(Affiliation # 1931109)

DHARMAMBAL VEERAPPAN PUBLIC SCHOOL (CBSE)

ANNUAL PEDAGOGICAL PLAN

2023-2024

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Pedagogical plan 2023-2024

Dharmambal Veerappan Public School is a school of excellence in CBSE board and employs 'Learning by doing' strategy to make the students comprehend the concepts by experiencing. Our education system aims at holistic development of the students, winch enables individuals to emerge as learned, skilled, emotionally, and socially balanced rational beings. To achieve this aim, & 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 behavioural goals and at the same time equip our students with 21% century skills. An understanding of the CBSE vision, identifying with the Dharmambal Veerappan Public School vision, a clear perspective of our own role and responsibility as well as thorough and regular study of CBSE guidelines, curriculum, manuals, and circulars issued over a period of time formed the basis for this comprehensive plan which involved efforts of a large number of our staff members.

Unique features of the Pedagogical Plan

- Implicit guidelines and processes for a safe and nurturing environment with emphasis on safety, security and mental well -being of students.
- Creating a culture of thinking, empathy, social and moral responsibility through conscious efforts.
- Embedding 21st century skills in the curricular transactions, and in the co-curricular and extracurricular and sports activities so as to equip the learners to meet present-day needs and prepare for future challenges and requirements.
- Term plans with systematic division of the curriculum, considering the continuity and difficulty levels of the concepts.
- Assessment of aptitude and learning needs of each child and ensuring need based instructional facility.
- A wide range of Assessment Tools and Rubrics for each class and subject.
- Student Appreciation practices like; Student of the Month and Star of the Week to appreciate and acknowledge students' academic excellence, functionality, regularity etc.
- Regular assessment of Training needs of Teachers at all levels.
- Advance In-service Teacher Training schedule, considering various needs of Classroom management, attitude of teachers and effective pedagogy.
- Timely coordination with parents to review, inform and update the progress of the child.
- Well tested techniques and approaches to support the low achievers through Remedial classes, Doubt discussion classes etc.

- An outstanding feature is the community out-reaches by planning and executing the Integration 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.

Introduction

Dharmambal Veerappan Public School is a propitious initiative founded by **Prof. Dr. P. Veerappan M.A. M.Phil., M.Ed., Ph.D.** with the objective to bestow quality education at the international level to the children in the villages in and around Pattukkottai Taluk. It was all the fruit of the desire of the founder to bring education at global standards to the children near their doorsteps. As a native of the village Ponnavarayankottai, Pattukkottai Taluk, the founder always had the will and wish to make the sequel of his **30 years of expertise** in the field of education in a national body reach the inhabitants of his village. **D V Public School is a school of excellence** in CBSE board and employs 'Learning by doing' strategy to make the students comprehend the concepts by experiencing. It is situated on the main road linking the two towns Pattukottai and Muthupettai which makes the conveyance easily accessible from the surrounding villages. We believe a clean and fresh environment makes the mind clean and fresh. So, a clean, eco-friendly environment is maintained in the school to ensure an ambient atmosphere for the students. We also deem that a good education is conferred by good knowledge and good deportment. Consequently, we endeavour to mold the students into both a good learner and a good humanitarian.

1. Basic Information about school

- 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 (Grade 1 to 5)
  - Middle (Grade 6 to 8)
  - Secondary (Grade 9 to 10

1.1 School Information

School Name	DHARMAMBAL VEERAPPAN PUBLIC SCHOOL
Complete Address	229, MAIN ROAD, PONNAVARAYANKOTTAI, PATTUKKOTTAI(TK), THANJAVUR (DT), TAMILNADU - 614602

Phone Number	04373-290234, 04373-290231, +91 94877 22957
E-Mail ID	info@dvpublicschool.com
Website	www.dvpublicschool.com
Year of Affiliation	2022 (Secondary School)
Validity of Affiliation	31-Mar-2027
Affiliation No	1931109
School Code	56133
TN Recognition	20-S-0015-0520
Type of School	Secondary School (Co-Education)
Location Type	Rural
Name of the Principal	Mr. Arulanantham. S
Contact No	+91 75400 45717
E-Mail ID	principal@dvpublicschool.com

1.2 Students List

Total No. of Students : 136
Boys : 72
Girls : 64

Class-wise Student List

Overall Student Details 2023-2024				
S#	Grade	No. of Boys	No. of Girls	Total Strength
1	PKG	4	-	4
2	LKG	3	3	6
3	UKG	10	4	14
4	I	10	6	16
5	II	8	8	16
6	III	7	7	14
7	IV	2	7	9
8	V	3	9	12
9	VI	6	2	8
10	VII	8	6	14
11	VIII	5	7	12
12	IX	3	3	6
13	X	3	2	5
Total Students		72	64	136

1.3 Teachers Details

S#	Category / Designation	Total Strength
1	TGT	6
2	PRT	4
3	NTT	3
4	Wellness Teacher	1
5	PET	1
6	Librarian	1
Total Students		**16**

2. Vision, mission and focus of the school.

2.1 Vision

As a School of Excellence in CBSE, we envision to transform our students into responsible citizens of India with all desired qualities towards the betterment of the society. We wish to bring out the essence of the Central Board of School Education in the curriculum and expect to embark on the real outcome in the growth of the students.

2.2 Mission

In the expedition to achieve our vision we train the teachers to make them a proper aid in helping the students to develop in physical, mental, intellectual, moral, communication and lingual aspects. Each student is envisaged to become a fulfilled human with attributes required to face and succeed in the competitive world. Apart from the curriculum the students are insisted to take part in co-curricular activities which are hoped to improve their communication skills, leadership qualities and their self-confidence. The students are trained to understand the concepts and learn. We impart the strategy of 'learning by doing' or 'activity-based learning' to assist the students to realize the meaning and to conceptualize the ideas realized from the learning. The students are highly insistent on avoiding memorizing the lessons. The students are encouraged deeply to improve their communication skills and are always expected to converse in English in the school premises.

2.3 Focus

Our Focus The school's mission is to provide excellent educational experiences for all students and to promote respect and tolerance for all is underpinned by the strong core values of: Commitment, Acceptance, Respect, Excellence and Strength. The positive tone and culture within the school is supported by a highly professional staff, together with a hard-working

school council and community association. Our school is committed to work with children as individuals, adapting programs to their specific needs. A strong emphasis is placed on the development of literacy and numeracy abilities as well as innovative practices in ICT. Our student results are evidence of this commitment. We also offer a broad range of specialist programs that include an excellent Physical Education program, extensive Visual Arts Program, specialist Library Program and emphasis on Sanskrit & French. The school is also widely known for its strong commitment to enhancing curriculum through a specialist Performing Arts Program. The community is also delighted to be entering an exciting new phase, with the development of a Master Plan for new school buildings. These modern facilities will enhance our already stimulating learning environment for our students to complement our innovative teaching and learning.

3. Details of Stakeholders

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

Stakeholders	Methods of Communication	Ways of Involvement
Parents	• Print Media • Social Media • Calling • SMS	• Parent's Meeting • Parent's Orientation Programs • Activities
Teaching Staff	• Print Media • Social Media • Meetings	• Personal Meetings • Teacher Training Workshops
Other Staff	• Meetings • Circulars • Activities	• Activities
School Managing Committee	• Meetings & Circulars	• Weekly Meetings with Staff • Guidance and controlling
Board	• Regular CBSE Circulars	• Application of Rules and Regulations Updated on CBSE Website

Media	• News Papers • Social Media	• Achievements and Activities published in newspapers and updated on school's Facebook page

4. Consultations and discussions held for preparing the annual plan:

The responsibility for pedagogical planning in the school is undertaken by the coordinators and the selected teachers under the guidance of the principal. The principal demonstrates pedagogical leadership by leading from the front in defining and setting standards of academic instructions, teaching strategies, learning outcomes, methodology of learning and assessment and differentiated teaching learning.

4.1 Pedagogical Plan Committee 2023-2024

Name	Designation	Role in PPC
Dr. Veerappan. P	Board of Management	Initiating. Planning and guiding
Mr. Arulanantham S	Principal	Initiating, Planning, guiding and Monitoring
Ms. Arulpriya. A	TGT	Initiating, Planning and guiding
Ms. Oviya. A	TGT	Planning guiding and execution
Mrs. Muthamilselvi. M	PRT	Planning guiding and execution

4. Goals to be achieved- Annual and Long term:

Following goals are set for the session:

1. To enhance the experiential learning for all the offered subjects.
2. Planning curriculum for the Value building among the students.
3. To design a curriculum for mental, physical, emotional and social wellbeing of the students along the academic interests of the students.
4. To offer Vocational learning.
5. Planning the curriculum in according with NEP and 21st century skills.
6. To increase the number and areas of opportunities (Co-scholastic and Scholastic) for participation by the students.
7. To strengthen the guidance and counselling program in the school, to empower children, build up their capacity for self-management, as also to guide them academically to assume more responsibility for their own learning especially in the senior Classes.

8. Continuing with the training sessions for the teachers.
9. Arranging classes for NTSE, Olympiad preparations, French-Delf and Personality development.
10. To ensure that all facilities required implementing and achieving goals are made available on timely basis.
11. The goals, developed on the basis of our vision and mission, are designed to help the school continue in the pursuit of its excellence.

6. Culture of the School

At Dharmambal Veerappan Public School we emphasize on creativity, letting children explore, developing, thinking and analytical skills and most importantly expressing and understanding their inner self. We, at DVPS promote a harmonious and conducive culture which is a blend of Indian 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.

- Well-designed learning programme and value-based education aligned with school curriculum and vision of the organization.
- Learner-centered approach to education; conducive academic environment and progressive outlook.
- Integration of technology in education scientific temper is inculcated in each child through exploration, observation and discovery. Active participation and consistent achievements in various sporting and skill-based competitions.
- Focus on complete personality development. Curriculum caters to Multiple Intelligences, perfectly harmonized to facilitate the child's quest for knowledge,
- The school provides every opportunity to help students attain their full potential to evolve as worthy world citizens.

6.1 School Session

The School session is set within the framework of the Central Board of Secondary Education, New Delhi. School observes the Academic Session from April to March.

6.3 Timing to Meet the Principal

- Parents can meet the principal on all working days between 11:00 am to 1:00 pm.
- Kindly call the school Office and can fix up an appointment.
- Parents cannot meet the Teachers during School hours as it will disturb the teaching learning process.
- Parents can meet the teachers during PTMs only.

