

GURU NANAK DEV PUBLIC SR. SEC. SCHOOL

KAMLA NEHRU NAGAR, BATHINDA



SCHOOL INFORMATION

Sr. No.	<u>Particulars</u>
1	Total rooms – 45
2	Principal Office- 20 X 26 = 520
3	Other rooms – (Management room, A.O. office, Store room, Staff room, Office, Conference hall, Activity hall)
4	Labs – 6 ,
	Atal Tinkering Lab- 3000 sqr.feet
	PhysicsLab- 40' X20' = 800f
	Chemistry Lab- 40' X20' = 800f
	Biology Lab - 26' X 20' = 520f
	Composite science lab - 26' X 20' = 520f
	ComputerLab- 40' X20' = 800f
5	Library – 26 X 20 = 520f, 20 X 18 = 360f, 24 X 20 = 480f = Total = 1360f
6	Art & Craft Room – 20' X 10' = 200f
7	Electricity arrangements – PSPCL approved admissible voltage – 11KV and 02 silent Generator of 125KVA and 250 KVA is available for 24 hour power backup arrangement.
8	Total Number of students – 1085
9	Total number of teaching staff – 50
10	Non Teaching Staff – 02
11	Total 10 large size water filters are installed for drinking water = 04
12	Total AC installed in school campus- 06 (of different capacity).
13	Total Bathrooms- 30
14	Coolers - 09

VISION

To increase student's Knowledge, to meet the challenges of a global society and confidence so that they become Socially, Emotionally, Physically Independent and Responsible Citizen with Moral Values.

MISSION

To develop the overall personality of the child by focusing on the competition spirit, inculcation values in a physically fit environment based on learning by doing.

VALUES

Caring, Courage, Empathy, Fairness, Generosity, Honesty, Perseverance, Resilience, Respect, Responsibility

MOTTO

"Vidya Vichari Ta Parupkari". This is the motto of Guru Nanak Dev Public Sr. Sec. School and it translates into " True learning induces in the mind, service to mankind". School uses a spiritual ideology to imbibe good values in the students to make them better citizens.

Details of stakeholders

Stakeholders	Methods of Communication	Ways of Involvement
Parents	<ul style="list-style-type: none"> • SocialMedia • PrintMedia • Calling • SMS 	<ul style="list-style-type: none"> • Parent's Meeting • Parent's Orientation Programs • Activities
Teaching Staff	<ul style="list-style-type: none"> • PrintMedia • SocialMedia • Meetings 	<ul style="list-style-type: none"> • Personal Meetings • Teacher Training Workshops
Other Staff	<ul style="list-style-type: none"> • Meetings • Circulars 	<ul style="list-style-type: none"> • Activities
School Managing Committee	<ul style="list-style-type: none"> • Meetings & Circulars 	<ul style="list-style-type: none"> • Weekly Meetings With Staff • Guidance And Controlling
Board	<ul style="list-style-type: none"> • Regular CBSE Circulars 	<ul style="list-style-type: none"> • Application of Rules And Regulations Updated On CBSE Website
Media	<ul style="list-style-type: none"> • News Papers • SocialMedia 	<ul style="list-style-type: none"> • Achievements and Activities published in newspapers and updated on school's Facebook page

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

Name	Designation	Role in PPC
Mr. Jasdeep Kaur Mann	Principal	To guide committee members how to prepare APP
Mrs. Bhupinder Kaur	Examination Controller	Provide all the data related to Academic session
Ms. Harjit Kaur	Activity In charge	She provide all the data related to Co- curricular activities
Mrs. Sanjiv Kumar	IT Department	To collect all the data from the members and guide them time to time.
Ms. Uma Setia	Assistant Exam Controller	Provide all the data related to Academic session
Mr. Neetu Singh	H.O.D of Science Department	Volunteer
Mr. Jasdeep Kaur Mann	H.O.D of English Department	Volunteer
Ms. Uma Rani	H.O.D of Mathematics Department	Volunteer
Meetings to develop APP		

Date	Stakeholders Consulted
March 2021	Management, Parents, Teachers and students
April 2021	Teachers and Students

Goals to be achieved – Annual and long Term

Annual Goals	<ul style="list-style-type: none"> Goals set by CBSE board will be tried to be achieved eg. Directing the entire focus of all the school activities towards the school's learning processes. Promoting innovative pedagogy. Ensuring joyful learning at all levels Ensuring proper in house training of teachers
Strategies	<ul style="list-style-type: none"> Previously set strategies will be continued although wherever need felt, innovative strategies according to situations will also be introduced.

LongTermGoal	<ul style="list-style-type: none"> • Leading, guiding and supporting the teaching and learning processes. • Ensuring school's specific resources for teaching and learning.
Strategies	<ul style="list-style-type: none"> • The best strategies ever used by any institution will be used. • Extra remedial classes to improve academic performance • School resources will be developed

School Culture

Aims and Objective

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

Aims and Objective:

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

School Session

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

Curriculum

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

Timing to Meet the Principal

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



School Rules

1. A student should carry his / her Almanac to school every day. It must have his / her photograph with complete information duly signed by parents /guardians.
2. Students should reach the school at least 5 minutes before the belltiming.
3. In case the child is being picked up by a person other than the Parent / Nominee, a prior written permission must be taken from schoolauthority & must carry the Authority Card.
4. Students who come to school in the care of helpers should never leave before the helper arrives. Helpers must carry ID cards. The loss of an I-card must be reported to the school immediately. In case of any delay, they should report to the schooloffice.
5. Students should refrain from carrying valuable items to school. Although every care will be taken of the student's property, the school will not be responsible for any theft or loss of thesame.
6. Any kind of damage done by the student to the school property within the school premises must be reported to the Principal. Damage of any kind is subject to a fine or payment for replacement / repairs.
7. School management reserves the right to suspend / expel students whose conduct is harmful to the other students or to theschool.
8. Students should greet their seniors and teachers and give them due respect at all times. Bullying and inappropriate language is not allowed in theschool.
9. The students are to walk smartly in a queue and maintain silence whenever they move about in the corridors. They must also ensure that they keep to the left while walking in the corridors or on thestairs.
10. Every student must have a minimum of 90% attendance to be promoted to the next class (unless medically advised to takerest).
11. Once a child has come to the school, he / she should not be asked to come home on half day leave or leave for any period. In case of any emergency, the parent / guardian may collect the child from the schoolpersonally.
12. Students should get the notes, circulars signed by their parents / guardians and return them to the class teachers.
13. No student shall indulge in any of the following practices, namely-
 - (a) Disfiguring or otherwise damaging any schoolproperty.
 - (b) Rowdy and rudebehaviour.
 - (c) Use of violence in anyform.
 - (d) Casteism, communalism or the practice ofuntouchability.
14. No books other than text books should be brought to theschool.
15. Bringing electronic gadgets like cell phones, cameras etc., is strictlyforbidden.
16. Use of hair shaping gel is strictlyprohibited.

Disciplinary Issues and Punitive Measures

In any effort streamlining the discipline of the school mores, a system of discipline cards is being introduced. You are hereby advised to note on following:

Sr. No	Disciplinary Issues	Punitive Measures
1	Caught loitering twice in the corridor without teacher pass.	Yellow card to be issued by the HRT
2.	Missing from class twice without reason	-do-
3.	Using abusive language	Yellow card and memo to be signed by the parents.
4.	Physical assault and caught fighting and beating	-do-
5.	Stealing	Red card to be issued by the HRT
6.	Misdemeanour issues dealing with opposite sex	Red Card + payment for the damage
7.	Damage to school property	Red Card + payment for the damage
8.	Two yellow cards will automatically lead to Red card.	
9.	Two Red cards will automatically lead to Black card.	

Yellow card – The defaulter will not attend the classes for three days & help the librarian and front office.

Red Card - Will stay back in school for one week & help the gardener in cleaning and maintaining garden (shramdaan).

Black card - Suspension for a week.

TIFFIN SCHEDULE

To ensure a healthy balanced diet for proper growth and development of a child, the school has planned out a Tiffin schedule as given below.

TIFFIN SCHEDULE		
Monday	Protein Day	Paneer, Dry Dal, Cheese, Sprouted Pulses, Cereals, Soya Nuggets, Roti, Parantha etc.
Tuesday	Green Veg Day	Any Seasonal Green Vegetable with compliments like Parantha, Puri etc.
Wednesday	Green Veg Day & Fruit Day	Any seasonal green vegetable with compliments like Parantha, Puri etc and any seasonal fruit.
Thursday	Fermented Day	Idli, Dhokla, Chila, Uttpam or Sandwich with Fresh Vegetable filling, mint chutney, Filling or Sauce.
Friday	Fried Day	Cutlets, Bondas, Paranthas, Pakoras, Bread Roll, French Fries etc.
Saturday	Favourite Dish Day	Children can bring food of their own choice.

- The school seeks whole hearted cooperation of the parents in following the Tiffinschedule.
- Junk food is discouraged in the school.

Assembly Schedule

Everyday morning assembly is conducted by the respective classes and special assembly is conducted on every Wednesday as per the schedule. To promote all the languages days have been fixed for the assembly to conduct in particular language.

Monday to Wednesday&Friday = English
 Language Thursday = Hindi Language
 Saturday = Punjabi

GENERAL ASSEMBLY SCHEDULE FOR THE MONTH OF _____

Sr. No	Week	Date	Responsible Class	Teacher	Signature
1					
2					

SPECIAL ASSEMBLY SCHEDULE FOR THE MONTH OF _____

Sr. No	Date	Day	HOUSE ON DUTY	House Mistress	Signature
1		Wednesday			

NOTE:

1. The above mention class teachers will be responsible to conduct the morning programme.
2. Concern teachers will follow the assembly schedule as per given below.

CLASS: I to V (Monday to

Wednesday)

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

CASS: VI to XII (Thursday to Saturday)

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

ACADEMIC RESOURCES AVAILABLE

Name of Resource/s	Segment Pre-primary/Primary/Sec/Sr. Sec.	Usefulness
Smart Class	All three segments	Pre-primary, primary and senior secondary students learn everything easily with the help of smart classes
Buddy Group	Primary , secondary and senior secondary	Helpful in effective teaching and learning process with Peer Group interaction.
Science lab	Secondary and senior secondary level	Enhances mastery of science subject matter , develops scientific reasoning abilities , develops practical skills , develops understanding of nature of science , cultivate interest in science
Computers	Secondary and senior secondary level	It helps students to develop the knowledge about the current technology
Reference Books (library)	Primary , secondary and senior secondary level	Students acquire knowledge
Library	All levels	To develop reading habits
Hub of Learning	Primary , secondary and senior secondary level	Build innovative ideas in students and surrounding school's students.
NCC/NSS/ Scouts & Guide	Secondary & Senior Secondary	Develops their overall personality

Number of Grades, Grade wise number of subjects, subject wise number of instructional modules

Number of Grades and Subjects Allocation					
Class Name	Section	Class Incharge	Subjects	Period Allocation	Teacher Name
GRADE-I M.A (Pbi, Hindi), M.ED, B.ED	A	Mrs. Amrit Kaur	ENG	6	Mrs. Amrit Kaur
			HINDI	6	Mrs. Amrit Kaur
			MATHS	6	Mrs. Amrit Kaur
			PUNJABI	6	Ms. kavita
			EVS	6	Mrs. Amrit Kaur
			COMP	2	Mrs. Gurpreet Kaur
			ART	2	Mrs. Baljinder Kaur
			GAMES	2	MR Kuldeep Singh
GRADE-I M.A (Pbi), B.ED,TET Qualified	B	MS Kavita	ENG	6	Ms kavita
			HINDI	6	Mrs. Amrit Kaur
			MATHS	6	Ms kavita
			PUNJABI	6	Ms kavita
			EVS	6	Ms kavita
			COMP	2	Mrs. Gurpreet Kaur
			ART	2	Mrs. Inderjeet kaur
GRADE-II M.A (Pbi), B.ED	A	Mrs. Jaspreet	ENG	6	Mrs. Manisha Sharma
			HINDI	6	Mrs. Amrit Kaur
			MATHS	6	Mrs. Neelam Jindal
			PUNJABI	6	Mrs. Paramjit Kaur
			EVS	6	Mrs. Jaspreet Kaur
			COMP	2	Mrs. Gurpreet Kaur
			ART	2	Mrs. Inderjit Kaur
			GAMES	2	Mr. Kuldeep Singh
GRADE-II M.A. (Hindi),	B	Mrs. Amrita Rani	ENG	6	Mrs. Ranjna
			HINDI	6	Mrs. Amrita Rani
			MATHS	6	Mrs. Neelam Jindal

B.ED, TET Qualified			PUNJABI	6	Mrs. Paramjit Kaur
			EVS	6	Mrs. Jaspreet Kaur
			COMP	2	Mrs. Gurpreet Kaur
			ART	2	Mrs. Inderjit Kaur
			GAMES	2	Ms. Jagdeep Kaur
GRADE-I C	Mrs. Isha (MCA)		ENG	6	Mrs. Isha
			HINDI	6	Mrs. Harjeet Kaur
			MATHS	6	Mrs. Neelam Jindal
			PUNJABI	6	Mrs. Paramjit Kaur
			EVS	6	Mrs. Jaspreet Kaur
			COMP	2	Mrs. Gurpreet Kaur
			ART	2	Mrs. Baljinder Kaur
			GAMES	2	Ms. Jagdeep Kaur
GRADE-III A M.A, ECO, B.ED	Mrs. Neelam Jindal		ENG	6	Mrs. Isha
			HINDI	6	Mrs. Harjeet Kaur
			MATHS	6	Mrs. Neelam Jindal
			PUNJABI	6	Mrs. Paramjit Kaur
			EVS	6	Mrs. Jaspreet Kaur
			COMP	2	Mrs. Gurpreet Kaur
			G.K	2	Mrs. Bant Kaur
			ART	2	Mrs. Inderjit Kaur
			GAMES	2	Mr. Kuldeep Singh
			MUSIC	1	Mr. Trilochan Singh
			SST	6	Mrs. Uma Setia

GRADE-III B M.A, ECO, B.ED	Mrs. Paramjit Kaur		ENG	6	Mrs. Isha
			EVS	6	Mrs. Jaspreet Kaur
			HINDI	6	Mrs. Harjeet Kaur
			MATHS	6	Mrs. Neelam Jindal
			PUNJABI	6	Mrs. Paramjit Kaur
			COMP	2	Mrs. Gurpreet Kaur
			G.K	2	Mrs. Bant Kaur

			ART	2	Mrs. Inderjit Kaur
			GAMES	2	Mr. Kuldeep Singh
			S.ST	6	Ms Kavita
			MUSIC	1	Mr. Trilochan Singh
GRADE-III	C	Mrs. Harjeet Kaur	ENG	6	Mrs. Isha
			HINDI	6	Mrs. Harjeet Kaur
			MATHS	6	Mrs. Neelam Jindal
			PUNJABI	6	Mrs. Paramjit Kaur
			COMP	2	Mrs. Gurpreet Kaur
			G.K	2	Mrs. Bant Kaur
			ART	2	Mrs. Baljinder Kaur
			GAMES	2	Ms. Jagdeep Kaur
			S.ST	6	Ms Kavita
			MUSIC	1	Mr. Trilochan Singh
			EVS	6	Mrs. Jaspreet Kaur
			M.A, POL. SCI, B.ED, TET Qualified		

GRADE IV	A	MS Manpreet Kaur	ENG	6	Mrs. Ranjana
			HINDI	6	Mrs. Amrita Rani
			MATHS	6	MS Manpreet Kaur
			PUNJABI	6	Mrs. Rupinder Sra
			S.ST	6	Mrs. Irwinder Kaur
			COMP	2	Mrs. Gurpreet Kaur
			G.K	2	Mrs. Bant Kaur
			ART	2	Mrs. Inderjit Kaur
			GAMES	2	Mr. Kuldeep Singh
			SCIENCE	6	MS Manpreet Kaur
MSC, PHYSICS, B.ED					

	MUSIC	1	Mr. Trilochan Singh
GRADE IV B Mrs. Rupinder kaur M.A (PBI), B.ED	ENG	6	Mrs. Isha
	HINDI	6	Mrs. Harjeet kaur
	MATHS	6	MS Manpreet Kaur
	PUNJABI	6	Mrs. Rupinder Sra
	S.ST	6	Mrs. Irwinder Kaur
	COMP	2	Mrs. Gurpreet Kaur
	G.K	2	Mrs. Bant Kaur
	ART	2	Mrs. Inderjit Kaur
	GAMES	2	Mr. Kuldeep Singh
	SCIENCE	6	MS Manpreet Kaur
	MUSIC	1	Mr. Trilochan Singh

GRADE IV C Mrs. Irwinder Kaur M.A (HIST), B.ED	ENG	6	Mrs. Sandeep Kaur
	HINDI	6	Mrs. Amrita Rani
	MATHS	6	MS Manpreet Kaur
	PUNJABI	6	Mrs. Rupinder Sra
	S.ST	6	Mrs. Irwinder Kaur
	COMP	2	Mrs. Gurpreet Kaur
	G.K	2	Mrs. Bant Kaur
	ART	2	Mrs. Pinderjit Kaur
	GAMES	2	Ms. Jagdeep Kaur
	SCIENCE	6	Mrs. Shallu
	MUSIC	1	Mr. Trilochan Singh
	GRADE V A	ENG	6
HINDI		6	Mrs. Amrita Rani

