

**HINDUSTANPOWER**



**Bal Bharati**  
PUBLIC SCHOOL  
Anuppur

# Parent Handbook

**Session : 2021-2022**



## BAL BHARATI PUBLIC SCHOOL

MBPMPL P.O.-Jaithari, District : Anuppur (M.P.)



<https://www.facebook.com/bbpsap>



<https://bit.ly/3lb1SXW>



<https://bbpsanuppur.balbharati.org>





## OUR VISION AND MISSION

### VISION

To strive for better and better, not resting on one's laurels; seek solutions not excuses, deliver results and serve the community by providing quality education.

### MISSION

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

## FROM THE PRINCIPAL'S DESK

Dear Parents,

Seeing the ongoing condition of pandemic, we have come up with a solution to give away Parents' Handbook to all our parents. This document shall address all your queries and will give you an idea of the year long schedule we are working up on.

Our task in the school is to create conducive conditions for unfolding of latent potential in our children and reverence for education is the corner stone for such an environment. This objective can be realized only through co-ordinated efforts. As a parent you desire the best for your ward and we regard it as our privilege to work together with you in preparing our children to cope up with the challenges of life ahead.

We believe that it is only through a sense of discipline that one learns self-restrain, value of time and 'responsible freedom'- crucial factors that determine success. In your own way with parental care and authority to emphasize the need to respect school discipline and to develop a sense of pride for being a student of Bal Bharati. Also, a clean and properly worn uniform adds to the 'feel good' sense of a child which in turn influences his/her performance. Please see that your ward habitually wears a clean and tidy uniform conforming to the prescribed code during all the online sessions.

It is important that our communication channels always remain active and, therefore, your responses to communications from teachers sent through emails & phone calls will help a great deal in addressing the problems faced by your ward. Also do pursue the progress reports issued for the online class tests and school assessments. You are encouraged to make communications with the teachers to discuss any issue related to your ward. We do expect you to mandatory presence on online platform during PTM days.

You can support your child's relationship with his teachers by explaining that school rules are to be followed, even if your rules are different at home. Young children feel confused when parents undermine the teacher's decision.

We are deeply thankful to the parents for helping the school function smoothly even during the doomed days. Without your genuine effort we would not have been able to make through it. The school will make all possible effort to adhere to the school calendar and to the activities listed in it, except under unforeseen circumstances arising due to reasons beyond the control of school administration.

Hitesh Tiwari

Principal

## **SCHOOL-HOURS**

**School working hours: 7:45 a.m. to 2:30 p.m.**

## **VISITING - HOURS**

### **School Office**

**On working days: 09:00 a.m. – 2:30 p.m.**

**During Vacation (week days): 9:00 a.m. – 1:00 p.m.**

### **Principal**

**\* Parent/others (on all working days): 11:00 a.m. – 12:00 noon**

**\* With prior Appointment**

## **GET IN TOUCH**

**School Address: Bal Bharati Public School**

**MBPMPL, P.O. – Jaithari, Dist- Anuppur, 484330 (M.P.)**

**Contact Number: 8435002663**

**Website- <https://bbpsanuppur.balbharati.org>**

## MODE OF PAYMENT OF SCHOOL FEE

The School Fee is to be paid in Four Installments as under:

### Fee Payment Month's

S. No.	Month	Last Date of Payment	Quarter
1	April 2021	20 <sup>th</sup> Apr 2021	First (Apr-Jun)
2	July 2021	20 <sup>th</sup> Jul 2021	Second (Jul-Sep)
3	October 2021	20 <sup>th</sup> Oct 2021	Third (Oct-Dec)
4	January 2022	20 <sup>th</sup> Jan 2022	Fourth (Jan-Mar)

### ONLINE PAYMENT DETAILS

Beneficiary Name: BAL BHARATI PUBLIC SCHOOL  
Bank Account No.: 32417236765 IFSC Code: SBIN0006970  
Bank Name: State Bank of India, Jaithari (M.P.) - 484330

**Note:** While depositing the cheque please mention the name of the Student/Class/Section/Adm.No. /Mobile No. on the back of the cheque.

**Mode of Payment.** Fees are to be paid by online NEFT/RTGS/ IMPS, crossed multicity cheque of **State Bank of India** or DD of any nationalized bank by the 20<sup>th</sup> of the Payment Month. The name of the Student/Class/Section/Adm. No. /Mobile No. **should be written on the back of the cheque.**

