



Bal Bharati PUBLIC SCHOOL

(An Institution of the Child Education Society (Regd.),
Delhi)

TEACHERS' HANDBOOK

2021-22

Sector-12, Dwarka, New Delhi-110078

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“हंसो नयतु नः प्रज्ञाम”
‘O swan, lead us to knowledge’

The motto of Bal Bharati Public Schools is ‘Hanso Nayatu Naha Pragyam’.

It is depicted in the image of a child astride a soaring swan moving constantly to new heights of learning and excellence. Swan or ‘hansa’ is a revered symbol of enlightenment in Indian mythology, and we pray that each child is guided by the pure and wise swan that helps him or her embark on a new journey each day, to new horizons.

VISION & MISSION

Bal Bharti Public Schools, run by Child Education Society, are committed to inspiring students to achieve the highest standards of intellectual, social, emotional and moral development through a multi-faceted approach to education.

We promote a supportive and happy environment for students to interact with and learn from their peers, teachers, parents and the community.

We aim to prepare students to become:

- ✚ Disciplined, confident, resilient and caring
- ✚ Equipped with the right values, knowledge and skills
- ✚ Future-ready and life-long learners
- ✚ Enlightened and engaged citizens of a global society



PRINCIPAL'S MESSAGE

Educators are the pillars upon which the foundation of education rests. Their able shoulders carry the responsibility of not only bestowing the gift of knowledge upon children but also of shaping the future destiny of generations to come. At BBPS Dwarka, we are fortunate to have a group of exemplary teachers who consider teaching and learning as ethical modes of being, beyond professional vocation. Over the years, they have emerged as learned scholars, efficient leaders and compassionate mentors.

The past year has been a veracious testament of their dedication, perseverance and resilience. While the entire world battled against a common enemy, our teachers displayed remarkable devotion in equipping themselves with useful tools to safeguard the intellectual, psychosocial and emotional domains of students' development. In a short span of time, they attained exceptional expertise in the field of digital education, consistently honing and perfecting their craft. Their tremendous zeal in keeping pace with the evolving demands of the time while juggling numerous household responsibilities is laudable beyond measure. Even while mired in crisis at home, they continued to fulfil their duties with extraordinary fervour, which displays their commitment to the students and to the organisation at large.

We are confident that the charges accorded to the staff members for the current academic year shall be carried out with as much gravitas and flair as they have exhibited in the past.

Suruchi Gandhi
(Principal)



PERSONAL INFORMATION

Name : _____

Designation : _____

Qualification : _____

Department : _____

Code : _____

House : _____

UID Number : _____

Pan No. : _____

Classes & Subjects taught : Class/ Section: _____ Subject: _____

Class/ Section: _____ Subject: _____

Class/ Section: _____ Subject: _____

Class/ Section: _____ Subject: _____

Additional Responsibilities : _____

Residential Address : _____

Email ID : _____

Tel No. (Residence) : _____

(Mobile) : _____



STAFF DETAILS

S. No.	Employee Name	Department	Designation	Official E-Mail	Contact Number
1	SURUCHI GANDHI	HEAD OF THE SCHOOL	PRINCIPAL	suruchi.gandhi@balbharati.org	9818277742
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13	VEENU SACHDEVA	-	ASST. TEACHER	veenu.sachdeva@dw.balbharati.org	9560485678
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3.	MANISHA KHURANA	-	RECEPTIONIST	mgvansh14@gmail.com	9818977542
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LIST OF ATTENDANTS					
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DRIVER & HELPERS					
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SCHOOL TIMINGS

ONLINE:

MONTESSORI : 9:30 am – 1:00 pm

PRIMARY : 9:00 am – 1:00 pm

SENIOR : 8:00 am – 1:00 pm

OFFLINE:

MONTESSORI : 9:00 a.m. to 1:00 p.m.

CLASSES I to XII : 8:00 a.m. to 2:20 p.m.

SCHEDULE OF PERIODS (Primary)

PERIOD	TIME
Zero	8:00 to 8:45
1 st	8:45 to 9:20
2 nd	9:20 to 9:55
3 rd	9:55 to 10:30
Break (Primary)	10:30 to 10:50
4 th	10:50 to 11:25
5 th	11:25 to 12:00
6 th	12:00 to 12:35
7 th	12:35 to 1:10
8 th	1:10 to 1:45
9 th	1:45 to 2:20

SCHEDULE OF PERIODS (Senior)

PERIOD	TIME
Zero	8:00 to 8:45
1 st	8:45 to 9:20
2 nd	9:20 to 9:55
3 rd	9:55 to 10:30
4 th	10:30 to 11:05
Break (VI-XII)	11:05 to 11:25
5 th	11:25 to 12:00
6 th	12:00 to 12:35
7 th	12:35 to 1:10
8 th	1:10 to 1:45
9 th	1:45 to 2:20



LIST OF HOLIDAYS

Summer Vacation	Mont. I & II, Classes I - V: 01.05.21- 09.06.21 Classes VI - XII: 01.05.21 - 09 .06.21
Autumn Break	13.09.2021 - 20.09.2021
Diwali Break	03.11.2021 – 06.11.2021
Winter Break	31.12.2021 – 08.01, 2022

Month	Date, Holiday Details
April	02, 2021 Good Friday 10, 2021 Second Saturday 14, 2021 Ambedkar Jayanti 21, 2021 Ram Navami 24, 2021 Fourth Saturday
May	08, 2021 Second Saturday 14, 2021 Eid al-Fitr 22, 2021 Fourth Saturday
July	10, 2021 Second Saturday 24, 2021 Fourth Saturday
August	14, 2021 Second Saturday 15, 2021 Independence Day 19, 2021 Muharram 22, 2021 Raksha Bandhan 28, 2021 Fourth Saturday 30, 2021 Janmashtami
September	11, 2021 Second Saturday 25, 2021 Fourth Saturday



October	02, 2021 Gandhi Jayanti 09, 2021 Second Saturday 15, 2021 Dussehra 23, 2021 Fourth Saturday 24, 2021 Karva Chauth
November	03, 2021 – 06, 2021 Diwali Break 10, 2021 Chatth Puja 13, 2021 Second Saturday 19, 2021 Guru Nanak's Birthday 27, 2021 Fourth Saturday
December	11, 2021 Second Saturday 25, 2021 Christmas & Fourth Saturday
January- (2022)	08, 2022 Second Saturday 22, 2022 Fourth Saturday 26, 2022 Republic Day
February	12, 2022 Second Saturday 26, 2022 Fourth Saturday
March	01, 2022 Maha Shivratri 12, 2022 Second Saturday 17, 2022 & 18, 2022 Holi 26, 2022 Fourth Saturday



DUTIES & RESPONSIBILITIES OF EVERY TEACHER

“A teacher is like a candle that consumes itself to light the way for others”

We have a lot of heroes today -sportsmen, super models, media personalities, ministers. They come into limelight, they have their fifteen minutes of fame and they go and are forgotten but the influence of good teachers always stay with us. They are the ones who shape the lives of millions. As such, every teacher at Bal Bharati must:

- Always be punctual (adhere to the time schedules for each and every activity of the School).
- Perform all the duties assigned religiously & effectively.
- Properly plan and organize his/her affairs.
- Keep themselves abreast with the latest in their field and not simply rest on the past.
- Display exemplary behaviour. Be firm and polite in dealing with parents and students.
- Follow prescribed dress code.
- Adopt positive approach and maintain cordial relations with colleagues.
- Seek prior permission to avail leave.
- Ensure that the prefects and monitors should be effectively used to maintain the tone of discipline in the School.
- Teach all relevant subjects in English. Under no circumstances should he/she use Hindi as a tool to explain a topic or a concept. Students should be encouraged to speak in English
- Plan the monthly, weekly and daily syllabus in accordance with the curriculum.
- Ensure that the weekly plan is strictly adhered to and no portion of the syllabus is uncovered.
- All assignments should be thoroughly checked and teachers should ensure that not even a single error is over looked.
- If the syllabus planned for a particular week is not completed, the Departmental head should be informed about the reason and the plan for completion of the same.
- Refrain herself from undertaking private tuitions or indulging into any other business activity.
- Refrain from indulging in or advocating any form of malpractices.
- Not organize or attend any meeting during School hours except with prior permission of the head of the institution.
- Refrain from inflicting any kind of Corporal and Psychological punishment on the student.
- Not make the students do his / her personal work.



DUTIES OF CLASS TEACHERS

Discipline

- It is the duty of class teacher to ensure proper discipline of students of their respective sections. Students instigating or creating indiscipline should be identified and counselled by the class teachers.

Assembly

- No teacher should remain absent from assembly without prior permission of the Department head.
- Teacher should ensure that the class moves in a single line right from the class room to the assembly area and that at no point of time students break or spoil the line.
- During Assembly the Teacher should take frequent rounds to:
 - A. Maintain discipline throughout the program.
 - B. Ensure that the students are attentive and watching the program.

Uniform Checking

- The class teacher should regularly check that the students wear proper and complete school uniform. Use of nail polish and henna is strictly prohibited. Haircuts must be checked regularly. Regular defaulters should be notified to the parents and a record of communication should be maintained. Students not responding even after notification to the parents should be brought to the notice of VP/HM for necessary action.

Entries in the attendance register:

- The class teacher should ensure that entries (student's name, mother's name father's name and date of birth) in the class register are recorded strictly as per the "Admission and withdrawal Register of the school.
- No change in student's name, Date of birth, Father's name and Mother's name should be made without authorization from the Principal in writing.
- While marking the attendance in the class register a uniform pattern should be adopted.
For Students present 'P' should be written.
For Students absent without leave 'A' should be written.
For Students on leave 'L' should be written.
- All Class teachers should complete the monthly attendance record in the attendance register on the last day of every month and the same should be countersigned by their respective checkers.

The following data should be submitted to the class coordinator on the last day of every month.

- No. of students on roll (Boys –Girls-Total)
- Average attendance of the month (%)
- No. & name of withdrawals, if any & reason.
- Admission No. & names of the students suspended if any & reason.
- Calculate the total no. of attendance for the month by adding the attendance of each student for the month and mark it as 'A'.

$$\text{Daily average attendance (B)} = \frac{\text{A}}{\text{No. of meeting}}$$



$$\text{Average attendance in percentage (C)} = \frac{\text{B}}{\text{No. of students}} \times 100$$

- All the class teachers are supposed to send the list of students having less than 75% attendance to the Departmental Head at the end of every month.
- In case of absence of any student from school without leave for three consecutive days the class teacher shall intimate such absence to the Headmistress and shall also intimate the parents of the student telephonically.

