

Student Diary

2023 - 24



Bal Bharati
PUBLIC SCHOOL

IV - V

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

Email : bbpsgrh@balbharati.org

Website : bbpsgr.balbharati.org

Tel. : 25786897, 25760566, 25741157, 25782419

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 the child a responsible, law abiding and enlightened citizen 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

According to John Holt, the famous educationist "School is a place in which all children grow not just in size, not even in knowledge, but in curiosity, courage, confidence, independence, resourcefulness, resilience, patience, competence and understanding".

Dear Parents,

Hearty greetings! This almanac is a happy harbinger marking the smooth annual transition to a new school session. I extend a warm welcome to each one of you. It is with enthusiasm and effective preparation that we embrace the session 2023-24, with all its unique challenges and demands. This school diary further cements the collaborative endeavour that we are engaged in, with all our stakeholders.

Our school's presence in the educational arena remains strong and undimmed. 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 adhere to rules and regulations, as well as norms and practices set by the school. Our school provides the foundation needed to view the world as a limitless space providing innumerable opportunities to shine. Experiential learning, development of skills and a deep sense of mindfulness, gratitude and compassion are the objectives deeply woven into our system. We recognize the need to go beyond the emphasis on academics and encourage our students to emerge as independent thinkers. 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.

Education is a shared commitment among motivated students, dedicated teachers and enthusiastic parents with high expectations. We strive to provide education that explores, challenges, and grooms every aspect of the child's personality. While we are determined to provide seamless learning targeted towards excellent academic performance through the incorporation of the latest teaching approaches, we also ensure that we are actively working on the physical, social, emotional, and spiritual training of our children

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.

Our teachers are professionally equipped to develop adapt and modify curriculum content, pedagogy and assessment which suit the needs and aspirations of our students. We work towards a holistic, experiential, integrated, student-centred educational system that helps to improve the creativity, critical thinking, and problem-solving skills of our young learners. This equips them for the ever-changing employment dynamics and global ecosystems. We educate our children to change the world through peace, empathy, and fraternity and place great emphasis on inner values

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. We believe that all children can learn. We commit ourselves to nurturing the potential in each child. Our teachers help students to test their ideas, draw conclusions & inferences in a collaborative learning environment which transforms the students to become active participants in the learning process.

Our sincere gratitude to all the stakeholders for keeping your trust and belief in the school. We will continue with the spirit of inculcating ethics & ethos in young minds. Wishing all a happy and successful journey of learning!



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 2023-24**

Student's NameClass/Sec.

Health Card Number.....

Family Doctor Ph. No.....

Blood Group.....Age as on 31 March 2023.....

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

Major or Minor Surgery undergone, if anyDate 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 sports 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)

Mr. L.V. Sehgal	Principal
Ms. Vinita Dhawan	Vice-Principal
Ms. Nita Nijhara	Headmistress
Ms. Reetu Dawar	Headmistress
Ms. Juhi Grover	Headmistress
Ms. Sapna Bahl	Chief Coordinator
Ms. Deepika Bhola	Senior Accounts Officer
Class Teacher/Counsellor/ Special Educator	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, शांति और समृद्धि बनाए रखें।

ओ३म् शांति, शांति, शांति।

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

All the students must come to school in proper 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 Uniform

Boys & Girls

1. Half sleeves green colour T-shirt with school logo and stripes.
2. Navy blue track pants with school logo and stripes.
3. Socks –Green colour with stripes.
4. Shoes – Black colour Sports Shoes (Action, Bata, Reebok).
5. White turban for Sikh students.
6. Ribbon, hair band (White).

Winter Uniform

Boys & Girls

1. Full sleeves green colour T-shirt with school logo and stripes
2. Navy blue track pants with school logo and stripes.
3. Pullover
4. Navy blue jacket with school logo.
5. Socks –Blue colour with stripes.
6. Shoes – Black colour Sports Shoes (Action, Bata, Reebok).

