



M.E.S. INDIAN SCHOOL, DOHA-QATAR

SCHOOL EDUCATIONAL PLAN

1. Vision, Mission and Objectives of the School

Vision

Our Vision is:

To impart high quality education ensuring a safe, child-centric, disciplined, creative, techno friendly learning environment which focuses on holistic development of students through continuous progress.

Mission

Our Mission is:

To provide a self-motivated, competency based and inquiry-based learning environment well supported by excellent teaching faculty, latest teaching aids and infrastructure facilities which will motivate and groom students to face future challenges with confidence.

Educational Objectives

- To promote positive behaviour, Qatari National Identity and Qatar Culture among students.
- To provide harmonious learning environment that promotes ethnic inclusiveness and cultural diversity.
- To provide outstanding educational, co-curricular, extra-curricular and infrastructure facilities at par with international standards and other applicable regulatory requirements.
- To provide purposeful learning experiences that will help students develop in various ways.
- To enhance creative and critical thinking in students.
- To involve all staff in adopting a quality approach, integrating the principles of continual improvement consistent with Quality Management System and complying with ISO 9001:2015 and Qatar National School Accreditation (QNSA).
- To provide healthy and congenial environment in the campus.
- To ensure holistic development of students.
- To support students with differential learning needs.
- To promote students to express their talents in the various literary, cultural, sports and games activities organized in and outside the school campus at the Inter-House, Inter-School, National and International Levels.
- To develop social responsibility among students by means of donation for the needy and to participate in other social cause as per the need.
- To instil spiritual values in the students by holding classes in Qur'an and Islamic studies for Muslim boys and girls.
- To develop moral values through value education and life skill classes.



M.E.S. INDIAN SCHOOL, DOHA-QATAR

2. School Management Structure / organigram



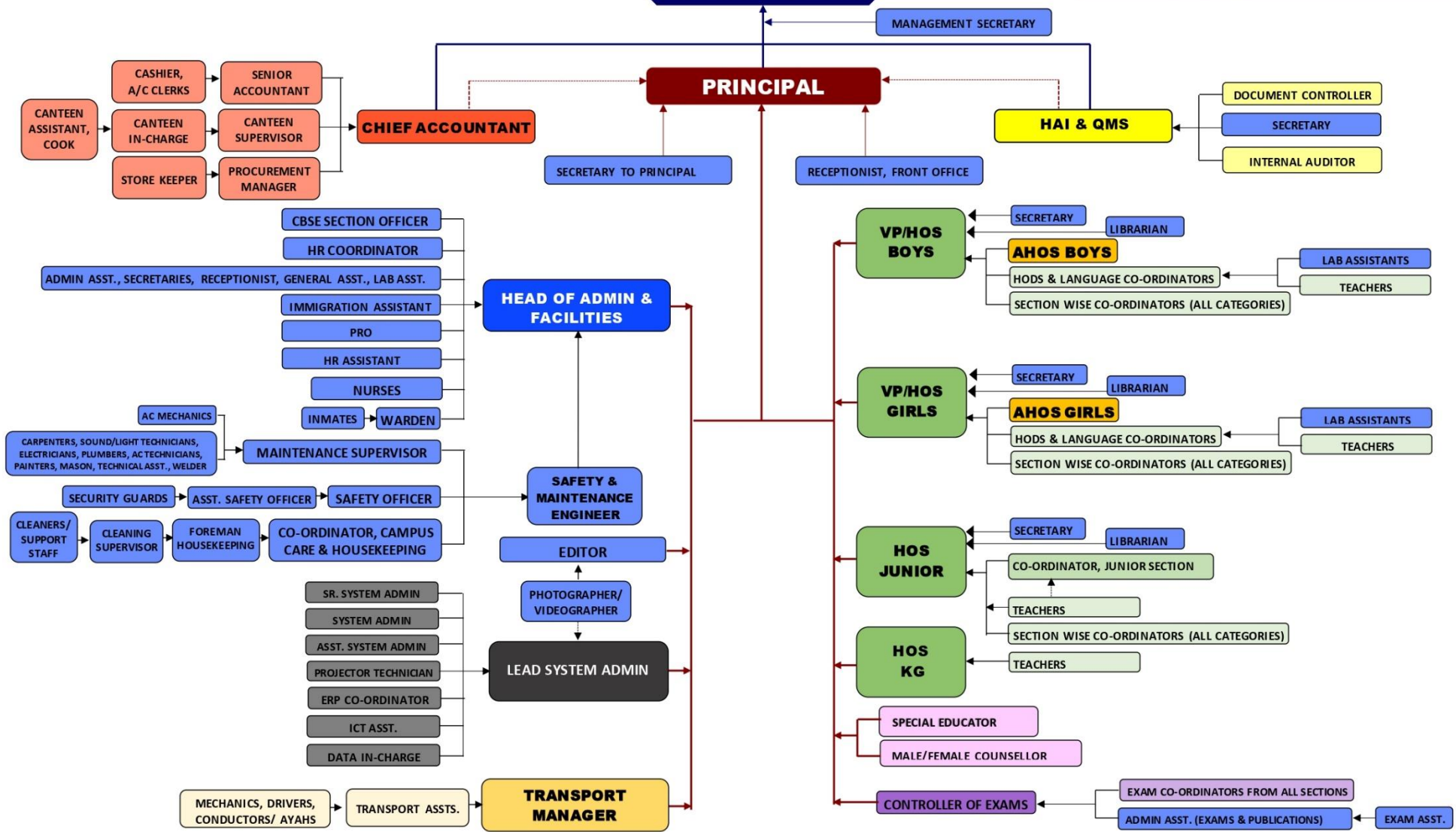
MES INDIAN SCHOOL, DOHA-QATAR

ORGANIZATION CHART

Appendix 1, Rev 1.1, dtd. 4th April 2024

ERP	: Enterprise Resource Planning
HAI & QMS	: Head of Academic Inspection & Quality Management
HOD	: Head of Department
AHOS	: Assistant Head of Section
HOS	: Head of Section
ICT	: Information & Communication Technology
VP	: Vice Principal

GOVERNING BOARD





M.E.S. INDIAN SCHOOL, DOHA-QATAR

3. Academic Year and Annual Calendar, daily schedule (Dates are tentative subject to revision from MOEHE instructions)- school circulars and notifications are timely updated.

M.E.S INDIAN SCHOOL, DOHA-QATAR		
SCHOOL CALENDAR FOR THE ACADEMIC YEAR 2024-25		
APRIL-2024		
DATE	DAY	SCHEDULE
1	MONDAY	SCHOOL REOPENS FOR ACADEMIC YEAR 2024-25
2	TUESDAY	
3	WEDNESDAY	REOPENING OF CLASS KG I
4	THURSDAY	REOPENING OF CLASS KG II SELECTION OF CLASS LEADERS / CLUB SECRETARIES
5	FRIDAY	HOLIDAY
6	SATURDAY	HOLIDAY FOR STUDENTS
7	SUNDAY	SELECTION OF SCOUTS / GUIDES / CCF / CUBS & BULBULS WORLD HEALTH DAY
8	MONDAY	SELECTION OF CLUB SECRETARIES
9	TUESDAY	} EID-AL- FITR HOLIDAYS (TENTATIVE)
10	WEDNESDAY	
11	THURSDAY	
12	FRIDAY	HOLIDAY
13	SATURDAY	HOLIDAY FOR STUDENTS
14	SUNDAY	
15	MONDAY	
16	TUESDAY	
17	WEDNESDAY	
18	THURSDAY	WORLD HERITAGE DAY
19	FRIDAY	HOLIDAY
20	SATURDAY	HOLIDAY FOR STUDENTS / INVESTITURE CEREMONY
21	SUNDAY	UNIT TEST1 FOR CLASSES X & XII
22	MONDAY	WORLD EARTH DAY
23	TUESDAY	
24	WEDNESDAY	
25	THURSDAY	
26	FRIDAY	HOLIDAY
27	SATURDAY	HOLIDAY FOR STUDENTS
28	SUNDAY	
29	MONDAY	
30	TUESDAY	RED COLOUR DAY - KG SECTION

Note : Activity Schedule / Exam Schedules are tentative.

Total no of working days in April 2024 = 18

Dates are tentative, subject to revisions from MOE.