- **Fee Defaulters:** All fee defaulters for any quarter are to pay fees including Re- admission & other charges (within 10 days) by Pay Order. **In fee defaulter case no cheque payment will be accepted by the school.**
- All dues are to be cleared before the issuance of **ADMIT CARD of Examination.**
- **Fine for Late Payment (School Fees).**
- Rs. 100/- for payment made after notified date till 10<sup>th</sup> of the 2<sup>nd</sup> month of the quarter.
- Rs. 200/- for payment made between 11<sup>th</sup> of the 2<sup>nd</sup> month till the 10<sup>th</sup> of the 3<sup>rd</sup> month of the quarter.
- Rs. 500/- for payment made after the 11<sup>th</sup> of the 3<sup>rd</sup> month to the last day of the quarter.
- In case the fee receipt is lost/misplaced, a duplicate receipt will be issued only after the end of the quarter.
- If 20<sup>th</sup> of the Fee Payment month happens to be a Sunday or a Holiday, the fee should be paid before that day.
- The name of the student will be struck off the rolls, if the fee is not paid by the end of the quarter and RE-ADMISSION FEE (to be informed by the school office) will be charged for continuation.
- Cheque returned by the bank for any reason will be treated as non-payment and new payment are to be made by Pay Order, together with cheque bounce charge and fine for late payment of fees.
- Parents are to note that validity of a cheque is for 3 months and, therefore, sufficient fund must be ensured for the entire period of validity of cheque.
- **Withdrawal from School:** For withdrawing a child for any reason, **parents are to give one month's notice or one-month's fee in lieu.**
- **Transfer Certificates:** Application for TCs are to be made at least one month in advance. TCs will be issued only on clearance of all dues. Duplicate copies of TCs are not ordinarily issued. In exceptional cases a duplicate copy may be issued on production of an affidavit that the original TC has been irrecoverably lost. The responsibility for any possible misuse will rest on the parent.

- **Caution Deposit:** Application for return of Caution Deposit should be made while applying for the TC, along with the original receipt for it. Caution Deposits will not be refunded, if not claimed, within one year from the date of leaving the school.

### UNIFORM FOR SESSION 2021-22

#### Montessori Department

##### Summer

Boys	Girls
Half Pant with gallus (Navy Blue)	Trouser with gallus (Navy Blue)
Shirt half sleeves (Navy Blue and white checks with navy blue logo)	
Cotton Socks (Gray with Navy Blue Stripes)	
Shoes (Black Velcro Shoes)	
Belt (Gray & Blue)	
Tie (Navy Blue with single white logo in the centre)	
Apron (Navy Blue & White checks)	

##### Winter

Boys & Girls
Trouser with gallus (Navy Blue)
Shirt Full sleeves (Navy Blue and white checks with navy blue logo)
Front Zip Navy Blue Pullover with hood (New Sky-Blue Logo with Yellow Background)
Woollen Cap (Navy Blue)
Cotton Socks (Gray with Navy Blue Stripes)
Shoes (Black Velcro Shoes)
Belt (Gray & Blue)
Tie (Navy Blue with single white logo in the centre)
Apron (Navy Blue & White checks)



**Primary Department ( I to IV)****Summer**

<b>Boys</b>	<b>Girls</b>
Shirt Half Sleeves (White with new Navy Blue logo)	
Trouser Half (Gray)	Trouser Full (Gray)
Lower (Navy Blue, BBPS side stripes)	
Belt (Gray & Blue)	
Tie (Navy blue with single white logo in the centre)	
House T-Shirt (Red/Yellow/Sky-Blue/ Green colour collar with white new logo)	
Cotton Socks (Gray with Blue stripes)	
Shoes	
Black Velcro shoe (I - III)	Black action- Campus (IV - V)
Shoes (White Canvas Shoe)	

**Winter**

<b>Boys &amp; Girls</b>	
Shirt Full Sleeves (White with new Navy Blue logo)	
Trouser Full (Gray)	
Pullover (Gray with Navy Blue new logo)	
Front Zip Navy Blue Pullover with hood (New Sky-Blue Logo with Yellow Background)	
Lower (Navy Blue, BBPS side stripes)	
Belt (Gray & Blue)	
Tie (Navy blue with single white logo in the centre)	
House T-Shirt (Red/Yellow/Sky-Blue/ Green colour collar with white new logo)	
Woollen Socks (Gray with Blue stripes)	
Shoes	
Black Velcro shoe (I - III)	Black action- Campus (IV - V)
Shoes (White Canvas Shoe)	

**Middle & Secondary Department (VI to XII)****Summer**

<b>Boys</b>	<b>Girls</b>
Shirt Half Sleeves (White with new logo)	Kurti (Gray Check with new logo)
Trouser Full (Gray )	Salwar (White)
Lower (Navy Blue, BBPS side stripes)	Lower (Navy Blue, BBPS side stripes)
Belt (Gray & Blue)	-
Tie (Navy blue with single white logo in the centre)	-
House T-Shirt (Red/Yellow/Sky-Blue/Green colour collar with white new logo)	
Cotton Socks (Gray with Blue stripes)	
Shoes (Black action- Campus)	
Shoes (White Canvas Shoe)	

## Winter

Boys	Girls
Shirt Full Sleeves (White with new logo)	Kurti (Gray Check with new logo)
Trouser Full (Gray)	Salwar (White)
Lower (Navy Blue, BBPS side stripes)	
Front Zip Navy Blue Pullover with hood (New Sky-Blue Logo with Yellow Background)	Front Zip Navy Blue Pullover with hood (New Sky-Blue Logo with Yellow Background)
Blazer (Navy Blue with new white logo)	
Half Sweater (Gray, with new logo)	
Belt (Gray & Blue)	-
Tie (Navy blue with single white logo in the centre)	-
House T-Shirt (Red/Yellow/Sky-Blue/ Green colour collar with white new logo)	
Woollen Socks (Gray with Blue stripes)	
Shoes (Black action- Campus)	
Shoes (White Canvas Shoe)	

