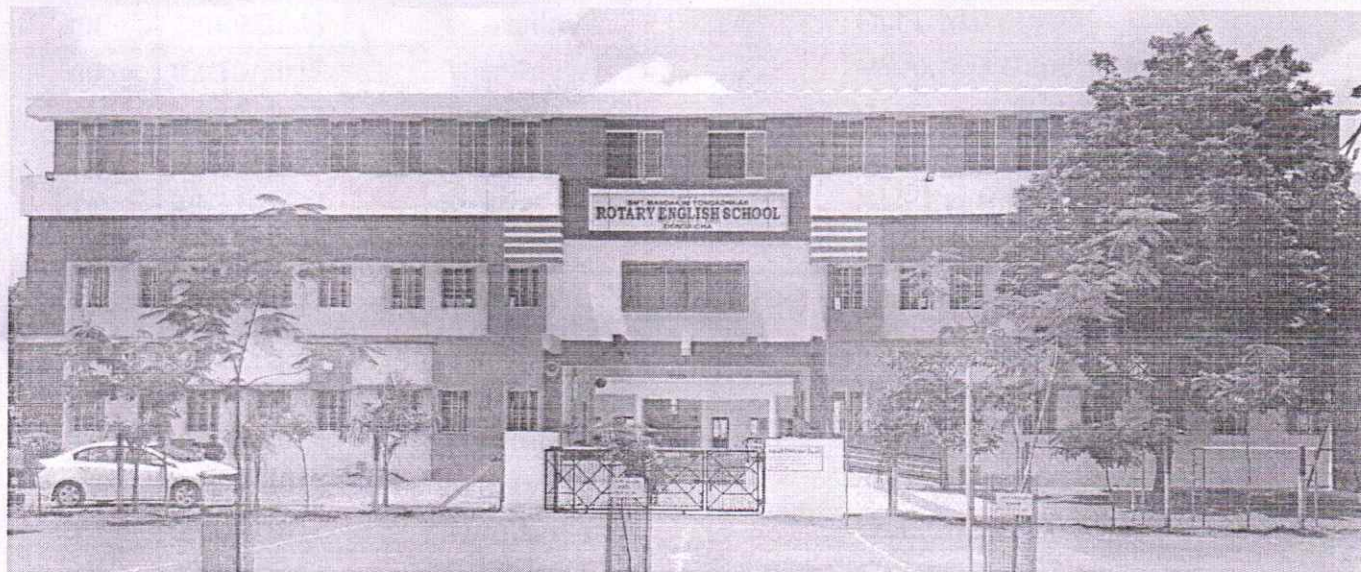




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SMT. MANDAKINI TONGAOKAR
**ROTARY ENGLISH SCHOOL,
DONDAICHA, DHULE**
Affiliated to CBSE, Delhi, Affiliation No: 1130298



School Code: 30234



**ACDEMIC CALENDAR
2023-24**

Cross
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Smt. M.T. Rotary English School
Dondaicha, Dist. Dhule

H. K. K.
PRESIDENT
DONDAICHA EDUCATION SOCIETY
DONDAICHA, DIST. DHULE

**SMT. MANDAKINI TONGAOKAR
ROTARY ENGLISH SCHOOL**

Affiliated to CBSE, New Delhi, Affiliation No.1130298

List of Holidays- 2023-24

Sr.No	Date	Day	Holiday
01	29/06/2023	Thursday	Ashadi Ekadashi & Bakari Eid
02	29/07/2023	Thursday	Moharam
04	15/08/2023	Tuesday	Independence Day
05	30/08/2023	Wednesday	RakshaBandhan
06	07/09/2023	Thursday	Gopalkala
07	19/09/2023	Tuesday	Ganesh Chathurti
08	28/09/2023	Thursday	Eid e Milad
09	02/10/2023	Monday	Mahatma Gandhi Jayati
10	24/10/2023	Tuesday	Dashera
DIWALI VACATION: 09/11/2023 (Thursday) to 22/11/2023(Wednesday)			
11	12/11/2023	Sunday	Bali Pratipada
12	27/11/2023	Monday	Guru Nanak Jaynti
13	25/12/2023	Monday	Christmas
14	15/01/2024	Monday	Makar Sankranti
15	26/01/2024	Friday	Republic Day
16	19/02/2024	Monday	Shivaji Maharaj Jayanti
17	08/03/2024	Friday	Mahashivratri
18	25/03/2024	Monday	Holi
19	29/03/2024	Friday	Good Friday
20	09/04/2024	Tuesday	Ramzan -Id
22	14/04/2024	Sunday	Dr. Ambedkar Jayanti
SUMMER VACATION : 16/04/2024 (Tuesday) to 09/06/2024 (Sunday)			
23	21/04/2024	Sunday	Mahavir Jayanti
24	01/05/2024	Wednesday	Maharashtra Day
25	23/05/2024	Thursday	Buddha Purnima

