



KALKA PUBLIC SCHOOL

BPTP (PARKLANDS), SECTOR-76, FARIDABAD, HARYANA

Contact : 0129-4096099, 9643443345 | www.kpsbptp.com

SESSIONAL HANDBOOK (2024-25)





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"NEW SESSION MEANS NEW BEGINNINGS, NEW ADVENTURES AND NEW CHALLENGES"

"Sustainability is no longer about doing less harm. It's about doing more good."

Dear Esteemed Parents
Greetings!

At Kalka Public School we are committed to foster holistic development and well being among our students ensuring they thrive academically, emotionally and physically.

Sustainable development teaches us to make use of means and resources for the maximum benefit without wastage. It also brings about changes in people's knowledge, attitude and skill. Education must prepare learners to understand the value of remaining healthy and prevent ourselves from the crisis that we are experiencing in today's era, so that we can shape a bright and sustainable future.

Maintaining good health is paramount for students in school as it directly impacts their academic performance, cognitive abilities and overall wellbeing. By prioritizing health, students can enhance their concentration, reduce absenteeism, and build habits that promote lifelong wellness. Healthy habits cultivated during school years lay foundation for a productive and fulfilling life ahead.

Promoting Quality and Sustainable Schools is an ongoing quest of developing schools, building school culture and communities in directions that benefit all learners, now and in the future and at the

Same time minimize our negative environmental impact. Keeping this in mind our school takes

Pleasure to inform you all that we are taking initiative to use SDG-3 "Good health and well are" in order to ensure that our students flourish both academically and physically.

Looking forward to your kind cooperation.

Regards

Dr. Onika Mehrotra (Director Principal)

SESSION BEGINNING DATES

S.NO	CLASSES	DATES
1.	PRE-NUR-KG	04.04.2024(THURSDAY)
2.	I-II	03.04.2024(WEDNESDAY)
3.	III-IX	02.04.2024(TUESDAY)
4.	XI	IN JULY(DATE WILL BE CONFIRMED IN JULY)

LIST OF IMPORTANT DAYS AND DATES

29 TH MARCH,2024	GOODFRIDAY	19 TH AUG,2024	RAKSHABANDHAN
1 ST APRIL,2024	PARENT'SORIENTATIONPROGRAMME,CLASSNUR-I	26 TH AUG,2024	JANMASHTAMI
7 TH APRIL,2024	WORLDHEALTHDAY	29 TH SEP,2024	NATIONAL SPORTS DAY
11 TH APRIL,2024	ID-UL-FITR	5 TH SEP,2024	TEACHER'SDAY
13 TH APRIL,2024	VAISHAKHI/JALLIANWALABAGHMASSACRE DAY	1 ST -7 TH SEP,2024	NATIONAL NUTRITIONWEEK
14 TH APRIL,2024	DR.AMBEDKARJAYANTI	7 TH SEP,2024	GANESH CHATURTHI
17 TH APRIL,2024	RAMNAVAMI	8 TH SEP,2024	INTERNATIONAL LITERACYDAY
18 TH APRIL,2024	WORLDHERITAGEDAY	14 TH SEP,2024	HINDI DIVAS
21 ST APRIL,2024	MAHAVIRJAYANTI	15 TH SEP,2024	ONAM
22 ND APRIL,2024	EARTHDAY	16 TH SEP,2024	MILAD-UN-NABI(ID)
27 TH APRIL,2024	GRADUATIONDAY+ACHIEVERSDAY(I-II)		
29 TH APRIL,2024	INTERNATIONAL DANCE DAY	2 ND OCT,2024	GANDHI JAYANTI
30 TH APRIL,2024	FOUNDER'SDAY	11 TH OCT,2024	INTERNATIONAL DAY OFGIRLCHILD
1 ST MAY,2024	LABOURDAY/WORLD LAUGHTER DAY	12 TH OCT,2024	DUSSEHRA
8 TH MAY,2024	MOTHER'SDAY	16 TH OCT,2024	WORLDFOODDAY
12 TH MAY,2024	INTERNATIONAL NURSE DAY	18 TH OCT,2024	SWACHH BHARAT MISSION
15 TH MAY,2024	INTERNATIONAL DAY OF THE FAMILY	20 TH OCT,2024	KARWA CHAOUTH
23 RD MAY,2024	BUDDHA PURNIMA	29 TH OCT,2024	DHANTERAS
31 ST MAY,2024	ANTI TOBACCO DAY	1 ST NOV,2024	HARYANA DAY/DIWALI
3 RD JUNE,2024	FATHER'SDAY	3 RD NOV,2024	BHAI DOOJ
5 TH JUNE,2024	WORLD ENVIRONMENT DAY	7 TH NOV,2024	CHHAT PUJA
12 TH MAY,2024	WORLDDAY AGAINSTCHILD LABOUR		
16 TH JUNE,2024	BAKRID	11 TH NOV,2024	NATIONAL EDUCATIONDAY
21 ST JUNE,2024	INTERNATIONAL YOGA DAY/MUSIC DAY	14 TH NOV,2024	CHILDREN'SDAY
1 ST JULY,2024	NATIONAL DOCTOR'S DAY	15 TH NOV,2024	GURU NANAK JAYANTI
11 TH JULY,2024	WORLDPOPULATIONDAY	26 TH NOV,2024	NATIONAL CONSTITUTIONDAY
17 TH JULY,2024	MUHARRAM	30 TH NOV,2024	PICNIC DAY
		2 ND DEC,2024	WORLD COMPUTERLITERACYDAY
21 ST JULY,2024	GURUPURNIMA	3 RD DEC,2024	WORLD CONSERVATIONDAY
22 ND JULY,2024	CHANDRAYAAN LAUNCHING DATE	21 ST DEC,2024	CHRISTMAS CELEBRATION
24 TH JULY,2024	NATIONAL PARENT'S DAY	25 TH DEC,2024	CHRISTMAS DAY
29 TH JULY,2024	INTERNATIONAL TIGER DAY	31 ST JAN,2024	NEWYEAR'S EVE
4 TH AUG,2024	FRIENDSHIP DAY	13 TH JAN,2025	LOHRI
14 TH AUG,2024	INDEPENDECE DAY/INVESTITURE CEREMONY	15 TH JAN,2025	MAKAR SANKRANTI
15 TH AUG,2024	INDEPENDECE DAY	26 TH JAN,2025	REPUBLIC DAY

