



BAL BHARATI PUBLIC SCHOOL NTPC GADARWARA



STAFF INDUCTION PROGRAMME

OUR PILLAR OF STRENGTH



MS GEETA BHARDWAJ
PRINCIPAL

A visionary, guide, counselor & a leader par excellence !

ADMINISTRATIVE BLOCK

Who's Who in the Admin Block:

- Mr Akhilesh Tamrakar (Accountant)
- Ms Sonali Joshi (Office Assistant)

OUR BELIEF



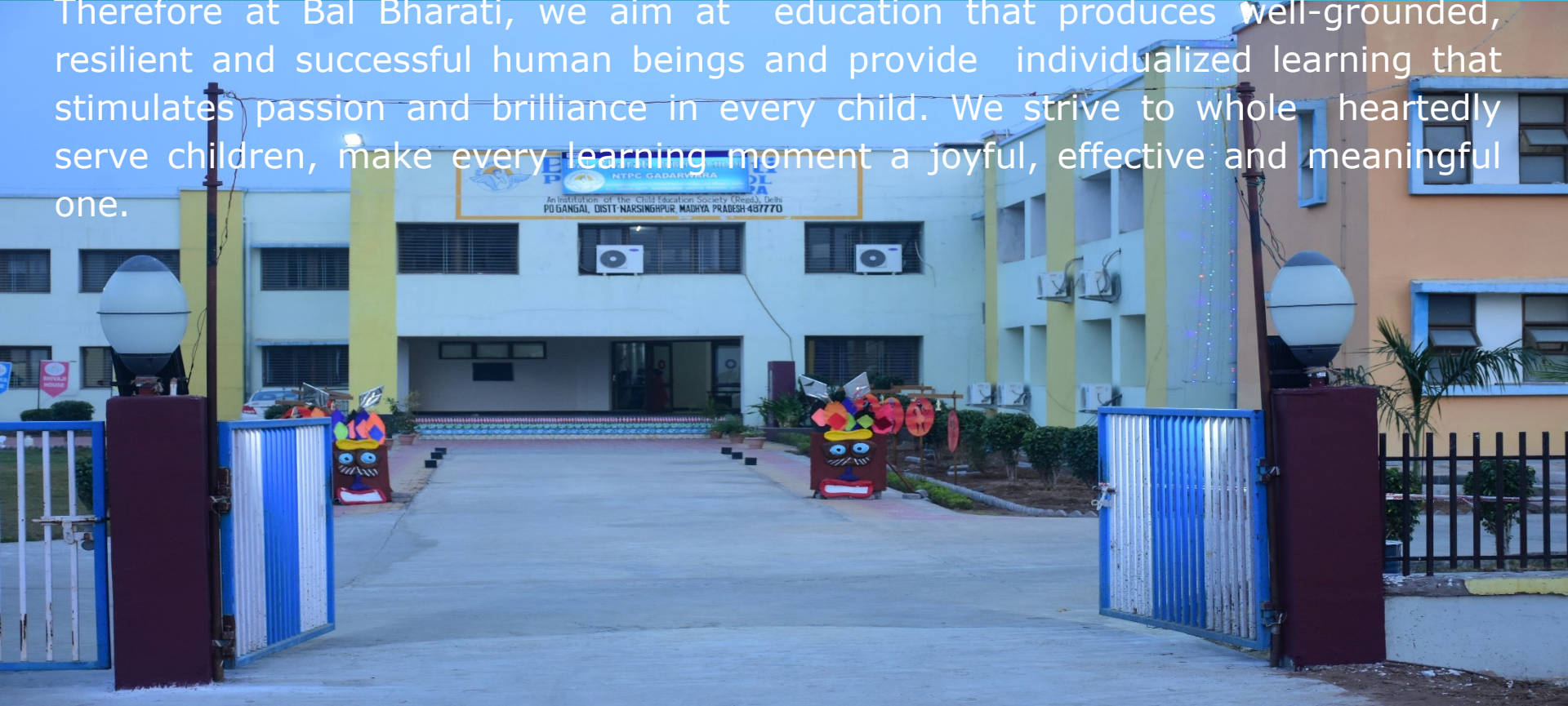
हे हंस, हम सबको ज्ञानकी ओर ले चलो ।

SCHOOL OBJECTIVE

“Give us the wisdom and ability to comprehend”

To strive for better and better, not resting on one's laurels; seek solutions not excuses, deliver results and serve the community by providing quality education.

