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**Mr. MOHAMMAD AMIN BHAT**

**CHAIRMAN**

**MINTO CIRCLE SENIOR SECONDARYSCHOOL SRINAGAR J&K**

**E-Mail:**

[**info@mintocircleschool.com**](mailto:info@mintocircleschool.com)

**Phone: 0194-2313530**

**BRIEF PROFILE OF MINTO CIRCLE SCHOOL**

|  |  |
| --- | --- |
| **FOUNDATION YEAR** | **1975-1976** |
| **COMMENCEMENT OF CLASSES** | **1976** |
| **INAUGRATED BY** | **Chairman** |
| **FOUNDER PRINCIPAL** | **Mr. Mohammad Amin Bhat** |
| **STUDENTS STRENGTH** | **936\*** |
| **CLASSES FROM** | **Crèche TO 12TH** |
| **STREAMS AVAILABLE** | **SCIENCE,**  **Humanities**  **COMMERCE** |
| **AREA COVERED** | **20 KANALS** |
| **BUILDING STATUS** | **PERMANENT** |

**CBSE TOPPERS LIST - CLASS X**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No** | **Name of Candidate** | **Position** | **Percentage** |
|  | **Year 2016** |  |  |
| 01 | Faizan Yousuf | **477** | **95.4** |
| 02 | Aneek iftikhar | **467** | **93.4** |
| 03 | Gamiz Nazeer | **461** | **92.2** |
|  |  |  |  |
|  | **Year 2017** |  |  |
| 01 | Farmaan Hameed | **491** | **98.2** |
| 02 | Mir Sadat | **485** | **97** |
| 03 | Hafsa | **482** | **96.4** |
| 04 | Arbeen Jaan | **482** | **96.4** |
| 05 | Anas Ahmad Khan | **480** | **96** |
| 06 | Madina | **475** | **95** |
| 07 | Farkanda Shameem | **474** | **94.8** |
|  |  |  |  |
|  | **Year 2018** |  |  |
| 01 | Mehroosh Mukhtiyar | **465** | **93** |
| 02 | Hazik Shabir | **444** | **88.8** |
| 03 | Ishrat Muzafar | **443** | **88.6** |
|  |  |  |  |
|  | **Year 2019** |  |  |
| 01 | Mehreen Yaqoob | **469** | **93.8** |
| 02 | Maliha qayoom | **452** | **90.4** |
| 03 | Sneha manna | **446** | **89** |
|  |  |  |  |
|  | **Year 2020** |  |  |
| 01 | Muzanyin Ameen | **424** | **84.4** |
| 02 | Mujizah Imtiyaz | **396** | **79.2** |
| 03 | Saaiff Nazeer Bhat | **388** | **77.6** |
|  |  |  |  |
|  | **Year 2021** |  |  |
| 01 | Shadaab Fayaz | **459** | **91.8** |
| 02 | Sidrah Farooq | **457** | **91.4** |
| 03 | Aysha Ibrahim | **438** | **87.6** |
|  |  |  |  |
|  | **Year 2022** |  |  |
| 01 | Afnan Jan | **479** | **95.8** |
| 02 | Harleen Kour | **475** | **95** |
| 03 | Ayeshia Inayat | **474** | **94.8** |
|  |  |  |  |

**CBSE TOPPERS LIST - CLASS XII**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No** | **Name of Candidate** | **Position** | **Percentage** |
|  | **Year 2020** |  |  |
| 01 | MIsbah Rifat | **459** | **91.8** |
| 02 | Mehwish Mukhtar | **434** | **86.8** |
| 03 | Tabish Altaf | **368** | **73.6** |
|  |  |  |  |
|  | **Year 2021** |  |  |
| 01 | Maliha Qayoom | **430** | **86** |
| 02 | Yawar Shafi | **417** | **83.4** |
| 03 | Shahnawaz shameem | **410** | **82** |
|  |  |  |  |
|  | **Year 2022** |  |  |
| 01 | Zubair shah | **456** | **91.2** |
| 02 | Mir Zanaib Mudasir | **432** | **86.4** |
| 03 | Sehar Hakak | **380** | **76** |
|  |  |  |  |
|  |  |  |  |

**STAFF MEMBERS**

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Name of the Staff Member** | **Qualification** | **Designation** |
| 01 | Mr. Zahoor Ahmad Bhat | MSC/B.Ed | Principal |
| 02 | Ms. Sameena | Bsc B.Ed | CBSE Principal |
| 03 | Ms. Rafia Amin | B.A B.Ed | Supervisor |
| 04 | Ms. Sozy Snober | B.A | Supervisor |
| 05 | Mr. Musadiq | MSc | PGT |
| 06 | Mr. Syed Muneeb | MA /B.ED | PGT |
| 07 | Mr. Touseef Ah | MA, Msc B.Ed | PGT |
| 08 | Mr. Muzafar Nazir | Msc/ B.Ed | PGT |
| 09 | Mr. Umar Niyaz | M.Sc / B.Ed | PGT |
| 10 | Mr. Abdul Shakoor | M.com/B.Ed | PGT |
| 11 | Mr. Khalid Amin | MCA/ ASP NET | PGT |
| 12 | Mr. Javaid Bilal | MA.( Eng) | PGT |
| 13 | Ms. Beenish | MSc/ B.Ed | PGT |
| 14 | Mr. Ayoub | MA( Urdu) | PGT |
| 15 | Ms. Burhana | MA / B.Ed | TGT |
| 16 | Ms. Nafeesa | MA/ B.Ed | TGT |
| 17 | Ms. Tasmeena | MA/ B.Ed | TGT |
| 18 | Ms. Rafia Majeed | MCA | TGT |
| 19 | Ms. Nazia Akhter | MA | TGT |
| 20 | Ms. Yasmeena | MA/ B.Ed | TGT |
| 21 | Ms. Jitender Kour | BA | TGT |
| 22 | Ms. Salma Khursheed | BA/B.Ed | PRT |
| 23 | Ms. Zarka | MA/B.Ed | PRT |
| 24 | Ms. Sakina | PG/M.ED | TGT |
| 25 | Ms. Aabida | BBA | PRT |
| 26 | Ms. Nasreen | B.COM /**B.ED** | PRT |
| 27 | Ms. Insha Gulzar | MA/ B.Ed | PRT |
| **28** | Ms. Gazala | BA/ B.Ed | PRT |
| 29 | Ms. Anjum | BSC/ B.Ed | PRT |
| 30 | Ms. Zilhuma | MA/ B.Ed | PRT |
| 31 | Ms. Rifat Aara | MA/ B.Ed | PRT |
| 32 | Ms. Shagufta | BA/ B.Ed | PRT |
| 33 | Ms. Kherul- Nisa | MA/ B.Ed | PRT |
| 34 | Ms. Ulfat | B.com/ B.Ed | PRT |
| 35 | Mr. Rafid | BSC/ B.Ed | TGT |
| 36 | Ms. Fozia Kanji | BSC/ B.Ed | TGT |
| 37 | Mr. Irfan Ah (PET) | M.ped/B.ped |  |
| 38 | Mr. AAfaq Rahim | MPE/ B.Ped |  |
| 39 | Mr. G.M.Mir | MA/B.ED | PGT |
| 40 | Ms. Shazia Manzoor | Judo Brown belt |  |
| 41 | Mr. Mudasir Ah Lone | B.Com | Accountant |
| 42 | Ms. Ruqsana Irfan | BA | Clerk |
| 43 | Mr. Fayaz Ahmad | B.Sc | C.O |
| 44 | Mr. Nisar Ahmad | 10+2 | Medical Assistant |
| 45 | Ms. Arisa Abbas | BA | Supervisor (sweeper) |
| 46 | Mr. Javaid Khan | MA/ B.Ed | TGT |
| 47 | Mr. Mehraj ud din |  | Supervisor (Helpers) |
| 48 | Mr. Farooq Ahmad | 6th | Helper |
| 49 | Mr. Bilal Ahmad | 9th | Helper |
| 50 | Mr. Nisar Ahmad | 9th | Helper |
| 51 | Mr. Irfan Ahmad | 9th | Helper |
| 52 | Mr. Altaf | 8th | Helper |
| 53 | Mr. Umer | 6th | Helper |
| 54 | Mr. Bilal ahmad ( Jr) | 6th | Helper |
| 55 | Mr. Ajaz | 9th | Helper |
| 56 | Mr. Tariq Ahmad |  | Gardner |
| 57 | Mr. Mohd Yaqoob |  | Helper |
| 58 | Mr. Mohd altaf |  | Helper |
| 59 | Ms. Rafiqa |  | Helper |
| 60 | Ms. Saja |  | Sweeper |
| 61 | Ms. Mumtaza |  | Sweeper |
| 62 | Ms. Bilquees |  | Sweeper |
| 63 | Ms. Shakeela |  | Sweeper |
| 64 | Ms. Fiza |  | Sweeper |
| 65 | Ms. Farooqa |  | Sweeper |
| 66 | Ms. Sara |  | Sweeper |
|  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CLASS TEACHER (SESSION: 2025-2026)**   |  |  |  | | --- | --- | --- | | **S.No** | **Class** | **Class Teacher** | | 1 | 12th Medical / Non Medical/ Humanities | Mr. Khalid | | 2 | 12th Commerce . | Mr. Abdul Shakoor | | 3 | 11th Medical / Non Medical/ Humanities | Mr. Syed Muneeb | | 4 | 10th | Mr. Javaid Bilal | | 5 | 10th | Mr. G.M.Mir | | 6 | 9th | Mr. Ayoub | | 7 | 9th | Mr. Muzafar | | 8 | 8th | Mr. Aadil Bashir | | 9 | 8th | Mr. Javaid Khan | | 10 | 8th | Ms. Nafeesa | | 11 |  |  | | 12 | 7th | Ms. Nazia | | 13 | 7th | Ms. Rafia | | 14 | 6th | Ms. Tasmeena | | 15 | 6th | Mr. Rafid | | 16 | 5th | Ms. Fozia | | 17 | 5th | Ms. Sakina | | 18 | 4th | Ms. Iqra | | 19 | 4th | Ms. Ulfat | | 20 | 3rd | Ms.Burhana | | 21 | 3rd | Ms. AAbida | | 22 | 2nd | Ms. Anjum | | 23 | 2nd | Ms. Zilhuma | | 24 | 1st | Ms. Insha Gulzar | | 25 | 1st | Ms. Gazala Bhat | | 26 | UKg | Ms. Nasreen | | 27 | UKg | Ms. Karun- nisa | | 28 | **KG** | **Ms. Salma** | | 29 | **KG** | Ms. Toiba | | 30 | **Nursery** | Ms. Shafaq | |  |  |  | |

