

# CYGNUS WORLD SCHOOL



## READY RECKONER

**2021-2022**

Welcome to the New Academic Year 2021 -2022. Cygnus World School is a co-educational school affiliated to **Central Board of Secondary Education, New Delhi.**

From this academic year 2021 -2022, new additional divisions in Grade VIII & IX are being introduced.

The school is offering ICT, Music, Dance, Design Technology, Sculpture, Physical & Health Education, Yoga, Karate, Dramatics & Skating for the students of Grade I to X to nurture active, alert and mentally well-balanced individuals and instill values of discipline, patience, team spirit & dedication.

The **canteen** designed along the lines of an ultra-modern cafeteria provides fresh & hygienic food to the children of **Grade I to XII** from a fully equipped kitchen in a well-ventilated Dining Hall.

**Sensitive Saturdays** provide a wide platform to seed & nurture creativity, instill aesthetics, harmony & sensitivity in children. These Saturdays are dedicated for their creative pursuits.

- 1) Public Speaking –Show & Tell, Poems Come Alive etc.
- 2) Club Activities-Grade I-VIII
- 3) Creya – Grade IV - IX
- 4) “Out & About” Field Trips
- 5) Inter House Events-Debate, Quiz, Elocution, Creative Writing, Book Worms, Just a minute, Descriptive Diagram Competition, Fun with Colours, Collage Making, Spelling Bee, 90 Seconds to fame, Poems Come Alive, Round Robbin Stories, Mime, Science Song Making etc.
- 6) Work Education - (Grade VI to X)
- 7) Life Skills Classes (Grade VI to X)
- 8) I-Pad Lab-Grade I to V
- 9) Technology driven teaching-Grade VI
- 10) Participation many interschool, district, state, national and international level competitions and sports tournaments
- 11) Educational International Trip-Grade VI onwards

**Looking forward to an enthusiastic, energetic and interesting year ahead.....!**

**The Cygnus Team**

**OUR TEACHERS...THE GUIDING LIGHTS....**

	<b>Name &amp; Designation</b>	<b>Qualification</b>
1.	Bhavani Raghuraman Director (School Education & School Management)	<ul style="list-style-type: none"> <li>• M.A. (Research) (Edu. Communication)</li> <li>• PGDSL M (Post Graduate Diploma in School Leadership and Management)</li> <li>• M.Ed.</li> <li>• D.Ed.</li> <li>• DECE (Diploma in early Childhood Education)</li> <li>• CIG (Guidance &amp; Counselling)</li> <li>• YCC &amp; YTTC (Yoga Teacher's Training Course)</li> </ul>
2.	Kanchan Joshi Principal	<ul style="list-style-type: none"> <li>• M.Sc. (Organic Chemistry)</li> <li>• B.Ed.</li> <li>• M. Ed.</li> </ul>
3.	Kiran Kumar Suthar (Grade VI to XI) Head-Secondary & Senior Secondary Section	<ul style="list-style-type: none"> <li>• M.Sc. (Ecology)</li> <li>• B.Ed.</li> </ul>
4.	Pooja Shah Head Primary (Grade I - V)	<ul style="list-style-type: none"> <li>• B.Com.</li> <li>• B.Ed.</li> <li>• PGD in Guidance &amp; Counselling</li> <li>• PGD in ECCE</li> </ul>
5.	Shyama Singh (Coordinator VI – VIII)	<ul style="list-style-type: none"> <li>• M.A.</li> <li>• B.Ed.</li> <li>• M.Ed.</li> <li>• CTET</li> </ul>

6.	Seema Mukherjee (Coordinator IV-V)	<ul style="list-style-type: none"> <li>• B.Com.</li> <li>• DCA</li> <li>• B.Ed.</li> </ul>
7.	Kajal Shrivastava (Coordinator I - III)	<ul style="list-style-type: none"> <li>• M.A. (Clinical Psychology)</li> <li>• B.Ed.</li> <li>• Montessori Course &amp; Child Care &amp; Child Development Course</li> </ul>
8.	Smita Debata (Event Coordinator –Secondary)	<ul style="list-style-type: none"> <li>• M.Sc. (Bioinformatics)</li> <li>• B.Sc. (Bio Tech.)</li> <li>• B.Ed.</li> <li>• CTET</li> </ul>
9.	Sejal Arora (Event Coordinator –Primary)	<ul style="list-style-type: none"> <li>• M.Com. in Economics</li> <li>• B.Ed.</li> <li>• Certificate in Office HTML logo</li> <li>• Certificate in Music</li> </ul>
10.	Joshy Xavier Examination Coordinator	<ul style="list-style-type: none"> <li>• M.Com. (Finance &amp; Management)</li> <li>• B . P h . ( L o g i c &amp; Metaphysics)</li> <li>• B.Ed. (Advanced)</li> </ul>
11.	Jyothi. S	<ul style="list-style-type: none"> <li>• M.Sc. (Math)</li> <li>• M.Phil. (Math)</li> <li>• B.Ed. (Math &amp; English)</li> </ul>
12.	Hadrian D'Cruz	<ul style="list-style-type: none"> <li>• M.A. English</li> <li>• B.Ed.</li> </ul>
13.	Sanjana Kasture	<ul style="list-style-type: none"> <li>• M.A. (English)</li> <li>• B.Ed (English)</li> </ul>
14.	Meeta Pajwani	<ul style="list-style-type: none"> <li>• MCA</li> <li>• BBA</li> </ul>
15.	Manjusha Pickle	<ul style="list-style-type: none"> <li>• M.Sc (Chemistry),</li> <li>• B.Ed.</li> <li>• MA</li> </ul>

16.	Nishi Mishra	<ul style="list-style-type: none"> <li>• PG (Political Science),</li> <li>• B.Ed.</li> </ul>
17.	Sahil Mansoori	<ul style="list-style-type: none"> <li>• M.Sc. (Phy)</li> <li>• B.Ed.</li> </ul>
18.	Urvashi Sharma	<ul style="list-style-type: none"> <li>• B.Sc.</li> <li>• MBA</li> <li>• B.Ed.</li> </ul>
19.	Sushmita Chatterjee	<ul style="list-style-type: none"> <li>• M.A.(Economics),</li> <li>• B.Ed (Economics and S.Sci),</li> <li>• M.Ed (Economics),</li> <li>• PGDFM</li> </ul>
20	Shilpa Pathak	<ul style="list-style-type: none"> <li>• Masters in Botany,</li> <li>• B.Ed (Biology)</li> </ul>
21	New Teacher	
22.	Alpa Lakhani	
23.	Deepti D'Almeida	<ul style="list-style-type: none"> <li>• B.Com.</li> <li>• B.Ed.</li> </ul>
24.	Sushma Rajput	<ul style="list-style-type: none"> <li>• M.A.</li> <li>• B.Ed.</li> </ul>
25.	Meena Burhanpurkar	<ul style="list-style-type: none"> <li>• M.Sc.</li> <li>• B.Ed.</li> </ul>
26.	Debarati Bhattacharya	<ul style="list-style-type: none"> <li>• B.Sc.</li> <li>• B.Ed.</li> <li>• CTET</li> </ul>
27.	Neeti Saxena	<ul style="list-style-type: none"> <li>• M.A (English)</li> <li>• B.Ed</li> <li>• M.Ed</li> </ul>
28.	Pratibha Dinesh Sharma	<ul style="list-style-type: none"> <li>• M.A.</li> <li>• B.Ed.</li> </ul>
29.	Monica Sharma	<ul style="list-style-type: none"> <li>• M.Com,</li> <li>• B.Ed. (Commerce &amp; Eco)</li> </ul>