SCHEDULE FOR FEE PAYMENT
FEE STRUCTURE 2023-2024

S. No.	Particulars	PS	PP to II	III to V	VI to VIII	IX - X	XI-XII
1.	Regn. Fee (One-Time)	25	25	25	25	25	25
2.	Admission Fee (One-Time)	200	200	200	200	200	200
3.	Tuition Fee (P.M.)	7400	6570	6570	7280	7560	7560
4.	Development Fee (P.M.)	925	820	820	910	945	945
5.	SCP Fee (P.M.)	120	120	120	120	120	120
6.	Activity Fee (P.M.)	310	310	310	310	310	310
7.	Annual Charges (P.A.)	10000	10000	10000	10000	10000	10000
8.	Misc. Charges (P.A.)	455	455	780	780	780	780
9.	Science Fee (Opt.)	-	-	-	-	-	75
10.	Computer Fee (Opt.)	-	-	-	-	-	75

Fee structure is also available at the school website.

NOTE :

- a) No change in Admission Fee/Reg. Fee/Caution money as directed by Department of Education.
- b) Activity fee for Orientation Programme and Activity Fee for Skill Development amounting to Rs.17000/-are charged at the time of Admission only.

The School Policy for fee payment is as follows :

- a) The school will be raising the bills for fee on quarterly basis around 10th of the first month of every quarter.
- b) The parents will have to pay the fee by 30th of that month. In case the due amount is not paid by the parent in above mentioned time period, the following fine is proposed to be charged for the late payment of fee :

Particulars	Amount (Rs.)
From 1st day of the Second month of quarter till 15th of the said month	Rs. 500/-
For further delay upto 30th of the second month of the quarter	Rs. 750/-
For further delay upto 30th day of the last month of quarter	Rs. 1000/-
If still the amount is outstanding, then the school shall be initiating the appropriate proceedings and action under the DSEAR 1973 for striking off the name of the student. Readmission may be granted by charging the entire pending dues with fine calculated as per the above details.	

- c. Cheque returned by the bank for any reason will be treated as Non-payment. New payment to be made by Pay Order only together with penalty of Rs. 500/- and corresponding late fee fine.
- d. All dues should be cleared before the commencement of Annual Examination.

MODE OF PAYMENT OF FEES :

Fee can be paid either online or by cheque/DD drawn in favour of "BAL BHARATI PUBLIC SCHOOL" or by opting for ECS mode. The procedure for making Online payment is as follows :-

1. Login to the School website : <https://bbpsgr.balbharati.org/>
2. Click the Tab- "Bharati Connect"
3. Click the first option to login to Parent Portal. The username is the Student Id/Admission no. of the student and the Password is the registered Mobile number of either of the parents. Then Click the Payment Portal Tab to make online payment.
4. One can also click the Payment Portal Tab directly on Bharati Connect to make Online Payment.

FOR ECS STUDENTS :-

1. ECS usually runs around 15th of the first month of each quarter (Specific Dates will be notified in each quarter).
2. In case the ECS fails , Fee will have to be paid either online or by cheque/DD drawn in favour of "Bal Bharati Public School".
3. To stop ECS or change the ECS Mandate, a prior notice of at least 15 days before the next ECS run is required.

The First Fee payable at the time of admission is to be paid only through a Demand Draft or Payorder.

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>ee</i> <i>safety</i>
<i>A</i>	<i>im</i> <i>safety</i>
<i>F</i>	<i>ollow</i> <i>safety</i>
<i>E</i>	<i>nsure</i> <i>safety</i>
<i>T</i>	<i>each</i> <i>safety</i>
<i>Y</i>	<i>ield</i> <i>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.

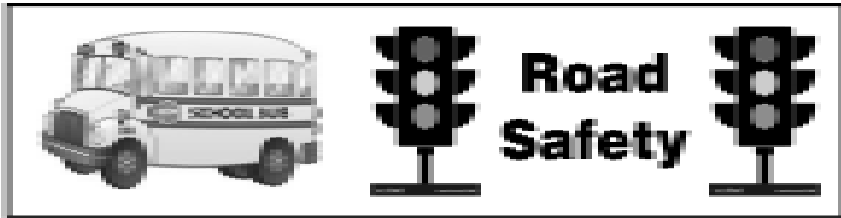
The students are expected to :

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 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 the 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 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 suspension period of two weeks.

2. Major breaches (like cyber bullying, identity theft etc.) of this policy will result in 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 beyond 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.

