

# National Grammar School



TEACHERS HANDBOOK

2023-2024

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## **PRINCIPAL'S MESSAGE**

As a faculty member of NGS, you are part of a strong academic team, determined to make NGS one of the best institutions in the country. I expect you to be thoroughly conversant with all the policies and procedures at this institution and follow the same in letter and spirit.

Please keep in mind the NGS core values at all times and understand our responsibility towards our students.

It is incumbent upon us to put our students before us and do our best to ensure that we have well-educated and well-groomed boys and girls graduating from this school who, above all, are good human beings.

Reputable universities look for students with good grades in both O-level and A-level. Our mission is very clear. We shall strive to ensure that our students attain the best possible grades they are capable of, in all internal and external examinations.

Every activity in this institution has certain objectives. I would like all staff members to understand the objectives of activities at school before taking part in them. Regular staff meetings are held where the Principal shares the school's vision and long term objectives. Please ensure that you attend all such meetings.

I would like to wish you and your family, good health and prosperity during this year and beyond.

With Dua & Salaam,

Principal – National Grammar School

## NGS LIBERTY CAMPUS LAHORE STAFF & TEACHER HANDBOOK

NGS expressly reserves the right to change policies and procedures. The faculty members shall be bound by changes as they become effective. The Principal's Office will maintain the official copy of the *Teacher's Handbook*. It will also be available with the Academic Coordinators. The individual faculty member is responsible for staying informed of the provisions currently in effect. Faculty members should also familiarize themselves with the *Student's Handbook*, various other publications, and official directives and memoranda issued by the school from time to time.

### ADMINISTRATIVE STAFF

Mr. Nayyar Ali Shah (Principal)  
[principal@ngs.edu.pk](mailto:principal@ngs.edu.pk)

Mr. Ali Asad Khan (Sports Director)  
[aliasad@ngs.edu.pk](mailto:aliasad@ngs.edu.pk)

Ms. Nazish Asif (Head of Academics)  
[academics.gulberg@ngs.edu.pk](mailto:academics.gulberg@ngs.edu.pk)

Ms. Maria Yusuf (Middle School Coordinator)  
[maria@ngs.edu.pk](mailto:maria@ngs.edu.pk)

Activities Coordinator  
[activitiescoordinator.gulberg@ngs.edu.pk](mailto:activitiescoordinator.gulberg@ngs.edu.pk)

Ms. Sania Nasir (Examination Coordinator)  
[sania@ngs.edu.pk](mailto:sania@ngs.edu.pk)

Mr. Asif Ali (Head of MIS)  
[asifali@ngs.edu.pk](mailto:asifali@ngs.edu.pk)

Mr. Mirza Razaq (Bursar)  
[razaq@ngs.edu.pk](mailto:razaq@ngs.edu.pk)

## **TEACHING FACULTY**

A list of NGS teachers with their emails is available at the front office.

## **E-CULTURE**

To improve the speed and efficiency of communications, the preferred mode of communication at NGS is via email. All teaching staff at NGS have an email address. Memos, schedules, events, holidays, and other information will be communicated through both WhatsApp groups and emails. Teachers will submit their tests/examination papers via email.

## **NGS VALUES**

In our service to students, their families, members of the larger community, and each other, we will ensure that all of our decisions and actions are governed by our core values which are:

**Excellence**

**Integrity**

**Merit**

**Discipline**

**Unity**

## **OUR MISSION**

Our mission is to prepare and encourage our students to become lifelong learners and productive citizens guided by our core values. To accomplish this mission, our goals are to:

- Encourage the love of learning and acquisition of knowledge.
- Develop a spirit of enquiry and independent research in our students.
- Promote critical thinking and problem-solving skills.
- Improve social skills (i.e. self-control, self-esteem, self-respect, self-motivation, conflict resolution).
- Enable students to appreciate and accept the cultural diversity of our country.

## **NGS POLICIES AND PROCEDURES**

A copy of 'Service Rules and Regulations' is provided to each teacher and other employees at the time of their appointment. The faculty members should familiarise themselves with these Service Rules. The school expressly reserves the right to change policies, benefits, and procedures at any time, and faculty members shall be bound by the changes as they become effective.

The Teacher's Handbook and Student's Handbook are available on the NGS website [www.ngs.edu.pk](http://www.ngs.edu.pk) (DOWNLOAD SECTION). Teachers are encouraged to review these handbooks periodically, preferably at the start of each semester. Suggestions for improvement will be welcome.

## **STANDARDS FOR QUALITY**

Teachers are expected to:

- Be committed to their students.
- Set high expectations and goals.
- Be creative.
- Be positive.
- Be firm, fair, consistent, and loving with students.
- Care about one another.
- Respect colleagues.
- Confer discreetly with students when disciplining.
- Refrain from idle gossip at all times.
- Be punctual and regular.
- Be familiar with the faculty and student handbooks.
- Read memos and check e-mail daily.
- Constantly improve their repertoire.

## **CODE OF ETHICS AND STANDARD PRACTICES FOR NGS TEACHERS**

### **STATEMENT OF PURPOSE**

- NGS teachers shall comply with standard practices and ethical conduct towards students, professional colleagues, management, parents, and members of the community, and shall safeguard academic freedom.
- NGS teachers, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty.
- NGS teachers, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession.
- NGS teachers, in accepting a position of public trust (being a teacher), shall measure success by the progress of each student towards realization of his or her potential as an effective citizen.

### **ENFORCEABLE STANDARDS**

1. A teacher shall not knowingly engage in deceptive practices regarding policies of the school.
2. A teacher shall use his or her experience and good judgment in supporting his or her discipline to accomplish the school's mission.
3. A teacher shall not use institutional or professional privileges for personal or partisan advantage.
4. A teacher shall neither accept nor offer gratuities, gifts, or favours that impair professional judgment or to obtain special advantage.
5. A teacher shall not falsify records, or direct /coerce others to do so.
6. A teacher shall not reveal confidential health or personal information concerning colleagues or students unless required by the institution or the law.
7. A teacher shall not make false statements about a colleague or the school system.
8. A teacher shall not discriminate against or coerce a colleague on the basis of race, colour, religion, national origin, age, sex, disability, or family status.
9. A teacher shall not engage in malicious actions that may harm the school.
10. A teacher shall not treat a student in a manner that adversely affects the student's learning, physical health, mental health, or safety.
11. A teacher shall not misrepresent facts regarding a student.
12. A teacher shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, colour, sex, disability, national origin, religion, or family status.
13. A teacher shall not engage in physical mistreatment of a student.
14. Teachers shall not solicit or engage in sexual contact or a romantic relationship with students or colleagues.
15. Teachers shall not allow any student to consume alcohol, do drugs or smoke in their presence.
16. Teachers and staff members shall not harass, in any way, any other staff member.

