

HAMDARD PUBLIC SCHOOL
SESSION: 2025 - 2026
ANNUAL REPORT

SCHOOL'S VISION AND MISSION

At HPS, education extends beyond classroom learning to shaping confident, thoughtful, and socially aware individuals. We aim to inspire students to think critically, act ethically, and grow with a strong sense of responsibility. By integrating progressive teaching methods with timeless values, the school creates an environment where students develop character, creativity, and leadership skills, enabling them to make meaningful and positive contributions to the world.

STRENGTH OF STUDENTS (TALIMABAD AND OKHLA)

Number of Boys: 349 (Okhla) + 1638 (Talimabad) = 1987
 Number of Girls: 280 (Okhla) + 1489 (Talimabad) = 1769
 Total Strength: **3756**

Principal	1
Teaching	
Vice Principal	1
Headmistress	3
PGT	18
TGT	57
PRT	66
Pre-Primary Teachers	12
Librarian	3
PET	7
Counsellor	1
Special Educator	2
Assistant Librarian	1
Lab Assistants	3
ALT Engineer	1
Total	176

Office Superintendent	1
Accounts Assistant	1
P. A. to Principal	1
Fee Data Operator	1
Receptionist	1
Nurse	2
Driver	1
Conductor	Nil
Caretaker	2
Ayas	10
Attendants	12
Total	32

Total Staff (teaching and non teaching) - 208

Sections : Okhla - 22

Talimabad- 84

Total sections: 106

ACADEMIC PERFORMANCE

CBSE Board Results 2024 - 2025:

HPS students have produced commendable results in the CBSE Board Examinations, highlighting their sincere efforts, determination, and strong academic preparation. The results for the academic session 2024–25 are as follows:

School Toppers:

Class X

#	Name of Student	Percentage
1	Affan Ahmad	96%
2	Nishita Verma, Burdah Khan	94.6%
3	Adeeba Faheem	94%

Class XII

#	Stream	Name of Student	Percentage
1	Non-Medical	Farhan Alam	96.4%
2	Medical	Ayesha Noor	94%
3	Commerce	Kunal	91.8%
4	Humanities	Laiba Ali	93.8%

Details	Class XII	Class X
Students appeared	222	250
Pass percentage	97.7%	100%
90% and above	14	21
Students securing distinctions	105	111
First Division	80	81

ACADEMIC ACTIVITIES

- The academic session began on April 3, 2025, with a strong focus on bridging learning gaps, promoting academic excellence, and reinforcing discipline and cleanliness among students.
- Teachers planned and structured the syllabus in accordance with the number of working days in the academic calendar.
- A meeting with departmental teachers was held to discuss and finalise the academic road map for the session.
- Enhancement classes were conducted, focusing on supporting students in need of additional academic help.
- Remedial classes were held regularly.
- Class tests were conducted after the completion of each topic to assess students' learning and progress.
- Revision sessions were organised for Classes X and XII to help students prepare effectively for the Board Examinations.
- Class XI began on April 22, 2025.
- Entrance examinations were held for various classes, followed by meetings with selected candidates and parents to confirm admissions.
- Regular Meetings were held with Unit Heads, HODs, and Class Coordinators to review academic progress and monitor students' performance.
- Teachers regularly submitted weekly lesson plans and maintained daily attendance records to ensure systematic academic planning and documentation.
- CBSE registration for Classes IX and XI, along with the List of Candidates (LOC) for Classes X and XII, was completed in a timely and systematic manner.
- 81 students from Jagriti Public School were allocated to HPS by CBSE and granted direct admission to Class XII after qualifying through an entrance test and interview.
- Classroom observations were conducted by the Principal to ensure academic quality and consistency.
- The CBSE Board results, along with a detailed analysis, were submitted to the Management.
- The criteria for Class XI admissions (internal and external candidates) were shared with the Manager, HPS, and the Head of Hostels, HES.
- The Holiday list for session 2026-27 was finalised.
- Staff vacancy list for session 2026-27 was sent to the Manager and HRD.
- Marks of Practical Examinations and Internal Assessments for Class XII were uploaded on the CBSE portal within the stipulated time.
- Admit Cards for students of Classes X and XII were duly signed and distributed.
- HODs submitted the analysis of Board examination papers after the completion of each subject examination. Any discrepancies observed in the question papers were reported to CBSE via email.
- Teachers teaching Classes XI and XII received their CBSE IDs and completed the required mock evaluation of five answer sheets each on the Online Scoring

Module (OSM) in preparation for online evaluation this session. OSM started from 12th March,2026

SPORTS AND CO-CURRICULAR ACTIVITIES

❖ Sports Training and Competitions

- Regular training sessions in different sports were conducted, along with inter-house competitions organized throughout the year to encourage participation and teamwork.
- Students actively took part in zonal-level competitions and secured commendable achievements.

