

DIPS School Karol Bagh, Jalandhar.

Circular No: - 1

Date: -01 – 04 – 2020

Keeping in view the pandemic due to COVID-19 the school as per the direction of the State Government will remain closed till further orders. However the teaching will be started online and the time table and schedule will be given to the students on their what's app number.

Principal

Circular No: - 2

Date: -15 – 04 – 2020


During the session COVID19 online classes if any teacher fails to take the class. He / She should inform the under signed. The teacher must repeat the strength of the students attending the classes on daily basis.

Principal

Circular No: - 3

Date: -10 – 06 – 2020

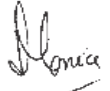
Pre mid Term Examination

 **DIPS Educational Research And Development Board (DERDB)**
FOR CHAIN OF DIPS INSTITUTIONS
DATE SHEET FOR PRE-MID TERM E-EXAMINATION SESSION 2020-21 DIPS/GB (CBSE)/CONVENT

Date	Day	I	II	III	IV	V	VI	VII	VIII	IX	X
18/6/20	Thu	English	Maths	English	Maths	English	Hindi	English	S.Sci.	English	Science
19/6/20	Fri	Hindi	Punjabi	Hindi	English	Hindi	Maths	Science	English	Science	Hindi
20/6/20	Sat	Punjabi	Ev.S	Maths	Punjabi	Maths	Punjabi	Hindi	Punjabi	Hindi	Punjabi
22/6/20	Mon	Maths	English	Ev.S	S.Sci.	Science	S.Science	Maths	Science	S.Sci.	Maths
23/6/20	Tue	Ev.S	Hindi	Punjabi	Hindi	Punjabi	English	S.Science	Maths	Punjabi	S.Science
24/6/20	Wed	-	-	-	Science	S.Science	Science	Punjabi	Hindi	Maths	English

Instructions for Pre Mid-Term E-Examination.

1. Link of exam and timings will be activated and shared with you by your respective teachers.
2. Test will be conducted on Google form. Fill in your name, class and section carefully.
3. The e-assessment will be in the form of MCQ's and subjective questions. MCQ's have to be submitted online while picture of subjective questions attempted on papers has to be uploaded on Google form within stipulated time. In case that doesn't work, please upload the picture on whatsapp. Ensure that your Name, Class, Section, Roll. No and School name is clearly mentioned on the paper uploaded. Parents should ensure that the time duration given in each paper is strictly adhered to, by the students.
4. Submission of Google form and answer sheet has to be done within stipulated time.
5. The parents must supervise and ensure that the students submit paper on time and do not resort to any unfair means during the assessment.
6. All the students must possess Google account to be able to attempt E-assessment. A student may use his/her parent's gmail account. Ensure that each student has an active Gmail account.
7. Students will be appearing in exam through zoom class.

 **Monica Mandotra**
CEO (DIPS Institutions)



DIPS Educational Research And Development Board (DERDB)
FOR CHAIN OF DIPS INSTITUTIONS

DATE SHEET FOR PRE-MID TERM E.EXAMINATION 2020-21 (DIPS)

Date	Day	XI	XII
18/6/2020	Thursday	Chem./Eco. /Punjabi	Phy./Accts./Pol. Sci.
19/6/2020	Friday	English	Phy.Edu./Comp.Sci.
20/6/2020	Saturday	Phy./Accts./Pol. Sci.	Maths/Bio./Hist.
22/6/2020	Monday	Maths/Bio./Hist.	B.St./Painting/Socio.
23/6/2020	Tuesday	Phy.Edu./Comp.Sci.	English
24/6/2020	Wednesday	B.St./Painting/Sociology	Chem./Eco. /Punjabi

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Monica Mandotra
CEO(DIPS Institutions)

Circular No: - 4

Date: -01 – 04 – 2020

DIPS SCHOOL KAROL BAGH, JALANDHAR

Parents Teachers Meeting for Spreading COVID sensitivity and result of Pre Mid Term Exams in 2020 – 2021

Parents will be called in 6 parents in a time slot of 1hr proper norms are observed (a) Temperature checking (b) Sanitisation (c) Hand sanitiestion of visitors (d) Social distancing.

