**I. CHARACTERISTICS OF A GOOD SCHOOL (1)**

**II. STRATEGIC PLANNING (2)**

**III. REQUISITES OF A GOOD PRINCIPAL**  **(3)**

**Responsibilities**

1. Academic responsibilities
2. Non-academic responsibilities
3. School administration
4. Financial administration
5. Responsibility regarding department of education
6. Planning
7. Formation of different committees
8. Timetable—for a proper and effective teaching teachers are needed to be in adequate numbers (8).

**IV. VICE PRINCIPAL/S**. (4)

**V. TEACHERS**

1. Requisites of a good teacher (5)
2. Grooming of teachers. (6)
3. Policy for guest teachers (50)
4. Award scheme for teachers (28)

**VI. STUDENTS**

**VI. (A) Academic aspect**

1. **Technology based education; (11)**
2. **Smart class (13)**
3. **Computers (10)**
4. **AV room (12)**
5. **Robotics (48)**
6. **Regular-monitoring of education (19)**

* What is monitoring?
* Monitoring by an external authority.
* School broadcast system. (20)
* Teacher’s self assessment during teaching learning process, monitoring in the classroom.
* Surveillance through CCTV (21).
* Classroom audio technology (22).
* Inspection of school at least once a year (23).

1. **Coaching**

* **Emphasis at 9th and 10th class coaching (26)**
* **Special coaching of meritorious students of class 11th and 12th.**

1. **Counseling**

* **Counseling of individual students and in groups. (38)**
* **Career counseling**

1. **Career options**

* **after 8th, 10th and 12th.**
* **ITI,**
* **Polytechnics,**
* **Distant education and regular courses in colleges. (39)**
* **Foreign destinations**

1. **Teaching of Math, English**

* Mathematics (15)
* Teaching of Mathematics deserve a systematic approach (16)

1. **Efforts to improve English speaking skills (17).**
2. **Up-gradation of science labs (53).**
3. **Motivation of students**

* Motivation of students (32)
* Motivational speeches by various personalities (33).
* Motivation is the responsibility of teaches (34).

1. **Participation of students in various other activities (37)**

* National Cyber Olympiad
* Quiz competition
* National Talent Search Examination (NTSE)

1. **Activities to say in lime-light (49)**

* Environment related activities.
* Blood donation camp.
* Inter school science-mela.
* Civic sense and safe driving. Participation in awareness programme held by Delhi Police.
* Painting competition.

1. **Talent search (30)**
2. **Personality development (31)**
3. **Award for students (27)**
4. **Discipline (40)**

* Control of indiscipline.
* Classroom discipline in absence of teacher.
* Role of students in maintaining discipline
* Cell-phone Policy—incidences of indiscipline (29).

1. **Introduction of foreign language (46)**

* French, German, Arabic.

1. **Examination Exertions (35)**

* Exam stress and management
* Guidance for preparation of exams
* How to perform in exams
* Fear factor during exams and its management
* Important points to keep in mind while writing in exam (or board exams)
* What to do after board exams
* Exam stress and management

**VI. (B) Sports (24)**

* Sports development
* Team and individual games
* Sports timetable along with games elaboration

**VI. (C) Co-curricular activity (25)**

* Importance of co-curricular activities
* Urdu Bazm-e-adab
* Hindi Sahitya Sabha
* Drama club
* Science club
* Commerce club
* Eco-Green club
* Speeches in Urdu, Hindi and English.

**VI. (D) Associated Pursuits**

1. **School health programme (41)**
2. **Annual Cultural Programme (44)**
3. **Sports day (45)**
4. **Importance of academic Library in the school (54)**

**VII. PARENTS**

* **PARENT-TEACHERS’ ASSOCIATION (36)**

**VIII. FORMATION OF DIFFERENT COMMITTEES**

1. **Managing committee (9)**

* **Scheme of management**
* **Manager**

1. **Property maintenance committee (42)**
2. **Academic excellence committee (18)**
3. **Sports regulatory committee (24)**
4. **Co-curricular activities committee (25)**
5. **Discipline committee (40)**
6. **Management of purchase of different items (43)**
7. **Financial management committee (52)**
8. **Legal committee (51)**
9. **Staff recruitment committee (47)**
10. **Curriculum reformation committee (57)**
11. **Any other committee as per requirement**

**IX. SOFTWARE REQUIRED**

1. **ENTERPRISE RESOURCE PLANNING (ERP) (14)**
2. **CAREER COUNSELING**