❖ Zonal Sports Results (2025 - 26)

Competition	Category	Position
Badminton	Senior Girls	First
	Sub Junior Boys	First
Table Tennis	Sub-Junior Boys	Third
Football	Senior Boys	First
	Sub-Junior Boys	Second
	Junior Boys	Third
Handball	Senior Boys	Third
	Sub-Junior Boys	Third
Chess	Junior Boys	Third
	Sub Junior Boys	Third
Basketball	Senior Girls	First
	Junior Boys	First
	Senior Boys	Second
	Sub-Junior Boys	First
Athletics	-	Total Medals – 08 1 Gold 6 Silver 1 Bronze

❖ Other Sports Achievements

- Students of Classes I and II showcased commendable performance at the **16th North East District Taekwondo Championship**. Arham Khan secured the **Gold Medal**. **Silver Medals** were won by Riddhi Sahal, Siddhi Sahal, Mohd Zeeshan, Mohd Aliyan, Sumaira, and Fawad Khan, while Amaan Akhtar earned the **Bronze Medal**. Their achievements brought great pride to the school.

- **Javelin's Golden Girl** - Princy Goswami (Class 11D1), Javelin's Golden Girl, emerged as the district champion, bringing laurels to the school.
- **Alimul Hasan** of Class 9C got selected in the “**National Basketball Camp**” for his outstanding performance at the “State Basketball Championship”
- **Shivam Mishra** of class 12D1 got selected in **under -19 National Cricket Camp**
- **Five students of HPS** represented Zone 24 in Senior and Junior category (Cricket)
- **Yumna Irshad** of class XI achieved remarkable success in 10m Air Pistol shooting by qualifying and excelling at Delhi State, interschool, North Zone, and national-level championships.
- **Mayra Mansoori** of Class 2D won a gold medal in the **South West District Taekwondo championship 2025** held at Dwarka International School on 27th July 2025
- Khalsat Ali Khan of 2A clinched a gold medal in the South East District Championship 2025, held at Arya Samaj Mandir ,Kalkaji on 27th July 2025.
- Students of Classes I and II participated in the **North India Shotokan Karate Competition** held in Jaitpur, organised by the Shotokan Martial Art Federation of India, and won several medals.

CULTURAL AND LITERARY ACTIVITIES

➤ Zonal Activities

Department	Activity	Name of Student	Class	Position
English	Essay Writing	Aneeq Abdullah	IX D	I
		Fatima Zahra	VI C	I
	Poetry	Ataullah Noor	XII A2	II
	Debate	Anabiya Haya	VII H	I
		Sidra Jawed	VIII G	I
		Wahbi Ali	XI A2	III
Hindi	Extempore	Iman Afzal Ahmad	X A	II
		Anees Khan	VIII	III
	Debate	Iman Afzal	X A	II
		Farhan Khan	XI A2	I
		Ayaan Akram	X C	I
	Declamation	Zikra Shahood	X A	II
		Ananya Sah	VIII F	II
Urdu	Poetry	Adeeba Shadab	VIII E	II
		Hasan Ali	VII F	II
	Mono Acting	Hassan Mukhtar	VII F	I
Other	Solo Classical Dance	Sonarika Chakraborty	VIII G	I

	Best out of Waste	Abuzar	VII C	II
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Our students participated at **District Level** .These students qualified for the **State Level** competition in 2025-26.

➤ **Winners Details**

1. Mono Acting (Junior Boys): Hassan Mukhtar (VII F) - First Position
2. English Debate (Junior Girls): Anabiya Haya (VII) & Sidra Jawed (8) - First Position
3. Urdu Poem Recitation (Senior Boys): Mohammed Hasan Ali (IX) - First Position
4. English Essay Writing (Senior Boys): Aneeq Abdullah (IX) - First Position
5. English Poetry (Senior Boys): Attaullah Noor (XII) - First Position
6. Best Out of Waste: Md Abuzar (VII) - Second Position
7. Hindi Debate (Senior Boys): Farhan Khan (XI) & Ayaan Akram (X) - Third Position
8. English Debate (Senior Boys): Wahbi Ali Khan (XI) and Izhar Ahmed (X) - Third Position

➤ **DoE Twinning Cultural Programme (Aug 26)**

Event	Name	Class	Position / Note
English Debate	Sara Khan	VII A	I
	Muqaddas Tabrez	VII E	II
	Ayana Ahmad	VII A	III
Lemon & Spoon Race	HPS Team	—	II
Ladakhi Dance	HPS Team	—	Highly Appreciated

