# **ST. XAVIER SCHOOL**

Tanakpur Road, Tigri Chauraha, Amaun, Khatima

Dist. U.S. Nagar, Uttarakhand - 262308

Mob.: 09634022150

Website: stxavierschoolkhatima.org

E-mail: stxaviersschoolktm2@gmail.com



Patron St. Xavier School, Khatima



# SCHOOL ANTHEM

Let us sing with jubilation, A song of duty done: A song of exaltation, Of laurels fought and won: Of many glorious years in store, A song to sound from shore to shore: They've carved out a name in the roll of fame: The students of St. Xavier's. Uplift our voices to proclaim, And let the whole world heed: In class, in the field, at work, at play, St. Xavier's take the lead. Yet not alone for worldly fame, Success or honor, wealth or name; The students of St. Xavier's.

## **OUR VISION AND MISSON**

Our vision of education is to promote the Glory of God by establishing His Kingdom with its values of Love, Truth, Peace and Justice through Qualitative and value Based Education with an aim to form the character of young students for the Transformation of the self and the society as a part of the Redeeming and Restoring Mission of God in Jesus resulting in Fullness of Life for all and openness to the wider world.

## **OUR MISSION**

The **Mission** of our school is to translate and give substance to our vision of **Transformation of the Selfand the Society** through and **integrated formation** with a **Divine touch.** We prepare the students to be the active agents of change by way of:-

- 1. Making out educational institutions "Centers of Good News"
- Atmosphere for God Experience to become God- centered persons to live in harmony with god, self, other and nature.
- **3.** Transforming **right knowledge, Moral, Spiritual, Religious and Social Values,** and thus develop each ones unique potentialities.
- **4.** Formation of good **Character**, enabling them to be **"Human" and "Humane"** with compassionate heart especially for the Poor and the Marginalized.
- 5. Facilitating them to be good, honest and patriotic citizens of the country.
- 6. Inculcating Love and Respect for Life Nature, Culture and Religions.

**Our mission** thus, is to form young men and women of **Character, Competence and conscience** with a deep sense of **Compassion and Commitment** to the mother Earth and every human person by promoting **Human Dignity, Harmony, Solidarity, Collaboration and Co-operation** and create a Better World to live in.

# FOR THE PARENTS/GUARDIAN

I, the Parent/Guardian of Master/Ms.....have

carefully read the rules and regulations in the diary. I am fully aware that these

rules are intended to inculcate in my child/ward a much desired sense of self-

discipline. I am also aware that the aims and objectives of the rules contained

herein are for maintaining the high tone of character of the students of the

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Institution. I, therefore undertake to make a wholesome contribution to the

upbringing of my child/ward on my part. I assure the management of St. Xavier's

School, Khatima, of my cooperation, and promise to abide by the rules and

regulations contained in this Hand Book.

## PROSPECTUS

Saint Xavier School, Khatima is an English Medium School Managed by the Catholic Diocese of Bareilly. This institution is governed and administered by the St. Alphonsus Catholic Education Society which is a charitable registered society under the Societies Registration Act XXI of 1860. This institution is open for all boys and girls irrespective of caste creed and social status. This school is situated at Khatima on Tanakpur Road, TigriChauraha, Amaun Village, Khatima, UdhamSingh Nagar. It has an ideal location for school, away from the township, with Himalayan Kumauni Hill range as its backdrop, and in other words it is in natures lap.

## **ADMINISTRATION / MANAGEMENT**

The Administration/Management of the school isvested in an autonomous body called the GoverningBody/Society under the chairmanship of the President of the Education Society. In addition to this, the generaladministration is governed by the local committee of themanagement of the School.

# PEDAGOGICAL APPROACH

# PREFACE

Education has gone through a lot of transformation over the past many decades. It is within the reach of more learners than before. Also, today, formal education is available in many disciplines of learning, for various categories of learners and deliverable through technology enabled channels. This has been possible because the manner of imparting education has also evolved. This manner of imparting education to students is pedagogy. Pedagogy defines the methods adopted for conducting teaching-learning sessions. It includes the various strategies and approaches adopted by teachers to ensure meaningful learning sessions for students. The demand for quality education is at an all-time high today. So, effective pedagogical approaches are of critical importance in providing quality education.

Defining Goals (Goals in the form of instructions to the teachers and Learning outcomes for the students are laid at the beginning of the session to set the tone for the Academic Year)

**Annual Plan** 

(Project of the Year- To encourage students to Explore-Experiment-Execute-Empower) (Annual Syllabus- Annual curriculum to be delivered is further bifurcated into monthly syllabus / weekly plans / daily lesson plans) (Time-Table, Subject Details)

#### **Integrated Activity**

(Introducing the concepts of the month in a holistic way with emphasis on co-curricular activities)

#### **Teaching Learning Process**

(Integrated Activities, Club Activities, Zero-period Activities, Meditation, Socially Useful Productive Work, Superbrain Yoga, Suryanamaskar, Visual arts, Performing Arts, Reading Sessions, Workshops to enhance Skills, Story sessions, Career Exhibitions, Lesson plans, Subject-specific Activities, Using parent as a resource)

#### Assessment

(Daily class assessment, Weekly Subject Enrichment Activities, Monthly Concept Revisions, Quarterly Periodic Tests, Half-yearly Examination and Final Examination)

#### Analysis of Assessment

(Remedial Classes) (Identifying gifted and slow learners, Enrichment activities for Gifted learners, Conduction of remedial classes for slow learners, Answering the paper again, Ensuring Learning Outcomes are met, Learning

Hub)

## (Scholarships) Awards and Recognition

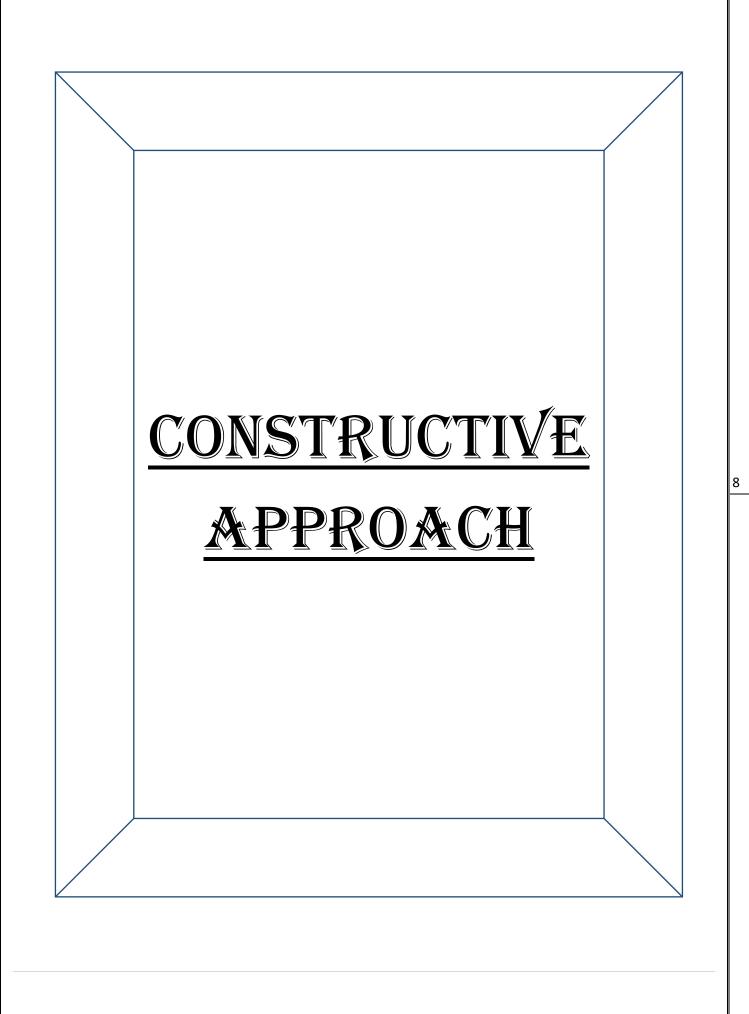
(Scholarship Awards, Best Class Awards, Reader's Awards, Scholar's Badges, St. Xavier Ambassador of Goodwill Award, Best Hose award, Class Toppers, Subject Toppers)

Pedagogical Plan Committee	Designation Role in APP		
Principal	Pedagogical Leader		
Vice Principal	Members		
Headmistress	Members		
Subject Experts (all subjects)	Members		
Coordinators (Prep., Primary, Middle,	Members		
Secondary and Senior Secondary)			

# INTRODUCTION

**Pedagogy** most commonly understood as the approach to teaching, is the theory and practice of learning, and how this process influences, and is influenced by, the social, political and psychological development of learners. Pedagogy, taken as an academic discipline, is the study of how knowledge and skills are imparted in an educational context, and it considers the interactions that take place during learning. Both the theory and practice of pedagogy vary greatly, as they reflect different social, political, and cultural contexts. Pedagogy is often described as the act of teaching. The pedagogy adopted by teachers' shapes their actions, judgments, and other teaching strategies by taking into consideration theories of learning, understandings of students and their needs, and the backgrounds and interests of individual students. Its aims may range from furthering liberal education (the general development of human potential) to the narrower specifics of vocational education (the imparting and acquisition of specific skills). Conventional western pedagogies view the teacher as knowledge holder and student as the recipient of knowledge, but theories of pedagogy increasingly identify the student as an agent and the teacher as a facilitator.

Instructive strategies are governed by the pupil's background knowledge and experience, situation, and environment, as well as learning goals set by the student and teacher.



## **DEFINING GOALS**

(Setting Meaningful and Measurable Outcomes)

Every journey of success begins with a goal. The process of defining the goals helps to realize what one desires to do, understand the importance of pursuing them and commit oneself to making them happen. The heads at our school understand the importance of setting individual and collective goals for the year so that all the stakeholders can embark upon their journey with clear vision and targets.

ANNUAL GOAL

• Catering to multiple intelligence in the classes and skill development

LONG TERM GOALS

Class 1 to 2

Self-handling

Class 3 to 5

Academically strong base. Developing an interest in reading

Class 6 to 8

Independent learning skills, especially self-management skills and collaboration skills

Class 9 to 10

Building on the knowledge acquired to improve students 'daily lives at personal, community, national and global levels.

## 1. ACADEMIC GOALS

Academic goals for students are defined as Learning Outcomes. The learning outcomes are broadly defined as minimum and maximum learning outcomes and are used as check points to assess learning at different points of time. The teachers use these as pointers to understand the learning levels of children in their respective classes individually as well as collectively.

Class	Minimum Learning Outcome	Maximum Learning Outcome
1	<ul> <li>associates words with pictures</li> </ul>	<ul> <li>recites poems/rhymes with actions</li> </ul>
	Names familiar objects seen in the pictures	<ul> <li>draws, scribbles in response to poems and</li> </ul>
	<ul> <li>recognizes letters and their sounds A—Z</li> </ul>	• stories
	• differentiates between small and capital	<ul> <li>responds orally (in any language including sign</li> </ul>
	letters in print or Braille	language) to comprehension questions related to
		stories/poems
	• recognizes numbers up to 99 and writes	<ul> <li>identifies characters and sequence of a story and asks</li> </ul>
	numerals	questions about the story
antida / shawaa ta hay ayya layayyana Fay		<ul> <li>carries out simple instructions such as _Shut the</li> </ul>
	example- a ball rolls, a box slides etc.	door', _Bring me the book', and such others
	<ul> <li>identifies simple observable features (e.g.,</li> </ul>	
shape, colour, texture, aroma) of lea		• classifies objects into groups based on a few physical
	trunk and bark of plants in immediate	attributes such as shape, size and other observable
	surroundings	properties including rolling and sliding
	• identifies simple features (e.g., movement,	<ul> <li>recites number names and counts objects up to 20, concretely, nictorially and symbolically.</li> </ul>
	at places found/kept, eating habits,	<ul> <li>concretely, pictorially and symbolically</li> <li>works with numbers 1 to 20</li> </ul>
	sounds)of animals and birds) in the	
		•Counts objects using numbers 1 to 9 compares

	immediate surroundings विविध उद्येश्यों के लरए अननी भाषाअथिा और स्कूर की भाषा का /	numbers up to 20. For example tells whether number of girls or number of boys is more in the class
	इस्तेमारकरते हुए बातचीत करते हैं	Understanding of their surroundings
	5	• Sensitization towards environment
	• कही जा रही बात, कहानी, कविता आदद	• दसू रों की बातों को रुचच के साथ और ध्यान सेसनु ना
	कोध्यान से सनकु र अऩनी भाषा में बताते/सनु	• अनने अनभि सासार को-सासार और कल्नना-बेझझझक
	ाते हैं।	और सहज ढॊग से अलभव्यक्त करना
	• देझि सनु ी बातों , कहानी, कविता आदद	• अरगअरग सॊदभों में अननी बात कहने क-ीकोलिि
	केबारे में बातचीत करते हैंऔर अन्नीप्रततकृया	करना ' /झिरोंसे /बोऱकर)साइनऱेंग्िेज 'द्िाराचचत्र /
	व्यक्त करते हैं।	(बनाकर
2	<ul> <li>Sings songs or rhymes with action</li> <li>Responds to comprehension questions related to stories and poems, in home language or English, orally and in writing</li> <li>Identifies characters, and sequence of events in a story.</li> <li>Develop a connection between daily life contexts and mathematical thinking.</li> <li>Comprehend the relation between different units and deduce useful information.</li> <li>Develop various processes/skills through the interaction with the natural and social environment.</li> <li>Know about the environment in a holistic manner.</li> <li>कही जा रही बात, कहानी, कविता आदद कोध्यान से सनकु र अन्ननी भाषा में बताते/सनु ाते हैं।</li> <li>देझि सनु ी बातों, कहानी, कविता आदद केबारे में बातचीत करते हैं और अन्ननीप्रततक्रिया</li> </ul>	<ul> <li>Attain basic proficiency like, developing ability to express one's thoughts orally and in writing in a meaningful way in English language.</li> <li>Acquire varied range of vocabulary; understand increased complexity of sentence structures both in reading and writing.</li> <li>The students will be able to comprehend the relation between different units and deduce useful information.</li> <li>The students will be able to calculate and use different mathematical operations mentally.</li> <li>The students will be able to appreciate the diversity in the immediate surroundings.</li> <li>The students will be able to develop various processes/skills through the interaction with the natural and social environment.</li> <li>The students will be able to acquire skills such as observation, analysis, sequencing, interpretation, etc.</li> <li>जिरोकन ंमताऔोसदहतभाषाईकौिरोंकाविकास।</li> <li>ताक्रकि क चच ॊतन ि सज् नात्मक रेन्नि का विजकसकरना।</li> </ul>
3	<ul> <li>व्यक्त करते हैं।</li> <li>Respond to simple instructions, announcements in English made in class/school.</li> <li>Read instructions displayed on the classroom walls, notice board, in posters</li> <li>Identify opposites and use in communication, for example _tall/short,inside/outside'</li> <li>छात्र सरर िब्दों ि िाक्यों का िाचन िरेजिन करने में संमहोंगे।</li> <li>छात्र चचत्र िर्िन, नोस्टर को विषयानसु ारकर नाएगेगे।</li> <li>Apply operations of numbers in daily life. Multiply 2 and 3 digit numbers.</li> <li>Experience equal sharing and grouping and</li> </ul>	<ul> <li>Understand the meaning of unfamiliar words by reading them in context.</li> <li>Use dictionary to find out spelling and meaning.</li> <li>Expresses orally his/her opinion/understanding about the story and characters in the story in English.</li> <li>Identifies opposite like _day / night', _close open'and such others.</li> <li>छात्र आन्युछेदरेनि)40-50) िब्दों, चचत्र देिकर सोिादरेनि ििाचन कर नाएगेगे।</li> <li>छात्र दीर्ि प्रश्नों, नदित गद्याॊि को आसानी से करनाएगेगे।</li> <li>Solves simple real-life situations/ problems including money, length, mass and capacity by using the four operations.</li> <li>Identifies relationships with and among family</li> </ul>