<p>Mrs. Parminder Kaur</p> <p>M.A, POL.SCI. ETT, B.ED, TET QUALIFIED</p>	MATHS	6	Mrs. Uma Taneja
	PUNJABI	6	Mrs. Irwinder Kaur
	S.ST	6	Mrs. Parminder Kaur
	COMP	2	Mrs. Gurpreet Kaur
	G.K	2	Mrs. Bant Kaur
	ART	2	Mrs. Pinderjit Kaur
	GAMES	2	Mr. Kuldeep Singh
	SCIENCE	6	Mrs. Vishali
	MUSIC	1	Mr. Trilochan Singh

<p>GRADE V B</p> <p>Mrs. Ranjana</p> <p>M.COM, B.ED</p>	ENG	6	Mrs. Ranjana
	HINDI	6	Mrs. Amrita Rani
	MATHS	6	Mrs. Kamaljeet Kaur
	PUNJABI	6	Mrs. Irwinder Kaur
	S.ST	6	Mrs. Parminder Kaur
	COMP	2	Mrs. Gurpreet Kaur
	G.K	2	Mrs. Bant Kaur
	ART	2	Mrs. Inderjit Kaur
	GAMES	2	Mr. Kuldeep Singh
	SCIENCE	6	Mrs. Vishali
	MUSIC	1	Mr. Trilochan Singh
<p>GRADE V C</p> <p>Mrs. Vishali</p> <p>M.SC (CHEM) , B.ED</p>	ENG	6	Mrs. Ranjana
	HINDI	6	Mrs. Baljeet Kaur
	MATHS	6	Mrs. Kamaljeet Kaur
	PUNJABI	6	Mrs. Irwinder Kaur
	S.ST	6	Mrs. Parminder Kaur

	COMP	2	Mrs. Gurpreet Kaur
	G.K	2	Mrs. Bant Kaur
	ART	2	Mrs. Baljinder Kaur
	GAMES	2	Ms. Jagdeep KAUR
	SCIENCE	6	Mrs. Vishali
	MUSIC	1	Mr. Trilochan Singh

<p>GRADE VI A</p> <p>Mrs. Baljeet Kaur</p> <p>M.A (HINDI), B.ED, TET Qualified</p>	ENG	6	Mrs.Prabhjeet Kaur
	HINDI	6	Mrs. Baljeet Kaur
	MATHS	6	Mrs. Kamaljeet Kaur
	PUNJABI	6	Mrs. Parminder Kaur
	S.ST	6	Mrs. Rupinder Sra
	COMP	2	Mrs. Gurpreet Kaur
	G.K	2	Mrs. Bant Kaur
	ART	2	Mrs. Inderjit Kaur
	GAMES	2	Mr. Kuldeep Singh
	SCIENCE	6	Mrs. Shallu
	MUSIC	1	Mr. Trilochan Singh
<p>GRADE VI B</p> <p>Mrs. Shallu</p> <p>M.SC(MAT H), B.ED</p>	ENG	6	Mrs.Kirandeep Kaur
	HINDI	6	Mrs. Harjeet Kaur
	MATHS	6	Mrs. Kamaljeet Kaur
	PUNJABI	6	Mrs. Parminder Kaur
	S.ST	6	Mrs. Rupinder Sra
	COMP	2	Mrs. Gurpreet Kaur
	G.K	2	Mrs. Bant Kaur
	ART	2	Mrs. Pinderjit kaur
	GAMES	2	Ms. Jagdeep KAUR

	SCIENCE	6	Mrs. Shallu
	MUSIC	1	Mr. Trilochan Singh

GRADE VII A Mrs. Sukhwinder Kaur M.A (PBI), B.ED	ENG	6	Mrs.Kirandeep kaur
	HINDI	6	Mrs. Baljeet Kaur
	MATHS	6	Mrs. Kamaljeet Kaur
	PUNJABI	6	Mrs. Sukhwinder KAUR
	S.ST	6	Mr. Balpreet Singh
	COMP	2	Mr. Sanjiv
	G.K	2	Mrs. Bant Kaur
	ART	2	Mrs. Pinderjit Kaur
	GAMES	2	Mr. Kuldeep Singh
	SCIENCE	6	Mrs. Shallu
	MUSIC	1	Mr. Trilochan Singh
GRADE VII B Mrs. Kamaljeet Kaur M.SC (MATH), B.ED ,TET Qualified	ENG	6	Mrs.Kirandeep Kaur
	HINDI	6	Mrs. Baljeet Kaur
	MATHS	6	Mrs. Kamaljeet Kaur
	PUNJABI	6	Mrs. Sukhwinder Kaur
	S.ST	6	Mrs. Rupinder Sra
	COMP	2	Mr. Sanjiv
	G.K	2	Mrs. Bant Kaur
	ART	2	Mrs. Inderjit Kaur
	GAMES	2	Mr. Kuldeep Singh
	SCIENCE	6	Mrs. Shallu
	MUSIC	1	Mr. Trilochan Singh

GRADE VII _C Mrs. Uma Taneja M.SC (MATH), B.ED	ENG	6	Mrs.Kirandeep kaur
	HINDI	6	Mrs. Bhupinder Kaur
	MATHS	6	Mrs. Uma Taneja
	PUNJABI	6	Mrs. Sukhwinder KAUR
	S.ST	6	Mrs. Manpreet Kaur
	COMP	2	Mr. Sanjiv
	G.K	2	Mrs. Bant Kaur
	ART	2	Mrs. Pinderjit Kaur
	GAMES	2	Ms. Jagdeep Kaur
	SCIENCE	6	Mrs. Shallu
	MUSIC	1	Mr. Trilochan Singh
GRADE VIII _A Mrs. Sandeep Kaur PGDCA, B.ED	ENG	6	Mrs. Sandeep Kaur
	HINDI	6	Mrs. Baljeet Kaur
	MATHS	6	Mrs. Sandeep Kaur
	PUNJABI	6	Mrs.Uma Setia
	S.ST	6	Mrs. Parminder Kaur
	COMP	2	Mr. Sanjiv
	G.K	2	Mrs. Bant Kaur
	ART	2	Mrs. Inderjit Kaur
	GAMES	2	Mr. Kuldeep Singh
	SCIENCE	6	Ms. Arshdeep Kaur
	MUSIC	1	Mr. Trilochan Singh

GRADE VIII B Mr. Balpreet Singh M.A (ECO), B.ED	ENG	6	Mrs. Sandeep Kaur
	HINDI	6	Mrs. Baljeet Kaur
	MATHS	6	Mrs. Sandeep Kaur
	PUNJABI	6	Mrs. Sukhwinder KAUR
	S.ST	6	Mr. Balpreet Singh
	COMP	2	Mr. Sanjiv
	G.K	2	Mrs. Bant Kaur
	ART	2	Mrs. Pinderjit Kaur
	GAMES	2	Ms. Jagdeep Kaur
	SCIENCE	6	Ms. Arshdeep Kaur
	MUSIC	1	Mr. Trilochan Singh
GRADE IX A Ms. Arshdeep Kaur M.SC (PHYS), B.ED	ENG	6	Mrs. Kirandeep Kaur
	HINDI	6	Mrs. Bhupinder kaur
	MATHS	6	Mrs. Uma Taneja
	PUNJABI	6	Mrs. Uma Setia
	S.ST	6	Mrs. Manpreet Kaur
	IT (COMP)	1	Mr. Sanjiv
	ART	1	Mrs. Pinderjit Kaur
	IT (GAMES)	1	Ms. Jagdeep Kaur
	SCIENCE	6	Ms. Arshdeep Kaur
	MUSIC	1	Mr. Trilochan Singh

GRADE IX B	ENG	6	Mrs. Kirandeep Kaur
	HINDI	6	Mrs. Bhupinder kaur
	MATHS	6	Mrs. Uma Taneja

Mrs. Bhupinder Kaur M.A (HINDI) , B.ED	PUNJABI	6	Mrs.Sukhwinder Kaur
	S.ST	6	Mr. Balpreet Singh
	IT (COMP)	1	Mr. Sanjiv
	ART	1	Mrs.Inderjit Kaur
	IT (GAMES)	1	Ms. Jagdeep Kaur
	SCIENCE	6	Ms. Arshdeep Kaur
	MUSIC	1	Mr. Trilochan Singh
GRADE X A Mrs. Ekta M.SC(MATH), B.ED , TET Qualified	ENG	6	Mrs. Ekta
	HINDI	6	Mrs. Bhupinder kaur
	MATHS	6	Mrs. Ekta
	PUNJABI	6	Mrs. Sukhwinder KAUR
	S.ST	6	Mrs. Manpreet Kaur
	IT (COMP)	1	Mr. Sanjiv
	ART	1	Mrs.Inderjit Kaur
	IT (GAMES)	1	Mr. Kuldeep Singh
	SCIENCE	6	Mrs. Neetu
	MUSIC	1	Mr. Trilochan Singh

GRADE X B Mrs. Uma Setia M.A (PBI) , HIST, B.ED	ENG	6	Mrs. Ekta
	HINDI	6	Mrs. Bhupinder kaur
	MATHS	6	Mrs. Ekta
	PUNJABI	6	Mrs.Uma Setia
	S.ST	6	Mrs. Manpreet Kaur
	IT (COMP)	1	Mr. Sanjiv
	ART	1	Mrs.Pinderjit Kaur

	IT (GAMES)	1	Ms. Jagdeep Kaur
	SCIENCE	6	Mrs. Neetu
	MUSIC	1	Mr. Trilochan Singh
GRADE X C Mrs. Manpreet Kaur M.SC (GEO), B.ED	ENG	6	Mrs. Ekta
	HINDI	6	Mrs. Bhupinder kaur
	MATHS	6	Mrs. Ekta
	PUNJABI	6	Mrs.Uma Setia
	S.ST	6	Mrs. Manpreet Kaur
	IT (COMP)	1	Mr. Sanjiv
	ART	1	Mrs.Pinderjit Kaur
	IT (GAMES)	1	Mr. Kuldeep Singh
	SCIENCE	6	Mrs. Neetu
	MUSIC	1	Mr. Trilochan Singh
GRADE XI (MED./ NM)	ENG	6	Mrs. Prabhjeet Kaur
	BIO	6	Mrs. Neetu
	MATHS	6	Mrs. Suman

GRADE XI (ARTS)	ENG	6	Mrs. Prabhjeet Kaur
	SOC	6	Mrs. Prabhjeet Kaur
	ECO	6	Mr. Balpreet Singh
	HIST	2	Mr. Raj
	PHY. EDU.	2	PRINCIPAL
	POL. SCI.	2	Mr. Raj
	GEOG	2	Mrs.Manpreet Kaur

GRADE XI (COMM)	ENG	6	Mrs. Prabhjeet Kaur
	BUSS. STD.	6	Mrs. Ranjana
	ECO	6	Mr. Balpreet Singh
GRADE XII (COMM)	ACCT.	6	Mrs. Jyoti
	BUSS. STD.	6	Mrs. Prabhjeet Kaur
	ECO	6	Mrs. Jyoti
GRADE XII (ARTS)	HIST.	6	Mr. Raj
	POL. SCI.	6	Mr. Raj
	ECO	6	Mrs. Jyoti
	SOC	6	Mrs. Prabhjeet Kaur

GRADE XII (MED/NM)	BIO	6	Mrs. Neetu
	MATH	6	Mrs. Suman
	PHYSC	6	Ms. Arshdeep Kaur
	SOC	6	Mrs. Prabhjeet Kaur

TIME TABLE

TEACHERS TIME TABLE 2019-2020

TIMINGS		1ST	2nd	3rd	4th	5th		6th	7th	8th		
MS. ANITA	ASSEMBLY						LUNCH BREAK				DIARY TIME	DISMISSAL
MON		11-Arts (ENG)		11-Com(ENG)		8-C(ENG)		11-Arts (ENG)	9-C(ENG)	10-C(ENG)		
TUE		11-Arts (ENG)		11-Com(ENG)		8-C(ENG)		11-Arts (ENG)	9-C(ENG)	10-C(ENG)		
WED		11-Arts (ENG)		11-Com(ENG)		8-C(ENG)		11-Arts (ENG)	9-C(ENG)	10-C(ENG)		
THU		11-Arts (ENG)		11-Com(ENG)		8-C(ENG)		11-Arts (ENG)	9-C(ENG)	10-C(ENG)		
FRI		11-Arts (ENG)		11-Com(ENG)		8-C(ENG)		11-Arts (ENG)	9-C(ENG)	10-C(ENG)		
SAT		11-Arts (ENG)		11-Com(ENG)		8-C(ENG)		11-Arts (ENG)	10-C(ENG)	9-C(ENG)		

TIMINGS		1ST	2nd	3rd	4th	5th		6th	7th	8th		
MR. RAJKUMAR	ASSEMBLY						LUNCH BREAK				DIARY TIME	DISMISSAL
MON			11 M/NM (ENG)	10-G (ENG)	12 M/NM(ENG)	12 Com/ ARTS (English)		12-Arts(ENG)		9-G(ENG)		
TUE			11 M/NM (ENG)	10-G (ENG)	12 M/NM(ENG)	12 Com/ ARTS (English)		12-Arts(ENG)		9-G(ENG)		
WED			11 M/NM (ENG)	10-G (ENG)	12 M/NM(ENG)	12 Com/ ARTS (English)		12-Arts(ENG)		9-G(ENG)		
THU			11 M/NM (ENG)	10-G (ENG)	12 M/NM(ENG)	12 Com/ ARTS (English)		12-Arts(ENG)		9-G(ENG)		
FRI			11 M/NM (ENG)	10-G (ENG)	12 M/NM(ENG)	12 Com/ ARTS (English)		12-Arts(ENG)		9-G(ENG)		
SAT			11 M/NM (ENG)	10-G (ENG)	12 M/NM(ENG)	12 Com/ ARTS (English)		12-Arts(ENG)		9-G(ENG)		

TIMINGS		1ST	2nd	3rd	4th	5th		6th	7th	8th		
MS. PARAMJIT	ASSEMBLY						LUNCH BREAK				DIARY TIME	DISMISSAL
MON		7-C(ENG)	4-C(ENG)		8-G(ENG)	7-G(ENG)		6-C(ENG)		7-G(ELL)		
TUE		7-C(ENG)	4-C(ENG)		8-G(ENG)	7-G(ENG)		6-C(ENG)		4-C (ELL)		
WED		7-C(ENG)	4-C(ENG)		8-G(ENG)	7-G(ENG)		6-C(ENG)	8-G(ELL)			
THU		7-C(ENG)	4-C(ENG)		8-G(ENG)	7-G(ENG)		6-C(ENG)		6-C (ELL)		
FRI		7-C(ENG)	4-C(ENG)		8-G(ENG)	7-G(ENG)		6-C(ENG)		5-C (ELL)		
SAT		7-C(ENG)	4-C(ENG)	6-C(ENG)	8-G(ENG)	7-G(ENG)		6-C(ENG)	6-C (ACT)			

TIMINGS		1ST	2nd	3rd	4th	5th		6th	7th	8th		
Mr. RAMAND EEP SINGH	ASSEMBLY						LUNCH BREAK				DIARY TIME	DISMISSAL
MON			3-C(ENG)	2-C (GK)				5C(ENG)		1-G (GK)		
TUE			3-C(ENG)	2-C (GK)				5C(ENG)		1-G (GK)		
WED			3-C(ENG)		4C(ACT)	4C(ACT)		5C(ENG)				
THU			3-C(ENG)					5C(ENG)		4-C(GK)		
FRI			3-C(ENG)					5C(ENG)		2-C (GK)		
SAT			3-C(ENG)	1-G (GK)		3-C(ENG)		5C(ENG)				

TIMINGS		1ST	2nd	3rd	4th	5th		6th	7th	8th		
Ms. JAGMEET KAUR	ASSEMBLY						LUNCH BREAK				DIARY TIME	DISMISSAL
MON		8-G(HINDI)	7-G(HINDI)			10-G(HINDI)		9-G(HINDI)	10-C(HINDI)	9-C(HINDI)		
TUE		8-G(HINDI)	7-G(HINDI)			10-G(HINDI)		9-G(HINDI)	10-C(HINDI)	9-C(HINDI)		
WED		8-G(HINDI)	7-G(HINDI)			10-G(HINDI)		9-G(HINDI)	10-C(HINDI)	9-C(HINDI)		
THU		8-G(HINDI)	7-G(HINDI)			10-G(HINDI)		9-G(HINDI)	10-C(HINDI)	9-C(HINDI)		
FRI		8-G(HINDI)	7-G(HINDI)			10-G(HINDI)		9-G(HINDI)	10-C(HINDI)	9-C(HINDI)		
SAT		8-G(HINDI)	7-G(HINDI)	9-C(HINDI)	9-G(HINDI)	10-C(HINDI)		10-G(HINDI)				

TIMINGS													
MS. SAPNA	ASSEMBLY	1ST	2nd	3rd	4th	5th	LUNCH BREAK	6th	7th	8th	DIARY TIME	DISMISSAL	
MON		4-C(HINDI)	5-C(HINDI)	3-G (HINDI)	4-G(HINDI)					2-G (HINDI)			3-C (HINDI)
TUE		4-C(HINDI)	5-C(HINDI)	3-G (HINDI)	4-G(HINDI)					2-G (HINDI)			3-C (HINDI)
WED		4-C(HINDI)	5-C(HINDI)	3-G (HINDI)					4-G(HINDI)	2-G (HINDI)			3-C (HINDI)
THU		4-C(HINDI)	5-C(HINDI)	3-G (HINDI)	4-G(HINDI)					2-G (HINDI)			3-C (HINDI)
FRI		4-C(HINDI)	5-C(HINDI)	3-G (HINDI)	4-G(HINDI)					2-G (HINDI)			3-C (HINDI)
SAT		4-C(HINDI)	5-C(HINDI)	3-G (HINDI)	4-G(HINDI)					2-G (HINDI)			3-C (HINDI)

