

## Pedagogical Plan features and uniqueness

At International Indian Public School, our education system aims at holistic development of the students, which enables individuals to emerge as learned, skilled, emotionally and socially balanced rational beings. To achieve this aim, a systematic approach to incorporate all the vital components of child's learning (such as Curricular, Co-curricular, extra-curricular, cultural, social and emotional aspects) are taken into consideration in the Pedagogical plan. We strive to balance between the academic as well as behavioral goals and at the same time equip our students with 21<sup>st</sup> century skills.

The salient features of the Pedagogical plan are furnished below;

- Term plans with systematic division of the curriculum, considering the continuity and difficulty levels of the concepts
- Assessment of aptitude and learning needs of each child and ensuring need based instructional facility
- A wide range of Assessment Tools and Rubrics for each class and subject
- Student Appreciation practices like; Student of the Month and Star of the Week to appreciate and acknowledge students' academic excellence, functionality, regularity etc.
- Regular assessment of Training needs of Teachers at all levels.
- Advance In-service Teacher Training schedule, considering various needs of Class room management, attitude of teachers and effective pedagogy.
- Timely coordination with parents to review, inform and update the progress of the child.
- A wide range of supporting Co-curricular, Extra-curricular, sports activities to ensure pupils all-round development.
- Well tested techniques and approaches to support the low achievers through Remedial classes, Doubt discussion classes etc.
- An outstanding feature is the community out-reaches by planning and executing the Integration Programme (Inclusive Education) of children with special needs, in mainstream.
- Orientation programmes for students on Time Management, Career Counselling etc.
- Plan is based upon inclusive education where individual differences are kept in mind while designing the pedagogy and teaching learning process.
- Our Plan is time bound and progressive in nature and effective measures are employed to execute this plan successfully.
- Our Pedagogy has been effective which is quite evident from our CBSE board results over the years.



2019-2020

PEDAGOGICAL PLAN

Affiliation No: 5730010

School Code: 90111



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# **1. Basic information about the school**

## **1.1 Introduction**

Education as well as learning environment are vital components for a child's overall development, which makes a child fit, to meet the challenges of life. International Indian Public School (IIPS), Riyadh aims to provide a positive learning environment that is stimulating and enjoyable. It is our goal to provide an atmosphere conducive for all round growth of the child and to instill a love for learning.

International Indian Public School, formerly SEVA was founded in 1995. In the year 1998 the school was renamed as International Indian Public School. The school is a non-profit institution operated exclusively to provide quality education to Indian children up to Senior Secondary Level. The School is affiliated to the Central Board of Secondary Education (CBSE) and licensed by the Ministry of Education, Kingdom of Saudi Arabia. It is also under the patronage of the Ambassador of India, Riyadh, Kingdom of Saudi Arabia.

## **1.2 International Indian Public School Endeavours**

- to provide the highest quality of education according to CBSE syllabus;
- to ensure the English language as the medium of instruction; and
- to impart education to Indian pupils at the following levels:
  - Nursery and Kindergarten
  - Primary
  - Middle Grade
  - Secondary
  - Senior Secondary

Our School provides all opportunities to its students for their all-round development through appropriate co-curricular and extra-curricular activities.

Our School endeavours to inculcate in its students respect and understanding of the customs and traditions of Saudi Arabia while preparing them to be responsible citizens of India.

Our School adheres to political, moral and religious values of the Kingdom ensuring that School's syllabus or curriculum should not violate these values.

### **1.3 School Campus**

International Indian Public School (IIPS) functions in two separate sections for boys and girls in the same campus. The school currently offers classes from Nursery to Grade XII. IIPS has a Special Care Centre (SCC), which provides exclusive education to children with special needs in its campus. SCC provides various activities and therapeutic services for their overall development.

### **1.4 Brief Outline - Special Care Centre**

Special Care Centre (S.C.C.) is an integral part of the International Indian Public School. The Centre provides Special Education and primary rehabilitation to differently abled students of special needs like Autism, Down syndrome, Hydrocephalus, Dyslexia, Cerebral Palsy, Attention Deficit Hyperactive Disorder (ADHD) etc.

This noble idea of establishing the Special Care Centre was conceived by Mrs. Salma Ansari, who formed a team of dedicated personnel and announced the Centre open in 1995 for the special children. Mr. Hamid Ansari, the then Ambassador of India to Saudi Arabia, inaugurated the Centre on 2<sup>nd</sup> October 1995. Providing endless service to the children with special needs Special Care Centre has completed 23 glorious years.

## **2. VISION**

Our vision is a continuous quest for excellence and learning. We aim to unlock the student's potential as well as create independent and passionate leaders of tomorrow who value excellence, work with compassion and nurture humane qualities.

### **Mission Statement**

An environment conducive to inculcate and pursue:

- INTEGRITY
- INTELLIGENCE
- PERSEVERANCE
- SUCCESS

Our mission is to ensure that each student achieves optimal academic & personal success through the qualities of integrity, intelligence and perseverance. We equip our teachers with novel resources to groom the growing buds to their best so that they excel as exemplary global citizens who can face the challenges of the 21st century world.

OUR ACTIONS REFLECT OUR BELIEFS.....

### **STUDENT MISSION STATEMENT**

I am a smart, special and valuable person

I believe in myself and my ability to do my best

I will embrace challenges & mistakes because they help me learn

I will listen attentively, speak thoughtfully, read carefully & write meticulously I will work as a team with my class mates because together we achieve more

I will be respectful, responsible, pay attention & follow instructions

I will be honest, caring and display good behaviour towards teachers and students I will give my 100% to whatever I do!

### **CLASSROOM MISSION STATEMENT**

We are scholars, we are champions

We are responsible and diligent learners.

We learn to give our best in everything we do

Our teachers believe in us and we believe in ourselves! We dream big and successfully achieve our goals

We know that we must learn from our mistakes If we make mistakes .... We just try again!

We encourage and support each other

We display good moral values and good ethics We are IIPS Scholars and Champions!

We are a Family...

### **3. Details of Stakeholders**

Teachers, Non-Teaching Staff, Parents and the Managing Committee are the major Stakeholders.

## **Management:**

An elected parent body, the Managing Committee, manages the school. It formulates the policies and guidelines for the smooth functioning of the school and for upgrading the standards and facilities of the school. The term of the Managing Committee is for a period of three years.

### **4. Consultations and Discussions held for preparing the Annual Plan**

Department-wise and Grade-wise Meetings are held in the month of March with HoD's, Subject Coordinators and Subject Teachers to discuss and prepare the Annual Plan of their respective subjects.

### **5. Goals to be Achieved - Annual and Long Term**

Encourage students to become increasingly self-directing, moving from dependent childhood to self-actuating adolescence.

#### *Academic Goals:*

- Learn how to learn for Life
- Punctuality and Preparedness for Learning
- Completion of Assigned tasks on time
- Strive for Academic success

#### *Behavioural Goals:*

- Discover your whole self
- Time management
- Demonstrate respect for people and property
- Respect to Staff members and School directives
- Work collaboratively
- Live in harmony with natural environment

#### *21st Century Skills:*

- Development of Critical and Analytical Skills
- Developing Effective Communication Skills
- Stress Management
- Decision Making Skills
- Mastering IT skills
- Creative skills
- Life skills



## **6. Culture of the School**

We, at IIPS promote a harmonious and conducive culture which is a blend of Indian Cultural values as well as Saudi Arabian Heritage & Culture. Themes such as Patriotism, Unity in Diversity are taught in the form of Skits, Extempore, Dance, Dramas and Motivational Speeches. To inculcate the Human Values like love, Humanity, Compassion, Empathy, Share & Care etc., a variety of co-curricular activities are scheduled.

## **7. Economic and Academic Resources Available**

### **7.1 Science Laboratory (Grades VI – XII):**

A well-equipped Science lab is available and utilized by students from Grade VI upward, as part of their curriculum.

### **7.2 Computer Laboratories (LKG – Grade XII):**

IIPS prides itself on having two fully equipped state-of-the-art computer labs one each for Boys and Girls Section. Each student has an individual Intel(R) Core (TM) i5-3470 CPU @ 3.20GHZ, 3201 MHz Pentium IV computer with LCD monitors to work on. The networking enables sharing of files and programmes directly through internet. They have a wide range of software's from Tux paint, Adobe Photoshop to serious C++ Programme to learn. The labs are fitted with an Epson projector and a wall screen, which facilitates projecting the main monitor's image onto the large screen. All in all, it is a dream place for a child to explore the possibilities of the wonder - that is computer!

### **7.3 Library (UKG – Grade XII):**

- a) IIPS has separate well-stocked libraries for Boys and Girls Section with a collection of reference books, Audio & Video educational CDs, newspapers and magazines.
- b) The libraries are open during school working hours, and students from UKG to Grade XII have one library period per week. Students may be issued one book at a time for one week. Books issued for circulation have to be returned after a week, during the regular library classes.
- c) Newspapers, periodicals and reference books such as encyclopaedia, dictionaries, etc. are not circulated or issued.

#### 7.4 Gymnasium (Grades I – IV):

Gymnastics equipment like sponge mattresses, vaulting horse, spring board, trampoline, etc. are used to train children in activities that help them become physically agile and mentally active.

7.5 **Socially Useful Productive Work (S.U.P.W.) (Grades I to III)** is taken up as an auxiliary subject in school. Children are trained to make useful things from the waste.

### 8. Number of Grades. Grade wise number of subjects. Subject wise number of instructional modules

#### 8.1 Number of Grades

International Indian Public School (IIPS) functions in two sections for boys and girls separately in the same campus. The school currently offers classes from Nursery to Grade XII.

#### Details of Number of Grades

Class		No. of Sections
Nur		2
LKG		6
UKG		6
Grade I		5
Grade II		5
Grade III		5
Grade IV	Boys	3
	Girls	2
Grade V	Boys	5
	Girls	2
Grade VI	Boys	3
	Girls	3

Grade VII	Boys	2
	Girls	3
Grade VIII	Boys	2
	Girls	3
Grade IX	Boys	2
	Girls	2
Grade X	Boys	1
	Girls	3
Grade XI	Boys	1
	Girls	1
Grade XII	Boys	1
	Girls	1

## 8.2 Subjects & Curriculum from Nursery to Grade XII

The curriculum is child-centred and activity-oriented with reinforcement of academics using audio-visual aids and play-way methods.

Please note, option of Third Language in Grade III is subject to the number of students opting for the language (Minimum 5)

The school follows the CBSE syllabus of studies in the following subjects:

- English (First Language and medium of instruction)
- Hindi (Second Language: UKG – VIII)
- Hindi, Arabic, Urdu, Malayalam, Tamil (Second Lang.: Grade IX & X)
- Arabic, Urdu, Malayalam, Marathi, Tamil, Telugu, Kannada, French (Third Lang.: Grades III - VIII)
- Mathematics
- EVS (Nursery – Grade IV)

- Science (Grades V – X)
- Social Science (Grades V – X)
- Science Stream (Grades XI & XII)
- Mathematics, Biology, Computer Science, Home Science (Girls'), Physical Education (Boys') [Optional Subjects: Grades XI & XII]
- Health and Physical Education (Nursery – Grade XII)
- Art (Nursery – Grade X) and Craft (Nursery – Grade II)
- Computer Science (LKG – Grade XII)
- Compulsory Arabic (Grades I – X)
- Saudi History & Geography (Grades VI, IX & XII)
- Islamic Culture (Grades III, IV, V, VII, VIII, X & XI)
- Islamic Studies / Moral Science (Grades I – VIII)
- Music (Grades I – II)
- Holy Quran / Music (Grades III–VIII)
- General Knowledge (Grades I – V)
- Gymnastics (Grades I – IV)
- Library (UKG – XII)
- S.U.P. W/ First Aid

In addition to the standards of excellence in academics, we provide a range of co- scholastic and extracurricular activities for the children to identify and develop talents and interests in various spheres, for their overall personality development.

International Indian Public School (IIPS) and Special Care Centre – Riyadh is CBSE affiliated under the Ministry of Education, Saudi Arabia and is an English Medium School from Kindergarten to Grade XII. The academic program strictly adheres to all the CBSE regulations and is organized on a semester pattern. The academic year starts in April and ends in March of the following year.

Term Plans from KG to Grade XII - [ANNEXURE – 1](#)

### **8.3 Languages**

All the students study three languages up to Grade VIII, English as the first language, Hindi as the second language and a third language which can be the mother tongue of the student or a foreign language. IIPS offers Malayalam, Arabic, French, Marathi, Tamil, Telugu, Kannada and Urdu as language options to its students. In Grade IX and X students study English as first language and we offer second languages Hindi, Malayalam, Urdu, Arabic and Tamil. In addition, all the students from Grade I to Grade V have to study Arabic language and should obtain a grade of D or above for promotion to next class.

### **9. Time tables**

A copy of the detailed Teacher's Time Table - [ANNEXURE – 2](#)

### **10. Pedagogical Solutions**

At IIPS we personalize our student learning to ensure that each student is met with their needs and actively engaged in co constructing their individual learning pathway. We take pride to have a good know-how of our students, as individuals and learners. We use our knowledge of individual student's interest and both evidence of learning to create relevant and meaningful learning engagements. Our students receive specific and meaningful feedback about their progress. Our teachers share and refine their practice by learning and working in teams. Mutually respectful working relationships exist between teaching staff, parents and the school authorities focusing on supporting and extending students' learning by providing opportunities to applying their skills and knowledge to enjoy the higher classes.

### **11. Assessment Tools and Rubrics for each class and each Subject.**

The following are the tools that are extensively used in all Grades and Subjects.

1. Open-ended questions
2. Self-reflecting questions
3. Quizzes (except in English and Languages)
4. Reading
5. Formative Pen-Paper Assessments
6. Peer Teaching
7. Practice
8. LSRW – Listening, Speaking, Reading & Writing skills for English and Other Languages

## **12. Assessment of aptitude and learning needs of each child and ensuring availability of need based instructional facility**

### *Academic Performance Analysis*

- 1) The academic performance of a student is also analyzed and studied at Micro level (i.e. subject wise, topic wise, question wise etc.) and special academic initiatives are taken to improve the performance.
- 2) Each periodic test is concluded with a summary report of the number of mistakes and wrong practices adopted by the students in attempting the problems; it helps in refining the preparation of students by highlighting their weak areas and accordingly measures are suggested to them.
- 3) Continuous Development of Effective Learning Tools to enhance the student's performance. It includes improvement in Teaching Methodologies, new and innovative problems in study material, change in test paper pattern, its level of difficulty and variety in the problems asked.
- 4) To improve the academic performance of the faculty members Faculty Training Need Identification Surveys and Faculty Trait & Competence Analysis are done.
- 5) The analysis report of the above is used to design and develop Faculty Knowledge (subject and fundamentals), Skill (Communication Practices and Methodologies, Use of Modern Training Tools, techniques and Technologies) & Attitude (teaching aptitude and behaviour) Improvement Programmes.
- 6) The overall focus of the Academic Performance Analysis is on the improvement in the subject knowledge, understanding of the fundamentals behind scientific concepts, application of the concepts in problem solving with speed & accuracy through rigorous practice and persistence.

### **12.1 SCHOLASTIC AREAS (PEN-PAPER ASSESSMENT)**

For assessment in academic areas is divided into two terms. The first term is from April to July and the second term from September to March.

**Grades I to V** we conduct three (3) Class Tests in each Term.

The details of the Class Tests are as under:

I Unit Test: (Core subjects + Languages) II Unit

Test: (Core subjects + Languages)

Term End Assessment: (Core subjects + Languages + Comp. Theory + GK & Auxiliary Subjects)

For the calculation of grades, all the three (3) tests are considered. Retest is taken if a child is absent for a test. To consider a retest, Parents have to provide a medical or a supporting document stating the reason for the child's absence.

The grades in the report card are evaluated based on the three (3) class tests + internal assessments.

**Grades VI – XII** will also have Two Terms.

- For Grades VI – X - Class Test / Module test, Pre-Mid Term, Mid Term Post Mid Term and Annual Examination will be conducted.
- For Grades XI and XII - Module Test and Term End Examination will be conducted in each Term.
- From Grade VI upward, the students' cumulative performance will be stated in the report cards.