NB

The above dates may subject to change as per CBSE or Zilla Parishad


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SCHOOL BELL TIMING

Sr. No	Period	Timing	Duration (Min)
1	Assembly	07.40 a.m. – 08.00 a.m.	20
2	First Period	08.00 a.m. – 08.40 a.m.	40
3	Second Period	08.40 a.m. – 09.20 a.m.	40
4	Third Period	09.00 a.m.- 10.00 a.m.	40
5	Lunch Break	10.00 a.m. – 10.20 a.m.	20
6	Fourth period	10.20 a.m. – 11.00 a.m.	40
7	Fifth Period	11.00 a.m. – 11.40 a.m.	40
8	Sixth Period	11.40 a.m. – 12.20 p.m.	40
9	Short Break	12.20 p.m. – 12.30 p.m.	10
10	Seventh Period	12.30 p.m. – 01.10 p.m.	40
11	Eighth Period	01.10 p.m. – 1. 50 p.m.	40

Monthly Working Days: 2023-24

Sr. No.	Months	No. Working Days
1	June	16
2	July	25
3	August	25
4	September	23
5	October	25
6	November	13
7	December	25
8	January	25
9	February	24
10	March	23
11	April	12
12	May	0

Total No. Working Days

236

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Assessment

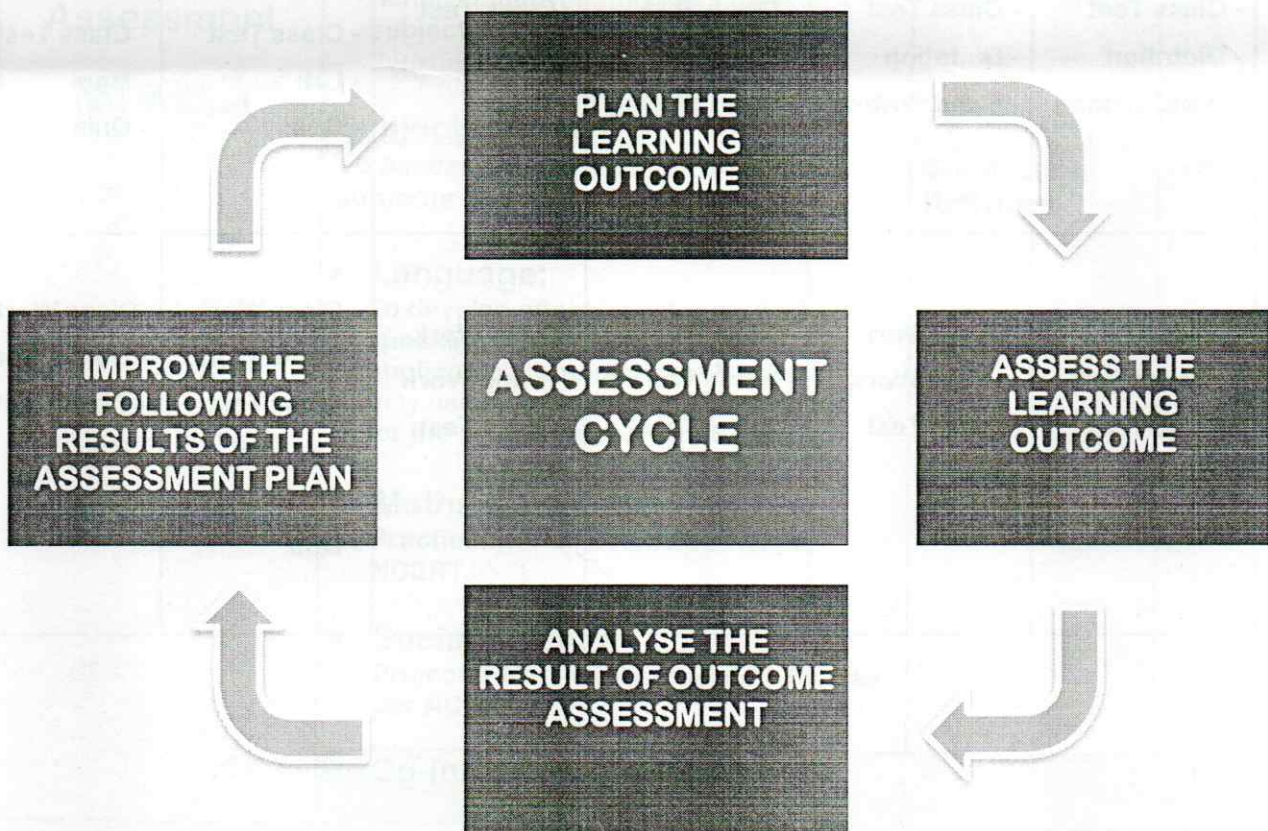
Assessment is very much an integral part of the learning process whereby a feedback is given to the children regarding their progress. There should be a well-designed plan by the teacher to impart knowledge to the children and simultaneously assess their progress.

