

**SANT NIRANKARI PUBLIC SCHOOL, NIRANKARI COLONY, DELHI-9.**  
**PLANNER FOR CLASS X- (2018-2019)**

**IMPORTANT INFORMATION :**

- ❖ NEW SESSION BEGINS FROM MARCH 12, 2018 (MONDAY)
- ❖ COMPLETION OF SYLLABUS OCTOBER 31, 2018
- ❖ ORIENTATION – 17.03.2018 (SATURDAY)
- ❖ EXCURSION-21.04.2018 (Tentative)
- ❖ BLESSING DAY ( ADMIT CARDS & TILAK) – **22.02.2019**
- ❖ EXTRA CLASSES FROM MAY 21 TO MAY 31, 2018 (Timings 8:00 a.m. to 1:00 p.m.)

**MARCH AND APRIL , 2018**

- REGULAR CLASSES FROM MARCH 12, 2018 TILL MAY 31, 2018
- TIMINGS OF THE SCHOOL IN MARCH - 8:00 A.M. TO 2:00 P.M.

**MAY, 2018**

- TIMINGS OF THE SCHOOL DURING THE TEST WILL BE 8:00 A.M. TO 2:00 P.M.
- DRAWING EXAM ON – 05.05.2018
- **PRE-MID TERM (40 MARKS) ABOUT 30% OF SYLLABUS**

DATE	DAY	SUBJECT
09.05.2018	WEDNESDAY	S.ST.
10.05.2018	THURSDAY	ENGLISH
11.05.2018	FRIDAY	COMPUTER
14.05.2018	MONDAY	MATHS
15.05.2018	TUESDAY	HINDI
16.05.2018	WEDNESDAY	SCIENCE

**Note: Result will be declared on 31.05.2018 (Thursday) between 8:30 a.m. to 10:00 a.m.**

**JULY & AUGUST, 2018**

- REGULAR CLASSES FROM 02.07.2018
- REVISION FROM 27.08.2018 TO 06.09.2018

**SEPTEMBER, 2018**

- TIMINGS OF THE SCHOOL DURING THE EXAMS – 8:00 to 11:45 a.m. FROM 13.09.2018 TO 24.09.2018
- SYLLABUS FOR MID-TERM EXAMINATIONS - APRIL TO AUGUST
- DRAWING AND COMPUTER EXAM ON 07.09.2018.
- PREPARATORY HOLIDAYS FROM 10.09.2018 TO 12.09.2018 FOR MID-TERM EXAMINATIONS

**MID-TERM EXAMINATION (HALF-YEARLY) AS PER CBSE PATTERN**

DATE	DAY	SUBJECT
13.09.2018	THURSDAY	MATHS
15.09.2018	SATURDAY	ENGLISH
18.09.2018	TUESDAY	S.ST.
20.09.2018	THURSDAY	HINDI
24.09.2018	MONDAY	SCIENCE

**NOTE : RESULT WILL BE DECLARED ON OCTOBER 6, 2018 TIMINGS – 8:30 TO 10:30 A.M.**

- REGULAR CLASSES FROM 25.09.2018. The timings of the school on 25.09.2018 & 26.09.2018 will be 8:00 a.m. to 11:45 a.m.

**OCTOBER, 2018**

- REGULAR CLASSES AND COMPLETION OF SYLLABUS BY OCTOBER 31, 2018

**NOVEMBER, 2018**

- ATTENDANCE IS COMPULSORY FOR THE STUDENTS EVEN AFTER COMPLETION OF SYLLABUS IN THE MONTH OF OCTOBER, I.E, FROM NOVEMBER ONWARDS. FAILING WHICH THE NAME OF THE STUDENT WILL BE FORWARDED TO CBSE FOR FURTHER ACTION AND ROLL NO. WILL NOT BE PROVIDED.
- REVISION OF SAMPLE PAPERS AND PREVIOUS YEAR PAPERS

## **DECEMBER, 2018**

- ALL SUBJECT ENRICHMENT ACTIVITIES (IN FORM OF PRACTICAL/PROJECTS ETC. ) AND NOTE BOOKS FOR THE FINAL EXAMINATION SHOULD BE PREPARED BY AND GET THEM CHECKED BY CONCERNED TEACHERS TILL NOVEMBER 30, 2018.
- POST MID-TERM ARE COMPULSORY FOR ALL. ABSENTEES WILL BE VIEWED SERIOUSLY.
- TIMINGS OF THE SCHOOL DURING THE POST MID-TERM EXAM IS 8:00 to 2:00 p.m.
- REGULAR CLASSES FROM DECEMBER 10, 2018 ONWARDS (REVISION- DISCUSSION OF MID-TERM Q.P. AND OTHER SAMPLE/PREVIOUS PAPERS).

