

Selection of Student Leaders and Election policy

VISION

Our vision is to be a globally renowned academia fostering excellence in future – ready robust pedagogy and profound learning environment to disseminate values of academics freedom and the spirit of collaboration and innovation. To develop an ethos of entrepreneurship and build ethical future enterprise leaders who add value to society, spearhead in nation building.

MISSION

Our mission is to impart quality value based education of international standard and focus on holistic development of the students imbining skills for solving real life problems. Along with our clean and green campus – our infrastructure offers homey stay, hygienic food. It's our priority to engage all our staff from ground level to top management as a family to ensure that all students make a smooth transition to our institution and do not feel alone.

OBJECTIVES

1. **Promotion of value education and community service** : to impart values such as resilience, determination, confidence, and creative & critical thinking, to develop good social skills and the ability to form good relationships, to promote participation in community life and fulfilment of civic and social responsibility.
2. **Instilling cultural, linguistic diversity and heritage** : to instil the importance of inclusion within society of different groups and persons with different personal characteristics, the diversity of society, cultural knowledge, various languages, India's cultural values, history and its rich heritage, yoga, Ayurveda and holistic living, to implant cross cultural dexterity.
3. **Cognitive Acceleration Program** : To encourage schema (class preparedness), cognitive conflicts (make the children face challenges and to solve problems in collaboration), social learning, meta cognition (knowing about knowing), bridging (transferability of knowledge), teacher mediation to master learning.
4. **Internationalism and Entrepreneurship**: To promote global citizenship, globalization and sustainable future, physical & psychological health, inter personal skills to enhance employability skills.
5. **Nurturing Leaders**: To instil leadership qualities, to foster the physical, intellectual, technological, social, emotional, and artistic development of the students, develop self-discipline and personal responsibility, to promote creativity, effective communication, and critical thinking skills, to have a strong student leadership program with active involvement of students of all age groups.

6. **Multi literacy:** To develop the ability to interpret, identify, create and communicate meaning across a variety of visual, oral, musical and alphabetical forms of communication.
7. **Curriculum and learning atmosphere :** To build a curriculum leading to experiential learning and to have multiple curricula, to provide clear learning outcome, detailed instructions and assessment for all courses to ensure course mastery, student success, to offer a dynamic, interactive educational environment that engages students in the learning process, to promote inter-disciplinary learning, to review and update curriculum, instruction, and assessment in a regular cycle.
8. **Assessment practices:** To support every child's individual strength, Self-assessment, Peer assessment, learning how to give feedback.
9. **Teach less and learn more strategy:** To reduce lecturing from podium, to increase quality of education not quantity.
10. **Technology and digitalization:** To use technology to create effective modes and means of instruction and expand access to learning, to educate the students in futuristic technologies, to have robust digital infrastructure.
11. **Safe campus:** To be a residential school of international standard providing safety and security, in a healthy and hygienic atmosphere.
12. **Community partnership:** Cultivating the educational partnership among home, school, and community, nurturing a culture of collaboration, collegiality, and mutual respect
13. **Professional Development:** Implementing professional development for the staff that is essential for effective instruction and improved student learning.

14. CORE VALUES (SPIRIT OF PSSEMRS)

1. Metacognition –

- a) Knowing about knowing
- b) Learn until perfection is achieved.

2. Growth mindset

- a) Understand that we are continually learning
- b) Helping each other learn and succeed

c) Healthy competition.

3. Pursuit of excellence

- a) Resilience in every action
- b) Greatest involvement to pioneer
- c) Act with responsibility and compassion

4. Uncompromising integrity

- a) Act with fairness
- b) Maintain transparency
- c) Unyielding integrity

Selection of Student Leaders and Election policy

Rationale

Student leadership is not only about ‘formal’ leadership programs. Students can be leaders in the classroom, through their actions in the playground, through their support for others, or their involvement in academic, sporting, cultural or local community events or projects. Providing students with authentic leadership opportunities is an important part of their development, allowing them to develop confidence, personal strength, commitment, initiative and responsibility. At PSSEMR School we provide opportunities for meaningful student participation and leadership, including student voice and decision making.

We do this by:

- Valuing and engaging student voice within teaching and learning, school planning,
- Operations and governance.
- Involving students in conversations and decisions about what and how they learn.
- Developing student participation and leadership skills to support our students’ active citizenship.
- Providing inclusive student leadership opportunities within the classroom, school and wider community.
- Providing opportunities for student participation and leadership that celebrate difference, diversity and recognize, respect and respond to identity and cultural background.
- Providing opportunities for all student to actively contribute to the school and their community through mentoring, student service learning and volunteering.

At PSSEMR School we recognize that every student has the capacity to lead. By providing diverse opportunities within our framework of safe, respectful learners, and with the support of teacher mentors, we enable our students to be self-aware, build positive relationships and actively contribute to the school, the community and the society in which they live. The directions in this document are based on the belief that the whole school community benefits when students, staff and community work together in maximizing opportunities for our children to reach their full potential through active participation and leadership.

Our school offers formal leadership positions for students. A girl or a boy who is elected for the following positions:

Student Leadership Framework

<ol style="list-style-type: none">1. CBSE School Captain2. IGCSE School Captain3. PUC Captain4. School Sports Captain5. PUC Sports Captain6. School Cultural Captain7. College Cultural Captain8. Gandhi House Senior Captain9. Gandhi House Junior Captain10. Raman House Senior Captain11. Raman House Junior Captain12. Vinoba House Senior Captain13. Vinoba House Junior Captain14. Tagore House Senior Captain15. Tagore House Junior Captain16. WordsWorth Student Coordinator17. Chitrakuteera Student Coordinator18. Nirthyaloka Student Coordinator19. Anvesha Student Coordinator20. Rangamancha Student Coordinator21. Swarasngama Student Coordinator22. Biosphere Student Coordinator23. Heritage Student Coordinator	<ol style="list-style-type: none">24. BH 1Prefect25. BH-2 Prefect26. BH-3 Prefect27. BH 4 –Prefect28. BH5 –Prefect29. GH -1 Prefect30. Editorial Committee Prefect –CBSE31. Editorial Committee Prefect –PUC32. Editorial committee Prefect –IGCSE33. Assembly Prefect (Senior School)34. Assembly Prefect (Junior School)35. Assembly prefect (IGCSE)36. Campus Cleanliness Audit Prefect37. Campus Gardening Audit Prefect38. Mess Audit Prefect39. Laundry Audit Prefect40. Discipline Prefect41. Student grievance Prefect.42. Public Relations Prefect43. Scouts Captain44. Guide Captain45. NCC under Junior Officer
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However the elections will be conducted only for the following portfolios

1. CBSE School Captain
2. School Sports Captain
3. College Cultural Captain
4. IGCSE School Captain
5. PUC Sports Captain
6. PUC Captain
7. School Cultural Captain

ELECTION CODE OF ETHICS

All participants in the election process are entrusted with the responsibility to uphold and promote five fundamental values: Honesty, Trust, Respect, Fairness, and Responsibility. These core elements foster an atmosphere in all educational endeavours, including the election process that serves as a foundation for the highest standards of conduct and guides the participants' academic, professional, and personal growth. Endorsement of these core elements strengthens the integrity and value of the election process.

Student leadership team member selection criteria -

The selection requirements for these positions are outlined below.

Guidelines:

All candidates **MUST** have and maintain 70 percent or above. All candidates **MUST** have completed at least one year of study at PSSEMR Students may only hold one leadership position at a time.

Each leadership position will be made available for boys and girls, unless there are no students of a particular gender wishing to apply for the position or there is a gender imbalance. Eligibility for a student leadership/council position will be determined collaboratively by the Dean senior Principal, Principal vice Principal and the academic heads at the time of nomination. If there are concerns about the suitability of a nominated student for the role then this Team will consult with the student, outlining any concerns and reasons for the decision. The responsibilities and opportunities attached to each leadership role will be made clear to students before voting occurs. Students will be expected to follow the Student election and campaign code of conduct. Student who are not upholding the Code of Conduct will receive consequences consistent with the school's discipline policy.

Election Committee

1. There shall be a Returning officer appointed by the Dean, who shall be responsible to conduct the elections under this constitution.
2. The Returning Officer shall then in consultation with the Dean, if he deems necessary, appoint an election committee or advisor to the Returning officer and shall be duly communicate about the appointed persons to the student body.
3. Election committee shall have its own email id and all communications shall be made through this official id only.

Selection Process for Student Council

- **Announcing Elections and filing nominations-**

To begin, the Head of the school must announce election time line (Annexure-1) which includes the prefixed date and time for the elections, the last date for filing nomination papers, Campaigning, Counting, the result declaration and the name of the returning officer and the members of the Election Committee' that will oversee the election processes.

The committee can ask the school's communication department (school magazine, newspaper, website department or cultural desk) to design posters (annexure-2) that can be put up on the school notice boards. The posters should call on interested candidates to submit their nominations. The poster should also include eligibility criteria for candidates, such as academic record, minimum age/class and other requirements.

The students of class 6, 9 and 1st PUC are informed of Student Leadership/council Election process from the start of the new school year. A meeting is convened with class 6, 9 and 1st PUC students to present criteria and guide lines of leadership process. School/college principal speak with students about the role and the responsibilities of this position.

- **Nominations open**

One nomination per student will be accepted Students/Peers nominate others / themselves. The students of class 6th , 9th and 2nd PUC who are willing to nominate themselves as candidates for the elections of the student council shall file the nomination form (Annexure-3) (along with the position paper)and submit it with the election committee in accordance with the rules of the election committee. The student will be required to produce the Character bonafide certificate (annexure-4) signed by the class teacher and The Principal. The Character & bonafide essentially testifies for a clean character of a person and attests to the

fact that there have been no bad records against the said individual.

The election committee shall, after receiving nomination forms, verify its authenticity by cross checking it with the previous records of the candidates.

The election committee shall notify those nomination forms which have passed the verification procedure. If it is found by the election committee that any information furnished by the student is false, his/her candidature shall stand cancelled. The election committee shall notify the student whose candidature has been cancelled, the reasons behind the cancellation.

If the student thinks that the cancellation is unjust, he/she shall bring it to the notice of the election committee within 12hrs of the notification of cancellation of his candidature, which shall conduct a meeting and decide upon the issue within 24hrs from the time of report of the issue.

If there are more candidates seeking nomination for the same position. , the default process will be to accept all candidates, then the selection panel consisting of the Dean, Senior Principal, Principal, vice principals, HOD'S and Teacher representative, convene to short list candidates. Applicants will be ranked according to criteria and passed onto selection panel. They consider each nomination's eligibility, before creating the ballot. Successful candidates are notified. The Election Committee will certify the eligibility of all candidates by the end of January. Only candidates certified by the Election Committee will be eligible to be elected. There will be no write- in candidates.

- **Withdrawal of candidatures**

A candidate can give notice of withdrawal (Annexure-5) only after the scrutiny of nominations is over; such notice can be given on the date of scrutiny after the scrutiny is over or on the next day. Once a candidate has validly withdrawn, he cannot be allowed to cancel such withdrawal and continue as a candidate. The notice of withdrawal can be delivered before 1pm in the afternoon of the last date fixed for the withdrawal of candidatures

Student election and campaign code of conduct

- **Introduction**

This Code of Conduct (Code) applies to all students involved in the conduct of elections or election campaigns held in respect of elections for student positions on PSSEMR School student council committees. The purpose of this Code is to promote fairness and preserve the integrity of student elections and election campaigns while at the same time encouraging candidates and their supporters to maintain a spirit of friendly competition and respect for the election process.

- **General Principles**

The School expects all people involved in election campaigns (including candidates, returning officers, scrutineers, campaign officials, candidates' supporters and voters) to conduct themselves in an ethical and honest manner and not to engage in any behavior that causes or could cause unreasonable disruption to, or compromise the integrity of, an election or election campaign, including through use of social networks such as Facebook. Any campaign materials or activities must conform to this Code and must not contain images or language, or promote behavior, that causes offence or that are misleading or defamatory.

- **Campaign materials**

All the campaign materials are submitted to the returning officer for approval prior to dissemination or publication.

All campaign material must be vetted by the returning officer before the campaigning process.

All Nominees, before the beginning of the campaign process, must inform the Returning Officer of all media intended to be used for campaigning.

The selected Candidates design a campaign poster which will be displayed for a week for students to peruse. The poster needs to contain:

- ✓ Name in big, bold writing
- ✓ A current photograph
- ✓ Information about:

The candidate's contribution to the school and school community. What the candidate believes a student leader does and the responsibilities student leaders have. Why students should elect the candidate; and What improvements the candidate could implement at the school for their peers.

Posters may only be placed in or affixed to general notice boards and display areas of the school buildings. Only materials such as "push pins/ notice board pins" may be used to affix posters (sticky tape and other bonding materials are not permitted as they can damage surfaces).

