

G D Goenka Public School Budaun

BELL TIMINGS: 2024-25

Classes Nur to VIII

(w.e.f. 11.09.2024 – Wednesday, Timing: 7: 55 am to 1:35 pm)

<u>PERIOD</u>	<u>TIMINGS</u>	<u>DURATION</u>
=====		
Reporting Time (Classes Nursery -UKG)	7:55 a.m.	
8:01 a.m. to 8:03 a.m. Class Room Assembly		
01 st Period	8:05 a.m. to 8:45 a.m.	(40 min)
Short Break – Fruit	8:45 a.m. to 8:50 am.	(5 Min)
02 nd Period	8:50a.m. to 9:25 a.m.	(35 min)
03 rd Period	9:25 a.m. to 10:00 a.m.	(35 min)
04 th Period	10:00 a.m. to 10:30 a.m.	(30 min)
Recess	10:30 a.m. to 10:45 a.m.	(15 min)
05 th Period	10:45 a.m. to 11:20 Noon	(35 min)
06 th Period	11:20 noon to 11:55 p.m.	(35 min)
07 th Period	11:55 a.m. to 12:25 p.m	(30 min)
08 th Period	12:25 p.m to 12:55 p.m.	(30 min)
Zero Period	12:55 p.m to 01:35 p.m.	(40 min)
Dispersal	01:35 pm to 01:45 pm	(05Min)
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PRINCIPAL 11/09/2024



11th Mother's Day Celebrations
11th May 2024 (Saturday)
Itinerary

S. NO.	PROGRAMS	TIME	DURATION
1	WELCOME OF THE PARENTS & STUDENTS	5:00 PM TO 5:30 PM	30 MNS.
2	WELCOME CHIEF GUEST & TILAK CEREMONY	5:30 PM TO 5:40	
3	WELCOME SONG	5:40 PM TO 5:43 PM	10 MIN
4	WELCOME ADDRESS (SPEECH) BY DIRECTOR MA'AM (SHREEMATI ABHA GOEL)	5:43 PM TO 5: 48 PM	3 MIN
5	DANCE (NURSERY TO UKG)	5: 48 PM TO 5:51PM	3 MIN
6	DANCE (CLASS 1 & 2)	5: 51 PM TO 5: 54 PM	3 MIN
7	GROUP SONG	5:54 PM TO 5: 58 PM	3 MIN
8	DANCE (MOTHERS & STUDENTS)	6:00 PM TO 6:05PM	4 MIN
9	SOLO DANCE (BY LOVE GUPTA CLASS-5)	6:05PM TO 6:10PM	5MIN
10	SKIT (BY CLASS 6 & 7)	6:10 PM TO 6: 20 PM	5 MIN
11	RAMP WALK (MOTHERS)	6:20PM TO 6:30PM	10 MIN
12	DANCE (CLASS 3 TO 5)	6:30PM TO 6:33PM	10 MIN
13	GAMES (MOTHERS & STUDENT) - KANGAROO RACE (NUR-UKG) -PICK UP THE CHAIR AND SOLVE THE PUZZLE (I & II) -ICE-CREAM IN MY CONE (CLASS 3 & 4) -MOVING RING (CLASSES 5 & 6) -BALL CAN BALANCED WITH NOODLES (CLASS 7 & 8) OUTSIDE PARENTS -BALL IN BUCKET -FRISBEE BALL BALANCING	6:33 PM TO 7:05 PM	3 MIN
14	VOTE OF THANKS BY THE PRINCIPAL SIR	7:05 PM TO 7:10PM	32MIN
15	NATIONAL ANTHEM	7:10 PM TO 7:11 PM	5 MIN
16	Comparing	15 Mins	1 MIN
17	TOTAL DURATION	5:30 PM TO 7:30 PM	2 HRS


PRINCIPAL

G D Goenka Public School, Budaun (Ujhani)

Summer Camp : Chill with Skill [Day Wise Schedule]