M.E.S INDIAN SCHOOL, DOHA-QATAR		
SCHOOL CALENDAR FOR THE ACADEMIC YEAR 2024-25		
MAY-2024		
DATE	DAY	SCHEDULE
1	WEDNESDAY	INTERNATIONAL LABOUR DAY
2	THURSDAY	
3	FRIDAY	HOLIDAY
4	SATURDAY	HOLIDAY FOR STUDENTS
5	SUNDAY	HOLIDAY FOR STUDENTS
6	MONDAY	PA1 FOR CLASSES I TO IV (06-05-2024 TO 12-05-2024)
7	TUESDAY	WORLD ATHLETIC DAY / YELLOW COLOR DAY - KG SECTION
8	WEDNESDAY	WORLD RED CROSS DAY
9	THURSDAY	
10	FRIDAY	HOLIDAY
11	SATURDAY	HOLIDAY FOR STUDENTS PARENT TEACHER MEETING FOR CLASSES V TO XII - GIRLS' SECTION(MORNING)
12	SUNDAY	PA1 FOR CLASSES V TO VIII UNIT TEST1 FOR CLASSES IX & XI UNIT TEST2 FOR CLASSES X & XII INTERNATIONAL NURSES DAY
13	MONDAY	
14	TUESDAY	MOTHERS' DAY
15	WEDNESDAY	
16	THURSDAY	MERIT DAY / PHL CEREMONY - BOYS' / GIRLS' SECTION
17	FRIDAY	HOLIDAY
18	SATURDAY	HOLIDAY FOR STUDENTS PARENT TEACHER MEETING FOR CLASS I TO IV - JUNIOR SECTION (MORNING)
19	SUNDAY	PHL CEREMONY - JUNIOR SECTION
20	MONDAY	
21	TUESDAY	GREEN COLOR DAY - KG SECTION
22	WEDNESDAY	YOUTH FESTIVAL - BOYS' / GIRLS' / JUNIOR SECTIONS
23	THURSDAY	
24	FRIDAY	HOLIDAY
25	SATURDAY	HOLIDAY FOR STUDENTS PARENT TEACHER MEETING FOR CLASS KG I & II SECTION (MORNING) PARENT TEACHER MEETING FOR CLASSES V TO XII - BOYS' SECTION (MORNING)
26	SUNDAY	TEST IN GRADED SUBJECTS FOR CLASSES I TO XII
27	MONDAY	PRACTICAL EXAMINATION FOR CLASSES XI & XII
28	TUESDAY	
29	WEDNESDAY	KIDS FESTIVAL - KG SECTION
30	THURSDAY	KIDS FESTIVAL - KG SECTION
31	FRIDAY	HOLIDAY

Note : Activity Schedule / Exam Schedules are tentative.

Total no of working days in May 2024 = 21
Cumulative total (April 2024 to May 2024) = 39

Dates are tentative, subject to revisions from MOE.



M.E.S. INDIAN SCHOOL, DOHA-QATAR

M.E.S INDIAN SCHOOL, DOHA-QATAR			
SCHOOL CALENDAR FOR THE ACADEMIC YEAR 2024-25			
JUNE-2024			
DATE	DAY	SCHEDULE	
1	SATURDAY	HOLIDAY FOR STUDENTS	
2	SUNDAY	TERM END ASSESSMENT FOR CLASSES I TO XII	
3	MONDAY		
4	TUESDAY		
5	WEDNESDAY	WORLD ENVIRONMENT DAY	
6	THURSDAY	BLUE COLOR DAY - KG SECTION	
7	FRIDAY	HOLIDAY / WORLD FOOD SAFETY DAY	
8	SATURDAY	HOLIDAY FOR STUDENTS	
9	SUNDAY		
10	MONDAY		
11	TUESDAY		
12	WEDNESDAY		
13	THURSDAY		
14	FRIDAY	HOLIDAY	
15	SATURDAY	HOLIDAY FOR STUDENTS	
16	SUNDAY	} EID - AL - ADHA (TENTATIVE)	
17	MONDAY		
18	TUESDAY		} WORLD FATHERS' DAY
19	WEDNESDAY		
20	THURSDAY		
21	FRIDAY	HOLIDAY / INTERNATIONAL DAY OF YOGA	
22	SATURDAY	HOLIDAY FOR STUDENTS	
23	SUNDAY		
24	MONDAY		
25	TUESDAY		
26	WEDNESDAY		
27	THURSDAY	LAST WORKING DAY FOR STUDENTS BEFORE SUMMER VACATION	
28	FRIDAY	HOLIDAY	
29	SATURDAY	HOLIDAY FOR STUDENTS	
30	SUNDAY	LAST WORKING DAY FOR TEACHERS BEFORE SUMMER VACATION	

Note : Activity Schedule / Exam Schedules are tentative.

Total no of working days in June 2024 = 15
Cumulative total (April 2024 to June 2024) = 54

Dates are tentative, subject to revisions from MOE.

M.E.S INDIAN SCHOOL, DOHA-QATAR		
SCHOOL CALENDAR FOR THE ACADEMIC YEAR 2024-25		
JULY-2024		
DATE	DAY	SCHEDULE
1	MONDAY	} SUMMER VACATION
2	TUESDAY	
3	WEDNESDAY	
4	THURSDAY	
5	FRIDAY	
6	SATURDAY	
7	SUNDAY	
8	MONDAY	
9	TUESDAY	
10	WEDNESDAY	
11	THURSDAY	
12	FRIDAY	
13	SATURDAY	
14	SUNDAY	
15	MONDAY	
16	TUESDAY	
17	WEDNESDAY	
18	THURSDAY	
19	FRIDAY	
20	SATURDAY	
21	SUNDAY	
22	MONDAY	
23	TUESDAY	
24	WEDNESDAY	
25	THURSDAY	
26	FRIDAY	
27	SATURDAY	
28	SUNDAY	
29	MONDAY	
30	TUESDAY	
31	WEDNESDAY	

Note : Activity Schedule / Exam Schedules are tentative.

Total no of working days in July 2024 = 0
Cumulative total (April 2024 to July 2024) = 54

Dates are tentative, subject to revisions from MOE.



M.E.S. INDIAN SCHOOL, DOHA-QATAR

M.E.S INDIAN SCHOOL, DOHA-QATAR			
SCHOOL CALENDAR FOR THE ACADEMIC YEAR 2024-25			
AUGUST-2024			
DATE	DAY	SCHEDULE	
1	THURSDAY	} SUMMER VACATION	
2	FRIDAY		
3	SATURDAY		
4	SUNDAY		
5	MONDAY		
6	TUESDAY		
P	WEDNESDAY		
8	THURSDAY		
9	FRIDAY		
10	SATURDAY		
11	SUNDAY		
12	MONDAY		
13	TUESDAY		
14	WEDNESDAY		
15	THURSDAY		INDEPENDENCE DAY
16	FRIDAY		} SCHOOL REOPENS FOR TEACHERS AFTER SUMMER VACATION ORIENTATION FOR TEACHERS
17	SATURDAY		
18	SUNDAY		
19	MONDAY		
20	TUESDAY		
21	WEDNESDAY		
22	THURSDAY		
23	FRIDAY		
24	SATURDAY		
25	SUNDAY	SCHOOL REOPENS FOR TEACHERS AFTER SUMMER VACATION ORIENTATION FOR TEACHERS	
26	MONDAY		
27	TUESDAY		
28	WEDNESDAY		
29	THURSDAY		
30	FRIDAY	HOLIDAY	
31	SATURDAY	HOLIDAY FOR STUDENTS	

Note : Activity Schedule / Exam Schedules are tentative.

Total no of working days in August 2024 = 0
Cumulative total (April 2024 to August 2024) = 54

Dates are tentative, subject to revisions from MOE.

M.E.S INDIAN SCHOOL, DOHA-QATAR		
SCHOOL CALENDAR FOR THE ACADEMIC YEAR 2024-25		
SEPTEMBER-2024		
DATE	DAY	SCHEDULE
1	SUNDAY	SCHOOL REOPENS FOR STUDENTS AFTER SUMMER VACATION
2	MONDAY	
3	TUESDAY	
4	WEDNESDAY	
5	THURSDAY	TEACHERS' DAY
6	FRIDAY	HOLIDAY
7	SATURDAY	HOLIDAY FOR STUDENTS
8	SUNDAY	INTERNATIONAL LITERACY DAY
9	MONDAY	
10	TUESDAY	
11	WEDNESDAY	
12	THURSDAY	GRAND PARENTS' DAY
13	FRIDAY	HOLIDAY
14	SATURDAY	HOLIDAY FOR STUDENTS / HINDI DAY
15	SUNDAY	
16	MONDAY	
17	TUESDAY	
18	WEDNESDAY	
19	THURSDAY	KIDS' QUIZ - JUNIOR SECTION GO GREEN - KG SECTION
20	FRIDAY	HOLIDAY
21	SATURDAY	HOLIDAY FOR STUDENTS / INTERNATIONAL DAY OF PEACE / GO GREEN
22	SUNDAY	EDUCATIONAL TOUR - JUNIOR SECTION & CLASSES IX & XII
23	MONDAY	
24	TUESDAY	
25	WEDNESDAY	
26	THURSDAY	SCIENCE EXHIBITION - GIRLS' SECTION
27	FRIDAY	HOLIDAY / WORLD TOURISM DAY
28	SATURDAY	HOLIDAY FOR STUDENTS / SCIENCE EXHIBITION BOYS' SECTION
29	SUNDAY	
30	MONDAY	

Note : Activity Schedule / Exam Schedules are tentative.

