday	15	12 GURU NANAK BIRTHDAY	17	14 MAKAR SAKRANTI	11	17
Wednesday	16	13	18	15	12	18
Thursday	17	14 SCIENCE EXHIBITION IX-XII	19	16	13	19
Friday	18	15	20	17	14	20
Saturday	19	16	21	18	15	21
Sunday	20	17	22	19	16	22
Monday	21	18	23	20	17	23
Tuesday	22	19	24	21	18	24
Wednesday	23	20	25 X-MAS DAY	22	19	25
Thursday	24	21	26	23	20	26
Friday	25	22	27	24	21 MAHA SHIV RATRI	27
Saturday	26 NARAK CHATURDASH	23	28	25	22	28
Sunday	27 DEEPAWALI	24	29	26 REPUBLIC DAY	23	29
Monday	28 GOVERDHAN POOJA	25	30	27	24	30
Tuesday	29 BHAIIYA DUJ	26	31 PTM	28	25	31
Wednesday	30	27		29	26	
Thursday	31 PTM	28		30	27	
Friday		29		31 PTM	28	
Saturday		30 PTM			29 PTM	
Sunday						

SPORTS WEEK

NEW ADARSH PUBLIC SCHOOL

TEELA SHAHVAJPUR LONI GZB. (UP)

TIME - TABLE (SESSION 2019 - 2020)

PER / TIME	I-A	I-A1	I-A2	II-A	II-A1	II-A2	III-A	III-A1	III-A2	IV-A	IV-A1	IV-A2
	C.T SUNITA	C.T SARITA SHUKLA	C.T LATA	C.T SHAILJA	C.T MANISHA	C.T RICHHA	C.T MEENAKSHI	C.T. SHAILJA	C.T. PINKY	C.T SWATI	C.T. PRIYANKA	C.T. SHASHI BALA
I 8:25 TO 9:15	HINDI SUNITA	ENG SARITA SHUKLA	MATHS LATA	ENG SHAILJA	ENG MANISHA	HINDI RICHHA	1 COMPUTER 2 LIB MATHS MEENAKSHI	ENG SHAILJA	ENG PINKY	EVS SWATI	MATHS PRIYANKA	ENG SHASHI BALA
II 9:15 TO 10:00	EVS SUNITA	MATHS SARITA SHUKLA	ENG LATA	EVS SHAILJA	MATHS MANISHA	EVS RICHHA	1 MUSIC ENG SHASHI BALA	HINDI DEEPTI 4 MUSIC	EVS MEENAKSHI 2 MUSIC	MATHS GAURAV JHA	ENG SHAILJA	EVS CHHAYA
III 10:00 TO 10:45	MATHS SARITA SHUKLA	HINDI LATA	HINDI SUNITA	HINDI MANISHA	HINDI RICHHA	ENG SHAILJA	EVS FIZA	EVS MEENAKSHI 3 LIB	HINDI SOMA DUTTA	ENG SHAILJA 2 LIB	1 MUSIC EVS SWATI	MATHS CHHAYA 5 MUSIC
IV 11:00 TO 11:45	MATHS SARITA SHUKLA	EVS LATA	EVS SUNITA	MATH MANISHA	EVS RICHHA	MATHS SHAILJA	HINDI SOMA DUTTA	MATHS CHHAYA	MATHS MEENAKSHI 4 LIB	HINDI 1 MUSIC	G.K 1-3 PINKY COMP 4-5 AMIT 6 GAME	COMP 1-3 AMIT G.K. 4-5 PINKY 6 GAME
V 11:45 TO 12:30	SUNITA COM. 1,2 G.K. 3,4 DRAW 5,6	SARITA SHUKLA COM 1,2 G.K. 3,4 DRAW 5,6	LATA COM 1,2 G.K. 3,4 DRAW 5,6	SHAILJA COMP 1,2 G.K. 3,4 DRAW 5,6	MANISHA COM 1,2 G.K. 3,4 DRAW 5,6	RICHHA COM. 1,2 G.K. 3,4 DRAW 5,6	G.K. 1-3 3-4 GAME COMP 5-6 SURBHI	COMP 1-3 4 GAME AMIT G.K. 5-6 PINKY	COMP 1-3 4 GAME SURBHI G.K. 5-6	G.K. 1-3 PINKY COMP 4-6 AMIT	HINDI SHAILJA 5 LIB	HINDI SOMA DUTTA 4 LIB
VI 12:30 TO 1:20	SUNITA	SARITA SHUKLA	LATA	SHAILJA	MANISHA	RICHHA	MEENAKSHI	SHAILJA COM+ DRAWING	2 GAME AMIT DEEPTI DRAWING 5-6	1-2 GAME 3-4 DRAWING SWATI 5,6	PRIYANKA CHE+ DRAW DEEPTI 3-4	1-2 DRAW DEEPTI SHASHI BALA CONV+ WRITING 3-6