Day 1 (25.05.2024)	8.00 - 8.45	8.45 - 9.25	9.25 - 10.05	10.05 - 10.15	10.15 - 10.50	10.50 - 11.30
Nur - UKG		Ice cream day	Ice cream day		Ice cream day	games
I - II		Ice cream day	Nimble Feet(Dance)		art and craft	art and craft
III - V	Games	Personality Development	Fun with Maths		Nimble Feet(Dance)/Music	art and craft
VI - VIII	Personality Development	Games	Creative Flair (Art & Craft)		Fun with Maths	Nimble Feet(Dance)/Music

Day 2 (27.05.2024)	1	2	3
Nur - UKG	Nimble Feet(Dance)	Pottery	Pottery
I - II	Creative Flair (Art & Craft)	Nimble Feet(Dance)	games
III - V	Games (HS)	Personality Development	Fun with Maths
VI - VIII	Personality Development	games (HS)	Creative Flair (Art & Craft)

Day 3 (28.05.2024)	1	2	3
Nur - UKG	fun activity	food without fire (Bhelpuri)	food without fire (Bhelpuri)
I - II	Nimble Feet(Dance)	food without fire (1st - Lemonade, 2nd - Biscuit Sandwich)	food without fire (1st - Lemonade, 2nd - Biscuit Sandwich)
III - V	Games	Personality Development	Fun with Maths
VI - VIII	Personality Development	games	Creative Flair (Art & Craft)

Day 4 (29.05.2024)	1	2	3
Nur - UKG	Story Telling	Story Telling	Nimble Feet(Dance)/Music
I - II	Creative Flair (Art & Craft)	Nimble Feet(Dance)	Games
III - V	Games	Personality Development	Fun with Maths
VI - VIII	Personality Development	games (HS)	Creative Flair (Art & Craft)

Day 5 (30.05.2024)	1	2	3
Nur - UKG	Mango Mania	Mango Mania	Mango Mania
I - II	Mango Mania	Mango Mania	Mango Mania
III - V	Games	Personality Development	Fun with Maths
VI - VIII	Personality Development	games	Creative Flair (Art & Craft)

Day 6 - Day -9 III to VIII schedule will remain the same
Day - 10 (Grand Finale)

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4	5
Games	Games
Pottrey	Pottrey
Nimble Feet(Dance)/Music	Creative Flair (Art & Craft)
Fun with Maths	Nimble Feet(Dance)/Music

4	5
Games	Nimble Feet(Dance)
Creative Flair (Art & Craft)	games
Nimble Feet(Dance)/Music	Creative Flair (Art & Craft)
Fun with Maths	Nimble Feet(Dance)/Music

4	5
Games	Creative Flair (Art & Craft)
story telling	story telling
Nimble Feet(Dance)/Music	Creative Flair (Art & Craft)
Fun with Maths	Nimble Feet(Dance)/Music

4	5
Mango Mania	games
Creative Flair (Art & Craft)	Nimble Feet(Dance)
Nimble Feet(Dance)/Music	Creative Flair (Art & Craft)
Fun with Maths	dance/ music

For Sd/Date
24/05/2024

Staff Notice

Sub : Corporal Punishment

Dear Teachers,

The school management has always held the view that every child is a potential human resource and asset to the country, and it is the duty of the educational institution to provide the right ambience and climate to the learners to develop and enrich their latent talents. Education is a holistic process, which facilitates the total development of personality. The tools and methods adopted to impart education should, therefore address to the above objectives. To develop as a creative human being, the individual should learn in an atmosphere free from fear. Psychological experiments do substantiate the view that fear negates creativity.

The concept of punishment has always nursed a sense of fear and learning does not occur in a fear prone environment. It is therefore imperative every teacher should adopt such methods by which the learner develops sense of self-confidence and self-dependence. On certain occasions, when the behaviour and attitude of the students have not been acceptable, it is important to find out the reasons for such errant behavior and counsel them appropriately rather than punish them straight away.