### **POST MID-TERM EXAMINATION - ( MARKS - 40 )**

DATE	DAY	SUBJECT
01.12.2018	SATURDAY	SCIENCE
03.12.2018	MONDAY	MATHS
04.12.2018	TUESDAY	S.ST.
05.12.2018	WEDNESDAY	ENGLISH
06.12.2018	THURSDAY	HINDI
07.12.2018	FRIDAY	COMPUTER & DRAWING

**NOTE : RESULTS WILL BE DECLARED ON DECEMBER 28 (FRIDAY), 2018 TIMINGS – 8:30 TO 10:30 A.M.**

## **JANUARY, 2019**

- PRE-BOARD – I from 02.01.2019 to 11.01.2019.
- TIMINGS DURING THE EXAMINATIONS FROM 02.01.2019 to 11.01.2019 IS 8:30 TO 12:00 NOON. AND ON 14.01.2019 FROM 8:00 TO 2:00 PM.
- REVISIONS FROM 14.01.2019 TILL JANUARY 30, 2019. SAMPLES PAPERS & PREVIOUS BOARD PAPERS WILL BE DISCUSSED AND REVISED. ATTENDANCE IS COMPULSORY DURING THESE DAYS.

### **PRE-BOARD – I (AS PER CBSE PATTERN)**

DATE	DAY	SUBJECT
02.01.2019	WEDNESDAY	MATHS
04.01.2019	FRIDAY	ENGLISH
07.01.2019	MONDAY	S.ST.
09.01.2019	WEDNESDAY	SCIENCE
11.01.2019	FRIDAY	HINDI
14.01.2019	MONDAY	COMPUTER

**NOTE : RESULT WILL BE DECLARED ON JANUARY 25 , 2019 BETWEEN 8:30 TO 10:00 A.M.**

## **FEBRUARY, 2019**

- PRE-BOARD – II FOR STUDENTS WHO OBTAINED LESS THAN 50% IN PRE-BOARD – I
- PREPARATORY LEAVES FOR PRE-BOARD – II FROM JANUARY 31 AND FEBRUARY 1, 2019.
- TIMINGS OF THE SCHOOL DURING THE PRE-BOARD- II IS – 8:00 to 11:45 a.m. from 02.02.2019 TO 11.02.2019.

### **➤ PRE-BOARD – II (AS PER CBSE PATTERN)**

DATE	DAY	SUBJECT
02.02.2019	SATURDAY	MATHS
04.02.2019	MONDAY	ENGLISH
06.02.2019	WEDNESDAY	SCIENCE
08.02.2019	FRIDAY	S.S.T
11.02.2019	MONDAY	HINDI

- RESULT ON 16.02.2019 FROM 8:30 TO 9:30 A.M.
- REGULAR CLASSES FROM 12.02.2019 TO 16.02.2019 (DISCUSSION ON PRE-BOARD – II & OTHER SAMPLE PAPERS.
- CLEARANCE FOR THE STUDENTS – 15.02.2019 AND 16.02.2019.
- PREPARATORY HOLIDAYS FOR BOARD EXAMS FROM 18.02.2019 ONWARDS
- **NEW SESSION FOR CLASS XI (2019-2020) : APRIL 15, 2019 (MONDAY).**

**SANT NIRANKARI PUBLIC SCHOOL, NIRANKARI COLONY, DELHI-9.**

Dear Parents,

**CONGRATULATIONS!**

I am happy to see that our students have stepped up the ladder and are moving ahead with enthusiasm and motivation. To keep this continued cooperation is required from the parents as well as the students.

We, as SNPS staff are looking forward to tap the potential of every child and sculpture them in their complete metamorphosis. All parents are requested to read the School Almanac to keep themselves updated with all the required information.