	<ul> <li>connecting them mathematically in their own context, for example, sharing of equal number of sweets among children.</li> <li>Observe, explore their home/family for the people whom they live with, what works they do, the relations and their physical features and habits and share the experiences in different ways</li> <li>Share their experiences/ observations through drawings/ symbols/ tracing/gestures/verbally in a few words/ simple sentences in their own language</li> </ul>	<ul> <li>members</li> <li>Group the animals, birds, plants, objects, waste material for observable features, activities according to differences/ similarities using different senses.( e.g. appearances/ place of living/ food/ movement/ likesdislikes/ any other features using different senses.</li> </ul>
4	simple sentences in their own language• Respond to simple instructions, announcements in English made in class/school.• Read printed script on the classroom walls, notice board, in posters and in advertisements.• Write/type dictation of short paragraphs (7-8 sentences)• Apply operations of numbers in daily life.• Multiply 2 and 3 digit numbers.• Divide a number by another number using different methods like – (by drawing dots), equal grouping or repeated subtraction and by using inter-relationship between division and multiplication.• Identify simple features (e.g., shape, color, aroma, where they grow/any other) of flowers, roots and fruits in immediate surroundings.• Identify different features (beaks/teeth, claws, ears, hair, nests/shelters, etc.) of birds and animals.• छात्र चचत्रिर्िन, लोस्टर को विषयानसु ारकर लाएगेगे।	<ul> <li>Infer the meaning of unfamiliar words by reading them in context.</li> <li>Use dictionary to find out spelling and meaning.</li> <li>Use punctuation marks appropriately in reading aloud with intonations and pauses such as question mark, comma, and full stop.</li> <li>Create and solves simple real life situations/ problems including money, length, mass and capacity by using the four operations.</li> <li>Group the animals, birds, plants, objects, waste material for observable features. (e.g., on appearance (ears, hair, beaks, teeth, texture of skin/surface), instincts (domestic/wild, fruit/ vegetable/ pulses/ spices and their shelf life) uses (edibility, medicinal, decoration, any other, reuse), traits (smell-taste, likes, etc.)</li> <li>Guess (properties, conditions of phenomena), estimates spatial quantities (distance, weight, time, duration) in standard/local units and verifies using simple tools/set ups to establish relation between cause and effect.</li> <li>छात्र सीर्ि प्रश्नों, लदित गद्योति को आसानी से करलाएगेग</li> </ul>
5	<ul> <li>Acts according to instructions given inEnglish, in games/sports, such as _Hit the ball!' _Throw the ring.' _Run to the finish line!'etc.</li> <li>Reads independently in English storybooks, news items/ headlines, advertisements etc. talks about it, and composes short paragraphs.</li> <li>Works with large numbers.</li> <li>Acquires understanding about fractions.</li> <li>Explains the super senses and unusual features (sight, smell, hear, sleep, sound, etc.) of animals and their responses to light,</li> </ul>	<ul> <li>Answers coherently in written or oral form to questions in English based on day-today life experiences, unfamiliar story, poem heard or read.</li> <li>Recites and shares English songs, poems, games, riddles, stories, tongue twisters etc, recites and shares with peers and family members.</li> <li>Uses meaningful grammatically correct sentences to describe and narrate incidents; and for framing questions.</li> <li>Explores idea of angles and shapes.</li> <li>Relates different commonly used larger and smaller units of length, weight and volume and converts larger units to smaller units and vice versa.</li> </ul>

sound, food etc. •Explains the use of technology and the process of accessing basic needs (food, water etc.) in our daily life. • अनने आसनास टेने िारी विलभन्न-टेनाओ की बारीक्रकयों नर ध्यान देते हुएउन नर मौझिक रून से अननी प्रततक्रियाव्यक्त करते हैंप्रश्न / नछू ते हैं। • अननी नाठ्य नसतु क सेइतर सामग्री (अिबार, बारनत्रत्रका,होर्िग्सआदद को (समझते हुए नढ़तेऔर उसके बारे मेंबताते हैं।	<ul> <li>Describes the interdependence among animals, plants and humans. (e.g., communities earning livelihood from animals, dispersal of seeds etc.)</li> <li>Explains the role and functions of different institutions in daily life. (Bank, Panchayat, cooperatives, police station, etc.) Establishes linkages among terrain, climate, resources (food, water, shelter, and livelihood) and cultural life. (e.g., life in distant/difficult areas like hot/cold deserts)</li> <li>सनीु अथाि नढी रचनाओो)हास्य, साहलसक, सामाक्जक आदद विषयों नर आधाररत कहानी, कविता आदद की (िस्त-विषय,ुर्टनाओ, चचत्रों औरनात्रों, िीषिक आदद के बारे म बातचीत करते हैं/प्रश्न नछू ते हैंअननी स्ितॊत्र //(दटप्नर्ी देते हैंअननीसनी , दिुी गई बातॊं, जैसे – स्थानीयसामाक्जक र्टनाओ कायििमों और गततविचधयों नरबेझझझक बात करते हैं और प्रश्नछकरते हैं। बात केलऱए तकि देतेहैंतनष्कषि तनकारते हैं।</li> </ul>
<ul> <li>Acquire the ability to listen and respond orally and in writing.</li> <li>participates in class activities like role play, group discussion, debate, etc</li> <li>reads a variety of texts from books and identifies main ideas, characters, sequence of ideas and events and relates with his/her personal experiences</li> <li>देिी, सनु ी और नढ़ी गई बातों को अनननीभाषा में कहना, उसके बारे में विचि् ार करनाऔर अनननी भािनाओ को मौझिक औरराझित रून में ियक्त करना।</li> <li>solves problems involving large numbers by applying appropriate operations (addition, subtraction, multiplication and division)</li> <li>Solves problem involving addition and subtraction of integers.</li> <li>differentiates materials and organisms, such as, fiber and yarn; tap and fibrous roots; electrical conductors and insulators; on the basis of their properties, structure and functions</li> <li>recognizes that the earth is a unique celestial body due to existence of life, zones of the earth with special reference to biosphere</li> <li>understand the difference in livelihood in rural and urban areas</li> <li>Develop sensitivity towards their culture and heritage, aspects of contemporary life, gender, and social inequality.</li> </ul>	<ul> <li>writes messages, invitations, short paragraphs and letters (formal and informal) and with a sense of audience</li> <li>क्रकसी नाठ्य िस्तुकी बारीकी से जॉच करते हुएउसमें क्रकसी वििष त्रबदो ूको िोजते हैं, अनमु ानरगाते हैं, तनष्कषि तनकारते हैं।</li> <li>solves problems on daily life situations involving addition and subtraction of fractions / decimals</li> <li>identifies various (3-D) objects like sphere, cube, cuboid, cylinder, cone from the surroundings</li> <li>Applies learning of scientific concepts in dayto-day life,e.g., selecting food items for a balanced diet; separating materials; selecting season appropriate fabrics; using compass needle for finding]directions; suggesting ways to cope with heavy rain/ drought, etc.</li> <li>Describes issues, events, personalities mentioned in literary works of the time.</li> </ul>

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7	<ul> <li>answers questions orally and in writing on a variety of texts</li> <li>Writes a Book Review. Develops a skit (dialogues from a story) and story from dialogues.</li> <li>क्रकसी सामग्री को लढ़ते हुए रेकि द्िारारचना के लररप्रेक्ष्य में कह गए विचार कोसमझकर और अलने अनभि ों के साथउसकी सोगतत, सहमतत या असहमतत केसोदभि में अलने विचार अलभव्यक्त०करते हैं।</li> <li>multiplies/divides two integers and interprets the division and multiplication of fractions</li> <li>differentiates materials and organisms such as, digestion in different organisms; unisexual and bisexual flowers; conductors and insulators of heat; acidic, basic and neutral substances; images formed by mirrors and lenses, etc., on the basis of their properties, structure and function</li> </ul>	<ul> <li>organizes sentences coherently in English / in Braille with the help of verbal and visual clues and with a sense of audience</li> <li>अन्ननी तनजी कजदगी और नररिि नर आधाररतअनभु िो को अन्नने रेिन में िालमर करते है।</li> <li>Explore the multiplication/ division of fractions/decimals through pictures/paper folding activities /daily life examples.</li> <li>constructs models using materials from surroundings and explains their working, e.g., stethoscope; anemometer; electromagnets; Newton's color dis, etc.</li> <li>discusses and appreciates stories of scientific discoveries</li> <li>Explains the relationship between livelihood patterns and the geographical condition of the area inhabited, e.g., tribes, nomadic pastoralists and banjaras.</li> <li>Traces how goods travel through various market places.</li> </ul>
	<ul> <li>Identifies major layers of the earth's interior, rock types, layers of the atmosphere in a diagram. locates distribution and extent of different climatic regions on the world map or globe</li> <li>develop sensitivity towards their culture and heritage, aspects of contemporary life, gender and social inequality.</li> </ul>	
8	gender, and social inequality• Speaks short prepared speech in morning assembly.• Reads, compares, contrasts, thinks critically and relates ideas to life.• कही जा रही बात, कहानी, कविता आदद कोधयान से समझते हुए सनु तेऔर अननीप्रततक्रिया ियक्त करते है।• generalizes properties of addition, subtraction, multiplication and division of rational numbers through patterns• finds out as many rational numbers as possible between two given rational numbers• classifies materials and organisms based on properties/ characteristics, e.g., metals and non metals; kharif and rabi crops; useful and harmful microorganisms; sexual and asexual reproduction; celestial objects; exhaustible and inexhaustible natural resources, etc.• Classifies different types of industries based on raw materials, size and ownership.	<ul> <li>writes email, messages, notice, formal letters, descriptions/ narratives, personal diary, report, short personal/ biographical experiences etc Develops a skit (dialogues from a story) and story from dialogues.</li> <li>अरगअिवार) सामग्री/अरग तरह की नाढ्य-, बारनत्रत्रका, होर्डिंग आददको समझ कर नढ़ने के (बाद उस नर अननी प्रततक्रिया लरिते है ,नछू े गएप्रिनों के उत्तर लरझित / मौझिक रून में करते है।</li> <li>Learning</li> <li>Solves puzzles and daily life problems using variables.</li> <li>makes hypotheses on chances of future events on the basis of its earlier occurrences or available data like , after repeated throws of dice and coins</li> <li>explains processes and phenomenon, e.g., reproduction in human and animals; production and propagation of sound; chemical effects of electric current; formation of multiple images; structure of flame, etc</li> <li>Recognizes ways in which political, social and economic issues which affect their daily lives across time and space. y understands about the earth as the habitat of humans and other forms of life.</li> </ul>

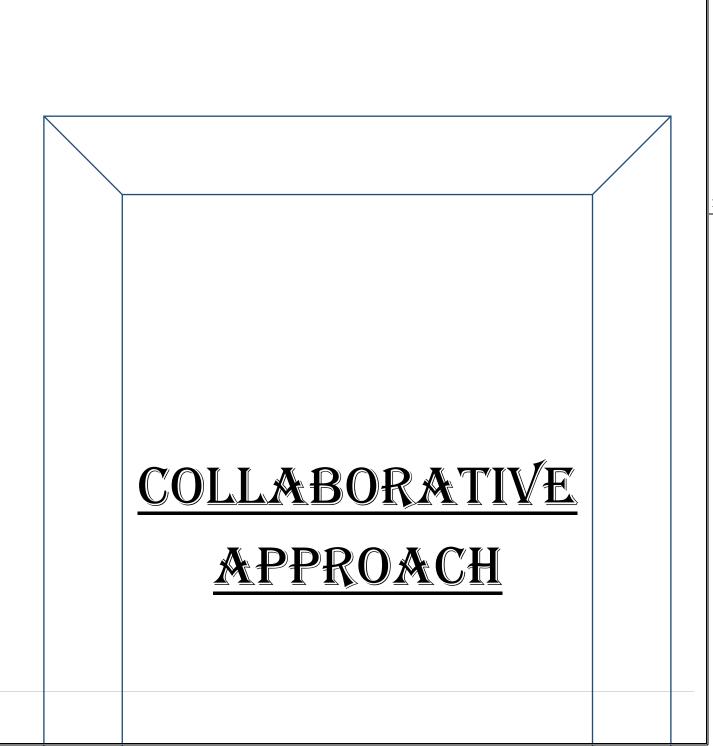
9	<ul> <li>describes major crops, types of farming and agricultural practices in her/his own area/ state</li> <li>develop sensitivity towards their culture and heritage, aspects of contemporary life, gender, and social inequality</li> <li>Engage in creative writing e.g. composition of poems, jokes, short stories, etc.</li> <li>Write articles, reports, diary entries in a</li> </ul>	<ul> <li>becomes familiar with one's own region and realizes interdependence of various regions (local to global).</li> <li>Exhibits creativity in designing, planning, making use of available resources, etc.</li> <li>exhibits values of honesty, objectivity, cooperation, freedom from fear and prejudices</li> <li>Uses bilingual /multilingual abilities to comprehend a</li> </ul>
	well-structured way. • Speak fluently and express their views and opinions. • देझि, सनु ी, नढ़ी र्टनाऔ रचनाऔ / नरस्नषता मौझिक एो लर्रझित अलभव्यक्क्तकरते है। • differentiates materials/ objects/ organisms/ phenomena/ processes, based on properties/ characteristics • locates places, states, union territories and other physical features on the map of India	text and participates in activities like translations and bilingual/multilingual discourses on various themes. • अनने नररि को बेहतर बनाने की कोलिि मेंसजू नात्मक रेनि करते है। • Relates processes and phenomena with causes/ effects. designs models using eco friendly resources • constructs views / arguments / ideas on the basis of collected / given information
10	<ul> <li>Listens for information, gist and details and responds accordingly.</li> <li>Listens to and discusses literary / nonliterary inputs in varied contexts to infer, interpret and appreciate.</li> <li>औन्चाररक नत्र जैसेप्रधानाचायि-,सॊनादक कोअनने आस / नास की सामस्याओ- मद्ुधोंको धयानि में रिकर नत्र लरिते है।</li> <li>relates processes and phenomena with causes/ effects</li> <li>applies logical reasoning in classifying real numbers, proving their properties and using them in different situations</li> <li>recognizes and retrieves facts, figures and narrate processes</li> </ul>	<ul> <li>Uses grammatical items appropriate to the context in speech and writing. uses words according to the context and delineate it in speech and writing</li> <li>अन्नने नररिि को बेहतर बनाने की कोलिि मेंसजू नात्मक रेिन करते है।</li> <li>Uses scientific conventions to represent units of various quantities/ symbols/ formulae/ equations. Takes initiative to know about scientific discoveries/inventions • Develops strategies to apply the concept of A.P to daily life situations.</li> <li>analyzes and evaluates information e.g., assesses the impact of conservation of natural resources on the life of people in any area in view of sustainable development</li> </ul>
11	<ul> <li>To write grammatically correct English, interpret the text and answer accordingly</li> <li>Organize ideas in a structured manner in an article, speech etc.</li> <li>Understand fundamentals and application of current scientific theories including inorganic, organic and physical chemistry</li> <li>Develop Conceptual knowledge of thermodynamics and motions etc.</li> <li>Develop the ability to explain core accountancy, economic and Business terms, concepts and theories</li> <li>Explain civilizations and industrial Revolution</li> </ul>	<ul> <li>Speak and present arguments logically.</li> <li>Research, gather ideas and write in a cohesive manner</li> <li>Do extensive laboratory work and knowledge of experimental research-based projects and clearly communicate the result of scientific work in oral, written and electronic format</li> <li>Analyze and apply the concepts of science in day to day life.</li> <li>Demonstrate the ability to solve accounting equations and employ the economic way of thinking</li> <li>In depth knowledge of history and political affairs so that they can compare and recall</li> </ul>

