

Name :- \_\_\_\_\_ Std:- \_\_\_\_\_ Div:- \_\_\_\_\_ Date:- \_\_\_\_\_

Dear Parents & Guardians  
Greetings!

Orientation conducted on 21<sup>th</sup> April 2017 follow up:

Sr. No.	SUBJECT	THINGS TO BE FOLLOWED
1.	School Goals	Two goals adopted by the school are: 1. Nurturing students self-discipline: 1. Create a warm & nurturing classroom climate & physical environment in the classroom. 2. Encourage students engagement: 1. School Assembly 2. Teachers Authentic learning Plan 3. The school will provide various platforms to encourage students creativity Integration the Arts
2.	JVM Golden Rules for the follow in the student to classroom & in school premises	<ul style="list-style-type: none"> <li>• PUNCTUALITY</li> <li>• CLEANLINESS</li> <li>• RESPECT EACH INDIVIDUAL</li> <li>• AWARENESS OF DUTIES &amp; RESPONSIBILITY</li> <li>• POLITE EXPRESSION</li> <li>• SPEAK IN ENGLISH</li> <li>• TAKING CARE OF SCHOOL PROPERTY</li> <li>• ENCOURAGE GROUP PARTICIPATION ( KIND &amp; HELPFUL)</li> <li>• DON'T RUN &amp; PUSH</li> <li>• PROBLEM SOLVING IN CLASSROOM</li> <li>• RAISE HAND IF YOU WANT TO TALK IN THE CLASS</li> <li>• TEACHERS TWO CLAPS MEANS EVERYONE AT THEIR OWN PLACE</li> <li>• BRING HEALTHY AND NUTRITIOUS FOOD WITH NAPKINS.</li> <li>• BRING BOOKS ACCORDING TO THE TIME TABLE</li> <li>• BE ATTENTIVE</li> <li>• SHARE RESPONSIBILTY</li> <li>• NO ABUSE LANGUAGE</li> </ul>
3.	Go Green Project of the School	<u>Objective:</u> To create awareness about the protection of environment among the students. 1. Every class has two bins one for paper waste & one for plastic waste students & all the JVM members are expected to use these bins accordingly to throw their waste. 2. The collected plastic & papers will be recycled with the help of external agencies. 3. No students or JVM member will use polythene & thermocol.
4.	SGB	These members are responsible to take care of school all the development programs by taking the opinions from PTA & SMC members. These members will meet once in two months to review the points discussed in SMC/ PTA.
5.	SMC Members Roles	All the members will meet once in two months to discuss scholastic, co-scholastic, activities, income & expenditure, new programs, policies, challenges, transport functioning, awareness, etc.
6.	PTA Members Roles/Responsibilities	PTA members for the session 2017-18 will be selected. 1. Coordinate with class parents to know their opinion on scholastic, co-scholastic, daily schedule, students notebooks, homework, activities, assessment, etc. 2. Address all the class parents concern to the meeting & suggest develop the best practice. 3. Involve mostly in all the program of the school. 4. Involve in internal & external inspection of the school. 5. Monitor class activities.