Students' Diary

- Class teacher should ensure that the "Personal Data" information should be duly filled in the students' diary.
- School diary should be effectively utilised for:
 - Communicating relevant information to the parents.
 - Maintaining Record of Circular issued by the School and Acknowledgement by the Parents.
 - To be used as a medium of feedback for the parents and teachers.
 - Maintaining Fee Record
 - Maintaining Leave Record

Health, Hygiene and Cleanliness:

- Ensure the cleanliness and tidiness of the classroom, furniture and other objects.
- Check that the students finish their food in the recess period.

During Parent Teacher Meeting

- The teacher must keep all requisite records of each and every student of her class with her so that she may apprise the parents about the students' performance.
- A teacher must also maintain the record of the parents she meets during these sessions and get their signature.

Maintenance of furniture and fixture record:

All Class Teachers should

- Keep a record of furniture and fixture of their respective classrooms in the maintenance notebook as per the instructions given.
- Instill positive values amongst the children and encourage them to keep the furniture in an orderly manner. Breakage if any should be brought to the notice of the H.M./V.P. immediately.

Payment of fees:

- The class teacher should ensure that the students pay their school fees and other dues by the stipulated date. Defaulters should be notified to the Departmental Head.



DUTIES OF CLASS CO-ORDINATORS

- To assist the VP/HM in monitoring the discipline of the department.
- To ensure that students and teachers are punctual to the assembly ground and PT ground for morning assembly and mass PT.
- To check the Attendance, register of their respective classes every month and forward the same to VP/HM on the last working day of the month.
- To keep a record of roll strength, no of boys /girls, average % attendance of the month, no. & name of the withdrawals if any, giving reasons while forwarding the same to HM/VP on the last day of every month.
- To keep record of subject options and SUPW/ADM options of all sections of their respective classes.
- To ensure timely framing of syllabus of their respective classes.
- To coordinate timely framing and distribution of assignments of their respective classes.
- To supervise maintenance of classroom display boards.
- To ensure timely distribution of various documents, diaries, fee bills, fee receipts, I- Cards, badges etc.
- To ensure proper recording in “Furniture & Fixture maintenance copy” on weekly basis and submit the same to VP/HM every Friday.
- To supervise and scrutinize maintenance of uniform records and identify defaulters for further action.
- To scrutinize class proformas and take necessary actions against regular bunkers.
- To maintain “Supervision duty” proforma and discuss the same with VP/HM.



DRESS CODE POLICY

Guidelines for the dress code for the staff are as follows:

Male Staff Members: Formal wear –Shirt, Trousers, Suits, Blazers, Cardigans, Sweaters, Jackets and formal shoes. T-shirts, jeans, sandals and chappals should be avoided.

Female Staff Members: Formal wear -Sari and suits with dupattas. Western wear, sleeveless blouse /shirt, short kurtis, palazzo flashy accessories, heavy makeup and stiletto heels should be avoided.

Sports Teachers: Tracksuits with sports shoes are permitted

ID Card: Staff members are provided with an ID Card which must be worn at all times when on duty within the school premises or when on duty or acting in an official capacity or presenting School anywhere.

Vice Principal and HM will have the responsibility to ensure that the dress code policy is strictly adhered to by all the staff members.

DRESS CODE FOR TEACHERS (OUTSTATION TRIP INCLUDING SOLAN)

Guidelines for dress code for the staff are as follows:

Male Staff Members:

1. Jeans /Trousers which should not be too fitted/tight
2. Wearing of shorts not permitted

Female Staff Members:

1. No sleeveless/deep neck /tight fitting dresses, tops, T-shirts to be worn.
2. Jeans /Trousers should not be too fitted. They should be worn with long & loose kurtis.
3. High heeled footwear should be avoided. Comfortable flat sandals /shoes may be worn.

Following an established dress code policy will help the staff to obtain respect and credibility necessary from students and parents. Students will tend to model the behaviour and appearance they see in the classroom. An effective teacher will dress appropriately as a professional educator to model success. Your respect in the classroom begins with your appearance and you should strive to be a positive role model for each student.



ONLINE TEACHING ETIQUETTE

1. The teacher should be punctual.
2. The teacher must set a protocol and decorum in the classroom of what is expected from the students - their conduct and classroom discipline.
3. The teacher should keep his/her work environment free from distraction like noise of television, incoming calls etc. Teachers must ensure her visibility is clear with a stable background, so that there is no distraction for the students.
4. The attendance should be taken for each period by the teacher.
5. The teaching-learning time should be used judiciously to make the class effective.
6. The teacher should be well-prepared and well-versed with the topic knowing all the nitty-gritty details as she is being listened to by the parents too and the students tend to put up more queries and the teacher should be able to answer them.
7. The teaching aids may be kept ready beforehand to avoid wastage of time during the class.
8. Any teaching aid (in the form of written matter or some objects) should have clarity (legible handwriting for written matter) and should be shown properly.
9. The teacher should leave the meeting only after the children have left (Signed Out).
10. Teachers must use laptops for teaching, in case they need to use their mobile phones they should use earphones to keep their hands free to show any action (segmentation and blending) or any teaching aids if required while teaching also should place mobile phones in a stable platform, so that the Point of View is not compromised.
11. The teacher may plan the teaching periods in such a way that she divides them into synchronous and asynchronous learning. During online teaching any written work or learning assignment should be given in asynchronous teaching-learning time in order to reduce the screen time for the learners as well as the teachers.
12. The teacher must have a closing activity - to allow students to reflect on the content taught (recapitulation).
13. The assignments (Homework/ Projects) must be practical and accomplishable for the learning outcomes (Date and Time of submission must be clear).



Sexual Harassment of Women at Workplace Act, 2013

Sexual harassment is any unwelcome sexually defined behaviour which can range from misbehaviour of an irritating nature to the most serious forms such as sexual abuse and assault, including rape.

The Sexual Harassment of Women (Prevention, Prohibition and Redressal) Act 2013 defines sexual harassment to include any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely:

- Physical contact and advances
- A demand or request for sexual favour
- Making sexually coloured remarks
- Showing pornography
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Sexual harassment at the workplace is any unwelcome sexually defined behaviour which has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, abusive or offensive working environment.

For details all teachers should read the provisions of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. For this please visit the following links:

Sexual Harassment of Women at Workplace

www.iitbbs.ac.in/.../sexual-harrassment-of-women-act-and-rules-2013.pd.

Handbook on Sexual Harassment of Women at Workplace

www.hbcse.tifr.res.in/.../handbook-on-sexual-harassment-of-women-at



CHILD PROTECTION POLICY

The Constitution of India guarantees several rights to children and enables the State to make provisions to ensure that the tender age of children is not abused. Child Abuse was and continues to be, one of the most heinous crimes designed and perpetuated by human beings against some of the most vulnerable and defenseless sections of the community. Globally, it has been recognized and seen as a particularly burdensome challenge. According to the World Health Organization, “Child maltreatment, sometimes referred to as child abuse and neglect, includes all forms of physical and emotional ill-treatment, sexual abuse, neglect, and exploitation that results in actual or potential harm to the child’s health, development or dignity. Within this broad definition, five subtypes can be distinguished – physical abuse; sexual abuse; neglect and negligent treatment; emotional abuse; and exploitation”.

TYPES OF ABUSE

- 1. Physical Abuse:** Includes hitting, kicking, punching, biting, burning, shaking, drowning, smothering and giving drugs or alcohol (includes corporal punishment)

Possible Symptoms:

- Frequent injuries or unexplained bruises, fractures, welts, burns or cuts
- Depression and anxiety and/or aggression and violence.
- Problems with relationships and socializing / distant and withdrawn.
- Wears inappropriate clothing to cover up injuries, such as a coat on warm days.
- Running away
- Sleeps in Class /appears drowsy

- 2 Emotional Abuse:** Includes threats, humiliation, sarcasm, degrading punishments, undermining confidence

Possible Symptoms:

- Possible delayed physical, emotional and mental development.
- Being unable to play or socialize well with others
- Fearful of making mistakes
- Self-harm
- Sudden speech disorders or neurotic behaviour such as rocking
- Low self-esteem / confidence
- Crying inconsolably

- 3. Sexual Abuse:** Includes kissing, touching genitals or breasts, vaginal or anal intercourse, oral sex, and encouraging to look at pornography, trading grades for sexual favors.

Possible Symptoms:

- Aggressive behaviour, risk taking and missing school or running away.
- Sleep problems and bed-wetting or soiling.
- Negative thoughts / not looking after themselves / low self esteem
- Displaying sexually inappropriate behaviour
- Anal or vaginal soreness
- Unexplained bleeding from private parts.

- 4. Substance Abuse:** Includes intake of Psychoactive /alcoholic /narcotic substance /tobacco or



engage in buying or selling of any above-mentioned substance.

Possible Symptoms:

- Aggressive behaviour, risk taking, missing school.
- Stealing
- Low self-esteem/ confidence
- Unable to socialize well with others
- Day dreaming, lethargic

5. Neglect: Includes lack of food, medical attention, supervision, clothing etc.

Possible Symptoms:

- Delayed development
- Poor hygiene, unwashed clothes or inadequate clothes
- Untreated medical conditions
- Being hungry or tired all the time
- Missing school or difficulties with school work
- Poor self esteem
- Withdrawn and difficulty making friends and/or anti-social behavior

• TEACHER'S ROLE

Be familiar with your school's child protection policy, procedure and know who is the child protection lead in with your department. Ensure the students are also aware about reporting the abuse.

Disclosures:

- Listen to the child, reassure them that they have been brave but do not investigate.
- Explain to the child that you have to talk to the child protection lead as you need to see what can be done. Explain that you will only speak to people who need to know.
- Act immediately and report to the child protection lead so an assessment of risk can take place. Any delay could leave the child in danger.
- Keep records of all conversations and actions taken.
- Be transparent with the child so that he/she can be involved at each stage.

Suspicious:

- Pass on all concerns to the child protection lead in your department. No matter how small.
- Keep records of any concerns.