30.	Sanchita Kundu	<ul style="list-style-type: none"> <li>• M.A.</li> <li>• B.Ed.</li> </ul>
31.	Dixita Patel	<ul style="list-style-type: none"> <li>• M.Sc.</li> <li>• B.Ed.</li> </ul>
32.	Mansi Brahmabhatt	<ul style="list-style-type: none"> <li>• M.Sc. (Applied Physics)</li> <li>• B.Ed.</li> </ul>
33.	KiranTadvi	<ul style="list-style-type: none"> <li>• B.P.Ed.</li> </ul>
34.	Vijay Thakur	<ul style="list-style-type: none"> <li>• B.P.Ed,</li> <li>• M.P.Ed</li> </ul>
35.	Sumaiya Patel	<ul style="list-style-type: none"> <li>• M.A. (Hindi)</li> <li>• B.Ed.</li> </ul>
36.	Ani D Notani	<ul style="list-style-type: none"> <li>• M.Sc.</li> <li>• B.Ed.</li> </ul>
37.	Priyanka Shah	<ul style="list-style-type: none"> <li>• M.Com.</li> <li>• ECCE</li> <li>• B.Ed.</li> </ul>
38.	Rachna Shirke	<ul style="list-style-type: none"> <li>• M.Sc. (Math)</li> <li>• B.Ed.</li> </ul>
39.	Richa Jha	<ul style="list-style-type: none"> <li>• M.Com (Pursuing),</li> <li>• ECCE,</li> <li>• B.Ed (Math &amp; English)</li> </ul>
40.	Anindita Choudhury	<ul style="list-style-type: none"> <li>• M.A.</li> <li>• B.Ed.</li> </ul>
41.	Sukhjinder Kaur Anand	<ul style="list-style-type: none"> <li>• M.Sc. (Maths)</li> <li>• B.Ed.</li> </ul>
42.	Chintamani Parlikat	<ul style="list-style-type: none"> <li>• B.Sc. (Physics)</li> <li>• BE (Electronics)</li> <li>• B.Ed.</li> </ul>
43.	Rennie Parmar	<ul style="list-style-type: none"> <li>• M.Sc.</li> </ul>
44.	Shweta Sigar	<ul style="list-style-type: none"> <li>• M.Com.</li> <li>• B.Ed.</li> </ul>
45.	Susan Thomas	

46.	Arti Mishra	<ul style="list-style-type: none"> <li>• M.A.</li> <li>• B.Ed.</li> </ul>
47.	Sucheta Baldaniya	<ul style="list-style-type: none"> <li>• M.A. (Edu.)</li> <li>• M.Com. (Eco.)</li> <li>• B.Ed. (Eng/Math)</li> <li>• IPRM</li> </ul>
48.	Kruti Dave	<ul style="list-style-type: none"> <li>• B.Sc. (Botany)</li> <li>• B.Ed.</li> </ul>
49.	Ashmi Joshi	<ul style="list-style-type: none"> <li>• M.Com.</li> <li>• B.Ed.</li> </ul>
50.	Nancy Panchal	<ul style="list-style-type: none"> <li>• M.Com</li> <li>• B.Ed (Math &amp; Economics)</li> </ul>
51.	Archana Macwan	<ul style="list-style-type: none"> <li>• B.Com.</li> <li>• PG Diploma in Banking</li> <li>• B.Ed.</li> </ul>
52.	Chinar Lamba	<ul style="list-style-type: none"> <li>• M.A.</li> <li>• B.Ed.</li> </ul>
53.	Fatima Ranpurawala	
54.	Nirmla Mishra	
55.	Divya Negi	<ul style="list-style-type: none"> <li>• M.Sc.</li> <li>• B.Ed.</li> </ul>
56.	Priyanka Upadhyay	<ul style="list-style-type: none"> <li>• M.A.</li> <li>• B.Ed.</li> </ul>
57.	Lili Jha	<ul style="list-style-type: none"> <li>• M.A. (Psychology &amp; Hindi)</li> <li>• B.Ed.</li> </ul>
58.	Veena Nair School Counsellor	<ul style="list-style-type: none"> <li>• BA(Psychology) ,</li> <li>• M A ( C o u n s e l l i n g psychology)</li> </ul>
59.	Kirtimann Sharma	<ul style="list-style-type: none"> <li>• B.A (Honours German),</li> <li>• M.A. (German Literature)</li> </ul>
60.	Archana Pandya	<ul style="list-style-type: none"> <li>• M.A.</li> <li>• B.Ed (Hindi)</li> </ul>

61.	Sonatina Mendes	<ul style="list-style-type: none"> <li>• Bachelor in Fine Arts (BFA) (Painting)</li> <li>• Post Graduate Diploma (Painting)</li> </ul>
62.	Yesha Shah	<ul style="list-style-type: none"> <li>• Graduation in Applied Arts</li> <li>• Master's of Visualization (Applied Arts)</li> </ul>
63.	Navjot Diljitsingh Sohal	<ul style="list-style-type: none"> <li>• Master of Visual Art (sculpture)</li> <li>• BVA (Sculpture)</li> </ul>
64.	Replacement of Bharti Jaradi	
65.	Hetal Rabari	<ul style="list-style-type: none"> <li>• M.Com,</li> <li>• Diploma in Yoga and Naturopathy</li> </ul>
66.	Sanjay Bamaniya	<ul style="list-style-type: none"> <li>• H.S.C.</li> <li>• 3<sup>rd</sup> Dan Black Belt in Wado Federation of India</li> </ul>
67.	Ketan Vaghela	<ul style="list-style-type: none"> <li>• M.Com.</li> <li>• B.P Ed.</li> </ul>
68.	Binal Kataria	<ul style="list-style-type: none"> <li>• B.Lib</li> <li>• M.Com</li> <li>• B.Com</li> </ul>
69.	Anjali Teredesai	<ul style="list-style-type: none"> <li>• B.Sc.</li> <li>• B. Lib</li> </ul>
70.	Pravinchandra Patel	<ul style="list-style-type: none"> <li>• B.Sc. (Chemistry)</li> <li>• Chemical Technology Course</li> </ul>
71.	Awis Rozario	<ul style="list-style-type: none"> <li>• M.Com.</li> <li>• MPA</li> </ul>
72.	Walter Christian	<ul style="list-style-type: none"> <li>• MPA</li> <li>• Certification from Trinity College</li> </ul>

73	Ekta Chaudhary	<ul style="list-style-type: none"> <li>• B P A ( Bachelors in performing arts)</li> </ul>
74	Neha Gandhi	<ul style="list-style-type: none"> <li>• B.Com.</li> <li>• MPA (Dance Kathak)</li> </ul>
75.	Janki Thakkar	<ul style="list-style-type: none"> <li>• B.E. (IT)</li> </ul>
76.	Jyoti Gupta	<ul style="list-style-type: none"> <li>• B.Com and M.Com</li> <li>• B.Ed.</li> <li>• Advance course in C, C++, Java</li> <li>• Higher diploma in Software Engineering</li> </ul>
77.	Bina Shah Special Educator	<ul style="list-style-type: none"> <li>• B.A.</li> <li>• B.Ed. (Special Education)</li> <li>• Guidance in Counselling</li> <li>• Foundation disability course</li> </ul>
78.	Sumitra Ghoshal	<ul style="list-style-type: none"> <li>• MCA,</li> <li>• B.Ed (Math &amp; Science)</li> <li>• Pursuing PG Diploma in Higher Education</li> </ul>
79.	Anand Singh (Batminton Coach)	<ul style="list-style-type: none"> <li>• MA (Hindi),</li> <li>• B.Ed,</li> <li>• Ph. D (pursuing)</li> </ul>
80	Replacement of Priya Singh	
81	Gaurav Chaturvedi	<ul style="list-style-type: none"> <li>• B.Com</li> <li>• Diploma in Performing arts</li> <li>• BPA</li> <li>• MPA</li> </ul>
82	Vikash Kumar Gupta (Basketball Coach)	<ul style="list-style-type: none"> <li>• B.A.</li> </ul>



# Cygnus World School

2021-2022

Welcome to Cygnus World School as parents of our young children. Parenting in today's world is challenging. To equip oneself, every parent needs to build special skills to create special children who will be a **“FACE IN THE CROWD”**. The development of language plays an important role in overall confidence and personality development.

