

Appx A
(Ref Para 2 (a) of HQ Southern Comd letter
No 8305001/APS Gen/AWES dated 13 Dec 19)

SHARING OF BEST PRACTICES : ACADEMICS

1. A month wise academic Planner is prep and uploaded on website to keep all parents informed about cl-wise curriculum. These are shared with the web link through text msg on mobile phones of parents and students. The parents/student can download requisite file with one click to stay updated on the prog of the School's curriculum and can also receive info on the completed curriculum.

2. Things have been made easy for all HODs/Academic Supervisors to supervise all subjs/secs of each cl and share inputs with the Vice Principal and the Principal to effectively follow up on academics and administration.

Activity Planner

3. The activity planners keep all parents informed about Co-curricular activities (CCA), Sports and other School related activities and events there by allowing teachers to prep students to participate in various School activities. A hard copy is also given to parents through the School Almanac to update and monitor the prog of their ward.

Home Wk Planner

4. In order to reduce the wt of School bag and uniformly strengthen the academic activities across the cls/ secs, a homework sch is followed by teachers, students and parents. It is very helpful to parents as they can now monitor their ward's studies at home itself.

Broadcast Gps

5. To info the parents on each academic initiative, absenteeism, home and cl wks, **whatsapp broadcast gps** has been created/maint by all CI teachers and relevant info is shared with the parents. This has reduced in parents' frequent visits to School and untimely calls given to teachers to know about prog of their child.

Guest Lec for CIs XI and XII

6. Guest lec's have been provisioned in the School academic calendar based on the imp days, events and other facets related to personality devp of students.

7. An informative session is run by the local University/College reps and Resource persons to provide the rd map to the students till they pass out from the School.

Rect of the Child Counsellor

8. A child counsellor has been apptd by Schools to deal with the children with learning difficulties and behavioural problems, where in the teachers refer such cases to the counsellor for one to one interaction and necessary counselling.

9. The process to ensure career counselling to students of cls IX to XII is also done to keep them updated on future oppurnities in the fd of career.

Theme and Deed

10. A relevant theme is assigned for self-practice and knowledge. This is on a monthly basis e.g. the month of October was assigned with the **theme of RIGHTEOUSNESS** and the deed is **GOODNESS, JUSTICE, PEACE & LOVE**. This prac enhances, students knowledge and builds their overall personality.

Theme based School Assemblies

11. Assemblies over the week are conducted in three different formats: viz Cl assy, Sec assy and complete School assy. These assy's are conducted keeping the weather, str and availability of space in mind as daily assys were not possible due to reasons cited above.

12. Every day a assy roster is prep and during the assy students sing songs in English to prac spoken English and correct their intonation.

Campus & School Buses as Learning Tools

13. Each cl room has been named after a plant's name (preferably the ones which are avlb in the School campus) and each School bus is named after a mythological fig so that each child develops a sense of belonging with their cl and remember the School bus they use for commuting upto School.

Peer Consultation and Indep Learners

14. Each child is allotted a buddy, a peer from the same sec, preferably from the same locality where child belongs, to exch ideas on each days cl and homeworks. This idea is very eff as it also ensures socialization and incr interpersonal skills amongst students. It also enables them to have peer to peer discussion in the classrooms for self-learning and assist in completing cl and home wks.

Expansion of Student Council

15. For eff monitoring, coord and follow up at each cl level, the student council has been expanded down to cl I by inducting cl reps from Cls I to IX, two cultural secy (Jr and Sr), four student editors (Jr and Sr both in Hindi and English) and SEED leader (Student Enterprise for Entrepreneurship Devp Ldr) to organise Student-led events and activities.

Data Based Strat

17. A data based mech has been devp wherein a cl wise strat data for each student is compiled, based on his/her classroom performance in academics. This has been used by the teachers to devp their classroom strat and academic plg.