### DO's FOR PARENTS

- Please read the contents of this diary carefully.
- Ensure that your ward has proper breakfast and reaches the school on time, at least 5 minutes before the school begins.
- Strict adherence to prescribed uniform, cleanliness and personal hygiene is to be ensured. (It is advisable to send additional undergarment for girls and a pair of shorts/ trousers for boys).
- Make your child learn to tie shoelaces on his/her own and zip and unzip his shorts.
- Please keep a kit of decorative materials/other stationery items handy to be sent whenever asked by the teacher.
- Please ensure that students do not bring mobile phones or any other electronic devices to school.
- Always write your ward's name, admission no. and class at the back of any cheque (asked by the school) and on every belonging of your child, including uniform.
- Ensure that your ward carries student diary to the school every day. Please check the diary every day for any entries from the school. Also use the diary for official communication with the school.
- Sign all the notes sent by the school regularly and ensure that the child shows the diary to the teacher.
- Parents should regularly check if all school circulars have been received and should acknowledge them through the diary.
- Please check the school website regularly for notification and updates.
- Monitor your ward's progress and feel free to meet the concerned teacher by taking prior appointment.
- Please refrain from directly visiting the classrooms at any time. The school office may be asked if there is a requirement to do so.
- Parents should ensure that they spend sufficient time daily with their wards to ensure a good level of understanding. Parent-Teacher Meetings should be utilized as a platform to interact with the teacher keeping in view the progress of the child.
- Intimate the school about any change in your address and telephone number (s).



## **DON'TS FOR PARENTS**

**These are vital in the interest of safety of the students.**

- Please do not send gifts, sweets or biscuits or other eatables to distribute among children on your ward's birthday. Do not send your child to school in Party / Casual dress on birthday.
- Proper arrangements should be made for picking up small children from the bus stop. The child will be brought back to the school if there is no one to pick him/her up at the stop.
- Parents of bus users desirous of picking up their wards during dispersal time are required to apply to the school Principal at least two days in advance to seek the approval. In case of an emergency a notification is to be submitted to the school, 02 Hrs in advance.
- Regular attendance is essential for the academic and personal development of children. Parents are therefore requested to make appointments with the doctor/dentist/pass port office only after school hours or during holidays.
- Parents are not permitted to take their children out of school for holidays during term exams except under exceptional circumstances after procuring permission from the head of the institution.
- All requirements of leave should be applied for in advance, through an application addressed to the Principal, except in case of emergency. Parents are also requested to fill up the proforma given in the diary.
- In case of undeclared holidays such as Id , Muharram etc, the competition/examination will be held on the next day. In case of a change parents will be informed timely.
- No half day leave will be accorded to a child. In case of extreme emergency half day leave will be permitted as one time exception only.
- Students suffering from contagious diseases should not be sent to school, till the mandatory period of quarantine is over.
- On the day of unit test, students suffering from fever or contagious disease should not be sent to school just to write the test. The child should take rest at home till the mandatory period of quarantine is over. Parents must refer to the Mismuster Policy for any test missed by their wards.
- Students must not wear any kind of jewellery/ precious metals or gem stones.

## **DO's & DON'Ts FOR STUDENTS**

### **Do's**

1. Bring the diary to school every day.
2. Come to school clean, well-groomed and in proper uniform with shoes well-polished.
3. Be regular in attendance and never be late to school.
4. Attend Morning Assembly without fail.
5. Be fair and honest at work, always be considerate of the rights of others and be a good sportsman.
6. Be courteous and respectful to parents, teachers and elders.
7. Look after the property of the school, and help to keep it clean and tidy.
8. Keep your classroom clean and tidy, throw waste paper, wrapper, etc. into the waste paper basket.
9. Turn off the tap after drinking water.
10. Switch off fans and lights when not in use.
11. Keep your surroundings clean.

## **Don'ts**

1. Bring/wear articles of value such as rings or pieces of jewellery to school. The school will not be held responsible for the loss of such articles.
2. Lend or borrow money or any other article.
3. Make loud noise or create confusion in the classroom, school auditorium or elsewhere in the school building.
4. Absent yourself from school. 75% attendance is the minimum requirement.
5. Use of Mobile phones, Ipods, MP3., electronic gadgets etc. is strictly prohibited inside the school premises during school hours.
6. Indulge in fighting with peers.

## **ONLINE CLASS DO'S & DON'TS FOR STUDENTS**

### **DO's**

- Do wear school uniform / presentable clothes – attire you would normally wear in a formal set up. Groom yourself well before the class the way you do when you go to school.
- Do create an optimal study/work space. Pick a spot in your house where you can clear space for your computer, notebooks and whatever other tools you need. Most importantly, be sure to establish your working space where you have the most reliable Internet connection.
- Do test your technology before the start of the class to ensure that they all function properly, including your monitor, headphones, and microphone.
- Do charge your tablet or laptop fully before class or simply leave it plugged in during the class.
- Do use the restroom before class to avoid getting up multiple times throughout.
- Do check your visuals before the class or meeting to ensure your background is as neutral as possible and not a distraction.
- Do inform the other people with whom you reside of your schedule so that they can ensure no disturbances as much as possible, or politely ask them not to disrupt you during certain times, or lock your door to prevent interruptions.
- Do read the syllabus beforehand so that you can be prepared for the course material and discussion, as well as meet any specific deadlines outlined in the syllabus.
- Do log in and arrive to the virtual class on time, preferably two minutes before the scheduled start time. Be in your seat with all your materials gathered when the teacher starts the class virtually.
- Do use the mute function. In a busy virtual classroom, the mute function is your friend. Try staying muted during lectures and while other students are asking questions.
- Do participate as much as possible. Ask questions, offer answers to class questions when prompted and take notes.
- Do ignore outside online activities that may distract you from your class or meeting, such as social media websites, videos or shopping. Block pop-ups and disable outside notifications during your class.