➤ **DOE Activities Conducted**

Initiative	Details
Delhi Ko Koode Se Azadi	Cleanliness, sanitation, hygiene activities
Drug and Substance Abuse Campaign	Posters, slogans, awareness activities, pledge
Har Ghar Tiranga	Flag hoisting at home, photo submissions
Swachh aur Harit Vidyalaya Rating	School preparing for registration
International Sports Day (Aug 29)	Yoga, aerobics, sports for Classes 6 –12

➤ **Urdu Academy Competitions (Aug 20 – Sept 6)**

Event	Name / Team	Class	Position/ Prize	Prize Money
Urdu Speech	Aneeq Abdullah	IX D	III	1000/-
Urdu Drama	School Team	VI – VIII	I	6000/-
		IX - XII	III	4000/-
	Afreen Bano	XI D2	Best Actor	750/-

	Humaira Ali	XII C	Best Actor	750/-
	Ayza	VIII G	Best Actor	750/-
Bait Bazi	School Team	VI – VIII IX - XII	Consolation III	3000/- 4000/-
	Ataullah Noor	XII A2	Consolation	750/-
	Zaeem Jawed	X C	Consolation	750/-
Essay Writing	Zaeem Jawed	X C	Consolation	750/-
Umang Painting	Aisha Rashid	X G	III	750/-
	Areesha Kashif	V C	Consolation	750/-

❖ **New Horizon School Cultural fest 2025 (11th&12thNovember)**

- I Position in the Inter-School English One-Act Play Competition
- II Position in Fossils to Foliage Science activity
- II Position in Urdu Debate.
- III Position in Basketball Trick Shot
- III Position in On the Spot Painting
- III Position in Science Quiz
- III Position in S.St Quiz

❖ **Other Achievements**

- **Painting Competition (National Youth Festival): Nusrah Janasheen** of Class IX secured **third position**; the award ceremony was held on **20 December**.
- **Mini AI Grind Activity:** Conducted on **23 January 2026** by the Computer Science Department as part of the **Delhi AI Grind initiative**, where middle and high school students participated in a hands-on AI innovation challenge.
- **ATL Fest (Interschool):** The school organized an **ATL Fest (Interschool) on 28 January 2026**, where **Hamdard Public School won the Robo Race event**.

❖ **. Special Assemblies & Celebrations**

- **Teacher’s Day:** A special programme was organised to honour the teachers on September 6, 2025. All the teachers were presented with a gift from the school management, which was followed by lunch.
- **Founder’s Day:** HPS celebrated its 32nd Founder’s Day on 13th September 2025. Each unit presented a cultural item. The school felicitated the support staff for their dedication, hard work, and sincerity.

- **National & Religious Festivals:** Independence Day, Republic Day, Diwali, Eid, Christmas, Eid Milad-un-Nabi, Dussehra, and other festivals were celebrated in the school to promote cultural awareness and unity.
- **Felicitation Day** – A felicitation ceremony was organised on September 15, 2025, for the achievers and top scorers of Classes X and XII, wherein they were rewarded for their hard work. Teachers who gave 100% results in boards in their subjects were also recognized (Ms Sangeeta Suri, Mr Sameer Khan, Ms Uma Bhardwaj, Mr Qamaruddin, Mr Javed and Ms Abeeda). Mr. Mohammad Saim, Joint Commissioner Customs and GST, IRS 2014 Batch, alumnus HPS 2005, was the Chief Guest for the same.

❖ **Social & Environmental Initiatives**

- **Awareness Programmes:** Various awareness activities were conducted, including observances of Earth Day, Labour Day, World Malaria Day, International Yoga Day, the International Day against Drug Abuse and Illicit Trafficking, and Swachhata Week to promote health, environmental responsibility, and social awareness. Environment-focused activities were organized, and a skit was presented during the morning assembly to raise awareness about the hazards of Chinese Manjha and encourage safe practices.
- **Swachhata Bharat Abhiyan** Hamdard Public School was actively engaged in various activities, including Veer Gatha paintings, slogans, poems, and speeches; Swachhata Hi Seva was celebrated from September 17; and Swachhata Pakhwada was observed from September 16 to 30 with day-wise activities beginning with Swachhata Shapath.
- On October 9, 2025, **World Mental Health Day** was observed with a poster-making activity for Classes 6–8, focusing on the theme “Mental Health” to promote awareness and emotional well-being among students.
- **Viksit Bharat Buildathon Activity** was held on October 13, 2025, to encourage innovative thinking and nation-building among students, who showcased creative projects on technology, sustainability, and development.
- **Stranger Danger activity** was organised to create awareness about personal safety and help children develop confidence and self-protection skills. (Okhla Branch)
- **Skill Carnival** on the occasion of Children’s Day was organised by students of classes IX and XI on November 15, 2025. The students donated their profit money (Rs 14,200) as charity to Cancer patients.
- **Pottery and Karate Classes** were held for students of Classes I and II at the Okhla branch.
- **Astronomy Club sessions** were organised for students of Classes III to VIII.
- **Martial Arts classes** were conducted every Wednesday for students of Class II.
- Awareness initiatives included a Poster Competition on **Prevention of Child Marriage.**
- **CBSE POSHAN Abhiyan** activities such as Slogan and Essay Writing were conducted for Classes IX and XI.
- **Mega Tinkering Day – ATL:** The HPS ATL Team participated in a National Online Event and was awarded a certificate by NITI Aayog, Government of India.

