



Bal Bharati
PUBLIC SCHOOL

(An Institution of the Child Education Society (Regd.), Delhi)

TEACHERS' HANDBOOK 2022-23

NTPC Sipat
Bilaspur C.G. 495555
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“हंसो नयतु नः प्रज्ञाम”
‘O swan, lead us to knowledge’

The motto of Bal Bharati Public Schools is ‘Hanso Nayatu Naha Pragyam’.

It is depicted in the image of a child astride a soaring swan moving constantly to new heights of learning and excellence. Swan or ‘hansa’ is a revered symbol of enlightenment in Indian mythology, and we pray that each child is guided by the pure and wise swan that helps him or her embark on a new journey each day, to new horizons.

VISION & MISSION

Bal Bharti Public Schools, run by Child Education Society, are committed to inspiring students to achieve the highest standards of intellectual, social, emotional and moral development through a multi-faceted approach to education.

We promote a supportive and happy environment for students to interact with and learn from their peers, teachers, parents and the community.

We aim to prepare students to become:

- ✚ Disciplined, confident, resilient and caring
- ✚ Equipped with the right values, knowledge and skills ✚ Future-ready and life-long learners
- ✚ Enlightened and engaged citizens of a global society

PRINCIPAL'S MESSAGE

I am honoured to be the principal of Bal Bharati Public School, NTPC Sipat one of the youngest and most promising school of Bilaspur. At BBPS we focus on reading and language, Information Technology literacy and Mathematics. We have high expectations for our students and believe in developing personal responsibility in each child for his/her own learning and education.

It is my desire to work with you, your child, and the staff to continue to foster a strong sense of community in order to increase student achievement.

During my twenty one years in education, I have learned that the best method to increase and maintain high student achievement is to foster the development of a strong school community where the principal, staff and parents collaborate in order to best meet the needs of their students.

I truly believe strong partnerships between parents and staff lead to academic success for all students. Therefore, I want parents to actively participate in their child's education. This participation may come in a variety of forms including: joining the PTA, working as a volunteer at the school, checking your child's homework and agenda on a daily basis, attending school-wide events and communicating questions or concerns to me and the teachers.

I am also honoured to work with an outstanding staff that strives to give the children of this school many enriching opportunities. The commitment of the staff is exemplary.

Shalabh Nigam

STAFF DETAILS

S. NO	NAME	DESIGNATION	OFFICIAL E-MAIL	CONTACT NUMBER
1	SHALABH NIGAM	Principal	shalab.nigam@balbharati.org	8435919369
2	POOJA SINGH BAGHEL	PGT	poojasingh.baghel@sp.balbharati.org	9691838018
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30	BEENA NIGAM	PRT	beena.nigam@sp.balbharati.org	8818883586
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40	PREETI RAY PALADHI	Special Educator	preetiray.paladhi@sp.balbharati.org	9823159857
41	MINI SHARMA	Assistant Teacher	mini.sharma@sp.balbharati.org	9977471374

	NON TEACHING STAFF			
1	SHAIENDRA KUMAR TRIPATHI	Accountant	shailendra.tripathi@sp.balbharati.org	9669807564
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3	ISWAR YADAV	IT Support Representative	ishwar.yadav@sp.balbharati.org	8818883542

SCHOOL TIMING

PRE SCHOOL AND PRE PRIMARY : 8.45 a.m. to 1:10 p.m.

CLASSES I to XII : 7:20 a.m. to 1.20 p.m.

