

# ORIENTATION FOLDER

## HIGHER SECTION

CLASS-XII COMMERCE

A.Y. 2026-27

ALL STUDENTS



**G.D.GOENKA**  
**INTERNATIONAL SCHOOL, SURAT**

THE COMPLETE SMART PREMIUM SCHOOL

## VISION

WE BELIEVE IN

**HIGHER**  
THOUGHTS

**STRONGER**  
WORK

**BRIGHTER**  
RESULTS

TOWARDS ACADEMIC  
AND  
HUMAN EXCELLENCE!

## MISSION

WE COMMIT TO

**ACCOMPLISH**  
OUR VISION

**WITH**  
UTMOST DEDICATION

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## SPECIFIC OBJECTIVES

- To instil in students a passion for lifelong learning and to nurture their growth as conscientious global citizens.
- Ensure active involvement among all stakeholders, and a collaborative effort towards student development and success.

**CLASS: XII COMMERCE****THINGS GIVEN IN SOFT COPY (SHARED IN WHATSAPP GROUP AND GOOGLE CLASSROOM)**

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**THINGS GIVEN IN SOFT COPY (SHARED IN WHATSAPP - INDIVIDUALLY)**

| Sr. No. | Particulars  |
|---------|--|
| 1       | ERP(Edu sprint) ID & Password - Only for New Admission Students    |
| 2       | Google Classroom ID and Password - Only for New Admission Students |

# Section Directives



## PREFACE

The **GDGIS Section Directives** serve as a comprehensive guide to introduce new parents and students to the rules, regulations, and functioning of our school system for the academic year. Thoughtfully designed, this document aims to empower and support every parent in our esteemed academic community.

Within these pages, you will find essential information, policies, and insights to enhance your experience and contribute to the collective success of our school. Your cooperation in upholding our educational values and school operations is the strong foundation of our institution.

We hope this guide becomes a valuable companion on your journey with us.

**Welcome to GDGIS!**



## SCHOOL MOTTO –

- Higher Thoughts, Stronger Work, Brighter Results for Academic and Human Excellence.

## **Purpose of the Directives:**

These directives have been thoughtfully curated to provide you with detailed insights into the operations of the Higher section. By familiarizing yourself with this document, you will gain a thorough understanding of our educational philosophy, policies, and procedures, fostering a harmonious partnership between the school and the parents.

## **Key Highlights:**

As we embark on this exciting journey together, we believe that a strong partnership between parents and the school is crucial for the holistic development of our young learners. To facilitate effective communication and ensure a smooth functioning, we present to you the Higher Section Directives.

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**GENERAL INSTRUCTIONS:**

- Refer to Annual Calendar, Student Information, Parent Forum & Event Photos regularly uploaded on the school website to keep you updated about upcoming events.
- Parents are expected to be active and participate enthusiastically in different events.
- If your ward has any allergy to any kind of food or the choice of food as Jain or Non- Jain; make sure that you convey this to the concerned class teacher.
- Only in case of medical emergency - early departure for your ward will be granted. Half days or early leaves are not allowed.
- In case of change in the address, phone number, transport; inform the teachers at the earliest.
- **Dear Parent, kindly make a note 1<sup>st</sup> and 4<sup>th</sup> Saturday will be holiday for the students.**

**SECTION TIMING:**

| SECTION TIMINGS A.Y.2026-2027  |                            |                    |
|--|----------------------------|--------------------|
| HIGHER SECTION (XII COMMERCE)  |                            |                    |
| MONDAY - SATURDAY (1 <sup>ST</sup> AND 4 <sup>TH</sup> SATURDAY HOLIDAY) |                            |                    |
| (7:50 AM TO 01:05 PM)  |                            |                    |
| TIME   | TOTAL TIME<br>(in minutes) | PARTICULARS        |
| 07:50-07:55  | 5                          | HOME ROOM          |
| 07:55-08:00  | 5                          | MOVING TIME        |
| 08:00-08:20  | 20                         | BREAKFAST          |
| 08:20-08:25  | 5                          | MOVING TIME        |
| 08:25-09:05  | 40                         | LEARNING SESSION 1 |
| 09:05-09:45  | 40                         | LEARNING SESSION 2 |
| 09:45-10:25  | 40                         | LEARNING SESSION 3 |
| 10:25-11:10  | 45                         | LEARNING SESSION 4 |
| 11:10-11:55  | 45                         | LEARNING SESSION 5 |
| 11:55-12:35  | 40                         | LEARNING SESSION 6 |
| 12:35-12:40  | 5                          | MOVING TIME        |
| 12:40-01:00  | 20                         | LUNCH              |
| 01:00-01:05  | 5                          | MOVING TIME        |
| <b>TOTAL MINUTES</b>   | <b>315</b>                 |                    |



## UNIFORM:

- Dress code must be maintained aesthetically and should be appropriate for school.
- The uniform has to be neat, clean, properly fitted and should be worn correctly.
- Uniform schedule to be followed diligently.
- Identity card is an important part of uniform and must be worn at all times.
- School Shoes (black on regular days and white on Wednesdays and working (Saturdays) are to be worn mandatorily. Girls with long hair should tie their hair with black hair accessories on regular days and white hair accessories on Wednesdays and Saturdays.
- During winter, children should wear the black suede jacket given from school.
- Fingernails must be clean, well-trimmed on regular basis.
- Nails should be unpolished on all the days.
- For Boys- Hair should be well trimmed regularly. No spikes and no fancy haircuts are permitted.
- For Girls - It is mandatory for girls with long hair to tie their hair in plaits.

## ALMANAC:

| SR.NO.                   | GUIDELINES                                   | PARENTS  |
|--------------------------|--|--|
| <b>WRITING STANDARDS</b> |  |  |
| <b>1</b>                 | Handwriting                                  | Legible  |
|                          | Pen Color                                    | Blue   |
|                          | Enquiries                                    | “Teachers Communication to Parent” Page  |
|                          | Material check                               | “Teacher Communication To Parent” Page   |
|                          | Daily communication                          | Check and communicate  |
| <b>ALMANAC CHECKS</b>    |  |  |
| SR.NO.                   | GUIDELINES                                   | PARENTS  |
| 1                        | Parents Notes, Circulars and Slips (Xerox)   | Check everyday   |
| 2                        | First two pages verification                 | Compulsory to be done at the starting of the Year  |
| 3                        | Teacher’s signature and then format of notes | Appreciation and Correction must be acknowledged by the word “NOTED” and Sign should be done |
| 4                        | Time Table Updates and Field Trip Notices    | Must check the Almanac for any Time Table update Of the field trip                           |
| 5                        | Print outs                                   | Check if any recent prints have been given in the Almanac                                    |
| 6                        | Appreciation notes                           | -  |

### NOTE BOOKS:

- The notebooks are to be well maintained by students. Filling the index page with date, topic name & page number is must.
- Notebooks should be labelled with student's name, class & division.
- The notebooks for different subjects are as follows:

| CLASS XII COMMERCE |  |                |
|--------------------|--|----------------|
| SR. NO.            | SUBJECT  | TYPE           |
| 1                  | ENGLISH  | GREEN REGISTER |
| 2                  | ACCOUNTANCY  |                |
| 3                  | BUSINESS STUDIES   |                |
| 4                  | ECONOMICS  |                |
| 5                  | PHYSICAL EDUCATION/COMPUTER SCIENCE/APPLIED MATH/ENTREPRENEURSIP |                |
| 6                  | TOPIC ASSESSMENT (CLASS TEST)                                    |                |

### TEXTBOOKS:

| CLASS XII COMMERCE |   |                  |                           |
|--------------------|---|------------------|---------------------------|
| SR.NO              | TEXTBOOK  | SUBJECT          | PUBLISHER                 |
| 1                  | FLAMINGO (LITERATURE CORE COURSE ) - 12                               | ENGLISH          | N.C.E.R.T                 |
| 2                  | VISTAS (SUPPLEMENTARY READER CORE COURSE ) - 12                       | ENGLISH          | N.C.E.R.T                 |
| 3                  | BBC COMPACTA AND LITERATURE COMPANION - 12                            | ENGLISH          | BRAJINDRA BOOK COMPANY    |
| 4                  | ACCOUNTANCY ACCOUNTING FOR PARTNERSHIP FIRMS BOOK I - T.S GREWAL - 12 | ACCOUNTANCY      | SULTAN CHAND              |
| 5                  | ACCOUNTANCY ACCOUNTING FOR COMPANIES BOOK II - T.S GREWAL - 12        | ACCOUNTANCY      | SULTAN CHAND              |
| 6                  | ANALYSIS OF FINANCIAL STATEMENTS BOOK III - T.S GREWAL - 12           | ACCOUNTANCY      | SULTAN CHAND              |
| 7                  | ACCOUNTANCY PART-I (12117) - 12                                       | ACCOUNTANCY      | N.C.E.R.T                 |
| 8                  | ACCOUNTANCY PART-II (12128) - 12                                      | ACCOUNTANCY      | N.C.E.R.T                 |
| 9                  | BUSINESS STUDIES (SUBHASH DEY) - 12                                   | BUSINESS STUDIES | SHREE RADHEY PUBLICATIONS |
| 10                 | BUSINESS STUDIES I - 12   | BUSINESS STUDIES | N.C.E.R.T                 |
| 11                 | BUSINESS STUDIES II - 12  | BUSINESS STUDIES | N.C.E.R.T                 |
| 12                 | INTRODUCTORY MACROECONOMICS - 12                                      | ECONOMICS        | N.C.E.R.T                 |
| 13                 | INDIAN ECONOMICS DEVELOPMENT (11) - 12                                | ECONOMICS        | N.C.E.R.T                 |



|                                     |  |                  |                            |
|-------------------------------------|--|------------------|----------------------------|
| 14                                  | INTRODUCTORY MACRO ECONOMICS - 12 (SANDEEP GARG) | ECONOMICS        | DHANPAT RAI PUBLICATIONS   |
| 15                                  | INDIAN ECONOMICS DEVELOPMENT - 12 (SANDEEP GARG) | ECONOMICS        | DHANPAT RAI PUBLICATIONS   |
| 16                                  | EXAM HANDBOOK ECONOMICS - 12( SUBHASH DEY)       | ECONOMICS        | SHREE RADHE PUBLICATION    |
| 17                                  | SAMPLE PAPER (PRACTICE PAPER) - 12               | ALL SUBJECT      | ALL PUBLICATION            |
| <b>SELECTION SUBJECT (TEXTBOOK)</b> |  |                  |                            |
| 17                                  | APPLIED MATHEMATICS - 12 (M L AGARWAL)           | MATHS            | AVICHAL PUBLISHING COMPANY |
| 18                                  | HEALTH & PHYSICAL EDUCATION - 12                 | PHY.EDUCATION    | NEW SARASWATI HOUSE        |
| 19                                  | HEALTH & PHYSICAL PRACTICAL NOTEBOOK - 12        | PHY.EDUCATION    | NEW SARASWATI HOUSE        |
| 20                                  | COMPUTER SCIENCE WITH PYTHON - 12                | COM.SCIENCE      | ORANGE EDUCATION           |
| 21                                  | ENTREPRENEURSHIP (ALL IN ONE) - 12               | ENTREPRENEURSHIP | ARIHANT                    |

### LEAVES:

- For any planned leaves taken by your ward, teachers need to be informed prior.
- If the leave is unplanned, a leave note should be sent in the single window format which can be downloaded from the school website.
- In case of very long leave parents will be required to cooperate with the pending work.
- 100% attendance is mandatory in Topper class.
- 85% attendance is mandatory for a child to be promoted. In case of short attendance, the child will not be allowed to sit in next class. If the child misses any exam, retest or average score option will not be given to the child (other than medical issues with relevant report being submitted).
- No half days are permitted.
- Doctor's appointments should be taken only after school hours or on school holidays.
- Single window (New Format) must be submitted for each leave taken by students.

### BIRTHDAY CELEBRATION:

- On birthdays, students **can come in Casual wear** (No ribbed/Funky Jeans, No Sleeveless Top, No Tank Top, No Crop Top, No Backless Top, No Off Shoulder, No Transparent Top, No Spaghetti Top is allowed).
- Students **are not allowed** to distribute chocolates instead they can distribute Peanut Chikki, Dry fruits, Cookies etc.

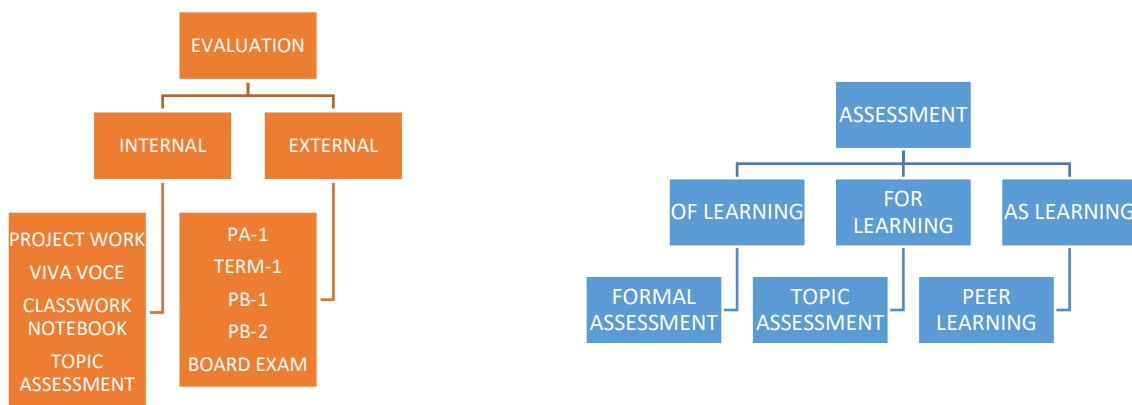
### FIELDTRIPS:

- Proper school uniform must be worn along with the id card.
- It is mandatory to carry notebook and pen while going on field trip.

### PTM:

- Parents are requested to be present on the allotted time during PTM.
- In case of any emergency, if you miss attending the PTM, you will not be able to see report card in school ERP for Term examinations and in case of any special development, they can take prior appointment to meet the teacher and ask for the availability over the phone.
- Anecdotal Records of students will be shown to parents.
- Emergencies can be adhered according to individual needs.

### EVALUATION SYSTEM:



- Type of Examination:
  1. Periodic Assessment I – 40 Marks
  2. Term I – 80 Marks
  3. Pre-Board I – 80 Marks
  4. Pre-Board II – 80 Marks
  5. Board Examination – 80 Marks
- Evaluation will be done as per the norms given in CBSE:

| SUBJECT                              | PERIODIC ASSESSMENT | SUBJECT ENRICHMENT       | VIVA/ PORTFOLIO | 1 <sup>ST</sup> TERM EXAM | TABULATION OF BOARD EXAM |
|--------------------------------------|---------------------|--------------------------|-----------------|---------------------------|--------------------------|
| ENGLISH                              | 40 Marks Exam       | ASL + Project = 10       | 10              | 80                        | 80+20= 100               |
| ACCOUNTANCY                          |                     | Practical + Project = 10 | 10              | 80                        | 80+20= 100               |
| BUSINESS STUDIES                     |                     | Practical + Project = 10 | 10              | 80                        | 80+20= 100               |
| ECONOMICS                            |                     | Practical + Project = 10 | 10              | 80                        | 80+20= 100               |
| APPLIED MATHEMATICS                  |                     | Practical + Project = 10 | 10              | 80                        | 80+20= 100               |
| ENTREPRENEURSHIP                     |                     | Practical + Project = 20 | 10              | 70                        | 70+30= 100               |
| PHYSICAL EDUCATION/ COMPUTER SCIENCE |                     | Practical + Project = 20 | 10              | 70                        | 70+30= 100               |

### Important Note:

- Portfolio need to be updated every month as per your scholastic and co – scholastic achievement
- Question Paper will be set as per CBSE pattern.
- During the Reflection of Periodic Assessment-1, Term-1, Pre-board-1 and Pre-board-2 the Students are made to write the common mistakes in the Topic Assessment notebook itself.
- The pointers regarding the exams which are discussed by the HODs will be posted in the Google Classroom.

### SUBJECT ENRICHMENT RUBRICS FOR CLASS-XII COMMERCE

| ENGLISH          |           |
|------------------|-----------|
| RUBRICS          | MARKS     |
| PRPROJECT +ASL   | 10        |
| PROTFOLIO + VIVA | 10        |
| <b>TOTAL</b>     | <b>20</b> |

| ACCOUNTANCY           |           |
|-----------------------|-----------|
| RUBRICS               | MARKS     |
| PRPROJECT + PRACTICAL | 10        |
| PROTFOLIO + VIVA      | 10        |
| <b>TOTAL</b>          | <b>20</b> |

| BUSINESS STUDIES      |           |
|-----------------------|-----------|
| RUBRICS               | MARKS     |
| PRPROJECT + PRACTICAL | 10        |
| PROTFOLIO + VIVA      | 10        |
| <b>TOTAL</b>          | <b>20</b> |

| APPLIED MATH          |           |
|-----------------------|-----------|
| RUBRICS               | MARKS     |
| PRPROJECT + PRACTICAL | 10        |
| PROTFOLIO + VIVA      | 10        |
| <b>TOTAL</b>          | <b>20</b> |

| ECONOMICS             |           |
|-----------------------|-----------|
| RUBRICS               | MARKS     |
| PRPROJECT + PRACTICAL | 10        |
| PROTFOLIO + VIVA      | 10        |
| <b>TOTAL</b>          | <b>20</b> |

| COMPUTER SCIENCE      |           |
|-----------------------|-----------|
| RUBRICS               | MARKS     |
| PRPROJECT + PRACTICAL | 20        |
| PROTFOLIO + VIVA      | 10        |
| <b>TOTAL</b>          | <b>30</b> |

| PHYSICAL EDUCATION    |           |
|-----------------------|-----------|
| RUBRICS               | MARKS     |
| PRPROJECT + PRACTICAL | 20        |
| PROTFOLIO + VIVA      | 10        |
| <b>TOTAL</b>          | <b>30</b> |

| ENTREPRENEURSHIP  |           |
|-------------------|-----------|
| RUBRICS           | MARKS     |
| PROJECT+PRACTICAL | 20        |
| PORTFOLIO+VIVA    | 10        |
| <b>TOTAL</b>      | <b>30</b> |

**NOTE:** Evaluation policy will be followed as per CBSE Notification No: CBSE/Coord/AS(C)/2017/ dated 01-02-2018.

#### **BOOSTER PLANNING/ STAY BACK SYSTEM:**

- Teachers will define the areas of low performance by giving grading.
- Performance of the student will be discussed with parent and information will be given about the Booster classes/Pending work.
- Timing will be 02:35 pm to 03:35 pm.
- No Transport facility will be provided on Saturday if student stays back.