manner	or group
Develop the ability to example.	xplain core • Learn how markets organize core economic activitie
accountancy, economic and Bus	iness terms, such as production, distribution and consumption an
concepts and theories	the growth of productive resources
• Understand concepts with ex	kamples and • Share knowledge and participate ethically an
stories that he/she learnt in class	s productively as members of a democratic society
• Develop the abilities of	reasoning,
hypothesizing, inferring, and pre-	diction.
<ul> <li>Practice healthy living</li> </ul>	

## 2. Details of Stakeholders

Teachers, Non-Teaching staff, Parents and the Managing committee are the major stakeholders. An elected parent body, the Managing Committee, manages the school. It formulates the policies and guidelines for the smooth functioning of the school and for upgrading the standards and facilities of the school. The term of the Managing Committee is for a period of three years.

<b>Stakeholders</b> Parents	Methods of Communication <ul> <li>Print Media</li> </ul>	Ways of Involvement <ul> <li>Parent's Meeting</li> </ul>
i di citto	Social Media	Parent's Orientation
	• calling	Programs
	• SMS	Activities
Teaching Staff	<ul> <li>Print Media</li> </ul>	<ul> <li>Personal Meetings</li> </ul>
	<ul> <li>Social Media</li> </ul>	<ul> <li>Teacher Training Workshops</li> </ul>
	Meetings	
Other Staff	<ul> <li>Meetings</li> </ul>	<ul> <li>Activities</li> </ul>
	Circulars	
	<ul> <li>Activities</li> </ul>	
School Managing Committee	<ul> <li>Meetings &amp; Circulars</li> </ul>	<ul> <li>Weekly Meetings with</li> </ul>
		Staff
		<ul> <li>Guidance and</li> </ul>
		Controlling
Board	<ul> <li>Regular CBSE Circulars</li> </ul>	<ul> <li>Application of Rules and</li> </ul>
		Regulations Updated on CBSE
		Website
Media	<ul> <li>News Papers</li> </ul>	<ul> <li>Achievements and Activities</li> </ul>
	<ul> <li>Social Media</li> </ul>	published in newspapers and
		updated on school's Facebook page



# **3.** HIERARCHY CHART

	F	Principal		
<u>Sisters</u>	<u>TGTs</u>	<u>PRTs</u>	<u>NTTs</u>	<u>Others</u>
Co - coordinators	Committee in- charges Subjects in- charges Class in-charges (6-10) Subject Experts Class co	Committee in- charges Subjects in- charges Class in-charges (1-5) Subject Experts Class co	Committee in-charges Subjects in-charges Class in-charges (NUR to UKG) Subject Experts Class co coordinators	Wellness Teacher/ Nurse/ counsellor/ librarian/ lab technician/ clerical staff/ Supporting staff/ domestic staff
	Class co coordinators	Class co coordinators		

## 3.1. Charter of Duties:

## 3.1.1. Coordinator

Disciplin	e	$\checkmark$	Absenteeism	n and	Attendanc	e Registe	ers cross
Persona	l /Professional data of students		checking				
➢ Time-Ta	ble (Classes/Teachers)	$\succ$	Students		work	shops/Orie	entations/
Supervis	ion of classes		Excursions/C	Camps			
➢ Examina	tion Procedures	$\succ$	To keep	the i	records of	circulars,	letters,
To moni	tor Activity clubs /Extra classes		competitions, invitations				
➢ Random	correction of notebooks	$\succ$	PTMs	and	hand	ling	parents'
➢ Compila	tion of weekly Report		suggestions/complaints				
	<i>i</i> .	$\succ$	To coordinat	e day-	to-day worki	ng with tea	achers.
		$\succ$	Daily feedba	ck to V	/ice Principal	/ Headmis	tress.
		$\succ$	Review of th	e weel	k with the Pri	ncipal	

3.1.2. Subject Expert	
<ul> <li>Review of:         <ul> <li>a. Syllabus/Curriculum (Guide teachers in lesson planning and ensure timely completion of syllabus)</li> <li>b. Study material</li> <li>c. Professional duty of the faculty</li> <li>d. Projects</li> </ul> </li> <li>Cross-checking of notebooks</li> <li>Linkages</li> <li>Conducting and maintaining records of CPD Workshops the faculty</li> <li>Competitions (In-house, Inter-school, District, State, National, International) / Club presentation</li> <li>Appraisal of faculty (Twice in a session)</li> <li>Assignment a. Detailed record of Home/Class Assignments to be maintained and to counter check b. Subject in-charge to do random correction of notebooks</li> </ul>	<ul> <li>Observation of lesson (once in each Term).</li> <li>Organization of relevant educational trips</li> <li>Moderation of Question Papers before submitting to Examination Department for all exams</li> <li>Maintenance of Stock Registers</li> <li>Ensure smooth induction of any new staff member in the department</li> <li>Conducting staff meeting on weekly basis</li> <li>Addressing academic issues</li> <li>Review of the month with the Principal</li> </ul>
<ul> <li>Dissemination of information</li> <li>Keeping a record of discipline issues</li> <li>Cross-checking of attendance on school portal</li> <li>Planning and execution of Introductory Integrated Activity.</li> <li>Ensuring discipline</li> <li>Weekly report writing</li> </ul> 3.1.4. Subject in-charges (class-wise)	• Keeping a check on house-keeping

• Ensuring completion of syllabus across all sections.

• Planning lessons, revisions, subject enrichment activities, assignment, worksheets, examination papers (for the given class)

• Cross-checking of subject notebooks (weekly)

• Giving feedback of the week to Subject Experts and VP for any discrepancy related to Page 24 curriculum execution.

## 3.2. Instruction to the Teachers

#### 3.2.1. In-Service Training Program for All Staff 2022- 2023

	In-Service Training Program	mme for All Staff 2022 – 2023	
S#	Name of the Course	Staff details	Due date
Art Integrated Learning			
1	AEES_Art Integrated Learning	All staff	15-Mar-2022
CBSE Training			
2	Focusing on competency based	All staff	16-April-2021
	education		
3	Connecting and communicating	All staff	08-May-2022
	with parents		
4	Salient features of National	All staff	09-May -2022
	education Policy		
5	Embracing multilingualism in	All staff	10-May 2022
	classroom		
6	Fostering critical and creative	All staff	11-May-2022

	literacy		
7	Managing change	All staff	12-May-2022
8	Promoting Mental health	All staff	13-May-2022
9	Teaching and learning style	All staff	14-May-2022
10	Addressing challenge in post covid schooling	All staff	14- may-2022
11	Components of lesson plan	All staff	17 May-2022
12	21 <sup>st</sup> century skills	All staff	18-May-2022
13	Joyful mathematics	Maths teachers	19-May-2022
14	Decision making skills in adolescence	All staff	20-may -2022
15	Career guidance in school	All staff	23-May-2022
16	Protection of child right	All staff	23-May-2022
17	Value education and its significance	All staff	24-May-2022
18	Fostering critical and creative literacy	All staff	25-May-2022
19	Community outreach program	All staff	26-May-2022
20	Mananging change	All staff	26-May-2022
21	Hindi bhasha me lekhan thatha Sahitya srijan	Hindi teachers	26-May-2022

## **3.2.2.** Documents to be submitted by the teachers

S#	Name of the Doc	Updation	Deadline
1	Syllabus Planner	In the beginning of the Year	End of the week one after school reopens
2	Monthly Planner	First day of the month	First day of the Month
3	Weekly Planner	Every Monday	Every Monday
4	Lesson Planner	Once in a Week	Every Monday
5	Resource Requisition	Once in a Month	20th of Every Month
6	Attendance Register	Once in a Month	5th of every Month
7	Remedial Tracker	Once in a Month	Last working day of the Month
8	Marks Register	Once in a Month	Last Thursday of the Month
9	Anecdotal Record	Once in a Month	Before PTM
10	Worksheets (Eng., Math, Social Studies)	Twice in a Month	1st & 3rd Monday of the Month
11	Worksheets (Hindi, Maths, Science)	Twice in a Month	2nd & 4th Monday of the Month
12	Daily Log	Every Day	Everyday

3	.2.3	. \	w	or	k١	Cu	lt	ur	e
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• The work culture of the school has to be created, valued and respected. A teacher should participate whole-heartedly in all school activities and work in coordination.

• Teachers should accept work assigned gracefully and accept challenges in new fields.

• Teachers should be ready to lend a helping hand to their colleagues in school and guide visitors in the school premises. Courteous and cooperative behavior with colleagues is important.

• Schedule for submitting records, etc. must be strictly adhered to.

• Teachers to monitor supervise and identify each student according to individual differences based on SWOT analysis: strength, weakness, opportunity and threat.

• The social climate of mutual confidence should prevail in the classroom to encourage students to confide in their teacher. Social graces and courtesies should be instilled in the class.

• Students should not be sent on any personal errands during the lessons. In fact no official document should be handled by the student.

• A student should be dealt with understanding/love in a courteous manner with firmness as per the situation.

• Teacher should experiment, innovate and enrich their knowledge and apply the same in classrooms.

#### 3.2.4. Meetings are planned for fortnightly

The following are the details of the meetings which held for the implementation of the plans in St. Xavier School presided by the Principal of the school and attended by all the teaching faculty.

Date	Торіс	Headed by
		inclucu by
15th of April 2022	Monthly plan and events will be discussed	Principal
28th April 2022	Monthly plan/events report/feedback will be submitted and analyzed.	Principal
5th May 2022	Monthly plan and events will be discussed	Principal
23rd May 2022	Monthly plan/events report/feedback will be submitted and analyzed.	Principal
11th June 2022	Monthly plan and events will be discussed.	Principal
19th June 2022	Monthly plan/events report/feedback will be submitted and analyzed.	Principal
4th July 2022	Monthly plan and events will be discussed.	Principal
1st September 2022	Monthly plan/events report/feedback will be submitted and analyzed.	Principal
8th September 2022	Monthly plan and events will be discussed.	Principal
) 31st September 2022	Monthly plan/events report/feedback will be submitted and analyzed.	Principal
17th October 2022	Monthly plan and events will be discussed.	Principal
31 <sub>st</sub> October 2022	Monthly plan/events report/feedback will be submitted and analyzed.	Principal
3 14th November 2022	Monthly plan and events will be discussed.	Principal
28th November 2022	Monthly plan/events report/feedback will be submitted and analyzed.	Principal
5 12th December 2022	Monthly plan and events will be discussed.	Principal
2nd January 2023	Monthly plan and events will be discussed.	Principal
	5th May 2022         23rd May 2022         11th June 2022         19th June 2022         4th July 2022         1st September         2022         8th September         2022         31st September         2022         17th October 2022         13ts October 2022         14th November         2022         12th December         2022	28th April 2022Monthly plan/events report/feedback will be submitted and analyzed.5th May 2022Monthly plan and events will be discussed 23rd May 202223rd May 2022Monthly plan/events report/feedback will be submitted and analyzed.11th June 2022Monthly plan and events will be discussed. 19th June 202219th June 2022Monthly plan/events report/feedback will be submitted and analyzed.4th July 2022Monthly plan and events will be discussed. Ist September2022Submitted and analyzed.8th SeptemberMonthly plan/events report/feedback will be submitted and analyzed.9031st September2022Monthly plan/events report/feedback will be submitted and analyzed.9131st September92Monthly plan/events report/feedback will be submitted and analyzed.9314th November 20229414th November 20229512th December9612th December972022

17	30th January 2023	Monthly plan/events report/feedback will be submitted and analyzed.	Principal
18	13th February 2023	Monthly plan and events will be discussed.	Principal
19	27th February 2023	Monthly plan/events report/feedback will be submitted and analyzed.	Principal
20	12th March 2023	Monthly plan and events will be discussed.	Principal
21	26th March 2023	Monthly plan/events report/feedback will be submitted and analyzed.	Principal

## **3.3.** Instruction to the Class Teachers:

• Give the most conducive environment to your students and be their biggest cheerleader.

• Set classroom norms with the help of the students and encourage them to adhere to the same at all times.

• Be open and willing to learn at all times. Strive to improve your teaching each and every day, even when you've been in the classroom for years.

• Ensure 100 % participation of students in Integrated Introductory Activity. The activity should be prepared one month in advance.

• Class teacher must try to help each child in achieving the maximum learning outcomes in her class, however, the minimum learning outcomes must be achieved by each student in all respect.

• All lesson plans must be based on joyful learning to enhance skills and all-rounddevelopment of the child.