## **MISCONDUCT**

A teacher who engages in conduct incompatible with the responsibilities of faculty members as provided in this handbook or elsewhere in the written policies and practices of the school may be subject to sanctions, up to and including dismissal. Faculty misconduct can take many forms, including but not limited to the following:

- Academic dishonesty
- Violation of academic or professional ethics
- Corporal punishment to a student
- Incompetence
- Disregard or failure to fulfill academic responsibilities
- Moral turpitude
- Harassment
- Felonious act

## **PROCEDURE TO REPORT MISCONDUCT**

Any case of misconduct must be reported to the Principal by email immediately. The Vice Principal, The Head of Administration, and the Head of HR must be copied to ensure immediate action.

## **COMMITTEE FOR INVESTIGATING CASES OF SEXUAL HARASSMENT**

In accordance with the law, a committee consisting of the following persons will investigate all complaints of harassment (sexual/other):

Principal	principal@ngs.edu.pk
Head of Academics	academics.gulberg@ngs.edu.pk
Head of HR	hr@ngs.edu.pk
Mr. Rafi Khan (Faculty Member)	rafi@ngs.edu.pk
Ms. Attiya Shah	attiya@NGS.EDU.PK

The staff is advised to email details of any incident to the above addresses within three working days of such an incident.

## **POLICIES AND PROCEDURES FOR INSTRUCTIONS AND ASSESSMENTS**

- **Lesson Planning:** Good lessons begin with good planning. We expect our teachers to prepare their yearly lessons and tutorials to the highest standard of modern teaching practices and teaching aids. The Cambridge syllabus for each subject usually contains a scheme of work. A teacher may use this scheme or adjust it to suit his/her preference as long as the course aims and learning outcomes are achieved effectively within the specified time. All lesson plans must be discussed and mutually agreed upon with the concerned Academic Coordinator. Teachers should prepare their yearly lesson plans



electronically (MS Word, MS Excel) and email the completed Form 01/10 to the respective Coordinator. Hand-written Lesson Plans will not be accepted.

- Lesson planning begins with putting down the entire syllabus on the prescribed Form 01/10 down to the individual heading/concept of each topic, indicating the **expected date of delivery** of each lesson. **The lesson plans must be discussed and mutually agreed upon between the teacher and the coordinator.** The purpose is to have a very clear idea of how the entire course is going to be conducted during the year. It may not be possible to follow the teaching plan strictly at all times, however, it does help in organizing teaching and keeping lesson delivery under control in a systematic way. Planning must ensure that there is enough time for examination practice within the specified period.
- Teachers should primarily use English at all times during lectures, discussions, and presentations except for Urdu lessons. To develop learning and answering skills, teachers are required to use terminology relevant to the subject being taught and **insist** that students use the same terminology in their notes, answers, presentations, and discussions. The teachers shall keep in mind the English comprehension and vocabulary limitations of the class as a group while conducting the lesson.
- Multimedia helps the students to better understand the subject more effectively and efficiently. Therefore, we require our teachers to make use of multimedia to enhance student learning and to complete the course syllabus as quickly as possible without lowering the learning outcomes.
- Teachers should encourage students to develop the habit of checking the notice boards in classrooms which the teachers should use to put up class-specific material.
- Communicating changes in lesson plans or other course-related matters in advance lessens student anxiety and gives them time to adjust and, therefore, makes teaching more effective. Hence it is a good practice that teachers to indicate such changes in advance, after consultation with the coordinator.
- A teacher should make use of class notice boards, portal, and email for this purpose.
- Teachers are required to prepare various reports using the prescribed forms. Teachers are also required to type their own tests/ examination papers, notes/ hand-outs, and other material intended for students.
- Our service standards/ core values of learning, excellence, integrity, merit, and discipline must be evident in our grading and reporting policies and practices.

## **TEACHER OBSERVATION**

From time to time teachers will be observed in the classroom by designated personnel who may be their peers, coordinators or an observer, specifically appointed, for this purpose. These observations will form the basis of providing a feedback to the teachers, identifying areas that need improvement and strengthening. Please keep in mind that these observations are meant to help improve the teachers' abilities. These will not be used for censure. Complete cooperation of the teachers, in implementing this process of quality assurance, is expected.

## **ACADEMIC CALENDAR**

Faculty members should study and strictly follow the academic calendar and familiarize themselves with important dates and their specific schedules. It is mandatory to follow the academic calendar.

## **TIMETABLE**

The time for each lesson at NGS is 60 minutes. Teachers are expected to teach a minimum of 10 and a maximum of 15 lessons per week. The free lessons during the day are meant for checking and preparation. Staff members are sometimes required for substitutions. Staff members have to ensure that they arrive in the classrooms within 2 minutes of the bell, failing which the HR department may issue a memo, a copy of which becomes a part of the staff's personal file.

Each teacher will be provided with her/his individual timetable. The overall consolidated timetable for the school will be put on the student notice board and the portal.

## **WORKING HOURS**

Working hours usually spread over a period of seven hours on all working days except Fridays, when the working day will usually be of 5 hours. Actual timing is announced at the start of each semester.

## **TEACHER ATTENDANCE**

All teachers are expected to take their scheduled classes according to the timetable. Punctuality and regularity are good virtues. Teachers are expected to be in the class within 2 minutes of the start of the lesson. Teachers should not leave their classes early.

## **FACULTY/STAFF MEETINGS**

Staff meetings are necessary to monitor progress and ensure quality. Teaching staff is expected to attend all the meetings whenever these meetings are called.