TIMINGS														
MS. GAGAN		ASSEMBLY	1ST	2nd	3rd	4th	5th	LUNCH BREAK	6th	7th	8th	DIARY TIME	DISMISSAL	
MON	8-C(HINDI)		6C(HINDI)	7-C (HINDI)			1-C (Dance)				3-G (Dance)			4-C (Dance)
TUE	8-C(HINDI)		6C(HINDI)	7-C (HINDI)			1- G (Dance)			7-C (Dance)				4-G (Dance)
WED	8-C(HINDI)		6C(HINDI)	7-C (HINDI)	3-C (ACT)		3-C (ACT)							6- C (Dance)
THU	8-C(HINDI)		6C(HINDI)	7-C (HINDI)			2-C (Dance)			2-G (Dance)				7-G (Dance)
FRI	8-C(HINDI)		6C(HINDI)	7-C (HINDI)	3-C (DANCE)						8-G (Dance)			8-C (Dance)
SAT	8-C(HINDI)		6C(HINDI)	7-C (HINDI)			5-C (Dance)				7-C (ACT)			8-C (ACT)

TIMINGS														
MS. SARBJEET		ASSEMBLY	1ST	2nd	3rd	4th	5th	LUNCH BREAK	6th	7th	8th	DIARY TIME	DISMISSAL	
MON	10-C (PBI)				12- M/NM/ARTS (PBI)	9-G (PBI)	11 ARTS (PBI)				8-C(PBI)			
TUE	10-C (PBI)				12- M/NM/ARTS (PBI)	9-G (PBI)	11 ARTS (PBI)				8-C(PBI)			
WED	10-C (PBI)				12- M/NM/ARTS (PBI)	9-G (PBI)	11 ARTS (PBI)				8-C(PBI)			
THU	10-C (PBI)				12- M/NM/ARTS (PBI)	9-G (PBI)	11 ARTS (PBI)				8-C(PBI)			
FRI	10-C (PBI)				12- M/NM/ARTS (PBI)	9-G (PBI)	11 ARTS (PBI)				8-C(PBI)			
SAT	10-C (PBI)				12- M/NM/ARTS (PBI)		11 ARTS (PBI)			9-G (PBI)	8-C (ACT)			

TIMINGS															
MS.RAVINDER KAUR		ASSEMBLY	1ST	2nd	3rd	4th	5th	LUNCH BREAK	6th	7th	8th	DIARY TIME	DISMISSAL		
MON	7-G(PBI)				6-C(PBI)	9-C (PBI)	3-C (GK)				10-G(PBI)				8-G(PBI)
TUE	7-G(PBI)				6-C(PBI)	9-C (PBI)	3-C (GK)				10-G(PBI)				8-G(PBI)
WED	7-G(PBI)				6-C(PBI)	9-C (PBI)	5-C (ACT)				10-G(PBI)				8-G(PBI)
THU	7-G(PBI)				6-C(PBI)	9-C (PBI)					10-G(PBI)			8-G (GK)	8-G(PBI)
FRI	7-G(PBI)				6-C(PBI)	9-C (PBI)	3-C (GK)				10-G(PBI)				8-G(PBI)
SAT						9-C (PBI)	10-G(PBI)							7-G(ACT)	7-G(ACT)

TIMINGS															
Ms. JAGSIR KAUR		ASSEMBLY	1ST	2nd	3rd	4th	5th	LUNCH BREAK	6th	7th	8th	DIARY TIME	DISMISSAL		
MON	3-G(PBI)				4-G(PBI)	5-C (PBI)	4-C (PBI)							3-C (PBI)	7-C (PBI)
TUE	3-G(PBI)				4-G(PBI)	5-C (PBI)	4-C (PBI)							3-C (PBI)	7-C (PBI)
WED	3-G(PBI)				4-G(PBI)	3-G (ACT)	3-G (ACT)							3-C (PBI)	4-C (PBI)
THU	3-G(PBI)				4-G(PBI)	5-C (PBI)	4-C (PBI)							3-C (PBI)	7-C (PBI)
FRI	3-G(PBI)				4-G(PBI)	5-C (PBI)	4-C (PBI)							3-C (PBI)	7-C (PBI)
SAT	3-G(PBI)					5-C (PBI)	7-C (PBI)							3-C (PBI)	8-G(ACT)

TIMINGS															
Mr. RAJAT ANAND		ASSEMBLY	1ST	2nd	3rd	4th	5th	LUNCH BREAK	6th	7th	8th	DIARY TIME	DISMISSAL		
MON	12 M/N.M (Phy)		10 C (Physics)			11 M/N.M (PHY)	9 C (Physics)				12 M/N.M (PHY)			11 M/N.M (PHY)	
TUE	12 M/N.M (Phy)		10 C (Physics)			11 M/N.M (PHY)	9 C (Physics)				12 M/N.M (PHY)			11 M/N.M (PHY)	
WED	12 M/N.M (Phy)		10 C (Physics)			11 M/N.M (PHY)	9 C (Physics)				12 M/N.M (Phy)			11 M/N.M (PHY)	
THU	12 M/N.M (Phy)		10- G(Physics)			11 M/N.M (PHY)	9-G(Physics)				12 M/N.M (Phy)			11 M/N.M (PHY)	
FRI	12 M/N.M (Phy)		10- G(Physics)			11 M/N.M (PHY)	9-G(Physics)				12 M/N.M (Phy)			11 M/N.M (PHY)	
SAT	12 M/N.M (Phy)		10- G(Physics)			11 M/N.M (PHY)	9-G(Physics)				12 M/N.M (Phy)			11 M/N.M (PHY)	

TIMINGS															
MR. ROHIT GAUTAM		ASSEMBLY	1ST	2nd	3rd	4th	5th	LUNCH BREAK	6th	7th	8th	DIARY TIME	DISMISSAL		
MON	11 M/N.M (CHEM)		10-G (Chem)	9-C (Chem)			12 M/N.M (CHEM)				11 M/N.M (CHEM)				12 M/N.M (CHEM)
TUE	11 M/N.M (CHEM)		10-G (Chem)	9-C (Chem)			12 M/N.M (CHEM)				11 M/N.M (CHEM)				12 M/N.M (CHEM)
WED	11 M/N.M (CHEM)		10-G (Chem)	9-C (Chem)			12 M/N.M (CHEM)				11 M/N.M (CHEM)				12 M/N.M (CHEM)
THU	11 M/N.M (CHEM)		10-C (Chem)	9-G (Chem)			12 M/N.M (CHEM)				11 M/N.M (CHEM)				12 M/N.M (CHEM)
FRI	11 M/N.M (CHEM)		10-C (Chem)	9-G (Chem)			12 M/N.M (CHEM)				11 M/N.M (CHEM)				12 M/N.M (CHEM)
SAT	11 M/N.M (CHEM)		10-C (Chem)	9-G (Chem)			12 M/N.M (CHEM)				11 M/N.M (CHEM)				12 M/N.M (CHEM)

Ms. MADHU		1ST	2nd	3rd	4th	5th		6th	7th	8th		
MON	ASSEMBLY		12 ARTS(Pol.S C)	11 ARTS(Pol.SC J)	10-G (ECO)	10-C (ECO)	LUNCH BREAK		12 ARTS(Pol.S C)	11 ARTS(Pol.S C)	DIARY TIME	DISMISSAL
TUE			12 ARTS(Pol.S C)	11 ARTS(Pol.SC J)	10-G (ECO)	10-C (ECO)			12 ARTS(Pol.S C)	11 ARTS(Pol.S C)		
WED			12 ARTS(Pol.S C)	11 ARTS(Pol.SC J)					12 ARTS(Pol.S C)	11 ARTS(Pol.S C)		
THU			12 ARTS(Pol.S C)	11 ARTS(Pol.SC J)	10-C (SST)				12 ARTS(Pol.S C)	11 ARTS(Pol.S C)		

FRI			12 ARTS(Pol.S C)	11 ARTS(Pol.SC I)	10-C (SST)				12 ARTS(Pol.S C)	11 ARTS(Pol.S C)		
SAT			12 ARTS(Pol.S C)	11 ARTS(Pol.SC I)					12 ARTS(Pol.S C)	11 ARTS(Pol.S C)		

TIMINGS												
Mr.Bhaskar Roy												
		1ST	2nd	3rd	4th	5th		6th	7th	8th		
MON	ASSEMBLY	12 ARTS(HIS)	8-C (SST)	10-C(SST)	11 ARTS(HIS)		LUNCH BREAK		11 ARTS(HIS)	12 ARTS(HIS)	DIARY TIME	DISMISSAL
TUE		12 ARTS(HIS)	8-C (SST)	10-C(SST)	11 ARTS(HIS)			11 ARTS(HIS)	12 ARTS(HIS)			
WED		12 ARTS(HIS)	8-C (SST)	10-C(SST)	11 ARTS(HIS)			11 ARTS(HIS)	12 ARTS(HIS)			
THU		12 ARTS(HIS)	8-C (SST)	10-C(SST)	11 ARTS(HIS)			11 ARTS(HIS)	12 ARTS(HIS)			
FRI		12 ARTS(HIS)	8-C (SST)	10-C(SST)	11 ARTS(HIS)			11 ARTS(HIS)	12 ARTS(HIS)			
SAT		12 ARTS(HIS)	8-C (SST)	10-C(SST)	11 ARTS(HIS)			11 ARTS(HIS)	12 ARTS(HIS)			
SAT		12 ARTS(HIS)	8-C (SST)	10-C(SST)	11 ARTS(HIS)			11 ARTS(HIS)	12 ARTS(HIS)			

TIMINGS												
Ms. AMANDE EP KAUR												
		1ST	2nd	3rd	4th	5th		6th	7th	8th		
MON	ASSEMBLY		7-C (SST)		6-C (GK)	7-C (GK)	LUNCH BREAK	4-C (SST)	4-G (SST)		DIARY TIME	DISMISSAL
TUE		7-C (SST)	9-G (ECO)					4-C (SST)	4-G (SST)			
WED		7-C (SST)	9-G (ECO)	5-C (ACT)				4-C (SST)	4-G (SST)	7-G (GK)		
THU		7-C (SST)	9-C (ECO)	3-C (ELL)	7-C (ELL)			4-C (SST)	4-G (SST)			
FRI		7-C (SST)	9-C (ECO)	8-C (GK)				4-C (SST)	4-G (SST)			
SAT		7-C (SST)		8-C (ELL)				4-C (SST)	4-G (SST)			
SAT		7-C (SST)		8-C (ELL)				4-C (SST)	4-G (SST)			

TIMINGS												
Ms. JASPRI T KAUR												
		1ST	2nd	3rd	4th	5th		6th	7th	8th		
MON	ASSEMBLY	5-C (SST)	9-G (SST)	8-G (SST)		6-C (SST)	LUNCH BREAK	7-G (SST)		10-G (SST)	DIARY TIME	DISMISSAL
TUE		5-C (SST)	9-G (SST)	8-G (SST)		6-C (SST)		7-G (SST)		10-G (SST)		
WED		5-C (SST)	9-G (SST)	8-G (SST)		6-C (SST)		7-G (SST)	10-G (SST)			
THU		5-C (SST)	9-G (SST)	8-G (SST)		6-C (SST)		7-G (SST)	10-G (SST)			
FRI		5-C (SST)	9-G (SST)	8-G (SST)		6-C (SST)		7-G (SST)	10-G (SST)			
SAT		5-C (SST)	9-G (SST)	8-G (SST)		6-C (SST)		7-G (SST)	10-G (SST)			
SAT		5-C (SST)	9-G (SST)	8-G (SST)		6-C (SST)		7-G (SST)	10-G (SST)			

TIMINGS												
Ms. SHIVANI												
		1ST	2nd	3rd	4th	5th		6th	7th	8th		
MON	ASSEMBLY	12-COM (ACC)	11- COM (ACC)	12-COM (ECO)			LUNCH BREAK	11- COM (ACC)	12- COM (ACC)	12- COM (ECO)	DIARY TIME	DISMISSAL
TUE		12-COM (ACC)	11- COM (ACC)	12-COM (ECO)				11- COM (ACC)	12- COM (ACC)	12- COM (ECO)		
WED		12-COM (ACC)	11-COM (ACC)	12-COM (ECO)				11-COM (ACC)	12-COM (ACC)	12-COM (ECO)		
THU		12-COM (ACC)	11- COM (ACC)	12-COM (ECO)				11- COM (ACC)	12- COM (ACC)	12- COM (ECO)		
FRI		12-COM (ACC)	11- COM (ACC)	12-COM (ECO)				11- COM (ACC)	12- COM (ACC)	12- COM (ECO)		
SAT		12-COM (ACC)	11-COM (ACC)	12-COM (ECO)				11-COM (ACC)	12-COM (ACC)	12-COM (ECO)		
SAT		12-COM (ACC)	11-COM (ACC)	12-COM (ECO)				11-COM (ACC)	12-COM (ACC)	12-COM (ECO)		

TIMINGS												
Ms. MADHU BALA												
		1ST	2nd	3rd	4th	5th		6th	7th	8th		
MON	ASSEMBLY	11-COM (ECO)	12- COM (BST)		11-COM (BST)		LUNCH BREAK	12- COM (BST)	11- COM (ECO)	11- COM (BST)	DIARY TIME	DISMISSAL
TUE		11-COM (ECO)	12- COM (BST)		11-COM (BST)			12- COM (BST)	11- COM (ECO)	11- COM (BST)		
WED		11-COM (ECO)	12- COM (BST)		11-COM (BST)			12- COM (BST)	11- COM (ECO)	11- COM (BST)		
THU		11-COM (ECO)	12-COM (BST)		11-COM (BST)			12-COM (BST)	11-COM (ECO)	11-COM (BST)		
FRI		11-COM (ECO)	12- COM (BST)		11-COM (BST)			12- COM (BST)	11- COM (ECO)	11- COM (BST)		
SAT		11-COM (ECO)	12-COM (BST)		11-COM (BST)			12-COM (BST)	11-COM (ECO)	11-COM (BST)		
SAT		11-COM (ECO)	12-COM (BST)		11-COM (BST)			12-COM (BST)	11-COM (ECO)	11-COM (BST)		

TIMINGS												
SUKHMAND ER SINGH												
		1ST	2nd	3rd	4th	5th		6th	7th	8th		
MON	ASSEMBLY		11-Arts (MUSIC)		12- COM/Arts (MUSIC)		LUNCH BREAK	8-G (MUSIC)		6-C (MUSIC)	DIARY TIME	DISMISSAL
TUE		11-Arts (MUSIC)		12-COM/Arts (MUSIC)		2-C (MUSIC)		3-G (MUSIC)	1-C (MUSIC)			
WED		11-Arts (MUSIC)		12- COM/Arts		2-G (MUSIC)			7-C (MUSIC)			

		C)		(MUSIC)						
THU		11-Arts (MUSIC)	8-C (MUSIC)	12-COM/Arts (MUSIC)	3-C (MUSIC)				1-G (MUSIC)	
FRI		11-Arts (MUSIC)	5-C (MUSIC)	12-COM/Arts (MUSIC)			4-G (MUSIC)	7-G (MUSIC)		
SAT		11-Arts (MUSIC)		12-COM/Arts (MUSIC)				4-C (MUSIC)	6-C (ACT)	

TIMINGS													
MS. NAVNEET	ASSEMBLY	1ST	2nd	3rd	4th	5th	LUNCH BREAK	6th	7th	8th	DIARY TIME	DISMISSAL	
MON			11-Arts (ART)	12--M/N.M (ART)	12-COM/Arts (ART)	11-M/NM/COM (ART)			7-C (ART)	8-G (ART)			5-C (ART)
TUE			11-Arts (ART)	12--M/N.M (ART)	12-COM/Arts (ART)	11-M/NM/COM (ART)							7-G (ART)

WED		11-Arts (ART)	12--M/N.M (ART)	12-COM/Arts (ART)	11-M/NM/COM (ART)			8-C (ART)		
THU		11-Arts (ART)	12--M/N.M (ART)	12-COM/Arts (ART)	11-M/NM/COM (ART)		4-G (ART)	9-G (ART)		
FRI		11-Arts (ART)	12--M/N.M (ART)	12-COM/Arts (ART)	11-M/NM/COM (ART)		3-C (ART)		10-G (ART)	
SAT	9-C (ART)	11-Arts (ART)	12--M/N.M (ART)	12-COM/Arts (ART)	11-M/NM/COM (ART)				10-C (ART)	

TIMINGS												
Ms. VEENA	ASSEMBLY	1ST	2nd	3rd	4th	5th	LUNCH BREAK	6th	7th	8th	DIARY TIME	DISMISSAL
MON					2-G (Lib)	1-G (Lib)				2-C (Lib)		
TUE					3-C (Lib)	3-G (GAME)			8-G (Lib)			
WED					8-C (Lib)					10-G (LIB)		
THU									3-G (Lib)	1-C (Lib)		
FRI					4-C (Lib)	9-C (Lib)			7-C (Lib)	6-C (Lib)		
SAT		7-G (Lib)		5-C (Lib)	10-C (Lib)				9-G (Lib)	4-G (Lib)		