**House System in Minto Circle Senior Secondary School**

**House System;**

The effective management of a school depends upon the quality of functioning of the House System. A house consists of group of children effectively led by responsible teacher (House Master) who acts as a parent, guide, philosopher and a friend for every member of the House.

**Objectives of the House System;**

The objectives of the House System in school is given here as under;

* Create situation which fulfil the social and emotional needs of the children.
* Inculcate the sense of responsibility to take his/her tasks in life earnestly and discharge them well.
* Develop child’s personality and integrity.
* Develop the spirit of healthy competition among the children.
* Inculcate the qualities of self-dignity, self-confidence and respect for the views and opinion of others as well as discretion to take own decisions on issues and problems at hand.
* Develop a sense of belongingness among the pupil and to create sense and desire to live in harmony.
* Develop a degree of sensitivity for others feelings and needs.

**Formation of Houses;**

Three tier House System shall function in Minto Circle School;

* Sub Junior House (Class III-V)
* Junior House (Class VI- VIII)
* Senior Houses (Classes IX-XII)

There stands 4 houses for sub junior students, 4 houses for Junior Students and 4 houses for Senior Students. The name of the houses is as under;

* Red
* Blue
* Green
* Yellow

Students from the sub juniors to seniors are grouped with these four houses and for effective management of the houses, the activities schedule for the competition will be followed by each house to strength their competitive spirit.

**Allotment of House:**

Each child must be allotted a house in the beginning or at the time of admission and it should not be changed till they pass out class XII. Once a child joins a house, he/she should continue till he/she completes Class XII.

**House Appointments and Duties;** Each House junior and Senior should have following appointments, which should be awarded to children on account of their good performance in every activity of the school;

* **House Captain 1**
* **House Vice Captain1**
* **Prefects 2**

The above refereed appointments should be made from senior most classes.

**Duties and Responsibilities of School Captain, House Captain and Prefects are suggested as below:**

**School Captain:**

* Maintain good personal conduct and behaviour in the school.
* Maintain full control and good discipline during school level activities with the help of house captain’s and prefects.
* Ensure proper discipline in morning assembly, and at the other places where all the children assemble for any activity.
* Carries out all the responsibilities assigned by the principal/ Administrator.

**House Captain:**

* Ensures that the house maintains punctuality in all specified activities as per daily routine.
* Supervise, preparation, self-study of his house mates.
* Supervise arrangement at the time of lunch within the institution.
* Controls his/her house during the conduct of all inter house activities.
* Ensure that maximum number of children take part in various co-curricular activities, sports/games, and other activities planned in the school.
* Assists House Master in seeking best talent of the house for participation in inter house competition.
* Maintains good personal conduct and ensures proper discipline in House activities.
* Arrange to help weekly House Meetings, for the development of house activities and active participation of his house inmates.
* Remain in touch with House Mates and report to House Master in case observes any unusual behaviour of any students.
* Helps the House mates in organising all the inter house activities and work as a true ambassador of his house.

**Role and Responsibilities of House Master and Associate House Master.**

For any school system, the real pillars of the system are House Masters. They provide leadership and develop confidence level of the students. By way of involving the students in different set of CCA and identifies the area of the interest of all his/her house inmates.

Therefore, the role of the House Master/Mistress is of vital role in organising all the house wise activities and other assignments tasks for inter house competitions.

**Duties and Responsibilities of House Master:**

* A House Master/Mistress will exercise a benevolent fatherly/motherly influence on the students.
* He /she must create such confidence in his/her students, they confide in his/her in all matters.
* He/she should be very affectionate and polite with children.
* He /she must ensure and educate all the students in respect of their moral values, correct behaviour, self-discipline, turnout and punctuality.
* To inculcate a sense of pride, belongingness and a healthy house spirits among the students of his/her house.
* Assigning responsibilities to all the students on rotation so as to enable them to develop organisational ability, self-confidence and qualities of leadership.
* To conduct meetings of the house as and when necessary but at least once in a week, preferably on Saturdays.
* To keep eye on the academic performance of the underachievers of his/her house.
* Coordinate with subject teachers to look after the pupil’s academic performance of his/her house.
* To provide help in reading, writing, homework, and projects accrued out by the students with the active support of Associate House Master or house tutorial.
* Interact and inform the parents about academic performance of a child.
* Counsel and guide the students regarding the performance in academic and co-curricular activities.
* To ensure that the child attends the classes regularly.
* To ensure that his/her house attends the library regularly in order to promote the reading habits/skills.
* To keep watch/monitor the performance of the Board classes in academics throughout the year and remain in touch with the principal for the further improvement in all subjects.
* Train the inmates well to help them to participate effectively in all activities.
* To ensure participation of every child of his/her house in every competition, co-curricular/games/sports activities organised in the school.
* To select, guide and train the students in inter house competitions with the active help of associate House master and tutor.

**Records to be maintained by each House Master.**

* **House meeting register:** It shall be utilized for writing the minutes of the house meetings, discussions, whatever is taken in the house meeting should be registered in this register. The resolutions taken, the progress, shortcomings must be discussed and strategies must be made for activity better results in house meetings.
* **Activities/achievements register:** This register records all the achievements of the house inmates in various activities like CCA, Games and sports etc.
* **Record of students behaviour:** As remodeled assessment a record of students behaviour may be maintained etc.

**STUDENTS COUNCIL**

**School Captain : Boys: (XII Sci.)**

**: Girls: (XII Sci.)**

**House System**

|  |  |  |
| --- | --- | --- |
| **House** | **House Master** | **Associates House Master** |
| **Red House** | **Ms. Ulfat** | Ms. Iqra,  Mr. Muneeb,  Ms. Zarka  Mr. Ayoub,  Mr. Rafid  Ms. Nafeesa  Ms. AAbida |
| **Yellow House** | **Ms. Rifat Aara** | Mr.Abdul Shakoor,  Molvi Ikram,  Ms. Gazala  Mr. G.M mir ,  Mr. Sakina  Ms. Burhana |
| **Green House** | Mr. Muzafar Nazir | **Mr. Javaid Khan**  Mr. Javaid Bilal,  Ms. Rafia ,  Ms. Nazia ,  Ms. Beenish ,  Ms. Tasmeena, |
| **Blue House** | **Ms. Fozia Kanji** | Mr. Umar ,  Ms. Adil Bashir  Ms. Insha ,  Ms. Anjum  Ms. Jyoti |

**Vision Document for L.P.D Students prepared by Mr. Altaf Hussain.**

**Activities**

**For age 3-4**

* **Cognitive :-**
* Hiding and finding objects
* Rhyme stories
* Sing alongs
* Letters and no. Game
* Simple routines and procedures .
* Sorting size, shapes and colours
* Matching games and puzzles
* Arts and crafts.
* Counting objects.
* **Gross motor skills**
* Target practise
* Laundry basket push game
* Hop games
* Working on a balance
* Squatting and bending to pick objects.
* **Fine motor skills**
* Practise pencil grasp / tweezers and tongs
* Safe scissors
* Squeezing
* “Put in” activities
* Opening and closing containers
* Building with hocks
* Object line tracing
* Hole tracing around shapes

What will help brain grow

Guess the sound ( Hearing serves)

Guess the smell ( develops olfactory sense)

Around the world ( introduce them to things)

Dancing ( eye and hand coordination )