We are very concerned about the use of corporal punishment in school. We believe that there is no scope for such punishments in the learning environment and the teachers should adopt strategies by which the learner realizes one's mistake, if any, rather than giving corporal punishment. Love reinforces confidence and once the learner believes that the school atmosphere is permeating with love from the teachers, they will desist from indulging in any acts that would negate the environment that has been built. Corporal punishments are therefore to be avoided at any cost in the school.

As per school vision, **It is once again requested and strictly reminded that teachers should follow the above points and ensure that no child is subjected to any corporal punishment at any point of time in the schooling process.** CBSE has also issued many guidelines to teachers through the school heads regarding the same, but despite that, **If any teacher does not follow these instructions then he / she will invite disciplinary action against him or her.** Coordinators shall ensure that this circular is followed in letter and spirit.

Your cooperation in the matter will go a long way in building a generation of people who are self-actualized, creative and contributive to the country.


Pushpraj Singh 08/10/2024

Principal

G D Goenka Public School Badaun

Ref : GDGPSB/24-25/05

Date : 16.08.2024

NOTICE

No Mobile Phone Use in School Premises

Dear Staff,

It has come to our attention that the use of mobile phones within the school premises has become a growing concern. To foster a conducive learning environment, enhance focus, and prevent distractions, we hereby strictly prohibit the use of mobile phones by all teachers, staff, house keeping staff in the academic block, during school hours.

Mobile phones are not allowed:

- * In classrooms
- * On the school grounds
- * During school-related activities

Staff found in possession of or using mobile phones within the school premises will face disciplinary action. The school reserves the right to confiscate mobile phones.

We understand the importance of communication, and in case of emergencies, staff can use the school's reception phones or inform admin department or may use their phone in the reception area with admin permission.

For recording of class activities/ Online classes prior permission of Kavita Ma'am would be required which is also subject to a limited duration, she shall keep track of all such permissions and share same with undersigned.

Admin department, Reception, Kavita Ma'am, Sumit Sir and Vikram sir is exempted from above restrictions.

Your cooperation in this matter is greatly appreciated.

Sincerely,


Principal 16/08/2024

GDGPSB

16.08.2024

G D Goenka Public School Badaun

Ref : GDGPSB/24-25/03

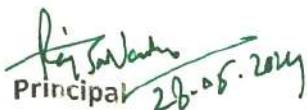
Date : 28.05.2024

Notice :

Dear Staff Members,

Kindly Note the following for compliance :

1. All subject teachers shall prepare Lesson Plan for the July- August-September Month and put it in form of soft copy in computer lab (In prescribed Format as supplied earlier) before 26th June 2024.
2. All subject teachers shall submit Annual syllabus division exam wise by 30th May positively. Format of same is available in lab.
3. All subject teachers (I to VIII) shall submit list of Subject enrichment activities which they have planned for both terms . Format of same shall be provided by IT Teacher.
4. All pre primary teachers shall prepare the days wise Class work and take away activity for their classes for July and August Month.
5. All CTs, shall check their class log book complete it, Anecdotal record and lesson plan covered till date and submit it to undersigned by Monday i.e 3rd June.
6. Wherever multiple books are there , concerned subject teachers shall ensure to divide day wise books and submit it to concerned class teachers . Class Teachers shall compile it and submit to the respective coordinators.
7. It is being Noticed that Staff members are not following reporting time meticulously. Its once again informed that three late arrivals in a month will lead to Half day salary deduction.
8. It has been noticed that you are using mobile for students' video / photograph capturing or shooting your own video. Sharing of these videos with parents without permission of undersigned is strictly prohibited. After proper approval of undersigned and proper scrutiny of the video it will be shared with parents through right channel.
9. Being educated professionals we expect high degree of discipline and quality behaviour from all the staff members. Good behaviour lead to strong professional bond and good bonding lead to greater productivity. All of you need to be careful for your behaviour in the campus with all other stakeholders. For all the staff members its compulsory to converse in English , if any teaching staff is found violating the above guidelines may invite action against him or her.


