

IMPORTANT NOTICE

Dear Teachers

Greetings from DBGS!!

Kindly adhere the following instructions very keenly.

- 1. Be polite and humble with the colleagues, students and their parents.**
- 2. Always remain cooperative and supportive with the colleagues, students and their parents in all the conditions.**
- 3. Notes of all the students (Brilliant, Mediocre, Weak) must be completed well in time. In case, PDFs (after the completion of each chapter – including everything) of all the subjects must be shared with the parents regularly.**
- 4. In regards to it, checking of Books and Note Books has to be done very minutely and handwriting of the students must be legible.**
- 5. Respond quickly and act promptly in all cases.**
- 6. Teachers have to follow the Time Table with all the means. And Period of 40 Minutes must be utilized properly. Adjustment Periods must be considered as Regular Teaching Period and the notes must be checked during free period.**
- 7. Short Material including Book Work must be completed on Books and the rest of the material must be completed on Note-Books only.**
- 8. Share all types of messages (Typed, Document File, and PDF File) with the parents if concerned.**
- 9. In regards to new admissions or new students, contact Mr. Navdeep (Account Officer). Add new students in concerned groups immediately. If any child attending the classes without Admission, kindly contact Mr. Navdeep (Account Officer). Kindly call the parents for their ward/s Re-admission.**
- 10. Call all the students of the Group and make them attend the school regularly. In case of any queries, feel free to contact. In regards to it, share daily report. This is the duty of the current Class I/C and previous I/C.**
- 11. Call the parents regularly if the child is absent and share the report.**
- 12. Be in touch with the parents (current & previous). In case of any query, feel free to contact the Principal and Vice Principal.**
- 13. Conversation and teaching have to be made in English only. The same has to be anticipated throughout the day.**
- 14. Class In charges must impart moral values among the students. The class and subject teachers must take care of Class Cleanliness, Bag Cleanliness.**
- 15. Books and Note Books of the students must be covered.**

16. All the students must come in proper uniform and trimmed nails & thin Kara.
17. Class Leaders/Monitors must be appointed and the same must be replaced after every 07 days. Accordingly, the list must be submitted with the office.
18. Teaching, Adjustments and Free Periods must be observed in complete accuracy.
19. In regards to Languages, First Three Days and Last Three Days must be considered for Literature and Grammar accordingly.
20. In regards to Science and Maths, a schedule of (5+1 in minimum) must be considered. And for the computer, a schedule of (2+1 in minimum) must be considered.
21. Follow the Homework Schedule already shared.
22. Individual Attention has to be paid in all the classes for all whether the child is Brilliant/Mediocre/Poor. Progress/Improvement must be there in weak students.
23. Don't pass any comments or compliments for anyone.
24. Corporal Punishment (Hitting, Beating, Rough/Harsh/Rude Language) is strictly banned. Everyone must bear and observe good and gentle behavior (colleagues, students and their parents) only.
25. During Short and Lunch Break, teachers taking 2nd Period and 5th Period will remain in their concerned classes. Teachers taking the 8th Period will check the diaries of the students, drop the students by their vans and depart after the students have gone.
26. Daily Attendance has to be shared in the concerned class group and report of the same (with reason and contact numbers) has to be shared with the Principal & Vice Principal (personally). Call the absentees regularly. In case, inspire the parents for enrollment for the session 2025-26. If you find any student is leaving the group, kindly contact immediately.
27. Kindergarten Teachers are directed to go ahead with the phonetics. Apart from it, they must teach each and everything in well planned manner.
28. For making the TLP (Teaching Learning Process) permanent, use Smart Classes and Laboratories accordingly.
29. Mobile Phones must be submitted with Account Office with your arrival only and the same can be collected at departure time only. In case of emergency, the same can be taken with prior permission of the office.
30. Teachers' arrival time will be observed from 7.40 AM to 2.10 PM. In case of House Duty, the same will be observed from 7.20 AM to 2.20.
31. Feedback Report of the class must be submitted with the office latest by 10th, 20th and 30th of each month.
32. Don't leave your class at any cost. In case of emergency, duty must be assigned to the teacher only. Movement on the campus is strictly prohibited. No one is allowed to visit Reception Lobby and Account Office.
33. In the availability of Lecture Stand, you are not allowed to use a chair. In case of emergency, permission must be taken from the office.

