

Birla Public School Doha-Qatar
Appointment of Assistant Prefects for 2024-25
Grade XI

Selection Procedure:

1. The school invites nominations from interested students of Grade XI.
2. Filled in nomination forms to be submitted by the student to the class teacher with the parent's consent letter, which should specifically mention and certify that the student satisfies all the criteria given below. (which will be further verified by the class teacher)
3. Last date of submission **Tuesday, 23 April 2024.**
4. Based on the eligibility criteria, the Class Teachers will scrutinize the nominations and award marks.
5. A list of qualified candidates will be published on **Thursday 25 April 2024.**
6. E-Election will be held on **Monday, 29 April 2024** for the qualified candidates.
7. Each student of Grade XI can cast votes for 10 candidates.
8. According to the number of votes, the names of First 20 candidates will be announced. They will join the Prefect Board as Assistant Prefects, after the final approval of the Vice Principal and Principal.

Minimum Eligibility criteria for submitting Nomination:

1. The candidate must have scored at least 51 % aggregate marks in the Second Pre-Board Exam of his / her grade X. Absentee cases for the Second PB exam will be given due consideration by the Class Teacher and marks of the First PB Exam will be considered.
(10 Marks)
2. Participation in any co-scholastic activity -Sport/Art/Cultural activities, Public Speaking, Debating etc.
(10 Marks)
3. External competitions representing school / Exams like Olympiad/Asset/Acer exams or Quiz (like Math or G K etc.)
(10 Marks)
4. Community outreach program/ Membership of Eco club, MUN, Gavels club or Scouts/Guide etc.
(10 Marks)

Academic Performance	51-60% (2 mark)	61-70% (4 marks)	71-80% (6 marks)	81-91% (8 marks)	91-100% (10 marks)
Co-scholastic Participation /Awards	1 certificate (2 marks)	2/3 certificates (4 marks)	4/5 certificates (6 marks)	More than 5 (10 arks)	

5. Character to be endorsed by 3 teachers - class teacher of Grade X, a subject teacher from Grade X, and the class teacher of Grade XI.

Note:

1. Number of certificates in the same field will not earn more marks.
2. Copies of Documents to prove points 1 to 4 must be submitted to the Class Teacher, along with the Nomination Form and parent consent letter, on or before **Tuesday, 23 April 2024.**

Dr. Anand R. Nair
Principal

Birla Public School, Doha-Qatar
Appointment of Assistant Prefects 2024-2025
Nomination Form

1. Name of the student: _____
2. Class: XI Division: _____
3. Admission Number: _____
4. Details of Scholastic / Co-scholastic Performance from the relevant Grade (Copies of certificates to be submitted to the class teacher)

S. No	Name of Activity	Merits/ Performance	Marks /Remarks
1	Academic Performance		
2			
3			
4			
5			

Note: - You can list any additional medals or honors you have received on the overleaf.

5. Name and Signature of the X Class teacher & any ONE Subject teacher-(Mandatory) and their observation regarding character and conduct.

The student should only suggest the teacher's name in the given column and MUST NOT approach the teacher personally, the CT of Grade XI will do the needful.

Note: - Unsatisfactory will lead to disqualification of the candidate.

Sl. No	Teacher's name	Observation about character and conduct			Signature
		Unsatisfactory	Good	Excellent	
1	(X Class Teacher)				
2	(X Subject Teacher)				
3	(XI Subject Teacher)				

Note:

1. Nomination will be accepted only after scrutiny by the class teacher.
2. The following should be submitted together,
 - a. Parent Consent Letter
 - b. Copies of certificates
 - c. Nomination Form
 - d. Candidature Form

Nomination Accepted / Rejected

Total Marks Awarded: _____

Signature of the Class Teacher:

Date:

Birla Public School, Doha-Qatar

Appointment of Assistant Prefects 2024-2025

Candidature Form

I _____, studying in class XI, Div_____, do express my wish to contest the election as an **Assistant Prefect** and promise that if elected, I shall carry out all duties and responsibilities incumbent upon the office to the best of my abilities during the period of my office. I promise to be present at school for all its important functions and whenever the school wants me too.

Signed by Student Candidate:

Signature _____

Name _____

Date _____

Countersigned by the Parent

Signature _____

Name _____

Date _____