VACATION AT GLANCE

	NUR&KG	I-V	VI-IX	X-XII
SUMMER VACATION	27 TH MAY-3 RD JULY,2024	27 TH MAY-30 TH JUNE,2024	27 TH MAY-30 TH JUNE,2024	27 TH MAY-30 TH JUNE,2024
DUSSHERA BREAK	9 TH OCT-13 TH OCT,2024	9 TH OCT-13 TH OCT,2024	9 TH OCT-13 TH OCT,2024	9 TH OCT-13 TH OCT,2024
DIWALI BREAK	30 TH OCT-3 RD NOV,2024	30 TH OCT-3 RD NOV,2024	30 TH OCT-3 RD NOV,2024	30 TH OCT-3 RD NOV,2024
WINTER BREAK	27 TH DEC-7 TH JAN,2025	27 TH DEC-7 TH JAN,2025	27 TH DEC-7 TH JAN,2025	27 TH DEC-7 TH JAN,2025

MAINEVENTS

SESSION STARTS	2 ND APRIL,2024[III-IX] 3 RD APRIL,2024[I-II] 4 TH APRIL,2024[PRE-NUR-KG]
FOUNDER'S DAY	30 TH APRIL,2024
GRADUATION DAY,(CLASS-1) + ACHIEVER'S DAY (I+II)	27 TH APRIL,2024
INVESTITURE CEREMONY	14 TH AUGUST,2024
NATIONAL SPORTS DAY (MINI SPORTS DAY)	29 TH AUGUST,2024

EXAMINATION SCHEDULE

CLASSES/EXAM	NUR-KG	I&II	III-V	VI-IX	X-XII	XI
*ASSESSMENT-1 -CLASS I-II *UT-1 -CLASS III TO V *PT-1-CLASS VI-XII	-	16 TH JULY 2024 ASSESSMENT-1	16 TH JULY 2024 UT-1	PT-I 2 ND MAY, 2024	PT-I 2 ND MAY, 2024	PT-I 16 TH JULY 2024
*ASSESSMENT-2 CLASS: I-II *UT-2-CLASS: III TO V *PT-2-CLASS: VI- XII	-	27 TH NOV, 2024 ASSESSMENT-2	27 TH NOV, 2024 UT-2	16 TH JULY, 2024 PT-2	16 TH JULY, 2024 PT-2	27 TH NOV, 2024 PT-2
MID-TERM CLASSES: NUR-XII	13 TH SEP, 2024 TO 30 TH SEP, 2024	13 TH SEP, 2024 TO 30 TH SEP, 2024	13 TH SEP, 2024 TO 30 TH SEP, 2024	13 TH SEP, 2024 TO 30 TH SEP, 2024	13 TH SEP, 2024 TO 30 TH SEP, 2024	13 TH SEP, 2024 TO 30 TH SEP, 2024
*PT-3:-CLASSES: VI -IX & XI *PRE-BOARD-1:- (X, XII)	-	-	27 TH NOV, 2024 UT-2	27 TH NOV, 2024 PT-3	27 TH NOV, 2024 PREBOARD-I	8 TH JAN, 2025 PT-3
FINAL TERM CLASS: NUR-IX&XI	3 RD MARCH, 2025 TO 19 TH MARCH, 2025	3 RD MARCH, 2025 TO 19 TH MARCH, 2025	3 RD MARCH, 2025 TO 19 TH MARCH, 2025	Classes VI-VIII - 3 RD MARCH, 2025 TO 19 TH MARCH, 2025 Class IX - 18 TH FEB, 2025	8 TH JAN, 2025 PREBOARD-II	18 TH FEB, 2025

PARENT TEACHER MEETING(PTM'S)

S.NO	DATES	CLASSES
1.	18 TH MAY,2024	PRE-NUR-XII
2.	27 TH JULY,2024	PRE-NUR-XII
3.	7 TH SEP,2024	PRE-NUR-X&XII
4.	14 TH DEC,2024	PRE-NUR-XII
5.	25 TH JAN,2025	PRE-NUR -XII

RESULT DATES OF SESSION - 2024-25

DATES	CLASSES
To be announce later	IX&XI
28 TH MARCH,2025	PRE-NUR-KG
26 TH MARCH,2025	I-V
27 TH MARCH,2025	VI –VIII
18 TH MARCH,2024	NEW SESSION OF CLASSES X,XII

INTER-HOUSE COMPETITION 2024-25

DATES	ACTIVITY
30TH APRIL,2024	DANCE COMPETITION
14TH AUG,2024	NUKKAD NATAK
11THNOV,2024	SCIENCE QUIZ & ENGLISH DEBATE
29thOCT,2024	RANGOLI COMPETITION

EVALUATION PATTERN 2024-25 FOR CLASSES NURSERY & KG (FOUNDATION STAGE)