Limited number of pamphlets or flyers are allowed. Pamphlets or flyers may only be distributed by hand or left in common areas within the school, provided they are not left in an area or a manner where they can be blown away or disturbed. These must be collected at the end of each day. Campaign brochures or flyers may not be placed on motor vehicle windscreens or left on seats

- **Posters, Brochures or flyers or other hard copy campaign materials must not be placed or affixed**

- ✓ In areas used for teaching or co-curricular activities, such as assembly area, auditorium, laboratories, libraries and so on;
- ✓ At entrances to campuses;

- ✓ To any external fixtures (such as gates or poles) or landscape features (such as trees); or
- ✓ On glass (such as windows and doors).

If students wish to use the internet (i.e. web pages, emails, social media) to help with their campaign they are not permitted to suggest any representation of the school. Specifically, the school's name and/or logo may not appear anywhere on the website or in the message.

Campaign materials may not be distributed or brought inside any polling booth.

Non-electronic campaigning (such as distribution of pamphlets) is not permitted outside the boundaries of the school block, including at nearby mess, dining hall, sports ground, gym and other places where students congregate.

Any campaigns conducted on campus must be done in a manner that does not cause any obstruction or unreasonable disruption to others. Unauthorized removal, defacing or pasting over campaign materials of other candidates is strictly prohibited.

Campaigning in classes is not permitted unless the individual teacher or staff member in charge of that activity first gives his/her express consent. Any consent is conditional upon the campaign not interfering with the running of the class and may be withdrawn at any time.

Campaigning is expressly prohibited in any libraries, computer laboratories and any designated study areas of the school. On the final day of campaigning all Nominees are responsible to remove all paraphernalia from ALL platforms used to campaign. Failure to comply with this requirement will lead to the Returning Officer withdrawing such a Nominee from the race with immediate effect

Presentation of Speeches:

Candidates will then present an election speech which is not longer than 2 minutes in length to the students and the teachers during assembly

The speech is to focus on the appropriate attributes and qualities the student will bring to the leadership position within the school.

No props or PowerPoints will be used. The speech should outline:

- The candidate's beliefs being a student leader;
- Why the candidate should be elected as a student leader; and
- What improvements the candidate could implement.

One day before the speech is presented, each candidate must show and provide a photocopy of their speech to the Principal to ensure it meets the above requirements. The speech cannot be changed after this date.

Candidates shall not engage in election fraud which includes:-

- a. Soliciting a voter to misrepresent their identity when voting
- b. Providing or offering something with the intention of using bribery to solicit votes
- c. Knowingly providing false or misleading information to the returning officer, if the candidates do so they will be disqualified from the elections.

The following behaviors are strictly prohibited:

- (a) Using any means (including bribes, bullying, harassment or threats) to induce or intimidate a student to vote for a particular candidate or group of candidates;
- (b) Canvassing votes within six (6) meters (or, if specified, another distance stated in the relevant election Procedures) of a designated polling booth or a computer facility provided by the school to enable students to cast electronic votes

All Nominees shall have one (1) days to campaign to the student population. All Nominees must conduct their campaigns in accordance with the policies. All Nominees must present their manifesto to the student population during campaign period.

All Nominees must respect the other Nominees and their properties. All Nominees must build their campaigns around facts.

The Returning Officer reserves the right to withdraw any Nominee from the race if he/she finds that:

- ✓ The Nominee is hindering the process of a free and fair election. The Nominee has intentionally disregarded the policies.
- ✓ The Nominee intentionally disrespects another Nominee in any way or defaces the property of any other Nominee.
- ✓ If a Nominee has been removed from the race, it is the Nominee's responsibility to remove all campaign paraphernalia from all mediums used.

No candidate shall indulge in or abet any activity which may aggravate existing differences or create mutual hatred or cause tension between different castes and communities, religious or linguistic, or between any group(s) of students.

Adherence of these guidelines would be considered at the time of scrutiny of valid nomination. Any violation will lead to disqualification of contestants

After the campaign has ended the Returning Officer must ensure that all election facilities are in place for all registered students.

Elections:

The elections to the Student Council shall be conducted by an election committee formed within 7 days in the month of January.

Pre-Voting Procedures

- a) The election committee shall complete the election process within 7 days of its constitution and in no case, It shall delay beyond the month of January.
- b) For the elections to take place it would be mandatory to have a minimum of two nominations for one post. In case only one nomination is received the representative(s) shall be directly nominated by the Dean in Consultation with the election committee of the Student Council.
- c) Election committee shall prepare separate lists of boys and girls of every batch. This list shall be called "List of Voters." (**Annexure –6**)
- d) The election committee shall then prepare a "Vote Count List" (**Annexure-7**)
- d) If paper ballots are to be used, the following criteria must be met: The election committee shall get ballot Papers (**Annexure-8**).
- e) Paper ballots will be composed by the election committee and will list the nominees in alphabetical order
- f) There shall be a serial no. on every ballot paper for the purpose of transparency.
- g) Students of class 1 to 2nd PUC shall be eligible to vote in the election. Students cast their vote for their Respective representatives who will constitute the Student Council

Election Compliant

All election complaints must be submitted in writing on the election complaint form (annexure-9), and signed by the complainant.

This form must be submitted to election committee within _____ calendar days of the election. Violation or knowledge of such violation

Complaints will be reviewed and ruled upon within _____ calendar days following the receipt of the complaint. All complaints will be kept confidential unless the investigation itself or the eventual remedy might reveal the source. When confidentiality cannot be maintained for these or any other reason, the Election Committee shall notify the complainant of the circumstances and offer the complainant the opportunity to withdraw or amend the complaint.

Non-compliance or violations of the elections rules and/or the election and campaign code of conduct, may result in actions by the Election Committee ranging from oral correction to disqualification. The candidate found to be in violation will be notified immediately of the consequences.

Voting Procedures

The voting shall be done through secret ballot.

The dates and times of polling must be approved by the election committee, and must reflect good faith attempts to make polls as accessible as possible to all students. Information on polling hours and the locations will be released at least 2 days before the opening of the election. Polling hours will include at least one day of evening hours.

The voting as well as the counting of the votes shall be done consequently, without any breaks, in front of all the interested students and committee members on a date specified by committee.

If the election is conducted in class, each class teacher is given an appropriate number of ballot papers and conducts the election in their class room. After voting is completed, the teacher will collect all ballot papers for counting.

If the election is conducted in a polling place (Library, Auditorium, AV hall etc..) students are brought class by class to the polling place, where they receive instructions on how to vote, fill their ballot papers and return to class.

Every voter shall have the freedom to vote for any candidate, whom they deem fit to be a member of the student council. Each student is entitled to one vote per Office. Voters cannot vote for more than one candidate.

Each student shall be provided with one voting papers in which they shall mark the name(s) of the candidates to whom they want to cast vote.

Students may vote only once. To ensure that students do not vote more than once a student shall sign in front of his name in the "list of voters" before casting his/her vote.

The Returning Officer must oversee the election process to ensure that the process is carried out in a free and fair manner.

If the Returning Officer identifies that there are any irregularities in the election process, then he/she should report it immediately to the Dean for action.

Counting of Votes

Unfold and check each vote to see whether the ballot paper is 'formal'. A vote is formal when:

- The voter has filled in the ballot paper correctly; and/or
- The intention of the voter is clear; and
- There is no identifying mark on the ballot paper that means the vote is not secret. Sort the papers into two piles, formal and informal votes.

Count up the number of formal vote's record on the "Vote Count List". Collect the informal votes and put them to one side, as they will no longer be Included in the count.

A candidate receiving highest number of votes shall be elected to be member of student council.

The election committee shall count the votes by listing the number of votes allotted to candidates in the Vote Count List.

In case of a tie, the election committee shall recount the votes. If a tie exists even after recounting of votes, then the member shall be decided by draw of lots/ the deserved candidates shall be nominated by the election committee in consultation with the Dean.

Results shall be notified by the election committee to the students and the scanned copy of the vote count list should be put up in the notice board for the transparency.

The Election Committee will release the Certification of Election Results (Annexure-10) on the _____. The Board of election declares the results of the election. An election declaration constitutes conclusive evidence of the election and title of the holder to the office until reversed or set aside by the institution.

The election committee shall conduct the first meeting of the Student Council within 48hrs of the declaration of results (excluding Sunday and National Holidays) and decide the post of the office bearers.

Selected candidates will be expected to follow the Student Leaders' Code of Conduct (Annexure-11 and 11(a)). Student Leaders who are not upholding the Student Leaders' Code of Conduct will receive consequences consistent with the school's discipline policy.

Student Leaders breaking the Student Leaders' Code of Conduct will be counselled by the Principal about the implications for their leadership position.

Student Leaders may have their position suspended for a period of time or revoked, as determined by the Principal.

Selection of the student parliamentary members in case of non –election.

If Running an election across the whole school does not provide an opportunity for students to participate in the democratic process of choosing representatives for a range of purposes then, the authenticity of the representative role can be provided by, the teacher representatives who will attend a meeting headed by The Dean and The Principal. The Teachers of the particular unit, Grade 6 to 8 shall select the junior school student representatives. The Grade IX and X teachers shall select the senior school student representatives.

Elections will be held to choose Student representatives for a range of purposes. It is important to have a clear purpose for the Selection and ensure that the members are also clear about whom they select for various positions. There are many voting systems that can be used for conducting an election in a school, However, it is suggested that the most votes wins' method be chosen.

Procedures for the selection of student parliamentary members and must be made clear prior to the selection process as any attempt to make changes after the vote will compromise the election.

The procedure and qualifications for candidate selection need to be discussed and decided prior at school leadership level. A form can streamline the selection process, with accompanying qualifications outlined to

enable the members to select the deserving candidate

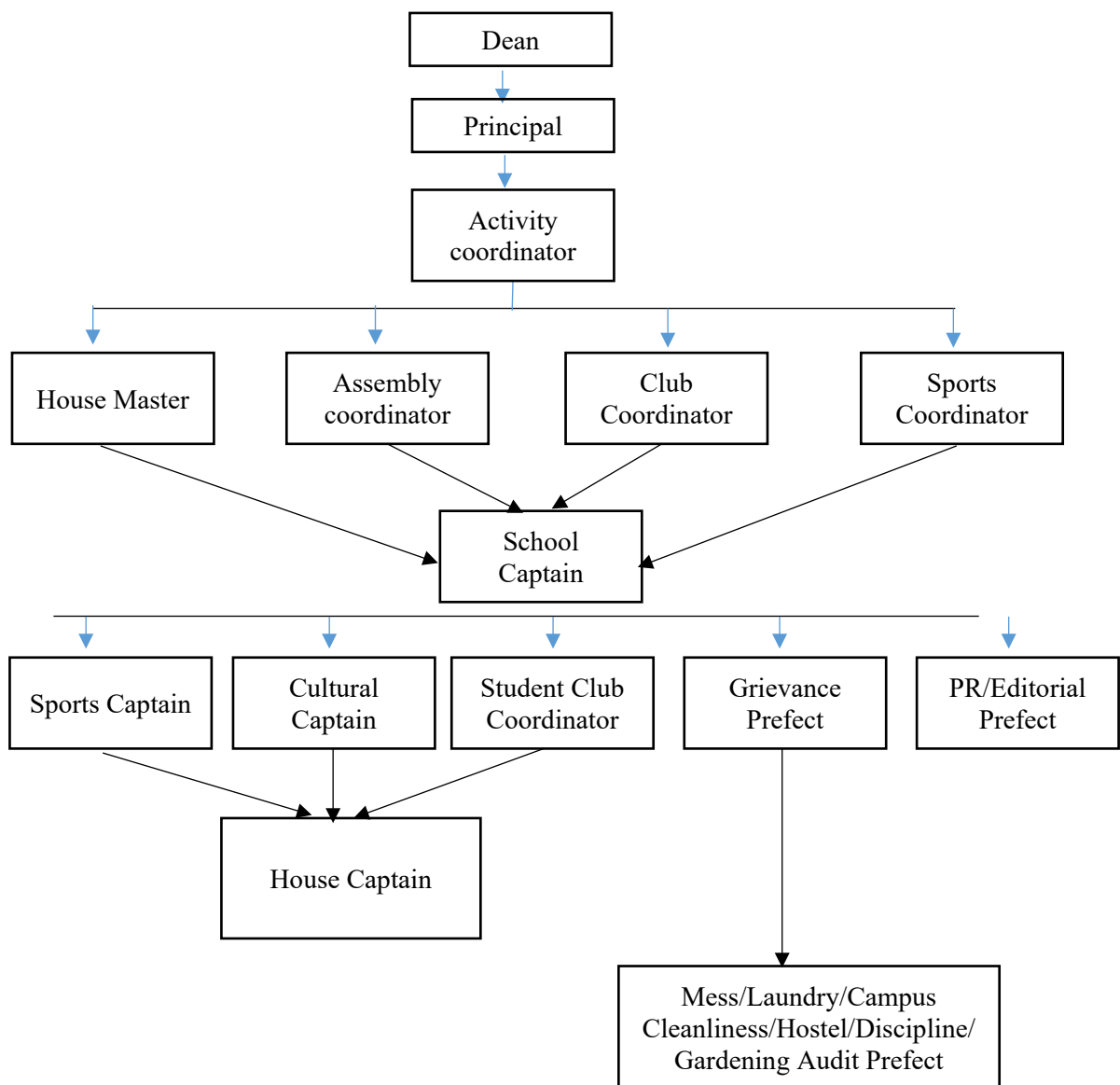
The procedures and formalities are designed to ensure a free and fair selection of student representative. The position papers submitted by the students to the election commission will be reviewed in the selection process. This enable the members of the election committee to select the deserving candidates.