We lay the foundation of young smart individuals who have to face the world after schooling. This foundation has to be strongly laid with bricks of creativity, values, communication, reasoning, analysing and above all humility and respect for all. Therefore at Bal Bharati, we aim at education that produces well-grounded, resilient and successful human beings and provide individualized learning that stimulates passion and brilliance in every child. We strive to whole heartedly serve children, make every learning moment a joyful, effective and meaningful one.





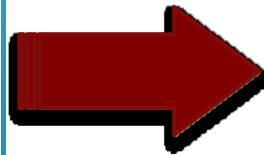
THE END-PRODUCT
OF EDUCATION SHOULD
BE A FREE CREATIVE
MAN, WHO CAN
BATTLE AGAINST
HISTORICAL
CIRCUMSTANCES
AND ADVERSITIES
OF NATURE.

ROLE OF A TEACHER

*The modern day classroom should be more 'STUDENT CENTRIC'
and the role of the teacher should change from
a sage on the stage TO **a guide on the side!***



**TRADITIONAL TEACHER
KNOWLEDGE PROVIDER
(Dominant Position)**



**TEACHER OF 21ST CENTURY
FACILITATOR OR GUIDE
(Co Learner or a Paragon of Learning)**

21ST CENTURY SKILLS

Our curriculum focuses on the 4 C's promoting learning amongst our students.

Collaboration:

Work Effectively And Respectfully With Diverse Teams. Show Flexibility And Willingness To Be Helpful, Compromise In Order To Accomplish A Common Goal, Share Responsibility And Value The Contributions Made By Each Member Of The Team

Critical Thinking

Skills Such As Reasoning, Analyzing, Evaluating, Examining, Synthesizing, Interpreting, Reflecting And Asking Questions

Communication

means to articulate thoughts and ideas effectively through Oral, Non Verbal And Written Means

Creativity: Brainstorming Techniques, Creating New Ideas, Refining And Evaluating Ideas, Communicating New Ideas, Being Open To Diverse Perspectives, Demonstrating Originality, Viewing Failure As Part Of The Process And Implementing Innovations

21st
Century
Learner

CHANGE IS THE ONLY CONSTANT !

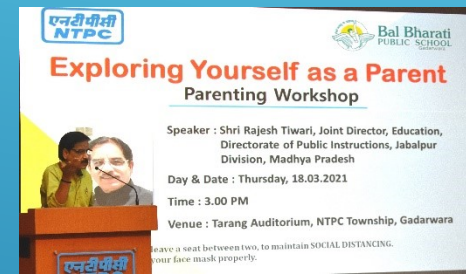


**REFORMED&
REORIENTED
CURRICULUM**

**TEACHER
TRAINING
PROGRAMMES**

**PARENT
ADVOCACY
WORKSHOPS**

STEPPING TOWARDS THE CHANGE..



**Changing
Mindsets!**



**Child
Centered**

**Play as
learning
strategy**

**Comprehensive
and well balanced**

**THE BASIC PRINCIPLES
OF OUR
CURRICULUM**



The essential elements of our curriculum are:

KEY ELEMENTS


- Technology as a tool in the learning process
- Delivery of content through student-led cross-curricular thematic projects
- A structured team-based pedagogy
- Recognition of the social context of learning and adult support that seeks to guide and mentor
- With teachers orchestrating and scaffolding team activities through a thematic and integrated approach supported by fun
- Objective driven
- Age appropriate
- Developmental
- Hands on learning activities through PBL (Project Based Learning) & EBL (Enquiry Based Learning)

