

# ANNUAL PEDAGOGICAL PLAN 2025-26

---



**SUBMITTED BY-**

**LIONS PUBLIC SCHOOL  
SEC-10A, GURUGRAM  
AFFILIATION NO.: 530293  
SCHOOL CODE: 40268**

## **SCHOOL INFORMATION**

<b>SL. NO.</b>	<b><u>INFORMATION</u></b>	<b><u>DETAILS</u></b>
	NAME OF THE SCHOOL	LIONS PUBLIC SCHOOL
	COMPLETE ADDRESS WITH PIN CODE	LIONS PUBLIC SCHOOL, SECTOR-10A, GURUGRAM -122001(Hr.)
	CONTACT DETAILS (LANDLINE/MOBILE)	0124-2371526, 2370020
	SCHOOL EMAIL ID	LIONSPUBLICSCHOOL@YAHOO.COM
	WEBSITE	<a href="https://lionspublicschool.com/">https://lionspublicschool.com/</a>
	PRINCIPAL NAME	DIPINDER KAUR BHAGTANA
	CONTACT DETAILS (MOBILE – EMAIL ID)	9818191349, PRINCIPAL@LIONSPUBLICSCHOOL.COM
	PERIOD OF AFFILIATION	01-04-2024 TO 31-03-2029
	AFFILIATION NO.	530293
	SCHOOL CODE	40268
	<b><u>TYPE OF SCHOOL</u></b>	
	MIDDLE / SECONDARY / SENIOR SECONDARY	SENIOR SECONDARY
	BOYS / GIRLS / CO-EDUCATION	CO-EDUCATION
	DAY SCHOOL / BOARDING / RESIDENTIAL	DAY SCHOOL
	NO. OF STUDENTS	1694
	LOCATION TYPE	URBAN
	IS THE SCHOOL A MINORITY SCHOOL	NO
	<b><u>DETAILS OF INFRASTRUCTURE</u></b>	
	TOTAL CAMPUS AREA	6073.49 SQ. MTR.
	BUILT UP AREA	4749.47 SQ. MTR.
	AREA OF PLAYGROUND	3000 SQ. MTR
	INDOOR GAMES	YES
	OUTDOOR GAMES	YES
	HEALTH AND MEDICAL CHECKUP	YES

## **ABOUT THE SCHOOL**

**Lions Public School** was established in 1991 with the vision of providing quality education to the ever increasing population of the industrial town of Gurgaon. Started in humble surroundings with only twenty students and three teachers, today it is situated in a state of the art building and is affiliated to CBSE with 1694 students on its rolls. Indeed a journey which saw a lot of obstacles and heartbreak. However the dedication and perseverance of the management, principal, teachers and staff bore fruit. Today our school is ranked among the best in the millennium city.

Our motto of the school is a constant reminder to us that human values need to be practiced in our society which has more under privileged members than the affluent. We believe in providing quality education at nominal cost to our learners.

## **VISION OF THE SCHOOL**

Vision of Lions Public School is to develop wholesome, confident, responsible individuals with sanskars and a desire to serve humanity. This is being done by ensuring a strong synergy between all the stakeholders.

## **MISSION OF THE SCHOOL**

The school is committed to provide quality education to children so that they become agile, innovative, creative, disciplined and morally upright.

## **KEY STRENGTHS OF THE SCHOOL**

- Student Centric Education – A Conducive Learning Environment
- Academic Excellence
- Inclusive Education
- Environment & Ecology consciousness
- Positive approach towards Digital Information and Technology
- Skilled, Empowered and supportive faculty
- Collaboration and Team work
- Strong and collaborative leadership
- Safe Learning Environment
- Reliable Support Staff
- State of the Art Equipment and Facilities
- Achievements at National Sports Tournaments

## **TEACHING METHODOLOGY**

We believe in the holistic development of the students to go ahead with the concept. We focus on both scholastic and co-scholastic methods of evaluation by giving equal emphasis on them.

**SCHOLASTIC AREA-** We impart education using modern technology including smart class, online classes, art integrated teaching approach, story based teaching etc. The excellent board results are the testimony that academics is our prime concern.

**CO-SCHOLASTIC AREA-** The school organizes a large number of co-scholastic activities for the development of overall personality of students by imparting important life skills, literary, creative skills and inventiveness.

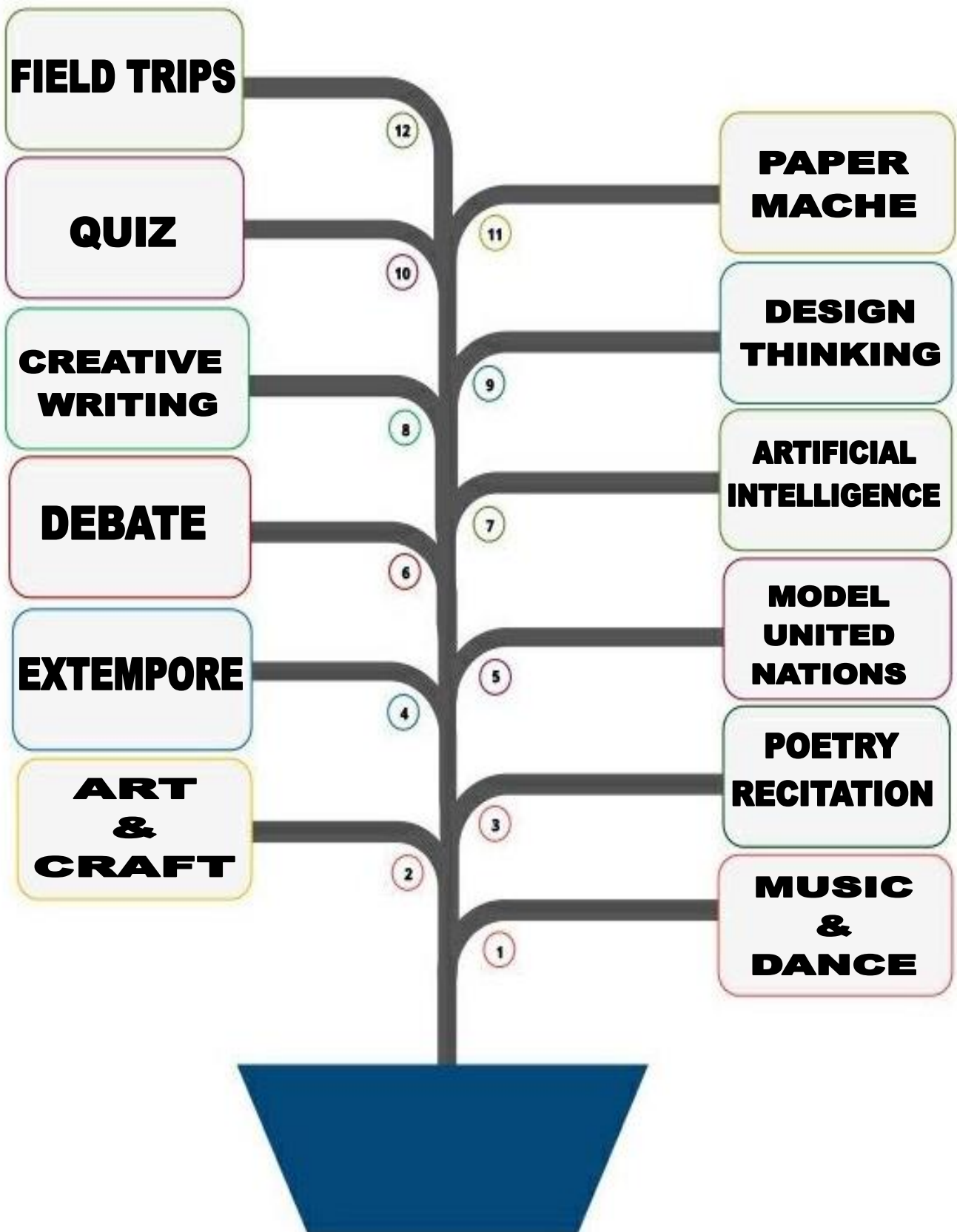
Various inter and intra house activities are held in school like poetry writing, debates, Quiz, Storytelling, Whizkid etc to develop and nurture the hidden talents.

## **OUR FOCUS**

Lions Public School seeks to discover and nurture the special gifts each student possesses; to deepen each student's understanding of the complexities of the world; and to inspire each to his or her full potential. With a clear recognition of the needs and the capabilities of the students of differing ages and experiences, the school implements its philosophy:

- By gradually guiding a student from dependent to independent learning.
- By stressing high academic standards through a strong commitment of imparting quality education.
- By creating an environment for learning which is stimulating, innovative, tolerant and enjoyable and which encourages intellectual inquiry and curiosity.
- By accelerating academic and cognitive growth.