Purposes of Assessment

The primary purpose of assessment is to improve students' learning and teachers' teaching as both respond to the information it provides. Assessment for learning is an ongoing process that arises out of the interaction between teaching and learning.

Process in Assessment

The Four Steps of the Assessment Cycle




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ASSESSMENT TOOLS & RUBRICS

Class / Sub	English	Hindi	Marathi	Maths	Science	SSc
I-III	-Class Work - Home Work - Class Test - Dictation - Hand Writing	-Class Work - Home Work - Class Test - Dictation - Hand Writing	-Class Work - Home Work - Class Test - Dictation - Hand Writing	-Class Work - Home Work - Class Test - Quiz	- Class Work - Home Work - Class Test - Quiz	-Class Work - Home Work - Class Test - Quiz
IV-V	-Class Work - Home Work - Class Test - Dictation - Hand Writing	-Class Work - Home Work - Class Test - Dictation - Hand Writing	-Class Work - Home Work - Class Test - Dictation - Hand Writing	-Class Work - Home Work - Class Test - Models - Quiz	- Class Work - Home Work - Class Test - Lab Visit - Quiz	-Class Work - Home Work - Class Test - Map - Quiz
VI-X	-Class Work - Home Work - Class Test - ASL	-Class Work - Home Work - Class Test - ASL	-Class Work - Home Work - Class Test - ASL	-Class Work - Home Work - Class Test - Models - Quiz	- Class Work - Home Work - Class Test - Lab Visit - Model - Quiz	-Class Work - Home Work - Class Test - Map - Quiz


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SYSTEM OF ASSESSMENT

Type of Assessment	Description of Assessments	Marks	Weightage
Internal Assessment (20 Marks)	<u>Periodic Assessment</u>		
	<ul style="list-style-type: none"> • Pen & Paper Test 	40	05
	<ul style="list-style-type: none"> • Multiple Assessment (Quiz, Oral Test, Class Test, discussion, Concept map, exit card, Visual expression etc. class room activities) 	20	05
	<u>Periodic Assessment</u>		10 marks
	<u>Portfolio</u> <ul style="list-style-type: none"> • (class work, peer assessment, self- assessment) <p>achievements of student in the subject, reflections, narrations, Journals, etc.)</p>	Observation (05+05+05+05)	05
	<u>Subject Enrichment</u> To assess the concept clear of the subjects	Conducting Activities	05
	<ul style="list-style-type: none"> • Language: To develop effective listening and speaking skills.- All four skills applicable- Language teacher will may use own method and parameter for the assessment of language • Maths & Science Practical works & Activities as per NCERT • Social Science Project & Map works and Activities as per NCERT 		
	<u>Co-Internal Assessment</u>		10 Marks

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Term end Assessment (80 Marks)	Competency Based Questions – (50%) These can be in the form of Multiple-Choice Questions, Case- Based Questions, Source Based Integrated Questions or any other types	40	80
	Objective Type Questions – (20%)	+	
	Subjective Type questions (30%) (Short Answer questions, Long Answer Questions) (Reduce to less no. of questions so that child will get enough time to give analytical & creative response)	16 + 24	
	Term End Exam		
Total Marks			80 Marks
Total Marks			100 Marks
School Based Assessment of Co-Scholastic Areas	
Art Education	Internally Assessed (on a 3 Point Scale)	50	Grades Allotted
Health & Physical Education		50	
Work Experience		50	
Discipline		observation	

Numerical Marking to Grades

8 Point Grade Scale	
Range	Grade
91-100	A1
81-90	A2
71-80	B1
61-70	B2
51-60	C1
41-50	C2
33-40	D
0-32	E (failed)

3 Point Grade Scale	
Range	Grade
75-100	A
40-75	B
Below 40	C

Note:

- Scholastic Area is assessed on 8 point scale Grades.
- Co- Scholastic Area is assessed on 5 point scale Grades.