To ensure the integrity of the election process, the staff must be willing to respect the outcome of the election and honour the elected representative fulfilling the agreed-to or specified role.

Passing of the mantle:

Once the results are declared and the newly elected students are officially announced, the school will lay the principles of passing on the mantle of leadership from the existing leaders to the newly elected student parliamentary members during the valedictory ceremony.

The newly elected student’s parliamentary members will be conferred with Badges and sashes officially during the Investiture Ceremony.





SMT. PARVATHAMMA SHAMANUR SHIVASHANKARAPPA

ENGLISH MEDIUM RESIDENTIAL SCHOOL

Tolahunse, Davangere-577 007.

 Cambridge Assessment
International Education
Cambridge International School

STUDENTS COUNCIL ELECTION 20__ TO 20__

ELECTION SCHEDULE FOR THE YEAR _____

Filing of Nomination Papers for the post of School/Campus/Community College representatives		
Scrutiny and Declaration of valid Nomination		
Withdrawal of Nomination		
Publication of Final List of Contestants		
Polling for Electing School / Campus / Community College representatives		
Counting of Votes & Declaration of result for School / Campus / Campus / Community College representative		
Nominations to be filed for office Bearers		
Scrutiny and Declaration of valid Nominations for Office Bearers		
Withdrawal of Nominations for Office Bearers		
Publication of Final List of Contestants for Office Bearers		
Election of office bearers to the Student's Council		
Counting of Votes and Declaration of results for office bearers to the Student's Council		

Returning Officer

PSSEMRS | CAMBRIDGE CAIE



VOTE

MAKE A CHANGE

**STUDENT COUNCIL
ELECTION 20__**



**YOU HAVE
A VOICE**



**MAKE THE
PLEDGE**



VOTE



SMT. PARVATHAMMA SHAMANUR SHIVASHANKARAPPA

ENGLISH MEDIUM RESIDENTIAL SCHOOL

Tolahunse, Davangere-577007.



STUDENTS COUNCIL ELECTION 20__ TO 20__

NOMINATION FORM

(To be filled by the candidate in his/her own handwriting)

I Wish to be considered for the Position of:

- School Captain
 Academic Captain
 Sports Captain
 Academic Captain

1. Name of the Candidate:

2. Father's Name:

3. Mother's Name:

1. Contact Address with Phone Number:

.....

5. Date of Birth:

6. Age (as on the date of nomination) :.....

7. Class: Sec :

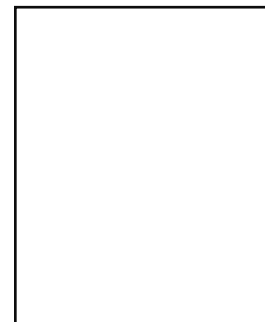
8. Class Roll Number : Enrolment Number (if allotted):

9. Percentage of Attendance up to the Current Session :

10. Year of Admission in PSSEMR :

11. Have you ever failed in any examination conducted by PSSEMR? Yes/No

12. Has any disciplinary action been taken against you leading to your
Expulsion/rustication from any of the educational institution attended? Yes/No



13. Have you ever been involved in use of unfair means during any Examination Conducted by PSSEMR ? Yes / No
14. Have you ever been found involved in Ragging (enclose the Character Certificate) ? Yes / No
15. Have you previously contested for Student's Council? (For PUC Captain) Yes / No
16. If yes Which office did you hold?
17. Academic performance in the previous academic session.
18. Any other relevant information you wish to furnish :.....

DECLARATION BY THE CANDIDATE

I, here by declare that the information(s) provided above by me are to the best of my knowledge and belief. I have submitted the relevant documents to support my candidature. In case any information furnished by me is found false or incomplete, my candidature be cancelled without any further obligation on the part of the school. I have gone through the eligibility criteria for contesting the election and I fulfil all the necessary conditions.

Date :

Time :

Place :

Signature of the Candidate

Enclosures to be submitted by the candidate:

1. Character / Attendance student certificate

Verification of Nomination

The nomination form of the candidate was scrutinized and his nomination was found:

- (i) Valid and Accepted
- (ii) **Invalid and Rejected** on following ground (s)

.....

.....

.....

Date:

Time:

Place:

Signature of Verifying officer

Certified as accepted / rejected

Election Officer



"POSITION PAPER"

Name :

How have you demonstrated the school values during your years at PSSEMR

Being a responsible role model is an important part of the position of school captain, Provide evidence of how you have demonstrated this.

Speaking publicly to a range of audience is also an important part of this role. Provide 2 Example of public speaking presentations you have delivered.

Demonstrate your willingness and preparedness to be involved in school activities. This may include sport, Performing arts, general curriculum and community events.

What will you bring to the role of school captain / Academic / Sports / Cultural

Student Signature :



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STUDENTS COUNCIL ELECTION 20__ TO 20__

ATTENDANCE CUM CHARACTER CERTIFICATE

Certify that Mr. / Mrs. _____ Studying in

Class _____ has secured _____ % of Attendance and he/she has no

academic arrears in all the previous examination. He/She Possess good Moral Character and has No

antecedents which should render him/her unsuitable for Student council Election_.

Place :

Date :

Signature of Principal



SMT. PARVATHAMMA SHAMANUR SHIVASHANKARAPPA

ENGLISH MEDIUM RESIDENTIAL SCHOOL

Tolahunse, Davangere-577007.



STUDENTS COUNCIL ELECTION 20__ TO 20__

WITHDRAWAL FORM

From
(Name of the Contestant)

Class

To
The Election Officer / Returning Officer

Sir,

Sub : Students' Council Election_____Withdrawal of the Nomination Reg.

_____ hereby withdraw the Nomination submitted for the Student's Council
Election_____ as a contestant for the_____ in the PSSEMR School

Place:

Date:

Time:

Signature of the Contestant


SMT. PARVATHAMMA SHAMANUR SHIVASHANKARAPPA
ENGLISH MEDIUM RESIDENTIAL SCHOOL
Tolahunse, Davangere-577007.

**Cambridge Assessment
International Education**
Cambridge International School

STUDENTS COUNCIL ELECTION 20__ TO 20__

Date: _____

STUDENT ELECTION BALLOT

Class: _____

Office / Position	Candidate Name	Mark Here
SCHOOL CAPTAIN CBSE/CAIE/PUC (Vote for One)		<input type="radio"/>
		<input type="radio"/>
		<input type="radio"/>
		<input type="radio"/>
ACADEMIC CAPTAIN CBSE/CAIE/PUC (Vote for One)		<input type="radio"/>
		<input type="radio"/>
		<input type="radio"/>
		<input type="radio"/>
SPORTS CAPTAIN CBSE/CAIE/PUC (Vote for One)		<input type="radio"/>
		<input type="radio"/>
		<input type="radio"/>
		<input type="radio"/>
CULTURAL CAPTAIN CBSE/CAIE/PUC (Vote for One)		<input type="radio"/>
		<input type="radio"/>
		<input type="radio"/>
		<input type="radio"/>

Signature

YOUR VOTES ARE APPRECIATED!



SMT. PARVATHAMMA SHAMANUR SHIVASHANKARAPPA

ENGLISH MEDIUM RESIDENTIAL SCHOOL

Tolahunse, Davangere-577007.



STUDENTS COUNCIL ELECTION 20__ TO 20__

ELECTION COMPLAINT FORM

Date election complaint form submitted election Coordinator _____

Candidate accused of alleged election violation: _____

Description of alleged election violation: _____

Provide a description and include copies of all evidence to be considered: _____

Date(s) of alleged election violation or knowledge of alleged election violation: _____

CONFIDENTIAL

Complaint: _____

Signature: _____

Please return completed form to :

The Election Officer

PSSEMR School

To be Completed by :

Returning Officer

Election Commission

Date received at _____

ID Number of Complainant _____

Verification that complainant is a Student / Staff of PSSEMR:

Yes

No

ELECTION COMMITTEE ACTION

Date Election committee addressed the Alleged Violation: _____

Action taken by the Election Committee: _____

Date candidate notified of the outcome: _____

(Copy of notification is attached)

Notified by: _____

Appeal Process (If necessary):

Date candidate appealed decision : _____

(Copy of appeal is attached)

Date appeals Board addressed the Alleged Violation: _____

Action taken by the Appeals Board : _____

Date candidate notified of the outcome: _____

(Copy of notification is attached)

Notified by: _____



SMT. PARVATHAMMA SHAMANUR SHIVASHANKARAPPA

ENGLISH MEDIUM RESIDENTIAL SCHOOL

Tolahunse, Davangere-577007.



STUDENTS COUNCIL ELECTION 20__ TO 20__

Declaration of the Result

I hereby declare that the candidate Mr/Mrs _____

Studying in _____ class of CBSE /CAIE/ PUC has been duly elected as a

_____ of the PSSEMR in the Student Council Election held on

_____.

Place: _____

Date: _____

Signature of the Retuning Officer



SMT. PARVATHAMMA SHAMANUR SHIVASHANKARAPPA

ENGLISH MEDIUM RESIDENTIAL SCHOOL

Tolahunse, Davangere-577007.

 Cambridge Assessment
International Education
Cambridge International School

STUDENTS COUNCIL ELECTION 20__ TO 20__

STUDENT LEADER'S CODE OF CONDUCT

As part of the School's Leadership team, you agree to comply with PSSEMR School's Student Leader's Code of Conduct which outlines the behaviours expected of all student leaders.

Student Leaders will role model the School Values by being:

Safe:

- Show self-control and self-discipline of own feelings and own actions.
- Act in a way that ensures the safety of self and others.

Respectful:

- Treat others fairly and honestly
- Show empathy and care towards others
- Use manners when dealing with other students and adults.

Learners

- Role model safe, respectful behaviours for all students.
- Be an active and positive participant in school life.

I _____, acknowledge the privilege of the position of Student leader at PSSEMR School, I Pledge to fulfil my duties and comply with the Student Leader's code of conduct. I understand that a breach of the student Leader's code of conduct may lead to the suspension or revocation of my position.

Student Leader Name: _____

Student Leader Signature: _____

Student Leader's parent Signature/s _____

Principal Signature _____

Date _____

List of Parliamentary Position 2020-21

CBSE School Captain	Biosphere Student Coordinator
IGCSE School Captain	Heritage Student Coordinator
PUC Captain	BH-1 Prefect
School Sports Captain	BH-2 Prefect
PUC Sports Captain	BH-3 Prefect
School Cultural Captain	BH-4 Prefect
College Cultural Captain	BH-5 Prefect
Gandhi House Senior Captain	GH-1 Prefect
Gandhi House Junior Captain	Editorial Committee Prefect – CBSE
Raman House Senior Captain	Editorial Committee Prefect – PUC
Raman House Junior Captain	Editorial committee Prefect – IGCSE
Vinoba House Senior Captain	Assembly Prefect (Senior School)
Vinoba House Junior Captain	Assembly Prefect (Junior School)
Tagore House Senior Captain	Assembly Prefect (IGCSE)
Tagore House Junior Captain	Campus Cleanliness Audit-Prefect
Wordsworth Student Coordinator	Campus Gardening Audit-Prefect
Chitrakuteera Student Coordinator	Mess Audit Prefect
Nirthyaloka Student Coordinator	Laundry Audit Prefect
Anvesha Student Coordinator	Discipline Prefect
Rangamancha Student Coordinator	Student Grievance Prefect
Photography Club Student Coordinator	Public Relations Prefect
Entrepreneurship cell, Career Counseling, Ideas Lab &	Scouts Captain
Commerce Club Student Coordinator	Guide Captain
Creative crew club Student coordinator	NCC under Junior Officer
Swarasangama Student Coordinator	NCC Senior Officer

BENEFITS OF BEING A LEADER

- He/She will be respected and a certificate of appreciation will be given for the outstanding performance, contribution to the respected club and the designation assigned.
- He/She will be involved in the decision making meetings headed by the Dean and the Principal.
- Priority will be given to all the prefects in all important activities

In case of failing to do the duties will lead to:

- Disqualification from the position held
- Stripping of the badge given in the assembly

SCHOOL/ COLLEGE CAPTAIN

OBJECTIVES:

- The School/ College Captain plays an important role in organizing and representing students during important school events.
- He/She actively promotes the school values
- Provides leadership to the student body, demonstrates caring and support at all times
- Expected to have good rapport with all students and have a cordial relation with them

ATTRIBUTES:

- Demonstrates ongoing commitment to school/college
- An excellent record of academic work effort and attitude
- An excellent record of conduct
- Demonstrates competent public speaking skills in both formal and informal contexts
- Demonstrates competence, perseverance when completing tasks or duties
- Consistently demonstrates self-discipline and responsible behavior to a very high standard

RESPONSIBILITIES:

- Consistently demonstrates an understanding of, and a caring attitude towards fellow-students and their juniors
- Supports and complies with PSSEMR School/CAIE/SPSS PU College rules
- Demonstrates collaborative team skills in working with both staff and students
- Involves in a range of school and extracurricular activities
- Identifies and encourages team mates' potential
- Be alert, active and aware of the events and programs held in the school/college
- Exhibits exemplary academic performance throughout the year
- Any indecent /illegal /violent activities that occur at the school premises or at the hostels must be immediately reported impartially
- Coordinates with the Assembly-in-charge and prefects for conducting all the assemblies (Special assembly, National Festivals and other events/programs) in the school/college
- Assists the discipline prefect with other student council members to check the overall discipline of the students
- Coordinates with all the club coordinators and house captains for organizing and planning activities in clubs and the Houses. Regular meetings to be conducted and the same to be recorded and documented. All the reports to be submitted to the Dean and the Principal on a regular basis.
- Ensures all the grievances are brought to his/her notice for further action to be taken. The action taken and the feedback to be recorded and maintained. The same has to be reported to the Dean and the Principal
- Involves in the meeting organized by the Dean and the Principal and must record and document it. He/She must be able to pass the information to all the students through the captains and prefects.
- Makes sure that the Editorial Committee receives the articles, photographs and other information for the magazine and newsletters
- Assists with the student council members in planning, organizing and budgeting school's Cultural events, Sport's events, Literary events, Clubs, Exhibitions and Sambhram. He/She, with the team, must plan for fund raising and promoting of Sambhram.
- Assists in planning the props and costumes for various events and programs in the school
- Be present during the PTM and other gatherings to volunteer, if necessary
- Keeps track of and maintains the records of the Laundry, Mess and Gardening audits.

- Assists the Cleanliness committee with the student council members to ensure that the entire campus is spic and span

Undertaking:

I _____ have read the role description of my position and I am honored to be designated as the Sports Captain (School & College). I understand my responsibilities involved in it. I will try my best to keep up the expectation of the institution by fulfilling the duties and responsibilities assigned to me.

Date :

Signature

SPORTS CAPTAIN (SCHOOL & COLLEGE)

OBJECTIVES:

- The position of sports captain is given to those athletes whom the rest of the team respect and trust to lead the team in the right direction.
- Sports captain embody three Cs in leading their team: Caring, Courageous and Consistent.
- They are expected to be highly focused on a vision for their team and drive others toward out and results of the same.
- Main a realistic strategy for success, effectively communicate their vision and possess the charisma needed to rally team support

ATTRIBUTES:

- Have an undeniable passion for the game for competing and for their team-mates
- Be willing to step up, must be “walk the talk”
- Be the model of consistency
- Ability to inspire the team
- Be respected and trusted by fellow players
- Courage to implement changes
- Quick tactical decision maker who can act under pressure

RESPONSIBILITIES:

- Be a positive role model during playtimes by promoting the SPORT values (Self-belief, perseverance, optimism, resilience and teamwork)
- Encourages pupils to participate positively to gain points for their houses
- Works with Physical Education staff in planning, organizing and assisting inter/intra school tournaments and events
- Holds themselves to a standard of giving hundred percent effort in every practice and games
- Ensures that everyone follows the rules and regulations of every sport during regular practice and competitions
- Ensures that the students assemble in the ground in appropriate attire only
- Assists the in-charge teachers to maintain records and document the minutes of the meeting conducted
- Interacts with instructors and team captains to maximize the performance of the players and maintains the records of the same.
- Takes care of the sports equipment
- Presents the annual sports report to the Dean and the Principal
- Inculcates the healthy spirit of "Sportsmanship" amongst the students through various activities and events

Undertaking:

I _____ have read the role description of my position and I am honored to be designated as the Sports Captain (School & College). I understand my responsibilities involved in it. I will try my best to keep up the expectation of the institution by fulfilling the duties and responsibilities assigned to me.

Date :

Signature

CULTURAL CAPTAIN (SCHOOL & COLLEGE)

ATTRIBUTE:

- Cultural captain is well respected by their peers and excel in at least one or more music and performing arts area of study
- They lead, motivate, organize, encourage and empower those in their group
- They are tactile learners who possess kinesthetic skills

RESPONSIBILITIES:

- Be interested in Conceptualizing events (Inter/Intra school fests)
- Ensuring adequate Sponsors, PR and publicity of the events are enlisted
- Organizing cultural events at significant dates of the academic calendar (National festivals, Sports day, Religious festivals, Annual day, Sambhram etc.)
- Ensuring participation for making the events/fests successful
- Conducts meetings to discuss, organize and delegate tasks for cultural events
- Obtains formal permission from the School authorities to arrange programs and events
- Provides prior information to the staff and students regarding the events and programs
- Provides aid in the arrangement of the venue and logistics (audio/video system, dais, podium etc.)
- Assists the coordinator in inviting the Chief Guest and other dignitaries
- Assists the committees in arranging mementos for guests and gifts/certificates for the participants
- Assists the committee in displaying on the Notice Board/Website/Social Media regarding the upcoming event and update it later
- Keeps proper records of all sorts of collections and bills, counter signed by the committee for transparency and accountability
- Reviews the effectiveness and improvement of cultural programs in the co-ordination meetings with assembly-in-charge and the school captain, who will in turn report to the Dean and the Principal on regular basis
- Be a part of marketing of the school and also help in the fund raising for SAMBHRAM

Undertaking:

I _____ have read the role description of my position and I am honored to be designated as the Sports Captain (School & College). I understand my responsibilities involved in it. I will try my best to keep up the expectation of the institution by fulfilling the duties and responsibilities assigned to me.

Date:

Signature

HOUSE CAPTAIN /JUNIOR HOUSE CAPTAIN

OBJECTIVES:

- Promotes team building and social skills by fostering healthy student engagement through a wide variety of inter-house competitions
- Handling and participating in multiple activities along with their seniors
- Development of team spirit among students
- Builds the house's confidence and ushers them towards a leading position in various competitions

RESPONSIBILITIES:

- Demonstrating team spirit while working with other members of the house
- Encouraging fellow students to participate in house activities and competitions
- Sustaining the spirit of the House and bidding fellow students to maintain discipline during House activity
- Seeking guidance from the House In-charge and reporting to him/her
- Performing the duties with a non-discriminatory and unbiased approach
- Carrying out all other duties assigned by the Senior House Captains

Undertaking:

I _____ have read the role description of my position and I am honored to be designated as the Sports Captain (School & College). I understand my responsibilities involved in it. I will try my best to keep up the expectation of the institution by fulfilling the duties and responsibilities assigned to me.

Date:

Signature

HOUSE CAPTAIN - SENIOR HOUSE CAPTAIN

OBJECTIVES:

- Be a positive role model and ambassador for the school, demonstrating PSSEMR Values.
- Be enthusiastic and committed to the House System at PSSEMR School
- Be friendly and positive with all students, particularly within their House
- Be a part of the team of House Captains who work together to achieve success for all

ATTRIBUTES:

- Polite, Organised, well-mannered and committed
- A confident speaker, well-presented in uniform and appearance
- Able to liaise and converse with staff, students and the wider community
- Desire to act responsibly and to be a role model for other students

RESPONSIBILITIES:

- Demonstrating team spirit while working with other members of the house
- Encouraging fellow students to participate in house activities and competitions
- Sustaining the spirit of the House and bidding fellow students to maintain discipline during House activity
- Seeking guidance from the House-in-charge and reporting them
- Performing the duties with a non-discriminatory and unbiased approach
- Assisting House In-charge in selecting talented students to represent the House in competitions
- Carrying out all other duties assigned by the House In-charge
- Supports all the Inter House CCA and Sports activities conducted during the academic year
- Ensures that all students of the House are aware of all the orders and instructions, passed on from time to time
- Ensures that all students get an opportunity to participate
- Makes sure that all students of the House are properly dressed for the occasion and are on time at the venue
- Establish good conduct and discipline in the House so that no bullying takes place among students
- Assists the School Captain and other prefects to discharge their duties
- Takes instructions from the House Master and inform the students accordingly. Any feedback regarding the same will be reported to the Housemaster
- Responsible for maintaining the House property entrusted to them
- Responsible to ensure a conducive atmosphere for English being the sole medium of conversation in the House/School
- Records and maintains report of all the meetings
- Articles, photographs and information should be given to the editorial committee for the magazines and newsletter and the same to be uploaded on the website and social media

Undertaking:

I _____ have read the role description of my position and I am honored to be designated as the Sports Captain (School & College). I understand my responsibilities involved in it. I will try my best to keep up the expectation of the institution by fulfilling the duties and responsibilities assigned to me.

Date:

Signature

HOSTEL CAPTAIN (FIVE HOSTELS)

OBJECTIVES:

- The Hostel captain must strive to maintain a homely atmosphere by being an example for other hostel dwellers
- Uphold the Hostel Code of Conduct, creating an atmosphere of mutual respect where consideration and compassion for others is exhibited
- The Hostel Code of Conduct has been drawn up with the purpose of maintaining a balance between the freedom and the equality of every boarder of the hostel and should be implemented in this spirit

RESPONSIBILITIES:

- Assists the wardens in maintaining the Hostel Code of Conduct
- Ensures that the instructions from the Dean, the Principal, the School Captain, the Prefects, and the Staff are conveyed
- Assists the wardens in checking the uniforms of the students. Report to the laundry prefect in case of any issues for further action to be taken
- Ensures the hygiene is maintained in the hostel
- Ensures the attendance of the students is obtained by the wardens regularly
- Inspects the latecomers and the same must be recorded and reported to the warden
- Monitors the prep classes in the absence of the teachers
- Helps in maintaining discipline in the mess and in case of any issues report to the warden
- Ensures that the students of the respective hostels communicate in English
- Reports to the Dean /the Principal if any lapse and misbehavior from the warden's part
- Reports to the Warden, the Principal and the Dean if any untoward incident happens (Ex: health issues /violence etc.)

Undertaking:

I _____ have read the role description of my position and I am honored to be designated as the Sports Captain (School & College). I understand my responsibilities involved in it. I will try my best to keep up the expectation of the institution by fulfilling the duties and responsibilities assigned to me.

Date:

Signature

CAMPUS CLEANLINESS AUDIT/ PREFECT

OBJECTIVES:

- To involve children in different activities during the drives such as picking up litter around the school, organizing classrooms and performing street plays on the importance of cleanliness
- To create awareness about the health status of the students
- Organize cleanliness drives in school

RESPONSIBILITIES:

- Collaborates with the prefects and school captain to organize and plan cleanliness drives in the campus and public places
- Conducts regular meeting with the staff-in-charge and student council members on keeping the campus clean. Same to be recorded, documented and handed over to the Principal and the Dean
- Organizes extra-curricular activities of an educational, social, cultural and recreational nature for the campus community with the help of student council members
- Assists the coordinator to invite guests who will address the issues of diversity and importance of maintaining an atmosphere where all individuals and groups feel comfortable and empowered
- Forms team to penalize students who damage school property, spit or litter the campus. The amount can be used for fund raising. This course of action should happen under the supervision of wardens
- Forms a student movement to assign campus clean-up as a consequence of misbehavior from the students
- Establishes a whole school cleanliness project.
- Ensures that all the conversations and instructions are in English only

Undertaking:

I _____ have read the role description of my position and I am honored to be designated as the Sports Captain (School & College). I understand my responsibilities involved in it. I will try my best to keep up the expectation of the institution by fulfilling the duties and responsibilities assigned to me.

Date:

Signature

GARDENING AUDIT/ PREFECT

OBJECTIVES:

- School gardens are a great way to teach lessons outside the classroom
- Engage youth in growing food and herbal plants
- Encourage students to eat healthier and engage them in moderate exercise
- Growing organic products and understanding its significance
- Gardening stimulates reasoning, initiation, planning and organization skills
- It helps in relieving stress and improves focus and memory
- Promotes interest and knowledge about the environment around us
- Increases awareness of the economic, cultural, scientific and aesthetic values of natural resource and its management

RESPONSIBILITIES:

- Coordinates with the captains and prefects and ensures that students do not pluck flowers and do no harm to the school garden
- Plans and organizes gardening sessions with the help of the coordinators for the children to learn how to grow houseplants, veggies and herbs. The photographs of the same should be handed over to the editorial committee to be uploaded on the website and the social media
- Assists the staff with the planning process for improvising the school garden
- Forms a team to penalize the students harming the school garden
- Forms team for routine garden work (Ex: weeding, watering, pest control etc.)
- Maintains records of the meetings. The same to be documented and reported to the Dean and the Principal regularly
- Ensures that all the conversations and instructions are in English only

Undertaking:

I _____ have read the role description of my position and I am honored to be designated as the Sports Captain (School & College). I understand my responsibilities involved in it. I will try my best to keep up the expectation of the institution by fulfilling the duties and responsibilities assigned to me.