34. As we are role model for the students, accordingly, our pronunciation must be appropriate and the same must be passed on to the students.
35. Before the deliverance of the lecture, kindly make yourself well prepared so that the students can be taught well.
36. Chapter Reading must be given preference and afterwards Back Exercise, Question Answers and other material must be taken care of. And the reading must be done by the students under the guidance of Teachers. In case of mistakes, students must be guided for their pronunciation.
37. Self Studies in senior classes must not be promoted. Extra material should be provided in soft copy (printing will be done by the students at their own end) so that the help of the can be done.
38. Unnecessary visiting at Reception and in the Accounts Office is prohibited.
39. Length of the Answers must be according to the Questions only. Answers must not be considered as copy of the Bookish material; instead, the language can be transformed to make everything easy. In case of any query, feel free to contact the Principal and Vice Principal.
40. Regular Tests must be conducted in Oral and Written forms (beforehand the chapter must be divided in parts).
41. The classes must not be changed at your end, if it requires, permission must be taken from the Principal and Vice Principal.
42. In regards to send the child back to his/her home clean/hygienic/set, before the departure time, uniform of all the students must be checked, set and cleaned, hair must be combed and all.
43. Acknowledge the list of House Faculty.

S. NO.	FALCON	PANTHER	TUSKER	STALLION
1	MS. SNEHA (HM)	MS. SUNALI (HM)	MS. ANU SAHNI (HM)	MS. JASPAL (HM)
2	MS. SIMERJEET (AHM)	MS. KHUSHWINDER (AHM)	MS. KHUSHBOO (AHM)	MS. KIRANJEET (AHM)
3	MS. ARSHDEEP	MS. SHEENAM	MS. DIMPLE	MS. PRIYANKA
4	MS. JASPREET	MS. KOMAL	MS. AMISHKA	MS. NEETU
5	MS. DEEKSHA	MS. MEENAKSHI SINGLA	MS. MONIKA	MS. MANPREET
6	MS. ARUNA	MR. GAUTAM	MS. PRABHJOT	MS. JASPREET

Regards

Desh Bhagat Global School, Kotkapura Road, Sri Muktsar Sahib

IMPORTANT NOTICE

Dear Teachers

Greetings from DBGS!!

IMPORTANT NOTE FOR THE FACULTY

All staff members are responsible for contributing to the realization of the school's mission and goals. Additionally, staff members are expected to implement and assess their practice based upon the principal's expectations.

1. School Climate

- 1.1 Provide a safe and clean classroom that is conducive to learning with current samples of student work displayed.
- 1.2 Enforce the school rules and implement site's behaviour expectations with fidelity.
- 1.3 Establish clear expectations of classroom behavior and consistent enforcement of DBGS'S Behavior Expectations.
- 1.4 Respect the rights of colleagues and students.
- 1.5 Provide active hall supervision during passing times and at the end of the day.
- 1.6 Work cooperatively with other staff members.
- 1.7 Model expected and appropriate behavior.
- 1.8 Dress and maintain professional demeanor.
- 1.9 Set high standards for all students.
- 1.10 Review and follow Standard Response Protocols for emergencies.

2. Classroom Management

- 2.1 Develop and maintain an updated course syllabi, lesson and unit plans (daily, weekly, and monthly), based on the Content and Performance Standards.
- 2.2 Develop three days of Emergency Lesson Plans.
- 2.3 Clearly communicate class expectations and grading policy to students and parents (to be included in course syllabi).
- 2.4 Teachers are expected to take attendance daily and report accordingly.
- 2.5 Maintain accurate and up-to-date grades. Ensure that citizenship grades are congruent with attendance patterns and expectations in the Faculty Handbook.