## **DRESS CODE FOR TEACHERS**

Teacher should carefully select the clothes worn to school. Tee shirts, shorts, jeans, tight fitting clothing and casual foot wear are not appropriate. Preferred dress for teaching faculty is:

**GENTLEMEN:** Shirt, trouser, neck tie in summers and shirt, trouser, neck tie and jacket or suit in winters. Covered shoes with socks are required.

**LADIES:** Kameez with shalwar/trouser along with a scarf or a dupatta. Jeans and trousers may be worn with either blazers or shirts (long enough to cover hips). Short tops and sleeveless dresses are discouraged. Covered formal shoes are required.

## **RELATIONSHIP WITH STUDENTS**

Teachers should respect students' privacy and intellectual pursuits and should act as advisers and mentors for their students. Teachers must display model behaviour and ethics appropriate for students to emulate. They should never take unfair advantage of the student/teacher relationship.

### **RELATIONSHIP WITH COLLEAGUES**

Faculty members should treat their colleagues and others with respect and deference and fulfil their responsibilities to assess their colleague's performance honestly and without prejudice. They have a duty to shoulder their fair share of the task of serving the academic unit i.e. the School.

### **ACADEMIC HONESTY**

Faculty members shall give their best efforts to their scholarly activities, maintaining absolute honesty and deference to truth and fairness.

### **RELATIONSHIP WITH THE SCHOOL**

Faculty members should abide by the policies and procedures of the School. Teachers should voice any opposition to such policies and procedures in a constructive manner rather than attempt to subvert, ignore or indiscriminately attack policies with which they disagree. **Their purpose should be to improve the functioning of the institution and to offer positive criticism where they find problems.**

### **PURPOSE OF NGS YEARLY FOOD FESTIVAL**

NGS will conduct an annual Food Festival with the aim of fostering and enhancing various skills in the students. These skills include:

1. Event management
2. Teamwork
3. Charity
4. Presentation skills
5. Money handling

The Food Festival will be attended by all staff members, students, and parents, who will actively participate and contribute to its success. The proceeds generated from the annual Food Festival will be donated to those in dire need as part of our charitable efforts.

### **STUDENT ATTENDANCE**

Attendance is marked when required. Completed attendance sheets/registers are handed over to the concerned coordinator when required. A student is expected to attend at least 85% of the sessions in a semester for each subject. Teachers must therefore alert the coordinators about the student who is running short of the required attendance. Teachers are responsible for reporting attendance accurately.

## **DISCIPLINE**

Discipline in and outside class is essential. Teachers have close contact with the students and have a strong influence on student behaviour. They can exert this influence in the class and outside the class. A proactive role by teachers, particularly outside the class, can help create an ambiance that discourages undesirable/unacceptable behaviour and therefore minimize the need to invoke the penalty codes. Teachers should be observant at all times and must intervene or inform management when they observe trouble. For serious violations teachers can lodge an FIR with the Principal. Once an FIR is lodged, action will be initiated. There will be a permanent 'Discipline Committee' to investigate all cases referred to it by the Principal and suggest appropriate action. Committee decisions can only be reviewed by the committee. The committee must refer to NGS penal code when making such decisions.

## **CLASSROOM CONTROL**

Discipline is an essential factor in guiding students to achievement of their full potential. It is the teacher's responsibility to try to help each student develop normally and control such anti-social responses. In cases where the teacher is not able to achieve this goal, the teacher should turn to the administration as the first step in getting help. Teachers should familiarize themselves with the student discipline and conduct codes.

## **IMPORTANT:**

**Classroom entry and exit must be supervised to minimise the chances of damage to school property. A classroom not in use must be strictly supervised or locked.**

## **READING PACKS**

Teachers have a responsibility to their students for ensuring that they get all the necessary reading material they need to cover the course content. Subject teachers may prepare a reading pack for their classes if they feel it is essential for effective and better understanding of the syllabus.

## **PREPARING/TYPING TESTS/EXAM PAPERS**

Teachers are expected to type all their tests and examination question papers themselves. Typed tests or question papers must be emailed to the respective coordinators for record and approval. Solution paper / marking scheme should also reach the coordinators for approval. Cut-and-paste should be avoided in setting test papers.

## **PHOTOCOPYING**

Please remember there are others who will have photocopying work as well. It would, therefore, be essential that all photocopying material is handed over to the LRC in-charge 48 hours (2 days) before the date copies are required.

## **LABORATORY WORK**

Lab work is an essential instrument for developing understanding and concrete concepts. NGS has well equipped science labs as well as computing labs. Teachers are required to prepare lab experiments in advance and discuss those with the relevant coordinator. They also need to inform Lab Assistant, at least two days before the experiment. The lab assistant needs time to prepare solutions and fix required equipment for the experiment.

## ACADEMIC POLICIES 2023-2024

### Lessons per Week (Break – up)

Note: Mondays to Thursday, the duration of one lesson is 60 minutes.

SUBJECT	Class 6	Class 7	Class 8	O1	O2	O3
English	4	4	4	3	3	5
Urdu	4	4	4	3	3	
Pak. Std	3	3	3	3	3	
Islamiyat	2	2	2	3	3	
Mathematics	4	4	4	3	3	6
General Science	3	3	3			
Computer	2	2	2			
Art	1	1	1			
Creative Writing	1	1	1			
Stem	2	2	2			
Chem / Eco				3	3	4
Phy / Acc				3	3	4
A. Math/Business				2	2	3
Bio / Comp				3	3	4
P.E	2	2	2	2	2	2
Total	28	28	28	28	28	28

SUBJECT	A1	A2
Physics / Business	3	3
Biology / Economics	3	3
Chemistry / Psychology	3	3
Mathematics / Sociology	3	3
Computer Science / LAW	3	3
Accounting / Media Studies	3	3
Urdu /English	3	3

**Class 6 to O1 TEACHING WEEKS IN 2023-2024****SEMESTER 1 (August to December)**

<b>Months</b>	<b>Weeks</b>	<b>Days</b>
Aug – September	6.3 weeks	32 teaching days
October	3.2 weeks	17 teaching days
Mid-Semester Exam	1 week	5 exam days
November	4.2 weeks	22 teaching days
December	1 week	5 teaching days
December Exam	2 weeks	10 exams days
Total # of Days		91 days