# CO-SCHOLASTIC ACTIVITIES



Template.net

## LIST OF MEMBERS OF SCHOOL MANAGING COMMITTEE

SL. NO.	NAME	DESIGNATION
1	LN. DR. K.S. DHAKA	CHAIRMAN
2	LN. BHIM VASUDEV	VICE CHAIRMAN
3	LN. DR. SUNIL SINGLA	SECRETARY
4	LN. TARUN WADHWA	TREASURER
5	LN. D.V. TANEJA	TRUSTEE
6	LN. A.C. GOEL	TRUSTEE
7	LN. H.L. DANG	TRUSTEE
8	LN. RAMESH SUNEJA	TRUSTEE
9	LN. VIJAY BUDHIRAJA	IMM. PAST CHAIRMAN
10	MR. RAJIV KUMAR	MANAGER
11	MS. DIPINDER KAUR	SECRETARY
12	MS. MAMTA SHRIDHAR	VICE PRINCIPAL
13	MS. ANITA WADHWA	TEACHER REPRESENTATIVE
14	MS. SONIA KASHYAP	TEACHER REPRESENTATIVE
15	MS. ABHA RAGHAV	PRINCIPAL - SHARDA INT. SCHOOL [CBSE AFFID]
16	MS. SHEENA YADAV	PRINCIPAL - GYAN DEVI SCHOOL [CBSE AFFID]
17	MR. KAMALJEET VIRMANI	PTA MEMBER
18	MS. ANJU MEHNDIRATTA	PTA MEMBER
19	MS MAMTA ARORA	TEACHERS REPRESENTATIVE AMITY -43, [ OTHER SCHOOL]
20	MS. SONU KHANDELWAL	TEACHERS REPRESENTATIVE, DPS-45 [ OTHER SCHOOL]

## LIST OF COMMITTEES AND MEMBERS

S.NO.	NAME OF THE COMMITTEES	MEMBERS OF THE COMMITTEES	DESIGNATION	FREQUENCY OF THE MEETINGS
1	SCHOOL SAFETY COMMITTEE	MS. DIPINDER KAUR	PRINCIPAL, HEAD OF THE COMMITTEE	HALF YEARLY
		MS. KIRAN BALA	SCHOOL COORDINATOR	
		MR. BALRAM	SECURITY INCHARGE	
		MS. SUMAN WADHAWAN	SCHOOL COUNSELLOR	
		MS. PREETI SHARMA	OTHER TEACHER	
		MS. ANITA JAISWAL	OTHER TEACHER	
		MS. VARSHA	PARENT	
		MR. SHIV KUMAR	PARENT	
2	POCSO COMMITTEE	MS. MAMTA SHRIDHAR	HEAD OF THE COMMITTEE	ANNUAL
		MR. LAXMAN SINGH	MEMBER	
		MS. SUMAN WADHAWAN	MEMBER	
3	SEXUAL HARASSMENT COMMITTEE (AT WORK PLACE)	MS. KIRAN BALA	HEAD OF THE COMMITTEE	ANNUAL
		MR. LAXMAN SINGH	MEMBER	
		MS. MEERA KUMARI	MEMBER	
		MR. TARUN WADHWA	GUEST MEMBER	
4	SCHOOL DISCIPLINE COMMITTEE	MS. KIRAN BALA	HEAD OF THE COMMITTEE	MONTHLY
		MS. SUMAN YADAV	SECRETARY	
		MR. LAXMAN SINGH	INCHARGE	
		MS. NEERAJ KAPOOR	MEMBER	
		MS. ANITA JAISWAL	MEMBER	
		MS. BHAVNA	MEMBER	
		MS. NEHA RAJAWAT	MEMBER	
		RITIKA - XII B	STUDENT REPRESENTATIVE	
		HARSHA SHARMA- XII D	STUDENT REPRESENTATIVE	
		SANSKRITI MALIK - XI B	STUDENT REPRESENTATIVE	
		ANSHDEEP GILL - XI C	STUDENT REPRESENTATIVE	
		NIMIT KUMAR SINGH - XI D	STUDENT REPRESENTATIVE	
5	ANTI BULLYING COMMITTEE	MS. MAMTA SHRIDHAR	HEAD OF THE COMMITTEE	QUATERLY
		LION TARUN WADHWA	SCHOOL MANAGEMENT REPRESENTATIVE	
		MS. SUMAN WADHAWAN	COUNSELOR	
		MR. RAVI TUTEJA	LAWYER	
		MR. SATISH SONAWNE	PTA MEMBER	
		MS. DARSHNA	SCHOOL NURSING	

			OFFICER	
		MS. MEGHNA KHANNA	TEACHER	
		MS. ANJU NARANG	TEACHER	
		MS. TRIPTA	TEACHER	
		RAKSHITA SHARMA - XII B	PEER EDUCATOR	
		SAUMYA - XI D	PEER EDUCATOR	
		MANNAT - XI D	PEER EDUCATOR	
		TENNISHTHA - XI D	PEER EDUCATOR	
		RUDRA- XI D	PEER EDUCATOR	
		ANUSHKA - X C	PEER EDUCATOR	
		KAMAKSHI RANA - VI B	PEER EDUCATOR	
		KANISHK YADAV - V C	PEER EDUCATOR	
6	CANTEEN COMMITTEE	MS. SAGRIKA	HEAD OF THE COMMITTEE	QUATERLY
		MS. KIRAN GERA	INCHARGE	
		MS. NEHA RAJAWAT	MEMBER	
		MR. RAVI KUMAR	MEMBER	
		MS. MEGHA SHARMA	MEMBER	
		SAANVI - XII B	STUDENT REPRESENTATIVE	
		ANSHDEEP GILL - XI C	STUDENT REPRESENTATIVE	
7	GRIEVANCE REDRESSAL COMMITTEE	MS. ANITA WADHWA	HEAD OF THE COMMITTEE	BI MONTHLY
		MR. LAXMAN SINGH	MEMBER	
		MS. RACHNA KHATANA	MEMBER	
8	CYBER SAFETY COMMITTEE	MS. DIPINDER KAUR	PRINCIPAL, HEAD OF THE COMMITTEE	ANNUAL
		MS. SUMAN WADHAWAN	COUNSELLOR	
		MS RUCHI VERMA	MEMBER	
		MS. KANCHAN	MEMBER	
		MS. NISHA	MEMBER	
		MS. HARSHVANDANA	MEMBER	
		LION SUNIL SINGLA	SCHOOL MANAGEMENT REPRESENTATIVE	
		MR. RAJIV JAIN	P.T.A MEMBER	
		AMBRISH - XII C	PEER EDUCATOR	
		SONALI PAL - XII C	PEER EDUCATOR	
		RADHIKA - XII C	PEER EDUCATOR	
		KAVYA CHHABRA - X D	PEER EDUCATOR	
		MANNAT YADAV - X C	PEER EDUCATOR	
		CHAKSHU - X C	PEER EDUCATOR	
		SURAJ CHAUHAN - X D	PEER EDUCATOR	
		SAKSHAM TIWARI - X A	PEER EDUCATOR	
		HARDIK JAIN - X B	PEER EDUCATOR	



## COORDINATION WITH THE STAKEHOLDERS

At Lions Public School, we are committed to provide a safe, inclusive and supportive environment which promotes open communication, respect, fairness and positive relationships between all stakeholders. We aim to have clear, effective and positive communication to achieve the best possible outcomes for teachers, students and parents/guardians.

### Communication objectives:-

- Promote the school's vision, mission and achievements
- Provide parents/guardians and the wider community with information regarding events, results and other happening at the school
- Provide staff with information about events, results, expectations and other happening at the school
- Provide a two-way channel of communication between the school and parents/guardian for open discussion
- Provide parents/guardians with an avenue for communicating their concerns to teachers and an opportunity to take these further if necessary
- Enact a two-way channel of communication between staff for expressing their concerns and opportunities
- Provide an open channel of communication between staff and students for honest discussion and advice
- Make it as easy as possible for families of prospective students to contact the school and receive the information they need.