## **Effective Parenting Includes:**

- Talking to your child as often as you can, about all the things you can think of.
- Showing children love, concern and respect at all times.
- Giving children a safe place to live and play.
- Helping children express their feelings appropriately & listening to what they say.
- Giving children appropriate choices whenever possible.

- Having reasonable rules that are understood by all.
- Being responsible & teaching children to be responsible.
- Spending quality time with children.
- Setting an example of what we say & do.
- Working with the school for a complete educational experience.
- Asking for help when needed.

Ask your child to share with you 1 or 2 things that happen each day.

Do projects with your child like arts/crafts, folding clothes or washing the car. As you work together, talk about what you are doing. Give your child clear directions to follow.

## **Important Points / School Rules**



**For the smooth induction of your children in the school, we need to follow certain rules under various areas of school discipline.**

### **1) School Timings:**

- **8:00 am to 2:00 pm** - Monday to Thursday  
Saturday (only 1<sup>st</sup>& 3<sup>rd</sup> Saturdays)
- **8:00 am to 3:00 pm** on all Fridays.
- **2<sup>nd</sup>& 4<sup>th</sup> Saturdays are holidays.**
- Sharp at **8.00 am** the School gates will be closed. Parents should ensure that children reach school before **7:55 am**.
- On Fridays, students are expected to carry a **nutritional snack** to school in a lunch box to be eaten at 2:00 pm.
- In case a child forgets to bring the lunch box on any Friday, other children would share their snacks with that child.
- Parents should NOT drop their lunch box at school reception.

**Please Note: For April & May – Timings would be 7:00 am – 12:30 pm on all days including Fridays.**

### **2) School Uniform / House Uniform:**

- 1) **Socks:** Parents will ensure that children wear washed socks everyday with elastic intact.
- 2) **Uniform:** Parents will see to it that their child wears clean, neat, washed and ironed uniforms as per the details given below:

<b>GRADE 1 TO 5</b>	<b>H O U S E UNIFORM</b>	<b>S C H O O L UNIFORM</b>
	MONDAY	WEDNESDAY
	TUESDAY	FRIDAY
	THURSDAY	SATURDAY

<b>GRADE 6 TO 12</b>	<b>H O U S E UNIFORM</b>	<b>S C H O O L UNIFORM</b>
	MONDAY	TUESDAY
	WEDNESDAY	THURSDAY
	FRIDAY	SATURDAY

**IMPORTANT NOTE:**

In case children do not wear the prescribed uniform as per the schedule, they would be excused twice. The third time they would be sent home. Parents would need to come and pick up their children in such a case.



In case any child is not wearing the prescribed school uniform the child should carry a note in the communicator from the Parent specifying the reason for the same. If the same is not sent, the child will be sent back home.

### 3) Haircut & Accessories

- **Girls** - All hair accessories should be black in colour. E.g.: hair bands, hair clips, rubber bands. Girls should not wear fancy jewellery / accessories to school. They can only wear earrings or studs or hoops in the ears. Parents will ensure that no fancy hairstyles are allowed for children in school. In case the hair is long it should be neatly tied and pinned properly.
- **Boys** – Parents will ensure that haircut of children should be decent, preferably army cut. No fancy haircuts are allowed in school.
- **School uniform is compulsory on all occasions, unless it is specified by the school.**

### 4) Winter Uniform: During winter months:

- **Girls** will wear full pants / track pants & school sweater / school jacket only.
- **Boys** will wear full pants /track pants & school sweaters / school jacket only.
- **Socks-** Parents will see that children wear washed socks everyday with elastic intact.

5) **School Shoes:** Parents will ensure that children wear only school shoes on all days. On days of Group games for Grades IV upwards, students should carry their sports shoes along with them & change before and after the games period.

6) Bathroom slippers should **NOT** be worn to school. Instead floaters can be used in case of an emergency.

7) If a child has reported to school, except in case of a medical emergency, the child will not be allowed to leave school before the scheduled time.

8) Under no other circumstances the parents should request for early leave from school at any time. In case the child has not been keeping well the child should not come to school instead of early departure for any medical appointment (until and unless an exam is scheduled on that day). If a passport appointment is fixed for a particular day, parents should not send the child to school on that day instead of asking for early departure.

10) If a child does not report on the reopening day of the school, parents need to send a note along with a medical certificate explaining the reason of

absence of the child from school, the day the child reports to school. If the medical certificate is not sent, parents will be expected to come and pick up the child.

- 11) It is suggested that parents help children pack their bags as per the Timetable so that they become aware of what their children are carrying with them.
- 12) Mobile phones or any other electronic gadgets are not allowed in school. Parents should ensure that students do not bring any such thing to school.
- 13) Strict action will be taken if any such things are found with students.
- 14) Parents should encourage & ensure that their wards are not using social media i.e. Facebook, Instagram etc. up to Grade IX. Implications of using such platforms need to be discussed with children. It is important to make them understand that the same can be devastating for their future.
- 15) In case any student is found breaking the school property parents will be charged for the same.
- 16) Birthdays are celebrated differently at Cygnus. Students are not allowed to distribute chocolates / sweets / gifts among teachers or students. Celebrations can be done outside school with permission of parents. Hence, parents should ensure that these things are not sent to school with children.
- 17) Two wheelers are strictly not allowed for students. Strict disciplinary action would be taken if any child is found driving a two wheeler to school.

#### **IV) Field Trips:**

- 1) Send a snack box with healthy fun food.
- 2) Cap and water bottle is compulsory.
- 3) Uniform should be worn as per the schedule / time table of the day.

#### **V) School Bus:**

- 1) **No food is allowed to be carried on the bus.**
- 2) Parents should be at the bus stop a few minutes before the arrival of the bus.



- 3) If for any reason, a parent misses the bus, he / she will not try to stop the bus on the road, instead should try to reach the next bus stop.
- 4) The School bus is very punctual but drop off can vary 5 minutes, depending on the traffic on the roads. **(CCTV cameras have been installed in all the buses and are being regularly monitored by the school authorities. Getting up from the seats on the moving bus will not be accepted. The school will take strict action for the same and may lead to discontinuance of the bus facility in extreme case of misbehavior.)**
- 5) Inculcate a good habit in your children to be punctual & on time at the bus stop.

#### **VI) Library Books:**

Children of Primary can borrow one book at a time during their library period. If the book is lost / misplaced, twice the actual cost of the book, will be charged to the parents.