**SEMESTER 2 (January to May)**

<b>Months</b>	<b>Weeks</b>	<b>Days</b>
January	4.2 weeks	22 teaching days
February	4 weeks	20 teaching days
March	2.1 weeks	11 teaching days
March Exam	1 week	5 exams days
April	3.4 weeks	19 Teaching days
May	2.2 weeks	12 teaching days
Final Exam	2 weeks	12 exams days
Total # of Days		101 days

**O-2 TEACHING WEEKS 2023 - 2024 SEMESTER 1 (July to December)**

<b>Months</b>	<b>Weeks</b>	<b>Days</b>
July-August	4.3 week	23 teaching days
September	4 weeks	20 teaching days
October	3.2 weeks	17 teaching days
Mid-Semester Exam	1 week	5 exam days
November	4.2 weeks	22 teaching days
December	1.1 week	6 teaching days
December Exam	2 weeks	10 exams days
Total Days		103 days

**SEMESTER 2 (January to May)**

<b>Months</b>	<b>Weeks</b>	<b>Days</b>
January	4.2 weeks	22 teaching days
February (Prep Test I)	3 weeks	4 exams days
February (Prep. Test II)		4 exams days
February (Prep. Test III)		4 exams days
February (Prep. Test IV)		4 exams days
Mock Exam	3 weeks	15 exams days
May	2 week	10 teaching days
Final Exam	1 week	5 exams days
Total Days		72 days

**A-1 TEACHING WEEKS 2023-2024****SEMESTER 1 (September to December)**

<b>Months</b>	<b>Weeks</b>	<b>Days</b>
September	4 weeks	20 teaching days
October	3.2 weeks	17 teaching days
Mid-Semester Exam	1 week	5 exam days
November	4.2 weeks	22 teaching days
December	1 week	5 teaching days
December Exam	2 weeks	10 exams days
Total Days		79 days

**SEMESTER 2 (January to May)**

<b>Months</b>	<b>Weeks</b>	<b>Days</b>
January	4.2 weeks	22 teaching days
February	4 weeks	20 teaching days
March	2.1 weeks	11 teaching days
March Exam	1 week	5 exams days
April	3.4 weeks	19 Teaching days
May	2.2 weeks	12 teaching days
Final Exam	2 weeks	12 exams days
Total # of Days		101 days



## O-3 & A-2 TEACHING WEEKS 2023-2024

### SEMESTER 1 (July to December)

Months	Weeks	Days
July-August	5.3 week	20 teaching days
September	3.3 weeks	18 teaching days
October	3.4 weeks	19 teaching days
Mid-Semester Exam	1 week	5 exams days
November	4.2 weeks	22 teaching days
December	1 week	5 teaching days
December Exam	2 weeks	10 exams days
Total Days		99 days

### SEMESTER 2 (January to April)

Months	Weeks	Days
January	4.2 weeks	22 teaching days
February (Prep Test I)	3 weeks	4 exams days
February (Prep. Test II)		4 exams days
February (Prep. Test III)		4 exams days
February (Prep. Test IV)		4 exams days
Mock Exam	3 weeks	15 exams days
April	4 weeks	20 teaching days
Total Days		77 days

**STUDENT NOTEBOOK****Classes 6 & 7**

<b>SUBJECT</b>	<b>CODE</b>	<b>Quantity</b>
English	SL3	2
Urdu	BL3	2
Maths	SL3 GR3	3,1
Islamiyat	SL3	1
History	SL3	1
Geography	IL3	1
Computer Studies	SL3	1
General Science	IL3	2
Art	SK Big	1

**Class 8**

<b>SUBJECT</b>	<b>CODE</b>	<b>Quantity</b>
English	SL3	2
Urdu	BL3	2
Maths	SL3,GR3	3, 1
Islamiyat	SL3	1
History	SL3	1
Geography	IL3	1
Computer Studies	SL3	1
Phy / Chem / Bio	IL3	3
Art	SK Big	1

**Classes O1 & O2**

<b>SUBJECT</b>	<b>CODE</b>	<b>Quantity</b>	<b>SUBJECT</b>	<b>CODE</b>	<b>Quantity</b>
English	SL3	2	Physics	SL3, IL3	1 , 1
Urdu	BL3	2	Chemistry	SL3, IL3	1 , 1
Maths	SL3,GR3	2, 1	Biology	SL3, IL3	1 , 1
Islamiyat	SL3	1	Accounting	SL3	1
History	SL3	1	Economics	SL3	1
Geography	SL3,IL3	1 , 1	Commerce	SL3	1
Computer Studies	SL3	1	Add. Maths	SL3, GR3	2 , 1

### Class O3

SUBJECT	CODE	Quantity	SUBJECT	CODE	Quantity
English	SL3	2	Physics	SL3, IL3	1 , 1
Urdu	*		Chemistry	SL3, IL3	1 , 1
Maths	SL3,GR3	2, 1	Biology	SL3, IL3	1 , 1
Islamiyat	*		Accounting	SL3	1
History	*		Economics	SL3	1
Geography	*		Commerce	SL3	1
Computer Studies	SL3	1	Add. Maths	SL3, GR3	2, 1

\*Subjects not offered in O3

Where two SL3 notebooks per subject are used, the respective teachers should name them as set A and B notebooks. These sets can be used as classwork and homework notebooks or as paper 1 and paper 2 notebooks.

*A-level students* can submit their assignments on sheets of paper acceptable to the teacher.

### HOMEWORK POLICIES FOR MIDDLE SCHOOL AND O-LEVEL

- The rules regarding homework are as follows:
- Students are expected to keep themselves updated and informed of the homework assigned and the collection days. It is the responsibility of a student to obtain the homework from their subject teacher or classmates. Absence on the day homework is given will not be accepted as an excuse for not doing the homework.
- All the assigned homework must be completed and submitted on the due day to the subject teachers. Students who have to be in the make-up class must make necessary arrangements on their own for their pickup after the class.
- The teachers will collect the homework according to the specified **Homework Collection Days**. Teachers must ensure that the homework/assignments given are recorded.