3. Curriculum

- 3.1 Collaborate with staff in the development and implementation of units by curricular areas and across grade levels.
- 3.2 Utilize adopted textbooks and curriculum materials to full implementation.
- 3.3 Align instructional materials, audio-visual presentations, field trips, and classroom activities with the Core Content and Performance Standards.

3.4 Utilize a variety of instructional techniques to ensure student engagement and rigor in lessons.

3.5 Integrate technology into curriculum and work to develop 21st Century Skills.

3.6 Provide students with appropriate rubrics and exemplars.

4. Instruction

4.1 Post and implement all components of the Blackboard Configuration (BBC) daily. Additionally, ensure that all lessons contain a Language Objective.

4.2 Organize instruction to address and support individual differences among students.

4.3 Demonstrate a repertoire of teaching strategies and techniques that include appropriate adaptations for diverse groups of learners.

4.4 Use creative programming and student groupings according to skill levels and special needs.

4.5 Directly relate homework to classroom instruction to reinforce and expand upon daily lessons.

4.6 Provide students with frequent, effective and timely feedback on all homework, class work and projects. All assignments and grades must be posted on in a timely manner.

4.7 Maintain regular communications with parent/guardian regarding student progress (academic performance and behavior).

5. School Operations

5.1 Be responsible for the tasks assigned to you timely. No child of your class should be converted in Drop Out in the academic session 2025-26.

5.2 Target Admission for the new academic session 2025-26 will be 20 each and work accordingly.

5.3 Submit assigned tasks on or before the due date.

5.4 Ensure that classroom doors and windows are locked and lights are turned off when rooms are not in use.

6. Communication

6.1 Create a course syllabus for each class, containing information on classroom instructional and behavioral expectations, assessment and grading policy and any required supplies or materials.

6.2 Maintain regular communication with parents/guardians and maintain a log of contacts.

6.3 Respond to parent/guardian's contacts in a timely manner.

7. Professional Growth

7.1 Attend, and participate in, all faculty, department, grade level, and common planning time webinars/workshops/meetings.

7.2 Participate in ongoing professional growth activities and opportunities.

7.3 Establish grade level, department and/or course goals.

7.4 Ensure that substitutes are requested for any absence from work in a timely manner.

7.5 Maintain collaborative, proactive and respectful relationships with staff, students and parents.

7.6 Adhere to student/parent confidentiality policies and mandated reporting requirements.

Regards

Desh Bhagat Global School, Kotkapura Road, Sri Muktsar Sahib

IMPORTANT NOTICE

Dear Teachers

Greetings from DBGS!!

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- 1. Be polite and humble with the colleagues, students and their parents.**
- 2. Respond quickly and act promptly in all cases.**
- 3. Teachers have to follow the Time Table with all the means. And you have to teach during your regular and adjustments periods as well.**
- 4. Share all types of messages (JPEG, Typed, Document File, and PDF File) with the parents if concerned.**
- 5. Conversation and teaching have to be made in English only. The same has to be anticipated throughout the day.**
- 6. Checking has to be done very minutely and handwriting of the students must be legible.**
- 7. Class In charges must impart moral values among the students. The class/subject teachers must take care of Class Cleanliness, Bag Cleanliness.**
- 8. Books and Note Books of the students must be covered.**
- 9. All the students must come in proper uniform and trimmed nails & thin Kara.**
- 10. In regards to Languages, First Three Days and Last Three Days must be considered for Literature and Grammar accordingly.**
- 11. In regards to Science and Maths, a schedule of (5+1 in minimum) must be considered. And for the computer, a schedule of (2+1 in minimum) must be considered.**
- 12. Teachers teaching ABACUS and French must go through YouTube to deliver the lessons in respective classes.**
- 13. Follow the Homework Schedule already shared.**
- 14. Individual Attention has to be paid in all the classes for all whether the child is Brilliant/Mediocre/Poor. Progress/Improvement must be there in weak students.**
- 15. Don't pass any comments or compliments for anyone.**
- 16. Corporal Punishment (Hitting, Beating, Rough/Harsh/Rude Language) is strictly banned.**
- 17. During Short and Lunch Break, teachers taking 2nd Period and 5th Period will remain in their concerned classes. Teachers taking the 8th Period will check the diaries of the students; drop the students by their vans and depart after the students have gone.**
- 18. Call the absentees regularly. In case, inspire the parents for enrollment for the session 2025-26. In regards to the admission for new academic session 2025-26, the target for each member is 20 only. As per the moral responsibility, no child should be converted in drop-out for new academic session 2025-26. If you find any student is leaving the group, kindly contact immediately.**