Date:

Signature

MESS AUDIT/ PREFECT

Mess Committee is the independent committee duly constituted from the boarders of each hostel in the presence of the warden duly approved by the Dean. Such Committee would be responsible towards the functioning of the mess of the hostel.

OBJECTIVES:

- To provide balanced diet to the students within the budget
- To create an atmosphere of harmony, co-operation and discipline amongst the boarders in their respective dining hall
- To ensure that the students consume healthy food and germ-free water
- To make sure transparency in the functioning of the mess

RESPONSIBILITIES:

- Conducts regular monthly mess meetings for deciding the menu
- Monitoring the cleanliness and hygienic conditions in the mess and report regarding the same.
- Pre-Planning for the procurement of grocery, vegetables, fruits, LPG and other requirements etc. in the Mess
- Inculcating the Table manners and etiquettes amongst the students.
- Prepares the questionnaires to collect the feedback from the students once in a month and reports the same
- Makes the suggestions for improvement of food quality and the same should be conveyed to the mess convener or mess members. If no satisfactory action is taken by the mess convener or mess members, boarders can approach the warden with written application
- Ensures that all the students speak in English only in the dining hall. The proceedings of the mess committee shall be conducted in English and the same to be recorded, documented and reported to the Dean and the Principal regularly

Undertaking:

I _____ have read the role description of my position and I am honored to be designated as the Sports Captain (School & College). I understand my responsibilities involved in it. I will try my best to keep up the expectation of the institution by fulfilling the duties and responsibilities assigned to me.

Date:

Signature

DISCIPLINE PREFECT

OBJECTIVES:

- To make the rules and regulations as per the disciplinary requirement
- To make the student aware about the discipline
- To make the student follow the disciplinary rules
- To take disciplinary action against any of the misconduct
- To help the students develop and maintain self-control, respect for others and socially acceptable behaviour
- To identify delinquents so that they can be remedied
- To establish safe and positive learning communities which increase student responsibility and student learning

RESPONSIBILITIES:

- Strict discipline must be maintained during the activities of school venture. Rises to the occasion with organizational ability for the smooth conduct of all functions and events
- Scrutinizes and prevents any misconduct from the part of students (lack of attendance, unpunctuality, misbehaving with staff and parents, damage caused to the infrastructure etc.)
- Provides a medium through which the committee can monitor and control the discipline of its students.
- Assigns duties to his team for maintaining discipline during the arrival and dispersal time
- Assigns duties for maintaining proper cleanliness in the school premises
- Ensures that the students wear shoes in playground
- Strictly ensures that every student speaks in English only
- Any complaints from the part of the students should be brought before the grievance committee for further action
- Assigns duties to his team for maintaining discipline during the recess and dispersal time
- Ensures that regular meetings are conducted along with the student council members for discussing disciplinary concerns and the action to be taken. The same should be recorded and documented for further reference of the Dean and the Principal
- Ensures that all the students attend the extra classes allotted by the teachers
- Must maintain the basic discipline and respect among the students

Undertaking:

I _____ have read the role description of my position and I am honored to be designated as the Sports Captain (School & College). I understand my responsibilities involved in it. I will try my best to keep up the expectation of the institution by fulfilling the duties and responsibilities assigned to me.

Date:

Signature

PUBLIC RELATION PREFECT

Educational Public Relations Prefect assists students and work with parents and various groups within the institution. They help in improving the programs and services of the institution. They play an important role in maintaining a good rapport between the institution, students and the public.

OBJECTIVES:

- To help the institution to become better known and gain enhanced reputation
- To expand the number of applicants to the institution and influence decision-makers
- Improve internal relationships – Teachers, students and all the non-teaching staff
- Maintain good relationship with the community and associate with the alumni for the growth and development of the institution

RESPONSIBILITIES:

- Builds awareness and a favorable image for the school through stories and articles
- Closely monitors social media for public comments about the school and its general functioning
- Responsible for building good-will among the public about the institution through special programs and events
- Manages the crisis that threatens the school's reputation
- Plans and organizes regular meetings with all the other student council members to conduct programs that showcases the excellence of the institution in the public
- Communicates with parents as the face of the school
- Drafts the messages to be sent to the parents about the events and programs
- Assists the PRO and the coordinators of the literary and editorial club and plan the write-ups of E-newsletters, brochures, websites and newspapers
- Assists the PRO to streamline information and present it to the community in English and Kannada
- Assists the PRO in organizing field trips and other educational outdoor activities for the students
- Coordinates with the student council members for creating awareness among students about the real-world problems through guest speakers
- Records of meetings to be maintained and reported to the Dean and the Principal on regular bases.
- Ensures that all the conversations and disclosures are in English only

Undertaking:

I _____ have read the role description of my position and I am honored to be designated as the Sports Captain (School & College). I understand my responsibilities involved in it. I will try my best to keep up the expectation of the institution by fulfilling the duties and responsibilities assigned to me.

Date:

Signature

EDITORIAL COMMITTEE PREFECT (SCHOOL & COLLEGE)

The editorial board (sometimes known as an advisory board) typically consists of a group of prominent people in the journal's field. Having an editorial board is very important: they act as ambassadors for journals. To some extent the quality of a journal is judged by the members and academic credentials of its editorial board. The group is responsible for monitoring and ensuring the fairness, timeliness, thoroughness, and civility of the peer-review editorial process.

OBJECTIVES:

- Identifying new topics for special editions and advising on direction for the journal – giving feedback on past issues and making suggestions for both subject matter and potential authors
- Provides content by writing occasional editorials and other short articles
- Approaching potential contributors
- Identifies peer reviewers and provides second opinions on papers, retains final authority for the content and selection of manuscripts approved
- Endorses the subscribers and encourages students to submit their best work
- Writing editorials, commenting on special issues, attempts to formulate viewpoints based on current happenings
- Serving as high-volume reviewers of submitted articles
- Develops and recommends changes in editorial and publications policy

RESPONSIBILITIES:

- Providing guidelines to students for preparing and submitting manuscripts
- Treating all with fairness, courtesy, objectivity, honesty, and transparency
- Protecting the confidentiality of every author's work
- Establishing a system for effective and rapid peer-review
- Making editorial decisions with reasonable speed and communicating them in a clear and constructive manner
- Establishing clear guidelines for students regarding acceptable practices for sharing information

Undertaking:

I _____ have read the role description of my position and I am honored to be designated as the Sports Captain (School & College). I understand my responsibilities involved in it. I will try my best to keep up the expectation of the institution by fulfilling the duties and responsibilities assigned to me.

Date:

Signature

ASSEMBLY PREFECT (JUNIOR & SENIOR)

School assembly provides a clear notion of activities and programs being conducted in the school. It is held with complete and active participation from the part of students.

ATTRIBUTES:

- Be able to encourage and motivate fellow students
- Be cooperative, helpful, well-mannered, trustworthy, and responsible
- Be respectful toward teachers, peers, and the school environment
- Display leadership qualities: confidence, initiative, problem solving skills
- Be able to work independently and complete tasks as a good ambassador for the school

OBJECTIVE:

- To develop a feeling of affiliation and unity among students
- To acquaint students with the school program more clearly
- To develop in students a sense of identity with the school and
- To enable students to share their experiences, stories, anecdotes with others
- To provide them training in good social behavior desired in public life
- To motivate students by positive reinforcement in the form of praise or rewards awarded in public
- To celebrate national festivals, Independence Day, Republic Day, birth days of great leaders and so on
- To facilitate national integration and secularism through all-religion prayer meetings

RESPONSIBILITIES:

- Helps conduct the assembly according to the protocol that is planned well in advance
- Assigns the assembly activities class-wise with the guidance of the coordinator
- Checks the preparation for the morning assembly
- Observes the school rules at all times
- Be dressed appropriately at all times
- Maintains an excellent attendance and academic record
- Be punctual for all duties and be willing to take on extra responsibility
- Be positive and enthusiastic and maintains a perfect behavioural record
- Takes initiative to plan, organize and execute the mega-events of the school
- Maintains the reports of the events conducted

Undertaking:

I _____ have read the role description of my position and I am honored to be designated as the Sports Captain (School & College). I understand my responsibilities involved in it. I will try my best to keep up the expectation of the institution by fulfilling the duties and responsibilities assigned to me.

Date:

Signature

GRIEVANCES COMMITTEE PREFECT

OBJECTIVES:

- To uphold the dignity of the school by ensuring strife free atmosphere in the school through promotion of cordial Student-Student relationship and Student-teacher relationship etc.
- To provide responsive, accountable and easily accessible machinery for settlement of grievances and to take measures in the school undertakings to ensure quick settlement of grievances of students in order to maintain a harmonious educational atmosphere in the institute
- To deal with the complex situations in a tactful manner to lessen the condition felt to be oppressive or dissatisfied
- Encouraging the Students to express their grievances/problems freely and frankly, without any fear of being victimized
- Advising all staffs to be affectionate to the Students and not behave in a vindictive manner towards any of them for any reason
- To support, those students who have been deprived of the services offered by the school/college, for which he/she is entitled

RESPONSIBILITIES:

- The committee looks into the complaints lodged by any student, and judge its merit. The Grievance cell is also empowered to look into matters of harassment.
- Anyone with a genuine grievance may approach the committee in person, or in consultation with the class in-charge.
- Letter box or suggestion box is to be maintained by the committee for the students who are unwilling to appear in person. The same can be mailed to the Dean or the Principal
- The cases will be attended promptly on receipt of written grievances from the students. The Grievance committee will act upon those cases which have been forwarded along with the necessary documents.
- The committee has to assure that the grievance has been properly solved in a stipulated time limit.
- The committee formally will review all cases and will prepare statistical reports about the number of cases received. The committee will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.
- The committee has to ensure that all the conversations and disclosures are in English only.

Undertaking:

I _____ have read the role description of my position and I am honored to be designated as the Sports Captain (School & College). I understand my responsibilities involved in it. I will try my best to keep up the expectation of the institution by fulfilling the duties and responsibilities assigned to me.

Date:

Signature

LAUNDRY AUDIT/ PREFECT

OBJECTIVES:

- To plan, organize and direct the overall operation of the housekeeping and laundry department
- To ensure all laundry services within the school meet the highest possible standards of cleanliness and hygiene
- Provide adequate supply of cleaned clothes to all the boarders
- Clean clothes instill confidence in the students and improve their image in the eyes of the public

RESPONSIBILITIES:

- Organizes and controls the laundry department and maintains all relevant records in coordination with the hostel prefects and grievance committee
- Monitors and enforces controls necessary to prevent spoilage (wear and tear due to washing) of clothes
- Coordinates with the hostel prefects to see if the uniforms have reached the students on time
- Coordinates with the hostel wardens to check if the uniforms issued to the students are clean and ironed
- Ensures all laundry equipment is clean and well maintained. If not, report to the warden and the Principal
- Ensures that the wardens inspect all uniforms daily for replacement and damage
- In case of any issues, the hostel prefect reports to the Laundry audit who in turn will report to the grievance committee

Undertaking:

I _____ have read the role description of my position and I am honored to be designated as the Sports Captain (School & College). I understand my responsibilities involved in it. I will try my best to keep up the expectation of the institution by fulfilling the duties and responsibilities assigned to me.

Date:

Signature

Reporting Formats student parliamentary members

School/College Captain

Date :

Time :

Any occurrence? Describe the event and how did you intervene? What was the outcome? Details of your action/reporting to the concerned teacher.	
A brief about the outcome of today's assembly.	
Event conducted today, describe your participation and outcome of the event	

Brief about the report you receive from	
Academic captain	
Sports captain	
Cultural captain	
House captain	
Hostel prefect	
Mess prefect	
Laundry prefect	
Garden prefect	
Assembly prefect	
Campus cleanliness prefect	
Discipline prefect	

Editorial prefect	
PRO	
Club coordinators	
Grievance prefect	
What have you learnt distinctly today?	

Note – meeting time for all prefects is 8:30pm to 9:00pm for daily briefing

School/College Sports Captain

Date :

Time :

Any occurrence? Describe the event and how did you intervene? What was the outcome? Details of your action/reporting to the school captain/concerned teacher.	
Events(Inter House, Inter School) etc. conducted today, describe your participation and outcome of the event.	
Has there been any student who was not able to participate in any sports events as reported to you? If so provide details.	
Did everyone on the field in your sports dress appropriately, spoke in English etc.	