[ANNEXURE - 3. Date Sheet](#)

[ANNEXURE - 4. Internal Evaluation Template](#) [ANNEXURE - 5. Consolidated Sheet Template](#) [ANNEXURE - 6. Report Card Template](#)

## **12.2 STUDENT OF THE MONTH**

To appreciate and recognize the students for their academic performance, good conduct and positive attitude, we award the best student of each class, with a certificate and a badge. Every month a student from each class is nominated as the 'Student of the Month'.

*Criteria for the Student of the Month*

Class teachers consider the following criteria while evaluating and nominating the student of the month. Sample Certificate – [ANNEXURE - 7](#)

- Academic Performance (A+ / A)
- Demonstrates self - discipline / positive attitude
- Exhibits good conduct
- Regularity / Punctuality

- Completes and Submits Classwork / Homework.
- Proper Uniform (Neat / Presentable)

### **12.3 STAR OF THE WEEK:**

To encourage punctuality and discipline, we award a badge of star of the week to deserving students.

Star of the week is nominated on weekly basis, based on the following criteria:

- Regularity / Punctuality
- Discipline

### **13. Assessment training needs of Teachers and Staff at all levels**

A regular supervision by the concerned supervisors, HoDs and Subject co-ordinators are carried out at regular basis, to assess the potentials of the teachers. An observation proforma is maintained to reflect the unbiased feedback of the teacher. Teachers with average and below average performance are counselled by the Supervisors, HoDs and Subject co-ordinators and also provided with required Teaching Learning materials.

### **14. In-Service Teacher Training topics and schedule**

Strength and growth come only through continuous efforts and persistent hard work, be it personal progression or the professional growth, and the best way to excel and grow, is to share. With this ideology we conduct monthly In-Service Training Programmes to the teachers, to mend, bend and polish their teaching method.

<b><i>In-Service Teacher Training Schedule</i></b>	
<b>Date</b>	<b>Topics</b>
11 March 2019	Fostering a Positive School Culture
26 March 2019	Preparation of Lesson Plan & Learning Objectives
30 June 2019	Professional Growth & In-Service Training
28 September 2019	<ul style="list-style-type: none"> <li>• Need of Training</li> <li>• Happiness Curriculum</li> <li>• Department-wise Demo Classes</li> </ul>



<b><i>In-Service Teacher Training Schedule</i></b>	
<b>Date</b>	<b>Topics</b>
26 October 2019	<ul style="list-style-type: none"> <li>● Workshop on Understanding Child / Classroom Management/Subject Specific</li> <li>● Department wise Demo – Classes</li> </ul>
30 November 2019	<ul style="list-style-type: none"> <li>● Workshop on Teacher Personality Development</li> <li>● Department wise Demo - Classes</li> </ul>
25 January 2020	<ul style="list-style-type: none"> <li>● Workshop on Understanding Child / Classroom Management/Subject Specific</li> <li>● Department wise Demo – Classes</li> </ul>
29 February 2020	<ul style="list-style-type: none"> <li>● Workshop on Teacher Personality Development</li> <li>● Department wise Demo - Classes</li> </ul>

### **15. Coordination with parents/community/Board**

Parent Teacher Meeting is scheduled every term to meet the respective teachers and review the progress of the child. According to our school calendar Parent Teacher Meeting for this year are scheduled on 04 May 2019, 19 October 2019 and 08 February 2020. The parents were asked to give their valuable suggestions/feedback for the smooth functioning of the school. Later these forms are compiled and action taken/action plan is implemented.

Parent Teacher Feed Back Form – [ANNEXURE - 8](#)

### **16.Pupil's well-being**

Students' well-being is a prerequisite for learning. Student wellness is supported by Motivational Talks on Health & Hygiene, keeping campus clean. Assuring Quality food in the Canteen, Eye and Dental Camps are also arranged.

### **17.Supporting activities**

A member of curricular and co-curricular programmes are scheduled to help students develop their talents and all aspects of their personalities. Activities provided are Computer Literacy, Sports and Games, Gymnastics, Music, Literary Activities and Educational trips.

#### **Co-Curricular Activities:**

#### **Nursery – UKG**

<b>Grade</b>	<b>I Term</b>	<b>II Term</b>
<b>Nur.</b>	<ul style="list-style-type: none"><li>• Sports Event</li></ul>	<ul style="list-style-type: none"><li>• Sports Event</li><li>• Sorting Beads</li><li>• Rhyme Recitation</li><li>• Colouring</li><li>• Fancy Dress</li></ul>
<b>LKG</b>	<ul style="list-style-type: none"><li>• Sports Event</li><li>• Colouring</li></ul>	<ul style="list-style-type: none"><li>• Sorting &amp; Stringing Beads</li><li>• Rhyme Recitation</li><li>• Drawing &amp; Colouring</li><li>• Story Telling</li><li>• Fancy Dress</li></ul>
<b>UKG</b>	<ul style="list-style-type: none"><li>• Sports Event</li><li>• Drawing &amp; Colouring</li></ul>	<ul style="list-style-type: none"><li>• Story Telling</li><li>• Rhyme Recitation</li><li>• Clay Modelling</li><li>• Rhyme Recitation – Hindi</li><li>• Card Making</li><li>• Spelling Bee</li><li>• Graduation Day</li></ul>

### Grades I – III

Grade	I Term	II Term
I & II	<ul style="list-style-type: none"> <li>• Drawing &amp; Colouring</li> <li>• English Poetry Recitation</li> </ul>	<ul style="list-style-type: none"> <li>• Card Making</li> <li>• Hindi Poetry Recitation</li> <li>• Sports Event</li> <li>• Spelling Bee</li> <li>• Crossword/ Word search Puzzle</li> <li>• Math Rapid Fire</li> <li>• English Creative Writing</li> <li>• English &amp; Hindi Handwriting</li> <li>• G. K. Quiz</li> </ul>
III	<ul style="list-style-type: none"> <li>• Drawing &amp; Colouring</li> <li>• English Poetry Recitation</li> </ul>	<ul style="list-style-type: none"> <li>• Card Making</li> <li>• Hindi Poetry Recitation</li> <li>• Sports Event</li> <li>• Spelling Bee</li> <li>• English Creative Writing</li> <li>• G.K. &amp; Maths Quiz</li> </ul>

### Grades IV & V

Grade	I Term	II Term
IV	<ul style="list-style-type: none"> <li>• Kho-Kho</li> <li>• Holy Quran Recitation</li> <li>• Drawing &amp; Colouring</li> </ul>	<ul style="list-style-type: none"> <li>• Hindi Poetry Recitation</li> <li>• Running Race</li> <li>• English Creative Writing</li> <li>• Public Speaking</li> <li>• G.K. &amp; Current Affairs Quiz</li> <li>• Spelling Bee</li> </ul>
V	<ul style="list-style-type: none"> <li>• Throw Ball</li> <li>• Holy Quran Recitation</li> <li>• Drawing &amp; Colouring</li> </ul>	<ul style="list-style-type: none"> <li>• Hindi Poetry Recitation</li> <li>• Badminton</li> <li>• English Creative Writing</li> <li>• Public Speaking</li> <li>• G.K. &amp; Current Affairs Quiz</li> <li>• Spelling Bee</li> </ul>

### Grades VI & VII

Grade	I Term	II Term
VI	<ul style="list-style-type: none"> <li>• Holy Quran Recitation</li> <li>• Throw Ball</li> <li>• Drawing &amp; Colouring</li> </ul>	<ul style="list-style-type: none"> <li>• English Essay Writing</li> <li>• Public Speaking</li> <li>• Football Inter House (Boys)</li> <li>• Spelling Bee</li> <li>• Hindi Essay Writing</li> <li>• Basketball Inter House (Girls)</li> <li>• G.K. &amp; Current Affairs Quiz</li> </ul>
VII	<ul style="list-style-type: none"> <li>• Holy Quran Recitation</li> <li>• Throw Ball (Girls) /</li> <li>• Hand Ball (Boys)</li> <li>• Drawing &amp; Colouring</li> </ul>	<ul style="list-style-type: none"> <li>• English Essay Writing</li> <li>• Public Speaking</li> <li>• Football Inter House (Boys)</li> <li>• Spelling Bee</li> <li>• Hindi Essay Writing</li> <li>• Basketball Inter House (Girls)</li> <li>• G.K. &amp; Current Affairs Quiz</li> </ul>

### Grades VIII – XII

Grade	I Term	II Term
VIII	<ul style="list-style-type: none"> <li>• Throw ball (Girls) /</li> <li>• Hand ball (Boys)</li> <li>• Drawing &amp; Painting</li> </ul>	<ul style="list-style-type: none"> <li>• English Essay Writing</li> <li>• Holy Quran Recitation</li> <li>• Inter House Football (Boys)</li> <li>• Hindi Essay Writing</li> <li>• English Public Speaking</li> <li>• Inter House Basketball (Girls)</li> <li>• Indian Heritage &amp; Current Affairs Quiz</li> </ul>

IX & X	<ul style="list-style-type: none"> <li>● Throw ball (Girls)/</li> <li>● Cricket (Boys)</li> <li>● English Debate</li> <li>● Drawing &amp; Painting</li> </ul>	<ul style="list-style-type: none"> <li>● English Essay Writing</li> <li>● Inter House Football (Boys)</li> <li>● II Language Essay Writing</li> <li>● Inter House Basketball (Girls)</li> <li>● Quiz</li> </ul>
XI & XII	<ul style="list-style-type: none"> <li>● Throw ball (Girls)/</li> <li>● Cricket (Boys)</li> <li>● English Debate</li> </ul>	<ul style="list-style-type: none"> <li>● English Essay Writing</li> <li>● Inter House Football (Boys)</li> <li>● Science Quiz (PCBC)</li> <li>● Inter House Basketball (Girls)</li> </ul>

Schedules of the above activities are attached as [ANNEXURE - 9](#) **18.How**

**to take care of diversity in class**

To assure a balance in the class the teaching-learning materials are modified. We also promote healthy Teacher-Student, Student-Student interpersonal relations to appreciate different perspectives and draw stronger conclusion. We organize Traditional day and cultural for the students to develop a harmonious, emotional and personal growth in the school.

**19. Requirement of remedial classes**

The success and accomplishment of any educational system is incomplete without the enhancement of weak and slow learners. With a strong conviction that teachers play a pivotal role in the same, an Action Plan has been devised to support and raise the performance levels of these students.

The plan is formulated based on the data collected from the “Students Evaluation Reports”. The Action Plan devised is a result of the suggestions & recommendations provided by the Class teachers.

To execute the Pilot Action Plan, grade & subject-wise teachers are identified to be the In charge of the Action Plan.

The list of weak students in the respective subjects and grades is provided to the In charges.

The in charges are expected to provide extra time at the end of their class or during their free periods (at least TWO periods in a week as per their convenience) to assist the weak students allotted to them. The auxiliary periods of can be utilized effectively for this purpose.

### **19.1 Guidelines to implement are furnished below:**

- a) Subject In-charges to prepare a time-table for the respective Grade depending on their convenient free periods and mutual understanding with the other subject incharges.
- b) Identify the difficulties of these students individually and help them to improve their basic concepts and clear their doubts.
- c) Provide additional worksheets depending on their weak areas.
- d) Provide sample papers for practice, especially in Maths, Physics, Chemistry & English.
- e) Allot short portions in the subjects and conduct test to evaluate their progress on a weekly basis.
- f) Inform the parents about the action plan and provide weekly update to get their utmost support.
- a) In case of students with behavioural problems, notify the same to their Class Teachers and the Supervisor.
- b) A proforma to record the daily activity of Subject In charges is attached. Do submit the same weekly to the respective Supervisors without fail.

Remedial Proforma is attached as [ANNEXURE - 10](#)

### **19.2 Doubt Discussion Classes**

- a) The Objective of Doubt Discussion Classes is to provide additional attention and care to the students. It helps those students who couldn't understand a concept at first which is now affecting their performance.
- b) It also helps those students who hesitate to ask/discuss their doubts in the classroom because of their shy nature and their past academic environment.
- c) In fact, Doubt Discussion Class is a One to One Discussion Forum between the student and the teacher.
- d) Doubt Discussion Class encourages the students to clarify their doubts immediately without affecting the performance by ensuring firm hold on the concepts/fundamentals of the subject.

- e) A student feels Personal Touch/Attention while attending the Doubt Discussion Classes. It motivates him to focus on his/her target with improved energy and enthusiasm.
- f) Sometimes Doubt Discussion Classes become a good platform to recover the lost syllabus for those students who couldn't take admission at the time of beginning of the course and have got delayed due to some reason(s).
- g) Discussion Classes help students recovering this lost syllabus to certain extent. In case a student falls sick or is unable to attend the classes due to some unavoidable circumstances and loses some syllabus taught during the absence period.
- h) The Doubt Discussion Classes are also very helpful to those students who don't feel confident in a particular subject and it is affecting their overall performance. Through Doubt Discussion Classes such students can increase their grasp in that subject.

Necessary remedial Classes are being organized for students who are slow learners. These classes are organized between 11:00 to 11:30 – Sunday to Thursday and on Saturday from 08:00 AM to 12:00 Noon, special worksheets are designed to cover the weaker areas according to their subject weakness.

## **20. Annual Themes/ Celebrations/ Events/ Collaboration with other schools**

- Inter School Zonal Football Competition kicked off on 30th April 2019 at Wadi Haneefa ground
- INTER SCHOOL CRICKET TOURNAMENT (T-20) of under 17 for academic year 2019-2020
- Cluster Meet Debate Juniors and Seniors
- Cluster Meet General Knowledge Quiz
- Zonal Cluster meet for Sports Events
- Participating Culture events promoted by Indian Embassy, Riyadh
- Wamy Programme

## **21. Community outreach**

IIPS has a Special Care Centre (SCC), which provides exclusive education to children with special needs in its campus. SCC provides various activities and therapeutic services for their overall development.

At present there are 27 students and 10 Teachers in the SCC. These teachers are qualified to teach the children with special needs. Centre also has qualified Speech Therapist and Physio Therapist.

Five students are attending the integration programme (inclusive education) in mainstream. The primary objective of inclusive education is to educate disabled

students in the regular classroom and still meet their individual needs. Inclusive education allows children with special needs to receive appropriate education along with non-disabled students in the regular classroom.

Four students are following the modified CBSE curriculum in the Centre.

Rest of the students are following the individualized training programme framed to meet their specific requirements. Such programme includes daily living skills, language skills, fine motor and gross motor skills with functional academics.

To facilitate the emotional and social development of the special children, the Centre offers following activities:

- Functional and Educational Assessment and Early Preparation
  - Simple assembling
  - Puzzle Solving
  - Stimulation Exercises
- Education
  - Individualized Special Education Programme
  - Integrated Education
- Vocational Training
  - Computer Training
  - Sewing
  - Ironing
  - Fabric Painting
  - Block Printing
  - Housekeeping Activities
  - Envelope Making
  - Paper Bag Making
  - Arts and Crafts
- Extra-Curricular Activities
  - Music
  - Sports
  - Competitions
  - Sale of material made by Special Children
- Speech Therapy
- Physiotherapy
- Recreational and Educational Visits
- Workshops and Lectures for parents and teachers



- Parents Guidance and Counseling
- Meeting with Parents and Professionals

## **22. Special events organized in the year**

Cultural and Social Events are planned to enable the children to mold their potentials.

### **22.1 Orientation Programme for Students**

Preparedness and planning is the key to begin and complete a year successfully. With the same vision An orientation programme for Grade XII was organized in the month of May 2019. It was presided over by the Hol, with Supervisors and Senior Teachers as Resource Persons. The aim was to motivate and inspire the Grade XII students to excel in the coming Academic Year.