Note :

Parents, Students and teachers can access the ‘**Cyber Safety**’ for students on the school **website : bbpsgr.balbharati.org**, under the tab ‘Essential info. followed by ‘Policies and Committees’.

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 ₹ 150/- 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.

Note :

Parents, Students and teachers can access the '**Code of Conduct**' for students on the school **website : bbpsgr.balbharati.org**, under the tab 'Essential info. followed by 'Policies and Committees'.

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).

Note :

Parents, Students and teachers can access the '**Code of Parents**' for parents on the school **website : bbpsgr.balbharati.org**, under the tab 'Essential info. followed by 'Policies and Committees'.

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.

Day	:	Menu
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.

BUS ROUTES

BB-01	
1	West Patel Arora Paneer
2	West Patel Nagar Payal Paints
3	West Patel Nagar Bhatia Nursing Home
4	WPN School Corner 28 Block
5	West Pagel Nagar Mcd School/ Jyoti Store
6	WPN 24 Block
7	West Patel Nagar Patel Park
BB-02	
1	West Patel Nagar Uppal Stationairy
2	WPN Bank Of India
3	WPN Patel Hospital
4	EPN Chawla Park
5	West Patel Nagar Mother Diary
6	Prashad Nagar Police Station
7	Prasad Nagar Mig Flat
BB-03	
1	Shankar Road
2	Pusa Gate
3	Kaveri Apartment
4	Pusa Campus
5	Pusa Dms
6	ITI Gate Exit
7	Gate No 2 Krishi Kunj
8	Naraina Flyover
9	Smart Point G Block Naraina
10	F Block Gate No 2 Near Sanatam Dharm Mandir

11	Gurudwara Naraina
12	Mansarover Garden Mercury Dry Cleaner
13	Mansarover Garden D-7
BB-04	
1	Shankar Road
2	A Block Inderpuri
3	Inderpuri B Blk
BB-05	
1	Hari Nagar Swarg Ashram
2	Subhash Nagar Circle
3	Rajouri Garden Mother Diary
4	Rajouri Garden Metro Station
5	Kukreja Hospital
6	Raja Garden Metro Pillar No 375
BB-06	
1	Bali Nagar Khetarpal Hospital
2	Ramesh Nagar Metro Station
3	Maruti Showroom Ratan Park
4	Ramesh Nagar Sweet Corner
5	Ramesh Nagar Ghunghru
6	Ramesh Nagar Gurudwara
7	Ramesh Nagar Hanuman Mandir
BB-07	
1	Kriti Nagar Supas Restraunt
2	Kirti Nagar F Blk Union Bank
3	Kirti Nagar Circle
4	Kirti Nagar Atm
5	Kriti Nagar Sheel Property

BUS ROUTES

BB-08
1 Dev Nagar Kikarwala Chowk
2 Haryana Dairy Dev Nagar
3 Khalsa College Red Light
4 Axis Bank Dev Nagar
5 Anand Parbat Hdfc Bank
6 Sarai Rohilla, Sweet Shop Opp. Thana
7 Shastri Nagar, Mandir
8 Pratap Nagar
9 Kishanganj Dispensary
10 Vivekanand Puri (Vaishali Dry Cleaner)
11 Ashok Vihar Water Tank
12 Laxmi Bai College Main Road Ashok Vihar
13 Ashok Vihar -Montfort School
BB-10
1 Faiz Road
2 New Rohtak Road Jain Petrol Pump
3 New Rohtak Road Jeewanmala Hospital
4 D Mart New Rohtak Road
5 New Rohtak Road Reliance Fresh
6 New Rohtak Rd Hyundai Showroom
7 DDA Flats Gulabi Bagh
8 Shastri Nagar Lal Pyao
9 Nangia Park Shakti Nagar

10 Ghanta Ghar
11 Kamla Nagar Satyawati Store
12 Malka Ganj (Red Light)
13 Hans Raj College
BB-11
1 BBPS-PR
2 BBPS-GR
3 New Rohtak Road Amaryyllis Aparment
BB-13
1 West Patel Nagar Bus Stop
2 Patel Nagar Metro Station Pillar No. 192
3 Shadipur Petrol Pump
4 Dlf Capital Green Moti Nagar
5 Karampura Jhulelal Mandir
6 Moti Nagar Opp. Fruit Market
7 Punjabi Bagh Epb Shiv Mandir
8 Bhagwan Das Nagar Circle
9 West Punjab Bagh Shivaji Park
10 EPB Club Road-Morden Bazar
GR-8 (SCHOOL BUS)
1 BBPS PR
2 Filmistan (Fire Station)
3 Dcm (Bus Stand)
4 Azad Mkt (Masjid)
5 Roshnara Road(Mandir,Kunji Halwai)
6 R.P.Bagh (SBI)