ASSESSMENT OF STUDENTS' NOTEBOOKS

Following points to be noted while correcting students' notebooks:

- INDEX
 - ✓ Should be properly and neatly written
 - ✓ Should be regularly maintained
 - ✓ The signatures of teachers and remarks to be immediately written after correction
- NEATNESS
 - ✓ Ensure neat and correct work by spot checking, taking a round while the students are writing so that you know how they are doing their work.
- CORRECTIONS OF NOTEBOOKS
 - ✓ Very thorough and accurate checking is expected
 - ✓ Read carefully while correcting and write focused and personal remarks
 - ✓ Even commas and full stops should not be ignored
- FOLLOW UP WORK
 - ✓ After every lesson the students should do the correction work of the mistakes made
- DIAGRAMS/MAP WORK
 - ✓ Encourage students to draw neatly and creatively
- WORKSHEETS
 - ✓ Worksheets with proper headings are desired.
 - ✓ Worksheets should be checked and returned timely.
 - ✓ Ask the students to file the worksheets separately.

SCHOOL EXAMINATION / RESOURCE ROOM

- ☐ Teachers has to enter marks and attendance as per the given schedule regularly.
 - ☐ Teachers has to collect his/her subject papers same day after completion of exam and sign the register placed there.
 - ☐ Paper to be checked and submitted within the stipulated time frame with the marks list.
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WHAT IS EXPECTED OF A MEMBER OF BAL BHARATI PARIVAAR

“Preach not, what you, practice not.”

A teacher is looked upon as a role model and is expected to act as one. Hence, it is imperative that we DO NOT:

- Arrive late in School or for activities like Morning Assembly, Mass PT, regular teaching periods, substitution etc
- Leave school during school hours without permission.
- Neglect correction of class work, home work, worksheets or test papers.
- Take leave without prior intimation.
- Use mobile phone during school hours.
- Be physically violent with the students.
- Offer private tutoring to the students.

CODE OF ETHICS FOR STAFF

Code of conduct/Ethics

The Management shall have the right to introduce measures to improve efficiency and productivity, such as changes in workflow, work planning, work systems, procedures, automation, computerization, cutting down unnecessary and avoidable work as the management considers necessary.

The Management shall at its sole discretion may allot work/duties and shift from one department to another according to the exigencies of the Society's Schools' work. The need for officiating will be decided by the Management depending on the exigencies of work. The employees shall not refuse jobs entrusted to them by their superiors.

GENERAL

- Staff is expected to lead by example and ensure that they are upholding the school philosophy.
- Staff is expected to be dressed in a presentable manner that is not provocative, disrespectful or offensive.
- Helmets are to be compulsorily worn by staff coming by two wheelers. If staff continues to ride two wheelers without helmet, penalty will be imposed on them. Cancellation from group medical insurance for confirmed employees may be initiated.
- Habitual late coming and negligence of duty will not be permitted.
- Staff shall not make or receive personal phone calls during school hours. Personal phone calls can be made from school in case of emergency.
- Usage of mobile phones during teaching hours is not allowed. If there is an urgent call to be made or attended, permission can be taken from the respective Reporting officer and the call can be made only in their office. If anyone is found violating the rule strict action will be taken.

- The internet facility is provided to update one's knowledge and keep abreast with the current development in the educational field. It should be used only for these reasons and not for any other personal requirements.
- Net surfing for personal accounts, banned sites etc is strictly not allowed. If caught for the same severe penalty will be levied.
- The staff is responsible for their computer login password and needs to be careful of the same. The same must not be shared with anyone for any reason.
- Smoking / tobacco chewing /consumption of alcohol is not allowed inside the School premises.
- Taking private tuitions of children without the permission of school authorities is not allowed.
- Teaching and Non-Teaching staff shall not part with any information of the school to any outsider, institutions, schools and any other associates, etc.
- Non-Teaching staff including support staff shall not take any part time jobs or take any assignment without the prior permission of the Principal in writing.
- All Teaching and Non- Teaching staff including support staff shall not take any membership in any political parties, unions, etc without the prior permission of the Principal.
- Teaching and Non-Teaching staff shall follow the guidelines issued to them from time to time by the Principal. In case the guidelines are not followed, the staff shall be liable for disciplinary action.