LIST OF HOLIDAYS

Month	Total days	Working Days	sun days	Holidays(Ex Sun.)	Date/Days	Holiday Details	Vacation	
April-2022	30	23	4	3	09/4/2022(Saturday)	Second Saturday		
					10/4/2022(Sunday)	Ramnavami		
					14/4/2022(Thursday)	Dr. Ambedkar Jayanti & Mahavir Jayanti		
					15/4/2022(Friday)	Good Friday		
May-2022	31	0	5	26	03/5/2022(Tuesday)	Id-UI-Fitar	Summer Vacation	1 May 2022 To 15 Jun 2022
					14/5/2022(Saturday)	Second Saturday		
					16/5/2022(Monday)	Buddh Purnima		
June-2022	30	13	4	13	11/6/2022(Saturday)	Second Saturday		
July-2022	31	24	5	2	09/7/2022(Saturday)	Second Saturday		
					10/7/2022 (Sunday)	Id-UI-Zuha(Bakr-Id)		
					28/7/2022(Thursday)	Hareli		
Aug-2022	31	20	4	7	09/8/2022 (Tuesday)	World Tribal day & Moharram		
					11/8/2022(Thursday)	Raksha Bandhan		
					13/8/2022 (Saturday)	Second Saturday		
					15/8/2022 (Monday)	Independence day		
					19/8/2022(Friday)	Janmashtami		
					30/8/2022 (Tuesday)	Harithalika		
					31/8/2022 (Wednesday)	Ganesh Chaturthi		
Sept-2022	30	25	4	1	10/9/2022 (Saturday)	Second Saturday		
Oct-2022	31	12	5	14	02/10/2022 (Sunday)	Gandhi Jayanti	Dussehra Vacation	1 Oct 2022 To 7 Oct 2022
					05/10/2022(Wednesday)	Dussehra		
					08/10/2022 (Saturday)	Second Saturday		
					09/10/2022 (Sunday)	Id-E-Milad	Diwali Vacation	21 Oct 2022 To 27 Oct 2022
					13/10/2022 (Thursday)	Karva Chauth		
					24/10/2022(Monday)	Diwali		
30/10/2022(Sunday)	Chhath Puja							
Nov-2022	30	24	4	2	08/11/2022(Tuesday)	GuruNanak Jayanti		
					12/11/2022(Saturday)	Second Saturday		
Dec-2022	31	18	4	9	10/12/2022 (Saturday)	Second Saturday	Winter Vacation	24 Dec 2022 To 31 Dec 2022
					18/12/2022 (Sunday)	Guru Ghasi Das Jayanti		
					25/12/2022 (Sunday)	X-Mas		
Jan-2023	31	24	5	2	01/01/2023 (Sunday)	New year	VACATION AT GLANCE	
					14/01/2023 (Saturday)	Second Saturday		
					15/01/2023 (Sunday)	Makarsankranti		
					26/01/2023 (Thursday)	Republic Day & Vasant Panchami		
Feb-2023	28	22	4	2	11/02/2023 (Saturday)	Second Saturday	DUSSEHRA VACATION	1 Oct 2022 To 7 Oct 2022
					18/02/2023 (Saturday)	Mahashivratri		
March-2023	31	24	4	3	08/03/2023(Wednesday)	Holi	DIWALI VACATION	21 Oct 2022 To 27 Oct 2022
					09/03/2023(Thursday)	Holi		
					11/03/2022 (Saturday)	Second Saturday	WINTER VACATION	24 Dec 2022 To 31 Dec 22

DUTIES & RESPONSIBILITIES OF EVERY TEACHER

"A teacher is like a candle that consumes itself to light the way for others" We have a lot of heroes today -sportsmen, supermodels, media personalities, ministers, They come into the limelight, they have their fifteen minutes of fame and they go and are forgotten but the influence of good teachers always stays with us. They are the ones who shape the lives of millions. As such, every teacher at Bal Bharati must:

- Always be punctual (adhere to the time schedules for each and every activity of the School).
- Perform all the duties assigned religiously & effectively.
- Properly plan and organize his/her affairs.
- Keep themselves abreast with the latest in their field and not simply rest on the past.
- Display exemplary behavior. Be firm and polite in dealing with parents and students.
- Follow the prescribed dress code.
- Adopt a positive approach and maintain cordial relations with colleagues. • Seek prior permission to avail leave.
- Ensure that the prefects and monitors should be effectively used to maintain the tone of discipline in the School.
- Teach all relevant subjects in English. Under no circumstances should he/she use Hindi as a tool to explain a topic or a concept. Students should be encouraged to speak in English
- Plan the monthly, weekly and daily syllabus in accordance with the curriculum.
- Ensure that the weekly plan is strictly adhered to and no portion of the syllabus is uncovered.
- All assignments should be thoroughly checked and teachers should ensure that not even a single error is overlooked.
- If the syllabus planned for a particular week is not completed, the Departmental head should be informed about the reason and the plan for completion of the same.
- Refrain herself/himself from undertaking private tuitions or indulging into any other business activity.
- Refrain from indulging in or advocating any form of malpractices.
- Not organize or attend any meeting during School hours except with prior permission of the head of the institution.
- Refrain from inflicting any kind of Corporal and Psychological punishment on the student.
- Not make the students do his/her personal work.

DUTIES OF CLASS TEACHERS

Discipline

- It is the duty of class teacher to ensure proper discipline of students of their respective sections. Students instigating or creating indiscipline should be identified and counselled by the class teachers.

Assembly

- No teacher should remain absent from assembly without prior permission of the Departmental head.
- Teacher should ensure that the class moves in a single line right from the class room to the assembly area and that at no point of time students break or spoil the line.
 - During Assembly the Teacher should take frequent rounds to :
 - A. Maintain discipline throughout the program.
 - B. Ensure that the students are attentive and watching the program.