Total no of working days in September 2024 = 22
Cumulative total (April 2024 to September 2024) = 76

Dates are tentative, subject to revisions from MOE.



M.E.S. INDIAN SCHOOL, DOHA-QATAR

M.E.S INDIAN SCHOOL, DOHA-QATAR		
SCHOOL CALENDAR FOR THE ACADEMIC YEAR 2024-25		
OCTOBER-2024		
DATE	DAY	SCHEDULE
1	TUESDAY	
2	WEDNESDAY	GANDHI JAYANTI
3	THURSDAY	
4	FRIDAY	HOLIDAY
5	SATURDAY	HOLIDAY FOR STUDENTS / PARENT TEACHER MEETING FOR CLASS KG I & II(MORNING) WORLD TEACHERS' DAY
6	SUNDAY	PA2 FOR CLASSES I TO IV (06-10-2024 TO 10-10-2024) UNIT TEST 3 FOR CLASSES X & XII PLANTATION DAY
7	MONDAY	PROJECT BASED EXHIBITION - KG SECTION
8	TUESDAY	INDIAN AIR FORCE DAY
9	WEDNESDAY	
10	THURSDAY	SPORTS DAY - BOYS' SECTION WORLD MENTAL HEALTH DAY
11	FRIDAY	HOLIDAY
12	SATURDAY	HOLIDAY FOR STUDENTS PARENT TEACHER MEETING FOR CLASSES V TO XII - BOYS' SECTION (MORNING)
13	SUNDAY	
14	MONDAY	
15	TUESDAY	
16	WEDNESDAY	SPORTS DAY - GIRLS' SECTION
17	THURSDAY	
18	FRIDAY	HOLIDAY
19	SATURDAY	HOLIDAY FOR STUDENTS / PROJECT DAY & ART FESTIVAL - JUNIOR SECTION PARENT TEACHER MEETING FOR CLASSES V TO XII - GIRLS' SECTION (MORNING)
20	SUNDAY	PA2 FOR CLASSES V TO IX UNIT TEST 2 FOR CLASSES XI
21	MONDAY	
22	TUESDAY	
23	WEDNESDAY	
24	THURSDAY	UNITED NATIONS DAY / SPORTS DAY - KG SECTION
25	FRIDAY	HOLIDAY
26	SATURDAY	HOLIDAY FOR STUDENTS / PROJECT DAY / ART FEST - BOYS' SECTION PARENT TEACHER MEETING FOR CLASSES I TO IV - JUNIOR SECTION(MORNING)
27	SUNDAY	
28	MONDAY	
29	TUESDAY	MID SEMESTER BREAK
30	WEDNESDAY	
31	THURSDAY	NATIONAL UNITY DAY

Note : Activity Schedule / Exam Schedules are tentative.

Total no of working days in October 2024 = 18
Cumulative total (April 2024 to October 2024) = 94

Dates are tentative, subject to revisions from MOE.

M.E.S INDIAN SCHOOL, DOHA-QATAR		
SCHOOL CALENDAR FOR THE ACADEMIC YEAR 2024-25		
NOVEMBER-2024		
DATE	DAY	SCHEDULE
1	FRIDAY	HOLIDAY
2	SATURDAY	HOLIDAY FOR STUDENTS
3	SUNDAY	SCHOOL REOPENS FOR STUDENTS AFTER MID YEAR SEMESTER TEST IN GRADED SUBJECTS FOR CLASSES IX TO XII
4	MONDAY	
5	TUESDAY	
6	WEDNESDAY	
7	THURSDAY	DRESS UP DAY -KG SECTION
8	FRIDAY	HOLIDAY
9	SATURDAY	HOLIDAY FOR STUDENTS
10	SUNDAY	
11	MONDAY	NATIONAL EDUCATION DAY
12	TUESDAY	SECOND TERM END EXAMINATION FOR CLASS XII PA2 FOR CLASS X
13	WEDNESDAY	
14	THURSDAY	CHILDRENS' DAY / WORLD DIABETIC DAY
15	FRIDAY	HOLIDAY
16	SATURDAY	HOLIDAY FOR STUDENTS
17	SUNDAY	FIELD TRIP - KG SECTION
18	MONDAY	
19	TUESDAY	
20	WEDNESDAY	
21	THURSDAY	
22	FRIDAY	
23	SATURDAY	HOLIDAY FOR STUDENTS
24	SUNDAY	PRACTICAL EXAMINATIONS - CLASS XI
25	MONDAY	
26	TUESDAY	CONSTITUTION DAY (SAMVIDHAN DIWAS)
27	WEDNESDAY	
28	THURSDAY	ANNUAL DAY
29	FRIDAY	ANNUAL DAY
30	SATURDAY	HOLIDAY FOR STUDENTS

Note : Activity Schedule / Exam Schedules are tentative.

Total no of working days in November 2024 = 19
Cumulative total (April 2024 to November 2024) = 113

Dates are tentative, subject to revisions from MOE.



M.E.S. INDIAN SCHOOL, DOHA-QATAR

M.E.S INDIAN SCHOOL, DOHA-QATAR		
SCHOOL CALENDAR FOR THE ACADEMIC YEAR 2024-25		
DECEMBER-2024		
DATE	DAY	SCHEDULE
1	SUNDAY	FIELD TRIP FOR CLASSES V TO VIII
2	MONDAY	PRE BOARD - 1 EXAMINATION FOR CLASSES X & XII
3	TUESDAY	
4	WEDNESDAY	
5	THURSDAY	
6	FRIDAY	HOLIDAY
7	SATURDAY	HOLIDAY FOR STUDENTS
8	SUNDAY	
9	MONDAY	
10	TUESDAY	HUMAN RIGHTS DAY
11	WEDNESDAY	
12	THURSDAY	DEBATE - JUNIOR SECTION
13	FRIDAY	HOLIDAY
14	SATURDAY	HOLIDAY FOR STUDENTS / FAREWELL FOR CLASS XII
15	SUNDAY	
16	MONDAY	WINTER CAMP - KG SECTION
17	TUESDAY	WINTER CAMP FOR CLASSES I TO VIII
18	WEDNESDAY	QATAR NATIONAL DAY
19	THURSDAY	QATAR NATIONAL DAY
20	FRIDAY	HOLIDAY
21	SATURDAY	HOLIDAY FOR STUDENTS
22	SUNDAY	MID YEAR BREAK (22-12-2024 TO 05-01-2025) REMEDIATION COACHING STARTS FOR CLASSES IX TO XII
23	MONDAY	
24	TUESDAY	
25	WEDNESDAY	
26	THURSDAY	MID YEAR BREAK
27	FRIDAY	HOLIDAY
28	SATURDAY	HOLIDAY FOR STUDENTS
29	SUNDAY	
30	MONDAY	
31	TUESDAY	

Note : Activity Schedule / Exam Schedules are tentative.

Total no of working days in December 2024 = 13
Cumulative total (April 2024 to December 2024) = 126

Dates are tentative, subject to revisions from MOE.

M.E.S INDIAN SCHOOL, DOHA-QATAR		
SCHOOL CALENDAR FOR THE ACADEMIC YEAR 2024-25		
JANUARY-2025		
DATE	DAY	SCHEDULE
1	WEDNESDAY	
2	THURSDAY	
3	FRIDAY	HOLIDAY
4	SATURDAY	HOLIDAY FOR STUDENTS
5	SUNDAY	REPORTING FOR TEACHERS AFTER MID YEAR BREAK
6	MONDAY	REOPENING FOR STUDENTS AFTER MID YEAR BREAK
7	TUESDAY	MODEL EXAMINATION FOR CLASS XI CBSE BOARD PRACTICAL EXAMINATION (TENTATIVE) PA3 FOR CLASS IX
8	WEDNESDAY	
9	THURSDAY	
10	FRIDAY	HOLIDAY
11	SATURDAY	HOLIDAY FOR STUDENTS PARENT TEACHER MEETING FOR CLASS KG I & II (MORNING)
12	SUNDAY	PA3 FOR CLASSES V TO VIII
13	MONDAY	
14	TUESDAY	
15	WEDNESDAY	HAT DAY -KG SECTION
16	THURSDAY	MULTILINGUA FEST
17	FRIDAY	HOLIDAY
18	SATURDAY	HOLIDAY FOR STUDENTS PARENT TEACHER MEETING FOR CLASSES V TO XII- BOYS' SECTION (MORNING)
19	SUNDAY	PA3 FOR CLASSES I TO IV (19-01-2025 TO 23-01-2025) PREBOARD - 2 EXAMINATION FOR CLASSES X & XII
20	MONDAY	
21	TUESDAY	
22	WEDNESDAY	FAIRY TALE DAY- KG SECTION
23	THURSDAY	
24	FRIDAY	HOLIDAY / NATIONAL GIRL CHILD DAY
25	SATURDAY	HOLIDAY FOR STUDENTS PARENT TEACHER MEETING FOR CLASSES I TO IV - JUNIOR SECTION (MORNING) PARENT TEACHER MEETING FOR CLASSES V TO XII - GIRLS' SECTION (MORNING)
26	SUNDAY	REPUBLIC DAY
27	MONDAY	
28	TUESDAY	
29	WEDNESDAY	
30	THURSDAY	SPORTS DAY- JUNIOR SECTION
31	FRIDAY	HOLIDAY

Note : Activity Schedule / Exam Schedules are tentative.