7.	Parents Participation In School	<p><b>* Parent Teacher Meeting: Every Month</b></p> <ul style="list-style-type: none"> <li>Looking into special area development we had planned to involved parents and stake holder experts to guide our student and develop their skills. For this parents nominations have already received and in the month of June the selected expert parent stake holder meetings will be conducted.</li> <li>These committee members will meet once in a month plan &amp; schedule for these special areas.</li> </ul>																																																
8.	JVM Student Leaders	Parliament members will discuss all the school activities / functions/ events issues in every fortnight meeting and will regulate that with the help of teachers.																																																
9.	SCHOOL DAILY ROUTINE	<p><b>* STD DAY ROUTINE:</b></p> <table border="1" data-bbox="379 465 1406 824"> <thead> <tr> <th><u>SR NO</u></th> <th><u>TIME</u></th> <th><u>ACTIVITY</u></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>12:30 to 12:40</td> <td>ASSEMBLY</td> </tr> <tr> <td>2</td> <td>12:40 to 1:00</td> <td>CIRCLE TIME / FREE PLAY</td> </tr> <tr> <td>3</td> <td>1:00 to 1:15</td> <td>RHYMES ( ENG/ HINDI )</td> </tr> <tr> <td>4</td> <td>1:15 to 1:25</td> <td>FRUIT BREAK</td> </tr> <tr> <td>5</td> <td>1:25 to 1:50</td> <td>WRITTEN ACTIVITY</td> </tr> <tr> <td>6</td> <td>1:50 to 2:10</td> <td>RECESS</td> </tr> <tr> <td>7</td> <td>2:10 to 2:35</td> <td>AS PER TIME TABLE</td> </tr> <tr> <td>8</td> <td>2:35 to 3:00</td> <td>AS PER TIME TABLE</td> </tr> <tr> <td>9</td> <td>3:00 to 3:25</td> <td>AS PER TIME TABLE</td> </tr> </tbody> </table> <p><b>FOOD CHART:</b></p> <table border="1" data-bbox="475 860 1433 1518"> <thead> <tr> <th><u>DAYS</u></th> <th><u>FOOD</u></th> <th><u>GRAMS</u></th> </tr> </thead> <tbody> <tr> <td><u>MONDAY</u></td> <td><u>Sabji Roti + Water based fruit (Watermelon, Orange, Grapes, etc)</u></td> <td><u>35, 50</u></td> </tr> <tr> <td><u>TUESDAY</u></td> <td><u>Sabji Roti + Sprouts Salad(Fruit)</u></td> <td><u>35, 35</u></td> </tr> <tr> <td><u>WEDNESDAY</u></td> <td><u>Idlichutteny + Vegetable Salad (Tomato, Beetroot, Cucumber, Carrot, Onion)</u></td> <td><u>30</u></td> </tr> <tr> <td><u>THURSDAY</u></td> <td><u>Sabji Roti + Banana or any heavy fruit (Apple, Pear, Papaya)</u></td> <td><u>35, 50</u></td> </tr> <tr> <td><u>FRIDAY</u></td> <td><u>Veg.Pulaw / Veg.Sandwich (Fruit)</u></td> <td><u>50</u></td> </tr> </tbody> </table>	<u>SR NO</u>	<u>TIME</u>	<u>ACTIVITY</u>	1	12:30 to 12:40	ASSEMBLY	2	12:40 to 1:00	CIRCLE TIME / FREE PLAY	3	1:00 to 1:15	RHYMES ( ENG/ HINDI )	4	1:15 to 1:25	FRUIT BREAK	5	1:25 to 1:50	WRITTEN ACTIVITY	6	1:50 to 2:10	RECESS	7	2:10 to 2:35	AS PER TIME TABLE	8	2:35 to 3:00	AS PER TIME TABLE	9	3:00 to 3:25	AS PER TIME TABLE	<u>DAYS</u>	<u>FOOD</u>	<u>GRAMS</u>	<u>MONDAY</u>	<u>Sabji Roti + Water based fruit (Watermelon, Orange, Grapes, etc)</u>	<u>35, 50</u>	<u>TUESDAY</u>	<u>Sabji Roti + Sprouts Salad(Fruit)</u>	<u>35, 35</u>	<u>WEDNESDAY</u>	<u>Idlichutteny + Vegetable Salad (Tomato, Beetroot, Cucumber, Carrot, Onion)</u>	<u>30</u>	<u>THURSDAY</u>	<u>Sabji Roti + Banana or any heavy fruit (Apple, Pear, Papaya)</u>	<u>35, 50</u>	<u>FRIDAY</u>	<u>Veg.Pulaw / Veg.Sandwich (Fruit)</u>	<u>50</u>
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10.	SCHOOL ASSEMBLY	<ul style="list-style-type: none"> <li>GANESH VANDANA</li> <li>SARASWATI VANDANA</li> <li>SCHOOL SONG</li> <li>PLEDGE</li> <li>BIRTHDAY CELEBRATION</li> <li>INFORMATION ABOUT SIGNIFICANT DAY</li> <li>CELEBRATION ( eg. Colour days )</li> <li>FREE DANCE / PHONICS</li> <li>NATIONAL ANTHEM</li> </ul>																																																

11.	ASSESSMENT	<b>Assessment - I</b>	<b>Assessment - II</b>	<b>Assessment - III</b>
		Oral(50m)	Oral(50m)	Oral(50m)
		Written (40m)	Written (40m)	Written (40m)
		Activity (10m)	Activity (10m)	Activity (10m)
<p>* Assessment Papers will be given in worksheet form.          * Oral will be conducted on daily base observation.</p>				