### HOMEWORK FOR MIDDLE SECTION IS COLLECTED ON THE FOLLOWING DAYS:

#### Class 6:

Monday:	Mathematics and English
Tuesday:	General Science and Urdu
Wednesday:	Pakistan Studies
Thursday:	Islamiyat and Computer
Friday:	Creative Writing

**Class 7:**

Monday:	Mathematics and English
Tuesday:	General Science and Urdu
Wednesday:	Pakistan Studies
Thursday:	Islamiyat
Friday:	Computer and Creative Writing

**Class 8:**

Monday	Mathematics and English
Tuesday	Pakistan Studies and Creative Writing
Wednesday	General Science and Computer
Thursday	Urdu
Friday	Islamiyat

**HOMEWORK FOR O-LEVEL CLASSES IS COLLECTED ON THE FOLLOWING DAYS:**

Mondays	:	Mathematics & English
Tuesday	:	Urdu & Physics / Accounting /English Literature
Wednesday	:	Islamiyat & Biology / Computers
Thursday	:	Pakistan Studies & Chemistry / Economics
Friday	:	Ad. Maths

Students who are unable to submit the homework on the DUE DAY, for whatever reason, are made to complete the work during the **Make-up Class** after school. The respective subject teachers are responsible for reporting the students to the Discipline Coordinator. Chronic cases are dealt with strictly through NGS penal code.

**HOMEWORK POLICIES FOR A-LEVEL**

A-level students should be given a **minimum of five assignments on each subject per semester**, which are to be collected on the specified assignment collection days. Students who are unable to submit their assignments on the due date, for whatever reason, may be required to complete them in a make-up class after school.

**MAKE-UP CLASS**

Students of (VI – O3) who do not submit their homework or submit low-quality work will attend a makeup class after school for one hour. There will be a 15-minute lunch break before the make-up class. The make-up class will be started by the Discipline Coordinator and the respective teachers. Peer teachers (A-level students) will supervise the make-up class.

## **LATE TO SCHOOL/ABSENCE WITHOUT LEAVE**

If a student is late to school (arrives after the bell), the Discipline Coordinator will record his/her name on the register and issue a **Tardy Slip**.

If a student is absent without leave, a **Yellow Card is issued for each offense** unless an application from a parent with a valid reason is submitted.

Note: Yellow cards given for Late Arrivals / Absences without Leave will not convert into PINK or RED cards.

## **SUBSTITUTION CLASSES**

The Principal's Office will issue Substitution Duty Schedule in the first lesson every day. Substitute teachers are required to engage the students in a productive activity for the entire length of the unit. A substitute folder for each level till O1 must be maintained and followed regularly.

\*Each subject teacher will be required to submit 5 worksheets per semester, for each course they are teaching, to be used during substitution.

## **PUBLIC SPEAKING**

Public speaking is mandatory for middle school, and O-Level students. It will be scheduled in the last week of every month in the English lesson. The teacher will invite the Coordinators/Principal for Public Speaking Competition to grade the students.

## **QURAN CURRICULUM**

The government directed the schools to systematically teach the translation of the Quran to middle and senior school students. All students should have either English or Urdu translation of the Quran.

The curriculum breakdown for the syllabus is as follows:

### **Class 6**

Surah Al-Baqarah

### **Class 7**

Surah Aal-Imran – Surah An-Nisaa

### **Class 8**

Surah Al-Maida – Surah Al-Anfaal

### **Class O1**

Surah At-Tawbah – Surah At-Taha

### **Class O2**

Surah A-Anbiyya - Surah Saad

### **Class O3**

Surah Az-Zumar – Surah An-Naas

## **A NEW SEMESTER CHECKLIST**

**The teacher must have the following before start of the semester:**

1. Copy of teacher's handbook
2. Course files (current year & last year)
3. List of students
4. Textbooks
5. Timetable
6. School Calendar
7. Internal calendar with clearly mentioned DEADLINES
8. Revision Planner
9. Lesson plans
10. Attendance Register

## **COURSE FILE CONTENTS**

A separate Course File Is maintained for each subject. The contents of the Course File will include but not be limited to:

- Course outline / planner
- Class List
- Revision planner
- Copies of all class tests complete with date / topic
- Copies of all worksheets / assignments given.
- Copies of all notes/handouts given to the class
- Student presentations including copy of best presentation
- List of Textbooks and resources for the academic year
- Report on any other thing that was done to enhance learning

## **COURSE DIARY**

Course diary is a comprehensive tool for communication and record keeping. The course diary is updated each week and submitted to the academic coordinator after a fortnight. Course diaries are checked by the QA department once a month.

## **REVISION PLANNER (Form No. 04/12)**

The teacher shall prepare the Revision Planner and give it to each student at the beginning of the first semester. The Revision Planner shall include the topics and the sub-topics taught during the year *written in the order of study*. The Program Coordinator shall ensure that each student has a copy of the revision planner with the topics that are to be tested in the respective exam.

The teacher shall take Student Feedback frequently, especially before a major test/exam. Based on the feedback, the teacher may decide to repeat any topic.

Every teacher must email a copy of the Revision Planner to the respective Academic Coordinator.

### **ATTENDANCE REGISTER**

It is the responsibility of the Class Teachers (class VI – O3) to take *class attendance*. The register should also have the record of the class attendance.

*Subject attendance* should also be marked by the subject teachers for O-Level & A-Level. In the first two minutes, the teacher will take a head count of the students and mark “A” against absent students. It is mandatory to record attendance in each class and give names of absent students to the Program Coordinator.

### **CLASS LIST / SUBJECT LIST**

The Principal’s secretariat will give the teacher a new class/subject list, generated after each admission/deletion. All previous lists must be destroyed. Class Teachers must update the attendance register as soon as the new list is handed over to them. **Teachers MUST NOT allow students in their class unless they are on the subject list (For O/A level Students).**

### **TEACHING QUALITY ASSURANCE SYSTEM**

NGS has a tried and tested QA system with the following components:

- Subject Teacher’s Weekly Report:  
Each subject teacher shall be required fill out the weekly report F02/17 in the course diary.
  
- Fortnightly review of work done, to be checked by the Academic Coordinator.  
Teachers will fill out Form 04/17 in the course diary and submit it to the respective Academic Coordinator along with student notebooks, lesson planner and course file. Academic Coordination Meetings will be a combination of filling out feedback forms and discussions with the coordinator.
  
- Fortnightly meeting of student/s with the Coordinators.  
Coordinators will get feedback from student/s on Form 05/17A. This form is countersigned by the teacher after student feedback.
  
