

BANASTHALI PUBLIC SCHOOL

G-Block, Vikas Puri, New Delhi-110018

Circular No. BPS/20-21/64

Date: 28.12.2020

GUIDELINES FOR STUDENTS OF CLASS XII REGARDING THE SUBMISSION OF PRACTICAL NOTE-BOOKS AND PROJECT FILES

Dear Parent/Student,

You are required to visit the School on **31st December 2020 (Thursday)** between **12 Noon to 2:00 P.M.**, to:

- (i) **Submit the Practical Note-Books and Project Files of all the Subjects** for grading of the Internal Assessment.
- (ii) Submit the Hand Written originals of Answer Sheets of Mid-Term Examination 2020-21, in a Single Folder, as per the given guidelines.
- (iii) **Clear the School Fee Dues** up-to March 2021 (if any).

Following are the guidelines to be followed by the students:

1. The handwritten Answer Sheets of Mid Term Examination are to be arranged and submitted along with the INDEX Page as per the guidelines given (**Annex. A**).
2. The Practical Note-Books and Project Files of all the Subjects should be complete in all respects as guided by Subject Teachers along with its INDEX PAGE.
3. The Practical Note-Books and Project Files should be neatly covered and well labeled with:
 - (a) Name of Student:
 - (b) Admission No.:
 - (c) Class: Sec.:
 - (d) Subject:
 - (e) Session: 2020-21
4. Make a **separate** Index Page and arrange the files to be submitted, as per the given sequence of subjects. (**Annex. B**).
5. Please underline & tick the subject opted e.g. if you have opted for MATH then MATH / HINDI
6. **Duly fill the blank fields before submission** (Attached is the template for Printout).

Kindly Note:

- For Submission, student should come in **School Uniform along with MASKS and screen shield**.
- Kindly adhere to the timings strictly as school is determined to maintain social distancing.
- Either of Student or Parent should come for submission.
- **BEING TIME BOUND PROCESS, IT IS MANDATORY FOR STUDENTS TO SUBMIT THE PROJECT FILES, PRACTICAL NB & HAND WRITTEN ANSWERSHEETS AS PER THE GIVEN TIME SCHEDULE.**
- **NO OTHER DAY/TIME SLOT WILL BE ALLOCATED FOR THE SUBMISSION.**

Principal.

INDEX FOR MID TERM EXAMINATION ANSWER SHEETS

1. **CLASS:** XII 2. **SECTION:** _____
3. **ADMISSION NO.:** _____ 4. **STUDENT'S NAME:** _____
5. **DATE OF SUBMISSION:** _____

S. NO.	SUBJECT
1	ENGLISH
2	PHYSICAL EDUCATION
3	MATHEMATICS / IP
4	ACCOUNTANCY/ PHYSICS / POL SCIENCE
5	ECONOMICS / CHEMISTRY
6	HINDI
7	BUSINESS STUDIES/BIOLOGY/COMPUTER SCIENCE

SIGNATURE OF STUDENT: _____

INDEX FOR PRACTIAL/PROJECT FILES SUBMISSION

1. CLASS: XII (A/B) 2. STREAM: COMMERCE
 3. ADMISSION NO.: _____ 4. STUDENT'S NAME: _____

S. NO.	SUBJECT	DATE OF SUBMISSION
1	PHYSICAL EDUCATION	
2	ECONOMICS	
3	ACCOUNTS	
4	BUSINESS STUDIES	
5	MATH / HINDI/ INFORMATICS PRAC.	
6	GENERAL STUDIES/ GENERAL COMPUTER (If not Submitted)	
7	MID TERM EXAMINATION ANSWER SHEETS	

SIGNATURE OF STUDENT: _____

INDEX FOR PRACTIAL/PROJECT FILES SUBMISSION

1. CLASS: XII (C) 2. STREAM: SCIENCE
 3. ADMISSION NO.: _____ 4. STUDENT'S NAME: _____

S. NO.	SUBJECT	DATE OF SUBMISSION
1	PHYSICAL EDUCATION	
2	PHYSICS	
3	CHEMISTRY	
4	BIOLOGY / COMPUTER SCIENCE	
5	MATH / HINDI	
6	GENERAL STUDIES/ GENERAL COMPUTER (If not Submitted)	
7	MID TERM EXAMINATION ANSWER SHEETS	

SIGNATURE OF STUDENT: _____

INDEX FOR PRACTIAL/PROJECT FILES SUBMISSION

1. CLASS: XII (D)

2. STREAM: HUMANITIES

3. ADMISSION NO.: _____

4. STUDENT'S NAME: _____

S. NO.	SUBJECT	DATE OF SUBMISSION
1	PHYSICAL EDUCATION	
2	ECONOMICS	
3	POL. SCI.	
4	HINDI	
5	MATH / IP	
6	GENERAL STUDIES/ GENERAL COMPUTER (If not Submitted)	
7	MID TERM EXAMINATION ANSWER SHEETS	

SIGNATURE OF STUDENT: _____