



Vivekanand School

D-Block, Anand Vihar, Delhi - 110 092

VS/SW/2026-27/Cir-021

Date: 1/5/2026

Guidelines for Maintenance of Inner Boards — Classes VI to IX Session : 2026-27

Dear Teachers,

Namaskar!

To foster a vibrant, engaging, and aesthetically enriching classroom environment, the Inner Boards for **Classes VI to IX** are to be maintained with utmost diligence under the supervision of the Class Teachers and subject Teachers. Your cooperation in ensuring accuracy, creativity, and regular updation is highly appreciated.

Kindly adhere to the following guidelines:

General Instructions

- **100% student participation is mandatory.**
- Boards must be updated **three times during the session — May, August, and November.**
- Appropriate and neat **borders must be applied** to all boards to enhance presentation.
- **Board numbers have been affixed**; teachers are requested to strictly follow the sequence.

Board-wise Display Details

Board No. 1 — Header:

INFORMATION CORNER

Content to be displayed on

A4-sized sheets:

- CBSE Result (Classes X & XII)
- List of Priority Bus Routes Users, Normal Bus Routes Users, On-Footers & Private Van Users, SUPW Student Details
- List of Shining, Remedial Classes and English Development Classes Students
- Class Time Table
- Penalty Cards Details
- Discipline Passbook Instructions Poster
- Shoonya Waste Instructions Poster
- VRA Instructions Poster
- Champions, Leaders, Challengers and Subject Toppers Posters

Board No. 2

Content to include:

- List of Students Opting for 3rd Language (Std VII & VIII)
- List of Students Attending Morning Practice
- Latest Date Sheet
- Olympiad Examination Details (from announcement till completion)
- Spandan Event Details (from announcement till culmination)
- Student Duty List (Row Monitor, Cleanliness Monitor, Electricity Monitor, Smart Board Monitor, No Food Wastage Monitor, etc.)

Board No. 3 — Header: VIVIAN'S FAMILY

Content to include:

- Vivekanand Family Hierarchy:
- Patron Sir | Chairman Sir | Director Ma'am | Principal Ma'am | Head of Secondary School | Head of Middle School | Class Teacher
- Month-wise Birthday Chart of Students

Board No. 4 & 5 — Header: CREATIVE CORNER

Content to include:

- No Excuse List – English
- Hindi Shabad Pitara
- Student Work: Art & Craft, Drawing, Painting
- News Wallet Sheet
- Words of the Week (English & Hindi) — updated every Saturday
- V Mathologer Chart
- Chamkate Sitare
- No Excuse List
- Shabad

Boards No. 6 & 7 — Header: [Subject Name]

To be maintained under the guidance of the respective Subject Teachers:

Board No. 6: Subject listed first in the monthly planner (Given below)

Board No. 7: Subject listed second in the monthly planner (Given below)

Example (Class VI – July):

Month	VI	VII	VIII	IX
May	English & Math	Science & Social Sc.	Hindi & Sanskrit	English & math
August	Science & Social Sc.	Math & Sanskrit	English & Math	Science & Social Sc.
November	Hindi & Sanskrit	English & Hindi	Science & Social Sc.	Hindi & AI

Note: The same theme/topic must be **uniformly followed across all sections of a class.**

Important Instructions

Boards must be completed by the **7th of May, August, and November** for judgment.

Class CoDs must upload pictures of the boards (**Board 1 to 7 in sequence**) on **VConnect** after completion.

Results will be declared by the **9th of May, August, and November** respectively.

Recognition and Rewards

Winning class students will be rewarded with **chocolates after each evaluation.**

A **Gold Star** will be awarded and displayed on the winning class's door.

The class securing the **maximum number of Gold Stars** at the end of the session will be awarded **certificates.**

Note:

During evaluation, marks will also be awarded based on the **regular updation and accuracy of information displayed on Board No. 1 and Board No. 2.**

We are confident that with your dedication and students' enthusiastic participation, the Inner Boards will truly reflect the **creativity, discipline, and dynamic spirit** of our school.

All the best!

Warm regards,

Principal (Officiating)