Brief about the report (related to Sports events) you receive from	
House captain - Gandhi	
House captain - Vinobha	
House captain - Raman	
House captain – Tagore	
Discipline prefect (related to sports/games, especially on field)	
Grievance prefect (related to sports/games, especially on field)	

School/College Cultural Captain

Date :

Time :

Any occurrence? Describe the event and how did you intervene? What was the outcome? Details of your action/reporting to the School Captain/Concerned teacher.	
A brief about the outcome of today's assembly. (with respect to any cultural event conducted, what was your role and what was the outcome)	
Events(Inter House, Inter School) etc. conducted today, describe your participation and outcome of the event.	
Is today's cultural event updated in the log book?	
Mention briefly the agenda of the meeting conducted. (if any)	

Brief about the report (related to cultural events) you receive from	
House captain - Gandhi	
House captain - Vinobha	
House captain - Raman	
House captain – Tagore	
Assembly Captain (related to cultural events during special assembly)	
Grievance prefect (related to cultural events)	

House Captain Report

Date :

Time :

Name of the House:

Any occurrence? Describe the event and how did you intervene? What was the outcome? Details of your action/reporting to the House Master and School Captain.	
Were any of your members awarded or recognized today?	
A brief about the outcome of today's inter house cultural events. (Report should contain name of the event, category, position obtained, points secured by the house).	
A brief about the outcome of today's inter house sports events. (Report should contain name of the event, category, position obtained, points secured by the house).	
Mention the status of the cultural/sports event updated in the log book.	
Mention briefly the agenda of the meeting conducted. (if any)	

Brief about the report you receive from	
Junior house captain	
Prefects of clubs	
Grievance prefect (related to house events)	

Club Coordinator Report

Date :

Time :

Name of the Club:

<p>Any occurrence? Describe the event and how did you intervene? What was the outcome? Details of your action/reporting to the School Captain/Concerned teacher coordinator.</p>	
<p>A brief about the outcome of today's club activity. What was your role and what was the outcome?</p>	
<p>How do you judge the usefulness of today's activity? Was the teacher coordinator prepared for the event?</p>	
<p>Were all the students of your club present for the club activities?</p>	
<p>Mention the status of the club activities updated in the log book.</p>	
<p>Mention briefly the agenda of the meeting conducted. (if any)</p>	

<p>Brief about the report you receive from</p>	
<p>Club members from various classes (Grade I to X, you are expected to interact with few students from each grade every day about club activity and various events and document their feedback without prejudice).</p>	
<p>Suggestions received for the betterment of the club.</p>	

Hostel Prefect Report

Date :

Time :

Name of the Hostel:

Any occurrence? Describe the event and how did you intervene? What was the outcome? Details of your action/reporting to the Discipline prefect, School Captain, Grievance prefect and concerned warden.	
A brief report on the hostel cleanliness (Dorms, corridors, washroom etc.)	
A brief report of the students, stayed back at the hostel during class/sports/morning jogging hours.	
Any grievances like – (hygiene & health issues, Nonfunctioning of lights & Fans, housekeeping, laundry, hot water, drinking water, repair and damages of infrastructure, etc.)	
Any grievance not addressed by the warden	
Any issues regarding the phone calls? If yes what was the action taken.	

Brief about the report you receive from	
Fellow Hostel members and grievance prefect.	

Campus cleanliness Audit Prefect Report

Date :

Time :

Any occurrence? Describe the event and how did you intervene? What was the outcome? Details of your action/reporting to the School Captain/Housekeeping In-charge / facility manager/ Hostel prefect.	
A brief report on the school block cleanliness. Details of your action.	
A brief report on the campus cleanliness. Details of your action taken.	

Brief about the report you receive from	
Hostel Prefect	
Mess Prefects	
Grievance prefect	
Fellow students	

Editorial Committee Prefect Report

Date :

Time :

A brief article about the event that took place today.	
A brief report on the editorial decisions and communication handled by you.	
A brief report on the publications in school newsletter, news reports, log books, school social media platform.	
Report on feedback received about our print material from fellow students.	
Have you reviewed our web content/social media content/SMS WhatsApp communication today? Briefly input your reviews.	
Any article/poetry/literary work that you have received from fellow students from various classes.	

Brief about the report you receive from	
House captains about house events and club coordinators.	

Assembly Prefect Report

Date :

Time :

Any occurrence? Describe the event and how did you intervene? What was the outcome? Details of your action towards the concerned issue.	
A brief report on the assembly that took place today. What was your role and the outcome?	
A brief report on the physical arrangement during the special assembly.	
A brief report on the meeting conducted regarding the assembly (if any).	
Was the assembly order followed?	
Were the students taking part in assembly same today as compared to the assembly for the last 15 days?	
Suggestion to improve assembly activities and assembly participation	

Mess Audit Prefect Report

Date :

Time :

Any occurrence? Describe the event and how did you intervene? What was the outcome? Details of your action towards the concerned issue.	
Report on hygiene conditions of the kitchen	
Report on food served with respect to adherence to the menu, taste, hygiene of food and serving employees.	
A report on issues in dining hall and civil issues in the mess.	
Report on food waste and your action	
Report on condition of washroom and hand wash area.	

Brief about the report you receive from	
Grievance prefect with respect to the mess.	

Grievance committee Prefect Report

Date :

Time :

Grievance received from students with regards to –

Mess	
School Block (Infrastructure, ICT equipment's, classroom behaviour etc.)	
Co-scholastic classes	
Club activity classes	
Hostel	
Student grievance with staff	
Laundry	
Hospital	
Store and Office	
Sports	

Laundry committee Prefect Report

Date :

Time :

Grievance received from students with regards to laundry from various hostels –

Boys Hostel - 1	
Boys Hostel – 2	
Boys Hostel – 3	
Boys Hostel – 4	
Boys Hostel – 5	
Girls Hostel – 1	
Report on maintenance of Laundry area	
Any suggestion to improve laundry services	

Discipline Prefect Report

Date :

Time :

In your observation today record the following -

List of students who were aggressive	
List of students who were not taking turns in the line	
List of students who were un parliamentary	
List of students who were not properly groomed during assembly.	
List of students not complying with language policy.	
List of students who were not polite with staff	
List of students who were found tampering with school physical and digital infrastructure (including scribbling on the walls and desk etc.)	
List of students who were ill behaved during the classes today in your section	
List of students who were ill behaved during the classes today in other sections as reported to you (you are expected to randomly interact with students of other classes for this purpose.	
List of students who were found bullying others.	
Write a report on your intervention in all of the above	
Suggest means to handle such situation and prevent it from happening again.	

Public Relations Prefect Report

Date :

Time :

Did you interact with any parent today? Brief report of your conversation and record the parent's feedback	
Details of your interaction with students from various grades.	
Did you write an article for newspaper today in association with editorial committee? Record details.	
Feedback received from suggestion box, who was it reported to? Was it documented in the file? What was the outcome?	
List of students not complying with language policy.	

Scouts & Guides Captain Report

Date :

Time :

Briefly narrate the details of the activity today	
Record any occurrence	
List of students not complying with language policy.	

NCC and NSS Report

Date :

Time :

Briefly narrate the details of the activity today	
Record any occurrence	
List of students not complying with language policy.	

Gardening Prefect Report

Date :

Time :

Report on Nursery maintenance	
Any Sapling planted today? If so provide details	
Report on watering, lawn mowing, trim hedges,	

PROCEDURE FOR CONDUCTING VALEDICTORAY CEREMONY

VALEDICTORY CEREMONY

The pride and subsequent confidence that a graduation gives students has the power to help them find success at your career school and beyond. Taking the time to celebrate this achievement can also motivate students to complete the program faster, increase matriculation, and introduce family and friends to the program.

Students Valedictory Ceremony (Participation) is established as opportunities to honor and to recognize those who have successfully completed the School's/College's course of study and are qualified to receive the certificate. The School believes that these students deserve a public celebration that recognizes the pursuit of learning throughout their lives.

The typical commencement ceremony takes place in the school outdoor stadium. Parents, friends, and teachers are usually seated in designated areas prior to the time scheduled for the ceremony to begin. Special seating is reserved for the guests and school officials. The seating arrangement is reserved for the graduates on the pavilion. At the appointed time, the graduates march into the arena as music is played by the school band or over the public address system. Students will be dressed in uniforms, caps and gowns. The event coordinator will have and ensure the programme is organised according to the given programme order (annexure-20)

Invitations - Create invitations for the. Be sure to put the date, time, and location on the invite. (annexure-21)

PROGRAM COMMENCEMENT

ARRIVAL OF THE GUESTS

The Chairman, The Chief Guests shall be received by the Dean, Principal, Vice- Principal and HODs. The Chairman of the Institution, The Chief Guest, The Dean, The Principals, Governing Body Members, Vice-Principal, HODs shall assemble in the respective robing room at the appointed hour and shall wear the academic robes prescribed.

The academic procession along with the band s School band shall be formed as per the order given in Annexure-17 The academic procession shall start as the band starts playing. As the academic procession approaches the dais, the candidates and guests in the stadium shall remain standing until the members of the academic procession take their respective seats on the dais

The seating arrangement on the dais given in Annexure-18 shall be strictly followed. All the others in the Graduation Hall shall resume their seats.

ASSEMBLY OF THE GRADUATES

The graduates will take their respective seats as mentioned in Annexure –18. A slow music shall be played till they take their seats.

INVOCATION

The school choir will present an invocation trained by the Music Department

LIGHTING OF LAMP

All the dignitaries shall be invited to light the lamp.

WELCOME ADDRESS

The Principal /Vice Principal shall welcome and introduce the Chief Guest, Dignitaries, the Guests, Staff and Graduates.

PASSING OF THE MANTLE

The newly elected school parliamentary members. The School Captain, The Sports Captain, The house captains shall receive their mantle from the Graduating Captains who had served their positions for the previous academic year. The Graduates will slow march and pass the mantle to the newly elected parliamentary members.

LIGHTING OF MOTHER CANDLE.

The mother candle shall be lit by the Guest, Dean, Principals, Vice Principals and HODs.

After the Mother Candle is lit, the Graduates will light their respective candles that would have been provided to them while they were seated in the pavilion before the mother candle was lit.

ADMINISTERING THE OATH.

The Dean shall say “will the candidates who have been qualified for graduation kindly stand? While the candidates remain standing,

The Dean shall then administer the Oath (ANNEXURE-19), The Graduates will take the Oath. The graduates will then take their seat.

DANCE PERFORMANCE-1

The school students will present a dance performance trained by the Dance Department.

VALEDICTORIANS ADDRESS

The Valedictorians in their speech may talk briefly about their studies, their stay in the campus discuss their accomplishments.....

ADDRESS BY THE CHIEF GUEST

The Chief Guest will deliver the Valedictory Address.

ADDRESS BY THE GUEST OF HONOR

The Guest of Honor will deliver the Valedictory Address.

DANCE PERFORMANCE-2

The School students will present a dance performance trained by the Dance Department.

DEAN 'S ADDRESS

The Dean will deliver the Valedictory address

PRINCIPAL'S ADDRESS

The Principal will deliver the Valedictory address

VOTE OF THANKS

The Head of One Respective Department will propose the vote of Thanks.

RETREAT OF THE VALEDICTORIANS.

Presentation of Certificates

The Principal shall read out the names of the Candidates who have been declared entitled to receive their certificates. As the names of the graduates are read out, the graduates shall walk to the dais, bow to the Chief Guest, receive the Certificates (ANNEXURE-22) from the Chief Guest and return to their seats for a final photograph.

NATIONAL ANTHEM

All the persons in the stadium shall standup for the National Anthem.

The band shall start playing the National Anthem. As the National Anthem is being played all the persons in the stadium shall remain standing

The academic procession shall return after the National Anthem is over. The order given in Annexure-IV shall be followed for the procession. As the academic procession leaves the auditorium all the persons in the auditorium shall remain standing.

OTHER GUIDELINES FOR THE CONDUCT OF VALEDICTORY CEREMONY

- The Valedictory Ceremony should be held within one month from the date of obtaining permission from the School Head for issuing certificates.
- The Certificates distribution Ceremony of the school and College should be named as Valedictory Ceremony and the procedures laid down should be meticulously followed.
- The format of the Invitation card should be as per the Annexure-IV and it should carry the logo of the School.
- No person should be allowed to sit on the dais except those who are members of the Academic Procession.
- The color of the robes for the members of academic procession should be strictly followed, as given in Annexure-V.
- The School may arrange dinner for the graduates after completion of graduation day ceremony.
- Fire Extinguishers and First Aid facilities should be available at the venue.
- The back drop of the dais should carry only the following
 - Name of the School and College
 - Valedictory Ceremony and the Year to be mentioned

- It shall also carry the logo of the school (CBSE and CAIE) and College.
- The chairs on the dais should be uniform in size and colour.
- The full length video recording of the event should be arranged .
- Important Note: It is recommended and preferred to wear the dress representing Indian Culture/heritage

Responsibilities of the event co-coordinator

PLANNING

Invitations - Create invitations to give to graduates to hand out to friends and family they want to invite. Be sure to put the date, time, and location on the invite.

Guests - Have students invite their family and friends, and any supporters who are important to their academic achievement. It's important to invite your internal employees as well

Extend internal invitations to:

- The Chairman etc.

Practice - Plan a walkthrough for your students, particularly if they will be walking down an aisle, sitting down or standing up in unison, etc.

The culminating event is the presentation of graduates and the presentation of certificates.

