

# Student Diary

**2022 - 23**



**Bal Bharati**  
PUBLIC SCHOOL

**IV - V**

**SCHOOL TIMINGS - 7:30 a.m. - 2:00 p.m.**

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**STUDENT'S NAME .....**

**CLASS & SECTION .....**

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## Vision

हंस आत्मज्ञान का एक प्रतीक है। “ईश हंस, हमें शिक्षा दें और हम सीखने और उत्कृष्टता की नई ऊँचाइयों पर लगातार चलते रहें।”



A swan is a symbol of enlightenment. The motto translates as, “O swan, give us knowledge and make us move constantly to newer heights of learning and excellence”.

## हंसो नयतु नः प्रज्ञाम्

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 impart wisdom that transforms knowledge into a meaningful initiative and enterprise for a harmonious and prosperous society.
- To provide holistic education to society as a whole without any prejudice or discrimination.
- Equip the child to meet all challenges—social, moral, intellectual and comprehend human values.
- To make child responsible, law abiding and enlightened citizens of a global society.
- To instil traits of team work, empathy, patience, perseverance and respect for elders and mentors.
- To ensure sensitivity and commitment to environment and all beings to save the planet for future generations.

## FROM THE PRINCIPAL'S DESK

Dear Parents,

A warm welcome to the new academic session, after the unprecedented crisis due to the pandemic. There have certainly been challenges and transformation in most of our work and daily school activities. BBPS GR Marg embraces the 'back to school' move with enthusiasm and commitment. With this school diary, I take the opportunity to greet all the parents and students who have enabled us to do the same. Our school's presence in the education sector remains strong and undimmed and we continue our striving to recalibrate our systems and enrich our curriculum to offer quality education, that is forward looking and inclusive.

In our attempts to sustain the quality, we need to adhere to rules and regulations, as well as the norms and practices set by the school. In our continuous effort to impart child centred education and imbibe human values we focus on instilling the qualities of Empathy, Team Work, Humility, Integrity, Courage and Self-discipline in our young learners. The growth of each individual student is our focus. We recognize that as we 'work together, and learn together', students will be best able to achieve their potential. We firmly believe that every child can experience success and go on to graduate as a responsible, resilient and confident young adult, well prepared to take charge of their future and to become a productive member of the community. Our staff consistently follows current trends and after brainstorming, we zero-in on the ones that are most appropriate to our classrooms. The students are offered many opportunities to explore their interests and investigate new ideas.

Education is a shared commitment among motivated students, dedicated teachers and enthusiastic parents with high expectations. Our technical initiatives have looked to pioneers in e-learning, where teachers have already found their ways to interact better with their students. Undoubtedly, this period has provided us with a strange glimpse into the possible future of learning and we have accepted the challenge. The role of parents too has been crucial to the success of this e-learning experiment.

The School Diary is a mode of effective two-way communication between the school and the parents. Parents are requested to read the school diary for information regarding regulations. In this diary, we have compiled all the information pertaining to the day-to-day activities of the school; this will be a handbook for your reference as well as a means of communication. The school diary has to be brought to school every day to record the instructions and homework given by the school teachers. This process helps children to be systematic and maintain punctuality.

I wish you all a happy and fulfilling academic year. We look forward to moving as partners in the endeavour to provide children with the best, safe and secure surroundings to grow into worthy individuals.



**L. V. Sehgal**

Principal

# PERSONAL DATA

Student's Name .....

Admission No. ....

Class & Section .....

Date of Birth .....



Blood Group ..... Allergy (if any) .....

Father's Name ..... Occupation .....

Mother's Name ..... Occupation .....

Guardian's Name ..... Occupation .....

Guardian's Contact No. ....

Relationship with Student .....

Res. Address .....

..... Pin Code .....

Off. Address .....

..... Pin Code .....

Tel. Res : ..... Off. : .....

Mobile .....

Email : .....

School Bus Route No. (if using) ..... Bus Stop .....

Brother/Sister studying in the school : Name .....

Class ..... Admn. No. .... Bus No. ....

## Specimen Signatures

Father

Mother

Guardian

**Note** : This handbook is to be brought to school daily.

**Parents are requested to keep updating the Class Teacher about any change in address and contact no.**

**HEALTH RECORD OF THE CHILD FOR**

**THE YEAR 2022-23**

Student's Name .....Class/Sec. ....

Health Card Number.....

Family Doctor ..... Ph. No.....

Blood Group.....Age as on 31 March 2022.....

Specific disease(s) suffered, if any, in the past .....

Major or Minor Surgery undergone, if any .....Date of Surgery .....

Allergies, if any. Please specify .....

All Immunizations received on time (Yes/No) .....

Any other disease for which the child requires special attention or medical support or is on regular medication.....

**Any sport restriction, please specify (duly supported by medical documents):**

.....  
.....

Any desired information on Medical Case History of the child to be taken care by the school .....

Parent/Guardian's (Signature).....

**NOT FOR MEDICO/LEGAL PURPOSE**



# TRANSPORT PROFORMA

Student's Name .....

Class & Section .....

Father's Name.....

Contact No. ....

Mother's Name.....

Contact No. ....

Address : Residential.....

.....

Father's Office Address.....

Mother's Office Address.....

Guardian's Name.....

Contact No. ....

Mode of Commuting.....

Bus  Van / Cab  Parent

Bus Route No. .... Bus Stop.....

Name of Van / Cab Driver.....

Token No. of Van Driver.....

Contact no. of Van Driver.....

-----  
Changed mode of commuting.....

Date of Change.....

Name of the New Van Driver.....

Token No of the New Van Driver.....

Contact No. of the New Van Driver.....

**Photo of Van  
Driver /  
Guardian  
Who picks  
the child**

**Photo of the  
new Van  
Driver**

Parent's Signature.....

**Note** : Parents are requested to keep updating the class teacher about any change in address, contact no. through school diary.

## **VISITING HOURS**

8.30 a.m. to 9.30 a.m.

(on all working days)

<b>Mr. L.V. Sehgal</b>	Principal
<b>Ms. Vinita Dhawan</b>	Vice-Principal
<b>Ms. Nita Nijhara</b>	Headmistress
<b>Ms. Reetu Dawar</b>	Headmistress
<b>Ms. Neelam Ahuja</b>	Headmistress
<b>Ms. Sapna Bahl</b>	Chief Coordinator
<b>Ms. Deepika Bhola</b>	Senior Accounts Officer
<b>Class Teacher/Counsellor/ Special Educator</b>	Zero period (7.40 a.m. – 8.15 a.m.) and Non-Teaching Saturdays (with prior appointment)

# Pledge

I am proud to be an Indian.

The great heritage and culture of my country always influences and gives me direction. It is my duty to be aware of the fundamental rights & duties and the Child Rights guaranteed by the Constitution of India. To live with self esteem and dignity is my fundamental right. I will not tolerate any type of abusive activities that occur anywhere against me as well as against other children who are my sisters and brothers. I will always be in the forefront to report any such instances to the parents, authorities and the police. This is my duty and responsibility. Since an abuse-free exploitation-free childhood and world is necessary for my future, I solemnly affirm that I will always stand for the same.