Uniform Checking

- The class teacher should regularly check that the students wear proper and complete school uniform .Use of nail polish and henna is strictly prohibited .Haircuts must be checked regularly. Regular defaulters should be notified to the parents and a record of communication should be maintained. Students not responding even after notification to the parents should be brought to the notice of Principal for necessary action.

Entries in the attendance register

- The class teacher should ensure that entries (student's name, mother's name, father's name and date of birth) in the class register are recorded strictly as per the "Admission and withdrawal Register" of the School.
- No change in Student's name, Date of birth, Father's name and Mother's name should be made without authorization from the Principal in writing.
- While marking the attendance in the class register a uniform pattern should be adopted. For Students present 'P' should be written. For Students absent without leave 'A' should be written. For Students on leave 'L' should be written.
- All Class teachers should complete the monthly attendance record in the attendance register on the last day of every month and the same should be countersigned by their respective checkers.

Students' Diary

- Class teacher should ensure that the "Personal Data" information should be duly filled in the students' diary.
- School diary should be effectively utilised for :
 - ▶ Communicating relevant information to the parents.
 - ▶ Maintaining Record of Circular issued by the School and Acknowledgement by the Parents.
 - ▶ To be used as a medium of feedback for the parents and teachers.
 - ▶ Maintaining Fee Record
 - ▶ Maintaining Leave Record

Health, Hygiene and Cleanliness

- Ensure the cleanliness and tidiness of the classroom, furniture and other objects.
- Check that the students finish their food in the recess period.

During Parent Teacher Meeting

- The teacher must keep all requisite records of each and every student of her class with her so that she may apprise the parents about the students' performance.
- A teacher must also maintain the record of the parents she meets during these sessions and get their signature.

Maintenance of furniture and fixture record

All Class Teachers should

- Keep a record of furniture and fixture of their respective classrooms in the maintenance notebook as per

the instructions given.

- Instil positive values amongst the children and encourage them to keep the furniture in an orderly manner.

Payment of fees

- The class teacher should ensure that the students pay their School fees and other dues by the stipulated date.

DRESS CODE POLICY

Guidelines for the dress code for the staff are as follows:

Male Staff Members:

Formal wear -Shirt, Trousers, Suits, Blazers, Cardigans, Sweaters, Jackets and formal shoes .T-shirts, jeans, sandals and chappals should be avoided.

Female Staff Members:

Formal wear-Saree or suits with dupattas .Western wear ,sleeveless blouse /shirt ,short kurtis, palazzo, flashy accessories ,heavy makeup and stiletto heels should be avoided.

Sports Teachers: Tracksuits with sports shoes are permitted

ID Card : Staff members are provided with an ID Card which must be worn at all times when on duty within the School premises or when on duty or acting in an official capacity or presenting School anywhere.

DRESS CODE FOR TEACHERS (OUTSTATION TRIP INCLUDING SOLAN)

Guidelines for dress code for the staff are as follows :

Male Staff Members :

1. Jeans /Trousers which should not be too fitted/tight
2. Wearing of shorts not permitted

Female Staff Members :

1. No sleeveless/deep neck /tight fitting dresses, tops, T-shirts to be worn.
2. Jeans /Trousers should not be too fitted. They should be worn with long & loose kurtis.
3. High heeled footwear should be avoided .Comfortable flat sandals /shoes may be worn.

Following an established dress code policy will help the staff to obtain respect and credibility necessary from students and parent's .Students will tend to model the behaviour and appearance they see in the classroom. An effective teacher will dress appropriately as a professional educator to model success. Your respect in the classroom begins with your appearance and you should strive to be a positive role model for each student.

Sexual Harassment of Women at Workplace Act, 2013

Sexual harassment is any unwelcome sexually defined behaviour which can range from misbehaviour of an irritating nature to the most serious forms such as sexual abuse and assault, including rape.

The Sexual Harassment of Women (Prevention, Prohibition and Redressal) Act 2013 defines sexual harassment to include any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely:

- Physical contact and advances
- A demand or request for sexual favour
- Making sexually coloured remarks
- Showing pornography
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Sexual harassment at the workplace is any unwelcome sexually defined behaviour which has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, abusive or offensive working environment.