6.4 School Rules

1. A student should carry his / her Almanac to school every day. It must have his / her photograph with complete information duly signed by parents / guardians.
2. Students should reach the school at least 5 minutes before the bell timing.
3. In case the child is being picked up by a person other than the Parent / Nominee, a prior written permission must be taken from school authority.
4. Students who come to school in the care of helpers should never leave before the helper arrives. Helpers must carry ID cards. The loss of an I-card must be reported to the school immediately. In case of any delay, they should report to the school office.
5. Students should refrain from carrying valuable items to school. Although every care will be taken of the student's property, the school will not be responsible for any theft or loss of the same.
6. Any kind of damage done by the student to the school property within the school premises must be reported to the Principal. Damage of any kind is subject to a fine or payment for replacement / repairs.
7. School management reserves the right to suspend / expel students whose conduct is harmful to the other students or to the school.
8. Students should greet their seniors and teachers and give them due respect at all times. Bullying and inappropriate language is not allowed in the school.
9. The students are to walk smartly in a queue and maintain silence whenever they move about in the corridors. They must also ensure that they keep to the left while walking in the corridors or on the stairs.
10. Every student must have a minimum of 90% attendance to be promoted to the next class (unless medically advised to take rest).
11. Once a child has come to the school, he / she should not be asked to come home on half day leave or leave for any period. In case of any emergency, the parent / guardian may collect the child from the school personally.
12. Students should get the notes, circulars signed by their parents / guardians and return them to the class teachers.
13. No student shall indulge in any of the following practices, namely- (a) Disfiguring or otherwise damaging any school property. (b) Rowdy and rude behaviour. (c) Use of violence in any form. (d) Casteism, communalism or the practice of untouchability.
14. No books other than textbooks should be brought to the school.
15. Bringing electronic gadgets like cell phones, cameras etc., is strictly forbidden.
16. Use of hair shaping gel is strictly prohibited.

Assembly Schedule

Everyday morning assembly is conducted by the respective classes and special assembly is conducted on every Monday as per the schedule.

7. Economic and Academic Resources Available

7.1 Science Laboratory (Grades VI - X):

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

7.2 Maths Laboratory (Grades VI - X):

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

7.3 Computer Laboratories (LKG - Grade X):

DVPS prides itself on having a fully equipped computer lab for all sections. Students have 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 the internet. They have a wide range of software from Tux paint, Pivot Animator, Rapid typing to PC Basic Programme to learn.

7.4 Smart Classrooms:

The classrooms are fitted with a projector and a smart 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 Smart Board!

7.5 Library (Grade I to Grade X):

a) DVPS has a separate well-stocked library 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 Grade I to Grade VIII, 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.

8. Number of Grades, Grade wise number of subjects, Subject wise number of modules.

8.1 Subjects and Curriculum from kindergarten to Grade X

The curriculum is child-centered and activity-oriented with reinforcement of academics using audiovisual aids and play-way methods.

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

- English (First Language and medium of instruction)
- Tamil (Second Language: Grade PKG — X)
- Hindi (Third Language: Grades LKG - VIII)
    - Mathematics (Grade LKG - Grade X)
    - EVS (Grade LKG - Grade V)
    - Science (Grade VI– X)
    - Social Science (Grade VI – X)
    - Computer Science (Grade I to VIII)
    - Information Technology (Grade IX & X)
    - Physical Education (Grade PKG- Grade X)
    - Art & Craft (Grade PKG- Grade VIII)
    - General Knowledge (Grade I to VIII)
    - Value Education (Grade I to V)
    - Language Proficiency (Grade I to VIII)
    - Yoga (Grade I to X)
    - Karate & Silambam (Grade I to X)
    - Library (Grade I to X)

8.2 Languages

All the student's study three languages up to Grade VIII, English as the first language, Tamil as the second language and Hindi as a third language.

8.3 Language Proficiency Skills

To enhance the English curriculum and to help the students to become expressive, The English language proficiency classes were introduced this year. On an everyday basis, all the students presented different folk tales in groups and also asked to read the newspaper aloud. School library has been utilized at the fullest as per the intellectual level of the student; the language teachers inculcate reading habit in every child from the very beginning.

9. Timetable:

A copy of the detailed Class wise and Teacher's time table :

Grade I							
Day	**1**	**2**	**3**	**4**	**5**	**6**	**7**
Monday	T	E	HIN	MT	EVS	CS	HPE
Tuesday	E	Yog	M	EVS	HINT	T	AI
Wednesday	M	T	HPE	EVST	GK	E	VE
Thursday	M	E	CS	TT	HIN	EVS	HPE
Friday	EVS	M	AI	ET	GK	ECA	ECA

Grade II							
Day	**1**	**2**	**3**	**4**	**5**	**6**	**7**
Monday	GK	EVS	ET	HPE	M	T	CS
Tuesday	E	Yog	M	EVST	Hin	T	VE
Wednesday	E	EVS	CS	MT	T	GK	HPE
Thursday	T	HPE	M	CST	E	AI	HinT
Friday	M	AI	TT	E	EVS	ECA	ECA

Grade III								
Day	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**
Monday	HIN	M	CST	ET	EVS	HPE	T	VE
Tuesday	HIN	Yog	E	TT	CS	EVS	MM	T
Wednesday	EVS	T	HINT	VE	E	HPE	M	GK
Thursday	EVS	E	HPE	MT	T	GK	AI	CS
Friday	HIN	M	AI	EVST	E	ECA	ECA	T

Grade IV								
Day	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**
Monday	M	EVS	TT	GK	E	HPE	CS	T
Tuesday	EVS	Yog	EVST	Hin	T	E	CS	AI
Wednesday	T	EVS	MT	E	HPE	M	VE	EVS
Thursday	M	T	CST	E	Hin	HT	HPE	T
Friday	Hin	ET	AI	M	GK	ECA	ECA	VE

Grade V								
Day	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**
Monday	CS	T	EVS	EVST	M	M	E	HPE
Tuesday	T	Yog	M	ET	GK	AI	VE	Hin
Wednesday	M	T	E	MT	T	CS	EVS	HPE
Thursday	EVS	VE	HinT	CST	AI	T	HPE	E
Friday	E	GK	EVS	TT	Hin	ECA	ECA	Hin

Grade VI								
Day	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**
Monday	Sci	E	TT	SS	M	CS	AI	HPE
Tuesday	Hin	M	SST	S	CS	E	HPE	T
Wednesday	E	Yog	ST	S	M	T	SS	CST
Thursday	GK	Hin	ET	T	AI	HPE	SS	M
Friday	T	E	MT	S	GK	ECA	ECA	SS

Grade VII								
Day	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**
Monday	Sci	M	CST	TT	E	SS	HPE	M
Tuesday	Sci	E	Hin	SST	AI	M	T	HPE
Wednesday	SS	Yog	AI	ET	GK	S	T	E
Thursday	T	HPE	M	ST	E	SS	HinT	CS
Friday	CS	SS	Hin	MT	S	ECA	ECA	T

Grade VIII								
Day	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**
Monday	SS	E	MT	CS	Che	T	Phy	HPE
Tuesday	SS	Hin	TT	M	AI	E	GK	CST
Wednesday	Che	Yog	Bio	T	ET	SS	M	HPE
Thursday	Hin	T	E	ST	CST	SS	M	Bio
Friday	Phy	T	SST	HT	M	ECA	ECA	HPE

Grade IX								
Day	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**
Monday	M	AI	CheT	Che	TT	SS	E	Phy
Tuesday	M	BioT	SST	T	SS	Bio	HPE	E
Wednesday	T	Yog	IT	ET	SS	M	IT	Che
Thursday	E	HPE	PhyT	MT	T	Bio	T	SS
Friday	M	Che	ITT	SS	E	ECA	ECA	M

Grade X								
Day	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**
Monday	T	Bio	SST	M	E	CheT	HPE	E
Tuesday	ITT	E	M	Phy	T	T	SST	Che
Wednesday	M	Yog	T	HPE	BioT	E	SS	MT
Thursday	SS	IT	Bio	ET	Phy	M	SS	T
Friday	Che	M	E	Bio	TT	SS	PhyT	IT

Subject wise Abstract Timetable:

Academic Year Timetable (2023-2024) - Abstract Timetable								
Class Subject	I	II	III	IV	V	VI	VII	VIII
English	4	4	4	4	4	4	4	4
Tamil	4	4	4	4	4	4	4	4
Maths	5	5	5	5	5	5	5	5
EVS / Science	5	5	5	5	5	5	5	5
Social Science	-	-	-	-	-	5	5	5
Hindi	3	3	3	3	3	2	2	2
Computer Science	3	3	3	3	3	2	2	2
General Knowledge	1	1	1	1	1	1	1	1
Language Proficiency	5	5	5	5	5	4	4	4
Value Education	1	1	1	1	1	-	-	-
Library	1	1	1	1	1	1	1	1
PET	4	4	4	4	4	3	3	3
ECA	2	2	2	2	2	2	2	2
Yoga	2	2	2	2	2	2	2	2
Total no.of Periods	40	40	40	40	40	40	40	40

Teachers Time Table 2023-2024

Staff Timetable - 2023 to 2024																	
Staff Name / Time	English	Tamil	Maths	EVS/Science	Physics	Chemistry	Biology	Social Science	CS / IT	Hindi	General Knowledge	Value Education	Art Integration	HPE	ECA	Yoga	Library
Mrs.Muthamilselvi. M	4	4	5	5	-	-	-	-	8	-	2	-	1	-	-	-	1
Ms.Nivetha. M	18	-	-	-	-	-	-	-	-	-	4	3	1	-	-	-	1
Ms. Oviya. A	17	-	-	-	-	-	-	9	-	7	-	-	1	-	-	-	1
Ms. Kavitha. M	-	17	15	-	-	-	-	-	-	-	-	-	1	-	-	-	2
Ms Deepika. R	-	-	-	10	-	-	-	-	22	-	-	-	1	-	-	-	2
Mrs. Menaka. M	-	-	-	11	-	10	4	-	-	-	5	2	1	-	-	-	1
Ms. Arulpriya. A	-	-	6	10	10	-	2	-	-	-	2	-	1	-	-	-	-
Mrs. Sangeetha. J	12	-	-	-	-	-	-	15	-	-	-	-	1	-	-	-	2
Mr. Balakrishnan. P	-	-	30	-	-	-	-	-	-	-	-	-	1	-	-	-	-
Mrs. Meena. S	-	-	33	-	-	-	-	-	-	-	-	-	1	-	-	-	-
Mr. Manikandan. M	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	30	-
Mrs. Hemavathy. M	-	-	-	-	-	-	-	-	-	20	-	-	-	-	-	-	-
ECA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	20	-	-
Total number of periods in the week [Grade I to Grade X]																	**390**

10. Pedagogical Solutions:

Pedagogy is the art and science of teaching. Different strategies are used in different combinations with different groups of students to improve the learning outcomes. Pedagogical planning includes how teachers and students relate together as well as the instructional approaches implemented in the classroom. Effective pedagogical planning along with supporting activities can lead to academic achievement, social and emotional development of a child. Keeping in consideration the importance of pedagogical planning, various teaching techniques are implemented for the holistic development of the child.