**For age 4-5**

* **Cognitive development :-**
* Ask Questions
* Visit different place
* Offer choices
* Play with everyday items
* Role plays
* Board games
* Items categorization
* Singalongs
* **Gross motor skills**
* Obstacle courses
* Dancing ( following steps)
* Riding ( tricycle / Pedal cars)
* Trampoline
* Play ground plays
* Jump and transfer
* Bowling
* buffle game
* sorting
* **Fine motor skills**
* Pasting
* Stringing paste
* Rice race
* Water plays
* Gardening
* Play dough
* Wearing
* Decorating ( with dough / sparkles)
* Sorting
* **How can we help**
* Comfort them
* Play with them and teach them
* **Memory build up game**
* Number string
* What’s missing
* Concentration check
* What’s on the tray
* Mumory train

**For age 5-6**

* **Cognitive development :-**
* Playing board games together
* Tell jokes
* Riddles
* Sing songs
* Encourage working independently
* Plan together
* List witching ( shopping, party etc.
* Spy games
* Imaginary traveller games
* **Gross motor skills**
* Flit the targets
* Jump the brook
* Paper skates
* Soccer
* Tag
* Catch using single hand
* One leg hop
* Tip toe walking
* Catching a bouncing ball
* Climb jungle gym.
* **Fine motor skills**
* Colouring
* Tracing
* Cooking
* Colouring within line
* And simple shape
* Copying shapes
* Opening zip locks
* Using knife forks for soft food
* Drawing basic pictures

**Memory builders**

* Draw words on back
* Coin game
* Sound chain games
* Memory experiment
* Spot the difference
* Flash cards
* Simon say and story telling
* **Emotional building**
* Talking helps
* Validate
* Make a plan
* Be patient
* **What can we offer**
* Recognising worries
* Don’t overact
* Spot signs
* Take it on by one
* Story telling
* Read books about for use a paper if talking doesnot help.
* Playing hide and seek
* Make a ranking
* Admit you are afraid.
* **What shall we avoid**
* Teasing or forcing
* Jocking and mocking
* Attacking
* **Emotional :-** Talking

**Let’s eliminate phobia**

Starting with a basic activity to wipe off

insectophobia :- using Earthworms

**VARIOUS COMMITTEES FOR THE YEAR 2025-26**

**Aims & Objectives**

* To fulfill the objectives of Minto circle school.
* To work for the smooth and effective functioning of the Minto circle school.
* Improving the academic results, qualitatively & quantitatively.
* Improving the learning & teaching process.
* Preparing the students for competitive exams in the field of engineering, medical, humanities and defense.
* All round development of the students through CCA.
* Exploring & developing the creative abilities among students.
* Inculcating values for the development of personality among students.
* Developing self discipline among the students.
* Developing the spirit of the sportsmanship.
* Optimum utilization of existing resources for the beautification of the school campus.
* To develop warm and cordial relationship among Staff and Principal.
* Developing the Minto circle school as a pace setting institute.
* To create friendly and healthy atmosphere in the Minto circle school

**Academic Council**

|  |  |  |
| --- | --- | --- |
| **S.No** | **Name of the Members** | **Members** |
| **1** | **Mr. Altaf Hussain Bhat** | **Convener** |
| **2** | **Mr. Zahoor Ahmad Bhat** | **Member Secretary** |
| 3 | Ms. Rafia Amin (**I/C SUPR.) Nursery to 2nd** |  |
| 4 | Ms. Sameena Khan (**I/C SUPR.) 3rd to 5th** |  |
| 5 | Ms. Sozy Snober (**I/C SUPR.) 6th to 8th** |  |
| 6 | Mr…………………….(**I/C SUPR.) 9th to 12th** |  |

**Aims & Objectives**

* To improve the academic standard from Class NURSERY to XII.
* To improve the quality of teaching and learning process through innovative practices and audio-visual aids
* Completion of the syllabus as per the prescribed split up of syllabus.
* Correction of assignments, notebooks regularly and meticulously.
* Submission of competency based lesson plan.
* Arrangements of faculty enrichment program.
* Implementation of remedial and extra coaching for needy students.

**FUNCTIONS**

* Preparation of annual teaching plan for the academic year.
* Guiding the subject teachers to prepare and teach as per split-up.
* Monitoring the correction work.
* Monitoring the completion of syllabus of all classes as per division of syllabus.
* Proper guidance to the students.

**Time Table Committee**

|  |  |  |
| --- | --- | --- |
| ***S.No*** | ***Name of the Members*** | ***Membership*** |
| ***1*** | **Mr. Altaf Hussain Bhat** | **Convener** |
| ***2*** | **Mr. Zahoor Ahmad Bhat** | **Member Secretary** |
| 3 | Ms. Rafia Amin (**I/C SUPR.) Nursery to 2nd** | Member |
| 4 | Ms. Sameena Khan (**I/C SUPR.) 3rd to 5th** | Member |
| 5 | Ms. Sozy snober (**I/C SUPR.) 6th to 8th** | Member |
| 6 | Mr/ Ms…………………. (**I/C SUPR.) 9th to 12th** | Member |
| 7 | Ms. Nazia | Member |
| 8 | Ms. Javaid Bilal | Member |
|  |  |  |
|  |  |  |

**Aims and Objectives**

* Plan for entire academic activities.
* Utilization of maximum time for academic growth of the students.
* Improving the teaching learning process.

**Functions**

* Preparation of Time Table by 28th February for the better start of the new academic .
* Preparation of special time table for the personality development project of the students which includes Yoga, Value Education, Shramdan,
* English Speaking Classes, P.T. Periods etc.

**Examination Committee (Non - Board)**

|  |  |  |
| --- | --- | --- |
| ***S.No*** | ***Name of the Members*** | ***Membership*** |
| ***1*** | **Mr. Altaf Hussain Bhat** | **Convener** |
| 2 | **Mr. Zahoor Ahmad Bhat** | **Member Secretary** |
| 3 | **Mr. Muzafar** | Incharge |
| 4 | **Mr. Fayaz Ahmad** | Member |
| 5 | **Ms. Anjum** | Member |

**Aims and Objectives**

* To be part and parcel of evaluation academic performance of the students.
* Continuous feed back to the students for their academic growth.
* To achieve academic excellence.

**Functions**

* Preparation of tentative time table of examination which includes unit tests, half yearly, assignments, projects, annual examination etc. for the year ……… Implementation of continuous comprehensive evaluation.
* Maintenance & monitoring the examination record of individual students.
* Detection of slow & bright learners for individual and special attention.
* Displaying the names of rank holders of each class on the Roll of Honors,
* Communication of the result of the students to their parents.

**CO-CURRICULAR ACTIVITIES COMMITTEE**

|  |  |  |
| --- | --- | --- |
| **S.NO** | **NAME OF MEMBERS** | **MEMBERSHIP** |
| **1** | **Mr. Altaf Hussain Bhat** | **Convener** |
| 2 | **Mr. Zahoor Ahmad Bhat** | **Member Secretary** |
| 3 | Mr. Javaid Bilal | Incharge |
| 4 | Mr. Ayoub | Member |
| 5 | Ms. Jyoti | Member |

**Aims & Objective**

* Overall personality development of the students.
* To develop leadership quality among the students.
* To develop the spirit of competition among the students.
* To achieve cultural, moral, ethical development of the children. **Functions**
* Conduction Inter House Competitions as per annual calendar.
* Celebrating the important National, International Days and Weeks.
* Maintaining the Wall Magazine.
* Publication of School Magazine
* Maintenance of CCA records.
* Celebration of Annual Day.

**Parents-Teacher Council - PTC COMMITTEE**

|  |  |  |
| --- | --- | --- |
| **S.NO** | **NAME OF MEMBERS** | **Membership** |
| **1** | **Mr. Altaf Hussain Bhat** | **Convener** |
| 2 | **Mr. Zahoor Ahmad Bhat** | **Member Secretary** |
| 3 | Ms. Rafia Amin (**I/C SUPR.) Nursery to 2nd** | Members |
| 4 | Ms. Sameena Khan (**I/C SUPR.) 3rd to 5th** | Member |
| 5 | Ms. Sozy snober (**I/C SUPR.) 6th to 8th** | Member |
| 6 | Mr/Ms…………….. (**I/C SUPR.) 9th to 12th** | Member |
|  |  |  |

**Aims and Objectives**

* Co-ordination between parents and teachers for smooth functioning of the School
* To get help from the local community for the development of the School
* To solve the problems of the students through parent teacher interaction.

**Functions**

* Election of parent representative for PTC.
* Conduct of PTC meeting as per the requirement of the school .
* Analysis of performance of students.
* To make arrangements for the visitors i.e. parents.
* To discuss with parents about their ward and actively involve parents in the growth and development of the students.

**DISCIPLINE COMMITTEE**

|  |  |  |
| --- | --- | --- |
| **S.NO** | **NAME OF MEMBERS** | **MBERSHIP** |
| **1** | **Mr. Altaf Hussain Bhat** | **Convener** |
| 2 | **Mr. Zahoor Ahmad Bhat** | **Member Secretary** |
| 3 | **Ms. Sozy snober** | Incharge |
| 4 | **Ms. Ulfat** | Member |
| 5 | **Mr. Khalid Amin** | Member |
| 6 | **Mr. Javaid Khan** | Member |
| 7 | **Ms. Fozia Kanji** | Member |

**Aims & Objectives**

* To work for smooth functioning of School.
* To develop self discipline among the students.
* To maintain discipline in the School.