- Information about the date and time for extra teaching will be informed to parents through telephonic communication.

**DISCIPLINE:**

- Any act of bullying, verbal abuse, damage to school property will call for a disciplinary action.
- It is mandatory for all the students to converse in English.
- If a student is found speaking in any other language or using an abusive language, he/she will be sent back home after one prior warning.
- Your ward needs to reach the school on time.
- Child needs to abide all the rules & regulations of the school.
- The disciplinary actions are stated below:

|         |   |
|---------|---|
| Stage 1 | Oral warning  |
| Stage 2 | Parent will be informed through almanac   |
| Stage 3 | Issue of Blue card and meeting with parents                                     |
| Stage 4 | Issue of Yellow card, meeting with parents & suspension can be of 3 to 7 days   |
| Stage 5 | Issue of Red card, meeting with parents & suspension can be of more than 7 days |
| Stage 6 | Meeting with parents & expulsion of student                                     |

**COMMUNICATION TO TEACHERS:**

- Almanac is the best way to communicate with the teachers.
- To talk to the teachers, you may call between 02:00 pm to 04:00 pm.
- To meet the teachers, take a prior appointment.

**LIBRARY RULES:**

- Library books are issued to children on weekly basis.
- Books are to be returned to library after the a week.
- In case of loss or damage to the book while in possession of the students, parents will be liable to either replace the same book or pay double the amount of the book's actual price.

**TYPES OF LABS:**

There are 6 types of labs

- Home Science Lab
- Computer Lab
- Physics Lab
- Biology Lab
- Chemistry Lab
- Psychology Lab



### **LAB RULES:**

- Students have to follow all the instructions and rules of the laboratory.
- Carefully follow all instructions of the teacher and other laboratory staff.
- No student should work in the laboratory room in the absence of the teacher.
- Stay out of the restricted areas.
- No food, drink and gum chewing is allowed in the lab.
- Work areas should be kept clean and tidy.
- No equipment to be taken out from the lab.
- Be careful while handling electrical circuits.
- No equipment should be touched without teacher's permission.

### **PORTFOLIO:**

- A printed book for Portfolio will be given to the students which will contain the following things:
  - a) Student's Medical.
  - b) Academic Achievement Record of the students.
  - c) Badges Record to be maintained.
  - d) To maintain a record of any certificate or participation in any PVA and Sports Activity.
  - e) To maintain the record of No. of books issued from the Library.
  - f) Subject-wise best activities of student to be maintained.
  - g) To keep a record of the marks obtained by the student of all the exams.
  - h) Keep a record of the Life skill badges received.
- Portfolio is a very important document for the student as it gives all the details required by the teacher and it is beneficial academically as well as professionally.
- Students should make sure that each detail is properly filled.
- Disciplinary Record.
- Volunteer & Community Service Record.
- Extracurricular Activities Record.
- Leadership Roles & Responsibilities.
- Personal Growth & Reflection Section.
- Hobbies & Interests.
- Special Recognition & Awards.

### **TOPIC ASSESSMENT:**

- The Topic assessment is an integral part of the system as it helps the teacher and the student to assess the progress of the child in each subject.
- Topic Assessment of 20 marks is conducted every Tuesday and Friday as per the Schedule.
- The Topic assessment schedule is provided to the students well in advance, so that students can prepare themselves for the same.
- Reteaching of the topic is done a day before the Topic assessment.
- After the topic assessment the reflection for the same is conducted, wherein students are showed the best scanned copy.
- The mistakes are discussed with the students and the students are made to write the common



mistakes in their Topic Assessment notebooks.

### **SINGLE WINDOW:**

- We have introduced 4 types of Single window this year which are as follows:
  - a) **Request Application** – For any kind of request or suggestion.
  - b) **Request for Leave** – For any kind of leave.
  - c) **Request for PVA and Sports** – For any kind of query or request related to PVA and Sports.
  - d) **Request for Transport** - For any kind of query or request related to transportation.
- In case the child was absent without the prior information to the school, he/she needs to submit the single window the very next day when he/she comes to school; with the required documents.
- In case of medical leave proper medical certificate with other documents should be provided to the school.

### **REGISTRATION FORMALITIES:**

Format for the details of registration will be provided to you. You are expected to fill it carefully and keep a check on spellings, middle name, surname and other details. Once it is registered with CBSE, changes for the same will not be possible. Child will also be instructed that time to check the details properly before signing the sheet.

**Important  
Information for  
Academic Year  
2026-27**

GDGIS/ACAD/RULES/01

08.DEC'23.

## SCHOOL RULES FOR STUDENT (Amendment-1)

|                            |                                  |
|----------------------------|----------------------------------|
| <b>Observed by</b>         | <b><u>DIRECTOR PRINCIPAL</u></b> |
| <b>Maintained by</b>       | <b><u>COORDINATOR</u></b>        |
| <b>Applicable to</b>       | <b><u>STUDENTS</u></b>           |
| <b>Duration of work</b>    | <b><u>AS AND WHEN</u></b>        |
| <b>Review time</b>         | <b><u>YEARLY</u></b>             |
| <b>Connected documents</b> | <b><u>NA</u></b>                 |

- I. Every student should carry the Almanac to the School daily.
- II. Student who comes to school on their own should arrive at the School five minutes before the bell rings
- III. Students should regularly be clean and always neatly dressed. The school uniform must be worn on all working days **as per the uniform schedule.**

| DAY            | MONDAY                             | TUESDAY                            | WEDNESDAY                                | THURSDAY                           | FRIDAY                                 | 2nd , 3rd & 5th SATURDAY                 |
|----------------|------------------------------------|------------------------------------|--|------------------------------------|--|--|
| <b>UNIFORM</b> | BLUE T-SHIRT<br>BLUE TRACK<br>PANT | BLUE T-SHIRT<br>BLUE TRACK<br>PANT | WHITE T-<br>SHIRT<br>WHITE TRACK<br>PANT | BLUE T-SHIRT<br>BLUE TRACK<br>PANT | BLUE T-<br>SHIRT<br>BLUE TRACK<br>PANT | WHITE T-<br>SHIRT<br>WHITE<br>TRACK PANT |

- IV. It is not advisable to bring valuable articles to School. Girls can wear very small studs or ear rings of gold or silver.
- V. Students are not allowed to bring mobile phones/ iPods/ camera's etc. into the school campus. These gadgets if found in possession of the student within the school campus will be confiscated.
- VI. The name, class and section of the pupil should be clearly marked on the blazer and all other belongings of the student.
- VII. Changing classrooms between periods when necessary should be done silently and in an orderly manner.
- VIII. Shouting, loud talking, singing **during class** or whistling is not allowed in school.
- IX. Care must be taken for all school property and no student should scratch or spoil the desks or charts or damage any furniture, write or draw anything on the walls or damage things belonging



to others. Damage done should be reported at once to class teacher or to the **Coordinator or Assistant Coordinator**. Any damage done will have to be **replaced or repaired** by parents of the student(s) concerned.

- X. Each student should have 3 identity cards with his/her photograph. One has to be worn by the child daily and the others to be kept with the Parents (Mother/ Father) Those who are coming to pick up the Students from the school/bus stop must always bring the School Identity card for identification.
- XI. Students are not allowed to use the school telephone without the permission of the **Coordinator**. They will not be called to answer phone during class hours.
- XII. Students **cannot leave the section without Coordinator / Teacher permission**.
- XIII. **Do not engage in cyber bullying, such as harassment, teasing, spreading rumors about classmates or any disruptive behavior. (Blue card will be issued in such case)**
- XIV. Communication with the teacher should be through the Almanacs/WhatsApp on a regular basis, to monitor the performance of the student. Requests for meeting teachers on school days other than on PTM days will not be entertained, if necessary prior approval of the **Director Principal / Coordinator** must be obtained.
- XV. Appointment with Dentists/Doctors or others should be avoided during school hours. Such requests for early leave will not be entertained.
- XVI. **Early leave is only permitted in case of family emergency or government appointments (passport, visa etc. Need to submit proof for the same)**

GDGIS/ACAD/RULES/04

08 DEC '23.

**CODE OF CONDUCT FOR STUDENTS**  
**(AMENDMENT 1)**

|                            |                                  |
|----------------------------|----------------------------------|
| <b>Observed by</b>         | <b><u>DIRECTOR PRINCIPAL</u></b> |
| <b>Maintained by</b>       | <b><u>COORDINATOR</u></b>        |
| <b>Applicable to</b>       | <b><u>STUDENTS</u></b>           |
| <b>Duration of work</b>    | <b><u>AS AND WHEN</u></b>        |
| <b>Review time</b>         | <b><u>YEARLY</u></b>             |
| <b>Connected documents</b> | <b><u>NA</u></b>                 |

**I. General:**

1. The school community is expected to live in the spirit of brotherhood, peace, harmony, good citizenship and reflect high moral values at all times.
2. Students are governed by this code of conduct from the time they join school till the time they leave.
3. All students will adhere to this code of conduct at all times, to maintain a very high standard of behaviour and conduct in this school.

**II. Special attention will be paid to the following:**

1. The students will be smartly dressed in accordance with the school regulation. Untidy and unkempt haircuts will not be permitted.
2. The students need to be considerate, courteous and polite to all students, adults and helpers.
3. All teachers and visitors should be respectfully wished in an appropriate manner.
4. All members of the student body and prefects are responsible for the discipline of the school and compliance with all rules.
5. Students will interact with teachers respectfully at all times, and obey instructions given to them, both in the class and on campus.

**III. Uniform:**

Students are expected to wear the prescribed uniform at all times. Private clothing is not to be worn on the school campus unless specified.

**Dress Code:** In order to create a consistent and safe environment that is free of distractions. GDGIS has a uniform dress code for all students. We believe that a higher standard of dress encourages greater respect for individuals, students and others, and results in higher standard of behaviour. In other words, students who come to school dressed properly will excel academically and conduct themselves appropriately while at school.

**IV. Damaging school property:**

The school will not tolerate any damage to books, games kit and belongings of fellow students,



belonging of teachers and damage to school property. In addition to being fined, the parents/guardians will be asked to pay the full cost of damaged articles; such misbehaviour may also result in students' expulsion.

#### V. **Expensive items:**

Expensive items such as cameras, iPods, mobile phones, expensive sneakers and so on are not permitted at school. The school is not responsible for the loss or theft of such items, and if brought to the school, they will be confiscated.

Confiscated items to be deposited in the school / **Coordinator** office.

#### **Borrowing or Lending**

Borrowing or lending of any items is strictly prohibited.

No student is allowed to bring money to school. Any money found will be confiscated and deposited in the house fund or the fund used for charitable purpose. The student will also be fined an equal amount of money found with him/her, and this too will be given to either of the above funds.

#### VI. **Litter:**

The cleanliness of the school campus is the responsibility of every person on the campus. Bins are provided for use. There is no indignity in picking up litter and putting it in the bins.

#### VII. **Behaviour with school helpers:**

All school helpers (Housekeepers, Didi's, Laundry, Security etc.) should be addressed politely. They will not be used by students for unauthorized activities such as purchasing the articles from the market, washing clothes or using their mobile phones to make calls.

#### VIII. **Behaviour in the class:**

All students are expected to be well disciplined in the class. Roaming, shouting, bullying, running, laughing without any reason, playing with the I-pad, looking out of the window, using abusive language should be stopped with immediate effect. Be attentive in the class take running notes, copy down important points, and respond to teachers' questions. Be updated with class notes, homework, practical's etc. When you are not clear with the topic raise your hand and clarify your doubt with the teacher.

#### IX. **Behaviour in dining hall:**

You are supposed to go and leave the dining hall in a line. Shouting, pulling, talking while taking food should be stopped. Bear in mind everywhere your behaviour is noticed and monitored. Take food in a decent manner. Eat sufficiently; eat all food items given to you. Your food is prepared by a qualified dietician. **Don't waste food. Take little in 1<sup>st</sup> serving if needed can take 2<sup>nd</sup> serving.**

#### X. **Discipline Code:**

Getting along with others is the key to success or failure. The school provides each student with the maximum opportunity to acquire education. No student has the right to interfere with this opportunity



by his/her actions, poor manners, or lack of consideration. All rules and regulations are developed and enforced with this thought in mind. School rules apply in the classroom, on the school ground, going to and from school, and at any event where our school is represented, regardless of location.

- Hat, caps or other head covering shall not be worn in classrooms, except for valid religious or medical reason authorized by the administration and verified in writing by a physician.**
- Undergarments must be concealed at all times, including when students are standing or walking**

**XI. Use of unfair means in Examinations:**

Cheating and using unfair means in examination will result in the student being awarded a zero in the paper of that examination. If repeated the entire result will be annulled.

**XII. Physical and verbal abuse:**

Any form of physical and verbal abuse in the school is totally unacceptable. Under no circumstances should student abuse or fight with each other. Strict action will be taken against the defaulter.

**XIII. Detention:**

Students will be put on detention where they will have to sit and study during free time / games / activity class, if they do not do homework, class work, practical record work, or any kind of anomalies like not obeying school rules or not following the code of conduct.

**XIV. Spoken English:**

GDGIS is an English medium school and the students are expected to speak in English at all times. One should speak in any other language.

**XV. Wearing of watches:**

Only students of class VI and above are allowed to wear watch. The watch must not be expensive and it will be the responsibility of the student to take care of his/her belongings. Wearing a watch would raise the expectation of punctuality and doing things on time for students.

**XVI. Leave Rules:**

- Any leave required must have prior permission from the Principal.
- All students are expected to have at least 90% attendance during the year. Students who fall short of attendance at the end of the year will not be allowed to sit for the promotional examination.
- All medical leave must be accompanied by a medical certificate.

**XVII. Means of Communication:**

The following mediums are used for communication with students:

- Administrative instructions are published from time to time. All students are expected to read the notices displayed on the notice boards.
- Important announcements are made during the morning assembly.
- The teachers or school Captain/Prefect will make important announcements during breakfast or meals.
- Special address by **HOS** or **SECTION** Coordinator.



**XVIII. Public Display of Affinity, Touch and Affection:**

1. No public display of affection will be permitted between students. This extends to touching, isolating, holding hands, kissing, linking arms, or putting arms around shoulders.
2. Even the most harmless intent may be misunderstood; therefore, it is advisable to refrain from it. Strict Disciplinary action will be taken against students found indulging in the public display of affection.

**XIX. Movement in the school:**

1. Whenever a child is moving out of the class for Meal / PVA, sports, Library class, it has to be in 2 – balanced line. Monitor will form the line inside the class & then the movement will be accordingly in the school corridor / premises.
2. Students must greet the teacher when they come across HOS or any other teacher in the school premises.

### HOMWORK RULES

- I. Comprehensive exercises should be discussed in class & then students should be encouraged to write all answers on their own.

| <u>HOME WORK SCHEDULE</u> |  |  |
|---------------------------|--|--|
| <u>CLASS XII COMMERCE</u> |  |  |
| <b>MONDAY</b>             | <b>ENGLISH</b>   | <b>ECONOMICS</b>   |
| <b>TUESDAY</b>            | <b>ACCOUNTANCY</b>   | <b>BUSINESS STUDIES</b>  |
| <b>WEDNESDAY</b>          | <b>ECONOMICS</b>   | <b>PHYSICAL<br/>EDUCATION/COMPUTER<br/>SCIENCE/APPLIED<br/>MATH/ENTREPRENEURSHIP</b> |
| <b>THURSDAY</b>           | <b>BUSINESS STUDIES</b>  | <b>ECONOMICS</b>   |
| <b>FRIDAY</b>             | <b>PHYSICAL<br/>EDUCATION/COMPUTER<br/>SCIENCE/APPLIED<br/>MATH/ENTREPRENEURSHIP</b> | <b>ECONOMICS/BUSINESS<br/>STUDIES</b>  |
| <b>SATURDAY</b>           | <b>ACCOUNTANCY</b>   | <b>ENGLISH</b>   |

- II. Creative writing in the languages should be discussed in class.
- Key words should be given on the board.
  - The final writing assignment may then be completed at home.
- III. Diwali Homework should sync with Ek Bharat Shrestha Bharat or CBSE project / Circular.

GDGIS/ACAD/POLICY/10

08<sup>TH</sup> Dec 2023

**GDGIS ATTENDANCE POLICY**  
**FOR STUDENTS**  
**(Amendment 7)**

|                            |                                  |
|----------------------------|----------------------------------|
| <b>Observed by</b>         | <b><u>DIRECTOR PRINCIPAL</u></b> |
| <b>Maintained by</b>       | <b><u>SINGLE HEAD</u></b>        |
| <b>Applicable to</b>       | <b><u>STUDENTS</u></b>           |
| <b>Duration of work</b>    | <b><u>AS AND WHEN</u></b>        |
| <b>Review time</b>         | <b><u>YEARLY</u></b>             |
| <b>Connected documents</b> | <b><u>SOP-24</u></b>             |

Consistent attendance in class is a critical component for students' academic success. Therefore, attendance policy and procedures have been carefully designed to encourage regular attendance.