For details all teachers should read the provisions of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

CHILD PROTECTION POLICY

The Constitution of India guarantees several rights to children and enables the State to make provisions to ensure that the tender age of children is not abused. Child Abuse was and continues to be, one of the most heinous crimes designed and perpetuated by human beings against some of the most vulnerable and defenseless sections of the community. Globally, it has been recognized and seen as a particularly burdensome challenge. According to the World Health Organization, "Child maltreatment, sometimes referred to as child abuse and neglect, includes all forms of physical and emotional ill-treatment, sexual abuse, neglect, and exploitation that results in actual or potential harm to the child's health, development or dignity. Within this broad definition, five subtypes can be distinguished – physical abuse; sexual abuse; neglect and negligent treatment; emotional abuse; and exploitation".

TYPES OF ABUSE

- 1. Physical Abuse:** Includes hitting, kicking, punching, biting, burning, shaking, drowning, smothering and giving drugs or alcohol (includes corporal punishment)

Possible Symptoms:

- Frequent injuries or unexplained bruises, fractures, welts, burns or cuts
- Depression and anxiety and/or aggression and violence.
- Problems with relationships and socializing / distant and withdrawn.
- Wears inappropriate clothing to cover up injuries, such as a coat on warm days.
- Running away
- Sleeps in Class /appears drowsy

- 2. Emotional Abuse:** Includes threats, humiliation, sarcasm, degrading punishments, undermining confidence

Possible Symptoms:

- Possible delayed physical, emotional and mental development.
- Being unable to play or socialize well with others
- Fearful of making mistakes
- Self-harm
- Sudden speech disorders or neurotic behaviour such as rocking
- Low self-esteem / confidence
- Crying inconsolably

- 3. Sexual Abuse:** Includes kissing, touching genitals or breasts, vaginal or anal intercourse, oral sex, and encouraging to look at pornography, trading grades for sexual favors.

Possible Symptoms:

- Aggressive behaviour, risk taking and missing school or running away.
- Sleep problems and bed-wetting or soiling.
- Negative thoughts / not looking after themselves / low self esteem
- Displaying sexually inappropriate behaviour
- Anal or vaginal soreness
- Unexplained bleeding from private parts.

- 4. Substance Abuse:** Includes intake of Psychoactive /alcoholic /narcotic substance /tobacco or

engage in buying or selling of any above-mentioned substance.

Possible Symptoms:

- Aggressive behaviour, risk taking, missing school.
- Stealing
- Low self-esteem/ confidence
- Unable to socialize well with others
- Day dreaming, lethargic

5. Neglect: Includes lack of food, medical attention, supervision, clothing etc.

Possible Symptoms:

- Delayed development
- Poor hygiene, unwashed clothes or inadequate clothes
- Untreated medical conditions
- Being hungry or tired all the time
- Missing school or difficulties with school work
- Poor self esteem
- Withdrawn and difficulty making friends and/or anti-social behavior

• TEACHER'S ROLE

Be familiar with your school's child protection policy, procedure and know who is the child protection lead in with your department. Ensure the students are also aware about reporting the abuse.

Disclosures:

- Listen to the child, reassure them that they have been brave but do not investigate.
- Explain to the child that you have to talk to the child protection lead as you need to see what can be done. Explain that you will only speak to people who need to know.
- Act immediately and report to the child protection lead so an assessment of risk can take place. Any delay could leave the child in danger.
- Keep records of all conversations and actions taken.
- Be transparent with the child so that he/she can be involved at each stage.

Suspicious:

- Pass on all concerns to the child protection lead in your department. No matter how small.
- Keep records of any concerns.

• GENERAL DO'S:

Be vigilant at all times, in case of a discloser follow the given instructions:

- Immediately tell the child that you believe in him/her.
- Keep your own body language calm and composed.
- Use the language in which the child is comfortable.
- Acknowledge it is difficult to talk about such things.
- Tell the child this happens to other children also and that he/she is not the only one.
- Tell him/her that he/she is not responsible for what happened and did not deserve it.
- Tell him/her that sometimes adults do things that are not OK (avoid saying that the offender is "sick").
- Everything you can to support, comfort and reassure the child.

- Explain to the child that the teacher needs to share the disclosure with the concerned authorities in the benefit of the child.
- Make notes of facts of the disclosure after the child has left and fill the Child Protection Form.

- **GENERAL DON'Ts:**

In case of a disclosure follow the given instructions:

- Do not investigate, JUST LISTEN.
- Do not make the child repeat with the discloser.
- Do not make notes or do recordings in front of the child.
- Do not take confessions in writing.
- Do not make false promises.
- Do not share the incident with people who do not need to know about it.
- Do not delay reporting the incident to the authorities/departmental heads beyond 24 hours.

