



# INVESTITURE CEREMONY

## GUIDELINES

### ❖ IMPORTANT DATES-

S.no	Event	Day/Date	In-charge
1	Nomination Form to be uploaded on School Website.	8 <sup>th</sup> APRIL FRIDAY	I.T Deptt.
2	Announcement to inform students about the Nomination Form in the Morning Assembly.	8 <sup>th</sup> APRIL FRIDAY	Head of the School
3	Last date for the students to submit the forms.	11 <sup>th</sup> APRIL 5:00 PM MONDAY	-----
4	Question papers to be prepared and submitted by the assigned subject teachers to the Event I/C.	8 <sup>th</sup> APRIL FRIDAY	Assigned Teachers
5	Final design (soft copy) of badges to be sent to Head of the School	26 <sup>th</sup> APRIL THURSDAY	Activity Coordinator
6	Auditing the Nomination forms and submitting the same to the Event I/C.	18 <sup>th</sup> APRIL MONDAY	Class In-charges

7	Consolidated list of selected nominees for the next round i.e.; Written/Online exam to be prepared and displayed on the school notice board by the Event I/C.	19 <sup>th</sup> APRIL TUESDAY	Event In-charge
8	List of selected nominees for the next round i.e.; Written/Online exam to be uploaded on the school website.	19 <sup>th</sup> APRIL FRIDAY	I.T Deptt.
9	Announcement of the selected students for the next round of Written/Online exam.	22 <sup>nd</sup> APRIL FRIDAY	Head of the School
10	Online Exam	28 <sup>th</sup> APRIL THURSDAY (10 <sup>th</sup> Class GD also to be taken on the same day)	Event In-charge / I.T Deptt./ICT Deptt.
11	List of selected nominees for the next round i.e.; GD to be prepared and displayed on the school notice board by the Event I/C.	2 <sup>nd</sup> MAY MONDAY	Event In-charge
12	List of selected nominees for the next round i.e.; GD to be uploaded on the school website.	4 <sup>th</sup> MAY MONDAY	I.T Deptt.
13	Announcement of selected students for the next round i.e. Group Discussion & also the Interview Date.	6 <sup>th</sup> MAY FRIDAY	Head of the School
14	Group Discussion	7 <sup>th</sup> , 9 <sup>th</sup> , 10 <sup>th</sup> MAY	SWC / JWC / Activity Coordinator/Event In- Charge/Senior Teachers
15	List of selected nominees for the next & Final round i.e.; Interview to be prepared and displayed on the school notice board.	11 <sup>th</sup> MAY WEDNESDAY	Activity In-Charge
16	List of selected nominees for the next & Final round i.e.; Interview to be uploaded on the school website.	11 <sup>th</sup> MAY WEDNESDAY	I.T Deptt.

16	Announcement of selected students for the next round & Final round. Interview.	13 <sup>th</sup> MAY FRIDAY	Head of the School
17	INTERVIEW DATE	12 <sup>th</sup> - 13 <sup>th</sup> JULY	Head of the School/SWC/JWC/ Activity-Coordinator/Event-In Charge/Senior Teachers
15	Consolidated Final Result to be sent to the Head of the school.	14 July THURSDAY	Event In-charge
16	Uploading of final list on the school website	14 <sup>th</sup> July THURSDAY	I.T Deptt.
17	List of selected members of student council to be declared by the Head of the school	15 <sup>th</sup> July FRIDAY	Head of the school
18	Practice for the Investiture Ceremony	15 <sup>th</sup> July - 21 <sup>st</sup> July	H & PE Deptt.
19	Investiture Ceremony	22 <sup>nd</sup> July	Event In-charge

➤ **STUDENT COUNCIL POSTS**

- Head Boy
- Head Girl
- Vice Head-Boy
- Vice Head-Girl
- Proctor (Boy)
- Proctor (Girl)
- House Captain
- Sports Captain (Boys)
- Sports Captain (Girls)
- Cultural Secretary (Boys)
- Cultural Secretary (Girls)
- Environmental Secretary (Boys)
- Environmental Secretary (Girls)
- Prefects

## ➤ ELIGIBILITY CRITERIA FOR ONLINE EXAM.

Minimum Attendance (Prev. Session)	85%
% of marks obtained (Prev. Session)	65%

1. Students of **Grade VIII- XII** are eligible for filing the nomination for Student Council.
2. Minimum 65% marks are required in previous academic session, i.e. 2021-2022.
3. A student can only file nomination for not more than two posts.
4. Should not have a past record of any suspension, divesting of badge during the previous or the current session.
5. Minimum 85% attendance is must in the previous session, i.e. 2021-22.
6. Uniform defaulters i.e.; students who report to school in improper & untidy uniform will not be considered.