**FOR PARENTS AND STUDENTS**

1. Encourage each child to attend the school regularly.
2. It is mandatory for every student to maintain an attendance of at least 85% during the academic year failing which he/she will not be promoted to higher class as stated by CBSE.
3. Working days: Higher – 220  
% is calculated by dividing the no. of days present by no. of working days.
4. For classes 10<sup>th</sup> & 12<sup>th</sup>, it is mandatory for every student to maintain an attendance of at least 100% during the academic year.
5. 10% shortage in attendance can be considered on account of Medical Grounds (To be validated with Medical Certificate)
6. Leave of Absence is granted only for compelling/unavoidable reasons subject to a written application well in advance.
7. No leaves would be granted throughout the year without genuine reason.
8. In case of participation in PVA or Sports events for competitions outside the school, parents must submit the letter of participation and exemption can be given in genuine case, but in no case attendance can be shorter than 85% of working days.
9. Proper leave application in the 'Single window Format' is to be submitted by the parents/guardians at the school two days' prior the leave. No other formats will be entertained.
10. Repeated absence without permission or unexplained absence for more than 15 consecutive days and if any request then it will be 45 days with proper documents but after that it will not be taken into consideration therefore, Renders the students liable to have his/her name struck off the rolls.
11. Re-admission may be allowed on the payment of the fresh Application form.
12. If the child is absent even for a day without any information, the leave application should be submitted duly signed by parents/guardian and should reach the school the very next day failing which the school will take strict action. (He/She will be marked absent till application is submitted)

- & result will be withheld if it is repeated thrice in a semester).
13. Early leaves and half days will not be entertained except the medical case.
  14. It is permissible only if it is approved at least 2 days prior.
  15. Absence of exam days will not be entertained other than genuine medical reasons. The medical reasons should be immediately reported i.e. during those examination days only.
  16. No Re-test in any circumstances.
  17. At the end of November & January warning letters to be sent to parents whose child's attendance is less than 85%. Parents need to be informed well in time that in such cases a child may not be allowed to sit for annual exams. (As per the attendance policy)
  18. State level, National level competition winners can be given a grace of 10%. (In terms of attendance)
  19. No leaves will be granted during Revisions before any exams and during exams unless and until it is a genuine medical reason or demise in the family.
  20. Any child who misses out with any exam throughout the academic session will not be entitled for any medals/merit certificate.
  21. For the students appearing for board exams (classes 10<sup>TH</sup>& 12<sup>TH</sup>), it is compulsory to attend PA-1, TERM-1, PRE-BOARD -1 & 2 and the revision classes before final examination unless they are Hostellite (Case to Case).
  22. **The class teacher will call the parent after the second day if the child is absent and ask for the reason and a single window. If the parent does not turn up until the third day, then mail has to be sent from the coordinator's email address.**
  23. **If students do not turn up after vacation without any information or proof, the mail will be done from the coordinator or school side. The following table is applicable:**

| Sr. No | Vacation Time   | Month     | Reporting Time                            |
|--------|-----------------|-----------|---|
| 1      | Summer Vacation | May       | June (First day of school reopening)      |
| 2      | Diwali Vacation | Oct / Nov | Oct / Nov (First day of school reopening) |

• **ONLY FOR HIGHER SECTION BOARD CLASS STUDENTS:**

1. As per CBSE norms a student who has at least 85 per cent attendance as on January 1 will be eligible for appearing in Class 10 and Class 12 examination.

**Note:**

- If any student has less than 85 per cent attendance will not be allowed to appear for the examination.
- However, there are certain cases where a student with less than 85 per cent of attendance can sit for their CBSE board exams.
- In case of shortage of attendance, schools will be required to procure 'certain' documents from student(s) or parents and submit those documents to the concerned Regional Office of the Board.
- Schools need to compile shortage of attendance cases by January 7, of every Year. Thereafter regional office will have to communicate to school by January 21<sup>st</sup>.
- The CBSE will have to give its final approval latest by February 7.



### The 'valid reasons for condonation of shortage of attendance' as per CBSE:

1. Prolonged illness (documents: medical certificate, medical reports, x-rays and requests from the parents).
2. Loss of father/ mother/ or some other such incident leading to student's absence from school (documents: request from parents, death certificate).
3. Authorized participation in sports at national level organized by CBSE/SGFI (documents: request from parents, certificates issued by concerned authority).
4. Authorized participation in sports at national/ international level organized by recognized authority (docs: Request from parents, Recommendation from Sports Authority of India or recommendation of schools concerned in the proforma attached).

### TEACHERS

- I. All the documents of leave must be maintained efficiently and diligently.
- II. Any leave which comes must be forwarded to the Coordinators for approval and is then sent to Front desk for higher authorities' approval for sanctioning the leave.
- III. Every month in the first week (1-5<sup>th</sup>) the attendance must be checked and % must be maintained.
- IV. Maintain **Informed and Uninformed leave** in separate columns.
- V. Convert Uninformed to Informed in the data after collecting Single Window from Parent.
- VI. Child will not be exempted from exams on Medical after submission of leave application with Medical Certificate unless higher authority approves of it, with 'Exempted' written on application.
- VII. Average marks will be given only if the Single window is approved.

**The following table is applicable for the grant of the leave:**



| SR.NO | TYPES OF LEAVES                              | MAXIMUM DAYS CAN BE APPROVED | REGULAR WORKING DAYS             | EXAM DAYS (PROCURE DOCUMENT FOR EXEMPTION) |                                  |                                  |                                  | REMARKS          |
|-------|--|------------------------------|----------------------------------|--|----------------------------------|----------------------------------|----------------------------------|------------------|
|       |  |                              |                                  | PA-1                                       | PA-2                             | PRE BOARD                        | FINAL EXAM                       |                  |
| 1     | EMERGENCY IN FAMILY                          | 15                           | APPROVED FOR REGULAR AND TOPPERS | APPROVED FOR REGULAR AND TOPPERS           | APPROVED FOR REGULAR AND TOPPERS | APPROVED FOR REGULAR AND TOPPERS | APPROVED FOR REGULAR AND TOPPERS | PROCURE DOCUMENT |
| 2     | SICK LEAVE                                   | CASE TO CASE                 | APPROVED FOR REGULAR AND TOPPERS | APPROVED FOR REGULAR AND TOPPERS           | APPROVED FOR REGULAR AND TOPPERS | APPROVED FOR REGULAR AND TOPPERS | APPROVED FOR REGULAR AND TOPPERS |                  |
| 3     | FAMILY FUNCTION                              | 5                            | APPROVED FOR REGULAR AND TOPPERS | APPROVED FOR REGULAR AND TOPPERS           | APPROVED FOR REGULAR AND TOPPERS | APPROVED FOR REGULAR AND TOPPERS | NA                               |                  |
| 4     | COMPETITION / SPORTS / ANY GAME OUTSIDE      | CASE TO CASE                 | APPROVED FOR REGULAR             | APPROVED FOR REGULAR                       | APPROVED FOR REGULAR             | APPROVED FOR REGULAR             | NA                               |                  |
| 5     | FAMILY TRIP                                  | CASE TO CASE                 | NA                               | NA   | NA                               | NA                               | NA                               |                  |
| 6     | MEDICAL APPOINTMENT                          | 3                            | APPROVED FOR REGULAR AND TOPPERS | NA   | NA                               | NA                               | NA                               |                  |
| 7     | PASSPORT / VISA / ANY GOVERNMENT APPOINTMENT | 1                            | NA (CASE TO CASE)                | NA (CASE TO CASE)                          | NA (CASE TO CASE)                | NA (CASE TO CASE)                | NA (CASE TO CASE)                |                  |

## Guidelines for 1st day in School in March/April (Amendment 2)

|                            |                                   |
|----------------------------|-----------------------------------|
| <b>Observed by</b>         | <b><u>Director Principal</u></b>  |
| <b>Maintained by</b>       | <b><u>Section Coordinator</u></b> |
| <b>Applicable to</b>       | <b><u>Students</u></b>            |
| <b>Duration of work</b>    | <b><u>April</u></b>               |
| <b>Review time</b>         | <b><u>Yearly</u></b>              |
| <b>Connected documents</b> | <b>SOP-36, CL-104</b>             |

1. Front Desk Incharge to coordinate with the respective Coordinator for the children who are joining newly.
2. Total details like House, Transport, Food, PVA activity, Sports activity Club (V-IX) must be given by the Front Desk Incharge.
3. Person responsible for the new joinees
  - a) Higher Coordinator for classes IX to XII
4. All teachers except Pre Primary section should arrive to school at 07:30am and be present on their respective spots before the students arrive.
5. Duties to be allotted to Non class teachers and Pre Primary teachers to guide New students.
6. Create a welcome area, a White Board where the list of all new joinees section wise **class list** is placed near the glass door for Pre Primary and in the Assembly area for Primary, Middle & Higher.
7. Special ground duties to be allotted for 1<sup>st</sup> week of the school reopening.
8. If they are Hostel Children, then the House Parents should be with them for a week after school and give them induction about Hostel.
9. **New students will be wearing the special Id card for 1 week for identification by the teachers around & guide them accordingly if they have some difficulty.**

**SOP FOR INDIVIDUAL CABINETS IN CLASS**  
**(Amendment -1)**

|                            |                                  |
|----------------------------|----------------------------------|
| <b>Observed by</b>         | <b><u>DIRECTOR PRINCIPAL</u></b> |
| <b>Maintained by</b>       | <b><u>SINGLE HEAD</u></b>        |
| <b>Applicable to</b>       | <b><u>ALL SECTION</u></b>        |
| <b>Duration of work</b>    | <b><u>AS AND WHEN</u></b>        |
| <b>Review time</b>         | <b><u>YEARLY</u></b>             |
| <b>Connected documents</b> | <b><u>RR-18,CL-80</u></b>        |

1. Keys of the cabinets are handed over to Middle & Higher section **cabinet single head** in the month of February of every academic year by the **cabinet single head**.
2. Every year one key is given to the students for his personal cabinet on the first day of the starting academic year and the new admissions as and when they come. If the no. of students are less than the total capacity **of** those keys will be with Cabinet Incharge.
3. List of new admission students will be handed over to Single head of cabinet by middle and higher coordinator who will get it from Front Desk.
4. Single head will be checking the format for maintenance of cabinet of the class once in a month from the coordinators of respective section.
5. If any damage or loss done by the student for any of the parts of the cabinet, he has to pay according to the amount mentioned in the rules and regulations (No.18) of the cabinet.  
**Message of the same to be given to the Parents via Almanac note/ call.**
6. The damage or loss has to be informed to the single head for the keys and the other repair work by the respective Class Teacher.
7. Consolidated report of damage or loss will be forwarded to maintenance department, purchase Incharge and coordinator will later take the follow up.
8. Money is collected by class teacher and is given to the Single head who hands it over to Purchase department keeping Administrator & the Director OPERATIONS in loop.
9. At the end of the academic year in the month of February by last week the keys are collected by the **single head of the cabinet** from all the respective class teachers and hand over to single head of cabinet.
10. Bunches are made class wise and if any damage or loss then accordingly money will be charged from the student and given to purchase department keeping Administrator in loop.
11. These bunches are handed over to the next academic year class teachers at the end of March to distribute it to the next batch of students.
12. If the class teacher is moving out of the school, then it is his/her duty to give the records of the keys to the Asst. Coordinator keeping the Coordinator in the loop & will inform the Cabinet Incharge. This same cycle repeats every year.
13. **If TC is issued in mid of the year then accordingly information is to be given to front desk for key collection from parents.**



14. NO Dues Forms for TC students in mid-session to be signed **unless it is approved by management.**
15. Class XI NO Dues Forms will be signed in the month of January.
16. If new classes are coming up, then information must be there from coordinator & keys requisition to be given to purchase department keeping administrator in loop.
17. For Hostel students, amount will be informed to House Wardens to collect from the parents **if there is any damage done by the students.**



GDGIS/ACAD/POLICY/04

07<sup>th</sup> DEC., 2023

**STUDENTS EXAMINATION EVALUATION POLICY –**  
**HIGHER SECTION (7<sup>th</sup> Amendment)**

|                            |   |
|----------------------------|---|
| <b>Observed by</b>         | <b>HOS</b>                                  |
| <b>Maintained by</b>       | <b>Examination Incharge</b>                 |
| <b>Applicable to</b>       | <b>Primary, Middle &amp; Higher section</b> |
| <b>Duration of work</b>    | <b>Through out the year</b>                 |
| <b>Review time</b>         | <b>After Diwali break</b>                   |
| <b>Connected documents</b> | <b>CL-24</b>                                |

**I. OBJECTIVE**

1. The objective of this policy is to have systematic evaluation of teaching-learning process in the school and identify students at an early age about their areas of expertise as well as their weak areas.
2. Evaluation not only measures the progress and achievement of the learners but also helps teachers to further prepare the line of action for better performance.
3. With this student can be identified at an early age about their areas of expertise as well as their weak areas and accordingly generalized plan also can be generated.

**II. SCOPE**

This policy is applicable to teachers and students from Standard class IX to XII i.e., for Higher Section.

**III. ROLE AND RECOMMENDATIONS OF THE POLICY**

1. To provide quality feedback to students so as to ensure growth in learning of students.
2. To provide quality feedback to teachers regarding learner's stage in the learning process, level of knowledge acquired and the extent of skills development.
3. To provide feedback to parents regarding student's progress through grades.

**Evaluation System at our school is exactly in accordance to that of CBSE system.**

**IV. EVALUATION SCHEME (CLASS 12)**

**CLASS XII**

**PERIODIC ASSESSMENT:** 40-mark test to be conducted in the month of June. The syllabus would be based on coverage of topics a week before the test scheduled.

**1ST TERM EXAMINATION:** Examination to be conducted in the month of September with 60- 70% of the entire syllabus following the same duration and pattern as board examination.

**PRE-BOARD 1 EXAMINATION:** Examination to be conducted in the month of December with 100% syllabus. The examination would be following the same duration and pattern as board examination.



(Theory + Practical: As prescribed by Board in different subjects)

**PRE-BOARD 2 EXAMINATION:** Examination to be conducted in the month of January with 100% syllabus following the same duration and pattern as board examination. **Only theory exam no practical's.**

**Compilation of Result:**

**INDIVIDUAL STATEMENT OF MARKS WILL BE GIVEN IN EACH EXAM.**

**I. IIT CLASSES**

1. MCQ based test comprising all subjects will be conducted alternative week to check the knowledge of the students and their performance for the same

**II. ASSESSMENT OF CHILDREN MISSING EXAMS**

1. Student should not be absent for any of the exams. But if due to some unavoidable circumstances like medical emergency or there is a death in the family then proper intimation should come to school through Single Window with proper evidences. In genuine cases the Principal & coordinator can permit for 'Exempted from missing exam' and the average of the result excluding the exempted subject is considered.
2. If a student has joined late (new admission) in the month of July, then also no retest but his/her Multiple Assessment & labs marks will be given and for missed written exam, child is asked to submit the previous school's PA result. (Else as per the performance in Term I average marks will be given later for PA I)
3. Due to some unavoidable circumstances if the child misses the TERM exams then Head of School, Coordinator and Class Teachers can take a call for the promotion of the child.
4. If the child has fractured his/her right hand (Either scribe would be allotted or else as per the performance in previous exams, average marks will be given)
5. However, if the child is playing for nationals for any sports, then retest will be taken.

**III. ATTENDANCE RULES**

Students must fulfill minimum criteria of attendance i.e. 85% to sit for any of the exams.

**IV. SOME TIPS FOR CHILDREN FOR WRITING EXAM**

1. Do the easiest question first of the section.
2. Always include key words in your answers and underline with pencil.
3. Split the answer in points and describe each point in detail.
4. Write answers according to the marks. If it is five marks questions then write introduction of the topic, supportive statements, advantage, disadvantage and application of the same concept.
5. Leave a gap of one line while writing points.
6. In science the best way to give answer is by figures. Hence examiner can know that you understand the topic well.

7. Draw the diagram properly using pencil and scale and label it.
8. First attempt the answer you are confident and then go for the ones which will take time to recall.
9. Start every question on a new page. If not than at least leave one line after every answer.
10. Maintain good handwriting
11. Underline headings and subheadings.
12. Keep your paper neat and clean. Over writing, scratching can make your paper look untidy.
13. Handwriting should be legible. Use scale to draw straight lines
14. Do check whether you have answered all the questions and have written correct questions number against each answer.
15. Diagram should be labeled in capital & with pencil.
16. For long answers of 5 to 6 marks, introduction of the topic should be for 2/3 lines, point headings should be explained for 3/4 lines & then after Leaving one line, ending with 2/3 lines.
17. At the time of reading, headings & points should be jotted in rough work column.
18. Do not leave any question unattempted. Attempt each and every question. Write at least a line if you don't know even a bit of it.

### **IX. CONCLUSION**

The above mentioned parameters can be amended from time-to-time at the sole discretion of the management.

| <b>CLASSES XII - COMMERCE</b>                 |              |
|---|--------------|
| <b><u>FIRST TERM (APRIL - SEPTEMBER )</u></b> |              |
| <b>EXAM COMPONENT</b>                         | <b>MARKS</b> |
| Periodic Test                                 | 40           |
| <b>TERM-1</b>                                 |              |
| Internal Assessment                           | 20/30        |
| First Term Exam ( Mid Term Exam ) *           | 80/70        |
| <b>TOTAL</b>                                  | <b>100</b>   |

| <b>CLASS XII - COMMERCE</b>                                      |              |
|--|--------------|
| <b><u>SECOND TERM (OCTOBER - MARCH ) PRE BOARD 1 &amp; 2</u></b> |              |
| <b><u>SCHOLASTIC PERFORMANCE</u></b>                             |              |
| <b>EXAM COMPONENT</b>  | <b>MARKS</b> |
| Internal Assessment  | 20/30        |
| Second Term Exam (Pre Board Exam) *                              | 80/70        |
| <b>TOTAL</b>   | <b>100</b>   |

# **single window form**



## STUDENT SINGLE WINDOW REQUEST APPLICATION

Date of Application

Student Name \_\_\_\_\_ Class \_\_\_\_\_ Div \_\_\_\_\_

| SR. NO. | PARTICULAR                          | (✓) |
|---------|-------------------------------------|-----|
| 1       | Academics                           |     |
| 2       | Change of Stream                    |     |
| 3       | Change of Subject                   |     |
| 4       | Recommendation Letters   Transcript |     |
| 5       | Bonafide                            |     |
| 6       | Change of Address                   |     |
| 7       | Change of Contact                   |     |

| SR. NO. | PARTICULAR       | (✓) |
|---------|------------------|-----|
| 8       | Change of E-mail |     |
| 9       | Fee Related      |     |
| 10      | Fee Refund       |     |
| 11      | Hostel Related   |     |
| 12      | Hostel Tuition   |     |
| 13      | Food Related     |     |
| 14      | Others           |     |

### Request Details

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Parents / Guardian Sign \_\_\_\_\_ Contact No. \_\_\_\_\_

To be Filled by Office Personnel

ERP No.