EDUCATIONAL TRIPS & EXCURSIONS

HPS promotes experiential learning through well-planned educational trips and excursions, providing students with opportunities to gain practical exposure beyond the classroom. Some key highlights of the year include:

- Students of Classes XII D1 and D2, accompanied by their teachers, went on a day-long educational excursion to Rashtrapati Bhavan and Amrit Udyan to enhance their understanding of India's heritage, governance, and architectural grandeur.
- NIE subscribers from Classes VI, VII, and VIII visited PVR INOX, Nehru Place, to watch the movie *Sitaare Zameen Par*, aimed at promoting awareness for special needs children and learning through cinema.
- Pre-primary students went on a school picnic to KidZania (Okhla Branch) to engage in role-play activities and develop social and life skills.
- A picnic to KidZania was organized for students of Classes I and II to provide experiential learning through interactive and fun-filled activities.
- A six-day educational trip to Rajasthan was organized during the autumn break, covering Ranthambore, Ajmer, Pushkar, and Jaipur, to offer students exposure to wildlife, history, culture, and heritage through sightseeing, safaris, and educational visits.
- A school picnic to EOD Adventure Park was organized for students of Classes III to VIII to encourage physical activity, teamwork, and recreational learning.
- Students of the Humanities stream of Class XII visited the Parliament House as part of their educational project to gain firsthand insight into the functioning of the Indian democratic system.
- Four students from the Commerce stream, along with their teacher, attended the National Social Impact Development Summit 2025 at the India International Centre to broaden their understanding of social entrepreneurship and leadership.
- A staff picnic was organised for teaching and non-teaching staff at Vishal Garh Farms to promote team bonding, relaxation, and staff well-being.

NATIONAL CADET CORPS

- **NCC – Combined Annual Training Camp, Safdarjung Enclave**
The NCC cadets of Hamdard Public School participated in the Combined Annual Training Camp held at Safdarjung, Delhi, and brought laurels to the institution.

Event	Name	Award
Poster Making	Nushra Janasheen	1st Prize
Extempore	Maheen	1st Prize
Drill	NCC Team	3rd Prize
Best Cadet	Nushra Janasheen	Best Cadet Award

Adding to the glory, the school was honoured with the **Best Institution Prize**. The ANO also received a **Letter of Appreciation** and a **Memento** for her dedicated guidance.

- 27 second-year NCC cadets received a Direct Benefit Transfer (DBT) of ₹4,400 each under the Ministry of Defence's Uniform Allowance Scheme—marking a first for the school and reflecting the Ministry's commitment to strengthening NCC development.
- A dignified Pipping Ceremony was held at the National Cadet Corps Headquarters, Safdarjung Enclave, on January 23, 2026, during which ANO Iffat Tarana of Hamdard Public School was formally promoted to the rank of Second Officer, with the stars ceremonially pinned by Colonel Rajpal Singh Rawat and Subedar Major Gurmeet Singh, symbolising recognition of her dedicated service, leadership, and commitment to mentoring cadets.