At DVPS, 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 in having 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 apply their skills and knowledge to enjoy the higher classes.

10.1 Curriculum Planning and its Transaction

The school has a well conceptualized curriculum based on the following factors:

1. Local needs
2. Syllabus
3. Pedagogy
4. Co-Curricular Activities
5. Monitoring and assessment

The DVPS curriculum is designed for the holistic development of its students. It is ensured that it meets the development of cognitive, affective and psychomotor domains of learning. The overall flow is defined as follows:

Flow of Curriculum planning and Transaction

Step 1: Selection of Books/Study material
Step 2: Curriculum Blueprint (Curriculum Design Process)
Step 3: Year Planning
Step 4: Lesson Plan
Step 5: Classroom Activity

Step 1: Selection of Books/Study material

- HOD along with the team of teachers must review the textbooks /study material used in the existing year with regard to the quality of the content, implementation, its transaction and relevance.
- Teachers also scrutinize the other textbooks/content for comparison. Based on defined criteria, books/study material is selected by the teachers to be followed in the new academic year.

Step 2: Curriculum Blueprint (Curriculum Design Process)

- The Curriculum Blue-Print (CBP) is prepared by the Subject teachers depending upon the school calendar (Open hyperlink by right clicking on calendar). It should include the learning outcomes prescribed by NCERT, Subject Enrichment Activities, Assessment Techniques, Field Trips, Instructional Methods and the number of periods required to achieve the same. (As per the prescribed format)

- CBP to be reviewed by HOD, amendments are to be done which are further reviewed by the academic coordinator and finally validated by the Principal. Subject Teachers prepare curriculum blueprint which has the following format:

Topic/Units	No of periods Required	Learning Outcomes	Suggested Pedagogical Practices	Teaching Aid	Subject Enrichment Activities/Field Trips/Multiple Assessments

Step 3: Year Planning

- Topic wise split-up along with no periods/dates for each topic and subtopic is planned in Teacher's Diary.
- At least 60% of the annual content must be taught using Innovative and Constructivist teaching methods. The same to be indicated in the Teachers Diary in the YEAR PLANNING SECTION.
- Detailed planning for the topics should be recorded in the lesson plan. Plan of Multiple Assessment (one for each term) to be recorded in the Teacher's Diary in the prescribed format.
- Teachers have to decide the learning objectives for MA, procedure, criteria for assessment and the relevant rubrics for the same.

Step 4: Lesson Plan

- Detailed lesson plan for 15 days to be prepared by the teachers in the Teacher's Diary.
- The lesson plan must include learning objectives, instructional method, Instructional resources like models, video links etc, set induction, method of recapitulation, assignment and details of constructivist approach and the integration
- Teachers to ensure that learning objectives stated in the Curriculum BluePrint are met properly through the lesson plan. The lesson plans should be submitted to the academic coordinator fortnightly and monthly to the Principal.

Step 5: Classroom Activity

- The record of daily classroom activity, Home Work assigned & follows up to be recorded in the class log book. The log book should be submitted daily to the Academic coordinator and monthly to the Principal.

Note: *Sample Year plan and Lesson plan are attached in Annexure 10.1*

10.2 The various teaching strategies used are as follows:

1. Role plays
2. Integrated Learning
3. Collaborative methods

4. Project based learning
5. Object Talk/Dramatization
6. Presentations/Symposium
7. Flip classes
8. Teaching through e-content
9. Collaboration with “Mind spark” for better Math Learning
10. Presentations
11. Field Trips

11. Assessment tools and rubrics for each class and each subject:

A well-structured curriculum should enable the school to follow a procedure of teaching intervention, incorporating assessment, programme planning and evaluation. To achieve this aim, criterion-referenced assessment designed by the teacher is recommended.

Purposes of Assessments:

- To identify the children's learning needs.
- To help the teacher plan educational programmes for the children.
- To indicate which specific educational objectives have or have not been achieved.
- To serve as continuous evaluation.

11.1 Scholastic evaluation for kindergarten (Nursery - UKG)

There is continued observation for the students of class Nur-UKG. The entire academic year is divided into two terms and the student's evaluation record is given to the parents in the months of September and March.

11.2 Scholastic evaluation for Grade I & II

Assessment is a key component of learning because it helps the students learn and also for the teacher to determine how well the students are doing in class. Frequent and continuous assessments help the teacher to understand the effectiveness of her teaching and if the learning outcomes are effective or not. In order to understand the progress of the child, the assessment should be ongoing and should be accompanied with feedback. Keeping in mind the significance of assessment, certain parameters have been designed for the same. Students are assessed on the basis of these parameters mentioned below.

Languages	**Reading** • Pronunciation - read aloud sessions • Fluency story telling session • Show and tell sessions **Writing** • Vocabulary - dictation, make sentences, high frequency words • Grammar - creative writing, picture composition • Comprehension - unseen passage **Speaking** • Clarity - read aloud session, role play • Recitation - recite the poem • Sentence construction - show and tell **Listening** • Oral comprehension - dramatization
Maths	• Clarity of concepts – worksheets • Mental Maths – oral quiz and role play
EVS	• General awareness – show and tell • Group discussion – collage making

11.3 Scholastic Evaluation for Grade I & II

The ultimate aim of teaching is overall development of the students. It is very important to measure the development and it is done through periodic and accurate recording of growth and improvement in scholastic as well as co scholastic areas. Therefore, it is imperative to employ appropriate and meaningful assessment tools to measure the growth. Pen and paper tests are an integral part of the assessment system. However, we do not rely solely on pen and paper tests to assess the performance of the students as they are not always an accurate way to measure their skill levels. Therefore, for each subject, we use different tools to assess the development of students based on subject specific parameters, following a definite set of rating scales to ensure that there is parity in assessments and evaluation across all classes and sections. Assessment tools to be employed in the session 2023-2024 are tabulated below.

Languages

Skills	Assessment Tools employed
Reading skills	• Reading tests with emphasis on pronunciation and accuracy
Spellings	• Dictation • Spell Bee (as an activity)
Writing and Comprehension skills	• Creative writing/ Paragraph writing • Written Expression exercises • Sentence framing with the newly learnt vocabulary • Class Tests, Unit tests, Half yearly exams with emphasis on correct use of vocabulary and sentence structure.

Speaking Skills	• Recitation • Just a minute round • Show and tell sessions • Experience sharing sessions

Maths

Skills	Assessment Tools employed
Computational skills	• Mental math exercises • Time bound exercises • Projects • Activities like-Math- e Magic, Quiz • Class tests, Unit tests, Periodical exams
Activities	• Math lab activities • Lab orals

Environmental Studies

Skills	Assessment Tools employed
Environmental sensitivity	• Maps and diagrams • Class discussion • Worksheets • Class tests, unit tests, Periodical exams
Activities and projects	• Poster Making, collage making • Best out of waste • Field trips • Plantation

11.3 Scholastic Evaluation for Grade VI & X

Several methods will be used to assess student learning outcomes. Even though course grades are a source of information about student achievement, different tools need to be used in order to assess the Students learning in the various fields. These will also prompt students to reflect on their own learning preferences, strengths, or styles. Teachers will also use Assessment tools to give appropriate feedback to the students, which will help them further to work on their weaker areas and to make it their strengths. Teachers will use this feedback in designing activities to foster a more realistic view of their discipline. Assessment Methods Table for various subjects: An overview of some direct and indirect methods of assessment to be used for this session.

Languages

Listening skills

Tools used for assessments	Rubrics followed for the assessments
• Radio talks • Monologue • Two-way conversation • News reports • Speeches • Debates • Declamation • Note making	• Voice clarity • Voice modulation • Intonation • Language speed / presentation

Reading skills

Tools used for assessments	Rubrics followed for the assessments
• Unseen passages • Newspaper articles • Extended reading • Open ended questions • Vocabulary building • Word games	• Comprehension skill • Correct language • Appreciation of text in time completion

Writing skills

Tools used for assessments	Rubrics followed for the assessments
• Diary entry/Notice • Composition • Advertisement making • Catalogue making • Brochure making • Essay writing • Debates/ speech • Book reviews • Character sketch • Concept maps • Creative writing/summary	• Correct usage of language • Sequences of events • Vocabulary • Presentation • Quality in content • Usage of grammar

Speaking skills

Tools used for assessments	Rubrics followed for the assessments
• Speeches • Declamation • Debates • Monologue • Conversations • Presentations • Group discussions • Role play	• Voice modulation • Intonation • Language • Speed • Presentation • Speech clarity • pronunciation

Maths

Skills	Tools used for assessments	Rubrics followed for the assessments
• Concept building • Usage of concept in real life • Computation evaluation • reasoning and analytical skills	• Lab activities • Puzzles mental math • Worksheets • Real life problem solving • Project work • Multiple choice question • Reasoning / problem solving • Quizzes • Pen paper tests	• Accuracy • On time submission • Correct methodology • Knowledge of the concept • Computation • Demonstrate • Clear understanding

Science

Skills	Tools used for assessments	Rubrics followed for the assessments
• Evaluation • Reasoning and analytical skills • Concept building • Understanding of the concept • Application of the concept in real life situations • Scientific information	• Lab activities • Puzzles • Worksheets • Model making • Project work • Multiple choice question • Research work • Quizzes • Live experiments • Group discussions • Pen paper tests	• Accuracy • On time submission • Correct methodology • Knowledge of the concept • Computation • Demonstrate • Clear understanding • Live experiences • Presentation • Creativity and aesthetic sense • Organization of ideas

Social studies

Skills	Tools used for assessments	Rubrics followed for the assessments
• Evaluation • Reasoning and analytical skills • Concept building • Understanding of the concept • Application of the concept in real life situations • Graphics and clarity • Layout and design	• Map work • Assignments • Worksheets • Debates • Project work • Group discussions • Case study/ research • Slogan writing • Pen paper tests	• On time submission • Clear understanding • Presentation • Creativity and aesthetic sense • Organization of ideas • Demonstrate clear understanding

11.4 CO-SCHOLASTIC ACTIVITIES (CLASSES I - X)

For the holistic development of the student, co-curricular activities in the following are carried out by the teachers and will be graded term wise on a 3-point grading scale. The aspect of regularity, since preparticipation, output as teamwork be the general criteria for grading in the following co-scholastic activities.