- **ASPECTS OF CHILD PROTECTION**

A child needs protection from people with unhealthy attitude present in the School campus. These include other School students, administrators, teachers and rest of the School staff (i.e., cleaning agency workers, office staff, security workers, etc). Child protection can be ensured through appropriate action against bullying; corporal punishment; any sort of physical, verbal or sexual abuse and indiscipline, violence or substance abuse. Therefore, Child protection policy includes sub-policies namely-

- Anti-Corporal Punishment Policy
- Anti-Bullying Policy
- School Discipline and Substance Abuse Policy

- **ANTI CORPORAL PUNISHMENT POLICY**

The Right of children to Free and Compulsory Education Act (RTE, 2009), clearly states that no child shall be subject to “physical punishment or mental harassment” in schools. Those officials that contravene this provision shall be liable for disciplinary action under service rules applicable to them.

It is not easy to define corporal punishment as it involves humiliation and insult which a child feels as a subject. Considering the millions of ways in which punishment is perpetrated on children in contemporary times, it is impossible to exhaust all the forms of insinuations and violence. However, following behaviour has been categorically put under Anti corporal policy of the school.

1. Physical punishment is understood as any action that causes pain, hurt/injury and discomfort to a child, however light. Examples of physical punishment include but are not restricted to the following:

- a) Causing physical harm to children by hitting, kicking, scratching, pinching, biting, pulling the hair, boxing ears, smacking, slapping, and spanking or with any implement (cane, stick, shoe, chalk, dusters, belt, whip, giving electric shock etc.)
- b) Making children assume an uncomfortable position (standing on bench, standing against the wall in a chair-like position, standing with schoolbag on head, holding ears through legs, kneeling etc.)
- c) Forced ingestion of anything (for example: washing soap, mud, chalk, hot spices etc.)
- d) Detention in the classroom, library, toilet or any closed space in the school.

2. Mental harassment is understood as any non-physical treatment that is detrimental to the academic and psychological well-being of a child. It includes but is not restricted to the following:

- a) Sarcasm that hurts or lowers the child’s dignity; Calling names and scolding using humiliating

- adjectives, intimidation;
- b) Using derogatory remarks for the child, including pinning of slogans;
- c) Ridiculing the child with regard to his/her background or status or parental occupation or caste;
- d) Ridiculing the child with regard to his/her health status or that of the family – especially HIV/AIDS and tuberculosis;
- e) Belittling a child in the classroom due to his/her inability to meet the teacher's expectations of academic achievement;
- f) Punishing or disciplining a child, not recognizing that most children who perform poorly in academics are actually children with special needs. Such children could have conditions like learning disability, attention deficit hyperactivity disorder, mild developmental delay etc.
- g) Using punitive measures to correct a child and even labeling him/her as difficult; such as a child with attention deficit hyperactivity disorder who may not only fare poorly in academics, but also pose a problem in management of classroom behaviors;
- h) 'Shaming' the child to motivate the child to improve his performance and
- i) Ridiculing a child with developmental problems such as learning difficulty or a speech disorder, such as, stammering or speech articulation disorder.

3. Discrimination is understood as prejudiced views and behaviour towards any child because of her/his caste/gender, occupation or region and non-payment of fees or for being a student admitted under the 25% reservation to disadvantaged groups or weaker sections of society under the RTE, 2009. It can be latent; manifest; open or subtle. It includes but is not restricted to the following:

- a. Bringing social attitudes and prejudices of the community into the school by using belittling remarks against a specific social group or gender or ability/disability;
- b. Assigning different duties and seating in schools based on caste, community or gender prejudices for example, cleaning of toilets assigned by caste; task of making tea assigned by gender); admission through 25% reserved seats under the RTE; or non-payment of any prescribed fees;
- c. Commenting on academic ability based on caste or community prejudices and
- d. Denying a facility like library books or uniforms or sports facilities to a child or group of children based on caste, community, religion or gender.

CODE OF CONDUCT

INAPPROPRIATE / OFFENSIVE BEHAVIOUR OF STAFF AND EMPLOYEES

1. Hit or otherwise physically assault a child.
2. Use language that will mentally or emotionally abuse the child.
3. Act in any way that intends to embarrass, shame, humiliate or degrade a child.
4. Show discrimination of race, culture, age, gender, disability, religion, sexuality, political persuasion or any other status.
5. Develop a sexual relation with a child.
6. Kiss, hug, fondle, rub or touch a child in an inappropriate or culturally insensitive way.
7. Initiate physical contact unless initiated by the child (e.g., holding hands).
8. Suggest inappropriate behaviour or relations of any kind.
9. Allow children to engage in sexually provocative games with each other.
10. Stand aside when they see inappropriate actions inflicted by children on other children because it is frequent and commonplace.