• Class teachers and subject teachers must meet once a month to identify learning gaps and prepare remedial plan for the same.

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• Weekly department meeting and monthly staff meeting must be attended by all.

• Based on the result analysis, low achievers to be identified and arrangements for remedial classes must be done. Peer tutor and group teaching must be encouraged for the identified students. Detail schedule for the same to be prepared by the class-coordinators.

• Any lapses in the delivery of the content must be brought to the notice of the class-coordinator/coordinator. • Always be fair and consistent as your students are looking up to you as their role model.

#### 3.3.1. Punctuality and Attendance

• A teacher is expected to arrive at least five minutes prior to the first bell. No staff member shall leave the school premises during school hours without permission of the Principal. On arrival/dispersal at the school, teachers must ensure their Biometric attendance.

• Teacher must ensure that they observe strict punctuality in going to their classes.

• If any teacher is granted leave of absence, assignments for the class must be submitted. If a teacher cannot attend the school, leave application must be submitted immediately. If this is not possible, the school must be informed telephonically before 8 a.m. on that day, and leave application must be submitted the following day. Leave will not be granted unless these rules are complied with.

• Teachers should take care of their health and avoid absenteeism.

#### 3.3.2. Parent Teacher Meeting & Follow-up

• Teachers are expected to deal with parents courteously. Parent-teacher meetings are held throughout

the year for discussing the progress and difficulties/problems of the student. No teacher is permitted to meet the parent during regular study hours as it disturbs the teacher's work schedule. However, if the parents wish to meet the teachers they can meet them on Saturdays (Except 2nd Saturday) between 9.30 a.m. to 10.30 a.m. with prior appointment. Teacher to document parent interaction and regularly conduct the follow up.

### 3.3.3. School Almanac

• Each student is issued a diary in which the timetable/daily homework is recorded. All communications to the parent should be indicated in the Almanac. Class teacher must ensure that each student should follow the instructions stated in the Almanac. It is mandatory to bring the almanac to the school every day.

### 3.3.4. Evaluation of Pupils" Work

• A full record of Assignments, Continuous evaluation and Term exam must be kept by each subject teacher and given to the class teacher in each Term. The students record file to be maintained by all the class teachers. All columns are to be filled & remarks to be endorsed.

#### 3.3.5. Maintenance of Notebooks

• All teachers must ensure that an adequate amount of written work is assigned to students and the work is systematically and carefully corrected. Class work and home assignments must be written in proper columns in their notebooks.

• The respective subject teachers of a class must plan home assignments in consultation and coordination with each other to maintain proper balance in home assignments of the day or the week. Assignments must be planned to reinforce learning and hone the thinking skills.

• Stress should be laid on improving handwriting and spellings. The fundamentals of good handwriting have to be stressed repeatedly i.e. uniformity in slant, size and distancing of letters and words.

• The teacher must sign and endorse the date after correction of the written work. Students must be instructed to note their mistakes and do the corrections work before attempting new assignments.

- Attention of each student should be drawn towards
  - Proper indexing is the best way for systematic work and proper checking.
  - Neat work
  - Submission of written work on time
  - Follow up of teacher's note or correction work

Months	Subject and Classes
July	Classes I to V (Random checking of notebooks, books & worksheets, Nursery to KG (English
	Notebooks), VI to X
August	Nursery & KG (Hindi), Class I (Worksheets), Classes II & III (English, Hindi & Drawing), Classes
	IV & V (Maths, EVS & Drawing), VI to XII
September	Nursery & KG (Maths), Class I (Maths, EVS & Drawing- Worksheets), Classes I & II (Maths, EVS
	& GK), Classes IV & V (English, EVS & KG), Computer, Art Files, Optional Subjects, Class XII
	Practical Files
October	Pre-Nursery, Nursery & KG (EVS Worksheet, Activity Folder), Classes II & III (Maths, EVS, Life
	Skill & Cursive Writing), Classes IV & V (English, Hindi, Success Spelling & Life Skills), Class VII
November	Nursery & KG (English), Classes I-III (GK, Cursive Writing, EVS, Computer & Successful Spelling),
	Classes IV & V (Maths, EVS, Cursive Writing & Computer), Classes VI to X, Practical Files (Class

## **3.3.6.** Cross Checking Schedule of Notebook Corrections

	IX-X)
December	Nursery & KG (Hindi), Classes I-V (Random checking of Notebooks, Books and Worksheets)
January	
February	
March	

#### 3.3.7. Assembly

• The sanctity and solemnity of the assembly should be maintained and preserved.

• Students should walk in a line accompanied by the class teacher to the assembly. The posture must be upright. Prayers/ Songs should be sung in unison.

• Students should be groomed and guided in public speaking during the assembly

The salient features of the assembly are as follows:

- a. Morning greeting and introduction
- b. Hymn
- c. Scripture Reading
- d. Opening Prayer
- e. Lord's prayer
- f. Thought for the day
- g. News reading

h. Speech/moral story/ motivation/ creative Ideas/ GK topics (on any special event/ occasion for that week)

- i. Announcement/ prize distribution(if any) by the house leaders
- j. Pledge
- k. National Anthem
- I. Birthday Wishes (if any)
- m. Principal's talk
- n. Dispersal

#### 3.3.8. Monthly Themes

Months	Themes				
APRIL	Fresh start				
May	Summer activities				
June	Gala holidays				
July	Eco friendly				
August	Patriotism				
September	Teacher a pearl worth				
October	Illumination of heart and mind				
November	Healthy body and healthy mind				
December	Christmas feeling				

January	Prism Snow
February	Revise and rejuvenate
March	Exam

\*\*CBSE Circulars with Reference in Social Science will also be done

# 4. Students Board

## 4.1. Students' Council

## **Students Election & Investiture Ceremony**

Students Elections are the best way to teach and practice the parliamentary process to the students. It also aims at developing and fostering the Leadership skills. Student Elections are conducted in the month of June and An Investiture Ceremony is held for the winner of the different post.

Details of the Posts:

- 1. Head Girl
- 2. Head Boy
- 3. Sports Captain (Girl)
- 4. Sports Captain (Boy)
- 5. Cultural Secretary (Girl)

6. Cultural Secretary (Boy)

7. House Captains (Green, Blue, Yellow and Red House Boys)

8. House Vice- Captains (Green, Blue, Yellow and Red House Girls)

## 4.2. Students' Council

## STUDENTS' COUNCIL (Members)

S. N	DESIGNATION	NAME	S.N.	DESIGNATION	NAME
1	Head boy	Himanshu Samant (X)	13	Captain ( Red)	Pankaj Sirola
2	Head girl	Harprableen Kaur (IX)	14	Vice- Captain	Prachi Samant
3	Sports captain	Yuvraj singh bisht (X)	15	Captain ( Blue)	Rahul Bisht
4	Vice captain	Chetna Bhatt (X)	16	Vice- Captain	Akriti Kanyal
5	Discipline	Samarth OJha (X) Swati Digari (IX)	17	Captain ( Green)	Piyush
6	Literary	Yatharth Bisht (X) Tejaswini Chuphal (X)	18	Vice- Captain	Aastha Pokhariya
7	Cultural	Asmita Pokhariya (X) Mayank Tiwari (IX)	19	Captain (Yellow)	Kajal
8	Eco club	Angel Tigga (VIII) Nilay Chauhan (VIII)	20	Vice- Captain	Dilraj
9	IT committee	Abhisht Rastogi (X)	21	Social cell	Aditya Bohra (VIII)
		Prachi Kunwar (IX)			Manyta (VIII

LO	Music	Kunal Mehra	(X)	22	Notice board	Sneha Mehta
						(VIIB)
		Geetika Mehar	(VIII)			Rachit Thapa
						(VIIB
11	Decoration	Niharika	(IX)			
		Vineet rana	(VIII)			
		Vedant	(X)			
		Mandeep	(VIII)			
12	Assembly	Gurshan	(X)			
		Bhumika	(X)			
		Ujjwal	(IX)			
		Mahima Airee	(VIII)			
	RETARY: Megha Sinha				PRINCIPA	AL'S SIGN.
	5. Annual The	eme and Virtues				
Virt						Months
<ul> <li>De</li> </ul>	cision making :need		non minde	daacc		April
	nctuality : Time Mar	ge : creativity curiosity, op	pen minde	eaness		May July
• Wi	incluanty . Thine war	lagement				August
• Wi • Pu						-
<ul> <li>Wi</li> <li>Pu</li> <li>Co</li> </ul>	urage : Bravery	dard of right: Morality				September
<ul> <li>Wi</li> <li>Pu</li> <li>Co</li> <li>Co</li> </ul>	urage : Bravery	dard of right: Morality ic and extrinsic				October
<ul> <li>Wi</li> <li>Pu</li> <li>Co</li> <li>Co</li> <li>Mo</li> </ul>	ourage : Bravery onformity to the stan	ic and extrinsic				· ·
<ul> <li>Wi</li> <li>Pu</li> <li>Co</li> <li>Co</li> <li>Mo</li> <li>Jus</li> <li>aco</li> </ul>	ourage : Bravery informity to the stan otivating self: intrins tice: teamwork, fair cepting others: inter	ic and extrinsic				October

<ul> <li>Cleansing in and out : overcoming unhealthy habits</li> </ul>	February
Challenge: self confidence, motivation	March

# 6. Annual Planner

## ANNUAL PLANNER 2022-23

			APRIL 2022
1	FRIDAY		NEW ACADEMIC YEAR BEGINS
2	SATURDAY	HOLIDAY	CHETI CHAND
3	SUNDAY	HOLIDAY	
4	MONDAY		
5	TUESDAY		
6	WEDNESDAY		
7	THURSDAY		WORLD HEALTH DAY/ CLEAN UP CAMPAIGN (ASSEMBLY)
8	FRIDAY		
9	SATURDAY		DISPLAY BOARD: OUR EARTH (NOTICE BOARD COMMITTEE)
10	SUNDAY	HOLIDAY	RAM NAVAMI
11	MONDAY		
12	TUESDAY		
13	WEDNESDAY		INVESTITURE CEREMONY (SPORTS COMMITTEE)
14	THURSDAY	HOLIDAY	AMBEDKAR JAYANTI/ MAHAVIR JAYANTI/ VAISAKHI
15	FRIDAY	HOLIDAY	GOOD FRIDAY
16	SATURDAY		
17	SUNDAY	HOLIDAY	
	MONDAY	HOLIDAY	EASTER MONDAY/ WORLD HERITAGE DAY
18	TUESDAY		TALKING HOUR EBSB (EK BHARAT SHRESHTHA BHARAT) (ACTIVITY COMMITTEE)
19	WEDNESDAY		PLEDGE ON SWACHHTA ON SINGLE USE PLASTIC (EBSB) (ACTIVITY COMMITTEE)
20	THURSDAY		ENGLISH CALLIGRAPHY (I-X ) (LITERARY COMMITTEE)
21	FRIDAY		WORLD EARTH DAY/PUT OFF ALL LIGHTS AT HOME FOR 1 HOUR(SOCIAL COMMITTEE)

	-		
22	SATURDAY		HINDI CALLIGRAPHY (I-X) (LITERARY COMMITTEE)
23	SUNDAY	HOLIDAY	NATIONAL PANCHAYATI RAJ DIWAS (ASSEMBLY)
24	MONDAY		
25	TUESDAY		WORLD INTELLECTUAL PROPERTY DAY (ACADMEIC COMMITTEE)
26	WEDNESDAY		INTERHOUSE FOLK DANCE COMPETITION(I-V) (CULTURAL COMMITTEE)
27	THURSDAY		
28	FRIDAY		INTERNATIONAL DANCE DAY (CULTURAL COMMITTEE)
29	SATURDAY		INTERHOUSE FOLK DANCE COMPETITION (VI-X) (CULTURAL COMMITTEE )
30	FRIDAY		

			MAY 2022
			WORKER'S DAY/ LABOUR DAY/ MAY DAY (SOCIAL
1	SUNDAY	HOLIDAY	COMMITTEE)
2	MONDAY		
3	TUESDAY	HOLIDAY	EID-UL-FITR
4	WEDNESDAY		GROUP SINGING COMPETITION (MUSIC COMMITTEE)
5	THURSDAY		
6	FRIDAY		
7	SATURDAY		
8	SUNDAY	HOLIDAY	
9	MONDAY		
10	TUESDAY		
11	WEDNESDAY		FANCY DRESS COMPETITION (CULTURAL COMMITTEE ) / NATIONAL TECHNOLOGY DAY (I.T COMMITTEE)
12	THURSDAY		
13	FRIDAY		
14	SATURDAY		PTM (I-X)
15	SUNDAY	HOLIDAY	
16	MONDAY	HOLIDAY	BUDDHA PURNIMA

### MAY 2022

17	TUESDAY		
18	WEDNESDAY		
19	THURSDAY		
20	FRIDAY		
21	SATURDAY		
22	SUNDAY	HOLIDAY	INTERNATIONAL DAY FOR BIOLOGICAL DIVERSITY (ASSEMBLY)
23	MONDAY		
24	TUESDAY		
25	WEDNESDAY		
26	THURSDAY		
27	FRIDAY		
28	SATURDAY		
29	SUNDAY	HOLIDAY	
30	MONDAY		
31	TUESDAY		

		JUNE 2022
WEDNESDAY		
TURSDAY		
FRIDAY		
SATURDAY		
SUNDAY	HOLIDAY	WORLD ENVIRONMENT DAY (SOCIAL COMMITTEE)
MONDAY		
TUESDAY		WORLD FOOD SAFETY DAY ( ASSEMBLY )
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		
SUNDAY	HOLIDAY	ANTI CHILD LABOUR DAY (SOCIAL COMMITTEE)
MONDAY		
TUESDAY		WORLD BLOOD DONOR DAY ( ASSEMBLY)
WEDNESDAY		
	TURSDAY FRIDAY SATURDAY SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY SUNDAY MONDAY TUESDAY	TURSDAYTURSDAYFRIDAYSATURDAYSUNDAYHOLIDAYMONDAYTUESDAYWEDNESDAYTHURSDAYFRIDAYSATURDAYSUNDAYHOLIDAYTUESDAYTHURSDAYTUESDAYTUESDAYTUESDAYTUESDAYTUESDAYTUESDAYTUESDAYTUESDAYTUESDAYTUESDAYTUESDAY