TIMINGS												
Ms. PARAMJIT KAUR	ASSEMBLY	1ST	2nd	3rd	4th	5th	LUNCH BREAK	6th	7th	8th	DIARY TIME	DISMISSAL
MON					2-G (Lib)	1-G (Lib)				2-C (Lib)		
TUE					3-C (Lib)				8-G (Lib)			
WED					8-C (Lib)					10-G (LIB)		
THU									3-G (Lib)	1-C (Lib)		
FRI					4-C (Lib)	9-C (Lib)			7-C (Lib)	6-C (Lib)		
SAT		7-G (Lib)		5-C (Lib)	10-C (Lib)				9-G (Lib)	4-G (Lib)		

TIMINGS												
Mr. SUKHJEEVAN	ASSEMBLY	1ST	2nd	3rd	4th	5th	LUNCH BREAK	6th	7th	8th	DIARY TIME	DISMISSAL
MON				8-C (COMP)	4-C (COMP)	2-C (COMP)		3-C (COMP)	7-G (COMP)	3-G (COMP)		
TUE				8-C (COMP)	4-C (COMP)	7-C (COMP)		3-C (COMP)	7-G (COMP)	3-G (COMP)		
WED				5-C (COMP)		7-C (COMP)		3-C (COMP)		3-G (COMP)		
THU				5-C (COMP)						4-G (COMP)		
FRI					6-C (COMP)	2-C (COMP)		8-G (COMP)		4-G (COMP)		
SAT					6-C (COMP)	2-C (COMP)		8-G (COMP)				

TIMINGS												
Mr. NAGINDER	ASSEMBLY	1ST	2nd	3rd	4th	5th	LUNCH BREAK	6th	7th	8th	DIARY TIME	DISMISSAL
MON			11-ARTS (PE)	12 M/NM (PE)	12 Com/Arts (PE)	11-COM/M/NM (PE)				1-G(GAMES)		
TUE			11-ARTS (PE)	12 M/NM (PE)	12 Com/Arts (PE)	11-COM/M/NM (PE)		4-G (GAMES)		5-C (GAMES)		
WED			11-ARTS (PE)	12 M/NM (PE)	12 Com/Arts (PE)	11-COM/M/NM (PE)			9-G (GAMES)			
THU			11-ARTS (PE)	12 M/NM (PE)	12 Com/Arts (PE)	11-COM/M/NM (PE)		8-G (Games)		10-G (GAMES)		
FRI			11-ARTS (PE)	12 M/NM (PE)	12 Com/Arts (PE)	11-COM/M/NM (PE)				7-G (GAMES)		
SAT			11-ARTS (PE)	12 M/NM (PE)	12 Com/Arts (PE)	11-COM/M/NM (PE)		7-C (GAMES)		2-C (GAMES)		

TIMINGS												
Mr.DHARMINDR	ASSEMBLY	1ST	2nd	3rd	4th	5th	LUNCH BREAK	6th	7th	8th	DIARY TIME	DISMISSAL
MON												
TUE												
WED												
THU					6-C (ARCH)	9-C (ARCH)		8-G (ARCH)		8-C (ARCH)		
FRI						10-C (ARCH)			9-G (ARCH)	7-G (ARCH)		
SAT					4-C (ARCH)	9-C (GAMES)		3-C/7-C (ARCH)	8-G (ACT)	10-G (ARCH)		

TIMINGS												
Mr. AMANDEEP SINGH	ASSEMBLY	1ST	2nd	3rd	4th	5th	LUNCH BREAK	6th	7th	8th	DIARY TIME	DISMISSAL
MON		9-C (HR)		5-C (HR)	3-C (HR)	2-G (HR)		4-G (HR)	9-G (HR)	8-C (HR)		
TUE		9-C (HR)	1-C (GAMES)	5-C (HR)	6-C (HR)	2-G (HR)		8-G (HR)	9-G (HR)	8-C (HR)		
WED				1-G (HR)	6-C (HR)	10-C(GAMES)		8-G (HR)	7-G (HR)			
THU				1-G (HR)		2-G (GAMES)		7-C (HR)	7-G (HR)			
FRI			1-C (HR)	2-C (HR)		7-C (HR)			3-G (HR)	4-C (HR)		
SAT			1-C (HR)	2-C (HR)	3-C (HR)			4-G (HR)	3-G (HR)	4-C (HR)		

TIMINGS										
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TIMINGS										
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MR. TARWINDER	ASSEMBLY	1ST	2nd	3rd	4th	5th	LUNCH BREAK	6th	7th	8th	DIARY TIME	DISMISSAL
MON		9-C (SWM)		5-C (SWM)	3-C (SWM)	2-G (SWM)		4-G (SWM)	9-G (SWM)	8-C (SWM)		
TUE		9-C (SWM)		5-C (SWM)	6-C (SWM)	2-G (SWM)		8-G (SWM)	9-G (SWM)	8-C (SWM)		
WED				1-G (SWM)	6-C (SWM)			8-G (SWM)	7-G (SWM)			

Class	ASSEMBLY	1ST	2nd	3rd	4th	5th	LUNCH HALL	6th	7th	8th	DIARY TIME	DISMISSAL
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MON	Eng(SR)	Art(VR)	EVS(MM)	Hindi(SB)	Dance(GGN)	Maths(RN)	Pbi(SR)	Game(DP)
TUE	Eng(SR)	Game(DP)	EVS(MM)	Hindi(SB)	Comp(MM)	Maths(RN)	Pbi(SR)	Music(SKM)
WED	Eng(SR)	Comp(MM)	EVS(MM)	Act(SR)	Act(SR)	Maths(RN)	Pbi(SR)	Hindi(SB)
THU	Eng(SR)	Comp(MM)	EVS(MM)	Hindi(SB)	Maths(SNK)	Maths(RN)	Pbi(SR)	Lib(PK)
FRI	Eng(SR)	HR/SW	EVS(MM)	Hindi(SB)	G.K(NT)	Maths(RN)	Pbi(SR)	Eng(SR)
SAT	Eng(SR)	HR/SW	EVS(MM)	Hindi(SB)	G.K(NT)	Maths(RN)	Pbi(SR)	ELL(SR)

GRADE 1 Gem MS. MAMTA

TIMING S										
Class	1ST	2nd	3rd	4th	5th	6th	7th	8th		
MON	EVS(MM)	Eng(SB)	Eng(SB)	Maths(RN)	Lib(PK)	Pbi(SR)	Hindi(SB)	GK(NT)	DIARY TIME	DISMISSAL
TUE	EVS(MM)	Eng(SB)	ELL(SB)	Maths(RN)	Dance(GGN)	Pbi(SR)	Hindi(SB)	GK(NT)		
WED	EVS(MM)	Eng(SB)	HR/SW	Act(MM)	Act(MM)	Pbi(SR)	Hindi(SB)	Maths(SNK)		
THU	EVS(MM)	Eng(SB)	HR/SW	Maths(RN)	Comp(MM)	Pbi(SR)	Hindi(SB)	Music(SKM)		
FRI	EVS(MM)	Eng(SB)	Art(VR)	Maths(RN)	Comp(MM)	Pbi(SR)	Hindi(SB)	Game(DP)		
SAT	EVS(MM)	Eng(SB)	Game(DP)	Maths(RN)	Comp(MM)	Pbi(SR)	Hindi(SB)	Maths(SNK)		

GRADE 2 CRYSTAL MS. REENA

TIMING S										
Class	1ST	2nd	3rd	4th	5th	6th	7th	8th		
MON	Maths(RN)	Pbi(SR)	Game(DP)	Eng(SR)	Comp(SS)	Hindi(SB)	EVS(MM)	Maths(RN)	DIARY TIME	DISMISSAL
TUE	Maths(RN)	Pbi(SR)	Game(DP)	Eng(SR)	ELL(SR)	Music(SKM)	EVS(MM)	Hindi(SB)		
WED	Maths(RN)	Pbi(SR)	Eng(SR)	Act(RN)	Act(RN)	Hindi(SB)	EVS(MM)	Lib(PK)		
THU	Maths(RN)	Pbi(SR)	Eng(SR)	Eng(SR)	Dance(GGN)	Hindi(SB)	EVS(MM)	Art(VR)		
FRI	Maths(RN)	Pbi(SR)	HR/SW	Eng(SR)	Comp(SS)	Hindi(SB)	EVS(MM)	GK(NT)		
SAT	Maths(RN)	Pbi(SR)	HR/SW	Eng(SR)	Comp(SS)	Hindi(SB)	EVS(MM)	GK(NT)		

GRADE 2 GEM MS. SEEMA BHUI

TIMING S										
Class	1ST	2nd	3rd	4th	5th	6th	7th	8th		
MON	Eng(SB)	Pbi(RKP)	Maths(RN)	Lib(PK)	HR/SW	Art(VR)	Hindi(SPN)	EVS(MM)	DIARY TIME	DISMISSAL
TUE	Eng(SB)	Pbi(RKP)	Maths(RN)	Game(DP)	HR/SW	EVS(MM)	Hindi(SPN)	Maths(SNK)		
WED	Eng(SB)	Pbi(RKP)	Maths(RN)	Act(SB)	Act(SB)	Maths(RN)	Hindi(SPN)	EVS(MM)		
THU	Eng(SB)	Pbi(RKP)	Maths(RN)	Comp(MM)	Game(DP)	Dance(GGN)	Hindi(SPN)	EVS(MM)		
FRI	Eng(SB)	Pbi(RKP)	Maths(RN)	Comp(MM)	ELL(SB)	GK(NT)	Hindi(SPN)	EVS(MM)		
SAT	Eng(SB)	Pbi(RKP)	Maths(RN)	Comp(MM)	ENG(SB)	GK(NT)	Hindi(SPN)	EVS(MM)		

GRADE 3 CRYSTAL MS GURPREET KAUR

TIMING S										
Class	1ST	2nd	3rd	4th	5th	6th	7th	8th		
MON	Maths(GK)	Eng(RMN)	EVS(VG)	HR/SW	GK(VG)	Comp(SS)	Pbi(JK)	Hindi(SPN)	DIARY TIME	DISMISSAL
TUE	Maths(GK)	Eng(RMN)	EVS(VG)	Lib(PK)	GK(VG)	Comp(SS)	Pbi(JK)	Hindi(SPN)		
WED	Maths(GK)	Eng(RMN)	EVS(VG)	Act(GGN)	Act(GGN)	Comp(SS)	Pbi(JK)	Hindi(SPN)		
THU	Maths(GK)	Eng(RMN)	EVS(VG)	ELL(NT)	Music	Maths(GK)	Pbi(JK)	Hindi(SPN)		
FRI	Maths(GK)	Eng(RMN)	EVS(VG)	Dance(GGN)	Game(DP)	Art(VR)	Pbi(JK)	Hindi(SPN)		
SAT	Maths(GK)	Eng(RMN)	EVS(VG)	HR/SW	Eng(RMN)	Games(DP)	Pbi(JK)	Hindi(SPN)		

GRADE 3 GEM MR. JAGSIR KAUR

TIMING S										
Class	1ST	2nd	3rd	4th	5th	6th	7th	8th		
MON	Pbi(JK)	Maths(SNK)	Hindi(SPN)	Eng(RMN)	Art(VR)	EVS(DS)	Dance(GGN)	Comp(SS)	DIARY TIME	DISMISSAL
TUE	Pbi(JK)	Maths(SNK)	Hindi(SPN)	Eng(RMN)	Game(DP)	EVS(DS)	Music(SKM)	Comp(SS)		
WED	Pbi(JK)	Maths(SNK)	Hindi(SPN)	Act(JK)	Act(JK)	EVS(DS)	Eng(RMN)	Comp(SS)		
THU	Pbi(JK)	Maths(SNK)	Hindi(SPN)	Eng(RMN)	ELL(RMN)	EVS(DS)	Lib(PK)	Game(DP)		
FRI	Pbi(JK)	Maths(SNK)	Hindi(SPN)	Eng(RMN)	GK(VG)	EVS(DS)	HR/SW	Maths(SNK)		
SAT	Pbi(JK)	Maths(SNK)	Hindi(SPN)	Eng(RMN)	GK(VG)	EVS(DS)	HR/SW	Art(VR)		

GRADE 4 CRYSTAL MS. SAPNA

TIMING S										
Class	1ST	2nd	3rd	4th	5th	6th	7th	8th		
MON	Hindi(SPN)	Maths(GK)	Eng(PRE)	Comp(SS)	Pbi(JK)	SST(N.T)	SCIENCE(DS)	Dance(GGN)	DIARY TIME	DISMISSAL
TUE	Hindi(SPN)	Maths(GK)	Eng(PRE)	Comp(SS)	Pbi(JK)	SST(N.T)	SCIENCE(DS)	ELL(PRE)		
WED	Hindi(SPN)	Maths(GK)	Eng(PRE)	ACT(RMN)	ACT(RMN)	SST(N.T)	SCIENCE(DS)	Pbi(JK)		
THU	Hindi(SPN)	Maths(GK)	Eng(PRE)	Art(VR)	Pbi(JK)	SST(N.T)	SCIENCE(DS)	GK(RMN)		
FRI	Hindi(SPN)	Maths(GK)	Eng(PRE)	Lib(PK)	Pbi(JK)	SST(N.T)	SCIENCE(DS)	HR/SW		
SAT	Hindi(SPN)	Maths(GK)	Eng(PRE)	Game(DP)	Sci(DS)	SST(N.T)	Music(SKM)	HR/SW		

MON	Hindi(JGM)	Sci(DS)	S.S.T(JSP)	Eng(PRE)	Maths(SNK)	Music(SKH)	Art(NK)	Pbi(RKP)		
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TUE	Hindi(JGM)	Sci(DS)	S.S.T(JSP)	Eng(PRE)	Maths(SNK)	HR/SW	Lib(PK)	Pbi(RKP)
WED	Hindi(JGM)	Sci(DS)	S.S.T(JSP)	Eng(PRE)	Maths(SNK)	HR/SW	ELL(PRE)	Pbi(RKP)
THU	Hindi(JGM)	Sci(DS)	S.S.T(JSP)	Eng(PRE)	Maths(SNK)	Game(DHS)	G.K(Ans)	Pbi(RKP)
FRI	Hindi(JGM)	Sci(DS)	S.S.T(JSP)	Eng(PRE)	Maths(SNK)	Comp(SS)	Dance(GGN)	Pbi(RKP)
SAT	Hindi(JGM)	Sci(DS)	S.S.T(JSP)	Eng(PRE)	Maths(SNK)	Comp(SS)	Act(DHS)	Act(JK)

GRADE 9 CRYSTAL MS ANSHUL											
TIMING S	Class	1ST	2nd	3rd	4th	5th	6th	7th	8th	DIARY TIME	DISMISSAL
	ASSEMBLY										
MON		HR/SW	Maths(SNK)	Chem()	Pbi(RKP)	PHYSICS(RA)	S.S.T(MP)	Eng(AR)	Hindi(JGM)/FMM(DK)		
TUE		HR/SW	Maths(SNK)	Chem()	Pbi(RKP)	PHYSICS(RA)	S.S.T(MP)	Eng(AR)	Hindi(JGM)/FMM(DK)		
WED		Bio(ANS)	Maths(SNK)	Chem()	Pbi(RKP)	PHYSICS(RA)	S.S.T(MP)	Eng(AR)	Hindi(JGM)/FMM(DK)		
THU		Bio(ANS)	Maths(SNK)	Eco(MB)	Pbi(RKP)	ARC(DHS)	S.S.T(MP)	Eng(AR)	Hindi(JGM)/FMM(DK)		
FRI		Bio(ANS)	Maths(SNK)	Eco(MB)	Pbi(RKP)	LIB(PK)	S.S.T(MP)	Eng(AR)	Hindi(JGM)/FMM(DK)		
SAT		Art(NK)	Maths(SNK)	Hindi(JGM)	Pbi(RKP)	GAMES(DHS)	S.S.T(MP)	Maths(SNK)	Eng(AR)		

GRADE 9 GEM Mr.Sunny Kalra											
TIMING S	Class	1ST	2nd	3rd	4th	5th	6th	7th	8th	DIARY TIME	DISMISSAL
	ASSEMBLY										
MON		Maths(SNK)	S.S.T(JSP)	Maths(SNK)	PBI(SBK)	BIO(ANS)	Hindi(JGM)/FMM(DK)	HR/SW	ENG(PRE)		
TUE		Maths(SNK)	S.S.T(JSP)	Eco(MB)	PBI(SBK)	BIO(ANS)	Hindi(JGM)/FMM(DK)	HR/SW	ENG(PRE)		
WED		Maths(SNK)	S.S.T(JSP)	Eco(MB)	PBI(SBK)	BIO(ANS)	Hindi(JGM)/FMM(DK)	GAME(NS)	ENG(PRE)		
THU		Maths(SNK)	S.S.T(JSP)	CHEM()	PBI(SBK)	PHYSICS(RA)	Hindi(JGM)/FMM(DK)	ART(NK)	ENG(PRE)		
FRI		Maths(SNK)	S.S.T(JSP)	CHEM()	PBI(SBK)	PHYSICS(RA)	Hindi(JGM)/FMM(DK)	ARC(DHS)	ENG(PRE)		
SAT		Maths(SNK)	S.S.T(JSP)	CHEM()	Hindi(JGM)/FMM(DK)	PHYSICS(RA)	PBI(SBK)	LIB(PK)	ENG(PRE)		