GENERAL SCHOOL ACTIVITIES

- Timetables, planners, and attendance registers were distributed to the staff for the new academic session.
- The **Special Educator**, conducted special classes for **CWSN**, taught Braille to a visually impaired student, met parents to collect medical records, and discussed support strategies with teachers.
- Letters regarding **MACP** status were issued to both teaching and non-teaching staff, covering recommended as well as non-recommended cases.
- A response regarding the cases of Ms. Roohi Rahman and Ms. Suman Jha was sent to the DoE on 21/04/2025.
- The **Annual Report (2024–25)** and **Annual Budget** were submitted on 09/04/2025, and the Budget was also forwarded to the DoE.
- **ICC details** were submitted to the DoE as per the prescribed format.
- **Stream allocation** for Class XI was completed as per the prescribed criteria. Admission tests and interviews were conducted for external candidates.
- The **entrance examination for HCC** was conducted in the school on 18/05/2025 and for HSC on 17/06/2025
- Quarterly reports of the deployed staff were submitted to HRD
- Mark sheets of Class XII were collected from the CBSE office, duly signed along with Transfer Certificates, and handed over to the office for distribution.
- **Teacher Enrichment Programmes (TEPs)** were conducted.
- **Prashasth Forms** were completed for students requiring assistance from the Special Educator (including Okhla Branch).
- **UDISE portal** updating for the session 2024–25 was completed for Talimabad and Okhla branches; teacher and school data was also uploaded. Additionally, revised UDISE data for Okhla students was submitted successfully to the CRC.
- Council members were interviewed, and the Prefectorial Board for the 2025 session was finalized.
- Class Monitor badges were distributed to students of all sections.
- Parent ID Cards were distributed (Okhla Branch), and Student ID Cards were also issued.
- Quran Khwani was organised in the school auditorium to commemorate the death anniversary of the Founder, **Janab Hakeem Abdul Hameed Sahab**, and **Late Janab Saiyid Hamid Saheb**.

- A **CBSE circular regarding CCTV details** was reviewed and discussed with the IT Department for necessary action.
- **SAFAL data** for Classes VI and IX was compiled and submitted to CBSE and DoE.
- Officials from the **Municipal Corporation of Delhi** visited the school on 19/07/2025.
- The **Investiture Ceremony** was conducted for both Primary and Senior Sections, formally appointing Student Council Members.
- Updated **Extramarks IDs** were distributed to teachers.
- Teacher recruitment interviews and demo classes were conducted during July.
- **Duties of attendants** were reshuffled as per guidelines issued by the Manager.
- **Audit of accounts** was completed for both Talimabad and Okhla branches.
- Manager's details were submitted to the DoE and its nominee as per the required format.
- A total of 81 PDF files (as per the prescribed format) of students from Jagriti Public School who were directly admitted to HPS were submitted to CBSE.
- ID forms for accessing the English Language Lab (Grades III–VIII) were distributed. Student IDs were generated by the IT department.
- **OASIS (CBSE) data** entry was completed on August 30, 2025, and the data was subsequently verified, with the undertaking uploaded by the Manager and Principal. The School Balance Sheet was also uploaded on the OASIS portal.
- **Special Education sessions** for Classes VI–VIII focused on Mathematics, English, and Urdu, supported by baseline assessments and structured schedules.
- **Counselling sessions** were conducted to address academic stress, and exam accommodations were approved to ensure inclusive support.
- A motivational pep talk was delivered to students of Class XII to encourage academic focus and discipline.
- The **Language Lab** resumed operations, where students were introduced to **Hello Britannica** during orientation sessions.
- Three English teachers — Ms Fauzia Haseen, Ms Sumbul Hafeez, and Ms Subiya J Khan - were promoted to the post of PGT and Mr. Abdul Sattar was promoted as TGT, Urdu.
- An advisory regarding foreign students was received from **FRRO**. The Vice Principal attended a meeting at the FRRO office, and the school data was verified by officials.
- The school report card for Classes X and XII was received from CBSE based on the 2025 Board Examination results.
- **Nursery admission criteria** were received from the DoE, and the school criteria were prepared accordingly.
- The School Health Certificate was also received from MCD.
- A visit of 150 students of Grade VIII to watch a hockey match at Shivaji Stadium was organized on 06/12/2025.
- The draw of lots for the **School Level Fee Regulation Committee (SLFRC)** was conducted on December 31, 2025, in the presence of the DoE nominee. Prior intimation was given to teachers and parents, and the notice was uploaded on the website. Five parents and three teachers were elected.
- The Caretaker was appointed as the **Nodal Officer** for matters related to stray dogs as per DoE guidelines, and all required details were submitted within the stipulated time.
- **IT Competency self-evaluation forms** were distributed to teachers. All teachers were given internet usage IDs by the IT department.
- Data of Nursery, KG, and Class I was submitted to the DoE as per the prescribed format.