NEW ADARSH PUBLIC SCHOOL

TEELA SHAHVAJPUR LONI GZB. (UP)

TIME - TABLE (SESSION 2019 - 2020)

PER / TIME	V-A	V-A1	V-A2	VI-A	VI-A1	VI-A2	VII-A	VII-A1	VII-A2	VIII-A	VIII-A1	VIII-A2
	C.T FIZA	C.T SOMA DUTTA	C.T. CHHYA	C.T MAHESH	C.T HIMANSHI	C.T SURBHI	C.T GEETA	C.T POOJAYADAV	C.T PANKAJ RANI	C.T NEERAJ TIWARI	C.T RANGLAL	C.T SHAILENDER
I 8:25 TO 9:15	HINDI FIZA 3-4 COM (P)	HINDI SOMA DUTTA 5-6 COM (P)	HINDI CHHAYA	ENG MAHESH	SCI HIMANSHI SHARMA	SCI SURBHI	S.ST GEETA	S.ST POOJA YADAV 6 LIB	ENG PANKAJ RANI	S.ST NEERAJ TIWARI	S.ST RANGLAL	ENG SHAILENDER 5 LIB
II 9:15 TO 10:00	EVS PRIYANKA 3 MUSIC	ENG PINKY	COMP+G.K. DEEPAK 5-6 GAME	HINDI SANGEETA JHA + DRAW	S.ST MAHESH	HINDI GAURAV KEER 6 LIB	MATHS ASHOK 2 LIB	1,2 DRAW SANGHJEET ENG PANKAJ	S.ST POOJA YADAV 3,4 SANGHJEET	MATHS DIVYA SHARMA 5 LIB	SCI HIMANSHI 2 MUSIC	HINDI GEETA DRAW 5-6 SANGHJEET
III 10:00 TO 10:45	ENG SHAILENDRA 4 LIB	MATHS PRIYANKA 3 MUSIC	ENG MAHESH	SCI SURBHI	MATHS PINKY 6 LIB	ENG PANKAJ 2 DRAW SANGHJEET	HINDI SANGEETA JHA + DRAW	SCI HIMANSHI	HINDI GEETA	HINDI POOJA YADAV 5,6 SANGHJEET	HINDI GAURAV KEER 3-4 SANGHJEET	MATHS ASHOK 6 MUSIC
IV 11:00 TO 11:45	COMP 1-3 SHASHI G.K 4-5 GEETA DRAW 6 DEEPTI	G.K. 1-3 GEETA COMP 4-5 SHASHI BALA 6 LIB	MATHS SWATI 3 MUSIC	MATHS GAURAV JHA 2 MUSIC	1 GAME COMP 2-3 SURBHI 4 MUSIC G.K. 5-6 SANGEETA	2 GAME G.K.1,3 SANGEETA COMP 4-5 SURBHI 6 MUSIC	ENG MAHESH 5 MUSIC	HINDI GAURAV KEER	G.K.1-2 POOJA YADAV 3 LIB 4 GAME COMP 5-6 DEEPAK	COM 1-2 DEEPAK 3 GAME G.K. 4-6 POOJA YADAV	MATHS DIVYA SHARMA 5 LIB	SCI HIMANSHI
V 11:45 TO 12:30	MATHS SHASHI BALA 5 GAME	EVS CHHAYA 6 GAME	EVS SWATI 2 LIB	G.K.+COMP MAHESH 5,6 GAME	HINDI SANGEETA + DRAW	MATHS PRIYANKA	2 GAME G.K. 1,3 GAURAV KEER COMP 4-6 DEEPAK	COMP 1-2 DEEPAK 3 MUSIC G.K.4,6 GAURAV KEER 5 GAME	1 MUSIC MATHS GAURAV JHA	2 MUSIC SCIENCE HIMANSHI	ENG PANKAJ	S.ST POOJA YADAV
VI 12:30 TO 1:20	HINDI 3-4 FIZA	1 GAME SOMA DUTTA 5,6	CHHAYA DRAWING + CONV+W	S.ST GEETA	ENG MAHESH	S.ST RANGLAL	SCI SURBHI	MATHS PRINCIPAL	SCI HIMANSHI	ENG PANKAJ RANI	G.K. 1-2 SANGEETA JHA 3-4 GAME COMP 5-6 DEEPAK	COMP 1-2 DEEPAK 3,4 GAME G.K. 5-6 SANGEETA JHA