### **22.2 Students Election & Investiture Ceremony**

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

#### Details of the Posts:

1.	Head Girl	Grade XI
2.	Head Boy	Grade XI
3.	Sports Captain (Girl)	Grade IX
4.	Sports Captain (Boy)	Grade IX
5.	Cultural Secretary (Girl)	Grade XI
6.	Cultural Secretary (Boy)	Grade XI
7.	Emerald House Captain (Girl & Boy)	Grade XI
8.	Ruby House Captain (Girl & Boy)	Grade XI
9.	Sapphire House Captain (Girl & Boy)	Grade XI
10.	Topaz House Captain (Girl & Boy)	Grade XI
11.	Emerald House Vice Captain (Girl & Boy)	Grade IX
12.	Ruby House Vice Captain (Girl & Boy)	Grade IX
13.	Sapphire House Vice Captain (Girl & Boy)	Grade IX
14.	Topaz House Vice Captain (Girl & Boy)	Grade IX

### **22.3 Teacher's Day:**

Teacher's day is celebrated every year on 05<sup>th</sup> September to honour and appreciate teachers for their valuable contribution toward education. Students of all Grades exhibit their talents as a tribute to their teachers. International Indian Public School celebrated Teacher's Day with zeal and zest. There was an unusual excitement in the school atmosphere which was quite contagious. They also expressed their gratitude and paid respect to all the teachers who worked hard to ensure their student's excellence in academics as well as extra-curricular activities. These activities helped to strengthen the bond between teachers and students. All in all, it was a special day for teachers as well as students.....

### **22.4 Saudi National Day:**

The day is celebrated to mark the National Day 23 September, as a symbol of unity, victory glory and dignity. The children were dressed in Saudi Arabian traditional style clothing in order to celebrate Saudi National day. The day was marked with enthralling cultural performance.

### **22.5 Art Exhibition:**

Developing a good aesthetic sense, give provision for creativity is the need of the hour in today's Teaching Learning Process. To explore and develop the hidden artistic talents and creativity. An Art Exhibition is organized on Saudi National Day.

### **22.6 Gandhi Jayanti:**

We celebrated with lot of zeal and enthusiasm. The day was dedicated as a tribute to Mahatma Gandhi. The participants were dressed up in white traditional dresses to symbolize peace as his main principles. The morals depicted by the three wise monkeys were shared amongst the students to inspire them to speak no Evil, hear no Evil, and See no Evil.

### **22.7 Science Exhibition:**

Invention and Innovation is the right of every learning individual. So to cater to the scientific, analytical and reasoning abilities, Department of Science Organises Science Exhibition every year. It is scheduled on 15 October every year to commemorate the scientific Genius APJ. Abdul Kalam.

Children's Day, Republic Day, Hindi Diwas Day, National Education Day and Sport's Day are the Special events to be organized in the year as per the schedule.

### **23. Number of meetings to be held for implementation of plan**

Meetings are planned for fortnightly. The following are the details of the meetings which held for the implementation of the plans in IIPS, presided by the Principal of the school and attended by all the supervisors and planning coordinator.

- 15<sup>th</sup> of April 2019
- 18<sup>th</sup> April 2019
- 5<sup>th</sup> May 2019
- 23<sup>rd</sup> May 2019
- 11<sup>th</sup> June 2019
- 19<sup>th</sup> June 2019
- 4<sup>th</sup> July 2019
- 1<sup>st</sup> September 2019
- 8<sup>th</sup> September 2019
- 17<sup>th</sup> September 2019
- 31<sup>st</sup> September 2019
- 17<sup>th</sup> October 2019
- 31<sup>st</sup> October 2019
- 14<sup>th</sup> November 2019
- 28<sup>th</sup> November 2019
- 12<sup>th</sup> December 2019
- 2<sup>nd</sup> January 2020
- 16<sup>th</sup> January 2020
- 30<sup>th</sup> January 2020
- 13 February 2020
- 27<sup>th</sup> February 2020
- 12<sup>th</sup> March 2020
- 26<sup>th</sup> March 2020

## ANNEXURES

### 1. Term Plans: - Template

Grade I to IX

#### INTERNATIONAL INDIAN PUBLIC SCHOOL – RIYADH

Subject:

Grade: \_\_\_\_\_

#### I Term Plan [March to June 2019]

S.No	Week	Chapter	Class Work	Home Work	No. of Periods/ Days
1.	27/03 to 28/03				
2.	31/03 to 04/04				
3.	07/04 to 11/04				
4.	14/04 to 18/04				
5.	21/04 to 25/04 <b>I Unit Test</b>				
6.	28/04 to 02/05				
7.	05/05 to 09/05				
8.	12/05 to 16/05				
9.	19/05 to 23/05 <b>II Unit Test</b>				
10.	<b>26/05 to 08/06</b>	<b>Ramadan Holidays</b>			
11.	09/06 to 13/06				
12.	<b>16/06 to 20/06</b>	<b>Term End Assessment - I</b>			
13.	<b>23/06 to 27/06</b>	<b>Term End Assessment - I</b>			
14.	<b>30/06 to 03/07</b>	<b>Non Instructional Days</b>			
15.	<b>04/07</b>	<b>Report Card Day</b>			

## II Term Plan [Sep 2019 to March 2020]

Sr. No	Week	Chapter	Class Work	Home Work	No. of Periods/ Days
1.	01/09 to 05/09				
2.	08/09 to 12/09				
3.	15/09 to 19/09				
4.	22/09 to 26/09				
5.	29/09 to 03/10				
6.	<b>06/10 to 10/10 III- Unit Test</b>				
7.	13/10 to 17/10				
8.	20/10 to 24/10				
9.	27/10 to 31/10				
10.	03/11 to 07/11				
11.	10/11 to 14/11				
12.	17/11 to 21/11				
13.	24/11 to 28/11				
14.	01/12 to 05/12				
15.	08/12 to 12/12				
16.	15/12 to 19/12				

17.	<b>22/12 to 04/01</b>	<b>Winter Holidays</b>			
18.	05/01 to 09/01				
19.	12/01 to 16/01				
20.	19/01 to 23/01				
21.	<b>27/01 to 30/01 IV - Unit Test</b>				
22.	02/02 to 06/02				
23.	09/02 to 13/02				
24.	16/02 to 20/02				
25.	23/02 to 27/02				
26.	01/03 to 05/03				
27.	<b>08/03 to 19/03</b>	<b>Term End Assessment – II</b>			
28.	<b>22/03 to 25/03</b>	<b>Non Instructional Days</b>			
29.	<b>26/03</b>	<b>Report Card Day</b>			

\_\_\_\_\_  
Teacher's Name

\_\_\_\_\_  
Teacher's Sign

**INTERNATIONAL INDIAN PUBLIC SCHOOL – RIYADH**

Subject:

Grade: XII & X

**I Term Plan [March to June 2019]**

<b>S.No</b>	<b>Week</b>	<b>Chapter</b>	<b>Class Work</b>	<b>Home Work</b>
1.	06/03 to 07/03			
2.	10/03 to 14/03			
3.	17/03 to 21/03			
4.	24/03 to 28/03			
5.	31/03 to 04/04			
6.	07/04 to 11/04			
7.	14/04 to 18/04			
8.	<b>21/04 to 25/04</b>	<b>Module Test - I</b>		
9.	28/04 to 02/05			
10.	05/05 to 09/05			
11	12/05 to 16/05			
12	<b>19/05 to 23/05</b>	<b>Module Test -II</b>		
<b>13</b>	<b>26/05 to 08/06</b>	<b>RAMADAN HOLIDAYS</b>		
14	09/06 to 13/06			
<b>15</b>	<b>16/06 to 20/06</b>	<b>FIRST TERM EXAMINATION</b>		
<b>16</b>	<b>23/06 to 27/06</b>	<b>FIRST TERM EXAMINATION</b>		
	<b>30/06 to 03/07</b>	<b>Non-Instructional Day</b>		
	<b>04/07</b>	<b>Report Card Day</b>		

**II Term Plan [Sep 2019 to March 2020]**

<b>Sr.No</b>	<b>Week</b>	<b>Chapter</b>	<b>Class Work</b>	<b>Home Work</b>
.30	01/09 to 05/09			
.31	08/09 to 12/09			
.32	15/09 to 19/09			

.33	22/09 to 26/09			
.34	29/09 to 04/10			
.35	<b>06/10 to 10/10</b>	<b>Module Test – III</b>		
.36	13/10 to 17/10			
.37	20/10 to 24/10			
.38	27/10 to 31/10			
.39	03/11 to 07/11			
.40	10/11 to 14/11			
.41	17/11 to 21/11	<b>Module Test - IV</b>		
.42	24/11 to 28/11			
.43	01/12 to 05/12			
.44	08/12 to 12/12	<b>Pre-Board – I</b>		
.45	15/12 to 19/12	<b>Pre-Board – I</b>		
.46	22/12 to 04/01	<b>Winter Holidays</b>		
.47	05/01 to 09/01	<b>Remedial Class</b>		
.48	12/01 to 16/01		<b>Pre-Board – II</b>	
.49	19/01 to 23/01		<b>Pre-Board –II</b>	
.50	26/01 to 30/01		<b>Pre Board practical</b>	
.51	02/02 to 06/02	<b>Board Practical</b>		
.52	09/02 to 13/02	<b>Remedial Class</b>		

\_\_\_\_\_

Teacher's Name

\_\_\_\_\_

Teacher's Sign



**INTERNATIONAL INDIAN PUBLIC SCHOOL – RIYADH**

Subject:

Grade: XI

**I Term Plan [March to June 2019]**

S.No	Week	Chapter	Class Work	Home Work
.16	08/04 to 11/04			
.17	14/04 to 18/04			
.18	<b>21/04 to 25/04</b>	<b>Module Test - I</b>		
.19	28/04 to 02/05			
.20	05/05 to 09/05			
6.	12/05 to 16/05			
7.	<b>19/05 to 23/05</b>	<b>Module Test -II</b>		
<b>8.</b>	<b>26/05 to 08/06</b>	<b>RAMADAN HOLIDAYS</b>		
9.	09/06 to 13/06			
<b>10.</b>	<b>16/06 to 20/06</b>	<b>FIRST TERM EXAMINATION</b>		
<b>11.</b>	<b>23/06 to 27/06</b>	<b>FIRST TERM EXAMINATION</b>		
<b>12.</b>	<b>30/06 to 03/07</b>	<b>Non-Instructional Days</b>		
<b>13.</b>	<b>04/07</b>	<b>Report Card Day</b>		

**II Term Plan [Sep 2019 to March 2020]**

Sr.No	Week	Chapter	Class Work	Home Work
.53	01/09 to 05/09			
.54	08/09 to 12/09			
.55	15/09 to 19/09			
.56	22/09 to 26/09			
.57	29/09 to 04/10			
.58	<b>06/10 to 10/10</b>	<b>Module Test – III</b>		
.59	13/10 to 17/10			

.60	20/10 to 24/10			
.61	27/10 to 31/10			
.62	03/11 to 07/11			
.63	10/11 to 14/11			
.64	17/11 to 21/11	<b>Module Test - IV</b>		
.65	24/11 to 28/11			
.66	01/12 to 05/12			
.67	08/12 to 12/12			
.68	15/12 to 19/12	<b>Board Practical</b>		
.69	22/12 to 04/01	<b>Winter Holidays</b>		
.70	05/01 to 09/01	<b>Remedial Class</b>		
.71	12/01 to 16/01	<b>Pre-Board – I</b>		
.72	19/01 to 23/01	<b>Pre-Board –I</b>		
.73	26/01 to 30/01	<b>Revision</b>		
.74	02/02 to 06/02	<b>Revision</b>		
.75	09/02 to 13/02	<b>Remedial Class</b>		

\_\_\_\_\_  
Teacher's Name

\_\_\_\_\_  
Teacher's Sign

**2. Teacher's Time Table:**

INTERNATIONAL INDIAN PUBLIC SCHOOL-RIYADH ACADEMIC YEAR -

2019-2020

Kindergarten

	Raafia Tahmeen (Home Room)	RubigaFarheen (Home Room)	Azra Viqar (Home Room)	Sheeja Shaj (Home Room)	Asfia Fathima (Home Room)	Fahmida Sged (Home Room)	Kashifa Rizvi (Home Room)	Rizwana Sumair (Home Room)	Sofia Sultana (Home Room)	Sgeda Amina (Home Room)	Sabina Noushad (Home Room)	Tanveer Khan (Home Room)	Renjini Rajesh (Home Room)	Quamer Arif (Home Room)	Rubina Sultana (Hindi)	Rahmatunnisa (Montessori/ Comp Arabic)	Shabana Afrin (Art & Craft)	
SUNDAY	1	Nur. A		LKG A	LKG B	LKG C	LKG D	LKG E	LKG F	UKG A	UKG B	UKG C	UKG D	UKG E	UKG F	UKG D	Nur. B	UKG F
	2			LKG A	LKG B	LKG C	LKG D	LKG E	LKG F	UKG A	UKG B	UKG C	UKG D	UKG E	UKG F	UKG A	Nur. B	UKG D
	3	Nur. A	Nur. B	LKG A	LKG B	LKG C	LKG D	LKG E	LKG F		UKG B	UKG C	UKG D	UKG E	UKG F	UKG A		UKG D
	4	Nur. A	Nur. B	LKG A	LKG B	LKG C	LKG D	LKG E	LKG F			UKG C	UKG D	UKG E	UKG F	UKG B	UKG A	LKG D
	5	Nur. A	Nur. B	LKG A	LKG B	LKG C	LKG D	LKG E	LKG F		UKG B		UKG D	UKG E	UKG F	UKG C	UKG A	LKG B
	6	Nur. A	Nur. B	LKG A	LKG B	LKG C	LKG D	LKG E	LKG F	UKG A	UKG B		UKG D	UKG E	UKG F	UKG C	UKG A	LKG E
	7	Nur. A	Nur. B	LKG A	LKG B	LKG C	LKG D	LKG E	LKG F	UKG A	UKG B		UKG D	UKG E	UKG F	UKG C	UKG A	LKG E
	8	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	IE (CA)
MONDAY	1	Nur. A	Nur. B	LKG A	LKG B	LKG C	LKG D		UKG A	UKG B	UKG C	UKG D	UKG E	UKG F		Nur. A	LKG E	
	2			LKG A	LKG B	LKG C	LKG D	LKG E	LKG F	UKG A	UKG B	UKG C	UKG D	UKG E	UKG F	UKG D	Nur. A	MUR B
	3		Nur. B	LKG A	LKG B	LKG C	LKG D	LKG E	LKG F	UKG A		UKG C	UKG D	UKG E	UKG F	UKG A		UKG B
	4	Nur. A	Nur. B	LKG A	LKG B	LKG C	LKG D	LKG E	LKG F		UKG B		UKG D	UKG E		UKG C	UKG F	UKG A
	5	Nur. A	Nur. B	LKG A	LKG B	LKG C	LKG D	LKG E	LKG F	UKG A	UKG B		UKG D		UKG E	UKG C	UKG F	UKG A
	6	Nur. A	Nur. B	LKG A	LKG B	LKG C	LKG D	LKG E	LKG F		UKG B	UKG C		UKG D	UKG E	UKG F	UKG A	UKG D
	7	Nur. A	Nur. B	LKG A	LKG B	LKG C	LKG D	LKG E	LKG F	UKG A		UKG C		UKG D	UKG E	UKG F	UKG B	IE (CA)
	8	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	IE (CA)
TUESDAY	1	Nur. A	Nur. B	LKG A	LKG B	LKG C	LKG D	LKG E	UKG A		UKG C		UKG E	UKG F	UKG D	LKG F		
	2	Nur. A	Nur. B	LKG A	LKG B	LKG C	LKG D		UKG A	UKG B	UKG C	UKG D	UKG E	UKG F		LKG F	UKG F	
	3	Nur. A	Nur. B	LKG A	LKG B		LKG D	LKG E	LKG F	UKG A	UKG B	UKG C	UKG D	UKG E	UKG F	UKG C		LKG C
	4	Nur. A	Nur. B	LKG A		LKG C		LKG E	LKG F	UKG A		UKG C	UKG D	UKG E		UKG F	LKG B	LKG D
	5		Nur. B			LKG C	LKG D	LKG E		UKG A	UKG B	UKG C	UKG D		UKG F	UKG E	LKG B	LKG A
	6	Nur. A	Nur. B	LKG A	LKG B	LKG C	LKG D		LKG F	UKG A		UKG C		UKG D	UKG E	UKG F	UKG B	LKG E
	7	Nur. A	Nur. B	LKG A	LKG B	LKG C	LKG D		LKG F		UKG B	UKG C	UKG D	UKG E	UKG F	UKG A	IE	UKG E
	8	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	IE
WEDNESDAY	1	Nur. A	Nur. B	LKG A	LKG B	LKG C	LKG D	LKG E	LKG F		UKG B	UKG C		UKG E	UKG F	UKG D	LKG A	
	2	Nur. A	Nur. B		LKG B	LKG C	LKG D	LKG E	LKG F	UKG A	UKG B	UKG C	UKG D	UKG E	UKG F	UKG A	LKG A	
	3		Nur. B	LKG A	LKG B	LKG C	LKG D	LKG E	LKG F	UKG A		UKG C	UKG D	UKG E	UKG F	UKG B	UKG B	UKG D
	4	Nur. A		LKG A	LKG B	LKG C	LKG D	LKG E	LKG F		UKG C	UKG C	UKG D	UKG E	UKG F	UKG A	UKG B	UKG C
	5	Nur. A	Nur. B	LKG A	LKG B	LKG C	LKG D	LKG E	LKG F	UKG A	UKG B		UKG D	UKG E	UKG F	UKG C	LKG D	LKG B
	6	Nur. A	Nur. B	LKG A	LKG B			LKG E	LKG F	UKG A		UKG C	UKG D		UKG F	UKG E	LKG D	LKG C
	7	Nur. A	Nur. B	LKG A	LKG B	LKG C		LKG E	LKG F	UKG A	UKG B	UKG C	UKG D		UKG F	UKG F	IE	UKG E
	8	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	IE
THURSDAY	1	Nur. A	Nur. B	LKG A	LKG B	LKG C	LKG D	LKG E	LKG F	UKG A	UKG B	UKG C		UKG E	UKG F	UKG D	LKG C	
	2		Nur. B	LKG A	LKG B	LKG C	LKG D	LKG E	LKG F	UKG A	UKG B		UKG D	UKG E	UKG F	UKG D	LKG C	LKG F
	3	Nur. A	Nur. B	LKG A	LKG B		LKG D	LKG E	LKG F			UKG C	UKG D	UKG E	UKG F	UKG B		UKG A
	4	Nur. A	Nur. B	LKG A	LKG B			LKG E	LKG F			UKG C	UKG D	UKG E	UKG F	UKG A		UKG B
	5	Nur. A	Nur. B	LKG A	LKG B		LKG D	LKG E		UKG A	UKG B	UKG C	UKG D	UKG E	UKG F	UKG E		LKG F
	6	Nur. A		LKG A	LKG B	LKG C		LKG D	LKG F	UKG A	UKG B	UKG C	UKG D		UKG F	UKG F	UKG E	Nur. B
	7	Nur. A	Nur. B	LKG A	LKG B	LKG C	LKG D	LKG E	LKG F	UKG A	UKG B	UKG C	UKG D		UKG F	UKG C	UKG E	
	8	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	IE