ACTION TO BE TAKEN BY TEACHERS

As teachers if **one is concerned that one of the children has any signs of abuse it is vital to report to the Principal** who will keep a written record of any factual statement of concern regarding a child.

CHILD PROTECTION IS ALSO ABOUT YOUR OWN PROTECTION SO PLEASE REMEMBER THAT YOU ARE TO ONLY REPORT THE INCIDENT AND NOT TAKE ANY ACTION AFTER DISCLOSURES.

ANTI BULLYING POLICY

Bullying is behaviour by an individual, repeated over time that intentionally hurts another individual or group. It can be in the physical, verbal, emotional or cyber domain. It is any act or gesture (written, verbal, graphic, or physical) that is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating and threatening and likely to evoke fear of physical harm or emotional distress.

The following types of bullying behaviour are included in this non-exhaustive definition

- deliberate exclusion, malicious gossip and other forms of relational bullying,
- cyber-bullying,
- identity-based bullying such as homophobic bullying, racist bullying,
- Bullying of those with disabilities or special educational needs.
- hurtful public message, image or statement on a social network site or other public forum
- where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying

Bullying undermines and dilutes the quality of education. Research shows that bullying can have short and long-term effects on the physical and mental well-being of pupils, on engagement with school, on self-confidence and on the ability to pursue ambitions and interests. Therefore, the policy aims to create an environment where students can grow and flourish without fear.

An anti-bullying policy should always endeavor to complement a school's policy on behavior and discipline. There is also a need to regularly reinforce and review the policy so that newcomers to the school understand the school's stance on bullying and so that existing pupils and parents are reminded that bullying, in whatever form, will never be tolerated.

POLICY GUIDELINES

- a) The Head of the Institution will be responsible to determine whether an alleged act constitutes a violation of this policy.
- b) The Policy prohibits reprisal or retaliation against any person who reports an act of bullying or harassment or cooperates in the investigation.
- c) The policy prohibits any person from falsely accusing another as a means of bullying or harassment.
- d) School officials will disseminate the policy annually to all school staff, students, and parents, along with a statement explaining that it applies to all applicable acts of harassment if bullying occurs on school property, at school-sponsored functions, or on a school bus.
- e) Involvement of parents through regular meetings with HM/Class teacher/Counselor. The school recognizes the need to work in partnership with and keep parents informed on procedures to improve relationships on a school-wide basis.

CODE OF CONDUCT

Behaviour protocol for children

- i) Respect all staff, teachers, parents and outsiders
- ii) All relevant information should always be given to the concerned staff
- iii) Share information and learning with other children
- iv) Never physically assault or sexually abuse another child
- v) Never tease another child or call out nicknames
- vi) Never threaten another child
- vii) Never spread rumors about another child, or details about the child which could be socially humiliating
- viii) Never force another child to give away his/her personal belongings
- ix) Never use abusive language
- x) This protocol must be encouraged by staff among children.

Expected Behavior of school staff

- i) The school promotes habits of mutual respect, courtesy and an awareness of the interdependence of people in groups and communities.
- ii) The school promotes qualities of social responsibility, tolerance and understanding among all its members both in school and out of school.
- iii) Staff members share a collegiate responsibility, under the direction of the Principal, to act in preventing bullying/aggressive behavior by any member of the school.

The following are some **practical tips** for immediate actions that can be taken to help build a positive school culture and climate.

- Explicitly teach pupils what respectful language and respectful behavior looks like, acts like.
- Display key respect messages in classrooms, in assembly areas and around the school. Involve pupils in the development of these messages.
- Catch them being good - notice and acknowledge desired respectful behavior by providing positive attention.
- Consistently tackle the use of discriminatory and derogatory language in the school.
- Give constructive feedback to pupils when respectful behavior and respectful language are absent.
- Have a system of encouragement and rewards to promote desired behavior and compliance with the school rules and routines.
- Explicitly teach pupils about the appropriate use of social media, mobile phone and internet use. • Follow up and follow through with pupils who ignore the rules actively and tackle bullying behavior.
- Involve parents and/or the Parents' Association in awareness raising campaigns around social media.
- Actively promote the right of every member of the school community to be safe and secure in school.
- Highlight and explicitly teach school rules in pupil friendly language in the classroom and in common areas.
- All staff must watch out for signs of bullying behavior.
- Ensure there is adequate playground/school yard/outdoor supervision. • School staff can get pupils to help them to identify bullying "hot spots" and "hot times" for bullying in the school.
- Hot spots tend to be in the playground/school yard/outdoor areas, changing rooms, corridors and other areas of unstructured supervision.
- Hot times again tend to be times where there is less structured supervision such as when pupils are in the playground/school yard or moving classrooms.

