B.V.M. Public School Manual

School Manual of BVM Public School has been initiated w.e.f. 7th Sept, 2017 under the guidance of the members of the Management. The planning and execution of structures of the Manual has been drafted by the process of group discussion, creation of new ideas and assimilation of innovative ideas into the current structure and functioning in the school system.

The vision and mission provide broader framework which lays the foundation and sets the direction to achieve the desired goals for the stakeholders of the school.

Vision

To create the united and self-sustainable society free from evils like casteism, corruption, separatism, poverty, illiteracy, unhygienic and unhealthy environment and to bring into a sense of responsibility towards the mother earth by one and all.

Mission

1. **To ensure effective learning in the school - Minimum Learning Level (MLL) must be achieved at each level. It suffices to make sure that no constant failures are there in the school. The teachers to facilitate the active learning in the classrooms and ensure MLL must be achieved by each learner in their respective classes.**

2. **To promote the holistic development in students. To take active measures to fulfill the needs of students at different levels - physical, educational, socio-emotional, language and to encourage creative development to give self confidence and to instill ethical values in students.**

3. **To instill Ethical Values & self-discipline in each and every student of the school.**

4. **To encourage enrichment among staff members - this improves the teaching quality in the course of time. The teachers are encouraged through workshops and in-house training sessions to update recent changes taking place in their field of education.**

5. **To create modern infrastructure and safe environment for students and staff to facilitate quality education.**

6. **To develop healthy partnership between parents and school to encourage involvement and participation of parents in day-to-day school activities.**

7 To ensure that everyone at all levels and in all departments performs his/her duties in a well defined manner. Each and everyone should understand his/her duties very clearly as directed.

Process to Achieve Mission

1. To ensure effective learning in the school - Minimum Learning Level (M.L.L.) must be achieved at each level. It suffices to make sure that no constant failures are there in the school. The teachers to facilitate the active learning in the classrooms and ensure MLL must be achieved by each learner in their respective classes.

1.1 What is Minimum Learning Level?
Minimum knowledge required in the subject, which enables students to continue in the next class without any major problem. It is mandatory for all the teachers to achieve it. This will cover only 33%-40% of the syllabus (knowledge) in particular level. But it doesn't mean that all the children should be brought only to this level. The MLL has already been suggested by N.C.E.RT at each grade level.

1.2 Who will define Minimum Learning Level and the deadline to achieve at each grade level?

1.2.1. The H.O.Ds and teachers from succeeding classes are going to set and assess it.

1.2.2. The MLL must be set maximum by January 2nd week under the leadership of the Vice-Principal, Headmaster in co-ordination with the HODs and Class Coordinators at Primary, Middle and Senior Secondary level.

1.2.3. The assessment of Minimum Learning Level at each grade level must be handed to the school Principal by the end of the session.

1.3 What are the features of Minimum Learning Level?

1.3.1. MLL in all the classes must be achieved by the students in every class. It is going to be assessed along with Half Yearly Examinations and Annual Examinations. The paper is going to be set in the ratio of 3:1:1, 60% will be set by the subject teachers from the syllabus and 20% HOTS (Higher Order Thinking Skills) questions and 20% M.L.L. (Minimum Learning Level) questions by the succeeding teachers.

1.3.2. The paper will be divided into three parts. Part A will carry questions from the syllabus set by the subject teachers having weightage for 60%, Part B will have set of questions from M.L.L. (Minimum Learning Level) and will be set by the succeeding teachers with the weightage of 20%

and Part C will be having HOTS questions set by the succeeding teachers having weightage of 20%.

1.3.3. ML.L. scores achieved by each class will be the criteria of a teacher's annual evaluation. The evaluation report will be passed on to the ACR (Annual Confidential Report). Annual increment of the teachers will be based on Minimum Learning Level achieved by the students in their respective classes and study of annual performance appraisal form.

1.3.4. Atleast 75% marks in M.L.L. will be the eligibility criteria to be considered as a successful teacher.

1.3.5. It is the duty of the subject teachers to achieve Minimum Learning Level in their classes. In order to achieve M.L.L., teachers may take remedial classes.

1.3.6. MLL and the percentage marks scored by the students should justify his ML.L. score also like –

1.3.7.1 If a student successfully clears main subjects in half yearly and annual exams with 40%, then the student is also eligible to achieve 100% in MLL. As he/she has already achieved M.L.L(Minimum Learning Level) in all the subjects.

1.3.7.2 If a student scores 75% in main subjects and on the contrary, he/she has not achieved minimum 75% in M.L.L. The concerned subject teacher is answerable and it is going to be scrutinized whether the evaluation process is intact and the teacher has maintained the integrity in his/her work or not.

2. To promote the holistic development in students. To take active measures to fulfill the needs of students at different levels - physical, educational, socio-emotional, language and to encourage creative development to give self confidence and to instill ethical values in students.

2.1 Educational Development :- Sustaining High Standards for Bright Students

2.1.1. While setting the question papers for half yearly and annual examinations, a teacher must ensure that 20% questions of Part A of half yearly and annual examinations have challenging questions, as it sustains aliveness and hunger for learning among bright students.

2.1.2. High Order Thinking Questions (HOTS): 20% questions of a paper are HOTS questions which give an opportunity to the students for application of true knowledge, concepts and skills which will be set by the succeeding teachers.

2.1.3. Questions for HOTS can be suggested by H.O.Ds and succeeding teachers and to be implemented from III to XII classes.

2.1.4. Motivation and some incentives should be given to the bright students by providing them scholarships and letters of appreciation.

2.1.5. Bright students of the class should be given an opportunity to appear for the competitive exams at district, state, national and international level. The competitive exams like Olympiads by different organizations having government recognition only should be considered. Inter-school competitions must be organized in school premises to provide platform to students to show their talent at Inter-School level.

2.1.6. Students Exchange Program for bright students should be made a part of curriculum which will give broader prospective in their lives.

Roles and Duties

2.1.7. HOTS questions must be decided by succeeding teachers under supervision of H.O.Ds and Coordinators.

2.1.8. Identifying the bright students for competitive exams and recommending them for scholarships. It is going to be suggested by H.M. for Nursery to 5th Classes and Vice-Principal for 6th-12th classes in coordination with H.O.Ds.

2.1.9. Counselling and workshops to motivate the students must be conducted by the School Counsellor and class teachers. The exceptional cases if any must be handled under supervision of School Principal.

2.1.10. Students for Student Exchange Program must be selected by the school management in consultation with Class Teachers, Parents, Manager, Chairman and School Principal.

Teachers Role for Average Performers

2.1.11. Motivation should be given to the average students.

2.1.12. To motivate average students - counselling and workshops regarding planning, time management, stress management and adopting right life style must be organized by the School Counsellor and class teachers. The exceptional cases must be counselled under supervision of School Principal.

2.1.13. A teacher should ensure to bridge up gap between average and bright students by involving them in all co-curricular activities.

2.1.14. The teachers transforming average students to scholars will be acknowledged and recognized by the management. It can be passed on to their ACRs. The teachers will be eligible for promotion, extra bonus increments and a Letter of Appreciation.

2.2 Physical & Health Development

Minimum Fitness Level (M.F.L.): The students must be able to do their daily routine activities without any fatigue.

2.2.1. To assess MFL, regular physical tests must be organized half- yearly and yearly namely M.F.T. (Minimum Fitness Test). Scores of MFT must be recorded and reflected in the students' progress report cards. The tests should be as per…….. Annexure 1.

2.2.2. PETs should make sure that the students are not suffering from any medical issue. Students who are not able to clear the MFT should have minimum 20 minutes workouts daily in the morning during assembly hours under the supervision of PETs. Individuals may be exempted from the daily workouts after achieving the desirable result in MFT.

2.2.3. Exceptional medical cases can be exempted from clearing MFT, for which related documents are to be submitted to the class teachers by the parents.

Roles and Duties

2.2.4. M.F.T. must be assessed with regular main examination. It should be assessed by PETs in their regular periods. The scored marks should be forwarded to the examination branch.

2.2.5. Diet plan and physical exercises of the students should be supervised by PETs. A PET must achieve 100% result in M.F.T. at the end of the session apart from exceptional medical cases. A

PET, who is achieving 100% result in MFT, should be given a letter of appreciation and it should be recorded in his/her ACR.

2.2.6. If PETs don't achieve desirable result of MFT, it can influence their increments and promotions.

2.2.7. P.E.Ts should give annual requirement of sports equipments to School Manager and H.O.S. in writing School Manager and H.O.S after taking the quotations should procure the required equipments.

2.2.8 PETs should maintain the stock register for consumable and non-consumable things.

2.2.9 H.O.S. (Head of School) in assistance with the school nurse should organize an annual medical camp. Specialized doctors like eye specialist, dentist, and general physician must be involved. Annual medical fee should be collected from the students to cover the expenditure of medical camp and hiring of a nurse and a doctor.

2.2.10 Every year H.O.S. must organize first aid training for students and staff. He must invite doctors from any social club such as Red Cross, Rotary Club and Help Age etc.

2.3. Socio-Emotional Development

Social and emotional development is a child's ability to understand the feelings of others, control his or her own feelings and behavior, get along with other children, and build relationship with adults. To have positive social and emotional skills is important throughout life and can have an impact on how they function at home, school and in the society. Life Skills are powerful mediums to build & develop social and emotional skills in children.

According to WHO, Life Skills are abilities for adaptive and positive behavior that enable individuals to deal effectively with the demands and challenges of life. Life skills are a group of psycho-social competencies and interpersonal skills that help people to know about decisions, communicate effectively and develop co-operative and self-management skills to lead a healthy and productive life.

Planning and Implementation of Life Skills in Regular Classes

2.3.1. Life skills should be a part of regular time table. Moral Science should be taught in Life Skills, so no separate periods should be given for Moral Science.

2.3.2. Life Skills can be divided in classes as per the grades and needs of the children.

2.3.3. No formal examination should be conducted for Life Skills. Activities suggested by the school counsellor and special educator must be conducted in the periods of Life Skills. Records of participation of children in the activities must be maintained by the Life Skills Teachers.

2.3.4. Ethical values, tolerance, peace, secularism, responsibility towards mother earth, personal hygiene etc. must be the backbone of the Life Skills.

2.3.5. Different Education tours related to educational activities must be planned for children as per the class grades. A visit to an orphanage and NGOs will help the children to build the sensitivity and among the children.

Roles and Duties

2.3.6 Teachers teaching life skills, must be sensitized and trained by the School Counsellor.

2.3.7 Proper record of activities must be maintained by the Life Skills Teachers. The following format is to be used for recording:-

Sl. Nos.	Participation of children in the Activities/ Sessions conducted	Classes	Outcome	

2.3.8 Activities must be planned in coordination with the School Counsellor and Special Educator. School Counsellor acts as H.O.D. of Life Skills Classes & teachers. School Counsellor must ensure proper life skills teaching in the school.

2.3.9 School Counsellor must assess the teachers teaching Life Skills and submit the report to the School Principal at the end of the session.

2.3.10 If defaulter slips are issued against any Life Skill teacher for three times then that teacher will be warned for disciplinary action by the school management. The same will be passed on to the ACR of that teacher.

2.3.11 Life Skills Teachers must maintain the records of projects planned for the activities.

2.3.12 Life Skills will be a graded subject. Students will be given grades as per their roles, participation and achievements of goals in the activities.

2.4 Language Development or Skills

Language development is the process by which children comprehend and express gestures, words, phrases and sentences. Language is a powerful expression in human beings through which he/she can express his /her feelings, thoughts and experiences. Language has two parts such as Receptive Language and Expressive Language. Receptive language is the ability to comprehend language while Expressive language is the ability to express language. Receptive and Expressive languages have four important components such as:-

- **Vocabulary with spellings**
- **Grammar**
- **Pronunciation/ Diction**
- **Careful listening**

In our school, students get the exposure of four languages such as English, Hindi, Sanskrit and French. It has been observed that the students hesitate in communicating their thoughts in English language. Teachers also often use a mix of Hindi and English language to communicate to the students. Students are more comfortable with either Hindi or with their colloquial/regional language.

To encourage the communication through English Language and to create fun in the learning process, the following measures are suggested by the members:-

2.4.1. The classes for all the Languages especially English class must be activity centered & different activities/games may be used.

2.4.2. There must be inter-class competitions such as Debate, Poem-Recitation, Story-telling, Group and individual Presentations etc.

2.4.3. Once in a quarter, students must get the opportunity to watch an English movie having ethical and moral values.

2.4.4. Project making and script writing can be given to the students from the movies.

Roles and Duties

2.4.5. ASL should be a part of Minimum Learning Level in Language subjects. Assessment of skills such as listening, reading, writing and speaking must be done at the base level as per the class grades. The performance of teachers on M.L.L. achieved by their students must be passed on to the ACRs.

