

# ORIENTATION FOLDER

## HIGHER SECTION

CLASS-XII SCIENCE

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

## 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 SCIENCE****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.

## **CONTENT OF 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 SCIENCE)		
MONDAY - SATURDAY (1 <sup>ST</sup> AND 4 <sup>TH</sup> SATURDAY HOLIDAY)		
(7:50 AM TO 01:05 PM)		
TIME	TOTAL TIME (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 blue 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>		
1	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 SCIENCE		
SR. NO.	SUBJECT	TYPE
1	ENGLISH	GREEN REGISTER
2	PHYSICS	
3	CHEMISTRY	
4	MATHEMATICS/BIOLOGY	
5	PHYSICAL EDUCATION/COMPUTER SCIENCE	
6	TOPIC ASSESSMENT (CLASS TEST)	

### TEXTBOOKS:

CLASS XII SCIENCE			
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	PHYSICS PART-I - 12	PHYSICS	N.C.E.R.T
5	PHYSICS PART-II - 12	PHYSICS	N.C.E.R.T
6	PHYSICS (S.L.ARORA) VOL I - 12	PHYSICS	DHANPAT RAI PUBLICATIONS
7	PHYSICS (S.L.ARORA) VOL II - 12	PHYSICS	DHANPAT RAI PUBLICATIONS
8	TOGETHER WITH PHYSICS (ACTIVITIES) LAB PRACTICAL - 12	PHYSICS	RACHNA SAGAR PUBLICATION
9	CHEMISTRY PART-I - 12	CHEMISTRY	N.C.E.R.T
10	CHEMISTRY PART-II - 12	CHEMISTRY	N.C.E.R.T
11	EXAM IDEA CHEMISTRY PART I & II - 12	CHEMISTRY	VK PUBLICATION
12	COMPREHENSIVE CHEMISTRY (ACTIVITIES) LAB PRACTICAL - 12	CHEMISTRY	LAXMI PUBLICATION

13	SAMPLE PAPER (PRACTICE PAPER) - 12	ALL SUBJECT	ALL PUBLICATION
<b>SELECTION SUBJECT (TEXTBOOK)</b>			
14	MATHEMATICS PART-I - 12	MATHS	N.C.E.R.T
15	MATHEMATICS PART-II - 12	MATHS	N.C.E.R.T
16	MATHEMATICS (R S AGARWAL) - 12	MATHS	BHARTI BHAVAN
17	TOGETHER WITH MATHS LAB MANUAL - 12	MATHS	RACHNA SAGAR PUBLICATION
18	BIOLOGY - 12	BIOLOGY	N.C.E.R.T
19	EXAM IDEA BIOLOGY PART I & II - 12	BIOLOGY	VK PUBLICATION
20	TOGETHER WITH BIOLOGY (ACTIVITIES) LAB PRACTICAL - 12	BIOLOGY	RACHNA SAGAR PUBLICATION
21	COMPUTER SCIENCE WITH PYTHON - 12	COM.SCIENCE	ORANGE EDUCATION
22	HEALTH & PHYSICAL EDUCATION - 12	PHY.EDUCATION	NEW SARASWATI HOUSE
23	HEALTH & PHYSICAL PRACTICAL NOTEBOOK - 12	PHY.EDUCATION	NEW SARASWATI HOUSE

### 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:

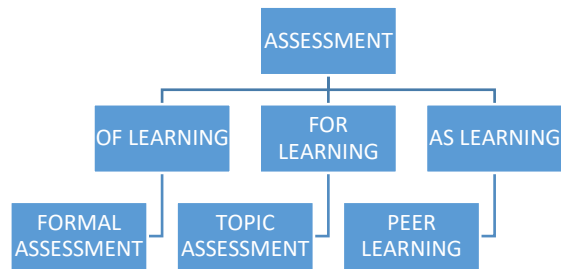
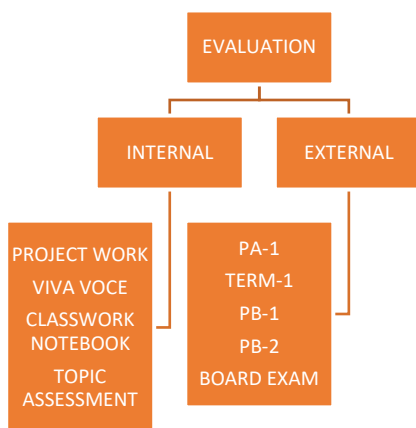
- Proper school uniform must be worn along with the id card.