GRADE 10 CRYSTAL MS. SARABJIT KAUR											
TIMING S	Class	1ST	2nd	3rd	4th	5th	6th	7th	8th	DIARY TIME	DISMISSAL
	ASSEMBLY										
MON		PBI(SBK)	PHYSICS(RA)	SST(SK)	BIO(ANS)	ECO(MD)	Maths(SNK)	HINDI(JGM)	ENG(AR)		
TUE		PBI(SBK)	PHYSICS(RA)	SST(SK)	BIO(ANS)	ECO(MD)	Maths(SNK)	HINDI(JGM)	ENG(AR)		
WED		PBI(SBK)	PHYSICS(RA)	SST(SK)	BIO(ANS)	GAME(NT)	Maths(SNK)	HINDI(JGM)	ENG(AR)		
THU		PBI(SBK)	CHEM()	SST(SK)	HR/SW	ART(WR)	Maths(SNK)	HINDI(JGM)	ENG(AR)		
FRI		PBI(SBK)	CHEM()	SST(SK)	HR/SW	ARC(DS)	Maths(SNK)	HINDI(JGM)	ENG(AR)		
SAT		PBI(SBK)	CHEM()	SST(SK)	LIB(PK)	HINDI(JGM)	Maths(SNK)	ENG(AR)	Maths(SNK)		

GRADE 10 GEM PARAMJIT KAUR(MATHS)											
TIMING S	Class	1ST	2nd	3rd	4th	5th	6th	7th	8th	DIARY TIME	DISMISSAL
	ASSEMBLY										
MON		Maths(PRM)	CHEM(SAPALI)	Eng(RK)	Eco(MB)	Hindi(JGM)	Pbi(RKP)	S.S.T(JSP)	Lib(PK)		
TUE		Maths(PRM)	CHEM(SAPALI)	Eng(RK)	Eco(MB)	Hindi(JGM)	Pbi(RKP)	S.S.T(JSP)	Game(NS)		
WED		Maths(PRM)	CHEM(SAPALI)	Eng(RK)	Maths(PRM)	Hindi(JGM)	Pbi(RKP)	S.S.T(JSP)	HR/SW		
THU		Maths(PRM)	PHYSICS(RA)	Eng(RK)	BIO(ANS)	Hindi(JGM)	Pbi(RKP)	S.S.T(JSP)	HR/SW		
FRI		Maths(PRM)	PHYSICS(RA)	Eng(RK)	BIO(ANS)	Hindi(JGM)	Pbi(RKP)	S.S.T(JSP)	Art(NK)		
SAT		Maths(PRM)	PHYSICS(RA)	Eng(RK)	BIO(ANS)	Pbi(RKP)	Hindi(JGM)	S.S.T(JSP)	ARC(DHS)		

GRADE 11 MED Mr. ROHIT GAUTAM											
TIMING S	Class	1ST	2nd	3rd	4th	5th	6th	7th	8th	DIARY TIME	DISMISSAL
	ASSEMBLY										
MON		CHEM()	Eng(RK)	Maths/Bio(PRM/ANS)	PHYSICS(RA)	PE/Painting/Music(NS)	CHEM()	PHYSICS(RA)	Maths/Bio(PRM/ANS)		
TUE		CHEM()	Eng(RK)	Maths/Bio(PRM/ANS)	PHYSICS(RA)	PE/Painting/Music(NS)	CHEM()	PHYSICS(RA)	Maths/Bio(PRM/ANS)		
WED		CHEM()	Eng(RK)	Maths/Bio(PRM/ANS)	PHYSICS(RA)	PE/Painting/Music(NS)	CHEM()	PHYSICS(RA)	Maths/Bio(PRM/ANS)		
THU		CHEM()	Eng(RK)	Maths/Bio(PRM/ANS)	PHYSICS(RA)	PE/Painting/Music(NS)	CHEM()	PHYSICS(RA)	Maths/Bio(PRM/ANS)		
FRI		CHEM()	Eng(RK)	Maths/Bio(PRM/ANS)	PHYSICS(RA)	PE/Painting/Music(NS)	CHEM()	PHYSICS(RA)	Maths/Bio(PRM/ANS)		
SAT		CHEM()	Eng(RK)	Maths/Bio(PRM/ANS)	PHYSICS(RA)	PE/Painting/Music(NS)	CHEM()	PHYSICS(RA)	Maths/Bio(PRM/ANS)		

GRADE 11 N.MED Mr. ROHIT GAUTAM											
TIMING S	Class	1ST	2nd	3rd	4th	5th	6th	7th	8th	DIARY TIME	DISMISSAL
	ASSEMBLY										
MON		CHEM()	Eng(RK)	Maths/Bio(PRM/ANS)	PHYSICS(RA)	PE/Painting/Music(NS)	CHEM()	PHYSICS(RA)	Maths/Bio(PRM/ANS)		

TUE	CHEM()	Eng(RK)	Maths/Bio(PRM/ANS)	PHYSICS(RA)	PE/Painting/Music(NS)	CHEM()	PHYSICS(RA)	Maths/Bio(PRM/ANS)	
WED	CHEM()	Eng(RK)	Maths/Bio(PRM/ANS)	PHYSICS(RA)	PE/Painting/Music(NS)	CHEM()	PHYSICS(RA)	Maths/Bio(PRM/ANS)	
THU	CHEM()	Eng(RK)	Maths/Bio(PRM/ANS)	PHYSICS(RA)	PE/Painting/Music(NS)	CHEM()	PHYSICS(RA)	Maths/Bio(PRM/ANS)	
FRI	CHEM()	Eng(RK)	Maths/Bio(PRM/ANS)	PHYSICS(RA)	PE/Painting/Music(NS)	CHEM()	PHYSICS(RA)	Maths/Bio(PRM/ANS)	
SAT	CHEM()	Eng(RK)	Maths/Bio(PRM/ANS)	PHYSICS(RA)	PE/Painting/Music(NS)	CHEM()	PHYSICS(RA)	Maths/Bio(PRM/ANS)	

GRADE 11

Class		1ST	2nd	3rd	4th	5th		6th	7th	8th		
MON	ASSEMBLY	His/Eco(SK)	Pol.Sci(MD)	Pbj(SBK)	PE/Painting/Music(NS)	Eng(RK)		Eng(RK)	Pol.Sci(MD)	His/Eco(SK)	DIARY TIME	DISMISSAL
TUE		His/Eco(SK)	Pol.Sci(MD)	Pbj(SBK)	PE/Painting/Music(NS)	Eng(RK)		Eng(RK)	Pol.Sci(MD)	His/Eco(SK)		
WED		His/Eco(SK)	Pol.Sci(MD)	Pbj(SBK)	PE/Painting/Music(NS)	Eng(RK)		Eng(RK)	Pol.Sci(MD)	His/Eco(SK)		
THU		His/Eco(SK)	Pol.Sci(MD)	Pbj(SBK)	PE/Painting/Music(NS)	Eng(RK)		Eng(RK)	Pol.Sci(MD)	His/Eco(SK)		
FRI		His/Eco(SK)	Pol.Sci(MD)	Pbj(SBK)	PE/Painting/Music(NS)	Eng(RK)		Eng(RK)	Pol.Sci(MD)	His/Eco(SK)		
SAT		His/Eco(SK)	Pol.Sci(MD)	Pbj(SBK)	PE/Painting/Music(NS)	Eng(RK)		Eng(RK)	Pol.Sci(MD)	His/Eco(SK)		

Syllabus Division

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

Planner for the month of _____ 2019

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

Lesson Plan (Weekly) Date: from _____ to _____

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

Observations of teacher at the end of week

Amount of syllabus taught	Home Assignment	Observation by teacher	Remarks

Special efforts to improve weak students

Name of students	Class & Section	Sub needing Improvement	Action Taken

	-Class Test	-Class Test	-Class Test	-Class Test -Models -Quiz	-Class Test -Lab Visit -Models -Quiz	-Class Test -Lab Act -Map -Quiz
9	Class Work -Home Work -Class Test	Class Work -Home Work -Class Test	Class Work -Home Work -Class Test	Class Work -Home Work -Class Test -Models -Quiz	Class Work -Home Work -Class Test -Lab Visit -Models -Quiz	Class Work -Home Work -Class Test -Lab Act -Map -Quiz
10	Class Work -Home Work -Class Test	Class Work -Home Work -Class Test	Class Work -Home Work -Class Test	Class Work -Home Work -Class Test -Models -Quiz	Class Work -Home Work -Class Test -Lab Visit -Models -Quiz	Class Work -Home Work -Class Test -Lab Act -Map -Quiz
11	Class Work -Home Work -Class Test	Class Work -Home Work -Class Test	Class Work -Home Work -Class Test	Class Work -Home Work -Class Test -Models -Quiz	Class Work -Home Work -Class Test -Lab Visit -Models -Quiz	Class Work -Home Work -Class Test -Lab Act -Map -Quiz
12	Class Work -Home Work -Class Test	Class Work -Home Work -Class Test	Class Work -Home Work -Class Test	Class Work -Home Work -Class Test -Models -Quiz	Class Work -Home Work -Class Test -Lab Visit -Models -Quiz	Class Work -Home Work -Class Test -Lab Act -Map -Quiz

Whole school rubrics

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

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

Direct and indirect methods of assessment

Direct methods of assessment ask students to demonstrate their learning while indirect methods ask students to reflect on their learning. Tests, essays, presentations, etc. are generally direct methods of assessment, and indirect methods include surveys and interviews.

Which assessment method should be used for assessment?

Each program will select the assessment methods that will provide the most useful and relevant information for the purposes that the program and its faculty have identified. When selecting which assessment methods to use, consider what questions need to be answered, the availability of resources, and the usefulness of the results.

Programs may find it valuable to identify what information currently exists in the program that can be utilized as well as what assessment methods have been used for past assessments.

System of Assessment

Classes IX- X				
	Existing		Proposed	
Maximum marks per subject :	100		No Change	
Types of assessment	<input type="checkbox"/> Internal Assessment <input type="checkbox"/> Year End/Board Examination <input type="checkbox"/> School Based Assessment of Co-scholastic Areas (Art Education, Health and Physical Education including Work Experience , Discipline)		No Change	
Marks distribution	Internal Assessment : Year End/Board Examination 20:80		No Change	
Internal Assessment				
	Existing		Proposed	
	Periodic Test		Periodic Assessment	
	Periodic Test (Pen Paper Test)	10 marks	Pen Paper Test	5 marks
			Multiple Assessment strategies to be used. (quizzes, oral test,	5 marks

Components of Internal Assessment			concept map, exit cards, visual expression etc.)	
	Notebook (Class work)	5 marks	Portfolio (Classwork plus peer assessment, self - assessment, achievements of student in the subject, reflections, narrations, journals, etc)	5 marks
	Subject Enrichment - consisting of aspects like Practical work for Science; Lab work for	5 marks	Subject enrichment · Social Science Project Work · No changes in othersubjects	5 marks

Board Examination/ Year-end Examination

Board Examination	Existing	Proposed	
Marks	Marks 80	No change	
Duration	3 hours	No change	
InternalChoice	33%	No change	
Components of Board examination paper	Short Answer/Long Answer (Objective as well as Subjective)	Objective type including Multiple Choice Questions	20 marks (This is already incorporated in 2019 Board Exams in many subjects)
		Subjective – number of questions will be reduced to enable student to have enough time to give analytical and creative responses.	60marks
School Based Assessment of Co-scholastic Areas (Work Experience, Art Education, Health & Physical Education Discipline)			
Assessment of Co-scholastic areas	Existing	Proposed	
	☐☐ Internally Assessed	No change	

Classes XI- XII			
	Existing	Proposed	
Maximum marks per subject:	100 marks	No Change	
Types of assessment	<ul style="list-style-type: none"> ☐ Internal Assessment/Practical ☐ Board Examination ☐☐ Assessment of Co-scholastic areas (Health and Physical Education including Work Education, General Studies) 	No Change	
Marks distribution	Internal Assessment / Practical: Board Exam/ Year end Exam <ul style="list-style-type: none"> ☐ 0:100 (Mathematics, Languages, Political Science, and Legal Studies) ☐☐ 20:80 (Humanities /Commerce Based Subjects and some other subjects) ☐☐☐ 30:70 (Science based subjects and some other subjects) ☐☐☐ 70:30 (Fine Arts and some other subjects) 	Compulsory portion of Internal Assessment/ Project work/ Practical in all subjects of at least 20 marks	
Board Examination/ Year-end examination		Examination	
	Existing	Proposed	
Marks	Maximum Marks 100/80/70/30 As per nature of subject	<ul style="list-style-type: none"> ☐☐ 80 Marks in Mathematics, Languages, Political Science and Legal Studies. ☐☐ No change in other subjects 	
Duration	3 hours	3 hours for all subjects of 100/80/70 Marks and 2 hours for papers with less than 70 marks theory portion.	
Components of Board examination paper	Short Answer/Long Answer (Objective as well as Subjective)	Objective type including Multiple Choice Questions	Minimum 25% marks in Year End/ Board Exam
		Subjective – number of questions will be reduced to	Maximum 75% marks in Year End/ Board Exam

		enable student to have enough	
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		time to give analytical and creative responses	
	Internal Assessment/ Project work/	Practical	
Internal Assessment/	Existing	Proposed	
Project/ Practical	<input type="checkbox"/> 0marks(Mathematics, Languages, Political Science) <input type="checkbox"/> 20 marks (Humanities / Commerce Based Subjects and some other subjects) <input type="checkbox"/> 30 marks (Science based subjects and some other subjects) <input type="checkbox"/> 70marks (FineArts andsomeother subjects)	<input type="checkbox"/> 20 marks (Mathematics, Languages, Political Science and Legal Studies) <input type="checkbox"/> No change in remaining subjects	
SchoolBased	Assessment of Co-scholastic Areas (Work Education, GeneralStudies, Health & Physical Education)		
Assessmentof Co-scholastic areas	Existing	Proposed	
	<input type="checkbox"/> InternallyAssessed	InternallyAssessed	

Subject Enrichment Activities:

These are subject specific activities aimed at enhancing the understanding and skill of the students. These activities are to be carried out throughout the term; however, they should be evaluated at the term-end.

- Languages:**
 Aimed at equipping the learners to develop effective listening and speaking skills. The language teachers may devise their own methods and parameters for assessment of the language.
- Mathematics:**
 For the activities of Mathematics , Practical Work and activities in Maths may be undertaken as suggested by NCERT syllabus and textbooks.
- Science**
 Practical Work and activities in Maths may be undertaken as suggested by NCERT syllabus and textbooks.
- Social Science:**
 Map or Project Work and activities in Maths may be undertaken as suggested by NCERT syllabus and textbooks.

Grading System

MarksRange Grade

91-100	A1
81-90	A2
71-80	B1
61-70	B2
51-60	C1
41-50	C2
33-40	D
21-32	E1
20 and below	E2

Teacher's performance is assessed from time to time by the Principal as per following criterion:

Teacher's Observation Format and Rating Scale: (Pre-Primary)

Teacher's Name: _____ School: _____ Date: _____

Reviewed By: _____ Class/Subject: _____ Topic: _____

	Criteria	Explanation	5	4	3	2	1
1	SET INDUCTION						
A	Effectiveness	<ul style="list-style-type: none"> Captures interest of the S; motivating Evaluates & connects with prior knowledge 	VE	E	RE	Not E	Not Done
B	Timing	<ul style="list-style-type: none"> Well within allotted time Well paced 	V. Well Timed	Well Timed	R. Well Timed	Poorly Timed	Not Done
Total= Overall Rating							
2	SUPERVISION AND SAFETY OF CHILDREN						
A	Supervision	<ul style="list-style-type: none"> Observant of S at all times Observant of events in class 	VE	E	RE	Not E	Not Done
B	Safety	<ul style="list-style-type: none"> Exhibits knowledge / awareness of S Safety 	VE	E	RE	Not E	Not Done
Total= Overall Rating							
3	QUESTIONING						
A	Language of Q	<ul style="list-style-type: none"> Clear language, simply worded; precise Focused at eliciting/guiding response 	VA	A	RA	Confusing	V.confusing
B	Processing of S's answers	<ul style="list-style-type: none"> Approx 6-7 secs given as wait time for S to answer Probes & provides cues; encourages response Proper attention & guidance given to incorrect responses 	VA	A	RA	Not A	None
C	Opportunity to S to	<ul style="list-style-type: none"> S feel free to put up their doubts/queries 	Ample	Fair	Limited	Minimal	No oppor

	ask Q		amount				
		<ul style="list-style-type: none"> T provides opportunities for S to askQ 					
Total=		Overall Rating					
4	ASSESSMENT						
A	Progress	<ul style="list-style-type: none"> Observes children and makes a note of progress 	VE	E	RE	NotE	None
B	Learning Problems	<ul style="list-style-type: none"> Observes and makes a note of any learning problems 	VE	E	RE	NotE	None
Total=		Overall Rating					
5	INSTRUCTIONAL AIDS						
A	Smart Class	<ul style="list-style-type: none"> Intro at right time; shown clearly; Well paced; utilized effectively Well integrated with the lesson 	VE	E	RE	Not E	Not used
B	Other aids	<ul style="list-style-type: none"> Creative & well designed; appropriate to lesson; effectively handled 	VC; VA; VE	C; A; E	RC; RA; not VE	Poorly designed	Not used
Total=		Overall Rating					
6	BLACK/WHITE BOARD						
A	Information organization	<ul style="list-style-type: none"> Logical & systematic presentation; not chaotic/haphazard 	V. Well org	Well org	R well org	Poorly org	Not Done
B	Neatness & legibility	<ul style="list-style-type: none"> Handwriting is neat & easily understood by S 	Very N & L	Not N but L	N but not L	Not N; not L	
C	Visual appeal (overall)	<ul style="list-style-type: none"> Orderly; uses colour codes judiciously (as approp) Uses interesting & relevant symbols/art 	VA	A	RA	Not A	
D	Visibility	<ul style="list-style-type: none"> T is not obstructing it from the S's line of sight 	To all S	Most S	Many S	Few S	
Total=		Overall Rating					