BUS ROUTES

7	Nanak Piyau
8	Kalyan Vihar(Gupta Colony) (Main Gate) (Main Road)
9	Kirpaal Bagh (Main Road)
10	Derawala Ngr (Malwa Taxi Stand)
11	Model Town (Chatersal Stadium)
GR-9 (SCHOOL BUS)	
1	BBPS-PR
2	New Rajinder Nagar (Community Centre)
3	New Rajinder Nagar (Nehru Park)
4	New Rajinder Nagar (Double Story)
5	Todaypur Village (Traffic Head Qtr)

6	Naraina Main Road
7	Rajouri Gdn Relaxo
8	Rajouri Gdn Hdfe Red Light
9	LIG Flats Rajouri Garden
10	Mother Dairy Mig Flats Rajouri
11	Tagore Garden Metro Station
12	Kukreja Hospital Tagore Garden
13	Metro Station Rajouri Garden
BB-11	
1	BBPS-PR
2	BBPS-GR
3	New Rohtak Road Amaryyllis Aparment

* **Bus routes are subject to change.**

ASSIGNMENTS & NOTES

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TIME - TABLE

Period	Mon	Tue	Wed	Thr	Fri
1					
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3					
4					
LUNCHBREAK					
5					
6					
7					
8					
9					

TIME - TABLE

Period	Mon	Tue	Wed	Thr	Fri
1					
2					
3					
4					
LUNCH BREAK					
5					
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9					

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 :

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

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

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

LIST OF HOLIDAYS

Summer Vacations – 15.05.2023- 02.07.2023

Autumn Break – 21.10.2023 – 24.10.2023

Diwali Break – 11.11.2023 – 15.11.2023

Winter Break – 30.12.2023 – 10.01.2024

Date	Festivals & Holidays	Days
04 April 2023	Mahavir Jayanti	Tuesday
07 April 2023	Good Friday	Friday
14 April 2023	Ambedkar Jayanti	Friday
22 April 2023	Eid-ul-Fitr	Saturday
05 May 2023	Buddha Purnima	Friday
29 June 2023	Eid-ul-Zuha	Thursday
29 July 2023	Muharrum	Saturday
15 August 2023	Independence Day	Tuesday
30 August 2023	Rakha Bandhan	Wednesday
06 September 2023	Janmashtami	Wednesday
28 September 2023	Eid-e-Milad	Thursday
02 October 2023	Gandhi Jayanti	Monday
21 October 2023	Saptami	Saturday
22 October 2023	Ashtami	Sunday
23 October 2023	Maha Navami	Monday
24 October 2023	Dussehra	Tuesday

01 November 2023	Karwa Chauth	Wednesday
11 November 2023	Diwali	Saturday
12 November 2023	Diwali	Sunday
13 November 2023	Goverdhan Puja	Monday
14 November 2023	Holiday	Tuesday
15 November 2023	Bhai Dooj	Wednesday
19 November 2023	Chhath Puja	Sunday
27 November 2023	Guru Nanak Jayanti	Monday
25 December 2023	Christmas	Monday
26 January 2024	Republic Day	Friday
8 March 2024	Maha Shivaratri	Friday
24 March 2023	Holika Dahan	Sunday
25 March 2024	Holi	Monday
29 March 2024	Good Friday	Friday

Performing Arts Club

Ms Garima Gupta

Ms Suchita Majumdar

Photography Club

Ms. Sugeet Malhotra

Ms Medhavi Batra

Quizzing Club

Ms Pinky Ghati

Ms Sunanda Sharma

Tod Fod Jod Club

Ms Sunanda Sharma

Ms Drishti Pupreja

Vernacular Club

Ms Arushi Gosain

Ms Medhavi Batra

- **Disaster Management**

Ms Agrita Khandelwal

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 Ghati

Ms Sugeet Malhotra

Mr Pankaj Kumar

- **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 Preeti Saxena – 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 Sonia Sharma
Ms Monisha Malik Sabharwal
Ms Satwinder Kaur
Ms Sugeet Malhotra
Ms Sumanya Sehgal
Ms Gurnoor Sahni
- **Smart Class Programme**
Ms Sumanya Sehgal