Total no of working days in January 2025 = 18
Cumulative total (April 2024 to January 2025) = 144

Dates are tentative, subject to revisions from MOE.



M.E.S. INDIAN SCHOOL, DOHA-QATAR

M.E.S INDIAN SCHOOL, DOHA-QATAR		
SCHOOL CALENDAR FOR THE ACADEMIC YEAR 2024-25		
FEBRUARY-2025		
DATE	DAY	SCHEDULE
1	SATURDAY	HOLIDAY FOR STUDENTS
2	SUNDAY	ANNUAL EXAMINATION FOR CLASSES IX & XI
3	MONDAY	TEST IN GRADED SUBJECTS FOR CLASSES V TO VIII
4	TUESDAY	
5	WEDNESDAY	
6	THURSDAY	
7	FRIDAY	HOLIDAY
8	SATURDAY	HOLIDAY FOR STUDENTS
9	SUNDAY	TEST IN GRADED SUBJECTS FOR CLASSES I TO IV
10	MONDAY	
11	TUESDAY	QATAR NATIONAL SPORTS DAY
12	WEDNESDAY	
13	THURSDAY	
14	FRIDAY	HOLIDAY
15	SATURDAY	HOLIDAY FOR STUDENTS
16	SUNDAY	
17	MONDAY	
18	TUESDAY	
19	WEDNESDAY	
20	THURSDAY	RESULT DECLARATION FOR CLASSES IX & XI
21	FRIDAY	HOLIDAY
22	SATURDAY	HOLIDAY FOR STUDENTS
23	SUNDAY	ANNUAL EXAMINATION FOR CLASSES V TO VIII
24	MONDAY	
25	TUESDAY	
26	WEDNESDAY	GRADUATION DAY - KG SECTION
27	THURSDAY	
28	FRIDAY	HOLIDAY / NATIONAL SCIENCE DAY

Note : Activity Schedule / Exam Schedules are tentative.

Total no of working days in February 2025 = 19
Cumulative total (April 2024 to February 2025) = 163

Dates are tentative, subject to revisions from MOE.

M.E.S INDIAN SCHOOL, DOHA-QATAR		
SCHOOL CALENDAR FOR THE ACADEMIC YEAR 2024-25		
MARCH-2025		
DATE	DAY	SCHEDULE
1	SATURDAY	HOLIDAY FOR STUDENTS
2	SUNDAY	NEW SESSION BEGINS FOR CLASSES X & XII (2025-26 BATCH) ANNUAL EXAMINATION FOR CLASSES I TO IV
3	MONDAY	
4	TUESDAY	
5	WEDNESDAY	
6	THURSDAY	
7	FRIDAY	HOLIDAY
8	SATURDAY	HOLIDAY FOR STUDENTS / INTERNATIONAL WOMEN'S DAY
9	SUNDAY	
10	MONDAY	
11	TUESDAY	
12	WEDNESDAY	
13	THURSDAY	RESULT DECLARATION - KG SECTION
14	FRIDAY	HOLIDAY
15	SATURDAY	HOLIDAY FOR STUDENTS
16	SUNDAY	
17	MONDAY	
18	TUESDAY	
19	WEDNESDAY	
20	THURSDAY	
21	FRIDAY	HOLIDAY
22	SATURDAY	HOLIDAY FOR STUDENTS
23	SUNDAY	
24	MONDAY	
25	TUESDAY	
26	WEDNESDAY	RESULT DECLARATION FOR CLASSES I TO VIII
27	THURSDAY	YEAR END BREAK FOR STUDENTS BRIDGE COURSE FOR CLASSES V TO VIII
28	FRIDAY	HOLIDAY
29	SATURDAY	HOLIDAY FOR STUDENTS
30	SUNDAY	ORIENTATION FOR TEACHERS
31	MONDAY	

Note : Activity Schedule / Exam Schedules are tentative.

Total no of working days in March 2025 = 19
Cumulative total (April 2024 to March 2025) = 182

Dates are tentative, subject to revisions from MOE.



M.E.S. INDIAN SCHOOL, DOHA-QATAR

4. Curriculum

The school is affiliated to the Central Board of Secondary Education, Delhi and follows CBSE curriculum.

CURRICULUM OVERVIEW

PRE-PRIMARY CLASSES (KINDERGARTEN - I & II)

English, Mathematics, General Knowledge, Conversation/ EVS/ Science, Art & Craft, P.T., Swimming, Computer Science, Music, Dance, yoga, DEAR period, I Love Qatar (Qatar History).

PRIMARY CLASSES (I TO IV)

English, Modern Mathematics, E.V.S., Qatar History, Islamic Studies/Moral Science. Computer Science, Art & Craft, Music, Dance, Physical Education, and General Knowledge are included as graded subjects in classes I to IV.

Second Language - (Hindi/Malayalam/French/Arabic/Urdu/Tamil)

Third Language - (Hindi/Malayalam/French/Arabic/Urdu/Tamil)

Class II – IV)

Those who opt for French/ Malayalam/ Urdu/ Arabic/ Tamil as second language shall learn Hindi as third language. However, Hindi will be taught either as second or third language.

This subject will be offered only if sufficient number of students opt.

MIDDLE SCHOOL CLASSES (V TO VIII)

English, Modern Mathematics, Science, Social Science, Qatar History, Physical Education, Art Education, Work Education, General Knowledge, and Artificial intelligence.

Second Language - (Hindi/Malayalam/French/Arabic/Urdu/Tamil)

Third Language - (Arabic/ Malayalam/ Urdu/ Kannada/ French/Hindi)

(Class V - VIII)

Those who opt French/ Malayalam/Tamil/Arabic/Urdu as second language shall learn Hindi as third language. However, Hindi will be taught either as second or third language to students of Indian nationality.

Note:

- ✓ ***For other nationalities, Hindi is not compulsory either as Second or Third language.***
- ✓ ***Qatar History, Islamic Studies/Moral Education is compulsory in classes KG to VIII.***



M.E.S. INDIAN SCHOOL, DOHA-QATAR

SECONDARY CLASSES (IX & X)

English Language & Literature, Mathematics, Science, Social Science, Qatar History. Value education, Health Education and Physical Education, Art Education and Work Education will be the subjects for internal assessment.

Second Language - (Hindi/French/Malayalam/Arabic/ Urdu/Tamil)

Introduction of Artificial Intelligence for IX.

SENIOR SECONDARY CLASSES (XI-XII)

Sl. No.	STREAM		
1.	SCIENCE	Group I	Group II
		English Core, Mathematics, Physics, Chemistry & Biology	English Core, Mathematics, Physics, Chemistry and Engineering Graphics or Computer Science or Informatics Practices or Psychology
		Group III	English Core, Physics, Chemistry, Biology and Computer Science or Informatics Practices or Home Science or Physical Education or Psychology.
2.	COMMERCE STREAM	English Core, Accountancy, Business Studies, Economics & Mathematics/ Computer Science/ Informatics Practices/ Home Science/ Physical Education/ Psychology.	
3.	ARTS/ HUMANITIES STREAMS	English Core, History, Economics, Physical Education & Computer Science or Informatics Practices or Home Science or Psychology.	
General Studies, Physical & Health Education and Work Education will be the subjects for Internal Assessment.			
Skill Subject Optional - Design, Marketing, Tourism and Early Childhood Care and Education.			
Note:			
1. The scheme of subjects may be changed as required/advised by the Central Board of Secondary Education, Delhi.			
2. Change of optional subjects in class XI after the First Term will not be entertained. No such change in class XII.			
3. Topics/paragraphs/references/quotations/diagrams that are against the principles of Islam and the laws of the host country, if found in the textual material, will be deleted.			



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5. Educational Resources

All books and learning resources are reviewed by the Resource review committee and all course content is ensured to be free from any objectionable material and nothing against the Country or Islamic values is mentioned in the books.

The school has a well-stocked library for children to explore more references for their learning. Also, a digital library is established in the school where students have access to E- content and the link to digital library is available on the school website.

Important links

Sl. No.	Description	Link
1.	Digital Library	https://mesqatar.org/digital-library.html
2.	CBSE	https://www.cbse.gov.in/cbsenew/cbse.html

Technology:

- E-learning - Students have access to e-learning content from home, for additional learning resources such as worksheets or videos on important topics.
- Digital classrooms.

Teaching Aids:

- Yearly split-up syllabus.
- Weekly and daily lesson plan.
- Guidelines for teachers.
- Orientations and trainings for staff.
- Learning buddy concept and micro teaching.
- Presentations, charts, modules, worksheets, videos, etc.
- Mentor teacher.
- Classroom observation assistance (observe classes of senior teacher).
- Student assessment and result analysis.
- Holistic report card for grade I to IV
- Anecdotal records.
- School calendar.