2.4.6. The primary language of the school is English. Medium of teaching in each subject must be in English. If any teacher is found dodging the instructions and observed using other language in classroom teaching, he/she must be liable to disciplinary action. The teachers of other languages like French, Sanskrit and Hindi are exempted.

2.4.7. Syllabus for languages must be activities based.

2.4.8. Any teacher, who achieves expected standards in English Language, should be appreciated by the management. The standards in English Language are that most of students in their respective classes are able to achieve proficiency in vocabulary, reading, writing and speaking by the end of the session.

2.5 Creative Development

It is a process to provide opportunity to students to use their inherent potential for creativity. Creativity is a freedom of expression which must be encouraged in students and acknowledged by the teachers. In classes, the process to develop creative skills is active and experiential but it must be connected with facts and scientific findings. Out of box thinking should be appreciated as it can be shaped under guidance and supervision with practical implications.

Process & Ways to Ensure the Creative Development in the Students

Different hypothetical based questions can be asked by the teachers in the classes to encourage creativity in the students. This can be a part of ongoing regular teaching process. It will induce the process of self-introspection in students, which will lead to better understanding of the concepts.

2.5.1. There must be brainstorming session in the beginning of classroom teaching everyday for 5-10 minutes. The students must be given an opportunity to express their thoughts related to topics. Teachers should be positive and must encourage the students to express themselves. The creativity must not be suppressed by the teachers. If any student is deviated from the reality while answering, it is the duty of the teacher to guide the students with facts and limitations in given topics.

2.5.2. There must be ice-breaking activities planned by the teachers. It helps the teachers to set the students for class discussion.

2.5.3. Teachers should plan the activities as per their subjects to facilitate classroom learning and each and every student involvement should be encouraged in the class. It should be made part of regular teaching.

2.5.4. Subjects like Art and Craft, Dance and Music should not follow the stereotypical teaching, instead they should open up to creativity and interest of students.

2.5.5. The students, who participate actively in the class discussion, express their innovative ideas and even prepare the projects, must be rewarded in the assembly.

<u>Roles and Duties</u>

2.5.6. All the teachers must maintain the records of the activities conducted in the class as per given index :-
(The creativity index can be assessed by the teachers, keeping in mind the frequency of responses of students as from out of box thinking)

S.No.	Names of Students	Classes & Sections	Topics/Activities conducted	Observations	Very Good	Good	Fair	Needs Improvement

a) A student who always gives the responses from out of box thinking – Very Good
b) A student who sometimes gives the responses from out of box thinking – Good
c) A student who rarely gives the responses from out of box thinking – Fair
d) A student who never gives any response from out of box thinking – Needs improvement

The above mentioned parameters (1-4) will be judged for teachers' performance. Performance of the teachers' record for each task will be a part of teachers' appraisal. Subsequently, it will be passed on to their ACRs.

3. <u>To instill Ethical Values & Self-Discipline in each and every student of the school</u>

The above virtues as mentioned in Sl. 2 can inculcate the strong ethical values. By imbibing the strong ethical values, a student does not need any external control to become self-disciplined. He/she can be self disciplined without any restraint which leads to righteous conduct in any student.

<u>Process & Parameters under which the Ethical Values will be Judged in the Students</u>:-

3.1 Conduct towards other Gender

3.1.1. To create gender equality, equal opportunities should be given to each and every student without any gender bias. No discrimination against any gender should be encouraged by the school management as well. Making of seating plan and distribution of activities against gender preferences must be avoided in the classes.

3.1.2. Respect and dignity towards opposite gender must be encouraged among the students. The awareness about the bodily changes which comprise of Sex- Education and Anatomy must be sensitized to the students as per the age groups.

3.1.3. Any complaint or conflict regarding Eve and Adam teasing should be viewed unbiased regardless of gender. Equal opportunity should be given to both the genders for self-explanation.

3.2 A School or Society must also be free from Casteism and Racism. Teaching of Patriotism, Belongingness and Responsibility towards motherland

3.2.1 Admission of students and recruitment of staff should be free from any discrimination against caste, culture and creed.

3.2.2 Basic knowledge of all festivals, religions, cultural practices and significance of occasions must be given to students. Presentation on various cultural practices should be a part of curriculum. It should be presented in school assembly and in cultural programmes on different occasions.

3.2.3 Struggle for independence and sacrifices by our freedom fighters should be sensitized through special celebration and regular patriotic songs.

3.2.4 Students must be sensitized about their duties and responsibilities towards the motherland and to know about the Indian constitution.

3.2.5 Students must be sensitized to keep their surroundings clean, which leads to a sense of patriotism and belongingness towards motherland.

3.2.6 Cleanliness drive must be planned for the students and they must be sensitized to avoid littering in public places, otherwise it may create the feeling of disrespect and embarrassment in front of others in public places.

3.2.7 Students must be sensitized to develop polite and respectful behavior towards elders. Celebration of special occasions like 'Grandparent's Day' must be encouraged.

3.2.8 Honesty and truth should be the primary Life Skill Education given to the students. Over cleverness and irresponsible behavior should be discouraged in students.

3.3 Developing Healthy Lifestyle in Students

3.3.1 To teach students on right eating habits, proper exercises and right body postures.

3.2.2 Code of Conduct for students in Public Places

3.3.2.1. Students should follow right table manners, develop right body postures, appropriate body language

3.3.2.2 Habit to greet others and use of magical words i.e. sorry, please and excuse me

3.3.2.3 Avoid inappropriate behavior and speaking loudly in public places.

3.3.2.4 Avoid use of abusive language

3.4 Code of Conduct for the Students in School and Public Places

3.4.1 The students should learn table manners, habit to greet others and use of magical words i.e. sorry, please and excuse me.

3.4.2 Avoid inappropriate behavior, speaking loudly and using abusive language anywhere.

3.4.3 Sit/stand erect and greet the teachers & staff members.

3.4.4 Take neat notes of the teaching.

3.4.5 Represent your problem through proper channel – class monitor-class teacher-H.M./V.P./Principal.

3.4.6 Reach out to the HOS if your problem is genuine and not solved by the lineup.

3.4.7 Help the teachers in maintaining discipline and decorum of the class.

3.4.8 Don't alter the dress to look different from others. Wear uniform as per stipulation. Follow dress code and take proper hair cut as it suits to school students.

3.4.9 Don't indulge in any form of gambling.

3.4.10 Don't litter – use dustbin.

3.4.11 Don't use white board and Edu. Com./Teach Next boards till teachers have instructed to do so.

3.4.12 Do not write/draw anything on desks or cut/unscrew desks/chairs or furniture items.

3.4.13 Get your homework, notebooks and assignments/test note books checked by the teachers regularly.

3.4.14 Don't drive two wheelers where license is a must.

3.4.15 Speak in English as far as possible.

3.4.16 Avoid ragging, arguments/fight with anyone.

3.4.17 Respect and obey class monitor.

3.4.18 Avoid bringing banned items and keep away from tobacco/drug/electronic games.

3.4.19 Attend remedial classes if weak in any subject.

3.4.20 Don't take part in any activity sponsored by political parties.

3.4.21 Avoid Casteism, communalism or practice of untouchability.

3.4.22 Don't invite fine for – late attendance, absence from class without application from parents or guardians, willful damage to school property, delay in payment of school fees and dues.

3.5 Roles and Duties of Staff

3.5.1 A class teacher should not discriminate between genders at the time of making the seating plan for his/her class. She/he must be flexible and open to provide equal opportunities to students. However if a teacher finds that despite moral lectures – some students misuse the opportunity of sitting together with the opposite gender then the teacher must ask such students to sit separately.

3.5.2 School Counsellor must sensitize the students on growing issues as per age groups. It must be conducted in coordination with science teachers.

3.5.3 Teachers must forward Adam and Eve teasing cases to D.C. (Disciplinary Committee). Disciplinary Committee must take unbiased decision regardless of gender. D.C. along with the concerned teacher must maintain the secrecy and dignity of the complainant and defendant involved in the case. Any staff member found gossiping about the case will be liable to disciplinary action. As it's a confidential matter.

3.5.4 Principal in coordination with the House Masters, H.O.D.'s and Class Coordinators must ensure the awareness of festivals and religious practices among students. Cultural programs and special assemblies may be helpful to achieve it. The dates for monthly activities must be mentioned in annual school calendar.

3.5.5 Social Studies teachers must plan the cleanliness drive for the students. It must be pre-planned and mentioned in the school calendar.

3.5.6 School Counsellor in coordination with Life Skills teachers can sensitize the students on moral and ethical values. This can be a part of Life Skills Education.

3.5.7 Parents and teachers through circulars and workshops can be sensitized by Principal & School Counsellor.

3.5.8 Life Skills teachers, Principal and School Counsellor can organize the workshops for the students for numbers mentioned above (3.3.2.1 to 3.3.2.4).

3.5.9 Any student found not following proper code of conduct in public places should be warned and subjected to disciplinary action.

3.5.10 Students Council, House on Duty should be made aware of code of conduct in public places. Students Council must warn the students on code of conduct, if any student is identified with repetitive warnings not following the code of conduct then he/she must be subjected to disciplinary action.

4. To encourage Enrichment among Staff Members - this improves the Teaching Quality in the course of time. The Staff members are encouraged through workshops and in-house training sessions to update recent changes taking place in their field of education.

4.1 Steps and Measures for Staff to Improve the Teaching Quality in the Course of Time

4.1.1 **To inculcate the team building spirit in the staff through picnic once a year.**

4.1.2 **If there is any conflict /issue identified with teachers, he/she must be given individual counselling by the school management.**

4.1.3 **There must be planned workshops on topics such as time-management, stress management, teaching methodology and innovative teaching practices in classrooms.**

4.1.4 **Workshops must be conducted on up- gradation of subjects and ways to cope up with the changes taking place time to time as suggested by C.B.S.E.**

4.1.5 **There must be encouragement for professional growth. Promotions and demotions must be sanctioned as per the performance level of the staff members.**

4.1.6 **Rotation of teachers within the next level classes should be implemented to ensure M.L.L. and HOTS will be achieved in every class.**

4.1.7 **A teacher, after attending the workshops in other organizations must submit the report and to conduct the presentation for other staff members.**

4.1.8 **Experienced TGTs, PGTs & HODs must conduct the workshops to enrich their junior teachers before the beginning of the session.**

4.1.9 **The employees working for more than 5 years should be entitled for gratuity as per gratuity act. For the same, a separate bank account should be opened by the school in which estimated amount should be kept as reserve for gratuity.**

4.1.10 **PF facilities should be provided for the staff as per the provision of EPF.**

4.1.11 **CL and EL records should be properly kept. Encashment of EL should be made as provision.**

4.1.12 **All the meetings, workshops, training programs and counselling sessions must be properly documented.**

4.1.13 **If any staff member is reported defying the rules and regulations, the observation slip should be issued against that teacher. If the same behavior is observed after first warning, then the memo will be issued against that person. This shall be passed on to that person's service record.**

4.2 Code of Conduct for Staff (As per Chapter IX of Delhi School Education Act)

All the teachers/staff members are to abide by code of conduct for teachers in addition to other specified duties as mentioned in the manual or the roles and duties assigned to them.

4.2.1. No Staff Member shall –

4.2.1.1 **knowingly or willfully neglect his duties**

4.2.1.2 **propagate through his teaching or otherwise, communal or sectarian outlook, or incite or allow any student to indulge in communal or sectarian activity discriminate against any student on the ground of caste, creed, language, place of origin, social and cultural background or any of them**

4.2.1.3 **indulge in, or encourage, any form of malpractice connected with examination or any other school activity i.e. make any sustained neglect in correcting class-work or home work done by students**

4.2.1.4 **while being present in the school, absent himself from the class which is required to be attended. (except with the previous permission of the Head of the School)**

4.2.1.5 **remain absent from the school without leave or without the previous permission of the Head of the School provided it is due to reasons beyond the control of the teacher then it shall not be deemed to be a breach of the code of conduct, if on return to duty, the teacher has applied for and obtained the necessary sanction for the leave**

4.2.1.6 **accept any job of a remunerative character from any source other than the school or give private tuitions to any student or other persons or engage himself in any business**

4.2.1.7 **prepare or publish any book or books, commonly known as keys, or assist, whether directly or indirectly, in their publications**

4.2.1.8 **engage himself as a selling agent or canvasser for any publishing firm or trader**

4.2.1.9 **ask for or accept (except with the previous sanction of the Managing Committee in case of an un-aided school) any contribution, or otherwise associate himself with the raising of any funds or make any other collections, whether in cash or in kind. (Except subscription from the members of any association of teachers)**

4.2.1.10 **enter into any monetary transactions with any student or parent, nor shall he exploit his influence for personal ends, nor shall he conduct his personal matters in such a manner that he has to incur a debt beyond his means to repay**

4.2.1.11 **accept, or permit any member of his family or any other person acting on his behalf to accept, any gift from any student, parent or any person with whom he has come into contact by virtue of his position in the school (gift shall include free transport, boarding and lodging or other service or any other pecuniary advantage when provided by any person other than a near relation or personal friend having no dealings with him in connection with the school). However a casual meal, lift or other social hospitality of a**

casual nature shall not be a gift.