■ Front Desk's Remarks \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved

Not Approved

Sign \_\_\_\_\_

■ Section Coordinator's / Dept. Incharge Remarks \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved

Not Approved

Sign \_\_\_\_\_

■ Hostel Incharge's Remarks \_\_\_\_\_  
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Approved

Not Approved

Sign \_\_\_\_\_

■ Account Incharge's Remarks \_\_\_\_\_  
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Approved

Not Approved

Sign \_\_\_\_\_

■ Director Operation's Remarks \_\_\_\_\_  
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\_\_\_\_\_

Approved

Not Approved

Sign \_\_\_\_\_

■ Director Principal's Remarks \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved

Not Approved

Sign \_\_\_\_\_

■ Chief Mentor's Remarks \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved

Not Approved

Sign \_\_\_\_\_

Status

Request Close Dt

Courtesy Call Dt



**STUDENT SINGLE WINDOW REQUEST  
FOR LEAVES**

Date of Application

Student Name \_\_\_\_\_ Class \_\_\_\_\_ Div \_\_\_\_\_

| SR. NO. | PARTICULAR  | (✓) |
|---------|-------------|-----|
| 1       | Leave       |     |
| 2       | Early Leave |     |
| 3       | Late Entry  |     |

**Request Details**

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Parents / Guardian Sign \_\_\_\_\_ Contact No. \_\_\_\_\_

To be Filled by Office Personnel

ERP No.

■ Front Desk's Remarks \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved   
Not Approved   
Sign \_\_\_\_\_

■ Section Coordinator's Remarks \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved   
Not Approved   
Sign \_\_\_\_\_

**To be filled by Coordinator**

Leave already taken

Leave pre approval

Attendance Record  /   %

■ Hostel Incharge's Remarks \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved   
Not Approved   
Sign \_\_\_\_\_

■ Director Principal's Remarks \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved   
Not Approved   
Sign \_\_\_\_\_

■ Chief Mentor's Remarks \_\_\_\_\_  
\_\_\_\_\_

Approved   
Not Approved   
Sign \_\_\_\_\_

Status

Request Close Dt

Courtesy Call Dt



## STUDENT SINGLE WINDOW REQUEST FOR TRANSPORT

Date of Application

Student Name \_\_\_\_\_ Class \_\_\_\_\_ Div \_\_\_\_\_

| SR. NO. | PARTICULAR             | (✓) |
|---------|------------------------|-----|
| 1       | Transport Inquiry      |     |
| 2       | Transport Enrollment   |     |
| 3       | Transport Deactivation |     |

### Request Details

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Parents / Guardian Sign \_\_\_\_\_ Contact No. \_\_\_\_\_

**To be Filled by Office Personnel**

ERP No.

■ **Front Desk's Remarks** \_\_\_\_\_  
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\_\_\_\_\_

Approved   
Not Approved   
Sign \_\_\_\_\_

■ **Section Coordinator's Remarks** \_\_\_\_\_  
\_\_\_\_\_  
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Approved   
Not Approved   
Sign \_\_\_\_\_

■ **Transport Incharge's Remarks** \_\_\_\_\_  
\_\_\_\_\_  
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Approved   
Not Approved   
Sign \_\_\_\_\_

■ **Account Incharge's Remarks** \_\_\_\_\_  
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Approved   
Not Approved   
Sign \_\_\_\_\_

■ **Director Operation's Remarks** \_\_\_\_\_  
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Approved   
Not Approved   
Sign \_\_\_\_\_

■ **Chief Mentor's Remarks** \_\_\_\_\_  
\_\_\_\_\_

Approved   
Not Approved   
Sign \_\_\_\_\_

Status

Request Close Dt

Courtesy Call Dt

# Conspicuous

**SYLLABUS 2026-27**
**MONTH : MARCH CLASS : 12 COMMERCE**

| SUBJECT             | BOOK NAME   | CHAPTER NO.   | NAME OF THE CHAPTER  |
|---------------------|---|---|--|
| ENGLISH CORE        | FLAMINGO  | 1   | The Last Lesson  |
|                     |   | POEM 1  | My Mother at Sixty-Six   |
|                     |   | 2   | Lost Spring  |
|                     | VISTAS  | 1   | The Third Level  |
|                     | CREATIVE WRITING  | 1   | Notice Writing   |
|                     |   | 2   | Letter to the Editor   |
| ACCOUNTANCY         | BOOK 1 DOUBLE ENTRY BOOK KEEPING (ACCOUNTING FOR PARTNERSHIP FIRMS) | 1   | Accounting for partnership firms - Fundamentals  |
|                     |   | 4   | Accounting for partnership firms - Admission of a partner Part A   |
| BUSINESS STUDIES    | NCERT   | 1   | Nature & Significance of Management  |
|                     |   | 2   | Principles of Management   |
| ECONOMICS           | INDIAN ECONOMIC DEVELOPMENT   | UNIT 1 CH 1   | Indian economy on the eve of Independence  |
|                     |   | UNIT 1 CH 2   | Indian economy (1950-90)   |
|                     |   | UNIT 1 CH 3   | Economic reforms since 1991  |
| PHYSICAL EDUCATION  | SARASWATI PUBLICATION   | 3   | Yoga & Lifestyle   |
|                     |   | 4   | Physical Education & Sports for CWSN   |
| COMPUTER SCIENCE    | ORANGE EDUCATION  | 9   | Database Management System   |
|                     |   | 10  | Structured Query Language  |
|                     |   | 11  | SQL- Working with multiple tables  |
|                     |   | 12  | Python Interface with MYSQL  |
| APPLIED MATHEMATICS | M L AGGARWAL  | 1   | Numbers, quantification and numerical applications   |
|                     |   | 2   | Numerical inequalities   |
| ENTREPRENEURSHIP    | CBSE BOOK OF ENTREPRENEURSHIP                                       | UNIT 1  | Entrepreneurial Opportunity  |
| <b>SPORTS</b>       |   |   |  |
| SUBJECT             | REFERENCE   | TOPIC   | SUB TOPIC  |
| HPE/TRACK & FIELD   | SPORTS BOOKLET  | Warm-up & Cool down, Basic knowledge of track and field, Track and Field players (athletes). (Track & Field book) | <ol style="list-style-type: none"> <li>Static &amp; Dynamic stretches, Sport-specific movements.</li> <li>Basic knowledge about various track and field event and rules and regulations. (Theory) (Chapter-3)</li> <li>Indian and foreign athletes. (Theory) (Chapter-10)</li> </ol> |

**"Education is what survives when what has been learned has been forgotten." - B.F Skinner**

**SYLLABUS 2026-27**
**MONTH : APRIL CLASS : 12 COMMERCE**

| SUBJECT             | BOOK NAME   | CHAPTER NO.   | NAME OF THE CHAPTER   |
|---------------------|---|---|---|
| ENGLISH CORE        | FLAMINGO  | 3   | Deep Water  |
|                     |   | POEM 2  | Keeping Quiet   |
|                     |   | 4   | The Rattrap   |
|                     | VISTAS  | 2   | Tiger King  |
|                     | CREATIVE WRITING  | 3   | Letters of Invitation (Formal and Informal)   |
| ACCOUNTANCY         | BOOK 1 DOUBLE ENTRY BOOK KEEPING (ACCOUNTING FOR PARTNERSHIP FIRMS) | 2   | Accounting for partnership firms - Goodwill: nature and valuation   |
|                     |   | 4   | Accounting for partnership firms - Admission of a partner (Part B)  |
|                     |   | 5 & 6   | Accounting for partnership firms - Retirement/death of a partner  |
| BUSINESS STUDIES    | NCERT   | 2   | Principles of Management  |
|                     | NCERT   | 3   | Business Environment  |
|                     | NCERT   | 11  | Marketing   |
| ECONOMICS           | MACRO ECONOMICS   | UNIT 1  | National Income   |
|                     |   | UNIT 2 CH 1   | Money   |
| PHYSICAL EDUCATION  | SARASWATI PUBLICATION   | 10  | Training in Sports  |
| COMPUTER SCIENCE    | ORANGE EDUCATION  | 12  | Python Interface with MYSQL   |
|                     |   | 1   | Revision of Python  |
| APPLIED MATHEMATICS | M L AGGARWAL  | 2   | Numerical inequalities  |
|                     |   | 3   | Matrices  |
|                     |   | 4   | Determinants  |
| ENTREPRENEURS HIP   | CBSE BOOK OF ENTREPRENEURSHIP                                       | UNIT 2  | Enterprise Planning   |
| <b>SPORTS</b>       |   |   |   |
| SUBJECT             | REFERENCE   | TOPIC   | SUB TOPIC   |
| HPE/TRACK & FIELD   | SPORTS BOOKLET  | Warm-up & Cool down, Basic knowledge of track and field, Track and Field players (athletes). (Track & Field book) | 1. Static & Dynamic stretches, Sport-specific movements.<br>2. Basic knowledge about various track and field event and rules and regulations. (Theory) (Chapter-3)<br>3. Indian and foreign athletes. (Theory) (Chapter-10) |

**"Education is a progressive discovery of our own ignorance." —Will Durant**

**SYLLABUS 2026-27**
**MONTH : MAY CLASS : 12 COMMERCE**

| SUBJECT             | BOOK NAME   | CHAPTER NO.   | NAME OF THE CHAPTER   |
|---------------------|---|---|---|
| ENGLISH CORE        | CREATIVE WRITING  | 3   | Replies   |
| ACCOUNTANCY         | BOOK 1 DOUBLE ENTRY BOOK KEEPING (ACCOUNTING FOR PARTNERSHIP FIRMS) | 5 & 6   | Accounting for partnership firms - Retirement & Death of a partner                                  |
| BUSINESS STUDIES    | NCERT   | 11  | Marketing   |
| ECONOMICS           | MACRO ECONOMICS   | UNIT 2 CH 1   | Money (CONTD)   |
| PHYSICAL EDUCATION  | SARASWATI PUBLICATION   | 10  | Training in sports  |
| COMPUTER SCIENCE    | ORANGE EDUCATION  | 1   | Revision of Python  |
| APPLIED MATHEMATICS | M L AGGARWAL  | 4   | Determinants  |
| ENTREPRENEURSHIP    | CBSE BOOK OF ENTREPRENEURSHIP                                       | UNIT 2  | Enterprise Planning   |
| <b>SPORTS</b>       |   |   |   |
| SUBJECT             | REFERENCE   | TOPIC   | SUB TOPIC   |
| HPE/TRACK & FIELD   | SPORTS BOOKLET  | Warm-up & Cool down, Basic Running drills (ABC Drills) (Track & Field book) | 1. Static & Dynamic stretches, Sport-specific movements.<br>2. Running movement drills (ABC drills) |

“Education is the most powerful weapon which you can use to change the world.” – Nelson Mandela



**SYLLABUS 2026-27**

**MONTH : JUNE CLASS : 12 COMMERCE**

| SUBJECT             | BOOK NAME   | CHAPTER NO.   | NAME OF THE CHAPTER  |
|---------------------|---|---|--|
| ENGLISH CORE        | CREATIVE WRITING  | 4   | Report Writing   |
|                     | VISTAS  | 3   | A Journey to the End of the Earth  |
|                     | FLAMINGO  | POEM 3  | A Thing of Beauty  |
| ACCOUNTANCY         | BOOK 1 DOUBLE ENTRY BOOK KEEPING (ACCOUNTING FOR PARTNERSHIP FIRMS) | 5 & 6   | Accounting for partnership firms - Retirement & Death of a partner   |
| BUSINESS STUDIES    | NCERT   | 11  | Marketing  |
|                     |   | 9   | Financial Management   |
| ECONOMICS           | MACRO ECONOMICS   | UNIT 2 CH 2   | Banking  |
|                     | INDIAN ECONOMIC DEVELOPMENT   | UNIT 2 CH 5   | Human Capital Formation  |
| PHYSICAL EDUCATION  | SARASWATI PUBLICATION   | 6   | Test & Measurement in Sports   |
|                     |   | 7   | Physiology and injuries in sports  |
| COMPUTER SCIENCE    | ORANGE EDUCATION  | 1   | Revision of Python   |
|                     |   | 2   | Local and Global Scope   |
| APPLIED MATHEMATICS | M L AGGARWAL  | 5   | Differentiation  |
|                     |   | 6   | Application of derivatives   |
| ENTREPRENEURSHIP    | CBSE BOOK OF ENTREPRENEURSHIP                                       | UNIT 3  | Enterprise Marketing   |
| <b>SPORTS</b>       |   |   |  |
| SUBJECT             | REFERENCE   | TOPIC   | SUB TOPIC  |
| HPE/TRACK & FIELD   | SPORTS BOOKLET  | Basic knowledge of track and field, Jump, coordination and speed (Track & Field book) | 1. Origin and History (Theory) (Chapter-1&2)<br>2. Long jump (Practical) (Chapter-7&8)<br>3. Sprint practice. (Practical) (Chapter-6 &7)<br><br>Note:- In a Month, three practical Classes will be held on the ground, along with one Topic-specific worksheet to be conducted in the Classroom. |

**"Education is a progressive discovery of our own ignorance." —Will Durant**

**SYLLABUS 2026-27**
**EXAM: PA-1 CLASS : 12 COMMERCE**
**REVISION DATES: 29-06-2026 TO 03-07-2026**
**EXAM DATES: 06-07-2026 TO 11-07-2026**

| SUBJECT            | BOOK NAME   | CHAPTER NO. | NAME OF THE CHAPTER  |
|--------------------|---|-------------|--|
| ENGLISH            | FLAMINGO  | 1           | The Last Lesson  |
|                    |   | POEM 1      | My Mother At Sixty-Six   |
|                    |   | 2           | Lost Spring  |
|                    | VISTAS  | 1           | The Third Level  |
|                    | CREATIVE WRITING SKILLS   | NA          | Notice Writing   |
|                    |   |             | Editorial Letters  |
|                    | READING COMPREHENSION   | NA          | Unseen Passages  |
| ACCOUNTANCY        | BOOK 1 DOUBLE ENTRY BOOK KEEPING (ACCOUNTING FOR PARTNERSHIP FIRMS) | 1           | Accounting for partnership firms - Fundamentals                    |
|                    |   | 4           | Accounting for partnership firms - Admission of a partner          |
|                    |   | 2           | Accounting for partnership firms - Goodwill: nature and valuation  |
|                    |   | 5 & 6       | Accounting for partnership firms - Retirement & Death of a partner |
| BUSINESS STUDIES   | NCERT   | 1           | Nature & Significance of Management                                |
|                    |   | 2           | Principles of Management   |
|                    |   | 3           | Business Environment   |
|                    |   | 11          | Marketing  |
| ECONOMICS          | INDIAN ECONOMIC DEVELOPMENT   | UNIT 1 CH 1 | Indian economy on the eve of independence                          |
|                    |   | UNIT 1 CH 2 | Indian economy (1950-90)   |
|                    |   | UNIT 1 CH 3 | Economic reforms since 1991  |
|                    | MACRO ECONOMICS   | UNIT 1      | National Income  |
| PHYSICAL EDUCATION | SARASWATI PUBLICATION   | 4           | Physical education & sports for CSWN                               |
|                    |   | 3           | Yoga & lifestyle   |
|                    |   | 10          | Training in sports   |
|                    |   | 6           | Test & measurement in sports                                       |
|                    |   | 7           | Physiology and injuries in sports                                  |



|                     |                               |        |  |
|---------------------|-------------------------------|--------|--|
| COMPUTER SCIENCE    | ORANGE EDUCATION              | 9      | Database Management System                         |
|                     |                               | 10     | Structured Query Language                          |
|                     |                               | 11     | SQL- Working with multiple tables                  |
|                     |                               | 12     | Python Interface with MYSQL                        |
| APPLIED MATHEMATICS | M L AGGARWAL                  | 1      | Numbers, quantification and numerical applications |
|                     |                               | 2      | Numerical inequalities                             |
|                     |                               | 3      | Matrices   |
|                     |                               | 4      | Determinants                                       |
|                     |                               | 5      | Differentiation                                    |
|                     |                               | 6      | Application of derivatives                         |
| ENTREPRENEURS HIP   | CBSE BOOK OF ENTREPRENEURSHIP | UNIT 1 | Entrepreneurial Opportunity                        |
|                     |                               | UNIT 2 | Enterprise Planning                                |

**Here's how you can support your children during exams:**

1. Be familiar with your child's exam schedule. This will help you with planning their routine during exam and revision days.
2. Keep away from digital distractions. Install parental controls on your child's devices so that you can ensure they keep away from distractions and focus on doing their best during exams.
3. Make time for your child, particularly during the important papers. Stay aware of their needs, whether it's a spot of revision, a cup of coffee to perk them up or just being available to address any concerns.