- Support the establishment and work of student councils' agencies in preventing and dealing with bullying.

DISCIPLINE AND SUBSTANCE ABUSE POLICY

School discipline is the system of rules, punishments and behavioural strategies appropriate to the regulation of children and the maintenance of order in schools. Its aim is to control the students' actions and behaviour. An obedient student is in compliance with the school rules and codes of conduct. These rules may, for example, define the expected standards of clothing, timekeeping, social behaviour and work ethic. The term discipline is also applied to the intervention that is the consequence of breaking the rules. The aim of discipline is to set limits restricting certain behaviours seen as harmful for the child or others around him. In general, a system of school discipline can be called effective if it clearly communicates to both students and staff what are acceptable and unacceptable boundaries of behavior and what are the consequences of misbehavior will be.

Objectives of A Discipline Policy/Plan

- To enable students to manage and control their behavior.
- To enable the students follow rules, respect them and participate positively in learning process. • To eliminate physical and psychological violence from school.
- To ensure a general wellbeing of students and staff in school. The aforementioned objectives can be achieved through the following steps- • A firm consistent discipline plan.
- Entire school (i.e., all heads, teachers, students and parents) is aware of the plan and follows consistently.
- The plan is implemented strictly by VP/HMs and counselor (when required for referral). • Have a few pages in diary for indisciplinary notes from teacher (so that each parent can ensure about their child's behaviour by going through those pages).
- Enhance parent participation by A) having regular age-appropriate workshops (e.g., Mont-I, class I, VI, IX and XI) B) valuing parent participation (e.g. dads vs. lads matches)
- Appropriate and respectful behavior is modeled by teachers and administrators.
- Appropriate behavior in students is appreciated and encouraged through formal and informal means. It is vital that the behavior policy is clear, that it is well understood by staff, parents and pupils, and that it is consistently applied.

CODE OF CONDUCT

DEFINITION OF MISBEHAVIOUR

- Misbehavior includes disrespect to teachers all members of the School Staff, Irregular attendance, habitual idleness, disobedience, bad conduct, stealing, using unfair means in examination, teasing fellow students, etc.
- Students are not allowed to bring two wheelers to school or drive a four-wheeler to school.
- No books, periodicals, comics, newspaper or printed matter of an objectionable nature, must be brought into the school.
- Unauthorized object that may cause harm to self /others /school building. e.g., Sharp objects, fire crackers etc. must not be brought to School.
- Cell phones, digital watches and diaries, toys, calculators, video games, portable audio and video devices and any mass storage devices are forbidden in the school.
- Any damage to school property must be made good by the student concerned.
- The school uniform is a sacred and prized possession of a student. It symbolizes the ethos and culture of the school, of which the student is an integral part.
- Uniform includes proper shirt, skirt/trousers, socks, belt, shoes, tie and blazer (in winters). Shirts should

be properly tucked in and skirts/trousers worn on the waist and not low waist. Any violation of its sanctity calls for firm disciplinary action.

- School time needs to be respected. Gates to be closed at 7.20 am
- No child enters unless parents accompany with valid reasons.
- It is responsibility of parents to ensure child's safe return to home if he /she reaches late and gates are closed.

REPORTING

- An episode of indiscipline can be reported by a student, teacher, a support staff or administrator. • The complaint must be brought to the notice of Class teacher and the Head Mistress; who would decide for next action as per the severity of indiscipline. Once rules have been communicated, fair and consistent enforcement helps maintain students' respect for the school's discipline system. Consistency will be greater when fewer individuals are responsible for enforcement. The school will review this policy annually to reflect new legal and regulatory developments and ensure best practice.

CYBER POLICY

[BBPS Cyber policy](#)

LIST OF CLASS TEACHERS

S. NO.	CLASS	CLASS TEACHER	CONTACT NUMBER
1	PP I - A	R. PATHAK	9907425629
2	PP I - B	S. DAS	9926892266
3	PP II - A	K. PANDEY	9617127277
4	PP II - B	P. SHRILEKHA	7587233288
5	I A	S. SARKAR	7509435550
6	I B	M. SINGH	7898550734
7	II A	G. SWAIN	8989795795
8	II B	S. PAWAR	7000965731
9	III A	S. PATEL	7580911663
10	III B	N. BHANU PADMJA	9329961988
11	IV A	M. YADAV	8234041297
12	IV B	P. ROY	7987425851
13	V A	H. VISHWAKARMA	7869050556
14	V B	B. NIGAM	8818883586
15	VI A	B. PANDEY	9630525015
16	VI B	R. SATAPATHY	9669480066
17	VII A	V. SONI	9981432466
18	VII B	K. BOSE	9893218891
19	VIII A	M. MAZUMDAR	9425833026
20	VIII B	S. S. THAKUR	8982596718
21	IX A	N. PATEL	9406256084
22	IX B	J. TELASI	9406171989
23	X A	L. GIRI	9826833986
24	X B	H. P. SHUKLA	6232732574
25	XI SC	V. SHRIVASTAVA	9424423481
26	XI COM	S. K. BHOI	8719939197
27	XII SC	N. K. SHIVHARE	9479285367