STAKEHOLDERS	METHODS OF COMMUNICATION	MESSAGES TO CONVEY
<b>Parents</b>	Orientation Parents-Teacher Meetings, Phone Messages, Circulars, School Website, Email, Notice Board	School Calendar, Activity schedule, Handbook for the session, Newsletter, Circulars: School, CBSE Pedagogical framework, Assessment performance, Annual days, Felicitation ceremony, Schedule of meetings
<b>Students</b>	Orientation Phone, Class Circulars, School Websites, Notice Boards, Regular one to one meetings, Assemblies	Learning Outcomes of lessons, Term Assessment Outcomes, Annual Days, Felicitation Ceremony, Extracurricular & Co-curricular Activities, Competitions
<b>Teachers</b>	Emails-specific and group Staff room, notice boards, Departmental meetings, Circulars, Seminars	Orientation & Induction Curriculum Planning, School Policies Workshops, Events & activities

## VALUES AND BELIEFS ABOUT TEACHING AND LEARNING

Our purpose is to provide the best educational outcomes for every student in our school. Our school fraternity values a high standard of teaching and learning and believes there needs to be effective partnerships between staff, students and parents if children are to be creative thinkers, have the foundation for life-long learning and global citizenship. This means that school fraternity members must be respectful of each other and carry out the following broad aims:

PRINCIPAL	STAFF	STUDENTS	PARENTS
<ul style="list-style-type: none"> <li>• Provide strong instructional leadership.</li> <li>• Support and guide school community member</li> <li>• Ensure the main focus is on students' outcome.</li> </ul>	<ul style="list-style-type: none"> <li>• Be organized and proactive in all aspects of their duties</li> <li>• Understand and follow all the school's expectations, procedures, programs and processes</li> <li>• Ensure the main focus is on student learning</li> <li>• Engage in activities to improve practice</li> </ul>	<ul style="list-style-type: none"> <li>• Give every effort in all learning tasks</li> <li>• Take responsibility for their own learning at school and at home</li> <li>• Develop self-discipline and co-operate in all school activities</li> </ul>	<ul style="list-style-type: none"> <li>• Be highly involved in their child's education and encourage them</li> <li>• Follow the school's processes and procedures for learning tasks- e.g. assignments, projects etc</li> <li>• Be involved and contribute to the school community- e.g. Sports day, Plantation drive etc.</li> </ul>

## **SCHOOL RULES**

1. All the students must maintain and carry the School Almanac every day.
2. Students of all classes must come to school in flawless school uniform with school ID card. Short skirts above the knee are not permitted. Girls must make two braids and nails should be trimmed. No nail paint and henna is allowed.
3. Boys must be in conventional hair cut. No trendy hair cut is allowed,
4. Students must maintain punctuality and discipline. The school gate will be closed after the first bell rings in the morning. Late comers will have to go back home unless the parents personally explain the reason for delay.
5. Students who come to school accompanied by an escort are not to leave before the escort arrives. The students up to Class II will be handed over to the escort only after showing the gate pass issued by the school. For others, escort must have due authority in writing from the parents. In case of delay, Parents should inform at the school reception.
6. Parents are requested to carry I-Card issued by School Authorities while visiting school and adhere to the token system during PTMs.
7. Parents of NUR to UKG students must write their ward's name on their belongings with a permanent marker.
8. Parents and guardians are not allowed to visit their wards or teachers in the class rooms during school hours.
9. A child who has been suffering from any contagious disease / Covid-19, will be allowed to attend classes only after producing the medical fitness certificate showing that he / she is free from infection.
10. Students are not allowed to go home once they come to school in the morning. Parents must NOT send their wards to school if they are unwell or have any outside appointment during school hours. This is mostly seen on Cycle Test / Periodic Test / Unit Test days. If a child leaves after cycle test / periodic test, he / she will be marked absent for the day.
11. Students who wish to celebrate their birthday can do so by distributing toffies and candies only. Elaborate birthday celebrations are not permitted. Casuals are allowed to be worn on the day of birthday only upto class V.
12. Students are not allowed to roam in the corridors or around the school surroundings. Truancy from the class will entail punishment. No student will leave his/her class without the permission of the teacher concerned. Class pass must be carried by students if going out of the class.
13. Students are not allowed to use the school telephone without the permission of the Heads of the school.
14. Students are not allowed to drive two wheelers / cars while commuting to and from the school. They are also not permitted to bring any expensive / sharp item / mobile phones / electronics gadgets any objectionable item to the school.

15. School will observe Bagless days as per CBSE guidelines.
16. DEAR - [Drop Everything and Read] programme will be observed in the school for students and whole staff to promote reading habit.
17. Students' cycles must be locked and parked at cycle stand and students shall not ride in the school compound.
18. Playing Holi or bursting crackers within the school premises and in school buses is treated as a serious offence. Stern action will be taken against the student who is found to do so.
19. The school reserves the right to dismiss a student whose conduct becomes unsuitable to the school. Immorality, grave insubordination, contempt of authority or wilful damage to property is always a sufficient reason for suspension or expulsion from the school.
20. A student whose attendance is less than 75% in an academic year, will not be permitted to appear in the final examination.
21. Students using unfair means during test/exams are liable to be expelled from the school.
22. Students should return their report cards duly signed by their guardians within two days.
23. One month notice or tuition fee in lieu thereof, is to be deposited when a student is to be withdrawn.
24. Bag should be arranged according to the Time Table for Classes I to XII. Parents should ensure that their ward carries the books / notebooks according to the time table of the day;

### **GUIDELINES FOR STUDENTS' SAFETY**

- ✓ The students have the ID card, and the parents have an out card when they fetch their ward.
- ✓ No minor student is left alone. There will always be an attendant, security guard or teacher with him/her.
- ✓ Cameras are installed facing all entry and exit points of the school, corridors, labs, classrooms, library and school buses.
- ✓ In any emergency situation, the parent is called to school immediately.
- ✓ All classes, whether in the art room, playground, cafeteria, classrooms, are diligently monitored.
- ✓ Floor duty and dispersal duty are given to the teachers to monitor the students.
- ✓ We have positive reinforcement protocols that we follow in school, and corporal punishment is not tolerated at LPS.
- ✓ We have counsellors and a special educator to take care of the mental health and behavioural concerns related to students.
- ✓ We have frequent meetings with all the stakeholders regarding issues concerning safety matters of the students and feedback from the staff is also taken on a regular basis.
- ✓ Verified documents and background checks of staff and vendors in transport, security and canteen is carried out.
- ✓ We have the Parent Executive group that conveys all-important decisions to the other parents.

## **HEALTH CARE IN SCHOOL**

- ✓ At LPS we have regular health and medical check-ups for students and staff.
- ✓ A full-time school nurse is available, along with an emergency strategy in place, with the nearby hospital.
- ✓ We conduct talks and workshops on hygiene and different aspects of health.
- ✓ We create social health welfare awareness through student engagement in the morning assemblies

## **DISCIPLINARY MEASURES**

The observance of rules of discipline of the school and good behavior is an essential condition to a student's continuance in the school. Lions Public School believes that discipline moulds a person to perfection. But it is against corporal punishment and mental abuse. So the following measures are taken to reprimand misconduct:

- Counselling
- Reflective Writing
- Verbal warning
- Written warning
- Suspension
- Expulsion

## **SOCIAL AND EMOTIONAL SUPPORT**

Social and emotional support is not merely a complementary practice; it is policy and is fully integrated throughout the teaching and learning and structural organization of the school, to effectively meet the personal, social (well being) and academic needs of students and staff. Our team aim at providing a harmonious environment which equips the student to gain self-awareness, to reflect and develop into a confident individual

### **Counselling: We help students, in a non-judgmental, objective environment to**

- ✓ Identify goals and help with potential solutions
- ✓ Improve communication and coping skills
- ✓ Strengthen self-esteem
- ✓ Promote behaviour change and optimal mental health
- ✓ We have workshops on many important topics to help the students navigate their journey through school and to help them on their individual growth story as well.
- ✓ We engage parents with different workshops, so that we can come together as a community for the holistic development and welfare of the students.
- ✓ We have orientations for the parent to understand the school process and requirements.
- ✓ Anti-Bullying Committee – To make sure that all stakeholders uphold that no bullying policy we have in place.

## **CURRICULUM BASED SOCIAL EMOTIONAL LEARNING**

- ✓ Life skills – Classes III–XII – Learning the importance of different skills that enable the student to cultivate in and out of the classroom.
- ✓ SEL in the classes Nur to II. The Mother teacher will have a circle time, wherein the students are in a safe space and can talk about their challenges and what they may be feeling. The Mother teacher can identify and address any issues, establishing relationships and making connections.

## **CAREER COUNSELLING**

- ✓ Career counselling for students – Grade wise career counselling session
- ✓ One to one Career counselling for students and parents
- ✓ University fairs

## **OUR PEDAGOGICAL VISION**

At Lions Public School, we adopt a innovative pedagogy to nurture and develop each student's inherent potential. Our pedagogical activities are characterized by an integration of innovation and independent thinking- the common goal being the formation of knowledge. To make students self-reliance in future, our approach to curriculum is differentiated and challenging to enhance the vast and varied talents of our students. Our curriculum prepares students for academic, vocational, professional excellence and leadership, whilst encouraging individual development, happiness and success. Our system is designed keeping in view Art Integrated Learning and Ek Bharat Shresth Bharat. The school is dedicated to provide quality education through qualified and dedicated faculty. It is committed to empower the teachers with best available approaches to teaching. The school has a dynamic Professional Development Programme. The teachers are provided all opportunities of PD workshops- face to face; online, in-school in association with CBSE and other agencies.