**SYLLABUS 2026-27**
**MONTH : JULY CLASS : 12 COMMERCE**

| SUBJECT             | BOOK NAME   | CHAPTER NO.  | NAME OF THE CHAPTER/S   |
|---------------------|---|--|---|
| ENGLISH CORE        | VISTAS  | 4  | The Enemy   |
|                     | CREATIVE WRITING  | 5  | Letter of Job Application   |
|                     | FLAMINGO  | 5  | Indigo  |
| ACCOUNTANCY         | BOOK 1 DOUBLE ENTRY BOOK KEEPING (ACCOUNTING FOR PARTNERSHIP FIRMS) | 7  | Accounting for partnership firms - Dissolution of a partnership firm  |
|                     |   | 3  | Change in profit sharing ratio among the existing partners  |
| BUSINESS STUDIES    | NCERT   | 9  | Financial Management  |
|                     |   | 10   | Financial Markets   |
|                     |   | 4  | Planning  |
| ECONOMICS           | INDIAN ECONOMIC DEVELOPMENT   | UNIT 2 CH 6  | Rural Development   |
|                     |   | UNIT 2 CH 7  | Employment  |
|                     |   | UNIT 2 CH 9  | Environment and Sustainable Development   |
| PHYSICAL EDUCATION  | SARASWATI PUBLICATION   | 5  | Sports and Nutrition  |
| COMPUTER SCIENCE    | ORANGE EDUCATION  | 4  | Exception Handling  |
|                     |   | 3  | Handling Files in Python  |
| APPLIED MATHEMATICS | M L AGGARWAL  | 6  | Application of Derivatives  |
|                     |   | 7  | Integrals   |
| ENTREPRENEURSHIP    | CBSE BOOK OF ENTREPRENEURSHIP                                       | UNIT 4   | Enterprise Growth Strategies  |
| <b>SPORTS</b>       |   |  |   |
| SUBJECT             | REFERENCE   | TOPIC  | SUB TOPIC   |
| HPE/TRACK & FIELD   | SPORTS BOOKLET  | Explosive Power, Flexibility, Endurance Throwing events (Track & Field book) | <ol style="list-style-type: none"> <li>1. Different type jumping exercises (playometric)</li> <li>2. Shot-put throw (Practical) (Chapter-8)</li> <li>3. Running movement drills (ABC drills)</li> <li>4. Endurance training (Practical) (Chapter-6)</li> </ol> Note:- In a Month, three practical Classes will be held on the ground, along with one Topic-specific worksheet to be conducted in the Classroom. |

**"Education is what survives when what has been learned has been forgotten." - B.F Skinner**

**SYLLABUS 2026-27**
**MONTH : AUGUST CLASS : 12 COMMERCE**

| SUBJECT             | BOOK NAME                               | CHAPTER NO.       | NAME OF THE CHAPTER   |
|---------------------|---|-------------------|---|
| ENGLISH CORE        | FLAMINGO                                | 5                 | Indigo  |
|                     |   | 6                 | Poets and Pancakes  |
|                     | CREATIVE WRITING                        | 5                 | Article Writing   |
|                     | FLAMINGO                                | POEM 4            | A Roadside Stand  |
|                     | FLAMINGO                                | 7                 | The Interview   |
|                     | ALS                                     | NA                | ALS   |
| ACCOUNTANCY         | BOOK 3 ANALYSIS OF FINANCIAL STATEMENTS | 1                 | Financial statements of companies   |
|                     |   | 2                 | Analysis of financial statements  |
|                     |   | 3                 | Tools of financial analysis   |
|                     |   | 4                 | Accounting ratios   |
| BUSINESS STUDIES    | NCERT                                   | 5                 | Organizing  |
|                     |   | 6                 | Staffing  |
| ECONOMICS           | MACRO ECONOMICS                         | UNIT 3            | Determination of Income   |
| PHYSICAL EDUCATION  | SARASWATI PUBLICATION                   | 1                 | Management of Sporting Events   |
| COMPUTER SCIENCE    | ORANGE EDUCATION                        | 3                 | Handling Files in Python  |
|                     |   | 5                 | Data Structures: Stack  |
| APPLIED MATHEMATICS | M L AGGARWAL                            | 7                 | Integrals   |
|                     |   | 8                 | Differential equations  |
|                     |   | 14                | Linear Programming  |
| ENTREPRENEURS HIP   | CBSE BOOK OF ENTREPRENEURSHIP           | UNIT 4            | Enterprise Growth Strategies  |
|                     |   | UNIT 5            | Business Arithmetic   |
| <b>SPORTS</b>       |   |                   |   |
| SUBJECT             | REFERENCE                               | TOPIC             | SUB TOPIC   |
| HPE/TRACK & FIELD   | SPORTS BOOKLET                          | Term-1 Evaluation | Fitness assessment test.<br>1. 50 Meter Sprint. (Practical) (Chapter-6)<br>2. Standing Broad Jump. (Practical) (Chapter-6)<br>3. Shuttle Run (Practical) (Chapter-6)<br>4. Sit and Reach Test (Practical) (Chapter-6) |

**“Education is the key to unlocking the world, a passport to freedom.” – Oprah Winfrey**

**SYLLABUS 2026-27**
**MONTH : SEPTEMBER CLASS : 12 COMMERCE**

| SUBJECT             | BOOK NAME                               | CHAPTER NO.                                    | NAME OF THE CHAPTER   |
|---------------------|---|--|---|
| ENGLISH CORE        | FLAMINGO                                | POEM 5   | Aunt Jennifer's Tigers  |
| ACCOUNTANCY         | BOOK 3 ANALYSIS OF FINANCIAL STATEMENTS | 5  | Cash Flow Statements  |
| BUSINESS STUDIES    | NCERT                                   | 7  | Directing   |
| ECONOMICS           | MACRO ECONOMICS                         | UNIT 4   | Government Budget and the Economy   |
| PHYSICAL EDUCATION  | SARASWATI PUBLICATION                   | 1  | Management of Sporting Events   |
| COMPUTER SCIENCE    | ORANGE EDUCATION                        | 5  | Data Structures: Stack  |
| APPLIED MATHEMATICS | M L AGGARWAL                            | 14   | Linear programming  |
| ENTREPRENEURSHIP    | CBSE BOOK OF ENTREPRENEURSHIP           | UNIT 1   | Entrepreneurial Opportunity   |
|                     |   | UNIT 2   | Enterprise Planning   |
|                     |   | UNIT 3   | Enterprise Marketing  |
|                     |   | UNIT 4   | Enterprise Growth Strategies  |
|                     |   | ALL  | REVISION OF 1 TO 4 UNIT   |
| <b>SPORTS</b>       |   |  |   |
| SUBJECT             | REFERENCE                               | TOPIC  | SUB TOPIC   |
| HPE/TRACK & FIELD   | SPORTS BOOKLET                          | Body composition (BMI), coordination and speed | 1. Height & Weight (Practical) (Chapter-6)<br>2. Running movement drills (ABC drills) |

**"The beautiful thing about learning is that nobody can take it away from you." —B.B. King**

**SYLLABUS 2026-27**
**EXAM: TERM-1 CLASS : 12 COMMERCE**
**REVISION DATES: 01-09-2026 TO 12-09-2026**
**EXAM DATES: 15-09-2026 TO 26-09-2026**

| SUBJECT | BOOK NAME               | CHAPTER NO.   | NAME OF THE CHAPTER  |   |
|---------|-------------------------|---|--|---|
| ENGLISH | FLAMINGO                | 1   | The Last Lesson  |   |
|         |                         | POEM 1  | My Mother At Sixty-Six   |   |
|         |                         | 2   | Lost Spring  |   |
|         |                         | 3   | Deep Water   |   |
|         |                         | 4   | Rattrap  |   |
|         |                         | POEM 2  | Keeping Quiet  |   |
|         |                         | POEM 3  | A Thing Of Beauty  |   |
|         |                         | 5   | Indigo   |   |
|         |                         | 7   | Interview  |   |
|         | VISTAS                  | 1   | The Third Level  |   |
|         |                         | 2   | Tiger King   |   |
|         |                         | 3   | Journey To the End of the Earth                                      |   |
|         | CREATIVE WRITING SKILLS | 1   | Formal Informal Invitations  |   |
|         |                         | NA  | Report Writing   |   |
|         |                         |   | Notice Writing   |   |
|         |                         |   | Editorial Letters  |   |
|         | READING COMPREHENSION   | NA  | Unseen Passages  |   |
|         | ACCOUNTANCY             | BOOK 1 DOUBLE ENTRY BOOK KEEPING (ACCOUNTING FOR PARTNERSHIP FIRMS) BOOK 3 ANALYSIS OF FINANCIAL STATEMENTS | 1  | Accounting for partnership firms - Fundamentals           |
|         |                         |   | 4  | Accounting for partnership firms - Admission of a partner |
| 2       |                         |   | Accounting for partnership firms - Goodwill: nature and valuation    |   |
| 5 & 6   |                         |   | Accounting for partnership firms - Retirement & Death of a partner   |   |
| 7       |                         |   | Accounting for partnership firms - Dissolution of a partnership firm |   |
| 3       |                         |   | Change in profit sharing ratio among the existing partners           |   |
| 1       |                         |   | Financial statements of companies                                    |   |
| 2       |                         |   | Analysis of financial statements                                     |   |
| 3       |                         |   | Tools of financial analysis  |   |

|                    |                             |                         |   |
|--------------------|-----------------------------|-------------------------|---|
|                    |                             | 4                       | Accounting ratios                         |
| BUSINESS STUDIES   | NCERT                       | 1                       | Nature & Significance of Management       |
|                    |                             | 2                       | Principles of Management                  |
|                    |                             | 3                       | Business Environment                      |
|                    |                             | 4                       | Planning                                  |
|                    |                             | 5                       | Organizing                                |
|                    |                             | 6                       | Staffing                                  |
|                    |                             | 9                       | Financial Management                      |
|                    |                             | 10                      | Financial Markets                         |
|                    |                             | 11                      | Marketing                                 |
| ECONOMICS          | INDIAN ECONOMIC DEVELOPMENT | UNIT 1 CHAP 1           | Indian economy on the eve of independence |
|                    |                             | UNIT 1 CHAP 2           | Indian economy (1950-90)                  |
|                    |                             | UNIT 1 CHAP 3           | Economic reforms since 1991               |
|                    |                             | UNIT 2 CHAP 5           | Human Capital Formation                   |
|                    |                             | UNIT 2 CHAP 6           | Rural Development                         |
|                    | UNIT 2 CHAP 7               | Employment              |   |
|                    | MACRO ECONOMICS             | UNIT 1                  | National Income                           |
|                    |                             | UNIT 2 CHAP 1           | Money                                     |
|                    |                             | UNIT 2 CHAP 2           | Banking                                   |
| UNIT 3             |                             | Determination of Income |   |
| PHYSICAL EDUCATION | SARASWATI PUBLICATION       | 4                       | Physical education & sports for CWSN      |
|                    |                             | 3                       | Yoga & lifestyle                          |
|                    |                             | 10                      | Training in sports                        |
|                    |                             | 6                       | Test & measurement in sports              |
|                    |                             | 7                       | Physiology and Injuries in sports         |
|                    |                             | 5                       | Sports and Nutrition                      |
|                    |                             | 1                       | Management of Sporting and Events         |
| COMPUTER SCIENCE   | ORANGE EDUCATION            | 1                       | Revision of Python                        |
|                    |                             | 2                       | Local and Global Scope                    |
|                    |                             | 3                       | Handling Files in Python                  |
|                    |                             | 9                       | Database Management System                |
|                    |                             | 10                      | Structured Query Language                 |
|                    |                             | 11                      | SQL- Working with multiplatables          |
|                    |                             | 12                      | Python Interface with MYSQL               |

|                                |  |               |   |
|--------------------------------|--|---------------|---|
| <b>APPLIED<br/>MATHEMATICS</b> | <b>M L AGGARWAL</b>                      | <b>1</b>      | <b>Numbers, Quantification and Numerical Applications</b> |
|                                |  | <b>2</b>      | <b>Numerical Inequalities</b>                             |
|                                |  | <b>3</b>      | <b>Matrices</b>   |
|                                |  | <b>4</b>      | <b>Determinants</b>                                       |
|                                |  | <b>5</b>      | <b>Differentiation</b>                                    |
|                                |  | <b>6</b>      | <b>Application of Derivatives</b>                         |
|                                |  | <b>7</b>      | <b>Integrals</b>  |
|                                |  | <b>8</b>      | <b>Differential Equations</b>                             |
|                                |  | <b>9</b>      | <b>Probability</b>  |
| <b>ENTREPRENEURSHIP</b>        | <b>CBSE BOOK OF<br/>ENTREPRENEURSHIP</b> | <b>UNIT 1</b> | <b>Entrepreneurial Opportunity</b>                        |
|                                |  | <b>UNIT 2</b> | <b>Enterprise Planning</b>                                |
|                                |  | <b>UNIT 3</b> | <b>Enterprise Marketing</b>                               |
|                                |  | <b>UNIT 4</b> | <b>Enterprise Growth Strategies</b>                       |

### Here's how you can support your children during exams:

1. Be familiar with your child's exam schedule. This will help you with planning their routine during exam and revision days.
2. Keep away from digital distractions. Install parental controls on your child's devices so that you can ensure they keep away from distractions and focus on doing their best during exams.
3. Make time for your child, particularly during the important papers. Stay aware of their needs, whether it's a spot of revision, a cup of coffee to perk them up or just being available to address any concerns.

**SYLLABUS 2026-27**
**MONTH : OCTOBER CLASS : 12 COMMERCE**

| SUBJECT             | BOOK NAME   | CHAPTER NO.   | NAME OF THE CHAPTER  |
|---------------------|---|---------------|--|
| ENGLISH CORE        | FLAMINGO  | POEM 5        | Aunt Jennifer's Tigers   |
|                     | VISTAS  | 5             | On the Face of It  |
|                     | FLAMINGO  | 8             | Going Places   |
|                     | VISTAS  | 6             | Memories of Childhood  |
|                     | READING COMPREHENSION                                       | 1             | Case Based and Factual Reading Passages                                    |
| ACCOUNTANCY         | BOOK 3 ANALYSIS OF FINANCIAL STATEMENTS                     | 5             | Cash flow statements   |
|                     | BOOK 2 DOUBLE ENTRY BOOK KEEPING (ACCOUNTING FOR COMPANIES) | 8             | Accounting for companies- Issue of shares                                  |
| BUSINESS STUDIES    | NCERT   | 7             | Directing  |
|                     |   | 8             | Controlling  |
|                     |   | 12            | Consumer Protection  |
|                     |   | Full Syllabus | Revision for Pre Board 1   |
| ECONOMICS           | INDIAN ECONOMIC DEVELOPMENT                                 | UNIT 4        | Government budget and the economy (CONTD)                                  |
|                     |   | UNIT 5        | Balance of Payment   |
|                     |   | UNIT 3        | Comparative development experience of India and its neighbouring countries |
| PHYSICAL EDUCATION  | SARASWATI PUBLICATION                                       | 8             | Biomechanics & Sports  |
|                     |   | 9             | Psychology & Sports  |
| COMPUTER SCIENCE    | ORANGE EDUCATION  | 6             | Computer Networks  |
|                     |   | 7             | Computer Networks: Protocols, Technologies and Web Services                |
|                     |   | 8             | Network Security   |
| APPLIED MATHEMATICS | M L AGGARWAL  | 14            | Linear programming   |
|                     |   | 9             | Probability  |
|                     |   | 11            | Index numbers and time based data  |
|                     |   | 12            | Perpetuity, sinking funds, bonds and EMI                                   |
|                     |   | 13            | Returns, growth and depreciation   |
|                     |   | UNIT 5        | Business Arithmetic  |



| ENTREPRENEURS<br>HIP | CBSE BOOK OF<br>ENTREPRENEURSHIP | UNIT 6  | Resource Mobilization   |
|----------------------|----------------------------------|---|---|
| <b>SPORTS</b>        |                                  |   |   |
| SUBJECT              | REFERENCE                        | TOPIC   | SUB TOPIC   |
| HPE/TRACK &<br>FIELD | SPORTS BOOKLET                   | Warm-up<br>& cool down,<br>Curve<br>running, Body<br>position while<br>running<br>and Relay<br>race | <p>Bending and stretching exercises</p> <ol style="list-style-type: none"> <li>1. Curve running by bending the body towards left side.</li> <li>2. While running bend the body forward</li> <li>3. Relay events practice (Practical) (Chapter-8)</li> <li>4. Abdominal (Partial curl-up) (Practical) (Chapter-6)</li> <li>5. Pushups for boys and bend knee push ups for girls. (Practical) (Chapter-6)</li> <li>6. 50 m and 600 m running</li> </ol> <p>Note:- In a Month, three practical Classes will be held on the ground, along with one Topic-specific worksheet to be conducted in the Classroom.</p> |

"Your attitude, not your aptitude, will determine your altitude." —Zig Ziglar

**SYLLABUS 2026-27**
**MONTH : NOVEMBER CLASS : 12 COMMERCE**

| SUBJECT             | BOOK NAME   | CHAPTER NO.  | NAME OF THE CHAPTER   |
|---------------------|---|--|---|
| ENGLISH CORE        | READING COMPREHENSION                                       | 1  | Case Based and Factual Reading Passages   |
| ACCOUNTANCY         | BOOK 2 DOUBLE ENTRY BOOK KEEPING (ACCOUNTING FOR COMPANIES) | 8  | Accounting for companies- Issue of shares   |
|                     |   | 9  | Accounting for companies- Issue of debentures   |
| BUSINESS STUDIES    | NCERT   | Full Syllabus  | Revision for Pre Board 1  |
| ECONOMICS           | INDIAN ECONOMIC DEVELOPMENT                                 | UNIT 3   | Comparative development experience of India and its neighbouring countries (CONTD)  |
| PHYSICAL EDUCATION  | SARASWATI PUBLICATION                                       | 2  | Children and women in sports  |
| COMPUTER SCIENCE    | ORANGE EDUCATION  | 8  | Network Security  |
| APPLIED MATHEMATICS | M L AGGARWAL  | 13   | Returns, growth and depreciation  |
|                     |   | 10   | Inferential statistics  |
| ENTREPRENEURSHIP    | CBSE BOOK OF ENTREPRENEURSHIP                               | 0  | REVISION  |
| <b>SPORTS</b>       |   |  |   |
| SUBJECT             | REFERENCE   | TOPIC  | SUB TOPIC   |
| HPE/TRACK & FIELD   | SPORTS BOOKLET  | Warm-up & cool down<br>Sports day events<br>practice | Warm-up (Bending and Stretching exercises)<br>Sports day events practice<br>(Sprint race, hurdles race, group race, throwing event) |