- There will be two Assessments :MIDTERM&FINAL
- All evaluations in the result sheet will reflect in Grades
- Months for Assessment will be:

MIDTERM	OCTOBER
FINAL	MARCH

Overview of the **SCHOLASTIC EVALUATION STRUCTURE**: For Assessment record only

		Mid Term		Final Term		Cumulative (A1+A2)/gr
		Assessment-1		Assessment-2		
E N G L I S H	Oratory skills	gr		gr		
	Communication Skills	gr		gr		
	Creative Skills	gr		gr		
	Writing Skills (Written:20&Dict:5)	25	gr	25	gr	Marks/grade
H I N D I	Oratory skills	gr		gr		
	Communication Skills	gr		gr		
	Creative Skills	gr		gr		
	Writing Skills (Written:20&Dict:5)	25	gr	25	gr	Marks/grade
N U M B E R S	Recognition/ Concept	gr		gr		
	Creative Skills	gr		gr		
	Written Assessment (Written:20&Dodging:5)	25	gr	25	gr	Marks/grade
E V S	Creative Skills	gr		gr		
	Awareness	25		25	gr	Marks/grade

PARAMETERS

English/Hindi

- **Oratory Skills**-will include Reading & Recitation
 - a) Reading:
 - Pronunciation
 - Fluency
 - Comprehension
 - b) Recitation:
 - Fluency
 - Expression
- **Communication Skills:**
 - Listening
 - Speaking
 - Understanding
- **Creative Skills:**
 - Subject Enrichment
 - Class Activities
 - Notebook Work
- **Writing Skills:**
 - Written Assessment
 - Dictation

Numbers

- **Recognition/Concept**
 - Understanding
 - Identify and Recognize shapes and patterns
 - Oral Counting of numbers
- **Creative Skills:**
 - Subject Enrichment
 - Class Activities
 - Notebook Work
- **Written Assessment**
 - Solving ability
 - Writing Numerals
 - Dodging of Numbers

EVS

- **Creative Skills:**
 - Subject Enrichment
 - Class Activities
 - Notebook Work
- **Writing Skills:**
 - Awareness includes Environment
 - GK
- **Attendance%, Height & Weight to be filled for both the Terms.**

My Self Reflection Sheet

- Includes personality traits and Co-curricular activity-to be directly graded as per the grading scheme for both the terms.

Blue Book

- For cumulative marks/grades ,add total of **Term1 &Term2** and graded accordingly.
- The" **GRAND TOTAL**" in blue book will be the sum total of the cumulative marks of the subjects – English, Hindi, Numbers & EVS Awareness.

EVALUATION PATTERN 2024-25
FOR CLASSES I&II
(FOUNDATION STAGE)

Index

- New Examination Pattern with marks, weightage & Schedule for Assessment
- Parameters for Scholastic & Co-Scholastic
- Grading scheme + Attendance with grades

Overview of Examination Pattern

The Academic Session for classes **I and II** has been divided into **Four** Assessments:

- Assessment-1: In July
- Assessment-2: In September/October
- Assessment-3: In December
- Assessment-4: In February/March

Marks & Weightage

Assessments	Assessment-1 [A-1]	Assessment-2 [A-2]	Assessment-3 [A-3]	Assessment-4 [A-4]
Total Marks	50	50	50	50
Cummulative Result	$(A1+A2+A3+A4)/2$			= 200/2

An overview of the examination pattern **Subject wise break up for each** **Assessment**

Subject	Marks
English/Hindi	
Reading	5
Recitation	5
Dictation	5
Subject Enrichment	5
Notebook	5
Written assessment	25
Total	50
Maths /EVS	
Oral	10
Subject Enrichment	10
Notebook	5
Written assessment	25
Total	50

PARAMETERS
(For classes I-II)

a) Oral Skills:

These are subject specific to be carried out through out the term by the respective teachers. However, these should be evaluated for each assessment.

For Languages (English/Hindi): Reading, Recitation and Dictation to be conducted. For Mathematics / EVS : Orals to be conducted for each assessments.

b) Notebook Submission:

Notebook submission is aimed at evaluating and enhancing seriousness of students towards writing on the topics being taught in the classroom as well as assignments. This will also address the critical aspects of regularity, punctuality, neatness and upkeep of notebook.

c) Subject Enrichment Activities:

These are subject specific activities aimed at evaluating and enhancing the understanding and skills of the students. These activities are to be carried out through out the term by the respective teachers. However, these should be evaluated for each assessment.

- For Languages: Aimed at equipping the learners to develop effective listening and speaking skills- reading, recitation, role play etc.
- For Mathematics: Mental Maths or Project work can be undertaken.
- For EVS: Projects , Activities and Experiments.

d) **Computer** : 15 [written]+ 5marks[practical]= 25marksforeachassessment.

e) **GK:** 25 marks paper for each assessment.

f) **Cummulative:** $A1+A2+A3+A4/2 =200/2=100$ foreachsubject.

g) **Aggregrate=** Cummulative /400(Ans. To be rounded off)

Co-Scholastic Activities (For Classes I-II)

For the holistic development of the students, co-curricular activities in the following are as be carried out by the teachers and will be graded term-wise on a 3-point grading scale:-

A=Outstanding B=Very Good C=Fair

The aspect of regularity, since re participation, and out put in team work to be the generic criteria for grading in the following co-scholastic activities and Personality Traits:

1) **Co-Scholastic Areas**- Grading will be done twice in a year(A-2andA-4)on the abovementioned 3-point grading scale

- | | | |
|-----------------------|--------|---------------|
| a) Value Education | —————> | Moral Science |
| b) Performing Arts | —————> | Dance & Music |
| c) Visual Arts | —————> | Art & Craft |
| d) Physical Education | —————> | Games &Sports |

2) **Personality Traits**- Grading will be done twice in a year(A-2andA-4)on the above mentioned 3-point grading scale

- Discipline:-The students will be assessed for discipline which will be based on the factors like sincerity, punctuality ,initiative, behaviour, values, respectfulness for rules and regulations, attitude towards teachers , colleagues and society ,nation and others.
- Personal Hygiene-The students will be assessed for personal hygiene .They should bathe everyday, wear a washed, ironed school uniform, have properly trimmed nails ,hair should be cut and properly combed and shoes should be polished.
- Height(in cms)/Weight(in kgs).

