



AKAL ACADEMY KHERA

VPO Khera, Teh. Garhshankar Distt. Hoshiarpur Pin:- 146106
UNDER THE MANAGEMENT OF KALGIDHAR TRUST BARU SAHIB (H.P)

Ph - 9875987423

Email:- aakhera@akalacademy.ac.in

Circular

Date :- 26/9/2020

Ref. No - AAK/18/01

It is strictly prohibited to give corporal punishment to students.
If any teacher found guilty of it, strict action will be taken
against him/her.

Mandeep Kaur

Headmistress

Headmistress
Akal Academy KHERA
Distt. Hoshiarpur
(M) 98759-87282



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Ph - 9875987423

Email:- aakhera@akalacademy.ac.in

Circular

Date - 13/3/2018

Ref. No - AAK/18/02

Conduction (For Principals/Headmistresses)

1. Under no circumstances the Date-sheet sent by the Head office should be changed.
2. An examination committee should be formed in each academy consisting of 2-3 members to look after the work of exams. To reduce the possibility of needless mistakes, the job given to each member of the committee should be clearly defined on the basis of his capability.
3. Examination should be conducted at 10:15 am sharp in all academies.
4. MCQ papers of Maths and Science should be distributed in the beginning and collected immediately after the completion of time allocated on the question paper.
5. 15 minutes should be given for reading the question paper before the students start attempting. (15 minutes for question paper reading would be in addition to the time allocated for attempting the question papers)
6. Junior students should not be forced to sit in the examination room for all the 3 hours doing nothing after their paper is over. Their answer sheets may be collected after 2 hours if they have completed the paper.
7. A more effective seating plan, both vertical and horizontal should be worked out. Display of plan should be row wise. The roll numbers written on the desks should be clear and in bold letters. The seating plan may be changed on every alternate day if not every day.
8. Display boards in the class-rooms should be covered during exams.
9. The invigilators should sign the answer scripts after checking the particulars filled by the students. After due assurance that needful has been done, the question papers should be distributed.
10. Invigilators should not leave the question papers in the classrooms at the end of the exam.
11. Questions paper should be read by the invigilators for students of Nursery-I as these students are unable to read instructions themselves.
12. No correction in the question papers should be made.
13. During evaluation of answer sheets, teachers of the same Academy should not be allowed to see the answer sheets of their Academy.
14. For fair evaluation of answer scripts, teachers should be trained under the guidance of Principal/Headmistress/HOD by giving the guidelines on CBSE pattern for different subjects.
15. Teachers should prepare the answers themselves before they begin evaluation. They should not approach concerned subject teachers or collect note books of students for answer keys for evaluation. Students should not be discriminated while evaluation. Marks should not be awarded on the basis of pre-formed image of students/teachers.
16. The time for revision of the syllabus should be planned well before the examination. Revision worksheets/mock tests should be given to the students so that they do not depend on revision during the prep time just before the examination.
17. There should be no compromise on Nitnem during exams.
18. Students of senior classes should respect and wish outsiders including staff on duty during conduction of summative examination.
19. Anyone involved in using or promoting unfair means or unscrupulous ways to show 'fictitious enhanced results' should be dealt with sternly as it amounts to damaging the reputation of Akal Academics.
20. Under no circumstances corporal punishment should be given to the students.

Headmistress
Headmistress

Akal Academy Khera

Ref. No - A.AK/19/03

Date:- 08.05.2019

Circular

It is to inform you that usage of internet in the school premises for personal interest is strictly prohibited. If in future we found anybody with this, a strict action will be taken against him/her.

Mandeep Kaur
8/5/19
Principal

Headmistress
Akal Academy KHERA
Hoshiarpur

Manvika Kaur

J Kaur
8/5/19

Rajinder Kaur
08/05/19

Mandeep Kaur
8/5/19

Gurpreet Kaur
8/6/19

Naupreet Kaur
08/05/19

Rajinder Kaur
8/5/19

Amandeep Kaur
8/5/19

V Kaur
8/5/19

Meena Kaur
08/5/19

Amandeep Kaur
8/5/19

Akal Academy Khera

Ref No - AAK/19/04

Date:- 08.05.2019

Circular

It has been observed that some of the staff members are behaving rudely with others .It is instructed to teaching and non- teaching staff to behave in a decent manner with each other and dignity of post must be maintained. Non- teaching staff must be polite and humble with parents.