Students are often called to the stage to receive their Honor from the Guests / The Dean and Principal.

Announcement Poster - Create a sign for your classroom to announce the upcoming valedictory ceremony, you can also hang flyers around the school to announce the PSSEMR valedictory ceremony, inviting college students, faculty and staff to the celebration.

Program order -Print the program order for graduates and guests, and place on chairs prior to the ceremony.

Media Alert - Promote the ceremony within the community and invite media to cover it. This is a great way to generate awareness of the program and get media coverage.

Valedictory Ceremony Checklist

As the program coordinator, you will be planning PSSEMR SCHOOL & COLLEGE

VALEDICTORY CEREMONY.

This checklist will make the planning process easier and ensure you have everything ready for your students' big day.

LOGISTICS

Size - One of the first things you need to determine is how big your ceremony is going to be. How many students will be celebrated in the ceremony?

Location - Figure out where the graduation ceremony will be held. It is important that the location is size-

appropriate for how many people will be attending, in terms of both graduates and family and friends. It's good to estimate about 3 or 4 seats per graduate to accommodate their guests.

Parking - Make sure there will be enough empty parking spaces for all of your graduates guests at the time of the ceremony.

Timing - Choose a convenient as the time for the ceremony to take place. • We recommend holding the ceremony in the evening so friends and family can attend without work conflicts. • The ceremony will probably last around 1 hour 45... minutes, though the length depends on how many students you have and how elaborate the ceremony is.

PEOPLE AND GUESTS

Keynote Speaker - Extend a special invitation to the person who you would like to be the keynote speaker- Invite someone who can speak about the program at the school to students.

MATERIALS

Cap and Gown-Caps and gown to be hired well in advance for the graduates.

Prepare awards, certificates, badges or whatever you plan on giving out during the graduation ceremony

Certificates

To orchestrate a smooth ceremony, you can hand out placeholder certificates – a rolled up sheet of blank paper tied with ribbon. • Encourage your students to bring their certificate holders with them to graduation. Then, after the ceremony, students can then take photos with family and friends with their real diploma holder.

FURNITURE

Chairs - Make sure you have enough chairs to seat the graduates on the pavilion.

Chairs for their guests. Set up a row of chairs in the front for your graduates and important guests, like the keynote speaker ,The Chairman, The Dean and Principals may have a reserved note attached.

Podium - Procure a podium for the various speakers to use while they present.

Tables - Get tables if necessary, particularly if you are going to arrange the gifts ,candles , or if you want a place to lay out all of the mementos and certificates.

Day Of The Ceremony Location :

Put up signs around the school so guests can find the location of the ceremony easily. Put up a simple reserved sign for the Guest seats.

Have graduates arrive early so they can get their cap & gown, get settled, etc.

Setup :

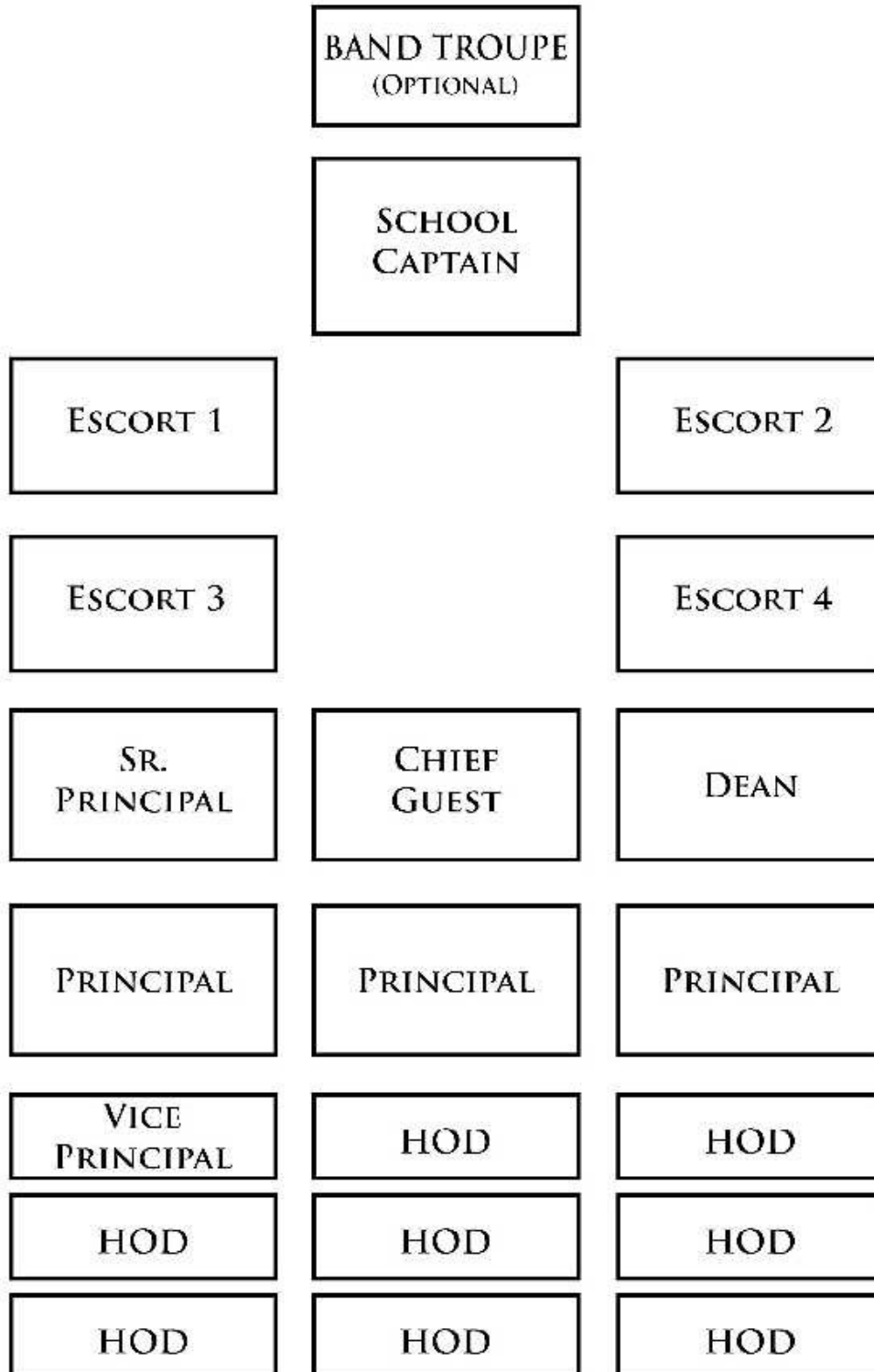
Music - Have a playlist ready for the program.

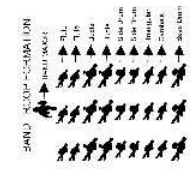
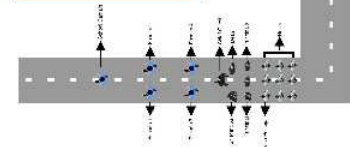
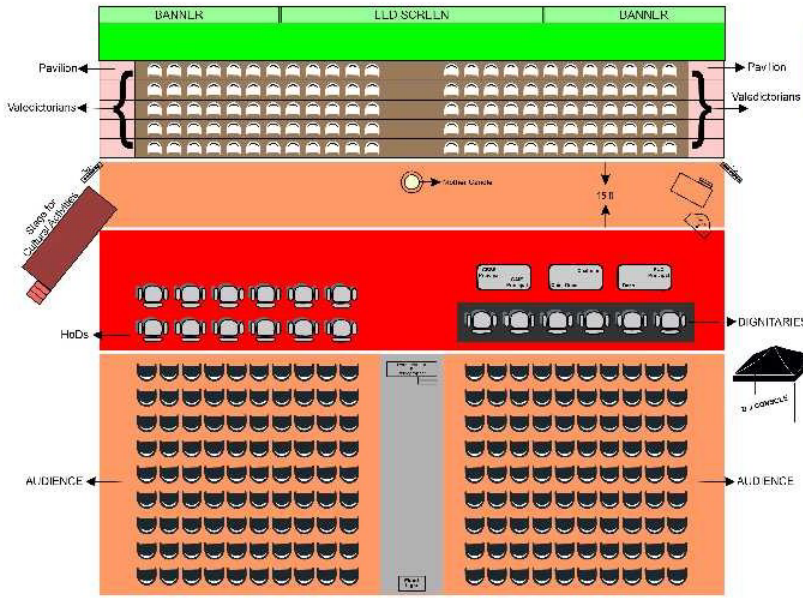
Photos- Have the photographer to take photos during and after the ceremony. Make sure the photographer captures the certificate hand off for each student.

Come up with a hash tag and share with all so that you can easily collect and see the photos they share on social media and in a blog post.



ACADEMIC PROCESSION VALEDICTORY CEREMONY





**PSSEMRS
SPSS PU COLLEGE
& BHPEMS
GRADUATION DAY
BLUE PRINT**

VALEDICTORY PLEDGE

We the students of PSSEMR School & PU College, BHPEM School pledge that,

We shall always uphold the values incorporated to us by our teachers and our parents. We promise to be at the service of our alma mater and uphold its traditions and values.

We will be on top of our game

We will stand out and not just fit in

We will be the greatest influence

We will take charge of our lives

We will go for the best and not settle for less

We will step up and take our throne

We will positively pressure our peers

We will reject commonality

We will be Extra ordinary

We will elevate our thinking

We will set the rules

We will not cheat

We will not take short cuts

We will take responsibility for our actions

We will lead the way

We will be the worthy citizen of this Nation

BAPUJI EDUCATIONAL ASSOCIATION (R) DAVANGERE.



**SMT. PARVATHAMMA SHAMANUR SHIVASHANKARAPPA
ENGLISH MEDIUM RESIDENTIAL SCHOOL**



& BAPUJI SPSS PU COLLEGE, Shivagangotri, Tolahunse, Davangere.

BAPUJI HIGHER PRIMARY ENGLISH MEDIUM (CBSE) SCHOOL

M.C.C. 'B' Block, Davangere.

VALEDICTORY CEREMONY

Program Order

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BAPUJI EDUCATIONAL ASSOCIATION (R) DAVANGERL.
**SMT. PARVATHAMMA SHAMANUR SHIVASHANKARAPPA
ENGLISH MEDIUM RESIDENTIAL SCHOOL
& BAPUJI SPSS PU COLLEGE,**

Shivagangotri, Tolahunse, Davangere.

BAPUJI HIGHER PRIMARY ENGLISH MEDIUM (CBSE) SCHOOL

M.C.C. 'B' Block, Davangere.



*The Management, Dean, Principals, Staff & Students
Solicit your invaluable presence on the occasion of the*

VALIDICTORY CEREMONY

SUNDAY **00** 2022 @ 4.00 PM

VENUE: OUTDOOR STADIUM

Program Presided by

Shri.

Chief Guest

Shri.

In the Presence of

Staff & Students of PSSEMR School, Bapuji SPSS PU College & BHPEMS



Babuji Educational Association (R)

Smt. PARVATHAMMA SHAMANUR SHIVASHANKARAPPA

ENGLISH MEDIUM RESIDENTIAL SCHOOL

Shivangotri, Tolahunse, Davangere.

Validictory Ceremony

This is to Certify & Recognize that

is invested as an official **CAIE ACADEMIC PREFECT**

for the year 2021-22



CAMBRIDGE

International Examinations

Cambridge International School

CAMBRIDGE ASSESSMENT INTERNATIONAL EDUCATION
100 Brookline Ave, Cambridge, MA 02139, USA

Principal

Sr. Principal

Dean

Chairman

PSSEMR SCHOOL Investiture Ceremony
“NETHRUTHVA”

The investiture ceremony is the first celebration in the school. It is scheduled in the month of June beginning of every academic year. Investiture ceremony is one of the most important events of any school. It is here that we entrust faith and hope in our newly appointed school council.

The celebration on this day makes every child who is elected as leader feel proud as well as sense of responsibility. The Celebration on this very day makes every child who is elected as leader feel proud as well as sense of responsibility to be leaders in making for tomorrow.

PROCEDURE FOR CONDUCTING THE INVESTITURE CEREMONY

- ARRIVAL OF THE GUEST

The Chairman, The Chief Guests shall be received by the Dean, Principal, Vice- Principal and HODs.

- a) The academic procession along with the band School band shall be formed as per the order given in Annexure-1
- b) The academic procession shall start as the band starts playing. As the academic procession approaches the dais, the candidates and guests in the stadium shall remain standing until the members of the academic procession take their respective seats on the dais
- c) The seating arrangement on the dais given in Annexure-2 shall be strictly followed. All the others in the Stadium shall resume their seats.

- STUDENT COUNCIL MEMBERS ASSEMBLE.

Marching to the beats of the band the newly elected student parliamentary members will take their respective seats. Seating arrangement described in Annexure- 3 must be followed.

- INVOCATION

The school choir will present an invocation trained by the Music Department

- LIGHTING THE LAMP

All the dignitaries shall be invited to light the lamp.