Attendance—Attendance % twice in a year(A-2&A-4)to be calculated along with its grade as given in the grading scheme.

Grading scheme

100	
MARKSRANGE	GRADES
91-100	A1
81-90	A2
71-80	B1
61-70	B2
51-60	C 1
41-50	C2
33-40	D
32&below	E

70	
MARKSRANGE	GRADES
64-70	A1
57-63	A2
50-56	B1
43-49	B2
36-42	C 1
29-35	C2
22-28	D
21&below	E

50	
MARKSRANGE	GRADES
46-50	A1
41-45	A2
36-40	B1
31-35	B2
26-30	C 1
21-25	C2
16-20	D
15&below	E

30	
MARKSRANGE	GRADES
28-30	A1
25-27	A2
22-24	B1
19-21	B2
16-18	C 1
13-15	C2
10-12	D
9&below	E

20	
MARKSRANGE	GRADES
17.5-20	A1
15.5-17	A2
13.5-15	B1
11.5-13	B2
9.5 -11	C1
7.5 -9	C2
5.5 -7	D
5&below	E

100	A1
91-99	A
81-90	B
71-80	C
70andbelow	D

Co-Scholastic Areas and Personality Development

A	Outstanding
B	Very Good
C	Fair
D	Needs improvement

Grading Scheme for Personality Traits

A	Outstanding
B	Very Good
C	Fair

Marks/grades to be entered in the Blue Book:-

Scholastic Areas:

Blue Book Heads	Now referred as	Marked as
For English& Hindi		
Reading →	Reading	Marks/grades
Recitation →	Recitation	Marks/ grades
Dictation →	Dictation	Marks/grades
Activity →	Subject Enrichment	Marks/grades
Class/Home Assignment →	Note Book	Marks /grades
Written Assessment →	Written Assessment	Marks/grades

Blue Book Heads	Now referred as	Marked as
For Maths/ Evs		
Orals →	Oral Skills	Marks/grades
Activity →	Subject Enrichment	Marks/ grades
Class/Home Assignment →	Note Book	Marks/grades
Written Assessment →	Written Assessment	Marks/ grades

Co-Scholastic Area

Blue Book Heads	Now referred as	Marked as
Drawing/Craft	Visual Arts	Grades
Moral Science/Story Telling	Value Education	Grades
Computer	Computer	Marks/Grades
GK/Conversation	GK	Marks/Grades
Music & Games	Performing Arts/Physical Education	Grades
Personal Hygiene	Personal Hygiene	Grades
Social Ability	Discipline	Grades
Attendance	Attendance	%/ Grade

EVALUATION PATTERN 2024-25
FOR CLASSES III, IV&V
(PREPARATORY SCHOOL)

Index

- New Examination Pattern with marks, weight age & Schedule for UTs & Mid Term & Annual Exam
- Parameters for Scholastic & Co-Scholastic Areas
- Grading scheme + weight age of Attendance with grades

Overview of the Examination Pattern

The Academic Session For classes III to V has been divided into two terms: **First Term & Second Term.**

- First Term (Term-1) will include:
 - UnitTest-1
 - Orals
 - Notebook-1
 - Subject Enrichment-1
 - Mid Term Examination (MT)
- Second Term (Term-2) will include:
 - UnitTest2
 - Orals
 - Notebook-2
 - SubjectEnrichment-2
 - Annual Examination(A.E)

Marks & Weightage (subject wise)

Exam	Term-1					Term-2				
	UT1	ORAL S	NB	SE	MT	UT2	ORAL S	NB	SE	AE
Marks	30	10	5	5	50	30	10	5	5	50
Weight age	10	5	5	5	25	10	5	5	5	25
Total Weight age	50					50				
Cumulative Result	Term-1+Term-2(50+50)=100									

Schedule of Examinations

Exams	Max. Marks of Q.P.	To be conducted in
UnitTest-1(UT-1)	30	July
Mid Term	50	October
UnitTest-2(UT-2)	30	November
Annual	50	February-March

PARAMETERS

a) Notebook Submission (For classes III-V):

Notebook submission as part of Internal Assessment, is aimed at evaluating and enhancing seriousness of students towards preparing notes on the topics being taught in the classroom as well as assignments. This will also address the critical aspects of regularity, punctuality, neatness and upkeep of notebook.

b) Subject Enrichment Activities (For III-V):

These are subject specific activities aimed at evaluating and enhancing the understanding and skills of the students. These activities are to be carried out throughout the term by the respective subject teachers. However, these should be evaluated at the term-end.

- i) For Languages :Aimed at equipping the learners to develop effective listening and speaking skills-reading, recitation, role play etc.
- ii) For Mathematics: For the Activities in Mathematics-Mental Maths or Project work can be undertaken.
- iii) For Science: Projects, Activities and Experiments.
- iv) For Social Science: Map work or the project work to be undertaken.
- v) Computer: Practical Work.
- vi) General Knowledge: Newspaper Projects.