- **Solan Trip Co-ordinator**

Ms Ritu Narang

- **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 Preeti Saxena

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

CLASS - IV

Class Coordinator : Ms Agrita Khandelwal	
IV A	Ms Preeti Saxena
IV B	Ms Sonia Sharma
IV C	Ms Ashima Kukreja
IV D	Ms Gurnoor Sahni
IV E	Ms Arushi Gosain
IV F	Ms Medhavi Batra
IV G	Ms Drishti Pupreja
IV H	Ms Sunanda Sharma

CLASS - V

Class Coordinator : Ms Monisha Malik Sabharwal	
V A	Ms Mamta Madan
V B	Ms Sheetal Puri
V C	Ms Sugeet Malhotra
V D	Ms Ritu Narang
V E	Ms Pinky Ghata
V F	Ms Shweta Gupta
V G	Ms Sumanya Sehgal
V H	Ms Jyoti Singh

Special Educator : Ms Sonali Sehgal

ACTIVITY TEACHERS

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

PROCTORIAL BOARD

OFFICE BEARERS

Head Boy		Head Girl	
Student's Name	Class & Sec.	Student's Name	Class & Sec.
Atharv Arora	V-F	Riddhima Jain	V-H

Deputy Head Boys		Deputy Head Girls	
Student's Name	Class & Sec.	Student's Name	Class & Sec.
Ansh Chaudhary	V-B	Shanaya Sharma	V-G
Shrivastava Misra	V-B	Erishka Grover	V-F

SPORTS CAPTAIN

Student's Name	Class & Sec.
Ditvi Aggarwal	V-H
Shourya Gupta	V-C

Prefects

Student's Name	Class & Sec.
Aarohi Gupta	V A
Aashmi Khandelwal	V A
Peehu Bhardwaj	V A
Ivaan Sehgal	V A
Jasnoor Singh Anand	VB
Shabd Ahluwalia	VB
Luvya Jain	VB

Student's Name	Class & Sec.
Naira Sekhri	VB
Krishiv Goyal	VC
Nevaam Vidhani	VC
Reyanshi Joshi	VC
Bhavya Anand	VC
Mehak Malhotra	VD
Gunraj Singh	VD
Vivaan Aggarwal	VD
Aarav	VD
Aryash Singh	VE
Viraj Khatri	VE
Ridhaan Agarwal	VE
Smahi Sharma	VE
Sahej Arya	VF
Reyansh Roongta	VF
Devansh Kapur	VF
Amaaya Gupta	VF
Arvv Kumar	VG
Darshil Kumar	VG
Shreyash Choudhary	VG
Omana Goyal	VG
Japnoor Kaur	VH
Shyama Rathi	VH
Yuvansh Singhal	VH
Aryan Shukla	VH

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

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. Ashima Kukreja
- **JAWAHAR**
Ms. Preeti Saxena
Ms Gurnoor Sahni
- **MOTHER TERESA**
Ms. Monisha Malik Sabharwal
Ms. Drishti Pupreja
- **SHASTRI**
Ms. Sunanda Sharma
Ms Sumanya Sehgal
- **SHIVAJI**
Ms. Ritu Narang
Ms. Medhavi Batra
- **SUBHASH**
Ms. Agrita Khandelwal
Ms. Sugeet Malhotra

Inter House Activities

Theme : G-20 ‘ONE EARTH ONE FAMILY ONE FUTURE’

S No	Month	Competition	Name of the Activity
1.	04.05.23	English Poetry	‘Education for All’ A Gobar Call
2.	13.07.23	Computer	G-20 Logo ‘Create and innovate’ (Logo Designing using Canva)
3.	24.08.23	Dance	Dance Around the World
4.	21.09.23	Nayi Soch Nayi Disha (TED - Talk)	Jeevan Ke Rang : Social Media Ke Sang
5.	19.10.23	Vocal Music	Harbingers of Hope and Harmony
6.	23.11.23	Fancy Dress	Green Crusaders
7.	25.01.24	Quiz	One Earth : Thriving Planet for All
8.	08.02.24	Art	Poster Making ‘Vibrant Hues’ (One Earth One Family One Future)