## **ACADEMIC CURRICULUM**

It is very important that children acquire adequate knowledge and skills. The school prepares students for the Indian National Curriculum- CBSE Board. The curriculum is the sum total of a planned set of educational experiences provided to a learner by a school. It encompasses general objectives of learning, courses of study, subject-wise instructional objectives and content, pedagogical practices and assessment guidelines. Visual and Performing Arts as well as Yoga are an integral part of every student's life. The curriculum envisages individualized personal learning acumen and seeks to explore the potential of students in acquiring substantial knowledge and skills through academic rigors. With greater academic orientation and research skills in core academic areas, students would evolve as discerning young adults with a sense of real self-esteem having true values and principles.

## GRADES AND SUBJECTS OFFERED

SL NO.	GRADES	ACADEMIC SUBJECTS	CO-CURRICULAR & EXTRACURRICULAR ACTIVITIES		
1	Grade 1 & 2	English	Art		Vocal Music
		Hindi	Instrumental Music		Dance
		Mathematics	Computer		Library
		EVS	HPE		
			Yoga	Sports	
			Aerobics	Skating	
2	Grade 3 to 5	English	Art		Vocal Music
		Hindi	Instrumental Music		Dance/ Singing
		Mathematics	Computer		Library
		Social Science	HPE		Clubs
		Science	Yoga	Sports	Life Skills
		French / Sanskrit (5)	Taekowando	Aerobics	
		GK	Skating		
		Computer			
3	Grade 6 to 8	English	Art		Vocal Music
		Hindi	Instrumental Music		Dance/ Singing
		French	Computer		Library
		Mathematics	HPE		Clubs
		Social Science	Yoga	Sports	Life Skills
		Science	Taekowando	Aerobics	
		Sanskrit	Skating		
		Computer			
4	Grade 9 & 10	English	Art		Vocal Music
		Hindi/ Sanskrit	Instrumental Music		Dance/ Singing
		Mathematics	I.T		Library
		Social Science	Clubs		HPE
		Science			Yoga   Sports
		A.I.	Life Skills		Taekowando

For the students of Classes XI & XII, the school offers different subjects of Science, Commerce & Humanities.

## AREAS OF FUNCTIONING







# LIONS PUBLIC SCHOOL

LEARN TO SERVE

**2025-26**

## APRIL

ACADEMIC	New Session Begins For Classes I - IX and XI
	New Session Begins For Classes LKG and UKG
	Attendance Register and Log Books to be prepared
	Distribution of Teachers Time Table and Class Time Table
	House Allotment to the New Students and Class III Students and New Teachers
	Workshops for Teachers and Students
	Submission of Syllabus
	Submission of Periodic Test 1 Syllabus
CBSE COMPLIANCE	School as Centre for Spot Evaluation
	Updating the Oasis Details of New Teachers
CO-CURRICULAR & EVENT MANAGEMENT	Theme based Special Assemblies to be organised
	DEAR Programme
	Bagless Day Nur - VIII
	Investiture Ceremony-Formation of New Council
	Felicitation Ceremony for Classes Nur -IX and XI
	World Health Day , National Solidarity Day April, Baisakhi , Earth Day
	Orientation Programme for Class X,XI and XII
ADMINISTRATIVE	Admission Process
	Settling of New Transport Routes
	Promotion of Old Students into New Classes
	Uploading of Homework
	Uploading of New Students Data on the Portal
	Generation of Transfer Certificate
	I Card generation of Students and New Staff
	Collection of Undertaking from parents using Private Vans, Details of Van Drivers
	Selection of Bus Buddies
	Allocation of duties to Staff and Council Members-Break Duty, Dispersal Duty and Bus Duties
FINANCE / ACCOUNTS FOR SENIOR & JUNIOR SCHOOLS	Distribution of Fee Bills to students
	Salary Finalization and Distribution
	Deposit of Statutory Dues (TDS/EPF) Quarterly
	Fee Collection of 1 <sup>st</sup> Quarter for the Session 2025-26 (April to June)
	Follow up of Fee Submission of Last Session
	Data Finalization of New Students / Fee concession cases
	Website updation
MAY	
ACADEMIC	Submission of Teacher's Diary fortnightly to the Wing Incharges
	Board Examination Result Analysis, Updating on Website
	Felicitation Ceremony for Class X and XII
	Periodic Test of Classes III-XII

	PTM for all Classes
	Summer Vacation for Classes Nur-XII
	Holiday Home Work for all Classes
	Student Council Meeting
CBSE COMPLIANCE	UDISE form Filling
	Class X and XII Result
CO-CURRICULAR & EVENT MANAGEMENT	Bagless Day Nur- VIII
	DEAR Programme
	Theme based Special Assemblies to be organised
	Mother's Day Celebration Teacher's Workshop
	Health Checkups for Students
	Scholastic Book Fair
ADMINISTRATIVE	Preparation of List of Requirements
	Discipline Committee Meeting
	Uploading of Holiday Homework
	Anti Bullying Committee Meeting
	Meeting of PTA Body
FINANCE / ACCOUNTS FOR SENIOR & JUNIOR SCHOOLS	Follow up of Submission of New Admission Balance and 1 <sup>st</sup> Quarters defaulters Reminders
	Internal Audit /Statutory Audit Preparation
	Physical Verification of Fixed Assets for the Session
	Salary Finalization and Distribution
<b>JUNE</b>	
ACADEMIC	Summer Vacation
	Staff Meeting 30-06-25
	School Office Working
	Meeting Parents of Weak Students
CBSE COMPLIANCE	SRN number Generation on MIS Portal
	LOC Finalization of Improvement/Compartment of Class X and XII
CO-CURRICULAR & EVENT MANAGEMENT	World Environment Day, International Yoga Day
	Staff Meeting
	Workshop for Teachers
ADMINISTRATIVE	Repair and General Maintenance of the School
	New Staff Induction and Interview (If Required)
FINANCE / ACCOUNTS FOR SENIOR & JUNIOR SCHOOLS	Fee Collection of 1 <sup>st</sup> Quarter for the Session 2025-26 (April to June)
	Salary Finalization and Distribution
	Follow up of Fee Defaulters
<b>JULY</b>	
ACADEMIC	School Reopens
	Submission of Teacher's Diary fortnightly to the Wing Incharges.
	Periodic Test Classes X and XII
	LOC Finalization of Class XII
	Registration Class XI

CBSE COMPLIANCE	LOC Finalization of Class XII
	Registration Class XI
CO-CURRICULAR & EVENT MANAGEMENT	Bagless Day Nur-VIII
	DEAR Programme
	Theme based Special Assemblies to be organised
	LPS MUN Class IX and XI
	English week
	Van Mahotsav Day
ADMINISTRATIVE	Generation of Report Cards for PT 1
	Uploading of Home work
	Uploading Activities on Website
	Committee Meetings
FINANCE / ACCOUNTS FOR SENIOR & JUNIOR SCHOOLS	Fee Collection of 2 <sup>nd</sup> Quarter for the Session 2025-26 (July to September)
	Salary Finalization and Distribution
	Deposit of Statutory Dues (TDS/EPF) Quarterly
	Follow up of Fee Defaulters
<b>AUGUST</b>	
ACADEMIC	Submission of Teacher's Diary fortnightly to the Wing Incharges
	Completion of Term 1 Exam Syllabus
	Paper Setting, Proof Reading
	Submission of Term 1 papers
	Remedial Classes for Low Achievers
	Release of Model Test Paper
	PTM for Classes Nur-XII
	Finalization of Report Card for Term 1
CBSE COMPLIANCE	Completion of Registration Data for Class IX and XI
	Finalization of Class XII LOC
CO-CURRICULAR & EVENT MANAGEMENT	Bagless Day Nur-VIII
	DEAR Programme
	Theme based Special Assemblies to be organised
	Independence Day Celebration
	Talk on Freedom Fighters
	Annual Science Exhibition -Jigyasa
	Planning of Schedule for Teacher's Day Celebration
	Workshops for teachers and Students
	Release of Annual Magazine - FOCUS
ADMINISTRATIVE	Fire Extinguisher to be checked
	Cleaning of Water Tank
	Generation of Exam Schedule
	Uploading of MTP on the Portal
	Committee Meetings
	Uploading of Home work
	Uploading Activities on Website
	PTA Meeting