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6. Curricular & Extracurricular activities

- Co-curricular activities such as games, sports, music (classical/vocal/instrumental), dance, orchestra, gymnastics, dramatics, debate, public speaking, photography etc., are promoted. Individual and group competitions in these are conducted to bring about all-round development of the pupil. Special coaching classes are conducted for athletics and various games like Basketball, Football, Table Tennis, Volleyball, Cricket, Shuttle Badminton, Tennis, Throw ball, Taekwondo and Karate.
- Mass P.T. exercises are carried out on Thursdays.
- Students are annually taken out on picnics and educational tours. Teachers make adequate arrangements for such outings and supervise the conduct of the students. However, the Management of the school is not responsible for any unforeseen incidents like accidents or sickness during or after picnic, tours etc.
- **Houses:** Students of classes I to XII have been divided into four houses - Red, Blue, Green and Yellow. Co-curricular activities are conducted house wise to develop a healthy spirit of competition among the students.
- Participation in curricular and co-curricular activities helps the pupil in building up his/her personality. It provides a sense of responsibility and capacity for leadership. It inculcates a sense of discipline in him/her. With this aim in view, Head Boy/Girl, House Captains/ Literary Association Secretaries, Student Editors, Prefects and Students Council members are elected to develop leadership qualities.
- Extra classes will be arranged for slow learners after class hours. Those from classes IX to XII, who are listed as slow learners, shall compulsorily attend these classes. Special class will be arranged for the students of classes IX to XII during holidays/winter vacation. Attendance of all students is compulsory in such classes.
- Intensive coaching classes will be arranged for the bright students. Students of classes IX to XII will not be granted leave except in emergency cases for more than one week. Students, who are found absent for more than a week without written permission from the Principal/Head of Section, may not be permitted to attend classes.

7. The Three Compulsory Subjects (Arabic Language - Islamic Education - Qatari History)

As per Ministry of Education and Higher Education (MoEHE) Guidelines, the three compulsory subjects i.e. Qatar History, Islamic Studies and Arabic (as language) are practiced in the school time table. Teachers take utmost care to teach the syllabi as proposed by MoEHE for the three compulsory subjects.

1. No. of Teaching Periods per week:

- Arabic - 6
- Islamic -3
- Qatar History - 2



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2. Educational Resources:

- For Arab Nationals from MOE & HE
- For Non-Arabs as per CBSE

3. Assessment:

- Two (2) Term End Examination
- Three (3) Periodic Assessment

8. National Sense & citizenship

Our school actively participates in all programmes organized in connection with the Qatar National Day, all national events invited by the Ministry of Education & Higher Education and other associations, Independence Day of India, Republic Day of India, Qatar National Sports Day and other such important celebrations with great patriotism and fervor. MES is an active supporter of Qatar FIFA world cup 2022.

Few of the important programmes that the school has been participating are listed below:

1. Promoting code of ethics issued by MOE & HE among all stakeholders.
2. Qatar National Day Celebrations
3. Qatar National Sports Day Celebrations
4. Independence Day of India
5. Republic Day of India
6. Asian Games
7. Emir Cup
8. Qatar Walkathon Campaign
9. Educational Tours are planned every year to visit all important places in Qatar such as the Museum of Islamic Art, Qatar Library, etc.
10. Beach cleaning, etc.
11. Exhibitions are conducted to promote the essence of Arabic Language, Qatar National Identity, its culture and heritage and Islamic Studies.

Also different activities are organized to promote Arabic Language, Qatar National Identity, its culture and heritage and Islamic Studies.

9. Teaching and Learning

- CBSE norms are closely followed while appointing teachers. Qualified and experience teachers having adequate subject comprise of our teaching faculty. The teaching skills are further enhanced by regular in-house training, in-service orientation programmes and orientation by professional experts. Besides classroom observation by HODs/HOS/ HAI/Principal, students' feedback is also taken into consideration to ensure the quality teaching.



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- Weekly lesson plans are prepared in advance by a panel of teachers with the help of department heads. Also, a well-planned term wise curricular activities schedule is prepared every academic year. This system ensures that the curricular, co-curricular and extra-curricular activities are organized for an effective overall growth of the children.
- Teaching involves variety of approaches that is use of self, modern teaching methods including e-learning content, group learning, buddy system, educational games, quiz, club activity, worksheets/assignments to integrate and consolidate the concept and to make learning an enjoyable experience. Teachers ensures teaching instruction and notes meets heterogeneous group of learners.
- In order to promote better learning results, conducive visual learning is promoted amongst students. All classrooms are well equipped with interactive board, white board and ICT facilities to assist e-learning. Use of power point presentation for additional reference is also practiced.
- Every section has a committee in-charge to regularly review and update the e-learning content to be in line with the CBSE curriculum and changes notified by the CBSE board.
- Students are facilitated with e-learning user ID and password to access from home to take up worksheets. It is an additional support extended to develop the habit of reference to improve the subject knowledge.



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10. Student Assessment

- Kindergarten I & II - Continuous assessment
- **GRADING SYSTEM JUNIOR CLASSES I TO IV**



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Classes	Periodic Assessment	Written Exams (Half Yearly & Annual)																														
Class I	60 marks Periodic Continuous Assessment	40 marks Written Exam																														
Class II	60 marks Periodic Continuous Assessment	40 marks Written Exam																														
Class III	20 marks Periodic Continuous Assessment	80 marks Written Exam																														
Class IV	20 marks Periodic Continuous Assessment	80 marks Written Exam																														
CO-SCHOLASTIC ACTIVITIES AND DISCIPLINE Three-point scale (A=Outstanding, B=Very Good and C=Fair)																																
CO-SCHOLASTIC ACTIVITIES (Areas of Assessment)		DISCIPLINE (Areas of Assessment)																														
<ul style="list-style-type: none"> Work Education. Art Education Health and Physical Education 		Attendance, sincerity, behaviour, values, tidiness, respectfulness for rules and regulations, attitude towards society, nation and others.																														
GRADING SCALE																																
CLASSES I & II 5 POINT GRADING SCALE		CLASSES III & IV 8 POINT GRADING SCALE																														
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• **GRADING SYSTEM CLASSES V TO VIII**

Subjects	✓ Language - 1 ✓ Mathematics ✓ Any other subject ✓ Language - 2 ✓ Science ✓ Language - 3 ✓ Social Science	
	Term - 1 (100 marks)	Term - 2 (100 marks)



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	Half Yearly Exams	Annual Exams																			
Periodic Assessment 20 marks	<ul style="list-style-type: none"> 10 marks - Periodic Test 5 marks - Sub Enrichment 5 marks - Note Book Submission 	<ul style="list-style-type: none"> 10 marks - Periodic Test 5 marks - Sub Enrichment 5 marks - Note Book Submission 																			
	<ul style="list-style-type: none"> ✓ Syllabus covered till announcement of test dates by school. ✓ Note book submission & Subject Enrichment at the end of the term. 																				
Written Exams 80 marks	Written exam for 80 marks with syllabus covered till announcement of half yearly exam dates by school.	Written exam for 80 marks with syllabus coverage as below:																			
		Portions from 1st term covering significant topics		Portions from 2nd term																	
		Class V	5%	+ Entire syllabus of 2 nd term.																	
		Class VI	10%																		
		Class VII	20%																		
Class VIII	30%																				
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• **GRADING SYSTEM CLASSES IX & X**

Subjects	<ul style="list-style-type: none"> ✓ English ✓ 2nd Language 	<ul style="list-style-type: none"> ✓ Mathematics (Basic & Standard) ✓ Science ✓ Social Science 	
Internal Assessment (20 marks)		Written Exams (80 marks)	



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<ul style="list-style-type: none"> 5 marks - Periodic Test 5 marks - Multiple Assessment 5 marks - Portfolio 5 marks - Sub Enrichment Activities 	<ul style="list-style-type: none"> PA-1, PA-2, PA-3 Annual Exam - Complete/Full Syllabus. 																																							
<p><i>Students should secure minimum 33% marks in both written examination and internal assessment.</i></p>																																								
INTERNAL ASSESSMENT																																								
Periodic tests (best two will be taken)	Portfolio	Subject Enrichment Activities																																						
<p>1. Pen and paper test: (5 marks)</p> <ul style="list-style-type: none"> Three tests to be conducted in an academic year. Average of the best two to tests converted to 5 should be taken. Syllabus -Cumulative. <p>2. Multiple Assessment: (5 Marks) Quizzes, Oral Tests, Concept Maps, Exit Cards, Visual Expression etc.</p>	<ul style="list-style-type: none"> Class Work Peer Assessment Self-Assessment Achievements of the student in the respective subject. Reflections, Narrations. Journals, etc. 	<p>English & other languages: ASL (Assessment of speaking and listening skills)</p> <p>Science - Practical lab work</p> <p>Mathematics: Mathematics lab practical</p> <p>Social Science: Map work and project work</p>																																						
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☆ ASSESSMENT STRUCTURE FOR CLASSES XI & XII

- Monthly Tests, First Terminal, Second Terminal Examination and Annual Examinations will be conducted for class XI.
- Monthly Tests, First Terminal, Model Examination, Pre Board Examination will be conducted for class XII.