Marks & Weightage:

c) Unit Tests: Max.marks of Question papers for each UT and for each subject will be 30 MARKS

(A weightage of 10 for per Paper will be calculated for Term 1 & TERM 2)

- For Computer: (20 MARKS written).
- For G.K.: Maximum marks of question paper will be 25 MARKS for each UT.

d) Notebook and Subject Enrichment-Maximum marks & weightage will be 5 marks each in both terms

e. ORALS: A weightage of 5 PER PAPER WILL BE CALCULATED IN TERM 1 & 2

f. Mid Term Examination: Maximum marks of Question Paper will be set for 50 marks for English, Hindi, Maths, Science, S.Studies.

(A weightage of 25 (50%) will be calculated for all the subjects.)

- For Computer: (20 MARKS written + 10 MARKS practical).
- For G.K.: Maximum marks of question paper will be 25 MARKS.

g. Annual Examination: Maximum marks of Question Paper will be set for 50 marks for English, Hindi, Maths, Science, S.Studies.

(A weightage of 25 (50%) will be calculated for all the subjects.)

- For Computer: (20 MARKS written + 10 MARKS practical).
- For G.K.: Maximum marks of question paper will be 25 MARKS.

Co-Scholastic Activities (For Classes III-V)

For the holistic development of the students, co-curricular activities in the following areas be carried out by the teachers and will be graded term-wise on a 3-point grading scale:-

A=Outstanding B=Very Good C=Fair

The aspect of regularity, sincere participation, and output in teamwork to be the generic criteria for grading in the following co-scholastic activities and Personality Traits:

1) **Co-Scholastic Areas**- Grading will be done term-wise on the above mentioned 3-point grading scale

e) Value Education	—————>	Moral Science
f) Performing Arts	—————>	Dance & Music
g) Visual Arts	—————>	Art & Craft
h) Physical Education	—————>	Games & Sports

2) **Personality Traits** - Grading will be done term-wise on the above mentioned 3-point grading scale

b) Discipline:- The students will be assessed for discipline which will be based on the factors like sincerity, behaviour, values, respectfulness for rules and regulations, attitude towards teachers, colleagues and society, nation and others.

b) Personal Hygiene-The students will be assessed for personal hygiene. They should bathe everyday, wear washed, ironed school uniform, have properly trimmed nails, hair should be cut and properly combed and shoes should be polished.

d) Punctuality -The student will be assessed for being punctual to school.

e) Initiative-The student will be assessed for active participation in various school programs and class activities.

f) Height (in cms)/Weight (in kgs).

3) **Attendance**- Attendance % term wise to be calculated along with its grade as given in the grading scheme.

GRADINGSCALE

1) ScholasticAreas

School will award grades as per the following grading scale:

MARKSRANGE	GRADE
91-100	A1
81-90	A2
71-80	B1
61-70	B2
51-60	C1
41-50	C2
33-40	D
32&below	E(Needsimprovement)

2) Co-ScholasticAreasandPersonalityDevelopment

A	Outstanding
B	Very Good
C	Fair

3) WeightageofAttendance

100	A1
91-99	A
81-90	B
71-80	C
70andbelow	D

EVALUATION PATTERN 2024-25

For Classes VI TO XII

(MIDDLE AND SECONDARY SCHOOL)

The examination pattern is divided into 3 different segments:

- a. Class VI- VIII (MIDDLE SCHOOL)
 - b. Class IX, X (SECONDARY SCHOOL)
 - c. Class XI, XII (SECONDARY SCHOOL)
-
2. Examination Pattern VI-VIII
 - a. Term Wise Classification
 - b. Calendar of Periodic Tests
 - c. Internal Assessment Format
 - d. Mid Term Examination
 - e. Annual Examination
 3. Examination Pattern IX, XI
 - a. Term Wise Classification
 - b. Calendar of Periodic Tests
 - c. Internal Assessment Format
 - d. Mid Term Examination
 - e. Annual Examination
 4. Examination Pattern X, XII
 - a. Term Wise Classification
 - b. Calendar of Periodic Tests and Pre-Boards
 - c. Internal Assessment Format
 - d. Mid Term Examination
 - e. Annual Examination
-
5. Scholastic Areas
 6. Co-Scholastics Areas
 7. Grading Scheme
 8. Attendance

The Academic Session for classes VI to IX, XI has been divided into **two** terms:

Term- 1

- Periodic Test-1
- Periodic Test-2
- Notebook Assessment
- Subject Enrichment
- Multiple Assessment
- Mid Term Examination(Theory)
- Mid Term Examination (Practical; wherever applicable)

Term- 2

- Periodic Test-3
- Periodic Test-4
- Notebook Assessment
- Subject Enrichment
- Multiple Assessment
- Annual Examination(Theory)
- Annual Examination(Practical; wherever applicable)

Calendar for the Examinations VI-VIII:

Exams	Max. Marks of Q.P.	To be conducted in
PeriodicTest-1	30	May
PeriodicTest-2	30	July
Mid Term	80	October
PeriodicTest-3	30	December
PeriodicTest-4	30	January
Annual	80	February-March

Calendar for the Examinations IX-XII:

Exams	Max. Marks of Q.P.	To be conducted in
PeriodicTest-1	40	May
PeriodicTest-2	40	July
Mid Term	80	October
PeriodicTest-3	40	December
Annual	80	February-March