4.2.1.12 **practice, or incite any student to practice - casteism, communalism or untouchability**

4.2.1.13 **cause, or incite any other person to cause - any damage to school property**

4.2.1.14 **behave or encourage or incite any student, teacher or other employee to behave, in a rowdy or disorderly manner in the school premises**

4.2.1.15 **be guilty of, or encourage, violence, or any conduct which involves moral turpitude**

4.2.1.16 **be guilty of misbehavior or cruelty towards any parent, guardian, student, teacher or employee of the school**

4.2.1.17 **organize or attend any meeting during the school hours except where he is required, or permitted by the Head of the School to do so.**

4.2.1.18 **use abusive words with anyone.**

4.2.1.19 **discriminate between genders, while arranging the seating plan for their classes. She/he must be flexible and open to provide equal opportunities to students regardless of genders.**

4.2.2 **Every Staff Member shall**

4.2.2.1 **be punctual in attendance and in respect of his class work and also for any other work connected with the duties assigned to him by the head of the school**

4.2.2.2 **abide by the rules and regulations of the school and also show due respect to the constituted authority**

4.2.2.3 **if any teacher/staff member has some work with any senior then he/she should go to him/her for the same. If there is any such need to call that senior then a note must be sent quoting. You are requested ……'.This will help to maintain decorum.**

4.2.2.4 **judicious use of electricity must be there by the teachers**

4.2.2.5 **during every period, subject teachers should certify the daily attendance by their signature. "I have checked the class attendance".**

4.2.2.6 **follow the dress code of school.**

4.2.2.7 **be punctual in the school.**

4.2.2.8 **maintain the decorum in classroom and avoid sitting on the desks.**

4.2.2.9 **maintain the decorum in the staff room. Avoid unnecessary gossiping with other staff members and involvement in trivial issues.**

4.2.2.10 **follow the rules and regulations as instructed by the school management.**

4.2.2.11 **work in harmony and coordination with seniors and co-workers.**

5 To create modern infrastructure and safe environment for students and staff, to facilitate quality education.

5.1 Ways to Ensure Modern Infrastructure for Students and Staff of the School

5.1.1 **To facilitate the various co-curricular activities in school - activity areas and work stations should be equipped with necessary material required for activities.**

5.1.2 **There must be proper equipments and space in school to implement the activities. The activity should not be commenced till all the necessary arrangements have been made.**

5.1.3 All the classrooms, laboratories, library, specified purpose room, waiting and reception area should be kept neat and clean, well lit and equipped.

5.1.4 The infrastructure must be equipped with modern amenities as per the need of the hour. In order to achieve the targets, annual budget can be planned and maintenance development fund can be levied after getting approval from authority.

5.1.5 Evaluation of depreciation should be correctly done and equivalent amount should be transferred to the D.R.F. (Depreciation Reserve Fund)bank account of the school so that every year any replacement can easily be done without any hindrance every.

5.1.6 Routine checking of housekeeping work should be done by the HODs and Coordinators for their respective departments and random checking should be done by the Management.

5.1.7 In case of unhygienic conditions, Estate Manager should be answerable. After a warning, if same mistakes are repeated then Estate Manager and housekeeping staff must be replaced.

5.1.8 Modern sports equipment must be available in respect to games which are played regularly in the school.

5.1.9 Fire safety equipments should be available and timely filling should be overseen by the Estate Manager. At the time of refilling, some classes should be involved to give practice sessions and knowledge about fire extinguishers.

5.1.10 The school infrastructure must be eco friendly. There must be arrangement for solar electricity, rain water harvesting and natural plantation to regulate the temperature.

5.1.11 To preserve the ecosystem, artificial nests and birds feeding dispensers must be available in school premises.

5.1.12 There must be workshops for students on `How to Conserve the Water Resources'.

5.1.13 Rooms should be well-ventilated and well-lit. There must be minimum use of artificial lights.

5.1.14 Waste management should be done in segregated manner.

5.1.15 Bio-waste, compost pits can be maintained under the supervision of School Gardener.

<u>Roles and Duties in accordance with Point No. 5.1</u>

5.1.16 SMC should plan things in advance for points 5.1.1 & 5.1.2

5.1.17 Laboratory- in-Charges and Laboratory Assistant of the respective laboratories (Biology/Physics/Chemistry/Computer/Composite) are responsible to upkeep the physical conditions of the laboratories. In case, any requirement for maintenance of laboratories is required then it must be given in writing to the Estate Manager and copy of the same must be given to the HOS and Manager. It is the duty of the Laboratory Assistant to maintain the stock register monthly which must be audited by the Manager at the end of the financial year.

Laboratory	In Charges
Biology Laboratory	PGT Biology
Physics Laboratory	PGT Physics
Chemistry Laboratory	PGT Chemistry
Computer Laboratory	PGT CS

5.1.18 Estate Manager should depute responsible and balanced housekeeping staff for the laboratories.

5.1.19 School Manager should review the infrastructure and amenities once in two years. In

case, if any item is required then appropriate provisions should be made. The same can also be discussed with the parents of PTA body.

5.1.20 School Manager should review the Depreciation Reserve Fund (DRF).

5.1.21 School Clerk/Accountant in coordination with the School Manager should calculate and equivalent amount of D.R.F should be invested for replacement. The material which is discarded should be properly auctioned. In case, no buyer is found, then it can be sold to a scrap dealer.

5.1.22 P.E.Ts should give in writing the annual requirement of sports equipments to the School Manager and the H.O.S. After taking the quotations the School Manager & H.O.S. should procure the required equipments.

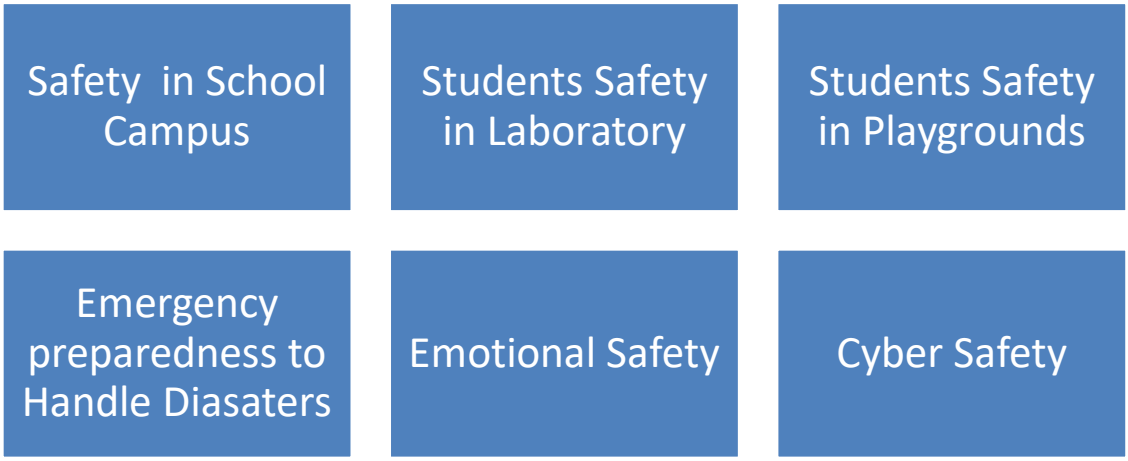
5.1.23 PETs should maintain the stock register for consumable and non-consumable things.

5.1.24 The activity department, Music and Art room should follow the same procedure mentioned above in 5.1.17.

5.1.25 School should have an Eco Club comprising of teachers and students. Eco-Club must conduct the workshops for students. The eco-friendly system of the school must be supervised by the Gardener and Estate Manager.

5.2. Ways To Ensure Safety for Staff and Students in the School

5.2.1 Parameters of Safety Measures in the School



5.2.2 Safety in School Campus

5.2.2.1 To ensure minimum standard of school safety as directed by GNCT Dept. of Education Circular No. F.1(678)/CTB/School-Safety/2017/901 dated 07/11/2017 is relevant.

5.2.2.2 Annual medical camp should be organized for students and staff members

5.2.2.3 In the beginning of the academic session, details of medical history of students must be submitted along with the students' profiles by the parents to the respective Class Teachers. The record for the same must be shared with subject teachers, activity teachers and school nurse. School must have a full time nurse and at least a visiting

doctor if not a permanent one. Medical room must be well equipped as per the needs of children in emergencies. School Nurse should be in communication with the parents, whose children have serious medical issues. Counselling for such children must be given time to time to help them to understand their strengths and weaknesses.

5.2.2.4 Students and staff members suffering from contagious diseases should have limited access to school premises

5.2.2.5 There must be health and wellness club. There must be workshops to encourage healthy eating habits among children.

5.2.2.6 There must be mandatory first aid training for staff and students at least once a year. First aid protocol must be displayed at each floor of the school. There must be display of contact numbers of local hospitals, police and fire brigade on all the floors.

5.2.2.7 Information of absentees should be sent to parents within an hour of school commencement.

5.2.2.8 Entry for outsiders must be restricted in the school premises. There must be thorough checking of visitors at the gate.

5.2.2.9 Frisking of visitors and checking of bags should be done at the school gate. It should be ensured that no illegal/unauthorized persons/items are allowed in the school premises. Items such as firearms, tobacco, metal rods, drugs, match boxes, inflammable products like kerosene, diesel should be completely restricted in the school by unauthorized persons. The entry and exit records at school gate must be maintained

5.2.2.10 To ensure the authenticity of parents on PTM days - the entry of every parent should be allowed only with his/her ward's Id Card

5.2.2.11 Police verification of each and every staff member of the school must be done. Students and Employee Id cards should have complete information and must be mandatory for everyone.

5.2.2.12 School transport should follow all the guidelines laid down by transport department, C.B.S.E and Directorate of Education.

5.2.2.13 School bunking by the students must be completely prohibited.

5.2.2.14 Workshops and orientation programs on safety awareness must be organized for parents, teachers as well as students.

5.2.2.15 Students should be monitored during lunch and dispersal time by the staff members. There must be staggered dispersal for different departments.

5.2.2.16 In every period there must be attendance in all activity areas. Each and every activity /subject teacher should sign. & certify daily attendance by writing "I have checked class attendance".

5.2.2.17 There must be peer buddy system for primary classes. Students should be escorted by the respective teachers for activity classes.

5.2.2.18 Parents should give details of van drivers to respective Class teachers. Photo copies of driving licenses of drivers signed by parents must be handed over to the concerned teachers.

5.2.2.19 School teachers, drivers, housekeeping staff & other staff members should not be allowed to use students' washrooms. There must be separate washrooms for school staff and housekeeping staff.

Roles and Duties

5.2.2.20 **Head of School in assistance with the nurse should organize an Annual Medical Camp. Specialized doctors like eye specialist, dentist, and general physician must be involved for the camp. The annual medical fee should be collected from the students which covers the expenditure of medical camp and appointing a nurse.**

5.2.2.21 **Health and wellness club should be maintained by PETs.**

5.2.2.22 **The HOS must organize the first aid training for students and staff annually. HOS should ensure to invite doctors from social clubs such as Red Cross, Rotary Club and Help Age.**

5.2.2.23 **The HOS should ensure the proper security system installed in the school.**

5.2.2.24 **The school security agency should be supervised by the School Manager and the HOS.**

5.2.2.25 **School Manager should ensure police verification of each and every staff member.**

5.2.2.26 **Transport in Charge and H.M. should supervise the school transport. They should ensure that the guidelines from C.B.S.E and D.O.E are being followed in this regard.**

5.2.2.27 **Class teachers should ensure proper list of absentees is given to IT Hub and same should be communicated to parents. In every period, respective subject teachers should certify the daily attendance by their signatures. "I have checked the class attendance"**

5.2.2.27 **School Counsellor must organize the orientation workshops on safety awareness.**

5.2.2.28 **HM and V.P. must ensure proper monitoring of students at lunch and dispersal time. It must be done in coordination with PETs.**

5.2.2.29 **Class teachers and guards should ensure proper dispersal of students at the school gates.**

5.2.2.30 **Estate Manager and H.M. must ensure that the school staff, drivers and housekeeping staff do not use students' washroom.**

5.2.3 **Students Safety in Laboratories**

5.2.3.1 **Laboratories must be spacious and should display first aid protocol. There must be provision for fire extinguishers. Chemical and other apparatus must be kept out of reach of the students. Hazardous and sharp edged materials should be kept in locked cupboards and only laboratory teachers should have access to it.**

5.2.3.2 **LPG pipes of labs should be changed after every two years and proper checking should be done before expiry. After using labs, main supply of LPG should be cut off.**

Roles and Duties

5.2.3.3 **Laboratory in-Charges should ensure that the first aid protocols are being followed in their respective laboratories.**

5.2.3.4 **Laboratory- in-charges should give details of essentials of their laboratories to Estate Manager and copy to H.O.S. If the same is not provided in required time frame then Laboratory in-Charges should approach HOS and Manager directly. HOS should ensure that requirement is fulfilled.**

5.2.4 Students Safety in Playgrounds

Sports Equipments Should be accessible to the students under the supervision of PETs. Sports room must be equipped with a first aid-box. Regular games periods must be taken by PETs. They must be aware of medical condition of students and should assign the sports activities accordingly. The students appearing for the sports at interschool level competition must have completed M.F.L.(Minimum Fitness Level).