Sr No	Date Of PTM	Classes	Number of Students	Teachers On Duty
1.	16 – 07 – 2020	I	12, 42	Ms. Prerna, Ms. Sawita Rai
2.	17 – 07 – 2020	II	41 , 45	Ms. Mamta, Ms. Harvinder
3.	18 – 07 – 2020	III	43, 37	Ms. Navdeep, Ms. Baljeet Kaur
4.	19 – 07 – 2020	IV, VII	46,45	Ms. Promila, Ms. Amandeep
5.	22 – 07 – 2020	V, VIII	49,47	Ms. Anita, Ms. Deepti
6.	23 – 07 – 2020	VI, IX	39, 48	Ms. Maninder, Ms . Komalpreet
7.	24 – 07 – 2020	XI (Comm), XII (SCI.)	34, 13	Ms. Pooja, Ms. Rajni
8.	25 – 07 – 2020	XII (Comm) XI(Sci.)	29, 17	Ms. Isha, Ms. Jagjit

Timing schedule for different slots of PTM

Sr no	Timing	Number Of students	Roll No's
1	8: 00 to 9:00	8 students	1 to 8
2	9:00 to 10:00	8 students	9 to 16
3	10:00 to 11:00	8 students	17 to 24
4	11:00 to 12:00	8 students	25 to 32
5	12:00 to 1:00	8 students	33 to 40
6	1:00 to 2:00	8 students	41 to 48

Circular No: - 5

Date: -01 – 04 – 2020

**Teachers on duty: - (Duties for maintaining social distancing in PTM of
Pre Mid Term examination 2020 - 21)**

Date	Name of Teacher	Duty location
16 – 7 – 2020	Mr. Isha , Ms. Sandhya	Main Gate and reception area.
16 – 7 – 2020	Ms Harvinder, Ms. Baljeet	Sitting arrangement in waiting rooms and send parents one by one (Ground Floor)
16 – 7 – 2020	Ms. Anita	Cleanliness duty (Guide maids)
16 – 7 – 2020	Ms. Mamta and Ms Navdeep	Duty in first floor outside the room of PTM (Send one by One)
16 – 7 – 2020	Ms. Promila	Drinking Water arrangement
17 – 7 – 2020	Ms Pooja, Ms. Deepti	Main Gate and reception area
17 – 7 – 2020	Ms. Amandeep and Ms. Baljeet	Sitting arrangement in waiting rooms and send parents one by one (Ground Floor)
17 – 7 – 2020	Ms. Anita	Cleanliness duty
17 – 7 – 2020	Ms. Prerna, Ms. Navpreet	Duty outside the room of PTM
17 – 7 – 2020	Ms. Promila	Drinking Water arrangement
18 – 07 – 2020	Ms. Anuradha , Ms Sawita	Main Gate and reception area.
18 – 07 – 2020	Ms. Rajni, Ms. Gurdeep	Sitting arrangement in waiting rooms and send parents one by one (Ground Floor)
18 – 07 – 2020	Ms. Isha	Cleanliness duty
18 – 07 – 2020	Ms. Jyoti Sharma, Ms. Baljinder	Duty outside the room of PTM
18 – 07 – 2020	Ms. Prerna	Drinking Water arrangement
19 – 7 – 2020	Ms Alpna, Ms Gurleen	Main Gate and reception area.
19 – 7 – 2020	Ms. Sandhya, Ms Mamta	Sitting arrangement in waiting rooms and send parents one by one (Ground Floor)