**Functions**

* Framing and implementation of the rules of the School,
* Monitoring the discipline of the students.
* Formation of student discipline committee.
* To conduct the meeting of discipline committee.
* To decide and take decision against cases of indiscipline.

**SAFETY AND SECURITY COMMITTEE**

|  |  |  |
| --- | --- | --- |
| **S.NO** | **NAME OF MEMBERS** | **MEMBERSHIP** |
| **1** | **Mr. Altaf Hussain Bhat** | **Convener** |
| 2 | **Mr. Zahoor Ahmad Bhat** | **Member Secretary** |
| 3 | Ms. Sozy Snober | Incharge |
| 4 | Ms. Rafia Amin | Member |
| 5 | Ms. Sameena Khan | Member |
| 6 | Ms. Ulfat | Member |
| 7 | Mr. Khalid Amin | Member |
| 8 | Mr. Javaid Khan | Member |
|  | Ms. Fozia Kanji | Member |

**Aims and Objectives**

* To ensure the safety and security of the students.
* To make the School atmosphere free from fear and anxiety.

**Functions**

* Exploring the different areas where safety and security is required.
* Taking the precautionary measures for the safety and security of the students.
* Proper light arrangements in the campus.
* Duty of watchman at main gate of the School.
* Formation of the groups of students to work for the safety and security of junior students.
* Taking the roll call of the students at regular intervals.

**SPORTS AND GAMES COMMITTEE**

|  |  |  |
| --- | --- | --- |
| **S.NO** | **NAME OF MEMBERS** | **MEMBERSHIP** |
| **1** | **Mr. Altaf Hussain Bhat** | **Convener** |
| 2 | **Mr. Zahoor Ahmad Bhat** | **Member Secretary** |
| 3 | Mr. Aafaq Rahim | Inchage |
| 4 | Mr. Irfan Ahmad Sheikh | Member |
| 5 | Ms. Shazia Manzoor | Member |

**Aims & Objectives**

* To develop the spirit of sportsmanship.
* To train the students for different sports competitions.
* To enable the students to enjoy and appreciate the game & sports.
* Finalization of teams for cluster level participation and thee after training them.

**Functions**

* To conduct Inter House Matches.
* Inviting local students for various sports competition.
* Organization of Annual Athletic Meet in the month of September.
* Finalization of teams for Cluster Level participation and thee after training them.

**GUIDANCE AND COUNSELING COMMITTEE**

|  |  |  |
| --- | --- | --- |
| **S.NO** | **NAME OF MEMBERS** | **MEMBERSHIP** |
| 1 | **Mr. Altaf Hussain Bhat** | **Convener** |
| 2 | **Mr. Zahoor Ahmad Bhat** | **Member Secretary** |
| 3 | Ms. Rafia Amin (**I/C SUPR.) Nursery to 2nd** | Member |
| 4 | Ms. Sameena Khan (**I/C SUPR.) 3rd to 5th** | Member |
| 5 | Ms. Sozy snober (**I/C SUPR.) 6th to 8th** | Member |
| 6 | Mr. /Ms………………. (**I/C SUPR.) 9th to 12th** | Member |

**Aims & Objectives**

* To motivate and create interest about the various services.
* Guidance and counseling to the students in various fields.
* To counsel the students for better adjustments.
* To maintain the psychological and mental health of the students.

**Functions**

* To provide homely atmosphere to the students.
* To motivate the students for various activities.
* Guidance to the students about various services.
* Counseling the students for psychological and social needs.

**SUBJECT COMMITTEE**

|  |  |  |
| --- | --- | --- |
| **S.No** |  | **Members** |
| **1** | **Mr. Altaf Hussain Bhat** | **Convener** |
| 2 | **Mr. Zahoor Ahmad Bhat** | **Member Secretary** |
| 3- Science Committee | Mr. Musadiq Bhat  (PGT-chemistry ) | 1. Ms. Beenish (PGT-Bio.) 2. Mr. Muzafar (PGT-Phy.) |
| 4- Math Committee | Mr. Umar Niyaz (PGT-Math) | 1- Mr. Javaid Khan (TGT-Math) 2- Mr. Rafid Ah (TGT-Math)  3. Ms. Fozia -TGT-Math) |
| 5- Social Science Committee | Mr. G.M (PGT-History) | 1. Mr. Muneeb (PGT-Eco.) 2. Mr. Tauseef (TGT-SSt.) |
| 6- Commerce Committee | Mr.Abdul Shakoor  (PGT-Com.) |  |
| 7- Hindi Language Committee | Ms. Jyoti . (PGT-Hindi) |  |
| 8-English Language Comm | Mr. Javaid Bilal (PGT-English) | 1- Ms. Nafeesa (TGT-English)  2.Ms. Sakina (TGT-English)  Ms. Zarka |
| 9- Urdu Language Committee | Mr. Mohd Ayoub (PGT-Urdu) | 1.Ms. Ulfat (TGT-Urdu)  2.Ms. Tasmeena (TGT-Urdu)  3. Ms. Aabida |

**Aims & Objectives**

* To discuss and organize all the subjects suitably in respect of the content, sufficiency of material, the teaching learning methodology etc.
* To deliver the best content to the students in all classes and in each subject.
* To frame strategies to touch the benchmark in each subject as decided by the School.

**Functions**

* **To conduct Fortnight meeting** to analyze and discuss various issues related to teaching, performance and improvement in the subjects.
* To improve the performance of the students.
* To incorporate new ways and means for the enrichment of the subject.
* To promote the subject among students especially by using TAL or internet.
* **Fun fare COMMITTEE**

|  |  |  |
| --- | --- | --- |
| **S.NO** | **NAME OF MEMBERS** | **MEMBERSHIP** |
| **1** | **Mr. Altaf Hussain Bhat** | **Convener** |
| 2 | **Mr. Zahoor Ahmad Bhat** | **Member Secretary** |
| 3 | Mr. Musadiq | Incharge |
| 4 | Mr. Irfan | Member |
| 5 | Ms. Shazia | Member |
| 6 | Ms. Ruqsana | Member |
| 7 | Mr. Mudasir Ahmad | Member |
| 8 | Mr. Fayaz Ahmad | Bursar |

**Aims & Objectives**

* To motivate and create interest in marketing , generating revenue etc .
* Active participation of students for installing various stalls .
* To develop the spirit of house competition in various sales outlets .
  + To make them understand the study of consumer behavour with respect to selling and buying .

**Functions**

* To provide Sense of retail / wholesale trading .
* To make them understand the consumer dynamics while, selling the items .

**Youth parliament COMMITTEE**

|  |  |  |
| --- | --- | --- |
| **S.NO** | **NAME OF MEMBERS** | **MEMBERSHIP** |
| **1** | **Mr. Altaf Hussain Bhat** | **Convener** |
| 2 | **Mr. Zahoor Ahmad Bhat** | **Member Secretary** |
| 3 | Mr. G.M | INCHARGE |
| 4 | Mr. Muneeb | Member |
| 5 | Ms. Nazia | Member |
| 6 | Mr. Tawseef Ahmad | Member |
| 7 | Ms. Nafeesa | Member |
|  |  |  |
|  |  |  |

**Aims and Objectives**

With a view to strengthen the roots of democracy , inculcate healthy habits of discipline , tolerance of the view of others and to enable the student community to know about the working of parliament ministry of parliamentary affairs in consultation with School introduced the scheme of National Youth parliament compentation in school. Youth parliament has a special importance in developing an insight in the young students . Thus the purpose of having youth Parliament in school.

1. To make student understand the parliamentary procedure.

2. To develop in students an insight into the working of parliament .

3. To make students consider public issues and from their opinion on them.

4. To train student in the technique of group discussions.

5. To develop in them respect and tolerance for the views of other , respect for rules and to train them in group behavior.

6. To make students aware of various problems being faced by our society and the country.

7. To develop in students the qualifiers of leaderships.

8. To make students understand the common man’s point of view and express it in an articulated manners.

**Design thinking project**

The 21st century has been challenging itself in facing the new world order. The west has been always in creating the knowledge and while in east knowledge is mostly borrowed from the west, so age old problems still exist in society without any solid solution.

The concept of design thinking focuses on the learner to cooperate and collaborate in the study in environment and encouraged to explore, experiments and solve real world problems through playful and joyful experiences.

It is problem defining and solving, it stands over observing, understanding, ideating, and building and reflect to enable creative problem solving in and iterative manner.

The process stimulates imaginations, creativity, exploration and communication along with analysis, synthesing.

The CBSE has impressed upon, that all the schools under jurisdiction must ensure, to involve the students in design thinking, as such identify the problems and address them within the parameters of design thinking comprising of the following components to address the issues related for the problems prevailing within the system and society.

1. Empathize (Give special reference)
2. Define (to be defined)
3. Ideate (consisting of ideas or thoughts)
4. Proto type (preliminary version)
5. Test
6. Publishing

Since numerous problems are existing within the society and accordingly the students of this institution has been guided/ counseled to work on this project

within school in order to involve in deep research/ brain storming as per laid down procedure of design thinking.