- Weekly Friday Meetings with the Principal and regular teacher training sessions.

### **SUBJECT MANUALS**

NGS has compiled “Subject Manuals” for each O-level and A-level subject. These manuals contain the relevant year’s syllabus, past papers, marking schemes, and examiner reports for the last ten examinations.

All subject teachers are required to use these manuals from the very onset of the course. At the end of each topic, relevant questions from the past papers will be given to the students for assignments. The Question Numbers, Paper Numbers along with the Exam Year must be clearly mentioned in Subject Feedback Form 02/17 in the course diary.

### **TEACHING METHODOLOGY**

The teachers will ensure that the textbook is followed in each subject.

Teachers are encouraged to use multimedia presentations in their courses.

### **TEACHER OBSERVATIONS**

Every teacher/subject will be observed regularly. Teacher Observations will provide the basis for training needs as well as performance reviews.

### **RESOURCES FOR TEACHERS**

- **Khan Academy ([www.khanacademy.org](http://www.khanacademy.org))**

This is a free website. Teachers and students are required to extensively use this site as a matter of NGS Teaching Policy. The students must be given the relevant topic title from Khan Academy **before the topic is discussed in class.**

- **Cambridge Teacher Support Site**

There is a lot of material available on this site for Lesson Planning, FAQ's, Past Papers etc.

The Principal's Secretariat will email a copy of the subject content to each teacher. Please contact the coordinators to get your copy. Passwords for this site are strictly confidential. You may get your password from the Principal's Secretariat.

### **CHEKING STUDENT'S NOTEBOOKS**

Students' notebooks are inclusive of students' lesson notes and assignments. When checking the students' notebooks, both the coordinators and the teachers should pay a close attention to such assignments to provide constructive feedback to the students.

### **PROMOTION POLICY**

A student is required to pass the compulsory subjects for promotion to the next class.

### **COMPULSORY SUBJECTS**

O-level: Mathematics, English, Urdu, Pakistan Studies and Islamiyat

Middle Section: Mathematics, English and Urdu



- Class 6 : All subjects will be taught according to timetable in both semesters. Promotion to VII will be based on end semester II exam.
- Class 7 : All subjects will be taught according to timetable in both semesters. Promotion to VIII will be based on end semester II exam.
- Class 8 : All subjects will be taught according to timetable in both semesters. Promotion to O1 will be based on end semester II exam.
- O1 : All subjects will be taught according to the timetable in both semesters. Promotion to O2 will be based on end semester II exam.
- O2 : All subjects will be taught according to timetable. After mid semester II, only the subjects of “Pak Studies,” “Islamiyat” and “Urdu” will be taught. Promotion to O3 is based upon a pass in END SEMESTER I exam. In the second half of semester II, Preparatory tests in Urdu, Pak-studies and Islamiyat are taken. Studies in subjects other than above will cease.
- If a student fails, he/she will have to take supplementary exams in August
- A1 : AS syllabus will be followed for most subjects so that students are ready to sit for the AS Cambridge examination.

## ASSESSMENTS, TESTS AND EXAMINATIONS

### CLASS TESTS

**Fortnightly tests of about 20 minutes each** are required for every subject. These tests can be either **FORMATIVE** (with no effect on the end semester grade) or **SUMMATIVE** (with influence on the end semester grade). Formative tests can be marked by the students themselves while summative tests must be marked by the teacher. Students must be informed about the tests beforehand. **At least 3 summative tests must be held each semester.** Fortnightly tests are taken on single-lined sheets or in a notebook. These sheets may be sent home for parent’s signature. The teacher will maintain a file for each student to be discussed with the parent at PTMs.

The marks of all the tests must be recorded in the Course Diary. A hardcopy of the test complete with date, topic etc. should be kept in the Course File.

### QUIZZES

A teacher is required to quiz the class at the end of each topic. The main function of the quiz is to establish the effectiveness of the teaching. Quizzes could be oral or written. A copy of the quiz must be placed in the Course File.

## **REVISION TESTS**

### **These tests are conducted for classes 6 to A1 (except O2, O3 and A2)**

Revision test 1 is conducted in the first week of May and covers the Semester 1 syllabus. They do not influence the students' grades. Its purpose is to revise the syllabus and highlight the weak areas.

Revision test 2 is conducted in the second week of May and covers the syllabus of Semester 2. They do not influence the students' grades.

As a homework assignment, teacher can encourage the students to mark their test themselves, for homework.

## **PREPARATION FOR CAIE EXAMS**

Frequent testing is the most effective tool for preparation of the CIE examinations. NGS students will sit for the following preparatory tests in the concerned subjects:

### **Prep Test 1**

This type covers 25% of the subject syllabus and is conducted for **O2, O3** and **A2**, starting around **February 1**.

### **Prep Test 2**

This type covers 50% (25% + 25%) or the next 25% of the subject syllabus and is conducted for **O2, O3** and **A2** starting around **February 09**.

### **Prep Test 3**

This type covers 75% (25% + 25% + 25%) or the next 25% of the subject syllabus and is conducted for **O2, O3** and **A2** starting around **February 16**.

### **Prep Test 4**

This type covers **100%** of the subject syllabus or the next 25% of the subject syllabus and is conducted for **O2, O3** and **A2** starting around **February 23**.

## **MOCK EXAMS**

Mock Exams cover **100%** of the subject syllabus and are conducted for **O2, O3** and **A2**, around the second week of **March**. The schedule for the Mock Exams is according to the CAIE Exam Schedule.

## **FORECASTED GRADES**

School is required to submit students' forecasted grades to Cambridge sometime before the CAIE examination. In doing so, the school will either submit the grades earned in the mock exams or the prep tests,

depending on whichever of the two is higher. In case of a student struggling between a U and an E grade, school will submit D as a forecasted grade.