We need to inculcate in children respect for books and teach them to handle books in a better way. This will go a long way in building effective life skills in children.

For the students of Middle School (Grade VI –VIII) 1 library book will be issued during their Library periods. For Secondary and Senior Secondary students 2 books will be issued during their Library period.

#### **VII) School Bags:**

The school keeps all art / craft materials / worksheets, resource books, notebooks of children in their respective lockers. Only Textbooks, Communicator & homework files have to be carried everyday for Grade I to III.

Parents should see that their children do not bring fancy / travel bags to school. Children should bring simple school bags which are not heavy to carry. **Children should bring books to school only as per the class Timetable.**

#### **VIII) Appointments:**

The school conducts periodic Parent Teachers Interactions as mentioned in the school's Calendar of Events.

Apart from this, every parent can meet **teachers / Coordinator, HOD, Principal with prior appointments.**

**HOD/ Coordinators / Teachers - Tuesdays & Saturdays (2:00-3:00 pm)**

**Principal - on all days (10 am to 11 am)**

(No discussions on telephone are permitted.)

**All meetings will be held only with prior appointments only.**

### **IX) Personal Hygiene:**

- All children should carry a handkerchief to school every day.
- Nails should be kept clean & cut short.
- Wear neat & clean clothes.
- Well cut & groomed hair for boys.

### **X) Leave:**

We encourage children to attend school regularly and award a merit certificate for full attendance. Regularity in school helps children to learn well, get adjusted to school routine & systems.

In case of sickness, parents should mention (in the communicator) the reason for absence.

Parents should use only school vacations to visit relatives and for pleasure travel

It is compulsory for the children to be present on the last working day before the vacation and the first working day after the reopening of the vacation.

In case the child is absent on any of these days a medical proof / written application / email has to be sent stating the reason for leave.

**No leave is granted for part of the day, please.**

### **XI) Meals:**

The lunch menu for the entire month will be posted on our website. Also view our “Happenings section” for up-dates and photographs of school events. Please follow the given link: [www.cygnusworldschool.com](http://www.cygnusworldschool.com) Under “Happenings” Section.

### **XII) Evaluations:**

- **Grade 1-5:** If a child is absent for either Unit Tests or Half Yearly Examination or Annual Examination, the child will be marked absent. **Under no circumstances the exam will be rescheduled.**
- **Grade 6-12:** If a child is absent for any Written (Unit Tests) Assessment / Half Yearly / Annual Exam / Pre-Board Exam the child will be marked absent. **Under no circumstances the exam will be rescheduled.**

### **XIII) Standard Operating Procedure (SOP) for Discipline at school:**

#### **Level of Success is determined by One's level of Discipline & perseverance**

Keeping this in mind, Cygnus World School has laid down the following Standard Operating Procedure (SOP) to maintain appropriate discipline & accountability among our students. The following procedure is to help, improve, correct, prevent and not punish, humiliate or retaliate.

To ensure appropriate discipline at school a system of YELLOW, RED and BLACK CARDS is being introduced.

The School Discipline committee will comprise 3 to 4 members (teachers).

The committee will meet every Saturday and look into all the reports and issues related to student discipline.

Details related to issuing of cards are as follows:

<b>Card</b>	<b>Issuing Authority</b>	<b>Reasons for issue</b>
Yellow Card	Class teacher / subject teacher	Not bringing the notebooks / textbooks / communicator to school, mishandling of library books, coming late for regular school as well as school events, using abusive language, indiscipline inside or outside classroom, conversing in any other language other than English during school hours.
Red Card	School Discipline Committee	Using abusive language, bullying, hitting any child, bunking classes. Bringing electronic gadgets like camera, mobile phone, I-pad, I-watch etc. to school without seeking written permission or disrespecting elders.
Black Card	School Discipline Committee	Cheating during exams, stealing, destroying or damaging school property, public display of affection to child of opposite sex.

If a child gets 4 yellow cards over a period of time in a session, the parents will be called to school. The child under such circumstances will immediately in presence of the parents be issued a RED card.

In case a child gets 8 yellow cards and 1 Red card he/she will get a BLACK card and then it may lead to suspension / expulsion from school.

However, RED and BLACK cards will be issued after considerable deliberation. The parents will be informed when such an incident occurs and before the School Discipline Committee meets to discuss the issue. The student who is in question will be called and given an opportunity to present his case. Based on his explanation and the available evidences the action to be taken would be decided. Decision once taken by the committee should be considered final. Strictly no interference will be tolerated by the parents in the same.

Extreme cases of indiscipline may also result in suspension / expulsion.

This SOP will be followed for the session 2020-21 onwards.

#### **XIV) Miscellaneous:**

- A set of underclothes, T-shirt / pant / skirt should be sent with the child in a labeled plastic bag to be kept in the school for emergency usage for students of **Grade I & II**.
- Please refer to the Calendar of Events, given to you, regularly. It will keep you informed of all important school activities.

## Important emails for easy communication

- You may write to the Principal at:

**[principal@cygnusworldschool.com](mailto:principal@cygnusworldschool.com)**

- If you have any concern with the school facilities (example-transport, canteen etc.), please write to our admin manager

**Mr Santosh Sharma at –**

**[admin@cygnusworldschool.com](mailto:admin@cygnusworldschool.com)**

- If you have any concerns regarding the classroom activities at the Secondary and Senior Secondary Level (**Grade 6 to 12**), please write to

- **Mr Kiran Kumar Suthar** at -**[head\\_secondary@cygnusworldschool.com](mailto:head_secondary@cygnusworldschool.com)**

- If you have any concerns regarding the Primary Level

(**Grade 1 to 5**), please write to

**Ms Pooja Shah** at - **[head\\_primary@cygnusworldschool.com](mailto:head_primary@cygnusworldschool.com)**

- If you have any concerns regarding the classroom activities at the Secondary Level (**Grade 6 to 8**), please write to

- **Ms Shyama Singh** at - **[coordinator\\_secondary @cygnusworldschool.com](mailto:coordinator_secondary@cygnusworldschool.com)**

- If you have any concerns regarding the classroom activities at the Primary Level (**Grade 4 and 5**), please write to **Ms Seema Mukherjee** at - [coordinator\\_primary45@cygnusworldschool.com](mailto:coordinator_primary45@cygnusworldschool.com)
  
- If you have any concerns regarding the classroom activities at the Primary Level (**Grade 1 to 3**), please write to **Ms Kajal Srivastava** at - [coordinator\\_primary123@cygnusworldschool.com](mailto:coordinator_primary123@cygnusworldschool.com)
  
- For general communication please use the school email id [reachus@cygnusworldschool.com](mailto:reachus@cygnusworldschool.com)



## CREYA

Creya is a programme for the students, from Grade 4 – 9, at Cygnus.

It is an innovative programme focused on equipping children with skills, literacies, competencies and the attitude needed to thrive in the dynamic world of the 21st Century.

It is a “studio-based learning model” where a coach guides children in solving real life problems, using an interdisciplinary, hands-on approach. The heart of Creya Learning Studio lies in providing authentic projects, constructing knowledge, helping children learn experientially and making connections between their learning and the real world.

The children work in groups, on challenging and exciting projects. A few examples from different grades are;

- 1) “**The Reporter**” – The children come up with a newsworthy story. Write it, shoot it using a video camera, use editing software and make a news report!!!
- 2) “**Offset Lever**” – A steering wheel and a bicycle crank set are examples of offset levers. The children build their own offset levers using engineering manipulative to show the transmission of power in an offset lever!!
- 3) “**Future Ad – vantage**” -Think of the world in 2025. Come up with a really useful imaginary product for the year 2025. Create an ad campaign for the same using GIMP tools!!!