- 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:

- Periodic Assessment I – 40
- Term I – 80 Marks
- Pre-Board I – 80 Marks
- Pre-Board II – 80 Marks
- Board Examination – 80 Marks

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
PHYSICS		Practical + Project = 20	10	70	70+30= 100
CHEMISTRY		Practical + Project = 20	10	70	70+30= 100
BIOLOGY		Practical + Project = 20	10	70	70+30= 100
MATHEMATICS		Practical + Project = 10	10	80	80+20= 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 SCIENCE

ENGLISH	
RUBRICS	MARKS
PROJECT +ASL	10
PORTFOLIO + VIVA	10
<b>TOTAL</b>	<b>20</b>

PHYSICS	
RUBRICS	MARKS
PROJECT + PRACTICAL	20
PORTFOLIO + VIVA	10
<b>TOTAL</b>	<b>30</b>

CHEMISTRY	
RUBRICS	MARKS
PROJECT + PRACTICAL	20
PORTFOLIO + VIVA	10
<b>TOTAL</b>	<b>30</b>

BIOLOGY	
RUBRICS	MARKS
PROJECT + PRACTICAL	20
PORTFOLIO + VIVA	10
<b>TOTAL</b>	<b>30</b>

MATHEMATICS	
RUBRICS	MARKS
PROJECT + PRACTICAL	10
PORTFOLIO + VIVA	10
<b>TOTAL</b>	<b>20</b>

COMPUTER SCIENCE	
RUBRICS	MARKS
PROJECT + PRACTICAL	20
PORTFOLIO + VIVA	10
<b>TOTAL</b>	<b>30</b>

PHYSICAL EDUCATION	
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 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 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 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	2 <sup>nd</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> SATURDAY
<b>UNIFORM</b>	BLUE T-SHIRT BLUE TRACK PANT	BLUE T-SHIRT BLUE TRACK PANT	WHITE T- SHIRT WHITE TRACK PANT	BLUE T-SHIRT BLUE TRACK PANT	BLUE T- SHIRT BLUE TRACK PANT	WHITE T- SHIRT WHITE 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.

#### VI. Borrowing or Lending

Borrowing or lending of any items is strictly prohibited.

No student is allowed to bring money to school. Any money fund 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.

#### VII. 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.

#### VIII. 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.

#### IX. 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 teacher.

#### X. 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.**

#### XI. 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.

- 1. 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.**
- 2. Undergarments must be concealed at all times, including when students are standing or walking**

#### **XII. 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.

#### **XIII. 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.

#### **XIV. 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.

#### **XV. 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.

#### **XVI. 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.

#### **XVII. Leave Rules:**

1. Any leave required must have prior permission from the Principal.
2. 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.
3. All medical leave must be accompanied by a medical certificate.

#### **XVIII. Means of Communication:**

The following mediums are used for communication with students:

1. Administrative instructions are published from time to time. All students are expected to read the notices displayed on the notice boards.
2. Important announcements are made during the morning assembly.
3. The teachers or school Captain/Prefect will make important announcements during breakfast



or meals.

4. Special address by **HOS** or **SECTION** Coordinator.

**XIX. 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.

**XX. 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 SCIENCE</u>		
MONDAY	MATH	PHYSICS
TUESDAY	MATH	CHEMISTRY
WEDNESDAY	MATH	BIOLOGY
THURSDAY	MATH	PE/CS
FRIDAY	ENGLISH	PHYSICS
SATURDAY	CHEMISTRY	BIOLOGY

- 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 of 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:**



# G. D. GOENKA INTERNATIONAL SCHOOL, SURAT

THE COMPLETE SMART PREMIUM SCHOOL

CBSE Affiliation No.: 430166  
 +91 261 2976000 contact@gdgoenkasurat.com www.gdgoenkasurat.com



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)	

GDGIS/ACAD/GUIDELINES/23

06<sup>th</sup> December, 2023

## 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>Throughout 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 - SCIENCE</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 - SCIENCE</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 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved

Not Approved

Sign \_\_\_\_\_

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

Approved

Not Approved

Sign \_\_\_\_\_

■ Director Operation'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 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 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved

Not Approved

Sign \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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 SCIENCE**

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
MATH	NCERT	1	Relation And Functions
		2	Inverse Trigonometric Functions
		3	Matrices
PHYSICS	NCERT PART -1	1	Electric Charges and Fields
		2	Electric potential and Capacitance
CHEMISTRY	NCERT	1	Solutions
		6	Haloalkanes & Haloarenes
BIOLOGY	NCERT	1	Sexual Reproduction in Flowering Plants
		2	Human Reproduction
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

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

**SYLLABUS 2026-27**

**MONTH : APRIL CLASS : 12 SCIENCE**

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)
MATH	NCERT	3	Matrices
		4	Determinants
		5	Continuity And Differentiability
PHYSICS	NCERT	3	Current Electricity
		4	Moving Charges and Magnetism
		5	Magnetism and Matter
CHEMISTRY	NCERT	6	Haloalkanes & Haloarenes
		7	Alcohol, Phenol & Ethers
BIOLOGY	NCERT	2	Human Reproduction
		3	Reproductive Health
		4	Principles of Inheritance and Variation
PHYSICAL EDUCATION	SARASWATI PUBLICATION	10	Training in Sports
COMPUTER SCIENCE	ORANGE EDUCATION	12	Python Interface with MYSQL
		1	Revision of Python

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

**SYLLABUS 2026-27**

**MONTH : MAY CLASS : 12 SCIENCE**

SUBJECT	BOOK NAME	CHAPTER NO.	NAME OF THE CHAPTER
ENGLISH CORE	CREATIVE WRITING	3	Replies
MATH	NCERT	5	Continuity And Differentiability
PHYSICS	NCERT	5	Magnetism and Matter
CHEMISTRY	NCERT	7	Alcohol, Phenol & Ethers
BIOLOGY	NCERT	5	Molecular Basis of Inheritance
PHYSICAL EDUCATION	SARASWATI PUBLICATION	10	Training in Sports
COMPUTER SCIENCE	ORANGE EDUCATION	1	Revision of Python