Principal's

	Criteria	Explanation	5	4	3	2	1
7 CLASSROOM MANAGEMENT							
A	Academic time	<ul style="list-style-type: none"> Actual teaching time (approx 30/30 mins) is well utilized; well planned/ org; Class settled smoothly 	Optimal (30/30)	Rsnbl (25/30)	Rsnbl (20/30)	Poor (15/30)	Poorly used
B	Resource management	<ul style="list-style-type: none"> Well prepared; no last min. rushing to collect material Properly handled & implemented, Distribution of resources within time, tasks done within time 	V.Well org	Well org	R well org	Poorly org	Not org
C	Behavioural issues	<ul style="list-style-type: none"> Hyper active kids; slow learners; moods; noise level handled well 	VE handled	E handled	RE handled	Poorly handled	Not handled
D	Non Instructional Time	<ul style="list-style-type: none"> T arrives on time; Class settled smoothly. Distribution of HW/ CW/ tasks done within minimum time. 	VE	E	RE	Poor	Not Org
Total=		Overall Rating					
8 CLASSROOM ENVIRONMENT							
A	Class climate (S /T interaction)	<ul style="list-style-type: none"> Happy; healthy & conducive to learning T is not oppressive/ partial; offers freedom to express themselves 	V +ve	R +ve	+ve	Restrictive	Negative
B	Interaction between S	<ul style="list-style-type: none"> Opportunities given to S to interact with each other; healthy competition 	Ample	Adequate	Limited	V.Ltd	No opp or
C	Physical environ.	<ul style="list-style-type: none"> Furniture arranged neatly; no litter; Classroom looks/feels fresh , colourful & healthy 	V.neat & org	R neat & org	Not N; R org	Not neat/ org	Untidy cluttered
D	Evidence of Students' work	<ul style="list-style-type: none"> Display boards exhibit work of many S; on a variety of topics; Well organized & labeled boards 	Ample	R good	Limited	Minimal	No displays
Total=		Overall Rating					
9 VERBAL SKILLS							
A	Language skills	<ul style="list-style-type: none"> Fluency; grammatically correct; Articulate 	VF, GC	RF, GC	RF, gram incorrect	Not F, many errors	Poor
Total=		Overall Rating					
10 NON VERBAL SKILLS							
A	Body Language	<ul style="list-style-type: none"> Open & warm (genuine smile & reaches out) 	VO, VW	O &W	RO, RW	defensive	Aggressive

Total=		OverallRating					
11		SUBJECT KNOWLEDGE					
A	Accuracy	The teacher provided accurate content information	Very accurate	Accurate	Rsnbly accurate	Inconsistent	Not Accurate
B	Content Delivery	Delivery of content was done in a manner that was appropriate to the development levels of the S	Excellent	V. good	Good	Satisfactory	N.I
Total=		OverallRating					
12		CLOSURE					
A	Appropriateness	Relevant ; helps to revise the topic well The tool/ method selected helps S recall & retain knowledge acquired	VA	A	RA	Not A	Not Done
B	Effectiveness	<ul style="list-style-type: none"> Helps summarise andrecapitulate Evaluates & connects with lessonobjective 	VE	E	RE	Not E	
C	Timing	<ul style="list-style-type: none"> Well within allottedtime Wellpaced 	V.Wel I Time d	Well Timed	R.Wel I Time d	Poorly Timed	
Total=		OverallRating					

Teacher's Observation Format and Rating Scale: (Primary & Secondary)

Teacher'sName: _____ School: _____ Date: _____
 ReviewedBy: _____ Class/Subject: _____ Topic: _____

	Criteria	Explanation	5	4	3	2	1
1		SET INDUCTION					
A	Effectiveness	<ul style="list-style-type: none"> Captures interest of the S; motivating Evaluates & connects with priorknowledge 	V E	E	RE	Not E	Not Do ne
B	Timing	<ul style="list-style-type: none"> Well within allottedtime Wellpaced 	V.Wel I Time d	Well Time d	R.Wel I Time d	Poorl y Time d	Not Do ne
Total=		Overall Rating					
2		LESSON DEVELOPMENT THROUGH ACTIVE LEARNING					
A	Learning Strategy	Relevant to topic/ concept/ students. Implemented & reviewed effectively by the T Innovated according to context	V E	E	RE	Not E	No n e
B	Group learning	<ul style="list-style-type: none"> Well planned; Grp formation well org &smooth 	V E	E	RE	Not E	Non

							e
		<ul style="list-style-type: none"> Each group given well defined task; roles within the group clearly explained & understood by S Group activity involves all S & enhances learning; not redundant Grp activity managed well (noise level, grp dynamics etc) & reviewed effectively by the T 					
C	Active Processing of Knowledge	<ul style="list-style-type: none"> Opportunity given to S to construct their own understanding of the concept Evidence of active engagement in learning & application of knowledge gained by S Wherever possible, T encourages connections with real life/ familiar situations 	VE	E	RE	Not E	No n e
Total=		Overall Rating					

3 QUESTIONING							
A	Kind of Q	Open Ended, allow imagination/ exploration Encourage higher order thinking	Mostly OE & HO	R no. OE & HO	Few OE & HO	Mostly CE & LO	Only CE
B	Language of Q	<ul style="list-style-type: none"> Clear language, simply worded; precise 	VA	A	R A	Confusing	V.c o n f u s i n g
		<ul style="list-style-type: none"> Focused at eliciting/guiding response 					
C	Processing of S's answers	<ul style="list-style-type: none"> Approx 6-7 secs given as wait time for S to answer Probes & provides cues; encourages Proper attention & guidance given to incorrect responses 	VA	A	RA	Not A	No n e
D	Opportunity to S to ask Q	<ul style="list-style-type: none"> S feel free to put up their doubts/queries T provides opportunities for S to ask Q 	Ample	Fair amount	Limited	Minimal	No o p p o r
Total=		Overall Rating					

4 ASSESSMENT							
A	Implementation	<ul style="list-style-type: none"> Clear instructions given to S; planned & prepared High quality of summative assessment 	VE	E	RE	Not E	No n e
B	Feedback	<ul style="list-style-type: none"> Prompt, Positive, / Detailed, with measures for remedial work 	Prompt ; V +VE	Prompt; +VE	Delayed; +VE	Delayed -V E	No n e
C	Time	Well within allotted time	V Well T	Well T	R Well T	Poorly T	No n e
Total=		Overall Rating					

5 INSTRUCTIONAL AIDS							
A	Smart Class	<ul style="list-style-type: none"> Intro at right time; shown clearly; 	VE	E	RE	Not E	Not

		<ul style="list-style-type: none"> Well paced; utilized effectively Well integrated with the lesson 					used
B	Other aids	<ul style="list-style-type: none"> Creative & well designed; appropriate to lesson; effectively handled 	VC; VA; VE	C; A; E	RC; RA; not VE	Poorly designed	Not used
C	Manipulatives	Chosen correctly, handled & utilised properly All S able to see, handle and learn from	VA; VE	A; E	A; not E	Not A; not E	Not used
Total=		Overall Rating					
6 BLACK/WHITE BOARD							
A	Information organization	<ul style="list-style-type: none"> Logical & systematic presentation; not chaotic/ haphazard 	V.Well org	Well org	R well org	Poorly org	Not Done
B	Neatness & legibility	<ul style="list-style-type: none"> Handwriting is neat & easily understood by S 	Very N&L	Not N but L	N but not L	Not N; not L	
C	Visual appeal (overall)	<ul style="list-style-type: none"> Orderly; uses colour codes judiciously (as approp) Uses interesting & relevant symbols/art 	VA	A	RA	Not A	
Total=		Overall Rating					

	Criteria	Explanation	5	4	3	2	1
7 CLASSROOM MANAGEMENT							
A	Academic time	<ul style="list-style-type: none"> Actual teaching time (approx 30/35 mins) is well utilized; minimum wastage; well planned/ org; Class settled smoothly 	Optimal (30/35)	Rsnbl (25/35)	Rsnbl (20/35)	Poor (15/35)	Poorly used
B	Resource management	<ul style="list-style-type: none"> Well prepared; no last min. rushing to collect material Properly handled & implemented, Distribution of resources within time, tasks done within time 	V.Well org	Well org	R well org	Poorly org	Not org
C	Behavioural issues	<ul style="list-style-type: none"> Hyper active kids; slow learners; moods; noise level handled well 	VE handled	E handled	RE handled	Poorly handled	Not handled
D	Non Instructional Time	<ul style="list-style-type: none"> T arrives on time; Class settled smoothly. Distribution of CW/ HW/ tasks done within min. time. 	VE	E	RE	Poor	Not organised
Total=		Overall Rating					
8 CLASSROOM ENVIRONMENT							
A	Class climate (S/T interaction)	<ul style="list-style-type: none"> Happy; healthy & conducive to learning T is not oppressive/ partial; offers freedom to express themselves 	V +ve	R +ve	V +ve	Restrictive	Negative

B	Physical environ.	<ul style="list-style-type: none"> Furniture arranged neatly; nolitter; Classroom looks/feels fresh & healthy 	V.neat & org	R neat & org	Not N; R org	Nt neat/ org	Untidy clutterd
C	Evidence of Students' work	<ul style="list-style-type: none"> Display boards exhibit work of many S; on a variety of topics; Well organized & labeled boards 	Ample	R good	Limited	Minimal	No displays
Total=		Overall Rating					
9	VERBAL SKILLS						
A	Language skills	<ul style="list-style-type: none"> Fluency; grammatically correct; Articulate 	VF, GC	RF, GC	RF, gram incorrct	Not F, many errors	Poor
Total=		Overall Rating					
10	NON- VERBAL SKILLS						
A	Body Language	<ul style="list-style-type: none"> Open & warm (genuine smile & reaches out) 	VO, VW	O & W	RO, RW	defensive	Aggressive
Total=		Overall Rating					
11	SUBJECT KNOWLEDGE						
A	Accuracy	The teacher provided accurate content information	Very accurate	Accurate	Rsnbly accurate	Inconsistent	Not Accurate
B	Content Delivery	Delivery of content was done in a manner that was appropriate to the development levels of the S	Excellent	V. good	Good	Satisfactory	N.I
Total=		Overall Rating					
12	CLOSURE						
A	Appropriateness	Relevant ; helps to revise the topic well The tool/ method selected helps S recall & retain knowledge acquired	VA	A	RA	NotA	Not Done
B	Effectiveness	<ul style="list-style-type: none"> Captures interest of the S; motivating Evaluates & connects with priorknowledge 	VE	E	RE	NotE	Not Done
C	Timing	<ul style="list-style-type: none"> Well within allotted time Well paced 	V.Wel l Time d	Well Timed	R.Wel l Time d	Poorly Timed	Not Done
Total=		Overall Rating					

Co-Scholastic Activities

For the holistic development of the student, co-curricular activities in the following areas be carried out by the teachers and will be graded term-wise on a 3-point grading scale (A=outstanding, B= Very Good and C=Fair). The aspect of regularity, sincere participation, output as teamwork be the generic criteria for grading in the following co-scholastic activities:

- Work Education
- Art Education
- Health & Physical Education

Discipline

The student will also be assessed for discipline, which will be based on the factors like attendance, sincerity, behavior, values, tidiness, respectfulness for rules and regulations, attitude towards society, nation and other. Grading on discipline will be done term-wise on a 3-point grading scale. (A=Outstanding, B=Very Good and C- Fair)

Examination Policy 2021- 2022

Objective:

- To set up an efficient exam system with clear guidelines for all users.
- Accountability of Departments:
One person should be nominated from each department to take responsibility for exam entries/ withdrawals etc., usually the Head of Department.
- Each department is responsible for keeping their examination material in a labelled wallet/ file materials should be kept by the Head of department who will liaise regularly with the Examination Officer.

Invigilation:

- Each exam session will have a designated invigilator in charge. The candidates are arranged in desk order according to seating plan. Candidates pass the room layout plan on notice board they sign in to acknowledge their attendance. Once Candidate sit in class room, silence should be maintained
- The invigilator will check attendance according to the seating plan prepared by the Exams Officer. Clocks and notices need to be checked and the information board for candidates completed clearly, with a check made that this is visible and clear for all. GURUKUL regulations must be adhered to throughout the time of the examination. These are clearly set down in the 'Instruction folio'. Invigilators should familiarize themselves with this before any examination
- Invigilators must not take work into the exam room, but give full attention to the conduct of the exam

- It is the responsibility of the reliever to relieve the invigilator to relieve invigilator half way through the 20 minutes break.

Make-up exams

Students who cannot take their final exams as scheduled because of, documented serious illness, or compelling, unexpected circumstances may appeal for a make-up final exam. The following are examples that are not considered compelling reasons to grant a make-up exam: lack of preparation, negligence, misinformation, or planned vacations and other events.

Make-up appeals are considered only for students who provide documentation of a compelling reason for missing the exam, owe no other work in the course than the final exam, have good records of attendance and participation, and are in good financial standing with the Division of Continuing Education. Academic Services contacts instructors to verify students' academic standing in courses for which they've applied for make-up exams as part of the appeals process.

Students/Parents may appeal for make-up exams within three days of scheduled exam.

<u>Make- Up Exam</u>	
Name of candidate Class Admn. No. Scheduled Exam Date Section Subject	<div style="border: 1px solid black; width: 100%; height: 100%;"></div>
Documentaries enclosed 1 2 3	
Signature of _____	Date
For Office use(Exam. Officer) _____	
Approved/not Approved	

INSTRUCTION

For smooth conduction of Examination 2021-22

1. During Annual Examination all the teachers to synchronize their wrist watches with school clock (in reception). Wrist watch is must for all.
2. During Examination Reporting Time decided by the exam dept. must be followed by all teachers. Late comer teachers will report in principal office.
3. All the teachers to reach their respective examination duty room, soon after they mark their attendance and must ensure that the students are ready for exam.

4. After checking the students' particulars in the appropriate columns the main invigilator will sign the answer sheets at the pre-assigned space only.
5. Invigilator will thoroughly check/tally ans. Script with the ques. papers. No ques. Should be left.
6. No student should put any identification mark on the answersheet.
7. Extra sheets can be provided to the students after checking that the child has utilized the previous sheet properly and fully.
8. Invigilators will make sure that the students are not using any unfair means during the exam.
9. Invigilators are not supposed to carry any Mobile Phone or take tea, sitting on desks or teachers should not stand in corners or near the wall only.
10. No invigilator should leave the examination hall for small matters like bringing threads/graph papers/maps/supplementary sheets etc.
11. Invigilators hold the responsibility for any type of discrepancy found in the number of answersheets.
12. All invigilators must sign in full at specified place only.
13. All the teachers concerned are requested to join hands in hands for the successful conduction of the examination.

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

Internal Examinations:

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

Examination Officer Responsibilities:

- Preparing, planning, coordinating and conducting internal and external examinations.
- Following guidelines laid down by exam boards
- Liaising with staff to ensure correct entries are made for all External Examinations.
- Checking entries are correct
- Organization and preparation of the Examination room.
- Ordering and supplying necessary stationery.
- Maintaining effective and secure systems of storage and retrieval
- Ensuring all exams are supervised in accordance with exam regulations
- Attending results days, distributing documentation to staff and dealing with queries.
- Keeping up to date with IMS systems and examination requirements

Examination Committee-

Sr. No.	Designation	No of Appointees	Name of Teacher
1	Center Superintendent	1	Mr. Jasdeep Kaur Mann (Principal)
2	Exam. Controller	1	Ms. Bhupinder Kaur
3	Assistant Exam. Controller	1	Ms. Uma Rani

Academic Calendar

CLASSES: I- VIII

TERM-1	TOTAL MARKS	TENTATIVE DATES	PTM DATES
PERIODIC TEST – 1 (10)	20 Marks	20.05.2019 to 25.05.2019	01.06.2019
SUBJECT ENRICHMENT ACTIVITY-1	10 Marks	22.07.2018 to 27.07.2019	N.A
PERIODIC TEST – 2 (10)	20 Marks	20.07.2019 to 27.07.2019	03.08.2019
NOTE BOOK SUBMISSION -1 Including G.K & Computer	10 Marks	05.08.2019 to 10.08.2019	N.A
HALF YEARLY EXAMS – 1 Including G.K & Computer	80 Marks (Weightage 100%)	14.09.2019 to 26.09.2019	05.10.2019
TERM-2			
SUBJECT ENRICHMENT ACTIVITY-2	10 Marks	09.12.2019 to 14.12.2019	N.A
PERIODIC TEST – 3 (10) Pen Paper Test+ Multiple Assessment(10) Including G.K & Computer	20 Marks	11.11.2019 to 18.11.2019	23.11.2019
NOTE BOOK SUBMISSION -2 Including G.K & Computer	10 Marks	16.12.2019 to 21.12.2019	N.A
YEARLY EXAM Including G.K & Computer	80 Marks (Weightage 100%)	10.02.2020 to 26.02.2020	05.03.2020
Term – 1 (Weightage)			
<u>Weightage:</u> (10 marks) PERIODIC TESTS (20 %) 20 + 20 = 50	<u>Weightage:</u> (5 marks) SUBJECT ENRICHMENT ACTIVITY (50 %) 10	<u>Weightage:</u> (5 marks) NOTE BOOK SUBMISSION (50 %) 10	
Term – 2 (Weightage)			
<u>Weightage:</u> (10 marks) PERIODIC TESTS (25 %) 20 + 20 = 50	<u>Weightage:</u> (5 marks) SUBJECT ENRICHMENT ACTIVITY (50 %) 10	<u>Weightage:</u> (5 marks) NOTE BOOK SUBMISSION (50 %) 10	
Students will be graded term wise in co curricular activities only for Under Co-Scholastic Areas.	Under 3 Point Grading Scale System A= OUTSTANDING B= VERY GOOD C= FAIR		