House Meetings

20 April, 2023

07 September, 2023

07 December, 2023

ASSEMBLY SCHEDULE

CLASS IV

Class/ sec	Date	Teacher	Theme of Assembly
IV A	18.4.23	Ms Preeti	Welcoming The New Session
IV B	25.4.23	Ms Sonia	A Window to Indian Culture
IV C	02.5.23	Ms Ashima	Buddh Purnima Celebration
IV D	09.5.23	Ms Gurnoor	Imbibing Positive Vibes
IV E	04.7.23	Ms Arushi	Women Achievers
IV F	11.7.23	Ms Medhavi	Good Health & Well Being
IV G	25.7.23	Ms Drishti	Mother Earth Is Suffering
IV H	01.8.23	Ms Sunanda	One Earth, One Future
IV A	08.8.23	Ms Preeti	Independence Day
IV B	22.8.23	Ms Sonia	Teachers' Day Celebration
IV C	26.9.23	Ms Ashima	Gandhi Jayanti Celebration
IV D	03.10.23	Ms Gurnoor	Indian Air Force Day
IV E	10.10.23	Ms Arushi	The Future of Energy- Renewable Resources
IV F	17.10.23	Ms Medhavi	Dussehra Celebration
IV G	31.10.23	Ms Drishti	Existence Of Oneness
IV H	07.11.23	Ms Sunanda	Diwali: Festival of Lights
IV A	21.11.23	Ms Preeti	Guru Nanak Jayanti Celebration
IV B	05.12.23	Ms Sonia	Conserve Nature Save Planet Earth
IV C	12.12.23	Ms Ashima	Digital India
IV D	19.12.23	Ms Gurnoor	Christmas Celebration
IV E	26.12.23	Ms Arushi	Save Water, Save Planet
IV F	16.01.24	Ms Medhavi	Inclusive Education
IV G	23.01.24	Ms Drishti	Republic Day Celebration
IV H	30.01.24	Ms Sunanda	Winter and Harvest Festivals
IV A	06.02.24	Ms Preeti	Hardwork Is The Key To Success
IV B	13.02.24	Ms Sonia	Vasant Panchmi Celebration

ASSEMBLY SCHEDULE

CLASS V

Class/ sec	Date	Teacher	Theme of Assembly
V B	21.4.23	Ms Sheetal	PTA Awards Ceremony
V A	28.4.23	Ms Mamta	Welcoming The New Session
V C	12.5.23	Ms Sugeet	Buddh Purnima Celebration
V F	7.7.23	Ms Shweta	Global Warming
V E	14.7.23	Ms Pinky	Women Achievers in Various Walks of Life
V D	28.7.23	Ms Ritu	Proctorial Board- Swearing in Ceremony
V G	4.8.23	Ms Sumanya	Together We Stand, Divided We Fall
V H	11.8.23	Ms Jyoti	Journey of 75 Years of Independence
V A	18.8.23	Ms Mamta	Incredible India
V B	25.8.23	Ms Sheetal	Teachers' Day Celebration
V C	22.9.23	Ms Sugeet	Grand Parents' Day Celebration
V D	29.9.23	Ms Ritu	Gandhi Jayanti Celebration
V E	06.10.23	Ms Pinky	Soldiers:Pride of Nation
V F	13.10.23	Ms Shweta	Healthy Mind Resides In Healthy Body
V G	20.10.23	Ms Sumanya	Dussehra Celebration
V H	27.10.23	Ms Jyoti	Unity in Diversity
V A	03.11.23	Ms Mamta	Green Energy, Clean Energy
V B	10.11.23	Ms Sheetal	Diwali: Festival of Lights
V C	17.11.23	Ms Sugeet	Books : Pathway To A New World
V D	24.11.23	Ms Ritu	Guru Nanak Jayanti Celebration
V E	8.12.23	Ms Pinky	Water: A Precious Resource
V F	15.12.23	Ms Shweta	E-India, Vibrant India