	I	1	
16	THURSDAY		
17	FRIDAY		
18	SATURDAY		
19	SUNDAY	HOLIDAY	/ FATHER'S DAY
20	MONDAY		
21	TUESDAY		INTERNATIONAL DAY OF YOGA(SPORTS COMMITTEE)/ WORLD MUSIC DAY(MUSIC COMMITTEE)
22	WEDNESDAY		
23	THURSDAY		INTERNATIONAL OLYMPIC DAY (ASSEMBLY)
24	FRIDAY		
25	SATURDAY		
26	SUNDAY	HOLIDAY	,
27	MONDAY		
28	TUESDAY		
29	WEDNESDAY		
30	THURSDAY		
30			JULY 2022
1	FRIDAY		
2	SATURDAY		
3	SUNDAY	HOLIDAY	
4	MONDAY		
5	TUESDAY		
6	WEDNESDAY		
7	THURSDAY		
8	FRIDAY		
9	SATURDAY		BEST OUT OF WASTE (I-X) (ART & CRAFT COMMITTEE)
10	SUNDAY	HOLIDAY	EID-UL-ZUHA
10	MONDAY		WORLD POPULATION DAY ( ASSEMBLY)
12	TUESDAY		
12	WEDNESDAY		
13	THURSDAY		INTER HOUSE FOOTBALL COMPETITION (SPORTS COMMITTEE)
17			

5	SATURDAY	HOLIDAY	HARELA
,	SUNDAY	HOLIDAY	
}	MONDAY		U.T-I BEGINS
)	TUESDAY		
)	WEDNESDAY		
	THURSDAY		
2	FRIDAY		
;	SATURDAY		
	SUNDAY	HOLIDAY	
	MONDAY		
5	TUESDAY		KARGIL VICTORY DAY (ASSEMBLY)
,	WEDNESDAY		DISPLAY BOARD: GREEN INDIA ( NOTICE BOARD &ENTERTAINMENT COMMITTEE)
;	THURSDAY		
)	FRIDAY		WORLD TIGER DAY (ASSEMBLY)
)	SATURDAY		INTER -HOUSE PATRIOTIC DANCE COMPETITION (CULTURAL COMMITTEE)
	SUNDAY	HOLIDAY	
			AUGUST 2022
	MONDAY		
	TUESDAY		
	WEDNESDAY		INTERHOUSE ENGLISH DEBATE (LITERARY COMMITTEE)
	THURSDAY		
	FRIDAY		
	SATURDAY		PTM (I-X)
	SUNDAY	HOLIDAY	
	MONDAY		WORLD SENIOR CITIZEN DAY (ASSEMBLY)
	TUESDAY	HOLIDAY	MUHARRAM/ QUIT INDIA DAY
	WEDNESDAY		POSTER MAKING (ART &CRAFT COMMITTEE)
	THURSDAY	HOLIDAY	RAKSHA BANDHAN/ INTERNATIONAL YOUTH DAY
	FRIDAY		
	SATURDAY		DISPLAY BOARD: OUR FREEDOM FIGHTERS (NOTICE BOARD COMMITTEE)

14	SUNDAY	HOLIDAY	
		NON CLASS	
15	MONDAY	DAY	INDEPENDENCE DAY (ENTERTAINMENT COMMITTEE)
16	TUESDAY		
17	WEDNESDAY		
18	THURSDAY	HOLIDAY	JANMASHTAMI
19	FRIDAY		WORLD HUMANITARIAN DAY (ASSEMBLY)
20	SATURDAY		SADBHAVANA DIWAS(SOCIAL COMMITTEE)/ HINDI EXTEMPORE (LITERARY COMMITTEE) (I-X)
21	SUNDAY	HOLIDAY	
22	MONDAY		
23	TUESDAY		
24	WEDNESDAY		
25	THURSDAY		
26	FRIDAY		
27	SATURDAY		
28	SUNDAY	HOLIDAY	
29	MONDAY		NATIONAL SPORTS DAY (SPORTS COMMITTEE)
30	TUESDAY		
31	WEDNESDAY		

			SEPTEMBER 2022
1	THURSDAY		
2	FRIDAY		
3	SATURDAY		
4	SUNDAY	HOLIDAY	
		NON CLASS	TEACHER'S DAY/ ST. MOTHER TERESA ANNIVERSARY
5	MONDAY	DAY	(ENTERTAINMENT COMMITTEE)
6	TUESDAY		
7	WEDNESDAY		
		NON CLASS	MARIA JAYANTI/ GIRL CHILD DAY/ WORLD LITERACY DAY
8	THURSDAY	DAY	(LITERARY COMMITTEE)
9	FRIDAY	HOLIDAY	ANANT CHATURDASHI
10	SATURDAY		

	SUNDAY	HOLIDAY	
12	MONDAY		TERM -I BEGINS
13	TUESDAY		
14	WEDNESDAY		
15	THURSDAY		
16	FRIDAY		
17	SATURDAY	HOLIDAY	CHEHLLUM / VISHWA KARMA PUJA
18	SUNDAY	HOLIDAY	
19	MONDAY		
20	TUESDAY		
21	WEDNESDAY		DAY OF PEACE AND NON VIOLENCE (ASSEMBLY)
22	THURSDAY		
23	FRIDAY		
24	SATURDAY		
25	SUNDAY	HOLIDAY	WORLD RIVERS DAY (ASSEMBLY)
26	MONDAY	HOLIDAY	MAHA RAJA AGRASEN JAYANTI
27	TUESDAY		
28	WEDNESDAY		
29	THURSDAY		
30	FRIDAY		

			OCTOBER 2022
1	SATURDAY		INTERNATIONAL DAY OF ELDERLY (ASSEMBLY)
		NON-CLASS	GANDHI JAYANTI (ENTERTAINMENT COMMITTEE )/
2	SUNDAY	DAY	INTERNATIONAL DAY OF NON-VIOLENCE(ASSEMBLY)
3	MONDAY	HOLIDAY	DUSSHERA (MAHA ASHTAMI)
4	TUESDAY	HOLIDAY	DUSSHERA(MAHA NAVAMI)
5	WEDNESDAY	HOLIDAY	DUSSHERA
6	THURSDAY		
7	FRIDAY		
8	SATURDAY		PTM (I-X)
9	SUNDAY	HOLIDAY	EID-E-MILD/ MILAD UN-NABI/ MAHARISHI VALMIKI JAYANTI

10			WORLD MENTAL HEALTH DAY (SOCIAL COMMITTEE)
10	MONDAY		/NATIONAL POST DAY (ASSEMBLY)
11	TUESDAY		INTERNATIONAL DAY OF GIRL CHILD (SOCIAL COMMITTEE)
12	WEDNESDAY		
13	THURSDAY		
14	FRIDAY		
15	SATURDAY		DISPLAY BOARD: FESTIVAL OF LIGHT (NOTICE BOARD COMMITTEE)/ WORLD STUDENTS DAY/ WORLD WHITE CANE DAY(ASSEMBLY)
16	SUNDAY	HOLIDAY	WORLD FOOD DAY (ASSEMBLY )
17	MONDAY		
18	TUESDAY		
19	WEDNESDAY		DIYA/ CANDLE DECORATION (ACTIVITY COMMITTEE)
20	THURSDAY		
Z	FRIDAY		
22	SATURDAY		DOOR HANGING/ RANGOLI MAKING (ACTIVITY COMMITTEE)
23	SUNDAY	HOLIDAY	NARAK CHATURDASI
24	MONDAY	HOLIDAY	DEEPAVALI/ UN DAY ( LITERARY COMMITTEE- DIALOGUE, SPEECH ,7-5 MINUTES )
25	TUESDAY		
26	WEDNESDAY	HOLIDAY	GOVARDHAN PUJA
27	THURSDAY	HOLIDAY	BHAI DUJ
28	FRIDAY		INTER-HOUSE BADMINTON COMPETITION (SPORTS COMMITTEE)
29	SATURDAY		INTER-HOUSE BADMINTON COMPETITION (SPORTS COMMITTEE)
30	SUNDAY	HOLIDAY	CHATT PUJA
31	MONDAY		NATIONAL UNITY DAY ( ASSEMBLY)
			NOVEMBER 2022
1	TUESDAY		
2	WEDNESDAY		SOLO DANCE COMPETITION (VI-X) (CULTURAL COMMITTEE)
3	THURSDAY		
3	1		

5	SATURDAY		SOLO DANCE COMPETITION(I-V) 9SPORTS COMMITTEE )/ SCIENCE MODEL MAKING COMPETITION (VI-X) (SCIENCE COMMITTEE)
6	SUNDAY	HOLIDAY	
7	MONDAY		U.T-II BEGINS / NATIONAL CANCER AWARENESS DAY (ASSEMBLY)
8	TUESDAY	HOLIDAY	GURU NANAK JAYANTI
9	WEDNESDAY		
10	THURSDAY		
11	FRIDAY		NATIONAL EDUCATION DAY (ASSEMBLY)
12	SATURDAY		
13	SUNDAY	HOLIDAY	
14	MONDAY	NON CLASS DAY	CHILDREN'S DAY (ENTERTAINMENT COMMITTEE)
15	TUESDAY		
16	WEDNESDAY		DAY OF TOLERANCE (ASSEMBLY)
17	THURSDAY		
18	FRIDAY		
19	SATURDAY		
20	SUNDAY	HOLIDAY	
21	MONDAY		
22	TUESDAY		
23	WEDNESDAY		ORGANIC AND HERBAL FOOD HABITS (I-X) (ACTIVITY COMMITTEE)
24	THURSDAY	HOLIDAY	GURUTEGH BAHADUR'S MARTYRDOM DAY
25	FRIDAY		ANNUAL SPORTS MEET (SPORTS ,DESCIPLINE,ENTERTAINMEN ,CULTURAL COMMITTEES )
26	SATURDAY		ANNUAL SPORTS MEET/ NATIONAL CONSTITUTION DAY (ASSEMBLY)
27	SUNDAY	HOLIDAY	
28	MONDAY		
29	TUESDAY		
30	WEDNESDAY		PAPER CUTTING/ COLLAGE MAKING (ART &CRAFT COMMITTEE)

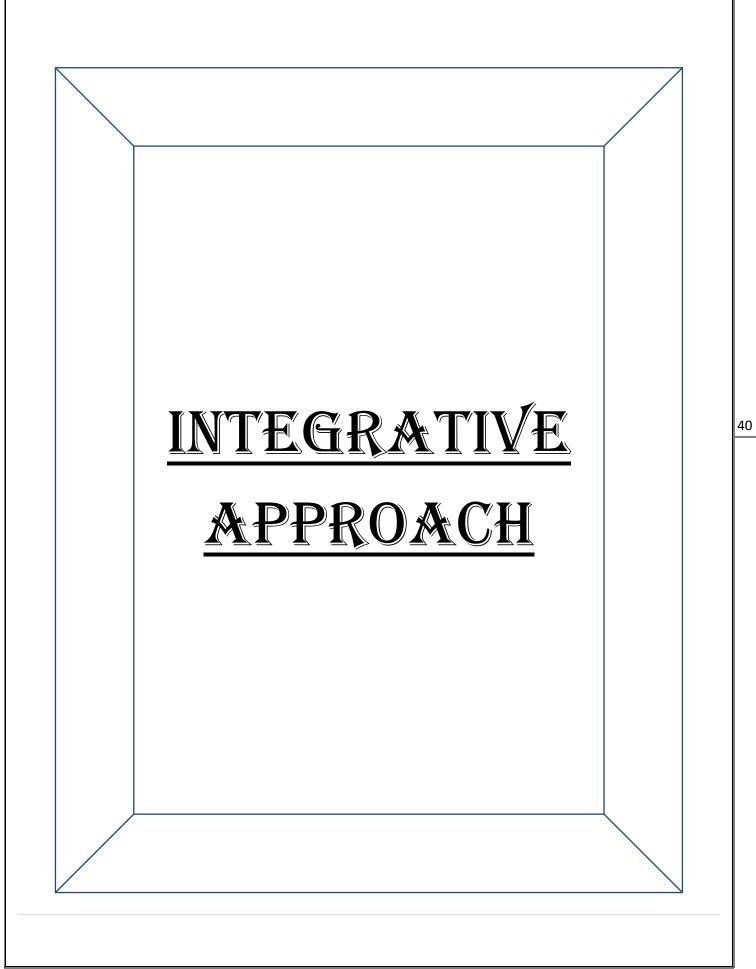
1	THURSDAY		WORLD AIDS DAY (ASSEMBLY)
2	FRIDAY		
3	SATURDAY		PTM (I-X) / WORLD DIFFERENTLY ABLED DAY (ASSEMBLY)
4	SUNDAY	HOLIDAY	
5	MONDAY		
6	TUESDAY		
7	WEDNESDAY		DISPLAY BOARD: JOY TO THE WORLD (NOTICE BOARD COMMITTEE)/ INDIAN ARMED FORCES FLAG DAY (ASSEMBLY)
8	THURSDAY		
9	FRIDAY		ANTI CORRUPTION DAY (ASSEMBLY)
10	SATURDAY		HUMAN RIGHTS DAY (ASSEMBLY)
11	SUNDAY	HOLIDAY	
12	MONDAY		
13	TUESDAY		
14	WEDNESDAY		NATIONAL ENERGY CONSERVATION DAY (ASSEMBLY)
15	THURSDAY		INTERNATIONAL TEA DAY (ASSEMBLY)
16	FRIDAY		INTER-HOUSE VOLLEYBALL COMPETITION (VI-X)(SPORTS COMMITTEE) / VIJAY DIWAS (ASSEMBLY)
17	SATURDAY		INTER-HOUSE KHO-KHO COMPETITION (GIRLS) (SPORTS COMMITTEE)/ STAR & BELL MAKING COMPETITION (ACTIVITY COMMITTEE)
18	SUNDAY	HOLIDAY	MINORITIES RIGHT DAY (ASSEMBLY )
19	MONDAY		
20	TUESDAY		
21	WEDNESDAY		FLORAL CRIB MAKING/ CAROL SINGING COMPETITION (ACTIVITY COMMITTEE )
22	THURSDAY		INTERNATIONAL PLANTATION DAY(ASSEMBLY)
23	FRIDAY		KISAN DIWAS (ASSEMBLY)
24	SATURDAY		
25	SUNDAY	HOLIDAY	CHRISTMAS
26	MONDAY		
27	TUESDAY		

8	WEDNESDAY		
9	THURSDAY		
0	FRIDAY		
1	SATURDAY		
			YEAR PLANNER 2022 – 2023
	-		JANUARY 2023
1	SUNDAY	HOLIDAY	GLOBAL FAMILY DAY (ASSEMBLY)
2	MONDAY		
3	TUESDAY		
4	WEDNESDAY		WORLD BRAILLE DAY (ASSEMBLY )
5	THURSDAY		
6	FRIDAY		
7	SATURDAY		
8	SUNDAY	HOLIDAY	
9	MONDAY		
0	TUESDAY		
1	WEDNESDAY		
2	THURSDAY		SWAMI VIVEKANAD JAYANTI/ NATIONAL YOUTH DAY (ASSEMBLY)
3	FRIDAY		
4	SATURDAY		MAKAR SANKRANTI
5	SUNDAY	HOLIDAY	INDIAN ARMY DAY (ASSEMBLY)
6	MONDAY		
7	TUESDAY		
8	WEDNESDAY		
9	THURSDAY		
20	FRIDAY		
21	SATURDAY		DISPLAY BOARD: EK BHARAT SHRESTH BHARAT (NOTICE BOARD COMMITTEE)
22	SUNDAY	HOLIDAY	
3	MONDAY		U.T-III BEGINS /NETAJI SUBHASH CHANDRA BOSE JAYANTI (ASSEMBLY)