Role and Duties

5.2.4.1 PETs should ensure to collect the list of students from the nurse, who are having medical issues.

5.2.4.2 PETs must ensure proper supervision of sports equipments.

5.2.4.3 In ground, safety of students and passersby is also the duty of PETs.

5.2.5 Emergency Preparedness to Handle Disasters

5.2.5.1 School must have a team for disaster management. Principal should ensure proper mock drills are organized in the school for fire safety. Every student and staff member should be trained to use fire extinguishers. All required fire safety equipments should be available and time to time refilling should be done by the Estate Manager.

5.2.5.2 Proper evacuation plan should be drawn and same should be carried out in case of any emergency. It should be made a part of annual calendar. It must be drilled at least once a quarter.

Roles and Duties

5.2.5.3 Disaster management committee should be under HOS

5.2.5.4 HOS must supervise disaster management committee

5.2.6 Emotional Safety

5.2.6.1 School must have a POCSO committee and all the staff members must have knowledge and understanding of POCSO Act. There must be workshops to ensure the emotional safety of children against bullying, physical and emotional harassment. Staff members must follow `No Touch Policy' with the students. School must have a full time Counsellor. Issues related to abnormal behaviour of children must be reported to theV.P./H.M./School Counsellor by the teachers.

5.2.6.2 School Counsellor must conduct workshops in association with external agencies or medical experts.

5.2.6.3 Teachers must be sensitized about the needs, strengths and weaknesses of children with special needs. School infrastructure should be disabled friendly. Teachers must be trained to identify the children with the special needs. Activities of such children must be monitored exclusively. Individualized Education Plan must be maintained and regular interaction with parents must be there to update the progress of children. There must be relaxation to students with special needs as

per the CBSE policy.

5.2.6.3.1 **School Counsellor must supervise the POCSO committee under HOS.**

5.2.6.3.2 **Special Educator and School Counsellor must supervise the progress of individualized educational plan of children with special needs.**

5.2.7 **Cyber Safety**

5.2.7.1 **The Students must be educated on safe and effective use of internet. There should be no internet access to the students in computer laboratory. There must be arrangement of parental control filters in the computer devices and antivirus of appropriate standard. There must be use of licensed version of softwares**

5.2.7.2 **Parents and school staff must be aware of the safety norms. There must be strict disciplinary action against those who attempt to bypass filtering and safety norms.**

5.2.7.3 **The usernames and passwords of the employees leaving the school must be disabled immediately.**

5.2.7.4 **There must be a school policy on the safe use of electronic devices and it must be implemented.**

Roles and Duties

5.2.7.5 **Computer teachers must ensure that the students should not have free access to Internet. In case, it is necessary for teaching purpose then it should be used under teachers' strict supervision. If there is any unauthorized access to internet by any student then computer teacher shall be answerable.**

5.2.7.6 **There must be use of licensed version of softwares.**

5.2.7.7 **There should be restrictions for use of external storage devices like CDs, Pen drives and USB devices etc.**

5.2.7.8 **Disciplining Committee must take disciplinary action against those who attempt to bypass filtering and safety norms.**

5.2.7.9 **Computer teachers must strategize school policy on the safe use of electronic devices and it must be implemented.**

6 To develop Healthy partnership between parents and school to encourage Involvement and Participation of Parents in day-to-day School Activities.

There must be an active PTA body. Expertise and active participants should be nominated for PTA. . No parent from PTA body should expect any personal favour from the school.

6.1 **Features of Parent Teacher Association (PTA)**

6.1.1 **The PTA should have mindset for the growth and development of the school.**

6.1.2 **Only parents of the students are eligible for PTA.**

6.1.3 **PTA meetings must be conducted quarterly or every month. A fixed day and time should be assigned for the same.**

6.1.4 PTA office bearer – There shall be an executive committee consisting of the following members to be elected by the General Body :- The Principal of the school shall be the Chairman of the P.T.A in the school, two Vice-Chairmen, Honorary Secretary, Honorary Joint Secretary, Honorary Treasurer, Nine Members.

6.1.4.1 In the absence of the Chairman, Vice-Chairman shall preside over the meeting of the association.

6.1.4.2 The Honorary Secretary shall be responsible for the whole correspondence on behalf of the Association and shall call meetings and arrange for programs approved by the Executive Committee

6.1.4.3 The Honorary Joint Secretary shall assist the Secretary in the discharge of his/her duties.

6.1.4.4 The Honorary Treasurer shall be responsible for keeping records of the income and expenditure of the Association.

6.1.5 Workshops for parents (Orientation Program) must be organized from time to time to sensitize the parents on positive parenting.

6.1.6 Presentation from the parents should be encouraged. Class teachers may invite parents of specific profession as a guest lecturer in the class for motivation and any other topic related to the class

6.1.7 Exhibition, fetes, carnivals can be conducted for parents.

6.1.8 While conducting sports meet, some activities can be planned for parents.

6.1.9 Even in annual function, one program can be set aside for the parents.

6.1.10 For convenience of parents, suggestion box should be kept at reception. It will be managed by HOS.

6.1.11 A team of balanced parents to solve the problems created by trouble makers.

6.2 Aims and Objectives of PTA

6.2.1 To prepare and execute program for increasing cooperation between parents and teachers for better understanding.

6.2.2 To help parents to understand and appreciate various activities/programs in the school to bring in sense of coordination and belongingness related to school progress.

6.2.3 To arrange social get together for parents and teachers

6.2.4 To draw up program for all round development of the students.

7. To ensure that at every level every department and everyone performs his/her duties in well defined manner. Each and everyone should understand his/her duties very clearly as directed.

7.1 <u>Roles, Duties and Powers of Principal as Instructed by S.M.C.(School Management Committee)</u>

7.1.1 To ensure that work of HODs is going on properly. He may change HOD if required.

7.1.2 To ensure HODs are given extra time to do their duties properly.

7.1.3 In coordination with the House Masters, HOD's and Class Coordinators he must ensure the awareness of festivals and religious practices among students. Cultural programs and special assemblies may be helpful to achieve it. The dates for monthly activities must be mentioned in annual school calendar.

7.1.4 If any staff member is identified not following the code of conduct in public places, he/she will be reprimanded.

7.1.5 To pass the record of teachers' performance in their ACRs.

7.1.6 To be Drawing and Disbursing Officer for the staff employed in the school.

7.1.7 To be responsible for the proper maintenance of accounts and school records, service books of teachers, other registers, returns and statistics as prescribed by the Department from time to time.

7.1.8 To ensure that the school gets full complement of teaching staff, furniture, science equipments, library books and other teaching aids and towards that end to send his requirements for these to the SMC/School Manager.

7.1.9 To make all payments (including salaries etc of teachers and other staff) in and according to rules.

7.1.10 To ensure that tuition fees, where levied, are realized and credited to the school bank account in time.

7.1.11 To grant fee concessions to poor deserving students.

7.1.12 To make purchases of stores etc. required for the school in accordance with prescribed rules. All such purchases should be entered in the Stock Register by the concerned person, to scrutinize the bills and make payments.

7.1.13 To ensure and get verified physical verification of school property and stocks atleast once a year and to ensure the maintenance of stock registers neatly and accurately.

7.1.14 To make satisfactory arrangements for supply of drinking water and to ensure that the school building, its fixtures and furniture, office equipments, lavatories, playgrounds, school garden, etc are properly and carefully maintained.

7.1.15 To grant local holidays, not exceeding seven in a school year, for educational and other bonafide purposes.

7.1.16 To supervise, guide and control the work of the teaching and non-teaching staff of the school.

7.1.17 To be in charge of admissions in his school, preparation of school time-table, allocation of duties to the teachers and their teaching load, provision of necessary facilities to the teachers in the discharge of their duties and conduct of school examinations and tests in accordance with the rules prescribed by the department from time to time. (In absence of V.P./H.M.)

7.1.18 To plan the year's academic work in advance in consultation with his colleagues and to hold staff meetings at least once a month to review the work done during the month, and to assess the progress of the pupils.

7.1.19 To help and guide the teachers and promote their professional growth and towards this end actively encourage their participation in courses designed for in service education.

7.1.20 To promote initiative of the teachers for self improvement and encourage them to undertake experiments which are educationally sound.

7.1.21 To encourage the teachers to study the curriculum and the syllabus in use with a view to analyze the objectives of teaching of the various topics with due regard to inter-subject co-ordination. It is particularly necessary when a new curriculum or syllabus is introduced.

7.1.22 To supervise class-room teaching and secure co-operation and co-ordination amongst teachers of the same subject as well as inter subject co-ordination. (if V.P./H.M. are present and performing duties then they are to supervise it).

7.1.23 To provide special help and guidance to teachers newly entering the profession on first appointment.

7.1.24 To ensure, plan and prescribe a regular time table for the scrutiny of pupils' written work and home assignment and to ensure that their assessment and corrections are carried out effectively.

7.1.25 To inform the teachers about the new rating schedule which may be prescribed from time to time for assessing their yearly work, and not only to evaluate their work objectively but also to bring to the notice of the SMC. Meritorious work done or a successful experiment undertaken by any teacher to improve the school must be appreciated.

7.1.26 To organize periodically excursions after proper pre-planning.

7.1.27 To organize and co-ordinate various co-curricular activities through the House system or any other effective ways.

7.1.28 To develop and organize the library resources and reading facilities in the school and to ensure that the pupils and teachers have access to and use books and journals of established value and usefulness.

7.1.29 To encourage the formation of Parents-Teachers Association in order to establish contacts and secure the cooperation of parents in the programmes of the school.

7.1.30 To ensure to send the progress reports of the students to their parents/guardians on regular basis.

7.1.31 To promote the physical well being of the pupils, secure high standards of cleanliness and health habits, and arrange annual medical examinations of the students and to send medical reports to the parents.

7.1.32 To head the safety committee as per Govt. guidelines.

7.1.33 To ensure orientation program and workshops for parents, teachers & new admissions are conducted by the School Counsellor.

7.1.34 To ensure that at the time of admission the admission form should be signed by seeing Admission Register along with Admission No. simultaneously.

7.1.35 To ensure that all the staff members follow the instructions given by DoE, CBSE and in the School Manual. Defaulters should be made answerable.

7.1.36 He should abide by Vision & Mission of the School Manual. Every action and deed should directly fulfill Vision and Mission.

7.1.37 If staff is big then Principal should be free enough to see the broader prospective of things rather than engaging himself in day-to-day work.

7.2 Roles and Duties of PETs

All the teachers/employees are to abide by the code of conduct as mentioned in 4.2 in addition to below mentioned roles and duties :-

Minimum Fitness Level (MFL): A student must finish off his/her daily routine without any fatigue

7.2.1 MFL must be assessed with regular main examination. It should be assessed by PETs in their regular periods. The scored marks should be given to the examination branch

7.2.2 It is the duty of PETs to identify the students who are not able to clear MFT and also to conduct their fitness classes during morning assembly till the students are eligible to clear MFT.