- Asking for or accepting any contribution with the intention of raising of funds of any kind or making any collection whether in cash or in kind, without the previous sanction of the Principal is not allowed.
- The staff should refrain from any kind of commission dealings with the School Suppliers.
- Propagating hatred through teaching lessons or otherwise communal or sectarian outlook or instigating or allowing any student to indulge in communal or sectarian activities is strictly not allowed.
- Refrain from talking about any issue or matter regarding school or having strong reactions in front of children.

Matters which will be strictly dealt with are:

- Browsing banned sites.
- Taking out documents related to school and passing it on to other similar institutions.
- Embezzlement of funds or misappropriation of school property or theft or fraud.
- Mutilation / distortion of school records and property or using it for personal means.
- Possession in school premises of weapons, explosives, and other objectionable material.
- Indulging in any form of malpractice connected with school activities or examination.

TOWARDS COLLEAGUES

- The staff must refrain from any kind of criticism and gossip about their colleagues within or out of school.
- No discrimination shall be made on the person's marital, social, financial status. There should not be any discrimination of caste/religion/gender.
- Zero Tolerance for Harassment: Maintain a work environment with your fellow colleagues free of sexual harassment, whether physical, verbal or psychological. This policy also envisages zero tolerance of any other forms of harassment or vindictive behaviour.
- Comments which hurt a person's sentiments and doubts his/hers integrity and sincerity will not be tolerated or accepted at all. It will be dealt with very strictly by the management.
- Do not air out loose comments that can create doubt, panic, rumour or unsettle the institutional process or hurt anyone.
- Discriminating behaviour towards colleagues will not be tolerated.

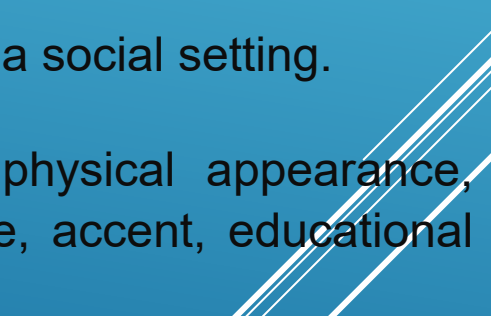
TOWARDS CHILDREN

- Use of corporal punishment like slapping, pinching, pushing, and pulling in any form or to any degree will not be accepted under any circumstances.
- The Staff is to ensure the safety and well being of students at all times.
- Sharing information about a child with other members of staff has to be done only in professional forum and not for clinical purposes.
- Making sustained neglect in correcting class work and homework.
- By word or action, no child will be hurt emotionally, mentally and physically.
- No child should be criticized for not being able to cope up with the class-work or any other school related activity.
- The staff should report to the management immediately if they witness any kind of sexual/physical abuse of a child. The staff should also have the full courage to intervene and stop any person who is trying to sexually/physically abuse the child.
- No child should be left out in any school/group activity. Every child deserves a right to express himself/herself. If the teacher witnesses some kind of groupism in the class where a child is excluded deliberately by other children, she/he has to intervene and sort out matters and make the child feel emotionally secure.

- A child should not be teased by any other child/adult.
- The child's personal life and family matters should not be discussed at all by the staff.
- The staff should refrain from any kind of discrimination against any student on the grounds of caste, creed language, accent, place of origin, social and cultural background, class, clothes, physical appearance.
- The staff shall not enter into any monetary transactions with any student / parent, nor accept any gifts from them, nor shall he/she exploit his influence for personal ends, nor shall he/she conduct his/her personal matters in such a manner that he/she has to incur a debt beyond his/her means to repay.
- Will not Sell objects / articles in the school premises to children.