- 2.1	THECDAY		
24	TUESDAY		
25	WEDNESDAY		
26	THURSDAY	NON CLASS DAY	REPUBLIC DAY (ENTERTAINMENT COMMITTEE)
27	FRIDAY		
28	SATURDAY		
29	SUNDAY	HOLIDAY	
30	MONDAY		MARTYR'S DAY /WORLD LEPROSY ERADICATION DAY (ASSEMBLY)
31	TUESDAY		STREET CHILDREN DAY (ASSEMBLY)
	1	I I	FEBRUARY 2023
1	WEDNESDAY		WORLDS WET LAND DAY(ASSEMBLY)
2	THURSDAY		
3	FRIDAY		
4	SATURDAY		
5	SUNDAY	HOLIDAY	
6	MONDAY		
7	TUESDAY		
8	WEDNESDAY		
9	THURSDAY		
10	FRIDAY		
11	SATURDAY		РТМ (І-Х)
12	SUNDAY	HOLIDAY	
13	MONDAY		
14	TUESDAY		
15	WEDNESDAY		
16	THURSDAY		
17	FRIDAY		
18	SATURDAY		
19	SUNDAY	HOLIDAY	

20	MONDAY		WORLD DAY OF SOCIAL JUSTICE (ASSEMBLY)
21	TUESDAY		INTERNATIONAL MOTHER TONGUE DAY (ASSEMBLY)
22	WEDNESDAY		
23	THURSDAY		
24	FRIDAY		
25	SATURDAY		
26	SUNDAY	HOLIDAY	
27	MONDAY		TERM -II BEGINS
28	TUESDAY		
			MARCH 2023
1	WEDNESDAY		
2	THURSDAY		
3	FRIDAY		
4	SATURDAY		
5	SUNDAY		
6	MONDAY		
7	TUESDAY		
8	WEDNESDAY		
9	THURSDAY		
10	FRIDAY		
11	SATURDAY		
12	SUNDAY		
13	MONDAY		
14	TUESDAY		
15	WEDNESDAY		
16	THURSDAY		
17	FRIDAY		
18	SATURDAY		
19	SUNDAY		
20	MONDAY		
21	TUESDAY		

22	WEDNESDAY	
23	THURSDAY	
24	FRIDAY	
25	SATURDAY	
26	SUNDAY	
27	MONDAY	
28	TUESDAY	
29	WEDNESDAY	
30	THURSDAY	
31	FRIDAY	
	·	1 <sup>st</sup> April 2023 New Academic Session (2023-2024) Begins



### 7. Enrichment Program

#### International Exchange Program

Exchange program is one of the best ways to experience international education without spending a lot of time away from the native place. It is short-term exchange program also known as cultural exchange program. It focuses on home stays, language skills, community service, or cultural activities. The students are exposed to an intensive program that increases their understanding of other cultures, communities, and languages. Secondary school students can apply for the program. A short-term exchange lasts from one week to 10 days

**Objectives of Exchange Programs** 

• To provide educational enrichment for exchange students by developing their linguistic skills and introducing them to a different educational philosophy, environment and curriculum;

• To develop cultural awareness and understanding among students in the school environment; and

• To promote international understanding and cooperation.

Program Undertaken:

#### 7.1. For Student:

Through the CBSE venture of EK**BharathShrestBharath (EBSB)**, the school will organize cultural exchange with the state of Karnataka INIDA.

#### 7.2. For Teachers:

Through webinars and through the seminars, the teaching faculty will enrich their conative, cognitive and collative knowledge.

#### 7.3. Excursions/Educational Trips

Excursions provide the opportunity to expand and enhance children's experiences, explore different environments. Excursions make learner perseverant, tough, Confident and acquire new skills. Excursions are organized by a professional company. There will be one outstation trip for class VI onward.

#### 7.4. Counselling

The Guidance and Counselling cell is based on the following assumptions:

- Every individual is important, unique and has latent talent.
- Excellence is possible
- There are individual differences
- Environment provides innumerable opportunities.
- There should be a logical approach.

Kinds of Counseling

Psychological Counselling	٠	Individual Counseling: Students facing problems in studies, relationships,
		violence, adjustment and other behavioral problems.

	<ul> <li>Group Counselling: In the form of structured life skills from classes III to X.</li> <li>Peer Education classes conducted by Doctor, Counsellor &amp; Class X students on adolescence related issues.</li> <li>Social Emotional Well-Being scale administered on students from classes</li> </ul>
	Pre-Nursery to Class II.
Career Counselling	<ul> <li>Firsthand experience provided through field visits to different educational and industrial organizations.</li> <li>Career exhibitions to familiarize the students/parents with different career options. Testing of the various attributes i.e. aptitude, personality and intelligence.</li> </ul>

**Note:** Parents can meet the School Counsellor with prior appointment to discuss their ward's problems on Saturdays (except 2nd Saturday).

#### 7.5. After School Activities —

No matter how talented you are, your talent will fail if you are not skilled.

Skill is developed through hours of practice and hard work. At St. Xavier School, After School Activity program follows this philosophy, wherein students are trained and polished at varied areas of performing arts, sports and soft skills such that they transform into confident, skilled and better individuals.

#### Activities conducted after school hours are:

Guitar
 Keyboard
 Classical Dance
 Tabla
 Western Dance
 Archery
 Table Tennis
 Judo

### 8. Unique features of the Pedagogical Plan

• Implicit guidelines and processes for a safe and nurturing environment with emphasis on safety, security and mental well-being of students.

• Creating a culture of thinking, empathy, social and moral responsibility through conscious efforts.

• Embedding 21st century skills in the curricular transactions, and in the co-curricular and extra-curricular and sports activities so as to equip the learners to meet present-day needs and prepare for future challenges and requirements.

• Term plans with systematic division of the curriculum, considering the continuity and difficulty levels of the concepts.

• Assessment of aptitude and learning needs of each child and ensuring need based instructional facility.

• A wide range of Assessment Tools and Rubrics for each class and subject.

• Student Appreciation practices like; **Student of the Month** and **Star of the Week** to appreciate and acknowledge students' academic excellence, functionality, regularity etc.

• Regular assessment of Training needs of Teachers at all levels.

• Advance In-service Teacher Training schedule, considering various needs of Class room management, attitude of teachers and effective pedagogy.

• Timely coordination with parents to review, inform and update the progress of the child.

• Well tested techniques and approaches to support the low achievers through **Remedial classes, Doubt discussion** classes etc.

• An outstanding feature is the community out-reaches by planning and executing the Integration Program (Inclusive Education) of children with special needs, in mainstream.

• Orientation program for students on Time Management, Career Counseling etc.

• Plan is based upon inclusive education where individual differences are kept in mind while designing the pedagogy and teaching learning process

• Our Plan is time bound and progressive in nature and effective measures are employed to execute this plan successfully.

### 8.1. Time Table

School timetables are extremely important for a variety of reasons. It establishes a natural rhythm and routine which is comforting to teachers, students and administrators. The time table of our school is critically planned keeping in view flexibility, easy communication, variety, utilization of resources and relaxation time. The time-table of the school is prepared class-wise, teacher-wise and subject-wise.

The document is prepared by a special committee which includes Time-table in-charges (primary and secondary), Coordinators, Headmistress, Vice Principal and Principal).

#### 8.2. Time Table allocation of Periods subject wise / Subject wise Abstract Time Table

### Time Table-Allocation of periods subject wise

Primary Academic and Activity Schedule for Session 2022-2023

Classes – I & II

**Total Period: 48** 

Academic Period: 33

Activity Period: 15

S. No.	Activities	Periods	1	Dance	2
1	English	8	2	Games	4
2	Hindi	8	3	IT	3
3	Maths	8	4	V.Edu	2
4	EVS	6	5	Library	2
5	GK	3	6	Art & Craft	2
	TOTAL	33		TOTAL	15

Classes – III TO V

**Total Period: 48** 

Academic Period: 34

**Activity Period: 14** 

S. No.	Activities	Periods	1	Dance	2
1	English	7	2	Games	3

2	Hindi			7	1		3	IT	3			
3	Maths			6	5		4	V.EDU	2			
4	Science			6	5		5	LIBRARY	1			
5	Social Sc	ience	<u>5</u>	6	5		6	Art & Craft	2			
6	GK			2	<u>)</u>		7	MUSIC	1			
	TOTAL 3				34		8	TOTAL	14			
					CLASS V	Ί ΤΟ VIII						
SUBJECTS	;	VI	VII	VIII	Remark	s, if any						
English		7	7	7	6(Theor	y) + 1 (Lab)						
Hindi		7	7	7	6(Theo	ry) + 1 (Lab)						
Maths 7 7 7				7	6 (Theo	6 (Theory) + 1 (Lab / Mental activity / any Other)						
Science 7 7			7	6 (Theo	ry) + 1 (Lab)							
Social Science     7     7			7	6(Theor	y) + 1 (Lab / Mo	nthly Proje	ect / Excursion )					
Sanskrit		2	2	2	1 (Theo	ry) + 1 (Lab)						
Computer Science	r	2	2	2	1 (Block	1 (Block/Practical Period) + 1 (Theory)						
Physical & Edu.	k Health	3	3	3	2 (Field, every st		neory); Or	ne game to be allocate	d Term wise for			
House Me	eeting	0	0	0	During Z (Block P		aturday N	lusic (Dance/ Instrume	ntal/Vocal 2 2 2			
Library		1	1	1		,						
Art / Craft	t	1	1	1	In conti	nuation with zer	o period					
Activity		1	1	1	Zero Pe	riod + First perio	d only on	Thursday				
Class Asse	mbly	0	0	0	During	Zero Period on N	londay					

ife Skills / Value	1	1	1	During Zero Period on Monday
Education Class Library	1	1	1	
G.K	1	1	1	
		⊥ 48	48	
TOTAL	48	48		
				tional Information
	Z	ero Pe	eriod: Tue	esday, Wednesday, Friday: + 1 period Art/Craft
				Classes IX-X
SUBJECTS		9	10	Remarks, if any
English		7	7	6(Theory) + 1 (Lab)
Hindi		8	8	7(Theory) + 1 (Lab)
Maths		7	7	6 (Theory) + 1 (Lab / Mental activity / any Other)
Science		9	9	Phy-2, Chem-2, Bio-2 & Practical-3 (Total 9)
Social Science		7	7	Pol. Sci2, Geog-2, Eco-1(IX) & 2(X), History-2 (Total-7/8)
Computer Science		2	2	(1 Practical + 1 Theory)
Health & Physical Edu.		5	5	One period in a day, total 5 in a week as per CBSE HPE
House Meeting		0	0	During Zero Period on Saturday
Library		2	2	
Art / Craft		1	1	
Activity		0	0	Zero Period + First period only on Thursday
Class Assembly		0	0	During Zero Period on Monday
Class Library		0	0	
Life Skills / Value Education		0	0	To be taken during zero period
Total:		48	48	
				Additional Information
				uesday, Wednesday, Friday: + 1 period Art/Craft

Subject wise Abstract Timetable:

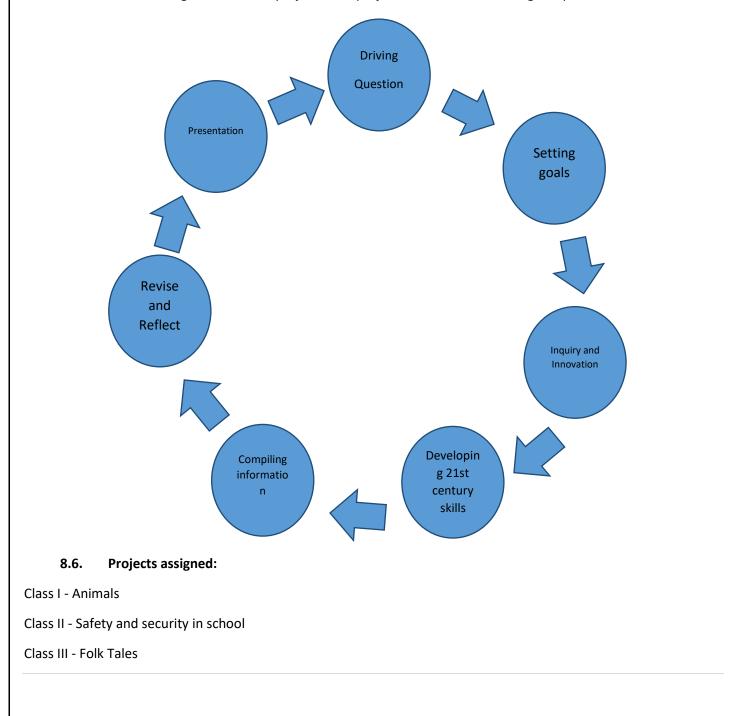
CLASS/SUBJECT	I	11	111	IV	V	VI	VII	VIII	IX	Х
English	8	8	7	7	7	7	7	7	7	7
Hindi	8	8	7	7	7	7	7	7	8	8
Maths	8	8	6	6	6	7	7	7	7	7
EVS	6	6	-	-	-	-	-	-	-	-
SCIENCE	-	-	6	6	6	7	7	7	Phy - 3 Chem- 3 Bio -3	Phy- 3 Chem-3 Bio- 3
SOCIAL SCIENCE	-	-	6	6	6	7	7	7	7	7
SANSKRIT	-	-	-	-	-	2	2	2	-	-
COMPUTER SCIENCE	3	3	3	3	3	2	2	2	2	2
GENERAL KNOWLEDGE	3	3	2	2	2	1	1	1	-	-
VALUE EDUCATION	2	2	2	2	2	1	1	1	1	1
LIBRARY	2	2	1	1	1	1	1	1	2	2
DANCE	2	2	2	2	2	1	1	1	-	-
GAMES	4	4	3	3	3	3	3	3	4	4
ART &CRAFT	2	2	2	2	2	1	1	1	-	-
MUSIC	-	-	1	1	1	1	1	1	-	-
SUPW	-	-	-	-	-	-	-	-	1	1
TOTAL	48	48	48	48	48	48	48	48	48	48

8.3. Teacher's Time Table

8.4. Class and Sec Time Table

### 8.5. Project of the Year (Explore-Experiment- Execute-Empower)

School projects are not just assignments for the student, it is an opportunity to collaborate with the world around and develop life-skills. We, St. Xavier School, Khatima believe in holistic development and learning beyond textbooks for which each class is assigned an annual project. Each project is woven around the given process:



Class IV – Board games

Class V- Mural on Monuments

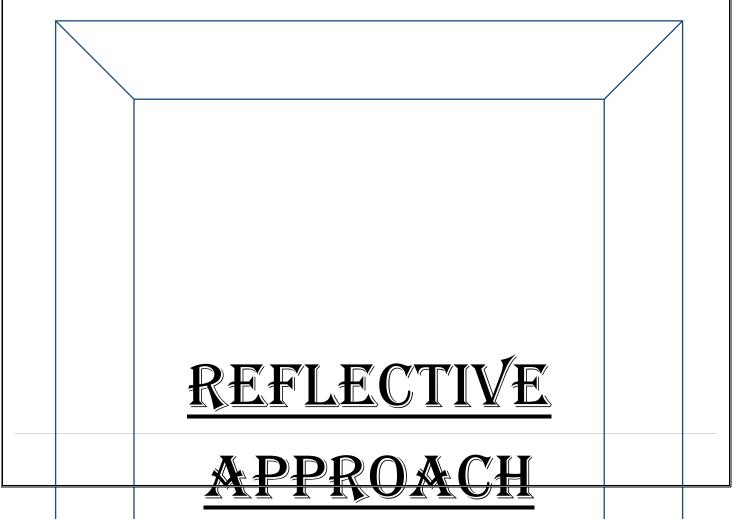
Class VI – Making School Water Literate

Class VII – The Visual Environment

Class VIII- Heritage

Class IX – Coloring the environment Green

Class XI - Create a waste- wise society



### 9. Assessment Details

### 9.1. Monitoring Progress towards Success

Our wide-ranging assessment methods/tools ensure to build an accurate picture of each child's progress. We focus on creating an environment of inclusivity and collaboration where equal educational opportunities are given to students of determination, in order to learn and experience academic, cultural, social and emotional success within a common learning environment.