***“Learn from the previous ones, excel in the new ones.  
In this new journey of yours, may you get success of tons!”  
FROM – MRS. POONAM SYAL (PRINCIPAL)***

**(A) Internal assessment (20 MARKS)**

1. Periodical evaluation will be taken in the form of Pre-Mid Term – I, Mid-Term and Post Mid-Term. Exams .
2. **Pattern of final assessment:**
  - Pre-Mid-Term (40 Marks), Mid-Term (80 marks) and Post Mid-Term [(40 marks) will be converted into 10 each.
  - Best two of above will be converted into **10 marks( internal assessment)**
3. **Notebooks carry - ( Carries - 5 marks - internal assessment).** Notebooks must be maintained by the student properly in a neat and clean manner.
  - ❖ It is mandatory for the students to carry school diary daily. Books/notebooks etc. must be according to the time table every day. Parents are requested to ensure that their ward implement the same.
  - ❖ He/she should make sure their note-books are completed on time with paging, date, headings, and neat-handwriting and submitted for checking timely.
  - ❖ No marks will be given, if the work is incomplete, if copy is not maintained properly and not submitted timely.
  - ❖ Rubrics for Notebooks:
    - Overall presentation - 1 marks
    - Index maintenance - 1 mark
    - Timely submission - 2 marks
      - ( 1 marks for timely submission but incomplete work)
      - ( 2 marks for timely submission and complete work)
    - Handwriting - 1 mark
4. **Subject Enrichment Activities(Carries- 5 marks - internal assessment)** will be taken and recorded internally by the respective subject teachers. Files etc. must be maintained as per instructions from the concerned subject-teacher. Rubrics for the same will be provided by the concerned teachers in advance for your information before each activity.
  - ❖ No marks will be given, if projects/activities etc. are incomplete or if the work is not maintained properly or submitted late.
  - ❖ Incomplete work/projects will be informed through diary note and if continues after being warned the student will not be allowed to attend classes till the same is completed.
  - ❖ Strictly adhere to the particular date provided for the submission of the projects, failing which the projects will not be accepted for evaluation and the child will be given zero in the assessment.

**Note : For- Note Book and Subject- Enrichment - - marks will be allotted for both Term – I and Term- II and average will be taken for final result.**

**FINAL RESULT ----TOTAL (100 MARKS)**

**= INTERNAL ASSESSMENT(10+5+5) +FINAL EXAMINATION (80 MARKS- BOARD EXAMINATION)**

**5. Co-Scholastic Activities : (Graded on 5-point scale ( A to E-)**

- ❖ This is to promote co-curricular activities for the holistic development of the student.
- ❖ It includes :
  - Work Education - it is distinct curricular area for students for participation in social, economic and welfare activities.
  - Art Education- it is for the development of wholesome personality of the students. This includes : Drawing, Music, Dance and Home Science.
  - Health & Physical Education – This includes sports and yoga.
  - Discipline (Attendance, Sincerity, Behavior, Values) – to inculcate good values, to strengthen and foster unity and build team spirit amongst themselves.

**B. GENERAL INSTRUCTIONS:**

**1. ATTENDANCE :**

- ❖ **Compulsory attendance of 85% from March 12, 2018 till February 17, 2019. If the attendance is less than the required percentage the name of the student will be forwarded to the Principal for further action. Parents please ensure that their ward attends the school after completion of Syllabus, i.e, November, 2018 till the end.**
- ❖ The parents will be intimated at the end of every month in case your child is falling under the short attendance category.
- ❖ Absence in any examinations during the year is not acceptable, even on medical grounds without medical certificate. Medical certificate should be submitted on the same day of evaluation failing which it will be viewed seriously. The School has no Re-test policy.
- ❖ If a student is absent for the class test he / she will take the test in the form of an assignment and the same will be submitted to the concerned subject teacher.
- ❖ It is mandatory that your ward attends all the extra classes that will be held during summer/winter/other holidays.

**2. PTMs:**

- ❖ It is mandatory for parents to attend all PTMs along with their ward (school uniform) to know their ward's progress as well as any other concern, if any.
- ❖ If the parent is called by any teacher for a meeting in connection to their ward progress / concern and if they fail to meet with the teacher, their ward will not be allowed to attend school until the required is fulfilled.
- ❖ No meeting with the teachers will be entertained during the school hours.
- ❖ Meeting with the teachers between 7:45 a.m. to 8:00 a.m. and after 2:00 p.m. which can be fixed one day prior at the Reception. Contact no. – 011-65415533 / through diary note.