### **TEST TAKING TIPS FOR CAIES**

A week before the CAIE examination, the principal should invite the parents all the CAIE candidates to the campus to go over the following tips:

1. Stop dining outside to prevent any food poisoning.
2. Avoid any junk food.
3. Stay hydrated by gradually consuming water ahead of the exam. Do not consume too much water at one time.
4. Those not fasting should keep a few toffees to maintain their blood sugar levels.
5. Visit the venue a day or two earlier to get familiar with the area.
6. Avoid any parking complications by getting to the venue about an hour and a half earlier. Being late can add to the anxiety.
7. The venue is always extremely crowded. Be mentally prepared for it.
8. Make sure to read the examination schedule and do not confuse AM for PM and PM for AM.
9. Put the examination schedule somewhere in the plain view at your home and constantly review it.
10. The stationary pouch must be transparent. If possible, let the school administration see it ahead of time.
11. Only blue or black pens are allowed for the exams.
12. Make sure you have all the required stationary. To be on the safe side, always have some extra items with you.
13. In particular, make sure to have a calculator on the days it is needed.
14. Students should stay focused during the examination and should not get distracted by looking around.
15. Visit the washrooms ahead of time.
16. Wear comfortable clothes.
17. Carry your smartcards/IDs with you.
18. Do not carry any books to the examination hall.
19. Review the exam to see which questions should be attempted first.
20. When solving multiple-choice questions, use the POE strategy (Point of Elimination strategy):
  21. First, answer the question yourself without looking at the available options.
  22. Then look at the available options and look for the wrong answers instead of the right ones.
  23. Once you have eliminated all the wrong answers, isolate the correct answer and mark it.
24. Avoid watching too much TV and stick to a good routine.
25. Digital wrist watches are not allowed.
26. Non permitted gadgets include but are not limited to:
  - Analogue watches
  - Smart-watches
  - Fitness bands
  - Wristwatches that have a data storage device

## **TEACHERS' REPORTING TO THE CAIE EXAMINATION VENUE**

NGS strives to motivate its students for the CAIE exams. Subject teachers play an important role in doing so and are required to report to the examination venue half an hour before the reporting time. It is a responsibility of the Examination Officer to prepare a schedule for the subject teachers and inform them of their assigned days as well as provide them with copies of Statements of Entries in case students forget to bring one with them.

## **SOPS FOR EXAMINATIONS**

### **EXAMINATION POLICIES**

There are 4 formal exams in any academic year conducted for classes 6, 7, 8, O1 & A1. The outgoing classes are excluded from this schedule.

Mid Semester 1 exams

End Semester 1 exams

Mid Semester 2 exams

End Semester 2 exams (also called Promotion Exams)

### **Policy for Mid Semester Exams (for classes 6 to A2).**

Mid semester 1 exam are conducted for classes 6 to A2.

Mid Semester 2 exam are conducted for classes 6, 7, 8, O1 & A1

### **How to calculate the Mid-Semester Grade for O2, O3, A1 &A2:**

Mid-Semester examination is a stand-alone exam for these classes.

### **How to calculate the Mid-Semester Grade for 6, 7, 8 & O1:**

The grade is calculated as follows:

a. Exam	50%
b. Class tests/Quizzes	20%
c. Project/Presentations	20%
d. Homework	10%

Mid-semester 1 exams start around mid-October, after about 6 - 7 teaching weeks. Mid-semester 2 exams start around mid-March, after about 9 teaching weeks.

### **PROCEDURES FOR MID-SEMESTER EXAMS**

- The first exam of the day will start at around 8:30 a.m.
- Two subjects will be tested each day
- The second exam will start at around 10:30 a.m.

- There is no exam for art
- The exam duration may range from minimum of 90 minutes to maximum of 2 hours.
- Students may go home as soon as their exams are over.
- Exam papers, along with marking schemes, must reach the Exam Office according to deadlines.
- Copy of each paper, along with the answer key and marking scheme must be filed in the Course File.

## **PROCEDURES FOR END-SEMESTER EXAMINATIONS**

### **END SEMESTER 1 EXAM IS CONDUCTED FOR CLASSES 6 TO A1 (PRE-MOCKS FOR O2, O3 & A2\*).**

Examination will be conducted from the syllabus given by the teacher in the “Course Outline”.

\*For A2, only AS components shall be assessed as per CAIE format

### **END SEMESTER 2 EXAM IS CONDUCTED FOR CLASSES 6, 7, 8, O1 & A1**

Examination will contain selective syllabus of semester I and the entire syllabus of semester II. The teacher will specify the course content in the Course Outline. \*\*For A1, all AS components shall be assessed as per CAIE format.

The end-semester 1 examination usually starts around second week of December. The end semester 2 examination usually starts around mid of May.

The end semester exams for the out-going classes are held in accordance with the CAIE pattern which includes the following:

- a. No. of papers / components
- b. Marks as per CAIE specifications.
- c. Font style & size as per CAIE specifications.
- d. Front page as per CAIE pattern but with NGS logo
- e. The exam papers, along with marking scheme, must reach the exam office as per given deadlines.

For the middle school, the exam duration may not exceed an hour and a half.

## **SUPPLEMENTARY EXAM POLICY**

Students who fail the compulsory subjects will have to clear the Supplementary Exams for each subject failed. Supplementary exams are held in the first week of August.

### **How to calculate the end-semester 1 grade for O2, O3, A1 & A2:**

End-Semester examinations for above classes are stand-alone exams.

### **How to calculate the end-semester 1 grade for classes 6, 7, 8 & O1:**

a. Exam	50%
b. Class tests/Quizzes	25%
c. Project/Presentations	15%
d. Homework assignment	10%

**Notes:**

- The average student should be able to complete the exam in the given time.
- The paper should be designed in such a manner that 1/3 of the questions should be of the level of above average students, 1/3 for the average and 1/3 for the below average students.
- The question paper along with the answer key and marks break-up should be handed over to the Academic Coordinators as per given deadline.
- Academic Coordinators may make changes in the questions papers.
- Teachers who have their own children studying in the classes they are teaching will not set the exam paper.
- 48 hours will be given for the checking of the answer scripts.

**SOP FOR INVIGILATION**

- Teachers on invigilation duties will not sit or leave the room for the duration of their duty.
- Examination Reports will be filled out carefully and the invigilator will be responsible to report any unusual incident in the exam room.
- The teacher on duty, after collecting/counting the scripts and filling out the Examination Report, will hand over the answer scripts along with the question papers to the Academic Coordinator.
- The subject teachers will collect the answer scripts, for checking/grading, from the respective Academic Coordinator.
- Teachers on invigilation duty will make an announcement at half time and 5 minutes prior to the ending time.
- No extra time will be given to the students.
- Students will be discouraged from using the bathroom during the exam.