- DANCE PERFORMANCE

The school students will present a dance performance trained by the Dance Department.

- WELCOME ADDRESS

The Principal /Vice Principal shall welcome and Introduce the Chief Guest, Dignitaries ,the guests, Staff and Graduates.

- FLORAL FELICITATION

The guest will be honored with a token of appreciation by the head of the Institution.

- DANCE PERFORMANCE

The school students will present a dance performance trained by the Dance Department.

- CONFERING THE BADGES AND SASHES

The dignitaries will be invited on the dais to confer the badges and sashes to the newly elected student

parliamentary member as they will march forward individually. After adorning the sashes and badges the leaders will individually sign an agreement (student code of conduct-annexure 11 and 11(a) that seeks their promise to fulfill the given responsibilities with utmost commitment and dedication with the Principal.

- ADMINISTERING THE OATH.

The students will stand from their respective seat march forward to the dais with the word of caution given .They take their respective positions.

The Dean shall say “the newly elected student parliamentary members will repeat after me” While the candidates remain standing,

The Dean shall then administer the Oath; the newly elected student parliamentary members will take the Oath.

The candidates will then take their seat.

The Oath is provided in Annexure 4.

The students will be trained to take their oath position as shown in Annexure 4 .

- SPECIAL SONG

The school students will present a special song trained by the Music Department.

- DANCE PERFORMANCE

The School students will present a dance performance trained by the Dance Department.

- CHIEF GUEST’S ADDRESS

The Chief guest will deliver the Investiture ceremony Address

- Sr. PRINCIPAL’S ADDRESS

The Sr Principal will deliver the Investiture ceremony Address.

- DEAN & PRINCIPAL’S ADDRESS

The Dean & Principal will deliver the Investiture ceremony Address.

- VOTE OF THANKS

The Head of One Respective Department will propose the vote of Thanks.

- GROUP PHOTO

The newly elected student parliamentary members will be invited to the dais for a group photograph with the chief guests and the dignitaries.

The students will return to their seat

- NATIONAL ANTHEM

All the persons in the stadium shall standup for the National Anthem.

The band shall start playing the National Anthem. As the National Anthem is being played all the persons in the stadium shall remain standing

The academic procession shall return after the National Anthem is over. The order given in Annexure-IV shall be followed for the procession. As the academic procession leaves the stadium all the persons in the stadium shall remain standing.

- RETREAT OF THE NEWLY ELECTED STUDENT PARLIAMENTARY MEMBERS

The newly elected student parliamentary members will retreat and be allowed to take photographs with their family and friends on the dais.

RESPONSIBILITIES OF THE EVENT CO-COORDINATOR

PLANNING – programme order – (annexure-5)

Invitations - Create invitations for the newly elected student parliamentary members to hand out to friends and family they want to invite. Be sure to put the date, time, and location on the invite.(annexure-16)

Guests - Have students invite their family and friends, and any supporters who are important to their academic achievement. It's important to invite your internal employees as well

Extend internal invitations to:

The Chairman

Practice - Plan a walkthrough for your students, particularly if they will be walking down an aisle, sitting down or standing up in unison, etc.

The culminating event is the presentation of graduates and the presentation of certificates. Students are often called to the stage to receive their Honor from the Guests / The Dean and Principal.

Announcement Poster - Create a sign for your classroom to announce the upcoming valedictory ceremony, you can also hang flyers around the school to announce the PSSEMR Investiture ceremony "NETHRUTHVA", inviting college students, faculty and staff to the celebration.

Program order -Print the program order for graduates and guests, and place on chairs prior to the ceremony. Sample in Annexure 6

Media Alert - Promote the ceremony within the community and invite media to cover it. This is a great way to generate awareness of the program and get media coverage.

Investiture Ceremony Checklist

As the program coordinator, you will be planning PSSEMR SCHOOL & COLLEGE INVESTITURE CEREMONY "NETHRUTHVA".

This checklist will make the planning process easier and ensure you have everything ready for your students' big day.

- LOGISTICS

Size - One of the first things you need to determine is how big your ceremony is going to be. How many students will be celebrated in the ceremony?

Location - Figure out where the graduation ceremony will be held. It is important that the location is size-appropriate for how many people will be attending, in terms of both graduates and family and friends. It's good to estimate about 3 or 4 seats per student leader to accommodate their guests.

Parking - Make sure there will be enough empty parking spaces for all of your student leader's guests at the time of the ceremony.

Timing - Choose a convenient as the time for the ceremony to take place.

- We recommend holding the ceremony in the evening so friends and family can attend without work conflicts.
- The ceremony will probably last around 2 hour 30minutes, though the length depends on how many students you have and how elaborate the ceremony is.

- PEOPLE AND GUESTS

Keynote Speaker - Extend a special invitation to the person who you would like to be the keynote speaker-
Invite someone who can speak about the program at the school to students.

- MATERIALS

Formal Uniforms –Once the student parliamentary members are officially announced, the school tailor will be informed to get the uniforms (Suit) stitched after getting the colour and material finalized from the heads in the institution and choice of the student leaders.

The uniforms must be ready 3 days prior to the program in order to get alterations done if any.

Flags, Badges and Sashes-The P E department will keep the Flags ,Badges and sashes ready 3 days prior the program. Once the newly elected student parliamentary members are elected,The PE Department must be able to collect the correct spelling of the students to get the badges and certificates done

Prepare awards, certificates, badges or whatever you plan on giving out during the graduation ceremony
Certificates

- To orchestrate a smooth ceremony, you can hand out placeholder certificates – a rolled up sheet of blank paper tied with ribbon.
- Then, after the ceremony, students can then take photos with family and friends with their badges, sashes and Certificates.

- FURNITURE

Chairs - Make sure you have enough chairs to seat the graduates on the pavilion.

Chairs for their guests. Set up a row of chairs in the front for your graduates and important guests, like the keynote speaker, The Chairman, The Dean and Principals may have a reserved note attached.

- Podium - Procure a podium for the various speakers to use while they present.
- Tables - Get tables if necessary, particularly if you are going to arrange the Badges, sashes gifts, candles , or if you want a place to lay out all of the mementos and certificates.

Flag posts to be arranged on either sides of the stage as given in Annexure

Day of The Ceremony Location :

Put up signs around the school so guests can find the location of the ceremony easily. Put up a simple reserved sign for the Guest seats.

Have graduates arrive early so they can get their cap & gown, get settled, etc.

Setup :

Music - Have a playlist ready for the program.

Photos-Have the photographer to take photos during and after the ceremony. Make sure the photographer captures the certificate hand off for each student.

Come up with a hash tag and share with all so that you can easily collect and see the photos they share on social media and in a blog post.



ACADEMIC PROCESSION INVESTITURE CEREMONY

Nethrathva

BAND TROUPE
(OPTIONAL)

SCHOOL
CAPTAIN

ESCORT 1

ESCORT 2

ESCORT 3

ESCORT 4

SR.
PRINCIPAL

CHIEF
GUEST

DEAN

PRINCIPAL

PRINCIPAL

PRINCIPAL

VICE
PRINCIPAL

HOD

HOD

HOD

HOD

HOD

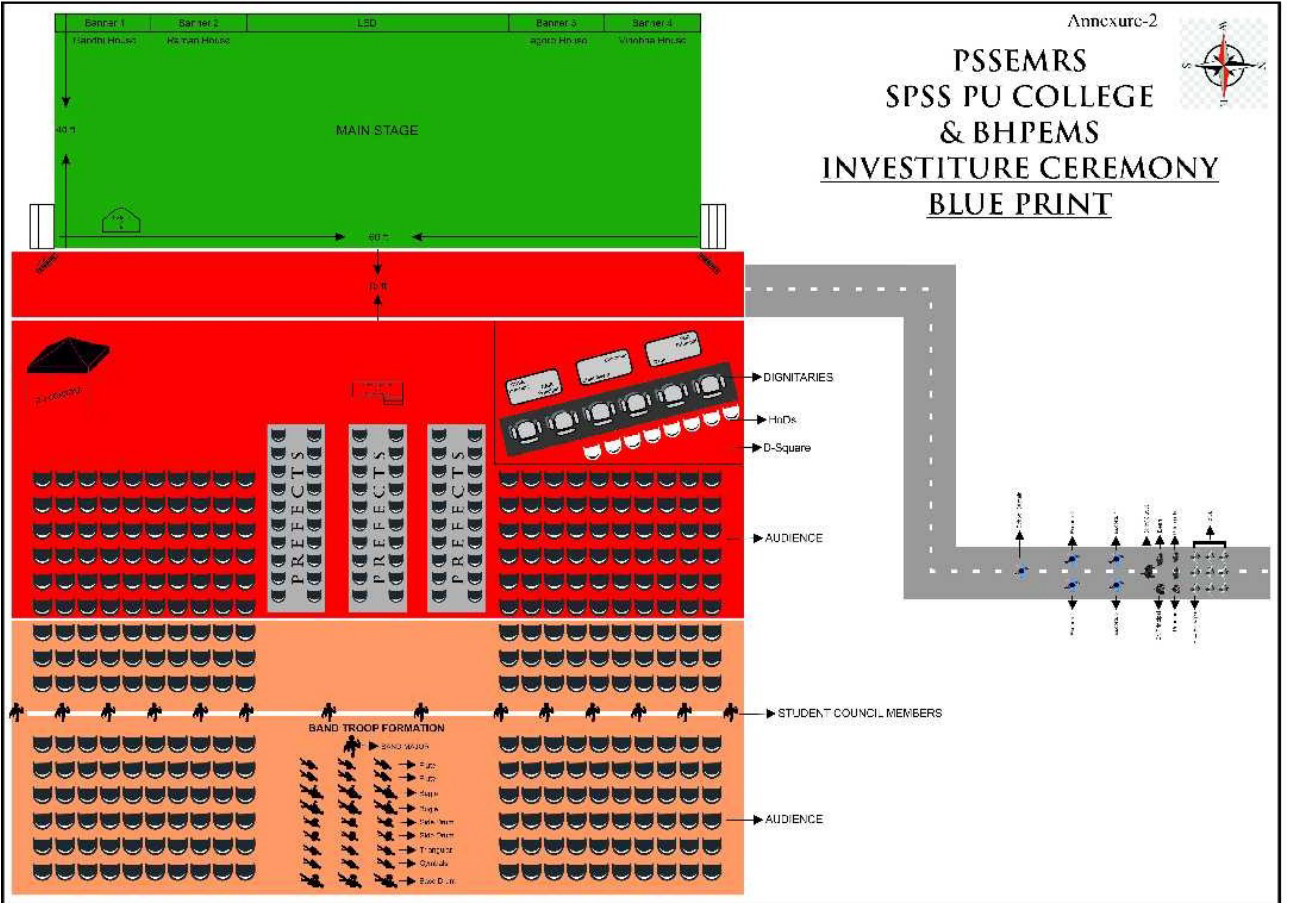
HOD

HOD

HOD



PSSEMRS SPSS PU COLLEGE & BHPMS INVESTITURE CEREMONY BLUE PRINT



Investiture Ceremony Oath

In the name of universal understanding that depicts freedom and in the name of God that depicts power, we the newly elected student parliamentary members of our school and college hereby pledge that –

We will truly and consciously manifest to uphold the good name of our school and college at all times.

We will strive for academic excellence through perseverance, boundless energy and relentless commitment.

We will maintain our strong character and moral values that stand on the pillar of respect, mutual understanding and love.

We will never let our emotions creep into harshness, hostility, animosity and prejudice.

we espouse the laws of our school and college without fail.

BAPUJI EDUCATIONAL ASSOCIATION (R) DAVANGERE.



**SMT. PARVATHAMMA SHAMANUR SHIVASHANKARAPPA
ENGLISH MEDIUM RESIDENTIAL SCHOOL**

& BAPUJI SPSS PU COLLEGE, Shivagangotri, Tolahunse, Davangere.



BAPUJI HIGHER PRIMARY ENGLISH MEDIUM (CBSE) SCHOOL

M.C.C. 'B' Block, Davangere.

Nethruthva 2021-22

Program Order





BAPUJI EDUCATIONAL ASSOCIATION (B) DAVANGERE.
**SMT. PARVATHAMMA SHAMANUR SHIVASHANKARAPPA
ENGLISH MEDIUM RESIDENTIAL SCHOOL
& BAPUJI SPSS PU COLLEGE,**

Shivangotri, Tolahunse, Davangere.



BAPUJI HIGHER PRIMARY ENGLISH MEDIUM (CBSE) SCHOOL

M.C.C. 'B' Block, Davangere.

*The Management, Dean, Principals, Staff & Students
Solicit your invaluable presence on the occasion of the*

INVESTITURE CEREMONY

SUNDAY
SEPTEMBER **00** 2022 @4.00PM

VENUE: OUTDOOR STADIUM

*Program Presided by
Shri.*

*Chief Guest
Shri.*

In the Presence of

Netravathi
2021-22





This policy will be reviewed as per the review policy