7.2.3 **Diet plan and physical exercises of the students should be supervised by PETs in coordination with parents. A PET must achieve 100% result in MFT at the end of session waiving off exceptional medical cases. A PET, who is achieving 100% MFT result should be given a letter of Appreciation and it should be passed on to his/her ACR.**

7.2.4 **If a PET cannot achieve desirable result of MFT, it can influence his/her increment and promotion.**

7.2.5 **P.E.Ts should give in writing the annual requirement of sports equipments to School Manager and H.O.S. The School Manager and H.O.S after taking the quotations should procure the required equipments.**

7.2.6 **PETs should maintain the stock register for consumable and non-consumable things.**

7.2.7 **Health and wellness club should be maintained by PETs with proper supervision of sports equipments.**

7.2.8 **PETs must ensure proper monitoring of students at lunch and dispersal time under guidance of Head Master and Vice Principal.**

7.2.9 **PETs should ensure to collect the lists of students from the nurse, who are having medical issues.**

7.3 Roles and Duties of School Counsellor, Special Educator and Life Skills Teachers

All the teachers/employees are to abide by the code of conduct as mentioned in 4.2 in addition to below mentioned roles and duties :-

7.3.1 **Teachers allotted to teach life skills, must be sensitized and trained by the School Counsellor**

7.3.2 **Proper record for activities must be maintained by Life Skills Teachers. The following format can be used for recording :-**

S.No.	Participation of children in the Activities/Sessions Conducted	Classes	Outcome	

7.3.3 **Activities must be planned in coordination with the School Counsellor and Special Educator. School Counsellor acts as the HOD of Life Skills Classes. School Counsellor must ensure proper life skills teaching in the school**

7.3.4 **School Counsellor must assess the life skill subject teachers and submit the report to the school principal.**

7.3.5 **If issuance of the defaulter slip is there against any Life Skills teacher, the teacher will be warned against the disciplinary action by the school management. The same will be passed on to his/her ACR.**

7.3.6 **Life Skills will be a graded subject. Students will be given the grades as per their roles, participations and achievements of goals in the activities.**

7.3.7 **School Counsellor must supervise the POCSO committee**

7.3.8 **Special Educator and school Counsellor must supervise the progress of individualized educational plan of children with special needs**

7.3.9 **School Counsellor must sensitize the students on growing issues as per age group. It must be conducted in coordination with science teachers.**

7.3.10 **School Counsellor and life skills teachers in consultation with the school Principal must organize the workshops for students on "Code of Conduct"**

7.3.11 **School Counsellor must plan the workshops for the teachers on topics such as time-management, stress-management, teaching methodology and innovative teaching practices in classrooms and other workshops.**

7.3.12 School Counsellor & Special Educators must conduct parents' orientation program at the time of new admissions/sessions.

7.4 Objective, Formation & Role of Disciplinary Committee (D.C.)

7.4.1 Objectives

Objective of D.C. is to bring a sense of discipline among students and teachers & modify their behaviour in right direction & develop moral and ethical values. The role of D.C. of the school should be as an enforcer to implement the code of conduct & rules and regulations under roles and duties of stake holders as per school manual. Further this committee should be working as a reformer and in extreme cases to punish also. Members should be totally unbiased in their decisions and should provide ample opportunity for a person to defend a person himself or herself.

7.4.2 Formation

D.C. should comprise of Vice Principal, Head Master, School Counsellor, Class teacher of the offender student, concerned House Master (in case of students).

7.4.3 Roles & Duties

7.4.3.1 D.C. in consultation with HOS should decide punishments or desired disciplinary actions for different offences which should be made public so that students will have a fear of misconduct.

7.4.3.2 D.C. should decide punishments or actions & get approval from HOS.

7.4.3.3 All in disciplined matters should be forwarded by concerned teachers, students council or any complaint from students, parents should/will be considered by D.C.

7.4.3.4 Proper hearing and inquiry/investigation should be made by D.C. before passing any recommendation.

7.4.3.5 D.C. should be 100% sure that the offence has been committed.

7.4.3.6 All the serious matters should be informed to HOS immediately for further action.

7.4.3.7 D.C. may involve Student's Council if required.

7.4.3.8 The identity of the complainant & witnesses should not be disclosed as far as possible to stop enmity among students.

7.4.3.9 No student should be seen as a culprit before investigation.

7.4.3.10 Every working of D.C. should be recorded in proper minutes, complaints, evidences should be recorded and kept.

7.4.3.11 Teachers must forward all Adam and Eve teasing cases to D.C. The D.C. must take unbiased decision regardless of gender.

7.4.3.12 D.C. along with the concerned teacher must maintain the secrecy and dignity of complainant and defendant involved in the case.

7.4.3.13 Any staff member found gossiping about the case will be liable to disciplinary action. As it's a confidential matter.

7.4.3.14 Discipline committee must take disciplinary action against those who attempt to bypass filtering and safety norms.

7.5 Activity In-charges and Activity Teachers

All the teachers/employees are to abide by the code of conduct as mentioned in 4.2 in addition to below mentioned roles and duties :-

7.5.1 Activity teachers such as Art and Craft, Dance and Music should not follow the stereotypical teaching;
they must encourage creativity and activities full of fun.

7.5.2 They are to set MLL.

7.5.3 They should make sure implementation and functioning is there as per the instructions. More emphasis should be made on practicals.

7.5.4 To apply elements of design and modern principles of art.

7.5.5 To instruct students in proper care and use of tools and equipments.

7.5.6 To ensure safety of materials, equipments and tools to prevent loss or abuse and to minimize time required for distribution and collection.

7.5.7 To evaluate each student's performance and growth in knowledge and aesthetic understanding. Prepare progress reports and result of the same must be passed to exam branch & should be recorded in report cards in the form of grades.

7.5.8 To plan and present art displays and exhibitions designed to exhibit students' work for the school and the community.

7.5.9 To communicate with parents and School Counsellor on pupils' progress.

7.5.10 To perform other duties assigned by school administration on special occasions.

7.5.11 To organize inter-house and inter school competitions.

7.5.12 To prepare students for zonal competitions and ensure their participation at different levels.

7.5.13 The assessment of activity teachers will be based on the basis of participation in zonal levels and different inter-school competitions. Positions in these competitions will tell that activity teachers are doing their duties well or not.

7.5.14 To make use of audio-visual aids during teaching.

7.5.15 All activities/themes should promote our school's core values like safe environment; make society free of casteism, corruption, separatism, poverty, illiteracy and unhealthy environment. Also to develop a sense of responsibility to mother earth.

7.6 Objectives, Formation & Role of S.C. (Students Council)

7.6.1 Objectives

Objective to have a S.C. (Students Council) is to create a feeling of self discipline among the students. The motive behind it is that students should be self motivated without any external interference and inclined towards righteousness. Students Council should act as a parallel governing body of the school for the students.

7.6.2 Formation

7.6.2.1 S.C. should comprise of associate teachers who act as advisory board for V.P./H.M./House Masters and PETs.

7.6.2.2 School Principal, V.P., H.M., Counsellor will decide and finalize its members and S.C. will work as per their instructions.

7.6.2.3 Members of Students Council (S.C.).

7.6.2.3.1 <u>For Whole School</u> - Head Boy, Head Girl (if suitable candidates are not there from both the genders then they may be from the same gender). Under them there should be Discipline Captain, Sports Captain, Cultural Captain and Captain for Ethical & Moral Values. (all these students must be taken from 11th /12th classes) with them one Deputy Captain each from 8th class must be selected.

7.6.2.3.2 <u>From all Houses</u> – All House Captains, Discipline Captain, Sports Captain, Cultural Captain, and Captain for Ethical & Moral Values (11th/12th classes), Vice House Captains one each for all the posts from 9th/8th classes.

All the students must be selected by respective House Masters with the help of respective House Teachers of respective Houses.

7.6.2.3.3 **<u>For all Classes</u> – Each class should have one Monitor, Dy. Monitor, Bulletin cum Smart board in Charge, Cleanliness in Charge, In Charge to monitor Moral & Ethical Values, Language in Charge and Class Diary in Charge for each class. Formation of class body will be done by respective Class Teachers with the help of Subject Teachers.**

7.6.3 Process

For all these posts there should be proper nomination and equal opportunities should be given to all in front of selection body at every level. All the selected representatives should be in position to communicate in school's official language i.e. English. S.C. along with teachers' representatives should constitute their way of working, priorities, roles under the strict influence of Mission and Vision of school's manual & roles suggested as above.

7.7 <u>HODs and Coordinators</u>

All the teachers/employees are to abide by the code of conduct as mentioned in 4.2 in addition to below mentioned roles and duties :-

7.7.1 HOTS questions must be decided by succeeding teachers in supervision of HODs and Coordinators.

7.7.2 HODs duty is to co-ordinate between teachers and Principal.

7.7.3 HODs are to conduct workshops after taking instructions from Principal if there is any change or updation in syllabus is required as per CBSE & Directorate of Education guidelines.

7.7.4 HODs should play their roles at the time of deciding curriculum and syllabus, chapters' allocation and selection of books.

7.7.5 Before examinations HODs must conduct a meeting with their subject teachers to discuss marks allocation, blue print of question papers and analyzing any modification in syllabus if any.

7.7.6 They are to plan co-curricular activities according to curriculum/syllabus.

7.7.7 Maintaining record of question papers and activities and to submit it to examination branch through Principal.

7.7.8 They are to collect performance appraisal records & submit to the Principal.

7.7.9 Sample note books are to be checked by HODs once a month to ensure that subject topics have been covered in appropriate manner.

7.7.10 They are to encourage subject teachers and students to participate in subject related zonal activities.

7.7.11 HODs are to ensure that ample numbers of periods are being given for practicals, (if applicable).

7.7.12 HODs should coordinate with Head Master & Coordinators regarding subject progress in junior classes so that proper bridging up is there between Jr. and Sr. classes & with the Vice Principal for Sr. classes.

7.7.13 Coordinators to make sure that all the subject teachers are teaching according to pre-decided syllabus.

7.8 Lab In-Charges and Lab Assistant

All the teachers/employees are to abide by the code of conduct as mentioned in 4.2 in addition to below mentioned roles and duties :-

7.8.1 Laboratory in Charges and laboratory assistant of the respective labs (Biology/Physics/Chemistry/ Computer/Composite) are responsible to up keep the physical conditions of the labs. In case, any requirement for maintenance of labs is there. It must be given in writing to Estate Manager and the copy must be given to HOS and Manager. It is the duty of lab assistant to maintain the stock register month wise which must be audited by the Manager at the end of financial year.

7.8.2 Laboratory in charges should ensure the first aid protocols being followed in the respective labs.

7.8.3 Laboratory in charges should give details of essentials of their labs to the Estate Manager and a copy to H.O.S and same should be followed, if not done in brief time.

7.8.4 Laboratory in Charges should follow safety norms to handle dangerous/harmful things and involvement of laboratory in charge is mandatory to handle any potential dangerous thing.

7.8.5 The laboratory in Charge should ensure that practicals are completed in due course of time.

7.8.6 Laboratory in charges should prepare the students for lab practicals conducted by the external examiners.

7.8.7 Records of practical exams should religiously be kept and same should be passed on to examination department.

7.8.8 Record of consumable and non consumable should be kept religiously in record register monthly and lab in Charges should ensure deliberate damage of material must be avoided, in case of any such damage by staff members should be informed to HOS and recovery along with the punishment must be initiated.

7.8.9 LPG cylinders & pipe lines should be checked before each & every practical related to burners.

7.8.10 Before closing the laboratory all electrical appliances must be switched off.

7.8.11 Judicious use of electricity must be there.

7.8.12 Laboratory in Charges must escort the students for the classes in labs.

7.8.13 Water spilling/wet floor should be avoided in labs.

7.8.14 Expired chemicals/materials should not be used and be replaced with the new one.

7.8.15 Fire extinguishers installed nearby labs must be in working condition.

7.9 Roles & Duties of Estate Manager

All the teachers/employees are to abide by the code of conduct as mentioned in 4.2 in addition to below mentioned roles and duties :-

7.9.1 Estate Manager should depute responsible and balanced housekeeping staff for the laboratories.

7.9.2 The Eco-friendly system of the school must be supervised by the Gardener and Estate Manager.

7.9.3 Estate Manager and H.M. must ensure the school staff, drivers and housekeeping staff should not use the students washrooms

7.9.4 Lab in Charges should give details of essentials of their laboratories to Estate Manager and a copy to H.O.S and same should be followed, if not done in brief time.

7.9.5 Random checking of housekeeping work should be done by the school management, HODs and the coordinators for their department.

7.9.6 In case of unhygienic conditions, Estate Manager should be answerable. After a warning, if same mistakes are repeated then Estate Manager and housekeeping staff must be replaced.

7.9.7 Fire safety equipments should be available and time to time filling should be done by Estate Manager.
7.9.8 Estate manager is responsible for the complete care of the school plant and assets.
7.9.9 Depute responsible and balanced house-keeping staff for labs.
7.9.10 Ensure that House-keeping staff reports to school one hour before office hours and leaves after one hour from the departure time of the staff.
7.9.11 Estate Manager is to check the dustbins of each class in the morning and afternoon to ensure that they are well-cleaned.
7.9.12 Ensure that no garbage is left out in the school premises. It should be disposed off daily.
7.9.13 Check that school staff, drivers, conductors, house-keeping staff do not use the students' wash-rooms.
7.9.14 Ensure proper cleaning of all wash-rooms.
7.9.15 Procure material for house-keeping and ensure its proper use.
7.9.16 Up-keep of Fire Safety equipments and timely filling up.
7.9.17 Check that all rooms are locked and fans and lights switched off at the time of departure.
7.9.18 In case of un-hygienic condition the Estate Manager shall be answerable. In case of repeated mistakes the Estate Manager/ house-keeping staff may be replaced.
7.9.19 The Estate Manager on his own to visit the class-rooms and note-down the minor repairs for necessary action.
7.9.20 To arrange carpenters, plumbers, electrician, painters for necessary repair of the school plant.
7.9.21 Keep record of school assets and their placement and location.
7.9.22 Carry out the numbering of school furniture and assets.
7.9.23 Up keep of school playground, school garden & tennis lawn etc.
7.9.24 Conduct physical verification of school assets and report to management about the shortages if any.
7.9.25 Submit the list of obsolete and unserviceable items for approval of the management and dispose of the same with permission of HOS.
7.9.26 To look after the water arrangement and maintenance of RO Plants.
7.9.27 To keep up the generators in working order and arrange diesel & lubricant etc.
7.9.28 To carry on the periodical cleaning of water tanks.
7.9.29 To carry out the repair of students' desks during vacations.
7.9.30 To supervise Eco-friendly system of the school plant.
7.9.31 To make the performance appraisal of the House-keeping staff.
7.9.32 To ensure periodical cleaning of water-tanks.
7.9.33 To take care of water harvesting system of the school plants.
7.9.34 To arrange termite treatment and pest control.
7.9.35 To get cleaning of Terrace done to avoid water logging in the pipes during rainy season.