Mandeep Kaur
Principal 8/5/19

Principal
AKAL ACADEMY
KHERA
Hoshiarpur

Manvir Kaur

Mandeep Kaur
8/5/19

J. Kaur
8/5/19

Rajwinder Kaur
8/05/19

Gurpreet Kaur

Amanpreet Kaur
8/5/19

Navpreet Kaur
08/05/19

Rajinder Kaur
8/5/19

Manvir Kaur
8/5/19

Meena Rani
08/05/19

Amanpreet Kaur
8/5/19

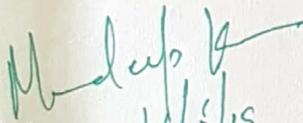
Akal Academy Khera

Ref. NO - AAK/19/05

Date:- 16.05.2019

Circular

It is inform you that checking work of few teachers is not up to the mark. Kindly update your checking work before exams.


Principal 16/5/19

Mandeep Kaur
Headmistress
Akali Academy KHERA
Hoshiarpur

1. Meena Kaur
17/05/19

Mandeep Kaur
17/5/19

Amandeep Kaur
17/5/19

Amandeep Kaur
17/5/19

Naupreet Kaur
17/05/19,

Amanjit K
17/5/19

Heera
17/5/19



Ref No. AAK/19/06

Date:- 14.01.2020

To Whom It May Concern

It is to inform you all that if any teacher has any work, she should not leave her class at any cost until any adjustment is not available. In case we found any class vacant and it will result in any mishappening concerned teacher will be wholly responsible for it.

Mandeep Kaur
Principal
14/1/2020
Mandeep Kaur

Naspreet Kaur
14/01/2020

H Kaur
14/1/2020

Rajwinder Kaur
14/1/2020

Amandeep Kaur
14/01/2020

Rajinder Kaur
14/01/2020

Mandeep Kaur
14/1/20

Meena Raw
14/01/2020

Amandeep Kaur
14/1/2020
Amandeep Kaur
14/1/2020

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KHERA

Date:- 27.01.2020

Ref No AA/20/07

OFFICE ORDER

It is instructed to all the teachers that they must not send any student in admin block for any work. They must send the messages with attendants only.

Principal

Mandeep Kaur

Akal Academy Khera
Distt. Hoshiarpur
(M) 98759-87282

Naupreet Kaur
27/01/2020

Amandeep Kaur
27/1/2020

Rajwinder Kaur
27-1-20

H Kaur
27/1/2020

Amandeep Kaur
27/01/2020

Mandeep Kaur
27/1/20

Meena Rani
27/01/2020

Rajinder Kaur
27/01/2020

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Ref. No - AA/K/20/08

Date:- 27.01.2020

OFFICE ORDER

Dear Teachers,

Kindly make adjustment record accordingly:-

Monday - Tuesday:- Ms. Harjinder Kaur
 Wednesday - Thursday:- Ms. Meena Rani
 Friday - Saturday:- Ms. Amandeep Kaur Sandhu

Note:- Kindly proceed the classes according to respective time-table. If any teacher will go for canvassing in that case she should tell the work to be done to the concerned teacher, who will take the adjustment. Concerned teacher will be responsible for the work of all the concerned subjects.

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 Principal
 Mandeep Kaur
 Headmistress
 Akal Academy KHERA
 Distt. Hoshiarpur
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Rajinder Kaur
 27/1/20
Amandeep Kaur
 27/01/2020
Amandeep Kaur
 27/1/2020
Harjinder Kaur
 27/1/2020
Rajinder Kaur
 27/1/2020
Meena Rani
 27/01/2020
Amandeep Kaur
 27/1/2020
Mandeep Kaur
 27/1/20

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KHERA

Ref. No - AAK/20/09

Date:- 12.06.2020

Office Order

It is instructed to all the teachers to make their presence compulsory in the school on the days assigned to them in the following duty chart. Duties to be performed are also mentioned below.

Duty chart

Name of teacher	Days	Every month
Mandeep Kaur Rajinder Kaur	Monday	1 st Friday
Rajwinder Kaur Amandeep Kaur Gill	Tuesday	2 nd Friday
Harjinder Kaur Navpreet Kaur	Wednesday	3 rd Friday
Amandeep Kaur Bariah Meena Rani	Thursday	4 th Friday

DUTIES:-

1. Giving homework and providing explanation related to topics covered. (9 am - 10 am)
2. Conducting zoom meeting according to the time table. (10 am- 11pm)
3. Corridor decoration (send photos through whatsapp) (11 am to 1pm)

Note:- All the teachers must submit their report by whatsapp before leaving the school otherwise half day salary will be deducted.

Principal

Mandeep Kaur

Mistress
AKAL ACADEMY KHERA
Distt. Hoshiarpur
(M) 08759-87282

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KHERA

Ref. No - AAK/20/10

Date:- 03.07.2020

Office Order

It is instructed to all the teachers to make their presence compulsory in the school on Monday for depositing the holidays homework.