- Work Education
- Art Education
- Health and Physical Education

11.5 Date sheet

Tentative Test/ Examination Schedule for the Academic Year 2023-2024

Periodic Test 1													
Date/Class	PRE - KG	LKG	UKG	I	II	III	IV	V	VI	VII	VIII	IX	X
Jul 24, 2023 - Mon	-	Tamil written/Tamil oral	Tamil written/Tamil oral	Tamil	EVS	Computer Science	Tamil	English	Maths	Tamil	English	Maths	
Jul 25, 2023 – Tue	-	English written/English oral	English written/English oral	Hindi	Tamil	English	Computer Science	Hindi	Tamil	Maths	Hindi	Science	
Jul 26, 2023 – Wed	-	Maths written/Maths oral	Maths written/Maths oral	English	Hindi	Tamil	English	EVS	Science	English	Maths	English	
Jul 27, 2023 – Thu	-	EVS written/EVS oral	EVS written/EVS oral	Maths	English	EVS	Hindi	Maths	Computer Science	Science	Social Science	Information Technology	
Jul 28, 2023 – Fri	-	Hindi written/Hindi oral	Hindi written/Hindi oral	EVS	Maths	Hindi	Maths	Tamil	English	Social Science	Computer Science	Tamil	
Jul 31, 2023 – Mon	-	Story Telling/Rhymes	Story Telling/Rhymes	Computer Science	Computer Science	Maths	EVS	Computer Science	Social Science	Hindi	Tamil	Social Science	
Aug 01, 2023 – Tue	-	-	-	-		-	-	-	Hindi	Computer Science	Science	-	

Term 1													
Date/Class	PRE - KG	LKG	UKG	I	II	III	IV	V	VI	VII	VIII	IX	X
Sep 21, 2023 - Thu	-	Tamil written/Tamil oral	Tamil written/Tamil oral	Tamil	Tamil	English	Tamil	Computer Science	Maths	Social Science	Hindi	Maths	
Sep 22, 2023-Fri	-	English written/English oral	English written/English oral	Hindi	English	Hindi	Maths	English	Computer Science	Tamil	English	Science	
Sep 25, 2023 – Sat	-	-	-	English	Maths	Computer Science	EVS	Hindi	Tamil	Science	Maths	Social Science	
Sep 26, 2023 – Mon		Maths written/ Maths oral	Maths written/ Maths oral	Maths	Hindi	Maths	Hindi	Tamil	English	English	Computer Science	Information Technology	
Sep 27, 2023 - Tue		EVS written/EVS oral	EVS written/EVS oral	EVS	EVS	Tamil	English	EVS	Hindi	Computer Science	Science	English	
Sep 28, 2023 - Wed		Hindi written/ Hindi oral	Hindi written/ Hindi oral	Computer Science	Computer Science	EVS	Computer Science	Maths	Science	Hindi	Social Science	Tamil	
Sep 29, 2023 - Thu		Story Telling/ Rhymes	Story Telling/ Rhymes	-		-	-	-	Social Science	Maths	Tamil	-	

Periodic Test 2													
Date/Class	PRE - KG	LKG	UKG	I	II	III	IV	V	VI	VII	VIII	IX	X
Dec 14, 2023 - Thu	-	Tamil written/Tamil oral	Tamil written/Tamil oral	Tamil	Tamil	Hindi	Tamil	English	Tamil	Science	Computer Science	Maths	
Dec 15, 2023 - Fri	-	English written/English oral	English written/English oral	English	English	Maths	English	Tamil	Maths	Hindi	Science	Information Technology	
Dec 16, 2023 - Sat	-	-	-	Maths	Maths	English	Maths	Hindi	English	Computer Science	Hindi	Science	
Dec 18, 2023 - Mon	-	Maths written/ Maths oral	Maths written/ Maths oral	EVS	EVS	EVS	Hindi	Computer Science	Science	Maths	Tamil	English	
Dec 19, 2023 - Tue	-	EVS written/EVS oral	EVS written/EVS oral	Hindi	Hindi	Tamil	Computer Science	EVS	Social Science	Tamil	Socila Science	Social Science	
Dec 20, 2023 - Wed	-	Hindi written/Hindi oral	Hindi written/Hindi oral	Computer Science	Computer Science	Computer Science	EVS	Maths	Hindi	Social Science	English	Tamil	
Dec 21, 2023 - Thu	-	Story Telling	Story Telling	-	-	-	-	-	Computer Science	English	Maths	-	
Dec 22, 2023 - Fri	-	Rhymes	Rhymes	-	-	-	-	-	-	-	-	-	

Periodic Test 3													
Date/Class	PKG	LKG	UKG	I	II	III	IV	V	VI	VII	VIII	IX	X
Feb 12, 2024 - Mon	-	Tamil written/ Tamil oral	Tamil written/Tamil oral	Tamil	Tamil	Hindi	Tamil	English	Computer Science	Hindi	Science	-	
Feb 13, 2024 - Tue	-	English written/ English oral	English written/English oral	English	English	Maths	English	Maths	Maths	Science	Computer Science	-	
Feb 14, 2024 - Wed	-	-	-	Maths	Maths	English	Maths	Hindi	Tamil	Computer Science	Hindi	-	
Feb 15, 2024 - Thu	-	Maths written/ Maths oral	Maths written/Maths oral	EVS	EVS	EVS	Hindi	Computer Science	Science	English	Maths	-	
Feb 16, 2024 - Fri	-	EVS written/ EVS oral	EVS written/EVS oral	Hindi	Hindi	Tamil	Computer Science	EVS	Social Science	Tamil	Socila Science	-	
Feb 17, 2024 - Sat	-	Hindi written/ Hindi oral	Hindi written/Hindi oral	Computer Science	Computer Science	Computer Science	EVS	Tamil	Hindi	Social Science	English	-	
Feb 19, 2024 - Mon	-	Story Telling	Story Telling	-	-	-	-	-	English	Maths	Tamil	-	
Feb 20, 2024 - Tue	-	Rhymes	Rhymes	-	-	-	-	-	-	-	-	-	

Term 2													
Date/Class	PRE - KG	LKG	UKG	I	II	III	IV	V	VI	VII	VIII	IX	X
Mar 18,2024 – Mon	-	Tamil written/ Tamil oral	Tamil written/ Tamil oral	Tamil	Tamil	Hindi	Tamil	English	Computer Science	Hindi	Science	Maths	
Mar 19,2024 – Tue	-	English written/ English oral	English written/ English oral	English	English	Maths	English	Maths	Maths	Science	Computer Science	Science	
Mar 20,2024 – Wed	-	Maths written/ Maths oral	Maths written/ Maths oral	Maths	Maths	English	Maths	Hindi	Tamil	Computer Science	Hindi	Social Science	
Mar 21,2024 – Thu	-	EVS written/ EVS oral	EVS written/ EVS oral	EVS	EVS	EVS	Hindi	Computer Science	Science	English	Maths	Information Technology	
Mar 22,2024 – Fri	-	Hindi written/ Hindi oral	Hindi written/ Hindi oral	Hindi	Hindi	Tamil	Computer Science	EVS	Social Science	Tamil	Social Science	English	
Mar 25,2024 – Mon	-	Story Telling/ Rhymes	Story Telling/ Rhymes	Computer Science	Computer Science	Computer Science	EVS	Tamil	Hindi	Social Science	English	Tamil	
Mar 26,2024 – Tue	-	-	-	-		-	-	-	English	Maths	Tamil	-	

11.6 Report card templates

*Report card templates attached in **Annexure 2** for Kindergarten, Grade 1&2 and Grade 3 to 10.*

11.7 Appreciating students:

To appreciate and recognize the students for their academic performance, good conduct and positive attitude, we appreciate each student with an appreciation card of three kinds such as “Gold, Silver and Bronze”. Based on the score obtained by the student, every month a student from each class is nominated as the “Student of the month”.

Class teachers and subject teachers consider the following criteria while appreciating and evaluating the student of the month.

- Academic performance (A1& A2)
- Demonstrate self-discipline/ positive attitude
- Exhibits good conduct
- Regularity /Punctuality
- Prompt submission of classwork/homework
- Discipline

*Appreciation card Samples are attached in **Annexure 3***

12. Assessment of aptitude and learning needs of each child and ensuring availability of need based instructional facilities.

IQ test to assess child's capacity for learning,

- Identifying dyslexia in students of lower classes
- Multiple intelligence test,
- Conducting diagnostic test,
- Remedial classes, and
- Counseling,
- Conducting chapter wise test,
- Pre, pro test and examination.

By evaluating, measuring by the rating scales and documenting the academic readiness, learning progress and skill acquisition of the student, Cumulative records to track the progress, planning next steps, reporting and involving parents and teachers. It is done with the help of the licensed counselors at school.

13. Assessment training needs of teachers and staff at all levels

A regular supervision by the concerned supervisors, HOD's and Subject coordinators 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, HOD's and Subject co-ordinators and also provided with required Teaching Learning materials.

- All the staff members undergo need-based trainings every year to upgrade themselves. Specialized trainings such as image enhancement, leadership development, Total Quality Management trainings including six sigma, Voice Modulation is conducted by experts from the chosen fields.
- Teachers are encouraged to seek professional partnership through collaborative activities between various schools in India and abroad. Teachers also establish links with the teacher community globally.
- Teachers are also deputed for various seminars and conferences of academic relevance. Teachers are also motivated to participate in various Olympiads and External exams to improve their subject competency.
- Financial assistance and incentives are provided to teachers for up gradation of professional qualification.

13.1 Appreciating Facilitators

To appreciate and recognize the Teachers for their academic performance, good conduct and positive attitude, we appreciate each facilitator with an appreciation card of three kinds such as "Gold, Silver and Bronze". Based on the score obtained by the teacher, Academic coordinator and Principal will nominate the "Facilitator of the Year".

Appreciation card Samples are attached in ***Annexure 4***

14. In-service teacher training topics and scheduled.

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.

14.1 Sessions for teachers for the academic session 2023-2024

Month	Workshops / Sessions Planned
March	• Fostering a positive school culture • Preparation of lesson plan and learning objectives
June	• Profession growth and in-service training
September	• Need of training • Happiness curriculum • Demo classes
October	• Workshop on understanding child/ classroom management/ subject specific
November	• Workshop on Teacher Personality development • Department wise demo classes
December	• Gender sensitivity • Life skills (with strong emphasis on emotional empowerment)
January	• Awareness about mental health issues among students • Team building (with strong emphasis on inter personal relations)
February	• Creating on inspiring work environment • Techniques of formulating questions • The art of question paper testing

In addition to the above, highest priority will be accorded to teachers' participation in CBSE workshops.

In addition of the above teachers are directed to complete the various essential courses, which will be conducted by DIKSHA - National Digital Infrastructure for Teachers | National Portal of India.

The courses are as follows:

DIKSHA COURSE COMPLETION Planner In-Service Training Programme for All Staff of DVP- 2023			
S#	**Name of the Course**	**Staff details**	**Due date**
1	Developing Social Personal Qualities And Reading Safe And Health	All Staff	Within September
2	Experimental Learning Course		
3	Pedagogy Of Language		
4	How To Create Explanation Content		
5	Learning Outcomes And Pedagogies		
6	Health And Well-Being In School		
7	Competency Based Education Module 1		
8	Competency Based Education Module 2		
9	Competency Based Education Module 3		
10	Competency Based Education Module 4		

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 feedback form – **Annexure 5***

16. Pupil's well-being

Dharmambal Veerappan Public School is a school with a difference, where each child is a valued individual and the safety and well-being of each student holds prime importance.