### **Don'ts**

- Don't sit yourself around distractions. Study spaces should be away from tempting diversions like the TV, game console or a family pet.
- Don't turn off your camera for long periods of time or frequently to get up and go do things around your house/space.
- Turn your audio off until it's your turn to go on mute and answer.
- Don't wait for the teacher to ask you to go on mute. If someone or something loud enters your study space, you'll want to mute yourself right away to avoid disturbing class.
- Don't post something that's not asked for in the chat.
- Don't blame late or missed assignments on technical issues. If you are experiencing technical difficulties, let your teacher know in advance and try to find an alternative way of submitting your work.

- Don't give up if you encounter a technical difficulty during a class, whether it be lost Internet connection or accidentally logging out of a meeting. Make every effort to resume your attendance and participation in the class.

### LEAVE APPLICATION FORM

To,  
The Class Teacher,  
Bal Bharati Public School

Dear Sir/Madam,

May I request for leave of absence for my ward..... of Class..... Section as detailed below:

Date	No. of Days on Leave	Reason(s)for Absence	Signature of the Parent/Guardian	Signature of the Class Teacher

Class Teacher's Remarks.....

Principal's Remarks .....

## LIST OF HOLIDAYS

<b>Summer Vacation</b>	:	01/05/2021 to 30/05/2021
<b>Autumn Break</b>	:	13/10/2021 to 18/10/2021
<b>Diwali Break</b>	:	03/11/2021 to 06/11/2021
<b>Winter Break</b>	:	25/12/2021 to 01/01/2022

<b>Date</b>	<b>Day</b>	<b>Festivals/Holidays</b>
<b>April 2021</b>		
02/04/2021	Friday	Good Friday
10/04/2021	II Saturday	Holiday for staff & students
14/04/2021	Wednesday	Ambedkar Jayanti
21/04/2021	Wednesday	Ram Navmi
25/04/2021	Sunday	Mahavir Jayanti
<b>May 2021</b>		
08/05/2021	Saturday	Holiday for staff
14/05/2021	Friday	Eid-ul-Fitra
26/05/2021	Wednesday	Buddha Poornima
<b>June 2021</b>		
12/06/2021	II Saturday	Holiday for staff
<b>July 2021</b>		
10/07/2021	II Saturday	Holiday for staff & students
21/07/2021	Wednesday	Eid-Uz-Juha
<b>August 2021</b>		
09/08/2021	Monday	Aadivasi Diwas
14/08/2021	II Saturday	Holiday for staff & students
15/08/2021	Sunday	Independence Day
19/08/2021	Thursday	Muharram
22/08/2021	Sunday	Raksha Bandhan
30/08/2021	Monday	Janmashtami
<b>September 2021</b>		
11/09/2021	II Saturday	Holiday for staff & students
<b>October 2021</b>		
02/10/2021	Saturday	Gandhi Jayanti
19/10/2021	Tuesday	Eid-e-Milad
20/10/2021	Wednesday	Valmiki Jayanti
24/10/2021	Sunday	Karwa Chauth
<b>November 2021</b>		
13/11/2021	II Saturday	Holiday for staff & students
19/11/2021	Friday	Guru Nanak Jayanti
<b>December 2021</b>		
11/12/2021	II Saturday	Holiday for staff & students
25/12/2021	Saturday	Christmas
<b>January 2022</b>		
08/01/2022	II Saturday	Holiday for staff & students
26/01/2022	Wednesday	Republic Day
<b>February 2022</b>		
12/02/2022	II Saturday	Holiday for staff & students
<b>March 2022</b>		
01/03/2022	Tuesday	Mahashivratri
12/03/2022	II Saturday	Holiday for staff & students
18 & 19 /03/2022	Friday & Saturday	Holi