Accordingly we have initiated the process of design thinking by way of involving class 9th students to work on social problems existing in the society. The group could brain storm, ideate an possible solution and sketch these art and make a list of possible solutions on their matrix. Collate all the good ideas together and short-list them according to its useful and ease of implementation.

Some of the suggestion gathered from teachers, management to assimilate them in design thinking stands as under:-

* Health issues of students/community.
* Drug abuse and its effects on school system.
* Lightening the load of bags.
* Child labour.
* Improving conditions of old senior citizens.
* Traffic problem outside school gate both in the morning and evening.
* Issues related to washrooms in the school.

**Responsibilities of group leaders**

The following responsibilities will be initiated by the group leaders while assigning the different casts to the member groups.

**Design thinking COMMITTEE**

|  |  |  |
| --- | --- | --- |
| S.NO | NAME OF MEMBERS | MEMBERSHIP |
| 1 | **Mr. Altaf Hussain Bhat** | **Convener** |
| 2 | **Mr. Zahoor Ahmad Bhat** | **Member Secretary** |
| 3 | Ms. Sozy Snober | INCHARGE |
| 4 | Mr. Musadiq | Member |
| 5 | Mr. Muzafar | Member |
| 9 | Ms . Nazia Madam | Member |

**Aims and Objectives**

I Empathize (Give special reference)

Ii Define (to be defined)

Iii Ideate (consisting of ideas or thoughts)

Iv Proto type (preliminary version)

V Test

vi) Publishing

**Functions**

* Functions Health issues of students/community.
* Drug abuse and its effects on school system.
* Lightening the load of bags.
* Child labour.
* Improving conditions of old senior citizens.
* Traffic problem outside school gate both in the morning and evening.
* Issues related to washrooms in the school.

###### REMEDIAL TEACHING:

Remedial teaching period is the time during which the low achievers identified based on their performance in assessments in a particular subject will be looked after by the teachers for corrective instructions so that they can also achieve the mastery level in the subject. Low achievers are those students who are unable to cope up with the work normally expected of their age groups. It is due to their, distraction and lack of concentration, lack of conceptual understating, inability to express ideas and also lack of motivation. At the beginning of the academic year the teacher should identify the students whose performance is performance is not up to a desired level and their individual difficulties should be noted. *Proper diagnostic measures should be taken to identify the learning difficulties with causes before implementing any remedial measure.* Remedial instruction should be arranged in a systematic manner according to the nature of the pupils’ difficulties. Special steps must be taken to improve their knowledge level and drill / practice is necessary for every student.

The instructional content must be very carefully graded keeping in mind the capacity, requirement, educational and experience levels of the students. In the gradation of teaching materials, the principles of proceeding from easy to difficult and simple to complex must be scrupulously followed. Remedial work should be given in small doses and it should be so organized as to give a sense of achievement to the student. The remedial programme for supportive learners includes motivation, individual attention, restoration and development of self-confidence and special methods of teaching. The teacher should adapt a friendly, helpful and sympathetic attitude towards the student and always try to win their confidence. Every teacher must maintain all the record of remedial and enrichment programme.

###### EFFECTIVE CLASS ROOM MANAGEMENT:

In School Teachers have to promote discipline in their respective classes through effective class room management. The quality of their teaching through well planned activities that suit the learning needs of the students will sustain students’ attention and capture their interest, thus minimizing opportunities for misconduct.

Effective classroom management brings positive results into class. Of all the variables, classroom management has the largest effect on students’ academic achievement. Both students and teachers benefit from a well-organized class. Teachers see that their **smart work** produce gains in relationships as well as in knowledge.

***A classroom that is managed well through good preparation, motivation, effective presentation and evaluation, yields excellent results in terms of achieving learning objectives.*** The following suggestive tips would help the teachers to achieve effective class room management:

1. Setting clear learning goals and designing lessons in order to meet the needs of as many different learning styles as possible, will help the teacher to engage all students of the class, not just the auditory or visual learners. Having lesson plans that are strategically designed in order to teach effectively does take more time to prepare, but the benefits experienced in the classroom is well worth the effort.
2. The entire duration of a period may be split into three parts respectively for introducing the topic / concept, presentation& interaction, recapitulation& feedback. *Lecturing for the entire duration of the period will make students to get bored and boredom produces distraction. Incorporating various activities in the class room will help to keep students engaged, interested and it will also help to sustain the motivation levels. Emphasis should be on child centric learning.*
3. *Even the best teachers need to discipline their students.* If a disruption arises involving disrespectful or noisy students, the teacher should not let their temper rise as it will serve to encourage the negative behavior. Just reaching and standing by the side of the problematic student, instantly serves to stop the misbehavior. If it needs more drastic attention, the students may be called separately and discussion held with them about the reasons behind their action. This helps to prevent the involvement of the administration in most instances.
4. The most effective classroom management tool comes simply through being a caring teacher. If students know that the teacher cares about them, they not only complete the assigned work in time but will be more likely to give their best behavior. Interaction with the students about their area of interest and motivation & guidance towards strengthening them will improve the Teacher-Student relationship. Recognizing that they have a life outside the class, i.e., at school Campus, and exhibiting teacher’s care about that life will bring positive results into the classroom also. Students behave well with teachers whom they like and perform better in their subjects.
5. Provide a safe and comfortable environment that is conducive to learning
6. Help each child in growing to his or her fullest potential.
7. Provide meaningful and appropriate homework activities
8. Demonstrate professional behaviour and a positive attitude
9. Use special activities and ICT in the classroom to make learning enjoyable and stress free.
10. Use equitable and positive classroom behaviors such as establishing eye contact, moving around the class and increasing proximity to restless students, sending a silent signal, giving a quiet reminder, re-directing student's attention, beginning a new activity, offering a choice, using humor, waiting quietly until everyone completes the task, asking a directed question, providing appropriate time for all students to respond to questions, recognizing and appreciating the students for their responses, avoiding discouragement, creating an atmosphere wherein the students are motivated to pose questions, attributing the ownership of ideas to the students who initiated them, allowing and encouraging all students to participate in class discussions and interactions, making sure to call on students who do not commonly participate, not just those who respond most frequently, providing positive reinforcement and feedback, etc.
11. Use an appropriate tone of voice; speak clearly and deliberately in an adequate pitch.
12. Teacher-student relationships should not be left to chance or dictated by the personalities of those involved. Instead, by using appropriate strategies, teachers can influence the dynamics of their classrooms and build strong teacher-student relationships that will support student learning.
13. During the teaching -learning process a teacher must focus to develop 21st century skills i.e. 12 skills under the 3 categories: Learning skills, Literacy skills and Life skills.

**COVERAGE OF SYLLABUS & CONDUCT OF VARIOUS EXAMINATIONS:**

* 1. **For board classes i.e. X & XII,** 100% syllabus has to be completed by 15th November **2025.**
  2. For non-board classes. 3rd to IX & XI, Term -I and Term -II syllabus should be completed by 30th November **2025**,**.**
  3. Coverage of syllabus & conduct of various tests should be on the dates as decided.
  4. An explanation from the teachers is to be obtained by the Principal wherever the subject average falls below the target fixed by the school.
  5. The Practicals for Board Classes should be completed by the end of **November 2025** and record work should also be completed by **November 2025**. Further, practicals in Science for classes IX & X should be conducted simultaneously with theory classes. All the activities/experiments in Science, Mathematics and Social Science of Classes VI to VIII are also to be carried out as per the guidelines given by CBSE/NCERT.
  6. A complete record of various practicals conducted as per syllabus should be maintained and displayed in the concerned lab.
  7. There should be correlation between the marks allotted in internal examinations, practicals and marks obtained by the students in external examinations. A large deviation in the board results reveals the poor quality of evaluation at the school level.

**Assessment structure for the Academic session 2025-26 for classes (vI and XII)**

**Scholastic Area :-**

The Assessment of scheme will have theory, internal assessment / Practical components as per syllabus given for each subject by CBSE. Annual for class XII is conducted by CBSE Board where as internal examination are conducted by Minto Circle School as per CBSE guidelines . Minto circle school conducts examination / tests for class XI as per split of syllabus framed for half yearly examination whereas annual exam will be based on full syllabus for the academic session 2022-23 as per the guidelines of CBSE curriculum, with full standards as such the changes has been brought by the CBSE board.

**COVERAGE OF SYLLABUS & CONDUCT OF VARIOUS EXAMINATIONS:**

* 1. **For board classes i.e. X & XII,** 100% syllabus has to be completed by 15th November **2025.**
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  7. There should be correlation between the marks allotted in internal examinations, practicals and marks obtained by the students in external examinations. A large deviation in the board results reveals the poor quality of evaluation at the school level.

**Assessment structure for the Academic session 2025-26 for classes (vI and XII)**

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The Assessment of scheme will have theory, internal assessment / Practical components as per syllabus given for each subject by CBSE. Annual for class XII is conducted by CBSE Board where as internal examination are conducted by Minto Circle School as per CBSE guidelines . Minto circle school conducts examination / tests for class XI as per split of syllabus framed for half yearly examination whereas annual exam will be based on full syllabus for the academic session 2022-23 as per the guidelines of CBSE curriculum, with full standards as such the changes has been brought by the CBSE board.