**3. DISCIPLINE:**

Any of the following activities will automatically leads to monetary fine alongwith suspension:

- ❖ Any kind of destruction towards school property, writing / scribbling on walls, furniture or anywhere else is strictly prohibited.
- ❖ Fighting or grouping to fight/hurt any individual.
- ❖ Using abusive language.
- ❖ Wearing gold/diamond jewellery, heavy metallic bangles are not allowed to be worn by any student.
- ❖ Not abiding by the school rules.
- ❖ Disobedience and disrespect towards teachers, staff members or other peer groups.
- ❖ Students standing in groups after school hours, outside the school premises will also be strictly penalized. All parents are requested to guide their wards accordingly.

❖ Provoking any child for disciplinary activity /indulging in disciplinary activity /heating arguments/threatening to someone, will be strictly penalized.

❖ Threatening any school student/school 's teaching and non-teaching staff in any respect.

❖ Spreading rumours //defaming any school any school authority or student will be viewed seriously.

❖ Bringing any kind of objectionable items (smart watches or any other electronic devices etc.) by your ward in the school premises intentionally / by mistake is not allowed.

❖ **Bringing Mobile Phones to school is strictly prohibited and fine of Rs. 1000/- will be charged.**

❖ It is mandatory for students to abide by the rules and regulations of the school in connection to behavior, discipline, attendance, uniform etc.

❖ Issuance of two yellow slips (warnings) + one pink slip (final warning) leads to suspension.

#### 4. **PUNCTUALITY :**

❖ Parents are requested to ensure that their ward comes to school on time, i.e, before 8:00 a.m. and in proper uniform. Every student to be picked by 2:15 p.m., failing which after 2;25 p.m. the school is not responsible, for any mishap.

❖ After 8:00 a.m., student will not be allowed to attend the school. Parents may pick their ward and incase the school arranges to drop your ward, Rs.100/- will be charged.

#### 5. **MEETINGS WITH THE PRINCIPAL :**

❖ Daily open timings to meet the Principal for valid concerns are from 10:00 a.m. to 11:00 a.m.

❖ Any meeting apart from the open timings will be entertained only for valid concerns with prior appointment.

#### 6. **COLLECTION OF MONEY :**

❖ Throughout the year only Rs.300/- will be collected for the following items :

➤ I – card and Class photos, photocopies.

❖ Annual /educational excursions- amount will be announced as per the destination. A circular for the same will be sent in advance mentioning all the details.

❖ Raffle tickets and Annual Magazine (in case of Annual fete/Function) – amount will be announced later on and parents are requested to pay the same (compulsory).

#### 7. **SCHOOL UNIFORM AND APPEARANCE :**

❖ Students must come in neat and tidy complete school uniform, with polished shoes.

❖ Students in inappropriate uniform will be viewed seriously.

❖ Puffs/spikes or any inappropriate hair styles will immediately lead to hair cut in the school premises. The charges will be borne by the parents.

❖ Wearing Jewellery to school is not allowed.

❖ Applying nail polish/ mehendi/tattoos is strictly banned.

❖ House uniform to be worn every Wednesday and Saturday.

❖ Take care of the cleanliness and personal hygiene before coming to school everyday.

❖ The student will come in school uniform on PTMs days also failing which he/she will not be allowed to enter in the school premises.

#### 8. **FEE DEPOSIT AND GUIDELINES:**

❖ School fee will be charged for a period of **12 months** and transport fee for **11 months**. Transport availed once will not be discontinued in-between the session.

❖ The school fees should be paid on time to prevent fine and inconvenience.

❖ Fee Deposit timings: Monday to Saturday - 8:00 a.m. to 12:00 noon.

❖ The fee counter will remain open **during summer and winter vacation** except during Gazetted, Samagam holidays and second Saturdays.

❖ **Monthly fee should be deposited by 15<sup>th</sup> of every month.**

➤ **Fee for January and February by 15<sup>th</sup> January**

➤ **Fee for the month of March to be deposited by 15<sup>th</sup> of February.**

➤ The same is informed well in advance, therefore, the parents are requested to kindly make provision for the same from the beginning of the year itself.

❖ Late fee:

➤ of **Rs. 250/-** will be chargeable from 16<sup>th</sup> to 22<sup>nd</sup> of every month and

➤ of **Rs, 500/-** payable from 23<sup>rd</sup> to 30<sup>th</sup>/31<sup>th</sup> of every month.

❖ If the fee is not paid the entire month then on first of second month, the name of the student will be struck off and re-admission will be at the discretion of the Principal, that too after payment of all the dues – fee +fine (Rs.1000/-) + re-admission fee (Rs. 200/-). The students will not be allowed to attend the school till the dues are paid.

❖ Cheques will be accepted only till 10<sup>th</sup> of every month. If cheque bounces a fine of Rs.500/- will be charged.