**Jai Hind**

# Preamble

**WE, THE PEOPLE OF INDIA**, having solemnly resolved to constitute India into a **SOVEREIGN SOCIALIST SECULAR DEMOCRATIC REPUBLIC** and to secure to all its citizens :

**JUSTICE**, social, economic and political;

**LIBERTY** of thought, expression, belief, faith and worship;

**EQUALITY** of status and of opportunity;

and to promote among them all

**FRATERNITY** assuring the dignity of the individual and the unity and integrity of the Nation;

**IN OUR CONSTITUENT ASSEMBLY** this twenty-sixth day of November, 1949, do **HEREBY ADOPT, ENACT AND GIVE TO OURSELVES THIS CONSTITUTION.**

# A Prayer for Peace

O Lord! Forgive us our sins.

Help us never to repeat them.

Bless us that we may follow the path shown by great men.

Grant that we may never hurt the feeling of others and

Never think ill of anyone.

Let our deeds be such that they benefit all mankind.

Enable us to work for the good of humanity.

O Lord! Bless those who are suffering and

guide them with your wisdom.

Let there be happiness, peace and prosperity in the whole world.

Om Shanti, Shanti, Shanti.....

## शान्ति प्रार्थना

हे प्रभु! हमारे पापों को क्षमा कीजिए तथा आगे उनकी पुनरावृत्ति न हो।

महापुरुषों द्वारा बताए हुए मार्ग का ही अनुसरण करें। कभी किसी का मन न दुखाएँ, किसी के प्रति हीन विचार न रखें। जो प्रत्येक मनुष्य के हित में हो, वही कार्य करें। विश्व कल्याण की भावना का उदय हो। हे प्रभु! इस विश्व में कष्ट भोग रहे मनुष्यों पर अपनी कृपा दृष्टि रखना, उन्हें सद्बुद्धि देना। विश्व का कल्याण करें। सुख, शान्ति और समृद्धि बनाए रखें।

ओ३म् शान्ति, शान्ति, शान्ति।

# Songs for School Assembly

Learn and practise the songs and participate in the community singing programme. This will help create a feeling of togetherness and belonging thus contributing to national integration.

## राष्ट्र-गान

जन-गण-मन अधिनायक जय हे,

भारत-भाग्य-विधाता।

पंजाब, सिंध, गुजरात, मराठा,

द्राविड़ उत्कल बंग।

विंध्य, हिमाचल, यमुना, गंगा,

उच्छल-जलधि-तरंग।

तव शुभ नामे जागे, तव शुभ आशिष माँगे,

गाहे तव जय-गाथा।

जन-गण-मंगलदायक, जय हे,

भारत-भाग्य-विधाता।

जय हे! जय हे! जय हे!

जय जय जय, जय हे॥



## वन्दे मातरम्

वन्दे मातरम् वन्दे मातरम्  
सुजलां सुफलां मलयज-शीतलाम्  
शस्य-श्यामलां मातरम्  
वन्दे मातरम्  
शुभ्र-ज्योत्स्ना-पुलकित-यामिनीम्  
फुल्ल-कुसुमित-द्रुमदल-शोभिनीम्  
सुहासिनीं सुमधुर-भाषिणीम्  
सुखदां वरदां मातरम्॥  
वन्दे मातरम् वन्दे मातरम्।

## विद्यालय गान

बाल-भारती के बच्चे हम, करें भारती का वन्दन।  
बाल-भारती के बच्चे हम, करें ज्ञान का संवर्धन।  
हम सब इसके प्यारे तारे, यह है अपना नील-गगन।  
यह है अपना सुरभित उपवन, हम हैं इसके नवल-सुमन।  
जग में फैले कीर्ति सुरभि, मिल कर ऐसा करें यतन।  
दाएँ हाथ में कार्य शक्ति हो, करें बाएँ से विजय-वरण।  
ज्ञान-दीप को आलोकित कर, निज-कर्त्तव्य करें पालन।  
अनुशासन, धीरज, साहस और मान हमारा है जीवन।  
जाति-पाति और रंग-धर्म के काटेंगे झूठे बंधन।  
हिंसा, स्वार्थ, अन्याय, अनीति, हमें नहीं हो कभी सहन।  
देश-जाति के हित में, नित-प्रति करें समर्पित निज जीवन।  
मानवता के मंदिर की देवी का करते अभिनन्दन।  
सत्कर्मों का बीज वपन कर, स्नेह-वारि से कर सिंचन।  
बाल भारती के उपवन को, हम स्वरूप देंगे नूतन।  
करें भारती का वन्दन  
करें भारती का वन्दन

रचयिता - श्री हरिशचंद्र

## SCHOOL UNIFORM

The prescribed uniform is available with the authorised dealer. In order to maintain uniformity of colour, texture and design, parents are advised to buy the uniform from the authorised source only.

### Summer

#### Boys

- |                              |                         |
|------------------------------|-------------------------|
| (a) Shirt                    | White, H/S with Logo    |
| (b) Shorts / Trousers        | Grey Check              |
| (c) Socks                    | Grey with blue stripes  |
| (d) Shoes                    | As prescribed by school |
| (e) Belt                     | Grey & Blue             |
| (f) Grey Patka for Sikh Boys |                         |

#### Girls

- |                    |              |
|--------------------|--------------|
| (a), (c), (d), (e) | Same as boys |
| (b) Skirt          | Grey, Check  |

### Winter

#### Boys

- |                              |                               |
|------------------------------|-------------------------------|
| (a) Shirt                    | White, F/S with Logo          |
| (b) Trousers                 | Grey Check                    |
| (c) Socks / Stockings        | Grey with blue stripes / Grey |
| (d) Shoes                    | As prescribed by school       |
| (e) Belt                     | Grey & Blue                   |
| (f) Tie                      | Navy Blue with Logo           |
| (g) Pullover                 | Grey with Logo                |
| (h) Blazer / Jacket          | Navy Blue with Logo           |
| (i) Grey Patka for Sikh Boys |                               |

#### Girls

- |                                   |              |
|-----------------------------------|--------------|
| (a), (c), (d), (e), (f), (g), (h) | Same as Boys |
| (b) Skirt                         | Grey, Check  |

*Please note that fancy hairstyles, accessories, narrow bottom trousers, low waist trousers and skirts are not allowed.*



## SCHEDULE FOR FEE PAYMENT

Fee Structure for the Session 2022-23 is available on the School Website.

I Quarter	(April-June)	April
II Quarter	(July-September)	July
III Quarter	(October-December)	October
IV Quarter	(January-March)	January

### RULES FOR PAYMENT OF FEES :

- (i) Fee is payable for 12 months from (April 2022 - March 2023) irrespective of the date of admission.
- (ii) Payment should be made between the 1st and the 20th day of the first month of each quarter.
- (iii) All dues should be cleared before the commencement of Annual Examination

### MODE OF PAYMENT OF FEES :

Collection of fees would be done through ECS. ECS usually runs on the 10th day of the first month of each quarter (Specific dates will be notified in each quarter). However, the first fee at the time of admission is to be paid only through a demand draft.

In Case the ECS fails, fee will have to be paid online or by cheque/DD drawn in favour of 'Bal Bharati Public School'.

In case not opted for ECS, fee can be paid online or by cheque/DD drawn in favour of 'Bal Bharati Public School'.

An amount of ₹ 200/- is to be paid in case of a dishonoured cheque.

### TRANSPORT FEE :

Charges are irrespective of the distance and payable for 11 months. Amount is to be deposited alongwith the school fees for every quarter. Once opted, the withdrawal is not allowed.