Parents, you can be an involved member of our learning studio by constantly asking your child questions about what they did in their Creya class and being a part of their learning and excitement.



### **Quick School Parent App**



Kindly note that the school uses a mobile app called the “**Quick School Parent App**”, **this app** provides you with the following facilities:

<b>Sr.No.</b>	<b>Facilities under Quick School Parent App</b>
	<b>All the Circulars</b>
	<b>Updates about the school activities &amp; events</b>
	<b>Updates about the achievements of students &amp; of the school with photographs</b>
	<b>Infirmary</b>

	<b>Notification of the attendance of your child</b>
	<b>Library Books - Issuance</b>
	<b>Calendar of Events</b>
	<b>Payment of fees</b>

**It is MANDATORY for all the parents to download this app.**

*Applicable for New Admissions Only*

**Please email the school on [reachus@cygnusworldschool.com](mailto:reachus@cygnusworldschool.com) for your child's username. They will provide you with the same. Password is welcome1.**

**Follow steps given below to install this app successfully on your smartphone:**

- **Steps 1** – Download & install the **Quick School Parent App** from the Play Store on your smartphone.
- **Step 2** – To login, open Quick School Parent App and type the link <https://quickschool.niitnguru.com/cws> . In the field nickname type your child's name. Now enter username as informed to you and the new password created by you.
- **Step 3** – To create new password enter the username given to you and password welcome1. After login, type current password as welcome1 and create new password and confirm new password as per the password policy mentioned on the login page and save it.
- **Once you download this app, you will start getting the updates on a daily basis.**

## **CO-CURRICULAR ACTIVITIES**



Cygnus World School uses sports to nurture active, alert and mentally well balanced students. We believe that sports infuse the values of Discipline, Patience, Team Spirit and Dedication. Keeping this in mind, Cygnus World School has introduced the following pattern for conducting sports activities at school:



- Skates are to be brought to school on the day Skating as listed in the Time Table. The School recommends that only **Tenacity skates** should be bought. Suggested stores are:

1) **Maha Gujarat & National Sports** in front of SSG Gate Kothi Char Rasta, Vadodara OR

2) **Rollon Sports** GF 20 Avishkar Complex,  
Old Padra Road, Vadodara.

**II) Visual & Performing Arts will be undertaken in school as below:**

a) **Grade I to IV:** Following will be taught to all students:

- |                      |              |
|----------------------|--------------|
| 1. Design Technology | 3. Dance     |
| 2. Music             | 4. Sculpture |

b) **Grade V and Grade VI to VIII**

Students will be asked to exercise an option & select **any one** of the subjects as per the given table.

<b>Grade 5</b>	<b>Grade 6 to 8</b>
Design Technology	Design Technology
Music - Vocal	Music - Vocal
Music - Keyboard	Music - Keyboard
Sculpture	Sculpture
Dance	Dramatics
	Dance

- They will study the chosen subject in detail during the school hours.
- Dramatics for Grade 4 and 5 will be considered as one of the Co- scholastic periods.

## **ASSESSMENT AND EVALUATION**

### **Grade I to V**

Assessment and evaluation is an integral part of the school system. As per the guidelines of CBSE, New Delhi, the Evaluation pattern is followed at Cygnus.

After the completion of every unit / lesson in all academic subjects, practice worksheet no. 1 on that unit is completed at school & Practice worksheet no.2 (Similar to Practice worksheet No.1) is sent home for completion.

After this sufficient practice, Unit End Evaluation is taken on that particular lesson / unit. The Unit End Evaluations are not announced. Teachers specify only to revise the topic which means that Unit End Evaluation from that topic is soon going to be conducted.

This is an ongoing process for all units / lessons in all academic subjects for Grade I to V. This helps children in effective learning & forming regular study habits. Apart from this, the school will conduct 2 Unit Tests, Half – Yearly Exam and Annual Exam in an academic year for Grades I to V.

**The Pattern of Evaluation would be as follows:**

<b>Unit Test - I</b>	<b>Half Yearly Examination</b>	<b>Unit Test – II</b>	<b>A n n u a l Examination</b>
<b>Will be conducted in July</b>	<b>Will be conducted in September</b>	<b>Will be conducted in January</b>	<b>Will be conducted in March</b>
<b>Topics covered from April to June</b>	<b>Topics covered from April to August</b>	<b>Topics covered from October to December</b>	<b>Topics covered from October to February</b>

<p style="text-align: center;"><u><b>A L L</b></u> <u><b>SUBJECTS</b></u></p> <ul style="list-style-type: none"> <li>• 30 Marks – Written Paper</li> <li>• 20 Marks – Activity / Project</li> <li>• <u>Total: 50 Marks</u></li> <li>• 50 Marks converted into percentage</li> <li>• Grades will be given as per the 8 point grading scale which is on the next page</li> </ul>	<p style="text-align: center;"><u><b>ALL SUBJECTS</b></u></p> <ul style="list-style-type: none"> <li>• Written Paper -70 Marks</li> <li>• <u>This will be converted to percentage and Grades will be given as per the 8 point grading scale</u></li> <li>• S u b j e c t Enrichment-10 marks + 5 Best Evaluations-10 Marks + Unit Test – I-10 marks</li> <li>• <u>Grades for given as per the 8 point grading scale</u></li> </ul>	<p style="text-align: center;"><b>EXACTLY S A M E A S U N I T TEST -I</b></p>	<p style="text-align: center;"><b>EXACTLY S A M E A S H A L F YEARLY EXAMI- NATION</b></p>
<p><u><b>F U R T H E R DISTRIBUTION OF MARKS:</b></u></p> <p><u>* FOR MATH –</u></p> <ul style="list-style-type: none"> <li>- Written Paper – 20 Marks</li> <li>- Mental Math Paper – 10 Marks</li> <li>- Total – 30 Marks</li> </ul> <p><u>* FOR LANGUAGE PAPERS (ENG &amp; HINDI)</u></p> <ul style="list-style-type: none"> <li>- 10 MARKS - GRAMMAR</li> <li>- 10 MARKS - LITERATURE</li> <li>- 10 MARKS - CREATIVE WRITING</li> <li>- TOTAL – 30 MARKS</li> </ul> <p><u>* FOR THEME / SS / SCIENCE–</u></p> <ul style="list-style-type: none"> <li>- Written Paper – 30 Marks</li> <li>- Total – 30 Marks</li> </ul>	<p><u>* Subject Enrichment -</u></p> <p>1) Languages – Listening, Speaking and Reading – 10 Marks each – Total 30 Marks – reduced to 10)</p> <p>2) Theme / Sci / SS – Group Discussion and Environmental Sensitivity (10 marks each – Total 20 Marks – reduced to 10 Marks)</p> <p>3) Math – Mental Math – Total 20 Marks – reduced to 10</p> <p><u>* 5 Best Evaluations –</u></p> <p>5 Best Unit Evaluations - 10 marks each – Total 50 marks – Reduced to 10 Marks</p>		