# BAL SABHA ACTIVITY CALENDAR

Date	Activity	Class	Convenor
<b>April</b>			
17/04/2021	Sorting the Pulses	Pre-Primary	Ms. Gayatri Dwivedi
	Handwriting	I - V	Ms. Pooja Mishra
	Spell Bee	VI - X	Mr. Goutam Singh
21/04/2021	Sharing Activity	Pre-Primary	Ms. Gayatri Dwivedi
	Hindi Paragraph Writing	I & II	Ms. Preety Bala
	Hindi Essay Writing	III - V	Ms. Preety Bala
	Hindi Essay Writing	VI - X	Ms. Shweta Sharma
23/04/2021	Colouring Activity – Earth Day	Pre-Primary	Ms. Gayatri Dwivedi
	Poem Writing– Earth Day	I - V	Ms. Hushuka Sharma
	Poster Making – Earth Day	VI - X	Mr. Mahesh Bathija
30/04/2021	Flowers Day	Pre-Primary	Ms. Gayatri Dwivedi
	RJ of the Day	I - V	Ms. Priti Singh
	Photography	VI - X	Mr. Mahesh Bathija
<b>June</b>			
18/06/2021	Hindi Recitation	Pre-Primary	Ms. Gayatri Dwivedi
	Spell Bee	I - III	Ms. Pooja Mishra
	Book Review Writing	IV - X	Mr. Goutam Singh
25/06/2021	Vegetable Printing	Pre-Primary	Ms. Gayatri Dwivedi
	Pencil Sketching	I - V	Mr. Mahesh Bathija
	Experimental Investigation	VI - X	Ms. Rashmi Upadhyay
<b>July</b>			
02/07/2021	Green Day	Pre-Primary	Ms. Gayatri Dwivedi
	Origami Work	I and II	Mr. Mahesh Bathija
	Book Jacket Designing	III – V	Mr. Pankaj Mishra
	Best Out Of Waste	VI -X	Mr. Mahesh Bathija
09/07/2021	School Foundation Day & Investiture Ceremony	All	Ms. Hunshuka Sharma Mr. Pankaj Mishra
16/07/2021	Play with numbers	Pre-Primary	Ms. Gayatri Dwivedi
23/07/2021	English recitation	Pre-Primary	Ms. Gayatri Dwivedi
	Patriotic Solo Song	I - V	Mr. Anil Vishwakarma
	Math-O- Comic	VI - X	Mr. Vijay Kumar Tiwari
30/07/2021	Enactment of Story (English)	Pre-Primary	Ms. Gayatri Dwivedi
	Hand Puppet	I - V	Ms. Mahesh Bathija
	Moving Science	VI - X	Ms. Rashmi Upadhyay
<b>August</b>			
07/08/2021	Drishti – An Innovative Vision	All	Department wise
13/08/2021	Tear & Paste on Patriotic Theme	Pre-Primary	Ms. Gayatri Dwivedi
	Greeting Card for Defence Forces	I – V	Ms. Mahesh Bathija
	Rap -O-Math	VI - X	Mr. Manish Bilthariya
15/08/2021	Independence Day	All	Mr. Anil Vishwakarma
27/08/2021	Fancy Dress – Social Helpers	Pre-Primary	Ms. Gayatri Dwivedi
	Geeta Shloka Chanting	I - V	Ms. Preety Bala Bhoi
	Geeta Shloka Chanting	VI - X	Ms. Shweta Sharma
<b>September</b>			
04/09/2021	Teacher's Day	All	Mr. Anil Vishwakarma
10/09/2021	Hindi Story Narration	Pre-Primary	Ms. Gayatri Dwivedi

	Kavita Path	I - V	Ms. Preety Bala Bhoi
	Kavi Sammelan	VI - X	Ms. Shweta Sharma
<b>October</b>			
01/10/2021	Colouring Activity	Pre-Primary	Ms. Gayatri Dwivedi
	Solo Dance - Classical	I - VII	Ms. Hunshuka Sharma
	War of Words	VIII - X	Mr. Pankaj K Mishra
08/10/2021	Garba	Pre-Primary	Ms. Gayatri Dwivedi
	Dialogue Delivery - Ramayana Characters	I - V	Ms. Preety Bala Bhoi
	Mask Making – Ramayana Characters	VI - X	Mr. Mahesh Bathija
22/10/2021	Origami	Pre-Primary	Ms. Gayatri Dwivedi
	Jingles	I - V	Ms. Hunshuka Sharma
	Model 3D Virtual	VI - X	Mr. Ajay K Tiwari
29/10/2021	Diya/ Rangoli Colouring	Pre-Primary	Ms. Gayatri Dwivedi
	Diya Decoration/ Lamp Making	I - V	Ms. Mahesh Bathija
	Rangoli Competition	VI - X	Ms. Anil K Vishwakarma
<b>November</b>			
12/11/2021	Rock-n-Roll	Pre-Primary	Ms. Gayatri Dwivedi
	Advertisement Writing	I - V	Mr. Dharmendra P Garg
	Science Model Making	VI - X	Mr. Rashmi Upadhyay
27/11/2021	Hindi Story Narration	I - V	Ms. Preety Bala Bhoi
	Tattoo Designing	VI - IX	Mr. Mahesh Bathija

<b>December</b>			
03/12/2021	Paper folding Activity	Pre-Primary	Ms. Gayatri Dwivedi
	Fireless Cooking	I - V	Ms. Meeta Singh
10/12/2021	Salad Decoration	VI - VIII	Ms. Rashmi Upadhyay
	Hindi Story Narration	Pre-Primary	Ms. Gayatri Dwivedi
24/12/2021	Christmas Celebration	Pre-Primary	Mr. Gayatri Dwivedi
<b>January</b>			
14/01/2022	Kite Colouring	Pre-Primary	Ms. Gayatri Dwivedi
	Kite Colouring	I - V	Mr. Mahesh Bathija
	Sports PPT Presentation	VI - IX	Mr. Pankaj K Mishra
21/01/2022	National Flag Colouring	Pre-Primary	Ms. Gayatri Dwivedi
	Essay Writing	I - V	Ms. Pooja Mishra
	Essay Writing	VI - IX	Mr. Goutam K Singh
26/01/2022	Republic Day	All	Mr. Anil K Vishwakarma
28/01/2022	Mask Making	Pre-Primary	Ms. Gayatri Dwivedi
	Mad Ad Show	I & II	Ms. Priti Singh
	Clay Art	III - VIII	Mr. Mahesh Bathija