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



**SYLLABUS 2026-27**

**MONTH : JUNE CLASS : 12 SCIENCE**

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
MATH	NCERT	6	Application Of Derivatives
PHYSICS	NCERT	6	EMI
		7	EM Waves
CHEMISTRY	NCERT	2	Electrochemistry
BIOLOGY	NCERT	5	Molecular Basis of Inheritance
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

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

**SYLLABUS 2026-27**
**EXAM: PA-1 CLASS : 12 SCIENCE**
**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	
MATH	NCERT	1	Relation And Functions
		2	Inverse Trigonometric Functions
		3	Matrices
		4	Determinants
		5	Continuity & Differentiability
		6	Application Of Derivatives
PHYSICS	NCERT	1	Electric Charges and Fields
		2	Electric potential and Capacitance
		3	Current Electricity
		4	Moving Charges and Magnetism
		5	Magnetism and Matter
CHEMISTRY	NCERT	1	Solutions
		6	Haloalkanes & Haloarenes
		7	Alcohol, Phenol & Ethers
		2	Electrochemistry
BIOLOGY	NCERT	1	Sexual Reproduction in Flowering Plants
		2	Human Reproduction
		3	Reproductive Health
		4	Principles of Inheritance and Variation
		5	Molecular Basis of Inheritance
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
COMPUTER SCIENCE	ORANGE EDUCATION	9	Database Management System
		10	Structured Query Language
		11	SQL- Working with multiple tables
		12	Python Interface with MYSQL

**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 SCIENCE**

SUBJECT	BOOK NAME	CHAPTER NO.	NAME OF THE CHAPTER
ENGLISH CORE	VISTAS	4	The Enemy
	CREATIVE WRITING	5	Letter of Job Application
	FLAMINGO	5	Indigo
MATH	NCERT	7	Integrals
PHYSICS	NCERT	8	Alternating Current
		9	Ray Optics
CHEMISTRY	NCERT	3	Chemical Kinetics
BIOLOGY	NCERT	7	Human Health and Disease
		8	Microbes in Human Welfare
PHYSICAL EDUCATION	SARASWATI PUBLICATION	5	Sports and Nutrition
COMPUTER SCIENCE	ORANGE EDUCATION	4	Exception Handling
		3	Handling Files in Python

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

**SYLLABUS 2026-27**

**MONTH : AUGUST CLASS : 12 SCIENCE**

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
MATH	NCERT	7	Integrals
		8	Application Of Integrals
		9	Differential Equation
		10	Vector Algebra
PHYSICS	NCERT PART -2	9	Ray Optics
		10	Wave Optics
		11	Dual Nature of Matter and Radiation
CHEMISTRY	NCERT	8	Aldehydes, Ketones & Carboxylic Acids
		9	Amines
BIOLOGY	NCERT	8	Microbes in Human Welfare
		13	Biodiversity and its Conservation
		9	Biotechnology: Its principles and processes
PHYSICAL EDUCATION	SARASWATI PUBLICATION	1	Management of Sporting Events
COMPUTER SCIENCE	ORANGE EDUCATION	3	Handling Files in Python
		5	Data Structures: Stack

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

**SYLLABUS 2026-27**

**MONTH : SEPTEMBER CLASS : 12 SCIENCE**

SUBJECT	BOOK NAME	CHAPTER NO.	NAME OF THE CHAPTER
ENGLISH CORE	FLAMINGO	POEM 5	Aunt Jennifer's Tigers
MATH	NCERT	11	3D Geometry
PHYSICS	NCERT PART -2	12	Atoms
CHEMISTRY	NCERT	0	Revision
		4	D & F Block Elements
BIOLOGY	NCERT	10	Biotechnology and its applications
PHYSICAL EDUCATION	SARASWATI PUBLICATION	1	Management of sporting events
COMPUTER SCIENCE	ORANGE EDUCATION	5	Data Structures: Stack

**"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 SCIENCE**

**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	
	MATH	NCERT	1	Relation And Functions
			2	Inverse Trigonometric Functions
			3	Matrices
4			Determinants	
5			Continuity & Differentiability	
6			Application Of Derivatives	
7			Integrals	
8			Application Of Integral	
9			Differential Equation	
10			Vector Algebra	
PHYSICS	NCERT PART -1	1	Electric Charges and Fields	
		2	Electric potential and Capacitance	



		3	Current Electricity
		4	Moving Charges and Magnetism
		5	Magnetism and Matter
		6	EMI
		7	EM Waves
		8	Alternating Current
		9	Ray Optics
CHEMISTRY	NCERT	1	Solutions
		2	Electrochemistry
		3	Chemical Kinetics
		6	Haloalkanes & Haloarenes
		7	Alcohol, Phenol & Ethers
		8	Aldehydes, Ketones & Carboxylic Acids
		9	Amines
BIOLOGY	NCERT	1	Sexual Reproduction in Flowering plants
		2	Human Reproduction
		3	Reproductive Health
		4	Principles of Inheritance and Variation
		5	Molecular Basis of Inheritance
		7	Human Health and Disease
		8	Microbes in Human Welfare
		13	Biodiversity and its Conservation
		9	Biotechnology: Its Principles and Processes
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