FINANCE / ACCOUNTS FOR SENIOR & JUNIOR SCHOOLS	Fee Collection of 2 <sup>nd</sup> Quarter for the Session 2025-26 (July to September)
	Salary Finalization and Distribution
	Follow up of Fee Defaulters
<b>SEPTEMBER</b>	
ACADEMIC	Submission of Teacher's Diary Fortnightly
	First Term Exam Begins Classes III-XII
	Discussion of performance of Students with Principal
	Department Meetings
	Remedial Classes for Weak Students
CBSE COMPLIANCE	Data of Class IX and XI to be uploaded on CBSE Website
	Generation of LOC for Class X and XII
	Annual Sports Fee Submission of CBSE
CO-CURRICULAR & EVENT MANAGEMENT	Bagless Day Nur-VIII
	Safety Awareness Drive Classes I -II
	Theme based Special Assemblies to be organised
	Teacher's Day Celebration
	Hindi Diwas
ADMINISTRATIVE	Committee Meetings
	Uploading of Home work
	Uploading Activities on Website
	Prospectus design for next Session
	Educational Trips for Classes III-XII
	Finalizing and Placing order for Trophies for Lion K.C. Wadhwa Memorial Inter School Fest Swapnil Rang
FINANCE / ACCOUNTS FOR SENIOR & JUNIOR SCHOOLS	Fee Collection of 2 <sup>nd</sup> Quarter for the Session 2025-26 (July to September)
	Salary Finalization and Distribution
	Follow up of Fee Defaulters
<b>OCTOBER</b>	
ACADEMIC	Submission of Teacher's Diary Fortnightly
	Department Meeting
	Term 1 Answer Sheet Discussion
	PTM -Paper Showcasing
	Diwali Holidays
CBSE COMPLIANCE	Submission of LOC to CBSE
CO-CURRICULAR & EVENT MANAGEMENT	Theme based Special Assemblies to be organised
	DEAR Programme
	Annual Day Classes Nur-UKG
	Inter house Sports Competition Classes IX-XI
	Inter house Craft Competition Classes III to IX and XI
	PTM Classes III-XII
	Bagless Day Classes Nur-VIII
	Sending Invitation to Schools for Lion K.C. Wadhwa Memorial Inter School Fest Swapnil Rang

ADMINISTRATIVE	Finalization of School Strength and Availability of Vacancy
	Printing of Registration Forms
	Committee Meetings
	Uploading of Home work
	Uploading Activities on Website
	Prospectus design for next Session
	Educational Trips for Classes III-XII
	Admission Open for Next Session
	Planning for Lion K.C. Wadhwa Memorial Inter School Fest Swapnil Rang
	PTA Meeting
	School Management Committee Meeting
FINANCE / ACCOUNTS FOR SENIOR & JUNIOR SCHOOLS	Fee Collection of 3 <sup>rd</sup> Quarter for the Session 2025-26 (October to December)
	Salary Finalization and Distribution
	Deposit of Statutory Dues (TDS/EPF) Quarterly
	Follow up of Fee Defaulters
	Approval of Budget in Management Committee
<b>NOVEMBER</b>	
ACADEMIC	Submission of Teacher's Diary Fortnightly
	Department Meeting
	Question Paper Proof Reading and Submission
	Pre Board 1 Classes X and XII
	Periodic Test 2 Classes III-IX and XI
	Discussion of performance of Students with Principal
	Remedial Classes for Weak Students
CBSE COMPLIANCE	Oasis Data Filling
CO-CURRICULAR & EVENT MANAGEMENT	Theme based Special Assemblies to be organised
	DEAR Programme
	Bag less Day Classes Nur-VIII
	Lion K.C. Wadhwa Memorial Inter School Fest Swapnil Rang
	Inter house Craft Competition Classes III to IX and XI
	Sports Week VI-XII
	Sports Week Nur-II
	Children's Day Celebration
ADMINISTRATIVE	Uploading Activities on Website
	Arrangement for Inter school Fest
	Call for Samples of Text Books from different Publishers for the Next Session
	Admission Open for Next Session
FINANCE / ACCOUNTS FOR SENIOR & JUNIOR SCHOOLS	Fee Collection of 3 <sup>rd</sup> Quarter for the Session 2025-26 (October to December)
	Salary Finalization and Distribution
	Follow up of Fee Defaulters
<b>DECEMBER</b>	
ACADEMIC	Fortnightly Submission of Teacher's Diary
	Remedial Classes for Weak Students

	Department Meetings
	PTM Class X and XII
	Pre Board 2 for Classes X and XII
	Winter Vacations
CBSE COMPLIANCE	Generation of Sample Papers for Class X and XII
	Pre Board Exam and Practical Schedule Uploaded on the School Website
CO-CURRICULAR & EVENT MANAGEMENT	Inauguration of Art Exhibition
	Theme Based Special Assemblies
	Bagless Day Nur-VIII
	DEAR Programme
	Sports Week III-V
	GPSC Table Tennis Tournament
	Christmas Celebration
	Educational Excursions III-XII
	Text Books Feedback in Department Meetings, Sample Books Observation for Next Session
	Orientation Programme for Class X for Stream Selection
	Planning for School Almanac for the Next Session
ADMINISTRATIVE	Fire Equipment Maintenance
	Finalization of Dress and Book Vendor
	Committee Meetings
	Form 6 Filling (As per Haryana Govt.)
	Uploading of Homework
	Uploading of Activities and Photographs on Website
FINANCE / ACCOUNTS FOR SENIOR & JUNIOR SCHOOLS	Fee Collection of 3 <sup>rd</sup> Quarter for the Session 2025-26 (October to December)
	Salary Finalization and Distribution
	Follow up of Fee Defaulters
	Preparation of Fee Structure for the Next Session
	Preparation of Budget for the Next Session
<b>JANUARY</b>	
ACADEMIC	Submission of Teacher's Diary fortnightly to the Wing Incharges.
	Prescribe Booklist for the next Session.
	A list of Books to be purchased by the Library.
	School Almanac to be edited
	Preparation of the Assignment Booklet for all Classes and Subjects.
	Time-Table for Remedial Classes / High Achievers (Class XII).
	Subject Choice for Class XI to be submitted by Class X Students.
	Orientation Programme for parents of Class X students regarding Subjects choice in class XI.
	Preparation of the Final Exam Papers for all classes.
	Result Analysis of Pre Board Exams II.
	Department Wise Meetings with the Principal
	Inventory Check by the Library

	Class XII Group Photographs with Teachers and the Principal
	Meeting the parents of Low Achievers & Behaviour Cases
	Smart Classes & Remedial Classes for Low Achievers
	Counselor & Special Educator to discuss the Progress Report of CWSN with Supervisors
CBSE COMPLIANCE	Conduct of Board Practical Examinations
	AISSCE & AISSE Time Table to be uploaded on the School Website
	Proforma to be prepared for Internal Grades Class XII
	Completion of ASL & getting data ready for uploading
	Theme-based class assemblies
CO-CURRICULAR & EVENT MANAGEMENT	Blessing Ceremony Class XII
	Class XII Farewell
	Republic Day Celebrations
	Preparation of a list of requirements of all the departments (Academic, Office, Transport, Labs etc.
	Checking the Status of Uniforms
	Placing the Order for the Stationary required. 1. Student I-Card 2. Student Diaries, 3.Attendance Registers 4. Attendance Proforma, 6. Gate Slip 8 Exam Sheets
	Public display of Evacuation Plan in the school Premises and & Exit Points indicated in the Plan
	Fee Reconciliations & Follow up of Fee Defaulters
	Deposit of Statuary Dues (TD EPF ) Quarterly
	Salary Finalisation & Distribution
<b>FEBRUARY</b>	
ACADEMIC	Term II Exam Class IX and XI from
	Term II Exam Class III and VIII
	Periodic Test Cycle continued
	Revision of syllabus Continuation of remedial class for all classes
	Faculty meeting of all departments
	Meeting with department heads
	Awareness – Important aspects of Board Examination
	Understanding of various entries of answer scripts, time management & other information
	Board Admit cards / Hall Tickets to be given
	Collection of students’ academic performance before the final examination (almost 70% of the result)
	Syllabus / Assignments Booklets update for the new session.
	Syllabus completion for all classes.
	Group Photographs with teachers and Principal for classes X and XII.
	Date Sheet Term -II
CBSE COMPLIANCE	Online posting of Assessment date of students presently in class X and appearing Term -II
	Downloading student’s Hall tickets & centre Details and Distribution to Students.
	Practical Examination of Classes X and XII