• GENERAL DO'S:

Be vigilant at all times, in case of a discloser follow the given instructions:

- Immediately tell the child that you believe in him/her.
- Keep your own body language calm and composed.
- Use the language in which the child is comfortable.
- Acknowledge it is difficult to talk about such things.
- Tell the child this happens to other children also and that he/she is not the only one.
- Tell him/her that he/she is not responsible for what happened and did not deserve it.
- Tell him/her that sometimes adults do things that are not OK (avoid saying that the offender is "sick").
- Everything you can to support, comfort and reassure the child.



- Explain to the child that the teacher needs to share the disclosure with the concerned authorities in the benefit of the child.
- Make notes of facts of the disclosure after the child has left and fill the Child Protection Form.

- **GENERAL DON'Ts:**

In case of a discloser follow the given instructions:

- Do not investigate, JUST LISTEN.
- Do not make the child repeat with the discloser.
- Do not make notes or do recordings in front of the child.
- Do not take confessions in writing.
- Do not make false promises.
- Do not share the incident with people who do not need to know about it.
- Do not delay reporting the incident to the authorities/departmental heads beyond 24 hours.

ASPECTS OF CHILD PROTECTION

A child needs protection from people with unhealthy attitude present in the School campus. These include other School students, administrators, teachers and rest of the School staff (i.e., cleaning agency workers, office staff, security workers, etc). Child protection can be ensured through appropriate action against bullying; corporal punishment; any sort of physical, verbal or sexual abuse and indiscipline, violence or substance abuse. Therefore, Child protection policy includes sub-policies namely-

- Anti-Corporal Punishment Policy
- Anti-Bullying Policy
- School Discipline and Substance Abuse Policy

ANTI CORPORAL PUNISHMENT POLICY

The Right of children to Free and Compulsory Education Act (RTE, 2009), clearly states that no child shall be subject to “physical punishment or mental harassment” in schools. Those officials that contravene this provision shall be liable for disciplinary action under service rules applicable to them.

It is not easy to define corporal punishment as it involves humiliation and insult which a child feels as a subject. Considering the millions of ways in which punishment is perpetrated on children in contemporary times, it is impossible to exhaust all the forms of insinuations and violence. However, following behaviour has been categorically put under Anti corporal policy of the school.

1. Physical punishment is understood as any action that causes pain, hurt/injury and discomfort to a child, however light. Examples of physical punishment include but are not restricted to the following:

- a) Causing physical harm to children by hitting, kicking, scratching, pinching, biting, pulling the hair, boxing ears, smacking, slapping, and spanking or with any implement (cane, stick, shoe, chalk, dusters, belt, whip, giving electric shock etc.)
- b) Making children assume an uncomfortable position (standing on bench, standing against the wall in a chair- like position, standing with schoolbag on head, holding ears through legs, kneeling etc.)
- c) Forced ingestion of anything (for example: washing soap, mud, chalk, hot spices etc.)
- d) Detention in the classroom, library, toilet or any closed space in the school.

2. Mental harassment is understood as any non-physical treatment that is detrimental to the academic and psychological well-being of a child. It includes but is not restricted to the following:

- a) Sarcasm that hurts or lowers the child’s dignity; Calling names and scolding using humiliating



adjectives, intimidation;

- b) Using derogatory remarks for the child, including pinning of slogans;
- c) Ridiculing the child with regard to his/her background or status or parental occupation or caste;
- d) Ridiculing the child with regard to his/her health status or that of the family – especially HIV/AIDS and tuberculosis;
- e) Belittling a child in the classroom due to his/her inability to meet the teacher's expectations of academic achievement;
- f) Punishing or disciplining a child, not recognizing that most children who perform poorly in academics are actually children with special needs. Such children could have conditions like learning disability, attention deficit hyperactivity disorder, mild developmental delay etc.
- g) Using punitive measures to correct a child and even labeling him/her as difficult; such as a child with attention deficit hyperactivity disorder who may not only fare poorly in academics, but also pose a problem in management of classroom behaviors;
- h) 'Shaming' the child to motivate the child to improve his performance and
- i) Ridiculing a child with developmental problems such as learning difficulty or a speech disorder, such as, stammering or speech articulation disorder.

3. Discrimination is understood as prejudiced views and behaviour towards any child because of her/his caste/gender, occupation or region and non-payment of fees or for being a student admitted under the 25% reservation to disadvantaged groups or weaker sections of society under the RTE, 2009. It can be latent; manifest; open or subtle. It includes but is not restricted to the following:

- a. Bringing social attitudes and prejudices of the community into the school by using belittling remarks against a specific social group or gender or ability/disability;
- b. Assigning different duties and seating in schools based on caste, community or gender prejudices for example, cleaning of toilets assigned by caste; task of making tea assigned by gender); admission through 25% reserved seats under the RTE; or non-payment of any prescribed fees;
- c. Commenting on academic ability based on caste or community prejudices and
- d. Denying a facility like library books or uniforms or sports facilities to a child or group of children based on caste, community, religion or gender.

CODE OF CONDUCT

INAPPROPRIATE / OFFENSIVE BEHAVIOUR OF STAFF AND EMPLOYEES

- 1. Hit or otherwise physically assault a child.
- 2. Use language that will mentally or emotionally abuse the child.
- 3. Act in any way that intends to embarrass shame, humiliate or degrade a child.
- 4. Show discrimination of race, culture, age, gender, disability, religion, sexuality, political persuasion or any other status.
- 5. Develop a sexual relation with a child.
- 6. Kiss, hug, fondle, rub or touch a child in an inappropriate or culturally insensitive way.
- 7. Initiate physical contact unless initiated by the child (e.g., holding hands).
- 8. Suggest inappropriate behaviour or relations of any kind.
- 9. Allow children to engage in sexually provocative games with each other.
- 10. Stand aside when they see inappropriate actions inflicted by children on other children because it is frequent and commonplace.



ACTION TO BE TAKEN BY TEACHERS

As teachers if **one is concerned that one of the children has any signs of abuse it is vital to report to the Principal** who will keep a written record of any factual statement of concern regarding a child.

CHILD PROTECTION IS ALSO ABOUT YOUR OWN PROTECTION SO PLEASE REMEMBER THAT YOU ARE TO ONLY REPORT THE INCIDENT AND NOT TAKE ANY ACTION AFTER DISCLOSURES.

ANTI BULLYING POLICY

Bullying is behaviour by an individual, repeated over time that intentionally hurts another individual or group. It can be in the physical, verbal, emotional or cyber domain. It is any act or gesture (written, verbal, graphic, or physical) that is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating and threatening and likely to evoke fear of physical harm or emotional distress.

The following types of bullying behaviour are included in this non-exhaustive definition

- deliberate exclusion, malicious gossip and other forms of relational bullying,
- cyber-bullying,
- identity-based bullying such as homophobic bullying, racist bullying,
- Bullying of those with disabilities or special educational needs.
- hurtful public message, image or statement on a social network site or other public forum
- where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying

Bullying undermines and dilutes the quality of education. Research shows that bullying can have short and long- term effects on the physical and mental well-being of pupils, on engagement with school, on self-confidence and on the ability to pursue ambitions and interests. Therefore, the policy aims to create an environment where students can grow and flourish without fear.

An anti-bullying policy should always endeavor to complement a school's policy on behavior and discipline. There is also a need to regularly reinforce and review the policy so that newcomers to the school understand the school's stance on bullying and so that existing pupils and parents are reminded that bullying, in whatever form, will never be tolerated.

POLICY GUIDELINES

- a) The Head of the Institution will be responsible to determine whether an alleged act constitutes a violation of this policy.
- b) The Policy prohibits reprisal or retaliation against any person who reports an act of bullying or harassment or cooperates in the investigation.
- c) The policy prohibits any person from falsely accusing another as a means of bullying or harassment.
- d) School officials will disseminate the policy annually to all school staff, students, and parents, along with a statement explaining that it applies to all applicable acts of harassment if bullying occurs on school property, at school-sponsored functions, or on a school bus.
- e) Involvement of parents through regular meetings with HM/Class teacher/Counselor. The school recognizes the need to work in partnership with and keep parents informed on procedures to improve relationships on a school-wide basis.



CODE OF CONDUCT

Behaviour protocol for children

- i) Respect all staff, teachers, parents and outsiders
- ii) All relevant information should always be given to the concerned staff
- iii) Share information and learning with other children
- iv) Never physically assault or sexually abuse another child
- v) Never tease another child or call out nicknames
- vi) Never threaten another child
- vii) Never spread rumors about another child, or details about the child which could be socially humiliating
- viii) Never force another child to give away his/her personal belongings
- ix) Never use abusive language
- x) This protocol must be encouraged by staff among children.

Expected Behavior of school staff

- i) The school promotes habits of mutual respect, courtesy and an awareness of the interdependence of people in groups and communities.
- ii) The school promotes qualities of social responsibility, tolerance and understanding among all its members both in school and out of school.
- iii) Staff members share a collegiate responsibility, under the direction of the Principal, to act in preventing bullying/aggressive behavior by any member of the school.

The following are **some practical tips** for immediate actions that can be taken to help build a positive school culture and climate.

- Explicitly teach pupils what respectful language and respectful behavior looks like, acts like.
- Display key respect messages in classrooms, in assembly areas and around the school. Involve pupils in the development of these messages.
- Catch them being good - notice and acknowledge desired respectful behavior by providing positive attention.
- Consistently tackle the use of discriminatory and derogatory language in the school.
- Give constructive feedback to pupils when respectful behavior and respectful language are absent.
- Have a system of encouragement and rewards to promote desired behavior and compliance with the school rules and routines.
- Explicitly teach pupils about the appropriate use of social media, mobile phone and internet use.
- Follow up and follow through with pupils who ignore the rules actively and tackle bullying behavior.
- Involve parents and/or the Parents' Association in awareness raising campaigns around social media.
- Actively promote the right of every member of the school community to be safe and secure in school.
- Highlight and explicitly teach school rules in pupil friendly language in the classroom and in common areas.
- All staff must watch out for signs of bullying behavior.
- Ensure there is adequate playground/school yard/outdoor supervision.
- School staff can get pupils to help them to identify bullying "hot spots" and "hot times" for bullying in the school.
- Hot spots tend to be in the playground/school yard/outdoor areas, changing rooms, corridors and other areas of unstructured supervision.
- Hot times again tend to be times where there is less structured supervision such as when pupils



are in the playground/school yard or moving classrooms.

- Support the establishment and work of student councils' agencies in preventing and dealing with bullying.