**"Education is the ability to meet life's situations." —Dr. John G. Hibben**

**SYLLABUS 2026-27**
**MONTH : DECEMBER CLASS : 12 COMMERCE**

| SUBJECT             | BOOK NAME   | CHAPTER NO.   | NAME OF THE CHAPTER                                |
|---------------------|---|---------------|--|
| ENGLISH             | FLAMINGO & VISTAS   | ALL           | Revision   |
| ACCOUNTANCY         | BOOK 1 DOUBLE ENTRY BOOK KEEPING (ACCOUNTING FOR PARTNERSHIP FIRMS)<br>BOOK 2 DOUBLE ENTRY BOOK KEEPING (ACCOUNTING FOR COMPANIES)<br>BOOK 3 ANALYSIS OF FINANCIAL STATEMENTS | ALL           | Revision   |
|                     |   | ALL           | Revision   |
|                     |   | ALL           | Revision   |
| BUSINESS STUDIES    | NCERT   | Full Syllabus | Revision for Pre Board 1                           |
|                     |   | Full Syllabus | Revision for Pre Board 2                           |
| ECONOMICS           | MACRO ECONOMICS   | Revision      | Revision   |
|                     | INDIAN ECONOMIC DEVELOPMENT   |               |  |
| PHYSICAL EDUCATION  | SARASWATI PUBLICATION   | 4             | Physical education & sports for CWSN               |
|                     |   | 3             | Yoga & lifestyle                                   |
|                     |   | 10            | Training in sports                                 |
|                     |   | 6             | Test & measurement in sports                       |
|                     |   | 7             | Physiology and injuries in sports                  |
|                     |   | 5             | Sports and nutrition                               |
|                     |   | 1             | Management of sporting and events                  |
|                     |   | 2             | Children and women's in sports                     |
|                     |   | 8             | Biomechanics & Sports                              |
| COMPUTER SCIENCE    | ORANGE EDUCATION  | Full Syllabus | Revision for Pre Board 1                           |
|                     |   | Full Syllabus | Revision for Pre Board 2                           |
| APPLIED MATHEMATICS | M L AGGARWAL  | 1             | Numbers, quantification and numerical applications |
|                     |   | 2             | Numerical inequalities                             |
|                     |   | 3             | Matrices   |
|                     |   | 4             | Determinants                                       |

|                   |                                  |  |  |
|-------------------|----------------------------------|--|--|
|                   |                                  | 5  | Differentiation  |
|                   |                                  | 6  | Application of derivatives   |
|                   |                                  | 7  | Integrals  |
|                   |                                  | 8  | Differential equations   |
|                   |                                  | 9  | Probability  |
|                   |                                  | 10   | Inferential statistics   |
|                   |                                  | 11   | Index numbers and time-based data  |
|                   |                                  | 12   | Perpetuity, sinking funds, bonds and EMI   |
|                   |                                  | 13   | Returns, growth and depreciation   |
|                   |                                  | 14   | Linear programming   |
| ENTREPRENEURSHIP  | CBSE BOOK OF<br>ENTREPRENEURSHIP | UNIT 1   | Entrepreneurial Opportunity  |
|                   |                                  | UNIT 2   | Enterprise Planning  |
|                   |                                  | UNIT 3   | Enterprise Marketing   |
|                   |                                  | UNIT 4   | Enterprise Growth Strategies   |
|                   |                                  | UNIT 5   | Business Arithmetic  |
|                   |                                  | UNIT 6   | Resource Mobilization  |
| <b>SPORTS</b>     |                                  |  |  |
| <b>SUBJECT</b>    | <b>REFERENCE</b>                 | <b>TOPIC</b>                                       | <b>SUB TOPIC</b>   |
| HPE/TRACK & FIELD | SPORTS BOOKLET                   | Warm-up & cool down,<br>Sports day events practice | Warm-up<br>(Bending and Stretching exercises)<br>Sports day events practice<br>(Sprint race, hurdles race, group race, throwing event) |

**"The more you learn, the more you earn." —Warren Buffett**

**SYLLABUS 2026-27**
**EXAM: PRE-BOARD-1 CLASS : 12 COMMERCE**
**REVISION DATES:**
**EXAM DATES: 07-12-2026 TO 16-12-2026**

| SUBJECT         | BOOK NAME  | CHAPTER NO. | NAME OF THE CHAPTER  |
|-----------------|--|-------------|--|
| ENGLISH         | FLAMINGO & VISTAS<br>CREATIVE WRITING<br>SKILLS<br>READING<br>COMPREHENSION  | 1           | The Last Lesson  |
|                 |  | POEM 1      | My Mother at Sixty-Six                                       |
|                 |  | 2           | Lost Spring  |
|                 |  | 3           | Deep Water   |
|                 |  | 4           | Rattrap  |
|                 |  | POEM 2      | Keeping Quiet  |
|                 |  | POEM 3      | A Thing Of Beauty  |
|                 |  | 5           | Indigo   |
|                 |  | 6           | Interview  |
|                 |  | 7           | Going Places   |
|                 |  | 8           | Poets And Pancakes   |
|                 |  | POEM 5      | Aunt Jennifer's Tigers                                       |
|                 |  | POEM 4      | Roadside Stand   |
|                 |  | 1           | The Third Level  |
|                 |  | 2           | Tiger King   |
|                 |  | 3           | Journey To the End of The Earth                              |
|                 |  | 4           | Enemy  |
|                 |  | 5           | On The Face of It  |
|                 |  | 6           | Memories Of Childhood  |
|                 |  | NA          | Formal Informal Invitations                                  |
|                 |  |             | Report Writing   |
|                 |  |             | Notice Writing   |
|                 |  |             | Editorial Letters  |
| Job Application |  |             |  |
| Article Writing |  |             |  |
| NA              | Unseen Passages  |             |  |
| ACCOUNTANCY     | BOOK 1 DOUBLE ENTRY<br>BOOK KEEPING<br>(ACCOUNTING FOR<br>PARTNERSHIP FIRMS) | 1           | Accounting for partnership firms -<br>Fundamentals           |
|                 |  | 4           | Accounting for partnership firms -<br>Admission of a partner |

|                         |  |  |  |
|-------------------------|--|--|--|
|                         | <b>BOOK 2 DOUBLE ENTRY BOOK KEEPING (ACCOUNTING FOR COMPANIES)</b><br><b>BOOK 3 ANALYSIS OF FINANCIAL STATEMENTS</b> | <b>2</b>   | Accounting for partnership firms - Goodwill: nature and valuation    |
|                         |  | <b>5 &amp; 6</b>   | Accounting for partnership firms - Retirement & Death of a partner   |
|                         |  | <b>7</b>   | Accounting for partnership firms - Dissolution of a partnership firm |
|                         |  | <b>3</b>   | Change in profit sharing ratio among the existing partners           |
|                         |  | <b>1</b>   | Financial statements of companies                                    |
|                         |  | <b>2</b>   | Analysis of financial statements                                     |
|                         |  | <b>3</b>   | Tools of financial analysis  |
|                         |  | <b>4</b>   | Accounting ratios  |
|                         |  | <b>5</b>   | Cash flow statements   |
|                         |  | <b>8</b>   | Accounting for companies- Issue of shares                            |
| <b>BUSINESS STUDIES</b> | <b>NCERT</b>   | <b>1</b>   | Nature & Significance of Management                                  |
|                         |  | <b>2</b>   | Principles of Management   |
|                         |  | <b>3</b>   | Business Environment   |
|                         |  | <b>4</b>   | Planning   |
|                         |  | <b>5</b>   | Organizing   |
|                         |  | <b>6</b>   | Staffing   |
|                         |  | <b>7</b>   | Directing  |
|                         |  | <b>8</b>   | Controlling  |
|                         |  | <b>9</b>   | Financial Management   |
|                         |  | <b>10</b>  | Financial Markets  |
|                         |  | <b>11</b>  | Marketing  |
|                         |  | <b>12</b>  | Consumer Protection  |
| <b>ECONOMICS</b>        | <b>INDIAN ECONOMIC DEVELOPMENT</b>   | <b>UNIT 1 CH 1</b>   | Indian Economy on the eve of independence                            |
|                         |  | <b>UNIT 1 CH 2</b>   | Indian Economy (1950-90)   |
|                         |  | <b>UNIT 1 CH 3</b>   | Economic Reforms since 1991  |
|                         |  | <b>UNIT 2 CH 5</b>   | Human Capital Formation  |
|                         |  | <b>UNIT 2 CH 6</b>   | Rural Development  |
|                         |  | <b>UNIT 2 CH 7</b>   | Employment   |
|                         |  | <b>UNIT 2 CH 9</b>   | Environment and Sustainable Development                              |
|                         | <b>UNIT 3</b>  | Comparative Development Experience of India and its neighbouring countries |  |
| <b>MACRO ECONOMICS</b>  | <b>UNIT 1</b>  | National Income  |  |

|                            |                              |                    |   |
|----------------------------|------------------------------|--------------------|---|
|                            |                              | <b>UNIT 2 CH 1</b> | Money   |
|                            |                              | <b>UNIT 2 CH 2</b> | Banking   |
|                            |                              | <b>UNIT 3</b>      | Determination of income                                     |
|                            |                              | <b>UNIT 4</b>      | Government budget and the economy                           |
|                            |                              | <b>UNIT 5</b>      | Balance of Payment  |
| <b>PHYSICAL EDUCATION</b>  | <b>SARASWATI PUBLICATION</b> | <b>4</b>           | Physical education & sports for CWSN                        |
|                            |                              | <b>3</b>           | Yoga & lifestyle  |
|                            |                              | <b>10</b>          | Training in sports  |
|                            |                              | <b>6</b>           | Test & measurement in sports                                |
|                            |                              | <b>7</b>           | Physiology and injuries in sports                           |
|                            |                              | <b>5</b>           | Sports and nutrition  |
|                            |                              | <b>1</b>           | Management of sporting and events                           |
|                            |                              | <b>2</b>           | Children and women in sports                                |
|                            |                              | <b>8</b>           | Biomechanics & Sports                                       |
|                            |                              | <b>9</b>           | Psychology & Sports   |
| <b>COMPUTER SCIENCE</b>    | <b>ORANGE EDUCATION</b>      | <b>1</b>           | Revision of Python  |
|                            |                              | <b>2</b>           | Local and Global Scope                                      |
|                            |                              | <b>3</b>           | Handling Files in Python                                    |
|                            |                              | <b>4</b>           | Exception Handling  |
|                            |                              | <b>5</b>           | Data Structures: Stack                                      |
|                            |                              | <b>6</b>           | Computer Networks   |
|                            |                              | <b>7</b>           | Computer Networks: Protocols, Technologies and Web Services |
|                            |                              | <b>8</b>           | Network Security  |
|                            |                              | <b>9</b>           | Database Management System                                  |
|                            |                              | <b>10</b>          | Structured Query Language                                   |
|                            |                              | <b>11</b>          | SQL- Working with multiple tables                           |
|                            |                              | <b>12</b>          | Python Interface with MYSQL                                 |
| <b>APPLIED MATHEMATICS</b> | <b>M L AGGARWAL</b>          | <b>1</b>           | Numbers, quantification and numerical applications          |
|                            |                              | <b>2</b>           | Numerical inequalities                                      |
|                            |                              | <b>3</b>           | Matrices  |
|                            |                              | <b>4</b>           | Determinants  |
|                            |                              | <b>5</b>           | Differentiation   |

|                         |  |               |   |
|-------------------------|--|---------------|---|
|                         |  | <b>6</b>      | <b>Application of Derivatives</b>               |
|                         |  | <b>7</b>      | <b>Integrals</b>                                |
|                         |  | <b>8</b>      | <b>Differential Equations</b>                   |
|                         |  | <b>9</b>      | <b>Probability</b>                              |
|                         |  | <b>10</b>     | <b>Inferential Statistics</b>                   |
|                         |  | <b>11</b>     | <b>Index numbers and time-based data</b>        |
|                         |  | <b>12</b>     | <b>Perpetuity, Sinking Funds, Bonds and EMI</b> |
|                         |  | <b>13</b>     | <b>Returns, Growth and Depreciation</b>         |
|                         |  | <b>14</b>     | <b>Linear Programming</b>                       |
| <b>ENTREPRENEURSHIP</b> | <b>CBSE BOOK OF<br/>ENTREPRENEURSHIP</b> | <b>UNIT 1</b> | <b>Entrepreneurial Opportunity</b>              |
|                         |  | <b>UNIT 2</b> | <b>Enterprise Planning</b>                      |
|                         |  | <b>UNIT 3</b> | <b>Enterprise Marketing</b>                     |
|                         |  | <b>UNIT 4</b> | <b>Enterprise Growth Strategies</b>             |
|                         |  | <b>UNIT 5</b> | <b>Business Arithmetic</b>                      |
|                         |  | <b>UNIT 6</b> | <b>Resource Mobilization</b>                    |

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2. Keep away from digital distractions. Install parental controls on your child's devices so that you can ensure they keep away from distractions and focus on doing their best during exams.
3. Make time for your child, particularly during the important papers. Stay aware of their needs, whether it's a spot of revision, a cup of coffee to perk them up or just being available to address any concerns.


**SYLLABUS 2026-27**
**EXAM: PRE-BOARD-2 CLASS : 12 COMMERCE**
**REVISION DATES:**
**EXAM DATES: 31-12-2026 TO 11-01-2027**

| SUBJECT     | BOOK NAME   | CHAPTER NO.     | NAME OF THE CHAPTER  |
|-------------|---|-----------------|--|
| ENGLISH     | FLAMINGO & VISTAS<br>CREATIVE WRITING<br>SKILLS<br>READING<br>COMPREHENSION | 1               | The Last Lesson  |
|             |   | POEM 1          | My Mother at Sixty-Six                                       |
|             |   | 2               | Lost Spring  |
|             |   | 3               | Deep Water   |
|             |   | 4               | Rattrap  |
|             |   | POEM 2          | Keeping Quiet  |
|             |   | POEM 3          | A Thing of Beauty  |
|             |   | 5               | Indigo   |
|             |   | 6               | Interview  |
|             |   | 7               | Going Places   |
|             |   | 8               | Poets And Pancakes   |
|             |   | POEM 5          | Aunt Jennifer'S Tigers                                       |
|             |   | POEM 4          | Roadside Stand   |
|             |   | 1               | The Third Level  |
|             |   | 2               | Tiger King   |
|             |   | 3               | Journey To the End of The Earth                              |
|             |   | 4               | Enemy  |
|             |   | 5               | On The Face of It  |
|             |   | 6               | Memories Of Childhood  |
|             |   | NA              | Formal Informal Invitations                                  |
|             |   |                 | Report Writing   |
|             |   |                 | Notice Writing   |
|             |   |                 | Editorial Letters  |
|             |   |                 | Job Application  |
|             |   | Article Writing |  |
|             |   | NA              | Unseen Passages  |
| ACCOUNTANCY | BOOK 1 DOUBLE<br>ENTRY BOOK<br>KEEPING<br>(ACCOUNTING FOR                   | 1               | Accounting for partnership firms -<br>Fundamentals           |
|             |   | 4               | Accounting for partnership firms -<br>Admission of a partner |

|                  |   |                         |  |
|------------------|---|-------------------------|--|
|                  | <b>PARTNERSHIP FIRMS)</b><br><b>BOOK 2 DOUBLE ENTRY BOOK KEEPING (ACCOUNTING FOR COMPANIES)</b><br><b>BOOK 3 ANALYSIS OF FINANCIAL STATEMENTS</b> | <b>2</b>                | Accounting for partnership firms - Goodwill: nature and valuation    |
|                  |   | <b>5 &amp; 6</b>        | Accounting for partnership firms - Retirement & Death of a partner   |
|                  |   | <b>7</b>                | Accounting for partnership firms - Dissolution of a partnership firm |
|                  |   | <b>3</b>                | Change in profit sharing ratio among the existing partners           |
|                  |   | <b>8</b>                | Accounting for companies- Issue of shares                            |
|                  |   | <b>9</b>                | Accounting for companies- Issue of debentures                        |
|                  |   | <b>1</b>                | Financial statements of companies                                    |
|                  |   | <b>2</b>                | Analysis of financial statements                                     |
|                  |   | <b>3</b>                | Tools of financial analysis  |
|                  |   | <b>4</b>                | Accounting ratios  |
|                  |   | <b>5</b>                | Cash flow statements   |
|                  |   | <b>BUSINESS STUDIES</b> | <b>NCERT</b>   |
| <b>2</b>         | Principles of Management  |                         |  |
| <b>3</b>         | Business Environment  |                         |  |
| <b>4</b>         | Planning  |                         |  |
| <b>5</b>         | Organizing  |                         |  |
| <b>6</b>         | Staffing  |                         |  |
| <b>7</b>         | Directing   |                         |  |
| <b>8</b>         | Controlling   |                         |  |
| <b>9</b>         | Financial Management  |                         |  |
| <b>10</b>        | Financial Markets   |                         |  |
| <b>11</b>        | Marketing   |                         |  |
| <b>12</b>        | Consumer Protection   |                         |  |
| <b>ECONOMICS</b> | <b>INDIAN ECONOMIC DEVELOPMENT</b>  | <b>UNIT 1 CH 1</b>      | Indian Economy on the Eve of Independence                            |
|                  |   | <b>UNIT 1 CH 2</b>      | Indian Economy (1950-90)   |
|                  |   | <b>UNIT 1 CH 3</b>      | Economic Reforms since 1991  |
|                  |   | <b>UNIT 2 CH 5</b>      | Human Capital Formation  |
|                  |   | <b>UNIT 2 CH 6</b>      | Rural Development  |
|                  |   | <b>UNIT 2 CH 7</b>      | Employment   |
|                  |   | <b>UNIT 2 CH 9</b>      | Environment and Sustainable Development                              |
| <b>UNIT 3</b>    | Comparative Development experience of India and its neighbouring countries  |                         |  |