<b>February</b>			
05/02/2022	Fun with Shapes	Pre-Primary	Mr. Gayatri Dwivedi
	Recitation	I - V	Ms. Pooja Mishra
	Extempore	VI - IX	Mr. Goutam K Singh



**Periodic Test – I (2021-22)**

Date	12/07/2021	13/07/2021	14/07/2021	15/07/2021	16/07/2021	17/07/2021	19/07/2021	20/07/2021
Day/ Class	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Monday	Tuesday
VI	Science	Hindi	Sanskrit	Maths.	English	S. Science	GK	Computer
VII	English	Maths.	Hindi	Sanskrit	S. Science	Science	GK	Computer
VIII	Science	English	Maths.	S. Science	Hindi	Sanskrit	GK	Computer
IX	Maths.	Science	English	Hindi	S. Science	<b>Regular Classes</b>		
X	S. Science	Hindi	Science	English	Maths.			

**Unit Test I (Class XI & XII)**  
**Session 2021 -22**

Date	23/08/2021	24/08/2021	25/08/2021	26/08/2021	27/08/2021	28/08/2021
Day/Class	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>XI</b>	Biology	Chemistry/ B. St.	Physics/ Accountancy	Maths.	English	PE
<b>XII</b>	Maths.	Physics/ Accountancy	Chemistry/ B. St.	Biology	PE	English

**Date Sheet of Term I (Classes I to V)/Half Yearly (Classes VI to VIII)/PT II (Class IX & X)  
Session 2021-22**

<b>Date</b>	<b>15/09/2021</b>	<b>16/09/2021</b>	<b>17/09/2021</b>	<b>18/09/2021</b>	<b>20/09/2021</b>	<b>22/09/2021</b>	<b>24/09/2021</b>	<b>27/09/2021</b>
<b>Day/Class</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Monday</b>	<b>Wednesday</b>	<b>Friday</b>	<b>Monday</b>
I	EVS	-----	English	-----	Hindi	Maths.	-----	-----
II	Hindi	-----	Maths.	-----	EVS	English	-----	-----
III	English	-----	Hindi	-----	Maths.	EVS	-----	-----
IV	S. Science	-----	English	-----	Science	Hindi	Maths.	-----
V	Maths.	-----	S. Science	-----	Hindi	English	Science	-----
VI	S. Science	-----	English	-----	Sanskrit	Maths.	Science	Hindi
VII	Maths.	-----	Sanskrit	-----	English	S. Science	Hindi	Science
VIII	Science	-----	Maths.	-----	Hindi	Sanskrit	S. Science	English
IX	Hindi	English	Maths.	S. Science	Science	-----	-----	-----
X	English	Hindi	Science	Maths.	S. Science	-----	-----	-----

**Note: Time: 1:30 p.m. to 2:30 p.m. for GK 08/09/2021 (Wednesday) & Computer 10/09/2021 (Friday)**

**Pre-Term I (Class X & XII)**  
**Session 2021 -22**

<b>Date</b>	<b>22/11/2021</b>	<b>23/11/2021</b>	<b>24/11/2021</b>	<b>25/11/2021</b>	<b>26/11/2021</b>	<b>27/11/2021</b>
<b>Day/Class</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
<b>X</b>	Maths.	English	Science	Hindi	S. Science	-----
<b>XII</b>	Chemistry/ B. St.	Physics/ Accountancy	Biology/ Economics	PE	Maths.	English

**Date Sheet of Term II (Classes I to V)/ PT II (Classes VI to VIII)/ Term I (IX-XII)**  
**Session 2021-22**

Date	06/12/2021	07/12/2021	08/12/2021	09/12/2021	10/12/2021	13/12/2021	14/12/2021	15/12/2021	16/12/2021
Day/ Class	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday
<b>I</b>	Maths.	-----	English	-----	Hindi	EVS	-----	-----	-----
<b>II</b>	English	-----	Hindi	-----	Maths.	EVS	-----	-----	-----
<b>III</b>	EVS	-----	English	-----	Hindi	Maths.	-----	-----	-----
<b>IV</b>	Maths.	-----	S. Science	-----	English	Science	-----	Hindi	-----
<b>V</b>	Science	-----	Maths.	-----	S. Science	Hindi	-----	English	-----
<b>VI</b>	Hindi	S. Science	English	Sanskrit	Maths.	Science	-----	-----	-----
<b>VII</b>	Science	Maths.	Sanskrit	English	S. Science	Hindi	-----	-----	-----
<b>VIII</b>	English	Science	Maths.	Hindi	Sanskrit	S. Science	-----	-----	-----
<b>IX</b>	S. Science	-----	Science	-----	Hindi	Maths.	-----	English	-----
<b>X</b>	<b>As per CBSE schedule</b>								
<b>XI</b>	Biology/ Economics	-----	Chemistry/ B. St.	-----	Physics/ Accountancy	Maths.	PE	-----	English
<b>XII</b>	<b>As per CBSE schedule</b>								