<p><b>* <u>NO CO - SCHOLASTIC EVALUATION FOR UNIT TEST -I</u></b></p>	<p><b>* <u>Co - scholastic subjects that will be graded for Grade 1 to 4 – Music, Dance, ICT, PE, Yoga , Karate , Art (All are compulsory)</u></b>  <b>* <u>Co - scholastic subjects that will be graded for Grade 5 –</u></b>  <b>a) Music / Dance/ Sculpture / DT (optional)</b>  <b>b)) Yoga / Karate – 6 months each</b>  <b>c) ICT, Skating, Dramatics &amp; PE- Compulsory</b>  <b>d) Grades of Co - scholastic subjects will be given as per the 5 point grading scale which is given below.</b></p>		
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**CYGNUS WORLD SCHOOL**  
**2020-20**  
**EVALUATION PATTERN (GRADE 1 TO 5)**



**Grades will be given as per the 8 point grading scale as follows.**

<b>MARKS RANGE</b>	<b>GRADE</b>
91-100	A1
81-90	A2
71-80	B1
61-70	B2
51-60	C1
41-50	C2
33-40	D
32 & Below	E (Needs improvement)

<b>MARKS RANGE</b>	<b>GRADE</b>
4.1 to 5.0	A
3.1 to 4.0	B
2.1 to 3.0	C
1.1 to 2.0	D
0.1 to 1.0	E

**Grades of Co - scholastic subjects will be given as per the 5 point grading scale as follows.**

**Important Note: If a child is absent for either Unit Tests or Half Yearly Examinations or Annual Examinations, the child will be marked absent. Under no circumstances will the exam be rescheduled.**

## Grade VI to IX

Term 1: April – September

Term 2: October – March

- Course content specified in the academic planner needs to be referred to strictly whenever required.
- In case the Course Content has not been covered as per the Academic Planner, please feel free to write to us or call us to inform about the same.
- We assure that immediate action will be taken without affecting your child in any way.

### The Pattern of Evaluation is as follows:

- The school will conduct 3 Periodic Tests (referred to as Unit Tests) and Half Yearly Exam and Annual Exam for Grade VI to IX as already given in the school's calendar of events.
- **Course content for Unit Tests, Half Yearly and Annual Exam will be sent to parents at least one month in advance from the date of written assessment.**
- **If a child is absent for any written Assessment the child will be marked absent. Under no circumstances the exam will be rescheduled.**

#### A) Details of Unit Tests:

**Unit Test 1 - July**

**Unit Test 2 - November**

**Unit Test 3 – January**

Each Unit Test comprises the following per subject:

At least 1 Activity (Group or individual) and 1 Written Assessment

Individual and Group Activities will be conducted in school under supervision of teachers.

**Activities may be in the form of an interdisciplinary project taking into account a couple of subjects. Values learnt from the same will be incorporated & emphasized upon as well.**

### CALCULATION OF GRADES for Unit Tests

**Each Unit Test will be marked as stated below:**

☆ Each activity will be of 20 marks.

☆ The written test will be of 20 marks.

☆ Within the activity also, the criteria for marking will be clearly specified to the students. The same will be informed to the students so that they can prepare accordingly.

☆ Hence, each Unit Test comprises a total of 40 marks (20 + 20)

☆ The total is divided by 4 to get the value out of 10 and then converted to 100 (Percentage).

**Then grades will be calculated as per the criteria given below:**

Grade	Marks Range
A1	<b>91-100</b>
A2	<b>81-90</b>
B1	<b>71-80</b>
B2	<b>61-70</b>
C1	<b>51-60</b>
C2	<b>41-50</b>
D	<b>33-40</b>
E	
	(Needs improvement for Grade VI – VIII)
	Fail for Grade IX <b>32 &amp; below</b>

**B) Half Yearly / Annual Exam:**

- (a) Based on the syllabus completed from April to September Half Yearly will be conducted in September.
- (b) Half Yearly papers of all subjects will be of 80 marks.

## CALCULATION OF GRADES for Half Yearly & Annual exam:

### i. Calculation of Grades for the Half Yearly Exam:

Half Yearly Written Exam: 80 marks

Unit Test 1: 40 marks/4 = **10 marks**

- ✓ Languages ASL – (Assessment of Speaking & Listening Skills each of 10 marks hence ASL is of 20 marks): 20 Marks/4 = **5 marks** (Details of ASL are specified in **Annexure 1**.)
- ✓ Lab Manuals (for Science, Math, Social Science) : 10 marks/2 = **5 marks**
- ✓ Notebook Assignment maintenance and completion (**Criteria of Evaluation: Regular completion and submission of work**): **5 marks**
- ✓ Overall Grade of Half Yearly:  $80 + 10 + 5 + 5 = 100$
- ✓ Grades will be assigned on the basis of the 8 point scale discussed earlier.
- ✓ E will be considered as needs improvement for Grade VI – VIII & Fail for Grade IX.

### ii. Calculation of Grades for the Annual Exam

(a) Based on the syllabus completed from October / November to February Annual Exam will be conducted in March.

(b) Annual Exam papers of all subjects will be of 80 marks

Annual Written Exam: 80 marks

Unit Test 2 and 3: 40 + 40 marks/8 = **10 marks**

- ✓ Languages ASL – (Assessment of Speaking & Listening Skills each of 10 marks hence ASL is of 20 marks): 20 Marks/4 = **5 marks** (Details of ASL are specified in **Annexure 1**.)
- ✓ Lab Manuals (for Science, Math, Social Science): 10 marks/2 = **5 marks**
- ✓ Notebook maintenance and completion (**Criteria of Evaluation: Regular completion and submission of work**): **5 marks**
- ✓ Overall Grade of Annual Exam:  $80 + 10 + 5 + 5 = 100$  marks
- ✓ Grades will be assigned on the basis of the 9 point scale discussed earlier.
- ✓ E will be considered as needs improvement for Grade VI – VIII & Fail for Grade IX.
- ✓ Scoring a minimum of 33% is essential for promotion for Grade IX to X.

Comprehensive Representation of the Evaluation pattern is as follows:-

## EVALUATION PLAN

### Grade VI – IX

- **3 Unit Tests**
- **Half Yearly**
- **Annual Exam**

<b>Unit Test 1 July</b>	<b>Half Yearly September</b>	<b>Unit Test 2 November</b>	<b>Unit Test 3 January</b>	<b>Annual March</b>
<p><b>Component 1 (20 marks)</b></p> <p>Written Exam: 80 marks</p> <p>+ Project work</p> <p>• (Individual / Group) Subject Specific / Interdisciplinary</p> <p><b>Component 2 (20 marks)</b></p> <p>Written pen &amp; paper test</p>	<p>Written Exam: 80 marks</p> <p>+ Unit Test 1 – 40 marks</p> <p>Reduced to <u>10 marks</u></p> <p>+ For Languages ASL – 5 marks</p> <p>Lab Manuals for Science, Math &amp; S.Sc. – 5 marks</p> <p>+ Notebook maintenance – 5 marks</p>	<p><b>Component 1 (20 marks)</b></p> <p>Project work</p> <p>• (Individual / Group) Subject Specific / Interdisciplinary</p> <p><b>Component 2 (20 marks)</b></p> <p>Written pen &amp; paper test</p>	<p><b>Component 1 (20 marks)</b></p> <p>Project work</p> <p>• (Individual / Group) Subject Specific / Interdisciplinary</p> <p><b>Component 2 (20 marks)</b></p> <p>Written pen &amp; paper test</p>	<p>Written Exam: 80 marks</p> <p>Unit Test 2 &amp; 3 (Average of both reduced to 10 marks)</p> <p>+ For Languages ASL – 5 marks</p> <p>Lab Manuals for Science, Math &amp; S.Sc. – 5 marks</p> <p>+ Notebook maintenance – 5 marks</p>

#### **NOTE:**

- Marks of Unit Tests (written pen and paper test) will be shared with Grade VI – IX students & parents.
- Marks of Half-Yearly and Annual will also be shared with students & parents of all Grades VI – IX.
- All marks of all tests and exams will be converted into grades on the same pattern of the 8 point scale system.
- Unit Test papers will be shown to parents after 2:40 pm on decided dates & days.
- Half – Yearly & Annual Exam papers will be shown to parents on open Day.