## **TRANSFER CERTIFICATE :**

Application for TC is to be made at least two weeks in advance. TC will be issued only on clearance of all dues. Duplicate copies of TC are not ordinarily issued. In exceptional cases, a duplicate copy may be issued on production of an affidavit that the original TC has been irrecoverably lost. The responsibility for any possible misuse will rest on the parent.

## SAFETY AND SECURITY AT SCHOOL

<i>S</i>	<i>eeek safety</i>
<i>A</i>	<i>im safety</i>
<i>F</i>	<i>ollow safety</i>
<i>E</i>	<i>nsure safety</i>
<i>T</i>	<i>each safety</i>
<i>Y</i>	<i>ield safety</i>

The safety of each child in the school is the combined responsibility of the school and the parents. We have cameras installed across the campus and each corner of the school is kept under constant surveillance at all times. Competent staff, vigilant support staff and trained security officers monitor and ensure safety and security in each area of the school.

- Please ensure that children wear their student I-Card in the school.
- The parents are requested to carry the parent I-Card/Escort Card when they visit the school. Entry into the school will NOT Be PERMITTED without the same.
- No child will be allowed to enter the school premises before 7:15 a.m.
- Once a child enters the school, he/she will not be allowed to leave the school before the school dispersal timings. This will be permitted only in case of emergencies.
- Please ensure that the students do not carry any hazardous or pointed objects like scissors, lead pencils etc. to the school. The students in the primary classes only require a scale and a protractor during the Geometry periods. Please don't send a compass with them.
- It is emphasized that children should not move out of the classroom alone at any point of time. They should always be accompanied by buddies.
- Parents are requested to ensure the reliability and authenticity of van drivers in case their child travels by private van. That is a provision made by the parents autonomously. It is now mandatory that one parent accompanies the children in the van at all times.

## **TRANSPORT**

- Transport is a facility extended to the students at 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 the routes with due notice to the parents. The routes can also be changed.
- Any student who avails the bus facility and discontinues in the middle of the session will not get the privilege again for that academic year. The transport fee will not be refunded at any stage. (Flat rates for transport users for all areas.)
- It may be possible that the students applying late for the transport facility are denied bus facility if the number of students desirous of availing bus facility is more than the seating capacity.
- In case of repair/construction of the roads, deviation in route will remain operative till the time the road is declared open and safe by the concerned authorities.
- The school drivers are authorised to stop the bus only at the designated stops. Students are expected to reach the bus stop 5 minutes prior to the scheduled time for boarding the bus.
- The parents must reach the bus stop on time to pick their wards. In case the parent/guardian is not available to receive the ward, the drivers are instructed to bring the child back to the school.

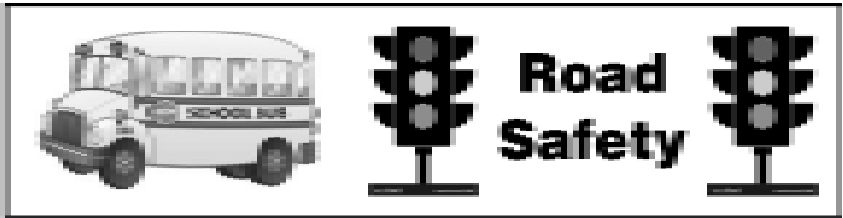
### **The students are expected to :**

1. behave in courteous manner while travelling in the bus. Strict action will be taken in case of inappropriate behaviour or damage caused due to negligence.
2. not to throw any trash/food inside or outside the bus.
3. maintain decorum in the bus so as not to distract the driver.
4. not to take out his or her head, hands or any other body part out of the window.
5. be seated when the bus is in motion.
6. follow the instructions of the teacher on duty.
7. take care of their belongings.

## **PRIVATE TRANSPORT**

In case students are using private vans, parents must verify the antecedents of the driver 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 a copy of Aadhar Card, License, Registration Certificate of the driver along with 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 is also applicable in case of accompanying servants/maids.

## BUS SAFETY AND ROAD SAFETY



- Leave the seat nearest to the entry/exit door for your teachers accompanying you in the bus.
- Do not stand behind or in front of the bus or any other vehicle, as the driver will not be able to see you while reversing.
- Do not try to board or jump off a moving bus.
- Step into or out of the bus only when it is at rest or comes to a complete halt.
- Do not stand on the foot board of a bus.
- Put your bag under the seat or at the specified place.
- Before crossing the road, look to right then left and then to right in order to see whether the road is clear. Cross the road only if it is clear of speeding vehicles.
- Cross the road at Zebra-Crossing.
- Do not play on the road.
- Always wear a seat belt in the vehicle.



## COVID APPROPRIATE BEHAVIOUR IN SCHOOL

While all necessary measures to fight the spread of Novel Corona Virus (COVID 19) are being effectively led by the Central Government and State Governments, there is a need to reinforce the importance of preventive measures and practices in a sustained manner, to deal with the disease over the long run.

Following are some practises to be followed in school by staff, students and parents :

1. All students must :
  - a) Always wear a mask while in school.
  - b) Maintain physical distance.
  - c) Not share books, notebooks or stationery items.
  - d) Not share food or eatables.
  - e) Carry sanitizer and extra mask.
  - f) Maintain respiratory hygiene – cover nose and mouth when they cough or sneeze
  - g) Regularly and thoroughly wash hands.
2. All staff members must :
  - a) Always wear a mask while in school.
  - b) Maintain physical distance.
  - c) Maintain respiratory hygiene – cover nose and mouth when they cough or sneeze
  - d) Regularly and thoroughly wash hands.
  - e) Not share food or eatables.
  - f) Guide and ensure that the students follow Covid Safety norms.
  - g) Ensure cleanliness & sanitisation of classroom and surrounding areas.
  - h) Refrain from coming to school in case of detection of any COVID symptoms in the family.
3. All the parents must :
  - a) Always wear a mask while in school.
  - b) Follow Covid Safety norms while in or around school.
  - c) Avoid crowding in or around the school premises.
  - d) Not send their wards to school in case of detection of any COVID symptoms in the child or any other family member.
  - e) Counsel and guide their wards to follow Covid appropriate behaviour in school.

# CYBER SAFETY

## CYBER POLICY :

This policy applies whenever students are using Bal Bharati Public School Information Technology equipment, services and/or resources, at school or home.

- 1 Students must not eat/drink near the IT devices.
- 2 They must respect school equipment and should not indulge in moving the IT equipment and/or cables.
- 3 Students must not cause damage to any equipment. If they spot any damage, they must inform the teachers immediately.
- 4 They must not use flash drives or any other external media (cell phone, hard disk, CD, camera etc.) for the purpose of saving or transferring the work.
- 5 Installing new software without due permission from the computer faculty is not permitted.
- 6 Viewing social media sites/registering on any website/downloading any material for use must be under the strict supervision of the teacher.
- 7 In the Computer Lab, internet access is allowed only after permission from computer faculty and the computer faculty reserves the right to check the IDs of the users.
- 8 Students are not allowed to bring equipment such as iPad, iPod, PSP, mobile phones etc. to the school. Any such equipment confiscated from the students will be kept by the school.
- 9 Students must report incidents of Cyber Bullying and misuse of IT resources to their teachers/parents immediately.
- 10 Hacking emails of school staff or others is strictly prohibited.

## **WHAT HAPPENS IF A STUDENT BREACHES THE BAL BHARATI PUBLIC SCHOOL'S CYBER POLICY:**

If you breach this policy, you will be subjected to Bal Bharati Public School Behavior Management Policy.