Primary Grades - Home Room Teachers

		Nasreen Bano (Home Room)	Fahmina Afshan (Home Room)	Nazeema Bano (Home Room)	Sadiya (Home Room)	Seraiya (Home Room)	Nazia (Home Room)	Shaikh Sabiha (Home Room)	Shaikh Shakia (Home Room)	Blessy (Home Room)	Luby (Home Room)
1	SUNDAY	IA	IB	IC	ID	IE	IIA	IIB	IIC	IID	II E
2		IA	IB		ID	IE	IIA	IIB		IID	II E
3		IA			ID			IIB	IIC		II E
4			IB	IC	ID	IE	IIA			IID	II E
5		IA		IC				IIB	IIC	IID	
6		IA	IB	IC		IE		IIB	IIC		II E
7			IB	IC	ID	IE	IIA	IIB	IIC	IID	
8		IA	IB	IC	ID	IE	IIA		IIC	IID	II E
1	MONDAY	IA	IB	IC	ID	IE	IIA	IIB	IIC	IID	II E
2		IA	IB		ID	IE		IIB			II E
3		IA	IB	IC	ID		IIA	IIB			II E
4				IC	ID		IIA	IIB	IIC	IID	II E
5		IA	IB		ID	IE	IIA	IIB	IIC	IID	
6				IC		IE	IIA			IID	
7		IA	IB	IC	ID	IE	IIA		IIC	IID	II E
8		IA		IC		IE			IIC	IID	II E
1	TUESDAY	IA	IB	IC	ID	IE	IIA	IIB	IIC	IID	II E
2			IB	IC	ID	IE		IIB	IIC	IID	II E
3		IA					IIA	IIB	IIC		
4		IA	IB		ID		IIA	IIB			II E
5				IC			IIA		IIC	IID	
6			IB	IC		IE		IIB		IID	II E
7		IA	IB	IC	ID	IE	IIA		IIC	IID	
8		IA			ID	IE	IIA		IIC	IID	II E
1	WEDNESDAY	IA	IB	IC	ID	IE	IIA	IIB	IIC	IID	II E
2		IA	IB		ID		IIA	IIB			II E
3		IA	IB			IE			IIC		II E
4		IA		IC	ID		IIA	IIB		IID	II E
5				IC		IE			IIC	IID	
6		IA	IB			IE		IIB			II E
7		IA	IB	IC	ID		IIA		IIC		
8			IB	IC	ID	IE	IIA		IIC	IID	
1	THURSDAY	IA	IB	IC	ID	IE	IIA	IIB	IIC	IID	II E
2			IB		ID	IE	IIA	IIB			II E
3		IA		IC	ID		IIA	IIB			II E
4		IA	IB	IC	ID		IIA	IIB	IIC	IID	II E
5						IE		IIB	IIC	IID	
6			IB			IE	IIA	IIB	IIC	IID	
7		IA	IB	IC		IE			IIC		
8				IC	ID			IIB	IIC	IID	II E

	BINCY(CHEMISTRY)	BLESSY(PHYSICS)	SAMEENA HUSSAIN(ENGLISH)	ATHIRA(CHEMISTRY)	SAVITHA (MATHS)	SAMINA (ENGLISH)	LAILA(SOCIAL SCIENCE)	YASMEEN(MATHS)	SABA(ENGLISH)	ASMA(MATHS)	HASEENA B.(MATHS)	SANTOSH(SOCIAL)	SHABNAM(SCIENCE)	NOORUNISA(HINDI)	POONAM(HINDI)
1	12A	12B	10B	11B	10A	10B	10C	10D	9A	9B	9C	9D	8A	8B	8C
2	12B	12A	9B	9A	10C	9B		10A	9B		9D		8B	8A	
3		11A		9B			10B	12A		8C	9D	8D		10D	8E
4	10A				8B		10B	12A	10C	9A			7C	9C,D	7A
5	11A	11B	10B (ISC)		8E	10B(ISC)	10C		10A	8C	8A		7D		9A,B
6		11B	10D	11A		10E		12B	10D	6F	8B	8C	7E	10A,B,C	
7	12B		9D	9C	8D	9D	8A	10D				10A			7B
8	12B		10D	9D	8E	10D(ISC)	8B		10B	9B	9C	10A	8A	8D	7E
1		12B	10B	11B	10A	10B	10C	10D	9A	9B	9C	9D	8A	8B	8C
2	10B	11A		11B	10C						9D	8B	8B	8A	9A,B
3	10C		10D	12B	10A	10D	10B	11A	10D	8C	9D	8D			8E
4		12A	9B			9B		11A	10A	9A		9D	7C	10D	
5	10D	12A	8B	9A	8D	8B (ISC)	10B	11B	9B		8A		7D	9C,D	7E
6	12B	11B	9D(ISC)		8E	9D(ISC)					8B		7E	10A,B,C	7B
7		12A	9D	11A		9D	8A		10C	6F		10A	8B		
8	11A			9B	10C		8B	12A	10B	9A	8A	10A		8D	7A
1	12A	12B	11A	11B	10A	10B	10C	10D	9A	9B	9C	9D	8A	8B	8C
2				11A		9B	8B	11B	9B	8C		8D		10A,B,C	8E
3	10A	11A		12A			10B				9D	8C	8B		9A,B
4	10B	12B	11B		10C	9D			10A	6F	9C		7C	9C,D	7B
5		12B	12A (SHC)			9D	10B		10C				7D		7E
6	11B		8D (MSC)	9B				11A	10D	6F	8B	10A	7E	8A	
7		11B	12A	9C			8B	10D		9B	8A	9D		8D	
8	10C	12A	12B		8D	7B(ISC)	8A		10B	9A	8D	10A	7D	10D	7A
1		12B	11A		10A	10B	10C	10D	9A	9B	9C	9D	8A	8B	8C
2	10C	11A		12A		9B	8B		9B	9A	8A	8D	7D	10D	7E
3			12A	9D	10C			11B					7C	8A	9A,B
4	12B		11B		10A	10D		12A	10C	9A	9D				7A
5	11A	11B	12B	9A	10C	9B	8A		10A		9C	10A	7C	8D	
6	11B	12B	8E(MSC)		8D		10C	11A	10B	6F			8B		7B
7	10A	12A		11A		10B					8B	8C	7E	9C,D	8E
8	10D	12A		11A	8E	9B(ISC)	8A	12B	10D	8C		8D		10A,B,C	
1	12A	12B	11A	11B	10A	10B	10C	10D	9A	9B	9C	9D	8A	8B	8C
2	12A		11B	12B	8E	9B		10D	9B	9A			8B	10A,B,C	
3	10B			9C			10C		10B		9D	8D	7D		9A,B
4	11B		12A(MSC)		10A		8A	12B	10C	9A	9D	8C	7E	10D	8E
5		12A	7A		10C		8B	12B	10A	8C		9D		8A	
6		11B	11A	12B	10C	9D	10A			9B					7A
7	10D	11A		12A	8D	10D		11B	10D		8A	10A	7E	8D	7B
8		11A	12B			8A			6F	8B	8C	7E	9C		7E

	AASIM(SCIENCE)	SHEEJA T.(SOCIAL)	ERUM S.(MATHS)	CHITRA(SOCIAL)	NAYEEMUNNISA(SOCIAL)	SHAGUFTA(HINDI)	FATIMA(ENGLISH)	SHIFQUAT(HINDI)	FARHEEN(MATHS)	TAMANNA(SCIENCE)	SHONA(ENGLISH)	IRMEEN(H.SC)	NASLA(ENGLISH)	AFROZ(SCIENCE)	WAJIDA(SOCIAL)
1	8D	8E	7A	7B	7C	7D	7E	6A	6B	6C	6D	6E	6F	5A	5B
2	7A		7E	6C	6B				6E	5E	6D	6F	6A	5D	
3		6F	7B		7E			5A	6E	6A	7C	12A	7A	5C	
4	8C	9B	7B	6D		6E	8E	5C			7D	12A			6C(GK)
5	7B			7A		7C		6F	6D	6B			6E		5C
6	8E	9A	7C		7D	6B	8D	5E	6A	6D	7B	12A	6C	5B	5D
7	8E	9B		6E	6A		8C		6C	6D		11A		4A(EVS)	6F(GK)
8		9A	7D	6E	7C	6D	7A	5B			6B		6B	4A(EVS)	5A
1	8D	8E	7A	7B	7C	7D	7E	6A	6B	6C	6D	6E	6F	5A	5B
2	8E		7B	7A	7E	7C	8D	5A	6C	6B	7D			5B	5C
3		9B	7D	7A	6A			6F		6C		11A	6C		4B(GK)
4	8C	6F	7E	6C		6B	8E		6E	6A	7B	11A		5C	5D
5	7B		7A	6D		6C		5C	6A			11A	6E	4A(EVS)	
6	7A	9B			7D		8C	5E	6C	6D	6B	11A	6A	5D	5A
7		9A	7B		6B	6E	7A		6D		5E	7C	6F	7A	4A(EVS)
8	7B	8E	7C	6E	6A	6D	7E	5B			6B	12A	6B		4C(GK)
1	8D	8E	7A	7B	7C	7D	7E	6A	6B	6C	6D	6E	6F	5A	5B
2	7A	6F	7B	6C		6E		5B	6D	5E	8B	12A	6B		
3			7E		7D		9C	5E	6C		7B		6A	4A(EVS)	5A
4	8E		7A	7E	6D	8D		6A	6B	6B	8A	11A	6C	5B	5B
5	8C	9A			6B	6C	9D	6F	6E	6D				5D	5C
6	7B	9B	7D	6D			8E	5A			7C	11A	7A	5C	
7	7A	9A	7E	6D	6A	7C					7D		6E		8C(GK)
8		9B	7C	6E	6B		8C	5C	6D	6A		6F			
1	8D	8E	7A	7B	7C	7D	7E	6A	6B	6C	6D	6E	6F	5A	5B
2	8C	6F	7B	6C	6A	6D	8E	5E		6B	7C			5B	
3	8E		7A	7D	7D	6B	9C	5B	6C	6A	7B		6E	6E	5D
4		6F	7C						6A			12A	6C	5C	5A
5	8C		7D	6D	7E	6E	9D	6F		5E	8B	12A	6A	5D	4D(GK)
6		9A	7E	7A	6B	7C	8C	5C	6E	6D	7D	11A			
7	7A	9B		6E		6C	8D		6A	6B			6B	4A	5C
8	7B		7E		7D			5A	6D		8A	6F	7A		
1	8D	8E	7A	7B	7C	7D	6D	6A	6B	6C	6D	6E	6F	5A	5B
2	8C		7B	7A		6C	8D	5A		6B	8A		6F	5D	
3	8E	6F		7E	6B	8C			6D	6A	8B		6E	6C	5B
4			7C	6C	7D	6E		5E	6B			6F	6A		5A
5	8D	9B	7D	6D	7E		8E	6F		5E	7B	11A	6E	4A	5C
6			7E	6E	6B	7C	9C		6A	6D	7D	12A		5C	
7	7A	9A		6D		6D	9D	5C	6C	6A			6B		5D
8	7B	9A	7D	6C	6A			5B	6E				7A	4A	4E