16.1 To ensure a healthy, safe and hygienic environment for children, the school will employ the following resources to continue organizing the measures listed at Para 16.2 and 16.3 below:

- Trained and experienced faculty for meeting the student-specific special education needs.
- Implementation of high security standards under supervision of alert and aware staff.
- Child friendly infrastructure, well equipped infirmary with male & female nursing attendants and clean and airy washrooms.
- Well established and fully functional counseling program.

16.2 Measures for pupils' well being

- Medical Check-up and Health Camps periodically to address health issues, detection and information to parents.
- Workshops on topics related to health, personal care and hygiene, personal safety, cyber-crime, peer and examination pressure, etc.
- Counseling sessions by child/school counselor on group/individual basis to attend to and identify deviations from monitor behavioral patterns and specific aptitudes of students; the norms and take remedial/corrective measures (ensuring mental health and well-being).
- Career Counseling sessions under the guidance of qualified professionals and scientifically designed tests for accurate skill identification and choice of stream.
- Provide first class education with a broad, participative and balanced curriculum to enable all our children to achieve their true potential, so that they reach the highest possible standards in everything they undertake.

16.3. Special learning needs assessment and plan of action

The school is sensitive towards students who have special learning needs and it proactively design and implement policies to measure up to the standards of quality inclusive education. The process through which it can be realised is elucidated below.

Procedure:

- **Identification by the teacher, referral to the counsellor and procurement of parent's consent**
  Teachers are trained by internal and external resource personnel for this purpose. Such sessions will be periodically held to update the knowledge of the teachers.

- **Application of Symptom checklist based on ICD 10 and other standardised psychometric tools**

  It purports to screen the student further analysis (of their note books work, reading, writing skills and mathematical competencies).

- **Interventions/Remediation:** It is based on the nature of problem, and provided in the form of:
  - Intense one to one academic guidance session with teacher or special educator in case of problem fall short of meeting diagnostic criteria.
  - Referral counselling and individualised educational program (IEP) in case where problem meets the diagnostic criteria. Parents would be advised to go for confirm diagnosis and certification from the specialist.
  - Special actions like (i) differential instructions in the class room, sessions with special educator and counsellor (ii) educating parents about nature of disability and the provisions by the board for the student with special need (iii) providing exemptions and concessions as per CBSE guidelines in internal assessments (iv) Promptly forwarding application of the parents for concession to the board. (v)providing other support systems e.g., study material,

accommodation, modification or adaption in curriculum or educational environment in the school.

- **Review of remedial plan and Individualized education program**

All the interventional actions will always be in compliance with the spirit of inclusive education.

16.4 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.

17. Supporting activities

Dharmambal Veerappan Public School has a well-drafted plan for co-curricular activities through the year, which is reflected in the Calendar published at the beginning of the academic session. The calendar carried details of class competitions, inter-house competitions, special days and celebrations as well as mega events and functions. In addition to the calendar activities, a number of other supportive activities are organized through the year to enhance the learning of the students and to give them wider and meaningful exposure. The same pattern will be followed this

year. In addition to the calendar events (already planned), the following supportive activities will be arranged.

1. Field trips at least two in a year per class. These trips will be mapped to the curriculum, the plan for which will be prepared in detail by the field trip In charge to be duly vetted by the Coordinator and Principal. The field trips will be followed by in class activity to help them relate the theory with real-life experiences.

2. Awareness for students on subjects
    - Road Safety - Guest lecture
    - Constitution of India - Theatre presentation
    - Water Conservation - Guest lecture and awareness session
    - Cyber Safety - Awareness session
    - Cyber Security - Awareness session
    - Health hygiene and Sanitation - Awareness session

Note: Detail of calendar events is attached as ***Annexure 6.***

18. How to take care of diversity in class:

Addressing diversity in the classroom

Classrooms present myriad of diversities, therefore, every year school evolve educating procedure, to cater to this need. It will help in profiling the student, subsequently, lead to special arrangement which would be made to appreciate diversity and promote equity in the classroom and beyond. Scheme for taking care of diversity in class is presented below:

Knowing the students

School has planned to understand and acknowledge diversity right from incumbency of the students in the school. Elaborate data to be collected by admission executive:

Administrative department

1. Data accumulation about the student from parents, pervious school records and performance in the entrance test/interaction with the teacher.
2. Information about the background and family composition.

Academic department

1. Documented information would be shared with the department head and from there to the class teacher, who will disseminate the filtered (relevant for the subject teacher) information from there to the subject teacher and counselling unit.
2. Profiling of the student on the basis of behaviour in the classroom and activity classes (through observation and interaction).
3. Other sources of information would be group personality test, learning style questionnaire (development of the questionnaire in the pipeline) and identification of prominent intelligence (out of eight intelligences). Availability of resources would impose limitation in implementation.
4. According to the profiling physical arrangements, individualised instructions (as per learning Style), incorporation of prominent MI in the subject taught can be done.
5. Analysis at this level facilitates the identification of the student with special needs. These

students are referred for the different procedure leading to a specified intervention plan.

Additional activities

- Sensitisation activities in the class (students can present information about their culture, faith region etc in the form of presentation or session)
- Special assemblies.
- Session for teachers to promote culturally sensitive .

19. Requirement of remedial classes

19.1 Classes I and II

Remedial programs are used to address gaps in basic skills. Remedial instruction can help Struggling learners shore up their basic skills. Keeping in the mind the learning ability of the children few remedial steps will be taken up by the school, twice a week during the zero periods, to help children improve their grades. They are as follows:

- Step by step explanation of the concept would be done separately with the students who face problems.
- Individual attention to be given to slow learners and assist them whenever required. 15 minutes extra to be given to those children who have troubling comprehending the language.
- Change the strategy for explanation and try a different one for better explanation.
- Special educator to intervene where child the is facing a problem in a specific are like retention power or dysgraphia (difficulty in copying words down, formation of letters) To inculcate more of visual learning so it is more relatable and helps the child to remember for a longer period of time.

19.2 Primary Classes

The significance and need of remedial in Primary classes may not be as grave as in classes VI and above but their requirement certainly cannot be ignored. Most of the students in Primary classes may not require heavy and rigorous remediation but they assuredly need regular, short yet comprehensive remedial sessions. The curriculum in these classes being lighter in content, is more fun, activity and experience based, therefore the number of students who require regular remediation is not very large but usually there is a different set of students who need remedial as a consequence of low attendance due to medical reasons or some unavoidable circumstances.

For such cases the teachers will be proactive in monitoring the attendance of the students and their academic performance. Remedial classes will be conducted subject wise in every week. Based on the weekly tests that will be conducted every week, those students will also be included whose performance in the tests is unsatisfactory. The time-table for subject wise weekly test and remedial classes to be followed in the session 2021-2022 has been prepared by the Timetable In-charge as per the instructions of the Principal and will come in effect from the second week of April. The list of students who have been recognized as ones who need regular support in their learning as a consequence of any kind of learning disability has been prepared by the Counsellor and will be updated periodically for the new students. These students will be a part of weekly remedial classes conducted by subject teachers and their performance will be monitored closely. The Special Educator will also conduct class wise remedial sessions at least thrice a week to fulfil the special needs of those students whose needs are not met in the class remedial sessions.

19.3 Classes VI to X

Remedial planning is the integral part of school academics, where students are given equal

and individual attention as a part of teaching learning process. For this year, the remedial planning is done in a more strategic manner taking into the consideration of last year reports and more workable as well as practical approach which will be followed to bring more authentic results for the students and right amount of learning will takes place as per the individual needs, which will be seen in the performance of the children through their pen and paper results. Initially for the two months of the session the students will be identified by the teachers teaching various subjects on the certain parameters or the patterns seen in the children by the teachers. A few are as follow:

- Feedback from the Class teacher given by the end of the year.
- Classroom participation as well as participating in group discussions.
- Submission of work on time. Self-initiative for any task assigned in the class.
- Responding to the questions directly asked by the concern subject teachers.
- Certain pattern of work seen in the notebooks along with class test performance.
- Asking for doubts or clarification of the concepts taught in the class.

After analyzing parameters as mentioned above along with the feedback given by the subject teachers the students will be identified and special classes week wise will be conducted for each subject with more individual attention given to them in a smaller group.

19.4 Guidelines for teachers for academically low performers.

- Create a threat free environment where the child, whose confidence is low, will be able to ask or speak openly also cater to the students with the different learning styles
- They will be taught the content in a step-by-step method.
- Regular review /recap and practice worksheets will be given.
- Small group instructions will take place which will offer individual attention. Along with the peer teaching.
- Regular competition, rewards and giving the responsibility which will be set for these students on month wise basis to get better results.
- Usage of technology (Videos) would also be used for better understanding of the concepts done in small groups.
- Parents will be involved and progress will be discussed on monthly basis. Recap of the topics will be done at home with the parent's support.
- After Term 1 the children who show progress will be part of the regular classroom and would be monitored on fortnightly basis in order to ensure that consistency is there in their academic progress. The students whose progress would not be up to the mark more strategic plan will be implemented for them in Term 2.

Guideline for the same is as follow

- Student’s goals will be made high but attainable along with the ways to find the intrinsic motivation.
- Controlled practice will be given to the students for the concept taught on weekly basis.
- Students will be taken for some more special test to check for their IQ levels.
- Moderation of test papers, more time devotion during pen and paper test will be given.

Further to the above mentioned those will be taken under special educator along with the teacher intervention to bring the academic results for the students as per the class level.

20. Annual themes/ celebrations/ Events/ Collaboration with other schools:

Annual Theme

We at Dharmambal Veerappan Public school believe that Discipline is one of the most essential value an individual must possess to become a responsible citizen. keeping this in mind, the school has taken up annual theme for the year 2021-2022 as "Discipline – The way of Life". The theme is emphasized and reinforced throughout the year in assemblies, classrooms, curricular and co-curricular activities. In order to teach and instil the importance of discipline in one's life the school has introduced Discipline badge system to handle various indiscipline issues.

Assembly

Regular morning assembly is an integral part of the school curriculum. We wish to put forward every student onto the stage to give them the opportunity to expose their talents, to promote the communication skills and to develop leadership qualities.