Marks&WeightageClass

-VI-VIII

Exam	PT-1(5)	PT-2(5)	PT-3(5)	Averageof BesttwoPT (A)	Multiple Assessment (5) (B)	Portfolio & Subject Enrichment		Best of PT+MA+PF+SE [E=A+B+C+D] (20)	FinalExam(80)	GrandTotal (100)
						Portfolio (5) (C)	S.E (5) (D)			

Marks&WeightageClass

-IX-XII

TERM-1									TERM-2										
PT	PT. Wt. (3)	M.A. (2)	Portfolio (2)	S.E. (3)	Total (10)	H.Y. (80)	H.Y. Wt. (40)	Total (50)	PT-3 (40)	PT. Wt. (3)	M.A. (2)	Portfolio (2)	S.E. (3)	Total (10)	Annual (80)	Annual Wt. (40)	Total (50)	Total (100)	Grade
PT-1 (40)	PT-2 (40)																		

The Academic Session for classes X, XII has been divided into **two** terms:

Term- 1

- Periodic Test-1
- Periodic Test-2
- Multiple Assessment
- Portfolio
- Subject Enrichment
- Mid Term Examination(Theory)
- Mid Term Examination (Practical; wherever applicable)

Term- 2

- Periodic Test-3
- Periodic Test-4
- Multiple Assessment
- Portfolio
- Subject Enrichment
- Pre-Boards
- Annual Examination(Theory)
- Annual Examination(Practical; wherever applicable)
- Projects and Practical Files –Subject wise

Co-Scholastic Areas

For the holistic development of the students, co-curricular activities in the following areas be carried out by the teachers and will be graded term-wise on a 3-point grading scale: -

A=Outstanding

B=Very Good

C=Fair

The aspect of regularity, sincere participation, and output in team work to be the generic criteria for grading in the following co-scholastic activities and Personality Traits:

- 4) **Co- Scholastic Areas**—Grading will be done term-wise on the above mentioned 3-point grading scale

- | | | |
|-----------------------|--------|----------------|
| i) Value Education | —————> | Moral Science |
| j) Performing Arts | —————> | Dance & Music |
| k) Visual Arts | —————> | Art& Craft |
| l) Physical Education | —————> | Games & Sports |

- 5) **Personality Traits**—Grading will be done term-wise on the above mentioned 3-point grading scale

c) Discipline:-The students will be assessed for discipline which will be based on the factors likes in sincerity, behaviour, values, respectfulness for rules and regulations, attitude towards teachers, colleagues and society, nation and others.

b)PersonalHygiene-Thestudentswillbeassessedforpersonalhygiene.Theyshould bathe everyday, wear a washed, ironed school uniform ,have properly trimmed nails, hair should be cut and properly combed and shoes should be polished.

e) Punctuality—The student will be assessed for being punctual to school.

f) Initiative-The student will be assessed for active participation in various school programs and class activities.

g) Height (in cms)/Weight (in kgs).

- 6) **Attendance**—Attendance% termwisetobeculatedalongwithitsgradeasgiveninthegradingscheme.

GRADING

4) Scholastic Areas

School will award grades as per the following grading scale:

MARKSRANGE	GRADE
91-100	A1
81-90	A2
71-80	B1
61-70	B2
51-60	C1
41-50	C2
33-40	D
32 & below	E(Needs improvement)

5) Co-Scholastic Areas and Personality Development

A	Outstanding
B	Very Good
C	Fair

6) Weightage of Attendance

100	A1
91-99	A
81-90	B
71-80	C
70andbelow	D

HOUSE DUTIES (2024-25)

Main Coordinator: Ms.Preeti

	HOUSENAME	DUTYDATES
	<u>KABIR</u> Ms.Karishma(Coordinator) Ms.Monika Ms. Geetika Ms.Preeti Marwaha Ms.Pooja Mr.Avinash	1 st April-23 rd April 22 nd July-09 th August 07 th October-4 th November 21 st Jan- 10 th Feb
	<u>GURUNANK</u> Ms.Remu(Coordinator) Ms.Sonali Ms.Savita Ms. Pradeepta Ms.Neha Ms.RekhaMukherjee	24 th April-14 th May 12 th August-04 th September 5 th November-26 th Nov 11 th Feb-3 rd March
	<u>MOTHER TERESA</u> Ms.Drishti(Coordinator) Ms.Paromita Ms.Srilata Ms.Babita Ms.Kajal Ms.	15 th May- 31 st May 5 th September-3 rd October 27 th Nov - 17 th Dec 4 th March-31 st March
	<u>VIVEKANAND</u> Ms.Amita (Coordinator) Ms. Urvashi Ms.Anita Ms.Ayushi Mr.Himanshu	01 st July- 19 th July 15 th Sep -04 th Oct 18 th Dec- 20 th Jan

Note:Ms.Neetu, Ms. Deemu, Ms. Kamaljeet, Mr.Rohit & Mr.Ranjeet will coordinate with all the Houses.

List of Clubs:
Incharge: Ms. Preeti Dawar

1. EXPRESS MAIL CLUB: Public Speaking

Incharges: Ms. Drishti, Ms. Geetika

Express Mail Club is a public speaking club that provides a supportive environment for individuals to improve their communication and leadership skills. Members have the opportunity to practice and develop their public speaking skills through regular meetings where they deliver prepared speeches, impromptu speeches, and receive feedback from other members.

2. Nupur Club: Dance & Music

In charges: Ms. Neetu, Ms. Savita, Ms. Pradeepta

Nupur Club is a community of individuals passionate **about dance and music**. The club focuses on developing and showcasing effective performing skills in these art forms. Members of the club come together to learn and practice various dance styles, such as hip-hop, contemporary, salsa, and more. They also explore different genres of music and work on improving their singing and instrumental skills.