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☆ GRADING SYSTEM CLASSES XI & XII

For classes XI & XII, Grade is made on a 9 point scale as follows:

A1	: Top 1/8 th of the passed candidate in the subjects from all the sections of the class.
A2	: Next 1/8 th of the passed candidate in the subjects from all the sections of the class.
B1	: Next 1/8 th of the passed candidate in the subjects from all the sections of the class.
B2	: Next 1/8 th of the passed candidate in the subjects from all the sections of the class.
C1	: Next 1/8 th of the passed candidate in the subjects from all the sections of the class.
C2	: Next 1/8 th of the passed candidate in the subjects from all the sections of the class.
D1	: Next 1/8 th of the passed candidate in the subjects from all the sections of the class.
D2	: Next 1/8 th of the passed candidate in the subjects from all the sections of the class.
E	: Failed candidates (less than 33%)

11. School Reports for Monitoring Learning and Reporting Progress

- Parent-Teacher meetings are conducted regularly to discuss the academic performance of their wards.
- Parents shall meet the teacher concerned with prior appointment during the recess.
- Teachers also communicate the students' learning difficulties to the parents through school diary.
- Student performance record is maintained in a prescribed format.

12. Students with Disabilities and learning Difficulties:

- Teachers ensures teaching instruction and notes meets heterogeneous group of learners.
- Extra coaching is given for low achievers after class hours. Similarly, bright coaching classes are conducted for high achievers.
- Lesson activities, revision tests are conducted to ensure students are prepared to meet their individual needs.
- Catch-up classes concept (zero period) for classes I to IX has been introduced for students who joined in the second term and as well as the existing low achievers to cover the portions completed in the first term. Other students were promoted to focus on revision and independent study under the supervision of a teacher. For students of classes X to XII extra coaching was given.
- Equal importance is given to all students.
- Teaching involves variety of approaches that is, use of self, modern teaching methods including e-learning content, group learning, buddy system, educational games, quiz, club activity, worksheets/assignments to integrate and consolidate the concept and to make learning an enjoyable experience.
- Individualized Education Plan (IEP) is prepared as per the need by the counsellor/special educator.
- We have the Department of Guidance and Counselling in our school which includes a Special Educator and Counsellors. Guidance and counselling has become an integral part of our school's academic programme. It cultivates in students the right kind of attitude towards life. The department aims at training the students in self-discipline, confidence building and accepting criticism constructively and constantly. It further enables the students to resolve conflicts logically, rationally and not emotionally. Students in higher secondary classes can keep themselves abreast of all career opportunities available



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both in India and abroad from the school's G & C centre.

- **Special Education**

Special education services are provided in the school for children who require additional support in learning due to Specific Learning Disorders.

Students who have specific difficulty in acquiring and using learning skills such as reading, writing, spelling and arithmetic can be referred to Special Educator for an assessment and further support.

- The Counselling department organizes orientation/motivational programmes on personality development and positive behaviour for students and staff.
- Student Counsellors/Special Educator also attend seminars organised by CBSE and staff orientations which will help them to enhance their skills.

13. Human Development

- Moral Science and Life skill classes focus on the social behaviours of the students and promotes them to be responsible towards society.

Some of the social contributions that the students have done are:

- Donations of used clothes.
 - Iftar for needy
 - Visiting palliative units.
 - Donating goodies to sick people.
 - Cleaning beach
 - Assisting in the diabetes awareness campaign.
 - Acknowledging the supporting staff on labour day with some gifts or money, etc.
 - Green campaign - planting samplings in the school campus and kitchen garden in every section of the school.
- The scouts, guides, cubs and bulbul also actively participate in many environmental and social activities within the school and on field trips.

14. The School Behaviour:

Purpose:

The purpose of the policy aims to provide a moral framework for students' personal development so that they can become courteous and tolerant members of the society. Also, to encourage self-discipline and an awareness about the positive contribution that the individual can make to his/her life, to the school and to the society at large.

Aims of Policy

- To make the school's expectations of behaviour clear to all students.
- To inculcate caring, considerate and co-operative behaviour among students and a proper regard for authority.
- To encourage the development of self-discipline and a sense of responsibility for one's own actions.



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- To make teaching and learning effective.
- To create an environment based upon mutual respect.

Key elements constituting the Student Behaviour Policy are as follows:

- The School's Vision and Mission statements and values it wants to see upheld.
- Rights, roles and responsibilities of each component of the school community for maintaining high behaviour standards.
- Rules, procedures and protocols setting boundaries and expectations.
- Rewards points for positive behaviour and negative marking for acts of indiscipline.
- Mechanisms for control, monitoring, follow-up and support.
- Guidance and counselling for behaviour problems.

Policy - Disciplinary Actions:

- Good code of conduct should be maintained by all the students throughout their schooling.
- School policy, rules and regulations should be followed as mentioned in the school diary and the practices prevailing in the school and the rule of the country.
- Discipline in-charges will monitor the student and school discipline on a regular basis.
- Following corrective measures shall be taken depending on the level of indiscipline displayed by the students:
 - Immediate checking of misbehavior.
 - Verbal reprimand.
 - Repeated or extra work where work is of an unacceptable standard.
 - Note to parents in the school diary.
 - Parent teacher meeting.
 - Referring to the student counsellor of the school, if required.
 - Issue of a warning.
 - Student can also be asked to leave the class if any act of indiscipline makes it exceptionally impossible to continue the lesson.
 - Students may also be suspended for some time for any repeated act of indiscipline.
 - School will also keep the option of rustivating habitual offenders with no scope for improvement in behaviour at the end of the academic year. Any, criminal offence shall be reported to the police for further action.

DISCIPLINE PLAN/BEHAVIOUR INTERVENTION

It is important to have a behaviour intervention plan for the school in order to maintain and encourage appropriate behaviour. The discipline issues can be classified into different categories as follows:



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MINOR/LEVEL 1

<ul style="list-style-type: none">• Incomplete homework/class work.• Pushing and/or running in corridors.• Late coming/tardiness.• Inappropriate uniform.	<ul style="list-style-type: none">• Talking in class.• Non-compliance with school rules.• Inappropriate assembly behaviour.• Eating in corridors.• Not moving in line.
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MIDDLE/LEVEL 2

<ul style="list-style-type: none">• Inappropriate language• Inappropriate use of electronic equipment• Lying	<ul style="list-style-type: none">• Use of cell phones• Teasing• Disrespecting teachers and property
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MAJOR/LEVEL 3

<ul style="list-style-type: none">• Fighting• Inappropriate representation of school• Inappropriate use of emergency equipment• Bunking class• Cheating on exams• Racism & other forms of discrimination	<ul style="list-style-type: none">• Defacing school property• Theft• Defiance• Inappropriate use of internet/print material• Verbal aggression (uttering threats)• Physical aggression• Vandalism• Bullying
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INTERVENTIONS

These behaviours are handled initially by the teacher but are referred to the DISCIPLINE IN CHARGE if incidents repeat.



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<ul style="list-style-type: none"> • Defacing school property • Excessive talking • Failure to complete assigned work • Inappropriate behaviour during assemblies/school activities • Inappropriate hallway behaviour • Inappropriate internet sites and/or print material • Inappropriate language • Inappropriate use of personal equipment • Late coming • Lying • Non-compliance to school rules • Pushing in corridors & staircase • Teasing and/or derogatory remarks • Use of electronic devices. 	<p>Step 1: Verbal reminder to the student of the expected appropriate behaviours.</p> <p>Step 2:</p> <ul style="list-style-type: none"> • Verbal reminder to the student of the expected appropriate behaviours. • Consequence applied by teacher. • Calm down corner in each class for junior classes. <p>Step 3:</p> <ul style="list-style-type: none"> • Verbal reminder to the student of the expected appropriate behaviours. • Inform parents by the teacher. <p>Note: If there is no improvement in the behaviour the student will be referred to the counsellor for further intervention.</p>
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Major: These behaviours are immediately referred to the discipline in charge/counsellor and then to Principal.

Behaviours	Actions
<ul style="list-style-type: none"> • Bullying • Defiance • Endangerment of Self/Others • Fighting • Inappropriate representation of school • Non-Emergency Fire Alarm • Theft • Vandalism • Verbal Aggression 	<p>Step 1: Referral to Discipline in charge /counsellor</p> <p>Step 2: Home contact</p> <p>Step 3: Meeting with parents.</p> <p>Step 4: DETENTION if required.</p> <p>Step 5: Written apology to offended parties before the student is permitted to the class</p>

Strategies for detention

Day 1- Day with counsellor where the counsellor will do the intervention.