Special Assembly :

S#	Date	Events
1	22 Apr 2023	Earth Day
2	5 Jun 2023	World Environmental Day
3	1 July 2023	Doctor's Day
4	10 Nov 2023	World Science Day
5	22 Dec 2023	Maths Day
6	12 Jan 2024	National Youth Day
7	28 Feb 2024	National Science Day
8	8 Mar 2024	International Women's Day
9	22 Mar 2024	World Water Day

List of Celebrations 2023-2024

S#	Date	Celebrations
1	14 Apr 2023	Tamil New year
2	15 Jul 2023	Kamarajar's Birthday
3	15 Aug 2023	Independence Day
4	5 Sep 2023	Teacher's Day

5	2 Oct 2023	Gandhi Jayanthi
6	23 Oct 2023	Ayudha Pooja
7	24 Sep 2023	Vijayadhasami
8	14 Nov 2023	Children's Day
9	14 Jan 2023	Pongal festival
10	15 Jan 2024	Thiruvalluvar festival
11	26 Jan 2024	Republic day

Events/ Competition Schedule 2023-2024

Term 1

S#	Month	Event Head	Grade level	Name of the Event/ Competition
1	June	Head of Art Club	Pre KG & LKG	Colouring competition
2	June	Head of Art Club	UKG, Grade I & II	Drawing and Colouring competition
7	July	Head of the Literary club	LKG & UKG	Proverb Recitation
8	July	Head of the Literary club (English)	Grade I, II & III	English Poetry recitation
9	July	Head of the Literary club (English)	Grade IV to X	English Speech
10	July	Head of Art Club	Pre KG to UKG	Sorting Beads
11	July	Head of Art Club	Grade I to V	Running Race
12	August	Head of the Literary club (Tamil)	Grade IV to X	Tamil Speech
13	August	Head of Art Club	Grade IV to X	Relay Race
14	September	Head of Eco Club	LKG & UKG	Clay Modeling

15	September	Head of the Literary club (Hindi)	Grade I to X	Hindi Speech
16	October	Head of the Literary club (Tamil)	Grade I to V	Thirukkural Competition
17	October	Head of Eco Club	Grade I to V	Card Making Competition
18	October	Head of the Literary club (Hindi)	Grade IV to X	Essay Writing

Term II

S#	Month	Event Head	Grade level	Name of the Event/ Competition
1	November	Head of the Literary club (Tamil& English)	Grade IV to X	Essay Writing
2	November	Head of the Literary club	Grade I to V	Handwriting (Tamil, English & Hindi)
3	December	Head of Math Club	Grade I to X	Quiz (Gk, Science and Math)
4	December	Head of Art Club	Pre KG to UKG	Fancy Dress

Sports Events:

S#	Grade	Month	Event Name
1	Pre KG to UKG	February	Sorting beads
2	Pre KG to UKG	February	Jumping Race
3	Pre KG to UKG	February	Sport Event
4	Grade 1 to 5	February	Running Race
5	Grade 1 to 5	February	Kho-Kho
6	Grade 1 to 5	February	Sport Event

7	Grade 6 to 8	February	Relay race
8	Grade 6 to 8	February	Throwball
9	Grade 6 to 8	February	Sport Event

Special Competition

S#	Grade	Month	Name of the competition
1	Grade I to X	August	Spell Bee
2	Grade I to X	January	Olympiad

Special Event celebration 2023-2024

S#	Month	Name of the Event
1	December	Fruit Fest - 2023
2	January	Annual Sports Meet- 2023
3	February	Science Exhibition -2023
4	March	Annual Day- 2023

Holiday List of the Academic year 2023-2024

S#	Date	Day	Festival
1	04 Apr 2023	Friday	Mahaveer Jayanthi
2	07 Apr 2023	Tuesday	Good Friday
3	14 Apr 2023	Wednesday	Tamil new year
4	22 April 2023	Saturday	Ramzan
5	01 May 2023	Saturday	International labour day
5	29 Jun 2023	Thursday	Bakrid
6	29 July 2023	Saturday	Muharram
7	15 Aug 2023	Tuesday	Independence Day

8	06 Sep 2023	Wednesday	Krishna Jayanthi
9	18 Sep 2023	Monday	Vinayagar Chathurthi
10	28 Sep 2023	Thursday	Miladi-Nabi
11	02 Oct 2023	Monday	Gandhi Jayanthi
12	23 Oct 2023	Monday	Aayudha Pooja
13	24 Oct 2023	Tuesday	Vijayadhasami
14	12 Nov 2023	Sunday	Diwali
15	25 Dec 2023	Monday	Christmas day
16	01 Jan 2024	Monday	New year
17	15 Jan 2024	Monday	Pongal
18	16 Jan 2024	Tuesday	Thiruvalluvar Festival
19	26 Jan 2024	Friday	Republic Day

Interschool Competition

We at Dharmambal Veerappan Public School conducts various open competition with other schools such as

- Kids Talent Festival-2023
- Curiosity story telling - 2023
- Margali Kolam -2024
- Movie Review contest- 2023

21. Community Outreach Programme

The objective of a school is not only to impart education but also to create responsible citizens who understand their duties towards the society they live in and what optimum contributions could be made for its upliftment. Dharmambal Veerappan Public School understands its commitment towards the well-being of the society and in turn is taking various steps through its community outreach programme to better its condition and meet the needs of the underprivileged.

Community Outreach activities to be undertaken in the Current year (2023-2024)

- Health and hygiene awareness program.
- Promote responsibility towards environment by undertaking Tree plantation at selected sites, 'Say no to plastic', conservation of water and electricity, sensitization to use of alternative energy.
- Donation of books and stationery
- Conduct of art activities to encourage the primary children to use art as the medium of expression.
- Visit to School for deaf and dumb, spastic children and orphanages where school students and teachers will provide training on certain life skills, paper quilling, jewellery making and Craft items from waste products.
- A 'Charity Box' will be placed in the school campus where students and staff could contribute useful items, clothing, woolens, books, etc. as per their wish and these things would be made

available to the underprivileged in times of natural calamities/disasters, as part of moral responsibility, the school as a whole makes contribution in monetary terms and kind too to National Relief Funds.

22. Special events organized in the year

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

22.1 Orientation Programme for Teachers

Preparedness and planning is the key to begin and complete a year successfully. With the same vision an orientation programme for facilitators will be organized in the month of May 2021. The aim of the programme is to motivate and inspire the teachers 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 June and An Investiture Ceremony is held for the winner of the different post.

Details of the Posts:

1. School Captain
2. School Vice-Captain
3. Head Girl
4. Head Boy
5. Sports Captain
6. House Captain

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

Implementation, Control and monitoring of the Pedagogical Plan:

1. Observation schedule for lesson observation by Principal and Academic coordinator Review meeting.
2. Various Communication Channels for parents like online posting, online drop box and mail.
3. Lesson Plan submission every fortnightly.
4. Competency Mapping of teachers is done by the external agency.
5. Training sessions are conducted as per the need and to equip teachers with the new teaching methods and upcoming trends in technology etc.
6. The school is a Microsoft School and all the teachers are Microsoft trained for using various educational tools.

23.1 Meetings are planned for fortnightly.

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

S#	Date	Topic	Headed by
1	15th of April 2023	Monthly plan and events will be discussed	Principal
2	28th April 2023	Monthly plan/events report/feedback will be submitted and analysed.	Principal
3	5th May 2023	Monthly plan and events will be discussed	Principal
4	23rd May 2023	Monthly plan/events report/feedback will be submitted and analysed.	Principal
5	11th June 2023	Monthly plan and events will be discussed.	Principal
6	19th June 2023	Monthly plan/events report/feedback will be submitted and analysed.	Principal
7	4th July 2023	Monthly plan and events will be discussed.	Principal
8	1st September 2023	Monthly plan/events report/feedback will be submitted and analysed.	Principal
9	8th September 2023	Monthly plan and events will be discussed.	Principal
10	31st September 203	Monthly plan/events report/feedback will be submitted and analysed.	Principal
11	17th October 2023	Monthly plan and events will be discussed.	Principal
12	31st October 20213	Monthly plan/events report/feedback will be submitted and analysed.	Principal
13	14th November 2023	Monthly plan and events will be discussed.	Principal
14	28th November 2023	Monthly plan/events report/feedback will be submitted and analysed.	Principal
15	12th December 2023	Monthly plan and events will be discussed.	Principal
16	2nd January 2024	Monthly plan and events will be discussed.	Principal
17	30th January 2024	Monthly plan/events report/feedback will be submitted and analysed.	Principal
18	13th February 2024	Monthly plan and events will be discussed.	Principal

19	27th February 2024	Monthly plan/events report/feedback will be submitted and analysed.	Principal
20	12th March 2024	Monthly plan and events will be discussed.	Principal
21	26th March 2024	Monthly plan/events report/feedback will be submitted and analysed.	Principal

23.2 DOCUMENTS TO BE SUBMITED BY THE TEACHERS:

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

Annexure 1
Annual plan for all grades

https://drive.google.com/drive/u/4/folders/1WOcdrURYC-VXB9jnZfF NhZgaXKen0lY

Annexure 2

Kindergarten report card sample

Dharmambal Veerappan
Public School (CBSE)

REPORT CARD

Class: Session : 20 - 20

STUDENT PROFILE

Student's name
Roll #
Admission #
Registration #
Date of Birth (DD/MM/YYYY)
Mother's name
Father's name
Residential address
Class teacher's name
Student's photo

Attendance	Term I	Term II
Attendance %		
Student's attendance		
Working days		

Student | Class Teacher | Principal | Parent

Scholastic Areas

Subjects			Quarterly	Half-yearly	Annual
English					
a) Written	Writing	40			
	Handwriting	10			
b) Oral	Recitation	15			
	Conversation	15			
c) Listening	Comprehension	20			
	Total	100			
	Grade				
Tamil					
a) Written	Writing	40			
	Handwriting	10			
b) Oral	Recitation	15			
	Conversation	15			
c) Listening	Comprehension	20			
	Total	100			
	Grade				
Maths					
a)	Writing	30			
b)	Oral	25			
c)	Concept	10			
d)	Mental Ability	15			
	Total	100			
	Grade				
Hindi					
a)	Writing	50			
b)	Handwriting	20			
c)	Oral	30			
	Total	100			
	Grade				
EVS					
a) Written	Writing	40			
	Handwriting	10			
b) Oral		25			
c) Projects / Activity		25			
	Total	100			
	Grade				
	Overall Grade				

Class teacher's remarks

Quarterly

Half yearly

Annual

Co-scholastic Areas

	Quarterly	Half-yearly	Annual
Arts & crafts			
Drawing, coloring, making models			
Language Development			
Speaks clearly			
Can express in sentences			
Music			
Memory			
Sings in tune			
Personality development			
Sociability			
Discipline			
Attention			
Independence			
Punctuality			
Personal hygiene			
Etiquette and manners			
Obedience			
Works regularly			
Completes class work			
Completes home work			
Presents work neatly			
Alertness			
Physical development			
Height (Cms)			
Weight (Kg)			
Teacher's signature			
Principal's signature			
Parent's signature			

Promoted to

This assessment report gives a feedback on how the child is coping with the school environment

GRADING SYSTEM

Grades for **scholastic areas** are awarded on an 8 point scale as follows

Marks range	Grade
100%	O – Outstanding
90 – 99%	A – Excellent
80 – 89%	B – Very Good
70 – 79%	C – Good
50 –69%	D – Average
< 50%	E – Needs Improvement