	SIRIN(ENGLISH)	RUKMANI(MATHS)	MISHEL(MATHS)	ZARRIN(ENGLISH)	SAMINA JAVED(EVS)	PALVINDER(HINDI)	GULNAR(HINDI)	NISHAD(HINDI)	JAMEELA(EVS)	SHEHLA(EVS)	MARIA(ENGLISH)	AMATUL(MATHS)	SADHANA(PHYSICS)	JISHA.M(BIOLOGY)	DR.KHALED(SST)	SHAMEEM(MATHS)
1	5C	5D	4A	4C	4B	4D	4E	4E	3B	3C	3D	3E	10B			
2	5A		3C		3D		4C	4C					9C	10A	10B	10B
3	5E	5D	3D	4E		4B	2A	2A	3A	3E(ARTS)			10A	9A		12B
4		5B		4D	4B	4A			4C		3E	3A		10D		11B
5	5B	5A	3B	4B		5D				2B(ARTS)	3C	3E	9D		9C	
6	4A	5C			3D	3C	3E	3E	4E	2A(ARTS)	3B	4D		9D		12A
7	5D	5C		4B	3E		3D	3D	4E	3C	3B	4D		10C		11A
8			3C	3A	4D	3B	2B	2B	4C		3D	4E	10C			
1	5C	5D	4A	4C	4B	4D	4E	4E	3B	3C	3D	3E				
2			4A	4E	3E	3C	4C	4C		2C(ARTS)	3B	3A	10D	10A		
3	5B	5A	3C		4D	4A	3D	3D	4C	2D(ARTS)	3E		9A	11B		11B
4	5E	5A	3D	4D					3A		3B	4E		11B	9C	11B
5	5A	5B		4B	3D	5D	3E	3E	4E	2E(ARTS)	3C	4D	9B			11A
6		5C		4E		4B			4C	1A(ARTS)		3D	9C		10D	
7	5D		3B	3A	4D	4B	2B	2B	4E		3E		9B	9C		10B
8	4A	5A	3D		4B	3B	2A	2A		1B(ARTS)		3A	9D	10B	10D	12B
1	5C	5D	4A	4C	4B	4D	4E	4E	3B	3C	3D	3E				
2	4A	5C(MSC)		3A	4B	3C	2A	2A	4E		3D	3E	10D	9A	9C	12A
3	5D	5C(MATHS)	3C		3D				3B	1D(ARTS)	3E	3A	10C	10D	9C	12B
4		5A	4A	4D		4B	4C	4C		1C(ARTS)				9B		11A
5	5B		3D	4B	3E	4A	2B	2B	4C	1E(ARTS)		4E	10A		10D	
6	5E	5B	3B		3D	5D	3E	3E	3A	2A(CRAFT)	3C	4E	9A	9C	10D	
7		5B		4E	4D	3B	3D	3D	3A		3C		11A	10C		10B
8	5A		3C	3A						3C	3B	4D	11A	9D	9C	10B
1	5C	5D	4A	4C	4B	4D	4E	4E	3B	3C	3D	3E	11B	10B		
2	5A	5D		4D		3C			3A		3E		11B	9C		
3			3B		3E		3D	3D		1C(CRAFT)		4E		10A		10B
4	4A	5B	3D		4D	5D	3E	3E	4C	1E(CRAFT)	3A	3C	9B		9C	10B
5			4A	4E	3D	4B	2A	2A	3B	1D(CRAFT)	3C	3A	10B	9B		12A
6	5B	5A	3B	4D							3E	4E		10B	10D	
7	5E	5B		3A	4D	3B	2B	2B	4E	3D(ARTS)			10C			12B
8	5D	5C	3C	4B	3E	4A	4C	4C	3A	2B(CRAFT)	3B	4D	9A		9C	
1	5C	5D	4A	4C	4B	4D	4E	4E	3B	3C	3D	3E	10B			
2		5C		4E	4D	3C	3E	3E	4C	2C(CRAFT)	5B	3A	9D	9C		11B
3	4A		3D	3A	3E	4B	4C	4C		2D(CRAFT)	3C			11A	10D	
4	5D	5B	3B		3E	4A			4C			4D	9C			11A
5		5A	3B	4D	3D		2A	2A	4E	1A(CRAFT)	3E	3A	10D	9A		12A
6	5B	5A	3C	4C		5D	3D	3D	4E	2E(CRAFT)	3B	4D		9D	10D	10B
7	5E		3D	4B	4D	3B		2B	3A		3C	4E	9B		9C	10B
8	5A						2B			1B(CRAFT)			10A	10C		

	FAJNA(COMPUTER)	JAMAL(P.E)	BAIG(GYM)	NITYA(P.E)	SABITHA(COMP)	SADAF(COMP)	ASIYA(COMP)	ARSHAD(LIB)	SAYEDA ASIYA(LIB)	NOOR JAHAN(URDU)	AMBILY(Malyalam)	SHAKEEL(ARABIC)	RUQAYYA(ARABIC)	BENEDICTA(TAMIL)	FATIMA(FRENCH)	SANGHEETHA(MUSIC)	RESHMA(MUSIC)
1																5CC	
2		7D	4A	4D	11A	5B	3E	5C	3B	8C/D/E	8C/D/E	8C/D/E		8C/D/E	8C/D/E	7C	3A
3	11B	11B	6D	5B		6B	3C	1B	4C	10D	10D	10D		10D		7D	3B
4	12B	12B	1A		8A	6F	3D	5E	2C	9C/D	9C/D	9C/D	11A	9C/D	9C/D	7E	3C
5	12A	8D/7E	2A	6C	8B	6A		10D		9A/B	9A/B	4C/D/E	9A/B	9A/B	4C/D/E	KG	3D
6			3A	5A	9B	7A		4C	2D	10A/B/C	10A/B/C		10A/B/C	10A/B/C	10A/B/C		8A
7	11B	11B		6B	7C		3A		2E		7A		5A/B	8B(GK)	5A/B		
8				6A	11A	7B						5C/D/E	12A		5C/D/E		8C
1	12A			3D												KG	
2	12A		9C	3A		6A	4D		2A	9A/B	9A/B	6D/E/F	9A/B	9A/B	6D/E/F	5E	7A
3	12A		6E	10C	10B	6B	4E	5D	3B	8A/B	8A/B		8A/B	8A/B	8A/B	6D	7B
4	12B	12B	1B			7A		7D	3C	10D	10D	10D	4A/B	10D	4A/B	8D	3E
5		7C	3B		10C	6F		8E	10A	9C/D	9C/D	9C/D		9C/D	9C/D	8C	6B
6	11A		2B	3C	9A		4A	6E		10A/B/C	10A/B/C		10A/B/C	10A/B/C	10A/B/C		
7	12B	12B		3E	7D	5C		8C	3D			10D	5A/B		5A/B		8E(GK)
8	11B	11B			8C	5D			2B			4C/D/E			4C/D/E	6F	6C
1	12B	12B	1C		8A	5D	4D	9D	5A	10A/B/C	10A/B/C	7C/D/E	10A/B/C	10A/B/C	10A/B/C	4C	6A
2	11B	11B	4C	4B	8D		4E	7C		9A/B	9A/B	6D/E/F	9A/B	9A/B	6D/E/F	4D	2E
3		5E	2C	12A		6E		4E	9A	9C/D	9C/D	9C/D		9C/D			
4	11A	8E	3C	8A	7C		3B	4D	3A	7A/B	7A/B		7A/B	7A/B	7A/B	KG	8B
5	12A		4D		8C	4C	4A	1D	10B			12B	6A/B/C		6A/B/C	6E	
6	12B	12B	6F	4A	8E	7B	4B	1D	6C			5C/D/E	10A		5C/D/E		5A
7	11B			4E	7E	5E		3E	10D	10D	10D	4A/B	10D	4B			5B
1	12A															KG	
2	12B	12B	9D		10A		3D	1C	4B	10D	10D	10D	10B	10D		KG	4A
3	12B	12D	2D	11A		6D	2B	6F	4A	9A/B	9A/B	4C/D/E	9A/B	9A/B	4C/D/E	KG	4B
4	11A	8C/5C	1D	7B	8D	6E	2C	7E	6B	8A/B	8A/B		8A/B	8A/B	8A/B	8E	
5			10D			5A		5B	7A/B	7A/B			7A/B	7A/B	7A/B	5C	2B
6	12A		3D	9B	9D	6C	2D	9C		9C/D	9C/D	4E	4A/B	4A/B	4A/B	4E	2C
7	11B	11B		9A	10D	4C	4B	8D	8A	9C/D	9C/D	9C/D		9C/D	9C/D	5D	2D
8	11B	11B		7E			2E			10A/B/C	10A/B/C	9D	10A/B/C	10A/B/C	10A/B/C		
1				3B		5E										KG	
2			4B		11A	5A		6D	6A	10A/B/C	10A/B/C	7C/D/E	10A/B/C	10A/B/C	10A/B/C	KG	1A
3	11A	12B	4E	7A		5C	3B	7A	7A	9A/B	9A/B	5C/D/E	9A/B	9A/B	5C/D/E	KG	1B
4	11B	11B	1E	10B	11A	5B	3C	8D	8B	10D	10D	10D	9B	10D		KG	1C
5		5D	2E	10A	9C	6C		1C	10C				6A/B/C	7B(GK)	6A/B/C	KG	
6			3E	8B	8B		3A	1A	7B	8C/D/E	8C/D/E	8C/D/E	9A	8C/D/E	8C/D/E		1D
7	12B	12B		4C	7D	6D	3E						5A/B		5A/B		2A
8	12A	11B			8E		2A		9B	9C/D	9C/D	9C/D		9C/D	9C/D/E		1E



	FAREEHA-URDU	LIGY BOSE- MALY	APARNA-MARTH	NAYAMANI-TAMIL	SRI LAXMI-TELUGU	AMJAD- ARAB	JAMSHIDA -QURAN	Iram- Art	Asma Islamic. S	Bindu Bio	RUKSANA-ENG	ZAREENA-MATH	ARJUMAND MORAL.S	RAZIYA-HINDI	NASREEN-PE	
1															3A	
2	4B	3B	8C,D,E	4B	8C,D,E	7C	7B	4E	3A	11A					2C	NUR-A
3	4A	4C	4D	4A		7D	8B		3B	12B	8A	5E	4D	2D		NUR-B
4		4E	4E			7E	6B	3B	3C	11B	8B		4E			LKG-A
5	4C,D,E	4C	4C,D,E	4C,D,E	4C,D,E		4A	3A	3D	12A		5E			2E	
6						9C	8A	6E	9B Art	12B		4B				
7	5A,B	5A,B		5A,B	5A,B	7D		7E				4C			1A	
8	5C,D,E	5C,D,E	5C,D,E	5C,D,E	5C,D,E		6C	6F	8C	11A		4B			1D	
1										12A					3A	
2	6D,E,F	6D,E,F	6D,E,F	6D,E,F	6D,E,F	5E	7A	5D	S.S.C	12A		4B			2D	LKG-B
3		7E	7C	5A	5A	6D	8A,B		5A	12A		5E			2C	LKG-C
4	4A,B	4A,B	4A,B	4A,B	4A,B	8D	8A	6D	3E		8A	4C			1A	LKG-D
5						8C	6B	5E		11B	8B	4C				
6	3A,B,C,D,E	3A,B,C,D,E		3A,B,C,D,E	3A,B,C,D,E		3 lang	8D	7C	11A			7C		2E	
7	5A,B	5A,B		5A,B	5A,B	8D		6A	7E			4B	7E		1D	
8	4C,D,E	4C,D,E	4C,D,E	4C,D,E	4C,D,E	6F	6C	3C	7D	12B			7D		2E	3A
1															3A	
2	7C,D,E	7C,D,E	7C,D,E	7C,D,E	7C,D,E	4C	6A		5C	11B					2C	LKG-E
3	6D,E,F	6D,E,F	6D,E,F	6D,E,F	6D,E,F	4D	7A	5B		12B	8A				2D	UKG-A
4	3A,B,C,D,E	3A,B,C,D,E		3A,B,C,D,E	3A,B,C,D,E	8C	3 Lang	5C			8B		8A			UKG-B
5			7A,B			11B	8B	5A	6A	11A		5E	6A		2E	LKG-F
6	6A,B,C	6A,B,C	6A,B,C	6A,B,C	6A,B,C	6E	6A,B,C	5D	8D	12A		4B			1A	
7	5C,D,E	5C,D,E	5C,D,E	5C,D,E	5C,D,E	3E	5A	4C	6B				6B			
8	4A,B	4A,B	4A,B	4A,B	4A,B		5B	8E	6C			4C	6C		1D	3D
1			6E				3B	7A	4A	12A					3A	
2												4C			2C	
3	4C,D,E	4C,D,E	4C,D,E	4C,D,E	4C,D,E	7E	3A	8C	4B	11B	8B	5E			2D	3C
4	4B	6D		3A		8E	8A,B	7D	3C	11A		4B			1A	3B
5	3E	6B	7A,B	3E	7A,B	5C		6C	3E		8B	4C			2E	
6	4A,B	4A,B	4A,B	4A,B	4A,B	5D	6A		8E	12A	8A	4C				
7	3C		7D	3C	3C	5D	5A	7C	6D	12B		5E	6D			3E
8	4D	3D	6A	4E	4E	5E	5B	8B	6E	12B			6E		1D	
1															3A	
2	7C,D,E	7C,D,E	7C,D,E	7C,D,E	7C,D,E	6E	3D	4A	5D	11A	8A				2D	UKG-C
3	5C,D,E	5C,D,E	5C,D,E	5C,D,E	5C,D,E	7C	4D	8A		11B	8B				2C	UKG-D
4	3D			3D	3D	6D	4E	7B	3A	12B		4B	3A			UKG-F
5	6A,B,C	6A,B,C	6A,B,C	6A,B,C	6A,B,C		4B			12B		4C	7A		1D	
6		4A	8C,D,E		8C,D,E	6F		4B	5E		8A		5E			
7	5A,B	5A,B		5A,B	5A,B	8E	4C	6B	6F	11B		5E	6F		2E	
8	3A,B,C,D,E	3A,B,C,D,E		3A,B,C,D,E	3A,B,C,D,E	5C	3 Lang	4D	5D	12A		4B	5D		1A	

### 3. Date Sheet

#### Test/ Examination Schedule (Tentative) for the

#### Academic year 2019-2020

#### Grades I – V

I Term		II Term	
<b>I Unit Test</b>	21 April to 28 April 2019	<b>III Unit Test</b>	06 October to 13 October 2019
<b>II Unit Test</b>	16 May to 23 May 2019	<b>IV Unit Test</b>	27 January to 03 February 2020
<b>Term End Assessment - I</b>	16 June to 27 June 2019	<b>Term End Assessment - II</b>	08 March to 19 March 2020

#### Grades VI – VIII

I Term		II Term	
<b>Class Test I</b>	21 April to 28 April 2019	<b>Class Test II</b>	06 October to 13 October 2019
<b>Pre Mid Term Assessment</b>	16 May to 23 May 2019	<b>Post Mid Term Assessment</b>	21 November to 28 November 2019
<b>Mid Term Assessment</b>	16 June to 27 June 2019	<b>Class Test III</b>	27 January to 03 February 2020
-		<b>Annual Examination</b>	08 March to 19 March 2020

**Grade IX – X**

<b>I Term</b>		<b>II Term</b>	
<b>Module test– I</b>	21 April to 28 April 2019	<b>Module test - III</b>	06 October to 13 October 2019
<b>Module test – II</b>	16 May to 23 May 2019	<b>Module test – IV</b>	17 November to 24 November 2019
<b>I Term Examination</b>	16 June to 27 June 2019	<b>Pre-Board (Grade XI)</b>	09 January to 21 January 2020

**Grade XI**

<b>I Term</b>		<b>II Term</b>	
<b>Module Test – I</b>	21 April to 25 April 2019	<b>Module Test – II</b>	06 October to 10 October 2019
<b>Pre-Mid Term Assessment</b>	19 May to 23 May 2019	<b>Post Mid Term Assessment</b>	17 November to 21 November 2019
-	-	<b>Pre-Board –I</b>	09 January to 19 January 2020
-	-	<b>Gulf Sahodaya Examination for Grade IX</b>	February 2020

## Grades XII

I Term		II Term	
<b>Module test- I</b>	21 April to 28 April 2019	<b>Module test- III</b>	06 October to 13 October 2019
<b>Module test – II</b>	16 May to 23 May 2019	<b>Module test –</b>	17 November to 24 November 2019
<b>I Term Examination</b>	16 June to 27 June 2019	<b>Pre-Board-I</b>	09 January to 21 January 2020

**4. Internal Evaluation Templates**

**Cumulative Assessment for \_\_\_\_\_ Term (2019 – 20)**

Sr. No.	Name	English	Hindi	Math.	EVS	III Lang	Com.	Islamic/	Computer	Art	P.E	Swim \	G. K.	Qur/Musi	Ht. (cm)	Wt. (kg)	Blood	Attendan	Att. Grade
1																			
2																			
3																			
4																			
5																			

**English Internal Assessment for \_\_\_\_\_ Term**

Sr. No.	Name	Aural Comprehension (5)	Poem Recitation (5)	Reading (5)	Passage Dictation (5)	Speaking Skills (5)	Total (25)
1							
2							
3							
4							
5							

**Hindi Internal Assessment for \_\_\_\_\_ Term**

<b>Sr. No.</b>	<b>Name</b>	<b>Aural Comprehension (5)</b>	<b>Poem Recitation (5)</b>	<b>Reading (5)</b>	<b>Dictation (5)</b>	<b>Handwriting (5)</b>	<b>Total (25)</b>
1							
2							
3							