19. Kindergarten Teachers are directed to go ahead with the phonetics. Apart from it, they must teach each and everything in well planned manner.
20. For making the TLP (Teaching Learning Process) permanent, use Smart Classes and Laboratories accordingly.
21. Mobile Phones must be submitted with Account Office with your arrival only and the same can be collected at departure time only. In case of emergency, the same can be taken with prior permission of the office.
22. Teachers' timing will be observed from 8.40 AM to 3.20 PM. In case of Gents Faculty & House Duty Teachers, the same will be observed from 8.20 AM to 3.30 PM.
23. Feedback Report of the class must be submitted with the office latest by 15 and 30th of each month.
24. Don't leave your class at any cost. In case of emergency, duty must be assigned to the teacher only.
25. In the availability of Lecture Stand, you are not allowed to use a chair. In case of emergency, permission must be taken from the office.
26. As we are role model for the students, accordingly, our pronunciation must be appropriate and the same must be passed on to the students.
27. Before the deliverance of the lecture, kindly make yourself well prepared so that the students can be taught well.

Regards

Desh Bhagat Global School, Kotkapura Road, Sri Muktsar Sahib

IMPORTANT NOTICE

As the examination and result season sweeps, it brings with it a sense of renewal and new beginnings. The familiar scent fills the air, signaling the arrival of a new academic year 2025-26. Yes, it's that time of the year again when classrooms come alive with laughter, the chatter of eager students, and the rustle of pages turning. [Back-to-school](#) season is here!

In this vibrant time of excitement and anticipation, we find ourselves wanting to convey our heartfelt wishes to the young minds embarking on their [first day of school](#). We understand the significance of this momentous occasion, and we believe in the power of positive words to uplift and motivate.

Join us on this beautiful journey as we celebrate the spirit of education and empower the next generation. Let's spread joy, positivity, and inspiration as we send our heartfelt blessings to all those embarking on a new academic year 2025-26.

Regards

Desh Bhagat Global School, Kotkapura Road, Sri Muktsar Sahib

IMPORTANT NOTICE

Dear Parent

Greetings from DBGS!!

- 1. New Academic Session 2025-26 will commence from 01.04.2025, Tuesday. For the day, the school timings will be observed from 8.50 AM to 1.00 PM.**
- 2. As we know no work begins without the blessings of Almighty. In this regard, the school is scheduled to organise Path on 01.04.2025, Tuesday.**

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Regards

Desh Bhagat Global School, Kotkapura Road, Sri Muktsar Sahib



DESH BHAGAT GLOBAL SCHOOL, SRI MUKTSAR SAHIB

IMPORTANT NOTICE

Dear Parents

Greetings from DBGS!!

Kindly acknowledge the Homework Schedule.

Monday - Punjabi, English, Maths

Tuesday - Hindi, Science, SST

Wednesday - Punjabi, English, Maths

Thursday - Hindi, Science, SST

Friday - Punjabi, English, Maths

Saturday - Hindi, Science, SST

Note - Homework of Computer, General Knowledge, Reasoning, Moral Values and other soft skill subjects will be assigned according to the Time Table.