ANNUAL DUTY PLAN FOR SESSION 2022-23

S.No.	Department/Duty	In-charge Teacher
1	Examination	PB/BM/VSR/DG/NKS
2	MOD, Gate Duty, Lunch Break duty in-charge	HPS
3	Academic Heads & Syllabus Checking	1.Pre Primary: RP 2. Primary: HV 3. Middle: VS 4. Secondary/Sr Secondary: VSR
4	Extra/Remedial class/ Revision Test Schedules	VSR
5	Time-Table	MM
6	CCA Coordinator/Arrangement In-charge	SSR
7	CBSE circular In-charge	BM
8	External Examination	BD and all HOD's
9	Attendance Register	1.Pre Primary: PSL 2. Primary: PR 3. Middle: LG 4. Secondary/Sr Secondary: SKB
10	School Website/Workshop Record maintenance	JB/PB/IY
11	School Magazine	Eng Dept: DG/MY Hindi Dept: SST/ Shobha mam Sans Dept: LavesGiri Maths :Papry Roy Science :J Telasi Sst : Beena Mam
12	Independence Day	N Patel/Mini Mam
13	Teacher's Day	NKS/BM
14	Annual Day	VSR/PR
15	Children's Day	HPS/ RD
16	Saraswati Pooja	RST/ Madhuri Singh
17	Graduation Day	Pre Primary: KP/SD Class XII: NKS/ BM
18	Farewell for class XII	VSR/SKB

19	Republic Day	SKB/ SP
20	Pre Primary Annul Function	RP/KP
21	International Yoga Day	SS
22	School Award/Inspection/Annual calendar/Almanac	PB/DG/JT
23	Ground maintenance / Medical Check-up CCA Sport/ Annual Sports Day	GA/DS
24	Staff Club	BD/BM/HV
25	Over All In-charge of Cultural Activities	SG/RV
26	Press Release and Media Coverage for all the programs and functions	Hindi : LG and SPR English : MY and HV
27	Invitation Cards for All the Programs	IT Department: PB/JB/IY
28	Photographs / videography and record keeping	JB/IY
29	Display Boards	Class: All the Class teachers and subject teachers Dept. : All the HODs Outside Display Board-SP Overall Display Board Incharge- SP
30	CBSE Activities	BM/VSR
31	House Keeping, Civil/HR/ Electrical Dept.	SKT/DR
32	Cleanliness Incharge	Pre-Primary Section- RP Primary Section- SS Main building (Ground floor and first floor)- KB Staff room(both)-SPA Admin Area, Open Assembly Area and Multipurpose hall-DR Outside Area-RST Overall Incharge- GS
33	Furniture Maintenance	Pre-Primary Section- KP Primary Section- MS Main building (Ground floor and first floor)- NP

		Staff room(both)-MM Admin Area -SKT Overall Incharge- BD
34	Horticulture	NB/ SKB/BN/ GS Overall Incharge- BP
35	School Beautification	RV/ SG Overall Incharge-SD
36	School Audit	JT
37	Tour's and Picnics	SSR/SST/BD
38	NTPC /CISF Activities	LG/RD/RV/SG
39	Solan Trip	SSR/SST/BD
40	Class Observation Record	SKB
41	Mock-Drill	BM

CLUB INCHARGES- 2022-23

SN	CLUB	INCHARGES
1	Anukriti – Hindi Dramatics Club	LG
2	Groove Makerz – Music	SG
3	Scienceporium Club	NKS
4	Danceperation	RV
5	Convocare – Mental Wellness	RD
6	Health and Wellness Club – Yoga	SS
7	Ecological Club – The Eco Warriors	SST
8	The English literati Club	DG
9	Readers Club	SSR
10	Brain Club – GK	SB
11	Agility – The Sports Club	GA

12	Great Creators Club – Art and Craft	BD
13	Miracle of Maths	VSR
14	Tech Aura – Coding and Robotic Club	JB
15	Financial Literacy Club	BM