Principal 28-05-2024

G D GOENKA PUBLIC SCHOOL BUDAUN (Ujhani)

78th INDEPENDENCE DAY , 15th AUGUST 2024

Commencement Time : 9:00 a.m.

DUTIES AND RESPONSIBILITIES

Sr.No.	Item	Duration	Signature	Teachers/Coach KV/VK/SU/VP/SB
1	General Discipline	30 Mins		MO
2	Anchoring			Principal & Coordinators(KV/AJ)
3	Arrival of the Hon'ble Guests			Principal & Coordinators(KV/AJ)
4	Welcome of the Hon'ble Guests (Reception Area)			Principal & Coordinators(KV/AJ)
6	Flag Hoisting by the Hon'ble Chief Guest	1 : 15 Mins		SS/AJ
7	National Anthem and Slogan Raising	3:30 Sec		SS/AJ
8	Welcome Song (3:30 sec)	4:10 Mins.		MV/KC
9	Mime Act (Class:Nur-LKG)	4 Mins.		GL/RJ
10	Dance-"Firahi dil hai Hindustani" (Class-UKG)	02: 30 Mins.		HS
11	Hindi speech by Atul (Class-8th)	3:30 Min		SS/AJ
12	Group Song - "Jai Jan Bharat"	2 Mins.		MO
13	Solo act cum speech by Pawani (Class-8th) (Rani Laxmi Bai)	5:48 Mins		AP/AT/AS
14	Fusion Dance ("Teri mitti mai mil java" & "Kar har maidan fateh")(Class:3rd and 4th)	2 Min		HS
15	Hindi Kavita by Chadani (Class-7th)	5.56 Min		AP/RK/SHRUTI
16	Group Dance ("Jab Zero Diya Mere Bharat Ne")	4 Min		
17	Words of Inspiration and Wisdom by the Hon'ble Chief Guest	5 Mins.		
18	Vote of Thanks by Principal	2.30 Min		SS/AJ
19	Goenkan Anthem			Shruti/KO/RK/AT/RU/GL
20	Decoration			Ansh/MS/HS
21	Press & Media (Photos/videos)			Isha/Mansi
22	Sweet distribution			KO/RJ
23	Non-Participants students(Class : 1 to 3)			HM
24	Non-Participants students(Class : 4 to 8)			

Kishore
PRINCIPAL 14/08/24

G D GOENKA PUBLIC SCHOOL, BADAUN
GROUP EDUCATIONAL EXCURSION FOR (III to VIII) STUDENTS

A group tour for students of classes III to VIII has been planned to the **Jat Regiment Museum at JRC , Bareilly and Industry Visit (Vadilal Ice-cream Factory)** on **12th Nov 2024 (Tuesday)**. The group with proportionate number of teachers teaching these classes will start at 8:15 a.m. from school to reach JRC Museum at 9:45 a.m., followed by Vadilal Ice Cream Factory till 3:30 pm. Students shall leave factory at 3:30 p.m. to reach school by 5:00 p.m. thereafter dispersal from school to home by school transport.

The package cost is. Rs 500/- per student which will include the following: **(1)** Both ways transport by Bus to JRC-Vadilal-School **(2)** Meal at 12:30 p.m. , Ice Cream **(3)** Light snacks like Frooti & Fruits on the way

Parents of students of classes III to VIII, interested in sending their children to the Educational Excursion may fill the below given consent proforma and deposit the excursion cost of Rs. 500/- per student to the concerned class teacher latest by **09.11.2024 (Saturday)**.