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EXAMINATION SCHEDULES-2023-24


Month	Period	Exam	Class
July	12.07.2023 to 18.07.2023	First Periodic Test	IX- X
Aug	01.08.2023 to 07.08.2023	First Periodic Test	I-VIII
Oct	09.10.2023 to 21.10.2023	Half Yearly Exam	I-X
Dec	18.12.2023 to 23.12.2023	Second Periodic Test	I-X
Jan	16.01.2024 to 22.01.2024	Pre- Board Exam -1	X
Feb	01.02.2024 to 08.02.2024	Pre- Board Exam-2	X
Mar	11.03.2024 to 23.03.2024	Annual Exam	VIII-IX
April	02.04.2024 to 15.04.2024	Annual Exam	I-VII

Internal Assessments Schedule

Months	Duration	Monthly Assessment	Mode of Assessment	Class
June	20.06.2023 to 26.06.2023	MT-01	Written	IX-X
July	12.07.2023 to 18.07.2023	MT-01	Written	I-VIII
Aug	28.08.2023 to 04.09.2023	MT-02	Written	IX-X
Aug	28.08.2023 to 04.09.2023	MT-02	Oral	I- VIII
Feb	01.02.2024 to 08.02.2024	MT-03	Written	I- IX
Mar	01.03.2024 to 08.03.2024	MT-04	Oral	I- VIII

Declaration of result & open house

Month	Date	Day	Exam	Class
Aug	Saturday	05.08.2023	First Periodic Test	IX-X
	Saturday	19.08.2023	First Periodic Test	I-VIII
Nov	Saturday	04.11.2023	Half Yearly Exam	I-X
Jan	Saturday	05.01.2024	Second Periodic Test	I-IX
Mar	Saturday	30.03.2024	Annual Exam	VIII-IX
April	Saturday	27.04.2023	Annual Exam	I-VII


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Deadlines for Submission of Question Paper & Result 2023-24 Classes I – X

Sr. No	Name of Exam	Class	Date of Exam Commences	Last date to Submit Question Paper	Last date to Submit the Result
01	Periodic Test- 01	IX-X	12.07.2023	01.07.2023	22.07.2023
02	Periodic Test- 01	I-VIII	01.08.2023	15.07.2023	14.08.2023
03	Half Yearly Exam	I-X	09.10.2023	15.09.2023	31.10.2023
04	Periodic Test-02	I-X	18.12.2023	05.12.2023	30.12.2023
05	Pre-Board-01	X	16.01.2024	10.01.2024	31.01.2024
06	Pre-Board-02	X	01.02.2024	25.01.2024	15.02.2024
07	Annual Exam	VIII-IX	11.03.2024	28.02.2024	28.03.2024
08	Annual Exam	I-VII	02.04.2024	28.02.2024	25.04.2024

Monthly Assessment- (MTs)


Sr. No	Name of Exam	Class	Date of Exam Commences	Last date to Submit Question Paper	Last date to Submit the Result
01	MT-01	IX-X	20.06.2023	15.06.2023	30.06.2023
02	MT-01	I-VIII	12.07.2023	01.07.2023	22.06.2023
03	MT-02	IX-X	28.08.2023	20.08.2023	10.09.2023
04	MT-02	I-VIII	08.09.2023	ORAL	10.09.2023
05	MT-03	I-IX	01.02.2024	20.01.2023	15.02.2024
06	MY-04	I-VIII	01.03.2024	ORAL	15.03.2024

Note Book & Subject Enrichment

Term	Activity	Class	From	To	Result Submission
Term - 01	Subject Enrichment	I-X	15.08.2023	10.09.2023	15.09.2023
	Note Book (Portfolio)	I-X	15.09.2023	25.09.2023	30.09.2023
Term - 02	Subject Enrichment	X	09.01.2024	25.01.2024	31.01.2024
	Note Book (Portfolio)	X	16.01.2024	29.01.2024	31.01.2024
	SE & NB (Portfolio)	VIII-IX	20.01.2024	10.02.2024	15.02.2024
	Note Book (Portfolio)	I-VII	15.02.2024	10.03.2024	15.03.2024

NOTE

1. All teachers are requested to follow the deadlines strictly. No separate reminders will be given for the above-mentioned schedule.
2. Two sets of question paper to be prepared for the scholastic subjects for the half yearly and Annual Exam.
3. Date Sheets for the Tests / Exams will be circulated at least two weeks in advance from the respective commencement dates.