## ❖ THE ELIGIBILITY CRITERIA OF GD TO BE DECIDED DEPENDING UPON THE COUNT OF THE PARTICIPANTS.

### ➤ ROLES & RESPONSIBILITIES

Student Council is the highest honor and rank bestowed upon the selected few students which bring in a lot of responsibilities and challenges. Students selected for these posts become the role model for other students to follow and look-up to. As such, all the members of the student council must follow the school's rules as laid down in the almanac and elsewhere. They must lead by example and be the ambassadors of DPS in the eyes of the public and community at large. In addition, some specific roles are mentioned herein.

#### ❖ Head Boy/Head Girl/Vice Head Boy/Vice Head Girl/Proctor

1. Scrupulous monitoring of the activities of the students by:
  - Discerning and proposing names of students who show ingenuity during events and Programmes to the respective heads.
  - Motivating the students to come forward for various responsibilities or activities and then forwarding their names for commendation.
2. To ensure well ordered functioning of every day events by:
  - Assisting the faculty during Open House for smooth conduct.
  - Organizing Special Assemblies as and when required.
  - Compering events, ensuring that public address system is functioning properly.

- Maintaining proper decorum and discipline in the school.
- Inculcating the spirit of cleanliness among students.
- Being present at their designated spots in Amphi Theatre during all assemblies.
- Providing proper hospitality and observing correct protocol for guests.

3. To maintain decorum of school by:

- Following the rules and regulations to guarantee the discipline during all the in house events and functions and inter school events as well.
- Wearing the proper school uniform themselves and checking the uniform of students in the morning.
- Encouraging students to observe school rules during fruit/lunch break and dispersal.

#### ❖ **Sports Captains:**

- The team shall organise all sports-related activities such as Annual Sports Day, Intra/Inter School Sports Competitions, Saturday Sports Clubs and other events. Scores and records of the same should also be maintained for any future reference.
- To help the Health and Physical Education department in planning and preparing tracks and fields for Intra/Inter School competitions and Annual Sports Day.
- Arranging and distributing Prizes and Certificates for all the sports Events is also the responsibility of Sports Captains.

#### ❖ **Cultural Secretary:**

1. To plan and organize all the in house and inter school cultural events such as Special Assemblies, Class Assemblies, Annual Functions, Major events, Graduation Ceremony, Investiture Ceremony, Dipfest etc.

- Assist the class in-charges and teacher in-charge for Class Assembly.
- Promoting the students who are interested in cultural activities or club activities (like music -vocal and instrumental, painting, dance, percussion, recitation, acting, etc.) by recommending them to Class Representatives (Co-curricular) and Class In-charges for Intra Class and Inter Class competitions.
- They shall help the in-charges in keeping the record of all the co-curricular activities.
- They shall coordinate with the parents and transport department for transport and parking arrangements during various functions.
- Thursday activities shall be organized by them with the help of Thursday Activity Coordinator.

2. To prepare banners, slogans, placards etc. as and when required.

- The Cultural Secretary shall go through the Almanac or Activity Planner to get an idea of the school programme and plan and make banners, placards for the same to be

displayed at the appropriate events. They can take the help of the Class Representatives (Co-curricular) or Art teacher for the same.

#### ❖ Environmental Secretary:

- To lead campaigns against polybags, crackers, littering, tobacco, pollution, etc.
- To impress upon the entire staff to join the cleanliness campaign and motivate the rest.
- To ensure cleanliness in school premises by conducting a meeting once a month with the support staff and the In-charge to discuss various ways for keeping the class and the campus clean.
- To co-ordinate with the Fitness Monitor of the classes and make surprise visits to classes to ensure cleanliness and hygiene.
- To plan and execute tree plantation programmes and projects and be in regular touch with the gardener of the school in order to keep the lawn, trees, flower pots, etc. in healthy condition.
- To coordinate with the Head of Physics, Chemistry and Biology departments, and SUPW for all the environmental projects of school every month.
- To check the pollution levels of the School vehicles and that of the parents on the Open House day/PEA using pollution-checking kit.
- To spread awareness in the community or the parents on PEA'S vis-à-vis environment protection.

#### Duties of Prefects:

A PREFECT will:

- Participate and support all school activities, Respect teachers and school visitors.
- Report any incidents of bullying/any other infringement.
- Assistance in school assemblies and events for the smooth functioning.
- Prefects shall carry a badge that distinguishes their office of service.
- Each prefect shall have a document defining his/her area of competence, roles and duties.
- Prefects shall, in discharging their duty, act in love, assuming the role of seniors to the junior ones placed in their charge.
- Prefects shall promote discipline in all their domains, coordinated by the head prefects.
- Prefects will ensure the smooth functioning of the school in matters of peace, order and discipline and strict respect of school rules and regulations without fear or favour.
- The school administration will convene prefects meetings to revamp, revitalize and discuss matters affecting the day to day student life in the community.