DISCIPLINE AND SUBSTANCE ABUSE POLICY

School discipline is the system of rules, punishments and behavioural strategies appropriate to the regulation of children and the maintenance of order in schools. Its aim is to control the students' actions and behaviour. An obedient student is in compliance with the school rules and codes of conduct. These rules may, for example, define the expected standards of clothing, timekeeping, social behaviour and work ethic. The term *discipline* is also applied to the intervention that is the consequence of breaking the rules. The aim of discipline is to set limits restricting certain behaviours seen as harmful for the child or others around him.

In general, a system of school discipline can be called effective if it clearly communicates to both students and staff what are acceptable and unacceptable boundaries of behavior and what are the consequences of misbehavior will be.

Objectives of A Discipline Policy/Plan

- To enable students to manage and control their behavior.
- To enable the students follow rules, respect them and participate positively in learning process.
- To eliminate physical and psychological violence from school.
- To ensure a general wellbeing of students and staff in school.

The aforementioned objectives can be achieved through the following steps-

- A firm consistent discipline plan.
- Entire school (i.e., all heads, teachers, students and parents) is aware of the plan and follows consistently.
- The plan is implemented strictly by VP/HMs and counselor (when required for referral).
- Have a few pages in diary for indisciplinary notes from teacher (so that each parent can ensure about their child's behaviour by going through those pages).
- Enhance parent participation by
 - A) having regular age-appropriate workshops (e.g., Mont-I, class I, VI, IX and XI)
 - B) valuing parent participation (e.g. dads vs. lads matches)
- Appropriate and respectful behavior is modeled by teachers and administrators.
- Appropriate behavior in students is appreciated and encouraged through formal and informal means.

It is vital that the behavior policy is clear, that it is well understood by staff, parents and pupils, and that it is consistently applied.

CODE OF CONDUCT

DEFINITION OF MISBEHAVIOUR

- Misbehavior includes disrespect to teachers all members of the School Staff, Irregular attendance, habitual idleness, disobedience, bad conduct, stealing, using unfair means in examination, teasing fellow students, etc.
- Students are not allowed to bring two wheelers to school or drive a four-wheeler to school.
- No books, periodicals, comics, newspaper or printed matter of an objectionable nature, must be brought into the school.



- Unauthorized object that may cause harm to self /others /school building. e.g., Sharp objects, fire crackers etc. must not be brought to School.
- Cell phones, digital watches and diaries, toys, calculators, video games, portable audio and video devices and any mass storage devices are forbidden in the school.
- Any damage to school property must be made good by the student concerned.
- The school uniform is a sacred and prized possession of a student. It symbolizes the ethos and culture of the school, of which the student is an integral part.
- Uniform includes proper shirt, skirt/trousers, socks, belt, shoes, tie and blazer (in winters). Shirts should be properly tucked in and skirts/trousers worn on the waist and not low waist. Any violation of its sanctity calls for firm disciplinary action.
- School time needs to be respected. Gates to be closed at 7.45 am
- No child enters unless parents accompany with valid reasons.
- It is responsibility of parents to ensure child's safe return to home if he /she reaches late and gates are closed.

REPORTING

- An episode of indiscipline can be reported by a student, teacher, a support staff or administrator.
- The complaint must be brought to the notice of Class teacher and the Head Mistress; who would decide for next action as per the severity of indiscipline.

Once rules have been communicated, fair and consistent enforcement helps maintain students' respect for the school's discipline system. Consistency will be greater when fewer individuals are responsible for enforcement.

The school will review this policy annually to reflect new legal and regulatory developments and ensure best practice.



CPP REPORTING FORM

Teacher Reporting the CP Issue:

Name: _____ Position Held: _____

Relationship to the victim: _____ Time of Reporting: _____

Childs Details:

Name: _____ Class and Section: _____

Age: _____ Sex: _____ Contact No.: _____

Address: _____

Types of Abuse: ☐ Physical ☐ Sexual ☐ Verbal ☐ Neglect ☐ Other _____

Where did the incident happen? ☐ House ☐ School ☐ Other: _____

Alleged Perpetrator's Information:

Name: _____ Age: _____ Sex: _____

Relationship to child: _____

Address: _____

Details of the incident:

Signature



CYBER SAFETY ADDRESSAL POLICY

CYBER BULLYING

Cyber Bullying is bullying that is carried out through an internet service, such as email, chat room, discussion group or instant messaging. It can also include bullying through mobile phone technologies such as short messaging service (SMS) and in-phone cameras.

It can include **defamation** like posting rumors or gossips about a teacher, school or fellow student on the internet, bringing about hatred in other's minds; or it may go to the extent of personally identifying victims and publishing materials severely defaming and humiliating them. It includes communications that seek to intimidate, control, manipulate, put down, falsely discredit, or humiliate the recipient. The actions are **deliberate, repeated**, and hostile behavior intended to harm another.

SCHOOL POLICY REGARDING USE OF CELL PHONES AND OTHER ICT DEVICES

- The school doesn't permit any student carrying any electronic article to the school without a written permission from the concerned teacher. **Noncompliance of the rules would be considered as an offence.**
- Electronic articles like cell phone, pen drives, hard discs, PSP's, CD's etc. are strictly not allowed and if a student is found in possession of one then the mobile phone or device would be confiscated and it becomes the school property.
- The device would only be returned to the parents after submission of parental undertaking, stating that the offence would not be repeated.
- The school looks forward to providing a cyber safe environment for promoting educational use of technology

MONITORING MECHANISMS:

The school shall constitute a Monitoring Committee whose primary responsibility shall be prevention of cyber bullying as well as the implementation of safe cyber-use guidelines within the school. Any violation of the Cyber Policy by the students must be dealt strictly and appropriately. On the other hand, any incident of Cyber stalking, Cyber bullying, etc. must be dealt with sensitively and the response to individual incidents must be recorded and followed-up.

The committee shall meet once every month and ensure confidentiality of cases discussed each time.

GUIDELINES FOR THE SCHOOL

1. Teachers must ensure that all ICT related activity is done by the students under proper supervision and guidance.
2. Teachers must not disclose their passwords to the students for accessing their email.
3. The school must ensure that appropriate sites are blocked by the use of a firewall and / or proxy server.
4. All appropriate ICT devices must have an antivirus protection which should be updated regularly.
5. The school must ensure that all ICT devices are password protected and the passwords are changed on a regular basis.
6. The school must provide awareness to the students, teachers and parents by regular workshops as per requirement.
7. All measures should be taken to ensure that only original software are used by the students.



GUIDELINES FOR STUDENTS

1. Students must use the ICT devices of the school with utmost care.
2. Students must use the ICT devices only for school related work under the supervision of the concerned teachers.
3. Students must not cause damage to any equipment. If they spot any damage, they must inform the teacher immediately.
4. Students must not eat/drink near the ICT devices.
5. Viewing social media sites/Registering on any website/Downloading any material for use must be under the strict supervision of the teacher.
6. Students must not claim to represent the school in an official capacity when using the Internet.
7. Students are not allowed to bring equipment such as iPad, iPod, PSP, mobile phones etc. to the school. Any such equipment confiscated from the students will be kept with the school.
8. The use of USB drives must be restricted for copying and transferring school related data only.
9. Students must report incidents of Cyber Bullying and Cyber Stalking to the school counselor/parents immediately.
10. Learn to use the **internet safely**:
 - Don't give out personal information such as your address or phone number.
 - Do not share passwords, user names, accounts Ids or PINs with anyone besides your parents.
 - Do not share other people's personal information or say things that might violate the safety or rights of others, even if you mean it as a "joke".
 - Do not leave the ICT devices unattended.
 - Don't become online 'friends' with people you don't know.
 - Never arrange to meet someone in person who you've met online.
 - If anything, you see or read online worries you, tell your parents/teachers about it.
 - What you do not do in real life, don't do on the Internet. This includes all kinds of cyber bullying using text, photos and videos.

GUIDELINES FOR THE PARENTS

1. Place the computer in an open area in your home-not in your children's room.
2. Set clear expectations for your children, based on age and maturity.
3. Write down the rules and place them next to the computer.
4. Install parental control (content filtering) software.
5. Learn Internet basics, be approachable and lead by example
6. Talk to your child about cyber bullying before it happens. Work out strategies to address cyber bullying. Your children should know what to expect if they do report their concerns to you.
7. Keep the lines of communication open so your children will be comfortable talking about what is worrying them. Guide their online activities and help them learn to communicate appropriately with friends and family
8. Monitor what your child is doing online and explore it with him/her. Discuss the kinds of sites that are safe to explore and those that are not.
9. Help your child to block anyone who sends offensive content. Most social networking services allow users to block and report someone who is behaving badly.

WHAT TO DO IF YOU THINK YOUR CHILD IS BEING CYBER BULLIED – POSSIBLE SIGNS:

1. Discuss any changes in mood or behaviour with them. If you are concerned, help your child to stay connected to friends and family they trust.
2. Notify the police immediately if you have serious concerns for your child's safety.
3. Work with your child to save some evidence of cyber bullying behaviour-it may need to be followed up by the school, internet service provider (ISP), mobile phone carrier or the police.
4. Cyber bullying won't stop if it's ignored-you can help by listening to your children and working with them to take control of the situation.