PRINCIPAL

Dated : 08.11.2024

Parents Consent Proforma

I, Shri / Smt _____, father / mother / guardian of:

Master / Miss _____ Class _____ am willing to send my ward on Educational Excursion to JRC Museum Bareilly & Vadilal Ice- Cream Factory on 12.11.2024 (Tuesday). Rs. 500/- as the cost of above-mentioned tour is paid herewith. I, hereby, submit that I will not hold the school responsible for any natural calamity or untoward incident involving my ward.
I promise to extend full support and co-operation to the school for the success of the excursion.

Signature: _____ Date: _____ Contact No : _____

Address: _____

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I promise to extend full support and co-operation to the school for the success of the excursion.

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G.D. GOENKA PUBLIC SCHOOL BUDAUN
Term - 1 Activity / Internal Assessment Schedule (2024-25)

Class/Date	21-Sep-24	23-Sep-24	25-Sep-24	27-Sep-24	30-Sep-24	03-Oct-24
	Saturday	Monday	Wednesday	Friday	Monday	Thursday
Nursery	English and Hindi (Reading)	English and Hindi (Dictation)	English	Hindi	Maths	GK (Oral)
LKG	English and Hindi (Reading)	English and Hindi (Dictation)	English	Hindi	Maths	GK (Oral)
UKG	English and Hindi (Reading)	English and Hindi (Dictation)	English	Maths	Hindi	GK (Worksheet)
I	English and Hindi (Reading)	English and Hindi (Dictation)	EVS	Maths	English	Hindi
II	English and Hindi (Reading)	English and Hindi (Dictation)	Hindi	EVS	Maths	English

Note :

- Attendance of all the students is compulsory during assessment days.
- School Timings - Reporting Time - Regular as applicable & Departure Time 12:30 PM.
- Syllabus , pattern and Question paper Format shall be shared separately by respective Class teachers.
- Preparatory Leave is on 20th Sep 2024 and all non exam days.

Exam I/C

Coordinator

PRINCIPAL

G.D. GOENKA PUBLIC SCHOOL BUDAUN
Term - 1 Activity / Internal Assessment Schedule (2024-25)

Class/Date	21-Sep-24	23-Sep-24	25-Sep-24	27-Sep-24	30-Sep-24	03-Oct-24
	Saturday	Monday	Wednesday	Friday	Monday	Thursday
Nursery	English and Hindi (Reading)	English and Hindi (Dictation)	English	Hindi	Maths	GK (Oral)
LKG	English and Hindi (Reading)	English and Hindi (Dictation)	English	Hindi	Maths	GK (Oral)
UKG	English and Hindi (Reading)	English and Hindi (Dictation)	English	Maths	Hindi	GK (Worksheet)
I	English and Hindi (Reading)	English and Hindi (Dictation)	EVS	Maths	English	Hindi
II	English and Hindi (Reading)	English and Hindi (Dictation)	Hindi	EVS	Maths	English

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	Saturday	Monday	Wednesday	Friday	Monday	Thursday
Nursery	English and Hindi (Reading)	English and Hindi (Dictation)	English	Hindi	Maths	GK (Oral)
LKG	English and Hindi (Reading)	English and Hindi (Dictation)	English	Hindi	Maths	GK (Oral)
UKG	English and Hindi (Reading)	English and Hindi (Dictation)	English	Maths	Hindi	GK (Worksheet)
I	English and Hindi (Reading)	English and Hindi (Dictation)	EVS	Maths	English	Hindi
II	English and Hindi (Reading)	English and Hindi (Dictation)	Hindi	EVS	Maths	English

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Exam I/C

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PRINCIPAL

G.D. GOENKA PUBLIC SCHOOL BUDAUN Term - 1 Examination (2024-25)							
Class/Date	21-Sep-24	23-Sep-24	25-Sep-24	27-Sep-24	30-Sep-24	01-Oct-24	03-Oct-24
III	Hindi	English	GK & ART	IT & IT Pract	EVS	**	Maths
IV	English	EVS	GK & ART	IT & IT Pract	Maths	**	Hindi
V	Sanskrit	Hindi	GK & IT Pract.	English	Maths	**	EVS
VI	English	Sanskrit	Hindi	Science	Social Science	IT & IT Pract.	Maths
VII	Maths	Social Science	English	Hindi	Sanskrit	IT & IT Pract.	Science
VIII	Science	Maths	Hindi	Social Science	English	IT & IT Pract	Sanskrit