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Month-Wise Co-Curricular Activities: 2023-24 Inter House Competitions

Month	Date	Day	Activities	Class/ Group
July	01/07/2023	Saturday	Poetry Recitation on Environment Competition	G-1 (I-II)
			Paper Reading	G-2, (III-IV) G-3 (V-VII)
	08/07/2023	Saturday	Extempore	G-4 (VIII- X)
	19/07/2023	Wednesday	Story Telling	G-1(I-II),G-2(III-IV)
	22/07/2023	Saturday	English Speech	G-3 (V-VII)
	26/07/2023	Wednesday	Hindi Speech	G-4(VIII-X)
Aug	09/08/2023	Wednesday	Patriotic Song Competition	G-2(III-IV),G-3(V-VII) G-4(VIII-X)
	12/08/2023	Saturday	Fancy dress competition	G-1(I-II)
	16/08/2023	Wednesday	Spell Bee	G-1(I-II)
			Vocabulary	G-2(III-IV)
	19/08/2023	Saturday	Cross word puzzle	G-3(V-VII)
	23/08/2023	Wednesday	Debate	G-4(VIII-X)
	26/08/2023	Saturday	Rakhi Making	G-1(I-II),G-2(III-IV), G-3(V-VII)
Sept	02/09/2023	Saturday	Hand Writing	G-1(I-II),
			Hindi Essay Writing	G-3 (V-VII), G-4 (VIII-X)
			Hindi Kahani Lekhan	G-2 (III-IV)
	09/09/2023	Saturday	Hindi Action Song	G-1(I-II),
	13/09/2023	Wednesday	Hindi Quiz	G-3 (V-VII), G-4 (VIII-X)
	20/09/2023	Wednesday	Solo dance	G-1 to G-4
	23/09/2023	Saturday	Doha/ Shlok	G-1(I-II),G-2(III-IV)
	30/09/2023	Saturday	Colouring/Painting	G-1 to G-4
Oct	23/10/2023	Monday	Rangoli	G-1 to G-4
	25/10/2023	Wednesday	Mono Act	G3 (V-VII)
	28/10/2023	Saturday	Drama	Drama (VIII-X)
Nov	04/11/2023	Saturday	Diya, Lantern	G-1, G-2, G-3
	25/11/2023	Saturday	PPT Presentation	G-4


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Month	Date	Day	Activities	Class/ Group
Dec	02/12/2023	Saturday	Salad Decoration	G-2, G-3
	09/12/2023	Saturday	RES Master chef .(cooking without fire)	G3(V-VII) G4(VIII-X)
	16/12/2023	Saturday	Greetings Card, Bouquet making	G-3, G-4
Jan	13/01/2024	Saturday	Kite Making Competition	G-1 (I-II), G2(III-IV)
	20/01/2024	Saturday	Poster Making Competition	G3(V-VII) G4(VIII-X)
	31/01/2023	Wednesday	Folk Art Competition	G3(V-VII) G4(VIII-X)

Other Co- Curricular Activities

Month	Date	Day	Activity	Class/ Group
July	01/07/2023	Saturday	Tree Plantation	All
	05/07/2023	Wednesday	Investiture Ceremony	School Council
	07/07/2023	Friday	Class Room Decoration	All
Aug	31/08/2023	Thursday	Book Exhibition	All
Sept	22/09/2023	Friday	Shadow Court	VII- X
	28/09/2023	Thursday	Health Check up	All
Nov	30/11/2023	Thursday	Street Play	V-IX
Jan	05/01/2024	Friday	Science Exhibition	All

SOF Olympiad Examination

Month	Date	Day	Name of Exam
Sept	21/09/2023	Thursday	International General Knowledge Olympiad (SOF- IGKO)
	26/09/2023	Tuesday	International English Olympiad (SOF-IEO)
Oct	31/10/2023	Tuesday	International Mathematics Olympiad (SOF-IMO)
Nov	28/11/2023	Tuesday	National Cyber Olympiad (SOF- NCO)
Dec	05/12/2023	Tuesday	National Science Olympiad (SOF-NSO)
	12/12/2023	Tuesday	International Social Science Olympiad (SOF-ISSO)

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Month-Wise School Activities: 2023-24

Educational Visits

Month	Date	Day	Activities	Class
July	24.07.2023	Monday	Visit to Municipal Council	VIII
	26.07.2023	Wednesday	Visit to Tehsil Office	VII B, C
Aug	10.08.2023	Thursday	Industrial Visit	X
	18.08.2023	Friday	Visit to Bank	VI A, VII A
Sept	12.09.2023	Tuesday	Visit to Gram Panchayat	VI B,C
	11.09.2023	Monday	Visit to court	IX
Oct	03.10.2023	Tuesday	Visit to Police Station	V
	06.10.2023	Friday	Visit to Hospital	IV
Nov	27.11.2023	Monday	Visit to Post office	III
	29.11.2023	Wednesday	Visit to Mall	II
Dec	05.12.2023	Tuesday	Visit to Nursery Farm	I