TEACHERS' LIST

LIST OF CLASS TEACHERS FOR THE SESSION 2021-22

MONTESSORI DEPARTMENT

CLASS

Pre School A
Pre School B
Pre School C
Pre School D
Pre School E

Pre Primary A
Pre Primary B
Pre Primary C
Pre Primary D
Pre Primary E

NAME OF THE TEACHER

Swati Kapur
Kavita Chadha
Rupika Dhall
Pooja Kakkar
Apoorva Kapoor

Jasmine Kaur
Aarti Gupta
Ekta Arora
Pooja Batra
Pooja Hardat

PRIMARY DEPARTMENT

Class I A
Class I B
Class I C
Class I D
Class I E

Class II A
Class II B
Class II C
Class II D

Class III A
Class III B
Class III C
Class III D

Class IV A
Class IV B
Class IV C
Class IV D

Class V A
Class V B
Class V C
Class V D

Veenu Sachdeva
Pooja Singh
Sheetal Salhotra
Hemlata Gupta
Kavita Parihar

Romina Sharma
Poonam Khetrapal
Jyoti Sehgal
Ruma S Melkani

Ritu Gosain
Karamjit Nagpal
Taruna Taneja
Mridula

Bharti Yadav
Shaveta Manchanda
K Anuradha
Preeti Mehra

Rachna Malik
Sushmita Bhasker
Sital Patro
Ramandeep Doria



SECONDARY DEPARTMENT

Class VI A	Neelam Sehgal
Class VI B	Neerja Marwah
Class VI C	Rashmi Hajela
Class VI D	Hema Gupta
Class VII A	Komal Sharma
Class VII B	Nandita Nath
Class VII C	Neha Budhiraja
Class VII D	Pushpinder Kaur
Class VIII A	Divya Grover
Class VIII B	Charulata Tiwari
Class VIII C	Puja Sahni
Class VIII D	Kamalpreet K Saini
Class IX A	Richa Ahuja
Class IX B	Rohini Gautam
Class IX C	P Gayatri
Class IX D	Shruti Abrol
Class X A	Shiwali Bisht
Class X B	Tanvi Gupta
Class X C	Ishu Aggarwal
Class X D	Anju Khanna

SENIOR SECONDARY DEPARTMENT

Class XI A	Arti Singh
Class XI B	Jyoti Singh
Class XI C	Nimisha Rawat
Class XI D	Bhawna Katyal
Class XII A	Parul Priya
Class XII B	Sony Devatwal
Class XII C	Monica Chawla
Class XII D	Pooja Bhatia

Sandhya Kakkar -	Vice-Principal
Amrita Malhotra -	Headmistress



Non - Class Teachers

Montessori Department

Neha Rajput

Primary Department

Deepali Sharma

Sapna Saxena

Harneet Kaur

Sithalakshmy Iyer

Sangeeta Pun

Jung Bahadur Gurung

Kangkan Barman

B S Yadav

Deepti Sharma

Secondary Department

Sushma Sharma

Deepika Dutt

Kajal Negi

Meena Rana

Akansha Sharma

Deepti Jain

Sudiksha Pabbi

Sunita Dagar

Narender Dutt Semwal

Ujjwal Kumar

Saptrishi Mondal

S K Mishra

Biswajit Mandal

Sushil Kumar

Vivek Soni

Abhishek Ojha

Senior Secondary Department

Archana Narang

Aishwarya Taneja

Bhawana Arora

Richa Tuli

Bhavna Mittal

Vinita Dhawan

Ritika Sharma



TEACHERS DUTY LIST (2021-2022)

1.

PRE- SCHOOL ADMISSION COMMITTEE

Admission Incharges	Amrita Malhotra (HM) (I/C), Bhavna Mittal (I/C), Kajal Negi (I/C)
In-house Development of online form and Testing	Sudeep Kar, Meena Rana {To be ready latest by October}
Sub committee	Deepali Sharma, Sunita Dagar and Mont Teachers {As deputed by HM} for Prospectus, Resolution, Criterion, Website Updation, Draw of Lots. etc.
Fee Collection & Admission No	Disha Kar & Sanjeev Kumar

2.

LATERAL ADMISSIONS COMMITTEE

Status of vacancies (EWS/DG/Gen Category and ordering of forms and sales of forms)	Disha Kar
Admission Notice & Posting of Admission Form on Website (by March 2 nd Week)	Sandhya Kakkar (VP), Amrita Malhotra (HM)
Verification of documents	Sandhya Kakkar (VP), Amrita Malhotra (HM)
Final signature & verification	Sandhya Kakkar (VP) – Sr Amrita Malhotra (HM) – Mont & Pr
Fee Collection & Admission No	Disha Kar & Sanjeev Kumar
Class XI- Online Form/Admission Notice/Test (to be over by 31 st March)	Archana Narang, Aishwarya Taneja (Under the guidance of VP)

3.

TIME TABLE COMMITTEE

Time Table	Sushma Sharma, Pooja Bhatia
Substitutions	Sushma Sharma, Sunita Dagar, Harneet Kaur
Time-Table Typing	Rakesh Kumar (Pr.), Sanjay Pandey (Sr.)

INVIGILATION DUTIES

CBSE Duties	Archana Narang, Sushma Sharma
School Exam Invigilation Duties (Total number of duties given to each to be approved by Principal)	Sushma Sharma, Sunita Dagar Deepali Sharma



4.	EXAMINATION INCHARGES	
	Class I to V	Deepali Sharma, Ramandeep Doria
	VI to XII overall responsibility	Sandhya Kakkar (VP)
	Class VI to VIII	Dipti Jain and Divya Grover
	Class IX & X	Deepika Dutt and Tanvi Gupta
	Class XI & XII	Bhawna Katyal and Pooja Bhatia
	Retest, Improvement Test & Result Generation Schedule	Pooja Bhatia (Sr. Sec.), Tanvi Gupta (Sec.), Divya Grover (Middle), Ramandeep Doria (Pr.) (In consultation with VP / HM)
5.	CBSE & EXTERNAL EXAMS COMMITTEE	
	(External exam for which school is a centre), (To maintain a file of all CBSE circulars and date wise)	Archana Narang, Parul Priya, Ishu Aggarwal
	Seating arrangement	Rajesh Negi, Anand Negi, Sanjay Pandey
	CBSE Evidence & Records	Deepika Dutt and Tanvi Gupta (IX & X) Bhawna Katyal and Pooja Bhatia (XI & XII)
	(To maintain file of Name Changes / SC / ST / OBC record	Disha Kar and All Examination Incharges
6.	COMPETITIVE EXAMS COMMITTEE	
	OVERALL COORDINATION To maintain registers of dates, result dates and records etc.	Shaveta Manchanda (Primary) (I/C)
		Nimisha Rawat (Secondary and Senior) (I/C)
		Jyoti Singh and Arti Singh (JSTSE, NTSE, NSO)
		Meena Rana (NCO, ICO)
		Pooja Bhatia (IMO, Clash of Pi, VVM)
		Nandita Nath (English Olympiads)
7.	VIRTUAL ASSEMBLY COMMITTEE	
	Pre-School & Pre-Primary (Every Wednesday)	Rupika Dhall and Kavita Chadha
	Classes I to V (Every Friday)	Bharti Yadav and Sushmita Bhasker
	Classes VI to X (Every Monday)	Nandita Nath
	Classes XI & XII (Every Tuesday)	Bhawna Katyal
	Schedule of the same to be submitted to Principal	
8.	INTERNATIONAL SCHOOL ACTIVITIES	Sony Devatwal, Shruti Abrol, Rohini Gautam, Neha Budhiraja



9.	WORKSHEETS AND COMPREHENSIVE BOOKLETS (Should be ready by April 1)	All Subjects Teachers (All subject teachers to submit to class coordinators & copy to Jasneet Sharma)
10.		VIRTUAL TOURS
	(Class I-V)	Akansha Sharma
	(Class VI-VIII)	Kamalpreet K. Saini
	(Class IX-X)	Sudiksha Pabbi
	(Class XI-XII)	Ritika Sharma
	TO DRAW SCHEDULE AND SUBMIT COPY TO PRINCIPAL	
11.	BRANDING COMMITTEE	
	To draw the schedule of national & international days, making of creatives such as posters, podcasts, videos, care and connect initiatives, annual calendar	Principal Sandhya Kakkar (VP), Vinita Dhawan, Aishwarya Taneja, Bhawana Arora, Biswajit Mondal, Kangkan Barman, Nandita Nath
12.	E- NEWSLETTERS COMMITTEE	
		Vinita Dhawan (I/C), Bhawana Arora (I/C) (To draw the monthly schedule & submit to Principal)
	Alumni	Bhawna Katyal
	MUN	Aishwarya Taneja
	History	Puja Sahni
	Nature Club	Divya Grover
	Interact Club	Richa Ahuja
	Art	Nandita Nath
	Sports	Richa Tuli, Vivek Soni
	Mental Health	Vinita Dhawan, Deepti Sharma, Apoorva Kapoor (Mont)
	English	Kamalpreet K Saini
	Hindi	Sapna Saxena (Pr.), Neelam Sehgal (Sr.)
	Sanskrit	Narender Dutt Semwal
	French	Akansha Sharma



13.	E- SAGARIKA COMMITTEE	Kamalpreet K Saini (I/C) Bhawana Arora (Co I/C)
14.	SCHOOL CALENDAR COMMITTEE	Sandhya Kakkar (VP), Bhawana Arora, Vinita Dhawan, Aishwarya Taneja, Meena Rana, Biswajit Mandal, Jasneet Sharma, Rajesh Dabas
15.	SCHOOL DIARY & SYLLABUS COMMITTEE Drawing of Examination Schedule and Activity Schedule	Sandhya Kakkar (VP), Amrita Malhotra (HM) Respective Examination Incharges
16.	STAFF CLUB COMMITTEE	Sandhya Kakkar (VP), Amrita Malhotra (HM), Archana Narang
17.	SPIC MACAY COMMITTEE	S K Mishra, Taruna Taneja
18.	SPORTS COMMITTEE Preparation of Monthly Sports PPT (Submission to Jasneet Sharma)	Richa Tuli (Sports Coordinator), Vivek Soni
19.	MAINTENANCE OF SCHOOL COMPLEX (all certificates renewal for health, fire, water, electrical, liaison with all agencies including Traffic/DDA/MCD)	Sudip Kar, Rajesh Negi
	Regular fogging of school campus	Rajesh Negi
20.	SCHOOL TRANSPORT COMMITTEE	
	School Transport	Sudip Kar, Sunita Dagar
	Maintenance and fitness of School buses, stops and Transport File	Sudip Kar
21.	IDENTITY CARD	Sudip Kar, Praveen Kumar
22.	SCHOOL SOFTWARE & TECHNOLOGY COUNCIL INCHARGES	Sony Devatwal (I/C)
	Transport	Sudip Kar
	Fee	Amarpreet Kaur (I/C) & Sanjeev Kumar
	Medical	Amrita Malhotra
	Library	Sunita Dagar, Harneet Kaur



Examination Comp. Sr. Secondary IX-X VI-VIII I-V	Bhavna Mittal Meena Rana Sony Devatwal Ramandeep Doria
Complete Control, AMC Renewal & Admin Controls	Sudip Kar, Sony Devatwal