		<b>10</b>	Structured Query Language
		<b>11</b>	SQL- Working with multiple tables
		<b>12</b>	Python Interface with MYSQL

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

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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.
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**SYLLABUS 2026-27**

**MONTH : OCTOBER CLASS : 12 SCIENCE**

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
MATH	NCERT	11	3D Geometry
		12	Linear Programming
		13	Probability
PHYSICS	NCERT PART -2	12	Atoms
		13	Nuclei
		14	Semi-Conductor Devices and Circuits
CHEMISTRY	NCERT	4	D & F Block Elements
		5	Coordination Compounds
		10	Biomolecules
BIOLOGY	NCERT	10	Biotechnology and its Applications
		11	Organisms and Populations
		12	Ecosystem
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

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

**SYLLABUS 2026-27**

**MONTH : NOVEMBER CLASS : 12 SCIENCE**

SUBJECT	BOOK NAME	CHAPTER NO.	NAME OF THE CHAPTER
ENGLISH CORE	READING COMPREHENSION	1	Case Based and Factual Reading Passages
MATH	NCERT	ALL	Revision
PHYSICS	NCERT	FULL SYLLABUS	Revision
CHEMISTRY	NCERT	REVISION	Revision
BIOLOGY	NCERT	6	Evolution
PHYSICAL EDUCATION	SARASWATI PUBLICATION	2	Children and Women's in Sports
COMPUTER SCIENCE	ORANGE EDUCATION	8	Network Security

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

**SYLLABUS 2026-27**

**MONTH : DECEMBER CLASS : 12 SCIENCE**

SUBJECT	BOOK NAME	CHAPTER NO.	NAME OF THE CHAPTER
ENGLISH	NA	NA	Revision
MATH	NA	NA	Revision
PHYSICS	NCERT	FULL SYLLABUS	Revision
CHEMISTRY	NCERT	FULL SYLLABUS	Revision
BIOLOGY	NCERT	FULL SYLLABUS	Full Syllabus
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 Pre Board 1
		Full Syllabus	Revision for Pre Board 2

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

**SYLLABUS 2026-27**

**EXAM: PRE-BOARD-1 CLASS : 12 SCIENCE**

**REVISION DATES:**

**EXAM DATES: 07-12-2026 TO 16-12-2026**

SUBJECT	BOOK NAME	CHAPTER NO.	NAME OF THE CHAPTER
ENGLISH	FLAMINGO & VISTAS CREATIVE WRITING SKILLS READING 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
		MATH	NCERT
2	Inverse Trigonometric Functions		
3	Matrices		

		<b>4</b>	Determinants
		<b>5</b>	Continuity & Differentiability
		<b>6</b>	Application Of Derivatives
		<b>7</b>	Integrals
		<b>8</b>	Application Of Integral
		<b>9</b>	Differential Equations
		<b>10</b>	Vector Algebra
		<b>11</b>	3D Geometry
		<b>12</b>	Linear Programming
		<b>13</b>	Probability
PHYSICS	NCERT	<b>1</b>	Electric Charges and Fields
		<b>2</b>	Electric potential and Capacitance
		<b>3</b>	Current Electricity
		<b>4</b>	Moving Charges and Magnetism
		<b>5</b>	Magnetism and Matter
		<b>6</b>	EMI
		<b>7</b>	EM Waves
		<b>8</b>	Alternating Current
		<b>9</b>	Ray Optics
		<b>10</b>	Wave Optics
		<b>11</b>	Dual Nature of Matter and Radiation
		<b>12</b>	Atoms
		<b>13</b>	Nuclei
		<b>14</b>	Semi-Conductor Devices and Circuits
CHEMISTRY	NCERT	<b>1</b>	Solutions
		<b>2</b>	Electrochemistry
		<b>3</b>	Chemical Kinetics
		<b>4</b>	D & F Block Elements
		<b>5</b>	Coordination Compounds
		<b>6</b>	Haloalkanes & Haloarenes
		<b>7</b>	Alcohol, Phenol & Ethers
		<b>8</b>	Aldehydes, Ketones & Carboxylic Acids
		<b>9</b>	Amines
		<b>10</b>	Biomolecules

BIOLOGY	NCERT	1	Sexual Reproduction in flowering plants
		2	Human Reproduction
		3	Reproductive Health
		4	Principles of Inheritance and variation
		5	Molecular basis of inheritance
		6	Evolution
		7	Human health and disease
		8	Microbes in human welfare
		9	Biotechnology: Its Principles and Processes
		10	Biotechnology and its applications
		11	Organisms and Populations
		12	Ecosystem
		13	Biodiversity and its Conservation
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	1	Revision of Python
		2	Local and Global Scope
		3	Handling Files in Python
		4	Exception Handling
		5	Data Structures: Stack
		6	Computer Networks
		7	Computer Networks: Protocols, Technologies and Web Services
		8	Network Security
		9	Database Management System
		10	Structured Query Language



		<b>11</b>	SQL- Working with multiple tables
		<b>12</b>	Python Interface with MYSQL