ASSEMBLY SCHEDULE
CLASS V

Class/ sec	Date	Teacher	Theme of Assembly
V G	22.12.23	Ms Sumanya	Christmas Celebration
V H	12.1.24	Ms Jyoti	Uttarayan: Seasonal Changes
V A	19.1.24	Ms Mamta	Republic Day Celebration
V B	2.2.24	Ms Sheetal	Sustainable Earth
V C	9.2.24	Ms Sugeet	Vasant Panchmi Celebration

ASSESSMENT AND PROMOTION POLICY

SESSION 2023-24

There is no yardstick to measure the ability or talent of a child, each child is unique and gifted. However, assessment and examination are integral part of instructions to assess the learning outcomes of students in different dimensions.

The examinations test the achievement of basic learning outcomes, through assessment of core concepts along with the relevant high order skills and application of knowledge in real life situations, rather than the rote memorization.

The Examination plan as detailed below is in accordance with Directorate of Education guidelines, which helps to measure students' achievement across various skills.

EXAMINATION PATTERN

In the entire session there will be two Periodic Tests, one Mid Term Examination and an Annual Examination.

Examination	Scholastic Subjects	
Periodic Test 1	Pen And Paper	10 Marks
Mid Term Exam	Pen And Paper	50 Marks
Periodic Test 2	Pen And Paper	10 Marks
Annual Examination	Pen And Paper	50 Marks

- Apart from these pen and paper tests regular Subject Enrichment Activity, Project Based Activity, Multiple Assessments Tests for the scholastic subjects will be conducted on regular basis.
- Co-Scholastic subjects will also be assessed throughout the year and grades for these subjects will be reflected with Mid Term and Annual Examination reports. For Computer/G. K., written examination (Pen and Paper exam) will be conducted during Mid Term and Annual Examination.

PROMOTION POLICY

To be declared "Pass" at the end of the session for promotion to the next higher class, a student must secure at least 33% marks in each subject i.e., 33 marks out of 100 in each subject. The distribution of 100 marks is as follows :-

Attendance of the student	05 Marks
Subject Enrichment	05 Marks
Project Based Activities	05 Marks
Portfolio	05 Marks
Multiple Assessment Tests	05 Marks
Periodic Tests	05 Marks
Mid Term Exam	20 Marks
Annual Examination	50 Marks
TOTAL	100 Marks

- In the academic session every student must have a minimum of 75% attendance. Marks will be awarded for the attendance as per the range mentioned below :

Attendance Range in Percentage	Marks
96-100	5
91-95	4
86-90	3
81-85	2
76-80	1
Up to 75	Nil

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

Re-Examination

- A student who appears in the Annual Examination can be declared eligible for appearing at the Re-Examination in all the failing subject(s). Such a candidate will be eligible to appear in the subject(s) at a subsequent examination to be held within a period of twomonths from the date of declaration of the result known as the "Re-Examination".
- Re-Examination will be conducted on the same syllabus and pattern as of Annual Examination. Weightage of Marks obtained by the student in Re-Examination will be proportionately calculated out of 70 marks.
- Marks obtained under other heads will be carried forward and added with the marks obtained by the student in the Re-Examination.
- To be declared "Pass" in Re-Examination, a student will have to secure at least 25% marks in the subject(s) in which he/she

has taken the Re-Examination i.e., 18 marks out of 70, provided that a minimum of 33 marks out of 100 marks are secured in total i.e., Marks of Re-Examination (70 marks) plus marks obtained in the other assessments (30 marks).

- No benefit of the discretionary grace marks will be given to the student appearing in Re-Examination for the promotion to the next higher class.

Criteria for Essential Repeat :-

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

ASSESSMENT OF CO-SCHOLASTIC SUBJECTS

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 co-relate 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.