## **ASSESSMENT AND EVALUATION**

### **Grade X, XI and XII**

- Course content specified in the academic planner needs to be referred to strictly whenever required.
- In case the Course Content has not been covered as per the Academic Planner, please feel free to write to us or call us to inform about the same.
- We assure that immediate action will be taken without affecting your child in any way.

#### **The Pattern of Evaluation is as follows:**

- The school will conduct 3 Periodic Tests (referred to as Unit Tests) and Term 1 Exam, Term 2 Exam, Pre-Board 1 and Pre Board 2 for Grade X to XII as already given in the school's calendar of events.
- **Course content for Unit Tests, Term 1 Exam, Term 2 Exam and Pre-Boards will be sent to parents at least one month in advance from the date of the written assessment.**
- **If a child is absent for any written Assessment the child will be marked absent. Under no circumstances the exam will be rescheduled.**
- **Besides this, for all co-scholastic subjects, grades will be awarded on the basis of the child's performance during the regular classes.**

## Grade X

(A) Assessment structure effective from the Academic Year 2019-20.  cygnus world school

### 1. Scholastic Area:

<b>Total 100 marks</b> <b>(Syllabus for assessment will be only Class – X)</b>				
<b>Subjects</b>	<b>80 marks</b> <b>( B o a r d Examination)</b> Student has to secure 33% marks out of 80 marks in each subject	<b>20 Marks</b> <b>(Internal Assessment)</b> Student has to secure 33% marks out of overall 20 marks earmarked in each subject		
		Periodic Test (10 Marks)	N o t e b o o k Submission (5 Marks)	S u b j e c t E n r i c h m e n t Activity (5 Marks)
		(i)	(ii)	(iii)
<b>Language 1</b>	Board will conduct C l a s s - X Examination for 80 marks in each subject covering 100% syllabus of the subject of Class-X only.	P e r i o d i c written Test, restricted to three in each subject in an A c a d e m i c	This will cover: • Regularity • Assignment Completion • Neatness & upkeep of notebook	Speaking and listening skills
<b>Language 2</b>				Speaking and listening skills
<b>Science</b>				Practical Lab work
<b>Mathematics</b>				M a t h s L a b Practical

<b>Social Science</b>	Marks and Grades both will be awarded for individual subjects.  9-point grading will be same as followed by the Board in Class XII.	Year.  Average of the best two tests will be taken for final marks submission	Map Work and Project Work
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**Periodic Test (10 marks):**

The school will conduct three periodic written tests in the entire academic year. The school will take the average of the best two tests for final marks submission to CBSE.



**(i) Notebook Submission (5 marks):**

Notebook submission as a part of internal assessment is aimed at enhancing seriousness of students towards preparing notes for the topics being taught in the classroom as well as assignments. This also addresses the critical aspect of regularity, punctuality, neatness and notebook upkeep.

**(ii) Subject Enrichment Activities (5 marks):**

These are subject specific application activities aimed at enrichment of the understanding and skill development. These activities will be recorded internally by respective subject teachers.

**For Languages:** Activities conducted for subject enrichment in languages will aim at equipping the learner to develop effective speaking and listening skills.

**For Mathematics:** The listed laboratory activities and projects as given in the prescribed publication of CBSE / NCERT will be followed.

**For Science:** The listed practical works / activities will be carried out as prescribed by the CBSE in the curriculum.

**For Social Science:** Map and project work will be undertaken as prescribed by the CBSE in the curriculum.

## **2. Co-Scholastic Activities:**

For the holistic development of the student, co-curricular activities in the following area be carried out in CBSE affiliated schools by the teachers and will be graded term-wise on a 3-point grading scale (**A=Outstanding, B=Very Good and C=Fair**). The aspect of regularity, sincere participation, output and teamwork be the generic criteria for grading in the following co-scholastic activities.

<b>Activity</b>	<b>Will be graded on a 5-point scale (A-E) in school</b>	<b>Areas and Objectives (as prescribed in the Scheme of Studies for Subjects of Internal Assessment)</b>
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<b>Work Education or Pre-Vocational Education</b>	By the concerned Teacher	Work education is a distinct curricular area for students for participation in social, economic and welfare activities. Student gets a sense of community service and develops self-reliance. (for Pre-Vocational Education as per Scheme of Studies)
<b>Art Education</b>	By the VA (Virtual Art) / PA (Performing Art) or the concerned teacher	Art Education constitutes an important area of curricular activity for development of wholesome personality of the students. Students will attend 1 art lesson per week to develop creative arts.
<b>Health &amp; Physical Education (Sports / Martial Arts / Yoga / NCC etc.)</b>	By the PE Teacher	Health & Physical Activity will also be graded similarly. Students will be provided opportunities to get professionally trained in the area of their interest. Indigenous sports, yoga and Karate are being encouraged in the school creating a sense of physical fitness, discipline, sportsmanship, patriotism, self-sacrifice and health care.

### 3. Discipline (Attendance, Sincerity, Behaviour, Values):

The students will also be assessed for the discipline which will be based on the factors like attendance, sincerity, behavior, values, tidiness, respectfulness for rules and regulations, attitude towards society, nation and

others. Grading on Discipline will be done term-wise on a 3-point grading scale (A=Outstanding, B=Very Good and C=Fair).

**(B) To ensure that students are well prepared for the Board Exam the following pattern of Exam will be followed:**

**(i) Details of Unit Tests:** Each Unit Test will be of 20 marks. Average of the best two tests to be taken for final marks submission.

**(ii) Term 1 Exam details:** 40% of the syllabus covered till May will be evaluated in Term 1 Exam.

Papers will be of 80 marks for all subjects.

**(iii) Term 2 Exam details:** 75% of the syllabus will be covered by August and the whole syllabus will be evaluated in Term 2 Exam.

Papers will be of 80 marks for all subjects.

**(iv) Pre-Board 1 and Pre-Board 2:** The entire syllabus will be evaluated in both the Pre-Boards.

Papers will be of 80 marks for all the subjects.

## Grade XI

**Assessment pattern will be as follows:**

Unit Test 1 (20 marks)	Unit Test 2 (20 marks)	Half Yearly Examination (70 / 80 marks)	Unit Test 3 (20 marks)	Unit Test 4 (20 marks)	Annual Exam (70 / 80 marks)
July	August	September	November	January	March

**Assessment pattern: Half Yearly Examination & Annual Examination:**

Written Assessment	Practical and Project work (For Practical subjects)
70 / 80 marks (70 marks for Practical Subjects)	20 marks – Practical 10 marks – Project Work

## Grade XII

### Assessment pattern: FINAL Board Exam in March 2021-2022

Written Assessment 70 / 80 / 100 marks depending upon the subjects	Practical and Project work: 30 / 20 marks depending upon the subject. (Board Practical will be conducted in January & February 202022)
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i) 80 Marks written + 20 Marks Practical/ASL (English) / Internal assessment (Math) = 100

NOTE: Assessment / Evaluation Criteria is subject to change as per CBSE guidelines as & when sent.