- 1 Minor breaches (like installing new software, accessing internet, connecting IT devices without prior permission of the concerned teacher etc.) of this policy will result in the suspension period of two weeks.

2. Major breaches (like cyber bullying, identity theft etc.) of this policy will result in the suspension period of up to ten weeks.
3. If you behave online in a manner that threatens the well being of another child, student, parent or member of the school community, even if this occurs off-site during or after the school hours, the Principal/VP/HM has the authority to take appropriate action.
4. When it is suspected that a personal electronic device such as a mobile phone is used to capture images of a crime (such as an assault), or contains any other evidence of a crime, the device will be confiscated and handed to the police.
5. If the Principal suspects an electronic crime has been committed, this will be reported to the Police Department. Where there is a further reasonable suspicion that evidence of a crime, such as an assault, is contained on a mobile phone or other electronic device such as a notebook, computer etc., and the device will be confiscated and handed to the investigating police officer. The police will determine any further action.
6. These actions may be taken even if the alleged incident occurs off site and/or out of school hours.

#### **GUIDELINES FOR PARENTS:**

- 1 Place the computer in an open area in your home – not in your children’s bedroom.
- 2 Set clear expectations for your children, based on age and maturity.
- 3 Install parental control (content filtering) software.
- 4 Learn internet basics, be approachable and lead by example.

#### **TIPS FOR PARENTS TO AVOID AND IDENTIFY CYBER BULLYING:**

- 1 Discuss any changes in mood or behavior with them. Help your child to stay connected to family members and friends they trust.
- 2 Talk to your child about cyber bullying before it happens.
- 3 Be aware of what your child is doing online and explore it with them.
4. Keep the lines of communication open so your child will be comfortable talking about if something is worrying them. Help your child to develop the skills they need to interact online safely and respectfully. Guide their online activities and help them learn to communicate appropriately with friends and family.



5. Help your child to block anyone who sends offensive content. Most social networking services allow users to block and report someone who is behaving badly.

**“Cyber bullying won’t stop if it is ignored – you can help by listening to your child and working with them to take control of the situation.”**

#### **GUIDELINES FOR STUDENTS & PARENTS TO USE THE INTERNET SAFELY:**

- 1 Don’t give out personal information such as your address or phone number.
- 2 Do not share passwords, user names, account IDs or PINs with anyone besides your parents.
- 3 Do not share other people’s personal information or say things that might violate the safety or rights of others, even if you mean it as a ‘joke’.
- 4 Do not leave the ICT devices unattended.
- 5 Don’t become online ‘friends’ with people you don’t know.
- 6 Don’t open emails or attachments from people you don’t know.
- 7 Never arrange to meet someone in person who you have met online.
- 8 If anything you see or read online worries you, tell your parents/ teachers about it.
- 9 Never give out personal details in messenger or in personal profiles.
- 10 Remember that people may not be who they say they are.
- 11 Don’t send pictures to strangers.
- 12 Most reputable chat rooms allow you to block messages from a particular sender.
- 13 Be careful about who you share photos with.
- 14 Use social network’s privacy settings so that only your friends can see your stuff.
- 15 What you do not do in real life, don’t do on the internet. This includes all kinds of cyber bullying using text, photos and videos

# CODE OF CONDUCT FOR STUDENTS

## Do's

- Be regular in bringing and writing the school diary everyday.
- Come to school well-groomed and in proper uniform with shoes well-polished. Boys should get a regular haircut(crew cut).
- Be regular in attendance and never be late to school. Be punctual.
- Attend the Morning Assembly without fail.
- Always move out of the class with a buddy.
- Look after the property of your school. Help to keep it clean and tidy.
- Keep your surroundings and class clean and tidy. Throw waste paper, wrappers etc. into the waste paper basket.
- Turn off the tap after drinking water.
- Keep toilets clean.
- Switch off the fans and lights when not in use.
- Be fair and honest at work, be nice to each other. Show good sportsman spirit.
- Be courteous and respectful to elders.
- Read the newspaper daily.
- Be kind to trees, flowers and animals.

## Don'ts

- Bring articles of value such as rings or pieces of jewellery to school. The school will not be held responsible for the loss of such articles.
- Lend or borrow money or any precious article.
- Make loud noise or create confusion in the class room, school auditorium or elsewhere in the school premises.
- Frequent absenteeism. 75% attendance is compulsory in an academic session.
- Be out of the class without the permission of the teacher/Headmistress/Principal.
- Behave rudely or bully your classmates or any other student.

MOBILE PHONES AND ELECTRONIC GADGETS ARE STRICTLY PROHIBITED. IF CAUGHT, THEY WILL BE CONFISCATED AND NOT RETURNED.

A SUM OF ₹ 50/- WILL BE CHARGED FOR ISSUING A NEW I-CARD / STUDENT DIARY/ESCORT CARD/PARENT I-CARD.

THE PHOTOGRAPH OF A STUDENT WILL NOT BE ATTESTED BY THE PRINCIPAL IF IT IS NOT IN PROPER SCHOOL UNIFORM.

DAMAGE TO SCHOOL PROPERTY WILL INVITE FINE.

## CODE OF CONDUCT FOR PARENTS

Bal Bharati Public School has certain ethics and every parent is advised to follow the code of conduct as given below :

1. Ensure that the diary is carried by your ward to the school every day. Check the diary for any entries from the school. Also use the diary for communication with the school.
2. Ensure you carry the Parent I- card/Escort Card to avoid unnecessary inconvenience to yourself. The entry of a parent will not be permitted without the Parent I-card.
3. Ensure that your ward has a proper breakfast(not just milk) before coming to the school.
4. Arrange for your ward to reach the school in time, at least 5 minutes before the school begins.
5. Children reporting later than 7:30 a.m. on regular school days will be sent back home.
6. Strict adherence to prescribed uniform, cleanliness and personal hygiene is to be ensured.
7. Please check the school website regularly for notifications and updates.
8. Intimate the school regarding any change in your address and telephone number(s). These are vital in the interest of the safety of the students.
9. Adhere to school rules with respect to visit timings/ security.
10. Don't criticize the teachers in the presence of your child.
11. Dignity should be maintained in the manner of dress when visiting the school.
12. Ensure your ward does not carry any electronic gadget/mobile phone/ objectionable literature to the school at any point of time. Once confiscated, these items will not be returned.
13. Be courteous to the school staff and polite in your interaction with anyone in the school.
14. Please make it a point to attend PTMs regularly on due dates and at scheduled time to discuss the progress of your ward.

15. In case of any urgent problem, you may meet the teacher concerned on any other working day with prior appointment.
16. Children will not be permitted to leave during school hours, except in case of an emergency.
17. Please do not send any gifts and eatables on your ward's birthday.
18. Leave application should be sent in advance or with the child when he/she joins school after the leave period.
19. A child suffering from an infectious or contagious disease should join school only after the mandatory period of quarantine is over.
20. It is important for the student to be in proper school uniform.
21. Lunch should be properly packed so that the notebooks and books are not stained or spoiled. The child must also carry a napkin along.
22. Care should be taken that a child does not attend school when he/she is unwell to avoid infecting others. Furthermore, he/she should not avail short leave, half day leave during the test/exam days unless there is an urgency.
23. In an academic session, 75% attendance is compulsory. If found short of attendance, the student will not be promoted to the next class. No separate reminder will be sent to the parents/student in this regard.
24. Regular Medical check up is undertaken by the School Medical Officer. Parents are requested to kindly do the follow-up (if any).

