

## PORTFOLIO MANAGEMENT

### **House System**

The tradition of House System is an important part of school education. The system is essentially the backbone of the discipline of the school. It provides opportunities for students to develop all aspects of their growth and learning i.e. personality, morality, creativity, knowledge and skills. It promotes values of fair play, teamwork, camaraderie, citizenship, mutual responsibility, self discipline, initiative, perseverance and resilience. Participation in House activities contributes to excellence in academic, social, sporting and cultural fields. The House system is all about unlocking student potential and creating a sense of belonging, identity and pride.

There are five Houses namely Enterprise, Dignity, Freedom, Courage and Modesty. Students are grouped according to following classes.

<b>Group</b>	<b>Classes</b>	<b>Group</b>	<b>Classes</b>
? Sub Junior	II & III	Sub Senior	VII-IX
? Junior	IV-VI	Senior	X-XII

A. Each group except 'Sub Junior' has its own **Student Council** of students of classes VI / IX / XII consisting of:

1. Head Boy
2. Head Girl
3. Deputy Head Boy
4. Deputy Head Girl
5. Secretary (Boy)
6. Secretary (Girl)
7. Deputy Secretary (Boy)
8. Deputy Secretary (Girl)
9. Canteen Manager (Two Boys)
10. Canteen Manager (Two Girls)
11. Floor Manager (Boy)
12. Floor Manager (Girl)
13. Discipline Manager (Boy)
14. Discipline Manager (Girl)

The Senior Student Council has corresponding members from Class XI too.

B. **Floor Representatives:** 5 from each class (One from each House). Other than Council members, there are 5 Floor Representatives from a class (one from each House) for each floor who are on duty on rotation basis throughout the session.

C. Besides this, each House has a very active **Prefectorial Board** which manages discipline, morning assembly and other activities of its group during the House duty tenure.

Each House consists of:

<b>Prefects</b>	Boys (Two)	From classes VI/IX/XII
	Girls (Two)	
<b>Vice Prefects</b>	Boys (Two)	From classes V/VIII/XI
	Girls (Two)	

The Student Council Members and Prefectorial Board is expected to discharge their duties sincerely and with responsibility failing which they shall have to forego their designation. However outstanding discharge of duties will be duly awarded.

The team is supported and guided by House teachers who have also been grouped accordingly.

#### **House duty includes**

- Checking of uniform/haircut/shoes
- Wearing of House Badges
- No movement during prayer
- No movement during period change
- Dispersal of students
- Ground/Canteen duty
- Ensuring Cleanliness
- Use of dustbins
- Movement in queues
- Management of latecomers
- Maintenance of Bulletin Boards
- Display of Prefectorial Board
- Board on significant days during duty tenure
- Conducting Assemblies
- Conducting Special Days

#### **House Projects**

Each House is assigned a project for a session in which students and teachers of the House work together and initiate activities to sensitize and bring commitment in students for school, society and nation.

The House is expected to submit a report of the activities undertaken under the project, new initiatives taken, details, outcome and future agenda.

#### **Best House of the Year Trophy**

Houses will be judged on the following parameters

- 1) Presentation of Boards
- 2) Discharge of Duties
- 3) Conducting Assemblies/Events

- 4) Project Work
  - 5) New Initiatives taken
  - 6) Performance of students in Crosswords, Inter House Competitions and Spectrum
  - 7) Organisation and Presentation of House Assembly
  - 8) Maintenance of House Record File
  - 9) Work on tagline and blog
  - 10) House Meetings
- \* **Best House of the Year** will be announced and felicitated on respective Investiture Ceremony Day.
- \* Students who give commendable House Duty will be awarded **Certificates of Appreciation**.

#### House Calendar 2019-20

S.No.	No. and Name of House (Colour, Tagline & Project)	Tenure I	Tenure II & III
1.	II Enterprise (Orange) Explore New Vistas Project - Reach Peace, Teach Peace	1 April - 24 April 2019	13 Sept. - 11 Oct. 2019 1 Feb. - 7 Feb. 2020
2.	III Dignity (Red) Foster Leadership Project - Dirt Hurts, Be Alert	25 April - 17 May 2019	14 Oct. - 7 Nov. 2019 10 Feb. - 15 Feb. 2020
3.	IV Freedom (Yellow) Manifest Potential Project - Stay Strong, Live Long	1 July - 23 July 2019	8 Nov. - 3 Dec. 2019 17 Feb. - 22 Feb. 2020
4.	V Courage (Green) Surge Ahead Project - Be a Buddy, Not a Bully	24 July - 17 Aug. 2019	4 Dec. - 27 Dec. 2019 24 Feb. - 29 Feb 2020
5.	I Modesty (Blue) Help Ever - Hurt Never Project - Stop Neglect, Protect before you Connect	19 Aug. - 12 Sept. 2019	28 Dec. 2019 - 31 Jan. 2020 2 Mar. - 7 Mar. 2020

#### **Class Representatives**

Two students from each section of a class are selected as CR by the Class Teacher in consultation with subject teachers. Duties of CR include

- to manage the discipline of the class
- check ill behaviour and use of abusive language
- ensure neatness of class and surroundings

- check uniform
- maintain healthy decorum of the class
- ensure use of class-pass by students of the class
- to set a good example through self exemplary behaviour
- check possession of prohibited material

**Bus Representatives**

Four students (one each from classes III, VI, IX and XI) are appointed as BR by Bus Incharges. Duties of BR include ensuring that no student

- causes indiscipline in bus
- litters in bus
- causes damage to bus
- misbehaves with driver/attendant/other students
- reserves seats
- pushes or shoves while boarding or getting down the bus
- puts any part of body out of window
- breaks queues

**Note**

All students assigned any of the above roles are expected to discharge them with sincerity, honesty and responsibility. If students fail to do so, they shall be replaced by other students.

**Executive/Core Group**

The Executive Group and the Core Groups are expected to work hand in hand in the discharge of all duties and contribute in making school an ideal seat of learning for all.

- Student Council members (classes VI, IX, XII) - Executive Group
- Student Council Members (Class XI) - Core Group
- Prefectorial Board - Core Group
- Floor Representatives - Core Group
- Class Representatives - Core Group
- Bus Representatives - Core Group

**Spectrum - Inter House Fest**

Spectrum will include inter House competitions and sports matches for students of class XI. Winners will be felicitated.