EVALUATION/ TEST / EXAMINATION / ASSESSMENT SCHEDULE: 2019-20
CLASSES: IX-X

TERM	TOTAL MARKS	TENTATIVE DATES	PTM DATES
Pre Mid Term	50 Marks	20.07.2019 to 27.07.2019	03.08.2019
SUBJECT ENRICHMENT ACTIVITY-1	10 Marks	22.07.2018 to 27.07.2019	N.A
NOTE BOOK SUBMISSION -1 (Regularity, Assignment completion, Neatness & upkeep of notebooks)	10 Marks	05.08.2019 to 10.08.2019	N.A
Mid Term	50 Marks	14.09.2019 to 26.09.2019	05.10.2019
SUBJECT ENRICHMENT ACTIVITY-2 (Given in Parents Hand Book)	10 Marks	09.12.2019 to 14.12.2019	N.A
NOTE BOOK SUBMISSION – 2 (Regularity, Assignment completion, Neatness & upkeep of notebooks)	10 Marks	16.12.2019 to 21.12.2019	N.A
Post Mid Term	50 Marks	11.11.2019 to 18.11.2019	23.11.2019
PRE – BOARD (Theory + Practical) (Only for Class X& XII)	100 Marks	16.12.2019 to 23.12.2019	06.01.2020
YEARLY EXAM Including G.K & Computer	80 Marks (Weightage 100%)	10.02.2020 to 26.02.2020	05.03.2020
Weightage			
e			
<u>Weightage:</u> (10marks) PERIODICTESTS	<u>Weightage:</u> (5marks) SUBJECTENRICHMENTACTIVITY	<u>Weightage:</u> (5 marks) NOTE BOOKSUBMISSION	
Students will be graded term wise incocurricularactivitiesonlyfor Under Co-Scholastic Areas.	Under 3 Point Grading Scale System A= OUTSTANDING B= VERY GOOD C= FAIR		

EVALUATION/ TEST / EXAMINATION / ASSESSMENT SCHEDULE: 2019-20**CLASS: XI**

TEST / EXAM NAME	TOTAL MARKS	TENTATIVE DATES	PTM
ASSIGNMENT	20 Marks	SUMMER VACATION	
UNIT TEST – 1	50 Marks	20.07.2019 to 27.07.2019	27.07.2019
HALF YEARLY EXAM (Theory + Practical)	100 Marks	14.09.2019 to 26.09.2019	05.10.2019
UNIT TEST – 2	50 Marks	11.11.2019 to 18.11.2019	23.11.2019
PRE – BOARD (Theory + Practical)	100 Marks	14.12.2019 to 23.12.2019	
PROJECTS	20 Marks	06.01.2020 to 11.01.2020	
FINAL INTERNAL PRACTICAL EXAMS	30 Marks	21.01.2020 to 30.01.2020	
ANNUAL EXAMINATION (Theory + Practical)	100Marks	10.02.2020 to 26.02.2020	05.03.2020

CLASS: XII

TEST / EXAM NAME	TOTAL MARKS	TENTATIVE DATES	PTM
ASSIGNMENT	20 Marks	SUMMER VACATION	
UNIT TEST – 1	50 Marks	20.07.2019 to 27.07.2019	03.08.2019
HALF YEARLY EXAM (Theory + Practical)	100 Marks	14.09.2019 to 26.09.2019	05.10.2019
PROJECTS	20 Marks	06.01.2020 to 11.01.2020	
PRE – BOARD (Theory + Practical)	100 Marks	12.12.2019 to 20.12.2019	25.12.2019
BOARD EXAM (INTERNAL ASSESSMENT & PRACTICAL)		15.01.2020 to 15.02.2020	
AISSCE (XII) 2020		March – 2020	

TEST / EXAMINATION SCHEDULE: 2019-20

Deadlines to Follow for Classes I – VIII

PERIODIC TEST –1

Last date to submit 2 sets of Question Papers: -	20.05.2019 to 25.05.2019
Last date to submit the Result: -	20.04.2019
Last date to submit the Cumulative Result & Report card: -	28.05.2019 30.05.2019

PERIODIC TEST – 2

Last date to submit 2 sets Question Papers: -	15.07.2019 TO 20.07.2019
Last date to submit the Result: -	05.07.2019
Last date to submit Cumulative Result & Report card: -	24.07.2019 25.07.2019

SUBJECT ENRICHMENT ACTIVITY-1

Last date to submit List of Activities:-	22.07.2019 TO 27.07.2019
Last date to submit the Award List: -	08.07.2019 30.07.2019

NOTE BOOK SUBMISSION-1

Last date to submit the Award List: -	05 08.2019 TO 10.08.2019
	12.08.2019

HALF YEARLY EXAMS

Last date to submit Question Papers	13.09.2019 TO 26.09.2019
Last date to submit the Result: -	10.07.2019
Last date to submit Cumulative Result & Report card: -	30.09.2019 03.10.2019

PERIODIC TEST – 3

Last date to submit 2 sets of Question Papers: -	11.11.2019 to 18.11.2019
Last date to submit the Result: -	21.10.2019
Last date to submit the Cumulative Result & Report card: -	20.11.2019 21.11.2019

SUBJECT ENRICHMENT ACTIVITY-2

Last date to submit List of Activities:-	09 12.2019 to 14.12.2019
Last date to submit the Award List: -	21.11.2019 16.12.2019

NOTE BOOK SUBMISSION-2

Last date to submit the Award List: -	16 12.2019 to 21.12.2019
	23.12.2019

YEARLY EXAMS

Last date to submit Question Papers	10.02.2020 to 26.02.2020
Last date to submit the Result: -	11.01.2020
Last date to submit Cumulative Result & Report card: -	01.03.2020 02.03.2020

Declaration of result for promotion: 5th March 2020 (Thursday)

TEST / EXAMINATION SCHEDULE: 2019-20

Deadlines to Follow for Classes IX – X

<u>Pre Mid Term Test</u>	15.07.2019 TO 20.07.2019
Last date to submit 2 sets Question Papers: -	05.07.2019
Last date to submit the Result: -	24.07.2019
Last date to submit Cumulative Result & Report card: -	25.07.2019
=====	
<u>SUBJECT ENRICHMENT ACTIVITY-1</u>	22.07.2019 TO 27.07.2019
Last date to submit List of Activities:-	08.07.2019
Last date to submit the Award List: -	30.07.2019
=====	
<u>NOTE BOOK SUBMISSION-1</u>	05.08.2019 TO 10.08.2019
Last date to submit the Award List: -	12.08.2019
=====	
<u>Mid Term Test</u>	13.09.2019 TO 26.09.2019
Last date to submit Question Papers	10.07.2019
Last date to submit the Result: -	30.09.2019
Last date to submit Cumulative Result & Report card: -	03.10.2019
=====	
<u>SUBJECT ENRICHMENT ACTIVITY-2</u>	09.12.2019 to 14.12.2019
Last date to submit List of Activities:-	21.11.2019
Last date to submit the Award List: -	16.12.2019
=====	
<u>NOTE BOOK SUBMISSION-2</u>	16.12.2019 to 21.12.2019
Last date to submit the Award List: -	23.12.2019
=====	
<u>Post Mid Term Test</u>	11.11.2019 to 18.11.2019
Last date to submit 2 sets of Question Papers: -	21.10.2019
Last date to submit the Result: -	20.11.2019
Last date to submit the Cumulative Result & Report card: -	21.11.2019
=====	
<u>Pre Board Examination (Only For X)</u>	16.12.2019 to 23.12.2019
Last date to submit 2 sets of Question Papers: -	03.12.2019
Last date to submit the Result: -	25.12.2019
Last date to submit the Cumulative Result & Report card: -	05.01.2020
=====	
<u>YEARLY EXAMS</u>	10.02.2020 to 26.02.2020
Last date to submit Question Papers	11.01.2020
Last date to submit the Result: -	01.03.2020
Last date to submit Cumulative Result & Report card: -	02.03.2019
<u>AISSE (X) 2020</u>	March 2020
=====	
Declaration of result for promotion: 5 th March 2020 (Thursday)	
=====	

TEST / EXAMINATION SCHEDULE: 2019-20

Deadlines to Follow for Classes XI/XII

Unit Test – 1:

Last date to submit 2 sets Question Papers: -

15.07.2019 TO

20.07.2019

05.07.2019

Last date to submit the Result: -

24.07.2019

Last date to submit Cumulative Result & Report card: -

25.07.2019

HALF YEARLY EXAMS

13.09.2019 TO

26.09.2019

Last date to submit Question Papers

10.07.2019

Last date to submit the Result: -

30.09.2019

Last date to submit Cumulative Result & Report card: -

03.10.2019

Unit Test – 2

11.11.2019 to

18.11.2019

Last date to submit 2 sets of Question Papers: -

21.10.2019

Last date to submit the Result: -

20.11.2019

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

21.11.2019

Project:

(To collect between)

06.01.2020 to 11.01.2020

Last date to submit Syllabus: -

02.12.2019

Last date to submit the Result: -

13.01.2020

Pre Board Examination (Only For XI & XII)

14.12.2019 to

23.12.2019

Last date to submit 2 sets of Question Papers: -

03.12.2019

Last date to submit the Result: -

25.12.2019

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

05.01.2020

YEARLY EXAMS

10.02.2020 to

26.02.2020

Last date to submit Question Papers

11.01.2020

Last date to submit the Result: -

01.03.2020

Last date to submit Cumulative Result & Report card: -

02.03.2019

EXTERNAL BOARD PRACTICALS

Jan/February 2020

AISSCE EXAM 2019

March 2020

Declaration of result for promotion: 5th March 2019 (Thursday)

Note:-

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

Date Sheet of Half Yearly Exams (2021-22)

Date	Day	I	II	III	IV
14.09.2021	Saturday	ENG	MATHS	HINDI	ENG
16.09.2021	Monday	PBI	ENG	EVS	HINDI
18.09.2021	Wednesday	HINDI	EVS	ENG	MATHS
20.09.2021	Friday	EVS	PBI	MATHS	PBI
21.09.2021	Saturday	GK	GK	GK	GK
23.09.2021	Monday	MATHS.	HINDI	PBI	SCI
25.09.2021	Wednesday	Holidays			SST
27.09.2021	Thursday	Comp	Comp	Comp	Comp

NOTE: 1. Reporting time for students during exams will be 8:00 am. School buses will depart from school at 11:50 am.

2. Attendance is compulsory in all the examination days. No re-exam will be conducted for absentees

3. Students who cannot take their exams as scheduled because of, documented serious illness or unexpected circumstances may appeal for a **Make-Up Exams** within three days of scheduled exam.

4. PTM will be held on **5.10.2021** i.e. **Saturday** from **10:00 am** to **12:30 pm**. **School will remain closed from 27.09.2021 to 29.09.2021**. School will reopen on 30.09.2021.

**EXAMS: HALF YEAR EXAMINATION (2021-2022)
ATTENDANCE SHEET**

DATE: _____ DAY: _____ BLOCK: _____ ROOM NO: _

SR NO	NAME OF CANDIDATE	ROW NO	QP SET	EXAM	ROLL NO	SIGNATURE
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						

SUMMARY

S		ROLL NOS	T STUDENTS

TOTAL

In-Service Teachers Training

Need and Importance:

It may be noted that the predictive value of the Teacher Education Course is no longer a matter of concern today. On the other hand, it is being recognized as a continuous process, coextensive with teaching. That is why CBSE put emphasis on in service training courses for existing teachers in CBSE schools on a mass scale in addition to pre-service education. But, yet it can be treated as a corrective and pace-setting program for the stage of general education for which it is designed.

CBSE is issuing Teachers training calendar every month and SBRS Gurukul is sending its teachers for the training organized by CBSE.

Section	Topic	Month
Pre-Primary	<ul style="list-style-type: none">• Subject wise capacity buildingworkshop• Classroom Management• HappyClassroom	Throughout the year as per the CBSE trainings Calendar
Primary	<ul style="list-style-type: none">• GenderSensitivity• Inclusion and Inclusive strategies• Classroom Management	
Secondary	<ul style="list-style-type: none">• CareerGuidance• RemodeledAssessment• Value Education• AdolescenceEducation	
Senior Secondary	<ul style="list-style-type: none">• Subject wise capacity buildingworkshop• AdolescenceEducation• CareerGuidance• LifeSkills	

Our staff is attending the workshops or capacity building programs to perform well towards academics following is the list attached of the programs that are attended by our teachers

Teacher Training Schedule			
Teacher Training Topic/Activity	Proposed Date/Week /Month	Target Group	Learning Outcome
Documentation	April,2019	Whole Staff	Awareness about various documents to be prepared during the session
Soft Skills and Grooming	May ,2019	Whole Staff	Personality Development
FMM	May,2019	Ms. Shivani	Awareness about Investments in various securities
Remodelled Assessment	July, 2019	Ms Sarbjeet	Awareness about assessment on various aspects
English secondary classes	September ,2019	Ms Anita Rani	Awareness about delivery of lectures to senior students
Adolescence Education	September ,2019	Mr Rajat Anand	Awareness about handling the psychological behavior of adolescent children in class
Accountancy	September, 2019	Ms. Shivani	Awareness about changes in CBSE paper pattern and latest changes in certain syllabus topics
Stress Management	September, 2019	Ms. Naseem Bano	Awareness about handling various kinds of stress at different levels
As per CBSE Calendar	October to February	Teaching Staff	Teachers will attend the training programs as per the monthly training calendar issued by CBSE

PUPIL'S WELLBEING

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

SUPPORTINGACTIVITIES

APRIL 2019

SL.	Date	Day	Event	Class/House/Topic
1	3-Apr	Wednesday	English Handwriting Competition	IV - V
2	3-Apr	Wednesday	Show & Tell Competition	I to III
3	6-Apr	Saturday	Celebration of World Health Day(Science Quiz)	VI to VIII Inter House
4	6-Apr	Saturday	Football Match	Inter House
5	8-Apr	Monday	Healthy Tiffin competition	KG Block
6	11-Apr	Thursday	Celebration of National Safe Motherhood	Spl. Assembly by Nalanda House
7	12-Apr	Friday	Baisakhi Celebration (Fancy Dress Competition)	KG Block
8	13-Apr	Saturday	2nd Saturday (Holiday)	
9	14-Apr	Sunday	Dr. Ambedkar Jayanti (Holiday)	
10	17-Apr	Wednesday	Celebration of World Hemophilia Day (Poster Making)	(Inter House)
11	18-Apr	Thursday	Celebration of World Heritage Day	Spl. Assembly by Taxila House
12	22-Apr	Monday	Tree plantation and Drawing Competition (World Earth Day)	IX to X
13	24-Apr	Wednesday	Panchayati Raj Day(S.St Quiz and Visit to Panchayat Ghar)	Inter House

14	24- Apr	Wednesda y	Cricket Match, Half Day and PTM	Inter House
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MAY2019

SL.	Date	Day	Event	Class/House/Topic
1	1-May	Wednesday	Celebration of Labour Day	
2	1-May	Wednesday	Solo Dance Competition	I to III
3	1-May	Wednesday	First Aid Competition	IV to V
4	4-May	Saturday	Volleyball Match+ Water Polo	Inter House
5	8-May	Wednesday	Celebration of Red Cross Day	Spl. Assembly by Ujjain House
6	11-May	Saturday	Celebration of Mother's Day(Solo Singing competition)	Inter House
7	11-May	Saturday	Essay Writing & Painting Competition by Parents	KG Block
8	15-May	Wednesday	Celebration of International Family Day	Spl. Assembly by Vallabhi House
9	15-May	Wednesday	Investiture Ceremony	
10	18-May	Saturday	Celebration of International Museums day (visit to a Museums)	VI to VIII

JULY2019

SL.	Date	Day	Event	Class/House/Topic
1	10-Jul	Wednesday	Computer Quiz	I to V
2	11-Jul	Thursday	World Population Day (G.K Quiz)	Inter House
3	13-Jul	Saturday	World Calamity Control Day(Debate)	VI-VIII
5	26-Jul	Friday	Kargal Vijay Diwas (Poetry Comp Inter House)	Spl. Assembly by Nalanda House
6	27-Jul	Saturday	Half Day and P.T.M	
7	29-Jul	Monday	World Hepatitis Day (Poster Making Competition)	Inter House

AUGUST 2019

SL.	Date	Day	Event	Class/House/Topic
1	3-Aug	Saturday	Swimming & Archery Competition	Inter House
2	7-Aug	Wednesday	Math Quiz	I to V

3	9-Aug	Friday	Celebration of World's Indigenous People(Speec Competition)	VI to VIII
4	10-Aug	Saturday	Celebration of Bakried (Id-ul-juha)	Spl. Assembly by Taxila House
5	15-Aug	Thursday	Celebration of Independence Day and Teej Festival	
6	22-Aug	Wednesday	World Senior Citizen Day (Grandparents Day)	KG Block

SEPTEMBER 2019

SL.	Date	Day	Event	Class/House/Topic
1	4-Sep	Wednesday	Celebration of Forgivness Day (Lagughter Comp)	I to V
2	5-Sep	Thursday	Celebration of Teachers Day	
3	14-Sep	Saturday	Hindi Diwas Celebration (Hindi Quiz)	Spl. Assembly by Vallabhi House and Inter House
4	16-Sep	Monday	World Ozone Day Celebration(Speech Competition)	Inter House
5	21-Sep	Saturday	Singing Competition	VI to VIII (Inter House)
6	25-Sep	Thursday	Social Justice Day (Debate Competition)	Spl. Assembly by Nalanda House and Inter House