Note :

- Attendance of all the students is compulsory for all the papers.No re-exam will be held for any student..
- *GK & *Art Exam for Classes (VI to VIII) , *IT & *Art (Class V) will on **19th September 2024 (in last Four Periods)
- DURING EXAMINATION- Reporting Time 7:55 AM & Departure Time 12:30 PM.
- Question paper Format, Maximum Marks , Duration etc all other information shall be shared separately by respective Subject Teachers.
- Preparatory Leave is on 20th Sep 2024 and all non exam days.

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Class/Date	21-Sep-24	23-Sep-24	25-Sep-24	27-Sep-24	30-Sep-24	01-Oct-24	03-Oct-24
III	Hindi	English	GK & ART	IT & IT Pract	EVS	**	Maths
IV	English	EVS	GK & ART	IT & IT Pract	Maths	**	Hindi
V	Sanskrit	Hindi	GK & IT Pract.	English	Maths	**	EVS
VI	English	Sanskrit	Hindi	Science	Social Science	IT & IT Pract.	Maths
VII	Maths	Social Science	English	Hindi	Sanskrit	IT & IT Pract.	Science
VIII	Science	Maths	Hindi	Social Science	English	IT & IT Pract	Sanskrit

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III	Hindi	English	GK & ART	IT & IT Pract	EVS	**	Maths
IV	English	EVS	GK & ART	IT & IT Pract	Maths	**	Hindi
V	Sanskrit	Hindi	GK & IT Pract.	English	Maths	**	EVS
VI	English	Sanskrit	Hindi	Science	Social Science	IT & IT Pract.	Maths
VII	Maths	Social Science	English	Hindi	Sanskrit	IT & IT Pract.	Science
VIII	Science	Maths	Hindi	Social Science	English	IT & IT Pract	Sanskrit

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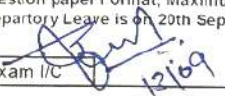


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IV	English	EVS	GK & ART	IT & IT Pract	Maths	**	Hindi
V	Sanskrit	Hindi	GK & IT Pract.	English	Maths	**	EVS
VI	English	Sanskrit	Hindi	Science	Social Science	IT & IT Pract.	Maths
VII	Maths	Social Science	English	Hindi	Sanskrit	IT & IT Pract.	Science
VIII	Science	Maths	Hindi	Social Science	English	IT & IT Pract	Sanskrit

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IV	English	EVS	GK & ART	IT & IT Pract	Maths	**	Hindi
V	Sanskrit	Hindi	GK & IT Pract.	English	Maths	**	EVS
VI	English	Sanskrit	Hindi	Science	Social Science	IT & IT Pract.	Maths
VII	Maths	Social Science	English	Hindi	Sanskrit	IT & IT Pract.	Science
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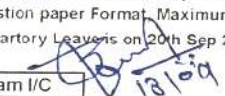
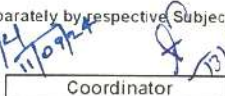

Exam I/C  12/09/24 Coordinator  13/9 PRINCIPAL  11/09/24

G.D. GOENKA PUBLIC SCHOOL BUDAUN
Term - 1 Examination (2024-25)

Class/Date	21-Sep-24	23-Sep-24	25-Sep-24	27-Sep-24	30-Sep-24	01-Oct-24	03-Oct-24
III	Hindi	English	GK & ART	IT & IT Pract	EVS	**	Maths
IV	English	EVS	GK & ART	IT & IT Pract	Maths	**	Hindi
V	Sanskrit	Hindi	GK & IT Pract.	English	Maths	**	EVS
VI	English	Sanskrit	Hindi	Science	Social Science	IT & IT Pract.	Maths
VII	Maths	Social Science	English	Hindi	Sanskrit	IT & IT Pract.	Science
VIII	Science	Maths	Hindi	Social Science	English	IT & IT Pract	Sanskrit