Regards

Desh Bhagat Global School, Kotkapura Road, Sri Muktsar Sahib



Dear Parent

Greetings from DBGS!!

On account of the Birth Anniversary of Shri Guru Nabha Dass Ji, the school will observe a holiday on 08.04.2025, Tuesday. However, the school office will remain functional with the usual timings for New Admissions and Fee Depositing.

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Regards

Desh Bhagat Global School, Kotkapura Road, Sri Muktsar Sahib

IMPORTANT NOTICE

Dear Parent

Greetings from DBGS!!

On account of Baisakhi, the school has scheduled to celebrate the same on 11.04.2025, Friday. You are requested to send your ward/s dressed up according to Baisakhi theme in Punjabi Attire.

May your life be as colourful and vibrant as the festivities of Baisakhi. Have a joyous and prosperous Baisakhi!

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Regards

Desh Bhagat Global School, Kotkapura Road, Sri Muktsar Sahib



DESH BHAGAT GLOBAL SCHOOL, SRI MUKTSAR SAHIB

IMPORTANT NOTICE

Dear Parent
Greetings from DBGS!!

On account of the Mahavir Jayanti, the school will observe a holiday on 10.04.2025, Thursday. However, the school office will remain functional with the usual timings for New Admissions and Fee Depositing.

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Regards
Desh Bhagat Global School, Kotkapura Road, Sri Muktsar Sahib

IMPORTANT NOTICE

Dear Parent

Greetings from DBGS!!

On account of Second Saturday, the school will observe a holiday on 12.04.2025. However, the school office will remain functional with the usual timings for New Admissions, Readmission and Fee Depositing.

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Regards

Desh Bhagat Global School, Kotkapura Road, Sri Muktsar Sahib

IMPORTANT NOTICE

Dear Parent

Greetings from DBGS!!

On account of the Dr. B.R. Ambedkar Jayanti, the school will observe a holiday on 14.04.2025, Monday. However, the school office will remain functional with the usual timings for New Admissions, Readmission and Fee Depositing.

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Regards

Desh Bhagat Global School, Kotkapura Road, Sri Muktsar Sahib



DESH BHAGAT GLOBAL SCHOOL, SRI MUKTSAR SAHIB

IMPORTANT NOTICE

Dear Teachers
Greetings from DBGS!!

"Uniforms promote team culture and school identity."

In regards to it, all are directed to present themselves in the Prescribed Uniform on Prescribed Days as follows from Tuesday onwards.

Monday - light green coloured uniform
Tuesday - School T-shirt with Blue Jeans
Wednesday - Off
Thursday - light green coloured uniform
Friday - School T-shirt with Blue Jeans
Saturday - Off

Regards
Desh Bhagat Global School, Kotkapura Road, Sri Muktsar Sahib

IMPORTANT NOTICE

Dear Parent

Greetings from DBGS!!

On account of Good Friday, the school will observe a holiday on 18.04.2025. However, the school office will remain functional with the usual timings for New Admissions, Readmission and Fee Depositing.

"May the solemn beauty of this day lead us to peace, humility, and a deeper understanding of grace."

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Regards

Desh Bhagat Global School, Kotkapura Road, Sri Muktsar Sahib

IMPORTANT NOTICE

Dear Parent

Greetings from DBGS!!

The school has scheduled to organise a Field Trip to Gurudwara Dukh Niwaran Sahib/ Gurudwara Shri Tarantaran Sahib (Bathinda Road) and Temple Shri Bala Ji (Thandewala Road) for Classes 1st and 2nd on 19.04.2025, Saturday. Kindly send your ward in Proper Uniform and with a Handkerchief.

Seeking your positive cooperation.

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Regards

Desh Bhagat Global School, Kotkapura Road, Sri Muktsar Sahib