❖ **For any genuine / emergency reasons application for the same should be submitted before the 15<sup>th</sup> of the same month**, failing which fine will not be waived off.

### **IMPORTANT WARNINGS:**

❖ IT IS MANDATORY TO ENSURE THAT YOUR WARD MAINTAINS HIS/HER NOTEBOOKS PROPERLY AND SUBMIT HIS /HER ASSIGNMENTS ON TIME.

❖ COUNSEL YOUR WARD AT HOME REGARDING HIS/HER SAFETY, GOOD AND BAD TOUCH. ALSO THEIR BEHAVIOUR MUST BE RESPECTABLE TOWARDS EACH OTHER.

❖ PARENTS ARE REQUESTED TO KINDLY CHECK THE BAG OF THEIR WARDS BEFORE COMING TO SCHOOL EVERYDAY IN THE MORNING, SO THAT THE CHILD BRINGS ALL THE REQUIRED TEXT BOOKS AND NOTEBOOKS. ALSO MAKE SURE THAT HE/SHE IS NOT CARRYING ANY OBJECTIONABLE ITEMS (LIKE MOBILES, SHARP WEAPONS –KNIFE, SCISSORS, PAPER CUTTER, CRACKERS, HOLI COLOURS,ELECTRONIC DEVICES, TOYS ETC.) TO THE SCHOOL.

❖ PARENTS ARE REQUESTED TO CHECK THE SCHOOL DIARY EVERYDAY AND COMMUNICATE FOR ANY CONCERN THROUGH THE SAME.

❖ ENSURE THAT WHENEVER YOUR WARD ENTERS THE SCHOOL, HE/SHE MUST BE IN FULL AND PROPER UNIFORM, OTHERWISE HE/SHE WILL NOT BE ALLOWED TO ENTER THE SCHOOL PREMISES.

❖ ENGLISH SPEAKING IS MANDATORY WITHIN THE SCHOOL PREMISES.

❖ STUDENT CAUGHT SELF DRIVING/RIDING ANY VEHICLE (CAR/SCOOTY/SCOOTER/BIKE) TO SCHOOL WILL BE PENALIZED. THE VEHICLE NUMBER WILL BE FORWARDED TO THE LOCAL TRAFFIC DEPARTMENT.

❖ DON'T LET YOUR WARD MISS HIS/HER SCHOOL TRANSPORT (IF AVAILING) WITHOUT INFORMATION GIVEN TO THE CLASS TEACHER IN MORNING OR AT THE TIME OF DISPERSAL.

❖ ALL PARENTS MAY GIVE IN WRITING ( VAN DRIVER NAME, LICENCE AND VAN NO.), IF THEIR WARD IS AVAILING THE PRIVATE VEHICLE. THE SAME WILL BE FORWARDED TO THE LOCAL TRAFFIC POLICE DEPARTMENT.

❖ AS PER THE FORMAT FILLED AND SUBMITTED, YOUR WARD WILL NOT BE HANDED OVER TO ANY OTHER PERSON APART FROM THE PHOTOGRAPH GIVEN IN THE I-CARD

❖ ALL PTMs ARE COMPULSORY, FAILING WHICH YOUR WARD WILL NOT BE ALLOWED TO ATTEND SCHOOL UNTIL THE REQUIRED IS FULFILLED. DURING PTM'S PARENT'S SHOULD ACCOMPANY THEIR WARD, THEIR WARD SHOULD BE IN PROPER SCHOOL UNIFORM. FAILING WHICH HE/SHE WILL NOT BE ALLOWED IN THE SCHOOL PREMISES.

**“DO SOMETHING TODAY, SO THAT YOUR FUTURESELF WILL SAY THANK YOU FOR.....”**

*WE WISH TO THANK YOU ALL FOR SPARING YOUR PRECIOUS TIME AND MAKING IT CONVENIENT TO ATTEND THIS ORIENTATION. WE HOPE TO GET FULL COOPERATION FROM YOUR SIDE SO THAT WE TOGETHER CAN DO HOLISTIC DEVELOPMENT OF YOUR WARD AND INCULCATE HUMAN MORAL ETHICS AND ETTIQUETTS AND BE PROUD OF THEIR ACHIEVEMENTS.*

**THANK YOU ALL AND CONGRATULATION ONCE AGAIN!**

**SANT NIRANKARI PUBLIC SCHOOL  
NIRANKARI COLONY, DELHI-9.**

**INSTRUCTIONS FOR THE TEACHERS: (Class X)**

1. All kinds of s examinations are mandatory for all students. Absenteeism during these exams are not permitted (teachers and students).