**Maths Internal Assessment for \_\_\_\_\_ Term**

<b>Sr. No.</b>	<b>Name</b>	<b>Concept (5)</b>	<b>Activity (5)</b>	<b>Tables (5)</b>	<b>Mental Ability (5)</b>	<b>N.B. Assessment (5)</b>	<b>Total (25)</b>
1							
2							
3							

**Science Internal Assessment for \_\_\_\_\_ Term**

<b>Sr. No.</b>	<b>Name</b>	<b>Project (10)</b>	<b>Activity (8)</b>	<b>Notebook Assesment (2)</b>	<b>Class Interaction (5)</b>	<b>Total (25)</b>
1						
2						
3						

**Social Science Internal Assessment for \_\_\_\_\_ Term**

<b>Sr. No.</b>	<b>Name</b>	<b>Project (10)</b>	<b>Activity (8)</b>	<b>Notebook Assesment (2)</b>	<b>Class Interaction (5)</b>	<b>Total (25)</b>
1						
2						
3						

**(III Lang.) Assessment for \_\_\_\_\_ Term**

Sr. No.	Name	Test 1 (25)	Test 2 (25)	Test 3 (25)	Reading (5)	Dictation (10)	Poem Recitation (5)	Speaking skills (5)	(75 + 25)	Total (100)	Grade
1											
2											
3											

**5. Consolidated Mark list**

**CONSOLIDATED MARK LIST: 2019 – 2020**

**TERM- I EVALUATION SHEET FOR GRADE VI-VIII [2019-2020]**

**SUBJECT:**

**CLASS & SECTION :**

ROLL NO	STUDENT NAME	CT I (25)	CT I (10)	PM (25)	PM (10)	BEST OUT OF CT1 &PM	NOTE BOOK (5)	SUBJECT ENRICH MENT(5)	MID- TERM TEST(8 0)	MARKS OBTAIN ED(100)	GRADE
1			0		0	0				0	E
2			0		0	0				0	E
3			0		0	0				0	E
4			0		0	0				0	E
5			0		0	0				0	E



**INTERNATIONAL INDIAN PUBLIC SCHOOL RIYADH**  
**Term II Evaluation Sheet – Academic session [2019-2020]**

**CLASS&SECTION:      SUBJECT:**

N O	STUDENT NAME	I TER M			II TERM						BEST OUT OF 10 MARKS  TO BE ENTERED IN SHEET2
		CT10)	MT(80)	MT(10)	CTII (25)	CTII (10)	POST MT (25)	POST MT (10)	CT III (25 )	CT III (10 )	
1				0		0		0		0	0
2				0		0		0		0	0
3				0		0		0		0	0
4				0		0		0		0	0
5				0		0		0		0	0

**SUBJECT: [2019-2020]**

ROLL NO	STUDENT NAME	PERIOD IC TEST (10)	NOTE BOOK (5)	SUBJECT ENRICHMENT (5 )	ANNUA L EXAM(8 0)	GRAD E	MARKS OBTAINED(1 00)	GRAD E
1	AHMED	10	5	5	80	A1	100	A1
2	ALAN	8	5	3	50	B2	66	B2
3						E	0	E
4						E	0	E
5						E	0	E

INTERNATIONAL INDIAN PUBLIC SCHOOL RIYADH								
PORTFOLIO ASSESSMENT - GRADE IX & X								
Academic session - I Term [2019-2020]								
CLASS & SECTION: SUBJECT:								
SL NO	STUDENT NAME	CLASS WORK (5)	PEER ASSESSMENT (5)	SELF-ASSESSMENT (5)	REFLECTIONS, NARRATIONS, JOURNALS (5)	ACHIEVEMENTS OF STUDENT IN THE SUBJECT (5)	TOTAL (25)	TOTAL (5) (MARKS TO BE PUT IN THE PORTFOLIO COLUMN OF SHEET 2)
1							0	0
2							0	0
3							0	0
4							0	0
5							0	0

INTERNATIONAL INDIAN PUBLIC SCHOOL - RIYADH											
TERM - I [2019-2020]											
SUBJECT: ENGLISH CLASS & SECTION: IX & X											
NO	STUDENT NAME	PERIODIC ASSESSMENT(10)			PEN & PAPER TEST(5)	MULTIPLE ASSESSMENT (5)	PORTFOLIO(5)	SUBJECT ENRICHMENT(5)	MID TERM EXAM(80)	MARKS OBTAINED(100)	GRADE
		PERIODIC TEST I(25)	PERIODIC TEST II(25)	BEST OF TWO TESTS							
1				0	0					0	E
2				0	0					0	E
3				0	0					0	E
4				0	0					0	E
5				0	0					0	E

## XI & XII

STUDENT NAME	ENGLISH CLASS TEST(25)	INTERNAL ASSESSMENT(20)	I TERM EXAM (80)	MATHEMATICS CLASS TEST(25)	INTERNAL ASSESSMENT( 20)	I TERM EXAM (80)	PHYSICS CLASS TEST(25)	THEORY	PRACTICAL	CHEMISTRY CLASS TEST(25)	THEORY	PRACTICAL	BIOLOGY CLASS TEST(25)	THEORY	PRACTICAL	TOTAL 1	TOTAL 2	TOTAL 3	TOTAL 4	TOTAL 5	GRAND TOTAL	PERCENTAGE	REMARK	
ENGLISH				MATHEMATICS			PHYSICS			CHEMISTRY			BIOLOGY											
ENGLISH				MATHEMATICS			PHYSICS			CHEMISTRY			COMPUTER SCIENCE											
ENGLISH				MATHEMATICS			PHYSICS			CHEMISTRY			PHYSICAL EDUCATION											
ENGLISH				MATHEMATICS			PHYSICS			CHEMISTRY			PHYSICAL EDUCATION											
ENGLISH				MATHEMATICS			PHYSICS			CHEMISTRY			COMPUTER SCIENCE											
ENGLISH				MATHEMATICS			PHYSICS			CHEMISTRY			COMPUTER SCIENCE											
ENGLISH				MATHEMATICS			PHYSICS			CHEMISTRY			COMPUTER SCIENCE											
ENGLISH				MATHEMATICS			PHYSICS			CHEMISTRY			COMPUTER SCIENCE											
ENGLISH				MATHEMATICS			PHYSICS			CHEMISTRY			COMPUTER SCIENCE											
ENGLISH				MATHEMATICS			PHYSICS			CHEMISTRY			COMPUTER SCIENCE											
ENGLISH				MATHEMATICS			PHYSICS			CHEMISTRY			PHYSICAL EDUCATION											
ENGLISH				MATHEMATICS			PHYSICS			CHEMISTRY			PHYSICAL EDUCATION											
ENGLISH				MATHEMATICS			PHYSICS			CHEMISTRY			PHYSICAL EDUCATION											
ENGLISH				MATHEMATICS			PHYSICS			CHEMISTRY			HOME SCIENCE											
ENGLISH				MATHEMATICS			PHYSICS			CHEMISTRY			HOME SCIENCE											
ENGLISH				MATHEMATICS			PHYSICS			CHEMISTRY			HOME SCIENCE											
ENGLISH				MATHEMATICS			PHYSICS			CHEMISTRY			HOME SCIENCE											
ENGLISH				MATHEMATICS			PHYSICS			CHEMISTRY			BIOLOGY											
ENGLISH				MATHEMATICS			PHYSICS			CHEMISTRY			BIOLOGY											
ENGLISH				MATHEMATICS			PHYSICS			CHEMISTRY			BIOLOGY											




## 6. Report Card Template

### Grades I to V

INTERNATIONAL INDIAN PUBLIC SCHOOL - RIYADH		Academic Year (2019-2020)			
CONSOLIDATED ACHIEVEMENT RECORD [Grade III]		وزارة التعليم Ministry of Education			
NAME :	✘ The link ed				
MOTHER'S NAME :	CLASS & SECTION :				
FATHER'S NAME :	GR. NO. :				
D.O.B. :	HOUSE :				
ACADEMIC PERFORMANCE – SCHOLASTIC AREAS					
SUBJECTS	II TERM			I TERM FINAL GRADE	I-IV TERM OVERALL GRADE
	UNIT TEST I	POST-MED TERM ASSEMT.	ANNUAL ASSEMT.		
ENGLISH					
HINDI					
III LANGUAGE : FRENCH					
MATHEMATICS					
ENVIRONMENTAL STUDIES					
ARABIC					
ISLAMIC STUDIES/ MORAL SCIENCE					
INTERNAL ASSESSMENT					
ENGLISH					
READING SKILLS	PRONUNCIATION	FLUENCY	COMPREHENSION		
GRADE					
WRITING SKILLS	CREATIVE WRITING	HANDWRITING	SPELLINGS	VOCABULARY	
GRADE					
SPEAKING SKILLS	CONVERSATION	RECITATION	LISTENING SKILLS	COMPREHENSION	
GRADE			GRADE		
HINDI					
READING SKILLS	PRONUNCIATION	FLUENCY	COMPREHENSION		
GRADE					
WRITING SKILLS	GRAMMAR	HANDWRITING	SPELLINGS	VOCABULARY	
GRADE					
SPEAKING SKILLS	CONVERSATION	RECITATION	LISTENING SKILLS	COMPREHENSION	
GRADE			GRADE		
III LANGUAGE					
ASPECTS	ORALS		DICTATION		
GRADE					
MATHEMATICS					
ASPECTS	CONCEPT	ACTIVITY/ PROJECT	TABLES	MENTAL ABILITY	WRITTEN WORK
GRADE					
ENVIRONMENTAL STUDIES					
ASPECTS	ENVIRONMENTAL SENSITIVITY	ACTIVITY/ PROJECT	GROUP DISCUSSION		
GRADE					

CO-SCHOLASTIC AREAS – AUXILIARY SUBJECTS				
GRADE	COMPUTER	ART	P.E	GYM
GRADE	S.U.P.W	GENERAL KNOWLEDGE	MUSIC	
PERSONALITY DEVELOPMENT				
GRADE	DISCIPLINE	ATTITUDE TOWARDS TEACHERS	CONFIDENCE	
GRADE	NEATNESS	REGULARITY AND PUNCTUALITY	INITIATIVE	
GRADE	SHARING AND CARING	RESPECT FOR OTHER'S PROPERTY	TEAM SPIRIT	
HEALTH RECORD				
HEIGHT: cm	WEIGHT: kg	BLOOD GROUP: $\frac{1}{2}$		
ATTENDANCE: /				
GRADING SYSTEM				
A+ - OUTSTANDING (90% TO 100%)		B - VERY GOOD (76% TO 74%)		D - NEEDS IMPROVEMENT (LESS THAN 55%)
A - EXCELLENT (75% TO 69%)		C - GOOD (55% TO 55%)		
TEACHER'S REMARK:				
ISSUE DATE:		RESULT:		
CLASS TEACHER	SUPERVISOR		PRINCIPAL	

# Grades VI to VIII

INTERNATIONAL INDIAN PUBLIC SCHOOL – RIYADH						
  		<b>REPORT CARD [Class VIII ]</b> Academic Session • 2019 • 2020				
STUDENT'S NAME :			CLASS & SECTION :			
MOTHER'S NAME :			G.R. NO :			
FATHER'S NAME :			HOUSE :			
DATE OF BIRTH :						
ACADEMIC PERFORMANCE – SCHOLASTIC AREAS						
SUBJECT	TERM - I					
	PERIODIC TEST - I (10)	NOTE BOOK (5)	SUBJECT ENRICHMENT (5)	MID - TERM EXAMINATION (30)	MARKS OBTAINED (100)	GRADE
ENGLISH						
HINDI						
III LANGUAGE : FRENCH						
MATHEMATICS						
SCIENCE						
SOCIAL SCIENCE						
ARABIC						
ISLAMIC STUDIES/MORAL SCIENCE						
ISLAMIC CULTURE						
Overall Percentage of Marks for Core Subject / Overall Grade for Core Subject					%	
ATTENDANCE : /						
HEALTH RECORD						
HEIGHT : cm		WEIGHT : kg		BLOOD GROUP : B		

CO-SCHOLASTIC AREAS				
ACTIVITIES		GRADE		
WORK EDUCATION				
ART EDUCATION				
HEALTH AND PHYSICAL EDUCATION				
MUSIC				
DISCIPLINE				
GRADING SYSTEM				
Scholastic Areas (Grading on 8 Point Scale)		Co-Scholastic Activities (Grading on 3 Point Scale)		
MARKS RANGE	GRADE	GRADE	GRADE POINT	GRADE ACHIEVEMENTS
91 - 100	A1	A	3	Outstanding
81 - 90	A2	B	2	Vary Good
71 - 80	B1	C	1	Fair
61 - 70	B2			
51 - 60	C1			
41 - 50	C2			
33 - 40	D			
32 & Below	E			
ISSUE DATE: _____		REMARKS: _____		
CLASS TEACHER _____		VICE PRINCIPAL _____		PRINCIPAL _____

**Grades IX & X**

INTERNATIONAL INDIAN PUBLIC SCHOOL – RIYADH							
<b>REPORT CARD [Class IX]</b> Academic Session - First Term 2019 - 2020							
STUDENT'S NAME :				CLASS & SECTION :			
MOTHER'S NAME :				G.R. NO :			
FATHER'S NAME :				HOUSE :			
DATE OF BIRTH :				CONTACT NO :			
ACADEMIC PERFORMANCE – Part 1: SCHOLASTIC AREAS							
SUBJECT	TERM - I						GRADE
	PERIODIC ASSESSMENT (8)		PORTFOLIO (5) [III]	SUBJECT ENRICHMENT (5) [IV]	MID - TERM EXAMINATION (80) [V]	MARKS OBTAINED (100) [I - II - III - IV - V]	
	PEN & PAPER TEST (5) [I]	MULTIPLE ASSESSMENT (3) [II]					
ENGLISH							
II LANG: FRENCH							
MATHEMATICS							
SCIENCE							
SOCIAL SCIENCE							
ARABIC							
SAUDI HISTORY & GEOGRAPHY							
Overall Percentage of Marks for Core Subjects / Overall Grade for Core Subjects							
ATTENDANCE :							
HEALTH RECORD							
HEIGHT :		WEIGHT :		BLOOD GROUP :			

Part 2(A): Co-Scholastic Activities (To be assessed on a 5 point scale)																															
Activities	Grade																														
ART EDUCATION																															
Part 2(B): Health & Physical Education (To be assessed on a 5 point scale)																															
Activities	Grade																														
GAMES																															
HEALTH AND FITNESS																															
SEWA																															
Part 3: Discipline (To be assessed on a 5 point scale)																															
Activities	Grade																														
DISCIPLINE																															
GRADING SYSTEM																															
<p style="text-align: center;">Scholastic Areas (Grading on 8 Point Scale)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>GRADE</th> <th>MARKS RANGE</th> </tr> </thead> <tbody> <tr><td>A1</td><td>91 - 100</td></tr> <tr><td>A2</td><td>81 - 90</td></tr> <tr><td>B1</td><td>71 - 80</td></tr> <tr><td>B2</td><td>61 - 70</td></tr> <tr><td>C1</td><td>51 - 60</td></tr> <tr><td>C2</td><td>41 - 50</td></tr> <tr><td>D</td><td>33 - 40</td></tr> <tr><td>E (Fail)</td><td>1 - 32</td></tr> </tbody> </table>	GRADE	MARKS RANGE	A1	91 - 100	A2	81 - 90	B1	71 - 80	B2	61 - 70	C1	51 - 60	C2	41 - 50	D	33 - 40	E (Fail)	1 - 32	<p style="text-align: center;">Co-Scholastic Activities: Part 2 Discipline: Part 3 (Grading on 5 Point Scale)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>GRADE</th> <th>GRADE POINTS</th> </tr> </thead> <tbody> <tr><td>A</td><td>5</td></tr> <tr><td>B</td><td>4</td></tr> <tr><td>C</td><td>3</td></tr> <tr><td>D</td><td>2</td></tr> <tr><td>E</td><td>1</td></tr> </tbody> </table>	GRADE	GRADE POINTS	A	5	B	4	C	3	D	2	E	1
GRADE	MARKS RANGE																														
A1	91 - 100																														
A2	81 - 90																														
B1	71 - 80																														
B2	61 - 70																														
C1	51 - 60																														
C2	41 - 50																														
D	33 - 40																														
E (Fail)	1 - 32																														
GRADE	GRADE POINTS																														
A	5																														
B	4																														
C	3																														
D	2																														
E	1																														
ISSUE DATE :																															
REMARKS:																															
CLASS TEACHER	SUPERVISOR																														
PRINCIPAL																															