NEW ADARSH PUBLIC SCHOOL

TEELA SHAHVAJPUR LONI GZB. (UP)

TIME - TABLE (SESSION 2019 - 2020)

PER / TIME	IX-A	IX-A1	IX-A2	IX-A3	X-A	X-A1	X-A2	X-A3	XI-HUM	XI-SCI	XII-HUM	XII-SCI
	C.T GOURAV JHA	C.T ASHOK	C.T DIVYA SHARMA	C.T BABITA	C.T RAJINDER KAUR	C.T PRAVEEN	C.T DEEPIKA	C.T POOJA SAXENA	CT RICHA GUPTA	CT SUMIT	CT PUSHPENDER	CT V.K. GAUR
I 8:25 TO 9:15	MATHS GOURAV JHA 6 MUSIC	MATHS ASHOK	MATHS DIVYA SHARMA	S.ST BABITA	ENG RAJINDER KAUR	ENGLISH PRAVEEN	HINDI DEEPIKA BHATNAGAR	S.ST SARITA SHARMA 4 LIB	ENG RICHA GUPTA	PHYSICS SUMIT	HISTORY PUSHPENDER	CHEMISTRY MANOHAR
II 9:15 TO 10:00	S.ST NEERAJ TIWARI	ENG RICHA	SARITA SHARMA	1,2 GAME HINDI DEEPIKA	HINDI MEENA TOMAR	SCIENCE MINALI MISHRA	MATHS V.K. GAUR	ENG PRAVEEN	HINDI BABITA	CHEMISTRY MANOHAR	ENG RAJINDER KAUR	PHYSICS SUMIT 1-2 3 LIB
III 10:00 TO 10:45	HINDI DEEPIKA BHATNAGAR	S.ST BABITA 3-4 GAME	SCIENCE MANAGER 6 GAME	ENG PRAVEEN	1,2 GAME SCI MANOHAR	S.ST PUSHPENDER 3,4 GAME	1 MEENA TOMAR 2 MUSIC 3,4 LIB 5,6 GAME	SCI SUMIT	HISTORY SARITA	MATH/BIO V.K. GAUR MINALI	POL.SCI POOJA SAXENA	ENG RAJINDER KAUR
IV 11:00 TO 11:45	ENG SHAILENDER 4,5 GAME	SCI SUMIT	HINDI DEEPIKA BHATNAGAR	SCIENCE MANAGER 4 MUSIC	MATHS V.K. GAUR	MATHS PRAVEEN 2 LIB	S.ST PUSHPENDER	HINDI BABITA	POL.SCI SAXENA	ENG RICHA GUPTA	1-3 4 DEEPTI 5 LIB 6 GAME	1-3 GAME MINALI 4-6 DEEPTI
V 11:45 TO 12:30	SCIENCE SUMIT	HINDI NEERAJ TIWARI 5 MUSIC	ENG PRAVEEN 5 MUSIC	MATHS DIVYA SHARMA 4 MUSIC	S.ST PUSHPENDER	HINDI DEEPIKA	ENG SHAILENDER	MATHS ASHOK	1-3 LIB 4-6 PHY.EDU	1-3 GAME 4-6 LIB	HINDI BABITA	MATHS+ BIO V.K. GAUR MINALI
VI 12:30 TO 1:20	1 LIB 2-3 SHAILENDER MATHS 4-6 GOURAV JHA	1,3 ASHOK 2 LIB 4-6 POOJA SAXENA	1-3 DIVYA SHARMA 4-5 DEEPIKA 6 LIB	1-2 POOJA SAXENA 3 LIB DIVYA 4-6	GOURAV JHA 1-3 4 LIB 5 MUSIC	1,3 DEEPIKA 2 MUSIC 4-6 PUSHPENDER	SCIENCE MANAGER	NEERAJ TIWARI 1-3 4 MUSIC	1-3 SANGHJEET 4-6 PTI PHY.EDU	1 GROUND 2-3 GAME CLASS 4-6 SANGHJEET	PUSHPENDER 1-3 4 5 LIB 6	SUMIT PHYSICS