Principal

Mandeep Kaur

Headmistress
Akali Kaur, KHERA
Distt. Hoshiarpur
(M) 98759-87282

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KHERA

Ref No - AAK/20/11

Date:- 18.08.2020

Office Order

It is instructed to all the teachers that they have to take at least two Zoom classes every day. The revision work must be done by zoom class or by a proper video to clarify the concept to the students thoroughly. Ms. Rajwinder Kaur have to attend the school every day and look after the students who are regularly coming to school. Tests must be taken by Google form or testmoz only. The write-ups or subjective questions can be ask in paper pencil test form. Log book, zoom class record and horoscope performas must be submitted to the principal office every week. Teachers who will not followed the instructions regarding test and zoom classes will be penalized accordingly. From tomorrow the following teachers will take their classes with the previous duty chart:-

Duty chart

Name of teacher	Grade	Subject
Harpreet Singh	6 th , 7 th	Divinity, Punjabi
Rajwinder Kaur	1 st to 5 th	Computer
Harjinder Kaur	6 th	Computer
Amandeep Kaur Gill	6 th 7 th	L. Reader (English) Computer

Principal

Mandeep Kaur

Principal
Mandeep Kaur
Akala Academy, KHERA
Dist. - Hoshiarpur
(M) 9875987282

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KHERA

Ref. No. AAK/20/12

Date:- 30.09.2020

Office Order

It is to inform you that **It** is mandatory for all teachers to attend school from 03.10.2020 to 09.10.2020. Answer sheets will be checked from 05.10.2020 to 07.10.2020. The result will be declared on 09.10.2020.

2nd term will be commenced from 12.10.2020.

Mandeep Kaur
Principal
30/9/2020

Mandeep Kaur

Headress
Akala Academy KHERA
Distt. Hoshiarpur
(M) 98759-87282

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KHERA

Date:- 21.12.2020

Ref-No-AAK/20/13

Office Order

Weekly Teachers' Duty Chart

- Monday:-** Rajwinder Kaur, Mandeep Kaur, Meena Rani, Rajinder Kaur, Amandeep Gill
- Tuesday:-** Navpreet Kaur, Harjinder Kaur, Meena Rani
- Wednesday:-** Navpreet Kaur, Rajinder Kaur, Mandeep Kaur, Harjinder Kaur, Rajwinder Kaur, Amandeep Gill
- Thursday:-** Mandeep Kaur, Meena Rani, Rajinder Kaur, Harjinder Kaur
- Friday:-** Navpreet Kaur, Rajwinder Kaur, Amandeep Gill, Rajinder Kaur, Mandeep Kaur,
- Saturday:-** Navpreet Kaur, Harjinder Kaur, Meena Rani, Rajwinder Kaur, Amandeep Gill

Mandeep Kaur
Principal

21/12/20
Mandeep Kaur

Administratrix
Akala Academy, KHERA
Distt. Hoshiarpur
(M) 98759-87282

Navpreet Kaur
22/12/20

Rajinder Kaur
22/12/2020
Mandeep Kaur
22/12/20

Harjinder Kaur
24/12/20

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KHERA

Ref NO - AAK/20/114

Date:- 22.12.2020

Office Order

Canvassing Duty Chart

Monday:- Rajwinder Kaur, Rajinder Kaur, Amandeep Gill

Wednesday:- Navpreet Kaur, Rajwinder Kaur, Amandeep Gill

Friday:- Navpreet Kaur, Mandeep Kaur, Rajwinder Kaur

Principal
Mandeep Kaur

Head
Akala Academy KHERA
Distt. Hoshiarpur
(M) 98759-8728
Navpreet Kaur

Mandeep Kaur Rajinder Kaur
22/12/20 22/12/2020

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KHERA

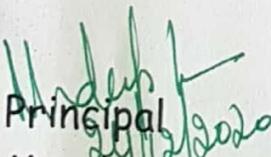
Ref No.AAK/20/15

Date -24/12/2020

Office Order

It has been observed that you have been negligent while preparing the Question papers. Most of you have not followed the instructions given by this office for preparation of exams meticulously. If such practice will be continued in future, stern action will be taken against respective teacher.

Kindly follow the instructions and be vigilant to avoid such situations in future.


Principal
Mandeep Kaur

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KHERA

Ref No.AAK/21/16

Date -26/02/2021

Office Order

It is instructed to all the teachers that kindly use the worksheets wisely. it has been observed that unnecessary worksheets have been taken by number of teachers, which is total wastage of papers and resources. Worksheets should be taken only for objective type tests. From now onwards only worksheets approved by HM will be copied. Take prior approval to avoid the delay. Hope all will respect this decision.

Mandeep Kaur
Principal
Mandeep Kaur

Mistress
KHERA
Mahilpur
7282

Rajinder Kaur
26/02/2021

Meena Kaur
26/02/21

Mandeep Kaur
26/2/21

Harjinder Kaur

Gurinder Singh
26/2/21

Amandeep Kaur
26/2/21

Manpreet Kaur
26/02/2021

Satwant Kaur
26-2-21

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