**Assessment scheme with weightage for class XI**

**Term I Term II**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SUBJECTS** | **Unit tEST( ut)** | **half YEARLY exam (HYE)** | **practical’s / project & assignment** | | **weightage 40% OF THEORY TERM -1 + ut** | **unit TESTS (ut)** | **aNNUAL eXAM ( ae)** | **PRACTICAL / pROJECT AND ASSIGMENT** | **Weightage 60% OF THEORY tERM –2 + ut)** | **SUM OF WEIghTAGE ( t1+t2)** | **OVERALL THEORY MARJS CONVERTED TO mm-80/ 70/60** | **AVERAGE MARKS OF PRACTICAL/ INTERNAL ASSESMENT mm -20/30/40** | **OVERALL rESULT mm=100** | **REMARKS** |
| **a** | **b** | **c** | **d** | | **e** | **f** | **g** | **h** | **i** | **j** | **k** | **l** | **m** |  |
| **Category 1**  **( Theory 80 Marks + Project / Assignment 20 Marks )** | **Marks of best one of the Two UTs should be added to Half yearly exam and reduced to 100** | **MM**  **80** | **mm**  **20** | **40% of ( best UT + Marks obtained in HYE** | | **Marks of best one of the two UTs should be added to Annual exam and reduced to 100 marks** | **MM**  **80** | **mm**  **20** | **60% of best UT + Marks obtained in AE** | **100( E+1)** | **marks in J Converted to 80 as per MM of theory paper** | **20 ( average of D and H)** | **100(K+L)** | **A student must appear and pass in the annual** |
| **Category 2**  **( Theory 70 Marks + Project / Assignment 30 Marks )** | **mm**  **70** | **mm**  **30** | **mm**  **70** | **mm**  **30** | **marks in J converted to 70 as Per MM of theory paper** | **30 ( average of D and H)** |
| **Category 3**  **( Theory 60/50 Marks + Project / Assignment 40 /50 Marks )** | **mm**  **60/50** | **mm**  **40/50** | **mm**  **60/50** | **mm**  **40/50** | **marks in J converted to 60 as per MM of theory paper** | **40 ( average of**  **D and H)** |

**Assessment of compulsory Areas (Class XI & XII)**

General Studies, Health and Physical Education should be done continuously by collecting information, reflecting on and using the information to review children’s progress and to plan future leaning experiences. The documented data, after interpretation should be reflected in the Report Card in the form of Grades. The concerned teacher should make an objective assessment of the level of performance/participation demonstrated by student throughout the academic year and finally assigned grades.

**Grading for Assessment of General Studies:-**

|  |  |
| --- | --- |
| Grade | Description |
| A1 | Top 1/8th of the passed candidates |
| A2 | Next 1/8th of the passed candidates |
| B1 | Next 1/8th of the passed candidates |
| B2 | Next 1/8th of the passed candidates |
| C1 | Next 1/8th of the passed candidates |
| C2 | Next 1/8th of the passed candidates |
| D1 | Next 1/8th of the passed candidates |
| D2 | Next 1/8th of the passed candidates |
| E | Essential Repeat |

**GRADES FOR INTERNAL ASSESSMENT IN HEALTH AND PHYSICAL EDUCATION (With work**

**experience subsumed in it)**

|  |  |  |
| --- | --- | --- |
| S.No. | Area | Grades |
| 1. | Games, Health and fitness | While filling online data, following grades may be filled against HPE: (A1, A2, B1, B2, C1, C2, D1, D2, E) |
| 2. | SEWA/ Service | While filling online data, following grades of SEWA/ service shall be filled against work education / work experience : (A1, A2, B1, B2, C1, C2, D1, D2, E) |
| 3. | Discipline\* | The students will also be assessed for the discipline which will be based on the factors like attendance, sincerity, behaviour, values, neat and tidiness, respectfulness for rules and regulations, attitude towards society, nation and others. Grading on Discipline will be assessed term-wise on a 3-point grading scale  (**A=Outstanding, B=Very Good and C=Fair**). |

* The grades shall be reflected in the progress card of class XI.
* **For classes IX and X.**

The CBSE has issued the circular no - ACAD-05/2017 dated 31/10/2017 , circular no 14/2017 dated 21/3/2017 on uniform system of assessment, revised vide CBSE circular no Acad/11/2019 dated 6/3/2019 will continue for the session 2025-25 till any Revision made by CBSE.

The concerned subject teacher along with the head teachers will remain in touch with the latest development in the evaluation system of CBSE if any from time to time during this Academic year 2025-26.

The Assessment scheme will have an 80 marks component for Board examination ( Class X) in all subjects compulsory subjects to be assessed internally along with a 20 marks component of internal assessment.

**1)Scholastic Area :- Classes IX and X ( as per CBSE guidelines)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Subjects** | **80 marks**  (**Board Examination)** Student has to secure 33% marks out of 80 marks in  each subject | **Periodic Assessment (20 Marks)** | | | |
| **Student has to secure 33% marks out of overall 20 marks earmarked in each subject.** | | | |
|  |  | **Pen Paper Test (05 marks)** | **Multiple Assessment (05 Marks)** | **Portfolio (5 Marks)** | **Subject Enrichment**  **( 5 Marks)** |
|  |  | 1 | 2 | 3 | 4 |
| **Language 1** | Board will conduct class X examination for 80 marks in each subject covering 100% syllabus of the subject of class X only.  Marks + grade both will be awarded for individual subjects. | Periodic Written Test, restricted to two before term test 1 and two post term test 1 and best one to be added to T1 and T2  accordingly | Strategies to be used includes;   * Quizzes, * Oral test, * Concept   map,   * Exit cards, * Visual Expression   etc. | This will cover **:** Class work plus   * Peer assessment, * Self-assessment, achievements of student in the subject, * Reflections, * Narrations, * Journals, etc. | Speaking &Listening Skills  in Lang-1 |
| **Language 2** | Speaking &  Listening Skills in Lang-2 |
| **Science** |  | Practical Lab Work in Science. |
| **Mathematic** | Math Lab  Practical |
| **Social**  **Science** |  | Project Work in Social Science |
| **6th** | **Board will conduct class X examination of 50 marks in theory and 50 marks practical in each skill subject covering 100% syllabus as prescribed by CBSE.** | | | | |
| **Additional** |  | | | | |
| **Subject**  **(Skill** | . | | | | |
| **Subject)** |  | | | | |

**Weightage of periodic Assessments for Class X will be as per CBSE directions**. Final result of class IX will be prepared by assigning 40% Weightage to Term-I and 60% to Term- 2. However, the annual examination will be based on 20% of significant topics of 1st term + entire syllabus of 2nd term for the session 2025-26.

**Grading Scale for Scholastic Areas Class IX**

(School will award grades as per the following grading scale)

**Marks Range**1 **Grades**

91-100 A1

81-90 A2

71-80 B1

61-70 B2

51-50 C1

41-50 C2

33-40 D

32 & below Repeat

**Composition, Questions paper for PWT/UT & Term I &II shall be followed for Class VI to XII as given here as under**

* Competency Based Question (CCT): This can be case study /source/creative , critical thinking
* This will contain Case study / source / situation / figure / data interpretation/ assertion and reasoning in each subject .
* Short Answer type questions
* Long answer type questions
* The weightage to be followed in total as per the laid down procedure of CBSE as such their stands devised pattern in each and every subject framed by CBSE.
* Note: The sample papers are readily available on CBSE website for all the subjects which can be consulted for setting the Term I and Term II question paper. This can be implemented

for all Non Board classes.

* Note :- The PWT/UT test contains the following nomenclature .
* One periodic test / UT before Term I. Half yearly and final exam shall contain questions as the prescribed guidelines of CBSE which may include with competency based questions based on case study / assertions and reasoning .
* Rigorous Practice is required to be given to both the Board classes of X & XII in practicing the CBSE question papers in each subject .
* The pre-board exams for both the classes shall be conducted till they finish the Revision after completion of their syllabus. However we can conduct pre-board II as well in the month of Feb. 2025-26**. Provided time space before final exam allows.**
* However as per the circular issued by CBSE dated 20/5/22 vide circular no. Dated Acad-57/2022.
* The following changes for classes IX – X( 2025-26 ) internal , year-end / Board Examination is given here as under
* Competency Based Questions would be minimum 40% these can be in the form MCQs case based questions , source based integrated questions or any other types .
* Objective types questions will be 20%.
* Remaining 40% short answer / long answer questions as per existing pattern of 2025-26 Internal assessment = no change.
* Internal Assessment , Year end exam = 20 +80
* Classes XI - XII

Year end examination/ Board exam

Theory

* Competency based questions would be minimum 30% these can be in the form of MCQs, Case Based questions , Source based integrated questions or any other types .
* Objective type questions will be 20%.
* Remaining 50% short answer / Long answer Questions as per the pattern of 2021-22.
* Internal Assessment = No change
* Internal assessment :-End of year examination= As per the curriculum document released by CBSE for the Academic session 2025-26.