**AS (ADVANCED SUBSIDIARY) AND A- LEVEL (ADVANCED LEVEL) CAIE EXAMS**

NGS has adopted a policy mandating all students to sit for AS exams in May/June. This policy eliminates the option of appearing for composite exams after the completion of A-Level. We believe that this policy will provide a more structured and comprehensive assessment approach for students, ensuring a higher level of academic rigor and success.

## **PARENT TEACHER MEETING**

The key to a successful PTM is to be a good listener. Teachers should discuss academic concerns with the parents. Any class or school behavioral issues are to be referred to the coordinators. Teachers should avoid using terms like "problems," "bad," or "terrible." Instead, use phrases like "concerns" "could be better," "room for improvement," and so forth. Any concerns shared with the parents must be coupled with solutions. All teachers are requested to wear formal attire that is both presentable and conforms to the rules of decency. White shirts with collars are preferred for gentlemen. Ladies should avoid loud colors. All teachers must fill out the Feedback form and submit it to the coordinators before leaving.

## **PRINCIPAL'S AWARDS**

These awards are given four times a year:

- In the beginning of the year (Aug/September) based upon the second semester end exam results in the previous class.
- After each mid-semester and end-semester exam.

### **Academic Award:**

A student has to attain A/A\* in a subject to receive this award.

### **Academic Excellence Award:**

Criteria for the Academic Excellence Award is 3 or more A/A\*s.

### **Student of the Month (Best Student Award):**

This award is given to **students** who attain 7 or more A/A\*s. % of these A/A\*s must be in the compulsory subjects. A certificate is issued to the student along with the badge.

### **Dependability Award: (Based on previous academic year)**

- Responsibility and diligence in assigned tasks.
- Voluntary assistance to teachers and fellow students.
- Good citizen behavior on campus.
- Three or more leadership awards in a year will translate to a Dependability Award

### **Progress Award:**

This award is given to motivate students. It may be awarded whenever a student demonstrates noticeable effort/progress in studies.

### **Leadership Award:**

Three progress awards in a fortnight will translate to a LEADERSHIP AWARD

### **Exemplary Conduct Award: (Based on previous academic year)**

The pupil should have shown:

- Appropriate interaction and communication with fellow students.
- Respect and excellent conduct towards teachers and staff.

### **Academic Achievement Certificate**

These are presented to students who have secured one or more A/A\*s in the final exam of the second semester of the previous academic year.

### **Full School Academic Blazer/ Gold Medal for classes 1-8**

The recipients of this award must have achieved 7 or more A/A\*s in all 4 examinations: mid-semester 1 and 2, end-semester 1 and 2, during an academic year.

A student must attain A/A\* in all five compulsory subjects: English, Urdu, Maths, Pakistan Studies and Islamiyat and any two subjects out of the remaining subjects which include General Science, computer studies, art, stem, and public speaking.

### **Full School Academic Blazer/Gold Medal for O Levels**

The recipients of this award must have achieved A/A\*s in ALL subjects in the two end-semester exams during an academic year and must join NGS A-Level programme.

### **Full School Academic Blazer/Gold Medal for A-1**

The recipients of this award must have achieved at least 8 A/A\*s in the CAIE O-level examination.

### **Full School Academic Blazer/Gold Medal A-2**

The recipient/s of this award must have achieved A/A\*s in all subjects in the end semester 1 & 2 exams

### **Full School Sports Blazer/Gold Medal**

This is awarded to students with outstanding sports achievements according to the criteria set by the Sports Committee at NGS.

### **School Co-curricular Blazer/Gold Medal:**

This is awarded to students who win first positions in inter-school competitions in dramatics /debates and other co-curricular activities.

## **CHECKLIST FOR THE END OF THE ACADEMIC YEAR**

### **Instructions for the Teachers**

At the end of every academic year, school teachers should complete the following tasks:

1. Booklists for each class should be reviewed and handed over to the respective coordinators.



2. All exams must be checked and should immediately be reviewed by the Coordinators/Heads. All portal entries must be completed.
3. All Revision Planners/Course Diaries and Course Files must be updated and submitted to the Coordinators/Heads/LRC.
4. **Middle School:** All lesson plans must be ready by the given date. The Coordinator will meet with the teachers individually to discuss their lesson plans. Each teacher will be given a deadline for the submission of his/her **final lesson plan** in the meeting with the Coordinator.
5. Re-Tests of Mathematics, English, Urdu, Pakistan Studies, and Islamiyat for O1 and Maths English, and Urdu for the Middle School along with the lists of students to be re-tested, must be submitted to the Coordinators/Heads. The re-test forms must be filled out by the subject teachers and handed over to the Coordinators.
6. Before the summer break, all Class Teachers must ensure that the Notice-Boards/Desks etc., in the classrooms are cleared.
7. Clearance from the library (upon submission of Borrowed Books/Course-Diaries/Planners) should be obtained. If a teacher requires a resource for the summer break, it will be re-issued to him/her under the new Academic Year.
8. All teachers must clear their accounts with the canteen if any.
9. Lockers need to be emptied and keys handed over to Building Manager before leaving for summer break.
10. Orientations for Class 6 and O1 should be decided.
11. Teachers should be informed of the school reopening date for the following academic year.
12. If needed, teachers May be called to the campus in the Month of June 2023 for any relevant work.

### **COMPUTER LITERACY POLICY**

In order to professionally carry out all operations at NGS, all teachers must have proficiency in the following areas:

1. Ability to navigate and perform essential tasks on the Windows 10 operating system.
2. Understanding how to create, organize, and manage files and folders on a computer.
3. Knowing how to browse the web, search for information effectively, and use browser features like bookmarks, tabs, Google Drive, downloads, uploads, and similar functions.
4. Being able to create, send, receive, and organize emails, as well as manage attachments.
5. Competence in using Microsoft Office products, especially MS Word to create, format, and edit documents, and basic knowledge of Excel worksheets.
6. Preparing PowerPoint presentations is a must.
7. Additionally, everyone should be able to type 40 words per minute or more.

8. Familiarity with using communication tools like instant messaging, Zoom meetings, and Google Meet.
9. All teachers will be required to learn the basic features of School's online portal and any other online platform used by the school.