**So the pattern of Evaluation that will be followed at school level to ensure that students are well prepared for the Board Exam is as follows:**

- 3 Unit Tests – April, August, November
- Term 1 Exam – July
- Term 2 Exam – September
- Pre Board 1 – December
- Pre Board 2 – January

**(i) Details of Unit Tests:** Each Unit Test will be of 20 marks. No reflection of these Unit Tests will be there in the Board Result.

**(ii) Term 1 Exam details:** 40% of the syllabus covered till May will be evaluated in Term 1 Exam.

Papers will be of 70 / 80 marks depending upon the subjects.

**(iii) Term 2 Exam details:** 75% of the syllabus will be covered by August and the whole syllabus will be evaluated in Term 2 Exam.

Papers will be of 70 / 80 marks depending upon the subjects.

**(iv) Pre-Board 1 and Pre-Board 2:** The entire syllabus will be evaluated in both the Pre-Boards.

Papers will be of 70 / 80 marks depending upon the subjects.

## SUBJECT WISE DETAILS:



### 1) Physics:

- (i) Written exam (70 marks): 3 hours
- (ii) Practical Exam (30 marks): 3 hours

Evaluation Scheme	Marks
Two experiments one from each section	8 + 8
Practical record [experiment and activities]	6
Investigatory Project	3
Viva on experiments, activities and project	5
<b>Total</b>	<b>30</b>

### 2) Chemistry:

- (i) Written exam (70 marks): 3 hours
- (ii) Practical Exam (30 marks): 3 hours

Evaluation Scheme	Marks
Volumetric Analysis	08
Salt Analysis	08
Content Based Experiment	06
Project Work	04
Class record and viva	04
<b>Total</b>	<b>30</b>

### 3) Biology:

- (i) Written exam (70 marks): 3 hours
- (ii) Practical Exam (30 marks): 3 hours

Evaluation Scheme	Marks
One major experiment	05
One minor experiment	04
Slide Presentation	05
Spotting	07
Practical Record + Viva voce	04
Project Record + Viva voce	05
<b>Total</b>	<b>30</b>



**4) Mathematics:** Written Assessment - 100 marks: 3 hours  
(80 + 20 as proposed by CBSE for 2021 -2022)

**5) English Core:** Written Assessment - 100 marks: 3 hours  
(80 + 20 as proposed by CBSE for 2021 -2022)

**6) Economics:**

(i) Written Assessment - 80 marks: 3 hours

(ii) Project Work (One) - 20 marks

**7) Business Studies:**

(i) Written Assessment - 80 marks: 3 hours

(ii) Project Work (One)- 20 marks

Evaluation Scheme	Marks
Initiative, Cooperativeness and Participation	02
Creativity in presentation	02
Content, Observation and Research work	04
Analysis of situation	04
Viva Voce	08
<b>Total</b>	<b>20</b>

**8) Accountancy:**

(i) Written Assessment - 80 marks: 3 hours

(ii) Project Work (One) - 20 marks

Evaluation Scheme	Marks
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Project File	04
Written Test	12
Viva Voce	04
<b>Total</b>	<b>20</b>

### 9) Physical Education:

Evaluation Scheme	Marks
Physical Fitness – AAHPER	10
Skills of any one Team Game of choice from the given list*	10
Viva	05
Record Files**	05
<b>Total</b>	<b>30</b>



\*Athletics, Basketball, Football, Handball, Hockey, Kho Kho, Rifle Shooting, Unified Basketball (Differently- Abled Children) & Volleyball

\*\*Record File shall include:

**Practical-1:** Modified AAHPER administration for all items.

**Practical-2:** Conduct Barrow 3 item Test on 10 students.

**Practical-3:** Procedure for Asanas, Benefits & Contraindication for any two Asanas each lifestyle disease.

**Practical-4:** Procedure for administering Senior Citizen Fitness Test for 5 elderly family members.

**Practical-5:** Any one game of your choice out of the list above. Labelled diagram of field & equipment Rules, Terminologies & Skills

**Note: Art Integrated Activities have been made mandatory for Grade XI & XII to be able to appear for the final Grade XI exam & Grade XII CBSE Board Exam.**

## **ANNEXURE 1**

### **Assessment of Speaking and Listening skills (ASL): ENGLISH**

#### **Assessment of Speaking and Listening Skills (ASL) (English)**

- Assessment of Listening and Speaking (ASL) is conducted as per CBSE guidelines twice a year i.e. For Half Yearly and Annual Exam.
- The weightage of this activity is 5 marks i.e. 2.5 marks for listening and 2.5 marks for Speaking.
- Both listening and speaking assessments are conducted for 20 marks each and then reduced to 2.5 each.
- Both the assessments are one time activities and as per CBSE guidelines, are not to be re-conducted. Thus attendance on the allotted days is compulsory. Candidates and their guardians will be informed of the assigned dates, well in advance through a circular.
- Candidates are exposed to the pattern of both the assessments through explicit instructions and samples at school.



## **GUIDELINES FOR ASSESSMENT OF SPEAKING SKILLS**

- The total administration time for the speaking assessment is 8-10 minutes (Grade IX), 10 – 12 minutes (Grade X & XI).
- The activity is conducted for two candidates at a time i.e. students are assessed in pairs.
- The teacher / examiner reserves the discretion to form pairs of the test taking students.
- Candidates are assessed on the following parameters:

<b><u>Parameter</u></b>	<b><u>Marks</u></b>
<b>Interactive Competence</b>	<b>5</b>
<b>Fluency</b>	<b>5</b>
<b>Pronunciation</b>	<b>5</b>
<b>Language</b>	<b>5</b>
<b><u>Total</u></b>	<b>20</b>

- **Speaking Assessment is divided into three sections:**

### **1. GENERAL INTRODUCTION (1 Minute)**

The examiner wishes and welcomes the candidates to initiate the conversation and asks simple warm up questions based on candidates' names, place of residence, leisure preferences etc.

### **2. TOPIC PRESENTATION (2-3 Minutes)**

For the above mentioned phase, students are provided with 5-6 broad themes and are instructed to select a topic of their choice under any one of the provided themes. On the day of the assessment each student is given one minute to present his / her ideas.

At the end of each presentation the partner (second student in the pair) asks the speaker a question followed by one or two questions asked by the examiner.



### **3. PROBLEM SOLVING PHASE (3-4 Minutes) ( FOR GRADES IX, X & XI )**

Candidates are given a problem solving prompt card and they are expected to respond to it. 30 seconds are given to the candidates to read the prompt in silence. Further 2 minutes are allotted to discuss the prompt, within the pair, and find solutions to the given problem followed by presenting the solutions to the examiner. At the end of the presentation, examiner asks one or two questions to the candidates. Assessment of speaking culminates with this phase.

### **GENERAL INSTRUCTIONS FOR STUDENTS FOR LISTENING SKILLS**

- The total administration time for the listening assessment is 40 minutes.
- Students are not allowed to ask questions or interrupt the examiner at any point.
- A recording will be played twice. In case there is an oral rendering of the listening input, it shall take place twice.
- Students are required to answer a set of questions based on the listening input.

- The test paper for the same is given before the recording is played.
- Students are suggested to familiarize themselves with the questions on the worksheet. This helps them to answer the questions later.
- After students have listened to the input, they are given specified minutes to answer the questions on their worksheet.
- They may answer the questions on their worksheet while listening as well.
- Students should not interact or comment until they have moved out of the examination room.