**Note: Time: 1:30 p.m. to 2:30 p.m. for GK- 01/12/2021 (Wednesday) & Computer - 03/12/2021 (Friday)**

**Periodic Test – III (class IX & X)/U T II (Class XI & XII) (2021-22)**

<b>Date</b>	<b>31/01/2022</b>	<b>01/02/2022</b>	<b>02/02/2022</b>	<b>03/02/2022</b>	<b>04/02/2022</b>	<b>05/02/2022</b>
<b>Day/ Class</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
<b>IX</b>	Maths.	English	Science	Hindi	S. Science	-----
<b>X</b>	S. Science	Maths.	Hindi	Science	English	-----
<b>XI</b>	Biology/ Economics	PE	Maths.	English	Physics/ Accountancy	Chemistry/ B. St.
<b>XII</b>	Chemistry/ B. St.	Physics/ Accountancy	English	Biology/ Economics	PE	Maths.

**Pre-Term II (Class X & XII)  
Session 2021 -22**

<b>Date</b>	<b>21/02/2022</b>	<b>22/02/2022</b>	<b>23/02/2022</b>	<b>24/02/2022</b>	<b>25/02/2022</b>	<b>26/02/2022</b>
<b>Day/Class</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
<b>X</b>	S. Science	Hindi	Science	English	Maths.	-----
<b>XII</b>	Chemistry/ B. St.	Physics/ Accountancy	Biology/ Economics	PE	Maths.	English

**Term III (Classes I to V) Term II (Annual) (Classes VI to IX), Annual- Class XI  
Session 2021-22**

<b>Date</b>	<b>03/03/2022</b>	<b>05/03/2022</b>	<b>07/03/2022</b>	<b>09/03/2022</b>	<b>11/03/2022</b>	<b>14/03/2022</b>
<b>Day/Class</b>	<b>Thursday</b>	<b>Saturday</b>	<b>Monday</b>	<b>Wednesday</b>	<b>Friday</b>	<b>Monday</b>
I	Maths.	EVS	Hindi	English	.....	.....
II	Hindi	English	Maths.	EVS	.....	.....
III	Maths.	English	EVS	Hindi	.....	.....
IV	Hindi	Science	Maths.	English	S. Science	.....
V	S. Science	Maths.	English	Hindi	Science	.....
VI	Science	S. Science	Sanskrit	Hindi	Maths.	English
VII	Sanskrit	Maths	S. Science	English	Hindi	Science
VIII	S. Science	Hindi	English	Maths.	Sanskrit	Science
IX	Science	Maths.	Hindi	S. Science	English	.....
XI	Maths.	Chemistry/ B. St.	Physics/ Accountancy	Biology/ Economics	English Core	PE

**Note: Time: 1:30 p.m. to 2:30 p.m. for GK - 22/02/2022 (Tuesday) & Computer - 23/02/2022 (Wednesday)**



## CYBER SAFETY RULES

Computers have revolutionized much of modern life, either directly or indirectly, and learning how to use them safely and appropriately in school is extremely important.

Hence all end users ie. students and teachers must abide by the following rules and regulations to ensure protection from misuse.

### **Policy & Rules for Computer Lab Use**

- ❖ No food or drinks while sitting at a computer workstation.
- ❖ Must respect school equipment and should not indulge in moving the lab equipment and/or cables.
- ❖ Must inform teachers if they find any damage in the lab.
- ❖ Must not use flash drives or any other external media (cell phone, hard disk, CD, camera etc.) for the purpose of saving or transferring their work without due permission from the Computer Lab Incharge.
- ❖ Must not intentionally attempt to install any software on any workstation.
- ❖ Computer usage for school project work/Inter school events shall be entertained only in the presence of concerned faculty member.
- ❖ No illegal copying of ANY materials presents already on a workstation.
- ❖ Keep sound levels to the minimum.
- ❖ The labs are for students and faculty ONLY. We reserve the right to check IDs.
- ❖ No disruptive behaviour in the lab.
- ❖ Internet access is allowed only after permission from computer faculty.

### **Guidelines for safe net surfing for everybody/everywhere**

- Never open an email from an unknown source - it may contain viruses that can harm your computer.
- Never give out personal details in messenger or in personal profiles.
- Never give a friend's details.
- Don't send pictures to strangers.
- Never meet up with anyone you meet online.
- Remember that people may not be what they say they are.
- Most reputable chat rooms allow you to block messages from a particular sender.
- Be careful about who you share photos with.
- Passwords should be kept private (except from parents).
- Use social network's privacy settings so only your friends can see your data.
- Immediately inform an adult you trust (teacher/parent); if you are being cyberbullied.
- Visit to Cyber Cafe should necessarily be with a Parent escort.

## GOOD HABITS

### 1. Personal Hygiene

- Toilet regularity.
- Daily bath.
- Brushing teeth twice daily, preferably after breakfast and before going to bed.
- Washing hands with soap before and after meals and rinsing the mouth after every meal.
- No nose picking, biting nails or putting pencil in the mouth/ear.