|                            |                              |                    |   |
|----------------------------|------------------------------|--------------------|---|
|                            | <b>MACRO ECONOMICS</b>       | <b>UNIT 1</b>      | National Income   |
|                            |                              | <b>UNIT 2 CH 1</b> | Money   |
|                            |                              | <b>UNIT 2 CH 2</b> | Banking   |
|                            |                              | <b>UNIT 3</b>      | Determination of Income                                     |
|                            |                              | <b>UNIT 4</b>      | Government Budget and the economy                           |
|                            |                              | <b>UNIT 5</b>      | Balance of Payment  |
| <b>PHYSICAL EDUCATION</b>  | <b>SARASWATI PUBLICATION</b> | <b>4</b>           | Physical Education & sports for CWSN                        |
|                            |                              | <b>3</b>           | Yoga & Lifestyle  |
|                            |                              | <b>10</b>          | Training in Sports  |
|                            |                              | <b>6</b>           | Test & Measurement in Sports                                |
|                            |                              | <b>7</b>           | Physiology and Injuries in Sports                           |
|                            |                              | <b>5</b>           | Sports and Nutrition  |
|                            |                              | <b>1</b>           | Management of Sporting and Events                           |
|                            |                              | <b>2</b>           | Children and Women in Sports                                |
|                            |                              | <b>8</b>           | Biomechanics & Sports                                       |
|                            |                              | <b>9</b>           | Psychology & Sports   |
| <b>COMPUTER SCIENCE</b>    | <b>ORANGE EDUCATION</b>      | <b>1</b>           | Revision of Python  |
|                            |                              | <b>2</b>           | Local and Global Scope                                      |
|                            |                              | <b>3</b>           | Handling Files in Python                                    |
|                            |                              | <b>4</b>           | Exception Handling  |
|                            |                              | <b>5</b>           | Data Structures: Stack                                      |
|                            |                              | <b>6</b>           | Computer Networks   |
|                            |                              | <b>7</b>           | Computer Networks: Protocols, Technologies and Web Services |
|                            |                              | <b>8</b>           | Network Security  |
|                            |                              | <b>9</b>           | Database Management System                                  |
|                            |                              | <b>10</b>          | Structured Query Language                                   |
|                            |                              | <b>11</b>          | SQL- Working with multiple tables                           |
|                            |                              | <b>12</b>          | Python Interface with MYSQL                                 |
| <b>APPLIED MATHEMATICS</b> | <b>M L AGGARWAL</b>          | <b>1</b>           | Numbers, Quantification and Numerical Applications          |
|                            |                              | <b>2</b>           | Numerical Inequalities                                      |
|                            |                              | <b>3</b>           | Matrices  |
|                            |                              | <b>4</b>           | Determinants  |

|                         |  |               |   |
|-------------------------|--|---------------|---|
|                         |  | <b>5</b>      | <b>Differentiation</b>                          |
|                         |  | <b>6</b>      | <b>Application of Derivatives</b>               |
|                         |  | <b>7</b>      | <b>Integrals</b>                                |
|                         |  | <b>8</b>      | <b>Differential Equations</b>                   |
|                         |  | <b>9</b>      | <b>Probability</b>                              |
|                         |  | <b>10</b>     | <b>Inferential Statistics</b>                   |
|                         |  | <b>11</b>     | <b>Index numbers and time-based data</b>        |
|                         |  | <b>12</b>     | <b>Perpetuity, sinking funds, bonds and EMI</b> |
|                         |  | <b>13</b>     | <b>Returns, Growth and Depreciation</b>         |
|                         |  | <b>14</b>     | <b>Linear Programming</b>                       |
| <b>ENTREPRENEURSHIP</b> | <b>CBSE BOOK OF<br/>ENTREPRENEURSHIP</b> | <b>UNIT 1</b> | <b>Entrepreneurial Opportunity</b>              |
|                         |  | <b>UNIT 2</b> | <b>Enterprise Planning</b>                      |
|                         |  | <b>UNIT 3</b> | <b>Enterprise Marketing</b>                     |
|                         |  | <b>UNIT 4</b> | <b>Enterprise Growth Strategies</b>             |
|                         |  | <b>UNIT 5</b> | <b>Business Arithmetic</b>                      |
|                         |  | <b>UNIT 6</b> | <b>Resource Mobilization</b>                    |

**Here's how you can support your children during exams:**

1. Be familiar with your child's exam schedule. This will help you with planning their routine during exam and revision days.
2. Keep away from digital distractions. Install parental controls on your child's devices so that you can ensure they keep away from distractions and focus on doing their best during exams.
3. Make time for your child, particularly during the important papers. Stay aware of their needs, whether it's a spot of revision, a cup of coffee to perk them up or just being available to address any concerns.

**SYLLABUS 2026-27**
**MONTH : JANUARY CLASS : 12 COMMERCE**

| SUBJECT             | BOOK NAME   | CHAPTER NO.   | NAME OF THE CHAPTER                                |
|---------------------|---|---------------|--|
| ENGLISH             | FLAMINGO & VISTAS   | ALL           | Revision   |
| ACCOUNTANCY         | BOOK 1 DOUBLE ENTRY BOOK KEEPING (ACCOUNTING FOR PARTNERSHIP FIRMS)<br>BOOK 2 DOUBLE ENTRY BOOK KEEPING (ACCOUNTING FOR COMPANIES)<br>BOOK 3 ANALYSIS OF FINANCIAL STATEMENTS | ALL           | Revision   |
| BUSINESS STUDIES    | NCERT   | Full Syllabus | Revision for Board Exam                            |
| ECONOMICS           | MACRO ECONOMICS   | Revision      | Revision   |
|                     | INDIAN ECONOMIC DEVELOPMENT   |               |  |
| PHYSICAL EDUCATION  | SARASWATI PUBLICATION   | 4             | Physical Education & Sports For CWSN               |
|                     |   | 3             | Yoga & Lifestyle                                   |
|                     |   | 10            | Training In Sports                                 |
|                     |   | 6             | Test & Measurement in Sports                       |
|                     |   | 7             | Physiology And Injuries in Sports                  |
|                     |   | 5             | Sports And Nutrition                               |
|                     |   | 1             | Management of Sporting and Events                  |
|                     |   | 2             | Children and Women in Sports                       |
|                     |   | 8             | Biomechanics & Sports                              |
| 9                   | Psychology & Sports   |               |  |
| COMPUTER SCIENCE    | ORANGE EDUCATION  | Full Syllabus | Revision for Board Exam                            |
| APPLIED MATHEMATICS | M L AGGARWAL  | 1             | Numbers, Quantification and Numerical Applications |
|                     |   | 2             | Numerical Inequalities                             |
|                     |   | 3             | Matrices   |
|                     |   | 4             | Determinants                                       |
|                     |   | 5             | Differentiation                                    |
|                     |   | 6             | Application of Derivatives                         |



|  |  |           |   |
|--|--|-----------|---|
|  |  | <b>7</b>  | <b>Integrals</b>                                |
|  |  | <b>8</b>  | <b>Differential Equations</b>                   |
|  |  | <b>9</b>  | <b>Probability</b>                              |
|  |  | <b>10</b> | <b>Inferential Statistics</b>                   |
|  |  | <b>11</b> | <b>Index Numbers and Time-Based Data</b>        |
|  |  | <b>12</b> | <b>Perpetuity, Sinking Funds, Bonds and EMI</b> |
|  |  | <b>13</b> | <b>Returns, Growth and Depreciation</b>         |
|  |  | <b>14</b> | <b>Linear Programming</b>                       |

**SPORTS**

| SUBJECT                      | REFERENCE             | TOPIC   | SUB TOPIC  |
|------------------------------|-----------------------|---|--|
| <b>HPE/TRACK &amp; FIELD</b> | <b>SPORTS BOOKLET</b> | <b>Warm-up &amp; cool down, Vertical Jump, Coordination</b> | <p>Bending and stretching exercises,<br/> <b>1. Standing vertical jump (Practical) (Chapter-6)</b><br/> <b>2. High jump (Practical) (Chapter-7&amp;8)</b><br/> <b>3. Height &amp; Weight (Practical) (Chapter-6)</b><br/> <b>4. Running movement drills (ABC drills)</b><br/>                     Note:- In a Month, three practical Classes will be held on the ground, along with one Topic-specific worksheet to be conducted in the Classroom.</p> |

"The whole purpose of education is to turn mirrors into windows." —Sydney J. Harris

# **TOPIC ASSESSMENT SCHEDULE**

**Dear Parents / Students,**

It is to inform you that we have created **Annual Topic Assessment schedule** for you so that you can be well-prepared for these tests. Please take this seriously as they are a part of our internal assessment. These dates might change due to unavoidable circumstances.

**Note** – Please make sure that your child attends the school regularly as it become difficult for the child to cope up with the missed topics.

**GRADE-12-COMMERCE**

| FIRST CYCLE |            |         |                              |
|-------------|------------|---------|------------------------------|
| SR. NO.     | DATE       | DAY     | SUBJECT                      |
| 1           | 17-03-2026 | TUESDAY | ENGLISH                      |
| 2           | 20-03-2026 | FRIDAY  | ECONOMICS                    |
| 3           | 24-03-2026 | TUESDAY | BUSINESS STUDIES             |
| 4           | 27-03-2026 | FRIDAY  | ACCOUNTANCY                  |
| 5           | 31-03-2026 | TUESDAY | OPT SUB (APP.MATHS/CS/PE/EP) |

| SECOND CYCLE |            |         |                              |
|--------------|------------|---------|------------------------------|
| SR. NO.      | DATE       | DAY     | SUBJECT                      |
| 1            | 03-04-2026 | FRIDAY  | ENGLISH                      |
| 2            | 07-04-2026 | TUESDAY | ECONOMICS                    |
| 3            | 10-04-2026 | FRIDAY  | BUSINESS STUDIES             |
| 4            | 17-04-2026 | FRIDAY  | ACCOUNTANCY                  |
| 5            | 21-04-2026 | TUESDAY | OPT SUB (APP.MATHS/CS/PE/EP) |

| THIRD CYCLE |            |         |                              |
|-------------|------------|---------|------------------------------|
| SR. NO.     | DATE       | DAY     | SUBJECT                      |
| 1           | 24-04-2026 | FRIDAY  | ENGLISH                      |
| 2           | 28-04-2026 | TUESDAY | ECONOMICS                    |
| 3           | 01-05-2026 | FRIDAY  | BUSINESS STUDIES             |
| 4           | 05-05-2026 | TUESDAY | ACCOUNTANCY                  |
| 5           | 16-06-2026 | TUESDAY | OPT SUB (APP.MATHS/CS/PE/EP) |

| FOURTH CYCLE |            |         |                              |
|--------------|------------|---------|------------------------------|
| SR. NO.      | DATE       | DAY     | SUBJECT                      |
| 1            | 19-06-2026 | FRIDAY  | ENGLISH                      |
| 2            | 23-06-2026 | TUESDAY | ECONOMICS                    |
| 3            | 14-07-2026 | TUESDAY | BUSINESS STUDIES             |
| 4            | 17-07-2026 | FRIDAY  | ACCOUNTANCY                  |
| 5            | 21-07-2026 | TUESDAY | OPT SUB (APP.MATHS/CS/PE/EP) |

| FIFTH CYCLE |            |         |                              |
|-------------|------------|---------|------------------------------|
| SR. NO.     | DATE       | DAY     | SUBJECT                      |
| 1           | 24-07-2026 | FRIDAY  | ENGLISH                      |
| 2           | 28-07-2026 | TUESDAY | ECONOMICS                    |
| 3           | 31-07-2026 | FRIDAY  | BUSINESS STUDIES             |
| 4           | 04-08-2026 | TUESDAY | ACCOUNTANCY                  |
| 5           | 07-08-2026 | FRIDAY  | OPT SUB (APP.MATHS/CS/PE/EP) |

| SIXTH CYCLE |            |         |                              |
|-------------|------------|---------|------------------------------|
| SR. NO.     | DATE       | DAY     | SUBJECT                      |
| 1           | 11-08-2026 | TUESDAY | ENGLISH                      |
| 2           | 14-08-2026 | FRIDAY  | ECONOMICS                    |
| 3           | 18-08-2026 | TUESDAY | BUSINESS STUDIES             |
| 4           | 21-08-2026 | FRIDAY  | ACCOUNTANCY                  |
| 5           | 25-08-2026 | TUESDAY | OPT SUB (APP.MATHS/CS/PE/EP) |

| SEVENTH CYCLE |            |         |                              |
|---------------|------------|---------|------------------------------|
| SR. NO.       | DATE       | DAY     | SUBJECT                      |
| 1             | 06-10-2026 | TUESDAY | ENGLISH                      |
| 2             | 09-10-2026 | FRIDAY  | ECONOMICS                    |
| 3             | 13-10-2026 | TUESDAY | BUSINESS STUDIES             |
| 4             | 16-10-2026 | FRIDAY  | ACCOUNTANCY                  |
| 5             | 23-10-2026 | FRIDAY  | OPT SUB (APP.MATHS/CS/PE/EP) |

**ATTENTION – ON A SERIOUS NOTE:**

Dear Parents,

Please make sure that your child **attends the Topic Assessment without fail** so that teachers can reflect on his/her improvement and guide him/her accordingly.

# **Project Front Pages**

# PROJECT ON

---

IN PARTIAL FULFILLMENT OF THE REQUIREMENT  
FOR THE CBSE \_\_\_\_\_ COURSE

FOR ACADEMIC YEAR 2026-2027

SUBMITTED BY:

Name: \_\_\_\_\_

Class: \_\_\_\_\_ Roll No.: \_\_\_\_\_

TO

---

G. D. GOENKA INTERNATIONAL SCHOOL  
SURAT, GUJARAT

\_\_\_\_\_  
(External Examiner's Sign)

\_\_\_\_\_  
(Subject Teacher's Sign)

\_\_\_\_\_  
(Principal's Sign)

# ACKNOWLEDGEMENT

I would like to convey my heartfelt thanks to \_\_\_\_\_, my  
\_\_\_\_\_ teacher and guide, who guided me through the project and  
also gave valuable suggestions and guidance for completing the project. He /  
She helped me understand the intricate issues involved in project making  
besides effectively presenting it. These intricacies would have been lost  
otherwise. My project has been a success only because of his / her guidance.

\_\_\_\_\_  
Name of the Student

\_\_\_\_\_  
Signature

# CERTIFICATE

This is to certify that Mr./Ms. \_\_\_\_\_ of Class \_\_\_\_\_ of G. D.

Goenka International School, Surat, has completed his/her project file under my supervision.

He / She has taken proper care and shown utmost sincerity in the completion of this project.

I certify that this project is up to my expectation and as per the guidelines issued by CBSE.

\_\_\_\_\_  
**Subject Teacher's Signature**

\_\_\_\_\_  
**Principal's Signature**

# Steps for using ERP (Edusprint)

## STEPS FOR ACCESSING EDUSPRINT (ERP)

Dear Parent,

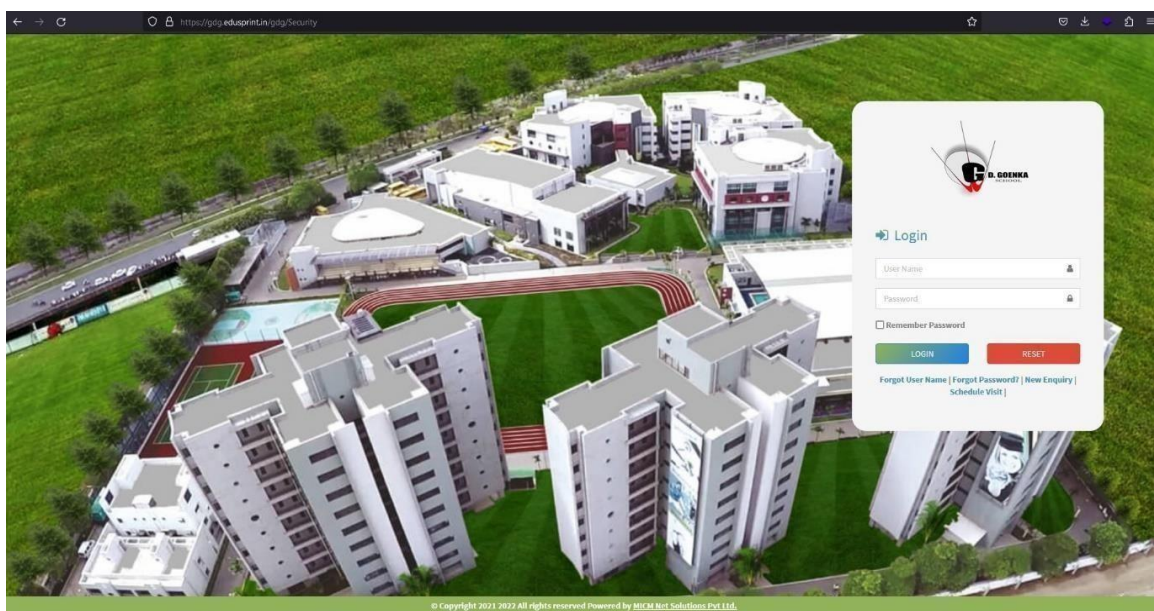
Greetings from GDGIS!

We are glad to inform you that you can now stay updated with the reports of your child through [edusprint.in](https://gdg.edusprint.in). It is a web based ERP which provides you with all the academic information related to your child. It provides a platform to communicate with the teachers of your child so that you can know the strengths and weaknesses of your child and help him/her in all the corners of his/her studies.

The ERP software is accessible on any device with an internet connection. The software can be used via web browser as well as the mobile application available in the Appstore and Play store. Kindly follow the steps to login to edusprint.

### Steps for accessing edusprint (ERP) via web browser

**Step 1:** Open a browser and type [gdg.edusprint.in](https://gdg.edusprint.in) in the address bar and press enter.



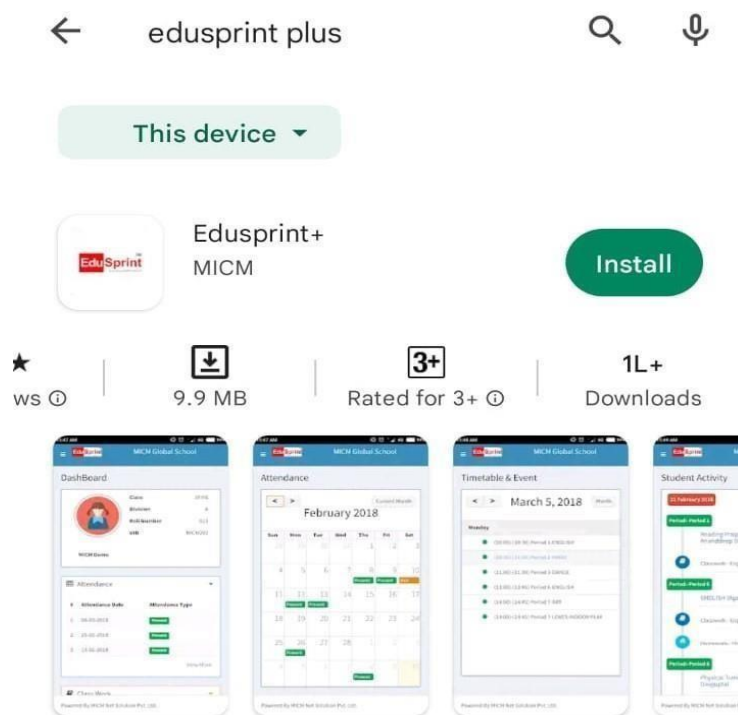
**Step 2:** Enter your ERP Username and Password and click on [Login](#) button.