GRADING PATTERN FOR CO-SCHOLASTIC SUBJECTS :

Grade	Connotation
A	Outstanding
B	Very Good
C	Good

EXCURSIONS & OUTSTATION TRIP PLAN

LOCAL EXCURSIONS

S. No.	Class	Months	Venue
1.	IV	April-August 2023	Gandhi Smriti
2.	V		Indira Gandhi Memorial Museum

OUTSTATION TRIPS

S. No.	Class	Time Period	Months	Venue
1.	IV & V	Summer Vacation	May-June 2023	Dehradun & Mussoorie
2.	IV & V	Autumn / Winter Vacation	October - December 2023	Chandigarh & Pinjore

EXAM SCHEDULE

Class IV - V

S. No.	Class	Date	
MAY			
1.	IV-V	10-11.05.23	Subject Enrichment Activity Test
JULY			
1.	IV-V	04-14.07.23	Subject Enrichment Activity Test
2.	IV-V	17.07.23	Periodic Test I (Hindi)
3.	IV-V	18.07.23	Periodic Test I (S. St.)
4.	IV-V	19.07.23	Periodic Test I (G. Science)
5.	IV-V	20.07.23	Periodic Test I (English)
6.	IV-V	21.07.23	Periodic Test I (Maths)
SEPTEMBER			
1.	IV-V	04.09.23	Mid Term Exam (Computer)
2.	IV-V	08.09.23	Mid Term Exam (General Knowledge)
3.	IV-V	11.09.23	Mid Term Exam (Hindi)
4.	IV-V	13.09.23	Mid Term Exam (S. St.)
5.	IV-V	15.09.23	Mid Term Exam (G. Science)
6.	IV-V	18.09.23	Mid Term Exam (English)
7.	IV-V	20.09.23	Mid Term Exam (Maths)
NOVEMBER			
1.	IV-V	2-08.11.23	Subject Enrichment Activity Test
2.	IV-V	28.11.23	Periodic Test 2 (Hindi)
3.	IV-V	29.11.23	Periodic Test 2 (S. St.)
4.	IV-V	30.11.23	Periodic Test 2 (G. Science)

S. No.	Class	Date	Activity
DECEMBER			
1.	IV-V	01.12.23	Periodic Test 2 (English)
2.	IV-V	04.12.23	Periodic Test 2 (Maths)
FEBRUARY			
1.	IV-V	26.02.24	Annual Exam (Computer)
2.	IV-V	29.02.24	Annual Exam. (General Knowledge)
MARCH			
1.	IV-V	04.03.24	Annual Exam (Hindi)
2.	IV-V	07.03.24	Annual Exam (S. St.)
3.	IV-V	11.03.24	Annual Exam (G. Science)
4.	IV-V	14.03.24	Annual Exam (English)
5.	IV-V	21.03.24	Annual Exam (Maths)

SCHEDULE FOR PARENT TEACHER MEETING

Date	Class	Agenda
29.04.2023	IV - V	General
05.08.2023	IV - V	Result - Periodic Test 1
07.10.2023	IV - V	Result - Mid Term Exam
04.11.2023	IV - V	General
16.12.2023	IV - V	Result - Periodic Test 2
03.02.2024	IV - V	General
Date will be announced	IV - V	Annual Exam Result Declaration

School Functions (2023-2024)

S.No	Function	Date	Day
1	Satrarambh	04.04.2023	Tuesday
2	Career Fair	15.04.2023	Saturday
3	SPIC MACAY	28.04.2023	Friday
4	PULSE	10 - 12.05.2023	Wednesday-Friday
5	Art Exhibition (PR)	15.07.2023	Saturday
6	Interact Investiture	28.07.2023	Friday
7	Art Exhibition	05.08.2023	Saturday
8	Independence Day Celebration	15.08.2023	Tuesday
9	English Annual Play	19.08.2023	Saturday
10	Investiture Ceremony	02.09.2023	Saturday
11	Teachers' Day	05.09.2023	Tuesday
12	Splendour (PS, PP)	16.09.2023	Saturday
13	Grandparents Day (I-III)	30.09.2023	Saturday
14	Interschool MUN	06.10.2023	Friday
15	Skill Programme Day	14.10.2023	Saturday

School Functions (2023-2024)

S. No	Function	Date	Day
16	Sound Scape 2.0	20.10.2023	Friday
17	Sanskrit Exhibition	04.11.2023	Tuesday
18	Technovanza 9.0	17.11.2023	Friday
19	Star Gaze 2.0	11 - 15.12.2023	Monday to Friday
20	Winter Carnival 2023	24.12.2023	Sunday
21	Annual Staff Gathering	29.12.2023	Friday
22	Republic Day Celebration	26.01.2024	Friday

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 _____