3. Book Lovers Club:

In charges: Ms. Pooja Sharma, Kajal

Book Lovers Club is a community dedicated **to promote the love of reading and literature**. This club brings together like-minded individuals who share a passion for books and a desire to explore new worlds, ideas, and perspectives through reading. Members of this club engage in lively discussions, share their favorite books, and recommend new reads to each other. The club also organizes events such as book clubs, author talks, and book fairs to encourage members to discover new authors and genres. By fostering a love of reading and learning, the Book Lovers Club aims to create a community of lifelong learners who appreciate the power and beauty of books.

4. Images Club:

Incharges: Ms. Kamaljeet, Ms. Deenu

The Images Club is a vibrant community of artists, designers, and creatives who share a passion for carving, shaping, and painting with a deep sense of creativity and passion. Members of the Images Club engage in a variety of artistic disciplines, including painting, drawing, and craft. The club also organizes workshops, exhibitions, and events that provide opportunities for members to learn, grow, and connect with other artists.

5. Culinary Club:

Incharges: Ms. Karishma, Ms. Monika

This club is dedicated **to promoting and exploring the world of food, creating a space for members to share recipes, learn new techniques**, and enjoy the pleasures of cooking and eating together. They come together to explore the many flavors and cuisines of the world, from traditional dishes to modern culinary innovations.

6. Integrity Club:

In charge: Ms. Neha and Avinash

Integrity Club is a community or organization dedicated to promoting and cultivating the practice of integrity and ethical values among its members. The club aims to inspire and encourage individuals to uphold a set of twelve core values that will enhance the quality of their lives and their relationships with others. These values may include honesty, respect, responsibility, kindness, perseverance, and empathy, among others.

7. Eco Club:

Incharges: Ms. Amita, Ms. Anita

The Eco Club is dedicated to promote environmental awareness and taking action to protect the planet. The club seeks to educate its members and the wider community about the impact of human activities on the environment and how to reduce their environmental footprint. Through various initiatives such as organizing awareness campaigns, conducting workshops and seminars, and participating in clean-up drives, the Eco Club encourages individuals to take action and make a positive impact on the environment.

8. Sports Club:

Incharges:Mr.Rohit,Mr.Ranjeet,Ms.Urvashi,Ms.Paromita

The sports club that brings together individuals who share a common interest insports and physical fitness.

The club provides a platform for members to participate in various sports activities, competitions, and events. The primary aimof the sports club is to promote health, fitness, and teamwork among its members.

9. Honey Bee Club:(VIVEKANAND)

In charges:Ms. Babita, Ms. Renu

Honey bee club is to kindle inquisitiveness **towards scientific experimentations** and to mobilize effective team work

10. Lead the Field: (VIVEKANAND)

Incharge:Ms.Ayushi,Ms.Meenakshi

Toenhancequalityperformance **inI.T.internsofcreativityand knowledge.**

Inter-House Activities (To be held on No Bag Day)

PLEASE NOTE ALL DATES ARE TENTATIVE AND SUBJECT TO CHANGE

EVENT: No Bag Day Activities	Foundation and Primary school (I-V)	Middle and Secondary school (VI-XII)
	Show and tell	Inter House Doodle Designing
	Homemade Bird Feeder Making Inter House Dance Competition	Inter House Poster Making on Earth Day Founder's Day Special Assembly and Inter House Dance Competition
	I. English Action Song/Poem Competition	PT-1/ Activity
	Inter House English Story Telling Inter House English Poem Recitation	Inter House Volley Ball Inter House English Declamation
	Emoji Making and Emoji Colouring Activity	I.H Cricket (Kabir & Gurunanak) Boys I.H Kho-Kho-Girls
	Fancy Dress Competition	I.H Cricket (Vivekanand & Mother Teresa) Boys I.H Kho-Kho-Girls
	Inter House Hindi Story Telling	I.H Cricket and Kho-Kho (Final)
	Inter House Cooking Without Fire Inter House GK Quiz	Inter House Hindi Hasya Bal Kavi Sammelan Inter House Cooking Without Fire

The House System

The House System provides excellent opportunities for student leadership and peer group support.

HOUSE	MOTTO
KABIR (RED)	LIVE A RIGHTEOUS LIFE
GURUNANAK (YELLOW)	EXERCISE EQUALITY
VIVEKNAND (BLUE)	AQUIRE SELF-CONFIDENCE BY ENRICHING WITH KNOWLEDGE
MOTHER TERESA (GREEN)	PROMOTE SELFLESS SERVICE TO MANKIND

SPECIAL ASSEMBLIES (2024-25)

DATE	EVENT
2 ND APRIL, 24	WELCOME ASSEMBLY FOR PRIMARY & MIDDLE WING
9 TH APRIL, 24	EID
13 TH APRIL, 24	VAISAKHI + AMBEDKAR JAYANTI
16 TH APRIL, 24	RAM NAVMI
18 TH APRIL, 24	EARTH DAY / WORLD HERITAGE DAY
30 TH APRIL, 24	FOUNDER'S DAY
10 TH MAY, 24	MOTHER'S DAY
3 RD JULY, 24	SCHOOL REOPEN / HOUSE MEETING
14 TH AUG, 23	INDEPENDENCE DAY / INVESTITURE CEREMONY
16 TH AUG, 23	RAKSHABANDHAN
23 RD AUG, 24	JANMASHTMI
5 TH SEP, 24	TEACHER'S DAY / GANESH CHATURTHI
12 TH SEP, 24	HINDI DIVAS
1 ST OCT, 24	GANDHI JAYANTI
8 TH OCT, 24	DUSSEHRA
14 TH NOV, 24	CHILDREN'S DAY
29 TH OCT, 24	DIWALI
25 TH JAN, 25	REPUBLIC DAY