Grades for **co-scholastic areas** and achievement reports are awarded on a 2 point scale as follows

Grade point	Grade
2.6 – 3.0	A (Outstanding)
2.1 – 2.5	B (Very good)
< 2.0	C (Fair)

Parent's signature

Quarterly evaluation	
Half yearly evaluation	
Annual evaluation	

Report card sample of Grade I & II

Dharmambal Veerappan
Public School (CBSE)
220, Main Road, Ponnaiyanpettai, Pattukottai, Thanjavur,
Tamilnadu - 614602. Ph : +91 - 4373 237580

REPORT CARD

Class: Session: 20 - 20

STUDENT PROFILE

Student's name
Roll #
Admission #
Registration #
Date of Birth (dd/MM/YYYY)
Mother's name
Father's name
Residential address
Class teacher's name
Student's photo

Attendance	Term I	Term II
Attendance %		
Student's attendance		
Working days		

Student | Class Teacher | Principal | Parent

Scholastic Areas

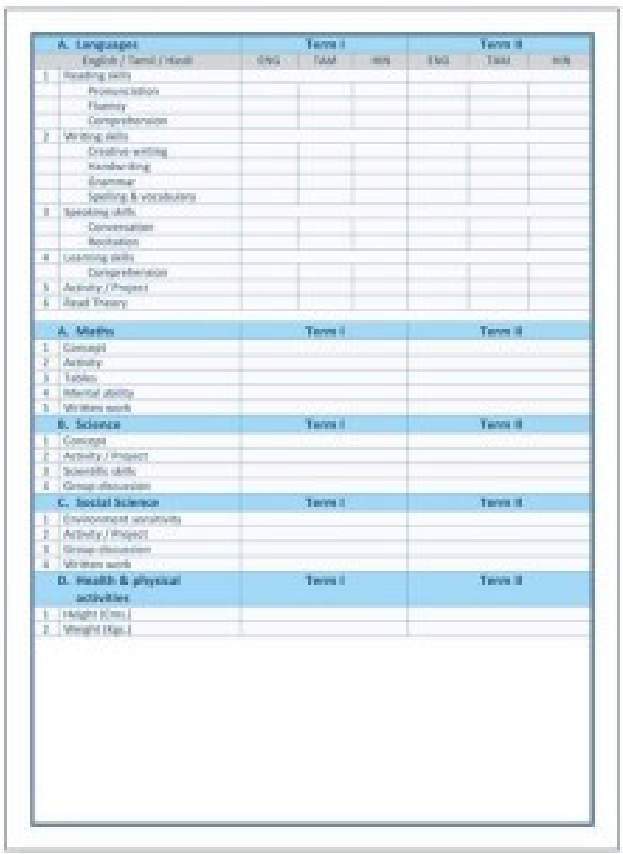
Subjects	Term I: Pen Paper test (5)	Multiple Assessment (5)	Portfolio (5) + Subject Enrichment (5)	Half Yearly Exam (80)	Marks obtained (100)	Grade	Term II: Pen Paper test (10)	Multiple Assessment (5)	Portfolio (5) + Subject Enrichment (5)	Yearly Exam (80)	Marks obtained (100)	Grade
English												
Tamil												
Hindi												
Maths												
Science												
Social Science												
GK												
Comp. Sc.												

Percentage obtained | Result | Promoted to class

Co-scholastic Areas	Grade Term I	Grade Term II
Work education (or pre-vocational education) – Any skill based activities resulting in goods or services useful to the community		
Art education – Visual and performing arts		
Health & Physical education – Sports / martial arts / yoga etc.		
Discipline – Attendance / sincerity / behaviour / values / fairness / responsibleness for rules and regulations / attitude towards society, nation and others etc.		

Class teacher's remarks:

Class Teacher | Principal



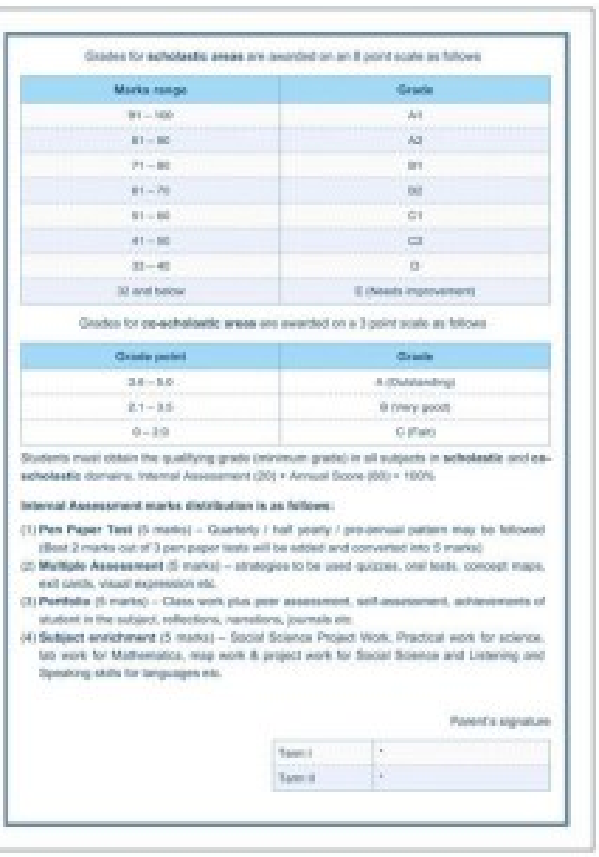
A. Languages	Term I			Term II		
English / Tamil / Hindi	ENG	TAM	HIN	ENG	TAM	HIN
1 Reading skills						
Pronunciation						
Fluency						
Comprehension						
2 Writing skills						
Creative writing						
Handwriting						
Grammar						
Spelling & vocabulary						
3 Speaking skills						
Conversation						
Recitation						
4 Learning skills						
Comprehension						
5 Activity / Project						
6 Read Theory						

A. Maths	Term I	Term II
1 Concept		
2 Activity		
3 Tables		
4 Mental ability		
5 Written work		

B. Science	Term I	Term II
1 Concept		
2 Activity / Project		
3 Scientific skills		
4 Group discussion		

C. Social Science	Term I	Term II
1 Environment sensitivity		
2 Activity / Project		
3 Group discussion		
4 Written work		

D. Health & physical activities	Term I	Term II
1 Height (Cms)		
2 Weight (Kgs)		



Grades for **scholastic areas** are awarded on an 8 point scale as follows

Marks range	Grade
91 – 100	A1
81 – 90	A2
71 – 80	B1
61 – 70	B2
51 – 60	C1
41 – 50	C2
33 – 40	D
32 and below	E (Needs improvement)

Grades for **co-scholastic areas** are awarded on a 3 point scale as follows

Grade point	Grade
3.6 – 5.0	A (Outstanding)
2.1 – 3.5	B (Very good)
0 – 2.0	C (Fair)

Students must obtain the qualifying grade (minimum grade) in all subjects in **scholastic** and **co-scholastic** domains. Internal Assessment (20) + Annual Score (80) = 100%.

Internal Assessment marks distribution is as follows:

(1) **Pen Paper Test** (5 marks) – Quarterly / half yearly / pre-annual pattern may be followed (Best 2 marks out of 3 pen paper tests will be added and converted into 5 marks)
(2) **Multiple Assessment** (5 marks) – strategies to be used quizzes, oral tests, concept maps, exit cards, visual expression etc.
(3) **Portfolio** (5 marks) – Class work plus pen assessment, self-assessment, achievements of student in the subject, reflections, narrations, journals etc.
(4) **Subject enrichment** (5 marks) – Social Science Project Work, Practical work for science, lab work for Mathematics, map work & project work for Social Science and Listening and Speaking skills for languages etc.

Parent's signature

Term I	
Term II	

Report card sample of Grade III to VIII

Dharmambal Veerappan
Public School (CBSE)
220, Main Road, Ponnavarayankottai, Pattukkottai, Thanjavur,
Tamilnadu - 614602. Ph : +91 - 4373 237609

REPORT CARD

Class: Session: 20 - 20

STUDENT PROFILE

Student's name
Roll #
Admission #
Registration #
Date of Birth (DD/MM/YYYY)
Mother's name
Father's name
Residential address
Class teacher's name
Student's photo

Attendance	Term I	Term II
Attendance %		
Student's attendance		
Working days		

Student | Class Teacher | Principal | Parent

Scholastic Areas

Subjects	Term I: Pen Paper test (5)	Term I: Modular Assessment (5)	Term I: Portfolio (5) + Subject Enrichment (5)	Term I: Half Yearly Exam (80)	Term I: Marks obtained (100)	Term I: Grade	Term II: Pen Paper test (20)	Term II: Modular Assessment (5)	Term II: Portfolio (5) + Subject Enrichment (5)	Term II: Yearly Exam (80)	Term II: Marks obtained (100)	Term II: Grade
English												
Tamil												
Hindi												
Maths												
Science												
Social Science												
Comp. Sc.												
Optional Subject												

Percentage obtained | Result | Promoted to class

Co-scholastic Areas	Grade	
Description	Term I	Term II
Work education (or pre-vocational education) - Any skill based activities resulting in goods or services useful to the community		
Art education – Visual and preforming arts		
Health & Physical education – Sports / martial arts / yoga etc.		
Discipline – Attendance / sincerity / behaviour / values / kindness / respectfulness for rules and regulations / attitude towards society, nation and others etc.		