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**SYLLABUS 2026-27**

**EXAM: PRE-BOARD-2 CLASS : 12 SCIENCE**

REVISION DATES:

EXAM DATES: 31-12-2026 TO 11-01-2027

SUBJECT	BOOK NAME	CHAPTER NO.	NAME OF THE CHAPTER
ENGLISH	FLAMINGO & VISTAS CREATIVE WRITING SKILLS READING 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
		MATH	NCERT
2	Inverse Trigonometric Functions		
3	Matrices		

		<b>4</b>	Determinants
		<b>5</b>	Continuity & Differentiability
		<b>6</b>	Application Of Derivatives
		<b>7</b>	Integrals
		<b>8</b>	Application Of Integral
		<b>9</b>	Differential Equations
		<b>10</b>	Vector Algebra
		<b>11</b>	3D Geometry
		<b>12</b>	Linear Programming
		<b>13</b>	Probability
PHYSICS	NCERT PART -1	<b>1</b>	Electric Charges and Fields
		<b>2</b>	Electric potential and Capacitance
		<b>3</b>	Current Electricity
		<b>4</b>	Moving Charges and Magnetism
		<b>5</b>	Magnetism and Matter
		<b>6</b>	EMI
		<b>7</b>	EM Waves
		<b>8</b>	Alternating Current
		<b>9</b>	Ray Optics
		<b>10</b>	Wave Optics
		<b>11</b>	Dual Nature of Matter and Radiation
		<b>12</b>	Atoms
		<b>13</b>	Nuclei
		<b>14</b>	Semi-Conductor Devices and Circuits
CHEMISTRY	NCERT	<b>1</b>	Solutions
		<b>2</b>	Haloalkanes & Haloarenes
		<b>3</b>	Alcohol, Phenol & Ethers
		<b>4</b>	Electrochemistry
		<b>5</b>	Chemical Kinetics
		<b>6</b>	Aldehydes, Ketones & Carboxylic Acids
		<b>7</b>	Amines
		<b>8</b>	D & F Block Elements
		<b>9</b>	Coordination Compounds
		<b>10</b>	Biomolecules

BIOLOGY	NCERT	1	Sexual Reproduction in flowering plants
		2	Human Reproduction
		3	Reproductive Health
		4	Principles Of Inheritance and Variation
		5	Molecular Basis of Inheritance
		6	Evolution
		7	Human Health and Disease
		8	Microbes In Human Welfare
		9	Biotechnology: Its Principles and Processes
		10	Biotechnology and Its Applications
		11	Organisms and Populations
		12	Ecosystem
		13	Biodiversity and Its Conservation
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
9	Psychology & Sports		
COMPUTER SCIENCE	ORANGE EDUCATION	1	Revision of Python
		2	Local and Global Scope
		3	Handling Files in Python
		4	Exception Handling
		5	Data Structures: Stack
		6	Computer Networks
		7	Computer Networks: Protocols, Technologies and Web Services
		8	Network Security
		9	Database Management System
		10	Structured Query Language



		<b>11</b>	SQL- Working with multiple tables
		<b>12</b>	Python Interface with MYSQL

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**SYLLABUS 2026-27**

**MONTH : JANUARY CLASS : 12 SCIENCE**

SUBJECT	BOOK NAME	CHAPTER NO.	NAME OF THE CHAPTER
ENGLISH	NA	NA	Revision
MATH	NCERT	ALL	Revision
PHYSICS	NCERT	FULL SYLLABUS	Revision
CHEMISTRY	NCERT	FULL SYLLABUS	Revision
BIOLOGY	NCERT	FULL SYLLABUS	Full Syllabus
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
9	Psychology & Sports		
COMPUTER SCIENCE	ORANGE EDUCATION	Full Syllabus	Revision for Board Exam

"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 these 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-SCIENCE**

FIRST CYCLE			
SR. NO.	DATE	DAY	SUBJECT
1	17-03-2026	TUESDAY	ENGLISH
2	20-03-2026	FRIDAY	MATHS/BIO
3	24-03-2026	TUESDAY	CHEMISTRY
4	27-03-2026	FRIDAY	PHYSICS
5	31-03-2026	TUESDAY	OPT SUB (PE/CS)

SECOND CYCLE			
SR. NO.	DATE	DAY	SUBJECT
1	03-04-2026	FRIDAY	ENGLISH
2	07-04-2026	TUESDAY	MATHS/BIO
3	10-04-2026	FRIDAY	CHEMISTRY
4	17-04-2026	FRIDAY	PHYSICS
5	21-04-2026	TUESDAY	OPT SUB (PE/CS)

THIRD CYCLE			
SR. NO.	DATE	DAY	SUBJECT
1	24-04-2026	FRIDAY	ENGLISH
2	28-04-2026	TUESDAY	MATHS/BIO
3	01-05-2026	FRIDAY	CHEMISTRY
4	05-05-2026	TUESDAY	PHYSICS
5	16-06-2026	TUESDAY	OPT SUB (PE/CS)