7.10 School Manager

7.10.1 To review the infrastructure and amenities on yearly basis. In case, if things are required then appropriate provisions should be made. The same can also be discussed with the parents who are members of PTA body.
7.10.2 To review the depreciation reserve fund.
7.10.3 To ensure the police verification of each and every staff member.
7.10.4 To report the maintenance need of the school plant to the MC along with the consent of Principal if the cost exceeds Manager's spending limit.
7.10.5 To ensure school buildings, furniture, office equipments, play ground, garden and other properties are properly and carefully maintained.
7.10.6 To monitor staff attendance atleast on monthly basis.
7.10.7 To regulate handing over and taking over activities.

7.10.8 **To have proper record of disbursal of pay and allowances.**
7.10.9 **To check timely payment of registration fees, exam fees to the CBSE.**
7.10.10 **To supervise the list of dues of the students appearing in board exams. (for No Due Certificates).**
7.10.11 **To keep a record of resolutions passed by SMC and ensure the fulfillment of the same.**
7.10.12 **To brief the SMC about the work done and the work to be taken or proposed.**
7.10.13 **To arrange for formal meeting of the committee by following the procedure.**
7.10.14 **Proper preparation of final draft of the resolutions with the required signatures for further implementation.**
7.10.15 **Helping in keeping budget estimate, taking into consideration of the approved improvements/expenditure.**
7.10.16 **Preparation and conduct of PTA at regular intervals.**
7.10.17 **Arrange for stock verification at the end of the financial year and prepare lists of written off items in each department.**
7.10.18 **To make provision for replacement and to enhance depreciation fund.**
7.10.19 **To arrange for smooth conduct of Board examination for X and XII.**
7.10.20 **To supervise and ensure smooth conduct of board's practical examination, including necessary and proper care of the external examiner.**
7.10.21 **To ensure timely dispatch of examination related materials – LOC, Practical marks, bills etc.**
7.10.22 **To help in proper collection and maintenance of account in case of any approved picnic/educational tour.**
7.10.23 **To make sure about safe travel of students in case of education tour.**
7.10.24 **To help transport co-ordinator to maintain the buses and to handle bus crews.**
7.10.25 **Yearly audit of fees collected including transport fee and their deposit in school account.**
7.10.26 **To apply for renewal of recognition and affiliation in due time and get the work started well in advance by collecting the necessary documents.**

7.11 Class Teachers

All the teachers/employees are to abide by the code of conduct as mentioned in 4.2 in addition to below mentioned roles and duties :-

7.11.1 **To make sure that lists of absentees have been given to IT Hub in the first period only and same should be communicated to parents. Class teachers must form peer buddies in primary classes.**
7.11.2 **Class teachers and guards should ensure proper arrival & dispersal of students at the school gates.**
7.11.3 **Students' performance progress records must be maintained and same must be passed on to examination branch as & when required.**
7.11.4 **Record of behaviour chart must be prepared as per the instructions.**
7.11.5 **Students sitting pattern & rotation of seats must be done. If any health issue is there then proper care is to be taken.**
7.11.6 **Upkeep of damage in class must be maintained in a register and must be reported for maintenance.**
7.11.7 **They should take charge of the students for behaviour & discipline during picnic & school functions.**
7.11.8 **They should make sure that during assembly they arrange them in proper manner and maintain the decorum.**
7.11.9 **Class teachers and co-class teachers must attend the morning assembly and need to stand with their respective classes.**

7.11.10 Co-class teachers must take charge of the classes in absence of class teachers.

7.11.11 All the Co-class teachers are to assist their respective class teachers for all the duties related to class work.

7.11.12 Class teachers and co-class teachers are to follow code of conduct for teachers other than their own duties.

7.12 Eco-Club

There must be eco-club including teachers and students. Eco-club must conduct the workshops for students. The eco-friendly system of the school must be supervised by the Gardener and Estate Manager.

7.13 School Nurse

All the teachers/employees are to abide by the code of conduct as mentioned in 4.2 in addition to below mentioned roles and duties :-

7.13.1 In the beginning of the academic session, details of medical history of the students must be submitted along with the students' profile. The record for the same must be shared with subject and activities teachers, class teachers and school nurse. Medical room must be well equipped as per the needs of children in emergency. School Nurse should be in communication with parents, whose children have serious medical issues. Time to time counselling for such children must be given time to time to help them and understand their strengths and weaknesses

7.13.2 School Nurse in consultation with HOS should organize an annual medical camp. Specialized doctors like eye specialist, dentist, and general physician must be involved for the camp. The annual medical fee should be collected from the students which covers the expenditure of medical camp and housing of nurse.

7.14 Roles & Duties of a Class Teacher

All the teachers/employees are to abide by the code of conduct as mentioned in 4.2 in addition to below mentioned roles and duties :-

7.14.1 A class teacher should take attendance before assembly and forward the list of absentees to concern in charge to send messages to the parents of absentees within the first period.

7.14.2 He is to ensure that absentees give their leave applications duly signed by the parents with contact numbers. He is to cross check by calling them to see authenticity.

7.14.3 If any student is absent for more than two days then he must talk to his/her parents. If required the matter may be discussed with the HM/VP/Principal.

7.14.4 He should inspect students for uniforms, haircuts and turn out.

7.14.5 If some indiscipline or unusual thing is there about any student then it may be recorded in Discipline & Academic Register. The register may be used to present before parents and management when need is there to see the records of the students.

7.14.6 He should appoint two students to operate Edu. Com./Teach Next, if any subject teacher is unaware about its operation.

7.14.7 He should select atleast two students to give unbiased reports/information of happenings/mis-happenings in the class.

7.14.8 He should encourage and guide students to update the bulletin boards related to that class.

7.14.9 If any damage is there in class room then he must investigate and if required then he must forward the case to Discipline Committee in writing.

7.14.10 **In diary periods, he is to sign diary and send it to HM/VP daily.**

7.14.11 **If there is any problem related to any subject then he must bring it to the notice of Class Coordinators/HODs/H.M./V.P. as per the requirement.**

7.14.12 **He shouldn't collect money from the students unless he has been instructed by the authorities.**

7.14.13 **A teacher shouldn't pass negative comments or use unparliamentary language for any individual as it may make him/her adamant.**

7.14.14 **A class teacher may strike off the name of any student only after the instruction of the Principal.**

7.14.15 **He must encourage students to participate in inter-school and zonal activities.**

7.14.16 **A class teacher should be a role model and should be like a guardian for the students in school. So he should think about their welfare, progress and help them to become better human beings.**

7.14.17 **He should plan and discuss if there is any need of any educational trip or outdoor activity.**

7.14.18 **He should maintain examinations records of his/her class as per the instructions of the examination branch.**

7.14.19 **He is to ensure proper & disciplined movement of his class for attending assembly & dispersal.**

7.14.20 **He may take the help of co-class teacher to carry out his duties perfectly. Co class teacher must be answerable if class teacher is absent or busy in some other assigned duties/tasks.**

7.14.21 **Class teacher & Co-class teacher both are to be present in class at the time of attendance, assembly, recess and in diary period.**

7.14.22 **Ethical behaviour should be checked by the class teacher and should not discuss or advertise the case with anyone except to the concerned authorities.**

7.14.23 **A class teacher should avoid favourism and give equal opportunities to all the students. The teachers should ensure that repeated promotion of some particular students should be stopped.**

7.14.24 **He should have a watch on repeated late comers.**

7.14.25 **He is to check and sign both the pages - students' bio-data and Do's and Don'ts pages in his/her almanac.**

7.14.26 **He is to collect admission slips for all new admissions and also a list of students promoted or detained.**

7.14.27 **He is to obtain signed brief result from the previous class teacher.**

7.14.28 **He is to collect Academic/Discipline Register from the previous class teacher to know more about students' performance and behaviour in the previous class.**

7.14.29 **Class teachers should not give attendance register or any such work to students which comes in his/her duties.**

7.15 Objective of Library & Roles and Duties of Librarian

All the teachers/employees are to abide by the code of conduct as mentioned in 4.2 in addition to below mentioned roles and duties :-

7.15.1 Objective of Library

Library should act as an ambassador of facts and fictions – right from the primary classes. It is the duty of the Librarian to inculcate reading habit among the students by providing interesting books with lots of pictures and activities. At the initial stages Librarian shouldn't act as a discipline in charge so that students feel that going to library is not a punishment rather she should be friendly and animated to create love and attraction for library. Occasionally,

displaying of audio-visual material in library creates surprising factors among students. Library shouldn't be a meeting or gossiping place for the students or teachers. Isolated visits of the teachers should only be encouraged.

7.15.2 Library Committee

Library Committee will comprise of a Librarian, HODs of English and Hindi departments & other selected subject teachers.

7.15.3 Duties of Librarian

7.15.3.1 To promote habit of general reading among students.
7.15.3.2 To acquire documents (Text Book, Reference Book, Newspaper, Magazines & Periodicals etc.) which contribute to teaching learning program to serve the needs of students and teachers adequately.
7.15.3.3 To introduce students and teachers to public libraries.
7.15.3.4 To constitute a library committee to lay down policy matters regarding use of Library.
7.15.3.5 To record acquisition of Audio-Visual books, magazines, materials as desired/required by students and teachers.
7.15.3.6 To lend books to staff and students as per library rules by maintaining proper entries in a particular register.
7.15.3.7 To display of library rules.
7.15.3.8 To display library orientation.
7.15.3.9 To verify the stocks at the end of the year.
7.15.3.10 To write off damaged, unserviceable books and materials as approved by condemn notion board after getting proper approval of HOS by displaying damaged books.
7.15.3.11 To weeding out, out of use and outdated books.
7.15.3.12 To classify the documents.
7.15.3.13 To shelve the books at the proper place.
7.15.3.14 To maintain reading room.
7.15.3.15 To maintain proper atmosphere and decorum.
7.15.3.16 To realize cost of books/ replacement of books not returned by students and teachers.
7.15.3.17 To take suitable steps for improvement of school library service.
7.15.3.18 To perform other functions in connection with the improvement of school library as may be entrusted by HOS from time to time.
7.15.3.19 To issue reference books to go through inside the library only.
7.15.3.20 To do accessioning of books purchased.
7.15.3.21 To get approved the library budget each year.
7.15.3.22 To do extensive collection and display of pamphlets covering of health, nation, career and guidance.
7.15.3.23 To encourage News paper reading among students.
7.15.3.24 To display cutting of important news from the news papers.

7.16 <u>Role of Examination Department</u>

7.16.1 To co-operate with the Heads of Departments (HODs), invigilators, teachers and students.
7.16.2 To draw up examination time tables.
7.16.3 To conduct training programme before the commencement of exams.
7.16.4 To prepare, organize and supervise examinations in accordance with the regulations.
7.16.5 To procure and supply all the necessary stationery and materials related to the smooth running of the examination system.
7.16.6 **To create examination schedule for external examinations.**
7.16.7 Processing and issuing of Report Cards and Passing Certificates.

7.16.8 To keep up-to-date records of examinations.
7.16.9 To keep up records of absentees (students) during examination days.
7.16.10 To ensure that examination papers and documentation are securely stored.
7.16.11 To ensure that the entries and results into school data base system is timely completed.
7.16.12 To maintain attendance records of examination invigilators.
7.16.13 To maintain manual and computerized records for filing.
7.16.14 To pass on the lists of passed/promoted students to next class teachers.
7.16.15 Annual result shall be safely recorded & kept under the custody of exam branch from the year classes commenced since inauguration.
7.16.16 For every document received or issued – a record should be maintained/kept in exam department containing the names of persons on whose names documents have been issued and the names of persons who received it. If possible, a copy of the same is to be kept in records.
7.16.17 Record of the alumni should be properly filed/recorded according to their year of leaving the school with contact details.
7.16.18 Exam department should work and make the schedule of examinations as per the instructions of the HOS.
7.16.19 The schedule of examinations, syllabus, curriculum & all the relevant matters for an academic session should be brought by the examination department.

