



# Vivekanand School

D Block, Anand Vihar, Delhi - 110 092

VS/SW/2024-25/Cir-001

Date: 5/4/2024

## Instructions for Inner boards Classes VI–IX (2024-25)

### General instructions for teachers:

● Inner boards are to be maintained by all the students of the respective class under vigilant guidance of the class teachers.

- 100% participation of students is mandatory.
- Months in which boards have to be updated are July, Oct., Dec.
- All boards should have appropriate borders.
- Two walls of every classroom are to be maintained.
- Details to be put up on the boards are as follows:

(Board numbers have already been put up on all the boards)

# Board No. 1

**Header: INFORMATION CORNER**, should include all the information on A4 size sheets covering the following areas:

- List including priority bus users, on footers and bus users
- List including Shining Club, Remedial, Pragati and Urja students
- No Excuse List
- Class Time Table
- Details of SUPW
- Details of foreign language opted
- List of the students going for Morning Practice
- Datesheet
- Olympiad list
- Spandan list
- Students duty list
- Resource list of Substitution period
- Classroom Norms

# **Board No. 2 ( Star Speaker Chart) # Board No.3**

**Header: VIVIAN'S FAMILY**, should include:

- Vivekanand Family following hierarchy:
  - Patron Sir
  - Chairman Sir
  - Director mam
  - Principal mam
  - Head Secondary School
  - Head Middle School
  - Class Teacher
- Month wise Birthday Chart of students.

#### #Board No. 4

##### Header: CREATIVE CORNER, should include:

- Students work Viz Art & craft, drawing, painting, writing expression, newspaper cuttings, facts, current affairs etc.
- A copy of the Words of the Week is to be put up there. Every Saturday it should be changed.
- Class CoDs are required to collect Words of the week & proverb of the week lists from Mr. Shweta Sharma on every Saturday morning.
- Posters of champions, leaders, challengers and subject topper should be mentioned after every exam (CTs & Term) should also be mentioned after every exam (CTs and Terms).

#### # Board No. 5 & 6

##### Opposite to the window wall.

##### Header: SUBJECT NAME

- These two boards will be maintained by students under the guidance of the subject teacher which should have the same topic in all sections of a particular class.
- Board No.4 will be allotted to the subject that is mentioned first in the planner given below followed by board no. 5 for the other subject.

For example, in the month of July, for class 6, board no. 5 will be allotted to English and board no.6 to mathematics.

Month	VI	VII	VIII	IX
JULY	English & Math	Science & Social Sc.	Hindi & Sanskrit/ Foreign Language	English & Math
OCT	Science & Social Sc.	Math & Sanskrit/ Foreign Language	English & math	Science & Social Sc.
DEC	Hindi & Sanskrit/ Foreign language	English & Hindi	Science & Social Sc.	Hindi & AI

- These boards should be completed by the 10th of every month for the judgement.
- Time period for changing the boards is the firstten days of the month and it should be ready for judgement by the end of the tenth of every month.
- On completion of the work,class CODs are required to post the pics of all the boards on V Connect, in order 1 to 6.
- Result declaration by 15th of the month.
- Reward for the winner class students to be given in the form of chocolate and Gold star to be put outside the class.
- The maximum stars winning class students will be given certificates.
- Judges are:
  1. Ms. Megha Nayyar
  2. Mr. Kamal Kishore
  3. MSCsof STD X-XI

All the best

Principal (Officiating)