FOURTH CYCLE			
SR. NO.	DATE	DAY	SUBJECT
1	19-06-2026	FRIDAY	ENGLISH
2	23-06-2026	TUESDAY	MATHS/BIO
3	14-07-2026	TUESDAY	CHEMISTRY
4	17-07-2026	FRIDAY	PHYSICS
5	21-07-2026	TUESDAY	OPT SUB (PE/CS)

FIFTH CYCLE			
SR. NO.	DATE	DAY	SUBJECT
1	24-07-2026	FRIDAY	ENGLISH
2	28-07-2026	TUESDAY	MATHS/BIO
3	31-07-2026	FRIDAY	CHEMISTRY
4	04-08-2026	TUESDAY	PHYSICS
5	07-08-2026	FRIDAY	OPT SUB (PE/CS)

SIXTH CYCLE			
SR. NO.	DATE	DAY	SUBJECT
1	11-08-2026	TUESDAY	ENGLISH
2	14-08-2026	FRIDAY	MATHS/BIO
3	18-08-2026	TUESDAY	CHEMISTRY
4	21-08-2026	FRIDAY	PHYSICS
5	25-08-2026	TUESDAY	OPT SUB (PE/CS)

SEVENTH CYCLE			
SR. NO.	DATE	DAY	SUBJECT
1	06-10-2026	TUESDAY	ENGLISH
2	09-10-2026	FRIDAY	MATHS/BIO
3	13-10-2026	TUESDAY	CHEMISTRY
4	16-10-2026	FRIDAY	PHYSICS
5	23-10-2026	FRIDAY	OPT SUB (PE/CS)

**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)

C. No./GDGIS/001/2026-27

## 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://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.



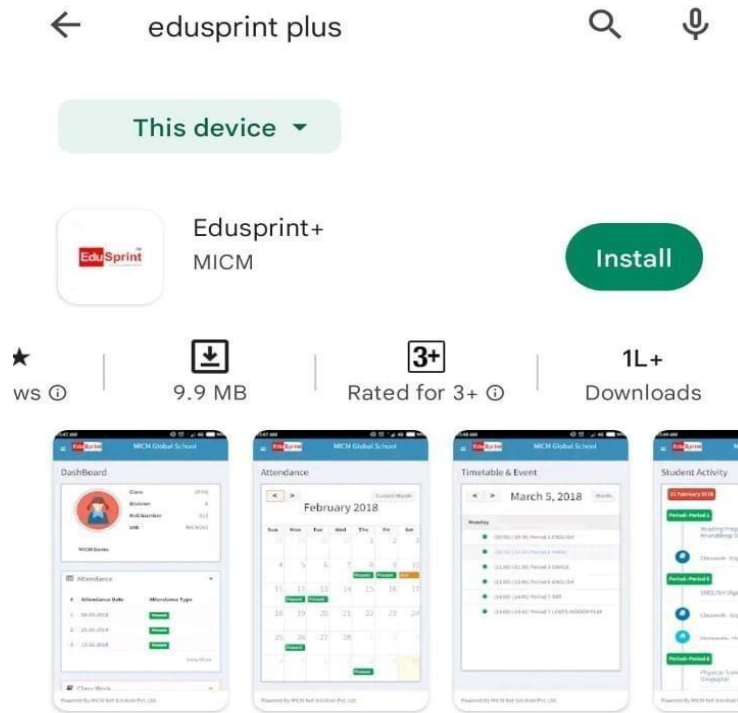
**Step 2:** Enter your ERP Username and Password and click on [Login](#) button.

**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

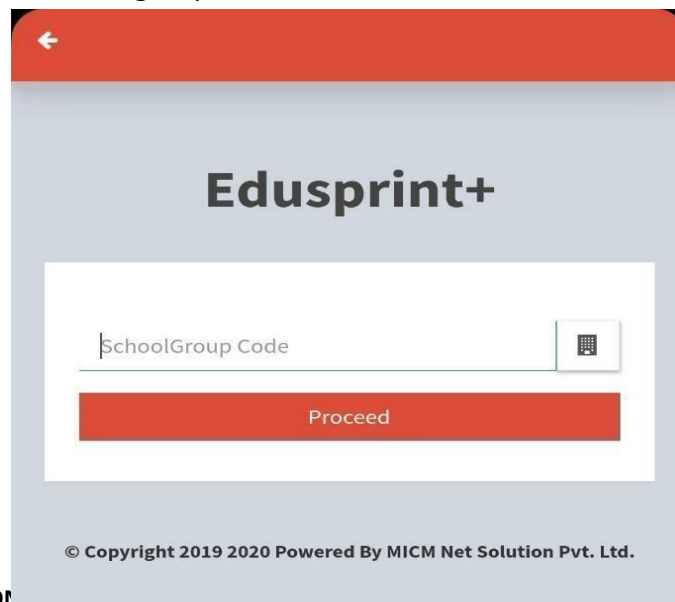
**Step 1:** Open Play store/App store on your phone and search for **edusprint +**