VALUES OF DIVERSITY

Diversity among students in education directly impacts their performance. Studies show that students work better in a diverse environment, enabling them to concentrate and push themselves further when there are people of other backgrounds working alongside them. This promotes creativity, as well as better education, as those with differing viewpoints are able to collaborate to create solutions.

When talking about diversity, it's paramount to remember that the student body is not the only group that should be discussed.

Promoting diversity in schools is more than just encouraging students of different backgrounds to attend certain schools. It requires administrators to think critically about the ways diversity impacts education. A school administration degree readies graduates for promoting and teaching diversity as a means of accepting it. Educators and administrative leaders can help students better understand that while everyone is different, in the most fundamental ways, everyone is the same and should be treated with respect. This will go far in helping students accept diversity and promote it in their daily lives.

TYPES OF DIVERSITY FOUND IN CLASSROOM

- Students coming from diverse socioeconomic backgrounds
- Lesbian, gay, bisexual or transgender (LGBT) students
- Students with learning and physical disabilities
- Students with different learning styles
- Gifted students

TAKING CARE OF DIVERSITY IN CLASSROOM

Since diversity is something that needs to be fostered in the classroom, here are a few tips that teachers should keep in mind:

1. Understanding our students

One of the best ways to foster an inclusive environment in the classroom is by understanding each individual student. Taking the time to understand the strengths, weaknesses, personality traits, and learning styles of the students in your classroom. As a teacher, this level of engagement with the students shows that we have a vested interest in their success. Always remembering that all students learn differently, so by taking the time to understand each student, we'll also make the teaching process easier on you.

2. Incorporating different teaching styles

As mentioned, each student learns in different ways. Some students may be more visual than others, while some students may be more hands-on in terms of learning. By incorporating different teaching styles to accommodate different ways of learning, not only do you ensure that each student is learning the material effectively, you also broaden students' abilities. If students who typically learn better in one specific way are constantly exposed to a variety of different learning methods they may become inclined to try different approaches to learning. This helps them to push their limits and really step outside of their comfort zones.

3. Providing Equal Access to Opportunities

Making sure each student has an equal chance to participate and contribute to what's going on in the classroom. If we notice that some students aren't contributing as much as others, it's best to find a way to get them more involved. It is helpful to introduce activities, lesson plans, and projects which mandate everyone's participation.

4. Celebrating diversity

Diversity is something which should be talked about and celebrated. The easiest way to bring diversity into the classroom is by recognizing it and encouraging students to celebrate it. In one classroom alone there is a tremendous amount of diversity present. Taking the opportunity to allow students to share their diversity with their peers. This allows others to benefit from the experiences that they otherwise never have known or heard of.

5. Encouraging Differing Perspectives

In the classroom, there will be ample opportunities for students to come together to solve problems. Another great way to bring diversity into the classroom is to encourage students to come up with different ways to solve the problems that they are faced with. Encouraging different ways to solve problems allows students to come together and collectively contribute a variety of solutions. This practice also teaches students the invaluable lesson that there is often no one correct way to do things. Students are encouraged to contribute different solutions to a problem, not only participation increases in the whole class, but students will also feel as if their input is valuable. They are then encouraged to challenge themselves to come up with solutions.