1. **Pen Paper Test (10 Marks):** The school should conduct two periodic written tests in the entire academic year one before Term I and other before Term II for classes VI to XII. The schools have the autonomy to make its own schedule. However, for the purpose of gradient learning, overall pen paper tests will be four , viz two periodic written tests, Mid Term and Annual Examination. The gradually increasing portion of contents would prepare students acquire confidence for appearing in the Board examination with 100% syllabus. For class X the school will take the average of the best two tests for final marks submission.
2. **Multiple Assessment (05 Marks):** Strategies to be used includes; quizzes, oral test, concept map, exit cards, visual expression, self and peer assessment, collaborative projects, experiments. Classroom demonstration etc.
3. **Portfolio (05 marks):** It includes Class work plus peer assessment, self-assessment, achievements of student in the subject, reflections, narrations, journals, etc.
4. **Subject Enrichment Activities (05 Marks)**: These are subject specific application activities aimed at enrichment of the understanding and skill development. These activities are to be recorded internally by respective subject teachers.

**Note:- from serial no ii to iv the subject teacher is advised to choose the best option for remaining 10 marks assessment before Term I test and Term II test .**

**For Languages**: Activities conducted for subject enrichment in languages should aim at equipping the learner to develop effective speaking and listening skills.

**For Mathematics**: The listed laboratory activities and projects as given in the prescribed publication of CBSE/NCERT may be followed.

**For Science**: The listed practical works / activities may be carried out as prescribed by the CBSE in the curriculum.

**For Social Science**: Project work may be undertaken as prescribed by the CBSE in the curriculum.

**2. Co-Scholastic Activities**:

Assessment of Art education and health & Physical Education may be continuously done by collecting information, reflecting on and using that information to review children’s progress and to plan future learning experiences.

**The following basis of assessment has been suggested.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Area** | **Product** | **Process** | **Grading** | |  |
|  | Health and Physical Education including work experience | Over all fitness | Commitment and honest efforts. | A to E | |
| Art Education | Expression, creativity and aesthetic appeal | Participation,creative process, material used, appreciation, reflection, efforts, craftsmanship and completion | A to E | |
| SEWA/ Service | Helping and caring nature | Community service, participation in pace setting activities, Sharing of articles, participation in shramdaan, participation in swachhata abhiyaan, participation in poshan abhiyaan etc | A to E | |
| Discipline | Respect for others, Punctuality, obedience | Self Awareness, participation in school programmes , respect for others, responsible behavior, values etc | Discipline will be assessed term-wise on a 3-point grading scale  (A=Outstanding,  B=Very Good and C=Fair). | |
| **ASSESSMENT FOR CLASSES VI to VIII (2025-26)**  **Scholastic Area :**  **The Assessment Structure and Examination for Classes VI to VIII have been prepared as per the guidelines of CBSE vide circular No Acad/57/2022 Dated 20/5/2022, as such to be adopted in CBSE schools for the session 2023-24. It comprises of Term I and Term II as explained below along with composition.**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Subject** | **Term-1 (100 marks)**  **(**1st half of the session**)**  **20 marks Periodic Assessment +**  **80 marks for Half Yearly Exam.** | | **Term-2 (100 marks)**  (2nd half of the session)  **20 marks Periodic Assessment +**  **80 marks for Yearly Exam.** | | | **Language-1**  **Language -2**  **Language -3**  **Mathematics**  **Science**  **Social**  **Science**  **Any other**  **Subjects** | **Periodic**  **Assessment: 20**  **marks**  Periodic Written  Test ***10 marks***  with syllabus  covered till  announcement of  test dates by  school  **Multiple**  **Assessment (05**  **Marks)** Strategies  to be used  includes; quizzes,  oral test, concept  map, exit cards,  visual expression  etc.  **Portfolio -(05**  **Marks)** It covers  Class work plus  peer assessment,  self-assessment,  achievements of  student in the  subject,  reflections,  narrations,  journals, etc.  **Subject**  **Enrichment**  **Activities-(*0 5***  ***marks***) at term  end | **Half Yearly Exam**  Written exam for  80 marks with  syllabus covered till  announcement of  Half Yearly exam  dates by school | **Periodic**  **Assessment: 20**  **marks**  Periodic Written  Test **10 *marks***  with syllabus  covered till  announcement  of test dates by  school  **Multiple**  **Assessment (05**  **Marks)**  Strategies to be  used includes;  quizzes, oral  test, concept  map, exit cards,  visual  expression etc.  **Portfolio -(05**  **Marks)** It covers  Class work plus  peer  assessment,  self-assessment,  achievements of  student in the  subject,  reflections,  narrations,  journals, etc.  **Subject**  **Enrichment**  **Activities-(*0 5***  ***marks***) at term  end | **Yearly Exam**  Written exam for 80  marks with syllabus  coverage as below:  **Class VI**: 10% of 1st  term covering  significant topics +  entire syllabus of 2nd  term. .  **Class VII**: 20% of 1st  term covering  significant topics +  entire syllabus of 2nd  term.  **Class VIII**: 30% of 1st  term covering  significant topics +  entire syllabus of 2nd  term. |   **Subject Enrichment Activities:** These are subject-specific activities aimed at enhancing the  understanding and skills of the students. These activities are to be carried out throughout the term;  however, they should be evaluated at the term-end.  **Languages**: Aimed at equipping the learners to develop effective listening and speaking skills.  The language teachers may devise their own methods and parameters for assessment of the languages.  **Mathematics**: For the activities in Mathematics, refer to CBSE website.  **Science**: Practical work and activities in Science may be undertaken as suggested by the NCERT  Syllabus and Text Books. The CBSE website may be referred for activities of Class VIII Science Subject.  **Social Science**: Project work may be undertaken as suggested by the NCERT Syllabus and Text Book.   |  |  | | --- | --- | | **Grading Scale for Scholastic Areas**  **(Class VI-VIII**)  (Schools will award grades as per the  following grading scale)  **Marks Range Grade**  91-100 A1  81-90 A2  71-80 B1  61-70 B2  51-50 C1  41-50 C2  33-40 D  32 & below E( Needs Improvement) | **Grading Scale for Scholastic Areas**  **(Class IX )**  (Schools will award grades as per the  following grading scale)  **Marks Range Grade**  91-100 A1  81-90 A2  71-80 B1  61-70 B2  51-50 C1  41-50 C2  33-40 D  32 & below E( Failed) |   ***Co-Scholastic Activities (Classes VI-VIII):*** For the holistic development of the student, curricular  activities in the following areas be carried out in CBSE affiliated schools by the teachers and  will be graded term-wise on a 3-point grading scale (A=Outstanding, B=Very Good and C=Fair).The  aspect of regularity, sincere participation, output and teamwork be the generic criteria for grading in the following co-scholastic activities.  (a) Work Education - Work Education refers to skill-based activities resulting in goods or services  useful to the community.  (b) Art Education (Visual & Performing Art).  (c) Health and Physical Education (Sports/Martial Arts/Yoga/NCC etc.)  **Discipline** (Classes VI-VIII): The students will also be assessed for the discipline which will be  based on the factors like attendance, sincerity, behavior, values, neat and tidiness, respectfulness for  rules and regulations, attitude towards society, nation and others. Grading on Discipline will be done  term-wise on a 3-point grading scale  (**A=Outstanding, B=Very Good and C=Fair**).  **Report Card**: Report card from Class VI to IX shall be prepared on above referred parameters with CBSE Logo on left side and School Logo on right side.  **Composition, Questions paper for PWT/UT & Term I &II shall be followed for Class VI to VIII as given here as under.**  Competency Based Question (CCT): This can be case study /source/creative, critical thinking   * This will contain Case study / source / situation / figure / data interpretation/ assertion and reasoning in each subject . * **Short Answer type questions** * **Long answer type questions** * Note :- The PWT/UT test contains the following nomenclature . * One periodic test / UT before term I. Half yearly exam shall contain totally MCQs type questions included with competency based questions based on case study / assertions and reasoning . * The other periodic test / UT will be totally subjective type, however it shall contain competency based questions / situations / source / figures and data interruption. * . * Objective types questions will be 20%. * Remaining 40% Short answer / Long answer questions as per existing pattern of 2021-22 Internal assessment = No change. * Internal Assessment , Year end exam = 20 +80 | | | | | |
|  | | | | | |
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Subject Enrichment Activities: These are subject-specific activities aimed at enhancing the understanding and skills of the students. These activities are to be carried out throughout the term as per details given below:

1. **Languages: Aimed** at equipping the learner to develop effective listening and speaking skills. The language teachers may devise their own methods and parameters for assessment of languages.
2. **Mathematics**: For the activities in mathematics, refer to activity books of NCERT and Handbook on Teacher Energized Resource material released by CBSE for different classes.
3. **Science:** Practical work and activities in Science may be undertaken as suggested by the NCERT syllabus & Text book as well as Handbook on Teacher Energized Resource material released by CBSE for different classes.
4. **Social Science**: Map or the Project work may be undertaken as suggested by NCERT syllabus and text books.