TOWARDS PARENTS

- Parents should be treated with dignity and respect in words, actions and body language. Their queries should be answered with patience and understanding by any staff around irrespective of their domain.
- The staff must refrain from any kind of criticism or gossip about the parents. If any such gossip is happening, it should be brought to the notice of the management.
- The staff must bring to the management's notice if there is some kind of unreasonable demand on the parent's part, instead of arguing with the parents.

- If parents come with a query or demand, do acknowledge and if not clear, do ask in School and get back to the Parent.
 - Be specific in giving any word of advice to the parents about the child. The Parent must be taken into confidence before giving the advice.
 - The staff is not allowed to meet any parent during school hours. Give prior appointment and then meet the parents after the children have left for the day. In emergency, can meet with the permission of the Principal.
 - Unless urgent, staff should not attend phone calls made by parents during school hours and it should be done with the knowledge of the management. (after school)
 - Staff should avoid discussing school matters with Parents in a social setting.
 - Refrain from commenting on colour, name, surname, physical appearance, choices in life, clothes, class, economic status, language, accent, educational background and ability of parent/parents.
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FOR STAFF MEMBERS WHO ARE ALSO PARENTS

- Be respectful to your child's teacher.
- Respect your colleague's expertise in his/her subject areas.
- Please attend your child's Open days/PTM/Report card days at the time allotted to you.
- If your child is absent, collect the necessary books from the class teacher after school hours.
- Do not ask questions about your child's progress/performance to the teachers in corridors, lunch room, or during class hours. Reserve them for the PTMs and open days.
- If your child comes to you with a complaint during school hours, please ask him/her to go to his/her class teacher. The class teacher is the appropriate person to deal with any issue during school hours. Don't try to solve it personally as then the child will always turn to you, which will be a hindrance in his/her growth and your work.
- If you have some genuine concerns and issues with your child's teacher/teachers please address it to the Management. Please do not make a personal attack on the teacher.
- Remember that during School Hours, you are a teacher not only to your own child but also to several other children. So please treat everyone fairly and equally.

MISCONDUCT

Without prejudice to the generality of the term 'misconduct' the following acts of omission and commission shall be treated as misconduct.

- Willful insubordination or disobedience, whether or not in combination with another, of any lawful and reasonable order of a superior;
- Going on strike or abetting, inciting, instigating or acting in furtherance thereof.
- Willful slowing down in performance of work, or abetment or instigation thereof.
- Theft, fraud or dishonest in connection with the schools' business or property or the theft or property of another employee within the premises of the establishment.
- Taking or giving bribes or any illegal gratification.
- Habitual absence without permission, or absence without leave for more than ten consecutive days or overstaying the sanctioned leave without sufficient grounds or proper or satisfactory explanation.
- Late attendance on more than three occasions within a month.
- Habitual breach of any Standing Order guidelines/code of conduct or any law applicable to the school or any rules made there under.
- Collection without the permission of the Principal of any money within the premises of the school except as sanctioned by any law for the time being in force.
- Engaging in trade within the premises of the school.

- Drunkenness, riotous, disorderly or indecent behavior on the premises of the school.
- Commission of any act subversive of discipline or good behavior on the premises of the school.
- Habitual neglect of work, or gross or habitual negligence.
- Habitual breach of any rules or instruction for the maintenance and running of any department, or the maintenance of the cleanliness of any portion of the school.
- Wilful damage to work in process or to any property of the school.
- Holding meeting inside the premises of the school without the previous permission of the Principal.
- Disclosing to any unauthorized person any information in regard to the processes of the school which may come into the possession of the staff in the course of his work.
- Gambling within the premises of the school
- Smoking or spitting on the premises of the school where it is prohibited by the Management.
- Failure to observe safety instructions notified by the Management or interference with any safety device or equipment installed within the School.
- Distributing or exhibiting within the premises of the school hand-bills, pamphlets, posters, and such other things or causing to be displayed by means of signs or writing or other visible representation on any matter without previous sanction of the Principal.
- Refusal to accept a charge-sheet, order or other communication served in accordance with the Rules.