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August	22.08.2023	Tuesday	Garden, Park,	I-IV
Sept	02.09.2023	Saturday	One day trip	V-VII
Oct	28.10.2023	Saturday	Trekking	VIII-X


EXCURSION

Dec	26.12.2023 to 27.12. 2023		Two days trip	V-X
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SCOUT & GUIDE ACTIVITY


Nov	28.11.2023	Tuesday	One day Camp	VII-X
Jan	10.01.2023	Wednesday	One day Camp	I-VI


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Celebration of Important Days (Festivals)

Month	Date	Day	Activities	Class
June	21/06/2023	Wednesday	International Yoga day	I- X
Aug	15/08/2023	Tuesday	Independence Day	I- X
	29/08/2023	Tuesday	Raksha Bandhan	I-X
Sept	06/09/2023	Wednesday	Dahi Handi (Janmashtami)	I- X
	05/09/2023	Tuesday	Teachers Day	I- X
	14/09/2023	Thursday	Hindi Divas	I- X
	19/09/2023	Tuesday	Ganesh Chaturthi	I- X
Oct	02/10/2023	Monday	Gandhi Jayanti	I- X
	24/10/2023	Tuesday	Dandiya (Navaratri)	I- X
	08/11/2023	Wednesday	Diwali	I- X
Nov	14/11/2023	Tuesday	Children's day	I- X
Dec	24/11/2023	Monday	Christmas	I- X
Jan	26/01/2025	Friday	Republic day	I- X
Feb	08/02/2024	Thursday	Smt. Mandakini Tongaonkar B.A Celebration (Creativity Day)	I-X
	17/02/2024 & 18/02/2024	Saturday & Sunday	Annual Gathering	I- X
	27/02/2024	Tuesday	Marathi day	I- X
	28/02/2024	Wednesday	Science day	I- X
March	08/03/2024	Friday	Women's Day	...


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OTHER IMPORTANT DAYS

Month	Date	Day	Events	Class
June	05/06/2023	Thursday	World Environmental day	I- X
July	11/07/2023	Tuesday	World Population Day	I- X
	22/07/2023	Saturday	Bal Gangadhar Tilak Jayanti	I- X
Aug	29/08/2023	Tuesday	National Sports day	I-X
Oct	15/10/2023	Sunday	APJ Abdul Kalam Jayanti	I- X
	31/10/2023	Tuesday	National Unity Day	I- X
Nov	26/11/2023	Sunday	National Constitution Day/Law Day	I-X
Dec	01/12/2023	Friday	World Aids Day	I- X
Jan	03/01/2024	Wednesday	Sabitribai Phule Jayanti	I- X
	12/01/2024	Friday	Swami Vivekananda Jayanti	I- X
	23/01/2024	Tuesday	Netaji Subhas Chandra Bose Jayanti	I- X
Feb	19/02/2024	Monday	Shiv Jayanti	I- X
April	07/04/2024	Sunday	World Health Day	I- X
	11/04/2024	Thursday	Mahatma Phule Jayanti	I- X
	14/04/2024	Sunday	Dr. Ambedkar Jayanti	I- X
May	01/05/2024	Wednesday	Maharashtra Day	I- X

SPORTS & GAMES

Month	Date	Day	Events (Inter House Matches)	Class/ Group
July			Music Chair- (Boys & Girls)	G-1 (I-II)
			Tug of war (Boys & Girls)	G-2 (III & IV)
Aug			Kabaddi (Boys & Girls)	G-3 (V to VII)
			Kabaddi (Boys & Girls)	G-4 (VIII – X)
			Throw ball (Boys & Girls)	G-2 (III & IV)
Sept			Hand Ball – (Boys & Girls)	G- 3 (V-VII)
			Volley Ball – Boys & Hand Ball - Girls	G-4 (VIII-X)
Oct			Kho-Kho (Boys) & (Girls)	G-3 G-4 (V-X)
			Kho-Kho (Boys) & (Girls)	G-1, G-2 (I-IV)
Nov			Cricket	G- 3V-VII
			Cricket	G-4 VIII-X
Dec			Annual Sports	I-X
Jan			Foot Ball- Boys	V-X

Note: Sports events will be taken as per as per convenient date.