23.	PARENTAL BANK	All Class Teachers Sanjeev Kumar (for updation)
24.	SCHOOL WEBSITE	Sony Devatwal (I/C), Vinita Dhawan (I/C), Bhawana Arora (Weekly Updation report to be submitted to Principal)
	Complete Control, Weekly Monitoring and regular updations, weekly scroll	
	Administrator & Domain Renewal	Sudip Kar
	Branding Initiatives	Bhawana Arora, Vinita Dhawan
	About BBPS	Sony Devatwal, Bhawana Arora
	Campus tour video	Rajesh Dabas
	Admissions	Sandhya Kakkar (VP) Amrita Malhotra (HM)
	Academics	Ramandeep Doria
	Beyond Academics	Sandhya Kakkar (VP), Sony Devatwal
	School Activities	Sandhya Kakkar (VP), Amrita Malhotra (HM)
	School Calendar	Sandhya Kakkar (VP), Amrita Malhotra (HM)
	Essential Information	Sandhya Kakkar (VP), Amrita Malhotra (HM)
	Sports Section	Richa Tuli, Vivek Soni
	Co-curricular section	Disha Kar
	What's New Menu Option	Ramandeep Doria
	Gallery (Photo, Video, Achievers, Pop Up)	Rajesh Dabas
	PTA	Sony Devatwal, Jasneet Sharma
	School Functions	Sandhya Kakkar (VP), Amrita Malhotra (HM)
	Alumni Corner	Bhawana Katyal
	Home Page- Banner	Rajesh Dabas
	Home Page- Hyperlinks, What's new, Recent activities, highlights, FAQ	Ramandeep Doria



25.	MC MEETING (PPT) COMMITTEE	
	Report to be submitted 15 days in advance	Sandhya Kakkar (VP) (I/C) Bhawana Arora (I/C) Bhavna Mittal Meena Rana Jasneet Sharma Disha Kar Kamalpreet (Videos Editing) Swati (Mont) Bharti Yadav (Primary) Sushmita Bhasker (Primary) (HM to compile and submit) Rajesh Dabas (for videos Clips to be seen and selected by Kamalpreet K Saini)
	DECORATION TEAM FOR MC MEETING	Nandita Nath Biswajit Mandal Kangkan Barman (Dates to be given by Jasneet Sharma)
26.	PRINCIPALS MONTHLY REPORT (To submit by 20th of every month)	Kamalpreet K Saini, Disha Kar
27.	WORKSHOPS COMMITTEE	
	Teacher's/Students Workshops and Seminars and report writing.	Vinita Dhawan (I/C) School Counsellor and Special Educator
	CBSE / Workshops/ Competitions	Archana Narang Kajal Negi Ishu Aggarwal
28.	ANNUAL STOCK TAKING COMMITTEE	Sudip Kar Neha Budhiraja Karamjit Nagpal Final Verification: VP/HM
29.	BOOK LIST COMPILATION	Sandhya Kakkar (VP) Amrita Malhotra (HM) Sunita Dagar Harneet Kaur
30.	FEE CONCESSION FILE AND DISCUSSION OF SPORTS CASES	Sandhya Kakkar (VP) Amarpreet Kaur (Permission to be taken before April 1)



31.	CLASS - COORDINATORS	
	Pre-School	Kavita Chadha
	Pre-Primary	Jasmine Kaur
	Class I	Pooja Singh
	Class II	Ruma S Melkani
	Class III	Taruna Taneja
	Class IV	Bharti Yadav
	Class V	Ramandeep Doria
	Class VI	Rashmi Hajela
	Class VII	Nandita Nath
	Class VIII	Kamalpreet K Saini
	Class IX	Richa Ahuja
	Class X	Ishu Aggarwal
	Class XI & XII	Aishwarya Taneja
32.	VIRTUAL INTER SCHOOL COMPETITIONS & RECORD KEEPING	Jasmine Kaur, Apoorva Kapoor (Mont) Shaveta Manchanda (Pr) Nandita Nath (VI to X) Aishwarya Taneja (XI & XII)
33.	MEDICAL EMERGENCY CASES	Sandhya Kakkar (VP), Amrita Malhotra (HM) Sudip Kar, School Doctor, School Nurse, Uma Devi
34.	SEXUAL HARASSMENT COMMITTEE (POSH)	School Principal, Sandhya Kakkar (VP), Amrita Malhtora (HM), Vinita Dhawan, Saaneys Kapoor
35.	POCSO Committee	School Principal, Sandhya Kakkar (VP), Amrita Malhtora (HM), Vinita Dhawan, Saaneys Kapoor
36.	ANTI-BULLYING COMMITTEE	School Principal, Sandhya Kakkar (VP), Amrita Malhtora (HM), Vinita Dhawan, School Counsellor, Deepti Sharma
37.	SCHOOL SAFETY COMMITTEE	Sandhya Kakkar (VP), Amrita Malhotra (HM) Deepika Dutt, Sudip Kar, Vinita Dhawan Rajesh Negi, Security Officer, Saaneys Kapoor, Deepti Sharma
	SCHOOL PUBLICATIONS (Review and Upgradation)	
	Teachers Handbook	Amrita Malhotra (HM)
	Science Manuals	Divya Grover, Parul Priya, Anju Khanna
39.	SOLAN TRIP COORDINATOR	Shruti Abrol (I/C), Rashmi Hajela (Primary)
40.	SPORTS ACADEMY (Complete control and coaches monitoring) & Maintenance of Records as per guidelines	Richa Tuli, Vivek Soni



	STAR ACADEMY (MONTESSORI)	Amrita Malhotra (HM)
41.	Online Checking of Circulars DoE	Disha Kar
	Online checking of CBSE Circulars, marking & submission to Principal	Archana Narang
42.	SUMMER CAMP	Sushmita Bhasker (Pr) Tanvi Gupta } Middle & Sec Kajal Negi } (Under the guidance of VP & HM)
43.	EWS STATIONERY RECORD	Sandhya Kakkar (VP) Amrita Malhotra (HM)
44.	APPLYING FOR AWARDS & ACCOLADES (To make a list of possible awards together with their dates)	Aishwarya Taneja
45.	YEARLY BUDGET	Charu A Handa (A.O)

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LIST OF INTER SCHOOL EVENT INCHARGES

S. No.	Event	Teachers
1	Inter School MUN	Aishwarya Taneja, Deepika Dutt
2	E- Career Fair	Aishwarya Taneja, Vinita Dhawan
3	Dhoom	Sandhya Kakkar (VP), Amrita Malhotra (HM)
4	Virtual Orientation Day (MONT)	Rupika Dhall, Swati Kapur
5	Seedlings (Primary)	Sushmita Bhasker, Poonam Khetrapal
6	Virtual Graduation Day	Amrita Malhotra (HM)

INTER HOUSE & INTER CLASS COMPETITIONS: -

Conducting and Record Maintenance	Nandita Nath (I/C) Shaveta Manchanda (Primary Dept.)
Abhimanyu House	Hema Gupta (House Mistress) Bharti Yadav (Co – House Mistress) Jasmine Kaur Pooja Kakkar Preeti Mehra Sushma Sharma P Gayatri Ramandeep Doria



	Puja Sahni S K Mishra Sunita Dagar Parul Priya Jyoti Singh Akansha Sharma Neha Budhiraja
Subhash House	Divya Grover (House Mistress) Romina Sharma (Co - House Mistress) Kavita Chadha Ekta Arora Poonam Khetrapal Shruti Abrol Sheetal Salhotra Charulata Tiwari Dipti Jain Deepika Dutt Richa Tuli Biswajit Mandal K Anuradha Harneet Kaur
Shastri House	Nimisha Rawat (House Mistress) Jyoti Sehgal (Co-House Mistress) Pooja Hardat Hemlata Gupta Pooja Singh Pushpinder Kaur Bhavna Mittal Aishwarya Taneja Archana Narang Jung Bahadur Gurung Narender Semwal Kamalpreet K Saini Richa Ahuja Ritika Sharma Sangeeta Pun
Ashoka House	Shiwali Bisht (House Mistress) Rashmi Hajela (Co - House Mistress) Aarti Gupta Vinita Dhawan Rachna Malik Kajal Negi Neerja Marwah Arti Singh Saptrishi Mandal B S Yadav Mridula Sony Devatwal Swati Kapur Apoorva Kapoor Sushmita Bhasker



Shivaji House	Bhawna Katyal (House Mistress) Ritu Gosain (Co - House Mistress) Neha Rajput Sapna Saxena Kavita Parihar Sital Patro Deepali Sharma Bhawna Katyal Ishu Aggarwal Monica Chawla Ujjwal Kumar Vinita Dhawan Bhawana Arora
Jawahar House	Rohini Gautam (House Mistress) Taruna Taneja (Co - House Mistress) Veenu Sachdeva Rupika Dhall Pooja Batra Karamjit Nagpal Ruma S Melkani Tanvi Gupta Meena Rana Sithalakshmy Iyer Sushil Kumar Anju Khanna Neelam Sehgal Pooja Bhatia Ritika Sharma Deepti Sharma (Special Educator) Ritika Sharma

E-NEWSLETTERS - MONTHLY SCHEDULE

S.No.	Month	Newsletter	Teacher In-charge
1.	April	Novis Intiis – New Beginnings	Veenu Sachdeva Romina Sharma
2.		Mental Health	Vinita Dhawan Deepti Sharma
3.	May	Digitales	Kavita Chadha Jasmine Kaur
4.		Interact Club	Richa Ahuja Hema Gupta
5.	June	French	Akansha Sharma
6.		Art	Nandita Nath



7.	July	Intercom – Technology & Me	Bharti Yadav Kavita Parihar Hemlata Gupta Deepali Sharma
8.		Hindi	Neelam Sehgal
9.	August	Far Yet Connected	Aarti Gupta Rupika Dhall
10.		Nature Club	Divya Grover
11.	September	भावांकुर	Sapna Saxena K Anuradha Mridula Pooja Singh
12.		MUN	Aishwarya Taneja
13.	October	Adopted & Adapted	Ekta Arora Swati Kapur
14.		Sanskrit	Narender Dutt Semwal
15.	November	Mind Mirage	Sital Patro Ruma S Melkani Shaveta Manchanda Ritu Gosain
16.		Sports	Richa Tuli Vivek Soni
17.	December	Dream Weavers	Neha Rajput Pooja Batra
18.		Alumni	Bhawna Katyal
19.	January	Cultural Cornucopia	Taruna Taneja Sheetal Salhotra Jyoti Sehgal Rachna Malik
20.		History	Puja Sahni
21.	February	Kaleidoscope February	Pooja Hardat Apoorva Kapoor Pooja Kakkar
22.		Educators' Initiatives	Kamalpreet Saini Shruti Abrol Rohini Gautam