**Grades XI & XII**

SUB. CODE	SUBJECT DETAILS	CLASS TEST (15)	FIRST TERM EXAM	TOTAL (100)
001	ARABIC			
002	SAUDI HISTORY & GEOGRAPHY			
301	ENGLISH CORE			
041	MATHEMATICS			
042	PHYSICS			
	Theory			
	Practical			
043	CHEMISTRY			
	Theory			
	Practical			
044	BIOLOGY			
	Theory			
	Practical			
048	HOME SCIENCE			
	Theory			
	Practical			
<b>GRAND TOTAL OUT OF 500</b>				
<b>PERCENTAGE</b>				
<b>ATTENDANCE:</b>				
<b>HEALTH RECORD</b>				
<b>HEIGHT :</b>		<b>WEIGHT :</b>		<b>BLOOD GROUP :</b>
<b>ISSUE DATE:</b>				
<b>REMARK:</b>				
<b>CLASS TEACHER</b>		<b>SUPERVISOR</b>		<b>PRINCIPAL</b>

7. Student of the Month - Certificate Template

**CERTIFICATE OF APPRECIATION**

**INTERNATIONAL INDIAN PUBLIC SCHOOL - RIYADH**



**Student of the Month**

This certificate is awarded to Miss/Master \_\_\_\_\_

of Grade \_\_\_\_\_ in recognition of his/her exemplary  
conduct, academic excellence, perfect attendance and punctuality in  
the month of \_\_\_\_\_

\_\_\_\_\_  
Class Teacher

\_\_\_\_\_  
Principal



**8. PTM Feedback Form**

**Feedback form for PTM**

NAME OF THE PARENT: \_\_\_\_\_

NAME OF THE CHILD: \_\_\_\_\_

DATE: \_\_\_\_\_

GRADE: \_\_\_\_\_ SECTION: \_\_\_\_\_

**Your Valuable Suggestions / Feedback**


**9. Event Schedule**

**Events scheduled in the I Term**

<b>Grade</b>	<b>Day &amp; Date</b>	<b>Competition / Event</b>
Nursery	Thursday, May 16, 2019	Sports Event
LKG	Thursday, April 18, 2019	Sports Event
LKG	Monday, May 20, 2019	Colouring Competition
UKG	Monday, April 22, 2019	Sports Event
UKG	Sunday, May 19, 2019	Drawing & Colouring Competition

I, II & III	Monday, April 15, 2019	Drawing & Colouring
I	Sunday, May 05, 2019	English Poetry Recitation
II	Tuesday, May 07, 2019	English Poetry Recitation
III	Wednesday, May 08, 2019	English Poetry Recitation
IV	Wednesday, April 10, 2019	Kho - Kho
V	Thursday, April 11, 2019	Throwball
IV & V	Sunday, April 14, 2019	Holy Quran Recitation
VI & VII	Monday, April 15, 2019	Holy Quran Recitation
VI(Boys)	Wednesday, April 17, 2019	Throwball
VI(Girls)	Thursday, April 18, 2019	Throwball
VII (Girls)	Wednesday, May 01, 2019	Throwball
VII (Boys)	Thursday, May 02, 2019	Handball
IV to VII	Thursday, May 09, 2019	Drawing & Colouring Competition
VIII (Girls)	Sunday, April 07, 2019	Throwball
VIII(Boys)	Sunday, April 07, 2019	Handball
IX to XII (Boys)	Sunday , April 28 to Thursday May 02, 2019	Cricket
IX to XII (Girls)	Sunday , April 28 to Thursday May 02, 2019	Throwball
VIII to X	Thursday, May 09, 2019	Drawing & Painting

### Events scheduled in the II Term

Grade	Day & Date	Competition / Event
Nursery	Monday, September 30, 2019	Sports Event
Nursery	Monday, November 04, 2019	Sorting Beads Competition
Nursery	Monday, December 09, 2019	Rhyme Recitation Competition
Nursery	Wednesday, January 22, 2020	Colouring Competition
<b>Nursery</b>	<b>Feb / March 2020</b>	<b>Fancy Dress</b>
LKG	Sunday, September 29, 2019	Sorting & Stringing Beads
LKG	Monday, October 28, 2019	Rhyme Recitation
LKG	Monday, December 02, 2019	Drawing & Colouring

LKG	Monday, January 20, 2020	Story Telling
<b>LKG</b>	<b>Feb / March 2019</b>	<b>Fancy Dress</b>
UKG	Thursday, September 12, 2019	Story Telling
UKG	Monday, October 07, 2019	Rhyme Recitation Competition
UKG	Wednesday, November 06, 2019	Clay Modelling
UKG	Tuesday, December 10, 2019	Hindi Rhyme Recitation Competition
UKG	Tuesday, January 14, 2020	Card Making Competition
UKG	February 2019	Spelling Bee Competition
<b>UKG</b>	<b>March 2019</b>	<b>Graduation Ceremony</b>
I	Monday, September 09, 2019	Card Making Competition
I	Tuesday, October 15, 2019	Sports Event - Running Race
I	Wednesday, October 23, 2019	Hindi Poetry Recitation
I	Tuesday, November 05, 2019	Spelling Bee Prelims & Semi Finals
I	Thursday, November 07, 2019	Spelling Bee Finals
I	Thursday, November 28, 2019	Word Search / Cross Word Puzzle
I	Tuesday, December 10, 2019	G.K.Quiz
I	Wednesday, January 08, 2020	English Creative Writing
I	Monday, February 10, 2020	Rapid Fire
I	16 February & 20 February 2020	English & Hindi Handwriting
II	Monday, September 09, 2019	Card Making Competition
II	Monday, October 14, 2019	Sports Event - Hopping Race
II	Tuesday, October 22, 2019	Hindi Poetry Recitation
II	Tuesday, November 05, 2019	Spelling Bee Prelims & Semi Finals
II	Thursday, November 07, 2019	Spelling Bee Finals
II	Thursday, November 28, 2019	Word Search / Cross Word Puzzle
II	Tuesday, December 10, 2019	G.K.Quiz
II	Wednesday, January 08, 2020	English Creative Writing
II	Monday, February 10, 2020	Rapid Fire
II	16 February & 20 February 2020	English & Hindi Handwriting
III	Monday, September 09, 2019	Card Making Competition
III	Wednesday, October 16, 2019	Sports Event - Running Race
III	Monday, October 21, 2019	Hindi Poetry Recitation
III	Monday, November 18, 2019	Spelling Bee Prelims & Semi Finals

III	Wednesday, November 20, 2019	Spelling Bee Finals
III	Tuesday, December 10, 2019	G.K & Math Quiz
III	Wednesday, January 08, 2020	English Creative Writing
VI & VII	Tuesday, September 10, 2019	Spelling Bee-Prelims & Semi Final
VI & VII	Thursday, September 12, 2019	Spelling Bee Finals
V	Monday, September 16, 2019	Hindi Poetry Recitation
IV	Tuesday, September 17, 2019	Hindi Poetry Recitation
IV	Sunday, September 29, 2019	Running Race
V	Monday, September 30, 2019	Badminton
IV & V	Sunday, October 20, 2019	English Creative Writing
VI & VII	Monday, October 28, 2019	Hindi Essay Writing
VI & VII (Girls)	Tuesday, November 05, 2019	Basketball Interhouse Prelims
VI & VII (Girls)	Wednesday, November 06, 2019	Basketball Interhouse Finals
VI & VII	Monday, November 11, 2019	English Essay Writing
VI & VII (Boys)	Tuesday, November 12, 2019	Football Interhouse Prelims
VI & VII (Boys)	Wednesday, November 13, 2019	Football Interhouse Finals
V	Monday, November 18, 2019	Public Speaking
IV	Tuesday, November 19, 2019	Public Speaking
IV to VII	Sunday, December 08, 2019	General Knowledge & Current Affairs Quiz
VI	Sunday, January 12, 2020	Public Speaking
VII	Monday, January 13, 2020	Public Speaking
IV & V	Tuesday, January 14, 2020	Spelling Bee - Prelims & Semi Final
IV & V	Thursday, January 16, 2020	Spelling Bee Finals
VIII-XII	Monday, September 16, 2019	English Essay Writing
XI & XII	Wednesday, October 16, 2019	Science Quiz Written
VIII	Thursday, October 17, 2019	Holy Quran Recitation
IX & X	Sunday, October 20, 2019	II Lang. Essay Writing
XI & XII	Wednesday, October 23, 2019	Science Quiz Final
IX - XII	Sunday, November 03, 2019	Football Interhouse prelims
IX - XII	Monday, November 04, 2019	Football Interhouse Finals
VIII(Boys)	Tuesday, November 12, 2019	Football Interhouse prelims

VIII(Boys)	Wednesday, November 13, 2019	Football Interhouse Finals
VIII	Monday, November 18, 2019	Public Speaking
VIII(Girls)	Sunday, December 01, 2019	Inter House Basketball Prelims
VIII(Girls)	Monday, December 02, 2019	Inter House Basketball Finals
VIII	Tuesday, December 03, 2019	Hindi Essay Writing
IX-XII (Girls)	Tuesday, December 03, 2019	Inter House Basketball Prelims
IX-XII	Wednesday, December 04, 2019	Inter House Basketball Finals
IX & X	Wednesday, December 18, 2019	Math & Science Quiz
VIII	Monday, January 20, 2020	India Heritage & Current affairs Quiz

### 10. Remedial Proforma

#### INTERNATIONAL INDIAN PUBLIC SCHOOL - RIYADH

#### Proforma for Daily Activity of Remedial Session (2019-2020)

Class : \_\_\_\_\_ Subject Incharge: \_\_\_\_\_ Subject : \_\_\_\_\_  
 \_\_\_\_\_ Date: \_\_\_\_\_

Name of the Student	Activity Performed	Remarks
1) ..... ..... .....	1.) Explained Concepts	
2) ..... ..... .....	..... .....	
3) ..... ..... .....	..... .....	
4) ..... ..... .....	1.) Provided worksheets / Sample Papers / Practice Questions	
5) ..... ..... .....	..... .....	
6) ..... ..... .....	..... .....	
7) ..... ..... .....	2.) Alotted Portion for the Short Test	
8) ..... ..... .....	..... .....	

9) .....	.....	
10) .....	3.) Conducted the Test	
11) .....	.....	
12) .....	.....	
13) .....	4.) Updated the Class Teacher	
14) .....	.....	
15) .....	.....	
	5.) Updated the Supervisor	
	.....	
	6.) Updated the Parent	
	.....	
<p><b>P.S.:</b> Tick against the activity applicable and give the details, if any.</p> <p style="text-align: right;"><b>Principal :</b> _____</p> <p><b>Signature --</b> _____</p> <p><b>Subject Incharge :</b> _____</p> <p style="text-align: center;"><b>Supervisor :</b> _____</p> <p>_____</p>		

# 11. Lesson Plan – Template

## Lesson Plan

Session : \_\_\_\_\_

Grade & Section : \_\_\_\_\_

Subject : \_\_\_\_\_

Lesson / unit Title : \_\_\_\_\_

No. of periods Required : \_\_\_\_

Starting Date : \_\_\_\_\_ Date of Completion : \_\_\_\_\_

Learning objectives of the topic:	
Concepts to be taught:	
Teaching methodology in details:	
Teaching tools/ aids:	
Individual Activities:	
General Activities:	
Class Work:	
Home Work:	
Remarks (if any):	

Name of the Teacher: \_\_\_\_\_

Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

**INTERNATIONAL INDIAN PUBLIC SCHOOL RIYADH**

**Detailed Fortnightly Lesson Plan**

Grade & Section : \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Subject: \_\_\_\_\_

Topic: \_\_\_\_\_

<b>Learning objectives/ Concepts to be stressed</b>	<b>Teaching Methodology/ Brief Outline of the content</b>	<b>Teaching aids / Activities / Exp.</b>	<b>Assignment given</b>	<b>Remarks</b>

Name of the Teacher: \_\_\_\_\_

Signature: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Principal's Signature:



## 12. Committee list

### Committees for Academic Year 2019-

#### 2020 Grades (Nursery – III)

S. No.	Committee	In-charge/Coordinator	Member
1.	<b>Discipline</b>	Mr. Jamaal Ashraf / Supervisors	Mr. Baig / All class Teachers
2.	<b>Academics</b>	<b>Subject</b>	<b>Coordinator</b>
	Nursery	<b>Overall Coordinator – Mrs. Rubiya Farheen</b>	
		English	Mrs. Raafia /
		Maths	Mrs. Rubiya Farheen
		EVS	
	LKG	<b>Overall Coordinator – Mrs. Azra Viquar</b>	
		English	Mrs. Asfia / Mrs. Sheeja
		Maths	Mrs. Sheeja
		EVS	Mrs. Fahmida
	UKG	<b>Overall Coordinator – Mrs. Sofia Sultana</b>	
		English	Mrs. Quamer
		Maths	Mrs. Sabina
		EVS	Mrs. Tanveer
		Hindi	Mrs. Rubina
		G.K	Mrs. Tasneem
	Gr. I	<b>Overall Coordinator – Mrs. Sadia</b>	
		English	Mrs. Sadia
		Maths	Mrs. Shadab
		EVS	Mrs. Nasreen
		Hindi	Mrs. Shaik Nasreen

		G.K	Mrs. Fahmina
		Islamic Studies	Mrs. Suraiya
		Moral Science	Mrs. Shadab
		Comp. Arabic	Mrs. Jamsheeda
	Gr. II	<b>Overall Coordinator – Mrs. Nazia</b>	
		English	Mrs. Nazia
		Math	Mrs. Luby
		EVS	Mrs. Sabiha
		Hindi	Mrs. Razia
		G.K	Mrs. Shahin
		Islamic Studies	Mrs. Luby
		Moral Science	Mrs. Blessy
		Comp. Arabic	Mrs. Jamsheeda
	Gr. III	<b>Overall Coordinator – Mrs. Jameela</b>	
		English	Mrs. Maria Khan
		Math	Mrs. Amtul
		EVS	Mrs. Jameela
		Hindi	Mrs. Nishad
		Islamic Studies	Mrs. Asma Fatima
		Moral Science	Mrs. Maria
		Comp. Arabic	Mrs. Jamsheeda
		G.K	Mrs. Shaikh Nassrin
3.	<b>Competitions</b>		
	<b>Kindergarten</b>	<b>Overall Coordinator – Mrs. Raafia Tahmeen</b>	
	Nursery	Mrs. Rubiya Farheen	All Class Teachers
	LKG	Mrs. Azra Viquar	All Class Teachers
	UKG	Mrs. Sofia	All Class Teachers

	<b>Grades I – III</b>	<b>Overall Coordinator – Mrs. Zareena Khatoon</b>	
	Gr. I	Mrs. Sadiya Farooqui	All Class Teachers
	Gr. II	Mrs. Nazia	All Class Teachers
	Gr. III	Mrs. Nishad / Mrs. Shehla	All Class Teachers
4.	<b>Prizes/ Certificates</b>	<b>Overall Coordinator – Supervisors</b>	
	Nursery – Gr. V	All Class Teachers	
5.	<b>Exhibitions/Displays</b>	Mrs. Iram Akbar / Mrs. Shehla / Miss. Eman	Asst. teachers
6.	<b>Class Tests</b>		
	I – III	Mrs. Zareena Khatoon	Subject Coordinators