- **ATL** requirement lists were forwarded, and necessary items were procured.
- **School recognition details** were submitted to the Cluster In-charge.
- Approximately 80% of **APAAR IDs** have been generated for students; the remaining 20% are in process.
- An inspection was conducted by DoE representatives regarding SHVR (**Swachh Evam Harit Vidyalay**).
- **Medical insurance data** of staff was finalized and submitted to the Accounts Department of HES. Errors related to gender were identified and sent for correction.
- A contribution of ₹14,200 was donated by students towards cancer patients as a **charitable initiative**.
- **School records**, including remedial registers, coordinators and HODs' registers, meeting minutes, and circulars, were maintained by the respective Incharges.
- **Art Integrated activities** were conducted throughout the year.
- **Break Duty and Dispersal Duty schedules** were diligently followed by all teachers to ensure smooth operations.
- **Special Friday Schedules** were implemented, allowing teachers to **supervise students during Namaz** while maintaining discipline.
- **Monthly Reports** of school activities were consistently compiled and submitted
- **Stock checking** was conducted as per the scheduled plan.
- Teachers stayed back **till 4:00 PM on the first Saturday and last working day of each month** to conduct **departmental meetings**.
- **Class Attendance Registers** were thoroughly checked and rechecked on the last working day of every month.
- **Duty rotations for morning assembly, break time, and dispersal** were followed to ensure discipline.
- **The Principal, Ms Saher M A Sayed**, has been deputed as the **City Coordinator** for 30 schools of Delhi South 1 and **CNS for five subjects for CBSE OSM Evaluation 2025-2026**, with **Hamdard Public School serving as an evaluation center**.
- Following teachers teaching classes X and XII were relieved for CBSE work as **Practical Examiners/Observers/Evaluators**:

1	Ms Fauzia Haseen	Observer & HE	16	Ms Sumbul Hafeez	Evaluator
2	Mr Mohd Raihan	External Examiner & HE	17	Ms Arifa Nasir	Evaluator
3	Ms Anumeha Gupta	External Examiner & HE	18	Ms Saba Zareen	Evaluator
4	Mr Pallav Wahi	Observer & Evaluator	19	Ms Subiya Junaid Khan	Evaluator
5	Mr Sameer Khan	External Examiner & Evaluator	20	Mr Izhar Khan	Evaluator
6	Ms Shail Kumari	External Examiner & HE	21	Mr Sayyed Wasim	Evaluator
7	Ms Manju Malik	External Examiner & Evaluator	22	Mr Sujoy Das	HE
8	Mr Shakir Ahmed	External Examiner & Evaluator	23	Mr Sabir Parvez	HE

9	Mr Aditya Nandan Sahu	External Examiner & Evaluator	24	Ms Gulsaman Mufeed	HE
10	Mr Jawed Akhtar	Evaluator	25	Ms Rubina Nadeem	Evaluator
11	Ms Abeeda Khanam	Evaluator	26	Ms Sumbul Jafri	Evaluator
12	Mr Faryad Ali	Evaluator	27	Ms Reena Pillai	Evaluator
13	Ms Ranjita Ray	Evaluator	28	Ms Afreen Thabassum	Evaluator
14	Ms Abida Siddqui	Evaluator	29	Mr Qamaruddin	Evaluator
15	Ms Nooris Seraj	Evaluator			

PARENTAL INVOLVEMENT-INITIATIVES BY THE SCHOOL

- PTMs were conducted as per the schedule to keep parents informed about their children's academic performance and overall progress.
- Regular PTA meetings were conducted to foster effective communication between parents and teachers, discuss students' academic progress and well-being, and collaboratively address any concerns for their overall development.
- An orientation session was conducted for students of Class XII and X, motivating them to stay focused and enhance their academic performance.
- The Nursery Orientation Programme was held on April 5, 2025. The co-curricular plans for the session 2025–26 were presented, and parents were addressed on the topic *"Helping Parents in the Holistic Development of the Child."* They were also briefed on important school rules and guidelines.
- An Orientation Programme for the Astronomy Club was organized on May 8, 2025, for students of Grades III to VIII, introducing them to the fundamentals of space science.
- A Parent Orientation Programme for Nursery was conducted on May 3, 2025, at the Okhla Branch. The session covered co-curricular plans, guidelines for differently-abled children, and the use of the Entab Portal.
- The student counsellor, along with Special Educators, conducted an orientation session for parents of Children with Special Needs (CWSN), focusing on support strategies and inclusive education.

NURSERY ADMISSIONS FOR THE SESSION 2026 - 2027

- ❖ The Process of Nursery admissions started as per the timelines given by DOE
- ❖ Out of 801 applications, draw was held on 20th January, 2026 under different categories as mentioned below:
 - Minority quota 80 seats
 - Sibling quota 30 seats
 - Girls' quota 10 seats
 - Alumni quota 10 seats
 - Staff quota 10 seats
 - General quota 20 seats
 - Management quota 40 seats

- ❖ 197/ 200 admissions were finalised till date.