6. Including diverse learning materials

Wherever it is possible, teachers try to include teaching material which represents the rich diversity of the world. For instance, including material which represents multiple viewpoints and perspectives. Thinking critically about material which touches upon things like nationality, race, political views, backgrounds, different languages, abilities, personalities, sexuality, age, current affairs, socioeconomic matters, etc. Including diverse learning material is a sure shot way to bring diversity into the four walls of a classroom. In a short space of time you can expose students to an unimaginable variety of different things. Fostering diversity is incredibly important, and one of the best places to begin doing that is the classroom. There are numerous ways to bring greater variety into the classroom; teachers must take the initiative to take every step to bring diversity into the classroom.

REMEDIAL CLASSES

Our school is arranging remedial classes for the students those who are not performing well in academics the following zero period schedule that is regularly followed. Zero period schedule is attached herewith

Zero PD Schedule OF GRADE 1 TO 5												
DAY/ CLASS	GRADE 1		GRADE 2		GRADE 3		GRADE 4		GRADE 5			
Monday	ENGLISH Ms LATA.		EVS Ms. SHAILJA		MATHS Ms. SHEFALI		ENGLISH Ms. SHASHI		HINDI Ms. SOMA DUTTA			
Tuesday	MATHS Ms. LATA		HINDI Ms. MANISHA		EVS Ms. MEENAKSHI		EVS Ms. CHHAYA		MATHS Ms. SWATI			
Wednesday	EVS Ms. RASHMI		COMPUTER Ms. MANISHA		HINDI Ms. DIPTI		COMPUTER Mr. AMIT		ENGLISH Mr. PARUL			
Thursday	COMPUTER Ms. RASHMI		MATHS Ms. SHAILJA		ENGLISH Mr. SHAILJA		HINDI Ms. SOMA DUTTA		EVS Ms. SWATI			
Friday	HINDI Ms. SARITA SHUKLA		ENGLISH Ms. RICHA		G.K. MS. FIZA		MATHS Mr. GOURAV JHA		COMPUTER Ms. SHASHI			
Saturday	G.K. Ms. SARITA SHUKLA		G.K Ms. RICHA		COMPUTER MS PARUL		G.K Ms. PINKY		G.K Ms. GEETA			

Zero PD Schedule OF GRADE 6 TO 10

DAY/ CLASS	GRADE 6	GRADE 7	GRADE 8	GRADE 9	GRADE 10
Monday	English Mr. Mahesh	Mathematics Mr. Ashok	Science Ms. Himanshi	Social Science Ms. Neeraj Tiwari	Science Mr. Sumit
Tuesday	Mathematics Mr. Gourav Jha	Hindi Ms. Geeta	English Ms. Pankaj Rani	Hindi Ms. Deepika Bhatnagar	English Ms. Rajinder Kaur
Wednesday	Science Ms. Pinky	G.K / Computer Ms. Geeta/ Mr. Deepak	Mathematics Mr. Ashok	English Ms Rajinder Kaur	Mathematics Mr. Praveen
Thursday	Social Science Ms. Geeta	English Mr. Pankaj Rani	G.K / Computer Ms Sangeeta / Mr. Deepak	Mathematics Mr. Ashok	Social Science Mr. Neeraj Tiwari
Friday	Hindi Ms. Samgeeta	Science Ms. Hlmanshi	Hindi Ms. Geeta	Science Mr. Sumit	Hindi Ms. Deepika Bhatnagar
Saturday	G.k/Computer Mr. Mahesh	Social Science Ms Pooja Yadav	Social Science Ms. Sangeeta		

Annual Themes

Thought of the Month

April	With Confidence, you have won before you have started.
May	Hard work beats talent when talent doesn't work hard.
July	Look deep into nature, and then you will understand everything better.
August	Honest hearts produce honest actions.
September	Respect is one of the greatest expressions of love.
October	Accountability breeds responsibility.
November	Intelligence without ambition is a bird without wings.
December	We cannot build our own future without helping others to build theirs.
January	Patience is bitter but its fruit is sweet.
February	Empathy is a quality of character that can change the world.