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LIST OF COMMITTEE MEMBERS-2023-24

Sr. No.	Name of Committee	Teacher in-Charge	Work Profile
01	Time Table & Teachers Arrangement	Mr. Prashant Jadhav Mr. DM Patil	<ul style="list-style-type: none"> Preparation of School Time Table Maintenance of Substitution Register for the Teacher on leave Ensure that no class should be lying vacant without teacher. Looking after of the arrangement of setting any Programme / activities. Arrangement for staff meeting and Demo class of teachers Ensure that any circulars, notices to the parent have circulated.
02	Internal Examination &	Mr. Prashant Jadhav Mrs. Subhashree Bej	<ul style="list-style-type: none"> Fixation for date of Exam Preparation of Date Sheet Circulation of Notice related to Exam Collection of QPs Collection of Syllabus completion reports Assignment of Exam Duties (by Principal only) Preparation of seating arrangement. Issue and receive of answer scripts. Maintaining of Exam records. Stock records of Answer sheets, supplements, Report cards. etc. Any other duties related to Exam Keeping Records of stocks related to academics
03	LEAD Education	Mr. Prashant Jadhav Mr. Harshal Gupta	<ul style="list-style-type: none"> Coordinating with Lead team & Teachers Giving Feedback of Teaching learning process Arrangement of training for teachers Looking after all sorts of evaluation by leads Collection of question paper as per requirement. Getting availability of books Looking after update of learning device/tab etc.
04	Olympiad & Scholarship Exam	Mrs. Sucheta Patil Mr. Milind Sonawane	<ul style="list-style-type: none"> Fixation the Schedule of Exams Circulation of notice. Registration of Students Arrangement of Exams Receive & dispatch of Answer sheets Declaration of result & distribution of certificates & medals. Keeping record of future reference.
05	CCA	Mrs. Shital Patil Mrs. Suvarna Jadhav	<ul style="list-style-type: none"> Circulation of Notice regarding Competition and criteria of selection & Theme etc. Appointment of Judge and Guest Making necessary arrangement of conducting the Activity. Keeping Records of Participants & Winners. Issuing of Certificate & Prizes

06	Educational Tours, Visits & Picnic	Mr. Sandeep Sonawane Mrs. Anjana Rajput	<ul style="list-style-type: none"> • Circulation of Notice regarding Visits • Seeking permission from the concerned authority. • Arrangement of Vehicle for the students. • Preparation of Thanks Letter. • Arrangement of Bouquet • Submission of Report
07	Cultural Activities	Mr. DM Patil Mrs. Vijay Manik	<ul style="list-style-type: none"> • Arrangement of Cultural Activities (Celebration of National days, Teacher's day, other Important days)
08	Health Club	Mrs. Priyanka Thorat Mrs. Jagruti Koli	<ul style="list-style-type: none"> • Looking after Cleanliness of students. • Checking of safe drinking water & sanitation. • Checking of food brought by the students • Arrangement of Medical Checking. • (at least once / Twice in year)
09	Language Club	Mrs. Suvarna Patil Mr. Vijay Manik	<ul style="list-style-type: none"> • Importance of Language • Innovative teaching methods • Conducting Books Exhibition • Giving Importance of speaking & Listening Skill
10	Science & Maths Club	Ms. Dhanashree Dixit Mrs. Monali Mistri	<ul style="list-style-type: none"> • Development of science teaching • Innovative teaching of Science • Conducting of Science Exhibition • Encourage students to participate in Science Exhibition conducted by State/ CBSE.
11	Media	Mr. DM Patil Mr. Prashant Jadhav	<ul style="list-style-type: none"> • Clicking & taking photos & videos • Collecting of Photos of each activity • Arranging to take the photos of every Activity • Uploading Photos in website, Facebook, Instagram etc.
12	Discipline	Mr. Ajay Hazare Mr. Jitendra Bhardwaj	<ul style="list-style-type: none"> • Checking the cleanliness- Hair & Nail cutting, • Checking of proper Uniform • Checking walking in different place in school premises • Checking of discipline at arrival & departure, at assembly or at any Programme
13	Scout & Guide	Mrs. Anjana Rajput Mr. Gopal Dhole	<ul style="list-style-type: none"> • Arranging all required activities • Ensure about proper class conducted • Arrangement of Trekking • Keeping all necessary records.
14	CBSE Training	Mr. Prashant Jadhav (STNC) Mrs. Shital Patil	<ul style="list-style-type: none"> • Ensure about all teachers are attending CBSE online training. • Coordinating all type of Training for teachers • Keeping records Training, Arrangements etc.
15	Transport	Mr. Ajay Hazare Mr. Jitendra Bharadwaj Mr. Harshal Gupta	<ul style="list-style-type: none"> • Looking after safe travelling of children • Coordination among parent & driver. • Looking after Timing, Problem solving etc. • Maintaining Records & meetings