## THE BUDDY PROGRAM

'The Buddy Program' is a student support programme wherein a few students in each class, who need constant help and guidance in doing their daily lessons are identified. These students are then attached to a buddy, who is given a special badge in the assembly. The buddy takes the responsibility of his partner and helps him/her in completing all the tasks assigned by the teacher; including proper maintenance of the notebooks. Besides the badge, the buddy is also given a 'Code of Conduct' which he/she is expected to follow while dealing with their partner. This is a step towards improving the culture of the school and enhancing the self-esteem of both; the students and their peer tutors.



### **All Buddies must adhere to the following rules :**

- A buddy must be patient and understanding.
- He/She will keep a check on the work of the student assigned to him/her.
- He/She will also check his/her diary and make sure the Classwork and Homework have been noted down.
- A Buddy must help his/her friend to complete any unfinished/pending work.
- A Buddy must not dictate or dominate.

## Rules of Etiquette

- When asking for something, say “Please.”
- When receiving something, say “Thank you”.
- Do not comment on other people’s physical characteristics unless, of course, it’s to compliment them, which is always welcome.
- If you do need to get somebody’s attention right away, the phrase “excuse me” is the most polite way for you to enter the conversation.
- When people ask you how you are, answer them and then ask them how they are.
- When you have spent time at your friend’s house, remember to thank his or her parents for having you over and for the good time you had.
- When you make a phone call, introduce yourself first and then ask if you can speak with the person you intend to speak to.
- Be appreciative and say “thank you” for any gift or compliment you receive.
- If you bump into somebody, immediately say “Excuse me.”
- Do not make fun of anyone for any reason.
- Cough and sneeze into your bent elbow or handkerchief and say “Excuse Me”.
- As you walk through a door, look to see if you can hold it open for someone else.
- When someone helps you, say “Thank You”.



# LET'S EAT HEALTHY

## Balanced Diet

Balanced diet is one of the most important components in the overall development of the child but it alone is not enough. Physical exercise is also essential. Excess calories must be burnt to keep fit. Brisk walking, jogging, tennis, swimming or other vigorous sports are both energizing and relaxing.



Healthy tiffin facilitates growth and immunity.

Given below is a chart of various nutritious combinations that can make the packed lunch of your ward a more palatable and delightful experience.

<b>Day</b>	<b>:</b>	<b>Menu</b>
Monday	:	Stuffed Parantha (Potato, Cheese, Carrot, Cauliflower, Onion)
Tuesday	:	Fried Delights with Chutney (Cutlets, Pakoras, Cheelas, Pancake)
Wednesday	:	Sandwich (Corn, Mix Veg., Grilled, Cheesy, Capsicum)
Thursday	:	Mix Veg. Vermicelli
Friday	:	Mix Veg. Upma/Poha/Idli

## **Foods to be avoided:**

Noodles, Burgers, White Bread, Chips, Aerated drinks and other food items made with maida like cakes and pastries.

In order to incorporate all the food groups in a child's diet, we encourage the child to bring seasonal fruits and nuts as a second helping or supplement to be eaten in the 'Fruit and Nut Break' which is held at 8:20 a.m. everyday. Kindly ensure your ward carries one fruit and a handful of nuts daily.

**Remember : EAT HEALTHY, STAY HEALTHY**



# NEP 2020

## INDIA'S NATIONAL EDUCATION POLICY

The National Education Policy 2020 is the first education policy of the 21st century and aims to address the many growing developmental imperatives of our country. This Policy proposes the revision and revamping of all aspects of the education structure, including its regulation and governance, to create a new system that is aligned with the aspirational goals of 21st century education, including SDG4, while building upon India's traditions and value systems.

The National Education Policy lays particular emphasis on the development of the creative potential of each individual. It is based on the principle that education must develop not only cognitive capacities - both the 'foundational capacities' of literacy and numeracy and 'higher-order' cognitive capacities, such as critical thinking and problem solving – but also social, ethical, and emotional capacities and dispositions.

### The Vision of this Policy

The National Education Policy 2020 envisions to build a world-class Education System that is rooted in Indian ethos, and aligned with the principles of Equity, Quality, Access, Affordability and Accountability, to transform India into a global knowledge superpower.

### Aims and Objectives of this Policy:

- a. To restructure school curriculum and pedagogy in a new 5+3+3+4 design for holistic, integrated, enjoyable, and engaging learning.
- b. To include a strong base of Early Childhood Care and Education (ECCE) from age 3 for better overall learning, development, and well-being.
- c. To achieve universal foundational literacy and numeracy in all primary schools by 2025.
- d. To curtail dropout rates and ensuring universal access to education at all levels.
- e. To include hands-on learning, arts-integrated and sports-integrated education, story-telling-based pedagogy, among others, as standard pedagogy within each subject, and with explorations of relations among different subjects.
- f. To lay emphasis on conceptual understanding rather than rote learning and learning-for-exams.

- g. To empower students through flexibility in course choices at secondary level.
- h. To promote multilingualism and the power of language in teaching and learning.
- i. To instil life skills such as communication, cooperation, teamwork, and resilience in students.
- j. To promote values like empathy, respect for others, cleanliness, courtesy, democratic spirit, spirit of service, respect for public property, scientific temper, liberty, responsibility, pluralism, equality, and justice.
- k. To make education equitable and inclusive for all.

# ASSIGNMENTS & NOTES

Date
------


Date
------


# TIME - TABLE

Period	Mon	Tue	Wed	Thr	Fri
1					
2					
3					
4					
<b>LUNCH BREAK</b>					
5					
6					
7					
8					
9					

**TIME - TABLE**

<b>Period</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thr</b>	<b>Fri</b>
<b>1</b>					
<b>2</b>					
<b>3</b>					
<b>4</b>					
<b>LUNCH BREAK</b>					
<b>5</b>					
<b>6</b>					
<b>7</b>					
<b>8</b>					
<b>9</b>					

# LEAVE APPLICATION FORM

To  
The Class Teacher  
Bal Bharati Public School

Dear Sir/Madam,  
May I request leave of absence for my ward.....  
(of Class.....Section.....) as detailed below :

<b>Date From/To</b>	<b>No. of Days Leave</b>	<b>Reason(s) For Absence</b>	<b>Signature of the Parent/ Guardian</b>	<b>Signature of Class- Teacher</b>

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## YOUR ATTENTION PLEASE

Class Teacher's / Subject Teacher's Remark

Date	Remark	Signature of Parent / Guardian



## YOUR ATTENTION PLEASE

Class Teacher's / Subject Teacher's Remark

Date	Remark	Signature of Parent / Guardian

**Book/Notebook Not Brought**

<b>Date</b>	<b>Subject</b>	<b>Teacher's Signature</b>	<b>Parent/Guardian's Signature</b>



**PARENT'S REMARKS**

<b>Date</b>	<b>Remark</b>	<b>Signature of Parent/ Guardian</b>	<b>Signature of Teacher</b>

# CLASS LIBRARY RECORD

S. No	Month/ Date	Name of the Book	Name of the Author	Parent's Signature

# MY ACHIEVEMENTS (2022-23)

No	Name of the Competition	Inter School/ Intra Class	Date & Venue	Position	Teacher's Signature	Parent's Signature