Pattern of final assessment:

- Pre-Mid term I and II -- marks (out of 40) will be converted into 10
- Mid-term ( marks out of 80) will be converted into 10.
- Best of two from all the three above (all out of 10) will be taken into consideration and average of the two shall be the final marks for **Internal Assessment.**
- **Pre-board I ( in January, 2019) is compulsory for all and Pre-board II for all the students who had obtained less than 50% in Pre-board – I.**

2. Notebooks carry - **5 marks (internal assessment)**. Note-books must be maintained by the student properly in a neat and clean manner. The teacher must assure that the students:

- ❖ Note books are completed on time with paging, date, headings, and neat-handwriting and submitted for checking timely.
- ❖ that the students must carry school diary daily. Books/copies etc. must be according to the time table every day. Parents are requested to ensure that their ward implement the same.
- ❖ Rubrics for Note –books:
  - Overall presentation - 1 mark
  - Index maintenance - 1 mark
  - Timely submission - 2 marks
    - ( 1 marks for timely submission but incomplete work)
    - ( 2 marks for timely submission and complete work)
  - Handwriting - 1 mark

3. **Subject Enrichment Activities carry – 5 marks – (internal assessment)** will be taken and recorded internally by the respective subject teachers. Files etc. must be maintained by the students as per instructions from the concerned subject-teacher. Rubrics for the same must be provided to the students/parents by the concerned teachers well in advance before each activity.

**Note :** For note-book and subject enrichment marks should be allotted for Two terms ( before Mid-Term and For final term). Average of two will be taken for final result.

**4. Co-Scholastic Areas: ( 5-point Grading System A-E):**

- Work Education or Pre-Vocational Education- includes participation in social, economic and welfare activities.
- Art Education includes :
  - Visual Arts : drawing , paintings, murals, collages, crafts sculpture etc.

- Performing Arts : dance, music, puppetry and Folk Art forms.
- Health and Physical Education includes :sports /self-defence/Yoga /NCC etc.

**5. Total 100 = Internal marks (10 +5 +5= 20) + Final examination ( 80 marks- CBSE BOARD)**

6. Important dates to be kept in mind during the year

Particulars	For question papers	Result discussion	Result on
Pre- Mid Term	16.04.2018	19.05.2018	31.05.2018
Mid - Term	20.08.2018	01.10.2018	06.10.2018
Post Mid- Term	06.11.2018	22.12.2018	28.12.2018
Pre-board – I	10.12.2018	19.01.2019	25.01.2019
Pre-board - II	07.01.2018	15.02.2018	16.02.2018

7. The above mentioned dates should be strictly adhered to. Late submission will be viewed strictly (leave deduction).
8. Answer scripts must be checked within the given stipulated time. And rechecked again.
9. Any teacher, who is lagging behind in the syllabus as per time allotted in the planner, will be responsible to take extra classes during second Saturdays or extend the extra classes in June or any other Gazetted holidays –to complete the same. No compensation will be given for the same.
10. Teachers are requested to follow the following religiously to maintain discipline and for smooth functioning of the school :
  - Call the parents on a regular basis in connection to the student’s progress, behavior, attendance or for any other concern.
  - To volunteer for taking remedial classes in the zero period or after school hours - weak students.
  - To keep track of any dues to be paid.
  - Every month a subject-wise written report regarding completion of syllabus alongwith the notebook checking Performa should be submitted to the HODs.
  - Regular chapter test should be taken and the separate copy to be maintained for the same.
  - To maintain documentation wherever required ( indiscipline, meetings with the parents, or any other concern etc.)
11. In case of emergency, sometimes the teacher has to take leaves during important times (like result etc.), some other teachers are allotted with your duties, so after your joining the duty it is your work to check the work done by others for any errors. Those errors must be intimated to concerned authorities for rectification on time,
12. Follow up the information already provided in planner.

**ALL CLASS TEACHERS AND SUBJECT TEACHERS ARE INSTRUCTED TO DO THEIR WORK DILIGENTLY, HONESTLY AND WITH UTMOST CARE, SO THAT NO ERRORS ARE FOUND. THERE SHOULD NOT BE ANY CARELESS TOWARDS YOUR PROFESSION.**

**( COORDINATOR )**

**(PRINCIPAL)**