FOND FAREWELL

- On September 20, 2025, the school bid a fond farewell to **Ms Sangeeta Suri, PGT English** and **Ms Shabana Siddiqui**, PRT librarian whose dedication, warmth, and invaluable contributions will always be remembered and deeply missed.
- On December 27, 2025, the school bid a fond farewell to **Mr Abu Shama**, PGT Biology, on his retirement. His commitment, sincerity, and gracious presence will always be cherished and fondly remembered.
- A farewell was organised for **Ms Zubeida** , attendant on February 02, 2026, in recognition of her dedicated service and contribution to the school.

INITIATIVES UNDERTAKEN BY THE PRINCIPAL

❖ MEETINGS, ORIENTATIONS & ADMINISTRATIVE INTERACTIONS

- Staff Meetings were held regularly to strategise, review overall school functioning, and deliberate on policies related to discipline, ethics, classroom environment, character building, and communication.
- A meeting with the Headmistress, Vice Principal, and Staff Secretary was conducted on April 8, 2025, to finalise the yearly plans.
- A meeting was held on June 25, 2025, with the Unit Heads to review academic and administrative planning.
- Regular meetings were conducted with Unit Heads to ensure effective planning, coordination, monitoring of student progress, and improvement in teaching-learning processes. Unit Heads also held meetings with their respective staff to disseminate roles, responsibilities, and updates.
- Meetings were conducted with various departments, including HODs, CODs, Subject Coordinators, Class Coordinators, CCA In-charges, PETs, office staff, and the caretaker, to review school functioning, streamline responsibilities, and ensure effective coordination.
- Meetings were held with teachers (Primary, Middle, and Senior Sections) to discuss general school updates, academic and administrative matters, use of Smart Classes and the Resource Room, parent engagement, and fee collection.
- A meeting was held with teachers of Classes X and XII to review the results
- Meetings were conducted with Class Coordinators regarding enhancement classes, discipline strategies, fee defaulters, and clarification of their roles and responsibilities.
- Meetings were held with Heads of Departments (HODs) to review syllabus completion and plan for the smooth conduct of the Half-Yearly Examination. Meetings were also conducted with Examination In-Charges to ensure effective planning and execution of examinations.

- A meeting was conducted with Science, Mathematics, and Social Science teachers to discuss bridging the syllabus between old and new NCERT textbooks for Classes VII and VIII.
- A meeting was held with the Office Superintendent regarding budget matters and MACP cases. A separate meeting was also conducted to prepare and process MACP- related documentation.
- Meetings were held with the Internal Complaints Committee to deliberate upon cases concerning teachers and students.
- Meetings were conducted with parents to address cases related to student indiscipline. Additionally, boys were addressed separately, emphasising improved behaviour, discipline, and adherence to school norms.
- Meetings were held with the caretaker and support staff regarding cleanliness, maintenance of work areas, and overall upkeep of the school.
- A meeting was conducted with the Transport In-charge and bus owner to address complaints raised by teacher in-charges. The owner was instructed to submit details of drivers and conductors and to ensure proper maintenance of buses.
- The Annual General Body Meeting of the PTA was conducted in the school auditorium on July 26, 2025. Meetings were also held with PTA members regarding the celebration of Teachers' Day.
- Regular meetings were conducted with PTA members to strengthen collaboration and engagement.
- A meeting was conducted with Unit Heads regarding the review and finalisation of the booklist and syllabus bifurcation for the session 2026–27.
- A meeting was held with Unit Heads and the Examination Department regarding the implementation of HPC for the session 2026–27.
- For Class IX , the English book was changed to Communicative English.

❖ PRINCIPAL'S ADDRESSES & STUDENT INTERACTIONS

- On October 15, 2025, the Principal addressed students of Classes IX and XI, motivating them towards improved performance and a positive attitude.
- On October 17, 2025, the Principal addressed students proceeding on an educational trip during the autumn break, providing guidelines for safety and discipline.
- A motivational address was delivered by the Principal to students of Class XII and X, encouraging them to stay focused and perform well in the Board examinations.
- Orientation Programme for Class X students and their parents was conducted on December 26, 2025, regarding the two-board system.
- Counselling sessions for students of Classes VI–VIII were conducted in the auditorium on 5th, 6th, and 11th December 2025.
- The Principal addressed students of Grades III, IV, and V on 9th, 10th, and 11th December 2025 on topics such as discipline, gender sensitivity, bullying, body shaming, good touch–bad touch, the 6Cs, and value education.