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16	House Master/ Mistress	BLUE: Mrs. Lalita Girase GREEN: Mr. Sandeep S YELLOW: Mrs. Suvarna Patil RED: Mr. DM Patil	<ul style="list-style-type: none"> • Selection of house captain & Activity Captain. • Collection the List of students. • Select and keep records of students for participating of any activities. • Collect of Result of every activity. • Arrangement of smooth conducting of Assembly. • Selection of House Prefect & Activity Prefect. • Responsible for all-round development of House students (Academic, Sports & other activities, discipline)
17	Sexual Harassment Committee/ POCSO Committee	Mrs. Anjana Rajput. Mrs. Harshali Rajput	<ul style="list-style-type: none"> • Create awareness among the student • Teach them good touch & Bad touch • Make awareness of POCSO Rules • Arrange orientation Programme on that • Show the video of KOMAL (CBSE) • Keep records of every child • Any other Programme that you want to do.
18	PTA	Mr. Harshal Gupta Mrs. Suvarna Patil Mr. DM Patil	<ul style="list-style-type: none"> • Arrangement of PTA Meeting (at least 3/4 per AY) • Preparation of Agenda & Minutes • Keeping PTA meeting Records.
19	Display Board & Outer Decoration	Mr. Gopal Dhole	<ul style="list-style-type: none"> • Looking after the outer decoration • Maintaining of Display-Board (outside the class room) • Decoration for any program or Activities conducted in the school.
20	Assembly	Mrs. Lalita Girase Mrs. Geeta Mahajan	<ul style="list-style-type: none"> • Arrangement of all necessary requirements • Co-coordinating House In-charges & House Captains
21	Class Room	All Class Teachers	<ul style="list-style-type: none"> • Looking after for all-round development of their respective classes. (Academic, Sports & other activities, discipline) • Cleanliness of students & classroom • Orderliness of classroom • Maintaining of class records • Decoration of Class & Display Board.

1. No in-charge will take any decision without permission of the Principal.
2. Reporting to the Principal before & after of any event / decision.

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REMEDIAL CLASSES & ZERO PERIODS

Zero Period Schedule of Grade I to IV								
Day/ Class	I		II		III		IV	
	IA	IB	IIA	IIB	IIIA	IIIB	IV A	IV B
Monday	Maths	Maths	Maths	Maths	Maths	Maths	Maths	Maths
Tuesday	English	English	English	English	English	English	English	English
Wednesday	EVS	EVS	EVS	EVS	Science	Science	Science	Science
Thursday	Maths	Maths	Maths	Maths	SSc	SSc	SSc	SSc
Friday	Eng	Eng	Eng	Eng	Maths	Maths	Maths	Maths

Zero Period Schedule of Grade V to X						
Day/ Class	V	VI	VII	VIII	IX	X
Monday	Maths	Maths	Maths	Maths	Maths	Maths
Tuesday	English	English	English	English	English	English
Wednesday	Science	Science	Science	Science	Science	Science
Thursday	SSc	SSc	SSc	SSc	SSc	SSc
Friday	Maths	Maths	Maths	Maths	Maths	Maths

Our school is arranging remedial classes for the students those who are not performing well in academics the following zero period schedule that is regularly followed. Zero period schedules is attached herewith;



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DOCUMENTS & RECORDS TO BE SUBMITTED BY TEACHERS.

Sr. No	Name of Document	Update	Deadline	Remark
01	Syllabus Planner	Before commencement of New Academic year	End of first week after school reopens	
02	Monthly Planner	First day of every month	First day of every month	
03	Weekly Planner	Once in a week	Every Monday	
04	Daily Planner	Once in a week	Every Monday	
05	Attendance Register	Once in a month	Last Working day the month	
06	Remedial tracker	Once in a month	Last Working day the month	
07	Mark Register	Once in a month	Last Friday of every month	
08	Anecdotal Record	Every Month	Before PTM	
09	Work Sheet (Maths, Sci, SSc)	Twice in a Month	1 st & 3 rd Monday	
10	Work Sheet (Eng., Hindi, Mar.)	Twice in a Month	2 nd & 4 th Monday	
11	Daily Log Book	Everyday	Everyday before departure	
12	Register of Different Discipline (Various Committee)	Once in Every month	Last Working day of the month	


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