	Uploading ASL Marks
	Uploading the CBSE Practical Examination Marks of Class XII on the portal.
	Board Examination Classes X and XII
CO-CURRICULAR & EVENT MANAGEMENT	Theme wise Class Assemblies
ADMINISTRATIVE	Food and water testing
	Stock taking of all Departments
	Admission process for Classes Nur to VIII
	Regulatory updates transport user data (Buses, Private Vans)
	Follow up of fee defaulters
	Salary Finalisation & Distribution
	Payment of Bills
	Finalization of Report Cards Template for Annual Examination
<b>MARCH</b>	
ACADEMIC	Submission of Teacher's Diary fortnightly to the school head
	Result Declaration for all classes
	Meeting with the parents of week students
	Retest schedule to be planned
	Uploading of Marks for Term II , Result analysis
	PTM Result
	Generation of Report Cards from Nur -IX and XI
	Department Meeting
	Stock taking of library books, submission from students and staff and issuing of books to teachers for new session
	Staff Meeting with Management
	Session Starts for Class X and XII
	Career Guidance Workshops for Class XII
CBSE COMPLIANCE	Appointment of Evaluators for AISSE/AISSCE
	Verification of Evidence of Assessment of Class X students
	Board Examination Classes X and XII
	Letter of Relieving for Spot Evaluation
CO-CURRICULAR & EVENT MANAGEMENT	International Women's Day
ADMINISTRATIVE	Report Card Distribution, Dates and Distribution of Books and Uniform
	Assess Vacancies from all Classes and complete admission process for all classes
	Assess Staff Vacancy and Advertise if required
	Orientation Programme for Parents of New Admission
	Finalization of Bus Routes for New Session
	Audit of all Departments
FINANCE / ACCOUNTS FOR SENIOR & JUNIOR SCHOOLS	Follow up of fee defaulters
	Fee Collection of 4 <sup>th</sup> Quarter the session 2025-26 (January to March)
	Salary Finalization and Distribution for the Month of February



## **ACADEMIC RESOURCES AVAILABLE**

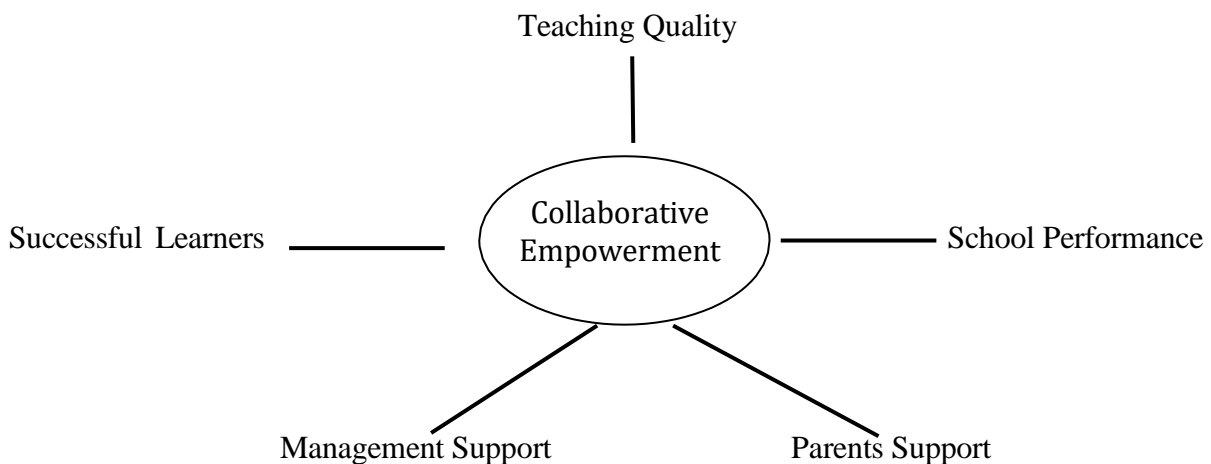
<b>NAME OF RESOURCE/S</b>	<b>SEGMENT PRIMARY/SEC/SR.SEC</b>	<b>USEFULNESS</b>
Smart Class	All three segments	Primary, Secondary & Senior secondary students learn everything easily with the help of smart classes
Mathematics Lab	All three segments	Resources used in mathematics lab is helpful in effective teaching and learning process
Science Lab	All three segments	Enhances mastery of science subject matter, develops scientific reasoning abilities, develops practical skills, develops understanding of nature of science, cultivate interest in science
IT Lab	All three segments	It helps students to develop the knowledge about the current technology
Reference Books (Library)	Secondary & Senior Secondary	Students acquire knowledge from reference books
Library	All levels	To develop reading habits of the students
Activity Room	All three segments	Various activities undertaken in the activity room to teach them life-skills through related objects. It also instills social skills and respect for all helpers.
Outdoor sports area	All levels	Students gain strength, coordination and dexterity through various outdoor games. Values like game spirit, waiting for one's turn, self-discipline are also instilled through play.
Yoga	All Levels	Yoga promotes healing from the inside rather than looking good on the outside. To improve attention and memory and alleviate academic stress
Conference room	Secondary & Senior Secondary	Workshops, seminars and training for students are held to help them learn new things and gain confidence.
Indoor Sports Room	All Levels	Students play indoor games and learn to be competitive.

## **EXAMINATION COMMITTEE**

SL NO.	DESIGNATION	NO. OF APPOINTEES	NAME OF THE TEACHER
1	Centre Superintendent	1	Ms. Dipinder Kaur
2	Examination Incharge	1	Ms. Nidhi Ahuja
3	Assistant Exam. Controller	1	Ms. Harsh Vandana
4	Support Staff	1	Ms. Mamta Satija

## **SCHOOL PEDAGOGICAL FRAMEWORK**

School leaders actively support teacher's professional development around Explicit Instruction. In order to deliver high quality Pedagogical, feedback process operates under the guidance of the Head of the School.

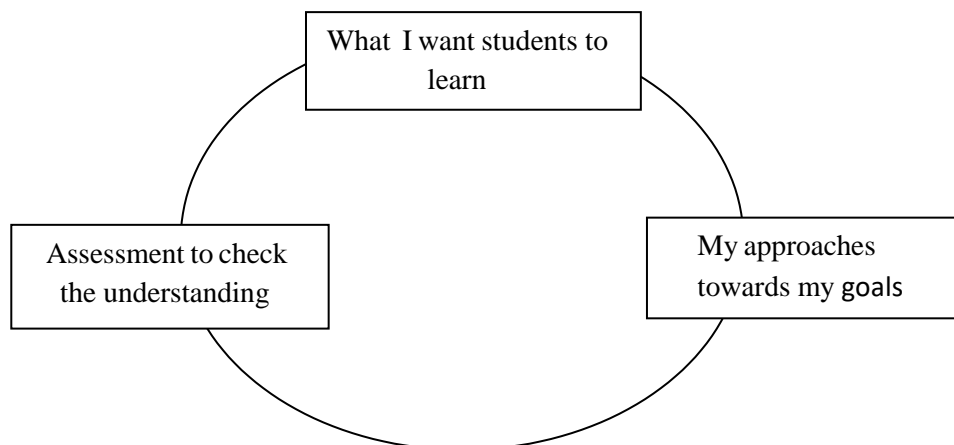


# LESSON PLAN

Lesson Planning : 5E Model

The 5E Model consists of Engage, Explore, Explain, Elaborate and Evaluate

Engage	:	Igniting students' interest .
Explore	:	Here students are involved in the topic and build their own understanding.
Explain	:	These they communicate what they have learnt so far and figure out what it means.
Elaborate	:	Here students continue to explore the implication by using their new knowledge.
Evaluate	:	This is both for teacher and students to determine how much learning and understanding has taken place.