❖ EXTERNAL & VIRTUAL MEETINGS

- Attended a Coordination Meeting with the Principals of South Delhi schools along with **Mr. Sujoy Das**. The meeting was chaired by the Joint Commissioner of Police, Southern Range, Delhi, at Godavari Auditorium, Andhra Association, Lodhi Road, and focused on building a constructive and sustained partnership between the police and schools.
- A Virtual Meeting for Principals was conducted by the Regional Officer on November 17, 2025, to discuss assessments, LOC, OASIS, and direct admissions.
- A Principals' Meeting was held on November 20, 2025, at CBSE Headquarters, Dwarka, regarding board policies and examination processes for 2026.
- A Virtual Meeting of Principals was conducted by CBSE RO (East) on December 11, 2025, regarding board examinations, *Pariksha Pe Charcha*, and OASIS data.
- A Virtual Meeting for Principals of Delhi South 1 was held on December 16, 2025, regarding examination-related processes as conveyed by the Regional Officer.
- Meetings with the DoE nominee were held on December 19, 2025, regarding Ms. Lubna Jamal, and on December 31, 2025, regarding Mohd Rahil Khan and Ms. Uma Bhardwaj.

WORKSHOPS/WEBINARS

- Throughout the session, a range of enrichment programmes were conducted for both students and parents, aimed at enhancing learning outcomes and fostering greater engagement.
- HPS teachers actively participated in various in-service training programmes and workshops focused on subject knowledge and core competencies. These professional development initiatives were organised by CBSE, the DIKSHA Portal, and other external agencies.

ENHANCEMENT OF INFRASTRUCTURE & FACILITIES

- The renewal of essential certificates, including fire safety, building and structural safety, as well as health and sanitation, was successfully processed.
- A circular received from CBSE regarding CCTV compliance was reviewed and discussed with the IT Department for necessary action.
- New iron grills were installed in the connecting passages of the auditorium to enhance student safety and security.
- 4 desert coolers , 1 LED smart board , 2 movable coolers, 2 cupboards and movable fans were purchased for Okhla branch.
- Renovation of second floor washroom was in in Okhla branch.
- Musical instruments, 1 wheelchair and 50 chairs were purchased (Okhla)
- Renovation and awning work completed in the school playground (Okhla). whitewash was done for the entire building.
- 200 chairs, sports equipment , display boards , greenboards, 48 student desks, 1 window AC, 2 RO machines, 1 water cooler was purchased for Talimabad.
- Books worth Rs 60,000 were purchased for all libraries.

- Painting work was done for examination room, medical room, safety net, channel grills and under the auditorium.
- Iron racks for admin storeroom , 80 ceiling fans for classrooms were purchased.

TO BE DONE:

- Emergency fire exit (staircase) in Talimabad.
- Purchase of chairs and table for staff room
- Enhancing the junior computer lab and new computers for examination room
- Solar panels for the school
- New furniture for Lower KG
- ACs for medical room , staffroom and conference room
- LED panels for remaining classes in Okhla and Talimabad. White boards and display boards for classes
- Movable stage for assembly area
- Steel chairs for reception area, wall fans and standing fans
- Movable AC for the auditorium and renovation of the auditorium
- Renovation and increase in the number of cubicles in the third floor washrooms junior wing
- Whitewash of the school (Talimabad)
- Tow wall of the football playground. Grill in the auditorium balcony for safety purpose.

ROAD MAP FOR FUTURE

- Focus on innovative, inclusive, and experiential learning.
- Emphasis on well-being, NEP implementation, and skill development.
- Strengthening teacher development, infrastructure, and parent partnership.
- Implementing the HPC and SQAFF as per CBSE guidelines
- ERP system (ENTAB) to be utilized extensively.

As we step into the new academic session, the institution remains committed to providing a progressive and holistic learning environment. The key focus areas for the year include:

- **Strengthening innovative teaching practices and technology integration** to enhance student engagement and learning outcomes.
- **Promoting emotional well-being and resilience** through structured mentorship and counselling programmes.
- **Creating inclusive and supportive learning environments** that enable every student to thrive.
- **Implementing the principles of the National Education Policy (NEP)** to ensure experiential and competency-based education.
- **Encouraging holistic development** through sports, arts, and leadership opportunities.
- **Upgrading infrastructure and facilities** to meet modern educational standards and ensure safety.

- **Enhancing skill-based and experiential learning** to develop critical thinking and problem-solving abilities.
- **Focusing on continuous professional development of teachers** to maintain high standards of teaching.
- **Strengthening school–parent collaboration** for the overall development of students.
- **Promoting environmental awareness and sustainable practices** within the school community.

Ms Saher M A Sayed

Principal, HPS

Dated- 31/03/2026