OCTOBER 2019

SL.	Date	Day	Event	Class/House/Topic
1	1-Oct	Tuesday	Celebration of Gandhi Jayanti	Special assembly by Taxila house
2	5-Oct	Saturday	BloodDonation Camp	By Parents and Teachers
3	9-Oct	Wednesday	Card and Diya Making Competition	I to VIII
4	19-Oct	Saturday	Future Olympians	Inter School Competition
5	23-Oct	Wednesday	Celebration World Food Day (Food without fire competition)	Inter House

6	25- Oct	Friday	Thali Decoration and Rangoli Competition, Bulletin Board and Class Decoration Competition	Inter House
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NOVEMBER2019

SL.	Date	Day	Event	Class/House/Topic
1	1-Nov	Friday	Punjab Day(Punjabi Quiz)	Spl, Assembly by Ujjain House and Inter House
2	2-Nov	Saturday	Science Plooza 2	Inter School
3	4-Nov	Monday	Celebration of Gurupurab(Shabad Gyan)	Inter House
4	6-Nov	Wednesday	Punjabi Calligraphy Competition	I to V
5	14-Nov	Friday	Children Day celebrations (Sports Meet)	Nur to XII
6	18-Nov	Monday	National Army Day (Patrotic Solo Dance Competition)	Spl. Assembly by Vallabhi House and VI to VIII
7	19-Nov	Tuesday	National Integration Day (Poster Making)	Inter School

DECEMBER2019

SL.	Date	Day	Event	Class/House/Topic
1	2-Dec	Monday	National Pollution Control Day(Rally)	X to XII
2	3-Dec	Tuesday	International Day of Disabled Person (Visit to Old age Home)	I to V
3	4-Dec	Wednesday	Indian Navy Day Speech Competition	Spl. Assembly by Nalanda House and Inter House
4	7-Dec	Saturday	Armed Forces Flag Day (Drawing Competition)	Inter House
5	10-Dec	Tuesday	Human Rights Day (GK quiz)	Inter School
6	21-Dec	Monday	Celebration of National Mathematics Day Mathematics Quiz	Spl. Assembly by Taxila House and Inter House
7	24-Dec	Tuesday	Christmas Day Celebration	

JANUARY 2020

SL.	Date	Day	Event	Class/House/Topic
1	13-Jan	Monday	Lohri Celebration	Spl. Assembly by Ujjain House and Inter School Folk dance Competition
2	26-Jan	Sunday	Republic Day Celebration	

FEBRUARY 2020

SL.	Date	Day	Event	Class/House/Topic
1	8-Feb	Saturday	Guru Ravi Dass Jayanti	Spl. Assembly by Vallabhi House

VALUES OF DIVERSITY

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

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

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

TYPES OF DIVERSITY FOUND IN CLASSROOM

- Students coming from diverse socioeconomic backgrounds
- Students with learning and physical disabilities
- Students with different learning styles
- Gifted students

TAKING CARE OF DIVERSITY IN CLASSROOM

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

1. Understanding our students

One of the best ways to foster an inclusive environment in the classroom is by understanding each individual student. Taking the time to understand the strengths, weaknesses, personality traits, and learning styles of the students in your classroom.

As a teacher, this level of engagement with the students shows that we have a vested interest in their success. Always remembering that all students learn differently, so by taking the time to understand each student, we'll also make the teaching process easier on you.

2. Incorporating different teaching styles

As mentioned, each student learns in different ways. Some students may be more visual than others, while some students may be more hands-on in terms of learning. By incorporating different teaching styles to accommodate different ways of learning, not only do you ensure that each student is learning the material effectively, you also broaden students' abilities.

If students who typically learn better in one specific way are constantly exposed to a variety of different learning methods they may become inclined to try different approaches to learning. This helps them to push their limits and really step outside of their comfort zones.

3. Providing Equal Access to Opportunities

Making sure each student has an equal chance to participate and contribute to what's going on in the classroom. If we notice that some students aren't contributing as much as others, it's best to find a way to get them more involved.

It is helpful to introduce activities, lesson plans, and projects which mandate everyone's participation.

4. Celebrating diversity

Diversity is something which should be talked about and celebrated. The easiest way to bring diversity into the classroom is by recognizing it and encouraging students to celebrate it.

In one classroom alone there is a tremendous amount of diversity present. Taking the opportunity to allow students to share their diversity with their peers. This allows others to benefit from the experiences that they otherwise never have known or heard of.

5. Encouraging Differing Perspectives

In the classroom, there will be ample opportunities for students to come together to solve problems. Another great way to bring diversity into the classroom is to encourage students to come up with different ways to solve the problems that they are faced with. Encouraging different ways to solve problems allows students to come together and collectively contribute a variety of solutions.

This practice also teaches students the invaluable lesson that there is often no one correct way to do things. Students are encouraged to contribute different solutions to a problem, not only participation increases in the whole class, but students will also feel as if their input is valuable. They are then encouraged to challenge themselves to come up with solutions.

6. Including diverse learning materials

Wherever it is possible, teachers try to include teaching material which represents the rich diversity of the world. For instance, including material which represents multiple viewpoints and perspectives. Thinking critically about material which touches upon things like nationality, race, political views, backgrounds, different languages, abilities, personalities, sexuality, age, current affairs, socio- economic matters, etc.

Including diverse learning material is a sure shot way to bring diversity into the four walls of a classroom. In a short space of time you can expose students to an unimaginable variety of different things.

Fostering diversity is incredibly important, and one of the best places to begin doing that is the classroom. There are numerous ways to bring greater variety into the classroom; teachers must take the initiative to take every step to bring diversity into the classroom.

REMEDIAL CLASSES

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

Zero PD Schedule OF GRADE 1 TO 5

DAY/CLASS	GRADE 1		GRADE 2		GRADE 3		GRADE 4		GRADE 5
	Crystal	Gem	Crystal	Gem	Crystal	Gem	Crystal	Gem	
Monday	ENGLISH Ms. Seema	MATHS Ms. Reena	EVS Ms. Mamta	ENGLISH Ms. Seema Bhui	MATHS Ms. Gurpreet Kaur	PUNJABI Ms. Jagseer	ENGLISH Ms. Paramjit	SCIENCE Ms. Vandana	HINDI Ms. Sapna
Tuesday	MATHS Ms. Reena	ENGLISH Ms. Seema	HINDI Ms. Seema Bhui	EVS Ms. Mamta	EVS Ms. Vandana	HINDI Ms. Sapna	SST Ms. Amandeep	PUNJABI Ms. Jagseer	MATHS Ms. Gurpreet Kaur
Wednesday	EVS Ms. Mamta	HINDI Ms. Seema Bhui	PUNJABI Ms. Seema	PBI Ms. Naseem Bano	HINDI Ms. Sapna	G.K./COMPUTER Ms. Gagandeep/ Mr. Sukhjeewan	PUNJABI Ms. Jagseer	MATHS Ms. Gurpreet	ENGLISH Mr. Raman deep
Thursday	PUNJABI Ms. Seema	EVS Ms. Mamta	MATHS Ms. Reena	G.K./COMPUTER Ms. Jagdeep/ Mr. Sukhjeewan	ENGLISH Mr. Randeep	EVS Ms. Amandeep	HINDI Ms. Sapna	SST Ms. Amandeep	SCIENCE Ms. Vandana
Friday	HINDI Ms. Seema Bhui	G.K./COMPUTER Mr. Raman/ Mamta	ENGLISH Ms. Seema	HINDI Ms. Sapna	G.K./Comp Ms. Ravinder/ Mr. Sukhjiwan	MATHS Ms. Reena	SCIENCE Ms. Anshul	English Ms. Vanita	PUNJABI Ms. Jagseer
Saturday	G.K./COMPUTER Ms. Mamta/ Ms. Jagdeep	PUNJABI Ms. Seema	G.K./COMPUTER Mr. Ramandeep/ Mr. Sukhjeewan	MATHS Ms. Reena	PUNJABI Ms. Jagseer	ENGLISH Ms. Vanita	MATHS Ms. Gurpreet Kaur	HINDI Ms. Sapna	S.St Ms. Jaspreet Kaur

Zero PD Schedule OF GRADE VI TO X

DAY/CLASS	GRADE VI	GRADE VII		GRADE VIII		GRADE IX		GRADE X	
		Crystal	Gem	Crystal	Gem	Crystal	Gem	Crystal	Gem

Monday	PUNJABI Ms. Ravinder	S.St Ms. Amandeep	HINDI Ms. Jagmeet	HINDI Ms. Gagandeep	MATHS Ms. Nidhi	CHEM Mr. Rohit	S.St Ms. Jaspreet	NTSE / Bio Principal / Ms. Amandeep	PHYSICS Mr. Rajatt
Tuesday	SCIENCE Ms. Amandeep	HINDI Ms. Gagandeep	S.St Ms. Jaspreet	SCIENCE Ms. Anshul	ENG Ms. Paramjit	MATHS Ms. Nidhi	CHEM Mr. Rohit	NTSE / Eco. Principal / Ms. Madhu	MATHS Ms. Paramjit
Wed	S.St Ms. Jaspreet	MATHS Ms. Nidhi	PUNJABI Ms. Ravinder	PUNJABI Ms. Sarbjeeet	HINDI Ms. Jagmeet	BIO Ms. Anshul	PHYSICS Mr. Rajatt	S.St Mr. Bhaskar	CHEM Mr. Rohit
Thursday	ENG Ms. Paramjit	PUNJABI Ms. Jagseer	MATHS Ms. Gurpreet	MATHS Ms. Nidhi	SCIENCE Ms. Anshul	SST Ms. Vanita	ENG Mr. Rajkumar	CHEM Mr. Rohit	S.St Ms. Jaspreet
Friday	MATHS Ms. Gurpreet	SCIENCE Ms. Vandana	ENG Ms. Paramjit	S.St Mr. Bhaskar	S.St Ms. Jaspreet	ENG Ms. Anita	MATHS Ms. Nidhi	PHYSICS Mr.Rajatt	ENG Mr. Rajkumar
Saturday	HINDI Ms. Gagandeep	ENG Ms. Paramjit	SCIENCE Ms. Vandana	ENG Ms. Anita	PUNJABI Ms. Ravinder	PHYSICS Mr. Rajatt	BIO Ms. Anshul	MATHS Ms. Paramjit	BIO Ms. Amandeep

Zero Period Schedule OF GRADE XI AND XII

DAY/ CLASS	GRADE XI			GRADE XII		
	SCIENCE	COM.	ARTS	SCIENCE	COM.	ARTS
Monday	BIO/MATHS Ms. Anshul/Paramjit	ECONOMICS Ms. Madhubala	HISTORY Mr. Bhaskar	English Ms. Anita	ENG Mr. Rajkumar	POL. SCI. Ms. Madhu

Tuesday	ENG Mr. Rajkumar	ENG Ms. Anita	PBI Ms. Sarbj e t	PHYSICS Mr.Rajat	PHY. EDU Mr. Amandee p	PHY. EDU Mr. Amandee p
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Wed	PHY. EDU Mr. Naginder	ACCOUNTS Ms.Shivani	ENG Ms. Anit a	BIO/MATHS Ms. Amandeep/Ms. Paramjit	B.St Ms. Madhubal a	ENG Mr. Rajkumar
Thursda y	PHYSICS Mr.Rajat	B.St Ms. Madhubala	ENG Ms. Anit a	PHY. EDU Mr. Amandeep	ACCOUNT S Ms.Shivani	PBI Ms. Sarbjeeet
Friday	CHEM Mr. Rohit	ECONOMIC S Ms. Madhubala	PHY. EDU Mr. Nagin d er	BIO/MATHS Ms. Amandeep/Paramj it	ECONOMIC S Ms. Shivani	POL. SCI. Ms. Madhu
Saturda y	ENG Mr. Rajkumar	PHY. EDU Mr. Naginder	POL. SCI. Ms. Madh u	CHEM Mr. Rohit	ACCOUNT S Ms.Shivani	HISTORY Mr. Bhaskar

Annual Themes

Thought of the Month

April	With Confidence, you have won before you have started.
May	Hard work beats talent when talent doesn't work hard.
July	Look deep into nature, and then you will understand everything better.
August	Honest hearts produce honest actions.
September	Respect is one of the greatest expressions of love.
October	Accountability breeds responsibility.
November	Intelligence without ambition is a bird without wings.
December	Wecannotbuildourownfuturewithouthelpingothers tobuildtheirs.
January	Patience is bitter but its fruit is sweet.
February	Empathyisaqualityofcharacterthatcanchangetheworld.

Song of the Month

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

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

July	Green	Sharing is Caring, Care for Nature.
August	Orange	Honesty, Patriotism
September	Blue	Respect, Kindness
October	Yellow	Responsibility, Happiness
November	Black	Generosity, Intelligence
December	Red	Awareness, Helping
January	Brown	Patience, Humanity
February	Pink	Empathy, Intelligence

Community outreach

Following is given the list of community outreach programs performed

Month/Week	Activity/Project	Objective/s	No. of students	Class(es)
April 2019 Monday	Earth Day Tree Plantation	To Motivate the society to plant more trees to protect our environment	96	IX and X
May 2019 Wednesday	Celebration of Labor Day	To inculcate the importance of hard work and determination among students	With whole school	All the classes
September 2019	Visit to Flood Area, Village Jania, Chak Wadali	To help the Suffering people from natural disasters	25	Hostellers
October 2019	Visit to slum areas of town Celebration of Diwali	To celebrating Diwali with the needy people of slum areas by helping them with food and old cloths donated by the parents and students.	Whole school	All classes
October 2019	Sawachh Bharat Swachh City Sawachh School	To arrange a cleaning drive in school and city/villages	School staff Students Parents Villagers	Classes 6 to 12
November 2019	Visit to Hospitals	To teach students to take care of patients	50	Classes 8,9 and 11
February 2020	Marathon	To aware people to run for a noble cause "Organ Donation" by inviting students and staff of other schools.	700+	Grade 6 to 9 and 11

Documentation

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

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

10		Staff early leavi cum staff movement register	Transfer Certificat e register	Weekly cleanline s file			School printe material file	Students Magazines Record (Bal Bhaskar, Young Bhaskar, Lakshya)
11		Student early leavingregist e	DEO corresponde n	Material outward register			PTM strength recordregiste	Teacher Resource Register

			file				
12		Repair and maintenance register	General correspondence file	Material Inward Register			School Documentation Master File
13		Courier inward register	Letter Head Correspondence file	Electricity register			
14		Courier outward register	Staff attendance register	Key Issue register			
15		Correspondence record register		Water testing register			
16		Gate out pass record		Genset and electric vendor register			
17		Smart Class file		Infra vendor register			
18		Event documentation file		Tea coffee stock and consumption register			
19		Press Release file		Crockery stock register			
20		Press Coverage file		Stationery stock and consumption register			
21		School Advertisement file		Property Stock register			
22				Photocopier consumption register			
23				House keeping attendance register			
24				House keeping stock and consumption register			

List of files and registers to be maintained in Academic department

Smart Class		IT	Pre-primary Coordinator	Primary Coordinator	Sports	Lab science / math
S.No	Name of document	Name of document	Name of document	Name of document	Name of document	Name of document
1	Smart class login register	Internet usage login register	Circular File	Syllabus Mapping	Activity Assessment Record	Stock Register
2	Smart class daily content usage report	Engineer visit register	Stationery request file + requisition file	Written Work Tracker+ Correction	Discipline Record	Breakage register
3	Smartclass content showcase register	Stock register IT	Teacher's Observation File	Feed Back Register	Inter School & Intra School Sports Competitions Record	Experiment record register
4	Smartclass feedback register	School IT bills file	Worksheets File	Suggestion Management	Sports Meeting Record	Dance
5	Smartclass technical management register	Computer Manual File	Activity Room Record.	Mentor's Record	Stock Record	Activity Assessment Record
6	Smartclass stock maintenance register	IT material handover	Mentor's Record	Staff Circular Register	Monthly Syllabus Planner	Monthly Syllabus Planner
7	Smartclass monthly content usage report file	Computer/Laptop Handover file	Minutes of the Meeting Record	Math Lab Register : Stock+ Issue	Sports Participating Record	Dance Stock Register
8	Smartclass complaint register		Assessment Record File: Nursery, LKG, UKG	Science Lab Register: Stock + Issue	Evacuation Drill Record	Music
9			Feedback register - Students+Staff+Parents	Work Sheet Tracker +File	Tour & Trip	Activity Assessment Record
10			Time Table file	Minutes of the Meeting	First Aid Tips	Monthly Syllabus Planner
11			PTM Strength Record	Appreciation Record	Health Record	Music Stock Record
12			Duty List	Vocabulary -VocabWord Tracker	Sports Curriculum + Planner	Art
13			Anecdotal Record	Document Submission Tracker	Ground & Pool Cleanliness Record	Activity Assessment Record

14				· Teacher's Diaries		Monthly Syllabus Planner
15				· TimeTable		
16				· Stationery Request +Requisition File		
17				· Teacher's Observation		
18				· Worksheets Files (Class-wise)		
19				· CircularFile		
20				· School Cabinet		
21				· Competition Result		
22				· Olympiads Record		
23				· DutyLists		
24				Remedial Tracker		
25				•Inter School CCARecord		
26				• Photograph Record		
27				School Cinema Record		
28				Anecdotal Record		

DOCUMENTS TO BE SUBMITTED BY THE TEACHERS

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