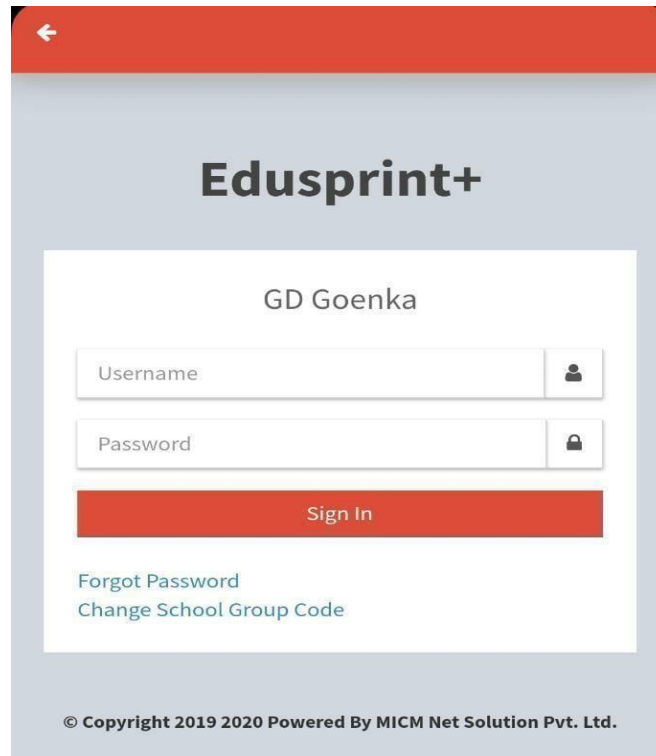
EduSprint+ is School Parent Mobile App

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

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

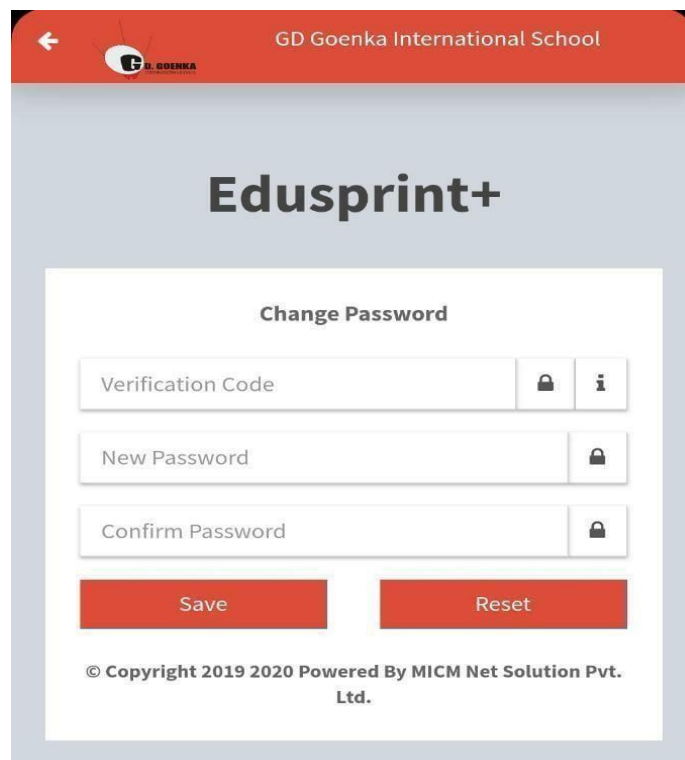


**Step 4:** Enter the ERP User name and Password provided to you.



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 shown. There are three input fields: "Verification Code", "New Password", and "Confirm Password", each with a lock icon. Below the input fields, 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 shows 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.

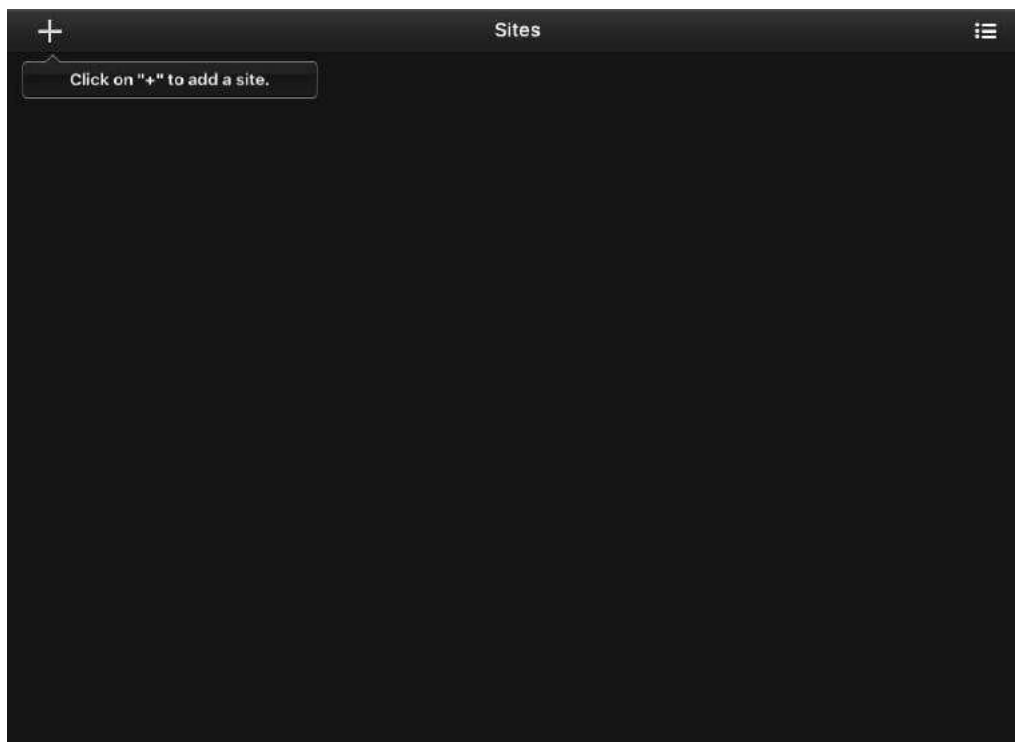
# Steps for using CCTV (Live View)