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Day 2- Day with class teacher where the student will stay with the teacher during PT period and recess.

Refer the child for additional support (external agencies).

Promote peer education by selecting and training students from each class to intervene or report the cases (Buddy Group).

Re-entry Meeting: A meeting will be held upon re-entry of the student after the suspension period is over with the Principal, Head of Section and Class Teacher Concerned in order to understand the attitude/behaviour change of the student. Class teacher will monitor the performance of the student for 2 weeks and submit a report with the student's progress in behaviour to the Principal through the Head of Section.

15. Health, Safety and Security

- Standard Operating Procedures for Science Labs (Bio, Chem, Phy, Home Science) are displayed in all laboratories.
- Computer lab procedure and instructions for safe use of computers and related applications are displayed in all computer laboratories.
- The campus is under surveillance and security staff deputed at different places in the campus monitor the in & out flow of students, staff and visitors.
- Exit pass is practiced for staff and students for approved exit during the school hours.
- Stay back pass is also available for monitoring the students stay after the school hours.
- Well quipped clinic with qualified Nurses are available in the campus.
- As part of safety procedure safety walk (preventive safety measures), safety sampling (a specific area is studied in detail by Safety Office), safety tour (a detailed evaluation of safety performance by the facilities team and by higher authorities), fire monitoring and mock drills (to ensure proper evacuation procedure) are practiced in the school to ensure hazard free campus.
- The school infrastructure is monitored regularly.
- The firefighting system are as per the guidance line of the Ministry of Civil Defense, State of Qatar.
- School's Emergency Rescue Team is available.
- Safety and security staff are updated regarding all safety procedures, policies and work instructions.
- Traffic near the school gates are monitored during the school opening and closing hours.
- All the exit points are Highlight.
- Emergency numbers are displayed all on the school notice boards, reception and common points which are visible.
- Gate pass in maintained for inflow and out flow of vehicle and substances.



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Students Safety Policy

Purpose:

The purpose of the policy aims to provide safe and congenial environment for the students.

Aims of Policy

- To ensure safety and security of the students.
- To provide medical first aid, if any injury caused and arranging for medical support for major injuries/accident during the school hours.

Key elements constituting the Students Safety Policy are as follows:

- The School's Vision and Mission statements
- Rules of the Ministry of Education and Ministry of Civil Defense, State of Qatar

Policies:

General Safety:

- The school campus should be free of hazardous elements/equipment.
- The school infrastructure should be monitored regularly.
- Depute security staff at all gates/school entrances.
- Regular safety checks should be conducted by the security team to ensure the school safety.
- All the exits will always be kept clear and will be highlighted with illuminated sign boards.
- The school shall be equipped with Fire Alarm & Fire Fighting System and the same shall be tested and maintained as the guidelines of QCDD.
- School shall Insure the students in the public liability insurance also during the transit in the school buses.
- Regular safety checks should be conducted by the security team to ensure the school safety.
- Visitors register will be maintained with all details of the visitors.
- Maintain gate pass for inflow and out flow of vehicle and substances.
- Students will be only allowed to leave the gate with their guardian and a proper Gate Pass during the school hours.

Emergencies/Accident & Incidents:

- School shall implement & monitor an effective Emergency action plan.
- School Shall maintain an Emergency response team.
- School shall conduct Mock drills to evaluate, exercise the effectiveness of its plans, procedures and train the students and staff.



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- All the emergency contact numbers shall be communicated to the students through notice boards and other evacuation sign boards installed in the hallways and corridors.
- Any Accident or Incidents will be reported as per the school procedure and the school authorities shall investigate these to identify & eliminate the root causes so as to prevent re-occurrences.

Transportation Safety:

- School shall be responsible to provide a safe transport to all students availing the facility.
- Attendance shall be properly monitored in the bus by the conductor.
- Students below the age of 11 shall only be dropped at the door-step to a custody.
- The students will be only picked up and dropped at their designated stop.
- Vehicles shall be periodically maintained to ensure safety.
- All drivers and conductors will be properly trained.
- Upon completing each trip, the conductor, driver and the security shall ensure no students are left behind.
- Disciplinary action will be taken against Students misbehavior in the bus.
- The Bus Safety rules shall be posted in the bus and communicated to the Students.
- Five level security heck list.

Field Trips/Educational Tour:

- Field trip/ educational tour shall only be conducted with prior approval from the relevant authorities.
- Students are only permitted to join the trip with written consent from the parent.
- The students shall be accompanied by teachers in a ratio of 10:1.
- Students shall only leave for such trip from the school and shall report back to school for security verification.
- An itinerary of the trip shall be prepared and sent to the parents.

Students Dispersal Policy

Purpose:

The purpose of this policy is to ensure safety of all students as they enter or depart from the school campus.

Aims of Policy

- Manage movements in and out of students.
- Students' safety to and from classrooms in an orderly manner.
- No student is left behind.



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- Board the students on the right bus.
- To promote parking area safety and stay incident free.

Policies:

Students availing school transport

- Students' boarding and deboarding logs shall be properly maintained by the bus conductor.
- The school bus stops within the boundary wall of the school.
- Once the morning drop-off has been done, bus will be checked by the driver, conductor, by teacher in-charge and security at gate to ensure that all students have deboarded and no student is left behind in the bus before the bus moves to the parking yard for final checking.
- At dispersal time, a designated conductor accompanies children of classes KG I to Grade 3 to the school bus in a group.
- Every bus has one conductor present on the route.
- In case a child who usually travels by bus is being picked up by the parent for some reason, this should be done only after due procedure of request from parent to the Class teacher through entry in dairy/email/letter which will be submitted to the Head of Section concerned for exit pass/permission slip. The transport section is intimated about the early leaving children for driver's record and attendance follow-up.
- This gate pass is required to be given at the gate when the parent / guardian leaves with the child.
- At dispersal time, after attendance is taken, if any child who was present in the morning is missing, the conductor/driver confirms with the respective section about the same. The section shall communicate such cases to the Transport Dept. and ensure the reason for absence.
- Zone leaders are assigned to supervise safe and smooth movement of students and buses.
- Care is taken that at no time should a student (especially a female) remain alone in the bus with the driver and male conductor whether at the start or at the end of a journey.
- Routing is planned accordingly so that the first and last child is not a female.
- Bus should be safely parked on the right side of the road at the drop point to ensure students safety.
- Bus routes are optimized so that students are dropped close to their residence as agreed by the parents.
- No student shall be dropped off at any other location unless otherwise the request has been approved by the transport department.
- When children, especially those in Class 5 and below get off at their drop off point, they are not left alone on the road but are handed over only to the parent/ maid or authorized representative or as agreed upon.
- The bus driver ensures that the doors of the bus are closed before he resumes the route.
- Banksman is provided whenever there is lack of visibility particularly when the vehicle is reversed.
- School will attempt to drop the child off closest to the gate, and should this not be possible, parents must make arrangements to prevent them walking alone or ensure that they are adequately equipped to manage this confidently, with a good awareness of safety skills. It is the joint responsibility of school and parents to minimize risk to the student and equip them with the confidence to handle risks in an age-appropriate manner.
- In case the parent/representative has not reached to pick-up the student of Class 5 or below, under no circumstances should the student be left on the road. In the event there is another known parent in the same complex willing to take responsibility, this may be permitted as an exception after the teacher confirms this with the parent.



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If there is no one else to pick up the child, the child may not be permitted to alight, and the teacher on the bus will coordinate with the parent for getting off at the next convenient stop or he/she will be brought back to school and parent shall pick their child accordingly at the earliest.

NON - BUS GOING STUDENTS

- Students shall be dropped and picked at the designated gates which are timely intimated to the parents through circulars.
- Parents' students shall pick their child after 1.25 p.m.
- Early leavers should follow the procedure for early leave and an exit permission slip duly signed by the respective Head of Section should be submitted to the security at the gate.
- KG 1 to Grade 5 students should be picked by the parent.
- Students should oblige to the traffic rules followed near the school gates to avoid any incident/accident. The security on duty will assist the students in crossing the road as applicable.

16. School Facilities and Equipment:

Facilities:

- Sports complex with synthetic track and flood-lit waterless grass playing field.
- Separate swimming pools for adults and beginners within the school campus with life guards and coaches for Boys' and Girls' separately. Baby pool for KG kids. Baby pool for children aged 5 and below.
- Well stocked Central Reference Library and Girls Section Library.
- Spacious and well equipped Auditorium and Conference hall.
- Covered roof waterless football grass field for Junior Section.
- Indoor play area for KG.
- Covered play area for Boys & Girls
- Fitness Centre
- Multi-purpose indoor games and sports hall.
- Fleet of Air-conditioned buses for convenient transportation for all areas of Doha including Al-Khor.
- Well - equipped laboratories.
- Prayer halls
- All classrooms are smart classrooms and well equipped with interactive boards and internet facilities. Necessary firewall restrictions are applied to avoid misuse of internet resources.