Date	Name of Teacher	Duty location
19 – 7 – 2020	Ms Navdeep	Cleanliness duty
19 – 7 – 2020	Ms Maninder, Ms. Gurdeep	Duty outside the room of PTM
19 – 7 – 2020	Ms Rajni	Drinking Water arrangement
22 – 7 – 2020	Ms maninder, Ms Komalpreet	Main Gate and reception area.
22 – 7 – 2020	Ms. Baljinder, Ms Sawita	Sitting arrangement in waiting rooms and send parents one by one (Ground Floor)
22 – 7 – 2020	Ms Anuradha	Cleanliness duty
22 – 7 – 2020	Ms Harvider , Ms Jyoti Sharma	Duty outside the room of PTM
22 – 7 – 2020	Ms Mamta	Drinking Water arrangement
23 – 7 – 2020	Ms. Anita, Ms Deepti	Main Gate and reception area.
23 – 7 – 2020	Ms Rajni, Ms Gurleen	Sitting arrangement in waiting rooms and send parents one by one (Ground Floor)
23 – 7 – 2020	Ms Alpana	Cleanliness duty
23 – 7 – 2020	Ms. Navdeep, Ms Mamta	Duty outside the room of PTM
23 – 7 – 2020	Ms. Promila	Drinking Water arrangement
24 – 7 – 2020	Ms Rajni, Ms. Isha	Main Gate and reception area.
24 – 7 – 2020	Ms Jagjit, Ms Gurdeep	Sitting arrangement in waiting rooms and send parents one by one (Ground Floor)
24 – 7 – 2020	Ms Anita	Cleanliness duty
24 – 7 – 2020	Ms Amandeep, Ms Harvinder	Duty outside the room of PTM
24 – 7 – 2020	Ms Navdeep	Drinking Water arrangement

Circular No: - 6

Date: -10 – 09 – 2020

Midterm Examination



DIPS EDUCATIONAL RESEARCH AND DEVELOPMENT BOARD (DERDB)
DATE SHEET FOR MID TERM E-EXAMINATION SESSION 2020-21 DIPS/GB (CBSE)/CONVENT

Date	Day	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	
15/9/20	Tue	English	Maths	Hindi	English	Maths	Science	English	Maths	Hindi	English	Maths/Bio./Pol.Sci.	English	
17/9/20	Thu	Hindi	Punjabi	Ev.S.	Hindi	Punjabi	English	Hindi	Punjabi	English	Hindi	Sociology	Phy.Edu./Comp. Sci.	
19/9/20	Sat	Ev.S.	Ev.S.	Punjabi	Science	S.St.	Punjabi	Science	S.St.	Computer	Punjabi	Phy./Acct	Chemistry/Eco.	
21/9/20	Mon	Pbi.	Hindi	Maths	Punjabi	Hindi	S.St.	Punjabi	English	Maths	S.St.	Phy.Edu./Comp.Sci.	Painting	
23/9/20	Wed	Maths	English	English	Maths	English	Hindi	Maths	Hindi	Punjabi	Computer	English	B.Studies/Hindi	
25/9/20	Fri	HOLIDAY			S.St.	Science	Maths	S.St.	Science	S.St.	Science	Painting	Pbi.	
28/9/20	Mon	REGULAR ONLINE CLASSES									Science	Maths	Eco./Hindi	Phy./Acct./Pol.Sci.
29/9/20	Tue	REGULAR ONLINE CLASSES											Pbi.	Sociology
30/9/20	Wed	REGULAR ONLINE CLASSES											Chem./B.Studies/History	Maths/Bio./History

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1. Link of exam and timings will be activated and shared with you by your respective teachers.
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Monica Mandotra
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Circular No: - 7

Date: -01 – 10 – 2020

DIPS SCHOOL KAROL BAGH, JALANDHAR

Parents Teachers Meeting for Spreading COVID sensitivity and result of Mid Term Exams in 2020 – 2021

Parents will be called in 6 parents in a time slot of 1hr proper norms are observed (a) Temperature checking (b) Sanitisation (c) Hand sanitiestion of visitors (d) Social distancing.

Sr No	Date Of PTM	Classes	Number of Students	Teachers On Duty
1.	09-10-2020	2 nd	42	Ms. Anuradha
2.	12-10-2020	3 rd	35	Ms. Jyoti
3.	13-10-2020	1 st , 4 th , 5 th	35, 42, 44	Ms. Savita, Ms. Amandeep Ms. Anita Gandhi
4.	14-10-2020	6 th , 8 th	38, 45	Ms. Maninder Kaur, Ms. Deepti
5.	15-10-2020	7 th , 10 th	45, 43	Ms. Baljinder Kaur, Ms. Sandhya
6.	16-10-2020	XI Sci., XI Comm., XII (Sci. / Comm.)	47, 42	Ms. Jagjit Kaur, Ms. Pooja, Ms. Rajni, Ms. Isha Sehgal

Note: - Timing Schedule

Sr no	Timing	Number Of students	Roll No's
1	8:00am to 9:00am	10	1 to 10
2	9:00am to 10:00am	10	11 to 20
3	10:00am to 11:00am	10	21 to 30
4	11:00am to 12:00noon	10	31 to 40
5	12:00 to 1:00 pm	10	41 to 50