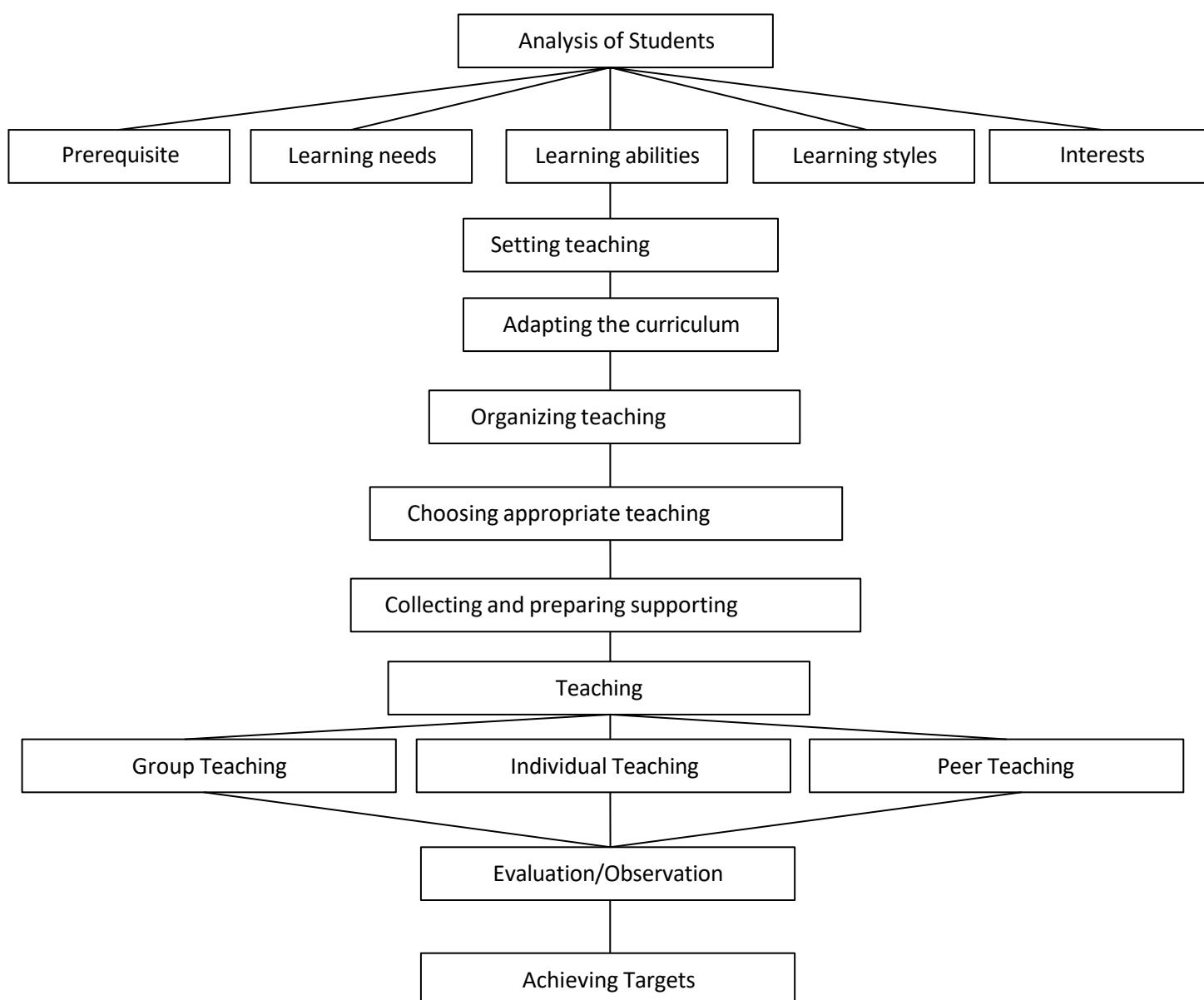


## ENRICHMENT CLASS

Each pupil is different in terms of learning ability, academic standards, classroom learning and academic performance and each has his own process in learning. The aim of the remedial class is to provide learning support to pupils who lag far behind their counterparts in school-performance. By adapting school curricular and teaching strategies, teachers provide learning activities and practical experiences to students according to their abilities and needs. They also design individualized educational programmes with intensive remedial support to help pupils consolidate their basic knowledge in different subjects, master the learning methods of strengthen their confidence and enhance the effectiveness of learning.

### **The process of Enrichment Teaching**

The flowchart below may serve as a reference for teachers in the delivery of collaborative teaching or individual teaching:



## **ASSESSMENT PLAN**

### **Assessments for Grades I – II**

- For Grades I to II, the teachers will evaluate students either while teaching or separately, through Formative Assessment Tools.

<b>Sr.No</b>	<b>Subject</b>	<b>Name of the activity</b>	<b>Parameters for Assessment</b>
1	English & Hindi	Reading Fluency	1. Clarity 2. Volume 3. Fluency 4. Voice Modulation 5. Overall Presentation
		Recitation	1. Clarity 2. Pausing and Pacing 3. Voice Modulation 4. Expression 5. Overall Presentation
		Project	1. Content and Organization 2. Text Structure (Coherence & Fluency) 3. Accuracy (Spelling & grammar)
		Role Play	1. Content 2. Creativity 3. Confidence 4. Coordination 5. Expression and Voice Modulation
		Debate	1. Respect for the opposing team 2. Clarity and Organization 3. Use of Arguments 4. Use of examples and facts 5. Overall Presentation (Tone, confidence, clarity of speech, Voice modulation, fluency, expression, eye contact)
		Book Review	1. Opening sentence/sentences 2. Content and organization 3. Opinion and recommendation 4. Mechanics 5. Closure
		Creative Writing	1. Content and Ideas 2. Conventions 3. Sentence Fluency 4. Creativity
		Story Telling	1. Creativity 2. Confidence 3. Clarity 4. Content

		Extempore Speech	1. Presentation 2. Voice Inflections 3. Eye Contact 4. Preparedness
		General Conversation	1. Comprehension 2. Clarity of Speech 3. Clarity of Ideas
2	Mathematics	Lab activity	1. Handling of material 2. Accuracy 3. Presentation
		Mental math	4. Conceptual understanding
3	EVS	Project work	1. Creativity 2. Presentation 3. Observation 4. Inference & conclusion

### **Assessment tools for Grades III-X**

Subject	Grades	Assessment tool
English	III-X	LSRW- Role play, dictation, projects, oral presentations, language games, puzzles, debates and discussions, recitation, pen paper tests, listening activities, reading comprehension
Hindi	III-X	LSRW- Role play, dictation, projects, oral presentations, language games, puzzles, debates and discussions, recitation, pen paper tests, listening activities, reading comprehension
Sanskrit / French	V-VIII	LSRW- Role play, dictation, projects, oral presentations, language games, puzzles, debates and discussions, recitation, pen paper tests, listening activities, reading comprehension
Mathematics	III-X	Enrichment activities, Mental Math, Math lab activities, Mapping skills, Mixed bag worksheets, pen paper tests
Science	III-X	Research & presentation, quizzes, lab activities, pen paper tests
Social Science	III-X	Maps, Projects, Role play, Debates, pen paper tests, Quizzes
Computers	III-VIII	MCQ's, Long form questions, Activity based assessments
Artificial Intelligence	IX-X	MCQ's, Long form questions, Activity based assessments

### Assessment Pattern for Class – III – X

#### Scholastic Areas

Terms	Internal Assessment	Marks	Mode of Examination
Term - I	Periodic Assessment -I	05	Pen & Paper Examination
	Multiple Assessment	05	Using Multiple Techniques
	Subject Enrichment Activity	05	Assignments
	Portfolio	05	Portfolio Submission
	Half Yearly Assessment	80	Pen and Paper Test
Term - II	Periodic Assessment -II	05	Pen & Paper Examination
	Multiple Assessment	05	Using Multiple Techniques
	Subject Enrichment Activity	05	Assignments
	Portfolio	05	Portfolio Submission
	Yearly Assessment	80	Pen and Paper Test

### **SCHOLASTIC SKILLS AREAS XI & XII:**

Grade XI and XII	TERM I			TERM II		
	• Marks: 80			• Marks: 80		
Subject	Practical	Internal Assessment/Project work	Theory Half Yearly Exam	Practical	Internal Assessment/Project work	Theory Annual Exam
ENGLISH		10 (Speaking Skills) + 10 (Listening Skills) = 20	80		10 (Speaking and Listening Skills) + 10 (Project Work) = 20	80
HISTORY		20	80		20	80
POLITICAL SCIENCE		20	80		20	80
HINDI		20	80		20	80
ECONOMICS		20	80		20	80
PSYCHOLOGY	30		70	30		70

MATHEMATICS		10 (First Periodic Exam) + 10 (Mathematics Activities) = 20	80		10 (Best 2 out of 2 periodictests) +10 (Mathematics Activities) = 20	80
PHYSICS	30		70	30		70
CHEMISTRY	30		70	30		70
BIOLOGY	30		70	30		70
PHYSICAL EDUCATION	30		70	30		70
BUSINESS STUDIES		20	80		20	80
ACCOUNTANCY		20	80		20	80
COMPUTER SCIENCE	30		70	30		70
MARKETING	40		60	40		60
PAINTING	70		30	70		30

#### Co- Scholastic Skills:

The co-scholastic skills are assessed term-wise in the following areas –

- Work Experience
- General Awareness
- Health & Physical Activities

<b>Grading Scale for Scholastic Areas</b> (School will award grades as per the following Grading scale)	
<b>MARKS RANGE</b>	<b>GRADE</b>
91 – 100	A1
81 – 90	A2
71 – 80	B1
61 – 70	B2
51 – 60	C1
41 – 50	C2
33 – 40	D
32 & below	E- Essential Repeat



# **SCHOOL RUBRICS**

## **Descriptor 1: Developing a Learning Culture**

<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>
<b>Where are we now as a school?</b>	<b>What do we need to do in the coming year?</b>	<b>How will we achieve what we want to do?</b>	<b>Who is responsible?</b>	<b>What is the timeline for implementation?</b>	<b>What will the impact look like?</b>
Creating the 'social glue' by building a culture of trust and self improvement.	Establishing an open door policy and transparent communication among the learners.	Proper training to know how to teach according to critical thinking.	Principal Vice Principal Coordinator	Throughout the year	A visible shift in culture will be observed by conducting a survey.
Providing a psychologically safe environment where failures are perceived as learning opportunities	Research work by the teachers to give competency based learning.	Content sharing in the teachers' diary on daily lesson plan can be a resource.	Teachers Principal	For every lesson this process must be utilized so that an interest is created for learning.	Increase in classroom discipline will be the first remarkable change for that class.
Setting high expectations for students and communicate these effectively is frequently practiced during the process of teaching and learning.	Teachers' hard work on beyond the text is very essential to see the present day world.	Engaging the parents to collaborate and participate in school activities and hold workshops & seminars on parenting and other relevant topics.	Teachers Parents Vice-Principal Principal	Teaching learning process is a gradual process and it is successful only when parents- teachers- student- school get involved.	It will develop students' ability to reflect on their strengths and areas of development across subjects.