## MY ACHIEVEMENTS (2022-23)

No	Name of the Competition	Inter School/ Intra Class	Date & Venue	Position	Teacher's Signature	Parent's Signature

## PROCTORIAL BOARD

SESSION : 2022-23

### OFFICE BEARERS

Head Boy		Head Girl	
Student's Name	Class & Sec.	Student's Name	Class & Sec.
Dhritil Thapar	V-B	Aradhya Aggarwal	V-B

Deputy Head Boys		Deputy Head Girls	
Student's Name	Class & Sec.	Student's Name	Class & Sec.
Ayaan Chowdhary	V-C	Adhira Sharma	V-F
Advay Gupta	V-G	Namya Malhotra	V-D

### SPORTS CAPTAIN

Student's Name	Class & Sec.
Kairav	V-B
Shanaya Duneja	V-C

### Prefects

Student's Name	Class & Sec.
Siddharth Taneja	V A
Vaanya	V A
Divena Singh	V A
Ayaana Chawla	V A
Aanya Saxena	V B
Asmi Bhatia	V B
Janya Kaur	V B



<b>Student's Name</b>	<b>Class &amp; Sec.</b>
Angad Singh	V C
Jasmehr Kaur	V C
Shreshtha Maity	V C
Kamakshi	V C
Kaatyayni Bisht	V D
Yahvi Dua	V D
Shubh Saini	V D
Janya Popli	V D
Aradhya Saxena	V E
Suhaan Taneja	V E
Jiannaa Nagpal	V E
Vedant Goel	V E
Mishika Kalra	V F
Shubh Malhotra	V F
Lineysha Gupta	V F
Reet Bhasin	V F
Kashhvi Sachdeva	V F
Ishya Jain	V G
Vedant Kathuria	V G
Shanaya Rajput	V G
Sparsh Prabhat	V G
Bhavya Talwar	V H
Keshav Rastogi	V H
Aaryan Jai Goyal	V H
Himakshi Arora	V H

## LIST OF HOLIDAYS

**Summer Vacations – PP-V : 17.05.2022- 03.07.2022**

**VI-XII : 23.05.2022 – 03.07.2022**

**Autumn Break – 03.10.2022 – 05.10.2022**

**Diwali Break – 24.10.2022 – 26.10.2022**

**Winter Break – 30.12.2022 – 08.01.2023**

<b>Date</b>	<b>Festivals &amp; Holidays</b>	<b>Days</b>
10 April 2022	Ram Navami	Sunday
14 April 2022	Mahavir & Ambedkar Jayanti	Thursday
15 April 2022	Good Friday	Friday
03 May 2022	Eid-ul-Fitr	Tuesday
16 May 2022	Budh Poornima	Monday
10 July 2022	Eid-ul-Zuha	Sunday
09 August 2022	Muharram	Tuesday
11 August 2022	Raksha Bandhan	Thursday
15 August 2022	Independence Day	Monday
19 August 2022	Janmashtami	Friday
02 October 2022	Gandhi Jayanti	Sunday
03 October 2022	Maha Asthami	Monday
04 October 2022	Maha Navami	Tuesday
05 October 2022	Dussehra	Wednesday
13 October 2022	Karwa Chauth	Thursday

22 October 2022	Dhan Teras	Saturday
23 October 2022	Chotti Diwali	Sunday
24 October 2022	Diwali	Monday
25 October 2022	Govardhan Puja	Tuesday
26 October 2022	Bhai Duj	Wednesday
30 October 2022	Chhath Puja	Sunday
08 November 2022	Guru Nanak Jayanti	Tuesday
25 December 2022	Christmas	Sunday
26 January 2023	Republic Day	Thursday
18 February 2023	Maha Shivaratri	Saturday
07 & 08 March 2023	Holi	Tuesday & Wednesday

# STAFF DUTY LIST

Session : 2022-23

- **Class Coordinators**

Ms Monisha Malik Sabharwal      Class IV

Ms Preeti Saxena                      Class V

## **Clubs**

Ms Ritu Narang                      Coordinator

### **Astronomy Club**

Ms Pinky Ghati

Ms Drishti Pupreja

### **Children for International Community Club (Global Activities)**

Ms Ritu Narang

Ms Medhavi Batra

### **Dramatics**

Ms Sumanya Sehgal

### **Environment Club**

Ms Sonia Sharma

Ms Ashima Kukreja

### **Health, Wellness Club and Safety Club**

Ms Shweta Gupta

Mr Rahul

### **Interact Club**

Ms Arushi Gosain

Ms Ashima Kukreja

### **Literary Club**

Ms Gurnoor Sahni

Ms Medhavi Batra

### **Performing Arts Club**

Ms Garima Gupta

Ms Suchita Majumdar

### **Photography Club**

Ms. Sugeet Malhotra

### **Prayas Club**

New Teacher

### **Quizzing Club**

Ms Sunanda Sharma

Ms Medhavi Batra

### **Tod Fod Jod Club**

Ms Sunanda Sharma

Ms Drishti Pupreja

### **Vernacular Club**

Ms Sunanda Sharma

Ms Arushi Gosain

- **Disaster Management**

Ms Preeti Saxena

Ms Monisha Malik Sabharwal

Ms Shweta Gupta

- **Display Boards**

Ms Satwinder Kaur

All Class Teachers

- **Examination**

Ms Sonia Sharma – In-charge

Ms Jyoti Singh – In-charge

Ms Pinky Ghata

Ms Sugeet Malhotra

Mr Pankaj

- **External Exam**

Ms Mamta Madan

Ms Drishti Pupreja

- **H.T. PACE / Times NIE**  
Ms Ritu Narang  
Ms Arushi Gosain
- **Inter House Activities**  
Ms Sheetal Puri – Coordinator  
Ms Garima Gupta  
All House Masters
- **Inter School Activities**  
Ms Agrita Khandelwal – Coordinator  
Ms Sheetal Puri  
Ms Satwinder Kaur
- **Morning Assembly**  
Ms Sonia Sharma  
Ms Garima Gupta  
Ms Shweta Gupta
- **Proctorial Board**  
Ms Ritu Narang – Coordinator  
Ms Jyoti Singh  
Ms Shweta Gupta
- **Publication Committee (Diary, Newsletter, Sagarika, Souvenir, Social Media)**  
Ms Sheetal Puri  
Ms Monisha Malik Sabharwal  
Ms Sonia Sharma  
Ms Sumanya Sehgal  
Ms Sugeet Malhotra  
Ms Gurnoor Sahni
- **Smart Class Programme**  
Ms Sumanya Sehgal

- **Staff Room Incharge**

Ms Jyoti Singh

Ms Suchita Majumdar

- **Subject Heads**

English

Ms Sheetal Puri

Hindi

Ms Sonia Sharma

Math

Ms Agrita Khandelwal

S St

Ms Jyoti Singh

G Sc

Ms Preeti Saxena

- **Timetable / Leave Arrangement**

Ms Agrita Khandelwal

Ms Mamta Madan

- **Tours / Excursions**

Ms Mamta Madan

Ms Ashima Kukreja

- **Workshops - Teachers' & Students'**

Ms Sapna Chugh

Ms Monisha Malik Sabharwal

Ms Arushi Gosain

## LIST OF CLASS TEACHERS

Session : 2022-2023

### CLASS - IV

<b>Class Coordinator : Ms Monisha Malik Sabharwal</b>	
IV A	Ms Mamta Madan
IV B	Ms Sheetal Puri
IV C	Ms Sugeet Malhotra
IV D	Ms Ritu Narang
IV E	Ms Pinky Ghati
IV F	Ms Ashima Kukreja
IV G	Ms Sumanya Sehgal
IV H	Ms Agrita Khandelwal