<b>I ASSESSMENT</b>				
SR.NO	DATE	DAY	CLASS	SUBJECT
1	16/08/17	WED	NURSERY, Jr.KG & Sr.KG	ENGLISH
2	17/08/17	THU	NURSERY, Jr.KG & Sr.KG	MATH
3	18/08/17	FRI	NURSERY, Jr.KG & Sr.KG	COLOURING
4	19/08/17	SAT	HOLIDAY	HOLIDAY
5	20/08/17	SUN	HOLIDAY	HOLIDAY
7	22/08/17	MON	Jr.KG & Sr.KG NURSERY	HINDI G.A

<b>IIASSESSMENT</b>				
SR.NO	DATE	DAY	CLASS	SUBJECT
1	27/11/17	MONDAY	Jr.KG & Sr.KG	HINDI
			NURSERY	G.A
2	28/11/17	TUESDAY	NURSERY, Jr.KG & Sr.KG	ENGLISH
3	29/11/17	WEDNESDAY	NURSERY, Jr.KG & Sr.KG	MATH
4	30/11/17	THURSDAY	NURSERY, Jr.KG & Sr.KG	COLOURING



III ASSESSMENT				
SR.NO	DATE	DAY	CLASS	SUBJECT
1	12/03/17	MONDAY	NURSERY, Jr.KG & Sr.KG	MATH
2	13/03/17	TUESDAY	Jr.KG & Sr.KG NURSERY	HINDI G.A
3	14/03/17	WEDNESDAY	NURSERY, Jr.KG & Sr.KG	ENGLISH
4	16/03/17	THURSDAY	NURSERY, Jr.KG & Sr.KG	COLOURING

12 CORRECTION POLICY


OBJECTIVES:

- To standardize the correction procedure
- To develop a uniform correction code for all the stakeholders.
- To ensure systematic and aesthetic presentation of written work.
- To develop an attitude of self-correction in the students.
- To enable the parents to understand the work of their ward and observe qualitative improvement as well.

Code of Correction (for class Nursery, Jr.KG, Sr.KG)

Sr.No	Symbol	Meaning
1		Excellent and neat work
2	L	Touch the top and bottom line
3		Work done
4	I	Incomplete homework
5	Na	Not attempted
6	R	Redo
7	0	Let him / her smile and do the HW
8	Smiley	Happy with the work

Overall Remarks

Sr.No	Symbol	Meaning
1		Happy with the effort/good attempt
2	Fair	Correct but needs improvement in quality/presentation
3	Good	Quality and presentation up to the mark
4	V. Good	Creative content, quality and presentation impressive
5	Excellent	Innovative ideas, beautiful presentation and quality

13. JVM HOMEWORK POLICY

JVM, Vinayakwadi views home work as important for the continued development of skills, habits and experience which promote independent and effective learning . To ensure that homework is purposeful ,productive and appropriately challenging ,We have

- A Homework Policy.
- Recommended times for homework for each grade level.
- 'Twelve Steps to Success With Homework', a guide for students to follow in order that

- they establish an effective routine for the completion of homework .
- After School Remedial/Tutorials program.
- Suggestions about where to seek help with any difficulties which arise in students' attempts to establish an effective and productive approach to homework.
- Hints on how to study.

SCHOOL HOMEWORK POLICY:

We set homework in order to achieve a number of goals.

#Homework helps students by completing and reinforcing classroom learning, fostering good life long learning and study habits, and providing an opportunity for students to be responsible for their own learning.

#Students benefit from completing homework regularly. Homework helps them develop organizational and time –management skills, self discipline, skills in using out-of-school resources, and personal responsibility for learning.

GUIDELINES FOR HOME WORK TIME ALLOCATIONS

Homework is an important part of an effective study routine. The following hours are listed as a guide for parents and students.

Actual times will differ from week to week, according to many types of homework and variables such as ;effective use of class time, speed and efficiency in particular subjects, and whether students have paced themselves effectively to complete tasks which are set over a week or more. However, if students are routinely spending well in excess of the time recommended, parents may wish to speak to the school or to individual teachers.

SETTING HOMEWORK : SUCCESSFUL STRATEGIES TEACHERS EMPLOYE

#Writing all homework on the board ,in the same format as students write it in their dairies .

#Checking that students have entered homework completely and correctly in their dairies.