7.17 Role of School Public Relation Officer (P.R.O.)

All the teachers/employees are to abide by the code of conduct as mentioned in 4.2 in addition to below mentioned roles and duties :-

7.17.1 A clerk plays the role of P.R.O. at the school reception. If he/she is not there then Fee Collector will perform the duties of P.R.O. in addition to his or her duties.
7.17.2 P.R.O. should be the first to be contacted by any visitor after the Gate Keeper. P.R.O. must greet the visitors warmly with a smile and courtesy. P.R.O. should be well dressed and well groomed.
7.17.3 P.R.O. should direct the visitors to the respective department/persons after understanding the nature of work for which visitor has come. She should maintain a register for the same.
7.17.4 P.R.O. should inform the concerned department/person before sending the visitors to them. P.R.O. should record the details of person visiting and name of the department/person whom he/she wants to meet. He/she should issue a visitor pass.
7.17.5 P.R.O. should attend all the calls and maintain a record of all the calls attended and call made from the school. It is her duty to pass on the message to concerned department/person.
7.17.6 P.R.O. should keep track of all circulars/holidays notifications issued to the students, parents and staff members. All the queries should be answered at his/her level.
7.17.7 P.R.O. should act as `appointments handler' of the school.
7.17.8 P.R.O. should be soft spoken and should act as a stress buster. He/She should be skilled enough to handle pressure situation. She should never raise her voice in any situation.
7.17.9 At her disposal she may offer tea or coffee to the all the guests through canteen. PRO should understand that her deeds and behaviour are the reflection of the institution.
7.17/10 Primary language of communication should be English but in case if parents are not able to understand English then Hindi language may be used.
7.17.11 PRO should ensure that visitors' room is neat and clean and facility of drinking water should be available. In case of any requirement, the Estate Manager must be informed.

If he/she fails to do it then HOS must be contacted for the same. Repeated complaints/requests must be made till the work is done.

7.18 Role of a School Accountant

All the teachers/employees are to abide by the code of conduct as mentioned in 4.2 in addition to below mentioned roles and duties :-

7.18.1 All the receipt bills relating to the purchases for the departments should be filed under proper head so as to enable to find date of purchase and any warranty left.
7.18.2 Laboratory wise A/c files should be maintained by the accountant.
7.18.3 Asset register, depreciation fund register and other register should be maintained and should be available when demanded by the HOS – kept up to date.
7.18.4 Account Book entry should have a reference to ledger A/c (page no.) and the ledger entry should have reference to voucher file.
7.18.5 All the vouchers/receipts should be filed date wise.
7.18.6 Smaller sized vouchers/bills should be pasted on a A-4 sheet with date and caption and filed.
7.18.7 Double entry book keeping should be followed.
7.18.8 At the end of the Day the A/c book should be submitted to the HOS for his perusal and for his initial.
7.18.9 Bank reconciliation should be done at the month's end and the difference should be sorted out.
7.18.10 Daily recording of all payments and receipts in cash book and place before the HOS for signature at the end of the day.
7.18.11 Prepare trial balance at the end of end month.
7.18.12 Reconciliation of school fees at the end of the year.
7.18.13 Prepare school budget in the beginning of each year for the reference of management.
7.18.14 Ensure that all expenditure are incurred within the budget limit.
7.18.15 Preparation of Final accounts at the end of each year.
7.18.16 Ensure proper deduction of TDS of each employees, EPF etc.
7.18.17 Get the sanction of increments of concerned employee each month.
7.18.18 Issue of FORM- 16 to each employee at the end of the financial year.
7.18.19 Keep record of Leave without pay for necessary action.
7.18.20 Revision of fee structure each year should be planned.
7.18.21 Send advice to bank for payment of salary for staff each month.
7.18.22 Assist in the timely audit of school accounts each year.
7.18.23 Periodical checking of stores, lab register etc.
7.18.24 Any other duty assigned by HOS.

7.19 Role of Parents and Teachers in PTA

7.19.1.1 A PTA body should comprise of people from different fields like doctors, engineers, IAS, IPS, lawyers, teachers, social workers etc.
7.19.1.2 The sole motto of PTA should be to assist & guide the school for the betterment of the school as a whole.
7.19.1.3 PTA should not indulge in any financial matter of school and those matters should be left with SMC.
7.19.1.4 PTA should act as a constructive force to improve academics. They should bridge up the gap between parents and school. They should also act as a catalyst in relationship between parents and school teachers.
7.19.1.5 Term of any PTA Body should not exceed more than one year. However, excellent

members may be re-selected.

7.19.1.6 **When asked the desired parents who want to be a PTA member should apply for it on a prescribed proforma. Selection can be done by SMC.**

7.19.1.7 **The body will be comprised as per Delhi School Act.**

7.19.1.8 **PTA shouldn't interfere in admissions, promotions, detentions and any action taken after any indiscipline activity on any student, teacher or staff.**

7.19.1.9 **PTA body should meet once a month. Proper minutes of the meeting should be kept in record.**

7.19.2 <u>Do's and Don'ts for Parents</u>

7.19.2.1 **<u>Do's</u>**

7.19.2.1.1 **Ensure your child attends school regularly and reaches home on time.**

7.19.2.1.2 **Have a watch on their friends circle.**

7.19.2.1.3 **Rely on teacher's remarks about child's behaviour and academic work**

7.19.2.1.4 **Ensure and help him/her to score minimum 50% in tests/assignments/home work.**

7.19.2.1.5 **Encourage the child to have respect for teachers and others.**

7.19.2.1.6 **Ensure he/she is well dressed and having hair style as expected from a school student.**

7.19.2.1.7 **Make arrangements for your child to enable him/her to do homework and study comfortably and peacefully.**

7.19.2.1.8 **Check his/her bag occasionally to avoid any surprise.**

7.19.2.1.9 **Ensure that child doesn't carry any cell phone/electronic device or any valuable item to school.**

7.19.2.1.10 **If distance from home to school is more then it is suggested to give him/her a good bicycle.**

7.19.2.1.11 **If any change in the contact details/address is there then it should be immediately informed to the school.**

7.19.2.1.12 **Any complaint regarding school staff/teachers should be reported to principal after prior appointment.**

7.19.2.1.13 **Parents should meet teachers during allotted time only.**

7.19.2.2 **<u>Don'ts</u>**

7.19.2.2.1 **Don't talk ill of teachers in front of the children.**

7.19.2.2.2 **Don't take child to the teacher on his complaint and don't blame teachers on his/her complaint.**

7.19.2.2.3 **Don't allow/encourage children to miss the class/school for avoidable reasons.**

7.19.2.2.4 **Don't delay payment of fee.**

7.19.2.2.5 **Don't try to change entries you have done/provided at the time of admission.**

7.19.2.2.6 **Don't neglect sudden change in behaviour or performance of the child.**

7.19.2.2.7 **Meet the teachers regularly in person and ask for unbiased account of the child but in absence of the child.**

7.19.2.2.8 **If you find any negative trends, try to correct them without mentioning it.**

7.19.2.2.9 **Be aware of what he/she is sharing on social media like face book, twitter and whatsapp etc.**

7.19.2.2.10 **Make them understand about good touch, bad touch or gestures which may be interpreted in bad ways.**

7.19.2.2.11 **During visits to school, parents should be ethically dressed. Shorts, nighties, pyjamas, night gowns etc. should be avoided. They should be decently dressed.**

7.19.2.2.12 **While interacting with school staff, decent language should be used. Avoid slang or regional language. English and Hindi languages must be used.**

7.19.2.2.13 **Any type of violence or mobbing is prohibited in school premises. Offenders will be dealt seriously and prosecuted.**

7.20 Role of School Clerk

All the staff are to abide by the code of conduct as mentioned in 4.2 in addition to below mentioned roles and duties:-

7.20.1 **Receiving & dispatching of letters and recording issue/received correspondence in the DAK inward register.**
7.20.2 **Handing over the letters along with DAK Register to HOS for necessary action.**
7.20.3 **Distribution of letters to concerned department as per the directions of HOS.**
7.20.4 **Filing of letters for future reference.**
7.20.5 **Indexing of files.**
7.20.6 **Dispatch of letters after recording in the dispatch register through post office, courier or peon book.**
7.20.7 **Follow up of letters received and dispatched.**
7.20.8 **Typing & dispatching of letters.**
7.20.9 **Keep a record of expenditure on postage, telegram couriers etc.**
7.20.10 **Maintaining service books of employees and make timely entries regarding. Increments, leaves, promotions etc.**
7.20.11 **Issue of TC and recording of New Admission and withdrawal in the admission register.**
7.20.12 **She/He should directly work under HOS & should act as PS to HOS.**
7.20.13 **At the time of admission and appointment documents should be verified by her/him for genuinity.**
7.20.14 **Securing safely the record of SLC & files & documents under her/his disposal.**
7.20.15 **All letters/communications from DOE, CBSE should be entered in the inward register with reference of the person dealing.**
7.20.16 **All letter/email dispatched should have reference in the dispatch register with date, ref no. , subject and the person dealing it with the file ref. where the copy is filed.**
7.20.17 **Files under the head Account, Academic, CBSE, DOE and CCA should be maintained.**
7.20.18 **Letters and the replies should be filed in the appropriate file under the proper subject.**
7.20.19 **List of files under each heading should be made available with Principal and Directors for their reference.**
7.20.20 **Extra copies of important letters should be filed in a special master file kept in the Principal's room for easy reference.(with reply sent)**
7.20.21 **All officers should be supplied with Memo pad (Memorandum pad) so as to issue written instructions instead of oral orders.**
7.20.22 **A memo slip is a normal communication channel between an officer and subordinates. It should be issued only when some adverse observation is noted (when a Memo sheet is used as an observation slip).**
7.20.23 **Admission Register should reflect the correct details as per the admission form, accepted and signed by the Principal.**
7.20.24 **The details as per admission register, admission form and the entry in the computer should tally 100%**
7.20.25 **E and OE should be corrected on war footing starting from VIII class (2017-18) and going down.**

7.20.26 **Care should be taken to weed out the differences from the beginning (Nur, I & XI new admissions)**

7.20.27 **A peon book should be maintained.**

7.20.28 **Any order/ Memo issued by an officer for action should be received through peon book.**

7.20.29 **Each clerk can maintain task diary in which they enter the task undertaken and finished.**

7.20.30 **Writing off materials should find proper entries in the departmental report and A/c branch files related to the department so as to reequip the department.**

7.20.31 **Departmental verification of stock should be initiated in the last two weeks of March and finalization should be finished before 31st March.**

7.20.32 **Files and account should be kept in such a way that the absence of a particular person dealing with the subject will not delay the official work of the institution.**

7.21 Role of Fee Clerk/Collector

All the teachers/employees are to abide by the code of conduct as mentioned in 4.2 in addition to below mentioned roles and duties :-

7.21.1 **To collect fee from the parents through cheques only.**

7.21.2 **Record the fee collected through cheques or cash.**

7.21.3 **Issue of fee booklets to parents at the time of admission or at the time of beginning of session.**

7.21.4 **Guide the parents in filling up of fee deposit slips.**

7.21.5 **Be courteous with the parents.**

7.21.6 **Apprise the parents of payment of fee rules to avoid fines.**

7.21.7 **Make a list of fee defaulters and inform.**

7.21.8 **Deposit all the cheques on receiving day only.**

7.21.9 **Keep a record of fee concession cases.**

7.21.10 **Maintain a proper record of EWS cases.**

7.21.11 **Reconciliation of fee at the end of academic year – quarter-wise.**

7.21.12 **Record of waived-off or late fee with the permission of the management.**

7.21.13 **Beware of any kind of malpractice, forgery, stealing, undue favour to any particular person, unauthorized concessions, loose talks, disclosing financial matters to any unauthorized person – should be dealt seriously.**

7.21.14 **Violators will be handed over to the police.**

7.21.15 **At the end of the month, fee clerk must be able to answer month wise fee collected or due.**

7.21.16 **To collect late fee fine is also the duty of fee clerk.**

7.21.17 **Nothing should be collected in cash without the prior approval of the management.**

7.21.18 **As school is following digital platform to record financial entries so it's the duty of fee clerk to record every entry digitally & manually.**

7.22 Role of Examination Clerk

All the teachers/employees are to abide by the code of conduct as mentioned in 4.2 in addition to below mentioned roles and duties :-

7.22.1.1 **The duty of exam clerk is to maintain secrecy of question papers and exam results.**