- Breach of the terms and conditions of service laid down by or under these rules.
- Violation of the Code of Conduct.
- Moral turpitude shall include the following acts namely:
 - ☐ Immodest or immoral behavior with a female or male student or employee.
 - ☐ Any other act of similar nature.
 - ☐ Conviction by any court of law in India, of any offence, involving moral turpitude.
- Wilful negligence of duty shall include the following acts, namely:
 - ☐ Dereliction in, or failure to discharge any of the duties prescribed by Management and or Principal.
 - ☐ Habitual absence from duty without previous permission.
 - ☐ Any other act of similar nature.
- Incompetence includes the following acts namely:
 - ☐ Failure to keep up academic progress and upto date knowledge in spite of repeated instructions in that regard.
 - ☐ Failure to properly complete the teaching of the syllabus determined for the stipulated periods.
 - ☐ Any other act of similar nature.
- Manifestation of temper, in any manner, while dealing with students, staff, parents, outsiders and the Management is liable to be treated as an act of serious misconduct.
- Abstaining from duty for more than 10 days without prior sanction of leave or staying beyond the sanctioned leave without permission.

Suspension

1. The Management may suspend employee pending enquiry in the following cases:
 - a Any serious misconduct committed by an employee
 - b Any criminal case against an employee which under investigation or under trial
 - c An employee who has been detained in custody by competent authority and custody in more than 48 hours.

Procedure for Penalty

1 Classification of Penalties

The school managing committee may place an employee under disciplinary action for good and sufficient reason including the breach of one or more of the provisions of the Code of Conduct. The following penalties may be imposed upon the employee:

A Minor Penalties:

1. Reprimand, Warning, Censure with holding of increment of Pay- not exceeding one year.
2. Recovery from Pay or such other amount as may be due from him/her for the whole or part of any pecuniary loss caused to the school by negligence or breach of orders.
3. Suspension up to fifteen days.
4. Reduction or demotion in lower salary grade


B Major Penalty:

1. Reduction in salary grade - back to basic pay in salary.
2. Removal from Service.

Procedure for imposing penalty

If any employee commits misconduct or violates the code of conduct, the concerned employees shall be issued show cause notice which will give details of misconduct and concerned employees shall be given seven days time from the date of receipt of Show Cause Notice to submit the explanation.

In case the explanation is not found to be satisfactory and misconduct is not of serious nature then minor penalty as mentioned in the above para "A" may be imposed by issuing the order in writing.



must do tasks - everyday !

“We are ecofriendly and we intend saving a lot of paper”

- **EMAILS**

Most of the School Circulars, ION's and other important information is communicated to all the staff members through an Email from the school email ID.



To remain updated, please check school website and your mailbox everyday!

- **WHATSAPP**

Each department has a whatsapp group for easier and quick communication. Teachers are advised to use this platform for official communication only.

You Must know !

- BBPS,Gadarwara believes in INCLUSIVE EDUCATION and provides equal opportunities to specially abled students.
- Student Dossier File is a repository of all important information and documents related to the child since his/her admission in the school. You may refer to the Dossier file for any information. All class teachers need to update this file time to time.
- To move out of the school for an interschool event or proceeding on half day, the staff needs to get the Staff Gate Pass duly signed by the reporting officer and the school principal. The same has to be given to the guard on duty at the school gate.

 Bal Bharati PUBLIC SCHOOL		 Bal Bharati PUBLIC SCHOOL							
STUDENT OUT PASS SLIP (FOR TEACHER) Date: _____		STUDENT OUT PASS SLIP (FOR SECURITY) Date: _____							
NAME:		NAME:							
CLASS: SECTION:		CLASS: SECTION:							
REASON:		REASON:							
CONTACT NO.:		CONTACT NO.:							
TIME OUT:		TIME OUT:							
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PARENT SIGN CLASS TEACHER PRINCIPAL		PARENT SIGN CLASS TEACHER PRINCIPAL							

House System

To inspire a healthy sense of competition, students of BBPS Gadawara are allocated with one of the houses which symbolizes the school's values in a deeper sense. Students develop a sense of unity in being a part of specific house.