April 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Parents orientation programme NUR-II	2 Session Begins(III-IX) Assembly based on welcoming the students	3 Session Begins I-II	4 Session Begins PRE-NUR-KG	5	6
7 World Health Day	8	9 Special assembly on ID	10	11 Id-UI-Fitr	12 Special Assembly (Baisakhi and Ambedkar (No Bag Day)	13 Baisakhi & Jallianwala Bagh Massacre Day
14 B.R.Ambedkar Jayanti	15	16 Special assembly on Ram Navami	17 Ram Navami	18 World Heritage Day+Earth day celebration	19	20
21 Mahavir Jayanti	22 World Earth Day	23	24	25	26	27 Graduation + Achievers Day (I-II)
28	29 Inter national Dance day	30 Founder Day, Special Assembly, Inter house, Dance competition, Hell Day (No Bag Day)				

May 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 International Labour day&worldlaughter day	2 PT-1 VI-X,XII	3	4
5	6	7	8 Mother'sday	9	10 Special assembly on mother'sday No Bag Day)	11 Mother'sday program+Achievers NUR+KG
12 International nurseday	13	14	15 Internationalday ofthefamily	16	17	18
19	20 21 22 ONLINECLASSES(20 TH MAYTO24 TH MAY)			23 BuddhaPurnima	24	25
26	27 28 29 30 31 SUMMERBREAK(27 TH MAYTO30 TH JUNE)					

June 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Father's Day	4	5 World Environment Day	6	7	8
9	10	11	12 World Day against Child labour	13	14	15
16 Bakrid(Eid)	17	18	19	20	21 International yoga & Music Day	22
23	24	25	26	27	28	29
30						

July 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 National Doctor's Day School reopen I-XII	2	3 House meeting Special assembly on school reopening	4 School reopen PRE-NUR-KG	5	6
7	8	9	10	11 World Population Day	12	13
14	15	16 UT-(III-V) ASSESSMENT-(I-II) PT-2(V-X), XI IPTI-XI	17 Muharram	18	19	20
21 Guru Purnima	22 Chandrayan Launching date	23	24 National Parent'S Day	25	26	27
28	29 International Tiger Day	30	31			

August 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3 Parentsteacher meeting
4 Friendship Day	5	6	7 House meeting assembly	8	9	10
11	12	13	14 Special assembly of Independence Day & Investiture ceremony Nukkad (No Day) Natak bag	15 Independence day of India	16 Rakhi special Assembly	17
18	19 Raksha Bandhan	20	21	22	23 Special Assembly on Janmashtmi	24
25	26 Krishna Janmashtami	27	28	29 National sports Day (mini sports day)	30	31

September 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 National Nutrition week(1-7)	2	3	4	5 Teacher' sDays special assembly + Ganesh chaturthi No Bag Day)	6	7 Ganesh Chaturthi PTM(PRE-NUR-XII)
8 World Literacy Day	9	10	11	12 Special assembly on Hindi Diwas	13 Mid Term	14 Hindi Diwas
15 Onam	16 Milad-un-nabi(EID)	17 Mid Term	18	19 Mid Term	20	21
22	23 Mid Term	24	25 Mid Term	26	27 Mid Term	28
29	30 Mid Term					

October 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Special assembly of Gandhi Jayanti	2 Gandhi Jayanti	3 Navratri begin	4	5 PTM
6	7	8 Special assembly on Dussehra	9	10	11	12
			DUSSEHRABREAK(9 TH OCTTO13 TH OCT)			
13	14	15	16 WorldFood day	17	18 SwachhBharat Mission	19
20 KarwaChauth	21	22	23	24	25	26
27	28	29 Special assembly on Diwali Rangoli competition (No Bag Day)	30	31		
			DIWALIBREAK(30 TH OCTTO3 RD NOV)			

November 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 HaryanaDay Diwali break(continue)	2
3	4	5	6	7 Chhat pooja	8	9 Annual Exhibition
10	11 National science day Science Quiz & English Debate	12	13	14 Children's Day special assembly(No Bag Day)	15 Guru Nanak Jayanti	16
17	18	19	20	21	22	23
24	25	26	27 UT-II,III-V PT-3,VI-IX, PRE-BOARD-(X, XI) PT-2(XI)	28	29	30 Picnic Day (No Bag Day)

December 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 World computer literacy Day	3 World Conservation Day	4	5	6	7
8	9	10	11	12	13	14 PTM
15	16	17	18	19	20	21 Annual day + Christmas Day Celebration(No Bag Day)
22	23	24	25 Christmas	26	27	28
29	30	31	WINTERBREAK(27 TH DEC TO 7 TH JAN)			

January 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8 Pre board II (X,XII) PT-3 (XI) ONLINE CLASSES	9	10	11
12	13 Lohri	14	15 Makar Sankranti	16	17	18
19	20	21	22	23	24	25 PTM
26 Republic Day	27	28	29	30	31	

February 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 Subject enrichment final	18 -----	19 -----	20 -----	21 -----	22
23	24 ORALS -----	25 -----	26 -----	27 -----	28 -----	

March 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Finalexam	4	5 Finalexam	6	7 Finalexam	8
9	10 FinalExam	11	12 Finalexam	13	14 Holi	15
16	17 Finalexam	18	19 Finalexam	20	21	22
23	24	25	26 ResultI-V	27 ResultVI-VIII	28 ResultPRE-NUR-KG	29
30	31					