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- Educational tools:
E-learning (DS Portal) and Parent Portal.
Digital library
- Strategies used to make teaching effective are:
 - Worksheets/assignments are uploaded on parent portal which will be corrected by the teachers. Also, answer keys are provided for assistance of students and parents.
 - e-learning portal access from home:
 - a. Recorded videos/lesson summary/question bank/concept worksheets are available on e-learning portal.
 - b. E book (Macmillan series)
 - Qualified and trained teachers who are capable of handling students are appointed and they communicate regularly with the parents.
 - Parents are Informed about the Students' Attendance /Performance.
 - Parents are informed about the students' performance by uploading report cards on parent portal, e-mails /phone calls by teachers.
 - Daily study plan provided.
 - Weekly /monthly syllabus given.
 - Chapter wise notes are also uploaded on the parents' portal.
 - Activity based learning is incorporated for lower classes to reduce stress on children.
- Preference for admission to the IES College of Engineering, Thrissur, Kerala.

17. Quality Assurance & Accreditation

MES INDIAN SCHOOL has an established quality management system (QMS) since 2006. The quality management department is responsible to implement, maintain and regularly improve the effectiveness of the quality, its systems and operations for all processes in the school to be in line with the ISO 9001:2015, QNSA, IWA (International Workshop Agreement) 2:2007 standards and also required standards from other regulatory bodies.

The department conduct regular inspections, audits (internal & external), feedback analysis of Parent Teacher meetings, students and teachers. The functional objectives, Action plans, training plans, continual improvement from all process owners are also monitored by the QMS department to ensure effectiveness of all processes in the school and compliance to the ISO standards.

Management Review Meetings are conducted by the QMS department to discuss and resolve issues, address requirements in human resources, infrastructure and work environment, etc., and also new service plans/initiatives are part of the meeting discussion.

The school has also incorporated the Risk and Opportunities register as part of the ISO 9001:2015 requirements along with Risk assessment register for the Safety and Security Department to focus on the continual improvement aspect.



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The QMS department ensures regular and timely updation of all policies, forms, procedures, process flow diagrams, organisation chart, etc. in consultation with the process head and school management authorities concerned to accommodate applicable changes to sustain and progress a quality education system in the school with utmost commitment.

Accreditation

- M.E.S. Indian School is affiliated to CBSE, Delhi (Affiliation No. 6330001)
- Qatar National School Accreditation.
- ISO 9001:2015 certified Indian school in the state of Qatar.

18. Stakeholder Engagement

- Education is a joint responsibility of the parents and the school.
- Parents are actively involved in school activities through Parent-Teacher Council forum, Parent Teacher Meetings and participation in many other School programmes/activities and events. Their opinions are evaluated to incorporate the best suggestions that will enhance the schools committed services.
- The school Managing committee plays a vital role in addressing the requirements and implementing them according to the need.
- Feedbacks, discussions/suggestion received from the stakeholders has helped the school to focus on the all-round development of its students' personality and to give them an environment which can be an ideal second home for them.
- Parents participation in the child's progress is promoted to discuss on the areas of improvement and the strength of their children. To add positive behaviour in children's progressive age, the school organizes many community programmes in coordination with some companies and association on several occasions.
- Parents orientation is conducted for parents of new students.
- The pupil's diary holds all the rules and regulation of the school ranging from general rules, uniform, fee, examination, activities of the school etc., On Special occasions like School Sports day, Annual day, Award ceremonies, parents are invited by sending invitation letters.
- Whenever the school gets an opportunity of receiving experts related to parental guidance or career guidance, parents are invited for a live class. Parents of specific group of student, who need special attention, are also directly called to the school and the necessary information and guidance is duly passed on.
- Parent-teacher meetings are conducted regularly once in a term and thrice in an academic year to discuss academic & other matters related to their wards and highlight the progress of students and his/ her overall development.
- School communicates academic performance of their ward through monthly updates as well as report cards issued after each terminal examination.
- Behavioral aspects are reported through pupil's diary, letter and over the phone.
- Open house sessions are also conducted for parents of board exam writing students.



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- The school is in constant touch with Indian mission available in the country and exchange information. School has constant plans to support and encourage participation from community like sports associations, cultural associations, scouts and guides missions, environmental organizations and organization related to Arts, culture and literature.

➤ SCHOOL ENCOURAGES AND FOSTERS COMMUNITY ACTIVITIES WITH STAKEHOLDERS.

- In order to develop a sense of social responsibility, philanthropic gesture, care and empathy among our students towards the needy ones, a visit to the cancer patients was made by our students' representatives and teacher representatives at the Cancer Recovery Unit of Hamad Medical City.
- School also encourages students to donate used clothes, toys, etc.
- School actively participates in the events organized in connection with National days and sports events including school Olympics. The school has won many prizes and medals.
- Our School organizes Sirat-un-Nabi elocution competitions and Qu'ran recitation competitions for all private schools in Qatar.
- Participation in events organized by other Indian schools, Independent Schools. Qatar Government, Ministry of Education & Higher Education and Indian Mission in Qatar.
- Our school has also contributed INR 1 million toward the Kerala Flood Relief Campaign. Such philanthropic gestures have also been done in the past and shall be done in the future as well.

19. Distance Learning.

Imparting education during Covid 19:

- Educational tools:
E-learning (DS Portal), Zoom App (during online classes), Parent Portal.
- Regular timetable is in place for all classes which covers the planned syllabus applicable for different educational stages.
- Strategies used to make teaching effective are:
 - Worksheets/assignments are uploaded on parent portal which will be corrected by the teachers. Also, answer keys are provided for assistance of students and parents.
 - Recorded audio clips/video clips are forwarded to the students to develop their vocabulary.
 - e-learning portal access from home:
 - a. Recorded videos/lesson summary/question bank/concept worksheets are available on e-learning portal.
 - b. E book (Macmillan series)
 - Qualified and trained teachers who are capable of handling students are appointed and they communicate regularly with the parents.
 - Parents are Informed about the Students' Attendance /Performance.



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- Parents are informed about the students' performance by uploading report cards on parent portal, e-mails /phone calls by teachers.
- Daily study plan provided.
- Weekly /monthly syllabus given.
- Chapter wise notes are also uploaded on the parents' portal.
- Activity based learning is incorporated for lower classes to reduce stress on children.
- Assessment of students:
 1. Term wise exams are conducted as per schedule and parents are given advance notice about the same.
 2. Tests are conducted after completion of every chapter.
 3. Sufficient revision is given to students to obtain effective learning results.
 4. Special classes are given for weak students.
- Assistance extended to parents:
 1. Parents can contact through emails, WhatsApp, over phone (extension numbers shared in circulars) during the school working hours.
 2. Feedback is collected from the Students as well as from the parents.
 3. Parent teacher meetings.
 4. Guidance and counselling session are given as required in the school or parents can opt for tele counselling as per their convenience.
 5. Mental wellbeing awareness programme conducted in coordination with Hamad Medical Cooperation for parents and students.
- Extra-curricular activities:
 1. Students will be assessed in various activities under different categories during distance learning. Some of the important competitions:
 - a. Panel discussion by Junior, middle and senior students on important topics related to Covid 19.
 - b. Versified expression (poetry recitation competition).
 - c. Arabic speech & Quran recitation.
 - d. Diaspora pencil drawing competition.
 - e. Timeless tales -story telling competition.
 - f. Quiz mania
 - g. Debate
 - h. Collage making
 - i. Celebration of important days.
 2. Many important events such as the investiture Ceremony, Principal's Honour List (award for academic excellence), etc. were conducted during covid 19 remote learning process same shall be conducted if required during pandemic or other crisis as applicable.
 3. Socially responsible: Senior students at our school volunteered and supported the donation campaign of Qatar Cancer Society. Many such events shall be promoted.



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- Trainings & development:
 1. Training in various subjects is conducted for teachings staff to support them meet the challenges of blended/online education and to ensure effective teaching and learning results.
 2. Other staff are also trained and educated about preventive measures and safety of students during any health alert received from MOPH.
- Safety & precautionary measures that will be used during any pandemic situation as applicable:
 1. Hand Sanitizer dispensers are installed in the classrooms, labs, corridors, staff rooms, waiting areas, reception area, etc.
 2. Staff and students wear mask in the campus.
 3. A health monitoring team is created and contact numbers of focal points are given to parents.
 4. Isolation rooms are available in every section.
 5. Campus is thoroughly cleaned immediately after students are evacuated.
 6. Classrooms follow all Covid rules and social distancing norms.
 7. Precautionary measures are displayed in the campus, washrooms, corridors, etc.
 8. Videos on personal hygiene and precautionary measures are shared with students & parents.
 9. Necessary guidelines about the welfare of students includes suggestions for a healthy meal for students that are shared with parents on parent portal.
 10. Students are restricted from sharing their food and water bottle with their friends.
 11. Staff are deputed on duty to ensure disbursement of students is with social distancing.