**Grades (IV -XII)**

S.No.	Committee	In-Charge / Coordinator	Member
1.	<b><u>Discipline</u></b>	<b>Overall In-charge – Principal, Supervisors</b>	<b>Mr. Jamal / Mr. Baig / Class Teachers</b>
	<b><u>Executive Committee</u></b>	<b>Supervisors, Planning Coordinators, Principal</b>	
	<b><u>Girls' Section</u></b>	Supervisors	
	IV – VIII	Mrs. Benedicta/ Mrs.	All Class Teachers
	IX – XII	Jamsheeda Mrs. Fatima / Mrs. Ruqayya	
	<b><u>Boys' Section</u></b>	Supervisors	
	IV – VIII	Mr. Baig / Mr. Santosh	All Class Teachers
	IX – XII	Mr. Jamal / Mr. Arshad	
2.	<b>Assembly</b>		
	Primary Section	Mrs. Sheefa Naaz / Mrs. Renjini Rajesh/ Supervisors	All Class Teachers
	Girls' Section	Mrs. Saba/ Mrs. Iram/ Mrs. Reshma D/ Mrs. Shakkila/ Mrs. Nithya	Mrs. Hina & All Teachers
	Boys' Section	Mrs. Sangeeta/ Mr. Baig / Mr. Santosh	Supervisors, Mr. Azam / Mr. Mushtaq
	Topics	Mrs. Shona / Mrs. Christina	

<b>Subject HODs</b>			
3.	English Mathematics Science Social Science Hindi Computer Science P.E & Sports III Lang.	Mrs. Sameena Hussain Mrs. Shameem Mrs. Bindhu Dr. Khali d Mrs. Noorunnisa Mrs. Sabitha Mr. Jamal Mrs. Ruqayya	
4.	<b>Academic Committee</b>	Supervisors, Planning Coordinators, HODs	
5.	<b>Subject Coordinators IV – VIII</b>		
	<b>Overall In-charge: English</b>	Mrs. Shona (IV to VII)/ Mrs.Saba (VIII & IX)	
	English	IV Mrs. Zarrin	All English Teachers
		V Mrs. Sirin	
		VI Mrs. Nasala	
		VII Mrs. Shona	
		VIII Mrs. Hina	
	<b>Overall In-charge: Hindi</b>	Mrs. Shagufta (IV to VII) / Mrs.Punam (VIII)	
	Hindi	IV Mrs. Palvinder	All Hindi teachers
		V Mrs. Shifquat	
		VI Mrs. Shagufta / Mrs. Shifquat	
		VII Mrs. Shagufta	
		VIII Mrs. Punam	
	<b>Overall In-charge: Maths</b>	Mrs. Haseena (IV to VIII)	
	Maths	IV Mrs. Fatima Mishale	

	V	Mrs. Rukmani	All Math teachers
	VI	Mrs. Farheen	
	VII	Mr. Erum Shams	
	VIII	Mrs. Asma / Mrs. Savitha (In-charge for Q.P only)	
	<b>Overall In-charge: EVS/Sc.</b>	Mrs. Asim (IV to VIII)	
EVS/ Sc.	IV	Mrs. Sameena Javed	All EVS/ Science teachers
	V	Mrs. Afroze	
	VI	Dr. Irmeen	
	VII	Mrs. Shabnam	
	VIII	Mrs. Asim	
	<b>Overall In-charge: Soc. Sc.</b>	Mrs. Sheeja Tulsidas (V to VIII)	All Social teachers
Soc. Sc.	V	Mrs. Wajida	
	VI	Mrs. Chithra	
	VII	Mrs. Nayeemunissa	
	VIII	Mrs. Sheeja Tulsidas / Mr. Santhosh (In-Charge for Question Paper only)	
<b>III Language -</b>	III to VIII	Mrs. Benedicta / Mrs. Ruqayya	All III Lang. teachers
	<b>Overall In-charge: Comp.sc</b>	Mrs. Sabitha (IV to VIII)	All Computer teachers
Computer Science	I – V	Mrs. Sadaf	
	VI - VII	Mrs. Asiya Shaikh	
	VIII	Mrs. Sabitha	
6.	<b>Subject Coordinators (IX - XII)</b>		
English	IX	Mrs. Saba	All English teachers
	X	Mrs. Sameena Hussain / Mrs. Saba (only for Question Paper)	
	XI & XII	Mrs. Christina	
Hindi	IX	Mrs. Punam	All Hindi teachers
	X	Mrs. Noorunnisa	All Maths teachers
Maths	IX	Mrs. Haseena Banu	
	X	Mrs. Savitha	

S.No.	Committee	In-charge/Coordinator	Member
	XI & XII	Mrs. Yasmeen / Mrs. Shameem	
	<b>Overall In-charge: Soc. Sc.</b>		
	Social Studies IX	Dr. Khalid	All Social teachers
	X	Mrs. Laila	
	II Language IX & X	Mrs. Ruqayya / Mrs. Noorunnisa	All II Lang. teachers
	<u>Science:</u> IX	Mrs.	All Science teachers
	Physics X	Fameena	
	XI & XII	Mrs. Sadhana	
	Chemistry XI	Mrs. Blessy	
	XII	Mrs. Farzana	
	Biology XI & XII	Mrs. Bincy	
		Mrs. Bindhu	
	Physical Education XI & XII	Mr. Jamal	
	Computer Science XI & XII	Mrs. Fajna	All Computer Teachers
	Home Science	Dr. Irmeen	
7.	<b>Examinations</b>	<b>Overall In-charge - Mrs. Noorjahan</b>	<b>Mrs. Punam/Dr.Irmeen</b> <b>Mrs. Ligi Bose /</b> <b>Mrs. Shagufta</b>
	<b>Seating Arrangement (Girls)</b>	Mrs. Ligi Bose / Mrs. Farheen	Supervisors / Class Teachers
	<b>Seating Arrangement (Boys)</b>	Mrs. Aparna / Mr. Santhosh	Supervisors / Class Teachers
	<b>Circulars &amp; Invigilation Duty</b>	Mrs. Noorjahan / Supervisors / Mr. Arshad / Mr. Santhosh	Class Teachers
8.	<b>Examination In- charge</b>		
	Examinations IV & V	Mr. Arshad / Mrs. Ligy Bose	

	VI – XII	Mrs. Noorjahan/ Mr. Arshad/ Mrs. Shagufta / Mrs. Punam	
9.	<b>Report Card</b>	Mrs. Fajna / Mrs. Sabitha / Mrs. Sadaf / Mrs. Shaik Asiya	
10.	<b>Event Coordinators</b>		
	IV,V & VI	Mrs. Aparna S	
	VII	Mrs. Reshma Deepak	Mrs. Navamani / Mrs. Srilakshmi
	VIII – XII	Mrs. Asma F	
11.	<b>NSTSE &amp; SOF</b>	Mr. Arshad / Mrs. Sabitha	Supervisors
12.	<b>Certificates &amp; Prizes</b>	<b>Overall In-charge – Mrs. Sameena Hussain</b>	Event Coordinators & Supervisors
	Certificate Designing & Drafting	Mrs. Asiya Shaikh / Mrs. Sadaf / Mrs. Sameena Hussain	All Computer Teachers & Supervisors, Class Teachers
	Certificate Writing(Special Occasions)	Mrs. Sirin / Mrs. Shehla /Mrs. Sheeja / Mrs. Asiya / Mrs. Iram	
13.	<b>Exhibitions/Displays</b>	Mrs. Iram / Miss. Eman / Mrs.Shehla	All Class teachers
14.	<b>Science Exhibition</b>	Mrs. Bindhu/ Mrs. Farzana / Mrs. Asim / Mrs. Bincy / Mrs. Sadhana / Mrs. Blessy (Phy)	All Science teachers

### General

1.	<b>Time-table</b>	Mr. Arshad / Mr. Baig / Mrs. Sadaf	Supervisors
2.	<b>Substitution</b>	Mr. Arshad / Supervisors	Supervisors
3.	<b>Term Plan</b>	Mrs. Sabitha/ Mrs. Fajna/ Mrs. Sadaf Mrs. Asiya Shaikh /Mrs. Srimathi	Supervisors/ Subject Coordinators

4.	<b>Meetings/Function</b>	Mr. Abdul Wahab	Mr. Azam / Mr. Mushtaq
5.	<b>Library Books (Selection &amp; Purchase)</b>	Mr. Arshad/ Mrs. Syeda Asia	All Subject Coordinators
7.	<b>Cultural Programme / Special Assembly: Boys</b>  <b>Girls</b>	Mrs. Renjini / Mrs. Rubina Sultana  Mrs. Sangeetha Babu/ Mr. Baig/ Mrs. Wajida/Mrs.Shona/ Mrs. Sheeja.T/ Mrs. Noor Ayesha  Mrs. Saba Sayyed / Mrs. Christina/ Mrs. Nithya/ Mrs. Reshma Deepak	Mrs. Reshma Deepak /  Mrs. Sangeetha Babu/ Supervisors / Mrs. Mushtaq  All Class Teachers
8.	<b>Field Trips/ Picnics</b>	Mrs. Fahmida/ Mrs. Punam / Dr. Irmeen/ Mr.Abdul Wahab / Mr. Jamal	Mr. Shakeel/ Mr. Amjad/ Supervisors
9.	<b>Staff Secretary</b>	Mrs. Sheeja Shaj/ Mrs. Haseena /  Mrs. Sabina Noushad / Mrs. Ruqayya	Supervisors
10.	<b>School Magazine / Newsletter/ Students' Chronicle &amp; Teachers' Vision</b>	Mrs. Saba Sayyed / Mr.Arshad / Mrs. Christina	All Language Teachers  All Language coordinators,  All English Teachers  Class Leaders
11.	<b><u>Canteen</u> Food , Hygiene &amp; Discipline I Break &amp; II Break</b>	<b><u>Boys' Section</u></b>  Mr. Baig / Mr. Santhosh  <b><u>Girls' Section</u></b>  Mrs. Srilakshmi / Mrs. Fatima	Mr. Amjad / Dr. Irmeen/ Mrs. Reshma Deepak / Mrs. Benedicta
12.	<b>Dress Code</b>	Mrs. Ruqayya	All Supervisors
13.	<b>Record Keeping Committee</b>	Mrs. Syeda Asia / Mrs. Srimathi /  Mrs. Sadaf	All Computer teachers
14.	<b>Interschool Programme Coordinator</b>	Mrs. Laila Rahim / Mr. Arshad / Mr. Jamal / Mr. Santhosh / Mrs. Shakkila / Mrs. Ruqayya	Supervisors, Mr. Wahab
15.	<b>Cultural Committee</b>	Mrs. Shakkila / Mrs. Baig /	



		Mrs. Reshma Deepak/ Mrs. Sangeetha Babu	
16.	<b>Science Club / Science Quiz</b>	Science Teachers / Supervisors / Mr. Arshad	Supervisors
17.	<b>Language Club</b>	II & III Lang. Teachers	Supervisors
18.	<b>G.K / Quiz Club</b>	Mr. Santhosh / Mrs. Laila / Mr. Arshad	All G.K Teachers
21.	<b>Counselling</b>	Mrs. Yasmeen / Mrs. Farah Khan / Mrs. Laila	Supervisors
22.	<b>Merit Cards</b>	All Supervisors	All Class Teachers
23.	<b>Medical Team ( First Aid)</b>	Dr. Nishath/ Mr. Baig / Mrs. Blessy/ Mr. Wahab/ Mr. Razak/	V.P / Supervisors / Class Teachers
24.	<b>Remedial Team</b>	Mr. Santosh/ Mrs. Laila Rahim	Class Teachers
25.	<b><u>Web Team</u></b>  <b>Write up KG</b>  <b>Girls</b>  <b>Boys</b>  <b>Uploading Photograph</b>	Mrs. Sabina / Mrs. Tanveer / Mrs. Azra / Mrs. Sheeja  Mrs. Saba / Mrs. Christina  Mrs. Shona / Mrs. Hina / Mrs. Fathima(Eng)  Mrs. Sadaf / Mrs. Aparna / Mrs. Asiya/  Mrs. Asma Fathima	Mrs. Sheefa Naaz / Supervisors / All Class Teachers

**S.C.C.**

<b>S.No</b>	<b>Committee</b>	<b>In-charge/Coordinator</b>
1	Academics / Integration	Mrs. Nazia
		Mrs. Sarah
		Mrs. Ayesha Mrs. Farah
2	Cultural Programme	Mrs. Farah
		Dr. Remya
		Mrs. Kavya
3	Field trips/Picnics	Mrs. Reena
		Mrs. Jereen
4	News letters	Dr. Nishath
		Mrs. Farah
		Mrs. Nazia
5	Admission	Dr. Nishath
		Mrs. Farah
		Mrs. Nazia Mrs. Ayesha
6	Requisition	Dr.Remya
7	Report Card	Mrs. Sarah
		Mrs. Kavya
		Dr. Remya

### **13. Guidelines for child safety**

#### **Steps taken by the school towards safety of children and staff in campus and during transportation**

Supervise the functioning of the non-academic areas like Administrative Office, Personnel Department, Transport Dept., Estate Dept., IT Section, Purchases, Contracts, Safety and Security, Insurance, Lease Agreement etc. Supervises the maintenance, safety and security of the school premises and equipment including buses. Administrator in coordination with Transport Department should ensure that all safety measures are followed while students use the school buses. Administrator in coordination with the Supervisors should ensure that all safety measures are taken in the block as per the guidelines of Civil Defense Department. Ensure high standard of cleanliness and hygiene, availability of drinking water, compliance of safety procedures such as fire drill and first aid. Ensure a strict control on the use of School vehicles after School hours. Ensure that school buses are maintained in good functional conditions, kept clean and appropriate safety measures are taken as per local guidelines. Ensure maintenance of bus logbook, record of mileage, repair, expenditure and monitoring of fuel usage. Ensure availability of First Aid facility in all blocks.

#### **Safety measures taken by school in case of any external threat / attack**

As per the guidelines of Civil Defense Department, CCTVs have been installed in the campus as well as outside the school. All exit gates are ensured by security guards and no time during the school hours the gates are unattended. Teachers are allotted duties during break time as well as during their Physical Education Period. At no time are the students left unattended in the playground. Bus duties are allotted to teachers and the students are picked and dropped in the presence of the bus duty teachers. First Aid facility is available in all blocks and buses.

## 14. Duty Rosters

### BREAK TIME - DUTY ROSTER (2019-2020)

Duty Timings: - 1st Break Boys' Section - 9:25 a.m. to 9:45 a.m.

Girls' section - 8:45 a.m. to 9:05 a.m.

2nd Break Boys' & Girls' Section -11:05 a.m. to 11:20 a.m.

Home Time – 12.40 p.m. to 12.50 p.m.

Nature of Break	Section	Area Allotted	Duty In charge
1 <sup>st</sup> Break & 2 <sup>nd</sup> Break	Boys Section	Above the Central Library 1 <sup>st</sup> Floor	All Teachers of 1 <sup>st</sup> Floor
	Boys Section	Ground Floor & Canteen	
		1 <sup>st</sup> Floor	Mr. Shakeel / All Teachers of 1 <sup>st</sup> Floor
	Opp. Comp. Lab (Boys)	Ground Floor and 1 <sup>st</sup> Floor	All Teachers of Ground and 1 <sup>st</sup> Floor
		Assembly Area	Mr. Baig / Mrs. Sri Lakshmi
		Old Canteen Area	Mr. Jamal / Mrs. Fareeha
	Girls Section	Canteen & Old Building	Mrs. Jamsheeda
		Girls Play Ground Area & New Building	Mrs. Reshma Deepak / Mrs. Iram Akbar
Home Time	Boys Section	Near Library & Assembly Area	Mr. Baig / Mrs. Aparna
	Boys Section	In front of Gym Room	Mr. Jamal
		Bus Area	Mr. Amajd / Mr. Santhosh
	Girls Section	1 <sup>st</sup> Floor (New Building)	Mrs. Afroze / Mrs. Shifquat & all Class Teachers Mrs. Reshma Deepak & Mrs. Asiya Mrs. Nazia
		1 <sup>st</sup> Floor (Old Building)	
		Front Gate-KG Area	Mr. Shakeel
		Ground Floor (Old & New Building)	Mrs. Nithya (Old bldg.) Mrs. Fatima F (New bldg.)
	Old Canteen Area	Mr. Arshad	