#Indicating the length of time students are expected to spend on the task or assignment, e.g 20mins.

#When homework is not done, taking steps to ensure it is completed i.e. record of non completion, contact parents-write a note in the diary or phone.

Holidays and Home work:

Students are very busy during term-time. This means that for students, holidays should present an opportunity for a break from many of the pressures of study. Teachers may recommend that students undertake some reading pertinent to their study .

The Twelve Steps To Success With Homework ----A Guide Students

1. Use your diary in class to enter all work to be completed each day.
2. Develop your Time Management Plan [in dairy] at the start of each term.
3. Write your name on everything.
4. File all loose sheets in your folder in their subject sections.
5. Check your dairy and assessment calendar regularly, to ensure that you have covered all work which has been set by your teachers.
6. Pack your schoolbag carefully.
7. Decide which tasks are most urgent/ Prioritize.
8. Complete set homework tasks.
9. Work on long-term projects and assignments.
10. Revise for tests and other assessments.
11. Read all your handouts.
12. Edit your written work.

If you encounter difficulties, Please seek assistance from your class Teacher, Supervisor, Academic Coordinator or from Principal.

HINTS ON HOW TO STUDY FOR STUDENTS

- ❑ THE STUDY PLACE:
  - NOISE: Move out of the range of TV and radio.
  - LIGHT: A strong ,even, white light from above and behind will help avoid unnecessary tiredness.
  - FURNITURE : A straight- backed chair and a table of good height help posture.
  - PRIVACY: This prevents your being distracted by people moving about.
  - TIDINESS : A muddled room and table indicates a muddled person.
  - PLACE: Make a habit of using the same room, same table and same chair.
- ❑ STUDY HABITS AND SKILLS
  - TIME: ROUTINE IS ESSENTIAL. It is extremely important to have a REGULAR work time and to keep to it. Late afternoon and early evenings are particularly useful times.
  - VARIETY : Do not spend too long on any one subject or any one type of activity.
  - CONCENTRATION: Do keep your mind on what you are doing. Avoid day dreaming. Continually assess yourself while you are studying. Question yourself on what you have just read before going on to the next page.
  - ACTIVITY: You have to be active to learn effectively .Writing and questioning yourself

		<p>helps you learn. Practice the writing of key ideas and facts from memory.</p> <ul style="list-style-type: none"> <li>➤ <b>SUMMARIES</b> : These are essential. Set out the summaries in diagrammatic form with plenty of space and a minimum of words . Do not write sentences when two words will do .Revision of summaries at regular intervals will save you having to restudy the topic in detail. Do not put summaries on scraps of paper; write them systematically in a note book.</li> <li>➤ <b>ORGANIZATION</b>: Careful planning of your study time table is very important. Equally necessary is the need to record carefully ,in your study book ,the work to be done. Study at a place like a desk in your room, free from distractions .Make sure all your books etc .are ready the night before.</li> <li>➤ <b>UNDERSTANDING</b>: Information is only of use in so far as it assists understanding. Parrot fashion learning is of no use unless what is learnt can be used effectively in coping with other problems. If , after carefully reading and thinking about a section of work you do not understand it, you must ask your teacher for assistance or attend tutorials.</li> <li>➤ <b>REVISION</b>: Forgetting occurs fairly quickly after learning. Therefore, it is important to revise a new piece of work within twenty-four hours. When revising previous work, check at the beginning of a session that you know what you revised in the previous section. If necessary re-learn that work before going on. Well prepared summaries can be of great assistance in revision.</li> <li>➤ <b>PARTICULAR SUBJECTS</b> :Your teachers will help you to develop these skills and others necessary to master subjects. Do ask for their assistance, but remember it will also require a determined effort on your part. Again Tutorial attendance will benefit.</li> </ul> <p>Who to contact when help is needed about homework</p> <ul style="list-style-type: none"> <li>❖ <b>HOMEWORK IS TOO DIFFICULT</b> : Contact the class teacher or subject teacher. If this is happening in more than one subject ,speak to the Principal.</li> </ul> <p>Disorganized? Unsure of how to go about homework?: Speak to the class teacher, subject teacher, Academic Coordinator or Principal.</p> <ul style="list-style-type: none"> <li>❖ <b>TOO MUCH HOMEWORK</b>: If it is in one subject only, the first person to talk to is the class teacher or subject teacher. If the issue is across a number of subjects, speak to the academic coordinator to the Principal.</li> </ul> <p>Weren't able to complete the task in the set time :</p> <p>Write a note in the dairy, Signed by parents, explaining to the subject teacher that a problem has arisen which prevented the completion of the task by the due date.[ Family commitments or special circumstances do take priority at times. Please advise the Head in advance if assessment timelines will not be met.</p> <p><b>WON'T BE ABLE TO COMPLETE THE TASK BY THE DUE DATE?</b> The student should speak to the class teacher or subject teacher, in advance , and outline reasons why an extension of time should be granted. Student to seek extension from Head of Faculty.</p> <p>When all else fails? Please contact to the Principal.</p>
14.	Vacation Homework	<p>1.Before any vacation ( if it is more than two days) the students will receive home task like reading, grammar, problem solving practice, research, preparing portfolio, assignment, etc. which is to keep them regular in their self study.</p> <p>2. Maximum task will be in three subjects.(it will be depend on how long the holidays are planned)</p>