### CLASS - V

<b>Class Coordinator : Ms Preeti Saxena</b>	
V A	Ms Sonia Sharma
V B	Ms Gurnoor Sahni
V C	Ms Jyoti Singh
V D	Ms Arushi Gosain
V E	Ms Medhavi Batra
V F	Ms Drishti Pupreja
V G	Ms Sunanda Sharma
V H	Ms Shweta Gupta

### CULTURAL ACTIVITIES/SPORTS

Art	-	Ms Satwinder Kaur
Computer	-	Ms Sugeet Malhotra
Dance	-	Ms Suchita Mojumdar
Physical Education	-	Ms Shweta Gupta
Vocal Music	-	Ms Garima Gupta
Yoga	-	Mr Rahul



## HOUSE SYSTEM

House	Motto	Vision & Mission
Abhimanyu	Courage is Destiny	Never give up! Traverse the unknown and conquer the impossible with courage.
Ashoka	Peace and non-violence is eternal	Non-Violence is the ultimate goal of the ocean of humanity. Believe it. Live it.
C. V. Raman	Knowledge is power	Imagination, education & experience are the keys to knowledge. Let this light burn forever.
Jawahar	Duty and honour towards country	Duty and honour reverently dictates what you ought to be, what you can be, what you will be.
Mother Teresa	Compassion cures humanity	Let the candle of compassion illuminate the world bringing joy and cheer to every heart.
Shastri	Dignity of labour	Hardwork is reward, hardwork is strength. It is the purpose of every life.
Shivaji	Embrace the world with a brave spirit	Bravery is the true fire of one's soul. It strengthens and defines all.
Subhash	Let freedom dwell in each soul	Be yourself. Acquire wings to reach the pinnacle. Let the whole world watch you as you walk where your heart leads you.

## HOUSE MASTERS

SESSION : 2022-23

**COORDINATOR : MS. SHEETAL PURI**

- **ABHIMANYU**  
Ms. Jyoti Singh  
Ms. Arushi Gosain
- **ASHOKA**  
Ms. Sonia Sharma  
Ms. Mamta Madan
- **C V Raman**  
Ms. Pinky Ghati  
Ms. Sumanya Sehgal
- **JAWAHAR**  
Ms. Preeti Saxena  
Ms Gurnoor Sahani
- **MOTHER TERESA**  
Ms. Monisha Malik Sabharwal  
Ms. Drishti Pupreja
- **SHASTRI**  
Ms. Sunanda Sharma  
Ms Ashima Kukreja
- **SHIVAJI**  
Ms. Ritu Narang  
Ms. Medhavi Batra
- **SUBHASH**  
Ms. Agrita Khandelwal  
Ms. Sugeet Malhotra

## Inter House Activities

Session : 2022-23

Theme: United Nations Sustainable Development Goals

S No	Month	SDG Goal	Competition	Name of the Competition/Activity
1.	May 5,22	<ul style="list-style-type: none"><li>• Zero Hunger</li><li>• No Poverty</li></ul>	Poster Making	Food for All
2	Jul 14, 22	<ul style="list-style-type: none"><li>• Good Health and Well being</li></ul>	Presentation on Microsoft SWAY	Wellness: Key to Happiness
3	Aug 25, 22	<ul style="list-style-type: none"><li>• Climate Action</li></ul>	TED Talk Competition	Climate Change: Biggest threat to future generations.
4	Sep 15, 22	<ul style="list-style-type: none"><li>• Quality Education</li></ul>	Poetry Recitation	Shiksha- Ek Amulya Ratna
5	Oct 27, 22	<ul style="list-style-type: none"><li>• Gender Equality</li></ul>	Dance Competition	Empowered Women Empower Nations.
6	Nov 17, 22	<ul style="list-style-type: none"><li>• Life Below Water and on Land</li></ul>	Vocal Music Competition	Prakriti Sanrakshan ka Gaan :Hum Sabka Maan
7	Jan 19, 23	<ul style="list-style-type: none"><li>• Any of the SDG's charted for the year</li></ul>	Fancy Dress/ Role Play	Be the Change
8	Feb 09, 23	<ul style="list-style-type: none"><li>• Clean water and Sanitation</li><li>• Affordable and Clean Energy</li><li>• Sustainable cities and communities</li></ul>	Inter House Quiz	Keep your city green and clean.

**SCHEDULE AND THEME FOR MORNING ASSEMBLY**  
**Session : 2022-2023**

<b>Class/Sec.</b>	<b>Date</b>	<b>Theme Of The Assembly</b>
V A	08.04.22	Health is Wealth
V B	22.04.22	Invest in Our Planet
V C	29.04.22	Perseverance
V D	06.05.22	Mother's Day
V E	13.05.22	Good Deeds come back to you.
V F	08.07.22	Awareness of Pollution
V G	15.07.22	Vibrant India
V H	22.07.22	Healthy Mind Resides in a Healthy Body
IV A	29.07.22	Monsoon Glory
IV B	05.08.22	The World is beautiful with friends.
IV C	12.08.22	Independence Day
IV D	18.08.22	Janmashtami
IV E	26.08.22	Science Saves Lives
IV F	02.09.22	Teachers' Day
IV G	09.09.22	Self-Discipline is the best Discipline
IV H	16.09.22	Life Below Water
V A	23.09.22	Clean Water and Sanitation
V B	30.09.22	Bharat-An Amalgam of History and Traditions
V C	07.10.22	Peace and love
V D	14.10.22	World Students' Day
V E	21.10.22	Festivals of Light

<b>Class/Sec.</b>	<b>Date</b>	<b>Theme Of The Assembly</b>
V F	28.10.22	Chatt Celebrations
V G	04.11.22	Conservation of Nature
V H	11.11.22	Children's Day
IV A	18.11.22	Climate Action
IV B	25.11.22	Affordable and Clean Energy
IV C	02.12.22	Indian Armed Forces Day
IV D	09.12.22	Switch off to switch on bright future
IV E	16.12.22	Manners Maketh the Man
IV F	23.12.22	Christmas Celebration
IV G	13.01.23	Harvest Festival
IV H	20.01.23	Republic Day
V A	27.1.23	Teamwork is the Key to Success
V B	03.02.23	Gender Equality
V C	10.02.23	Social Media
V D	17.02.23	Maha Shivratri
V E	24.02.23	Spring Season

## EXAMINATION PLAN

**SESSION : 2022-23**

With a paradigm shift in education, we endeavour to bring about holistic growth of students. There is no yardstick to measure the ability or talent of a child, each child is unique and gifted. However, assessment is an integral part of instruction to assess the learning outcomes of students in different dimensions; We have adopted a policy which helps to measure student's achievement across various skills. The salient features of Examination Plan are listed below:

- The academic session comprises of four exams.
- The Periodic Test 1 carries a weightage of 10 marks
- The Midterm, Periodic Test 2 and Annual Exams carry a weightage of 30 marks each.
- Besides the above, co – scholastic achievements of students are assessed by the respective activity teachers.