23.	March	Joyful Learning	Karamjit Nagpal Romina Sharma Preeti Mehra Poonam Khetrapal Harneet Kaur
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Design & Layout: Rajesh Dabas and Meena Rana (Sr. Dept.)
Praveen Tondak and Ramandeep Doria (Pr. Dept.)
Proofreading: Bhawana Arora and Vinita Dhawan

SCHOOL WEBSITE DUTY LIST OF SUB-COMMITTEE MEMBERS

1	Complete Control, Weekly Monitoring and regular updations	Sony Devatwal (I/C), Vinita Dhawan (I/C), Bhawana Arora (Weekly Updation report to be submitted to the Principal)
2	Administrator & Domain Renewal	Sudeep Kar
3	Home Page Banner, Branding Initiatives, BBPS on Social Media, Campus Tour Video, View Gallery, What's New, Recent Activities, FAQ, Hyperlinks, Get in touch, Follow us on, Map Scrolls Welcome to Bal Bharati, Principal Speaks Sports Achievements Crowning Glory	Rajesh Dabas Sudeep Kar Bhawana Arora, Sony Devatwal Richa Tuli, Vivek Soni, Disha Kar Disha Kar
4	About BBPS	Sony Devatwal, Bhawana Arora
5	Campus tour video Facilities and Infrastructure Safety and Security	Rajesh Dabas
6	Admissions	Sandhya Kakkar (VP) Amrita Malhotra (HM) Sudeep Kar
7	Academics	Ramandeep Doria



8	Beyond Academics	Sandhya Kakkar (VP) Sony Devatwal
9	School Activities	Sandhya Kakkar (VP) Amrita Malhotra (HM) Disha Kar
10	Essential Information School Calendar School Office Timing Bus Routes Policies and committees Uniform List of Holidays	Sandhya Kakkar (VP), Amrita Malhotra (HM) Praveen Tondak
11	Sports Section	Richa Tuli, Vivek Soni Disha Kar
12	Awards and Accolades Co-curricular section School Ranking & Awards Testimonial	Disha Kar
13	What's New Menu Option	Ramandeep Doria
14	Gallery (Photo, Video, Achievers, Pop Up)	Rajesh Dabas
15	PTA	Sony Devatwal, Jasneet Sharma
16	School Functions	Sandhya Kakkar (VP), Amrita Malhotra (HM) Disha Kar
17	Alumni Corner	Bhawna Katyal Sony Devatwal
18	Contact Us	Sudeep Kar
19	Bharati Connect	Sudeep Kar

Note: -

- 1) Website Sections should be updated every Saturday
- 2) Subhead incharges will send the confirmation of their updated sections to the Principal

EXAMINATION DUTY ROSTER

Primary

<u>Examination In charge</u>	Headmistress
<u>Examination coordinators</u>	Deepali Sharma, Ramandeep Doria
<u>Collection of Q/Papers</u>	} Deepali Sharma } Ramandeep Doria
<u>Final proof-reading of Q/Papers</u>	



<u>Copy of Q/Papers, answer keys, proformas and making sets</u>	Jyoti Sehgal
<u>Proformas (bell timing, collection & distribution, seating plan & seating arrangement, absentee statement, supplementary sheets etc.)</u>	Deepali Sharma, Ramandeep Doria
<u>Preparation of exam bundles (Bundling of Q/Papers, answer sheets, maps, graphs, stamping</u>	Rachna Malik
<u>Award lists (Distribution, collection proof reading of award lists- Scholastic and co – scholastic)</u>	Sital Patro
<u>Preparing proposals, obtain quotations, Prepare indent/order form, maintain stock register</u>	Class Teachers
<u>Marks data entry</u>	Ramandeep Doria
<u>Generation of cumulative sheets/green sheets, failure report, approval and printing of Report Card</u>	Ramandeep Doria (In consultation with HM)
<u>Rectification of marks data entry or error in Report Cards</u>	Kavita Parihar
<u>Re-totaling and rechecking of answer sheets in summative assessment</u>	Deepali Sharma, Ramandeep Doria
<u>Maintenance of examination records</u>	Sushma Sharma
<u>Invigilation duty and substitution on all exam days</u>	Sital Patro
<u>Stock Taking</u>	Sital Patro, Ramandeep Doria
<u>Preparation and distribution of Circulars and Date- Sheet</u>	Sital Patro, Rachna Malik
<u>Examination Handbook</u>	
<u>Retest</u>	
a) <u>Preparation of list of absentees</u>	Ramandeep Doria
b) <u>Retest date sheet (Preparation & distribution)</u>	
c) <u>Photocopy of question papers</u>	
d) <u>Conducting the retest</u>	
e) <u>Checking of answer sheets from subject teachers</u>	
f) <u>Maintaining retest records</u>	



EXAMINATION DUTY ROSTER 2021-2022 (VI-XII)

1.	Collection of Q\Papers (Online):	Bhawna Katyal (XI-XII) Deepika Dutt (IX-X) Dipti Jain (VI-VIII)
2.	Marks entry & Verification of marks data entry(online):	Class Teachers and Class Coordinators
3.	Generation of synopsis, subject – wise break-up, Result sheets/ Green sheets Computer Dept	Computer Dept: Bhavna Mittal (XI-XII) Meena Rana (IX-X) Sony Devatwal (VI-VIII)
4.	Exam Schedule, Syllabus etc.	Bhawna Katyal (XI-XII), Deepika Dutt (IX-X). Dipti Jain (VI-VIII)
5.	Name Change Procedure and Updation in School Records for IX-X	Kajal Negi
6.	Registration Class IX	Richa Ahuja
7.	Registration Class X	Ishu Aggarwal
8.	Uploading of Internal Assessment(X)	Meena Rana & Deepika Dutt
9.	LoC uploading & Correction in CBSE website (IX-X)	Deepika Dutt & Meena Rana
10.	Maintenance of CBSE Records (LoC cl IX-X), Internal Assessment for classes X	Class Coordinator & Deepika Dutt
11.	Maintenance of File of Name Change /SC/ST/OBC:	Bhawna Katyal (XI-XII) Deepika Dutt (IX-X) Dipti Jain (VI-VIII)
12.	Result Generation Schedule	Pooja Bhatia (XI-XII) Tanvi Gupta (IX-X) Divya Grover (VI-VIII)
13.	Drafting Circulars	Bhawna Katyal (XI-XII) Deepika Dutt (IX-X), Shruti Abrol (VI-VIII)
14.	Subject offered in VI-X & uploading of Exam Policy:	Bhawna Katyal (XI-XII) Deepika Dutt (IX-X) Dipti Jain (VI-VIII)
15.	Retest & Improvement Test	Pooja Bhatia (XI-XII) Tanvi Gupta (IX-X) Divya Grover (VI-VIII)



16.	Preparation of Indent order & Stock Register	Pooja Bhatia (XI-XII) Deepika Dutt (IX-X) Dipti Jain (VI-VIII)
17.	Streaming for class XI	Aishwarya Taneja Bhawna Katyal
18.	Record Keeping and maintenance of answer sheets	Pooja Bhatia & Anand Negi Tanvi Gupta & Praveen Tondak, Komal Sharma & Sanjay Kumar
19.	Collection & compilation of syllabus	Respective class coordinator
20.	Final uploading on the website	Ramandeep Doria

DUTY ROSTER FOR IMPROVEMENT TESTS / RETEST

Informing the students and photocopy of papers Starting the paper at 8:00 am Attendance sheet to be submitted to the Vice-Principal Issuing the gate pass	Aishwarya Taneja (Sr. Sec) Neerja Marwah (Sec.) Dipti Jain (Middle) Ramandeep Doria (Primary)
Invigilation duty for 1-4 pds	Sushma Sharma (To put arrangements)
Distribution of answer sheets to the subject teachers	Aishwarya Taneja (Sr. Sec.) Neerja Marwah (Sec) Dipti Jain (Middle) Ramadeep Doria (Primary)
Discussion of result with Vice-principal/HM (Copy to CC, Examination, Computer In charge) and Informing the parents and class teachers about the result	Aishwarya Taneja (Sr. Sec.) Neerja Marwah (Sec) Dipti Jain (Middle) Ramadeep Doria (Primary)
Generation of report cards (After verification of result by retest examination incharges)	Bhavna Mittal (XI-XII) Meena Rana (IX-X) Sony Devatwal (VI-VIII) Ramadeep Doria (Primary)



ANNUAL STOCK TAKING (2021-22)

OVERALL INCHARGE

Sandhya Kakkar – Vice Principal

Amrita Malhotra – Headmistress

Estate Officer

S. No.	NAME OF THE DEPARTMENT	TEACHER INCHARGE	CHECKER
1.	<u>OFFICE</u> Record Room	Charu A. Handa Amarpreet Kaur Disha Kar Sudip Kar	Ritika Sharma Nimisha Rawat Anju Khanna
2.	<u>LIBRARY</u> Sr. Library	Sunita Dagar Deepti Sharma (Special Educator) Rakesh Kumar Sanjay Pandey Anand Negi R D Shah	Pooja Hardat Romina Sharma Preeti Mehra Kavita Parihar Sapna Saxena Charulata Tiwari Poonam Khetrapal Sheetal Salhotra Neha Rajput Rupika Dhall P Gayatri Jasmine Kaur Swati Kapur
	Jr. Library	Harneet Kaur Parveen Rajesh Dabas Sanjeev	Rashmi Hajela Neelam Sehgal Rachna Malik Ritu Gosain Sital Patro Bharti Yadav Hemlata Gupta Mridula Pooja Batra Apoorva Kapur Pooja Kakkar Sushmita Bhasker
3.	<u>ART</u> Sr. Art	Biswajit Mandal	Ekta Arora
4.	<u>COMPUTER</u> Sr. Computer Lab	Bhavna Mittal (I/C)	Ramandeep Doria
	Jr. Computer Lab	Ramandeep Doria (I/C)	Sony Devatwal
5.	<u>MATHS LAB</u>	Shiwali Bisht	Shaveta Manchanda
6.	<u>MEDICAL ROOM</u>	School Doctor	Divya Grover



7.	<u>DANCE ROOM (Sr)</u>	S.K. Mishra	Sapna Saxena
8.	<u>DANCE ROOM (Jr)</u>	Sithalakshmy Iyer	Puja Sahni
9.	<u>MONT. APPARATUS</u>	Pooja Singh	Swati Kapoor
10.	<u>INSTRUMENTAL TABLA & BAND</u>	Saptrishi Mondal	Richa Ahuja
11.	<u>EXAMINATION CELL</u> Sr. Examination Room	Aishwarya Taneja	Dipti Jain
	Sec. Examination Room	Deepika Dutt	Arti Singh
	Mid. Examination Room	Shruti Abrol	Shruti Abrol
	Jr. Examination Room	Poonam Khetrapal	Neerja Marwah
12.	<u>SOUND SYSTEM</u>	Rajesh Negi	Jung Bahadur Gurung
13.	<u>GAMES AND SPORTS</u>	Sushil Kumar B S Yadav	Jyoti Sehgal
14.	<u>SCIENCE</u> Robotronics	Aarti Singh	Sital Patro
	Chemistry	Jyoti Singh	Rashmi Hajela
	Physics	Parul Priya	Anju Khanna
	Biology	Ishu Aggarwal	Ruma S. Melkani
15.	<u>FURNITURE</u> School Fixtures Electricals, School Assets	Rajesh Negi	Saptrishi Mondal Pooja Singh Ujjwal Kumar Sudiksha Pabbi Pushpinder Kaur Komal Sharma
16.	<u>EDUCOMP SYSTEM & EXTRA MARKS</u>	Sony Devatwal	P Gayatri
17.	<u>MUSIC (JR & SR)</u>	Jung Bahadur Gurung	Akansha Sharma
18.	<u>ATL LAB</u>	P Gayatri	Archana Narang



LEAVE RULES

General

Leave cannot be claimed as a matter of right.

