

**Confederation of Independent School**

presents

SCHOOL OF EDUCATORS  
**PRINCIPAL'S**  
HANDBOOK

**2021-22**

**Author**

**DR. VISHAL JAIN**

[vishal@nageen.com](mailto:vishal@nageen.com)

**Published by :**

**School of Educators**

381, Western Kutchery Road, Meerut-250 002, U.P. (INDIA)

# PERSONAL DETAILS

Name :	Aadhar No. :
Date of Birth :	Passport No. :
Educational Qualifications :	Driving Licence No. :
	Renewal Dates :
	<b>Bank Details</b>
	Bank :
	A/C No. :
	IFSC Code :

Courses	University	Subjects

## Details of School

Name of the School:
Address with Pincode:
Name of the Trust/Society:
Registration Details of the Trust/Society:
Name of the Manager with Address and Phone Nos.:
School CBSE Affiliation No.:
CBSE Examination Code:

# IMPORTANT CONTACT NUMBERS OF CBSE

## CHAIRMAN OF CBSE

<b>MANOJ AHUJA, IAS</b> Chairman	Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi - 110 092 Tel: 011-22467263, 22023737, 23220154
-------------------------------------	---

## HEAD OF DEPARTMENTS

### ADMINISTRATION & FINANCE

<b>Anurag Tripathi, IRPS</b> Secretary	Tel: 011-22549627, 22549628 Fax: 011-22459735 Email: secy-cbse@nic.in
---	--

### IT, PROJECT & EDUSAT

<b>Dr. Antriksh Johri</b> Director (IT & Project) & Chief Information Security Officer	Tel: 011-22436196 Fax: 011-22059188 Email: director-it@cbse.gov.in
--	--

### EXAMINATION

<b>Dr. Sanyam Bhardwaj</b> Controller of Examinations	Tel: 011-22515828 Fax: 011-22057089 Email: ce.cbse2014@gmail.com, sanyamb.cbse@nic.in
--	---

### ACADEMICS & VIGILANCE

<b>Dr. Joseph Emmanuel</b> Director (Academics) & Chief Vigilance Officer	Tel: 011-23212603 Fax: 011-23234324 Email: directoracad.cbse@nic.in
--	--

### CENTRAL TEACHERS ELIGIBILITY TEST

<b>Anurag Tripathi, IRPS</b> Director (CTET)	Tel: 011-22235774 Fax: 011-22235775 Email: directorctet@gmail.com
---	--

### VIGILANCE

<b>Giriraj Garg, ITS</b> Chief Vigilance Officer	Tel: 011-22524152 Fax: 011-22025545 Email: cvo.cbse@nic.in
---	---

### PROFESSIONAL EXAMINATIONS

<b>Manoj Kr Srivastava</b> Director (Professional Examinations)	Tel: 011-22019683, 011-22059682, 011-22521081 Fax: 011-22509251 Email: neet.cbse@nic.in
--	---

### DEPARTMENT OF SKILL EDUCATION & TRAINING

<b>Dr. Biswajit Saha</b> Director (Skill Education & Training)	Tel: 011-23216963 Fax: 011-23232961 Email: directorvoc.cbse@gmail.com, dirtraining.cbse@gmail.com
---	---

## CENTRAL BOARD OF SECONDARY EDUCATION (Head Office)

"Shiksha Kendra", 2, Community Centre, Preet Vihar, Delhi - 110 092

Website: [www.cbse.nic.in](http://www.cbse.nic.in)

### ADMINISTRATION UNIT

<b>Anurag Tripathi, IRPS</b> Secretary	Tel: 011-22549627, 22549628, Fax: 011-22459735 Email: secy-cbse@nic.in
<b>Ritu Singh Sharma</b> Joint Secretary (Admin & Legal)	Tel: 011- 22517252, 22420300, Fax: 011-22517252 Email: jsal.cbse@nic.in
<b>Ram Veer</b> Assistant Secretary (Admin II, Admin III)	Tel: 011-22500029 Email: asadm.n.cbse@nic.in
<b>Sanjay Bist</b> Assistant Secretary	Tel: 011-22421547

### LEGAL UNIT

<b>Anurag Tripathi, IRPS</b> Secretary	Tel: 011-22549627, 22549628, Fax: 011-22459735 Email: secy-cbse@nic.in
<b>Ritu Singh Sharma</b> Joint Secretary (Admin & Legal)	Tel: 011- 22517252, 22420300, Fax: 011-22517252 Email: jsal.cbse@nic.in
<b>Arvind</b> Deputy Secretary (Legal)	Tel: 011-22449623 Email: cbselegalcell@gmail.com