**Step 3:** If you are logging into edusprint for the first time, you will have to change the password provided to you and set your desired password.

\*edusprint ERP Login details – Username and Password are shared to the parents via WhatsApp

### Steps for accessing edusprint (ERP) via Mobile application

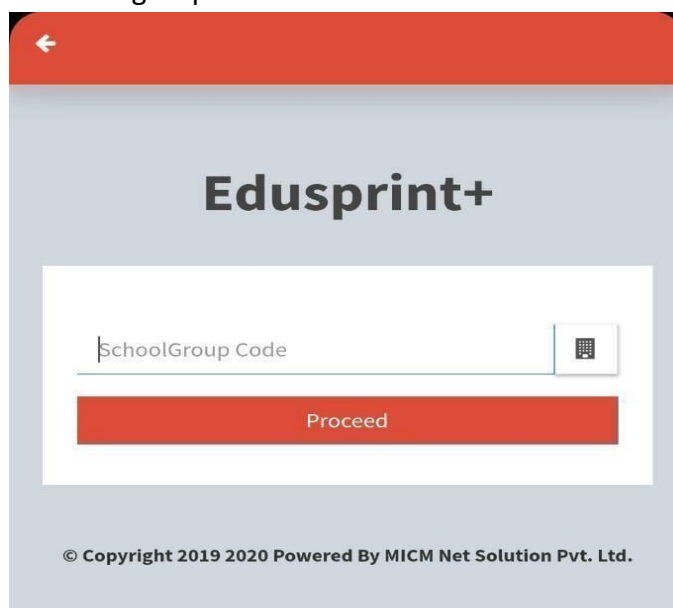
**Step 1:** Open Play store/App store on your phone and search for **edusprint +**



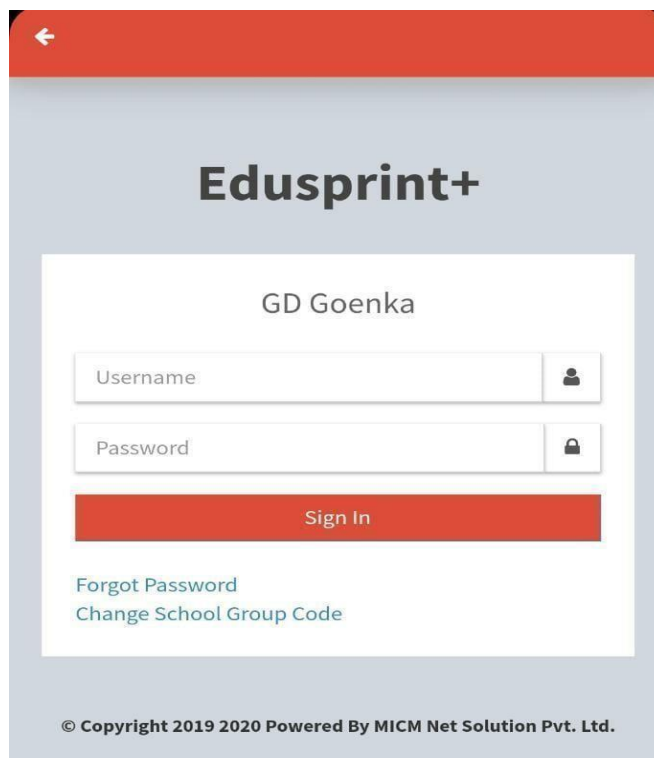
EduSprint+ is School Parent Mobile App

**Step 2:** Press the **install** button. After the application is installed open the application.

**Step 3:** Enter **gdg** in the school group code.

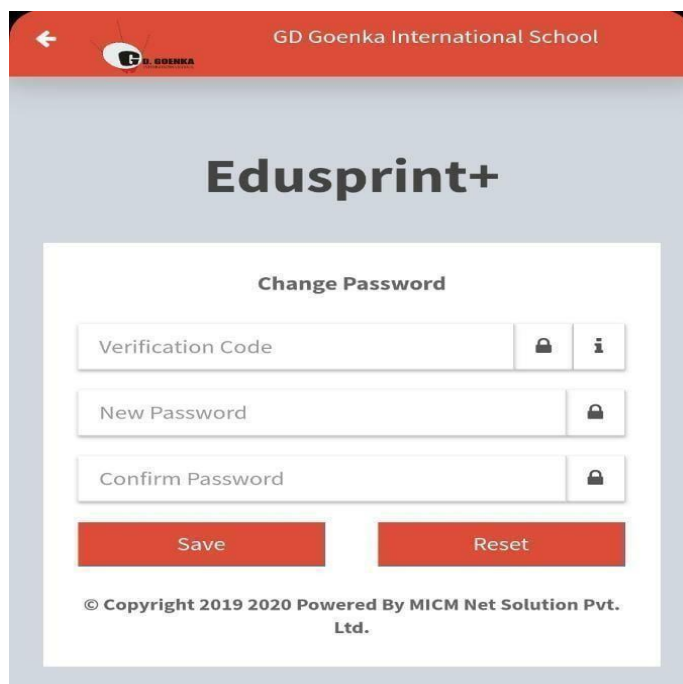


**Step 4:** Enter the ERP User name and Password provided to you.



The screenshot shows the Edusprint+ login interface. At the top, there is a red header with a back arrow. Below it, the text "Edusprint+" is displayed in a large, bold font. Underneath, the school name "GD Goenka" is shown. There are two input fields: "Username" and "Password", each with a corresponding icon (a person for username and a lock for password). A red "Sign In" button is positioned below the password field. At the bottom of the form, there are two links: "Forgot Password" and "Change School Group Code". The footer contains the copyright notice: "© Copyright 2019 2020 Powered By MICM Net Solution Pvt. Ltd."

**Step 5:** If you are logging into the ERP system for the first time, you will have to change the password. Please use the password provided to you as the verification code to set the desired password of your choice



The screenshot shows the Edusprint+ "Change Password" screen. At the top, there is a red header with a back arrow, the school logo, and the text "GD Goenka International School". Below it, the text "Edusprint+" is displayed in a large, bold font. Underneath, the text "Change Password" is centered. There are three input fields: "Verification Code", "New Password", and "Confirm Password", each with a lock icon. At the bottom of the form, there are two red buttons: "Save" and "Reset". The footer contains the copyright notice: "© Copyright 2019 2020 Powered By MICM Net Solution Pvt. Ltd."

**Step 6:** After successfully logging in, you can use all the features of the application. The



description of each module in the mobile application is given below.

1. Dashboard - The dashboard shows an overview of various activities of your ward.
2. Student Profile - The student profile shows the complete profile of your ward.
3. Parent Profile - The parent profile shows the complete profile of the parents.
4. Attendance - The attendance menu shows the details of your ward's attendance.
5. Timetable - The timetable menu shows the class timetable for the day.
6. Student Activity - Student activity shows the details of classwork and homework.
7. eCampus - Circulars, messages, reference links and schedules are displayed here.
8. Fees - The fees menu shows the details of your ward's fee.
9. Report card - The report card menu shoes your ward's report card.
10. Transport - If your ward is in school's transport, you can view the details here.
11. Food Menu - The food menu of the ward is displayed here.

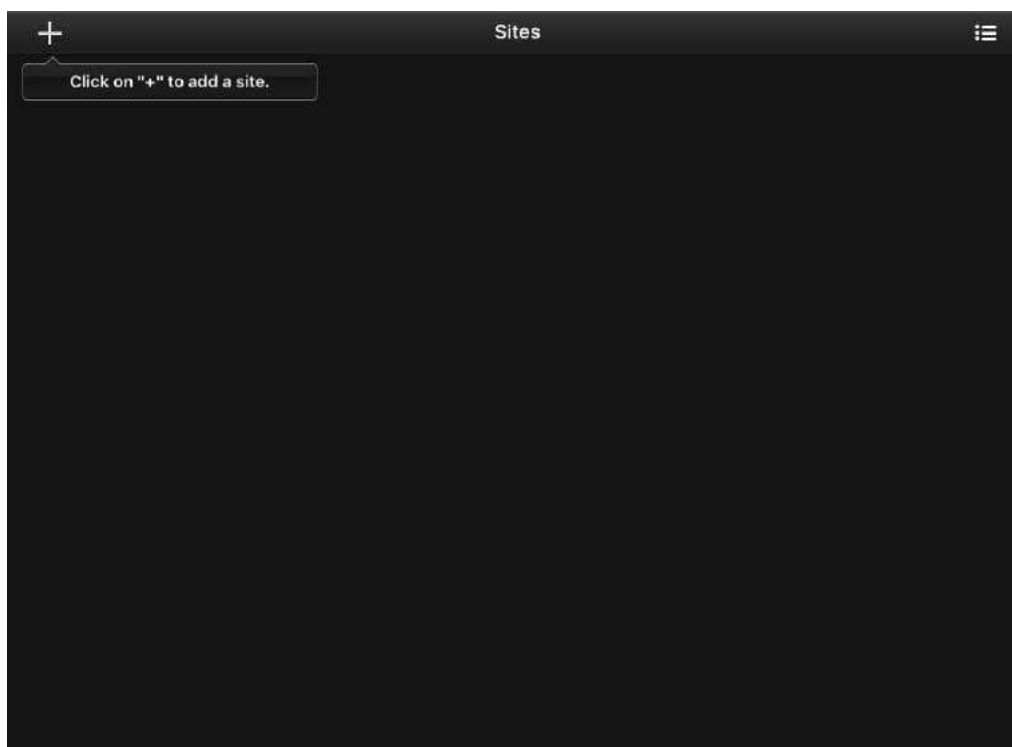
# **Steps for using CCTV (Live View)**

## STEPS FOR ACCESSING CCTV LIVE

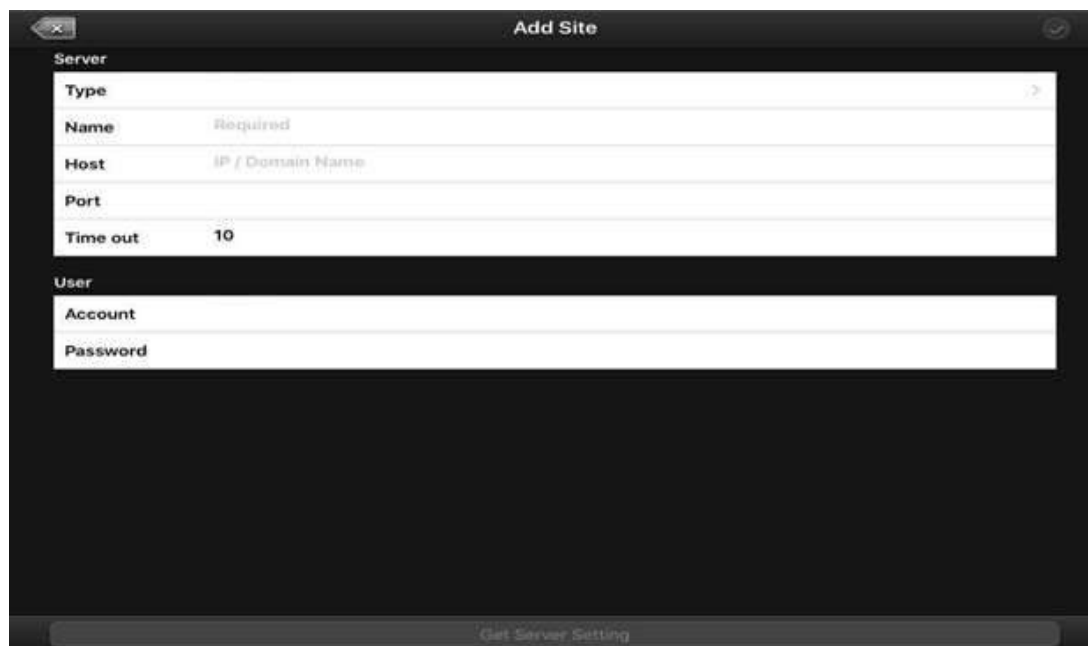
**Step 1:** Open Play store/App store on your Phone/iPad/Tablet and search for **Acti Mobile Client** and install the application.



**Step 2:** Open the application and press the **+** sign



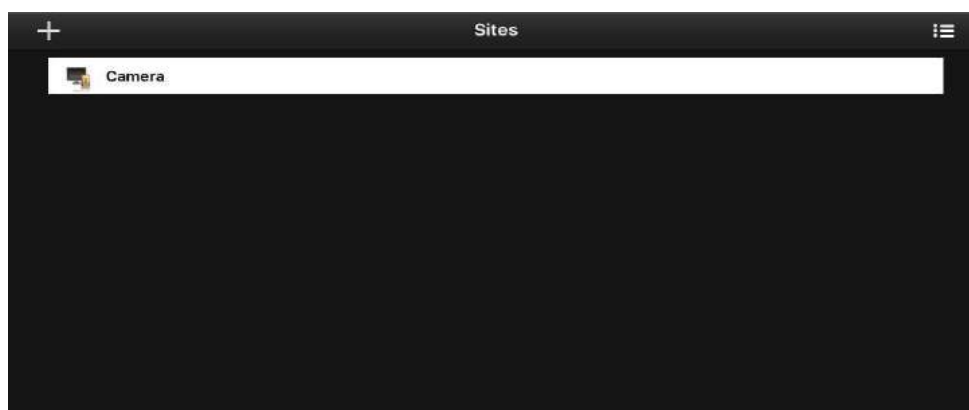
**Step 3:** Enter the required details



- Please select Type – **Server**
- Enter **Camera** in the Name field.
- Enter **136.233.150.115** in the Host field
- Enter Port – **85**
- Enter **180** in the Time out field
- Account and Password provided in your WhatsApp group

\*Please note that the Account and the password is same.

**Step 4:** Press the tick mark on the top right corner. You will see the following Screen.



**Step 5:** Press the camera to view Live.



For any further queries, kindly contact Mr. Kushant Patel at **9924888454** and **0261-2976000** or email us on **contact@gdgoenkasurat.com**. It would be helpful of you to paste the screenshot of the problem in the email to provide you with an efficient solution.

**Warm Regards,**  
**Team GD**

# **Steps for using Google classroom**

## **GOOGLE CLASSROOM STEP BY STEP**

### **(USE IN APP OR WEB BROWSER)**

1. If you are using web browser (like: Chrome, Firefox, etc.) type classroom.google.com in your address bar and log in with your given School mail id. ([ex.pga01@gdgoenkasurat.com](mailto:ex.pga01@gdgoenkasurat.com))
2. If you are using Google Classroom App, then open app and after that click “Get Started” button and login with your given “school mail id”.
3. After logging in, you will see your Class Dashboard and 2 class Tiles.
4. There are Two options:
  - A. Decline
  - B. Join Now, click the join now button on both titles. (this is one-time step)
5. If you want to go back, just click 3 lines icon (on left top) & go to classes menu.
6. You will see a tab on top of the screen with 3 options:
  - A. Stream
  - B. Classwork
  - C. People
7. In the stream selection you will see following options:
  - A. Class Announcements
  - B. Assignments
  - C. Class Comments
8. If you want to comment for particular announcement or post click the Class Announcement Tab in stream menu on top and type your message in “Add class comment” textbox & whole class will get the notification as this is visible to all.
9. If you want to view the classmates of your child, click people tab on top and you will see the whole list.
10. If you want to view more options like class calendar or want to check class folder and complete things at one place, click on classwork tab on top menu.
11. There is a side bar on left side of your screen, you can check
  - A. Class Assignment
  - B. Upcoming Assignments
12. If you want to communicate to your teacher personally about any assignment click that particular assignment & type your message in “private comment” textbox. This comment is only viewable to that specific teacher and you.

# Important Links



**IMPORTANT LINKS**

| SR NO. | CONTENT                | LINK  |
|--------|------------------------|---|
| 1      | Higher Annual Calendar | <a href="https://heyzine.com/flip-book/58caa12eb3.html">https://heyzine.com/flip-book/58caa12eb3.html</a>   |
| 2      | Hostel Annual Calendar | <a href="https://heyzine.com/flip-book/90247ec5de.html">https://heyzine.com/flip-book/90247ec5de.html</a>   |
| 3      | LinkedIn               | <a href="https://www.linkedin.com/company/gd-goenka-international-school-surat/">https://www.linkedin.com/company/gd-goenka-international-school-surat/</a>                   |
| 4      | YouTube                | <a href="https://www.youtube.com/@gdgoenkamedia/">https://www.youtube.com/@gdgoenkamedia/</a>   |
| 5      | Facebook               | <a href="https://www.facebook.com/goenkasurat/">https://www.facebook.com/goenkasurat/</a>   |
| 6      | Instagram              | <a href="https://www.instagram.com/gdgoenkasuratofficial/?igsh=MXVheXVuMHRmY3A1eA%3D%3D#">https://www.instagram.com/gdgoenkasuratofficial/?igsh=MXVheXVuMHRmY3A1eA%3D%3D#</a> |



**“ WINNERS DON'T DO DIFFERENT THINGS  
THEY DO THINGS DIFFERENTLY ”**

*- Shiv Khera*

**“ HARD WORK, STRONG DETERMINATION &  
RIGHT DIRECTION LEADS TO SUCCESS ”**

*- Anonymous*



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1<sup>st</sup> and Only School in Surat Accredited by FSSAI and Ministry of Health & Family Welfare.

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