NOTE :- \* On Friday 3 subject books will be given for homework. (2 to 3 pages each)  
 \*Homework should not be complete within 1 day, it should be completed according to the given homework policy. (Saturday & Sunday)  
 \* Vaccation

Class	Homework	Time
Jr.KG	2 subjects per day (1 page each)	15 mins per subject
Sr.KG	2 subjects per day (1 or 2 pages each)	15 mins per subject

#### HOMEWORK POLICY FOR Jr.KG

STD	MON	TUE	WED	THUR	FRI	SAT	SUN
Jr.KG	HINDI	G.A	ENGLISH	MATH	ENGLISH	G.A	HINDI (O)
	ENGLISH	MATH	HINDI	ENGLISH	MATH	MATH	ENGLISH (O)

STD	MON	TUE	WED	THUR	FRI	SAT	SUN
Sr.KG	ENGLISH	ENGLISH	G.A	ENGLISH	ENGLISH	G.A	ENGLISH (O)
	MATH	HINDI	MATH	HINDI	MATH	MATH	HINDI (O)

15.	Birthday Celebration Policy	On birthday students may come in colour dress. All the JVM family will wish by singing birthday song. The birthday boy/girl may express his/her views about their parents. On their birthday they must not bring any type of sweets in the school instead they will allow to bring on grand birthday celebration day that would be in the month of Nov(14th) & the other will may be on the March (15th).  *Grand birthday celebration circular will be issued to the student in advance.
16.	BAG CHECK POLICY	<u>Once in week class teacher will check students bag :</u> <ul style="list-style-type: none"> <li>Students should avoid bringing : SHARP EQUIPMENT, GIFT, CARDS, ACCESSORIES, Extra books other than their time table.</li> <li>Students should bring two healthy Tiffin's&amp;table napkin.</li> </ul>
17.	PERSONAL CLEANLINESS	Once in week personal cleanliness will checked: personal cleanliness includes:NAILS, HAIR, TEETHS, SHIRT/ KURTA,PANT/ SKIRT, SOCKS&SHOES, TIE, BELT&I-CARD etc.
18.	Transport Rules and Regulations	JVM School Transport Services operates the buses in compliance with the CBSE Physical Infrastructure All drivers of JVM are fully trained & holding RTA issued school bus driving licenses. The buses are installed with CCTV. All buses are provided with a mobile phone . The mobile phone number is available on the School Notice Board and it is also mentioned in school diary.

It is the responsibility of the parents to ensure that their child is at the pick-up point at the designated time. Buses will not leave from collection points ahead of schedule. However, due to traffic pressures, buses will not be able to wait at pick-up points after the scheduled time. Due to traffic delays buses may arrive at pick-up and drop-off points behind schedule.

A written request, signed by the parent/ guardian, for reason of safety and security, is required if a drop-off other than usual is requested.

Parents are required to inform the drivers if a student is absent on a particular day. If a student does not want to use the return trip on any particular day the parent should hand in a written communication or send an e-mail to [jvmc@rediffmail.com](mailto:jvmc@rediffmail.com)

In case of change of residence, provision of transport service will be subject to the availability of seats on established routes.

Children with contagious diseases are not permitted to travel in the bus. A clearance certificate should be handed to the school nurse on the day the child returns to school.

Parents or guardians shall compensate the company for any damages caused / sustained on the bus or to other travelers as a result of inappropriate behavior / actions by their child.