Enrichment and Remedial Cls of students from Cls IX to XII

18. Enrichment and remedial cls, for students of cls IX to XII, has started in the Schools for better academic growth.

SWOT Analysis

19. Students from cl IV onwards are provided with an opportunity to carryout their own SWOT analysis, with the help of their teachers and parents, to enhance their personality with clarity and precision

Educational Trail

20. All the Schools have now introduced a new activity called Educational Trail (Night Camping and Bonfire) to ensure learning through unique activities. During this event, students of cls XI and XII stay in tents in School campus over the ni along with all faculty members, Vice Principal and the Principal, which is considered as part of School's outdoor curriculum. During the outdoor stay, the sr and jr students are provided with an envt to evolve their personal competence through activities such like pitching up tents, sharing experiences with friends to imbibe social values of friendship, empathy and bonding. Also storytelling by teachers on personal care and life after Schooling, helping teachers during meal time and cleaning their dishes after the meals, cleaning the campus area which was occupied for camping and then followed by yoga, drills on the next morning.

URANA - Graduation Ceremony

21. All the Schools have started a new event Urana for the passing out studenets of CI XII. This event is scheduled every yr betn Jan and Feb.

Appx B

(Ref Para 2 (b) of HQ Southern Comd letter
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SHARING OF BEST PRACTICES : ADMINISTRATION**Infirmary**

1. Infirmary has been created in campus with all reqd facilities. This Infirmary is equipped with two beds and necessary eqpt and provides imdt hlth needs of students.
2. A qualified and experienced nurse is made avlb in campus to manage and assess any hlth issues that may arise during School hrs. In the event of an emergency requiring med attn, the students are shifted to the nearest MH and parents are accordingly info. A comprehensive med record of each student is maint by the School nurse. One basic first-aid kits is kept in high risk areas such as the labs and School buses to give imdt first aid before reaching hosp.
3. In addn, the Schools have processed their In-House hlth check up pgmes for all students to ensure that the teachers are made aware about their students hlth conditions.

Cafeteria /Canteen for Refreshment and Lunch for the Students and Staff

4. Each School has a Cafeteria to cater for lunch and refreshments. A good quality food and culinary is provided in the School premises itself. The idea is to ensure that the students learn table manners and etiquettes while eating in Cafeteria in the company of their teachers.

Parents' Open Forum

5. Parents' forum is organised twice a yr in two different sessions to invite open and free interaction with teachers on School related matters and suggestions are sought to further devp academics performance and adm facilities in the School.

Exit Interviews

6. Exit interviews are conducted with all outgoing faculty members and staff in order to understand problems faced by the out going staff and thereby improve upon it.

Decongestion of Overcrowded Classrooms

7. This is being done where ever accn/space is avlb within the School's existing premises, by creating addl cl rooms.

Inclusion of Parents in School's Overall Devp

8. Every month parents are invited for the School assy to give a talk to the students, on a voluntary basis, on current issues.

Monitoring of Notebook Correction

9. One Edn JCO has been provided in each School, where ever it is possible, by the local mgt, to assist the Principal in the correction wk. He gives a feedback to the Principal in writing based on which the teachers are counselled and guided. The Chairman of the School also follows it up to ensure effective monitoring.

In-house Printing

10. In-house printing, with existing resources, has been started in Schools for exam related printing which has reduced the expenses incurred on written mtrl reqd by the exam deptt.

School Store

11. Stores purchased for School are kept in a central School store and a proper acctg is ensured.

Resource Corner/Paper less Comn

12. A resource corner has been created in the cmpr labs to enable the staff to communicate with students and parents on issues related to academics.

NCC For Girls

13. A Jr wg NCC for Girls from Cls VI to IX has started in few Schools. This builds a sense of national belonging and inculcate discp amongst students.

Alumni Netwk

14. Alumni netwk has been strengthened by inviting them to School on reg basis to motivate/inspire the present students.

Library Upgradation

15. Libraries are audited for quality books and an exhaustive list of wide variety of books are procured to inculcate reading habits amongst students.