Note :

- Attendance of all the students is compulsory for all the papers.No re-exam will be held for any student.
- *GK & *Art Exam for Classes (VI to VIII) , *IT & *Art (Class V) will on **19th September 2024 (in last Four Periods)
- DURING EXAMINATION- Reporting Time 7:55 AM & Departure Time 12:30 PM.
- Question paper Format, Maximum Marks , Duration etc all other information shall be shared separately by respective Subject Teachers.
- Preparatory Leave is on 20th Sep 2024 and all non exam days.

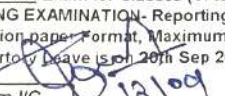


Exam I/C  13/09 Coordinator  13/9 PRINCIPAL  11/09/24

G.D. GOENKA PUBLIC SCHOOL BUDAUN
Term - 1 Examination (2024-25)

Class/Date	21-Sep-24	23-Sep-24	25-Sep-24	27-Sep-24	30-Sep-24	01-Oct-24	03-Oct-24
III	Hindi	English	GK & ART	IT & IT Pract	EVS	**	Maths
IV	English	EVS	GK & ART	IT & IT Pract	Maths	**	Hindi
V	Sanskrit	Hindi	GK & IT Pract.	English	Maths	**	EVS
VI	English	Sanskrit	Hindi	Science	Social Science	IT & IT Pract.	Maths
VII	Maths	Social Science	English	Hindi	Sanskrit	IT & IT Pract.	Science
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Exam I/C  13/09 Coordinator  13/9 PRINCIPAL  11/09/24

GD GOENKA PUBLIC SCHOOL, BADAUN

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Ref:GDGPSB\2024-25\02

Date – 16.05.2024
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Notice

All the subject teachers will provide **Summer Holidays Homework** to the respective class teacher by 18.05.2024. Class teachers will compile the homework of all subjects and submit it to the respective Assistant Coordinators & Assistant Coordinator after joint discussion will submit it to undersigned by 20th May 2024 positively.

Note → Homework should be creative homework and should be aligned with 21st Century skills. [Communication, Creativity, Critical thinking & Collaboration etc.]

Pr. S. Wadhwa
Principal.

16/05/2024

G D Goenka Public School Badaun

Ref : GDGPSB/24-25/06

Date : 02.09.2024

Office Order

Dear Staff Members,

Kindly Note the following for strict compliance:

1. In reference to the circular dated 28.05.24 and subsequent individual verbal reminders from Front office desk regarding late reporting consequences. It is being reminded to all that in case of late reporting, in a month , for every three late reporting Half day salary shall be deducted. These late arrivals are also subject to be approved by undersigned. Every employee shall fill miss punch form explicitly, mentioning reason of late arrival, failing which employee shall be marked absent for the whole day.
2. Leave is not matter of right, No leave shall be granted on special activity days or pre/post fixed with weekend. Prior request for leave is must . In case of an medical emergency teacher availing leave shall submit application very next day. Submission of Leave Application is duty of employee Non submission of application shall be treated as leave without information and shall be marked as unauthorised Absence, which will lead to disciplinary action.

Reporting Time (Teaching Staff) : 7:45 am (Self/School Hired transport)

: 7:55 am (By school Transport – Bus / Van)


Principal 03/09/2024

G D GOENKA PUBLIC SCHOOL BADAUN

NOTICE/CIRCULAR/2024/07

DT. 03-09-2024

INVITATION

Dear Staff Members,

On behalf of school management , you all are cordially invited for lunch on 5th September , at 1: 30 pm. Post student departure all the team members should assemble in the conference hall at 11:30 a.m. for the celebration. You all are kindly requested to prepare any one program-item for fun filled get together.


PRINCIPAL