JVM may use e-mail id/ mobile number of the parents for conveying messages/ sending circulars.

Parents are requested to visit the website or school circulars details and notifications.

**OTHER THAN JVM TRANSPORT RULES:**

- \* Those are coming by bike must wear helmet.
- \* Speed limit of vehicle should not cross 30km/hr.
- \* Personal four wheeler escort's/ driver photo and vehicle number should be mentioned on the parent id card
- \* If escort driver changed due to any reason authority letter should send along with the new driver.
- \* All type of vehicle should park in parking zone only while picking and dropping your ward to avoid any type of accident & inconvenience.
- \* Your cooperation is indeed necessary for our student safety.

19. JVM PARENT TOUCH CARD

NAME OF THE STUDENT: \_\_\_\_\_ CLASS: \_\_\_\_\_ DIV: \_\_\_\_\_  
 AGE: \_\_\_\_\_ BLOOD GROUP: \_\_\_\_\_  
 SIBLING NAME: \_\_\_\_\_ CLASS: \_\_\_\_\_ DIV: \_\_\_\_\_  
 FATHER'S NAME: \_\_\_\_\_ MOB NO. \_\_\_\_\_  
 MOTHER'S NAME: \_\_\_\_\_ MOB NO. \_\_\_\_\_  
 ADDRESS PERMANENT:

\_\_\_\_\_

ADDRESS LOCAL:

\_\_\_\_\_

1. MONTH WISE ATTENDANCE:

MONTH	APRIL	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN
PRESENT									
TOTAL									

2. MONTHWISE BAG CHECK:

MONTH	APRIL	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN
REMARK									

- ALWAYS SYSTEMATICALLY FOLLOWED - AS
- MOSTLY FOUND FOLLOWED THE RULES - MF
- NEED MORE GUIDANCE FROM TEACHERS & PARENTS - NG

3. MONTHWISE PERSONAL HYGIENE CHECK:

MONTH	APRIL	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN
REMARK									

- ALWAYS SYSTEMATICALLY FOLLOWED - AS
- MOSTLY FOUND FOLLOWED THE RULES - MF
- NEED MORE GUIDANCE FROM TEACHERS & PARENTS - NG



4. MONTHWISE HOME TASK CHECK:

MONTH	APRIL	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN
REMARK									

- AS PER HOMEWORK POLICY - HP
- PARTIALLY NOT DONE - PD
- NOT AT ALL FOLLOWED - NF

5. CLASS ACTIVITIES PARTICIPATION:

MONTH	APRIL	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN
ACTIVITY									

6. DISCIPLINE:

MONTH	APRIL	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN
REMARK									

7. BATTERY TEST:

MONTH	APRIL	JULY	SEPT	NOV	JAN
REMARK					

- HEIGHT EXCELLENT, GOOD, ABOVE AVERAGE, AVERAGE
- WEIGHT
- VERTICAL JUMP
- SIT UPS
- PUSHUPS
- 300M RUNNING
- 1.5 MILES RUNNING

8. BOOK READ:

MONTH	APRIL	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN
REMARK									

9. ASSEMBLY PARTICIPATION:

MONTH	APRIL	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN
REMARK									

10. ART/ CREATIVE WORK OF THE MONTH:

MONTH	APRIL	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN
REMARK									

11. SUPPORTED TO THE CLASSMATES:

MONTH	APRIL	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN
REMARK									

12. MAINTANENCE OF CLASS NOTE BOOK:

MONTH	APRIL	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN
REMARK									

- Completion
- Neatness
- Name/ Index

13. EARLY DEPARTURE:

MONTH	APRIL	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN
EARLY DEPARTURE									

14. ACADEMIC PER FORMANCE OF THE MONTH:

MONTH	APRIL	MAY	JUNE	JULY	AUGUST
	E H M S M S S				
MONTH	OCT	NOV	DEC	JAN	FEB

15. SUPPORTED TO THE SOCIETY:									
MONTH	APRIL	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN
REMARK									
16. SUPPORTED TO THE NATION:									
MONTH	APRIL	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN
REMARK									
17. SELF-HELP TASK:									
MONTH	APRIL	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN
REMARK									
CLASS TEACHER					PRINCIPAL				

CLASS TEACHER

COORDINATOR

ACD. COORDINATOR

SUPERVISOR

PRINCIPAL