### ADMINISTRATION SCHOLARSHIP UNIT

<b>Nisha Srivastava</b> Assistant Secretary	Tel: 011-22044166 Email: scholarship.cbse@nic.in
--	---

### EXAMINATION UNIT

<b>Dr. Sanyam Bhardwaj</b> Controller of Examinations	Tel: 011-22515828, Fax: 011-22057089 Email: ce.cbse2014@gmail.com
--	--

### PUBLIC RELATIONS

<b>Rama Sharma</b> Senior Public Relations Officer/ Nodal Officer (RTI)	Tel: 011-22440083 Fax: 011-22440083 Email: ramas.cbse@nic.in
--	---

# APRIL 2021

SUN	MON	TUE	WED	THU	FRI	SAT	HOLIDAYS	
				1	2	3		2 - Good Friday
								10 - Second Saturday
4	5	6	7	8	9	10		14 - Ambedkar Jayanti
11	12	13	14	15	16	17		21 - Ram Navmi
18	19	20	21	22	23	24		25 - Mahavir Jayanti
25	26	27	28	29	30			Total Working Days : 23

## IMPORTANT DATES FOR ME


## CORRESPONDENCE MADE

BY MAIL	INBOX	DATE	SENT

## CBSE CIRCULAR DETAILS

Date	No.	Content

	Target Date	Status
• Commencement of class I to XI		
• Appointment of HOD subject-wise		
• Orientation programme for class XI		
• Print of students list (class-wise). Students list to be displayed on notice board and in classrooms preferably with bus route and trip to avoid confusions on the first day at the school. Give copies to class teachers.		
• Orientation day of new parents before the classes commence.		
• Transport route for new students to be displayed on orientation day.		
• Students enrichment plan sheet to be distributed to students on first day of session.		
• <b>Portfolio (5 Marks):</b> class work plus peer assesement, self assessment achievements of students in the subject, reflections, narrations, journals etc.		
• Hostel calendar with rules and regulations need to be handed over to students/parents		
• Change CBSE ID & passwords		
• Plan study tours for the year - Annexure - 13 ( <a href="http://www.principalsdiary.com/study-tours">http://www.principalsdiary.com/study-tours</a> )		
• Read CBSE circular number acad - 11/2020 for assessment, evaluation practices of the board & board exam commencement.		
• Prepare annual calendar for morning assembly- Annexure -14 ( <a href="http://www.principalsdiary.com/annual-calendar-1">http://www.principalsdiary.com/annual-calendar-1</a> )		
• Apply for CBSE teachers and principals award.		
• Celebration of International Day of Yoga.		
• Watch movie 'Stand and Deliver'. It's a classic movie based on true story whose message is very important in today's society: never believe that students are unable to learn. Instead of teaching to the lowest common denominator, Edward James Olmos in a true story as Jaime Escalante sets his goals much higher, inspired his dropout prone students to pass the AP Calculus exam. This film shows how a teacher can change the perception that weaker students cannot do well in studies.		
• Guidelines an art integrated learning for schools affiliated to CBSE.		
• Training programme for teachers on artificial intelligence & Art integrated learning		
<b>Admission Alert for Class XII</b>		
Application process begin for:		
• CACPT ( <a href="http://icaiaexam.icaei.org">http://icaiaexam.icaei.org</a> )		
<b>Application process deadline for:</b>		
• LSAT ( <a href="http://www.pearsonvueindia.com/lsatindia/">http://www.pearsonvueindia.com/lsatindia/</a> )		

	Status
(Online/Offline) Orientation programme for all school students of class XI at a common place with media partner	
<b>SPECIAL TODAY</b>	
Maritime Day (India)	



Principal's Task Grid

- Notebook checking and reviewing classwork and homework of students and reviewing hostlers notebook.
- Newsletter (soft/hard copy) to be prepared featuring the events, workshops held in school and the same to be circulated.
- Media file to be kept updated with the newspaper cutting and to be reviewed.
- Lesson plans have to be planned and noted by all subject teachers prior to classes for implementation in the most effective way in online/offline class teaching. Lesson wise planning of tools required, online/offline class explanations and animated videos, notes on CPD, e-books referred to be checked. Teachers and coordinators diaries need to be checked.
- By conducting online/offline events like summer camp, workshops, webinars etc., school promotion to be done.
- Class timetable and personal timetable of teachers to be reviewed (check for any discrepancy/period not allocated).
- All classes' attendance registers to be maintained by class teachers on the basis of their attendance in online/offline classes and CPD and to be checked.
- Workshops through webinars to be arranged for teachers and students.