7.22.2 **To maintain stock register related to material used in examinations.**

7.22.3 **Typing of question papers & exam circulars for all exams.**

7.22.4 **Filing returns on exam matters to CBSE.**

7.22.5 **Issue of Admit Cards for CBSE exams.**
7.22.6 **Timely registration of students (along-with fee) with CBSE.**
7.22.7 **Filing of letters related to exams.**
7.22.8 **Issue and Collection of answer sheets from subject teachers along-with question papers.**
7.22.9 **Collection of green sheets from the class teachers after every examination.**
7.22.10 **To avoid taking leave during exam days.**
7.22.11 **To arrange and to assist to conduct CBSE exams.**
7.22.12 **Forward annual examinations result to CBSE.**
7.22.13 **Keeping all the records related to examinations such as class-wise attendance during exam, medical leave, cheating cases, answer sheets issued/received.**
7.22.14 **Filing of result compilation. In case of compartment, grace, exemption related to exams given by H.O.S. should be recorded promptly.**
7.22.15 **As school follows a digital platform to record things so it is the duty of exam clerk to record it digitally & manually.**
7.22.16 **Examination-in-charge should ensure that no contradictory entries are there in the report cards. Once a result is signed by H.O.S. It should be final and no amendment should be made except genuine mistakes which should be justified in front of H.O.S.**
7.22.17 **After exams, all the cases under consideration such as compartment, grace marks, re-checking, re-evaluation etc shouldn't be finalized till the final say from the HOS. The result issued wouldn't be changed or modified after the finalization. If any such change is justified then after approval from H.O.S., immediately a fresh report card must be issued along with the amendments in the final records digitally and manually.**
7.22.18 **If School Clerk or anyone in exam department is found to disclose the secrecy of exam system of the school, malpractices, financial dealings, favoritism etc then it should be dealt seriously and will be handed over to appropriate authority.**
7.22.19 **Since question papers are digitally maintained in computer, the clerk & exam deptt. should ensure that computer is protected with a boot password and the computer shouldn't have any facility like internet, USB transfer of data or CD writing.**
7.22.20 **The final result compilation should be religiously kept so that in future all the enquiries can be dealt without any problem.**
7.22.21 **Examination answer sheets of clear cases can be disposed off after a year's gap.**

7.23 Role of Vice Principal (V.P.)

All the teachers/employees are to abide by the code of conduct as mentioned in 4.2 in addition to below mentioned roles and duties :-

7.23.1 **Diaries are to be supervised by V.P. (for 9th to 12th classes)**
7.23.2 **To identify the bright students from 6th to 12th with the help of H.O.D.s for competitive exams and recommending them for scholarships**
7.23.3 **To ensure proper monitoring of students at lunch and dispersal time in coordination with H.M. & PETs.**
7.23.4 **To be in charge of admissions in the school, preparation of school time-table, allocation of duties to the teachers and their teaching load, provision of necessary facilities to the teachers in the discharge of their duties and conduct of school examinations and tests in accordance with the rules prescribed by the exam department from time to time. (In absence of Principal.)**
7.23.5 **To supervise class-room teaching and secure co-operation and co-ordination amongst teachers of the same subject area as well as inter subject co-ordination.**
7.23.6 **If there is any problem related to any subject then V.P. should try to solve it at his level. If required then he must inform the Principal.**

7.24 Role of Head Master (H.M.)

All the teachers/employees are to abide by the code of conduct as mentioned in 4.2 in addition to below mentioned roles and duties :-

7.24.1 To sign. diaries for 3rd to 8th classes in diary period daily.
7.24.2 To identify the bright students from Nursery to 5th classes in coordination with H.O.D.s for competitive exams and recommend them for scholarships.
7.24.3 To report abnormal behavioral of children to V.P./School Counsellor.
7.24.4 Should supervise the school transport with the Transport In-Charge. They must make sure that guidelines from C.B.S.E and D.O.E are being followed.
7.24.5 To ensure proper monitoring of students at lunch and dispersal time in coordination with PETs.
7.24.6 Estate Manager and H.M. must ensure the school staff, drivers and housekeeping staff should not use the washroom meant for students.
7.24.7 To supervise class-room teaching and secure co-operation and co-ordination amongst teachers of the same subject area as well as inter subject co-ordination upto 8th class.
7.24.8 If there is any problem related to any subject then he should try to solve it at his level. If required, he may bring it to the notice of V.P./Principal.

7.25 Code of conduct & Duties for House Keeping Staff, Drivers & Guards

7.25.1 House Keeping Staff

7.25.1.1 To clean rooms, lobbies, toilets, carpets, mirrors, fans etc. as per the directions given by the Estate Manager.
7.25.1.2 To empty dust-bins to disposal areas and relocate at their places.
7.25.1.3 To take care of children while using washrooms and providing companionship if necessary.
7.25.1.4 To attend students of classes Nursery to II when they are going to washrooms.
7.25.1.5 To keep a watch to avoid two or more students in the same lavatory at the same time.
7.25.1.6 To be kind while attending students in any untoward situation.
7.25.1.7 To fix empty black sacks in dustbins.
7.25.1.8 To make sure that students are not spending too much time in the wash rooms.
7.25.1.9 To arrange chairs, tables, water and other necessary commodities at the time of any function in auditorium and ground.
7.25.1.10 To attend physically challenged students at the school gate and helping them to reach their destination with their bags and other materials.
7.25.1.11 To accompany the students in buses at the time of examination.
7.25.1.12 To help in distribution of exam material at the time of examination.
7.25.1.13 To keep the crockery neat and clean.
7.25.1.14 To clean the entire area after the school hours.
7.25.1.15 To take leave with prior permission.
7.25.1.16 To report the shortage of any material required for cleaning purposes to the Estate Manager.
7.25.1.17 To wash the curtains as per the plan set by the Estate Manager.
7.25.1.18 To keep water tanks & dispensers neat and clean.

7.25.1.19 **The person allotted garden area should water the plants, clean and trim the plants.**

7.25.1.20 **They must clean roof area atleast once in a week and make sure that drainage system should not have any obstacle. Garbage, leaves, creeper plants shouldn't be there on roof area.**

7.25.2 **Drivers, Conductors & Helpers**

7.25.2.1 **Fourth class staff engaged in transport department – conductors, helpers as and when required should be helpful for school related work that includes lifting & shifting of heavy objects and in case of need cleaning also.**

7.25.2.2 **Bus helpers are solely responsible for upkeep of school vehicles. In their daily routine work - cleaning of buses, mats, checking of water/coolant, batteries or all types of leakages.**

7.25.2.3 **In the presence of students, behaviour of the drivers and helpers should be respectful, commanding & firm .**

7.25.2.4 **Conductors should make sure that seats allocation is as per the plan set by the transport in-Charge is done.**

7.25.2.5 **Boarding/deboarding register should be maintained properly by the Conductors.**

7.25.2.6 **Dress code should be followed strictly to avoid challan.**

7.25.2.7 **Conductors should take proper care while students are deboarding. They should help them to cross the road.**

7.25.2.8 **Proper handing over of students to their parents must be there.**

7.25.2.9 **Conductor should be the first person to get down at the time of dropping students and should be the last person to get into the bus at the time of picking up students.**

7.25.2.10 **Although all the bus conductors/helpers come under drivers but in case if behaviour of the driver is unjust or driver is rashly driving then they should try to oppose it and report the matter to school transport department.**

7.25.2.11 **Passively Conductor/Helpers should keep an eye on driver's conduct.**

7.25.2.12 **Beware of any inappropriate behaviour which is questionable whether it is touching any student or using bad language, constant staring, giving more attention to any particular student – is a serious offence and it will be dealt seriously.**

7.25.2.13 **If any student damages or spoils a bus then that student should be stopped by the conductors/helpers. If they are not listening then the matter should be reported to the management.**

7.25.3 **Code of Conduct for Drivers**

7.25.3.1 **Drivers must drive the buses with utmost caution and should strictly follow all the rules of traffic.**

7.25.3.2 **Drivers uniform, license and badges should be in order while on duty.**

7.25.3.3 **All the cases of rash driving, accidents, damage due to the mistake of the drivers will be dealt seriously.**

7.25.3.4 **Drivers must follow all the instructions given by the transport department. They must follow the route of a bus as instructed. Any kind of change in the route without permission from the transport department will be considered act of negligence in duties.**

7.25.3.5 **Any kind of malpractices like theft of fuel, unauthorized passengers, mis-use of**

school vehicles for commercial purposes, stealing or changing of vehicle parts, false billing will lead to very serious consequences.

7.25.3.6 Drivers should keep an eye on work of Conductors/Helpers and their behaviour towards passengers. If any unjust behaviour is found, they should report it to school management.

7.25.3.7 Beware of any kind of rash behaviour, slang language, inappropriate behaviour or touch, giving priority to some particular student, obliging any parent etc is highly objectionable and will be dealt seriously.

7.25.3.8 Beware of any type of intoxication on duty is a punishable act.

7.25.3.9 Drivers should ensure that first aid box is full of essential things.

7.25.3.10 In emergency situation exit points are properly demonstrated/drilled for students.

7.25.3.11 If there is any breakdown then they should report to transport department about it and other bus drivers must help in such cases.

<u>Annexure I</u>

Minimum Fitness Test (M.F.T.)

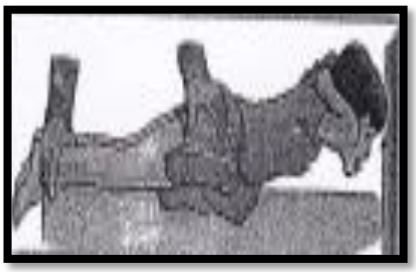
(I) Nursery to III Classes

1. **Test No. 1 :-** **The subject lies down in the supine position, i.e., flat on his back and hands behind his neck. The examiner holds the subject's feet to keep him on the ground. The subject is asked to perform one sit-up. If he performs one sit-up, he passes this test. If he cannot raise his shoulders from the table or ground, his score remains zero.**

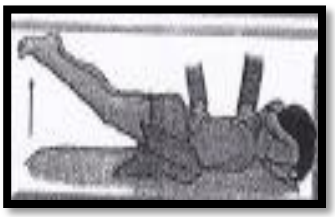
2. **Test No. 2 :-** **The lying position of the subject for this test remains same i.e., supine position except that his knees are bent and ankles remain in touch with his buttocks. He is asked to perform one sit-up. If he is able to perform full sit-up, he passes this test. If he is unable to raise his shoulders from the table or ground, he scores a zero.**

3. **Test No. 3 :–** **The subject lies in the supine position, i.e., lies flat on his back with his hands behind the neck. He is asked to raise his feet 10 inches from the ground. His knees should be straight. The examiner counts till 10 seconds. The subject passes this test if he holds that position for 10 seconds. Scoring from 0-10 depends on the number of seconds the subject holds the appropriate position.**

4. **Test No. 4 :-** **The subject lies in the prone position, i.e., on his stomach with a pillow under his lower abdomen and his hands behind his neck. The examiner holds his feet down. The subject is asked to raise his chest, head and shoulders, while the examiner counts till 10 seconds. He passes this test if he is able to hold the exact position up to 10 seconds. Scoring from 0-10 depends on the exact position.**



5. **Test No. 5 :–** **The subject's position remains the same, but the examiner holds his chest down. The subject is asked to raise his feet. His knees should be straight. The examiner counts till 10 seconds. Scoring from 0 – 10 depends on the number of seconds the subject holds the position.**



6. **Test No. 6 :-** **It is also known as floor – touch test. It measures the flexibility of the trunk. The subject stands erect, bare-foot, hands at sides and feet together. He is asked to lean down slowly to touch the floor with fingertips for 3 seconds. In this test, bouncing or jerking is not allowed. The examiner holds the subject's knees in order to prevent any bend, in case it occurs. Scoring from 0 – 10 depends on the number of seconds the subject holds the position.**

II Minimum Fitness Test for IV to VI Classes

1. **Running (Boys – 500 mtrs, Girls – 300 mtrs)**
2. **Sprint Boys – 80 mtrs. (14 Seconds) , Girls – 50 mtrs. (10 seconds)**
3. **Standing Long Jump – Both (Boys – 4 Ft , Girls -3 Ft)**
4. **Sit ups (Boys – 25 , Girls 15)**
5. **Squat (Boys – 40, Girls – 30)**
6. **Medicine Ball Throw Boys – 2 Kg (4 mtrs.) , Girls – 1 kg (3 mtrs.)**

III Minimum Fitness Test for VII to XII Classes

AAPHER – Motor Fitness Test

1. **Pull ups (Boys) Flexed – Arm Hang (Girls) or Push-ups Both (boys -20, Girls-10)**
2. **Flexed – Leg Sit – Ups – (Boys – 40 , Girls -30)**
3. **Standing Long Jump – Both (Boys – 4.5 Ft, Girls – 3.5 Ft)**
4. **Sprint (Boys – 100 mtrs., 16 Seconds) , (Girls – 50 mtrs. 8 Seconds)**
5. **Running - Boys – 800 mtrs. , Girls – 600 mtrs.**
6. **Shot Put - Boys – 5 kg, 5 mtrs., Girls – 4 Kg (4 mtrs.)**