The detailed plan of marks of each exam and the skills assessed is given below :

Exam.	Subject	Assessment of text Through Written Test		Assessment of Other Skills (Marks)	Total Marks Each Cycle Per Subject
		Test Marks	Weightage of Marks		
Periodic Test 1	English Hindi G. Sci. S. St. Maths	10	5	Project Work     5	10

Exam.	Subject	Assessment of text Through Written Test		Assessment of Other Skills (Marks)			Total Marks Each Cycle Per Subject
		Test Marks	Weightage of Marks	Project Work	Subject Enrichment Activities (Subject specific application activities)	Class Performance (Notebook assessment, Participation in class discussion, adjustment to class environment)	
Mid Term	English Hindi G. Sci. S. St. Maths	30	15	5	5	5	30
		30	15	5	5	5	30
Periodic Test II	English Hindi G. Sci. S. St. Maths	30	15	5	5	5	30

Exam.	Subject	Assessment of text Through Written Test		Assessment of Other Skills (Marks)			Total Marks Each Cycle Per Subject
		Test Marks	Weightage of Marks	Project Work	Subject Enrichment Activities (Subject specific application activities)	Class Performance (Notebook assessment, Participation in class discussion, adjustment to class environment)	
Final Exam.	English Hindi G. Sci. S. St. Maths	30	15	5	5	5	30
Total		50			50		100

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)



<b>Co-Scholastic Subjects :</b>	
Subject	Parameters of Assessment
Computer	Regularity, Theoretical Knowledge, Active Participation, Application Skills, Practical Knowledge, Class Response
General Knowledge	Inquisitiveness, Participation in group discussion, Testing of Theoretical Knowledge, General Awareness about School, Interest in the subject, Current Affairs
Dance	Regularity, Theoretical Knowledge, Sincere participation, Taal Work, Output and Teamwork, Presentation
Vocal Music	Regularity, Theoretical Knowledge, Active Participation, Sur, Taal, Practical Knowledge
Phy. Edu	Regularity, Theoretical Knowledge, Active Participation, Physical Fitness, Skill based Knowledge, Discipline
Art	Regularity, Originality of Work, Ability to correlate art with real life objects, Aesthetic Sensibility, Active Participation, Colouring and Execution
Yoga	Regularity, Keeness and Interest in Yogic Activities, Stability in Posture, Correct Posture, Command in Pranayama, Execution of Asanas.

Grade	Connotation
A	Exemplary
B	Proficient
C	Developing
D	Emerging
E	Beginner

# CYCLE TEST SCHEDULE

Session : 2022 - 2023

Class IV - V

<b>I CYCLE</b>		
Date	Day	Subject
July 11, 2022	Monday	Hindi
July 12, 2022	Tuesday	S.St
July 13, 2022	Wednesday	G.Science
July 14, 2022	Thursday	English
July 15, 2022	Friday	Maths
<b>Result Declaration – July 30, 2022</b>		
<b>II CYCLE</b>		
Date	Day	Subject
August 08, 2022	Monday	Computer
August 22, 2022	Monday	GK.
August 29, 2022	Monday	Hindi
September 06, 2022	Tuesday	S.St
September 12, 2022	Monday	G.Science
September 19, 2022	Monday	English
September 26, 2022	Monday	Maths
<b>Result Declaration - October 15, 2022</b>		
<b>III CYCLE</b>		
Date	Day	Subject
November 14, 2022	Monday	Hindi
November 21, 2022	Monday	S.St
November 28, 2022	Monday	G.Science
December 05, 2022	Monday	English
December 12, 2022	Monday	Maths

**Result Declaration - December 29, 2022**

## **CYCLE TEST SCHEDULE**

**Session : 2022 - 2023**

**Class IV - V**

<b>IV CYCLE</b>		
<b>Date</b>	<b>Day</b>	<b>Subjects</b>
January 23, 2023	Monday	Computer
January 30, 2023	Monday	GK.
February 06, 2023	Monday	Hindi
February 13, 2023	Monday	S.St
February 20, 2023	Monday	G.Science
February 27, 2023	Monday	English
March 06, 2023	Monday	Maths

**Result Declaration – To be Announced Later**

## ACTIVITY TEST SCHEDULE

SESSION : 2022-2023

<b>II CYCLE</b>		
<b>DATE</b>	<b>DAYS</b>	<b>CLASS IV &amp; V</b>
July 20 -22, 2022	Wed. - Fri.	Hindi Activity
July 27 - 29, 2022	Wed. - Fri.	S.St Activity
August 03 -05, 2022	Wed. - Fri.	G.Science Activity
August 10 -12, 2022	Wed. - Fri.	English Activity
August 16 -18, 2022	Tues. - Thur.	Maths Activity
<b>III CYCLE</b>		
<b>DATE</b>	<b>DAYS</b>	<b>SUBJECT</b>
September 28 - 30, 2022	Wed. - Fri.	Hindi Activity
October 06 - 07, 2022	Thur. - Fri.	S.St Activity
October 12 - 14, 2022	Wed. - Fri.	G. Science Activity
October 19 - 21, 2022	Wed. - Fri.	English Activity
October 27 - 28, 2022	Thur. - Fri.	Maths Activity
<b>IV CYCLE</b>		
<b>DATE</b>	<b>DAYS</b>	<b>SUBJECT</b>
December 21 -23, 2022	Wed. - Fri.	Hindi Activity
December 27 - 28, 2022	Tues. - Fri.	S.St Activity
January 11-13, 2023	Wed. - Fri.	G. Science Activity
January 18 -20, 2023	Wed. - Fri.	English Activity
January 25 -27, 2023	Wed. - Fri.	Maths Activity

## SCHEDULE FOR PARENT TEACHER MEETING

### SESSION : 2022-23

<b>Date</b>	<b>Day</b>	<b>Agenda</b>
May 21, 2022	Saturday	General Interaction
July 30, 2022	Saturday	First Cycle Result Declaration
August 20, 2022	Saturday	General Interaction
October 15, 2022	Saturday	Second Cycle Result Declaration
November 19, 2022	Saturday	General Interaction
December 29, 2022	Saturday	Third Cycle Result Declaration
January 21, 2023	Saturday	General Interaction

**Fourth Cycle Result Declaration date to be announced later**

## School Functions (2022-2023)

S.No	Function	Date	Day
1	Satarambh	08.04.2022	Friday
2	Art & Craft Workshop	21-23.04.2022	Tuesday-Thursday
3	Annual Exhibition (PR)	16.07.2022	Saturday
4	PULSE	20-23.07.2022	Wednesday-Saturday
5	Art Exhibition (GR)	30.07.2022	Saturday
6	Hindi Play	06.08.2022	Saturday
7	Investiture Ceremony	20.08.2022	Saturday
8	Independence Day Celebration	15.08.2022	Monday
9	Teachers' Day	05.09.2022	Monday
10	Splendour	17.09.2022	Saturday
11	MUN-Intra BBPS, GRH	29.10.2022	Saturday
12	Technovanza	04.11.2022	Friday
13	Winter Carnival 2022	18.12.2022	Sunday
14	Annual Staff Gathering	29.12.2022	Thursday
15	Republic Day Celebration	26.01.2023	Thursday

## ACKNOWLEDGEMENT FORM

I, \_\_\_\_\_

parent of \_\_\_\_\_

(Admin. No. \_\_\_\_\_) studying in class \_\_\_\_\_

have read and understood all the information given in the school diary. I agree to abide by the rules and regulations of the school as stated herewith.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_