**Co-Scholastic Activities** (Classes VI-VIII):For the holistic development of the student, co-curricular activities in the following areas should be carried out by the teachers and will be graded term-wise on a 3-point grading scale (**A=Outstanding, B=Very Good and C=Fair**). The aspect of regularity, sincere participation, output and teamwork be the generic criteria for grading in the following co-scholastic activities.

1. **Community Service** , Work Education refers to skill-based activities resulting in goods or services useful to community.
2. **Art Education (Visual & Performing Art).**
3. **Health and Physical Education (Sports/Martial Arts/Yoga etc.)**

Discipline (Classes VI-VIII): The students will also be assessed for the discipline which will be based on the factors like attendance, sincerity, behaviour, values, neat and tidiness, respectfulness for rules and regulations, attitude towards society and others. Grading on Discipline will be done term-wise on a 3-point grading scale

(**A=Outstanding, B=Very Good C=Fair**).

Record Keeping: Records to be maintained and documented for reference etc.

Report card (Report cards for class VI to VIII will be prepared as per the above scheme accordingly.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ACADEMIC MONITORING AND SUPERVISION BY Supervisors and PRINCIPAL :** | | | | |
|  | **Name of the Area** | **Supervisors** | **Principal** |  |
| **1. Teaching Periods** | 12 | 08 |
| **2. Classes to handle** | One of the classes from VIto XII to be handled on regular basis. | One of the classes from IX to XII to be handled on regular basis, preferably a board  class |
| **3. Classroom Observation (in Four phases i.e. from 10th April to 30th July,2023,15, August to 15Nov.**  **,2023 covering all teachers in each phase)** | Classes VI, VIII & IX Observation & suggestions are to be reported as per **Annexure - V** | VII, X-XII  Observation & suggestions are to be reported as per **Annexure - V** |
| **4. Monthly monitoring of correction by teachers of Home Work, Classwork, Assignments and Project**  **Works** | VI to X (Format for supervision of checking of Note Book Assignments as per **Annexure-VI**) | XI and XII (Format for supervision of checking of Note Book Assignments as per **Annexure-VI**) |
| **5. Preparation of various activities** | Academic Calendar, Time-Table, Institutional plan, Exam time table as per schedule already prepared | Preparation of Annual Pedagogical Plan |
| **6. Maintenance of records** | Academic Records | Monitoring and guidance |
| **7. Monitoring** | All academic and CCA activities of all classes | |
| **8. Monthly meetings to be conducted in the first week of every month after class hours** | Subject Committee meetings, Academic Performance Review committee meetings, tests and exams | 1.House Prefects Meeting in presence of House Masters 2.Class Prefects Meeting in presence of Class teachers 3.Staff meeting- |
|  |  |  |
| **9. Verification of Records** | Timely submission of Academic  Records, Question papers and Results | Monitoring and guidance & follow-up |
| **10. Coverage of Syllabus** | Monitoring of monthly coverage of syllabus in all classes as per  **Annexure - XII** | Guidance & Compliance |
| **11. Time table and arrangements** | In charge | Monitoring and compliance |

**List of Curricular Activates 2025-26.**

**Middle / Higher department (Academic Calendar 2025-26)**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No** | **Month/ Date /Day** | **Event /Activity** | **Organizers/ People involved** |
|  | **Month of April 2025** | | |
| 1 | **5th April** | Investiture ceremony | Sports Depts/All House masters with associates. |
| 2 | **10th ,11th April** | Seerat Conference  Inter House debate  ( Boys and Girls ) | Urdu dept / All House masters with associates |
| 3 | **22nd April** | Earth Day Inter School | Social Science Department/ Art Dept./ All House masters |
| 4 | **26th April** | Book Fair | English Dept/ Urdu Dept / All House masters |
| 5 | **29th , 30th April** | Chess /Carrom | Sports department / All House masters with associates |
|  | **Month of May 2025** | | |
| 6 | **1st May** | Labour’s day | Social Science Department/ All House masters with associates |
| 7 | **3rd May** | Cross Country run | Sports Dept/ All House masters with associates |
| 8 | **10th May** | Mother’s day | All House masters with associates |
| 9 | **17th May** | Football / Inter- house | Sports Dept/ All House masters with associates |
| 10 | **24th May** | Football /Inter- house | Sports dept/ All House masters with associates |
| 11 | **20th May** | Math / Olympiad | Math Dept + All House masters with associates |
| 12 | **28th May** | English Debate | English Dept / All House masters with associates |
| 13 | **31st May** | Football /Inter- house | Sports dept/ All House masters with associates |
|  | **Month of June 2025** | | |
| 14 | **2nd June** | Environmental Day | Science Dept /Social Dept /+ All House masters with associates |
| 15 | **3rd , 4th June** | Cross country Cycle race | Sports Dept/ All House masters with associates |
| 16 | **9th,10th ,11th June** | Basket Ball Inter house | Sports Dept/ All House masters with associates |
| 17 | **14th June** | Father’s day | All House masters with associates |
| 18 | **21st June** | Yoga Day | Sports Dept/ All House masters with associates |
| 19 | **Last week of June** | Picnic | All form teachers / All House masters with associates + Sports Dept. |
| 20 | **30th June** | Badminton | Sports Dept/ All House masters with associates |
|  | **Month of July 2025** | | |
| 21 | **2nd July** | Mushaira / folk Music | Urdu Depart / All House masters with associates |
| 22 | **28th, 29th July** | Athletics Meet | Sports Dept/ All House masters with associates |
|  | **Month of August 2025** | | |
| 23 | **1st to 15th August** | Camping | Sports Dept/ All House masters with associates |
| 24 | **18th August** | Throwing event | Sports Dept/ All House masters with associates |
| 25 | **20th and 21st August** | Writing competition Urdu/ English | English Dept/ Urdu Dept |
| 26 | **29th August** | National Sports Day | Sports Dept/ All House masters with associates |
|  | **Month of September 2025** | | |
| 27 | **1st September** | Naat Competition | Urdu and Islamiyat dept /All House masters with associates |
| 28 | **6th September** | Fun Fair | Sports Dept +All House masters with associates |
| 29 | **11th ,12th , 13th September** | Cricket Inter house | Sports Dept.+ All House masters with associates |
| 30 | **25th September** | Tug of war Inter House | Sports Dept/ All House masters with associates |
| 31 | **27th September** | Youth Parliament | Social Science Dept / All House masters with associates |
|  | **Month of October 2025** | | |
| 32 | **6th October** | NOTE BOOK EXIBITION | English Dept / URDU DEPARTMENT |
| 33 | **13th October** | Extempore / Singing camp | English Dept |
| 34 | **16th and 17th October** | Kho- Kho Inter House | Sports Dept +All House masters with associates |
| 35 | **20th October** | SCIENCE EXIBITION | SCIENCE DEPARTMENT |
| 36 | **8th , 15th November** | Box Cricket | Sports Dept +All House masters with associates |
| 37 | **28th ,29th November** | Leg Cricket | Sports Dept +All House masters with associates |

**SUBJECT-WISE AVERAGE FOR CLASS XII**

|  |  |
| --- | --- |
| **Subject** | **Target Fixed for 2023-24 (in%)** |
| **English Core** | **80 %** |
| **Maths** | **80%** |
| **Urdu** | **85%** |
| **Physics** | **80%** |
| **Chemistry** | **80%** |
| **Biology** | **80%** |
| **Information practice** | **85%** |
| **History** | **85%** |
| **Geography** | **85%** |
| **Economics** | **80%** |
| **E- Ship** | **80%** |
| **Accountancy** | **75%** |
| **Business** | **80%** |
| **Physical Education** | **85%** |
| **Skill Subject** | **85%** |

**CLASS VI to IX Ensuring 100% Pass**

|  |  |
| --- | --- |
| **Subject** | **Target Fixed for 2023-24 (in%)** |
| **For language** | **85%** |
| **For Mathematics / Science / Social Science** | **80%** |
| **Skill Subjects** | **85%** |
| **Physics** | **80%** |

**SUBJECT-WISE AVERAGE FOR CLASS XI**

|  |  |
| --- | --- |
| **Subject** | **Target Fixed for 2023-24 (in%)** |
| **English Core** | **85%** |
| **Urdu** | **75%** |
| **Maths** | **80%** |
| **Physics** | **80%** |
| **Chemistry** | **80%** |
| **IP** | **80%** |
| **History** | **80%** |
| **Pol. science** | **80%** |
| **E- Ship** | **70%** |
| **Accounts** | **70%** |
| **Business studies** | **75%** |

**SUBJECT-WISE AVERAGE FOR CLASS X**

|  |  |
| --- | --- |
| **Subject** | **Target Fixed for 2023-24 (in%)** |
| **English Core** | **85%** |
| **Urdu** | **80%** |
| **Maths** | **80%** |
| **Science** | **85%** |
| **Social Science** | **85%** |
| **Skill Subject** | **85%** |
|  |  |

Note:-

All the teachers are hereby requested to work with the student for achieving the target , as fixed for Academic session class VI-XII.

Please ensure meticulous planning for the same and accordingly pass on the same instructions to the children accordingly .