- The prefects shall be boys/girls of integrity, who will teach by examples respecting the rules and regulations of the institution.
- The prefects shall not sublet their authority to their friends for convenience. They will in all school activities lead and serve.
- The prefect will in everything represent the school image positively. He/she shall ensure the pursuit of academic excellence and orderly behavior, even when not in school uniform or on school property.
- His/her moral and academic life shall always be a model for the student community to emulate.

➤ **SELECTION PROCEDURE IN DETAIL:**

1. Students to fill the Nomination Forms from the school website and submit the same by the last date of submission. No entries shall be entertained after the scheduled date.
2. Class in-charges to audit the forms and verify whether the nominee fulfills all the eligibility criteria and then put the students name forth for the final list. Class in-charges can refer the Investiture Ceremony Guidelines for eligibility criteria.
3. Class in-charges to clearly mention the reason for rejecting the student on the application form which will be provided by the Event In-charge.
4. Class in-charges also to prepare the Final list (soft copy) to be forwarded to the EventIn-charge in the below given format by the last date as mentioned in the schedule along with the nomination forms.

S.NO	ADMN NO.	NAME OF THE STUDENT	POST APPLIED FOR	GRADE/ SEC	ACCEPTED/ REJECTED	REASON FOR REJECTION	REMARKS

5. Consolidated list of selected students to be prepared and displayed on the school board by the Event in-charge and the same is also to be uploaded on the website of the school.
6. Declaration of the selected students shall be done by the Head of the school in the morning assembly.
7. Written/Online exam to be conducted on the scheduled date. As it is Thursday, the exam shall be conducted in the Thursday activity slot. Since, 10<sup>th</sup> class will have their Boards in those days, their Written Exam as well as GD to be taken on the same date i.e 28<sup>th</sup> April.
8. Format of the exam:
  - a) Total 40 Multiple Choice Questions of 40 Marks (1 mark for each question)
  - b) Total duration shall be 40 minutes.
  - c) No negative marking.
  - d) The breakup of the question paper shall be as follows:
    - Communicative Skills (English) 10 Marks

- General Awareness (Social Science) 10 Marks
- Reasoning (Mathematics) 10 Marks
- Area of Responsibility 10 Marks
  - ✓ Head Boy/Head Girl/Vice Head Boy/Vice Head Girl (SWC/Senior Teachers)
  - ✓ Sports Captains (H& PE)
  - ✓ Proctor(Activity Coordinator)
  - ✓ Cultural Secretary (Performing Arts)
  - ✓ Environmental Secretary (Biology)

9. Question papers to be prepared and submitted by the assigned teachers of the concerned departments to the Event In-charge by the scheduled date.
10. IT/ICT department is responsible for conducting the online exam on the scheduled date.
11. The criteria for the selection of students for the GD post the Online exam shall be 60% and above of the said exam.
12. Consolidated list of selected students to be prepared and displayed on the school board along with GD schedule by the Event in-charge and the same is also to be uploaded on the website of the school by IT department.
13. Declaration of the selected students and GD date shall also be done by the Head of the school in the morning assembly.

PANEL	EVENT	VENUE
SWC,ACTIVITY CO-ORDINATOR, EVENT - INCHARGES	GD	RC
HEAD OF THE SCHOOL , SWC, JWC, ACTIVITY CO-ORDINATORS, EVENT-IN CHARGE.	INTERVIEW	VISITOR'S ROOM (OPP. PRINCIPAL MAM'S ROOM)

14. SWC/JWC/ Activity Coordinator, Event In-charge shall be the Panel of GD.
15. GD will be conducted during the normal slots.
16. The final list of the students for the Interview will be based upon the Written/Online Exam as well the marks for the GD.
17. Final List of the students selected for the Interview shall be prepared and sent to the Head of the School.
18. Final List of the students selected for the Interview to be displayed on the school notice board along with the date of the Interview.
19. Final List of the students selected for the Interview to be uploaded on the school website.
20. Interview to be conducted on the scheduled date.
21. All the students who appear for the interview shall be well received by the interview panel and no negative comment shall be passed by the members.
22. Along with the Head of the school, Activity In-charge, SWC, JWC and Event In-Charges will be part of the interview panel.
23. A message will be sent to the parents about the selection of their ward.



24. Interview schedule shall be planned in such a way that only 5 minutes are allotted to a single student.
25. Activity Coordinator to announce all the rules and regulations for the student council.
26. The final result to be declared by the Head of the school in the Assembly and same has to be displayed on the school board and updated on the school website.
27. Deadlines are to be strictly followed for smooth functioning of the event.

**❖ EVENT IN-CHARGES - MR. ANMOL & MS. RACHNA.**