MCQ	Worksheet	Quiz	Web chart	Oral Questions	Role Play	Poster	Writing summar	a y	
			onthly Te cept Revis						
	MCQ To understand learning gaps and conduct recapitulation accordingly								
		Format	ive Asse	ssment					
Reading comprehensions	Listening Comprehension	Experiments	Projects	Mental Math	Role Play	Lab activities	Diagram and	s Map	

							Work
			Summa	tive Asse	ssment		
Te	erm I						Termll
Unit Test I	Half	Yearly				Unit	Final
	Examin	ation				Test II	Examination

a. A month before the major exam, time-table to be changed for revision (6 period time table with one activity period)

b. To understand the errors/ mistakes done in exam better, students must rewrite the paper, correcting the previous mistakes.

c. Assessment sheets to be filled by the class teacher to check if Minimum Learning Objectives have been achieved.

## **10.** Result Analysis and Remedial Classes

Considering the result of various assessment tools of Term-I, students who do not meet the minimum learning outcomes are identified and remedial classes are conducted for them. The format for the same is attached.

	Class& Sec					
S. No.	Name of the student	Subject/ Subjects for	Days allotted	Period	Name of the	
		remedial classes		allotted	concerned teacher	
1						
2						
3						

### 11. Awards and Recognition

### 11.1. Scholarship Awards

The school recognizes the hard work of the students by refunding a part of the school fee in appreciation of their outstanding performance in the following categories:

- Class Topper
- Subject Topper
- Remarkable improvement
- 0.1% merit for board students

### 11.2. Best Class Awards

With the aim to motivate students and appreciate their hard work and good conduct, Best Class award is given in Primary Classes. The classes are marked by the class teacher and subject teachers on various parameters. The same is submitted to the Class Coordinators by the last week of the month. The marks are then compiled and based on the merit list, the Best Class award is given in the first Assembly of the following month. Parameters of the selection of Best Class:

• Discipline

- Work completion
- Cleanliness of classroom
- Class Board
- Communication Skills

#### 11.3. Reader's Awards:

Reading leads to thinking. A child's reading skills are important to their success in school as they will allow them to access the breadth of the curriculum and improve their communication and language skills. As part of our curriculum, students who read extensively are awarded with Reader's Badges to motivate them and encourage them further.

**11.4. Scholar's Badges:** The students who secure above 90% in an Academic session are appreciated for their efforts in a special assembly with Scholar Badges.

### 11.5. St. Xavier Ambassador of Goodwill Award:

In a society where we're constantly bombarded with stories of crime, poverty and war, kindness appears to be a ray of hope and caring people deserve to be celebrated for many reasons. This is a special award that is given to the students who bring a difference in somebody's life by volunteering their time, energy and talents. The student is awarded with an Appreciation Certificate for the same 12.6 Best House Award Based on the points earned by each House during various competitions and discipline, Best House Trophy is given to the captain of the House.

**11.6.** Sample of Students' appreciation Card Gold, Silver and Bronze



**11.7.** Sample of Teacher / Facilitator appreciation Card.

# **12. Tentative Examination Schedule**

*Tentative Test/ Examination Schedule for the academic year 2022-2023* 

## UNIT TEST I TIME TABLE 2022-23

DATE		NU	RSERY			LKG	j		UKG	
		10	D AM	9 AM			11 AM			
18.07.2022		HINDI (writt	en)		HINDI (written)			HINDI	HINDI (written)	
19.07.2022		MATHS (write	tten)		MATHS(written)		MATH	S (written)		
20.07.2022		ENGLISH (wi	ritten)		ENG	LISH (writte	en)	ENGLI	SH (written	)
21.07.2022		G.K (oral)			G.K	(oral)		G.K (o	ral)	
22.07.2022		-			-			EVS (w	ritten)	
DATE	Class -	I Class - II	Class - III	Class	- IV	Class – V	Class - VI	Class - VII	Class - VIII	Class - IX
18.07.2022	ENGLIS	6 MATHS	SCIENCE	SST		COMPUTE	MATHS	HINDI	ENGLISH	MATHS
	Н					R				
19.07.2022	HINDI	ENGLISH	SST	СОМІ	PUT	MATHS	HINDI	ENGLISH	SCIENCE	HINDI
				ER						
20.07.2022	COMPL	J EVS	COMPUTE	MATH	łS	HINDI	ENGLISH	SCIENCE	SST	ENGLISH
	TER		R							
21.07.2022	EVS	G.K.	MATHS	HIND	I	ENGLISH	COMPUT ER	SST	SANSKRIT	COMPUT ER
22.07.2022	G.K.	COMPUTE	HINDI	ENGL	ISH	SCIENCE	SST	MATHS	COMPUT ER	SST
		R								
23.07.2022	MATHS	5 HINDI	ENGLISH	SCIEN	ICE	SST	SCIENCE	SANSKRIT	MATHS	SCIENCE
25.07.2022	VALUE	VALUE	ART&CRA	G.K.		VALUE	SANSKRIT	COMPUTE R	HINDI	SANSKRIT
	EDU.	EDU.	FT			EDU.				
26.07.2022	ART&0	C ART&CRA FT	G.K.	VALU	E	ART&CRA	G.K.	ART&CRA FT	VALUE EDU.	G.K.
	RAFT			EDU.		FT				
27.07.2022			VALUE EDU.	ART& FT	CRA	G.K.	ART&CRA FT	VALUE EDU.	G.K.	ART&CRA FT
28.07.2022							VALUE EDU.	G.K	ART&CRA FT	VALUE EDU.

# ST XAVIER SCHOOL, KHATIMA

### Half Yearly- Examination Date Sheet 2022-23

DATE/DAYS	Class – VI	Class – VII	Class – VIII	Class - IX
12.09.2022	ENGLISH	HINDI	SCIENCE	COMPUTER
14.09.2022	MATHS	S.SCIENCE	MATHS o	ENGLISH
16.09.2022	HINDI	ENGLISH	S.SCIENCE	MATHS
19.09.2022	SCIENCE	MATHS	ENGLISH	HINDI
21.09.2022	S.SCIENCE	SANSKRIT	SANSKRIT	SCIENCE
23.09.2022	SANSKRIT	G.K. & COMPUTER	G.K. &	S.SCIENCE
			COMPUTER	
24.09.2022	G.K. & COMPUTER	SCIENCE	HINDI	VALUE EDU.
27.09.2022	EVS/ V.EDUCATION	EVS/ V.EDUCATION	EVS/	
			V.EDUCATIO	
			Ν	

Date	NURSERY	LKG	UKG
12.09.2022	Hindi written	Hindi Written	Hindi Written
14.09.2022	Maths Written	Maths Written	Maths Written
16.09.2022	English Written	English Written	English Written
19.09.2022	G.K. Oral	G.K. Oral	G.K. Oral
21.09.2022			Evs Written
23.09.2022	Drawing/ Art	Drawing/ Art	Drawing/ Art

DATE/DAY	Class - I	Class - II	Class - III	Class - IV	Class - V
12.09.2022	VALUE EDU.	ART & CRAFT	VALUE EDU.	VALUE EDU.	VALUE EDU.
14.09.2022	ART & CRAFT	VALUE EDU.	SCIENCE	SST	COMPUTER
16.09.2022	ENGLISH	MATHS	SST	COMPUTER	MATHS
19.09.2022	HINDI	ENGLISH	COMPUTER	MATHS	HINDI
21.09.2022	COMPUTER	EVS	MATHS	HINDI	ENGLISH
23.09.2022	EVS	G.K.	HINDI	ENGLISH	SCIENCE
24.09.2022	G.K.	COMPUTER	ENGLISH	SCIENCE	SST
27.09.2022	MATHS	HINDI	G.K. ART & CRAFT	G.K. ART & CRAFT	G.K. ART & CRAFT

#### ST. XAVIER SCHOOL KHATIMA

### TENTATIVE DAYS FOR UNIT TEST II (2022-23)

DATE/DAY	I	II	111	IV	V
07.11.2022	English	Hindi	English	Hindi	English
08.11.2022	ART & CRAFT	COMPUTER	Maths	Science	Maths
09.11.2022	Hindi	English	Science	SST	Hindi
10.11.2022	EVS	Maths	Hindi	English	SST
11.11.2022	Maths	EVS	SST	COMPUTER	Science
12.11.2022	COMPUTER	VALUE EDU.	COMPUTER	Maths	COMPUTER
14.11.2022	VALUE EDU.	ART & CRAFT	G.K & ART & CRAFT	VALUE EDU.	VALUE EDU.
15.11.2022	G.K	G.K	VALUE EDU.	G.K & ART & CRAFT	G.K & ART & CRAFT

DATE/DAY	VI	VII	VIII	IX
07.11.2022	Sanskrit	English	SST	Computer
08.11.2022	SST	Science	Hindi	VALUE EDU.
09.11.2022	Maths	SST	English	English
10.11.2022	Science	Hindi	Maths	Hindi
11.11.2022	COMPUTER	Maths	Science	Science
12.11.2022	Hindi	COMPUTER	Sanskrit	S. Science
14.11.2022	English	G.K &	COMPUTER	Maths
		V.EDUCATION		

15.11.2022	G.K &	Sanskrit	G.K &	Comprehensive Test
	V.EDUCATION		V.EDUCATION	

DATE	NURSERY	LKG	UKG
07.11.2022	HINDI (written)	HINDI (written)	HINDI (written)
08.11.2022	MATHS (written)	MATHS(written)	MATHS (written)
09.11.2022	ENGLISH (written)	ENGLISH (written)	ENGLISH (written)
10.11.2022	G.K (oral)	G.K (oral)	EVS (written)
11.11.2022	-	-	G.K (oral)

# 13. Holiday List of the Academic year 2022-2023

S.NO.	DATE	DAY	FESTIVAL
1.	02.04.2022	Saturday	Chetichand
2.	10.04.2022	Sunday	Ram Navami
3.	14.04.2022	Thursday	Mahavir Jayanti/Dr. B.R. ambedkar jayanti
4.	15.04.2022	Friday	Good Friday
5.	29.04.2022	Friday	Jamaat-ul-vida
6.	03.05.2022	Tuesday	Id-ul-fitr/Veer Keshrichand Shahid diwas
7.	16.05.2022	Monday	Budh purnima
8.	10.07.2022	Sunday	Id-ul-zuha
9.	16.07.2022	Saturday	Harela
10.	09.08.2022	Tuesday	Muhharam
11.	11.08.2022	Thursday	Raksha Bandhan
12.	15.08.2022	Monday	Independence day
13.	18.08.2022	Thursday	Janmashthmi
14.	09.09.2022	Friday	Anant chaturthi
15.	17.09.2022	Saturday	Chehhlum
16.	26.09.2022	Monday	Maharaja Agresen Jayanti
17.	02.10.2022	Sunday	Mahatma Gandhi Jayanti
18.	03.10.2022	Monday	Dussehra ( maha ashtmi)
19.	04.10.2022	Tuesday	Dussehra ( maha navami)
20.	05.10.2022	Wednesday	Dussehra (Vijaydashmi)
21.	09.10.2022	Sunday	Id-e-milaad/Baravafaat/ Balmiki jayanti
22.	23.10.2022	Sunday	Diwali
23.	24.10.2022	Monday	Diwali
24	26.10.2022	Wednesday	Diwali
25.	27.10.2022	Thursday	Bhai dooj
26.	30.10.2022	Sunday	Chhat pooja
27.	08.11.2022	Tuesday	Guru Nanak Jayanti
28.	24.11.2022	Thursday	Guru Teg Bahadur shaheed Diwas
29.	25.12.2022	Sunday	Christmas
30.	15.01.2023	Sunday	Makar sankranti

31	25.01.2023	Wednesday	Vasant panchami
32.	26.01.2023	Thursday	Republic day
33.	05.02.2023	Sunday	Guru Ravidas Jayanti
34	18.02.2023	Saturday	Maha shivratri
35.	07.03.2023	Tuesday	Holi
36.	08.03.2023	Wednesday	Holi
37.	30.03.2023	Thursday	Ram navami

# 14. Form of application for a Transfer Certificate

	Date
То,	
The Principal	
St. Xavier School Khatima	
Kilduffid	
Dear Father/Sister,	
Please furnish me with the Leaving Certificate	e ofmy ward. The Necessary
Particulars are given below.	
Pupil's Name in full	
Father's Name Mot	her's name
Std Sec	Fee Bk. No
Year of Admission Dat	te of leaving
Reason of leaving	
Yours Faithfully,	
Parents/Guardian	
*****	*****
For office use only :	
1. All dues/fees have been paid (including months' no	otice)
2. All Library books are to be returned.	
3. Name has been struck off from class Register	
4. School leaving certificate may be issued.	
5. Any other matter.	School Seal.