## STEPS FOR ACCESSING CCTV LIVE

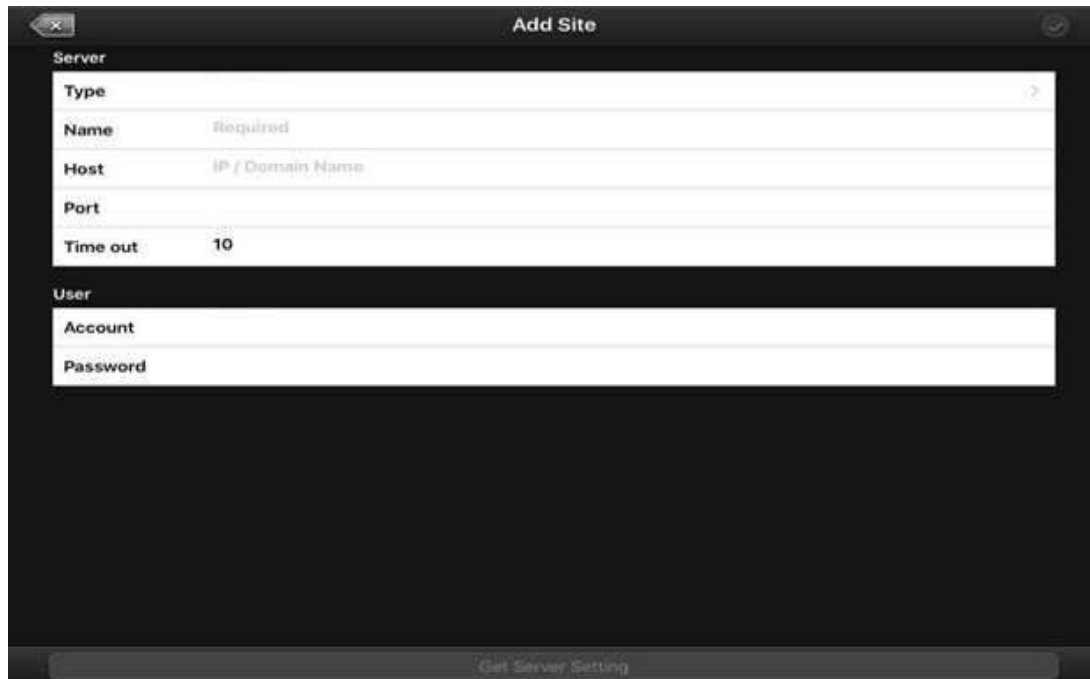
**Step 1:** Open Play store/App store on your Phone/iPad/Tablet and search for **Acti Mobile Client** and install the application.



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



**Step 3:** Enter the required details

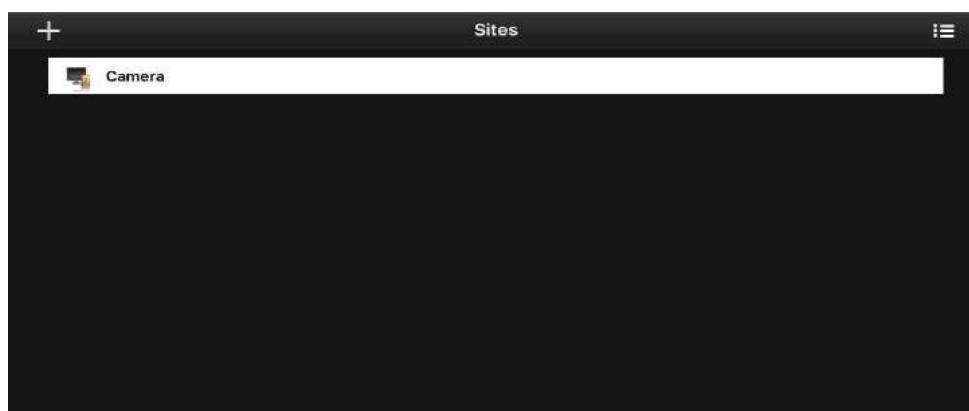


The screenshot shows a mobile application interface for adding a site. The title is 'Add Site'. Under the 'Server' section, there are five input fields: 'Type' (with a dropdown arrow), 'Name' (with a 'Required' label), 'Host' (with a placeholder 'IP / Domain Name'), 'Port', and 'Time out' (with a value of '10'). Under the 'User' section, there are two input fields: 'Account' and 'Password'. At the bottom, there is a button labeled 'Get Server Setting'.

- 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 GDGIS**

# **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 ”**

*- Steve Jobs*

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

*- Anonymous*



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