Song of the Month

April	Desh Hame deta hai Sabh Kuch.
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May	Chandan Hai is Desh Ki Maati.
July	Tum Samay ki Ret Par Chhodte Chalo Nishan.
August	Nadiya Na Piye Kabhi Apna Jal.
October	Hum Bengali Hum Punjabi.
November	Azadi Ki Khuli Hawa Main.
December	Utho Jawan Desh Ke
January	Anekta Mein Ekta-Hind Ki Visheshta

Theme of the Month		
April	Summer Season, Baisakhi, Earth Day.	
May	Me and My World, Labour Day, Mother’s Day.	
July	Rainy Season, Kargil Victory Day.	
August	Healthy Habits, Independence Day.	
September	Land Transport, Teacher’s Day.	
October	Dusshera, Diwali, Traditions, Culture.	
November	Winter Season, World Science Day, National Education Day.	
December	Water Animal and Birds, Christmas.	
January	People who Help us, Republic Day, Lohri.	
February	Recap of all the themes.	
Colour and Value of the Month		
Month	Colour of the Month	Value of the Month
April	White	Building Self-Esteem in Children, Making Healthy and Beautiful Earth.
May	Mauve	Teaching Belongingness to Children & Greetings to Children, Hardwork.

July	Green	Sharing is Caring, Care for Nature.
August	Orange	Honesty, Patriotism
September	Blue	Respect, Kindness

October	Yellow	Responsibility, Happiness
November	Black	Generosity, Intelligence
December	Red	Awareness, Helping
January	Brown	Patience, Humanity
February	Pink	Empathy, Intelligence

Collaboration with other school

Hub of Learning (HoL)

Hub ID : UP2613

Following is attached the list of partner schools

PARTNER SCHOOLS

Region	State	District	Affno	Sch_Code	SchoolName	Principal
N	UP	GHAZIABAD	2130270	60125	MAHARISHI VIDYA MANDIR ABUPUR MODINAGAR GZB UP	RAJEEV TYAGI
N	UP	GHAZIABAD	2130297	60138	NEW ADARSH PUB SCHOOL LONI GHAZIABAD UP	MR ANIL KUMAR SHARMA
N	UP	GHAZIABAD	2130300	62011	POLICE MODERN SCHOOL RSV POL LINES GHAZIABAD UP	SH ASHOK KUMAR SHUKLA
N	UP	GHAZIABAD	2130314	60144	CH CHARAN SINGH MEM PUB SCH SAHIBABAD GZBD UP	MRS RUCHI SAXENA
N	UP	GHAZIABAD	2130348	60156	S V S VIDYA MANDIR RAJENDRA NGR GHAZIABAD UP	SH VISHOK KUMAR

Documentation

For proper working and for the purpose of record of their activities each and every department of our school is maintaining records on registers. The department wise list of documents is attached here with.

List of files and registers to be maintained in Admin department								
Security		FOE	Staff Clerk	Admin Manager/Estate Coordinator	Nurse	Transport Manager	Principal	Library
S.No.	Name of Document	Name of Document	Name of Document	Name of Document	Name of Document	Name of Document	Name of Document	Name of document
1	Visitor Register	Parent's circular file	Staff leave application file	Property document file	Daily Record register	Log book	Teaching staff circular register	Accession Register
2	House Keeping Staff Register	Student's leave application file	Leave record file	Genset document file	Medicine stock and consumption register	Bus movement register	Admin Staff circular register	Stock Register
3	Bus Movement Register	FeeDefaulter file	Teacher's personal file	School Infra file	School Health record file	Transport maintenance register	Pupil care record register	Teachers Books Issue Register
4	Security attendance register	Student's details file	Student's personal file	Warranty cards file		Bus route file	Admission withdrawal register	Students Books Issued Register
5	News Paper register	Faculty details file	Security personal file	Electricity bill file		Student list file	Policy file	Magazines Record Register
6	Gate out pass File	School Strength Daily Record register	Housekeeping personal file	RO system file		Diesel consumption Register	Agreement file	Newspaper Record register
7		Support Staff Circular register	Drivers personnel File	AMC quotation file		Bus reading register	CBSE affiliation file	Text Book Record Register
8		Attendance register	Documents handed over students register	Quotation file		Transport scrap mater Register	Government regulations file	C.D's Record Register