Circular No: - 8

Date: -01 – 10 – 2020

**Teachers on duty: - (Duties for maintaining social distancing in PTM of
Mid Term examination 2020 - 21)**

Date	Name of Teacher	Duty location
09 – 10 – 2020	Mr. Isha , Ms. Sandhya	Main Gate and reception area.
09 – 10 – 2020	Ms Harvinder, Ms. Baljeet	Sitting arrangement in waiting rooms and send parents one by one (Ground Floor)
09 – 10 – 2020	Ms. Anita	Cleanliness duty (Guide maids)
09 – 10 – 2020	Ms. Mamta and Ms Navdeep	Duty in first floor outside the room of PTM (Send one by One)
09 – 10 – 2020	Ms. Promila	Drinking Water arrangement
12 – 10 – 2020	Ms Pooja, Ms. Deepti	Main Gate and reception area
12 – 10 – 2020	Ms. Amandeep and Ms. Baljeet	Sitting arrangement in waiting rooms and send parents one by one (Ground Floor)
12 – 10 – 2020	Ms. Anita	Cleanliness duty
12 – 10 – 2020	Ms. Prerna, Ms. Navpreet	Duty outside the room of PTM
12 – 10 – 2020	Ms. Promila	Drinking Water arrangement
13 – 10 – 2020	Ms. Anuradha , Ms Sawita	Main Gate and reception area.
13 – 10 – 2020	Ms. Rajni, Ms. Gurdeep	Sitting arrangement in waiting rooms and send parents one by one (Ground Floor)
13 – 10 – 2020	Ms. Isha	Cleanliness duty
13 – 10 – 2020	Ms. Jyoti Sharma, Ms. Baljinder	Duty outside the room of PTM
13 – 10 – 2020	Ms. Prerna	Drinking Water arrangement
14 – 10 – 2020	Ms Alpna, Ms Gurleen	Main Gate and reception area.
14 – 10 – 2020	Ms. Sandhya, Ms Mamta	Sitting arrangement in waiting rooms and send parents one by one (Ground Floor)

Date	Name of Teacher	Duty location
14 – 10 – 2020	Ms Navdeep	Cleanliness duty
14 – 10 – 2020	Ms Maninder, Ms. Gurdeep	Duty outside the room of PTM
14 – 10 – 2020	Ms Rajni	Drinking Water arrangement
15 – 10 – 2020	Ms maninder, Ms Komalpreet	Main Gate and reception area.
15 – 10 – 2020	Ms. Baljinder, Ms Sawita	Sitting arrangement in waiting rooms and send parents one by one (Ground Floor)
15 – 10 – 2020	Ms Anuradha	Cleanliness duty
15 – 10 – 2020	Ms Harvider , Ms Jyoti Sharma	Duty outside the room of PTM
15 – 10 – 2020	Ms Mamta	Drinking Water arrangement
16 – 10 – 2020	Ms. Anita, Ms Deepti	Main Gate and reception area.
16 – 10 – 2020	Ms Rajni, Ms Gurleen	Sitting arrangement in waiting rooms and send parents one by one (Ground Floor)
16 – 10 – 2020	Ms Alpana	Cleanliness duty
16 – 10 – 2020	Ms. Navdeep, Ms Mamta	Duty outside the room of PTM
16 – 10 – 2020	Ms. Promila	Drinking Water arrangement

Circular No: - 9

Date: -22 – 10 – 2020

DIPS School, Karol Bagh, Jalandhar
Guidelines for Parents / Guardians to reopen the school

- a. Give written consent if their ward wish to attend the school.
- b. Ensure your ward attends the school with mask and does not even exchange it.
- c. Ward preferably should wear full sleeved shirt.
- d. If the ward is feeling unwell don't send to school.
- e. Drop and pickup your ward on your own don't encourage pool cars.
- f. Clean and sanitise your ward's uniform and all belongings daily.
- g. Ensure your child maintains social distancing, personal hygiene.
- h. Provide two small napkins / clear cloth daily.
- i. Ensure your ward does not share the Tiffin or water bottle with peers.
- j. Parents / guardians should download Aarogya Setu app and should send their

Principal