The four houses named:

HOUSE NAME	MOTTO
ASHOKA	Peace and Non-violence is eternal
SHASTRI	Dignity of labor
SHIVAJI	Embrace the world with a brave spirit
SUBHASH	Let freedom dwell in each soul

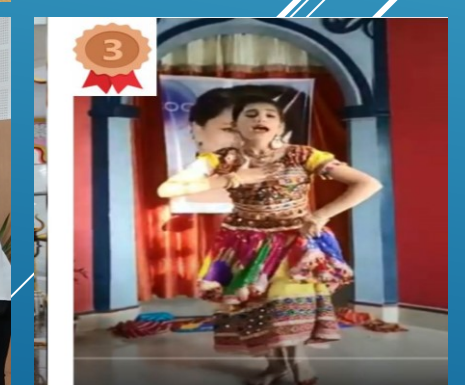
Each house is lead by a house master for a year. Participating in various inter-house competitions not only give the students a chance to display and hunt their talent but also help them learn valuable lessons on team work and selfless service.

TEACHERS TO TAKE INITIATIVE IN ALL THE HOUSE ACTIVITIES.

SCHOOL FUNCTIONS

To promote leadership qualities, team work, collaboration, creativity and to work together in symphony. The school functions help in channelizing the synergy of students.

- MONTESSORI ORIENTATION DAY
- FOUNDATION DAY
- INVESTITURE CEREMONY
- SCHOLAR BADGE FUNCTION
- REVERBERATIONS
- INSPIRE
- ANNUAL DAY
- ANNUAL SPORTS DAY
- FAREWELL
- ASHIRWAD CEREMONY



SPECIAL ASSEMBLY/DAYS

- We inculcate cultural ethics and morality in the students through the presentation of special assemblies/days.
- Display boards sensitize the students with the latest information on the same.
 - INDEPENDENCE DAY
 - REPUBLIC DAY
 - GANDHI JAYANTI
 - CHRISTMAS / NEW YEAR
 - WORLD EARTH DAY
 - WORLD HERITAGE DAY
 - WORLD HUMAN RIGHTS DAY
 - UN DAY
 - ARYABHATTA / CV RAMAN
 - WORLD AIDS DAY
 - ANTI CRACKER CAMPAIGN
 - SWACHCHA BHARAT MISSION
 - ANTI TOBACCO DAY
 - WORLD PEACE DAY
 - TEACHERS DAY CELEBRATION

SCHOOL CLUBS

Through the clubs, we initiate the perusal of hobbies of each student and develop sense of belongingness to the school and the society.

- ❑ Health & Hygiene Club
- ❑ Nature Club
- ❑ Scientific Skills Club
- ❑ Interact Club
- ❑ Literally Club
- ❑ Integrity Club
- ❑ Ek Bharat Shresth Bharat


TEACHERS ENHANCEMENT PROGRAM

BBPS parivaar believes in investing in the professional growth and development of the teachers through:

- IN-SERVICE WORKSHOP – CONDUCTED BY BBPS TRAINING CENTRE
- SUBJECT RELATED WORKSHOP
- IN HOUSE WORKSHOP
- STUDENTS WORKSHOP
- SEMINAR ON DIFFERENT TOPICS BY INDUSTRY SPECIALIST

CHILDREN'S SAFETY

Children's safety is of utmost importance because once in school, the children become the sole responsibility of the teachers in all aspects.

Several white diagonal lines of varying lengths and thicknesses are positioned in the bottom right corner of the slide, creating a modern, abstract graphic element.

Your new Job at Bal Bharati is
a blank canvas and a
masterpiece in the making.
All you have to do is use your
skills , knowledge and
experience to turn it into an
inspirational work of art.