## Sample of appreciation card Gold

		APRIL	
		THEME-EARTHDAY	
DATE	DAY	EVENTS	CLASS(ES)
01-04-2021	Thursday	Orientation on New Session and NEP 2020	IX, X,XII
03-04-2021	Saturday	Orientation on New Session and NEP 2020	LKG + UKG
05-04-2021	Monday	Orientation on New Session and NEP 2020	+
05-04-2021	Monday	Session Begins	IX , X & XII
06-04-2021	Tuesday	Orientation on New Session and NEP 2020	III+IV
06-04-2021	Tuesday	Orientation on New Session and NEP 2020	V & VI
07-04-2021	Wednesday	Orientation on New Session and NEP 2020	VII & VIII
08-04-2021	Thursday	Session Begins	LKG-VIII
12-04-2021	Monday	Virtual Puppet Show	LKG+UKG
16-04-2021	Friday	Virtual Magic Show	I
19-04-2021	Monday	Earth Week Celebration Begins ( Plant a Sapling)	LKG+UKG
19-04-2021	Monday	Pencil Sketch Competition	IX-X
20-04-2021	Tuesday	Earth Week Celebration Begins ( Plant a Sapling)	+
22-04-2021	Thursday	Earth Week Celebration Begins ( Plant a Sapling)	III
22-04-2021	Thursday	International Earth day Celebration	LKG-XII
23-04-2021	Friday	Inter-house Chess Competition 2021 (Both days can be scheduled)	V-XII
26-04-2021	Monday	Spin a Yarn (II - IV) , Blue Colour Week (LKG-I)	LKG+IV
26-04-2021	Monday	English Week	XI-XII
27-04-2021	Tuesday	English Week	(IX-X) IX-X
28-04-2021	Wednesday	English Week	(VII-VIII) VII-VIII
29-04-2021	Thursday	English Week	(V-VI) V-VI
29-04-2021	Thursday	Sarat Chandra Chattopadhyay (Personality of the month)	V-VIII
<b>CBSE Circular</b>	s With Refere	nce in Social Science will also be done	

		Мау	
		THEME: MOTHER'S DAY & SUMMER DELIGHT	
03-05-2021	Monday	Mother's Day Craft	LKG-II
03-05-2021	Monday	CT 1 Begins	V-IX & XII
04-05-2021	Tuesday	Card Making Activity on Mother's day	III+IV
04-05-2021	Tuesday	Portrait Sketch Competition (Theme- Rabindranath)	V-VIII
07-05-2021	Friday	RabindraJayanti Celebration (Colouring Competition)	II,III ,IV
11-05-2021	Tuesday	Personality of the Month Satyajit Roy (Bengali Dept)	IX-X
11 05 2021	racouty	MahadeviVerma Hindi Dept	
12-05-2021	Wednesday	Spellathon	V-VII
13-05-2021	Thursday	Remembering Eientein	XI-XII
13-05-2021	Thursday	Last Working Day before Summer Vacation	LKG-X AND XII
14-05-2021	Friday	Eid -UI -Fitr (Holiday) Summer Vacation Begins	LKG-X AND XII
21-05-2021	Friday	Last Working Day before Summer Vacation	XI
		luna	
		June THEME: PHYSICAL FITNESS	
07-06-2021	Monday	School Reopens after Summer Vacation	V- XII
08-06-2021	Tuesday	Collage Competition Theme World Environmet Day	VII-VIII
09-06-2021	Wednesday	Environment Day Celebration	V-XII
11-06-2021		Show and Tell Activity	V-XII V-VI
	Friday		
14-06-2021	Monday	School Reopens after Summer Vacation	LKG-IV
16-06-2021	Wednesday	Maths Quiz	VII- X
19-06-2021	Saturday	1st PTM	LKG-IV
21-06-2021	Monday	Physical Fitness Week Begins – Healthy Living	LKG-UKG
21-06-2021	Monday	International Yoga day Celebration 2021 Inter House Yoga	LKG-XII
		can be done both days	
22-06-2021	Tuesday	Physical Fitness (Virtual)	1&11
23-06-2021	Wednesday	Physical Fitness (Virtual)	III & IV
24-06-2021	Thursday	PA -1 Begins	III , IV
28-06-2021	Monday	Inter Class Science Quiz	II,III & IV
28-06-2021	Monday	Inter House Cricket Skills 2021 can be conducted both days	V-VIII
29-06-2021	Tuesday	Yoga Day (Virtual)	II,III & IV
29-06-2021	Tuesday	Inter House Cricket Skills 2021 can be conducted both days	IX-XII
29-06-2021	Tuesday	Personality of the month Jibanondo Das (Bengal Dept)	V- VIII
		SubhadraKumariChouhan (Hindi Dept)	
		JULY THEME: COMMUNITY HELPERS	
01-07-2021	Thursday	Community Helpers Week	LKG-II
01-07-2021	Thursday	Doctor's Day	XI-XII
	Wednesday	Spellathon	II,III & IV
		Science Exhibition Week	V-VI
07-07-2021	Wednesday		V V I
07-07-2021 07-07-2021	Wednesday Thursday		\/!!_\/!!!
07-07-2021 07-07-2021 08-07-2021	Thursday	Science Exhibition Week	VII-VIII
07-07-2021 07-07-2021 08-07-2021 09-07-2021	Thursday Friday	Science Exhibition Week Science Exhibition Week	IX-X
07-07-2021 07-07-2021 08-07-2021	Thursday	Science Exhibition Week	

6-07-2021	Friday	Maths Puzzle	V-VIII
22-07-2021	Thursday	Painting Competition Theme Save tree Save life	IX –X
23-07-2021	Friday	Maths Quiz	XI & XII
24-07-2021	Saturday	PTM	V-XII
26-07-2021	Monday	Personality of the month Sukanta Bhattacharya Bengali	V-X
		DeptSumitranandanDant Hindi Dept	
28-07-2021	Wednesday	Inter house Football Skills 2021 V-VIII can be conducted	V-VIII
		both days	
29-07-2021	Thursday	Inter house Football Skills 2021 V-VIII can be conducted	XI-XII
		both days	
30-07-2021	Friday	Inter house Football Skills 2021 V-VIII can be conducted	IX-X
		both days	
		AUGUST THEME: INDEPENDENCE	
02-08-2021	Monday	Yellow Week Celebration Begins PA-2 Begins	LKG III & IV
02-08-2021	Monday		V- IX
02-08-2021	Monday Wednesday	English Poster Making Debate Competition	V-1X III & IV
04-08-2021	Wednesday	Students Council Election	IX,XI
04-08-2021	Wednesday	Recitation Competition Bengali , Hindi	V-VIII
06-08-2021	Friday	Eating Decimals (Maths -V) Fraction Puzzle (Maths )	VI) V, VI
09-08-2021	Monday	English Debate	IX,XI
11-08-2021	Wednesday	Independence Day Craft	&
12-08-2021	Thursday	Independence Day Craft	III & IV
13-08-2021	Friday	Special Assembly on Independence Day	LKG-IV
15-08-2021	Sunday	Independence Day + Investiture Ceremony	
17-08-2021	Tuesday	Rakhi Making	&
17-08-2021	Tuesday	CT 2 Begins	V-IX & XII
18-08-2021	Wednesday	Rakhi Making	III & IV
26-08-2021	Thursday	Personality of the month KajiNazrul Islam Bengali Dept	
27-08-2021	Friday	Special Assembly on Janmashtami	LKG-IV
27-08-2021	Friday	Maths Crossword Quiz	II, III & IV
28-08-2021	Saturday	National Sports Day Celebration / Sports Quiz 2021	V-XII
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		SEPTEMBER	
		THEME: GRAND PARENTS	
	Wednesday	Inter House Sports Quiz	II,III & IV
01-09-2021	weunesuay		1,11 & 1
01-09-2021 01-09-2021	Wednesday	Painting Competition Theme - Teacher's Day	VIII – X

01-09-2021	Wednesday	Inter House Sports Quiz	II,III & IV
01-09-2021	Wednesday	Painting Competition Theme - Teacher's Day	VIII – X
06-09-2021	Monday	Vernacular Recitation	III & IV
07-09-2021	Tuesday	Vernacular Show & Tell Activity	1&11
07-09-2021	Tuesday	Air Day	V-VIII
08-09-2021	Wednesday	Collage making Competition	VII
13-09-2021	Monday	TEE 1 Begins	LKG-XII
20-09-2021	Monday	Grand Parents Week- Celebration Begins (Virtual)	LKG-II
22-09-2021	Wednesday	IT Exhibition	V- XII
25-09-2021	Saturday	Regalia	LKG-IV
30-09-2021	Thursday	English Essay Writing Competition	VII , VIII & IX

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		OCTOBER	
		THEME: GANDHI JAYANTI & FESTIVALS OF INDIA	
01-10-2021	Friday	Special Assembly of Gandhi Jayanti	II, III & IV
01-10-2021	Friday	Gandhi Jayanti and LalBahadurShastriJayanti Celebration	VI, VII
04-10-2021	Monday	Essay Writing Competition	III & IV
04-10-2021	Monday	PTM	V-XII
05-10-2021	Tuesday	English story telling competition	IX- X
05-10-2021	Tuesday	Durga Puja Celebration	LKG- IV
07-10-2021	Thursday	Wild Life Week	IX- XII
08-10-2021	Friday	Commemoration of APJ Abdul Kalam	VIII-XII
09-10-2021	Saturday	2nd PTM	LKG-IV
11-10-2021	Monday	Puja Vacation Begins	LKG-XII
21-10-2021	Thursday	School Reopens after Puja Vacation	LKG-XII
25-10-2021	Monday	Rangoli Competition House	IX-XII
26-10-2021	Tuesday	Diya Painting Competition	V-VI
27-10-2021	Wednesday	Diya Decoration Competition	VII-VIII
28-10-2021	Thursday	Personality of the month Subhas Chandra Basu (Bengali	VIII-X XI-XII
20 10 2021	marsaay	Dept) VadVivadPratiyogita (Debate Hindi Dept)	
		NOVEMBER	
		THEME: DIWALI	
01-11-2021	Monday	Rangoli Making Activity	II-IV
02-11-2021	Tuesday	Diya Decoration	LKG- IV
03-11-2021	Wednesday	Diwali Vacation Begins	LKG-XII
07-11-2021	Sunday	Commemoration of C.V Raman	XI,XII
08-11-2021	Monday	School reopens after Diwali Vacation	LKG-XII
09-11-2021	Tuesday	Painting competition Theme- Children's Day	VII –VIII
11-11-2021	Thursday	National Education Day	IX-XII
12-11-2021	Friday	English Poetry Recitation	VII –VIII
15-11-2021	Monday	Science Quiz	V-IX
16-11-2021	Tuesday	CT 3 begins	V-XI
23-11-2021	Tuesday	Vernacular Week	
24-11-2021	Wednesday	Advance programming competition	XI-XII
25-11-2021	Thursday	Maths Games	V-IX
25-11-2021	Thursday	(Personality of the month - ManikBandopadhyay Bengali	
		DeptKedarnath Singh Hindi Dept)	
26-11-2021	Friday	National Constitution Day	VIII, IX
29-11-2021	Monday	Fit India Week 2021	V-IX & XI
30-11-2021	Tuesday	Fit India Week 2021	V-IX & XI
		DECEMBER	
		THEME: CHRISTMAS	
01-12-2021	Wednesday	Red Week Begins	LKG-I
01-12-2021	Wednesday	PA 3 begins	III & IV
01-12-2021	Wednesday	Fit India Week 2021	V-IX & XI
02-12-2021	Thursday	Fit India Week 2021	V-IX & XI
02-12-2021	mursudy		

Elocution

03-12-2021

Friday

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III & IV

3-12-2021	Friday	Fit India Week 2021	V-IX & XI
8-12-2021	Wednesday	English Talkathon	
9-12-2021	Thursday	Basic Programming Competition	VIII
LO-12-2021	Friday	Extempore	II-IV
13-12-2021	Monday	PT- II Begins	V-IX & XI
L4-12-2021	Tuesday	Poster Making Competition Theme Annual Sports	IX-X
17-12-2021	Friday	Find The Number Game	XI-XII
20-12-2021	Monday	Pous-Parbon Project	V-VIII
23-12-2021	Thursday	Annual Sports Day Christmas Carnival Begins	LKG-IV
24-12-2021	Friday	Annual Sports	V- XII
24-12-2021	Friday	Winter Vacation Begins	LKG- IV
25-12-2021	Saturday	Winter Vacation Begins	V-XII
		JANUARY	
		THEME: PATRIOISM	
03-01-2022	Monday	School reopens after Winter Vacation	LKG-XII
08-01-2022	Saturday	Excursion	LKG-UKG
LO-01-2022	Monday	Inter House basketball Skill can be conducted both days	V-VIII
11-01-2022	Tuesday	Inter House basketball Skill can be conducted both days	IX-XI
12-01-2022	Wednesday	National Youth Day Exhibition on Swami Vivekananda	VIII, IX, XI
13-01-2022	Thursday	Fun with Percentage	V
L4-01-2022	Friday	Cat and Rat - a maze problem	VI
15-01-2022	Saturday	Excursion	1-11
L7-01-2022	Monday	CT-4 Begins	V-XI
21-01-2022	Friday	Special Assembly on Netaji's Birth Anniversary	V-XII
21-01-2022	Friday	Poster Making Competition Theme- Republic Day	VII-VIII
22-01-2022	Saturday	Excursion	III-IV
24-01-2022	Monday	PA-4 Begins	III-IV
		FEBRUARY	
		THEME: SPRING DELIGHT	
19-02-2022	Saturday	3rd PTM	LKG-XII
21-02-2022	Monday	TEE- II Begins	V-XI
		MARCH	
		THEME: HOLI (FUN WITH COLOURS)	
01-03-2022	Tuesday	TERM END EXAMINATION -	II LKG-IV
1-03-2022	Monday	Term Break For Students	V-XII
14-03-2022	Monday	FUN ACTIVITIES	LKG-UKG
14-03-2022	Tuesday	FUN ACTIVITIES	I-II
15-03-2022	Wednesday	FUN ACTIVITIES	 
10-03-2022	Thursday	FUN ACTIVITIES	IV
21-03-2022	Monday	Session Break	LKG-IV
26-03-2022	Saturday	Result Declaration	V-XI
	JULUIUAV		V-VI

#### Teachers Time Table 2021-2022

#### Staff Timetable - 2021 to 2022 Comp Staff En Tamil Math EVS/ Social Langu Langu Langu Value Gener Hindi Libra PET ECA Educat Name / Time uter glis as Scien Scinc age Profici age Profici age Profici al Knowl ry Scienc ion h ce e ency (Eng) ency (Eng) ency (Eng) edge e PET

Total number of periods in the week [Grade I to Grade VIII]

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