9		Complaint Register	CBSE correspondence cum circular file	Certificate file			Staff appraisal register	Library Books bills and Lists Record
10		Staff early leave cum staff movement register	Transfer Certificate register	Bus Document file			School printer material file	Students Magazines Record (Bal Bhaskar, Young Bhaskar, Lakshya)
11		Student early leaving register	DEO correspondence file	Material outward register			PTM strength record register	Teacher Resource Register
12		Repair and register	General Correspondence	Material Inward Register			School Documentation Maintenance Master File	
13		Courier Inward Register	LetterHead correspondence file	Electricity Register				
14		Courier outward Register	Staff attendance Register	Key Issue Register				
15		Gate Out pass Record		Water Testing Register				
16		Documentation File		Advertisement File				
17		Press Realise File		Stationery stock & Consumption Register				
18		School Advertisement File		Photocopier Register				
19		Press Coverage File		House keeping store & Consumption register				

List of files and registers to be maintained in Academic department

Smart Class		IT	Primary Coordinator	Middle and Secondary Coordinator	Sports	Lab science / math
S.No.	Name of document	Name of document	Name of document	Name of document	Name of document	Name of document
1	Smart class Daily login register	Internet usage login register	Circular File	Syllabus Mapping	Activity Assessment Record	Stock Register
2	Smart Class complaint Register	Engineer visit register	Stationery request file + requisition file	Written Work Tracker + Correction	Discipline Record	Breakage register
3	Smart class content showcase register	Stock register IT	Teacher's Observation File	Feed Back Register	Inter School & Intra School Sports Competitions Record	Experiment record register
4	Smart class feedback register	School IT bills file	Worksheets File	Examination Register	Sports Meeting Record	Dance
5	Smart class technical management register	Computer Manual File	Activity Room Record.	Report Card & online Software Record	Stock Record	Activity Assessment Record
6	Smart class stock maintenance register	Maintenance file	Scholastic and co scholastic record	Portfolio Record	Monthly Syllabus Planner	Monthly Syllabus Planner
7	Smart class monthly content usage report file		Minutes of the Meeting Record	Anecdotal Record	Sports Participating Record	Music Stock Register
8			Assessment Record File: Nursery, LKG, UKG	Photograph Record	Evacuation Drill Record	
9			Feedback register - Students+Staff+Parents	Work Sheet Tracker + File	Tour & Trip	Activity Assessment Record
10			Time Table file	Minutes of the Meeting	First Aid Tips	Monthly Syllabus Planner
11			PTM Strength Record	Duty Lists	Health Record	
12			Duty List	Olympiads Record		Art
13			Anecdotal Record	Competition Result		Activity Assessment Record

14			Teachers Diary	· Teacher's Diaries		Monthly Syllabus Planner
15			Competition Result File	· Time Table		Stock Register
16			Syllabus Mapping	· Stationery Request +Requisition File		
17			Report Card & online Software Record	· Teacher's Observation		
18			Duty Lists	· Health Manuals		
19				· Circular File		
20				· Remedial class record		

DOCUMENTS TO BE SUBMITTED BY THE TEACHERS

S.No	Name of the Doc	Updation	Deadline	
1	Syllabus Planner	In the beginning of the Year	End of the week one after school reopens	
2	Monthly Planner	First day of the month	First day of the Month	
3	Weekly Planner	Every Monday	Every Monday	
4	Lesson Planner	Once in a Week	Every Monday	
5	Resource Requisition	Once in a Month	20 th of Every Month	
6	Attendance Register	Once in a Month	31 of every Month	
7	Remedial Tracker	Once in a Month	Last working day of the Month	
8	Marks Register	Once in a Month	Last Thursday of the Month	
9	Anecdotal Record	Once in a Month	Before PTM	
10	Worksheets (Eng, Math, Social Studies)	Twice in a Month	1 st & 3 rd Monday of the Month	
11	Worksheets (Hindi, Science)	Twice in a Month	2 nd & 4 th Monday of the Month	
12	Daily Class working Diary	Every Day	Everyday	