### 2. Personal Grooming

- Dressing in a socially acceptable manner.
- Boys hair, cut or trimmed and girls hair done up properly.
- A fresh and relaxed face and neat appearance is always welcome.
- Nails clipped and clean.
- Clothes, especially underclothes, clean and washed.
- Shoes polished and socks clean and odour free.

### 3. Cleanliness

- Keep your room and desk or table neat and tidy.
- Do not mess up room by tossing clothes, books, school bag, shoes, etc. here and there. Keep almirahs and cupboards well organized. Do not throw litter around or in the open. Use dustbin instead.
- Don't forget to flush. Leave bathroom as tidy as you would like to find it on entering.
- Screw cap of tooth paste tube or bottle of shampoo or hair cream after use.

### 4. Study Habits

- Study at desk or table rather than lying in bed.
- Keep study area clean and clutter free.
- Make and follow a time schedule for work and play. Take a break of a few minutes every half an hour, if you feel tired.
- Be regular in your study and keep notes & revise lessons thus avoiding undue stress and pressure of exams.
- Cultivate the habit of good reading. Do not confine yourself to textbooks. Read books by reputed authors, covering a wide range of subjects.
- Do not slouch or stoop while reading or writing.

### 5. Discipline

- Doing things on time, i.e. punctuality and regularity
- Being honest with self and others.
- Sincerity and responsibility towards work and duties.

### 6. Exercise

- Physical activity is essential for a healthy mind and body. Conventional sports are excellent for physique but for adolescents and adults, there is nothing like making yoga a part of daily routine for better concentration, improving memory and inner state of peace and harmony of mind and spirit. Care should be taken that vigorous or strenuous exercise is compatible with ones age and physical condition.

### 7. Posture & Development Sitting

- Don't drag a chair.

- Don't flop or plunk into a chair. Lower yourself gently into it. Sit erect but not too stiff.
- Sit with feet crossed at the ankles or firmly placed on the ground.
- No slouching.
- No propping up your chin with the hand.
- Do not perch on edge of chair.
- Do not shift about in the chair. Sit still.
- Do not sit on two legs of the chair.
- No rocking in the chair.
- Don't shake legs, lounge back or sprawl out.
- At the dining table, sit three quarters way up the seat to the back of the chair.

### **Standing**

- Stand tall (even if you are short) and erect.
- Do not stand with hands in the pocket or on the hips or crossed over shoulders.
- No slouching, sprawling, or leaning against the wall.
- Do not put your hand on another's shoulder.

## **GOOD MANNERS**

Good manners are not a rigid code of conduct nor a matter of being chic or stylish, a cut above the rest, snobbish or superior. Good manners are necessary for orderly and harmonious functioning of society as well as for smooth social interaction, free from unnecessary misunderstanding, embarrassment or offence.

The essence of good manners is "treat others as you would like to be treated yourself". Good manners cost nothing but buy everything.

Right or wrong, the world tends to go by appearances. The first impression is the strongest and you don't get a second chance to make a good first impression. First impression is largely formed by looks, dress, manner-how one sits, stands, walks, gesticulates and speaks. One can be easily put off by shabby clothes, unkempt hair, bad breath; equally, one can be charmed by force of personality, personal grace and refinement voice tone and expression, a winning smile. A person with style, poise and polished manner always stands out and commands more respect and attention.

### **AS A STUDENT**

- Be respectful and obedient to your teachers, parents and other seniors.
- Honesty is the essence of character. Do not lie, cheat or steal under any circumstances.
- Practice discipline in daily life. Be punctual and regular whether at work or play.
- Treat your schoolmates as you would like to be treated yourself. Thus, no bullying, hurtful teasing or rudeness.
- If you make a mistake, admit and say sorry rather than make excuses and try to lay the blame elsewhere.
- Do not jump the line to gain an unfair advantage. First come first serve is the principle to follow.
- On the play-field, the referee's decision should be accepted without question as final. Get up from the chair when your elders appear and always greet them first.
- Greet with Namaste, good morning or hi! Or hello! as appropriate, your elders, teachers, friends and classmates when you meet them and say goodbye, etc., when you part.
- Respect and obey your elders. Express your opinion but never answer back.
- Say "thank you" for the smallest of favours and "sorry" for the smallest of mistakes. Be willing to share.

- Assist in family chores willingly and cheerfully.
- Respect others' privacy. (Knock before entering a room. No eavesdropping, snooping or reading other's mail).
- Don't take other's belongings without asking. Don't carry tales or backbite.
- Talk over differences in a spirit of compromise and forgiveness. Avoid conflict or confrontation.
- At the table, start when everyone is seated. Wait until everyone has finished before leaving the table.
- Keep a note of important events birthdays, anniversaries so you don't forget.
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## **SOCIAL CONVERSATION**

- Pay attention to the other person and do not interrupt. Look alert and interested.
- Don't walk away abruptly when someone is talking. Conversation is for exchange of ideas and opinions. Do not monopolize the conversation.
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## **ON THE STREET**

- No tossing of paper, empty bottle or cup, banana or orange peel No jaywalking.
- Loud, disruptive or quarrelsome behaviour is unacceptable.