## Descriptor 2: Building an Inclusive Culture

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Where are we now as a school?	What do we need to do in the coming year?	How will we achieve what we want to do?	Who is responsible?	What is the timeline for implementation?	What will the impact look like?
Creating an environment of acceptance	Providing opportunities to work in teams, share ideas and reflect on best practices.	Optimum utilization of material and human resources.	Teachers, Principal, Co-coordinator	Daily observations on our own actions	The learning outcome will be assessed based on the rubrics.
Promoting social interactions among students and with teachers.	To improve teachers' knowledge and skills in supporting students with special needs in the teaching-learning process	Teachers have to build knowledge and skills to teach a diverse group of learners through continuous professional development.	Teachers, Management	Throughout the year	Identifying gaps, plan for early intervention and individualize learning.
Encourage buddy support or peer learning and child to child co-operation.	Create awareness that all are students in the school. Avoid favoritism among teachers towards certain students.	Creating classrooms to inculcate the habit of helping fellow mates instead of following the 'blindfold competition' with each other.	Teachers, School Counsellors	Weekly Evaluation	There will be the real understanding of the concept of 'Healthy Competition'

### Descriptor 3: Engaging in Teachers' Professional Development

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Where are we now as a school?	What do we need to do in the coming year?	How will we achieve what we want to do?	Who is responsible?	What is the timeline for implementation ?	What will the impact look like?
CBSE has provided with various online teacher training courses which has helped in practicing in teaching learning process.	Enlarging the knowledge and understanding for the upliftment and betterment of the students.	Creating opportunities and modifying the assessment based on the learning.	Teachers Principal	Implementation of the rubrics in short intervals and its impact will be assessed quarterly.	To determine the attainment of the learning outcomes, the teacher will use rubrics and encourage the students to practice in their learning processes.
Ascertain the needs for professional development through collaborative practices.	Setting 'SMART' goals for professional development.  S- Specific M- Measurable A- Achievable R- Realistic T- Timely	After knowing the steps for professional development, those have to be achieved by being a responsible teacher by enrolling for courses, seminars, workshops.	Teachers Principal	Everyday	The teaching-learning process will improve which in turn will contribute to the 'future ready' students.
Teachers' engagement in developing the skill on Project based learning for teaching both online and offline.	Introducing new pedagogical method in support of student's learning and developing critical thinking.	Providing adequate space for implementing a new pedagogical plan according to NEP.	Principal Vice-Principal Teachers	Starting right after every subject the project based learning in accordance with the learning outcomes.	Almost all teachers will materialize their knowledge with support of digital learning through classroom practice.

# **ANNUAL SCHOOL PLAN**

## **Vision to Implementation**

<b>Core systemic</b>	<b>Goals</b>	<b>Strategies</b>	<b>Methods of Evaluation</b>	<b>Time scale</b>	<b>Success Criteria</b>	<b>People-in-charge</b>
<b>Student centered planning</b>	Nurture students effective learning skills to enhance motivation	<ul style="list-style-type: none"> <li>-Enhance students understanding of their learning styles and equip students with learning skills.</li> <li>-Incorporate learning skills into individual subjects</li> <li>-Decisions based on knowledge of the students and their prior learning</li> </ul>	<ul style="list-style-type: none"> <li>- Evaluation meetings</li> <li>- Establishing clear critical or rubrics for assessment before “a Piece of Work” is begun</li> <li>- Students performance in learning and assessments</li> <li>- Weekly home work and revision sheets</li> </ul>	Whole school year	<ul style="list-style-type: none"> <li>- Positive feedback from teachers &amp; students</li> <li>- Students are able to apply different skills their learning</li> <li>- Improvement in weekly grades</li> </ul>	Incharges, Subject teachers & class teacher
<b>High expectations</b>	<b>For teachers-</b> Strengthen teachers professional development to engage students in active learning <b>For Students-</b> Comprehensive and challenging learning goals for each student based on well crafted lesson plans	<ul style="list-style-type: none"> <li>-Optimize teachers profession sharing culture for promoting effective pedagogies and refining curriculum</li> <li>- All staff will be involved in structured induction and development plans</li> </ul>	<ul style="list-style-type: none"> <li>-Evaluation meetings for teachers</li> <li>- Record of staff professional Development Team</li> <li>-In school training conducted by various subjects departments</li> <li>-Weekly departmental meetings</li> </ul>	Whole school year	<ul style="list-style-type: none"> <li>-Teachers are able to apply and draft student centered lesson plans for the students</li> <li>-Improvement in teacher capacity</li> <li>-Effective team work between subject departments</li> <li>-Well thought, researched, neat assignments by students</li> <li>-Improved grades</li> </ul>	Principal, Vice-Principal, Incharges

<b>Alignment of curriculum pedagogy and assessment</b>	<ul style="list-style-type: none"> <li>• Pedagogy aligned with curriculum intent and demands of the learning area/ subject, general capabilities and cross-curriculum priorities</li> <li>• Assessment with explicit criteria and standards, planned up front aligned with teaching</li> </ul>	<ul style="list-style-type: none"> <li>• Adopting a rigorous and consistent school approach to monitoring and data collecting to measure the effect of teaching on student progression</li> <li>• Adopt a range of pedagogical practices and tools that reflect the content of the curriculum</li> <li>• Class swap for enriching learning</li> </ul>	<ul style="list-style-type: none"> <li>• Using data gathered from a variety of Formative and summative assessment to inform teaching and learning that is ongoing regular and scheduled</li> </ul>	Whole school year	<ul style="list-style-type: none"> <li>• Students show progress in all fields academic &amp; co-scholastic</li> <li>• Students and teachers look at academic as an enjoyable activity with inter-disciplinary approach</li> <li>• Students empowered to discuss their own learning</li> <li>• Improvement in student engagement</li> </ul>	Incharges, subject teacher & class teacher
<b>Evidence based decision making</b>	<ul style="list-style-type: none"> <li>• Teaching and learning informed by student performance data and validated research</li> <li>• Agreed feedback practices for staff, parents and students</li> </ul>	<ul style="list-style-type: none"> <li>• Student data profiles are the key tool for tracking student data for each child across the school</li> <li>• Lists of all the assessment data per child must be maintained each week by class teachers</li> </ul>	<ul style="list-style-type: none"> <li>• Curriculum checks will be made on a regular basis by the Principal. These checks may be in a variety of formats including, classroom visits, collection of data profiles, modeled teaching episodes, collection of workbooks etc.</li> </ul>	Whole school year	<ul style="list-style-type: none"> <li>• Better documentation of meetings with students, parents, teachers</li> <li>• Mapping of each child's progress through the whole school years</li> </ul>	Principal, Teachers, parents

<b>Targeted and support instruction</b>	<ul style="list-style-type: none"> <li>• To develop comprehensive range of agrees contemporary teaching strategies that support curriculum intent, engage students and exploit available technology</li> <li>• Differentiate d and support teaching based on identified needs of students</li> </ul>	<ul style="list-style-type: none"> <li>• Select suitable tasks that match curriculum goals, course learning objectives and students needs</li> <li>• The teacher gives students a simplified version of a lesson, assignment, or reading, and then gradually increases the complexity, difficulty or sophistication over time</li> </ul>	<ul style="list-style-type: none"> <li>• Use of multiple methods, to enhance all students learning and affectivity of teaching</li> <li>• Students supplement their independent learning by using tools like mind maps</li> </ul>	Whole school year	<ul style="list-style-type: none"> <li>• Student becomes independent thinking students</li> <li>• Students start questioning without fear of authority</li> </ul>	Incharges, teachers
<b>Safe, supportive, connected and inclusive learning environment</b>	<ul style="list-style-type: none"> <li>• Whole school approaches to classroom and behavior management, recognition of difference, student well-being and development of student</li> </ul>	<ul style="list-style-type: none"> <li>• Fostering trust, care and respect through valuing individuals differences</li> <li>• Establishing and explicitly teaching consistent behavior expectations</li> </ul>	<ul style="list-style-type: none"> <li>• Positive feedback</li> <li>• Increase in student activities held and club services</li> <li>• Records of extra-curricular activities and sewa services by the students (community services)</li> </ul>	Whole school year	<ul style="list-style-type: none"> <li>• Parent and student feedback</li> <li>• Increase in student activities</li> <li>• Effective and prompt decision making through the whole school</li> <li>• Increased involvement in after school activities</li> </ul>	Teachers, Counseling team, Activity team