Class teacher's remarks:

Class Teacher | Principal

Grades for **scholastic areas** are awarded on an 8 point scale as follows

Marks range	Grade
91 – 100	A1
81 – 90	A2
71 – 80	B1
61 – 70	B2
51 – 60	C1
41 – 50	C2
33 – 40	D
32 and below	E (Needs improvement)

Grades for **co-scholastic areas** are awarded on a 3 point scale as follows

Marks range	Grade
3.6 – 5.0	A (Outstanding)
2.1 – 3.5	B (Very good)
1 – 2.0	C (Fair)

Students must obtain the qualifying grade (minimum grade) in all subjects in **scholastic** and **co-scholastic** domains. Internal Assessment (20) + Annual Score (80) = 100%

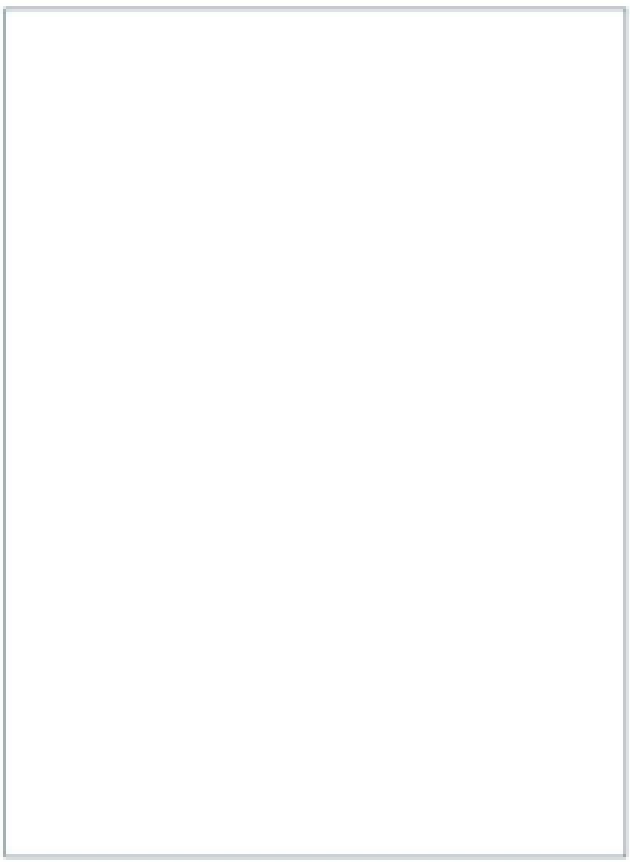
Internal Assessment marks distribution is as follows

(1) **Pen Paper Test** (5 marks) – Quarterly / half yearly / pre-annual pattern may be followed (Best 2 marks out of 3 pen paper tests will be added and converted into 5 marks)
(2) **Multiple Assessment** (5 marks) – strategies to be used quizzes, oral tests, concept maps, exit cards, visual expression etc.
(3) **Portfolio** (5 marks) – Class work plus peer assessment, self-assessment, achievements of student in the subject, reflections, narrations, journals etc.
(4) **Subject enrichment** (5 marks) – Social Science Project Work, Practical work for science, lab work for Mathematics, map work & project work for Social Science and Listening and Speaking skills for languages etc.

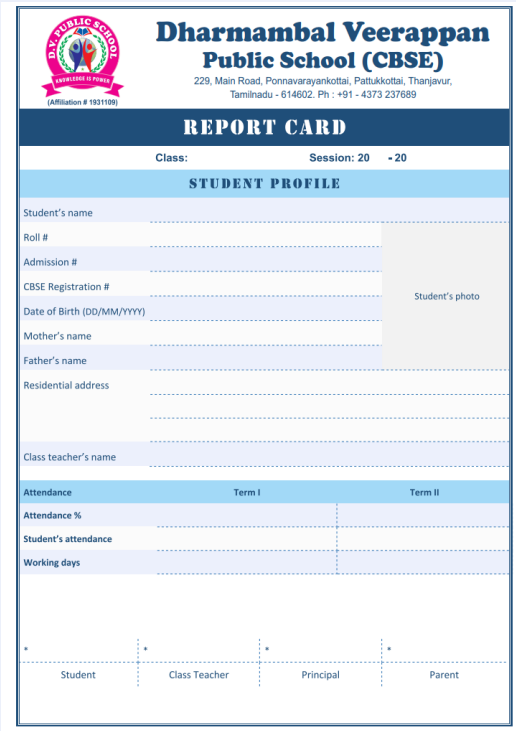
Term exam portion distribution is as follows

Written exam for 80 marks with syllabus covered till announcement of exam dates by the school

(1) Class 3 to 4: 10% of 1st term covering significant topics + entire syllabus of 2nd term
(2) Class 4 to 6: 20% of 1st term covering significant topics + entire syllabus of 2nd term
(3) Class 7 to 8: 30% of 1st term covering significant topics + entire syllabus of 2nd term



Report card sample of Grade IX & X



Dharmambal Veerappan Public School (CBSE)

229, Main Road, Ponnavarayankottai, Pattukkottai, Thanjavur, Tamilnadu - 614602. Ph : +91 - 4373 237689

(Affiliation # 1931109)

REPORT CARD

Class: Session: 20 - 20

STUDENT PROFILE

Student's name

Roll #

Admission #

CBSE Registration #

Date of Birth (DD/MM/YYYY)

Mother's name

Father's name

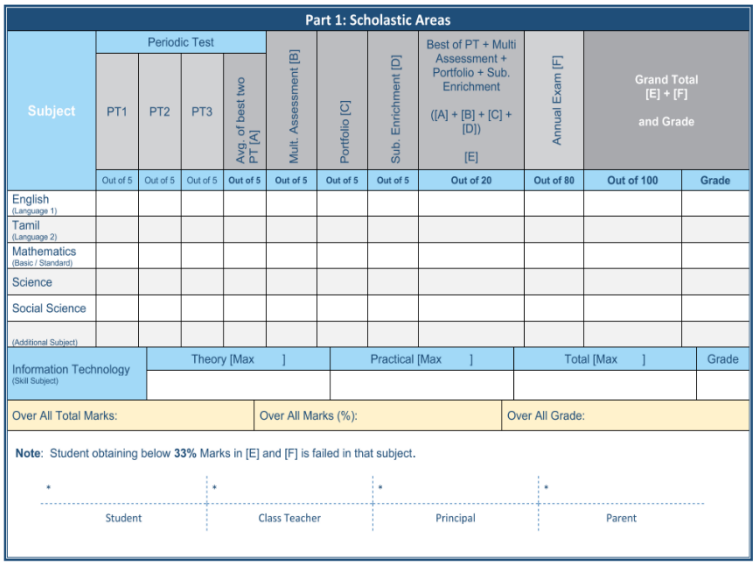
Residential address

Class teacher's name

Student's photo

Attendance	Term I	Term II
Attendance %		
Student's attendance		
Working days		

Student | Class Teacher | Principal | Parent



Part 1: Scholastic Areas

Subject	Periodic Test PT1	PT2	PT3	Avg. of best two PT [A]	Mult. Assessment [B]	Portfolio [C]	Sub. Enrichment [D]	Best of PT + Multi Assessment + Portfolio + Sub. Enrichment ([A] + [B] + [C] + [D]) [E]	Annual Exam [F]	Grand Total [E] + [F] and Grade	
	Out of 5	Out of 5	Out of 5	Out of 5	Out of 5	Out of 5	Out of 5	Out of 20	Out of 80	Out of 100	Grade
English (Language 1)											
Tamil (Language 2)											
Mathematics (Basic / Standard)											
Science											
Social Science											
(Additional Subject)											

Information Technology (Skill Subject)	Theory [Max]	Practical [Max]	Total [Max]	Grade

Over All Total Marks:	Over All Marks (%):	Over All Grade:

Note: Student obtaining below **33%** Marks in [E] and [F] is failed in that subject.

Student | Class Teacher | Principal | Parent

Part 2(A): Co-scholastic Activities (to be assessed on a 5 point scale)

Areas	Grade
Art Education	

Part 2(B): Health & Physical Education (to be assessed on a 5 point scale)

Activities	Grade
Games	
Health & Fitness	
SEWA	

Part 3: Discipline (to be assessed on a 5 point scale)

Areas	Grade
Discipline	

Class teacher's remarks:

GRADING SYSTEM

Grades for **scholastic areas** are awarded on an 8 point scale as follows

Marks range	Grade
91 – 100	A1
81 – 90	A2
71 – 80	B1
61 – 70	B2
51 – 60	C1
41 – 50	C2
33 – 40	D
32 and below	E (Failed)

Grades for **co-scholastic areas** are awarded on a 5 point scale as follows

Marks range	Grade
4.1 – 5.0	A
3.1 – 4.0	B
2.1 – 3.0	C
1.1 – 2.0	D
0 – 1.0	E

Students must obtain the qualifying grade (minimum grade) in all subjects in **scholastic** and **co-scholastic** domains. Internal Assessment (20) + Annual Score (80) = 100%

Internal Assessment marks distribution is as follows:

(1) **Pen Paper Test** (5 marks) **–** Quarterly / half yearly / pre-annual pattern may be followed (Best 2 marks out of 3 pen paper tests will be added and converted into 5 marks)

(2) **Multiple Assessment** (5 marks) **–** strategies to be used quizzes, oral tests, concept maps, exit cards, visual expression etc.

(3) **Portfolio** (5 marks) **–** Class work plus peer assessment, self-assessment, achievements of student in the subject, reflections, narrations, journals etc.

(4) **Subject enrichment** (5 marks) **–** Social Science Project Work, Practical work for science, lab work for Mathematics, map work & project work for Social Science and Listening and Speaking skills for languages etc.

Annexure 3

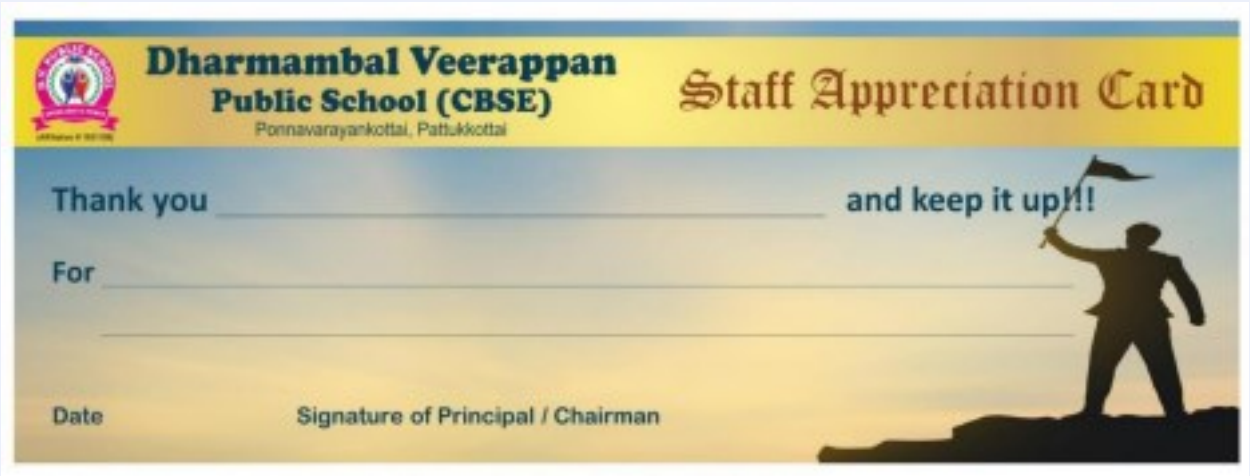
Sample of appreciation card Gold

Sample of appreciation card Silver

Sample of appreciation card Bronze

Annexure 4

Sample of Teacher/ Facilitator appreciation card.



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Annexure 5

Parent Feedback Form

PARENT - TEACHER MEETING FEEDBACK FORM

CLASS: _____ **DATE:** _____ **Contact#**_____

Name of the Parent:_____ **Name of the student:**_____

S#	Subject	Feedback
1	Tamil	
2	English	
3	Maths	
4	EVS/Science	
5	Hindi	
6	Computer Science	
7	Social Science	
8	Common issues/Suggestion	

Signature of the Parent