Leave sanctioning authority may refuse or revoke leave of any kind.

Employee on leave on medical ground will be permitted to return to duty only on production of medical certificate of fitness from registered medical practitioner.

Overstay of leave without proper sanction will be debited against HPL account of the employee to the extent HPL is due and the excess treated as extraordinary leave. No leave salary is admissible for the entire period of overstay and the period of such overstay will not count for increment, leave and pension.

Willful absence from duty after the expiry of leave renders the employee liable to disciplinary action.

If the employee is on leave on 1st July, the benefit of increment will be drawn from the date on which he resumes duty and not from 1st July.

Casual Leave

CL is not a recognized form of leave. An official on CL is not treated as absent from duty and pay is not intermitted.

Every employee is entitled for 8 days casual leave during a calendar year

Casual leave can be combined with special casual leave/Vacation but not with any other kind of leave.

1. Sundays and holidays falling during a period of casual leave are not counted as part of casual leave.
2. Sundays/Holidays/Restricted holidays/Weekly off can be prefixed/suffixed to casual leave.
3. Officials joining during the middle of the year may avail of casual leave proportionately.
4. Employees who have some urgent work but do not require 1 full day leave can avail of half day casual leave. The dividing line will be the lunch break. Half day casual leave shall be granted only for the second half.

Earned Leave

Non-Vacation Staff

1. Credit will be afforded in advance at a uniform rate of 15 days on the 1st of January and 1st of July every year.
2. The credit of leave for the half year in which an employee is appointed will be afforded at the rate of two and a half days for each completed calendar month of service.
3. Earned leave can be accumulated up to 300 days in addition to the number of days for which encashment has been allowed along with LTC.
4. Earned leave is intended essentially for long periods.
5. EC can be availed up to 180 days at a time.

Vacation Staff

1. EL is not admissible to vacation staff w.e.f. 1.1.2010
2. If in any year, vacation is not availed EL will be admissible for that year.

Half Pay Leave

HPL is cashable at the time of retirement to the extent the credit of EL falls short of 300 days.

Vacation Staff

1. It will be credited in advance at the rate of 10 days on 1st of Jan and 1st of July every year.
2. HPL can be availed either with or without medical certificate.



3. HPL can be commuted into full pay leave as commuted leave if leave applied for is on medical grounds with medical certificate.
4. HPL will be debited to the extent it is availed. In such case employee will be given half pay for such period.
5. On commutation of HPL, account will be debited by the double no. of days so availed and salary will be paid at full rate.
6. There is no maximum limit for accumulation of HPL.

Commuted Leave

1. Commuted leave not exceeding half the amount of HPL due can be taken on medical certificate.
2. Commuted leave can be taken without medical certificate.
 - i. Up to a maximum of 60 days by a female employee if it is in continuation of maternity leave.
 - ii. It can be taken without medical certificate up to maximum of 60 days by a female employee with less than 2 living children if she adopts a child less than 1 year old.
3. Where an employee, granted a commuted leave quits service voluntarily without returning to duty, commuted leave shall be treated as HPL and excess salary recovered.
4. Commuted leave may be granted at the request of the official even when EL is available.

Maternity Leave

1. During pregnancy 180 days w.e.f.01.09.2008 is admissible only to employees with less than 2 surviving children.
2. Miscarriage/abortion- total of 45 days in the entire service excluding any such leave taken prior to 16.06.1994. It is admissible irrespective of number of surviving children. Applications should be supported by a certificate from a registered medical practitioner.
3. It may be combined with leave of any other kind.

Paternity Leave

1. Male employees with less than two surviving children are eligible for paternity leave.
2. Paternity leave is also admissible on valid adoption of a child below the age of one year.
3. Fifteen days during wife's confinement & to be applied up to fifteen days before or up to six months from the date of delivery and for 15 days from the date of valid adoption of a child.
4. It can be combined with any other kind of leave except casual leave.



SALIENT FEATURES OF L.T.C. RULES & REGULATIONS

(This is not a complete scheme. For details contact School A/c. Section. Major guidelines are as per Central Govt. LTC Scheme)

LTC to any place in India

1. Any confirmed employee who has completed one year of continuous service on the date of journey performed by him/her and his/her dependent is eligible for L.T.C.
2. Admissible once in a block of four years to any place within the territory of India. (Current Block Year – 2014-17)
3. Admissible in lieu of one of the two journeys to home town in a block of four years. Blocks are 2014-15 and 2016-17.
4. Concession of one block year can be carried forward to the first year of the next block year.
5. Employees whose spouses are working in Indian Railways/National Air Lines are not eligible for LTC.
6. Employees availing LTC to Home Town for self alone once every year are not entitled to LTC to anywhere in India.
7. Where the husband and wife are both in service and residing together, either one can avail of the concession treating the other as a member of the family.
8. Concession is admissible for all journeys by Air/rail/road/steamer as per rules.
9. Entitled officers and their families may travel by Air India and by Economy class.
Air ticket may be purchased directly from Air Lines Booking Counter or website of Air Lines or through Authorized Travel Agents.
10. Air Journey by non-entitled employees is allowed and reimbursement would be restricted to the fair of the entitled class by train (i/c Rajdhani/Shatabdi). If full air fare has been paid in respect of children/Senior Citizen full train fare is reimbursable.
11. Up to 90% of the fare can be taken as advance.
12. When advance is taken, the claim should be submitted within one month from the date of return journey. If not, outstanding advance will be recovered in one lumpsum along with penal interest @2% over GPF interest on the entire advance from the date of withdrawal to the date of



recovery.

13. When no advance is taken, claim should be submitted within three months from the completion of return journey. Otherwise, the claim should be forfeited.
14. The official should furnish Railway ticket numbers, PNR No. etc. within ten days of the drawl of advance.
15. Not admissible when the journeys are undertaken in a private car (owned, hired or borrowed) or chartered bus, van or other vehicle owned/chartered by private operators.
16. Calculation will be based on fares by the shortest route.
17. Extra cost like telegram charges etc. for reservations will be borne by the employee.
18. The intended place of visit should be declared by the employee in advance. Any change in the declared place of visit should be brought to the notice of sanctioning authority before the commencement of the journey.
19. A Declaration Form and the advance form should be submitted by the employee well in advance.

SALIENT FEATURES OF MEDICAL REIMBURSEMENT SCHEME

1. These rules are applicable to any confirmed employee and his family who are wholly dependent on him/her.
2. The claim should not exceed the ceiling fixed.
3. Medical consultation can be had from any Registered Medical Practitioner with specified Qualification.
4. Bills should be submitted within one month of completion of treatment to the Medical Officer of the School Medical Unit.
5. All the bills will be certified by the School Medical Unit and recommendations will be made as per rules.
6. Bills pertaining primarily to food, tonics, toilet preparations, disinfectants etc. are not covered under this rule.
7. Bills pertaining to Maternity (pre-natal & post-delivery, miscarriage etc.) are not covered under this rule.
8. In respect of major diseases, please consult the School office/Accounts Department for detailed information.



BAL BHARATI PUBLIC SCHOOL

Dwarka

Application Form for Grant of LTC Advance

(To be submitted one month before)

1. Name of the employee _____
2. Designation _____
3. Department _____
4. Date of appointment _____
5. Date of confirmation _____
6. Pay Scale _____
7. Present Grade Pay _____
8. Whether wife/husband is employed and if so whether entitled to L.T.C. _____
9. Whether the concession is to be availed for visiting Home Town, and if so block years for which LTC is to be availed _____
10. Hometown as recorded in the service book _____
11. a) if the concession is to visit anywhere in India, the place to be visited _____
b) Block years for which LTC applied for _____
c) Last LTC availed (month and year) _____
12. Single Rail/Bus fare from the HQ to hometown/place of visit by shortest route _____
13. Persons in respect to whom LTC is proposed to be availed: -

S. No.	Name	Age	Relationship

14. Amount of advance required as per details given overleaf:
15. a) I declare that the particulars furnished above are true and correct to the best of my knowledge.
b) I undertake to produce the tickets for the outward journey within ten days of receipt of the advance.
c) Necessary documents regarding the journey as per proposed will be submitted with the final bill.
d) In the event of cancellation of the journey or if I fail to produce the tickets within 10 days of receipt of advance, I undertake to refund the entire advance in one lump sum.

Date _____

Signature of Employee _____

ACCOUNTS

A.O.

I.A.

PRINCIPAL



Details of Proposed L.T.C

Date	Place		Distance in Kms	Mode of journey	Class to which entitled	Fare (Approximate)	Remarks
	From	To					

CALCULATIONS: Total Fare = fare of one person x No. of Tickets / Persons

$$90\% = \frac{\text{Total Fare} \times 90}{100}$$

Date

Signature of Employee

FOR USE IN OFFICE

1. Particulars from 1 to 11 checked and verified.
2. Amount entitled for Advance Payment.
3. Advance of Rs..... may be sanctioned.

Dealing Assistant
Signature/Date

Principal